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RECEIVED
OCT 06 2014
BY: JK

Yvette D. Monroe
8 Melvin Street
1032
Gaithersburg, MD 20877
October 3, 2014

City Council
City of Gaithersburg
31 S. Summit Avenue
Gaithersburg, MD 20877

Dear Council Members:

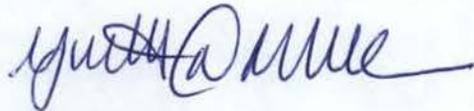
My name is Yvette Monroe and I have been a resident of the City of Gaithersburg for over 20 years. I am currently a member and chair of the Educational Enrichment Committee.

I am interested in the City Council position. I have been heavily involved in paid and non-paid educational and community projects for over 10 years. I am looking to expand my community work with the city residents of Gaithersburg. I have been employed at my church, Victory Christian Church International for 13 years. I am interested in this position based on my extensive experience serving on several committees within the city and my work experience. My love for the city, its residents and our diverse community is what drives me to be involved. I enjoy being a part of a strong community where everyone can live, work, get involved and is quickly becoming a premier place for the living in the future.

Upon review of my résumé, you will see my experience and I believe I would be a good fit for this position.

Thank you for considering me for this position. If you have any questions, please contact me. I look forward to hearing from you.

Sincerely,



Yvette D. Monroe

Enclosure

Council to Select Mayor from amongst its Membership, Applicants Sought for Anticipated City Council Vacancy

Gaithersburg, MD (September 3, 2014) With the conditional resignation of Mayor Sidney A. Katz, effective November 10, 2014 pending his election as District 3 representative on the Montgomery County Council in November's general election, the Gaithersburg City Council will select a new Mayor from amongst its membership. The Council will make the selection in Executive Session on October 6, 2014 and announce the results on October 7. The new Mayor, who will be sworn in on November 10, will serve until the next City of Gaithersburg election in November of 2015. In that election, the Mayoral term will be for two years, fulfilling the remainder of the four year term which began in 2013.

Applications are now being accepted to fill the anticipated vacant City Council position. Interested residents must meet the council qualifications as provided in Section 4 of the City Charter, submit a Financial Disclosure Statement and be prepared to adhere to anticipated expanded ethics requirements. The application should include a letter of interest, a resume, and a statement of the applicant's priorities and vision for the City. Applications are due by 5 p.m. on October 6, 2014. The City Charter, the application form and the financial disclosure form are available on the City website at www.gaithersburgmd.gov. Any questions regarding the application submittal or ethics disclosure requirements should be directed to the City Attorney, N. Lynn Board, at lboard@gaithersburgmd.gov.

The City Council will meet in Executive Session on October 13 to narrow the selection of candidates to no more than five. Selected candidates will be invited to each deliver a three-minute statement at the Mayor and City Council Work Session on October 27 and participate in evening interviews with City Council Members, tentatively scheduled for October 27 and 29. Selection of the new Council Member will take place in Executive Session on November 3, with the swearing in taking place on November 10, to be immediately followed by a reception in the City Hall Gallery.



APPLICATION FOR COUNCIL MEMBER

To: Gaithersburg City Council
c/o The City Attorney

I hereby request that you include my name for consideration for the office of Council Member

Please Print: Yvette D. Monroe
(Legal First, Middle Initial and Last Name. No nicknames or titles.)

I DO HEREBY CERTIFY THE FOLLOWING:

1. My name is: Yvette D. Monroe
2. I am a registered voter in the City of Gaithersburg.
3. I now reside at: 8 Melvin Street, Apt 1032, Gaithersburg, MD 20877
(Address, City & Zip Code)
- Home Telephone: 301-987-9478 Business Telephone: 301-670-1600 ext 208
4. I have attached a Financial Disclosure Statement and a letter of interest detailing why I am interested in the position and my priorities for the City of Gaithersburg.
5. I consent to the public release of my name, this Application, Financial Disclosure Statement and letter of interest.

I DO FURTHER CERTIFY:

1. I meet the qualifications for the above stated office, as set forth in Sections 4 of the City Charter.
2. I am not a candidate for any other elected office in the City of Gaithersburg.


Signature of Applicant

10/2/14
Date of this Application

THIS APPLICATION FOR COUNCIL MEMBER SHALL BE FILED AT THE OFFICE OF THE CITY ATTORNEY ON OR BEFORE 5:00 P.M. ON MONDAY, OCTOBER 6, 2014.

Yvette Monroe
8 Melvin Street, #1032
Gaithersburg, Maryland 20877
301-987-9478
yvettemonroe8@yahoo.com

OBJECTIVE

To obtain a leadership position that will allow me to utilize my exceptional organizational skills, and combine my interest in education and local government to enrich the experience of the local community.

