



**PORT TAMPA BAY
MONTHLY BUSINESS MEETING
MAY 19, 2020 - 9:30 AM**

- A. THIS MEETING WILL BE HELD VIA TELEPHONIC CONFERENCE - FOR MORE INFORMATION, PLEASE VISIT WWW.PORTTB.COM**

Invocation - Pledge

Public Comment

- B. Minutes and Financial Statement**

- 1. Approval of Minutes of April 21, 2020 Board Meeting**
- 2. Presentation of Cargo and Cruise Quarterly Report**
- 3. Presentation and Approval of Financial Statement for Seven Months Ending April 30, 2020**

- C. Consent Agenda**

- 1. Approval of Extension of Agreement with SunTrust Banks to Provide Comprehensive Banking Services**
- 2. Approval of Site Improvements Permit and Utility Easement for Frontier Florida LLC's for Underground Fiber-Optic Communications Serving Cruise Terminal Nos. 2, 3, and 6**
- 3. Approval of Site Improvements Permit - Vulcan Construction Materials, LP Installation of a Conveyor System**
- 4. Approval of the Extension of General Planning Services Consulting Agreement**
- 5. Approval of Consent to Assignment of Ground Lease from Apollo Residential, LLC to Jeffrey & Rieka Stroh**
- 6. Approval of Site Improvements Permit - TPSI Terminals, LLC - Vapor Recovery Unit**

- D. Regular Agenda**

- 1. Approval of Transfer of Capital Funds and Work Authorization with On-Call Contractor to Replace the Weather-Proofing at Cruise Terminal No. 3 2nd Floor Exterior Balcony**
- 2. Approval of the Contract Award for Outside Counsel for Bankruptcy Services**

- E. Receipt of Reports**

- 1. Report of Legal Fees and Expense Report by Project**
- 2. Report of Monthly Aged Receivables**
- 3. Report of Contract Status**
- 4. Report of Work Permits**
- 5. Report of Expenditures Between \$50,000 and \$100,000**

- F. Executive Director Report**

- G. Presentations**

State Legislative Update - The Advocacy Group at Cardenas Partners and Capital City Consulting

- H. New Business/Commissioners' Comments**

Revised Small Business Enterprise (SBE) and Expense Policies
(see attached policies)

- I. Future Proposed Projects**

- J. Calendar of Events**

May 27, 2020 - Hurricane Exercise, 8:30 am to 12:00 noon *Event will be held virtually. For more information contact Dennis Martin at dmartin@tampaport.com*

K. Date of Next Meeting

Tuesday, June 16, 2020, 9:30 am

L. Adjournment

A. INVOCATION AND PLEDGE

PUBLIC COMMENT

B. APPROVAL OF MINUTES

**PRESENTATION OF CARGO AND CRUISE
QUARTERLY REPORT**

**PRESENTATION AND APPROVAL OF
FINANCIAL STATEMENT**

C. APPROVAL OF CONSENT AGENDA

INVOCATION AND PLEDGE OF ALLEGIANCE



**PORT TAMPA BAY
Business Meeting
April 21, 2020
9:30 am via Telephonic Conference
1 888-585-9008
Room: 889-202-202**

Chairman Stephen W. Swindal called the Port Tampa Bay (PTB) Business Meeting to order at 9:32 a.m. Chairman Swindal thanked Board members, PTB staff and public for attending and listening to this telephone conference meeting and asked Mr. Charles Klug, PTB Principal Counsel, to provide a brief statement on this virtual meeting and the public comment process.

Mr. Klug stated that Port Tampa Bay had published a CORRECTED PUBLIC NOTICE of this meeting in the *Tampa Bay Times* on Sunday, April 12, 2020, as well as posted the notice on the PTB website and bulletin board. The Corrected Public Notice stated that the Board meeting of the Tampa Port Authority previously scheduled to be held in the Board Room in the Joseph Garcia International Building, 1101 Channelside Drive, Tampa, Florida 33602 at 9:30 a.m. today will now be conducted virtually by telephonic conferencing, a means of communications media technology authorized pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Mr. Klug continued that the Board Room was closed to the public in response to the COVID-19 pandemic. However, anyone wishing to make a public comment may do so telephonically by using the telephone conference number for this meeting during the Public Comment period immediately after the Call to Order. Mr. Klug then noted that this would be the only time during this telephonic conference meeting that public comments would be heard and also noted that a copy of the agenda and supporting documents were posted on the PTB website at www.porttb.com.

A. INVOCATION – PLEDGE

Chairman Swindal stated that the meeting would continue with the invocation and Pledge of Allegiance and asked guests to refer to the image of the American Flag on page three (3) of the agenda package.

Chaplain Steve Finnesy gave the invocation and led the Pledge of Allegiance.

Chairman Swindal then called on each Board member to establish attendance and the following Board members verbally acknowledged their presence: Mr. Stephen W. Swindal, Chairman; Mr. Patrick H. Allman, Secretary/Treasurer; The Honorable Sandra Murman, Commissioner; Mayor Jane Castor, Commissioner; Mr. Hung T. Mai, P.E, Commissioner; Mr. Chad W. Harrod, Commissioner; and Mr. Ted Conner, Commissioner.

The following PTB senior management staff members were on the call: Mr. Paul Anderson, Port President/CEO; Mr. Charles Klug, Principal Counsel; Mr. Raul Alfonso, Executive Vice President and Chief Commercial Officer; Mr. David Delac, Chief Financial Officer; Mr. John Thorington, Vice President of Government Affairs and Board Coordination; Mr. Bruce Laurion, Vice President of Engineering; Mr. Wade Elliott, Vice President of Business Development; Mr. Lane Ramsfield, Vice President of Real Estate; Mr. Karl Strauch, Vice President of Marketing; Ms. Joanne Toledo, Vice President of Human Resources; Mr. Clay Hollis, Chief of Staff; and Mr. Ken Washington, Vice President of IT and Chief Information Officer.

PUBLIC COMMENT

There were no public comments.

B. APPROVAL OF MINUTES OF THE FEBRUARY 18, 2020 BOARD MEETING

Commissioner Murman, seconded by Commissioner Mai, moved to approve and receive the minutes as presented. The motion carried unanimously via roll call.

PRESENTATION AND APPROVAL OF THE FINANCIAL STATEMENT OF SIX MONTHS ENDING MARCH 31, 2020

Mr. David Delac presented the financial statement and reviewed specific line items.

There being no comments, Commissioner Harrod, seconded by Commissioner Murman, moved to approve the Financial Statement of Six Months Ending March 31, 2020. The motion carried unanimously via roll call.

PRESENTATION AND APPROVAL OF AUDIT RESULTS AND FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING SEPTEMBER 30, 2019

Mr. Delac introduced representatives from Rivero Gordimer & Company, Mr. Sam Lazarra and Ms. Julie Davis.

Mr. Lazarra and Ms. Davis outlined the audit results and financial statements for FY2019 as presented in the agenda.

There being no further comments, Commissioner Murman, seconded by Commissioner Mai, moved to approve the Audit Results and Financial Statements for Fiscal Year Ending September 30, 2019. The motion carried unanimously via roll call.

C. APPROVAL OF THE CONSENT AGENDA

1. **Approval of Site Improvements Permit and Utility Easement for Spectrum at Yara's U.S. Hwy 41 Lease Site**
2. **Approval of Consent to Lease Agreement Between Online Transport Int'l, LLC and Momentum Logistics, Inc.**
3. **Approval of Consent to Assignment of Submerged Lands Lease from WCI Communities, LLC to Westshore Marina Ventures, LLC**

There being no comments, Commissioner Murman, seconded by Mayor Castor, moved to approve the consent agenda as presented. The motion carried unanimously via roll call.

D. REGULAR AGENDA

Mr. Anderson introduced each of the following items and Mr. Charles Klug presented each item.

1. Approval of Authorization to Bind Property, Liability, and Flood Insurance Coverage for the 2020-2021 Policy Year

Mr. Charles Klug referred to pages forty-five (45) through fifty-one (51) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

Commissioner Allman proposed approving the recommendation in Item D-1 with the exception of adding \$10 million to the storm coverage, which would change the coverage from \$90 million to \$100 million.

There was some discussion regarding staff recommendation and Mr. Klug noted that the subject of the additional storm damage coverage was mentioned during pre-meeting briefings with individual Commissioners. Mr. Delac stated that staff would work with Hugh Wood, Inc to accomplish obtaining the additional coverage.

There was additional discussion regarding if there were sufficient funds in the budget to cover the additional \$25,000 in premium the added coverage would cost. Mr. Delac stated that there would be enough funding in the FY20 budget and the additional funding would be included in the FY21 budget.

There being no further comments, Commissioner Allman, seconded by Commissioner Murman, moved to authorize the Port President/CEO, or his designee, to bind the Property (Primary & Excess) & Property Terrorism; Comprehensive General and Marine Liability (CGL) & Excess Liability; Public Official's Liability; Government Crime; Maritime Employers Liability; Hull and P&I; Vessel Owners Pollution; Foreign Liability; Storage Tank 3rd Party Liability; Commercial Automobile; Privacy (Cyber) Liability; Law Enforcement Legal Liability; Unmanned Aircraft Liability; and Flood Insurance from April 30, 2020 / May 1, 2020 to April 30, 2021 / May 1, 2021, at the coverage levels and premiums as noted on the attachment beginning on page 47 in the agenda. Total cost for the policies, including the HWI broker fee of \$50,000 and all applicable Florida surcharges will not exceed \$2,335,000; however, this authorization includes a stipulation that premiums for the current year may increase or decrease depending upon PTB adding or deleting coverage.

Additionally, authorize the Port President/CEO, or his designee, to bind coverage with alternate underwriters if those underwriters provide greater coverage at the same premium or the same coverage at a lower premium. The PTB Board of Commissioners would be advised of any such changes at the May 2020 Board meeting. The motion carried as amended unanimously via roll call.

2. Approval of the Renewal of Concur Technologies, Inc. Travel, Entertainment, and Expense Platform Service Agreements

Mr. Klug referred to pages fifty-two (52) through fifty-three (53) in the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Commissioner Harrod, moved to authorize the Port President/CEO, or his designee, to approve a service agreement with Carahsoft, a licensed Concur vendor, in an amount not to exceed \$190,465.20 for thirty months, subject to review by Port counsel. The motion carried unanimously via roll call.

3. Approval of License Agreement with The Victory Ship, Inc. d/b/a American Victory Mariners Memorial and Museum Ship

Mr. Klug referred to pages fifty-four (54) through fifty-six (56) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Commissioner Mai, moved to authorize the Port President/CEO, or his designee, to execute a License Agreement with The Victory Ship, Inc. d/b/a American Victory Mariners Memorial and Museum Ship in accordance with the terms set forth in this agenda item, subject to review by Port counsel. The motion carried unanimously via roll call.

4. Approval of Resolution Amending and Supplementing the Master Junior Lien Bond Resolution and Authorizing a New State Infrastructure Bank (SIB) 2020 Loan for the Purpose of Acquiring, Constructing, Installing and Equipping an Approximate 100,000 Square Foot Warehouse and Related Improvements

Mr. Klug referred to pages fifty-seven (57) through one hundred three (103) in the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Commissioner Mai, moved to adopt the resolution adding and supplementing the Master Junior Lien Bond Resolution attached to the agenda item and authorize the Port President/CEO, or his designee, to take all necessary action to enter into a transaction with the State of Florida Department of Transportation, as lender, in order to provide a loan in a principal amount not exceeding \$10,000,000 through the State Infrastructure Bank loan program for the 2020 Warehouse Project, subject to review by Port counsel. The motion carried unanimously via roll call.

5. Approval of Public Transportation Grant Agreement with the Florida Department of Transportation – FSTED Funds (PTGA #444908-29401)

Mr. Klug referred to page one hundred four (104) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Commissioner Mai, moved to authorize the Port President/CEO, or his designee, to enter into Public Transportation Agreement (#444908-29401) with FDOT, District Seven, for \$168,750 for security enhancements, which requires a 75:25 match from Port Tampa Bay revenues for the purchase of hardware, software, and services, and to authorize the payment of \$2,953.13 to the Florida Ports Council, all subject to review by Port counsel. The motion carried unanimously via roll call.

6. Approval of Security System Maintenance and Repair Contract with GSA Security, Inc.

After Item D-7 was presented, Mr. Klug referred to page one hundred five (105) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Mayor Castor, seconded by Commissioner Murman, moved to authorize the Port President/CEO, or his designee, to execute the first one (1) year renewal option for the period from April 14, 2020 through April 13, 2021, in an amount not to exceed \$377,000, which continues to include a 5% contingency, all subject to review by Port counsel.

7. Approval of Upgrade of Transportation Workers Identification Credential (TWIC) Handheld Readers and Related Technology

Mr. Klug referred to page one hundred six (106) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Mai, seconded by Commissioner Murman, moved to authorize the Port President/CEO, or his designee, to expend up to \$240,929.14 on the upgrade of handheld TWIC readers and associated peripherals and software, utilizing an existing negotiated contract with GSA Security, Inc., with a final cost to Port Tampa Bay of \$60,232.29 for its 25% matching contribution, subject to review by Port counsel. The motion carried unanimously via roll call.

8. Approval of Port Tampa Bay Radar Surveillance System Installation on Mobile Surveillance Platform

Mr. Klug referred to page one hundred seven (107) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Mayor Castor, moved to authorize the Port President/CEO, or his designee, to expend up to \$169,800, of which FEMA will reimburse up to \$127,350 with a 25% match of up to \$42,450 by PTB, to purchase and outfit a mobile surveillance platform; and to execute a purchase order with GSA to purchase and install a DMT Radar unit on the platform at a cost not to exceed \$100,250.69, the cost of which is included in the purchase request, all subject to review by Port counsel. The motion carried unanimously via roll call.

9. Approval of Monitoring and Surveillance System-Sunshine Skyway Bridge

Mr. Klug referred to page one hundred eight (108) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Mayor Castor, moved to authorize the Port President/CEO, or his designee, to enter into an agreement with TransCore and/or FDOT to expend up to \$271,200 for the purchase and installation of camera system upgrades on facilities managed by FDOT at the Skyway Bridge. Port Tampa Bay would be reimbursed up to \$203,400 by the Federal Port Grant Program administered by FEMA following completion of the project, resulting in a final PTB expenditure in an amount of up to \$67,800; the 25% required matching contribution, all subject to review by Port counsel. The motion carried unanimously via roll call.

10. Approval of Additional Funding for Continuing Geotechnical, Engineering Testing & Inspection Services Contracts

Mr. Klug referred to page one hundred nine (109) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

There being no comments, Commissioner Murman, seconded by Commissioner Mai, moved to authorize the transfer of \$400,000 of available funds from FY 2020 Capital Improvement Program Budget to the geotechnical, engineering testing & inspection services contracts. The motion carried unanimously via roll call.

11. Approval of Amendments to Agreements with CBP Development LLC

Mr. Klug referred to pages one hundred ten (110) through one hundred eleven (111) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

In response to Commissioner Mai's question regarding the need for an extended due diligence period, Mr. James Nozar, CEO, Strategic Property Partners (SPP), stated that SPP had performed preliminary work on the Garrison Lot over the previous two years and would like to investigate the property further and make adjustments necessary given current market conditions. Commissioner Mai then asked if SPP anticipated any issues with entitlements and Mr. Nozar explained that SPP had not yet pursued entitlements for the Garrison Lot and that he believed SPP had a thoughtful approach and would bring great value to PTB and the plans it has to date. Mr. Jim Shimberg, SPP Executive Vice President and General Counsel, added that the additional time would allow SPP to have a very deliberate process and would be able to work with the various stakeholders to make sure they come up with something that is supported by not just the majority of the City Council but also the people in the area.

There was further discussion regarding the possible need to modify the D.R.I. Mr. Shimberg noted that SPP anticipated a modification would be required; however, SPP hoped it could trade-off some uses. Mr. Klug explained that entitlements, such as movie theater uses, could be converted to residential uses. In response to Commissioner Harrod's question regarding purchase pricing, Mr. Klug stated that the purchase price was fixed.

There being no further comments, Commissioner Murman, seconded by Mayor Castor, moved to authorize the Port President/CEO, or his designee, to amend the Garrison Lot Agreement and the Purchase and Sale Agreement with CBP Development, LLC, all in accordance with the terms set forth in the agenda item, subject to review by Port counsel. The motion carried unanimously via roll call.

12. Approval of Dockage Fee Concessions for Cruise Lines

Mr. Klug referred to page one hundred twelve (112) of the Agenda Package then outlined the item as presented in the write-up included in the agenda.

In response to Mayor Castor's question regarding if the cruise lines could renegotiate, should the need arise; Mr. Klug stated that the cruise lines would be assessed at 75% of the tariff rate for dockage; however, this may need to be reassessed in the future depending upon circumstances.

There being no further comments, Commissioner Murman, seconded by Commissioner Conner, moved to authorize the Port President/CEO to provide the dockage concessions to the cruise lines, in accordance with the terms and conditions listed in the agenda item, subject to review by Port counsel. The motion carried unanimously via roll call.

E. RECEIPT OF REPORTS

- 1. Report of Legal Fees by Project**
- 2. Report of Aged Account Receivables**
- 3. Report of Contract Status**
- 4. Report of Work Permits**
- 5. Report of Expenditures Between \$50,000 and \$100,000**

There being no comments, Commissioner Murman, seconded by Mayor Castor, moved to receive the reports as presented. The motion carried unanimously via roll call.

F. EXECUTIVE DIRECTOR REPORT

Mr. Anderson reported that the previous six weeks had been unlike any period in our nation's history, as the United States, and the world, have grappled with the coronavirus pandemic. Mr. Anderson continued that historic measures, such as vital stay-at-home orders, led to a tremendous constriction of the nation's economy. Particularly notable for U.S. seaports was the discontinuation of all U.S. cruise ship activity last month.

Mr. Anderson expressed his appreciation to the team at Port Tampa Bay and the entire port community for the innovative, resilient and dedicated way they have dealt with the crisis. Many PTB staff have been working effectively from home, even while some other departments had been on the ground, keeping us safe and secure and functioning, just as they do during hurricane events. Mr. Anderson continued that the PTB Board provided strong and steady leadership, and Mr. Anderson thanked them for their support.

At the outset of the crisis, Mr. Anderson noted that PTB took proactive and decisive action to utilize an innovative cleaning product to disinfect all its cruise terminals, and to share this product with other organizations. PTB staff also used this product to disinfect its own building. Mr. Anderson stated that Port Tampa Bay was committed to protecting PTB team members and those with whom they interact, always striving to implement best practices.

Mr. Anderson noted that everything PTB does on the commercial side of business, on the safety and security side, and in its efforts to deal with the impacts of COVID-19, depends on partnerships. Before stay-at-home orders and social distancing protocols were in place, Senator Rick Scott met last month at PTB together with Mayor Castor, Sheriff Chronister, U.S. Customs and Border Protection Area Port Director Tony Torres, Joe Lopano from the Airport and Mr. Anderson to highlight and address how local, state and federal officials were partnering together to address the crisis. Since that time, as encounters have transitioned from in-person to virtual, Mr. Anderson stated that he and his team had countless meetings with local, state and federal officials and their staff, stakeholder associations and alliances such as the Florida Chamber, which hosted the Governor, Associated Industries of Florida, the American Association of Port Authorities, Florida Ports Council, Florida Congressional Ports Caucus, and many more. PTB staff participates in weekly calls with the Secretary of the Florida Department of Transportation, as well as having participated in a statewide call with Florida's Chief Financial Officer.

Mr. Anderson stated that all of the PTB's law enforcement partners, including Hillsborough County Sheriff's Office, U.S. Customs and Border Protection and the U.S. Coast Guard, had been extraordinary during the preceding weeks.

Mr. Anderson reported that though business had been impacted by the crisis, the port's diversity of commercial activity continues to be the port's greatest strength. Cruise passenger business, which represents 17 percent of operating revenue, had been suspended. However, other facets of the port were fully functioning, including cargo and shipyard operations. Port Tampa Bay continued to handle an array of cargo vessels delivering vital products to the region including lumber, steel, food products, containerized cargo, aggregate, cement, gasoline, and more. PTB staff has done an outstanding job in preparing informative weekly updates that were delivered on the PTB website and through various social media platforms. These weekly messages included updates featuring leaders in the port community including the Coast Guard Captain of the Port, the president of the Propeller Club, leaders from Online Transport, Port America, Mosaic, Amalie Oil and Tampa Tank/Florida Structural Steel, as well as Chairman Swindal. The overarching theme of those messages being that the port is "Open for Business".

Mr. Anderson also reported that although some cargo would be impacted by a downturn in demand, such as gasoline, jet fuel and containerized cargo, overall cargo activity at the port continued to flow. Mr. Anderson continued that in the midst of the crisis, PTB welcomed new business as Ultrabulk had begun

delivering lumber on a regular basis for Binderholz. PTB's business development and real estate teams had been in frequent contact with tenants and customers and those who serve them.

Mr. Anderson noted that when this crisis is past, our port would be in the forefront of delivering economic recovery to the Tampa Bay area and I-4 Corridor. The region is depending on the port to help sustain it during the crisis, and to help lead economic recovery on the other side. PTB bears a lot of responsibility for this challenge, and staff must be ready for it. Mr. Anderson concluded that he had never been more proud of the men and women in the organization, and throughout the port community, than he was at this time.

G. PRESENTATIONS

There were no presentations.

H. NEW BUSINESS / COMMISSIONERS' COMMENTS

Chairman Swindal echoed Mr. Anderson's remarks stating that he had been a part of several calls with staff and various department heads of the port. Chairman Swindal stated that he understood PTB employees were essential workers and that it was a sacrifice to families and everybody involved to go to work under the conditions (created by COVID-19 restrictions) because the port needs to remain open. To the effect that staff seamlessly converted to the strange circumstance is a tribute to Mr. Anderson and everybody at the operations of PTB and he could not be more proud of this group.

