



AGENDA

SPECIAL COMMISSION MEETING

7:00 PM - Thursday, December 12, 2024

Commission Chambers

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. DELETIONS OR WITHDRAWALS TO THE AGENDA
5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE
6. PRESENTATIONS
7. RESOLUTIONS

- 7.1. RESOLUTION NO. 2024-023 - Clerk Commissioner Hodgkins
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND ADOPTING ARTICLES OF CENSURE AGAINST COMMISSIONER GEOFFREY JACOBS; FINDING THAT COMMISSIONER JACOBS HAS VIOLATED SEC. 2-16 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "CODE OF CONDUCT FOR ELECTED AND APPOINTED OFFICIALS;" FINDING THAT COMMISSIONER JACOBS' BEHAVIOR IS UNACCEPTABLE AND THAT HE MUST MAINTAIN ORDER, DECORUM, CIVILITY AND RESPECT; AND PUBLICLY REPRIMANDING COMMISSIONER JACOBS FOR HIS CONTINUED PUBLIC BEHAVIOR AND MISCONDUCT; DIRECTING THE PUBLIC TRANSMITTAL OF THIS RESOLUTION, ALONG WITH THE PRIOR RESOLUTION OF CENSURE, RELEVANT INVESTIGATIVE REPORTS, AND REPORTS OF THE INSPECTOR GENERAL'S OFFICE TO BE TRANSMITTED TO THE GOVERNOR; REQUESTING THAT THE GOVERNOR SUSPEND COMMISSIONER JACOBS FROM OFFICE PURSUANT TO SECTION 112.51, F.S.; PROVIDING FOR CONFLICTS; PROVIDIN

3 - 18

[Agenda Item Report - AIR-24-144](#)

8. ORDINANCES
9. OLD BUSINESS
10. NEW BUSINESS
11. ATTORNEY COMMENTS
12. TOWN MANAGER COMMENTS
13. COMMISSIONER COMMENTS
Commissioner Jacobs

Acting Clerk Commissioner Kashem
Clerk Commissioner Hodgkins
Vice Mayor Morrisette
Mayor Mohammed

14. ANNOUNCEMENTS

- 14.1. Workshop Commission meeting, Wednesday, January 8, 2025 at 6:00 p.m.
Regular Commission meeting, Wednesday, January 8, 2025 at 7:00 p.m.
Special Magistrate Hearing, January 15, 2025 at 9:00 a.m.

15. ADJOURNMENT

IN ACCORDANCE WITH THE PROVISIONS OF F.S. SECTION 286.0105, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY, OR COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSE, HE OR SHE 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.

ANY PERSON REQUIRING AUXILIARY AIDS AND SERVICES AT THIS MEETING MAY CALL THE TOWN CLERKS OFFICE AT 954-966-4600 AT LEAST TWO CALENDAR DAYS PRIOR TO THE MEETING. IF YOU ARE HEARING OR SPEECH IMPAIRED PLEASE CONTACT THE FLORIDA RELAY SERVICES BY USING THE FOLLOWING NUMBERS: 1-800-955-8770 (VOICE) OR 1-800-955-8771 (TDD)

DECORUM - ALL COMMENTS MUST BE ADDRESSED TO THE COMMISSION AS A BODY AND NOT TO INDIVIDUALS. ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS, OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE COMMISSION, SHALL BE BARRED FROM FURTHER AUDIENCE BEFORE THE COMMISSION BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE COMMISSION IS GRANTED BY THE MAJORITY VOTE OF THE COMMISSION MEMBERS PRESENT. NO CLAPPING, APPLAUDING, HECKLING OR VERBAL OUTBURSTS IN SUPPORT OR IN OPPOSITION TO A SPEAKER OR HIS/HER REMARKS SHALL BE PERMITTED. NO SIGNS OR PLACARDS SHALL BE ALLOWED IN THE COMMISSION CHAMBERS. PLEASE MUTE OR TURN OFF YOUR CELL PHONE OR PAGER AT THE START OF THE MEETING. FAILURE TO DO SO MAY RESULT IN BEING BARRED FROM THE MEETING. PERSONS EXITING THE CHAMBER SHALL DO SO QUIETLY.

