



Filing Petition for Elective Office

Any person desiring to be a candidate for any elective office in the town shall on or before the 25th day preceding the election file (**5:00 p.m. on April 6, 2017**) with the judges of election a petition to have his/her name printed on the ballot or placed on the voting machine. The petition shall set forth the office to which they desire to be elected, and shall contain a statement that the candidate is qualified to hold the office if elected. In the case of any candidate seeking election as Mayor, the petition must be signed by not "less than twenty-five (25) qualified voters from the town at large; and in the case of a candidate for the council, the petition shall be signed by not less than fifteen (15) qualified voters from the ward in which the candidate resides. Each candidate filing a petition for any elective office shall pay to the Town the sum of twenty-five dollars (\$25.00). Each person elected to an office by a "write-in" vote shall pay the same amount as if he had filed a petition.

Qualifications of Councilmembers

A Councilmember shall be at least 21 years of age and a citizen of the United States. The Councilmember shall have resided within the corporate limits of the town for at least six (6) months immediately preceding the election and shall be a qualified voter of the ward from which elected. A Councilmember shall retain throughout his term of office all the qualifications necessary for his election and failure to retain all such qualifications shall cause a forfeiture of his office.

Qualifications of Mayor

The Mayor must be at least 25 years of age, a citizen of the United States and a qualified voter in the town, and shall have resided within the corporate limits of the town for at least one (1) year immediately preceding election. The Mayor shall be elected from within the corporate limits of the town at large as hereinafter provided and shall hold office for a term of two years or until the succeeding Mayor takes office. The regular term of the Mayor shall expire on the first Monday in June following the election and qualification of his successor.

Date: _____

TO THE BOARD OF ELECTION JUDGES

RIVERDALE PARK, MARYLAND:

I, _____ hereby request that my name be placed on the official ballot to be used in the Town Election on May 1, 2017 as a candidate for Mayor/Councilmember in Ward ____ of the Town of Riverdale Park, and in connection therewith I hereby certify that I am qualified under the provisions of the Town Charter and Ordinances adopted by the Mayor and Council of Riverdale Park to hold the aforesaid office.

Respectfully Submitted,

Petition for Elective Office

We, the undersigned registered voters of the Town of Riverdale Park hereby request that the name of _____ be placed on the official ballot for _____ of the Town of Riverdale Park, Maryland as above requested:

	<u>NAME</u> (Please Print)	<u>SIGNATURE</u>	<u>ADDRESS</u>
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	<u>NAME</u> (Please Print)	<u>SIGNATURE</u>	<u>ADDRESS</u>
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**TOWN OF RIVERDALE PARK ETHICS COMMISSION
5008 Queensbury Road
Riverdale Park, MD 20737
(301) 927-6381**

January 2, 2017

To: Candidates for 2017 Election for Mayor and Council Members
From: Town of Riverdale Park Ethics Commission
Re: Financial Disclosure Statement

Under the Town of Riverdale Park Public Ethics Ordinance, Section 32-5, you are required to file a Financial Disclosure Statement for 2017 before or at the same time that you file your Certificate of Candidacy. The Town will not accept a Certificate of Candidacy unless a Financial Disclosure Statement has been filed in proper form. **Once you have filed this document it will become a public record. This document is signed under oath under the penalties of perjury.** A copy of the Statement is enclosed for your use, along with a page of selected definitions. A replacement Statement, if needed, may be picked up from the Town Clerk.

The Ethics Commission will not accept a facsimile or photocopy of a previously filed Statement. The enclosed form is the only format that the Commission will accept for submitting the required disclosures. Submittal in any other format will be rejected and returned to you and your Certificate of Candidacy will be rejected.

Your completed Statement must be filed no later than the filing of your Certificate of Candidacy. The statement covers financial interests for the calendar year 2017. Please make sure that both sides of each page are filled out completely and legibly, and that the statement is signed. The statement does not need to be notarized. **If you are a current elected Riverdale Park official you also must file a Financial Disclosure Statement for calendar year 2016. The Town Clerk previously has provided you with that form.**

Please contact me if you have any questions about the disclosure requirements.

Sincerely,

Frederick C. Sussman, Esq.
Town Attorney
Liaison to the Town of Riverdale Park
Ethics Commission
(301) 261-2247
fsussman@councilbaradel.com

Enclosures

**TOWN OF RIVERDALE PARK
5008 Queensbury Road
Riverdale Park, MD 20737**

**FINANCIAL DISCLOSURE STATEMENT
CANDIDATES FOR ELECTIVE OFFICE- 2017**

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 correctly identify 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 before a notary public or other officer authorized to take oaths.

Reporting Period: January 1, 2017 through date of candidacy filing.

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
TOWN AFFILIATION <i>(INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)</i>		
CURRENT TOWN ADDRESS <i>(WHERE YOU CAN BE SENT CORRESPONDENCE)</i>		
CURRENT POSITION OR OFFICE HELD WITH TOWN, IF ANY <i>(OR OFFICE FOR CANDIDACY)</i>		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the Town Public Ethics Law 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: _____

Sworn to before me this _____ day of _____

Signature of Notary Public: _____

Printed/Typed Name of Notary Public: _____

My Commission Expires: _____

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.

