CITY OF TAKOMA PARK, MARYLAND

CITY ELECTION, NOVEMBER 3, 2020

ELECTION REPORT

Submitted to the City Council, January 21, 2021



TAKOMA PARK BOARD OF ELECTIONS

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SUMMARY

The Takoma Park Board of Elections (the BOE or the Board) is pleased to transmit its 2020 General Election Report. The 2020 election was a unique election in many respects for the Board and for Takoma Park. The election was the first to take place after the synchronization of the City election date with state and federal elections in even-numbered years. Previously, Takoma Park's elections took place in November of odd-numbered years. Second, the election took place during the unprecedented COVID-19 pandemic, which complicated preparations and implementation. Third, as a result of the pandemic, the 2020 election was the first to be conducted primarily by mail, rather than through in-person voting.

These new factors made the election process more complex, required additional communication with voters, and resulted in several challenges for the Board and City staff. However, the 2020 election also had a sharp increase in voter participation in the election, with a 143% increase (from 22.1% in 2017 and 53.7% turnout in 2020) in overall turnout. In that regard, the all-mail voting and synchronization with state and federal elections succeeded in increasing turnout despite the COVID-19 pandemic. The Board also worked more closely with City communications staff to publicize the election and provide live coverage of Election Day events.

In addition to mailing ballots to every registered voter in the City, the Board, City staff, and election workers also staffed an information desk every day for two weeks prior to Election Day. On Election Day, the Board provided in-person "drive-through" voting outside the community center. The information desk and in-person voting provided an opportunity for voters to use the option of same-day registration, ask questions about their ballots or use accessible voting tools, receive a replacement ballot should they have lost or not received their ballot in the mail, and resolve other issues. Election workers also staffed an election email address prior to Election Day to answer any ballot or election-related questions from voters.

With fewer opportunities for voters and candidates to see the election process first hand, the Board provided transparency as much as possible and was diligent in managing all ballots received. Without inperson outreach events, City communications staff worked with the board to conduct ongoing campaigns within City media to publicize the election and the new changes. Though not every aspect of the election worked perfectly, the BOE thanks all members of the community and the candidates' campaigns for their patience throughout the process. We will review the lessons learned from this election as we prepare for the next City election in 2022.

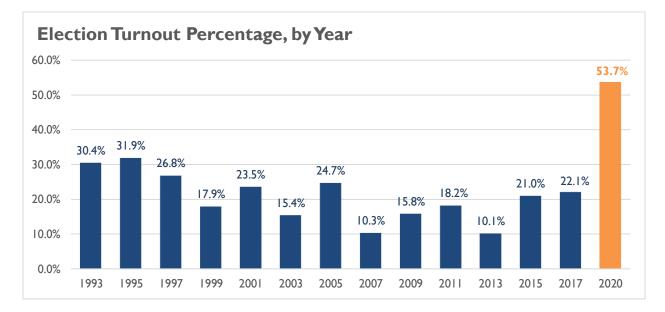
ELECTION RESULTS

In order to be elected, a candidate must receive a majority of valid votes. Takoma Park's ranked choice voting offers voters the opportunity to rank candidates by order of choice, including write-ins. If no candidate receives a majority of votes in a specific contest, the candidate with the fewest votes is eliminated. Voters' second choices from the eliminated candidate are then distributed to the remaining candidates. This process is repeated until a candidate receives a majority. In 2020, all candidates received a majority in the first-round ranking from voters. Detailed results are available in Annex A, the full list of write-ins is provided as Annex B.

VOTER TURNOUT

In 2020, the City recorded 6,546 voters participating in the election through mail voting or in-person voting.¹ Takoma Park has 12,188 registered voters.² The final 2020 turnout figure is 53.7% of registered voters. The 2020 turnout figure more than doubled the number of voters from 2017 and is the highest turnout figure for Takoma Park since at least 1993. It's difficult to attribute the direct cause for the increase in turnout, but it is likely a combination of synchronization with the state/federal election and the adoption of vote by mail.

The Board does not have turnout figures for Takoma Park in the presidential election but will request this information from the County. As a proxy, turnout in Montgomery County as a whole was 79.5%. If that figure is close to the Takoma Park turnout, then approximately one-third of the voters who participated in the presidential election did not vote in the City election.