Cynthia Garcia-Lima
Town Clerk



Agenda Item Report

Subject:	RESOLUTION NO. 2024-023 - Clerk Commission Hodgkins
Meeting Date:	AGENDA - SPECIAL COMMISSION MEETING - Dec 12 2024
Prepared For:	Town Commission
Staff Contact:	
Dept/Group:	
Recommendation for Counsel to consider:	
Background Information:	
Staff Recommendations:	
Financial Implications:	
Alternatives:	

ATTACHMENTS:

[Resolution 2024-023, Jacobs Censure 2023-008](#)
[Section 2-16 Code of Ordinances](#)

RESOLUTION NO. 2024-023

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND ADOPTING ARTICLES OF CENSURE AGAINST COMMISSIONER GEOFFREY JACOBS; FINDING THAT COMMISSIONER JACOBS HAS VIOLATED SEC. 2-16 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "CODE OF CONDUCT FOR ELECTED AND APPOINTED OFFICIALS;" FINDING THAT COMMISSIONER JACOBS' BEHAVIOR IS UNACCEPTABLE AND THAT HE MUST MAINTAIN ORDER, DECORUM, CIVILITY AND RESPECT; AND PUBLICLY REPRIMANDING COMMISSIONER JACOBS FOR HIS CONTINUED PUBLIC BEHAVIOR AND MISCONDUCT; DIRECTING THE PUBLIC TRANSMITTAL OF THIS RESOLUTION, ALONG WITH THE PRIOR RESOLUTION OF CENSURE, RELEVANT INVESTIGATIVE REPORTS, AND REPORTS OF THE INSPECTOR GENERAL'S OFFICE TO BE TRANSMITTED TO THE GOVERNOR; REQUESTING THAT THE GOVERNOR SUSPEND COMMISSIONER JACOBS FROM OFFICE PURSUANT TO SECTION 112.51, F.S.; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (the "Town") is a municipal corporation located within Broward County, duly organized and existing under the laws of the State of Florida and is charged with providing exceptional municipal public services to citizens and residents located within its corporate limits; and

WHEREAS, Sec. 2-16 of the Town's Code of Ordinances establishes a Code of Conduct for the Town's elected and appointed officials (the "Code of Conduct" or "Code"); and

WHEREAS, the Code of Conduct provides, in relevant part, that all members of the Town Commission shall:

- (1) Work to foster an atmosphere of respect and civility among colleagues on the Town Commission, Town employees, and members of the public;
- (2) Be professional and respectful in all interactions with each other, Town staff and members of the public, including oral and written interactions;

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(5) Refrain from using profanity, intimidation, making disparaging remarks and using ad hominem attacks towards each other or towards members of the public in any setting, including, but not limited to Town Commission meetings and on social media;

WHEREAS, notwithstanding the clear and unequivocal requirement of the Code of Conduct, and prior to the regular Town Commission meeting on October 9, 2024, but during a brief interaction between Commissioner Jacobs and Clerk-Commissioner Hodgkins, Commissioner Jacobs threatened the life and home of Clerk-Commissioner Hodgkins; and

WHEREAS, more specifically, Commissioner Jacobs threatened Clerk-Commissioner Hodgkins, stating that he would be homeless and dead “soon;” and

WHEREAS, this interaction was just the latest in a long list of alleged offenses and violations by Commissioner Jacobs of the Code of Conduct; and

WHEREAS, as further example, Commissioner Jacobs has publicly, and without merit, accused commission members of being criminals and made threatening remarks towards the Town’s professional staff,

WHEREAS, on June 14, 2023, the Town Commission adopted Resolution No. 2023-008, thereby adopting Articles of Censure against Commissioner Jacobs for prior violations of the Code of Conduct and directing the commissioner to maintain order, decorum and civility during the course of his public duties; and

WHEREAS, Commissioner Jacobs has continued to violate the Town’s Code of Conduct and foster an environment of hostility and disharmony in the Town; and

WHEREAS, the actions of Commissioner Jacobs during his tenure in office have resulted in multiple lawsuits and complaints with the Equal Employment Opportunity Commission filed against the Town by current and former employees; and

