

Dear Candidate:

Congratulations on your decision to run for public office!

To aid you in the qualifying process, I am providing you with information that hopefully will help you to understand the election process. It is important that you familiarize yourself with the Florida Election Laws, City Charter and the City Code (The information contained in the qualifying packet and other literature is not all-inclusive). It is your responsibility to become acquainted with relevant Florida election laws and the City of Edgewood's Charter that might have a bearing on your campaign or qualifications to run for office.

Please note that before you move forward to qualify as a candidate, you must be able to answer yes to the following per the City Charter, Sec. 18-2 - Qualification of candidates.

(1) I am a citizen of the United States;

(2) I am at least 18 years of age on or before the date of election;

(3) I am a legal resident of the city for not less than one year prior to the date of qualifying and a registered voter; and

(4) Meet other voting qualifications as established by the state.

Carefully review the e lection packet to ensure you have received all the documents that the Document Affidavit states that you are receiving. Once you verify you have all your documents, you can complete each form prior to submitting to me during the qualifying period. Again, congratulations on your decision to run for public office.

Sincerely,

Bea L. Meeks, MMC, CPM, CBTO City Clerk

> 405 Bagshaw Way Edgewood, FL 32809 Phone 407-851-2920/Fax 407-851-7361 www.edgewood-fl.gov



### DOCUMENT AFFIDAVIT

I, \_\_\_\_\_\_, hereby state that I have received the following materials for the March 8, 2022 City of Edgewood's Municipal Election included in the Candidate qualifying packet.

### 2022 City Council Candidate Information Checklist

- 1. Candidate Information
- 2. Questions Frequently Asked by Candidates
- 3. 2022 Election Calendar
- 4. Appointment of Campaign Treasurer/Designation of Campaign Depository for Candidates (with applicable reporting forms)
- 5. Receipt of Notice- Penalty for Late Filing of Treasurer 's Repots
- 6. Statement of Candidate
- 7. 2020 Financial Disclosure
- 8. Candidate Oath
- 9. Oath of Office (Sample)
- 10. Tabulating Equipment & Test Notice
- 11. City Code- Chapter · 122, §122-12-Supplemental temporary sign standards
- 12. Link to Fillable Forms in Schedule "A"
- Link to Chapter 106, Florida Statutes, on Campaign Financing: <u>http://www.leg.state.fl.us/Statutes/index.cfm? App mode= Display Statute& URL=O 100-0199/0106/0106.html</u>
- Link to 2021 Guide to the Sunshine Amendment and Code of Ethics for Public Officers and

Employees : http://www.ethics.state.fl.us/Documents/Publications/GuideBookletInternet.pdf

 Link to City of Edgewood Charter: <u>https://library.municode.com/fl/edgewood/codes/code\_of\_ordinances?nodeId=PTICH</u>

Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_\_



# CITY OF EDGEWOOD CANDIDATE INFORMATION ELECTION: March 8, 2022

CANDIDATE NAME:		
OFFICE SOUGHT:		
RESIDENCY ADDRESS:		
RESIDENCY REQUIREMENT:		
TELEPHONE:	HOME:	CELL:
<b>REGISTERED VOTER:</b>	YES:	NO:

## FORMS FILED AT QUALIFYING TIME:

**APPOINTMENT OF CAMPAIGN TREASURER** 

FINANCIAL DISCLOSURE

Chapter 18 - E lections - sec. 18-2- Qualifications 18-2 (3) Legal resident of the city for not less than one year prior to the date of qualifying and a registered voter.

# Questions Frequently Asked by Candidates

## Question: I may run for office in Florida. When may I begin raising campaign funds?

A potential candidate may begin raising campaign funds at any time after filing with the appropriate filing officer and designating a campaign treasurer and bank. **[DS/DE 9]** 

• **The DS/DE 84 Statement of Candidate.** This form must be filed with the qualifying officer within 10 days of having filed the DS/DE 9 above.

# Question: What are my responsibilities as a candidate for reporting campaign fund activities?

Each candidate is personally responsible for compliance with Chapter 106 requirements to designate a campaign treasurer, maintain records of contributions and expenditures and file campaign reports of contributions and expenditures with the appropriate filing officer. Failure to file a campaign report on the designated due date will result in a fine of \$50 per day for the first three days late and, thereafter \$500 per day for each late day, not to exceed 25% of total receipts or expenditures, whichever is greater. Fines increase for campaign reports due immediately before a primary or general election.

A candidate will be provided with an election cycle calendar of campaign treasurer's reporting dates. The reports must be filed when due even if a bank account **HAS NOT** been opened. Reports must be filed even if the candidate accepts no contributions or makes no expenditures. As a courtesy, candidates will be sent reminder notices when reports are due. F.S. 106.06 - I 06.07.

## Question: Where can I get required forms?

Chapter 106 forms, which are prescribed by the Secretary of State, are available from the Division of Elections and local supervisors of elections. NOTE: It is suggested that forms be obtained from the appropriate filing officer.

# Question: If I don't collect or spend any money during a reporting period, do I still have to file a campaign treasurer's report?

If you do not collect or spend any money during a reporting period, the filing of the required report for that period is waived. HOWEVER, the next report must specify that the report covers the entire period between the last submitted report and the report being filed. ALSO, the candidate that is not required to file a treasurer's report must notify the filing officer in writing on due date of the report that no report is being filed since no contributions have been accepted and no expenditures made. Waiver of Report forms are used for this purpose. Failure to notify the filing officer on the designated due date will result in a fine.

## Question: What are the maximum contribution limits in Florida? (see 106.08)

\$1000 (combination of monetary and/or in-kind)

- 1. To a candidate for countywide office or to a candidate in any election conducted on less than a countywide basis, \$1,000.
- 2. To a candidate for legislative or multi-county office, \$1,000.
- 3. To a candidate for statewide office, \$3,000.
- 4. To a candidate for county court judge or circuit judge, \$1,000.
- 5. To a candidate for retention as a judge of a district court of appeal, \$1,000.
- 6. To a candidate for retention as a justice of the supreme court \$3,000.

