

BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re TAMARA RICHARDSON)
)
 Appellant.)

)

Financial Disclosure Appeal No. FD 20-073

Final Order No. XXX

FINAL ORDER

This matter came before the Commission on Ethics, meeting in public session on October 23, 2026, on the appeal of Appellant, pursuant to Section 112.3145(8)(g), Florida Statutes, (subsequently renumbered to Section 112.3145(8)(f)) which assesses an automatic fine of \$25 per day on a person who fails to timely file a required CE Form 1, Statement of Financial Interests. The Commission may waive the fine in whole or in part for good cause shown, based on "unusual circumstances" surrounding the failure to file by the designated date. There are no matters in dispute. Appellant did not request a hearing.

Findings of Fact

1. According to information provided to the Commission, Appellant served as the Polk County Utilities Director, a position requiring the filing of a 2019 CE Form 1, Statement of Financial Interests. In 2020, the designated due date for submitting a 2019 CE Form 1 was July 1, 2020, with a grace period ending on September 1, 2020.

2. No later than June 1, 2020, the Lake County Supervisor of Elections sent Appellant a 2019 CE Form 1.

3. No later than August 1, 2020, the Lake County Supervisor of Elections sent Appellant a notice of delinquency by certified mail. This notice was sent to Appellant at 12749 Montevista Rd, Clermont, FL 34711-8415.

4. On September 9, 2020, the Commission on Ethics mailed Appellant a courtesy notice of fines accruing. This notice was also sent to the 12749 Montevista Rd address.

5. On November 10, 2020, the Lake County Supervisor of Elections received Appellant's 2020 CE Form 1, 70 days late. The Form was signed on October 20, 2020.

6. On April 23, 2025, the Commission mailed Appellant a Notice of Assessed Fine. The notice was sent by mail to the 12749 Montevista Rd address. It indicated the total of Appellant's accrued automatic fine was \$1,500 (\$25 per day for up to 60 days late) and provided that the Commission must receive an appeal of the fine by May 23, 2025.

7. On May 23, 2025, the Commission received Appellant's appeal of her automatic fine for form year 2020. In part B of her appeal form, Appellant checked "claim of timely filing of financial disclosure" as the general reason for her appeal. In part C of her appeal form, where an appellant is asked to provide a detailed explanation of his or her appeal, Appellant wrote that she has had a Form 1 requirement since 1998 and, although she has no documentation to demonstrate that she filed the 2019 Form, she relies on past timely filings as an illustration of fulfilling her filing requirement.

8. On August 1, 2025, Commission staff confirmed with the Office of the Lake County Supervisor of Elections that Appellant's 2019 CE Form 1 was received on November 10, 2020, and that it was either mailed or hand-delivered.

Conclusions of Law

9. The Commission has jurisdiction over the subject matter of this proceeding pursuant to Section 112.3145, Florida Statutes.

10. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government.

11. Section 112.3145(8)(g)2., Florida Statutes, (subsequently renumbered to Section 112.3145(8)(f)(2)) states:

Any reporting person may appeal or dispute a fine, based upon unusual circumstances surrounding the failure to file on the designated due date, and may request and is entitled to a hearing before the commission, which may waive the fine in whole or in part for good cause shown. Any such request must be in writing and received by the commission within 30 days after the notice of payment due is transmitted. In such a case, the reporting person must, within the 30-day period, notify the person designated to review the timeliness of reports in writing of his or her intention to bring the matter before the commission. For purposes of this subparagraph, the term "unusual circumstances" does not include the failure to monitor an e-mail account or failure to receive notice if the person has not notified the commission of a change in his or her e-mail address.

12. Pursuant to Rule 34-8.215(4), F.A.C., "Unusual circumstances" means uncommon, rare or sudden events over which the reporting individual had no control and which directly result in the failure to act in accordance with the filing requirements. Circumstances which allow for time in which to take those steps necessary to assure compliance with the filing requirements shall be deemed not to constitute unusual circumstances.

13. Here, Appellant's appeal centers on her contention that she did timely file her 2019 CE Form 1. However, the 2019 CE Form 1 provided to the Commission by the Lake County Supervisor of Elections' Office was stamped as received by that Office on November 10, 2020, well after the expiration of the September 1, 2020 grace period. In correspondence with Commission staff, the Lake County Supervisor of Elections' Office stated that Appellant's Form 1 was either hand-delivered or mailed (as they had an original copy of it), but that there was no

envelope attached to it. Considering the possibility that Appellant submitted her Form 1 by mail and there were postal delays beyond her control, (as Appellant's signature on her 2019 CE Form 1 is dated October 20, 2020) the Form was still submitted late. However, due to the circumstances, a reduction is appropriate, and the Commission will consider Appellant's Form 1 as having been filed on October 20, 2020, 49 days late. Therefore, considering Appellant's claims, there are "unusual circumstances" here that justify reducing the \$1,500 fine to \$1,225 (\$25 dollars per day for 49 days late).

