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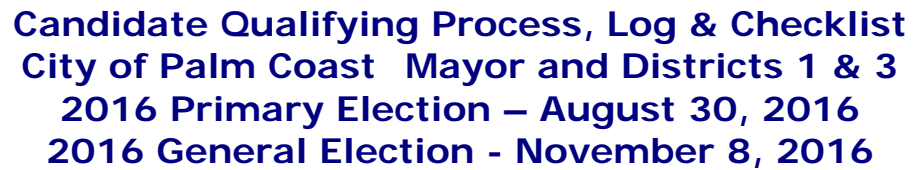
\*\*\*FLORIDA STATUTES ELECTIONS CHAPTERS 97-106 ARE AVAILABLE ON LINE\*\*\*

<http://www.leg.state.fl.us/Statutes/>

\*\*\*ALL FORMS ARE AVAILABLE ON THE FLORIDA DIVISION OF ELECTIONS\*\*\*

<http://election.dos.state.fl.us/publications/index.shtml>

Please note: It is the candidate's responsibility to make sure all required forms are filed in a timely manner in accordance with State law. This handbook includes only some of the required forms. If you are in need of any additional forms, please refer to the link above.



Name:	
Phone Number:	
Cell Number:	
Fax Number:	
Full Address:	
E-mail Address	
Candidate Seeking:	<input type="checkbox"/> Mayor <input type="checkbox"/> Council District #1 <input type="checkbox"/> Council District # 3

[illegible]

<p><b>Opens: Noon, Monday, June 20, 2016</b></p> <p><b>Closes: Noon, Friday, June 24, 2016</b></p>
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## 2016 ELECTION QUALIFYING PROCESS, LOG & CHECKLIST

**2016 Candidate and Campaign Treasurer Handbook and Review of Candidate Qualifying Information Packet**

Candidate and Campaign Treasurer Handbook	City Clerk explains the qualifying information, provides election laws and handbook guidance.
Candidate's Acknowledgement of Receipt via Signature	
Date and Time of Signature:	

**Is Candidate Choosing Alternate Method of Qualifying?**

Alternate Method for Qualifying and Filing Forms Petitions are due no later than noon (12:00 p.m.) May 23, 2016 # of required petitions Mayor 497 District 1-127 District 3-124	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, has candidate paid \$1,140.00 for Mayor or \$960.00 Council City Filing Fee (Campaign Check only) – 10% of annual salary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Qualifying / Filing Fees**

Qualifying / Filing Fees	Mayor/Council	Paid – Ck #
FL Election Assessment Fee (1% of Mayor Salary \$11,400.00 or Council Salary of \$9,600) due by end of qualifying	\$114.00 \$96.00	

**Candidate Qualifying Requirements**

Public Office Seeking: (Check One)	SEAT <input type="checkbox"/> Mayor <input type="checkbox"/> District 1 <input type="checkbox"/> District 3	Yes/No	Date Received
Resident of Palm Coast? (45 weeks per year)	Documentation?		
Resident of District?	Note: Council District No.		
Registered Voter of Flagler County?	ID #		
Copy of Flagler County Voter Registration Card Attached?			
FC Verification of Voter Registration?	If yes, date:		
Candidate serving on City Board?	Name of Board:		
Resignation from Board? if applicable			
Appointment of Campaign Treasurer and Designation of Depository (Form DS-DE 9) completed?	Signed? Treasurer's name:		
Loyalty Oath/Oath of Candidate (Form DS-DE 25) completed?	Signed?		
Statement of Candidate (Form DS-DE 84)? (Note: Due to be returned to the City Clerk within 10 days of filing for Public Office per Florida State Statutes Chapter 106)	Signed?		
City of PC Oath of Candidate Completed?	Signed? Notarized?		
Form 1 – Statement of Financial Interests completed for 2015?	Signed?		

**The only forms that are due to the City Clerk in order to start your campaign are the DS DE 9 and DS DE 84. All other forms are due to the City Clerk during the qualifying period in accordance with Florida Statutes 99.061(8). The City Clerk cannot hold onto any forms unless it is within 14 days prior to the beginning of the qualifying period.**

**Campaign Treasurer's Reports**  
**Waiver of Report: F.S.S. 106.07(07)**

In any reporting period, when there has been no activity in the account (no funds expended or received), the filing of the required report may be waived **by notifying the filing office (City Clerk) in writing** on the prescribed reporting date that no report is being filed.

**Penalties: F.S.S. 106.07(2) & (7)**

NOTE: Pursuant to §106.07 the Campaign Treasurer's Reports must be filed with the Filing Officer/City Clerk by the 5:00 p.m. deadline on the dates noted to avoid a fine of \$50 per day for the first three (3) days from personal funds of the reporting individual. Thereafter, a \$500 fine shall be imposed per each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater. (Reports can be postmarked by midnight of the due date to avoid having a fine levied against the candidate.)

**Contributions Deadline**

Thursday, August 25, 2016 12:00 ~ Midnight	Deadline to receive contributions for the Primary Election to be held on Tuesday, August 30, 2016.
Thursday, November 3, 2016 12:00 ~ Midnight	Deadline to receive contributions for the General Election to be held on Tuesday, November 8, 2016.

**Campaign Reporting Schedule**

Due Date	Report Code	Period Covered
January 11, 2016	M12	12/1/2015-12/31/2015
February 10, 2016	M1	01/01/2016-01/31/2016
March 10, 2016	M2	02/01/2016-02/29/2016
April 11, 2016	M3	03/01/2016-03/31/2016
May 10, 2016	M4	04/01/2016-04/30/2016
June 10, 2016	M5	05/01/2016-05/31/2016
July 1, 2016	P1	06/1/2016-06/24/2016
July 15, 2016	P2	06/25/2016-07/08/2016
July 29, 2016	P3	07/09/2016-07/22/2016
August 5, 2016	P4	07/23/2016-07/29/2016
August 12, 2016	P5	07/30/2016-08/05/2016
August 19, 2016	P6	08/06/2016-08/1/2016
August 26, 2016	P7	08/13/2016-08/25/2016
September 9, 2016	G1	08/26/2016-09/02/2016
September 23, 2016	G2	09/03/2016-09/16/2016
October 7, 2016	G3	09/17/2016-09/30/2016
October 14, 2016	G4	10/01/2016-10/07/2016
October 21, 2016	G5	10/08/2016-10/14/2016
October 28, 2016	G6	10/15/2016-10/21/2016
November 4, 2016	G7	10/22/2016-11/03/2016

**90 Day Termination Reports**

Due Date	Report Code	Period Covered
September 22, 2016	TR	After June qualifying
November 28, 2016	TR	Primary Election
February 6, 2017	TR	General Election

## **City of Palm Coast 2016 Elections Mayor and Districts 1 & 3**

All elections, for the City of Palm Coast Elective offices, are conducted on a nonpartisan basis without any designation of political party.

Council Members shall run for the district within which they reside. The Mayor is Citywide.

The regular City election shall be the first Tuesday after the first Monday in November of each even-numbered year. Such City elections shall be general City elections. If there are more than two candidates who qualify for any office, a primary City election shall be held at the time of the State and Federal Primary Elections.

If a Primary Election is held and a candidate for an office receives a majority of the votes cast in the Primary Election for that office, he/she will be deemed to be elected to the office and the office shall not be subject to a General Election.

If no single candidate for an office receives a majority of the votes cast in the Primary election, the two candidates for the office receiving the highest vote in the Primary Election shall run again in the General Election.

### **Important Dates**

<b>Petitions Due</b>	May 23, 2016, - noon
<b>First Day to Qualify:</b>	Monday, June 20, 2016 - noon
<b>Last Day to Qualify:</b>	Tuesday, June 24, 2016 - noon
<b>Primary Election</b>	August 30, 2016 (Voters' Registration closes August 1, 2016)
<b>General Election</b>	November 8, 2016 (Voters Registration closes October 11, 2016)

### **Candidate Requirements**

1. Candidates for Council Member must reside within the district they are running for during the time of qualifying.
2. Candidates must be registered voters of Flagler County and, as such, citizens of the United States.
3. Elected candidates will reside within the District to which they are elected for at least 45 weeks of each year of their elected term.
4. Resign from any applicable office, committee/board, etc., per Florida Statute 99.012. Under Florida State Statute, Section 99.012, no officer may qualify as a candidate for another public office, whether state, district, county or municipal, if the terms or any part thereof runs concurrently with each other, without resigning from the office he/she presently holds. The resignation is irrevocable.

The written resignation must be submitted at least 10 days prior to the first day of qualifying for the office he or she intends to seek. The resignation must be effective no later than the earlier of the following dates:

- a. The date the officer would take office, if elected.
- b. The date the officer's successor is required to take office.

If no resignation is submitted ten (10) days prior to qualifying and a candidate qualifies for an overlapping term, the resignation is effective immediately.

The law further states that, if you are a subordinate officer (a person, whether elected or appointed, who has the authority to exercise municipal power as provided by the State Constitution, State laws, or municipal charter), you may be required to resign effective upon qualifying.

For additional information, see Section 99.012, Florida Statutes.

### **Petition Process**

Florida Statutes 99.095 provides for qualifying by the Petition process for persons who seek to qualify for office. A person qualifying by the petition process shall **not** be required to pay the qualifying fee. The following are general guidelines should a candidate choose to use the Petition process

1. Petitions - are due no later than **Noon, on May 23, 2016**. Those choosing this option are required to provide their own petitions. A copy of the Petition Card (Form DS-DE-104) is available from the City Clerk's Office to use for copying; however, the ***Campaign Treasurer and Designation of Depository (Form DS-DE-9)*** must be on file with the City Clerk prior to receiving Form DS-DE-104. Petitions

***If you select the alternative method and are unable to collect enough petitions, you can still pay the Qualifying Fee.***

The following are general guidelines to assist you when obtaining petition cards.

- a. Only registered voters, residing within your District, may sign the petition cards.
- b. Submit petitions to the City Clerk's office prior to the deadline for qualifying, along with a 10¢ per card fee for the processing. Since the County Supervisor of Elections will verify all petitions, your check should be made out to the Flagler County Supervisor of Elections from your campaign account or petty cash fund.
- c. If you are unable to pay the verification cost, you may file an ***Undue Burden Oath*** with the City Clerk to waive the cost of verification.
- d. Double-check all your petition cards to ensure they are completed prior to submission. Occasionally, petitions are not accepted because information has been left out or are incorrect. Below is a general list to assist you in checking your petition cards:
  - a. If running for a District, is the District # included?
  - b. Is the person a registered voter of Flagler County?

- c. Does the registered voter reside within the District you are running for?
- d. Has the card been dated?
- e. Has the petitioner printed his/her name and address, as well as his/her voter's ID number or date of birth on the form?
- f. The number of petitions required are as follows:
  - i. Mayor – 497 valid petitions, which is 1% of the electorate residing within City limits (as identified in the most recent decennial census).
  - ii. District 1 – 127 valid petitions, which is 1% of the electorate residing within the district (as identified in the most recent decennial census).
  - iii. District 3 – 124 valid petitions, which is 1% of the electorate residing within the district (as identified in the most recent decennial census).
  - iv. Upon verification by the Flagler County Supervisor of Elections that the required number of signatures has been obtained, the candidate will receive a NOTICE that he/she has met the petition requirement.

### **QUALIFYING**

**ALL** qualification papers, as listed below, must be filed with the City Clerk of the City of Palm Coast **before noon, Friday, June 24, 2016** deadline:

1. ***Appointment of Campaign Treasurer and Designation of Depository*** - Before accepting any contributions or making any expenditure in the furtherance of his/her candidacy, a person must file an appointment of Campaign Treasurer and Designation of Depository (Form DS-DE-9) with the City Clerk. Once this is filed, you must begin filing campaign reports.
2. ***Statement of Candidate*** – DS-DE-84 – Each candidate must file this statement within 10 days after he/she files his/her appointment of Campaign Treasurer and Designation of Depository, stating that he/she has read and understands the requirements of Chapter 106, Florida Statutes.
3. ***Loyalty Oath/Oath of Candidate*** – DS-DE-25
4. ***City of Palm Coast Oath of Candidate***
5. ***Statement of Financial Interests*** – Form 1
6. Provide a check in the amount of \$114 (Mayor) or \$96 (District 1 or 3) made out to the City Clerk of the City of Palm Coast for payment of the State Election Assessment of 1% of their annual salary of office sought (\$11,400-Mayor) (\$9,600-Districts 1 or 3), or file *Undue Burden Oath*.
7. If the candidate chooses not to use the Petition process for qualifying, a check made out to the City Clerk of the City of Palm Coast, in the amount of \$1,140.00 (10% of the annual salary of \$11,400) for Mayor, or \$960, (10% of the annual salary of \$9,600) for Council Member, must be submitted at this time.



8/2015

99.012 Restrictions on individuals qualifying for public office.—

(1) As used in this section:

(a) "Officer" means a person, whether elected or appointed, who has the authority to exercise the sovereign power of the state pertaining to an office recognized under the State Constitution or laws of the state. With respect to a municipality, the term "officer" means a person, whether elected or appointed, who has the authority to exercise municipal power as provided by the State Constitution, state laws, or municipal charter.

(b) "Subordinate officer" means a person who has been delegated the authority to exercise the sovereign power of the state by an officer. With respect to a municipality, subordinate officer means a person who has been delegated the authority to exercise municipal power by an officer.

(2) No person may qualify as a candidate for more than one public office, whether federal, state, district, county, or municipal, if the terms or any part thereof run concurrently with each other.

(3)(a) No officer may qualify as a candidate for another state, district, county, or municipal public office if the terms or any part thereof run concurrently with each other without resigning from the office he or she presently holds.

(b) The resignation is irrevocable.

(c) The written resignation must be submitted at least 10 days prior to the first day of qualifying for the office he or she intends to seek.

(d) The resignation must be effective no later than the earlier of the following dates:

1. The date the officer would take office, if elected; or
2. The date the officer's successor is required to take office.

