

BEFORE THE  
STATE OF FLORIDA  
COMMISSION ON ETHICS

In re JUAN RUIZ,	)	Financial Disclosure Appeal No. FD 23-002
	)	
Appellant.	)	Final Order No.
_____	)	

FINAL ORDER

This matter came before the Commission on Ethics, meeting in public session on June 6, 2025, on the timely 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 has not requested a hearing before the Commission.

Findings of Fact

1. According to the information provided to the Commission, Appellant served as the Assistant City Manager for the City of Lake Worth Beach, a position that required the filing of a CE Form 1, Statement of Financial Interests, for the year 2022. In 2023, the designated due date for submitting a 2022 CE Form 1 annual filing was July 3, 2023, with a grace period ending on September 1, 2023.

2. No later than June 1, 2023, the Palm Beach County Supervisor of Elections sent a 2022 CE Form 1 to Appellant.

3. On July 28, 2023, the Supervisor of Elections sent Appellant a Notice of Delinquency by certified mail. The Notice was sent to Appellant at 7 N Dixie Hwy, Lake Worth,

Florida, which is the address for the City Hall Chambers for the City of Lake Worth Beach. Records from the United States Postal Service indicate the mailing was returned to the Supervisor's Office, and was marked "Unclaimed" and "Unable to Forward."

4. On August 22, 2023, the Commission on Ethics mailed Appellant a postcard intended to remind him of his obligation to file the 2022 CE Form 1. The Commission mailed the postcard to Appellant at the 7 N Dixie Hwy address.

5. On September 1, 2023, a Commission representative emailed Appellant—at an address associated with his City of Lake Worth Beach position—indicating that the grace period for filing the 2022 CE Form 1 would expire that day, and that fines would begin to accrue for each day late.

6. On September 14, 2023, the Commission mailed Appellant a courtesy notice stating that fines had begun to accrue. The notice was sent to the same 7 N Dixie Hwy address.

7. Five days later, on September 19, 2023, Appellant contacted a Commission representative by telephone and indicated he had just received the delinquency notice sent on September 14, 2023. Appellant indicated he left his position with the City of Lake Worth Beach in April 2023, although the Commission representative informed him that he still had an obligation to file a 2022 CE Form 1.<sup>1</sup>

8. Later that day, September 19, 2023, the Commission received Appellant's 2022 CE Form 1, and accepted it on behalf of the Supervisor of Elections' Office.

9. That same day, the Commission also received Appellant's Appeal of Automatic Fine for Form Year 2022. In the appeal, Appellant stated he left public employment with the City

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<sup>1</sup> Appellant also indicated, at that time, that he did not want to update his mailing address with the Commission.

of Lake Worth Beach in April 2023, and the City did not forward to, or provide him with, any communications or notices of his filing obligation regarding the 2022 CE Form 1.

10. The Commission sent Appellant a Notice of Assessment of Automatic Fine by certified mail on March 25, 2024. This mailing—sent to the 7 N Dixie Hwy address—indicated the total of Appellant's accrued automatic fine, and included a notice of the right to appeal the fine. The Notice subsequently was returned to the Commission, and was marked as "Unclaimed."

11. The total amount of the automatic fine levied against Appellant was \$450.

#### Conclusions of Law

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

13. 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.

14. Section 112.3145(8)(g)3., Florida Statutes (subsequently renumbered to 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.

15. Here, three notices were mailed to Appellant of his filing obligation prior to the expiration of the grace period at the close of business on September 1, 2023. Two were sent by the Supervisor of Elections, including a notice sent by certified mail, and the third was a postcard sent by the Commission. All three mailings were sent to the address for City Hall at the City of Lake Worth Beach. Appellant claims he did not receive any of the three notices because, in April 2023, prior to the mailings being sent, he left employment with the City of Lake Worth Beach. There is no evidence to refute his claim and, in fact, records from the United States Postal Service indicate the certified mailing was returned to the Supervisor as "Unclaimed[.]" The Commission also sent a reminder email to Appellant on September 1, 2023, but it went to Appellant's email address at the City of Lake Worth Beach and, as already noted, Appellant had left employment with the City by that time. Because there is no evidence showing Appellant received timely notice of his filing obligation, there are "unusual circumstances" here that justify waiving the \$450 fine.

