



NIBLEY CITY DISCLOSURE STATEMENT

TO: ALL NIBLEY CITY OFFICERS, VOLUNTEERS, BOARD MEMBERS, AND EMPLOYEES

FROM: Justin Maughan, Nibley City Manager

RE: STATUTORY ETHICAL AND DISCLOSURE REQUIREMENTS

All Nibley City covered persons must be aware of and abide by one significant statute in Utah law which prohibits, or requires disclosure of, certain actual or potential conflicts of interest between public duties and private business interests, if any. It is the Municipal Officers and Employees Ethics Act (Utah Code 10-3-1301 et seq.) This Act sets the following requirements:

For purposes of this document, "covered persons" and "position" shall have the following meanings:

"Covered person" means any person appointed to any statutory office or position or any other person appointed to any position of employment with Nibley City. "Covered person" includes, but is not limited to, persons serving on special, regular or full-time committees, agencies, or boards whether or not such persons are compensated for their services.

"Position" refers to any Nibley City office, appointment, employment, or uncompensated volunteer situation as described in the definition of "covered person."

PROHIBITED ACTS:

1. No covered person shall (1) use a City position for private advantage by revealing confidential, controlled, private or protected information gained through that position, (2) use his or her City position to secure special privileges, or (3) accept other employment that would reasonably be expected to interfere with the ethical performance of his or her public duties.
2. No covered person shall knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for him or herself or another if: (1) the gift or loan would reasonably tend to influence him or her in the performance of official duties, or (2) the donor has been, is, or may become involved in any official City business. Exceptions to subparagraph (2) are non-money gifts of a value less than \$50.00, provided such gifts are accepted on an occasional basis; public awards; bona fide business loans; or campaign contributions actually used in a political campaign.
3. No covered person, acting in a City position, may accept payment for helping a private person or business in any transaction with the City. Payment may be accepted if the transaction is not in the covered person's official capacity and disclosure is made as set forth hereafter.

4. A covered person may not be involved with any private business which is regulated by the City, may not be involved in any transaction between their private business interests and the City, and may not be involved in any other actual or potential conflict of interest unless the nature and extent of the private business interest(s) are disclosed as explained below.

DISCLOSURE:

1. Any covered person who receives payment for helping a private person or business in a transaction with the City must disclose the payment.
2. Any covered person involved in a private business which is subject to City regulation must disclose that involvement. If the regulation is made by the agency or board of which the officer or employee is a member, disclosure must be made at each meeting in which the officer's or employee's business is discussed. Such oral disclosures shall be made part of the minutes of the meeting.
3. Any covered person involved with a private business that does or anticipates doing business with the City must disclose that involvement.
4. Any covered person who has a personal or business interest of any kind which raises an actual or potential conflict of interest with his or her position must disclose that interest.
5. All written disclosures must be sworn statements containing the information required above and be in a form similar to that on the reverse side of this document. All such statements are public records, open to public inspection. All disclosures must be made as follows: Orally, in any meeting of a City agency, board or division where a transaction is discussed involving a matter in which the covered person has an interest; and again in writing when the conflict arises. The general written disclosure must also be re-filed every January of each year that the outside interest persists and must be filed through the covered person's chain of command to the immediate supervisor, volunteer or community liaison, division director, department head or elected official, district attorney's office and City council.

Violation of these provisions may subject the covered person to disciplinary action, in addition to the possibility of criminal prosecution. Any violations will be thoroughly investigated and prosecuted. Please be aware that this document is a shortened and simplified statement of the legal requirements involved in this area. **YOUR CONDUCT WILL BE GOVERNED BY THE LAW, NOT THIS REVIEW.** Feel free to direct any questions regarding the law's ethical and disclosure requirements to City Attorney.

DISCLOSURE OF PRIVATE BUSINESS INTERESTS (Use one form for each outside business entity, institution, or person involved.)

Under the provisions of the Municipal Officers and Employees Ethics Act, Utah Code sections 10-3-1301 et seq. I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. (Type or print all information.)

Erin Mann City Council 435-752-0431
Covered Person Position/City Division City Phone

495 W 3200 S Nibley, UT 84321
Covered Person's City Address

Outside institution, entity, private business or person involved

I will be receiving compensation from Nibley City for Pickleball Instruction.
Describe covered person's status, employment or investment in the outside institution, entity, private business or personal contract

828 W 2450 S. Nibley, UT 84321
Outside institution, entity, business or person's address and phone number

Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above, or describes the nature of the economic interest or employment you hold in the private business. Also describe the relationship with, or transaction between, the business, institution, person, etc. and Nibley City. Use more sheets if necessary. (This disclosure statement will not be accepted as valid unless this section is completed.)

I commit to abide by the Municipal Officers and Employees Ethics Act and the Nibley City Fraud Risk Policies.

Erin Mann
Covered Person's Signature

SUBSCRIBED and SWORN to before me this 1 day of August, 2024.

Cheryl Bodily
NOTARY PUBLIC, Residing in

[SEAL] City State

This statement is a public document. It must be filed through the City Manager/Recorder's Office. It must be filed when the potential conflict arises and re-filed every January, as long as the potential conflict persists.