

# TOWN OF UNIVERSITY PARK ELECTION INFORMATION FOR CANDIDATES

**A Town Election will be held for the Office of  
Mayor**

**and office of Councilmember for Wards**

**Councilmember Ward 1  
Councilmember Ward 3  
Councilmember Ward 7**

to be conducted on

**TUESDAY, MAY 1, 2018**

**Polls will be open from 8 a.m. - 8 p.m.**

**Word of God Baptist Church, 6513 Queens Chapel Road (side door entrance)**

## **REGISTER TO VOTE:**

Residents may pick up an application to register to vote at Town Hall, 6724 Baltimore Avenue, University Park, MD 20782, Monday – Friday 9 a.m. – 5 p.m. or register to vote the following ways:

- Register to vote online: <https://www.princegeorgescountymd.gov/1980/Voter-Registration>

## **OR**

- Go to the Prince George's County Board of Elections at 1100 Mercantile Lane Suite 115A, Largo, MD 20774, Monday – Friday, 8 a.m. – 4:30 p.m., Office: 301-341-7300

## **CANDIDATES:**

Candidate packets (Candidate Petition and Financial Disclosure Statement) are available at Town Hall, Monday – Friday during business hours. These documents are also available on the Town website [www.upmd.org](http://www.upmd.org) under Government/Elections. If residents have any questions, please contact the Town office at 301-927-4262 or email [townhall@upmd.org](mailto:townhall@upmd.org).

## **DEADLINE:**

To file as a Candidate **OR** Register as a new voter the deadline is Monday, April 2, 2018 by 5 p.m.

## **Residents wishing to vote in the upcoming election must be:**

1. A citizen of the United States,
2. 18 years of age or older on the date of Election Day,
3. A resident of University Park, and
4. Registered to vote at least 30 days prior to Election Day

## **DEADLINE FOR WRITE-IN CANDIDATES:**

Thursday, April 26, 2018 at 5 p.m.

**Town of University Park**  
**Council Candidate Petition**

The undersigned, being qualified voters of the  
Town of University Park,  
do hereby endorse the candidacy of:

\_\_\_\_\_

for Councilperson of the \_\_\_\_\_ Ward of University Park and hereby  
request that this name be placed on the ballot to be used at that  
Election to be held on **Tuesday, May 1, 2018.**

Candidate's Name (print): \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

TO BE VALID, THIS PETITION MUST BE SIGNED BY AT LEAST  
TEN (10) QUALIFIED VOTERS.

*(It is suggested that the candidate obtain more than the minimum number of signatures  
required in the event any are invalidated.)*

<b><u>PRINT NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>SIGNATURE</u></b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

<u>PRINT NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

**TOWN OF UNIVERSITY PARK ETHICS COMMISSION**  
**FINANCIAL DISCLOSURE STATEMENT**

*I would like to be notified if someone looks at my form.*

**Instructions:**

1. Fill in the preliminary information requested in the box below. Be sure to verify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation.

This form must be filed on or before April 30 of each year during which an elected official holds office. This form must accompany any petition for candidacy filed under Section 506 of the Charter.

**PLEASE PRINT OR TYPE**

FIRST NAME	INITIAL	LAST NAME
CURRENT ADDRESS ( <i>WHERE YOU CAN BE SENT CORRESPONDENCE</i> )		
OFFICE (OF INCUMBENT OR CANDIDATE)		
E-MAIL ADDRESS		

REPORTING PERIOD *January 1- December 31 of the year prior to filing.*

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by State Government Article, Title 15, Subtitle 6 of the Maryland Public Ethics Law and the Town's Ethics Code 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.

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: \_\_\_\_\_

(SEAL)

Date: \_\_\_\_\_

**Instructions:**

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question, be sure to complete the corresponding Schedule.

**Caution: Please read all instructions on accompanying instruction sheet including all definitions, before completing this form.**

- A. I held interests during the reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)
- B. I held interests during the reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)
- C. I held interests during the reporting period in a non-corporate business entity which did business with the Town, other than a partnership. (If "Yes", complete Schedule C.)
- D. I received one or more gifts during the reporting period from person(s) doing business with the Town, regulated by the Town, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during the reporting period in or with a business entity doing business with the Town. (If "Yes," complete Schedule E.)
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during the reporting period to persons doing business with the Town. (If "Yes," complete Schedule F.)
- G. A member of my immediate family was employed by the Town during reporting period. (If "Yes," complete Schedule G.)
- H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity other than the Town, from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)
- I. Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)

	YES	NO
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		

**FOR USE BY TOWN OFFICES ONLY**

Received \_\_\_\_\_  
Date

By \_\_\_\_\_  
Town Clerk's Office

## Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

Yes

No (Go to Schedule B)

**If Yes; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)**

1. What is the address or legal description of the property? (Give street address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish.)

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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? (See Paragraph E of Instructions for definition of "Attributable.")

Direct \_\_\_\_\_ Attributable \_\_\_\_\_

4. Are you the owner or tenant?

Owner \_\_\_\_\_ Tenant \_\_\_\_\_

5. Do you hold the interest solely, or jointly, or by Tenants by the Entirety?

Solely \_\_\_\_\_ Jointly \_\_\_\_\_ tenants by the entirety \_\_\_\_\_

If held jointly, or by tenants by the entirety, 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. On what date was the property acquired? \_\_\_\_\_

8. How was the property acquired? (Example: 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;**

11.A. What percentage of interest did you transfer? \_\_\_\_\_%

11.B. What consideration did you receive for the interest? \_\_\_\_\_

11.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 – Interests in Corporations and Partnerships

Did you have any interest 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 Town? (You are not required to report a mutual fund that is publicly traded on a national scale unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the Town.)

