

BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re JULIANA MANJARRES,)	Financial Disclosure Appeal No. FD 21-044
)	
Appellant.)	Final Order No. XXX
_____)	

FINAL ORDER

This matter came before the Commission on Ethics, meeting in public session on April 25, 2025, on the appeal of Appellant, pursuant to Section 112.3145(8)(g), Florida Statutes (subsequently renumbered to Section 112.3145(8)(f), Florida Statutes), 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 an Aviation Contracts Analyst with Miami-Dade County, a position requiring the filing of a 2020 CE Form 1, Statement of Financial Interests. In 2021, the designated due date for submitting a 2020 CE Form 1 was July 1, 2021, with a grace period ending on September 1, 2021.

2. By June 1, 2021, the Supervisor of Elections of Broward County sent Appellant a 2020 CE Form 1. This letter was sent to Appellant at 15742 NW 10th St., Pembroke Pines, FL 33028.

3. By August 1, 2021, the Supervisor of Elections of Broward County sent Appellant a notice of delinquency by certified mail. This notice was sent to Appellant at the 15742 NW 10th St. address.

4. On August 20, 2021, the Commission on Ethics mailed Appellant a postcard intended to remind her of her obligation to file a 2020 CE Form 1. The Commission mailed the postcard to the 15742 NW 10th St. address.

5. On September 8, 2021, the Commission on Ethics mailed Appellant a courtesy notice of fines accruing. This was sent to the 15742 NW 10th St. address.

6. On September 9, 2021, Appellant submitted her 2020 CE Form 1 to the Commission on Ethics, 8 days late.

7. On October 11, 2023, the Commission mailed Appellant a notice of assessment of her automatic fine. The notice was sent by mail to the 15742 NW 10th St. address. It indicated the total of Appellant's accrued automatic fine was \$200 (\$25 per day for 8 days late) and provided that the Commission must receive an appeal of the fine by November 9, 2023.

8. On November 7, 2023, 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 detailed explanation of his or her appeal, Appellant wrote that she initially inadvertently filed a 2019 CE Form 1 prior to the September 1, 2021, extended grace period deadline. On September 8, 2021, she received an e-mail from the Broward County Supervisor of Elections' Office indicating that she had filed the wrong form year. The next day, on September 9, 2021, she filed a 2020 CE Form 1. Appellant indicates in her unsworn affidavit that her initial filing of the incorrect year's form was a mistake.

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)(f)2., Florida Statutes, 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. Here, Appellant claims she inadvertently filed a 2019 CE Form 1, rather than a 2020 CE Form 1, prior to the end of the September 1, 2021, grace period. She alleges she received an e-mail from the Miami-Dade County Elections Department on September 8, 2021, advising her that she had filed an erroneous year's form, and she e-mailed the correct form directly to the Commission the next day, on September 9, 2021. Appellant provides the e-mails from the Miami-Dade County Elections Department and from herself to the Commission in support of her claim.

13. There is no evidence to dispute Appellant's claim that she inadvertently filed a 2019 CE Form 1, rather than a 2020 CE Form 1, prior to the September 1, 2021 deadline. There is also no evidence to dispute that Appellant quickly rectified the mistake immediately after she became

aware of it by sending a completed 2020 CE Form 1 directly to the Commission. Considering Appellant's claims, and that there is no evidence showing otherwise, there are "unusual circumstances" here that justify waiving the \$200 fine.

Order

Based on the foregoing facts and conclusions of law, the Commission hereby finds that unusual circumstances for failure to file have been demonstrated. We therefore waive the assessed fine of \$200.

ORDERED by the State of Florida Commission on Ethics meeting in public session on April 25, 2025.

Date Rendered

Luis M. Fusté
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.

