



**AGENDA
PUBLIC WORKS/SAFETY COMMITTEE
TUESDAY, JANUARY 12, 2021
5:30 PM
DESTIN CITY HALL BOARDROOM**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL**
- 2. NOMINATION OF CHAIRMAN & VICE CHAIRMAN**
 - A) Chairman**
 - B) Vice Chairman**
- 3. APPROVAL OF MINUTES**
 - A) October 13, 2020**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - A) Sunshine & Public Records Law Training - Kyle Bauman**
 - B) 2021 Committee Workplan - discussion**
- 6. CONTINUING BUSINESS**
 - A) Public Works Update**
 - B) Emergency Management Update**
 - C) Surtax Advisory Committee - proposed projects, surtax balance**
 - D) Discussion of LSV Ordinance, Proposed Changes**
- 7. DISCUSSION**
 - A) Marcie Bell**
 - B) Richard Hickey**
 - C) Capt. Mike Parker**
 - D) Shirley "Sam" Perman**
 - E) Anthony Ramswell**
 - F) Tom Weidenhamer**

G) Jim Wood

8. ADJOURNMENT

Any person requiring a special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk at (850) 837-4242 at least 48 hours prior to the hearing. If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person will need a record of the proceeding and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. (Sec. 286.0105, Florida Statutes)

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PUBLIC WORKS/PUBLIC SAFETY COMMITTEE MEETING MINUTES TUESDAY, OCTOBER 13, 2020 - 5:30 PM DESTIN CITY HALL BOARDROOM

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:

Chairman Ramswell called the Public Works/Public Safety Committee to order on Tuesday, October 13, 2020 at 5:30 p.m. Which a moment of silence followed in memory of all that has been affected by Covid-19.

2. ROLL CALL:

Members Present

Anthony Ramswell
Kevin Schmidt
Jim Wood, Jr.
Richard Hickey
Tom Weidenhamer
Sam Perman

Members Absent

Mike Parker

Staff

Kim Montgomery Deputy City Clerk
Michael Burgess PW Director
JT Deputy PW Director

3. APPROVAL OF MINUTES: March 10, 2020

Motion to approve the minutes of the August 11, 2020 meeting was made by Committee member Wood with Committee member Hickey providing the second. A roll call vote of 6-0 was take and the motion passed.

4. NEW BUSINESS:

• Open House – Government Week

Mr. Burgess informed the members that because of Covid, the city will not have their traditional Open House and luncheon at the Destin Community Center. However, the Public Information Manager, Catherine Card made a series of videos for the public to view and the Shred It truck has been scheduled for citizens to bring their paperwork they want shredded.

• Post Hurricane Sally Debris Pickup

Mr. Burgess explained that they have been getting a lot of calls from citizens inquiring when the debris will be picked up. He explained that Waste Management has been making two runs a week than the average Friday pick up. And spoke of how responsive he feels they have been with getting the storm debris picked up. Additionally, there has been a lot of bulk put out and there are areas where people are mixing storm debris with bulk, which is inhibiting pick up instead of helping. There was a brief discussion regarding wood fencing that is not getting picked up. Mr. Burgess stated that he would contact Waste Management and inform them the locations so it will get picked up.

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- **Stahlman Avenue/ Hwy. 98 Intersection Study**

Mr. Burgess informed the members that Volkert has finished their study and made presentation to Council three weeks ago. He informed the members where the results are located on the City of Destin's website under Public Services page.

- **Harbor Capacity Status**

Mr. Burgess informed the members that currently the funds are still at the Federal Level, with the Army Corp. of Engineers. And once the funding is made available the study will commence. Adding that they hope it can start this coming Spring.

- **2020 Work Plans**

Mr. Burgess explained these are ongoing and they will continue to work towards them as the current situation permits. However, he does have a draft that he will send out to all. He explained the following items need to be constantly tracked:

- Sidewalks
- Beach signs
- Airport Road median landscaping to keep the view corridors open

- **Term Expirations**

Mr. Burgess explained the members who were appointed by Marler, Destin, Morgan and Menchel terms are expiring and if they want to continue, they need to go online and fill out their applications. Once the election is over they need to reach out to their Councilmember to let them know they want to continue to serve.

