

# HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

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## MEETING AGENDA

SEPTEMBER 5, 2024

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PREPARED BY:

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# HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

August 29, 2024

Board of Supervisors

Heritage Harbour Market Place Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Heritage Harbour Market Place Community Development District will be held on **Thursday, September 5, 2024, at 12:30 P.M.** at the **River Strand Golf and Country Clubhouse, 7155 Grand Estuary Trail, Bradenton, Florida 34212.**

The following Webex link and telephone number are provided to join/watch the meeting.

<https://districts.webex.com/districts/j.php?MTID=mafb05e5dd6a796953289bde1af16bf1>

Access Code: **2349 727 3561**, Event password: **Jpward**

Or phone: **408-418-9388** and enter the access code **2349 727 3561**, password: **Jpward (579274** from phones) to join the meeting.

*The Public is provided two opportunities to speak during the meeting. The first time is on each agenda item, and the second time is at the end of the agenda, on any other matter not on the agenda. These are limited to three (3) minutes and individuals are permitted to speak on items not included in the agenda.*

## ***Agenda***

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1. Call to order & roll call.
2. Acceptance of the Letter of Resignation from Ms. Amburr Vicedomini, effective July 5, 2024, and whose term is set to expire November 2024, from Seat 1 of the Board of Supervisors of the Heritage Harbour Market Place Community Development District.
  - I. Appointment of Individual to fill Seat 1, whose term is set to expire November 2024.
  - II. Oath of Office.
  - III. Guide to the Sunshine Law and Code of Ethics for Public Employees.
  - IV. Form 1 – Statement of Financial Interests. (2024 Changes to the Law and filing requirements)
3. Consideration of **Resolution 2024-14**, a Resolution of the Board re-designating the Officers of the District.

4. Consideration of Minutes:
  - I. May 2, 2024 – Public Hearings and Regular meeting minutes.
  
5. Consideration of **Resolution 2024-15**, a Resolution of the Board of Supervisors Authorizing The Conveyance Of Certain Real Property Interests To Manatee County, Florida; Providing Certain Authorizations; And An Effective Date.
  
6. Staff Reports.
  - I. District Attorney.
  - II. District Engineer.
  - III. District Manager.
    - a) New performance reporting requirements for CDD's.
    - b) **Important Board Meeting Dates for Balance of Fiscal Year 2025.**
      1. November 7, 2024 - Landowners Election (Seats 1, 3 & 5).
    - c) Financial Statement for period ending May 31, 2024 (unaudited).
    - d) Financial Statement for period ending June 30, 2024 (unaudited).
    - e) Financial Statement for period ending July 31, 2024 (unaudited).
  
7. Public Comments: - Public comment period is for items NOT listed on the agenda, and comments are limited to three (3) minutes per person and assignment of speaking time is not permitted; however, the Presiding Officer may extend or reduce the time for the public comment period consistent with Section 286.0114, Florida Statutes.
  
8. Supervisor's Requests.
  
9. Adjournment.

### **Staff Review**

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The first order of business is the call to order and roll call.

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The second order of business deals with the vacancy left by Ms. Vicedomini's (Seat 1) resignation from the Board. Ms. Vicedomini's term is set to expire in November 2024. The District's Charter under Chapter 190 F.S. provides the mechanism to replace a member or members who have resigned. Essentially, the remaining members, by majority vote of the Board of Supervisors, have the sole responsibility for filling the unexpired term of office of the resigning member(s).

Once the Board discusses this matter, you may choose to appoint an individual to fill this unexpired term of office. There is no requirement to fill the seat immediately and that decision is solely in the Board's discretion. If you choose to appoint an individual to the Board, they will need to be sworn into office.

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The third order of business is the consideration of **Resolution 2024-14**, a Resolution of the Board re-designating of the Officers of the District.

The current Officers of the District are as follows:

Chairman	Danielle Graef
Vice Chairperson	Brian Billingham
Secretary/Treasurer	James Ward
Assistant Secretary	VACANT
Assistant Secretary	Daniel Hulgas
Assistant Secretary	Hector Mencia

The newly appointed Board Member must file a Form 1 – Statement of Financial Interests, which must be filed with the Commission on Ethics within thirty (30) days of being seated on this Board.

Additionally, if any of the newly appointed Board Member currently sits as a member of any other Community Development District Boards, you must amend your current Form 1 – Statement of Financial Interests to now include the Heritage Harbour Market Place Community Development District. The amended form must be filed with the Commission on Ethics within thirty (30) days of being seated on this Board of Supervisors.

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The fourth order of business is the consideration of the minutes from the Heritage Harbour Market Place Board of Supervisors May 2, 2024, Public Hearing and Regular Meeting.

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The fifth order of business is the consideration of **Resolution 2024-15**, a Resolution of the Board of Supervisors Authorizing The Conveyance Of Certain Real Property Interests To Manatee County, Florida; Providing Certain Authorizations; And An Effective Date.

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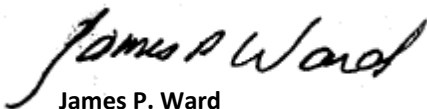
The ninth order of business are staff reports by the District Attorney, District Engineer, and the District Manager. The District Manager will report on (i) the remainder of the Fiscal Year 2024 meeting schedule; and (ii) Financial Statements (unaudited) for the periods ending January 31, 2024, February 29, 2024, and March 31, 2024.

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The remainder of the agenda is standard in nature, and in the meantime, if you have any questions and/or comments before the meeting, please do not hesitate to contact me directly by phoning (954) 658-4900.

Yours sincerely,

**Heritage Harbour Market Place Community Development District**



**James P. Ward**  
District Manager

**Amburr Vicedomini**  
**9000 Colby Drive, Fort Myers, FL 33919**

July 5, 2024

Heritage Harbour Market Place Community Development District  
2301 Northeast 37th Street  
Fort Lauderdale, Florida 33308

Subject: Board of Supervisor's

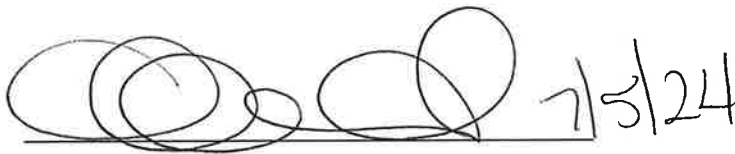
Attention: Board of Supervisor's

Dear Board Members,

I hereby submit my resignation to the Board of Supervisor's, effective immediately.

Thank you,

Yours sincerely,

A handwritten signature in black ink, consisting of several overlapping loops, followed by the date "7/5/24" written in a simple, legible font.

Amburr Vicedomini

**OATH OR AFFIRMATION OF OFFICE**

I, \_\_\_\_\_, a citizen of the State of Florida and of the United States of America, and being an officer of the **Heritage Harbour Market Place Community Development District** and a recipient of public funds as such officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida, and will faithfully, honestly and impartially discharge the duties devolving upon me as a member of the Board of Supervisors of the **Heritage Harbour Market Place Community Development District**, Manatee County, Florida.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) before me by means of ( ) physical presence or ( ) online notarization this \_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, whose signature appears hereinabove, who is personally known to me or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC  
STATE OF FLORIDA

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# FLORIDA COMMISSION ON ETHICS



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

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**2024**

State of Florida  
COMMISSION ON ETHICS

**Ashley Lukis, *Chair***  
Tallahassee

**Michelle Anchors, *Vice Chair***  
Fort Walton Beach

**William P. Cervone**  
Gainesville

**Tina Descovich**  
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**Luis M. Fusté**  
Coral Gables

**Wengay M. Newton, Sr.**  
St. Petersburg

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

\*Please direct all requests for information to this number.



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## **I. HISTORY OF FLORIDA'S ETHICS LAWS**

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

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

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

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

## **II. ROLE OF THE COMMISSION ON ETHICS**

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

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

## **III. THE ETHICS LAWS**

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

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

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

**A. PROHIBITED ACTIONS OR CONDUCT**

*1. Solicitation and Acceptance of Gifts*

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

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

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

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

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

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

2. *Unauthorized Compensation*

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

3. *Misuse of Public Position*

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

4. *Abuse of Public Position*

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

5. *Disclosure or Use of Certain Information*

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

6. *Solicitation or Acceptance of Honoraria*

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

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

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

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

**B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

1. *Doing Business With One's Agency*

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

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

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

2. *Conflicting Employment or Contractual Relationship*

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

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

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



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

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

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

4. *Additional Exemptions*

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

5. *Legislators Lobbying State Agencies*

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

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

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

7. *Employees Holding Office*

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

8. *Professional and Occupational Licensing Board Members*

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

9. *Contractual Services: Prohibited Employment*

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

10. *Local Government Attorneys*

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

11. *Dual Public Employment*

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

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

1. *Anti-Nepotism Law*

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

2. *Additional Restrictions*

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

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

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

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

## 2. *Lobbying by Former State Employees*

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

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

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

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

3. *6-Year Lobbying Ban*

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

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

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

4. *Additional Restrictions on Former State Employees*

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

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

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

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

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

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

**E. VOTING CONFLICTS OF INTEREST**

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

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

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

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

## **F. DISCLOSURES**

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



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

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

1. *FORM 1 - Limited Financial Disclosure*

Who Must File:

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

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
  
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

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

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

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.
- 3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

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

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

SPECIFIED STATE EMPLOYEE includes:

- 1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

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

When to File:

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

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

Where to File:

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

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

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

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

3. *FORM 2 - Quarterly Client Disclosure*

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

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

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

**When to File:**

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

**Where To File:**

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

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

**4. *FORM 6 - Full and Public Disclosure***

**Who Must File:**

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

## What Must be Disclosed:

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

## When and Where To File:

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

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

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

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

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

### 6. *FORM 9 - Quarterly Gift Disclosure*

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

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

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

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

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

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

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



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

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

8. *FORM 30 - Donor's Quarterly Gift Disclosure*

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

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

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

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

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

#### **IV. AVAILABILITY OF FORMS**

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

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

## V. PENALTIES

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

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

### B. *Penalties for Candidates*

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

### C. *Penalties for Former Officers and Employees*

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

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

*D. Penalties for Lobbyists and Others*

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

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

*E. Felony Convictions: Forfeiture of Retirement Benefits*

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

*F. Automatic Penalties for Failure to File Annual Disclosure*

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

## VI. ADVISORY OPINIONS

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

### A. *Who Can Request an Opinion*

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

### B. *How to Request an Opinion*

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

### C. *How to Obtain Published Opinions*

All of the Commission's opinions are available for viewing or download at its website:  
[www.ethics.state.fl.us](http://www.ethics.state.fl.us).

