

**CITY OF TAKOMA PARK, MARYLAND
CITY COUNCIL REMOTE MEETING
CLOSED SESSION, VOTING SESSION AND WORK SESSION**

Thursday, January 21, 2021

MINUTES

Minutes adopted July 7, 2021.

CLOSED SESSION – THURSDAY, JANUARY 21, 2021

The City Council convened at 6:00 PM on Zoom to vote to go into closed session to consult with the City Attorney to obtain legal advice regarding various government operations. The meeting was closed pursuant to Annotated Code of Maryland, General Provisions Article, §3-305(b)(7). Mr. Kovar moved to close the meeting; second by Ms. Kostiuik. VOTING FOR: Stewart, Kovar, Kostiuik, Seamens, and Searcy. ABSENT: Dyballa, Smith.

Present for the Closed Session: Mayor Stewart, Councilmembers Kovar, Dyballa, Kostiuik, Seamens, Smith, and Searcy; City Attorney Cornbrooks, City Manager Ludlow, Deputy City Manager Clarke, and City Clerk Carpenter. The Council received legal advice and asked questions related to Takoma Park's form of government; the authority of the City Manager, City Council, and the Mayor; and City Council use of email and implications for the Maryland Open Meetings Act. There were no recorded votes and no action was taken.

The closed session was adjourned at 7:00 PM.

RECONVENE IN OPEN SESSION

Present: Mayor Stewart; Councilmember Kovar, Councilmember Dyballa, Councilmember Kostiuik, Councilmember Seamens, Councilmember Smith, Councilmember Searcy

Also Present: City Manager Ludlow, Deputy City Manager Clarke, City Clerk Carpenter, Planning Manager Grigsby, Human Resources Director Smith

The Council reconvened at 7:30 PM on Zoom.

CHANGES TO THE AGENDA / AGENDA SCHEDULING UPDATE

Ms. Stewart noted that the police vehicle purchase item had been pulled from the consent agenda and would be discussed and voted on separately.

She provided the update on upcoming agendas.

PRESENTATION

1. Election Report from the Board of Elections

Brian Ernst, Chair of the Board of Elections, presented the report. Matthew Ling, Board Member, was also present and participated in the report. (Presentation and report attached.)

LEGISLATIVE UPDATE

Mayor Stewart provided the legislative update.

PUBLIC COMMENTS

Seth Grimes, Ward 1, spoke in support of ZTA 20-07.

Arthur David Olson, Ward 3, commented that to maximize voter turnout, the City election should be on the State ballot. If necessary, the City should consider moving away from Ranked Choice Voting if needed to be on the State ballot.

COUNCIL COMMENTS

Ms. Dyballa recognized volunteers who served on Martin Luther King Day and provided an update on the MW COG Chesapeake Bay and Water Resources Quality Committee.

Mr. Seamens recognized the passing of Martin Gottschalk from COVID-19.

Mr. Smith recognized Jacquette Frasier from Essex House for her community efforts. He urged all residents to wear masks. He noted that he is trying to arrange for a Council presentation on the Olli autonomous shuttle vehicle.

Ms. Kostiuk commented on the Presidential Inauguration, urged people to continue to wear masks and use social distancing, provided an update on the Transportation Planning Board, noted an upcoming meeting with the new owners of the Johns Nevins Andrews School property, and urged the City to help get out accurate COVID-19 vaccine information.

Ms. Searcy commented on the Inauguration and thanked those who worked to keep the City and our residents safe, provided an update on Purple Line meetings that are scheduled, and urged residents to apply to serve on the Reimagining Public Safety Task Force.

Mr. Kovar thanked the Police Department for keeping people safe and commented on the Inauguration and peaceful transition of power.

Ms. Stewart shared information on COVID-19 vaccines and noted efforts to get COVID-19 protection information to landlords and tenants.

CITY MANAGER COMMENTS

Ms. Ludlow's comments are attached.

VOTING SESSION

2. First Reading Code Amendments to Police Employees' Retirement Plan (Deferred Retirement Option Program and Credit for Military Service)

Ms. Kostiuk raised some concerns about providing the military service credit, given the efforts to demilitarize police, and proposed providing credit for other types of national service as well. She proposed language to include in the ordinance.

Ms. Kostiuk moved adoption of the ordinance. Seconded by Mr. Seamens. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy).

First Reading Ordinance 2021-1 (attached)

3. Resolution Ratifying Collective Bargaining Agreement with AFSCME

Councilmember Dyballa moved the resolution. Councilmember Searcy seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy).

Resolution 2021-1 (attached)

4. Resolution Regarding Wage Adjustments for Staff Members Not Otherwise Addressed

Ms. Searcy moved the resolution. Ms. Kostiuk seconded. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy).

Resolution 2021-2 (attached)

5. CONSENT AGENDA

Councilmember Searcy moved the consent agenda. Mr. Seamens seconded. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy)

A. Single Reading Ordinance Authorizing Purchase of a Replacement Pickup Truck for Food Waste Collection (Ordinance 2021-2 attached)

B. Single Reading Ordinance Authorizing Purchase of Mobile Computers for Police Vehicles (Ordinance 2021-3 attached)

D. Single Reading Ordinance Authorizing a Contract for Public Computers, Software, and Support (Ordinance 2021-4 attached)

Single Reading Ordinance Authorizing Purchase of Four Replacement Police Vehicles

Ms. Ludlow provided additional information on the purchase. Councilmembers had questioned the timing of the purchase, the color of the vehicles, and the fuel efficiency (hybrid versus electric). After discussion, Mr. Seamens moved the ordinance. Ms. Searcy seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuik, Seamens, Smith, Searcy).

