

***Bonita Landing
Community Development
District***

**June 11, 2026
Agenda Package**

2005 PAN AM CIRCLE SUITE 300
TAMPA, FLORIDA 33607

CLEAR PARTNERSHIPS



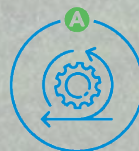
COLLABORATION



LEADERSHIP



EXCELLENCE



ACCOUNTABILITY



RESPECT

Bonita Landing Community Development District

Board of Supervisors

Dr. Christopher Applegate, Chairperson
Andrew Brignoni, Vice Chairperson
Louis Forster, Assistant Secretary
Alessandro Rizzotti, Assistant Secretary
Christine Strange, Assistant Secretary

Jennifer Goldyn, Regional Director
Lisania Brito, District Manager
Guy Shir, District Counsel
Eric Howard, District Engineer
Jason Liggett, Field Services Director
Sandra MacGregor, District Accountant
Janice Swade, Administrative Assistant

MEETING AGENDA

Thursday, June 11, 2026 – 4:30 p.m.

The Regular Meeting of the **Bonita Landing Community Development District** will be held on **Thursday, June 11, 2026 at 4:30 p.m. at Anchor Christian Church, located at 11651 East Terry Street, Bonita Springs, Florida 34135.** Following is the Agenda for the Meeting

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**

(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment.)

- 4. BUSINESS ITEMS**
- 5. CONSENT AGENDA**
 - A.** Consideration of Minutes of the May 14, 2026 Meeting
 - B.** Consideration of Financial Report as of April 30, 2026
- 6. STAFF REPORTS**
 - A.** District Accountant
 - B.** District Counsel
 - C.** District Engineer
 - i.** Engineering Services Rate Adjustment
 - D.** District Manager
 - i.** Form 1 Filing Deadline Reminder
 - ii.** Follow-Up Items
- 7. BOARD OF SUPERVISORS' REQUESTS AND COMMENTS**
 - A.** Supervisor Brignoni
 - B.** Supervisor Forster
 - C.** Supervisor Rizzotti
 - D.** Supervisor Applegate
 - E.** Supervisor Strange
- 8. ADJOURNMENT**

42 **THIRD ORDER OF BUSINESS** **Audience Comments – (3) Three Minute**
43 **Time Limit**

44 An audience member commented on concerns regarding re-routing of water sources.

45
46 **FOURTH ORDER OF BUSINESS** **Special Business Item**

47 **A. Distribution of the Proposed Budget for Fiscal Year 2027, and Consideration**
48 **of Resolution 2026-06, Approving the Budget and Setting the Public Hearing**

49 The Board addressed the proposed increase in the “Standard Legal Fee” (from \$8,500 to
50 \$13,000), and agreed to adjust it back to the new “Legal Litigation” line item for clarity.

51
52 On MOTION by Mr. Brignoni, seconded by Mr. Forster, with all in
53 favor, Resolution 2026-06, Approving the Budget for Fiscal Year
54 2027 and Setting a Public Hearing Thereon Pursuant to Florida Law,
55 to be held Thursday, August 13, 2026 at 4:30 p.m. at Anchor
56 Christian Church, located at 11651 East Terry Street, Bonita
57 Springs, Florida 34135 was adopted, as discussed. (5-0)

58
59 The Budget was approved with staff targeting a high watermark of \$33 for an assessment.

60
61 **FIFTH ORDER OF BUSINESS** **Consent Agenda**

62 **A. Consideration of Minutes of the March 19, 2026 Meeting**

63 **B. Consideration of Financial Report as of March 31, 2026**

64 There being no additions, corrections or deletions,

65
66 On MOTION by Ms. Strange, seconded by Mr. Rizzotti, with all in
67 favor, the items listed under the Consent Agenda were approved, as
68 presented. (5-0)

69
70
71 **SIXTH ORDER OF BUSINESS** **Staff Reports**

72 **A. District Accountant**

73 There being no report, the next item followed.

74 **B. District Counsel**

75 The Board concurred to direct staff to schedule a *Shade Meeting* on Thursday, June 11,
76 2026 at 5:00 p.m., to be advertised in the newspaper and on the CDD Website.

77 **C. District Engineer**

78 There was discussion regarding the irrigation system and water source concerns, as
79 expressed by an audience member.

80 The District Manager will coordinate with the District Engineer to clarify the function of
81 the control station directly across the lake, near the back gate, and confirm all water intake points
82 from the CDD's lake.

