



# AGENDA

Town of Lake Park, Florida  
Centennial Celebration Committee Meeting  
Tuesday, August 2, 2022, 6:30 P.M.  
Commission Chamber, Town Hall  
535 Park Avenue, Lake Park, FL 33403

Michael O'Rourke	—	Mayor
John Linden	—	Commissioner/Chair
Roger Michaud	—	Commissioner
Mary Beth Taylor	—	Commissioner
Felicia Ann Brabham	—	Committee Member
Evelyn Harris Clark	—	Vice Chair
Patricia Leduc	—	Committee Member
Beth Motschenbacher	—	Committee Member
John D'Agostino	—	Town Manager
Riunite Franks	—	Special Events Director
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Vivian Mendez, MMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATIONS/REPORTS:**

1. Palm Beach County Commission on Ethics Code of Ethics Training Tab 1

D. **CONSENT AGENDA:**

2. July 5, 2022 Centennial Celebration Committee Meeting Minutes Tab 2

E. **NEW BUSINESS:**

3. History of the Town and Historical Tour Discussion Tab 3

F. **PUBLIC COMMENT:**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

G. **COMMITTEE MEMBER COMMENTS:**

H. **ADJOURNMENT:**

**Next Scheduled Centennial Celebration Committee will be held on Tuesday, September 6, 2022**

# **Special Presentations /Reports**

# TAB 1



# **Code of Ethics Training**

**FOR COUNTY AND MUNICIPAL OFFICIALS, EMPLOYEES AND  
ADVISORY BOARD MEMBERS**

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# PBC Commission on Ethics

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Five volunteer members appointed by various community “stakeholders” to serve four-year terms:

- ◆ PBC Association of Chiefs of Police
- ◆ PBC League of Cities
- ◆ PBC Chapter of the Florida Institute of Certified Public Accountants
- ◆ President of Florida Atlantic University
- ◆ PBC Bar Association in conjunction with the Hispanic Bar Association and the F. Malcolm Cunningham Bar Association.

# COE STAFF

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- **Investigate Complaints**
- **Questions about the Code of Ethics**
- **Provide Advisory Opinions**
- **Training and Community Outreach**
- **Understand your Responsibilities**

# OVERVIEW

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## ❖ Ethics Decision Tree

- ◆ Steps to avoid violations and problems

## ❖ The Code of Ethics

- ◆ Conflicts of Interest
- ◆ Gift Law
- ◆ Miscellaneous Provisions

# FREQUENTLY ASKED QUESTIONS

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**I just took this training, why do I have to take it again?**

- ◆ The Code of Ethics requires “**periodic retraining**”



# FREQUENTLY ASKED QUESTIONS

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## **What is the purpose of the PBC Code of Ethics?**

- ◆ **Honest and ethical conduct**
- ◆ **Protects confidential information**
- ◆ **Increase public trust in local government**

# FREQUENTLY ASKED QUESTIONS

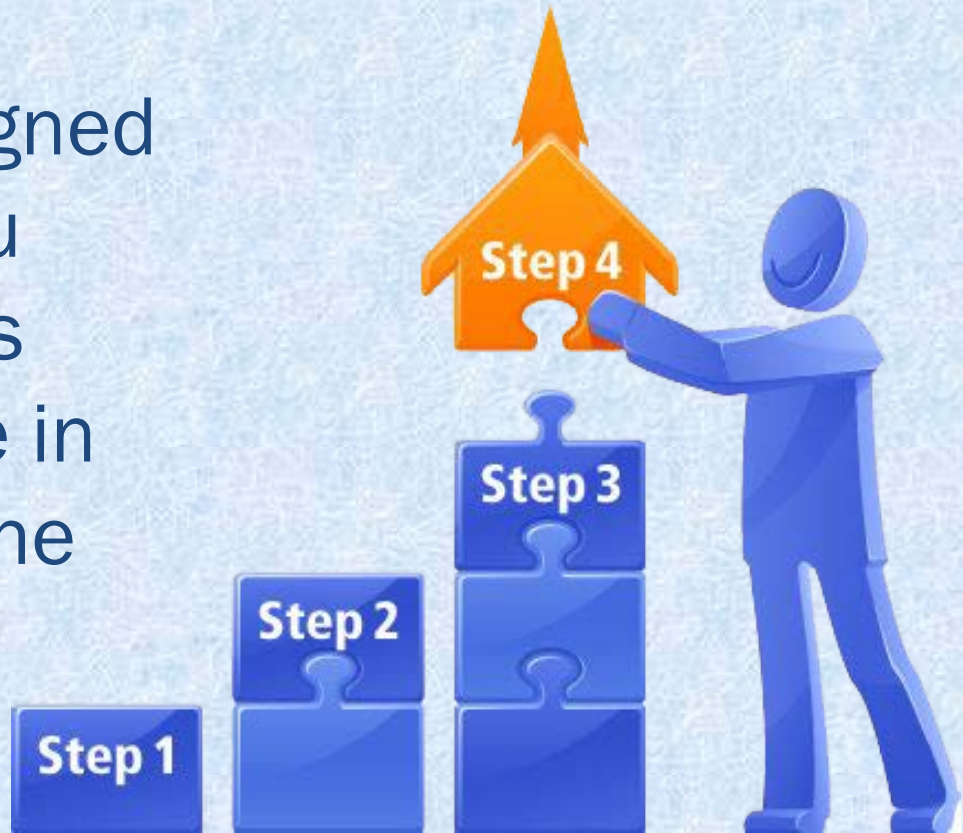
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## Who does the PBC Code of Ethics apply to?

- ◆ All County and Municipal employees and officials
- ◆ No State officers or employees, and No Constitutional Officers

# ETHICS DECISION TREE

Four step process designed by COE staff to help you determine if the actions you are considering are in violation of the law or the Code of Ethics



USE THE “ETHICS DECISION TREE”

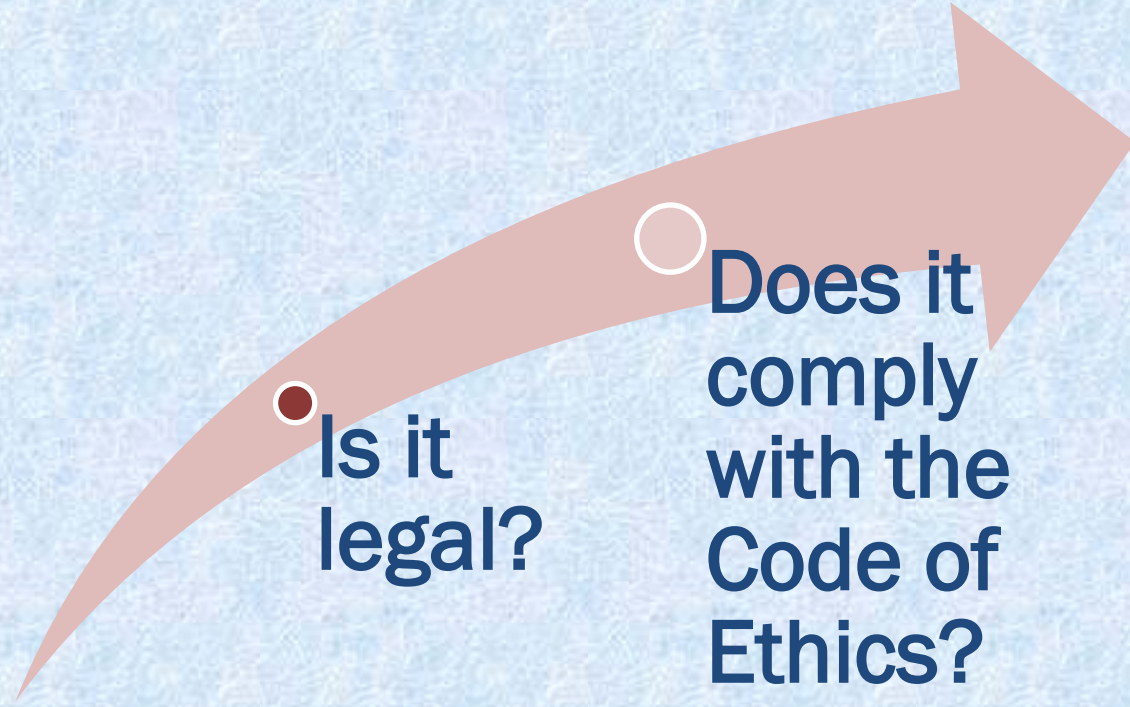
BEFORE YOU ACT... ASK YOURSELF...



