

ORDINANCE NO.

084-5298



AN ORDINANCE IN RELATION TO ETHICAL STANDARDS AND DISCLOSURE OF ECONOMIC INTERESTS WITH REGARD TO OFFICERS AND EMPLOYEES OF THE CITY OF AURORA .

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morale and welfare; and

WHEREAS, the City Council of the City of Aurora is desirous that all officers and employees of the City of Aurora perform their duties with integrity and impartiality in the best interests of the citizens of Aurora; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Aurora, Kane and DuPage Counties, Illinois as follows:

Section One. Statement of Policy

- (a) It is the policy of the City of Aurora that in all cases its officers and employees perform their duties for the sole benefit of the citizens of the City. They shall conduct the affairs of the City with integrity and impartiality, without allowing prejudice, favoritism, or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest.

Continuing observance of this policy is essential to maintaining the public trust necessary for good government. The City Council therefore adopts this Article to establish guidelines for an ethical standard of conduct for officers and employees of the City and to insure compliance with those guidelines. The masculine gender, whenever used in this Article, includes the female gender.

- (b) The standards of this Article are intended to additionally supplement the provisions of Paragraph 3-14-4 of Chapter 24 and Paragraph 3 of Chapter 102 of the Illinois Revised Statutes, and any other applicable State statutes and ordinances of the City relating to ethical conduct for municipal officers and employees. However, the obligations of this Article shall not be limited to the statutory provisions specified hereinabove.

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The failure to include in the Code any provision of any statute or ordinance shall not be construed as an attempt to release City officers and employees from the obligations, responsibilities and penalties imposed by any such statute or ordinance.

## Section Two. Persons Covered

Except as expressly exempted hereinafter, the provisions of this Article shall apply to any officer or employee of the City whether elected or appointed, paid or unpaid, including members and administrative staff of all boards and commissions appointed by the Mayor or City Council. The term "officer" applies throughout this Article to the Mayor and members of the City Council; the term "employee" refers to all other persons covered hereunder.

## Section Three. Standards of Conduct

Every officer and employee of the City shall be subject to and abide by the following standards of conduct:

### (a) Impartiality

No officer or employee shall grant any special consideration, treatment or advantage to any person or business entity beyond that which is available to every other person or business entity which is similarly situated.

### (b) Use of Public Property

No officer or employee shall request, use or permit the use of City funds, equipment, services, materials or property for personal convenience or profit, except when such are available to the public generally or are made available, by administrative authorization, to such officer or employee in the conduct of official City business.

### (c) Conflicts of Interest

(1) a. No officer or employee shall engage in any business or transaction nor have an interest, direct or indirect, financial or otherwise, which is incompatible with the proper discharge of his official duties.

b. For purposes of this subsection, "interest" means the direct or indirect pecuniary or material benefit accruing to an officer or employee as a result of a contract transaction which is or may be the subject of an official act or action by or with the City except for such contracts or transactions which by their terms or by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all

other persons or property; or any such involvement arising from a blood or marriage relationship or direct business association. For the purposes of this subsection, an officer or employee shall be deemed to have an interest in the affairs of:

1. Any person or business entity with whom a contractual relationship exists with the officer or employee with regard to said relationship;
  2. Any business entity in which the officer or employee is an officer, director, or member having a financial interest therein, or employed thereby;
  3. Any business entity the legal or beneficial ownership of which is controlled or owned directly or indirectly by the officer or employee.
- (2) Such prohibited interests expressly include, but are not limited to, the following examples:

a. Gifts and Favors

No officer or employee shall directly or indirectly solicit, accept or receive any gifts or favors whether in the form of money, services, loan, discount, travel, entertainment, hospitality, promise or other similar consideration in any other form, which gift or favor arises out of or is in any way related to such officer or employee's relationship with the City, and is in any way reasonably interpreted or expected to influence that officer or employee.

b. Disclosure of Confidential Information

No officer or employee shall disclose or use information not officially available to the public concerning the property, government or affairs of the City to advance the financial or other private interests of himself or others.

c. Pecuniary Interests in City Business or Contracts

No officer or employee shall have a pecuniary or material interest, directly or indirectly, in any contract, work or business of the City of Aurora or in the sale of any article, whenever the expense, price, or consideration of the contract, work, business or sale is paid either from the City treasury or by an assessment levied by any statute or ordinance. No officer or employee shall have a pecuniary or material interest, directly or indirectly, in the purchase of any property which: belongs to the municipality, or is sold for taxes or assessments, or is sold by virtue of legal process at the suit of the City.

d. Representing Private Interests Before City Bodies or

## Courts

No officer or employee shall represent or appear on behalf of private interests other than his own before any City Body or department nor represent any such private interests in any litigation to which the City is a party.