LMF: sen

Juliana Manjarres
15742 NW 10th St.
Pembroke Pines, FL 33028

21-044 262379



STATE OF FLORIDA COMMISSION ON ETHICS

FLORIDA
COMMISSION ON ETHICS

NOV 07 2023

RECEIVED

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

APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2020

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: Juliana Manjarres

Address: 15742 NW 10th St. City: Pembroke Pines State: FL Zip: 33028

Daytime Tel.: 954-459-5839 Cell: _____

Email: jmanjarres@flymia.com Filer ID# (if known): PID # 262379

Public Employer: Miami - Dade County

Public Position: Aviation Contracts Analyst

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, 2020** (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2020)
- 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.

Per enclosed email, an email with the required form was submitted via email on 7.23.21. A response was sent to me on 9.8.21 advising that I had provided the wrong form. I then proceeded to provide the updated form within 24 hours. As you can see on my record, this was a mistake and I had never been late before.

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.

10.19.2023

DATE

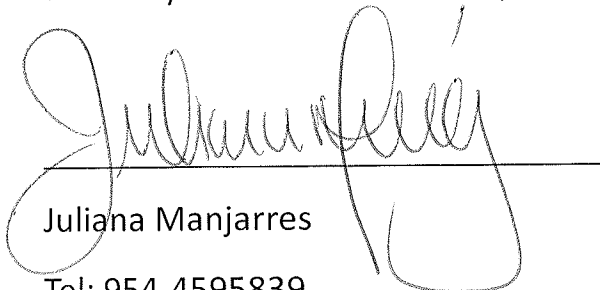

SIGNATURE

AFFIDAIT

I, Juliana Manjarres, resident of Pembroke Pines, Florida, do hereby solemnly affirm and state under oath that a copy of my 2020 Statement of Financial Interests was submitted to the Supervisor of Elections via email to findiscelec@miamidade.gov on 7.23.2021. On 9.8.2023, an email was sent from findiscelec@miamidade.gov to Mr. Ramon Castellanos stating that "Filer is on the Broward Ethics State list". That same day, I received an email letting me know that I had submitted the 2019 Statement of Financial Interests, in error and to please submit the 2020 Statement of Financial Interests.

On 9.9.2023, I submitted a copy of my 2020 Statement of Financial Interests to form1@browardsoe.org. I have enclosed copies of my email correspondence as evidence which shows that the delay in submitting my form was a mistake which you will be able to see from my record, had never happened before.

Solemnly affirmed October 26, 2023.

A handwritten signature in black ink, appearing to read 'Juliana Manjarres', is written over a horizontal line. The signature is fluid and cursive.

Juliana Manjarres

Tel: 954-4595839

Email: Juliana_orozco@hotmail.com

Please find attached a copy of:

- Appeal of Automatic Fine Form Year 2020
- Notice of Assessment of Automatic Fine
- Statement of Financial Interests 2020
- Affidavit
- Email evidence

Manjarres, Juliana (Aviation)

From: Juliana Orozco <juliana_orozco@hotmail.com>
Sent: Tuesday, October 24, 2023 7:48 PM
To: Manjarres, Juliana (Aviation)
Subject: FW: Financial Disclosure - Juliana Manjarres 2019
Attachments: 20210909125336361.pdf

This is an EXTERNAL email. **Exercise Caution.** DO NOT open attachments or click links from unknown senders or unexpected emails. Please use your Report Spam button if this is a suspicious message.

This is an EXTERNAL email. **Exercise Caution.** DO NOT open attachments or click links from unknown senders or unexpected emails. Please use your Report Spam button if this is a suspicious message.

Sent from my T-Mobile 5G Device

----- Original message -----

From: "Manjarres, Juliana (ISD)" <Juliana.Manjarres@miamidade.gov>
Date: 9/9/21 13:19 (GMT-05:00)
To: form1@browardsoe.org, "Financial Disclosures (Elections)" <FINDISCELEC@miamidade.gov>
Cc: John Way <jway@browardsoe.org>, Claudette Hamilton <CHamilton@browardsoe.org>, "Castellanos, Ramon (Elections)" <Ramon.Castellanos2@miamidade.gov>
Subject: RE: Financial Disclosure - Juliana Manjarres 2019

Good Afternoon,

Thank you for your email, and for bringing this to my attention. Please find attached a copy of my 2020 financial disclosure statement.

