

**WORKSHOP MEETING
BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WEDNESDAY, NOVEMBER 29, 2023 – 6:00 P.M.
AGENDA**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPEARANCES AND PRESENTATIONS

None

OLD BUSINESS

None

NEW BUSINESS

1. Redington Shores Holiday Parade
2. Town of Redington Shores Charter Review Discussion
3. Florida Ethics Commission Form 6 Filing Discussion
4. Maintenance Department Service Discussion
5. Committee Appointments
6. Administrator Performance Objectives
7. Building Official Position Update
8. GoGov App Update

MISCELLANEOUS

Regular Meeting- Wednesday, December 13, 2023 – 6:00 P.M.

Workshop Meeting- Wednesday, December 27, 2023 – 6:00 P.M.

ADJOURNMENT

Pursuant to Florida Statutes § 286.0105, if any person or entity decides to appeal any decision made on any matter considered at any meeting or hearing of any Redington Shores board or commission, he, she or it will need a record of the proceedings and, for such purpose, he, she or it may need to ensure that a verbatim record of the proceedings is made, which record includes the legal arguments, testimony, and evidence upon which the appeal is to be based.



Town of
Redington Shores

Date: November 16, 2023
To: Mike McGlothlin
From: Margaret Carey *MC*
Re: Update Regarding Filing Requirement for Ethics Form 6

The Florida Senate passed SB774 earlier this year, requiring additional financial disclosure reporting for municipal elected officials. The reports require information about net worth, assets, liabilities, and income.

Previously our elected officials were required to submit Form 1 to the Florida Commission on Ethics. However, as a result of SB774, they are now required to submit Form 6 beginning in 2024. An example of Form 6 is attached.

Thank you.

Margaret

Please print or type your name, mailing address, agency name, and position below:

OF 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 HELD OR SOUGHT :

CHECK IF THIS IS A FILING BY A CANDIDATE

PART A -- NET WORTH

Please enter the value of your net worth as of December 31, 2021 or a more current date. [Note: Net worth is not calculated by subtracting your *reported* liabilities from your *reported* assets, so please see the instructions on page 3.]

My net worth as of _____, 20 ____ was \$ _____.

PART B -- ASSETS

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Household goods and personal effects may be reported in a lump sum if their aggregate value exceeds \$1,000. This category includes any of the following, if not held for investment purposes: jewelry; collections of stamps, guns, and numismatic items; art objects; household equipment and furnishings; clothing; other household items; and vehicles for personal use, whether owned or leased.

The aggregate value of my household goods and personal effects (described above) is \$ _____

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

DESCRIPTION OF ASSET (specific description is required - see instructions p.4)	VALUE OF ASSET

PART C -- LIABILITIES

LIABILITIES IN EXCESS OF \$1,000 (See instructions on page 4):

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY

PART D – INCOME

Identify each separate source and amount of income which exceeded \$1,000 during the year, including secondary sources of income. Or attach a complete copy of your 2021 federal income tax return, including all W2s, schedules, and attachments. Please redact any social security or account numbers before attaching your returns, as the law requires these documents be posted to the Commission's website.

I elect to file a copy of my 2021 federal income tax return and all W2's, schedules, and attachments.
 [If you check this box and attach a copy of your 2021 tax return, you need not complete the remainder of Part D.]

PRIMARY SOURCES OF INCOME (See instructions on page 5):

NAME OF SOURCE OF INCOME EXCEEDING \$1,000	ADDRESS OF SOURCE OF INCOME	AMOUNT

SECONDARY SOURCES OF INCOME [Major customers, clients, etc., of businesses owned by reporting person--see instructions on page 5]:

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART E – INTERESTS IN SPECIFIED BUSINESSES [Instructions on page 6]

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	BUSINESS ENTITY # 3
NAME OF BUSINESS ENTITY			
ADDRESS OF BUSINESS ENTITY			
PRINCIPAL BUSINESS ACTIVITY			
POSITION HELD WITH ENTITY			
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS			
NATURE OF MY OWNERSHIP INTEREST			

PART F - TRAINING

This section applies only to officers required to complete annual ethics training pursuant to section 112.3142, F.S. [See instructions p. 6]

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed on this form and any attachments hereto is true, accurate, and complete.

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of

physical presence or online notarization, this _____ day of

_____, 20 ____ by _____.

(Signature of Notary Public—State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

SIGNATURE OF REPORTING OFFICIAL OR CANDIDATE

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

I, _____, prepared the CE Form 6 in accordance with Art. II, Sec. 8, Florida Constitution, Section 112.3144, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

 Signature

 Date

Preparation of this form by a CPA or attorney does not relieve the filer of the responsibility to sign the form under oath.

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

NOTICE

Annual Full and Public Disclosure of Financial Interests is 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. 112.3144, F.S. - applicable to officials other than judges]

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.]

INSTRUCTIONS FOR COMPLETING AND FILING FORM 6 FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS

WHAT TO FILE

File only the first sheet (pages 1 and 2). **Originals are required. Photocopies, faxed copies and emailed copies will not be accepted.** A candidate who has filed Form 6 for 2021 with the Commission, prior to qualifying, may file a copy of that Form 6 at the time of qualifying.

