

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

**FINANCIAL DISCLOSURE STATEMENT
FORM #2, CANDIDATES FOR ELECTED OFFICE**

This form must be filed by all persons who wish to qualify as candidates for City elected office. Form #2 must be filed with the City Clerk on or before the Monday following the candidate's nomination, or, for a special election, on or before the Monday following the deadline for submission of the petition for inclusion on the special election ballot.

For the 2013 election, the filing deadline for nominated candidates is Monday, October 7, 2013.

Any write-in candidate seeking to pre-register with the City Clerk so that his or her name may be posted in the voting booth for purposes of identifying him or her as a candidate in accordance with Section 605 of the Municipal Charter of the City of Takoma Park must file the statement required by this section with the City Clerk by 5:00 p.m. on the Friday prior to the election. For the 2013 election, the filing deadline for write-in candidates is November 1, 2013.

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 and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

Reporting Period: January 1 through December 31 of the preceding calendar year (2012).

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 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: _____

(SEAL)

Date: _____

Instructions:

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question by sure to complete the corresponding Schedule. For the purposes of Schedules A, B, and C, you must report interests that are attributable to you, which include the following:

1. 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.
2. An interest held by a business entity in which you held a 30% or greater interest at any time during the reporting period.
3. 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.

	YES	NO
A. I held interests during reporting period in real property. Note that you must mark yes if you held a leasehold interest in a property. (If "Yes," complete Schedule A.)		
B. I held interests during 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 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 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 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 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 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 sole or partial owner of a business entity from which earned income was received. Note that you must answer yes if you received 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 additional information set forth on Schedule I?		

Form 1 – Elected Officials

Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

- Yes
- No (Go to Schedule B)

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?

Improved (indicate whether property is residential or commercial property): _____

Unimproved (vacant lot): _____

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

Direct _____ Attributable _____

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 _____ Tenants by the Entirety _____

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? (Example: mortgages, liens, contracts, options, etc.)

- Yes
- No

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

7. What date was the property acquired? _____

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

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

10. 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? [For mutual funds, identify the fund and the value or number of your shares, not the holdings of the fund. You are not required to disclose interests in an IRS qualified trust (such as a 401(a), 401(k), or 403(b) plan) or 529 college savings plan.]

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 the Instructions for an explanation of what interest 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 the Instructions 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. Dollar value of your interest in the entity: \$_____; or
percentage of your interest in the entity: _____%

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

Yes, If yes give name of creditor: _____
 No

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? Gifts received from a member of the official’s immediate family, another child, or a parent of the official, do not need to be disclosed.

- 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 member of your immediate family (spouse, domestic partner or dependent child) 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, dependent child)

Self: _____ Spouse/Domestic Partner: _____ Dependent child: _____

2A. Name of spouse or dependent child: _____

3. What is the title of the office you, your spouse or dependent child 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 – Family Members Employed by the City

During the reporting period, were any members of your immediate family (spouse, domestic partner, or dependent children) 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 member of the immediate family who is employed by the City.)

1. What is the relation and name of the immediate family member employed by the City?

2. What is the name of the Department that employed the member of your immediate family? _____

3. What was the title of your immediate family member’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, receive any earned income from an entity other than the City of Takoma Park? Your dependent 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 dependent 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 (Go to Schedule I)

If Yes; (Answer each question below. A separate Schedule H will be required for each member of the immediate family 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: _____

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?

DUTY TO REPORT

Failure timely to file a report will preclude you from inclusion on the ballot and preregistration as a write-in candidate. 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.