



REGULAR MEETING AGENDA

November 19, 2024

**SUNSHINE
WATER CONTROL DISTRICT**

**AGENDA
LETTER**



November 12, 2024

Board of Supervisors
Sunshine Water Control District

Dear Board Members:

The Board of Supervisors of the Sunshine Water Control District will hold a Regular Meeting on November 19, 2024 at 6:30 p.m., at La Quinta Inn Coral Springs, 3701 N. University Drive, Coral Springs, Florida 33065. The agenda is as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments **[3-Minute Time Limit]** *(Comments should be made from the microphone to ensure recording. Please state your name prior to speaking.)*
5. Administration of Oath of Office to Newly Elected Supervisors (Frankie Romano - Seat 1, Peter Palmer - Seat 2, Laurence Kaldor - Seat 3) *(the following will also be provided in a separate package)*
 - A. Required Ethics Training and Disclosure Filing
 - Sample Form 1 2023/Instructions
 - B. Membership, Obligations and Responsibilities
 - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
6. Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date
7. Consideration of Resolution 2025-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2024/2025 and Providing for an Effective Date
8. Discussion: Health Insurance

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

NOTE: Meeting Location

9. Acceptance of Unaudited Financial Statements as of September 30, 2024
10. Approval of October 22, 2024 Regular Meeting Minutes
11. Supervisors' Communications
12. Staff Reports
 - A. District Counsel: *Lewis, Longman & Walker, P.A.*
 - B. District Engineer: *Craig A. Smith & Associates*
 - I. Presentation: Monthly Engineer's Report
 - II. Permit Application(s)
 - Comcast JB0001685398
 - C. District Engineering Consultant: *John McKune*
 - D. District Field Supervisor: *Cory Selchan*
 - E. District Manager: *Wrathell, Hunt & Associates, LLC*
 - NEXT MEETING: December 4, 2024 at 6:30 PM
 - QUORUM CHECK

SEAT 1	FRANKIE ROMANO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	PETER PALMER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	LAURENCE KALDOR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

13. Public Comments
14. Adjournment

Should you have any questions, please contact me directly at (561) 512-9027.

Sincerely,



Jamie Sanchez
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 131 733 0895

**SUNSHINE
WATER CONTROL DISTRICT**

5A

MEMORANDUM

To: Board of Supervisors

From: District Manager

Re: Updates and Reminders: Ethics Training for Special District Supervisors and Form 1

The purpose of this memorandum is to remind our clients of new ethics training requirements applicable to Special District Supervisors. This requirement is the result of changes to Section 112.3142, Florida Statutes, which were passed during the 2023 Legislative Session. **The new requirements will apply in 2024.**

What is required and when is the deadline?

Supervisors will be required to complete four (4) hours of training each calendar year. For those Supervisors seated on or before March 31, 2024, the four hours of training must be completed by December 31, 2024. For new Supervisors seated after March 31, 2024, training must be completed by December 31, 2025. The training must address, at a minimum, Article II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and open meetings laws. It may be completed by taking a continuing legal education class or other continuing professional education class, seminar, or presentation, if the required information is covered. Compliance will be reported on Form 1 each year.

Where can I find training materials?

The Florida Commission on Ethics has provided links to on-demand courses on their Ethics Training web page: <https://ethics.state.fl.us/Training/Training.aspx>. There are also many courses – both free and for a charge – available online and in-person. There may also be the ability to include training within your existing Board meeting schedule.

Free Ethics Law Training

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)

Click here: [Kinetic Ethics](#)

Business and Employment Conflicts and Post-Public-Service (56 minutes)

Restriction

Click here: [Business and Employment Conflicts](#)

Gifts (50 minutes)

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

Voting Conflicts - Local Officers (58 minutes)¹

Click here: [Voting Vertigo](#)

Free Sunshine/Public Records Law Training

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

Other Training Options**4- Hour Course**

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

CLE Course

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

Form 1 Submittal Changes.

Beginning January 1, 2024, Form 1 will no longer be filed with your local Supervisor of Elections office. Instead, all Form 1s will be filed electronically with the Commission on Ethics. Please see detailed directions on filing here: <https://ethics.state.fl.us/>. Please note that Special District Supervisors are not required to file Form 6.

2023 Form 1 - Statement of Financial Interests

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500) (Major sources of income to the reporting person)
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

Secondary Sources of Income

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property

REAL PROPERTY (Land, buildings owned by the reporting person)
(If you have nothing to report, write "none" or "n/a")

Location/Description

Intangible Personal Property

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000)
(If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates

Liabilities

LIABILITIES (Major debts valued over \$10,000):
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

Interests in Specified Businesses

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

Signature of Filer

Digitally signed:

Filed with COE:

E-FILING SAMPLE

2023 Form 1 Instructions

Statement of Financial Interests

Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, 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.]

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, 2023.

Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

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

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

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

Instructions for Completing Form 1

Primary Sources of Income

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

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

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

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

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

Secondary Sources of Income

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

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

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

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

Examples:

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

Real Property

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

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

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

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

Intangible Personal Property

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

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

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

Interests in Specified Businesses

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

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

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

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

Training Certification

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

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

**SUNSHINE
WATER CONTROL DISTRICT**

5B

BOARD OF SUPERVISORS

MEMBERSHIP, OBLIGATIONS AND RESPONSIBILITIES

The Sunshine Water Control District ("District") is a special-purpose unit of local government that was established pursuant to a special act of the Florida Legislature (Chapter 2023-6, Laws of Florida) and is governed by Chapters 298 and 189, Florida Statutes.

The Board

The District is governed by a five (5)-member Board of Supervisors ("Board"). Board Supervisors are elected by qualified electors of the District for a term of four (4) years.

The District Board typically meets once per month, but may meet more often if necessary. Board meetings typically last from one (1) to three (3) hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package which will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these packages prior to each meeting, and may consult with District Staff (General Counsel, Management, Engineering, etc.) concerning the business to be addressed.

Qualifications of Supervisors

Each Supervisor must be at least eighteen years old, a citizen of the United States, and a resident of the District.

Compensation

By statute, Board Members are entitled to be paid \$50 for attending the District monthly meeting.

Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. It is important to always remember that serving as an elected public official of the District carries with it certain restrictions and obligations. Each Supervisor, upon taking office, must subscribe to an oath of office acknowledging that he/she is a public officer, and as a recipient of public funds, a supporter of the constitutions of the State of Florida and of the United States of America.

Each Supervisor is subject to the same financial disclosure requirements as any other local elected official and must file a Statement of Financial Interests disclosing sources of income, assets, debts, and other financial data, with the Supervisor of Elections in the County where he/she resides.

A Supervisor must act in accordance with the Code of Ethics for Public Officers and Employees, codified at Part III, Chapter 112, F.S., which addresses acceptance of

gifts, conflicts of interest, etc.

Since a District is a unit of local government, the Sunshine Law (Chapter 286, F.S.) applies to Districts and to the Supervisors who govern them. In brief, the Sunshine Law states that two (2) or more Supervisors may never meet outside of a publicly noticed meeting of the Board and/to discuss District business.

Florida's Public Records Law (Chapter 119, F.S.) also applies to Districts and Supervisors. All records of the District, and the records of each individual Supervisor relating to the District, are public records. As such, any member of the public may inspect them upon request. Supervisors are therefore urged to keep any District records or documents in a separate file to allow ease of access by the public or press.

Conclusion

The position of Supervisor of a Water Control District is an important one, requiring both the time and the dedication to fulfill the responsibilities of a position of public trust. It should not be undertaken lightly. Each new Supervisor should enter office fully cognizant of the ethical, legal, and time requirements which are incumbent upon those who serve as Supervisors.

**SUNSHINE
WATER CONTROL DISTRICT**

5C

FLORIDA COMMISSION ON ETHICS



GUIDE to the SUNSHINE AMENDMENT and CODE of ETHICS for Public Officers and Employees

2024

State of Florida

COMMISSION ON ETHICS

Ashley Lukis, *Chair*
Tallahassee

Michelle Anchors, *Vice Chair*
Fort Walton Beach

William P. Cervone
Gainesville

Tina Descovich
Indialantic

Freddie Figgers
Fort Lauderdale

Luis M. Fusté
Coral Gables

Wengay M. Newton, Sr.
St. Petersburg

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

TABLE OF CONTENTS

I. HISTORY OF FLORIDA'S ETHICS LAWS.....	1
II. ROLE OF THE COMMISSION ON ETHICS.....	2
III. THE ETHICS LAWS.....	2
A. PROHIBITED ACTIONS OR CONDUCT	3
1. Solicitation or Acceptance of Gifts	3
2. Unauthorized Compensation	4
3. Misuse of Public Position	4
4. Abuse of Public Position	4
5. Disclosure or Use of Certain Information.....	4
6. Solicitation or Acceptance of Honoraria	5
B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS	5
1. Doing Business With One's Agency	5
2. Conflicting Employment or Contractual Relationship.....	6
3. Exemptions	6
4. Additional Exemption	8
5. Lobbying State Agencies by Legislators.....	8
6. Additional Lobbying Restrictions for Certain Public Officers and Employees	8
7. Employees Holding Office	8
8. Professional & Occupational Licensing Board Members	9
9. Contractual Services: Prohibited Employment	9
10. Local Government Attorneys	9
11. Dual Public Employment	9
C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES.....	10
1. Anti-Nepotism Law	10
2. Additional Restrictions	10
D. POST OFFICEHOLDING & EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS	10
1. Lobbying By Former Legislators, Statewide Elected Officers, and Appointed State Officers	10
2. Lobbying By Former State Employees.....	11
3. 6-Year Lobbying Ban	12
4. Additional Restrictions on Former State Employees	12
5. Lobbying By Former Local Government Officers and Employees.....	13

E. VOTING CONFLICTS OF INTEREST	13
F. DISCLOSURES	14
1. Form 1 - Limited Financial Disclosure	15
2. Form 1F - Final Form 1.....	19
3. Form 2 - Quarterly Client Disclosure	19
4. Form 6 - Full and Public Disclosure	20
5. Form 6F - Final Form 6.....	21
6. Form 9 - Quarterly Gift Disclosure	21
7. Form 10 - Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event-Related Expenses	22
8. Form 30 - Donor's Quarterly Gift Disclosure.....	23
9. Forms 1X and 6X – Amendments	24
IV. AVAILABILITY OF FORMS	24
V. PENALTIES	25
A. For Violations of the Code of Ethics	25
B. For Violations by Candidates	25
C. For Violations by Former Officers and Employees	25
D. For Lobbyists and Others.....	26
E. Felony Convictions: Forfeiture of Retirement Benefits	26
F. Automatic Penalties for Failure to File Annual Disclosure.....	26
VI. ADVISORY OPINIONS	27
A. Who Can Request an Opinion.....	27
B. How to Request an Opinion.....	27
C. How to Obtain Published Opinions.....	27
VII. COMPLAINTS.....	28
A. Citizen Involvement	28
B. Referrals.....	28
C. Confidentiality.....	28
D. How the Complaint Process Works	29
E. Dismissal of Complaint at Any Stage of Disposition	30
F. Statute of Limitations.....	30
VIII. EXECUTIVE BRANCH LOBBYING	30
IX. WHISTLE-BLOWER'S ACT	31
X. ADDITIONAL INFORMATION	32
XI. TRAINING	32

I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec. 112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly

were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. Unauthorized Compensation

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. Misuse of Public Position

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. Abuse of Public Position

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. Disclosure or Use of Certain Information

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. **PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

1. *Doing Business With One's Agency*

- a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or

services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

- b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

- a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]
- b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]
- c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. *Exemptions*—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- a) When the business is rotated among all qualified suppliers in a city or county.
- b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter

the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

- c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.
- j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of

the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. *Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. *Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. *Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. *Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

- a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.
- b) serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. *6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. *FORM 1 - Limited Financial Disclosure*

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 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 CareerSource 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 Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) 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 full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the 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, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.
- 3) Any other 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.
- 4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

- 5) Members of governing boards of charter schools operated by a city or other public entity.
- 6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

- 1) 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.
- 2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) 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.

- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) 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.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) 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.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name or organization on the Commission's website.

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the

issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of a city council and candidates for these offices; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name and organization on the Commission's website.

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other

than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors, must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000*, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000*, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

*Conduct occurring after May 11, 2023, will be subject to a recommended civil penalty of up to \$20,000. [Ch. 2023-49, Laws of Florida.]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), and commissioners of community development districts are required to receive a total of four hours training, per calendar year, in the area of ethics, public

records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

**SUNSHINE
WATER CONTROL DISTRICT**

5D

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

* * * * *

ELECTED OFFICERS:

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

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

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

* * * * *

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

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

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

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

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

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

Date Filed

Signature

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

**SUNSHINE
WATER CONTROL DISTRICT**

6

RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SUNSHINE WATER CONTROL DISTRICT ELECTING AND REMOVING
OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, the Sunshine Water Control District is a local unit of special-purpose government created and existing pursuant to Chapter 298, Florida Statutes, being situated entirely within Broward County, Florida; and

WHEREAS, the Board of Supervisors of the Sunshine Water Control District desires to elect and remove the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF SUNSHINE WATER CONTROL DISTRICT THAT:**

SECTION 1. The following is/are elected as Officer(s) of the District effective November 19, 2024 for a term ending upon the certification of the November 2024 general election results:

_____ is elected President
_____ is elected Vice President
_____ is elected Secretary
_____ is elected Assistant Secretary
_____ is elected Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of November 19, 2024:

<u>Jose (Joe) E. Morera</u>	President
<u>Ivan R. Ortiz</u>	Vice President
<u>Carol Smith</u>	Secretary

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Assistant Secretary

Jamie Sanchez is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 19TH DAY OF NOVEMBER, 2024.

