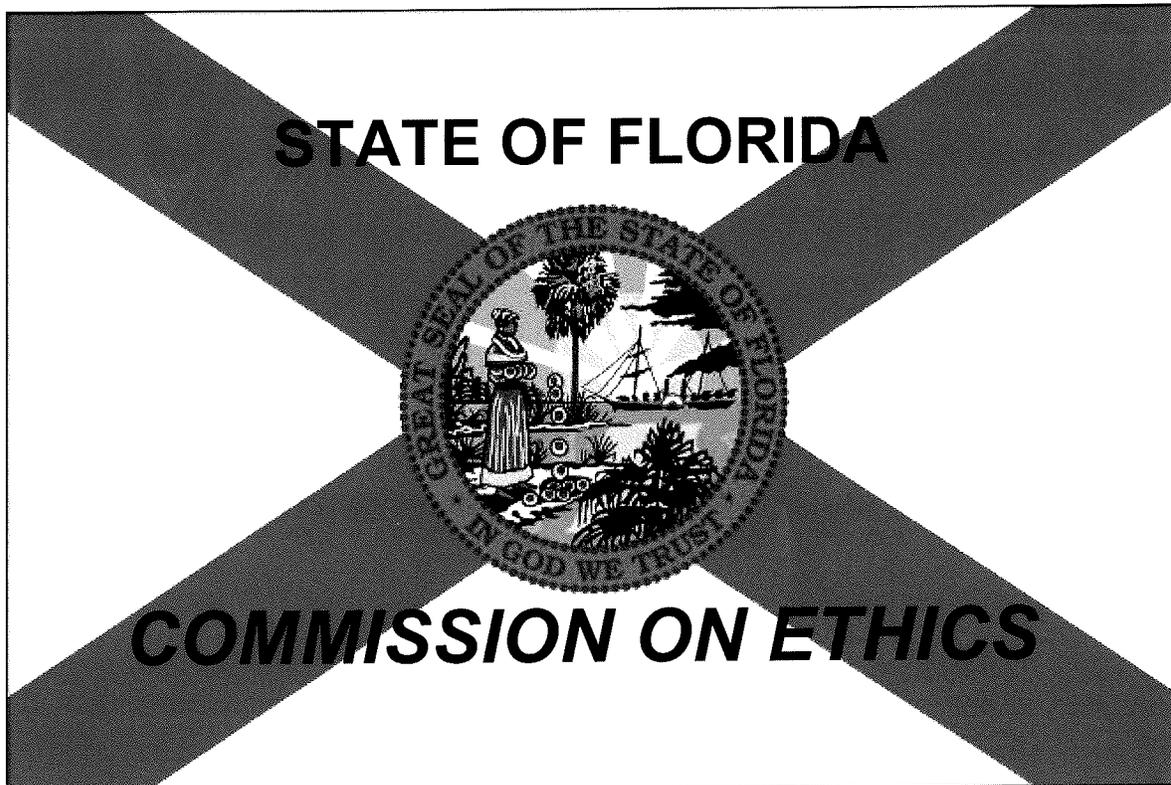


REPORT OF INVESTIGATION



Complaint Number 23-138

NOTICE CONCERNING CONFIDENTIALITY

This report of investigation concerns an alleged violation of Chapter 112, Part III, Florida Statutes, or other breach of public trust under provisions of Article II, Section 8, Florida Constitution. The Report and any exhibits may be confidential (exempt from the public records law) pursuant to Section 112.324, Florida Statutes, and Chapter 34-5, F.A.C., the rules of the Commission on Ethics. Unless the Respondent has waived the confidentiality in writing, this report will remain confidential until one of the following occurs: (1) the complaint is dismissed by the Commission; (2) the Commission finds sufficient evidence to order a public hearing; or (3) the Commission orders a public report as a final disposition of the matter. *See Section 112.3215, Florida Statutes, regarding executive branch lobbying matters and confidentiality.

STATE OF FLORIDA
COMMISSION ON ETHICS
Post Office Drawer 15709
Tallahassee, Florida 32317-5709

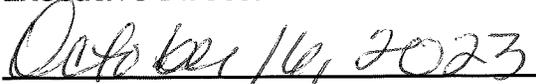
REPORT OF INVESTIGATION

TITLE: PAULE VILLARD
Former City Commissioner
North Miami Beach, Florida

COMPLAINT NO: 23-138
Exhibits A through D

INVESTIGATED BY: 
Ronald D. Moalli

Distribution: Commission on Ethics
Respondent
Advocate
File

Releasing Authority: 
Kerrie J. Stillman
Executive Director

Date

* * * *

**REPORT OF INVESTIGATION
COMPLAINT NO. 23-138**

(1) The complaint in this matter was filed by Stephanie Kienzle who alleges that Paule Villard, while serving as City of North Miami Beach Commissioner, violated the Code of Ethics for Public Officers and Employees.

(2) Ms. Kienzle alleges that Ms. Villard, on multiple occasions between January 11, 2022, and November 6, 2022, had a City Police Officer, who was assigned to the Sergeant-At-Arms Detail, transport her for private purposes, and indicating on a log sheet that the transportation was for City-related meetings and events when no such meeting or events were scheduled. Ms. Kienzle further alleges that in November 2021, Ms. Villard charged \$625 to the City for a "2-5 minute video recap of [a memorial service] for social media use." She claims the deceased was not a City employee or officer, and there was no public purpose for this charge. Ms. Kienzle next alleges that in May 2022, Ms. Villard traveled to Orlando for a friend's funeral, and used a City purchasing card (P-card) to pay for two hotel rooms, a rental car, and gasoline. She claims there was no public purpose for the charges to the P-card. Finally, Ms. Kienzle alleges that in July 2022, Ms. Villard traveled to Haiti to speak at a one-day church youth conference, for which she arrived five days early. She claims the City paid for all her travel expenses, which totaled \$2,451.29, and that she also had the City's Assistant Police Chief accompany her as a "personal bodyguard" at the City's expense, resulting in an additional charge of \$2,915.66. Ms. Kienzle alleges the true purpose of Ms. Villard's trip was to visit her nephew and other family members.

(3) On September 13, 2023, Ms. Kienzle submitted an amendment to the complaint alleging that Ms. Villard left office on December 1, 2022, and failed to file a 2022 CE Form 1F (Final Statement of Financial Interests) within the required 60 days of leaving office.

