



CITY OF TEMPLE TERRACE,
FLORIDA

***CITIZEN BOARDS AND COMMITTEES
HANDBOOK***

Revised April, 2015

CITIZEN BOARDS AND COMMITTEES

Citizen Boards play an important role in local government and are a vital link between the community and its elected officials. You'll find that your role on a citizen board requires time, effort, and some long night meetings, but you'll be rewarded with the satisfaction that comes with dedicated service to your community.

This Handbook will acquaint you with the various citizen boards and committees appointed by the City Council and provides general guidelines applicable to all boards and committees. We hope you will find this booklet helpful in determining which boards will fulfill your desire to assist the community and be compatible with your time schedule. Included in the booklet is an application form which should be returned to the City Clerk's Office, City Hall, 11250 N. 56th Street, Temple Terrace, 33617.

The Form 1, Statement of Financial Interests, included in this booklet is not required to be completed and returned with an application, but may be required on some of our boards or Hillsborough County Boards once you have been officially appointed.

We appreciate your willingness to serve the community and your interest in helping to shape the future of Temple Terrace.

*Cheryl A. Mooney, MMC
City Clerk*

Revised April, 2015

GENERAL GUIDELINES APPLICABLE TO ALL CITIZEN BOARDS

Residency

Members of all citizen boards and committees must be residents of the City and remain residents of the City during their term of office. Members shall resign from said Boards/Committees if elected to the position of Mayor or City Council.

Attendance

Because persons appointed to citizen boards can be effective members only if they attend the group's meetings on a regular basis, attendance is monitored. The Mayor and City Council recognize that circumstances often arise beyond one's control; however, it is difficult for any board to function effectively with less than full membership. If a member of any board is absent from three meetings in a twelve-month period, the circumstances surrounding these absences will be reviewed by the Mayor and City Council to determine if that member should relinquish the position. The City Clerk should be notified in advance of a Board member's absence and informed of the reason for said absence.

Attire

While a dress code has not been established, as representatives of the City and an extension of the Mayor and City Council, all board members should exercise discretion and dress appropriately, particularly those who have direct contact with the public.

Financial Disclosure

Financial disclosure is required by members of many of the citizen boards immediately upon appointment, as indicated in the narratives on the following pages. For information purposes, a copy of the financial disclosure form is included in this handbook.

How to Apply for Appointment to a Citizen Board Committee

An application form is included in this handbook and should be completed and returned to the City Clerk at City Hall, 11250 N. 56th Street. Applications are retained for a period of two years. When a vacancy occurs or a term expires on the board(s) in which you are interested, your application will be forwarded to the Mayor and City Council for consideration. At the discretion of Council, interviews may be scheduled and every attempt will be made to schedule such an interview at your convenience.

CHARACTERISTICS OF AN EFFECTIVE BOARD

A Citizen Board or Committee is successful and effective IF:

- Board members accept other Board members with due appreciation of their strengths coupled with tolerance of their quirks and weaknesses, and recognize one another's backgrounds and viewpoints;
- There is acceptance of and conformity to a behavior code usually involving courtesy, self-discipline, and responsibility;
- Everyone concerned with decisions helps to make them, and the contribution of each person or group is recognized;
- There is a clear definition of responsibilities so members know what is expected of them.



CITIZEN BOARD APPLICATION

Name: _____

Occupation: _____

Resident of Temple Terrace for _____ **years**

Please indicate the position you are applying for: _____

Availability: Day [] **Yes** [] **No** Evening [] **Yes** [] **No**

Have you ever served on a City or County Board? [] **Yes** [] **No**

If yes, name of City or County Board: _____

Number of years served: _____

Please explain your relevant qualifications, interests and/or experiences and/or the reason you would like to serve on this Board.

Signature: _____

Date: _____

CONTACT INFORMATION

Name: _____

Address: _____

Telephone: **Home:** (____) _____
 Cell: (____) _____

Email address: _____

Employer: _____

Business Address: _____

Business Phone: (____) _____

Please return the completed application (two pages) to the City Clerk, 11250 N. 56th Street,
Temple Terrace, FL 33617.

BOARD OF ADJUSTMENT

The Board of Adjustment is a five-member board. The term of office is three years, and no member shall serve more than three (3) consecutive three-year terms. **Financial disclosure is required.**

The Board meets at 7:00 p.m. on the fourth Thursday of each month, in the Council Chambers, at City Hall unless no applications for a variance are received. Three members constitute a quorum, and all official actions of the Board require an affirmative vote thereon, by no less than three members.

