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Suite 500
740 North Sedgwick Street
Chicago, Illinois 60610
(312) 744-9660
(312) 744-2793 (FAX)
(312) 744-5996 (TTY)

<http://www.cityofchicago.org>

July 27, 2001

Mr. [John]
Department of [X]
[1234 1st Street]
Chicago, IL 606[]

Re: Case No. 01032.Q

Dear [John]:

The Department of [X] has received an invitation from [the Company] to speak at its annual User Conference. [The Company] has offered to waive the conference fee of \$595 if yourself or a member of your staff agree to give a 30 to 45 minute presentation on the City's experiences in outsourcing some of your Department's operations. Pursuant to our phone conversation of July 27, 2001, this letter is to confirm that the City of Chicago Ethics Ordinance does not prohibit yourself or a member of your Department from accepting this offer of a fee waiver from [the Company] in return for speaking at the Conference.

While attending the Conference, please keep in mind Sec. 2-156-040 of the Ordinance, which prohibits City employees from accepting any gift of cash or its equivalent regardless of value or an item or service other than an occasional one of less than \$50.00, from a person who has an economic interest in a specific City business, service or regulatory transaction, if the employee's decision or action may substantially affect such transaction.

Please feel free to contact me if you have any other questions concerning this matter.

Very truly yours,
[Signature]

John H. Mathews
Legal Counsel

Approved:
[Signature]

Dorothy J. Eng
Executive Director