WHERE TO FILE

Officeholders: Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303;

Candidates: The officer before whom they qualify. **If a Form 6 is filed with a qualifying officer, it need not also be filed with the Commission.**

WHEN TO FILE

Officeholders: No later than July 1, 2022.

Candidates: During the qualifying period.

WHO MUST FILE FORM 6:

All persons holding the following positions: Governor, Lieutenant Governor, Cabinet members, members of the Legislature, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council, Judges of Compensation Claims; the

Duval County Superintendent of Schools, and members of the Florida Housing Finance Corporation Board, each expressway authority, transportation authority (except the Jacksonville Transportation Authority), bridge authority, toll authority, or expressway agency created pursuant to Chapter 348 or 343, F.S., or any other general law, and judges, as required by Canon 6, Code of Judicial Conduct.

INSTRUCTIONS FOR COMPLETING FORM 6:

INTRODUCTORY INFORMATION (At Top of Form):

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

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

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held as of December 31, 2021, even if you have since left that position. If you are a candidate, check the box below your name and address.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record and is required by law to be posted to the Commission's website. **Your Social Security number, bank account, and credit card numbers are not required and you should redact them from any documents you file.** If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality **if you submit a written request.**

PART A — NET WORTH

[Required by Art. II, s. 8(a)(i)(1), Fla. Const.]

Report your net worth as of December 31, 2021, or a more current date, and list that date. This should be the same date used to value your assets and liabilities. In order to determine your net worth, you will need to total the value of all your assets and subtract the amount of all of your liabilities. **Simply subtracting the liabilities reported in Part C from the assets reported in Part B will not result in an accurate net worth figure in most cases.**

To total the value of your assets, add:

- (1) The aggregate value of household goods and personal effects, as reported in Part B of this form;
- (2) The value of all assets worth over \$1,000, as reported in Part B; and,
- (3) The total value of any assets worth less than \$1,000 that were not reported or included in the category of "household goods and personal effects."

To total the amount of your liabilities, add:

- (1) The total amount of each liability you reported in Part C of this form, except for any amounts listed in the "joint and several liabilities not reported above" portion; and,
- (2) The total amount of unreported liabilities (including those under \$1,000, credit card and retail installment accounts, and taxes owed).

(CONTINUED on page 4) 

PART B — ASSETS WORTH MORE THAN \$1,000

[Required by Art. II, s. 8, Fla. Const.; s. 112.3144, F.S.]

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

The value of your household goods and personal effects may be aggregated and reported as a lump sum, if their aggregate value exceeds \$1,000. The types of assets that can be reported in this manner are described on the form.

ASSETS INDIVIDUALLY VALUED AT MORE THAN \$1,000:

Describe, and state the value of, each asset you had on the reporting date you selected for your net worth in Part A, if the asset was worth more than \$1,000 and if you have not already included that asset in the aggregate value of your household goods and personal effects. Assets include, but are not limited to, things like interests in real property; cash; stocks; bonds; certificates of deposit; interests in businesses; beneficial interests in trusts; money owed you (including, but not limited to, loans made as a candidate to your own campaign); bank accounts in which you have an ownership interest; Deferred Retirement Option Program (DROP) accounts; and the Florida Prepaid College Plan. Assets also include 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.

You are not required to disclose assets owned solely by your spouse.

How to Identify or Describe the Asset:

- Real property: Identify by providing the street address of the property. If the property has no street address, identify by describing the property's location in a manner sufficient to enable a member of the public to ascertain its location without resorting to any other source of information.
- Intangible property: Identify the type of property and the business entity or person to which or to whom it relates. **Do not list simply "stocks and bonds" or "bank accounts."** For example, list "Stock (Williams Construction Co.)," "Bonds (Southern Water and Gas)," "Bank accounts (First National Bank)," "Smith family trust," "Promissory note and mortgage (owed by John and Jane Doe)."

How to Value Assets:

- Value each asset by its fair market value on the date used in Part A for your net worth.
- Jointly held assets: If you hold real or personal property jointly with another person, your interest equals your legal percentage of ownership in the property. However, assets that are held as tenants by the entirety or jointly with right of survivorship, including bank accounts held in such a manner, must be reported at 100% of their value.
- Partnerships: You are deemed to own an interest in a partnership which corresponds to your interest in the equity of that partnership.
- Trusts: You are deemed to own an interest in a trust which corresponds to your percentage interest in the trust corpus.
- Real property may be valued at its market value for tax purposes, unless a more accurate fair market value is available.
- Marketable securities which are widely traded and whose prices are generally available should be valued based upon the closing price on the valuation date.

— Accounts, notes, and loans receivable: Value at fair market value, which generally is the amount you reasonably expect to collect.

— Closely-held businesses: Use any method of valuation which in your judgment most closely approximates fair market value, such as book value, reproduction value, liquidation value, capitalized earnings value, capitalized cash flow value, or value established by "buy-out" agreements. It is suggested that the method of valuation chosen be indicated on the form.

