

CITY OF DISTRICT HEIGHTS, MARYLAND, FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

PERSONS REQUIRED TO FILE STATEMENTS

All persons holding positions stated in §1606 of the current City of District Heights Ethics Ordinance, all candidates for public office (as stated in §1609), and all persons designated by City Ordinance are required to file a Financial Disclosure Statement for the previous calendar year. A list of designated positions is attached.

WHEN TO FILE

The Financial Disclosure Statement is to be filed by incumbent officials and employees on or before **April 30th** each year, and it is to cover the prior calendar year, from January 1st to December 31st. Any official or employee who leaves City service must file, **within 60 days of departure**, a statement covering that portion of the calendar year during which the position was held. Candidates for office and new appointees are subject to different requirements, as stated in §1609. Late filers are subject to late fees assessed by the Board of Ethics in accordance with §1613 of the Ethics Ordinance.

WHERE TO FILE

Unless otherwise directed, return completed forms to your Department Head, who will file them with the Ethics Commission. (You may submit your form in a sealed envelope with your name on the outside.) If you are no longer affiliated with the City or do not file through a Department Head, mail your form directly to: District Heights Ethics Commission, 2000 Marbury Drive, District Heights, Maryland 20747.

WHERE TO OBTAIN FORMS

Additional forms may be obtained from the City Ethics Commission at the above address and the City's Website at www.districtheights.org.

YOUR FINANCIAL DISCLOSURE STATEMENT IS A PUBLIC DOCUMENT!

District Heights Ethics Ordinance §1611 provides that all Financial Disclosure Statements "shall be made available for examination and copying by the public. Any person examining or copying these statements shall be required to record his name, home address and the name of the person whose disclosure statement was examined or copied. **This record shall be forwarded within five business days to the person whose disclosure statement is so examined or copied.**"

DIRECTIONS FOR COMPLETING YOUR FINANCIAL DISCLOSURE STATEMENT

1. Complete the cover sheet, including the reporting period.
2. Check the appropriate "yes" or "no" column for every item on the Schedule Summary.
3. Complete and attach the appropriate schedule for every item you checked "yes" on the Schedule Summary.
PLEASE DO NOT ATTACH BLANK SCHEDULE PAGES.
4. **Put YOUR NAME AND REPORTING YEAR on every schedule.**
5. You must report **all properties you PAY RENT FOR OR OWN** on **Schedule A** (make a copy of the form for each property).
6. The Code requires that you give the requested information **EACH YEAR**. **You may not put "same as last year" on your form.**

See **Definitions** for meaning of technical terms used in the form. If you have a doubt as to whether or not something should be listed, it may be in your best interest to go ahead and list it. If you have any questions, Please call the City Attorney at (301) 925-1800.

DEFINITIONS

“Business entity” means any corporation, general or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit. Business entity does not include a government entity.

“Compensation” means any money or thing of value, regardless of form, received or to be received by any individual covered by this Division from an employer for service rendered. If lobbying is only a portion of a person’s employment, “compensation” means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties. For reporting purposes, a prorated amount shall be labeled as such.

“Doing business with” means: (1) having or negotiating a contract that involves the commitment (either in a single or combination of transactions) of \$5,000.00 or more of City or City-controlled funds; or (2) being regulated by or otherwise under the authority of the City.

“Employee” means an individual who is employed by the City. Employee does not include an elected local official.

“Financial interest” means: (1) ownership of any interest as the result of which the owner has received, within the past 3 years, or is presently receiving, or in the future is entitled to receive, more than \$1,000.00 per year; or (2) ownership, or the ownership of securities of any kind representing or convertible into ownership, or more than three percent (3%) of a business entity by a City Official or employee, or the spouse of an official or employee.

“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 Article 33, §26-1, et seq., Annotated Code of Maryland, or any other provision of State or local law regulation the conduct of elections or the receipt of political campaign contributions.