ATTEST:

SUNSHINE WATER CONTROL DISTRICT

Secretary/Assistant Secretary

President/Vice President, Board of Supervisors

**SUNSHINE
WATER CONTROL DISTRICT**

7

RESOLUTION 2025-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SUNSHINE WATER CONTROL DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Sunshine Water Control District ("District") is a local unit of special-purpose government organized and existing in accordance with Chapter 298, Florida Statutes, and situated entirely within Broward County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SUNSHINE WATER CONTROL DISTRICT

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District's Board shall be held during Fiscal Year 2024/2025 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING. The District Manager is hereby directed to submit a copy of the Fiscal Year 2024/2025 annual public meeting schedule to Broward County and the Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 19th day of November, 2024

ATTEST:

SUNSHINE WATER CONTROL DISTRICT

Secretary/Assistant Secretary

President/Vice President, Board of Supervisors

EXHIBIT "A"

SUNSHINE WATER CONTROL DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Sartory Hall, 10150 NW 29th St., Coral Springs, Florida 33065</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
December __, 2024	Regular Meeting	__:__ A/PM
January __, 2025	Regular Meeting	__:__ A/PM
February __, 2025	Regular Meeting	__:__ A/PM
March __, 2025	Regular Meeting	__:__ A/PM
April __, 2025	Regular Meeting	__:__ A/PM
May __, 2025	Regular Meeting	__:__ A/PM
June __, 2025	Regular Meeting	__:__ A/PM
July __, 2025	Regular Meeting	__:__ A/PM
August __, 2025	Regular Meeting	__:__ A/PM
September __, 2025	Regular Meeting	__:__ A/PM

**SUNSHINE
WATER CONTROL DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**SUNSHINE
WATER CONTROL DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2024**

**SUNSHINE
WATER CONTROL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2024**

	General Fund	Debt Service Fund Series 2021	Total Governmental Funds
ASSETS			
Centennial Bank	\$ 373,968	\$ -	\$ 373,968
Centennial Bank - escrow	69	-	69
DS - Series 2021	-	623,685	623,685
Investments			
State Board of Administration			
A Investment account	5,732	-	5,732
A Bank maintenance reserve account	3,003	-	3,003
A Renewal & replacement reserve account	2,235	-	2,235
A Equipment replacement reserve account	236	-	236
Centennial Bank - MMA	262,791	-	262,791
FineMark Bank - MMA	41,396	-	41,396
Bank United - MMA	250,000	-	250,000
Bank United - ICS	15,004,355	-	15,004,355
Iberia Bank - MMA	5,562	-	5,562
Prepaid expense	7,000	-	7,000
Due from general fund	-	1	1
Due from other sources	1,576	-	1,576
Total assets	<u>\$15,957,923</u>	<u>\$ 623,686</u>	<u>\$ 16,581,609</u>
LIABILITIES			
Liabilities:			
Accounts payable	\$ 10,336	\$ -	\$ 10,336
Due to debt service	1	-	1
Deposits payable/trash bonds	249,500	-	249,500
Cost recovery deposits	52,878	-	52,878
Total liabilities	<u>312,715</u>	<u>-</u>	<u>312,715</u>
FUND BALANCES			
Assigned:			
3 months working capital	575,077	-	575,077
Disaster recovery	3,500,000	-	3,500,000
Truck replacement	180,000	-	180,000
Restricted for			
Debt service	-	623,686	623,686
Unassigned	11,390,131	-	11,390,131
Total fund balances	<u>15,645,208</u>	<u>623,686</u>	<u>16,268,894</u>
Total liabilities and fund balances	<u>\$15,957,923</u>	<u>\$ 623,686</u>	<u>\$ 16,581,609</u>

**SUNSHINE
WATER CONTROL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2024**

	Current Month	Year to Date	Adopted Budget	% of Budget
REVENUES				
Assessments	\$ 6	\$ 3,759,501	\$ 3,727,751	101%
Interest and miscellaneous	54,695	531,312	9,000	5903%
Permit review fees	-	2,800	2,450	114%
Cost recovery	-	9,165	17,500	52%
InterlocalAgrCity-cost sharing	-	70,925	-	N/A
Total revenues	54,701	4,373,703	3,756,701	116%
EXPENDITURES				
Administrative				
Supervisors	100	1,650	1,938	85%
Supervisor health care benefits	-	6,799	25,000	27%
Supervisors reimbursement	-	100	7,500	1%
Management/accounting/recording	5,642	67,704	67,706	100%
DSF & CPF accounting	1,318	15,816	15,816	100%
Dissemination fee	83	1,000	1,000	100%
Arbitrage rebate calculation	-	-	750	0%
Trustee	-	3,000	5,000	60%
Audit	-	11,500	11,500	100%
Legal	4,976	43,556	95,000	46%
Legal - legislative representation	-	25,953	24,000	108%
Retirement plan consulting	-	1,537	10,000	15%
Human resource services	649	7,785	7,784	100%
Communication	-	-	7,500	0%
Dues/subscriptions	-	4,675	4,500	104%
Rent - operations facility	4,177	50,126	50,126	100%
Insurance	-	25,997	27,630	94%
Legal advertising	1,710	2,775	2,500	111%
Office supplies and expenses	-	385	1,500	26%
Postage	94	1,025	1,200	85%
Postage-ROW clearing	-	-	500	0%
Printing and binding	117	1,400	1,400	100%
Website	-	705	3,000	24%
ADA website compliance	-	210	210	100%
Contingencies	192	1,540	5,000	31%
Total administrative expenses	19,058	275,238	378,060	73%
Field operations				
Salaries and wages	37,019	433,775	469,439	92%
FICA taxes	2,835	33,538	35,912	93%
Special pay	-	1,451	2,000	73%
Bonus program	-	-	2,500	0%
401a retirement plan	6,196	50,987	46,944	109%
Health insurance	17,953	206,732	373,750	55%
Workers' compensation insurance	1,170	13,078	16,500	79%
Engineering	2,362	14,566	100,000	15%
Engineering - capital outlay westchester	-	1,283	-	N/A
Engineering - capital outlay ps1 & ps2	9,645	189,027	-	N/A
Engineering - capital outlay NW 123 ave	-	5,775	85,000	7%
Engineering - capital outlay University drive	-	-	100,000	0%
Engineering - telemetry	-	-	75,500	0%
Engineering - wofo phase 3	-	-	340,000	0%
Engineering - sw 20 yrs reporting	-	-	-	N/A
Consulting engineer services	-	-	25,000	0%
Cost recovery	1,881	16,989	17,500	97%
Water quality testing	-	5,011	5,224	96%
Telephone	255	935	1,800	52%

**SUNSHINE
WATER CONTROL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED SEPTEMBER 30, 2024**

	Current Month	Year to Date	Adopted Budget	% of Budget
Electric	6,497	75,000	85,000	88%
Insurance	-	67,237	89,438	75%
Repairs and maintenance				
Canal banks	13,000	34,393	75,000	46%
Canal dredging	-	-	50,000	0%
Culvert inspection & cleaning	89,814	94,064	100,000	94%
Dumpster service	2,578	15,576	13,000	120%
Truck, tractor and generator	6,249	27,614	32,000	86%
Other	1,133	5,853	10,000	59%
Operating supplies				
Chemicals	5,828	79,296	90,000	88%
Fuel	1,813	11,855	20,000	59%
Fuel-pump station generator	-	-	50,000	0%
Triploid carp	-	-	19,755	0%
Uniforms	160	1,632	3,217	51%
Other	2,125	3,348	4,000	84%
Permit fees, licenses, schools	-	5,570	5,000	111%
Capital outlay- West Outfall	-	63,614	-	N/A
Capital outlay - pump station 1 & 2	12,087	12,087	-	N/A
Capital outlay - NW 123 Ave	-	-	200,000	0%
Capital outlay - University drive	-	-	150,000	0%
Capital outlay - telemetry	-	-	340,000	0%
Capital outlay - wofc phase 3	-	-	2,500,000	0%
Field equipment	-	1,539	35,000	4%
Payroll expenses	12	12	35,000	N/A
Pump station maintenance	-	-	-	N/A
Pump station telemetry	932	6,359	40,000	16%
Pump station telemetry	-	-	5,000	0%
Total field operations	<u>221,544</u>	<u>1,478,196</u>	<u>5,648,479</u>	26%
Other fees and charges				
Tax collector	-	37,516	38,831	97%
Property appraiser	-	37,516	38,831	97%
Property tax bills - fire & EMS assessment	-	40	100	40%
Total other fees & charges	<u>-</u>	<u>75,072</u>	<u>77,762</u>	97%
Total expenditures	<u>240,602</u>	<u>1,828,506</u>	<u>6,104,301</u>	30%
Excess/(deficiency) of revenues over/(under) expenditures	(185,901)	2,545,197	(2,347,600)	
Fund balance - beginning	15,831,109	13,100,011	11,721,524	
Fund balance - ending				
Assigned:				
3 months working capital	1,760,312	1,760,312	1,760,312	
Disaster recovery	3,500,000	3,500,000	3,500,000	
Truck replacement	180,000	180,000	180,000	
Unassigned	10,204,896	10,204,896	5,155,520	
Total fund balance - ending	<u>\$ 15,645,208</u>	<u>\$ 15,645,208</u>	<u>\$ 9,373,924</u>	

**SUNSHINE
WATER CONTROL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021
FOR THE PERIOD ENDED SEPTEMBER 30, 2024**

	Current Month	Year To Date	Adopted Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ 1	\$ 855,649	\$ 848,359	101%
Interest	2,581	35,967	-	N/A
Total revenues	<u>2,582</u>	<u>891,616</u>	<u>848,359</u>	105%
EXPENDITURES				
Debt service				
Principal	-	490,000	490,000	100%
Interest	-	348,158	348,158	100%
Total debt service	<u>-</u>	<u>838,158</u>	<u>838,158</u>	100%
Other fees and charges				
Tax collector	-	8,538	8,837	97%
Property appraiser	-	8,538	8,837	97%
Total other fees and charges	<u>-</u>	<u>17,076</u>	<u>17,674</u>	97%
Total expenditures	<u>-</u>	<u>855,234</u>	<u>855,832</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	2,582	36,382	(7,473)	
Fund balances - beginning	621,104	587,304	570,220	
Fund balances - ending	<u>\$ 623,686</u>	<u>\$ 623,686</u>	<u>\$ 562,747</u>	

SUNSHINE

Water Control District

Special Assessment Revenue Refunding Bonds, Series 2021

\$12,010,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2022		-	181,246.25	181,246.25
05/01/2023	470,000.00	3.050%	181,246.25	651,246.25
11/01/2023	-	-	174,078.75	174,078.75
05/01/2024	490,000.00	3.050%	174,078.75	664,078.75
11/01/2024	-	-	166,606.25	166,606.25
05/01/2025	500,000.00	3.050%	166,606.25	666,606.25
11/01/2025	-	-	158,981.25	158,981.25
05/01/2026	515,000.00	3.050%	158,981.25	673,981.25
11/01/2026	-	-	151,127.50	151,127.50
05/01/2027	530,000.00	3.050%	151,127.50	681,127.50
11/01/2027	-	-	143,045.00	143,045.00
05/01/2028	550,000.00	3.050%	143,045.00	693,045.00
11/01/2028	-	-	134,657.50	134,657.50
05/01/2029	565,000.00	3.050%	134,657.50	699,657.50
11/01/2029	-	-	126,041.25	126,041.25
05/01/2030	585,000.00	3.050%	126,041.25	711,041.25
11/01/2030	-	-	117,120.00	117,120.00
05/01/2031	600,000.00	3.050%	117,120.00	717,120.00
11/01/2031	-	-	107,970.00	107,970.00
05/01/2032	615,000.00	3.050%	107,970.00	722,970.00
11/01/2032	-	-	98,591.25	98,591.25
05/01/2033	635,000.00	3.050%	98,591.25	733,591.25
11/01/2033	-	-	88,907.50	88,907.50
05/01/2034	655,000.00	3.050%	88,907.50	743,907.50
11/01/2034	-	-	78,918.75	78,918.75
05/01/2035	675,000.00	3.050%	78,918.75	753,918.75
11/01/2035	-	-	68,625.00	68,625.00
05/01/2036	690,000.00	3.050%	68,625.00	758,625.00
11/01/2036	-	-	58,102.50	58,102.50
05/01/2037	720,000.00	3.050%	58,102.50	778,102.50
11/01/2037	-	-	47,122.50	47,122.50
05/01/2038	735,000.00	3.050%	47,122.50	782,122.50
11/01/2038	-	-	35,913.75	35,913.75
05/01/2039	760,000.00	3.050%	35,913.75	795,913.75
11/01/2039	-	-	24,323.75	24,323.75
05/01/2040	785,000.00	3.050%	24,323.75	809,323.75
11/01/2040	-	-	12,352.50	12,352.50
05/01/2041	810,000.00	3.050%	12,352.50	822,352.50
Total	\$11,885,000.00	-	\$3,947,462.50	\$15,832,462.50

**SUNSHINE
WATER CONTROL DISTRICT**

MINUTES

DRAFT

**MINUTES OF MEETING
SUNSHINE WATER CONTROL DISTRICT**

The Board of Supervisors of the Sunshine Water Control District held a Regular Meeting on October 22, 2024 at 6:30 p.m., at Mullins Hall, 10170 NW 29th St, Coral Springs, Florida 33065.