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

- A. I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)
- B. I held interests during reporting period in corporations, partnerships, limited liability companies and similar entities. (If "Yes," complete Schedule B.)
- C. I held interests in a business entity other than entities disclosed under "B" above which did business with the Town. (If "Yes", complete Schedule C.)
- D. I received gifts during reporting period from persons doing business with the Town, or regulated by the Town. (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 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 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 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.	

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): Residential
 Commercial

Unimproved (vacant lot): _____

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

Direct _____ Attributable _____

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 _____

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. 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?

- 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 corporation trade on a stock exchange?

- Yes
 No

If "no," state the legal address of the entity's principal office:

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

Directly: _____ Attributable: _____

4. Do you hold the interest in your name alone, or is it held 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.) **NOTE:** If interest is 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 in a non-publicly traded entity or LLP or LLC: _____%

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**, state the 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 (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?

Direct: _____ Attributable: _____

3. Do you hold the interest solely or is it jointly held 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 in exchange for the interest in the entity? (Dollar amount you received or if you gave the property as a gift, 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 State during the reporting year, 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; or, 2) engaged in an activity that was regulated by the Town.

- 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, 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

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 or domestic partner, dependent child)

Self: _____ Spouse/Domestic Partner: _____ Dependent child: _____

2A. Name of spouse, domestic partner or dependent child: _____

3. What is the title of the office you, your spouse, domestic partner 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(s) did the business entity do business? _____

6. What was the nature of the business? (Example: regulated by the Town, 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 an individual or 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, domestic partner or dependent child, identify your spouse, domestic partner 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 children) 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 with 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 (spouse, domestic partner, children or dependents), receive any earned income from an entity other than the Town of Riverdale Park? Your minor 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 the Town or does business with the Town. Please note that, except as it relates to minor children as discussed in the preceding sentence, **this question is NOT limited to entities that do business with the Town. If you or your spouse or domestic partner was employed or received earned income, you must answer yes to this question. For purposes of this Schedule "earned income" means income such as wages, salary, bonuses, professional fees or commissions that result from an individual's personal labor or services, long-term disability benefits received prior to social security minimum retirement age, and net earnings from self-employment by the owner or operator of a business, or a minister or a statutory employee for federal income tax purposes.**

Yes

No (If you answered "no" you may provide a brief explanation below. Otherwise, go to Schedule I).

Explanation of source of funds for living expenses (e.g., savings, disability benefits, investments, etc).

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?

_____ Yes

_____ No

If yes: _____

TOWN OF RIVERDALE PARK ETHICS COMMISSION
5008 Queensbury Road
Riverdale Park, MD 20737
(301) 927-6381

Financial Disclosure Statement Definitions

“**Attributable interest**” means:

1. Any interest held by a member of the immediate family of the person making the statement, if such interest was at any time during the reporting period directly or indirectly controlled by the person making the statement.
2. Any interest held by a business entity in which the individual held a thirty percent (30%) or greater interest at any time during the reporting period.
3. Any interest held by a trust or an estate in which, at anytime during the reporting period (1) the person making the statement held a reversionary interest or was a beneficiary, or (2) if a revocable trust, was a settler. A trust, within the meaning of this subsection, does not include 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 the appropriate sections of the Internal Revenue Code.

“**Business Entity**” means any corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit. “Business entity” does not include a governmental entity.

“**Doing business with**” means having or negotiating a contract that involves the commitment, either in a single transaction or a combination of transactions, of Five Thousand Dollars (\$5,000) or more of Town or Town-controlled funds, or being regulated by or otherwise subject to the authority of the Town; or being registered as a lobbyist in accordance with the Riverdale Park Ethics Ordinance.

“**Earned income**” means income such as wages, salary, bonuses, professional fees or commissions that result from an individual’s personal labor or services, long-term disability benefits received prior to social security minimum retirement age, and net earnings from self-employment by the owner or operator of a business, or a minister or a statutory employee for federal income tax purposes.

“Financial interest” means:

1. Ownership of any interest as a result of which the owner has received, within any of the past three (3) years, or is presently receiving, or in the future is entitled to receive, more than One Thousand Dollars (\$1,000) per year; or

2. Ownership, or the ownership of securities of the kind representing or convertible into ownership, of more than three percent (3%) of a business entity by a Town official or employee, or the spouse or domestic partner of an official or employee.

“Gift” means the transfer of anything of economic value regardless of the form without adequate and lawful consideration. “Gift” does not include a political campaign contribution regulated under the Elections Article, Annotated Code of Maryland, or any other provision of state or local law regulating the conduct of elections or the receipt of political campaign contributions.

“Immediate Family” means an individual’s spouse or domestic partner and dependent children.

“Interest” means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly. For purposes of completion of the Financial Disclosure Statement, “interest” includes any interest(s) held at any time during the reporting period. “Interest” does not include:

1. An interest held in the capacity of an agent, custodian, personal representative, trustee, or other fiduciary unless the holder has an equitable 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 insurer promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period;

4. A common trust fund or a trust that forms part of a pension or profit sharing plan which has more than twenty-five (25) participants and that has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or

5. A college savings plan under the Internal Revenue Code;

6. 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.

“Person” means an individual or a business entity.

“Qualified relative” means a spouse, domestic partner, parent, child, brother, or sister.