Is it  
legal?

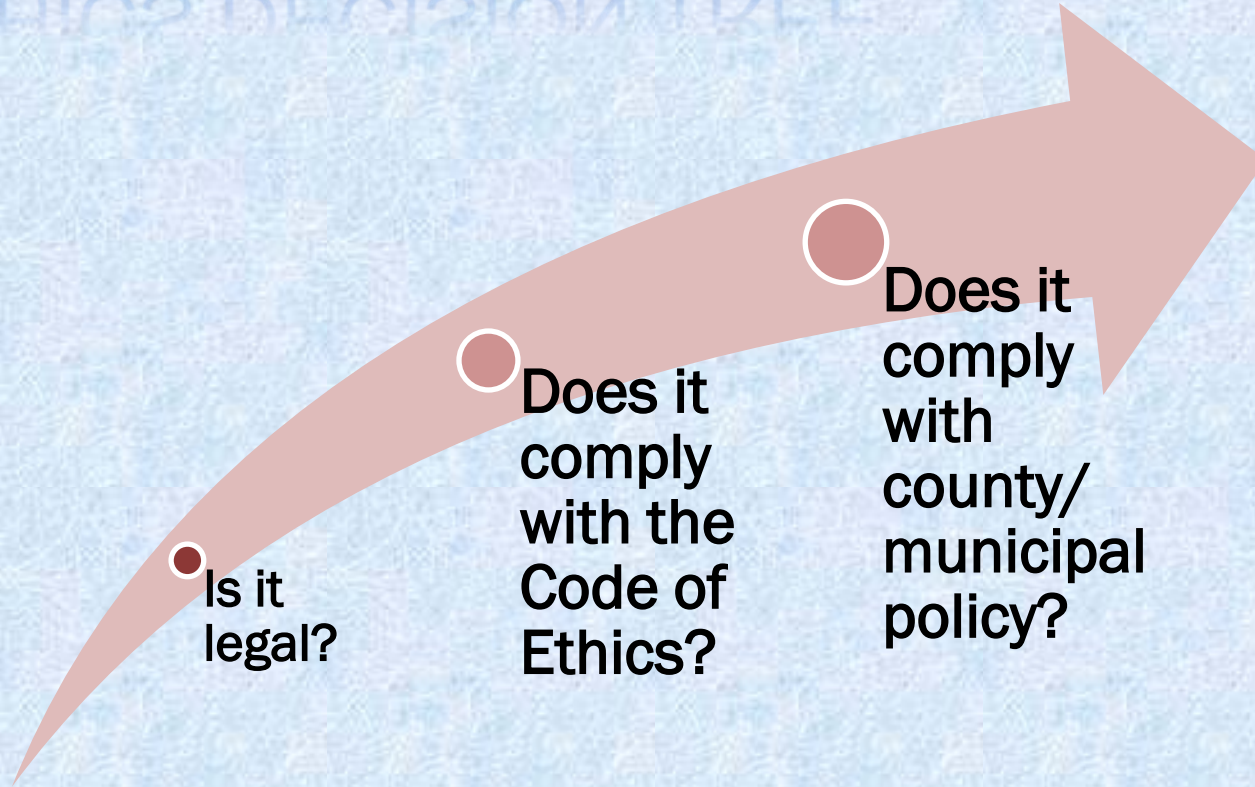
# ETHICS DECISION TREE

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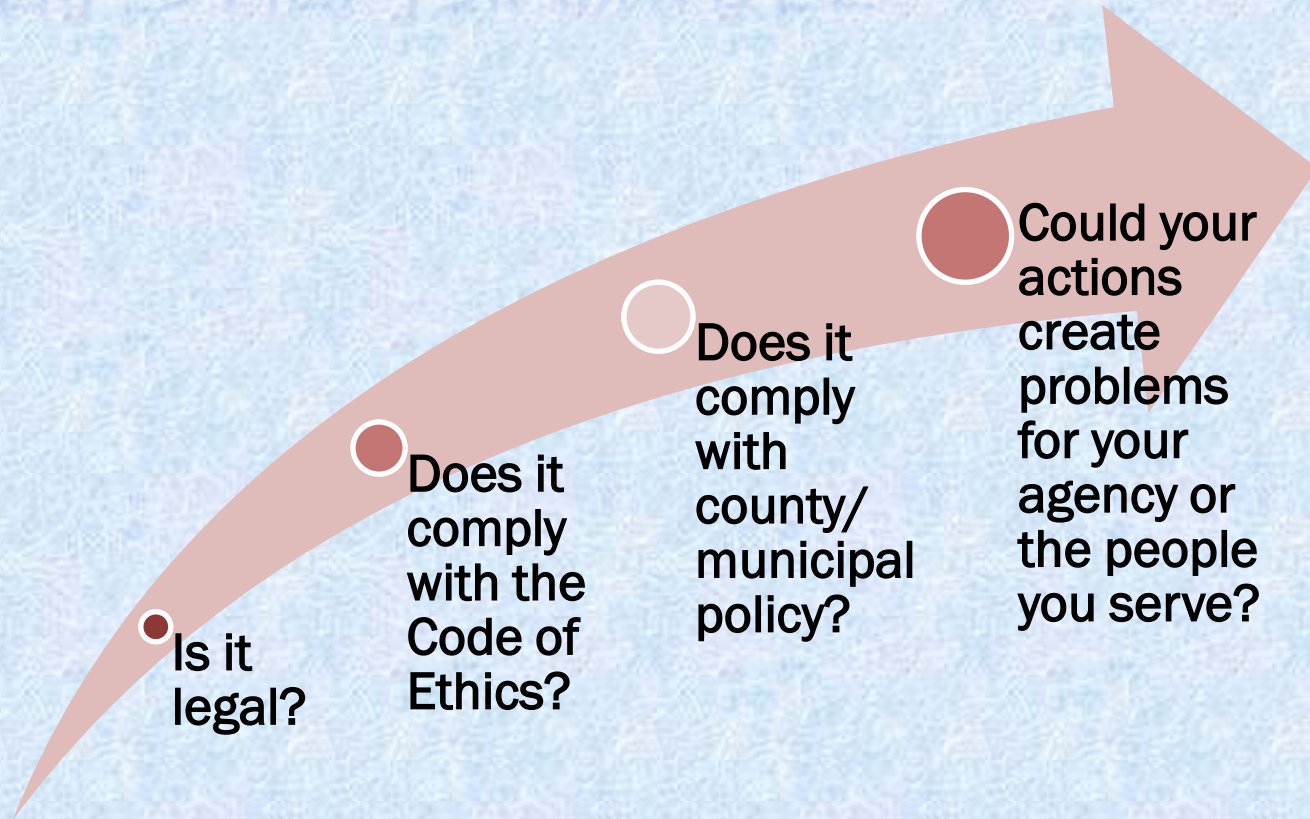
# ETHICS DECISION TREE

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# ETHICS DECISION TREE

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# STANDARDS OF CONDUCT

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All public officials and employees must be transparent in their actions.