Ordinance 2021-5 (attached)

WORK SESSION

6. ZTA 20-07, R-60 Zone - Uses and Standards

The work session was scheduled to learn about and discuss the potential impact on Takoma Park of the proposed County Zoning Text Amendment. In December 2020, County Councilmember Will Jawando introduced Zoning Text Amendment 20-07 to allow duplexes, townhouses, and apartments in the R-60 zone under certain circumstances; to amend the density, infill development, and parking standards in the R-60 zone under certain circumstances; and to generally amend the provisions for R-60 zoned property within one mile of Metro stations. The ZTA 20-07 is part of an initiative, along with Bill 52-20, to address the “missing middle” in housing. County Council Bill 52-20 proposes legislation to prevent residential rent gouging for properties near transit.

No follow up action was scheduled. Ms. Grigsby will keep the Council informed as the ZTA moves through the County process so the Council can consider future action if appropriate.

7. FY21 Budget Amendment No. 3

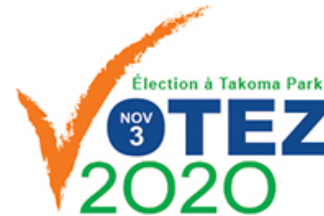
Ms. Ludlow provided information on the proposed budget amendment.

ADJOURNMENT

The council adjourned for the evening at 10:50 PM.

2020 City Election Report

City of Takoma Park, November 3, 2020 Election



Election Overview

Unprecedented changes to the process

- Synchronization with state/federal elections
- COVID-19 adaptations
- Moved to vote-by-mail for the election
- Drive-through voting on Election Day

Turnout increase, lessons learned

- 57.3% turnout
- Election integrity in the 2020 national environment

Personnel

Board of Elections

- Brian Ernst, chair
- Arthur David Olson, vice-chair
- Kimberly Allen
- Curtis Antonucci
- Lori Grazi
- Matt Ling
- Braima Moiforay

City Clerk's Office

- Jessie Carpenter
- Irma Nalvarte
- Dashed Lewis
- Blake Vining

Election Workers

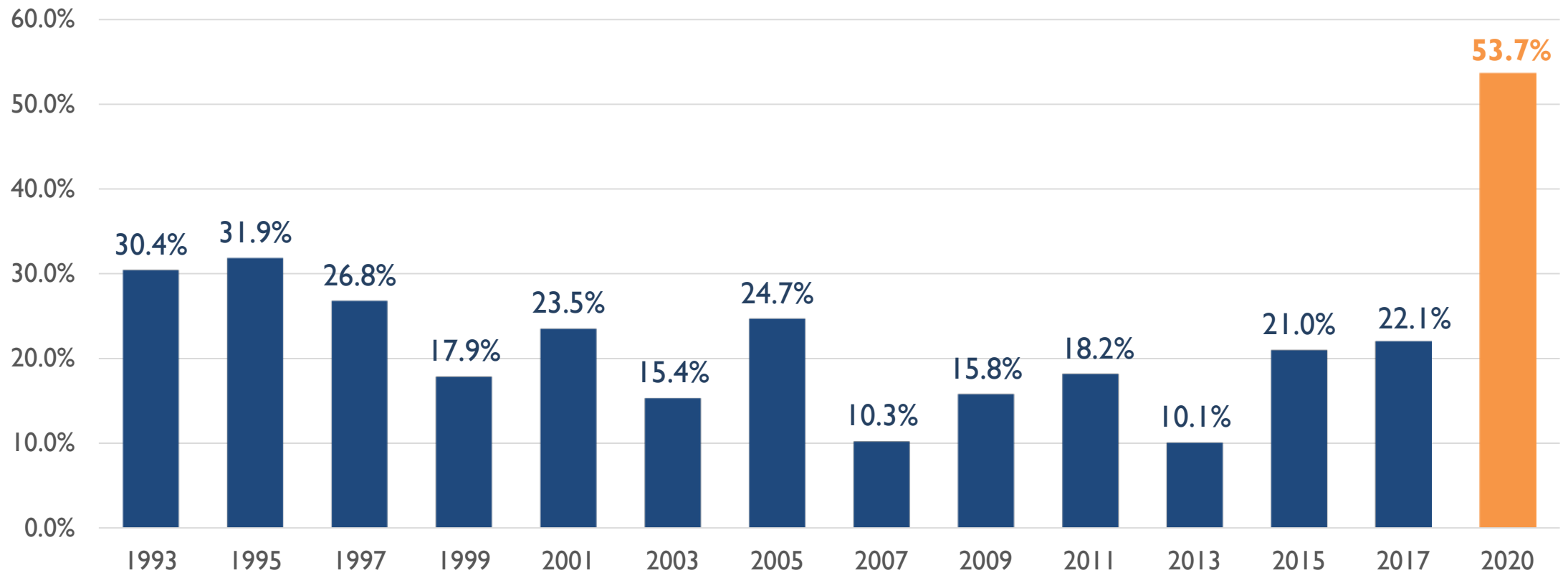
- Conrad Bohn
- Abigail Conrad
- Joan Francis
- Benjamin Finlay
- Susan Finlay
- Patricia Mallin
- Anne Sargeant
- Julie Weber

City Departments

- CityTV
- Communications
- Information Technology
- Library
- Police
- Public Works
- Recreation

Overall Turnout

Election Turnout Percentage, by Year



Additional Turnout Information

Table 1: 2020 Turnout by Ward

Ward	<i>Percent Turnout</i>
Ward 1	63%
Ward 2	61%
Ward 3	65%
Ward 4	39%
Ward 5	42%
Ward 6	41%

