

Prkic, Christina (COE)

IND
05-70

From: Quinn, Chad
Sent: Monday, May 09, 2005 10:55 AM
To: Prkic, Christina (COE)
Cc: Meyers, Robert (COE)
Subject: RE: Question regarding Form 1

Thank you for taking the time to look in to this.

This helps a lot.

Sincerely,

Chad Quinn

From: Prkic, Christina (COE) [mailto:cprkic@miamidade.gov]
Sent: Friday, May 06, 2005 7:14 PM
To: Quinn, Chad
Cc: Meyers, Robert (COE)
Subject: FW: Question regarding Form 1

Hi Chad:

Robert asked that I respond to you. You had questions concerning the applicability of state financial disclosure requirements to municipal advisory boards.

The state rule is that if the board is purely advisory in nature then the board members do not have to comply with the disclosure requirements. "Advisory body" is defined to mean:

any board, commission, committee, council, or authority, however selected, whose total budget, appropriations, or authorized expenditures constitute less than 1 percent of the budget of each agency it serves or \$100,000, whichever is less, and whose powers, jurisdiction, and authority are solely advisory and do not include the final determination or adjudication of any personal or property rights, duties, or obligations, other than those relating to its internal operations. [Section 112.312(1), Florida Statutes (1985).]

Based upon my review of the board descriptions you provided, it appears that those boards are purely advisory in nature, and do not have the authority or jurisdiction to make any final determinations or adjudications on any personal or property rights and duties. However, if you'd like further clarification, you may also contact the State Ethics Commission at 850-488-7864. In addition, I've included below two opinions from the State Ethics Commission which explain the applicability of Form 1 to local boards.

Please do not hesitate to contact Robert Meyers or me with additional questions.

Sincerely,
 Christina Prkic
 Staff Attorney
 Miami-Dade County Commission on Ethics and Public Trust
 P: (305) 350-0615

CEO 87-38 -- June 11, 1987

5/9/05

FINANCIAL DISCLOSURE

APPLICABILITY OF FINANCIAL DISCLOSURE LAW TO MEMBERS OF COUNTY LAW LIBRARY COMMITTEE

To: *Mr. David W. Wilcox, Chairman, Manatee County Law Library Committee, Bradenton*

SUMMARY:

The members of the Manatee County Law Library Committee are "local officers" subject to the requirement of filing statements of financial interests annually, as their duties as committee members are not solely advisory. CEO's 75-143 and 76-158 are referenced.

QUESTION:

Are the members of the Manatee County Law Library Committee "local officers" subject to the requirement of filing statements of financial interests annually?

Your question is answered in the affirmative.

The Code of Ethics for Public Officers and Employees requires that each "local officer" annually file a statement of financial interests. Section 112.3145(2)(b), Florida Statutes. The term "local officer" is defined to include:

Any appointed member of a board, commission, authority, community college district board of trustees, or council of any political subdivision of the state, excluding any member of an advisory body. A governmental body with land-planning, zoning, or natural resources responsibilities shall not be considered an advisory body. [Section 112.3145(1)(a)2, Florida Statutes (1985).]

"Advisory body" is defined to mean

any board, commission, committee, council, or authority, however selected, whose total budget, appropriations, or authorized expenditures constitute less than 1 percent of the budget of each agency it serves or \$100,000, whichever is less, and whose powers, jurisdiction, and authority are solely advisory and do not include the final determination or adjudication of any personal or property rights, duties, or obligations, other than those relating to its internal operations. [Section 112.312(1), Florida Statutes (1985).]

In your letter of inquiry you advise that the Manatee County Law Library Committee was established pursuant to Chapter 61-2455, Laws of Florida. The Committee is composed of practicing attorneys and judges from the 12th Judicial Circuit. You further advise that the annual budget of the Committee does not exceed \$100,000 or 1 percent of the budget of the Clerk of the Circuit Court of Manatee County. You question whether the Committee's budgetary position may exempt the Committee from the requirement of financial disclosure.

The exemption to the requirement of financial disclosure under Section 112.312(1), Florida Statutes, for an advisory body requires not only a meeting of budgetary tests, but also meeting the requirement that the body have "solely advisory" powers. In previous advisory opinions of this Commission, the classification of law library trustees as "local officers" subject to financial disclosure requirements turned on the duties of the boards.

