



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

www.dpf.com

***PANTHER TRACE I
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Thursday
May 28, 2020
7:30 p.m.***

***Location:
Conducted Via Electronic Teleconference***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Panther Trace I Community Development District

DPFG Management & Consulting, LLC
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**Panther Trace I Community
Development District**

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District was scheduled for **Thursday, May 28, 2020 at 7:30 p.m.** at the **Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida.**

Due to current issues related to COVID-19, the Florida Governor released Executive Order 20-69 which allows governmental public meetings and required quorums to be completed via telephone conference. In respect of current social distancing recommendations, this meeting will be conducted via telephone in order to protect the health and safety of the public. Both members of the board and the public may join this meeting at the scheduled time via Zoom as follows:

Zoom Meeting ID: 826 9327 0809
Password: 271187
One-tap Mobile: +13017158592,,82693270809# US

The advanced copy of the agenda for the meeting is attached along with associated documentation. Any additional support material will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Raymond J. Lotito
District Manager

cc: Attorney, Straley Robin Vericker
Engineer, Stantec
Clubhouse Manager
District Files

**Panther Trace I Community Development
District**

Board of Supervisors Meeting

Thursday, May 28th at 7:30 PM

via Zoom

All:

We welcome you to join us for the Board of Supervisors Meeting to be held on Thursday, May 28th at 7:30 PM. This meeting will be held via **Zoom**, an online platform that allows us to hold necessary Board meetings without having to leave the safety of your home. With Zoom you have two options for joining the meeting; telephone or computer, and it will all be audio based, meaning no video recording. Please follow the instructions below for either telephone or computer attendance. If you have any questions in regard to the agenda, please email them to raymond.lotito@dpfg.com before the meeting so that they can be answered accordingly. We request that all participants mute their microphones. Thank you for your patience in these trying times and we look forward to hearing from you.

Join Zoom Meeting by Computer

<https://us02web.zoom.us/j/82693270809?pwd=eWp2RkdjTHo0TVJJT1UxTG1UV3Zldz09>

Meeting ID: 826 9327 0809

Password: 271187

Join Zoom Meeting by Phone

Dial by your location – Follow the Prompts – Meeting ID – **826 9327 0809** – Hit # when it requests a participant ID. Find your local number: <https://us02web.zoom.us/j/82693270809>

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

District: **PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Thursday, May 28, 2020

Time: 7:30 PM

Location: Via Electronic Teleconference

Zoom Meeting ID: 826 9327 0809

Password: 271187

Agenda

I. Roll Call

II. Pledge of Allegiance

III. Audience Comments – *(limited to 3 minutes per individual)*

IV. Consent Agenda

A. Consideration and Approval of Minutes of the April 28, 2020 Meeting Exhibit 1

B. Acceptance of the April 2020 Unaudited Financial Statements Exhibit 2

V. Administrative Items

A. Form 1 – Statement of Financial Interests Exhibit 3

VI. Business Matters

A. Presentation and Discussion of the FY 2021 Budget Exhibit 4

B. Consideration and Adoption of **Resolution 2020-06**, Approving Proposed Budget and Setting Public Hearing for Final Budget Exhibit 5

C. Hillsborough County Number of Registered Voters for Panther Trace – 1,694 Exhibit 6

VII. Old Business Matters

VIII. Staff Reports

A. District Manager

B. District Counsel

C. District Engineer

D. Facilities Director

1. Facilities Director's Report May 2020

*To be
Presented*

2. Review of the OLM Inspection Report, Grade Sheet and LMP
Weekly Summary Report

*To be
Presented*

IX. Supervisors Requests

X. Audience Comments – New Business – *(limited to 3 minutes per individual for non-agenda items)*

XI. Adjournment

EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PANTHER TRACE I**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community
5 Development District was held on Tuesday, April 28, 2020 at 7:30 p.m. via electronic teleconference.

6 **FIRST ORDER OF BUSINESS – Roll Call**

7 Ms. Jones called the meeting to order and conducted roll call.

8 Present and constituting a quorum were:

9 Megan Jones	Board Supervisor, Chairman
10 Mike Staubit	Board Supervisor, Vice Chairman
11 Dan O'Neill	Board Supervisor, Assistant Secretary
12 Michael Themar	Board Supervisor, Assistant Secretary

13 Also present were:

14 Raymond Lotito	District Manager, DPGF Management & Consulting
15 Kristen Schalter	District Counsel, Straley Robin Vericker
16 Monica Vitale	Facilities Director

17 *The following is a summary of the discussions and actions taken at the April 28, 2020 Panther Trace I*
18 *CDD Board of Supervisors Regular Meeting.*

19 **SECOND ORDER OF BUSINESS – Audience Comments**

20 There being none, the next item followed.

21 **THIRD ORDER OF BUSINESS – Administration Items**

22 A. Exhibit 1: Consideration and Approval of Minutes of the March 24, 2020 Meeting

23 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board
24 approved the Minutes of the Board of Supervisors Regular Meeting held on March 24, 2020 for the
25 Panther Trace I Community Development District.

