



# CITY OF CLAWSON

425 N. MAIN STREET | CLAWSON, MICHIGAN 48017  
PHONE: 248.435.4500 | FAX: 248.435.0515  
WWW.CITYOFCLAWSON.COM

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## CONFLICT OF INTEREST

### DISCLOSURE REQUIREMENTS

The City of Clawson ethics ordinance<sup>1</sup> requires you report in writing certain information to assure there are no conflicts of interests between personal activities and your duties to the city.

The following are required to file annual and transactional disclosures:

- The Mayor
- Members of City Council
- City Manager
- City Attorney
- City Clerk
- City Treasurer
- Directors and Deputy Directors
- Planning Commission Members
- Zoning Board of Appeals Members
- Other City officials/employees who, in the ordinary course of their duties regularly exercise discretion over the solicitation, negotiation, approval, awarding, amendment, performance or renewal of city contracts

#### Disclosure Deadlines

City officials, employees, elected officials, or appointed individuals as identified in the ordinance:

- Must file a disclosure statement at the time their official duties begin with the City.
- Must file an annual disclosure statement on or before April 15 of each year.
- Must disclose to their immediate supervisor (if applicable) or to the chair and members of the body for any conflict of interest that arises due to an event that occurs subsequent to the annual disclosure and for a conflict that requires the voting member to abstain from voting must disclose the reason to the entire body

All disclosures are public records, subject to the Freedom of Information Act

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<sup>1</sup> Article VII, Division 1, Section 2.311 of the Clawson Code of Ordinances – Ordinance #733



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## CONFLICT OF INTEREST

### DISCLOSURE FORM

This statement must be completed by you and filed with the Board of Ethics via the Clawson City Clerk upon hire or appointment and then on or before April 15 of each year thereafter.

See Attachment A for definitions and the full text of disclosure requirements to assist in the full completion of this form.

Name of Reporting Individual: \_\_\_\_\_

Address of Reporting Individual: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reports to: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Reporting Individual: \_\_\_\_\_

Currently or in the last two (2) years for you or anyone in your immediate family (as defined in the ordinance), or for any trust that is controlled by you or anyone in your immediate family:

- I. List each and every organization (other than the city) in which service in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity.

Organization:	_____
Address:	_____
Type of Organization:	_____
Your Function/Title:	_____
Dates of Service/Activity:	_____

Organization:	_____
Address:	_____
Type of Organization:	_____

Your Function/Title:	
Dates of Service/Activity:	

Part I continued

Organization:	
Address:	
Type of Organization:	
Your Function/Title:	
Dates of Service/Activity:	

Organization:	
Address:	
Type of Organization:	
Your Function/Title:	
Dates of Service/Activity:	

Organization:	
Address:	
Type of Organization:	
Your Function/Title:	
Dates of Service/Activity:	

Organization:	
Address:	
Type of Organization:	
Your Function/Title:	
Dates of Service/Activity:	

II. List any capital asset located within the City of Clawson, including the address or legal description of real estate, from which you realized a capital gain of \$5,000 or more. Do not include any gain from the sale of your principal place of residence.

Name, Type, and Description of Asset:

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III. List employment with units of government other than the city.

Unit of Government	Dates

IV. List each and every person, business, or organization from which has been promised or received gifts or honoraria having an aggregate value in excess of \$500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name of organization, business, or individual	Date of Gift

V. List each and every name and instrument of ownership in any organization conducting business within the city where there is a financial interest of more than 1% of a private corporation not listed on a stock exchange or, legal or beneficial ownership of stock with a market value of twenty-five thousand dollars (\$25,000.00) or more in a company which is not a publicly traded company, which is doing business with the city.

Name & Address of Business/Corporation	
Instrument of Ownership:	
% or current value of ownership	

Name & Address of Business/Corporation	
Instrument of Ownership:	
% or current value of ownership	

Name & Address of Business/Corporation	
Instrument of Ownership:	
% or current value of ownership	

Part VI

Identify each and every parcel of real property and describe any rights, title, or interest in the parcel if the city may also possess a real property interest or maintain public utility improvements in the parcel. Do not include your principle place of residence. Include real property both within and outside the city.

Name, Type, and Description of Real Property:

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VI. List each and every person or organization that has applied to the city for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property if you, or a member of your immediate family, is related to or has provided financial support to that person or organization making the application or request. Include the nature of the city action requested.

Person/Organization's Name	City Action Requested and Date of Request

VII.

If you, or any organization you are required to disclose under Part I, had or have a contract, agreement or arrangement, or participate in a program with the city, formally or informally, written or oral, direct or indirect, through which you or your immediate family member received or will receive any benefit, directly or indirectly; provide a written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your immediate family member or the organization and describe all the beneficiaries thereof. Provide a separate disclosure for each contract, agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

I, \_\_\_\_\_, make the foregoing disclosure parts I-VI under oath and assert the statements are true and accurate to the best of my knowledge, information and belief.

STATE OF MICHIGAN     )  
  )ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_

Notary Public, \_\_\_\_\_  
  \_\_\_\_\_ County,  
My Commission Expires: \_\_\_\_\_  
Acting in \_\_\_\_\_ County,

## APPENDIX A DISCLOSURE REQUIREMENTS & DEFINITIONS

City officials, employees, elected officials, and appointed individuals as listed in the Ethics Ordinance must disclose the following financial interest or of the latter's' immediate family in any company, business or entity that has contracted with the city or which has sought licensure or approvals from the city in the two calendar years prior to the filing of the statement:

1. Any interest as a partner, member, employee, or contractor in or for a co-partnership or other unincorporated association,
2. Any interest as a beneficiary or trustee in a trust,
3. Any interest as a director, officer, employee or contractor in or for a corporation;
4. Legal or beneficial ownership of one percent (1%) or more of the total outstanding stock of a private corporation not listed on a stock exchange,
5. Legal or beneficial ownership of stock with a market value of twenty-five thousand dollars (\$25,000.00) or more in a company which is doing business with the city and which is not listed on the New York or American Stock Exchanges.

### Definitions

"City official or employee" is a person elected, appointed or otherwise serving in any capacity involving the exercise of a public power, trust or duty.

"Compensation" is any money, property, thing of value or benefit received by any person in return for services rendered.

"Conflict of interest" is either a personal interest or a duty or loyalty to a third party that competes with or is adverse to a city official's or employee's duty to the public interest in the exercise of official duties or official actions.

"Gift" is anything of value, money, loan of money, goods, or services given without due consideration. "Gift" does not include:

- Information-gathering trips paid for by a person or entity seeking approval of a proposal from a decision-making body of the city, provided that the decision-making body, prior to the trip, makes all of the following determinations:
  - The information will be useful and material,
  - The trip will improve and not unduly influence the decisional process; and
  - The decision-making body designates the official(s) and/or employee(s) who will participate.
- Small perishable or consumable gifts of a nominal value,
- Any reportable campaign contributions pursuant to state law.

"Immediate family" is a spouse, child, parent, sister or brother wherever residing, or any relative sharing the same household.

"Official duties" or "official actions" are decisions, recommendations, approvals, disapprovals or other actions which involve the use of discretionary authority.