(4) The Executive Director of the Commission on Ethics noted that based upon the information provided in the complaint, the allegations were sufficient to warrant a preliminary investigation to determine whether the Respondent's actions violated Article II, Section 8(h)(2), Florida Constitution (Disproportionate Benefit), Section 112.313(6), Florida Statutes (Misuse of Public Position), and Section 112.3145, Florida Statutes (Disclosure of Financial Interests).

Allegation that a City Police Officer Transported the Respondent for Private Purposes

(5) Ms. Kienzle reported that the City of North Miami Beach Police Department instituted a "Sergeant-At-Arms Detail" policy on November 15, 2022.¹ She provided a copy of the policy and included it as pages five through seven of the complaint. Ms. Kienzle noted that the policy prohibited the police officers assigned to the detail to act as personal chauffeurs, or run personal errands, for the Mayor or Commissioners. Ms. Kienzle also included as pages 9 through 14 of the complaint, copies of the "Sergeant-At-Arms Log" covering the dates of November 25, 2021, through February 1, 2023. On page two of the

¹ As reflected in the policy, its effective date was November 15, 2021, not November 15, 2022, as reported by the Complainant.

complaint, Ms. Kienzle highlighted specific events that appeared in the Sergeant-At-Arms Log between January 11, 2022, and November 6, 2022. She alleges that on those dates, the Respondent abused City policy by using the Sergeant-At-Arms Officers to chauffeur her on personal errands.

(6) As reflected in the Sergeant-At-Arms Detail log, and highlighted in Ms. Kienzle's summary (pages two and three of the complaint), most of the reasons listed in the log for the Respondent's use of the Sergeant-At-Arms Detail were listed as, "Meeting" or "Event." There were three other reasons listed that were more specific. One was "Urgent Care;" five were listed as, "Funeral;" and one was a "Ribbon cutting."

(7) In support of her allegation, Ms. Kienzle researched each occasion in which the Respondent was documented using the services of the Sergeant-At-Arms Detail. In her summary of the log, which is found on pages two and three of the complaint, Ms. Kienzle noted that following each log entry where the Respondent is documented as using the Sergeant-At-Arms Detail Officers, when a "Meeting" or "Event" was listed, she found no City Commission meeting, or City sponsored event, was scheduled during that same time. When a funeral was listed as the reason for the transport, Ms. Kienzle wrote, "Self-explanatory," and for the urgent care reason she wrote, "This is a personal medical problem."

(8) Ms. Kienzle further noted that there is video evidence that the Respondent used the Sergeant-At-Arms Detail on two occasions for her personal transportation. The first occurrence was on March 12, 2022. Ms. Kienzle provided a link to a video clip that reflects Officer Jerry Hamilton driving the Respondent on a five and a half hour "shopping excursion" in Broward County. The other occurrence was on March 13, 2022. She again provided a video link that reflects the Respondent being accompanied by Officer Hamilton on a "yacht ride."

(9) Ms. Villard was interviewed via a Zoom video conference call that included her attorney, Ronald G. Meyer. Ms. Villard related that she was elected to the North Miami Beach City Commission in 2018, and served one term in office, having been defeated in her re-election bid in November 2022.

(10) Ms. Villard reported that when Arthur Sorey became the City Manager in 2021, he instituted the Sergeant-At-Arms Detail, in order to provide security for the Mayor and City Commissioners. She said the security protection extended to official City-related meetings and events that occurred outside of City Hall. Ms. Villard maintained that she followed City policy when coordinating her schedule with the Sergeant-At-Arms Detail. She explained that she met with the City Manager to obtain approval to use the Sergeant-At-Arms Detail for each event or meeting she was scheduled to attend. Ms. Villard explained that if she had events or meetings that took place on consecutive days, she would make the notification about the back-to-back events. She noted that there were occasions when she asked for an escort at the last minute and she was denied the use of the Sergeant-At-Arms Detail. She acknowledged that she attended more events than other City Commissioners, explaining that she believed that, as an elected representative of the people, she should be seen engaging in matters occurring within the City.

(11) Ms. Villard maintained that, although she could not recall every event or meeting listed in the Sergeant-At-Arms Detail log, all of the trips were for a public purpose and/or related to City business, except for one incident listed as "Urgent Care." Ms. Villard explained that, because of the generality of how each event was logged in to the logbook, noting that she did not make the Police Department's log entries, she could not specifically address each entry to explain what type of meeting or event she was attending to verify its public purpose. She reported that she does not have a corresponding personal schedule of events or meetings to compare with the logbook entries to verify that each event was City-related business. Ms. Villard pointed out that the Officers who accompanied her to these events have their own personal ethics, and, she believes, if she had asked them to go somewhere that was of a personal nature, the Officers would not have honored the request, or, at the very least, would have reported it to their superiors.

(12) Officer Jerry Hamilton who has been employed by the City of North Miami Beach Police Department for 17 years, stated by telephone that there were three City Police Officers assigned to work in the Sergeant-at-Arms Detail during the time covering the allegations contained in this complaint. He said the main function of the office was to accompany City Commissioners and City officials to various meetings and events. Officer Hamilton advised that, due to the constant violations of the Sergeant-at-Arms Detail policies regarding travel by City Officials, the Sergeant-at-Arms Detail, as part of the City's recent "clean-up efforts," was dissolved. He said he is the only Officer formerly assigned to the Sergeant-At-Arms Detail who remains employed with the City. Officer Hamilton maintained that he never transported the Respondent to a meeting or event that was not City-related business, and maintained that he would never have driven Ms. Villard anywhere that was personal in nature if she requested him to do so.

(13) City Police Department policy concerning the use of the Sergeant-at-Arms Detail is included as pages five through seven of the complaint. Specifically, Section 1.1 of the policy states:

Sergeant-At-Arms are not personal chauffeurs and are not specifically assigned to any commissioner. They are responsible for providing security at City Hall and other locations where the Mayor and the Commissioners are in attendance.

Sergeant-at-Arms will not be used to do the following for the Mayor and/or City Commission: run personal errands; drive to events that are personal in nature; provide personal transportation for family members in situations that have no relevance to a commission event; and/or other situations that are obviously not a responsible use of the Sergeant-at-Arms detail.