26 B. Exhibit 2: Acceptance of the March 2020 Financial Statements

27 Mr. Lotito noted an error in an invoice from the District Counsel office, and informed the Board
28 that a refund had been requested.

29 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board
30 accepted the March 2020 Financial Statements for the Panther Trace I Community Development District.

31 C. Exhibit 3: Ratification of LMP Well Pump D Replacement #64889 - \$5,586.09

32 On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board
33 approved the ratification of the LMP Well Pump D Replacement #64889, in the amount of \$5,586.09, for
34 the Panther Trace I Community Development District.

35 D. Exhibit 4: Consideration and Adoption of **Resolution 2020-06** regarding General Elections

36 This item was removed from the agenda.

37 **FOURTH ORDER OF BUSINESS – Business Matters**

38 There being none, the next item followed.

FIFTH ORDER OF BUSINESS – Old Business Matters

There being none, the next item followed.

SIXTH ORDER OF BUSINESS – Staff Reports

A. District Manager

There being none, the next item followed.

B. District Counsel

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

D. Facilities Director

➤ Exhibit 5: Facilities Director's Report April 2020

The Board directed the Facilities Director to keep facilities closed through May 15, adhering to guidance from the County.

a. Exhibit 6: Playground Price Estimates Spreadsheet

The playground equipment was given an estimate of about \$135,000.00.

➤ Exhibit 7: Review of the OLM Inspection Report, Grade Sheet, and LMP Weekly Summary Report

SEVENTH ORDER OF BUSINESS – Supervisors Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS – Audience Comments – New Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Adjournment

Ms. Jones asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. O'Neill made a motion to adjourn the meeting.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Themar, WITH ALL IN FAVOR, the Board adjourned the meeting for the Panther Trace I Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

68 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
69 meeting held on _____.

70

Signature

Signature

71

Printed Name

Printed Name

72

73 Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2

Panther Trace Community Development District

Financial Statements
(Unaudited)

Period Ending
April 30, 2020

Panther Trace CDD
Balance Sheet
April 30, 2020

	<u>GENERAL FUND</u>	<u>DS2007 FUND</u>	<u>DS2020 FUND</u>	<u>CONSOLIDATED TOTAL</u>
1 <u>ASSETS:</u>				
2				
3 CASH	\$ 39,635	\$ -	\$ -	\$ 39,635
4 CASH - DEBIT CARD	1,512	-	-	1,512
5				
6 INVESTMENTS:				
7 MONEY MARKET ACCOUNT - BU	1,972,917	-	-	1,972,917
8 TRUST - REVENUE ACCT	-	-	2,252	2,252
9 TRUST - RESERVE ACCT	-	-	-	-
10 TRUST - ESCROW ACCT	-	-	-	-
11 TRUST - INTEREST ACCT	-	-	57,010	57,010
12 COST OF ISSUANCE	-	-	-	-
13 ACCOUNTS RECEIVABLE	-	-	-	-
14 ON ROLL ASSESSMENTS RECEIVABLE - CY	16,774	-	6,686	23,460
15 DUE FROM OTHER FUNDS	-	-	-	-
16 PREPAID EXPENSES	21,999	-	-	21,999
17 DEPOSITS	16,860	-	-	16,860
18 TOTAL ASSETS	<u><u>\$ 2,069,696</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 65,948</u></u>	<u><u>\$ 2,135,644</u></u>
19				
20 <u>LIABILITIES:</u>				
21				
22				
25 ACCRUED EXPENSES	-	-	-	-
26 DEFERRED REVENUE (ON-ROLL)	16,774	-	6,686	23,460
27 DUE TO DS FUND	-	-	-	-
28 <u>FUND BALANCE:</u>				
29				
30 NONSPENDABLE:				
31 PREPAID AND DEPOSITS				
33 ASSIGNED: ONE QUARTER OPERATING CAPITAL				-
34 ASSIGNED: RENEWAL & REPLACEMENT	198,136	-	-	198,136
35 ASSIGNED: FY 2017 INC. IN RESERVES	295,923	-	-	295,923
36 ASSIGNED: FY 2018 INC. IN RESERVES	115,806	-	-	115,806
37 ASSIGNED: FY 2019 INC. IN RESERVES	100,615	-	-	100,615
38 RESTRICTED:	70,900	-	-	70,900
39 DEBT SERVICE				
40 UNASSIGNED	-	-	59,262	59,262
41	1,232,683	-	-	1,232,683
42				
43 TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 2,069,696</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 65,948</u></u>	<u><u>\$ 2,135,644</u></u>

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon request.

