



City of Annapolis

Board of Supervisors of Elections
160 Duke of Gloucester Street, 1st FL
Annapolis, MD 21401-2535

Elections@annapolis.gov • 410-263-7929 • Fax 410-280-1853 • TDD use MD Relay or 711 • www.annapolis.gov

July 3, 2019

Dear Candidates and Treasurers:

We appreciate the diligence by all, during this unusual Special Election cycle, in submitting several campaign reports within a short period of time. The good news – apart from the adjustments we are addressing below - is the next regularly scheduled report is not due until July 2020!

The Board (Board of Supervisors of Elections) has reviewed all submitted reports. Each campaign is listed below with amendments requested, as applicable.

First, there are several common issues worthy of note:

- 1) We know these are often hand-written (we hope to have improvements in process by the next report!) but when handwriting, please try to be as legible as possible!
- 2) Schedule 1, Contributions and Receipts: This schedule should always reflect the aggregate total contributed by any donor. This is the aggregate total during any 4-year campaign cycle.

For your 2020 July report and future reports, any report received without the aggregate included will be returned as an incomplete filing.

- 3) Schedule 2, Loans and Transfers: City code requires there be a written agreement for any loan. (city code 4.44.055)

For your 2020 July report and future reports, if there are any new loans extended, please submit a copy of that loan agreement with the applicable campaign report period. We address any prior loans reported, below.

- 4) Schedules 1 & 3: Contributions and Disbursements: Both of these schedules require coding to define the nature of the contribution or disbursement. Codes are frequently missing.

For your 2020 July report and future reports, any report received without coding will be returned as an incomplete filing.

- 5) Page 1 – Summary page and totals: Each line should be completed. PLEASE pay note to prior filed reports to ensure beginning balances equal the prior report ending balances and that totals from schedule pages are correct.



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Note: We understand sometimes there is no activity. Our preference is that each report be submitted, with a line struck through the respective schedule to indicate no activity reported for that schedule. Math errors were generally small and not material.

6) Dates/Names/Transaction Periods:

Often campaign names, report periods or dates are not recorded on each schedule. Since pages can occasionally be separated, please be sure fully complete the headers on each report page.

Final comment: many of you may be aware the Board is actively exploring improvements to the campaign reporting process. It is possible that prior to the July 2020 report we may be communicating with you about updates to campaign reports. In the meantime, please use this memo as *additional guidance* under the current format. Should you have any comments, observations or recommendations about improvements to campaign reporting, please let us know.

For amended filings or any page or schedule, please be sure to clearly mark it as AMENDED and with the correct time period for the report or Schedule page that is being amended. If we erred or missed an item, we apologize. We know, again, there were several reports in a short period of time. The Board has worked (and is working) to develop better reporting mechanisms, review mechanisms and feedback timelines.

Please respond via email through the Elections email address "elections@annapolis.gov" if you have any question at all about the review of your campaign reports. We will work with you.

Board of Supervisors of Elections
Cliff Myers

Clifford Myers (Chair)
Bryiana Cuffie
Eileen Leahy

Cc: Regina Eldridge, City Clerk
Kerry Berger, Acting City Attorney
Gary Elson, Assistant City Attorney
Ashley Leonard, Assistant City Attorney



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CAMPAIGN REPORT ANALYSIS

*****IF IMMEDIATE ACTION IS REQUIRED – AMENDED FILINGS ARE DUE BY FRIDAY, AUGUST 2, 2019*****

NOTE: (if any report, or fees owed, is not received from a candidate to Ward 6 for the Special Election who is confirmed as elected at the culmination of the July 8 Canvass, such report(s) must be filed, with any applicable fees, by 4pm, Monday, July 8. City code requires that before any candidate may accept public office, that all required reports are filed and fees are paid – (city code 4.44.100 D). (In alphabetical order)

1) Annapolis Democratic Central Committee

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	No	(1)(2)(3)(4)
6/25/2019	Yes	NA	No	(5)(6)
7/1/2019	No	\$20 (as of 7/2/2019)	No	(7)(8)

Comments:

- (1) Treasurer signature appears to be the Treasurer on file but unclear if this is the current Treasurer;
- (2) Schedule 1 contribution code not reported;
- (3) Schedule 1 receipt type not recorded;
- (4) Schedule 1 aggregates not recorded;
- (5) The Summary page for 6/25/2019 beginning balance does not match the ending balance from 6/18/2019
- (6) The 6/25/2019 Schedule 3 does not reflect the full payee and address
- (7) The 7/1/2019 summary page is incorrect (see error 5, above)
- (8) Late fee submitted was incorrect (\$25 instead of \$20). The city cannot accept it as \$25. Please see the City Clerk.