## VII. COMPLAINTS

### A. *Citizen Involvement*

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

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

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

### B. *Referrals*

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

### C. *Confidentiality*

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

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

*D. How the Complaint Process Works*

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

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

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

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

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

*E. Dismissal of Complaints At Any Stage of Disposition*

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

*F. Statute of Limitations*

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

## **VIII. EXECUTIVE BRANCH LOBBYING**

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



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

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

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

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

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

## **IX. WHISTLE-BLOWER'S ACT**

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

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

## **X. ADDITIONAL INFORMATION**

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

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

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

## **XI. TRAINING**

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

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

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

2023 Form 1 - Statement of Financial Interests

**General Information**

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

**AGENCY INFORMATION**

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

**Disclosure Period**

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

**Primary Sources of Income**

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

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

**Secondary Sources of Income**

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

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

**Real Property**

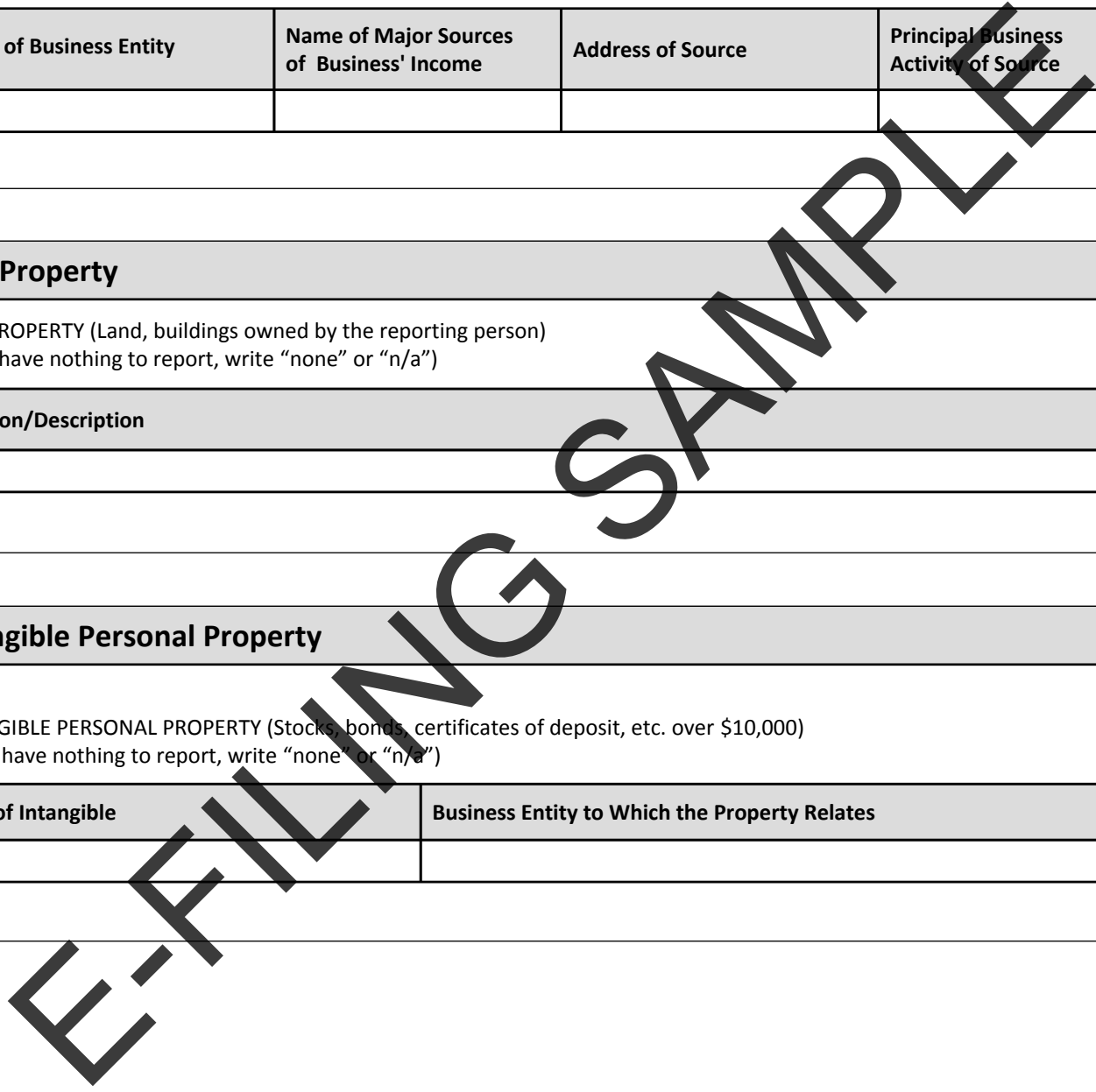
REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description

**Intangible Personal Property**

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

Type of Intangible	Business Entity to Which the Property Relates



2023 Form 1 - Statement of Financial Interests

**Liabilities**

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

Name of Creditor	Address of Creditor

**Interests in Specified Businesses**

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

Business Entity # 1

**Training**

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

E-FILED SAMPLE

**Signature of Filer**

Digitally signed:

**Filed with COE:**

**E-FILING SAMPLE**

# 2023 Form 1 Instructions

## Statement of Financial Interests

### Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

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

### When To File:

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

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

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

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

### Who Must File Form 1

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



appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

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

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

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

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

## Instructions for Completing Form 1

### Primary Sources of Income

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

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

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

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

Examples:

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

- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## Secondary Sources of Income

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

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

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

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

Examples:

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

## Real Property

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

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

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

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

## Intangible Personal Property

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

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership

interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## Liabilities

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

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

## Interests in Specified Businesses

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

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

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

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

## Training Certification

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

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

**RESOLUTION 2024-14**

**A RESOLUTION DESIGNATING CERTAIN OFFICERS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, the Heritage Harbour Market Place Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida, and:

**WHEREAS**, pursuant to Chapter 190, Florida Statutes, the Board of Supervisors (“Board”) shall organize by election of its members as Chairperson and by directing a Secretary, and such other officers as the Board may deem necessary; and

**WHEREAS**, the Board of Supervisors of the Heritage Harbour Market Place Community Development District desire to appoint the below recited person(s) to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. DESIGNATION OF OFFICERS OF THE DISTRICT.** The following individuals are appointed to the offices shown.

OFFICE	NAME OF OFFICE HOLDER
CHAIRPERSON	DANIELLE GRAEF
VICE-CHAIRPERSON	BRIAN BILLINGHAM
ASSISTANT SECRETARY	DANIEL HULGAS
ASSISTANT SECRETARY	VACANT
ASSISTANT SECRETARY	HECTOR MENCIA
SECRETARY & TREASURER	JAMES P. WARD

**SECTION 2. SEVERABILITY AND INVALID PROVISIONS.** If any one of the covenants, agreements or provisions herein contained shall be held contrary to any express provision of law or contract to the policy of express law, but not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining covenants, agreements or provisions and shall in no way effect the validity of the other provisions hereof.

**SECTION 3. CONFLICT.** That all Sections or parts of Sections of any Resolutions, Agreements, or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

**RESOLUTION 2024-14**

**A RESOLUTION DESIGNATING CERTAIN OFFICERS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR SEVERABILITY AND INVALID PROVISIONS; PROVIDING FOR CONFLICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION 4. PROVIDING FOR AN EFFECTIVE DATE.** This Resolution shall become effective immediately upon passage.

**PASSED AND ADOPTED** by the Board of Supervisors of the Heritage Harbour Market Place Community Development District, Manatee County, Florida, this 5<sup>th</sup> day of September 2024.

**ATTEST:**

**HERITAGE HARBOUR MARKET PLACE  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Danielle Graef, Chairperson

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**MINUTES OF MEETING  
HERITAGE HARBOUR MARKET PLACE  
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of the Heritage Harbour Market Place Community Development District was held on Thursday, May 2, 2024, at 12:30 P.M. at the River Strand Golf and Country Clubhouse, 7155 Grand Estuary Trail, Bradenton, Florida 34212.

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32

**Present and constituting a quorum:**

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Danielle Graef	Chairperson
Brian Billingham	Assistant Secretary
Dan Huglas	Assistant Secretary

**Absent:**

Hector Mencia	Assistant Secretary
Amburr Vicedomini	Assistant Secretary

**Also present were:**

James P. Ward	District Manager
Wes Haber	District Counsel

**Audience:**

All residents' names were not included with the minutes. If a resident did not identify themselves or the audio file did not pick up the name, the name was not recorded in these minutes.