Respectfully,

Juliana Manjarres, CPSM
Procurement Contracting Officer
Miami-Dade County Internal Services Department,
Strategic Procurement Division
111 N.W. 1st Street, Suite 1300, Miami, FL 33128-1977
305-375-3065 Phone

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All Lobbyists must register prior to any meeting with County Personnel. Register at: Clerk of the Board, 111 NW 1st Street, 17th Floor. Contact Person: Claude Francis at 305-375-5137.

"Delivering Excellence Every Day"  Please consider the environment before printing this email.

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and are subject to disclosure.

From: Financial Disclosures (Elections)

Sent: Wednesday, September 8, 2021 11:33 AM

To: Manjarres, Juliana (ISD) <Juliana.Manjarres@miamidade.gov>

Cc: Financial Disclosures (Elections) <FINDISCELEC@miamidade.gov>; form1@browardsoe.org; John Way <jway@browardsoe.org>; Claudette Hamilton <CHamilton@browardsoe.org>; Castellanos, Ramon (Elections) <Ramon.Castellanos2@miamidade.gov>

Subject: RE: Financial Disclosure - Juliana Manjarres 2019

Good morning Ms. Manjarres,

In reviewing your submitted financial disclosure statement, we noticed that is for a previous tax year (2019). Please note, that like taxes, financial disclosure forms are filed for the preceding year. I also, noticed that your form was received and processed on August 18, 2020 by both our office and Broward County Supervisor of Elections. As such, please resubmit your 2020 tax year form 1 in order to receive proper filing credit for your requirement. Since you reside in Broward, your form needs to be filed directly with them. As such, I am copying them above for when you reply with the corrected statement.

If you have any questions, please do not hesitate to contact our office. stay safe.

Regards,

Ramon Castellanos, Records Custodian
Government Affairs and Media Relations Division
Miami-Dade County Elections Department
2700 NW 87th Avenue
Miami, Florida 33172
Office 305-499-8541
<http://www.miamidade.gov/elections>
"Delivering Excellence Every Day"



Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Email messages are covered under such laws and thus subject to disclosure.

From: Financial Disclosures (Elections) <FINDISCELEC@miamidade.gov>
Sent: Wednesday, September 8, 2021 10:44 AM
To: Castellanos, Ramon (Elections) <Ramon.Castellanos2@miamidade.gov>
Subject: Financial Disclosure - Juliana Manjarres 2019

Hi,

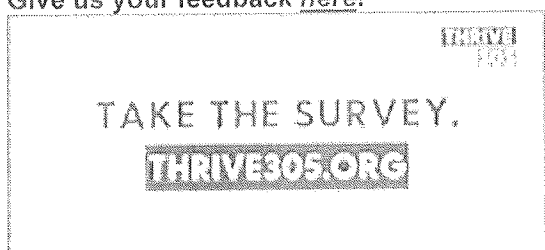
Filer is on the Broward Ethics State list.

Thank you,

From: Manjarres, Juliana (ISD) <Juliana.Manjarres@miamidade.gov>
Sent: Friday, July 23, 2021 3:22 PM
To: Financial Disclosures (Elections) <FINDISCELEC@miamidade.gov>
Subject: Financial Disclosure - Juliana Manjarres 2019-2020

Juliana Manjarres, CPSM
Procurement Contracting Officer
Miami-Dade County Internal Services Department,
Strategic Procurement Division
111 N.W. 1st Street, Suite 1300, Miami, FL 33128-1977
305-375-3065 Phone

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All Lobbyists must register prior to any meeting with County Personnel. Register at: Clerk of the Board, 111 NW 1st Street, 17th Floor. Contact Person: Claude Francis at 305-375-5137.