— Life Insurance: Use cash surrender value less loans against the policy, plus accumulated dividends.

— The asset value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART C— LIABILITIES

[Required by Art. II, s. 8, Fla. Const.; s. 112.312, F.S.]

LIABILITIES IN EXCESS OF \$1,000 :

List the name and address of each creditor to whom you owed more than \$1,000 on the date you chose for your net worth in Part A, and list the amount you owed. Liabilities include: accounts, notes, and interest payable; debts or obligations (excluding taxes, unless the taxes have been reduced to a judgment) to governmental entities; judgments against you, and the unpaid portion of vehicle leases.

You are not required to disclose liabilities that are solely your spouse's responsibility.

You do not have to list on the form any of the following: credit card and retail installment accounts, taxes owed (unless the taxes have been 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 partner (without personal liability) for partnership debts, or where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" on a note and are jointly liable or jointly and severally liable, then it is not a contingent liability.

How to Determine the Amount of a Liability:

- Generally, the amount of the liability is the face amount of the debt.
- The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments.
- If you are the only person obligated to satisfy a liability, 100% of the liability should be listed.
- If you are jointly and severally liable with another person or entity, which often is the case where more than one person is liable on a promissory note, you should report here only the portion of the liability that corresponds to your percentage of liability. However, if you are jointly and severally liable for a debt relating to property you own with one or more others as tenants by the entirety or jointly, with right of survivorship, report 100% of the total amount owed.
- If you are only jointly (not jointly and severally) liable with another person or entity, your share of the liability should be determined in the same way as you determined your share of jointly held assets.

(CONTINUED on page 5) 

Examples:

- You owe \$10,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 with your spouse to a savings and loan for the mortgage on the home you own with your spouse. You must report the name and address of the bank (\$10,000 being the amount of that liability) and the name and address of the savings and loan (\$60,000 being the amount of this liability). The credit card debts need not be reported.
- You and your 50% business partner have a \$100,000 business loan from a bank and you both are jointly and severally liable. Report the name and address of the bank and \$50,000 as the amount of the liability. If your liability for the loan is only as a partner, without personal liability, then the loan would be a contingent liability.

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

List in this part of the form the amount of each debt for which you were jointly and severally liable, that is not reported in the "Liabilities in Excess of \$1,000" part of the form. Example: You and your 50% business partner have a \$100,000 business loan from a bank and you both are jointly and severally liable. Report the name and address of the bank and \$50,000 as the amount of the liability, as you reported the other 50% of the debt earlier.

PART D — INCOME

[Required by Art. II, s. 8, Fla. Const.]

As noted on the form, you have the option of either completing Part D of the form or attaching a copy of your complete 2021 federal income tax return, including all schedules, W2's and attachments, with Form 6, or. If you do not attach your tax return, you must complete Part D.

PRIMARY SOURCES OF INCOME:

List the name of each source of income that provided you with more than \$1,000 of income during 2021, the address of that source, and the amount of income received from that source. 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.

"Income" means the same as "gross income" for federal income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples of income include: compensation for services, gross income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, distributive share of partnership gross income, and alimony, but not child support. Where income is derived from a business activity you should report the income to you, as calculated for income tax purposes, rather than the income to the business.

Examples:

- If you owned stock in and were employed by a corporation and received more than \$1,000 of income (salary, commissions, dividends, etc.) from the company, you should list the name of the company, its address, and the total amount of income received from it.
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$1,000, you should list the name of the firm, its address, and the amount

of your distributive share.

- If you received dividend or interest income from investments in stocks and bonds, list only each individual company from which you received more than \$1,000. Do not aggregate income from all of these investments.
- If more than \$1,000 of income was gained from the sale of property, then you should list as a source of income the name of the purchaser, the purchaser's address, and the amount of gain from the sale. 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 simply as "sale of (name of company) stock," for example.
- If more than \$1,000 of your 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 the amount of income from that institution.

SECONDARY SOURCES OF INCOME:


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 as a "Primary Source of Income." You will **not** have anything to report **unless**:

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

If your ownership and gross income exceeded the two thresholds listed above, 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, the source's principal business activity, and the name of the business entity in which you owned an interest. You do not have to list the amount of income the business derived from that major source of income.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$1,000 in gross income last year. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of your business, 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 gross partnership income exceeded \$1,000. You should list the name of the partnership, the name of 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.

(CONTINUED on page 6) 

PART E – INTERESTS IN SPECIFIED BUSINESSES

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

The types of businesses covered in this section 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.

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 2021, 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). Also, if you own(ed) more than a 5% interest in the business, as described above, you must indicate that fact and describe the nature of your interest.

PART F – TRAINING CERTIFICATION

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

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

(End of Instructions.)

OTHER FORMS YOU MAY NEED TO FILE IN ORDER TO COMPLY WITH THE ETHICS LAWS

In addition to filing Form 6, you *may* be required to file one or more of the special purpose forms listed below, depending on your particular position, business activities, or interests. As it is your duty to obtain and file any of the special purpose forms which may be applicable to you, you should carefully read the brief description of each form to determine whether it applies.