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through April 30, 2020

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 787,745	\$ 787,745	\$ 771,150	\$ (16,595)
3 INTEREST REVENUE	2,000	1,167	6,484	5,317
4 MISCELLANEOUS REVENUE (FIELD USE, ACCESS CARDS, ETC)	300	175	104	(71)
5 CH SECURITY OFFICER FEE	-	-	67	67
6 CLUBHOUSE RENTALS	2,500	1,458	1,781	323
7 INSURANCE PROCEEDS	-	-	-	-
8 TOTAL REVENUE	792,545	790,545	779,586	(10,959)
10 EXPENDITURES				
11 FINANCIAL AND ADMINISTRATIVE:				
12 BOARD OF SUPERVISORS SALARIES	12,000	7,000	3,600	3,400
13 PAYROLL TAXES (BOS STAFF)	919	536	275	261
14 PAYROLL SERVICE FEES	650	379	245	134
15 MANAGEMENT CONSULTING SERVICES	45,000	26,250	26,250	-
16 SALES TAX	-	-	-	-
17 OFFICE SUPPLIES	500	292	709	(417)
18 BANK FEES	200	117	-	117
19 MISCELLANEOUS - (POSTAGE, COPIES, PHONE, ETC)				
20 MAILING	50	29	-	29
21 SCHOOL SPONSORSHIP	200	200	200	-
22 OTHER MISCELLANEOUS	250	146	-	146
23 AUDITING	3,250	-	-	-
24 REGULATORY AND PERMIT FEES	175	175	175	-
25 LEGAL ADVERTISEMENTS	700	408	-	408
26 ENGINEERING SERVICES	5,000	2,917	522	2,395
27 TECHNOLOGY SERVICES & WEBSITE ADMIN	2,265	2,140	2,015	125
28 LEGAL SERVICES	7,500	4,375	1,504	2,871
29 TOTAL FINANCIAL & ADMINISTRATIVE	78,659	44,964	35,495	9,468
30				
31 INSURANCE:				
32 INSURANCE (PUBLIC OFFICIALS & PROPERTY & CASUALTY)	14,131	14,131	15,789	(1,658)
33 TOTAL INSURANCE	14,131	14,131	15,789	(1,658)
34				
35 DEBT SERVICE ADMINISTRATION:				
36 DISCLOSURE REPORT	1,000	1,000	1,000	-
37 ARBITRAGE REBATE	650	650	650	-
38 TRUSTEE FEES	4,771	4,771	4,373	398
39 TOTAL DEBT SERVICE ADMINISTRATION	6,421	6,421	6,023	398
40				
41 UTILITIES:				
42 UTILITIES - ELECTRICITY	123,600	72,100	55,670	16,430
43 UTILITIES - WATER	10,000	5,833	7,603	(1,770)
44 UTILITIES - SOLID WASTE DISPOSAL	1,940	1,294	1,722	(429)
45 UTILITY IMPACT FEE	650	650	625	25
46 TOTAL UTILITIES	136,190	79,877	65,620	14,257
47				
48 SECURITY:				
49 SECURITY SYSTEM - CONTRACT	120	70	64	6
50 SECURITY PATROL	25,000	14,583	6,504	8,080
51 SECURITY MISCELLANEOUS EXPENSE (EQUIPMENT REPAIRS & MAINT)	500	292	-	292
52 TOTAL SECURITY	25,620	14,945	6,568	8,377
53				

Panther Trace CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through April 30, 2020