83 **D. District Manager**

84 **i. Report on Number of Registered Voters (385)**

85 This report is provided on an annual basis for informational purposes only.

86 **ii. Follow-Up Items**

87 The qualifying period for the General Election is Monday, June 8, 2026, through Friday,
88 June 12, 2026. Non-seeking Supervisors should complete Form 1F once they are no longer on the
89 Board.

90 The call-in policy was clarified only for Inframark staff, engineer or attorney.

91 The District is well within budget.

92 A quorum should be confirmed for the August 13, 2026 Budget Public Hearing, as a Board
93 member will not be present due to travel.

94

95 **SEVENTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and
Comments**

96

97 **A. Supervisor Brignoni**

98 **B. Supervisor Forster**

99 **C. Supervisor Rizzotti**

100 **D. Supervisor Applegate**

101 **E. Supervisor Strange**

102 There being no requests or comments from Supervisors, the next order of business
103 followed.

104

105 **EIGHTH ORDER OF BUSINESS**

Adjournment

106 There being no further business, the meeting was adjourned.

107

108

109

110

111

112

113

Chairperson/Vice Chairperson

***Bonita Landing
Community
Development
District***

Financial Report

April 30, 2026

CLEAR PARTNERSHIPS



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**Bonita Landing
Community Development District**

Financial Statements

(Unaudited)

April 30, 2026

Balance Sheet
April 30, 2026

| ACCOUNT DESCRIPTION | GENERAL FUND | SERIES 2016 DEBT SERVICE FUND | SERIES 2016 CAPITAL PROJECTS FUND | TOTAL |
|--|-------------------|----------------------------------|---|-------------------|
| <u>ASSETS</u> | | | | |
| Cash - Checking Account | \$ 222,882 | \$ - | \$ - | \$ 222,882 |
| Cash in Transit | - | 2,027 | - | 2,027 |
| Investments: | | | | |
| Acquisition & Construction Account | - | - | 1,263 | 1,263 |
| Interest Account | - | 13 | - | 13 |
| Reserve Fund | - | 69,915 | - | 69,915 |
| Revenue Fund | - | 191,991 | - | 191,991 |
| Sinking fund | - | 15 | - | 15 |
| TOTAL ASSETS | \$ 222,882 | \$ 263,961 | \$ 1,263 | \$ 488,106 |
| <u>LIABILITIES</u> | | | | |
| Accounts Payable | \$ 3,744 | \$ - | \$ - | \$ 3,744 |
| Due To Developer | 2,400 | - | - | 2,400 |
| TOTAL LIABILITIES | 6,144 | - | - | 6,144 |
| <u>FUND BALANCES</u> | | | | |
| Restricted for: | | | | |
| Debt Service | - | 263,961 | - | 263,961 |
| Capital Projects | - | - | 1,263 | 1,263 |
| Unassigned: | 216,738 | - | - | 216,738 |
| TOTAL FUND BALANCES | \$ 216,738 | \$ 263,961 | \$ 1,263 | \$ 481,962 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 222,882 | \$ 263,961 | \$ 1,263 | \$ 488,106 |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2026