Table 2: Turnout by residence type

Ward	<i>Percent Turnout</i>
Multi-family homes	37%
Single family homes	62%

Table 3: 2020 Turnout by Age

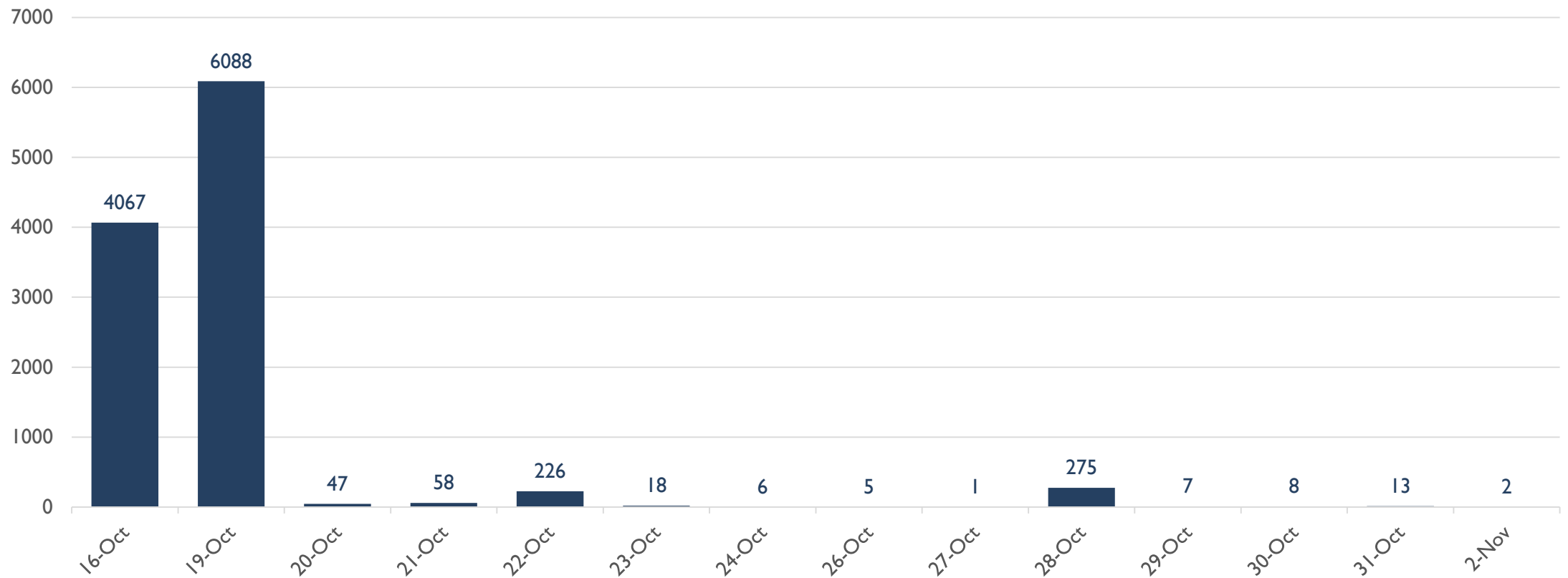
Ward	<i>Percent Turnout</i>
16-17 yrs	69%
18-24 yrs	32%
25-34 yrs	35%
35-44 yrs	56%
45-54 yrs	57%
55-64 yrs	62%
65+ yrs	60%

Vote by Mail

- Multiple mailings, communications about changes
- Some delays in ballot mailing
- Voter register updates from the county require extra mailing
- Curing ballots / rejected ballots are a challenge
- Election Day in-person voting very slow compared to previous years

Vote by Mail – Mail arrival

Delivery Dates - Mail sent on Oct. 15



Challenges and lessons

Vote by mail

- Labor intensive and costly
- Rejected ballot increases
- If done in the future, review equipment and staffing requirements

Synchronization

- Polling site confusion with county polling place on Election Day
- Voter register maintenance is more difficult

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

Brian Ernst, Chair
Arthur David Olson, Vice Chair
Kimberly Allen
Curtis Antonucci
Lori Grazio
Matt Ling
Braima Moiforay

ELECTIONS ADMINISTRATORS

Jessie Carpenter, City Clerk
Irma Navarte, Assistant City Clerk

CITY INTERNS

Dashel Lewis
Blake Vining

ELECTION WORKERS

Conrad Bohn
Abigail Conrad
Joan Francis
Benjamin Finlay
Susan Finlay
Patricia Mallin
Anne Sargeant
Julie Weber

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 in-person 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.

