

***HAWTHORNE MILL NORTH COMMUNITY  
DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting***

***Tuesday  
June 9, 2020***

***8:30 a.m.***

***Location:  
Zoom – Conference Call – Audio Only***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Hawthorne Mill North Community Development District

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## Development Planning and Financing Group

250 International Parkway, Suite 280  
Lake Mary FL 32746  
321-263-0132 Ext. 4205

15310 Amberly Drive, Suite 175  
Tampa, Florida 33647  
813-374-9105

Board of Supervisors  
**Hawthorne Mill North Community Development District**

Dear Board Members:

The Meeting of the Board of Supervisors of the Aviary at Rutland Ranch Community Development District is scheduled for **Tuesday, June 9, 2020 at 8:30 a.m.** via **Zoom – Conference Call – Audio Only.**

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.*

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please do not hesitate to contact me.

Sincerely,

*Patricia Comings-Thibault*  
District Manager

## **Hawthorne Mill North Community Development District**

### **Board of Supervisors Meeting**

**Tuesday, June 9<sup>th</sup> at 8:30 AM**

**via Zoom - **AUDIO ONLY****

Dear Residents

We welcome you to join us for the Board of Supervisors Meeting to be held on Tuesday, June 9<sup>th</sup> at 8:30 AM. This meeting will be held via Zoom, an online platform that allows us to hold necessary Board meetings without having to leave the safety of your home. While many may know and have used Zoom as a video conference platform, we will be using it in audio only mode, so there will be no visual on your end to visually see, so as a note, your computer is working fine if you do not see a video stream. With Zoom you have two options for joining the meeting; telephone or computer, and it will all be audio based, meaning no video recording. Please follow the instructions below for either telephone or computer attendance. If you have any questions in regard to the agenda, please email them to [patricia.thibault@dpg.com](mailto:patricia.thibault@dpg.com) before the meeting so that they can be answered accordingly. Please be advised that the meeting will not start until the host, the District Manager, has started the meeting. Thank you for your patience in these trying times and we look forward to hearing from you.

#### **Join Zoom Meeting by Computer**

<https://us02web.zoom.us/j/89636859959?pwd=TDNVZzhxdVJzSXN2UXVoeFdkclRIQT09>

**Meeting ID:** 896 3685 9959

**Password:** 860431

#### **Join Zoom Meeting by Phone**

Dial by your location – Follow the Prompts – Meeting ID - **896 3685 9959** – Hit # when it requests a participant ID

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

District: **HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, June 9, 2020

Time: 8:30 AM

Location: Zoom – Conference Call – Audio  
Only

Dial-in Number: +1 253 215 8782  
Guest Access Code: 896 3685 9959

### *Agenda*

**I. Roll Call**

**II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*

**III. Consent Agenda**

- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held September 10, 2019 Exhibit 1
- B. Consideration for Acceptance – The April 2020 Unaudited Financial Report Exhibit 2

**IV. Business Matters**

- A. Presentation of Proposed FY 2021 Budget *To Be Distributed*
- B. Consideration & Adoption of **Resolution 2020-01**, Proposed FY 2021 Budget & Setting Public Hearing Exhibit 3
- C. Consideration & Adoption of **Resolution 2020-02**, Amending Supervisors Terms to Even Years Exhibit 4
- D. Presentation of Form 1 – Statement of Financial Interests Exhibit 5

**V. Staff Reports**

- A. District Manager
- B. District Attorney
- C. District Engineer

**VI. Supervisors Requests**

**VII. Audience Comments – New Business** – *(limited to 3 minutes per individual for non-agenda items)*

**VIII. Adjournment**

# EXHIBIT 1

1  
2  
3  
**MINUTES OF MEETING  
HAWTHORNE MILL NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Hawthorne Mill North Community  
5 Development District was held on Tuesday, September 10, 2019 at 10:00 a.m. at The Offices of JSK  
6 Consulting, 5904 Hillside Heights Drive, Lakeland, Florida 33812.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call. Present and constituting a  
9 quorum were:

10  
11 Mike Lawson Board Supervisor, Chairman  
12 Doug Draper Board Supervisor, Vice Chairman  
13 Lori Price Board Supervisor, Assistant Secretary

14 Also present were:

15 Patricia Thibault District Manager, DPF Management & Consulting LLC

16 *The following is a summary of the discussions and actions taken at the September 10, 2019 Hawthorne*  
17 *Mill North CDD Organizational meeting.*

18 **SECOND ORDER OF BUSINESS – Audience Comments**

19 There being none, the next item on the agenda followed.

20 **THIRD ORDER OF BUSINESS – Consent Agenda**

- 21 A. Approval of the August 13, 2019 Meeting Minutes  
22 B. Acceptance of the Unaudited July 2019 Financial Statements

23 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
24 approved Consent Agenda Items A&B for the Hawthorne Mill North Community Development District.  
25

26 **FOURTH ORDER OF BUSINESS – Business Matters**

- 27 A. Fiscal Year 2019-2020 Special Debt Assessments Continued Public Hearing  
28 ➤ The Continued Public Hearing

29 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved  
30 the opening of the Continued Public Hearing to the public for the Hawthorne Mill North Community  
31 Development District.