The Board has also reviewed election data to analyze turnout figures by ward, age, single family and multi-family homes. The Board used the presence of an apartment or unit number in addresses to estimate single family or multifamily homes. Since some people own their units, the single family to multifamily home breakdown does not necessarily approximate the difference between renters and owners in Takoma Park. Takoma Park-only voters are those that have registered only with the City, rather than with the State of Maryland. However, due to the synchronization with Maryland, most same day registrants were recorded as Takoma Park only as there was not

Table 1: 2020 Turnout by Ward				
Ward	Percent Turnout			
Ward I	63%			
Ward 2	61%			
Ward 3	65%			
Ward 4	39%			
Ward 5	42%			
Ward 6	41%			
Table 2: Turnout b	y residence type			
Ward	Percent Turnout			
Multi-family homes	37%			
Single family homes	62%			

¹ The board recorded 6,549 ballots scanned but only 6,546 individuals recorded as voting. The Board has identified two individuals that likely were errantly not recorded as voted, leaving a one vote difference in ballots received to voters checked in.

² The total registered voter list, as of November 3, 2020, is 13,584. For the turnout figures, the Board removes inactive voters from the calculation. The current voter list has 1,396 inactives.

sufficient time to communicate with the County and add their registration to the state list. As a result, turnout figures for Takoma Park only voters are not necessarily an accurate reflection of the voters.

Tables 1-3 provide topline numbers for turnout percentages for different subsets of registered voters in Takoma Park. For more detailed turnout figures, refer to Annex C.

Table 3: 2020 Turnout by Age				
Ward	Percent Turnout			
16-17 yrs	69%			
18-24 yrs	32%			
25-34 yrs	35%			
35-44 yrs	56%			
45-54 yrs	57%			
55-64 yrs	62%			
65+ yrs	60%			

VOTE BY MAIL ADMINISTRATION

In April 2020, the Board recommended that the City move to an all-mail election. With City Council concurrence, the Board and City staff began planning for the mail ballot process. In this format, all registered voters in the City were mailed a ballot prior to Election Day without needing to request a ballot. This type of format is often called a "vote-by-mail" election, even though there are some options for inperson voting.

At the time of the decision, the City had already been in the process of contracting with two vendors to provide equipment for Election Day. One vendor provided equipment for accessible voting and to scan and tabulate the ballots, while another vendor provided the electronic pollbooks that are used to check voters against the voter register. The Board decided to continue with these vendors for the vote-by-mail process. In addition, the City then looked for a third vendor to provide mass-mailing services for elections. Though these mailing firms were extraordinarily busy in 2020 due to the increased number of mail elections across the country, City staff were able to secure a vendor to mail ballots for the City election.

Prior to the mailing of ballots, the Board reviewed ballot design, envelope design, and developed procedures for managing the incoming ballots. As new situations arose, the BOE adapted its procedures accordingly.

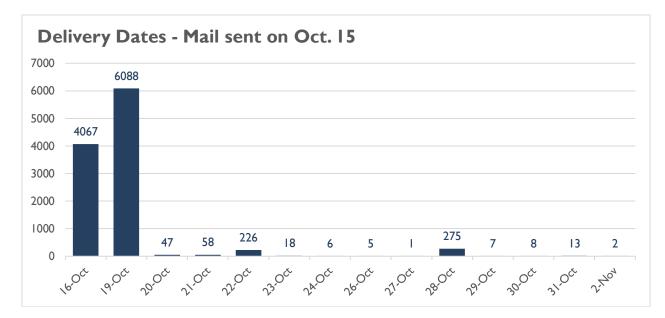
Mailing ballots

A critical component of a mail election is the voters register, since only those listed on the register as "active" voters would receive a ballot at their listed address. Inactive voters were not automatically mailed a ballot. Montgomery County maintains the voter register for the bulk of Takoma Park residents, while the City maintains a small list of residents who choose not to register with Montgomery County for state and federal elections but are otherwise registered to vote in the City election. The City Clerk received an initial register of voters from the County in late September, which was used for the first mailing of ballots to voters. However, many people were still registering to vote ahead of the presidential election and the City Clerk received an updated register in mid-October with an additional 394 voters. As a result, the City sent a second mailing to voters newly added to the register. Any unregistered voters who wished to vote in the City after this point could come to the community center and register with the City and receive a ballot in-person.