For example, in CEO 75-143 the county law library board of trustees was found to have duties "solely

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advisory" in nature and therefore was determined to be exempt from the requirement of financial disclosure. The board's duties consisted of the maintenance and acquisition of legal volumes and the submission of purchase recommendations to the county commission, which had the final authority to acquire such materials. In contrast to that opinion, CEO 76-158 found members of a county law library board of trustees to be "local officers" subject to financial disclosure requirements. There, the board supervised, managed, and controlled the operation of the library. We found that such powers were not "solely advisory." See also CEO 85-43.

Here, the Manatee County Law Library has the sole and absolute authority to select the law books, periodicals, and services which are purchased from the County Law Library Fund. The Committee purchases all law books, legal periodicals, and services from the County Law Library Fund and conducts, manages, and makes all policy decisions and rules for the Manatee County Law Library. Chapter 79- 506, Section 3, Laws of Florida. We find that these duties cannot be considered "solely advisory" in nature. Therefore, we are of the opinion that the Committee members are "local officers."

Accordingly, we find that members of the Manatee County Law Library Committee are subject to the requirement of filing statements of financial interests annually.

CEO 99-2 -- January 28, 1999

CONFLICT OF INTEREST; FINANCIAL DISCLOSURE

APPLICABILITY OF CODE OF ETHICS TO APPOINTED MEMBERS OF ADVISORY BOARD FOR CITY OPERATED CHARTER SCHOOL

To: *Samuel S. Goren, City Attorney (City of North Lauderdale)*

SUMMARY:

With the exception of the Section 112.3145, Florida, Statutes, requirement for "local officers" to file financial disclosure, because members of the North Lauderdale Charter School Advisory Board are not "local officers" within the meaning of Section 112.3145(1)(a), Florida Statutes, members of the Charter School Advisory Board are subject to the standards of conduct for public officers and employees as set forth in Section 112.313, Florida Statutes, and to the voting conflicts prohibitions of Sections 112.3143(3) and (4), Florida Statutes. Because the Charter School Advisory Board operates solely as an "advisory body," as that term is defined at Section 112.312(1), Florida Statutes, its members are not "local officers" subject to the financial disclosure requirements of the Code of Ethics.

However, the members of the Advisory board are "public officers," as that term is defined at Section 112.313(1) and 112.3143(1)(a), Florida Statutes. Consequently, with possible exemptions to the prohibitions of Sections 112.313(3) and 112.313(7)(a), Florida Statutes, granted to members of the Advisory Board where, pursuant to Section 112.313(12), Florida Statutes, the City Council votes to waive potential prohibited conflicts of interest of members of the Advisory Board upon their full disclosure of the potentially prohibited transactions or relationships prior to the waivers, and an affirmative two-thirds vote of the City Council waiving the conflicts, the members of the Advisory Board are subject to the standards of conduct for public officers and employees set forth in Section 112.313, Florida Statutes. Similarly, because Advisory Board members are "public officers," as that term is defined at Section 112.3143(1)(a), Florida Statutes, the voting conflicts prohibition of the Code of Ethics also applies to them.

QUESTION:

Do the standards of conduct of the Code of Ethics for Public Officers and Employees, including the requirement for filing financial disclosure, apply to members of the City's Charter School Advisory Board?

With the exception of the requirement for filing financial disclosure, your question is answered in the

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affirmative.

In your letter of inquiry, you advise that you are requesting this opinion on behalf of the City Manager. You write that the City has been granted a charter by the School Board of Broward County ("School Board"), to operate a charter school pursuant to Section 228.056, Florida Statutes. As a result, you advise, the City is operating North Lauderdale Academy High, the first municipally sponsored charter high school in the United States.

You advise that one of the requirements for operating a charter school is that the charter school applicant or the governing body of a proposed charter school, the City in this instance, enter into a written contractual agreement with the sponsoring agency, in this case the School Board of Broward County, which sets forth the rights and obligations concerning the operation of the charter school. The performance agreement between the City and the School Board, you write, includes the governing structure of the school. In this instance, the City agreed to form an advisory board to consider items and issues relating to the Charter School and to provide guidance to the City Council on those items. However, you advise that the City Council makes the final decision on all matters relating to the Charter School.

