



TOWN OF BAY HARBOR ISLANDS
APPLICATION FOR BOARD AND COMMITTEE APPOINTMENTS

Please completely fill out & return this application to the Town Clerk's Office for processing
Town of Bay Harbor Islands
1030 95th Street, Trailer 2
Bay Harbor Islands, FL 33154
(305)-866-6241

Your service to our Town is earnestly solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the Town of Bay Harbor Islands. Residents are cordially invited to apply for appointment by the Town Council to a Town Board/Committee. Application must be completely filled out with a cover letter and/or resume. Please check Board/Committees for which you wish to be considered:

Design Review Board Parks & Recreation Committee Charter & Ordinance Committee Sustainability & Resiliency

Application is for: New Appointment Re-submission If you currently serve on a Board, please state which Board:

* Per Section 112.317 Florida Statutes, members of some Board/Committees are required to file a Financial Disclosure Report.

Please type or print information

PERSONAL:

Name: E-Mail: Residency Years: Select years

Residential Address Bay Harbor Islands, FL Zip Code: 33154

Telephone number: Cell number: Business number:

EDUCATION:

High School: Location:

College: Location:

Year Completed: Degree: Major:

Other professional or technical training (Name of School, course name, etc.)

EMPLOYMENT:

Please provide your current/previous employment (attach a copy of a cover letter and/or resume)

Current/ Previous Employer:

Address:

Title: Years of Service:

If you are applying for the Design Review Board, please check one of the following professions.

Other profession:

OTHER QUALIFICATIONS:

Briefly describe any specific expertise and/or abilities that would pertain to your service on a Town Board/Committee:

Enter any specific expertise and/ or abilities.

ACKNOWLEDGMENT (Check Below:)

- I understand that in accordance with the Florida Sunshine Law, this information will be available for public review, and I waive any objections to such publication.
- I understand that appointment to any of the positions indicated above is a voluntary service.
- If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the Town, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- I understand, if appointed, an updated application must be submitted to seek appointment to another board and committee.
- I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- I understand that I may sit on only one Council appointed board.

Board/Committee Members are required to file a financial disclosure statement each year.

Signature of Applicant

Date

OFFICE USE ONLY

If the applicant is reapplying, provide their attendance.

Present:

Absent:

Years served:

The Council member nominating the applicant:

- Mayor Joshua D. Fuller
- Council Member Molly Diallo
- Council Member Eric Rappaport
- Vice Mayor Isaac Salver
- Council Member Teri D'Amico
- Council Member Robert H. Yaffe
- Council Member Stephanie Bruder

Elected:

- SEAT 1
- SEAT 2 (1 YEAR)
- SEAT 3
- SEAT 4 (1 YEAR)
- SEAT 5
- SEAT 6 (1 YEAR)
- SEAT 7

ORDINANCE NO. 1106

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING SECTIONS 5-23.01 OF THE TOWN'S CODE OF ORDINANCES AS RELATED TO THE DESIGN REVIEW BOARD; AMENDING CHAPTER 5 ENTITLED BUILDING AND CONSTRUCTION; AMENDING ARTICLE II ENTITLED DESIGN REVIEW BOARD; SECTIONS 5-23.01 ENTITLED DESIGN REVIEW BOARD MEMBERSHIP; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Bay Harbor Islands originally adopted the Design Review Board on September 10, 2021, to review and evaluate applications as to whether the designs of the new development, redevelopment and/or improvements within the town is compatible with existing development; and

WHEREAS, the Town of Bay Harbor Islands desires to amend the Town Code to update the regulations concerning the appointment of Board members; and

WHEREAS, the Town Council periodically studies various land development trends and issues, and if felt to be appropriate amends the Town's Land Development Code regulations accordingly; and

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS FLORIDA:

Section 1: The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2: That the Town of Bay Harbor Islands Building and Construction Code is hereby amended to modify Sections 5-23.-01 related to the planning, design and zoning board approval, as more fully set forth in the attached Exhibit "A", and by reference are made a part hereof.

