CITY COUNCIL MEETING
NOVEMBER 14, 2019 – 7:00 P.M.
MINUTES

1. CALL TO ORDER
Mayor Tyson called the City Council Meeting to order at 7:00 p.m. and asked the Clerk to call the roll.

2. ROLL CALL: PRESENT: Council Member Herrera, Council Member Hernandez, Council Member Salgado, City Manager Mathes, Attorney Warren W, Dill and Mayor Joel Tyson. ABSENT: Council Member Savage (excused).

3. PLEDGE OF ALLEGIANCE TO THE FLAG
The pledge was recited.

4. INVOCATION:
Mayor Tyson gave the Invocation.

5. APPROVAL OF MINUTES: of the Emergency Meeting held on August 30, 2019 and City Council Meeting of October 17, 2019.
Mayor Tyson introduced the minutes, Attorney Dill interjected that on page 2, the minutes regarding Carter Associates has been amended to read: Carter Associates requested the State make changes but there’s no new laws effective until October 31st.

MOTION by Council Member Herrera, SECONDED by Council Member Hernandez, to approve the minutes of Emergency Meeting of August 30, 2019 and the City Council Meeting of October 17, 2019, as amended.
ALL AYES: MOTION CARRIED 4-0

6. PUBLIC HEARINGS:
(a) ORDINANCE 2019-19/AN ORDINANCE OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, ADOPTING AN AMENDMENT TO THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; APPROPRIATING ADDITIONAL FUNDS FOR THE COMMUNITY DEVELOPMENT DEPARTMENT, DUE TO UNEXPECTEDLY HIGH REVENUE VOLUME, AND CORRESPONDINGLY HIGHER EXPENDITURE VOLUME; AUTHORIZING THE TRANSFER OF FUNDS HERIN APPROPRIATED; PROVIDING FOR AN EFFECTIVE DATE. Public Hearing and 2nd & Final Reading, November 14, 2019, 7:00 p.m.
Mayor Tyson introduced the Public Hearing and Attorney Dill read Ordinance 2019-19, by title only.

Public Hearing at 7:05 p.m. and added anyone wishing to address the ordinance to please come to the podium and state their name and address for the record, hearing none, he asked Council and entertained a motion to adopt.

MOTION by Council Member Salgado, SECONDED by Council Member Hernandez, to adopt ORDINANCE 2019-19/AN ORDINANCE OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, ADOPTING AN AMENDMENT TO THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; APPROPRIATING ADDITIONAL FUNDS FOR THE COMMUNITY DEVELOPMENT DEPARTMENT,
DUE TO UNEXPECTEDLY HIGH REVENUE VOLUME, AND CORRESPONDINGLY HIGHER EXPENDITURE VOLUME; AUTHORIZING THE TRANSFER OF FUNDS HEREFIN APPROPRIATED; PROVIDING FOR AN EFFECTIVE DATE.
ROLL CALL: AYES: Council Member Herrera, Council Member Hernandez, Council Member Salgado and Mayor Tyson. NAYS: None.

7. PUBLIC COMMENTS:
Mayor Tyson opened the floor to the public adding please come to the podium and state your name and address for the record. There were no comments.

8. MANAGER’S MATTERS:
City Manager Mathes updated as follows:
- Boys & Girls Grand Opening November 21st at 4:00 p.m.
- Concerns:
  - Sonrise Villas
  - Dollar General
  - 162 S. Magnolia
  - 93 N. Orange
- 2020 Census Community Action Committee – IRC Appointment Request.
- Road Assessment Discussion set foe 12/05/2019
- 89th Street Annexations
- N Broadway Sewer Expansion & Others
- CDD Reorganization (last task) – purchase compatible software
- County/City Utility Plan
- Development Update
  - F 392
  - Aldea
  - Kahn Property
  - Tractor Supply – seeking 11/23 soft opening

9. MAYOR’S MATTERS:
(a) Public Works Department Report – October 2019.
Mayor Tyson asked if there were any questions or comments on the report, hearing none.
Mayor Tyson updated as follows:
- Attended the TCCLG Meeting
- Tax Payer’s Association Meeting – Bob Solari was the speaker.

10. COUNCIL MATTERS:
Council Member Herrera updated as follows:
- Our Lady of Guadeloupe will be holding the Annual Event on December 12th and will gain utilize the stage.

