

# CITY OF HALLANDALE



## BOARDS AND COMMITTEES

December 2018

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# Introduction & Overview

The City of Hallandale Beach Boards and Committees are made of volunteer effort by our citizens. The Commission may create by ordinance boards, authorities and agencies and may specify their membership and duties. Such boards, committees, authorities and agencies shall be a part of the municipal government and shall utilize the services when available through the regular departments and offices of the City, including the City attorney. There are currently thirteen (13) Boards and Committees. The Boards and Committees provide non-binding strategic advice/recommendations to the City Commission. Each Board and Committee is tasked with specific purpose for Community development listed within.

## **Application Process:**

1. All persons serving on boards shall be residents of the City except in the case of boards having special occupational or professional qualifications as to membership, or whose membership qualifications are established by general law, state or federal regulation, county ordinance or interlocal governmental agreement. A person shall serve on no more than two such boards or committees or any combination, authority or agency; and members of such boards or committees or any combination, authorities or agencies shall serve without compensation except for necessary expenses approved by the Commission.
  - a. All candidates for Board/Committee membership should complete an application (*page 60*).
  - b. Provide proof of residency (Driver's License/ID) as part of the advisory board application except for those appointments that are exempt from this requirement.
  - c. Provide proof of Voter's Registration.
  - d. All members to be in good standing with the City, i.e., no debt with the City or litigation against the City.
  - e. Appointees will complete an application following appointment if not received prior to the appointment.
2. The application is then provided to the City Manager for review and then brought before the City Commission on the next Regular City Commission Meeting for adoption.

### Public Records:

Pursuant to Sec. 119.01, Florida Statute. It is the policy of this State that all state, county, and municipal records shall at all times be open for a personal inspection by any person. Public records are defined as "*...all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.*"

Therefore, any and all information provided to the City of Hallandale Beach in connection to your application will become public records.

One Board/Committee appointment for each elected official. However, the Parks and Recreation Board will consist of 10 members with 2 appointments made by each Commissioner. By motion, a Commissioner may nominate a person to another Commissioner's appointment to any board/committee should it be vacant for more than three Commission meetings.

**Structure:**

*(Ordinance 2018-012 adopted on May 16, 2018)*

*1. Appointment of members; Qualifications; vote of Commission.*

Boards and Committees will be created by ordinance and have five (5) members unless a greater number of members is specifically stipulated in the enabling authority. All members of boards and committees, including alternate members, shall be appointed by a majority vote of the City Commission. Individual members of the Commission may not give direction to nor interfere with board or committee actions.

Nomination and appointment to boards and committees shall be as follows, unless otherwise required by law:

- a. On boards and committees consisting of five members, each member of the City Commission shall have one nomination.
- b. On boards and committees consisting of seven members, each member of the City Commission shall have one nomination and two members will be appointed by the Commission-at-large.
- c. On boards and committees of membership other than five or seven, the City Commission shall specify the method of appointment in the enabling ordinance.
- d. The City Commission may appoint an alternate member to each board or committee to serve as a substitute for absent regular members; and while so serving, the substitute shall have the full power and authority of the absent member. No special qualifications shall be required to serve as an alternate member of any such board, authority or agency except as otherwise provided by law.
- e. By motion, any Commissioner may nominate a person to another Commissioner's appointment should it be vacant for more than three Commission meetings.
- f. No elected official shall serve on any Board/Committee of the Commission.

Once appointed, members of the following Boards and Committees are required to complete Statement of Financial Interest Disclosure (Form 1) ([Florida Commission on Ethics Forms](#)) within 30 days of appointment and then annually by July 1 of each year:

- Nuisance Abatement Board
- Planning and Zoning Advisory Board
- Police and Fire Pension Board
- Unsafe Structures Board

The Final Statement of Financial Interests (Form 1F) ([Florida Commission on Ethics Forms](#)) is required within 60 days after departure or removal of Board/Committee.

All advisory board openings will be advertised on the City's website and a newspaper ad will be placed in the local newspaper quarterly.

## *2. Terms; reappointment*

The members and alternate members of all boards and committees shall serve at the pleasure of the City Commission and shall be appointed for terms of approximately two years, with terms expiring on the date of the City Commission organizational meeting following each City Commission election. Appointees serve at the pleasure of the nominating Commissioner or other appointing authority. If the nominating Commissioner vacates his or her office for any reason, the terms of respective advisory board or committee member nominated by that Commissioner shall terminate at the same time the Commissioner's office is vacated. However, each member and alternate member shall continue to serve until a successor is appointed. All members and alternate members are eligible for reappointment.

## *3. Meetings*

Meetings may begin and end at any time the board or committee determines, by majority vote. Meetings must be advertised by the City Clerk and the Secretary of the board or committee must inform the City Clerk of the next two (2) month's meeting dates the day after each board or committee meeting. Therefore, the boards must have 'meeting dates' as an item on their agenda each month, unless meetings will be on a regular schedule. Each meeting shall have a quorum in order to conduct business. A quorum is defined as A majority of the total number of members will constitute a quorum. For a five- person board or committee, three (3) members shall constitute a quorum. For a seven-person board or committee, four (4) members shall constitute a quorum. For a ten-person board or committee, six (6) members shall constitute a quorum.

Removal of any board member with three (3) unexcused absences or four (4) cumulative absences during a calendar year will be automatic. Any board member arriving at a meeting 15 minutes late will be considered as an unexcused absence.

Minutes of all Boards/Committees will be posted on the Commission Agenda as informational item once they have been approved by its respective Board/Committee.

## *4. Officers*

The City Code provides definition of the Board's officers. Each Board shall appoint a Chair, Vice Chair and a Secretary. The Chairman shall chair the meetings and be the representative of the Board to the City Manager and City Commission. In the absence of the Chairman at any meetings, the

Vice-Chair shall act as chair. The Secretary shall maintain members' attendance records, create meeting minutes and monthly reports.

#### 5. *Monthly Reports*

Boards/Committees should provide a brief monthly report at the Commission Meetings to include:

- Approved minutes by the Board or Committee.
- Board and Committee member's attendance reports.
- Monthly reports on vacancies to the Board and Committee.
- Annual Reports, pursuant to Code Sec. 2-74(g), all Boards/Committees submitted at least sixteen (16) days in advance of the date scheduled for presentation to the Commission.

#### 6. *Board/Committee Staff Liaison*

Liaisons to the Board/Committee shall furnish, supply and make available to the Board/Committee suitable and proper accommodations and documentation for the transactions of the Board/Committee's business. Liaisons will objectively analyze the Board/Committee's recommendations and forward those recommendations to the Commission.

The board or committee Chair or designee, in conjunction with the departmental liaison, shall prepare the annual report. The annual report shall be submitted by the departmental liaison to the City Clerk so as to be received at least sixteen (16) days in advance of the date scheduled for the presentation to the Commission. The report shall be included in the Commission agenda.

### **Rules of Communications:**

Board members can request information for research/background purposes of a particular topic by contacting Board/Committee Staff Liaison or City Clerk.

*Florida Statute Section 286.011, applies to public boards and Commissions, and has been applied to meetings of "two or more members" of the same board or Commission when discussing some matter which foreseeably will come before the board or Commission. Therefore, the statute does not ordinarily apply to an individual member of a public board or Commission or to public officials who are not board or Commission members. In addition, it does not apply to a meeting between individuals who are members of different boards unless one or more of the individuals has delegated the authority to act on behalf of his/her board. Therefore, do not discuss with your fellow board members by phone, letter, e-mail, etc., any matters that will foreseeably come before the board.*

### **Overview of Sunshine Law:**

There are three basic requirements of Section 286.011, Florida Statutes:

1. Meetings of public Boards or Commissions must be open to the public.
2. Reasonable notice of such meetings must be given; and

3. Minutes of the meetings must be taken and promptly recorded.

### **Robert's Rule of Order:**

Board and Committee meetings are conducted under Parliamentary Procedure using Robert's Rules of Order. This means that actions are conducted using Motions. Motions are statements that describe a proposed action or decision and the process of making motions ensures that no decision is accepted without the opportunity for discussion or vote.

The Secretary shall be responsible for the preparation of meeting minutes. The minutes shall include the date, time, location and name of the board, the name of the committee members and whether they are in attendance, all motions, the makers and those who second, and the vote. Verbatim minutes are not necessary. The secretary will have two (2) weeks from the day of the meeting, to prepare typed minutes and provide a copy to each member and to the staff liaison. Within five (5) days of approval of the minutes by vote of the board or committee a copy must be sent to the City Clerk for distribution to the City Manager and City Commission.

### **Training:**

#### *a. Required Training*

Members of Advisory Boards and Committees shall complete Ethics Training at least once during their term of office.

Online Application form and additional information can be found on the City of Hallandale Beach [Advisory Boards & Committees](#) website or by visiting the City Clerk's Office at 400 S. Federal Highway, Hallandale Beach, Florida, 33009, [cityclerkoffice@hallandalebeachfl.gov](mailto:cityclerkoffice@hallandalebeachfl.gov).



# Beautification Advisory Board

(BAB)

(5 Members)

**The Board advises and recommends to the City Commission actions relating to the overall appearance of the City, long range plans for beautification projects, and other matters which may be referred to the Board by the City Commission.**

## BEAUTIFICATION ADVISORY BOARD

(5 Members)

### **MAYOR APPOINTMENT (ADAMS)**

Rochelle Blum  
608 NE 25 Avenue  
Hallandale Beach, FL 33009  
(954) 456-4125

[\[email\]](#)

Appointed: 5/21/2008

Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

Phyllis Broccone  
501 Layne Blvd  
Hallandale Beach, FL 33009  
(954) 457-9846(h); (954) 559-1870(c)

[\[email\]](#)

Appointed: 12/18/2001

Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

Ann Henigson  
500 Three Islands Blvd, #707  
Hallandale Beach, FL 33009  
(954) 457-8583

[bby99@yahoo.com](mailto:bby99@yahoo.com)

Appointed: 2/4/2015

Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

**TERM:** At the will of the City Commission

**REG. MTG:** 2nd Thursday of each month - 9:45 a.m.

**LOCATION:** Department of Public Works in Building by Garage

**CHAIR:** Phyllis Broccone

**VICE-CHAIR:** **VACANT**

**SECRETARY:** **VACANT**

**LIAISON:** Randy Stovall, Operations Manager, Alyssa Jones-Wood, Agenda Green Initiatives

**DIRECTOR:** Steven Parkinson, Public Works Director

Ord. No. 2018-013, 05-16-2018, 2018-013, 05-16-2018

**REVISED:** 12/7/2018

**Secs. 2-79—2-100. Reserved.****DIVISION 2. ADVISORY BOARDS AND COMMITTEES\*****Sec. 2-101. Beautification advisory board.**

There is established the Hallandale Beach Beautification Advisory Board which shall advise and recommend to the city commission action to be taken in the following matters as they concern beautification factors:

- (a) Overall appearance of the city.
- (b) Long range plans for beautification projects.
- (c) Such other matters pertaining to the beautification of the city referred to the board by the city commission.

(Code 1980, § 2-24; Ord. No. 2018-013, § 3, 5-16-2018)

**Sec. 2-102. Planning and zoning board.**

(a) *Established.* A planning and zoning board is established, which shall consist of five members designated in accordance with general advisory board nomination processes, one non-voting member designated by the school board, and two alternates designated by the city commission at-large. Each board member shall be a resident of the city and shall possess experience or interest in the fields of planning, zoning and land development.

(b) *Responsibilities.* The board shall review and make advisory recommendations to the city commission on applications for the following:

- (1) Changes to the zoning code text or official zoning map (rezonings);
- (2) Conditional uses;
- (3) Variances, other than those variances it has authority to approve pertaining to minor development under section 32-965(a);

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\***Editor's note**—Ord. No. 2018-013, § 2, adopted May 16, 2018, changed the title of Div. 2 from "Beautification Advisory Board" to read as set out herein.

- (4) Changes to the comprehensive land use plan;
- (5) Development review approval for major development;
- (6) Application for all plats of subdivision and resubdivisions of land; and
- (7) Such other matters as deemed appropriate by the city commission.

(c) *Meetings.* The planning and zoning board shall establish the time and place for all meetings and shall meet at least once each month on a regularly scheduled date. The board may elect not to hold a meeting when there are no scheduled items; when a quorum cannot be achieved; and during the month of December due to the holiday season. The board may schedule special meetings upon the call of the chairperson.

(d) All board meetings shall be open to the public.

(e) The director or his designee shall be in attendance at all meetings as an advisor and be permitted to propound questions, give evidence and make recommendations.  
(Ord. No. 2018-013, § 7, 5-16-2018)

**Sec. 2-103. Parks and recreation advisory board.**

(a) There is created and established a parks and recreation advisory board for the city, which shall consist of ten residents of the city. Each of the five commissioners will appoint two board members to the parks and recreation advisory board.

(b) *Functions and duties.* The parks and recreation advisory board shall have the following functions and duties:

- (1) Make recommendations concerning the operation of all public parks, playgrounds, undeveloped park lands, public beaches and other recreational facilities within the city.
- (2) Recommend to the city commission and the city manager from time to time actions which it believes the city commission should take with reference to the acquisi-

# Charter Review Committee

(CRC)

(7 Members\*)

**The Committee meets on a periodic basis, as needed, to identify and address issues of concern to the City relevant to its Charter. The committee shall study the existing City Charter with the view to improve the Charter to provide for the preservation of the general health, welfare and safety of the inhabitants of the City, and to make recommendations to the City Commission for amendments and/or revisions to the Charter. The committee shall act only in an advisory capacity to the City Commission.**

*\*The committee shall be made up of individuals appointed by the City Commission on or before the first Tuesday of November 2019, by motion of the Commission, and again every eight (8) years thereafter, on or before the first Tuesday of November, and shall continue to exist until the committee renders the report described in subsection (g) of Section 8.01 Charter Amendment. This provision shall not be construed to preclude the City Commission from appointing a Charter review committee at any other time.*

*Each City Commissioner shall nominate one (1) member of the Charter review committee. Nominations shall be approved by a majority vote of the City Commission. The City Commission shall select two (2) additional committee members by majority vote in an effort to assure diversity within the committee.*

## CHARTER REVIEW COMMITTEE

(7 Members)

### **MAYOR APPOINTMENT (ADAMS)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: 03/21/2018

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

[appointed date]

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

[appointed date]

### **VICE MAYOR APPT. (JAVELLANA)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

[appointed date]

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

[appointed date]

### **AT-LARGE APPOINTMENT**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

[appointed date]

### **AT-LARGE APPOINTMENT**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed:

Expires:

**TERM:** At the will of the City Commission

**REG. MTG:** TBD

**LOCATION:** TBD

**CHAIR:** VACANT

**VICE-CHAIR:** VACANT

**SECRETARY:** VACANT

**LIAISON:** TBD

**DIRECTOR:** TBD

Ord. No. 84-19, 9-4-1984; 2003-28, 11-18-2003; 2012-07, 5-2-2012

**REVISED:** 12/7/2018

sale to the city may render the contract or sale voidable by the city manager or the city commission.

