

**SUBTITLE 7
FINANCIAL DISCLOSURE**

PART I. GENERAL PROVISIONS

§ 7-1. “Business with the City” defined.

(a) *In general.*

In this subtitle, “business with the City” means any 1 or combination of sales, purchases, leases, or contracts:

(1) that are made:

(i) to, from, or with the City or an agency of the City; or

(ii) to, from, or with another person in connection with or in furtherance of a contract that is being negotiated or has been entered into by the other person with the City or an agency of the City; and

(2) involve consideration of \$5,000 or more on a cumulative basis.

(b) *Determining consideration.*

For purposes of this section, the total consideration committed to be paid as of the award or execution of a contract or lease, to the extent then ascertainable, is included, regardless of the period over which payments are to be made.

(Ord. 04-795; Ord. 10-267; Ord. 14-307.)

Defined terms:

<i>Agency</i>	§2-2	<i>Person</i>	§2-22
<i>Includes...</i>	§2-18		

§ 7-1.1. Required agency assistance.

(a) *Agencies to identify those required to file.*

(1) *Newly-created or vacant positions.*

EDITOR’S NOTE: This paragraph (1) was added by Ordinance 19-287, effective February 25, 2020.

Prior to filling a newly-created or vacant position:

(i) each agency head must identify whether the position will be required to file a statement under this subtitle; and

(ii) if the agency head identifies the position as being required to file a statement under this subtitle, each agency head must:

- (A) include a disclosure of the financial disclosure requirement in any advertisement or job listing seeking applicants for that position; and
- (B) provide the Board with the appointee’s name and position number within 10 days of filling that position.

(2) *Annual reporting.*

EDITOR’S NOTE: Ordinance 19-287 amended this paragraph’s former annual reporting deadline from “February 28” to “January 1”, effective February 25, 2020.

On or before January 1 of each year, each agency head must provide to the Ethics Board, with a copy to the Director of Human Resources, the names and position numbers of all public servants in that agency who are required to file statements with the Ethics Board under:

- (1) § 7-7 { “Elected officials and staff”};
- (2) § 7-8 {“Agency officials and staff”}; or
- (3) § 7-9 {“Procurement, legislative liaison, and enforcement personnel”}.

(b) *HR supplemental list.*

EDITOR’S NOTE: Ordinance 19-287 amended this subsection’s former annual reporting deadline from “March 15” to “February 1”, effective February 25, 2020.

On or before February 1 of each year, the Director of Human Resources must provide to the Ethics Board the names and position numbers of all public servants who:

- (1) hold positions of the types described in § 7-9 {“Procurement, legislative liaison, and enforcement personnel”} of this subtitle; and
- (2) are not identified on any of the agency lists submitted under subsection (a) of this section.

(c) *Entities doing business with City.*

On or before February 1 of each year, the Finance Department must post on its website a searchable list of all persons that did business with the City for the calendar year immediately preceding the current calendar year.

(d) *Registered lobbyists.*

On or before February 1 of each year, the Ethics Board must post on its website a searchable list of all lobbyists who have registered with the Board for the calendar year immediately preceding the current calendar year.

(Ord. 04-795; Ord. 04-822; Ord. 14-307; Ord. 15-375; Ord. 16-585; Ord. 19-287.)

Defined terms:

<i>Agency</i>	§2-2	<i>Must</i>	<i>cf.</i> §2-36
<i>Business entity</i>	§2-2	<i>Official</i>	§1-21
<i>Business with City</i>	§2-5	<i>Person</i>	§2-22
<i>Ethics Board</i>	§2-10	<i>Public servant</i>	§2-23
<i>Lobbyist</i>	§2-20		

§ 7-2. General filing requirements.

(a) *Annual filing required.*

(1) *In general.*

Except as otherwise specified in this subtitle, each statement must be filed with the Ethics Board on or before April 30 of each year.

(2) *Elected officials.*

Elected officials must file the statement required by this subtitle on or before January 30 of each year.

(b) *Reporting period; information.*

Except as otherwise specified in this subtitle:

(1) each statement must cover the calendar year immediately preceding the filing; and

(2) disclose for that year all of the information required by Part III {"Contents of Statements"} of this subtitle.

(c) *Form.*

Each statement must be:

(1) filed on the form the Ethics Board provides; and

(2) signed under oath or affirmation, subject to the penalties of perjury.

(*Ord. 04-795; Ord. 19-328.*)

Defined terms:

<i>Elected official</i>	§2-8	<i>Must</i>	<i>cf.</i> §2-36
<i>Ethics Board</i>	§2-10		

§ 7-3. Statement by official of proposed action.

An official must disclose employment and interests that raise a potential conflict of interest in connection with a specific proposed action by the official. The disclosure must be made sufficiently in advance of the action to provide adequate disclosure to the public.