Order

Based on the foregoing facts and conclusions of law, the Commission hereby reduces the assessed fine of \$1,500 to \$1,225 and dismisses the appeal. The fine shall be paid to the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709, within 30 days of the date this order is rendered, unless other payment arrangements are made by contacting Kimberly Holmes, Financial Disclosure Coordinator, at the address above or by telephone at (850) 488-7864.

ORDERED by the State of Florida Commission on Ethics meeting in public session on October 23, 2026.

Date Rendered

Jeremy M. Rodgers
Chair, Florida Commission on Ethics

THIS ORDER CONSTITUTES FINAL AGENCY ACTION. ANY PARTY WHO IS ADVERSELY AFFECTED BY THIS ORDER HAS THE RIGHT TO SEEK JUDICIAL REVIEW UNDER SECTION 120.68, AND SECTION 112.3241, FLORIDA STATUTES, BY FILING A NOTICE OF ADMINISTRATIVE APPEAL PURSUANT TO RULE 9.110 FLORIDA RULES OF APPELLATE PROCEDURE, WITH THE CLERK OF THE COMMISSION ON ETHICS, AT

EITHER 325 JOHN KNOX ROAD, BUILDING E, SUITE 200, TALLAHASSEE, FLORIDA 32303 OR P.O. DRAWER 15709, TALLAHASSEE, FLORIDA 32317-5709; AND BY FILING A COPY OF THE NOTICE OF APPEAL ATTACHED TO WHICH IS A CONFORMED COPY OF THE ORDER DESIGNATED IN THE NOTICE OF APPEAL ACCOMPANIED BY THE APPLICABLE FILING FEES WITH THE APPROPRIATE DISTRICT COURT OF APPEAL. THE NOTICE OF ADMINISTRATIVE APPEAL MUST BE FILED WITHIN 30 DAYS OF THE DATE THIS ORDER IS RENDERED.

JMR: aln

Tamara Richardson
12749 Montevista Rd
Clermont, FL 34711-8415

81528

20-073

81528



STATE OF FLORIDA COMMISSION ON ETHICS

325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303
Telephone: (850) 488-7864
Fax: (850) 488-3077
Email: disclosure@leg.state.fl.us

FLORIDA
COMMISSION ON ETHICS

MAY 23 2025

RECEIVED

APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2019

DIRECTIONS: The information you provide in this form is critical for processing your appeal in a timely manner.

In Part A, please provide current contact information. If your contact information changes while your appeal is being processed, please notify us.

In Part B, please check any boxes that specify the general reason(s) for your appeal.

In Part C, please explain in detail the reason(s) for your appeal. In addition to your written explanation in Part C, you may attach any documents that support your appeal.

IMPORTANT: TO PRESERVE YOUR RIGHT TO APPEAL, THIS FORM OR OTHER WRITTEN APPEAL (AND ANY ATTACHMENTS) MUST BE FILED WITH (RECEIVED BY) THE COMMISSION ON ETHICS WITHIN THIRTY (30) DAYS OF THE DATE THE NOTICE OF ASSESSMENT OF AUTOMATIC FINE WAS MAILED TO YOU.

PLEASE SEND YOUR COMPLETED FORM TO ONE OF THE FOLLOWING:

Mailing Address: Commission on Ethics
P.O. Drawer 15709
Tallahassee, FL 32317-5709

Physical Address: Commission on Ethics
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303

Fax: (850) 488-3077

Email: disclosure@leg.state.fl.us

PART A: YOUR INFORMATION

Name: Tamara Richardson

Address: 12749 Montevista Rd. City: Clermont State: FL Zip: 34711

Daytime Tel.: 352-552-5869 Cell: 352-552-5869

Email: tamararichardson@polk-county.net Filer ID# (if known): 81528

Public Employer: Polk County

Public Position: Utilities Director

CONTINUED ON REVERSE SIDE

PART B: GENERAL REASON(S) FOR YOUR APPEAL

Please choose any/all reasons that apply to your appeal.