- **Minimum Legal Standard**
- **Good Government Standard**



# CONFLICTS OF INTEREST



## What is a conflict of interest?

- ◆ Personal Activities or relationships interfering with work.

A “special benefit”



**PROHIBITED CONDUCT**  
**SECTION 2-443**

# PROHIBITED CONDUCT

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- ◆ **Section 2-443(a)**, *Misuse of public office or employment*
- ◆ **Section 2-443(b)**, *Corrupt misuse of official position*
- ◆ **Section 2-443(c)**, *Disclosure of voting conflicts*
- ◆ **Section 2-443(d)**, *Contractual relationships*

# MISUSE OF OFFICE

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Section 2-443(a)(1-7), Public Employees and Officials are prohibited from using their official position in a manner that results in.....a “special financial benefit” being given to...

# NO FINANCIAL BENEFIT TO:

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- ◆ Yourself
- ◆ A household member, spouse, domestic partner
- ◆ Outside business or employer
- ◆ A close family relative
- ◆ Spouse/domestic partner's employer or business
- ◆ A customer or client of the your outside business
- ◆ A debtor or creditor of the official or employee, who owes or is owed more than \$10,000 (except banking and mortgage institutions)
- ◆ A non-profit organization if the official/employee or their spouse/domestic partner serves as an officer or director of that organization

# ***SPECIAL*** FINANCIAL BENEFIT

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❖ ***Financial benefit*** –*anything* of value that is obtained **through** your official position

- ◆ Employment;
- ◆ Advisory Board;
- ◆ Elected Position

# ***SPECIAL* FINANCIAL BENEFIT**

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- ❖ ***Special financial benefit*** – one not shared with “**similarly situated**” members of the general public
  - ◆ ***Similarly Situated*** – means that everyone affected by a decision is affected in the same manner.

# MISUSE OF OFFICE

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## The Family Plan

A municipal employee is designated to accept payments for water bills generated by the City's Utility Department .





# MISUSE OF OFFICE

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## The Family Plan

May the employee personally accept funds directly from his sister to pay for her water service?



# MISUSE OF OFFICE

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## The Family Plan

**Answer:** Yes! Where the public employee simply does his job, and gives no “special financial benefit” to his sister, there is no prohibition.



# MISUSE OF OFFICE

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## The Family Plan

Is it acceptable for him to change the amount of her water usage to a lower amount to reflect a lower payment for her water bill?



# MISUSE OF OFFICE

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## The Family Plan

**Answer: No!** He may not arbitrarily change the water usage to lower her bill.... nor may he do so for anyone else.



# MISUSE OF OFFICE

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## The Family Plan

Is it acceptable for him to give an early payment discount, where the City allows a 1% reduction of any water bill paid in full at least 10 days before it is due?



# MISUSE OF OFFICE

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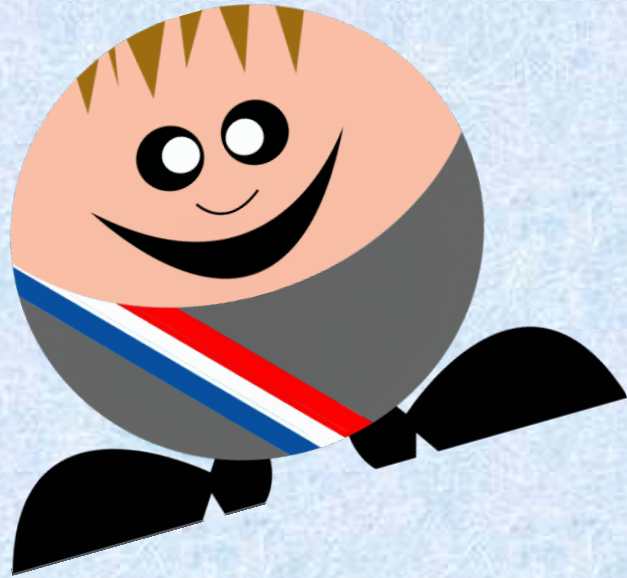
## The Family Plan

**Answer: Yes!** Where such a “discount” is available to all customers who pay in advance if she meets the requirements.



# MISUSE OF OFFICE

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## The Charitable Official

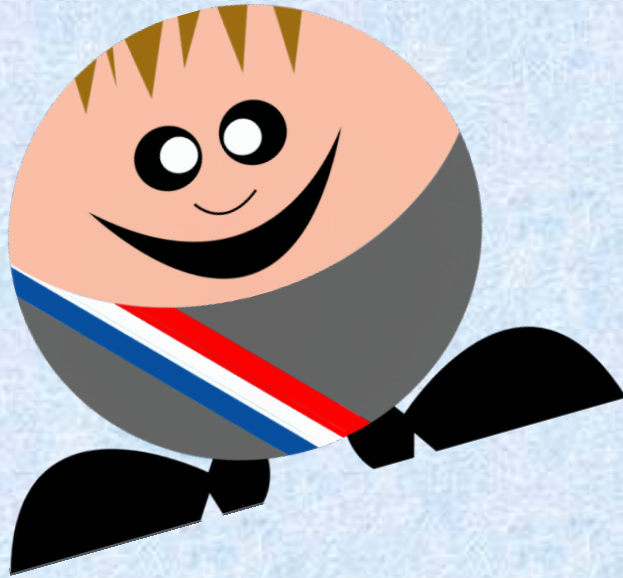
An elected official serves on the board of directors of a non-profit organization, his local church.

# MISUSE OF OFFICE

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## The Charitable Official

May the elected official vote to give government funding to that particular church for a new afterschool program?

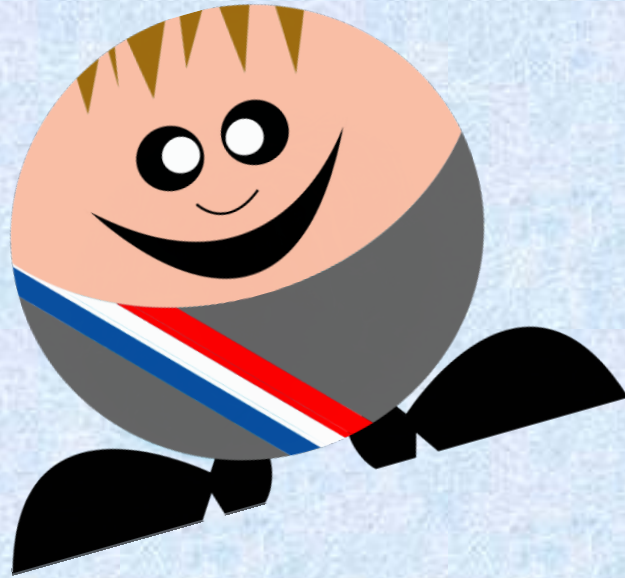




# MISUSE OF OFFICE

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## The Charitable Official



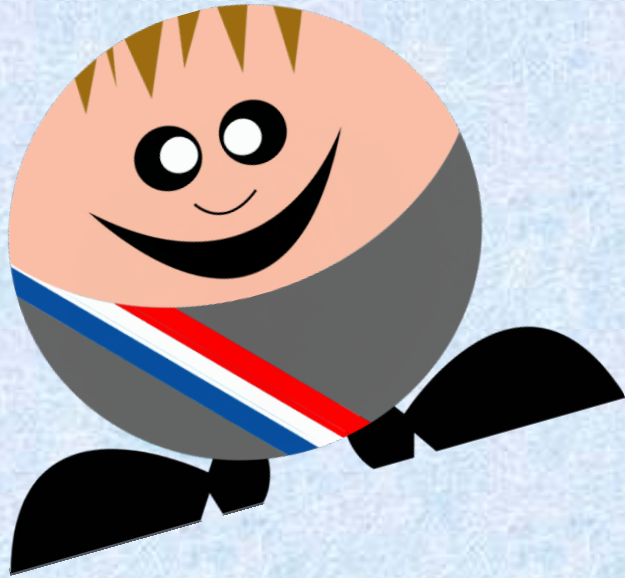
**Answer:** No! In doing so, the official would violate Section 2-443(a)(7), by giving a “special financial benefit” to a . . . *charitable or religious organization, which he or she is an officer or director.*

# MISUSE OF OFFICE

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## The Charitable Official

May he do so if he and his wife or domestic partner are not officers, directors or board members of the church, but both are members of the congregation?