(*Ord. 11-484.*)

EDITOR'S NOTE

Board Regulation R 07.03 sets out how and to whom the disclosure required by this section must be made.

Defined terms:

Interest §2-19 *Official* cf. §2-21

§ 7-4. Public inspections.

(a) *In general.*

- (1) Except as provided in paragraph (2) of this subsection, the Ethics Board shall allow a person to inspect a financial disclosure filed by a public servant under this subtitle.
- (2) The Ethics Board may not provide public access to a portion of a statement that is filed on or after January 1, 2019, and that expressly identifies an individual's home address.

(b) *Record of inspections.*

The Executive Director must:

- (1) require each person who inspects a statement filed under this subtitle to identify him- or herself; and

(2) record:

- (i) the inspecting person's name, address, telephone number, and organization represented; and

- (ii) the name of the person whose statement was inspected.

(Ord. 04-795; Ord. 11-484; Ord. 16-585; Ord. 19-239; Ord. 19-332.)

Defined terms:

Executive Director §2-11 *Person* §2-22
Must cf. §2-36 *Public servant* §2-23

§ 7-5. {Reserved}

PART II. WHO MUST FILE**§ 7-6. Definitions.**(a) *In general.*

In this Part II, the following terms have the meanings indicated.

(b) *“Non-clerical employee”.*

“Non-clerical employee” means any public servant who:

(1) is compensated for his or her services; and

(2) is not employed solely in a secretarial, clerical, or custodial capacity.

(*Ord. 04-795.*)

Defined terms:

Public servant

§2-23

§ 7-7. Persons required to file – Elected officials and staff.

The following elected officials and their employees must file the financial disclosure statements required by this subtitle:

(1) *Mayor’s Office.*

(i) Mayor.

(ii) Deputy Mayors.

(iii) Chief of Staff.

(iv) All non-clerical employees of Mayor’s Office.

(2) *Council President’s Office.*

(i) President of City Council.

(ii) Chief of Staff.

(iii) Director of Legislative Affairs.

(iv) Director of Fiscal Affairs.

(v) Director of Operations/Office Manager.

(vi) All non-clerical employees of President’s Office.

(3) *City Council.*

- (i) Councilmembers.
- (ii) Executive Secretary.
- (iii) Chief Clerk.
- (iv) Journal Clerk
- (v) Parliamentarian.
- (vi) Director of Council Services.
- (vii) All non-clerical employees of Council Services.
- (viii) All non-clerical employees of Councilmembers.

(4) *Comptroller’s Office.*

- (i) City Comptroller.
- (ii) Deputy City Comptroller.
- (iii) Executive Assistant to Comptroller.
- (iv) City Auditor.
- (v) Real Estate Officer.
- (vi) Director of Communication Services.
- (vii) All non-clerical employees of Comptroller’s Office.

(Ord. 04-795.)

Defined terms:

<i>Elected official</i>	§2-8	<i>Non-clerical employee</i>	§7-6
<i>Employee</i>	§2-9		

§ 7-8. Persons required to file – Agency officials and staff.

The following officials and employees must file the financial disclosure statements required by this subtitle:

- (1) *Aging and Retirement Education, Commission on the.*
 - (i) Members of Commission.
 - (ii) Executive Director.

- (iii) All Bureau Heads, Division Chiefs, and Administrators of the Commission.
- (2) *Architectural and Engineering Awards Commission.*
 - (i) Members of Commission.
 - (ii) Director.
- (3) *Auction Advisory Board.*
 - (i) Members of Board.
 - (ii) Director.
- (3a) *Baltimore Children and Youth Fund.*
 - (i) All members of Board of Directors.
 - (ii) All non-clerical employees.
- (4) *Baltimore Development Corporation*
 - (i) All members of the Board of Directors.
 - (ii) All officers of the Corporation.
 - (iii) All non-clerical employees of the Corporation.
- (5) *Civilian Review Board*
 - (i) Members of Board.
 - (ii) Board Administrator.
- (6) *Community Relations Commission.*
 - (i) Members of Board of Commissioners.
 - (ii) Director.
- (7) *Convention Complex.*
 - (i) Convention Complex Director.
 - (ii) Deputy Director.
 - (iii) Baltimore Arena Manager.
 - (iv) Convention Center Manager.

- (v) Director, Client Services.
- (vi) Director, Sales and Marketing.
- (vii) Director, Building Services.
- (viii) Director, Human Resources.
- (ix) Director, Public Safety and Loss.

(8) *{Reserved}*

(9) *Electrical Examiners and Supervisors, Board of.*

- (i) Members of Board.
- (ii) Director.

(10) *Enoch Pratt Free Library.*

- (i) Executive Director of Enoch Pratt Free Library.
- (ii) All Directors and Assistant Directors.
- (iii) All Managers.
- (iv) All Chiefs and Assistant Chiefs.

