

**CITY OF LAUREL
OFFICE OF THE MAYOR**



**CRAIG A. MOE
MAYOR**

Executive Order No. 2023-03

Subject: City Financial Disclosures

Effective Date: May 24, 2023

The City of Laurel recognizes that our system of representative government is dependent in part upon the people maintaining the highest confidence and trust in their public officials and employees, and that its citizens have a right to be assured that the impartiality and independent judgment of its public officials and employees will be maintained. It is evident that this confidence and trust is eroded when the conduct of the City's business is subject to improper influence and even the appearance of improper influence.

Consistent with this premise, and the requirements of the Laurel City Code, the City Administrator or its designee shall keep and maintain all original financial disclosure statements filed under this section. The City Administrator or its designee shall make Financial Disclosure Statements available during normal office hours for examination and copying by any elected officials, City employees or other members of the public, subject to reasonable fees and administrative procedures established by the City Administrator.

If an individual wishes to examine or copy a Financial Disclosure Statement, the City Administrator or its designee shall require any such individual to complete and submit to the City Administrator or its designee a *City of Laurel Financial Disclosure Request Form*, which shall contain, at a minimum:

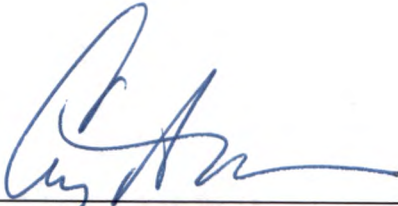
- (i) The name, home address, email address and phone number of the individual reviewing or copying the statement; and
- (ii) The name of the person(s) whose financial disclosure statement was examined or copied.
- (iii) The attached *City of Laurel Financial Disclosure Request Form* shall be completed in full and submitted to the City Administrator or its designee before the requested information is provided to the requesting individual.

Whenever a Financial Disclosure Statement is requested to be reviewed by any individual, the City Administrator or its designee shall make a copy of said Statement for review by the requestor. At no time shall an original financial disclosure Statement that has been filed with the City of Laurel be provided to anyone, to include the individual that filed it. After receiving the fully completed *City of Laurel Financial Disclosure Request Form* the City Administrator or its designee will then provide a copy of the requested Statement to the requesting individual.

Upon request by any individual whose financial disclosure statement was examined or copied, the City Administrator or its designee shall provide said individuals with a copy of the completed *City of Laurel Financial Disclosure Request Form* for that statement. This information should be completed within seven (7) business days.

Attachment:

City of Laurel Financial Disclosure Request form



Craig A. Moe
Mayor

Received and filed May 24, 2023:



Sara A. Green, CMC, City Clerk



CITY OF LAUREL

Financial Disclosure Request Form

Please Print All Information

REQUESTER INFORMATION

Date of Request: _____

Last Name: _____ First Name: _____ MI: _____

Home Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

FINANCIAL DISCLOSURE TO REVIEW

Review Financial Disclosure: _____ Copy of Financial Disclosure: _____

Last Name: _____ First Name: _____ MI: _____

Elected Official: _____ Appointed Official: _____ Commission/Committee Member: _____

Requester Signature: _____

For Official City Use Only

Request filled by: _____

Date: _____

Copy Made: Yes No Cost: _____ Disclosure Returned to File: Yes No Date: _____

Comments: _____