“Interest” means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, directly or indirectly. For purposes of the City Ordinance, “interest” applies to any interests held at any time during the reporting period for which a required statement is to be filed. “Interest” does not include: (1) an interest held in the capacity of a personal agent, personal representative, custodian, fiduciary, or trustee, unless the holder has an equitable interest in the subject matter; (2) an interest in a time or demand deposit in a financial institution; (3) an interest in an insurance policy or endowment policy or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or some other specified period; (4) a common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or (5) a college savings plan under the Internal Revenue Code.

“Official” means an elected official, an employee of the City or a person appointed to or employed by the City or any City agency, board, commission, or similar entity whether or not paid in whole or in part with City funds and whether or not compensated.

“Person” includes an individual or business entity.

PERSONS REQUIRED TO FILE FINANCIAL DISCLOSURE STATEMENTS

Pursuant to §1601 of the Ethics Commission, the following officials and employees and candidates for office as such officials or employees, when such positions are elective, are required to file the financial disclosure statements.

1. Members of the City Commission;
2. Mayor;
3. City Manager and City Clerk;
4. Heads of all City departments, agencies, and offices and their deputies or chief assistants;
5. City Treasurer;
6. Members of all City Boards and Commissions;
7. All City employees; and
8. Candidates for elective City Office.

Any other officials, employees, and/or appointees of the City Government whom the City Commission shall by Resolution designate for filing and who are directly responsible for making governmental decisions, policy or taking governmental action pursuant to any such decision or policy or recommending any such decision, policy, or action with regard to: (A) procurement or contracting; (B) administering or monitoring grants or subsidies; (C) planning and zoning; (D) inspecting, licensing, regulating, or auditing any nongovernmental enterprise; and (E) other activities where the decision, action or policy might have significant economic impact on the interests of any nongovernmental enterprise.

Any other officials, employees, and/or appointees of the City Government whom the City Commission shall by Resolution designate for filing and who are dependent partly or wholly in their private interest by their association with the City Government, and in the course of their private duties and/or services utilize public equipment, supplies, property, or the influence of their public office. An Official employee who has not filed the required statement and who is appointed to fill a vacancy to a position shall file a financial statement covering the preceding calendar year within thirty (30) days after appointment.

Each candidate for nomination for, or election to an office as an official shall file under oath or affirmation with the City Clerk or Board of Supervisors of Elections, together with his certificate of candidacy, a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election. If the candidate fails to file a statement after written notice is provided by the City Clerk or Board of Supervisors of Elections at least twenty (20) days before the last day for withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy.

**CITY OF DISTRICT HEIGHTS, MARYLAND
FINANCIAL DISCLOSURE STATEMENT**

THIS FINANCIAL DISCLOSURE STATEMENT IS REQUIRED BY THE DISTRICT HEIGHTS ETHICS ORDINANCE §1611. THE STATEMENT CONSISTS OF THIS COVER SHEET, THE SCHEDULE SUMMARY AND ALL APPROPRIATE SCHEDULES.

REPORTING PERIOD: January 1, _____, through December 31, _____

(First)

(Middle Initial)

(Last Name)

(Present Home Address: Street, City, State and Zip Code)

(Current Home Telephone Number)

(Current Home E-Mail Address)

(Present Work Address: Street, City, State and Zip Code)

(Current Work/Office Telephone Number)

(Current Work/Office E-Mail Address)

A. Department/Agency and Position (Job Title) for Which Report Required:

☐

Mayor

☐

Department/Agency _____

☐

City Commission

☐

Board/Commission _____

☐

Other _____

Position (Job Title)

B. Department/Agency and Position Currently Held (If Different From "A"):

☐

Mayor

☐

Department/Agency _____

☐

City Commission

☐

Board/Commission _____

☐

Other _____

Position (Job Title)

C. Previous Year/Period For Which Similar Statement Filed: _____

D. Date Of Appointment (If Appointed To Position In Reporting Year): _____

E. Date Of Departure From City Service (If Applicable): _____

**YOU MUST CHECK EVERY ITEM ON THE SCHEDULE SUMMARY EITHER "YES" OR "NO".
ATTACH APPROPRIATE SCHEDULE ONLY IF BLOCK HAS BEEN MARKED "YES" ON THE
SCHEDULE SUMMARY.**

OATH OR AFFIRMATION

I do solemnly declare and affirm under the penalties of perjury that the contents of the attached document are true and correct.