Section 3: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that the invalidity shall not affect the other sections, paragraphs, sentences, words or application of this Ordinance.

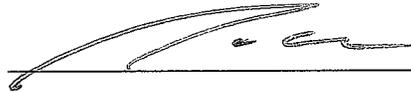
Section 4: That it is the intention of the Town Council of the Town of Bay Harbor Islands, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Bay Harbor Islands' Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Section 6: That this Ordinance shall be in full force and take effect immediately upon its passage and adoption.

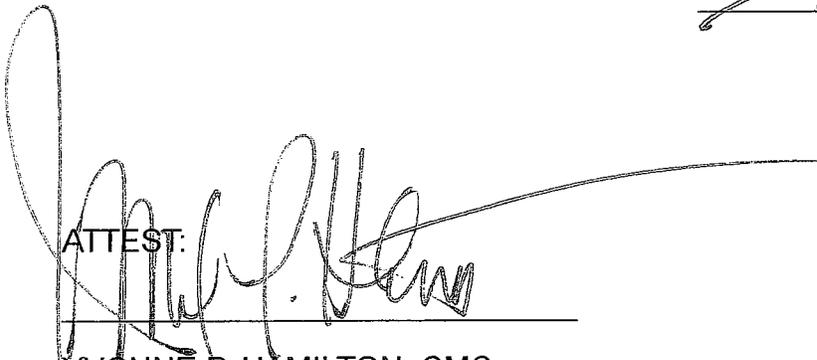
PASSED on First Reading this 14th day of August 2024.

PASSED on Second Reading this 12th day of September 2024.



JOSHUA D. FULLER

MAYOR

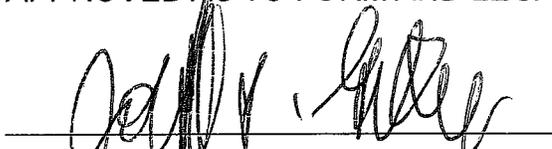


ATTEST:

YVONNE P. HAMILTON, CMC

TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



GREENSPOON MARDER, LLP

TOWN ATTORNEYS

BY: JOSEPH S. GELLER, ESQ.

EXHIBIT A

Sec. 5-23.01. - Design Review Board Membership.; ~~appointment; vacancies; terms; removal; meetings; officers; and quorum.~~

- a) *Members.* ~~Effective November 30th, 2021, the planning and zoning board which heretofore existed, shall be retitled as the design review board consisting of seven members. Up to five of the members shall be presently employed full time or were employed full time in the field of engineering, architecture, land use and zoning law, city planning, construction, or any other field which substantially relates to the planning and development of real estate. The Design Review Board, formerly known as the Planning and Zoning Board until its renaming on November 30, 2021, shall be composed of seven (7) members. To apply, the following requirements must be met:~~
- 1) Seven (7) members must meet at least one of the following criteria. They must be currently employed full-time in, or have been employed full-time in the past in:
 - i. Florida licensed PE or professional experience in engineer;
 - ii. Florida-licensed architect or professional experience in architecture;
 - iii. Florida-licensed attorney with professional experience in land use and zoning law;
 - iv. Certified planner (AICP) or professional experience in urban and regional planning;
 - v. Florida-licensed general contractor or a construction management professional, construction project manager, construction superintendent or construction estimator;
 - vi. Registered interior designer or professional experience in interior design;
 - vii. Florida-licensed landscape architect, arborist or professional experience in horticulture;
 - viii. Education and/or experience in sustainability and resiliency, which may include environmental science;
 - ix. Florida- licensed broker or real estate;
 - x. Other related profession.
 - 2) ~~The professional two remaining~~ All members shall **must** be residents of the town for a minimum of one (1) year. ~~and they are not required to possess any professional license or professional designation.~~
 - 3) Each member of the design review board shall serve for a two-year term unless they resign, are no longer able to serve, or are otherwise removed as set forth in subsection (d).