Chairman Swindal called on each member to provide an opportunity to speak.

Secretary/Treasurer Allman applauded staff for their efforts over the previous weeks. They have done a great job. Commissioner Allman then stated that he had received a call from Mr. Juan Martinez of Martinez & Company, who is PTB's secondary security supplier. Mr. Martinez had called to state that his business had ramped up a little, which created an issue concerning continuing to qualify as a Small Business Enterprise (SBE). PTB's SBE program has two criteria for qualifying as an SBE firm with one being the firm should have less than \$3 million in annual revenues and the other being that the firm should have fewer than twenty-five (25) employees. Mr. Martinez stated that he no longer meets the criteria of having less than 25 employees. Commissioner Allman noted that other major Florida ports did not have the restriction on the amount of employees and had a \$3 million to \$6 million range on annual revenues. Martinez & Company has approximately 40 security guards with an annual payroll of \$1 million.

Commissioner Allman moved to amend PTB's SBE policy to keep the qualifying criteria at \$3 million in annual revenues, but to eliminate the requirement for 25 or fewer employees.

There was some discussion as to process and Commissioner Murman suggested this matter be refrained until the next monthly business meeting. Commissioner Allman then moved to direct staff not to enforce the current policy until this matter could be addressed at the next monthly business meeting.

After further discussion on process, Mr. Anderson stated that staff would postpone reviewing the application until the next monthly business meeting. Commissioner Allman stated he was satisfied with that and the motions died with no second or further action.

Commissioner Murman stated she was pleased that staff continued to work with Strategic Property Partners.

Mayor Castor had no further comments.

Commissioner Mai thanked Mr. Anderson for his leadership and thanked staff for working to keep the port open. Commissioner Mai then noted the anticipated decline in revenue and asked staff to review the budget as well as to keep in contact with tenants that may request payment deferrals. Mr. Anderson responded that staff was fully reviewing all items related to budget on an ongoing basis and would continue to do so and would keep Board members apprised.

Commissioner Harrod also expressed his thanks to PTB staff for rising to the call of duty.

Commissioner Harrod then moved to give temporary authority to the Port President/CEO to work with existing tenants as it relates to lease concessions. Those would be limited to rent deferral, not rent abatement. It would also be limited to a month-to-month basis. This would be temporary authority that would sunset at the end of the fiscal year, September 30, 2020. Commissioner Allman seconded the motion. There was discussion regarding process as to taking action during the "NEW BUSINESS / COMMISSIONER'S COMMENTS" section of this meeting then the motion carried unanimously via roll call.

Mr. Klug requested clarification on the motion and second that was just approved asking if it was not limited to rent and that sometimes there are issues with tonnage guarantees. Mr. Klug asked would the authorization also grant the right to try to defer some of the tonnage guarantees later on in the year as well. Commissioner Harrod affirmed that would go into the CEO's discretion even if it was not a rent, but it would be a payment concession. Mr. Klug asked if any Board member had any objection and there were no objections.

There were further comments on procedure concerning the "NEW BUSINESS / COMMISSIONER'S COMMENTS" section of monthly business meetings and if it is appropriate to take action during this section of the meetings.

Commissioner Conner noted the appreciation and good business partnership that were evidenced in the motions that were taken with SPP and the cruise lines, which was done responsibly and he recognized staff and expressed his appreciation for the direction taken with the discussions and concessions.

I. FUTURE PROPOSED PROJECTS

Mr. Anderson noted the list of upcoming projects and encouraged vendors to submit bids and/or proposals.

J. CALENDAR OF EVENTS

May 27, 2020 – Hurricane Exercise *Time to be determined, location at Port Tampa Bay Cruise Terminal 6, if CDC guidelines allow. If unable to do an in-person exercise, the National Weather Service, Ruskin, will host a webinar. More information will be posted at www.porttb.com.*

K. NEXT MEETINGS

Chairman Swindal announced the next regular business meeting would be on May 19, 2020 at 9:30 am.

L. ADJOURNMENT

There being no further business, the meeting adjourned at 11:14 am.

ATTEST:

Stephen W. Swindal, Chairman

Patrick H. Allman, Secretary/Treasurer

Port Tampa Bay
Port Tampa Bay Public Berths
FY20 VS FY19 1st & 2nd Quarters (Oct-March)

BULK CARGO				
	FY20	FY19	Inc(Dec)	%
COMMODITY	NET TONS	NET TONS		
DRY BULK CARGO				
CEMENT, BULK	491,958	337,928	154,030	46%
GRANITE ROCK, BULK	384,954	284,633	100,321	35%
LIMESTONE	1,223,205	1,244,939	(21,734)	-2%
PHOSPHATIC CHEMICAL, BULK	162,890	306,722	(143,832)	-47%
PRILLED SULPHUR	227,926	206,914	21,012	10%
<i>Other Dry Bulk Commodities</i>	527,563	155,140	372,423	240%
Total Dry Bulk Cargo:	3,018,496	2,536,276	482,220	19%
LIQUID BULK CARGO				
AMMONIA, ANHYDROUS	192,621	188,098	4,523	2%
CONCENTRATE & CITRUS JUICE	21,264	52,953	(31,689)	-60%
PETROLEUM PRODUCTS	4,207,922	3,896,543	311,379	8%
SULPHUR, LIQUID	258,727	318,350	(59,623)	-19%
SULPHURIC ACID	65,327	58,674	6,653	11%
<i>Other Liquid Bulk Commodities</i>	133,823	107,960	25,863	24%
Total Liquid Bulk Cargo:	4,879,684	4,622,578	257,106	6%
TOTAL BULK CARGO:	7,898,180	7,158,854	739,326	10%
GENERAL CARGO				
	FY20	FY19	Inc(Dec)	%
Commodity	NET TONS	NET TONS		
Containerized	287,958	346,891	(58,933)	-17%
Scrap Metal	220,192	225,951	(5,759)	-3%
Steel Products	84,944	106,407	(21,463)	-20%
<i>Other General Cargo Commodities</i>	12,051	12,728	(677)	-5%
TOTAL GENERAL CARGO:	605,145	691,977	(86,832)	-13%
TOTAL BULK AND GENERAL:	8,503,325	7,850,831	652,494	8%
TEUS (includes empties)	65,851	48,653	17,198	35%
Passengers	507,920	750,891	(242,971)	-32%
No. of Cruise Ship Sailings	112	163	(51)	-31%

Data as of 5/11/2020

Subject to Change by ETA Date

Total Port Berths				
FY20 VS FY19 1st & 2nd Quarters (Oct-March)				
BULK CARGO				
	FY20	FY19	Inc(Dec)	%
COMMODITY	NET TONS	NET TONS		
DRY BULK CARGO				
CEMENT, BULK	501,411	337,928	163,483	48%
COAL	27,129	236,522	(209,393)	-89%
GRANITE ROCK, BULK	384,954	284,633	100,321	35%
LIMESTONE	1,223,205	1,244,939	(21,734)	-2%
PHOSPHATE, ROCK/CHEMICAL	2,432,641	2,920,580	(487,939)	-17%
PRILLED SULPHUR	227,926	206,914	21,012	10%
<i>Other Dry Bulk Commodities</i>	938,952	507,165	431,787	85%
Total Dry Bulk Cargo:	5,736,218	5,738,681	(2,463)	0%
LIQUID BULK CARGO				
AMMONIA, ANHYDROUS	570,898	631,397	(60,499)	-10%
CONCENTRATE & CITRUS JUICE	21,264	52,953	(31,689)	-60%
PETROLEUM PRODUCTS	8,331,539	8,278,274	53,265	1%
SULPHUR, LIQUID	1,314,965	1,285,404	29,561	2%
SULPHURIC ACID	65,327	58,674	6,653	11%
<i>Other Liquid Bulk Commodities</i>	172,573	209,955	(37,382)	-18%
Total Liquid Bulk Cargo:	10,476,566	10,516,657	(40,091)	0%
TOTAL BULK CARGO:	16,212,784	16,255,338	(42,554)	0%
GENERAL CARGO				
	FY20	FY19	Inc(Dec)	%
Commodity	NET TONS	NET TONS		
Containerized	287,958	346,891	(58,933)	-17%
Scrap Metal	262,313	273,514	(11,201)	-4%
Steel Products	87,837	114,632	(26,795)	-23%
<i>Other General Cargo Commodities</i>	20,256	22,429	(2,173)	-10%
TOTAL GENERAL CARGO:	658,364	757,466	(99,102)	-13%
TOTAL BULK AND GENERAL:	16,871,148	17,012,804	(141,656)	-1%
VESSELS				
Barge	467	455	12	3%
Cruise	112	163	(51)	-31%
Tug	486	485	1	0%
Vessel	520	527	(7)	-1%
TOTAL VESSELS:*	1,585	1,630	(45)	-2.8%
TEUS (includes empties)	65,851	48,653	17,198	35%
Passengers	507,920	750,891	(242,971)	-32%
No. of Sailings	112	163	(51)	-31%

Includes all port berths; foreign and domestic cargo
Vessel includes training vessels, repair/idle vessels
Data as of 5/11/2020
Subject to Change as of ETA Date

Port Tampa Bay
Budgetary Comparative Statement of Revenues and Expenses
For the seven (7) months ending April 2020

	Budget	Actual	Favorable (Unfavorable)	%
Description				
Port Usage Fees	29,440,966	26,382,140	(3,058,826)	-10.4%
Rentals	9,809,410	10,488,823	679,413	6.9%
Other Operating	359,612	511,454	151,842	42.2%
Operating Revenue	39,609,988	37,382,417	(2,227,571)	-5.6%
Personnel	9,867,481	9,299,405	568,076	5.8%
Promotional	854,308	620,300	234,008	27.4%
Administrative	9,277,719	9,280,331	(2,612)	0.0%
Operating Expense	19,999,508	19,200,036	799,472	4.0%
Operating Income	19,610,480	18,182,381	(1,428,099)	-7.3%
	50%	49%		
Interest Income	729,169	848,603	119,434	16.4%
Interest Expense	(2,877,576)	(2,772,160)	105,416	-3.7%
Ad Valorem Tax Receipts	10,177,656	10,161,768	(15,888)	-0.2%
Other, net	(721,073)	(796,143)	(75,070)	10.4%
Non-Operating	7,308,176	7,442,068	133,892	1.8%
Net Income	26,918,656	25,624,449	(1,294,207)	-4.8%



**PORT
TAMPA BAY**

Financial Report

YTD April FY20



May 19, 2020

slide 1



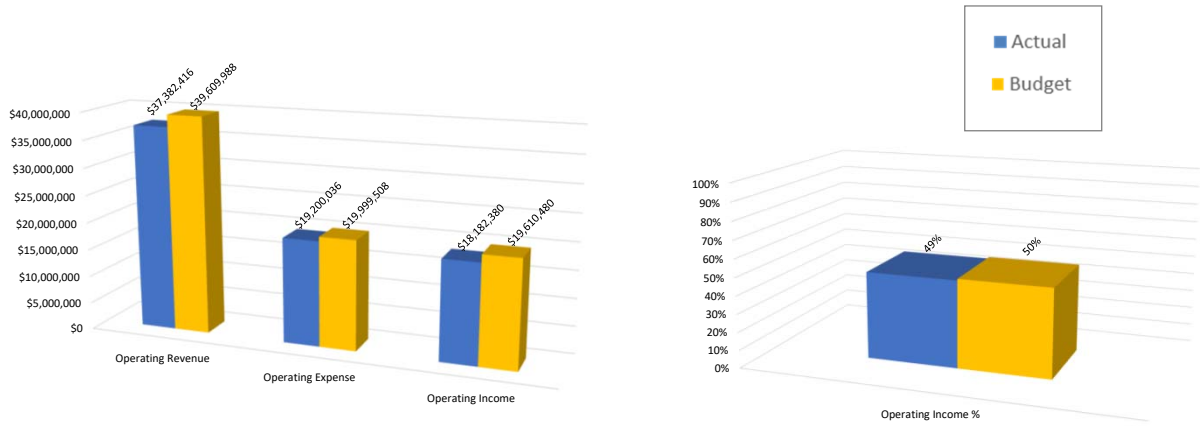
PORT TAMPA BAY

April YTD (7 month) Financial Report

- FY20 (Actual v Budget) Report
- Annual Overview

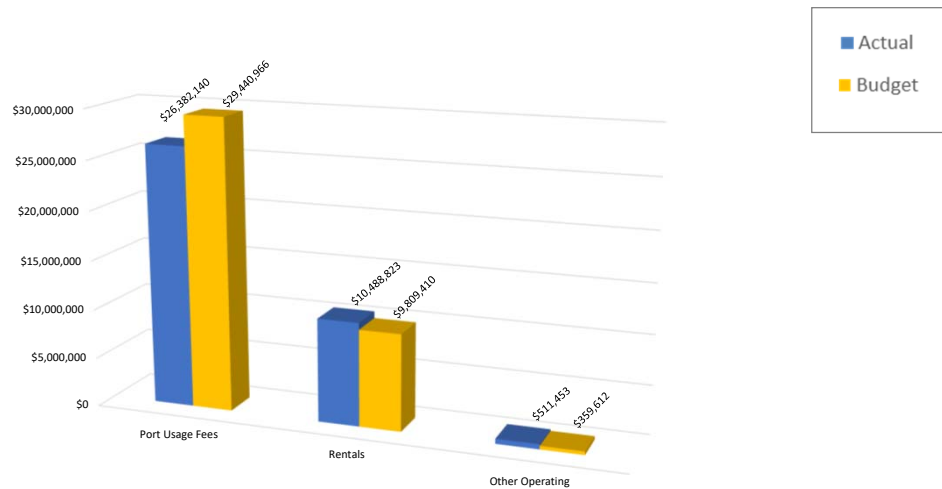
slide 2

YTD FY20 (Actual vs Budgeted) Report



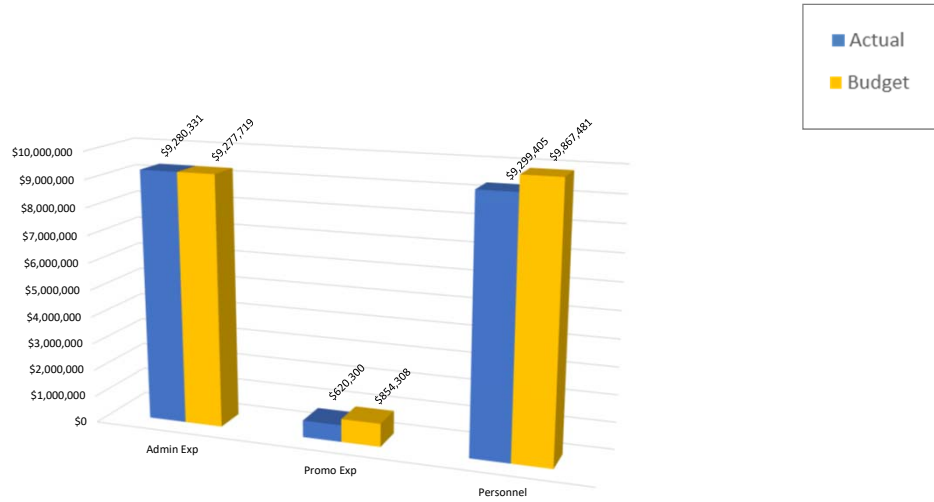
slide 3

YTD FY20 Operating Revenue



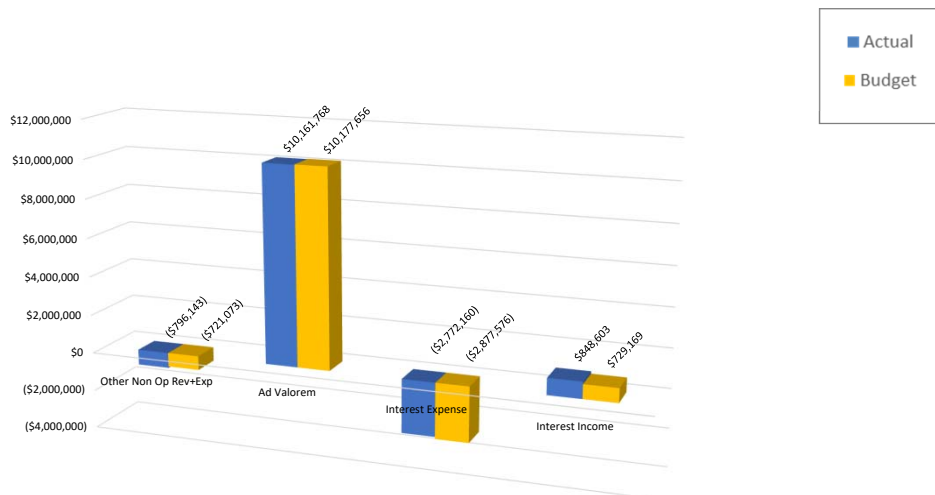
slide 4

YTD FY20 Operating Expense



slide 5

YTD FY20 Non-Operating



slide 6



April YTD FY20 (7 month) By Group/Category

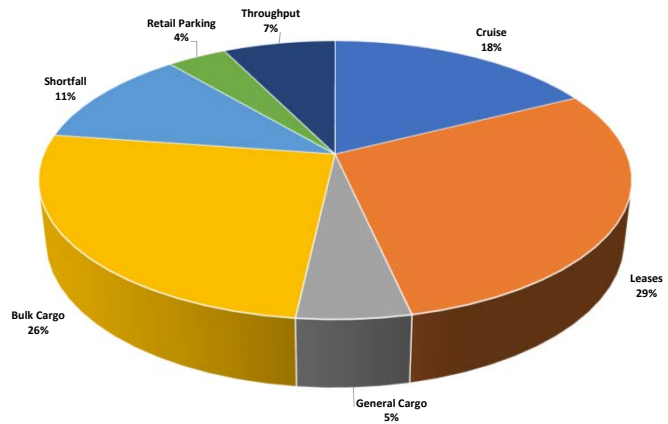
- FY20 By Group
- FY20 By Category

slide 7

YTD FY20 By Group

Revenue by Group:

- Cruise, leases, and bulk cargo make up **72%** of FY20 operating revenue.

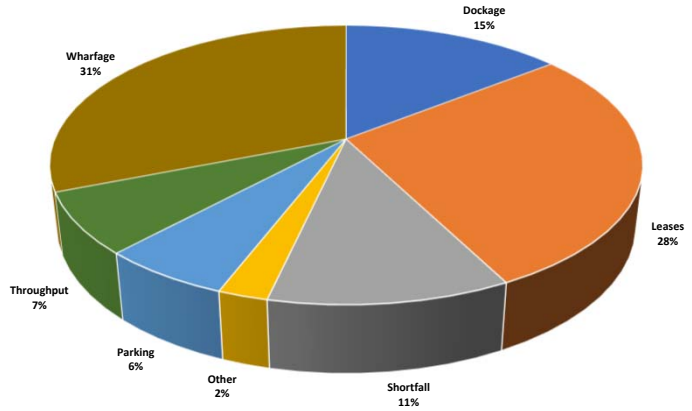


slide 8

YTD FY20 By Category

Revenue by Category:

- Wharfage, dockage, and leases make up **73%** of FY20 operating revenue.



slide 9



April YTD FY20 (7 month) By TEU's and Tonnage

- FY20 TEU's – Annual
- FY20 Tonnage

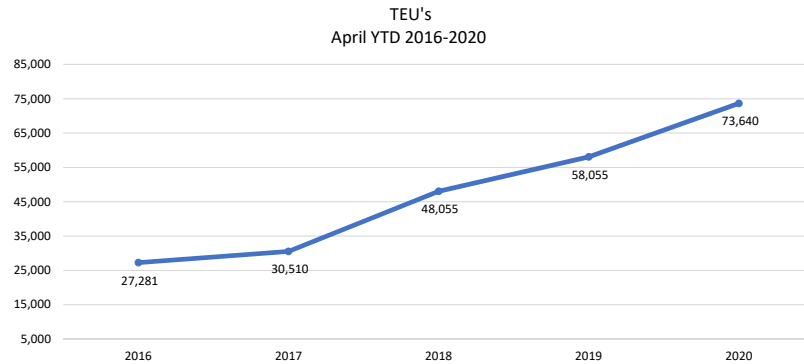
slide 10

YTD FY20 TEU's



TEU's

- TEU's for FY20 vs last 4 years shows strong growth.

