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**CITY OF LAUREL ETHICS COMMISSION**  
8103 Sandy Spring Road, Laurel, Maryland 20707**ANNUAL MANDATORY SIMPLIFIED FINANCIAL DISCLOSURE STATEMENT 2024**

Regular Reporting Period: January 1 through December 31, 2024, or

Termination Report (If individual left before the end of the year): January 1 through \_\_\_\_\_, 2024

**Annual Simplified Financial Disclosure Statements are required of select individuals by Article 4, Sections 2-56 and 2-57 of the Laurel City Code, which provides in part:**

**WHO MUST FILE** – The City Administrator, the Deputy City Administrator, the Clerk to the City Council, Chief of Staff, all Directors and Deputy Directors of City Departments, each member of the City Planning Commission, Board of Appeals, Historic District Commission, Ethics Commission, Emergency Services Commission, Arts Council, and others identified from time to time by the Mayor and City Council. **This includes any former official or employee who held that position at any time during the preceding calendar year.**

**DATES FOR FILING** - Appointed City officials and others identified by the Commission, shall file a Simplified Financial Disclosure Statement annually, no later than April 30th of the calendar year after which they held office. A nominee for appointed City offices shall file a disclosure statement within thirty (30) days of confirmation by the Mayor and City Council.

***Submit your completed statement to the City Administrator in person or postmarked by the April 30<sup>th</sup>, 2025, due date indicated on the cover sheet. Please understand that this 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 and a directive to recuse yourself from any official actions in your position. Other possible consequences may arise for continued failure to submit in a timely fashion. To avoid any chance of such consequences, the Ethics Commission urges you to submit your completed Financial Disclosure Statement as soon as possible.***

***A paper copy with original signature must be submitted. Faxed, electronic or incomplete copies are not acceptable. Please complete all highlighted sections.***

Please Print or Type

**NAME** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**CITY, STATE AND ZIP CODE** \_\_\_\_\_

**HOME TELEPHONE** \_\_\_\_\_ **BUSINESS TELEPHONE** \_\_\_\_\_

**CITY OF LAUREL POSITION/TITLE** \_\_\_\_\_

**Please notify me if anyone requests to view my form:** YES \_\_\_\_\_ NO \_\_\_\_\_

**AFFIRMATION**

I do hereby solemnly declare and affirm, under the penalties of perjury, that the contents of this Simplified Financial Disclosure Statement, including all attachments, are true and correct to the best of my knowledge, information, and belief.

**Signature of person filing:** \_\_\_\_\_

**Date of filing:** \_\_\_\_\_

# CITY OF LAUREL ETHICS COMMISSION

## ANNUAL MANDATORY FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

This form is intended to provide the Financial Disclosure Statement required by the City of Laurel Public Ethics Ordinance (Article 4 of the Laurel City Code);

[https://library.municode.com/md/laurel/codes/code\\_of\\_ordinances?nodeId=CH2AD\\_ARTIVPUET](https://library.municode.com/md/laurel/codes/code_of_ordinances?nodeId=CH2AD_ARTIVPUET)

**Appointed City Officials** and **senior employees who receive this memorandum** must respond to all questions with regard to the preceding calendar year. This includes former officials and employees who were in their position at any time during the preceding calendar year. Failure to properly complete by April 30th, will result in fines and other sanctions.

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

Provide the identification information requested on the cover sheet and sign the affirmation. 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 response “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 Office of the City Administrator, in their capacity as representative of the Ethics Commission, by the filing due date indicated on the cover sheet. All statements become public record and are available for public inspections during normal business hours as provided in Article IV, Section 2-56 and Section 2-57.

### **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.

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**ANNUAL MANDATORY SIMPLIFIED FINANCIAL DISCLOSURE STATEMENT**

**DEFINITIONS (continued)**

**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.

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**Section 1 – EMPLOYMENT AND OTHER INTERESTS**

1. Disclose and describe any matter on which you have participated on behalf of the City that would, to your knowledge, have a direct financial impact on you, your employers, a member of your family, or any business entity with which you or your employer or family are affiliated. (Decisions relating to the property tax rate, general City fees or services, charges or a comprehensive zoning ordinance or similar matter are not considered to have direct financial impact to the extent that you would be affected in common with the general public).


2. Disclose and describe any party that you have represented before any City body, the subject matter of the representation, and the terms of any fees involved.


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## ANNUAL MANDATORY SIMPLIFIED FINANCIAL DISCLOSURE STATEMENT

## SECTION 2 – GIFTS

1. List any gift or other compensation (as defined herein) received from any person having or negotiating a contract with the City or any person regulated by any City body. Identify the person conferring the gift and the approximate retail value of the gift or compensation received. Please be aware that §2-55(f) provides that "No City official or employee shall solicit or accept any gift or service greater than **\$20** in value, or any gifts or services greater than **\$20** in value in the aggregate in any calendar year, from any person who has or is negotiating a contract with the City or is regulated by any City body, where the recipient has knowledge that the donor has or is negotiating a contract or is so regulated". If in doubt of the value, please list it and indicate the value is unknown.

## **ANNUAL MANDATORY SIMPLIFIED FINANCIAL DISCLOSURE STATEMENT**

### **Section 3 – VOLUNTARY DISCLOSURE**

1. Please provide any other information concerning your interest in any business entity or any compensation received from other employers that may constitute a potential or actual conflict of interest, or the appearance of a conflict of interest, in the past, present or future, regarding your current or possible future duties to the City of Laurel.