**NOTE:** The contribution limits provided above do not apply to contributions made by state or executive committees of a political party or to amounts contributed by a candidate to his own campaign.

The limitations do apply to each election. The primary and general election are deemed separate elections as long as the candidate is not an unopposed candidate.

**NOTE:** No contributions may be received by a candidate or his treasurer after the date at which the candidate:

- **1.** Withdraws his candidacy.
- 2. Becomes unopposed.
- **3.** Is elected to office or eliminated.

### Question: What is an in-kind contribution?

An in-kind contribution is anything of value made for the purpose of influencing an election. In-kind contributions are subject to the \$1,000 contribution limit. In-kind contributions are not actual money but rather goods or services provided that has a monetary value attached to them such as: printing services, wood for signs, office space, office equipment. etc.

# Question: What is the cut-off date for an opposed candidate to receive a contribution prior to an election?

No later than midnight five (5) days prior to the election. For a Tuesday election the cut-off would be the Thursday prior to the election at midnight.

### **Question: Can I accept cash contributions?**

Yes. Chapter 106 limits any single cash contribution or contribution by cashier's check to no more than \$50. This \$50 limitation does not apply to personal or business checks and other things of value.

### Question: Can I accept anonymous contributions?

No. Chapter 106 requires a candidate to maintain records of each contribution and its source.

### Question: Must I have a disclaimer on my campaign advertisements?

Yes. Political disclaimer information is provided by the Division of Elections and the Supervisor of Elections. (see 106.143).

# Question: If I am elected, defeated, unopposed, or withdraw my candidacy, what must I do with surplus funds?

A candidate must dispose of surplus funds pursuant to Chapter 106.141. Sec 106.141 by law for the various methods allowable by law for disposing of surplus funds.

# Question: May I continue to accept contributions to pay a campaign debt after I lose or win an election?

No. A candidate may not accept a contribution after he is defeated, becomes unopposed, or is elected to office. Only refunds, such as deposits, for example, deposits required for erecting signs, are permitted.

### Question: Can I still accept contributions after I take office?

No. A candidate has 90 days to dispose of campaign funds in a campaign account after he becomes unopposed, withdraws or is elected. (see 106.141).

# Question: If I am elected, when can I start raising campaign funds for re-election to the same office?

An office holder may begin raising campaign funds for reelection at any time after he/she has redesignated a campaign depository and renamed a treasurer for that future election by filing with the appropriate filing officer.

# Question: Can I use campaign funds collected for election for one office if I decide to seek a different office?

Yes. A candidate is not prohibited from changing his office designation and using campaign funds for a new candidacy; HOWEVER, certain rules must be followed. (See 106.021).

## Question: Can I accept contributions from people who do not reside in Florida?

Yes. Chapter 106 does not distinguish between Florida and non-Florida individuals for contribution purposes.

### Question: Can I put my campaign funds in a savings account and earn interest on them?

Yes.

# Question: I am a candidate and I am complying with Chapter 106 reporting of campaign contributions and expenditures. My opponent is refusing to file any reports. What can I do?

You may file a complaint with the Florida Elections Commission by requesting a complaint form from your local Supervisor of Elections or the Division of Elections. The sworn complaint must be filed with the Florida Elections Commission.

### Question: Can two candidates have a fund raiser together?

There are no restrictions on two candidates having a fund raiser together as long as they adhere to all the requirements of Chapter 106 and keep track of individual contributions.

#### Question: Can a candidate be his/her own campaign treasurer?

A candidate may serve as his/her own campaign treasurer. (sec 106.021) Campaigning is very demanding. We advise that a candidate appoint a treasurer, in addition to him/herself, known as a deputy treasurer.

### Question: Who may serve as a campaign treasurer?

Any person who accepts appointment of such position may serve as campaign treasurer.

### Question: Can a candidate make a contribution to a charity out of campaign funds?

No. However, he may make contributions to any charitable group for which he is a member or to which he has been a regular contributor from personal funds.

# Question: If a candidate is receiving an in-kind contribution of office space for his/her campaign and it exceeds the limits, what should he/she do?

The candidate may accept an in-kind contribution up to the limits. He/she could not accept anything over the limits. It is suggested that he/she pay for the office space after the limit is reached if he/she wishes to continue to use the office space.

# Question: If I do receive a contribution after I withdraw, become unopposed or after I am elected or eliminated, what do I do with it?

The contribution shall be returned to the person contributing it and shall not be used or expended by or on behalf of the candidate.

# Question: Is a candidate required to use closed-captioning and descriptive narrative in all television broadcasts?

Yes. Each candidate, political party and political committee is required to use closed-captioning and descriptive narrative in all television broadcasts regulated by the Federal Communication Commission. (see FS 106.165).



# **2022 ELECTION CALENDAR**

## The City of Edgewood's Municipal Election is Tuesday, March 8, 2022

DATE	EVENT
Tuesday, December 21, 2021	Council to announce date of election / election notices posted at City Hall (required at least 75 days prior to election day)
Monday, December 2, 2021 Monday, December 9, 2021	Notice of Election ad to be published in a newspaper of general circulation; must be posted at City Hall (F.S. 100.021). [Notice must be published twice within the 30 days prior to qualifying in English and Spanish.
Monday, January 10, 2022 – Friday, January 14, 2022	Qualifying begins at 9 a.m. on Monday January 10, 2022, and ends at Noon on Friday, January 14, 2022
Friday, January 14, 2022	Qualifying ends at 12 noon
Monday, February 7, 2022	Last day to register with Orange County Supervisor of Elections in order to vote in March 8,2022 election [must be registered 29 days before election].
Tuesday, February 24, 2022 10:00 a.m.	Public Test at Orange County Supervisor of Election's Office - 119 W. Kaley St., Orlando, FL 32806
Tuesday, March 8, 2022	General Election for the City of Edgewood
Tuesday, March 15, 2022	Newly elected council members take office. Per §3.05, City Charter, Terms commence and begin at the next regularly scheduled council meeting.
	N TREASURER REPORTING DATES
Friday, February 11, 2022 12:00 NOON	Campaign Treasurer Report due (25 days prior to election) [G1 Report/ January 1 – February 4, 2022].
Friday, February 25, 2022 12:00 NOON	Campaign Treasurer Report due (11 days prior to election) [G2 Report/February 5 – 18, 2022.
Friday, March 4, 2022 12:00 NOON	Campaign Treasurer Report due (4 days prior to election) [G3 Report/February 19 – March 3, 2022].
Thursday, April 14, 2022	90-Day Termination Report due <u>if unopposed</u> after qualifying ends on January 14, 2022.
Monday, June 6, 2022	Campaign Treasurer Report due (TRG Report/ 90-day termination) REPORT <u>if elected or defeated</u> on March 8, 2022. Covering period March 8, 2022 through date report filed. [March 4 – June 6, 2022].