(e)1. An elected district, county, or municipal officer must submit his or her resignation to the officer before whom he or she qualified for the office he or she holds, with a copy to the Governor and the Department of State.

2. An appointed district, county, or municipal officer must submit his or her resignation to the officer or authority which appointed him or her to the office he or she holds, with a copy to the Governor and the Department of State.

3. All other officers must submit their resignations to the Governor with a copy to the Department of State.

(f)1. With regard to an elective office, the resignation creates a vacancy in office to be filled by election. Persons may qualify as candidates for nomination and election as if the public officer's term were otherwise scheduled to expire.

2. With regard to an elective charter county office or elective municipal office, the vacancy created by the officer's resignation may be filled for that portion of the officer's unexpired term in a manner provided by the respective charter. The office is deemed vacant upon the effective date of the resignation submitted by the official in his or her letter of resignation.

(g) Any officer who submits his or her resignation, effective immediately or effective on a date prior to the date of his or her qualifying for office, may then qualify for office as a nonofficeholder, and the provisions of this subsection do not apply.

(4) A person who is a subordinate officer, deputy sheriff, or police officer must resign effective upon qualifying pursuant to this chapter if the person is seeking to qualify for a public office that is currently held by an officer who has authority to appoint, employ, promote, or otherwise supervise that person and who has qualified as a candidate for reelection to that office.

(5) If an order of a court that has become final determines that a person did not comply with this section, the person shall not be qualified as a candidate for election and his or her name may not appear on the ballot.

(6) This section does not apply to:

- (a) Political party offices.
- (b) Persons serving without salary as members of an appointive board or authority.



(7) Nothing contained in subsection (3) relates to persons holding any federal office or seeking the office of President or Vice President.

History.—s. 1, ch. 63-269; s. 2, ch. 65-378; s. 1, ch. 70-80; s. 10, ch. 71-373; s. 1, ch. 74-76; s. 3, ch. 75-196; s. 1, ch. 79-391; s. 47, ch. 81-259; s. 1, ch. 83-15; s. 28, ch. 84-302; s. 31, ch. 91-107; s. 534, ch. 95-147; s. 1, ch. 99-146; s. 1, ch. 2000-274; s. 14, ch. 2007-30; s. 14, ch. 2008-4; s. 9, ch. 2008-95; s. 12, ch. 2011-40.

**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

**NOTE: This form must be on file with the qualifying officer before opening the campaign account.**

**OFFICE USE ONLY**

**1. CHECK APPROPRIATE BOX(ES):**

☐ Initial Filing of Form      Re-filing to Change: ☐ Treasurer/Deputy    ☐ Depository    ☐ Office    ☐ Party

**2. Name of Candidate** (in this order: First, Middle, Last)

**3. Address** (include post office box or street, city, state, zip code)

**4. Telephone**

**5. E-mail address**

(      )

**6. Office sought** (include district, circuit, group number)

**7. If a candidate for a nonpartisan office, check if applicable:**

☐ My intent is to run as a Write-In candidate.

**8. If a candidate for a partisan office, check block and fill in name of party as applicable:** My intent is to run as a

☐ Write-In    ☐ No Party Affiliation    ☐ \_\_\_\_\_ Party candidate.

**9. I have appointed the following person to act as my**    ☐ Campaign Treasurer    ☐ Deputy Treasurer

**10. Name of Treasurer or Deputy Treasurer**

**11. Mailing Address**

**12. Telephone**

(      )

**13. City**

**14. County**

**15. State**

**16. Zip Code**

**17. E-mail address**

**18. I have designated the following bank as my**    ☐ Primary Depository    ☐ Secondary Depository

**19. Name of Bank**

**20. Address**

**21. City**

**22. County**

**23. State**

**24. Zip Code**

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.**

**25. Date**

**26. Signature of Candidate**

**X**

**27. Treasurer's Acceptance of Appointment** (fill in the blanks and check the appropriate block)

I, \_\_\_\_\_, do hereby accept the appointment  
(Please Print or Type Name)

designated above as:    ☐ Campaign Treasurer    ☐ Deputy Treasurer.

**X**

Date

Signature of Campaign Treasurer or Deputy Treasurer

# STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, \_\_\_\_\_ ,

candidate for the office of \_\_\_\_\_ ;

have been provided access to read and understand the requirements of

Chapter 106, Florida Statutes.

X

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

# CANDIDATE OATH – NONPARTISAN OFFICE

(Not for use by Judicial or  
School Board Candidates)

OFFICE USE ONLY

## OATH OF CANDIDATE

(Section 99.021, Florida Statutes)

I, \_\_\_\_\_  
(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT \* -- NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)  
am a candidate for the nonpartisan office of \_\_\_\_\_, \_\_\_\_\_,  
(office) (district #)  
\_\_\_\_\_, \_\_\_\_\_; I am a qualified elector of \_\_\_\_\_ County, Florida;  
(circuit #) (group or seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

**X**

( )

Signature of Candidate

Telephone Number

Email Address

Address

City

State

ZIP Code

Candidate's Florida Voter Registration Number (located on your voter information card): \_\_\_\_\_

\* Please print name phonetically on the line below as you wish it to be pronounced on the audio ballot for persons with disabilities (see instructions on page 2 of this form):  
\_\_\_\_\_

STATE OF FLORIDA

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

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known: \_\_\_\_\_ or

Produced Identification: \_\_\_\_\_

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

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

# INSTRUCTIONS: INSERTING PHONETIC SPELLING OF CANDIDATE'S NAME FOR AUDIO BALLOT

Use the PRONUNCIATION KEY below to provide pronunciations for ambiguous first names and surnames. Capitalize STRESSED syllables, use lower case for unstressed syllables. Use dashes (-) to separate syllables. You should also add any notes such as rhyming examples, silent letters, *etc.*

## Samples:

<b>PRONUNCIATION KEY</b> <b>Stressed Vowel Sounds</b>	
EE	(FEET) <i>feet</i>
I	(FIT) <i>fit</i>
E	(BED) <i>bed</i>
A	(KAT) <i>cat</i> (KAD) <i>cad</i>
AH	(FAH-thur) <i>father</i> (PAHR) <i>par</i>
AH	(HAHT) <i>hot</i> (TAH-dee) <i>toddy</i>
UH	(FUHJ) <i>fudge</i> (FLUHD) <i>flood</i>
UH	(CHUHRCH) <i>church</i>
AW	(FAWN) <i>fawn</i>
U	(FUL) <i>full</i>
OO	(FOOD) <i>food</i>
OU	(FOUND) <i>found</i>
O	(FO) <i>foe</i>
EI	(FEIT) <i>fight</i>
AI	(FAIT) <i>fate</i>
OI	(FOIL) <i>foil</i>
YOO	(FYOOR-ee-uhs) <i>furious</i>

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

<b>Unstressed Vowel Sounds</b>	
uh	(SO-fuh) <i>sofa</i> (FING-guhr) <i>finger</i>

<b>Certain Vowel Sounds with R</b>	
AHR	(PAHR) <i>par</i>
ER	(PER) <i>pair</i>
IR	(PIR) <i>peer</i>
OR	(POR) <i>pour</i>
OOR	(POOR) <i>poor</i>
UHR	(PUHR) <i>purr</i>

<b>Consonant Sounds</b>			
B	(BED) <i>bed</i>	TS	(ITS) <i>its</i> (PITS-feeld) <i>Pittsfield</i>
D	(DET) <i>debt</i>	TH	(THEI) <i>Thigh</i>
F	(FED) <i>fed</i>	TH	(THEI) <i>Thy</i>
G	(GET) <i>get</i>	ZH	(A-zuhr) <i>azure</i> (VI-zuhn) <i>vision</i>
H	(HED) <i>head</i>	Z	(GOODZ) <i>goods</i> (HUH-buhz-tuhn) <i>Hubbardston</i>
HW	(HWICH) <i>which</i>		
J	(JUHG) <i>jug</i>		
K	(KAD) <i>cad</i>		
L	(LAIM) <i>lame</i>		
M	(MAT) <i>mat</i>		
N	(NET) <i>net</i>		
NG	(SING-uhr) <i>singer</i>		
P	(PET) <i>pet</i>		
R	(RED) <i>red</i>		
S	(SET) <i>set</i>		
T	(TEN) <i>ten</i>		
V	(VET) <i>vet</i>		
Y	(YET) <i>yet</i>		
W	(WICH) <i>witch</i>		
CH	(CHUCRCH) <i>church</i>		
SH	(SHEEP) <i>sheep</i>		

**NOTE: This page should not be submitted to the filing officer.**

City of Palm Coast  
Oath of Candidate  
(City Council Member District 1)

Before me, an officer authorized to administer oaths, personally appeared \_\_\_\_\_, who was duly sworn by me and has stated the following:

- He/she is a qualified elector of the City of Palm Coast.
- He/She presently resides within the boundaries of **District 1**, of the City of Palm Coast, Flagler County, Florida and resides in said district for at least 45 weeks of the year.
- He/she is qualified elector under the Constitution and laws of the State of Florida to hold the office for which he/she is candidate.
- He/she has not violated any of the laws of the State of Florida or the City of Palm Coast relating to elections and registration of voters.
- He/she has observed the “Resign to Run Law” as stated in Chapter 99.012, Florida Statutes.
- He/she is a candidate for the office of Council Member from **District 1**, for the City of Palm Coast, Flagler County, Florida 2016 Municipal Election.

\_\_\_\_\_  
Candidates Signature

\_\_\_\_\_  
Date

State of Florida  
County of Flagler

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016  
by \_\_\_\_\_

Personally known ☐ yes ☐ no If not known, produced:

Type of Identification & Number \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Signature

City of Palm Coast  
Oath of Candidate  
(City Council Member District 3)

Before me, an officer authorized to administer oaths, personally appeared \_\_\_\_\_, who was duly sworn by me and has stated the following:

- He/she is a qualified elector of the City of Palm Coast.
- He/She presently resides within the boundaries of **District 3**, of the City of Palm Coast, Flagler County, Florida and resides in said district for at least 45 weeks of the year.
- He/she is qualified elector under the Constitution and laws of the State of Florida to hold the office for which he/she is candidate.
- He/she has not violated any of the laws of the State of Florida or the City of Palm Coast relating to elections and registration of voters.
- He/she has observed the “Resign to Run Law” as stated in Chapter 99.012, Florida Statutes.
- He/she is a candidate for the office of Council Member from **District 3**, for the City of Palm Coast, Flagler County, Florida 2016 Municipal Election.

\_\_\_\_\_  
Candidates Signature

\_\_\_\_\_  
Date

State of Florida  
County of Flagler

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016  
by \_\_\_\_\_

Personally known ☐ yes ☐ no If not known, produced:

Type of Identification & Number \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Signature



City of Palm Coast  
Oath of Candidate  
(Mayor)

Before me, an officer authorized to administer oaths, personally appeared \_\_\_\_\_, who was duly sworn by me and has stated the following:

- He/she is a qualified elector of the City of Palm Coast.
- He/She presently resides within the boundaries of City of Palm Coast, Flagler County, Florida and resides in said district for at least 45 weeks of the year.
- He/she is qualified elector under the Constitution and laws of the State of Florida to hold the office for which he/she is candidate.
- He/she has not violated any of the laws of the State of Florida or the City of Palm Coast relating to elections and registration of voters.
- He/she has observed the “Resign to Run Law” as stated in Chapter 99.012, Florida Statutes.
- He/she is a candidate for the office of Mayor for the City of Palm Coast, Flagler County, Florida 2016 Municipal Election.

\_\_\_\_\_  
Candidates Signature

\_\_\_\_\_  
Date

State of Florida  
County of Flagler

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016  
by \_\_\_\_\_

Personally known ☐ yes ☐ no If not known, produced:

Type of Identification & Number \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Signature

**FORM 1****STATEMENT OF  
FINANCIAL INTERESTS****2015**Please print or type your name, mailing  
address, agency name, and position below:**FOR OFFICE USE ONLY:**

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

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

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

☐ DECEMBER 31, 2015 OR ☐ SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: \_\_\_\_\_**MANNER OF CALCULATING REPORTABLE INTERESTS:**FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):☐ **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR ☐ **DOLLAR VALUE THRESHOLDS****PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

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

**PART B -- SECONDARY SOURCES OF INCOME**

[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

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

**PART C -- REAL PROPERTY** [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")


**FILING INSTRUCTIONS** for when  
and where to file this form are  
located at the bottom of page 2.**INSTRUCTIONS** on who must file  
this form and how to fill it out  
begin on page 3.

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

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

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

NAME OF CREDITOR	ADDRESS OF CREDITOR

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

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

**PART G — TRAINING**

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

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

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

**SIGNATURE OF FILER:**

**Signature:**

\_\_\_\_\_

**Date Signed:**

\_\_\_\_\_

**CPA or ATTORNEY SIGNATURE ONLY**

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

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

CPA/Attorney Signature: \_\_\_\_\_

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

**FILING INSTRUCTIONS:**

**WHAT TO FILE:**

After completing all parts of this form, **including signing and dating it**, send back only the first sheet (pages 1 and 2) for filing.

If you have nothing to report in a particular section, you must write "none" or "n/a" in that section(s).

**NOTE:**

**MULTIPLE FILING UNNECESSARY:**

A candidate who previously filed Form 1 because of another public position must file a copy of his or her Form 1 when qualifying. A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

**Facsimiles will not be accepted.**

**WHERE TO FILE:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location.

**Local officers/employees** file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)

**State officers or specified state employees** file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303.

**Candidates** file this form together with their qualifying papers.

To determine what category your position falls under, see page 3 of instructions.

**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, 2015.

## NOTICE

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

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

## **WHO MUST FILE FORM 1:**

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

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

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; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits.

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

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or

municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000 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, Assistant 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 \$20,000.

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

## **INSTRUCTIONS FOR COMPLETING FORM 1:**

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

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

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

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

**DISCLOSURE PERIOD:** The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2015; check that box. If you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the "disclosure period" for your report.