- **Beach Access Property Acquisition**

Mr. Burgess explained the property location the City is acquiring with the assistance from Trust for Public Land and the TDC. Adding that the City should be closing on the property in the next couple weeks. He explained the details of the demolition process and how the staging of the materials will be an issue, as there is not any room to stage the debris. Additionally, there are two other properties to the east that are in negotiation process as well.

- **Hwy 98 Landscaping**

Mr. Burgess informed the members that with the new landscaping plan for Highway 98, a lot of the bushes that are currently out there will be removed and replaced with ground cover type plants. Adding that all the large Crepe Myrtles will remain. He also informed the members that at this time, the Christmas Tree lighting and the parade are still on. He spoke of how Council member Marler asked staff to put out a bid for Christmas lighting and subsequently, they only received one bid which, was too expensive so, staff will continue to install the lighting. Adding

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that he is looking into up-lighting for the trees that have power. And he will of course run the colors by FDOT to make sure they are ok or have any issues.

- **Coleman Lake Spillway**

Mr. Burgess explained the city was approached about raising the level of the lake by a foot and subsequently the HOA hired someone to do that. But currently the city is draining it to look at the wall and repair some of the issues with it along with plant and algae overgrowth.

- **Streetlight Inventory**

This is very close to being complete adding that there are about 1,450 streetlights in the city and there are a handful that they are working to get the billing figured out. He also added that they are going to get quotes on the cost of converting to LED lights. As well as working with Gulf Power to make sure they put up the right type.

- **Zerbe Street/Calhoun Avenue Pedestrian Improvements**

The Bid Committee has an upcoming meeting scheduled to discuss and make a recommendation to Council.

- **Harbor Pump**

The pump will be pulled out this winter for necessary repairs.

- **Cross Street/Calhoun Avenue Drainage Project**

This project is slated to begin next month and should be finished by the end of the year.

- **Adopt-a-Street Program**

Mr. Burgess explained that the interest in this program has been slacking and staff is in the process of redesigning it. He explained further that the City Manager suggested including parks and areas of the city to get more interest, as well as intersections. The suggestion to also reinstitute the Saturday morning meetings for safety briefings and then everyone would go out to their respective areas to work on cleaning them up. The City would provide the safety equipment to the volunteers.

- **Milling & Resurfacing**

Mr. Burgess explained that Council gave staff the authorization to mill and resurface all of Melvin Street and Indian Bayou from Country Club to the three way stop. Additionally, both are on schedule for long line striping as well. Also, Holly Street, Winton Court, and Twin Lakes Lane, all the way to Cord Grass will be milled and resurfaced. And Sibert Avenue will get restriped. Benning Drive will get addressed in the upcoming year.

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- **Renewal and Replacement**

Mr. Burgess explained that Council has budgeted \$1.3M for items that have been overlooked for years and need replacing in facilities as well as vehicles. He also spoke of funds that have been appropriated for much needed upgrades for the Recreation Department for city parks. As well as a couple parking lots will get milled and repaved and some drainage improvements.

5. DISCUSSION:

- **Committee member Hickey** - Asked that staff pay better attention to the line of sight issues at various intersections and report the ones that need to be trimmed up.
- **Committee member Perman** – Reported that early voting starts October 19th through October 31st from 7 a.m. to 7 p.m. Then of course November 3, 2020 is Election Day.
- **Committee member Schmidt** – Spoke of how there is still funds available in the ½ cent sales tax that can still be petitioned for through this committee.
- **Chairman Ramswell** – Spoke of encountering three different incidents where people were driving golf carts on Hwy 98. He said that two of them stated they were not aware and the third one asked him to go away. He feels that the proper information is not getting distributed properly to the rentals and tourists.

Mr. Burgess explained that the LSV Ordinance was sent back to the Local Planning Agency with by Council with their request to have several streets removed; Airport Road, Indian Bayou Trail, the section that connects Gulf Shore Drive to Hwy 98. Then after the LPA level it will come back to City Council for first and second reading again.

➤ **Public Comment:**
None

Having no further business at this time, the meeting adjourned at 7:00 p.m.

