MAYOR

Candidate Packet*

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

*** 8/27/15 - Amended to update Chapter 7A of the City's newly adopted Ethics Ordinance & Required Financial Disclosure Statement for Elected Officials and Candidates for Elected Office.**

MEMORANDUM

TO: Candidates for Political Office

FROM: N. Lynn Board, City Attorney

RE: Candidate Training Rescheduled and Voter Guide Limitations

DATE: July 9, 2015

The following Memorandum is released at the direction of the City of Gaithersburg Board of Supervisors of Elections as notice to all candidates for public office in the 2015 City Election.

Candidate Training Rescheduled

Due to a scheduling conflict, the mandatory Candidate Training currently scheduled for September 15, 2015, has been rescheduled to September 10, 2015 at 7:30 p.m. in the Mayor and Council Chambers in City Hall. All Candidates must attend one of the three Candidate Training sessions, with the other two sessions held on June 11, 2015 and July 16, 2015.

Voter Guide

As a result of space limitations for the publication of the Voter Guide, only the first three Organizations, Committees, Clubs, etc. and the first three Special Recognitions or Awards from the Questionnaire for Biographical Sketch form will be included in the Voter Guide. In addition, any information submitted under the Special Interests and Hobbies and Additional Information sections of the Biographical Sketch will not be included in the Voter Guide. All information submitted on the Biographical Sketch, including all Organizations, Committees, Clubs, etc., Special Recognitions or Awards, Special Interests or Hobbies and Additional Information, will be posted on the City's website, and the Voter Guide will state that additional information on the candidates can be found on the website.

cc Board of Supervisors of Elections

MEMORANDUM TO: Candidates for Elected Office

FROM: Board of Supervisors of Elections

DATE: June 5, 2015

SUBJECT: Candidate Packet

Enclosed is your Candidate Packet (Packet) for the Office of Council Member for the City of Gaithersburg. Packets must be returned to City Hall no later than 5:00 p.m. on Friday, September 18, 2015, which is the filing deadline. The first Campaign Financing Report must also be filed by 5:00 p.m. Friday, September 18, 2015.

Please review all information and be aware of all deadlines. Please note that the "List of Registered Voters Signatures" in your Packet must contain the signatures of at least 100 City residents who are registered voters. A street list has been provided which shows the streets that are within the corporate City limits.

For your convenience, most of the documents that must be filed for the 2015 General Election campaign are being offered in PDF format and are available at www.gaithersburgmd.gov/government/elections. If you do not already have a PDF reader installed, a free reader is available at www.adobe.com. Candidates may also use the paper version.

The documents enclosed in the Packet are as follows:

1. Petition of Candidacy for Council Member
2. List of Registered Voter Signatures
3. Questionnaire for Biographical Sketch
4. Campaign Finance Report User Account Information
5. Campaign Financing Report Title Page
6. Campaign Financing Summary Report
7. Campaign Financing Report – Schedule 1: Contributions and Receipts
8. Campaign Financing Report – Schedule 2: Expenditures
9. Campaign Financing Report – Schedule 3: Outstanding Obligations
10. Declaration of Campaign Loans Report
11. Copy of Chapter 6C Elections of the City Code
12. Election Campaign Guidelines
13. Mandatory Candidate Training Information
14. Copy of Chapter 7A Ethics of the City Code
15. Financial Statement – Candidates for Elected Office
16. Interest or Employment Disclosure- Candidates for Elected Office
17. Candidates' Voter Guide Statements, Website Statements and Television Taping Instructions
18. Challenger's & Watcher's Certificate
19. City Elections 2015 – Voting Areas and Polling Sites Map
20. Gaithersburg City Street List and City Grid Page

Candidates printing out their own petition forms from the Adobe file should realize that it will be necessary to print out 10 copies of page 3 in order to have enough space for the required 100 signatures.

During the period of time before the City election, requests are received at City Hall from the press for information regarding candidates for elected office. The biographical sketch is used for the purpose of providing the press with information on each candidate. It would be helpful if you would complete the sketch and return it with your nomination petition. It is also requested that you submit a digital color head & shoulder photo suitable for use by the local press. These will be distributed to the local media along with your biographical information. The photo should be **300 dpi minimum at 4x6" in jpg format**. Please understand biographical sketch and photo are not mandatory. Should you choose not to provide them, press inquiries will be referred directly to you. In addition, if there are any items of information on the biographical sketch that you **do not** wish to provide, please leave the space blank.

Please note that all items are due by 5:00 p.m. on Friday, September 18, 2015 to the Board of Supervisors of Elections, City Hall, 31 South Summit Avenue. The Department of Legal Services, on the second floor of City Hall, serves as the staff liaison for the Board of Supervisors of Elections, and accepts all filings on behalf of the Board.

Staff will hold **mandatory training sessions** for candidates on June 11, July 16 and September 15, 2015 to address the City's election laws, electronic filing options, and to answer any candidate questions about the Election process. Candidates are required to attend one of the three training sessions. Also, Election Guidelines are included in the Packet to provide guidance in the completion of campaign finance reports and other electioneering issues.

If you have difficulty accessing or using these documents, or if you have any questions or concerns, please contact Elections Clerk Lauren Klingler at 301-258-6310 or lklingler@gaithersburgmd.gov.

/lk
Attachments

Gaithersburg
CITY ELECTION 2015

PETITION FOR CANDIDACY: MAYOR

To: The Board of Supervisors of Elections
City of Gaithersburg, Maryland

I hereby request that you place my name as hereon designated on the official ballot to be used in the 2015 Election in the City of Gaithersburg for the office of Mayor

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

I DO HEREBY CERTIFY THE FOLLOWING:

1. My name is: _____

2. I am a registered voter in the City of Gaithersburg.

3. I now reside at: _____
(Address, City & Zip Code)

Home Telephone: _____ Business Telephone: _____

4. I am filing with this Petition for Candidacy the signatures of not less than one hundred (100) persons who are registered to vote in the 2015 Election for the City of Gaithersburg, as required by Section 29 of the City Charter.

I DO FURTHER CERTIFY:

1. I meet the qualifications for the above stated office, as set forth in Sections 15 and 29 of the City Charter.

2. I am not a candidate for any other elected office in the City of Gaithersburg.

_____ _____
Date of this Petition for Candidacy Signature of Candidate

THIS PETITION FOR CANDIDACY SHALL BE FILED AT THE OFFICE OF THE BOARD OF SUPERVISORS OF ELECTIONS ON OR BEFORE 5:00 P.M. ON FRIDAY, SEPTEMBER 18, 2015.

Gaithersburg
CITY ELECTION 2015

To: The Board of Supervisors of Elections for the City of Gaithersburg, Maryland

We, the undersigned, do hereby certify that we are registered to vote in the City of Gaithersburg elections in accordance with Section 27 of the City Charter and, that we do hereby request that the name of the following person _____, residing at
(Candidate Name)

_____ be placed upon the ballot for office of Mayor for the City of Gaithersburg
(Candidate Address)

List of Registered Voter Signatures

No.	**Date of Birth** (Month and Day)	**Printed Name** (First/Middle Initial/Last)	**Signature**	**Street Address & Zip Code**	**BOSE Use Only**

DO NOT WRITE IN THIS SPACE – OFFICIAL USE ONLY

Total Number of Signatures on this page _____
Number Invalidated _____
Total Valid Signatures on this page _____

Board of Supervisors of Elections,
City of Gaithersburg, Maryland

By: _____

Page ____ of ____

Gaithersburg
CITY ELECTION 2015

Candidate Name_____ For Office of _____

List of Registered Voter Signatures

No.	Date of Birth (Month and Day)	Printed Name (First/Middle Initial/Last)	Signature	Street Address & Zip Code	BOSE Use Only

DO NOT WRITE IN THIS SPACE – OFFICIAL USE ONLY

Total Number of Signatures on this page _____
Number Invalidated _____
Total Valid Signatures on this page _____

Board of Supervisors of Elections,
City of Gaithersburg, Maryland

By: _____

Page ____ of ____

Gaithersburg
CITY ELECTION 2015

QUESTIONNAIRE FOR BIOGRAPHICAL SKETCH

Name

(as it will appear on the ballot)

Address

City, State & Zip

Home Phone Work Phone Cell Phone

Email Address

Date of Birth Place of Birth

Month/Day/Year City/County/State

How many years have you lived in City of Gaithersburg Montgomery County Maryland

Marital Status Spouse's Name

Names & Ages of Children

Education (Include name and address of each attended and degree(s) earned)

High School

College(s)

Other:

Military Service (Branch/Years/Highest Rank Attained)

Name & Address of Present Employer

Title or Business Affiliation

Experience in Municipal, County, State or Federal Government

Organizations, Committees, Clubs, etc. (Include year(s) of affiliation)

Special Recognitions or Awards

Special Interests or Hobbies

Additional Information

Candidates are requested to submit a digital color head and shoulder photo for use by the local press.
Photo should be 300 dpi minimum at 4x6" in jpg format.

Campaign Finance Reporting
User Account Information

Candidate Name: _____

Name	Phone	Email	Candidate Campaign Role (Candidate or Treasurer)

Committee Name: _____

Name	Phone	Email	Role (Officer or Member)

Certification

I, _____ (candidate or committee member) authorize the above-listed individuals as authorized users of my campaign financial account. ____ (initials)

Note that all users can perform all functions except certification of loans. Only candidates can certify loans. Only two users per campaign.

Please email completed forms to campaignfinancing@gaithersburgmd.gov. Users will receive an email directly with their account information.

Gaithersburg
CITY ELECTION 2015

IMPORTANT NOTICE

Please be advised that effective June 1, 2014, in accordance with the requirements of the Annotated Code of Maryland, candidates for elected office are required to submit filed campaign finance reports to the State Board of Elections no more than ten (10) days after the report due date. For more information regarding these requirements, please contact the City Attorney, N. Lynn Board, at 301-258-6310 or lboard@gaithersburgmd.gov

Md. LOCAL GOVERNMENT Code Ann. § 4-108.2
Annotated Code of Maryland
*** Statutes current through 2014 legislation ***

LOCAL GOVERNMENT
DIVISION II. MUNICIPALITIES
TITLE 4. IN GENERAL
SUBTITLE1. DEFINITIONS; GENERAL PROVISIONS

Md. LOCAL GOVERNMENT Code Ann. § 4-108.2 (2014)

§ 4-108.2. Submission of campaign finance reports to State Board of Elections.

If a municipality requires candidates in a municipal election to file campaign finance reports, within 10 days after the filing deadline, each candidate in the municipal election shall submit to the State Board of Elections a copy of the campaign finance report that was filed by the candidate.

HISTORY: 2014, ch. 103.

TO: BOARD OF SUPERVISORS OF ELECTIONS
31 South Summit Avenue
Gaithersburg, Maryland 20877

CAMPAIGN FINANCING REPORT TITLE PAGE

Name of Candidate or Political Committee: _____

Name of Treasurer: _____

Campaign Bank Account: _____
Bank Name Name as it Appears on Account

Report	**Due Date**
[ ] First Pre-General	September 18, 2015* All transactions through 09/17/15
[ ] Second Pre-General	October 5, 2015* All transactions from 09/18/15 through 10/04/15
[ ] Third Pre-General	October 19 2015* All transactions from 10/05/15 through 10/18/15
[ ] Fourth Pre-General	October 26, 2015* All transactions from 10/19/15 through 10/25/15
[ ] First Post General	November 17, 2015* All transactions from 10/26/15 through 11/16/15
[ ] Final Post General	December 31, 2015*/** All transactions from 11/17/15 through 12/30/15
[ ] Annual Post General	December 31st (Annually)* All transactions from 12/31/14 through 12/30/2015 each year account is open.

[ ] This is the final report and the account has been/will be terminated.

[ ] This is an amendment to a previous report, filed _____, 20___

*ALL REPORTS MUST BE SUBMITTED BY 5:00 P.M. ON DUE DATE
** SEE CITY CODE § 6C-5(J)

Gaithersburg CITY ELECTION

CAMPAIGN FINANCING SUMMARY REPORT

Name of Candidate or Political Committee: _____

Transaction Period: _____through_____

Cash Balance

1. Cash Balance – Beginning of Period	$ _____
2. Total Contributions from Schedule No. 1	$ _____
Total Cash Available	$ _____
3. Total Expenditures from Schedule No.2	$ _____
4. *Cash Balance – End of Transaction*	$ _____

In-Kind Donations

1. In-Kind Donation Value – Beginning of Period	$ _____
2. Total Value of In-Kind Donations During Reporting Period	$ _____
Total Value of In-Kind Donations	$ _____
3. Total Value of In-Kind Expenditures	$ _____
4. *In-Kind Balance – End of Transaction*	$ _____

Loans*

1. Total Loan Value – Beginning of Period	$ _____
2. Total Loans Received During Reporting Period	$ _____
Total Value of Loans	$ _____
3. Total Loans Repaid During Reporting Period	$ _____
4. *Loan Balance – End of Transaction*	$ _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

_____

Candidate/ Treasurer or Political Committee Date

*For each loan received by a candidate, a separate Declaration of Campaign Loans Report form must be filed with the Board of Supervisors of Elections.

Gaithersburg CITY ELECTION

CAMPAIGN FINANCING REPORT – SCHEDULE 1
CONTRIBUTIONS AND RECEIPTS

(1)	(2)	(3)	(4a)	(4b)	5*	(6a)	(6b)	(7)
Date	Name of Contributor	Address of Contributor	Check Amount	Credit Card Amount	Cash Amount **	Type of In-Kind Donation	Value of In-Kind Donation	Aggregate from Payor to Date
Totals this page:								

* Cash contributions are limited to $25.00
** Include interest earned on campaign bank accounts under cash

Gaithersburg CITY ELECTION

CAMPAIGN FINANCING REPORT – SCHEDULE 2
EXPENDITURES

(1)	(2)	(3)	(4a)	(4b)	(4c)	(5a)	(5b)	(6)
Date	Vendor	Address	Check Amount	Credit Card Amount	Cash Amount	Value of In-Kind Donation	Type of In-Kind Donation	Purpose of Payment
Totals this page:								

CAMPAIGN FINANCING REPORT – SCHEDULE 3
OUTSTANDING OBLIGATIONS

(1)	(2)	(3)	(4)	(5)	(6)
Name of Creditor	Address of Creditor	Date Obligation Incurred	Amount of Obligation	Balance of Obligation	Description

DECLARATION OF CAMPAIGN LOANS REPORT*

Name of Candidate: _____

This schedule must be filed with the Campaign Fund Report for the transaction period in which the loan was received.

I. CONSENT OF RECIPIENT

I, _____, hereby acknowledge receipt of a loan on

_____, in the amount of $_____made payable to

_____ from _____.

A copy of this Report has been supplied to the lender.

II. CERTIFICATION OF CANDIDATE

I HEREBY CERTIFY that the above-referenced loan:

☐ 1. Is from a financial institution or other entity in the business of making loans;

Or

☐ 2. Is personally guaranteed by me and required to be repaid within one (1) year from the date of the loan.

_____

Signature of Candidate Date

** Loans from a candidate or spouse are exempt from this provision per City Code §6C-12.1*

Chapter 6C of the City Code

ELECTIONS

ARTICLE I. - IN GENERAL

Sec. 6C-1. - Definitions.

As used in this chapter, the following terms shall have the meanings indicated unless a contrary meaning is clearly intended from the context in which the term appears:

Board: Board of supervisors of elections for the city.

Candidate: Individual who seeks nomination for election, or seeks election, to city office.

Contribution: A gift, or promise of gift of money, donated to any candidate or representative.

Contributor: Any person who makes a contribution or expenditure, of cash or in-kind contribution, to or on behalf of a candidate.

Election: General, special or recall elections.

Expenditure: Any transfer, disbursement or promise of money or valuable thing (in-kind contribution), by a candidate, treasurer, or other agent of such candidate, or political committee to promote or assist in the promotion of the success or defeat of a candidate or proposition submitted to a vote at any election.

Independent expenditure: A cumulative expenditure of two hundred fifty dollars ($250.00) or more by a person to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office that is not coordinated with any candidate or group of candidates.

In-kind contribution: Anything of value, other than a gift or promise of money, donated to any candidate or representative, or a representative of any political committee, to promote or assist any candidate, political committee or proposition submitted to a vote of any election.

Person: A corporation, business, other legal entity or an individual.

Political committee: Any combination of two (2) or more persons formed in any manner, which independently collects or expends a cumulative amount of two hundred fifty dollars ($250.00) or more to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office.

Report: A report of expenditures, loans, and contributions (in-kind or cash) received by any candidate or political committee.

Surplus campaign funds: Funds left in a candidate's account after the election is certified and all campaign debts, including all loans, have been paid.

Treasurer: Any person appointed by a candidate or political committee to receive or disburse money or other things of value to promote or assist in the promotion of any candidate or proposition.

(Ord. No. O-1-95, 1-3-95; Ord. No. O-16-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

Sec. 6C-1.1. - Petitions of candidates—Form.

A petition of a candidate for elected office in the city pursuant to section 29 of the city Charter shall be in such form as the city manager shall prescribe. Such petition shall be signed by the candidate, shall bear his address and telephone number and shall state the period during which he has been domiciled in the city. It shall also state his name as he wishes it to appear on the ballot. The use of nicknames, titles, degrees or other professional designations shall not be permitted. Such petition shall also be signed by not less than one hundred (100) qualified voters of the city as required by section 29 of the Charter.

(Ord. No. O-8-77, § 6C-1; Ord. No. O-1-95, 1-3-95)

Editor's note—

Section 6C-1.1 was renumbered from § 6C-1 by Ord. No. O-1-95, adopted Jan. 3, 1995.

Sec. 6C-2. - Same—Review by board.

Promptly after the receipt of a petition, the board of supervisors of elections shall review the petition to determine whether the candidate is eligible for election to the office which he seeks and to determine whether the petition bears the signatures of one hundred (100) qualified voters of the city. The candidates shall be promptly notified in writing at the address shown on the petition and by telephone, if possible, of the findings of the board. In the event the board shall find that the candidate is not eligible for election to the office which he seeks, or that the petition does not contain the signatures of one hundred (100) qualified voters of the city, the board shall, at the request of the candidate, hold a public hearing at which the candidate shall have the opportunity to present evidence to show that the finding of the board is erroneous. The candidate shall also have the right, within the time specified in section 29 of the Charter, to file an additional petition or petitions with additional signatures of qualified voters, which petition or petitions shall be reviewed in the same manner by the board.

(Ord. No. O-8-77, § 6C-2; Ord. No. O-1-95, 1-3-95)

Sec. 6C-3. - Same—Acceptance or rejection.

If the board shall find, after review of the petition and after the public hearing, if any, that the candidate is eligible for election and that the petition bears the signatures of one hundred (100) qualified voters, the petition shall be accepted; otherwise, the petition shall be rejected. All candidates' names shall be placed upon the ballot after acceptance of the petition, and no petition may be withdrawn by the candidate after the last date for filing petitions has expired.

(Ord. No. O-8-77, § 6C-3; Ord. No. O-1-82)

Sec. 6C-3.1. - Powers and duties of the board of supervisors of elections.

In addition to any power, duty or responsibility provided in the City Charter or chapter 6C of the elections code, the board of supervisors of elections shall be in charge of all city elections. The board shall:

(1) Issue and maintain all election records in a separate filing system provided by the city.

(2) Provide for the nominations for elected city officers and verify the eligibility of election candidates, which includes reviewing and certifying petitions for office as outlined in this chapter, and verifying that such candidates are residents of the City of Gaithersburg.

(3) Make recommendations to the mayor and city council concerning the number and location of election polling places.

(4) Provide, receive, review and certify that campaign reports from candidates are timely and complete as outlined in the elections code.

(5) Coordinate city staff, with the approval of the city manager, to assist and support the board in its official duties.

(6) Provide for voting by absentee ballot.

(7) Validate the authenticity of returned absentee ballots.

(8) Provide a form for the certificate of polling place challengers and watchers.

(9) Select and train election judges to assist in the operation of the polling places on election day. The board shall also oversee the operations of the polling places.

(10) Issue the official election ballot.

(11) Certify all election results.

(12) Provide for recount of ballots.

(13) Administer and enforce all election laws.

(14) Administrative review. The board shall investigate, conciliate complaints, hold hearings and make determination on any alleged violations of the elections provisions of the Charter or elections ordinance of the City Code in accordance with section 6C-3.2 through section 6C-3.8 of the elections ordinance of the City Code. The board, when conducting administrative review, shall be granted the following powers to:

a. Investigate complaints filed with the board of matters of election practices or other matters within the jurisdiction of the board.

b. Dismiss complaints.

c. Conciliate complaints.

d. Summons concerned parties to hearings.

e. Conduct hearings.

f. Adopt rules and procedures for the conduct of hearings.

g. Implement enforcement actions, which include cease and desist orders, and the ability to make recommendations to the city manager to impose civil penalties not to exceed one thousand dollars ($1,000.00). The board shall have the power to seek judicial enforcement of its decisions by application to courts of competent jurisdiction for injunctions, mandamus and other appropriate judicial review when conducting an administrative review. The board may also refer complaints to the office of the state's attorney for prosecution as the circumstance may warrant.

h. Hearings conducted by the board shall be open to the public; except, that either the complaining party or the respondent may request, in writing, a closed hearing which may be granted by the board if allowed by the Maryland Open Meetings Act. The board shall have the power to summon all witnesses it deems necessary. The hearing shall be held not less than seven (7) days, unless the board determines that emergency circumstances require an earlier hearing, and not more than thirty (30) days after service of the statement of charges and summons. The summons so issued must be signed by the chairperson of the board or a designee and shall require the attendance of named persons and the production of relevant documents and records. Failure to comply with a summons shall constitute violation of this chapter. The complaining party or parties and the respondent may, at their option, appear before the board in person or by duly authorized representative(s) and may have the assistance of an attorney. The parties may present testimony and evidence which shall be given under oath, or by affirmation. The board shall keep a full record of the hearing. If the hearing is public, the record shall be open to inspection by any person, and, upon request by any principal party to the proceeding, the board shall furnish such party a copy of the hearing record, if any, at such charges as are necessary to meet costs. The board may extend the time for any hearing and the issuance of any finding, opinion and orders. The board has the power to adopt rules and procedures with reference to the conduct and manner of these proceedings.

