



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

MEMORANDUM

To: Richard Edgeworth
Managing Deputy Commissioner for Safety and Security
Department of Aviation

From: 
Richard Evans
Security Communications Project Manager

Date: Apr 5, 2012

Subject: Family Member Employment

From early 2006, until April, 2011, in my prior duties in the Aviation Environmental Section, I exercised Management Authority, on behalf of the City of Chicago Department of Aviation (CDA), over work performed by SET Environmental, Inc., for CDA, under a Citywide contract.

I have recently learned that my nephew, Trace Evans, has sought and obtained employment (a summer internship, to commence in May/Jun, 2012) with SET Environmental, Inc. Upon learning of this, and after consulting with the Board of Ethics, I wish to declare that I:

- was not consulted in this matter, by either SET or my nephew,
- have exerted no influence in this employment decision and
- take no professional or fiscal interest in it.

RE/re

cc: personal file
Steve Berlin
Trace Evans
Mark Parquette, SET, Inc.