Adopted and approved this _____ day of _____ 2020

Anthony Ramswell, Chairman

Kim Montgomery, Deputy City Clerk

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RESOLUTION 19-27

The City of Destin's Enhanced Public Records
Policy

BRIEF HISTORY OF THE CITY'S PUBLIC RECORDS POLICIES

- ④ In addition requirements set forth in Florida Statutes, the City has had in place additional, internal requirements and protocols since 2009 relating to public records and how to handle public record requests. These policies help ensure that the law is adhered to and that the City's goal of full transparency is met.
- ④ See, Operating Instruction ADM-05; Operating Instruction ADM-35; Operating Instruction ADM-56.
- ④ These policies were legally sufficient and represented more stringent requirements than those in place at most state agencies and local governments. In fact, most state agencies and local governments do not have any written policy in place and rely strictly on Chapter 119, Florida Statute. See, The Florida Public Records Act in the Era of Modern Technology, Ralph A. DeMeo and Lauren M. DeWeil (Florida Bar Journal, Vol. 92, No. 9).

BRIEF HISTORY OF THE CITY'S PUBLIC RECORDS POLICIES

- ④ While legally sufficient, the City's internal Public Records Policies were disjointed and located in separate locations, making compliance more difficult than necessary.
- ④ The attorneys and City staff identified this as an area that could be strengthened and made more efficient by adopting a new policy containing all internal requirements in a single location and strengthening mechanisms already in place beyond those found in Chapter 119, Florida Statutes.
- ④ On November 4, 2019, the attorneys and City staff presented Resolution 19-27 for Council's consideration and Council adopted the Resolution in its entirety.
- ④ Resolution 19-27 is substantially similar to the City of Tallahassee's policy, which legal scholars believe is the "model template for other agencies and local governments to adapt and apply." The Florida Public Records Act in the Era of Modern Technology, Ralph A. DeMeo and Lauren M. DeWeil (Florida Bar Journal, Vol. 92, No. 9)

EMAILS -- DO'S AND DON'TS FOR ELECTED OFFICIALS

Do's

- ④ Use your @cityofdestin email address for all correspondence relating to City business. (D.05).
- ④ If you receive an email at your private email address, then immediately transfer it to your @cityofdestinemail address. (D.05)

Don'ts

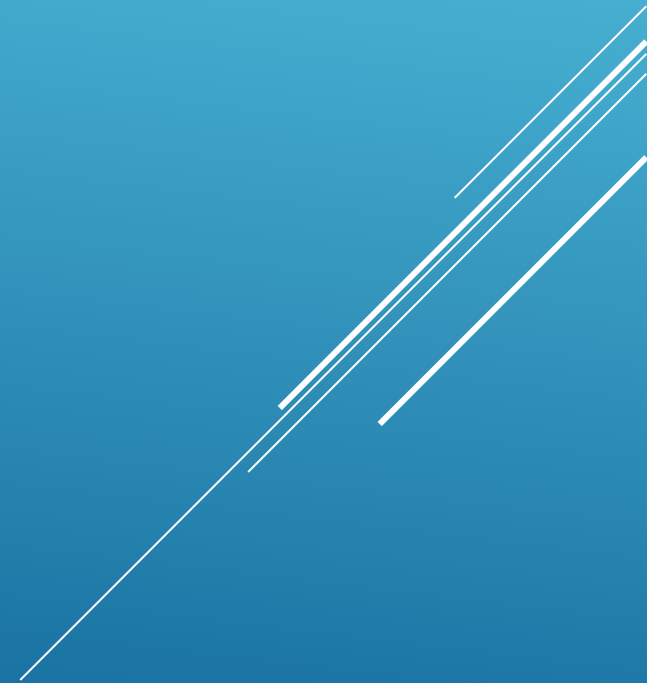
- ④ Use any other email address for any correspondence relating to City business. (D.05)

TEXT MESSAGING & OTHER FORMS OF INSTANT, WRITTEN COMMUNICATION (E.G., DIRECT MESSAGES ON FACEBOOK, TWITTER, INSTAGRAM, SKYPE, ETC.) -- DO'S AND DON'TS FOR APPOINTED OFFICIALS

Do's

- ④ If you receive or send a text message from your private phone, then you must transmit the text message to your City issued phone or @cityofdestin email address. (D.06)

Don'ts



SOCIAL MEDIA ACCOUNTS -- DO'S AND DON'TS FOR APPOINTED OFFICIALS

Do's

- ④ If you maintain social media accounts, then you must maintain all public records relating to your board or committee on such accounts. (D.07).
- ④ If you maintain accounts and the City receives a public records request, then you must thoroughly search your account and produce any responsive material to the City Clerk. (D.07)

Don'ts

- ④ Delete any social media account relating to the business of your board or committee. (D.07, E.01)
- ④ Delete any public or private message that you may have created or received from any individual or entity relating to the business of your board or committee. (D.07, E.01).