### LAST DAY TO RECEIVE CAMPAIGN CONTRIBUTIONS PRIOR TO THE MARCH 8, 2022 ELECTION IS MIDNIGHT, THURSDAY, MARCH 3, 2022

F.S. §106.08(3) (a) Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than 5 days before the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

**REPORTS:** All reports must be received by 4:00 p.m. (12 Noon on Friday) on the due date in the City Clerk's Office **UNLESS** the report envelope is postmarked by the US Postal Service no later than midnight of the day designated is deemed timely filed. A candidate failing to file a report on the designated due date shall be subject to a fine payable only from <u>personal</u> funds of the candidate. The reports must be filed on the dates provided in the calendar above.

<sup>i</sup>Florida Statute 106.07(7): In any reporting period when there has been no activity in the account (no funds expended or received), the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed (Form DS-DE-87).

Forms may be obtained from the state at <u>http://election.dos.state.fl.us/forms/index.shtml</u> then under "Candidate Forms" select "Statewide or Multicounty Candidates". You can fill them in and print them but you can't save them via a computer.

Candidates are responsible for reading and understanding Florida Statute Chapter 106, Campaign Financing. The City Clerk and/or City Staff cannot assist any candidate in filling out their treasurer's report.

<u>Offices Open</u> – Offices currently opened are held by **Mayor John Dowless and Council President Richard A. Horn.** The candidates elected as a councilmember will serve three (3) year terms. Voting in the City of Edgewood is at-large and the two candidates receiving the highest number of votes are elected.

i Filing of required, periodic Campaign Treasurer's Reports.

A candidate will be provided with an election cycle calendar of campaign treasurer's reporting dates. The reports must be filed when due even if a bank account HAS NOT been opened. Reports must be filed even if the candidate accepts no contributions or makes no expenditures. As a courtesy, candidates will be sent reminder notices when reports are due. F.S. 106.06 - 106.07

APPOINTMENT OF C AND DESIGNAT DEPOSITORY F (Section 10 (PLEASE PI NOTE: This form must b officer before opening the 1. CHECK APPROPRIATE Initial Filing of Form 2. Name of Candidate (in t	FOR OI FOR CA 6.021(1) RINT OF e on fil campa BOX(ES Re	F CAMPAIGN ANDIDATES ), F.S.) R TYPE) e with the qual ign account. S): filing to Change:	lifying		er/Deputy	Depository	OFFICE USE ONLY Office Party
				coc	•		,, ,, <b>, .</b> , <b>,</b> ,
4. Telephone ( )	5. E-ma	il address					
6. Office sought (include d	istrict, ci	rcuit, group numb	oer)		7. If a cano applical		s a Write-In candidate.
8. If a candidate for a part	isan offi	ce, check block	and fil	l in nan	ne of party as	applicable: My inte	ent is to run as a
🗌 Write-In 🗌 No F	Party Affi	liation				Pa	rty candidate.
9. I have appointed the fol	lowing	person to act as	s my		ampaign Trea	surer 🗌 Deput	y Treasurer
10. Name of Treasurer or D	eputy Tr	easurer					
11. Mailing Address						12. Teler ( )	phone
13. City	14. C	ounty	15. St	ate <sup>7</sup>	16. Zip Code	17. E-mail address	
18. I have designated the	followin	g bank as my	C	] Prii	mary Deposito	ry 🗌 Seconda	ry Depository
19. Name of Bank				20. Ac	ldress		
21. City		22. County			23. State		24. Zip Code
UNDER PENALTIES OF PERJUF						R APPOINTMENT OF CA STATED IN IT ARE TRUE	
25. Date			26. Signature of Candidate				
X							
27. Treasure	r's Acce	eptance of Appo	ointmen	<b>t</b> (fill in t	the blanks and	check the appropriat	e block)
l,			lome			, do hereby accep	t the appointment
(Please Print or Type Name) designated above as: Campaign Treasurer Deputy Treasurer.							
designated above as:	L			я <u></u>			
Date			X	Signat	ure of Campai	gn Treasurer or Depu	ty Treasurer

	CAMPAIGN TREASURE	R'S REPORT SUMMARY
(1)		OFFICE USE ONLY
(0)	Name	
(2)	Address (number and street)	
	City, State, Zip Code	
	Check here if address has changed	(3) ID Number:
(4)	Check appropriate box(es):	
	<ul> <li>Candidate Office Sought:</li> <li>Political Committee (PC)</li> <li>Electioneering Communications Org. (ECO)</li> <li>Party Executive Committee (PTY)</li> <li>Independent Expenditure (IE) (also covers an individual making electioneering communications)</li> </ul>	<ul> <li>Check here if PC or ECO has disbanded</li> <li>Check here if PTY has disbanded</li> <li>Check here if no other IE or EC reports will be filed</li> </ul>
	(5) Report	t Identifiers
Cov	er Period: From / / To	/ / Report Type:
ΠC	riginal Amendment Sp	ecial Election Report
(6)	Contributions This Report	(7) Expenditures This Report
Cas	h & Checks \$,,	Monetary Expenditures \$ , ,
Loai	ns \$,,	Transfers to Office Account \$ , , .
Tota	I Monetary \$,,	Total Monetary \$ , ,
In-K	ind \$,,	
		(8) Other Distributions \$,,
(9)	TOTAL Monetary Contributions To Date         \$	(10) TOTAL Monetary Expenditures To Date \$,,
T)		rtification son to falsify a public record (ss. 839.13, F.S.) rect, and complete: (Type name) Candidate Chairperson (only for PC and PTY)
or X	electioneering comm.)	X Signature