⇒ **Immediate Action Required:**

- ◆ The ADCC must appoint a new treasurer and submit the treasurer affidavit
- ◆ Re-file an amended summary page for 6/18/2019 with the correct treasurer signature and Schedule 1 amended
- ◆ Re-file 6/25/2019 summary page to correct the cash balances reported and 7/1/2019 summary pages with the correct treasurer signatures and corrected balances;



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- ◆ Re-File Schedule 3 from the 6/25/2019 report to reflect the name and address of the transfer payee.
- ◆ Please see the City Clerk to correct the \$25 fee payment.

2) Annapolis Republican Central Committee

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	No	(1)
6/25/2019	Yes	NA	Yes	NA
7/1/2019	Yes	NA	Yes	NA

Comments:

- (1) Contribution aggregates not reported. See general comment above about reporting aggregates.

⇒ Immediate Action Required:

- ◆ Submit a revised 6/18/2019 Schedule 1 to display aggregates

3) DaJuan Gay

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	No	(1)
6/18/2019	Yes	NA	No	(2)(3 (4) (5) (6)(7)
6/25/2019	No	\$100 PAID	No	(8)(9) (10)(11)
7/1/2019	No	\$20 PAID	No	(12) (13)(14)

Comments:

- (1) 5/28/2019 summary report beginning balance does not match prior report ending balance
- (2) Schedule 1 does not include full addresses on all donors;
- (3) Schedule 1 is missing contribution codes;
- (4) Schedule 1 is missing aggregate totals
- (5) Schedule 3 does not include full addresses for payees on disbursements;
- (6) The Summary page has incorrect totals, and;
- (7) Report periods are missing from each schedule.
- (8) Schedule 1 is missing contribution codes and receipt coding



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- (9) Schedule 1 is missing full address on all contributors
- (10) Schedule 3 is missing disbursement codes and methods
- (11) Summary Page has incorrect total on line 4 (but ending cash is correct based on this report's entries)
- (12) Schedule 1 is missing contribution codes and receipt coding
- (13) Schedule 1 is missing full address on all contributors
- (14) Schedule 3 is missing disbursement code and methods

⇒ Immediate Action Required:

- ◆ Submit a revised Summary Page for the 5/28/2019 report.
- ◆ Submit a revised 6/18/2019 report, specifically addressing points 2-6
- ◆ Submit revised Schedules 1 and 3 and summary page for the 6/25/2019 report
- ◆ Submit revised Schedules 1 and 3 for the 7/1/2019 report.

4) Eleanor Tierney

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	No	(1) (2)
6/18/2019	Yes	NA	No	(3)
6/25/2019	Yes	NA	Yes	(2)
7/1/2019	Yes	NA	Yes	NA

Comments:

- (1) Totals on Schedule 1 did not match total reported on Summary page and disbursements totals from Schedule 3 did not match total reported on the Summary page
- (2) Beginning cash balance did not match the ending cash balance from prior July 2018 report
- (3) Contribution aggregates not reported. See general comment above about reporting aggregates.

⇒ Immediate Action Required:

- ◆ Submit amended Summary page and Schedules 1 and 3 for the 5/28/2019 report;
- ◆ Submit amended Schedule 1 for the 6/18/2019 report with the aggregate amount contributed, and amended Summary page to agree with the amended 5/28/2019 summary page;



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- ◆ Submit amended Summary pages for 6/25/2019 report and 7/1/2019 report, as needed to foot with the revised 6/18/2019 summary page totals.

5) Friends of David Frankel

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	(1)
6/18/2019	NA	NA	NA	NA
6/25/2019	NA	NA	NA	NA
7/1/2019	NA	NA	NA	NA

Comments:

- (1) This was the Final Report. No further reports required.

Immediate Action Required: None

6) Friends of Fred Paone

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	Yes	(1)
6/25/2019	No	\$80	No	(2)
7/1/2019	Yes	NA	Yes	NA

Comments:

- (1) No schedules submitted. See comment above in regard to future submissions with no activity.
- (2) 6/25/2019 filed late.

Immediate Action Required:

- ◆ Submit late due of \$80.



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7) Friends of Gavin Buckley

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	No	(1)
6/25/2019	Yes	NA	Yes	NA
7/1/2019	Yes	NA	Yes	NA

Comments:

- (1) Schedule 5 was missing. See comment above in regard to future submissions with no activity.

Immediate Action Required: None

8) Friends of John Bumper Moyer:

Report Due Date	Timely filed	Late Fee	Report Satisfactory?	New Issues, if applicable
5/28/2019	Yes	NA	No	(1)(2)
6/18/2019	No	\$20	No	(3)
6/25/2019	Yes	NA	Yes	NA
7/1/2019	Yes	NA	Yes	NA

Comments:

- (1) Schedule 3 does not report the method of distribution;
 (2) Loan documentation; (this actually dates to a prior report)
 (3) Missing names and report periods on each schedule

Immediate Action Required:

- ◆ Submit amended 5/28/2019, schedule 3, label as "Amended Schedule 2, 5/28/2019";
- ◆ Please provide documentation for the previously reported loan.