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
54 PHYSICAL ENVIRONMENT:				
55 LAKE & POND MAINTENANCE	20,352	11,872	12,076	(204)
56 LAKE & POND MAINTENANCE - OTHER	5,500	3,208	-	3,208
57 ENTRY & WALLS MAINTENANCE	7,500	4,375	2,579	1,796
58 LANDSCAPE MAINTENANCE - CONTRACT	161,065	93,955	92,554	1,401
59 LANDSCAPE CONSULTING (INSPECTION)	15,120	8,820	7,560	1,260
60 LANDSCAPE - MISCELLANEOUS				
61 LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	40,000	29,279	26,806	2,473
62 TREE MAINTENANCE/REMOVAL	5,000	2,917	931	1,986
63 OTHER LANDSCAPE MISCELLANEOUS	5,000	5,000	4,369	632
64 IRRIGATION REPAIRS & MAINTENANCE	7,500	4,375	1,890	2,485
65 IRRIGATION USAGE REPORTING	2,400	1,400	1,400	-
66 DECORATIVE LIGHT MAINTENANCE	1,200	700	150	550
67 PAVEMENT REPAIRS	1,000	583	-	583
68 PEST CONTROL	960	560	560	-
69 FIELD CONTINGENCY	10,000	5,833	570	5,263
70 TOTAL PHYSICAL ENVIRONMENT	282,597	172,877	151,445	21,432
71				
72 PARKS AND RECREATION:				
73 COMMUNICATIONS (TEL, CELL, INT)	2,500	1,458	1,845	(387)
74 CLUBHOUSE STAFF	68,000	39,667	38,562	1,105
75 CLUBHOUSE STAFF TAXES	5,202	3,035	2,940	94
76 UNEMPLOYMENT INSURANCE	1,200	700	231	469
77 CLUBHOUSE WORKMANS COMP INSURANCE	1,250	729	671	58
78 CLUBHOUSE STAFF PAYROLL FEES	3,000	1,750	1,581	169
79 CLUBHOUSE INTERIOR FURNISHINGS	1,500	875	-	875
80 CLUB FACILITY MAINTENANCE	18,000	10,500	5,668	4,832
81 POOL MAINTENANCE - CONTRACT	11,200	6,533	6,225	308
82 POOL MAINTENANCE - OTHER	6,000	3,500	689	2,811
83 POOL PERMIT	275	275	-	275
84 CLUBHOUSE SUPPLIES	2,500	1,458	609	849
85 PARK FACILITY MAINTENANCE	4,163	2,428	731	1,697
86 CAPITAL IMPROVEMENTS	17,600	10,267	5,586	4,681
87 SPECIAL EVENTS	25,000	14,583	7,674	6,910
88 DECORATIVE LIGHT/HOLIDAY	1,000	1,000	1,623	(623)
89 MISCELLANEOUS				
90 STORAGE	936	628	557	71
91 SIGNS	-	-	-	-
92 OTHER AMENITY CENTER REPAIRS & MAINTENANCE (PATIO FURNITURE & CLUBHOUSE LIGHTING)	6,600	3,850	150	3,700
93 TOTAL PARKS AND RECREATION	175,926	103,237	75,342	27,894
94				
95 TOTAL EXPENDITURES BEFORE CAPITAL RESERVES	719,545	436,452	356,282	80,171
96				
97 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES BEFORE CAPITAL RESERVES	73,000	354,093	423,304	69,212
98				
99 CAPITAL RESERVES:				
100 CAPITAL ASSET RESERVES	73,000	-	-	-
101 TOTAL CAPITAL RESERVES	73,000	-	-	-
102				
103 TOTAL EXPENDITURES	792,545	436,452	356,282	80,171
104				
105 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	354,093	423,304	69,212
106				
107 FUND BALANCE - BEGINNING	1,431,572	1,431,572	1,629,618	1,629,618
108 INCREASE IN RESERVES FOR RENEWAL	73,000	-	-	-
109				
110 FUND BALANCE - ENDING	\$ 1,504,572	\$ 1,785,665	\$ 2,052,922	\$ 1,698,830

111
112 a) Assessment budget, year-to-date budget and actual collections reported at net.
113
114
115
116
117

Renewal & Replacement (Reserve)	
Reserve for Renewal & Replacement	\$ 431,808
FY 2017	\$ 115,806
FY 2018	\$ 100,615
FY 2019	\$ 70,900
Solar & Heat Pump	\$ (98,803)
Bathroom Renovation	\$ (27,357)
Split System (A/C) & Compressor	\$ (9,725)
Total	\$ 583,244

Panther Trace CDD
Debt Service Fund- Series 2007
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through April 30, 2020

