

THE CITY OF BUFFALO CODE OF ETHICS
§12-05 TRANSACTIONAL DISCLOSURE STATEMENT

The legislative intent of the City’s Code of Ethics is clear. It was enacted for purposes of establishing “high standards of ethical conduct for City officers and employees”. Strict adherence to the provisions of the City’s Code of Ethics, promotes a plethora of benefits for City government including but not limited to, minimizing unwarranted suspicion, promoting public confidence in the integrity of the City, and enhancing government accountability. (*See, City of Buffalo Code of Ethics §12-1*).

Pursuant to the Code of Ethics §12-05(A), a City officer or employee shall, before taking, advising or participating in any official discretionary action affecting his or her known private interest or the private interest of a related party, file a statement disclosing such interest and defining the proposed action. For the purposes of this code, a “related party” includes a spouse, child, parent, brother or sister of the City officer or employee and a party with whom the City officer or employee or his or her spouse, child, parent, brother or sister has or intends to enter into an employment, professional, business or financial relationship.

Code of Ethics §12-05(B) further provides that, if a City officer or employee wishes to enter into an employment, professional, business or financial transaction, other than a normal retail purchase or credit transaction on the same terms as are available to the general public, with another party and such other party has pending or is known by such City officer or employee to be considering or has had pending within the prior twelve (12) months any financial or regulatory matter with a City agency and the City officer or employee or a subordinate officer or employee has participated in or is authorized to participate in any official discretionary action affecting such matter, the City officer or employee shall file a statement disclosing such transaction and disclosing the nature of his or her participation in such action prior to entering into such transaction. If a City officer or employee learns that a related party proposes to enter or has entered into such a transaction, then he or she shall promptly file such a statement.

City Officer or Employee’s Information.

Name	
Department	
Title	
Work Address	
Supervisor’s Name	

§12-05(A) Related Party(ies) with Private Interest(s) Information.

Name	
Relationship to City Officer or Employee	

Describe: The Proposed Official Discretionary Action That May Affect the City Officer's or Employee's Known Private Interest(s) or the Private Interest(s) of a Related Party.

§12-05(B) Employment, Professional, Business or Financial Transaction Information.

Party(ies)/Bus. Address	
Related Party(ies)/Bus. Address (if applicable)	
City Agency(ies) or Department(s) that the Party had or has Pending a Financial or Regulatory Matter in the Past Twelve (12) Months	
Nature of Transaction(s)	

Describe: The Nature of the Employment, Professional, Business or Financial Transaction that the City Officer, Employee or Related Party(ies) Wishes to Engage In.

City Officer/Employee Signature

Date

This Transactional Disclosure Form is to be used for the reporting of those transactions occurring during the year and for which disclosure is required. Form §12-11 Business Travel Itinerary must accompany this form if this disclosure relates to the City officer's or employee's acceptance of travel and travel-related expenses as provided for under City Code of Ethics §12-11(B).

The Board of Ethics reserves the right to request additional information that may aid in its review of this disclosure, including but not limited to, requesting the appearance of the City officer or employee before this Board.