- 32 ➤ Public Comments  
33 ➤ Close the Public Hearing

34 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
35 approved the closure of the Continued Public Hearing to the public for the Hawthorne Mill North  
36 Community Development District.

38

39 B. Consideration of **Resolution 2019-38**, Approving Master Debt Assessments

40 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted  
41 **Resolution 2019-38**, Approving Master Debt Assessments for the Hawthorne Mill North Community  
42 Development District.

43 **FIFTH ORDER OF BUSINESS – Staff Reports**

44 A. District Manager

45 There being none, the next item on the agenda followed.

46 B. District Attorney

47 There being none, the next item on the agenda followed.

48 C. District Engineer

49 There being none, the next item on the agenda followed.

50 **SEVENTH ORDER OF BUSINESS – Supervisors Requests**

51 There being none, the next item on the agenda followed.

52 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business**

53 There being none, the next item on the agenda followed.

54 **NINTH ORDER OF BUSINESS – Adjournment**

55 Ms. Thibault asked for final questions, comments, or corrections before adjourning the meeting.

56 There being none, Mr. Lawson made a motion to adjourn the meeting.

57 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board  
58 adjourned the meeting for the Hawthorne Mill North Community Development District.

59 *\*Each person who decides to appeal any decision made by the Board with respect to any matter  
60 considered at the meeting is advised that person may need to ensure that a verbatim record of the  
61 proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

62 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
63 meeting held on \_\_\_\_\_.**

64

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

65

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

66 Title:  Secretary  Assistant Secretary

Title:  Chairman  Vice Chairman

# EXHIBIT 2



# Hawthorne Mill North Community Development District

Financial Statements  
(Unaudited)

Period Ending  
April 30, 2020

# HAWTHORNE MILL NORTH CDD

## BALANCE SHEET APRIL 30, 2020

<b><u>ASSETS:</u></b>	<b><u>GENERAL FUND</u></b>	
CASH	\$	584
ACCOUNTS RECEIVABLE		539
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>1,123</b>
<b><u>CURRENT LIABILITIES</u></b>		
ACCTS PAYABLE/ACCRUED EXPENSES	\$	90
		-
<b><u>FUND BALANCE:</u></b>		
NONSPENDABLE:		
PREPAID AND DEPOSITS		-
RESTRICTED FOR:		-
ASSIGNED:		-
UNASSIGNED:		1,033
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$</b>	<b>1,123</b>

# HAWTHORNE MILL NORTH CDD

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE PERIOD ENDING APRIL 30, 2020

	2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>				
DEVELOPER CONTRIBUTION	\$ 153,643	-	3,901	3,901
MISCELLANEOUS REVENUE	-	-	134	134
<b>TOTAL REVENUES</b>	<b>153,643</b>	<b>-</b>	<b>4,035</b>	<b>4,035</b>
<b>EXPENDITURES</b>				
<b>GENERAL ADMINISTRATIVE</b>				
SUPERVISOR COMPENSATION	7,200	4,200	-	4,200
PAYROLL TAXES	551	321	-	321
PAYROLL PROCESSING	660	385	-	385
MGMT. CONSULTING SERVICES	21,000	12,250	-	12,250
CONSTRUCTION ACCOUNTING SERVICES	9,000	5,250	-	5,250
PLANNING, COORDINATING & CONTRACTS	36,000	21,000	-	21,000
ADMINISTRATIVE SERVICES	3,600	2,100	-	2,100
BANK FEES	300	175	-	175
MISCELLANEOUS	-	-	-	-
AUDITING SERVICES	2,800	1,633	-	1,633
TRAVEL PER DIEM	-	-	-	-
INSURANCE	5,500	3,208	2,550	658
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	4,000	2,333	-	2,333
ENGINEERING SERVICES	5,500	3,208	-	3,208
LEGAL SERVICES	5,500	3,208	443	2,765
PERFORMANCE & WARRANTY BOND PREMIUM	-	-	-	-
WEBSITE HOSTING	720	500	344	156
ADMINISTRATIVE CONTINGENCY	-	-	-	-
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>102,506</b>	<b>59,948</b>	<b>3,512</b>	<b>56,436</b>
<b>DEBT ADMINISTRATION</b>				
DISSEMINATION AGENT	5,000	2,917	-	2,917
TRUSTEE FEES	5,387	3,142	-	3,142
ARBITRAGE	750	438	-	438
<b>TOTAL DEBT ADMINISTRATION</b>	<b>11,137</b>	<b>6,497</b>	<b>-</b>	<b>6,497</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES</b>				
COMPREHENSIVE FIELD SERVICES	15,000	8,750	-	8,750
STREETPOLE LIGHTING	-	-	-	-
ELECTRICITY (IRRIGATION & POND PUMPS)	-	-	-	-
WATER	-	-	-	-
LANDSCAPING MAINTENANCE	-	-	-	-
IRRIGATION MAINTENANCE	-	-	-	-
ELECTRICAL IRRIGATION PUMP	-	-	-	-
POND MAINTENANCE	-	-	-	-
CONTINGENCY FOR PHYSICAL ENVIRONMENT	25,000	14,583	-	14,583
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>40,000</b>	<b>23,333</b>	<b>-</b>	<b>23,333</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>-</b>	<b>(89,778)</b>	<b>523</b>	<b>(90,301)</b>
FUND BALANCE - BEGINNING	-	-	510	
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ (89,778)</b>	<b>\$ 1,033</b>	<b>\$ -</b>