(11) *Environmental Control Board.*

- (i) Members of Board.
- (ii) Executive Director.
- (iii) Deputy Director.
- (iv) All hearing examiners.

(12) *Ethics Board.*

- (i) Members of Board.
- (ii) Executive Director.

(12a) *Finance Board.*

- (i) Members of the Board.
- (ii) All non-clerical employees of or assigned to the Board.

(13) *Finance Department.*

- (i) Director of Finance.
- (ii) Deputy Finance Director.
- (iii) All Bureau Heads and Division Chiefs of Department.
- (iv) Deputy Chief of the Bureau of Treasury Management.
- (v) City Purchasing Agent.
- (vi) Risk Manager.
- (vii) All non-clerical employees of Department.

(14) *Fire Department.*

- (i) Members of Board of Fire Commissioners.
- (ii) Chief of Fire Department.
- (iii) Assistant Chiefs.
- (iv) Fire Marshal.
- (v) Shift Commanders.
- (vi) Battalion Chiefs.
- (vii) Fire Inspectors.
- (viii) Public Safety and Health Officers.
- (ix) Public Information Officers.
- (x) Emergency Medical Services Manager.
- (xi) Emergency Medical Services Billing Supervisor.
- (xii) Fiscal Supervisor.

(15) *General Services Department.*

- (i) Director of General Services.
- (ii) Deputy Director of General Services.
- (iii) All Bureau Heads, Division Chiefs, and Assistant Division Chiefs.

(iv) All General Superintendents.

(v) All inspectors.

(16) *Health Department.*

(i) Commissioner of Health.

(ii) All Deputy Commissioners of Health.

(iii) All Assistant Commissioners.

(iv) All Directors,

(v) All Chiefs.

(vi) All Inspectors.

(vii) All members of the Animal Hearing Panel.

(17) *Historical and Architectural Preservation Commission.*

(i) Members of Commission.

(ii) Executive Director.

(18) *Housing Authority of Baltimore City.*

(i) Members of Board of Commissioners.

(ii) Executive Director.

(iii) Deputy Executive Directors.

(iv) Associate Deputy Directors.

(v) Division Directors.

(vi) Section Chiefs.

(vii) Housing managers.

(viii) Housing Inspectors.

(ix) All attorneys.

(19) *Housing and Community Development Department.*

(i) Commissioner of Housing and Community Development.

- (ii) Deputy Commissioners.
- (iii) Assistant Commissioners.
- (iv) All Bureau Heads, Directors, and Division Chiefs of Department.
- (v) Members of Human Services Commission.
- (vi) All non-clerical employees of the following programs or units of the Department:
 - 1. Administrative Direction and Control.
 - 2. Construction and Building Inspection.
 - 3. Finance and Development.
 - 4. Neighborhood Services.
 - 5. Property Acquisition and Relocation.
 - 6. Property Disposition.

(20) *Human Resources Department.*

- (i) Members of Civil Service Commission.
- (ii) Director of Human Resources.
- (iii) Deputy Director of Human Resources.
- (iv) All Bureau Heads and Division Chiefs of Department.

(21) *Information Technology, Office of.*

- (i) Chief of Information Technology.
- (ii) Information Systems Division Manager.
- (iii) Systems Programming Manager.
- (iv) Client Server Systems Administrator.
- (vi) All Division Chiefs.

(22) - (23) *{Reserved}*

(24) *Labor Commissioner, Office of.*

- (i) Labor Commissioner.

(ii) Deputy Labor Commissioner.

(25) *Law Department.*

(i) City Solicitor.

(ii) Deputy City Solicitor.

(iii) All attorneys and investigators.

(26) *Legislative Reference Department.*

(i) Director.

(ii) Deputy Director.

(iii) All bill drafters.

(27) *LGBTQ Affairs, Office of*

(i) Director.

(ii) Members of the LGBTQ Commission.

(iii) All non-clerical employees.

(27a) *Local Development Council, South Baltimore Video Lottery Terminal.*

(i) Members of the Council.

(ii) All non-clerical employees of or assigned to the Council.

(28) *Municipal and Zoning Appeals Board.*

(i) Members of Board.

(ii) Executive Secretary.

(iii) All non-clerical employees of Board.

(29) - (30) *{Reserved}*

(31) *Parking Authority.*

(i) Members of Board of Directors.

(ii) Executive Director.

(iii) All non-clerical employees of Authority.

(32) *Pawnbrokers Review Board.*

- (i) Members of Board.
- (ii) Director.

(32a) *Pimlico Community Development Authority*

- (i) Members of the Authority.
- (ii) All non-clerical employees of or assigned to the Authority.