Council Member Hernandez had no matters.
- Attended Beach & Shores Committee Meeting they have begun beach restoration, turtle nesting season has ended and they have accounted for 8,510 eggs laid.
Council Member Salgado had no matters.

11. CITY ATTORNEY’S MATTERS:
Attorney Dill added Johnathan Rhodeback will be presenting the Sunshine Law and the Ethics portion of the meeting.

- Carter Associates requested the State make changes but there’s no new laws effective until October 31st.
  Corrected 11/14/2019 by WW Dill
- SRID Mediation Date needs to be selected its being handled by Judge Kanarek, he is available on January 7, 9 & 14 beginning at 9 a.m. in the Council Chambers. Council agreed to January 9th at 9 a.m.

12. NEW BUSINESS:

(g) Authorize the Mayor to execute the revised SAFEbuilt Contract.
Mayor Tyson introduced the item and added that City Manager Mathes requested we move the item since those present are from Miami.

MOTION by Council Member Herrera, SECONDED by Council Member Hernandez, to move Safe-Built Contract before 12(a).
ALL AYES: MOTION CARRIED. 4-0

After a brief presentation by Ms. Jackson, the following action was taken,

MOTION by Council Member Herrera, SECONDED by Council Member Hernandez, to authorize the Mayor to execute the revised SAFEBuilt Contract.
ALL AYES: MOTION CARRIED. 4-0

(a) RESOLUTION 2019-23/A RESOLUTION OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA SUPPORTING THE 2020 U.S. CENSUS; AND PROVIDING FOR AN EFFECTIVE DATE.
Mayor Tyson introduced the Resolution and Attorney Dill read Resolution 2019-23, by title only, Mayor Tyson entertained a motion to adopt.

MOTION by Council Member Herrera, SECONDED by Council Member Salgado, to adopt RESOLUTION 2019-23/A RESOLUTION OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA SUPPORTING THE 2020 U.S. CENSUS; AND PROVIDING FOR AN EFFECTIVE DATE
ALL AYES: MOTION CARRIED 4-0

(b) RESOLUTION 2019-27/A RESOLUTION OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, DECLARING THE UNOPPOSED INCUMBENT AND UNOPPOSED QUALIFIED CANDIDATE AS WINNERS PURSUANT TO FLORIDA STATUTES 101.151(7); DIRECTING THE CLERK TO ENTER THE RESULTS OF THE ELECTION IN THE OFFICIAL MINUTES OF THE MEETING OF THE CITY COUNCIL; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.
Mayor Tyson introduced the Resolution and Attorney Dill read Resolution 2019-27, by title only, Mayor Tyson entertained a motion to adopt.

MOTION by Council Member Herrera, SECONDED by Council Member Salgado, to adopt RESOLUTION 2019-27/A RESOLUTION OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, DECLARING THE UNOPPOSED INCUMBENT AND UNOPPOSED QUALIFIED CANDIDATE AS W
INNERS PURSUANT TO FLORIDA STATUTES 101.151(7); DIRECTING THE
CLERK TO ENTER THE RESULTS OF THE ELECTION IN THE OFFICIAL MINUTES
OF THE MEETING OF THE CITY COUNCIL; PROVIDING FOR REPEAL OF
RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND
PROVIDING AN EFFECTIVE DATE.
ALL AYES: MOTION CARRIED. 4-0

(c) SWEARING IN OF COUNCIL ELECT:
   (1) Inocensia Hernandez
   (2) Gerald W. "Jerry" Renick

Attorney Dill swore in the Inocensia Hernandez and Gerald W. “Jerry” Renick
as Council Members.
RECESS: Mayor Tyson called for a recess at 7:53 p.m.
RECONVENE: Mayor Tyson reconvened at meeting at 8:00 p.m.

(1) SELECTION OF MAYOR
Council recommended Joel Tyson as Mayor

MOTION by Council Member Herrera, SECONDED by Council Member Salgado,
to appoint Mr. Tyson as Mayor.
ALL AYES: MOTION CARRIED. 5-0

(2) SELECTION OF VICE MAYOR
Council recommended Fernando R. Herrera as Vice Mayor

MOTION by Council Member Salgado, SECONDED by Council Member
Hernandez, to appoint Mr. Herrera as Vice-Mayor.
ALL AYES: MOTION CARRIED. 5-0

(3) SELECTION OF MAYOR PRO-TEM
Council recommended Jessica Salgado as Mayor Pro Tem.