**PORTIONS OF THIS MEETING WERE TRANSCRIBED VERBATIM. ALL VERBATIM PORTIONS WERE TRANSCRIBED IN *ITALICS*.**

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. James P. Ward called the meeting to order at approximately 12:50 p.m. He called roll and all Members of the Board were present, with the exception of Supervisor Amburr Vicedomini and Supervisor Hector Mencia, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Notice of Advertisement**

**Notice of Advertisement of Public Hearings**

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes**

**February 1, 2024 - Regular Meeting Minutes**

49 Mr. Ward asked if there were any corrections or deletions to the Regular Meeting Minutes; hearing  
50 none, he called for a motion.  
51

**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
and with all in favor, the February 1, 2024 Regular Meeting Minutes  
were approved.**

55  
56

**FOURTH ORDER OF BUSINESS** **Public Hearing**

58

**PUBLIC HEARINGS – FY 2025 BUDGET AND SPECIAL ASSESSMENTS**

60

61 Mr. Ward explained the Public Hearing process noting there were two public hearings, the first related  
62 to the Budget itself.  
63

64

**a) FISCAL YEAR 2025 BUDGET**

65

66

**I. Public Comment and Testimony**

67

68

Mr. Ward called for a motion to open the Public Hearing.

69

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**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
and with all in favor, the Public Hearing was opened.**

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77

Mr. Ward asked if there were any members of the public present via audio or video with any comments or questions with respect to the Fiscal Year 2025 Budget; there were none. He noted there were no members of the public present in person. He called for a motion to close the Public Hearing.

78

79

**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
and with all in favor, the Public Hearing was closed.**

80

81

**II. Board Comment and Consideration**

82

83

Mr. Ward asked if there were any questions or comments from the Board; there were none.

84

85

**III. Consideration of Resolution 2024-8, a resolution of the Board of Supervisors adopting the Annual Appropriation and Budget for Fiscal Year 2025**

86

87

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90

Mr. Ward called for a motion to approve the budget beginning October 1, 2024 and ending on September 30, 2025.

91

92

93

**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
and with all in favor, Resolution 2024-8 was adopted, and the Chair  
was authorized to sign.**

94

95  
 96 **b) FISCAL YEAR 2025 IMPOSING SPECIAL ASSESSMENTS; ADOPTING THE ASSESSMENT ROLL AND**  
 97 **APPROVING THE GENERAL FUND SPECIAL ASSESSMENT METHODOLOGY**  
 98

99 Mr. Ward indicated this public hearing was related to the imposition of the special assessments for  
 100 the general fund, it adopted the assessment roll and approved the general fund special assessment  
 101 methodology related to the Fiscal Year 2025 budget.  
 102

103 **I. Public Comment and Testimony**  
 104

105 Mr. Ward called for a motion to open the Public Hearing.  
 106

**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
 and with all in favor, the Public Hearing was opened.**

109 Mr. Ward asked if there were any members of the public present via audio or video with  
 110 any comments or questions; there were none. He noted there were no members of the  
 111 public present in person. He called for a motion to close the Public Hearing.  
 112  
 113

**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
 and with all in favor, the Public Hearing was closed.**

116  
 117 **II. Board Comment and Consideration**  
 118

119 Mr. Ward asked if there were any questions or comments from the Board; there were none.  
 120

121 **III. Consideration of Resolution 2024-9, a resolution of the Board of Supervisors imposing special**  
 122 **assessments, adopting an assessment roll, and approving the General Fund Special Assessment**  
 123 **Methodology**  
 124

125 Mr. Ward called for a motion.  
 126

**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
 and with all in favor, Resolution 2024-9 was adopted, and the Chair  
 was authorized to sign.**

132 **FIFTH ORDER OF BUSINESS** **Consideration of Resolution 2024-10**  
 133

134 **Consideration of Resolution 2024-10, a Resolution of the Board of Supervisors designating the dates,**  
 135 **time, and location for regular meetings of the Board of Supervisors of the District**  
 136

137 Mr. Ward explained Resolution 2024-10 set the dates, time, and location of the Board’s meetings for  
 138 Fiscal Year 2024 for the first Thursday of each month at 12:30 p.m. at the River Strand Golf and Country  
 139 Club. He noted the Resolution did not bind the Board to the meetings. He asked if there were any  
 140 questions; hearing none, he called for a motion.  
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**On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2024-10 was adopted, and the Chair was authorized to sign.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-11**

**Consideration of Resolution 2024-11, a Resolution of the Board of Supervisors designating a date, time, and location for a landowners’ meeting and election; providing for publication; and establishing forms for the landowners’ election. The date and time are November 7, 2024, at 12:30 pm and it will be held at the River Strand Golf and Country Club, (Clubhouse), 7155 Grand Estuary Trail, Bradenton Florida, 34212**

Mr. Ward explained Resolution 2024-11 set a landowners’ meeting date, time, and location. *This year, in November, Seat 1, Seat 3, and Seat 5 are up for election. The meeting is scheduled for November 7. We will have a landowners’ election, meaning those people who own property within the District can come and nominate three people to serve on the Board. Then right after that we will have a regular Board Meeting to swear those individuals in. This Resolution simply sets the Landowners’ meeting date, time, and location.* He asked if there were any questions; hearing none, he called for a motion.

**On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2024-11 was adopted, and the Chair was authorized to sign.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-12**

**Consideration of Resolution 2024-12, a Resolution of the Board of Supervisors directing the Chairman and District Staff to request the passage of an Ordinance by Manatee County, Florida, Amending the District’s Boundaries, and authorizing such other actions as are necessary in furtherance of that process; and providing an effective date**

*Mr. Ward: The owners of parcels 24 and 25 paid off their bond assessments. Now, the owners have requested the District remove those two parcels of land from the District which would remove them from the operating assessments that are a part of this program. The way the statute works is, the District has to be the petitioner with Manatee County to amend the ordinance to remove those parcels of land. The costs of doing that will be paid by the owners of parcels 24 and 25. Wes Haber will act as the attorney for the District in processing the petition. These petitions generally take 3 or 4 months to get through. Once we get all of the documentation from the property owner, that needs to go with the petition.* He asked if there were any questions; hearing none, he called for a motion.

**On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2024-12 was adopted, and the Chair was authorized to sign.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Agreement**

189  
 190 **Consideration of an Agreement funding the Boundary Amendment for the contraction of the District**  
 191 **and agreeing to fund all managerial, engineering, legal and other fees and costs that the District incurs**  
 192 **in connection with the Boundary Amendment**  
 193

194 Mr. Ward explained this Agreement was the funding agreement to pay for the costs associated with  
 195 processing the petition to amend the District’s boundaries. He explained most of the costs were legal  
 196 costs and then filing fees. He said this was simply an agreement between the District and the property  
 197 owner indicating the property owner would pay for the boundary amendment process. He asked if  
 198 there were any questions; hearing none, he called for a motion.  
 199

**On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Agreement funding the Boundary Amendment for the contraction of the District and agreeing to fund all managerial, engineering, legal and other fees and costs that the District incurs in connection with the Boundary Amendment was approved.**

205  
 206  
 207 **NINTH ORDER OF BUSINESS** **Consideration of Resolution 2024-13**  
 208

209 **Consideration of Resolution 2024-13, a Resolution of the Board of Supervisors Approving the**  
 210 **assignment of the Engineering Services Agreement from Banks Engineering to Atwell, LLC; Authorizing**  
 211 **the Chairperson to execute the Assignment; Providing general authorization; and addressing conflicts,**  
 212 **severability, and an effective date.**  
 213

214 *Mr. Ward: The District’s Engineer on this project is Banks Engineering. They have been the Engineer*  
 215 *since this District was established in 2002. Banks Engineering has been acquired by Atwell Engineering.*  
 216 *Atwell has asked if we would formally assign that contract with Banks Engineering over to Atwell*  
 217 *Engineering. I have done this many times for CDDs in this State at this point in time.* He asked if there  
 218 were any questions; hearing none, he called for a motion.  
 219

**On MOTION made by Danielle Graef, seconded by Brian Billingham, and with all in favor, Resolution 2023-13 was adopted, and the Chair was authorized to sign.**

223  
 224  
 225 **TENTH ORDER OF BUSINESS** **Staff Reports**  
 226

227 **I. District Attorney**  
 228

229 *Mr. Wes Haber: A reminder that Board Members have until the end of this calendar year to*  
 230 *complete their four hours of ethics training. We have seen most Board Members on the CDDs that*  
 231 *we represent use free links; one is located at the Commission on Ethics website and the other is*  
 232 *located at the Attorney General’s website. They each have about a 2 hour presentation, and*  
 233 *combined those two presentations fulfill the obligation. If need be, I have the ability to send you*  
 234 *links to those presentations. The other reminder is your Form 1 is due by July 1. This year that Form*  
 235 *1 gets filed electronically with the Commission on Ethics as opposed to filing with the Supervisor of*

236 *Elections in the County where you live. You should receive an email with a link to file that with them.*  
237 He discussed the Form 1 filing and the ethics training box which did not need to be checked for this  
238 year's Form 1 filing; the box would need to be checked for next year's Form 1 filing.  
239

## 240 **II. District Engineer**

241  
242 No report.  
243

## 244 **III. District Manager**

- 245 **a) New performance reporting requirements for CDD's**  
246 **b) Important Board Meeting Dates for Balance of Fiscal Year 2024**  
247 **1. June 6, 2024 – Meeting Canceled**  
248 **2. November 7, 2024 – Landowners Election (Seats 1, 3 & 5)**  
249 **c) Florida Law changes to Form 1 filings**  
250 **d) Supervisor of Elections Qualified Elector Report dated April 15, 2024**  
251 **e) Financial Statement for period ending January 31, 2024 (unaudited)**  
252 **f) Financial Statement for period ending February 29, 2024 (unaudited)**  
253 **g) Financial Statement for period ending March 31, 2024 (unaudited)**  
254