(Ord. No. O-17-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

Sec. 6C-3.2. - Filing procedure for complaints.

Any person who is a qualified voter of the city believes that a violation of this chapter or a provision of the City Charter has occurred, may file a written complaint with the board of supervisors of elections. The complaint shall include all particulars of the allegation, and must be signed by the complaining party. Such complaint must be filed with the board within thirty (30) days of the date of the alleged violation.

(Ord. No. O-17-98, 12-21-98)

Sec. 6C-3.3. - Investigation of complaints.

After the filing of any complaint, the board of supervisors of elections shall make such investigation as deemed appropriate to ascertain whether there are reasonable grounds to believe the allegation is true. The board may request the city manager's assistance in this investigation.

(Ord. No. O-17-98, 12-21-98)

Sec. 6C-3.4. - Procedure when violation of chapter not found.

If the board of supervisors of elections, in investigating a complaint, determines there are no reasonable grounds to believe that a violation of this chapter has occurred, the board shall issue a written order dismissing the complaint.

(Ord. No. O-17-98, 12-21-98)

Sec. 6C-3.5. - Procedure when violation of chapter is found.

If the board of supervisors of elections, in investigating a complaint, determines there are reasonable grounds to believe that a violation of this chapter has occurred, the board or their designee shall attempt to conciliate the matter by methods of initial conference and persuasion with all interested parties and such representative as the parties may choose to assist them. If a complaint is conciliated, the terms of the conciliation agreed to by the parties may be reduced to writing and incorporated into a consent agreement as needed.

(Ord. No. O-17-98, 12-21-98)

Sec. 6C-3.6. - Board hearings generally.

If there are reasonable grounds to believe a violation of law has occurred and the case has not been conciliated, the board shall, serve upon the person against whom the complaint has been filed (designated as the "respondent") a summons and statement of charges shall be served upon all interested parties along with a notice of the time and place of the hearing. The respondent or an authorized representative may file such statements with the board prior to the hearing date as deemed necessary in support of respondent's position.

(Ord. No. O-17-98, 12-21-98)

Sec. 6C-3.7. - Board action when violation of chapter not found.

If, at the conclusion of a hearing, the board determines, upon the preponderance of the evidence of record, that the respondent has not violated this chapter or any applicable election law, the board shall state and publish its findings and issue an order dismissing the complaint.

(Ord. No. O-17-98, 12-21-98)

Sec. 6C-3.8. - Board action when violation of chapter found.

If, at the conclusion of a hearing, the board determines, upon the preponderance of the evidence of the record, that the respondent has violated this chapter or any applicable election law, the board shall state and publish its findings and issue an order. Such order shall require the respondent to cease and desist from such unlawful conduct, and may require the respondent to take corrective action. In addition, the board may recommend the city manager

the imposition of civil penalties not to exceed one thousand dollars ($1,000.00) as defined in this chapter.

Any order of the board may be appealed to the Circuit Court of Maryland within fourteen (14) days of issuance. Failure to comply with an order of the board shall constitute a violation of this chapter subject to the penalties outlined in section 6C-17.

(Ord. No. O-17-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

ARTICLE II. - FINANCIAL CONTRIBUTIONS AND EXPENDITURES

Sec. 6C-4. - Reporting of contributions and expenditures—Candidates.

Every candidate for election to any elective office provided for in the City Charter shall file with the board of supervisors of elections written reports in accordance with this article of all cash contributions received, or by any other person acting on the candidate's behalf and known to the candidate, for use in connection with the candidate's campaign for election, and any expenditures made, or known to have been made by any person other than the candidate on the candidate's behalf, in connection with such election. If actual costs for an expenditure are not available when a report is due, this must be documented on the report and an estimate must be provided. The board may require such reports to be filed electronically utilizing software specified by the board. All expenditures, and any contribution or in-kind contribution shall include all items as defined in section 6C-1 of the elections code.

(Ord. No. O-4-78; Ord. No. O-16-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

Sec. 6C-5. - Time and manner of reporting—Candidates.

(a) The first report of a candidate in a general election shall be filed at the offices of the city board of supervisors of elections on or before the last day to file for elected office.

(b) The second report of such a candidate shall be filed with the board twenty-nine (29) days before the election.

(c) The third report of such a candidate shall be filed with the board fifteen (15) days before the election.

(d) The fourth report of such a candidate shall be filed with the board eight (8) days before the election.

(e) The fifth report of such a candidate shall be filed with the board fourteen (14) days after the election.

(f) The next report of every candidate in a general election, whether elected or not, shall be filed on the last day of the month following the month in which the general election was conducted.

(g) Thereafter, every candidate shall annually file by December 31 a report of any contributions received or expenditures made by the candidate or any other person on the candidate's behalf from the day of filing of the last prior report and any balance remaining in the

account. No report shall be required after all receipts and disbursements have been entirely accounted for and no balance shall remain in the account.

(h) The first report filed by any candidate shall include any balance remaining at the expiration of the last reporting period from any prior election and any contributions received and any expenditures made since the date of this last prior report, through the day immediately preceding the date of the filing of such first report. Each subsequent report by any candidate shall include all contributions received and expenditures made from the day of the filing of the last prior report through the day preceding the filing of the subsequent report.

(i) The board of supervisors of elections may extend the filing deadline of any report required by this section due to exigent circumstances.

(j) Every such report shall be available for inspection by any person at the city offices during regular business hours.

(k) If the last day of the month on which any report is due shall fall on a Saturday, Sunday or a legal holiday, then such report shall be required to be filed on the next following day when city offices are open for regular business.

(l) Any candidate who shall fail to timely file a report required by this section shall be subject to a fine of one hundred dollars ($100.00).

(Ord. No. O-4-78; Ord. No. O-12-80; Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09; Ord. No. O-28-10, 12-20-2010; Ord. No. O-04-13, 5-6-2013)

Sec. 6C-6. - Reporting of contributions and expenditures—Political committees.

Any political committee making independent expenditures in excess of two hundred fifty dollars ($250.00) as defined in section 6C-1 to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office shall file with the board of supervisors of elections reports in accordance with this article of all monetary and in-kind contributions received and expenditures made. If actual costs for an expenditure are not available when a report is due, this must be documented on the report and an estimate must be provided. The board of supervisors of elections may require such reports to be filed electronically utilizing software specified by the board. This report shall also identify the members of the political committee. Expenditures by a political committee may not be coordinated with any candidate or group of candidates.

(Ord. No. O-7-09, 6-15-09)

Sec. 6C-7. - Time and manner of reporting—Political committees.

(a) The first report of a political committee or slate shall be due within three (3) days of collecting or expending the minimum amount required to establish a political committee or slate to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office.

(b) The second report of such a political committee or slate shall be filed with the board twenty-nine (29) days before the election.

(c) The third report of such a political committee or slate shall be filed with the board fifteen (15) days before the election.

(d) The fourth report of such a political committee or slate shall be filed with the board eight (8) days before the election.

(e) The fifth report of such a political committee or slate shall be filed with the board fourteen (14) days after the election.

(f) The next report of such political committee or slate shall be filed on the last day of the month following the month in which the general election was conducted.

(g) Thereafter, every such political committee or slate shall annually file by December 31 a report of any contributions received or expenditures made to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office. No report shall be required after all receipts and disbursements have been entirely accounted for and no balance shall remain in the account.

(h) The first report filed by any such political committee or slate shall include any balance remaining at the expiration of the last reporting period from any prior election and any contributions received and any expenditures made to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office since the date of this last prior report, through the day immediately preceding the date of the filing of such first report. Each subsequent report by any political committee or slate shall include all contributions received and expenditures made from the day of the filing of the last prior report through the day preceding the filing of the subsequent report.

(i) Every such report shall be available for inspection by any person at the city offices during regular business hours.

(j) If the last day of the month on which any report is due shall fall on a Saturday, Sunday or a legal holiday, then such report shall be required to be filed on the next following day when city offices are open for regular business.

(Ord. No. O-7-09, 6-15-09; Ord. No. O-04-13, 5-6-2013)

Sec. 6C-8. - Reporting of individual expenditures.

Any individual that expends a cumulative total of two hundred fifty dollars ($250.00) or more to assist in the promotion of the success or defeat for any candidate or slate of candidates for city office shall file reports of such expenditures with the board of supervisors of elections in accordance with this article. If actual costs for an expenditure are not available when a report is due, this must be documented on the report and an estimate must be provided. The board may require such reports to be filed electronically utilizing software specified by the board.

(Ord. No. O-7-09, 6-15-09)

Sec. 6C-9. - Time and manner of reporting—Individuals.

(a) The first report of an individual shall be due within three (3) days of collecting or expending the first two hundred fifty dollars ($250.00) or more to assist in the promotion of the success or defeat of any candidate or slate of candidates for city elective office.

(b) The second report of such an individual shall be filed with the board twenty-nine (29) days before the election.

(c) The third report of such an individual shall be filed with the board fifteen (15) days before the election.

(d) The fourth report of such an individual shall be filed with the board eight (8) days before the election.

(e) The final report of such an individual shall be filed on the last day of the month following the month in which the general election was conducted.

(f) Each report shall include each expenditure made since filing the previous report through the day immediately proceeding the date of the report.

(g) Every such report shall be available for inspection by any person at the city offices during regular business hours.

(i) If the last day of the month on which any report is due shall fall on a Saturday, Sunday or a legal holiday, then such report shall be required to be filed on the next following day when city offices are open for regular business.

(Ord. No. O-7-09, 6-15-09)

Sec. 6C-10. - Failure to file report.

Any candidate who shall fail to file the first report required by this article on or before the last day to file for elected office or who shall fail to file any report required by this article within two (2) business days of its due date shall not be eligible for election and his or her name shall not appear on the ballot for such election.

Any candidate elected to the office to which he or she seeks, who shall fail to file any report required by this article to be filed before a general election or fails to pay any fine imposed under this chapter shall not be administered the oath of office and permitted to serve until such report has been filed and the fine has been satisfied.

(Ord. No. O-4-78; Ord. No. O-12-80; Ord. No. O-7-09, 6-15-09; Ord. No. O-28-10, 12-20-2010, eff. 1-10-2011)

Sec. 6C-11. - Custody of reports.

All reports required by this article shall be retained by the city and maintained by the board of supervisors of elections in a separate filing system as provided by the city for not less than five (5) years after the election to which they pertain.

(Ord. No. O-4-78; Ord. No. O-16-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

Sec. 6C-12. - Restrictions on campaign contributions.

(a) No candidate may accept, in connection with any election for the position of mayor or a position on the city council, a contribution in cash in excess of five hundred dollars ($500.00) or an in-kind contribution, or combination thereof, the value of which is in excess of five hundred dollars ($500.00) from any one person. No person may contribute or promise to contribute in the aggregate, more than five hundred dollars ($500.00) in cash, or in-kind contributions, valued at more than five hundred dollars ($500.00), to any one candidate in connection with any one election. No person may contribute or promise to contribute in the aggregate, more than five hundred dollars ($500.00) in cash, or in-kind contributions, or combination thereof, valued at more than five hundred dollars ($500.00) per candidate, to any one political committee. No person may contribute more than a total of one thousand five hundred dollars ($1,500.00) in connection with any one election. No candidate shall accept any contribution in excess of twenty-five dollars ($25.00) in cash unless it be by check, money order or other written or electronic instruments. No candidate or political committee shall accept any anonymous contributions. Any anonymous contribution received by a candidate or a political committee shall be promptly paid over to the city to be used for any lawful purpose.

(b) The contributions of a candidate or the candidate's spouse to the candidate's own campaign are not subject to the limitations of this section, but monetary contributions must pass through the candidate's campaign account and be reported as required in other provisions of this chapter.

(c) Any campaign contributions received by a candidate or political committee must be deposited in a separate account with a financial institution. Campaign contributions must not be commingled with any other funds.

(Ord. No. O-4-78; Ord. No. O-1-95, 1-3-95; Ord. No. O-16-98, 12-21-98; Ord. No. O-7-09, 6-15-09; Ord. No. O-11-09, 9-8-09; Ord. No. O-1-12, 3-5-2012, eff. 3-26-2012)

Sec. 6C-12.1. - Loans to candidates.

(a) A loan to a candidate is considered a contribution in the amount of the outstanding principal balance of the loan unless:

(1) The loan is from a financial institution or other entity in the business of making loans; or

(2) The loan is to a candidate and:

a. Repayment of the loan is personally guaranteed by the candidate; and

b. Repayment of the loan is required within one year from the date of the loan.

(b) A loan by a candidate or the candidate's spouse to a candidate is exempt from the requirements of paragraph (a) of this section.

(c) The total amount of all loans to a candidate for one election cycle shall not exceed ten thousand dollars ($10,000.00).

(Ord. No. O-28-10, 12-20-2010, eff. 1-10-2011)

Sec. 6C-13. - Prohibition on use of campaign contributions.

No candidate or political committee may pay a fine issued for violations of this chapter with campaign contributions.

(Ord. No. O-7-09, 6-15-09)

Sec. 6C-14. - Definition of election.

For the purposes of the prior two (2) sections, a run-off election, if required, shall not be deemed as an election separate and apart from the general election which it follows.

(Ord. No. O-4-78; Ord. No. O-12-80; Ord. No. O-7-09, 6-15-09)

Sec. 6C-15. - Requirements concerning advertising.

Any broadcasting, publication or printing, including sample ballots, paid for by a candidate must purport on its face to be a paid political advertisement, and the candidate or candidates who paid therefor shall be identified in the broadcast, publication or printing.

(Ord. No. O-4-78; Ord. No. O-7-09, 6-15-09)

Sec. 6C-16. - Restrictions.

No person other than a candidate, treasurer or other agent of such candidate, or political committee, shall make an expenditure to aid or promote the success or defeat of a candidate. No person may avoid the limitations on permitted campaign contributions, defined in section 6C-8, by making an expenditure to aid or promote the success or defeat of a candidate. However, any individual may pay for the cost of publishing his or her own personal views as to a candidate. A person shall be identified if campaign materials are prepared or authorized by a candidate, treasurer of the candidate, political committee or done in coordination with a candidate, a candidate's treasurer or political committee.

(Ord. No. O-4-78; Ord. No. O-1-95, 1-3-95; Ord. No. O-1-97, 1-6-97; Ord. No. O-7-09, 6-15-09)

Sec. 6C-17. - Contributors.

Any corporation, business, other legal entity or a natural person shall have the right to make any contribution to or expenditure on behalf of a candidate, and any candidate may accept a contribution from the above named sources in accordance with chapter 6C of the City Code.

(Ord. No. O-4-78; Ord. No. O-16-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

Sec. 6C-18.1. - Disposition of surplus funds.

After an election, a candidate or political committee may retain surplus funds or surplus funds may be disposed of as follows:

(1) Returned, pro rata, to the contributors by the treasurer; or

(2) Paid to a charitable organization registered pursuant to Article 41, Section 103B, of the Annotated Code of Maryland, as amended, or to a charitable organization exempt from such registration pursuant to Article 41, Section 103 of the Annotated Code of Maryland, as amended; or

(3) Paid to a local board of education or to a recognized nonprofit organization providing services or funds for the benefit of pupils or teachers; or

(4) Paid to any public or private institution of higher education in the state for scholarship or loan purposes.

(Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-18.2. - Financial disclosure and ethics statements filed.

Candidates for elective office shall file a financial disclosure statement consistent with the requirements of section 7A-5(a) of the City Code at the time they file their certificates of candidacy.

All city officials and candidates for elective office subject to chapter 7A of the City Code, shall file a conflict of interest statement with the ethics commission disclosing any interest or employment, the holding of which would require disqualification from participation pursuant to section 7A-4, sufficiently in advance of any anticipated action to allow adequate disclosure to the public. Disclosure statements filed pursuant to this section shall be maintained by the ethics commission as public records available for public inspection and copying.

(Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-19. - Violations; injunctive relief.

Any person who willfully violates section 6C-3.8 of this chapter shall be guilty of a misdemeanor. Any person who willfully violates any other provision of this chapter shall be guilty of a municipal infraction and upon conviction may be fined in an amount not to exceed one thousand dollars ($1,000.00). Any officer or employee of the city government who is convicted of a misdemeanor under the provisions of this chapter shall immediately upon conviction thereof cease to hold such office or employment.

In addition thereto, the city may institute injunctive, mandamus or any other appropriate action or proceedings at law or equity for enforcement of this chapter or to correct violations of this chapter, any court of competent jurisdiction shall have the right to issue restraining order, temporary or permanent injunctions or mandamus or other appropriate form of remedy or relief.

(Ord. No. O-4-78; Ord. No. O-16-98, 12-21-98; Ord. No. O-7-09, 6-15-09)

ARTICLE III. - ABSENTEE VOTING

Sec. 6C-20. - Who may vote.

Any qualified voter may choose to vote by absentee ballot rather than appear in person at the polls on election day.

(Ord. No. O-1-74, § 1; Ord. No. O-6-07, 5-7-07; Ord. No. O-7-09, 6-15-09)

Sec. 6C-21. - Time for providing absentee ballots.

The board shall have on hand, at least thirty (30) days prior to each election, for distribution to qualified absentee voters, an adequate supply of absentee ballots, envelopes and instructions for casting absentee ballots.

(Ord. No. O-1-74, § 2; Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-22. - Absentee ballots.

(a) Absentee ballots may be cast by a qualified voter up to and including the time of closing of the polls on election day, in person or by mail or, when the voter is physically disabled, by an authorized agent who is a qualified voter, at the offices of the city board of supervisors of elections, pursuant to the provisions of this article.

(b) All applications for absentee ballots shall contain the signature, the printed name, the current legal residential address within the incorporated limits of the city, any mailing address different from the residential address of the applicant and, if applicable, his authorized agent; and further, such applications shall contain clearly expressed reasons by the applicant for obtaining an absentee ballot in compliance with the reasons stated in section 6C-14 of this article.

(c) Upon receipt of the application, the board, or its designee, upon confirming that the applicant is a qualified voter, shall issue to the applicant, either in person or by mail, or in the case of a voter who is physically disabled, to his authorized agent, an absentee ballot, together with a ballot envelope on which the voter's name shall be written or typed, a return envelope and printed instructions for the casting of absentee ballots. In the event that such ballots, envelopes and instructions have not been printed at the time of receipt of such application, they shall be delivered or mailed to the applicant promptly after they become available.

(d) Any absentee ballot that is not secured in person by the absentee voter or his authorized agent making application therefore shall be sent by first class mail to the approved applicant as expeditiously as possible, but not later than the close of business on the sixth day before the election.

(e) Printed form applications for absentee ballots shall be maintained by the board and shall be provided by the board or its designee to any qualified voter upon approval of a request for an absentee ballot.

(f) No absentee ballot shall be mailed to an applying absentee voter until the application is received with the signature of such applying absentee voter or if the applicant is physically unable to read and write his signature, then the applicant shall affix his mark to the application together with the signature of a witness to the act.

(g) An absentee voter who is physically disabled may designate an authorized agent who is a registered voter in the city to secure an absentee ballot for the absentee voter in the event such voter is unable to secure an absentee ballot due to such physical disability. The authorized agent acting hereunder shall complete the absentee ballot application and also sign the application for the absentee ballot, certifying that he is acting as the authorized agent for the absentee voter for this purpose.

(Ord. No. O-1-74, § 3; Ord. No. O-9-80, § 1; Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-23. - Procedure for casting absentee ballots.

(a) An absentee voter shall cast his ballot by marking the ballot in accordance with instructions supplied pursuant to section 6C-16, placing the ballot within the ballot envelope, signing the ballot envelope on the outside thereof and returning the ballot envelope to the office of the board of supervisors of elections prior to the closing of the polls.

(b) Any otherwise qualified voter who is physically disabled and is unable to mark his absentee ballot and sign the required oath, due to his disability, may be assisted in executing the absentee ballot by any person who is also a qualified voter. Any person rendering assistance pursuant to this subsection shall execute a certification on the absentee ballot which shall include the signature of such person, the person's current address and telephone number and the statement that the person has assisted the voter in the preparation of the absentee ballot according to the voter's stated intention and with his consent.

(Ord. No. O-1-77; Ord. No. O-9-80, § 1; Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-24. - Record of applications.

The board or its designee shall keep a record of each application for an absentee ballot showing the date and time of the receipt of the application and the name and address of the applicant. Such records shall also show the date and time of the delivery or mailing of the absentee ballot to the applicant or his agent and the date of the return of the ballot to the board office.

(Ord. No. O-1-74, § 4; Ord. No. O-7-09, 6-15-09)

Sec. 6C-25. - Procedure for counting absentee ballots.

(a) The board may designate a time while the polls are open or promptly after the closing of the polls, on the day of an election, to examine each absentee ballot envelope and shall determine from its records whether the person whose name is shown thereon is a qualified voter of the city and whether or not he has voted in person prior to the opening of the absentee ballots. If he is a qualified voter and has not voted in person on that day, the board shall open the ballot envelope and enter the votes of the absentee voter on a ballot and place the ballot in the ballot box. The board shall cause to be entered in its voters' register the fact that the voter whose name appears on such ballot envelope has voted, using the initials "A.B." to indicate that the vote has been by absentee ballot. If the board shall conclude that the person whose name is shown on such envelope is not a qualified voter, or that he has voted in person on that election day, such ballot shall not be placed in the ballot box and shall not be counted. If the board shall receive more than one absentee ballot from the same voter, neither ballot shall be counted.

(b) A vote on an absentee ballot for a person who has ceased to be a candidate shall not be counted, but such vote shall not invalidate the balance of such ballot.

(c) Whenever the board shall determine, prior to the opening of a ballot envelope, that the person whose name is written or typed thereon has died before election day, the board shall not open such ballot envelope. The discovery by the board of the death of an absentee voter after his ballot has been placed in the ballot box, shall not invalidate the ballot cast by such deceased person or the election at which the ballot was cast.

(Ord. No. O-1-74, § 5; Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-26. - Contests.

Any contest concerning eligibility for an absentee ballot or validity of an absentee ballot shall be decided by the board.

(Ord. No. O-1-74, § 6; Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

Sec. 6C-27. - Penalty.