A total of 11,415 ballots were mailed to Takoma Park residents in the first two batches from the mail vendor. Through the use of an intelligent mail barcode (IMB), it was possible to track mailing and delivery dates for the ballot materials. As the chart of the first batch of mail shows, an estimated 92 percent of ballots were delivered within the first two days of mailing.³ However, there were at least 317 ballots that

³ 199 ballots in the first mailing were not scanned through in the post office and do not have a delivery date.

took over a week to arrive at their destination. The number of ballots with extended delivery dates was much larger than the Board expected and added to the administrative work to reissue ballots to voters that had not received a ballot in the mail. In addition, errant mailings also meant there were ballots which needed to be resent or replaced. In the future, the Board would recommend an earlier mail date to adjust for these challenges and allow more time for voters to receive their ballots. Approximately 384 ballots were returned to sender or unable to be delivered. For those residents who did not receive a ballot or received duplicate or incorrect mailings. The Board and City staff were available to address these issues as they came up through the elections email address, City phone number, and at the in-person desk at the community center. As a result, election staff were able to provide new ballots to voters who had not received them or fix other errors in the mailing process as voters contacted the City.



Receiving Ballots

Ballots were received through the U.S. Postal Service (USPS) or at two drop box locations, one at the community center and one at the New Hampshire Avenue recreation center. City staff and BOE members regularly went to the post office and the drop boxes to pick up new ballots. Election workers used dual-signed transport logs, security tape and seals to ensure that ballots were not tampered with during transport back to the community center. At the community center, ballots were stored in a secure room with limited access. All mail had the official election logo on the envelope to facilitate identification of the envelopes and prompt processing by USPS. The City paid for any return postage, and thus the high usage of the drop boxes helped to reduce City election costs while also avoiding any complications that might arise in the post office. For transparency, key ballot handling steps were broadcast live on CityTV.

In some cases, City ballots were placed in the drop boxes for Montgomery County or accidentally mailed to the County. The City also received ballots intended for Montgomery County. The City discussed this possibility with the county and were able to exchange envelopes sent to the wrong location. The Board only accepted ballots for seven days following Election Day, as long as they were postmarked by Election Day.

Ballot Processing and Counting

The Board organized a rigorous ballot processing and counting system. As ballots were received, they were sent through *intake*, in which ballots were grouped into batches and checked against the voter register. At this point, a cover sheet was added to each batch and the ballots would stay together as a batch throughout the rest of the process, ensuring that any mistakes could be traced backwards if needed. At intake, any ballot without a signature on the oath envelope or with another problem was separated and made available to be cured. City staff and the Board attempted to contact voters who needed to cure their ballots. These voters could come to the community center and cure the errors - such as adding their signature to the oath envelope.

Following intake, election workers undertook the *canvass*, in which voters were checked-in to the register and ballots separated from the envelopes and ready for scanning. During the canvass, election workers verified voter information and that the correct ward ballot was in each envelope. During *scanning*, the Board sent all ballots through the scanning machine to record the votes cast. Finally, in *tabulation*, computer software tabulated the results from all ballots scanned. The Board tabulated the results using two different software packages, one from the vendor, and one open source equivalent, and received the same outcomes.

ELECTION DAY ADMINISTRATION

In 2020, there were 149 voters that cast ballots in-person on Election Day. By comparison, in 2017, 1,654 ballots were cast in-person on Election Day. The 2020 figure of 149 voters does not include voters dropping off ballots in the drop boxes on Election Day, as those were processed separately. To ensure the health and safety of voters and staff, the Election Day voting was conducted in the parking lot behind the community center and strict COVID-19 protocols - masks required, social distancing, and hand sanitization - were followed. The Board asked all election workers to agree to a code of conduct, which included COVID-19 practices. Voters were allowed to stay in their vehicles throughout the voting process, or could exit their vehicles if they needed further assistance. Voters could also drop off their mail ballots during Election Day until 8:00pm. The drive-through voting process proceeded with no major issues, though the Board was fortunate that the weather cooperated. However, the BOE notes that a higher volume of voters similar to previous Takoma Park elections would have quickly become difficult to manage within the parking lot area. The drive-through process also demonstrated the value of wireless e-pollbooks, which let election workers walk up to vehicles to check people in to vote. Even in an indoor voting setup, the ability to move around with an e-pollbook would be an asset. Finally, there were a large number of people who came to the community center on Election Day hoping to vote in the presidential election, the majority of whom immediately left for Silver Spring Civic Center to vote in the state/national elections. It is unknown if any of those voters returned to vote in Takoma Park. This issue would have been avoided if Takoma Park's election was co-located with the state/federal election, as was originally planned, and is an issue to consider if Takoma Park continues to use a single location, separate from the state/federal election sites.