I hereby appeal the Notice of Assessment of Automatic Fine on the following basis:

- a. ☐ **Sickness or injury** (Explain in Part C and attach a statement from attending physician, including dates and nature of illness or injury)
- b. ☐ **Lack of notification – Failure to receive notice** (Explain in Part C and provide documentation that supports your assertion that you never received certified mail delinquency notice: for example, incorrect address; misdelivered mail; change in employment; extended absence from home, etc.)
- c. ☒ **Claim of timely filing of financial disclosure** (Explain in Part C and provide copy of certified mail receipt and/or copy of completed form which had been previously filed, along with a sworn notarized statement that you filed prior to the deadline)
- d. ☐ **Left public position prior to December 31, 2019** (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2019)
- e. ☐ **Other unusual circumstance** (Explain in Part C and provide documentation explaining uncommon, rare, or sudden occurrence that prevented timely filing prior to deadline)
- f. ☐ **Not required to file** (Explain in Part C and provide documentation that supports reason for not required to file)

PART C: DETAILED EXPLANATION OF YOUR APPEAL

Please provide a detailed explanation of your appeal, including why each option you selected in Part B is applicable to you. You may use the space provided and/or attach additional pages.

Completing the Statement of Financial Interests has been required of me since 1998. Although I have no documentation to demonstrate that I also filed the required form in 2019, I rely on my past timely filings as an illustration of fulfilling the requirements of the State of Florida Commission on Ethics.

OPTIONAL REQUEST FOR HEARING

☐ In addition to this written appeal, I specifically request to appear before the Commission in a hearing pursuant to Section 112.3144(8)(f)3 or Section 112.3145(8)(g)3, Florida Statutes. Commission meetings occur in Tallahassee.

SIGNATURE

I have received and read the Notice of Assessment of Automatic Fine and its instructions on How to Appeal and I understand my options. I am requesting disposition of this matter as indicated.

5-19-2025

DATE

SIGNATURE

Prine,Emily

From: Richardson, Tamara <TamaraRichardson@polk-county.net>
Sent: Friday, May 23, 2025 4:32 PM
To: COE-Disclosure
Subject: Appeal of Automatic Fines
Attachments: SKM_558e25052316450.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Attached is my completed appeals form for 2019 reporting year.

As I state on the form, I have been completing these forms every year for more than 20 years. Although I cannot prove I sent it, I believe it is more likely that it either never arrived from the postal delivery service or there was a processing error at the State level.

Please contact me with any questions.

Tamara Richardson, PE
Director
Polk County Utilities
1011 Jim Keene Blvd.
Winter Haven, FL 33880
(863)298-4235



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

LAST NAME -- FIRST NAME -- MIDDLE NAME :

Utilities Director
EmployeesTamara Richardson
12749 Montevista Rd
Clermont FL 34711**RECEIVED****NOV 10 2020**SUPERVISOR OF ELECTIONS
LAKE COUNTY, FLCHECK ONLY IF ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE****** THIS SECTION MUST BE COMPLETED ********DISCLOSURE PERIOD:**

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

MANNER OF CALCULATING REPORTABLE INTERESTS:

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

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

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY
Polk County BoCC	330 W. Church St.	Utilities - Public

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

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

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

NA

You are not limited to the space on the
lines on this form. Attach additional
sheets, if necessary.**FILING INSTRUCTIONS** for when
and where to file this form are
located at the bottom of page 2.**INSTRUCTIONS** on who must file
this form and how to fill it out
begin on page 3.

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

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES
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
None	

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

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

PART G — TRAINING

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

☐ I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

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

SIGNATURE OF FILER:

Signature:



Date Signed:

Oct. 20, 2020

CPA or ATTORNEY SIGNATURE ONLY

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

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

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

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

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

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

Candidates file this form together with their filing papers.

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

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

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

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

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

Holmes, Kim

From: Kaitlyn Barr <Kaitlyn@lakevotes.gov>
Sent: Friday, August 1, 2025 1:43 PM
To: Holmes, Kim
Subject: RE: Financial Disclosure Form (Form 1-Tamara Richardson)

No worries.

It is the original form so it was either mailed or delivered by hand. There is not an envelope attached.

Thank you,



Kaitlyn Barr

Manager, Voter Registration

Lake County Supervisor of Elections

Office: 352-253-1436 | **Fax:** 352-343-3605

1898 E. Burleigh Blvd. | Tavares, FL 32778



NOTICE: Florida has a very broad public records law. Most written communication to or from government officials regarding government/public business is public record available to the public and media upon request. Your email communications may be subject to public disclosure.

From: Holmes, Kim <HOLMES.KIM@leg.state.fl.us>
Sent: Friday, August 1, 2025 1:35 PM
To: Kaitlyn Barr <Kaitlyn@lakevotes.gov>
Subject: RE: Financial Disclosure Form (Form 1-Tamara Richardson)

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

Hi Kaitlyn,

Sorry to bother you again. Was the form for Ms. Richardson mailed or emailed to your office?

