

City of Tampa  
**Community Redevelopment Agency**  
**Advisory Committee Application Instructions**

**Please complete the attached Advisory Committee Questionnaire and the Sunshine Law and Ethics Code Acknowledgement Form. If you have any questions contact the City's Economic & Urban Development Department at 813-274-8325.**

**When completed, both forms should be submitted to the City Clerk by 5:00 p.m. December 4, 2017 using any of the following options:**

**Hand delivery or Postal Mail to:**

**Office of the City Clerk  
315 E. Kennedy Blvd., Third Floor  
Tampa, FL 33602**

**Fax to:**

**Office of the City Clerk  
(813) 274-8306**

**Email to:**

**[Sandy.Marshall@Tampagov.net](mailto:Sandy.Marshall@Tampagov.net)**

**Thank you for your interest in volunteering as an Advisory Committee member.**

**OFFICE USE ONLY**

**Date received in the Office of the City Clerk \_\_\_\_\_**

**Initials of the person receiving the Questionnaire form \_\_\_\_\_**

**Initials of the person receiving the Acknowledgement form \_\_\_\_\_**

**Date that the questionnaire was transmitted to the Community Redevelopment Agency Board and the Board coordinator \_\_\_\_\_**



City of Tampa  
**Community Redevelopment Agency  
Advisory Committee Questionnaire**

Instructions:

- The information on this questionnaire will be used in considering action on appointments to Community Redevelopment Agency Advisory Committees.
  - Complete all portions of the questionnaire.
  - Completed questionnaires will be on file in the office of the City Clerk for two years from date received
  - Please type or print legibly in black ink.
  - **Completed questionnaire and acknowledgement form due in City Clerk's office by 5:00 p.m. December 4, 2017.**
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**Applicant's Full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Alternate Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Home Email Address:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Business Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Alternate Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Business Email Address:** \_\_\_\_\_

**Are you a resident of the City of Tampa? Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **If yes, how long?** \_\_\_\_\_

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**Advisory Committee Questionnaire**

1. Have you ever been convicted of any felony or misdemeanor offense? Yes \_\_\_\_\_  
 No \_\_\_\_\_ If Yes, please elaborate (omit minor traffic violations and offenses as a minor).

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2. Are you currently serving in another position appointed by the Mayor, City Council or the Community Redevelopment Agency? If so, please elaborate.

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3. Are you, or have you been an active member of an advisory or executive group representing your CRA through the staff of the Urban Development department? Please describe your role and length of service.

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4. Please list your educational history by institution beginning with High School and include degrees attained.

Name / Location	Dates Attended	Level/Degree Attained

5. Do you have relatives who currently work for the City of Tampa? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If so, please list by name, relationship and position held.

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8. If you are appointed, do you know of any reason whatsoever why you will not be able to attend regular meetings, participate fully or otherwise fulfill your responsibilities as an Advisory Committee member? Yes \_\_\_\_ No \_\_\_\_

If so, please elaborate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List at least three persons as references who have known you well within the past five years, including a current address, phone number and the capacity in which they have known you. If you checked an area(s) of expertise above, two references should be able provide reference as to that expertise.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Capacity: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Capacity: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Capacity: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Capacity: \_\_\_\_\_

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10. List any business, professional, civic or fraternal organizations of which you are a member and the dates of your membership.

Organization	Dates of Membership
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the foregoing responses to the questionnaire are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

City of Tampa  
**Community Redevelopment Agency Advisory Committee  
Sunshine Law & Ethics Code Acknowledgement Form**

**I. General Acknowledgement**

I \_\_\_\_\_, acknowledge that I have been informed by the City Attorney's Office of the City of Tampa, Florida, that as a member of an Advisory Committee to the Community Redevelopment Agency of the City of Tampa, Florida, that I am subject to the Florida Sunshine Law (Section 286.011, Florida Statutes) the Florida Public Records Law (Section 119.07, Florida Statutes) and the City of Tampa Ethics Code, the pertinent parts of which are contained herein. As such, I may not meet with any other member of an Advisory Committee on which I serve to discuss any mater which may foreseeably come before that Board for action unless it is done in a publicly noticed meeting that is open to the public. I understand that this prohibition relates not only to face to face meetings but to all forms of communications, be they telephonic, electronic, or written.