Form 6F — Final Full and Public Disclosure of Financial

Interests: Required of elected constitutional officers and others who must file financial disclosure using Form 6; to be filed within 60 days after leaving office or employment. This form is used to report financial interests between January 1st of the last year of office or employment and the last day of office or employment. [s. 112.3144, F.S.]

Form 6X — Amended Full and Public Disclosure of Financial

Interests: To be used by elected constitutional officers and others who must file financial disclosure using Form 6 or 6F to correct mistakes on previously filed form. [s. 112.3144, F.S.]

Form 2 — Quarterly Client Disclosure:

Required of elected constitutional officers, local officers, state officers, and specified state employees to disclose the names of clients represented for compensation by themselves, or a partner or associate before agencies at the same level of government as they serve. The form should be filed by the end of the calendar quarter (March 31, June 30, Sept. 30, Dec. 31) following the calendar quarter in which a reportable representation was made. [s. 112.3145, F.S.]

Form 9 — Quarterly Gift Disclosure:

Required of elected constitutional officers and others who must file financial disclosure using Form 1 or 6 (as well as State procurement employees) to report gifts worth more than \$100. The form should be filed by the end of the calendar quarter (March 31, June 30, September 30, or December 31) following the calendar quarter in which the gift was received. [s. 112.3148, F.S.]

Form 3A — Statement of Interest in Competitive Bid for Public Business

Form 4A — Disclosure of Business Transaction, Relationship, or Interest

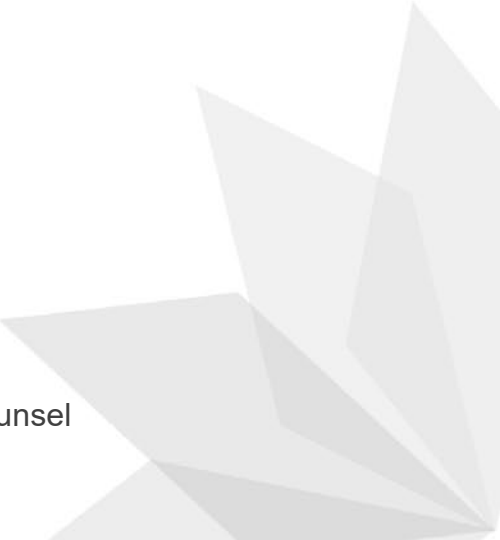
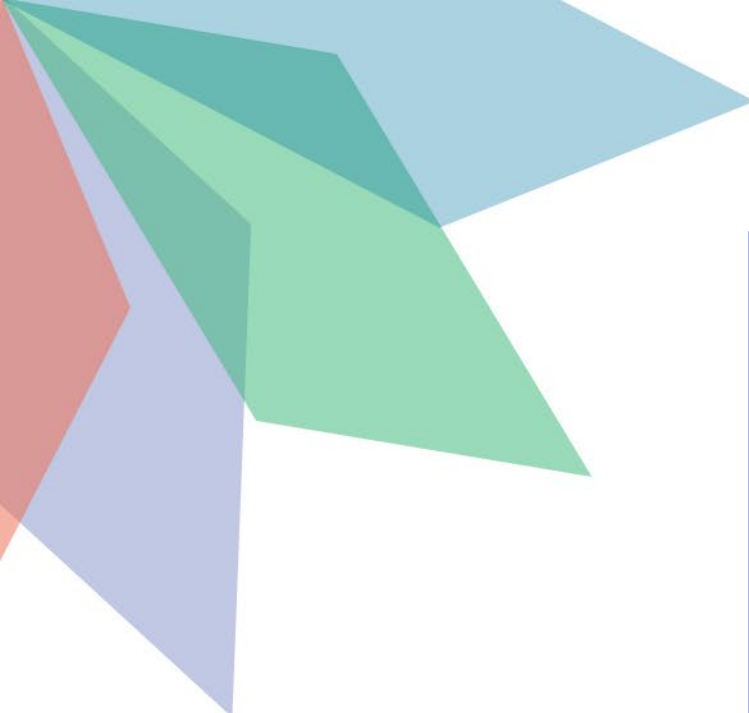
Form 8A — Memorandum of Voting Conflict for State Officers

Form 8B — Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers

Form 10 — Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event Related Expenses

Copies of these forms are available from the Supervisor of Elections in your county; from 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; and at the Commission's website: www.ethics.state.fl.us

Questions about any of these forms 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.



Let The Sunshine In: Everything you need to know about Form 6



Florida League of Cities
August 11, 2023

Kerrie Stillman
Executive Director
State of Florida Commission on Ethics

Steven Zuilkowski
Deputy Executive Director & General Counsel
State of Florida Commission on Ethics

Today's Agenda

1

Introduction

About the Florida Commission on Ethics.

2

SB 774 & E-filing

How did we get here and what to expect.

3

Form 1 vs. Form 6

Comparing the forms and disclosing on a Form 6.

4

Questions

We have answers!



