



# CONFLICT OF INTEREST FORM

Name:		Date:	
Position Title:		Department:	

## Section I. INSTRUCTIONS

Appointed officers (any person appointed to any statutory office or position of employment, including members of city boards and commissions), elected officers, and employees 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*, and Title 10, Ch. 3, Part 13 of the Utah State Code, *Municipal Officers' and Employees' Ethics Act*.

Appointed officers, elected officers and employees are also required to complete this form within thirty (30) days of being appointed, elected, reelected, or beginning 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. Written Disclosure of Business Interest(s):

- Disclosure of Interest in Business Entity Regulated by Draper City: Are you, 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.B)
- Do you, your spouse, or minor child own 10% or more of the business interest(s) described in Question A.1?  
 Yes  No (If No, Skip to Section II.B)  
If Yes, what percentage? \_\_\_\_\_
- Is the value of the business interest(s) described in Question A.1 greater than \$2,000?

Yes  No (If No, Skip to Section II.B)

If Yes, what is the value of interest? \_\_\_\_\_

4. Please provide a description of all business interests satisfying Questions A.2 and A.3, including the name of the business, the address of the business, and the general industry of the business (e.g., restaurant, auto service, construction, etc.)

---

---

---

**NOTE: You have an ongoing obligation to update the previous information if you experience any significant changes in your responses to questions above.**

**B. Other Disclosures of Business or Investment Interest(s):**

Certain business and investment interests require an oral disclosure. Please review the following and initial where indicated:

1. Disclosure of Interest in Business Entity Doing Business with Draper City. If you are an owner of a substantial interest in any business which does or anticipates doing business with Draper City, you need to make a public disclosure of the same.

"Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity.

I acknowledge my obligation to publicly disclose the nature of my interest in the business entity to the members of a body (i.e. council, commission or committee) prior to any discussion by that body of matters related to the business entity. City employees should disclose to the City Manager.

\_\_\_\_\_ Initial

2. Disclosure of Investment Creating a Conflict of Interest with Duties: Appointed officers, elected officers and city employees cannot have personal interests or investments that create a conflict between personal interests and public duties. City employees should disclose to the City Manager.

I acknowledge my obligation to publicly disclose any personal interest or investment which creates a conflict of interest with my public duties in an open

meeting to the members of a city body (i.e. council, commission or committee).

\_\_\_\_\_ Initial

**C. Disclosure of Transactions Involving the City:**

No appointed officer, elected officer or employee 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. If this is applicable to you, provide the following information. Otherwise, read and acknowledge the bolded information at the end of this Section C:

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:

---

---

---

---

**An elected officer, or an appointed officer who is a member of a public body must also make an oral disclosure of the information in Section II. C to other members of the public body immediately before the discussion regarding the business entity being assisted.**

\_\_\_\_\_ Initial

**An appointed officer or employee who is not a member of a public body must also disclose the information in Section II. 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.

\_\_\_\_\_Initial

**The obligation to disclose is ongoing. The written disclosure must be filed 10 days before any agreement is entered into, or 10 days before receipt of compensation, whichever is earlier.**

\_\_\_\_\_Initial

**SECTION III. ACKNOWLEDGEMENT**

**I acknowledge as follows:**

- **I have read and understand Title 19, Chapter 2 of the Draper City Municipal Code, *Disclosure, Conflicts of Financial Interest*, and Title 10, Ch. 3, Part 13 of the Utah State Code, *Municipal Officers' and Employees' Ethics Act*.**

\_\_\_\_\_Initial

- **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.**

\_\_\_\_\_Initial

- **I have accurately and truthfully represented all information disclosed on this form, and that I understand the penalties for improper disclosure or otherwise violating applicable provisions of City and State law may include criminal prosecution, dismissal from employment, and/or removal from office.**

\_\_\_\_\_Initial

**I further understand that I am obligated to disclose all changes to information contained herein by completing a new form when such information changes and submit the new form to the Human Resources department.**

Discloser Name: \_\_\_\_\_

Discloser Signature: Troy Walker

Date: \_\_\_\_\_

**SECTION IV. DELIVERY & FILING**

**Received by the Office of the City Clerk/Recorder on behalf of the Mayor:**

Received by Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Received by the Human Resources Department:**

Received by Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_