DS-DE 12 (Rev. 11/13)

	Instructions for Campaign Treasurer's Report Summary
(1)	<b>Name:</b> full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication.
(2)	Address: the full address or post office box, city, state, and zip code. <ul> <li>Check the box if the address has changed since the last report filed.</li> </ul>
(3)	<b>ID Number:</b> identification number assigned by the filing officer.
(4)	Check the appropriate box(es).
(5)	<b>Report Identifiers</b> <b>Cover Period:</b> the dates this report covers (i.e., From $1/1/15$ To $1/31/55$ ). <b>Important</b> : use the appropriate cover period dates as published by the filing officer.
	<b>Report Type:</b> refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a <u>special election</u> add "S" in front of the report code (i.e., <u>SG3</u> ). <b>Check one of the appropriate boxes:</b>
	<ul> <li>Original: first report filed for this reporting period.</li> <li>Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A.</li> <li>Special Election Report: <u>Important</u>: once a special election report is filed, the entity is required to file all</li> </ul>
(0)	remaining reports due for the special election.
(6)	Contributions This Report: Cash and Checks: total amount for this reporting period. Loans: total amount for this reporting period. Total Monetary: sum of Cash and Checks and Loans. In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period.
(7)	Expenditures This Report:
	Monetary Expenditures: total amount of monetary expenditures for this reporting period. Transfers to Office Account: total amount transferred to an office account by <u>elected</u> candidates only. Total Monetary: sum of Monetary Expenditures and Transfers to Office Account.
(8)	<b>Other Distributions:</b> the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY.
(9)	<b>TOTAL Monetary Contributions To Date:</b> the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
(10)	<b>TOTAL Monetary Expenditures To Date:</b> the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
(11)	Type or print the required officer's name and have them sign the report:         Candidate report: treasurer and candidate must sign.         PC report: treasurer and chairperson must sign.         PTY report: treasurer and chairperson must sign.         ECO report: organization's treasurer must sign.         IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures)
	AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.

## CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1)	Name
-----	------

(2) I.D. Number

(3) Cover Period	//	through	//	(4) Page	(	of
(5) Date (6)	(7) Full Name (Last, Suffix, First, Middle)	(8)	(9)	(10)	(11)	(12)
Sequence Number	Street Address & City, State, Zip Code	Contribu Type Occu	tor Contribution	In-kind Description	Amendment	Amount
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						

DS-DE 13 (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

## **INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS**

- Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).
- (2) The identification number assigned by the filing officer.
- (3) Cover period dates (e.g., <u>1/1/15</u> through <u>1/31/15</u>). (See filing officer's reporting dates calendar for appropriate year and cover periods.)
- (4) Page numbers (e.g., <u>1</u> of <u>3</u>).
- (5) Date contribution was RECEIVED (Month/Day/Year).
- (6) Sequence Number Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.

For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.

- (7) Type full name and address of contributor (including city, state and zip code).
- (8) Enter the type of contributor using one of the following codes: Occupation of contributor for contributions over \$100 only. (If a business, please indicate nature of business.)

I	Individual	
В	Business	(also includes corporations, organizations, groups, etc.)
Е	Electioneering Communications Organizations	
F	Political Committee	(federal or state)
Ρ	Political Parties	(includes federal, state and county executive committees)
0	Other	(e.g., candidate surplus funds to party, etc.)
S	Candidate to Self	

(9) Enter Contribution Type using one of the following codes:NOTE: Cash includes cash and cashier's checks.

Code	Description
CAS	Cash or Cashier's Check
CHE	Check
COF	Carryover Funds from Previous Campaign
INK	In-Kind
INT	Interest
LOA	Loan
MO	Money Order
MUC	Multiple Uniform Contributions
RCT	Other Receipts
REF	Refund (Negative Amount Only)

- (10) Type the description of any in-kind contribution received.
   Candidate's Only If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".
- (11) Amendment Type (required on amended reports) To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.

To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(12) Type amount of contribution received. <u>Political Committees ONLY</u>: Multiple uniform contributions from the same person, aggregating NMT \$250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.

(1) Name			(2) I.D. Num	ber	
(3) Cover Period	//through	_//	(4) Page	of	
(5) Date (6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount

## **CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS**

## **INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS**

- (1) Type candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).
- (2) Type identification number assigned by the filing officer.
- (3) Type cover period dates (e.g., <u>1/1/15</u> through 1/<u>31/15</u>). (See filing officer's reporting dates calendar for appropriate cover periods.)
- (4) Type page numbers (e.g.,  $\underline{1}$  of  $\underline{3}$ ).
- (5) Type date of fund transfer (Month/Day/Year).
- (6) Sequence Number Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.

For example, a M1 report having 2 fund transfers would use sequence numbers 1 thru 2. The next report (M2), comprised of 4 fund transfers would use sequence numbers 1 thru 4. Fund transfers on amended M1 reports would begin with sequence number 3 and on amended M2 reports would begin with sequence number 5. See the *Amendment Type* instructions below.

- (7) Type full name and address of financial institution (including city, state and zip code).
- (8) Enter Transfer Type using one of the following codes:

DESCRIPTION	CODE
Transfer FROM identified account to campaign account Transfer TO identified account from the campaign account	F T

- (9) Nature of Account (e.g., *certificate of deposit, money market, etc...*)
- (10) **Amendment Type** (required on amended reports) To add a new (previously unreported) fund transfer for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for fund transfers with amendment type "ADD" will start at one plus the number of fund transfers in the original report. For example, amending an original M1 report that had 75 fund transfers, means the sequence number of the first fund transfer having amendment type "ADD" will be 76; the second "ADD" fund transfer would be 77, etc. When amending an original M2 report that had 40 fund transfers, the sixth "ADD" fund transfer would have sequence number 46.