Provided, however, an employee may represent other employees in personnel matters as provided in the City's personnel code and Civil Service Rules.

And provided further, an officer may appear, without receiving additional compensation therefor, on behalf of constituents in the course of his duties as a representative of the electorate, or in the performance of public or civic obligations.

### e. Incompatible Outside Occupations or Employment

1. For purposes of this subparagraph e, an outside occupation or employment is any paid or unpaid occupation or employment other than the performance of official City duties, including, but not limited to, self-employment, working for another, rendering of services for other than the City, and employment or involvement in the management, operation or direction of any enterprise, public or private.

2. No employee shall engage in or accept an outside occupation or employment when such occupation or employment tends to create a conflict with or impair the proper and impartial discharge of the person's official responsibilities. Such prohibited occupations or employments include, but are not limited to, those which:

A. are of such a nature as to be reasonably construed by the public to be an official act of the City.

B. are of such a nature that the employee would be expected to perform it as a part of his official responsibilities,

C. involve management of an enterprise or business closely related to or tending to involve the employee's official responsibilities, or

D. would tend to influence the employee's impartial judgment in the exercise of his official responsibilities.

### Section Four. Regulation of Outside Occupations or Employment

(a) Officers and members of boards and commissions appointed by the Mayor or City Council shall be exempt

from the provisions of this Section.

(b) No employee shall engage in or accept an outside occupation or employment as defined in Clause 1 of Section Three (c) (2e) without the prior approval of his department head and the Director of Personnel, except those currently pursuing said outside occupations or employments provided said occupations or employments do not violate the provisions of Clause 2 of Section Three (c) (2e). In the case of department heads or the appointed administrative staff of boards and commissions, such prior approval shall be required from the Director of Personnel.

(c) Applications for approval shall be made in writing in forms provided by the Personnel Department. Thereafter, each change in outside occupation or employment shall require separate approval.

(d) Approval or denial of such application shall be made in writing and shall be based on the provisions of subparagraph e of Section Three (c) (2) above. Denial by a department head or Personnel Director of an application may be appealed to the Mayor for a final decision. All applications and written approvals or denials shall be retained in the employee's personnel file.

#### Section Five. Annual Disclosure Statement

##### (a) Covered Persons

Notwithstanding Section Two above, the provisions of this Section shall apply to the following officers and employees:

- (1) Officers as defined by this Article.
- (2) Members of the Plan Commission and the Zoning Board of Appeals.
- (3) Appointed administrative staff of said boards and commissions.
- (4) All persons employed in Executive Service positions as set forth in the City of Aurora Pay Plan.
- (5) All persons, other than clerical and secretarial positions, employed in the departments or divisions of engineering, planning, inspections and permits, neighborhood services, fire inspection, law, personnel, civic activities and purchasing.
- (6) The barber inspector, assistant to the liquor control commission, corporation counsel, civil service examiner, and executive secretaries for the Mayor, Aldermen and Police Chief.

(b) Filing for Officers

All officers shall submit a signed financial disclosure statement to the City Clerk. Such statement shall be submitted prior to their taking office and thereafter annually no later than May 1, during their tenure with the City. The disclosure statements of officers shall be maintained on file with the City Clerk for five (5) years from the date of filing. These statements are available for any person's review upon specific request to the City Clerk during regular business hours. When a request for viewing a disclosure statement is made, the officer whose statement is requested shall be notified immediately in writing and advised of the name of the person viewing the statement. Persons already obligated to file State disclosure statements pursuant to State Statute shall file copies of said statements along with the statement herein required.

(c) Filing for Covered Employees

All employees covered by this Section shall submit a signed financial disclosure statement to the City Clerk. Such statement shall be submitted prior to their being appointed or employed and thereafter annually no later than May 1, during their tenure with the City. Said disclosure statements shall be maintained on file with the City Clerk for five (5) years from the date of filing. These statements are available for any person's review upon specific request to the City Clerk during regular business hours. When a request for viewing a disclosure statement is made, the employee whose statement is requested shall be notified immediately in writing and advised of the name of the person viewing the statement. Persons already obligated to file State disclosure statements pursuant to State Statute shall file copies of said statements along with the statement herein required.