(33) *Planning Department.*

- (i) Members of Planning Commission.
- (ii) Director of Planning.
- (iii) Deputy Director of Planning.
- (iv) All non-clerical employees of Department.

(34) *Police Department.*

- (i) Commissioner.
- (ii) Deputy Commissioners.
- (iii) Commanding Officers.
- (iv) All officers with rank of Captain or above.
- (v) All civilian employees serving as Section Directors or above.

(35) *Public Art Commission.*

- (i) Members of Commission.
- (ii) Director.

(36) *Public Works Department.*

- (i) Director of Public Works.
- (ii) Deputy Director of Public Works.
- (iii) All Bureau Heads, Division Chiefs, and Assistant Division Chiefs.
- (iv) All General Superintendents.

(v) All inspectors.

(37) *Recreation and Parks Department.*

- (i) Director of Recreation and Parks.
- (ii) All Division Chiefs and Assistant Division Chiefs.
- (iii) All inspectors.

(38) *Retirement Systems and Retirement Savings Plan.*

- (i) Members of the Boards of Trustees of:
 - (A) the Employees' Retirement System;
 - (B) the Fire and Police Employees' Retirement System; and
 - (C) the Retirement Savings Plan.
- (ii) Executive Directors and Deputy Directors of these Systems and Savings Plan.
- (iii) Members of the staffs of these Systems and Savings Plan, as designated by their respective Executive Directors.

(38a) *South Baltimore Gateway Community Impact District Management Authority.*

- (i) Members of the Board of Directors.
- (ii) Administrator.
- (iii) All non-clerical employees of or assigned to the Authority.

(39) *Sustainability, Commission on*

- (i) Members of Commission.
- (ii) All non-clerical employees assigned to the Commission

(40) *Transportation Department.*

- (i) Director.
- (ii) Deputy Director.
- (iii) All Division Chiefs and Assistant Division Chiefs.
- (iv) All General Superintendents.
- (v) All Inspectors.

(41) - (42) *{Reserved}*

(43) *Wage Commission.*

- (i) Members of Commission.
- (ii) Director.
- (iii) Program Compliance Officers.

(44) *Water-Customer Advocacy and Appeals, Office of*

- (i) Office Administrator.
- (ii) All Customer Advocates.
- (iii) All non-clerical employees of or assigned to the Office.

(Ord. 04-795; Ord. 05-174; Ord. 07-489; Ord. 08-063; Ord. 10-272; Ord. 11-520; Ord. 11-573; Ord. 14-307; Ord. 15-375; Ord. 16-509; Ord. 17-063; Ord. 19-332; Ord. 20-336; Ord. 20-363; Ord. 21-028.)

Defined terms:

<i>Agency</i>	§2-2	<i>Non-clerical employee</i>	§7-6
<i>Employee</i>	§2-9	<i>Official</i>	§2-21

§ 7-9. Persons required to file – Procurement, legislative liaison, and enforcement personnel.

The following public servants must file the financial disclosure statements required by this subtitle:

(1) *Procurement employees.*

All non-clerical employees whose functions include:

- (i) the drafting, development, or issuance of specifications, invitations for bids, requests for proposals, requests for qualifications, or other related documents for the procurement of supplies, materials, or services;
- (ii) the review or evaluation of bids, proposals, qualifications, or contracts for the procurement of supplies, materials, or services; or
- (iii) the inspection, monitoring, or other enforcement of contract standards and specifications.

(2) *Legislative liaisons.*

All public servants whose functions include the influence of legislative action, as defined in § 8-1 of this article.

(3) *Enforcement personnel.*

All other public servants whose official duties include enforcement of (including inspections to assure compliance with) laws, rules, or regulations that affect the rights of the public or the procedures available to the public.

(Ord. 04-795; Ord. 15-375.)

Defined terms:

<i>Agency</i>	§2-2	<i>Non-clerical employee</i>	§7-6
<i>Includes...</i>	§2-18	<i>Public servant</i>	§2-23

§ 7-10. {Repealed by Ord. 15-375}

§ 7-11. Persons vacating position.

(a) *In general.*

Except as provided in subsection (d) of this section, an individual who, other than by reason of death, vacates a position for which an annual statement is required must file a departure statement with the Ethics Board.

(b) *When to be filed.*

The departure statement must be filed within 60 days after vacating the position.

(c) *Scope of statement.*

The departure statement must:

- (1) be in the form and contain all of the information required for an annual statement; and
- (2) cover a reporting period that includes:
 - (i) the calendar year immediately preceding the date of vacating the position, unless the individual already has filed an annual statement for that year; and
 - (ii) the part of the current calendar year during which the individual served.

(d) *Exceptions.*

A departure statement need not be filed if:

- (1) an individual vacates a position to assume another position for which an annual statement is required under this subtitle; and
- (2) the disclosure requirements of the new position are at least as extensive as those of the former position.