COMMENTS/QUESTIONS

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Sunshine Law Handout

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City of Destin City Attorney

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Last Updated: November 2020

****** This Handout is intended to be used as a basic overview of the Sunshine Law and no Board or Council Member should rely on it when taking specific actions which may be impacted by the Sunshine Law. Please contact me and City staff if you have specific questions before taking action and we will respond to you as quickly as possible. ******

The 2018 Government in the Sunshine Manual can be found at:

[http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AXJGEU/\\$file/2018+Government+in+the+Sunshine+Manual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AXJGEU/$file/2018+Government+in+the+Sunshine+Manual.pdf)

Laws can be found at:

<http://leg.state.fl.us/>

WHAT IS THE SUNSHINE LAW?

- Two interrelated but separate laws are colloquially referred to as the “Sunshine Law”:
 - **(1) Public Records Act** – Chapter 119, Fla. Stat. (2018)
 - Primary Purpose: Provide the public “a right to access to the records of the state and local governments as well as to private entities acting on their behalf.”
 - http://leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119ContentsIndex.html&StatuteYear=2018&Title=%2D%3E2018%2D%3EChapter%20119
 - **(2) Government in the Sunshine Law** – § 286.011, Fla. Stat. (2018); Art. I, § 24, Fla. Const.
 - Primary Purpose: Provide the “public a right of access to governmental proceedings of public boards or commissions at both the state and local levels.”
 - http://leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0286/Sections/0286.011.html
- Florida has arguably the broadest, most “public-friendly,” laws in the entire country and you immediately became subject to these laws the second you were appointed to this Board.

THE PUBLIC RECORDS ACT

- Lengthy statute, but application to advisory boards is relatively simple.
- General Rule: Any record you generate or receive in connection with your role on a City board is a public record and any member of the public has the right to request to view these records at any time. See Inf. Op. to Nicoletti, November 18, 1987.
- What is a “public record”?
 - “All materials used or received in connection with official business *used to perpetuate, communicate, or formalize knowledge.*”
 - “Public Records” are very broad, essentially including *any* written document and most non-written material. For example:
 - Physical documents such as: “papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software.” § 119.011(12), Fla. Stat. (2018).
 - Electronic documents such as: emails, documents generated in word processing software (including this Handout!), text messages, etc.
- Are there any exemptions?
 - Yes, there are lengthy exemptions listed in the statute, however, most of these will **not** apply to advisory boards. These exemptions are sometimes complex and heavily litigated.
 - Therefore, if the City receives a public records request and City staff asks you to turn over public records related to the particular subject contained in that request, do **not** try to determine by yourself whether the document is (a) a public record; and (b) whether an exemption is applicable. Instead, contact my office and City staff and allow us the opportunity to review the record.
 - **If the “public record” is located on my personal device is it exempted?**
 - **NO! This is a common misconception. Just because something is located only on your personal device does not mean that it is exempt.** The inquiry is whether the item is “used to perpetuate, communicate, or formalize knowledge” relating to City business, and where this information is located is irrelevant.
- What happens if I violate the Public Records Act?
 - **Knowing Violations** are a first degree misdemeanor, punishable by removal from office, up to one year in prison, and/or a \$1000 fine.
 - “Non-knowing Violations” are non-criminal but still subject to a \$500 fine.
- Rules of Thumb: When you generate or receive any document relating to your position, always presume that the document is a “public record” that will eventually be subject to the public’s view. Also, if you generate receive a “public record,” retain it and **do not** destroy it to ensure compliance with the Public Records Act.