To correct a previously submitted fund transfer use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the fund transfer to be corrected. In combination with the report number being amended, this sequence number will identify the fund transfer to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Type amount of fund transfer.

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name \_\_\_\_\_

(2) I.D. Number \_\_\_\_\_

(3) Cover Period	// through	_// (4	4) Page	of	
(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
_/_/					
_/_/					
_/_/					
/ /					
_ / _/					
_/_/					
_/_/					

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

## **INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES**

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).
- (2) Identification number assigned by the filing officer.
- (3) Cover period dates (<u>01/01/15</u> through <u>01/31/15</u>). (See filing officer's reporting dates calendar for appropriate cover periods.)
- (4) Page numbers (e.g.,  $\underline{1}$  of  $\underline{3}$ ).
- (5) Date of expenditure (Month/Day/Year).
- (6) Sequence Number Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

- (7) Full name and address of entity receiving payment (including city, state and zip code).
- (8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). <u>PLEASE NOTE</u>: This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates <u>must report</u> office sought (Section 106.07, F.S.).
- (9) Enter Expenditure Type using one of the following codes:

Code	Description
CAN	Candidate Expense
DIS	Disposition of Funds
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)
DPP	Disposition of Funds to Political Party (effective 11/1/13)
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)
ECC	Electioneering Communication
IEC	Independent Expenditure Regarding a Candidate
IEI	Independent Expenditure Regarding an Issue
MON	Monetary (Not to a Candidate)
PCW	Petty Cash Withdrawn
PCS	Petty Cash Spent
PPD	Pre-paid Distribution
REF	Refund (Negative Amount Only)
RMB	Reimbursements
TOA	Transfer to Office Account (Disposition of Funds)

(10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Amount of expenditure.

### **CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cove	er Period / /	through	/ /	(4) Page	)	of
(5) Date (6) Sequence	(7) Full Name (Last, Suffix, First, Middle) Street Address &	(8) Purpose (add office sought if contribution to a	(9) Related	(10)	(11)	(12) Distribution
Number	City, State, Zip Code	candidate)	Expenditures	Amendment	Amount	Туре
/ /						
/ /						
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, ,						
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<u> </u>						

DS-DE 14A (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

### **CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS**

# THIS FORM IS USED TO REPORT DISTRIBUTIONS OF GOODS OR SERVICES CONTRIBUTED TO A CANDIDATE OR COMMITTEE, INDIRECT EXPENDITURES AND REIMBURSEMENTS.

- (1) Name of the entity.
- (2) Identification number assigned by the filing officer.
- (3) Cover period dates (e.g., <u>03/01/14</u> through <u>03/31/14</u>). (See the filing officer's reporting dates calendar for appropriate cover periods.)
- (4) Page numbers (e.g.,  $\underline{1}$  of  $\underline{3}$ ).
- (5) Date of distribution (Month/Day/Year).
- (6) **Sequence Number** Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.

For example, a M1 report having 40 distributions would use sequence numbers 1 through 40. The next report (M2), comprised of 30 distributions would use sequence numbers 1 through 30. Distributions on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

- (7) Full name and address of entity receiving distribution (including city, state and zip code).
- (8) Purpose of distribution (if distribution is a contribution to a candidate, also type the office sought by the candidate).
- (9) For each distribution that is related to an itemized expenditure previously listed on Itemized Expenditures (Form DS-DE 14), enter the Year, Report Type and Sequence Number associated with the expenditure.

# \*PARTY EXECUTIVE COMMITTEES ONLY - If distribution is allocable toward the contribution limits, type an "A" in this box. If distribution is nonallocable, type and "N".

(10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) distribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for distributions with amendment type "ADD" will start at one plus the number of distributions in the original report. For example, amending and original M1 report that had 75 distributions, means the sequence number of the first distribution having amendment type "ADD" will be 76; the second "ADD" distribution would be 77, etc. When amending an original M2 report that had 30 distributions, the ninth "ADD" distribution would have sequence number 39.

To correct a previously submitted distribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the distribution to be corrected. In combination with the report number being amended, this sequence number will identify the distribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assigns the sequence number as described above.

#### (11) Amount of distribution.

#### (12) **Distribution Type**

	21
Code	Description
PPD	Pre-paid Distribution
RMB	Reimbursements
CCP	Credit Card Purchase
INK	In-Kind Distribution

WAIVER O	F REPORT			
(Section 106	5.07(7), F.S.)			
(PLEASI	E TYPE)	OFF	ICE USE ONLY	
Nan	ne	Offic	ce Sought	
Addr	ess	City	State	Zip Code
Candidate	Political Committee	Party Executi	ive Committee	
	ly to an electioneering communic contributions or expenditures we	ations organization (ECO). An	ECO must file a rep	
Check here if address has	changed since last report.	Check here if PC has DISE reports.	BANDED and will no	longer file
<b>—</b>	Check Appropriate Box		_	-
MONTHLY REPORT	<b>PRIMARY ELECTION</b>	GENERAL ELECTION		PORT TYPE
Indicate report # M	Indicate report # P	Indicate report # G	Indicate report as applicable:	type and #
NOTIFICATION OF	NO ACTIVITY IN CAMPAIG	N ACCOUNT FOR THE REF		D OF
	THRC	DUGH		
x				
:	Signature		Date	
X				
\$	Signature		Date	
QUIRED SIGNATURES FOR:	Candidates: Candidate and Campaign Political Committees:	Treasurer or Deputy Treasurer	(s. 106.07(5), F.S.)	
	Chairman and Campaign Party Executive Committees Treasurer and Chairman (		(s. 106.07(5), F.S.)	
	O, in any reporting period when the ired report is waived. However, the table of table			

# **RECEIPT OF NOTICE** PENALTY FOR LATE FILING OF TREASURER'S REPORTS

I, \_\_\_\_\_, HEREBY CERTIFY that I have been informed of the following penalties for late filing of Treasurer's Reports for the March 8, 2022 City of Edgewood's Municipal Election.