# HAWTHORNE MILL NORTH CDD

## BANK RECONCILIATION

April 30, 2020

	<u>TOTAL</u>
<b>Balance Per Bank Statement</b>	\$ 584.44
Less: Outstanding Checks	-
<b><i>Balance Per Bank</i></b>	<b><u><u>\$ 584.44</u></u></b>
<b>Beginning Bank Balance Per Books</b>	\$ 614.44
Deposits	-
Cash Disbursements	(30.00)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 584.44</u></u></b>

# HAWTHORNE MILL NORTH CDD

## CHECK REGISTER FY 2020

Date	Num	Name	Memo	Deposits	Payments	Balance
<b>9/30/2019</b>		<b>EOY</b>				<b>509.28</b>
10/02/2019	3864	Dune FL Land I Sub LLC	GF 2019-11 Funding Request	17,547.42		18,056.70
10/03/2019	1022	Doug Draper	Mileage Reimbursement 9/10/19		37.12	18,019.58
10/03/2019	1023	DPFG	Meetings 2/12, 3/12, 4/9, 7/9, 8/13		12,500.00	5,519.58
10/03/2019	1024	Straley Robin Vericker	Legal Services through 8/15/19		453.70	5,065.88
10/03/2019	1025	The Ledger	Legal Advertisement 8/17 & 8/24		4,601.60	464.28
10/08/2019		Dune FL Land I Sub LLC	GF 2019-12 Funding Request	740.80		1,205.08
10/31/2019	3931	Dune FL Land I Sub LLC	GF 2020-1 Funding Request	675.00		1,880.08
<b>10/31/2019</b>		<b>EOM</b>		<b>18,963.22</b>	<b>17,592.42</b>	<b>1,880.08</b>
11/04/2019	1027	FLORIDA DEPT OF ECONOMIC OPP	Annual Special District Fee FY20		175.00	1,705.08
11/07/2019	9006	DPFG	ADA Compliance		500.00	1,205.08
11/12/2019	9007	Straley Robin Vericker	Legal Services through 10/15/19		127.75	1,077.33
11/22/2019	11222019	Dune FL Land I Sub LLC	GF 2020-2 Funding Request	2,550.00		3,627.33
11/25/2019	1028	Egis Insurance & Risk Advisors LLC	Renew Policy		2,550.00	1,077.33
<b>11/30/2019</b>		<b>EOM</b>		<b>2,550.00</b>	<b>3,352.75</b>	<b>1,077.33</b>
12/13/2019	3	Doug Draper	BOS Mtg 9/10/19		184.70	892.63
12/13/2019	ACH121319	Innovative Employer Solutions	BOS Mtg 9/10/19		140.80	751.83
12/13/2019	707413DD	Lori Price	BOS Mtg 9/10/19		184.70	567.13
12/13/2019	707412DD	Michael Lawson	BOS Mtg 9/10/19		184.70	382.43
12/19/2019	1030	Straley Robin Vericker	Legal Services through 11/15/19		60.00	322.43
<b>12/31/2019</b>		<b>EOM</b>		<b>0.00</b>	<b>754.90</b>	<b>322.43</b>
01/17/2020	9008	Straley Robin Vericker	Legal Services through 12/15/19		105.25	217.18
01/21/2020		Dune FL Land I Sub LLC	Deposit	293.00		510.18
<b>1/31/2020</b>		<b>EOM</b>		<b>293.00</b>	<b>105.25</b>	<b>510.18</b>
02/25/2020	1034	Straley Robin Vericker	Legal Services through 1/15/20		30.00	480.18
<b>2/29/2020</b>		<b>EOM</b>		<b>0.00</b>	<b>30.00</b>	<b>480.18</b>
03/31/2020		US Treasury	Misc. Income	134.26		614.44
<b>3/31/2020</b>		<b>EOM</b>		<b>134.26</b>	<b>0.00</b>	<b>614.44</b>
04/08/2020	1037	Straley Robin Vericker	Legal Services through 2/15/20		30.00	584.44
<b>4/30/2020</b>		<b>EOM</b>		<b>0.00</b>	<b>30.00</b>	<b>584.44</b>