(d) Questions on Disclosure Statement

Persons required to submit a financial disclosure statement shall answer the following questions on a form to be supplied by the City Clerk.

The term "controlling" as used hereinafter is defined to mean non-ownership control.

The term "minor children" refers to children under eighteen years of age unless emancipated.

(1) a. Please list the common address and tax parcel number of any and all real property located within the corporate limits or the 1 1/2 mile planning jurisdiction of the City in which you, your spouse or minor children

have a direct or indirect ownership or financial interest presently or during the preceding calendar year.

b. For the purpose of this question, ownership interest in real property shall further include: (1) beneficial interest in any land trust, including such beneficial interest as may be under contract for sale or purchase; (2) real property being purchased or sold by contract; and (3) real property held by a corporation, an investment group or a partnership, which is controlled or owned hereunder, directly or indirectly.

(2) Please list the name(s) of any entity located in whole or in part within the corporate limits of the City or otherwise doing business within said limits;

a. in which you, your spouse or minor children have a direct or indirect controlling or ownership interest, either presently or during the preceding calendar year; or

b. from which you, your spouse or minor children receive income, either presently or during the preceding calendar year, excluding interest income from all accounts invested in banks and savings and loan associations, mutual funds and ownership holdings with a fair market value of eight hundred dollars (\$800.00) or less at the date of filing.

(3) Please list the name(s) of any entity doing business with the City presently or during the preceding calendar year,

a. in which you, your spouse or minor children have a direct or indirect controlling or ownership interest, presently or during the preceding calendar year; or

b. from which you, your spouse or minor children receive income, including pension or retirement income, either presently or during the preceding calendar year excluding interest income from all accounts invested in banks and savings and loan associations, mutual funds and ownership holdings with a fair market value of eight hundred dollars (\$800.00) or less at the date of filing.

(4) Please list the name(s) of any entity which has applied to the City for any license, franchise, certificate, annexation, permit, zoning or other authorized approval, either presently or during the preceding calendar year, in which you, your spouse or minor children have a direct or indirect controlling or ownership interest.

(5) Please list the name(s) of those organizations that receive funds from the City in which you are an employee, officer, board member or trustee.

(6) a. Please state whether you performed any compensated service for the City other than that which you performed in your official capacity.

b. Please further list any other occupation, employment, including self-employment, in which you are presently engaged or have been during the preceding calendar year. Please include the name(s) of the employing entity(ies) and the nature of the services rendered.

(7) Please indicate any person, firm or corporation doing business or having any contractual relationship with the City or engaged in any activity having substantial potential of doing business with the City or from any entity which has any activity having substantial potential of doing business with the City or from any entity which has applied to the City for any license, franchise, certificate, annexation, permit, zoning or other authorized approval from whom you, your spouse or minor children received a gift, service or campaign contribution in excess of twenty-five (\$25.00).

(8) Please indicate any person, firm or corporation doing business or having any contractual relationship with the City or engaged in an activity having substantial potential of doing business with the City or from any entity which has applied to the City for any license, franchise, certificate, annexation, permit, zoning or other authorized approval from whom you, your spouse or minor children had been released from any indebtedness exceeding in its principal amount one-hundred dollars (\$100.00) within the year, without paying the total balance due on such indebtedness or giving adequate consideration.

#### Section Six. Disclosure of Financial or Personal Interest

Any officer or employee serving as a member of any board or commission and having an interest, as defined in Section Three (c) (1b), in any matter coming before his respective body shall publicly disclose the nature and extent of such interest to the other members and such interest shall be made a matter of record. Any member having such an interest shall not present or speak on such matter before the body or in any way use his personal influence on the matter before the body, and shall abstain from voting and shall not be considered present for the purposes of establishing a quorum.

#### Section Seven. Advisory Opinions

Any person covered by this Article who wishes to have



advice on the applicability of any provision of this Article to a particular situation, or an interpretation of terms used in this Article, may apply for an advisory opinion in writing to the City Attorney. Requests shall contain a summary of pertinent facts. Advisory opinions issued by the City Attorney shall be in writing and a copy shall be filed with the Mayor and City Clerk. Officers may orally seek opinions hereunder, and opinions in such cases may be orally rendered.

Section Eight. Complaint Procedures and Sanctions

(a) Complaints that a person covered by this Article has violated any of its provisions shall be made in writing, signed by the person making the complaint and filed with the City Clerk and kept confidential. No action thereon shall be taken solely on hearsay information.