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WHEREAS, the Town has further engaged outside independent counsel investigators, at great expense to the taxpayers of the Town, to conduct multiple investigations against Commissioner Jacobs resulting from human resources / personnel complaints filed against the Commissioner by current and former employees, including, but not limited to:

- 1) Haddad Coleman Investigative Report, dated August 1, 2023
- 2) Shutts / Calloway Investigative Report, dated March 26, 2024

; and

WHEREAS, at the October 23, 2024, Town Commission workshop, the Town Commission, by consensus and at the request of Clerk-Commissioner Hodgkins, authorized and directed the Town Attorney's Office to commence the drafting of a resolution providing for the formal censure and public reprimand of Commissioner Jacobs for the reasons set forth herein; and

WHEREAS, the Town Commission finds and publicly determines that Commissioner Jacobs has continued to violate the Code of Conduct and that Commissioner Jacobs' continued misconduct warrants a strong public rebuke by and from the Town Commission;

WHEREAS, the Town Commission can only conclude that the nature, tenor and frequency of such violations are willful and intentional on the part of Commissioner Jacobs; and

WHEREAS, Commissioner Jacobs has disregarded and disrespected the Commission's prior direction set forth in Resolution No. 2023-008 to cease all threatening and harassing behavior, and the Town Commission seeks to reaffirm and readopt Resolution No. 2023-008; and

WHEREAS, the Broward County Office of the Inspector General (the "OIG") has recently conducted multiple investigations into the conduct of Commissioner Jacobs and published several reports detailing misconduct and misuse of public funds by Commissioner Jacobs, OIG Final Report, Ref. OIG 23-018-M, dated September 5, 2024; and

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WHEREAS, other members of the Town Commission, and certain members of the Town's professional staff, have repeatedly attempted over the years, both publicly and privately, to respectfully caution Commissioner Jacobs about his continued unacceptable behavior; and

WHEREAS, Commissioner Jacobs has been afforded an opportunity to publicly respond to this resolution; and

WHEREAS, the Town Commission finds that censuring Commissioner Jacobs for repeated willful violations of the Town's Code of Conduct is in the best interests of the citizens and residents of the Town, and that the adoption of this resolution demonstrates to the citizens of the Town and its professional staff that the conduct and behavior continuously exhibited by Commissioner Jacobs is unacceptable; and,

WHEREAS, Sec. 112.51(1), F.S., authorizes the Governor to suspend a municipal officer for malfeasance, misfeasance, neglect of duty, habitual drunkenness, incompetence or permanent inability to perform official duties; and,

WHEREAS, Florida courts have held that "malfeasance" is the performance of completely illegal or wrongful acts by an elected official; and,

WHEREAS, the Town Commission finds that the conduct of Commissioner Jacobs described herein amounts to malfeasance in office, as his behavior resulting in multiple complaints, and multiple investigations substantiating the behavior, despite the clear dictates of the Town's Code of Conduct, are completely illegal or wrongful, as well as incompetence in that it appears Commissioner Jacobs is incapable of avoiding violations of the Town's Code of Conduct and applicable laws as outlined in the investigative reports, and thus warranting suspension by the Governor.

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**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF
THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:**

Section 1. The aforementioned "Whereas" clause is hereby ratified and confirmed as being true and correct and is incorporated herein. All reports referenced in this resolution are expressly incorporated herein by reference and made a part hereof.

Section 2. That the Articles of Censure, as detailed in the foregoing "Whereas" clauses, are hereby accepted and adopted by the Town Commission, and the Town Commission hereby finds and determines that Commissioner Jacobs has violated the Town's Code of Conduct, as set forth in Sec. 2-16 of the Town's Code of Ordinances.

Section 3. That the Town Commission hereby formally censures and publicly reprimands Commissioner Jacobs for his continued unacceptable behavior and misconduct. Further, the Town Commission finds that Commissioner Jacobs' conduct is unacceptable and that he must maintain order, decorum, civility and respect in his dealings with fellow commission members and the Town's professional staff.