**II. Sunshine Law Acknowledgement**

If I do meet with another member of an Advisory Committee on which I serve, it is a public meeting under Florida's Sunshine Law and it requires all of the following steps to be taken:

1. The meeting must be open to the public; and
2. Reasonable notice of such meeting must be given; and
3. Minutes of the meeting must be taken and be made available to the public.

Violation of the Florida Sunshine Law for a noncriminal infraction may subject the violator to a fine not to exceed \$500. A knowing violation is considered a second degree misdemeanor for which the violator may be subject to imprisonment not to exceed 60 days and a fine not to exceed \$500.

Violation of the Florida Public Records Law for a noncriminal infraction may subject the violator to a fine not to exceed \$500. A knowing violation is considered a first degree misdemeanor for which the violator may be subject to imprisonment not to exceed one year and a fine not to exceed \$1,000.

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**III. City Ethics Code Acknowledgement**

Actions Prohibited When Certain Financial Interests Involved (Subsections (a): § 2-517(a), (b): § 2-517(b), and (c): § 2-517(c), City of Tampa Ethics Code).

- (a) No member of the CRA Advisory Committee shall participate in any official action directly or indirectly affecting a business in which he or any member of his immediate family or close personal relation has a financial interest.
- (b) No member of a CRA Advisory Committee shall have or acquire a financial interest in any enterprise, project, business entity or property when he or she believes or has reason to believe that his or her financial interest will be directly affected by his or her official Advisory Committee recommendation.
- (c) No member of a CRA Advisory Committee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

Prohibited Voting Conflicts (Subsections (a): § 2-519(a), Definitions of “person” and “relative”: § 2-502, (b): § 2-519(b), and (c): § 2-519(c), City of Tampa Ethics Code).

- (a) No CRA Advisory Committee member shall vote or participate in his or her official capacity on any matter if that member knows or should know that doing so would inure, either directly or indirectly, to:
  - His or her special private gain; or
  - The special private gain of any person by whom he or she is retained, or
  - The parent or subsidiary organization thereof; or
  - The special private gain of a relative of the CRA Advisory Committee member.

For the purpose of this provision, "special private gain" shall mean economic benefit of any kind which inures to the individual, as opposed to a class of similarly situated individuals.

For the purpose of this provision “person” means any individual, firm, business entity, company, corporation (profit and not-for-profit), professional corporation or associations, group, organization, joint venture, partnership, limited partnership, agency, estate, trusts, business trust, syndicate, fiduciary, or other body having an independent existence and all other groups or combinations however constituted.

For the purpose of this provision “relative” means an individual who is related to the CRA Advisory Committee member as father, mother, son, daughter, grandfather, grandmother, grandchild, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister, or anyone who is engaged to be married to the member.



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- (b) No member of a CRA Advisory Committee shall vote or participate on any matter in which the member has or holds a contractual relationship with an individual, business entity or agency subject to the regulation of the public board to which that member is appointed. In addition to any other provision of these Advisory Committee Policies, a CRA Advisory Board member may be removed from the CRA Advisory Committee upon which he or she serves by a majority vote of the full Community Redevelopment Agency of the City of Tampa, after review by and with the recommendation of the ethics commission, if such member has disclosed a conflict of interest in ten (10) percent or more of the matters that come before the Advisory Committee on which the member serves.
  
- (c) Disclosure. A CRA Advisory Committee member who is prohibited from voting and participating on any matter pursuant to subsection (a) or (b) above, shall:
  - (1) Publicly state to the CRA Advisory Committee the nature of his or her interest in the matter in which he or she is prohibited from voting and participating; and
  - (2) Disclose the nature of his or her interest in the matter from which he or she is prohibited from voting and participating within fifteen (15) days after the vote occurs in a memorandum filed with the City Clerk. The memorandum shall also be incorporated in the minutes of the CRA Advisory Committee.

**IV. Affirmation by Signature**

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name