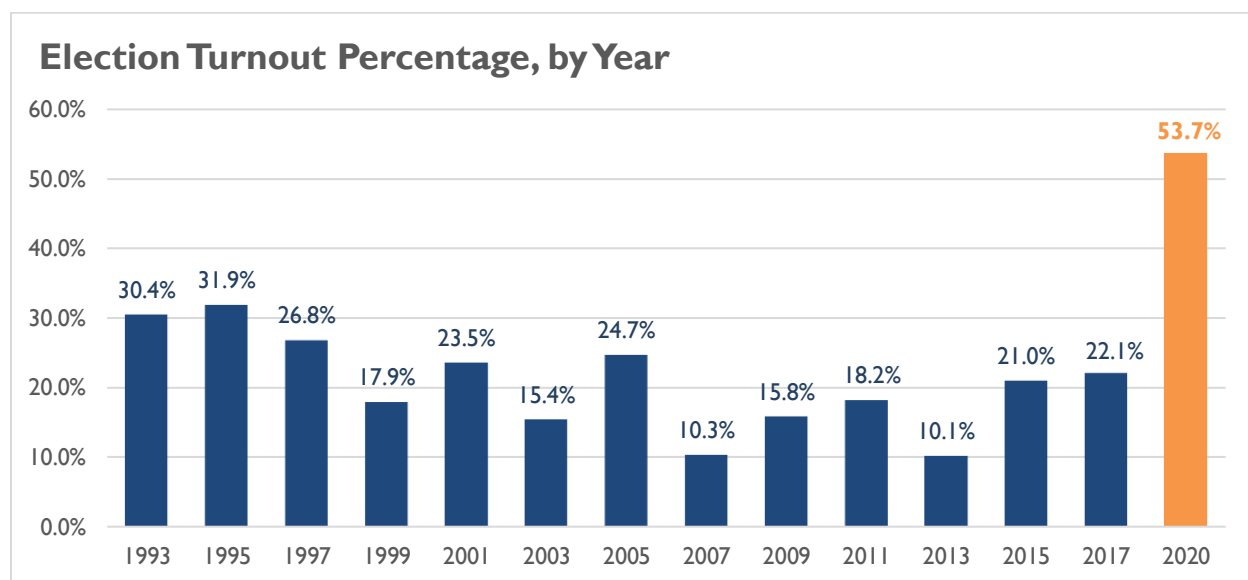
ELECTION RESULTS

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 1	63%
Ward 2	61%
Ward 3	65%
Ward 4	39%
Ward 5	42%
Ward 6	41%

Table 2: Turnout by 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 in-person 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.

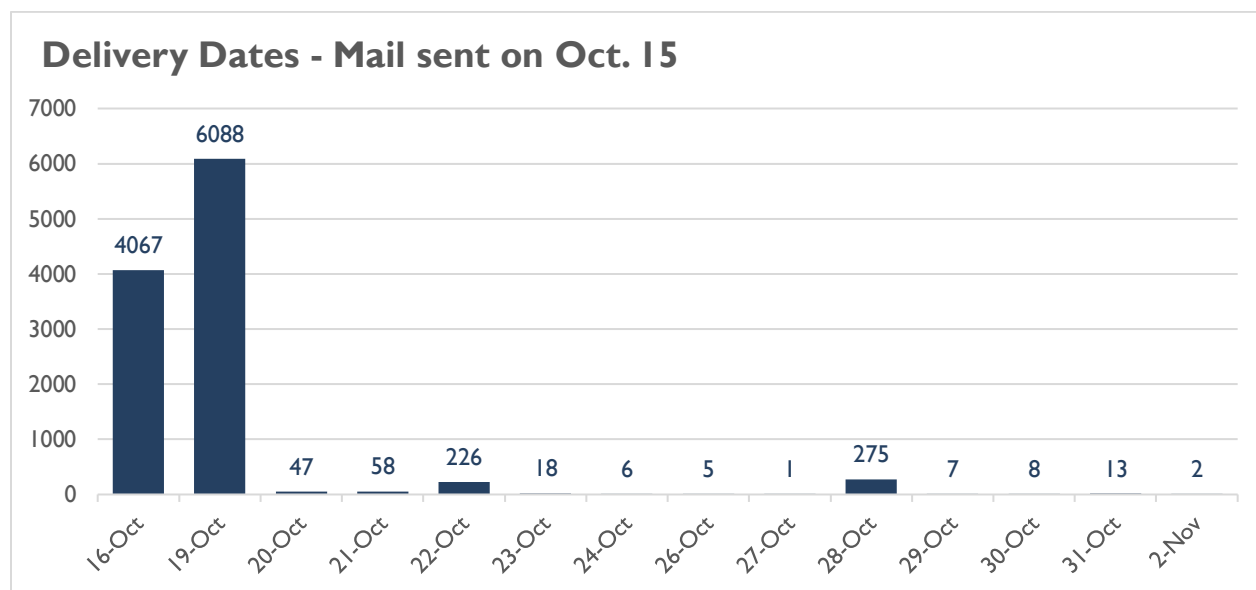
Mailing ballots

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	
Item	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.

Campaigns

- *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			
<i>Candidate</i>	<i>Votes</i>	<i>Percent of Votes</i>	<i>Status</i>
Kovar	1403	97.8%	Elected
<i>Write-in</i>	32	2.2%	
<i>Total Valid Votes</i>	1435		
<i>Blank (estimated)⁴</i>	60		

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

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

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

Ward 5			
<i>Candidate</i>	<i>Votes</i>	<i>Percent of Votes</i>	<i>Status</i>
<i>Kamara</i>	212	35.9%	
Smith	376	63.7%	Elected
<i>Write-in</i>	2	0.3%	
<i>Total Valid Votes</i>	590		
<i>Blank (estimated)</i>	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			
<i>Candidate</i>	<i>Votes</i>	<i>Percent of Votes</i>	<i>Status</i>
Searcy	726	98.1%	Elected
<i>Write-in</i>	14	1.9%	
<i>Total Valid Votes</i>	740		
<i>Blank (estimated)</i>	45		

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

ANNEX B: LIST OF WRITE-INS

Mayor

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 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 Lambricht 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 1
Walt Dorsey 1
Wayne Sherwood 1

Council - Ward 2

Cindy Dyballa 1241
Robert Goo 8
Tim Male 7

Council - Ward 3

Kacy Kostiuik 1030
Olly Swyers 502
Bryne Kelly 2

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

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

Rino Aldrighetti 1
Samantha Ager 1
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