In October of each year the vice-chairman rotates to chairman and a vice-chairman is elected from the Board's membership; both serve for one year or until their successors are elected.

The duties and responsibilities of the Board are as follows:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Director of Community Development in the administration and enforcement of the Land Development Code.
- (2) To authorize variances from the provisions of sections specifically enumerated in Article VIII of the Land Development Code, as will not be contrary to the public interest where owing to special conditions, a literal enforcement of the provisions will, in an individual case, result in unnecessary hardship, so that the spirit of these regulations shall be observed, public safety, and welfare secured, and substantial justice done.
- (3) To act in an advisory capacity to the City Council and to make recommendations to the City Council from time to time concerning the need to study, revise, or amend City codes and ordinances affecting the growth and development of the City in an orderly and efficient manner.

**CITIZENS ENVIRONMENTAL ADVISORY COMMITTEE (CEAC)
OF HILLSBOROUGH COUNTY**

The purpose and scope of the Citizens Environmental Advisory Committee (CEAC) of Hillsborough County is to review and evaluate County environmental issues as requested by the Environmental Protection Commission of Hillsborough County, and to initiate proposals and forward them to the EPC as recommendations for action.

The membership of the CEAC includes one representative each from the cities of Tampa, Temple Terrace, and Plant City, and two appointments by each member of the EPC from a cross-section of the County. The total membership on the CEAC will not exceed seventeen (17) citizens.

Members serve a two-year term, beginning January 1 and terminating December 31 of the calendar year. Regular meetings are held the third Monday of each month at 4:00 p.m. in the main board room of the Environmental Protection Commission, 1900 Ninth Avenue, in Tampa.

HILLSBOROUGH COUNTY CITY-COUNTY PLANNING COMMISSION

The Hillsborough County City-County Planning Commission is the local planning agency responsible for long-range planning for governments in Hillsborough County. Members are appointed by each local government in the County; Temple Terrace has one appointee.

A major responsibility of the Commission is the development, management, and update of the Future of Hillsborough Comprehensive Plan, which considers the vision and needs of the County through the year 2010. This Commission monitors zoning conformance and land use regulation updates, and provides information services to the public such as copies of all comprehensive plans, U. S. Census Reports, state and federal reports, population and housing trends, maps, and charts.

Members of the Commission are appointed for four-year terms. **Financial disclosure is required.**

Commission meetings are held the second Monday of each month at 2:00 p. m. at the County Center, 18th Floor, 601 E. Kennedy Boulevard, in Tampa.

**HILLSBOROUGH COUNTY BOARDS OF ADJUSTMENT,
APPEALS AND EXAMINERS**

**INDIVIDUAL BOARDS FOR THE FOLLOWING:
Building, Electrical, Mechanical, Plumbing, and Gas**

These boards are comprised of seven members, one of which is appointed by the Temple Terrace City Council. The duties of the Boards are:

- (1) Prescribe forms for Certificates of Competency, records, notices of violations, and other necessary criteria;
- (2) To give notices of and conduct hearings upon charges of violations of any provision of the applicable code;
- (3) To suspend or revoke the Certificate of Competency of any individual found by the Board to have violated any provision of the Code or any statute or ordinance relative thereto;
- (4) To hear the appeal by any who may aggrieve any ruling or order of the applicable Inspector; and
- (5) Set the rules governing reciprocity with other jurisdictions.

There are specific board membership requirements in order to include representatives from fields including the contractors, engineers, and architects, as may be appropriate for the board having the vacancy. The specific requirements will be announced along with the announcement for the vacancy as and when vacancies occur.

The frequency of the meetings of the various boards will vary among the boards. The terms are four-year terms. If you are interested in serving on one of these boards, the City Clerk's office can provide you with additional information and the person to contact at Hillsborough County for more in-depth information.

HILLSBOROUGH COUNTY BICYCLE ADVISORY COMMITTEE

The Bicycle Advisory Committee (BAC) is a seventeen (17) member body that reviews and makes recommendations to the Board of County Commissioners and the three municipalities in Hillsborough County, on a comprehensive bikeway system, and other issues regarding the promotion of cycling and the provision of related safety facilities.

The BAC members include representatives from Hillsborough County, each of the three municipalities, Florida Department of Transportation District 7, the University of South Florida, the Planning Commission, and ten additional members at large. All members are appointed by the Board of County Commissioners from a list of nominees approved by the BAC. The term of appointment is two (2) years.

The BAC holds its regular meetings on the second Wednesday of each month, at 5:30 p.m. at the Hillsborough County City-County Planning Commission Office, the County Center, 18th Floor, 601 E. Kennedy Boulevard, in Tampa.