	FY2020 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
1 REVENUE				
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 346,514	\$ 282,599	\$ 305,594	\$ 22,995
3 DISCOUNT (ASSESSMENTS)	(13,861)	-	-	-
4 INTEREST REVENUE	-	-	1,887	1,887
5 MISCELLANEOUS REVENUE	-	-	-	-
6 FUND BALANCE FORWARD	-	-	-	-
7 TOTAL REVENUE	332,653	282,599	307,481	24,882
8				
9				
10				
11 EXPENDITURES				
12 COUNTY-COLLECTION FEES (ASSESSMENTS)	13,861	-	-	-
13 INTEREST EXPENSE	153,793	78,856	78,856	-
14 PRINCIPAL RETIREMENT	165,000	-	-	-
15 BOND REFUNDING	-	-	3,256,229	(3,256,229)
16 TOTAL EXPENDITURES	332,653	78,855	3,335,085	(3,256,230)
17				
18 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	203,743	(3,027,604)	(3,231,348)
19				
20 OTHER FINANCING SOURCES (USES)				
21 BOND PROCEEDS	-	-	2,846,775	2,846,775
22 TRANSFER IN (OUT)	-	-	(57,471)	(57,471)
23 TOTAL OTHER FINANCING SOURCES (USES)	-	-	2,789,304	2,789,304
24				
25 FUND BALANCE - BEGINNING	-	-	238,300	238,300
26				
27 FUND BALANCE - ENDING	\$ -	\$ 203,743	\$ -	\$ (203,743)

28
29 a) Assessment budget reported at gross and year-to-date budget and actual collections adjusted for net tax collections.

Panther Trace CDD
Debt Service Fund- Series 2020
Statement of Revenue, Expenses and Changes in Fund Balance
For the Period From October 1, 2018 through April 30, 2020

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
1 REVENUE	
2 SPECIAL ASSESSMENTS - ON ROLL (NET)	\$ 1,790
3 DISCOUNT (ASSESSMENTS)	-
4 INTEREST REVENUE	1
5 TOTAL REVENUE	<u>1,791</u>
6	
7	
8	
9 EXPENDITURES	
10 INTEREST EXPENSE	-
11 PRINCIPAL RETIREMENT	-
12 COST OF ISSUANCE	113,225
13 TOTAL EXPENDITURES	<u>113,225</u>
14	
15 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(111,434)
16	
17 OTHER FINANCING SOURCES (USES)	
18 BOND PROCEEDS	113,225
19 TRANSFER IN (OUT)	57,471
20 TOTAL OTHER FINANCING SOURCES (USES)	<u>170,696</u>
21	
22 FUND BALANCE - BEGINNING	-
23	
24 FUND BALANCE - ENDING	<u><u>\$ 59,262</u></u>
25	

26 a) Assessment budget reported at gross and year-to-date budget and actual collections
adjusted for net tax collections.

Panther Trace CDD
Cash Reconciliation (GF)
April 30, 2020

	BankUnited (Operating Acct)
Balance Per Bank Statement	\$ 62,989.48
Add: Deposits in Transit	-
Less: Outstanding Checks	(23,354.80)
<i>Adjusted Bank Balance</i>	<u>\$ 39,634.68</u>
Beginning Bank Balance Per Books	\$ 50,004.88
Cash Receipts	51,012.86
Cash Disbursements	(61,383.06)
<i>Cash Balance Per Books</i>	<u>\$ 39,634.68</u>

EXHIBIT 3

FORM 1**STATEMENT OF
FINANCIAL INTERESTS****2019**Please print or type your name, mailing
address, agency name, and position below:**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

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

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

☐ **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR ☐ **DOLLAR VALUE THRESHOLDS****PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

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

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

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")**You are not limited to the space on the
lines on this form. Attach additional
sheets, if necessary.****FILING INSTRUCTIONS** for when
and where to file this form are
located at the bottom of page 2.**INSTRUCTIONS** on who must file
this form and how to fill it out
begin on page 3.

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

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

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

NAME OF CREDITOR	ADDRESS OF CREDITOR

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

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

PART G — TRAINING

For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ **I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

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

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

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

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

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

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

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

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

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

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2019.

NOTICE

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

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

WHO MUST FILE FORM 1:

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

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

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, 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, 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, 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, 2019.

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

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

MANNER OF CALCULATING REPORTABLE INTEREST

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

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

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

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

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

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

Examples:

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

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

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

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

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

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

PART B — SECONDARY SOURCES OF INCOME

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

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

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

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

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

Examples:

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

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

PART C — REAL PROPERTY

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

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

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

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

PART D — INTANGIBLE PERSONAL PROPERTY

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

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

PART E — LIABILITIES

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

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

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(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 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Dollar Value Thresholds Instructions.)

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

PART A — PRIMARY SOURCES OF INCOME

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

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

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

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

Examples:

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

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

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

— If you received income from investments in stocks and bonds, list each individual company from which you derived

more than 5% of your gross income. Do not aggregate all of your investment income.