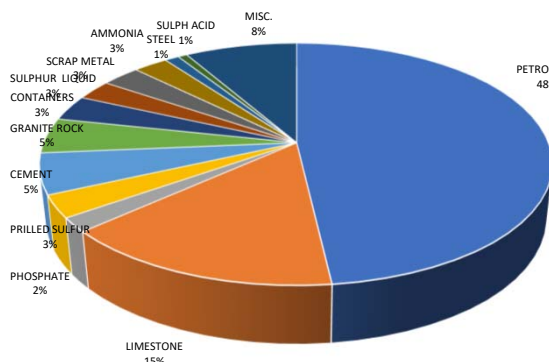


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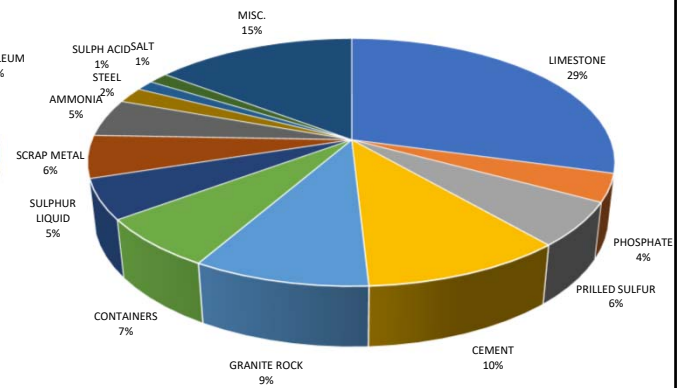
YTD FY20 Tonnage – Annual



Includes Petroleum



Excludes Petroleum



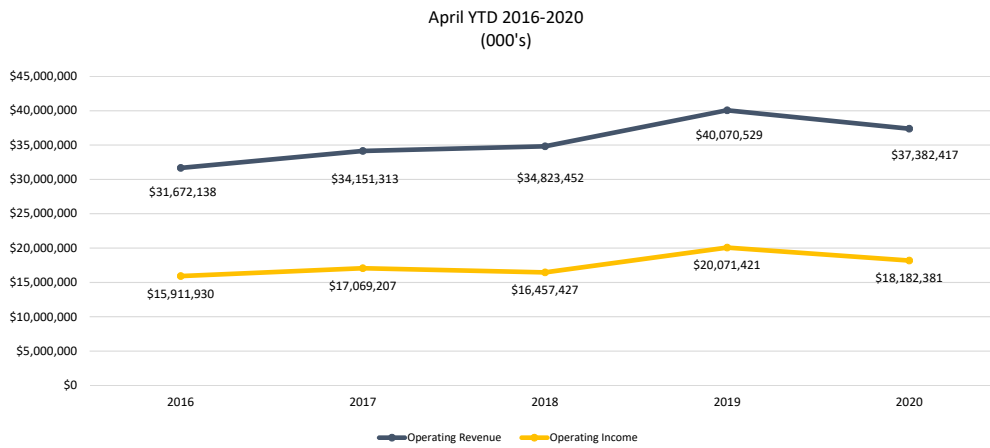
slide 12



2016-2020 Trending Financials

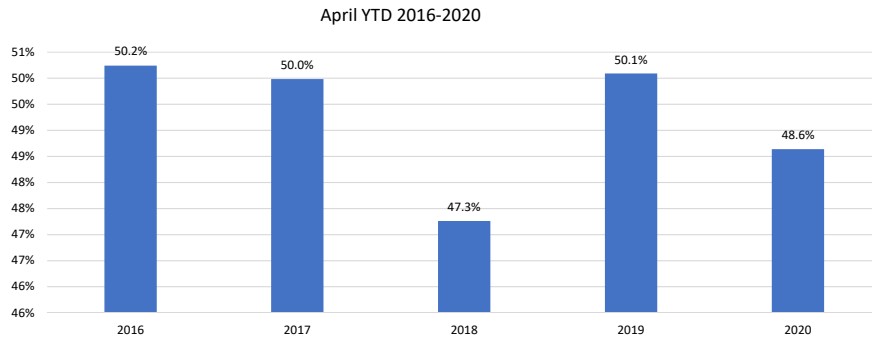
slide 13

YTD FY20 – By Dollar Amounts



slide14

YTD FY20 – Operating Income Percentage



Operating Income % is calculated from Operating Revenue

slide 15



slide 16

SUBJECT: EXTENSION OF AGREEMENT WITH SUNTRUST BANKS TO PROVIDE COMPREHENSIVE BANKING SERVICES

BACKGROUND:

On February 26, 2016, Port Tampa Bay (PTB) staff published a Request for Proposal (RFP) seeking a provider bank for its Comprehensive Banking Services. The proposals were evaluated on a combination of experience, accessibility, cost, the bank's ability to provide the specified services, proposed investment strategies, the bank's previous services to PTB, and the bank's general overall responsiveness to the RFP. On June 21, 2016, the PTB Board of Commissioners approved the award of the Comprehensive Banking Services agreement to SunTrust Banks, Inc. (SunTrust) for a term of three (3) years with two (2) one (1) year options to renew.

While not all-inclusive, Comprehensive Banking Services include the establishment and maintenance of checking accounts, overnight investment and ongoing investment accounts, online treasury management services, provision of corporate credit card services, electronic bank transfers, Automatic Clearing House (ACH) origination, and disaster planning.

FACTS/COMMENTS:

The initial term of the agreement with SunTrust expires on June 30, 2019, and the PTB Board approved the first one-year extension option on May 21, 2019. SunTrust has satisfactorily performed all aspects of the Comprehensive Banking Services required by PTB for the past four years. Therefore, staff recommends exercising the second and final one (1) year extension option of the agreement for the period from July 1, 2020 through June 30, 2021. Additionally, staff requests the extension of the Comprehensive Banking Services agreement to September 30, 2021 to align the agreement with the PTB fiscal year.

RECOMMENDATION:

Authorize the Port President/CEO, or his designee, to exercise the second and final one (1) year renewal option with SunTrust Banks, Inc. as the provider of Comprehensive Banking Services for the period from July 1, 2020 to June 30, 2021 and extend the agreement to September 30, 2021, with all other terms remaining the same, subject to review by Port counsel.

Board Meeting
May 19, 2020
Finance #162230

SUBJECT: SITE IMPROVEMENTS PERMIT AND UTILITY EASEMENT FOR FRONTIER FLORIDA LLC'S UNDERGROUND FIBER-OPTIC COMMUNICATIONS SERVING CRUISE TERMINAL NOS. 2, 3 AND 6.

BACKGROUND:

Port Tampa Bay's (PTB) policy for Site Improvements Permits establishes guidelines for tenants and other users of PTB lands to obtain PTB's permission before constructing any improvements on PTB lands. The policy requires that PTB's Board of Commissioners must approve all improvements or modifications on PTB lands with an estimated construction cost in excess of \$200,000.00 or that involve the granting of an easement.

FACTS/COMMENTS:

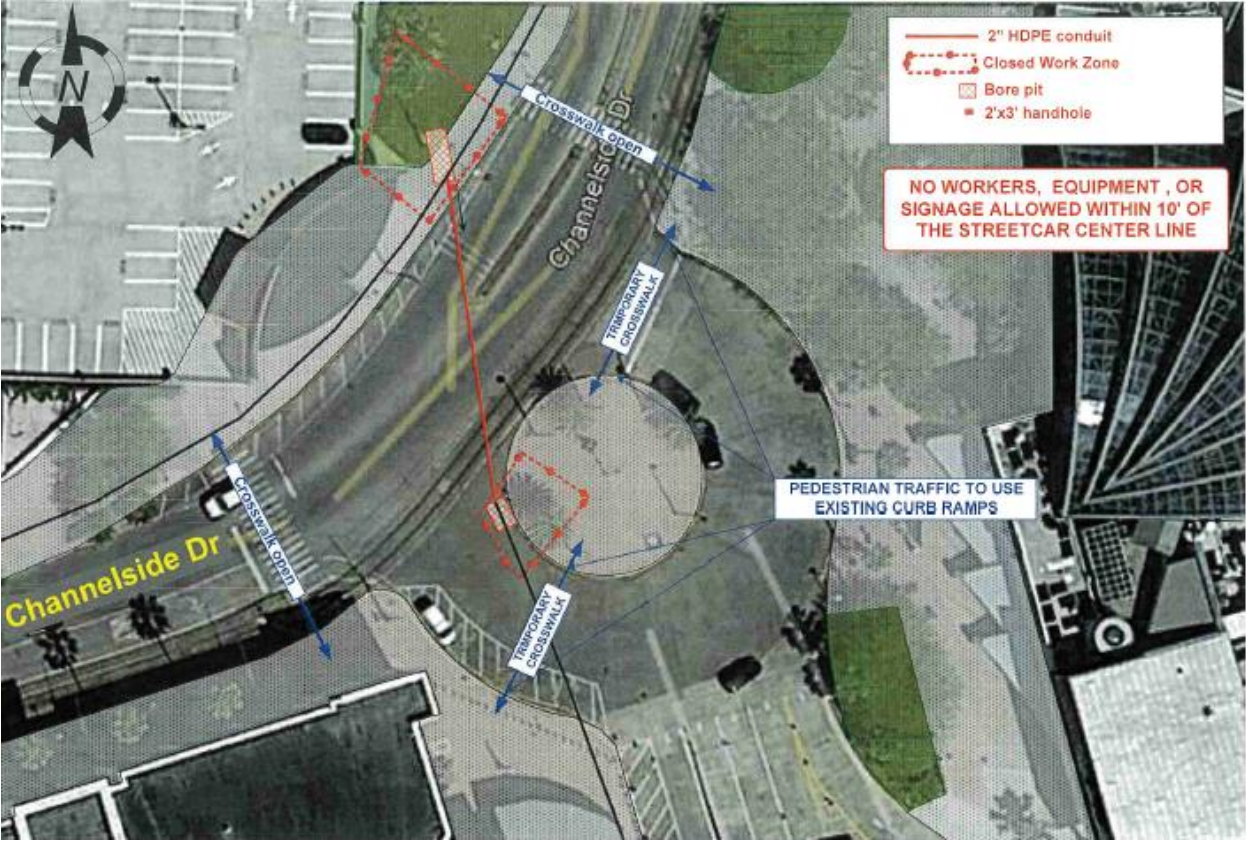
Frontier Florida LLC (Frontier) has submitted three (3) Site Improvement Permit applications for underground fiber-optic data communications for Port Tampa Bay's Cruise Terminal Nos. 2, 3 and 6. Frontier estimates the installation cost for the three locations at \$16,500.

PTB staff has reviewed the application and recommends approval of the underground fiber-optic utility easements to Frontier.

RECOMMENDATION:

Approve the Site Improvements Permit and authorize the Port President/CEO, or his designee, to execute the three utility easements with Frontier Florida LLC for construction and maintenance of underground utility infrastructure as described in this agenda item, subject to review by Port counsel.

Board Meeting
May 19, 2020
Engineering #162272v1





SUBJECT: SITE IMPROVEMENTS PERMIT – VULCAN CONSTRUCTION MATERIALS, LP INSTALLATION OF A CONVEYOR SYSTEM

BACKGROUND:

Port Tampa Bay's (PTB) policy for Site Improvements Permits establishes guidelines for tenants and other users of PTB lands to obtain PTB's permission before constructing any improvements on PTB lands. The policy requires that PTB's Board of Commissioners must approve all improvements or modifications on PTB lands with an estimated construction cost in excess of \$200,000.00 or that involve the granting of an easement.

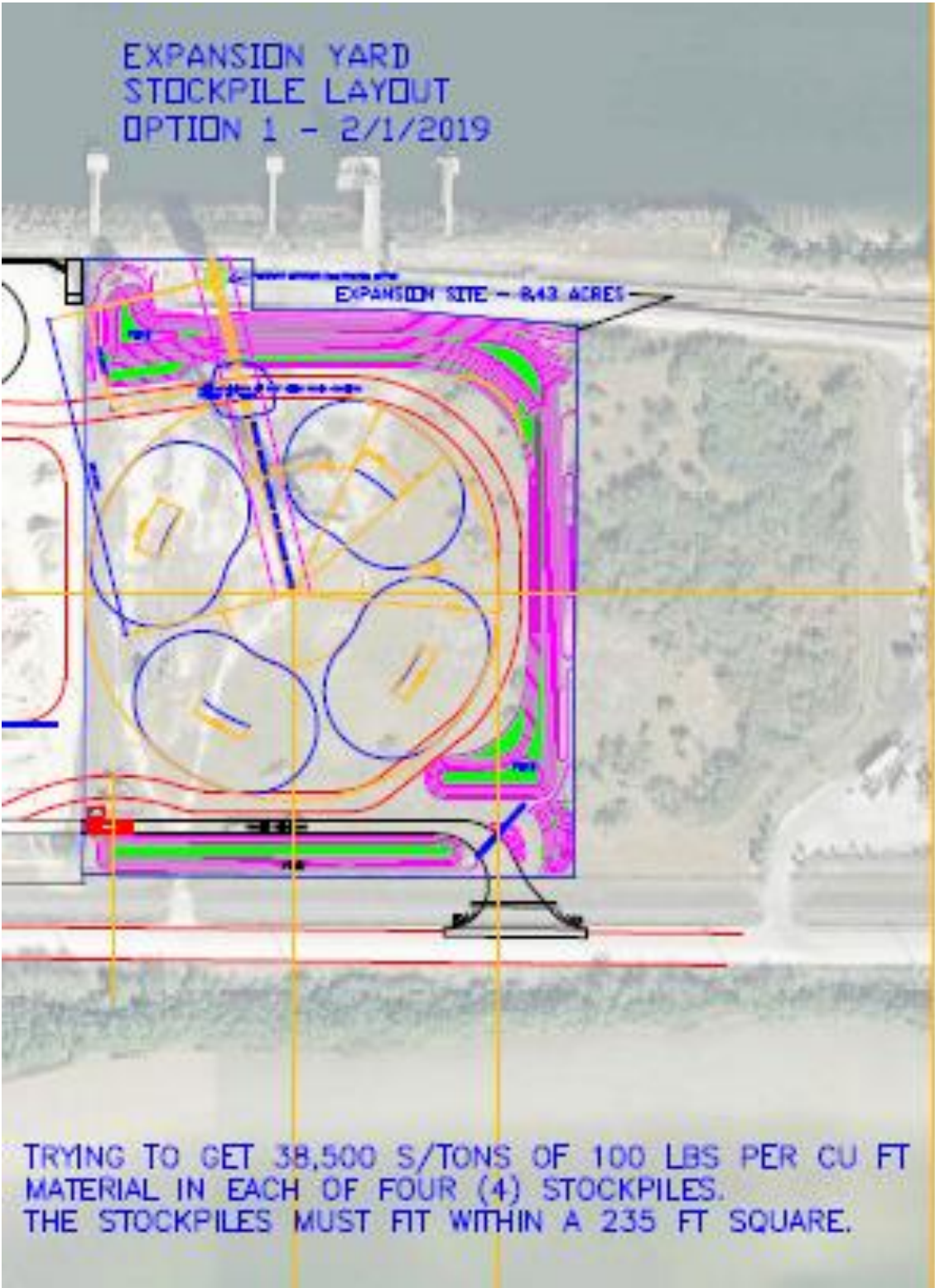
FACTS/COMMENTS:

Vulcan Construction Materials, LP (Vulcan) leases 23.43-acres at Berth Nos. 30 and 31 for a terminal for importing aggregates. Vulcan has submitted a Site Improvement Permit application for the installation of a new conveyor system that will convey aggregates from Berth 30 into their terminal and place it with a radial stacker. Vulcan estimates the installation cost at \$500,000.

PTB staff has reviewed the permit application and recommends the Permit approval.

RECOMMENDATION:

Approve the Site Improvements Permit by Vulcan Construction Materials, LP for installation of an aggregate conveyor as described in this agenda item, subject to review by Port counsel.



SUBJECT: EXTENSION OF GENERAL PLANNING SERVICES CONSULTING AGREEMENT

BACKGROUND:

On April 18, 2017, PTB's Board of Commissioners (Board) authorized an agreement with Bermello Ajamil & Partners, Inc. (BA) to assist PTB with a wide range of professional studies, plans, assessments, and proposals. The BA team consists of several firms which specialize in various port and maritime related general planning services including freight and transportation planning; strategic and master planning; cruise and cargo planning and forecasting; preliminary project development and engineering; grant proposal development; and economic analysis. The second and final one-year contract renewal term expires on June 30, 2020.

FACT/COMMENTS

On March 6, 2020, staff released a Request for Qualifications (RFQ) for General Planning Services Consulting Services. However, staff subsequently determined that issuing a new general planning services consulting contract at this time might not be prudent due to the uncertainty resulting from the COVID-19 pandemic.

BA has proven to be responsive and cooperative with PTB's requirements. Therefore, staff recommends a one (1) year extension to BA's current contract. The FY 2020 Capital Program included a budget amount of \$1,000,000 for general planning consultant services; however, there is no obligation for PTB to spend the allocated budget.

RECOMMENDATION

Authorize the Port President/CEO, or his designee, to extend the General Planning Services contract for a period of one year between Tampa Port Authority and Bermello Ajamil & Partners, Inc., for said services, effective July 1, 2020 to June 30, 2021, subject to review by Port counsel.

Board Meeting
May 19, 2020
Planning & Development 162273/162264

SUBJECT: CONSENT TO ASSIGNMENT OF GROUND LEASE FROM APOLLO RESIDENTIAL, LLC TO JEFFREY & RIEKA STROH

BACKGROUND:

Apollo Residential, LLC (Apollo) owns Lot 9 in Block 9 of the Lagomar Subdivision (Apollo Property). Apollo leases approximately 8,280 square feet of adjacent uplands (Premises) from Port Tampa Bay (PTB) pursuant to a ground lease that expires on January 31, 2044 (Lease) for the purpose of constructing and using a wooden walkway across the Premises for access to the bay. Apollo is selling the Apollo Property to Jeffrey & Rieka Stroh and has requested PTB's consent to the assignment of Lease.

FACTS/COMMENTS:

Jeffrey & Rieka Stroh would assume all liabilities and obligations of Apollo as assignee of the Ground Lease. Apollo is current on all obligations. No other lease terms would be changed. No public hearing is required.

RECOMMENDATION:

Authorize the Port President/CEO, or his designee, to execute a Consent to Assignment of Ground Lease from Apollo Residential, LLC to Jeffrey & Rieka Stroh, in accordance with the terms in this agenda item, subject to review by Port Counsel.

Board Meeting
May 19, 2020
Real Estate #162291



SUBJECT: SITE IMPROVEMENTS PERMIT – TPSI TERMINALS, LLC - VAPOR RECOVERY UNIT

BACKGROUND:

Port Tampa Bay's (PTB) policy for Site Improvements Permits establishes guidelines for tenants and other users of PTB lands to obtain PTB's permission before constructing any improvements on PTB lands. The policy requires that PTB's Board of Commissioners must approve improvements or modifications on PTB lands with an estimated construction cost in excess of \$200,000.00 or that involve the granting of an easement.

FACTS/COMMENTS:

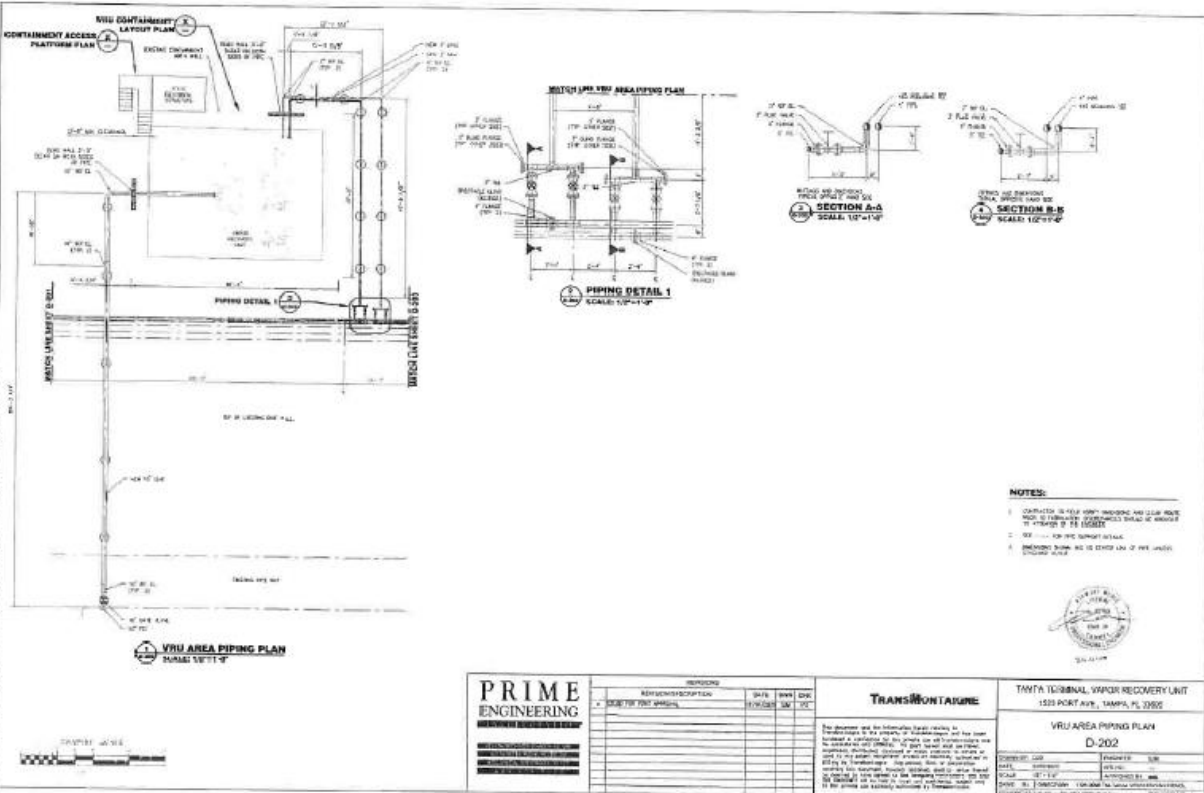
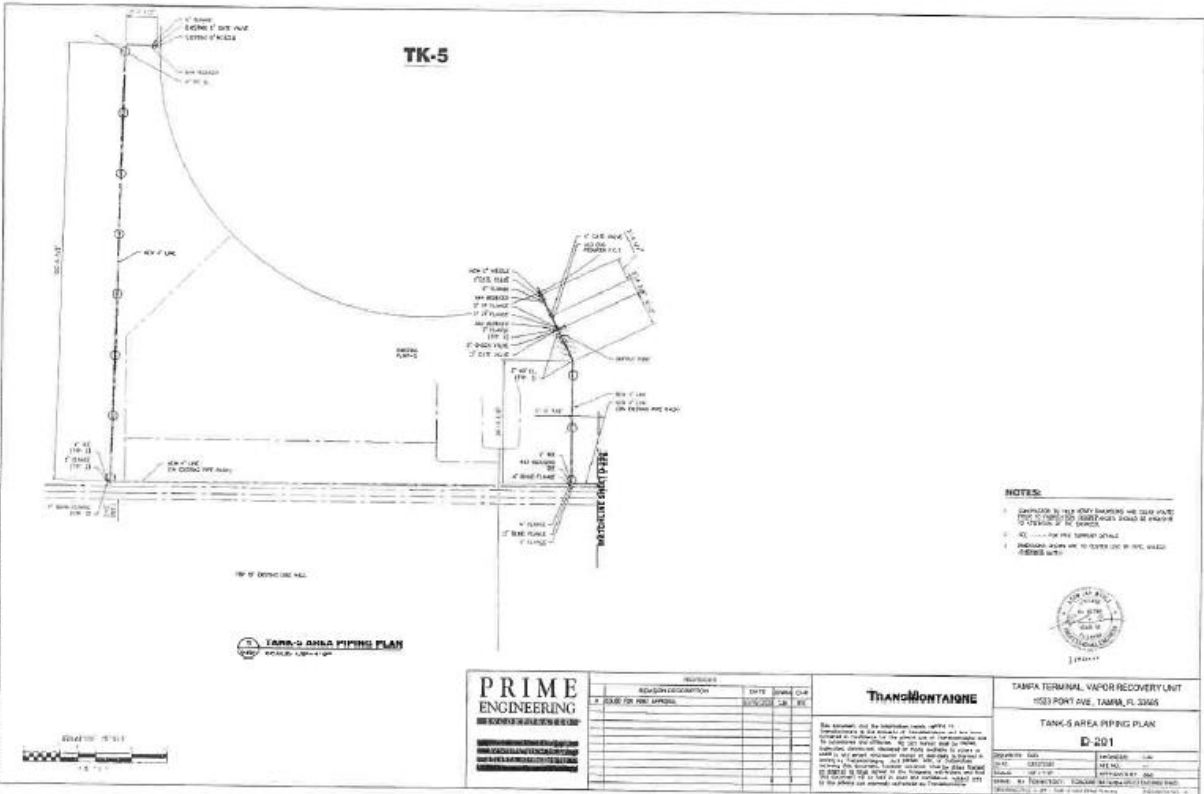
TPSI Terminals, LLC (TransMontaigne) leases approximately 15.89-acres north of the REK Petroleum Facility for a petroleum terminal. TransMontaigne has submitted a Site Improvement Permit application for the installation of a new Vapor Recovery Unit and piping for their truck loading rack. TransMontaigne estimates the installation cost at \$900,000.

