

CITY OF BUFFALO CODE OF ETHICS DISCLOSURE

§12-11 GIFTS AND HONORARIUMS DISCLOSURE STATEMENT

No City officer or employee shall directly or indirectly solicit, accept or receive any gift or financial benefit from or on behalf of any person or organization that has pending or is known by such City officer or employee to be considering or has pending within the prior twelve months any financial or regulatory transaction with any City agency in which he or she serves or over which he or she has any jurisdiction or appointing power. For purposes of the Code, a “gift or financial benefit” shall include money, service, loan, travel, entertainment, hospitality or any financial transaction on terms not available to the general public but shall not include normal hospitality or promotional materials if such hospitality or materials do not exceed \$100 in value and are not received in circumstances in which it might be reasonably inferred that they were given with intention to influence or reward them in relation to the performance of their duties. Code of Ethics §12-11(A).

Gifts and honorariums subject to disclosure include gifts to an officer, employee or close relative received from a person or organization having a regulatory or financial relationship with the City in excess of \$100 in the aggregate, except gifts from a relative. Gifts include cash, property, personal items, services, payments to third parties on behalf of the officer or employee, loans, forgiveness of debts, honorariums, travel, entertainment, hospitality, tickets, financial transactions not available to the general public, and any other payment not reportable as “income”. For example, a gift of Buffalo Bills, Buffalo Sabres (especially suite and/or playoff tickets) or Buffalo Philharmonic tickets that have retail value of over \$100 must be reported, as well as the aggregate of 2 or more Sabres tickets each valued at \$50.

A City officer or employee need not disclosure normal hospitality or promotional materials that, in the aggregate, do not exceed \$100 and are not received in circumstances under which it might reasonably inferred that they were given with the intention to influence the employee. For example, if the employee receives only a paperweight valued at \$10 from a contractor, that employee need not disclose that gift. If, however, that same contractor gave other items which, together with the paperweight, total \$100 in gifts to that employee, then the employee must file a disclosure statement identifying each gift and the circumstances under which they were given.

Officer/Employee’s Information

Name	
Department	
Title	
Work Address	
Supervisor’s Name	

Gift or Honorarium Details

1. Donor Name:	Donor Address:	Date Received:
Gift (describe):		Value/Cost:
Gift Recipient (if other than City officer or employee):		
Donor’s Relationship to City:		
Describe the circumstances under which gift was given:		
2. Donor Name:	Donor Address:	Date Received:
Gift (describe):		Value/Cost:
Gift Recipient (if other than City officer or employee):		

Gift or Honorarium Details

Donor's Relationship to City:

Describe the circumstances under which gift was given:

3. Donor Name:

Donor Address:

Date Received:

Gift (describe):

Value/Cost:

Gift Recipient (if other than City officer or employee):

Donor's Relationship to City:

Describe the circumstances under which gift was given:

4. Donor Name:

Donor Address:

Date Received:

Gift (describe):

Value/Cost:

Gift Recipient (if other than City officer or employee):

Donor's Relationship to City:

Describe the circumstances under which gift was given:

5. Donor Name:

Donor Address:

Date Received:

Gift (describe):

Value/Cost:

Gift Recipient (if other than City officer or employee):

Donor's Relationship to City :

Describe the circumstances under which gift was given:

City Officer/Employee Signature

Date

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.