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

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

PART B — SECONDARY SOURCES OF INCOME

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

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

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

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

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

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

Examples:

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

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

PART C — REAL PROPERTY

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

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

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

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

PART D — INTANGIBLE PERSONAL PROPERTY

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

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

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

PART E — LIABILITIES

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

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

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

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

PART F — INTERESTS IN SPECIFIED BUSINESSES

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

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

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

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

PART G — TRAINING CERTIFICATION

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

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

End of Percentage Thresholds Instructions.)

EXHIBIT 4

**STATEMENT 1
PANTHER TRACE I CDD
PROPOSED BUDGET FY 2021
GENERAL FUND (O&M)**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 YTD - MAR 31	FY 2021 PROPOSED	VARIANCE 2020-2021
REVENUE									
SPECIAL ASSESSMENTS	\$ 796,424	\$ 814,674	\$ 815,099	\$ 817,587	\$ 790,570	\$ 787,745	\$ 766,660	\$ 787,745	\$ -
INTEREST REVENUE	1,732	2,167	5,373	6,266	22,942	2,000	5,614	2,000	-
MISCELLANEOUS REVENUE	1,429	4,534	4,394	2,478	706	300	7,089	300	-
CLUBHOUSE SECURIY OFFICER FEE	-	513	245	446	852	-	-	-	-
CLUBHOUSE RENTALS	4,947	2,992	3,927	3,475	5,625	2,500	1,146	2,500	-
INSURANCE PROCEEDS	-	-	4,832	-	-	-	-	-	-
FUND BALANCE FORWARD	-	-	-	-	-	-	-	123,099	123,099
TOTAL REVENUE	804,532	824,880	833,870	830,252	820,695	792,545	780,510	915,644	123,099
EXPENDITURES									
GENERAL ADMINISTRATIVE:									
BOARD OF SUPERVISORS PAYROLL	7,705	7,400	6,400	7,000	6,400	12,000	2,739	12,000	-
PAYROLL TAXES - BOARD OF SUPERVISORS	5,402	7,391	490	536	490	919	153	919	-
PAYROLL SERVICES - BOARD OF SUPERVISORS	2,499	3,078	461	565	722	715	147	650	(65)
MANAGEMENT CONSULTING SERVICES	45,000	45,000	45,000	45,000	45,000	45,000	22,500	45,000	-
SALES TAX	-	-	-	-	-	-	-	-	-
OFFICE SUPPLIES	310	-	481	1,297	468	500	599	500	-
BANK FEES	90	-	18	301	292	200	-	200	-
MISCELLANEOUS (Postage, copies, phone)	-	-	-	-	-	-	-	-	-
CHECKS	-	142	136	-	-	-	-	-	-
MAILING	-	19	39	-	-	50	-	50	-
SCHOOL SPONSORSHIP	200	200	-	200	200	200	200	200	-
OTHER MISCELLANEOUS	184	269	159	-	234	250	-	250	-
AUDITING	6,200	4,000	4,123	4,223	3,200	4,200	-	3,450	(750)
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	325	691	1,504	2,828	3,569	700	-	700	-
ENGINEERING SERVICES	252	779	-	503	4,480	5,000	522	5,000	-
LEGAL SERVICES	3,301	5,806	14,306	7,162	6,170	7,500	1,197	7,500	-
TECHNOLOGY SERVICES AND WEBSITE ADMIN.	-	-	261	616	1,940	200	2,016	1,650	1,450
TOTAL GENERAL ADMINISTRATIVE	71,643	74,950	73,553	70,406	73,339	77,609	30,248	78,244	635
INSURANCE:									
INSURANCE	13,502	13,615	13,747	13,747	13,380	15,122	19,328	14,131	(991)
TOTAL INSURANCE	13,502	13,615	13,747	13,747	13,380	15,122	19,328	14,131	(991)
DEBT SERVICE ADMINISTRATION:									
DISCLOSURE REPORT	1,000	1,000	1,000	1,000	1,000	1,000	-	1,000	-
ARBITRAGE REBATE	-	-	-	3,250	650	700	650	650	(50)
TRUSTEE FEES	3,976	4,337	4,337	4,337	4,337	4,770	4,373	4,041	(729)
TOTAL DEBT SERVICE ADMINISTRATION	4,976	5,337	5,337	8,587	5,987	6,470	5,023	5,691	(779)
UTILITIES:									
UTILITIES - ELECTRICITY	101,564	104,036	110,913	112,436	105,933	123,600	45,602	123,600	-
UTILITIES - WATER	10,650	5,719	4,778	5,574	5,557	10,000	6,004	12,000	2,000
UTILITIES - SOLID WASTE DISPOSAL	749	1,092	1,296	1,582	1,727	1,700	1,337	2,720	1,020
IMPACT FEE ASSESSMENT	-	1,946	625	625	631	650	625	650	-
TOTAL UTILITIES	112,963	112,793	117,612	120,217	113,849	135,950	53,567	138,970	3,020
SECURITY:									
SECURITY SYSTEM - CONTRACT	153	150	120	106	124	120	64	120	-
SECURITY PATROL	28,230	29,090	27,901	22,641	20,765	30,000	6,504	25,000	(5,000)
SECURITY - MISCELLANEOUS (EQUIPMENT REPAIRS & MAINTENANCE)	-	-	1,678	2,865	546	500	-	500	-
TOTAL SECURITY	28,383	29,240	29,699	25,612	21,435	30,620	6,568	25,620	(5,000)