(14) Ms. Villard reported that the only event listed in the log that was not related to a public purpose was the log entry that denotes, "Urgent Care." She explained that she was meeting with the City Manager in his office, and, as she was sitting in a chair, she began to feel dizzy, and thought she was going to "pass out." Ms. Villard said she informed the City

Manager that she needed to go home because she did not feel well, and he asked her if she could drive, to which she responded, "No." She said the City Manager then contacted a member of the Police Department staff who arranged for her to be taken to Urgent Care. She said she was at Urgent Care for a couple of hours and that her daughter came to Urgent Care and took her home when she was released.

(15) Addressing the events that are listed as, "Funerals," Ms. Villard maintained that her attendance at each of the funerals listed were not of a personal nature, rather, her attendance was in her capacity as a City Commissioner and as a representative of the City attending the funeral of a small child, or, a young man from the community who was shot and killed at a location in North Miami Beach. She said she attended these funerals to show her support for the families, and to let her constituents know that she is involved with her community.

(16) Concerning the March 12, 2022, "Event" that Ms. Kienzle described as a "shopping excursion," Ms. Villard denied ever going on a "shopping excursion" while being escorted by a City police officer, adding that she never used the Sergeant-At-Arms Detail for personal use. Although Ms. Villard could not specifically recall the alleged situation, subsequent to reviewing the video provided by the Complainant, she believes she was returning from an event that was related to a public purpose, based on the way she was dressed.

(17) Explaining the video, Ms. Villard reported that throughout her tenure as City Commissioner, she conducted live Facebook sessions, and this video was one of those sessions. She explained that, as a City official, her goal was to be visible and accessible to her constituents, and conducting Facebook live sessions was one way of achieving that goal. She related that when she conducts a Facebook live session, she most often speaks in Creole because many of her constituents are Haitian and her sessions are also viewed by people in Haiti. Ms. Villard added that she was born in Haiti, and, she noted, approximately 32 percent the North Miami Beach population is Haitian.

(18) Officer Hamilton stated that, although he could not recall this specific event, he never drove, or escorted, then-Commissioner Villard on a "shopping excursion."

(19) Addressing the March 13, 2022, event documented in the Sergeant-At-Arm Detail log as, "Multiple Events," in which Ms. Kienzle included a video that she believes is evidence that Officer Hamilton accompanied Ms. Villard on a "yacht ride" that served no public purpose, Ms. Villard denied the allegation, and contends that the "yacht ride" was related to a City-sponsored event honoring women in the community that were "Unsung Heroes." She stated that approximately ten women who were "candidates" for the Unsung Hero award attended a pre-event function that included, not only the yacht ride, but also, a trip to Bayside Marketplace in the City of Miami. She added that, while at Bayside Marketplace, the group had the assistance of the City of Miami Police Department to help with security. She said Officer Hamilton was assigned to the pre-event in a position not only related to his duties with the Sergeant-At-Arms Detail, but also as security for the women as well.

(20) Officer Hamilton recalled that the yacht ride was a "political event" and confirmed that he was assigned that day to escort then-Commissioner Villard. Although he could not

recall the specific reason of the event, he reported that there were other women, besides the Respondent, present on the yacht ride that were being honored by the City.

(21) An internet search found a 4:43:59 hour video from the North Miami Beach Facebook page documenting an event titled, "Unsung Heroes. Quintessential Women of the Times." A review of the video reflects Ms. Villard and others in an auditorium, on a stage, in front of an audience presenting awards to 35 women who were given the title of Unsung Heroes of the community.

(22) Ms. Villard maintained that all of the other events listed in the Sergeant-At-Arms Detail logbook were events or meetings that were related to a public purpose and none were personal in nature

Allegation that the Respondent Paid a City Vendor with City Funds for a Personal Expense

(23) Ms. Kienzle included as page 15 of the complaint, an invoice from "G Inc Films," for \$625. The invoice reflects, "Commissioner Paule Villard memorial service for Jean Wesner at ST [sic] Forts Funeral Home," to "Create a 2-5 minute video recap of the event for social media use." Ms. Kienzle does not believe "Jean Wesner" is, or was, a City employee, or public official, alleging the expenditure was not for a public purpose.

(24) Ms. Villard recalled that the funeral was for a young man in the community that was killed and that she was invited to the funeral as a City Commissioner to deliver a speech. She said she asked then-City Manager Sorey if she could hire G Inc Films to record her at the funeral to be included in a promotional film to show how City Commissioners interact with the community. Subsequent to receiving his permission, she called G Inc Films, who is a City vendor, to schedule the filming. Ms. Villard stated that when she received the invoice from G Inc Films, she submitted it to the City Finance Department. She reported that the invoice was never questioned and she believed the funds to pay for the expense came from her Commission contingency fund that each Commissioner has access to and can be used for a variety of reasons, as long as the expense is related to a public purpose.

(25) The only document in City Finance Department records related to this matter is the invoice itself. There are no other documents related to this matter other than the invoice to reflect its path through the City's procurement or finance approval process.

(26) City Finance Department administrative staff who were employed during this time are no longer employed with the City, and efforts to speak with them by this Investigator were unsuccessful.

(27) Current City Finance Director Sophia Taylor confirmed that G Films Inc is a vendor with the City.

(28) Current City Manager Mario Diaz confirmed that the Mayor and City Commissioners have a line item in the budget called, "Contingency," and that each Commissioner has \$13,500 annually for their discretionary public purpose use.

Allegation Concerning Commissioner Villard's Personal Use of the City Credit Card

(29) Ms. Kienzle reported that on May 27, 2022, Ms. Villard traveled to Orlando to attend the funeral of a friend. According to a City P-card statement, which is included as page 16 of the complaint, Ms. Villard charged two hotel rooms, a rental car, and gasoline for the trip to her City P-card. Ms. Kienzle provided in her complaint a link to a website showing Ms. Villard speaking at the funeral. Ms. Kienzle related that Ms. Villard appears to be the main speaker at the funeral service. She alleges the funeral was not an "official" City event, but rather a personal trip paid for by the City.

(30) Ms. Villard reported that the funeral in Orlando was for a person who was very active in the City's Haitian community. Ms. Villard described Reberta Jusme as an activist for the Haitian community who gave speeches and made presentations at many Haitian-related community events in the City. She reported that Ms. Jusme had been involved in an event in the City just prior to her death as a result of an automobile accident in the Orlando area. Upon hearing of Ms. Jusme's death, she continued, she consulted with then-City Manager Sorey about traveling to Orlando to represent the City at the funeral and to present a plaque to Ms. Jusme's family in appreciation of her community involvement. She said Mr. Sorey approved the travel but stated he would not approve a Sergeant-At-Arms Detail accompaniment, but stated she could take her aide and rent a car for the trip. She noted that she was not the only City Commissioner who attended the funeral. Ms. Villard stated that she spoke at the funeral and presented the plaque from the City to Ms. Jusme's family.