(Ord. No. 2003-28, § 2, 11-18-2003)

### **Sec. 7.03: Penalties.**

Violations of ordinances or this Charter shall be punishable in accordance with the uniform fines and penalties set by general law.

(Ord. No. 2003-28, § 2, 11-18-2003)

**State law reference**—Penalty for violations, F.S. § 162.21.

## **ARTICLE VIII. CHARTER AMENDMENTS\***

### **Sec. 8.01: Charter amendment.**

(1) *Initiation by ordinance.* The commission may, by ordinance, amend this Charter, except that amendments affecting the following subjects shall require approval by referendum of the electors:

- (a) Terms of elected officers and manner of their election.
- (b) Distribution of powers among elected officers.
- (c) Matters prescribed by this Charter relating to appointive boards.
- (d) Any change in the form of government.
- (e) Any other subject so provided by general law.

(2) *Initiation by petition.* The electors of the city may propose amendments to this Charter by petition signed by at least ten (10) percent of the total number of qualified electors registered to vote in the last regular city election.

- (a) *Form and content.* All papers of a petition shall be uniform in size and style, shall be in a form designated by the city clerk and shall be assembled as one (1) instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have

attached thereto throughout their circulation the full text of the proposed Charter amendment.

- (b) *Affidavit of circulator.* Each paper of a petition shall have attached to it when filed an affidavit executed by the circulator thereof, stating that he personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his presence, that he believes them to be genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the proposed Charter amendment.
- (c) *Certification of petition.* Upon certification of the sufficiency of the petition by the city clerk, such certification to include the validity of the names on the petition as qualified electors registered to vote in the last regular city election, the commission shall place the proposed amendment to a vote of the electors at the next regular election held not less than sixty (60) days after certification or at a special election called for such purpose.

### **(3) Charter review committee.**

- (a) *Creation.* There is created and established a body to be known as the City of Hallandale Beach Charter Review Committee. The committee shall be made up of individuals appointed by the city commission on or before the first Tuesday of November, 2019, by motion of the commission, and again every eight (8) years thereafter, on or before the first Tuesday of November, and shall continue to exist until the committee renders the report described in subsection (g) of this section. This provision shall not be construed to preclude the city commission from appointing a Charter review committee at any other time.
- (b) *Appointment and membership.* Each city commissioner shall nominate one (1) member of the Charter review committee. Nominations shall be approved by a majority vote of the city commission. The city com-

\***State law reference**—Charter amendments, F.S. § 166.031.

mission shall select two (2) additional committee members by majority vote in an effort to assure diversity within the committee.

(c) *Purpose.* The purpose of the committee shall be to meet on a periodic basis, as needed, to identify and address issues of concern to the city relevant to its Charter.

(d) *Duties.* The duties of the committee shall be to study the existing city Charter with the view to improve the Charter so as to provide for the preservation of the general health, welfare and safety of the inhabitants of the city, and to make recommendations to the city commission for amendments and/or revisions to the Charter. The committee shall act only in an advisory capacity to the city commission.

(e) *Organization.*

1. After selection of the members of the committee, the first meeting of the committee shall be called by the city manager, who shall explain the duties of the committee and call for the election of the committee's chairman and vice-chairman.
2. The members of the committee shall elect a chairman and a vice-chairman. The chairman shall set the time, date and place of the meetings.
3. The committee may adopt such internal procedures and rules as may be necessary to carry out its functions, including but not limited to, policies relating to attendance.

(f) *Meetings.*

1. *Notice.* All meetings of the committee shall be open to the public, and public notice of such meetings shall be provided as is practical, and all meetings will maximize the use of electronic media.
2. *Quorum.* A quorum shall consist of a majority of the members.
3. *Action of committee.* The affirmative vote of at least four (4) members of

the committee shall be required to carry out the functions of the committee.

(g) *Report.* Within six (6) months of the committee's first meeting, the committee shall prepare a written report to the city commission detailing its findings and recommendations, a copy of which shall be available in the office of the city clerk for public review.

(Ord. No. 84-19, § 2, 9-4-1984; Ord. No. 2003-28, § 2, 11-18-2003; Ord. No. 2012-07, § 1, 5-2-2012)

**Editor's note**—Ord. No. 2012-07, § 1, adopted May 2, 2012, did not specifically amend § 8.01; hence, inclusion herein as subsection 8.01(3) was at the editor's discretion.

**State law references**—Municipal annexation or contraction, F.S. ch. 171; required signatures, F.S. § 166.031; Charter amendment procedure, F.S. § 166.031.

## ARTICLE IX. TRANSITION SCHEDULE

### Sec. 9.01: Continuation of former Charter provisions.

All provisions of Laws of Florida, ch. 29108(1953), as amended by special law or otherwise, which are not embraced herein and which are not inconsistent with this Charter, shall become ordinances of the city, subject to modification or repeal in the same manner as other ordinances of the city in accordance with general law.

(Ord. No. 2003-28, § 2, 11-18-2003)

**Cross reference**—Special acts pertaining to jurisdiction and exercise of powers considered Charter amendments, § 1.04.

**State law reference**—Conversion of certain provisions to ordinances, F.S. § 166.021(5).

### Sec. 9.02: Ordinances preserved.

All ordinances and resolutions in effect upon the adoption of this Charter, to the extent not inconsistent with it, shall remain in force until repealed or changed as provided herein.

(Ord. No. 2003-28, § 2, 11-18-2003)

### Sec. 9.03: Rights of officers and employees.

Nothing in this Charter except as otherwise specifically provided shall affect or impair the rights or privileges of persons who are city officers or employees at the time of adoption.

# Civil Service Board

(CSB)

(7 Members\*)

**The Board recommends a code of rules and regulations. This code shall cover the regulations for the conduct and direction of all employees, and shall prescribe their duties, hours of work, discipline, and control. The board shall make investigations concerning the enforcement and effect of this article on its adopted code. It shall make an annual report to the City Commission.**

*\*The Board shall be composed of seven (7) members, four (4) members of the board to be persons of different vocations, not employed by the municipality in any other capacity, official or otherwise, and shall be appointed by the City Commission, and shall be so appointed for terms of two (2) years. The fifth member of the board shall be a sworn officer in the police department, and the sixth member of the board shall be a certified firefighter member of the fire department, who shall be elected to membership on the board by the vote of the regular employed members of the police and fire departments, respectively. The seventh member of the board shall be a City employee with civil service status other than a sworn police officer or certified firefighter. The term of the fifth, sixth and seventh members shall be for two years.*



## CIVIL SERVICE BOARD

(7 Members)

### **FIRE**

Gary DiLella  
Hallandale Beach Fire Department  
Hallandale Beach, FL 33009  
(954) 457-1478

[\[email\]](#)

Appointed: 7/31/2015

Expires: 7/31/2017

### **POLICE**

Frederick Sanks  
Hallandale Beach Police Department  
Hallandale Beach, FL 33009  
(954) 457-1400

[\[email\]](#)

Appointed: 7/31/2015

Expires: 7/31/2017

### **GENERAL EMPLOYEE**

Shelley Sarros  
Code Enforcement Official  
Hallandale Beach, FL 33009  
[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **AT-LARGE APPOINTMENT**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

**TERM:** At the pleasure of the City Commission, two year terms

**REG. MTG:** 2nd Wednesday of each month - 10:00 a.m.

**LOCATION:** City Commission Chambers

**CHAIR:** Albert Cunningham

**VICE-CHAIR:** Salvatore Broccone

**SECRETARY:** **VACANT**

**LIAISON:** Radu Dodea, Director of Human Resources

**DIRECTOR:** Radu Dodea, Director of Human Resources

Ord. No. 97-19, 11-18-1997; 2007-03, 4-4-2007; 2012-27, 9-24-2012

**REVISED:** 12/7/2018

### **HALLANDALE RESIDENT**

Salvatore Broccone  
501 Layne Boulevard  
Hallandale Beach, FL 33009  
(954) 457-9846

[rock-sniffer@att.net](mailto:rock-sniffer@att.net)

Appointed: 6/17/2015

Expires: 7/31/2017

### **HALLANDALE RESIDENT**

Albert Cunningham  
200 Diplomat Parkway #420  
Hallandale Beach, FL 33009  
(954) 456-4349

[cunn4011@bellsouth.net](mailto:cunn4011@bellsouth.net)

Appointed: 6/17/2015

Expires: 7/31/2017

### **HALLANDALE RESIDENT**

Etty Sims  
1000 NE 5th Street  
Hallandale Beach, FL 33009  
(954) 562-6971

[ettysims@bellsouth.net](mailto:ettysims@bellsouth.net)

Appointed: 6/17/2015

Expires: 7/31/2017

department, upon approval of the heads of the two departments concerned and with the consent of the employee to be transferred, without having to serve an additional probationary period. Nothing in this section shall be construed to interfere with the right of the city manager to assign or reassign employees within a given class among the various departments as he deems in the best interest of the service, regardless of consent of employees so assigned.

(Ord. No. 97-19, § 1(21-23), 11-18-1997; Ord. No. 2012-27, § 1, 9-24-2012)

### **Sec. 21-36. Conflicting laws.**

The provisions of this article are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this article is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of this article.

(Ord. No. 97-19, § 1(21-33), 11-18-1997)

### **Secs. 21-37—21-60. Reserved.**

## **DIVISION 2. CIVIL SERVICE BOARD\***

### **Sec. 21-61. Created; composition; appointment and election of members; organization; compensation of members.**

(a) A civil service board for the municipality is created. Such board shall be composed of seven members, four members of the board to be persons of different vocations, not employed by the municipality in any other capacity, official or otherwise, and shall be appointed by the city commission, and shall be so appointed for terms of two years. The fifth member of the board shall be a sworn officer in the police department, and the sixth member of the board shall be a certified firefighter member of the fire department, who shall be elected to membership on the board by the vote of the regular employed members of the police and fire departments, respectively. The seventh member of the board shall be a city

\*Cross reference—Boards, committees, districts and authorities, § 2-71 et seq.

employee with civil service status other than a sworn police officer or certified firefighter. For greater certainty, it is specified that civilian employees in the fire or police department shall vote only for the seventh member and not for the fifth or sixth member of the civil service board. The term of the fifth, sixth and seventh members shall be for two years. The members of the board, other than the fifth, sixth and seventh members, shall appoint the judges and clerks for the election of the fifth, sixth and seventh members. The time for such election shall be set by the board or such other day as may be designated by the city commission. The votes shall be counted on the following work day after the election. The candidate receiving the greatest number of votes shall be declared elected.

(b) At the first regular meeting after a new appointment or reappointment, the board shall elect one of its members as chairman, then elect another one of its members to serve as vice-chairman. The selection of the chairman and vice-chairman shall be by majority vote of the board members present.

(c) All members of the civil service board appointed shall serve without recompense unless otherwise provided by the city commission. The employee members shall serve on the board without compensation other than their regular pay. (Ord. No. 97-19, § 1(21-31), 11-18-1997)

### **Sec. 21-62. Meetings.**

(a) Meetings of the civil service board are regularly scheduled for the second Wednesday of every month but can be canceled by the civil service board chairperson, if there are no items requiring the board's attention. Additional meetings can also be scheduled as necessary.

(b) All meetings of the board shall be open to the general public and shall be recorded, with minutes kept. Representatives of newspapers, radio stations and television stations shall be permitted to attend and to report to the public through their media all transactions of the board. When it is necessary to arrange for equipment for the transmitting of board meetings, such equipment shall be set up and tested prior to the time scheduled for the board to meet. No requests for

broadcasting and/or televising board meetings will be granted once the board is in session, and the board has the right to limit the number of agencies permitted to broadcast and/or televise its proceedings.

(c) In all questions coming before the board, a majority vote shall control. Any four members of the board shall constitute a quorum.

(d) Whenever an individual or group has a matter which requires or might require the consideration or the decision of the board, that individual or group shall first meet with the human resources department, who shall make the necessary arrangements to bring the matter before the board.

(Ord. No. 97-19, § 1(21-3.1), 11-18-1997; Ord. No. 2007-03, § 1, 4-4-2007; Ord. No. 2012-27, § 1, 9-24-2012)

#### **Sec. 21-63. Responsibilities.**

(a) The civil service board shall adopt a set of rules, subject to approval by the city commission. The board shall have the power to employ stenographers, clerks and other assistance as may, by appropriation, be provided for by the city commission. It shall be the duty of the board to make an annual report of its activities of the calendar year to the city commission and make recommendations for the best interests of the service.

(b) The civil service board shall recommend a code of rules and regulations. This code shall cover the regulations for the conduct and direction of all employees, except those excluded by this code, and shall prescribe their duties, hours of work, discipline, and control. The code shall contain rules and regulations for the appointment, employment and discharge of persons in all positions in the municipality, based on merit, efficiency, character and industry. The code shall have the force and effect of a law on employees of the municipality. The board shall make investigations concerning the enforcement and effect of this article on its adopted code. It shall make an annual report to the city commission.

(c) The board shall have the right as necessary to make such rules as it sees fit governing physical and mental examinations for all employees in the classified service, subject to all legal requirements.

(d) The board shall periodically review the procedures used for conducting the examinations and may adopt such measures as it deems necessary, expedient or otherwise in the best interest of the city with regard to testing procedures. The human resources department shall comply with all such measures adopted by the board.

(e) Whenever in its judgment the interest of the public requires it, the board shall have the power to order a reexamination of applicants. It may also correct, amend or revoke any schedule, eligible register, or other paper or record when an error has been made or an injustice done.