Present were:

Joe Morera	President
Ivan Ortiz	Vice President
Carol Smith	Secretary

Also present:

Jamie Sanchez	District Manager
Janice Rustin	District Counsel
Orlando Rubio	District Engineer
Cory Selchan	Field Superintendent
Peter Palmer	Member of the public
Lawrence Kaldor	Member of the public
Frank Romano	Member of the public

FIRST ORDER OF BUSINESS

Call to Order

Mr. Morera called the meeting to order at 6:30 p.m.

SECOND ORDER OF BUSINESS

Roll Call

All Supervisors were present.

THIRD ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

FOURTH ORDER OF BUSINESS

**Public Comments [3-Minute Time Limit]
(Comments should be made from the**

microphone to ensure recording. Please state your name prior to speaking.)

No members of the public spoke.

FIFTH ORDER OF BUSINESS

Discussion: Site Visit Report and Resources

Ms. Sanchez presented a Florida Insurance Alliance (FIA) Site Visit Report and stated this is not typically in the agenda. Every year, the insurance adjuster visits the District and meets with Mr. Selchan, who previously validated the Report.

Mr. Selchan stated the FIA Report is a routinely-drafted Report. The District passed the inspection; there are no critical issues but the adjuster made a few suggestions that Staff will follow up with.

Ms. Smith commented that the Report is informative and will be helpful especially to the incoming Board Members.

Ms. Rustin stated she previously reviewed all of the District's contracts to determine if they are in compliance and thought it interesting that the language in the contracts includes a checklist.

Ms. Rustin discussed Florida Statute 768.28, a waiver of sovereign immunity, case law, the terms and conditions in the Primming Manual and the language in the contracts she reviewed, including the Right-of-Way (ROW) Obstructions Removal Agreement, the Canal Access Easement and Maintenance Agreement, the Debris Removal Agreement and Professional Services Agreement and Requests for Proposals (RFP).

Ms. Rustin stated that, in the coming months, she will coordinate with Ms. Sanchez to make sure that the particular language, as described in the FIA Report, is included in the District's contracts.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2024

On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, the Unaudited Financial Statements as of August 31, 2024, were accepted.

SEVENTH ORDER OF BUSINESS**Approval of September 12, 2024 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Ortiz and seconded by Ms. Smith, with all in favor, the September 12, 2024 Public Hearings and Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS**Supervisors' Communications**

This item was deferred to the end of the meeting.

NINTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Lewis, Longman & Walker, P.A.**

Ms. Rustin had nothing further to report.

B. District Engineer: Craig A. Smith & Associates**I. Presentation: Monthly Engineer's Report**

Mr. Rubio presented the Monthly Engineer's Report and provided updates about the Pump Station 3 Replacement and the West Outfall Canal (WOFC) Phase 3 projects.

II. Permit Application(s)

Mr. Rubio presented the following permit applications and recommended approval:

- **Installation of FOC Via Attachment to Riverside Drive Bridge Consisting of 50 LF of 2" PVC Pipe Over SWCD Canal "E" [Blue Stream Communications, LLC – S14/15/T48S/R41E]**

On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, the CAS Project #15-1826 ROW Permit Application, submitted by Blue Stream Communications, LLC, for the Installation of FOC Via Attachment to Riverside Drive Bridge Consisting of 50 LF of 2" PVC Pipe Over SWCD Canal "E", subject to the Special Conditions set forth in the October 1, 2024 recommendation letter, was approved.

- Replacement of Two (2) Fiber Optic Pull Boxes & Conduit Installation Within Existing Coral Springs Drive Bridge Over SWCD West Outfall Canal ROW; and Directionally of 3-2" HDPE Conduits Under SWCVD Canal Z Culverts [Broward County – Highway Construction & Engineering Division – S29T48S/R41E]

On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, the CAS Project No. 15-1826 Right-of-Way Permit Application, submitted by Broward County – Highway Construction & Engineering Division – S29T48S/R41E for the Replacement of Two (2) Fiber Optic Pull Boxes & Conduit Installation Within Existing Coral Springs Drive Bridge Over SWCD West Outfall Canal ROW; and Directionally of 3-2" HDPE Conduits Under SWCVD Canal Z Culverts, subject to the Special Conditions set forth in the October 2, 2024 recommendation letter, was approved.

Asked if an issue regarding a company that drilled through one of the culverts was resolved, Mr. Rubio replied affirmatively.

C. District Engineering Consultant: John McKune

There was no report.

D. District Field Supervisor: Cory Selchan

Mr. Selchan reported the following:

- Although recent storms bypassed the area, the District received over 12" of rainfall.
- The pumps were activated prior to each storm but they were halted after realizing that the District was not in the path of the storms. Only 3" of rain was received in October.

Discussion ensued regarding a statement about the lack of flooding in Coral Springs, social media posts regarding responsiveness, canal maintenance and how District employees should respond to resident complaints.

- The District is in good shape and there are no staffing issues.

Supervisors' Communications

This item, previously the Eighth Order of Business, was presented out of order.

Ms. Smith stated she really enjoyed being on the Board; it has been an honor to serve the community. She learned a lot and is impressed with the Staff, especially Mr. Selchan. She stated she is happy to transfer responsibility to the incoming Board and thanked all meeting attendees.

Mr. Ortiz echoed Ms. Smith's comments and stated it has been an honor and privilege to serve on the Board and work with such a professional and competent Staff. He stated that he has been in many different corporate settings and different levels and voiced his opinion the District's Staff is top notch. It has been a real pleasure working with everyone. He thanked everyone for their hard work.

Mr. Morera stated he has served on the Board for the past 15 years and this is a bittersweet moment. He shared how he was recruited to the Board and stated, from the very beginning, serving the District became a passion. It has been a labor of love and he will greatly miss the work and District Staff. He feels that a good working unit was forged and the team represented the District well.

Mr. Morera thanked Ms. Smith and Mr. Ortiz for accepting his invitation to become Board Members and District Staff for their diligence, expertise and dedication. He stated that it has been an honor and a privilege to serve as Board President.

Mr. Selchan shared how things were before Mr. Morera joined the Board, compared to now, and thanked him for his service.

E. District Manager: Wrathell, Hunt & Associates, LLC

- **NEXT MEETING: November 13, 2024 at 6:30 PM**

- **QUORUM CHECK**

The next meeting will be held on November 13, 2024.

Ms. Sanchez stated it has been a pleasure working with the outgoing Board Members and with Staff; she will sincerely miss everyone and hopes that everyone will continue to stay in touch.

Mr. Morera wished the incoming Board Members well, rendered advice and asked them to be responsive and take care of the community.

TENTH ORDER OF BUSINESS**Public Comments**

An incoming Board Member congratulated the outgoing Board.

Mr. Palmer voiced his opinion that the incoming Board Members will have big shoes to fill. He believes they will take their positions seriously. He asked if his Oath of Office was received, how the minutes are recorded and how meetings are publicized.

Ms. Sanchez stated she has yet to receive Mr. Palmer's Oath but has his contact information. She stated that the minutes are recorded and transcribed by Management's Transcription team and the meeting schedule is on the District's website.

Mr. Romano introduced himself and gave a brief overview of his professional background.

Ms. Rustin stated she can assemble important documents that are specific to the District for the incoming Board Members, including a permitting manual, budget documents and the special act that outlines the Rules of the District.

ELEVENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Smith and seconded by Mr. Ortiz, with all in favor, the meeting adjourned at 7:30 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

192
193
194
195
196

Secretary/Assistant Secretary

President/Vice President

**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
BI**



November 11, 2024

Board of Supervisors
Sunshine Water Control District (via e-mail)
2300 Glades Road, Suite 410W
Boca Raton, Florida 33073

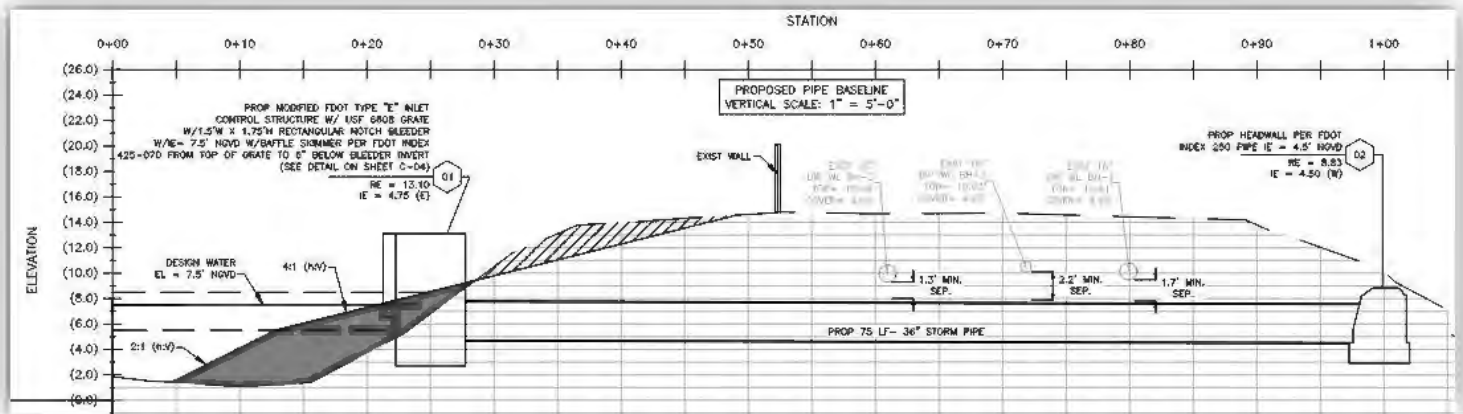
RE: SUNSHINE WATER CONTROL DISTRICT – JUNE MONTHLY ENGINEER’S REPORT (MER)
October 9, 2024 - November 12, 2024
CAS PROJECT NO. 15-1826

Dear Board of Supervisors:

Craig A. Smith & Associates, Inc. (CAS) is pleased to welcome the new board to the district and hereby provides the board with the MER summarizing activity performed by our team on behalf of SWCD during the referenced period including future work. Anything of significance or modifications occurring after this writing will be brought up at the November 19, 2024 BOS meeting.

Pump Station 3 Replacement

CAS has submitted request for additional information to the South Florida Water Management District (SFWMD) and SFWMD has indicated that they will be processing the application for permit issuance.



West Outfall Canal Phase 3 Improvements (WOFC)

Broward County Environmental Permitting Division is preparing the issuance of the Environmental Resource License and the SFWMD has issued the construction dewatering permit for the project. The removal



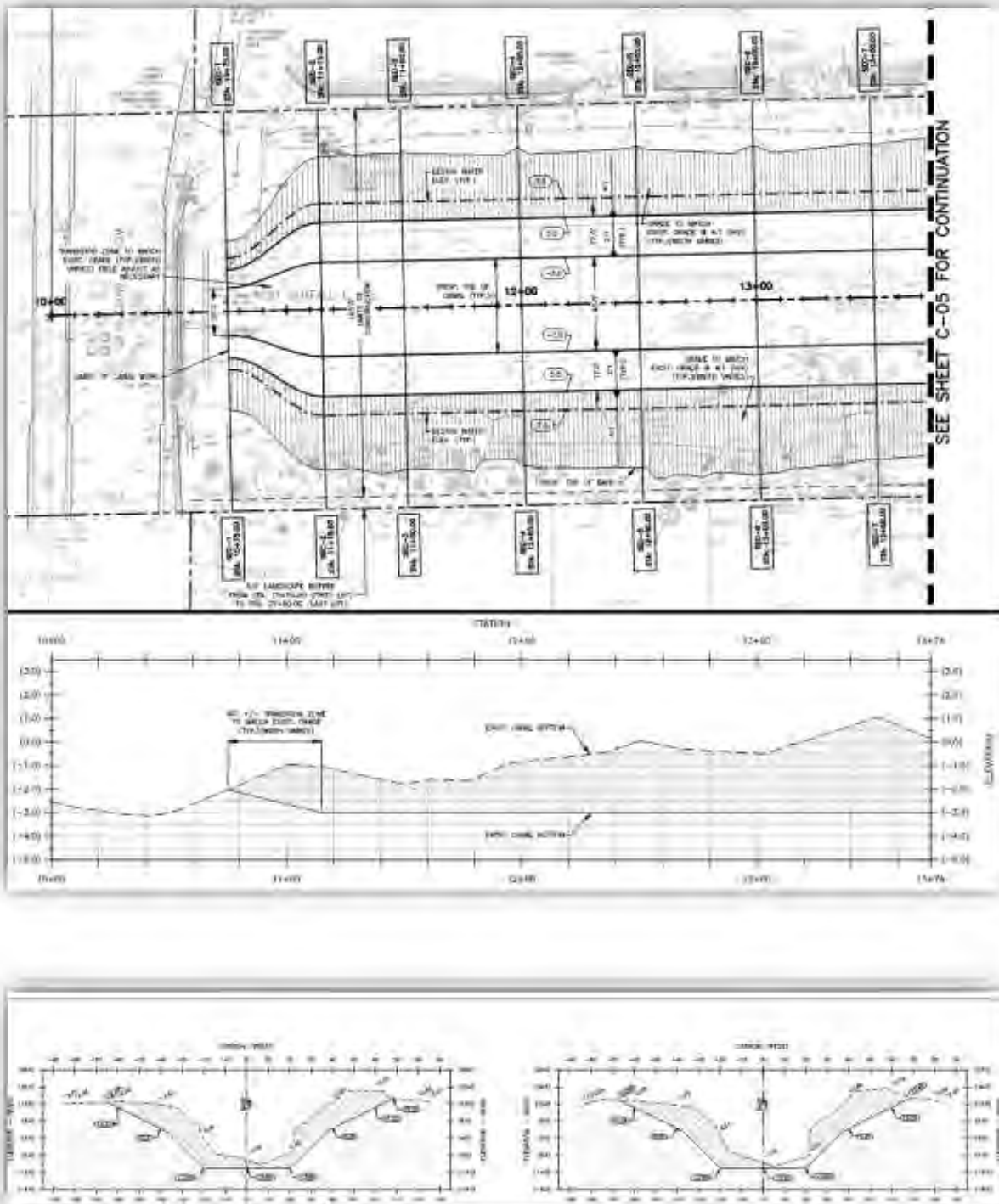
561.314.4445



1425 E. Newport Drive
Deerfield Beach, FL 33442



of canal encroachments involves the removal of the existing trees for which a tree removal permit has been applied for by CAS subconsultant and we are waiting to here back from the City on the tree mitigation fee.