(Date)

(Signature)

FINANCIAL DISCLOSURE STATEMENT – SCHEDULE SUMMARY

YOUR NAME: _____ REPORTING YEAR: _____

YOU MUST COMPLETE EVERY ITEM ON THIS PAGE.

YES NO

- A. **Interests in Real Property.** You * owned, paid rent for or resided in real property **located inside and outside of Maryland** (including leasehold interests in oil, gas, or other mineral royalty or lease). **(If “Yes”, complete a Schedule A for each property owned or rented.)**
- B. **Interest in Corporations.** You * owned stock or equity interest in a corporation. **(If “Yes”, complete Schedule B.)**
- C. **Interests in Business Entities (Other Than Corporations) Doing Business with the City.** You * owned part or all of any business entity doing business with the City. **(If “Yes”, complete Schedule C.)**
- D. **Gifts from Persons Doing Business with the City.** You received, or directed to be given to another, a gift or gifts in excess of \$20 in value, or a series of gifts totaling \$100 or more in value, from, or on behalf of, an individual or business entity doing business with the City. (Gifts from spouse, children or parents need not be disclosed.) **(If “Yes”, complete Schedule D.)**
- E. **Offices, Directorships and Salaried Employment in Business Entities Doing Business with the City.** You or your spouse or dependent child held an office, directorship, or salaried employment with a corporation or other business entity doing business with the City. **(If “Yes”, complete Schedule E.)**
- F. **Indebtedness to Persons Doing Business with City.** You or your spouse owned money or property to an individual or business entity doing business with the City. **(If “Yes”, complete Schedule F.)**
- G. **Members of Immediate Family Employed by the City.** Your spouse or dependent child was employed by the City during the reporting period. **(If “Yes”, complete Schedule G.)**
- H. **Other Sources of Earned Income.** You held salaried employment during the reporting period, other than with the City; and/or you, your spouse, or your dependent child earned income during the reporting period from a business entity of which you, your spouse, or your dependent child was sole or partial owner. **(If “Yes”, complete Schedule H.)**
- I. **Contributions, Receipts and Expenses Associated with a Testimonial.** You were given one or more testimonials during the reporting period. **(If “Yes”, complete Schedule I for each testimonial.)**
- J. **Other Interests and Information Disclosed.** You wish to disclose additional interests and information regarding your financial affairs. **(If “Yes”, complete Schedule J.)**

* Include any interest held by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settler in the reporting year (this does not include IRS 401 and 501 qualified trusts).

SCHEDULE A - PROPERTY OWNED OR RENTED

YOUR NAME: _____ REPORTING YEAR: _____

List every piece of real estate (located inside and outside of Maryland) which you OWNED* OR PAID RENT FOR (including oil, gas, mineral leases) AT ANY TIME during the reporting period. Complete a separate Schedule A for each property you owned or paid rent for.

RENTED / / OWNED / / OTHER / / _____
(Explain)

ADDRESS: _____
(Street) (City) (County) (State)

OR Lot _____ Block _____ Liber _____ Folio _____ County _____

IF YOU OWNED THE PROPERTY, COMPLETE THE FOLLOWING: AS OF 12/31 OF REPORTING YEAR:

Mortgage Balance: _____ Mortgage Holder: _____

Amount Paid for Property: _____ OR, if Gift, Fair Market Value: _____

Full Name(s) of Every Person(s) Owning Property with You: _____

Your Percentage of Ownership: _____

Other Lien(s) Amount: _____ Lien Holder: _____

IF YOU ACQUIRED PROPERTY DURING THE REPORTING YEAR:

Date Bought or Received: _____ How Received: Purchase ☐ Gift ☐
Other ☐ (Specify: _____)

Name of Every Person from Whom Property Acquired _____

Your Percentage of Ownership: _____ Your Share of Cost of Property: _____

Amount Paid for Property: _____ OR, if Gift, Fair Market Value: _____

IF YOU SOLD OR GAVE THE PROPERTY TO SOMEONE DURING THE REPORTING YEAR:

Amount You Received: _____

Full Name of Every Person who Bought/Received Property: _____

Date Sold or Gifted: _____ How: Sold ☐ Gift ☐
Other ☐ (Specify: _____)

*Include any interest held by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settler in the reporting year (this does not include IRS 401 and 501 qualified trusts).

SCHEDULE B - CORPORATIONS AND PARTNERSHIPS

YOUR NAME: _____ REPORTING YEAR: _____

Complete if you owned¹ STOCK or some other type of interests in a CORPORATION or PARTNERSHIP during the reporting year.

STOCK/INTEREST OWNED DURING THE REPORTING YEAR

IF PURCHASED/RECEIVED DURING REPORTING YEAR:

Business Name	Principal Address	Amount of Stock Interest ²	Conditions or Encumbrances	Date Acquired	Amount Paid ³	How Acquired ⁴	Person from Whom Acquired ⁴

STOCK/INTEREST SOLD OR GIVEN AWAY DURING THE REPORTING YEAR

Corporation Name	Principal Address	Amount of Stock Interest ²	Conditions or Encumbrances	Date Sold or Given Away	Amount Received ³	Person To Whom Sold/Given ⁴

¹/Include any stock or interest owned by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settlor in the reporting year (this does not include IRS 401 and 501 qualified trusts).

²/The amount of stock or like evidence of equity interest may be reported either: (1) by dollar amount; or (2) by number of shares held; or (3) by the percentage of equity interest so held unless the entity's stock is publicly traded on a stock exchange, in an over-the-counter market or otherwise.

³/Amount purchaser paid for stock/interest or the market value of the stock/interest at the time of transaction.

⁴/Indicate whether a Purchase (P), Gift (G), Inheritance (I) or Other (O). If other, specify.

SCHEDULE C – BUSINESS ENTITIES DOING BUSINESS WITH CITY

YOUR NAME: _____REPORTING YEAR: _____

Complete if you owned¹ INTEREST IN BUSINESS ENTITIES DOING BUSINESS WITH THE CITY.

INTEREST OWNED DURING THE REPORTING YEAR

IF PURCHASED/RECEIVED DURING REPORTING YEAR:

Business Name	Principal Address	Amount of Stock Interest ²	Conditions or Encumbrances	Date Acquired	Amount Paid ³	How Acquired	Person from Whom Acquired ⁴

INTEREST SOLD/GIVEN AWAY DURING THE REPORTING YEAR

Business Name	Principal Address	Amount & Type of Interest ²	Conditions or Encumbrances	Date Sold or Given Away	Amount Received ³	Person To Whom Sold/Given ⁴

¹/Include any interest held by: (1) a spouse or child if you directly or indirectly controlled the interest at any time during the reporting year; (2) any business entity in which you had a 30% or greater ownership or equity interest during the reporting year; or (3) a trust or estate in which you held reversionary interest, were a beneficiary, or were a settler in the reporting year (this does not include IRS 401 and 501 qualified trusts).

²/The amount of interest may be reported either: (1) by dollar amount; or (2) by number of shares held; or (3) by the percentage of equity interest so held.

³/Amount purchaser paid for interest or the market value of the interest at the time of transaction.

⁴/Indicate whether a Purchase (P), Gift (G), Inheritance (I) or Other (O). If other, specify.