Section 4. That a copy of this resolution, along with a copy of Resolution No. 2023-008, copies of all relevant Town investigative reports, and copies of all relevant reports of the Broward County Office of the Inspector General, be transmitted to the Governor for review; and further requesting that the Governor suspend Commissioner Jacobs from office for malfeasance and incompetence pursuant to Sec. 112.51, F.S.

Section 5. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

Section 6. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 7. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2024.

MAYOR ASHIRA MOHAMMED

ATTEST:

CYNTHIA GARCIA-LIMA
Town Clerk

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Town Attorney

RESOLUTION NO. 2023-008

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING AND ADOPTING ARTICLES OF CENSURE AGAINST COMMISSIONER GEOFFREY JACOBS; FINDING THAT COMMISSIONER JACOBS HAS VIOLATED THE TOWN'S CODE OF CONDUCT, AS SET FORTH IN RESOLUTION NO. 2020-090, DATED DECEMBER 9, 2020; FINDING THAT COMMISSIONER JACOBS' BEHAVIOR IS UNACCEPTABLE AND THAT HE MUST MAINTAIN ORDER, DECORUM, CIVILITY AND RESPECT; AND PUBLICLY REPRIMANDING COMMISSIONER JACOBS FOR HIS CONTINUED MISCONDUCT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Pembroke Park (the "Town") is a municipal corporation located within Broward County, duly organized and existing under the laws of the State of Florida and is charged with providing exceptional public services to residents located within its corporate limits; and

WHEREAS, in December 9, 2020, the Town Commission adopted Resolution No. 2020-090 (the "Resolution"), thereby establishing a Code of Conduct for the Town's elected and appointed officials; and

WHEREAS, Commissioner Jacobs was Mayor of the Town when the Resolution was adopted; and

WHEREAS, then-Mayor Jacobs voted in favor of the Resolution in December 2020 and executed the Resolution, as mayor, upon adoption; and

WHEREAS, at the May 25, 2023 Town Commission workshop, the Town Commission, by consensus and at the request of Clerk-Commissioner Hodgkins, authorized and directed the Interim Town Attorney's Office to commence the drafting of a resolution providing for the formal censure and public reprimand of Commissioner Jacobs for the reasons set forth herein; and

WHEREAS, the Town Commission finds that Commissioner Jacobs has repeatedly violated the Resolution, as set forth in greater detail in this resolution, and that Commissioner Jacobs' continued misconduct warrants a strong rebuke from the Town Commission; and

WHEREAS, Section 1(1)(a) of the Resolution states, as follows:

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlines in parliamentary procedure.

WHEREAS, since Commissioner Jacobs was succeeded as mayor by Mayor Ashira Mohammed on April 12, 2023, Commissioner Jacobs has disregarded Mayor Mohammed's repeated efforts to maintain decorum and focus the commission discussion on agenda items and Town business; and

WHEREAS, Section 1(1)(b) of the Resolution states, as follows:

Difficult questions, tough challenges to a particular point of view and criticism or ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not justify nor permit, however, public officials to make belligerent personal, impertinent, slanderous, threatening, abusive, or disparaging comments about other officials, Town staff or members of the public.

WHEREAS, Commissioner Jacobs has repeatedly directed slanderous, threatening, abusive and disparaging comments towards fellow commission members, Town staff and members of the public at public meetings conducted in accordance with Sec. 286.011, F.S., the Florida Sunshine Law; and

WHEREAS, Commissioner Jacobs, at such public meetings of the Town Commission, including regular and workshop meetings, has referred to fellow commission members as "stupid" and "ignorant;" and

WHEREAS, in October 2022, then-Mayor Jacobs sent a homophobic and misogynistic Tik Tok video to the then-Town Attorney, who was an openly gay Town employee, exposing the Town to serious, potential liability and resulting in criminal complaints being filed; and

WHEREAS, on April 12, 2023, the Town's HR Director made an impassioned presentation to the Commission on behalf of "current and former Town employees who do not have a voice," raising charges of intimidation and retaliation against Commissioner Jacobs and accusing Jacobs of attacking Town staff and Town officials on social media; and