(31) A review of a video from an internet link provided in the complaint reflects Ms. Villard standing at a podium speaking to those in attendance at the funeral, and also reading the inscription on a plaque that was purportedly presented to Ms. Jusme's family. In the video, Ms. Villard is wearing a collared white shirt that has not only the City of North Miami Beach's emblem on the shirt's front left side, but also includes her name, "Paule Villard," and "Commissioner" embroidered on the shirt's front right side. A photo depicting Ms. Villard speaking at the funeral was taken from the video and is appended as Exhibit A.

(32) City documents such as receipts, the Pre-Travel Authorization Form, and Travel Expense Report related to Ms. Villard's travel to the funeral are appended as Composite Exhibit B. As reflected on the Pre-Travel Authorization Form, "No per diem was given. These transactions were paid for with Commissioner Paule Villard's P-card." The documents, contain no approving signatures and no date when they were completed. However, an October 20, 2022, copy of an email, which is included as Exhibit page B8, from Budget Car Rental to Nadia Brewton, then-Commissioner Villard's aide, and a copy of an October 21, 2022, memorandum from Ms. Villard to then-Finance Director Agnew Jean-Pierre reproducing a lost gas receipt (Exhibit page B11), suggest that the required travel documents were submitted five months after the May 28, 2022, funeral.

(33) The City's Travel and P-card policies are appended as Composite Exhibit C. The Travel Policy states that the Travel Authorization Form must be completed prior to the incurrence of any travel related costs. It further states that the authorization form should be completed in its entirety and include reasonable supporting documentation estimating the cost of the travel.

(34) North Miami Beach City Attorney John Herin advised by telephone that the Mayor and City Commissioners are required to adhere to the City's travel and P-card policies when traveling on City business.

Allegation that the City Paid for the Respondent's Personal Trip to Haiti

(35) Ms. Kienzle reported that on Sunday, July 23, 2022, Ms. Paule traveled to Haiti to speak at a Catholic Church sponsored youth conference. She alleges that the Respondent arrived in Haiti five days early, noting that she was scheduled to speak at the conference on Thursday, July 28, and Friday July 29, 2022. Ms. Kienzle related that Ms. Villard arrived early to allegedly, "network and broker relationships with other local municipalities on behalf of North Miami Beach," as reflected in a memorandum from the then-North Miami Beach Chief of Staff to other City staff, including then-City Manager Sorey, which is included as page 29 of the complaint.

(36) Ms. Kienzle alleges that neither the speaking engagement, nor the networking in Haiti were for a public purpose, contending the real purpose of the trip was to visit her nephew, who is a member of the Church youth ministry, and other family members who live in Haiti. She claims the City paid all the Respondent's travel expenses, which totaled \$2,451.29, and that the Respondent also had a North Miami Beach Police Department's Deputy Chief accompany her as a "personal bodyguard" at City expense, resulting in an additional cost to the City totaling, \$2,915.66.

(37) Ms. Kienzle included as pages 18 through 64 of the complaint, Ms. Villard's and Deputy Chief Ervens Ford's travel documents related to this trip, including on page 28, a copy of a letter from Father Audigene Bayard to the Respondent inviting her to speak during the annual conference, during which, "over 3000 youth" would attend.

(38) The letter reflects the conference's goal was to prepare young adults to be productive and professional leaders. In the letter, Father Bayard invited Ms. Villard as a "special guest" to address, inspire, and empower the young attendees "to stay on the right path." He informed Ms. Villard that she was selected to speak due to her leadership experience working with youth in Miami and her Haitian background. Father Bayard concludes his letter stating that Ms. Villard's presence "will be very useful for us," adding that he would like to form a partnership with her because they need financial assistance to make the youth ministry work.

(39) Ms. Villard denies that the trip to Haiti was a ruse to not only visit her relatives that live in Haiti, but to also visit with her nephew who was allegedly attending the youth conference. She maintained the trip was related to a public purpose. Ms. Villard reported that she was not aware of the youth conference until she received the invitation letter from Father Bayard. She further maintained that she was not aware that her nephew, who lives in Paris,

France, was going to be in Haiti at the same time, until she was told by her sister, after her sister learned that she (Villard) was traveling to Haiti. She explained that, prior to this trip, she had never met her nephew, who lives in and attends seminary school in Paris. Ms. Villard said her sister informed her that her son (Villard's nephew) was going to be ordained as a priest in Port-au-Prince, Haiti, at the same time she (Villard) planned to be in Haiti. She said her sister gave the nephew's cell phone number to her and suggested they try to visit with each other while in Haiti.

(40) Ms. Villard reported, and the invitation letter confirms, that the youth conference took place in Fort-Liberte, Haiti, and that she was flew from Miami to the Haitian city, Cap-Haitien, which is located in the northern portion of Haiti, approximately 32 miles to the west of Fort-Liberte. She related that coincidentally, the City of North Miami Beach was in the process of entering into a "sister-city" relationship with Cap-Haitien. She said the City administration agreed to "kill two birds with one stone," with her going a few days earlier to Haiti, and acting as the City's diplomatic representative to meet with Cap-Haitien City officials to prepare documents and solidify the sister city relationship with Cap-Haitien.² Ms. Villard said she met with then-City Manager Sorey before the trip, who agreed with her diplomatic mission, but decided to send a City of North Miami Beach Police Department Deputy Chief as an escort given the unrest that was occurring in Haiti at the time.

(41) The documents, included as pages 18 through 64 of the complaint, reflect the trip's documents contain the required approval signatures for both Ms. Villard and Deputy Chief Ford.³

(42) Ms. Villard stated that, upon her arrival in Cap-Haitien, she met with City officials and also met with her nephew. As previously reported, her nephew was in Port-au-Prince, approximately 125 miles to the south of Cap-Haitien and approximately a five and a half hour drive. She stated that when she was in Cap-Haitien, she text messaged her nephew using the communication app, "WhatsApp." She said her nephew agreed to meet with her in Cap-Haitien, and they met on one of the days she was in that city. Ms. Villard said her nephew traveled back to Port-au-Prince the following day, and, when her business was complete in Cap-Haitien, she and Deputy Chief Ford traveled to Fort-Liberte to attend the youth conference. Ms. Villard reported that she has three cousins who live in another area of Haiti, but no relatives in either Cap-Haitien or Fort-Liberte. She advised that most of her family members currently live in the United States.