Right-of-way Permitting

- Recommended is the approval of Comcast permit application for the directional bore installation of 2-2" HDPE conduits at 4 SWCD Canal locations for a total of 448 LF at SWCD Canals AA, BB, 20-1A, & CC per the attached plans.

As always, we continue to look forward to working with the SWCD staff on current and future important projects. Should there be any questions, I can be reached at the letterhead numbers shown or by electronic mail at orubio@craigasmith.com.

Sincerely,

CRAIG A. SMITH & ASSOCIATES

A handwritten signature in blue ink, appearing to read 'ORUBIO', followed by a horizontal line.

Orlando A. Rubio, PE
VP - Stormwater Engineering

Enclosure: Comcast ROW Permit Recommendation

cc via e-mail: **SWCD** - Cory Selchan, District Superintendent
WHA - Jamie Sanchez, Daphne Gillyard, Gianna Denofrio, Caryn Kupiec
CAS - Stephen C. Smith, PE, File

**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
BII**



November 11, 2024

Board of Supervisors
Sunshine Water Control District
2300 Glades Road, Suite 410W
Boca Raton, Florida 33073

RE: SWCD RIGHT-OF-WAY (ROW) PERMIT APPLICATION
Directional bore installation of 2-2" HDPE conduits at 4 SWCD Canal locations (448 LF total)
at SWCD Canals AA, BB, 20-1A, & CC
Permittee: Comcast – S20/T48S/R41E
CAS PROJECT NO. 15-1826

Dear Board of Supervisors:

We have reviewed a ROW permit application submitted by Comcast for the installation of 448 LF of 2-2" HDPE conduits 10 feet below existing storm pipe inverts at 4 SWCD Canal locations along NW 112th Ave and NW 24th St. The applicant has met SWCD applicable subaqueous criteria and we recommend that the SWCD Board of Supervisors issue a Right-of-Way Permit to the applicant, subject to the following Special Conditions to be made part of the Permit:

1. All work must be in compliance with the latest SWCD Permit Criteria Manual.
2. Permittee will ensure that all necessary Sediment & Erosion Control devices will be utilized at the SWCD right-of-way during construction.
3. Trash bond (\$2,500) shall be submitted prior to permit issuance and the Contractor shall repair and replace any SWCD facilities damaged during construction at no cost to the District.
4. A copy of Record As-builts and Engineer Certification shall be provided to SWCD upon completion of all work.
5. All applicable permits and approvals for Work shall be obtained.
6. All disturbed areas are to be restored.
7. SWCD shall be notified at least 48 hours prior to construction.

Sincerely,

CRAIG A. SMITH & ASSOCIATES

Orlando A. Rubio, PE
VP - Stormwater Engineering

Enclosures: Plans

cc via e-mail: SWCD – Cory Selchan, WHA - Jamie Sanchez, Gianna Denofrio, CAS – Stephen C. Smith, PE

\\cas-file\Projects\Districts\Sunshine_Water_Control\19-2064-1CP-SWCD Non recovery\01-RIGHT-OF-WAY\2024\15-1826-NCR-JB0001685398-EPON - ROW\04-Correspondence\02-Letters\15-1826-ComcastJB0001685398.docx



561.314.4445

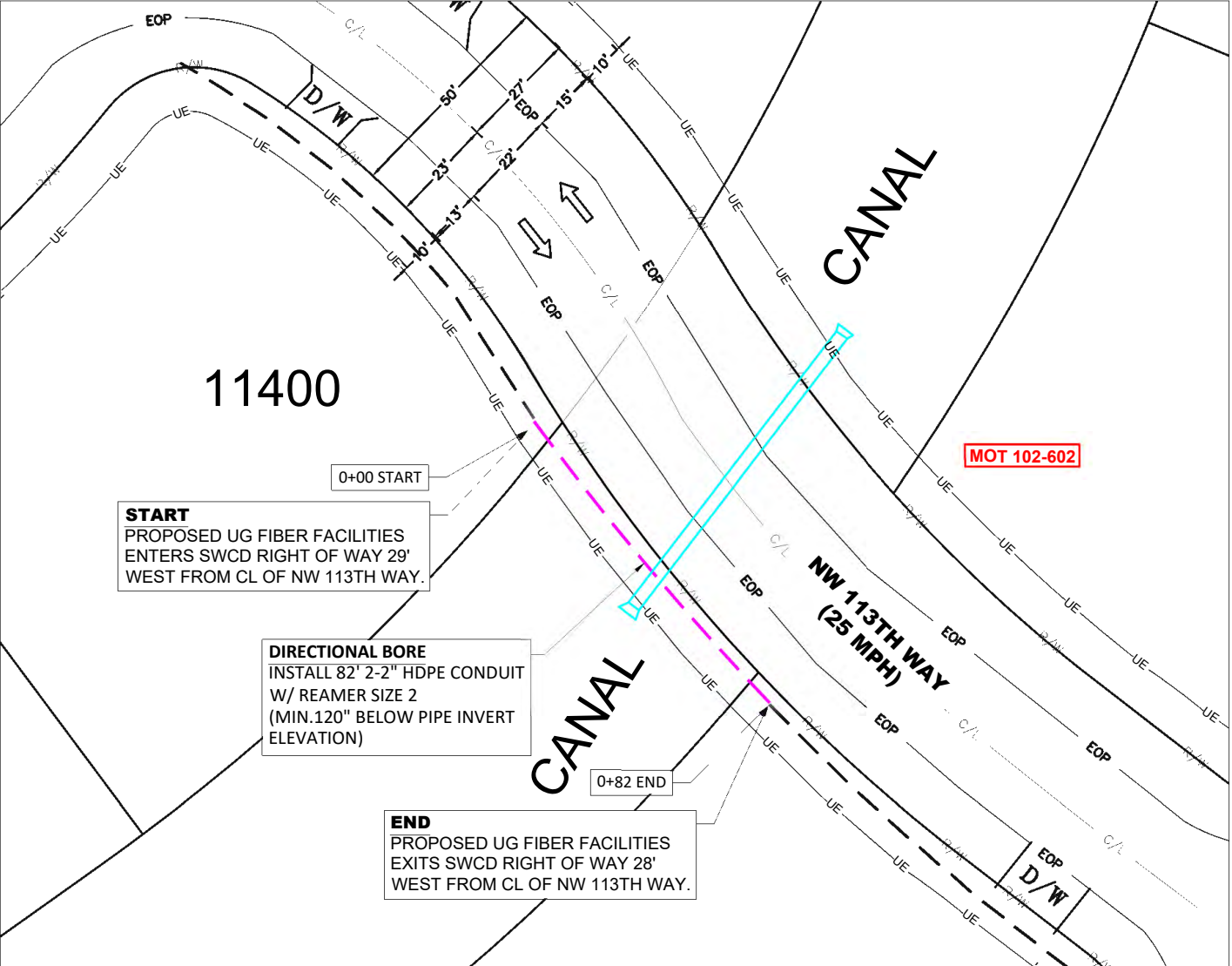


1425 E Newport Center Drive
Deerfield Beach, FL 33486



LOCATION MAP N.T.S.





GENERAL NOTES:

- UTILITIES MUST BE FIELD VERIFIED VIA SOFT DIG AND CONTRACTOR TO FIELD ADJUST ACTUAL LOCATION OF THE PROPOSED WORK TO MEET ABOVE CLEARANCE REQUIREMENTS.
- MAINTAIN MINIMUM 18" VERTICAL & 4' HORIZONTAL CLEARANCE FROM THE OUTSIDE OF PROPOSED CONDUIT & OUTSIDE OF EXISTING CITY'S PIPE/STRUCTURE. BELOW ALL CITY UTILITIES.
- ALL WORK AREAS WILL BE RESTORED TO ORIGINAL STATE WITHIN 7 DAYS OF JOB COMPLETION.
- PROVIDE 24HR NOTICE BEFORE COMMENCING WORK IN THE RIGHT OF WAY.

NOTE:

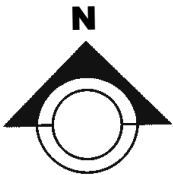
1. ALL SIDEWALK WORK MUST COMPLY WITH ADA TITLE II.
2. SIDEWALK WITHIN LIMITS OF THE PROJECT MUST BE ACCESSIBLE AND ADA COMPLIANT.
3. ANY DAMAGED SIDEWALKS SHALL BE REPLACED. REPLACE COMPLETE CONCRETE FLAGS, FROM JOINT TO JOINT, NO PATCHING IS PERMITTED. SIDEWALKS TO BE INSTALLED IN COMPLIANCE WITH ADA AND PUBLIC WORK MANUAL.
4. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
5. THE MAXIMUM CROSS-SLOPE FOR NEW SIDEWALK AND PEDESTRIAN ACCESS ROUTE (PAR) IS 2%.
6. AVOID PLACING PULL BOXES, MANHOLES, ETC. IN THE SIDEWALK, OTHERWISE ALL LIDS SURFACE ON THE SIDEWALK MUST BE FLUSH AND ADA COMPLIANT.
7. USE FDOT STANDARDS PLANS FOR ROAD CONSTRUCTION INDEX NO. 102-660 FOR PEDESTRIAN CONTROL FOR CLOSURE OF SIDEWALK.

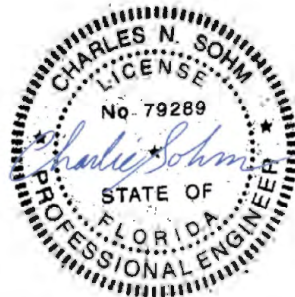
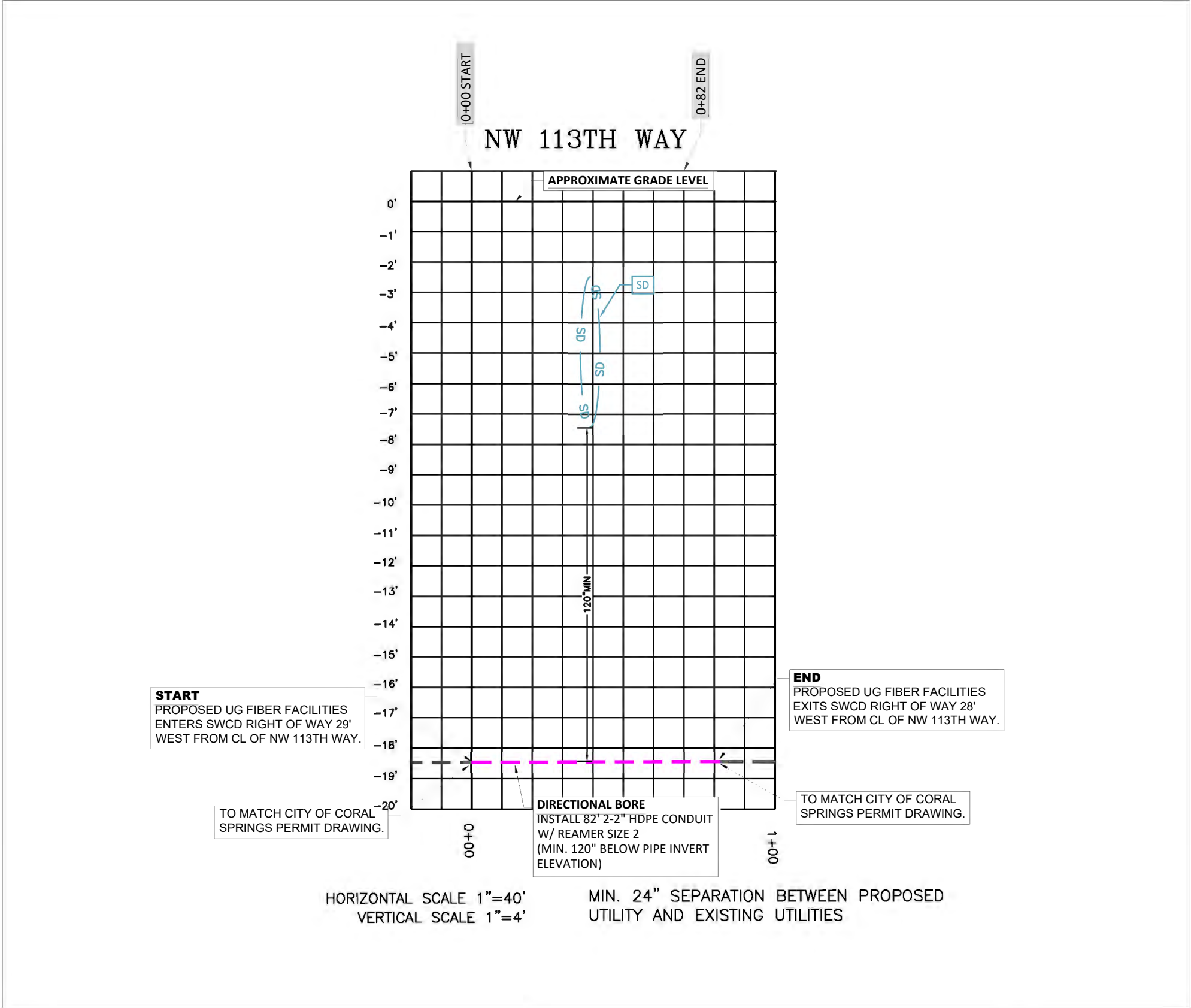