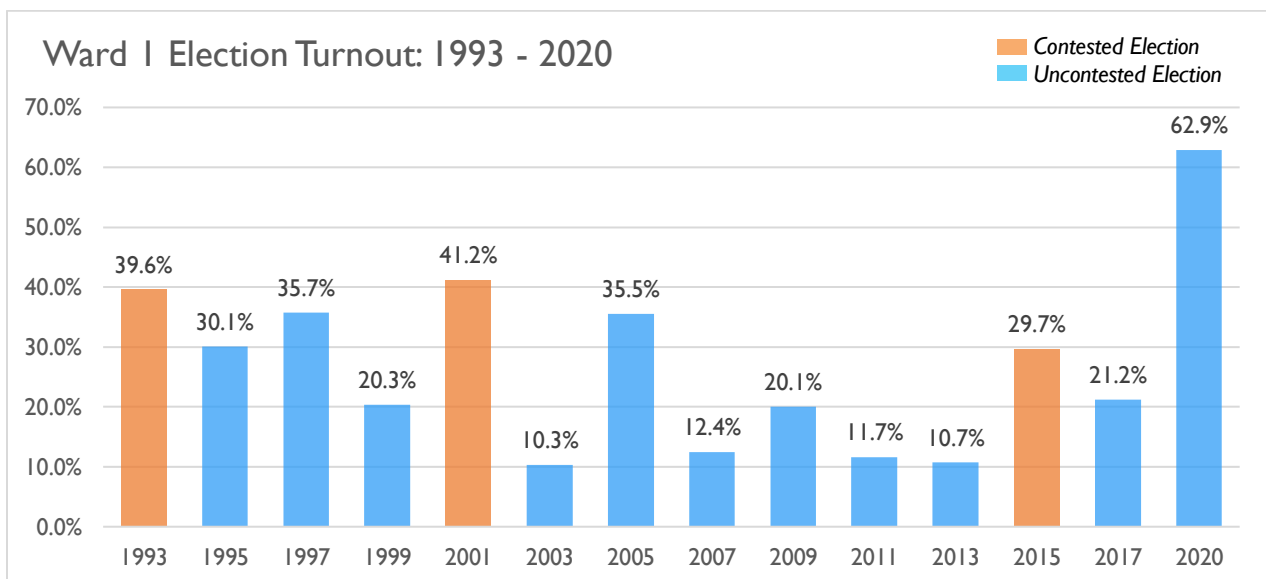
ANNEX C: ADDITIONAL TURNOUT DATA

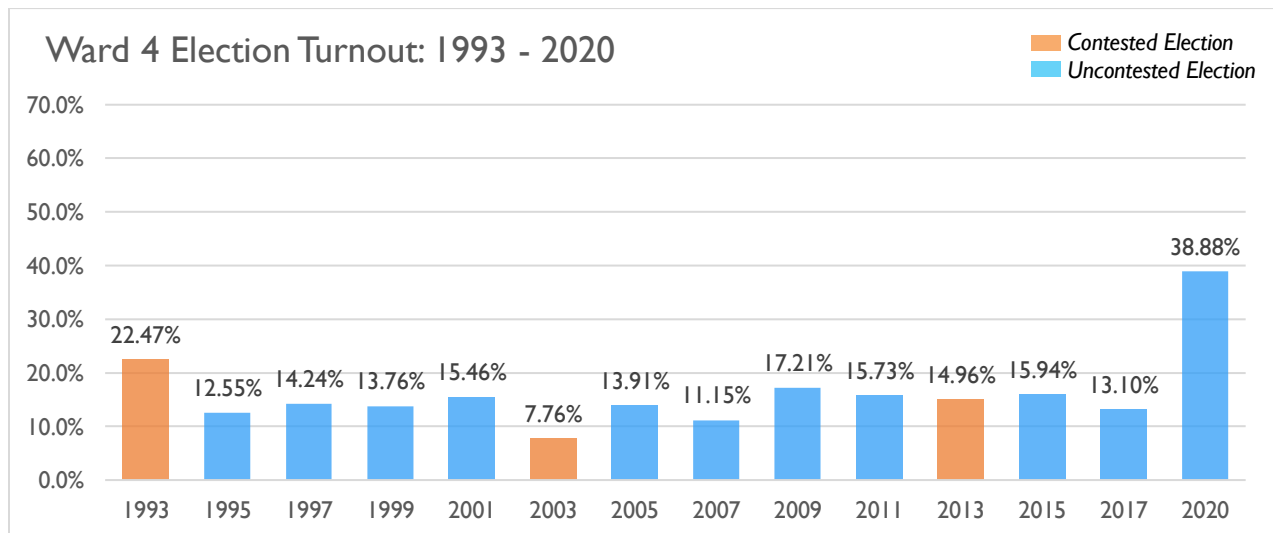
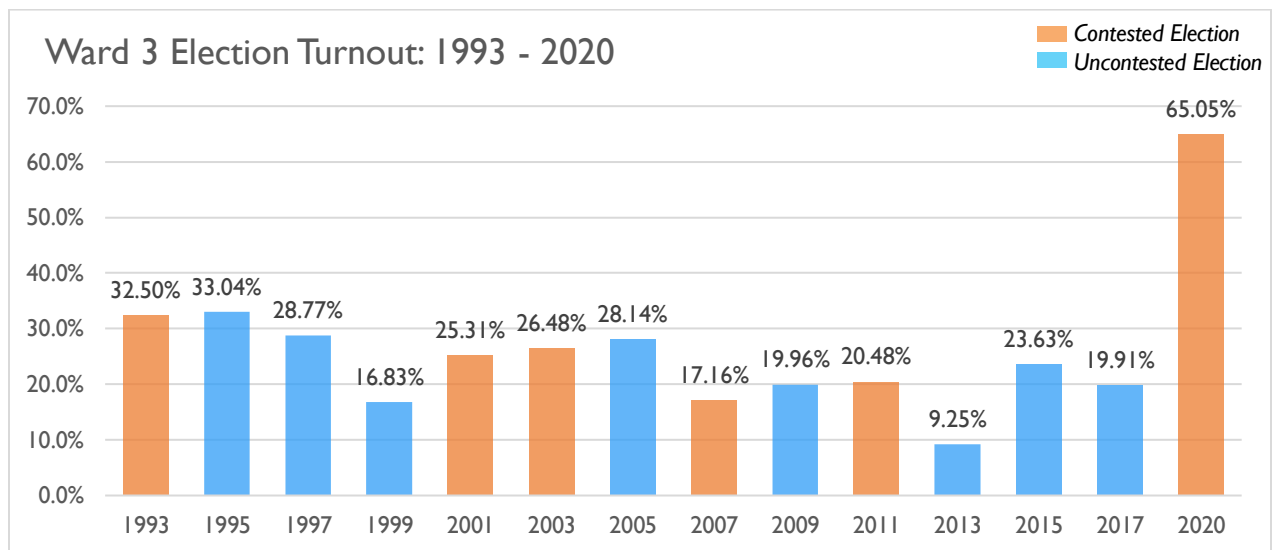
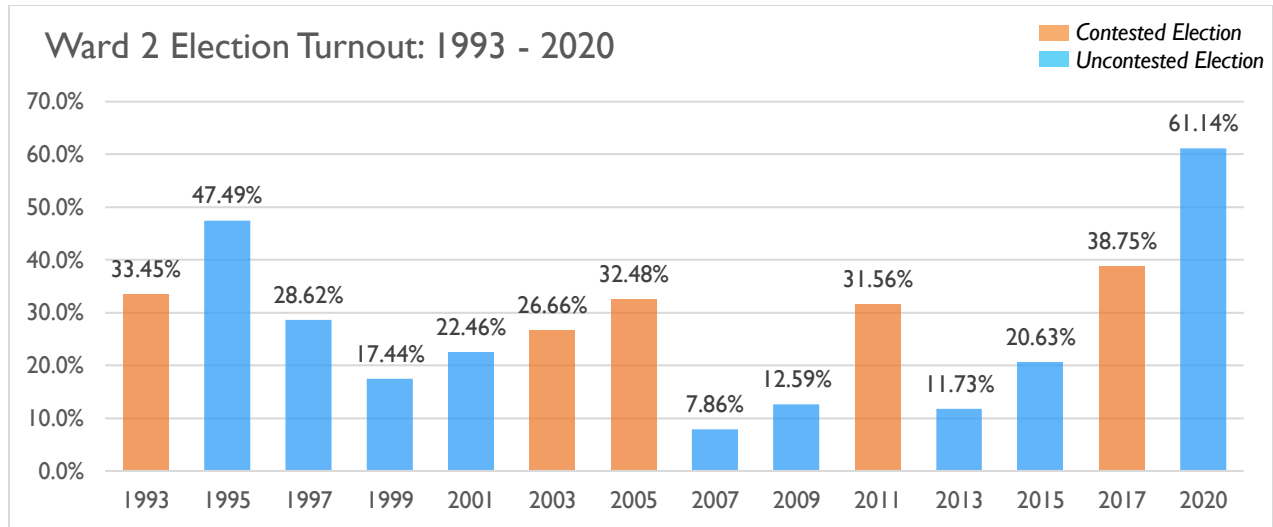
2020 Age Distribution of (Active) Registered Voters, per Ward

