

CONFLICTS OF INTEREST SELF-ASSESSMENT TOOL

This tool is provided by the City of Jacksonville's Office of Ethics, Compliance and Oversight as a guide for understanding state ethics conflicts laws.

If you answered YES to any of the following questions, DO NOT WORRY! Conflicts happen all the time, but the only way to address them is to work with OGC and the Ethics Office by providing the information requested below.

2

Question 1 – Employment Relationships

Are you (or your spouse or child) employed by, or an officer of, an entity doing business with, or receiving funds from, the City of Jacksonville (including independent authorities)?

NO - Skip to Question 2

YES - Please answer the following questions (for every such employment relationship)

1. Name of the Employer.
2. Title/Occupation.
3. Top 5 Duties.
4. Type of Business (corporation, partnership, limited partnership, company, limited liability company, proprietorship, firm, enterprise, franchise, association, self-employed individual that is doing business in State of Florida).
5. If employer is a corporation, select a type if applicable (holding company, parent, or subsidiary corporation).
6. Describe the interaction between the employer and the City.
7. Describe the interaction between the employer and your City board.
8. Describe the interaction you (or your spouse or child) will have with the City on behalf of the employer.
9. Will your City board vote on funding between the employer and the City?
10. Will your City board regulate the employer in any way?

Question 2 – Business Ownership

Do you, your spouse, or your child own a business that is doing business with, or receiving funds from, the City of Jacksonville (including independent authorities)?

NO - Skip to Question 3

YES - Please answer the following questions (for every such business)

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1. Name of the business.
2. Are you (your spouse, or your child) sole proprietors?
3. Are you (your spouse, or your child) an owner with more than 5% interest in the business (total assets or capital stock) or a partner?
4. Describe the interaction between the business and the City.
5. Describe the interaction between the business and your City board.
6. Could your City board vote on the funding between the business and the City?
7. Could your City board regulate the business in any way?

Question 3 – Consulting and Temporary Work

Do you engage in any consulting or contract work with a business that is doing business with, or receiving funds from, the City of Jacksonville (including independent authorities)?

NO - Skip to Question 4

YES - Please answer the following questions (for every such contractual relationship)

1. Name of the business you contract with.
2. Is that business your client?
3. Do you provide services for that business/entity under a professional license, such as a real estate license?
4. Could you be personally involved in obtaining funding and/or business from the City (For example, you will contact City representatives to solicit, negotiate contracts or perform a sales function on behalf of the business OR you could be paid from City funding)?
5. Describe the interaction between the business and the City.
6. Describe the interaction between the business and your City board.
7. What is the possibility your City board will vote on the funding between the business and the City?
8. Could your City board regulate the business in any way?

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Question 4 – Nonprofit and Corporate Board Members

Are you (your spouse or child) a member (voting or non-voting) of any nonprofit or corporate boards that are doing business with, or receiving funds from, the City of Jacksonville (including independent authorities)?

YES - Please answer the following questions (for every such board relationship)

1. Name of the nonprofit or corporation.
2. Title/designation on board.
3. Are you compensated as a director?
4. Describe the interaction between the entity and the City.
5. Describe the interaction between the entity and your City board.
6. Could your City board vote on the funding between the entity and the City?
7. Could your City board regulate the entity in any way?