## **MANNER OF CALCULATING REPORTABLE INTEREST**

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

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

#### **PART A — PRIMARY SOURCES OF INCOME**

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

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

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

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

Examples:

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

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

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

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

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

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

#### **PART B — SECONDARY SOURCES OF INCOME**

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

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

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of

a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

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

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

Examples:

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

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

#### **PART C — REAL PROPERTY**

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

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

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

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

#### **PART D — INTANGIBLE PERSONAL PROPERTY**

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

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



## PART E — LIABILITIES

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

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

## PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(5), F.S.]

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

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

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

## PART G — TRAINING CERTIFICATION

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

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

(End of Dollar Value Thresholds Instructions.)

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

## PART A — PRIMARY SOURCES OF INCOME

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

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

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

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

Examples:

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

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

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

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

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

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

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

## PART B — SECONDARY SOURCES OF INCOME

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

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

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

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

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

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

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

## PART C — REAL PROPERTY

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

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

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

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

## PART D — INTANGIBLE PERSONAL PROPERTY

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

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

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

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

## PART E — LIABILITIES

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

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

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

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

## PART F — INTERESTS IN SPECIFIED BUSINESSES

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

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

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

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

## PART G — TRAINING CERTIFICATION

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

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

**(End of Percentage Thresholds Instructions.)**



## CANDIDATE PETITION

**Notes:** - All information on this form becomes a public record upon receipt by the Supervisor of Elections.  
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]  
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, \_\_\_\_\_ the undersigned, a registered voter  
(print name as it appears on your voter information card)

in said state and county, petition to have the name of \_\_\_\_\_  
placed on the Primary/General Election Ballot as a: *[check/complete box, as applicable]*

☐ Nonpartisan ☐ No party affiliation ☐ \_\_\_\_\_ Party candidate for the office of

\_\_\_\_\_  
(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth or Voter Registration Number  
(MM/DD/YY)

Address

City

County

State

Zip Code

Signature of Voter

Date Signed (MM/DD/YY)  
*[to be completed by Voter]*



# CITY OF PALM COAST 2016 Municipal Elections

**Primary Municipal Election**  
**Tuesday, August 30, 2016**

**General Municipal Election**  
**Tuesday, November 8, 2016**

## **Filing Campaign Treasurer's Reports**

Section 106.07, Florida Statutes – Each candidate of political committee shall file regular reports on the 10<sup>th</sup> day following the end of each calendar month from the time the Campaign Treasure is appointed.

Section 106.02, Florida Statutes – Each candidate or political committee who is required to file report with a county of municipal filing officer must file report on the 60th day immediately preceding the primary election, and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 2nd and 11th day before the primary election and general election.

Section 106.07(7), Florida Statutes – In any reporting period when there has been no activity in the account (no funds expended or received) the file of the required report may be waived by notifying the filing office in writing on the prescribed Form DS-DE 87 that no report in being filed.

## **90-Day Termination Reports**

Section 106.141, Florida Statutes – Each candidate who withdraws his or her candidacy, becomes an unopposed candidate, or is eliminated as a candidate or elected to office shall within 90 days dispose of the funds on deposit in his/her campaign account and file a report reflecting the disposition of all remaining funds.

Due Date	Report Code	Cover Period
September 22, 2016	TR	After June qualifying
November 28, 2016	TR	Primary Election
February 6, 2017	TR	General Election

**Q =Quarterly/Qualifying – M = Monthly – P=Primary G=General – TR=Termination**

## **Campaign Reporting Schedule**

Due Date	Report Code	Period Covered
January 11, 2016	M12	12/1/2015-12/31/2015
February 10, 2016	M1	01/01/2016-01/31/2016
March 10, 2016	M2	02/01/2016-02/29/2016
April 11, 2016	M3	03/01/2016-03/31/2016
May 10, 2016	M4	04/01/2016-04/30/2016
June 10, 2016	M5	05/01/2016-05/31/2016
July 1, 2016	P1	06/1/2016-06/24/2016
July 15, 2016	P2	06/25/2016-07/08/2016
July 29, 2016	P3	07/09/2016-07/22/2016
August 5, 2016	P4	07/23/2016-07/29/2016
August 12, 2016	P5	07/30/2016-08/05/2016
August 19, 2016	P6	08/06/2016-08/1/2016
August 26, 2016	P7	08/13/2016-08/25/2016
September 9, 2016	G1	08/26/2016-09/02/2016
September 23, 2016	G2	09/03/2016-09/16/2016
October 7, 2016	G3	09/17/2016-09/30/2016
October 14, 2016	G4	10/01/2016-10/07/2016
October 21, 2016	G5	10/08/2016-10/14/2016
October 28, 2016	G6	10/15/2016-10/21/2016

### **Deadline for Filing**

Section 106.07(2)(a) Florida Statutes – Report shall be filed no later than 5:00 p.m. on the day designated. Any report postmarked by the U.S. Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner. A certificate of mailing obtained from and dated by the U.S. Postal Service at the time of mailing, or receipt from an established courier service that bears a date on or before the date on which the report is due, shall be proof of mailing in a timely manner, unless it has a postmark that indicates that the report was mailed after the designated due date.

### **Penalty for Late Filing**

Section 106.07(7)(a) Florida Statutes – a reporting individual who fails to file a report on the designated due date is subject to a fine, and such fine shall be paid only from personal funds of the reporting individual. The fine shall be \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater.

### **Last Day to Accept Contributions**

Primary Municipal Election, last day, Thursday, August 25, 2016, @ midnight.  
General Municipal Election, last day, Thursday, November 3, 2016 @ midnight.

### **Dates for Candidates to Qualify**

Monday, June 20, 2016, 9:00 a.m. – Friday, June 24, 2016, 12 noon to the SOE.

### **Filing Officer**

All reports of a candidate for the City of Palm Coast shall be filed with the City Clerk, City Offices, 160 Lake Avenue, Palm Coast, Florida 32164

Any questions please contact Virginia A. Smith, City Clerk, at 986-3713.

## CAMPAIGN TREASURER'S REPORT SUMMARY

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

(2) \_\_\_\_\_  
Address (number and street)

\_\_\_\_\_  
City, State, Zip Code

☐ Check here if address has changed

<b>OFFICE USE ONLY</b>
------------------------

(3) ID Number: \_\_\_\_\_

(4) Check appropriate box(es):

☐ Candidate Office Sought: \_\_\_\_\_

☐ Political Committee (PC)

☐ Electioneering Communications Org. (ECO)

☐ Party Executive Committee (PTY)

☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)

☐ Check here if PC or ECO has disbanded

☐ Check here if PTY has disbanded

☐ Check here if no other IE or EC reports will be filed

### (5) Report Identifiers

Cover Period: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Report Type: \_\_\_\_\_

☐ Original

☐ Amendment

☐ Special Election Report

### (6) Contributions This Report

Cash & Checks \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Loans \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Total Monetary \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

In-Kind \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

### (7) Expenditures This Report

Monetary Expenditures \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Transfers to Office Account \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Total Monetary \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

### (8) Other Distributions

\$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

### (9) TOTAL Monetary Contributions To Date

\$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

### (10) TOTAL Monetary Expenditures To Date

\$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

### (11) Certification

**It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)**

I certify that I have examined this report and it is true, correct, and complete:

(Type name) \_\_\_\_\_

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer

**X** \_\_\_\_\_

Signature

(Type name) \_\_\_\_\_

☐ Candidate ☐ Chairperson (only for PC and PTY)

**X** \_\_\_\_\_

Signature

### Instructions for Campaign Treasurer's Report Summary

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

# CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

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

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type      Occupation		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation	Type	Description		
/      /							
/      /							
/      /							
/      /							
/      /							
/      /							

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

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).
- (2) The identification number assigned by the filing officer.
- (3) Cover period dates (e.g., 1/1/15 through 1/31/15). (See filing officer's reporting dates calendar for appropriate year and cover periods.)
- (4) Page numbers (e.g., 1 of 3).
- (5) Date contribution was RECEIVED (Month/Day/Year).
- (6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.  
For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.
- (7) Type full name and address of contributor (including city, state and zip code).
- (8) Enter the type of contributor using one of the following codes:  
Occupation of contributor for **contributions over \$100 only**. (If a business, please indicate nature of business.)

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

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

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



- (10) Type the description of any in-kind contribution received.  
**Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".**
- (11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.  
The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.  
To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.
- (12) Type amount of contribution received. **Political Committees ONLY**: Multiple uniform contributions from the same person, aggregating NMT \$250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.

## CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

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

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

(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

(4) Page \_\_\_\_\_ of \_\_\_\_\_

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

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

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

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

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

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

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

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

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

(11) Amount of expenditure.

## CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

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

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

(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

(4) Page \_\_\_\_\_ of \_\_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
/ /					
/ /					
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## INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).
- (2) Identification number assigned by the filing officer.
- (3) Cover period dates (01/01/15 through 01/31/15). (See filing officer's reporting dates calendar for appropriate cover periods.)
- (4) Page numbers (e.g., 1 of 3).
- (5) Date of expenditure (Month/Day/Year).
- (6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.  
  
For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.
- (7) Full name and address of entity receiving payment (including city, state and zip code).
- (8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE:** This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).
- (9) Enter Expenditure Type using one of the following codes:

Code	Description
CAN	Candidate Expense
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ECC	Electioneering Communication
IEC	Independent Expenditure Regarding a Candidate
IEI	Independent Expenditure Regarding an Issue
MON	Monetary (Not to a Candidate)
PCW	Petty Cash Withdrawn
PCS	Petty Cash Spent
PPD	Pre-paid Distribution
REF	Refund (Negative Amount Only)
RMB	Reimbursements
TOA	Transfer to Office Account (Disposition of Funds)

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

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

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

(11) Amount of expenditure.



# CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

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

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount	(12) Distribution Type
(6) Sequence Number						
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						

## CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

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

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

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

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

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

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

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

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

- (11) **Amount of distribution.**

- (12) **Distribution Type**

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

# CAMPAIGN TREASURER'S REPORT ITEMIZED EXPENDITURES AND DISTRIBUTION

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

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

☐ **Expenditures** (Use separate sheets for Expenditures and Distributions. Do not combine sequence numbers with Distributions.)

☐ **Distributions** (Use separate sheets for Expenditures and Distributions. Do not combine sequence numbers with Expenditures.)

(5) Date	(7) Full Name (L, Suffix, F, M) Full Street Address City, State, Zip Code	(8) Purpose (add office sought for candidate contributions)	(9) Expenditure Type	(10) Related Expenditures	(11) Amended	(12) Amount
____ / ____ / ____						
____ / ____ / ____						
____ / ____ / ____						
____ / ____ / ____						
____ / ____ / ____						
____ / ____ / ____						
____ / ____ / ____						

**Campaign Treasurer's Report  
Expenditures and Distributions  
INSTRUCTIONS**

- (1) **Name:** type full name of the candidate, political committee, committee of continuous existence, party executive committee, electioneering communication organization or individual, or person making an independent expenditure.
- (2) **ID Number:** type identification number assigned by the Division of Elections.
- (3) **Cover Period:** type the dates this report covers (i.e., 1/1/05 – 3/31/05). **Important:** use the appropriate cover period dates as printed in the *Calendar of Election and Reporting Dates*.
- (4) **Page:** type the current page number followed by the total number of pages of expenditures **OR** distributions in this report (i.e., for Expenditures Page 1 of 3 and for Distributions Page 1 of 3).
- (5) **Date:** type the date the expenditure or distribution was made.
- (6) **Seq Num:** each individual expenditure or distribution must contain a sequence number. This number combines with the report types and detail entries to uniquely identify a specific expenditure or distribution (i.e., the Q1 report contains 75 expenditures. Number these sequence numbers 1 through 75. If the Q1 report is amended, any new (previously unreported) expenditures must be numbered 76, etc. Any amended expenditures must be numbered with the same sequence number as on the original Q1 report. The Q2 report contains 40 expenditures. Number these sequence numbers 1 through 40).
- (7) **Full Name and Address:** type the full name, address, including city, state, and zip code to whom each expenditure or distribution is made.
- (8) **Purpose:** type the specific purpose for each expenditure or distribution. **Important:** If the expenditure or distribution is to a candidate type the candidate's identification number and office south code. If the expenditure or distribution is for an issue type the issue code. (**Identification numbers, office sought codes, and issue codes are available on the Division of Elections website at <http://election.dos.state.fl.us>.**)
- (9) **Expenditure Type:** type the correct code from the list below to identify each expenditure type:
- |  |   |
|--|---|
| <b><u>Expenditure Type Codes</u></b><br>DIS – Disposition of funds (candidates TR report only)<br>ECC – Electioneering communication re: candidate<br>ECI – Electioneering communication re: issue<br>IEC – Independent expenditure re: candidate<br>IEI – Independent expenditure re: issue | MON – Monetary<br>PCS – Petty cash spent<br>PCW – Petty cash withdrawn<br>TOA – Transfer to an office account (candidates only)<br>REF – Refund |
|--|---|
- (10) **Related Expenditures:** for each distribution related to previously reported expenditure, type the year, report type, and sequence number of the original related expenditure.  
**Party executive committees only:** if the distribution is allocable toward the contribution limits type an “A” in this box; if not type an “N.”
- (11) **Amended:** on amended reports **only** type either ADD or DEL as indicated below for each amendment:  
**ADD** – indicates an entry is new (previously unreported). The sequence number will begin with the next sequential number from the original report (i.e., the Q1 report contains 75 expenditures. Number these sequence numbers 1 through 75. On the Q1 amended report, any new expenditures added must be numbered 76, etc., and enter ADD in the **Amended** column).  
**DEL** – indicates a previously reported entry needs to be corrected (i.e., sequence number 3 on the original Q1 needs to be deleted. On the amended report enter the same sequence number, all other required data, and enter DEL in the **Amended** column. If this same entry needs to be reentered with corrections, on the next entry line type the next sequential number from the original report, all other required data, and enter ADD in the **Amended** column).
- (12) **Amount:** type the full amount of each expenditure or distribution made.