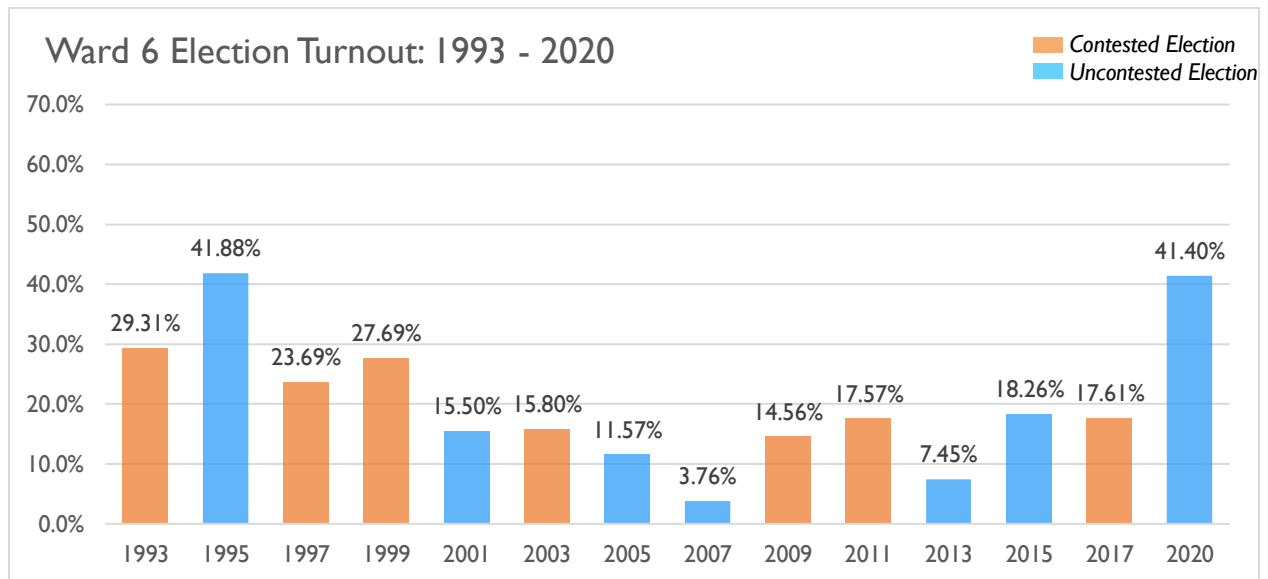
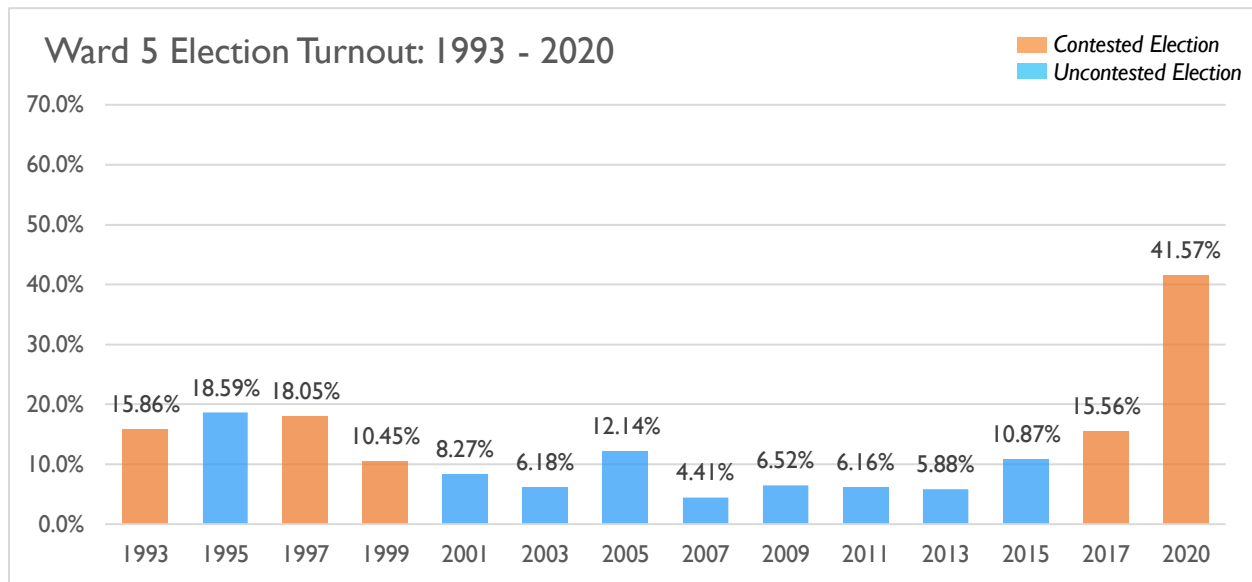
	16-17	18-24	25-34	35-44	45-54	55-64	65+
Ward 1	46	168	247	432	392	402	687
Ward 2	46	183	234	506	523	341	480
Ward 3	38	215	303	442	456	448	511
Ward 4	15	106	218	354	287	291	433
Ward 5	14	126	301	304	285	226	195
Ward 6	22	178	260	408	364	325	333

