



## CITY OF ATLANTA BOARD OF ETHICS Conflict of Interest Disclosure Report

*To be completed by any official or employee who has a financial or personal interest in any legislation, decision, or matter pending before the individual or his or her board, department, or agency*

### PART ONE: IDENTIFYING INFORMATION

(1) Name \_\_\_\_\_  
First Middle Last

(2) Select the primary role in which you are filing this report.

- City elected official
- City employee
- Board member or hearing officer
- Neighborhood planning unit (NPU) officer
- Executive director

(3) City Elected Officials. What is your position as a city elected official?

- Mayor
- Council President
- City Council Member
- Municipal Court Judge

(4) a. City Employees. What is your position with the City?

- Chief or Deputy Chief Operating Officer; Chief or Deputy Chief of Staff
- Commissioner, Department head, or its equivalent
- Deputy Commissioner, Deputy Department head, or its equivalent
- Employee in the Mayor's office who reports directly to the Mayor
- Other city employee

b. Specific city job title \_\_\_\_\_

(5) What is the name of your department or office?

\_\_\_\_\_

(6) What is the name of the city board, commission, or agency before which the matter is pending?

\_\_\_\_\_

(7) In which neighborhood planning unit is the matter pending?

\_\_\_\_\_

**PART TWO: DISCLOSURE STATEMENT**

**(8) What is the type of matter involved?**

- Ordinance, resolution, or other legislation
- Preparation, evaluation, or approval of a contract
- Employment decision
- Other (describe) \_\_\_\_\_

**(9) Describe the specific matter, legislation, or decision that is pending before you, your agency, or your board.** *Include the number of the ordinance or resolution, if applicable. Do not abbreviate.*

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**(10) What is the nature of your conflict?** *A financial interest is defined as any interest that yields a direct or indirect monetary or material benefit to you, your immediate family, or your employer. A personal interest is defined as any interest arising from relationships with immediate family or business, partnership, or corporate associations.*

- Financial interest
- Personal interest
- Other (describe) \_\_\_\_\_

**(11) Describe the specific financial or personal interest that you have in the matter.**

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**(12) When did the matter come before you or your agency?** *(mmd/yyyy)* \_\_\_\_\_

**(13) Describe the action that you took to eliminate the conflict.**

- Recusal from discussion and vote
- Informed supervisor and ended all participation
- Other (describe) \_\_\_\_\_

**PART THREE: SIGNATURE**

**I affirm that I did not and will not vote, discuss, decide, participate, or seek to influence others about the matter pending before me or the agency of which I am a member or employed.**

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Signature

Date

Filing Instructions: The deadline for filing this conflicts disclosure form is within seven days of the meeting. You file this form by delivering the information via the online form at <http://web.atlantaga.gov/efile>.

11/10/2008