SCHEDULE D – GIFTS¹ FROM PERSONS DOING BUSINESS WITH THE CITY

YOUR NAME: _____ REPORTING YEAR: _____

Nature and Value of Gift	Person From Whom Gift was Received	If Given to Another Person at Your Direction Identify that Person

¹/A gift must be reported if it has a value of \$20.00 or more, or if a series of gifts has a total value of \$100.00 or more from any one person received at any time during the year for which the statement is filed by the person making the statement, or by any other person at the direction of the person making the statement, from, or on behalf of directly or indirectly, any person who does business with the City.” Gifts received from spouse, children, or parents need not be disclosed.

²/If cash so indicate and give value. If not cash, describe and give value.

SCHEDULE E – EMPLOYMENT BY ENTITIES DOING BUSINESS WITH THE CITY

YOUR NAME: _____ REPORTING YEAR: _____

List below all OFFICES, DIRECTORSHIPS, and/or SALARIED/PAID EMPLOYMENT you or your spouse or your dependent child held during the reporting year in BUSINESS ENTITIES DOING BUSINESS WITH THE CITY OF DISTRICT HEIGHTS.

Name and Address of Business	Indicate Position Held ³	Title	Date Employment Commenced	Who Held Position (Self, Spouse, Child)	City Agency Which Entity Does Business

³/Indicate whether Officer (O), Director (D), or Salaried Employee (S).

⁴/List name of spouse or dependent child.

SCHEDULE F – INDEBTEDNESS¹ FROM PERSONS DOING BUSINESS WITH THE CITY
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YOUR NAME: _____ REPORTING YEAR: _____

Person/Entity to Whom Owed	Date Incurred	Amount Owed	Terms of Payment	Increase/Decrease ²	Security Given If Any

¹/Retail credit accounts do not have to be reported. However, indebtedness of spouse or dependent child must be reported if you were involved in the transaction giving rise to the debt.

²/Extent to which principal amount of liability was increased or reduced during the reporting year.

SCHEDULE G – MEMBERS OF IMMEDIATE FAMILY³ EMPLOYED BY THE CITY
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YOUR NAME: _____ REPORTING YEAR: _____

Name of Family Member	Relationship	City Agency/Dept. Where Employed

³/“Immediate Family” includes only spouse and dependent children.

SCHEDULE H – OTHER SOURCES OF EARNED INCOME
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YOUR NAME: _____ REPORTING YEAR: _____

List the name and address of each business, other than the City, from which the person making this statement received a salary, and the name and address of each business owned solely or partially by the person making this statement, spouse or dependent child.

Note: A minor child’s employment or business ownership need not be disclosed if the agency that employs the person making the statement does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

Business Name and Address	Person Receiving Income from Business

SCHEDULE I – CONTRIBUTIONS, PROCEEDS AND EXPENSES ASSOCIATED WITH A TESTIMONIAL

YOUR NAME: _____ REPORTING YEAR: _____

List all contributions, proceeds, and expenses associated with a testimonial for the person making the statement. The schedule also is to be submitted when the testimonial is for the person making the statement, but the contributions are made to any other person at the direction of the person making the statement. **COMPLETE A SEPARATE SCHEDULE FOR EACH TESTIMONIAL.** Attach additional sheets or facsimile as necessary.

DATE OF TESTIMONIAL: _____

CONTRIBUTIONS/PROCEEDS

Date Received	Complete Name and Home Address of Payer	Receipts Values and Types ¹	Total Value ²
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	
		C \$ _____ T \$ _____ O \$ _____	

¹/For each type of receipt, indicate the value and circle the type (cash or check (C), ticket(s) (T), or other (O); if other, specify.)

²/Total value of all types of receipts.

EXPENSES/DISBURSEMENTS ASSOCIATED WITH THE TESTIMONIAL

Date Paid	Payee and Address	For	Amount

YOUR NAME: _____ REPORTING YEAR: _____

Nature of Interest or Transaction in Question	Other Persons Involved in Interest or Transaction if Pertinent	Other Pertinent Info.