



CALVERT COUNTY ETHICS COMMISSION

Post Office Box 1104
Prince Frederick, Maryland 20678

January 5, 2015

MEMORANDUM

To: Elected Officials
Candidates

From: Lisa Tolomei
Administrative Aide
On Behalf of the Calvert County Ethics Commission

Subject: Annual Financial Disclosure Statement Filing

Time has arrived for filing the annual Financial Disclosure Statement – Form 1A for Elected Officials and Candidates. This form is enclosed for your convenience.

The Calvert County Ethics Code 41-15 requires that Financial Disclosure Statements, associated Schedules and any supporting attachments must be filed no later than March 31, 2015. It is important to file by this deadline in order to avoid penalties as prescribed by the Calvert County Ethics Code Chapter 41-15 D. and 41-22.

It is the desire of the Calvert County Ethics Commission to make filing as easy as possible. Here is how:

- Fully complete pages 1 & 2 before going to any other pages.
- If all answers are "No" on page 2, then only submit pages 1 & 2.
- Complete and submit Schedules A thru I only when instructed to do so on page 2.
- Think green; only submit the Schedules that are complete ie. do not submit blank Schedules.

The Ethics Commission is available to answer questions or provide assistance for completion of the Financial Disclosure Statement form. Any questions may be sent by e-mail for the quickest response to calvertethics@gmail.com or to Calvert County Ethics Commission, P.O. Box 1104, Prince Frederick, MD 20678.

Please return the completed Financial Disclosure Statement to the Board of Calvert County Commissioners, Attention: Lisa Tolomei, by mail to 175 Main Street Prince Frederick, MD 20678 or by Fax to 410-535-5594 or by Email to tolomeea@co.cal.md.us.

Attachment: Financial Disclosure Statement – Form 1A

◆ Marshall Coffman, Chairman ◆ Charles Bucy, Vice Chairman ◆ Jennifer Mazur, Secretary ◆
◆ Bruce Henkelman, Member ◆ Eugene McHugh, Member ◆ Arthur Fournier, Jr., Alternate Member ◆
◆ Telephone (410) 414-8079 ◆ Email calvertethics@gmail.com ◆

CALVERT COUNTY

Board of Calvert County Commissioners, Attention: Lisa Tolomei
175 Main Street Prince Frederick, MD 20678

FINANCIAL DISCLOSURE STATEMENT – FORM 1A

FOR ELECTED OFFICIALS AND CANDIDATES

I Would Like To Be Notified If Someone Looks At My Form YES NO

Instructions: Provide the information on page 1. On page 2, answer the questions A through I by checking "Yes" or "No" for each question. If you answer "Yes" to any question, complete the corresponding Schedule and attach it to this form. Upon completion of your financial disclosure statement, sign and date the lower portion of page 2.

Return it, with any attachments, to the above address, no later than March 31, 2015

The Calvert County Ethic Code can be viewed at:
<http://www.co.cal.md.us/Documentcenter/Home/View/681>

Regular Reporting Period: January 1 through December 31, 2014
 Or Termination Report: January 1 through _____ 2015

First Name _____ Middle Initial _____ Last Name _____

Current Home Street Address (no P.O. Box) _____ City _____ State _____ Zipcode _____

Agency/Board/Commission/Committee Affiliation (include Department and Unit where applicable) _____

Mailing Address _____ City _____ State _____ Zipcode _____

Current Position or Office held with County, if any (or office for candidacy) _____

Email Address: _____

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the County Ethics Ordinance with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through I.

STANDARDS OF CONDUCT

The County Ethics Ordinance includes standards of conduct for elected officials, appointed officials, county employees, individuals appointed to county boards, commissions and committees and political candidates. 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 County, and procurement specifications assistance restrictions. The Ordinance provides for exceptions and exemptions under certain circumstances.