HILLSBOROUGH COUNTY HISTORICAL ADVISORY COUNCIL

The Hillsborough County Historical Advisory Council is composed of seven members, four to be appointed by the Board of County Commissioners, and one appointed by each of the three municipalities in Hillsborough County: Plant City, Tampa, and Temple Terrace. All members appointed to the Council must be citizens of the United States, registered voters of Hillsborough County, and Temple Terrace's representative must be a resident of Temple Terrace. Due consideration is given to expertise in significant and relevant historical matters and achieving a demographic balance among the appointments. The term of appointment is three years; however, for the initial appointment, some members will serve one- or two-year terms. Members are eligible to serve two consecutive terms.

The functions of this Council include, but are not limited to: prepare and present recommendations to the BOCC in any county history-related matter, act as liaison with the private sector to encourage and facilitate private contributions and alternative funding sources for special projects, encourage public-private partnerships to further the goals of historical preservation and education, make recommendations regarding preservation of records and gifts, facilitate a uniform historical marker program, submit nominations to the BOCC and municipalities for individuals to be considered for membership on the Council, provide research and historical information regarding seals, flags, markers, events and other matters as requested.

**HILLSBOROUGH COUNTY MARINE LAW ENFORCEMENT
CITIZENS ADVISORY COUNCIL**

This Board was established to address marine issues and law enforcement issues related to the Hillsborough River. This is a citizens advisory group that meets with law enforcement. The committee meets quarterly on the fourth Monday of January, April, July, and October. All meetings are at 3:00 p. m. Meetings are held at the Hillsborough County Emergency Operations Center, 2711 East Hanna Avenue. The City of Temple Terrace has one law enforcement officer on the committee and appoints one citizen to represent the City of Temple Terrace.

HILLSBOROUGH RIVER TECHNICAL ADVISORY COUNCIL

The Hillsborough River Technical Advisory Council, composed of eleven members, was created to give advice and make recommendations to the Hillsborough River Interlocal Planning Board with respect to the development of the coordinated master plan for the Hillsborough River Corridor. Membership of this Council is selected as follows:

- One member of the City County Planning Commission;
- One member or employee of the Hillsborough County Environmental Protection Commission;
- One member of the governing board of the Hillsborough River Basin Board of the Southwest Florida Water Management District;
- One member or employee of the Tampa Port Authority;
- One member or employee of the Tampa Bay Regional Planning Council;
- One employee of the Florida Department of Environmental Protection;
- One member of the U. S. Army Corps of Engineers; and
- Three persons who have demonstrated an interest in the protection of the Hillsborough River and who are not officers or employees of the governmental entities listed above. One such person is appointed by the Hillsborough County Board of County Commissioners, one by the City Council of Tampa, and one by the City Council of Temple Terrace.

The Technical Advisory Council meets the first Tuesday of each month at 1:30 p. m. in the offices of the Hillsborough County City-County Planning Commission, County Center, 18th Floor, 601 E. Kennedy Boulevard, in Tampa. The term of appointment is four years. **Financial disclosure is required.**

LIBRARY BOARD

The Library Board is a five-member Board established to:

- Make and adopt rules bylaws and regulations for its own guidance and recommend the adoption of rules and regulations for the operation of the library.
- Participate in efforts to secure adequate funds to carry on the library's program.
- Keep abreast of standards and library trends and assist in planning the library program.
- Advise the Library Director in the preparation of the budget.
- Cooperate with the Library Director in developing policies dealing with book and material selection.

All retired head librarians who desire to do so may serve on the Board as Members Emeritus. Members Emeritus shall have no voting power.

The Library Board meets at least once during each quarter of the calendar year; special meetings may be called by the Board Chairperson. Three (3) members shall constitute a quorum, and all official actions of the Board shall be by an affirmative vote of not less than three (3) members. The meetings are held at the Temple Terrace Library. The term of appointment is three (3) years. Financial disclosure is NOT required.

METROPOLITAN PLANNING ORGANIZATION CITIZENS ADVISORY COMMITTEE

The Metropolitan Planning Organization (MPO) Citizens Advisory Committee is a seventeen (17) member committee, whose membership represents a broad spectrum of social and economic backgrounds and interest in transportation. Two members are appointed from each Board of County Commission District; three members are appointed from the City of Tampa; one member each from the cities of Temple Terrace and Plant City, and four members are appointed at-large. The term of appointment is two years.

