



CONFLICT OF INTEREST FORM

Name:		Date:	
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Section I. INSTRUCTIONS

Elected officials of Draper City are required to comply with the provisions and requirements outlined in Title 19, Chapter 2 of the Draper City Municipal Code, *Disclosure, Conflicts of Financial Interest*, Title 10, Ch. 3, Part 13 of the Utah State Code, *Municipal Officers' and Employees' Ethics Act*, and Title 20A, Ch. 11, Part 1604(6) of the Utah State Code, regarding *Conflict of Interest Disclosures*. The law specifies that elected officers must prepare and submit a written conflict of interest disclosure statement between January 1 and January 31 each year. This form is meant for annual disclosure and will be posted publicly. Penalties for failing to comply with the submission requirements include the class B misdemeanor designation and the civil fine for non-compliance.

Elected officers are also required to complete this form within thirty (30) days of beginning new employment, and again if either (i) the Discloser's position with the City has changed, or (ii) if there has been any significant change in the value or ownership interest in any covered business interest or any transaction involving the City.

Section II. DISCLOSURES

A. Work History:

1. Employer(s): Please provide the name and address of your current employer and each employer other than Draper City during the preceding year. You can attach a separate page if you need additional space.

2. Position(s): Please list all job titles and a brief description of duties from Section II A. 1. above. You can attach a separate page if you need additional space.

B. Disclosure of Past Business Interest(s):

1. Disclosure of Interest in Business Entities: Please list each business entity in which you are an owner or have been an owner in the preceding year. Include the name of the entity, a brief description of the type of business or activity conducted by the entity, and your

position within the entity. You can attach a separate page if you need additional space.

2. *Interest in Business Entities Regulated by Draper City:* Are you, your spouse, an adult living with you who is not your spouse, or minor child the owner of an interest in any business entity subject to Draper City regulation (i.e. receives a business or alcohol license from the City)?

☐ **Yes** ☐ **No (If No, Skip to Section II C)**

3. *Ownership Percentage:* Do you, your spouse, an adult living with you, or minor child own 10% or more of the business interest(s) listed in Question B.2.?

☐ **Yes** ☐ **No (If No, Skip to Section II C)**

If Yes, what percentage?_____.

4. *Value of Business Interests:* Is the value of the business interest(s) listed in Question B.2. greater than \$2,000?

☐ **Yes** ☐ **No (If No, Skip to Section II C)**

If Yes, what is the value of the interest? _____.

C. *Disclosure of Income:*

1. If you have received \$5,000 or more in income during the preceding year, please disclose the name of the individual or entity who paid that income and a brief description of the type of business or activity conducted by the individual or entity.

2. Please disclose each entity in which the you hold any stocks or bonds having a fair market value of \$5,000 or more during the preceding year, excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds. Include the name of the entity and a brief description of the type of business conducted by the entity. You can attach a separate page if you need additional space.

- D. Disclosure of Leadership Roles:** Please disclose each entity in which you have served in a paid or unpaid leadership capacity or on a board of directors. Include the name of the entity or organization, a brief description of the type of business or activity conducted by the entity, and the type of position you held. You can attach a separate page if you need additional space.

- E. Disclosure of Transactions Involving the City:** No employee, officer (i.e., elected official), or volunteer shall receive or agree to receive compensation from anyone other than the City for assisting any person or business entity in any transaction involving the City, unless he or she files a sworn written statement (this form) providing the following information:

- 1.** The name and address of the employee, officer, or volunteer:

- 2.** The name and address of the person or business entity being or to be assisted, or in which the employee, officer, or volunteer has a substantial interest (a ten percent or more ownership interest):

- 3.** A brief description of the transaction for which service was rendered or is to be rendered and of the nature of the service performed or to be performed:

- F. Other interests:**

- 1.** Please disclose a description of any real property in which you hold an ownership or financial interest that you believe may constitute a conflict of interest, including a description of the type of interest you hold in the property.

- 2.** Please provide the name of your spouse and any other adult residing in your household who is not related by blood or marriage.

3. Please provide the name and address of each of your spouse's current employers and each of your spouse's employers during the preceding year. You can attach a separate page if you need additional space.

4. Please provide a brief description of the employment and occupation of each adult who is not related by blood or marriage who resides in your household. You can attach a separate page if you need additional space.

5. Please disclose any other matter or interest that you believe may constitute a conflict of interest. You may attach a separate page if you need additional space.

NOTE: An elected officer or an appointed officer who is a member of a public body must also make an oral disclosure to other members of the public body immediately before the discussion regarding the business entity being assisted. An appointed officer or employee who is not a member of a public body must also disclose the information in section C to their immediate supervisor and other city officers and employees who may rely upon the appointed officer or employee's representations in evaluating or approving a transaction.

Section III: DISCLOSER ACKNOWLEDGEMENT

I acknowledge the following:

- **I have read and understand Title 19, Chapter 2 of the Draper City Municipal Code, *Disclosure, Conflicts of Financial Interest*, Title 10, Ch. 3, Part 13 of the Utah State Code, *Municipal Officers' and Employees' Ethics Act*, and Title 20A, Ch. 11, Part 1604(6) of the Utah State Code, *Conflict of Interests*.**
- **I have included and made all disclosures required by Title 19, Chapter 2 of the Draper City Municipal Code, and Title 10, Ch. 3, Part 13 of the Utah State Code.**
- **I believe that the information I provided in this form is true and accurate to the best of my knowledge, and I understand that the penalties for improper disclosure or violating applicable provisions of City and State law may include criminal prosecution, dismissal from employment, and/or removal from office.**
- **I have an ongoing obligation to update the information provided herein or any significant changes in my responses to questions in this form.**
- **I am required by Utah Code §10-3-1307 to make an oral disclosure immediately prior to any discussion in a public meeting of any matters related to the business entity.**

I further understand that I am obligated to disclose all changes to the information contained herein by completing a new form and submitting the new form to the City Recorder.

Discloser Name: _____

Discloser Signature: _____

Date: _____

Section IV: DELIVERY AND FILING

Received by the Office of the City Recorder:

Received by Name: _____

Signature: _____

M. S. S. S.

Date Received: _____