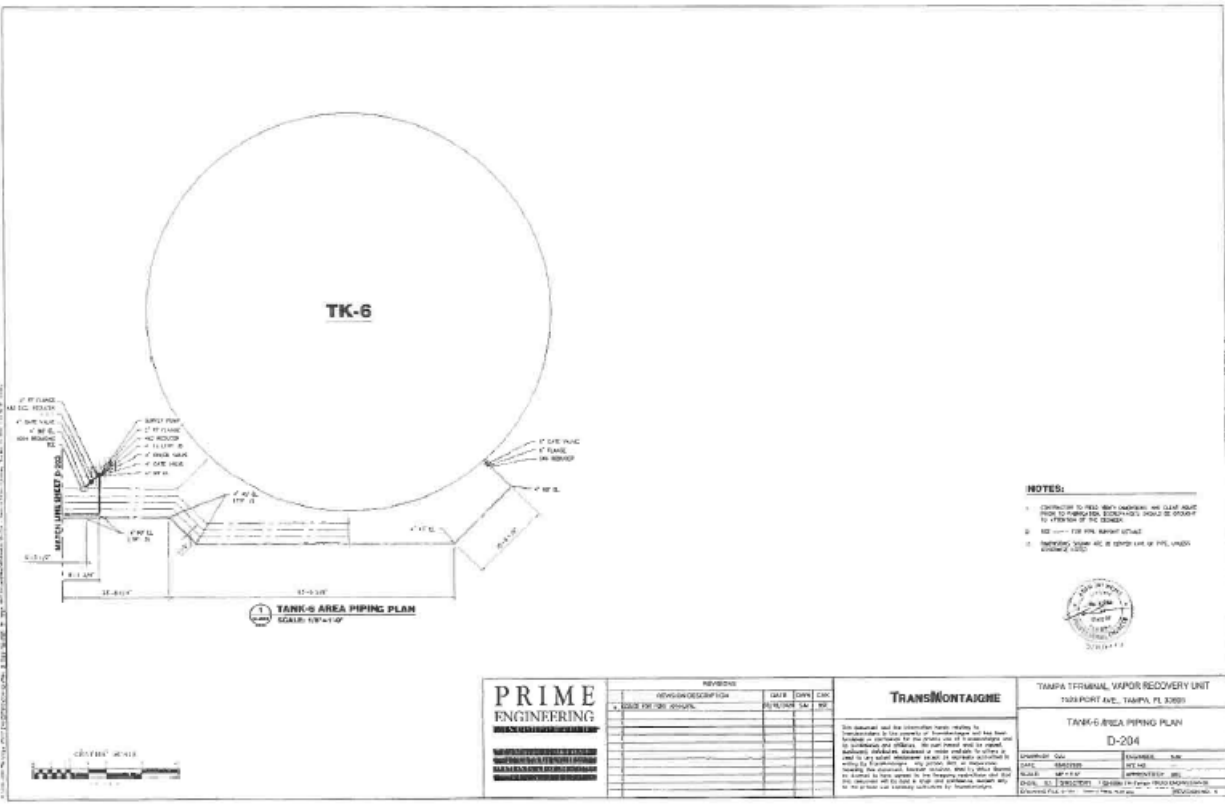
PTB staff has reviewed the permit application and recommends approval of the Permit.

RECOMMENDATION:

Approve the Site Improvements Permit by TPSI Terminals, LLC for installation of Vapor Recovery Unit as described in this agenda item, subject to review by Port counsel.

Board Meeting
May 19, 2020
Engineering #162307v1





D. REGULAR AGENDA

SUBJECT: TRANSFER CAPITAL FUNDS AND WORK AUTHORIZATION WITH ON-CALL CONTRACTOR TO REPLACE THE WEATHER-PROOFING AT CRUISE TERMINAL NO. 3 2ND FLOOR EXTERIOR BALCONY

BACKGROUND:

The FY2020 Capital Improvements Budget contained funding for a \$5-million improvement project to Cruise Terminal 3 (CT-3), which included replacing the underlying weather-proofing (roofing system) for the existing 2nd floor exterior balcony, installing a new canopy, and adding two additional escalators.

FACTS/COMMENTS:

Due the Covid-19 pandemic Port Tampa Bay (PTB) staff has reviewed the project priorities for the entire Capital Improvements Budget. The exterior balcony weather-proofing at CT-3 is beyond its useful life and has leaks that are causing structural damage to the floor system and leaking into the 1st floor baggage claim area. Staff recommends proceeding with replacing the weather-proofing and postponing the escalators and canopy portion of the project.

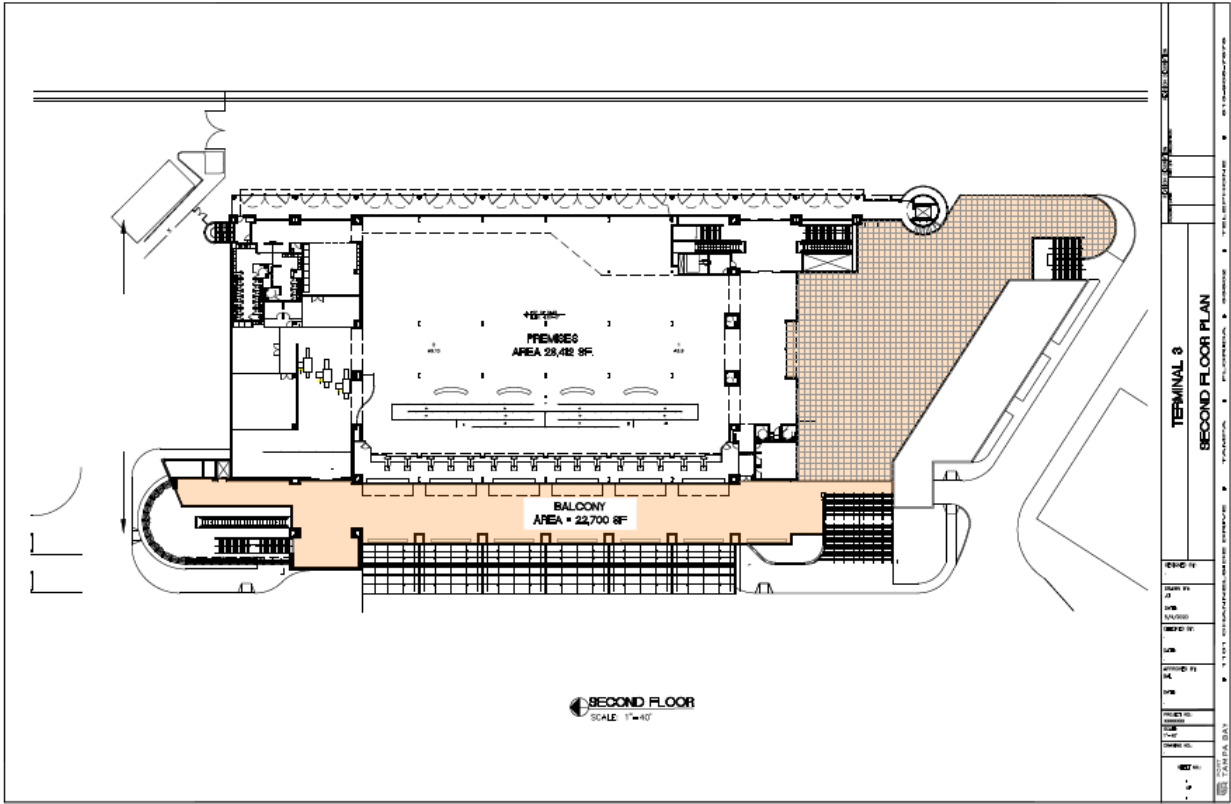
Reno Building, LLC (Reno), is a Tampa based Small Business Enterprise construction company. PTB entered into On-Call Services Contract No. 18-00218-01 with Reno pursuant to authorization by the PTB Board at its May 15, 2018 PTB Board meeting. Reno recently replaced the roof on the PTB Administration Building. Staff requests approval of a work order not-to-exceed \$500,000 for the balcony repair and weather-proofing under PTB's On-Call Construction Services Contract No. 18-00218-01 with Reno.

Staff requests authorization to issue a change order to the On-Call Construction Services Contractor (Reno) adding this lump sum work to their Contract No. 18-00218-01, with funds in the amount of \$500,000, transferred to the On-Call Contract from funds available from the CT-3 project in the FY2020 Capital Improvements Program.

RECOMMENDATION:

Authorize a work authorization to Reno Building, LLC under the On-Call Construction Services Contract No. 18-00218-01, in the amount not-to-exceed \$500,000.00, and with funds in this amount allocated to the contract from the CT-3 project in the FY2020 Capital Improvements Budget, as referenced in this agenda item, subject to approval by Port counsel.

Board Meeting
May 19, 2020
Engineering 162363/162281



**SUBJECT: CONTRACT AWARD FOR OUTSIDE COUNSEL FOR
BANKRUPTCY SERVICES**

BACKGROUND:

In accordance with Port Tampa Bay (PTB) policy, staff solicited requests for qualifications (RFQ) from interested law firms to represent in and advise PTB regarding bankruptcy and receivership proceedings by advertising on February 7, 2020 in the Tampa Bay Times, LaGaceta, Florida Sentinel Bulletin, and posting the RFQ on the DemandStar eProcurement distribution system.

FACTS/COMMENTS:

On March 5, 2020, PTB received four (4) proposals in response to the RFQ. Based on the firms' experience and qualifications reflected in the submittals, staff recommends negotiating agreements with the four firms listed below to provide PTB with the option of multiple firms for a choice of providers based on their availability, qualifications, and experience for the proposed engagements. This arrangement will allow PTB the flexibility to address potential conflicts, responsiveness, and costs of service.

Fox Rothschild, LLP
Weiss, Serota, Helfman, Cole & Bierman, P.L.
GrayRobinson, P.A.
Shumaker, Loop & Kendrick, LLP

The engagement agreements would be a term of three (3) years and PTB would pay the hourly fees set forth on the attached schedule. Each firm would provide PTB legal services on "as-needed" basis. PTB would not pay a retainer fee and would not be obligated to use any of the firms during the term of the engagement agreement.

Funds for this contract were included in the approved FY2020 Operating Expense budget.

RECOMMENDATION:

Authorize the Port President/CEO, or his designee, to enter into agreements with each firm listed above for bankruptcy services for a period of three (3) years each, subject to review by Port counsel.

Board Meeting
May 19, 2020
Legal 162286

PROFESSIONAL FEES:

PTB would pay the following hourly rates for services performed under this Agreement:

Position	Hourly Rate Tier 1	Hourly Rate Tier 2	Hourly Rate Tier 3
Senior Shareholder / Senior Partner (ten or more years' experience)	Up to \$275.00 per hour	Up to \$300.00 per hour	Up to \$325.00 per hour
Partner / Attorney (five to nine years' experience)	Up to \$225.00 per hour	Up to \$250.00 per hour	Up to \$300.00 per hour
Attorney / Associate (up to four years' experience)	Up to \$190.00 per hour	Up to \$200.00 per hour	Up to \$225.00 per hour
Paralegals FRP or Certified by NALA or FCRP	Up to \$100.00 per hour	Up to \$125.00 per hour	Up to \$125.00 per hour
Law Clerks	Up to \$100.00 per hour	Up to \$100.00 per hour	Up to \$100 per hour
A. General / Litigation			
Tier 1. General Support, including contract drafting, document preparation, counseling on general matters, legal research, initial review and handling of claims, general civil litigation and administrative matters.			
Tier 2. Pre-Trial/Admin. Hearings, including general pre-trial practice and administrative proceedings.			
Tier 3. Complex Litigation and Bankruptcy Matters, including jury trials, bench trials, and appellate proceedings.			

E. RECEIPT OF REPORTS

1. REPORT OF LEGAL FEES BY PROJECT

2. REPORT OF AGED ACCOUNTS RECEIVABLES

3. REPORT OF CONTRACT STATUS

4. REPORT OF PERMITS

**5. REPORT OF EXPENDITURES BETWEEN
\$50,000 - \$100,000**

FY2020 – LEGAL FEES AND EXPENSES REPORT THROUGH APRIL 30, 2020

YEAR-TO-DATE LEGAL FEES AND EXPENSES

Chief Financial Officer	FY 2020 Budget	FY 2020 Actual
• Bond Counsel -	\$ 60,000.00	\$ 0.00
• HCPD Series 2018A/2018B Bonds	\$ 0.00	\$ 0.00
Year-to-Date FY 2019-20	\$ 60,000.00	\$ 0.00
[Under Budget FY2020 – \$60,000.00]		
Principal Counsel	FY 2020 Budget	FY 2020 Actual
• Price Waterhouse Coopers LLP	\$ 19,550.00	\$ 0.00
• Venable LLP	\$ 9,550.00	\$ 827.50
• Employment / Labor	\$ 12,550.00	\$ 2,425.00
• Environmental	\$ 8,550.00	\$ 5,796.50
• General Support / Litigation	\$ 45,600.00	\$ 19,613.68
• Hearing Master	\$ 6,550.00	\$ 0.00
• Personal Injury	\$ 21,050.00	\$ 7,538.00
• Construction	\$ 6,550.00	\$ 0.00
• Real Estate / Land Use	\$ 12,550.00	\$ 0.00
Year-To-Date FY 2019-20	\$142,500.00	\$ 36,200.68
[Under Budget FY2020 \$106,299.32]		
FY 2020 Total Legal Fees and Expenses		\$ 36,200.68

CHIEF FINANCIAL OFFICER: **BOND COUNSEL**

Outside Counsel / Matter	April	Cumulative FY to Date
Bryant Miller Olive		
- General Services/Debt Issuance		
- HCPD Revenue Bonds Series 2018A/2018B		

PRINCIPAL COUNSEL: **LITIGATION AND GENERAL LEGAL SUPPORT**

Outside Counsel / Matter	April	Cumulative FY to Date
Gray Robinson		
- General		\$ 1,222.50
- Unit Price Bid		
- Channelside Bay Mall [14]		
- DRI	\$165.00	\$ 165.00
Smolker Bartlett Loeb Hinds & Thompson		
- HCPA		\$17,326.18
Trenam Law		
- Channelside Lease Negotiations		\$ 900.00

EMPLOYMENT / LABOR LEGAL SUPPORT

<u>Outside Counsel / Matter</u>	<u>April</u>	<u>Cumulative FY to Date</u>
Carton Fields		
- Employee Benefits		\$ 1,025.00
Gray Robinson		
- General		
- Emp Ben [22]		
Mandelbaum Fitzsimmons		
- General		
- Employment [EC]		
Nelson Mullins Riley & Scarborough		
- General		\$ 1,400.00

ENVIRONMENTAL LEGAL SUPPORT

<u>Outside Counsel / Matter</u>	<u>April</u>	<u>Cumulative FY to Date</u>
Gramling Environmental Law		
- General		\$ 1,005.00
- Tampa Scrap	\$2,982.50	\$ 2,982.50
- Port Ybor	\$ 336.00	\$ 1,604.00
- MOA FDEP		
- Shipyard		\$ 205.00

PERSONAL INJURY LEGAL SUPPORT

<u>Outside Counsel / Matter</u>	<u>April</u>	<u>Cumulative FY to Date</u>
Bush Graziano Rice & Platter		
- PI – JHS		
- PI – M/M R	\$ 180.50	\$ 1,330.50
- PI – DB		
- PI – SOF		
GrayRobinson PA		
- PI – SB		\$ 875.00
- PI – JCM		\$ 2,050.00
- PI – RB	\$ 880.00	\$ 3,282.50
Hamilton Miller & Birthisel PA		
- PI – FD		

ADMIRALTY AND MARITIME

<u>Outside Counsel / Matter</u>	<u>April</u>	<u>Cumulative FY to Date</u>
Venable		
- FMC/Maritime		\$ 827.50

HEARING MASTER

<u>Outside Counsel / Matter</u>	<u>April</u>	<u>Cumulative FY to Date</u>
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TAMPA PORT AUTHORITY
Monthly Aged Receivables
April 30, 2020

Customer Number	Customer Name	Current	31 - 60 Days	61 - 90 Days	91 & Over	Customer Balance
Port Fees						
T163	ACE STEVEDORING CO INC	65.89				65.89
S036	ALTAMAR SHIPPING	260.00	300.00			560.00
T012	AMALIE OIL COMPANY	2,426.23		67.50		2,493.73
A415	AMERICAN VICTORY MARINERS	23.99				23.99
D054	ANCHOR SANDBLASTING AND COATINGS, INC	740.00				740.00
A512	BEYEL BROTHERS INC		65.00	270.00		335.00
T201	BUCKEYE TERMINALS, LLC	35,570.62				35,570.62
T003	CARGILL INC	5,622.99				5,622.99
D049	CARGILL SALT	(47.30)				(47.30)
T131	CARNIVAL CRUISE LINES	77,277.15	335,426.78			412,703.93
T198	CEMEX CONSTRUCTION MATERIALS FLORIDA, LLC	39,549.58				39,549.58
T190	CEMEX USA	1,901,661.15				1,901,661.15
T014	CENTRAL FLORIDA PIPELINE LLC	123,205.62				123,205.62
T145	CENTRAL FLORIDA PIPELINE LLC	3,989.59				3,989.59
D048	CITY OF TAMPA TRANSPORTATION/STORMWATER SERVICES	(120.00)				(120.00)
Q435	CLM ENTERPRISES	456.92				456.92
A423	DANN OCEAN TOWING, INC	(100.00)				(100.00)
D063	DAVIS INDUSTRIAL			40.00		40.00
Q032	DUFERCO STEEL, INC	110.59	7,372.57			7,483.16
S064	DV CONTAINER SERVICES	170.00				170.00
A418	EXPRESS MARINE	595.00				595.00
A031	FILLETTE GREEN & CO, INC	13,311.35	22,641.65	845.00		36,798.00
T132	FLORIDA AQUARIUM	469.00				469.00
Q097	FRONTIER LOGISTICS SERVICES	4,558.74			2,100.76	6,659.50
A429	GAC SHIPPING (USA) INC	72,679.42	24,466.88			97,146.30
S043	GLOBAL DISTRIBUTION INC	(10.00)				(10.00)
T108	GRIFFIN INDUSTRIES	(3,596.85)				(3,596.85)
A264	GULF MARINE REPAIR INC	6,695.42				6,695.42
A306	INCHCAPE SHIPPING SERVICES				124.24	124.24
A078	INTERNATIONAL SHIP REPAIR	240.00				240.00