Introduction

About the Florida Commission on Ethics



About the Commission on Ethics

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-
- There are nine seats on the Commission
 - Appointments by the Governor (5), Senate President (2), and Speaker of the House (2)
 - Appointments are split between the two political parties
 - The Commission is charged with administering:
 - The Sunshine Amendment (Article II, Section 8, Florida Constitution)
 - The Code of Ethics for Public Officers and Employees (Part III of Chapter 112, Florida Statutes)

About the Commission's Website

<http://ethics.state.fl.us>

Search for Formal Opinions

Keyword search to perform research.



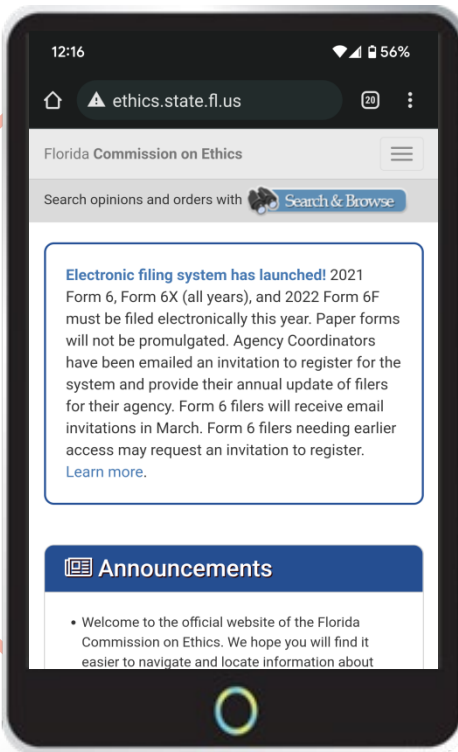
Download Forms

All forms and instructions available to download and print.



Ethics Training

View videos on various ethics topics.



View Form 6 Submissions

Search and view all Form 6 filings by public officers and candidates.



Commission Meeting Materials

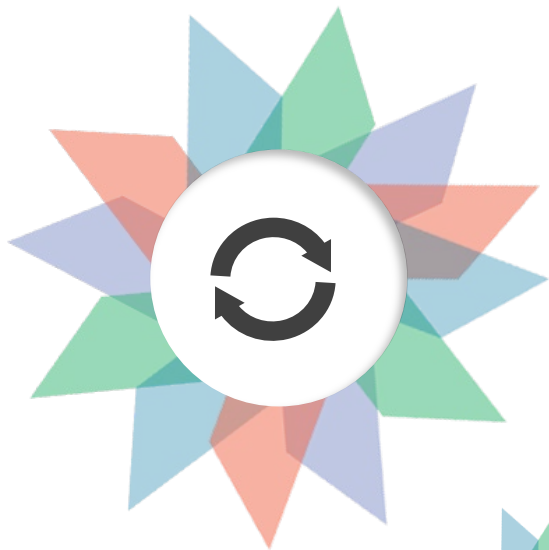
View agenda and meeting materials.



Complaint Process Info

Review information about filing a complaint.





SB 774 & E-filing

How did we get here and what to expect.



How did we get here?



-
- Commission legislative recommendations since 2015.
 - Various bills over the years have contained some version of municipal officials filing Form 6.
 - SB 774 passed in the 2023 session requiring Mayors and Elected members of the governing body of a municipality to file the Form 6.
 - Members of the Florida Commission on Ethics will also file Form 6 beginning in 2024.

E-Filing for CE Form 6

Screenshots of the E-Filing System



-
- Beginning January 1, 2024, access EFDMS
 - Helpful tools for filers in EFDMS
 - Dashboard, Instructions, FAQ's
 - 4 Ways to complete the electronic form
 - Fill-in, CPA/Attorney, Excel/CSV import, PDF



Electronic Financial Disclosure Management System



Login

Please tell us what type of user you are:



I am a Form 6 Filer

Do you currently hold a public position that requires you to file financial disclosure? If yes, [click here](#).



I am a Candidate

Are you a non-incumbent candidate who is attempting to qualify for office, but do not currently hold a public position that requires financial disclosure? If yes, [click here](#).



I am an Organization Coordinator



I am a CPA or Attorney who is assisting a filer

I am a Form 1 Filer

In 2022, Form 1 Statement of Financial Interest will still be filed on paper. [Click here](#) to download a Form 1 and instructions.

If you are a Form 1 filer but are qualifying to run for an office with a Form 6 filing requirement, call (850) 488-7864 to request access to the e-filing system.

Electronic filing for Form 1 will launch January 1, 2023.

Public Search

Frequently Asked Questions

SCROLL
DOWN

Login

Please tell us what type of user you are:



I am a Form 6 Filer

Do you currently hold a public position that requires you to file financial disclosure? If yes, [click here](#).



I am a Candidate

Are you a non-incumbent candidate who is attempting to qualify for office, but do not currently hold a public position that requires financial disclosure? If yes, [click here](#).



I am an Organization Coordinator



I am a CPA or Attorney who is assisting a filer



I am a Form 1 Filer

In 2022, Form 1 Statement of Financial Interest will still be filed on paper. Click [here](#) to download a Form 1 and instructions.