(f) Whenever the board has reason to believe that the rules and regulations have been violated by the abuse of power in recommending or making an appointment to any position, or in a layoff, demotion, suspension or removal without justification, it shall be the duty of the human resources department to investigate. If in the investigation the human resources department shall find that the violations were contrary to the intent and spirit of this article, it shall make a report to the city manager and the board.

(g) The board shall have the power to subpoena and require the attendance of witnesses and the production of pertinent documents, and to administer oaths.

(Ord. No. 97-19, § 1(21-3.2), 11-18-1997; Ord. No. 2012-27, § 1, 9-24-2012)

#### **Sec. 21-64. Initiating proceedings.**

The civil service board shall have the initiative in any proceedings and may, by a majority vote, call before it any employee of any department for investigation, and if it finds sufficient grounds to do so may direct the human resources department to prefer charges against the employee, in which event the human resources department may be substituted for the department head in such charges and hearing.

(Ord. No. 97-19, § 1(21-3.3), 11-18-1997; Ord. No. 2012-27, § 1, 9-24-2012)

#### **Sec. 21-65. Right of appeal to civil service board; notice to employee of hearing.**

A discharged, suspended or demoted employee may appeal to the civil service board for a hearing

in writing within 15 calendar days from the effective date of the suspension, demotion or discharge. The board shall hear the appeal within 30 days after the date that such appeal shall have been so filed with the board. Written notice shall be given by the human resources department to the person so removed, the city manager, and to the head of the proper department, of the time and place of hearing the appeal, which hearing shall be open to the public.

(Ord. No. 97-19, § 1(21-32), 11-18-1997; Ord. No. 2012-27, § 1, 9-24-2012)

**Sec. 21-66. Amendment of charges prohibited; procedure of hearing; right to counsel at hearing; decision by civil service board.**

(a) The civil service board shall hear the evidence upon the charges and specifications as filed with it by the department head. No material amendment of or addition to such charges or specifications will be considered by the board. The proceedings shall be as informal as is compatible with justice. The order of proof shall be as follows:

- (1) The department head shall present his evidence in support of the charges.
- (2) The appellant shall then produce such evidence as he may wish to offer in his defense.
- (3) The parties in interest may then offer rebuttal evidence.
- (4) The board shall hear arguments.

The admission of the evidence shall be governed by the rules applied by the court in civil cases. The department head may be represented by other counsel. The appellant may also be represented by counsel; and the board shall, after due consideration, render its judgment affirming, disaffirming or modifying the action of the department head. The board, recognizing the disciplinary authority of the department head, and ready at all times to improve the relationship between employer and employee, shall make its recommendations in writing to the city manager for his consideration. The city manager shall then enter an order affirming, reversing or modifying the disciplinary action of the department head.

(b) Whenever the dismissal or suspension of an employee is disapproved by the board and a reinstatement ordered, the employee involved may, as determined by the board, receive the pay he lost because of such suspension.

(Ord. No. 97-19, § 1(21-32.1), 11-18-1997)

**Sec. 21-67. False swearing before civil service board constitutes perjury.**

Any willful false swearing on the part of any witness or person giving evidence before the civil service board mentioned in this division as to any material fact in such proceedings shall be deemed perjury, and shall be punished in the manner prescribed by law for such offense.

(Ord. No. 97-19, § 1(21-32.2), 11-18-1997)

**Sec. 21-68. Failure to appear at hearing.**

If the employee whose appeal is to be heard as set out in this division shall fail to appear for no good reason at the time fixed for the hearing, the civil service board shall hear evidence and render judgment thereon. If the head of the proper department shall fail to appear at the time fixed for the hearing, and if no evidence is offered in support of his charges, the board may render judgment as by default or may hear evidence as offered by the removed employee, and render judgment; and the board shall forthwith notify the department head and the removed employee of its judgment.

(Ord. No. 97-19, § 1(21-32.3), 11-18-1997)

**Sec. 21-69. Resignation before appeal.**

The acceptance by a department head of the resignation of an employee suspended, demoted or discharged, before final action on the part of the civil service board, shall be considered a withdrawal of the charges; and the separation of the employee concerned shall be recorded as a resignation, and the proceedings shall be dismissed without judgment. A copy of the charges shall remain in the personnel file of the employee, and a notation shall be made on the copy of the charges to the effect that charges were withdrawn pursuant to this section.

(Ord. No. 97-19, § 1(21-32.4), 11-18-1997)

# Education Advisory Board

(EAB)

(8 Members\*)

**The Board advises the City Commission on programs and resources opportunities for the City to partner with the schools, recommend actions to support the educations facilities, and increase interaction and coordination between local school's businesses.**

*\*The Board shall consist of eight (8) voting members. Two (2) members of the Parent Teacher Organization – Gulfstream Academy of Hallandale Beach K-8 Elementary (parent or guardian of a child enrolled within the school). One (1) member of the Parent Teacher Organization – Hallandale High School (parent or guardian of a child enrolled within the school). Each City Commissioner shall appoint one (1) resident who has a background in education and interest in the field of education.*

## EDUCATION ADVISORY BOARD

(8 Members)

### **MAYOR APPOINTMENT (ADAMS)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

Denis Bayle

1945 S. Ocean Drive, #1714

Hallandale Beach, FL 33009

(954) 342-9130

[denisbysl@yahoo.com](mailto:denisbysl@yahoo.com)

Appointed: 4/17/2013

Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

Diana Silva

101 SW 7th Street

Hallandale Beach, FL 33009

(954) 457-5664

[dsilva2377@aol.com](mailto:dsilva2377@aol.com)

Appointed: 8/21/2013

Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

Steve Carlo

321 NE 1St Court, #215

Hallandale Beach, FL 33009

(954) 937-3982

[smc62983@gmail.com](mailto:smc62983@gmail.com)

Appointed: 8/7/2013

Expires:

### **APPT. OF GULFSTREAM ACADEMY K-8**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[abetterparamedic@comcast.net](mailto:abetterparamedic@comcast.net)

Appointed: 4/17/2013

Expires:

### **APPT. OF GULFSTREAM ACADEMY K-8**

Veronica Newmeyer

740 SW 4th Street

Hallandale Beach, FL 33009

(954) 865-8614

[veronica.newmeyer@gmail.com](mailto:veronica.newmeyer@gmail.com)

Appointed: 2/17/2016

Expires:

### **APPT. OF HALLANDALE HIGH SCHOOL**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

**TERM:** At the will of the City Commission

**REG. MTG:** 1st Monday of each month - 4:00 p.m.

**LOCATION:** Cultural Center

**CHAIR:** **VACANT**

**VICE-CHAIR:** Veronica Newmeyer

**SECRETARY:** **VACANT**

**LIAISON:** Greg Chavarria, Chief Information Officer

**DIRECTOR:** Greg Chavarria, Chief Information Officer

Ord. No. 2018-018, 08-01-2018,

**REVISED:** 12/7/2018



tion, development and maintenance of parks, playgrounds and recreational facilities in the city.

- (3) Recommend rules and regulations for the operation of city parks, playgrounds and public recreational facilities.  
(Ord. No. 2018-013, § 8, 5-16-2018)

**Sec. 2-104. Public transportation, traffic and parking advisory board.**

There is created and established the Hallandale Beach Public Transportation, Traffic and Parking Board, which board is established for the purposes of assisting the city commission in planning, developing and implementing a mass transit program and addressing the issues of traffic and parking throughout the city. The board shall serve in an advisory capacity to the city commission regarding matters related to the city's mass transit program, parking, and traffic reduction initiatives. It shall exercise and perform such other duties as may be established by the city commission.

(Ord. No. 2018-013, § 9, 5-16-2018)

**Sec. 2-105. Historic preservation board.**

(a) There is hereby created a historic preservation board (hereinafter "the board") as an advisory board to the city commission of the City of Hallandale Beach which shall meet no less than four times per year. The board is hereby vested with the power, authority, and jurisdiction to recommend designation, regulation, and administration of aesthetic, archaeological, architectural, cultural, historical, and paleontological resources within the city.

(b) *Members.* The board shall consist of five members appointed by the city commission. The city commission should attempt to appoint persons with education, experience, training, and interest in the fields of archaeology, architecture, art, history, law, urban planning, natural history, and real estate or other individuals with related backgrounds or from the business, financial, and other segments of the community who, by virtue of their profession, business, or other ties to the city have demonstrated a concern and interest in historic preservation within the city.

(c) The city manager shall provide adequate professional staff for the operational support of the board.

(d) *Powers and duties.* In addition to those responsibilities required of all advisory boards and committees, the historic preservation board shall have the following enumerated powers and duties:

- (1) Make recommendations to the city commission for adoption or amendment to rules and procedures reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this section.
- (2) Recommend designation of individual sites, districts, archaeological and paleontological zones to the city commission.
- (3) Recommend issuance or denial of special certificates of appropriateness and certificates to dig to the city commission.
- (4) Establish, maintain, and update guidelines for preservation and criteria for the issuance by staff of regular certificates of appropriateness.
- (5) Approve historic markers and provide other recognition for individual sites, districts, and zones.
- (6) Promote the awareness of historic preservation and its community benefits.
- (7) Establish, review and update the city's historic survey.
- (8) Identify sources of historic records pertaining to the city.
- (9) Serve as central collection point for donation of historic documents pertaining to the city.
- (10) Archive, catalogue, and maintain all historic documents of the city.

(Ord. No. 2018-014, § 2, 5-16-2018)

**Sec. 2-106. Education advisory board.**

(a) There is hereby created an education advisory board as an advisory board to the city commission of the City of Hallandale Beach.

(b) *Members.* The board shall consist of eight voting members appointed as follows:

- (1) Member of the Parent Teacher Organization - Gulfstream Academy of Hallandale Beach K-8 Elementary (parent or guardian of a child enrolled within the school).
- (2) Member of the Parent Teacher Organization - Gulfstream Academy of Hallandale Beach K-8 Elementary (parent or guardian of a child enrolled within the school).
- (3) Member of the Parent Teacher Organization - Hallandale High School (parent or guardian of a child enrolled within the school).
- (4) Mayor appointment: One resident who has a background in education and interest in the field of education.
- (5) Commissioner appointment (Seat 1): One resident who has a background in education and interest in the field of education.
- (6) Commissioner appointment (Seat 2): One resident who has a background in education and interest in the field of education.
- (7) Commissioner appointment (Seat 3): One resident who has a background in education and interest in the field of education.
- (8) Commissioner appointment (Seat 4): One resident who has a background in education and interest in the field of education.

(c) The city manager shall provide adequate professional staff for the operational support of the board.

(d) *Powers and duties.* In addition to those responsibilities required of all advisory boards and committees, the education advisory board shall research program and resource opportunities for the city to partner with the schools, recommend actions to support the educational facilities, and increase interaction and coordination between local schools and businesses. (Ord. No. 2018-018, § 2, 8-1-2018)

**Secs. 2-107—2-120. Reserved.**

### DIVISION 3. NUISANCE ABATEMENT BOARD\*

**Sec. 2-121. Established.**

Pursuant to F.S. chs. 166 and 893, and other relevant provisions of Florida law, the city commission hereby creates and establishes a board known and designated as the "nuisance abatement board" which shall be a quasi-judicial body. The city commission shall sit as the nuisance abatement board.  
(Ord. No. 2018-015, § 3, 5-16-2018)

**Sec. 2-122. Duties.**

The nuisance abatement board shall function as the administrative board authorized by F.S. § 893.138 to hear complaints, declare public nuisances and render orders regarding the abatement of the public nuisances as defined in chapter 15 of the City's Code. The nuisance abatement board shall have the powers as delineated in this division, F.S. § 893.138, and other Florida law.  
(Ord. No. 2018-015, § 3, 5-16-2018)

**Sec. 2-123. Representation.**

The city attorney, or his or her designee, shall act as counsel for the nuisance abatement board. The city manager or designee shall present evidence before the board on behalf of the city. The city attorney may retain independent special counsel on behalf of the city to present evidence to the board as necessary.  
(Ord. No. 2018-015, § 3, 5-16-2018)

**Sec. 2-124. Rights preserved.**

This division does not restrict the right of any person to proceed under F.S. § 60.05 against any public nuisance.  
(Ord. No. 2018-015, § 3, 5-16-2018)

\*Editor's note—Ord. No. 2018-013, § 4, adopted May 16, 2018, repealed Div. 3, § 2-121, which pertained to charter review committee and derived from Code 1980, § 2-23. Subsequently, Ord. No. 2018-015, § 3, adopted May 16, 2018, added a new Div. 3, §§ 2-121—2-124, as set out herein.