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9) Friends of Julie Mussog:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	No	(1)(2)
6/18/2019	Yes	NA	Yes	NA
6/25/2019	Yes	NA	Yes	NA
7/1/2019	Yes	NA	Yes	NA

Comments:

- (1) Missing disbursement codes on Schedule 3.
- (2) Loan documentation; (this actually dates to a prior period)

Immediate Action Required:

- ◆ Submit amended 5/28/2019 Schedule 3, label as “Amended Schedule 2, 5/28/2019”;
- ◆ Please provide documentation for the previously reported loan.

10) Friends of Yiannes:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	(1)
6/18/2019	Yes	NA	No	(2)
6/25/2019	Yes	NA	No	(3)
7/1/2019	No	\$40 (as of 7/3/2019)	No	(4)

Comments:

- (1) Candidate filed amended report showing loan to campaign.
- (2) Summary page does not show the outstanding loan and Schedule 2 is blank. If the loan is still active, the Summary Page should be amended and Schedule 2 amended.
- (3) Summary page does not show the outstanding loan and Schedule 2 is blank. If the loan is still active, the Summary Page should be amended and Schedule 2 amended.
- (4) 7/1/2019 report not received.

Immediate Action Required:

- ◆ Please submit a copy of the loan agreement
- ◆ For the 6/18/2019 report, if the loan is still active, the Summary Page should be amended and Schedule 2 amended.



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- ◆ For the 6/25/2019 report, if the loan is still active, the Summary Page should be amended and Schedule 2 amended.
- ◆ Submit the 7/1/2019 and applicable late fee. Late fees accrue at \$20/day.

11) George Michael Gallagher:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	NA	NA	NA	NA
6/18/2019	Yes	NA	NA	NA
6/25/2019	Yes	NA	Yes	(1)
7/1/2019	No	\$40 (as of 7/3/2019)	No	(2)

Comments:

- (1) Campaign initial filing was to not exceed \$100 so no reports required. This was amended due to in-kind contributions exceeding \$100, resulting in reports beginning with 6/25/2019 report cycle.
- (2) 7/1/2019 report not filed

Action Required:

- ◆ Submit 7/1/2019 report and applicable late fee. Late fees accrue at \$20/day.

12) Marc Rodriguez for Annapolis:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	Yes	
6/25/2019	No	\$60 PAID	No	(1)
7/1/2019	Yes	NA	No	(2)

Comments:

- (1) Candidate needs to sign report
- (2) Candidate needs to sign report

Immediate Action Required:

- ◆ Submit signed summary page by candidate for 6/25/2019 report
- ◆ Submit signed summary page by candidate for 7/1/2019 report



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13) Rhonda Pindell Charles:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	No	\$80 PAID	no	(1)
6/18/2019	Yes	NA	Yes	NA
6/25/2019	Yes	NA	Yes	NA
7/1/2019	Yes	NA	Yes	NA

Comments:

(1) Report filed late. Late fee was paid.

Immediate Action Required: None

14) Rob Savidge:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	No	(1)
6/18/2019	Yes	NA	Yes	NA
6/25/2019	Yes	NA	Yes	NA
7/1/2019	Yes	NA	Yes	NA

Comments:

(1) Aggregate contribution(s) not reported on Schedule 1

Action Required:

- ◆ Submit amended Schedule 1 for 5/28/2019 report displaying the aggregate received from the payer.

15) Ross Arnett III:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	Yes	NA
6/25/2019	Yes	NA	Yes	NA
7/1/2019	No	\$40 Due	No	(1)

Comments:



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(1) Report received 7/3/2019

Immediate Action Required:

- ◆ Submit \$40 late fee.

16) Shaneka Henson:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	(1)
6/18/2019	NA	NA	NA	NA
6/25/2019	NA	NA	NA	NA
7/1/2019	NA	NA	NA	NA

Comments:

(1) This was the Final Report. No further reports required.

Immediate Action Required: None

17) Sheila M. Finlayson:

Report Due Date	Timely filed	Fee paid (if applicable)	Report Satisfactory?	Issues, if applicable
5/28/2019	Yes	NA	Yes	NA
6/18/2019	Yes	NA	Yes	NA
6/25/2019	Yes	NA	Yes	(1)
7/1/2019	Yes	NA	Yes	NA

Comments:

(1) Schedule 1 does not show aggregate totals for contributors.

Immediate Action Required:

- ◆ Submit amended Schedule 1 for 6/25/2019 report to show aggregates

