ADVANCED FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

FOR ELECTED OFFICIALS AND CANDIDATES FOR ELECTED OFFICE

Please read the instructions carefully and be sure to provide all information requested for each interest you disclose on your statement.

Elected City Officials, Appointed City Officials, and Senior Employees who are required to complete the Advanced Financial Disclosure Statement must respond to all questions with regard to the preceding calendar year.

When completing this form, please use a typewriter or print neatly and legibly in ink. If additional space is needed, attach as many additional sheets as needed and reference the Section and Question number.

Provide the identification information requested on the cover sheet and sign the affirmation. Please note that the completed form is to be notarized. There are notaries available at the Laurel Municipal Center who will notarize your signature at no cost to you. Answer all questions in the following pages as honestly and completely as possible. Each question must be answered to the level of detail requested. The response “None” may be used where appropriate, but a response must be given to each question, do not leave any questions blank.

Submit your completed statement to the City Administrator in person or post marked by April 30th due date indicated on the cover sheet. This due date is firm and there are consequences by not meeting the date. The consequences including but not limited to fines, directives to recuse yourself of any official actions, and non-certification for candidate to elective office.

Advanced Financial Disclosure Statements are public records that may be examined or copied by the public. At the top of the form we have provided a place for you to check if you want the Commission to notify you of the names and addresses of any persons who have examined or copied your statement.

If you have any questions about the application of the Law, you may contact the City Administrator’s Office. Some Schedules on the Statement may require knowledge regarding whether an entity does business with the City. You may access that list from the website. If you have a question about a particular entity or need other assistance in completing the form, do not hesitate to call the City Administrator’s Office.

Thank you for your cooperation.
CITY OF LAUREL ETHICS COMMISSION
8103 Sandy Spring Road
Laurel, Maryland 20707-2502

GENERAL INSTRUCTIONS

A. Persons Required to File City of Laurel Advance Financial Disclosure Statement

All elected officials or candidates shall file this full Advanced Financial Disclosure Statement.

B. When to File – Ordinance No. 1722

1. A person holding an office, for which a financial disclosure statement is required, must file on or before April 30th each year during that person’s term in office for the previous calendar year. § 2-6(c)1

2. A person who does not have a current financial disclosure statement on file and who is appointed to fill a vacancy in a position or office for which a statement must be filed, shall file a statement within 30 days after appointment for the previous calendar year. § 2-6(c) 2

3. If a person in a position requiring disclosure leaves the position after January 1 but prior to filing the regular annual statement due April 30, he or she must file the annual financial disclosure statement (covering the previous calendar year), plus an additional termination financial disclosure statement covering the part of the current year served. The statement must be filed within 60 days of leaving the position §2-6(c) 3.

4. Candidates for elected office shall file no later than application to seek public office. (see Election Schedule)

C. Glossary of Terms – State of Maryland Public Ethics Law § 15-102

"Business or business entity" means any corporation, general or limited partnership, limited liability partnership, limited liability company, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust, foundation or other organization engaged in business whether profit or nonprofit.
"Entity doing business with the City" means:

1. a party to any one or any combination of sales, purchases, leases or contracts to, from, or with the City, or any agency thereof, involving consideration of five thousand dollars ($5,000) or more on a cumulative basis during the calendar year for which a required statement is filed; including, as of the awarding or execution of a contract or lease, the total then ascertainable consideration committed to be paid, regardless of the period of time over which such payments are to be made. The Commission maintains a complete list of lobbyists, financial institutions and others that do business with the City.

2. a regulated lobbyist (lobbyist or lobbyist employer) as defined in § 2-8 of the Ordinance No. 1722; or

"Gift" means the transfer of anything of economic value regardless of the form without adequate and lawful consideration. Gift does not include the solicitation, acceptance, receipt, or regulation of political campaign contributions regulated in accordance with the provisions of Election Law Article of the Annotated Code of Maryland, or any other provision of City law regulating the conduct of elections or the receipt of political campaign contributions.