**STATEMENT 1
PANTHER TRACE I CDD
PROPOSED BUDGET FY 2021
GENERAL FUND (O&M)**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ADOPTED	FY 2020 YTD - MAR 31	FY 2021 PROPOSED	VARIANCE 2020-2021
PHYSICAL ENVIRONMENT:									
LAKE & POND MAINTENANCE	12,300	12,300	12,375	12,300	18,339	12,300	10,329	20,964	8,664
LAKE & POND MAINTENANCE - OTHER	-	6,495	-	4,290	985	5,500	-	5,500	-
ENTRY & WALLS MAINTENANCE	3,433	-	-	-	150	7,500	-	7,500	-
LANDSCAPE MAINTENANCE - CONTRACT	147,315	150,550	158,664	158,664	182,408	158,665	66,110	161,065	2,400
LANDSCAPE MAINTENANCE - CONSULTING	14,400	14,940	15,120	15,120	15,120	15,120	6,300	15,120	-
LANDSCAPE - MISCELLANEOUS									
LANDSCAPE REPLACEMENT (PLANTS, SOD, MULCH, FERTILIZER)	44,803	21,921	37,045	30,999	7,253	40,000	31,175	40,000	-
TREE MAINTENANCE/REMOVAL	350	4,630	5,770	6,625	1,348	5,000	931	5,000	-
WATER PERMITS	-	-	12,500	6,725	-	-	-	-	-
OTHER LANDSCAPE MISCELLANEOUS	981	-	-	3,587	561	5,000	-	5,000	-
IRRIGATION MAINTENANCE	10,828	3,037	5,100	9,368	4,393	7,500	1,830	7,500	-
IRRIGATION USAGE REPORTING	-	-	-	-	2,400	2,400	1,000	2,400	-
DECORATIVE LIGHT MAINTENANCE	627	145	-	1,170	-	1,200	150	1,200	-
PAVEMENT REPAIRS	-	130	-	-	-	1,000	-	1,000	-
PEST CONTROL	-	960	960	960	960	960	480	960	-
FIELD MANAGER CONTINGENCY	1,785	-	-	5,633	344	10,000	2,579	10,000	-
TOTAL PHYSICAL ENVIRONMENT	236,822	215,108	247,534	255,441	234,261	272,145	120,883	283,209	11,064
PARKS AND RECREATION:									
COMMUNICATIONS	2,845	3,054	3,167	2,864	2,463	2,500	1,478	2,640	140
CLUBHOUSE STAFF	48,495	60,362	67,227	68,053	67,984	68,000	33,278	70,103	2,103
CLUBHOUSE STAFF TAXES	-	-	5,133	5,992	5,178	5,202	2,536	5,363	161
UNEMPLOYMENT INSURANCE	-	-	1,059	-	217	1,200	231	1,200	-
CLUBHOUSE WORKMENS COMP INSURANCE	804	-	1,132	1,189	1,183	1,250	579	1,250	-
CLUBHOUSE STAFF PAYROLL FEES	-	-	2,808	2,828	2,794	3,000	1,364	3,000	-
CLUB FACILITY - INTERIOR FURNISHINGS	-	100	1,412	540	-	2,500	-	1,500	(1,000)
CLUB FACILITY MAINTENANCE	22,324	16,056	15,443	10,338	13,600	18,000	5,985	18,000	-
POOL MAINTENANCE - CONTRACT	11,100	11,100	11,100	11,100	11,100	11,200	5,250	11,200	-
POOL MAINTENANCE - OTHER	5,136	3,485	4,160	6,416	4,106	6,000	1,392	6,000	-
POOL PERMIT	-	275	275	275	275	-	-	275	-
CLUBHOUSE SUPPLIES	1,260	885	2,162	3,520	1,127	2,500	392	2,500	-
PARK FACILITY MAINTENANCE	8,089	8,691	2,551	5,807	1,274	8,000	431	4,163	(3,837)
CAPITAL IMPROVEMENTS	-	13,042	6,400	-	9,650	17,600	-	135,000	117,400
SPECIAL EVENTS	27,372	19,283	19,187	19,283	21,648	25,000	8,782	25,000	-
DECORATIVE LIGHT/ HOLIDAY	-	-	1,635	160	927	1,000	1,623	2,000	1,000
MISCELLANEOUS									
STORAGE	-	-	900	907	949	900	557	984	84
SIGNS	-	-	417	33	-	-	-	-	-
OTHER AMENITY CENTER REPAIRS & MAINTENANCE	-	-	23	13,614	131	9,601	-	6,600	(3,001)
TOTAL PARKS AND RECREATION	127,423	136,333	146,191	152,919	144,606	183,728	63,877	296,778	113,050
RESERVES									
CAPITAL ASSET RESERVES	-	-	-	135,885	70,900	70,900	-	73,000	2,100
TOTAL RESERVES	-	-	-	135,885	70,900	70,900	-	73,000	2,100
TOTAL EXPENDITURES	595,712	587,376	633,673	782,814	677,756	792,545	299,493	915,644	123,099
EXCESS OF REVENUE OVER (UNDER) EXPEND.	208,820	237,504	200,197	47,437	142,939	-	481,016	-	-
FUND BALANCE - BEGINNING	737,613	946,433	1,183,937	1,384,134	1,431,572	1,574,510	1,645,410	1,574,510	-
INCREASE IN RESERVES FOR RENEWAL	-	-	-	-	70,900	70,900	-	73,000	2,100
DECREASE FOR FUND BALANCE FORWARD	-	-	-	-	-	-	-	(123,099)	-
FUND BALANCE - ENDING	\$ 946,433	\$ 1,183,937	\$ 1,384,134	\$ 1,431,572	\$ 1,574,510	\$ 1,645,410	\$ 2,126,426	\$ 1,524,411	\$ -
Assessment Note: Following the adoption of the general fund and debt service budgets, the District will prepare an assessment roll based on the County Property Appraiser's final list of property owners as of a certain "date of record". The District will allocate assessments to property owners as of this "date of record" and will utilize the appropriate on-roll and off-roll collection methods to collect its assessments. As a result of this process, the on-roll and off-roll assessments and related collection costs may vary from the adopted budgets.									
FUND BALANCE APPROPRIATION									
OPERATING RESERVE			\$ 228,911						
RESERVE FOR RENEWAL & REPLACEMENT			431,808						
ADOPTED FY 2017 INCREASE IN RESERVES			115,806						
ADOPTED FY 2018 INCREASE IN RESERVES			68,800						
ADOPTED FY 2019 INCREASE IN RESERVES			70,900						
PROPOSED FY 2020 INCREASE IN RESERVES			73,000						
UNASSIGNED FUND BALANCE			535,186						
			<u>\$ 1,524,411</u>						