You further advise that the City Council created the North Lauderdale Charter School Advisory Board ("Advisory Board") by the adoption of Ordinance 98-6-958 on June 19, 1998.[1][1] The Advisory Board acts in an advisory capacity to the City Council on matters related to the City's Charter School. Its duties include:

1. Recommending policies regarding such issues as attendance and discipline;
2. Providing periodic reports to the City Council including an end-of-year annual report;
3. Recommending curriculum initiatives to the City in cooperation with the Charter School's Principal;
4. Assisting in the development of long range strategic plans in order to establish a comprehensive vision of the City's educational initiatives;
5. Assisting and advising in development efforts, including grant administration and other fund raising efforts;
6. Reviewing the school's progress in meeting the goals, objectives, and requirements of the Charter School Agreement between the City and the Broward County School Board; and
7. Coordinating with the City's designated management team or its successors, if any.

You emphasize that no actions, decisions or recommendations of the Advisory Board are final or binding upon the City Council.

We also are advised that the Advisory Board is comprised of both voting and non-voting members. The non-voting members, you advise, include a resident of the City, a student representative, and representatives of the City's business community appointed by the City Council, and the voting members include members of the City Council, parents of children attending the school, residents of the City, and members of the business community appointed by the City Council.

You write that the variety of representation on the Advisory Board creates different and individual interests in decisions that are being made regarding the City's Charter School. Moreover, many of the issues associated with the school, you advise, involve the potential of financial gain or personal benefit to some of the Advisory Board members. For example, you relate that consideration of an expanded site or new location for the school may result in lease agreements, land purchases, or contracts for services which may directly or indirectly benefit members of the Advisory Board.

You write that several members of the Advisory Board, both non-voting and voting, are clearly subject to the Code of Ethics as provided in Article II, Section 8 of the Florida Constitution and Chapter 112, Florida Statutes, including the financial disclosure requirements of Section 112.3145, Florida Statutes, due to their other responsibilities as elected officials. However, you advise that the creation of Charter School Advisory Boards organized by municipal corporations which are operating Charter Schools is a new concept. In view of the above, you are requesting that we advise you about the applicability of Chapter 112, Florida Statutes, including the financial disclosure requirements of Section 112.3145, Florida Statutes, to the members of the Advisory Board.

In our view, the Charter School Advisory Board operates as solely an "advisory body," as that term is defined at Section 112.312(1), Florida Statutes.[2][2] We found in CEO 77-178 that this definition essentially contains a two-part test; the first relating to the budget of the body and the second relating to its powers or authority. Here, we are advised that the Advisory Board has no allocated budget. Therefore, because it has a total budget of less than one (1) per cent of the budget of the agency it serves, that is, the City Council, or less than \$100,000, it meets the first requirement to qualify as an advisory body. We also previously have opined that an agency is solely advisory where it renders advice to an officer or agency, which officer or agency then has complete discretion to accept or reject the advice or recommendations of the body. See CEO 74-4 and CEO

76-25. Inasmuch as the information that we have been provided about the duties and functions of the Advisory Board indicate that its functions and responsibilities essentially are to provide guidance to the City Council on items and issues related to the Charter School, that its functions do not include the final determination or adjudication of any personal or property rights, duties, or obligations, and that the City Council makes the final decision on all matters related to the Charter School, we find that its functions and responsibilities are solely advisory in nature. Thus, we find that the Advisory Board also meets the second requirement to qualify as an advisory body. Having met both requirements, we find that the Advisory Board is an "advisory body" within the meaning of Section 112.312(1), Florida Statutes.

The Code of Ethics provides that each "local officer" shall file a statement of financial interests annually. Section 112.3145(2)(b). The term "local officer" is defined at Section 112.3145(1)(a)2, Florida Statutes, among other things to mean:

Any appointed member of a board; commission; authority, including any expressway authority or transportation authority established by general law; community college district board of trustees; or council of any political subdivision of the state, excluding any member of any advisory body. A governmental body with land planning, zoning, or natural resources responsibilities shall not be considered an advisory body. [E.S.]

Because the Advisory Board is an "advisory body" and does not appear to have any land-planning, zoning, or natural resources responsibilities, we are of the opinion that its members are not "local officers" subject to the financial disclosure requirements of the Code of Ethics.