Thanks,
Kim

Kimberly R. Holmes
Program Administrator
Financial Disclosure Section
Florida Commission on Ethics
P.O. Drawer 15709
Tallahassee, FL 32317-5709

(850) 488-7864
(850) 488-3077 (Fax)
ethics.state.fl.us

Physical address:
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303

From: Holmes, Kim
Sent: Friday, August 1, 2025 1:28 PM
To: Kaitlyn Barr <Kaitlyn@lakevotes.gov>
Subject: RE: Financial Disclosure Form (Form 1-Tamara Richardson)

Thank you for your quick response!

Kim

Kimberly R. Holmes
Program Administrator
Financial Disclosure Section
Florida Commission on Ethics
P.O. Drawer 15709
Tallahassee, FL 32317-5709
(850) 488-7864
(850) 488-3077 (Fax)
ethics.state.fl.us

Physical address:
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303

From: Kaitlyn Barr <Kaitlyn@lakevotes.gov>
Sent: Friday, August 1, 2025 1:21 PM
To: Holmes, Kim <HOLMES.KIM@leg.state.fl.us>
Subject: RE: Financial Disclosure Form (Form 1-Tamara Richardson)

Good afternoon,

I have attached the 2019 Form 1 for Tamara Richardson. It was signed by her on October 20, 2020 and received by our office on November 10, 2020.

Thank you,

Kaitlyn Barr



Manager, Voter Registration

Lake County Supervisor of Elections

Office: 352-253-1436 | Fax: 352-343-3605

1898 E. Burleigh Blvd. | Tavares, FL 32778



www.lakevotes.gov

NOTICE: Florida has a very broad public records law. Most written communication to or from government officials regarding government/public business is public record available to the public and media upon request. Your email communications may be subject to public disclosure.

From: Holmes, Kim <HOLMES.KIM@leg.state.fl.us>
Sent: Friday, August 1, 2025 1:12 PM
To: Kaitlyn Barr <Kaitlyn@lakevotes.gov>
Subject: Financial Disclosure Form (Form 1-Tamara Richardson)
Importance: High

You don't often get email from holmes.kim@leg.state.fl.us. [Learn why this is important](#)

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

Hi Kaitlyn,

I hope all is well.

Tamara Richardson appears on the Lake County delinquency list for failing to file the 2019 Form 1. She recently appealed the fine assessed, claiming that she filed before the grace period deadline of September 1, 2020.

Could you please confirm whether you have a record of her submission? If so, kindly provide a copy of the form received.

Your assistance is greatly appreciated.

If you have any questions, please feel free to contact me at (850) 488-7864, option 3.

Thank you,
Kim

Kimberly R. Holmes
Program Administrator
Financial Disclosure Section
Florida Commission on Ethics
P.O. Drawer 15709
Tallahassee, FL 32317-5709
(850) 488-7864
(850) 488-3077 (Fax)
ethics.state.fl.us

Physical address:
325 John Knox Road
Building E, Suite 200
Tallahassee, FL 32303

Lake County Supervisor of Elections Financial Disclosure System 2020

 You will be logged out after
29:10 minutes of inactivity.

[Log Out](#)

Print List

FLORIDA
COMMISSION ON ETHICS

NOV 16 2020

RECEIVED

Lake County

Florida Commission on Ethics
Financial Disclosure Notification System
2020 Delinquency Certification
Reported 11/05/2020

This is a list of all delinquent Lake County filers. The date indicated in the "Form Receipt Date" column is the date the form was received. Any persons with no form receipt date indicated have not filed.

Record Number	Form Receipt Date	ID	Name	Organization	Title	Filer Flags	Filing County	County
1		277007	Patrick Bianchi	Clermont	CRA Board Member		45	Lake
✓ 2		271972	Roman Brana	Clermont	CRA Board Member		45	Lake
✓ 3		244906	Ms Margaret S Cox	Lake County Water Authority	Board Member		45	Lake
✓ 4	09/18/2020	283225	Mr Ebo Entsuah	Clermont	Board Member		45	Lake
✓ 5		281145	TJ Fish	Groveland	Transportation & Public Works Director		45	Lake
✓ 6	09/18/2020	276897	Mr Robert Hendrick	Lake County Water Authority	Board Member		45	Lake
✓ 7		252208	George Marek	Lake County			45	Lake

8		81528	Tamara Richardson	Polk County	Utilities Director		45	Lake
✓ 9	09/15/2020	278970	Felicia Stewart	Groveland	Board Member		45	Lake
✓ 10	09/15/2020	262816	William Tovine	Orange County Public Schools	Principal, Alt Ctrs		45	Lake
✓ 11	09/24/2020	262821	Patricia Weisbach	Orange County Public Schools	Principal, Elementary		45	Lake

