



**CITY OF COCONUT CREEK
CITY COMMISSION MINUTES**

**Government Center
4800 W. Copans Road
Coconut Creek, Florida**

**Date: June 25, 2015
Time: 6:00 P.M.
Workshop Meeting No. 2015-0625W**

1. Mayor Tooley called the meeting to order at 5:05 p.m.

2. Present upon roll call:

Commissioner Joshua Rydell
Commissioner Sandra Welch
Commissioner Lou Sarbone arrived at 5:15 p.m.
Vice Mayor Mikkie Belvedere arrived at 5:12 p.m.
Mayor Becky Tooley
City Attorney Terrill Pyburn

Also present:

City Clerk Leslie Wallace May

3. Presentation

15-108 ETHICS/PUBLIC RECORDS /SUNSHINE LAW TRAINING

City Attorney Terrill Pyburn presented a PowerPoint presentation of the Florida's Public Records Act, the Sunshine Act, Florida State Ethics, and the Broward County Code of Ethics. Information presented included: Public Records Law, Sunshine Law, Acceptance of Gifts; Lobbyists and Lobbying Activities including Registration and Disclosures; Honest Services Act; Outside/Concurrent Employment; Solicitation and Receipt of Contributions; Campaign Contribution Fundraising; Procurement Selection Committees; Financial Disclosure; Advisory Opinions; and Training and Education. A copy of the presentation is included in the minutes.

During the Public Records presentation, City Attorney Pyburn cited Florida Attorney General Opinion (Fla. AGO 2009-19) that advises that materials placed on an agency's Facebook page presumably would be in connection with official business and thus subject to Florida's Public Records Law. A copy of the opinion was distributed to the City Commissioners. Discussion ensued regarding Electronic Records and the Florida Attorney General's opinion related to posting materials associated with City business/official business on personal webpages and Facebook pages. There was discussion concerning commenting, posting or liking information on social media sites.

In relation to providing public records, City Attorney Pyburn noted that the Public Records Act does not contain a specific time limit, and the only delay in producing records permitted under the Public Records Act is the reasonable time allowing the custodian to retrieve the records. She pointed out that the City Clerk is the custodian of the City's records. Discussion continued regarding emails in relation to a public records request. A question was asked about why the

Minutes of Workshop Meeting No. 2015-0527W

May 27, 2015

Page 2

Commission would be asked to forward emails as part of a records request if the emails were sent or received through the City's email system. City Clerk May clarified that the reason her office would ask the City Commission about emails is to confirm that there were no emails outside of the City's email system relating to a request.

Under the Sunshine Law presentation, City Attorney Pyburn emphasized that the law also applies to members of all public boards and committees. Discussion continued regarding the Sunshine Law requirements and the State of Florida Ethics and Broward County Code of Ethics requirements, including forms and due dates. Ms. Pyburn distributed the Statement of Financial Interest, Form 1 and City Clerk Leslie May provided a "cheat sheet" for the City Commission to know the filing due dates of all required ethics forms.

Assistant City Attorney Eve Lewis provided a handout, and a presentation on how to use the City's Lobbyist Registration portal (portal.coconutcreek.net). She also discussed how the Commission could access the City Vendor Spreadsheet and the Lobbyist Meeting Form.

The presentation continued regarding Acceptance of Gifts, Honest Services, Solicitations and Receipt of Contributions, Disclosures of Charitable Solicitations, Training and Education Rules, Office of the Inspector General and State Standards of Ethics, Chapter 112 and Florida Statutes.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

Leslie Wallace May MMC
City Clerk

Dated