255 Mr. Ward indicated his office would send free links for Ethics Training to the Board Members. He  
256 indicated there was a two hour Ethics course and a one hour Sunshine course and a one hour  
257 public records course. He indicated either the links he sends, or the links Mr. Haber sends can be  
258 utilized. He encouraged the Board Members to complete the training sooner rather than later.  
259 He noted his office would also send out information with respect to the Ethics website for filing  
260 Form 1 due by July 1, 2024. He noted the Form 1 filing would be late after September 1, 2024 and  
261 a late fee up to \$1,500 dollars could be incurred. He recommended filing the Form 1 in a timely  
262 manner. He noted he would send out reminders. He discussed the legislation regarding the new  
263 performance requirements for CDDs noting there was one provision related to CDDs requiring  
264 CDDs to establish goals and objectives for purposes of compliance. He stated these goals and  
265 objectives would be prepared, and the CDD would publish the results of the report on the CDD  
266 website. He said he believed this would actually be a simple process. He indicated the Supervisor  
267 of Elections was required to provide the number of qualified electors residing in the District by  
268 April 15<sup>th</sup> every year; this year the District had no qualified electors within the District. He noted  
269 the District had two thresholds to meet to become a qualified elector Board, but it would never  
270 meet either threshold. He indicated there was no action required in this regard.  
271

## 272 **ELEVENTH ORDER OF BUSINESS**

### **Supervisor's Requests and Audience Comments**

273  
274  
275 Mr. Ward asked if there were any Supervisor's requests; there were none. He noted there were no  
276 members of the public present in person or on video or audio.  
277

## 278 **TWELFTH ORDER OF BUSINESS**

### **Adjournment**

279  
280  
281 Mr. Ward adjourned the meeting at approximately 1:05 p.m.  
282

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**On MOTION made by Danielle Graef, seconded by Brian Billingham,  
and with all in favor, the Meeting was adjourned.**

Heritage Harbour Market Place  
Community Development District

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Danielle Graef, Chairperson

DRAFT

**RESOLUTION 2024-15**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOUR MARKETPLACE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE CONVEYANCE OF CERTAIN REAL PROPERTY INTERESTS TO MANATEE COUNTY, FLORIDA; PROVIDING CERTAIN AUTHORIZATIONS; AND AN EFFECTIVE DATE.**

**WHEREAS**, the Heritage Harbour Market Place Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (“Act”), being situated entirely within Manatee County, Florida (“County”); and

**WHEREAS**, the District owns the real property (the “Property”) described in that certain *Special Warranty Deed* attached hereto as **Exhibit A** (the “Deed”) and that certain Permanent Drainage Easement attached hereto as **Exhibit B** (the “Easement,” together with the Deed, the “Conveyance Documents”); and

**WHEREAS**, the County has requested that the District convey certain interests in real property via the Conveyance Documents; and

**WHEREAS**, the District is willing to convey the real property to the County as set forth in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** All of the representations, findings and determinations contained above are recognized as true and accurate, and are expressly incorporated into this Resolution.

**SECTION 2.** The District’s Board of Supervisors hereby authorizes the conveyance of the real property interests to the County via the Conveyance Documents. Provided, however, that prior to the conveyance, the District shall be provided all title documentation the District, in its sole discretion, deems necessary to make the representations and warranties in the Conveyance Documents, and such title documentation shall be provided at the County’s sole expense.

**SECTION 3.** The Board hereby authorizes the Chairman, in consultation with District staff, to effectuate any revisions to the Conveyance Documents. Consistent with such approvals, the Chairman, District Manager, District Counsel, are hereby authorized, upon the adoption of this Resolution, to do all acts and things required of them to effect the conveyance of the real property interests from the District to the County. The Chairman and Secretary are hereby further authorized to execute any and all documents necessary to affect the conveyance. The Vice Chairman shall be authorized to undertake any action herein authorized to be taken by the Chairman, in the absence or unavailability of the Chairman, and any Assistant Secretary shall be authorized to undertake any action herein authorized to be taken by the Secretary, in the absence or unavailability of the Secretary.

**SECTION 4.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of September 2024.

**ATTEST:**

**HERITAGE HARBOUR MARKET PLACE  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
James P. Ward, Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chairperson / Vice-Chairperson

**Exhibit A**

**Exhibit B**

**THIS INSTRUMENT PREPARED BY:**

Tim Cristello, RWP Senior Real Property Specialist  
On behalf of Charles Meador, Property Acquisition Division Manager  
Manatee County Property Management Department  
1112 Manatee Avenue West, Suite 800  
Bradenton, Florida 34205

PROJECT NAME: Kay Road and Port Harbour Parkway  
PROJECT NO: 6104660  
PARCEL NOs: 801 and 802  
PID NOs: 1101900129 and 1102400319

SPACE ABOVE THIS LINE FOR RECORDING DATA

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**PERMANENT DRAINAGE EASEMENT**

**THIS INDENTURE** made and entered into between **HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT**, an independent special district established pursuant to Chapter 190, Florida Statutes, whose mailing address is 513 Northeast 13<sup>th</sup> Avenue, Fort Lauderdale, Florida 33301-1243, as "**Grantor**," and **MANATEE COUNTY**, a political subdivision of the State of Florida, whose mailing address is Post Office Box 1000, Bradenton, Florida 34206, as "**Grantee**,"

**WITNESSETH:**

**THAT** said Grantor, for and in consideration of the sum of \$1.00 and other valuable consideration in hand paid, the receipt whereof is hereby acknowledged, has granted, bargained, sold, and transferred, and by these presents does grant, bargain, sell, and transfer unto Grantee, a ***nonexclusive, permanent easement for ingress, egress, construction, and maintenance of surface and/or underground drainage*** over, under, and across the property situate in Manatee County, State of Florida, more particularly described in **Composite Exhibit "A"** attached hereto and incorporated herein by this reference.

**THAT** said Grantor reserves unto itself, its heirs, successors or assigns, the right to the continued free use and enjoyment of the property herein described, for any purposes which are not inconsistent with the rights granted herein unto the Grantee.

**THAT** said Grantee shall complete any construction or maintenance work in a sound, professional manner and shall have sole responsibility for obtaining any necessary permits or regulatory approvals for such work. Any rights granted hereunder shall be exercised by Grantee only in accordance and compliance with any and all applicable laws, ordinances, rules, regulations, permits and approvals, and any future modifications or amendments thereto. Grantee shall not discharge into or within the property any hazardous or toxic materials or substances, any pollutants, or any other substances or materials prohibited or regulated under any federal, state or local law, ordinance, rule, regulation or permit, except in accordance with such laws, ordinances, rules, regulations and permits.



**THAT** said Grantee, in the performance of any activities permitted by this agreement, shall use commercially reasonable efforts to ensure Grantee's activities shall not create a hazardous condition and minimize any disturbance to the use of the property by Grantor and/or Grantor's residents and guests, and their respective successors, assigns, contractors, invitees, licensees, agents; employees and customers. Upon the completion of any work, Grantee, at its own cost and expense, shall remove all debris, materials and equipment, and shall restore the surface of the property and surrounding land to substantially the same condition as existed prior to the work.

**THAT** said Grantee, in consideration of the granting of this easement, hereby agrees to indemnify, defend and hold Grantor harmless from and against any and all claims alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that such claims are caused by the negligence of Grantee or any officer, employee, representative or agent of Grantee, losses, damages, causes of action, claims, liabilities, cost and expenses, including reasonable attorneys' fees and court costs. Pursuant to Subsection 768.28(19), F.S., (1) neither party shall be deemed as waiving either party's sovereign immunity protections or as increasing the limits of liability set forth in Section 768.28, F.S.; and (2) neither Party indemnifies nor insures the other Party for the other Party's negligence. Each Party is responsible for the negligent or wrongful acts or omissions of its own employees, agents or other representatives while acting within the scope of their employment or otherwise within their authorized capacity, arising from the activities encompassed by this easement.

**IN WITNESS WHEREOF**, the Grantor has caused these presents to be executed in its name and its corporate seal to be hereunto affixed, by its proper agent thereunto duly authorized, the day and year first below written.

**SIGNATURE PAGE AND ACKNOWLEDGEMENT FOLLOW ON NEXT PAGE.**

Signed, sealed and delivered in the presence of two witnesses as required by law.

\_\_\_\_\_  
First Witness Signature

\_\_\_\_\_  
First Witness Printed Name

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Second Witness Signature

\_\_\_\_\_  
Second Witness Printed Name

Address: \_\_\_\_\_  
\_\_\_\_\_

**GRANTOR:**  
**HERITAGE HARBOUR MARKET PLACE  
COMMUNITY DEVELOPMENT DISTRICT**, an  
independent special district established  
pursuant to Chapter 190, Florida Statutes

By: \_\_\_\_\_  
James Ward

As: \_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

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

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, a Notary Public, the foregoing instrument was acknowledged by means of

- physical presence or
- online notarization

this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by James Ward, as District Manager for Heritage Harbour Market Place Community Development District, and independent special district established pursuant to Chapter 190, Florida Statutes, on behalf of the district, who

- is personally known to me or
- has produced \_\_\_\_\_ as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

\_\_\_\_\_  
Signature of Notary Public  
(Legibly print, type, or stamp commissioned name of Notary Public and affix official notary seal below.) My Commission Expires: \_\_\_\_\_

# MEMO

**To:** Board of Supervisors

**From:** James P. Ward

**Date:** September 3, 2024

**Re:** Commission on Ethics newly established Electronic Financial Disclosure Management System ("EFDMS") website registration, Financial Disclosure Forms, Required Ethics Training, and Legislative Updates from 2024 Session

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## **Form 1 Reporting Requirements:**

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Beginning January 1, 2024, the Florida Commission on Ethics has enacted new procedures for electronic filing of Financial Disclosure forms for Public Officials, as a means of submitting Forms and updating your Filer contact information.