2020 Registered Voters Status, per Ward

	Active	Deceased	Inactive	Pending	Removed	TKPK only	Total
Ward 1	2326	1	284	7	3	44	2665
Ward 2	2262		248	8	2	50	2570
Ward 3	2351	1	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	1						1
Total	11671	2	1400	66	26	447	13612









City of Takoma Park

City Manager Comments

Report of January 21, 2021

A Sigh of Relief

For the last couple of weeks, we have been in a particularly stressful time. The peaceful transfer of power yesterday – usually an expectation – was, this time, such a relief.

Thanks to all for staying safe at home while multiple security forces in Washington, D.C. were protecting our Capitol, national representatives and institutions. **I want to give a particularly strong THANK YOU to our Takoma Park Police Department staff.** The amount of planning, preparation and communication that went into the Police Department's work since the January 6 insurrection was extensive and comprehensive. A remarkable amount of coordination was required to protect people and locations in Takoma Park. Our officers and leadership staff put in long hours to ensure that Takoma Park remained safe. Thank you!

Thank You, Officer Christopher Woody!

A special thanks goes to one of our Takoma Park Police officers who had been called up for National Guard service this past year. In March of 2020, he was deployed as a Military Police Officer in the Army National Guard. He was activated to assist with COVID-19 pandemic response in Maryland, including assisting with testing sites and food drives. He was later placed on orders for a mission in Kosovo. He returned to Maryland at the beginning of January, only to be redeployed to the U.S. Capitol after the January 6 insurrection. He will continue to serve at the U.S. Capitol until released, hopefully very soon. We are very much looking forward to having him back to work in Takoma Park. Thank you for your service to our country, Officer Woody!



COVID-19 Related Information

With the new Administration, we hope to see movement on increased provision of and access to vaccines. Please go to [Montgomery County Vaccine Information](#) page to learn about when and how vaccines will be provided and to sign up for email or text alerts regarding vaccine

availability. Residents 75 years of age and older can pre-register for vaccines for when they are available.

COVID-19 testing in Takoma Park

Free, no appointment COVID-19 testing is being held most Wednesdays and Saturdays at the Takoma Park Recreation Center, 7315 New Hampshire Avenue from 10 am to 5 pm. For this and other testing options, please see the information here: [Montgomery County Testing Sites](#)

Free Flu Clinic – January 22!

The City has coordinated with CCI Health and Wellness Services to sponsor a free flu clinic on Friday, January 22 from 3 to 6 pm at the Takoma Park Recreation Center, 7315 New Hampshire Avenue in Takoma Park. This is a first come, first serve opportunity.

Sad News

We are sad to announce the passing of Martin Gottschalk, a long-term resident and tenant leader in the City of Takoma Park. Martin lost his battle to COVID-19 on January 11, 2021.

Martin was a fighter. His zealous advocacy as the tenant president at Maplevue Apartments resulted in improved conditions in that building. There was no housing issue that Martin shied away from. Most recently, he fought for the replacement of both elevators at Maplevue Apartments. That will be his legacy.