Any Candidate failing to file a report on the designated due date shall be subject to a fine of \$50.00 per day for the first 3 days late and, thereafter, \$500.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

For a Candidate's Termination Report, the fine shall be \$50.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater for the period covered by the late report.

# The fine MUST be paid from the Candidate's personal funds – NOT campaign funds [F.S. 106.07(8)(a).

Date: \_\_\_\_\_ Candidate's Signature: \_\_\_\_\_

ATTEST:

Bea L. Meeks, MMC, CPM, CBTO City Clerk

STATEMENT OF CANDIDATE (Section 106.023, F.S.) (Please print or type)	OFFICE USE ONLY
I,	. 1
candidate for the office of	; ;
have been provided access to read an	d understand the requirements of
Chapter 106, Florida Statutes.	
Χ	
Signature of Candidate	Date
Appointment of Campaign Treasurer and Designation failure to file this form is a first degree misde	he qualifying officer within 10 days after the gnation of Campaign Depository is filed. Willful emeanor and a civil violation of the Campaign o \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida

FORM 1	STATEM	IENT OF		2020
Please print or type your name, mailing address, agency name, and position below:	FINANCIAL	INTERESTS	· [	FOR OFFICE USE ONLY:
LAST NAME FIRST NAME MIDDLE	NAME :		_	
MAILING ADDRESS :				
CITY :	ZIP : COUNTY :			
NAME OF AGENCY :				
NAME OF OFFICE OR POSITION HEL	.D OR SOUGHT :			
CHECK ONLY IF 🔲 CANDIDATE		APPOINTEE		
** DISCLOSURE PERIOD: THIS STATEMENT REFLECTS YOU MANNER OF CALCULATING F FILERS HAVE THE OPTION OF US FEWER CALCULATIONS, OR USII (see instructions for further details).	REPORTABLE INTERESTS: SING REPORTING THRESHOL NG COMPARATIVE THRESHO	DR CALENDAR YEAR EN DS THAT ARE ABSOLUTE LDS, WHICH ARE USUAL	DING DE E DOLLAI LLY BASE	R VALUES, WHICH REQUIRES
,	ERCENTAGE) THRESHOLDS			JE THRESHOLDS
PART A PRIMARY SOURCES OF IN (If you have nothing to repo		the reporting person - See ins	tructions]	
NAME OF SOURCE OF INCOME	-	JRCE'S DRESS		SCRIPTION OF THE SOURCE'S RINCIPAL BUSINESS ACTIVITY
PART B SECONDARY SOURCES O [Major customers, clients, an (If you have nothing to rep	nd other sources of income to busines	sses owned by the reporting pe	erson - See	e instructions]
NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE		PRINCIPAL BUSINESS ACTIVITY OF SOURCE
PART C REAL PROPERTY [Land, bu (If you have nothing to repo		n - See instructions]	lines o	l e not limited to the space on the n this form. Attach additional , if necessary.
			FILIN and w	G INSTRUCTIONS for when here to file this form are d at the bottom of page 2.
			this fo	CUCTIONS on who must file form and how to fill it out on page 3.

(If you have nothing to report, write "none" or "n/a")		structions]				
TYPE OF INTANGIBLE	BUSINESS ENTITY TO V	VHICH THE PROPERTY RELATES				
PART E — LIABILITIES [Major debts - See instructions]						
(If you have nothing to report, write "none" or "n/a")						
NAME OF CREDITOR	ADDRES	SS OF CREDITOR				
PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or pos	itions in certain types of bus	inesses - See instructions]				
(If you have nothing to report, write "none" or "n/a")	IESS ENTITY # 1	BUSINESS ENTITY # 2				
NAME OF BUSINESS ENTITY						
ADDRESS OF BUSINESS ENTITY						
PRINCIPAL BUSINESS ACTIVITY						
POSITION HELD WITH ENTITY						
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS						
NATURE OF MY OWNERSHIP INTEREST						
agency created under Part III, Chapter 163 required to complete annual eth I CERTIFY THAT I HAVE COM	PLETED THE REQ	UIRED TRAINING.				
	ON A SEPARATE SHE	IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE $\Box$				
SIGNATURE OF FILER: Signature:	If a certified public according good standing with the she must complete the I,	, prepared the CE, with Section 112.3145, Florida Statutes, and the				
	If a certified public according good standing with the she must complete the I,	buntant licensed under Chapter 473, or attorney ne Florida Bar prepared this form for you, he or following statement: , prepared the CE with Section 112.3145, Florida Statutes, and the Upon my reasonable knowledge and belief, the e and correct.				
Signature:	If a certified public accordin good standing with the she must complete the I,	buntant licensed under Chapter 473, or attorney ne Florida Bar prepared this form for you, he or following statement: , prepared the CE with Section 112.3145, Florida Statutes, and the Upon my reasonable knowledge and belief, the e and correct.				
Signature:  Date Signed:	If a certified public acco in good standing with th she must complete the I,	buntant licensed under Chapter 473, or attorney ne Florida Bar prepared this form for you, he or following statement: , prepared the CE with Section 112.3145, Florida Statutes, and the Upon my reasonable knowledge and belief, the e and correct.				
Signature:	If a certified public acco in good standing with the she must complete the I,	buntant licensed under Chapter 473, or attorney         be Florida Bar prepared this form for you, he or         following statement:				
Signature: Date Signed: FILING INSTRUCTIONS: If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls	If a certified public acco in good standing with the she must complete the I,	buntant licensed under Chapter 473, or attorney         be Florida Bar prepared this form for you, he or         following statement:				

## <u>NOTICE</u>

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

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

# WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology.

 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.

Appointed members of the following boards, councils, 5) commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

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

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

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

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

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

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

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

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

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

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

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

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

# **INSTRUCTIONS FOR COMPLETING FORM 1:**

**INTRODUCTORY INFORMATION** (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, <u>and contact your agency's financial disclosure coordinator</u>. You can find your coordinator on the Commission on Ethics website: www.ethics. state.fl.us.