To access the newly established Electronic Financial Disclosure Management System ("EFDMS"), visit the login page (<https://disclosure.floridaethics.gov/Account/Login>) and watch the instructional video for directions on how to register/confirm registration.

If you have filed a Form 1 before, click "I am a Filer" and follow the prompts.

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 directly.

## **Ethics Training Requirements:**

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Beginning January 1, 2024, all elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31st of the year for which you are filing, are now required to complete four (4) hours of Ethics Training each calendar year. The four (4) hours of Ethics Training shall be allocated amongst the following categories:

- two (2) hours of ethics law,
- one (1) hour of Sunshine Law; and
- one (1) hour of Public Records law.

Please note that the four (4) hours of the Ethics Training do not have to be completed all at once. Supervisors will report their 2024 training when they fill out their Form 1 (Statement of Financial Interests) for the 2025 year by checking a box confirming that they have completed the annual Ethics Training. ETHICS TRAINING IS REQUIRED TO BE COMPLETED BY DECEMBER 31, 2024 FOR THE FORM 1 THAT IS FILED IN 2025.

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It is highly recommended that you keep a record of all ethics training used to satisfy the Ethics Training requirements. At present, there is no need to submit a certificate or letter of completion of the Ethics Training. However, the Florida Commission on Ethics (“COE”) advises that Supervisors maintain a record in the event they are asked to provide proof of completion of all Ethics Training.

Additionally, you may be solicited by a private organization (Florida Association of Special Districts) – to take their Ethics Training Course on their platform for which there is a fee. **You are NOT required to use their services nor pay the fees they charge.** There are several free online resources and links to resources that Supervisors might find helpful, including free training for the two (2) hour ethics portion and links to outside trainings which can be used to satisfy the other categories of the Ethics Training. **You may take training from any source you choose.**

**State Ethics Laws for Constitutional Officers & Elected Municipal Officers (Video Tutorial):**

<https://youtu.be/U8JktIMKzyl>

**Office of the Attorney General offers training on Sunshine Law and Public Records Law (22-page presentation):**

<https://www.myfloridalegal.com/sites/default/files/2023-05/opengovernmentoverview.pdf>

**Office of the Attorney General 2-hour Audio Presentation regarding Public Meetings and Public Records Law:**

<https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

## **Florida Law Changes from the 2024 Legislative Session:**

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### **Chapter 2024-136 – Performance Measures and Standards**

The legislation mandates special districts to establish goals, objectives, performance measures, and standards for each program and activity they undertake by October 1, 2024 and to report annually on their achievements and performance. Further, by December 1<sup>st</sup> of each year, the District must produce an annual report detailing the goals and objectives it has accomplished, the performance measures and standards used for evaluation, and any goals or objectives there were not met. The annual report must be posted on the District’s web site.

The District Manager will prepare and these goals and objectives for the Board to review and approve in September, 2024.

### **Chapter 2024-184 – Non Coercion Certificate**

This legislation, among other things, amends Section 787.06, F.S. to require non governmental entities, when a contract is executed, renewed, or extended, with a governmental entity, to provide an affidavit, signed by an officer or a representative of the non-governmental entity under penalty of perjury, attesting that the non-governmental entity does not use coercion for labor or services.

# HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

September 5, 2024

## Memorandum

**To:** Board of Supervisors

**From:** District Manager

**RE:** HB7013 -Special Districts Performance Measures and Standards Reporting

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To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

## **Exhibit A: Goals, Objectives and Annual Reporting Form**

## HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

### Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

#### 1. COMMUNITY COMMUNICATION AND ENGAGEMENT

##### Goal 1.1 Public Meetings Compliance

**Objective:** Hold at least two (2) regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of two (2) regular board meetings was held during the fiscal year.

**Achieved:** Yes  No

##### Goal 1.2 Notice of Meetings Compliance

**Objective:** Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

**Standard:** 100% of meetings were advertised with 7 days' notice per statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

**Achieved:** Yes  No

**Goal 1.3      Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

**Achieved:** Yes  No

**2.      INFRASTRUCTURE AND FACILITIES MAINTENANCE**

**Goal 2.1      District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

**Measurement:** A minimum of one (1) inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems.

**Standard:** Minimum of one (1) inspection was completed in the Fiscal Year by the district's engineer.

**Achieved:** Yes  No

**3.      FINANCIAL TRANSPARENCY AND ACCOUNTABILITY**

**Goal 3.1      Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as



evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes  No

### **Goal 3.2 Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD website.

**Standard:** CDD website contains 100% of the following information: most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

### **Goal 3.3 Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit said results to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

**Achieved:** Yes  No

---

James P. Ward, District Manager

---

Danielle Graef, Chairperson

---

Date

---

Date

# HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

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## FINANCIAL STATEMENTS -MAY 31, 2024

FISCAL YEAR 2024

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PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 33308

T: 954-658-4900 E: [JimWard@JPWardAssociates.com](mailto:JimWard@JPWardAssociates.com)

**Heritage Harbour Market Place Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of May 31, 2024**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
<b>Assets</b>						
<b>Cash and Investments</b>						
Cash and Investments	\$ 162,369	\$ -	\$ -	\$ -	\$ -	\$ 162,369
Capital Projects Fund-Deferred Cost Account	-	-	-	-	-	-
Debt Service Fund						
Revenue Account	-	123,189	-	-	-	123,189
Reserve Account	-	200,000	-	-	-	200,000
Interest Account	-	-	-	-	-	-
Sinking Fund	-	-	-	-	-	-
<b>Due from Other Funds</b>						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-	-
<b>Market Valuation Adjustments</b>	-	-	-	-	-	-
<b>Due from Other Governments</b>	-	-	-	-	-	-
<b>Assessments Receivable</b>	-	-	-	-	-	-
<b>Prepaid Expenses</b>	-	-	-	-	-	-
<b>Amount Available in Debt Service Funds</b>	-	-	-	323,189	-	323,189
<b>Amount to be Provided by Debt Service Funds</b>	-	-	-	9,966,811	-	9,966,811
<b>General Fixed Assets</b>	-	-	-	-	2,822,237	2,822,237
<b>Total Assets</b>	<u>\$ 162,369</u>	<u>\$ 323,189</u>	<u>\$ -</u>	<u>\$ 10,290,000</u>	<u>\$ 2,822,237</u>	<u>\$ 13,597,795</u>

**Heritage Harbour Market Place Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of May 31, 2024**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
<b>Liabilities</b>						
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-
Due to Other Governments	-	-	-	-	-	-
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Matured Bonds Payable - Series 2005	-	-	-	-	-	-
Matured Interest Payable - Series 2005	-	-	-	-	-	-
Bonds Payable - Series 2005	-	-	-	10,290,000	-	10,290,000
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,290,000</b>	<b>\$ -</b>	<b>\$ 10,290,000</b>
<b>Fund Equity and Other Credits</b>						
Investment in General Fixed Assets	-	-	-	-	2,822,237	2,822,237
<b>Fund Balance</b>						
<b>Restricted</b>						
Beginning: October 1, 2023	-	338,030	-	-	-	338,030
Results from Current Operations	-	(14,841)	-	-	-	(14,841)
<b>Unassigned</b>						
Beginning: October 1, 2023	148,523	-	-	-	-	148,523
Results from Current Operations	13,846	-	-	-	-	13,846
<b>Total Fund Equity and Other Credits</b>	<b>162,369</b>	<b>323,189</b>	<b>-</b>	<b>-</b>	<b>2,822,237</b>	<b>3,307,795</b>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 162,369</b>	<b>\$ 323,189</b>	<b>\$ -</b>	<b>\$ 10,290,000</b>	<b>\$ 2,822,237</b>	<b>\$ 13,597,795</b>

**Heritage Harbour Market Place Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending May 31, 2024**

	October	November	December	January	February	March	April	May	Year to Date	Annual Budget	% of Budget
<b>Revenue and Other Sources</b>											
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	N/A
<b>Interest</b>											
Interest - General Checking	1	1	1	1	1				7	-	N/A
<b>Special Assessment Revenue</b>											
Special Assessments - Uniform Method				17,183	6,419		13		23,614	28,398	83%
Special Assessments - Non-Uniform Mthd	27,017	69	4,865	11,408			11,408		54,767	61,241	89%
<b>Inter-Fund Group Transfers In</b>											
	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 27,018</b>	<b>\$ 70</b>	<b>\$ 4,867</b>	<b>\$ 28,592</b>	<b>\$ 6,420</b>	<b>\$ -</b>	<b>\$ 11,421</b>	<b>\$ -</b>	<b>\$ 78,388</b>	<b>\$ 89,639</b>	<b>87%</b>
<b>Expenditures and Other Uses</b>											
<b>Legislative</b>											
Board of Supervisor's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	0%
Board of Supervisor's - FICA	-	-	-	-	-	-	-	-	-	46	0%
<b>Executive</b>											
Executive Salaries	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	30,000	45,000	67%
Executive Salaries - FICA	287	287	287	287	287	287	287	287	2,295	3,443	67%
Executive Salaries - Insurance											N/A
<b>Financial and Administrative</b>											
Audit Services			6,300						6,300	6,300	100%
Accounting Services		405	355	575	540	360	515	390	3,140	2,600	121%
Assessment Roll Preparation									-	-	N/A
Arbitrage Rebate Services			500						500	500	100%
Other									-	-	N/A
<b>Other Contractual Services</b>											
Recording and Transcription									-	150	0%
Legal Advertising								350	350	2,400	15%
Trustee Services	5,064						750		5,814	5,065	115%
Dissemination Agent Services		5,000	-						5,000	5,000	100%
Bond Amortization Schedules						500			500	-	N/A
Property Appraiser Fees									-	-	N/A
Bank Services	75	124	23	22	157				401	500	80%
<b>Travel and Per Diem</b>											
									-	-	N/A
<b>Communications &amp; Freight Services</b>											
Telephone									-	-	N/A
Postage, Freight & Messenger							15		15	50	30%

