

CALVERT COUNTY ETHICS COMMISSION

P.O. Box 1104, Prince Frederick, Maryland 20678

Phone (410) 414-8079 | Fax (410) 535-5594 | Email calvertethics@gmail.com

FINANCIAL DISCLOSURE STATEMENT FOR ELECTED OFFICIALS AND CANDIDATES – FORM 1A

2022 Reporting Year: January – December 31 OR Termination Report date _____
Last date of employment or service (current year)

This financial disclosure statement describes all interests, related transactions, and matters required to be disclosed by the Calvert County Code of Ethics with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet (page 1), the checklist (page 2), and Schedules A through I. (pages 3-6)

Instructions:

- Complete pages 1 & 2 before completing any other pages.
- If all answers for A-I are "No" on page 2:
 - Sign and date at the bottom of page 2.If any answers for A-I are "Yes" on page 2:
 - Complete and submit Schedules A-I as required and attach any supporting documents, if needed.
NOTE: if you are listed as an owner of your primary residence you must answer "Yes" to question A and complete Schedule A.
- Sign and date at the bottom of page 2.
- Return completed Financial Disclosure Statements to the Board of Calvert County Commissioners, Attention: Ashley Staples-Reid by mail to 175 Main Street Prince Frederick, MD 20678; by Fax to 410-535-5594; or by email to ashley.staples-reid@calvertcountymd.gov.

_____	_____	_____	_____	_____
Last Name	Middle	First Name		
_____	_____	_____	_____	_____
Mailing Address	City	State	Zip Code	
_____	_____	_____	_____	_____
Home Address (if different from above)	City	State	Zip Code	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Owner of Home Address (If yes, you <u>must</u> complete Schedule A)	_____	_____	_____	_____
	Email Address			

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

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

STANDARDS OF CONDUCT: The Calvert County Code of Ethics Ordinance (Code) includes standards of conduct for elected 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 Code provides for exceptions and exemptions under certain circumstances.

The Calvert County Code of Ethics can be viewed at <http://ecode360.com/15519458>

PRIVACY NOTICE: The Code 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 Code. *Failure to file or to report information required by the Code 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:

1. Complete pages 1 & 2 before completing any other pages.
2. If all answers for A-I are "No" on page 2:
 - iii. Sign and date at the bottom of page 2.
 If any answers for A-I are "Yes" on page 2:
 - iv. Complete and submit Schedules A-I as required and attach any supporting documents, if needed.

NOTE: if you are listed as an owner of your primary residence you must answer "Yes" to question A and complete Schedule A.
3. Sign and date at the bottom of page 2.
4. Return completed Financial Disclosure Statements to the Board of Calvert County Commissioners, Attention: Ashley Staples-Reid by mail to 175 Main Street Prince Frederick, MD 20678; by Fax to 410-535-5594; or by email to ashley.staples-reid@calvertcountymd.gov.

	YES	NO
I would like to be notified of someone looks at my form		
A. Do you have 30% or greater interest (as an owner or tenant by the entity, including time shares) in real property in Maryland or in any other state or country? – Ethics Code 41-15A.3.a.; 41-15A.4 & 41-15B <i>NOTE: This question includes your primary residence</i> (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 Calvert County? – Ethics Code 41-15A.3.b.; 41-15A.4 & 41-15B.3 <i>i.e. Do you own a business, or part of a business, not as a sole proprietorship?</i> (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 Calvert County during the reporting period? – Ethics Code 41-15 A.3.c.; 41-15A.4. & 41-15B.3 <i>i.e. Do you own a business, or part of a business, as a sole proprietorship?</i> (If "Yes," complete Schedule C)		
D. During this reporting period, did you receive any gift(s), directly or indirectly, in excess 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 Calvert County; 2) engaged in an activity that was regulated or controlled by Calvert County; or 3) was a regulated lobbyist? (<i>Gifts received from a member of the official's or employees' immediate family, another child, or a parent of the individual, do not need to be disclosed.</i>) – Ethics Code 41-15.B.3.a.vi. <i>NOTE: Gifts which are personal in nature (birthday, or holiday) do not apply.</i> (If "Yes," complete Schedule D)		
E. During the reporting period, did you or any qualified relatives have any salaried employment or hold any office or directorship with an entity that did business with Calvert County? – Ethics Code 41-15A.3.e. & 41-15B.3 (If "Yes," complete Schedule E)		
F. During the reporting period, did you or any qualified relatives owe a debt (excluding a retail credit account) to a financial entity that did business with Calvert County? Ethics Code 41-15A.3.f. & 41-15B. <i>NOTE: If, on Schedules A, B and/or C, you listed a financial entity that did business with Calvert County as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.</i> (If "Yes," complete Schedule F)		
G. During the reporting period, were any qualified relatives employed by Calvert County in any capacity? – Ethics Code 41-15.B.3.a.iv. (If "Yes," complete Schedule G)		
H. During the reporting period, did you or any qualified relatives receive any earned income from an entity (including other employment) other than Calvert County? FOR APPOINTED OFFICIALS: <i>this includes your primary employment</i> FOR EMPLOYEES: <i>this includes other/secondary employment</i> NOTE: <i>Qualified relative's employment or business ownership does <u>not</u> need to be disclosed unless the place of employment or the business entity has contracts with Calvert County or is subject to regulation by Calvert County.</i> (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.B.3.a.x.&xi (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 INTERNAL USE ONLY:

New Hire or Appointee _____ 1st Reviewer Initials
 Annual Requirement _____ 2nd Reviewer Initials _____ Date Received

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? Give Street Address, City/State/Zip Code

Is this your primary residence?

Yes

No

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): _____

Unimproved (vacant lot)

3. Is the interest held directly by you or is it attributable to you?

Yes

No

4. Are you the owner or tenant?

Owner

Tenant

5. 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):

6. 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.

7. What date was the property acquired? _____

8. How 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "No," what is the legal address of the entities principle office? _____	
3.	Is the interest held directly by you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Do you hold the interest in your name alone, or is it held jointly?	<input type="checkbox"/> Alone <input type="checkbox"/> 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "Yes", what is the name of the entity of the encumbrance holder? _____	
7.	Did you <u>acquire</u> an interest in the entity during the reporting period?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 <u>transferred</u> any interest in this entity during the reporting period?	<input type="checkbox"/> Yes <input type="checkbox"/> 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. Name and Address of the Principal office of the business entity?

Name: _____

Address: _____ City/State/Zip: _____

2. Is the interest held directly by you?

Yes No

3. 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? _____

4. Are there any legal conditions or encumbrances that apply to your interest in the entity?
(Ex: mortgages, liens, contracts, options, etc.) If "Yes", what is the name of the creditor?

Yes No

5. 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)

6. 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, book, etc.)
3. What was the value of the gift? _____
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? _____
(Example: 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	<i>(Calvert County Ethics Code 41-15 A. f.)</i>
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 <input type="checkbox"/> increase or <input type="checkbox"/> decrease during the reporting period, and by how much? _____	
6. Was any security given for the debt? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”: Please state what type of security was given _____ (Example: 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	<i>(Calvert County Ethics Code 41-15 A. g.)</i>
1. What is the relation and name of the immediate family member employed by the County? a. Family Member Name: _____ b. 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 is/was your position or job title? _____

b. Who was Calvert County approving authority for your secondary employment? _____

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

Name of Business Entity: _____

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.)