b) *Staggered board Term.* ~~The design review board shall be a staggered board. As such, as a one-time event in 2020, three of the seven appointed members appointed by the town council (who shall be selected randomly through a lottery type drawing") shall serve on the design review board for a one-year term. After the 2020 appointments, each member shall be appointed to serve on the design review board for two (2) year terms as set forth in subsection (a), above. Effective January 2025, all members of the Design Review Board must submit a new application to be considered for reappointment. The Design Review Board will operate on a staggered term basis. As a one-time adjustment in 2025, three of the seven members appointed by the Town Council will be selected randomly through a lottery process to serve one-year terms. Following these 2025 appointments, all subsequent members will be appointed to serve two-year terms as outlined in subsection (a) above.~~

c) *Appointment to the Design Review Board.* Each Town council member shall submit one ~~or more~~ persons as candidates for consideration by the town council for appointment to the Design Review Board. All candidates are required to complete the Town's advisory board/committee application. Both new candidates and current members seeking reappointment must submit the necessary documentation. Along with the completed application, candidates must provide a cover letter, a resume, and evidence of their professional qualifications. If applicable, candidates must also include their license number. The members of the Design Review Board shall be appointed by resolution by the Town Council. All application documents must be emailed to the Town Clerk before any deadline.

1) The Town Council shall appoint seven (7) board members by the majority vote of the Council present at the meeting. In order for a candidate to be appointed to the design review board, the candidate must meet the membership requirement of subsection (a) and must be approved by at least four (4) town council members.

2) The Town Council shall take into consideration a candidate's educational, technical, and professional experience. The candidate's profession, degrees, and training in engineering, architecture, planning, or other mobility safety matters shall be taken into consideration by the Town Council when appointing members.

d) *Vacancies.* ~~Should a design review board member resign, lose the residency requirement of subsection (b), be removed pursuant to subsection (d), or otherwise~~

~~not be able to serve on the design review board for whatever reason, the member's vacancy shall be filled pursuant to subsection (b). In the event that a Design Review Board member resigns, fails to meet the residency requirement specified in subsection (b), is removed in accordance with subsection (e), or is otherwise unable to fulfill their duties, the Town Clerk shall issue a public notice to announce the vacancy. The Town Council shall then appoint a new member to fill the position by a majority vote of the Council members present at the meeting.~~

- e) ~~Removal of members. The Town Council, upon vote of at least five (5) Council members, may remove any Design Review Board member, with or without cause, at any time. Any member who misses three (3) consecutive regularly scheduled design review board meetings or misses five (5) meetings in any 12-month period may be removed from the design review board. The Town Council may remove any member of the Design Review Board at any time, with or without cause, by a vote of at least five (5) Council members. A member may be removed if they miss three (3) consecutive regularly scheduled meetings or a total of five (5) meetings within any 12-month period.~~
- f) *Meetings.* One regularly scheduled Design Review Board meeting shall be scheduled monthly, in the evening on the first Tuesday of every month, or, if a different meeting date is deemed necessary, then the meeting can be rescheduled to a date to be selected by the board chair or the town manager, except that no regularly scheduled meetings shall be held in the months of July and December. If additional meeting(s) are desired, the chairperson, or at least a minimum of two (2) members of the board, or the mayor, or ~~at least a minimum of two (2) Town Council members,~~ may request a meeting, subject to availability and approval by a majority of the board members. The Town Clerk shall be responsible for publishing public notice of all Design Review Board meetings.
- 1) No item may be discussed for longer than 45 minutes ~~absent a successful~~ without a motion to extend the time for discussion time, which shall be done only in increments not to exceed 15 minutes.
 - 2) Meetings of the Design Review Board shall conclude by 11:00 p.m., provided that any item which has begun to be heard by the board before 11:00 p.m. shall be allowed to proceed until there is a board vote on the item (subject to the 45 minutes limit established above). Any unfinished business shall be deferred to the next meeting.
 - 3) There will be a two (2) minute time limit for each speaker during public comments.
- g) *Officers.* One member shall be elected by the Design Review Board as chairperson. One member shall be elected by the Design Review Board as vice-chairperson. The