TAMPA PORT AUTHORITY
Monthly Aged Receivables
April 30, 2020

Customer Number	Customer Name	Current	31 - 60 Days	61 - 90 Days	91 & Over	Customer Balance
A350	KIMMINS CONTRACTING	20.00				20.00
D032	KINDER MORGAN - CENTRAL FLORIDA PIPELINE LLC	40.00				40.00
A003	KIRBY OFFSHORE MARINE	1,510.57				1,510.57
A248	LA CARRIERS, LLC	1,454.83				1,454.83
D065	LAKELAND PAVING COMPANY	40.00				40.00
T308	LOGISTEC GULF COAST LLC	89,954.56	61,960.04			151,914.60
Q436	MAMMOET USA SOUTH, INC.	711.99				711.99
S049	MARDOT LOGISTICS INC	500.00				500.00
A360	MARTIN GAS MARINE	5,433.60				5,433.60
T135	MARTIN MARIETTA AGGREGATES	103,079.07				103,079.07
T134	MARTIN OPERATING PARTNERSHIP	7,927.60				7,927.60
A016	MARTIN PRODUCT SALES LLC	(22.75)				(22.75)
A465	MASTER, OWNER & OPERATORS	78,182.89				78,182.89
T199	MEDITERRANEAN SHIPPING CO./CHARLESTON	36,963.10	16,766.00	18,886.97	11,909.00	84,525.07
S070	MERCURY TRANSPORTATION DBA WORLD LOGISTICS USA	60.00				60.00
Q432	MID SHIP LOGISTICS, INC	2,856.23				2,856.23
A430	MORAN SHIPPING AGENCIES	44,004.58				44,004.58
A053	MORAN TOWING CORPORATION	15,350.90				15,350.90
T002	MOSAIC CROP NUTRITION, LLC	(2,106.95)				(2,106.95)
T011	MURPHY OIL USA INC	10,174.64	2,548.07			12,722.71
A486	NORTH AMERICAN GENERAL AGENTS	10,647.86				10,647.86
A071	NORTON LILLY INTERNATIONAL	55,383.27		1,027.70		56,410.97
T200	NORWEGIAN CRUISE LINE	70,604.99				70,604.99
A439	NOVA INTERNATIONAL SHIPPING	11,589.60				11,589.60
S050	ONLINE TRANSPORT INT'L - OTI	160.00				160.00
A069	OSG AMERICA INC	(191.07)		681.36		490.29
T318	PORT LOGISTICS TERMINAL OPERATIONS LLC	146.83				146.83
S039	PORTS AMERICA	20.00				20.00
T006	PORTS AMERICA	9,592.16	3,153.42	5,047.26	35,692.14	53,484.98
T182	PORTS AMERICA	151,000.28	1,800.00			152,800.28
A283	PRO TRANSPORT INC, TAMPA	(90.00)				(90.00)
T292	PURAGLOBE FLORIDA LLC	1,438.68				1,438.68

TAMPA PORT AUTHORITY
Monthly Aged Receivables
April 30, 2020

Customer Number	Customer Name	Current	31 - 60 Days	61 - 90 Days	91 & Over	Customer Balance
A064	SAVAGE & SON, AR	348,719.60				348,719.60
A531	SAVAGE MARINE MANAGEMENT COMPANY, LLC	11,646.66				11,646.66
A065	SEA & LAND SHIPPING	15,634.49				15,634.49
A400	SEABULK TANKERS INC	621.98				621.98
S061	SOUTH BAY DISTRIBUTION CO. INC.	90.00	230.00			320.00
S069	SOUTHERN CARTAGE, INC	80.00				80.00
S042	SOUTHERN WASTE SERVICES INC	30.00				30.00
T137	TAMPA JUICE SERVICE INC	7,721.60				7,721.60
T021	TAMPA PORT SERVICES, LLC	19,962.01			4,647.67	24,609.68
Q191	TERNIUM INTERNATIONAL USA CORP.	1,009.59				1,009.59
T173	TITAN FLORIDA LLC	108,632.84				108,632.84
Q007	TOYOTA TSUSHO AMERICA	1,729.20				1,729.20
T020	TRANSMONTAIGNE INC	109,280.21				109,280.21
S021	TRX SOUTHEAST (TAMPA #770)	120.00	230.00	200.00		550.00
T311	TTI Holdings, Inc.	702.30				702.30
T056	YARA NORTH AMERICA INC	5,620.16				5,620.16
T171	ZIM ISRAELI NAVIGATION COMPANY	14,398.86				14,398.86
Subtotal Port Fees		\$ 3,638,242.06	\$ 476,960.41	\$ 31,713.46	\$ 49,826.14	\$ 4,196,742.07

Lease Charges

L045	AMALIE OIL	23,512.32				23,512.32
L219	AMERICAN VICTORY SHIP MEMORIAL MUSEUM	1,000.00				1,000.00
L400	ARDENT MILLS, LLC	(1,075.34)				(1,075.34)
L306	BUCKEYE TERMINALS, LLC	12,960.00				12,960.00
L207	CARGILL INC SALT FACILITY	(150.18)				(150.18)
L277	CEMEX CONSTRUCTION MATERIALS FLORIDA LLC	(309.34)			939.57	630.23
L399	CEMEX CONSTRUCTION MATERIALS FLORIDA LLC	5,968.74				5,968.74
L299	CEMEX CONSTRUCTION MATERIALS FLORIDA, LLC	(107.20)				(107.20)
L044	DIVERSIFIED MARINE TECH	16,291.57				16,291.57
L124	GULF MARINE REPAIR INC	121,799.18				121,799.18

TAMPA PORT AUTHORITY
Monthly Aged Receivables
April 30, 2020

Customer Number	Customer Name	Current	31 - 60 Days	61 - 90 Days	91 & Over	Customer Balance
L103	INTERNATIONAL SHIP REPAIR & MARINE SERVICES, INC	12,792.96				12,792.96
L302	LIVING SHORELINE SOLUTIONS, INC.	(18.00)				(18.00)
L308	LOGISTEC GULF COAST LLC	38,353.32	84.61			38,437.93
L328	MAJESTIC STEEL USA	520.00				520.00
L174	MARTIN MARIETTA AGGREGATES	(2,986.09)				(2,986.09)
L039	MURPHY OIL USA INC	(44.14)				(44.14)
L324	NEXLUBE OPERATING, LLC	6,480.00	6,480.00			12,960.00
L291	ONLINE TRANSPORT INT'L LLC	10,467.00				10,467.00
L264	PORTS AMERICA	23,012.86				23,012.86
L289	PROPELLER CLUB OF UNITED STATES	(2.40)				(2.40)
L292	PURAGLOBE FLORIDA LLC	30,980.91				30,980.91
L235	STARSHIP CRUISE LINE	2,295.98				2,295.98
L055	TAMPA PORT MINISTRIES	325.00				325.00
L190	TAMPA SHIP LLC	6,500.00				6,500.00
L239	TITAN FLORIDA LLC	29,953.26				29,953.26
L146	VULCAN MATERIALS	(103.34)				(103.34)
Subtotal Lease Charges		\$ 338,417.07	\$ 6,564.61	\$ 939.57	\$ -	\$ 345,921.25
 <u>Accounts in Litigation/Renegotiation/Bankruptcy</u>						
L257	NEW PORT TAMPA PROPERTY, LLC				10,000.00	10,000.00
A417	SULPHUR CARRIERS	141.48		141.48	7,663.54	7,946.50
A034	UNITED OCEAN SHIPPING	2,640.72		1,421.90	75,952.07	80,014.69
Subtotal Accounts in Litigation/Renegotiation/Bankruptcy		\$ 2,782.20	\$ -	\$ 1,563.38	\$ 93,615.61	\$ 97,961.19
Total Aged Receivables as of April 30, 2020		\$ 3,979,441.33	\$ 483,525.02	\$ 34,216.41	\$ 143,441.75	\$ 4,640,624.51

TAMPA PORT AUTHORITY
MONTHLY CONTRACT STATUS REPORT
04/30/20

Project	Contractor	Contract Financial Record #	Original Bd App Date	Amt Approved Including Amendments	Costs Incurred to Date	Percent Complete
OPERATING AND NON-CAPITAL CONTRACTS:						
Online Data Service Backup	Venys Solutions, Inc. (5 years @ \$50k/yr)	13-13	05/21/13	\$ 250,000	135,709	54.3%
Financial Advisory Service	Public Financial Management (2nd renewal)	14-16	08/20/13	\$ 60,000	16,371	27.3%
Secured Data Center Facility Lease	Protected Trust/IF&D Data Suites (year 6)	14-28	09/20/16	\$ 70,320	35,160	50.0%
Software Licensing - iSeaports	Harbour Mastery, Inc.	15-06	10/21/14	\$ 65,000	45,434	69.9%
Security System Maintenance & Repair	GSA Security	20-03	12/15/15	\$ 377,000	-	0.0%
Copier Leases (8 copiers)	Ricoh Americas Corporation	16-11	10/20/15	\$ 180,000	154,723	86.0%
SBE Uniformed Security Guard Service	Martinez & Company (year 1)	19-21	06/18/19	\$ 210,000	108,261	51.6%
Real Estate Consulting Services	CBRE, Inc.	16-17	08/16/16	\$ 175,000	30,635	17.5%
Government Relations Consultant Services	Van Scoyoc & Associates	20-33	09/17/19	\$ 90,000	30,000	33.3%
Insurance Consultants	Interisk	16-24	07/19/16	\$ 90,000	47,479	52.8%
State Legislative Services	Advocacy Group at Cardenas Partners (year 3)	19-29	08/20/19	\$ 60,000	25,177	42.0%
Employee Dental Plan	Anchor Benefit Consulting	16-26	08/16/16	\$ 43,000	32,120	74.7%
Elevator/Escalator Maintenance & Repair Services	ThyssenKrupp Elevator	20-27	08/16/16	\$ 427,084	262,647	61.5%
Website Development & Website Hosting Services	GSL Solutions	20-35	09/17/19	\$ 45,000	1,750	3.9%
GIS Enterprise Managed Cloud Services	Timmons Group	17-09	11/15/16	\$ 125,000	108,410	86.7%
Video Production Services	Shooting Stars Post Inc	17-30	17/18/17	\$ 75,000	8,425	11.2%
Software Licensing - Concur	Carahsoft Technology Corp	18-05	05/15/18	\$ 221,168	161,797	73.2%
Law Enforcement Services	Hillsborough County Sheriff's Office	19-31	11/19/19	\$ 2,382,219	1,783,861	74.9%
Insurance Broker Services	Hugh Wood	19-28	08/20/19	\$ 50,000	37,500	75.0%
Workers Compensation Insurance	PGIT (Preferred Governmental Insurance Trust)(year 3)	20-05	08/21/18	\$ 110,669	58,335	52.7%
Grounds Maintenance	TCC Enterprise Inc	09-06	08/21/18	\$ 81,508	19,736	24.2%
Janitorial Services	ASK Solutions; All Southern Cleaning	19-08	09/20/16	\$ 446,000	385,770	86.5%
HVAC Monitoring, Routine Service & Repair	Tampa Bay Trane	20-12	09/02/14	\$ 84,200	24,867	29.5%
Consulting Services	HCP Associates	20-14	10/15/2019	\$ 120,000	35,322	29.4%
Uniformed Security Guard Services	G4S Security Solutions (Year 1)	19-15	11/13/2018	\$ 2,800,000	512,602	18.3%
Grounds Maintenance	Williams Landscape Management (year 2)	20-18	09/17/19	\$ 247,500	93,750	37.9%
Government Relations Consultant Services	Alcalde & Fay	20-25	09/17/19	\$ 90,000	15,459	17.2%
Copier Leases (8 copiers)	Sharp Business Systems	19-11	10/16/18	\$ 60,000	16,237	27.1%
State Legislative Services	Capital City Consulting, LLC	19-30	08/20/19	\$ 60,000	35,000	58.3%
I.T. Consultant	Tribridge	19-23	09/18/18	\$ 85,000	32,250	37.9%
Janitorial Services	Xtremely Clean	20-08	10/15/19	\$ 428,688	136,363	31.8%
	McGriff, Seibels & William, Inc	20-24	06/18/19	\$ 45,000	184	0.4%
OPERATING AND NON-CAPITAL CONTRACTS:				\$ 9,654,356	\$ 4,391,333	
CONTINUING ANNUAL CONTRACTS:						
Disaster Recovery services	Belfor USA Group (Year 1)	18-22	04/17/18	\$ 30,000	\$ -	0.0%
Professional Service Contracts	Various	17-02	09/20/16	\$ 3,540,000	\$ 1,567,163	44.3%
Professional Service Contracts	Various	18-02	07/24/17	\$ 3,720,000	\$ 2,865,174	77.0%
CONTINUING ANNUAL CONTRACTS:				\$ 7,290,000	\$ 4,432,337	

TAMPA PORT AUTHORITY
MONTHLY CONTRACT STATUS REPORT
 04/30/20

Project	Contractor	Contract Financial Record #	Original Bd App Date	Amt Approved Including Amendments	Costs Incurred to Date	Percent Complete
CONSTRUCTION AND CAPITAL CONTRACTS:						
Terminal 3 - roof replacement	R.F. Lusa & Sons Sheetmetal, Inc.	17-14	02/21/17	\$ 675,252	\$ 556,440	82.4%
Eastport Fill And Phase 2 Expansion Engineering Services	Moffatt & Nichol	17-18	09/19/17	\$ 1,507,800	\$ 144,200	9.6%
Navigational Improvements	Orion Marine Construction	20-04	08/20/19	\$ 2,500,000	\$ 1,722,375	68.9%
Unit Price Dredging	Orion Marine Construction	20-31	09/17/19	\$ 1,250,000	\$ 202,526	16.2%
Phase 1 Terminal 2 & 6 - Baggage claim areas & CBP	Gilbane Building Company	19-10	12/18/18	\$ 5,329,508	\$ 5,054,556	94.8%
Berth 211 Upands Improvements	Pepper Construction	19-16	03/19/19	\$ 19,646,396	\$ 6,192,064	31.5%
Hookers Point Rail - Crossing Arms Relocation	Cemex	19-20	06/18/19	\$ 34,000	\$ -	0.0%
Portwide Roadway Improvements - Emergency Access Road	Ajax Paving Industries of FL	19-29	08/20/19	\$ 1,542,395	\$ 127,350	8.3%
Port Redwing Railroad Extension	STX Corporation	20-16	02/18/20	\$ 4,257,909	\$ -	0.0%
Berth 214 - Phase 2	Phillips and Jordan	20-20	02/18/20	\$ 4,506,725	\$ -	0.0%
CONSTRUCTION AND CAPITAL CONTRACTS:				<u>\$ 43,499,986</u>	<u>\$ 15,401,193</u>	
GRAND TOTAL:				<u>\$ 60,444,342</u>	<u>\$ 24,224,863</u>	

PERMIT REPORT
4/1/2020 – 4/30/2020

PERMITS ISSUED

REVISIONS

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VIOLATIONS

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*Indicates that permit was issued After-The-Fact

PENDING APPLICATIONS SUMMARY

Appl.#	M/ S	Applicant	Proposed Work
15-015 Rev #1	S	RMC Brothers	Modify Existing Dock-Extend 5-Finger Pier Lengths & Add "T" Terminal Platform to Pier - Restaurant Docking Facility Expansion w/ required New SSLs Lease
07-149 Rev #1	S	Tampa Bay Marina, Inc	Modify Dock Plan for Construction of 117 Boat Sips & 93 Boat Lifts. No Dredging.
18-016	M	Teleport Communications America	HDD 4" Fiber Optic Cable Utility Pipeline under Cypress Creek @ Bruce B Downs Blvd. Bridge w/in Existing Cnty ROW/ Easement
19-017	M	TECO Peoples Gas	HDD Gas Utility Pipeline East ROW @ Maydell Dr. Bridge/Palm River/Bypass Canal w/ New SSLs Easement
19-022	M	Florida Oil Services, Inc.	Remove Existing Dock & Construct 2 new Docks with 18 Transient Slips for upland Restaurant patrons w/ New SSLs Lease on Alafia River
19-039	M	TECO Peoples Gas	Install HDD 4" MDPE natural gas Dickman Rd R/W Crossing Newman Branch Creek w/ New SSLs Easement
19-040	M	ZAYO Group	Subaqueous bore – Hills. Ave. @ Double Branch Creek & Channel A w/ New SSLs Easement
19-041	M	ZAYO Group	Subaqueous bore-Hills. Ave @ Dick Creek & Rocky Creek w/ New SSLs Easement
19-043	M	ZAYO Group	Subaqueous bore- Sheldon Rd @ Rocky Creek w/ PTB SSLs Easement
19-044	M	ZAYO Group	Subaqueous bore – Brorein St bridge @ Hillsborough River (COT SSLs Esmt)
19-045	M	Vaniza Atiq LLC	Repair Seawall
20-001	M	Innovative Design Leaders Corp.	2 Accessory Docks & Pile Supported Concrete Loading Ramp/Pier for New Riverview Boat Storage (upland) Facility @ 10531 Moody Rd, Riverview on Alafia River w/ Proposed SSLs Lease
20-002	M	Southern Light, LLC	Sub-aqueous fiber optic cable Hillsborough Ave. @ Channel A
20-003	M	Southern Light, LLC	Sub-aqueous fiber optic cable Memorial Hwy. @ Dick Creek w/ possible SSLs Esmt.
20-004	M	Southern Light, LLC	Sub-aqueous fiber optic cable Memorial Hwy. @ Rocky Creek w/ possible SSLs Esmt.
20-005	M	Southern Light, LLC	Sub-aqueous fiber optic cable Hillsborough Ave. @ Tidal Flow-way

Appl.#	M/ S	Applicant	Proposed Work
20-006	M	Southern Light, LLC	Sub-aqueous fiber optic cable Hillsborough Ave. @ Double Branch Creek-E. Xing w/ possible SSLs Esmt.
20-007	M	Southern Light, LLC	Sub-aqueous fiber optic cable Hillsborough Ave. @ Double Branch Creek-W. Xing w/ possible SSLs Esmt.
20-010	S	Port Tampa Bay	Bulkhead wall, fill, dredge
20-012	M	Saad & Barbara Hakky	Dock & boatlift
20-013	M	Bedrock Little Manatee	Seawall Replacement/3 Dock Replacements for Little Manatee Isles MHP on Little Manatee River/CBAP
20-014	M	Cynthia Goodman	Dock/3 pilings
20-015	M	Brett Emes	Maintenance dredging-Lot 57 Len-Little Harbor
20-016	M	Teresa Lancaster	Proposed dock/lift
20-017	M	Robert Wilson	Dock @ 6111 Lagomar Ln-Andalucia Lot
20-018	M	Ronald Lee	Add PWC Lift & Boat Lift @ 3010 Christophers Watch Ln, Ruskin (Lot 10 Little Harbor)
19-011 Rev #1	M	Jeanna Mason	Dock @ 4044 27 th St SE, Ruskin-LMR-ARPA/CBAP
20-019	M	Bridgeview Estates/Richard Rasmussen	Catwalk/Finger Pier & Non-Covered Boat Lift Addition to Existing Multi-Family Res. Community Dock
20-020	M	Bayport Colony Property Owners Association	Maintenance Dredge to allow recreational watercraft access
20-021	M	TECO Peoples Gas	6" Subaqueous/HDD Gas Main Utility Along W. Nebraska Ave. R/W Crossing Hills. River w/ COT Easement

EXPENDITURES

Between \$50,000 - \$100,000

04/01/2020 - 04/30/2020

COMPANY	DESCRIPTION	AMOUNT	FUNDING	ADDITIONAL INFORMATION
WK McClendon Oil Company	Petroleum	\$ 56,426.01	Operating	
Computer Science Corp	I.T. Consulting Services	\$ 51,600.00	Operating	

Board Meeting
 May 19, 2020
 ID149166

F. EXECUTIVE DIRECTOR REPORT

G. PRESENTATIONS

**STATE LEGISLATIVE UPDATE – THE
ADVOCACY GROUP AT CARDENAS
PARTNERS AND CAPITAL CITY CONSULTING**

**H. NEW BUSINESS/COMMISSIONERS'
COMMENTS**

**REVISED SMALL BUSINESS ENTERPRISE
(SBE) AND EXPENSE POLICIES
(SEE ATTACHED POLICIES)**

I. FUTURE PROPOSED PROJECTS



TAMPA PORT AUTHORITY

Number Section II
Effective May 19, 2020
Revised Fourth
Page 1 of 4

SUBJECT: SMALL BUSINESS ENTERPRISE (SBE)

POLICY STATEMENT:

In an effort to increase contracting and procurement opportunities for Small Business Enterprises (hereinafter “SBEs”), the Tampa Port Authority (hereinafter “Authority”), hereby adopts this policy to provide mechanisms that will enhance contracting opportunities for SBEs in the Authority’s construction, architecture, engineering, and goods and services contracts. This policy shall apply to all contracts.

The Authority shall utilize race-neutral, ethnic-neutral and gender-neutral mechanisms to enhance contracting opportunities for SBEs on Authority contracts. The Authority is an equal opportunity employer and expects that the businesses with whom it does business to operate in the same manner. Additionally, this program will help ensure that small business enterprises will be provided opportunities to compete as prime contractors and subcontractors on Authority projects. The Authority wide goal is 9% SBE participation.

PROCEDURES FOR IMPLEMENTATION:

Definition of SBE

An eligible Small Business Enterprise (SBE) for all Authority transactions is one that is independently owned and operated, and a) whose gross annual sales in goods/services/supplies averaged over the previous three (3) year period is three million dollars (\$3,000,000) or less; or b) whose gross annual sales in construction services and materials averaged over the previous three (3) year period is five million dollars (\$5,000,000) or less. A business entity must be in business at least six (6) months before an SBE application for that entity will be considered. Any qualified business entity within the TPA’s seven county area will be considered for SBE status. The seven county area includes: Hillsborough, Hernando, Pinellas, Pasco, Polk, Manatee and Sarasota Counties. Any small business with a certificate/registration as an SBE for the City of Tampa or Hillsborough County may be added to the Authority’s SBE list. This provision will become null and void if at any time either entity’s standards no longer match those of the Authority.

Program Administration

This SBE Policy shall be implemented by written procedures to ensure that SBEs have the opportunity to participate in the performance of contracts and the procurement of goods and services with the Authority. The Authority shall designate an employee to facilitate the participation of SBEs in Authority contracts. The employee responsible for SBE facilitation shall cooperate with firms seeking Authority contracts to assist them in identifying SBEs that are available to participate in the Project. The Authority may retain consultants, as needed, to assist in this effort.

Program Development

SBE Program participation is intended to and shall be designed to assist SBEs to overcome their economic disadvantage and to strengthen their financial and managerial skills by providing such assistance to compete in the private sector as may be necessary and appropriate to secure Authority contracts. This policy shall be implemented by procedures that address the following program objectives:

a) Outreach:

To the extent deemed appropriate and as may be required by regulation, the Authority shall include SBEs on solicitation mailing lists and solicit their participation in contracts for which such businesses may be suited. The Authority shall maintain a list of SBEs that have indicated an ability and willingness to participate in Authority projects and shall make the list available to firms seeking contracts from the Authority for the purpose of encouraging participation from SBEs.