**Heritage Harbour Market Place Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending May 31, 2024**

	October	November	December	January	February	March	April	May	Year to Date	Annual Budget	% of Budget
<b>Rentals &amp; Leases</b>											
Miscellaneous Equipment Leasing									-	-	N/A
Computer Services and Website Development	1,676	100	-						1,776	7,560	23%
<b>Insurance</b>	7,195								7,195	7,200	100%
<b>Printing &amp; Binding</b>									-	50	0%
<b>Office Supplies</b>									-	-	N/A
<b>Subscription &amp; Memberships</b>		175	-						175	175	100%
<b>Legal Services</b>											
Legal - General Counsel					880	200			1,080	3,000	36%
Legal - Litigation Counsel									-	-	N/A
<b>Comprehensive Planning</b>											
Professional Services-Planning	-	-	-	-	-	-	-	-	-	-	N/A
<b>Other General Government Services</b>											
Engineering Services - General Fund	-	-	-	-	-	-	-	-	-	-	N/A
Stormwater Needs Analysis	-	-	-	-	-	-	-	-	-	-	N/A
Property Owner Refunds	-	-	-	-	-	-	-	-	-	-	N/A
<b>Payroll Expenses</b>	-	-	-	-	-	-	-	-	-	-	N/A
<b>Capital Outlay</b>	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ 18,048</b>	<b>\$ 9,841</b>	<b>\$ 11,215</b>	<b>\$ 4,634</b>	<b>\$ 5,613</b>	<b>\$ 5,097</b>	<b>\$ 5,317</b>	<b>\$ 4,777</b>	<b>\$ 64,542</b>	<b>\$ 89,639</b>	<b>72%</b>
Net Increase/ (Decrease) of Fund Balance	8,971	(9,771)	(6,348)	23,958	807	(5,096.88)	6,104	(4,777)	13,846	N/A	
Fund Balance - Beginning	148,523	157,494	147,723	141,374	165,332	166,139	161,042	167,146	148,523	149,136	
Fund Balance - Ending	<u>\$ 157,494</u>	<u>\$ 147,723</u>	<u>\$ 141,374</u>	<u>\$ 165,332</u>	<u>\$ 166,139</u>	<u>\$ 161,042</u>	<u>\$ 167,146</u>	<u>\$ 162,369</u>	<u>\$ 162,369</u>	<u>\$ 149,136</u>	

**Heritage Harbour Market Place Community Development District**

**Debt Service Fund - Series 2005 Bonds  
Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending May 31, 2024**

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Revenue and Other Sources</b>											
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>											
Revenue Account	395	843	102	237	373	1,160	1,642	1,601	6,353	-	N/A
Reserve Account	879	909	873	897	889	832	890	861	7,031	10	70308%
Interest Account									-	-	N/A
Sinking Fund Account									-	-	N/A
<b>Special Assessment Revenue</b>											
Special Assessments - Uniform Method		820	58,158	205,390	76,725	-	154		341,248	339,420	101%
Special Assessments - Non-Uniform Mthd	170,028								170,028	791,810	21%
<b>Inter-Fund Group Transfers In</b>	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 171,302</b>	<b>\$ 2,572</b>	<b>\$ 59,133</b>	<b>\$ 206,525</b>	<b>\$ 77,988</b>	<b>\$ 1,992</b>	<b>\$ 2,686</b>	<b>\$ 2,461</b>	<b>\$ 524,659</b>	<b>\$ 1,131,240</b>	<b>46%</b>
<b>Expenditures and Other Uses</b>											
<b>Debt Service</b>											
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ 555,000	30%
Principal - Early Redemptions	-	-	-	-	-	-	-	-	-	-	N/A
Interest Expense	-	288,120	-	-	-	-	-	86,380	374,500	576,240	65%
<b>Legal Services</b>											
Legal - Foreclosure Counsel	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers Out</b>	-	-	-	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers Out</b>	-	-	-	-	-	-	-	-	-	-	N/A
Trustee Services	-	-	-	-	-	-	-	-	-	-	N/A
GF-Litigation (Parcel 19/20)	-	-	-	-	-	-	-	-	-	-	N/A
CPF-Deferred Cost Account	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 288,120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,380</b>	<b>\$ 539,500</b>	<b>\$ 1,131,240</b>	<b>48%</b>
Net Increase/ (Decrease) of Fund Balance	171,302	(285,548)	59,133	206,525	77,988	1,992	2,686	(248,919)	(14,841)	-	
Fund Balance - Beginning	338,030	509,332	223,784	282,917	489,442	567,429	569,421	572,108	338,030	329,711	
Fund Balance - Ending	<u>\$ 509,332</u>	<u>\$ 223,784</u>	<u>\$ 282,917</u>	<u>\$ 489,442</u>	<u>\$ 567,429</u>	<u>\$ 569,421</u>	<u>\$ 572,108</u>	<u>\$ 323,189</u>	<u>\$ 323,189</u>	<u>\$ 329,711</u>	



**Heritage Harbour Market Place Community Development District**

**Capital Projects Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance**

**for the Period Ending May 31, 2024**

	October	November	December	January	February	March	April	May	Year to Date	Budget	% of Budget
<b>Revenue and Other Sources</b>											
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>											
Deferred Cost Account	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers In</b>											
<b>Total Revenue and Other Sources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>											
<b>Flood Control - Stormwater Management</b>											
Engineering Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Legal Services	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers Out</b>											
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Net Increase/ (Decrease) of Fund Balance	-	-	-	-	-	-	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-	-	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

# HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

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## FINANCIAL STATEMENTS - JUNE 30, 2024

FISCAL YEAR 2024

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PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 33308

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**Heritage Harbour Market Place Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of June 30, 2024**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
<b>Assets</b>						
<b>Cash and Investments</b>						
Cash and Investments	\$ 134,544	\$ -	\$ -	\$ -	\$ -	\$ 134,544
Capital Projects Fund-Deferred Cost Account	-	-	-	-	-	-
Debt Service Fund						
Revenue Account	-	124,626	-	-	-	124,626
Reserve Account	-	200,000	-	-	-	200,000
Interest Account	-	-	-	-	-	-
Sinking Fund	-	-	-	-	-	-
<b>Due from Other Funds</b>						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-	-
<b>Market Valuation Adjustments</b>	-	-	-	-	-	-
<b>Due from Other Governments</b>	-	-	-	-	-	-
<b>Assessments Receivable</b>	-	-	-	-	-	-
<b>Prepaid Expenses</b>	-	-	-	-	-	-
<b>Amount Available in Debt Service Funds</b>	-	-	-	324,626	-	324,626
<b>Amount to be Provided by Debt Service Funds</b>	-	-	-	2,595,374	-	2,595,374
<b>General Fixed Assets</b>	-	-	-	-	2,822,237	2,822,237
<b>Total Assets</b>	<u>\$ 134,544</u>	<u>\$ 324,626</u>	<u>\$ -</u>	<u>\$ 2,920,000</u>	<u>\$ 2,822,237</u>	<u>\$ 6,201,407</u>

**Heritage Harbour Market Place Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of June 30, 2024**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
<b>Liabilities</b>						
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-
Due to Other Governments	-	-	-	-	-	-
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Matured Bonds Payable - Series 2005	-	-	-	-	-	-
Matured Interest Payable - Series 2005	-	-	-	-	-	-
Bonds Payable - Series 2005	-	-	-	2,920,000	-	2,920,000
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,920,000</b>	<b>\$ -</b>	<b>\$ 2,920,000</b>
<b>Fund Equity and Other Credits</b>						
Investment in General Fixed Assets	-	-	-	-	2,822,237	2,822,237
<b>Fund Balance</b>						
<b>Restricted</b>						
Beginning: October 1, 2023	-	338,030	-	-	-	338,030
Results from Current Operations	-	(13,404)	-	-	-	(13,404)
<b>Unassigned</b>						
Beginning: October 1, 2023	148,523	-	-	-	-	148,523
Results from Current Operations	(13,979)	-	-	-	-	(13,979)
<b>Total Fund Equity and Other Credits</b>	<b>134,544</b>	<b>324,626</b>	<b>-</b>	<b>-</b>	<b>2,822,237</b>	<b>3,281,407</b>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 134,544</b>	<b>\$ 324,626</b>	<b>\$ -</b>	<b>\$ 2,920,000</b>	<b>\$ 2,822,237</b>	<b>\$ 6,201,407</b>

