



# DISCLOSURE OF ECONOMIC INTEREST IN A MUNICIPAL CONTRACT OR BUSINESS BY A PUBLIC SERVANT

*Public servant includes all municipal employees, board members, and elected officials. AMC 1.15.030D.*

For new employment, appointment, or election, **this form must be filed with the Municipal Clerk within 30 days of commencement of service.** AMC 1.15.100A. For newly acquired economic interest, **this form must be filed with the Municipal Clerk upon acquisition.** AMC 1.15.100B.

1. **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

2. **I am making this disclosure as a(n) ...**

**Employee** \_\_\_\_\_ upon employment, \_\_\_\_\_ **or** \_\_\_\_\_ upon acquisition of interest in municipal business  
(Date of Hire)

of the Municipality of Anchorage, \_\_\_\_\_  
(Department) (Position)

of a corporate authority owned by the MOA, \_\_\_\_\_  
(Authority)

**or** of the Anchorage School District \_\_\_\_\_  
(School) (Position)

**Board Member** \_\_\_\_\_ upon appointment, \_\_\_\_\_ **or** \_\_\_\_\_ upon acquisition of interest in municipal business  
(Date of Appointment)

of a municipal authority, \_\_\_\_\_  
(Authority)

of a municipal board or commission, \_\_\_\_\_  
(Board or Commission)

**or** of a LRSA \_\_\_\_\_  
(Limited Road Service Area)

**Elected Official** \_\_\_\_\_ upon election, \_\_\_\_\_ **or** \_\_\_\_\_ upon acquisition of interest in municipal business  
(Date of Election)

\_\_\_\_\_  
Mayor, \_\_\_\_\_ Assembly Member, \_\_\_\_\_ School Board Member, **or**

\_\_\_\_\_  
Board Member of a GSA \_\_\_\_\_  
(General Service Area)

3. **Please check one of the following:**

Neither I, nor any member of my immediate family or household have any personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality.

I, or a member of my immediate family or household have a personal or financial interest in a Municipal contract or in an entity engaging in business with the Municipality. ***Please provide the information requested on the back of this form and a description of the economic interest. (Attach separate sheets as necessary.)***

4. **All filers must affirm the following statement:** I understand that I am required under AMC 1.15.100 to disclose any economic interest in a Municipal contract or in an entity engaging in business with the Municipality, held by myself or a member of my immediate family or household. *Economic Interest* means a benefit, financial interest, special privilege, or contractual relationship. **I hereby file this disclosure with the Municipal Clerk's Office to reflect all Municipal economic interest(s) as required. Further, I will use this form to supplement this disclosure with the Municipal Clerk as new economic interests are acquired. I affirm that this disclosure is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(If disclosing a Municipal economic interest, please continue to the back of this form to provide the requested information.)**

I am disclosing the following economic interest in a Municipal contract or in an entity engaging in business with the Municipality held by myself or a member of my immediate family or household:

**Identify the Municipal Contract:** *(Attach separate sheets as necessary.)*

Contract Name: \_\_\_\_\_ Date Acquired: \_\_\_\_\_

Name of the person with the economic interest: \_\_\_\_\_

Amount of interest held: \_\_\_\_\_  self or  family-household member

**Could the performance of your official duties in any way affect the contract?** \_\_\_\_\_

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and/or ...

**Identify the Entity engaging in business with the Municipality:** *(Attach separate sheets as necessary.)*

Entity Name: \_\_\_\_\_ Date Acquired: \_\_\_\_\_

Name of the person with the economic interest: \_\_\_\_\_

Title of position held: \_\_\_\_\_  self or  family-household member

Describe the responsibilities of the position held:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Could the performance of your official duties in any way affect the entity's business with the Municipality?** \_\_\_\_\_

(If yes, the public servant may request additional review by the Board of Ethics. AMC 1.15.100B.2.)

If yes, describe the potential for conflict:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If yes, describe the preventive measures that shall be taken to manage any potential for conflict:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***This page of this form must be signed by both the public servant's supervisor and an ethics officer before filing is complete.***  
I have reviewed this disclosure and either no potential for conflict exists or it has been managed by taking the preventive steps described.

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Ethics Officer's Signature Date

For Municipal Clerk's Office Use

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

Date Reviewed by Board of Ethics: \_\_\_\_\_