MOTION by Council Member Herrera, SECONDED by Council Member
Hernandez, to appoint Ms. Salgado as Mayor Pro-Tem.
ALL AYES: MOTION CARRIED. 5-0

(d) SUNSHINE LAW & GUIDE TO THE CODE OF ETHICS Presentation by
City Attorney Warren W. Dill.

Attorney Rhodeback provided the Sunshine Law refresher and the Ethics
portion. The prepared document is attached.

(e) APPOINTMENT TO COMMITTEES, COUNCILS & BOARDS representing
Fellsmere.
Mayor Tyson introduced the appointments as follows:
   1. Treasure Coast Council of Local Governments – Mayor Joel
      Tyson, Member and Jerry Renick agreed to serve as Member and Alternate.

   2. Treasure Coast Regional League of Cities – Mayor Joel Tyson
      and Jerry Renick, Council Member agreed to serve as Member and Alternate.
3. Beach & Shore Preservation – Inocensia Hernandez agreed to serve Jessica Salgado agreed to be the Alternate Member.

4. Economic Development Council – Jessica Salgado agreed to serve and Ino Hernandez agreed to be the Alternate Member.

5. Elected Officials Oversight Committee – Jessica Salgado agreed to serve and Ino Hernandez agreed to be the Alternate Member.

6. Metropolitan Planning Council – Jerry Renick agreed to serve and Council Member Jessica Salgado agreed to be the Alternate Member.

7. School Concurrency Working Group Committee – Jessica Salgado agreed to serve.

8. Treasure Coast Regional Planning Council – Jerry Renick

9. Appoint a Council Member/Staff to serve on the Board of County Commissioner’s Census 2020 Action Committee. Nicholas Rojas, Planner 1.

(f) RESOLUTION-2019-30/A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, STRONGLY ENCOURAGING THE STATE LEGISLATURE TO APPROVE SENATE BILL 182, AND ANY COMPANION HOUSE BILLS RELATING TO THE PREEMPTION OF RECYCLABLE AND POLYSTYRENE MATERIALS BY AMENDING SECTION 403.7033 AND SECTION 500.90, FLORIDA STATUTES, REPEALING THE PREEMPTION OF LOCAL LAWS REGARDING THE USE OR SALE OF SINGLE-USE PLASTIC BAGS AND POLYSTYRENE MATERIALS.

Mayor Tyson introduced the Resolution and Attorney Dill read Resolution 2019-30, by title only, Mayor Tyson entertained a motion to adopt.

MOTION by Council Member Renick, SECONDED by Council Member Salgado, to adopt RESOLUTION-2019-30/A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, STRONGLY ENCOURAGING THE STATE LEGISLATURE TO APPROVE SENATE BILL 182, AND ANY COMPANION HOUSE BILLS RELATING TO THE PREEMPTION OF RECYCLABLE AND POLYSTYRENE MATERIALS BY AMENDING SECTION 403.7033 AND SECTION 500.90, FLORIDA STATUTES, REPEALING THE PREEMPTION OF LOCAL LAWS REGARDING THE USE OR SALE OF SINGLE-USE PLASTIC BAGS AND POLYSTYRENE MATERIALS.

ALL AYES: MOTION CARRIED. 5-0

(h) RESOLUTION 2019-32/A RESOLUTION OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, AMENDING RESOLUTION 09-KK, EXHIBIT “A” ENTITLED SCHEDULE OF FEES FOR (FIRE) PLAN REVIEW, PERMITS AND INSPECTION; VIOLATION AND FINE SCHEDULE, AND RESOLUTION 2014-25, ATTACHMENT “A”, ENTITLED BUILDING PERMIT FEE SCHEDULE, PLAN REVIEW FEES,
MOTION by Council Member Herrera, SECONDED by Council Member Hernandez, to adopt RESOLUTION 2019-32/A RESOLUTION OF THE CITY OF FELLSMERE, INDIAN RIVER COUNTY, FLORIDA, AMENDING RESOLUTION 09-KK, EXHIBIT “A” ENTITLED SCHEDULE OF FEES FOR (FIRE) PLAN REVIEW, PERMITS AND INSPECTION; VIOLATION AND FINE SCHEDULE, AND RESOLUTION 2014-25, ATTACHMENT “A”, ENTITLED BUILDING PERMIT FEE SCHEDULE, PLAN REVIEW FEES, MICROFICHE FEE, AND OTHER FEES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR EFFECTIVE DATE.
ALL AYES: MOTION CARRIED. 5-0

(i) Authorize the Mayor to execute Change Order No. 2 with Guettler Brothers Construction, LLC in the amount of $18,725.