COMMUNITY VOLUNTEER HISTORY

- Educational Enrichment Committee, City of Gaithersburg (2010- Present); Chair-(2013- Present)
- Campaign worker for County Council candidate Jane de Winter (2010)
- Celebrate Gaithersburg! Committee (2011)
- Volunteer at Gaithersburg Book Festival(2012-14), Celebrate Gaithersburg (2014)
- President of the Parent Teacher Student Association, Watkins Mill H.S., Gaithersburg, MD (2008 - 2010), committee member (2005-2010)
- Montgomery County Council Parent Teacher Association: Special Events Committee (2007 – 2008), Coordinator (2008 – 2009)
- Parent Outreach Program Coordinator, Watkins Mill H.S., Gaithersburg, MD (2005 - 2007)

EXPERIENCE

- Conduct EEC meetings in accordance with City Procedures
- Make presentations to the Mayor and City Council (MCC)
- Acts as a point of contact (committee liaison) regarding School-City questions and relay information re: the grants process, school needs, and gaps in programs.
- Assists in implementing the City's school grants, nonprofit youth grants, and CHARACTER COUNTS! Ethics program, Dr. Martin Luther King Jr. essay Contest and the Maryland Municipal League's "If I Were Mayor" and Junior Mayor Essay contest.
- Facilitates and coordinates large events to include annual International Day, Block Party, and National Day of Prayer to name a few, which highlight and celebrate the diverse cultures represented in VCCI and our local community.
- Manages program and project planning to include forming sub committees, scheduling committee meetings, securing facilities, coordinating vendors, promoting and advertising events, and meeting budget expectations.
- Directed fund raising efforts through planning supply drives, and promoting partnerships with local businesses in the Gaithersburg area.
- Solicited funding through organizing phone call and email campaigns to donor lists.
- Generated monthly (PTA) budget reports for submission to school administrators, and the Maryland State PTA.
- Coordinated youth participation programs.

EMPLOYMENT HISTORY

2001 - Present - Events Coordinator / Executive Assistant
VCCI, Gaithersburg, MD

1997 – 2001 - Receptionist
Meridian Construction Company, Inc., Gaithersburg, MD

1994 – 1996 - Special Education Teacher Aide
Montgomery County Public Schools, Rockville, MD

EDUCATION

Community College of Philadelphia, Philadelphia, PA
A.A.S. Degree – 1986

Parent Leadership Institute, Gaithersburg, MD
Certificate course - 2006

Statement of Priorities and Vision for Gaithersburg

Priorities:

- Providing affordable housing for all current and future residents who request it by expanding the current programs which are available to residents.
- Making Gaithersburg the premier area in which one can live, work and raise a family in a safe, family-friendly environment.
- Help assist Gaithersburg to become a cutting edge community of innovative businesses which draws economic development to this area, supports stability and redevelopment of current businesses in this area.

Vision for City:

To build a community that will foster growth in living, business (a strong, thriving economy), education and leisure/healthy lifestyles.



**CITY OF GAITHERSBURG, MARYLAND
FINANCIAL STATEMENT
APPLICANTS FOR COUNCIL MEMBER**

NAME: Yvette D. Monroe

ELECTED OFFICE SEEKING: Council Member

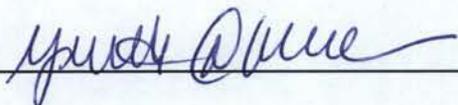
This Financial Disclosure Statement covers the period of time from January 1, 2014 through October 6, 2014.

Please list the gifts* exceeding Fifty Dollars (\$50.00) in value or a combination of transfers from any person or entity exceeding One Hundred Dollars (\$100.00) in value which you received. If you have **NOT** received any gifts, please print **NONE RECEIVED**.

* NONE RECEIVED

Date Received	Name & Address Of Donor	Description of Gift	Approximate Retail Value (at time of receipt)

I HEREBY CERTIFY that the above information which is provided in compliance with Chapter 7A of the City Code ("Ethics Code") is true and correct.

SIGNATURE:  DATE: 10/2/14

*The term "gift" is defined in Chapter 7A of the City Code ("Ethics Code"), Sections 7A-1.3(c) and 7A-4(h) and does not include campaign contributions.



**CITY OF GAITHERSBURG, MARYLAND
INTEREST OR EMPLOYMENT DISCLOSURE
APPLICANTS FOR COUNCIL MEMBER**

NAME: Yvette D. Monroe

ELECTED OFFICE SEEKING: Council Member

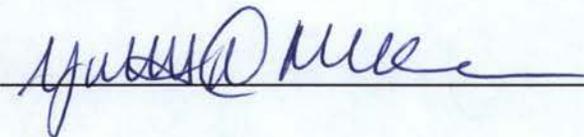
This Interest or Employment Disclosure Statement must be filed by October 6, 2014.

I have the following interests that may create a conflict of interest under Chapter 7A of the City Code ("Ethics Code") Section 7A-4.

I am employed by:

Victory Christian Church International
7-7 metropolitan Court
Gaithersburg, Maryland 20878

I HEREBY CERTIFY that the above information which is provided in compliance with Chapter 7A of the City Code ("Ethics Code") is true and correct.

SIGNATURE:  DATE: 10/2/14