**DISTRIBUTION EXAMPLE**

(5) Date	(7) Full Name (L, Suffix, F, M) Full Street Address City, State, Zip Code	(8) Purpose (add office sought for candidate contributions)	(9) Expenditure Type	(10) Related Expenditures	(11) Amended	(12) Amount
02/02/05	John Doe Campaign account	Mailout		2004		
1	222 South Street Tallahassee, FL 32399	STA 4	MON	Q4 75 A		\$500.00

# WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name

Office Sought

Address

City

State

Zip Code

☐ Candidate

☐ Political Committee

☐ Party Executive Committee

NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.0703(6), F.S.).

☐ Check here if address has changed since last report.

☐ Check here if PC has DISBANDED and will no longer file reports.

## TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)

☐ MONTHLY REPORT

☐ PRIMARY ELECTION

☐ GENERAL ELECTION

☐ OTHER REPORT TYPE

Indicate report #

M \_\_\_\_\_

Indicate report #

P \_\_\_\_\_

Indicate report #

G \_\_\_\_\_

Indicate report type and #  
as applicable:

\_\_\_\_\_

☐ TERMINATION REPORT

☐ SPECIAL ELECTION

## NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

THROUGH

X

Signature

Date

X

Signature

Date

### REQUIRED SIGNATURES FOR:

#### Candidates:

Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

#### Political Committees:

Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

#### Party Executive Committees:

Treasurer and Chairman (s. 106.29(2), F.S.)

Except as noted above for an ECO, in any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

# REQUEST FOR RETURN OF CONTRIBUTION

(Section 106.021, F.S.)

(PLEASE TYPE)

I, \_\_\_\_\_,  
hereby request that the pro rata share of my contribution to the  
campaign of \_\_\_\_\_ as a  
candidate for the office of \_\_\_\_\_  
be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

**X**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**AFFIDAVIT OF UNDUE BURDEN**  
(Section 99.097(4), Florida Statutes)

**IMPORTANT: (1) Paying signature gatherers will preclude or invalidate the filing of an undue burden oath.** Section 99.097(6), Florida Statutes, provides: (a) If any person is paid to solicit signatures on a petition, an undue burden oath may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. (b) If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any submitted thereafter shall be paid by the candidate, person, or organization that submitted the undue burden oath. If contributions as defined in s. 106.011 are received, any monetary contributions must first be used to reimburse the supervisor of elections for any signature verification fees that were not paid because of the filing of the undue burden oath. [Note: The second sentence in (b) applies only when payment is made to a signature gatherer after an undue burden oath had been filed.]

**(2) Upon a candidate terminating the campaign,** any candidate who qualified by the petition process and who has surplus funds, must first apply the surplus funds to the reimbursement of the signature verification fee (if applicable). See s. 106.141(7), Florida Statutes.

\*\*\*\*\*

I certify under oath that I intend to qualify as a candidate for the office of

\_\_\_\_\_ and that I am  
unable to pay the fee for verification of petition signatures for that office  
without imposing an undue burden on my personal resources or on  
resources otherwise available to me.

X

<b>Signature of Candidate</b>		<b>Print Candidate's Name</b>
<b>Address</b>		<b>City</b>
		(      )
<b>State</b>	<b>Zip</b>	<b>Telephone Number</b>

**State of Florida**

**County of** \_\_\_\_\_

**Sworn to (or affirmed) and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_  
**by** \_\_\_\_\_.

Personally Known: \_\_\_\_\_ or

Produced Identification: \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Notary Public – State of Florida**  
Print, Type or Stamp Commissioned Name of  
Notary Public

## CONTRIBUTIONS RETURNED

(Section 106.07(4)(b), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

This report applies only to contributions received by any candidate, committee, or organization but returned to the contributor before being deposited in the campaign account.

☐ Candidate

☐ Committee or Organization

Full Name: \_\_\_\_\_

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

Full Name and Address of Contributor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

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

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

Full Name and Address of Contributor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

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

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

Full Name and Address of Contributor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

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

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

Full Name and Address of Contributor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

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

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

I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.

\_\_\_\_\_  
Type or Print Name of Candidate, Treasurer or Chairman

X

\_\_\_\_\_  
Signature



# CAMPAIGN LOANS REPORT

(Section 106.075, F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

This report applies to all candidates ELECTED to office who had loans exceeding \$500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election. All such loans must be reported to the filing officer within 10 days after the candidate's election to office.

Full Name of Newly Elected Official

Office

Mailing Address

City

State

Zip Code

I CERTIFY THAT I HAVE EXAMINED THIS REPORT  
AND IT IS TRUE, CORRECT AND COMPLETE.

Type or Print Name of Newly Elected Official

X

Signature

# CAMPAIGN LOANS REPORT ITEMIZED

Page \_\_\_\_\_ of \_\_\_\_\_

(PLEASE TYPE)

FULL NAME AND ADDRESS OF LENDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AMOUNT OF LOAN: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FULL NAME AND ADDRESS OF LENDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AMOUNT OF LOAN: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FULL NAME AND ADDRESS OF LENDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AMOUNT OF LOAN: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FULL NAME AND ADDRESS OF LENDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AMOUNT OF LOAN: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FULL NAME AND ADDRESS OF LENDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AMOUNT OF LOAN: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

FULL NAME AND ADDRESS OF LENDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

AMOUNT OF LOAN: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_



## **Political Sign Information & Fact Sheet**

This form advises candidates as to rules and regulations regarding the use of political signs within the City of Palm Coast. A permit for the placing of political signs in the City is not required. The placement of political signs, within Palm Coast, are regulated by City ordinance and rules as follows:

***The use of the City of Palm Coast logo is strictly prohibited.***

### **Land Development Code Section 12.06.03. Political Signs**

- Political campaign signs or posters are permitted in all zoning districts and shall comply with the following:

#### **A. Posting of Political Signs**

- **1.** Placement of political signs on private property may occur only with the expressed consent of the property owner.
- **2.** It is prohibited and unlawful to place a political sign on or within public rights-of-way or public property.
- **3.** Setback shall be two (2) feet from public rights-of-way and fifteen (15) feet from side property lines and shall not be located within any sight triangle.
- **4.** Political signs placed in residential districts shall not exceed six (6) square feet in size and shall not exceed five (5) feet in height.
- **5.** Political signs placed in nonresidential districts shall not exceed sixteen (16) square feet in size and shall not exceed ten (10) feet in height.

#### **B. Removal of Political Signs**

- **1.** Signs shall be removed within fifteen (15) calendar days after the election or referendum to which it pertains.
- **2.** The removal of all political signs shall be the joint and severally responsibility of the owner of the property upon which the sign is placed and the candidate for whom such sign was placed.

Distributed by: Virginia A. Smith, CMC,CP  
City Clerk/Paralegal



## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JIM BOXOLD  
SECRETARY

FEB 15 2016 *fw*

January 22, 2016

### Notice to candidates for election to offices in the State of Florida

The Department of Transportation's Office of Right of Way would like to remind you of State Law regarding political campaign signs:

- (1) Signs placed on the state rights of way – Political campaign signs may not be placed in the right of way of any state or national highway [Chapter 479.11(8), Florida Statutes]. A joint effort by the Florida Department of Transportation and the Florida Highway Patrol produced a brochure explaining that the unauthorized use of the public right of way is prohibited by Florida law. This brochure further outlines how the right of way is regulated and how to recognize the location of the right of way line. The brochure is available on our website, <http://www.dot.state.fl.us/rightofway/>. Please feel free to print and copy the brochure for distribution. We recommend campaigns make this brochure required reading for volunteers who post candidate signage.
- (2) Signs placed on private property – Temporary political campaign signs may be placed on private property with the permission of the owner. Such signs do not require a permit under state law.

Please advise your campaign workers to ensure that signs are placed on private property. Signs placed on the state rights of way must be picked up by Department staff and placed in one of the Department's maintenance yards. We will make every effort to place a courtesy call to your campaign office advising of sign removal and the location of the maintenance yard where the signs have been stored.

If you have any questions regarding this issue, please contact the Department's Outdoor Advertising Office in Tallahassee at (850) 414-4569.

Sincerely,

A.J. Jim Spalla, Director  
Office of Right of Way

## FOR THE USE OF FLORIDA TRANSPORTATION RIGHTS OF WAY



*Unauthorized use of the public right of way is prohibited by Florida law.*

*Illegal use of the right of way is a crime. Each day a violation continues is a separate offense.*

Section 337.406, Florida Statutes

### PROHIBITED USES OF THE RIGHTS OF WAY

Any use which interferes with the safety and efficiency of the road.

• Display of advertising of any sort.

• Solicitation, including for charitable purposes.

• Sale, display, or free distribution of any merchandise, goods, property or services.

• Storage, servicing or non-emergency repairing of vehicles.

### USES OF THE RIGHTS OF WAY THAT MAY BE ALLOWED BY PERMIT

**Note: None of these uses are allowed on Interstate Highways.**

**Art festivals, parades, fairs, or other special events.** These may be allowed with a permit from the appropriate county or city government. Road closure by the county or city government requires FDOT approval. Temporary banners or similar devices may be allowed upon approval by local government and FDOT.

**Temporary uses allowed by cities and counties.** Cities and counties may issue permits within their limits to allow uses which are ordinarily prohibited if the use is of limited duration, will not interfere with the safe and efficient movement of traffic and will cause no danger to the public.

**Sales from vehicles standing on the right of way to occupants of abutting properties.** Such sales are permitted by persons holding valid peddlers' licenses issued by a county or city.

**Solicitation for non-profit organizations.** Permits for solicitation for non-profit organizations may be issued by local governments.

### WHY IS THE USE OF THE PUBLIC RIGHT OF WAY REGULATED?

Regulation of activities occurring within the right of way is necessary to help prevent:

- Distractions to motorists
- Unsafe pedestrian movement within travel lanes
- Sudden stoppage or slowdown of traffic
- Rapid lane changing and other dangerous traffic movements
- Increased vehicular accidents
- Motorist and pedestrian injuries and fatalities

### WHAT IS THE RIGHT OF WAY AND HOW DO I KNOW WHERE IT IS?

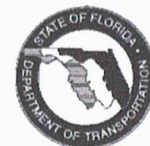
The right of way for a road or other transportation facility is the paved area of the road, the road shoulders, sidewalks, swales, and all the other property adjacent to the road owned by the government for the construction and operation of the road or other facility. It may extend far beyond the paved road surface and may or may not be mowed or fenced.

Maps showing the location of the right of way for state roads are available from the Florida Department of Transportation. Maps for local streets and roads are available from the appropriate county or city offices.

The Florida Highway Patrol, the Florida Department of Transportation, and local law enforcement agencies monitor the use of the public rights of way and may issue citations when unauthorized uses are found.

Courts may impose a fine of up to \$500 or imprisonment of up to 60 days or both for each offense. Local ordinances may impose additional fines.

Each day an unauthorized use continues is a separate offense.

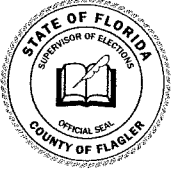


To order more brochures please contact the FDOT Office of Right of Way at (850) 414-4558.



Revision 1008  
(ver al reverso en Español)





## **Kaiti Lenhart** ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

1769 E. Moody Boulevard, Building 2, Suite 101 ★ PO Box 901 ★ Bunnell, Florida 32110-0901  
Phone (386) 313-4170 ★ Fax (386) 313-4171 ★ [www.FlaglerElections.com](http://www.FlaglerElections.com)

### **Canvassing Board Schedule 2016 Primary and General Elections**

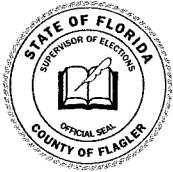
*Finalized: January 13, 2016*

Please review the following proposed schedule of meetings for the Flagler County Canvassing Board. These dates are in preparation for both the Primary and General Elections. As in 2014, the City of Palm Coast will hold their municipal elections in conjunction with these county-wide elections which will be canvassed by the County Canvassing Board.

<b>2016 Primary Election</b>		
<b>Logic &amp; Accuracy Testing of the Voting Equipment</b>		
Friday	August 5, 2016	1:00 P.M.
<b>Canvass of Absentee Ballots</b>		
Wednesday	August 17, 2016	10:00 A.M.
Monday	August 22, 2016	10:00 A.M.
Friday	August 26, 2016	10:00 A.M.
Tuesday (Election Day)	August 30, 2016	12:00 P.M. and 6:00 P.M.
<b>Unofficial Results</b>		
Tuesday (Election Day)	August 30, 2016	7:00 P.M.
<b>Canvass of Provisional Ballots, Certification</b>		
Thursday	September 1, 2016	5:15 P.M.
<b>Manual Post Audit</b>		
Thursday	September 8, 2016	10:00 A.M.

*The General Election Canvassing Board Schedule is continued on the next page.*

<b>2016 General Election</b>		
<b>Logic &amp; Accuracy Testing of the Voting Equipment</b>		
Friday	October 14, 2016	1:00 P.M.
<b>Canvass of Absentee Ballots</b>		
Wednesday	October 26, 2016	10:00 A.M.
Monday	October 31, 2016	10:00 A.M.
Thursday	November 3, 2016	10:00 A.M.
Tuesday (Election Day)	November 8, 2016	12:00 P.M. and 6:00 P.M.



***Kaiti Lenhart*** ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

1769 E. Moody Boulevard, Building 2, Suite 101 ★ PO Box 901 ★ Bunnell, Florida 32110-0901  
Phone (386) 313-4170 ★ Fax (386) 313-4171 ★ [www.FlaglerElections.com](http://www.FlaglerElections.com)

Unofficial Results		
Tuesday (Election Day)	November 8, 2016	7:00 P.M.
Canvass of Provisional Ballots		
Thursday	November 10, 2016	5:15 P.M.
Canvass of Overseas Ballots, Certification		
Friday	November 18, 2016	5:00 P.M.
Manual Post Audit		
Tuesday	November 22, 2016	10:00 A.M.

If there are any changes, please notify me promptly so we may coordinate the final Canvassing Board dates for this election. Thank you!