chairperson and vice-chairperson shall serve a term of one (1) year. A new election shall occur at the conclusion of the one (1) year term. In the event that the chairperson position becomes vacant within the one-year term, the vice-chairperson shall be appointed as chairperson for the duration of the prior chairperson's term and the Design Review Board shall elect a member to the vice-chairperson position for the duration of the prior vice-chairperson's term. The chairperson shall preside at overall Design and Review Board meetings. In the chairperson's absence, the vice-chairperson shall preside. ~~The chairperson~~ Town Clerk shall submit ~~any and all~~ reports and recommendations of the Design Review Board to the Town Council, at the following month's Council meeting. ~~The town shall provide a secretary for the design review board, and~~ The Town Clerk shall be the custodian of all records, books, and journals of the design review board.

- h) *Quorum*. Four (4) present members shall constitute a quorum.
- i) Attendance. Any members who miss three (3) consecutive regularly scheduled Design Review Board meetings or miss five (5) meetings in any twelve (12) month period may be removed from the design review board.
- j) [Rules, regulations.] The Town Council shall promulgate such rules and regulations as may be reasonably necessary to govern the operations of the design review board in the performance of its duties. Proper public meeting decorum shall occur, with respect for landowners, developers, board members, speakers and design professionals. In the absence of contrary rules approved by the town as to any matter, Robert's Rules of Order, Newly Revised, shall govern.

General Information		
Name:	DISCLOSURE FILER	
Address:	SAMPLE ADDRESS	PID SAMPLE
County:	SAMPLE COUNTY	
AGENCY INFORMATION		
Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period
THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income		
PRIMARY SOURCE OF INCOME (Over \$2,500) for sources of income to the reporting person (If you have nothing to report, write "none" or "n/a")		
Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

E-FILED SAMPLE

Secondary Sources of Income			
SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")			
Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property
REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")
Location/Description

Intangible Personal Property	
INTANGIBLE PERSONAL PROPERTY (Stock, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")	
Type of Intangible	Business Entity to Which the Property Relates

E-FILED SAMPLE

Liabilities	
LIABILITIES (Major debts valued over \$10,000): (If you have nothing to report, write "none" or "n/a")	
Name of Creditor	Address of Creditor

Interests in Specified Businesses
INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses) (If you have nothing to report, write "none" or "n/a")
Business Entity # 1

Training
Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILED SAMPLE

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

ORDINANCE NO. 1105

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES RELATED TO THE REGULATION OF THE PARKS AND RECREATION COMMITTEE; AMENDING CHAPTER 15, ARTICLE I, RETITLING FROM RESERVED TO SECTION 15-2 "THE PARKS AND RECREATION COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Bay Harbor Islands is responsible for the public health, safety, and welfare of the citizens of the Town of Bay Harbor Islands and those coming to the Town; and

WHEREAS, the Town of Bay Harbor Islands originally adopted a Resolution for the Parks and Recreation Committee on August 14, 2017, in order to deal with issues relating to the planning and developing of parks and to plan for the provision of certain education, recreation, leisure and cultural development for the citizens of the Town of Bay Harbor Islands, the Town Council should create a committee to advise them on such matter; and

WHEREAS, section 316.2128, Florida Statutes, allows for local governments to regulate by ordinances the operation of micromobility and motorized scooters on streets, highways, sidewalks, and sidewalk areas within the local government's jurisdiction; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS, FLORIDA:

Section 1: The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2: That Chapter 15 of the Town Code entitled Parks and Recreation is hereby retitled reserved to Section 15-2 "The Parks and Recreation Committee", and by reference are made a part hereof.

Section 3: That if any section, paragraph, sentence or word of this Ordinance or the application thereof to any person or circumstance is held invalid, that the invalidity shall not affect the other sections, paragraphs, sentences, words or application of this Ordinance.