(43) North Miami Beach Police Department Deputy Chief Ford reported by telephone that he has served with the Police Department for 35 years, and confirmed that he accompanied Ms. Villard to Haiti, so she could attend the youth conference as a guest speaker. He further confirmed that Ms. Villard met with Cap-Haitien City officials each day they were in Cap-Haitien in an effort to establish a sister city relationship between the City of North Miami Beach and Cap-Haitien. Deputy Chief Ford believed Ms. Villard was invited to the youth

² A review of The City of North Miami Beach's website found that the City has Sister City relationships with nine cities throughout the world, including three cities in Haiti, aside from Cap-Haitien.

³ As reflected on pages 46 and 47 of the complaint, Deputy Chief Ford's travel documents were completed upon his return from the trip on August 1, 2022.

conference as a result of her nephew who is a priest in Europe and who was attending the same conference. He believed the nephew informed the organizer of the event of the Respondent, mentioning that she could contribute to the conference. Deputy Chief Ford stated he did not witness Ms. Villard meet with any other relatives while present in Haiti.

The Financial Disclosure Allegation

(44) On September 13, 2023, Ms. Kienzle submitted an amendment to the complaint alleging that when Ms. Villard left office on December 1, 2022, she failed to file a 2022 CE Form 1F (Final Statement of Financial Interests) within the required 60 days of leaving office. Ms. Kienzle stated by telephone that she waited to file the amendment until September 13, 2023, to allow for the allotted time and grace periods to expire for filing of financial disclosure form.

(45) Ms. Villard reported that she was unaware that a CE Form 1F was required to be submitted upon leaving office, noting that she was never informed of the requirement. On September 26, 2023, as a result of the amendment to this complaint, she filed the form with the City Clerk's Office. A copy of Ms. Villard's 2023 CE Form 1F is appended as Exhibit D.

END OF REPORT OF PRELIMINARY INVESTIGATION

EXHIBIT A

EXHIBIT A

AI



Our Last Homage to Reberta Jusme, Produced by Télé Anacaona Powered by GUY WEWE RADIO A

AI

EXHIBIT B

EXHIBIT B



City of North Miami Beach, Florida

One Vision · One Mission
Diverse City

Travel Expense Report

Traveler's Name Paule Villard	Department Mayor & Commission	Traveler's Vendor Number
Destination Orlando, FL	Departure Date 5/27/2022	Return Date 5/28/2022

ITEM	Day	Friday	Saturday						TOTAL	
	Date	5/27/2022	5/28/2022							
Lodging		\$ 129.00								\$ 129.00
Meals	Rate									
Breakfast	\$									\$ -
Lunch	\$									\$ -
Dinner	\$									\$ -
Registration Fee										\$ -
Airfare										\$ -
Taxi/Shuttle										\$ -
Tolls/Parking										\$ -
Vehicle Rental		294.90								\$ 294.90
Mileage										\$ -
Other										\$ -
Total		\$ 423.90	\$ -	\$ 423.90						

Instructions: 1. This form must be completed and submitted after each trip. 2. Complete each section for which travel expenses are claimed. Include totals for each day and for each line item. 3. This form is to be supported by paid receipts for all claims except meals. 4. Within ten (10) working days of return, accounting must be made on this form, properly signed, and submitted to the Finance Department. Excess advanced funds shall be returned to the Finance Department with submission of this form. 5. Use additional forms as needed.	Grand Total from above		\$ 423.90
	Less Prior Payments or Advances		
	Hotel	Hotel name chk# xxxxxx	129.00
	Per Diem	Prepaid Chk# xxxxxx	
	Registration	Org name Chk# xxxxxx	
	Other		294.90
	Amount Due		
City or Traveler		\$ -	

I certify that the expenses reported were actually incurred by me as necessary traveling expenses in the performance of my official duties. Any costs paid by another agency have been deducted from this travel claim. This claim is true and correct and conforms to the Travel Policy of the City of North Miami Beach.

Traveler (signature) _____ Date _____ Approved – Dept Head (signature) _____ Date _____

For use by Finance Department



Consumer's Certificate of Exemption Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

[REDACTED]	06/30/2022	06/30/2027	MUNICIPAL GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

CITY OF NORTH MIAMI BEACH
17011 NE 19TH AVE
NORTH MIAMI BEACH FL 33162-3111

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



REBERTA JUSME

JULY 5 1989 - MAY 14 2022

CELEBRATION OF LIFE
05/27/2022

HOLY TRINITY RECEPTION CENTER
1277 TRINITY WOODS LAKE
MAITLAND, FL 32751
8AM - 10PM

FUNERAL
05/28/2022

THE CHURCH OF JESUS CHRIST
OF LATTER-DAY SAINTS
3801 S APOPKA VINELAND RD, ORLANDO FL 32835
10AM - 12PM

CEMETERY

WOODLAWN MEMORIAL PARK

400 WOODLAWN CEMETERY ROAD GOTHAM FL 34734

Commissioner Paule Villard

Check-in: Friday, May 27, 2022

Check-out: Saturday, May 28, 2022



Hotel Confirmation Tax Exemption

COURTYARD®

BY MARRIOTT

Courtyard by Marriott® Orlando International Drive Convention Center
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Paule Villard
 16821 Ne 8th Ave
 N Miami Beach FL 33162
 Funeral

Room: 201
 Room Type: GENR
 Number of Guests: 1
 Rate: \$129.00 Clerk: MML

Arrive: 27May22 Time: 10:56PM Depart: 28May22 Time: 09:35AM Folio Number: 95384

DATE	DESCRIPTION	CHARGES	CREDITS
27May22	Room Charge	129.00	
28May22	Visa		129.00
	Card #: [REDACTED]		
	Card Type: VISA Card Entry: MANUAL Approval Code: [REDACTED]		
	BALANCE:	0.00	

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Rental Car

Brewton, Nadia

From: Budget <budget@e.budget.com>
Sent: Thursday, October 20, 2022 2:49 PM
To: Brewton, Nadia
Subject: Your E-receipt From Budget

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL] This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

[View In Browser](#)
Add budget@e.budget.com to your Address Book



Hi Paule,

Thank you for renting with Budget.