"Delivering Excellence Every Day"  **Please consider the environment before printing this email.**

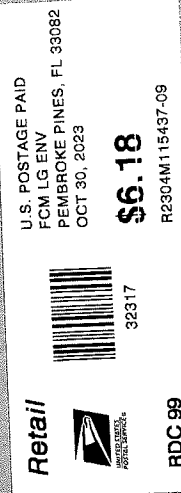
Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and are subject to disclosure.

J.

15472nd NW 10th St.
Pembroke Pines, FL 33028



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



FORM 1

STATEMENT OF
FINANCIAL INTERESTS

2020

Please print or type your name, mailing
address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME:

Manjarres-Juliana

MAILING ADDRESS:

15742 NW 10th St.

Pembroke Pines

CITY:

FL

ZIP:

33028

COUNTY:

Broward

NAME OF AGENCY:

Miami Dade County - Internal Services

NAME OF OFFICE OR POSITION HELD OR SOUGHT:

Procurement Contracting Officer

CHECK ONLY IF ☐ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEEFLORIDA
COMMISSION ON ETHICS

NOV 07 2023

RECEIVED

**** THIS SECTION MUST BE COMPLETED ****

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2020.

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
Miami Dade County	111 NW 1st St. 13th Floor Miami, FL 33128	Provide goods + services for Miami Dade County as Contracting Officer

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")

200 SW 132nd Way, Pembroke Pines FL

11232 SW 12th St., #201, Pembroke Pines, FL

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

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

NAME OF CREDITOR

ADDRESS OF CREDITOR

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

BUSINESS ENTITY # 1

BUSINESS ENTITY # 2

NAME OF BUSINESS ENTITY

ADDRESS OF BUSINESS ENTITY

PRINCIPAL BUSINESS ACTIVITY

POSITION HELD WITH ENTITY

I OWN MORE THAN A 5% INTEREST IN THE BUSINESS

NATURE OF MY OWNERSHIP INTEREST

PART G — TRAINING For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

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

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

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

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

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

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, 2020.

BEFORE THE
STATE OF FLORIDA
COMMISSION ON ETHICS

In re **Juliana Manjarres**
 Internal Services
 Employees
 Miami-Dade County

PID#: 262379

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)(g), Florida Statutes, due to your failure to timely file your 2020 CE Form 1, Statement Of Financial Interests. Under the law, your 2020 CE Form 1, Statement of Financial Interests, was due by July 1, 2021. The law provided for a penalty-free grace period extending the due date to September 1, 2021. After that date, you accrued fines of \$25.00 per day for each day your financial disclosure was late, pursuant to Section 112.3145(8)(g), Florida Statutes.

Inasmuch as your 2020 CE Form 1 was filed September 9, 2021 with the Supervisor of Elections for Broward County, you are fined the amount of \$200.00 (\$25.00 per day for 8 day(s) late). 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.

HOW TO APPEAL

1. Read these instructions carefully before submitting your appeal.
2. **LEGAL AUTHORITY:** Appeals are governed by Section 112.3145(8)(g)3., 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 **November 9, 2023**.
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, 2021, 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, 2020:** confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2020; 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.

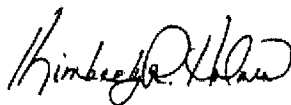
Please contact our office if you have any questions about this matter.

CERTIFICATE OF MAILING

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

Juliana Manjarres
15742 Nw 10th St
Pembroke Pines, FL 33028 -1604

by Certified Mail on this Wednesday, October 11, 2023.