Order

Based on the foregoing facts and conclusions of law, the Commission hereby waives the assessed fine of \$450.

ORDERED by the State of Florida Commission on Ethics meeting in public session on Friday, June 6, 2025.

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Date Rendered

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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: gps

Mr. Juan Ruiz  
226 Cypress Lane  
Palm Springs, Florida 33461

23-002

272520



# 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

SEP 19 2023

RECEIVED

## APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2022

**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: Juan Ruiz

Address: 226 Cypress Lane City: Palm Springs State: FL Zip: 33461

Daytime Tel.: 561-584-8200 Cell: 561-234-5608

Email: jcruiz@vpsfl.org Filer ID# (if known): 272520

Public Employer: City of Lake Worth Beach (Formerly), Village of Palm Springs (currently)

Public Position: Assistant City Manager (Formerly), Village of Palm Springs (currently)

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, 2022** (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2022)
- 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.

I seperated from the City of Lake Worth Beach in April, 2023 and no communication was provided.

I am no longer serving as an Assistant City Manager, I am now  
employed by the Village of Palm Springs as Parks and Recreation Director.

## 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.

5/19/23  
DATE

  
SIGNATURE

PIID 272520

**Prine.Emily**

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**From:** Juan C. Ruiz <jcruiz@vpsfl.org>  
**Sent:** Tuesday, September 19, 2023 11:51 AM  
**To:** disclosure  
**Cc:** Green, Keyana  
**Subject:** Appeal Of Automatic Form #272520  
**Attachments:** SKM\_C360i23091911440.pdf; SKM\_C360i23091911361.pdf;  
SKM\_C360i23091911360.pdf; Ethics.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please see my attached appeal form. I was never notified by my previous employer of the notification until 9/19/23.

Thank you,

Juan Ruiz



**Juan Ruiz**  
Parks and Recreation Director  
Village of Palm Springs  
Phone: (561) 584-8200, 8451



**PLEASE NOTE:** Florida has a very broad public records law. E-mail communications to or from the Village of Palm Springs officials and employees are public records and are available upon request. Transmission of sensitive information such as but not limited to social security numbers, credit card information, medical records and criminal justice information ( outlined in the FBI CJIS Policy ) via email is prohibited. If this message is unexpected or appears suspicious, please notify us immediately by replying to the message.

*\* Please consider the negative environmental impacts associated with printing email \**

**VISIT OUR WEBSITE FOR MORE INFORMATION ABOUT THE VILLAGE OF PALM SPRINGS FLORIDA**  
[www.vpsfl.org](http://www.vpsfl.org)



## FORM 1

STATEMENT OF  
FINANCIAL INTERESTS

2022

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

FOR OFFICE USE ONLY:

LAST NAME – FIRST NAME – MIDDLE NAME :

Ruiz Juan Carlos

MAILING ADDRESS :

7 N. Dixie Hwy

272520

9-19-23

Processed by COE

CITY :

Lake Worth Beach

ZIP :

33460

COUNTY :

Palm Beach

NAME OF AGENCY :

City of Lake Worth Beach

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

Assistant City Manager

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, 2022

## 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 ☒ 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
N/A		

## 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
N/A			

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

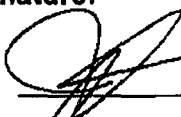
(If you have nothing to report, write "none" or "n/a")

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.