GOVERNMENT IN THE SUNSHINE LAW

- Shorter statute, but it has generate tons of litigation and its application to advisory boards is more impactful than the Public Records Law.
- Basic Sunshine Law Requirements:
 - (1) “Meetings” of public boards or commissions must be open to the public;
 - (2) Reasonable notice of these meetings must be given to the public; and
 - (3) Minutes of the meetings must be taken, promptly recorded, and open to public inspection.
 - Most of these you do not need to worry about because City staff ensures compliance. Your primary concern is making sure that “meetings” do not take place outside publicly noticed meetings.
- What is a “meeting”?
 - The Sunshine Law defines “meeting” very broadly to include:
 - (a) informal meetings of two or more members; and
 - (b) electronic communications between two or more members regarding any foreseeable matter which could come before the board.
- Examples of specific scenarios:
 - One member sends a text message to another board member saying he is “against agenda item 2(b).”
 - This is an obvious but important example of strictly forbidden actions.
 - One board member sends an email to another board member’s husband stating that he is “against agenda item 2(b).”
 - Also likely a violation. You cannot use an intermediary to do indirectly what you cannot do directly.
 - One board member sends an email to City staff explaining why they are “against agenda item 2(b).”
 - Because staff are not elected or appointed officials, this communication is likely ok. If, however, you have reason to believe staff might disclose this information to other board members, then it is a violation.
 - One board members emails strictly factual information regarding item 2(b) to other board members.
 - Likely, it is technically ok to share strictly factual information directly with each other, however, because of how the information could be interpreted it is strongly discouraged. The better practice is to ask staff to include the information in the Agenda material.
 - Two board members carpool to a meeting.
 - This is ok, so long as you do not discuss any matter which foreseeably could come before the board.
 - However, because of the possible appearance of impropriety, these types of actions are discouraged.
 - Two board members are at the same charity event.
 - This is ok, so long as you do not discuss any matter which foreseeably could come before the board with the other board member.
 - The board took official action on agenda item 2(b) at a publicly noticed meeting. After the meeting, two board members discuss agenda item 2(b).

- Because boards have the inherent authority to change their positions on items at any time it is “reasonably foreseeable” that the item might come before the board again and, therefore, this type of action is strongly discouraged.
- What happens if I violate the Government in the Sunshine Law?
 - **Knowing Violations** can result in 2nd degree misdemeanor charges, with penalties up to 60 days in jail and up to a \$500 fine.
 - **“Not-knowing” Violations** are non-criminal but still subject to a fine of up to \$500.
 - Also, failure to comply could **void the board’s actions** relating to the subject matter of the violation.
- **Rules of Thumb:** Always err on the side of caution and, outside of publicly noticed meetings, do not engage in any discussions or communications with other elected or appointed officials regarding pending matters before your board or any reasonably foreseeable matter that might come before your board. Also, generally it is ok for you to privately communicate with City staff and City attorneys regarding such matters provided there are no other elected or appointed city officials present or copied on the communication.

STANDARDS OF CONDUCT FOR PUBLIC OFFICERS

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Last Updated: November 2020

***** This Handout is intended to be used as a basic overview of the Standards of Conduct for Public Officials and no Board or Council Member should rely on it when taking specific actions which may be impacted by the Chapter 112, Florida Statutes. Please contact me and City staff if you have specific questions before taking action and we will respond to you as quickly as possible. *****

Laws can be found at:
<http://leg.state.fl.us/>

WHAT ARE THE STANDARDS OF CONDUCT FOR PUBLIC OFFICERS?

“A public office is a public trust.”
– Article II, Section 8, Florida Constitution

- **Chapter 112.313, Florida Statutes**, describes a series of “standards of conduct” public officers must adhere to. Essentially, the standards of conduct are the basic statutory principles of ethics public officials are legally obligated to adhere to.

GIFTS

- **Solicitation or Acceptance of Gifts (Bribery):** You are not allowed to solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that your vote, official action, or judgment would be influenced by the gift or promise. § 112.313(2), *Fla. Stat.*
- **Unauthorized Compensation:** You cannot accept anything of value when you know or should know that the item is being given to influence your vote or other action. § 112.313(4), *Fla. Stat.*
 - Also applies to your spouse and minor children.
- You are always prohibited from soliciting any gift and from accepting any gift when the gift is intended to influence your actions as an elected official.

BUSINESS PROHIBITIONS

- **Doing Business with the City:** You are not allowed to purchase, rent, or lease any realty, goods, or services for the City from any business entity of which you are an officer, partner, director, or proprietor or in which the officer has a material interest. § 112.313(3), *Fla. Stat.*
 - Also applies to your spouse and children.
- **Conflicting Employment or Contractual Relationships:** You cannot hold any employment or contractual relationship with any entity which is subject to the regulation of or is doing business with the City. § 112.313(7), *Fla. Stat.*
 - Legal tests to determine whether there is a conflict:
 - Is the conflict frequently recurring?
 - Does the conflict impede the full and faithful discharge of public duties?