PRIVACY NOTICE

The County Ethics Ordinance requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Ordinance. 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. The subject has the right to amend, review and correct the record as set forth in the County Ethics Ordinance. **Failure to file or to report information required by the County Ethics Ordinance can result in penalties including a late filing fee up to \$250, suspension, suspension of pay, termination or other disciplinary action, and a civil fine of up to \$2,500 per violation. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.**

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.

Calvert County Ethic Code can be viewed at http://www.co.cal.md.us/DocumentCenter/Home/View/681	YES	NO
A. Do you have any interest of 30% or greater (as an owner or a tenant, including interests in time shares) in real property in Maryland or in any other state or country? – Ethics Code 41-15 A. 3. a.; 41-15 A. 4 & 41-15 B. 3 (If “Yes,” complete Schedule A)		
B. Did you have any interest of 30% or greater 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 County? – Ethics Code 41-15 A. 3. b.; 41-15 A. 4. & 41-15 B. 3 (If “Yes,” complete Schedule B)		
C. Do you have an interest of 30% or greater in any non-corporate business entity (a sole proprietorship) that did business with the County during the reporting period? – Ethics Code 41-15 A. 3. c.; 41-15 A. 4. & 41-15 B. 3 (If “Yes,” complete Schedule C)		
D. 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 County; 2) engaged in an activity that was regulated or controlled by the County; or 3) was a regulated lobbyist? <i>(Gifts received from a member of the official’s or employee’s immediate family, another child, or a parent of the individual, do not need to be disclosed.)</i> – Ethics Code 41-15 A. 3. d. & 41-15 B. 3 (If “Yes,” complete Schedule D)		
E. During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the County? – Ethics Code 41-15 A. 3. e. & 41-15 B. 3 (If “Yes,” complete Schedule E)		
F. During the reporting period, did you or an immediate family member owe a debt (excluding a retail credit account) to a financial entity that did business with the County? [NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the County as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.] – Ethics Code 41-15 A. 3. f. & 41-15 B. 3 (If “Yes,” complete Schedule F)		
G. During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the County in any capacity? – Ethics Code 41-15 A. 3. g. & 41-15 B. 3 (If “Yes,” complete Schedule G)		
H. During the reporting period, did you or any member of your immediate family, receive any earned income from an entity (including secondary employment) other than Calvert County? [Please note that 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 or the authority of your agency or has contracts with your agency.] – Ethics Code 41-15 A. 3. h. & 41-15 B. 3 (If “Yes,” complete Schedule H)		
I. Is there any additional information or interest you would like to disclose, such as fees from third parties, interest or situations that may be or give the appearance of a conflict of interest? – Ethics Code 41-15 A. 3. i. & 41-15 B. 3 (If “Yes,” complete Schedule I)		

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

Date

For Calvert County Ethics Commission Use Only: _____ First Reviewer Initials _____ Second Reviewer Initials

Schedule A

Schedule A – Real Property Interests

(Calvert County Ethics Code 41-15 A. 3. a.; 41-15 A.; 4.)

1. What is the address or legal description of the property?

Address _____

City/State/Zip _____

2. Is this your primary residence? Yes No

3. What kind of property is it?

Improved Residential Improved Commercial

Unimproved (vacant lot)

4. Is the interest held directly by you or is it attributable to you? Yes No

5. Are you the owner or tenant? Owner Tenant

6. Do you hold the interest solely or is it jointly held with another? Solely Jointly Tenants by the Entirety
(Partners equally own 100%)

If Jointly or Tenants by the Entirety, provide the name(s) of the other joint owner(s)

7. 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.

8. What date was the property acquired? (Ex: 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": a) What percentage did you transfer? _____

b) What consideration did you receive for the interest? _____

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

Schedule B – Interests in Corporations and Partnerships (Calvert County Ethics Code 41-15 A. 3 b.; 41-15 A. 4.)