Nevertheless, we also are of the opinion that the standards of conduct provisions of Section 112.313, Florida Statutes, and the prohibitions of Sections 112.3143(3)(a) and (4), Florida Statutes, are applicable to the members of the Advisory Board. We previously have stated that the standards of conduct for public officers and employees, as contained in Sections 112.313, apply to public officers, public employees, and in some cases, to candidates for public office. See CEO 76-25 and CEO 78-35. Similarly, the prohibition of Section 112.3143 (3) regarding voting conflicts also applies to public officers. Because members of the Charter School Advisory Board are appointed by the City Council to serve on the Charter School Advisory Board, they are "public officers", as that term is defined at Sections 112.313(1)[3][3] and 112.3143(1)(a), Florida Statutes. Consequently, they are subject to the prohibitions of Sections 112.313 and 112.3143(3).

Two such provisions of Section 112.313 which are applicable to the Advisory Board members are Sections 112.313(3) and 112.313(7)(a), which provide as follows:

DOING BUSINESS WITH ONE'S AGENCY.—No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. The foregoing shall not apply to district offices maintained by legislators when such offices are located in the legislator's place of business or when such offices are on property wholly or partially owned by the legislator. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

- (a) October 1, 1975.
 - (b) Qualification for elective office.
 - (c) Appointment to public office.
 - (d) Beginning public employment.
- [Section 112.313(3), Florida Statutes.]

CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP.—No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, an agency

of which he or she is an officer or employee, excluding those organizations and their officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the state or any municipality, county, or other political subdivision of the state; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties. [Section 112.313(7)(a), Florida Statutes.]

For purposes of these two provisions, we must determine the "agency" of the Advisory Board members. In CEO 91-26 and CEO 94-36, we reiterated our view that in determining an individual's "agency" for purposes of the Code of Ethics, an advisory board to a governing body is part of that body. Therefore, we conclude that the City Council is the agency of those persons serving on the Advisory Board.[4][4]

Section 112.313(3) prohibits the Advisory Board Members from acting in their official capacities to purchase, rent, or lease, any realty, goods or services for their agency, the City Council, from a business entity of which their spouses or children are officers, partners, directors, or proprietors, or in which they or their spouses or children own more than a five percent interest, and from selling or leasing any realty, goods, or services to the City Council in their private capacities. Section 112.313(7)(a), Florida Statutes, further prohibits the Advisory Board members from being employed by or having contractual relationships with business entities if they are doing business with or are subject to the regulation of their agency, the City Council, or if their employment or contractual relationships create continuing or frequently recurring conflicts between their private interests and the performance of their public duties or impediments to the full and faithful discharge of their public duties.

However, Section 112.313(12), Florida Statutes, contains an exemption to these prohibitions where, in this case, the City Council, votes to waive a particular conflict of interest of an Advisory Board member upon full disclosure by the Advisory Board member of the transaction or relationship on CE Form 4A prior to the waiver and an affirmative two-thirds vote of the City Council, the appointing body, waiving the conflict. Thus, should some of the issues associated with the school that the Advisory Board will be dealing with involve the potential of financial gain or personal benefit to some of the Advisory Board members or otherwise come within the prohibitions of Sections 112.313(3) and/or 112.313(7)(a) so as to create prohibited conflicts of interest, these potential conflicts may be waived by the City Council pursuant to the procedures set forth in Section 112.313(12). However, we caution that this exemption applies solely to conflicts under Sections 112.313(3) and 112.313(7)(a), but does not apply to any of the other prohibitions within Section 112.313.

Finally, Sections 112.3143(3) and (4), Florida Statutes, provide as follows:

VOTING CONFLICTS.--No county, municipal, or other local public officer shall vote in an official capacity upon any measure which inures to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(3); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. [Section 112.3143(3)(a), Florida Statutes.]

VOTING CONFLICTS.--No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter. [Section 112.3143(4), Florida Statutes.]

Section 112.3143(3) prohibits county, municipal and other local public officers from voting on measures which inure to their special private gain or loss, to the special private gain or loss of any principals by whom they are retained, or to the special private gain or loss of relatives or business associates. It also contains an affirmative duty of disclosure so that interested parties and the public will understand why they abstained from voting. The Commission on Ethics has promulgated CE Form 8B for this purpose. In addition, Section 112.3143(4) prohibits appointed public officers from "participating" in any matter which would inure to their special private gain or loss or to the special private gain or loss of their principals without first disclosing their conflict prior to their participation in the matters. For purposes of this provision, the term "participation" has been defined at Section 112.3143(4)(c) to mean "any attempt to influence the decision by oral or written communication whether made by the officer or at his direction." Because the Advisory Board members are "public officers," as that term is defined at Section 112.3143(1)(a), Florida Statutes, [5][5] these prohibitions also apply to them.