(b) If the complaint is filed against an officer, it shall be referred by the City Clerk to an ad hoc committee consisting of three (3) members of the City Council chosen by lottery at the first Council meeting in May of each year, and three (3) members of the community appointed by the Mayor with the advice and consent of the Council. At least one of these public members shall be a member of the clergy and one shall be an attorney-at-law. The Director of the City Personnel Department shall be the seventh member of the committee and shall serve as the Chairman. The complaint shall be kept confidential unless otherwise requested by the subject thereof, until such time as the committee finds that there is a substantial reason to believe that this Article has been violated. In the event one of the members of the committee is the subject of the complaint, the Mayor, or the committee if the Mayor is the subject thereof, shall appoint another alderman to the committee. If the complaint is filed against any employee, it shall be referred to the Mayor. The complaint shall be kept confidential unless otherwise requested by the subject thereof, until such time as the Mayor finds that there is substantial reason to believe that this Article has been violated. Upon referral, a copy of the complaint shall be submitted to the subject thereof.

(c) Within thirty (30) days following receipt of a complaint regarding an officer, the ad hoc committee shall conduct a hearing to determine if there is substantial reason to believe that this Article has been violated. Concerning said hearings, the committee may request the appearance of relevant witnesses and production of relevant documents and other effects relevant to said matter. Failure to provide the requested information may constitute a violation of the Code. All testimony before the committee shall be under oath. At any such hearing the presiding officer shall have the power to administer oaths and affirmations and compel attendance of persons and production of books, documents, papers, accounts, letters and records by

subpoena.

Concerning said hearings, the same rules of evidence pertaining to hearings by administrative bodies in the State of Illinois shall apply. Strict rules of evidence and procedure shall not apply. Further, a record of the proceedings before the committee concerning any hearing shall be documented by a court reporter and maintained by the City Clerk. Any person appearing before the committee shall be entitled to representation of counsel. The committee shall be represented by the City Attorney, as authorized by the City Council concerning the hearing. Said attorney shall present evidence to the committee concerning the alleged action.

Prior to the time any hearing is held by the committee concerning any alleged violation hereunder, the committee shall provide written notice to any individual accused of making said violation notifying said person of the alleged violation and providing him with at least ten (10) days notice prior to any hearing. Said notice shall specify the nature of the conduct being considered, the nature of violation being alleged, the time and date of any hearing pertaining to said individual and shall be served upon such individual by certified mail or by personal service. Said hearing may be continued from time to time at the discretion of the committee, but must be completed within thirty (30) days from the date of commencement of the hearing.

The committee shall enter its confidential written opinion within ten (10) days of any hearing. All opinions of the committee shall be submitted to the person making the complaint, the accused and the Council.

In the event the committee finds that there is substantial reason to believe that this Article has been violated, the committee shall make a recommendation to the Council concerning disciplinary action. Said recommendation may be that the Council:

1. direct said person to cease and desist from continuing to commit the improper act; or,
2. direct said person to correct the improper act or situation; or,
3. refer the matter to the City Attorney for prosecution under the general penalty provisions of this Code or, where participation by the City Attorney is inappropriate, the referral of the matter to a special prosecuting attorney; or,
4. remove said person from office, if convicted under a circuit court prosecution as hereinabove provided.

(d) Within thirty (30) days following receipt of a complaint regarding an employee, the Mayor shall conduct a hearing to determine if there is substantial reason to believe that this Article has been violated. Concerning said hearings, the Mayor may request the appearance of relevant witnesses and production of relevant documents and other effects relevant to said matter. Failure to provide the requested information may constitute a violation of the Code. All testimony before the Mayor shall be under oath. At any such hearing the Mayor shall have the power to administer oaths and affirmations and compel attendance of persons and production of books, documents, papers, accounts, letters and records by subpoena.

Concerning said hearings, the same rules of evidence pertaining to hearings by administrative bodies in the State of Illinois shall apply. Strict rules of evidence and procedure shall not apply. Further, a record of the proceedings before the Mayor concerning any hearing shall be documented by a court reporter and maintained by the Director of Personnel. Any person appearing before the Mayor shall be entitled to representation of counsel.

The Mayor shall be represented by the City Attorney concerning the hearing. Said attorney shall present evidence to the Mayor concerning the alleged action.