Any person who shall cast or attempt to cast an absentee ballot in the name of any person other than himself shall, upon conviction thereof, be subject to the penalty set forth in section 38 of the City Charter.

(Ord. No. O-1-74, § 7; Ord. No. O-7-09, 6-15-09)

ARTICLE IV. - POLL-WATCHERS AND CHALLENGERS

Sec. 6C-28. - Authorization and designation.

Each candidate or a body of voters having a principle or proposition appearing on the ballot shall have the right to designate one individual at given periods of time as a challenger and watcher at each place of registration and election. Such persons shall be assigned to such position near the election judges, inside the registration or polling room, as to enable them to see each person as he offers to register to vote. They shall be protected in the discharge of their duty by the election judges.

(Ord. No. O-7-80, § 1; Ord. No. O-7-09, 6-15-09)

Sec. 6C-29. - Base certification and form of certificate.

The form for the certificate of a challenger and watcher shall be on forms prescribed and supplied by the board of supervisors of elections for the city. A certificate signed by any candidate or the authorized representative of a body of voters having a principle or proposition appearing on the ballot shall be sufficient evidence of the right of such challenger or watcher to be present in the registration or polling room.

(Ord. No. O-7-80, § 1; Ord. No. O-7-09, 6-15-09)

Sec. 6C-30. - Rights; unlawful acts, challenges and appeals.

(a) A challenger or a watcher has the right to enter the polling place one-half hour before the opening of the polls. However, if a majority of the election judges present find that the presence of the watchers or challengers in a polling place before it opens will prevent the timely opening of the polling place, the judges may direct all challengers or watchers to leave the polling place. Election judges are not required to admit to a polling place before the opening of the polls any challenger or watcher who was not present at the polling place at least one-half hour before its opening. A challenger or watcher has the right to enter or be present at the polling place at any time the polls are open, and may remain in the polling place until the returns are completed.

(b) The rights and functions of poll-watchers and challengers shall be limited to challenging the identity, residence or other voter or registration qualification of a voter. The election judges shall promptly rule upon all such challenges. The decision of the election judges shall be subject to appeal to the board of supervisors of elections for the city and such appeal shall be noted in writing with the board within ten (10) days of the date of the election or decision of the election judges, whichever shall occur last.

(c) It is unlawful for any challenger to inquire or ascertain for which candidate any voter intends to vote, or has voted, or to converse in the polling place with any voter or to assist any voter in the preparation of his ballot or in the operation of the voting machine. Any challenger who violates the restrictions of this article may lawfully be ejected by the judges and is subject to the punishment provided for in section 6C-13.

(Ord. No. O-7-80, § 1; Ord. No. O-7-09, 6-15-09)

Sec. 6C-30.1. - Voter assistance.

(a) *Assistance.* In addition to their other duties, election judges shall provide assistance to voters who have difficulty in voting due to a disability and request assistance. The city shall make appropriate provisions to make the polls accessible to disabled voters; and pursuant to procedures established by the board, provisions shall be made to permit disabled persons to vote from their vehicles at an accessible location designated at the polls.

(b) *Instructions.* With the aid of diagrams and a voting device, the election judges, if requested by the voter, shall instruct each such voter, before he enters the voting booth, on how to use the voting device, and shall give the voter opportunity to personally operate a voting device.

(c) *Assistance to certain persons.* Any voter who requires assistance to vote by reason of disability, or inability to read the English language, or write, may be given assistance by a person of the voter's choice, not to include the voter's employer or agent of that employer or officer or agent of the voter's union.

(d) *Manner of giving assistance; further instructions.*

(1) Assistance in marking their ballots or operating a voting machine shall be given to voters who shall declare in a written affidavit, sworn to under oath, to the judges that by reason of disability, or inability to read the English language, or write, they are unable without assistance to mark their ballots or operate the voting machine. No ballot shall be marked under this section, or voting machine operated, until a majority of the judges shall be satisfied of the truth of the fact stated in such affidavit. Upon making and filing with the judges such affidavit, the voter shall retire to one of the booths or voting machines with any person of the voter's choice, not to include the voter's employer or agent of that employer or officer or agent of the voter's union, or with two (2) election judges. Then and there the person whom the voter has selected, or in case the voter has selected no one, one of the judges in the presence of the other, shall mark the ballot or operate the voting machine as such voter shall direct. The only assistance which it shall be lawful for such person or for the judges to give the voter is to mark the ballot or operate the voting machine, as the voter shall direct, without prompting or suggestion from them or the judges.

(2) If, however, any voter, after entering the voting machine booth, shall ask for further instructions concerning the manner of voting, then two (2) of the judges shall give him such instructions, but no such judge shall, in any manner, request or suggest, or seek to persuade or induce, any such voter to vote for or against any particular question. After giving such instructions, the judges shall retire and the voter shall forthwith vote.

(e) *Person accompanying voter into booth or machine.* A voter may not be accompanied into a voting booth or voting machine by any person over the age of five (5) years unless the affidavit required by subsection (d) of this section has been accepted by the election judges.

(Ord. No. O-1-95, 1-3-95; Ord. No. O-7-09, 6-15-09)

ARTICLE V. - RECALL OF ELECTED OFFICIALS

Sec. 6C-31. - Procedures.

The mayor or a member of the city council may be recalled and removed from office in accordance with the following procedure:

(a) A petition signed by at least twenty (20) percent of the registered and qualified voters of the city must be presented to the mayor and city council at a regular city council meeting stating a desire to have the named elected official subjected to a reaffirmation by a vote of the qualified city electorate. A petition shall contain the name of only one elected city official. The qualified registered voters signing such petition shall sign the same as their names appear on the city's election records and under each signature shall be typed or printed each petitioner's name, current address and approximate length of residency in the city. At the bottom of each page of the petition, the individual circulating the petition shall sign the same and make an affidavit before a notary public that he circulated the petition and saw each individual whose name appears thereon sign the same in his presence.

(b) The petition shall state specifically the justification for recall of the mayor or, as the case may be, a councilman, for one or more of the reasons set forth in section 6C-26.

(c) Upon receipt of a petition, the mayor and council shall forthwith refer the petition to the board of supervisors of elections for the city for verification of the appropriate number of qualified registered voters' signatures and addresses. The board of elections shall return such petition with their written findings as to required voters' signatures and addresses by certification to the mayor and council at its next regular meeting; and at their meeting, if the petition is authenticated and certified by the board, the mayor and city council shall announce that (i) within thirty (30) days, a public hearing will be held on the petition, and that (ii) within forty-five (45) days a special election shall be held in order to allow all qualified registered voters of the city to vote on the petition.

(d) The voting ballot will contain the official's name and the choice of "reaffirm" or "remove." In order for the official to be removed a majority of those voting must vote "remove."

The voting shall be conducted in the same manner as prescribed in the City Charter for regular city elections; and, if removal results, the vacancy will be filled as provided in section 35 of the City Charter.

(Ord. No. O-8-80, § 1; Ord. No. O-7-09, 6-15-09)

Sec. 6C-32. - Grounds for recall.

The justification for the recall of the mayor or, as the case may be, a councilman, shall be for one or more of the following:

(a) Failure to uphold the oath of office.

(b) Conviction of a criminal offense of a felony category.

(c) Engaging in illegal conduct involving moral turpitude, fraud, deceit or intentional material misrepresentation.

(d) Engaging in conduct involving mismanagement or misappropriation of public funds, a gross abuse of public authority or a substantial and specific danger to public health, safety or welfare.

(e) The coercion of any city employee into taking an illegal or improper action or taking any retaliatory action against any city employee because of that employee's disclosure of information relating to illegal and improper action in city government.

(f) The inability to properly perform public duties due to a permanent or chronic physical or mental ailment or other incapacitating defect.

(g) Gross negligence or incompetence in the performance of public duties.

(h) Engaging in personal conduct injurious to the reputation and well-being of the government of this city and its citizens.

(i) Failing or refusing to perform, or acting contrary to, an official duty or obligation imposed by the Charter or duly enacted law or ordinance.

(Ord. No. O-8-80, § 1; Ord. No. O-7-09, 6-15-09)

RESOLUTION NO. CA-1-14

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF GAITHERSBURG, MARYLAND, TO ADD SECTION 29A OF THE CITY CHARTER ENTITLED "WRITE-IN CANDIDATES"

WHEREAS, Section 29 of the Charter of the City of Gaithersburg establishes the filing requirements for persons seeking elected office in the City and allows for filing only by petition; and

WHEREAS, the Mayor and City Council has determined that write-in candidacies should be permitted, subject to certain restrictions.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, in public meeting assembled, that Section 29A of the City Charter is hereby added as follows:

Section 1 – That Section 29A of the Charter of the City of Gaithersburg be, and the same is, added as follows:

Sec. 29A. Write-in candidates.

Write-in candidates in general elections are permitted, provided a certificate of candidacy is filed at the office of the board of supervisors of elections by no later than the Wednesday prior to the general election. The council shall, by ordinance, establish procedures to implement this section and to determine compliance with this section and sections 4 and 14 of the Charter.

Section 2 – BE IT FURTHER RESOLVED that the date of the adoption of this resolution is November 3, 2014, and that the amendment to the Charter of the City of Gaithersburg, as herein adopted, shall be and become effective on December 23, 2014, unless on or before said date a proper petition for referendum of this resolution shall be filed as permitted by law.

Section 3 – BE IT FURTHER RESOLVED that a complete and exact copy of this resolution shall be posted at City Hall, 31 South Summit Avenue, Gaithersburg, Maryland 20877, until December 3, 2014, and a fair summary of the proposed Charter amendment contained in this resolution shall be published in a newspaper of general circulation in the City of Gaithersburg not fewer than four (4) times at weekly intervals before December 4, 2014.

Section 4 – AND BE IT FURTHER RESOLVED that as soon as the Charter amendment hereby enacted shall become effective, either as herein provided or following a referendum, the City shall send or cause to be sent to the Department of Legislative Reference the following information concerning this Charter resolution: (1)

the complete text of this resolution; (2) the date of enactment of the Charter amendment; (3) the date of the referendum election, if any; (4) the number of votes cast for or against this resolution whether by the City Council or in a referendum; and (5) the effective date of the Charter amendment contained herein.

ADOPTED by the City Council this 3rd day of November, 2014.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY, that the foregoing Resolution was adopted by the City Council, in public meeting assembled on the 3rd day of November, 2014. This Resolution will become effective on the 23rd day of December, 2014.

Tony Tomasello, City Manager

Boldface	*Heading or defined term.*
Underlining	*Added to existing law by original bill.*
~~Single strikethrough~~	*Deleted from existing law by original bill.*
Double underlining	*Added by Amendment.*
~~Double boldface strikethrough~~	*Deleted from existing law or the bill by amendment.*
* * *	*Existing law unaffected by bill.*

ELECTION CAMPAIGN GUIDELINES

A Reference Manual for

Candidates for Public Office

for the 2015 City of Gaithersburg

General Election

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Introduction

The Gaithersburg Campaign Guidelines delineate the ground rules for candidates for public office and elected officials. They will be enforced by the Gaithersburg Board of Supervisors of Elections (BOSE), which is responsible for their interpretation. The BOSE may refer any matter regarding enforcement of these Guidelines to the City Manager or City Attorney to assist with implementation or enforcement.

City Resources

On-duty City personnel, equipment, facilities, postage, City letterhead or official stationary, and funding, will not be used for promotion or opposition to any candidate for political office, political party, or slate of candidates for any office or by an organization or individual advocating for or against a particular issue on a local, state or national level. This would not preclude an independent, non-partisan organization from holding a candidate forum or debate in a City facility or for a debate or candidate forum from being televised in the manner outlined in these guidelines, nor would these guidelines prohibit the City from its lobbying efforts at the county, state and national level.

Guidelines for City Festivals and Events

I. INCUMBENT ELECTED OFFICIALS:

Incumbent City Officials at City Festivals and Events – All current City elected officials may represent the City at festivals and special events (whether they are running for re-election or not). If incumbent City officials wish to participate in an event in their elected capacity *and* as a candidate, they may do so, provided that when campaigning at events they shall abide by the same rules as non-incumbent candidates and may not campaign at official City tables or booths, from a stage during events, or within an official display such as a float.

Incumbent County, State or Federal Officials at City Festivals and Events – Incumbent elected officials who wish to participate in an event in their elected capacity *and* as a candidate may do so, provided that when campaigning at events they shall abide by the same rules as non-incumbent candidates and may not campaign at official City tables or booths, from a stage during events, or from an official City display such as a float.

II. CANDIDATES FOR ELECTED OFFICE:

For the purposes of these Guidelines, a candidate is a person who has publicly announced that he or she is seeking election to a public office at the City, County, State, or Federal level of government**.**

Incumbents who have publicly announced their candidacy for re-election, or for election to a different public office than they currently hold, may participate as a candidate *and* as an incumbent in City festivals and events.

III. GUIDELINES FOR SPECIFIC FESTIVALS OR EVENTS:

All participants, including candidates, shall comply with any and all guidelines, program criteria, policies and procedures established for City festivals and events, including but not limited to City Resolution R-73-05. Copies of said documents are available upon request.

Celebrate! Gaithersburg in Olde Towne and Oktoberfest

Candidates and/or their representatives may have a booth in the section of the festival designated for political candidates. Candidates may walk within the festival to meet and greet people but they cannot use amplifiers or impede pedestrians who wish to move around the festival.

Candidates and/or their representatives may not go on to a stage to speak unless invited by a City official. If so invited, they may not campaign.

Candidates and/or their representatives may not post campaign signs except within assigned areas and may not attach stickers to any public property or signage. Candidates and/or their representatives shall not carry signs while distributing campaign literature outside of their allocated space.

Gaithersburg Book Festival

Candidates and/or their representatives may walk within the festival to meet and greet people but they cannot carry signs, use amplifiers or impede pedestrians who wish to move around the festival, or post campaign signs or attach stickers to any public property or signage. Designated participation in this event must be of a literary nature, therefore there are no assigned spaces for other types of activities, including an area to post campaign signs.

Candidates and/or their representatives may not go on to a stage to speak unless invited by a City official. If so invited, they may not campaign.

Fourth of July Celebration

Candidates and/or their representatives may meet and greet attendees as they walk throughout the event site. Tables may be set up in a specified area to distribute literature. The use of amplifiers or actions that impede the flow of pedestrians who wish to move around the event is prohibited. Candidates and/or their representatives may not go on to a stage to speak unless invited by a City official. If so invited, they may not campaign.

Candidates and/or their representatives may not post campaign signs except within assigned areas and may not attach stickers to any public property or signage. Candidates and/or their representatives shall not carry signs while distributing campaign literature outside of their allocated space.

National Night Out

Candidates may meet and greet attendees and distribute literature within the site(s), but not at City tables or booths.

City Concerts (City Hall Pavilion, City parks and other venues)

Candidates and/or their representatives may meet and greet the audience before or after the concert or at intermission. Candidates and/or their representatives should not interrupt the concert, block vehicular or pedestrian traffic, or impede the performance in any way.

The use of amplifiers or actions that impede the flow of pedestrians who wish to move around the event is prohibited. Candidates and/or their representatives may not go on to a stage to speak unless invited by a City official. If so invited, they may not campaign.

Candidates and/or their representatives may not post campaign signs except within assigned areas and may not attach stickers to any public property or signage. Candidates and/or their representatives shall not carry signs while distributing campaign literature.

Flea Markets and Farmers Markets

Candidates and/or their representatives may meet and greet attendees while they walk the site but may not impede traffic or the operation of the event in any way. The use of amplifiers or actions that impede the flow of pedestrians who wish to move around the event is prohibited.

Candidates and/or their representatives may not post campaign signs except within assigned areas and may not attach stickers to any public property or signage. Candidates and/or their representatives shall not carry signs while distributing campaign literature.

Labor Day, St. Patrick's Day and Other Parades

Elected Officials and individuals running for office are welcome to participate in City of Gaithersburg Parades. The order of appearance, with politicians interspersed between other parade units, is determined by the following protocol.

1. Incumbent Elected Officials not actively campaigning while participating in the parade

2. Incumbent Elected Officials actively campaigning while participating in the parade

3. Candidates running for office who do not currently hold an elected office

Placement within each group is predetermined based on elected office. Incumbent Elected Officials who are running may choose to participate with or without actively campaigning, and will be placed accordingly. For the purpose of City of Gaithersburg parades, "campaigning" is defined as displaying and/or passing out banners, signs, posters, buttons, literature, stickers, or other political campaign material. Campaigning may be conducted from private units only, and campaigning politicians may have only one private unit in the Parade. Private units are to be provided by the candidate.

Candidates and/or their representatives who are not in a pre-registered, private unit may distribute literature to attendees along the parade route by utilizing the sidewalks, but they must not walk in, or otherwise enter the street where the parade is traveling. Additionally, candidates and/or their representatives who are not in private units must not use sound amplification, impede or interfere with the parade or its attendees in any manner.

The order of appearance for elected officials and candidates is as follows:

Elected Officials:

Incumbent Mayor and City Council (Official City unit)
United States President and Vice President
Incumbent Governor and Lieutenant Governor
Incumbent District 17 Senator and Delegates
Incumbent Federal Elected Officials
Incumbent State of Maryland Elected Officials (except District 17)
Incumbent Montgomery County Elected Officials
Incumbent Montgomery County Board of Education Officials
Incumbent Judges
Other

Candidates:

Mayor and/or City Council
United States President and Vice President
Governor and Lieutenant Governor
District 17 Senator and Delegates
Federal Offices
State of Maryland Officials (except District 17)
Montgomery County Offices
Montgomery County Board of Education Offices
Judges
Other

Other Events

From time to time, the City may hold other events than the ones described above. The City may also cancel or postpone events (or create new ones) as its needs dictate. Guidelines for campaigning at such events will be developed by City staff as needed but are expected to follow the same general guidelines as existing events.

Campaign Apparel

These Guidelines allow for incumbents to participate at City events in both their elected capacity and as a candidate. However, when campaigning at events, candidates are required to abide by the same rules as non-incumbents, so incumbent candidates should not wear campaign t-shirts, buttons or other campaign apparel when appearing at events in their elected capacity. When they are not in their elected capacity at events, incumbents are free to wear campaign apparel.

POLICY FOR CANDIDATE FORUMS OR DEBATES

A. **City Elections**: The City may air up to three candidate debates or forums prior to the Gaithersburg General Election, subject to the following conditions:

1. Debate/forum must be sponsored by an independent, non-partisan organization that does not endorse candidates.

2. For technical reasons, the proposed debate/forum must be held in the City Hall Council chambers. Any debate/forum which is to appear on Gaithersburg TV may not conflict with any regularly scheduled meeting held in the City Hall Council chambers.

3. City staff must not be involved in any way in the hosting, moderating, facilitating, or asking of questions. The only involvement from City staff will be a producer, director and control room crew. A representative of the Board of Supervisors of Elections may be present in the control booth to supervise the producer.

4. No editing will be done by staff with the exception of adding opening and closing graphics and correcting technical problems. However, the Board of Supervisors of Elections member supervising the producer shall have the authority to halt airing any portion of a forum or debate if obscene language is used or other disturbances occur.

5. All candidates certified to appear on the ballot by the Board of Supervisors of Elections must be invited to participate in any televised debate or forum.

6. Any debate or forum aired on Gaithersburg TV will be aired live and will be advertised on the channel for five days prior to the live airing. The unedited debate or forum will be replayed at least once daily on Gaithersburg TV for a period of one week or until the airing of the next live debate, with one airing to be conducted during the hours of 8:00 p.m. to 11:00 p.m. The schedule of airings will be posted on the City's website and will be advertised on Gaithersburg TV. Within 48 hours of the airing, the debate or forum will be linked to the Elections Page of the City website for on-demand viewing and will also be posted on the City's YouTube page.

7. Any organization that wishes to sponsor a debate or forum to appear on Gaithersburg TV must submit a written request to the Board of Supervisors of Elections at least 30 days prior to the election. The Board of Supervisors of Elections will determine if the organization meets the requirements outlined in Paragraph 1 above.

8. If more than three organizations submit proposals that meet these guidelines, the three debates or forums will be selected based on a random drawing by the Board of Supervisors of Elections.

9. It shall be the responsibility of the Board of Supervisors of Elections to administer forums and debates in accordance with this policy.

B. **Non-City Elections**: The City may host debates and forums for any public offices for which Gaithersburg citizens vote. No more than two debates or forums will be televised for each election cycle, including both primary and general elections. All non-City election forums and debates will be held in accordance with the criteria for City Elections above and must be sponsored by an independent, non-partisan organization that does not endorse candidate.

POLITICAL ADS AND SPONSORSHIPS

A. The City will not accept ads for any publication sponsored by or supporting or opposing any candidate or elected official for any political office or political party.

B. The City will not accept sponsorships for City events from any candidate or elected official for political office, political party or slate of candidates for any office.

CAMPAIGNING IN CITY FACILITIES

Campaigning, defined as publicly promoting one's candidacy, in or on any City facilities or property is prohibited and campaign materials may not be left or distributed inside City facilities. This prohibition does not apply to: (1) forums or debates conducted in accordance with these Guidelines, (2) campaigning at City events conducted in accordance with these Guidelines (3) or campaigning on Election Day at designated polling places as permitted by the City Code. In addition, this provision is not intended to prohibit elected officials and candidates from leasing City facilities under the same terms and conditions as the general public in accordance with the City's rental policies and campaigning at such leased facilities during the lease period.

ELECTION ADS AND SIGNS

REQUIREMENTS FOR ADVERTISING:

A. **City Code Requirements:** Any broadcasting, publication or printing, including sample ballots, signs, flyers, postcards, etc., paid for by a candidate must include language on its face indicating that it is a paid political advertisement, and the candidate or candidates who paid for the publication or printing shall be identified in the broadcast, publication or printing. *City Code Sec. 6C-15.*

B. **Sample language for inclusion on all broadcasts, publications or printings:**

   This message has been authorized and paid for by (name of candidate/political committee); ***or***

   This is a paid political advertisement authorized by (name of candidate/political committee).

C. **Violation:** Violation of this requirement is a municipal infraction punishable by a fine not to exceed $1,000.00. *City Code Sec. 6C-19.*

D. **Donated Ads:** If campaign materials, such as signs, ads or brochures, are donated by others or are published or distributed by a person other than by authority of a candidate or political committee, the materials must include the name and address of the person responsible for the campaign material.

