

**Disclosure of Present Economic Interest (AMC 1.15.025.D)**  
**MUNICIPAL EMPLOYEES**

1. \_\_\_\_\_  
(YOUR NAME: LAST, FIRST, MIDDLE)

2. \_\_\_\_\_  
(MUNICIPAL POSITION) (DEPARTMENT) (SUPERVISOR)

3. Date of Hire : \_\_\_\_\_

4. ORGANIZATION OR ENTERPRISE ENGAGING IN BUSINESS WITH THE MUNICIPALITY: (INCLUDES PROFIT AND NOT-FOR-PROFIT)

\_\_\_\_\_  
(BUSINESS NAME) (TYPE OF BUSINESS)

5. The financial interest is through:  Myself  Household member  
Name of Household member: \_\_\_\_\_

6. POSITION HELD IN BUSINESS ORGANIZATION:  Director  Officer  Employee

7. Award Date of Municipal Contract/Engagement \_\_\_\_\_

8. Amount of economic interest held by employee or household member: \_\_\_\_\_

9. Date economic interest was acquired: \_\_\_\_\_

10.  The following preventive measures shall be taken to manage the potential for conflict of interest:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  Continued on reverse

Neither I nor a member of my household have any responsibility regarding performance of business with the Municipality; no other preventive measures are necessary.

If the situation changes or I acquire new interests, I will file a supplemental disclosure with the Clerk's Office. I affirm that this disclosure is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature Date

This Notice is filed by an employee under my supervision. I have reviewed this notice and either no potential for conflict exists or it has been managed by taking the preventive steps described above or otherwise noted on reverse.

\_\_\_\_\_  
Department Director/Designee Department or ASD Date

Concur: \_\_\_\_\_  
Designated Ethics Officer Date

**This form must be filed with the Municipal Clerk within thirty (30) days of hire or coming within the scope of this requirement and by February 15 of each year thereafter. (AMC 1.15.040B)**