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| Meeting Date August 23, 2017 |  CANAVERAL <small>PORT AUTHORITY</small> | AGENDA ITEM REQUEST | |
| | | Section | Commission Discussion Item |
| | | Item Number | 4.B |

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| Department | Commission | | |
| Requested Action: | | | |
| Consideration of approving Revision Number 3 to Policy Number: POL-2016-003-EXE-3, Port Ambassador Program. (Chairman Weinberg/Harold Bistline) | | | |
| Summary Explanation & Background: | | | |
| <p>The Purpose of this policy revision is to prohibit a Port Ambassador from personally representing another person or entity before the Canaveral Port Authority or any of its Commissioners, appointed officers or employees during the Ambassador's term of office and for a period of 2 years following the vacation of office.</p> <p>This policy revision will extend the existing prohibition against lobbying by Port Commissioners to Port Ambassadors.</p> | | | |
| Financial Review by Pat Poston: | | | |
| Attachments: | | | |
| Contract/Agreement: | Reviewed by General Counsel | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Reviewed by Port Attorney | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Department Approval: | | | |
| Tom Weinberg, Chairman Harold Bistline, Attorney | | | |

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| <p>POLICY Number: POL-2016-003-EXE-3</p> |  <p>CANAVERAL PORT AUTHORITY</p> | <p>Effective: September 22, 1999 Revision: August 23, 2017</p> |
| <p>Section: How We Work</p> | <p>Port Ambassador Program</p> | <p>Revision 3, supersedes all previous documents (See revision history)</p> |

I. PURPOSE

It is the policy of the Canaveral Port Authority (CPA) to recognize and utilize citizens who have demonstrated interest and loyal support of Port Canaveral as Port Ambassadors. Such individuals may have access to unsecured areas of the Port.

II. POLICY

A. Responsibilities

1. Each CPA Commissioner may appoint up to two Ambassadors with a home residence in their district; however, individuals residing in another Commissioner’s district can be considered for appointment, subject to the approval of the Commissioner from that district.
2. The Ambassador will be given an orientation and tour(s) of Port Canaveral to become knowledgeable of our facilities, our growth and future planning. They will use this knowledge when interfacing with the general public, as well as assisting in communications and business development initiatives when called upon by the Directors of those departments.
3. Coordination for all Ambassadors will be the function of the Special Assistant/Liaison to the Board of Commissioners. Coordination will consist of:
 - a. Acting as the liaison between the Port and the Ambassador.
 - b. Obtaining new name badges for the Ambassadors.
 - c. Obtaining new business cards for the Ambassadors.
 - d. Providing current advertising/marketing printed material to keep Ambassadors informed.
 - e. Providing tour(s) and orientations to keep Ambassadors updated on current activities.
 - f. Training Ambassadors to act as greeters for certain Port events and meetings.
 - g. Providing updates to Ambassadors on events, assignments and other relevant Port information.

B. Term of Appointment

1. Ambassador appointments are to be made by the Commissioners annually at the January Board meeting, but can be done at any time during the year, if necessary.
2. Port badges will be made for picture identification and will expire one year from the date of issuance.

III. RESTRICTION ON REPRESENTATION OR LOBBYING

- A. A Port Ambassador may not personally represent another person or entity before the Canaveral Port Authority, its Commissioners, any appointed officer or employee of the Canaveral Port Authority for the purpose of influencing or attempting to influence the action or non-action of the Canaveral Port Authority or staff during the Ambassador's term of appointment and for a period of two (2) years following the vacation of his/her appointment.
- B. A violation of the above restriction (III.A.) shall constitute cause for the termination of an Ambassador's appointment by the Canaveral Port Authority.

IV. RESPONSIBILITIES

- A. The Canaveral Port Authority Special Assistant/Liaison to the Board of Commissioners has the responsibility for maintaining and updating this policy.

*Approval Page

| Name | Title | Signature | Date |
|----------------------------|---|-----------|------|
| Melanie Bradford | Special Assistant/Liaison to the Board of Commissioners (Document Creator) | | |
| Craig Langley | General Counsel (Legal Representative) | | |
| George P. Kistner III, CPE | Records & Information Manager (Document Control & Compliance Representative) | | |
| Harold Bistline | ^c Port Attorney (Commission Legal) | | |
| Captain John W. Murray | Canaveral Port Authority Executive Director/CEO | | |
| Thomas W. Weinberg | Canaveral Port Authority Commission Chairman | | |

*If Document Creator and/or Functional Area Director are also a part of the normal review process, a second signature is not required

^c In cases where policy will have Commissioner implications, Port Attorney must sign-off on policy.

Revision History Page

| Revision | Effective Date | Changes Made (initial release, *minor amendment, revision, policy review w/change, **policy review w/o change) | Briefly explain the purpose/reason for revision |
|----------|--------------------|---|--|
| 0 | September 22, 1999 | Initial Release | Policy Creation |
| 1 | June 21, 2000 | Revision | Changes Unknown. Not Documented. |
| 2 | February 17, 2010 | Revision | Changes unknown. Not documented. |
| 2 | July 18, 2016 | Minor Amendment, Policy Review w/o Change | <p>Policy reviewed by Melanie Bradford on 7/18/16. No revisions required.</p> <p>Minor amendment change of the following:</p> <ol style="list-style-type: none"> 1. Change CPA Communications Department to Special Assistant/Liaison to the Board of Commissioners. 2. Change the word Assignments to Activities. 3. Add the words "if necessary" to the end of the last paragraph of document that currently reads, "Ambassador appointments are to be made by the Commissioners annually at the January board meeting, but can be done at any time of the year." 4. Document ID number and document format. <p>Updated by Records Manager on 7/26/16.</p> |
| 3 | August 23, 2017 | Revision | Section III "Restriction on Representation or Lobbying" added to policy. |
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*If change is minor amendment, then only the Records Manager is required to review and sign.

Minor Amendment: **Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.**

**If no change to policy, Records Manager is required to verify and sign.

| Records Manager | Date |
|-----------------|------|
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