E. **Electronic media**: The City recognizes that candidates and political committees may establish a social network or micro-blog account as a campaign tool. The candidate or committee should place an authority line on the landing page of any unpaid site, if possible. For any paid electronic media advertisement, a candidate is required to include the "paid for" language (above) on the ad. In the event the electronic media advertisement is too small for a "paid for" line, then:

   a. The ad must allow the viewer to click on the ad and take the viewer to a home or landing page that displays the authority line; **or**

   b. The ad must be registered with the Board of Supervisors of Elections.

SIGN RESTRICTIONS: The City Code contains the following provisions that are applicable to election signs:

Election signs may not be placed in any City, County or State right-of-way. *City Code Sec. 24-210.*

Signs erected by nailing, fastening or affixing the sign in any manner to any tree, rock, post, curb, utility pole, natural feature, official street sign or marker, traffic control sign or device, or other structure is prohibited. *City Code Sec. 24-210A.*

A. Election signs are permitted up to a total area of nine (9) square feet for each premise in a residential zone or containing a single-family dwelling, and sixteen (16) square feet in a commercial or industrial zone. The sign must not exceed eight (8) feet from grade to the top of the sign. *City Code Sec. 24-211.*

B. In commercial zones, permits shall be required for signs located at campaign headquarters only. *City Code Sec. 24-211.*

C. No illumination of political signs is permitted. *City Code Sec. 24-211.*

D. Violation of any of these requirements is a municipal infraction punishable by a fine not to exceed $500.00. *City Code Sec. 24-213B.*

CAMPAIGN FINANCE

CITY CODE PROVISIONS: The City Code regulates campaign finance at *City Code Sec. 6C-4 – 6C-19*. These Guidelines contain a summary of key campaign finance regulations. It is important that candidates refer to the City Code provisions for full guidance.

I. Contribution Limits: Any one individual is limited to a campaign contribution of $500.00 per candidate and to a total of $1,500.00 for all candidates per election. Cash contributions are limited to $25.00 and anonymous contributions are prohibited. A contribution up to the limits described above may be accepted from an individual, a corporation, a business or other legal entity. Contributions from a candidate or spouse to his or her own campaign are not subject to these limits. All campaign contributions must be deposited in a separate account with a financial institution and may not be commingled with any funds. *City Code Sec. 6C-12.*

Political Committees and Individuals: Political committees **and** individuals are required to report their contributions and expenditures to assist in the promotion of the success or defeat of any candidate or slate of candidates for City elective office when those contributions or expenditures exceed $250.00. *City Code Secs. 6C-6 and 6C-8.* A political committee is any combination of two (2) or more persons formed in any manner that meets this $250.00 threshold. *City Code Sec. 6C-1.*

There is no limit on the amount of money a political committee or individual can independently collect or expend to promote the success or defeat of a candidate. This regulation does not cap the total dollars spent; it only requires reporting of dollars if they exceed $250.00.

II. Examples:

<u>Committee – Must File a Campaign Finance Report</u>
John Doe and Jane Doe, independent from a candidate, jointly spend $300.00 to create and distribute a flyer supporting Council Candidate I.

Constitutes a committee with expenditures above threshold.

<u>Individual – Must File a Campaign Finance Report</u>
John Doe independently spends $300.00 to place an ad in a newspaper denouncing Candidate III.

Individual not directly contributing to a candidate and above threshold.

Individual – Does NOT have to File at Campaign Finance Report
John Doe donates $500 to Council Candidate I and $500.00 to Council Candidate II.

Direct support within contribution limits.

Individual – Does NOT have to File A Campaign Finance Report
Candidates I & II use a portion of money donated by John Doe to run an ad stating that "John Doe Supports Us," with proper authority line information from both candidates.

Direct support within contributions limits. John Doe does not need to file. BUT, Candidates I and II must include John Doe's contribution as appropriate in their reports.

III. Campaign Finance Reports: Candidates, political committees and individuals are required to file campaign reports, in accordance with the following schedule:

First Pre-General Report – For *candidates* on September 18, 2015; for *political committees* and *individuals* within three (3) days of collecting or expending $250.00 or more to assist in the promotion of the success or defeat of any candidate or slate of candidates.

Second Pre-General Report – On October 5, 2015

Third Pre- General Report – On October 19, 2015

Fourth Pre-General Report – On October 26, 2015

First Post General Report – On November 17, 2015 for *candidates and political committees*; this report is not required for individuals.

Final Post General Report – On December 31, 2015

Annual Post General Report – On December 31st each year that the *candidate or political committee* maintains a campaign finance account; this report is not required for individuals.

All Campaign Finance Reports are required to be filed by 5:00 p.m. on the due dates. In the event any due date falls on a Saturday, Sunday or legal holiday, the report is required to be filed on the next following day when City offices are open for business. *City Code Secs. 6C-5, 6C-7 and 6C-9.*

IV. Penalties: If a candidate fails to file the first required Campaign Finance Report on or before September 18, 2015 or fails to file any other required Report within two (2) business days of its due date, the candidate shall not be eligible for election. In addition, any candidate who fails to timely file any required Report is subject to a fine of $100.00 per instance. *City Code Secs. 6C-5 and 6C-10.*

V. Frequently Asked Questions: Posed to the BOSE in prior elections:

a. Should loans from candidates be included on the contribution form as well as the loan form?

Response: No, the City Code specifies that loans are not contributions unless they do not meet the criteria set form in Sec. 6C-12.1 of the Code. As a result, loans should not be reported on the Campaign Finance Report Contributions and Receipts Form; they should only be reported on the Declaration of Campaign Loans Report.

b. What date should be used to reflect receipt of a contribution?

Response: On the Campaign Finance Report Contributions and Receipts Form, the date included in the Date column should be the date the candidate physically received the contribution. For PayPal or similar accounts, the date received is the date the funds are placed in the candidate's PayPal account.

c. How should a candidate record income that is not a contribution or a debt? For example, if a candidate rented a facility to hold a campaign event and had to pay a rental fee that included a refundable security deposit, how would the candidate report the receipt of a check refunding the security deposit?

Response: If one check is written to include the cost of the rental fee plus the cost of the security deposit, the candidate should report the net amount of the check less the deposit on the Campaign Finance Report Expenditure Form with an appropriate notation. If the deposit is not returned, the deposit amount should be noted on the Expenditure Form.

d. If a candidate has leftover signs, stickers or other campaign materials from a previous campaign, how would the candidate report these items for the current election?

Response: Signs, stickers and other campaign materials left over from prior elections can be used in the current election provided the materials meet all of the current City Code requirements. The BOSE has determined that these types of materials have no monetary value, but should be reported on the Contributions and Receipts Form for the First Pre-General Report as "prior campaign material" under Type of In-Kind Donations, with a $0.00 value.

e. If someone drops off a donation at 4:55 p.m. on the due date of the Campaign Finance Report, can the donation go on the next report or does it need to be documented before 5:00 p.m. on that day?
Response: Each Campaign Finance Report is for the period specified on the Campaign Finance Report Title Page and is for transactions through 5:00 p.m. the day *before* the report is due.

f. If a candidate files a late report, will the City hold all on-time reports until the late report is received?

Response: Staff intends to post the filed reports to the elections website and campaign finance site as soon as practicable after the filing deadline (usually by no later than 5:00 p.m. the following day), so reports will not be held until all reports are received. A late report will be posted as soon as practicable after it is received. Note that a candidate who files a late report or does not file a report is subject to fines and potential disqualification under the City Code, Sec. 6C-10.

g. If a first time contribution is made by an individual, is the aggregate from payor to date $0.00 or the amount of the donation?

Response: The aggregate from payor to date would be the amount of the donation.

h. If a candidate bought a printer at the beginning of the campaign and then donated the printer as an in-kind donation, how would the donation be documented?

Response: On the Campaign Finance Report Contributions and Receipts form, the printer should be shown as an in-kind donation from the individual candidate and value shown should be the current fair market value of the printer.

i. If a candidate received a PayPal contribution, would the donation be documented as a cash or credit card transaction?

Response: Contributions received through PayPal should be shown as credit card transactions.

j. How should bank interest received on a Campaign Finance Account be reported on a Campaign Finance Report:

Response: Bank interest should be reported as cash on Schedule 1, Contributions and Receipts.

k. The online system does not allow for entry of a loan without completing the loan form, which is a problem when the loan is from the candidate and he or she is exempt from the certification requirements. Additionally, do all loans need to be recorded in Schedule 3 as well since they are all technically an obligation to a creditor?

   Response: As loans from a candidate or spouse are exempt from the certification requirements, a Declaration of Campaign Loans Report does not need to be completed for these loans. However, loans from a candidate or spouse must be reported on Schedule 3.

ELECTRONIC CAMPAIGN FINANCE TOOL: The City implemented an electronic campaign finance tool in 2011 to allow candidates to prepare and file Campaign Finance Reports on-line and to allow for public viewing of campaign finance data online. The BOSE is making this tool available to candidates and the public for the 2015 Election. Use of this tool is not mandatory, so candidates may file reports either electronically or delivering paper copies to the Elections Clerk.

Use of the electronic Campaign Finance Tool will be addressed during the Mandatory Candidate Training sessions scheduled for June 11, 2015, July 16, 2015 and September 15, 2015. All candidates wishing to use the Campaign Finance Tool will need to complete a Campaign Finance Report User Account Information Form and return the Form to the Elections Clerk. After receipt of this form, the Elections Clerk will issue a password to the candidate and/or treasurer to allow for access to input information into the system.

WRITE-IN CANDIDATES

Certificate of Candidacy: The City allows write-in candidates in general elections, provided a certificate of candidacy is filed as required by Section 29A of the City Charter and Section 6C-3.05 of the City Code. A certificate of candidacy shall be filed with the Board of Supervisors of Elections on the Certificate of Candidacy – Write-in Candidate Form and must be received no later than the earliest of three (3) days after the write-in candidate collects or expends $250.00 in support of their candidacy or 5:00 p.m. on the Wednesday prior to the general election.

Financial Disclosure Statement: A write-in candidate must file a financial disclosure statement prior to or at the time the time of filing the Certificate of Candidacy. Once the Certificate of Candidacy is filed, the write-in candidate must file all financial disclosure statements required for candidates.

Write-in Votes: In order for a write-in vote to be accepted, the voter must completely fill in the oval to the left of the write-in line on the ballot, and then write the candidate's names on the blank line. Any abbreviation, misspelling, or minor variation in the form of the name of a candidate shall be disregarded in determining the validity of a write-in vote as long as the intended candidate can be determined. Writing the last name only will constitute a valid vote, unless there is more than one candidate with the same last name.

Gaithersburg
CITY ELECTION 2015

Certificate of Candidacy – Write-In Candidate

Name of Candidate: _____

Office Sought: _____

I reside at: _____

Home Telephone: _____

Business Telephone: _____

Email Address: _____

I am filing a Certificate of Candidacy for the office of above referenced office sought as a write-in candidate for the general election.

I hereby certify, under penalty of perjury, that:

- The name listed above is my legally given name or a name supported by an affidavit filed at this time under penalty of perjury.
- I will not be a candidate for any other public office.
- I am not a treasurer, sub-treasurer, or campaign manager for any candidate or committee.
- I am a registered voter and a citizen of Gaithersburg Maryland and meet all other requirements for the above-referenced office sought, as set forth in Sections 4, 15, 29 and 29A of the City Charter.
- I understand that final acceptance of this certificate depends upon verification of the information provided by me.
- I am in compliance with all campaign finance reporting requirements under Sections 6C-4 – 6C-19 of the City Code.

I hereby certify under the penalties of perjury that the above information provided by me is true.

_____ _____

Witness Candidate Signature Date

THIS CERTIFICATE OF CANDIDACY SHALL BE FILED AT THE OFFICE OF THE BOARD OF SUPERVISORS OF ELECTIONS ON OR BEFORE 5:00 P.M. ON WEDNESDAY, OCTOBER 28, 2015.

DO NOT WRITE IN THIS SPACE – OFFICIAL USE ONLY

The foregoing Certificate of Candidacy was received by the City's Board of Supervisors of Elections, or its designee, on _____, 2015, and upon examination of the official City voter registration records, the Board does hereby determine that the Candidate ☐is/☐is not a registered voter and this request ☐is/☐is not accepted:

Board of Supervisors of Elections

_____

ELECTION DAY ACTIVITES

Poll Watchers and Challengers: Candidates have the right to designate one individual at each polling place to serve as a poll watcher and challenger. Each watcher and challenger has the right to enter the polling place one-half hour before the opening of the polls and be present at the polling place at any time the polls are open and until the returns are completed. *City Code Sec. 6C-28.*

A majority of the election judges at a polling place may direct all watchers and challengers to leave a polling place prior to the opening of the polls if they find that the presence of the watchers and challengers will prevent the timely opening of the polls. Watchers and challengers may not interfere with or obstruct the elections judges in the performance of their duties and may not inquire for which candidate any voter intends to vote, has voted, or to converse in the polling place with any voter or to assist any voter in the preparation of his or her ballot or in the operation of the voting machine. *City Code Sec. 6C-30.*

For each watcher or challenger, the candidate must complete a Challenger's & Watcher's Certificate and file said Certificate with the City's Elections Clerk no later than 5:00 p.m. Friday, October 30, 2015. Identification badges for each watcher and challenger shall be prepared and they must be picked up from the City's Elections Clerk no later than 5:00 p.m. on Monday, November 2, 2015. Watchers and challengers shall not be admitted to any polling place without a City-issued identification badge.

Electioneering: Electioneering activities are prohibited within twenty-five (25) feet of the main entrance of a polling place. This area will be marked at each polling place by 5:00 p.m. on November 2, 2015. The chief election judge at each polling place may modify this distance on Election Day if, in his or her sole discretion, it is required to protect the safety or welfare of individuals electioneering or voting. *City Charter Sec. 32.*

Election signs may be placed at polling places outside of the No Electioneering area after 5:00 p.m. on November 2, 2015 and must be removed by noon on November 4, 2015. Candidates must place their signs in such a manner that all other candidate signs are provided equal opportunity for viewing by the public. The chief election judge at each polling place, in his or her sole discretion, may move or remove candidate signs in order to provide all candidates with the opportunity to place signs.

Gaithersburg
CITY ELECTION 2015

MANDATORY CANDIDATE TRAINING

Candidates must attend one of the following sessions to be held in the Council Chambers at City Hall from 7:30-9:30 p.m.

- Thursday, June 11, 2015
- Thursday, July 16, 2015
- ~~Tuesday, September 15, 2015~~ – Cancelled
- **Thursday, September 10, 2015 – New Date**

Items to be discussed:

- City Elections Laws
- City Ethics Requirements
- Campaign Guidelines
- Electronic Filing

To Confirm Accessibility Accommodations,
Please Contact Elections Clerk Lauren Klingler at City Hall, 301-258-6310 or lklingler@gaithersburgmd.gov

City of Gaithersburg
31 S Summit Avenue
Gaithersburg, MD 20877

ORDINANCE NO. O-6-15

AN ORDINANCE TO REPEAL AND ENACT WITH AMENDMENTS CHAPTER 7A OF THE CITY CODE ENTITLED "ETHICS"

WHEREAS, Title 5 of the General Provisions Article of the Annotate Code of Maryland (the "Maryland Ethics Law") provides that each municipal corporation in the State of Maryland shall enact provisions to govern the public ethics of local officials relating to conflicts of interest, financial disclosure and lobbying; and

WHEREAS, §5-808 of the General Provisions Article of the Annotated Code of Maryland provides that the conflict of interest restrictions of a local ethics law for municipal elected officials shall be equivalent to or exceed the requirements for State officials and employees and for non-elected officials and employees shall be similar to the requirements for State officials and employees, but shall be modified to the extent necessary to make the provisions relevant to the prevention of conflicts of interest in that jurisdiction; and

WHEREAS, §5-809 of the General Provisions Article of the Annotated Code of Maryland provides that the financial disclosure provisions of a local ethics law for municipal elected officials shall be equivalent to or exceed the requirements for State officials and employees and for non-elected officials and employees shall be similar to the requirements for State officials and employees, but shall be modified to the extent necessary to make the provisions relevant to the prevention of conflicts of interest in that jurisdiction; and

WHERAS, pursuant to §5-218 of the Local Government Article of the Annotated Code of Maryland (formerly Art. 23A, §2) and §5-807 of the General Provisions Article of the Annotated Code of Maryland (formerly State Gov't Art., §15-803), the City has enacted Chapter 7A of the City Code, entitled "Ethics" to prevent conflicts of interest by its elected and appointed officials and employees; and

WHEREAS, the City desires to amend Chapter 7A to strengthen its conflict of interest restrictions and financial disclosure requirements, in the interests of maintaining the highest standards of integrity of City officials and employees and ensuring public trust in these positions; and

Boldface	*Heading or defined term.*
Underlining	*Added to existing law by original bill.*
~~Single strikethrough~~	*Deleted from existing law by original bill.*
Double underlining	*Added by Amendment.*
~~Double strikethrough~~	*Deleted from existing law or the bill by amendment.*
* * *	*Existing law unaffected by bill.*

WHEREAS, the Mayor and City Council, the City's Ethics Commission and City Staff have worked diligently and in good faith with the State Ethics Commission to develop an ethics law that meets the requirement of Title 5 of the General Provisions Article of the Annotated Code of Maryland; and

WHEREAS, the Mayor and City Council find that the adoption of the model ethics ordinance as proposed by the State Ethics Commission with respect to financial disclosure would be an unreasonable invasion of privacy, would reduce significantly the availability of qualified individuals for public service, and is not necessary to preserve the purposes of the Maryland Ethics Law; and that many provisions of the model ethics ordinance are not necessary or are irrelevant to the prevention of conflicts of interest in the City of Gaithersburg; and

WHEREAS, the Mayor and Council find that the provisions of the ethics law set forth herein for elected officials are equivalent to or exceed the requirements of the Maryland Ethics Law for State officials and employees as modified to the extent necessary in consideration of the City's structure of government and the powers and duties of its elected officials to make the provisions relevant to the conflicts of interest in Gaithersburg.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and City Council of the City of Gaithersburg, in public meeting assembled, that Chapter 7A of the City Code, are hereby amended to read as follows:

Sec. 7A-1.1. - Findings and purpose.

(a) The council finds that:

(1) Officials, employees and representatives of the city shall maintain the highest standards of political and professional responsibility and maintain the highest respect for the interests of the citizens and the city.

(2) Representative government depends upon the citizens having the highest trust in their public officials.

(3) The trust, necessary to our system of government, is dangerously eroded not only by improper conduct by employees and officials of government but by the appearance of improper conduct, as well.

(4) In order to maintain the fact and appearance of high standards of conduct, it is necessary to have clearly articulated standards of conduct, a procedure for resolving questions that may arise concerning the propriety of specific acts and a forum for receipt and review of complaints and questions, whether raised by concerned citizens, employees or those doing business with the city.

(5) The citizens have a right to expect that decisions made in the name of the government of the City of Gaithersburg will be made for the general welfare of the

citizens of Gaithersburg, rather than for the private gain or personal motives of the official or employee making the decision.

(6) Employees and officials of government have a right to know that the government clearly articulates the standards of conduct by which their actions will be measured.

(7) Employees and officials of government have a right to expect that their personal lives, choices, associations and those of their families will not unduly or unnecessarily be burdened because of their choice to serve the city.

(8) Full and timely disclosure to the ethics commission as required by this chapter of information and private activities that could affect the nature of public decisions allows the public to be aware of real or actual conflicts and make its own judgments about such conflicts.

(b) In order to meet these needs and to articulate the balance which the council has struck between the needs and expectations of the citizens, employees and those with whom the city does business, the council has enacted this ethics chapter.

(c) On behalf of the citizens of the City of Gaithersburg, the council intends that this chapter be liberally construed to accomplish these goals without unduly restricting the rights of the officials and employees and their families.

Sec. 7A-1.2. - Applicability of chapter.

The provisions of this chapter shall apply to all city employees, all elected officials, as well as officials appointed to the following boards and commissions:

Planning Commission;

Board of Appeals;

Board of Supervisors of Elections;

Ethics Commission;

Landlord-Tenant Commission;

Animal Control Board;

Personnel Review Board;

Historic District Commission.

In addition, section 7A-6 of this chapter applies to lobbyist.

Sec. 7A-1.3. - Definitions.

~~(a) *Business relationship.* A relationship that may include, but is not limited to, any of the following:~~

~~(1) The commitment or securing of one thousand five hundred dollars ($1,500.00) or more of city funds, with the exception of funds expended on charitable organizations and trade associations.~~

~~(2) Prospective employment with the city in any capacity.~~

~~(3) Approval of a zoning entitlement or building permit application until such time construction has received all final approvals.~~

(a) *Commission.* The City of Gaithersburg Ethics Commission established under Sec. 7A-2 of this Chapter.

(b) *Community event.* An event to which the public is invited that takes place in the City of Gaithersburg or Montgomery County.

(c) *Doing business with.* Doing business with or does business with includes:

(1) Having or negotiating a contract that involves the commitment, either in a single or combination of transactions, of five thousand dollars ($5,000.00) or more of city funds;

(2) Being regulated by the city; or

(3) Being a registered lobbyist

(~~c~~d) *Gift.* Unless otherwise provided in this chapter, the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration ~~valued at fifty dollars ($50.00) or more or a combination of transfers from any person or entity within a one calendar year period valued at one hundred dollars ($100.00) or more~~. A gift does not include political campaign contributions regulated under the Gaithersburg City Code or county, state or federal law~~or contributions or donations to the city or sponsorships of city events or programs~~.

~~(d) *Honoraria.* Payments of money or anything of value given to an individual for services for which fees are not legally or traditionally required, such as speeches and attending a meeting or event.~~

(e) Immediate family. An individual's spouse and dependent children.

(f) Interest.

(1) A legal or equitable economic interest that is owned or held wholly or partly, jointly or severally, or directly or indirectly, whether or not the economic interest is subject to an encumbrance or condition.

(2) Interest does not include:

(i) an interest held in the capacity of agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;

(ii) an interest in a time or demand deposit in a financial institution;

(iii) an interest in an insurance policy, endowment policy, or annuity contract by which an insurer promises to pay a fixed amount of money in a lump sum or periodically for life or a specified period;

(iv) 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 section or area that is regulated by the City.