Prior to the time any hearing is held by the Mayor concerning any alleged violation hereunder, the Mayor shall provide written notice to any individual accused of making said violation notifying said person of the alleged violation and providing him with at least ten (10) days notice prior to any hearing. Said notice shall specify the nature of the conduct being considered, the nature of violation being alleged, the time and date of any hearing pertaining to said individual, and shall be served upon such individual by certified mail or by personal service. Said hearing may be continued from time to time at the discretion of the Mayor, but must be completed within thirty (30) days from from the date of commencement of the hearing.

The Mayor shall enter his confidential written opinion within ten (10) days of any hearing. All opinions of the Mayor shall be submitted to the person making the complaint, the accused and the Council.

In the event the Mayor finds that there is substantial reason to believe that this Article has been violated, the Mayor may take appropriate remedial action which may include reprimand, suspension without pay, or removal from office or employment as permitted by law and the rules and regulations of the Aurora Civil Service Commission. The remedial action may also include referral of the matter to the City Attorney for prosecution under the general penalty provisions of this Code or, where participation by the City Attorney is

inappropriate, the referral of the matter to a special prosecuting attorney.

Section Nine: That Section 2-15 of Article I and Section 2-75 of Article III of Chapter 2 of the Aurora Code of Ordinances are hereby repealed.

Section Ten: That this ordinance shall be in full force and effect, and shall be controlling, upon its passage, approval and publication as provided by law.

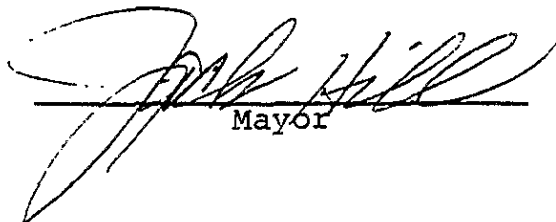
Section Eleven: That all ordinances or parts of ordinances thereof in conflict herewith are hereby repealed to the extent of any such conflict.

Section Twelve: That any Section or provision of this ordinance that is construed to be invalid or void shall not affect the remaining Sections or provisions which shall remain in full force and effect thereafter.

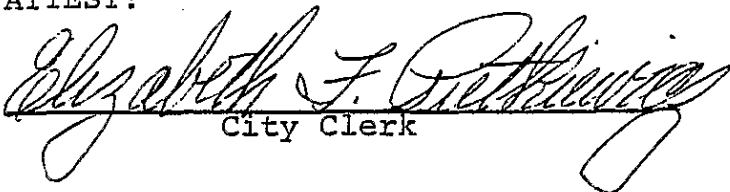
PRESENTED to the City Council of the City of Aurora, Illinois, on the 26th day of June, 1984.

PASSED by the City Council of the City of Aurora, Illinois, on the 26th day of June, 1984.

APPROVED AND SIGNED by the Mayor of the City of Aurora, Illinois, on the 26th day of June, 1984.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

CITY OF AURORA

Statement of Economic Disclosure

1. NAME (Last)	(First)	(Initial)	2. POSITION TITLE
3. APPOINTMENT DATE		4. BOARD/COMMISSION/DEPARTMENT	

General Directions

Section Five of the City of Aurora Ordinance No. \_\_\_\_\_ relating to Ethical Standards and Disclosures of Economic Interests requires that the following persons shall file this Statement of Economic Disclosure with the City Clerk prior to May 1st of each calendar year: elected officers; members and administrative staff of the Plan Commission and the Zoning Board of Appeals; all Executive Service employees; all employees, other than clerical and secretarial positions, in the engineering, planning, inspections and permits, neighborhood services, fire inspection, law, personnel, civic activities and purchasing departments; the barber inspector, assistant to the liquor control commissioner, corporation counsel, civil service examiner, and executive secretaries for the Mayor, Aldermen and Police Chief.

The term "controlling" as used hereinafter is defined to mean non-ownership control.

The term "minor children" refers to children under eighteen years of age unless emancipated.

Ownership of Real Estate

Do you, your spouse, or minor children have a direct or indirect ownership or financial interest presently or during the preceding calendar year in any real property located within the corporate limits of the 1½ mile planning jurisdiction of the City? Ownership interest in real property shall further include: (1) beneficial interest in any land trust, including such beneficial interest as may be under contract for sale or purchase; (2) real property being purchased or sold by contract; and (3) real property held by a corporation, an investment group or a partnership, which is controlled or owned hereunder, directly or indirectly.

Please check one: Yes  No . If the answer is yes, please state the following:

Commonly Known Address of Real Property.	Nature of Interest in Such Real Property (Owner, Joint Owner, Tenant, Beneficiary, Trustee, etc).	Permanent Real Estate Tax Identification Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ownership in Any Entities

Have you, your spouse, or minor children had a direct or indirect controlling or ownership interest, either presently or during the preceding calendar year, of any entity located in whole or in part within the corporate limits of the City or otherwise doing business within said limits?