1. What is the name of the entity? (Include the complete name of the entity, do not identify by trading symbol.) _____
2. Does the stock of the corporation trade on a stock exchange? Yes No
If "No," what is the legal address of the entity's principle office:
Address _____
City/State/Zip _____
3. Is the interest held directly by you? Yes No
4. Do you hold the interest in your name alone, or is it held jointly? Alone Jointly
If "Jointly," what is 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: _____ Percentage of Ownership: _____
Dollar Value of Shares: _____ or Number of Shares: _____
6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Ex: mortgages, liens, contracts, options, etc.) Yes No
If "Yes" please explain: _____
7. Did you acquire an interest in the entity during the reporting period? Yes No
If "Yes": a) In what month was the interest acquired? _____
b) How was the interest in the entity acquired? (Ex: purchase, gift, will, etc.)? _____
c) From whom did you acquire the interest in the entity? _____
d) 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": a) What portion of the interest was transferred? _____
b) 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). _____
c) 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

Schedule C – Interests in Non-Corporate Business Entities Doing Business with the County (Calvert County Ethics Code 41-15 A. 3. c.; 41-15 A. 4.)

1. What is the name and address of the principle office of the business entity?

Name: _____

Address _____
City/State _____
/Zip _____

Is the interest held directly by you? Yes No

2. Do you hold the interest solely or is it jointly held with another? Solely Jointly

If "Jointly": a) What is the percentage of your joint interest? _____

b) Dollar value of your interest in the entity? _____

3. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Ex: mortgages, liens, contracts, options, etc.) Yes No

If "Yes", what is the name of the creditor? _____

4. Did you acquire an interest in the entity during the reporting period? Yes No

If "Yes": a) In what month was the interest acquired? _____

b) How was the interest in the entity acquired?
(Ex: purchase, gift, will, etc.)? _____

c) From whom did you acquire the interest? _____

d) 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) _____

5. Have you transferred any interest in this entity during the reporting period? Yes No

If "Yes": a) What percentage of interest, if less than all, was transferred? _____

b) 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). _____

c) To whom did you transfer your interest in the entity? _____

If you have additional interests in sole proprietorship(s) that did business with the County during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedules D & E

Schedule D – Gifts

(Calvert County Ethics Code 41-15 A. d.)

1. Who gave you the gift? _____
2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, etc.)

3. What was the value of the gift? Yes No
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, Salaried Employment and Similar Interests

(Calvert County Ethics Code 41-15 A. e.)

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? Self Spouse Dependent Child
If spouse or dependent child, list name: _____
3. What is the title of the office or position held? (Ex: limited partner, director, treasurer, chair of the board of trustees, etc.)

4. What year did the position begin? _____
5. With what County Agency or County Agencies did the business entity do business?

6. What was the nature of the business? (Ex: regulated by your agency, registered under lobbying law, or involved with sales/contracts with the County)

If necessary, please use additional sheet(s) for any additional entries.

Schedules F & G

Schedule F – Debts You Owe

(Calvert County Ethics Code 41-15 A. f.)

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 Decrease Increase

By how much? _____

6. Was any security given for the debt? Yes No

If "Yes," please state the type of security given. (Ex: 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 County

(Calvert County Ethics Code 41-15 A. g.)

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

Family Member Name: _____ Relationship: _____

2. What agency employed the member of your immediate family? _____

3. What is the title of your immediate family member's position? _____

If necessary, please use additional sheet(s) for any additional entries.

Schedules H & I

Schedule H – Employment/Business Ownership

(Calvert County Ethics Code 41-15 A. h.)

Exception: Please note that 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 or the authority of your agency or has contracts with your agency. (Calvert County Ethics Code 41-15 A. 3. h)

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: _____ Relation: Self Spouse Dependent Child

If "Self": a) what was your position or job title? _____

b) Who was the Calvert County approving authority for your secondary job? _____

Employer Name: _____

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: _____ Relation: Self Spouse Dependent Child

Business Entity Name: _____

Address _____

City/State/Zip _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule I – Other

(Calvert County Ethics Code 41-15 A. i.)

Is there any additional information or interest you would like to disclose? Please provide the information here. (Fees received from third parties; Any interest or situations that might raise a conflict of interest, the appearance of a conflict of interest or the potential for either.)