(g) Qualified relative. A spouse, parent, child, or sibling.

Sec. 7A-2. - Ethics commission.

There shall be a city ethics commission, which shall be composed of three (3) members appointed by the mayor and subject to confirmation by the city council. The commission shall be advised by the city attorney and shall have the following responsibilities:

(a) To review all forms generated by this chapter for compliance with the provisions of this chapter.

(b) To provide published advisory opinions to persons subject to this chapter as to the applicability of the provisions of this chapter to them.

(c) To process and make determinations as to complaints filed by any person alleging violations of this chapter.

(d) To certify to the State Ethics Commission on or before October 1 of each year that the City is in compliance with the requirements of the Maryland Ethics Law, General Provisions Article, Title 5, of the Annotated Code of Maryland, as amended from time to time.

Sec. 7A-3. - Responsibilities of city attorney.

The city attorney shall have the following responsibilities:

(a) To create and maintain all forms generated by this chapter.

(b) To provide staff assistance to the city ethics commission.

(c) To provide information, guidance, and training on a regular basis in order to promote understanding and compliance with this chapter.

(d) To maintain all forms and disclosure statements filed pursuant to this chapter for at least five (5) years as public records available for inspection and copying.

Sec. 7A-4. - Conflicts of interest.

Persons who are subject to this chapter shall not:

(a) Participate in:~~on behalf of the city in any matter which would, to their knowledge, have a direct financial impact on:~~

~~(i) Them;~~

~~(ii) Their spouse;~~

~~(iii) Their children;~~

~~(iv) Their siblings;~~

~~(v) Their parents;~~

~~(vi) Any other relative who shares the person's legal residence or over whose financial affairs the person has legal or actual control; or~~

~~(vii) Any business entities with which they are affiliated, as distinguished from the public generally.~~

(i) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.

(ii) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:

(A) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;

(B) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;

(C) A business entity with which the official or employee, or to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;

(D) If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is party to a contract with a qualified relative;

(E) An entity, doing business with the City, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or

(F) A business entity that:

a. The official or employee knows is a creditor or oblige of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

b. As a creditor or oblige, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

(iii) A person who is disqualified from participating under paragraphs (i) or (ii) of this subsection shall disclose the nature and circumstances or the conflict and may participate or act if:

(A) The disqualification leaves a body with less than a quorum capable of acting;

(B) The disqualified official or employee is required by law to act; or

(C) The disqualified official or employee is the only person authorized to act.

(iv) The prohibitions of paragraphs (i) and (ii) of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

(b) Hold or acquire interests of either ~~five (5)~~three (3) percent or greater in business entities that have or are negotiating contracts of five thousand dollars ($5,000.00) or more with the city or are regulated by their agency, except as exempted by the commission pursuant to section 7A-7.

(c) ~~Be employed by business entities that have or are negotiating contracts of more than five thousand dollars ($5,000.00) with the city or are regulated by their agency, except as exempted by the commission pursuant to section 7A-7.~~ Except as exempted by the Commission pursuant to section 7A-7:

(i) Be employed by or have a financial interest in any entity:

(A) that is subject to the authority of the official or employee or the City board or commission with which the official or employee is affiliated; or

(B) that is negotiating or has entered a contract with the City.

(ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee

~~(d) Hold any outside employment relationships that would directly impact their impartiality or independence of judgment with regard to their official capacities.~~

~~(e) Represent any parties, for contingent fees, before any city agency or department.~~

(~~f~~d) ~~Within one year f~~Following termination of city service, ~~act as compensated representatives of others in connection with any specific matters within their official responsibilities in which they participated substantially as city officials or employees.~~ assist or represent any party other than the city for compensation in a case, contract, or other specific matter involving the city if that matter is one in which the former official or employee significantly participated as an official or employee.

(e) Assist or represent another party for compensation in a matter that is the subject of legislative action for a period of one year after a member of the City Council leaves office. This subsection is applicable to elected officials only.

(~~g~~f) Solicit any gift from any person or business entity or directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.

(~~h~~g) Knowingly a~~A~~ccept any gift from any person or business entity, except as provided herein, that ~~has or seeks a business relationship with the city or is regulated by their office, department or board~~is doing business with the city, has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee, is engaged in an activity regulated or controlled by the official's or employee's governmental unit, or is a lobbyist with respect to matters within the jurisdiction of the official or employee, except where such gifts would not violate this chapter.

Unless a gift of any of the following would tend to impair the impartiality and the independence of judgment of the official or employee receiving it or, is of significant value that would give the appearance of doing so, or, the recipient official or employee believes, or has reason to believe, that it is designed to do so, subsection (~~h~~g) of this section does not apply to:

(1) Meals and beverages valued at up to fifty dollars ($50.00) consumed in the presence of the donor;

(2) Ceremonial gifts or awards which have insignificant monetary value;

(3) Unsolicited g~~G~~ifts of nominal value that do not exceed twenty dollars ($20.00 in cost or trivial items of informational value;

(4) Reasonable expenses for food, travel, lodging and scheduled entertainment of the official or the employee for a meeting which is given in return for participation in a ~~board, committee,~~ panel or speaking engagement at a meeting;

(5) Gifts of tickets or free admission extended by the sponsoring entity of the event that does business with the city to an elected official to attend a charitable, community, cultural or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the office;

(6) A specific gift or class of gifts which the commission exempts from the operation of this section upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City of Gaithersburg or that the gift is purely personal and private in nature;

(7) Gifts that are purely personal and private in nature from family and household members that would not be detrimental to the impartial conduct of the business of the city; or

~~(8) Honoraria, provided the honorarium is limited to reasonable expenses for the official's or employee's meals, travel, and lodging and provided that:~~

~~(i) The payor of the honorarium does not have an interest that may be affected substantially and materially, in a manner distinguishable from the public generally, by the performance or nonperformance of the official's or employee's official duties; and~~

~~(ii) The offering of the honorarium is not related in any way to the official's or employee's official position.~~

(~~i~~h) Intentionally u~~U~~se the prestige of ~~their~~ office or public position ~~except to aid or benefit the public generally~~for the private gain of that official or employee or the private gain of another. This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.

(~~j~~i) Use confidential information acquired in their official city positions for their own benefit or that of others.

(~~k~~j) While employed with or in the service of the city or within one year following termination of city service, purchase any property or equipment from the city, either directly or through a third party such as an auction house, unless the purchase is subject to prior written approval by the city manager.

(k) Participate in procurement:

(i) An individual or a person that employs an individual who assists a city agency or unit in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitted a bid or proposal for the procurement.

(ii) The Commission may establish exemptions from the requirements of this subsection for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.

Sec. 7A-5. - Financial statements and disclosure statements.

(a) A financial disclosure statement is required from all elected officials, all appointed officials designated in section 7A-1.2, the city manager, the city attorney, the assistant city manager(s), the heads of all departments, and all candidates for elective office. Statements shall be filed with the Commission on the form provided by the Commission. ~~on an annual basis by no later than January 31 for the preceding year and shall be under oath. In addition, a disclosure statement shall be filed by all persons subject to this chapter for each incident when there is non-compliance with the requirements of this chapter. The statement shall identify the date of occurrence, donor, gift, value and reason for acceptance. The statement must be filed with the ethics commission for review within thirty (30) days of each occurrence. All occurrences in which honoraria in excess of the gift limit have been accepted must be reported.~~

(i) An incumbent official or employee shall file a financial disclosure statement annually no later than April 30 of each year for the preceding year.

(ii) An official or employee who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within thirty (30) days after appointment.

(iii) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving office. The statement shall cover all time served by the individual from the date of the individual's last annual filing to the date of the individual's last day in office.

(b) Candidates for elective office shall file ~~statements consistent with the requirements of subsection (a) of this section at the time that they file their certificates of candidacy.~~ a financial disclosure statement each year beginning with the year in which a petition of candidacy is filed through the year of the election, which shall be filed:

(i) In the year the petition of candidacy is filed, no later than the filing of the petition;

(ii) In all other years for which a statement is required, on or before April 30.

(c) Financial statements for elected officials and candidates for elective office shall include:

(i) Interests in real property.

(A) A schedule of all interests in real property located in the city or located elsewhere if acquired from or in conjunction with a person or business entity that is regulated by the city or does business with the city or has done business with the city during the preceding five (5) years.

(B) For each interest in real property:

(1) The location by street address, mailing address, or legal description;

(2) Whether the property is used for residential or commercial purposes;

(3) Whether the property is held solely by the individual reporting and, if not, the extent of the reporting person's interest in the property;

(4) Whether there are any encumbrances on the property and, if so, a description of each encumbrance.

(5) The date on which the interest was acquired;

(6) The identity of the person from whom the interest was acquired;

(7) The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

(8) If the interest was transferred, in whole or in part, during the report period, the identity of the person to whom the interest was transferred, and if the transferee is a person or business entity that is regulated by or is doing business with the city or has done business with the city in the preceding five (5) years, the amount of the consideration received for the interest; and

(9) The identity of any other person or business entity with an interest in the property and the extent of such interest, if such person or business entity is regulated by or is doing business with the city or has done business with the city in the preceding five (5) years.

(ii) Interests in business entities.

(A) A schedule of any interest in any business entity that is regulated by the city or doing business with the city or has done business with the city in the preceding five (5) years.

(B) For each interest in a business entity:

(1) The name and address of the principal office of the business entity;

(2) The nature and amount of the interest held, including any conditions and encumbrances on the interest;

(3) If any interest was transferred, in whole or in part, at any time during the reporting period, the nature of the interest transferred, the identity of the person to whom the interest was transferred, and if the transferee is a person or business entity that is regulated by or is doing business with the city or has done business with the city in the preceding five (5) years, the amount of the consideration received for the interest; and

(4) With respect to any interest acquired during the reporting period:

1. The date on which the interest was acquired and the identity of the person or business entity from whom the interest was acquired; and

2. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(C) In lieu of reporting the dollar amount of the interest held, an individual may report:

(1) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

(2) For an equity interest in a partnership, the percentage of equity interest held.

(D) Interests in mutual funds may be excluded from the disclosure on interests in business entities otherwise required by this subsection.

(iii) Gifts.

(A) A schedule of each gift in excess of $20 in value or a series of gifts totaling $100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the city.

(B) For each gift reported, the schedule shall include:

(1) A description of the nature and value of the gift; and

(2) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(iv) Employment by entities doing business with the city.

(A) A schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the city.

(B) For each position reported under this subsection, the schedule shall include:

(1) The name and address of the principal office of the business entity; and

(2) The title and nature of the office, directorship, or salaried employment held and the date it commenced.

(v) Indebtedness to entities doing business with the city.

(A) A schedule of all liabilities, excluding retail credit accounts, to persons or entities doing business with the city owed at any time during the reporting period:

(1) By the individual; or

(2) By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.

(B) For each liability reported under this subsection, the schedule shall include:

(1) The identity of the person or business entity to whom the liability was owed and the date the liability was incurred;

(2) The amount of the liability owed as of the end of the reporting period;

(3) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

(4) The security given, if any, for the liability.

(vi) Family members. A schedule of the immediate family members of the individual employed by the city in any capacity at any time during the reporting period.

(vii) Sources of earned income.

(A) A schedule of the name and address of each place of employment and each business entity of which the individual was a sole or partial owner and from which the individual received earned income, at any time during the reporting period.

(B) An immediate family member's employment or business ownership need not be disclosed if the city does not regulate, license, or contract with the place of employment or business entity or has not done business with the place of employment or business entity in the preceding five (5) years.

(viii) Additional information. A schedule of additional interests or information that the elected official making the statement wishes to disclose.

(d) Financial statements for appointed officials and employees listed in subsection (a) of this section shall include disclosure of any conflicts of interest specified in section 7A-4.

(e) All city officials and candidates for elective office subject to this chapter shall file a statement with the commission disclosing any interest or employment, the holding of which would require disqualification from participation pursuant to section 7A-4, sufficiently in advance of any anticipated action to allow adequate disclosure to the public.

Sec. 7A-6. - Lobbying disclosures.

(a) Any person who personally appears before any city official with the intent to influence that person in performance of his official duties and who, in connection with such intent, expends funds on food, entertainment or Gifts for such officials, shall file a registration statement with the commission no later than January 15 of the calendar year or within five (5) days after making such appearances.

(b) The registration statement shall include complete identification of the registrant and of any other person or entity on whose behalf the registrant acts. It shall also identify the subject matter on which the registrant proposes to make such appearances and shall cover a defined registration period, not to exceed one calendar year.

(c) Registrants under this section shall file a report with the city attorney's office within thirty (30) days after the end of any calendar year during which they were registered, disclosing the value, date and nature of any food, entertainment or Gift provided to a city official.

(d) The registrations and reports filed pursuant to this section shall be maintained by the commission as public records, available for public inspection and copying.

Sec. 7A-7. - Exemptions and modifications.

The commission may grant exemptions and modifications to the provisions of sections 7A-4 and 7A-5, if it determines that application of those provisions would:

(a) Constitute an unreasonable invasion of privacy;

(b) Significantly reduce the availability of qualified persons for public service; and

(c) Not be required to procure the purposes of this chapter.

Sec. 7A-8. - Enforcement of chapter; violations and penalties.

(a) The commission may issue a cease and desist order against any person found to be in violation of this chapter and may seek enforcement of such order in the circuit court of the county. The court may issue a cease and desist order and may also

impose a fine of up to five hundred dollars ($500.00) for any intentional violation of the provisions of this chapter.

(b) Persons found to have violated this chapter may be subject to disciplinary or other appropriate personnel action, including suspension of city salary or other compensation and suspension and/or removal from office.

(c) Violations of this chapter shall be a misdemeanor, subject to the provisions of section 1-7.

ADOPTED by the City Council this 17th day of August, 2015.

JUD ASHMAN, MAYOR and
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 17th day of August, 2015. APPROVED by the Mayor of the City of Gaithersburg this 17th day of August, 2015.

JUD ASHMAN, MAYOR

THIS IS TO CERTIFY, that the foregoing Ordinance was adopted by the City Council of the City of Gaithersburg, in public meeting assembled on the 17th day of August, 2015; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 17th day of August, 2015. This Ordinance will become effective on the 6th day of September, 2015.

Tony Tomasello, City Manager

I Would Like to be Notified if Someone Looks at My Form ☐

Gaithersburg
CITY ELECTION 2015

FINANCIAL DISCLOSURE STATEMENT FOR ELECTED OFFICIALS AND CANDIDATES FOR ELECTED OFFICE

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.

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

First Name	*Middle Initial*	*Last Name*
	Mailing Address	
City	*State*	*Zip*
Home Phone	*Work Phone*	*Fax*
	Elected/Appointed Office Held	

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the City 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.

I solemnly swear or affirm under the penalties of perjury that the contents of this statement, including any attachments thereto, are complete, true, and correct to the best of my knowledge, information, and belief.

_____

Signature Date

	Question	Yes	No
A.	I held interests during reporting period in real property located in the City or located elsewhere if acquired from a person or business entity doing business or has done business with the City in the preceding 5 years. (If "Yes," complete Schedule A.)		
B.	I held interests during reporting period in business entities regulated by the City, doing business or has done business with the City in the preceding 5 years. (If "Yes," complete Schedule B.)		
C.	I received gifts during reporting period from persons doing business with the City, regulated by the City, or registered or required to register as lobbyists. (If "Yes," complete Schedule C.)		
D.	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 City. (If "Yes," complete Schedule D.)		
E.	I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the City. (If "Yes," complete Schedule E.)		
F.	A member of my immediate family was employed by the City during the reporting period. (If "Yes," complete Schedule F.)		
G.	I received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period and/or a member of my immediate family received a salary or was sole or partial owner of a business entity doing business or has done business with the City in the preceding 5 years. (If "Yes," complete Schedule G.)		
H.	Is additional information set forth on Schedule H? (If "Yes," complete Schedule H.)		

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 the City or located elsewhere if acquired from or in conjunction with a person or business entity that is regulated by the City or does business with the City or has done business with the City during the preceding 5 years?

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule B

* 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 or mailing address. 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 _____

Lot Number _____

Block _____

2. What kind of property is it?

☐ Improved (indicate whether property is residential or commercial property)
☐ Unimproved (vacant lot)

3. Are you the owner or tenant?

☐ Owner ☐ Tenant

4. Do you hold the interest solely or is it jointly held with another?
(If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s))

☐ Solely
☐ Jointly - _____
☐ Tenants by the Entirety - _____

5. 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.?

_____

6. What date was the property acquired? _____

7. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

_____

8. From who was the property acquired?
(Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

_____

9. 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)

☐	Below $99,999	☐	$500,000 to $699,999
☐	$100,000 to $299,999	☐	$700,000 to $899,999
☐	$300,000 to $499,999	☐	$900,000 and Over

10. Have you transferred any interest in this property during the reporting period?

☐ Yes ☐ No

If yes;

10A. What percentage of interest did you transfer? _____

10B. What consideration did you receive for the interest? _____

10C. To whom did you transfer the interest: _____

If you have any additional interests in real property subject to reporting, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule B – Interests in Business Entities

Did you have any interest in any business entities during the reporting period that is regulated by the City or was doing business with the City or has done business with the City in the preceding 5 years?

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule C

* A separate Schedule B will be required for each interest you need to disclose.

1. What is the name of the entity?

_____

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

☐ Yes ☐ No

If no, what is the address of the entity's principal office?

_____

3. 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: _____

4. 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:

Check Dollar Value of Shares

	under $1000		$25,000 - $49,999
	$1000 - $4,999		$50,000 - $74,999
	$5,000 - $9,999		$74,000 - $99,999
	$10,000 - $14,999		$100,000 and Over
	$15,000 - $19,999		N/A
	$20,000 - $24,999		

Number of Shares:

	Under 100		500-749
	100-249		750-999
	250-499		1,000 and Over

Percentage of Ownership:

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

☐ Yes ☐ No

If yes, name of entity holding the encumbrance: _____

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

☐ Yes ☐ No

If yes;

6A. In what month was the interest acquired? _____

6B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.):

_____

6C. From whom did you acquire the interest in the entity?
(If you purchased it from a brokerage, the name of the brokerage):

_____

6D. 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):

_____

7. Have you transferred any interest in this entity during the reporting period?

☐ Yes ☐ No

If yes;

7A. What portion of the interest was transferred? _____

7B. 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):

_____

7C. To whom did you transfer your interest in the entity? _____

If you have additional interests in business entities, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule C – 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 City; 2) engaged in an activity that was regulated or controlled by the City; or 3) was a regulated lobbyist? Gifts that are purely personal and private in nature from family and household members that would not be detrimental to the impartial conduct of the business of the City do not need to be disclosed.

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule D

* A separate Schedule C will be required for each business entity you need to disclose.

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 D – Employment by Entities Doing Business with the City

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 City?

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule F

* A separate Schedule D 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 City Agency(ies) did the business entity do business?

_____

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

_____

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

Schedule E – Debts You Owe

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

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule G

* A separate Schedule E will be required for each debt you need to disclose.

1. To whom did you owe the debt? (Do not include consumer credit debts)

_____

2. When was the debt incurred? _____

3. 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, check $0.00

☐	$0.00	☐	$25,000 - $49,999
☐	Less than $1,000	☐	$50,000 - $74,999
☐	$1,000 - $9,999	☐	$75,000 - $99,999
☐	$10,000 - $24,999	☐	$100,000 and Over
☐	$25,000 - $49,999	☐	N/A

4. Did the principal of the debt increase _____ or decrease _____ during the reporting period, and by how much

☐	$0.00	☐	$25,000 - $49,999
☐	Less than $1,000	☐	$50,000 - $74,999
☐	$1,000 - $9,999	☐	$75,000 - $99,999
☐	$10,000 - $24,999	☐	$100,000 and Over
☐	$25,000 - $49,999	☐	N/A

5. Was any security given for the debt?

☐ Yes ☐ No

If yes;

Please state what type of security was given (home, car, boat, etc.): _____

6. 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 F – Family Members Employed by the City

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the City in any capacity?

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule H

* A separate Schedule F will be required for each for each member of the immediate family who is employed by the City.

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

_____

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

_____

3. What was the title of your immediate family member's position in the City agency during the reporting period?

_____

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

Schedule G – Employment/Business Ownership

During the reporting period, did you or an immediate family member receive any earned income from an entity other than the City of Gaithersburg? Please note that your immediate family members' employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation, license or contract by the City or has is doing business with or has done business with the City in the preceding 5 years.

☐ Yes - Answer Each Question Below* ☐ No - Go to Schedule H

* A separate Schedule G will be required for each for each member of the immediate family who had employment or ownership of a business entity subject to this provision.

1. If, during the reporting period, you or a member of your immediate family subject to this provision 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 subject to this provision 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 Employer: _____

Address: _____

City/State/Zip _____

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

Schedule H – Other

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

Candidate Voter Guide Statements, Website Statements and Television Taping Instructions

Photographs

Photographs of each validated candidate will be included in the Gaithersburg Voter's Guide and on the City's website. Please provide a digital head and shoulder color photograph of yourself. Ensure a resolution of 300 dpi at 4"x 6" size in jpg format. The file can either be submitted on a CD or USB drive or e-mailed to Britta Monaco, Community and Public Relations Director, at bmonaco@gaithersburgmd.gov.

The deadline for submission is **5:00 p.m. on Friday, September 18, 2015**.

Statements

Candidate statements must be submitted in English and in Spanish. The City is required by law to provide your statement in Spanish; therefore, if a Spanish version is not provided by you, it will be translated by a certified translator of the City's choice.

A 100-word (maximum - English) statement in support of your validated candidacy will be included in the Gaithersburg Voter's Guide, which will be distributed on or about October 14, 2015 (see additional information below).

A 250-word (maximum - English) statement in support of your validated candidacy will be posted on the City's website on or about October 1, 2015. This 250-word statement may be used in place of the 100-word statement in the Voter's Guide should space permit for each candidate.

Both statements will be printed as submitted. There will be no editing nor any spelling, grammatical or punctuation corrections. Any words in excess of the maximum will be cut off. We will use Microsoft Word's "File Properties" tool to determine length. All words count toward the maximum (including "a," "it, "the," etc.).