# **Golden Isles Safe Neighborhood Advisory Board**

(GISNAB)

(5 Members\*)

**The Board shall review, in an advisory capacity, in public session, with City representatives, a Safe Neighborhood Improvement Plan, District Budget and Improvements, District Bylaws, and related matters, as necessary for consideration and approval of the Board of Directors. Consult with City representatives at least once per year regarding the Safe Neighborhood Plan for the District, the District budget and improvements and related matters. Prepare an annual report on the District's activities in accordance with the annual report cycle of City advisory boards and committees. In fulfillment of duties, request City Manager assistance through the Board of Directors. Prepare reports and records as required of all general City Advisory Boards and Committees.**

*\*The Board shall be comprised of five (5) members who are residents of the Golden Isles Safe Neighborhood.*

## **GOLDEN ISLES SAFE NEIGHBORHOOD ADVISORY BOARD**

(5 Members)

### **MAYOR APPOINTMENT (ADAMS)**

(Representing the Condominiums)

Rick Levinson

534 Hibiscus Drive

Hallandale Beach, FL 33009

(954) 243-0758

[rick11sonaol.com](mailto:rick11sonaol.com)

Appointed: 4/4/2018

Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

(Representing Homeowners)

John Lombardo

449 Tamarind Drive

Hallandale Beach, FL 33009

[phone]

[\[email\]](mailto:)

Appointed: 5/16/2018

Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

(Representing Homeowners)

Faith Fehr

496 Holiday Drive

Hallandale Beach, FL 33009

(954) 483-7317

[race4luk@aol.com](mailto:race4luk@aol.com)

Appointed: 5/16/2018

Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

(Representing Homeowners)

Barry Webber

525 Palm Drive

Hallandale Beach, FL 33009

(954) 560-2238

[bwebber@lawhma.com](mailto:bwebber@lawhma.com)

Appointed: 5/16/2018

Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

(Representing Condominiums)

Bruce McNamara

630 Layne Blvd.

Hallandale Beach, FL 33009

(954) 274-7941

[bruceblades@att.net](mailto:bruceblades@att.net)

Appointed: 11/2/2011

Expires:

**TERM:** At the will of the Board of Directors  
**REG. MTG:** 2nd Monday of each month - 9:30 a.m.  
**LOCATION:** City Commission Chambers  
**CHAIR:** Rick Levinson  
**VICE-CHAIR:** **VACANT**  
**SECRETARY:** **VACANT**  
**LIAISON:** Capt. Terrance Thouez, Police Department  
**DIRECTOR:** Chief Sonia Quinoes, Police Department

Reso. No. 2006-04; 2018-027 GISND, 4-4-2018

**REVISED:** 12/7/2018

1                                   **RESOLUTION NO. 2018-027 GISND**

2  
3                   **A RESOLUTION OF THE CITY OF HALLANDALE BEACH,**  
4                   **RELATING TO THE GOLDEN ISLES SAFE NEIGHBORHOOD**  
5                   **DISTRICT; REPEALING RESOLUTIONS NO. 2011-25 AND 89-**  
6                   **30; AMENDING THE NUMBER OF MEMBERS OF THE**  
7                   **ADVISORY COUNCIL; ESTABLISHING QUORUM**  
8                   **REQUIREMENTS**  
9

10           **WHEREAS**, Ordinance 89-24 created the Golden Isles Safe Neighborhood District and  
11 established an Advisory Council comprised of property owners or residents of the District, whose  
12 appointments and responsibilities were created by Resolution No. 89-30; and

13  
14           **WHEREAS**, by Resolution No. 2006-04, the City Commission, which serves as the Board  
15 of Directors of the District, repealed Section 1 of Resolution No. 89-30 to amend the number of  
16 members of the Advisory Council to one (1) member from each street within the neighborhood,  
17 serving at the pleasure of the Board of Directors; and

18  
19           **WHEREAS**, Resolution 2011-25 reduced the number of members to 7 and repealed  
20 Resolution 2006-04; and

21  
22           **WHEREAS**, the City Commission desires to amend the composition of the Advisory  
23 Council, to establish a quorum requirement to ensure proper representation and to centralize  
24 advisory board requirements for the district in a single resolution.

25  
26           **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF**  
27 **HALLANDALE BEACH, FLORIDA:**

28  
29           **SECTION 1.** Resolutions No. 2011-25 and 89-30 are hereby repealed in their entirety.  
30

31  
32           **SECTION 2. COMPOSITION OF ADVISORY COUNCIL**  
33

34           A.     An Advisory Council to the Board of Directors of the Golden Isles Safe  
35 Neighborhood District shall be comprised of five (5) members who are residents of the Golden  
36 Isles Safe Neighborhood.

37           B.     Each member of the Board of Directors shall nominate one (1) member to the  
38 Advisory Council in accordance with the general appointment process and term for City of  
39 Hallandale Beach advisory boards and committees. All appointees serve at the will of the Board  
40 of Directors.


C. Three (3) Advisory Council Members shall constitute a quorum for the conduct of the Advisory Council's business.

**SECTION 3.** The Advisory Council shall abide by the following Bylaws which outline the duties prescribed by the Board of Directors and shall include the following:

- A. Review, in an advisory capacity, in public session, with City representatives, a Safe Neighborhood Improvement Plan, District Budget and improvements, District Bylaws, and related matters, as necessary for consideration and approval of the Board of Directors.
- B. Consult with City representatives at least once per year regarding the Safe Neighborhood Plan for the District, the District budget and improvements and related matters.
- C. Prepare an annual report on the District's activities in accordance with the annual report cycle of City advisory boards and committees.
- D. In fulfillment of duties, request City Manager assistance through the Board of Directors.
- E. Prepare reports and records as required of all general City advisory boards and committees.


**SECTION 4.** This Resolution shall become effective upon its passage and adoption by the City Commission.

APPROVED AND ADOPTED this 4<sup>th</sup> day of April, 2018.

  
KEITH S. LONDON  
MAYOR

SPONSORED BY: MAYOR KEITH S. LONDON

ATTEST:

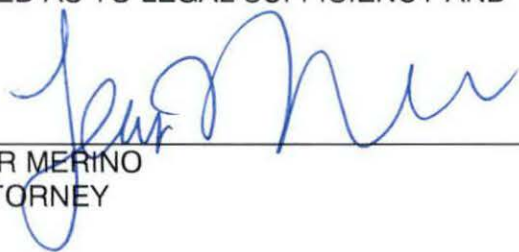
  
JENORGEN M. GUILLEN  
INTERIM CITY CLERK

VOTE  
AYE/NAY

|                    |                        |
|--------------------|------------------------|
| Chair London       | <u>Y</u> / <u>    </u> |
| Vice Chair Lazarow | <u>Y</u> / <u>    </u> |
| Director Butler    | <u>Y</u> / <u>    </u> |
| Director Dally     | <u>Y</u> / <u>    </u> |
| Director Taub      | <u>    </u> / <u>N</u> |

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APPROVED AS TO LEGAL SUFFICIENCY AND  
FORM

A handwritten signature in blue ink, appearing to read 'Jennifer Merino', is written over a horizontal line.

JENNIFER MERINO  
CITY ATTORNEY

# Historic Preservation Advisory Board

(HPAB)

(5 Members\*)

**The Board shall recommend designation, regulation, and administration of aesthetic, archaeological, architectural, cultural, historical, and paleontological resources within the City. Make recommendations to the City Commission for adoption or amendment to rules and procedures reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this section. Recommend designation of individual sites, and districts, archaeological and paleontological zones to the City Commission, issuance or denial of special certificates of appropriateness and certificates to dig to the City Commission. Establish, maintain, and update guidelines for preservation and criteria for the issuance by staff of regular certificates of appropriateness. Approve historic markers and provide other recognition for individual sites, districts, and zones. Promote the awareness of historic preservation and its community benefits. Establish, review and update the City's historic survey. Identify sources of historic records pertaining to the City. Serve as central collection point for donation of historic documents pertaining to the City. Archive, catalogue, and maintain all historic documents of the City.**

*\*The Board shall consist of five (5) members appointed by the City Commission. The City Commission should attempt to appoint persons with education, experience, training, and interest in the fields of archaeology, architecture, art, history, law, urban planning, natural history, and real estate or other individuals with related backgrounds or from the business, financial, and other segments of the community who, by virtue of their profession, business, or other ties to the city have demonstrated a concern and interest in historic preservation within the city.*

## HISTORIC PRESERVATION BOARD

(5 Members)

### **MAYOR APPOINTMENT (ADAMS)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

**TERM:** At the will of the City Commission

**REG. MTG:** 4th Monday of each month at 6:30 P.M.

**LOCATION:** Curci House

**CHAIR:** **VACANT**

**VICE-CHAIR:** **VACANT**

**SECRETARY:** **VACANT**

**LIAISON:** Cathie Schanz, Director of Parks & Recreation

**DIRECTOR:** Cathie Schanz, Director of Parks & Recreation

Ord. No. 2018-012, 05-16-2018, 2018-013, 05-16-2018; 2018-014, 5-16-2018

**REVISED:** 12/10/2018

tion, development and maintenance of parks, playgrounds and recreational facilities in the city.

- (3) Recommend rules and regulations for the operation of city parks, playgrounds and public recreational facilities.  
(Ord. No. 2018-013, § 8, 5-16-2018)

**Sec. 2-104. Public transportation, traffic and parking advisory board.**

There is created and established the Hallandale Beach Public Transportation, Traffic and Parking Board, which board is established for the purposes of assisting the city commission in planning, developing and implementing a mass transit program and addressing the issues of traffic and parking throughout the city. The board shall serve in an advisory capacity to the city commission regarding matters related to the city's mass transit program, parking, and traffic reduction initiatives. It shall exercise and perform such other duties as may be established by the city commission.

(Ord. No. 2018-013, § 9, 5-16-2018)

**Sec. 2-105. Historic preservation board.**

(a) There is hereby created a historic preservation board (hereinafter "the board") as an advisory board to the city commission of the City of Hallandale Beach which shall meet no less than four times per year. The board is hereby vested with the power, authority, and jurisdiction to recommend designation, regulation, and administration of aesthetic, archaeological, architectural, cultural, historical, and paleontological resources within the city.

(b) *Members.* The board shall consist of five members appointed by the city commission. The city commission should attempt to appoint persons with education, experience, training, and interest in the fields of archaeology, architecture, art, history, law, urban planning, natural history, and real estate or other individuals with related backgrounds or from the business, financial, and other segments of the community who, by virtue of their profession, business, or other ties to the city have demonstrated a concern and interest in historic preservation within the city.

(c) The city manager shall provide adequate professional staff for the operational support of the board.

(d) *Powers and duties.* In addition to those responsibilities required of all advisory boards and committees, the historic preservation board shall have the following enumerated powers and duties:

- (1) Make recommendations to the city commission for adoption or amendment to rules and procedures reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this section.
- (2) Recommend designation of individual sites, districts, archaeological and paleontological zones to the city commission.
- (3) Recommend issuance or denial of special certificates of appropriateness and certificates to dig to the city commission.
- (4) Establish, maintain, and update guidelines for preservation and criteria for the issuance by staff of regular certificates of appropriateness.
- (5) Approve historic markers and provide other recognition for individual sites, districts, and zones.
- (6) Promote the awareness of historic preservation and its community benefits.
- (7) Establish, review and update the city's historic survey.
- (8) Identify sources of historic records pertaining to the city.
- (9) Serve as central collection point for donation of historic documents pertaining to the city.
- (10) Archive, catalogue, and maintain all historic documents of the city.

(Ord. No. 2018-014, § 2, 5-16-2018)

**Sec. 2-106. Education advisory board.**

(a) There is hereby created an education advisory board as an advisory board to the city commission of the City of Hallandale Beach.



# Nuisance Abatement Board

(NAB)

**The Board shall function as the administrative board authorized by F.S. § 893.138 to hear complaints, declare public nuisances and render orders regarding the abatement of the public nuisances as defined in Chapter 15 of the City's Code. The nuisance abatement board shall have the powers as delineated in this division, F.S. § 893.138, and other Florida law.**

*\*The City Commission shall sit as the nuisance abatement board.*

(b) *Members.* The board shall consist of eight voting members appointed as follows:

- (1) Member of the Parent Teacher Organization - Gulfstream Academy of Hallandale Beach K-8 Elementary (parent or guardian of a child enrolled within the school).
- (2) Member of the Parent Teacher Organization - Gulfstream Academy of Hallandale Beach K-8 Elementary (parent or guardian of a child enrolled within the school).
- (3) Member of the Parent Teacher Organization - Hallandale High School (parent or guardian of a child enrolled within the school).
- (4) Mayor appointment: One resident who has a background in education and interest in the field of education.
- (5) Commissioner appointment (Seat 1): One resident who has a background in education and interest in the field of education.
- (6) Commissioner appointment (Seat 2): One resident who has a background in education and interest in the field of education.
- (7) Commissioner appointment (Seat 3): One resident who has a background in education and interest in the field of education.
- (8) Commissioner appointment (Seat 4): One resident who has a background in education and interest in the field of education.

(c) The city manager shall provide adequate professional staff for the operational support of the board.

(d) *Powers and duties.* In addition to those responsibilities required of all advisory boards and committees, the education advisory board shall research program and resource opportunities for the city to partner with the schools, recommend actions to support the educational facilities, and increase interaction and coordination between local schools and businesses. (Ord. No. 2018-018, § 2, 8-1-2018)

**Secs. 2-107—2-120. Reserved.**

### **DIVISION 3. NUISANCE ABATEMENT BOARD\***

**Sec. 2-121. Established.**

Pursuant to F.S. chs. 166 and 893, and other relevant provisions of Florida law, the city commission hereby creates and establishes a board known and designated as the "nuisance abatement board" which shall be a quasi-judicial body. The city commission shall sit as the nuisance abatement board. (Ord. No. 2018-015, § 3, 5-16-2018)

**Sec. 2-122. Duties.**

The nuisance abatement board shall function as the administrative board authorized by F.S. § 893.138 to hear complaints, declare public nuisances and render orders regarding the abatement of the public nuisances as defined in chapter 15 of the City's Code. The nuisance abatement board shall have the powers as delineated in this division, F.S. § 893.138, and other Florida law. (Ord. No. 2018-015, § 3, 5-16-2018)

**Sec. 2-123. Representation.**

The city attorney, or his or her designee, shall act as counsel for the nuisance abatement board. The city manager or designee shall present evidence before the board on behalf of the city. The city attorney may retain independent special counsel on behalf of the city to present evidence to the board as necessary. (Ord. No. 2018-015, § 3, 5-16-2018)

**Sec. 2-124. Rights preserved.**

This division does not restrict the right of any person to proceed under F.S. § 60.05 against any public nuisance. (Ord. No. 2018-015, § 3, 5-16-2018)

\*Editor's note—Ord. No. 2018-013, § 4, adopted May 16, 2018, repealed Div. 3, § 2-121, which pertained to charter review committee and derived from Code 1980, § 2-23. Subsequently, Ord. No. 2018-015, § 3, adopted May 16, 2018, added a new Div. 3, §§ 2-121—2-124, as set out herein.