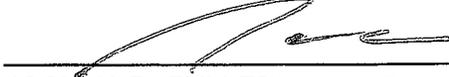
Section 4: That it is the intention of the Town Council of the Town of Bay Harbor Islands, and it is therefore ordained, that the provisions of the Ordinance shall become and be made a part of the Town of Bay Harbor Islands' Code of Ordinances, that sections of this Ordinance may be re-numbered or re-lettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 5: That all Ordinances, parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

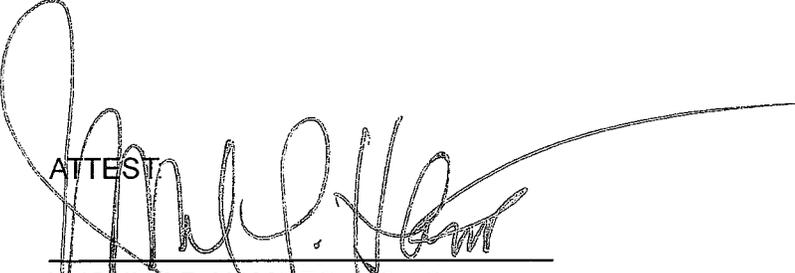
Section 6: That this Ordinance shall be in full force and take effect immediately upon its passage and adoption.

PASSED on First Reading this 14th day of August 2024.

PASSED on Second Reading this 12th day of September 2024.



JOSHUA D. FULLER, MAYOR

ATTEST


YVONNE P. HAMILTON, CMC
TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



GREENSPOON MARDER, LLP
TOWN ATTORNEYS
BY: JOSEPH S. GELLER, ESQ.

EXHIBIT A

ARTICLE I. - IN GENERAL

Sec. 15-2. -Reserved The Parks and Recreation Committee

The Parks and Recreation Committee is charged with advising the Town Council upon issues involving the development and renovation of parks and recreational facilities that provide the Town of Bay Harbor Islands residents with opportunities for education, recreation, leisure and cultural development. The Committee will accomplish this mission through long-range planning and policy formation based upon monitoring public need and usage of park and recreational facilities for recommendation to the Town Council.

- a) Members. The membership of the Parks and Recreation Committee shall be five (5) members, and two (2) additional members may be appointed by the Town Council to serve as alternates. Alternates may attend Committee Meetings in order to establish a quorum and, thereafter, participate in the discussion and vote on the matters presented. Alternates shall not vote or participate in discussion if a quorum is present without the alternate(s).
 1. All appointments shall be residents of the Town for a minimum of six (6) months or shall demonstrate an ownership interest for a minimum of six (6) months in a business located in the Town for a minimum of six (6) months.
- b) Terms. Members and alternates of the Parks and Recreation Committee shall be appointed to serve two-year terms. To be considered for reappointment, all members and alternates must reapply at the end of their term.
- c) Appointments. All candidates are required to complete the Town's advisory board/committee application. Both new candidates and current members seeking reappointment must submit the necessary documentation. Along with the completed application and evidence of their residency. The members and alternates of the Parks and Recreation Committee shall be appointed by resolution by the Town Council. All documents must be emailed to the Town Clerk before the deadline. The Town Council shall appoint five (5) board members and two (2) alternate by the majority vote of the Council present at the meeting. In order for a candidate to be appointed to the Parks and Recreation Committee, the candidate must meet the membership requirement and must be approved by at least five (5) town council members. To act in an advisory capacity to the Town Council.
- d) Vacancies. The Town Clerk shall issue a public notice regarding any vacancies on the Parks and Recreation Committee. In the event that a Parks and Recreation Committee member resigns, fails to meet the residency requirement, is removed in

accordance with subsection (e), or is otherwise unable to fulfill their duties, the vacancy shall be filled by one (1) of the alternates to complete the remaining term. The Town Council shall appoint an alternate to serve as a member by a majority vote of the Council members present at the meeting.