COMMUNICATIONS

With the many changes to the 2020 election, the Board focused on providing ongoing communication to voters regarding the new voting procedures. City communications staff attended almost all Board meetings in the four months prior to Election Day to provide updates on voter outreach. In most years, the Board would conduct a mix of in-person outreach, digital, and mail messaging. However, in 2020 the primary communication method was through digital and print. The City included election updates in the monthly newsletter, the City Guide, on the City website, and on City social media accounts. In addition, the City Clerk sent a pre-election postcard to all residents with information about the election and then a one-page brief to all residents before they received their ballots. These materials were typically in English

and Spanish with other languages available if requested. The combined outreach effort of the City communications team may have helped boost turnout this cycle. For the first time, there was also a specific election email address to answer voter questions. Previously all inquiries were directed to the City Clerk. Outside of the official BOE messaging, the candidates and other local media, message boards, and online groups were an important source of information for voters on the dates, locations, and procedures for the election.

ELECTION RESOURCES AND COSTS

Prior to the decision to move to vote by mail, the Board had already anticipated that the 2020 election would be more costly than previous City elections. In 2015 and 2017, for example, the City had a single polling place (the community center), and only needed one vendor for the e-pollbooks. With the original plan to expand to five polling places and use an additional vendor for ballot scanning, the initial election budget was estimated to be \$57,000. After the switch to vote by mail, it was harder to anticipate total costs. Outside of vendor contracts, the largest expenses for the election were postage and labor. The overall printing, mailing, and postage requirements were approximately \$39,000. The Board notes that the large number of ballots returned in drop off boxes, rather than mailed back to the City, saved the City thousands of dollars in return postage.

As noted in other areas of this report, the labor requirements for this election were higher than the Board or City staff anticipated. The labor costs provided below substantially understate the actual amount of time from City staff and others who volunteered their time for this election. At different points, members of the recreation department, public works, and the library helped with processing ballots or Election Day setup.

Table 4: Summary of 2020 Election Costs		
ltem	Amount	
Translation and Interpretation	\$1,065	
Supplies	\$1,074	
Banners and Signs	\$2,507	
Ballot Drop Boxes and Branding	\$2,238	
Miscellaneous	\$243	
Personnel	\$10,858	
Vendor: Ballot scanning and accessible voting	\$10,250	
Vendor: Ballot Mailing	\$14,769	
Vendor: Information mailing (flyers, postcards)	\$12,667	
Vendor: E-pollbooks	\$0	
Postage	\$11,930	
USPS Services (PO Box, Business Reply Mail)	\$1,397	
Total	\$68,999	

CHALLENGES AND LESSONS LEARNED

Vote by mail

 Mailing times and mail errors: Ballots took longer than expected to reach some voters and, in a few cases, the wrong ballots or multiple ballots were sent to voters. Future vote by mail elections should have an earlier mail date and staff dedicated to resolving mail challenges. The delays in the mail and errors in the deliveries to some residents were an unexpectedly large administrative burden for staff.