Yes

No (Go to Schedule C)

**If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)**

1. What is the name of the entity? Include the complete name of the entity; do not identify solely by trading symbol. \_\_\_\_\_

2. Does the stock of the entity trade on a stock exchange?

Yes

No

If "no," give the legal address of the entity's principal office.

\_\_\_\_\_

3. Is the interest held directly by you or is it attributable to you? (See Paragraph E of Instructions for definition of "Attributable.")

Directly: \_\_\_\_\_ Attributable: \_\_\_\_\_

4. Do you hold the interest in your name alone, or jointly?

In your name alone: \_\_\_\_\_ Jointly: \_\_\_\_\_

If jointly, 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: \_\_\_\_\_

Dollar Value of Shares: \_\_\_\_\_ or Number of Shares: \_\_\_\_\_

Percentage of ownership: \_\_\_\_\_%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

No

Yes; **If Yes**, name of entity holding the encumbrance: \_\_\_\_\_

7. Did you acquire an interest in the entity during the reporting period?

Yes

No

**If Yes:**

7A. In what month was the interest acquired? \_\_\_\_\_

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

\_\_\_\_\_

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage) \_\_\_\_\_

7D. 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:**

8A. What portion of the interest was transferred? \_\_\_\_\_

8B. 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) \_\_\_\_\_

8C. 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 – Interests in Non-Corporate Business Entities Doing Business with the Town**

Do you have an interest in any non-corporate business entity (i.e., a sole proprietorship) that did business with the Town during the reporting period?

- Yes
- No (Go to Schedule D)

**If Yes; (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)**

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 or is it attributable to you? (See Paragraph E of Instructions for the definition of "attributable.")

Direct: \_\_\_\_\_ Attributable: \_\_\_\_\_

3. Do you hold the interest solely or jointly with another?

Solely: \_\_\_\_\_ Jointly: \_\_\_\_\_

3.A. If jointly, the percentage of your joint interest: \_\_\_\_\_%

3.B. Dollar value of your interest in the entity: \$\_\_\_\_\_; or percentage of your interest in the entity: \_\_\_\_\_%

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

Yes, If yes give name of creditor: \_\_\_\_\_  
 No

5. Was any interest acquired during the reporting year?

- Yes
- No

**If Yes;**

5A. What month was the interest acquired? \_\_\_\_\_

5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.) \_\_\_\_\_

5C. From whom did you acquire the interest? \_\_\_\_\_

5D. 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. Did you transfer any of your interest during the reporting period?

Yes

No

**If Yes:**

6A. What percentage of interest, if less than all, was transferred? \_\_\_\_\_%

6B. 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) \_\_\_\_\_

6C. To whom did you transfer your interest in the entity? \_\_\_\_\_

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

## Schedule D – Gifts

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 Town; 2) engaged in an activity that was regulated or controlled by the Town; or 3) was a regulated lobbyist? Gifts received from a member of the official's or employee's immediate family, including child or parent, do not need to be disclosed.

Yes

No (Go to Schedule E)

**If Yes; (Answer each question below. A separate Schedule D will be required for each gift.)**

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, give 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

During the reporting period, did you or any member of your immediate family (spouse, domestic partner or dependent child) have any salaried employment, or hold any office or directorship, with an entity that did business with the Town?

Yes

No (Go to Schedule F)

**If Yes; (Answer each question below. A separate Schedule E will be required for each disclosure.)**

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 listed above? (Example: yourself, spouse, dependent child)

Self: \_\_\_\_\_ Spouse: \_\_\_\_\_ Dependent Child: \_\_\_\_\_

2A. Name of spouse or dependent child: \_\_\_\_\_

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.) \_\_\_\_\_

4. What year did the position begin? \_\_\_\_\_

5. With what Town department did the business entity do business? \_\_\_\_\_

6. What was the nature of the business? (Example: regulated by the Town, registered under the lobbying law, or involved with sales and contracts with the Town)

\_\_\_\_\_

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

## Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the Town? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the Town as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

- Yes  
 No (Go to Schedule G)

**If Yes; (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)**

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, and by how much? \$ \_\_\_\_\_

6. Was any security given for the debt?

- Yes  
 No

If Yes; Please state what type of security was given (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 Town**

During the reporting period, were any members of your immediate family (spouse, domestic partner or dependent child(ren)) employed by the Town in any capacity?

Yes

No (Go to Schedule H)

**If Yes; (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the Town.)**

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

\_\_\_\_\_

2. What is the name of the department that employed the member of your immediate family?

\_\_\_\_\_

3. What was the title of your immediate family member's position in the Town during the reporting period? \_\_\_\_\_

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

## Schedule H – Employment/Business Ownership

During the reporting period, did you, or any member of your immediate family, receive any earned income from an entity other than the Town? 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 BY, or the authority of, the Town.

Yes

No (Go to Schedule I)

**If Yes; (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)**

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: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

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: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Business Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

**Schedule I – Other**

Is there any additional information or interest you would like to disclose?

**STANDARDS OF CONDUCT**

The Town of University Park Ethics Law includes standards of conduct applicable to financial disclosure filers and Town employees and appointed officials. 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 Town, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the Town Ethics Commission.

**PRIVACY NOTICE**

The Public Ethics Law (State Government Article, Title 15), Annotated Code of Maryland) and the Town Ethics Code require the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who record their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record.