- e) Removal of members. The Town Council, upon the vote of at least five (5) Council members, may remove any Parks and Precreation Committee member, with or without cause, at any time.
- f) Meetings. The Committee shall meet at least quarterly. The chairperson shall have the right to call meetings more often. The Town Clerk shall advise the Town Council if a Committee has not met at least once a quarter, at which time, the Town Council shall take a vote as to whether to dissolve the Committee.
 - 1. During the organizational meeting of the Committee each year, the membership shall elect a committee member to serve as Chairperson. The Committee may also elect a Secretary and a Vice Chairperson to preside in the absence of the Chairperson.
 - 2. No item may be discussed for longer than 45 minutes absent a successful without a motion to extend the time for discussion time, which shall be done only in increments not to exceed 15 minutes.
 - 3. Meetings of the Parks and Recreations Committee shall conclude by 10:00 p.m., provided that any item which has begun to be heard by the board before 10:00 p.m. shall be allowed to proceed until there is a board vote on the item (subject to the 45-minute limit established above). Any unfinished business shall be deferred to the next meeting.
 - 4. There is a two (2) minute time limit for each speaker during public comments.
- g) Notice of Meetings. The Town Clerk shall be responsible for providing public notice of all Parks and Recreation Committee meetings.
- h) Quorum. The presence of a majority of the Committee members shall constitute a quorum. If a quorum is not present, the meeting shall not take place and no discussions, presentations, or exchange amongst Committee members shall occur.
- i) Attendance. Committee members who are absent three (3) or more times during a twelve (12) month period shall be subject to removal by the Town Council. The Committee staff liaison shall notify the Town Clerk when a member is absent more than three (3) times in a twelve (12) month period. The Town Clerk shall notify the Town Council of such absence and the Council shall decide if replacement is necessary and a vacancy exists. Compensation. Committee members shall serve without compensation and shall not be reimbursed for travel, mileage, or per diem expenses.

- j) Staff Liaison. The Town Manager shall designate a staff member to serve as a liaison to the Committee. The liaison shall attend Committee meetings and provide staff support.
- k) Agenda. The staff liaison, in consultation with the chairperson, shall prepare an agenda for each Committee meeting. The agenda shall be submitted to the Town Clerk for posting as required by Resolution No. 1050 referenced above.
- l) Committee Reports. The Chairperson or his/her designee shall submit a written report to the Town Clerk, that shall set forth the Committee's recommendations to the Town Council. The contents of the report shall be approved by the Committee prior to the submission to the Town Clerk and the Committee's presentation of the report to the Town Council, through its representative, at a publicly held meeting.
- m) Rules of Procedures. The Committee may adopt its own order of business and rules of procedure governing its meetings, and adverse not inconsistent with the provisions set forth herein. Such rules and procedures shall be filed with the Town Clerk. The Committee shall comply with all requirements of Chapter 119 (Public Records) and 286 (Sunshine Law), of the Florida Statutes, together with the Town Code of Ordinances.



SOURCE OF INCOME STATEMENT

Section 2-11.1(i) of the County Ethics Code requires that certain employees, public officials, and consultants file a financial disclosure Statement on a yearly basis by July 1st of every year. For the last year of service, file SOI-F.

Disclosure for Tax Year Ending 2023	Last Name (or, Consultant or Consulting Firm name)	First Name	Middle Name/Initial
Mailing Address – Street Number, Street Name, or P.O. Box			
City, State, Zip			

If your home address is your mailing address, and your home address is exempt from public records pursuant to Fla. Stat. §119.07, read instructions on the following page **and check here.**

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input type="checkbox"/> Municipal: _____ (Municipality)		
Department		
Position or Title		Employee ID Number
Work address	Work telephone	Employment began on/ended on

Filing as (check one)

<input type="checkbox"/> County Board <input type="checkbox"/> Municipal Board: _____ <input type="checkbox"/> Consultant for County or Municipal Agency (Municipality)		
Board where serving or name of County or Municipal Agency Consultant is providing professional services to		
Alternate address (if home address is exempt)	Work telephone	Term began on/ended on

List below every source of income you received, along with the address and the principal activity of each source. Include your public salary. Place the sources of income in descending order, with the largest source first. Examples of sources of income include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, and social security payments. Also, include any source of income received by another person for your benefit. However, the income of your spouse or any business partner need not be disclosed. **If continued on a separate sheet, check here.**