| <u>ACCOUNT DESCRIPTION</u> | <u>ANNUAL ADOPTED BUDGET</u> | <u>YEAR TO DATE BUDGET</u> | <u>YEAR TO DATE ACTUAL</u> | <u>VARIANCE (\$) FAV(UNFAV)</u> | <u>YTD ACTUAL AS A % OF ADOPTED BUD</u> | <u>APR-26 ACTUAL</u> |
|--|--------------------------------------|--------------------------------|--------------------------------|-------------------------------------|---|--------------------------|
| REVENUES | | | | | | |
| Interest - Investments | \$ - | \$ - | \$ 4,928 | \$ 4,928 | 0.00% | \$ 692 |
| Interest - Tax Collector | - | - | 86 | 86 | 0.00% | - |
| Special Assmnts- Tax Collector | 187,630 | 187,630 | 183,873 | (3,757) | 98.00% | 2,576 |
| Special Assmnts- Discounts | (7,505) | (7,505) | (7,083) | 422 | 94.38% | - |
| TOTAL REVENUES | 180,125 | 180,125 | 181,804 | 1,679 | 100.93% | 3,268 |
| EXPENDITURES | | | | | | |
| <u>Administration</u> | | | | | | |
| P/R-Board of Supervisors | 12,000 | 7,000 | 7,600 | (600) | 63.33% | - |
| FICA Taxes | 900 | 525 | 275 | 250 | 30.56% | - |
| ProfServ-Dissemination Agent | 1,000 | - | - | - | 0.00% | - |
| ProfServ-Engineering | 5,200 | 3,033 | 2,271 | 762 | 43.67% | - |
| ProfServ-Legal Services | 8,500 | 4,958 | 49,414 | (44,456) | 581.34% | 12,259 |
| ProfServ-Mgmt Consulting | 44,558 | 25,992 | 25,992 | - | 58.33% | 3,713 |
| ProfServ-Property Appraiser | 219 | 219 | 219 | - | 100.00% | - |
| ProfServ-Tax Collector | 329 | 329 | 226 | 103 | 68.69% | - |
| ProfServ-Trustee Fees | 7,000 | - | 3,500 | (3,500) | 50.00% | 3,500 |
| Auditing Services | 4,200 | 4,200 | 4,200 | - | 100.00% | - |
| Postage and Freight | 500 | 292 | 17 | 275 | 3.40% | - |
| Insurance | 7,590 | 7,590 | 7,702 | (112) | 101.48% | - |
| Shared Maintenance Costs | 9,500 | 4,750 | 3,220 | 1,530 | 33.89% | 1,836 |
| Printing and Binding | 1,000 | 583 | 24 | 559 | 2.40% | - |
| Legal Advertising | 1,500 | 1,500 | 57 | 1,443 | 3.80% | - |
| Other Current Charges | 700 | 408 | 669 | (261) | 95.57% | 67 |
| Misc-Web Hosting | 1,552 | 776 | 1,564 | (788) | 100.77% | 1,176 |
| Annual District Filing Fee | 175 | 175 | 175 | - | 100.00% | - |
| Total Administration | 106,423 | 62,330 | 107,125 | (44,795) | 100.66% | 22,551 |
| <u>Field</u> | | | | | | |
| Misc-Contingency | 73,702 | - | - | - | 0.00% | - |
| Total Field | 73,702 | - | - | - | 0.00% | - |
| TOTAL EXPENDITURES | 180,125 | 62,330 | 107,125 | (44,795) | 59.47% | 22,551 |
| Excess (deficiency) of revenues Over (under) expenditures | - | 117,795 | 74,679 | (43,116) | 0.00% | (19,283) |
| Net change in fund balance | \$ - | \$ 117,795 | \$ 74,679 | \$ (43,116) | 0.00% | \$ (19,283) |
| FUND BALANCE, BEGINNING (OCT 1, 2025) | 142,059 | 142,059 | 142,059 | | | |
| FUND BALANCE, ENDING | \$ 142,059 | \$ 259,854 | \$ 216,738 | | | |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2026

| <u>ACCOUNT DESCRIPTION</u> | <u>ANNUAL ADOPTED BUDGET</u> | <u>YEAR TO DATE BUDGET</u> | <u>YEAR TO DATE ACTUAL</u> | <u>VARIANCE (\$) FAV(UNFAV)</u> | <u>YTD ACTUAL AS A % OF ADOPTED BUD</u> | <u>APR-26 ACTUAL</u> |
|--|------------------------------|----------------------------|----------------------------|---------------------------------|---|----------------------|
| REVENUES | | | | | | |
| Interest - Investments | \$ - | \$ - | \$ 4,961 | \$ 4,961 | 0.00% | \$ 772 |
| Special Assmnts- Tax Collector | 147,637 | 147,637 | 144,680 | (2,957) | 98.00% | 2,027 |
| Special Assmnts- Discounts | (5,905) | (5,905) | (5,573) | 332 | 94.38% | - |
| TOTAL REVENUES | 141,732 | 141,732 | 144,068 | 2,336 | 101.65% | 2,799 |
| EXPENDITURES | | | | | | |
| <u>Administration</u> | | | | | | |
| ProfServ-Tax Collector | - | - | 177 | (177) | 0.00% | - |
| Total Administration | - | - | 177 | (177) | 0.00% | - |
| <u>Debt Service</u> | | | | | | |
| Principal Debt Retirement | 55,000 | 50,000 | 50,000 | - | 90.91% | - |
| Interest Expense | 87,081 | 44,041 | 44,041 | - | 50.57% | - |
| Total Debt Service | 142,081 | 94,041 | 94,041 | - | 66.19% | - |
| TOTAL EXPENDITURES | 142,081 | 94,041 | 94,218 | (177) | 66.31% | - |
| Excess (deficiency) of revenues Over (under) expenditures | (349) | 47,691 | 49,850 | 2,159 | -14283.67% | 2,799 |
| Net change in fund balance | \$ (349) | \$ 47,691 | \$ 49,850 | \$ 2,159 | -14283.67% | \$ 2,799 |
| FUND BALANCE, BEGINNING (OCT 1, 2025) | 214,111 | 214,111 | 214,111 | | | |
| FUND BALANCE, ENDING | \$ 213,762 | \$ 261,802 | \$ 263,961 | | | |