<b>PART D — INTANGIBLE PERSONAL PROPERTY</b> [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	
N/A		
<b>PART E — LIABILITIES</b> [Major debts - See instructions] (If you have nothing to report, write "none" or "n/a")		
NAME OF CREDITOR	ADDRESS OF CREDITOR	
N/A		
<b>PART F — INTERESTS IN SPECIFIED BUSINESSES</b> [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		
<b>PART G — TRAINING</b> 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. <input checked="" type="checkbox"/> <b>I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.</b>		
IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE <input type="checkbox"/>		
<b>SIGNATURE OF FILER:</b>  Signature:   Date Signed: 9/19/23		<b>CPA or ATTORNEY SIGNATURE ONLY</b> 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: _____
<b>FILING INSTRUCTIONS:</b> 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.  <b>Local officers/employees</b> 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. <u>Do not email your form to the Commission on Ethics. It will be returned.</u>  <b>State officers or specified state employees</b> 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. <u>Do not file by both mail and email. Choose only one filing method.</u> Form 6s will not be accepted via email.  <b>Candidates</b> file this form together with their filing papers. <b>MULTIPLE FILING UNNECESSARY:</b> A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections. <b>WHEN TO FILE:</b> <i>Initially</i> , each local officer/employee, state officer, and specified state employee must file <i>within 30 days</i> 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. <b>Candidates</b> must file at the same time they file their qualifying papers. <b>Thereafter</b> , file by July 1 following each calendar year in which they hold their positions. <b>Finally</b> , 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 <u>not</u> relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2022.		

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

In re     **Juan Ruiz**  
          **Assistant City Manager**  
          **Employees**  
          **Lake Worth Beach**

**PID#: 272520**

**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 2022 CE Form 1, Statement Of Financial Interests. Under the law, your 2022 CE Form 1, Statement of Financial Interests, was due by July 3, 2023. The law provided for a penalty-free grace period extending the due date to September 1, 2023. 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)(f), Florida Statutes.

Inasmuch as your 2022 CE Form 1 was filed September 19, 2023 with the Supervisor of Elections for Palm Beach County, you are fined the amount of \$450.00 (\$25.00 per day for 18 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)(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](http://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 **April 24, 2024**. **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, 2023, 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, 2022:** confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2022; 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.

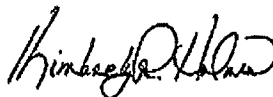
Please contact our office if you have any questions about this matter.

**CERTIFICATE OF MAILING**

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

**Juan Ruiz  
7 N Dixie Hwy  
Lake Worth, FL 33460 -3725**

by Certified Mail on this Monday, March 25, 2024.



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

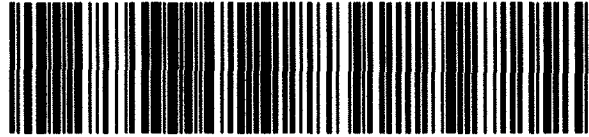
Tel.: (850) 488-7864

Fax: (850) 488-3077

Email: [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us)



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



9214 8901 0661 5400 0194 3005 31

RETURN RECEIPT (ELECTRONIC)

272520

JUAN RUIZ  
7 N DIXIE HWY  
LAKE WORTH, FL 33460-3725

25

URGENT - Open Immediately!

CUT FOLD HERE

Zone 4

6 X 9 ENVELOPE  
CUT FOLD HERE

CUT FOLD HERE

## **Florida Commission on Ethics Financial Disclosure Notification System Delinquency Certification (2023)**

I Wendy Sartory Link, the Supervisor of Elections of Palm Beach 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 3, 2023 financial disclosure deadline and a blank Form 1, Statement of Financial Interests, not later than June 1, 2023;

(2) was determined to be delinquent in filing a Form 1, Statement of Financial Interests, by July 3, 2023;

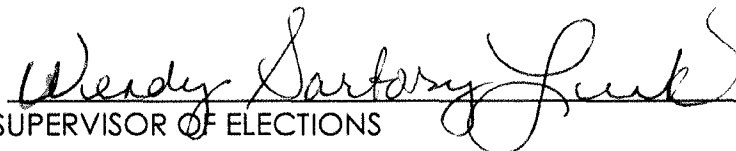
(3) was sent a delinquency notice by certified mail not later than August 1, 2023 advising him or her of the grace period in effect until September 1, 2023; and of the penalties that could be imposed as provided in Section 112.3145(8)(c), Florida Statutes; and

