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CITY OF LAUREL ETHICS COMMISSION

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COMMISSION STAFF

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ADVANCED FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

FOR ELECTED OFFICIALS AND CANDIDATES FOR ELECTED OFFICE

Please read the instructions below carefully and be sure to provide all information requested for each interest you disclose on your statement.

Elected City Officials, who are required to complete the Advanced Financial Disclosure Statement must respond to all questions with regard to the preceding calendar year. An individual who, other than by reason of death, leaves an office for which a statement is required, shall file a statement within sixty (60) days after leaving office. The statement shall cover the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed; as well as the portion of the current calendar year during which the individual held office.

When completing this form, please print or write legibly and neatly in blue or black ink. If additional space is required, attach as many additional sheets as needed and reference the Section and Question number.

To complete the form:

- Provide the identification information requested on the cover sheet and sign the affirmation.
- Note that the completed form **MUST** be notarized. There are notaries available at the Joseph R. Robison Laurel Municipal Center who will notarize your signature at no cost to you.
- Answer all questions in the following pages as honestly and completely as possible.
- Each question must be answered to the level of detail requested.
- The responses "**None**" or "**Not Applicable**" may be used where appropriate. **DO NOT** use N/A.
- A response **MUST** be given to each question, do not leave any questions blank.

Submit your completed statement to the City Administrator in person or postmarked by the April 30, 2025, due date indicated on the cover sheet. Please understand that the April 30th due date is FIRM and there are unfortunate consequences for not meeting this date.

These consequences will include, but are not limited to:

- **A mandatory \$5.00 a day fine up to a maximum of \$500.**
- **A directive to recuse yourself from any official action in your position.**

Another possible consequence includes non-certification of a candidate for elective office for continued failure to submit in a timely fashion. To avoid any chance of such a consequence, the Ethics Commission urges you to submit your completed Financial Disclosure Statement as soon as possible after receiving it.

Advanced Financial Disclosure Statements are public records that may be examined or copied by the public. On page one of the form, we have provided a place for you to check if you want the Commission to notify you of the names and addresses of any persons who have examined or copied your statement.

If you have any questions about the application of the Law, you may contact the City Administrator's Office. Some Schedules on the Statement may require knowledge regarding whether an entity does business with the City. You may access that list from the City of Laurel web site. If you have a question about a particular entity or need other assistance in completing the form, **please** call the City Administrator's Office.

DEFINITIONS

For the purpose of this Statement, the words below will have the designated meanings:

Appointed City Official – A member of any Board, Commission, Committee or Authority of the City, whether salaried or not, who is appointed to such position by action of the Mayor and City Council.

Attributable Interest – Any interest held by a family member of the person making a statement, or by a business entity in which the person has a certain interest.

Business Entity – Any corporation, limited liability company, general or limited partnership, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether organized for profit or not.

Children – Includes any natural child, adopted child, stepchild, foster child, or grandchild of whatever age.

City Official or Employee – Any person appointed to or employed by the City or any City Board, Commission, Committee, Authority, or other City body, whether or not compensated and whether or not paid in whole or in part with City funds.

Commission – The Ethics Commission of the City of Laurel.

Compensation – Any money or thing of value, regardless of the form, received or to be received by any person subject to Article IV of the Laurel City Code from an employer for services rendered.

Employer – Any person paying, or agreeing to pay, another person as compensation for services rendered.

Family Member – Anyone who is related to an individual by blood, marriage, or adoption, or is a member of an individual's household. "Family members" include, but are not limited to, an individual's spouse, partner, parent, sibling, child, cousin, mothers-in-law, fathers-in-law, grandparent, grandchild or anyone who is a member of the individual's household.

Gift – The transfer of anything of economic value, regardless of form, without adequate and lawful consideration. The term "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. of the Annotated Code of Maryland or any provisions of state, county or local law regulating the conduct of elections or the receipt of political campaign contributions.

Interest – Any legal or equitable economic interest, whether or not subject to an encumbrance or condition, which is owned or held, in whole or in part, jointly or severally, directly or indirectly, by any person subject to Article IV of the Laurel City Code.

For the purposes of this Financial Disclosure Statement, the term "interest" applies to any interest owned or held at any time during the calendar year for which a required statement is to be filed or made upon the request of the City Council or any City body. "Interest" does not include:

1. An interest held in the capacity of a personal agent, representative, custodian, fiduciary or trustee, unless the holder has an equity interest therein.
2. An interest in a time or demand deposit in a financial institution.
3. An interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed number of dollars, either in a lump sum or periodically for life or for some other specified period.
4. An interest in a common trust fund or a trust which forms part of a pension or profit-sharing plan which has more than twenty-five (25) participants and which has been determined by the Internal Revenue Service to be a qualified trust under Section 401 and 501 of the Internal Revenue Code of 1954.

Person – Includes an individual or business entity.

Thank you for your cooperation.