"Immediate family" means spouse and dependent children.

"Interest" means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which was owned or held, in whole or in part, jointly or severally, directly or indirectly.

Interest does not include:

1. an interest held in the capacity of a personal representative, agent, custodian, fiduciary or trustee, unless the holder has an equitable interest therein;

2. an interest in a time or demand deposit in a financial institution;

3. an interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period; or

4. a common trust fund or trust that forms part of a pension or a profit-sharing plan that has more than 25 participants and which is determined by the Internal Revenue Service to be a qualified trust or college savings plan under the Internal Revenue Code.

"Member of household" means a person's spouse, child, ward, financially dependent parent, or other relative who shares the person's legal residence, or a person's spouse, child, ward, parent, or other relative over whose financial affairs the person has legal or actual control.

"Person" includes an individual or business entity.

"Public official" means: All Elected officials: a member of any board, commission of the City, whether salaried or not, who is appointed to such position by action of the Mayor and City Council. Appointed City Official includes members of the Board of Appeals, Emergency
Services Commission, Ethics Commission, Historic District Commission, and the Planning Commission. For the purpose of completing the annual Financial Disclosure Statement, the Ethics Ordinance applies to the City Administrator, Deputy City Administrator, Clerk to the Council, Executive Assistant to the Mayor, all Department Directors, and all Deputy Department Directors. Elected City Officials file Advance Financial Disclosure Statements and all other appointed staff files the Simplified Financial Disclosure Statement form.

"Regulated Lobbyist" means any entity/person or its employer required to register pursuant to the lobbying provisions of Ordinance No. 1722.

"Reporting period" means the period covered by the Financial Disclosure Statement. An annual financial disclosure statement covers the previous calendar year and is due by April 30 each year. A termination statement covers the portion of the current calendar year served by the filer, beginning on January 1 to the last day the position is held.

Tenants by the Entirety" means an undivided equal ownership interest with survivorship rights in real property with one’s spouse.

D. Attributable Interest.

Section 2-6 (g) provides that certain property and business interests not directly held by a person may be attributed to him or her and must be reported on the financial disclosure statement. The circumstances under which attribution occurs are as follows:

1. If you owned a 30% or greater equity interest in any business entity during the reporting period and that business entity holds a property or business interest which, if you owned directly, you would be required to report on Schedule A, B, or C, the interest is attributable to you and you must report it on the appropriate Schedule. This limited attribution does not reduce or affect in any way the requirement for disclosure on Schedule A of real property held by a partnership even if the filer holds less than a 30% interest in the partnership.

2. If your spouse or child holds a property or business interest which you would have to report on Schedule A, B, or C, if you owned it directly, and if you exercised direct or indirect control over that interest at any time during the reporting period, the interest is attributable to you and must be reported on the appropriate Schedule.

3. If at any time during the reporting period you (a) held a reversionary interest in a trust or estate or (b) were the beneficiary of a trust or estate or (c) were the settler of a revocable trust, then any interest held by the trust or estate which you would have to report on Schedule A, B, or C, if you owned it directly, it is attributable to you and must be reported on the appropriate Schedule. For purposes of this attribution provision, you are a beneficiary of a trust if you are a current income beneficiary, either receiving income or currently entitled to receive income, or if you have a current ownership or other interest in the corpus of the trust. Beneficiaries of an estate include immediate beneficiaries of an estate even if it is not settled. A trust, within the meaning of this section, does not include a common trust fund or a trust which forms part of a pension or profit-sharing plan that has more than 25 participants.
E. **Unknown Information.**

Section 15-607 of the Public Ethics Law requires you to disclose interests and information "if known" for the calendar year for which the required statement is to be filed. If you claim not to know information requested on the form, state "unknown" in response to that question on the statement. Information in the public records or otherwise obtainable is not "unknown," and must be reported.