This Committee serves at the pleasure of the Metropolitan Planning Organization and is responsible for providing information and overall community values and needs into the transportation planning programs of the MPO. The Committee also evaluates and proposes solutions from a citizen's perspective concerning alternative transportation proposals and critical issues.

Meetings of the Committee are held the fourth Wednesday of each month at 1:00 p.m., in the Hillsborough County City-County Planning Commission conference room in the County Center, 18th Floor, 601 E. Kennedy Boulevard, Tampa.

MUNICIPAL CODE ENFORCEMENT BOARD

The Municipal Code Enforcement Board hears cases involving violations of the City's Code, issues orders for compliance, has the authority to levy fines, subpoena witnesses, authorize liens, and foreclose on said liens. In effect, the Board replaces the municipal court system which was abolished several years ago and provides a mechanism for compliance with the technical codes of the City in a timely manner.

The Municipal Code Enforcement Board is a seven-member Board and, whenever possible, membership shall consist of a businessman, an architect, an engineer, a general contract or a subcontractor, and a real estate broker or sales person. The term of office is three years and no member shall serve more than three consecutive three-year terms. Members serve until their successors are duly appointed. The City Council may also appoint up to two alternate members who may be called upon to serve when the Board receives notice that a regular Board Member is unable to attend a meeting. **Financial disclosure is required.**

The Board meets at 7:00 p. m. the second Wednesday of each month in the Council Chambers at City Hall. Four members constitute a quorum, and all official actions of the Board require an affirmative vote thereon by no less than four members; the Chairman and Vice Chairman are voting members.

**CITY OF TEMPLE TERRACE
RIVER WATCH TASK FORCE**

The City of Temple Terrace River Watch Task Force was established to better understand and ensure representation in decisions affecting the Hillsborough River. The Task Force's goal is to "preserve, protect, and enhance the Hillsborough River watershed, especially as it impacts the River's water quality and quantity in Temple Terrace." This is a five-member board, appointed by the Mayor and City Council. The term of office is three years and no member shall serve more than three consecutive three-year terms. Financial disclosure is NOT required.

The River Watch Task Force meets on the third Monday of each month, at 4:30 p.m., in the Council Conference Room at City Hall, 11250 N. 56th Street. Additional meetings may be scheduled as deemed necessary by the Board.

**CITY OF TEMPLE TERRACE
SCHOOL SUPPORT COMMITTEE**

The City of Temple Terrace School Support Committee was established to utilize the knowledge, interest, and insight of citizens to work with the Mayor and City Council, the Hillsborough District Schools, parents, and school-based interest groups to enhance the educational environment for Temple Terrace children and the schools they attend. This is a seven-member committee appointed by the Mayor and City Council. The term of appointment is three (3) years and financial disclosure is NOT required.

The School Support Committee meets on the fourth Monday of every month at 5:00 p.m., in the Council Conference Room at City Hall, 11250 N. 56th Street. Additional meetings may be scheduled as deemed necessary by the Committee.

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

FOR OFFICE USE ONLY:

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, 2014 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 REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING:

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")

| NAME OF SOURCE OF INCOME | SOURCE'S ADDRESS | DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY |
|--------------------------|------------------|---|
| | | |
| | | |
| | | |
| | | |

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")

| NAME OF BUSINESS ENTITY | NAME OF MAJOR SOURCES OF BUSINESS' INCOME | ADDRESS OF SOURCE | PRINCIPAL BUSINESS ACTIVITY OF SOURCE |
|-------------------------|---|-------------------|---------------------------------------|
| | | | |
| | | | |
| | | | |

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")

| TYPE OF INTANGIBLE | BUSINESS ENTITY TO WHICH THE PROPERTY RELATES |
|--------------------|---|
| | |
| | |

PART E — LIABILITIES [Major debts - See instructions]
 (If you have nothing to report, write "none" or "n/a")

| NAME OF CREDITOR | ADDRESS OF CREDITOR |
|------------------|---------------------|
| | |
| | |

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")

| | BUSINESS ENTITY # 1 | BUSINESS ENTITY # 2 |
|---|---------------------|---------------------|
| NAME OF BUSINESS ENTITY | | |
| ADDRESS OF BUSINESS ENTITY | | |
| PRINCIPAL BUSINESS ACTIVITY | | |
| POSITION HELD WITH ENTITY | | |
| I OWN MORE THAN A 5% INTEREST IN THE BUSINESS | | |
| NATURE OF MY OWNERSHIP INTEREST | | |

IF ANY OF PARTS A THROUGH F 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:

WHAT TO FILE:

After completing all parts of this form, **including signing and dating it**, send back only the first sheet (pages 1 and 2) for filing.