Please provide statements in Word format, with each file named appropriately, either on a CD or USB drive or via e-mail to Britta Monaco at bmonaco@gaithersburgmd.gov. Statements must be submitted to the Public Information Office no later than **5:00 p.m. on Friday, September 18, 2015**.

Voter's Guide

On or about October 14, 2015, the City will publish an official Voter's Guide to be mailed to all households within the City limits. The Guide will contain candidate statements, photographs and basic biographical information, a list of polling places, voter registration, absentee ballot and early voting information, and other general election articles.

Website

An image of each candidate and the 250-word statement will be posted on the City's website at www.gaithersburgmd.gov from approximately October 1, 2015 through the elections.

The 5:00 p.m. deadline on Friday, September 18, 2015 is firm to be fair to all candidates and allow time for website preparations.

Cable Television

Candidate statements will be videotaped between the hours of 3:00 p.m. and 8:00 p.m. on October 1 and 2, 2015 in the Mayor and Council Chambers at City Hall.

Taping times will be assigned on a first-come, first served basis. Please indicate your first, second and third preference for time slot by Friday, September 18, 2015. You will be notified by phone and/or e-mail of your taping date and time.

If you want to use a teleprompter, bring a copy of the statement you would like to read on a CD or USB drive in Word format (*the teleprompter only accepts Word).* Bring a hard copy as a backup.

Guidelines for Candidate Statements for Television

- When read aloud by you, the statement may be a maximum of three minutes in length.
- A single format will be used for all candidates: Same camera angle in the same seat with the same background.
- You may use a teleprompter that will allow you to look directly into the camera and see the words you are reading (*only if your statement is provided on CD or USB drive in Word format*).
- You will have 15 minutes to tape your three-minute statement.
- Gaithersburg TV will not edit your statement. If you exceed three minutes it will be cut off at the three-minute point.
- Your name as it will appear on the ballot will be superimposed at the bottom of the screen during your statement.
- Please arrive 15 minutes early for your taping to allow adequate time.

- Candidates will appear in the program in the same order they appear on the ballot, beginning with mayoral candidates, followed by all council candidates.
- The statements will air after the staff puts the final program together. A schedule of air times will be posted on the City's website.
- The televised statements will also be linked to the City's website and posted on Facebook and YouTube.

Tips for Appearing on Television

- Arrive 15 minutes ahead of your scheduled taping time to allow you to check your wardrobe and hair.
- Practice ahead of time, pacing yourself, using good voice tone and inflections, facial expressions, and becoming familiar with your script.
- Pretend the camera is a person with whom you are speaking.
- Avoid wearing stripes, fine checks, Herringbone patterns, or pure black or pure white.
- The best colors to wear for television are navy, medium blue, tan, gray, and pastels.
- White shirts or blouses under blazers or sweaters work when they are not worn with pure black suits or skirts. Stripes or patterns work provided the pattern is not very fine.
- Television lights can get very warm. Avoid heavy clothing.
- Avoid shiny jewelry that could "clink" or any accessories that might rub against a very sensitive clip-on microphone.

Gaithersburg
CITY ELECTION 2015

Challenger's & Watcher's Certificate
City General Election

TO THE ELECTION JUDGES:

This is to certify that _____
(Name of Challenger/Watcher)

has been designated by me _____
(Name of Candidate)

to act as Challenger and Watcher for the City of Gaithersburg Elections to be held on November 3, 2015.

_____
Signature of Candidate

_____
Office Sought

Challengers and watchers have the right to enter the polling place one-half hour before the opening of the polls. However, if a majority of the election judges present find that the presence of the challengers and watchers in a polling place before it opens will prevent the timely opening of the polling place, the judges may direct all challengers and watchers to leave the polling place. Election judges are not required to admit to a polling place before the opening of the polls any challenger and watcher who was not present at the polling place at least one-half hour before its opening. Challengers and watchers have the right to enter or be present at a polling place at any time the polls are open, and may remain in the polling place until the returns are completed.

Challengers and watchers may not at any time interfere with or obstruct the judges in the proper performance of their duties.

The Board of Supervisors of Elections shall not permit any challenger and watcher to inquire or ascertain for which candidate any voter intends to vote, or has voted, or to converse in the polling place with any voter or to assist any voter in the preparation of his or her ballot or in the operation of the voting machine. Any challenger and watcher who violates the restrictions of this paragraph may lawfully be ejected by the judges and is subject to the punishment provided for in Section 6C-19 of Chapter 6C of the City Code.

Information regarding this policy can be found in Article IV of the City Elections Ordinance, entitled "Poll Watchers & Challengers"

City Elections 2015

Voting Areas and Polling Sites

2,000 1,000 0 2,000 Feet

500 250 0 500 Meters

N W E S

MD State Plane
HPGN NAD 83/91

Registered Voters: 33,460

Property boundaries, voting information, and planimetric basemap © M-NCPPC, Montgomery County Board Of Elections, and City of Gaithersburg. All rights reserved.

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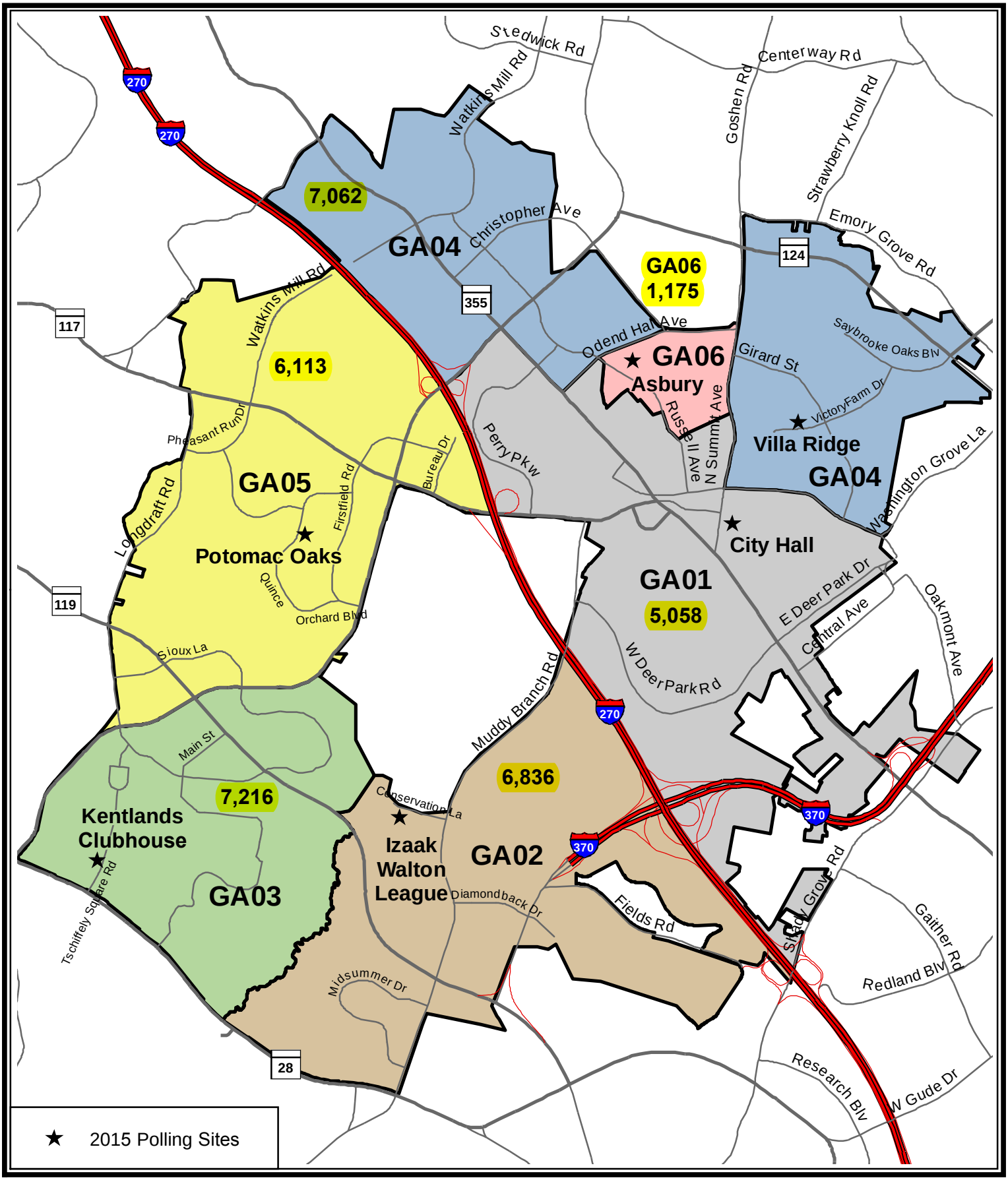
City of Gaithersburg
Planning and Code Admin
31 S Summit Ave
Gaithersburg, MD 20877
(301) 258-6330
www.gaithersburgmd.gov



Data Received 1.1.15

Gaithersburg
CITY ELECTION 2015

City Street List

City of Gaithersburg Street Listings

Street listing ordered by street name

Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Acline	Ct	1-99	Longdraft Estates	20878	GA05	E3
Alden	Ave	16400,16401-16499(odd only)&16501	Rosemont	20877	GA01	E8
Alderwood	Dr	105-117,201-207,301-332	The Woods at Muddy Branch	20878	GA02	F4,G3,G4
Alfandre	St	300-344	Kentlands	20878	GA03	E3
Alfandre	Mews	300-386	Kentlands	20878	GA03	E3
Allenhurst	Ct	1-99	Bridlewood	20878	GA05	E2,E3
Allied	Pl	400-499	Hidden Creek	20877	GA04	C7
Almaden	Pl	1-99	Orchard Place	20878	GA05	D4
Amber Tree	Ct	800-899	Washingtonian Woods	20878	GA02	G5
Amberfield	La	100-499	Amberfield	20878	GA02	F5
Anna	Ct	1-99	Newport Estates	20877	GA04	C8
Antioch	Rd	1-10	Mission Hills	20878	GA02	G5
Apex	Ct	1-99	Diamond Farms	20878	GA05	D4
Apple Blossom	Way	100-147	Orchard Hills	20878	GA05	C3
Apple Seed	La	1-99	Shady Grove Village	20878	GA02	F5
Ararat	Dr	no addresses	Mardirossian's Addition	20879	GA04	A4,B4
Arch	Pl	1-34	Kentlands	20878	GA03	E3
Argosy	Dr	100-399	Washingtonian Woods	20878	GA02	G4
Argosy	Ct	1-99	Washingtonian Woods	20878	GA02	G4
Argosy	Cir	1-99	Washingtonian Woods	20878	GA02	G5
Asbury	Dr	202-228	Asbury	20877	GA06	C7
Autumn Flower	La	1-299	Amberfield	20878	GA02	F5
Autumn Hill	Way	1-199	Foxwood	20877	GA01	D6
Autumn View	Dr	104-189	Quince Orchard Park	20878	GA03	E4
Baldwin	St	200-399	Crown Farm	20878	GA02	F6
Bank	St	1-99	Diamond Farms	20878	GA05	D4
Barkley	La	1-17	Highland Square	20877	GA01	D7
Barnsfield	Ct	100-199	Warther	20878	GA02	F5
Barrel Cooper	Ct	1-99	Fernshire Farms	20878	GA05	D3
Bates	Ave	100-120	Gateway Commons	20877	GA01	E8,E9
Bayridge	Ter	900-1099	Fernshire Farms	20878	GA05	E3
Bayridge	Dr	800-899	Fernshire Farms	20878	GA05	D3,E3
Bayridge	Ct	1-99	Fernshire Farms	20878	GA05	E3
Bayshore	Ct	1-99	Fernshire Farms	20878	GA05	E3
Beacon Hill	Ct	1-99	Fernshire Farms	20878	GA05	D3

City of Gaithersburg Street Listings

Street listing ordered by street name

Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Beacon Hill	Ter	400-799	Fernshire Farms	20878	GA05	D3,E3
Beacon Hill	Way	1-99	Fernshire Farms	20878	GA05	D3
Beacon Square	Ct	900-999	Kentlands	20878	GA03	E2,E3
Beane Hill	Ct	1-99	Beane Hill	20877	GA01	D8
Beckwith	Mews	102-345	Kentlands	20878	GA03	F2
Beckwith	St	100-399	Kentlands	20878	GA03	F2
Belinder	Rd	2-9	Mission Hills	20878	GA02	G5
Belle Grove	Rd	400-499	Whetstone Run	20877	GA04	C8
Belt	Pl	309-371 (odd)	Summit Crossing	20877	GA01	C7
Benji	Ct	1-99	Newport Estates	20877	GA04	C8
Bent Twig	La	100-199	Warther II (Greens)	20878	GA02	F5
Bickerstaff	Way	151,251,600-621,622-799	Warther	20878	GA02	F5
Big Acre	Sq	1-99	Shady Grove Village	20878	GA02	F5
Billingsgate	Cir	1-99	Saybrooke I	20877	GA04	C9
Billingsgate	Ct	1-99	Saybrooke I	20877	GA04	C8
Billingsgate	La	100-199	Saybrooke I	20877	GA04	C8,C9
Birdsong	La	17201-17399 (odd)	Seneca Creek State Park	20878	GA05	D2
Blackgum	Pl	122-130 (even)	Watkins Mill Town Center	20878	GA05	B4
Blazing Star	Way	1-99	Amberfield	20878	GA02	F5
Blue Flax	Pl	400-446 (even)	Watkins Mill Town Center	20878	GA05	C4
Blue Ribbon	Ct	1-99	Shady Grove Village	20878	GA02	F5
Blue Silk	La	400-499	Hunt Club	20879	GA04	B6
Blue Silo	Ct	1-99	Shady Grove Village	20878	GA02	F5
Boardwalk	Pl	100-299	Washingtonian Center	20878	GA02	F6,F7
Bookham	Ct	1-99	Saybrooke I	20877	GA04	C9
Bookham	La	100-299	Saybrooke I	20877	GA04	C9
Booth	St	1-351	Kentlands	20878	GA03	E3
Booth	Mews	303-412	Kentlands	20878	GA03	E3
Bostwick	Ct	1-99	Longdraft Estates	20878	GA05	E3
Bostwick	La	300-499	Longdraft Estates	20878	GA05	E2,E3
Bowsprit	Ct	100-199	Audubon Square	20877	GA04	C8
Bradenton	Ct	1-99	Fernshire Farms	20878	GA05	E2,E3
Bralan	Ct	1-199	Brighton East	20877	GA01	E6,E7
Bralan	La	100-199	Brighton East	20877	GA01	E6
Brattle	Ct	1-99	Saybrooke II Carpenter	20877	GA04	C8

City of Gaithersburg Street Listings

Street listing ordered by street name

Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Brian	Ct	1-99	Newport Estates	20877	GA04	C8
Briarstone	La	1-99	Foxwood	20877	GA01	D6
Bright Meadow	Dr	502-721	Lakelands	20878	GA03	F3,F4
Bright Meadow	Mews	603-676	Lakelands	20878	GA03	F4
Brighton	Ct	1-99	Brighton East	20877	GA01	E7
Brighton	Dr	1-99	Brighton East	20877	GA01	E6,E7
Brighton	La	1-99	Brighton East	20877	GA01	D6,D7
Brighton	Ter	1-99	Brighton East	20877	GA01	D6,D7,E6
Briscoe	St	100-211	Kentlands	20878	GA03	F3
Bristol Downs	Dr	100-399	Saybrooke I	20877	GA04	C8,C9
Brookes	Ave	1-299	Russell & Brookes Addition	20877	GA01	C6,C7
Bucksfield	Rd	100-123	Kentlands	20878	GA03	E3
Bureau	Dr	1-99	Quince Tree Executive Center	20878	GA05	C5
Buttry	Rd	300-499	Brown's Addition, Foxwood	20877	GA01	D6
Canfield Hill	Dr	100-199	Washingtonian Woods	20878	GA02	G4
Capps	Ct	1-99	Fernshire Farms	20878	GA05	E3
Carlsbad	Dr	1300-1399	Woodland Hills	20879	GA04	B5,B6
Carousel	Ct	400-599	Audubon Square	20877	GA04	C8
Case	St	2-44	Washingtonian Center	20878	GA02	F7
Case	Mews	2-30	Washingtonian Center	20878	GA02	F7
Casey	Ct	1-99		20877	GA01	E7
Castle	Ct	1-99	Diamond Farms	20878	GA05	D4
Caulfield	La	200-414 (even)	Watkins Mill Town Center	20878	GA05	B3,C3
Cedar	Ave	1-399	Brown's Addition, Observatory H	20877	GA01	D6,D7
Cedar Spring	St	501-655	Hidden Creek	20877	GA04	B7,C7
Center Point	Way	618-901	Kentlands	20878	GA03	E3
Central	Ct	4, 8, 12	Rashidian Estates	20877	GA01	E8
Central	Ave	none - unbuilt street	Russell & Brookes Addition	20877	GA01	C6
Central	Ave	1,100,101,103,105	Deer Park	20877	GA01	E8
Cherrywood	Ter	100-110,200-212	Orchard Hills	20878	GA05	C3
Cherrywood	Dr	100-116	Orchard Hills	20878	GA05	C3
Chestertown	Mews	504-524,622-660,727-799	Kentlands	20878	GA03	E2,E3
Chestertown	St	100-751	Kentlands	20878	GA03	E2,E3,F2
Chestnut	St	1-199	Meem's Addition	20877	GA01	C6, D6
Chestnut Hill	St	302-460	Lakelands	20878	GA03	F3,

City of Gaithersburg Street Listings

Street listing ordered by street name

Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Chestnut Hill	Mews	601-637	Lakelands	20878	GA03	F3
Chevy Chase	St	84-187	Kentlands	20878	GA03	E3,E4
Chinafir	Ter	no addresses	Orchard Ridge	20878	GA05	E2
Christopher	Ave	300-499	Village Overlook	20879	GA04	B5,B6
Church Gate	La	103-226	Quince Orchard Park	20878	GA03	E4
Cinzano	Ct	1-99	Orchard Place	20878	GA05	D4
Circuit	Ct	1-99	Shady Grove Village	20878	GA02	F5
Clagett Crossing	Pl	100-199	Kentlands	20878	GA03	F2
Clagett Crossing	Mews	102-129	Kentlands	20878	GA03	F2
Clayhall	St	413-461	Lakelands	20878	GA03	F3
Clayhall	Mews	402-498	Lakelands	20878	GA03	F3
Clifftop	Dr	700-799	Park Summit	20878	GA02	E5
Clopper	Rd	11501&11503	Joan's Hill	20878	GA05	C3
Clopper	Rd	700-750	Grove Park Apts	20878	GA05	C4
Clopper	Rd	861-983	Orchard Pond Apartments	20878	GA05	C4
Clopper	Rd	900-1400	Tech Park 270	20878	GA05	C3,C4
Clopper	Rd	668	Quince Orchard Shopping Cente	20878	GA05	C4
Cobbler	Pl	502-766, 701-763	Summit Hall Reserve	20877	GA01	D7, E7
Community Center	Ave	116-370	Watkins Mill Town Center	20878	GA05	B4, C4
Comprint	Ct	9030	Gazette Newspapers	20877	GA01	F8
Conservation	La	700-800	Izaak Walton League	20878	GA02	E4,E5
Copley	Pl	100-599	Crown Farm	20878	GA02	F6
Copley	Cir	100-199	Crown Farm	20878	GA02	F6
Coral Reef	Dr	500-699	Park Summit	20878	GA02	E5
Coral Reef	Ter	100-199	Park Summit	20878	GA02	E5
Cornerwood	Ct	1-99	Diamond Farms	20878	GA05	E4
Corning	La	127-187	Quince Orchard Park	20878	GA03	E4
Cottage Hill	Ct	8320-8337	Saybrooke IV	20877	GA04	C9
Country Woods	Ct	1-99	Pheasant Run	20878	GA05	D3
County	Ct	1-99	Shady Grove Village	20878	GA02	F5
Crestwood	Dr	1-99	Crestwood Terrace	20877	GA04	C7
Cross Green	St	301-341	Lakelands	20878	GA03	E3,F3
Cross Green	Mews	372-396	Lakelands	20878	GA03	E3,F3
Cross Tie	Ct	1-99	Montgomery Meadows	20879	GA04	A5
Crossbow	La	100-199	Warther	20878	GA02	F5

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	Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
	Crown	Ct	1-99	West Riding	20878	GA05	D3
	Crown Farm	Dr	100-164 (even)	Crown Pointe	20878	GA02	F5,F6
	Crown Park	Ave	100-803	Crown Farm	20878	GA02	F6
	Crystal	Ct	800-899	West Riding	20878	GA05	D3
	Cullinan	Dr	1-99	West Riding	20878	GA05	D3
	Cullinan	Ct	1-99	West Riding	20878	GA05	D3
	Curry Ford	La	200-999	Warther	20878	GA02	F5
	Dalamar	St	1-99	Valentine Addition	20877	GA01	C6
	Danbridge	St	403-432	Lakelands	20878	GA03	F4
E	Darby	Ct	1-99	Bennington	20878	GA05	C3
	Darnestown	Rd	10901-12199 (odd only)		20878	GA02,GA03	F2,F3,G3,G$
	Dearden	Pl	1-99	Washingtonian Village	20878	GA02	F6
	Decoverly	Dr	100-499	Crown Farm	20878	GA02	F6
	Deer Park	Way	100-199	Brighton East	20877	GA01	F5
W	Deer Park	Rd	1-899	Brighton East	20877	GA01	D6,D7,E6,E7
E	Deer Park	Dr	1-399	Deer Park	20877	GA01	D8
	Deer Park	La	1-199	Brighton East	20877	GA01	E6,E7
	Deer Park	Ct	1-99	Brighton Woods	20877	GA01	E6
	Deer Trail	Ct	1-8	The Woods at Muddy Branch	20878	GA02	G4
	DeSellum	Ave	1-212	Observatory Heights	20877	GA01	D7
E	Diamond	Ave	2-298(even), 1-697(odd)	Olde Towne	20877	GA01	C6,D6,D7,D8
W	Diamond	Ave	22-112,200,300,304	Olde Towne, Meem's Addition	20877	GA01	D6
	Diamond	Dr	700-899	Diamond Courts	20878	GA05	D3,D4
W	Diamond	Ave	800-822(even)	Quince Tree Executive Center	20878	GA05	D5
E	Diamond	Ave	300-700 (even)	Olde Towne	20877	GA04	D7,D8
	Diamondback	Dr	100-699	Shady Grove Village, Crown Far	20878	GA02	F5, F6
	Dogwood	Dr	100-499	Deer Park	20877	GA01	D7
	Dosh	Dr	no addresses		20878	GA05	E4
	Driscoll	Ct	1-99	Washingtonian Woods	20878	GA02	G4
	Driscoll	Way	100-199	Washingtonian Woods	20878	GA02	G4
	Dunwich Manor	Pl	1-99	Saybrooke I	20877	GA04	C8
	Duvall	La	1-199	Brighton East	20877	GA01	E6,E7
	Earth Star	Ct	1-99	Amberfield	20878	GA02	F5
	Earth Star	La	1-99	Amberfield	20878	GA02	F5
	Earth Star	Pl	1-99	Amberfield	20878	GA02	F5