EXHIBIT 5

RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2020/2021; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Panther Trace Community Development District (“**District**”) prior to June 15, 2020 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PANTHER TRACE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 28, 2020
HOUR: 7:30 p.m.
LOCATION*: Panther Trace Clubhouse
12515 Bramfield Drive
Riverview, Florida

**Please note that pursuant to Governor DeSantis’ Executive Order 20-69 (as extended by Executive Order 20-112 and as it may be further extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District’s website for the latest information: <https://www.mypanthertrace.net/>*

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least two days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON MAY 28, 2020.

Attest:

**Panther Trace Community
Development District**

Raymond Lotito
Secretary / Assistant Secretary

Megan Jones
Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2020/2021

EXHIBIT 6



Craig Latimer
Supervisor of Elections
Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

April 24, 2020

To Whom It May Concern:

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2020, listed below.

Community Development District	Number of Registered Electors
Panther Trace	1694

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@hcsoe.org.

Respectfully,

Enjoli White
Candidate Services Liaison

VoteHillsborough.org



(813) 744 - 5900

Fred B. Karl County Center
601 E. Kennedy Blvd., 16th Floor, Tampa, FL 33602

Robert L. Gilder Elections Service Center
2514 N. Falkenburg Rd., Tampa, FL 33619

See website for regional office locations.