

# **Government in the Sunshine**

## **Public Records**

### **Ethics**

### **Gifts**

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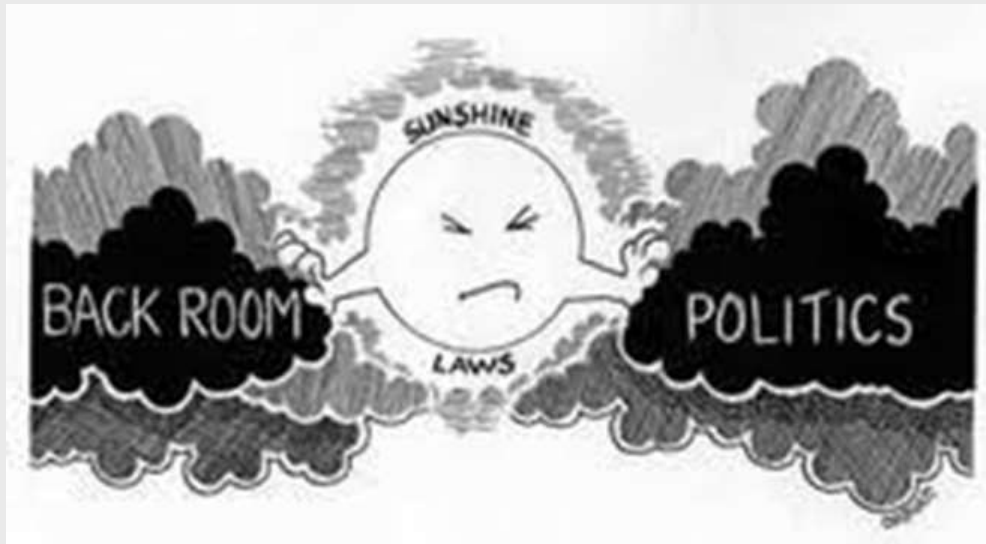
**Howey-in-the-Hills P&R Board**  
**February 20, 2025**