WHEREAS, the HR Director further raised allegations of "toxic and abusive" behavior by Commissioner Jacobs and alleged that Commissioner Jacobs has created a "hostile" work environment in the Town; and

WHEREAS, the HR Director's presentation resulted in the Town Commission initiating an investigation into Commissioner Jacobs pursuant to the Town's investigation policy; and

WHEREAS, on May 8, 2023, the HR Director formally notified the Town Manager and the Interim Town Attorney that Commissioner Jacobs had referred to her as a "Nazi" in front of other Town employees at the Town's Food Drive event on May 6; and

WHEREAS, as the decedent of Holocaust survivors, the HR Director was particularly offended by these egregious and outrageous comments; and

WHEREAS, Section 1(1)(C) of the Resolution states, as follows:

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used.

WHEREAS, Commissioner Jacobs has failed to apologize to Town staff and other Town officials despite repeatedly attacking such individuals, publicly and privately, and receiving calls for him to demonstrate some form of contrition; and

WHEREAS, Section 1(3)(a) of the Resolution states, as follows:

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Town staff or appointed officials is not acceptable and will not be tolerated.

WHEREAS, as previously noted, while mayor, Commissioner Jacobs sent a homophobic and misogynistic video to a gay Town employee, exposing the Town to serious, potential liability; and

WHEREAS, as further noted, Commissioner Jacobs allegedly referred to an employee of Jewish heritage as a “Nazi” at a Town event; and

WHEREAS, Section 1(3)(c) of the Resolution states, as follows:

Elected and appointed Town officials should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee’s supervisor. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

WHEREAS, Commissioner Jacobs has routinely and repeatedly attacked the job performance of certain Town employees in public meetings; and

WHEREAS, Commissioner Jacobs has made posts on social media publicly questioning the integrity of not only his fellow commission members, but also of Town employees; and

WHEREAS, Commissioner Jacobs has, at public meetings, referred to the Town as a “shithole” and a “shitshow,” prior to his election to office; and

WHEREAS, other members of the Town Commission, and certain members of the Town's professional staff, have attempted to caution Commissioner Jacobs about his continued unacceptable behavior; and

WHEREAS, the Town Commission finds that censuring Commissioner Jacobs for violations of the Town's Code of Conduct is in the best interests of the citizens and residents of the Town, and that the adoption of this resolution demonstrates to the Town and its professional staff that the conduct and behavior exhibited by Commissioner Jacobs is unacceptable.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:

Section 1. The aforementioned "Whereas" clause is hereby ratified and confirmed as being true and correct and is incorporated herein.

Section 2. That the Articles of Censure, as detailed in the foregoing "Whereas" clauses, are hereby accepted and adopted by the Town Commission, and the Town Commission hereby finds that Commissioner Jacobs has violated the Town's Code of Conduct, as set forth in Resolution No. 2020—90.

Section 3. That the Town Commission hereby formally censures and publicly reprimands Commissioner Jacobs for his continued unacceptable behavior and misconduct. Further, the Town Commission finds that Commissioner Jacobs' conduct is unacceptable and that he must maintain order, decorum, civility and respect in his dealings with fellow commission members and the Town's professional staff.

Section 4. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

Section 5. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 6. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 14th day of June, 2023.



ATTEST:

MARLEN D. MARTELL
Town Clerk

ASHIRA MOHAMMED
Mayor

Approved as to form and legal sufficiency

JACOB G. HOROWITZ
Interim Town Attorney

Sec. 2-16. - Code of conduct for elected and appointed officials.

