

Dated:

VIA TRACKED DELIVERY SERVICE

Board of Ethics
c/o General Counsel
One Parkway Building
1515 Arch Street
18th Floor
Philadelphia, PA 19102
BOEGCStaff@phila.gov

Department of Records
c/o Commissioner
City Hall
Room 156
Philadelphia, PA 19102

Re: Public Disclosure and Disqualification under City Code §20-608

This letter is intended to comply with the requirements of City Code Sections 20-607 and 20-608 regarding conflicts of interest. I have identified a conflict of interest that I believe requires public disclosure and disqualification under Section 20-608.

Disclosure

Full Name: _____
City Dept./Agency/Board: _____
City Title/Position: _____

I could take official action that would impact a financial interest held by (check all that apply):

- _____ me
- _____ a family member (parent, spouse, child, sibling, Life Partner or like in-law)
- _____ a for-profit business of which I am a member
- _____ another member of a business of which I am a member
- _____ a potential employer
- _____ other _____

Briefly describe the nature and extent of the financial interest, such as the type, percent, and/or dollar value of an ownership interest. For an interest through a family member, provide the full name of the family member and their relationship. Attach additional pages if needed:

Identify the official action(s) you could take that would impact the interests described above:

Disqualification

____ I hereby disqualify myself from taking any official action that would impact the financial interest(s) described above as of the date of this disclosure.

____ I disqualified myself from taking any official action that would impact the financial interest(s) described above as of _____.

I understand that if my financial interest(s) or my City duties change I may be required to submit additional or updated letters to comply with Section 20-608.

Please feel free to contact me with any questions at (____) ____ - ____ or _____@_____.

Respectfully,