Sincerely,

***Kaiti Lenhart***  
Flagler County Supervisor of Elections

## CITY OF PALM COAST - CHARTER<sup>[1]</sup>

Footnotes:

--- (1) ---

**Editor's note**—Printed herein is the Charter of the City of Palm Coast, Florida, as adopted by Laws of Fla., ch. 99-448, and as amended in ch. 2002-339, effective on May 1, 2002. Amendments to the Charter are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original Charter. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, a uniform system of headings, catchlines and citations to state statutes has been used. Additions made for clarity are indicated by brackets.

### Sec. 1. - Short title.

This act, together with any future amendments thereto, shall be known and may be cited as the "City of Palm Coast Charter," hereinafter referred to as "the Charter."

### Sec. 2. - Legislative intent.

The Legislature hereby finds and declares that:

- (1) The area in Flagler County known as the Palm Coast Service District includes a compact and contiguous urban community amenable to separate municipal government.
- (2) It is in the best interests of the public health, safety, and welfare of the citizens of this community to form a separate municipality for the Palm Coast Service District area with all powers and authority necessary to provide efficient and adequate municipal services to its residents.

### Sec. 3. - Incorporation of municipality.

- (1) There is hereby created effective, December 31, 1999, in Flagler County, Florida, a new municipality to be known as the City of Palm Coast.
- (2) The corporate boundaries of the City of Palm Coast, hereinafter referred to as "the City," shall be as described in section 9(1).
- (3) The City of Palm Coast shall operate under a Council-Manager form of government. The general duties of the Council (described in section 5) shall be to set policy; the general duties of the Manager (described in section 6) shall be to carry out those policies.

### Sec. 4. - Municipal powers.

The City shall be a body corporate and politic and shall have all the powers of a municipality under the Constitution and laws of the State of Florida, as fully and completely as though such powers were specifically enumerated in this Charter, unless otherwise prohibited by or contrary to the provisions of this Charter. The City shall have all governmental, corporate, and proprietary powers necessary to enable it to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes unless expressly prohibited by law. The powers of the City shall be liberally construed in favor of the City.

### Sec. 5. - City Council.



(1) City Council: composition; qualifications for office.

(a) Composition.

1. There shall be a five member City Council consisting of four District members and a Mayor.
2. There shall be four districts within the City, the boundaries of which are as outlined in section 9(2). These districts shall be designated as District One, District Two, District Three, and District Four. Each of the four Council members shall run from the district in which they live, but be elected at-large; and, the Council members elected from each district shall be considered to hold Seat One, Seat Two, Seat Three, and Seat Four.
3. The Mayor shall live within the City boundaries. The Mayor shall run at-large, and be elected at-large.

(b) Qualifications for office:

1. Each candidate for office shall be a qualified elector of the City.
2. Each individual seeking to qualify as a candidate for one of the four seats on the Council shall:
  - a. Submit a petition supporting his/her candidacy to the City Clerk containing the signatures of at least one percent of the electorate residing within the district (as identified in the most recent decennial census) which he/she seeks to run no later than noon on the 28th day preceding the first day of the qualifying period for the office sought; or, Pay to the City Clerk a qualifying fee of ten percent of the salary of the office he/she seeks to run for.
  - b. At the time of qualification, each candidate for a Seat on the Council shall reside within the boundaries of the district that he/she seeks to run from. For the length of their term, Council members shall maintain residency within the boundaries of the district from which he/she ran. In addition, candidates, and Council members, shall reside at least 45 weeks in each year in the district in which they live.
3. Each individual seeking to qualify as a candidate for Mayor shall:
  - a. Submit a petition supporting his/her candidacy to the City Clerk containing the signatures of at least one percent of the electors residing within City limits (as identified in the most recent decennial census) no later than noon on the 28th day preceding the first day of the qualifying period for the office sought; or, pay to the City Clerk a qualifying fee of ten percent of the Mayoral salary.
  - b. At the time of qualification, each candidate for Mayor shall reside within the City limits. For the length of the Mayor's, the Mayor shall maintain residency within the City limits. In addition, Mayoral candidates, and the elected Mayor, shall reside at least 45 weeks in each year within the City limits.
4. Additionally, for the initial election, following the referendum approving the creation of the City, candidates for office shall qualify as provided in section 13(3).

(2) Terms of office.

- (a) The term of office for each District Member shall be four years. However, in order to provide for staggering of terms, the initial term of office for District Seats One and Three shall be four years, and that of District Seats Two and Four shall be two years. The initial term of office for the Mayor shall also be four years.
- (b) No Council member or Mayor may serve more than two successive four-year terms in the same seat.
- (c) Each Council member shall remain in office until his/her successor is elected and assumes the duties of the position at the first meeting of the new Council, which shall be held in accordance with City ordinance.

- (3) Powers and duties of Council. Except as otherwise prescribed herein or provided by law, legislative and police powers of the City shall be vested in the Council. The Council shall provide for the exercise of its powers and for the performance of all duties and obligations imposed on the City by law.
- (4) Powers and duties of the Mayor.
  - (a) Powers. In addition to the regular powers invested in any other Council member, the Mayor shall: be recognized by the governor for purposes of military law; have the power to declare an emergency situation; have the power for service of process, and execution of contracts, deeds and other documents; have the power to represent the City in all agreements with other governmental entities or certifications to other governmental entities that the Council has approved.
  - (b) Duties. In addition to the Mayor's regular duties, the Mayor shall: preside at meetings of the Council and be recognized as the head of City government for all ceremonial occasions. The Mayor shall have no administrative duties other than those necessary to accomplish these actions, or such other actions as may be authorized by the City Council, consistent with general or special law.
- (5) The Vice-Mayor: election and duties.
  - (a) Election. There shall be a Vice-Mayor elected annually by the Council from among the Council members. Such election shall take place at the first meeting after the general election, or at the organizational meeting during years when there is no election.
  - (b) Duties. The Vice-Mayor shall have the same legislative powers and duties as any other Council member, except that the Vice-Mayor shall serve as Acting Mayor during the absence or disability of the Mayor, and during such period, shall have the same duties as provided for in section 5(4). In the absence of the Mayor and Vice-Mayor, the remaining Council members shall select a Council member to serve as Acting Mayor.
- (6) Compensation and expenses.
  - (a) Compensation. The Council members and Mayor shall receive compensation as established by ordinance. Such compensation shall not take effect until the date of commencement of the terms of Council members elected at the next regularly scheduled election that follows the adoption of said ordinance by at least six months.
    - (1) The Mayor of the City of Palm Coast, Florida shall receive the annual salary of \$11,400.00.
    - (2) Reserved.
    - (3) Each member of the City Council of the City of Palm Coast, Florida not serving as Mayor, shall receive the annual salary of \$9,600.00.
  - (b) Expenses. The Council may provide for reimbursement of actual expenses incurred by its members while performing their official duties.
- (7) Vacancies; forfeiture of office; suspension; recall; filling of vacancies.
  - (a) Vacancies. A vacancy in the office of the Mayor or of a Council seat shall occur upon any of the following: upon the death of the incumbent; removal from office as authorized by law; resignation; appointment to other public office which creates dual office holding; judicially determined incompetence; or forfeiture of office as herein described.
  - (b) Forfeiture of office. The Mayor or any other Council member shall forfeit his/her office upon determination by the Council, acting as a body, that he/she:
    - 1. Lacks at any time, or fails to maintain during his/her term of office, any qualification for the office prescribed by this Charter or otherwise required by law;
    - 2. Is convicted of a felony, or enters a plea of guilty or nolo contendere to a crime punishable as a felony, even if adjudication of guilt has been withheld;

3. Is convicted of a first degree misdemeanor arising directly out of his/her official conduct or duties or enters a plea of guilty or nolo contendere thereto, even if adjudication of guilt has been withheld;
  4. Is found to have violated any standard of conduct or code of ethics established by law for public officials and has been suspended from office by the Governor, unless subsequently reinstated as provided by law; or
  5. Is absent from three consecutive regular Council meetings without being excused by the Council.
- (c) Suspension from office. The Mayor or any other Council member shall be suspended from office by the Council acting as a body upon return of an indictment or issuance of an information charging the Council member or Mayor with any crime which is punishable as a felony or with any crime arising out of his/her official conduct or duties which is punishable as a misdemeanor. Pursuant thereto:
1. During the period of suspension, the Mayor or the Council member shall not perform any official act, duty, or function, or receive any allowance, emolument, or privilege of office.
  2. If the Mayor or the Council member is subsequently found not guilty of the charge, or if the charge is otherwise dismissed or altered so that suspension would no longer be required as provided herein, the suspension shall be lifted by the Council, and the Council member or Mayor shall be entitled to receive full back allowances and such other emoluments or as he/she would have been entitled to had the suspension not occurred.
- (d) Recall. The electors of the City following the procedures for recall established by general law or ordinance may remove the Mayor or any member of the City Council from office.
- (e) Filling of vacancies.
1. If, for any reason other than recall, a vacancy occurs in the office of Mayor, the Vice Mayor shall assume the position of Mayor, and within 30 days following the occurrence of such vacancy, a Special Election shall be called as outlined in section 8(5)(b). The Special Election for Mayor shall be for the remainder of the unfilled term.
  2. If, for any reason other than recall, a vacancy occurs in the office of any Council seat within the first two years of a term, the office shall be filled by appointment within 30 days following the occurrence of such vacancy by majority vote of the remaining Council members. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the remaining two years of the original term, thus continuing the original staggering of district seats.
  3. If, for any reason other than recall, a vacancy occurs in the office of any Council seat within the last two years of a term, the office shall be filled by appointment within 30 days following the occurrence of such vacancy by majority vote of the remaining Council members. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the regular four-year term.
  4. If a vacancy occurs as a result of a Recall Petition, such vacancy will be filled by Special Election as outlined in section 8(5)(b).
  5. Any person appointed to fill a vacant seat on the Council is required to meet all the qualifications for office except the petition requirement.
- (8) City Council meetings: organizational meeting; quorum; special meetings. The Council shall meet regularly at least once a month, at such times and places as the Council may prescribe by ordinance. Such meetings shall be public meetings, and shall be subject to notice and other requirements of law applicable to public meetings. Pursuant thereto:
- (a) Organizational meeting. The first meeting following a general City election at which elected or re-elected Council members are inducted into office shall be held in accordance with City ordinance.

- (b) Quorum. A majority of the Council, including the Mayor, shall constitute a quorum. No action of the Council shall be valid unless adopted by an affirmative vote of the majority of the Council members and Mayor in attendance, unless otherwise provided by law, ordinance, or stated herein. All actions of the City Council shall be by ordinance, resolution, or motion.
- (c) Special meetings. Special meetings may be held at the call of the Mayor, or, in the absence of the Mayor, at the call of the Vice-Mayor. Special meetings may also be called upon the request of a majority of the Council members. The City Clerk shall provide not less than 24 hours prior notice of the meeting to the public, unless a declared emergency situation exists.
- (9) City records. The Council shall, in a properly indexed book kept for the purpose, provide for the authentication and recording in full of all minutes of meetings, and all ordinances and resolutions adopted by the Council, and the same shall at all times be a public record. In addition, the Council shall keep verbatim recordings of all meetings in accordance with state law. The Council shall further maintain a current codification of all ordinances. Such codification shall be printed and be made available to the public on a continuing basis. All ordinances or resolutions of the Council shall be signed by the Mayor or in the Mayor's absence, by the Vice-Mayor, or in the absence of both, by the Acting Mayor, and attested to by the City Clerk.
- (10) Limit of employment of Council members. Neither Council members nor the Mayor shall be in the employment of the City while in office, nor shall any former Council member or former Mayor be employed by the City until after the expiration of one (1) year from the time of leaving office.
- (11) Noninterference by City Council. Except for the purpose of inquiry and information, the Council and its members, including committees thereof, are expressly prohibited from interfering with the performance of the duties of any City employee who is under the direct or indirect supervision of the City Manager or City Attorney. Such action shall be malfeasance within the meaning of Florida Statutes.

(Ord. No. 03-08, § 1, 4-15-03; Ord. No. 07-07, § 1, 4-3-07; Ord. No. 2014-4, § 1, 2-4-14)

#### Sec. 6. - Charter officers.

The designated Charter Officers shall be the City Manager and the City Attorney.

- (1) Designated Charter Officers: appointment; removal; compensation; filling of vacancies; candidate for City office.
  - (a) Appointment. The Charter Officers shall be appointed by a majority vote of the full Council and shall serve at the pleasure of the Council.
  - (b) Removal. The Charter Officers shall be removed from office only by a majority vote of the full Council. If the vote is less than unanimous, the Charter Officer may, within seven days of the dismissal motion by the Council, submit to the Mayor a written request for reconsideration. Any action taken by the Council at the reconsideration hearing shall be final.
  - (c) Compensation. The compensation of the Charter Officers shall be fixed by the City Council.
  - (d) Filling of Vacancy. The City Council shall begin the process to fill a vacancy in the Charter Office of the City Manager or City Attorney within 90 days of the vacancy. An Acting City Manager or Acting City Attorney may be appointed by the Council during a vacancy in office.
  - (e) Candidate for City Office. No Charter Officer shall be a candidate for any elected office while holding his/her Charter Office position.
- (2) City Manager: qualifications; residency; powers and duties. The City Manager shall be the chief Administrative Officer of the City.
  - (a) Qualifications. The City Manager shall be selected on the basis of experience, expertise, and management ability as it pertains to running municipal government.