- (a) *Intent.* The intent of this section is to establish conduct guidelines designed to describe the manner in which elected and appointed Town officials should treat one another. Town staff, constituents, and others they come into contact with while representing the Town of Pembroke Park. This section shall supplement the standards of conduction for public officials and employees, as set forth in Chapter 112. F.S., as well as the Broward County Code of Ethics for Elected Officials, as may be amended from time to time.
- (b) *Conduct guidelines.* All members of the Town Commission shall:
- (1) Work to foster an atmosphere of respect and civility among colleagues on the Town Commission, Town employees, and members of the public;
 - (2) Be professional and respectful in all interactions with each other, Town staff and members of the public, including oral and written interactions;
 - (3) Work to promote, in the general public, an understanding of the role of elected officials and accurate information regarding Town matters;
 - (4) Attempt not to abruptly interrupt each other or members of the public during Town Commission meetings. Only the chair—not individual Commission members—is permitted to interrupt a speaker during a presentation. However, a member may ask the chair for a "point of order" if the speaker is off the topic or exhibiting behavior or language that the member finds disturbing;
 - (5) Refrain from using profanity, intimidation, making disparaging remarks and using ad hominem attacks towards each other or towards members of the public in any settling, including, but not limited to Town Commission meetings and on social media;
 - (6) Refrain from yelling or screaming at each other, Town staff, or members of the public in any setting, including during Town Commission meetings.
- (c) *Commission interaction with Town staff.* Governance of the Town relies on the cooperative efforts of elected officials, appointed officials and Town staff. Therefore, every effort shall be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.
- (1) Under a Commission form of government, elected officials acting in their official capacity will interact with staff. Elected and appointed officials shall not direct staff or interrupt staff while they are in meetings, on the telephone, or engrossed in performing their job functions in order to meet the official's individual needs.
 - (2) Elected and appointed officials shall express any concerns about an employee's performance privately and only to the Town Manager. Elected officials may make direct inquiry on Town matters to the Human Resources Director; however, direction by the elected officials to the

Human Resources Director shall only be through the Town Manager.

- (3) Elected and appointed officials, acting in their individual capacity, shall not attempt to influence Town staff on making appointments, awarding of contracts, selecting of consultants, processing of development applications, granting of Town licenses and permits or any other administrative functions, unless other required by the Town Charter.
 - (4) Elected and appointed officials shall not solicit any kind of political support, including by not limited to financial contributions, displays of posters or lawn signs, or names on support lists from Town staff. Town officers and employees may engage in political activity in accordance with § 104.31, F.S., as may be amended from time to time.
- (d) *Commission interaction with appointed officials.* The Town has established citizen boards to assist in the operation of the Town and to allow for community input. Citizens who serve on boards become more involved in government and serve as advisors to the Town Commission. They are recognized as a valuable resource to the Town's leadership and shall be treated with appreciation and respect.
- (1) Elected officials attending board meetings shall only express their personal opinions. Any public comments by an elected official at a board meeting shall be clearly made as an individual stating a personal opinion and not as a commission member representing the opinion of the Town Commission.
 - (2) The Town Commission appoints individuals to serve on boards, and it is the responsibility of the boards to follow policies established by the Town Commission. Board members do not report to individual commission members and commission members shall not threaten Board Members with removal if they disagree with a Commission member about an issue.
 - (3) Appointment and re-appointment to Town Boards shall be based on such criteria including expertise, ability to work with staff and the public, and a commitment to fulfilling official duties.
 - (4) Board appointments shall not be offered as a political "reward."
 - (5) Elected officials shall be fair and respectful of all citizens serving on Town Boards.
 - (6) Board members may offer political support to an elected official, but such support shall not occur in a public forum while conducting official Town business. Elected officials may support board members who choose to run for office, but such support shall not occur in a public forum in their capacity as a member of the Town Commission.
- (e) *Enforcement and penalties.* This section is intended to be a self-enforcing expression of the standards of conduct for elected and appointed officials in the Town. All newly elected and appointed officials, all candidates for Town Commission, the Town Manager, the Town Clerk and

all applicants to Town boards shall receive a copy of this section. Members entering office shall sign a statement acknowledging that they have read and understand the Code of Conduct, as set forth in this section.

The Town Commission shall have the authority to enforce this section against its own members. In the event that a member of the Town Commission, after being afforded due process, is determined by the commission to have violated this section, the Town Commission may impose one (1) or more of the following:

- (1) Oral reprimand.
 - (2) Written reprimand.
 - (3) Public censure.
 - (4) Any other lawful penalty deemed to be reasonable and appropriate by the Town Commission.
- (f) *Periodic review.* This section shall be reviewed periodically by the Town Commission and updated, as needed.

(Ord. No. 2023-004, § 2, 7-12-23)