Accordingly, we find that, with the exception of the Section 112.3145, Florida Statutes, requirement for filing financial disclosure, members of the North Lauderdale Charter School Advisory Board are subject to the standards of conduct for public officers and employees set forth in Section 112.313, Florida Statutes, and to the voting conflict prohibitions of Sections 112.3143(3) and (4), Florida Statutes.

ORDERED by the State of Florida Commission on Ethics meeting in public session on January 28, 1999 and **RENDERED** this 2nd day of February, 1999.

Charles A. Stampelos
Chair

-----Original Message-----

From: Meyers, Robert (COE)
Sent: Wednesday, May 04, 2005 4:22 PM
To: Prkic, Christina (COE)
Subject: FW: Question regarding Form 1

Christina,

Let's discuss.

Thanks,

Robert

From: Quinn, Chad [mailto:QuinnC@townofmiamilakes.com]
Sent: Wednesday, May 04, 2005 3:55 PM
To: rmeyers@miamidade.gov
Subject: Question regarding Form 1

Hi Robert,

I met you about two weeks ago at the April 22nd "Successful Citizen Advisory Boards and Committees" seminar held in the Village of Palm Springs.

At that time I asked you if you might be able to clarify for me who on our Town committees would have to fill out a Form 1. You said to send you an email with some details.

Attached is a brief description of each of our committees - perhaps you will be able to determine which ones might have to fill out the Form 1s. Up until this point, we have tried to have all of our committee members fill them out, but some have

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been reluctant. Some have sent them in late, or not at all. Others turned them in directly to Town Hall.

I am trying to get a handle on the situation and determine who has to fill out the forms. All of these committees are volunteers appointed by the Mayor and Town Council.

Please let me know if you need any additional information.

Thank you,

Chad Quinn

Community Programs Coordinator
Town of Miami Lakes

305-819-1784 (office)
305-819-1843 (fax)

[1][1] Ordinance 98-6-958 was subsequently amended, you advise, by Ordinance 98-11-965 to alter the number of members on the Advisory Board and the number of members required for a quorum of the Advisory Board.

[2][2] "Advisory body" means any board, commission, committee, council, or authority, however selected, whose total budget, appropriations, or authorized expenditures constitute less than 1 percent of the budget of each agency it serves or \$100,000, whichever is less, and whose powers, jurisdiction, and authority are solely advisory and do not include the final determination or adjudication of any personal or property rights, duties, or obligations, other than those relating to its internal operations. [Section 112.312(1), Florida Statutes.]

[3][3]DEFINITION.--As used in this section, unless the context otherwise requires, the term "public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body. [Section 112.313(1), Florida Statutes.]

[4][4]In CEO 94-36 we opined that an advisory body does not constitute a separate agency of government; instead it is a part of a larger government unit that exercises a governmental function.

[5][5]The Section 112.3143(1)(a) definition of "public officer" is the same definition as contained at Section 112.313(1).

INQ

Meyers, Robert (COE)

From: Quinn, Chad [QuinnC@townofmiamilakes.com]
Sent: Wednesday, May 04, 2005 3:55 PM
To: rmeyers@miamidade.gov
Subject: Question regarding Form 1
Attachments: Committee Statements.doc

Hi Robert,

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Attached is a brief description of each of our committees – perhaps you will be able to determine which ones might have to fill out the Form 1s. Up until this point, we have tried to have all of our committee members fill them out, but some have been reluctant. Some have sent them in late, or not at all. Others turned them in directly to Town Hall.

I am trying to get a handle on the situation and determine who has to fill out the forms. All of these committees are volunteers appointed by the Mayor and Town Council.

Please let me know if you need any additional information.

Thank you,

Chad Quinn

Community Programs Coordinator
Town of Miami Lakes

305-819-1784 (office)

305-819-1843 (fax)

5/4/2005

Committee Statements:

(updated 4/27/05)

Beautification Advisory Committee

The purpose of the Beautification Advisory Committee is to develop initiatives aimed at recommending designs and policies that unify and beautify an already outstanding community environment. The theme of the Beautification Advisory Committee is: "One Beautiful Town Initiatives".