- Ballot intake and canvassing: Though there were more than double the number of ballots counted from previous elections, the actual processing time per ballot was much higher. Working with mailed ballots requires significant labor as each ballot must go through multiple steps before it can be counted. The corresponding amount of labor may not be feasible for every election without investing in equipment or more dedicated staff for the election period. As an example, it takes about 5 minutes to manually open 100 envelopes. The city received approximately 6,400 mailed ballots and there are two envelopes, the outer mail envelope and the inner ballot envelope. At the rate of 100 envelopes every five minutes, it would take 10-11 labor hours just to physically open all the mail.
- Ongoing processing: Ballots must also be processed on a rolling basis to provide time for curing
 of oath envelopes, if necessary. The Board needs to identify any errors as early as possible and try
 to resolve them. As a result, a rotation of election workers needed to be available almost every
 day to receive ballots and do an initial check. During COVID-19, this was an advantage since it
 meant there was a small number of workers constantly working on ballots.
- *Responding to issues:* Mail ballots generate a higher volume of questions and responses for city staff. These were in response to individuals who did not receive ballots, lost their ballots, or otherwise needed assistance. Election workers tried to be as responsive as possible for voter concerns but this ongoing effort required ongoing time and attention.
- Missing envelopes: The primary cause for a ballot to be rejected was if the oath was not signed on their ballot envelope. Per city code, the oath signature is required for a ballot to be counted. The city tried to have voters 'cure' their ballots by coming to the community center and signing the oath. However, the Board ultimately was forced to reject 96 ballots (about 1.5 percent of total ballots) that were missing signatures. The Board will review envelope design in future elections to try and reduce this challenge.
- Curing ballots and transparency: The city received a number of ballots required curing, in which a voter could come to the community center and fix a problem with their ballot typically a missing signature. Though the Board tried to find contact details for voters, there is no contact information for voters as part of the balloting process, such as a phone number or email. The Board tried to reach out to individuals to ask them to cure their ballots but did not always have a number to call. As part of this process and to be transparent in how ballots were processed, the Board released the full list of ballots received on the city website during the election. After noting some concerns from the public related to privacy, the list was subsequently removed and after some work by the city IT department, a search tool was placed on the website so that an individual could look up their ballot status.

<u>Campaigns</u>

- Authority lines and disclaimers: The Board received several questions from candidates and residents regarding the proper usage of authority lines on campaign materials. The questions and the inconsistent use of authority lines across different materials indicated a possible lack of clarity in the City Code governing the practice and the need for more education of candidates prior to the election regarding the type of materials or communications that require an authority line.
- *Financial reports:* After implementing a number of updates to campaign finance rules ahead of the 2020 election, the Board notes that financial reporting processes could still be improved, including easier to use forms and modified dates for reporting.

Synchronization

- Polling site confusion: A large number of voters arrived on Election Day hoping to vote in the state and federal elections. Election workers had pre-printed directions to the closest location for these elections to give to voters. Nonetheless, many voters appeared to be confused about the difference in locations. This may be less of an issue in a different year without COVID-19. Montgomery County also changed its polling locations prior to the elections and this may have contributed to the overall challenge. Takoma Park had planned to co-locate with the county prior to COVID-19 which would have mitigated this issue. However, it may not be feasible to conduct a vote by mail election and also deploy staff to co-locate at the five county polling places.
- Voter register: Unlike in odd-numbered election years, the voter register changes significantly in the final months before a national election as new voters register. Since Takoma Park relies on the county to send an updated register, it makes sending all registered voter mail ballots more challenging - likely requiring two waves of mailings - and could complicate early voting and same day registration for residents.

ANNEX A: FINAL RESULTS TABLES

Ward 1			
Candidate	Votes	Percent of Votes	Status
Kovar	1403	97.8%	Elected
Write-in	32	2.2%	
Total Valid Votes	1435		
Blank (estimated) ⁴	60		

Ward 2			
Candidate	Votes	Percent of Votes	Status
Dyballa	1241	94.7%	Elected
Write-in	69	5.3%	
Total Valid Votes	1310		
Blank (estimated)	109		

Ward 3			
Candidate	Votes	Percent of Votes	Status
Kostiuk	1030	67.0%	Elected
Swyers	502	32.6%	
Write-in	6	0.4%	
Total Valid Votes	1538		
Blank (estimated)	33		

Ward 4			
Candidate	Votes	Percent of Votes	Status
Seamens	608	98.5%	Elected
Write-in	9	0.5%	
Total Valid Votes	617		
Blank (estimated)	50		

Ward 5			
Candidate	Votes	Percent of Votes	Status
Kamara	212	35.9%	
Smith	376	63.7%	Elected
Write-in	2	0.3%	
Total Valid Votes	590		
Blank (estimated)	19		

⁴ Blank ballots were not officially tabulated in the results. The blank numbers provided are calculated based on the difference of the number of votes received and the number of voters listed as having voted in that ward. There is a 5 ballot discrepancy in the blank ballot calculation from the scanned ballots and the voter register, likely due to vote counting or mailing errors.

