

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.

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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 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 the 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