F. **Blind Trust**

A filer having an interest relating to a blind trust should contact the Commission about the filing requirements.
FORM INSTRUCTIONS

Identifying Information

If you wish to be notified if anyone requests to see your financial disclosure statement, check the appropriate space at the top of the page. Non-incumbent candidates should enter their home address where they may be sent correspondence. Your position may be described either by an organization title (such as "Director, Department of") or by a position title (such as "Councilmember" or "Commissioner"). Also, fill in the year of the reporting period. Regular annual reports or reports by new officials will cover from January 1 through the last day of the previous calendar year. Termination reports will cover from the first day of the current calendar year until your last day in your position. The last lines of the general information block ("Office for which Certificate of Candidacy...") needs to be completed only during an election year and then only by individuals who are running for an elective office covered by the financial disclosure program.

Signature and Notarization

You must file the financial disclosure statement under oath, and willful and false filing is subject to the penalties of perjury as provided in § 9-101, Criminal Law Article, Annotated Code of Maryland. All paper forms filed must therefore be signed, dated and properly notarized. The Commission will not consider your financial disclosure statement to be filed until the properly notarized statement is submitted.

SCHEDULE A. Real Property

Real property held by the filer or by a partnership, limited liability partnership, or limited liability company in which the filer has an interest must be disclosed, if it is held at any time during the reporting period. You must report real property whether it is located in or outside of Maryland. Partnership property must be disclosed, without regard to the extent of the filer's interest in the partnership. You must also report any interest you have in leasehold property, for example, property in which you are tenant, including business offices and personal residences. You must report your personal residence if it is owned directly by you, attributable to you or rented by you. Note also that all appropriate information (e.g., date, seller, etc.) must be reported for land you own whether or not you have constructed improvements on it.

Schedule A deals with real property interests only; do not report here your interests in business entities. If real property held by an entity is attributable to you, or is a partnership, limited liability partnership, or limited liability company property, list the real property on this Schedule. Report your interest in the entity on Schedule B, C, or H (whichever is appropriate) if it falls within the reporting requirements of those Schedules.

Please answer the Questions 1 through 11c as appropriate. Ordinance No. 1722 requires for each property to be disclosed that you give the location, the type of property, the nature and extent of your interest, the identity of other persons holding an interest in the property, encumbrances, date and manner of acquisition, the identity of the person from whom you acquired the property, and the nature and amount of consideration. Additionally if you transferred the property during the calendar year, the name of the person to whom you transferred the property, the portion of interest transferred and the amount of consideration received is required to be disclosed.
**SCHEDULE B. Interests in Corporations/Partnerships**

Report all interests in any corporation, partnership, limited liability partnership or limited liability company held by you during the reporting period, whether or not the entity does business with the City. Examples of frequently disclosed items on this schedule are corporate stocks, corporate bonds, partnerships, and interests in mutual funds (not the individual holdings of the mutual funds). Filers are not required to disclose holdings in an Internal Revenue Service qualified trust or college savings plan. This would include the City of Laurel § 401(k) and § 457 (deferred compensation) plans. This would also include Maryland College Savings Plans, such as 529 investment accounts. Other possible qualified retirement accounts include 403(b) plans. The filer must determine whether the plan in which they participate meets the requirements for exemption from disclosure. (See definition of “interest” in glossary of terms.)

Please answer the Questions 1 through 8C as appropriate. Ordinance No. 1722 requires for each interest to be disclosed that you give the name and address of the entity, the nature and extent of your interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed. If the acquisition solely consists of an addition to an existing, public traded corporate interest acquired by dividend or dividend reinvestment is less than $500, you need not provide any additional information.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

**SCHEDULE C. Interests in Non-Corporate Business Entities**

Report all interests in any non-corporate business entity not disclosed on Schedule B that does business with the City. A sole proprietorship is the type of entity that is included on this Schedule.

Please answer the Questions 1 through 6C as appropriate. Ordinance No. 1722 requires for each interest in any non-corporate business entity doing business with the State that you give the name and address of the entity, the nature and extent of your interest, the amount of the interest, other interests held in the entity, and any encumbrances or conditions. Additionally, if the interest was acquired during the calendar year, the date and manner of acquisition, the identity of the person from whom you acquired the interest, and the nature and amount of consideration will need to be disclosed.

Finally, if you transferred the interest during the calendar year, the name of the person to whom you transferred the interest (if known), the portion of interest transferred and the amount of consideration received.

**SCHEDULE D. Gifts**

You must report each gift in excess of $20 in value, or a series of gifts from any one person totaling $100 or more, received by you at any time during this reporting period or by any other person at your direction, from or on behalf of, directly or indirectly, any person who does business with the City or is regulated by the City, or is registered or required to register under the lobbying title of Ordinance No. 1722. For each gift, answer Questions 1 through 4. Generally, gifts received by members of your
immediate family will be considered as gifts received by you for reporting purposes. You should note if
the gift was received by a spouse or dependent child.

The following gifts need not be reported:

1. Gifts received from your spouse, children and parents.

2. Political campaign contributions regulated in accordance with the provisions of the Elections
Article or any other provision of City law regulating the conduct of elections or the receipt of
political campaign contributions. Contributions to legal defense funds are generally
considered to be gifts under the Ordinance No. 1722.

SCHEDULE E. Offices, Directorships, Salaried Employment, and Similar Interests

List on this schedule the name and address of the principal office of each business entity doing
business with the City in which, at any time during the reporting period, you or a member of your
immediate family (spouse and dependent children) held an office, directorship, salaried employment, or
similar interest. Also list any other similar interests (such as being a partner) held by you or a member
of your immediate family during the reporting period, and not otherwise disclosed on this Schedule, in
any business entity doing business with the City. For example, the presidency of a corporation or a
partnership in a law firm should be reported, as should employment as an engineer in a consulting firm
that is a partnership. For each office, directorship, and employment to be disclosed, answer Questions
1 through 6.

SCHEDULE F. Debts

Report all debts you owed during the reporting period to any entity doing business with the City. The
Ethics Commission maintains a list of financial institutions doing business with the City and it is
available on our website www.laurel.md.us/content/laurel-ethics-commission. Exclude retail credit
accounts (which includes store and bank charge accounts). You must, however, include installment
loans, mortgages, car loans, or other time-fixed liabilities owed to an entity doing business with the City.

Please answer Questions 1 through 7 for each debt to be disclosed. Ordinance No. 1722 requires that
you identify the person or entity to whom the debt is owed, the date the debt was incurred, the terms of
payment of the debt, the amount of the debt owed as of the last day of the calendar year, the extent to
which the principal amount of the debt increased or decreased during the calendar year, and a
description of any security given for the debt. Additionally, if this transaction resulted in a debt being
owed by your spouse or dependent child, you need to identify your spouse and/or child and describe
the transaction.

SCHEDULE G. Family Members Employed by the City

Please answer Questions 1 through 3 as appropriate listing all members of your immediate family
(spouse and dependent children) who were employed by the City in any capacity at any time during the
reporting period. Include the name of the agency where employed.

SCHEDULE H. Employment and Business Ownership

Please answer Questions 1 and 2 as appropriate listing: 1) the name and address of any places of
employment for you, your spouse or a dependent child, and 2) business entities wholly or partially
owned by you, your spouse or a dependent child, and from which income was earned during the
reporting period whether or not the entity did business with the State.
For example: salaried employment, individual consulting activities, private practices, and business activities involving income-producing real property. With regard to dependent children, you need report only earned income from employment or an interest in a business entity if that employment or business entity did business in excess of $10,000 with the City or was regulated by the City.

**SCHEDULE I. Optional**

You may use this Schedule for any interest or transactions you have not been required to disclose on Schedule A through H but wish to disclose. This Schedule may also be used to further explain any prior entry.