UNDERGROUND CABLE CONSTRUCTION

PLAN VIEW

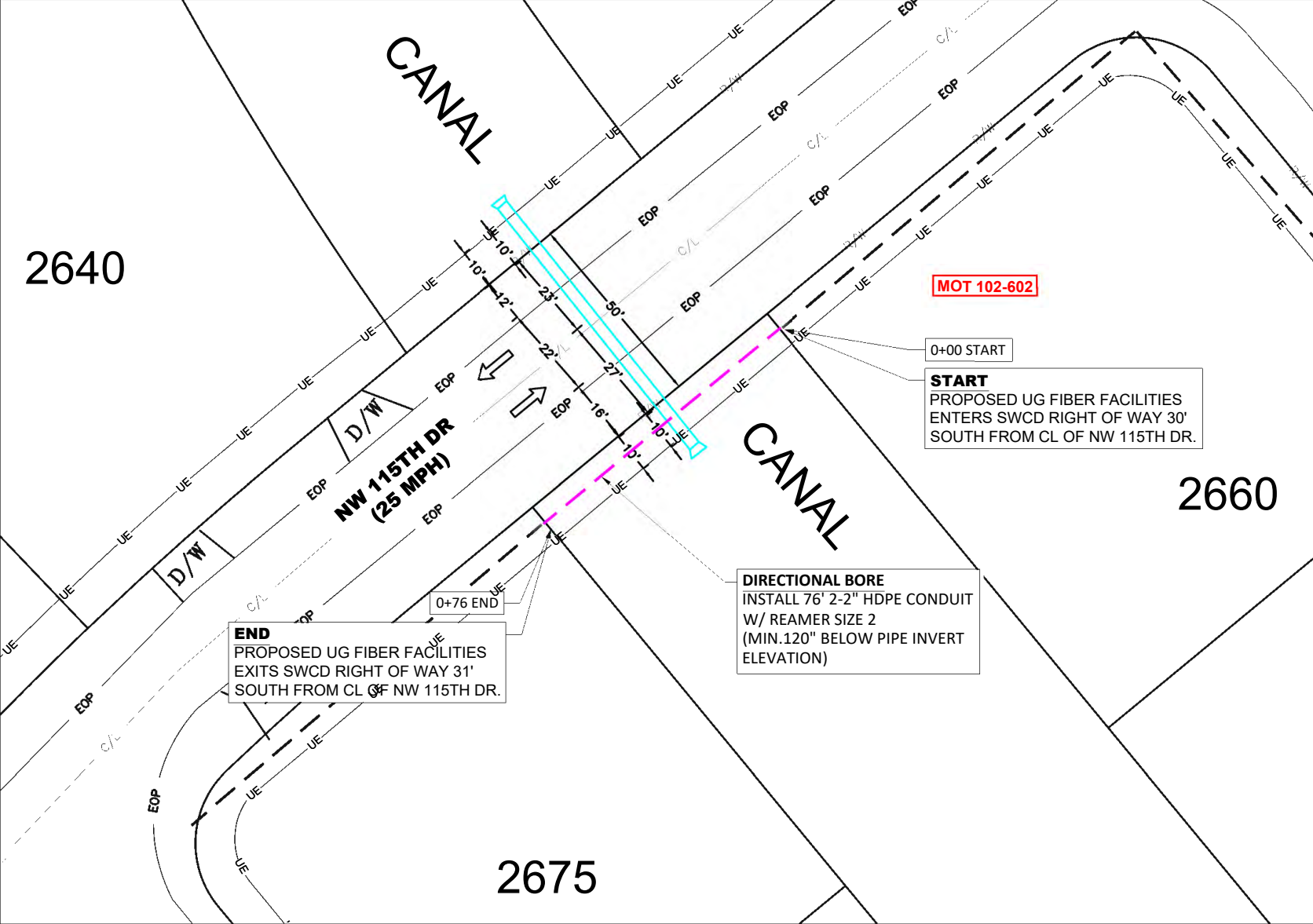
SC-LE :	1"=40'	SHEET NUMBER	02 OF 09
D-TE :	10/2/2024	LOCATION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -AGENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
JB0001685398			





**UNDERGROUND CABLE CONSTRUCTION
PROFILE**

SC-LE :	NTS	SHEET NUMBER	03 OF 09
D-TE :	10/2/2024	LOC-TION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -GENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
	JB0001685398		

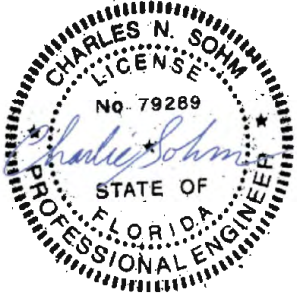


GENERAL NOTES:

- UTILITIES MUST BE FIELD VERIFIED VIA SOFT DIG AND CONTRACTOR TO FIELD ADJUST ACTUAL LOCATION OF THE PROPOSED WORK TO MEET ABOVE CLEARANCE REQUIREMENTS.
- MAINTAIN MINIMUM 18" VERTICAL & 4' HORIZONTAL CLEARANCE FROM THE OUTSIDE OF PROPOSED CONDUIT & OUTSIDE OF EXISTING CITY'S PIPE/STRUCTURE. BELOW ALL CITY UTILITIES.
- ALL WORK AREAS WILL BE RESTORED TO ORIGINAL STATE WITHIN 7 DAYS OF JOB COMPLETION.
- PROVIDE 24HR NOTICE BEFORE COMMENCING WORK IN THE RIGHT OF WAY.

NOTE:

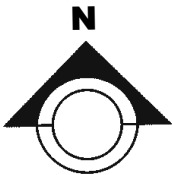
1. ALL SIDEWALK WORK MUST COMPLY WITH ADA TITLE II.
2. SIDEWALK WITHIN LIMITS OF THE PROJECT MUST BE ACCESSIBLE AND ADA COMPLIANT.
3. ANY DAMAGED SIDEWALKS SHALL BE REPLACED. REPLACE COMPLETE CONCRETE FLAGS, FROM JOINT TO JOINT, NO PATCHING IS PERMITTED. SIDEWALKS TO BE INSTALLED IN COMPLIANCE WITH ADA AND PUBLIC WORK MANUAL.
4. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
5. THE MAXIMUM CROSS-SLOPE FOR NEW SIDEWALK AND PEDESTRIAN ACCESS ROUTE (PAR) IS 2%.
6. AVOID PLACING PULL BOXES, MANHOLES, ETC. IN THE SIDEWALK, OTHERWISE ALL LIDS SURFACE ON THE SIDEWALK MUST BE FLUSH AND ADA COMPLIANT.
7. USE FDOT STANDARDS PLANS FOR ROAD CONSTRUCTION INDEX NO. 102-660 FOR PEDESTRIAN CONTROL FOR CLOSURE OF SIDEWALK.