The Authority shall advertise contract opportunities in local small business and minority focused media in an effort to notify and encourage participation on Authority contracts.

The Authority may offer training to assist businesses, including SBEs, on how to do business with the Authority. The Authority may refer SBEs to available training programs that may improve the ability of SBEs to provide services to the Authority.

b) Good Faith Efforts

Each contract of the Authority will attempt to include SBE participation to the extent feasible. Pursuant to Florida law, Authority contracts will be awarded to the lowest responsible bidder. The term "responsible" shall include a determination of whether or not the contractor used good faith efforts to utilize SBEs to meet the Authority's SBE policy stated herein. "Good faith efforts" are those efforts that could reasonably be expected from a contractor who actively and aggressively seeks to obtain SBE participation goals.

The Authority requires all firms and contractors seeking contracts to actively pursue obtaining bids and quotes from SBEs. The Authority shall require such firms and contractors to submit an SBE Outreach Action Plan that outlines their efforts in actively pursuing such bids and quotes.

c) Monitoring and Collection of Information:

The Authority shall monitor utilization of SBEs on contracts to determine the extent to which firms and contractors provide equal employment and contracting opportunities to SBEs.

The Authority shall require firms proposing or bidding as prime contractors to identify an SBE liaison. The Authority shall collect information from firms serving as prime contractors on contracts regarding their anticipated SBE participation on Authority contracts. The proposed SBE participation submitted in the bid shall become a mandatory part of the contract with the Tampa Port Authority and shall be made available to assist the Authority in tracking SBE utilization.

The Authority shall require firms serving as prime contractors to provide a Bidders' Opportunity List that includes all subcontractors or consultants who submitted bids or quotes to the prime contractor or firm for the Authority contract. The prime contractors and firms shall report actual payments, retainage, SBE status, and the work type of all SBE subcontractors.

The Authority shall require that information provided on SBEs be broken down into appropriate subcategories as established by the Authority.

d) Progress Payments:

The Authority's contracts may contain such special provisions for progress payments as deemed reasonably necessary to encourage SBE participation.

e) Waiver or Modification of Bonding:

So long as consistent with, and within the limits established by state law, the Port Director may waive or modify bid bonds and performance and payment bonds normally required or accept alternative forms of security to the extent reasonably necessary to encourage participation from SBEs. An alternative form of security shall be in the form of cash, cashier's check, or irrevocable letter of credit, and shall be subject to the same conditions as the bond required for the contract. In reducing the level or types of bid bonds and performance and payment bonds normally required of SBEs, the Port Director should take precautions to ensure that the Authority and any third parties will be adequately protected.

f) Sheltered Market Objective:

The Authority's Port Director may recommend to the Board, from time to time, that certain contracts be made available only to SBEs. Such designated projects and/or contracts or portions of contracts shall be based on economic feasibility. The Port Director may waive or modify bid bonds and performance and payment bonds under the Sheltered Market Objective utilizing the same guidelines as subsection (e).

Prompt Payment

Every construction or consulting contract shall contain a provision requiring the contractor to certify in writing that all subcontractors have been paid for acceptable work and material from previous progress payments received prior to receipt of any further progress payments. During the contract and upon completion of the contract, the Authority shall require documentation to verify payments to such subcontractors have been made. This provision does not create a contractual relationship between subcontractor and the Authority.

Procedures and Annual Report to the Tampa Port Authority Board:

The Port Director or designee shall develop procedures as necessary to implement these policies, and shall annually report to the Board concerning the awarding of contracts and subcontracts in construction, architectural and engineering, goods and services to SBEs during the preceding fiscal year. To the extent practicable, the report required by this Section should include the total dollar value of awards made in the fiscal year to SBEs and comparison to overall value of dollars contracted.

Contract Compliance

Where a contract involves the expenditure of federal or state funds, the Port Director or designated representative shall comply with any mandatory federal law and authorized regulations. The Port Director shall modify the procedures as necessary to obtain federal approval, consistent with these policies, and shall bring recommendations for any required modification of these policies to the Board for consideration.

Additionally, the Port Director shall develop a procedure that identifies the circumstances under which the failure of a contractor to comply with this SBE policy and procedures may result in the Port taking remedial action, including debarment from bidding on future Port projects.

Contracts Controlled by Port Director

In addition to those contracts subject to the SBE Policy as set forth above, it is the intent of the Authority to authorize and encourage the Port Director to consider opportunities to involve SBEs on those contracts that do not require Board approval but are solely within the Port Director's Authority.

APPROVED: _____ DATE: _____



TAMPA PORT AUTHORITY

Number	Section II
Effective	1 Nov 2013 May 19, 2020
Revised	Third Fourth
Page	1 of 4

SUBJECT: SMALL BUSINESS ENTERPRISE (SBE)

POLICY STATEMENT:

In an effort to increase contracting and procurement opportunities for Small Business Enterprises (hereinafter "SBEs"), the Tampa Port Authority (hereinafter "Authority"), hereby adopts this policy to provide mechanisms that will enhance contracting opportunities for SBEs in the Authority's construction, architecture, engineering, and goods and services contracts. This policy shall apply to all contracts.

The Authority shall utilize race-neutral, ethnic-neutral and gender-neutral mechanisms to enhance contracting opportunities for SBEs on Authority contracts. The Authority is an equal opportunity employer and expects that the businesses with whom it does business to operate in the same manner. Additionally, this program will help ensure that small business enterprises will be provided opportunities to compete as prime contractors and subcontractors on Authority projects. The Authority wide goal is 9% SBE participation.

PROCEDURES FOR IMPLEMENTATION:

Definition of SBE

An eligible Small Business Enterprise (SBE) for all Authority transactions is one that is independently owned and operated, ~~and that employs twenty five (25) or fewer permanent full time employees, at the time of the contract award,~~ and a) whose gross annual sales in goods/services/supplies averaged over the previous three (3) year period is three million dollars (\$3,000,000) or less; ~~and or~~ b) whose gross annual sales in construction services and materials averaged over the previous three (3) year period is five million dollars (\$5,000,000) or less. A business entity must be in business at least six (6) months before an SBE application for that entity will be considered. Any qualified business entity within the TPA's seven county area will be considered for SBE status. The seven county area includes: Hillsborough, Hernando, Pinellas, Pasco, Polk, Manatee and Sarasota Counties. Any small business with a certificate/registration as an SBE for the City of Tampa or Hillsborough County may be added to the Authority's SBE list. This provision will become null and void if at any time either entity's standards no longer match those of the Authority.

Program Administration

This SBE Policy shall be implemented by written procedures to ensure that SBEs have the opportunity to participate in the performance of contracts and the procurement of goods and services with the Authority. The Authority shall designate an employee to facilitate the participation of SBEs in Authority contracts. The employee responsible for SBE facilitation shall cooperate with firms seeking Authority contracts to assist them in identifying SBEs that are available to participate in the Project. The Authority may retain consultants, as needed, to assist in this effort.

Program Development

SBE Program participation is intended to and shall be designed to assist SBEs to overcome their economic disadvantage and to strengthen their financial and managerial skills by providing such assistance to compete in the private sector as may be necessary and appropriate to secure Authority contracts. This policy shall be implemented by procedures that address the following program objectives:

a) Outreach:

To the extent deemed appropriate and as may be required by regulation, the Authority shall include SBEs on solicitation mailing lists and solicit their participation in contracts for which such businesses may be suited. The Authority shall maintain a list of SBEs that have indicated an ability and willingness to participate in Authority projects and shall make the list available to firms seeking contracts from the Authority for the purpose of encouraging participation from SBEs.

The Authority shall advertise contract opportunities in local small business and minority focused media in an effort to notify and encourage participation on Authority contracts.

The Authority may offer training to assist businesses, including SBEs, on how to do business with the Authority. The Authority may refer SBEs to available training programs that may improve the ability of SBEs to provide services to the Authority.

b) Good Faith Efforts

Each contract of the Authority will attempt to include SBE participation to the extent feasible. Pursuant to Florida law, Authority contracts will be awarded to the lowest responsible bidder. The term "responsible" shall include a determination of whether or not the contractor used good faith efforts to utilize SBEs to meet the Authority's SBE policy stated herein. "Good faith efforts" are those efforts that could reasonably be expected from a contractor who actively and aggressively seeks to obtain SBE participation goals.

The Authority requires all firms and contractors seeking contracts to actively pursue obtaining bids and quotes from SBEs. The Authority shall require such firms and contractors to submit an SBE Outreach Action Plan that outlines their efforts in actively pursuing such bids and quotes.

c) Monitoring and Collection of Information:

The Authority shall monitor utilization of SBEs on contracts to determine the extent to which firms and contractors provide equal employment and contracting opportunities to SBEs.

The Authority shall require firms proposing or bidding as prime contractors to identify an SBE liaison. The Authority shall collect information from firms serving as prime contractors on contracts regarding their anticipated SBE participation on Authority contracts. The proposed SBE participation submitted in the bid shall become a mandatory part of the contract with the Tampa Port Authority and shall be made available to assist the Authority in tracking SBE utilization.

The Authority shall require firms serving as prime contractors to provide a Bidders' Opportunity List that includes all subcontractors or consultants who submitted bids or quotes to the prime contractor or firm for the Authority contract. The prime contractors and firms shall report actual payments, retainage, SBE status, and the work type of all SBE subcontractors.

The Authority shall require that information provided on SBEs be broken down into appropriate subcategories as established by the Authority.

d) Progress Payments:

The Authority's contracts may contain such special provisions for progress payments as deemed reasonably necessary to encourage SBE participation.

e) Waiver or Modification of Bonding:

So long as consistent with, and within the limits established by state law, the Port Director may waive or modify bid bonds and performance and payment bonds normally required or accept alternative forms of security to the extent reasonably necessary to encourage participation from SBEs. An alternative form of security shall be in the form of cash, cashier's check, or irrevocable letter of credit, and shall be subject to the same conditions as the bond required for the contract. In reducing the level or types of bid bonds and performance and payment bonds normally required of SBEs, the Port Director should take precautions to ensure that the Authority and any third parties will be adequately protected.

f) Sheltered Market Objective:

The Authority's Port Director may recommend to the Board, from time to time, that certain contracts be made available only to SBEs. Such designated projects and/or contracts or portions of contracts shall be based on economic feasibility. The Port Director may waive or modify bid bonds and performance and payment bonds under the Sheltered Market Objective utilizing the same guidelines as subsection (e).

Prompt Payment

Every construction or consulting contract shall contain a provision requiring the contractor to certify in writing that all subcontractors have been paid for acceptable work and material from previous progress payments received prior to receipt of any further progress payments. During the contract and upon completion of the contract, the Authority shall require documentation to verify payments to such subcontractors have been made. This provision does not create a contractual relationship between subcontractor and the Authority.

Procedures and Annual Report to the Tampa Port Authority Board:

The Port Director or designee shall develop procedures as necessary to implement these policies, and shall annually report to the Board concerning the awarding of contracts and subcontracts in construction, architectural and engineering, goods and services to SBEs during the preceding fiscal year. To the extent practicable, the report required by this Section should include the total dollar value of awards made in the fiscal year to SBEs and comparison to overall value of dollars contracted.

Contract Compliance

Where a contract involves the expenditure of federal or state funds, the Port Director or designated representative shall comply with any mandatory federal law and authorized regulations. The Port Director shall modify the procedures as necessary to obtain federal approval, consistent with these policies, and shall bring recommendations for any required modification of these policies to the Board for consideration.

Additionally, the Port Director shall develop a procedure that identifies the circumstances under which the failure of a contractor to comply with this SBE policy and procedures may result in the Port taking remedial action, including debarment from bidding on future Port projects.

Contracts Controlled by Port Director

In addition to those contracts subject to the SBE Policy as set forth above, it is the intent of the Authority to authorize and encourage the Port Director to consider opportunities to involve SBEs on those contracts that do not require Board approval but are solely within the Port Director's Authority.

APPROVED: _____ **DATE:** _____



PORT TAMPA BAY

**SUBJECT: PROMOTION/BUSINESS DEVELOPMENT/EMPLOYEE
RECOGNITION EXPENSE POLICY**

Number	Section II
Effective	May 19, 2020
Revised	First
Page	1 of 3

POLICY STATEMENT:

Pursuant to Section 22 of Chapter 95-488, Laws of Florida (Enabling Act), it is the duty and responsibility of the port director to plan and execute a continuous program of public relations, promotion, employee recognition and sales, including advancement or reimbursement of reasonable and necessary expenses incurred by port authority personnel or representatives engaged in promoting or managing the port authority for hospitality and entertainment of business guests at the Port of Tampa (Port) or elsewhere pursuant to approved policy. It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, rules and procedures for the authorization and payment of reasonable, actual expenses incurred for promotion, entertainment and employee recognition expenses related to the business of the Port.

PROCEDURES FOR IMPLEMENTATION:

Port Tampa Bay recognizes the need to perform marketing, promotional, networking and related activities not related to travel in order to conduct the official business of the Port. Such expenses may include meals, refreshments, attendance at meetings and other events, and related charges for parking and incidental items.

To qualify as a promotional/business development/employee recognition expense, an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that PTB or another business will benefit as a result of the promotional/business development/employee recognition activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure is for a PTB business objective; and (c) use the expenditure for the person from whom PTB expects the business benefit, as well as for the employee and other PTB staff in attendance.

- 1) Expenses for meals and/or refreshments must be documented by a detailed receipt including the name of the venue, the number of attendees with their names and business affiliations, and the nature of the business conducted.
- 2) PTB recognizes the fact that due to the sensitive nature and confidentiality of certain business development transactions, it may be critical that the identity of the prospective customer/party not be disclosed. In these instances, the attending parties may only be identified as "Prospective Customer" along with the number of attendees.
- 3) No expenses for individual meals or meals for groups consisting only of PTB employees are authorized under this policy. The PTB CEO may waive this rule for company-wide employee only events for morale or employee recognition.

- a. Meals/snacks shall not be provided for weekly or regularly recurring meetings involving solely PTB employees;

**SUBJECT: PROMOTION/BUSINESS DEVELOPMENT
EXPENSE POLICY**

(Cont)

- b. Meals for social occasions, such as Administrative Assistant's Day, birthdays, etc. are not considered business meals and will not be reimbursed.
- 4) Working meals involving PTB employees and may include non-PTB employees that relate to official Port business other than promotional/business development activity may be reimbursed. Examples of working meals are meetings with other members of state agencies to discuss specific issues related to PTB such as funding availability or legislative issues. For the purposes of this policy, a non-PTB employee is defined as an individual not on the current payroll of PTB.
 - a. As with all expenditures presented for reimbursement, working meals will only be reimbursed upon presentation of appropriate documentation, including the names of PTB and , if applicable, non-PTB employees who were present and participated in the working meal and the specific business issue(s) discussed during the working meal.
- 5) Charges for attendance at meetings or other events must be documented by a detailed receipt listing the names of the attendees paid for and their business affiliation as well as the business purpose of the function.
- 6) Parking charges should be substantiated by a receipt and the business purpose for the charge. Traffic and/or moving violations will not be reimbursed, nor any charges related to improper parking.
- 7) Discretion and good judgment must be employed in selecting appropriate venues to conduct Port promotion/business development. During promotional/business development events, PTB employees should use reasonable and customary measures in determining costs incurred for entertaining purposes.
- 8) Alcoholic beverage charges for PTB employees and their guests incurred in conjunction with promotional/business development activity may be reimbursed. Proper documentation for these charges must be submitted in accordance with 1) above, in particular the specific business purpose associated with these charges. Employees are expected to exhibit good judgment and discretion in purchasing and consuming alcoholic beverages and are also expected to comply with PTB's Alcohol policy as outlined in the Employee Handbook.
- 9) Reasonable entertainment in the course of promotion/business development for meals and special events (sporting events, performances, shows, theater, etc.) is a common and generally acceptable business practice. Such practices are authorized, as long as the following apply:
 - a. The entertainment is not illegal, frequent, extravagant, or reflects poorly upon PTB;
 - b. The principal aim is to discuss business matters, build business relationships and not to influence the protective client/vendor improperly;
 - c. When applicable, the special requirements for Government Customers are followed;

**SUBJECT: PROMOTION/BUSINESS DEVELOPMENT
EXPENSE POLICY**

(Cont)

- d. As stated in 1) above, documentation of entertainment, specifically, sporting event tickets, golf or any other form of entertainment for the purpose of promotion/business development, etc., must include a) the number of items of value purchased, b) the date the items were used, c) who used the items and d) what PTB-related financial or marketing benefit is expected to be derived. As stated in 2) above, it is understood that in certain situations, confidentiality must be maintained, therefore, the term "Prospective Customer" may be utilized along with the number of items used. Sporting event tickets, rounds of golf or any other similar types of entertainment used for promotional/business development purposes will be purchased and reimbursed on an event-by-event basis.
- e. Failure to adhere to this policy may result in denial of the expense and require the employee to reimburse PTB for all related charges. Repeated abuses may result in disciplinary action up to and including loss of p-card usage, reimbursement and expense privileges and possible termination of employment.
- 10) PTB employees must provide detailed itemized receipts for all promotional/business development expenses larger than \$25.
- 11) Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

All PTB employees are required to sign a letter of acknowledgment each February, or whenever the policy is updated, stating they have read PTB's most recent employee expense and documentation policies. New employees will also be required to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with the approval of the PTB Board of Commissioners.

APPROVED: _____ **DATE:** _____
#162333 – Finance



PORT TAMPA BAY™

Number	Section II
Effective	Aug 15, 2017 May 19, 2020
Revised	Original First
Page	1 of 3

**SUBJECT: PROMOTION/BUSINESS DEVELOPMENT/~~EMPLOYEE~~
~~RECOGNITION~~ EXPENSE POLICY**

POLICY STATEMENT:

Pursuant to Section 22 of Chapter 95-488, Laws of Florida (Enabling Act), it is the duty and responsibility of the port director to plan and execute a continuous program of public relations, promotion, employee recognition and sales, including advancement or reimbursement of reasonable and necessary expenses incurred by port authority personnel or representatives engaged in promoting or managing the port authority for hospitality and entertainment of business guests at the Port of Tampa (Port) or elsewhere pursuant to approved policy. It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, rules and procedures for the authorization and payment of reasonable, actual expenses incurred for promotion, and entertainment and employee recognition expenses related to the business of the Port.

PROCEDURES FOR IMPLEMENTATION:

Port Tampa Bay recognizes the need to perform marketing, promotional, networking and related activities not related to travel in order to conduct the official business of the Port. Such expenses may include meals, refreshments, attendance at meetings and other events, and related charges for parking and incidental items.

To qualify as a promotional/business development/employee recognition expense, an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that PTB or another business will benefit as a result of the promotional/business development/employee recognition activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure is for a PTB business objective; and (c) use the expenditure for the person from whom PTB expects the business benefit, as well as for the employee and other PTB staff in attendance.

- 1) Expenses for meals and/or refreshments must be documented by a detailed receipt including the name of the venue, the number of attendees with their names and business affiliations, and the nature of the business conducted.
- 2) PTB recognizes the fact that due to the sensitive nature and confidentiality of certain business development transactions, it may be critical that the identity of the prospective customer/party not be disclosed. In these instances, the attending parties may only be identified as "Prospective Customer" along with the number of attendees. ~~However, a separate log detailing the actual names of the prospective customers involved will be maintained by the employee.~~
- 3) No expenses for individual meals or meals ⁶⁷for groups consisting only of PTB employees are authorized under this policy. The PTB CEO may waive this rule for company-wide employee only events for morale such as an annual luncheon or employee recognition.

**SUBJECT: PROMOTION/BUSINESS DEVELOPMENT
EXPENSE POLICY**

(Cont)

- a. Meals/snacks shall not be provided for weekly or regularly recurring meetings involving solely PTB employees;
 - b. Meals for social occasions, such as Administrative Assistant's Day, birthdays, etc. are not considered business meals and will not be reimbursed.
- 4) Working meals involving PTB employees and **may include** non-PTB employees that relate to official Port business other than promotional/business development activity may be reimbursed. Examples of working meals are meetings with other members of state agencies to discuss specific issues related to PTB such as funding availability or legislative issues. For the purposes of this policy, a non-PTB employee is defined as an individual not on the current payroll of PTB.
 - a. As with all expenditures presented for reimbursement, working meals will only be reimbursed upon presentation of appropriate documentation, including the names of PTB and **. if applicable,** non-PTB employees who were present and participated in the working meal and the specific business issue(s) discussed during the working meal.
 - 5) Charges for attendance at meetings or other events must be documented by a detailed receipt listing the names of the attendees paid for and their business affiliation as well as the business purpose of the function.
 - 6) Parking charges should be substantiated by a receipt and the business purpose for the charge. Traffic and/or moving violations will not be reimbursed, nor any charges related to improper parking.
 - 7) Discretion and good judgment must be employed in selecting appropriate ~~dining~~ venues to conduct Port promotion/business development. During promotional/business development events, PTB employees should use reasonable and customary measures in determining costs incurred for entertaining purposes.
 - 8) ~~Alcoholic beverage expenses incurred by PTB employees will not be reimbursed under any circumstances. PTB employees who elect to purchase alcoholic beverages during promotional, business development or working meals must do so at their own expense and exhibit good judgment and discretion. Alcoholic beverage charges for non-PTB employees and their guests incurred in conjunction with promotional/business development activity may be reimbursed. Proper documentation for these charges must be submitted in accordance with 1): above, in particular the specific business purpose associated with these charges. Employees are expected to exhibit good judgment and discretion in purchasing and consuming alcoholic beverages and are also expected to comply with PTB's Alcohol policy as outlined in the Employee Handbook.~~
 - 9) Reasonable entertainment in the course of promotion/business development for meals and special events (sporting events, performances, shows, theater, etc.) is a common and generally acceptable business practice. Such practices are authorized, as long as the following apply:

**SUBJECT: PROMOTION/BUSINESS DEVELOPMENT
EXPENSE POLICY**

(Cont)

- a. The entertainment is not illegal, frequent, extravagant, or reflects poorly upon PTB;
 - b. The principal aim is to discuss business matters, build business relationships and not to influence the protective client/vendor improperly;
 - c. When applicable, the special requirements for Government Customers are followed;
 - d. As stated in 1); above, documentation of entertainment, specifically, sporting event tickets, golf or any other form of entertainment for the purpose of promotion/business development, etc., must include a) the number of items of value purchased, b) the date the items were used, c) who used the items and d) what PTB-related financial or marketing benefit is expected to be derived. As stated in 2); above, it is understood that in certain situations, confidentiality must be maintained, therefore, the term "Prospective Customer" may be utilized along with the number of items used. Sporting event tickets, rounds of golf or any other similar types of entertainment used for promotional/business development purposes will be purchased and reimbursed on an event-by-event basis.
 - e. Failure to adhere to this policy may result in denial of the expense and require the employee to reimburse PTB for all related charges. Repeated abuses may result in disciplinary action up to and including loss of p-card usage, reimbursement and expense privileges and possible termination of employment.
- 10) PTB employees must provide detailed itemized receipts for all promotional/business development expenses larger than \$25.
- 11) Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

All PTB employees are required to sign a letter of acknowledgment each February, or whenever the policy is updated, stating they have read PTB's most recent employee expense and documentation policies. New employees will also be required to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with the approval of the PTB Board of Commissioners.