(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, 2023; 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



WENDY SANTONY LINK  
PALM BEACH COUNTY SUPERVISOR OF ELECTIONS  
Post Office Box 22309  
West Palm Beach, FL 33416

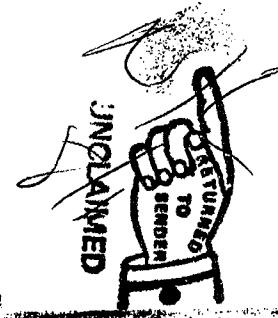
**CERTIFIED MAIL®**



7021 1970 0001 0833 1401



US POSTAGE  
ZIP 33415 \$008.77  
02 4W  
0000338187 JUL 28 2023



Juan Ruiz  
Lake Worth Beach  
Assistant City Manager  
7 N Dixie Hwy  
Lake Worth, FL 33460

NIXIE

021 DE 1

0000/20/23

RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD

1-800-333-3333

UNC BCI 33416230909 \*2287-04646-28-44  
334162309090003

U.S. Postal Service<sup>TM</sup>  
**CERTIFIED MAIL<sup>®</sup> RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com).

**OFFICIAL USE**

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)  
☒ Return Receipt (hardcopy) \$ \_\_\_\_\_  
☐ Return Receipt (electronic) \$ \_\_\_\_\_  
☐ Certified Mail Restricted Delivery \$ \_\_\_\_\_  
☒ Adult Signature Required \$ \_\_\_\_\_  
☐ Adult Signature Restricted Delivery \$ \_\_\_\_\_

Postmark  
Here

Postage

Total Post 272520

Sent to Juan Ruiz

Street 7 N Dixie Hwy

City, State Lake Worth, FL 33460

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 1970 0001 0833 1401





# Financial Disclosure Management System

## THE FLORIDA COMMISSION ON ETHICS

**Filer - Fines and Appeals - PID 272520 - Juan Ruiz**

### 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](#) [2021](#) [2022\(\\$\)](#) [2023](#) [2024](#)

<<2024 Form Year

### Status

Filing: INACTIVE

Fine: No Fine

### Flags

Public Address

Filing Extensions

Indefinite: None

Temporary:

None

Eligible for Fines



Add a New Filer

The filer has fines for: 2023 (Appeal).

### 2023 Fines and Appeals

#### Form Year 2022 Filed Forms

Received Date	Form Type	Form Signed	Filed by Email	Filing Location	Updated	Comments
09/19/23	Form 1	Yes	No	SOE	greenk on 09/19/2023	Received by COE on behalf of Palm Beach Supervisor of Elections

#### 2023 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
\$450.00	Appeal	1/5/2024	\$450.00	\$450.00			

Fine Address 7 N Dixie Hwy Lake Worth FL 33460-3725

Org/Suborg Lake Worth Beach-Employees

#### 2023 Fine Payment History

Date Posted	Description	Amount	Method	Payment ID	Comments
1/5/2024	Fine Levied	+ \$450.00			Fined \$450.00

Current Balance: \$450.00

#### 2023 Fine Year Event

#### Chronology

Invalidate Transaction

Date	Type	Description	Reference
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 **Jump To A Filer**

PID:

Go

 **Quick Filer Search**

First Name:

Last Name:

Search



08/22/2023 Postcard Sent

Courtesy Postcard Reminder

Print

Queue:

8/22/2023

Printing

Confirmed:

8/22/2023**Letter Sent To:**

Juan Ruiz

7 N Dixie Hwy

Lake Worth, FL 33460 -3725

09/1/2023 Filer

Steverson01

Communication:

From:Steverson, Kathryn

Email

Sent: Friday, September 1, 2023

10:52 AM

To: 'jruiz@lakeworthbeachfl.gov'

&lt;jruiz@lakeworthbeachfl.gov&gt;

Subject: RE: Urgent Reminder

\*\*\*Action Required\*\*\* CE Form 1

Importance: High

Good Afternoon Juan Ruiz,

Earlier this year, you were notified of your obligation to file a CE Form 1, Statement of Financial Interests, for the year ending December 31, 2022. The grace period for filing this form will expire on September 1, 2023 at 5 p.m., and according to our records, you still have not filed your CE Form 1.