I D. ALAN HAYS, the Supervisor of Elections of Lake County, hereby certify that each person whose PID number, name, agency, and position appears above or on the attached list:

1. was sent a notice of the July 1, 2020 financial disclosure deadline and a blank Form 1, Statement of Financial Interests, not later than June 1, 2020;
2. was determined to be delinquent in filing a Form 1, Statement of Financial Interests, by July 1, 2020;
3. was sent a delinquency notice by certified mail not later than July 31, 2020 advising him or her of the grace period in effect until September 1, 2020; and of the penalties that could be imposed as provided in Section 112.3145(8)(c), Florida Statutes; and
4. did not file a Form 1, Statement of Financial Interests, until the date shown or, had not filed a Form 1, Statement of Financial Interests by October 31, 2020; and further
5. that the date of filing shown is based upon the earliest of the following:
 - a. when the Form 1 was actually received by my office;
 - b. when the Form 1 was postmarked;
 - c. when the certificate of mailing (if any) was dated; or
 - d. when the receipt (if any) from an established courier company was dated.

Signed

D. Alan Hays
SUPERVISOR OF ELECTIONS

Confirm

Cancel

7017 0660 0000 1690 8265

U.S. Postal Service™	
CERTIFIED MAIL® RECEIPT	
<i>Domestic Mail Only</i>	
For delivery information, visit our website at www.usps.com ™.	
Certified Mail Fee	Postmark Here
\$ <u>3.55</u>	
Extra Services & Fees (check box, add fee as appropriate)	
☒ Return Receipt (hardcopy) \$ <u>2.85</u>	
☐ Return Receipt (electronic) \$ _____	
☐ Certified Mail Restricted Delivery \$ _____	
☐ Adult Signature Required \$ _____	
☐ Adult Signature Restricted Delivery \$ _____	
Postage	
\$ <u>.50d</u>	
Total Postage and Fees	
\$ <u>6.90</u>	
Sent To	Tamara Richardson
Street and Apt. No., or	12749 Montevista Rd
City, State, ZIP+4®	Clermont FL 34711-8415
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

**BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS**

In re **Tamara Richardson
Employees
Polk County**

PID#: 81528

NOTICE OF ASSESSMENT OF AUTOMATIC FINE

The Commission on Ethics hereby gives notice of an assessment of a fine against you pursuant to Section 112.3145(8)(f), Florida Statutes, due to your failure to timely file your 2019 CE Form 1, Statement Of Financial Interests. Under the law, your 2019 CE Form 1, Statement of Financial Interests, was due by July 1, 2020. The law provided for a penalty-free grace period extending the due date to September 1, 2020. After that date, you accrued fines of \$25.00 per day for each day your financial disclosure was late, up to the maximum fine of \$1,500.00 (60 days late), pursuant to Section 112.3145(8)(f), Florida Statutes.

Inasmuch as your 2019 CE Form 1 has not been filed with the Supervisor of Elections for Lake County within the 60 days of the grace period date (September 1, 2020), you have accrued the maximum fine amount of \$1,500.00. This fine must be paid to the Commission on Ethics within 30 days of the date of this notice unless you appeal the fine to the Commission. The Commission has the authority to consider the appeal and waive the fine in whole or in part if your failure to file on time was due to "unusual circumstances" surrounding the failure to file. Unless the fine is successfully appealed, the Commission is required to investigate public officers and employees who receive the maximum \$1,500 fine, to determine whether their failure to file was willful. The penalty for willfully failing to file disclosure is removal from public office or employment.

HOW TO APPEAL

1. Read these instructions carefully before submitting your appeal.
2. **LEGAL AUTHORITY:** Appeals are governed by Section 112.3145(8)(f)2., Florida Statutes, and Commission Rule 34-8.215, Florida Administrative Code.
3. **FORMAT:** Your appeal must be in writing and mailed to Florida Commission on Ethics, P. O. Drawer 15709, Tallahassee, FL 32317-5709, or delivered to Florida Commission on Ethics, 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303. The appeal may take the form of a letter or you may use the appeal form included in this mailing. The appeal form also is available at the Commission's website: www.ethics.state.fl.us. Click on "Financial Disclosure" and then the link to the sample appeal form.
4. **DUE DATE:** Your appeal must be received by the Commission on Ethics on or before **May 23, 2025**. **NOTE:** Failure to timely file an appeal will constitute a waiver of your right to appeal and will result in the entry of a default order against you.
5. **UNUSUAL CIRCUMSTANCES:** An appeal must demonstrate that you submitted your CE Form 1 after the extended due date because of "unusual circumstances." "Unusual circumstances" is defined in Commission Rule 34-8.215(4), Florida Administrative Code, as "uncommon, rare, or sudden events over which the reporting individual had no control and which directly result in the failure to act in accordance with the filing requirements." Therefore, circumstances that allowed for time to take steps necessary to file on time do not constitute "unusual circumstances" that will allow the Commission to waive the fine. You have the burden to establish "unusual circumstances." Your appeal must specifically state the circumstances that led to your not filing by September 1, 2020, and must include any documentation or evidence supporting your appeal, such as:
 - a. **SICKNESS/INJURY:** a statement from attending physician, including dates and nature of the illness or injury;
 - b. **LACK OF NOTICE (WRONG ADDRESS):** documentation that you did not reside at the address to which notice was sent;