# **Parks & Recreation Advisory Board**

(PRAB)

(10 Members)

**The Board shall make recommendations concerning the operation of all public parks, playgrounds, undeveloped park lands, public beaches and other recreational facilities within the City. Recommend to the City Commission and the City manager from time to time actions which it believes the City Commission should take with reference to the acquisition, development and maintenance of parks, playgrounds and recreational facilities in the City. Recommend rules and regulations for the operation of City parks, playgrounds and public recreational facilities.**

## PARKS & RECREATION ADVISORY BOARD

(10 members)

### **MAYOR APPOINTMENT (ADAMS)**

[name]  
[address]  
Hallandale Beach, FL 33009  
[phone]  
[\[email\]](#)

Appointed: **VACANT**  
Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

Gerald Dean  
726 NW 1 Court  
Hallandale Beach, FL 33009  
(954) 849-5870  
[bobperlaman41@gmail.com](mailto:bobperlaman41@gmail.com)  
Appointed: 10/1/2014  
Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

Robert Perlman  
2030 S. Ocean Drive, #705  
Hallandale Beach, FL 33009  
(954) 849-5870  
[bobperlman410@gmail.com](mailto:bobperlman410@gmail.com)  
Appointed: 10/1/2014  
Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

Javonta McCoy  
200 Leslie Drive, #818  
Hallandale Beach, FL 33009  
(305) 896-7755  
[\[email\]](#)  
Appointed: 6/19/2018  
Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

Leo Grachow  
200 Leslie Drive, #818  
Hallandale Beach, FL 33009  
(954) 454-4772  
[leograchow@gmail.com](mailto:leograchow@gmail.com)  
Appointed: 1/12/2015  
Expires:

**TERM:** At the will of the City Commission  
**REG. MTG:** 2nd Tuesday of each month - 10:00 AM  
**LOCATION:** Cultural Center  
**CHAIR:** Howard Garson  
**VICE-CHAIR:** Leo Grachow  
**SECRETARY:** **VACANT**  
**LIAISON:** Cathie Schanz, Parks and Recreation Director  
**DIRECTOR:** Cathie Schanz, Parks and Recreation Director

Ord. No. 2018-013, 05-16-2018

**REVISED:** 12/7/2018

### **MAYOR APPOINTMENT (ADAMS)**

Von Thomas  
641 NW 4 Court  
Hallandale Beach, FL 33009  
(754) 703-9967  
[thomasvon@gmail.com](mailto:thomasvon@gmail.com)

Appointed: 10/5/2016  
Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

Howard Garson  
2214 NE 11 Street  
Hallandale Beach, FL 33009  
(954) 458-0811(h); (954) 292-6094 ©  
[hgarson@gmail.com](mailto:hgarson@gmail.com)  
Appointed: 1/5/2011  
Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

Karen Garson  
2214 NE 11 Street  
Hallandale Beach, FL 33009  
(954) 458-0811  
[kmg1203@aol.com](mailto:kmg1203@aol.com)  
Appointed: 9/16/2015  
Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

Shenique King  
322 NE 6th Street, #1  
Hallandale Beach, FL 33009  
(305) 834-5116  
[shenique.king@gmail.com](mailto:shenique.king@gmail.com)  
Appointed: 8/15/2018  
Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

[name]  
[address]  
Hallandale Beach, FL 33009  
[phone]  
[\[email\]](#)  
Appointed: **VACANT**  
Expires:

## DIVISION 9. RESERVED

**Sec. 2-271. Reserved.**

**Editor's note**—Ord. No. 2012-22, § 1, adopted Sept. 5, 2012, repealed § 2-271, which pertained to the creation, composition and duties of the records retention committee; and derived from Code 1980, § 2-75.

**Secs. 2-272—2-290. Reserved.**

**DIVISION 10. PARKS AND RECREATION  
ADVISORY BOARD\***

**Sec. 2-291. Created and established; membership.**

There is created and established a parks and recreation advisory board for the city, which shall consist of ten residents of the city. Each of the five commissioners will appoint two board members to the parks and recreation advisory board.

(Code 1980, § 20-20; Ord. No. 2003-35, § 1, 1-6-2004; Ord. No. 2004-06, §§ 1, 2, 4-7-2004; Ord. No. 2014-04, § 1, 2-5-2014)

**Sec. 2-292. Officers; meetings.**

The parks and recreation advisory board is authorized to elect one of its members as chair and one of its members as vice-chair. A copy of the minutes shall be filed with the city clerk pursuant to the policies and procedures for boards and committees, as amended from time to time.

(Code 1980, § 20-21; Ord. No. 2014-04, § 1, 2-5-2014)

**Sec. 2-293. Functions and duties.**

The parks and recreation advisory board shall have the following functions and duties:

- (1) Make recommendations concerning the operation of all public parks, playgrounds, undeveloped park lands, public beaches and other recreational facilities within the city.
- (2) Recommend to the city commission and the city manager from time to time ac-

tions which it believes the city commission should take with reference to the acquisition, development and maintenance of parks, playgrounds and recreational facilities in the city.

- (3) Recommend rules and regulations for the operation of city parks, playgrounds and public recreational facilities.

(Code 1980, § 20-22; Ord. No. 2014-04, § 1, 2-5-2014)

**Secs. 2-294—2-300. Reserved.**

**DIVISION 11. HISTORIC PRESERVATION  
BOARD**

**Sec. 2-301. Historic preservation board; created and established.**

There is hereby created an historic preservation board (hereinafter "the board") as an advisory board to the city commission of the City of Hallandale Beach. The board is hereby vested with the power, authority, and jurisdiction to recommend designation, regulation, and administration of aesthetic, archaeological, architectural, cultural, historical, and paleontological resources within the city.

(Ord. No. 2005-6, § 1, 5-3-2005)

**Sec. 2-302. Members.**

The board shall consist of 11 members appointed by the city commission. The city commission should attempt to appoint persons with education, experience, training, and interest in the fields of archaeology, architecture, art, history, law, urban planning, natural history, and real estate or other individuals with related backgrounds or from the business, financial, and other segments of the community who, by virtue of their profession, business, or other ties to the city have demonstrated a concern and interest in historic preservation within the city.

(Ord. No. 2005-6, § 1, 5-3-2005)

**Sec. 2-303. Terms and appointments.**

(a) The mayor shall have three appointments to the board. The vice mayor and each member of the city commission shall have two appointments to the board.

\***Editor's note**—Ord. No. 2014-04, § 1, adopted Feb. 5, 2014, changed the title of Div. 10 from "Recreation Board" to read as herein set out.

# Planning and Zoning Board

(PZB)

(8 Members\*)

**The Board shall review and make advisory recommendations to the City Commission on applications for changes to the zoning code text or official zoning map (rezoning), conditional uses, variances (other than those variances it has authority to approve pertaining to minor development under Section 32-965(a) Code of Ordinances, changes to the comprehensive land use plan, development review approval for major development, application for all plats of subdivision and resub divisions of land, and other matters as deemed appropriate by the City Commission.**

*\*The Board shall consist of five (5) members designated in accordance with general advisory board nomination processes, one non-voting member designated by the school board, and two alternates designated by the city commission at-large. Each board member shall be a resident of the city and shall possess experience or interest in the fields of planning, zoning and land development.*

## PLANNING & ZONING BOARD

(8 Members)

### **MAYOR APPOINTMENT (ADAMS)**

Rick Levinson  
5637 Hibiscus Drive  
Hallandale Beach, FL 33009  
(954) 243-0758  
[rick11son@aol.com](mailto:rick11son@aol.com)  
Appointed: 3/21/2018  
Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

Danny Kattan  
330 Holiday Drive  
Hallandale Beach, FL 33009  
(305) 803-5956  
[danny@piagroupusa.com](mailto:danny@piagroupusa.com)  
Appointed: 6/4/2018  
Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

Howard Garson  
2214 NE 11 Street  
Hallandale Beach, FL 33009  
(954) 458-0811  
[hgarson@gmail.com](mailto:hgarson@gmail.com)  
Appointed: 1/7/2015  
Expires:

### **AT-LARGE APPOINTMENT (ALTERNATE)**

[name]  
[address]  
Hallandale Beach, FL 33009  
[phone]  
[\[email\]](#)  
Appointed: **VACANT**  
Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

[name]  
[address]  
Hallandale Beach, FL 33009  
[phone]  
[\[email\]](#)  
Appointed: **VACANT**  
Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

Kuei Kang (Charles) Wu  
300 Three Islands Blvd. #118  
Hallandale Beach, FL 33009  
(561) 324-7123  
[cwu33409@aol.com](mailto:cwu33409@aol.com)  
Appointed: 4/2/2014  
Expires:

### **SCHOOL BOARD NON-VOTING MEMBER**

Lisa Wight  
600 Southeast 3rd Avenue, 8th Floor  
Fort Lauderdale, FL 33021  
(7854) 321-2172  
[lisa.wight@browardschools.com](mailto:lisa.wight@browardschools.com)  
Appointed: 9/28/2018  
Expires:

### **AT-LARGE APPOINTMENT (ALTERNATE)**

[name]  
[address]  
Hallandale Beach, FL 33009  
[phone]  
[\[email\]](#)  
Appointed: **VACANT**  
Expires:

**TERM:** At the will of the City Commission  
**REG. MTG:** 4th Wednesday of each month - 6:30 p.m.  
**LOCATION:** City Commission Chambers  
**CHAIR:** Kuei Kang (Charles) Wu  
**VICE-CHAIR:** Howard Garson  
**SECRETARY:** Staff of Development Services  
**LIAISON:** Christy Dominguez, Principal Planner  
**DIRECTOR:** Keven Klopp, Development Services Director

Ord. No. 2018-012, 05-16-2018, 2018-013, 05-16-2018

**REVISED: 12/7/2018**

**Secs. 2-79—2-100. Reserved.****DIVISION 2. ADVISORY BOARDS AND COMMITTEES\*****Sec. 2-101. Beautification advisory board.**

There is established the Hallandale Beach Beautification Advisory Board which shall advise and recommend to the city commission action to be taken in the following matters as they concern beautification factors:

- (a) Overall appearance of the city.
- (b) Long range plans for beautification projects.
- (c) Such other matters pertaining to the beautification of the city referred to the board by the city commission.

(Code 1980, § 2-24; Ord. No. 2018-013, § 3, 5-16-2018)

**Sec. 2-102. Planning and zoning board.**

(a) *Established.* A planning and zoning board is established, which shall consist of five members designated in accordance with general advisory board nomination processes, one non-voting member designated by the school board, and two alternates designated by the city commission at-large. Each board member shall be a resident of the city and shall possess experience or interest in the fields of planning, zoning and land development.

(b) *Responsibilities.* The board shall review and make advisory recommendations to the city commission on applications for the following:

- (1) Changes to the zoning code text or official zoning map (rezonings);
- (2) Conditional uses;
- (3) Variances, other than those variances it has authority to approve pertaining to minor development under section 32-965(a);

\***Editor's note**—Ord. No. 2018-013, § 2, adopted May 16, 2018, changed the title of Div. 2 from "Beautification Advisory Board" to read as set out herein.

(4) Changes to the comprehensive land use plan;

(5) Development review approval for major development;

(6) Application for all plats of subdivision and resubdivisions of land; and

(7) Such other matters as deemed appropriate by the city commission.

(c) *Meetings.* The planning and zoning board shall establish the time and place for all meetings and shall meet at least once each month on a regularly scheduled date. The board may elect not to hold a meeting when there are no scheduled items; when a quorum cannot be achieved; and during the month of December due to the holiday season. The board may schedule special meetings upon the call of the chairperson.

(d) All board meetings shall be open to the public.

(e) The director or his designee shall be in attendance at all meetings as an advisor and be permitted to propound questions, give evidence and make recommendations.

(Ord. No. 2018-013, § 7, 5-16-2018)

**Sec. 2-103. Parks and recreation advisory board.**

(a) There is created and established a parks and recreation advisory board for the city, which shall consist of ten residents of the city. Each of the five commissioners will appoint two board members to the parks and recreation advisory board.

(b) *Functions and duties.* The parks and recreation advisory board shall have the following functions and duties:

- (1) Make recommendations concerning the operation of all public parks, playgrounds, undeveloped park lands, public beaches and other recreational facilities within the city.
- (2) Recommend to the city commission and the city manager from time to time actions which it believes the city commission should take with reference to the acquisi-



# Police/Fire Pension Board

(PFPB)

(5 Members\*)

**The Board of Trustees is responsible for directing the investment of the assets of the Pension Fund to ensure that there will be adequate monies for future benefits. The Fund's money is invested by professional money managers whose performance is monitored by independent investment professionals on a quarterly basis to ensure that the Plan is receiving a proper return on the investment of pension assets.**

**The Fund employs a professional actuary who helps determine the cost of future benefits; accountants who determine the proper distribution of monies; and an attorney with expertise in the area of public pension law to advise the Board of Trustees. With the assistance of these professionals, the Board of Trustees is responsible for interpreting and applying the pension ordinance and for determining eligibility on all benefit claims.**

*\*The Hallandale Beach Police & Fire Pension Board is administered by a five (5) member Board of Trustees, consisting of one (1) active police officer, elected by the police membership; one (1) active firefighter, elected by the firefighter membership; two (2) Trustees appointed by the City Commission that are legal residents of the City; and a fifth Trustee, selected by a majority vote of the other four Trustees.*

## POLICE AND FIRE PENSION BOARD

(5 Members)

### **CITY COMMISSION APPOINTMENT**

Keith S. London  
400 S. Federal Hwy  
Hallandale Beach, FL 33009  
(954) 457-1315  
[klondon@cohb.org](mailto:klondon@cohb.org)  
Appointed: 8/21/2017  
Expires: 12/21/2018

### **POLICE DEPARTMENT**

Off. Marc Dady  
400 S. Federal Hwy  
Hallandale Beach, FL 33009  
(954) 457-1411  
[\[email\]](#)  
Appointed: 8/18/2010  
Expires: 8/6/2016

### **CPA**

Alan B. Miller, CPA  
7700 Congress Ave. #1105  
Boca Raton, FL 33487  
(954) 457-3793  
[\[email\]](#)  
Appointed: 1/9/1995  
Expires: 4/7/2018

**TERM:** 4 Years  
**REG. MTG:** As scheduled by the Board  
**LOCATION:** City Cultural Center 107  
**CHAIR:** Alan B. Miller  
**VICE-CHAIR:** VACANT  
**SECRETARY:** VACANT  
**LIAISON:** Radu Dodea, Human Resources Director  
**DIRECTOR:** Radu Dodea, Human Resources Director

Ord. No. 2008-18, 9-3-2008; 2018-006, 3-21-2018

**REVISED:** 12/7/2018

### **CITY COMMISSION APPOINTMENT**

Radu Dodea  
400 S. Federal Hwy  
Hallandale Beach, FL 33009  
(954) 457-1346  
[rdodea@cohb.org](mailto:rdodea@cohb.org)  
Appointed: 8/1/2018  
Expires:

### **FIRE DEPARTMENT**

James Bunce  
[address]  
Hallandale Beach, FL 33009  
(954) 457-1476  
[\[email\]](#)  
Appointed: 9/11/2009  
Expires: 6/20/2017

member for nonattendance or for improper conduct in office. They may compel the attendance of absent members by fines and penalties. (Code 1980, § 2-48)

### **Sec. 2-38. Agenda preparation.**

(a) The city clerk is responsible for preparing meeting agendas. The city manager, city clerk, city attorney, or any commissioner may place an item on a meeting agenda for action.