(Ord. 04-795.)

Defined terms:

<i>Ethics Board</i>	§2-10	<i>Must</i>	<i>cf. §2-36</i>
<i>Includes...</i>	§2-18		

§ 7-12. Persons filling vacancy.(a) *In general.*

Except as provided in subsection (d) of this section, an individual who is appointed to fill a vacancy in a position for which an annual statement is required must file an entry statement with the Ethics Board.

(b) *When to be filed.*

The entry statement must be filed within 30 days after the appointment.

(c) *Scope.*

The entry statement must:

- (1) be in the form and contain all of the information required for an annual statement; and
- (2) cover the calendar year immediately preceding the appointment.

(d) *Exceptions.*

An entry statement need not be filed if:

- (1) while in another position, the individual already filed an annual statement for the preceding calendar year; and
- (2) the disclosure requirements of the former position were at least as extensive as those of the new position.

(Ord. 04-795.)

Defined terms:

<i>Ethics Board</i>	§2-10	<i>Must</i>	<i>cf. §2-36</i>
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§ 7-13. Candidates for office.(a) *In general.*

Except as provided in subsection (b) of this section, a candidate for an elected office for which an annual statement is required must file a statement annually:

- (1) beginning with the year in which the candidate files a certificate of candidacy; and
- (2) continuing through the year of the election.

(b) *Exception.*

This section does not require the filing of a statement for any full year that is already covered by a statement the individual has otherwise filed under this subtitle.

(c) *Filing requirements — Place.*

The statement required by this section must be filed with the Baltimore City Board of Elections.

(d) *Filing requirements — Time.*

(1) The initial statement required by this section must be filed no later than with the filing of the certificate of candidacy.

(2) In each subsequent year, through and including the year of the election, the statement must be filed on or before the earlier of:

(i) April 30; or

(ii) the last day for the withdrawal of a candidacy under State Election Law Article, § 5-502.

(e) *Filing prerequisite to candidacy.*

The Board of Elections may not accept a certificate of candidacy of a candidate covered by this section unless the candidate has filed the initial statement required by subsection (d)(1) of this section.

(f) *Subsequent failure to file.*

If a later statement required by this section is overdue and is not filed within 20 days after the candidate receives from the Board of Elections written notice of the failure to file, the candidate is considered to have withdrawn his or her candidacy.

(g) *Forwarding to Ethics Board.*

Within 30 days after receiving a statement, the Board of Supervisors of Elections must forward the statement to the Ethics Board.

(Ord. 04-795.)

Defined terms:

Ethics Board
May not

§2-10 *Must*
cf. §2-36

cf. §2-36

§ 7-14. Designees of Mayor or President.

(a) *In general.*

Individuals designated under this section, other than elected officials, may also be required to disclose information annually.

(b) *Designations — by Mayor.*

By executive order, the Mayor may designate for disclosures under this section:

- (1) any employee of an executive agency; and
- (2) any uncompensated appointee of the Mayor.

(c) *Designations — by City Council President.*

By written order, the President of the City Council may designate for disclosures under this section:

- (1) any employee of the City Council; and
- (2) any uncompensated appointee of the President.

(d) *Contents.*

An individual filing a statement under this section must include the relevant information that the applicable designating authority specifies.

(e) *Statement a public record.*

A statement filed under this section is a public record.

(Ord. 04-795.)

Defined terms:

<i>Agency</i>	§2-2	<i>Includes...</i>	§2-18
<i>Elected official</i>	§2-8	<i>May</i>	<i>cf.</i> §2-36
<i>Employee</i>	§2-9	<i>Must</i>	<i>cf.</i> §2-36

§ 7-15. {Reserved}

PART III. CONTENTS OF STATEMENTS

§ 7-16. In general.

The statement required to be filed under this subtitle must include schedules that disclose the information and interests specified in this Part III, as directly applicable to the public servant or attributable to the public servant for the reporting period for which the statement is required. (Ord. 04-795.)

EDITOR’S NOTE

Board Regulation 07.16 authorizes board members who are not otherwise officials or employees required to file disclosure statements to file a modified, more limited statement provided by the Ethics Board.

Defined terms:

<i>Includes...</i>	§2-18	<i>Public servant</i>	§2-23
<i>Must</i>	<i>cf. §2-36</i>		

§ 7-17. Attributable interests.

(a) *In general.*

For purposes of § 7-21 {“Real property”} of this subtitle and § 7-22 {“Business entities”} of this subtitle, the following interests are attributable to and must be reported by the public servant.

(b) *Certain interests held by spouse, etc.*

An interest is attributable to the public servant if, at any time during the reporting period, it was:

- (1) held by a spouse, parent, child, or sibling of the public servant; and
- (2) directly or indirectly controlled by the public servant.