- (b) Residency. Although the City Manager need not be a resident of the City at the time of appointment, within six (6) months of such appointment, he/she shall establish and maintain residency within the corporate limits of the City. Upon request of the City Manager, this 6-month period may be extended by the City Council for an additional 6-month period.
- (c) Power and Duties. The City Manager shall:
  - 1. Attend all meetings of the City Council.
  - 2. Draw and sign vouchers upon depositories, and keep, or cause to be kept, a true and accurate account of same. Such vouchers shall be counter signed by the Mayor or by the Vice-Mayor in the event the office of Mayor is vacant. If both the Mayor and Vice Mayor offices are vacant, the Acting Mayor shall countersign such vouchers.
  - 3. Be responsible for: signature and issuance of all licenses issued by the City; issuance of receipts for all moneys paid to the City; and deposit of said moneys in the proper depositories on the first banking day after receipt.
  - 4. Provide administrative services as required by the Mayor and the Council.
  - 5. Appoint a City Clerk to serve at his/her pleasure.
  - 6. Appoint and suspend or remove any employee of the City. The City Manager may authorize any administrative officer who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency within the guidelines of stated personnel policies and procedures.
  - 7. Direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by this Charter or by law.
  - 8. See that all laws, provisions of this Charter, and acts of the Council are faithfully executed.
  - 9. Prepare and submit annually a balanced budget, budget message, and capital program to the Council.
  - 10. Keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City.
  - 11. Submit to the Council, and make available to the public, a complete report on finances and administrative activities of the City as of the end of each fiscal year.
  - 12. Sign contracts on behalf of the City to the extent authorized by the Council.
  - 13. Perform other such duties as are specified in this Charter or as may be directed by the Council.
- (3) City Attorney: qualifications; residency; powers and duties. The City Attorney shall be the chief legal officer of the City. The City Attorney may either be retained in-house, or be retained part-time under contract.
  - (a) Qualifications. The City Attorney shall be a member in good standing of the Florida Bar.
  - (b) Residency. If retained in-house, the City Attorney shall, within six (6) months of such appointment, establish and maintain residency within the corporate limits of the City. Upon request of the City Attorney, this 6-month period may be extended by the City Council for an additional 6-month period. If City Attorney services are contracted, such attorney need not be a resident of the City.
  - (c) Powers and Duties. The City Attorney shall:
    - 1. Serve as chief legal advisor to the City Council, the City Manager, and all City departments, offices, City advisory boards, and agencies.

2. If in-house; appoint, suspend or remove such assistant attorneys as may be required. If City Attorney services are contracted, the City Manager shall appoint, suspend or remove any in-house assistant attorneys as may be required. The remainder of the staff of the Office of City Attorney shall be employees of the City, appointed, suspended, or removed under the regular personnel policies and procedures of the City.
3. The City Attorney or designee shall attend all City Council meetings unless excused by the City Council, and shall perform such professional duties as may be required by law or by the Council in furtherance of the law.
4. The City Attorney shall prepare an annual budget for the operation of the Office of the City Attorney and shall submit this budget to the City Manager for inclusion in the annual City budget, in accordance with uniform City procedures.

#### Sec. 7. - Budget and appropriations.

- (1) Fiscal year. The City fiscal year shall begin on October 1 of each year and end on September 30 of the succeeding year.
- (2) Budget adoption. The Council shall by resolution adopt a budget on or before the 30th day of September of each year. A resolution adopting the annual budget shall constitute appropriation of the amounts specified therein as expenditures from funds indicated.
- (3) Appropriation amendments during the fiscal year: Supplemental appropriations; reduction of appropriations; transfer of appropriations; limitations; effective date; limitations to Council's contracting authority.
  - (a) Supplemental appropriations. If, during the fiscal year, revenues in excess of those estimated in the budget are available for appropriation, the Council may, by resolution, make supplemental appropriations for the year in an amount not to exceed such excess.
  - (b) Reduction of appropriations. If, at any time during the fiscal year, it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, the City Manager shall report same to the Council without delay, indicating the estimated amount of the deficit, any remedial action to be taken, and recommendations as to any other steps that should be taken. The Council shall then take such further action as it deems necessary to prevent any deficit and, for that purpose, the Council may by resolution reduce one or more appropriations accordingly.
  - (c) Transfer of appropriations. At any time during the fiscal year, the City Manager may transfer all or part of any unencumbered appropriation balance within a department, office, or agency of the City to other programs within the same department, office or agency. And, upon written request of the City Manager, the Council may transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another.
  - (d) Limitations: Effective date. No appropriation for debt service may be reduced or transferred, no appropriation may be reduced below any amount required by law to be appropriated, and no appropriation may be reduced by more than the amount of the unencumbered balance thereof. Other provisions of law to the contrary notwithstanding, the supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.
  - (e) Limitations to Council's Contracting Authority. Unless authorized by the electors of the City at a duly held referendum election, the Council shall not enter into lease purchase contracts or any other unfunded multiyear contracts, the repayment of which: extends in excess of 36 months; or exceeds \$15,000,000.00.

#### Sec. 8. - Elections.

- (1) Electors. Any person who is a resident of the City, who has qualified as an elector of this state, and who registers in the manner prescribed by law shall be an elector of the City.
- (2) Nonpartisan elections. All elections for City elective office shall be conducted on a nonpartisan basis without any designation of political party affiliation.
- (3) Qualifying for office. Any person who wishes to become a candidate for a City elective office shall qualify with the City Clerk concurrent with Flagler County's qualifying period as established by state law. In addition, candidates shall qualify as provided in paragraph (1)(b) of section 5.
- (4) Schedule of regular elections and primaries: The regular City election shall be the first Tuesday after the first Monday in November of each even-numbered year. Such City elections shall be general City elections. If there are more than two candidates who qualify for any office, a primary City election shall be held at the time of the State and Federal Primary Elections.
  - (a) An election to fill a vacant council seat, as outlined in paragraph (7)(e) of section 5, when there is more than half of the term remaining shall be held during the next regularly scheduled election. Such election shall be for the remaining 2 years of the original term.
  - (b) An election to fill a vacant council seat, as outlined in paragraph (7)(e) of section 5, when there is less than half of the term remaining shall be filled at the next regularly scheduled election. Such election shall be for a 4-year term.
- (5) Schedule for special elections.
  - (a) A special election for a vacant position of Mayor, as outlined in paragraph (7)(e) of section 5, shall be called within 30 days, and the City Council shall, by resolution, fix the time for holding of such election. Such special election for Mayor shall be for the remainder of the vacant term.
  - (b) All other special municipal elections shall be held in the same manner as regular elections, and the City Council shall, by resolution, fix the time for holding of such elections.
- (6) Determination of election to office.
  - (a) If only one candidate qualifies for an office, that candidate shall be deemed to be elected and shall not be placed on either the general or the primary ballot.
  - (b) If a primary City election is held and any candidate for an office receives a majority of the votes cast in the primary election for the office, he or she shall be deemed to be elected to the office and the office shall not be subject to an election at the regular City election.
  - (c) If no single candidate for an office receives a majority of the votes cast in the City primary election for that office, the two candidates for the office receiving the highest vote in the primary City election shall run again in the regular City election. Further:
    1. In any primary election in which there is a tie for first place, the name of each such candidate shall be placed on the City's general election ballot.
    2. In any primary election in which there is a tie for second place and the candidate placing first did not receive a majority of the votes cast for such office, the name of the candidate placing first and the name of each candidate tying for second shall be placed on the City's general election ballot.
  - (d) The candidate receiving the highest number of votes cast for the office in the City's general election shall be elected to such office. If the vote at the general City election results in a tie, the outcome shall be determined by lot as follows:
    1. At the first regularly scheduled council meeting after the election, the Supervisor of Elections of Flagler County shall toss a coin. In alphabetic order, the two candidates shall call the coin.
    2. The candidate whose call matches the coin toss shall be declared the winner.
- (7) City Canvassing Board. For purposes of certifying absentee ballots and election results, the City Clerk and a representative from the City designated by the Council shall be known as the Canvassing Board.

At the close of the polls of any City election, the Canvassing Board shall ensure that the absentee ballots are delivered to the Flagler County Supervisor of Elections, and shall meet at the County election headquarters and proceed to certify the ballots and open them in the presence of a representative of the Supervisor of Elections' office. In addition, after final election results are certified by the Flagler County Supervisor of Elections, the Canvassing Board shall immediately report the results back to a meeting of the City Council held for the purpose of final certification and filing with the City Clerk as required by law.

(H. B. No. 527, § 1, 5-1-02; Ord. No. 2011-03, § 2, 9-13-11; Ord. No. 2011-21, § 2, 9-13-11; Ord. No. 2014-4, §§ 2, 3, 2-4-14)

**Editor's note**— Section 8 of Ord. No. 2014-4, adopted Feb. 4, 2014, states, "Sections 2, 3, and 4 of this Ordinance are adopted retroactively to October 4, 2011, the effective date of Resolution 2011-94, certifying the 2011 election."

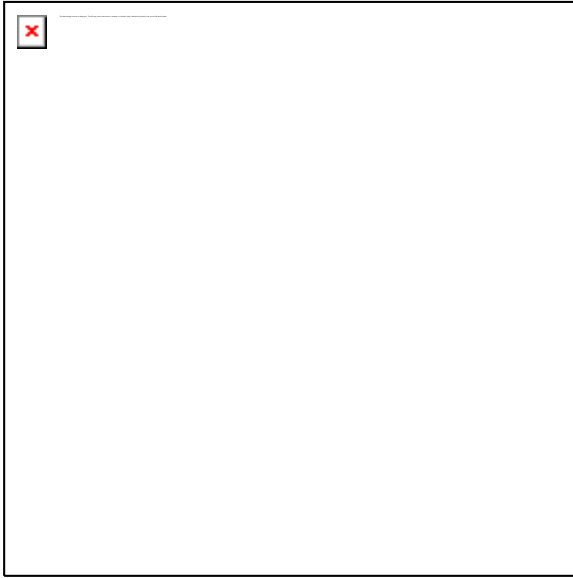
Sec. 9. - Land description-AVAILABLE ONLINE.

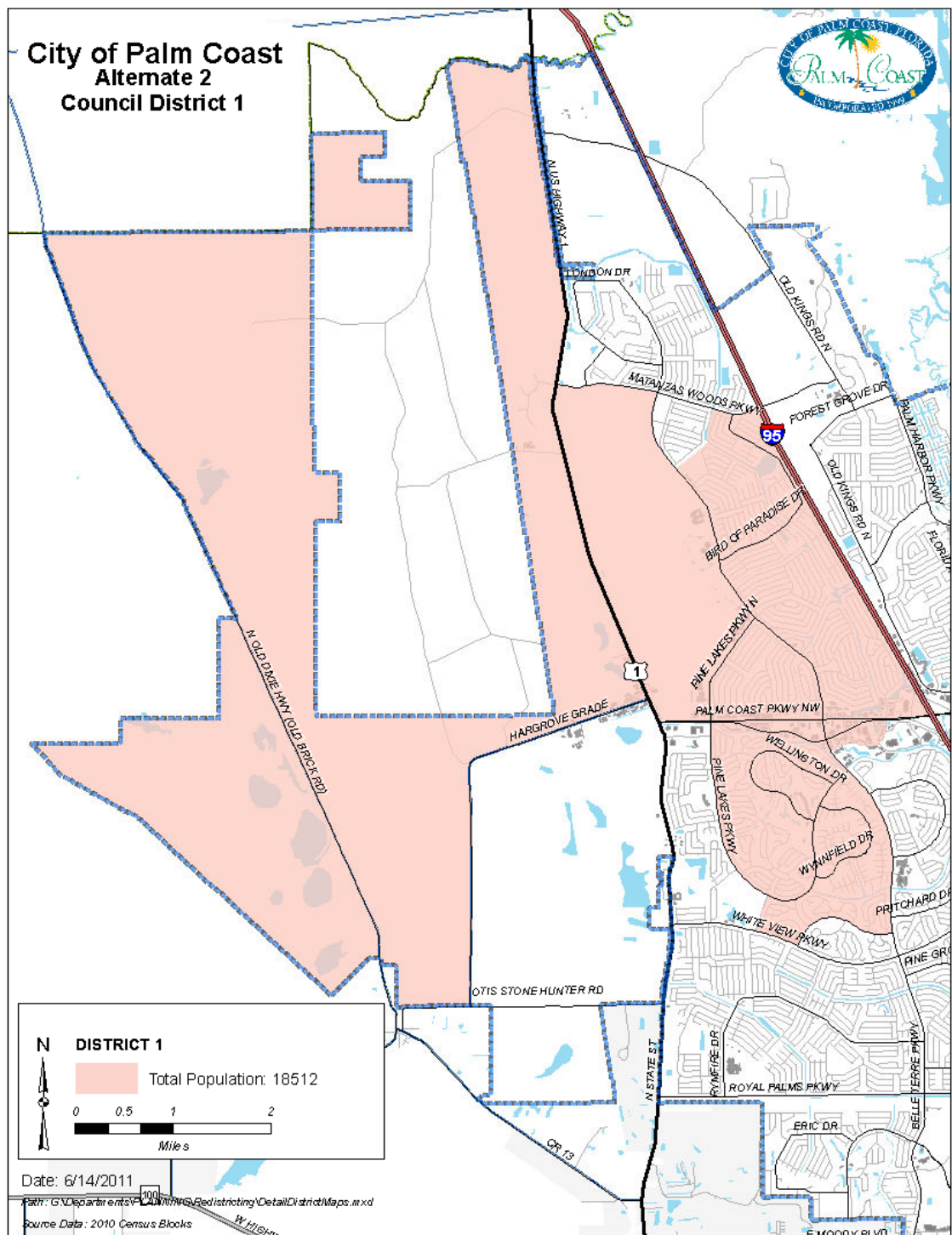
- (2) City Council district boundaries. The City Council district boundaries for the districts of the City Council are hereby created and established and shall exist as follows:
  - (a) City of Palm Coast City Council District 1 boundaries:

District 1:

Beginning at the intersection of Palm Coast Parkway and I-95, follow I-95 north (ca. 3.61 miles) until it intersects with Matanzas Woods Parkway. Turn west and follow Matanzas Woods Parkway (ca. .51 miles) to the centerline of the Belleaire Waterway. Turn south and follow the Belleaire Waterway (ca. .36 miles) to the northeast corner of parcel number 07-11-31-7035-00910-0100 (as recorded in the Flagler County Public Records). Follow the rear property lines of parcels on the southeasterly side of Bud Hollow Drive (as shown in Map book 11, pages 15 and 18) to Belle Terre Parkway. Turn north and follow Belle Terre Parkway (ca. .86 miles) until it intersects with Matanzas Woods Parkway. Turn west and follow Matanzas Woods Parkway (ca. 1.06 miles) until it intersects with US Hwy 1. Follow US Hwy 1 (ca. 3.38 miles) north until it intersects the northern most city boundary. Turn west and follow the city boundary (ca. 36.69 miles) to the intersection of Otis Stone Hunter Road and Hargrove Grade. Then follow Hargrove Grade north and east (ca. 4.43 miles) until it intersects with US Hwy 1. Then south on US Hwy 1 (ca. .28 miles) to Palm Coast Parkway. Then east on Palm Coast Parkway (ca. .53 miles) to Pine Lakes Parkway. Turn south and follow Pine Lakes Parkway (ca. 1.97 miles) to White Mill Drive. Turn south and follow White Mill Drive (ca. .37 miles) to White View Parkway. Turn east and follow White View Parkway (ca. .45 miles) to Whippoorwill Drive. Follow Whippoorwill Drive (ca. 1.16 miles) north and east until it intersects with Belle Terre Parkway. Turn north and follow Belle Terre Parkway (ca. 2.08 miles) until it intersects with Cypress Point Parkway. Follow Cypress Point Parkway (ca. .80 miles) east and north until it intersects with Palm Coast Parkway. Turn east and Follow Palm Coast Parkway east (ca. .47 miles) until it intersects with I-95 at the point of beginning.