Please check one: Yes  No . If the answer is yes, please state the following:

Name of Entity	Address	Nature of Ownership Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you, your spouse, or minor children received income from any entity listed immediately above, either presently or during the preceding calendar year, excluding interest income from all accounts invested in banks, savings and loan associations, mutual funds and ownership holdings with a market value of \$800.00 or less at the date of filing?

Please check one: Yes  No . If the answer is yes, please state the following:

Name of Entity	Address
_____	_____
_____	_____

Have you, your spouse, or minor children had a direct or indirect controlling or ownership interest presently or during the preceding calendar year in any entity doing business with the City presently or during the preceding calendar year?

Please check one: Yes  No . If the answer is yes, please state the following:

Name of Entity	Address	Nature of Ownership Interest
_____	_____	_____
_____	_____	_____

Have you, your spouse, or minor children received income, including pension or retirement income from any entity listed immediately above, either presently or during the preceding calendar year, excluding interest income from all accounts invested in banks, savings and loan associations, mutual funds and ownership holdings with a market value of \$800 or less at the date of filing?

Please check one: Yes  No . If the answer is yes, please state the following:

Name of Entity	Address
_____	_____
_____	_____

Have you, your spouse, or minor children had a direct or indirect controlling or ownership interest presently or during the preceding calendar year of any entity which has applied to the City for any license, franchise, certificate, annexation, permit, zoning or other authorized approval either presently or during the preceding calendar year?

Please check one: Yes  No . If the answer is yes, please state the following:

Name of Entity	Address	Nature of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____

Disclosure of Gifts, Loans, Services or Campaign Contributions

Have you, your spouse, or minor children received a gift, service or campaign contribution in excess of twenty-five dollars (\$25.00) from any person, firm or corporation doing business or having any contractual relationship with the City or engaged in any activity having substantial potential of doing business with the City, or from any entity which has applied to the City for any license, franchise, certificate, annexation, permit, zoning or other authorized approval?

Please check one: Yes  No . If the answer is yes, state the following:

Name of Person, Firm or Corporation giving gift or service:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you, your spouse, or minor children been released from indebtedness exceeding in its principal amount One Hundred Dollars (\$100.00) within the year, by any person, firm or corporation doing business or having any contractual relationship with the City or engaged in any activity having substantial potential of doing business with the City, or by any entity which has applied to the City for any license, franchise, certificate, annexation, permit, zoning or other authorized approval, without paying the total balance due on such indebtedness or giving adequate consideration:

Please check one: Yes  No . If answer is yes, state the following:

Name of Creditor	Nature and Amount of Indebtedness Release	Description of Circumstances of Release
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

City Funded Organizations

List the name(s) of those organizations that receive funds from the City in which you are an employee, officer, board member or trustee.

Name and Kind of Organization	Address	Position in Organization
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other City Service

Please state what other compensated service you performed for the City other than that which you performed in your official capacity. If none, write in "none". \_\_\_\_\_

Type of Service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disclosure of Other Employment

List any other occupation, employment, including self-employment, in which you are presently engaged or have been during the preceding calendar year.

Name and Kind of Organization	Address	Your Position	Nature of Service Rendered
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Verification

I declare that this Statement of Economic Disclosure (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Code of Ordinances of the City of Aurora. I understand that the penalty for willfully filing a false or incomplete statement or violating the provisions of the Code of Ordinances of the City of Aurora is a fine not to exceed Five Hundred Dollars (\$500.00) for each such offense.

\_\_\_\_\_  
(signature of person making the statement)

\_\_\_\_\_  
(date)

Subscribed to before me, this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 19\_\_\_\_



CITY OF AURORA

Application for Approval of Outside Occupation or Employment

Employee: \_\_\_\_\_  
(Please Print Full Name)

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

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

In compliance with Section Four of the City of Aurora Ordinance No. \_\_\_\_\_, it is respectfully requested that I be granted approval to pursue secondary employment as follows:

Name of secondary employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties to be performed or, if self-employed, type of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours of work per day: \_\_\_\_\_

Total hours per week: \_\_\_\_\_

Description of work (check one):  Temporary  Seasonal  Indefinite

\_\_\_\_\_  
Signature

APPROVAL/DENIAL:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Department Head  
Employee Personnel File  
Submitting Employee