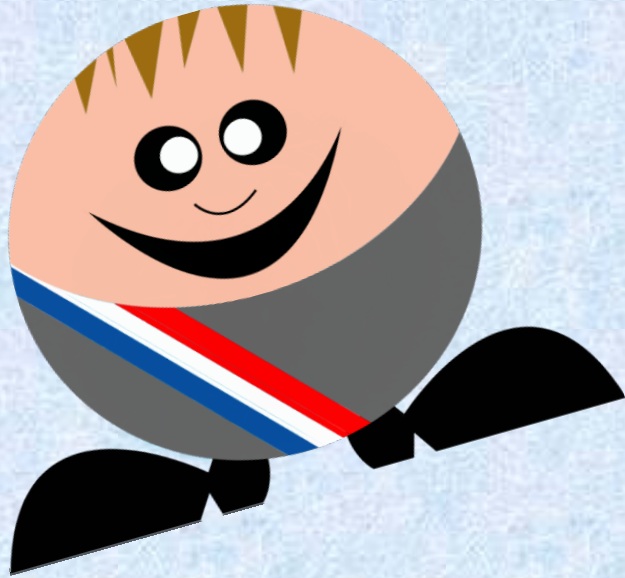


# MISUSE OF OFFICE

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## The Charitable Official

Answer: Yes! So long as there is no unlawful compensation given to the official for such a vote.



# CORRUPT MISUSE OF OFFICIAL POSITION

## Section 2-443(b)

You cannot use your official position... (your job, board membership, elected title or official office)

- ✓ ...to *corruptly* secure...
- ✓ ...a “special benefit” ...
- ✓ ...for any Person

# CORRUPT MISUSE OF OFFICIAL POSITION

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## ❖ ...a “special benefit” ...

- ◆ Any benefit you or another person are not entitled to, or
- ◆ Any benefit that you are not allowed to give.

*(not necessarily financial)*

# CORRUPT MISUSE OF OFFICIAL POSITION

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## ❖ ...corruptly...

- ◆ Taken with wrongful intent, and which is...
- ◆ Inconsistent with the “proper performance” of your public duties

# CORRUPT MISUSE OF OFFICIAL POSITION

## The Corruptible Driver

A town Mayor is involved in a vehicle crash. The police are called to the scene, at which time the Mayor identifies himself and directs the officer to issue a ticket to the other driver prior to the investigation of the crash.



# CORRUPT MISUSE OF OFFICIAL POSITION

## The Corruptible Driver

Is that a “corrupt” misuse of the Mayor’s official position?





# CORRUPT MISUSE OF OFFICIAL POSITION

## The Corruptible Driver

Answer: Yes! The Mayor would be acting with “**wrongful intent,**” and in a manner “**inconsistent with the proper performance of his public duties**” as Mayor.



# DISCLOSURE OF VOTING CONFLICTS

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Section 2-443(c) – An official may not vote on or participate in any matter to provide or obtain a special financial benefit.

# DISCLOSURE OF VOTING CONFLICTS

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In other words, they may not vote on or participate in a matter that will result in a special financial benefit being given to:

1. **Themselves**
2. **Their spouse, domestic partner or household member**
3. **A close family relative as listed in this section**
4. **An outside employer or business of theirs or their spouse/domestic partner**
5. **A customer of their outside employer or business**
6. **A substantial debtor or creditor**
7. **A civic, religious or charitable organization – serves on board**

# DISCLOSURE OF VOTING CONFLICTS

## The Vested Voter

A landscape designer who serves as a Town Commissioner files a plan for a new development she intends to build in Town.



# DISCLOSURE OF VOTING CONFLICTS

## The Vested Voter

Is it permissible for her to vote on this project as a Town Commissioner?



# VOTING CONFLICTS

## The Vested Voter

Answer: No! Both the PBC Code of Ethics and the Florida Code of Ethics prohibits the official from voting on any matter in which she has a financial interest.



# VOTING CONFLICTS

## The Vested Voter

Is it permissible for her to appear as her company's representative before the Town Commission to present the proposal for approval?



# VOTING CONFLICTS

## The Vested Voter

**Answer:** No! While the Florida Code only prohibits voting on this issue, PBC Code prohibits both voting and participation that attempts to influence the vote.





# VOTING CONFLICTS

## The Vested Voter

May she meet with building staff to review her proposed design and obtain their input as to whether it meets building code standards?



# VOTING CONFLICTS

## The Vested Voter

**Answer:** Yes! As with anyone, she has a right to make sure her proposal is within building code standards. However, she must take care not to try to influence, based on her position as Commissioner.



# CONTRACTUAL RELATIONSHIPS

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## Section 2-443(d)

**General Rule:** You may not enter into contracts or provide goods or services to the public entity you work for or represent.

# CONTRACTUAL RELATIONSHIPS

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The Code regulates some contracts you enter into in your private capacity because of your public employment or position.

This includes contracts between the public entity you serve, and...

- ◆ ...You
- ◆ ...Your outside employer
- ◆ ...Any business in which you, your spouse, a household member, or a close family relative, alone or in combination, have at least a 5% ownership share.



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**EXCEPTIONS**  
to the  
**Rule!**

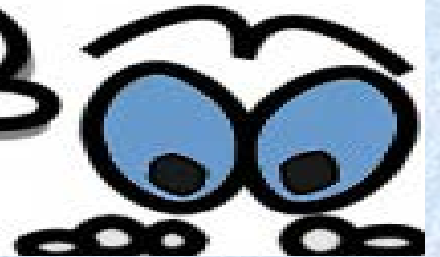
# EXCEPTIONS

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1. Your outside employer is another governmental entity
2. It is a sealed bid/low-bid contract (and you meet additional requirements)
3. Emergency purchases
4. Sole source of supply
5. Contract is for less than \$500 per year
6. You are an employee, and meet the part-time employment exception
7. For extra-duty details (Police and Fire exception)

# OUTSIDE EMPLOYMENT WAIVER

IS THE POTENTIAL  
EMPLOYER A VENDOR?



# OUTSIDE EMPLOYMENT WAIVER

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## ONLY NEEDED IF POTENTIAL EMPLOYER IS A VENDOR OF YOUR AGENCY

- ❖ Potential employer **does not** have contracts that you or your department or section will oversee, administer or enforce.
- ❖ You **did not** participate in awarding the contract.
- ❖ Part-time employment **will not** impair or interfere.
- ❖ **Comply** with internal policy.



# OUTSIDE EMPLOYMENT WAIVER

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## Complete a Conflict of Interest Waiver

- ❖ Complete and sign under Oath.
- ❖ Review by Supervisor.
- ❖ Chief Administrative Officer

SEND COMPLETED FORM TO THE COE

# CONTRACTUAL RELATIONSHIPS

## ADVISORY BOARD MEMBERS

Prohibition from entering into a contract with the public entity they serve....