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2026

| <u>ACCOUNT DESCRIPTION</u> | <u>ANNUAL ADOPTED BUDGET</u> | <u>YEAR TO DATE BUDGET</u> | <u>YEAR TO DATE ACTUAL</u> | <u>VARIANCE (\$) FAV(UNFAV)</u> | <u>YTD ACTUAL AS A % OF ADOPTED BUD</u> | <u>APR-26 ACTUAL</u> |
|--|--------------------------------------|--------------------------------|--------------------------------|---------------------------------|---|--------------------------|
| <u>REVENUES</u> | | | | | | |
| Interest - Investments | \$ - | \$ - | \$ 28 | \$ 28 | 0.00% | \$ 4 |
| TOTAL REVENUES | - | - | 28 | 28 | 0.00% | 4 |
| <u>EXPENDITURES</u> | | | | | | |
| TOTAL EXPENDITURES | - | - | - | - | 0.00% | - |
| Excess (deficiency) of revenues Over (under) expenditures | - | - | 28 | 28 | 0.00% | 4 |
| Net change in fund balance | \$ - | \$ - | \$ 28 | \$ 28 | 0.00% | \$ 4 |
| FUND BALANCE, BEGINNING (OCT 1, 2025) | - | - | 1,235 | | | |
| FUND BALANCE, ENDING | \$ - | \$ - | \$ 1,263 | | | |

**Bonita Landing
Community Development District**

Supporting Schedules

April 30, 2026

Bonita Landing CDD
Non-Ad Valorem Special Assessments
Lee County Tax Collector - Monthly Collection Report
For the Fiscal Year Ending September 30, 2026

| Date Received | Net Amt Rcvd | Discount / (Penalties) Amount | Collection Cost | Gross Amount Received | Allocation | |
|-----------------------------------|-------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|
| | | | | | General Fund Assessments | Debt Service Fund Assessments |
| ASSESSMENTS LEVIED FY 2026 | | | | \$ 335,267 | \$ 187,630 | \$ 147,637 |
| Allocation % | | | | 100% | 56% | 44% |
| 11/10/25 | \$ 5,866 | \$ 347 | \$ 403 | \$ 6,617 | \$ 3,703 | \$ 2,914 |
| 11/21/25 | \$ 48,954 | \$ 2,040 | \$ - | \$ 50,994 | \$ 28,539 | \$ 22,456 |
| 12/11/25 | \$ 224,541 | \$ 9,356 | \$ - | \$ 233,897 | \$ 130,899 | \$ 102,998 |
| 12/24/25 | \$ 12,045 | \$ 466 | \$ - | \$ 12,511 | \$ 7,002 | \$ 5,509 |
| 01/16/26 | \$ 9,394 | \$ 291 | \$ - | \$ 9,685 | \$ 5,420 | \$ 4,265 |
| 02/10/26 | \$ 7,040 | \$ 126 | \$ - | \$ 7,166 | \$ 4,010 | \$ 3,156 |
| 03/11/26 | \$ 3,049 | \$ 31 | \$ - | \$ 3,079 | \$ 1,723 | \$ 1,356 |
| 04/15/26 | \$ 4,604 | \$ - | \$ - | \$ 4,604 | \$ 2,576 | \$ 2,027 |
| TOTAL | \$ 315,494 | \$ 12,656 | \$ 403 | \$ 328,553 | \$ 183,873 | \$ 144,680 |

% COLLECTED 98% 98% 98%

| | | | |
|--------------------------|-----------------|-----------------|-----------------|
| TOTAL OUTSTANDING | \$ 6,714 | \$ 3,757 | \$ 2,957 |
|--------------------------|-----------------|-----------------|-----------------|

