Name of Applicant _____
CRA Area _____
Ex- Officio (include nominating organization)_____
At-Large: Live ___ Work ___ Business Owner ___ Property Owner ___

City of Tampa
Community Redevelopment Agency
Advisory Committee Application Instructions

Please complete the attached Community Advisory Committee Questionnaire and the Sunshine Law and Ethics Code Acknowledgement Form. If you have any questions, contact the City of Tampa CRA at (813) 274-8325.

When completed, both forms should be submitted using any of the following options:

Hand delivery or Postal Mail to:

Attn: Tampa CRA
306 E. Jackson St. - 2N
Tampa, FL 33602

Email to: Sherri.Scott@tampagov.net or Fax to (813) 274-7410

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

PLEASE NOTE: The application process includes a Level I Background Screen for all applicants.

OFFICE USE ONLY

Date received in the Tampa CRA office _____

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 Director and Board _____

TAMPACRA

Community Redevelopment Area Advisory Committees

Frequently Asked Questions

1. **What is a Community Advisory Committee?**
   The purpose of a Community Advisory Committee (CAC) is to ensure that the interests of residents, property owners, businesses and other stakeholders are represented in key decisions relating to the Community Redevelopment Plan and budget for their area. A Community Advisory Committee provides input and makes recommendations to City staff and the Community Redevelopment Agency (CRA) Board concerning their Community Redevelopment Area.

2. **What are Community Redevelopment Areas and where are they located?**
   Community Redevelopment Areas (CRA) are authorized under Florida law, Chapter 163, Part III, for the purpose of overcoming slum and blighted conditions. The areas are established by a City Council resolution and must meet specific criteria set forth in Chapter 163. They are funded through the increase in property values that are brought about through the redevelopment of the area.

3. **Who serves on the Community Redevelopment Agency Board?**
   The Tampa City Council also serves as the City of Tampa CRA Board. This is a completely separate role and function from their City Council duties. The CRA utilizes City staff, through a contract with the City of Tampa, to conduct the work associated with implementing the CRA Plan and budget for each area.

4. **What are the qualifications to serve on a Community Advisory Committee?**
   Committee members must live, work or own property in the redevelopment area. Some members of each CAC should have a background or expertise in the redevelopment process, such as neighborhood planning, real estate development, and/or real estate finance. The membership should represent the diversity of stakeholders in each area.

5. **How can I become a member of a Community Advisory Committee?**
   You can obtain a complete application package from the City of Tampa Community Redevelopment Department office. Interested parties that meet the qualifications may apply by completing the attached Questionnaire and Sunshine Law and Ethics Code Acknowledgement Form and submitting it to the Community Redevelopment Department to be ratified by the CRA Board in a public meeting.

6. **What is the length of service for an Advisory Committee member?**
   Generally, terms are for two years. There is a limit of two consecutive, two-year terms.

7. **What is the time commitment involved in serving?**
   Community Advisory Committees typically meet once a month and may call special meetings as needed.

8. **What are Conflicts of Interest?**
   The ability to make sound, fair decisions is sometimes affected by other interests. Since conflicts of interest are a regular part of organizational life, there are specific rules to govern committee members' actions. The key point related to conflicts of interest is that no CRA Advisory Committee member shall vote or participate in a matter that would provide an advantage to an organization that retains them, or any close relative with any special private gain that would not also be enjoyed by others. More details can be found in "Section 13 Conflicts of Interest" from the City of Tampa Community Redevelopment Agency Community Advisory Committee policy (see attached). City staff will provide guidance to appointees regarding Conflict-of-Interest issues.

9. **If I own property or a business in the Community Redevelopment Area does that mean I have a conflict of interest? Can I still serve on an Advisory Committee?**
   Owners of property and businesses within a CRA are encouraged to participate in an Advisory Committee and this does not constitute a conflict of interest.

10. **Do the Community Advisory Committees operate in the 'Sunshine?'**
    Advisory Committees must operate in the 'Sunshine' in accordance with Florida Statutes, Chapter 286. Operating in the 'Sunshine' means that all business related to the CRA must only be discussed in advertised public meetings to avoid legal violation. This restriction is limited to discussion of CRA business and does not prohibit committee members from discussing any other matters in private.

City of Tampa
Community Redevelopment Agency
Advisory Committee Application
Instructions

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 Tampa CRA Office for two years from date received.
- Please type or print legibly in black ink.
- **PLEASE NOTE: The application process includes a Level I Background Screen for all applicants.**

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?** _____

City of Tampa

Community Redevelopment Agency

Advisory Committee Questionnaire

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

2. Are you, or have you been an active member of an advisory or executive group representing your CRA through the staff of the Community Redevelopment Department? Please describe your role and length of service.

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

Name/Location	Dates Attended	Level/Degree Attained

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

City of Tampa

Community Redevelopment Agency

Advisory Committee Questionnaire

5. For the committee you are applying to join (i.e. Downtown, Drew Park, etc.) check or circle any of the following that apply to you.

Central Park	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
Channel District	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
Downtown	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
Drew Park	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
East Tampa	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
Tampa Heights Riverfront	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
West Tampa	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*
Ybor	☐	**At -Large** *Live* 1) Live 2) Work 3) Own ☐	**Ex-Officio** Organization: _____	**Term** *Second*

6. For all representative areas checked in question #6, please describe your experience and other elements of your personal history that you believe should be considered relative to your appointment.

_____

_____

_____

_____

_____

_____

7. 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: _____

_____

_____

_____

8. 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 to provide reference to that expertise.

Name: _____

Address: _____

Phone Number: _____

Capacity: _____

Name: _____

Address: _____

Phone Number: _____

Capacity: _____

Name: _____

Address: _____

Phone Number: _____

Capacity: _____

Name: _____

Address: _____

Phone Number: _____

Capacity: _____

City of Tampa

Community Redevelopment Agency

Advisory Committee Questionnaire

9. 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, 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 matter 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.

City of Tampa

Community Redevelopment Agency Advisory Committee
Sunshine Law & Ethics Code Acknowledgement Form

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 insures 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.

(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 in 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

_____ Date _____
Signature

_____
Print Name