(c) *Interests held by certain business entities.*

- (1) An interest is attributable to the public servant if, at any time during the reporting period, it was held by a business entity in which an equity interest of 30% or more was held by or otherwise attributable under this section to the public servant.

EDITOR’S NOTE: Ordinance 19-287 amended the preceding paragraph (1), effective February 25, 2020, to expand the reference to an equity interest “held” by the public servant to encompass an equity interest “held by or otherwise attributable under this section to” the public servant.

(2) This subsection does not limit:

- (i) the requirements of § 7-21 {“Real property”} of this subtitle to disclose real property interests held by entities in which the public servant holds an interest; or
- (ii) the requirements of § 7-22 {“Business entities”} of this subtitle to disclose certain entities in which the public servant holds an interest.

(d) *Interests held by certain trusts.*

An interest is attributable to the public servant if, at any time during the reporting period, it was held by a trust or estate in which the public servant:

- (1) held a reversionary interest;
- (2) was a beneficiary; or
- (3) if a revocable trust, was a settlor.

(*Ord. 04-795; Ord. 19-287.*)

Defined terms:

<i>Business entity</i>	§2-4	<i>Must</i>	<i>cf. §2-36</i>
<i>Child</i>	§2-6	<i>Public servant</i>	§2-23
<i>Interest</i>	§2-19		

§ 7-18. Blind trusts.

For purposes of any of the disclosures required by this subtitle, interests held by a blind trust are not considered interests of the public servant making the statement if:

- (1) the blind trust is approved by the Ethics Board in accordance with rules and regulations adopted under this article; and
- (2) the blind trust is operated in compliance with those rules and regulations.

(*Ord. 04-795.*)

Defined terms:

<i>Ethics Board</i>	§2-10	<i>Public servant</i>	§2-23
<i>Interest</i>	§2-19		

§§ 7-19 to 7-20. {Reserved}**§ 7-21. Real property.**(a) *In general.*

The statement must include a schedule of each interest in real property that, at any time during the reporting period, was held by or, under § 7-17 {"Attributable interests"} of this subtitle, was attributable to the public servant, including each interest held in the name of a partnership, limited liability partnership, limited liability company, or other unincorporated entity in which an interest was held by or attributable to the public servant.

(b) *Required specifics.*

For each interest subject to this section, the schedule must include:

- (1) the nature of the property;

- (2) the property’s location by street address, mailing address, or legal description;
- (3) the nature and extent of the interest held, including any conditions to and encumbrances on the interest;
- (4) the identity of each other person with an interest in the property;
- (5) the date and manner in which the interest was acquired;
- (6) the identity of the person from which the interest was acquired;
- (7) if the interest was acquired by purchase, the nature and amount of the consideration given for the interest;
- (8) if the interest was acquired in any other manner, the fair market value of the interest when acquired;
- (9) if any interest was transferred, in whole or in part, at any time during the reporting period:
 - (i) a description of the interest transferred;
 - (ii) the nature and amount of the consideration received for the interest; and
 - (iii) the identity of the person to which the interest was transferred.

(Ord. 04-795.)

Defined terms:

<i>Includes...</i>	§2-18	<i>Person</i>	§2-22
<i>Interest</i>	§2-19	<i>Public servant</i>	§2-23
<i>Must</i>	<i>cf.</i> §2-36		

§ 7-22. Business entities.

(a) *In general.*

The statement must include a schedule of each interest in any corporation, partnership, limited liability company, or any other business entity, whether or not that entity does business with or is regulated by the City, if, at any time during the reporting period, the interest was held by or, under § 7-17 {“Attributable interests”} of this subtitle, was attributable to the public servant.

(b) *Required specifics.*

For each interest subject to this section, the schedule must include:

- (1) the name and address of the principal office of the business entity;
- (2) subject to subsection (c) of this section, the nature and amount of the interest held, including any conditions to and encumbrances on the interest;

(3) except as provided in subsection (d) of this section, if any interest was acquired during the reporting period:

- (i) the date and manner in which the interest was acquired;
- (ii) the identity of the person from which the interest was acquired;
- (iii) if the interest was acquired by purchase, the nature and amount of the consideration given for the interest; and
- (iv) if the interest was acquired in any other manner, the fair market value of the interest when it was acquired; and

(4) if any interest was transferred, in whole or in part, during the reporting period:

- (i) a description of the interest transferred;
- (ii) the nature and amount of the consideration received for the interest; and
- (iii) if known, the identity of the person to which the interest was transferred.

(c) *Reporting equity interests.*

(1) For an equity interest in a corporation, the reporting requirements of subsection (b)(2) of this section may be satisfied by reporting, instead of a dollar amount:

- (i) the number of shares held; and
- (ii) unless the corporation's stock is publicly traded, the percentage of equity interest held.

