

CITY OF LAUREL ETHICS COMMISSION
ANNUAL MANDATORY FINANCIAL DISCLOSURE STATEMENT
INSTRUCTIONS

This form is intended to provide the Financial Disclosure Statement required by the City of Laurel Public Ethics Ordinance (Article 4 of the Laurel City Code);

https://library.municode.com/md/laurel/codes/code_of_ordinances?nodeId=CH2AD_ARTIVPUET

Appointed City Officials and **senior employees who receive this memorandum** must respond to all questions with regard to the preceding calendar year. Failure to properly complete by April 30th, may result in fines or other sanctions.

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. 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” or “Not Applicable” may be used where appropriate. **DO NOT USE N/A. A response must be given to each question, do not leave any questions blank.**

Submit your completed Statement to the Office of the City Administrator, in their capacity as representative of the Ethics Commission, by the filing due date indicated on the cover sheet. All statements become public record and are available for public inspections during normal business hours as provided in Article IV, Section 2-71.

DEFINITIONS

For the purpose of this Statement, the words below will have the designated meanings.

Appointed City Official – A member of any board, commission, committee or authority of the City, whether salaried or not, who is appointed to such position by action of the Mayor and City Council.

Business Entity – Any corporation, limited liability company, general or limited partnership, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust, foundation or other organization, whether organized for profit or not.

Children – Includes any natural child, adopted child, stepchild, foster child, or grandchild of whatever age.

City Official or employee – Any person appointed to or employed by the City or any City Board, Commission, Committee, Authority or other City body, whether or not compensated and whether or not paid in whole or in part with City funds.

Commission – The Ethics Commission of the City of Laurel.

Compensation – Any money or thing of value, regardless of the form, received or to be received by any person subject to Article IV of the Laurel City Code from an employer for services rendered.

CITY OF LAUREL ETHICS COMMISSION

ANNUAL MANDATORY SIMPLIFIED FINANCIAL DISCLOSURE STATEMENT

DEFINITIONS (continued)

Employer – Any person paying or agreeing to pay, another person as compensation for services rendered.

Family Member – Anyone who is related to an individual by blood, marriage, or adoption or is a member of an individual’s household. “Family members” include but are not limited to an individual’s spouse, partner, parent, sibling, child, cousin, mothers-in-law, fathers-in-law, grandparent, grandchild or anyone who is a member of the individual’s household.

Gift – The transfer of anything of economic value, regardless of form, without adequate and lawful consideration. The term “gift” does not include: the solicitation, acceptance, receipt or regulation of political campaign contributions regulated in accordance with the provisions of Article 33, §26-1 et seq. of the Annotated Code of Maryland or any provisions of state, county or local law regulating the conduct of elections of the receipt of political campaign contributions.

Interest – Any legal or equitable economic interest, whether or not subject to an encumbrance or condition, which is owned or held, in whole or in part, jointly or severally, directly or indirectly, by any person subject to Article IV of the Laurel City Code. For the purposes of this Financial Disclosure Statement, the term “interest” applies to any interest owned or held at any time during the calendar year for which a required statement is to be filed or made upon the request of the City Council or any City body. “Interest” does not include:

1. An interest held in the capacity of a personal agent, representative, custodian, fiduciary or trustee, unless the holder has an equity 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 for some other specified period.
4. An interest in a common trust fund or a trust which forms part of a pension or profit-sharing plan which has more than twenty-five (25) participants and which has been determined by the Internal Revenue Service to be a qualified trust under Section 401 and 501 of the Internal Revenue Code of 1954.

Person – Includes an individual or business entity.