...**but**, this prohibition is limited to the department(s) your board oversees

The same exceptions apply as with elected officials and employees



# OTHER ISSUES

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Travel Expenses

Disclosure of Inside Information

Nepotism

# TRAVEL EXPENSES

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There is a prohibition against accepting travel expenses directly from:

- Contractor
- Vendor
- Service Provider
- Bidder
- Proposer

# TRAVEL EXPENSES - EXCEPTIONS

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1. Waived by the Board of County Commissioners or Municipal governing body...
2. The expenses are reimbursed or paid by...
  - a. Another governmental entity, or
  - b. An organization that your employer is a member, and the travel is related (*i.e. League of Cities*)

# TRAVEL EXPENSES

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## The Weary Traveler

An employee wishes to attend training in Orlando. Vendor pays for hotel.



# TRAVEL EXPENSES

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## The Weary Traveler

**Has the employee violated  
the Code of Ethics?**



# TRAVEL EXPENSES

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## The Weary Traveler

**Answer:** Yes! The employee did not have the prohibition waived prior to the trip; and they cannot allow travel expenses to be paid directly by a vendor without the waiver.





# DISCLOSURE OF INSIDE INFORMATION

## Prohibition from using information...

Gained through your job

Not available to the general public

For your personal benefit or the benefit of any other person or entity



# DISCLOSURE OF INSIDE INFORMATION

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## The Pernicious Planner

A staff member has drafted several options for the extension of a major road. She realizes that the commission has informally selected an option. The information is not yet available to the general public.



# DISCLOSURE OF INSIDE INFORMATION

## The Pernicious Planner

1. Is she allowed to purchase land surrounding the planned extension hoping to sell it for a premium?



# DISCLOSURE OF INSIDE INFORMATION

## The Pernicious Planner

Answer: No! She would be in violation of the section prohibiting the use of inside information for personal gain.



# DISCLOSURE OF INSIDE INFORMATION

## The Pernicious Planner

2. Is she allowed to tell someone else to purchase land surrounding the planned extension to sell it for a premium?



# DISCLOSURE OF INSIDE INFORMATION

## The Pernicious Planner

Answer: No! She would still be in violation of the section prohibiting the use of inside information for personal gain.



# NEPOTISM

Employees, Officials or Advisory Board Members are prohibited from

Appointing

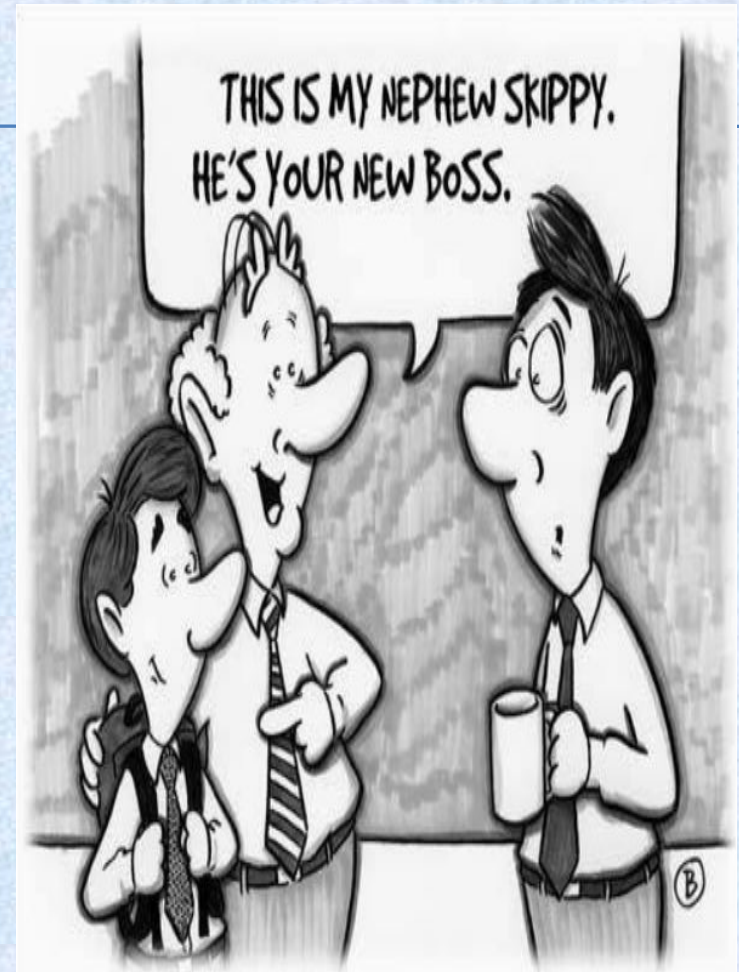
Employing

Promoting

Advancing, or....

Advocating

.....to benefit any **close family relative**  
or a spouse or domestic partner



# NEPOTISM - EXCEPTION



## Advisory Boards

Cities with a population under 35,000 can appoint to boards that don't have land-planning or zoning responsibilities



# GIFT LAW - SECTION 2-444

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## Absolute Prohibitions: \$0

- ⊙ Kickbacks
- ⊙ Bribes
- ⊙ Tips (1 exception)



# GIFT LAW - SECTION 2-444

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## \$100 Gift Limit (annually)

👉 Vendors

👉 Bidders/proposers

👉 Lobbyists

👉 Principals or employers of lobbyists



# GIFT LAW - SECTION 2-444

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## Reporting Requirements (non-state reporters)

~~✗~~ Gifts in excess of \$100 per Year (Aggregate)



# ABSOLUTE PROHIBITIONS – SECTION 2-444(E)

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No person or entity shall offer or give or receive a gift of any value, when that gift is based on an action, omission, or even a promise of...

- ❖ An official action taken or to be taken or could be taken;
- ❖ A legal duty performed or to be performed or could be performed;
- ❖ A legal duty violated or to be violated or could be violated

**Bribes /kickbacks are ALWAYS UNLAWFUL under the Code and FL criminal law.**

# EXCEPTION TO ACCEPTANCE OF TIPS

## The Surly Server

There is a waiter at a municipal golf course restaurant. Customers usually leave him money over the amount of the bill in the form of a “tip.”



# EXCEPTION TO ACCEPTANCE OF TIPS

## The Surly Server

May he accept the tip?



# EXCEPTION TO ACCEPTANCE OF TIPS

## The Surly Server

Answer: Yes!



# LIMITED EXCEPTION FOR TIPS

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## ADVISORY OPINION - RQO 11-028

**YOU ASKED** if employees of the Village Country Club may accept tips without violating the Code of Ethics.

**IN SUM, *city employees specifically hired for service related jobs may continue to accept service tips.***



# CHARITABLE SOLICITATIONS

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It is generally prohibited to solicit or accept any gift from a vendor or lobbyist greater than \$100, in the aggregate, for any year.

Even if you are not the final recipient of the gift, a gift to be passed on to someone else is a “pass through” gift.

# CHARITABLE SOLICITATIONS

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**How does this rule apply to solicitations from a vendor or lobbyist that are meant for a charitable purpose?**

# CHARITABLE SOLICITATIONS

## The Philanthropic Runner

A county employee is running a race on behalf of St. Jude Children's hospital and needs to raise \$2,000. She receives a \$300 donation from Office Depot, a county vendor.



***St. Jude Heroes*** *Run For a Reason.*

# CHARITABLE SOLICITATIONS

## The Philanthropic Runner

Can she accept  
the donation?



