



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 21, 2026

Originating Department: Town Clerk
Town of Lake Park Administrative Policy - Palm Beach County (PBC)

Agenda Title: Ethics Training Schedule

Agenda Category (i.e., Consent, New Business, etc.): Consent

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

N/A Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

Following the most recent Palm Beach County (PBC) Commission on Ethics Audit, the Town Manager and the Town Clerk have identified a need to amend the Town's Ethics Training schedule to ensure full compliance with regard to County Ethics requirements.

Currently, PBC Commission on Ethics requires that all Town employees and officials are required to read the Palm Beach County Code of Ethics, receive training on the requirements of the Code of Ethics and sign an acknowledgement form within a timeframe established by the Town.

Palm Beach County Code of Ethics Section 2-446(a) Ethics Training provides for the following:

"Officials and employees, as public servants, are considered stewards of the public trust

and should aspire to the highest level of integrity and character. Officials and employees shall be informed of their ethical responsibilities at the start of their public service, and shall receive updates and training materials on ethics issues throughout the span of their public service. The county administrator or municipal administrator as applicable shall establish by policy a mandatory training schedule for all officials and employees, which shall include mandatory periodic follow-up sessions. This policy may also address ethics training for entities that receive county or municipal funds as applicable.”

However, the Town’s training schedule has proven to limit the Town’s ability to complete all required training, and, as a result, the Town Commission is requested to consider two (2) amendments (below in yellow highlight) to the current Ethics Training schedule requirement for all Town Commissioners, Board and Committee members and staff to provide for the following:

1. All Town officials (elected and appointed) must participate in the initial Palm Beach County ethics training within sixty (60) days of taking office upon election, re-election, appointment or re-appointment.
2. All Town employees must participate in the initial Palm Beach County ethics training within thirty (30) days of their employment with the Town.
3. After the initial ethics training, periodic mandatory follow-up retraining is required for all Town employees every two (2) years, with the second year being designated as the cycle year. Such retraining shall consist of reading the Palm Beach County Code of Ethics and participating in in-person ethics retraining conducted by Palm Beach County Commission on Ethics staff.
4. Such retraining must take place **between the dates of July 20th and September 20th** during the cycle year.
5. After completing the initial training, retraining, and after having read the Palm Beach County Code of Ethics, all Town officials and employees shall complete the approved Palm Beach County Code of Ethics Training Acknowledgment form.
6. The Human Resources **Director Manager** is responsible for the coordination of all mandated Palm Beach County Commission on Ethics training and compliance audits pertaining to Town employees, and shall maintain all completed training acknowledgment forms completed by Town employees.
7. The Town Clerk is responsible for the coordination of all mandated Palm Beach County Commission on Ethics training and compliance audits pertaining to Town officials (elected and appointed) and shall maintain all completed training acknowledgment forms completed by Town officials.

The proposed Amendments were prepared by the Town Clerk and reviewed by the Human Resources Manager, the Town Attorney and the Town Manager.

Recommended Motion:

I move to approve the Town of Lake Park’s Administrative Policy regarding the Palm Beach County Ethics Training Schedule for all Town elected members, appointed officials and staff.