APPROVED: _____ **DATE:** _____
#146830-162333 – Finance



PORT TAMPA BAY

Number	Section II
Effective	May 19, 2020
Revised	First
Page	1 of 4

SUBJECT: PURCHASING CARD POLICY

POLICY STATEMENT:

It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, internal controls, rules, and procedures for the responsible and appropriate use of PTB-issued credit cards and/or purchasing cards, collectively referred to herein as “p-cards”. Adherence to this policy is necessary to ensure the p-cards are used only for authorized purposes and that PTB bears no legal liability from inappropriate use of the cards.

PROCEDURES FOR IMPLEMENTATION:

Port Tampa Bay recognizes the efficiency gained through the responsible use of purchasing cards (p-cards), including accountability, enhanced productivity, reduced transaction costs, prompt payment to vendors, and convenience. In order to take advantage of these efficiencies, PTB has implemented a p-card program and issues p-cards to employees whose work activities would be enhanced through the use of p-cards. These procedures will be applicable to all departments and all employees who use p-cards.

The ultimate success of the PTB p-card program depends on the cooperation and professionalism of the personnel involved. It is the responsibility of the Finance Department to ensure compliance with this policy. It is the responsibility of the individual p-card holder and the designated staff of the Finance Department to determine if the charges are appropriate.

- 1) Participation in PTB’s p-card program is a privilege and all p-card users must follow the policy. If PTB management becomes aware of inappropriate or unauthorized p-card use or failure to provide appropriate documentation for p-card transactions, the cardholder’s p-card privileges may be suspended or cancelled.
- 2) Directors and/or Vice Presidents may request p-cards and individual credit limits for themselves and their staff. Requests must be made in writing and signed by the Director and/or Vice President. The final decision to issue a p-card and its credit limit will be made by the CFO or his designee. Requests for temporary or permanent changes to a cardholder’s limit may be made to the Finance Department in writing by the department head or Vice President and will be processed subject to CFO approval.
- 3) Finance will annually provide each department with a list of current p-cardholders and their current credit limit. Each department head will verify the need for continued usage and credit limit for each p-cardholder.
- 4) P-cards remain the property of PTB at all times and must be surrendered immediately upon demand by the CEO, CFO, or the employee’s department Director or Vice President.

- 5) Employees must agree to all terms and conditions contained in the issuing Bank/Credit Card Company Cardholder Agreement and must sign the PTB Purchasing Card Agreement (P-card Agreement) prior to receipt of a p-card. The P-card Agreement may be amended from time to time and p-cardholders may be required to acknowledge and accept these amendments in writing as a condition of continued p-card privileges. Periodic training may be provided for p-cardholders and attendance may be required at the discretion of the CFO.
- 6) No personal use of a p-card is authorized. Exceptions include personal incidental expenses included on a hotel bill while the p-cardholder is in travel status. However, personal incidental expenses must be immediately reimbursed to PTB. The p-cardholder will be personally liable for any unauthorized charges not a result of fraud or a lost or stolen card. Any charges for which an individual p-cardholder is determined to be personally liable may be deducted from the p-cardholder's pay. The p-cardholder is required to cooperate with law enforcement agencies as necessary in prosecuting theft related to their p-card.
- 7) In accordance with the Travel/Employee Expense Policy and the Promotional/Entertainment/Employee Expense Policy, alcoholic beverage p-card charges for PTB employees and their guests are allowed if the charges are incurred in association with a promotional/business development activity.
- 8) All procurement policies apply to p-card purchases including requirements for quotes and/or bids. PTB's Enabling Act, Section 15, relating to contracts and purchasing, states in part, "No goods, supplies, or materials shall be purchased in separate lots or parcels so as to avoid advertising for bids thereon; and any commissioner, officer, or employee who does so is responsible therefor shall be personally liable to the Port for the full price of any goods, supplies, or materials so purchased." Therefore, all purchases above \$5,000 are subject to Procurement guidelines. P-card accounts will be immediately closed when evidence reasonably proves, as determined by the CFO and Director of Procurement, that a p-cardholder intentionally circumvented this provision.
- 9) Employees must obtain detailed invoices or itemized receipts for all purchases utilizing p-cards in excess of \$25. Sufficient information must be provided to allow Finance staff to determine whether or not the purchase complies with p-card policy and any other applicable policies.
- 10) Each month employees must enter all associated detailed p-card invoices/receipts into the travel & expense system not later than the 15th day of the following month. The Finance Department will review each charge on each p-card statement and ensure a corresponding invoice/receipt has been entered into the system with sufficient information so as to ensure that the charge complies with PTB policy. P-cardholders whose statements include charges that do not have a corresponding detailed receipt in excess of \$25 will be immediately notified and will have ten (10) days to rectify the situation. If a detailed invoice/receipt is not provided within 10 days, the p-cardholder's purchasing card may be suspended or cancelled and the p-cardholder may be personally liable for the undocumented charge.

- 11) It is the responsibility of the p-cardholder to maintain and/or obtain detailed invoices/receipts associated with each charge to the p-cardholder's account. If for any reason the cardholder does not have or is unable to obtain documentation to submit with the monthly p-card statement, the cardholder must submit an explanation indicating the reason there is no documentation, the steps taken to obtain proper documentation (including attempts to obtain duplicate receipt), the merchant's name, the date of the transaction, the nature of the purchase and its business purpose. Abuse of this provision, as determined by the CFO, will result in the suspension or cancellation of the cardholder's p-card privileges.
- 12) If a questionable charge appears on a p-card monthly statement, it is the responsibility of the p-cardholder to attempt to verify the charge with the vendor. If the charge is determined to be fraudulent, the p-cardholder must immediately notify Bank/Credit Card Company and the Finance Department to request credit for the charge and cancellation of the card. Failure to do so will make the p-cardholder personally liable for the charge.
- 13) It is the responsibility of the cardholder to keep their p-card secure at all times. A lost or stolen p-card must be reported by the p-cardholder immediately to 1) the Finance Department and 2) to the issuing Bank/Credit Card Company. All charges made to a p-card are the responsibility of the cardholder unless they have reported suspected fraud or reported the card lost or stolen.
- 14) Allowing another employee to use an employee's p-card is strictly prohibited.
- 15) Cardholders should ensure, to the extent possible, that State of Florida sales tax is not charged on p-card purchases as most purchases made with the p-card are exempt from Florida state sales tax. If Florida sales tax is charged, it is the p-cardholder's responsibility to contact the vendor to obtain a credit for the sales tax. Tax exempt certificates are available from the Finance Department.
- 16) Human Resources will notify the Finance Department of the termination or resignation of a PTB employee. On the effective date of the termination, Finance will change the credit limit of the affected p-card to \$0. After a reasonable amount of time to allow pending charges or credits to be fully processed, Finance will close the employee's p-card account. Department heads will collect the employee's p-card on or before the effective date of termination and return the p-card to Finance for disposal.
- 17) Finance staff will regularly audit the p-card program for compliance and periodic audits may be conducted by a third party.
- 18) Expenditures for which p-cards are not accepted or practical may be paid in cash and reimbursed through Accounts Payable or Petty Cash, whichever is appropriate. Requirements for documentation are the same as for p-cards.
- 19) Any credit for items purchased using a p-card must be made in the form of a credit to the p-card account. No cash refunds are permitted.
- 20) The purchase of technology items such as phones, cameras, laptops, computers, tablets, printers, toner, ink, memory cards, software and related items are not allowed except by authorized Information Technology department staff.

- 21) Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

All PTB employees are required to sign a letter of acknowledgment each February, or whenever the policies are updated, stating they have read PTB's most recent employee expense and documentation policies. New employees will also be required to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with PTB Board of Commissioners approval.

APPROVED: _____ **DATE:** _____
#162332 – Finance



PORT TAMPA BAY™

Number	Section II
Effective	Aug 15, 2017 May 19, 2020
Revised	Original First
Page	1 of 4

SUBJECT: PURCHASING CARD POLICY

POLICY STATEMENT:

It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, internal controls, rules, and procedures for the responsible and appropriate use of PTB-issued credit cards and/or purchasing cards, collectively referred to herein as “p-cards”. Adherence to this policy is necessary to ensure the p-cards are used only for authorized purposes and that PTB bears no legal liability from inappropriate use of the cards.

PROCEDURES FOR IMPLEMENTATION:

Port Tampa Bay recognizes the efficiency gained through the responsible use of purchasing cards (p-cards), including accountability, enhanced productivity, reduced transaction costs, prompt payment to vendors, and convenience. In order to take advantage of these efficiencies, PTB has implemented a p-card program and issues p-cards to employees whose work activities would be enhanced through the use of p-cards. These procedures will be applicable to all departments and all employees who use p-cards.

The ultimate success of the PTB p-card program depends on the cooperation and professionalism of the personnel involved. It is the responsibility of the Finance Department to ensure compliance with this policy. It is the responsibility of the individual p-card holder and the designated staff of the Finance Department to determine if the charges are appropriate.

- 1) Participation in PTB’s p-card program is a privilege and all p-card users must follow the policy. If PTB management becomes aware of inappropriate or unauthorized p-card use or failure to provide appropriate documentation for p-card transactions, the cardholder’s p-card privileges may be suspended or cancelled.
- 2) Directors and/or Vice Presidents may request p-cards and individual credit limits for themselves and their staff. Requests must be made in writing and signed by the Director and/or Vice President. The final decision to issue a p-card and its credit limit will be made by the CFO or his designee. Requests for temporary or permanent changes to a cardholder’s limit may be made to the Finance Department in writing by the department head or Vice President and will be processed subject to CFO approval.
- 3) Finance will annually provide each department with a list of current p-cardholders and their current credit limit. Each department head will verify the need for continued usage and credit limit for each p-cardholder.
- 4) P-cards remain the property of PTB at all times and must be surrendered immediately upon demand by the CEO, CFO, or the employee’s department Director or Vice President.

- 5) Employees must agree to all terms and conditions contained in the issuing Bank/ Credit Card Company Cardholder Agreement and must sign the PTB Purchasing Card Agreement (P-card Agreement) prior to receipt of a p-card. The P-card Agreement may be amended from time to time and p-cardholders may be required to acknowledge and accept these amendments in writing as a condition of continued p-card privileges. Periodic training may be provided for p-cardholders and attendance may be required at the discretion of the CFO.
- 6) No personal use of a p-card is authorized. Exceptions include personal incidental expenses included on a hotel bill while the p-cardholder is in travel status. However, personal incidental expenses must be immediately reimbursed to PTB. The p-cardholder will be personally liable for any unauthorized charges not a result of fraud or a lost or stolen card. Any charges for which an individual p-cardholder is determined to be personally liable may be deducted from the p-cardholder's pay. The p-cardholder is required to cooperate with law enforcement agencies as necessary in prosecuting theft related to their p-card.
- 7) In accordance with the Travel/Employee Expense Policy and the Promotional/Entertainment/Employee Expense Policy, ~~no alcoholic beverage charges for PTB employees may be incurred using a p card. All alcoholic beverage purchases by PTB employees are the employees' personal expense. Alcoholic alcoholic beverage p-card charges for non-PTB employees and their guests are allowed if the charges are incurred in association with a promotional/business development activity.~~
- 8) All procurement policies apply to p-card purchases including requirements for quotes and/or bids. PTB's Enabling Act, Section 15, relating to contracts and purchasing, states in part, "No goods, supplies, or materials shall be purchased in separate lots or parcels so as to avoid advertising for bids thereon; and any commissioner, officer, or employee who does so is responsible therefor shall be personally liable to the Port for the full price of any goods, supplies, or materials so purchased." Therefore, all purchases above \$5,000 are subject to Procurement guidelines. P-card accounts will be immediately closed when evidence reasonably proves, as determined by the CFO and Director of Procurement, that a p-cardholder intentionally circumvented this provision.
- ~~9) Purchases for more than \$1,000 should be paid by check whenever possible. As stated, all p-card purchases fall under the PTB procurement guidelines.~~
- 10) 9) Employees must obtain detailed invoices or itemized receipts for all purchases utilizing p-cards **in excess of \$25**. Sufficient information must be provided to allow Finance staff to determine whether or not the purchase complies with p-card policy and any other applicable policies.
- 11) ~~Finance will scan a copy of each p-card monthly statement for each p-cardholder's review each month on or about the 28th of the month and provide that statement to the appropriate p-cardholder.~~
- 12) 10) ~~At the time of receipt of their p-card monthly statement, e~~ Each month employees must enter all associated detailed p-card invoices/receipts into the Finance Department ~~Workplace~~ travel & expense system not later than the 15th day of the following month. The Finance Department will review each charge on each p-card statement and ensure a

corresponding invoice/receipt has been entered into the ~~Workplace~~ system with sufficient information so as to ensure that the charge complies with PTB policy. P-cardholders whose statements include charges that do not have a corresponding detailed receipt in ~~excess of \$25 Workplace~~ will be immediately notified and will have ~~fifteen-ten~~ (105) days to rectify the situation. If a detailed invoice/receipt is not provided within 105 days, the p-cardholder's purchasing card ~~may~~will be suspended or cancelled and the p-cardholder may be personally liable for the undocumented charge.

13)11) It is the responsibility of the p-cardholder to maintain and/or obtain detailed invoices/receipts associated with each charge to the p-cardholder's account. If for any reason the cardholder does not have or is unable to obtain documentation to submit with the monthly p-card statement, the cardholder must submit an explanation indicating the reason there is no documentation, the steps taken to obtain proper documentation (including attempts to obtain duplicate receipt), the merchant's name, the date of the transaction, the nature of the purchase and its business purpose. Abuse of this provision, as determined by the CFO, will result in the suspension or cancellation of the cardholder's p-card privileges.

14)12) If a questionable charge appears on a p-card monthly statement, it is the responsibility of the p-cardholder to attempt to verify the charge with the vendor. If the charge is determined to be fraudulent, the p-cardholder must immediately notify Bank/Credit Card Company and the Finance Department to request credit for the charge and cancellation of the card. Failure to do so will make the p-cardholder personally liable for the charge.

15)13) It is the responsibility of the cardholder to keep their p-card secure at all times. A lost or stolen p-card must be reported by the p-cardholder immediately to 1) the Finance Department and 2) to the issuing Bank/Credit Card Company. All charges made to a p-card are the responsibility of the cardholder unless they have reported suspected fraud or reported the card lost or stolen.

16)14) Allowing another employee to use an employee's p-card is strictly prohibited.

17)15) Cardholders should ensure, to the extent possible, that State of Florida sales tax is not charged on p-card purchases as most purchases made with the p-card are exempt from Florida state sales tax. If Florida sales tax is charged, it is the p-cardholder's responsibility to contact the vendor to obtain a credit for the sales tax. Tax exempt certificates are available from the Finance Department.

18)16) Human Resources will notify the Finance Department of the termination or resignation of a PTB employee. On the effective date of the termination, Finance will change the credit limit of the affected p-card to \$0. After a reasonable amount of time to allow pending charges or credits to be fully processed, Finance will close the employee's p-card account. Department heads will collect the employee's p-card on or before the effective date of termination and return the p-card to Finance for disposal.

19)17) Finance staff will regularly audit the p-card program for compliance and periodic audits ~~may~~will be conducted by a third party.

- ~~20)18)~~ Expenditures for which p-cards are not accepted or practical may be paid in cash and reimbursed through Accounts Payable or Petty Cash, whichever is appropriate. Requirements for documentation are the same as for p-cards.
- ~~21)19)~~ Any credit for items purchased using a p-card must be made in the form of a credit to the p-card account. No cash refunds are permitted.
- ~~22)20)~~ The purchase of technology items such as phones, cameras, laptops, computers, tablets, printers, toner, ink, memory cards, software and related items are not allowed except by authorized Information Technology department staff.
- ~~23)~~ ~~Employees should exercise good business judgment when using p-cards in lieu of paying by check or wire transfer through Accounts Payable. Employees are encouraged to consult with Finance to determine whether a check is a preferred option.~~
- ~~24)21)~~ Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

All PTB employees are required to sign a letter of acknowledgment each February, or whenever the policies are updated, stating they have read PTB's most recent employee expense and documentation policies. New employees will also be ~~authorized~~ required to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with PTB Board of Commissioners approval.

APPROVED: _____ DATE: _____
~~#146831-162332~~ – Finance



PORT TAMPA BAY

Number	Section II
Effective	May 19, 2020
Revised	Tenth
Page	1 of 6

SUBJECT: TRAVEL/EMPLOYEE EXPENSE POLICY

POLICY STATEMENT:

Section 23 of 95-488, Laws of Florida (Enabling Act) provides that officers, employees, and representatives of the Tampa Port Authority are entitled to reimbursement of necessary and reasonable expenses incurred during travel involving sales, professional development, and promotion of the Port of Tampa pursuant to approved policy and when said travel is approved in advance. It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, rules and procedures for the authorization and payment of reasonable, actual expenses incurred while traveling to conduct business for the Port for the purpose of marketing, promotion, administration or training. This policy also establishes procedures to authorize and pay travel expenses incurred in conjunction with interviewing for vacant positions at the Port and relocation for successful job candidates.

The procedures set forth herein are governed by the Enabling Act and Florida Statutes Section 112.061. In accordance with Florida law, where there is a conflict between the Enabling Act and Florida Statutes, the Enabling Act overrules. Florida Statutes Section 112.061(14) authorizes the governing boards of special districts, such as the Tampa Port Authority, to establish reimbursement rates that can differ from those in Chapter 112.061.

PROCEDURES FOR IMPLEMENTATION:

Port Tampa Bay recognizes the need to perform marketing, promotional and administrative travel to develop additional business and trade for PTB and to continue ongoing business relationships. Further, travel for administrative or training purposes, including attendance at conferences, conventions, seminars, or other official functions concerning the business, financial, security, legal or administrative operations of PTB staff, commissioners, consultants and advisors is authorized when deemed appropriate. All travel shall have the same requirements with regards to documentation for reimbursement.

- 1) No member, officer or employee of PTB or a person called upon by PTB to contribute time and services as a consultant or advisor may travel nor be paid for travel expenses unless they have submitted a Travel Authorization request through PTB's online travel software. The Travel Authorization request should indicate the traveler, origination/destination, dates of travel, purpose of travel and an estimate of the total costs of the travel. The request is routed for electronic approval by the department head or designee and the Finance department. Travel Authorization requests must be received by Finance at least ten (10) business days before travel, except for exigent circumstances. If travel is for training, conferences, conventions, seminars or similar events, an agenda or program including information regarding registration fees and meals must be attached to the Travel Authorization request.

- 2) To be in travel status, the employee must be expected to travel a minimum (one-way) of sixty (60) miles from PTB headquarters.
- 3) Following approval of the Travel Authorization, lodging and transportation arrangements should be made. Each traveler is responsible for making their own travel arrangements. While efforts should be made to minimize travel costs where possible, cost should not be considered when it becomes a detriment to the traveler or their safety, or when it is not in the best interest of PTB.
- 4) If an employee desires to take leave in conjunction with official travel, the leave will be requested in writing and considered at the same time the travel request is submitted.
- 5) For the purpose of payment of travel expenses, all travel shall be deemed to have begun from the Port Tampa Bay headquarters building located at 1101 Channelside Drive or from the employee's residence during non-working hours.
- 6) Payment shall be made only for travel performed over a usually traveled route to the destination. When travel is by indirect route for the traveler's own convenience, any extra costs shall be provided by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route. A traveler may elect to drive a Privately Owned Vehicle (POV) in lieu of air travel or any other conveyance, however, payment will be made at the lesser of actual expenses.
- 7) In the event that it would be in the best interest of PTB for a traveler to extend their stay in order to achieve a savings to the Port by means of lower airfare (usually over the weekend), such arrangements will be allowed only after meeting the following conditions:
 - a. Prior approval of arrangements by the Port President and CEO or their designee.
 - b. Documentation of the savings to be realized by extending such trip prior to approval.
 - c. The traveler consents to the extended stay and agrees that any weekend or holiday involved is not considered a working day for purposes of compensation or the generation of additional leave.
 - d. If the above conditions are met, only costs for airline tickets, hotel and meals will be considered in computing the savings realized for extended stay and for reimbursement to the employee during the extended stay. Amounts for personal expenses will not be reimbursed during the extended stay.
 - e. Payment may be made for travel performed by public motor vehicle, common carrier, chartered vehicle, port owned vehicle and privately owned vehicle if applicable as approved on travel authorization form.
- 8) For all travel made by privately owned vehicle, reimbursement will be made at the rate per mile for business use as published by the Internal Revenue Service (IRS). All mileage shall be computed from the point of origin (Port Tampa Bay main offices or from residence during non-working hours) to the point of destination. Vicinity mileage necessary for the conduct of official business may also be reimbursed, when separately stated. Employees should be reminded that, subject to availability, PTB-owned vehicles may be used in lieu of privately-owned vehicles, . Employees must fill PTB vehicles with gasoline at Facilities

before and after travel. Please refer to the PTB Motor Vehicle Policy for additional information.