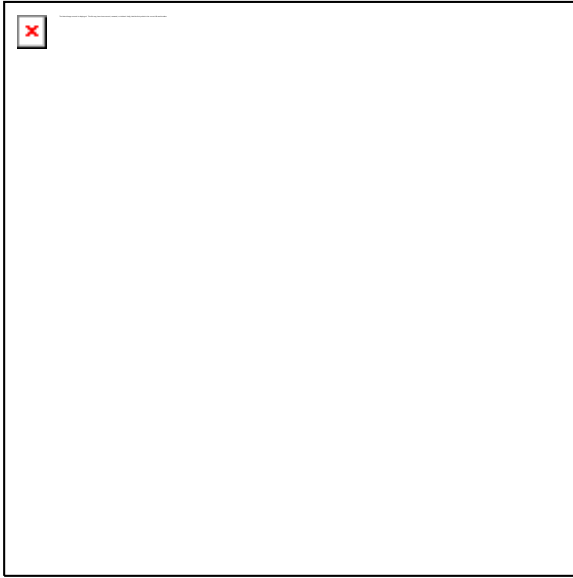


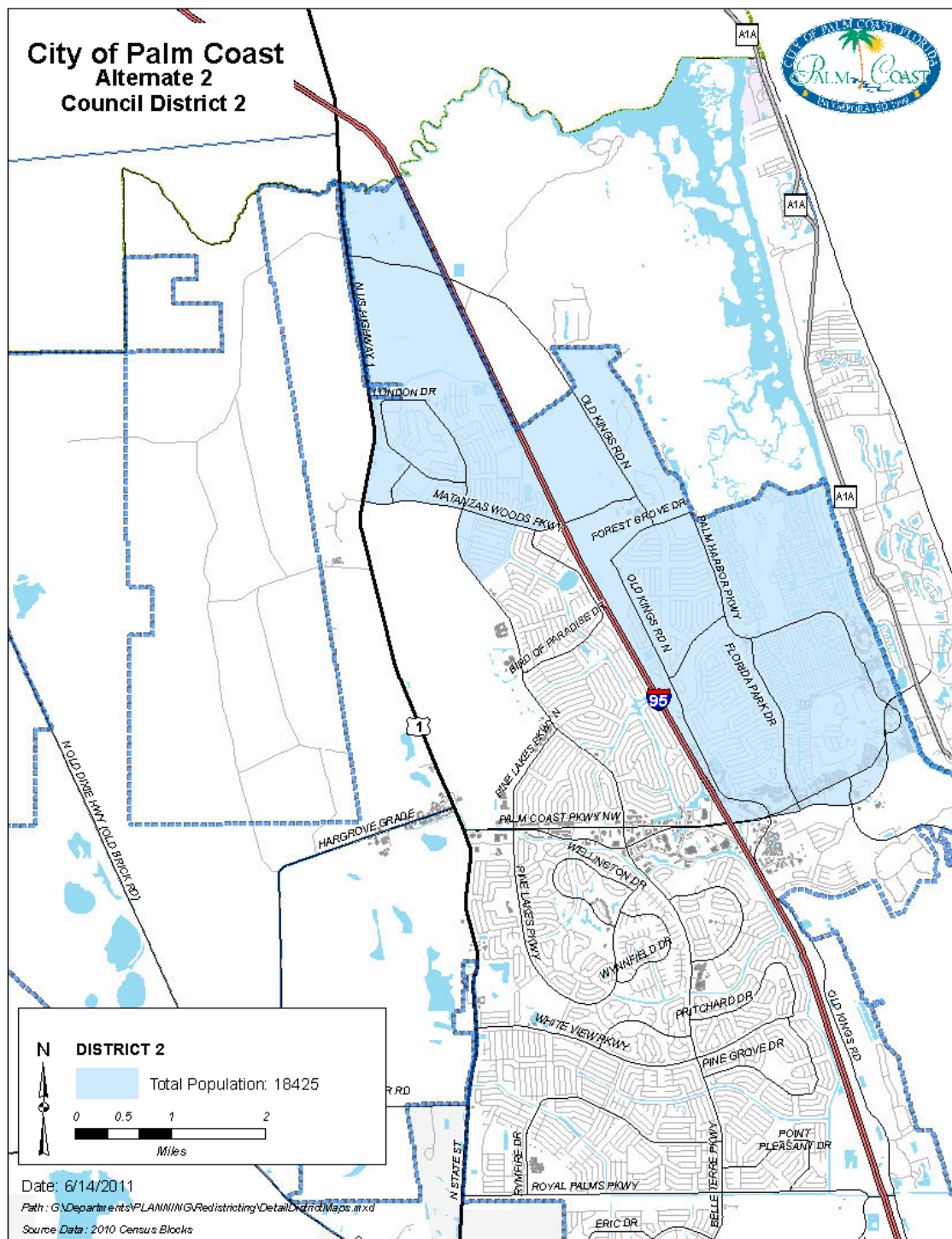


(b) City of Palm Coast City Council District 2 boundaries:

District 2:

Beginning at the intersection of Palm Coast Parkway and I-95, follow I-95 north (ca. 3.61 miles) until it intersects with Matanzas Woods Parkway. Turn west and follow Matanzas Woods Parkway (ca. .51 miles) to the centerline of the Belleaire Waterway. Turn south and follow the Belleaire Waterway ( ca. .36 miles) to the northeast corner of parcel number 07-11-31-7035-00910-0100 (as recorded in the Flagler County Public Records). Follow the rear property lines of parcels on the southeasterly side of Bud Hollow Drive (as shown in Map book 11, pages 15 and 18) to Belle Terre Parkway. Turn north and follow Belle Terre Parkway (ca. .86 miles) until it intersects with Matanzas Woods Parkway. Turn west and follow Matanzas Woods Parkway (ca. 1.06 miles) until it intersects with US Hwy 1. Follow US Hwy 1 (ca. 3.38 miles) north until it intersects the northern most city boundary. Turn east and follow the city boundary (ca. 12.44 miles) until it intersects with the eastern-most end of the St. Joe Canal. Turn west and follow the St. Joe Canal (ca. .37 miles) until it intersects with Palm Coast Parkway SE. Then follow Palm Coast Parkway west (ca. 1.90 miles) until it intersects with I-95 at the point of beginning.

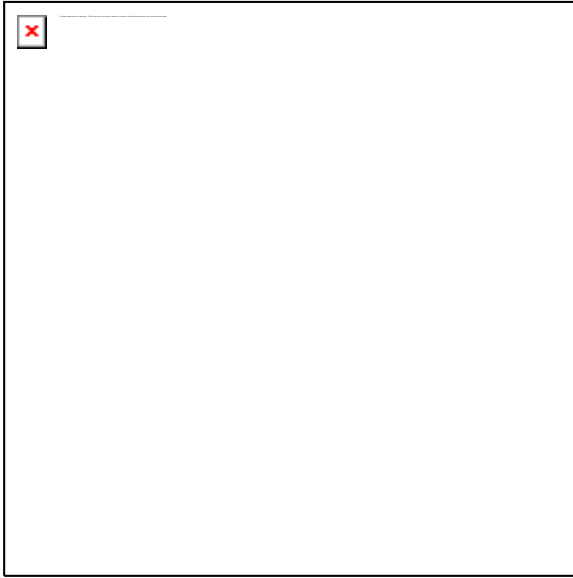




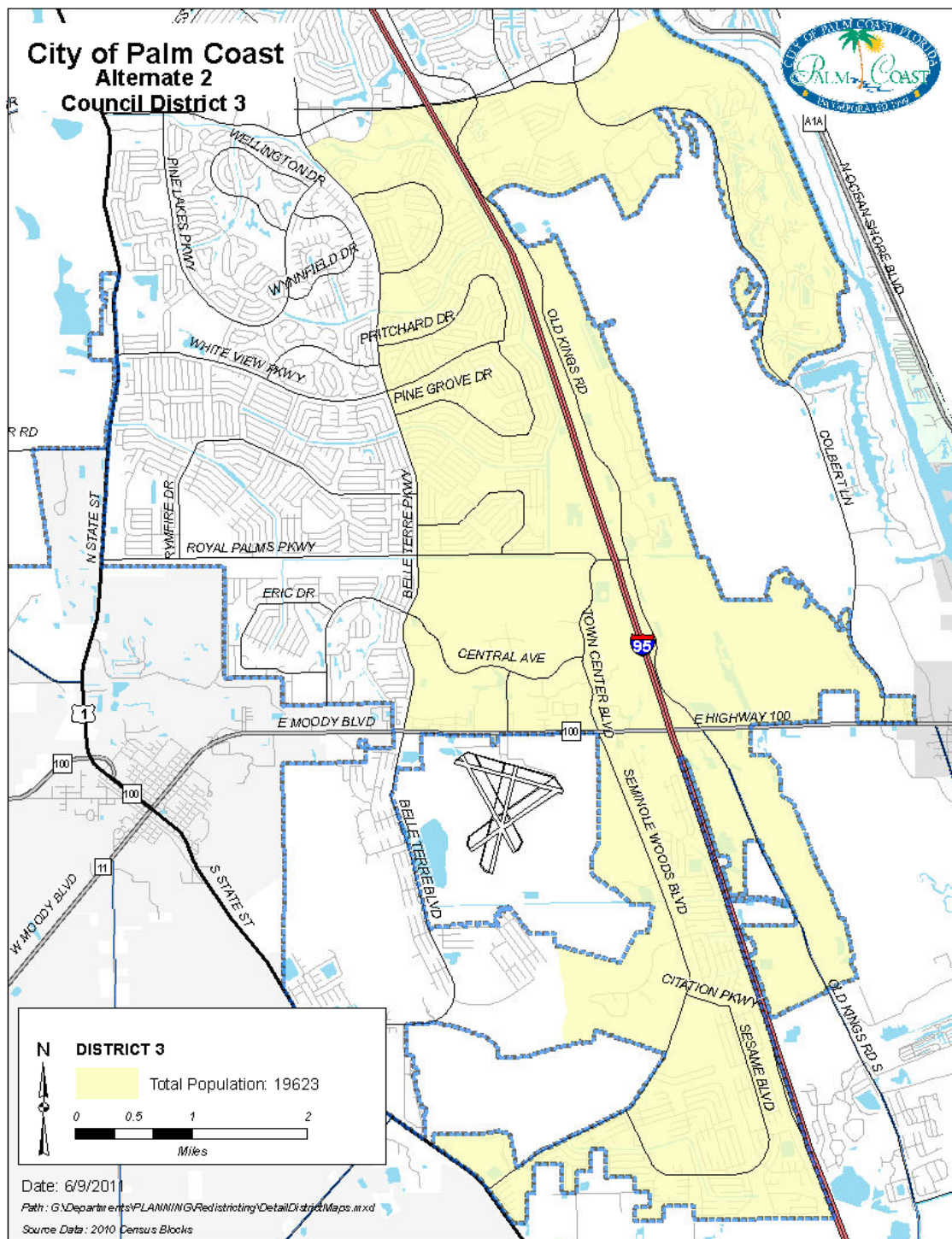
(c) City of Palm Coast City Council District 3 boundaries:

District 3:

Beginning at the intersection of Palm Coast Parkway and I-95 travel west on Palm Coast Parkway (ca. .47 miles) to Cypress Point Parkway. Turn south and follow Cypress Point Parkway (ca. .80 miles) until it intersects with Belle Terre Parkway. Turn south and follow Belle Terre Parkway (ca. 5.35 miles) until it intersects with SR 100. Turn east and follow SR 100 (ca. 1.68 miles) until it intersects with Seminole Woods Boulevard. At Seminole Woods Boulevard, turn south and follow the city boundary (ca. 3.08 miles) around the Flagler County Airport and other non-annexed parcels until it intersects with the unimproved road known as the "Flagler Beach Wellfield Road". Turn south and follow the Flagler Beach Wellfield Road (ca. 1.27 miles) until it intersects with the City boundary at the northern property line of parcel number 29-12-31-0000-01010-0020 (as recorded in the Flagler County Public Records). Turn east and follow the City boundary (ca. 9.64 miles) until it intersects with I-95. Turn north and follow the City Boundary (ca. 44.50 miles) to the point where the Intra-Coastal Waterway intersects with the St. Joe Canal. Turn west and follow the St. Joe Canal (ca. .37 miles) until it intersects with Palm Coast Parkway SE. Then follow Palm Coast Parkway west (ca. 1.90 miles) until it intersects with I-95 at the point of beginning.





