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SUMMER 2019 NEWSLETTER

All About Gifts

I have been offered a ticket to an event. May I accept the ticket?

Before accepting, you must identify the **source** of the gift, determine the **value** of it, and the **motivation** for giving it.

SOURCE: Is the gift from a vendor, lobbyist, or principal or employer of a lobbyist who lobbies, sells, or leases to your employer? **If yes, then there is a \$100 gift limit.**

VALUE: You are **prohibited** from accepting any gifts with a **value over \$100** in the *aggregate for the calendar year* from any person or entity that is a **vendor**, a **lobbyist**, or a **principal** or **employer** of a lobbyist who lobbies or who sells or leases to your employer.

- If the gift is not from a vendor, lobbyist, or principal or employer of a lobby, then you must report the gift if its value is over \$100.

MOTIVATION: You are **always prohibited** from accepting a gift from any person where the gift is in exchange for the past, present, or future performance of an official act or legal duty or otherwise constitutes a quid pro quo for an official action.

How do I determine the value of the gift?

- **For a tangible item**, the value is the actual cost of the item.
- **For a ticketed event**, the value is the face value of the ticket.
- **For a gift provided to several individuals** (such as fruit baskets or food platters), the value is the cost of the item divided by the number of persons who partake.

How do I identify the source of the gift to determine if it is from a vendor, lobbyist, or principal or employer of a lobbyist who lobbies, sells, or lease to your employer?

The gift I received is valued at over \$100 from a non-prohibited source. What does the Code require me to do?

Gifts valued at over \$100 must be reported according to Code Sec. 2-444(f).

- **Non-state reporting individuals** (which includes most employees) will report gifts over \$100 on a PBC Gift Form.
- **State reporting individuals** (officials and certain department heads) must comply with Florida Statutes, §112.3148.

If you have questions,
remember to:

Ask First, Act Later

561-355-1915

How to identify VENDORS

- For employees of Palm Beach County - Use the PBC Vendor Search:
<https://www.pbcgov.org/pbcvendors>
- For employees and officials of municipalities - Contact your municipality's Purchasing Department for a list of vendors.

How to identify LOBBYISTS & PRINCIPALS of LOBBYISTS

- For employees and officials of Palm Beach County and municipalities, except Riviera Beach, West Palm Beach, and Palm Beach Gardens - Search the PBC Lobbyist Registry <https://secure.co.palm-beach.fl.us/lrs/registry/searchregistry.aspx> using the following steps:
 - a. Select **Government Entity** in the "Search By" field;
 - b. Enter the agency in the "Select" field and Lobbyist in the "Show" field.
 - c. Click "Search" then "Export Report" under Search Results.
 - d. Now you will have an excel spreadsheet you can search for specific names to find any lobbyist registered for that entity.
 - e. Repeat steps a. – d. above, but select Principal in the "Show" field in b.
- For Riviera Beach employees and officials, contact the City Clerk at 561.845.4090
- For West Palm Beach employees and officials, search <https://wpb.org/Departments/City-Administration/City-Clerk/Lobbyist-Registration/Registry>
- For Palm Beach Gardens employees and officials, go to <https://www.pbgfl.com/549/Lobbyist-Registration> and click on Registered Lobbyists.