KIMBERLY R. HOLMES
Program Administrator

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

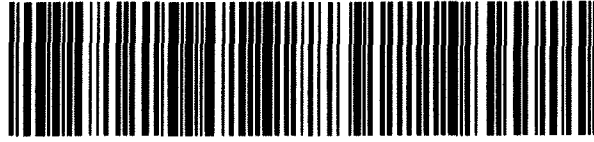
-or-

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



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



9214 8901 0661 5400 0189 6957 58

RETURN RECEIPT (ELECTRONIC)

262379

JULIANA MANJARRES
15742 NW 10TH ST
PEMBROKE PINES, FL 33028-1604

17

URGENT - Open Immediately!

CUT FOLD HERE

Zone 4

6X9 ENVELOPE
CUT FOLD HERE

CUT FOLD HERE

Mail Piece Details**Print this page****Recipient Address**

JULIANA MANJARRES
15742 NW 10TH ST
PEMBROKE PNES, FL 33028-1604

Record / Case Number:
262379

Return Address

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

Entry Point ZIP:
32317

Mail Piece Information

Tracking Number: 92148901066154000189695758

Date Created: 10/11/2023 10:12:15 AM

Mail Class: USPS First Class Mail

Special Services: Certified Mail
Return Receipt Electronic

Memo: --

Created By: Kimberly Holmes - Commission on Ethics

Signature Information

Signed For By: JULIANA MANJARRES
Signature Status: Not Yet Available

Tracking Information

Pre-Shipment Info Sent To Usps, Usps Awaiting Item, October 11, 2023, 12:00:00 AM
Pre-Shipment Info Sent Usps Awaits Item, October 11, 2023, 10:41:00 AM, TALLAHASSEE,FL 32317
Origin Acceptance, October 13, 2023, 01:10:00 AM, TALLAHASSEE,FL 32317
Processed Through Usps Facility, October 13, 2023, 02:25:00 AM, JACKSONVILLE FL DISTRIBUTION CE 32203
Arrived At Usps Regional Destination Facility, October 14, 2023, 09:12:00 AM
Processed Through Usps Facility, October 14, 2023, 08:24:00 PM, MIAMI FL DISTRIBUTION CENTER 33152
In Transit To Next Facility, Arriving On Time, October 15, 2023, 12:00:00 AM
Processed Through Usps Facility, October 16, 2023, 01:07:00 AM, MIAMI FL DISTRIBUTION CENTER 33152
Delivered Left With Individual, October 16, 2023, 04:32:00 PM, PEMBROKE PINES,FL 33028

**Florida Commission on Ethics
Financial Disclosure Notification System
Delinquency Certification (2021)**

I Joe Scott, the Supervisor of Elections of Broward County, hereby certify that each person whose ID number, name, agency, and position appears above or on the attached list:

(1) was sent a notice of the July 1, 2021 financial disclosure deadline and a blank Form 1, Statement of Financial Interests, not later than June 1, 2021;

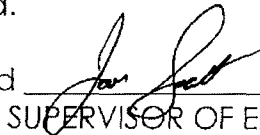
(2) was determined to be delinquent in filing a Form 1, Statement of Financial Interests, by July 1, 2021;

(3) was sent a delinquency notice by certified mail not later than August 1, 2021 advising him or her of the grace period in effect until September 1, 2021; 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, 2021; 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



SUPERVISOR OF ELECTIONS

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Juliana Manjarres - 262379
15742 Nw 10th St,
Pembroke Pnes, FL 33028



9590 9402 4100 8092 2247 43

2. Article Number (Transfer from service label)

7017 2620 0000 8111 2396

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☒ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
if YES, enter delivery address below: ☐ No

3. Service Type

- | | |
|--|---|
| <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® |
| <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ |
| <input type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery |
| <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt



Financial Disclosure Management System

THE FLORIDA COMMISSION ON ETHICS

Filer - Fines and Appeals - PID 262379 - Juliana Manjarres

Filer Information

Org Membership

Forms

Communications

Fines and Appeals >

View All

Filer Flags

[2000](#) [2001](#) [2002](#) [2003](#) [2004](#)
[2005](#) [2006](#) [2007](#) [2008](#) [2009](#)
[2010](#) [2011](#) [2012](#) [2013](#) [2014](#)
[2015](#) [2016](#) [2017](#) [2018](#) [2019](#)
[2020\(S\)](#) [2021](#) [2022](#) [2023](#)