(2) For an equity interest in a partnership, limited liability company, or any other business entity, the reporting requirements of subsection (b)(2) of this section may be satisfied by reporting, instead of a dollar amount, the percentage of equity interest held.

(d) *Reporting dividend reinvestments, etc.*

For purposes of the reporting requirements of subsection (b)(3) of this section, only the manner of acquisition need be disclosed if:

- (1) the interest was acquired by dividend or dividend reinvestment and consists solely of additions to existing, publicly traded corporate interests; and
- (2) the total value of the acquisition is less than \$500.

(Ord. 04-795.)

Defined terms:

<i>Business entity</i>	§2-4	<i>May</i>	<i>cf.</i> §2-36
<i>Business with City</i>	§2-5	<i>Must</i>	<i>cf.</i> §2-36
<i>Includes...</i>	§2-18	<i>Person</i>	§2-22
<i>Interest</i>	§2-19	<i>Public servant</i>	§2-23

§ 7-23. Gifts.

(a) *“Significant gift” defined.*

(1) In this section, “significant gift” means, except as specified in paragraph (2) of this subsection:

- (i) any gift with a value of more than \$20; and
- (ii) any gift in a series of gifts with a cumulative value of \$100 or more given by or on behalf of the same person during the reporting period.

(2) “Significant gift” does not include any of the following, regardless of value:

- (i) a gift from a spouse, parent, child, or sibling;
- (ii) a campaign contribution that is otherwise reported as required by law; or
- (iii) tickets or free admission given to an elected official to attend a specific charitable, cultural, or political event, if given by the person sponsoring or conducting the event as a courtesy or ceremony to the office.

(b) *In general.*

The statement must include a schedule of each significant gift that was, at any time during the reporting period:

- (1) accepted by the public servant or by any other person at the direction of the public servant; and
- (2) given by or on behalf of, directly or indirectly, any person that the public servant knows or has reason to know was:
 - (i) a lobbyist;
 - (ii) a person regulated by the City; or
 - (iii) a person doing business with the City.

(c) *Required specifics.*

For each gift subject to this section, the schedule must include:

- (1) the nature and value of the gift; and
- (2) the identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(d) *Section not an authorization.*

Neither this section nor any disclosure made under it authorizes any gift that is not otherwise allowed by law.

(Ord. 04-795; Ord. 10-267; Ord. 11-484.)

Defined terms:

<i>Business with City</i>	§2-5	<i>Lobbyist</i>	§2-20
<i>Child</i>	§2-6	<i>Must</i>	cf. §2-36
<i>Elected official</i>	§2-8	<i>Person</i>	§2-22
<i>Gift</i>	§2-17	<i>Public servant</i>	§2-23
<i>Includes...</i>	§2-18		

§ 7-24. Offices, employment, etc.

(a) *In general.*

The statement must include a schedule of each office, directorship, salaried employment, and other similar interest not otherwise disclosed that was, at any time during the reporting period:

- (1) held by the public servant, by the public servant’s spouse or child, or, if known to the public servant, by the public servant’s parent or sibling,
- (2) in any business entity that was:
 - (i) a lobbyist,
 - (ii) regulated by the City, or
 - (iii) doing business with the City.

(b) *Directorships held by the public servant.*

EDITOR’S NOTE: This subsection (b) was added by Ordinance 19-287, effective February 25, 2020.

In addition to the requirements set forth in subsection (a) of this section, the statement must include each directorship held by the public servant in any business entity.

(c) *Required specifics.*

For each position or interest subject to this section, the schedule must include:

- (1) the name and address of the principal office of the business entity;
- (2) the title and nature of the position or interest;

- (3) the date when the position or interest began;
- (4) if applicable, the name of each agency with which the entity is doing business, by which it is regulated, or in connection with which it is a lobbyist;
- (5) if applicable, the nature of the entity’s relationship to the City, which at a minimum must refer to the applicable criteria listed in subsection (a)(2) of this section; and
- (6) if the position or interest is held by someone other than the public servant, the identity of the individual who held the position or interest.

(Ord. 04-795; Ord. 19-287.)

Defined terms:

<i>Agency</i>	§2-2	<i>Interest</i>	§2-19
<i>Business entity</i>	§2-4	<i>Lobbyist</i>	§2-20
<i>Business with City</i>	§2-5	<i>Must</i>	cf. §2-36
<i>Child</i>	§2-6	<i>Public servant</i>	§2-23
<i>Includes...</i>	§2-18		

§ 7-25. Indebtedness.

(a) *In general.*

Except as specified in subsection (c) of this section, the statement must include a schedule of each debt that was, at any time during the reporting period, owed:

- (1) by the public servant or, if the public servant was involved in the transaction giving rise to the debt, by the public servant’s spouse, parent, child, or sibling,
- (2) to any business entity that was:
 - (i) a lobbyist;
 - (ii) regulated by the public servant’s agency; or
 - (iii) doing business with the public servant’s agency.