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

**DISCLOSURE PERIOD:** The "disclosure period" for your report is the calendar year ending December 31, 2020.

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

**PUBLIC RECORD:** The disclosure form and everything attached to it is a public record. <u>Your Social Security Number is not required and you should redact it from any documents you file</u>. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality <u>if you submit a written request</u>.

## MANNER OF CALCULATING REPORTABLE INTEREST

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

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

### PART A - PRIMARY SOURCES OF INCOME

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

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

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

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

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

 If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

 If you received income from investments in stocks and bonds, list <u>each individual company</u> from which you derived more than \$2,500. Do not aggregate all of your investment income.

— If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

### PART B — SECONDARY SOURCES OF INCOME

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

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

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); *and*,

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

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

#### Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

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

### PART C - REAL PROPERTY

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

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

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

### PART D — INTANGIBLE PERSONAL PROPERTY

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (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).

### PART E — LIABILITIES

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

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

#### PART F -- INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), F.S.]

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

Disclose in this part the fact that you owned during the disclosure

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

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

#### PART G — TRAINING CERTIFICATION

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

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

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

#### PART A — PRIMARY SOURCES OF INCOME

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

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. <u>You do not have to disclose any public salary or public position(s)</u>, <u>but income from these public sources should be included when calculating your gross income for the disclosure period</u>. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

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

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

#### Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

 If you received income from investments in stocks and bonds, list <u>each individual company</u> from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

#### PART B — SECONDARY SOURCES OF INCOME

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

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

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); *and*,

(2) You received more than 10% of your gross income from that business entity; *and*,

(3) You received more than \$1,500 in gross income from that business entity.

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

#### Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

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

### PART C - REAL PROPERTY

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

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

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

### PART D — INTANGIBLE PERSONAL PROPERTY

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (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, CD's and savings accounts with the same bank.

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

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

### PART E — LIABILITIES

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

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

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

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

### PART F — INTERESTS IN SPECIFIED BUSINESSES

#### [Required by s. 112.3145, F.S.]

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

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

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

#### PART G — TRAINING CERTIFICATION

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

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

CANDIDATE OATH -         NONPARTISAN OFFICE         (Do not use this form if a Judicial or School Board Candidate)         Check box only if you are seeking to qualify as a write-in candidate:         Write-in candidate         Write-in candidate         (Print name above as you wish it to appear on the ballot. If your last name consists of two or more nam hyphen, check box (see page 2 - Compound Last Names). No change can be made after the end Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath (Cffice)         am a candidate for the nonpartisan office of (Circuit #), (Group or Seat #)         I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominimation.	
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I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012,	
and I will support the Constitution of the United States and the Constitution of the State of Florida.	rionau Olalaites,
Candidate's Florida Voter Registration Number (located on your voter information card):	
<b>Phonetic spelling for audio ballot</b> : Print name phonetically on the line below as you wish it to be pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the pronoun ballot as may be used by persons with disabilities (see instructions on page 2 of the persons with disabilities (see instructions on page 2 of the persons with disabilities (see instructions on page 2 of the per	
<b>Y</b> ()	
Signature of Candidate         Telephone Number         Email Address	
Address City State Z	IP Code
STATE OF FLORIDA Signature of Notary Public	
COUNTY OF Print, Type, or Stamp Commissioned Name of Notary	
Sworn to (or affirmed) and subscribed before me by means of	Public below:
online notarization OR physical presence	Public below:
this day of, 20	<sup>r</sup> Public below:
Personally Known OR Produced Identification	<sup>7</sup> Public below:
Type of Identification Produced:	<sup>,</sup> Public below:
Personally Known OR Produced Identification	<sup>,</sup> Public below:

# **Compound Last Names**

If your <u>last</u> name consists of two or more names and has no hyphen, check the box in the Candidate Oath section. If you fail to check the box, your name will be listed with the name appearing last on the line. Example: John Jones Smith – If the last name has no hyphen and you do not check the box, the last name on the ballot would be "Smith." If you check the box, your last name would be listed on the ballot as "Jones Smith." If you have a hyphen within your last name, the last name would be listed as "Jones-Smith."

## Guide for Designating Phonetic Spelling of Candidate's Name for Audio Ballot

- 1. Use tables below.
- 2. Use upper case for "stressed" syllables. Use lower case for "unstressed" syllables.
- 3. Use dashes (-) to separate syllables.
- 4. Add any notes such as rhyming examples, silent letters, etc.

	Vowels				
Stresse	ed Vowel Sounds	Unstre	Unstressed Vowel Sounds		
EE	(FEET) f <i>ee</i> t	uh	uh (SO-fuh) sofa (FING-guhr) finger		
Ι	(FIT) f <i>i</i> t				
E	(BED) bed				
А	(KAT) cat (KAD) cad				
AH	(FAH-thur) father (PAHR) par				
AH	(HAHT) hot (TAH-dee) toddy				
UH	(FUHJ) fudge (FLUHD) flood				
UH	(CHUHRCH) ch <i>u</i> rch				
AW	(FAWN) f <i>aw</i> n	Certain	n Vowel Sounds with R		
U	(FUL) f <i>u</i> ll	AHR	(PAHR) par		
00	(FOOD) food	ER	(PER) pair		
OU	(FOUND) f <i>ou</i> nd	IR	(PIR) peer		
0	(FO) foe	OR	(POR) pour		
EI	(FEIT) f <i>i</i> ght	OOR	(POOR) poor		
AI	(FAIT) fate	UHR	(PUHR) p <i>urr</i>		
OI	(FOIL) foil				
YOO	(FYOOR-ee-uhs) furious				