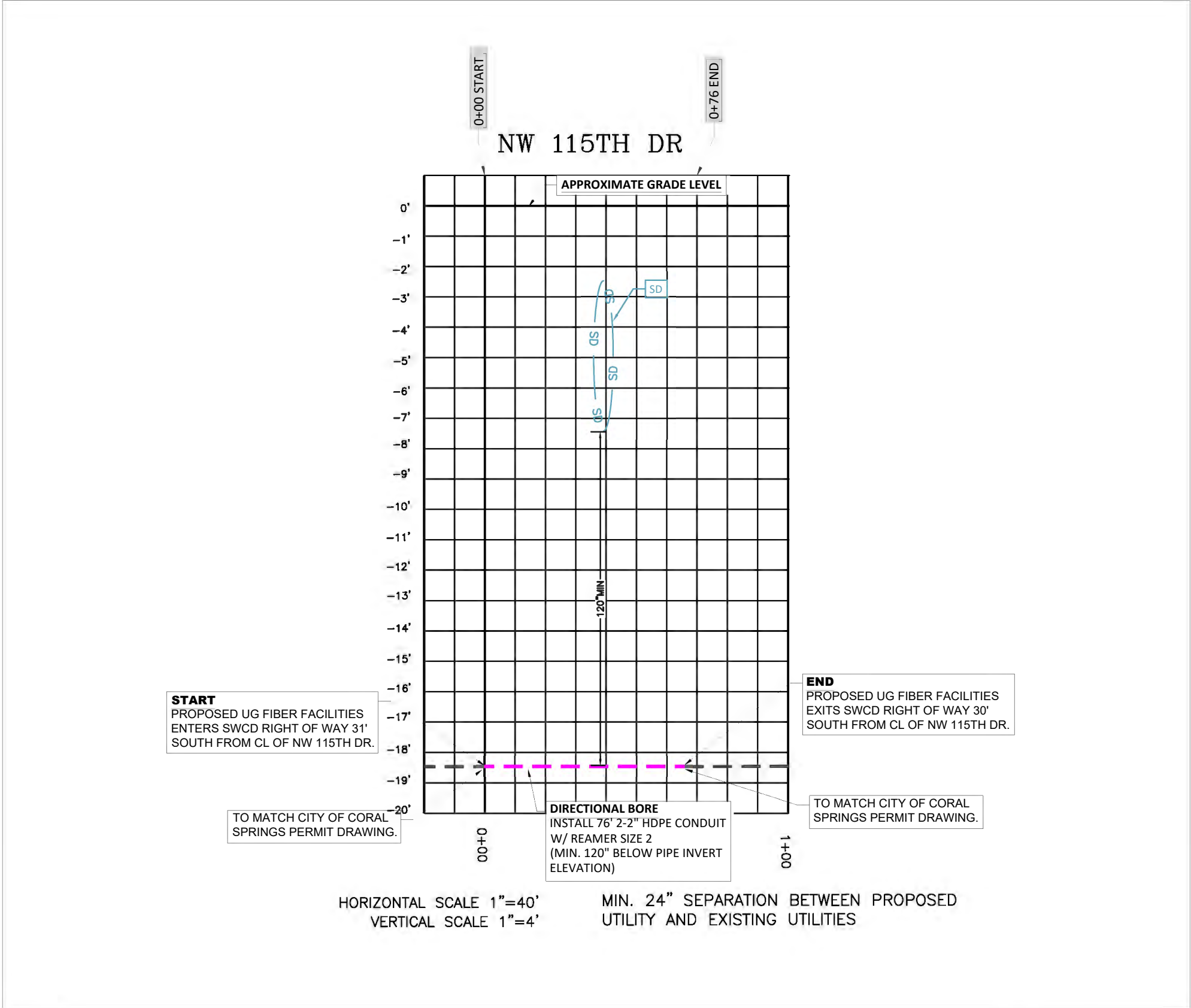


UNDERGROUND CABLE CONSTRUCTION

PLAN VIEW

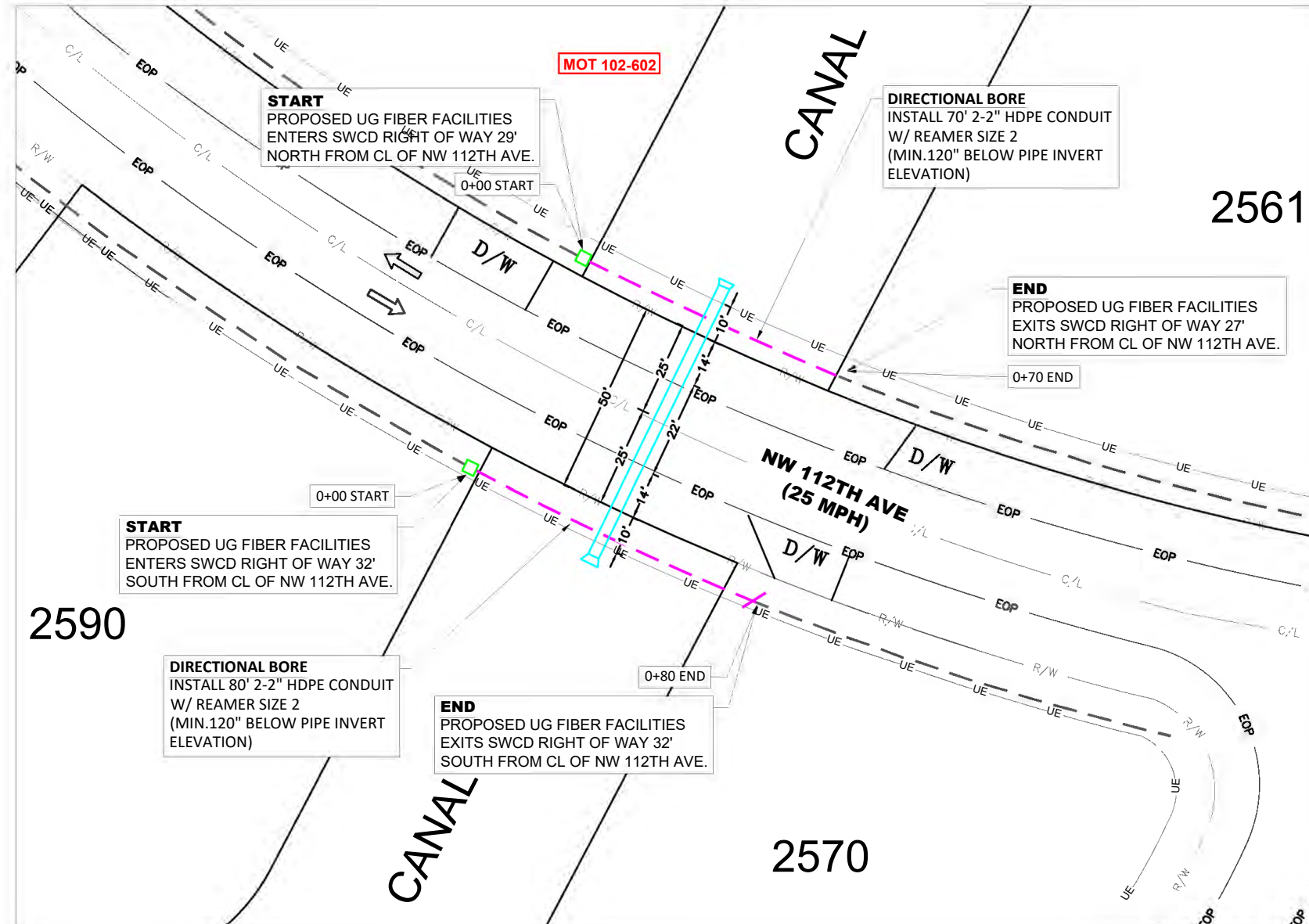
SC-LE :	1"=40'	SHEET NUMBER	04 OF 09
D-TE :	10/2/2024	LOCATION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -AGENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
JB0001685398			





UNDERGROUND CABLE CONSTRUCTION PROFILE

SC-LE :	NTS	SHEET NUMBER	05 OF 09
D-TE :	10/27/2024	LOC-TION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -GENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
	JB0001685398		



2561

2590

2570

GENERAL NOTES:

- UTILITIES MUST BE FIELD VERIFIED VIA SOFT DIG AND CONTRACTOR TO FIELD ADJUST ACTUAL LOCATION OF THE PROPOSED WORK TO MEET ABOVE CLEARANCE REQUIREMENTS.
- MAINTAIN MINIMUM 18" VERTICAL & 4' HORIZONTAL CLEARANCE FROM THE OUTSIDE OF PROPOSED CONDUIT & OUTSIDE OF EXISTING CITY'S PIPE/STRUCTURE. BELOW ALL CITY UTILITIES.
- ALL WORK AREAS WILL BE RESTORED TO ORIGINAL STATE WITHIN 7 DAYS OF JOB COMPLETION.
- PROVIDE 24HR NOTICE BEFORE COMMENCING WORK IN THE RIGHT OF WAY.

NOTE:

1. ALL SIDEWALK WORK MUST COMPLY WITH ADA TITLE II.
2. SIDEWALK WITHIN LIMITS OF THE PROJECT MUST BE ACCESSIBLE AND ADA COMPLIANT.
3. ANY DAMAGED SIDEWALKS SHALL BE REPLACED. REPLACE COMPLETE CONCRETE FLAGS, FROM JOINT TO JOINT, NO PATCHING IS PERMITTED. SIDEWALKS TO BE INSTALLED IN COMPLIANCE WITH ADA AND PUBLIC WORK MANUAL.
4. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
5. THE MAXIMUM CROSS-SLOPE FOR NEW SIDEWALK AND PEDESTRIAN ACCESS ROUTE (PAR) IS 2%.
6. AVOID PLACING PULL BOXES, MANHOLES, ETC. IN THE SIDEWALK, OTHERWISE ALL LIDS SURFACE ON THE SIDEWALK MUST BE FLUSH AND ADA COMPLIANT.
7. USE FDOT STANDARDS PLANS FOR ROAD CONSTRUCTION INDEX NO. 102-660 FOR PEDESTRIAN CONTROL FOR CLOSURE OF SIDEWALK.



UNDERGROUND CABLE CONSTRUCTION

PLAN VIEW

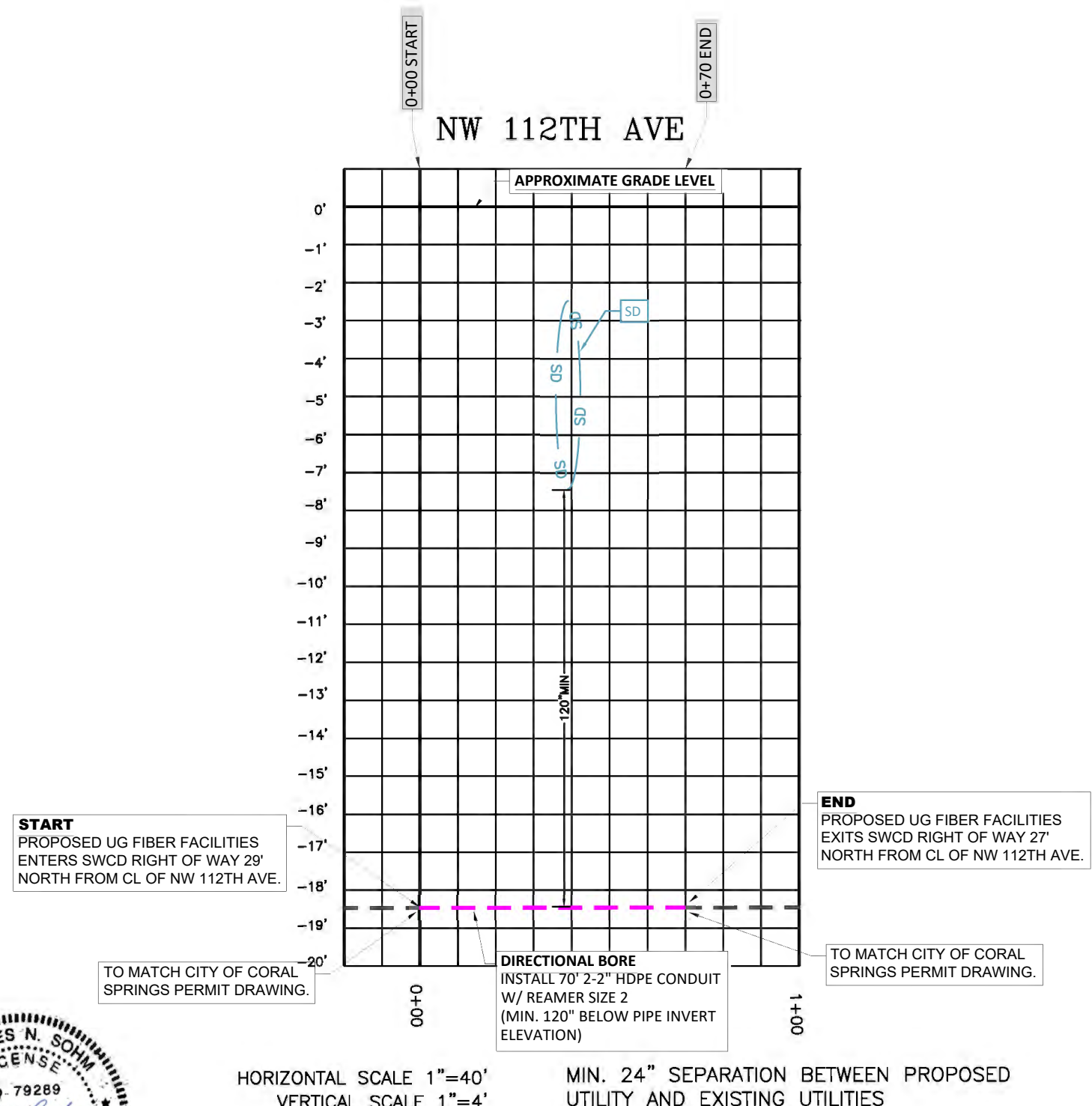
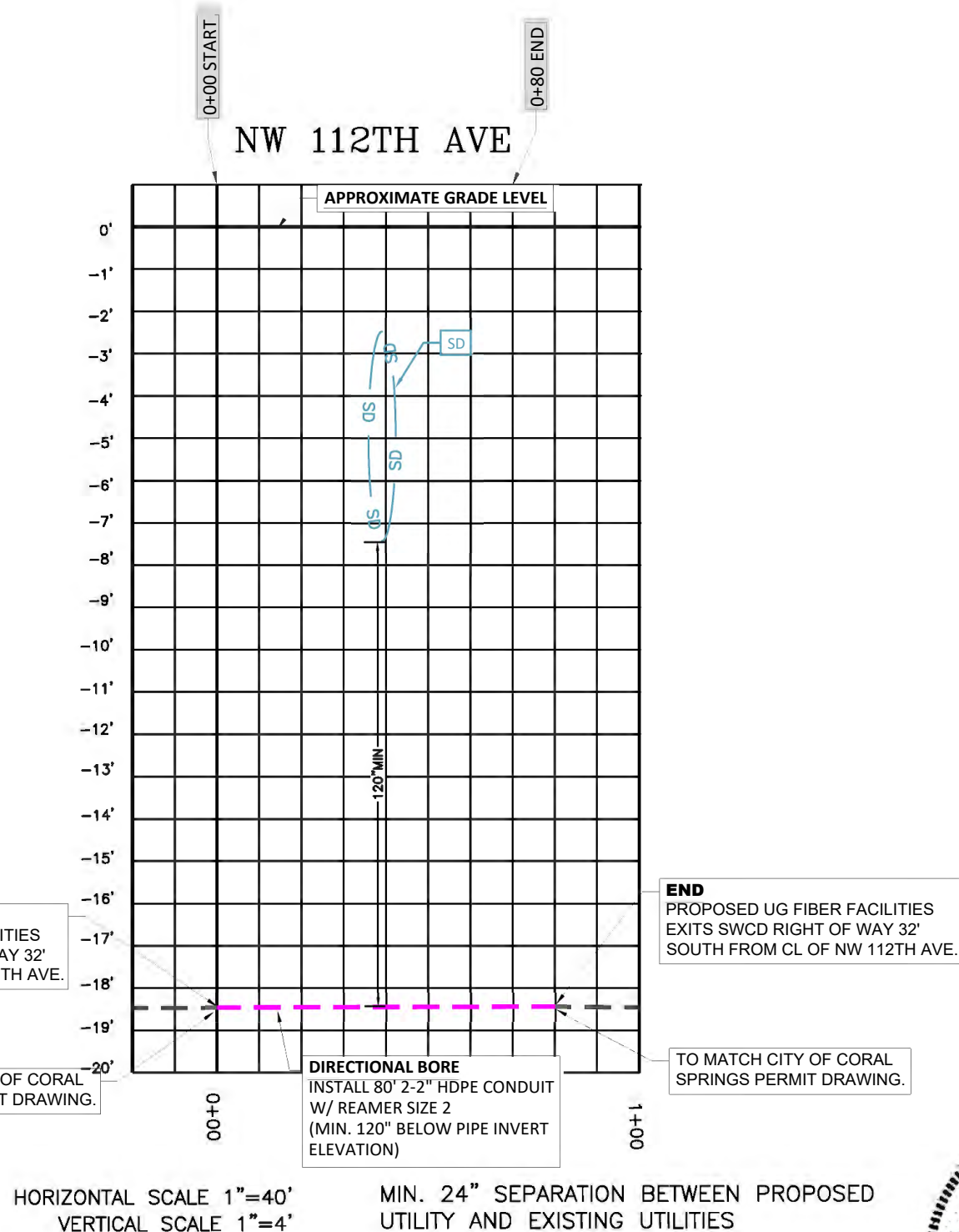
SC-LE :	1"=40'	SHEET NUMBER	06 OF 09
D-TE :	10/2/2024	LOC-TION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -GENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
JB0001685398			