If you are a Form 1 filer but are qualifying to run for an office with a Form 6 filing requirement, call (850) 489-7864 to request access to the e-filing system.

Electronic filing for Form 1 will launch January 1, 2023.

Public Search

[Search for Financial Disclosure Filers](#)

Frequently Asked Questions

[View Frequently Asked Questions](#)

Instructions

- [Form 6 - Full and Public Disclosure of Financial Interests - Instructions](#)
- [Form 6X - Amendment to Full and Public Disclosure of Financial Interests - Instructions](#)
- [Form 6F - Final Full and Public Disclosure of Financial Interests - Instructions](#)

Announcements

- WELCOME to the new Electronic Financial Disclosure Management System (EFDMS)! Pursuant to statute, beginning January 1, 2022, **ALL FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS (Form 6, Form 6X, and Form 6F) must be filed utilizing this system. The Commission will promulgate paper forms when the Governor signs HB 5003. Upon his signature, access to the electronic filing system will be paused until January 1, 2023.**
- Instructions, FAQs, and tutorials are available from the dashboard within EFDMS. Additional assistance can be obtained Monday-Friday from 8:00 a.m. until 5:00 p.m. by contacting the Commission.



CLICK



Filer Dashboard

Filing and Forms

[View Previous Filing](#)

If you are looking for a form that is not currently shown, whether to satisfy your filing requirement or to qualify as a candidate, visit the [Forms and Filing Information](#) page to access all available forms.

File Form

[2021 Full and Public Disclosure of Financial Interests \(Form 6\)](#)

[Instructions](#) - [Opinions](#)

CLICK

In Progress

Messages

No Messages

Organizations



Commission On Ethics (Year 2022)



Kimberly R. Holmes

disclosure@leg.state.fl.us

(850) 488-7864



Governing Board

Amendments

[View Past Amendments](#)

No Amendments found

[File Amendment](#)

Quick Links

- [Forms and Filing Information](#)
- [Notice to Filers](#)
- [Public Records Exemption Request](#)
- [Request Filing Extension](#)
- [Public Search](#)



Resources

- [View Past Filings](#)
- [Print Instructions](#)
- [Financial Disclosure Opinions](#)

Instructions

Instructions for Completing Form 6

Assets Worth More Than \$1,000:

[Required by Art. II, s. 8, Fla. Const.; s. 112.3144, F.S.]

Household Goods and Personal Effects:

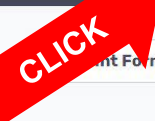
The value of your household goods and personal effects may be aggregated and reported as a lump sum, if their aggregate value exceeds \$1,000. The types of assets that can be reported in this manner are described on the form.

Assets Individually Values at More Than \$1,000:

Describe, and state the value of, each asset you had on the reporting date you selected for your net worth, if the asset was worth more than \$1,000 and if you have not already included that asset in the aggregate value of your household goods and personal effects. Assets include, but are not limited to, things like interests in real property; cash; stocks; bonds; certificates of deposit; interests in businesses; beneficial interests in trusts; money owed you (including, but not limited to, loans made as a candidate to your own campaign); bank accounts in which you have an ownership interest;

Share with CPA or Attorney

Name: 298528 - Form Six Filer Filing Status: **In Progress**



Print Form

Delete Filing

2021 Form 6-Full and Public Disclosure of Financial Interests

Instructions

- General Information
- Net Worth
- Assets**
- Liabilities
- Income
- Interests in Specified Businesses
- Training
- Review
- Sign & Print

[Household Goods](#) > Household Goods Amount > Real Property > Real Property Amount > Intangible Assets



You must disclose certain assets.

First, add together the total of your **household goods and personal effects**.

Is the total value of your household goods and personal effects more than \$1,000?

Yes

No

BACK



NEXT



Need help? Most questions about how to complete the disclosure, as well as questions related to features of the e-filing system are answered in the FAQs. Search by key word or navigate by topic.

Didn't find what you were looking for? Contact the Florida Commission on Ethics at disclosure@leg.state.fl.us or (850) 488-7864.

Frequently Asked Questions

▼ FORM 6

Assets (10)

Liabilities (1)

Sources of Income (5)

Training/Miscellaneous (2)

▼ ACCOUNT

Financial Disclosure (9)

My Profile (5)

Assets

- + **How do I value jointly-owned assets?**
- + **How do I disclose assets I own in an investment account, individual retirement account (IRA), or 401(k)?**
- + **How do I disclose my interest in a mutual fund?**
- + **How should I disclose my interest in a business?**
- + **What reporting obligations do I have concerning a vehicle lease?**
- + **Do I disclose funds invested in the FRS Pension Plan or in a Deferred Retirement Option Program (DROP) account?**
- + **How do I disclose my interest in the Florida Prepaid College Plan or the Florida College Investment Plan?**
- + **How should I value my interest in real property, such as my home?**
- + **I own a rental property. How do I disclose it?**
- + **How do I disclose my bank accounts?**



Form 1 vs. Form 6

Comparing the forms and disclosing on a Form 6.