Name of Source of Income	Address	Description of the Principal Business Activity

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

Date signed

RECEIVED BY ELECTIONS DEPARTMENT:

- Hardcopy
- Electronic Copy

SOURCE OF INCOME INFORMATION

Required by the Miami-Dade County Code, Section 2-11.1(i)

The term **INCOME** shall include, but is not limited to, the following items: wages, salaries; tips; bonuses; commissions & fees; dividends, interest; profits from businesses and professions; your share of profits from partnerships and small business corporations; pensions, annuities & endowments; profits from the sale or exchange of real estate, securities or other property, including personal residence; rents and royalties; your share or estate or trust income, including accumulated distributions; alimony, separate maintenance or support payments; prizes; awards; fees as an Executor, Administrator or Director; disability retirement payments; workmen's compensation, insurance; damages; social security payments, etc.

FILING INSTRUCTIONS

A "Source of Income Form," (SOI) or a signed copy of the personal income tax forms may be filed to satisfy the filing requirement for County/Public Health Trust employees, municipal employees, advisory board members, and consultants providing professional services to the County or a Municipality who are not required to file under State law. State filers who also hold County or Municipal positions (for example, State filers who also serve on County or Municipal boards) meet the County financial disclosure requirement by filing a **copy** of their state form with the Miami-Dade County Elections Department or their Municipal clerk.

The Source of income Form must be filed yearly no later than 12:00 noon of July 1st. Consultants file within thirty (30) days of execution of a contract arising out of competitive negotiations and prior to any payments from the County, municipalities or other agencies and thereafter on a yearly basis no later than 12:00 noon of July 1st. For the last year of service, file "Final Source of Income Form" (SOI-F). The SOI and SOI-F should not be used as a substitute for State Form 1 or State Form 1F for those required to file under state requirements.

Filers whose address is exempt pursuant to Fla. Stat. §119.07 must provide an alternate address such as a business address or the address of the board if the filer serves on a board.

This form must be filed by July 1st of each year and should not be used as a substitute for State Form 1 for those required to file under state requirements. For the last year of service, file SOI-F.

Example (Review sources of income above; note- no monetary amount required).

Name of Source of Income	Address	Description of Principal Business Activity
Place of employment	Address where employed	Salary
Rental Property	123 Anywhere Street Miami, FL 00000	Rental income
Social Security	Social Security office closest to your zip code	Social Security income

Miami-Dade County (including Public Health Trust) Personnel and Advisory Board members shall file completed forms with:

Miami-Dade Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue
Miami, FL 33172

or

P.O. Box 521550
Miami, FL 33152-1550

or at: financial.disclosures@miamidade.gov

Municipal Personnel and Advisory Board Members shall file completed forms with their respective Municipal Clerk. For further information, Miami-Dade County and Public Health Trust employees may contact the Miami-Dade Elections Department Financial Disclosure Section via telephone at 305-499-8413 or via email at financial.disclosures@miamidade.gov. Municipal employees may contact their respective Municipal Clerk's Office.

Note RE: Florida Statutes § 119.07: The role of our office is to receive and maintain forms filed as public records. If your home address is exempt from disclosure and you do not wish your home address to be made public, please use your office or other address for your mailing address. The following persons are exempt from disclosing their home addresses: active or former law enforcement personnel, including correctional and correctional probation officers, personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; firefighters; justices and judges; current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; county and municipal code inspectors and code enforcement officers.

2023 Form 1 Instructions Statement of Financial Interests

Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

When To File:

Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

ATTACHMENTS: A filer may include and submit attachments or other supporting documentation when filing disclosure.

PUBLIC RECORD: The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

QUESTIONS about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Instructions for Completing Form 1

Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

Interests in Specified Businesses

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

CE FORM 1 - Effective: April 11, 2024

Incorporated by reference in Rules 34-8.001(2) and 34-8.202(1), F.A.C