(b) *Consent agenda.* The city manager is directed to designate a consent agenda listing those items deemed by the city manager to be noncontroversial. Prior to the approval of the items on the consent agenda, any item therein may be withdrawn by a city commissioner, the city manager, the city attorney, or city clerk. Such withdrawal shall be nondebatable. After such items have been withdrawn from the consent agenda, the commission may consider a motion to adopt the remaining items listed in the consent agenda in a single motion. Any resident may request an item be pulled from the consent agenda during public participation, but the granting of such a request will be at the discretion of the city commission.

(c) *Staff responsibilities.* The city manager shall decide the order of items on the agenda. The city manager shall take all necessary steps to avoid unnecessary duplication of supporting documentation for items on the agenda. Each item placed on the agenda shall have sufficient supporting documentation to enable the city commissioners to prepare for discussion on that item. Items requiring a resolution or ordinance may not be placed on the agenda unless the city attorney has provided the necessary resolution or ordinance.

(d) *Removal or pulling of items.* No item placed on the agenda may be removed from the published agenda without the consent of the person placing such item on the agenda. At the meeting, the mayor may declare that an item is pulled (a term used to indicate removal) or deferred from the meeting's agenda, and no vote shall be required in that event. If any commis-

sioner objects, the pulling or deferral of an item on the agenda may be overruled by a majority vote of commissioners present.

(e) *Distribution.* Agendas should be distributed seven calendar days before a regular meeting, including workshops (e.g., the Wednesday preceding a Wednesday meeting), but shall be distributed no later than 5:00 p.m. on the sixth day preceding the meeting (e.g., the Thursday before a Wednesday meeting). The agenda packet shall be delivered to the members of the city commission electronically. Printed copies may be delivered upon request.

(f) Addenda to the regular meeting agenda may be prepared with the approval of the mayor or city manager prior to any session of the city commission, but should be distributed to commissioners no less than 48 hours before the meeting.

(g) As a courtesy, the city manager shall be responsible for ensuring that individuals known to be specially affected by a particular item on the agenda item be notified. Such notice need not be in writing, but may be by telephone if conditions warrant. Failure to provide this notification shall not be grounds to challenge the validity of a commission action.

(Ord. No. 2018-021, § 2, 8-15-2018)

### **Sec. 2-39. Police and firefighters' board of trustees.**

The city commission shall appoint two individuals, either city commissioners or other legal resident of the city, to serve as regular members of the city police officers' and firefighters' board of trustees. The city commission's appointment of its members to serve as members of the city police officers' and firefighters' board of trustees, shall serve as an ex officio duty of their office as city commissioner. Any city commissioners appointed to the city police officers' and firefighters' board of trustees shall perform their ex officio duties as members of the city police officers' and firefighters' board of trustees as authorized by law.

(Ord. No. 2008-18, § 2, 9-3-2008; Ord. No. 2018-006, § 2, 3-21-2018)

**Editor's note**—Ord. No. 2008-18, § 2, adopted Sept. 3, 2008, set out provisions intended for use as § 2-40. For

# Public Transportation, Traffic and Parking Advisory Board

(PTTPAB)

(5 Members)

**The Board assists the City Commission in planning, developing and implementing a mass transit program and addressing the issues of traffic and parking throughout the City. The board shall serve in an advisory capacity to the City Commission regarding matters related to the City's mass transit program, parking, and traffic reduction initiatives. It shall exercise and perform such other duties as may be established by the City Commission.**

## PUBLIC TRANSPORTATION, TRAFFIC AND PARKING ADVISORY BOARD

(5 Members)

### **MAYOR APPOINTMENT (ADAMS)**

Lawrence Grimson  
400 Leslie Drive  
Hallandale Beach, FL 33009  
(954) 456-3136

[\[email\]](#)

Appointed: 4/20/1999

Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

Robert Selz  
717 Layne Boulevard  
Hallandale Beach, FL 33009  
(954) 454-5568

[judyself@bellsouth.net](mailto:judyself@bellsouth.net)

Appointed: 3/4/2015

Expires:

### **COMMISSIONER SEAT 4 APPT. (LAZAROW)**

Joe Sher  
300 Three Islands Blvd. #409  
Hallandale Beach, FL 33009  
(954) 455-1758

[\[email\]](#)

Appointed: 4/1/2003

Expires:

### **VICE MAYOR APPT. (JAVELLANA)**

Patricia Brennan  
3199 S. Ocean Drive #PH5  
Hallandale Beach, FL 33009  
(954) 458-8650 (h); (954) 257-4976 ©

[pbrennan009@yahoo.com](mailto:pbrennan009@yahoo.com)

Appointed: 2/4/2015

Expires:

### **COMMISSIONER SEAT 1 APPT. (BUTLER)**

Aileen Hochwert  
300 Three Islands Blvd. #212  
Hallandale Beach, FL 33009  
(954) 458-3158

[\[email\]](#)

Appointed: 3/1/2005

Expires:

### **COMMISSIONER SEAT 3 APPT. (LIMA-TAUB)**

[name]

[address]

Hallandale Beach, FL 33009

[phone]

[\[email\]](#)

Appointed: **VACANT**

Expires:

**TERM:** At the will of the City Commission  
**REG. MTG:** 4th Tuesday of each quarter - 8:45 AM  
**LOCATION:** City Commission Chambers  
**CHAIR:** Lawrence Grimson  
**VICE-CHAIR:** Joe Sher  
**SECRETARY:** VACANT  
**LIAISON:** Eric Houston, Transportation Planner  
**DIRECTOR:** Keven Klopp, Development Services Director

Ord. No. 2018-013, 5-16-2018

**REVISED: 12/7/2018**

tion, development and maintenance of parks, playgrounds and recreational facilities in the city.

- (3) Recommend rules and regulations for the operation of city parks, playgrounds and public recreational facilities.  
(Ord. No. 2018-013, § 8, 5-16-2018)

**Sec. 2-104. Public transportation, traffic and parking advisory board.**

There is created and established the Hallandale Beach Public Transportation, Traffic and Parking Board, which board is established for the purposes of assisting the city commission in planning, developing and implementing a mass transit program and addressing the issues of traffic and parking throughout the city. The board shall serve in an advisory capacity to the city commission regarding matters related to the city's mass transit program, parking, and traffic reduction initiatives. It shall exercise and perform such other duties as may be established by the city commission.

(Ord. No. 2018-013, § 9, 5-16-2018)

**Sec. 2-105. Historic preservation board.**

(a) There is hereby created a historic preservation board (hereinafter "the board") as an advisory board to the city commission of the City of Hallandale Beach which shall meet no less than four times per year. The board is hereby vested with the power, authority, and jurisdiction to recommend designation, regulation, and administration of aesthetic, archaeological, architectural, cultural, historical, and paleontological resources within the city.

(b) *Members.* The board shall consist of five members appointed by the city commission. The city commission should attempt to appoint persons with education, experience, training, and interest in the fields of archaeology, architecture, art, history, law, urban planning, natural history, and real estate or other individuals with related backgrounds or from the business, financial, and other segments of the community who, by virtue of their profession, business, or other ties to the city have demonstrated a concern and interest in historic preservation within the city.

(c) The city manager shall provide adequate professional staff for the operational support of the board.

(d) *Powers and duties.* In addition to those responsibilities required of all advisory boards and committees, the historic preservation board shall have the following enumerated powers and duties:

- (1) Make recommendations to the city commission for adoption or amendment to rules and procedures reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this section.
- (2) Recommend designation of individual sites, districts, archaeological and paleontological zones to the city commission.
- (3) Recommend issuance or denial of special certificates of appropriateness and certificates to dig to the city commission.
- (4) Establish, maintain, and update guidelines for preservation and criteria for the issuance by staff of regular certificates of appropriateness.
- (5) Approve historic markers and provide other recognition for individual sites, districts, and zones.
- (6) Promote the awareness of historic preservation and its community benefits.
- (7) Establish, review and update the city's historic survey.
- (8) Identify sources of historic records pertaining to the city.
- (9) Serve as central collection point for donation of historic documents pertaining to the city.
- (10) Archive, catalogue, and maintain all historic documents of the city.

(Ord. No. 2018-014, § 2, 5-16-2018)

**Sec. 2-106. Education advisory board.**

(a) There is hereby created an education advisory board as an advisory board to the city commission of the City of Hallandale Beach.

# Three Islands Safe Neighborhood District Advisory Board

(TISNAB)

(7 Members\*)

**The Board reviews, in an advisory capacity, in public session, with City representatives, a Safe Neighborhood Improvement Plan, District Budget and improvements, District By-laws and related matters, for consideration and approval of the Board of Directors. Consult with City representatives at least once per year regarding the Safe Neighborhood Plan for the District, the District Budget and improvements, and related matters. Prepare an annual report on the District's activities within a time specified by the Board of Directors. In fulfillment of duties, request City Manager assistance through the Board of Directors. Prepare a written report for the Board of Directors of the proceedings of all Advisory Council meetings.**

*\*The Board shall be comprised of seven (7) members who are residents of the District.*

## THREE ISLANDS SAFE NEIGHBORHOOD

(7 Members)

### AT-LARGE APPOINTMENT

Howard Garson  
2214 NE 11 St.  
Hallandale Beach, FL 33009  
954-292-6094  
[hgarson@gmail.com](mailto:hgarson@gmail.com)  
Appointed: 9/17/2018  
Expires:

### AT-LARGE APPOINTMENT

Albu Dumitru  
851 Three Islands Blvd., Apt. 506  
Hallandale Beach, FL 33009  
954-600-7015  
[danalbu37@yahoo.com](mailto:danalbu37@yahoo.com)  
Appointed: 9/17/2018  
Expires:

### AT-LARGE APPOINTMENT

William Farrow  
600 Three Islands Blvd.  
Hallandale Beach, FL 33009  
954-404-7097  
[drfarrow@comcast.net](mailto:drfarrow@comcast.net)  
Appointed: 9/17/2018  
Expires:

### AT-LARGE APPOINTMENT

name  
address  
Hallandale Beach, FL 33009  
phone  
[email](#)  
Appointed: **VACANT**  
Expires:

**TERM:** At the will of the Board of Directors

**REG. MTG:** TBD

**LOCATION:** Anchor Bay Condominium

**CHAIR:** **VACANT**

**VICE-CHAIR:** **VACANT**

**SECRETARY:** **VACANT**

**LIAISON:** Captain Terrance Thouez, Police Department

**DIRECTOR:** Sonia Quinones, Police Chief

Reso. 2018-084 TISND, 6-20-2018

**REVISED:** 12/7/2018

### AT-LARGE APPOINTMENT

Tessa Quinones  
[address]  
Hallandale Beach, FL 33009

Appointed: 9/17/2018

Expires:

### AT-LARGE APPOINTMENT

Olesya Trayber  
300 Three Islands Blvd., Unit 810  
Hallandale Beach, FL 33009  
954-980-8052  
[olesyalaw@yahoo.com](mailto:olesyalaw@yahoo.com)  
Appointed: 9/17/2018  
Expires:

### AT-LARGE APPOINTMENT

George Mutlos  
400 Leslie Drive, Apt. 625  
Hallandale Beach, FL 33009  
954-454-9165  
[ggmutlos@att.net](mailto:ggmutlos@att.net)  
Appointed: 9/17/2018  
Expires:



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**RESOLUTION NO. 2018-084 TISND**

**A RESOLUTION OF THE CITY OF HALLANDALE BEACH'S  
THREE ISLANDS SAFE NEIGHBORHOOD DISTRICT BOARD  
AMENDING THE NUMBER OF MEMBERS OF THE ADVISORY  
COUNCIL; REPEAL OF RESOLUTION 94-25; ESTABLISHING  
QUORUM REQUIREMENTS; PROVIDING FOR AN EFFECTIVE  
DATE.**

**WHEREAS**, the Three Islands Safe Neighborhood District Advisory Council is currently comprised of 12 members pursuant to Resolution 94-25, one member from each of the associations within the district; and

**WHEREAS**, the Board of Directors has been informed that the advisory council is frequently unable to conduct business for lack of a quorum, which would require the attendance of seven (7) members; and

**WHEREAS**, the Board of Directors of the Three Islands Safe Neighborhood district desires to amend the composition of the Advisory Council by reducing the number of members and therefore the quorum requirement to ensure proper representation, in the best interests of the residents of the Three Islands Safe Neighborhood District..

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA:**

**SECTION 1.** Resolution 94-25 is hereby repealed in its entirety.

**SECTION 2. COMPOSITION OF ADVISORY BOARD**

A. The Advisory Council to the Board of Directors of the Three Islands Safe Neighborhood District shall be comprised of seven (7) members who are residents of the District.

B. The members shall be at-large appointments made by the Board of Directors, who shall request nominations from the associations of the district. Every effort shall be made to appoint no more than one individual from any single association. All appointees serve at the will of the Board of Directors.

C. Four (4) Advisory Council Members shall constitute a quorum for the conduct of the Advisory Council's business.

SECTION 3. The Advisory Council shall perform such duties as may be prescribed by the Board of Directors and shall include the following:

- A. Review, in an advisory capacity, in public session, with City representatives, a Safe Neighborhood Improvement Plan, District Budget and improvements, District By-laws and related matters, for consideration and approval of the Board of Directors.
- B. Consult with City representatives at least once per year regarding the Safe Neighborhood Plan for the District, the District Budget and improvements, and related matters.
- C. Prepare an annual report on the District's activities within a time specified by the Board of Directors.
- D. In fulfillment of duties, request City Manager assistance through the Board of Directors.
- E. Prepare a written report for the Board of Directors of the proceedings of all Advisory Council meetings.