***St. Jude Heroes*** *Run For a Reason.*

# CHARITABLE SOLICITATIONS

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An employee or official may solicit donations of more than \$100 from a vendor or lobbyist of their government on behalf of any non-profit charitable organization, providing the person or entity soliciting ...

- ✓ Files a **Charitable Solicitation Log** with the COE
- ✓ Does not use county or municipal resources to solicit the funds.
- ✓ And, does not solicit any person or entity with a “current” bid or proposal still outstanding (even if they are a current vendor).

# CHARITABLE SOLICITATIONS

## The Philanthropic Runner

Can she accept  
the donation?



***St. Jude Heroes*** *Run For a Reason.*

# CHARITABLE SOLICITATIONS

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## The Philanthropic Runner

- Answer:** Yes! She can accept the donation, so long as she
- ✓ “logs” the donation,
  - ✓ doesn’t use county resources,
  - ✓ doesn’t solicit any person or entity with a bid proposal or application outstanding, and
  - ✓ there is no “quid pro quo” or other special consideration.

# GIFT LAW DISCLOSURE REQUIREMENTS

## State Reporting Individuals

- “Local Officers” and department managers
- Quarterly Reporting Required
- Send your state form to the Florida COE **and** a copy to the County Commission on Ethics at the same time.

FLORIDA COE: (850) 488-7864

Form 9		QUARTERLY GIFT DISCLOSURE (GIFTS OVER \$100)	
LAST NAME – FIRST NAME – MIDDLE NAME		NAME OF AGENCY	
MAILING ADDRESS		OFFICE OR POSITION HELD	
CITY	ZIP	COUNTY	FOR QUARTER ENDING (CHECK ONE): <input type="checkbox"/> MARCH <input type="checkbox"/> JUNE <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> DECEMBER 20__

### PART A — STATEMENT OF GIFTS

Please list below each gift, the value of which you believe to exceed \$100, accepted by you during the calendar quarter for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift, the name and address of the person making the gift, and the date the gift was received. If any of these items, other than the gift description, are unknown or not applicable, you should so state on the form. As explained more fully in the instructions on the reverse side of the form, you are not required to disclose gifts from relatives or certain other gifts. You are not required to file this statement for any calendar quarter during which you did not receive a reportable gift.

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

CHECK HERE IF CONTINUED ON SEPARATE SHEET

### PART B — RECEIPT PROVIDED BY PERSON MAKING THE GIFT

If any receipt for a gift listed above was provided to you by the person making the gift, you are required to attach a copy of that receipt to this form. You may attach an explanation of any differences between the information disclosed on this form and the information on the receipt.

CHECK HERE IF A RECEIPT IS ATTACHED TO THIS FORM

### PART C — OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed herein and on any attachments made by me constitutes a true accurate, and full listing of all gifts required to be reported by Section 112.3146, Florida Statutes.	STATE OF FLORIDA COUNTY OF _____ Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____ _____ (Signature of Notary Public-State of Florida)  (Print, Type, or Stamp Commission Name of Notary Public) Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____
SIGNATURE OF REPORTING OFFICIAL _____	

### PART D — FILING INSTRUCTIONS

This form, when duly signed and notarized, must be filed with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709, physical address, 325 John Knox Road, Building E, Suite 200, Tallahassee, Florida 32303. The form must be filed no later than the last day of the calendar quarter that follows the calendar quarter for which this form is filed (for example, if a gift is received in March, it should be disclosed by June 30).



# GIFT LAW DISCLOSURE REQUIREMENTS

## Local Reporting Individuals

- Everyone else
- Yearly Reporting (FISCAL)
- Due November 1
- Send to COE by Fax, Email or U.S. Mail.
- If you have no gifts, please do not file a blank form.

PBC Gift Form		YEARLY GIFT DISCLOSURE (GIFTS OVER \$100)	
LAST NAME -- FIRST NAME -- MIDDLE NAME		NAME OF MUNICIPALITY	
MAILING ADDRESS	DEPARTMENT	OFFICE OR POSITION HELD	
CITY	ZIP	FOR YEAR	

### PART A — STATEMENT OF GIFTS

Please list below each gift, the value of which you believe to exceed \$100, accepted by you during the fiscal year (October 1-September 30) for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift, the name and address of the person making the gift, and the date(s) the gift was received. If any of these facts, other than the gift description, are unknown or not applicable, you should state so on the form. As explained more fully in the instructions on page 2 of the form, you are not required to disclose gifts from relatives or certain other gifts. **You are not required to file this statement for any fiscal year during which you did not receive a reportable gift.**

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

CHECK HERE IF CONTINUED ON SEPARATE SHEET

### PART B — RECEIPT PROVIDED BY PERSON MAKING THE GIFT

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CHECK HERE IF A RECEIPT IS ATTACHED TO THIS FORM

### PART C — OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed herein and on any attachments made by me constitutes a true accurate and total listing of all gifts required to be reported by Article XII, Sec. 2-644 of the Palm Beach County Code of Ethics.

SIGNATURE OF REPORTING OFFICIAL \_\_\_\_\_

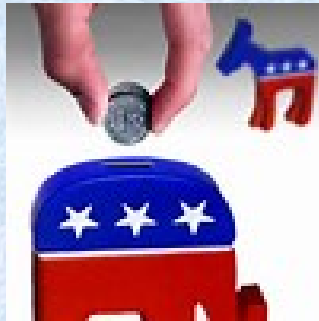
### PART D — FILING INSTRUCTIONS

This form, when duly signed, must be filed with the Commission on Ethics, 300 North Dixie Highway, Suite 450, West Palm Beach, Florida 33401. The form must be filed no later than the first day of November for the previous reporting year.

# EXCEPTIONS TO THE DEFINITION OF GIFTS (ONLY FOR NON-STATE REPORTING INDIVIDUALS)



- ❖ Political contributions
- ❖ Gifts from relatives or members of your household
- ❖ Personal gifts over \$100, if given by a personal friend or co-worker and **motivation** of is friendship/social relationship
- ❖ Awards for civic/professional achievement
- ❖ Advertising materials (from vendors)
- ❖ Gift solicited for a public purpose
- ❖ Inheritance




# MISCELLANEOUS PROVISIONS

Honesty in  
Applications



## Contingent Fee Prohibition (Attorneys, Lobbyists)


### CONTINGENCY FEES DEMYSTIFIED



Once you have discussed your accident with the lawyer at the initial consultation, he should explain his fees.


Many lawyers are paid by the hour, but personal injury lawyers are paid on a contingency fee.

**STANDARD LAWYER**



PAID BY THE HOUR

**PERSONAL INJURY LAWYER**



CLIENT COSTS ATTORNEY

PAID ON CONTINGENCY FEE

**WHAT IS A CONTINGENCY FEE?**

Contingency fees are a percentage of the award money that is reached in a settlement or court case.

The infographic titled 'CONTINGENCY FEES DEMYSTIFIED' explains two payment models. The 'STANDARD LAWYER' section shows a silhouette of a lawyer surrounded by icons of a clock, dollar signs, and plus signs, with a label 'PAID BY THE HOUR'. The 'PERSONAL INJURY LAWYER' section shows a silhouette of a lawyer next to a pie chart divided into 'CLIENT' and 'COSTS' sections, with an arrow pointing to the 'ATTORNEY' section, and a label 'PAID ON CONTINGENCY FEE'. A red banner asks 'WHAT IS A CONTINGENCY FEE?' and explains that it is a percentage of the award money reached in a settlement or court case.

# ENFORCEMENT

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- Commission on Ethics: Civil Code Enforcement Board
  - ◆ Letter of Reprimand or Instruction.
  - ◆ Fine up to \$500 per violation.
  - ◆ Restitution where indicated.