The Beautification Advisory Committee meets regularly on the **third Thursday of each month at 7:00 pm** at the Town Hall Conference Room.

Cultural Arts Committee

The Cultural Affairs Committee was created to establish a cultural identity in the Town. The Committee plans and coordinates activities that will further the development of a climate of art, music, theatre, and other recreational activities. The mission of the Cultural Affairs Committee is to provide and promote cultural activities within the Town of Miami Lakes for the benefit and education of its citizens and those in the surrounding communities. Composed of twenty-eight (28) members the Committee is large enough to encompass all particular interests in the arts.

The Cultural Affairs Committee meets regularly on the **first Thursday of each month at 7:00 p.m.** at the Town Hall Conference Room.

Economic Development Committee

The purpose of the Town of Miami Lakes Economic Development Committee is to foster economic progress in Miami Lakes. The committee attempts to serve as an advocate and a liaison for the business community in an effort to enhance its growth and to attract new businesses. Current, ongoing activities include the Mayor and Town Council visitation program, involving monthly tours of a business in Miami Lakes and the 2005 Business Seminar Series, a monthly, three hour seminar presented in cooperation with Barry University's Andreas School of Business at the Miami Lakes Community Center. Additional current projects include the creation of a Business Facts brochure and an advertising campaign to promote doing business with Miami Lakes' restaurants, shops and service retail. Future plans include educating our major employers about public transportation service benefits available to their employees and the development of a Miami Lakes Dining Guide.

The Economic Advisory Board meets regularly on the **fourth Tuesday of each month at 8:00 a.m.** at the Town Hall Conference Room.

Education Advisory Board

The purpose of the Education Advisory Board is to work with the Town Council, the Miami-Dade County Public School Board and the community at large to enhance the quality of education in our community. The Education Advisory Board was created to assess the condition, needs, and availability of schools located in the Town. The Board makes recommendations to the Town Council concerning educational issues that affect the schools. Current Education Advisory Board projects include Town of Miami Lakes Youth Internship Program, Miami Lakes Key to the Town Scholarship, Dolly Parton's Imagination Library, KidsID Safety Cards, and assisting with funding our public schools in the areas of media, technology, teacher assistance, etc. The Board consists of seven voting members and the Principals of all area public schools.

The Education Advisory Board meets the **first Tuesday of each month at 6:30 p.m.** at the Town Hall Conference Room.

Elderly Affairs Community

The Elderly Affairs Committee exists to improve or maintain the quality of life for the elderly residents of Miami Lakes. The goals of the committee are as follows: to help the town of Miami Lakes develop a reputation as a community that is "elderly friendly;" to serve our residents by acting in an advocacy role on behalf of our seniors; to facilitate interaction between all current private and public efforts currently in place to help our elderly population; and to be alert to the ever-changing needs of the elderly, and special needs elderly, and to promote new programs to serve these needs when necessary. The committee has the following objectives: to make recommendations to the town council regarding future transportation plans to benefit the elderly; to provide opportunities for our elderly to participate in social functions in our community; to provide ongoing educational opportunities for the elderly; to research the status of current programs for the elderly in our community and to make recommendations on those programs that will serve a greater number of our elderly residents; to provide input to the Town Council concerning a disaster safety plan for our elderly citizens; to make recommendations to the town council on how to make Miami Lakes a welcoming community for the physically handicapped elderly.; and to develop a mailing list of all our elderly residents.

The Elderly Affairs Committee meets regularly on the **second Monday of each month at 8:30 a.m.** at the Town Hall Conference Room.

Youth Activities Task Force

The Youth Activities Task Force was created to explore the development of positive activities for the Town's youth, particularly youth between the ages of fourteen and nineteen years old. The mission of the Youth Activities Task Force is to work collaboratively in order to strengthen the voice of youth in Miami Lakes, and advocate for sufficient resources to meet their needs. We are committed to meet the needs and concerns of our youth by promoting, organizing, and planning activities to the enhancement of their overall social, emotional, and physical well-being.

Consisting of nine members representing the Civic Association (2); Police Department (1), high-school students (2) and residents of the town (4), the Committee focuses on youth oriented events such as the Annual Haunted House, the Bike rodeo, Radio Disney's Pajamara, and more!

The Youth Activities Task Force meets regularly on the first **Wednesday of each month at 7:00 p.m.** at the Town Hall Conference Room.