- c. **LACK OF NOTICE (ABSENCE FROM HOME):** documentation establishing the period of time of your absence covering the notification period;
 - d. **CLAIM OF TIMELY FILING OF FINANCIAL DISCLOSURE:** (1) an affidavit from you attesting under oath or affirmation that you filed your financial disclosure and your recollection of when and how you filed and (2) a copy of a certified mail receipt and/or a copy of the completed form which was filed. If you have witnesses to your filing, we also will need an affidavit from each witness. **NOTE:** A claim of having filed the CE Form 1F for the current year does not satisfy the CE Form 1 filing requirement or excuse a late filing;
 - e. **LEFT PUBLIC POSITION BEFORE DECEMBER 31, 2019:** confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2019; or
 - f. **UNCLAIMED CERTIFIED MAIL:** if delinquency notice was addressed correctly but not received, you must explain why.
6. **YOUR RIGHT TO A HEARING:** You have the right to have your appeal heard by the Commission and to appear before the Commission at the hearing, but, to exercise this right, you must specifically request a hearing in your appeal. If you do not request a hearing, you will waive your right to a hearing, the Commission will determine the outcome of your appeal based upon the written record (including the documentation you provide and any documentation in your case file), and you will receive no further notice until after the Commission decides your appeal.

FAILURE TO PAY FINE OR FILE APPEAL WITHIN 30 DAYS

If you do not timely file an appeal or pay the assessed fine within 30 days of this Notice, a default order will be entered against you and the Commission will take the steps provided by law to collect the fine, including:

- Referral to the CFO of the Department of Financial Services, if you are a salaried state officer or employee, for withholding of a portion of your salary until the fine is satisfied; or
- Referral to your agency's governing body for withholding of a portion of your salary until the fine is satisfied;
- Referral to a collection agency, which can seek garnishment of your wages; and/or
- An additional civil penalty, not limited by this automatic fine, may be imposed if your disclosure statement is filed more than 60 days late and a complaint is filed against you pursuant to Section 112.324, Florida Statutes.

Please contact our office if you have any questions about this matter.

CERTIFICATE OF MAILING

I certify that a copy of the foregoing Notice of Assessment of Automatic Fine was furnished to:

**Mrs Tamara Richardson
12749 Montevista Rd
Clermont, FL 34711 -8415**

by Certified Mail on this Wednesday, April 23, 2025.



KIMBERLY R. HOLMES
Program Administrator

Florida Commission on Ethics
P. O. Drawer 15709
Tallahassee, FL 32317-5709

-or-

Florida Commission on Ethics
325 John Knox Road, Building E, Ste. 200
Tallahassee, FL 32303

Tel.: (850) 488-7864
Fax: (850) 488-3077
Email: disclosure@leg.state.fl.us

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

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY :

ZIP :

COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

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

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

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

OR

☐**DOLLAR VALUE THRESHOLDS****PART A -- PRIMARY SOURCES OF INCOME** [Major sources of income to the reporting person - See instructions]

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

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

PART B -- SECONDARY SOURCES OF INCOME

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

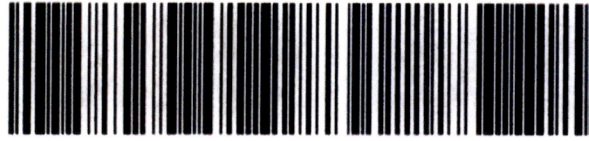
(If you have nothing to report, write "none" or "n/a")

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

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



STATE OF FLORIDA
COMMISSION ON ETHICS
PO DRAWER 15709
TALLAHASSEE, FL 32317-5709



9214 8901 0661 5400 0206 6691 99

RETURN RECEIPT (ELECTRONIC)

81528

TAMARA RICHARDSON
12749 MONTEVISTA RD
CLERMONT, FL 34711-8415

67

URGENT - Open Immediately!