# ENFORCEMENT

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- **Criminal**: Knowing and willful violations are referred to the State Attorney's Office and may be punishable as first degree misdemeanors
  - ◆ Up to 1 year in jail and
  - ◆ Fine up to \$1000
- \* Government employer can discipline or terminate employees as allowed under their policies and/or rules.



# **PALM BEACH COUNTY COMMISSION ON ETHICS**

*"Honesty, Integrity, Character"*

## **ETHICS**

*"Ask First, Act Later"*

**Call Us: *HOTLINE: 877-766-5920***

**Email Us: *Ethics@palmbeachcountyyethics.com***

**Visit Us: *www.PalmBeachCountyEthics.com***

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**The Historic 1916 Palm Beach County Courthouse  
300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401**

# **Consent Agenda**

# TAB 2





**Minutes**  
**Town of Lake Park, Florida**  
**Centennial Celebration Committee Meeting**  
**Tuesday, July 5, 2022 6:30 PM**  
**Town Hall Commission Chamber,**  
**535 Park Avenue, Lake Park, Florida 33403**

The Committee met for the purpose of a Centennial Celebration Committee Meeting on Tuesday, July 5, 2022 at 6:30 p.m. Present were Chair/Commissioners John Linden, Commissioner Roger Michaud, Commissioner Mary Beth Taylor, Special Events Director Riunite Franks, Committee Members Vice-Chair Evelyn Harris-Clark, Patricia Leduc, Felicia Ann Brabham and Beth Motschenbacher. Town Manager John D’Agostino and Mayor Michael O’Rourke and were absent.

**ROLL CALL & PLEDGE OF ALLEGIANCE**

Town Clerk Mendez performed the roll call and Committee Member Motschenbacher led the pledge of allegiance.

**CONSENT AGENDA:**

**1. June 7, 2022 Centennial Celebration Committee Meeting Minutes.**

**Motion: Commissioner Taylor moved to approve the Consent Agenda; Committee Member Brabham seconded the motion.**

Vote on Motion:

Committee Member	Aye	Nay	Other
Mayor O’Rourke			Absent
Chair/Commissioner Linden	X		
Commissioner Michaud	X		
Commissioner Taylor	X		
Committee Member Brabham	X		
Vice-Chair Harris-Clark	X		
Committee Member Leduc	X		
Committee Member Motschenbacher	X		

Motion passed 7-0.

**New Business:**

**2. Town of Lake Park Budget and Purchasing Policy.**

Special Events Director Riunite Franks explained the Town’s budget and purchasing policy. Vice-Chair Harris-Clark asked if the budget was approved. Special Events Director Franks explained that the budget had not been approved yet. The budget included in the information was proposed at this point. She explained that the Commission would vote on a final budget later this year. Vice-Chair Harris-Clark asked if the sponsorship effort would bridge the gap between what was approved for the budget and the actual ancillary expenses that would come up. She asked how aggressive do the Committee members need to be to obtain the possible gap funds. Special Events Director

Franks explained that some funds would come from the Community Redevelopment Agency (CRA) for events taking place in the CRA. She further explained some of the funding would come from other departments, including Special Events to cover the cost of certain things.

Commissioner Linden explained that sponsorship funds would be used before budget funds. He asked specific questions regarding the events that appear on the budget versus those that appear for the Centennial Celebration. Special Events Director Franks explained the difference between Town events and budget and the Centennial Celebrations and the budget.

Commissioner Taylor asked to have the budget for these events placed in separate columns for clarification. Special Events Director Franks stated she would do so after the budget was passed. Commissioner Taylor agreed that it would be easier to see what was being budgeted and hoped for some surplus by the end of all of the events. Special Events Director Franks stated that they would do all they could in-house to keep cost down. She explained that she would not want to go back to the Commission to request additional funding.

Committee Member Leduc suggested referring to previous notes as guides to what has been requested or suggested.

### **3. Proposed Centennial Celebration Sponsorship Levels.**

Special Events Director Franks explained how the sponsorships levels were developed (see Exhibit “A”). The Committee discussed including non-profits. The Committee came to consensus to not separate non-profits organization from the levels.

#### Public Comment:

Dianne Sophinos – Town residents, suggested selling advertisements or comment page that would cost a smaller amount.

Committee Member Motschenbacher suggested adding a check box to the sponsorship levels where they could choose to have their comments added. Special Events Director Franks asked if the advertisement size should be changed in the chart for smaller advertisements instead of having them as they currently appear. The Committee agreed to one caption with a list of name that gave \$25.00.

The Committee discussed the sponsorship levels, the sponsorship packet, and decreasing the amount of Gala tickets per sponsorship level.

#### Public Comment:

Rick Goodsell, Town resident, asked how many sponsors would fit on a t-shirt. Special Events Director Franks explained that depending on the size of the logo, they could fit around 75 logos on a t-shirt.

Mr. Goodsell suggested a bike parade where children could participate. Special Events Director Franks stated that it could be included as part of the Historical Tour.

Special Events Director Franks stated that if someone wants to donate more than indicated in the sponsorship packet she would bring it back before the Committee to discuss.

The Committee discussed the social media platforms and staffs concerns on having different social media account than those of the Town. The Committee suggested having Grant Writer/Chief Public Information Officer (PIO) Merrell Angestreigh attend a future meeting to discuss this topic.

The Committee discussed the concert, the amount of tents, including the sponsorship tent size. Special Events Director Franks explained that the tents would need to be rented. The Town has 10X10 size tents.

The Committee discussed the Gala tickets and the maximum number of guest allowed would be 100 in the Mirror Ballroom. The Committee came to consensus to have 10 for Title, 6 for Diamond, 4 for Platinum levels. Each member of the Committee would receive one ticket and they would need to purchase any additional tickets.

The Committee came to consensus to have the sponsors on the back of the Town book or inside cover. The layout would be determined by the PIO.

Public Comment:

Dianne Sophinos, Town resident, suggested that the sponsorship pages in the Town book be in the color of the sponsorship level, gold, silver, bronze. She also suggested that the shape of the sponsorship level be included. The Committee came to consensus to have all the pages have a white background.

The Committee discussed the layout of the Town book and came to consensus to discuss with the PIO when she attends the meeting.

Vice-Chair Harris-Clark asked that the website tracking information, for the sponsors, be provided to the sponsors so that they know how many clicks their company has received. This information would only be available to the top three sponsorship levels.

The Committee discussed the t-shirt design that would include all sponsors, an acknowledgement letter thanking them for their sponsorship, and plaques that could be presented during the final event.

Public Comment:

Dianne Sophinos, Town resident, suggested that the acknowledgement include the number 100 as a watermark.

Committee Member Motschenbacher suggested allowing sponsors an option to give away their merchandise in lieu of Gala tickets, for those sponsors that would not be available to attend the event. She also suggested including sponsors in the Town's newsletter. Special Events Director Franks stated that the PIO would discuss this topic with the Committee at an upcoming meeting. Committee Member Motschenbacher showed the Palm Beach North sponsorship flyer. Special Events Director Franks would reach out to them.

The Committee discussed logos. The Committee came to consensus on using the Town logo with an enhanced feature for the Centennial. Special Events Director Franks a graphic designer would create a mockup of the logo for the Committee to review at a future date. See Exhibit “B” Hawthorne as an idea for the logo.

Public Comment:

Rick Goodsell, Town resident, suggested designing a new logo, which would include the Town gate with 100 in block letters.

Dianne Sophinos, Town resident, suggested using the number 100 and placing the following in each number. The number 1 would including a picture of Mr. Harry Kelsey, founder of Lake Park. She suggested the first zero would have a picture of Town Hall and the second zero have the Kelsey City gates. She suggested that across the top or bottom have 1923-2023. Special Events Director Franks asked that they keep in mind what it would be placed on. Committee Member Motschenbacher suggested looking at the City of Rivera Beach website for the type of merchandise they sell.

