



Cheyenne Downtown Development Authority

(307) 433-9730 • administrative@downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

CONFLICT OF INTEREST / PERSONAL OR PRIVATE INTEREST DISCLOSURE FORM

Pursuant to Cheyenne Municipal Code Chapter 2.96, Ethical Obligations of Public Officials, Public Members and City Employees.

Reporting Period: July 1, _____ through June 30, _____

INSTRUCTIONS:

Every public official, public member, and City employee has an affirmative duty to promptly and publicly disclose any actual or potential personal or private interest, or conflict of interest arising in connection with any proposed transaction, contract, policy, program, or other matter under consideration in their official capacity. When in doubt, disclose the matter as a potential conflict and disclose all relevant facts.

In addition, DDA Bylaws Art. II, Sec. 7 require all Board members and employees to annually sign a document confirming they have reviewed WS § 15-9-220 and City Code Chapter 2.76, certifying understanding of their individual disclosure and recusal responsibilities.

This annual statement provides a baseline record of your outside affiliations, financial interests, and family relationships so the DDA can identify standing or recurring conflicts of interest at the start of each fiscal year. It is completed once per year by every DDA Board Member and the Executive Director (as public officials) and upon appointment/election and thereafter at the beginning of each fiscal year (July 1), or whenever information previously reported materially changes.

This annual statement does NOT satisfy your separate, ongoing duty to promptly and publicly disclose an actual or potential conflict of interest at the time a specific matter comes before the board. A matter-specific disclosure must be announced at the time of consideration whenever an item implicates one of the interests identified below, or any interest not identified below.

1. DECLARANT INFORMATION

Name:

Date:

Position/Title:

2. ORGANIZATIONAL AFFILIATIONS AND FINANCIAL INTERESTS

Under Cheyenne Municipal Code § 2.96.020(A)(1), a “conflict of interest” exists where a public official or city employee is in a position, in an official capacity, to approve or influence a policy or action that will likely affect the financial interests of any of the following. Under § 2.96.020(A)(6), a “personal or private



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interest” (applicable to public officials) is a direct and immediate interest (as opposed to speculative or remote) that provides a greater benefit or lesser detriment than it provides to a large or substantial group or class of similarly situated persons.

List any organization in which you, an immediate family member, or your domestic partner

- (a) serves as a director, trustee, or officer;
- (b) holds more than 5% equity or investment interest, or the right to acquire more than 5%; or
- (c) has a compensation arrangement (CMC § 2.96.020(A)(1)(b)–(c))
- (d) has a direct financial interest in the matter
- (e) other personal or private interests not described above (explain below).

Include employers, businesses, nonprofits, and other entities that may seek contracts with, be regulated by, or otherwise transact business with the Cheyenne DDA.

Organization Name	Your / Family Member's Role (director/officer/owner/employee)	Nature of Interest (equity %, compensation, etc.)

☐ Not applicable — no reportable organizational affiliations or financial interests.



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3. OTHER STANDING INTERESTS

Describe any other recurring or ongoing interest that could reasonably affect your ability to act impartially in your official capacity (e.g., real property interests near DDA projects, ongoing contracts with the DDA, outside employment, and board service on other governmental or quasi-governmental bodies).

4. CERTIFICATION AND ACKNOWLEDGEMENT

I certify that the information provided in this statement is true, complete, and accurate to the best of my knowledge as of the date signed below. I acknowledge my continuing, affirmative duty to disclose any conflict of interest or personal/private interest (whether identified here or arising later) at the time a specific matter is under consideration, and to recuse myself from discussion and voting, or abstain from voting. I understand that failure to disclose a conflict of interest may constitute sufficient cause for censure or removal from board position.

Signature: _____ Date: _____

Printed Name: _____

I certify that I have reviewed WS § 15-9-201 et seq (specifically § 15-9-220) and City Code Chapter 2.76, and I understand my individual responsibility to disclose all existing or suspected conflicts of interest to the Board and to abstain from participating in Board discussion or recuse myself from Board action when appropriate.

Signature: _____ Date: _____

Printed Name: _____

FOR OFFICIAL USE ONLY

Received by: _____

Date received: _____



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Filed in official record: ☐ Yes ☐ No

Follow-up matter-specific disclosure required: ☐ Yes ☐ No