This is a one-time notification related to your recent transaction: Budget Rental Agreement 450792532

TOTAL CHARGES

\$ 294.90

Base Rate:	\$ 87.00
Taxable Products/Services*:	\$ 35.97
Non-Taxable Products/Services:	\$ 171.93

**Includes Fees and Surcharges*

Thanks for renting with us. We hope you had a sweet trip and a smooth ride.

Your e-receipt is available [here](#)

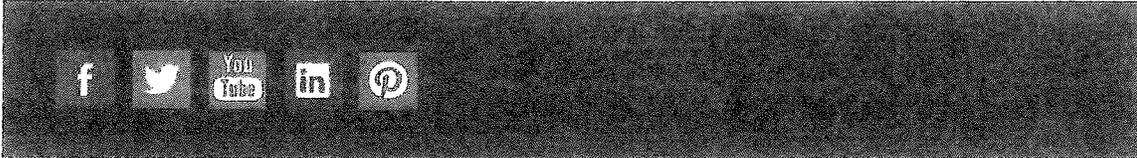
38

Simple does it.
Fastbreak and go.
Fast rentals. Fast returns.
Join for free >>
Fastbreak



Snag a free upgrade.

Upgrade now

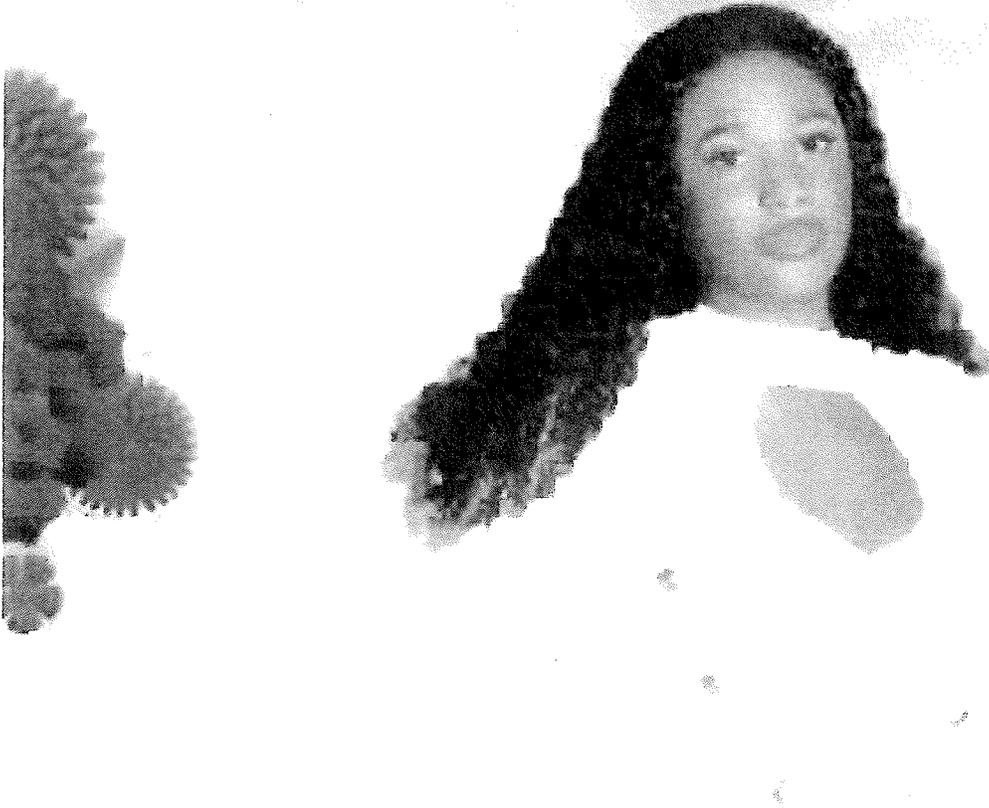


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PLEASE NOTE: The City of North Miami Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure. All e-mail sent and received is captured by our servers and kept as public record.

**Please Join Us
For a Celebration of The Life Of**



REBERTA JUSME

JULY 5 1989 - MAY 14 2022

CELEBRATION OF LIFE

05/27/2022

**HOLY TRINITY RECEPTION CENTER
1217 TRINITY WOODS LANE
MAITLAND, FL 32751
5PM - 10PM**

FUNERAL

05/28/2022

**THE CHURCH OF JESUS CHRIST
OF LATTER-DAY SAINTS
3001 S APOPKA VINELAND RD, ORLANDO FL 32835
10AM - 12PM**

CEMETERY

WOODLAWN MEMORIAL PARK

400 WOODLAWN CEMETERY ROAD GORHA FL 34734

**City of North Miami Beach
Interoffice Memorandum**



City Manager's Office

TO: Agnew Jean-Pierre/Assistant Manager/Finance Director

FROM: Paule Villard, Commissioner

DATE: October 21, 2022

RE: Unavailable Receipts – Shell Oil

The following receipt is for the Shell Oil charge that incurred was on my Bank of America Credit Card ending in 0111. The purpose of this purchase was to refuel my rental car prior to returning the vehicle in Aventura, FL, on May 30, 2022. The receipt was misplaced after purchase. The charge is for the following amount:

\$58.92 – Shell Oil 5/30/2022
Gas (Celebration of Life for Reberta Jusme)

Thank you

A handwritten signature in cursive script that reads "Paule Villard".

Paule Villard, Commissioner

EXHIBIT C

EXHIBIT C

Travel Policy

Original/Revision Date: 11/07/2012; 01/10/2018

I. Purpose

The purpose of this policy is to establish procedures whereby expenses incurred during authorized travel to conduct bona fide City business which serves a direct, official and lawful purpose shall be reimbursed.

II. Scope

This policy applies to all employees authorized to travel on City business.

III. Background

It is customary and has been the City's policy to reimburse authorized personnel for expenses incurred while traveling on City business. Without a specific policy in place, the City is obligated to comply with Sec. 112.061 Florida Statutes. Because circumstances in the City of North Miami Beach vary substantially from those of the State of Florida, it is prudent to develop policies and procedures specific to the general practices, objectives and culture of the City.