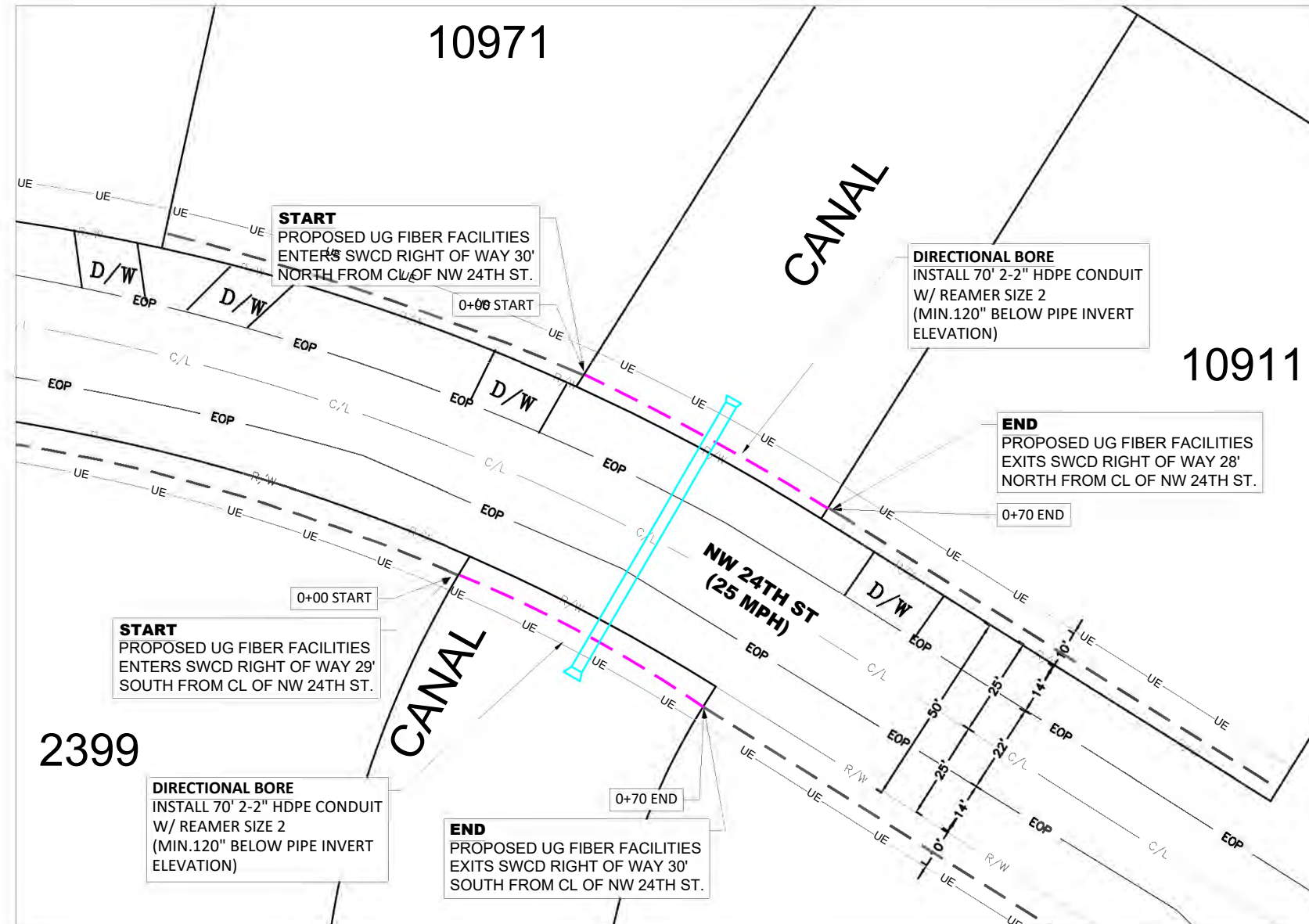


UNDERGROUND CABLE CONSTRUCTION PROFILE



SC-LE :	NTS	SHEET NUMBER	07 OF 09
D-TE :	10/27/2024	LOC-TION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -GENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
	JB0001685398		





GENERAL NOTES:

- UTILITIES MUST BE FIELD VERIFIED VIA SOFT DIG AND CONTRACTOR TO FIELD ADJUST ACTUAL LOCATION OF THE PROPOSED WORK TO MEET ABOVE CLEARANCE REQUIREMENTS.
- MAINTAIN MINIMUM 18" VERTICAL & 4' HORIZONTAL CLEARANCE FROM THE OUTSIDE OF PROPOSED CONDUIT & OUTSIDE OF EXISTING CITY'S PIPE/STRUCTURE. BELOW ALL CITY UTILITIES.
- ALL WORK AREAS WILL BE RESTORED TO ORIGINAL STATE WITHIN 7 DAYS OF JOB COMPLETION.
- PROVIDE 24HR NOTICE BEFORE COMMENCING WORK IN THE RIGHT OF WAY.

NOTE:

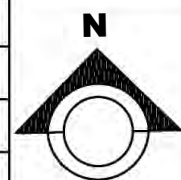
1. ALL SIDEWALK WORK MUST COMPLY WITH ADA TITLE II.
2. SIDEWALK WITHIN LIMITS OF THE PROJECT MUST BE ACCESSIBLE AND ADA COMPLIANT.
3. ANY DAMAGED SIDEWALKS SHALL BE REPLACED. REPLACE COMPLETE CONCRETE FLAGS, FROM JOINT TO JOINT, NO PATCHING IS PERMITTED. SIDEWALKS TO BE INSTALLED IN COMPLIANCE WITH ADA AND PUBLIC WORK MANUAL.
4. MINIMUM SIDEWALK CLEAR PEDESTRIAN ACCESS ROUTE (PAR) IS 48" WIDE.
5. THE MAXIMUM CROSS-SLOPE FOR NEW SIDEWALK AND PEDESTRIAN ACCESS ROUTE (PAR) IS 2%.
6. AVOID PLACING PULL BOXES, MANHOLES, ETC. IN THE SIDEWALK, OTHERWISE ALL LIDS SURFACE ON THE SIDEWALK MUST BE FLUSH AND ADA COMPLIANT.
7. USE FDOT STANDARDS PLANS FOR ROAD CONSTRUCTION INDEX NO. 102-660 FOR PEDESTRIAN CONTROL FOR CLOSURE OF SIDEWALK.

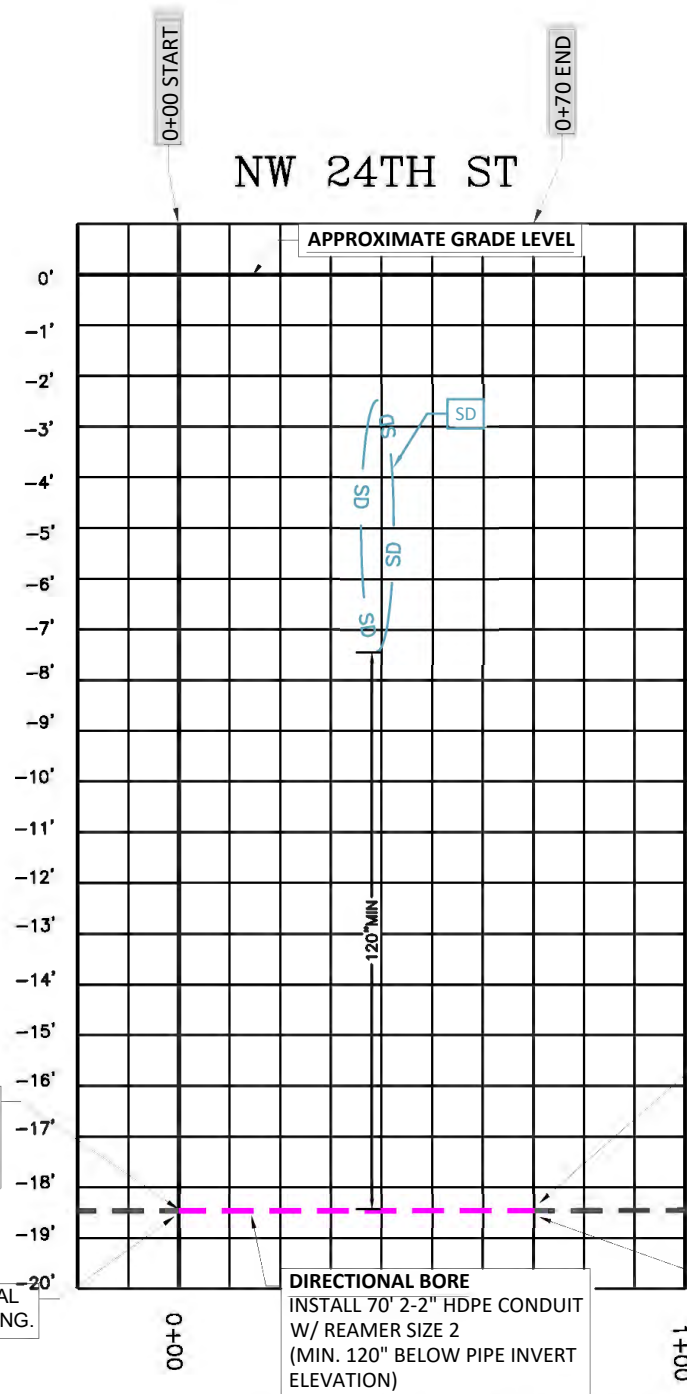


UNDERGROUND CABLE CONSTRUCTION

PLAN VIEW

SC-LE :	1"=40'	SHEET NUMBER	08 OF 09
D-TE :	10/2/2024	LOC-TION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -GENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
JB0001685398			





HORIZONTAL SCALE 1"=40'
VERTICAL SCALE 1"=4'

MIN. 24" SEPARATION BETWEEN PROPOSED
UTILITY AND EXISTING UTILITIES

END
PROPOSED UG FIBER FACILITIES
EXITS SWCD RIGHT OF WAY 30'
SOUTH FROM CL OF NW 24TH ST.

START
PROPOSED UG FIBER FACILITIES
ENTERS SWCD RIGHT OF WAY 30'
NORTH FROM CL OF NW 24TH ST.

TO MATCH CITY OF CORAL
SPRINGS PERMIT DRAWING.

DIRECTIONAL BORE
INSTALL 70' 2-2" HDPE CONDUIT
W/ REAMER SIZE 2
(MIN. 120" BELOW PIPE INVERT
ELEVATION)

END
PROPOSED UG FIBER FACILITIES
EXITS SWCD RIGHT OF WAY 28'
NORTH FROM CL OF NW 24TH ST.

TO MATCH CITY OF CORAL
SPRINGS PERMIT DRAWING.

HORIZONTAL SCALE 1"=40'
VERTICAL SCALE 1"=4'