<<2023 Form Year

Status

Filing: ACTIVE

Fine: No Fine

Flags

Public Address

Filing Extensions

Indefinite: None

Temporary:

None

Eligible for Fines

The filer has fines for: [2021 \(Appeal\)](#)

2021 Fines and Appeals

Form Year 2020 Filed Forms

Received Date	Form Type	Form Signed	Filed by Email	Filing Location	Updated	Comments
09/09/21	Form 1	Yes	Yes	SOE	HOLMESK(SOE IMPORT) on 12/13/2021	Broward

2021 Fine Information

Update Fine Information

Assign Agency Contact

Fine Balance	Fine Status	Fine Date	Original Assessment	Fine Amount	Last Payment Date	Payment Plan Start Date	Payment Plan Amount
\$200.00	Appeal	10/10/2023	\$200.00	\$200.00			


Fine Address 15742 Nw 10th St Pembroke Pnes FL 33028-1604

Org/Suborg Miami-Dade County-Employees

2021 Fine Payment History


Date Posted	Description	Amount	Method	Payment ID	Comments
10/10/2023	Fine Levied	+ \$200.00			Fined \$200.00

Current Balance: \$200.00

 Add a New Filer

 Jump To A Filer

PID:



 Quick Filer Search

First Name:


Last Name:

2021 Fine Year Event


Chronology

 Date	Type	Description	Reference
 08/20/2021	Postcard Sent	Courtesy Postcard Reminder	Print Queue: 8/20/2021 Printing Confirmed: 8/20/2021

Letter Sent To:
Juliana Manjarres
15742 Nw 10th St
Pembroke Pnes, FL 33028 -1604

 09/8/2021	Letter Sent	Courtesy Notice of Fines Accruing	Print Queue: 9/8/2021 Printing Confirmed: 9/8/2021
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Letter Sent To:
Juliana Manjarres
15742 Nw 10th St
Pembroke Pnes, FL 33028 -1604

 09/9/2021	Form Received	Form 1 Received, Signed	Form 1 Received by Broward SOE
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Form Received By: Broward County SOE
Filing Location: Broward County SOE
Record Created By: HOLMESK(SOE IMPORT) on 12/13/2021


10/10/2023	Fine Levied	Fined \$200.00	Journal: 10/10/2023 9:33 AM
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10/10/2023	Notice of Assessed Fine	Initial Fine Notice	Journal: 10/10/2023 9:46 AM
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 10/11/2023	Letter Sent	Notice of Assessed Fine - Filer 1st Fine Letter	Print Queue: 10/11/2023 Printing Confirmed: 10/11/2023
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Letter Sent To:
Juliana Manjarres

15742 Nw 10th St
Pembroke Pnes, FL 33028 -1604


11/7/2023 Letter Sent Fine Appeal

Print Queue:
11/7/2023
Printing Confirmed:
11/7/2023

Letter Sent To:
Juliana Manjarres
15742 Nw 10th St
Pembroke Pnes, FL 33028 -1604

11/13/2023 Fine Appeal FD 21-044

Journal: 11/13/2023
12:38 AM

2021 Fine Appeal – FD 21-044	Update Appeal	Withdraw Appeal
	Assign Attorney	Request More Info
	Record Appeal Outcome	
Appeal Status: Active Appeal Receipt Date: 11/07/2023 Timely Filed: Yes Print Appeal Letter: Yes Hearing Requested: No Appeal Reason: Previously Filed Financial Disclosure Appeal Notes: Appeal Number: FD 21-044 Appeal Analyst Assigned: Final Order Number: Final Order Date:	No Hearing Requested	