Comparing Form 1 and Form 6

In General

Form 1	Form 6
File electronically in 2024	File electronically in 2024
Due on July 1	Due on July 1
\$25/day for being late	\$25/day for being late
>35,000 filers	About 5,000 filers
Lots of help available <ul style="list-style-type: none">• Instructions• FAQs• On-screen pop-up windows• Commission on Ethics Attorney of the Day hotline	Lots of help available <ul style="list-style-type: none">• Instructions• FAQs• On-screen pop-up windows• Commission on Ethics Attorney of the Day hotline
CPA/Attorney can assist filers	CPA/Attorney can assist filers

Comparing Form 1 and Form 6

Disclosure of Net Worth

Form 1	Form 6
A review of your finances over the course of the year	A snapshot of your finances on 12/31 or a more recent day of your choosing
There is no net worth disclosure, but filers did calculate it for the Comparative Threshold	Filers will disclose their net worth on 12/31 or a more recent day

How to Disclose: Net Worth



Please indicate your Net Worth as of the date you selected, even if it is a negative number. Your Net Worth is the total value of ALL YOUR ASSETS minus the total value of ALL YOUR LIABILITIES. Note that in most cases, simply subtracting the liabilities from the assets you report later in this disclosure *will not* accurately reflect your Net Worth, because only certain assets and liabilities are reportable. Please click the instructions tab for specific guidance on calculating your Net Worth.

\$

Please enter a number

- Snapshot of net worth on December 31 or a more recent date. You will be prompted to choose a date.
- Correct: Sum all assets, subtract all liabilities.
- Incorrect: Sum all *reported* assets, subtract all *reported* liabilities

Comparing Form 1 and Form 6

Disclosure of Assets

Form 1	Form 6
Intangible personal property & certain real property in FL	Intangible, Tangible & Real Property
<ul style="list-style-type: none">• Intangible assets over \$10,000 individually	<ul style="list-style-type: none">• Assets over \$1,000 individually• Household goods and personal effects collectively
Type of intangible, business name	Description of asset, value

How to Disclose: Assets



Please describe your real property valued in excess of \$1,000, and provide the value of your interest in the property. Click on the linked headings for specific guidance on how to describe and value your real property.

If you have multiple assets that need to be reported, use the [+](#) to add more lines.


Clear All



Import from CSV

CSV File Template

How-to

<u>DESCRIPTION OF ASSET</u>	<u>VALUE OF ASSET</u>	ACTIONS
<input type="text" value="Please enter a description"/>	\$ <input type="text" value="Please enter a number"/>	

+ Add Item

- Household goods and personal effects are disclosed on a separate screen.
- Asset is anything valued \$1,000+ that can be sold
- Most common: bank accounts, real property, stock
- Ability to import Excel (.csv file)


Comparing Form 1 and Form 6

Disclosure of Liabilities

Form 1	Form 6
Liabilities over \$10,000	Liabilities over \$1,000
Owed at any point in the year	Owed on the date chosen
Creditor name/address	Creditor name/address, amount
Exclusions for: <ul style="list-style-type: none">• Credit cards• Indebtedness on a life insurance policy• Taxes owed not reduced to a judgment• Contingent liabilities	Exclusions for: <ul style="list-style-type: none">• Credit cards• Indebtedness on a life insurance policy• Taxes owed not reduced to a judgment• Contingent liabilities

How to Disclose: Liabilities



CREDITOR NAME	CREDITOR ADDRESS	<u>AMOUNT OF LIABILITY</u>	ACTIONS
<input type="text" value="Please enter a creditor name"/>	<input type="text" value="Please enter a creditor address"/>	\$ <input type="text" value="Please enter a number"/>	
+ Add Item			

- List all liabilities over \$1,000; exclusions in instructions
- Most common: mortgages, car payments, and student loans

Comparing Form 1 and Form 6

Disclosure of Primary Sources of Income

Form 1	Form 6
Income over \$2,500	Income over \$1,000
Do not disclose public salary	Disclose public salary
Source name/address, description of business	Source name/address, amount

How to Disclose: Income



NAME OF SOURCE OF INCOME	ADDRESS OF SOURCE OF INCOME	INCOME AMOUNT	ACTIONS
<input type="text" value="Please enter a source name"/>	<input type="text" value="Please enter a source address"/>	\$ <input type="text" value="Please enter a numt"/>	

[+ Add Item](#)

- “Primary sources of income” are items that constitute gross income on federal tax returns (e.g salary, capital gains, etc.)
- Must include your public salary
- May instead attach federal income tax return and all schedules and attachments


Comparing Form 1 and Form 6

Disclosure of Secondary Sources of Income

Form 1	Form 6
<p>Disclose clients/customers if:</p> <ul style="list-style-type: none">• Own >5% of the business;• Income from business >\$5,000• Client/customer contributed >10% of the business's gross income	<p>Disclose clients/customers if:</p> <ul style="list-style-type: none">• Own >5% of the business;• Income from business >\$1,000• Client/customer contributed >10% of the business's gross income
<p>Business name, Client name/ address, Client business description</p>	<p>Business name, Client name/ address, Client business description</p>

How to Disclose: Secondary Sources



BUSINESS ENTITY	MAJOR SOURCES OF BUSINESS INCOME	ADDRESS	PRINCIPAL BUSINESS ACTIVITY OF SOURCE	ACTIONS
<input type="text" value="Please enter busine:"/>	<input type="text" value="Please enter business sot"/>	<input type="text" value="Please enter business address"/>	<input type="text" value="Please enter business activi"/>	
				+ Add Item

- “Secondary sources of income” are the major clients/customers of businesses of which you own more than 5 percent.
- “Major clients/customers” supply more than 10 percent of your business’s gross income that year.