MIN. 24" SEPARATION BETWEEN PROPOSED
UTILITY AND EXISTING UTILITIES

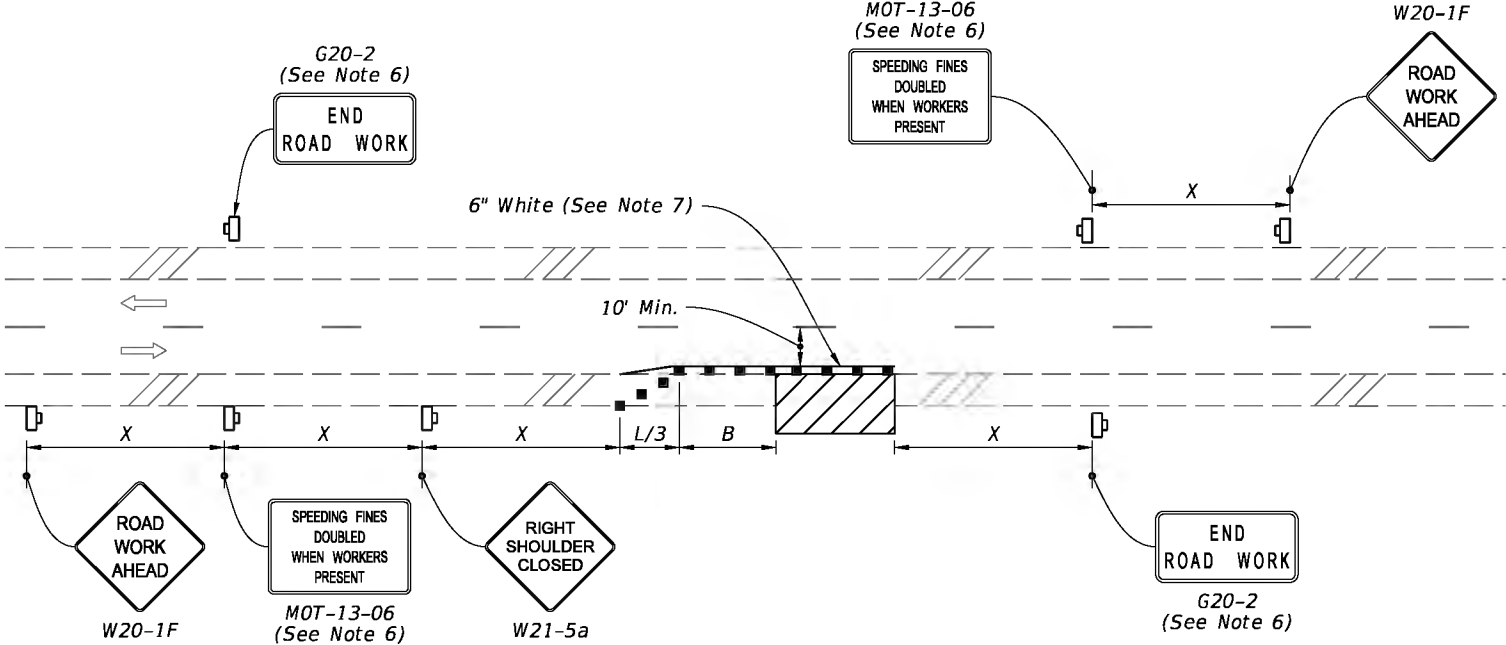


UNDERGROUND CABLE CONSTRUCTION PROFILE

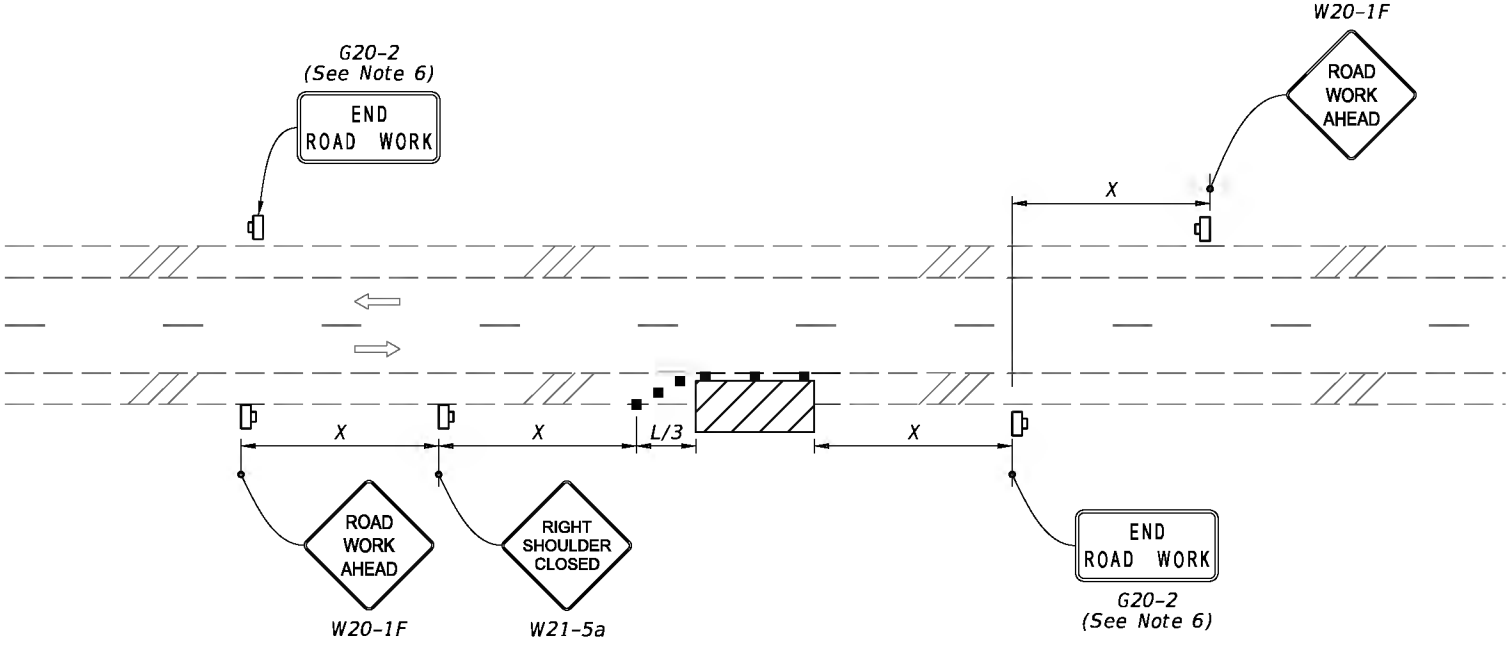
SC-LE :	NTS	SHEET NUMBER	09 OF 09
D-TE :	10/27/2024	LOC-TION:	2640 NW 115TH DR
DR- ING :	TS	PERMITTING -GENCY:	SWCD
TR-CKING # :	TS-24-249	PROJECT:	SDU
	JB0001685398		

- NOTE:**
- 1. This Index applies to Two-Lane, Two-Way and Multilane Roadways, including Medians of divided roadways, with work on the shoulder.
 - 2. L = Taper Length
 X = Work Zone Sign Spacing
 B = Buffer Length
See Index 102-600 for " L ", " X ", " B ", and channelizing device spacing values.
 - 3. Where work activities are between 2' and 15' from the edge of traveled way, the Engineer may omit signs and channelizing devices for work operations 60 minutes or less.
 - 4. When four or more work vehicles enter the through traffic lanes in a one hour period (excluding establishing and terminating the work area), use a flagger or lane closure to accommodate work vehicle ingress and egress.
 - 5. For work less than 2' from the traveled way and work zone speed is greater than 45 MPH, use a lane closure.
 - 6. The "Speeding Fines Doubled When Workers Present" signs (MOT-13-06) and "End Road Work" Signs (G20-2) along with the associated work zone sign spacing distances may be omitted when the work operation is in place for 24 hours or less.
 - 7. Temporary pavement markings may be omitted when the work operation is in place for 3 days or less.
 - 8. Omit "Shoulder Closed" signs (W21-5a) along with associated work zone sign spacing distances for work on the median.
 - 9. When there is no paved shoulder, the "Worker" sign (W21-1) may be used instead of the "Shoulder Closed" sign (W21-5a).

- SYMBOLS:**
-  Work Area
 -  Channelizing Device (See Index 102-600)
 -  Work Zone Sign
 -  Lane Identification and Direction of Traffic



TWO-LANE ROADWAY
SHOULDER WORK LESS THAN 2' FROM THE TRAVELED WAY
WITH WORK ZONE SPEED OF 45 MPH OR LESS



TWO-LANE ROADWAY
SHOULDER WORK BETWEEN 2' AND 15' FROM THE TRAVELED WAY

9/28/2023 8:21:16 AM



FY 2024-25
STANDARD PLANS

TWO-LANE AND MULTILANE, WORK ON SHOULDER

INDEX
102-602

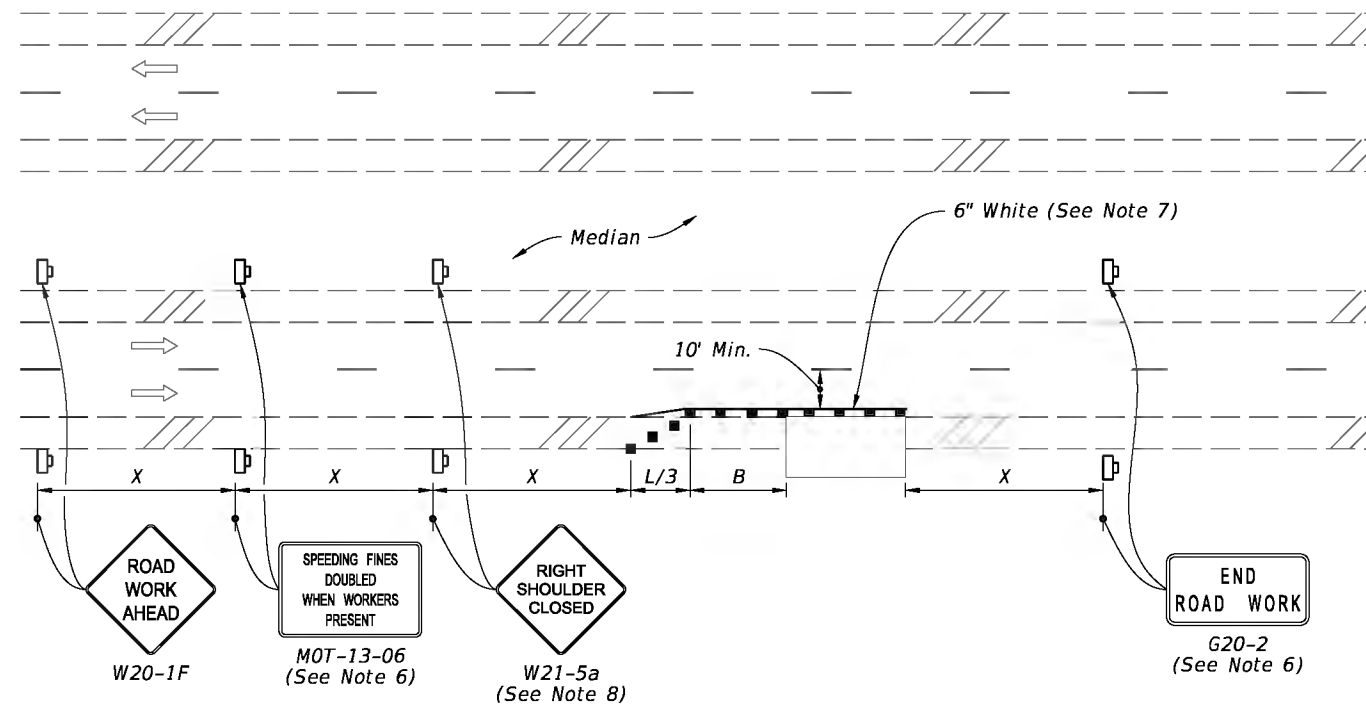
SHEET
1 of 2

LAST
REVISION
11/01/21

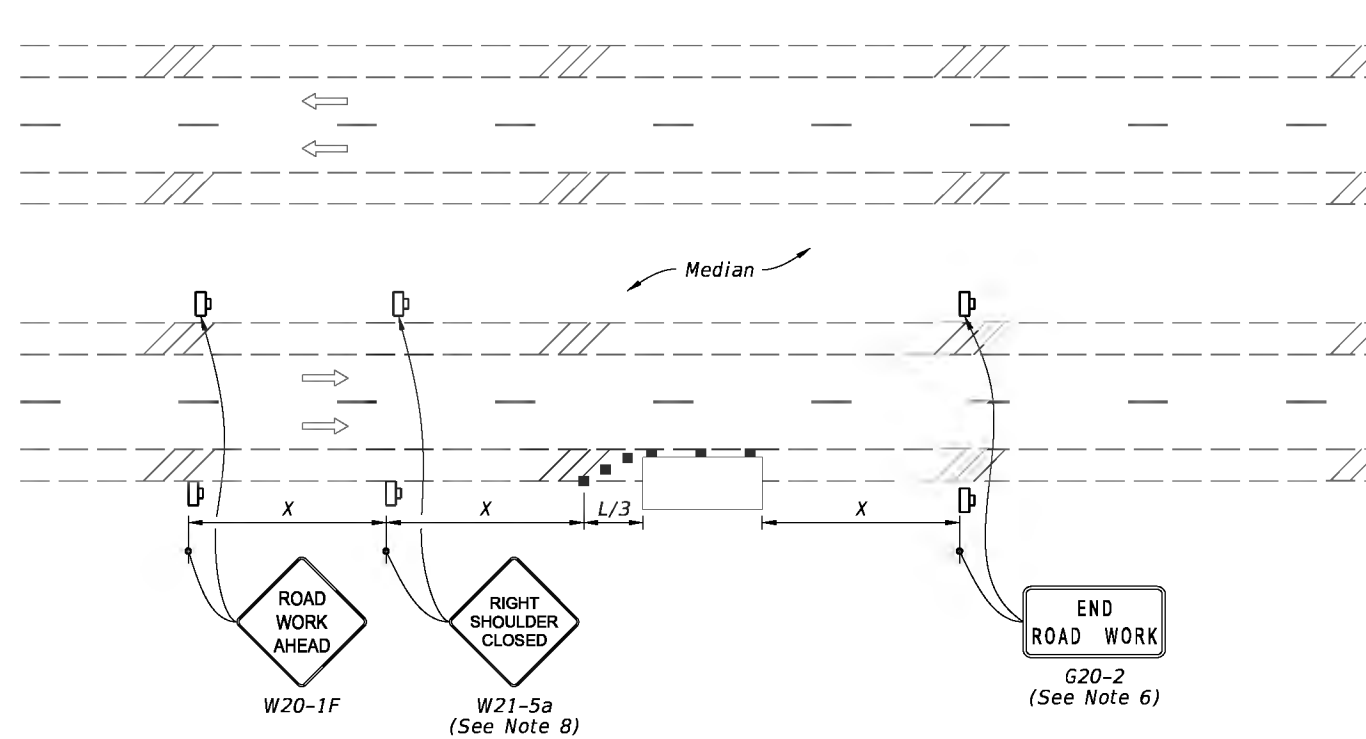
REVISION

DESCRIPTION:

9/28/2023 8:21:22 AM







MULTILANE ROADWAY
SHOULDER WORK LESS THAN 2' FROM THE TRAVELED WAY
WITH WORK ZONE SPEED OF 45 MPH OR LESS



MULTILANE ROADWAY
SHOULDER WORK BETWEEN 2' AND 15' FROM THE TRAVELED WAY

SYMBOLS:

-  Work Area
-  Channelizing Device (See Index 102-600)
-  Work Zone Sign
-  Lane Identification and Direction of Traffic

**SUNSHINE
WATER CONTROL DISTRICT**

**STAFF
REPORTS
E**

SUNSHINE WATER CONTROL DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION <i>Sartory Hall, 10150 NW 29th St., Coral Springs, Florida 33065</i> ¹ <i>Mullins Hall, 10170 NW 29th St, Coral Springs, Florida 33065</i> ² <i>LaQuinta Inn Coral Springs, 3701 N. University Drive, Coral Springs, Florida 33065</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 9, 2024 <i>rescheduled to October 22, 2024</i>	Regular Meeting	6:30 PM
October 22, 2024¹	Regular Meeting	6:30 PM
November 13, 2024 <i>rescheduled to November 19 2024</i>	Regular Meeting	6:30 PM
November 19, 2024²	Regular Meeting	6:30 PM
December 4, 2024	Regular Meeting	6:30 PM
December 11, 2024 <i>rescheduled to December 4, 2024</i>	Regular Meeting	6:30 PM
January 8, 2025	Regular Meeting	6:30 PM
February 12, 2025	Regular Meeting	6:30 PM
March 12, 2025	Regular Meeting	6:30 PM
April 9, 2025	Regular Meeting	6:30 PM
May 14, 2025	Regular Meeting	6:30 PM
June 11, 2025	Regular Meeting	6:30 PM
July 9, 2025	Regular Meeting	6:30 PM
August 13, 2025	Regular Meeting	6:30 PM
September 10, 2025	Regular Meeting	6:30 PM