

OGDEN VALLEY CITY
CONFLICTS OF INTEREST DISCLOSURE FORM

The Municipal Officers and Employees Act (the “Act”) applies to the disclosure of potential conflicts of interest that may arise. Attached is a conflicts disclosure form to be completed and periodically revised by all officers, employees, and certain other individuals and filed with the City Recorder. A blank form will be available on the City’s website. The Recorder shall post on the City’s website the current disclosure statements filed by elected officers.

INDIVIDUALS SUBJECT TO THE ACT

The definition of those subject to the disclosure rules under the Act is broad. All elected and appointed officers are subject to the disclosure rules. Also, certain employees and other individuals (regardless of whether full-time, part-time, volunteer, compensated or not) are subject to the disclosure rules, *provided* such individuals serve (1) in statutory roles, (2) in operational roles that exercise influence over decision making, or (3) as members of boards or commissions. Collectively, such officers and employees shall be referenced as “Covered Individuals.”

ASSISTING OTHERS IN TRANSACTIONS WITH THE CITY

Assisting others in transactions with the City is not prohibited. However, if a Covered Individual is to be compensated for that assistance, then he must file a statement containing certain information with the City at least ten days prior to the earlier of (1) entering an agreement covering the assistance and compensation or (2) receiving the compensation. He also must advise the Mayor of this potential conflict. If the Covered Individual is a member of a board, he must disclose this information to the other board members prior to any discussion of the transaction.

INTEREST IN BUSINESS OR EXEMPT ORGANIZATION REGULATED BY THE CITY

A Covered Individual who also is an officer, director, agent or employee of, or the owner of 10% or larger equity interest (if more than \$5,000) in, any business interest (e.g., sole proprietorship, partnership) or business entity (e.g., corporation) regulated by the City must disclose the position he holds, and the value of any equity interest he owns, in the business. Disclosure also is required if the Covered Individual is an officer, director, trustee, agent, employee or volunteer in a charity or other exempt organization regulated by the City or with interests or issues that might be affected by the City. Based on the written disclosure, the Mayor shall report the potential conflict to the City Council.

INTEREST IN BUSINESS OF EXEMPT ORGANIZATION CONDUCTING BUSINESS WITH THE CITY

A Covered Individual who also is officer, director, agent or employee of, or the owner of 10% or owns an equity interest (if more than \$5,000) in, any business interest (e.g., sole proprietorship, partnership) or business entity (e.g., corporation) that conducts or is expected to conduct business with the City, must disclose the position he holds, and the value of any equity interest he owns, in the business. Disclosure also is required if the Covered Individual is an officer, director, trustee, agent or volunteer in a charity or other exempt organization that conducts or is expected to conduct transactions with the City. The Covered Individual must orally disclose the potential conflict to any board of which he is a member before the board discusses any matter affecting the business or exempt organization.

PERSONAL INVESTMENT OR INTEREST CREATING CONFLICT OF INTEREST

A Covered Individual who holds a personal investment or personal interest that creates a potential conflict with the individual's public duties must disclose the precise nature and value of the investment or interest in the disclosure statement. Based on the written disclosure, the Mayor shall report the potential conflict to the City Council.

INDIRECT CONFLICTS OF INTEREST

If a Covered Individual has personal knowledge that a family member (i.e., parent, sibling, spouse, child, uncle, aunt, first cousin or in-law) would have one of the above disclosable conflicts if the family member were an officer or employee of the City, the Covered Individual must disclose as much information about the potential conflict as the Covered Individual has personal knowledge. The Covered Individual is not required to seek out additional information about such matter.

OGDEN VALLEY CITY
CONFLICTS DISCLOSURE STATEMENT

I, _____, declare under penalties of perjury that to the best of my knowledge and belief, the following facts are true and correct.

1. I am running for election for, or currently hold, the following position in City government: _____
2. This disclosure form is being filed in connection with one of the following milestones:
 - a. ___ My election campaign, unless I am required to file a State-provided disclosure statement.
 - b. ___ My being sworn into an elected office.
 - c. ___ My being appointed to a position making me a Covered Individual.
 - d. ___ The annual disclosure filing requirement due between January 1 and 30, each year that the officer or employee is a Covered Individual
 - ___ Check here if the disclosure does not need to be updated from a previously filed disclosure form. If checked, skip Paragraphs 3-7 below and attach a copy of the earlier statement to this form.
 - e. ___ Interim filing to identify a potential conflict arising or discovered in between the filing dates described in Paragraphs 2a.-2.d.
3. I may receive compensation for assisting the following person or entity in a transaction involving the City:¹
 - a. ___ Not applicable
 - b. If applicable, Name and address of the person or entity: _____
 - c. Brief description of transaction: _____
 - d. Describe the assistance or services provided by the Covered Individual: _____

¹ To the extent the Covered Individual has more than one reportable matter described in Paragraphs 3-7 above, he should attach an addendum so that each matter is separately disclosed.

- e. Estimate the compensation the Covered Individual expects to earn in connection with the transaction:

 - f. ___ Confirm here that you have disclosed this potential conflict at least 10 days prior to the earlier of the Covered Individual's entering into an agreement with the person or entity or the Covered Individual's receipt of compensation from the person or entity.
4. I am involved as an officer, director, trustee, agent, volunteer or employee of, or the owner of a 10% or greater equity interest valued in excess of \$5,000 in, a business interest (e.g., sole proprietor, partnership), business entity (e.g., corporation), or exempt organization subject to regulation by the City.
- a. ___ Not applicable.
 - b. If applicable, Name of business interest, business entity or exempt organization: _____
 - c. Position held: _____
 - d. Estimate of the individual's annual salary, wages, commission, fees or dividend income: _____
 - e. Estimate of the fair market value of the individual's equity interest: _____
5. I am involved as an officer, director, trustee, agent, volunteer or employee of, or the owner of a 10% or greater equity interest valued in excess of \$5,000 in, a business interest (e.g., sole proprietorship, partnership), business entity (e.g., corporation) or exempt organization that does, or is expected to, transact business with the City.
- a. ___ Not applicable.
 - b. If applicable, Name of business interest, business entity or exempt organization: _____
 - c. Position held: _____
 - d. Estimate of the Covered Individual's annual salary, wages, commission, fees or dividend income: _____
 - e. Estimated of the fair market value of the Covered Individual's equity interest: _____

6. I hold the following personal investments or personal interests that might be benefited or damaged by public actions taken by the City.
- a. ___ Not applicable.
 - b. If applicable, Description of the investment or interest:_____
 - c. Estimated fair market value of the investment or interest:_____
7. Based solely on my current personal knowledge, I am aware of a family member who has investments or interests described in Paragraphs 3-7 above that would be reportable if the family member were a City officer or employee, thereby giving rise to a potential indirect conflict of interest.
- a. ___ Not applicable.
 - b. If applicable, Name of family member:_____
 - c. Relationship to the Covered Individual:_____
 - d. Description of family member's investment or interest:____,_____
 - e. Estimate of family member's income from, or fair market value of, the investment²:_____



I hereby declare under penalties of perjury that to the best of my knowledge and belief, the above factual statements are true and correct.

Title/Role:_____

Date:_____