**Heritage Harbour Market Place Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending June 30, 2024**

	October	November	December	January	February	March	April	May	June	Year to Date	Annual Budget	% of Budget
<b>Revenue and Other Sources</b>												
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Interest</b>												
Interest - General Checking	1	1	1	1	1					7	-	N/A
<b>Special Assessment Revenue</b>												
Special Assessments - Uniform Method				17,183	6,419		13			23,614	28,398	83%
Special Assessments - Non-Uniform Mthd	27,017	69	4,865	11,408			11,408			54,767	61,241	89%
<b>Inter-Fund Group Transfers In</b>												
Inter-Fund Group Transfers In	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 27,018</b>	<b>\$ 70</b>	<b>\$ 4,867</b>	<b>\$ 28,592</b>	<b>\$ 6,420</b>	<b>\$ -</b>	<b>\$ 11,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,388</b>	<b>\$ 89,639</b>	<b>87%</b>
<b>Expenditures and Other Uses</b>												
<b>Legislative</b>												
Board of Supervisor's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	0%
Board of Supervisor's - FICA	-	-	-	-	-	-	-	-	-	-	46	0%
<b>Executive</b>												
Executive Salaries	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	33,750	45,000	75%
Executive Salaries - FICA	287	287	287	287	287	287	287	287	287	2,582	3,443	75%
Executive Salaries - Insurance					-					-	-	N/A
<b>Financial and Administrative</b>												
Audit Services			6,300							6,300	6,300	100%
Accounting Services		405	355	575	540	360	515	390	402	3,542	2,600	136%
Assessment Roll Preparation										-	-	N/A
Arbitrage Rebate Services			500							500	500	100%
Other										-	-	N/A
<b>Other Contractual Services</b>												
Recording and Transcription										-	150	0%
Legal Advertising								350		350	2,400	15%
Trustee Services	5,064						750			5,814	5,065	115%
Dissemination Agent Services		5,000	-							5,000	5,000	100%
Bond Amortization Schedules						500				500	-	N/A
Property Appraiser Fees										-	-	N/A
Bank Services	75	124	23	22	157					401	500	80%
<b>Travel and Per Diem</b>												
Travel and Per Diem										-	-	N/A
<b>Communications &amp; Freight Services</b>												
Telephone										-	-	N/A
Postage, Freight & Messenger							15			15	50	30%

**Heritage Harbour Market Place Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending June 30, 2024**

	October	November	December	January	February	March	April	May	June	Year to Date	Annual Budget	% of Budget
<b>Rentals &amp; Leases</b>												
Miscellaneous Equipment Leasing										-	-	N/A
Computer Services and Website Development	1,676	100	-							1,776	7,560	23%
<b>Insurance</b>	7,195									7,195	7,200	100%
<b>Printing &amp; Binding</b>										-	50	0%
<b>Office Supplies</b>										-	-	N/A
<b>Subscription &amp; Memberships</b>		175	-							175	175	100%
<b>Legal Services</b>												
Legal - General Counsel					880	200			23,286	24,366	3,000	812%
Legal - Litigation Counsel										-	-	N/A
<b>Comprehensive Planning</b>												
Professional Services-Planning	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Other General Government Services</b>												
Engineering Services - General Fund	-	-	-	-	-	-	-	-	-	-	-	N/A
Stormwater Needs Analysis	-	-	-	-	-	-	-	-	-	-	-	N/A
Property Owner Refunds	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Payroll Expenses</b>												
Contingencies									100	100	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ 18,048</b>	<b>\$ 9,841</b>	<b>\$ 11,215</b>	<b>\$ 4,634</b>	<b>\$ 5,613</b>	<b>\$ 5,097</b>	<b>\$ 5,317</b>	<b>\$ 4,777</b>	<b>\$ 27,825</b>	<b>\$ 92,367</b>	<b>\$ 89,639</b>	<b>103%</b>
Net Increase/ (Decrease) of Fund Balance	8,971	(9,771)	(6,348)	23,958	807	(5,096.88)	6,104	(4,777)	(27,825)	(13,979)		N/A
Fund Balance - Beginning	148,523	157,494	147,723	141,374	165,332	166,139	161,042	167,146	162,369	148,523	149,136	
Fund Balance - Ending	<u>\$ 157,494</u>	<u>\$ 147,723</u>	<u>\$ 141,374</u>	<u>\$ 165,332</u>	<u>\$ 166,139</u>	<u>\$ 161,042</u>	<u>\$ 167,146</u>	<u>\$ 162,369</u>	<u>\$ 134,544</u>	<u>\$ 134,544</u>	<u>\$ 149,136</u>	

**Heritage Harbour Market Place Community Development District**

**Debt Service Fund - Series 2005 Bonds**

**Statement of Revenue, Expenditures and Changes in Fund Balance**

**for the Period Ending June 30, 2024**

	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Year to Date</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Revenue and Other Sources</b>												
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>												
Revenue Account	395	843	102	237	373	1,160	1,642	1,601	548	6,900	-	N/A
Reserve Account	879	909	873	897	889	832	890	861	889	7,920	10	79203%
Interest Account										-	-	N/A
Sinking Fund Account										-	-	N/A
<b>Special Assessment Revenue</b>												
Special Assessments - Uniform Method		820	58,158	205,390	76,725	-	154			341,248	339,420	101%
Special Assessments - Non-Uniform Mthd	170,028									170,028	791,810	21%
<b>Inter-Fund Group Transfers In</b>												
	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 171,302</b>	<b>\$ 2,572</b>	<b>\$ 59,133</b>	<b>\$ 206,525</b>	<b>\$ 77,988</b>	<b>\$ 1,992</b>	<b>\$ 2,686</b>	<b>\$ 2,461</b>	<b>\$ 1,437</b>	<b>\$ 526,096</b>	<b>\$ 1,131,240</b>	<b>47%</b>
<b>Expenditures and Other Uses</b>												
<b>Debt Service</b>												
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000	\$ -	\$ 165,000	\$ 555,000	30%
Principal - Early Redemptions	-	-	-	-	-	-	-	-	-	-	-	N/A
Interest Expense	-	288,120	-	-	-	-	-	86,380	-	374,500	576,240	65%
<b>Legal Services</b>												
Legal - Foreclosure Counsel	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers Out</b>												
	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers Out</b>												
Trustee Services	-	-	-	-	-	-	-	-	-	-	-	N/A
GF-Litigation (Parcel 19/20)	-	-	-	-	-	-	-	-	-	-	-	N/A
CPF-Deferred Cost Account	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 288,120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,380</b>	<b>\$ -</b>	<b>\$ 539,500</b>	<b>\$ 1,131,240</b>	<b>48%</b>
Net Increase/ (Decrease) of Fund Balance	171,302	(285,548)	59,133	206,525	77,988	1,992	2,686	(248,919)	1,437	(13,404)	-	
Fund Balance - Beginning	338,030	509,332	223,784	282,917	489,442	567,429	569,421	572,108	323,189	338,030	329,711	
Fund Balance - Ending	<u>\$ 509,332</u>	<u>\$ 223,784</u>	<u>\$ 282,917</u>	<u>\$ 489,442</u>	<u>\$ 567,429</u>	<u>\$ 569,421</u>	<u>\$ 572,108</u>	<u>\$ 323,189</u>	<u>\$ 324,626</u>	<u>\$ 324,626</u>	<u>\$ 329,711</u>	

**Heritage Harbour Market Place Community Development District**

**Capital Projects Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance**

**for the Period Ending June 30, 2024**

	October	November	December	January	February	March	April	May	June	Year to Date	Budget	% of Budget
<b>Revenue and Other Sources</b>												
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest Income												
Deferred Cost Account	-	-	-	-	-	-	-	-	-	-	-	N/A
Operating Transfers In	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Expenditures and Other Uses</b>												
<b>Flood Control - Stormwater Management</b>												
Engineering Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Legal Services	-	-	-	-	-	-	-	-	-	-	-	N/A
Operating Transfers Out	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
Net Increase/ (Decrease) of Fund Balance	-	-	-	-	-	-	-	-	-	-	-	
Fund Balance - Beginning	-	-	-	-	-	-	-	-	-	-	-	
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	



# HERITAGE HARBOUR MARKET PLACE COMMUNITY DEVELOPMENT DISTRICT

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## FINANCIAL STATEMENTS - JULY 31, 2024

FISCAL YEAR 2024

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PREPARED BY:

JPWARD & ASSOCIATES, LLC, 2301 NORTHEAST 37<sup>TH</sup> STREET, FORT LAUDERDALE, FL 33308

T: 954-658-4900 E: [JimWard@JPWardAssociates.com](mailto:JimWard@JPWardAssociates.com)

**Heritage Harbour Market Place Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of July 31, 2024**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
<b>Assets</b>						
<b>Cash and Investments</b>						
Cash and Investments	\$ 139,741	\$ -	\$ -	\$ -	\$ -	\$ 139,741
Capital Projects Fund-Deferred Cost Account	-	-	-	-	-	-
Debt Service Fund						
Revenue Account	-	126,023	-	-	-	126,023
Reserve Account	-	200,000	-	-	-	200,000
Interest Account	-	-	-	-	-	-
Sinking Fund	-	-	-	-	-	-
<b>Due from Other Funds</b>						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-	-
<b>Market Valuation Adjustments</b>	-	-	-	-	-	-
<b>Due from Other Governments</b>	-	-	-	-	-	-
<b>Assessments Receivable</b>	-	-	-	-	-	-
<b>Prepaid Expenses</b>	-	-	-	-	-	-
<b>Amount Available in Debt Service Funds</b>	-	-	-	326,023	-	326,023
<b>Amount to be Provided by Debt Service Funds</b>	-	-	-	2,593,977	-	2,593,977
<b>General Fixed Assets</b>	-	-	-	-	2,822,237	2,822,237
<b>Total Assets</b>	<u>\$ 139,741</u>	<u>\$ 326,023</u>	<u>\$ -</u>	<u>\$ 2,920,000</u>	<u>\$ 2,822,237</u>	<u>\$ 6,208,001</u>