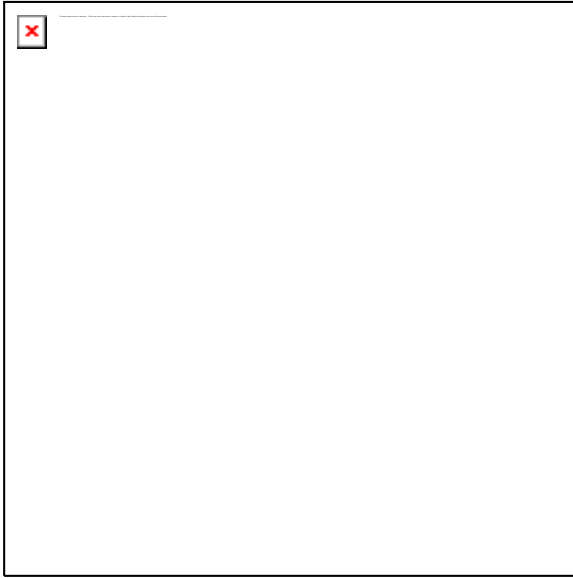


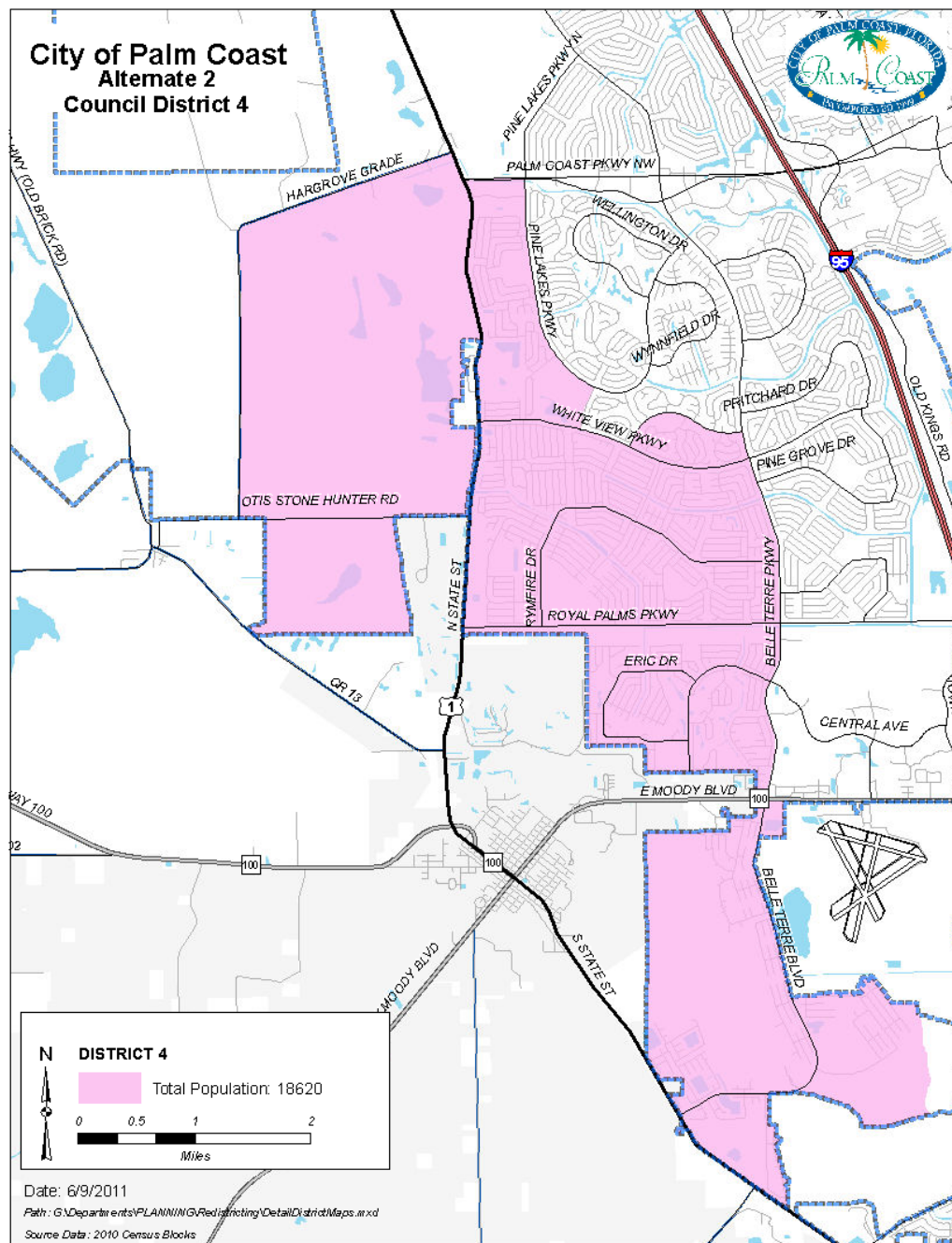
(d) City of Palm Coast City Council District 4 boundaries:

District 4:



Begin at intersection of Otis Stone Hunter Road and Hargrove Grade, then follow Hargrove Grade north and east (ca 4.43 miles) until it intersects with US Hwy 1. Then south on US Hwy 1 (ca. .28 miles) to Palm Coast Parkway. Then east on Palm Coast Parkway (ca. .53 miles) to Pine Lakes Parkway. Turn south and follow Pine Lakes Parkway (ca. 1.97 miles) to White Mill Drive. Turn south and follow White Mill Drive (ca. .37 miles) to White View Parkway. Turn east and follow White View Parkway (ca. .45 miles) to Whippoorwill Drive. Follow Whippoorwill Drive (ca. 1.16 miles) north and east until it intersects with Belle Terre Parkway. Turn south and follow Belle Terre Parkway (ca. 3.27 miles) until it intersects with SR 100. Turn east and follow SR 100 (ca. .16 miles) to the northwest corner of the City boundary surrounding the Flagler County Airport. Turn south and follow the City boundary (ca. 3.39 miles) until it intersects with the unimproved road known as the "Flagler Beach Wellfield Road". Turn south and follow the Flagler Beach Wellfield Road (ca. 1.27 miles) until it intersects with the City boundary at the northern property line of parcel number 29-12-31-0000-01010-0020 (as recorded in the Flagler County Public Records). Turn west and follow the City boundary (ca. 14.62 miles) until it intersects with Hargrove grade at the point of beginning.





(H. B. No. 527, § 2, 5-1-02; Ord. No. 03-09, § 2, 5-20-03; Ord. No. 07-27, Exh. A, 12-18-07; Ord. No. 09-13, § 3, 6-2-09; Ord. No. 2011-9, § 2(Exh. A), 6-21-11; Ord. No. 2011-15, § 3, 8-16-11; Ord. No. 2013-07, § 3(Exh. A), 10-1-13; [Ord. No. 2014-12](#), § 3(Exh. A), 6-17-14; [Ord. No. 2014-13](#), § 3(Exh. A), 6-17-14; [Ord. No. 2015-01](#), § 2(Exhs. A1—4), 2-17-15)

Sec. 10. - General provisions.

- (1) Charter amendment. This Charter may be amended in accordance with the provisions of the Municipal Home Rule Powers Act, chapter 166, Florida Statutes, as the same may be amended from time to time, or as may otherwise be provided by general law. The form, content, and certification of any petition to amend shall be established by ordinance.
- (2) Charter review; schedule, Charter Review Committee.
  - (a) Schedule. The Charter shall be reviewed no sooner than 10 years after the creation of the City of Palm Coast on December 31, 1999, and thereafter it may be reviewed every 10 years.
  - (b) Charter Review Committee. A five-member Charter Review Committee shall be appointed. Each district council member shall appoint one member from his or her district, and the Mayor shall appoint one member at large. The Palm Coast City Council shall fund this committee. The Charter Review Committee shall be appointed at least one year before the next scheduled general election and complete its work and present any recommendations for change no later than 60 days before the general election. The Palm Coast City Council shall hold a minimum of two public hearings on the proposed changes to the Charter prior to placing the proposed changes on the scheduled general election ballot.
- (3) Initiative and referendum. At least 25 percent of the qualified electorate of the City shall have the power to petition the Council to propose an ordinance or to require reconsideration of an adopted ordinance, or to propose an amendment to this Charter. <sup>[2]</sup> If the Council fails to adopt such ordinance or amendment so proposed, or to repeal such adopted ordinance, without any change in substance, then the Council shall place the proposed ordinance or amendment, or the repeal of the adopted ordinance, on the ballot at the next general election.
- (4) Adjustments of districts; number, commission, report, support, procedure, failure to enact, effect of enactment.
  - (a) Number of districts. There shall be four City Council districts as described in subsection (2) of section 9. These boundaries shall remain in effect until the City Council determines, based upon each decennial census, that redistricting is appropriate to ensure that the requirements of subsection (2) of section 9 and paragraph (c) are accomplished and adequately monitored or until a redistricting commission is appointed as outlined in paragraph (b). All Council district boundaries shall be based upon population data derived from the most recent decennial census.
  - (b) Districting commission. By the first day of the month following official certification notification of the decennial census to the state, the City Council shall appoint five City electors, determined from the registration for the last statewide general election, who shall comprise the districting commission. Electors chosen shall not be employed by the City in any other capacity.
  - (c) Commission report. Within 120 days after appointment, or such earlier time as prescribed by the Council, the districting commission shall file with the official designated by the Council a report containing a recommended plan for adjustment of the council district boundaries to comply with the following specifications:
    1. Each district shall be formed of compact, contiguous territory, and its boundary lines shall follow the center lines of natural and manmade separations, such as canals, streets, etc., where possible.
    2. The districts shall be based upon the principle of equal and effective representation as required by the United States Constitution and as represented in the mathematical preciseness reached in the legislative apportionment of the state.The report shall include a map and description of the districts recommended and shall be drafted as a proposed ordinance. Once filed with the designated official, the report shall be treated as an ordinance introduced by a Council member.
- (d) Support. It shall be the responsibility of the City Manager to provide staff assistance and technical data to the districting commission.

- (e) Procedure. The procedure for the Council's consideration of the report shall be the same as for other ordinances, provided that any summary of the ordinance published pursuant to this Charter and general law must include both the map and a description of the recommended districts.
- (f) Failure to enact ordinance. After receipt of the commission report, the Council shall adopt a redistricting ordinance at least 90 days before the next regular City election. If the Council fails to do so by such date, the report of the districting commission shall go into effect and have the effect of an ordinance.
- (g) Effect of enactment.
  - 1. The new council districts and boundaries, as of the date of enactment, shall supersede previous council districts and boundaries for all the purposes of the next regular City election, including qualifications.
  - 2. The new council districts and boundaries shall supersede previous council districts and boundaries for all other purposes as of the date all Council members take office who were elected subsequent to the effective date of the new districts.
  - 3. All district seats not up for election, but which as a result of the redistricting no longer have Council members who live within the district, shall be declared vacant for purposes of the next regularly scheduled election. Such election shall, in order to preserve the staggering of the terms, be for either four years or for the remaining two years of the term, depending on the district vacant.
- (5) Standards of conduct. All elected officials and employees of the City shall be subject to the standards of conduct for public officers and employees set by general law. In addition, the City Council may, by ordinance, establish a code of ethics for officials and employees of the City, which may be supplemental to general law, but in no case may such an ordinance diminish the provisions of general law.

(H. B. No. 527, § 4, 5-1-02)

Footnotes:

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**Editor's note**—The referendum language contained within Section 10(3) of the City Charter requiring a minimum of 25 percent of the qualified electorate of the City to propose an amendment to the City Charter is statutorily preempted in accordance with Section 166.031, F.S. Pursuant to Section 166.031(1), F.S., the electors of the City of Palm Coast may, by a petition signed by 10 percent of the registered electors as of the last preceding municipal general election, submit to the electors of the City of Palm Coast a proposed amendment to its Charter, which amendment may be to any part or to all of said Charter except that part describing the boundaries of such municipality.

Sec. 11. - Severability.

If any provision of this act, or the application thereof to any person or circumstance, is held invalid, the invalidity shall not affect other provisions or applications of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared severable.

(H. B. No. 527, § 5, 5-1-02)

Sec. 12. - Transition schedule.

- (1) Creation and establishment of City. For the purpose of compliance with Florida Statutes relating to assessment and collection of ad valorem taxes, and for the purpose of subsection (2) of section 10, the City is hereby created and established effective December 31, 1999.
- (2) Transitional ordinances and resolutions. The City Council shall adopt ordinances and resolutions required to effect the transition. Ordinances adopted within 60 days after the first council meeting shall be passed as emergency ordinances. These transitional ordinances shall be effective for no longer than 90 days after adoption, and thereafter may be readopted, renewed, or otherwise continued only in the manner normally prescribed for ordinances.
- (3) Transitional comprehensive plan and land development regulation.
  - (a) Until such time as the City shall adopt a comprehensive plan, the applicable provisions of the Comprehensive Plan of Flagler County, Florida, as the same exists on the day the City commences corporate existence, shall remain in effect as the City's transitional comprehensive plan. However, all planning functions, duties, and authority shall thereafter be vested in the City Council of Palm Coast, which shall be deemed the local planning agency until the Council establishes a separate local planning agency.
  - (b) All powers and duties of the Flagler County Planning and Land Development Regulations Council, any boards of adjustment and appeals created pursuant to statutory trade codes, and the County Commission of Flagler County, Florida, as set forth in these transitional zoning and land use regulations, shall be vested in the City Council of Palm Coast until such time as the City Council delegates all or a portion thereof to another entity.

General law prohibits the adoption of zoning ordinances as emergency ordinances.
  - (c) Subsequent to the commencement of the City's corporate existence, no amendment of the comprehensive plan or land development regulations enacted by the Flagler County Commission shall be deemed an amendment of the City's transitional comprehensive plan or land development regulations or shall otherwise take effect within the City's corporate limits unless approved by the City Council.

(H. B. No. 527, § 6, 5-1-02)