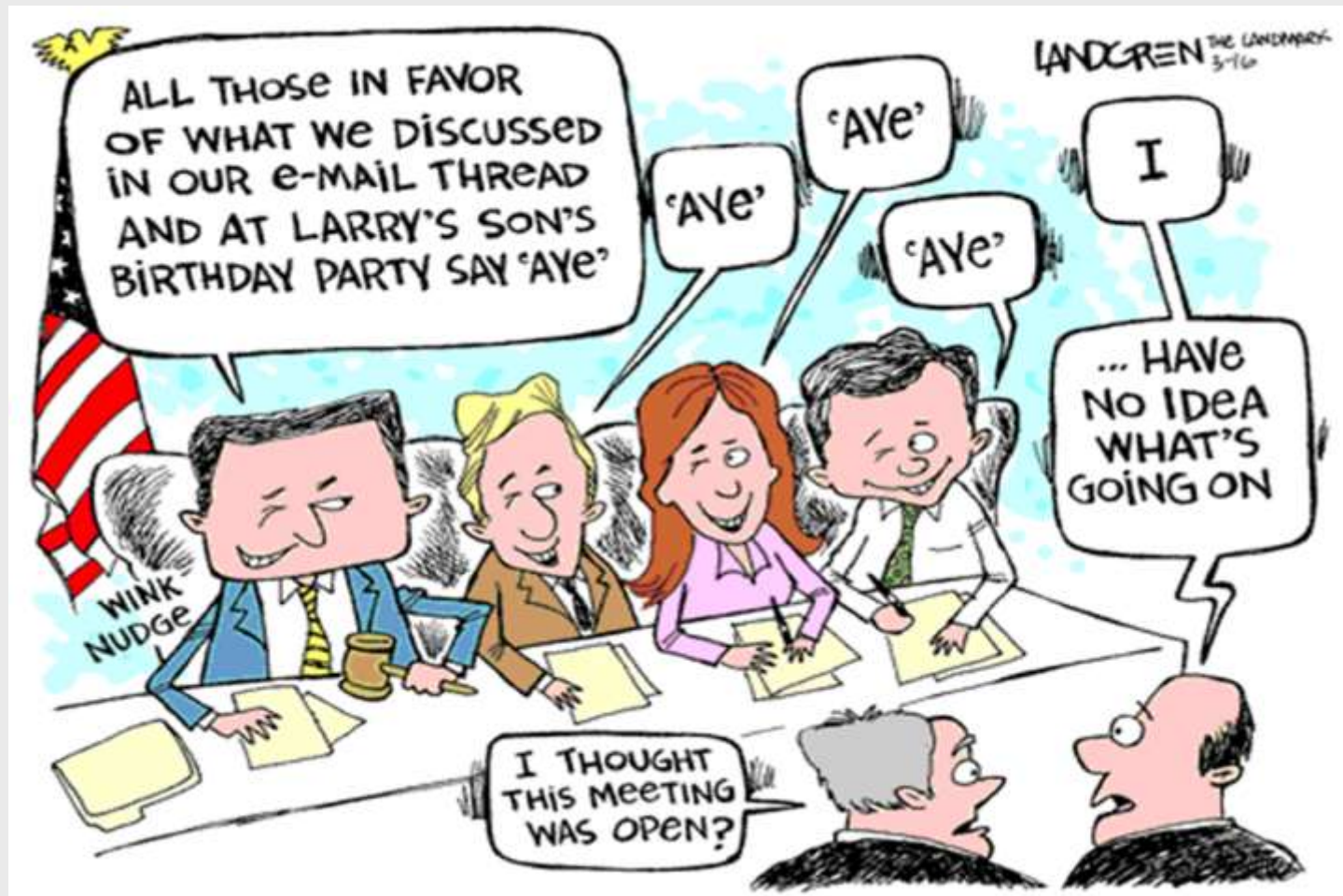
# Overview

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1. **Government in the Sunshine Law** – *Chapter 286, Fla. Stat.*
2. **Public Records Law** – *Chapter 119, Fla. Stat*
3. **Ethics, Gifts** – *Part III of Chapter 112, Fla. Stat.*



# SUNSHINE LAW



# SUNSHINE LAW

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## Applicable to:

- **Advisory boards**
- **Committees**

When such boards or committees have been delegated “**decision-making authority**” as opposed to mere “**information gathering or fact-finding authority**”.

# SUNSHINE LAW

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## Basic requirements:

1. Meetings must be open and accessible to the public.
2. Meetings must be noticed.
3. Written minutes must be taken.

*§286.011 Florida Statutes*

# SUNSHINE LAW

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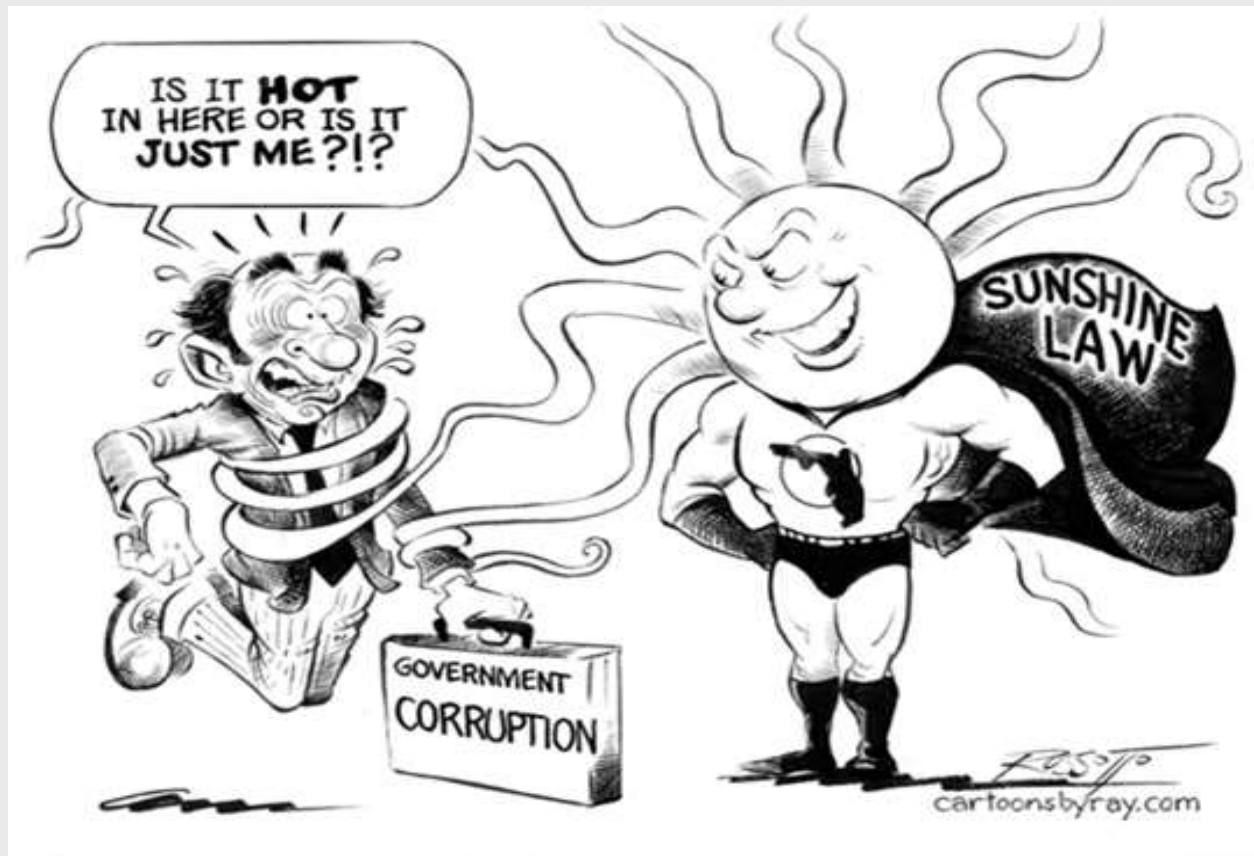
## Things to remember:

- If 2 or more council/committee members need to discuss council/committee related business, a meeting must be officially noticed.
- Do not call, text or e-mail each other on town related business -- all discussions must be in an open, noticed meeting.
- You cannot have a person act as a “go-between”.
- Whispering and passing notes at a noticed meeting could be considered an unnoticed meeting if discussing town business.
- Once a meeting is adjourned, don't talk about town business on your way out of the room.
- Members of the public must be provided an opportunity to address the council/committee during the decision-making process, and **before** a decision is made.

# SUNSHINE LAW

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Questions?



# PUBLIC RECORDS





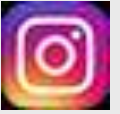
# PUBLIC RECORDS LAW

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## Applicable to records of:

- Town employees
- Town Council
- Advisory Boards
- Committees
- **All town records**





# PUBLIC RECORDS LAW

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## Important things to know:

- Every record made or received in connection with town business.
- All elected and appointed officials and town employees must permit inspection and copying of public records.
- NOT limited to traditional written documents.
- Includes [texts](#) and [emails](#) made or received in connection with official business.
- Includes YouTube videos, Facebook posts, tapes, photographs, videos and sound recordings.



# PUBLIC RECORDS LAW

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## Important things to know:

- Public records can only be destroyed in accordance with a specific process under state law.
- Public records must be retained for certain periods of time.
- The law applies to communications with residents, members of the public, employees, consultants, contractors and legal counsel and others involving town business, **even if it is on your private computer, laptop or phone**. It is the nature of the record – not the location.
- Purely personal e-mails are not public records, but there is no “expectation of privacy” for communications on a town owned computer.