**SECTION 4.** This Resolution shall become effective upon its passage and adoption by the Board of Directors.

APPROVED AND ADOPTED this 20<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
KEITH S. LONDON  
MAYOR

SPONSORED BY: MAYOR KEITH S. LONDON

ATTEST:

  
\_\_\_\_\_  
JENORGEN M. GUILLEN  
INTERIM CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY AND FORM

  
\_\_\_\_\_  
JENNIFER MERINO  
CITY ATTORNEY

|                    | VOTE<br>AYE/NAY         |
|--------------------|-------------------------|
| Mayor London       | ____/____ <i>Absent</i> |
| Vice Mayor Lazarow | ✓/____                  |
| Comm. Butler       | ✓/____                  |
| Comm. Dally        | ✓/____                  |
| Comm. Taub         | ✓/____                  |

# Unsafe Structures Board

(USB)

(9 Members\*)

**The Board hears and determines appeals from actions and decisions of the Building Official and hears and reviews applications from the Building Official where his decision in a Notice of Violation has not been brought into compliance.**

*\*The Board is composed of nine (9) members of specific disciplines: appraiser; architect; attorney; broker; electrical, general and plumbing contractor; engineer; and social services.*

## UNSAFE STRUCTURES BOARD

(9 Members)

### **ENGINEER**

Dan Lavrich  
13500 SW 16 Court  
Davie, FL 33325  
(954) 473-8007(h); (954) 583-2440 (O)

[\[email\]](#)

Appointed: 5/1/1977  
Expires: 11/1/2016

### **APPRAISER**

M. Alan Lane  
10340 Laurel Court  
Pembroke Pines, FL 33026  
(954) 724-9175(H); (954) 349-8440(W)

[\[email\]](#)

Appointed: 3/1/2004  
Expires: 3/1/2013

### **GENERAL CONTRACTOR**

Jerry Gilman  
11081 SW 30 Court  
Davie, FL 33328  
(954) 457-7337

[\[email\]](#)

Appointed: 11/16/2004  
Expires: 11/1/2016

### **ELECTRICAL CONTRACTOR**

Michael Dudash  
3181 S. Ocean Drive, #208W  
Hallandale Beach, FL 33009  
(954) 558-8422

[\[email\]](#)

Appointed: 11/3/2010  
Expires: 11/1/2013

### **BROKER**

Susan Markowitz-Lewis  
[address]  
Hallandale Beach, FL 33009  
(954) 456-0026

[\[email\]](#)

Appointed: 6/5/2001  
Expires: 3/1/2013

### **ARCHITECT**

Robert Fisher  
2030 S. Ocean Drive, #1012  
Hallandale Beach, FL 33009  
(954) 458-1555

[rackingmoose@hotmail.com](mailto:rackingmoose@hotmail.com)

Appointed: 9/19/2000  
Expires: 11/1/2016

### **PLUMBING CONTRACTOR**

William Cannizzaro  
1307 N. 31 Road  
Hollywood, FL 33021  
(954) 964-3229

[billzaro@hotmail.com](mailto:billzaro@hotmail.com)

Appointed: 11/16/2004  
Expires: 11/1/2016

### **SOCIAL SERVICES**

Jess Temple  
1010 SW 9 Street  
Hallandale Beach, FL 33009  
(954) 458-6706

[\[email\]](#)

Appointed: 9/18/1996  
Expires: 11/1/2016

### **ATTORNEY**

[name]  
[address]  
Hallandale Beach, FL 33009  
[phone]

[\[email\]](#)

Appointed: **VACANT**  
Expires:

**TERM:** 3 Years staggered expiration dates  
**REG. MTG:** As scheduled  
**LOCATION:** City Commission Chambers  
**CHAIR:** Dan Lavrich  
**VICE-CHAIR:** Jerry Gillman  
**SECRETARY:** **VACANT**  
**LIAISON:** Edward Leonhardt, Permit Coordinator  
**DIRECTOR:** Kevin Klopp, Development Services Director

**REVISED:** 12/7/2018

Violation and may order the owner or persons responsible for the building or structure to vacate, or cause to be vacated forthwith, to make repairs and to take necessary action to secure the building, or to demolish the building or structure and remove the salvage, contents debris and abandoned property from the premise, all within the time stipulated in the order by the Board.

**116.10.3** Such order shall be entered in the minute book of the Board within three (3) days after such public hearing and a copy of such order shall be forwarded to the owner and all parties in interest by registered or certified mail and a copy thereof posted on the premise.

**116.10.4** If the owner or those responsible shall fail to comply with the order of the Board within the time stipulated therein, and such order is to repair, or secure the building to make safe, then the Building Official shall cause such building to be vacated, if occupied, and shall through his or her employees or through a contractor making the lowest responsible bid, secure the building or structure.

**116.10.5** If the order is to demolish the building or structure and to remove the salvage, contents, debris and abandoned property from the premise, and the owner or those responsible shall have failed to comply with such order, then the Building Official may do so thereafter through his or her employees or through a contractor making the lowest responsible bid.

**116.10.6** The Building Official may sell to the highest bidder or bidders for cash the salvage and the contents of such building or other structure so demolished which have not been removed by the owner of the land.

**116.10.7** If no bids are received for such salvage or contents the Building Official may destroy that for which no bids are received.

**116.10.8** Advertisement calling for bids shall be published by the Building Official one time in a newspaper published in the County.

#### **116.11 Recovery of Cost.**

**116.11.1** The entire costs incurred pursuant to Sub-section 116.5 to Sub-section 116.10 of this Code shall be paid by the owner or occupant of the premise or by the person who caused or maintained the violation.

**116.11.2** The Building Official shall file among his or her records an affidavit stating with fairness and accuracy the items of expense and the date of execution of actions authorized by Sub-section 116.5 or Sub-section 116.10 of this Code.

**116.11.3** The enforcing agency may institute a suit to recover such expenses against any liable person or may cause such expenses to be charged against the property as a lien or

as a special assessment collectable according to established procedures.

**116.11.4** Except with respect to a lien imposed for expenses incurred in demolition, nothing herein shall be construed as placing a lien upon property which supersedes the lien of any mortgage on such property executed and recorded prior to the existence of a lien authorized herein.

**116.11.5** Any costs incurred pursuant to Sub-section 116.5 or Sub-section 116.10 of this Code which result in demolition of unsafe buildings, structures or equipment shall be a lien prior in dignity to all liens, excepting county tax liens and liens of equal dignity with county tax liens.

**116.12 Review:** Any person aggrieved by a decision of the Unsafe Structure Board may seek judicial review of that decision in accordance with the Florida Appellate Rules.

**116.13 Unsafe Structures Board.** The Unsafe Structures Board is hereby created, consisting of nine members who shall be appointed by the Appointing Authority. All professional members of the Unsafe Structures Board should be registered and licensed in the State of Florida. In the event the Appointing Authority cannot find a properly qualified resident of the area under its jurisdiction, it may by majority vote of its membership, appoint a qualified non-resident of the specific categories or professions required.

**116.13.1 Qualification of Members.** Members of the Board shall be permanent residents of the area under the jurisdiction of the Appointing Authority, who possess outstanding reputations for civic activity, interest, integrity, responsibility, and business or professional ability. The composition and representative membership of the Board shall be as follows: an Engineer, an Architect, a General Contractor, an Electrical Contractor, an Attorney at Law, a Plumbing Contractor, a Real Estate Appraiser, a Real Estate Property Manager and a Citizen with experience and background in social problems.

**116.13.2 Terms of Office.** In order that the terms of office of all members of the Board shall not expire at the same time, the initial appointments to the Board shall be as follows: Three members for the term of two years, three members for the term of three years, and three members for the term of four years. Thereafter, all appointments shall be for the term of three years, provided that the term in all instances shall continue until a successor is appointed and qualified. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term, but failure to fill a vacancy shall not invalidate any action or decision of the Board.

#### **116.13.3 Organization of the Board.**

**116.13.3.1** The members of the board shall elect a Chairman and a Vice Chairman and such other officers as may be deemed necessary or desirable, who shall serve at the

will of the Board. Election of officers shall be held at the first meeting after February First, and such officers shall hold office for one year.

**116.13.3.2** Five members of the Board shall constitute a quorum necessary to hold a meeting or take any action.

**116.13.3.3** A majority vote of the Board membership present and voting at a duly constituted meeting shall be sufficient to overrule, modify or affirm any action or decision of the Building Official or to take any other action within the scope of the power and duties of the Board.

**116.13.3.4** Members shall serve without compensation but shall be entitled to reimbursement for necessary expenses incurred in the performance of their Official duties, upon approval by the legislative body adopting this Code.

**116.13.3.5** No member of the Board shall sit as a voting member in any hearing on a matter in which he or she has a personal or financial interest.

**116.13.3.6** The Building Official, or his or her designee, shall be the Secretary of the Board but shall have no vote.

**116.13.3.7** The Chairman or the Secretary may call meetings of the Board, and meetings may be called by written notice signed by three members of the Board.

**116.13.3.8** Minutes and records shall be kept of all meetings of the Board and all meetings shall be public.

**116.13.3.9** All hearings shall be open to the public, and any person whose interest may be affected by the matter on appeal shall be given an opportunity to be heard in person, or through his or her attorney.

**116.13.3.10** Witnesses may be sworn and subpoenaed by the Board in a like manner as they are subpoenaed by the court or courts in the County in which this Code is adopted.

**116.13.3.11** The hearings shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.

**116.13.3.12** Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient itself to support a finding unless it would be admissible over objection in civil actions.

**116.13.3.13** The rules of privilege shall be effective to the same extent that they are now, or hereafter may be, recognized in civil actions; and irrelevant and unduly repetitious evidence shall be excluded.

**116.13.3.14** The Board may establish rules and regulations for its own procedure.

**116.13.3.15** The Building Official shall provide adequate and competent clerical and administrative personnel and such technical or scientific personnel as may be reasonably required by the Board for the proper performance of its duties, and shall maintain a record of all proceedings in the office of the Building Official, and shall make available for copying any and all portions of the record of the proceeding and may certify the same as a true copy and make a reasonable charge therefore.

**116.13.3.16** The Building Official shall provide a regular meeting place for the Board.

**116.13.4 Duties and Powers of the Board.** The board shall have the following duties, functions, powers and responsibilities:

**116.13.4.1** Hear and determine appeals from actions and decisions of the Building Official pursuant to the provisions thereof.

**116.13.4.2** Hear and review the application of the Building Official for review of his action where his decision as indicated in a Notice of Violations has not been complied with.

**116.13.4.3** Affirm, modify or reverse the decision of the Building Official upon appeal or on application for review.

**116.13.4.4** The Board, through its Secretary, shall transmit the record with all exhibits, instruments, papers, and transcripts of its proceedings to the appointing authority in the event that authority shall consider the matter pursuant to applicable law in that regard made and provided.

**116.13.4.5** Hear and determine appeals from actions and decisions of the enforcing agency pursuant to the provisions of the applicable Minimum Housing Code.

**116.14 Duties of Legal Counsel.** It shall be the duty of the attorney for the appointing authority, when so requested, to appear at all hearings before the Unsafe Structures Board and to represent and advise the Board.

**116.15 Conflict of Interest.** No Building Official, Board Member or employee charged with the enforcement of this law shall have any financial interest, directly or indirectly, in any repairs, corrections, construction or demolition which may be required, nor shall any Building Official, board member or employee give to anyone the location of any property or the names of owners thereof on which repairs, corrections or demolition have been ordered, except as otherwise directed hereinafter, until after the owners have been formally advised at which time such shall become a matter of public record.

**Section 116.16 Alternative Board.** As an alternative to use of its own Unsafe Structures Board, any municipality in Broward County may utilize by means of an applicable inter-local agreement, the Unsafe Structures Board of Broward County or that of another municipality located within Broward County.

**SECTION 117  
POWERS AND DUTIES OF THE FLOODPLAIN  
ADMINISTRATOR; DELEGATION, ADMINISTRATION,  
ENFORCEMENT, AND VARIANCES.**

**117.1 Scope.** In accordance with F.S. sec. 553.73, the appointing Authority of Broward County and the Municipalities may delegate the authority to enforce the floodplain provisions of the Florida Building Code to a Floodplain Administrator, the Building Official, or any other appropriate agency or combination thereof.

**117.2 Intent.** A Floodplain Administrator, the Building Official, or any other appropriate agency or combination thereof, as designated, is authorized and directed to administer and enforce the flood provisions of the FBC and any adopted flood hazard ordinances. The designated authority shall delegate such duties and assignments as may be deemed necessary to carry out provisions of the FBC and any adopted flood hazard ordinances, to render interpretations consistent with the intent and purpose of these codes and may establish policies and procedures in order to clarify the application of their provisions including the application of the variance procedures of any adopted flood hazard ordinances to the flood provisions of the FBC. The variance procedures herein shall not apply to section 3109 of the FBC, Building.

**117.3 General.** Where, in any specific case, different sections of the FBC or adopted flood hazard ordinances specify different materials, methods of construction or other requirements, the most restrictive shall govern.

# INFORMATIONAL PURPOSE



## **CITY OF HALLANDALE BEACH**

### **CITY CLERK'S OFFICE**

#### **INFORMATION SHEET - BOARD AND COMMITTEE MEMBERS**

The following is a brief description of Sunshine Law compliance, conflict of interest and gift law regulations. If you wish to review detailed information regarding these topics, please contact the City Clerk's Office.

#### **SUNSHINE LAW**

When a meeting of a City Board or Committee is held, the meeting must be open to the public, reasonable notice of the meeting must be given, and the minutes of the meeting must be taken. The Sunshine Law applies to any gathering, whether formal or casual, of the two or more members of the same Board or Committee to discuss some matter on which foreseeable action will be taken by the Board or Committee. The Sunshine Law does not typically apply to discussion which concern matters which are not likely to come before the Board or Committee for its consideration. Additional information found in: [Open Government - The "Sunshine" Law](#).

#### **VOTING**

Conflicts of Interest are regulated by both State Law and City Code. A Board or Committee member cannot abstain from voting on a matter that comes before the Board or Committee. The only exception is when the Board or Committee member has, or appears to have, a conflict of interest. In such cases, the Board or Committee Member should not participate in discussion of the matter, should abstain from voting, and must file the appropriate disclosure form.

#### **GIFTS**

Solicitation or Acceptance of Gifts ([F.S. 112.313](#)): No public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.

#### **LEGAL ADVISOR**

The City Charter provides that the City Attorney is the legal advisor to all City Board and Committees. If specific legal guidance is necessary, the City Attorney's Office is available to you.



**Q. What is the Sunshine Law?**

- A. Provides right of access to governmental proceedings. Applies to any gathering whether formal or casual of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. Virtually all state and local collegial public bodies are covered by the open meetings requirements.

**Q. What agencies are covered under the Sunshine Law?**

- A. The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions

**Q. What are the requirements of the Sunshine Law?**

- A. The Sunshine Law requires that:
1. meetings of boards or commissions must be open to the public;
  2. reasonable notice of such meetings must be given, and
  3. minutes of the meeting must be taken ([F.S. 286.011](#)).