(b) *Required specifics.*

For each debt subject to this section, the schedule must include:

- (1) the identity of the person to whom the debt was owed;
- (2) the date the debt was incurred;
- (3) the amount owed at the end of the reporting period;
- (4) the terms of payment;
- (5) the extent to which the principal was increased or decreased during the reporting period; and

(6) any security given.

(c) *Exceptions.*

This section does not apply to:

- (1) a retail credit account;
- (2) a retail installment sales account; or
- (3) a utility account.

(Ord. 04-795; Ord. 19-239.)

Defined terms:

<i>Agency</i>	§2-2	<i>Lobbyist</i>	§2-20
<i>Business entity</i>	§2-4	<i>Must</i>	cf. §2-36
<i>Business with City</i>	§2-5	<i>Person</i>	§2-22
<i>Includes...</i>	§2-18	<i>Public servant</i>	§2-23
<i>Child</i>	§2-6		

§ 7-26. Family employed by City.

(a) *In general.*

The statement must include a schedule of any spouse, parent, child, or sibling who was, at any time during the reporting period, employed by the City in any capacity.

(b) *Required specifics.*

For each family member subject to this section, the schedule must include:

- (1) the individual’s name and relationship to the public servant; and
- (2) the agency and position in which the individual was employed.

(Ord. 04-795.)

Defined terms:

<i>Agency</i>	§2-2	<i>Must</i>	cf. §2-36
<i>Child</i>	§2-6	<i>Public servant</i>	§2-23
<i>Includes...</i>	§2-18		

§ 7-27. Sources of income - Earned income.

(a) *In general.*

The statement must include a schedule that lists, for the public servant and for each of the public servant’s spouse and children:

- (1) each place of compensated employment at any time during the reporting period; and
- (2) each business entity:

- (i) of which the public servant, spouse, or child was a sole or partial owner; and
- (ii) from which, at any time during the reporting period, he or she received earned income.

(b) *Required specifics.*

For each source of income subject to this section, the schedule must include:

- (1) the name and address of the place of salaried employment or business entity;
- (2) for each family member, that individual’s name and relationship to the public servant; and
- (3) if the individual’s spouse is a lobbyist, any entity that has engaged the spouse for lobbying purposes.

(Ord. 04-795; Ord. 19-239; 19-328.)

Defined terms:

<i>Business entity</i>	§2-4	<i>Lobbyist</i>	§2-20
<i>Child</i>	§2-6	<i>Must</i>	cf. §2-36
<i>Includes...</i>	§2-18	<i>Public servant</i>	§2-23

§ 7-28. Sources of income - Substantial interests of elected officials.

(a) *“Substantial interest” defined.*

In this section, “substantial interest” means holding an equity interest of 30% or more in a business entity.

(b) *Scope of section.*

This section only applies to payments received from any person that the elected official knows or should know was:

- (1) a lobbyist;
- (2) a person regulated by the City; or
- (3) a person doing business with the City.

(c) *Disclosure of certain payments.*

(1) *Substantial interest in single entity.*

If the elected official or the elected official’s spouse has a substantial interest in a business entity, the statement must include the name and address of any person described in subsection (b) of this section who, during the reporting period, paid that entity:

- (i) \$1,000 or more in the aggregate; or
- (ii) an amount that in the aggregate constitutes 5% or more of the gross income of that entity, if the gross income of that entity is less than \$20,000.

(2) *Substantial interest in multiple entities.*

If the elected official or the elected official’s spouse has a substantial interest in multiple business entities, the statement must include the name and address of any person described in subsection (b) of this section, who during the reporting period, paid those entities:

- (i) \$1,000 or more in the aggregate; or
- (ii) an amount that in the aggregate constitutes 5% or more of the gross income of those entities, if the gross income of those business entities is less than \$20,000.

(d) *Confidential information.*

Nothing in this section is meant to require the disclosure of any information that is otherwise confidential by law.

(Ord. 19-328.)

Defined terms:

<i>Business entity</i>	§2-4	<i>Must</i>	cf. §2-36
<i>Business with City</i>	§7-1	<i>Person</i>	§2-22
<i>Includes...</i>	§2-18	<i>Substantial interest</i>	§7-28
<i>Lobbyist</i>	§2-20		

§ 7-29. Additional information.

The statement may include a schedule of additional interests or information that the public servant chooses to disclose.

(Ord. 04-795; Ord. 19-328.)

Defined terms:

<i>Includes...</i>	§2-18	<i>May</i>	cf. §2-36
<i>Interest</i>	§2-19	<i>Public servant</i>	§2-23