GENERAL PROHIBITIONS

- **Misuse of Public Position:** You cannot corruptly use or attempt to use your position or any property or resource within your trust to secure special privilege, benefit, or exemption for yourself. § 112.313(6), *Fla. Stat.*
- **Disclosure or Use of Certain Information:** You cannot disclose or use information not available to members of the general public and gained by reason of your official position for your personal gain or benefit or the personal gain or benefit of any other person or business entity. § 112.313(8), *Fla. Stat.*

REQUIRED ETHICS TRAINING & FINANCIAL DISCLOSURE

- All elected municipal officials must complete at least 4 hours of ethics training each year. § 112.3142, *Fla. Stat.*
- All elected municipal officials must file a financial disclosure with the Florida Commission on Ethics no later than July 1 each year. § 112.3144, *Fla. Stat.*

CONSEQUENCES

- Generally, this statute is policed by the Florida Commission on Ethics and violation of the statute can lead to punishments including impeachment, removal from office, suspension from office, public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received because of the violation committed. § 112.317, *Fla. Stat.*
- Can also carry criminal penalties in some instances.

VOTING CONFLICTS

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Last Updated: November 2020

****** This Handout is intended to be used as a basic overview of the Voting Conflicts and no Board or Council Member should rely on it when taking specific actions which may be impacted by the Chapter 112, Florida Statutes. Please contact me and City staff if you have specific questions before the meeting at which the conflict will arise and we will respond to you as quickly as possible. ******

Laws can be found at:

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WHAT IS A VOTING CONFLICT?

§ 112.3143, Florida Statutes

- A voting conflict arises when you are prohibited from voting on a specific matter coming before your board. In instances in which you do not have a conflict, you must vote. § 286.012, Fla. Stat.
- Designed to avoid situation where a public officer is tempted to exercise the powers of his or her office to promote the interest of someone other than the public because of that someone's relationship to the officer.

Statutory Language:

- You cannot vote on any measure which would
 - inure to your "special private gain or loss,"
 - which you know would inure to the special private gain or loss of any "principal by whom you are retained" or to the parent organization or subsidiary of a corporate principal by which you are retained, or
 - which you know would inure to the special private gain or loss of your "relative" or business associate.

Definitions:

- **"Principal by whom retained"** – means an individual or entity that has permitted or directed another to act on behalf of the principal for compensation, salary, pay, or consideration. E.g., your client or employer. Also, the parent, subsidiary, or sibling organization of your client or employer.
- **"Relative"** – means your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

- **“Business associate”** – means any person or entity engaged in or carrying out a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. § 112.312(4), Fla. Stat.
- **“Special private gain or loss”** – means an economic benefit or harm that would inure to you, your relative, your business associate, or principal.

WHO IS PROHIBITED FROM BENEFITTING?

- Four classes of people are prohibited from benefiting from the public officer’s vote:
 - (1) The public officer;
 - (2) A relative;
 - (3) A business associate;
 - (4) A principal, subsidiary, or parent corporation of a principal.

WHAT KIND OF BENEFITS ARE PROHIBITED?

“Special Private Gain or Loss”

- This is the test by which voting conflicts are determined. There are four factors to look for:
 - (1) The size of the class affected by the vote;
 - (2) The nature of the interests involved;
 - (3) The degree to which the interests of all members of the class are affected by the vote;
 - (4) The degree to which the officer, relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.
- Standards – Depending on the type of special gain or loss, three different “standards” are considered:
 - *Special private gain or loss* – the gain or loss must be *special* and *private* to the officer, relative, business associate, or principal. Cannot be general.
 - *Size of the class test* – typically, the Commission on Ethics applies the “1% Rule” which means that if the special gain or loss of people prohibited from benefitting is less than 1% of the total class affected, then there is no voting conflict.
 - *Remote and speculative test* – generally, the special private gain or loss must be somewhat concrete and certain in order to rise to the level of a voting conflict.

WHAT TO DO WHEN YOU HAVE A CONFLICT

- Four steps are required:
 - (1) *Announce* the conflict at the meeting;
 - (2) *Abstain* from voting on the matter;
 - (3) *Disclose* the conflict on the Conflict Form provided to you by the City Clerk;
 - (4) *File* the completed version of the Conflict Form with the City Clerk, who will properly file it and include it in the minutes of the meeting.
- You are also prohibited from participating in discussion on the matter.