	Consonants				
В	(BED) <i>b</i> ed	R	(RED) red		
D	(DET) debt	S	(SET) set		
F	(FED) fed	Т	(TEN) ten		
G	(GET) get	V	(VET) vet		
Н	(HED) <i>h</i> ead	Y	(YET) yet		
HW	(HWICH) <i>wh</i> ich	W	(WICH) witch		
J	(JUHG) <i>j</i> ug	СН	(CHUCRCH) church		
K	(KAD) cad	SH	(SHEEP) <i>sh</i> eep		
L	(LAIM) <i>l</i> ame	TS	(ITS) its (PITS-feeld) Pittsfield		
М	(MAT) <i>m</i> at	TH	(THEI) <i>Th</i> igh		
N	(NET) <i>n</i> et	TH	(THEI) Thy		
NG	(SING-uhr) si <i>ng</i> er	ZH	(A-zhuhr) azure (VI-zhuhn) vision		
Р	(PET) pet	Z	(GOODZ) goods (HUH-buhz-tuhn) Hubbardston		

Examples of Phonetically Spelled Names			
NAME ON BALLOT	PRONOUNCED AS		
Mishaud	mee-SHO ('d' is silent)		
Jahn	HAHN (rhyme: fawn)		
Beauprez	boo-PRAI (rhyme: hooray)		
Maniscalco	man-uh-SKAL-ko		
Tangipahoa	TAN-ji-pah-HO-uh		
Monte	Mahn-TAI		
Tanya	TAWN-yuh (not TAN)		

## Do not submit this page to the filing officer.

Rule 1S-2.0001, F.A.C.

## SHOULD YOU BE ELECTED TO OFFICE, THIS IS THE OATH OF OFFICE YOU WILL BE GIVNG AND SIGNING WHEN YOU ARE SWORN INTO OFFICE.



OATH OF OFFICE

(Art. II. § 5(b), Fla. Const.)

# **STATE OF FLORIDA Orange County**

I, \_\_\_\_\_\_, do solemnly swear that I will support, protect and defend the Constitution and Government of the United States, and of the State of Florida; that I will bear true faith, loyalty and allegiance to the same; that I am entitled to hold office under the Constitution and that I will faithfully perform all duties of the Office of Council Member of the City of Edgewood on which I am now about to enter, so help me God.

Signature

Sworn to and subscribed before me by means of \_\_\_\_ physical presence or \_\_\_\_online notarization, this \_\_\_\_\_ day of \_\_\_\_\_\_, \_\_\_\_\_.

Signature of Officer Administering Oath or of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced \_\_\_\_\_



**TO:** March General Election Candidates

FROM: Bea L. Meeks, City Clerk

DATE: December 9, 2021

**SUBJECT: Testing of Tabulating Equipment** 

# **ELECTION DATE: March 8, 2022**

# TEST DATE February 24, 2021 at 10:00 a.m.

Notice is given that precinct tabulators will be tested prior to the 2021 elections on the date indicated above. If you desire to **ACTIVELY PARTICIPATE**, you and/or your representative must be present by 9:45 a.m. on this date, as the test begins promptly at 10:00 a.m. at the Orange County Supervisor of Elections Office, 119 West Kaley Street, Orlando, Florida. Please report to the Voting Equipment Warehouse. All representatives must provide written authorization from the candidate.

If tabulators are being used for absentee ballots, such testing will be conducted at the same time and place.



# Sign Code

Chapter 122-Signs	Section 122-12-Supplemental temporary sign standards
Residential	<ol> <li>(1) Temporary signs shall be removed within three days after the date upon which the sign has fulfilled its purpose (e.g., a scheduled event or occurrence has concluded).</li> <li>(2) On property zoned residential:</li> </ol>
	a. One temporary freestanding sign no greater than six square feet in copy area with sign height no greater than three feet shall be allowed on the premises at any time.
	b. In addition to the sign allowed in subsection (2) a., above, one temporary freestanding sign no greater than nine square feet in copy area with sign height no greater than six feet shall be allowed on the premises during any period in which the property upon which such sign is located is listed for sale or lease.
	c. In addition to the signs allowed in subsections (2) a. and b, above, two temporary freestanding signs no greater than six square feet in copy area with sign height no greater than three feet shall be allowed on the premises during any period beginning 60 days prior to any local, state or federal election and lasting until three days after such election.
Commercial	(3) On property zoned other than residential:
	c. In addition to the signs allowed in subsections (3) a. and b., <b>above, three</b>
	temporary signs no greater than six square feet each in copy area with sign height no greater than three feet shall be allowed on the premises during
	any period beginning 60 days prior to any local, state or federal election
	and lasting until three days after such election. (4) Temporary signs must be
	at least five feet from any right-of-way and at least ten feet from the side and
	rear property lines. (5) Temporary signs shall not be illuminated. (6) Temporary signs shall be repaired or removed immediately if they become faded, worn,
	broken, decayed, or otherwise fall into poor repair.

### SCHEDULE"A"

- 1. (DS-DE 9) Appointment of Campaign Treasurer and Designation of Campaign Depository for Political Committees: <u>https://files.floridados.gov/media/693631/dsde9.pdf</u>
- 2. (DS-DE 12) Campaign Treasurer's Report- Summary: https://files.floridados.gov/media/693241/dsde12.pdf
- 3. (DS-DE 13) Campaign Treasurer's Report Itemized Contributions: https://files.floridados.gov/media/693243/dsde13.pdf
- 4. (DS-DE 13 A) Campaign Treasurer's Report- Funds Transferred: https://files.floridados.gov/media/693242/dsde13a.pdf
- 5. (DS-DE 14) Campaign Treasurer's Report Itemized Expenditures: https://files.floridados.gov/media/693244/dsde14.pdf
- 6. (DS-DE 14A) Campaign Treasurer's Report Itemized Distribution https://files.floridados.gov/media/693245/dsde14a.pdf
- 7. (DS-DE 87) Waiver of Report: <u>https://files.floridados.gov/media/693282/dsde87.pdf</u>
- 8. (DS-DE 84) Statement of Candidate: <u>https://files.floridados.gov/media/693280/dsde84.pdf</u>
- 9. (DS-DE 302np) Candidate Oath: https://files.floridados.gov/media/704485/dsde302np-nop-oath-may-2021.pdf
- **10. (Form 1F 2020)** Statement of Financial Interests for the calendar year 2020 <u>http://www.ethics.state.fl.us/Documents/Form%201\_2020i.pdf?cp=2021129</u>