IV. General Policies

- A. Budgets for travel and auto expenses and educational programs will be justified during the annual budget process. Department Directors shall be responsible for monitoring the budget to ensure sufficient funds are available at the time of each travel request. Any deficiencies in the budgeted amounts must be absorbed within the division and be available prior to submittal of any advance payment or reimbursement request.
- B. A Travel Authorization Form (see Attachment 1) must be completed prior to the incurrence of any travel related costs. The authorization form should be completed in its entirety and include reasonable supporting documentation such as conference registration forms and agendas, hotel, airfare, meal allowance, car rental and mileage estimates. Unauthorized travel expenditures will not be reimbursed by the City and any credit card charges for unauthorized travel expenses will be paid by the cardholder.
- C. The Department Director is responsible for ensuring that the proposed travel is in the best interest of the City and that the estimated costs are reasonable. Travel Authorization Forms shall be signed by the Department Director. The City Manager's signature approval is required for out-of-state travel. *The City Manager, the City Clerk and the City Attorney shall authorize their own travel and the travel of their respective employees in the best interest of the City and must comply with all policies stated herein.*
- D. Advanced registration for conferences, hotels, airlines, rental cars and similar expenses shall be scheduled to obtain the most advantageous rates available. That is, registration fees and other similar costs shall be prepared to afford the City tax savings and prepayment savings.
- E. The City of North Miami Beach is a tax-exempt organization. A copy of the Consumer's Certificate of Exemption should be presented prior to purchases of applicable travel related expenditures.
- F. All travel must be via the most direct, practicable route. If a traveler takes an indirect route for personal convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usual and customarily travelled route.

- G. Reimbursement shall be limited to the traveler with the exception of a temporarily or permanently non-ambulatory traveler who shall receive reimbursement for costs of subsistence, transit and lodging of any caretaker as if the caretaker were a traveler, so long as an estimate of the caretaker's expenditures are included on the Travel Authorization Form.
- H. The Post Travel Expense Report (see Attachment 2) must be completed and submitted to the Finance Department.

V. Specific Policies

A. Method of Transportation

The method of travel will be designated by the person authorizing the travel, keeping in mind the best interests of the City, the nature of the business, the number of persons traveling, the amount of equipment or material to be transported, the length of the trip, the physical status and condition of the traveler, and other pertinent and relevant factors.

1. Air travel will be by coach or economy class unless authorized in writing by the City Manager prior to the date of travel.
2. Airport parking will be reimbursed at the rate of the lowest available option. Airport shuttle services should be utilized when cost savings can be realized.
3. City employees are encouraged to use City vehicles when practical.
4. Travel by privately-owned vehicle will be reimbursed at mileage rates in accordance with I.R.S. regulations as published at <http://www.irs.gov> under the 'Credits & Deductions' tab as now in existence and as hereafter amended from time to time. When travelling by privately-owned vehicle, the driver of the vehicle and the vehicle itself are to be insured for no less than the following basic limits: (a) liability insurance in accordance with Section 324.021(7), F.S. and (b) personal; injury protection in accordance with Chapter 627, F.S.
5. Mileage will be calculated using an Internet mapping site. Mileage reimbursement is computed based on the distance from the traveler's home/location or City worksite to the final travel destination, whichever is less.
6. City employees traveling by privately-owned vehicle who receive a monthly auto allowance will receive mileage reimbursement only for travel outside Miami-Dade, Broward, Palm Beach and Monroe Counties.
7. No traveler shall be allowed mileage expense when gratuitously transported by another person or by another traveler who is entitled to mileage allowance.
8. Estimates for tolls, parking and rental car fees, and taxi, bus and limousine fares should be included on the travel authorization form and will be reimbursed at actual cost when substantiated by receipts.
9. The use of Uber or any other taxi services is permitted for all employees (even those who receive auto allowance) but only outside of Miami-Dade, Broward, Monroe and Palm Beach Counties, except to and from the airport. The City Manager may grant exceptions to the use of Uber or any other taxi services that are in the City's best interest.
10. Employees who receive a monthly auto allowance and utilize a privately-owned vehicle or a City take home vehicle for travelling purposes, will not receive reimbursement for "tolls" for travel within Miami-Dade, Broward, Monroe, and Palm Beach Counties.

B. Lodging

1. Reasonable efforts should be made to obtain the most economically feasible form of lodging available for the destination and dates of travel.

2. Actual expenses for lodging, substantiated by receipt(s) in the traveler's name shall be reimbursed.
3. No lodging shall be reimbursed for travel within Miami-Dade Broward and Palm Beach Counties, except as authorized by the City Manager.

C. Meals

1. Meal allowances will be provided for overnight travel only.
2. All meals and nonalcoholic beverages consumed during dates of travel will be reimbursed at the per diem rate provided by 41 CFR 301-11.6 as may be amended (the 'Federal Per Diem Rate') as published at <http://www.qsa.gov/portal/category/21287> by the U.S. General Services Administration for domestic travel or as published by the U.S. Department of State at <http://aoprals.state.gov/web920/perdiem.asp> for foreign travel.
3. On travel dates, per diem will be paid at 75% of the daily rate or any such rate as set forth by the Federal Per Diem Rate by the U.S. General Services Administration.
4. Receipts are not required to substantiate meal allowances, and meals purchased in excess of the allowance will be reimbursed only at the per diem rate.

D. Registration Fees

Registration fees, seminar materials and other like data are reimbursable when substantiated by receipts.

E. Incidental Expenses

Non-authorized, non-reimbursable expenses are those generated by activities and events which do not serve a direct purpose to the City. Such expenses include the following:

1. Laundry and dry-cleaning
2. Personal telephone calls
3. Entertainment & alcoholic beverages
4. Room service
5. Movie or cable television fees charged by hotels or airlines
6. Flight insurance
7. Items of a personal nature
8. Gratuities (only as established by the Federal Per Diem Rate).
9. Any other non-business related expenses

Other miscellaneous expenses not specifically provided for or excluded must be necessary, reasonable and allowable in accordance with applicable I.R.S. regulations.

F. Law Enforcement Trust Funds

In accordance with State of Florida Statutes, Chapter 932, the United States Department of Justice publication, *A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies*, and the United States Treasury Department publication, *Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies*, which govern the use of confiscated and forfeited funds, travel expenditures will be authorized by the Chief of Police and approved by the City Council.

Due to the sensitive nature involved, travel authorization forms shall be submitted only upon request for payment of travel-related expenditures.