- 9) Transportation by a chartered vehicle, when traveling on official business, may be authorized by the Port President and CEO or his designee if it is the most economical mode of travel available.
- 10) All domestic travel by common carrier shall be paid at coach fare rate except for direct flights of five (5) hours or longer or if no other fare is available and time is critical. Additional charges are allowed for baggage fees, comfort seating and automatic check-in. In any case where other than coach fare is used, full justification will be submitted for consideration. Business class may be authorized on international flights of five (5) hours duration (one-way) or more. Any other upgrades are allowed at the traveler's personal expense.
- 11) No travel expenses paid by the employee using a personal credit card, personal check or cash will be reimbursed until after travel has been completed and the employee submits the travel expense form with all receipts and other applicable documentation.
- 12) The following expenditures/reimbursements are authorized:
 - a. Transportation by common carrier;
 - b. Transportation by employee-owned vehicle (mileage, tolls and parking). Employees receiving vehicle allowance will have total mileage reduced by 60 miles one-way/120 miles round trip;
 - c. Transportation by PTB-owned vehicle (gas, tolls and parking only). foreemployees notreceiving a vehicle allowance.
 - d. Automobile rental using PTB contract rates or at lesser rates if applicable;
 - e. Taxi/Transportation Network Companies (TNC) fare to include tips;
 - f. Ferry fares, bridge, road and tunnel tolls;
 - g. Portage (baggage handling);
 - h. Storage and parking fees (long-term/economy parking will be utilized for trips of two days or more);
 - i. Valet parking and tips, except when self-parking is available;
 - j. Meals for employee (per diem only);
 - k. Meals and entertainment for customers, potential customers or other authorized individuals, except when addressed by other policies;
 - l. Laundry services for travel lasting longer than five (5) days; and
 - m. Communication expenses for business purposes, changes in itinerary, and emergencies. Employees who have PTB cell phones will not be reimbursed for use of personal cell phones. Travelers should avoid charging calls to hotel bills.
- 13) PTB will not reimburse nor pay for expenses which are not in accordance with this policy or for which the traveler has failed to provide adequate support or documentation. Charges specifically not authorized include:
 - a. Airline club membership dues;
 - b. Excess baggage charges except when carrying promotional material to be used for events, trade shows, presentations, and/or gifts or international flights;

- c. Expenses related to lost keys or keys locked in a vehicle due to employee negligence;
 - d. Parking or traffic tickets;
 - e. Lost or stolen luggage or other items on an airline, at the hotel or resulting from the traveler's negligence;
 - f. Personal expenses such as movies and entertainment;
 - g. Rental car upgrades; and
 - h. Repairs due to automobile accidents.
- 14) Lodging expenses shall be accompanied by actual receipts. Lodging shall be authorized and reimbursed at the reasonable, actual and necessary expense not to exceed the single room rate. Employees should exercise good business judgment in choosing lodging and utilize government rates whenever available. Meals or other charges such as parking listed on hotel bills should be itemized and reported separately on the travel expense form.
- 15) Meals while in travel status shall be reimbursed at the per diem rate as established by the General Services Administration (GSA). GSA per diem rates can be found at www.gsa.gov under the "M & IE" column (Meals and Incidental Expenses). Per diem rates for international travel can also be found at this website. The per diem rate breakdown (breakfast, lunch, dinner) can be found at this website under the "M & IE Breakdown" tab. **NOTE: Purchasing cards (P-cards) shall not be used to purchase employee meals while in travel status.** However, P-cards may be used to purchase meals with non-PTB employees as discussed in the paragraph below.

Per diem reimbursement applies only while in travel status and usually to administrative travel such as attendance at conferences or training sessions or when an employee is traveling alone or with one or more PTB employees. Per diem reimbursement does not apply to meals with non-PTB employees for which there is a specific business purpose, for example, promotional, business development, legislative business issues, etc. In these cases, employees are expected to submit detailed receipts listing the names of the attendees paid for and their business affiliation as well as the specific business purpose of the function in accordance with the Promotion/Business Development Expense Policy.

- a. Employees are expected to submit per diem reimbursement only for the period of time the employee is in travel status. For instance, an employee who begins travel status at noon should not submit per diem reimbursement for breakfast.
 - b. No reimbursement is authorized for any meals that are made available without specific charge to the traveler such as those paid in a registration fee, paid by others, or included in the cost of lodging, such as continental breakfast.
 - c. When departing or arriving close to a meal time, employees will use good business judgment in securing meals at a cost to PTB.
 - d. Charges for alcoholic beverages may be reimbursed for PTB employees and their guests for meals/meetings for which there is a specific business purpose.
- 16) Travel advances for international travel may be approved on a case-by-case basis up to a maximum of \$200 per travel day. Requests for advances must be submitted to Finance at least two weeks prior to travel date. Full reconciliation and return of unspent travel advances are due within ten (10) business days of traveler's return.

- 17) All PTB employees are required to submit their travel expenses through the travel and expense software within ten (10) business days of their return, whether or not any reimbursements are due to the employee.
- 18) As with domestic travel, PTB foreign travelers are required to submit actual receipts for lodging, meals, passports and incidentals, including expenses associated with foreign cash exchanges.
- 19) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of PTB may continue to receive reimbursement during this period of illness or injury until such time as he or she is able to perform the official business of PTB or returns to his or her official headquarters, whichever is earlier.
- 20) When an officer, employee or other authorized traveler is away from Port Tampa Bay headquarters on PTB business and situations outside the employee's control such as inclement weather or flight cancellations require the stay to be extended, the following shall apply:
 - a. The traveler shall be reimbursed for travel expenses incurred during the travel extension, including hotel, meals, laundry services and airline change fees.
 - b. No personal expenses will be reimbursed.
 - c. The traveler should make every effort to return to PTB headquarters as soon as it is safe and practical to do so.
- 21) When an officer, employee or other authorized traveler away from Port Tampa Bay headquarters on personal time is required to travel because of an emergency situation related to PTB, the following shall apply:
 - a. The traveler may be reimbursed for travel expenses incurred in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
 - b. If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
 - c. If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.
 - d. If the traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to the emergency situation, such

costs that are not recoverable may be reimbursed by the agency. Such costs must be documented in the traveler's reimbursement request.

- e. The traveler's reimbursement request shall contain a thorough explanation of the emergency situation that necessitated their travel.
- 22) An item or expense in an individual situation may be within the intent of this policy but not specifically addressed. Any item(s) not covered in this policy or associated forms must be approved prior to the expenditure by the Port President and CEO or his designee.
- 23) Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

All PTB employees are required to sign a letter of acknowledgment each February, or any time the policy is updated or amended, stating they have read PTB's most recent employee expense and documentation policies. New employees will also be required to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with PTB Board of Commissioners approval...

APPROVED: _____ **DATE:** _____
#162331 – Finance



PORT TAMPA BAY

Number	Section II
Effective	Feb 27, 1998 May 19, 2020
Revised	Aug 15, 2017 Tenth
Page	1 of 6

SUBJECT: TRAVEL/EMPLOYEE EXPENSE POLICY

POLICY STATEMENT:

Section 23 of 95-488, Laws of Florida (Enabling Act) provides that officers, employees, and representatives of the Tampa Port Authority are entitled to reimbursement of necessary and reasonable expenses incurred during travel involving sales, professional development, and promotion of the Port of Tampa pursuant to approved policy and when said travel is approved in advance. It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, rules and procedures for the authorization and payment of reasonable, actual expenses incurred while traveling to conduct business for the Port for the purpose of marketing, promotion, administration or training. This policy also establishes procedures to authorize and pay travel expenses incurred in conjunction with interviewing for vacant positions at the Port and relocation for successful job candidates.

The procedures set forth herein are governed by the Enabling Act and Florida Statutes Section 112.061. In accordance with Florida law, where there is a conflict between the Enabling Act and Florida Statutes, the Enabling Act overrules. Florida Statutes Section 112.061(14) authorizes the governing boards of special districts, such as the Tampa Port Authority, to establish reimbursement rates that can differ from those in Chapter 112.061.

PROCEDURES FOR IMPLEMENTATION:

Port Tampa Bay recognizes the need to perform marketing, promotional and administrative travel to develop additional business and trade for PTB and to continue ongoing business relationships. Further, travel for administrative or training purposes, including attendance at conferences, conventions, seminars, or other official functions concerning the business, financial, security, legal or administrative operations of PTB staff, commissioners, consultants and advisors is authorized when deemed appropriate. All travel shall have the same requirements with regards to documentation for reimbursement.

- 1) No member, officer or employee of PTB or a person called upon by PTB to contribute time and services as a consultant or advisor may travel nor be paid for travel expenses unless they have submitted a Travel Authorization request through PTB's online travel software form. ~~Travel Authorization forms are accessible to all employees in M-Files. The Travel Authorization form request should indicate the traveler, origination/destination, dates of travel, purpose of travel and an estimate of the total costs of the travel. The form is submitted to the traveler's department head and division head for approval and then to the Finance Department for determination whether budgeted funds are available for the travel. If the traveler's budget is inadequate to cover the cost of travel, the Finance Department will return the Travel Authorization form to the traveler with a request to identify an alternate source of funding. Fully executed~~ The request is routed for electronic approval by the department head or designee and the Finance department. Travel Authorization forms requests must be received by Finance at least ten (10) business days

before travel, except for exigent circumstances. If travel is for training, conferences, conventions, seminars or similar events, an agenda or program including information regarding registration fees and meals must be attached to the Travel Authorization ~~form~~request.

- 2) To be in travel status, the employee must be expected to travel a minimum (one-way) of sixty(60) miles from PTB headquarters.
- 3) Following approval of the Travel Authorization, lodging and transportation arrangements should be made. Each traveler is responsible for making their own travel arrangements. While efforts should be made to minimize travel costs where possible, cost should not be considered when it becomes a detriment to the traveler or their safety, or when it is not in the best interest of PTB.
- 4) If an employee desires to take leave in conjunction with official travel, the leave will be requested in writing and considered at the same time the travel request is submitted.
- 5) For the purpose of payment of travel expenses, all travel shall be deemed to have begun from the Port Tampa Bay headquarters building located at 1101 Channelside Drive or from the employee's residence during non-working hours.
- 6) Payment shall be made only for travel performed over a usually traveled route to the destination. When travel is by indirect route for the traveler's own convenience, any extra costs shall be provided by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route. A traveler may elect to drive a Privately Owned Vehicle (POV) in lieu of air travel or any other conveyance, however, payment will be made at the lesser of actual expenses.
- 7) In the event that it would be in the best interest of PTB for a traveler to extend ~~their~~his stay in order to achieve a savings to the Port by means of lower airfare (usually over the weekend), such arrangements will be allowed only after meeting the following conditions:
 - a. Prior approval of arrangements by the Port President and CEO or ~~their~~his designee.
 - b. Documentation of the savings to be realized by extending such trip prior to approval.
 - c. The traveler consents to the extended stay and agrees that any weekend or holiday involved is not considered a working day for purposes of compensation or the generation of additional leave.
 - d. If the above conditions are met, only costs for airline tickets, hotel and meals will be considered in computing the savings realized for extended stay and for reimbursement to the employee during the extended stay. Amounts for personal expenses will not be reimbursed during the extended stay.
 - e. Payment may be made for travel performed by public motor vehicle, common carrier, chartered vehicle, port owned vehicle and privately owned vehicle if applicable as approved on travel authorization form.

- 8) For all travel made by privately owned vehicle, reimbursement will be made at the rate per mile prescribed by Florida Statute Section 112.061, currently at the rate \$.445 per mile for business use as published by the Internal Revenue Service (IRS). All mileage shall be computed from the point of origin (Port Tampa Bay main offices or from residence during non-working hours) to the point of destination. Travel mileage shall be documented with Google Maps, MapQuest, or similar mapping applications. Vicinity mileage necessary for the conduct of official business may also be reimbursed, when separately stated. ~~Personnel receiving automobile allowances are not entitled to mileage or other vehicle reimbursements such as gasoline or mechanical failure.~~ Employees should be reminded that, subject to availability, PTB-owned vehicles may be used in lieu of privately-owned vehicles, ~~other than those employees receiving a car allowance.~~ Employees must fill PTB vehicles with gasoline at Facilities before and after travel. Please refer to the PTB Motor Vehicle Policy for additional information.
- 9) Transportation by a chartered vehicle, when traveling on official business, may be authorized by the Port President and CEO or his designee if it is the most economical mode of travel available.
- 10) All domestic travel by common carrier shall be paid at coach fare rate ~~unless except for direct flights of five (5) hours or longer or if~~ no other fare is available and time is critical. Additional charges are allowed for baggage fees, comfort seating and automatic check-in. In any case where other than coach fare is used, full justification will be submitted for consideration. Business class may be authorized on international flights of five (5) hours duration (one-way) or more. Any other upgrades are allowed at the traveler's personal expense.
- ~~10)11)~~ No travel expenses paid by the employee using a personal credit card, personal check or cash will be reimbursed until after travel has been completed and the employee submits the travel expense form with all receipts and other applicable documentation.
- ~~11)12)~~ The following expenditures/reimbursements are authorized:
- a. Transportation by common carrier;
 - b. Transportation by employee-owned vehicle (mileage, tolls and parking ~~only for employees not receiving vehicle allowance~~). Employees receiving vehicle allowance will have total mileage reduced by 60 miles one-way/120 miles round trip;
 - c. Transportation by PTB-owned vehicle (gas, tolls and parking only). ~~for~~ ~~for~~ ~~Employees not not receiving a vehicle allowance, (gas, tolls and parking only) can use a PTB-owned vehicle for travel one way greater than 60 miles from PTB headquarters in lieu of obtaining a rental car;~~
 - d. Automobile rental using PTB contract rates or at lesser rates if applicable;
 - e. Taxi/Transportation Network Companies (TNC) fare to include tips;
 - f. Ferry fares, bridge, road and tunnel tolls;
 - g. Portage (baggage handling);
 - h. Storage and parking fees (long-term/economy parking will be utilized for trips of two days or more);
 - i. Valet parking and tips, except when self-parking is available;
 - j. Meals for employee (per diem only);

- k. Meals and entertainment for customers, potential customers or other authorized individuals, except when addressed by other policies;
- l. Laundry services for travel lasting longer than five (5) days; and
- m. Communication expenses for business purposes, changes in itinerary, and emergencies. Employees who have PTB cell phones will not be reimbursed for use of personal cell phones. ~~Whenever possible, travelers should avoid charging calls to hotel bills.~~

~~12)13)~~ PTB will not reimburse nor pay for expenses which are not in accordance with this policy or for which the traveler has failed to provide adequate support or documentation. Charges specifically not authorized include:

- a. Airline club membership dues;
- b. Excess baggage charges except when carrying promotional material to be used for events, trade shows, presentations, and/or gifts or international flights;
- c. Expenses related to lost keys or keys locked in a vehicle due to employee negligence;
- d. Parking or traffic tickets;
- e. Lost or stolen luggage or other items on an airline, at the hotel or resulting from the traveler's negligence;
- f. Personal expenses such as movies and entertainment;
- g. Rental car upgrades; and
- h. Repairs due to automobile accidents.

~~13)14)~~ Lodging expenses shall be accompanied by actual receipts. Lodging shall be authorized and reimbursed at the reasonable, actual and necessary expense not to exceed the single room rate. Employees should exercise good business judgment in choosing lodging and utilize government rates whenever available. Meals or other charges such as parking listed on hotel bills should be itemized and reported separately on the ~~Travel Reimbursement form~~ expense form.

~~14)15)~~ Meals while in travel status shall be reimbursed at the per diem rate as established by the General Services Administration (GSA). GSA per diem rates can be found at www.gsa.gov under the "M & IE" column (Meals and Incidental Expenses). Per diem rates for international travel can also be found at this website. The per diem rate breakdown (breakfast, lunch, dinner) can be found at this website under the "M & IE Breakdown" tab. **NOTE: Purchasing cards (P-cards) shall not be used to purchase employee meals while in travel status.** However, P-cards may be used to purchase meals with non-PTB employees as discussed in the paragraph below.

~~Typically, p~~Per diem reimbursement applies only while in travel status and usually to administrative travel such as attendance at conferences or training sessions or when an employee is traveling alone or with one or more PTB employees. Per diem reimbursement does not apply to meals with non-PTB employees for which there is a specific business purpose, for example, promotional, business development, legislative business issues, etc. In these cases, employees are expected to submit detailed receipts listing the names of the attendees paid for and their business affiliation as well as the specific business purpose of the function in accordance with the Promotion/Business Development Expense Policy. ~~The Travel Reimbursement Request form includes a section for the purposes of documentation of these types of expenses.~~

- a. Employees are expected to submit per diem reimbursement only for the period of time the employee is in travel status. For instance, an employee who begins travel status at noon should not submit per diem reimbursement for breakfast.
 - b. No reimbursement is authorized for any meals that are made available without specific charge to the traveler such as those paid in a registration fee, paid by others, or included in the cost of lodging, such as continental breakfast.
 - c. When departing or arriving close to a meal time, employees will use good business judgment in securing meals at a cost to PTB.
 - d. ~~No charges for alcoholic beverages will be paid for PTB employees under any circumstances.~~ Charges for alcoholic beverages may be reimbursed for ~~non~~-PTB employees and their guests for meals/meetings for which there is a specific business purpose.
- ~~15)16)~~ 16) Travel advances for international travel may be approved on a case-by-case basis up to a maximum of \$200 per travel day. Requests for Advances must be requested on the Travel Authorization form and submitted to Finance at least two weeks prior to travel date. Full reconciliation and return of unspent travel advances are due within ten (10) business days of traveler's return.
- ~~16)17)~~ 17) All PTB employees are required to submit their Travel Reimbursement form expenses through the travel and expense software showing all travel costs within ten (10) business days of their return, whether or not any reimbursements are due to the employee.
- ~~17)18)~~ 18) As with domestic travel, PTB foreign travelers are required to submit actual receipts for lodging, meals, passports and incidentals, including expenses associated with foreign cash exchanges.
- a. ~~Foreign exchange rates will be based on those posted at the Federal reserve Bank of New York's website, www.ny.frb.org/markets/fxrates/noon.cfm.~~
 - b. ~~Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States.~~
- 19) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of PTB may continue to receive reimbursement during this period of illness or injury until such time as he or she is able to perform the official business of PTB or returns to his or her official headquarters, whichever is earlier.
- 20) When an officer, employee or other authorized traveler is away from Port Tampa Bay headquarters on PTB business and situations outside the employee's control such as inclement weather or flight cancellations require the stay to be extended, the following shall apply:
- a. The traveler shall be reimbursed for travel expenses incurred during the travel extension, including hotel, meals, laundry services and airline change fees.

b. No personal expenses will be reimbursed.

c. The traveler should make every effort to return to PTB headquarters as soon as it is safe and practical to do so.

~~18)~~21) When an officer, employee or other authorized traveler away from Port Tampa Bay headquarters on personal time is required to travel because of an emergency situation related to PTB, the following shall apply:

a. The traveler may be reimbursed for travel expenses incurred in traveling from their actual point of origin to their point of destination, which may be their official headquarters.

b. If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.

c. If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.

d. If the traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to ~~the~~an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Such costs must be documented in the traveler's reimbursement request.

e. The traveler's reimbursement request shall contain a thorough explanation of the emergency situation that necessitated their travel.

~~19)~~22) An item or expense in an individual situation may be within the intent of this policy but not specifically addressed. Any item(s) not covered in this policy or associated forms must be approved prior to the expenditure by the Port President and CEO or his designee.

~~20)~~23) Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

~~Any item(s) not specifically covered in this policy must be approved in advance and prior to the expenditure by the President and CEO.~~

All PTB employees are required to sign a letter of acknowledgment each February, or any time the policy is updated or amended, stating they have read PTB's most recent employee expense and documentation policies. New employees will also be require~~authorized~~ to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President

of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with PTB Board of Commissioners approval..

APPROVED: _____ DATE: _____

#~~146829~~ 162331 – Finance

**PORT TAMPA BAY - LIST OF FUTURE PROPOSED PROJECTS
MAY 2020**

Procurement Number	Project Name	Current Contractor/ Consultant	Estimated Proposal/Bid Release	Estimated Board Approval
RFQ 008-20	Transload Climate Controlled Warehouse	New RFQ	TBD	TBD
RFQ 010-20	Financial Advisory Services	Public Financial Management	TBD	TBD
RFQ 011-20	Investment Advisory Services	Public Financial Management	TBD	TBD

NOTE: This list contains possible future projects. Be advised these projects may be cancelled, delayed, or revised as required by PTB. Recently added projects are reflected in **bold**.

J. CALENDAR OF EVENTS

MAY 27, 2020 – HURRICANE EXERCISE; 8:30 AM TO 12:00 NOON *EVENT WILL BE HELD VIRTUALLY. FOR MORE INFORMATION CONTACT DENNIS MARTIN AT DMARTIN@TAMPAPORT.COM*

K. DATE OF NEXT MEETING

TUESDAY, JUNE 16, 2020, 9:30 AM

L. ADJOURNMENT