# PUBLIC RECORDS LAW

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## Important things to know:

- Public records include metadata.
- There is **no “unfinished business” exemption** – drafts and notes can be a public record.
- A public records request may be verbal, written, e-mailed, by any person at any time for any or no reason.
- You cannot require the requester to provide his or her name, and he or she does not have to say why the records are requested.
- **If you receive a public records request, let the Town Clerk know immediately.**

# PUBLIC RECORDS LAW

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## Statutory exemptions:

*The entire record is a public record unless there is an express statutory exemption.*

- Exemptions must be **explicitly** provided by statute.
- Exemptions must be **narrowly applied**.
- All exemptions must be **stated in writing** to a requestor.

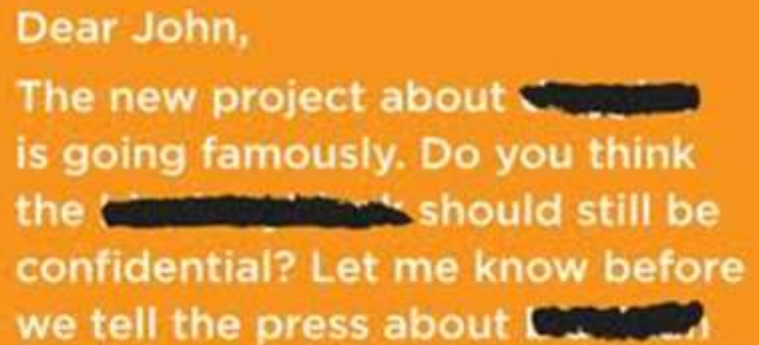


# PUBLIC RECORDS LAW

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## Statutory exemptions:

- Sealed bids and proposals (for a certain period of time). [119.071(1)(b), Fla. Stat.]
- Information relating to a facility's security system plans. [119.071(3)(a), Fla. Stat.]
- Building plans and drawings depicting the internal layout and structural elements of a building owned or operated by an agency. [119.071(3)(b), Fla. Stat.]
- Many more....



Dear John,

The new project about [REDACTED] is going famously. Do you think the [REDACTED] should still be confidential? Let me know before we tell the press about [REDACTED]

# SUNSHINE AND PUBLIC RECORDS LAW

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*For violations of the law -*

- **The State Attorney or a Grand Jury can be involved**
- **Private parties can sue**
- **Penalties can include:**
  - Jail time – 1 year in jail for a knowing violation
  - Fines -- \$500 for an unintentional violation
  - Attorney's fees
  - Trial
  - Nasty press coverage



# PUBLIC RECORDS LAW

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## Questions?





# ETHICS



# ETHICS

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## Basic principle of Ethics in Florida

*Legislative Intent – Part III of Chapter 112:*

“It is declared to be the policy of the state that **public officers** and **employees**, state and local, are agents of the people and hold their positions **for the benefit of the public**. . . . promoting the **public interest** and maintaining the **respect** of the people in their government must be of **foremost concern**.”



# ETHICS

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\*\*\*The following is a [brief summary](#) of the Ethics Code. If you are in a situation where something may apply to you, please ask!\*\*\*



# ETHICS

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## What to remember:

Do not use your position at the town to secure anything special for yourself, your family, friends, or anyone else.



# ETHICS

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## Caution areas:

- Doing business with the town – you or your family should not do business with the town. *[Sec. 112.313(3), Fla. Stat.]*
- Secondary employment – there cannot be any conflict with your town position. You cannot take a job with a company doing business with the town. *[Sec. 112.313(7), Fla. Stat.]*
- Using information -- Don't use information (now or in the future) which you learned from your town position to gain a special advantage for you or your family or anyone else. *[Sec. 112.313(8), Fla. Stat.]*

# ETHICS

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## Caution areas:

- Honoraria – you cannot accept a payment to speak or write for an organization. Reasonable expenses can be paid. [Sec. 112.3149, Fla. Stat.]
- Nepotism – you cannot hire, promote, or advocate for your relatives to get a job with the town. [Sec. 112.3135, Fla. Stat.]