Mayor Tyson introduced the item and Manager Mathes interjected this is due to the paper work we were required to do and allow for the contractor to re-mobilize back to the site, he will go back and complete Phase I and Phase II.

MOTION by Council Member Salgado, SECONDED by Council Member Hernandez, to authorize the Mayor to execute Change Order No. 2 with Guettler Brothers Construction, LLC in the amount of $18,725.
ALL AYES: MOTION CARRIED. 5-0

(j) Authorize the Mayor to execute a Piggy-Back Contract with Kimley-Horne Engineering for additional sewage planning and future connections.
Mayor Tyson introduced the item and Manager Mathes interjected the City Engineer has a list of problems requiring resolution, the hourly rates are good and we have to add to the list.

MOTION by Council Member Salgado, SECONDED by Council Member Renick, to authorize the Mayor to execute a Piggy-Back Contract with Kimley-Horne Engineering for additional sewage planning and future connections.
ALL AYES: MOTION CARRIED. 5-0

13. ADJOURNMENT
There being no further business Mayor Tyson adjourned the meeting at 8:59 p.m.

These minutes were approved by the City Council of the City of Fellsmere this ___ day of December, 2019.
SUNSHINE LAW & ETHICS

November 14, 2019

By: Johnathan Rhodeback

SUNSHINE LAW

What is the Sunshine Law?

All meetings of any board or commission of any agency or authority of any county, municipal corporation, or political subdivision at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. Section 286.011(1), Florida Statutes

Why should you care?

Worst Case Scenario = YOU COMMITTED A CRIME!

“Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of [the Sunshine Law] by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.” Section 286.011(3)(b), Florida Statutes
Best case scenario = **YOU MUST PAY A FINE!**

"Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding $500." *Section 286.011(3)(a), Florida Statutes*

**As for the City...**
1) It can be sued to enforce the provisions of the Sunshine Law and/or invalidate the Council’s actions
2) If the City loses in the lawsuit, it will have to pay the other party’s legal fees
*Section 286.011(4)-(5), Florida Statutes*

**What is a violation?**

3 Main Requirements of The Sunshine Law:

(1) Meetings must be **open to the public**;
(2) **Reasonable notice** must be given; and
(3) **Minutes** must be taken. *Section 286.011(1)-(2), Florida Statutes*

Seems straightforward but....

![Cartoon](image.png)

**What is a “meeting” under the Sunshine Law?**

In essence, any **gathering**, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which **foreseeable action** will be taken by the public board or commission.
A meeting does NOT require physical presence

Examples:

1) Memoranda

A memo reflecting the views of a board member on an issue pending before the board or on which foreseeable action will be taken by the board is circulated among the board members with each indicating his or her approval or disapproval = Sunshine Law Violation

If circulated for information purposes and no comments or interaction amongst Board members = no Sunshine Law violation

2) Computers

Communications between 2 or more Board Members through email, instant messaging, Skype, Facetime, etc. on an issue pending before the board or on which foreseeable action will be taken by the board = Sunshine Law Violation
3) **Telephones/Cell Phones**

Telephone conversation, text messages, conference call, etc. between two or more members of a board or commission regarding an issue pending before the board or on which foreseeable action will be taken by the board = **Sunshine Law Violation**

“Two members” does NOT necessarily mean “two members”

Delegation of authority to an individual to act on behalf of a public board or commission covered by the Sunshine Law = subject to Sunshine Law

**Example:** the Sunshine Law applies to meetings of a **single** individual who has been delegated the board’s authority to lease land. Thus, the negotiations by that board member for the lease of land would have to be conducted in the Sunshine.

If the individual has been authorized, formally or informally, to exercise any decision-making authority on behalf of the council, such as approving or rejecting certain contract provisions, he is acting on behalf of the council and such meetings are subject to the Sunshine Law.

**HOWEVER,** when an individual has only been authorized to gather information for the board, the Sunshine Law would **not** apply.

“Members of the same board” does not necessarily mean “members of the same board”

When that individual is being used as a **liaison** between members of the board, meetings between the board member and said individual are subject to Sunshine Law

**What should you do?**

If you are in a situation and you are concerned the Sunshine Law may apply, politely stop what you are doing and call Warren or Johnathan

**Why?**

1) Neither you nor the City will be liable for attorney’s fees for following our advice. **Section 286.011(4)-(5), Florida Statutes**

2) Protects you from having requisite criminal intent – i.e. “knowingly violates.” **Section 286.011(4)-(5), Florida Statutes**
Generally, there are two categories:

(1) Those prohibiting certain actions or conduct and
(2) Those requiring that certain disclosures be made to the public.