Pursuant to State law, an automatic fine of \$25 per day for each day late (up to a maximum fine of \$1,500) will be assessed against you if your CE Form 1 is not received by September 1,

**2023. Failure to file can result in removal from public office or employment. Please file your CE Form 1 immediately! Please file your CE Form 1 immediately with your county Supervisor of Elections!**

**If you have ANY questions, please contact State**

09/14/2023 Letter Sent

Courtesy Notice of Fines Accruing Print

Queue:

9/14/2023

Printing

Confirmed:

9/14/2023

**Letter Sent To:**

Juan Ruiz

7 N Dixie Hwy

Lake Worth, FL 33460 -3725

09/19/2023 Form Received

Form 1 Received, Signed

Form 1

Received by

Received by

COE on

behalf of

Palm Beach

Supervisor

of Elections

SOE

**Form Received By:**

Filing Location: Palm Beach County SOE

Record Created By: Keyana Green on 09/19/2023

09/19/2023 Filer

Keyana

Communication:

Phone

Filer stated he received a

delinquency notice but left his

position in April. Informed filer he

is still required to file Form 1 2022

as well as Form 1F 2023. Filer

Green

asked what address we have on file for him and where would the fine letters be mailed. Stated he did not want to update his address and to keep it as the city's address. Emailed filer both Form 1 2022 and Form 1F 2023.

09/19/2023 Filer

Communication:  
Email

**From:** Prine,Emily  
**Sent:** Tuesday, September 19, 2023 3:34 PM  
**To:** Juan C. Ruiz  
<jcruiz@vpsfl.org>  
**Cc:** Green, Keyana  
<GREEN.KEYANA@leg.state.fl.us>;  
Amber Sacks  
<amber@votepalmbeach.gov>  
**Subject:** RE: Appeal Of Automatic  
Form #272520  
**Importance:** High

Mr. Ruiz,

Both forms received and recorded and being forwarded to Palm Beach County Supervisor of Elections.

We also received your appeal form.

The appeal process is lengthy and it will be after first of year before a determination will be made.

If during this process your address, email or phone number changes (mailings will be sent) we need correct information.

Thank you!

***Sincerely,***

01/5/2024 Fine Levied Fined \$450.00

Journal:

1/5/2024

5:07 PM

03/22/2024 Notice of Initial Fine Notice  
Assessed Fine

Journal:

3/22/2024

11:25 AM

03/25/2024 Letter Sent Notice of Assessed Fine - Filer 1st  
Fine Letter

Print

Queue:

3/25/2024

Printing

Confirmed:

3/25/2024

**Letter Sent To:**

Juan Ruiz  
7 N Dixie Hwy  
Lake Worth, FL 33460 -3725

03/29/2024 Fine Appeal FD 23-002

Journal:

3/29/2024

12:16 PM

06/3/2024 Filer Certified notice of fine  
Communication: returned by USPS as  
Other "Unclaimed."

jcpenni

2023 Fine Appeal –  
FD 23-002

Update Appeal

Withdraw Appeal

Assign Attorney

Request More Info

Record Appeal Outcome

Appeal Status:

No Hearing Requested

Active

Appeal Receipt

Date: 09/19/2023

Timely Filed: Yes

Print Appeal Letter:

Yes

Hearing Requested:

No

**Appeal Reason:**

Lack of Notification

**Appeal Notes:**Appeal Number: FD  
23-002

Appeal Analyst

Assigned:

Final Order

Number:

Final Order Date: