

This form is due:

**City of Takoma Park
ETHICS COMMISSION
7500 Maple Avenue
Takoma Park, Maryland 20912**

FINANCIAL DISCLOSURE STATEMENT FORM #1, ELECTED OFFICIALS

This form is for use by candidates.

I Would Like to Be Notified if Someone Looks at My Form _____

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page.
3. Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question, be sure to complete the corresponding Schedule.
4. For any unanswered questions, it will be assumed it was inapplicable. If the unanswered questions are applicable, we will require an answer.
5. If you are attaching additional documents or information, you will need to include a table of contents or cover sheet that identifies the portion of the disclosure the specified item or document is addressing or answering. (e.g. Form A is responsive to Schedule A).
6. For the purposes of Schedules A, B, and C, you must report interests that are attributable to you, which include the following:
 - a. An interest held by a member of your immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by you.
 - b. An interest held by a business entity in which you held a 10% or greater interest at any time during the reporting period.
7. An interest held by a trust or an estate in which, at any time during the reporting period:
 - a. You held a reversionary interest or were a beneficiary; or
 - b. If a revocable trust, you were a settlor.
8. In this Form, your "immediate family" includes your domestic partner, spouse, children, and dependents.

Reporting Period:

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
ADDRESS		
ADDRESS, LINE 2		
CURRENT OFFICE HELD WITH CITY		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by section 3.04.080, of Chapter 3, Ethics, of the Takoma Park Code with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, Schedules A through I, and _____ page(s) of brokerage statements and/or reports.

I hereby make an oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: _____

Date: _____

- A. I held interests during the reporting period in real property. Note that you must mark "Yes" if you held a leasehold interest in a property. Note that leasehold means you are a renter rather than an owner of your living quarters. (If "Yes," complete Schedule A.)
- B. I held interests during the reporting period in corporations, partnerships and similar entities. Note that you must mark "Yes" if you held any ownership interest in a business entity, regardless of the percentage of the business you owned or the dollar value of your interest, and regardless of whether the business does business with the City. (If "Yes," complete Schedule B.)
- C. I held interests in a non-corporate business entity during the reporting that did business with the City, other than a partnership. Note that you must mark "Yes" if you held any ownership interest in such a business entity, regardless of the percentage of the business you owned or the dollar value of your interest. (If "Yes", complete Schedule C.)
- D. I received gifts with a value of \$20 or more or a series of gifts from one person with a value of \$100 or more during the reporting period from persons doing business with the City, regulated by the City, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during the reporting period in or with a business entity doing business with the City. (If "Yes," complete Schedule E.)
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during the reporting period to persons doing business with the City. (If "Yes," complete Schedule F.)
- G. A member of my immediate family was employed by the City during the reporting period. (If "Yes," complete Schedule G.)
- H. During the reporting period, I or a member of my immediate family: (1) received compensation for employment, or (2) was the sole or partial owner of a business entity from which earned income was received during the reporting period. Note that you must answer "Yes" if you or your family members received a salary or earned income from a business, regardless of whether the business does business with the City. (If "Yes," complete Schedule H.)
- I. Is there any additional information that you would like to disclose? (If "Yes," complete Schedule I.)

	YES	NO
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		

**Form 1 – Elected Officials
Schedule A – Real Property Interests**

Do you have any ownership interests or leasehold interests (including interests in timeshares) in real property in Maryland or in any other state or country?

Yes _____

No _____ (You should only answer “no” if you live in a property that you do not own and for which you do not pay rent. If you answered “no” you may provide a brief explanation below. Otherwise, go to Schedule B.)

Explanation of living arrangements if you answered “no”:

If Yes, answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)

Street Address _____

City/State/Zip _____

2. What kind of property is it?

Residential _____ Commercial _____

Improved (Improved is a property that has a positive change which increases value, and you have made productive use of it.) _____

Unimproved (Unimproved does not have features of an improved property. For example, a vacant lot.) _____

3. Is the ownership interest or leasehold interest (including interests in timeshares) held directly by you?

Yes _____ No _____

4. Are you the owner or tenant? Owner _____ Tenant _____

5. Do you hold the interest solely or is it jointly held with another?

Solely _____ Jointly _____ Other: _____

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s):

6. Are there any legal conditions or encumbrances on the property? (Examples: for owners, mortgages, liens, contracts, options, etc...; for tenants, subleases, etc...)

Yes _____ No _____

If yes, what is/are the name(s) of the lender(s), creditor(s), lien holder(s), subtenant(s)etc...?

7. What date was the property acquired or did your tenancy commence? (month/day/year)

8. How was the property acquired? (Example: purchase, gift, inheritance, oral lease, written lease, etc.)

9. From whom was the property acquired? (Name of individual or entity from whom you purchased, inherited, or leased the property or who gifted the property to you.)

10. For property that you own, what consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

11. Have you transferred any interest in this property during the reporting period?

Yes _____ No _____

If Yes,

11.A. What percentage of interest did you transfer: _____ %

11.B. What consideration did you receive for the interest:

11.C. To whom did you transfer the interest:

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule B – Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period **whether or not** the entity did business with the City? [You are not required to disclose interests in nationally traded mutual funds or exchange traded funds, or IRS qualified trusts (such as a 401(a), 401(k), or 403(b) plans) or 529 college savings plans.]

Yes _____

No _____ (Go to Schedule C)

If Yes, either answer each question below (a separate Schedule B will be required for each interest you need to disclose) or submit brokerage statements and transaction reports that identify the interests held and any related information required to be disclosed on this Schedule.

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol:

2. Does the stock of the corporation trade on a stock exchange?

Yes _____

No _____

If "no," the legal address of the entity's principal office.

3. Is the interest held directly by you or is it attributable to you? (See Page 1, Instructions, item 6 for an explanation of what interests are attributable to you.)

Directly _____ Attributable _____

4. Do you hold the interest in your name alone, or is it held jointly?

In your name alone: _____ Jointly: _____

If jointly, the percentage of your interest: _____%

5. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: _____

Dollar Value of Shares: _____ or Number of Shares: _____

Percentage of ownership: _____%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

No _____

Yes _____

If Yes, name of entity holding the encumbrance:

7. Did you acquire an interest in the entity during the reporting period?

Yes _____

No _____

If Yes: 7A. In what month was the interest acquired? _____

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.):

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage):

7D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property):

8. Have you transferred any interest in this entity during the reporting period?

Yes _____

No _____

If Yes: 8A. What portion of the interest was transferred? _____

8B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):

8C. To whom did you transfer your interest in the entity?

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule C – Interests in Non-Corporate Business Entities Doing Business with the City

Do you have an interest in any non-corporate business entity (a sole proprietorship) that did business with the City during the reporting period?

Yes _____

No _____ (Go to Schedule D)

If Yes: (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you? (See Page 1, Instructions, item 6 for an explanation of what interests are attributable to you.)

Direct: _____ Attributable: _____

3. Do you hold the interest solely or is it jointly held with another?

Solely: _____ Jointly: _____

3.A. If jointly, the percentage of your joint interest: _____ %

3.B. The percentage of interest in the entity: _____ % (if you held a 10% or greater interest)

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

No _____

Yes, _____

If yes give name of creditor: _____

5. Was any interest acquired during the reporting year?

Yes _____

No _____

If Yes:

5A. What month was the interest acquired? _____

5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

5C. From whom did you acquire the interest?

5D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

6. Did you transfer any of your interest during the reporting period?

Yes _____

No _____

If yes:

6A. What percentage of interest, if less than all, was transferred? _____%

6B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):

6C. To whom did you transfer your interest in the entity?

If you have additional interests in sole proprietorship(s) that did business with the City during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule D – Gifts

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did business with the City; 2) engaged in an activity that was regulated or controlled by the City; or 3) was a regulated lobbyist? You do not need to disclose gifts received from a member of your immediate family, your adult child, or your parents.

Yes _____

No _____(Go to Schedule E)

If Yes; (Answer each question below. A separate Schedule D will be required for each gift.)

1. Who gave you the gift? _____

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.)

3. What was the value of the gift? _____

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Officers, Directorships, and Employment with Entities that Do Business with the City

During the reporting period, did you or any person related to you by blood, marriage, or adoption or any member of your household have any salaried employment or hold any office or directorship with an entity **that did business with the City?**

Yes _____

No _____ (Go to Schedule F)

If Yes: (Answer each question below. A separate Schedule E will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse/domestic partner, children, and any dependents)

Self _____ Other _____

If other than yourself, provide their name and describe relationship to you:

Name _____

Relative or member of household: _____

3. What is the title of the office held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc).

4. What year did the position begin? _____

5. With what City Department(s) did the business entity do business?

6. What was the nature of the business? (Example: regulated by the City, registered under the lobbying law, or involved with sales and contracts with the City)

If necessary, please use additional sheet(s) for any additional entries.

Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the City? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the City as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

Yes _____ No _____ (Go to Schedule G)

If Yes; (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

2. When was the debt incurred?

3. What are the interest rate and terms of payment of the debt?

Interest Rate _____ Terms (monthly, bimonthly, annually, etc): _____

4. What was the amount of the debt as of the end of the reporting period. If debt existed during the reporting period but was paid in full at the end of the period, put \$0.

\$ _____

5. Did the principal of the debt increase _____ or decrease _____ during the reporting period, and by how much? \$ _____

6. Was any security given for the debt?

Yes _____ No _____

If Yes; Please state what type of security was given (home, car, boat, etc):

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction.

If necessary, please use additional sheet(s) for any additional entries.

Schedule G – Relatives and Household Members Employed by the City

During the reporting period, were any persons related to you by blood, marriage, or adoption or members of your household employed by the City in any capacity?

Yes _____ No _____ (Go to Schedule H)

If Yes: (Answer each question below. A separate Schedule G will be required for each relative or household member who is employed by the City.)

1. What is the relation and name of individual employed by the City?

2. What is the name of the Department that employed the individual?

3. What was the title of the individual's position with the City during the reporting period?

If necessary, please use additional sheet(s) for any additional entries.

Schedule H – Employment/Business Ownership

During the reporting period, did you or any member of your immediate family (spouse, domestic partner, children or dependents), receive any earned income from an entity other than the City of Takoma Park? Your minor child’s employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation by the City or does business with the City. Please note that, except as it relates to minor children as discussed in the preceding sentence, **this question is NOT limited to entities that do business with the City. If you or your spouse or domestic partner was employed or received earned income, you must answer yes to this question.**

Yes _____ No _____

(If you answered “no” you may provide a brief explanation below. Otherwise, go to Schedule I).

Explanation of source of funds for living expenses (e.g., savings, disability benefits, investments, etc.

If Yes; (Answer each question below. A separate Schedule H will be required for each member of the immediate family (spouse, domestic partner, or dependent children) who owned a business entity or held employment.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name of Immediate Family Member: _____ or Self _____

Relationship to You: _____ (if other than yourself)

Name of Employer: _____

Address: _____

City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name of Immediate Family Member: _____ or Self _____

Relationship to You: _____(if other than yourself)

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

3. If your spouse is a lobbyist regulated by the City, identify the entity that engaged your spouse for lobbying purposes.

Name of Spouse: _____

Name of entity that engaged spouse for lobbying purposes:

If necessary, please use additional sheet(s) for any additional entries.

Schedule I – Other

Is there any additional information or interest you would like to disclose?

No _____ Yes _____ (describe below)

DUTY TO REPORT

Failure to report information required by the Ethics Chapter can subject you to civil and administrative penalties. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland. You have a right and duty promptly to correct any errors or omissions in your statement.

STANDARDS OF CONDUCT

The City of Takoma Park Ethics Chapter includes standards of conduct applicable to elected officials and City employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the City, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the Ethics Commission.

PRIVACY NOTICE

The Ethics Chapter requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Ethics Chapter. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request.