Who must comply?
The laws apply generally to all public officers and employees, state and local, including members of advisory bodies.

PROHIBITED ACTIONS OR CONDUCT:

1) Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift.

A person required to file FORM 1 is prohibited from directly or indirectly accepting a gift worth over $100 from a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or committee of continuous existence. (Council members and city board/commission/committee members are all required to file FORM 1)

2) Unauthorized Compensation

No compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action.
3) Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions to obtain a special privilege for themselves or others.

4) Disclosure or Use of Certain Information

Public officers and employees, and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public positions for the personal benefit of themselves or others.

VOTING CONFLICTS OF INTEREST

If present at a meeting, you must vote except when there is or appears to be a possible conflict of interest.

NO COUNTY, MUNICIPAL, or other LOCAL PUBLIC OFFICER shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any PRINCIPAL by whom he or she is retained, of the PARENT ORGANIZATION or SUBSIDIARY of a CORPORATE PRINCIPAL by which he or she is retained, of a RELATIVE, or of a BUSINESS ASSOCIATE.

I have a conflict, now what?
The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission FORM 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter.

QUESTIONS?
**FORM 1**
STATEMENT OF FINANCIAL INTERESTS

Please print or type your name, mailing address, agency name, and position below:

LAST NAME -- FIRST NAME -- MIDDLE NAME:

MAILING ADDRESS:

CITY:        ZIP:          COUNTY:

NAME OF AGENCY:

NAME OF OFFICE OR POSITION HELD OR SOUGHT:

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE

**** BOTH PARTS OF THIS SECTION MUST BE COMPLETED ****

DISCLOSURE PERIOD:
THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

☐ DECEMBER 31, 2018 OR ☐ SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR:

MANNER OF CALCULATING REPORTABLE INTERESTS:
FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRE FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):

☐ COMPARATIVE (PERCENTAGE) THRESHOLDS OR ☐ DOLLAR VALUE THRESHOLDS

**PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF SOURCE OF INCOME</th>
<th>SOURCE'S ADDRESS</th>
<th>DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY</th>
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**PART B -- SECONDARY SOURCES OF INCOME**
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See Instructions]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>NAME OF MAJOR SOURCES OF BUSINESS' INCOME</th>
<th>ADDRESS OF SOURCE</th>
<th>PRINCIPAL BUSINESS ACTIVITY OF SOURCE</th>
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**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

| FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2. |
| INSTRUCTIONS on who must file this form and how to fill it out begin on page 3. |
PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>TYPE OF INTANGIBLE</th>
<th>BUSINESS ENTITY TO WHICH THE PROPERTY RELATES</th>
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PART E — LIABILITIES [Major debts - See instructions]
(If you have nothing to report, write "none" or "n/a")

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<tr>
<th>NAME OF CREDITOR</th>
<th>ADDRESS OF CREDITOR</th>
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PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
(If you have nothing to report, write "none" or "n/a")

<table>
<thead>
<tr>
<th>NAME OF BUSINESS ENTITY</th>
<th>ADDRESS OF BUSINESS ENTITY</th>
<th>BUSINESS ENTITY # 1</th>
<th>BUSINESS ENTITY # 2</th>
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PART G — TRAINING
For elected municipal officers required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE ☐

SIGNATURE OF FILER:

Signature: __________________________

Date Signed: __________________________

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, __________________________, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: __________________________

Date Signed: __________________________

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 fillers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format) and send it to CEForm1@leg.state.fl.us. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

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, 2018.

CE FORM 1 - Effective: January 1, 2019.
Incorporated by reference in Rule 34-8.202(1), F.A.C.
WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)
APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER’S INTEREST

I, ____________________________, hereby disclose that on ____________________________, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, ____________________________ ;
- inured to the special gain or loss of my relative, ____________________________ ;
- inured to the special gain or loss of ____________________________ , by whom I am retained; or
- inured to the special gain or loss of ____________________________ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed ____________________________ Signature ____________________________

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

CE FORM 8B - EFF. 11/2013
Adopted by reference in Rule 34-7.010(1)(f), F.A.C.