# ETHICS

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## GENERAL RULE ABOUT VOTING:

- You **must vote** on all Council items.
- *Unless* you have “conflict of interest” or there appears to be a “possible conflict of interest”.  
[Sec. 286.012, Fla. Stat.]
- “Abstentions” are not allowed.





# ETHICS

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## VOTING CONFLICTS:

- Must disclose if, on *any* issue, the Council's vote would benefit ... or hurt ...
  - You
  - Your relative
  - Your business partner
  - Your employer
  - Your client/customer
  - The parent company, subsidiary company, or sister company of ...
    - Your employer
    - Your client

# ETHICS

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## VOTING CONFLICTS:

- Must not vote
- Must file Form 8B (with the Town Clerk) within 15 days after the vote
- May participate in the discussion if the conflict is first disclosed (but why would you?)



# ETHICS

## VOTING CONFLICTS

- **MUST** abstain:
  - conflict of interest
- **MAY** abstain:
  - appearance of a conflict of interest
- If you abstain for either reason, file Form 8B

| FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS |   |
|--|---|
| LAST NAME—FIRST NAME—MIDDLE NAME   | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE  |
| MAILING ADDRESS  | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:                     |
| CITY COUNTY  | <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| DATE ON WHICH VOTE OCCURRED  | NAME OF POLITICAL SUBDIVISION   |
|  | MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE                     |

**WHO MUST FILE FORM 8B**

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on the form before completing the reverse side and filing the form.

**INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES**

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.266 or 163.267, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

**ELECTED OFFICERS:**

In addition to abstaining from voting in the situations described above, you must disclose the conflict

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

**APPOINTED OFFICERS:**

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

\* You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

# ETHICS

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## **Penalties** (*employees, officers, candidates*):

Impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of one-third salary per month for twelve months, a civil penalty up to \$10,000, restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

# ETHICS

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Questions?



# GIFTS

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# GIFTS

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## What is a “gift”?

- money
- real estate
- use of real estate
- tangible personal property
- intangible personal property
- use of personal property
- food or beverages
- membership dues
- transportation
- plants & flowers
- admission tickets (sports, concerts, cruises, theme parks, etc.)
- forgiveness of debt
- a preferential rate or price on a debt, loan, goods or services
- any other thing having value
- any other service having value

# GIFTS

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## Caution areas:

- Taking gifts – taking anything of value for you or your family **over \$100** can be an ethics violation.  
*[Sec. 112.3148, Fla. Stat.]*
- Asking for gifts – don't ask people **working with** or **associated with** town business for anything -- lobbyist, vendor, customer, or anyone doing business with the town. *[Sec. 112.313(2), Fla. Stat.]*



# GIFTS

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## DISCLOSURE OF GIFTS BY YOU:

- Any gift which is accepted AND worth **over \$100**
- Exceptions:
  - Gifts from relatives
  - **Prohibited** gifts (*i.e.*, from lobbyists and vendors)



# GIFTS

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## GIFTS DISCLOSED ... BY LOBBYISTS AND VENDORS:

- All gifts to you worth **over \$25**
- Disclosed quarterly ... by the lobbyist or vendor, not you



# FLORIDA COMMISSION ON ETHICS

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- Available for advice: ethics / gifts / financial disclosure
- Phone: 850-488-7864
- Website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us)

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# Questions?



# Parks & Recreation

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- **Per Code, Section 49:**
  - **Five members (Must be Town residents)**
  - **Chair & Secretary annually chosen in January**
  - **Two-year terms**
  - **Three member quorum**
  - **Missing three meetings in a calendar year (regardless of notice) is an effective resignation**

# Parks & Recreation

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- **What the Parks & Recreation Board is NOT**
  - **The Events Subcommittee**
  - **The Public Works Department**
  - **The Town Council**

# Parks & Recreation

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- **What the Parks & Recreation Board IS**
  - **A recommending body for development, use, improvement, and creation of parks, parkways, playgrounds, and other recreational facilities of the Town**
  - **A recommending body for rules and regulations of these facilities, as well as rates and charges for facilities**

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# Questions?