CUT / FOLD HERE

Zone 3

6"X9" ENVELOPE
CUT / FOLD HERE

CUT / FOLD HERE

Form Year 2019 Filed Forms

FORM TYPE	DATE SUBMITTED	FORM SIGNED	FILED BY EMAIL?	UPDATED BY	COMMENTS
Form 1	11/10/2020	No	No	Kimberly Holmes	Received by COE on behalf of Lake Supervisor of Elections

Fine Year 2020 Fine Information

FINE BALANCE	STATUS	FINE DATE	ORIGINAL FINE AMOUNT	ADJUSTED FINE AMOUNT	LAST PAYMENT DATE	PAYMENT PLAN START DATE	PAYMENT PLAN AMOUNT	TOTAL PAYMENT PLAN AMOUNT DUE
\$1,500.00	Appeal	10/27/2023	\$1,500.00	\$1,500.00				

Fine Address: 12749 Montevista Rd, Clermont, FL 34711-8415

Email: TamaraRichardson@polk-county.net

Org/Suborg: Polk County - Employees

Fine Year 2020 Appeal Information

2020 FINE APPEAL - FD 20-073	No Hearing Scheduled
APPEAL STATUS	Active
APPEAL RECEIPT DATE	05/23/2025
APPEAL TIMELY FILED	Yes
PRINT APPEAL LETTER	
HEARING REQUESTED	No
APPEAL REASON	Previously Filed Financial Disclosure
APPEAL NOTES	
APPEAL NUMBER	FD 20-073
APPEAL ANALYST ASSIGNED	
FINAL ORDER NUMBER	
FINAL ORDER DATE	

Fine Year 2020 Payment Information

DATE POSTED	DESCRIPTION	AMOUNT	METHOD	PAYMENT ID	COMMENT
10/27/2023	Fine Levied	+\$1,500.00			Fined \$1500.00
Current Balance: \$1,500.00					

Fine Year 2020 Event Chronology

DATE	TYPE	DESCRIPTION	ADDRESS/EMAIL	REFERENCE
09/09/2020	Filer Correspondence: Letter	Courtesy Notice of Fines Accruing - Courtesy Notice of Fines Accruing	12749 Montevista Rd, Clermont, FL 34711-8415 TamaraRichardson@polk-county.net	KimberlyHolmes
10/27/2023	Fine Levied	Fined \$1500.00		Journal: Fine Lake 2023-10-27-05:19
03/22/2024	Notice of Assessed Fine	Initial Fine Notice		Journal: Fine1st 2024-03-22-11:15
04/23/2025	Filer Correspondence: Letter	Notice of Assessed Fine - Filer 1st Fine Letter	12749 Montevista Rd, Clermont, FL 34711-8415 TamaraRichardson@polk-county.net	Correspondence Queue: 2025-04-23-00:00:00 Correspondence Sent: 2025-04-23 00:00:00.0000000
05/23/2025	Filer Communication: Email	ATTACHMENT From: Richardson, Tamara TamaraRichardson@polk-county.net Sent: Friday, May 23, 2025 4		Emily Prine
08/01/2025	Filer Communication: Email	From: Holmes, Kim Sent: Friday, August 1, 2025 1:05 PM To: Cathy Bridges cathybridges@polkelection		Kimberly Holmes
08/01/2025	Filer Communication: Email	From: Holmes, Kim Sent: Friday, August 1, 2025 1:12 PM To: kaitlyn@lakevotes.gov Subject: Financia		Kimberly Holmes
08/01/2025	Fine Appeal	FD 20-073	12749 Montevista Rd, Clermont, FL 34711-8415 TamaraRichardson@polk-county.net	Journal: Appeal 2025-08

08/01/2025	Filer Correspondence: System Email	Fine Appeal Received	TamaraRichardson@polk-county.net	Correspondence Queue: <u>2025-08-01</u> <u>15:00:51</u> Correspondence Sent: 2025-08-01 15:00:50.5057396
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From: EthicsFDMSInfo@mail.disclosure.floridaethics.gov

Sent: 8/1/2025 3:00:50 PM

To: TamaraRichardson@polk-county.net

Subject: Fine Appeal Received

Luis M. FustØ

Chair

Tina Descovich

Vice Chair

Paul D. Bain

Dr. James Bush, III

Freddie Figgers

Laird A. Lile

Ashley Lukis

Linda Stewart

Kerrie J. Stillman
Executive Director

Steven J. Zuilkowski
*Deputy Executive Director /
General Counsel*

(850) 488-7864 Phone
(850) 488-3077 (FAX)
www.ethics.state.fl.us

State of Florida
COMMISSION ON ETHICS
P.O. Drawer 15709
Tallahassee, Florida 32317-5709

325 John Knox Road
Building E, Suite 200
Tallahassee, Florida 323 03

"A Public Office is a Public Trust "

August 01, 2025

RE: In re Tamara Richardson 81528, Financial Disclosure Appeal No.: FD 20-073

The Commission has received your appeal. We will send all subsequent correspondence in this matter to you at the email address on record and/or mailing address unless you notify us of a change in your address.