**Q. What qualifies as a meeting?**

- A. Applies to all discussions or deliberations as well as the formal action taken by a board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

**Q. What is a public record?**

- A. All materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

For more information, please visit: [www.myflsunshine.com](http://www.myflsunshine.com)

## **BROWARD COUNTY CODE OF ETHICS**

In November 2011 the voters of Broward County voted to amend the County Charter to allow the Broward County Commission to promulgate an ethics code which would prevail over municipal ordinances regulating the conduct of elected officials, appointed officials, and public employees.

### **1. Who is covered.**

The Code of Ethics applies to all elected officials of the city; the city manager; city attorney; any person appointed to a quasi-judicial board, board or committee; any employee or member of a committee which is involved in the procurement process; and any head of a department which makes final recommendations to the final decision-making authority. So, in short just about everyone is covered by this new code of ethics.

### **2. Solicitation or Acceptance of Gifts.**

All covered persons are prohibited from accepting any gift directly or indirectly, regardless of value, from any lobbyist registered with the City or from any vendor or contractor of the City. The prohibition of solicitation or acceptance of a gift includes a loan, reward, promise of future employment, favor, or service, based on the understanding that the vote, official action, or judgment will be influenced.

When to do so is not in conflict with Florida Statutes Chapter 112, Part III, covered persons may accept gifts from non-lobbyist, vendors and contractors up to maximum value of \$50.00. This monetary value limitation does not apply to gifts given to the covered person in their personal capacity (from friends and family). However, elected officials still need to report the gifts over \$50.00 under Section 112.3148. This report must be filed by the last day of the calendar year. Section 112.3148 does list some gifts exempted from the reporting requirement, so always check first.

### **3. Outside/Concurrent Employment.**

There is a prohibition against an elected official being employed as a lobbyist or engaging in any lobbying activities before the Broward County Commission or any city commission/council in Broward County, including taxing authorities, quasi-judicial boards, appointed boards or commissions. This prohibition applies also to spouses, registered domestic partner, immediate family members, and office staff. Elected officials can engage in other employment which is consistent with their official duties or not inconsistent with Florida Statute Chapter 112. The elected official must disclose the employment and the remuneration annually on a form created by the County.

### **4. Disclosure of Financial Interest.**

No later than July 1 of each year local officers shall file a statement of financial interests. Contemporaneously with the annual filing of the Form 1 Statement of Financial Interests

with the State of Florida Commission of Ethics, the official shall file such form for public inspection.

## **5. Solicitation and Receipt of Contributions.**

### **A. Charitable Contribution Fundraising.**

An elected official is permitted to solicit funds for a non-profit organization so long as there is no quid pro quo or other special consideration, including any direct or indirect benefit between the parties to the solicitation. The solicitation does have to be disclosed and available for public inspection. The elected official cannot utilize office staff in the solicitation. This does not apply to the solicitation on behalf of charities or fundraising events sponsored by the City.

A salary received by a municipal official from a non-profit charitable organization employing the official is not considered quid pro quo.

### **B. Campaign Contribution Fundraising.**

Elected officials who solicit campaign contributions for other candidates for public office shall disclose, the name of the candidate, the location and date of the event, the name and amount of the person contributing. Campaign or political contributions may not be made or accepted in any government-owned building.

## **6. Voting Conflict.**

No municipal public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained.

Such officer shall, prior to the vote being taken, publicly state the nature of the interest in the matter from which he or she is abstaining from voting within 15 days after the vote occurs, disclose the nature of the interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting. The memorandum shall become a part of the minutes.

## **7. Honest Services.**

An elected official may not engage in a scheme to deprive another of the material intangible right of honest services or engage in any activity in contravention of the duty to provide loyal service and honest governance for the residents of the City.

## **8. Training.**

Within 120 days after taking office, each newly elected official must complete 4 hours of training from the City Attorney on Sunshine Law, public records and public service ethics. Each elected official must annually attend 8 hours of continuing education on public service ethics. This must be certified with the chief administrative officer or clerk.

### **WARNING!!!!**

*Some provisions of the Broward County New Code of Ethics are more restrictive than Florida Statutes Chapter 112 and City Code, so if ever in doubt check the Broward County Code of Ethics first.*

# SAMPLE FORMS



## **Board/Committee Member Application Form**

The City of Hallandale Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Please be advised that all submitted Board and Committee applications are a public record and therefore subject to the disclosure provisions of Chapter 119 of the Florida Statutes.

**Please return signed and completed application form to:**

City of Hallandale Beach  
400 South Federal Highway | Hallandale Beach, FL 33009 | Attn: City Clerk's Office  
Email: [cityclerkoffice@cohb.org](mailto:cityclerkoffice@cohb.org)

### **APPLICANT'S INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
STATE: \_\_\_\_\_  
OCCUPATION: \_\_\_\_\_

If applicable, how long have you lived in Hallandale Beach?

\_\_\_\_\_

### **VERIFICATION OF RESIDENCY:**

*(The following are required with application)*

Driver's License *(Required)*: ☐ Voter's Registration Card *(Required)*: ☐

Verification of good standing with the City of Hallandale Beach: ☐

*(No outstanding Liens, Taxes, Open Permits, Utility Balances, Code Cases, Pending Litigations).*

On the questionnaire below, please select any category which may apply to you. Identity of the applicant is confidential and compliance is strictly **voluntary**. Information will be used solely to comply with the reporting requirements of Section 760.80, Florida Statutes.

**PHYSICAL DISABILITY:** ☐ Yes  
☐ No

**GENDER:** ☐ Female  
☐ Male

**RACE:** ☐ African-American ☐ Hispanic-American  
☐ Asian-American ☐ Native American  
☐ Caucasian ☐ Other

LAST NAME: FIRST NAME:

**Please choose your first, second, and third choices amongst the following Boards and Committees. If you are interested in only one, this should be indicated.** *(At any given time, board members may not serve on more than one board and one committee or on two boards or on two committees).*

### Committees:

- |  |   |
|--|---|
| <input type="checkbox"/> Beautification Advisory Board                     | <input type="checkbox"/> Parks & Recreation Advisory Board                            |
| <input type="checkbox"/> Charter Review Committee*                         | <input type="checkbox"/> Planning & Zoning Board**                                    |
| <input type="checkbox"/> Civil Service Board*                              | <input type="checkbox"/> Police/Fire Pension Board                                    |
| <input type="checkbox"/> Education Advisory Board*                         | <input type="checkbox"/> Public Transportation, Traffic and<br>Parking Advisory Board |
| <input type="checkbox"/> Golden Isles Safe Neighborhood<br>Advisory Board* | <input type="checkbox"/> Three Islands Safe Neighborhood<br>Advisory Board*           |
| <input type="checkbox"/> Historic Preservation Board*                      | <input type="checkbox"/> Unsafe Structures Board**                                    |

\*Required Member Qualification.

**\*\*Required Statement of Financial Interest (Form 1).** The following Board/Committee members are required to disclose their Financial Interest annually: Planning & Zoning Advisory Board Members, Police and Fire Pension Board Members and Unsafe Structures Board.

**Please tell us about yourself (education, profession, personal accomplishments, honors received, hobbies), list your experience relevant to the Board(s)/Committee(s) you are applying for, and provide a brief statement outlining why you wish to serve on the Board(s)/Committee(s) you have selected above.**

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

**Signature of Applicant:**

|  |
|--|
|  |
|--|

Date:

\_\_\_\_\_



**FOR OFFICIAL USE ONLY**

☐ **Meets Requirements**      ☐ **Does Not Meet Requirements**

☐ **Does Not Meet Qualifications** *(please choose reason below):*

☐ Experience/Background    ☐ Education    ☐ Residency

☐ **Good Standing with City:** ☐ Liens    ☐ Taxes    ☐ Utilities    ☐ Code    ☐ Litigation

**Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FORM 1****STATEMENT OF  
FINANCIAL INTERESTS****2017**Please print or type your name, mailing  
address, agency name, and position below:**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

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

**CHECK ONLY IF** ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE**\*\*\*\* BOTH PARTS OF THIS SECTION MUST BE COMPLETED \*\*\*\*****DISCLOSURE PERIOD:**

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

☐ DECEMBER 31, 2017 OR ☐ SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: \_\_\_\_\_**MANNER OF CALCULATING REPORTABLE INTERESTS:**

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (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<br>OF INCOME | SOURCE'S<br>ADDRESS | DESCRIPTION OF THE SOURCE'S<br>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<br>BUSINESS ENTITY | NAME OF MAJOR SOURCES<br>OF BUSINESS' INCOME | ADDRESS<br>OF SOURCE | PRINCIPAL BUSINESS<br>ACTIVITY OF SOURCE |
|----------------------------|--|----------------------|--|
|                            |  |                      |  |
|                            |  |                      |  |
|                            |  |                      |  |

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

|  |
|--|
|  |
|  |
|  |

**FILING INSTRUCTIONS** for when  
and where to file this form are  
located at the bottom of page 2.**INSTRUCTIONS** on who must file  
this form and how to fill it out  
begin on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]  
(If you have nothing to report, write "none" or "n/a")

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

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

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

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]  
(If you have nothing to report, write "none" or "n/a")

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

**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) and send it to CEForm1@leg.state.fl.us. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

**Candidates** file this form together with their filing papers.

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

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

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

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

**Finally,** file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2017.

## 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.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance

director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, Assistant Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$20,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

## INSTRUCTIONS FOR COMPLETING FORM 1:

**INTRODUCTORY INFORMATION** (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.

**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.

**DISCLOSURE PERIOD:** The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2017; check that box. If you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the "disclosure period" for your report.

## **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 the amount of income received, and you need not list your public salary from serving in the position(s) which requires you to file this form. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

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

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

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, 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(5), F.S.]

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

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 the amount of income received, and you need not list your public salary received from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

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

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income 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.)**

# FINAL STATEMENT OF FINANCIAL INTERESTS

(TO BE FILED WITHIN 60 DAYS OF LEAVING PUBLIC OFFICE OR EMPLOYMENT)

LAST NAME — FIRST NAME — MIDDLE NAME:

NAME OF REPORTING PERSON'S AGENCY:

MAILING ADDRESS:

CHECK ONE OF THE FOLLOWING (see "Who Must File" on page 3):

- ☐ LOCAL OFFICER    ☐ STATE OFFICER  
☐ SPECIFIED STATE EMPLOYEE

CITY:

ZIP:

COUNTY:

LIST OFFICE OR POSITION HELD: \_\_\_\_\_

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

## DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS MY FINANCIAL INTERESTS FOR THE PERIOD BETWEEN JANUARY 1, 2018 AND THE LAST DATE I HELD THE PUBLIC OFFICE OR EMPLOYMENT DESCRIBED ABOVE, WHICH DATE WAS \_\_\_\_\_, 2018. (Date must be prior to 12/31/18)

## 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). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER (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<br>OF INCOME | SOURCE'S<br>ADDRESS | DESCRIPTION OF THE SOURCE'S<br>PRINCIPAL BUSINESS ACTIVITY |
|-----------------------------|---------------------|--|
|                             |                     |  |
|                             |                     |  |
|                             |                     |  |
|                             |                     |  |
|                             |                     |  |

## PART B -- SECONDARY SOURCES OF INCOME

[Major customers, clients, and other sources of income to businesses owned by reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

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

## PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

|  |
|--|
|  |
|  |
|  |
|  |

**FILING INSTRUCTIONS** for when and where to file this form are located at the bottom of page 2.

**INSTRUCTIONS** on who must file this form and how to fill it out begin on page 3 of this packet.



**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 |
|-------------------------|---------------------|---------------------|
|                         |                     |                     |
|                         |                     |                     |
|                         |                     |                     |
|                         |                     |                     |
|                         |                     |                     |
|                         |                     |                     |
|                         |                     |                     |

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

**SIGNATURE OF FILER:**

**Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**CPA or ATTORNEY SIGNATURE ONLY**

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

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

CPA/Attorney Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**FILING INSTRUCTIONS:**

**WHEN TO FILE:**

At the end of office or employment each local officer, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment, unless he or she takes another position within the 60-day period that requires filing financial disclosure on Form 1 or Form 6.

**WHERE TO FILE:**

**Local officers** 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) and send it to CEForm1@leg.state.fl.us. Do not file by both mail and email. Choose only one filing method.

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

**NOTE:**

**If you are leaving office or employment during the first half of 2018, you may not have filed Form 1 for 2017. In that case, this is not the last form you will file. Form 1F covers January 1, 2018, through your last day of office or employment. You will be required to file Form 1 for 2017 by July 1, 2018, and risk being fined if you do not file Form 1 by the filing deadline, even if you have already filed the CE Form 1F.**

## WHO MUST FILE FORM 1F, Final Statement of Financial Interests:

All persons who fall within the categories of "state officers," "local officers," and "specified state employees" are required to file Form 1F within 60 days of leaving that position unless they take another position within the 60-day period that requires filing either Form 1 or Form 6. Positions within these categories are listed below. Persons required to file full financial disclosure (Form 6 -- see that form for a list of persons who are required to file it) should file Form 6F rather than Form 1F as their final financial disclosure.

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.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director

of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, Assistant Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$20,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

## INSTRUCTIONS FOR COMPLETING FORM 1F:

### INTRODUCTORY INFORMATION (Top of Form):

**NAME OF AGENCY:** The name of the governmental unit which you served or by which you were employed.

**OFFICE OR POSITION HELD OR SOUGHT:** The title of the office or position you held during the disclosure period.

**DISCLOSURE PERIOD:** This statement reflects your financial interests for the period between January 1 and the last day of your public office or employment in 2018. Please write the last day of your office or employment in this part of the form. This date should be prior to December 31, 2018. The Form 1F cannot be used to report financial interests for

a period covering the entire 2018 calendar year, nor should this form be used to report your financial interests for a period beyond 2018.

**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**

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

## **IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY**

### **PART A — PRIMARY SOURCES OF INCOME**

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

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary from serving in the position(s) which requires you to file this form. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

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

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

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, 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) during the disclosure period more than 5% of the total assets or capital stock of a business entity (a corporation,

partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,

- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

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

Examples:

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

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

Disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, 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.

(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 the amount of income received, and you need not list your public salary received from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

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

Examples:

- If you were employed by a company that manufactures computers and received more than 5% of your gross income 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, 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, you 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 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.

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