Ward 6			
Candidate	Votes	Percent of Votes	Status
Searcy	726	98.1%	Elected
Write-in	14	1.9%	
Total Valid Votes	740		
Blank (estimated)	45		

Mayor									
Candidate	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Total	Percent of Votes	Status
Schlegel	599	462	645	141	263	276	2386	36.7%	
Stewart	880	944	910	519	326	504	4083	62.8%	Elected
Write-in	9	11	3	1	1	4	29	0.5%	
Total Valid	1488	1417	1558	661	590	784	6498		
Votes									
Blank (estimated)							51		

ANNEX B: LIST OF WRITE-INS

Mayor

Council - Ward 1	
Peter Kovar	1403
Seth Grimes	5
[Blank]	2
Alan Zibel	2
Gary Cardillo	2
[Illegible]	1
Any Body	1
Any Libertarian	1
Bernie Sanders	1
Chase Williams	1
Colleen Cordes	1
David Kaplan	1
Donald Trump	1
Frances Phipps	1
Gina Lambright	1
Jessica Landman	1
Joe Simprah	1
John Bohn	1
Kathy Mack	1
Mark Verschell	1
Mickey Mouse	1
Paul Spratlin	1
Roscoe	1
Roscoe the Rooster	
Walt Dorsey	
Wayne Sherwood	1

Kate Stewart 4083 Roger Schlegel 2386 Gary Cardillo 3 Cynthia Terrell 2 Eric Mendoza 2 Hans Riemer 2 [Blank] 1 [Illegible] 1 Andrew Busby 1 Any Body 1 Arthur David Olson 1 David Navari 1 Ed Meeker 1 Eliminate Double Taxation 1 Grace 1 James Vorhies 1 Jay Ferrari 1 Jessie Carpenter 1 Lawrence J Hogan Jr 1 Lillie Rosen 1 Margaret Doucette Mauck 1 Mark Verschell 1 Ms I Am Realy Disappointed 1 Spencer Hisel-McCoy 1 Talisha Searcy 1 Terry Seamens 1

Council - Ward 2 Cindy Dyballa 1241 Robert Goo 8 Tim Male 7

Council - Ward 3 Kacy Kostiuk 1030

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Olly Swyers 502
Bryne Kelly 2
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City of Takoma Park, Nov. 3, 2020 Election Report

Rhonda Kranz 2

Donald Duck 1

Teddy Hume 1

Council - Ward 4				
Terry Seamens	608			
Roscoe	2			
[Blank]	1			
Arthur David Olson	1			
Bruce Andersen	1			
Cyndi Diballa	1			
David W Conner	1			
James M George	1			
Megan Mcnitt	1			

Council - Ward 5	
Jarrett Smith	376
Sawa Kamara	212
[Blank]	1
Mark Rupp	1

Council - Ward 6 Talisha Searcy 726 Jason Small 4 [Blank] 3 Anyone 1 Bill Murray 1 Charles A Von Goins 1 Evan Hunt 1 Fred Schulz 1 Karl Park 1 Kermit the Frog 1

Ashleigh Nugent 3 Jimmy Daukas 3 Caramel Cupcake 2 Douglas Tursman 2 Jacqueline Moore 2 T J Matthews 2 [Blank] 1 Adam Frank 1 Ann Mare Staudenmire 1 Art Vandelay 1 Ashley Nugent 1 Asleigh Nugent 1 Boyd Rutherford 1 Bozo the Clown 1 Bristow Hardin 1 Catherine Tunis 1 Chythia Mariel 1 Corey Michaud 1 Cory Page 1 Cynthia Mariel 1 Eliminate Double Taxation 1 Heather Gleason 1 Jack Carson 1 Jackie Moore 1 Jeff McQueen 1 Josh Nadas 1 Joshua Nadas 1 Laura Delaney 1 Merry Pannins 1 Michael Martin 1 Michael Pauls 1 Mike Hovarter 1 Molly King 1 Not Cindy Dyballa 1 Peter Farrell 1