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Eden	Pl	603-646	Hidden Creek	20877	GA04	C7
Edgewood	Ct	9311-9330	Brighton Hill	20877	GA01	E7
Edgewood	Dr	8900-8910(even),8911-9012	Rosemont	20877	GA01	E8
Edison Park	Dr	100,201-211	GE Technology Park	20878	GA03	F3
Education	Blv	101	Observatory Heights	20877	GA01	D7
Ellington	Blvd	100-399	Crown Farm	20878	GA02	F6
Elmira	Mews	110-162	Quince Orchard Park	20878	GA03	E4
Elmira	La	104-212	Quince Orchard Park	20878	GA03	E4
Emory Grove	Rd	8700, 9118-9130	Hidden Creek, Cox Property	20877	GA04	B7,B8
Emory Woods	Ct	103-153	Emory Woods	20877	GA04	B8
Emory Woods	Ter	9101-9113	Emory Woods	20877	GA04	B8
Englefield	Dr	100-199	Washingtonian Woods	20878	GA02	G4
Exchange	Ave	420-458 (even)	Watkins Mill Town Center	20878	GA05	C4
Fairbanks	Dr	1-163	Summit Hall Reserve	20877	GA01	D7, E7
Fairbanks	Dr	205	Highland Square	20877	GA01	D7,E7
Fairgrove	Cir	200-299	Saybrooke I	20877	GA04	C8
Fairgrove	Ter	100-399	Saybrooke I	20877	GA04	C8,C9
Fallbrook	Ct	no addresses	Audubon Square	20877	GA04	C8
Fallbrook	St	no addresses	Audubon Square	20877	GA04	C8
Featherstone	Mews	901-994	Lakelands	20878	GA03	F4
Featherstone	St	902-979	Lakelands	20878	GA03	F4
Federal	Ct	1-99	Newport Estates	20877	GA04	C8,D8
Federal	Way	no addresses	Newport Estates	20877	GA04	C8
Fellowship	Cir	200-216, 302-437	Asbury	20877	GA06	C7
Fence Line	Dr	1-99	Diamond Farms	20878	GA05	D4,E4
Fernshire	Rd	11700 to 11729 (all)	Fernshire Woods	20878	GA05	D2
Fields	Rd	9602-9610,9700-9898 (even), 10002	Crown Farm	20878	GA02	F6,F7
Fields	Rd	9401-9449 (odd only), 10003-10009(od	Washingtonian Center	20878	GA02	F6, F7
Firehouse	Mews	107,120-134	Kentlands	20878	GA03	F3
Firehouse	La	200-699	Kentlands	20878	GA03	F2,F3
Firstfield	Rd	1-99	Diamond Farms	20878	GA05	C4,C5,D4
Flagler	Dr	800-899	Fernshire Farms	20878	GA05	D3
Flagler	La	no addresses	Fernshire Farms	20878	GA05	D3
Flameleaf	Ct	1-99	Washingtonian Woods	20878	GA02	F4
Fleece Flower	Dr	100-499	Amberfield	20878	GA02	F4,F5

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	Floral	Dr	100-199	Meem's Addition	20877	GA01	D6
	Forest Preserve	Dr	101-308	Watkins Mill Town Center	20878	GA05	B3
	Fountain Green	La	104-263	Quince Orchard Park	20878	GA03	E4
	Fox Trail	Ter	104-120	The Woods at Muddy Branch	20878	GA02	F4
	Fox Trail	Ct	1-6	The Woods at Muddy Branch	20878	GA02	G4
S	Frederick	Ave	800-811, 16700,16425		20877	GA01	E8
N	Frederick	Ave	601-999,18601-18799,700-1598		20879	GA04	B4,B5
N	Frederick	Ave	1-459,2-698		20877	GA01	C5,C6
N	Frederick	Ave	461-599(odd)		20877	GA04	C5,C6
S	Frederick	Ave	12-531,539,550-562,600-623,616-698,		20877	GA01	D7,E8
	Frogs Leap	La	610-632	Hidden Creek	20877	GA04	B7,C7
	Fulks Corner	Ave	14,15 (formerly 7&4 E Cedar Ave)	Maddox Addition to Gaithersburg	20877	GA01	D7
	Fullview	Ct	1-99	Relda Square	20878	GA05	D3
	Gaither	St	400-499	Deer Park	20877	GA01	D7,D8
	Gaither	Rd	9306-9398(even)&9400-9699 (all)	Shady Grove Development Park	20877	GA01	F7
	Gallop Hill	Rd	800-899	Hunt Club	20879	GA04	B6
	Game Preserve	Rd	11592-11600 (even)	Game Preserve Woods	20878	GA05	B3
	Garth	Ter	100-399	Montgomery Meadows	20879	GA04	B5
	Gas Light	Ct	1-99	Montgomery Meadows	20879	GA04	B5
	Gatestone	St	602-822	Lakelands	20878	GA03	F3,F4
	Gatestone	Mews	600-696	Lakelands	20878	GA03	F4
	Gatestone Square	St	623-659	Lakelands	20878	GA03	F4
	Genex	Dr	no bldg yet	Shady Grove Development Park	20877	GA01	F7
	Gentlewood	St	901-952	Lakelands	20878	GA03	F4
	Gentlewood	Mews	903-928	Lakelands	20878	GA03	F4
	George	St	1-199	Observatory Heights	20877	GA01	D7
	Gibson	Ct	1-99	Washingtonian Village	20878	GA02	F5
	Gibson	Pl	1-99	Washingtonian Village	20878	GA02	F6
	Girard	St	100-599	Victory Farm, Hidden Creek	20877	GA04	C7,C8,D8
	Glazebrook	Ct	1-99	Relda Square	20878	GA05	D2
	Gloria	Way	no addresses	Newport Estates	20877	GA04	C8
	Gold Kettle	Ct	1-99	Shady Grove Village	20878	GA02	F5
	Gold Kettle	Dr	100-299	Shady Grove Village	20878	GA02	F5
	Golden Ash	Way	200-299	Kentlands	20878	GA03	F3
	Golden Ash	Mews	217-480	Kentlands	20878	GA03	F3

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Golden Ash	Way	10-164	Lakelands	20878	GA03	F3
Golden Post	La	11500-11508 (even)	Leafy Overlook	20878	GA05	C3
Goodall	St	200-399	Crown Farm	20878	GA02	F6
Goodport	Ct	1-99	Bennington	20878	GA05	C3
Goodport	La	1-99	Bennington	20878	GA05	C3
Goucher	Ter	100-139	Gateway Commons	20877	GA01	E8,E9
Graceland	St	2-16	Washingtonian Center	20878	GA02	F7
Grand	St	308-522	Watkins Mill Town Center	20878	GA05	B4, C4
Grand Corner	Ave	1-35	Washingtonian Center	20878	GA02	F6
Grange Hall	Dr	100-299	Saybrooke II Carpenter	20877	GA04	C8
Granite	Pl	7, 8, 13, 16, 17	Kentlands	20878	GA03	E3
Grantchester	Pl	1-99	Saybrooke I	20877	GA04	C8
Greenebaum	La	407-427 (odd)	Watkins Mill Town Center	20878	GA05	B3
Hackberry	Pl	408-484 (even)	Watkins Mill Town Center	20878	GA05	B3
Harmony Hall	Rd	1-199	Brighton Highlands, Brown's Add	20877	GA01	D6
Hart	Rd	100-382	Kentlands	20878	GA03	E3,F3
Hart	Mews	202-344	Kentlands	20878	GA03	E3
Hartley	Pl	1-16	Seneca Ridge	20878	GA05	D2
Heathwalk	Mews	660-698	Lakelands	20878	GA03	E3
Heathwalk	St	202-210	Lakelands	20878	GA03	E3
Helene	St	505-570	Lakelands	20878	GA03	F3
Helene	Mews	506-540	Lakelands	20878	GA03	F3
Hemingway	Dr	200-399	Crown Farm	20878	GA02	F6
Hendrix	Ave	300-799	Crown Farm	20878	GA02	F6
Hibiscus	Ct	1-99	Shady Grove Village	20878	GA02	F5
Hidden Field	Dr	14-46	Hidden Creek	20877	GA04	B8
Hidden Forest	Ct	162-313	Hidden Creek	20877	GA04	B8
Hidden Forest	Dr	6-15	Hidden Creek	20877	GA04	B8
Hidden Marsh	St	703-939	Hidden Creek	20877	GA04	B7
High Gables	Dr	100-311	Lakelands	20878	GA02	F4
High Timber	Ct	200-299	Woodland Hills	20879	GA04	B5
Highland	Ave	1-99	Realty Park	20877	GA01	C6
Highland Ridge	Mews	no addresses	Quince Orchard Park	20878	GA03	E4
Highland Ridge	Ave	203-987	Quince Orchard Park	20878	GA03	E4
Hillside Lake	Ter	901-1087	Washingtonian Woods	20878	GA02	F4,F5,G5

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Hillstone	Rd	no addresses	The Orchards	20878	GA03	F2
Holdcroft	La	100-199	Warther	20878	GA02	F5
Holly	Dr	1-99	Deer Park	20877	GA01	D7,D8
Holly Branch	Pl	no addresses	Watkins Mill Town Center	20878	GA05	C4
Holmard	Mews	226-315	Kentlands	20878	GA03	F2
Holmard	St	100-299	Kentlands	20878	GA03	F2
Honey Brook	La	1-99	Bennington	20878	GA05	C3
Honey Brook	Cir	1-99	Bennington	20878	GA05	B3,C3
Hope	Ct	800-899	West Riding	20878	GA05	D4
Hope	La	700-799	West Riding	20878	GA05	D3
Hurdle Mill	Pl	610-651	Hidden Creek	20877	GA04	C7
Hutton	St	1-299	Deer Park	20877	GA01	D7,D8
Hyacinth	Ct	1-99	Shady Grove Village	20878	GA02	F5
Hydrangea	Pl	401-433	Watkins Mill Town Center	20878	GA05	C4
Industrial	Dr	16050, 16071, 16060	Shady Grove Development Park	20877	GA01	E7
Inkberry	Cr	1-85	Hidden Creek	20877	GA04	B7
Inspiration	La	300-899	Kentlands, Lakelands	20878	GA03	E3,F3
Inspiration	Mews	500-534	Kentlands	20878	GA03	F3
Irish	Ct	1-99	Diamond Farms	20878	GA05	D4
James	St	1-199	Observatory Heights	20877	GA01	D6,D7
Jonker	Ct	800-899	West Riding	20878	GA05	D3
Jubal	Pl	1-3	Kra-Barr Gardens	20877	GA01	E7
Kendrick	Pl	102-182	Kentlands	20878	GA03	E2
Kent Gardens	Cir	1-99	Kentlands	20878	GA03	F2
Kent Oaks	Way	100-734	Kentlands	20878	GA03	E2,F2
Kent Oaks	Mews	101-753	Kentlands	20878	GA03	E2,F2,F3
Kent Square	Rd	100-499	Kentlands	20878	GA03	F3
Kentlands	Blv	100-499	Kentlands	20878	GA03	E2,E3
Kepler	Dr	100-299	Crown Farm	20878	GA02	F6
Kersten	St	401-553	Lakelands	20878	GA03	F3
Kestrel	Ct	100-199	Woodland Hills	20879	GA04	B6
Keystone	Ct	1-99	West Riding	20878	GA05	D2
Keystone	Dr	1-99	West Riding	20878	GA05	D2,D3
Kimberly Court East		700-899	West Riding	20878	GA05	D3
Kimberly Court West		700-799	West Riding	20878	GA05	D3

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Kingfisher	Ave	581-639	Hidden Creek	20877	GA04	B7
Knoll Mist	La	1100-1299	Montgomery Meadows	20879	GA04	A5,B5
Kohinoor	Ct	800-899	West Riding	20878	GA05	D3
Lady Fern	Pl	394-474	Watkins Mill Town Center	20878	GA05	B4, C4
Lake	St	103-227	Kentlands	20878	GA03	F3
Lake Varuna	Dr	601-857	Lakelands	20878	GA03	E3,E4,F4
Lake Varuna	Mews	603-846	Lakelands	20878	GA03	F3,F4
Lakeforest	Blv	100-199		20877	GA04	C6
Lakelands	Mews	400-471	Lakelands	20878	GA03	F4
Lakelands	Dr	301-461	Lakelands	20878	GA03	F4
Lakeworth	Dr	600-699	Park Summit	20878	GA02	E5
Lamont	La	100-199	Warther	20878	GA02	F5
Landsend	Dr	1-99	Diamond Farms	20878	GA05	D3
Larkspur	Way	1-99	Whetstone Run	20877	GA04	C8
Lavenham	Pl	1-99	Saybrooke I	20877	GA04	C8
Lazy Hollow	Dr	100-299	Amberfield	20878	GA02	F5
Lazy Hollow	Way	1-99	Amberfield	20878	GA02	F5
Leafcup	Ct	100-299	Amberfield	20878	GA02	F5
Leafcup	Rd	100-399	Amberfield	20878	GA02	F4
Leafy Overlook	Ct	1-99	Pheasant Run	20878	GA05	C3
Leaning Oak	St	414-531	Lakelands	20878	GA03	F3,F4
Leaning Oak	Mews	501-734	Lakelands	20878	GA03	F3
Leatherleaf	Ct	1-99	Washingtonian Woods	20878	GA02	G4
Lee	St	220-226	Russell & Brookes Addition	20877	GA01	C7
Lee	St	200,204,205	Park Station	20877	GA01	C7
Leekes Lot	Mews	333-341	Kentlands	20878	GA03	F2
Leekes Lot	Way	100-199	Kentlands	20878	GA03	F2
Library	Ct	1-99	Saybrooke II	20877	GA04	C8
Linda	Ct	1-99	Crestwood Terrace	20877	GA04	C7
Linden Hall	Ct	1-99	Saybrooke I	20877	GA04	C9
Linden Hall	La	100-199	Saybrooke I	20877	GA04	C9
Linslade	St	601-915	Lakelands	20878	GA03	F4
Linslade	Mews	603-699	Lakelands	20878	GA03	F3,F4
Linslade Close		917-945	Lakelands	20878	GA03	F4
Liriope	Pl	116-152 (even), 306-326 (even)	Watkins Mill Town Center	20878	GA05	B4

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	Little Quarry	Mews	100-179,204-253,307-378	Kentlands	20878	GA03	E2,F2
	Little Quarry	Rd	100-499	Kentlands	20878	GA03	E2,F2
	Logmill	La	1700-1799	Woodland Hills	20879	GA04	B5,B6
	Longdraft	Rd	100-110(even),201-209(odd)	Bennington, Joan's Hill	20878	GA05	C3
	Longdraft	Rd	16901-16917(odd), 17131	West Riding, Seneca Ridge	20878	GA05	D2
	Longdraft	Rd	400,402,404,406,408,410,412	Longdraft Oaks	20878	GA05	B3
	Longmeadow	Dr	1-99	Diamond Farms	20878	GA05	D4
	Longpoint	Way	101-127 & 201-219	Orchard Ridge	20878	GA05	E2
	Lost Knife	Rd	9650 only	Lakeforest	20877	GA04	B6,C7
	Lower Country	Dr	100-299	Saybrooke II	20877	GA04	B8,C8
	Lynette	St	402-493	Lakelands	20878	GA03	F3
	Lynette	Mews	407-499	Lakelands	20878	GA03	F3
	Main	Mews	1301-1399	Lakelands	20878	GA03	F3
	Main	St	400-1649	Lakelands	20878	GA03	E3,F3
	Main	St	84-369	Kentlands	20878	GA03	E3
	Mandolin	Ct	500-599	Audubon Square	20877	GA04	C8
	Manette	Ct	100-199	Westleigh	20878	GA02	G4
	Manette	St	1-99	Westleigh	20878	GA02	G4
	Maple Hill	Ct	2-99	Maple Hill	20877	GA04	B8
	Maplewood	Ct	1-99	Crestwood Terrace	20877	GA04	C7
E	Market	Mews	404-596	Lakelands	20878	GA03	F3
W	Market	Mews	402-476	Lakelands	20878	GA03	F3
	Market	St	40-122	Lakelands	20878	GA03	E3
	Market Street East		203-841	Lakelands	20878	GA03	E3,F3,F4
	Market Street West		201-497	Lakelands	20878	GA03	E3,F3
	Marquis	Dr	1-99	West Riding	20878	GA05	D3
	Marsh	La	1-99	Washingtonian Woods	20878	GA02	G4
	Maryland	Ave	1-99	Realty Park	20877	GA01	C6,C7
	Massbury	St	100-299	Kentlands	20878	GA03	F2
	Massbury	Mews	113-255	Kentlands	20878	GA03	F2
	Mateus	Way	1-99	Orchard Place	20878	GA05	D4
	McBain	Ave	no addresses		20877	GA01	C6
	McCausland	Pl	1-23	Kra-Barr Gardens	20877	GA01	E7
	Meadow Grass	Ct	1-99	Shady Grove Village	20878	GA02	F5
	Meadowgate	Cir	1-99	Saybrooke I	20877	GA04	C9

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Meadowgate	Ter	200-299	Saybrooke I	20877	GA04	C9
Medimmune	Way	1-9, 4	Quince Orchard Park	20878	GA03	E3,E4
Meem	Ave	1-199	Meem's Addition	20877	GA01	D6
Melmark	Ct	1-99	Relda Square	20878	GA05	D2,D3
Melvin	St	8	Olde Towne	20877	GA04	C7
Metropolitan	Ct	1-99		20878	GA05	C4
Metropolitan Grove	Rd	1-599		20878	GA05	C4
Michael	Ct	1-99	Newport Estates	20877	GA04	C8,D8
Michele	Ct	1-99	West Riding	20878	GA05	D3
Middle Point	Ct	100-199	Foxwood	20877	GA01	D6
Middlebury	Ct	7-19 (odd), 4-20 (even)	Crown Pointe	20878	GA02	F5
Midline	Ct	1-99	Diamond Farms	20878	GA05	D4
Midline	Rd	1-99	Diamond Farms	20878	GA05	D4
Midsummer	Dr	100-899	Washingtonian Woods	20878	GA02	F4,G4,G5
Midsummer	Cir	200-299	Washingtonian Woods	20878	GA02	F4
Midsummer	Ct	1-99	Washingtonian Woods	20878	GA02	F4
Midtown	Mews	108-120	Kentlands	20878	GA03	E3
Midtown	Rd	100-299	Kentlands	20878	GA03	E3
Mill Green	Ave	146-183	Quince Orchard Park	20878	GA03	E4
Mills	Rd	1-99	Brown's Addition	20877	GA01	D6
Mirrasou	La	1-99	Orchard Place	20878	GA05	D4
Mission	Dr	100-120(even),121-144(all)	Mission Hills	20878	GA02	G5
Misty Dale	Way	1-199	Foxwood	20877	GA01	D6
Montgomery	Ave	1-99	Realty Park	20877	GA01	C6
Montgomery Village	Ave	2-24		20879	GA04	B5,B6,C5
Muddy Branch	Rd	201-699(odd), 700-899		20878	GA02	)6,E5,E6,F5,G
Nancy	Pl	1-99	Rosedale Apartments	20877	GA01	E8
Napa Valley	Rd	1-99	Orchard Place	20878	GA05	D4
Narrowleaf	Ct	1-99	Amberfield	20878	GA02	F5
Nina	Ct	1-199	Newport Estates	20877	GA04	C8
Nirvana	St	502-522	Lakelands	20878	GA03	F3
Noblewood	Ct	1-99	Pheasant Run	20878	GA05	C3
North Glade	Ct	1-99	Whetstone Run	20877	GA04	C8
Norwich	Ct	1-99	Washingtonian Village	20878	GA02	F6
Norwich	La	109-189 (odd), 174-198 (even)	Crown Pointe	20878	GA02	F5,F6