The following information is to help you understand the process your appeal will follow. Please note: If you are currently being investigated for willfully failing to file financial disclosure, your appeal may not be heard until that process is complete. If we received your appeal more than 30 days after we sent you the notice of your right to appeal, it may be denied on that basis. Otherwise, the following will apply:

Initially, Commission staff will review your appeal and any documentation you submitted. We may contact you for more information. A draft order will then be prepared and agendaed for a Commission meeting. The Commission meets approximately every six weeks. How soon your appeal will be heard depends on a number of things, including when it was received and the Commission's workload. If you requested a hearing before the Commission when you filed your appeal, you will be provided with a copy of the draft order and will be notified of the date and time at which your appeal will be heard. At this meeting, the Commission will rule on your appeal. A final order will be entered and provided to you, usually within a week of the Commission meeting. If the fine is not waived, we will consider flexible payment options.

If you have any questions about this appeal or the appeal process, please feel free to contact Kimberly R Holmes, Program Administrator, at

(850) 488-7864.

Do not reply to this email as it is generated automatically and electronically and cannot accept electronic replies.

Florida Commission on Ethics

325 John Knox Road Building E, Suite 200 Tallahassee, FL 32303

Created Date: 8/1/2025

Type: Email

Created By: Kimberly R Holmes

Description: From: Holmes, Kim Sent: Friday, August 1, 2025 1:05 PM To: Cathy Bridges cathybridges@polkelections.com Subject: Financial Disclosure Form (Form 1-Tamara Richardson) Importance: High Hi Cathy, I hope all is well. Tamara Richardson appears on the delinquency list for failing to file the 2019 Form 1. She recently appealed, claiming that she filed before the grace period deadline of September 1, 2020. Although she was not listed on the Polk County filing list for that year, she works within the county and believes her form was submitted to Polk. Could you please confirm whether you have a record of her submission? If so, kindly provide the date it was received. Your assistance is greatly appreciated. If you have any questions, please feel free to contact me at (850) 488-7864, option 3. Thank you, Kim Kimberly R. Holmes Program Administrator Financial Disclosure Section Florida Commission on Ethics P.O. Drawer 15709 Tallahassee, FL 32317-5709 (850) 488-7864 (850) 488-3077 (Fax) ethics.state.fl.us

Created Date: 8/1/2025

Type: Email

Created By: Kimberly R Holmes

Description: From: Holmes, Kim Sent: Friday, August 1, 2025 1:12 PM To: kaitlyn@lakevotes.gov Subject: Financial Disclosure Form (Form 1-Tamara Richardson) Importance: High Hi Kaitlyn, I hope all is well. Tamara Richardson appears on the Lake County delinquency list for failing to file the 2019 Form 1. She recently appealed the fine assessed, claiming that she filed before the grace period deadline of September 1, 2020. Could you please confirm whether you have a record of her submission? If so, kindly provide a copy of the form received. Your assistance is greatly appreciated. If you have any questions, please feel free to contact me at (850) 488-7864, option 3. Thank you, Kim Kimberly R. Holmes Program Administrator Financial Disclosure Section Florida Commission on Ethics P.O. Drawer 15709 Tallahassee, FL 32317-5709 (850) 488-7864 (850) 488-3077 (Fax) ethics.state.fl.us

Created Date: 5/23/2025

Type: Email

Created By: Emily E Prine

Description: ATTACHMENT From: Richardson, Tamara TamaraRichardson@polk-county.net Sent: Friday, May 23, 2025 4:32 PM To: COE-Disclosure disclosure@leg.state.fl.us Subject: Appeal of Automatic Fines Attached is my completed appeals form for 2019 reporting year. As I state on the form, I have been completing these forms every year for more than 20 years. Although I cannot prove I sent it, I believe it is more likely that it either never arrived from the postal delivery service or there was a processing error at the State level. Please contact me with any questions. Tamara Richardson, PE Director Polk County Utilities 1011 Jim Keene Blvd. Winter Haven, FL 33880 (863)298-4235

Created Date: 4/23/2025

Type: Letter

Created By: System

Description: Notice of Assessed Fine - Filer 1st Fine Letter

Created Date: 9/9/2020

Type: Letter

Created By: System

Description: Courtesy Notice of Fines Accruing - Courtesy Notice of Fines Accruing

Created Date: 8/20/2020

Type: Postcard

Created By: System

Description: Courtesy Postcard Reminder - Courtesy Postcard Reminder