Vice-Chair Harris-Clark asked where the contents of the Town’s time capsule would be placed. She suggested a glass case contain the contents. Special Events Director Franks was asked to make this a future agenda item.

Public Comment:

Brady Drew, Town resident suggested that the Town street markers be restored. Special Events Director Franks explained that Risk Management would allow residents to paint or restore the street markers. Special Events Director Franks would discuss this topic with the Public Works Director.

COMMITTEE MEMBER COMMENTS:

**Committee Member Brabham** was pleased with what she has seen with the Committee.

**Vice-Chair Harris-Clark** would like to have the bike tour and at the end have an ice cream social or other event at the end for everyone to enjoy.

**Committee Member Leduc** felt that the Committee was making progress.

**Committee Member Motschenbacher** had no comments.

**Town Manager D’Agostino** was absent.

**Chair Linden** asked that Dianne Sophinos present to the Committee the historic tour. He announced that the next meeting would be on August 2, 2022 where there would be two presentation conducted for the Committee.

**Commissioner Michaud** agreed that progress was being made by the Committee.

**Commissioner Taylor** had no comments.

**Mayor O'Rourke** was absent.

**Special Events Director Franks** announced that a member of the Palm Beach County Commission on Ethics would attend the next meeting to explain how to solicit sponsorships from businesses and the public.

Public Comment:

Dianne Sophinos, Town resident, suggested that the Town 100 logo be imbedded in a Centennial sweet.

**ADJOURNMENT**

There being no further business to come before the committee and by unanimous vote, the meeting adjourned at 8:39 p.m.

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Chair/Commissioner, John Linden

---

Town Clerk, Vivian Mendez, MMC

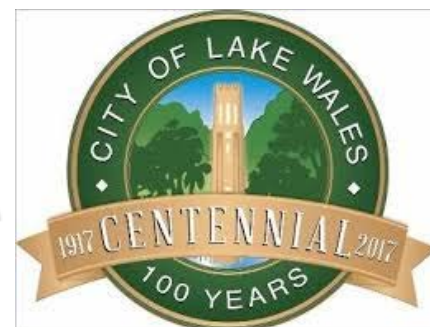
Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2022

**PROPOSED CENTENNIAL CELEBRATION SPONSORSHIP LEVELS**

<b>SPONSORSHIP OPPORTUNITY</b>	<b>TITLE SPONSOR (\$20,000.00+)</b>	<b>DIAMOND SPONSOR (\$10,000.00)</b>	<b>PLATINUM SPONSOR (\$5,000.00)</b>	<b>GOLD SPONSOR (\$2,500.00)</b>	<b>SILVER SPONSOR (\$1,000.00)</b>	<b>BRONZE SPONSOR (\$500.00)</b>	<b>COMMUNITY SPONSOR (\$100.00)</b>
Listed as Presenting Sponsor for Centennial Celebration on November 18, 2023	X						
Selection of Item to be Placed in New Time Capsule	X	X					
Centennial Celebration Sponsor Plaque	X	X	X				
Social Media Posts	3	2	1				
Listed as Sponsor in Press Releases and Public Announcement	ALL	SELECT	SELECT	SELECT			
Sponsor Tent at Centennial Celebration Kickoff Concert	10X10 TENT	10X10 TENT					
Sponsor Tent at Centennial Celebration on November 18, 2023	30X50 TENT	30X30 TENT	20X20 TENT	10X10 TENT	10X10 TENT	10X10 TENT	
Tickets for Centennial Gala	20 TICKETS	10 TICKETS	5 TICKETS	2 TICKETS	2 TICKETS		
Advertisement in Centennial Gala Program Book	FULL PAGE	FULL PAGE	HALF PAGE	QUARTER PAGE	EIGHTH PAGE		
Sponsor Name and/or Logo on Marketing Material (brochures, flyers, banners, signs)	Prominent Placement on All	Prominent Placement on All	Prominent Placement on Select	Prominent Placement on Select	Placement on Select	Placement on Select	Placement on Select
Sponsor Name and/or Logo on Town Website	Prominent Placement with Link to Company Website	Prominent Placement with Link to Company Website	Prominent Placement with Link to Company Website	X	X	X	X
Sponsor Name and/or Logo on Centennial Celebration T-shirt	Prominent Placement	Prominent Placement	Prominent Placement	X	X	X	X

# CENTENNIAL LOGO EXAMPLES





TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 7/5/2022

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Dianne Sophinos  
Address: \_\_\_\_\_

If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

I would like to make comments on the following Agenda Item:

\$25 sponsor - individual / Family  
Full Gold page, Full Silver page, Full

would like to make comments on the following Non-Agenda Item(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bronze page

FW  
Rock

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.





TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 7-5-22

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: RIK GOOSEL

Address: \_\_\_\_\_

If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

I would like to make comments on the following Agenda Item: LOGO

I would like to make comments on the following Non-Agenda Item(s):  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 7/5/2022

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: DIANNE SOUTH WOODS

Address: 338 BAYVIEW DRIVE

If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

I would like to make comments on the following Agenda Item:

# 100 on Thank you letter in the  
\_\_\_\_\_

~~I would like to make comments on the following Non-Agenda Item(s):~~

Logo 1 0 0

backpack  
Photo of Harry Kelley  
Town Hall  
2-room School house

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 7-5-22

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: RICAL GOAPSAIL

Address: \_\_\_\_\_

If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

I would like to make comments on the following Agenda Item:

SPONSOR SHIP

I would like to make comments on the following Non-Agenda Item(s):

\_\_\_\_\_  
\_\_\_\_\_

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 7/5/22

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Brady Drew

Address: 538 Sabal Palm Dr

If you are interested in receiving Town information through Email, please provide your E-mail address: \_\_\_\_\_

I would like to make comments on the following Agenda Item:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to make comments on the following Non-Agenda Item(s):

White Marker Cleanup  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:** Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.

# **New Business**

# TAB 3



**Town of Lake Park Centennial Celebration Committee**

**Agenda Request Form**

**Meeting Date: August 2, 2022**

**Agenda Item No.**

**Agenda Title: HISTORY OF THE TOWN & HISTORICAL TOUR DISCUSSION**

- SPECIAL PRESENTATION/REPORTS       CONSENT AGENDA
- BOARD APPOINTMENT                       OLD BUSINESS
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS**
- OTHER: DISCUSSION

**Approved by Town Manager \_\_\_\_\_ Date: \_\_\_\_\_**

**Name/Title**

<b>Originating Department:</b>  <p style="text-align: center;"><b>Special Events</b></p>	<b>Costs: \$ 0.00</b> Funding Source: Acct. # <input type="checkbox"/> Finance _____	<b>Attachments:</b>
<b>Advertised:</b> Date: _____ Paper: _____ <input checked="" type="checkbox"/> <b>Not Required</b>	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone_ _____ OR Not applicable in this case <i>RCF</i> <b>Please initial one.</b>

**Summary Explanation/Background**

At the June 7 Committee Meeting, the Members discussed their desire to include the Lake Park Historical Society in the planning process of the approved Centennial Events and Activities. In particular, the Members are interested in learning more about the Town’s history and past events. In addition, the Members would like to partner with the Lake Park Historical Society on their annual birthday celebration for Harry Kelsey and the Historical Bicycle Tour. Diane Sophinos has been an integral part of the Lake Park Historical Society as well as the organizer of previous historical tours in Lake Park.

**Recommended Motion:** No Motion is required.