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Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
O'Neill	Dr	2-30,32-99	Rosedale Apartments	20877	GA01	E8
Oak	Ave	1-99	Realty Park	20877	GA01	C6
Oak Shade	Rd	1-199	Bennington	20878	GA05	C3
Oakton	Rd	100-299	Deer Park	20877	GA01	D8
Oceania	Ct	2,4,6,8,10	Observatory Heights	20877	GA01	D6,D7
Odend'hal	Ave	201-499 (odd)	Asbury	20877	GA06	C6, C7
Odend'hal	Ave	2-298 (even)		20877	GA04	C6,C7
Odend'hal	Ave	500-599	Hidden Creek	20877	GA04	C7
Odend'hal	Ave	1-199 (odd)		20877	GA01	C6
Old Game Preserve	Rd	200-299, 300-399, 400-499		20879	GA04	A4, B4
Old MacDonald	Rd	100-299	Saybrooke III (Archstone Saybro	20877	GA04	C9
Olde Towne	Ave	100-299	Olde Towne	20877	GA01	D7
Orchard	Dr	1-199	The Orchards	20878	GA03	E2,F2
Orchard Hills	Dr	100-113	Orchard Hills	20878	GA05	C3
Orchard Ridge	Dr	100-948	Quince Orchard Park	20878	GA03	E4
Otis	Mews	301-346	Kentlands	20878	GA03	E2
Otis	Way	346	Kentlands	20878	GA03	E2
Oxley Square	Pl	1-99	Saybrooke I	20877	GA04	C8
Oxley Square	Rd	1-99	Saybrooke I	20877	GA04	C8
Painted Post	La	123-251	Quince Orchard Park	20878	GA03	E4
Palmspring	Dr	300-599	Park Summit	20878	GA02	E5
Palmtree	Dr	400-599	Park Summit	20878	GA02	E5
Paramount Park	Dr	2-499	The Spectrum at Watkins Mill	20879	GA04	B4
Park	Ave	101-104,202,204,206,208	Park Station	20877	GA01	C7
Park	Ave	306-340 (even)	Summit Crossing	20877	GA01	C7
Park	Ave	4-18,5-15	Russell & Brookes Addition	20877	GA01	C7
Parkview	Ave	114-446	Watkins Mill Town Center	20878	GA05	B4,C4
Pavilion	Dr	1-99	West Riding	20878	GA05	D2
Pelican	Ave	503-635	Hidden Creek	20877	GA04	B7,C7
Pembrooke View	Ct	1-99	Saybrooke I	20877	GA04	C9
Pembrooke View	La	100-199	Saybrooke I	20877	GA04	C9
Pensacola	Dr	300-599	Park Summit	20878	GA02	E5
Peony	Dr	1-99	Deer Park	20877	GA01	D7
Perry	Pkw	200-620	Avenel	20877	GA01	C5,C6,D6
Perrywinkle	La	200-299	Pheasant Run	20878	GA05	C3

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Pheasant	St	602-631	Lakelands	20878	GA03	F4
Pheasant Run	Dr	700-999	Pheasant Run	20878	GA05	C3
Phelps	St	401-481	Lakelands	20878	GA03	F4
Phelps	Mews	440-628	Lakelands	20878	GA03	F4
Philmont	Dr	500-599	Park Summit	20878	GA02	E5
Placid	Mews	405-431	Lakelands	20878	GA03	F3
Placid	St	401-468	Lakelands	20878	GA03	F3
Plum Grove	Way	1-99	Shady Grove Village	20878	GA02	F5
Pointer Ridge	Dr	800-999	Pheasant Run	20878	GA05	C3,D3
Polk	Ct	1-99	Fernshire Farms	20878	GA05	E3
Pontiac	Way	1-199	Warther	20878	GA02	F5
Portside	Ct	1-99	Audubon Square	20877	GA04	C8
Prairie Rose	Ct	1-99	Shady Grove Village	20878	GA02	F5
Prairie Rose	La	1-99	Shady Grove Village	20878	GA02	F5
Professional	Dr	1-799	Gaithersburg North Research &	20879	GA04	B4
Prospect	Ave	1-199	Realty Park	20877	GA01	C6
Pullman	Pl	611-695	Hidden Creek	20877	GA04	C7
Purchase	St	1-99	Diamond Farms	20878	GA05	D4
Purple Top	Pl	no addresses	Watkins Mill Town Center	20878	GA05	C4
Quantum	La	2 & 3	Saybrooke I	20877	GA04	C9
Quantum	Pl	7,9,11,13,15	Saybrooke I	20877	GA04	C9
Quarry Hill	Rd		Kentlands	20878	GA03	E2
Quince Orchard	Rd	497-801,895,909,913,917,971		20878	GA03,GA05	,D4,E2,E3,E4,
Quince Orchard	Blv	700-1399	Diamond Farms	20878	GA05	D4
Rabbitt	Rd	100-801	Pheasant Run	20878	GA05	C3,D3,D4
Ramsdell	Ter	1-99	Bennington	20878	GA05	C3
Ramsdell	Ct	1-99	Bennington	20878	GA05	C3
Raven	Ave	500-799	Hidden Creek	20877	GA04	C7,C8
Rawlings	Rd	100-199	Brown's Addition	20877	GA01	D6
Red Granite	Ct	1-99	Saybrooke II	20877	GA04	C8
Red Kiln	Ct	1-99	Shady Grove Village	20878	GA02	F5
Redding Ridge	Dr	1-99	Westleigh	20878	GA02	G4
Regent	Ct	700-799	Diamond Courts	20878	GA05	D3
Relda	Ct	1-99	Relda Square	20878	GA05	D2
Renmark	Ct	1-99	Relda Square	20878	GA05	D2

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Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Rideout	Ct	1-99	Saybrooke II	20877	GA04	B8
Ridgepoint	Pl	101-415	Kentlands	20878	GA03	E2
Rio	Blv	211,221,231	Washingtonian Center	20878	GA02	F6
River Birch	Pl	no addresses	Watkins Mill Town Center	20878	GA05	C4
Rock Lodge	Rd	400-599	Whetstone Run	20877	GA04	C8
Rockborn	Mews	900-999	Lakelands	20878	GA03	F4
Rockborn	St	901-953	Lakelands	20878	GA03	F4
Rolling	Rd	100-399	Deer Park	20877	GA01	D7,D8
Rosemont	Dr	9008 & 9300	Rosemont	20877	GA01	E7,E8
Rothschild	Ct	1-99	Orchard Place	20878	GA05	D4
Rudbeckia	Pl	502-542 (even)	Watkins Mill Town Center	20878	GA05	B4, C4
Rudis	Way	1-99	Pheasant Run	20878	GA05	D3
Russell	Ave	1-199, 2-298	Russell & Brookes Addition	20877	GA01	C7
Russell	Ave	600-799	Lakeforest	20877	GA04	B6, C6
Russell	Ave	300-598, 201-599	Asbury	20877	GA06	C6, C7
Russell	Ave	900-985	Russell Avenue Office Park	20879	GA04	B5
Russell	Ave	800-899		20879	GA04	B5, B6
Rye	Ct	1-99	Diamond Farms	20878	GA05	D4
Salk	Cir	400-499	Crown Farm	20878	GA02	F6
Sandberry	Ct	101-107	Orchard Ridge	20878	GA05	E2
Sanders	Ct	1-99	Whetstone Run	20877	GA04	C8
Sanders	La	400-499	Whetstone Run	20877	GA04	C8
Sapling Hill	Way	150-224	Hidden Creek	20877	GA04	B7,B8
Saybrooke Oaks	Blv	651,702	Saybrooke	20877	GA04	C8,C9
Saybrooke View	Pl	200-299	Saybrooke I	20877	GA04	C9
Saybrooke View	Dr	100-599	Saybrooke I	20877	GA04	C8,C9
School	Dr	1-99	Shady Grove Village	20878	GA02	F5
Sebastiani	Blv	1-99	Orchard Place	20878	GA05	D4
Selby	St	100-199	Kentlands	20878	GA03	F3
Seville	Way	1-99	Pheasant Run	20878	GA05	C3
Shadow Glen	Ct	104-293	Lakelands	20878	GA02	F4,F5
Shadow Glen	Mews	10-19	Lakelands	20878	GA02	F4
Shady Elm	St	no addresses	Washingtonian Center	20878	GA02	F7
Shady Elm	Mews	20-28	Washingtonian Center	20878	GA02	F7
Shady Grove	Rd	15710,15740-15790(even)	Bechtel Plaza (270 Center)	20877	GA01	F8

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Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Shady Grove	Rd	16383, 16411	Sears Addition (CarMax)	20877	GA01	E9
Sharpstead	La	2-98 (even)	Crown Pointe	20878	GA02	F5
Sharpstead	La	100-199	Warther	20878	GA02	F5
Sheila	St	410-549	Lakelands	20878	GA03	F3
Sheila	Mews	500-560	Lakelands	20878	GA03	F3
Shipwright	Ct	1-99	Saybrooke II	20877	GA04	C9
Short	St	101-107	Lakelands	20878	GA03	F4
Shuttle	Ct	1-99	Bennington	20878	GA05	B3
Silver Kettle	Ct	1-99	Shady Grove Village	20878	GA02	F5
Sioux	La	17000-18000	Fernshire Farms, Longdraft Esta	20878	GA05	D3,E2,E3
Skidmore	Blv	100-533	Gateway Commons	20877	GA01	E8,E9
Sloop	Ct	100-199	Audubon Square	20877	GA04	C8
Smoothleaf	La	100-199	Amberfield	20878	GA02	F4
Solitaire	Ct	1-99	Diamond Overlook	20878	GA05	D3
Southern Night	La	1000-1199	Montgomery Meadows	20879	GA04	A5,B5
Spectrum	Ave	100-399	The Spectrum at Watkins Mill	20879	GA04	B4
Spectrum	Blvd		The Spectrum at Watkins Mill	20879	GA04	B4
Sportsman	Way	200-299	Pheasant Run	20878	GA05	C3,D3
Spring	St	3-130	Brown's Addition	20877	GA01	D6
St. Ives	Pl	1-99	Saybrooke I	20877	GA04	C8,C9
St. Ives	La	1-99	Saybrooke I	20877	GA04	C9
Standard	Ct	1-99	Newport Estates	20877	GA04	C8,D8
Starboard	Ct	1-99	Audubon Square	20877	GA04	C8
State	Ct	1-99	Newport Estates	20877	GA04	C8
Stationhouse	Ct	1-99	Saybrooke II Carpenter	20877	GA04	C8
Steinbeck	Ave	300-799	Crown Farm	20878	GA02	F6
Sternwheeler	Ct	400-499	Audubon Square	20877	GA04	C8
Steven	Ct	1-99	Newport Estates	20877	GA04	C8
Still Creek	La	601-879	Lakelands	20878	GA03	F3,F4
Stonemason	Dr	401-513	Lakelands	20878	GA03	F4
Story	Dr	Fields Rd from""Doggy Hill"" to Story	Shady Grove Village	20878	GA02	F5
Story	Dr	1-99	Shady Grove Village	20878	GA02	F5
Story	Dr		Shady Grove Village	20878	GA02	F5
Strummer	La	100-399	Crown Farm	20878	GA02	F6
Suffield	Dr	400-899	Amberfield,Warther	20878	GA02	F4,F5

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	Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
	Sullnick	Way	11500-11599	Dorsey Estates	20878	GA05	C3
	Summer Walk	Dr	104-842	Quince Orchard Park	20878	GA03	E4
S	Summit	Ave	1-210	Olde Towne	20877	GA01	D7
N	Summit	Ave	1-498	Olde Towne	20877	GA01	C7
N	Summit	Dr	All	Summit Crest Apartments	20877	GA04	C7
	Summit Hall	Rd	100-599	Brighton East, Brighton Highland	20877	GA01	D6,D7,E7
	Sunburst	Ct	400-499	Audubon Square	20877	GA04	C8
	Sunnybrook	Ter	100-704	Saybrooke III (Archstone Saybro	20877	GA04	C9
	Sunnyside	Ct	1-99	Brighton East	20877	GA01	D6
	Supreme	Ct	1-99	Shady Grove Village	20878	GA02	F5
	Swanton	La	4-381	Quince Orchard Park	20878	GA03	E4
	Swanton	Mews	51-87	Quince Orchard Park	20878	GA03	E4
	Swarthmore	Ave	100-317	Gateway Commons	20877	GA01	E8,E9
	Sykes	St	2,3,4,6,8,10	Emory Hills	20877	GA04	B8
	Tannery	Dr	302-354	Quince Orchard Park	20878	GA03	E4
	Tanyard Hill	Rd	1500-1699	Woodland Hills	20879	GA04	B5
	Teachers	Way	2, 107-119, 301	Olde Towne	20877	GA04	C7,C8
	Thaxton	St	100-399	Kentlands	20878	GA03	E2
	Thaxton	Mews	301-373,401-455	Kentlands	20878	GA03	E2
	Thorburn	Ct	1-99	Westleigh	20878	GA02	G4
	Thorburn	Pl	1-99	Westleigh	20878	GA02	G4
	Thorburn	Rd	1-99	Westleigh	20878	GA02	G4
	Thrift	St	100-199	Kentlands	20878	GA03	F2
	Thrift	Mews	112-224	Kentlands	20878	GA03	F2
	Thurgood	Mews	102-193	Kentlands	20878	GA03	E2,E3
	Thurgood	St	100-199	Kentlands	20878	GA03	E2
	Tiffany	Dr	700-799	Diamond Courts	20878	GA05	D3
	Tiffany	Ct	700-799	Diamond Courts	20878	GA05	D3
	Timber Rock	Rd	1-99	The Orchards	20878	GA03	E2,F2
	Timberbrook	La	103-137	Timberbrook	20878	GA02	F4,F5
	Tisberry Hill	Ct	1-99	Saybrooke I	20877	GA04	C9
	Town Center	Blvd	201	Watkins Mill Town Center	20878	GA05	C4
	Travis	Ct	1-99	Montgomery Meadows	20879	GA04	B5
	Travis	La	900-1199	Montgomery Meadows	20879	GA04	B5
	Travis	Ave	220	Montgomery Meadows	20879	GA04	B4,B5

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Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
Travis View	Ct	1100-1399	Montgomery Meadows	20879	GA04	A5,B5
Treehaven	St	102-164	Kentlands	20878	GA03	E2
Trento	Ct	1-99	Carolann Court	20877	GA04	C7
Treworthy	Rd	1-99	Westleigh	20878	GA02	G4
Tripoley	Ct	1-99	Washingtonian Village	20878	GA02	F6
Tripoley	Ter	1-99	Washingtonian Village	20878	GA02	F5
Trotters Ridge	La	800-899	Hunt Club	20877	GA04	B5,B6
Trudy	Way	1-99	Pheasant Run	20879	GA05	C3,D3
Tschiffely Square	Rd	100-899	Kentlands	20878	GA03	E2,F2
Tschiffely Square	Mews	407-439	Kentlands	20878	GA03	E2,F2
Tulip	Dr	1-399	Deer Park	20877	GA01	D7,D8
Turnham	La	1-99	Westleigh	20878	GA02	G4
Turnham	Ct	1-99	Westleigh	20878	GA02	G3,G4
Turtle Pond	La	702-738	Lakelands	20878	GA03	F3,F4
Twelve Oaks	Dr	100-112,200-212	Diamond Property/Seneca Mews	20878	GA05	C4
Twelve Oaks	Ct	100-116	Diamond Property/Seneca Mews	20878	GA05	C4
Twin Lakes	Dr	no addresses	Quince Orchard Crescent	20878	GA05	E4
Twisted Stalk	Dr	100-499	Amberfield	20878	GA02	F4,F5
Upshire	Cir	100-499	Washingtonian Woods	20878	GA02	F4,G4
Uptown	St	400-599	Watkins Mill Town Center	20878	GA05	C4
Urban	Ave	220-374 (even)	Watkins Mill Town Center	20878	GA05	C4
Vargas	Ct	700-799	Diamond Courts	20878	GA05	D3
Victoria Crossing	Ct	1-99	Brighton Highlands	20878	GA01	D6
Victory Farm	Dr	300-599		20877	GA04	C8
Virginia	Dr	4-18, 22, 24 (even only)	Rosemont	20877	GA01	E7,E8
Wade	Ct	1-99	Bennington	20878	GA05	C3
Wake Forest	Dr	1400-1499	Woodland Hills	20879	GA04	B5
Walker	Ave	1-199	Walkers Addition	20877	GA01	C6,C7
Washingtonian	Blv	10000-10175 (proposed - not construct	Washingtonian Center	20878	GA02	F6
Washingtonian	Blv	9701-9981 (odd) and 9700-9754 (even)	Washingtonian Center	20878	GA02	F6,F7
Watch Hill	Ct	1-99	Washingtonian Village	20878	GA02	F5
Watch Hill	La	100-499	Washingtonian Village	20878	GA02	F5,F6
Watch Hill	Pl	1-99	Washingtonian Village	20878	GA02	F5
Water	St	1-199(all), 201-399(odd only)	Brown's Addition	20877	GA01	D6
Waterfront	Pl	no addresses	Washingtonian Center	20878	GA02	F7

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	Street Name	Street Type	Street Addresses	Subdivision	Postal Code	Neighborhood	Map_Cord
	Watkins Mill	Rd	300-799, 18801-18998	Hyde Park/Watkins Mill Town Ce	20879	GA04	A5,B4,B5
W	Watkins Mill	Rd	1-99	Bennington	20878	GA05	C3
	Watkins Station	Cir	100-199	Town and Country	20879	GA04	B5
	Wells	Ave	1-99	Deer Park	20878	GA01	D7
	West Side	Dr	300-1399	Brighton West	20878	GA02	E6
N	Westland	Dr	8929 & 8945	Rosemont	20877	GA01	E8
S	Westland	Dr	16400-16523	Rosemont	20877	GA01	E8
	Whetstone	Dr	1-99	Whetstone Apartments	20877	GA01	C6
	Whetstone Glen	St	406-651	Hidden Creek	20877	GA04	C7,C8
	Whispering Wind	Ct	600-699	Audubon Square	20877	GA04	C8
	Whitcliff	Ct	200-699	Warther	20878	GA02	F5
	White Ash	Pl	301-378	Watkins Mill Town Center	20878	GA05	B3,C3
	White Surf	Dr	500-599	Park Summit	20878	GA02	E5
	White Surf	Ter	500-599	Park Summit	20878	GA02	E5
	Wicker	Pl	1-99	Bennington	20878	GA05	B3
	Wild Forest	Dr	900-999	Carriage Hill	20879	GA04	B5
	Wildpark	Ave	1000-1199	Woodland Hills	20879	GA04	B5
	Wind River	La	900-950	Quince Orchard Crescent	20878	GA05	E3,E4
	Windbrooke	Dr	800-999	Windbrooke	20879	GA04	A5
	Windbrooke	Cir	1-199	Windbrooke	20879	GA04	A5
	Windjammer	Way	1800-1999	Woodland Hills	20879	GA04	B5
	Winnie	Pl	100-199	Brown's Addition	20877	GA01	D6
	Winter Walk	Dr	102-449	Quince Orchard Park	20878	GA03	E4
	Wisely Square	Ct	1-99	Saybrooke I	20877	GA04	C9
	Wisely Square	La	100-199	Saybrooke I	20877	GA04	C9
	Woodland	Rd	100-599	Deer Park	20877	GA01	D7,D8
	Wye Mill	Ct	300-399	Woodland Hills	20879	GA04	B5

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1 inch = 3,600 feet

2,000 1,000 0 2,000 Feet

520 260 0 520 Meters

N W E S

MD State Plane
HPGN NAD 83/91

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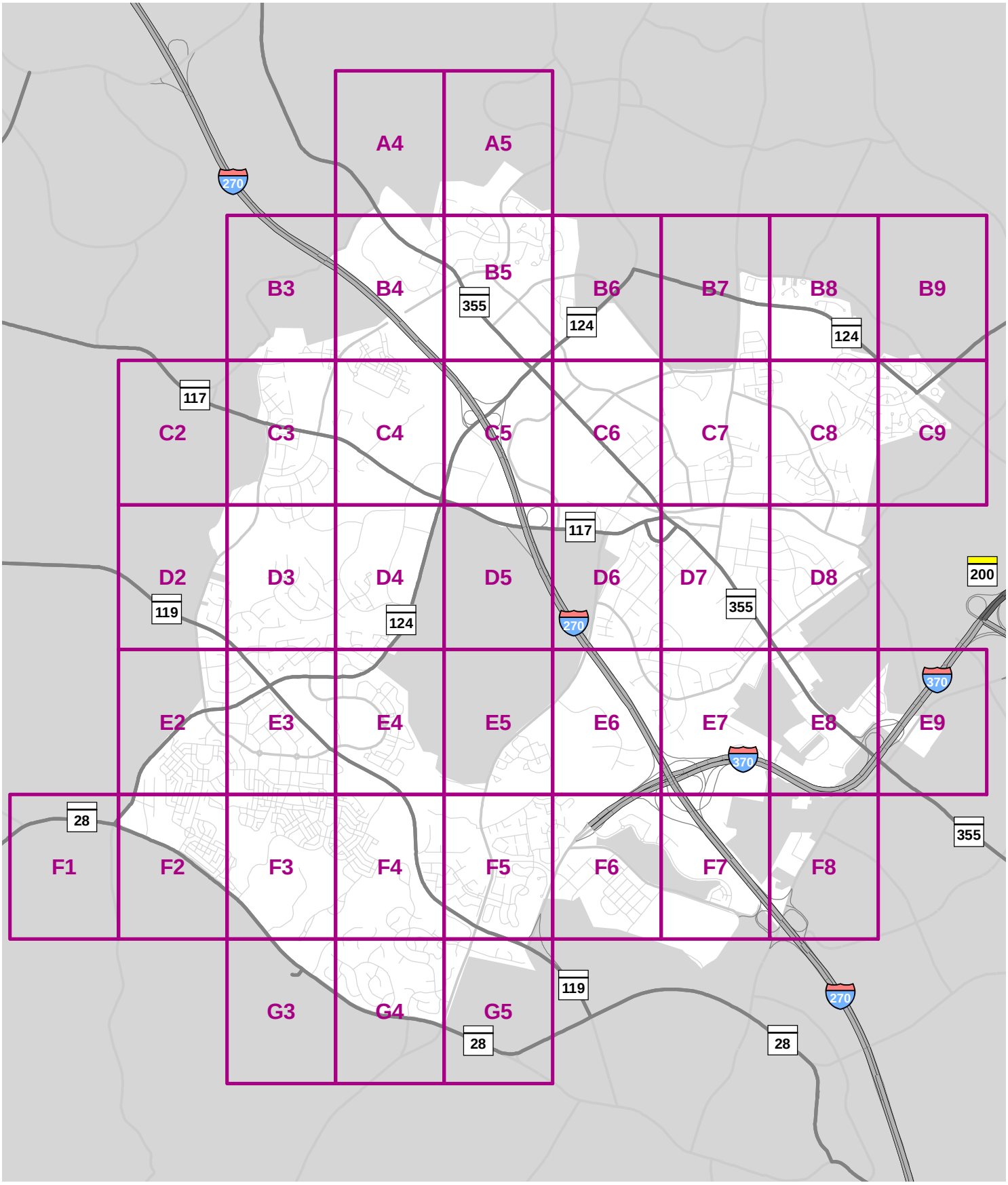
City of Gaithersburg
Planning and Code Admin
31 S Summit Ave
Gaithersburg, MD 20877
(301) 258-6330
www.gaithersburgmd.gov

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