# EXHIBIT 3

**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2020/2021; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Hawthorne Mill North Community Development District (“**District**”) prior to June 15, 2020 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Proposed Budget**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE:	August 11, 2020
HOUR:	10:00 a.m.
LOCATION*:	JSK Engineering 5904 Hillside Drive Lakeland, FL

*\*Please note that pursuant to Governor DeSantis’ Executive Order 20-69 (as it may be extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District’s website for the latest information: <https://www.hawthornemillcdd.org/>.*

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Lakeland at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s

website at least two days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED ON JUNE 9, 2020.**

Attest:

**Hawthorne Mill North Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2020/2021**



# EXHIBIT 4

**RESOLUTION NO. 2020-02**

**A RESOLUTION OF THE HAWTHORNE MILL NORTH COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS EXTENDING THE TERMS OF THE BOARD OF SUPERVISORS' SEATS TO ALIGN WITH THE NOVEMBER GENERAL ELECTIONS IN ACCORDANCE WITH CHAPTER 190, FLORIDA STATUTES.**

**WHEREAS**, the Hawthorne Mill North Community Development District (the "**District**") is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, as amended (the "**Act**"), Chapter 190, Florida Statutes; and

**WHEREAS**, pursuant to Section 190.006 (3)(a)2.c, Florida Statutes, the District's Board of Supervisors (the "**Board**") is authorized to amend the terms of office for Supervisor seats for the purpose of aligning the District's election cycle with the general election held in November; and

**WHEREAS**, the Board desires to align the terms of the Supervisors with the general election cycle:

**NOW THEREFORE, BE IT RESOLVED that:**

1. The term of office for each the District's Supervisors is hereby modified and amended to expire on the following dates:
  - a. The term for Seat #1 will expire November 2024.
  - b. The term for Seat #2 will expire November 2024.
  - c. The term for Seat #3 will expire November 2022.
  - d. The term for Seat #4 will expire November 2022.
  - e. The term for Seat #5 will expire November 2022.
2. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED THIS 9TH DAY OF JUNE, 2020.**

**Attest:**

**Hawthorne Mill North Community  
Development District**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chair, Board of Supervisors

# EXHIBIT 5

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 :

CHECK ONLY IF  CANDIDATE OR  NEW EMPLOYEE OR APPOINTEE

**\*\*\*\* THIS SECTION MUST BE COMPLETED \*\*\*\***

**DISCLOSURE PERIOD:**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

**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 (**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")

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")


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

**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")

NAME OF BUSINESS ENTITY	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
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		

**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 filers 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), send it to CEForm1@leg.state.fl.us and retain a copy for your records. 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, 2019.

## 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. 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.]**

## **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 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: 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 \$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.

## **INSTRUCTIONS FOR COMPLETING FORM 1:**

**INTRODUCTORY INFORMATION** (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. You can find your coordinator on the Commission on Ethics website: [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

**NAME OF AGENCY:** 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.

**DISCLOSURE PERIOD:** The "disclosure period" for your report is the calendar year ending December 31, 2019.

**OFFICE OR POSITION HELD OR SOUGHT:** 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, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

## **MANNER OF CALCULATING REPORTABLE INTEREST**

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)(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 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, 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.

#### **PART B — 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 Part A "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.

#### **PART C — 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 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)(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)(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.

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), 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.

## PART G — TRAINING CERTIFICATION

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

If you are a Constitutional or elected municipal officer whose service began 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.

**(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, 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 any public salary or public position(s), but income from these public sources 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 from the company, 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 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, 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 5% of your gross income. Do not aggregate 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), 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 5% 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, 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 Part A, "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 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, and the tenant's address and principal business activity.

### PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)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 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, 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: To determine whether the intangible property exceeds 10% of your total assets, 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)(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 are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, 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." List 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.

Example: 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, 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 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, indicate that fact and describe the nature of your interest.

### PART G — TRAINING CERTIFICATION

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

If you are a Constitutional or elected municipal officer whose service began 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.

**(End of Percentage Thresholds Instructions.)**