**Heritage Harbour Market Place Community Development District**

**Balance Sheet - All Funds and Account Groups  
as of July 31, 2024**

	Governmental Funds			Account Groups		Totals (Memorandum Only)
	General Fund	Debt Service Fund	Capital Projects Fund	General Long Term Debt	General Fixed Assets	
<b>Liabilities</b>						
Accounts Payable & Payroll Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-
Due to Other Governments	-	-	-	-	-	-
Due to Other Funds						
General Fund	-	-	-	-	-	-
Debt Service - Series 2005	-	-	-	-	-	-
Matured Bonds Payable - Series 2005	-	-	-	-	-	-
Matured Interest Payable - Series 2005	-	-	-	-	-	-
Bonds Payable - Series 2005	-	-	-	2,920,000	-	2,920,000
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,920,000</b>	<b>\$ -</b>	<b>\$ 2,920,000</b>
<b>Fund Equity and Other Credits</b>						
Investment in General Fixed Assets	-	-	-	-	2,822,237	2,822,237
<b>Fund Balance</b>						
<b>Restricted</b>						
Beginning: October 1, 2023	-	338,030	-	-	-	338,030
Results from Current Operations	-	(12,007)	-	-	-	(12,007)
<b>Unassigned</b>						
Beginning: October 1, 2023	148,523	-	-	-	-	148,523
Results from Current Operations	(8,782)	-	-	-	-	(8,782)
<b>Total Fund Equity and Other Credits</b>	<b>139,741</b>	<b>326,023</b>	<b>-</b>	<b>-</b>	<b>2,822,237</b>	<b>3,288,001</b>
<b>Total Liabilities, Fund Equity and Other Credits</b>	<b>\$ 139,741</b>	<b>\$ 326,023</b>	<b>\$ -</b>	<b>\$ 2,920,000</b>	<b>\$ 2,822,237</b>	<b>\$ 6,208,001</b>

**Heritage Harbour Market Place Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending July 31, 2024**

	October	November	December	January	February	March	April	May	June	July	Year to Date	Annual Budget	% of Budget
<b>Revenue and Other Sources</b>													
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Interest</b>													
Interest - General Checking	1	1	1	1	1						7	-	N/A
<b>Special Assessment Revenue</b>													
Special Assessments - Uniform Method				17,183	6,419		13				23,614	28,398	83%
Special Assessments - Non-Uniform Mthd	27,017	69	4,865	11,408			11,408			11,408	66,175	61,241	108%
<b>Inter-Fund Group Transfers In</b>													
Inter-Fund Group Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 27,018</b>	<b>\$ 70</b>	<b>\$ 4,867</b>	<b>\$ 28,592</b>	<b>\$ 6,420</b>	<b>\$ -</b>	<b>\$ 11,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,408</b>	<b>\$ 89,796</b>	<b>\$ 89,639</b>	<b>100%</b>
<b>Expenditures and Other Uses</b>													
<b>Legislative</b>													
Board of Supervisor's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	0%
Board of Supervisor's - FICA	-	-	-	-	-	-	-	-	-	-	-	46	0%
<b>Executive</b>													
Executive Salaries	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	37,500	45,000	83%
Executive Salaries - FICA	287	287	287	287	287	287	287	287	287	287	2,869	3,443	83%
Executive Salaries - Insurance													N/A
<b>Financial and Administrative</b>													
Audit Services			6,300								6,300	6,300	100%
Accounting Services		405	355	575	540	360	515	390	402	325	3,867	2,600	149%
Assessment Roll Preparation											-	-	N/A
Arbitrage Rebate Services			500								500	500	100%
Other											-	-	N/A
<b>Other Contractual Services</b>													
Recording and Transcription											-	150	0%
Legal Advertising								350			350	2,400	15%
Trustee Services	5,064						750				5,814	5,065	115%
Dissemination Agent Services		5,000	-								5,000	5,000	100%
Bond Amortization Schedules						500					500	-	N/A
Property Appraiser Fees											-	-	N/A
Bank Services	75	124	23	22	157						401	500	80%
<b>Travel and Per Diem</b>													
Travel and Per Diem											-	-	N/A
<b>Communications &amp; Freight Services</b>													
Telephone											-	-	N/A
Postage, Freight & Messenger							15				15	50	30%

**Heritage Harbour Market Place Community Development District**

**General Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance  
for the Period Ending July 31, 2024**

	October	November	December	January	February	March	April	May	June	July	Year to Date	Annual Budget	% of Budget
<b>Rentals &amp; Leases</b>													
Miscellaneous Equipment Leasing											-	-	N/A
Computer Services and Website Development	1,676	100	-								1,776	7,560	23%
<b>Insurance</b>	7,195										7,195	7,200	100%
<b>Printing &amp; Binding</b>											-	50	0%
<b>Office Supplies</b>											-	-	N/A
<b>Subscription &amp; Memberships</b>		175	-								175	175	100%
<b>Legal Services</b>													
Legal - General Counsel					880	200			23,286	1,849	26,215	3,000	874%
Legal - Litigation Counsel											-	-	N/A
<b>Comprehensive Planning</b>													
Professional Services-Planning	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Other General Government Services</b>													
Engineering Services - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Stormwater Needs Analysis	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Property Owner Refunds	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Payroll Expenses</b>	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Contingencies</b>	-	-	-	-	-	-	-	-	100	-	100	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ 18,048</b>	<b>\$ 9,841</b>	<b>\$ 11,215</b>	<b>\$ 4,634</b>	<b>\$ 5,613</b>	<b>\$ 5,097</b>	<b>\$ 5,317</b>	<b>\$ 4,777</b>	<b>\$ 27,825</b>	<b>\$ 6,210</b>	<b>\$ 98,577</b>	<b>\$ 89,639</b>	<b>110%</b>
Net Increase/ (Decrease) of Fund Balance	8,971	(9,771)	(6,348)	23,958	807	(5,096.88)	6,104	(4,777)	(27,825)	5,197	(8,782)		N/A
Fund Balance - Beginning	148,523	157,494	147,723	141,374	165,332	166,139	161,042	167,146	162,369	134,544	148,523		149,136
Fund Balance - Ending	<u>\$ 157,494</u>	<u>\$ 147,723</u>	<u>\$ 141,374</u>	<u>\$ 165,332</u>	<u>\$ 166,139</u>	<u>\$ 161,042</u>	<u>\$ 167,146</u>	<u>\$ 162,369</u>	<u>\$ 134,544</u>	<u>\$ 139,741</u>	<u>\$ 139,741</u>		<u>\$ 149,136</u>

**Heritage Harbour Market Place Community Development District**

**Debt Service Fund - Series 2005 Bonds**

**Statement of Revenue, Expenditures and Changes in Fund Balance**

for the Period Ending July 31, 2024

	October	November	December	January	February	March	April	May	June	July	Year to Date	Budget	% of Budget
<b>Revenue and Other Sources</b>													
Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>													
Revenue Account	395	843	102	237	373	1,160	1,642	1,601	548	536	7,436	-	N/A
Reserve Account	879	909	873	897	889	832	890	861	889	861	8,781	10	87811%
Interest Account											-	-	N/A
Sinking Fund Account											-	-	N/A
<b>Special Assessment Revenue</b>													
Special Assessments - Uniform Method		820	58,158	205,390	76,725	-	154				341,248	339,420	101%
Special Assessments - Non-Uniform Mthd	170,028										170,028	791,810	21%
<b>Inter-Fund Group Transfers In</b>	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<b>\$ 171,302</b>	<b>\$ 2,572</b>	<b>\$ 59,133</b>	<b>\$ 206,525</b>	<b>\$ 77,988</b>	<b>\$ 1,992</b>	<b>\$ 2,686</b>	<b>\$ 2,461</b>	<b>\$ 1,437</b>	<b>\$ 1,397</b>	<b>\$ 527,493</b>	<b>\$ 1,131,240</b>	<b>47%</b>
<b>Expenditures and Other Uses</b>													
<b>Debt Service</b>													
Principal - Mandatory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000	\$ -	\$ -	\$ 165,000	\$ 555,000	30%
Principal - Early Redemptions	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Interest Expense	-	288,120	-	-	-	-	-	86,380	-	-	374,500	576,240	65%
<b>Legal Services</b>													
Legal - Foreclosure Counsel	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers Out</b>	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Inter-Fund Group Transfers Out</b>	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Trustee Services	-	-	-	-	-	-	-	-	-	-	-	-	N/A
GF-Litigation (Parcel 19/20)	-	-	-	-	-	-	-	-	-	-	-	-	N/A
CPF-Deferred Cost Account	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<b>\$ -</b>	<b>\$ 288,120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 539,500</b>	<b>\$ 1,131,240</b>	<b>48%</b>
Net Increase/ (Decrease) of Fund Balance	171,302	(285,548)	59,133	206,525	77,988	1,992	2,686	(248,919)	1,437	1,397	(12,007)	-	
Fund Balance - Beginning	338,030	509,332	223,784	282,917	489,442	567,429	569,421	572,108	323,189	324,626	338,030	329,711	
Fund Balance - Ending	<u>\$ 509,332</u>	<u>\$ 223,784</u>	<u>\$ 282,917</u>	<u>\$ 489,442</u>	<u>\$ 567,429</u>	<u>\$ 569,421</u>	<u>\$ 572,108</u>	<u>\$ 323,189</u>	<u>\$ 324,626</u>	<u>\$ 326,023</u>	<u>\$ 326,023</u>	<u>\$ 329,711</u>	

**Heritage Harbour Market Place Community Development District**

**Capital Projects Fund**

**Statement of Revenue, Expenditures and Changes in Fund Balance**

**for the Period Ending July 31, 2024**

	October	November	December	January	February	March	April	May	June	July	Year to Date	Budget	% of Budget
<b>Revenue and Other Sources</b>													
<b>Carryforward</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Interest Income</b>													
Deferred Cost Account	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers In</b>	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Revenue and Other Sources:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
<b>Expenditures and Other Uses</b>													
<b>Flood Control - Stormwater Management</b>													
Engineering Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Legal Services	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Operating Transfers Out</b>	-	-	-	-	-	-	-	-	-	-	-	-	N/A
<b>Total Expenditures and Other Uses:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>N/A</u>
Net Increase/ (Decrease) of Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>