Cash and Investment Report
April 30, 2026

| <u>ACCOUNT NAME</u> | <u>MATURITY</u> | <u>BANK NAME</u> | <u>YIELD</u> | <u>BALANCE</u> |
|---|-----------------|------------------|-----------------|--------------------------|
| GENERAL FUND | | | | |
| Checking Account - Operating | | Valley | 3.56% | 222,882 |
| | | | Subtotal | <u>\$ 222,882</u> |
| DEBT SERVICE AND CAPITAL PROJECT FUNDS | | | | |
| Series 2016 Acquisition & Const Fund | | Regions Bank | 3.27% | \$ 1,263 |
| Series 2016 Interest | | Regions Bank | 3.27% | \$ 13 |
| Series 2016 Reserve | | Regions Bank | 3.27% | \$ 69,915 |
| Series 2016 Revenue | | Regions Bank | 3.27% | \$ 191,991 |
| Series 2016 Sinking | | Regions Bank | 3.25% | \$ 15 |
| | | | Subtotal | <u>\$ 263,197</u> |
| | | | Total | <u><u>\$ 486,079</u></u> |

Bank Account Statement

Bonita Landing CDD

Bank Account No. 7801
Statement No. 04-26

Statement Date 04/30/2026

| | | | |
|---------------------------------------|------------|-----------------------------|------------|
| G/L Account No. 101002 Balance | 222,882.09 | Statement Balance | 238,891.08 |
| | | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | Subtotal | 238,891.08 |
| Subtotal | 222,882.09 | Outstanding Checks | -16,008.99 |
| Negative Adjustments | 0.00 | Ending Balance | 222,882.09 |
| Ending G/L Balance | 222,882.09 | | |

| Posting Date | Document Type | Document No. | Vendor | Description | Amount | Cleared Amount | Difference |
|-----------------------------------|---------------|--------------|-----------------------------|-------------------------|--------|----------------|------------|
| Outstanding Checks | | | | | | | |
| 03/25/2026 | Payment | 2125 | GANNETT FLORIDA LOCALIQ | Check for Vendor V00027 | | | -620.75 |
| 04/17/2026 | Payment | 100078 | BEACH ROAD GOLF ESTATES CDD | Inv: 591 | | | -1,835.99 |
| 04/28/2026 | Payment | 2127 | REGIONS BANK | Check for Vendor V00020 | | | -3,500.00 |
| 04/28/2026 | Payment | 2128 | REGIONS BANK | Check for Vendor V00020 | | | -2,027.25 |
| 04/29/2026 | Payment | 100080 | SHIR LAW GROUP | Inv: 449475 | | | -8,025.00 |
| Total Outstanding Checks | | | | | | | -16,008.99 |
| Outstanding Deposits | | | | | | | |
| Total Outstanding Deposits | | | | | | | |

BONITA LANDING CDD
Summary of Operations and Maintenance Invoices

| Vendor | Invoice Date | Invoice/Account Number | Amount | Invoice Total | Vendor Total | Comments/Description |
|--------------------------------|--------------|------------------------|--------------------|---------------|--------------|---|
| Miscellaneous | | | | | | |
| BEACH ROAD GOLF ESTATES CDD | 3/31/2026 | 591 | \$1,835.99 | | | 1/2026 - 3/31/2026 Shared expenses |
| INFRAMARK LLC | 4/1/2026 | 175469 | \$3,713.17 | | | APRIL 26 MGMT FEES |
| INFRAMARK LLC | 4/20/2026 | 177106 | \$0.74 | | \$3,713.91 | March 2026 Postage |
| INNERSYNC | 7/1/2025 | INV-SN-836 | \$388.13 | | | FY2025 ADA website compliance |
| INNERSYNC | 10/1/2025 | INV-SN-1029 | \$388.13 | | | FY2026 ADA website compliance |
| INNERSYNC | 4/1/2026 | INV-SN-1391 | \$399.77 | | \$1,176.03 | 4/1/2026 Website ADA Compliance |
| REGIONS BANK | 3/11/2026 | 126569 | \$3,500.00 | | | ANNUAL FEE |
| REGIONS BANK | 4/20/2026 | APR 20.26-8185 | \$2,027.25 | | \$5,527.25 | FY26 Tax Collections Series check request |
| SHIR LAW GROUP | 4/10/2026 | 449475 | \$8,025.00 | | | LEGAL SERVICES MAR 2026 |
| UNIVERSAL COURT REPORTING, INC | 4/8/2026 | 20761902 | \$490.00 | | | 4/8/2026 Court reporting |
| Miscellaneous Subtotal | | | \$20,768.18 | | | |
| TOTAL | | | \$20,768.18 | | | |



May 26, 2026

Mr. Michael Perez
District Manager
Bonita Landing Community Development District
c/o Inframark
313 Campus Street
Celebration, FL 34747

RE: Rate Schedule Adjustment

Dear Mr. Perez,

As we have completely transitioned from Johnson Engineering to Apex Companies our organization has taken steps to enhance our operations, expand resources, and strengthen the level of service we provide to our clients. As part of this alignment, we have conducted a review of our current pricing structure to ensure it reflects the value, support, and capabilities now available to you. Based on this evaluation, market conditions, and operational costs we respectfully propose an adjustment to the categories and pricing structure/hourly rate schedule for services under our Professional Engineering Services Agreement dated May 11, 2023. Please refer to *Attachment I* for the proposed adjustments.