City of Takoma Park, Nov. 3, 2020 Election Report

Rino Aldrighetti	1
5	
Samantha Ager	T
Sandra Filippi	1
Sarah O'Donnell	1
Sharon Gaskins	1
Stacy Kosko	1
Susan Comfort	1
Thea Zumwalt	1
Timothy Male	1
Wade Jennings	1
Zachary Wathen	1

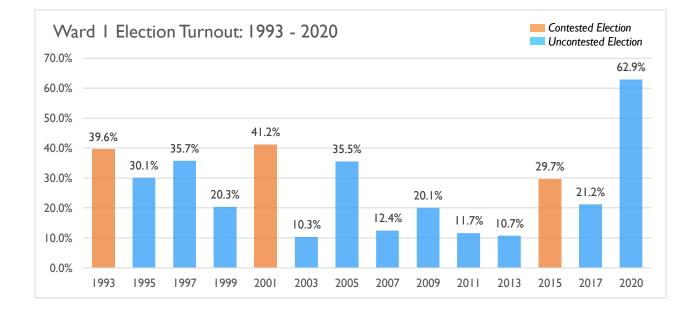
ANNEX C: ADDITIONAL TURNOUT DATA

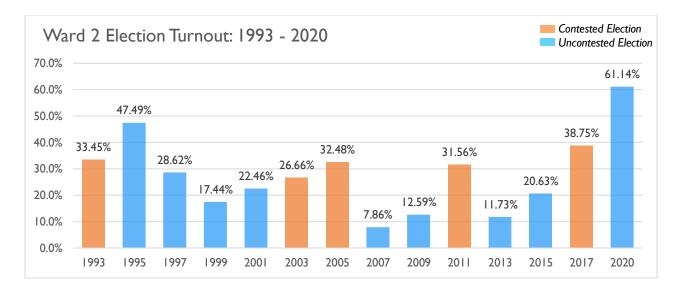
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	16-17	18-24	25-34	35-44	45-54	55-64	65+
Ward I	46	168	247	432	392	402	687
Ward 2	46	183	234	506	523	341	480
Ward 3	38	215	303	442	456	448	511
Ward 4	15	106	218	354	287	291	433
Ward 5	14	126	301	304	285	226	195
Ward 6	22	178	260	408	364	325	333

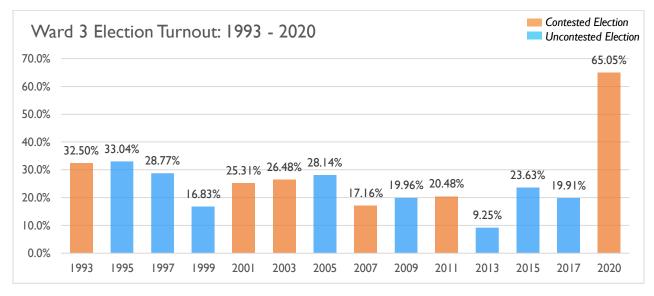
2020 Age Distribution of (Active) Registered Voters, per Ward

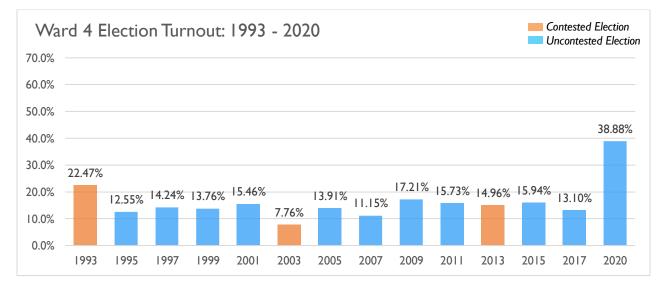
2020 Registered Voters Status, per Ward

U	Active	Deceased	Inactive	Pending	Removed	TKPK only	Total
Ward I	2326	I	284	7	3	44	2665
Ward 2	2262		248	8	2	50	2570
Ward 3	2351	I	295	12	5	51	2715
Ward 4	1583		194	16	3	114	1910
Ward 5	1400		207	9	7	55	1678
Ward 6	1748		172	14	6	133	2073
Blank	I						I
Total	11671	2	1400	66	26	447	13612









City of Takoma Park, Nov. 3, 2020 Election Report