Comparing Form 1 and Form 6

Disclosure of Interests in Specified Businesses (No difference between Form 1 and Form 6)

Form 1	Form 6
Disclose certain businesses: <ul style="list-style-type: none">• Name/Address• Principal business activity• Position held• Whether own >5%• Nature of ownership interest	Disclose certain businesses: <ul style="list-style-type: none">• Name/Address• Principal business activity• Position held• Whether own >5%• Nature of ownership interest

How to Disclose: Specified Businesses



Add Business Interest ✕

Please enter your business interests:

Name of business entity

Address of business entity

Principal business activity

Position held with entity

I own more than 5% interest in the business

Nature of my ownership interest

- You must disclose ownership interest >5% in “specified businesses.”
- These are businesses of a type specified in the instructions. Not every business is a specified business.

Comparing Form 1 and Form 6

Disclosure of Training Requirement (No difference between Form 1 and Form 6)

Form 1	Form 6
4 hours of training	4 hours of training



How to Disclose: Annual Training



This section applies only to Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies, each of whom are required to complete annual ethics training pursuant to Section 112.3142, F.S.

I certify that I have completed the required training under Section 112.3142 F.S.

Required training under Section 112.3142, F.S., not applicable to filer for this form year.

- Constitutional officers, municipal officers, and others must complete 4 hours of ethics training each calendar year.
- Public officials assuming a new office/term before 3/31 must complete the training before 12/31 of that year.



Questions?





Thank you

stillman.kerrie@leg.state.fl.us

zuilkowski.steven@leg.state.fl.us

(850) 488-7864

www.ethics.state.fl.us

Audit Selection Committee Members

Mayor Marybeth Henderson
Sitting Member

Appointed 01/23

Paul Herzfeld

District 4 Re-appointed 4/20, Exp 4/22

Ken Kelly

District 2 Appointed 01/23
RESIGNED 2-16-23

Jim Parker

District 1 Appointed 02/23

Financial Advisory Committee

David Grimes

District 1 Appointed 4/22, Exp 4/24

William (Bill) Sanders

District 2 Appointed 4/21, Exp 4/23

OPEN

District 3

Paul Herzfeld

District 4 Re-appointed 4/20, Exp 4/22

Kirby Howell

At Large Appointed 4/20, Exp 4/22

Cristy Herig

Alternate: District 2 Appointed 4/22, Exp 4/24
RESIGNED 12/23/22

Parks and Recreation

Marie Palena

District 1

Loretta Fricks

District 2
Appointed 4/22, Exp 4/24

Rob Francour

District 4
RESIGNED 6-28-23 Via Email

CJ Hoyt

At Large

Diane McCarthy District No. 1

RESIGNED 6-20-23 VIA EMAIL

Michelle Ganio

District No. 2 Reappointed 4/22, Exp. 4/24

Bonnie Utz

District No. 3 Reappointed 4/21, Exp. 4/23

Ginger McQuigg District No. 3 Alternate

Emily Schrader

District No. 4 Reappointed 4/18, Exp. 4/22

AT LARGE

Cathy Sypniewski Appointed 4/21, Exp. 4/23

Personnel Committee

Cynthia Cain- **RESIGNED 12/9/22**

District 1

Rich Perez

District 2 Appointed 4-21/ Exp 4-23

OPEN

District 3

Jill Weingart

District 4 Appointed 4-21/ Exp 4-23

John Strakele- **RESIGNED 1/4/2023**

At Large

PLANNING AND ZONING BOARD

Steve Laird District 1 **RESIGNED**

Cynthia Hoyt District 2 Reappointed 04/22, Exp. 04/24

Richard Caby
Filling Unexpired Term (DeMarco)

District 3 Appointed 04/21, Exp. 04/23

Merv Dickerson

District 4 Reappointed 4/22, Exp. 4/24

AT LARGE

Lisa Foster (CHAIR) Reappointed 04/21, Exp. 4/23

ALTERNATES

Cassandra Reardon **RESIGNED 7-27-23**

PPI Committee

"PPI Members shall continue to serve until they no longer serve due to resignation, removal, or otherwise." (Resolution 06-22)

Kim Harr

kimharr@harrins.com

Members:

Lisa Foster lddfoster@gmail.com

Dave Motley dmotley@gmail.com

Bill Blackburn wblackburn@blackburncoastalrealty.com

Justin Borus justin.borus@53.com

Vincent La Porta (Building Official) buildingofficial@townofredingtonshores.com
Jolie Patterson (Deputy Town Clerk, Staff) depclerk@redshoresfl.com