Our goal is to ensure continued high-quality service, responsiveness, and long-term support for your needs. This adjustment ensures that we can continue investing in the top-tier talent and tools required to drive your projects forward.

We truly value our partnership and the opportunity to support Bonita Landing CDD over the years, and we look forward to our continued collaboration.

Thank you for your consideration and please feel free to contact me at (239) 461-2441 or erik.howard@apexcoss.com with any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads 'Erik Howard'.

Erik L. Howard, P.E., P.S.M.
Principal Engineer

cc: File #20236074-000
Attachment(s): Standard Billing Rates

Attachment I



Standard Billing Rates*

Florida

*Effective until March 2027

| Category | Hourly Rate |
|---|-------------|
| Principal Engineer | \$330 |
| Principal Scientist Principal Planner Principal Surveyor | \$310 |
| Sr. Engineering Manager Sr. Project Manager | \$275 |
| Sr. Lead Scientist | \$265 |
| Sr. Survey Manager | \$240 |
| Sr. Construction Manager Project Manager | \$235 |
| Lead Scientist Associate Project Manager Sr. Project Engineer | \$225 |
| Engineering Manager | \$220 |
| Landscape Architect Sr. Planner | \$210 |
| Sr. Technician | \$205 |
| Sr Project Scientist | \$200 |
| Sr. CAD/GIS Technician Project Engineer | \$190 |
| Sr. Environmental Technician | \$185 |

| Category | Hourly Rate |
|--|-------------------|
| Project Scientist | \$180 |
| CEI Project Administrator | \$175 |
| Staff Engineer | \$170 |
| Planner 3 Sr. Landscape Designer Technician 3 Staff Scientist | \$165 |
| Contract Support Specialist | \$160 |
| Planning Technician 3 CAD/GIS Technician 2 Landscape Designer | \$150 |
| Sr. Construction Engineer | \$145 |
| Sr. Construction Inspector CAD/GIS Technician 1 | \$140 |
| Construction Inspector | \$125 |
| Project Administrator | \$120 |
| Administrative Services Manager Intern | \$115 |
| Office Manager Construction Technician | \$110 |
| Administrative | \$100 |
| Expert Witness | 1.5 X Hourly Rate |

| Category | Hourly Rate |
|---------------------|-------------|
| 4-Person Field Crew | \$300 |
| 3-Person Field Crew | \$260 |
| 2-Person Field Crew | \$205 |
| 1-Person Field Crew | \$155 |

Reimbursable expenses are billed at cost plus 18 percent. Mileage is billed at the current IRS mileage rate.

2025 Form 1 Instructions

Statement of Financial Interests

Notice

The annual Statement of Financial Interests is due July 1. If the annual form is not submitted via the electronic filing system created and maintained by the Commission 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 \$20,000. [s. 112.317, F.S.]

Instructions for Completing and Filing Form 1 Statement of Financial Interests

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, 2025.

WHO MUST FILE FORM 1:

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

7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.
8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions

and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

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

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

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

Instructions for Completing Form 1

Primary Sources of Income

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

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such

as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

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

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

If disclosure of a primary source of income will place you in violation of confidentiality or privilege pursuant to law or rules governing attorneys, you may write "Legal Client" in each of the disclosure fields without providing any further information.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts,

etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

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

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

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

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

If disclosure of a secondary source of income will place you in violation of confidentiality or privilege pursuant to law or rules governing attorneys, you should disclose the name of the business entity for which your ownership and gross income exceeded the two thresholds above, and then write "Legal Client" in the remaining disclosure fields without providing any further information.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name

of the uniform rental company, its address, and its principal business activity (uniform rentals).

- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

Real Property

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

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

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

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

Intangible Personal Property

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes

investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

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

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

Interests in Specified Businesses

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

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

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

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

Training Certification

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

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

CE FORM 1 - Effective: January 1, 2026

Incorporated by reference in Rules 34-8.001 and 34-8.202, F.A.C