VI. Travel Advances, Reimbursements, and Vendor Payment Procedures

A. Advances

1. A minimum of ten (10) working days is required to guarantee advanced funding for authorized travel expenses.
2. Requests for travel advances should be substantiated with adequate cost documentation and travel authorization. Pursuant to standard operating procedures; a separate request is required for each vendor and the traveler, in the case of requests for advances of per diem allowances.
3. Travel authorization forms and supporting documentation are required for all travel expenses charged to City credit cards at the time the credit card statement is submitted for payment regardless of the travel dates. Any credit card charges not in conformity with this policy will result in a deduction of the amount of disallowed charges from the traveler's salary as established in an Employer-Employee pay-plan.
4. All unused portions of travel advances shall be repaid within ten (10) working days from return date. Non-compliance will result in a deduction of the entire advance amount from the traveler's salary.

B. Reimbursements and Vendor Payments

1. Reimbursement requests for travel expenses shall be submitted to the Finance Department with ten (10) working days from return date.
2. Reimbursement and vendor payment requests should be made pursuant to standard accounts payable operating procedures with supporting documentation to include:
 - a. Travel Authorization Form (Found in "Forms" Section of Employee Manual)
 - b. Post Travel Expense Report (Found in "Forms" Section of Employee Manual)
 - c. Receipts for all travel expenses claimed, except per diem
3. Charges to personal credit cards will be reimbursed in accordance with item

VII. Employee Leave, Attendance and Conduct

A. Pre-Approval Required For Employee

The employee must obtain the Department Director's pre- approval to attend any training, convention, seminar or conference. The City Manager's pre- approval is required for out-of-state trainings, conventions, seminars and conferences.

B. Pre-Approval Required For Directors and Assistant Managers

Department Directors and Assistant City Managers must obtain pre-approval from the immediate supervisor (i.e. Assistant City Manager, Deputy City Manager or the City Manager) accordingly.

C. Employee Leave

The employee traveling must submit a Leave Slip Form and indicate "Training Leave."

D. Employee Attendance

The City is bearing the cost of the trip; therefore, it is the responsibility of the employee to obtain the maximum benefit from the training, conventions, seminar or conference and attendance is required.

E. Employee Conduct

Employee conduct while attending training, conventions, seminar or conference or other City business is a reflection on the City of North Miami Beach. Employees are expected to act in a professional manner/demeanor at all times.

VIII. Cancellation Fees Incurred

Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee's department director, or the City Manager or designee, shall determine if there is adequate cause for the employee to be reimbursed by the City.

IX. Fraudulent Claims

Any claim authorized or required to be made under any provision of this Policy shall contain a statement that the expenses were actually incurred by the traveler as necessary and ordinary expenditures made in the performance of official duties. Any traveler who makes a false or fraudulent claim shall be subject to disciplinary action and may also be subject to further legal action. A traveler who receives an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public funds from which the claim was paid, plus interest at 18% per year, plus court costs and penalties if applicable.

X. Exceptions

This Policy may not address every issue, exception or contingency that could arise in the course of City travel. Exceptions to this policy will require the approval of the City Manager or the City Attorney. Accordingly, the basic standard that should always prevail is the exercise of good judgment in the use and stewardship of the City's resources. Expenditures determined by the City Manager to be excessive will be considered income of the traveler and shall accordingly be subject to FICA and withholding taxes.

The Travel Authorization Form and Travel Expense Report Form are located in the "Forms" section of the Employee Handbook.

EXHIBIT D

EXHIBIT D

FORM 1F

FINAL STATEMENT OF FINANCIAL INTERESTS

2022

CITY CLERK'S OFFICE
120 SEP 25 PM 12:20

(TO BE FILED WITHIN 60 DAYS OF LEAVING PUBLIC OFFICE OR EMPLOYMENT)

LAST NAME — FIRST NAME — MIDDLE NAME <i>Villard Paul</i>	NAME OF REPORTING PERSON'S AGENCY: <i>City of North Miami Beach</i>
MAILING ADDRESS: [REDACTED]	CHECK ONE OF THE FOLLOWING (see "Who Must File" on page 3): <input checked="" type="checkbox"/> LOCAL OFFICER <input type="checkbox"/> STATE OFFICER <input type="checkbox"/> SPECIFIED STATE EMPLOYEE
CITY: <i>N. Miami Beach, FL 33162</i> ZIP: <i>Dade</i> COUNTY:	LIST OFFICE OR POSITION HELD: <i>Commissioner</i>

*****BOTH PARTS OF THIS SECTION MUST BE COMPLETED*****

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS MY FINANCIAL INTERESTS FOR THE PERIOD BETWEEN JANUARY 1, 2022 AND THE LAST DATE I HELD THE PUBLIC OFFICE OR EMPLOYMENT DESCRIBED ABOVE, WHICH DATE WAS 12/13/2022, 2022. (Date must be prior to 12/31/22)

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). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER (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
<i>City of NMB</i>	<i>1701 NE 19th Ave NMB, FL 33162</i>	<i>Commissioner</i>

PART B -- SECONDARY SOURCES OF INCOME [Major customers, clients, and other sources of income to businesses owned by 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
<i>City of Miami</i>	<i>400 NW 2 Ave Miami, FL 33128</i>	<i>400 NW 2 Ave Miami, FL 33128</i>	<i>Law Enforcement</i>

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

<i>None</i>

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 of this packet.

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
None	

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

NAME OF CREDITOR	ADDRESS OF CREDITOR
MHC Mortgage	Texas

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")

NAME OF BUSINESS ENTITY	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
		N/A
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		

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

SIGNATURE OF FILER:

Signature:

Paul Villard

Date Signed:

09/26/2023

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:

WHEN TO FILE:

At the end of office or employment each local officer, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment, unless he or she takes another position within the 60-day period that requires filing financial disclosure on Form 1 or Form 6.

WHERE TO FILE:

Local officers file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections

may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

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

To determine what category your position falls under, see the "Who Must File" Instructions on page 3.

NOTE:

If you are leaving office or employment during the first half of 2022, you may not have filed Form 1 for 2021. In that case, this is not the last form you will file. Form 1F covers January 1, 2022, through your last day of office or employment. You will be required to file Form 1 for 2021 by July 1, 2022, and risk being fined if you do not file Form 1 by the filing deadline, even if you have already filed the CE Form 1F.