If you have nothing to report in a particular section, you must write "none" or "n/a" in that section(s).

NOTE:

MULTIPLE FILING UNNECESSARY:

A candidate who previously filed Form 1 because of another public position must at least file a copy of his or her original Form 1 when qualifying. A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHERE TO FILE:

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.

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.)

State officers or specified state employees file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303.

Candidates file this form together with their qualifying papers.

To determine what category your position falls under, see the "Who Must File" Instructions on page 3.

Facsimiles will not be accepted.

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 for publicly-elected local office must file at the same time they file their qualifying papers.

Thereafter, local officers/employees, state officers, and specified state employees are required to file by July 1st following each calendar year in which they hold their positions.

Finally, at the end of office or employment, each local officer/employee, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment. However, filing a CE Form 1F (Final Statement of Financial Interests) does **not** relieve the filer of filing a CE Form 1 if he or she was in their position on December 31, 2014.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. [s. 112.3145, F.S. - applicable to non-judicial officials] Failure to file also can result in removal from public office or employment. [Ch. 2014-183, Laws of Florida]

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.]

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 members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Workforce 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; members of the board of Triumph Gulf Coast, Inc; members of the board 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, and the local Boards of Trustees and Presidents of state universities.

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; 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; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits.

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: mayor; 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 \$20,000 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, Assistant 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 \$20,000.

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.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (At Top of Form):

If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. Your coordinator is identified in the financial disclosure portal on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: This should be the name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

OFFICE OR POSITION HELD OR SOUGHT: Use the title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071(4)(d), F.S., whose home address is exempt from disclosure, the Commission is required to maintain the confidentiality of your home address if you submit a written request for confidentiality. Persons listed in Section 119.071(4)(d), F.S., are encouraged to provide an address other than their home address.

DISCLOSURE PERIOD: The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2014; just check the box and you do not need to add any information in this part of the form. However, if you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the time frame or "disclosure period" for your report.

MANNER OF CALCULATING REPORTABLE INTEREST

As noted on the form, filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

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

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary from serving in the position(s) which requires you to file this form. 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, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, then you should 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, then you should 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, then you should 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, you are required to list only each individual company from which you derived more than \$2,500, rather than aggregating 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), then you should list as a source of income the name of the purchaser, the purchaser's address, and the purchaser's 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 simply 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.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2 or (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 as "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) during the disclosure period 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 thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3 or (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 previous tax year in excess of 5% of the property's value. You are not required to list your residences and vacation homes.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you are more than a 5% partner in a partnership or stockholder in a 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 current appraisal.

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.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3 or (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, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. 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 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).

PART E — LIABILITIES

[Required by s. 112.3145(3)(a)4 or (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 have signed as being jointly liable or jointly and severally liable, then this is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(5), 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.

You are required to disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, particular types of businesses listed above. You are required to 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, you must indicate that fact and describe the nature of your interest.

(End of Dollar Value Thresholds Instructions.)

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

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

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary received from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. 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 include all of that income when calculating your gross income and 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 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"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, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income (salary, commissions, etc.) from the company, you should 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 5% of your gross income, then you should 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 5% of

your total gross income, then you should 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, you are required to list only each individual company from which you derived more than 5% of your gross income, rather than aggregating all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), then you should list as a source of income the name of the purchaser, the purchaser's address, and the purchaser's 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 5% of your gross income (or, alternatively, \$2,500) 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.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2 or (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 as a "Primary Source 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 10% of your gross income from that business entity; **and**

(3) You received more than \$1,500 in gross income 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 10% of your gross income—an amount that was more than \$1,500. 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 thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3 or (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 previous tax year in excess of 5% of the property's value. You are not required to list your residences and vacation homes.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you are more than a 5% partner in a partnership or stockholder in a 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 current appraisal.

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.

PART D — INTANGIBLE PERSONAL PROPERTY

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, 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, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. 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, CD's and savings accounts with the same bank.

Calculations: In order to decide whether the intangible property exceeds 10% of your total assets, you will need to total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example:

You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

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

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. 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 have signed as being jointly liable or jointly and severally liable, then this is not a contingent liability.

Calculations: In order to decide whether the debt exceeds your net worth, you will need to total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." You must list on the form each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Examples:

- You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(5), 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.

You are required to disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, particular types of businesses listed above. You are required to 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, you must indicate that fact and describe the nature of your interest.

(End of Percentage Thresholds Instructions.)