Outside of tenant organizing, Martin worked as a Patent Examiner with the United States Patent and Trademark Office, focusing on mechanical engineering related submissions.

He will be missed by our community. We are working with his family as they make arrangements.

Introduced by: Councilmember

First Reading:

Second Reading:

Effective Date:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-**

FY 2021 BUDGET AMENDMENT NO. 3

WHEREAS, the Fiscal Year (FY) 2021 budget was adopted by the City Council on May 20, 2020 and;

WHEREAS, since this date, information has been received that requires amendments to the FY 2021 budget; and

WHEREAS, the budget for the Interest and Dividend is decreased \$146,000 due to the decline of Fed Funds Rate that directly affecting the bank interest revenues provided by the Suntrust (Truist) Bank; and

WHEREAS, the budget for the Interest and Dividend-Bond Trust Fund is decreased \$60,000 due to the undrawn bond fund balance decline resulting in the decrease of interest revenue provided by the Bond Trustee account; and

WHEREAS, the budget for the Interest and Dividend-Equipment Replacement Reserve is decreased \$10,000 due to the decrease of interest revenue since the adjustment of the Fed Funds Rate; and

WHEREAS, the budget for the Interest and Dividend-Emergency Reserve is decreased \$10,000 due to the decrease of interest revenue since the adjustment of Fed Funds Rate; and

WHEREAS, the budget for the Bond Payment -Public Works Facility is decreased \$175,049 due to the reduction of debt service payment after the bond payoff; and

WHEREAS, the budget for City Management salaries is reduced \$36,000 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for City Management fringe benefits is reduced \$30,017 due to the payroll cost reduction; and

WHEREAS, the budget for Finance salaries is reduced \$36,957.46 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Information Technology salaries is reduced \$40,511.51 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Human Resources salaries is reduced \$6,750 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for City Clerk salaries is reduced \$4,632 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for City Clerk Intern salaries is increased \$7,800 to provide payroll expenditure for the intern during the election; and

WHEREAS, the budget for Office of Police Chief salaries is reduced \$12,609.24 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Police Communications salaries is reduced \$8,275 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Support Services salaries is increased \$44,680 to provide funds for two officers' retirement incentive payments and termination payout; and

WHEREAS, the budget for Neighborhood Services salaries is reduced \$7,731 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Public Works Administration salaries is reduced \$52,318.23 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent and recruitment delay; and

WHEREAS, the budget for Right of Way seasonal wages is reduced \$27,216 due to decrease in work hours during the pandemic; and

WHEREAS, the budget for Solid Waste salaries is reduced \$14,523.10 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Vegetation Management salaries is reduced \$14,612 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent and partial year vacancy; and

WHEREAS, the budget for Urban Forest salaries is reduced \$27,000 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent and partial year vacancy; and

WHEREAS, the budget for Recreation Administration salaries is reduced \$8,295.16 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Recreation Center salaries is reduced \$53,000 due to the facility closure during the pandemic; and

WHEREAS, the budget for Housing Administration salaries is reduced \$7,970.74 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent, partial year vacancy and retirement payout; and

WHEREAS, the budget for Planning salaries is reduced \$9,000 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent and partial year vacancy; and

WHEREAS, the budget for Housing and Community salaries is reduced \$23,000 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent and partial year vacancy; and

WHEREAS, the budget for Communications salaries is reduced \$4,810.02 due to the adjustment to the annual salaries increment rate from 4.5 percent to 1.5 percent; and

WHEREAS, the budget for Communications-Salary Part-Time is reduced \$17,579.50 due to the facility closure during the pandemic; and

WHEREAS, the budget for Equipment Replacement Expenditure is reduced \$6,100 and \$6,500 due to savings from not purchasing the Treadmill and Active Arcade Game; and

WHEREAS, the budget for Write Off account is increased \$11,620 due to the exclusion of City Attorney service fees from the FEMA grant reimbursement; and

WHEREAS, the budget for Housing Fund Expenditure is increased \$200,000 due to the increased funding in connection with the purchase of 7402 Garland Avenue; and

WHEREAS, the budget for the City Administration Contract Expenditure is increased \$35,000 to provide funds for the facilitation service of the Public Safety Task Force; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The Fiscal Year 2021 Budget is amended as follows:

General Fund - Revenues

1. Reduce \$146,000 to account 0001-36100, Interest and Dividend, due to the bank interest rate adjustment.
2. Reduce \$60,000 to account 0001-36130, Interest Bond Trust Fund due to the bank interest rate adjustment.
3. Reduce \$10,000 to account 0001-36140, Interest and Dividend-Equipment Replacement Reserve, due to the bank interest rate adjustment.
4. Reduce \$10,000 to account 0001-36150, Interest and Dividend-Emergency Reserve, due to the bank interest rate adjustment.

General Fund – Expenditures

1. Reduce \$175,049 to account 8000-72510, Bond-Public Works Facility, due to the reduction of debt service payment.
2. Reduce \$36,000 to account 1120-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
3. Reduce \$30,017 to account 1120-40200, Fringe Benefits, due to the payroll decrease.
4. Reduce \$36,957.46 to account 1130-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
5. Reduce \$40,511.51 to account 1150-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
6. Reduce \$6,750 to account 1160-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
7. Reduce \$4,632 to account 1170-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
8. Appropriate \$7,800 to account 1170-40011, Intern Salaries, to provide payroll expenditure for an intern during election.
9. Reduce \$12,609.24 to account 2100-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
10. Reduce \$8,275 to account 2200-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
11. Appropriate \$44,680 to account 2400-40010, Salaries, due to the two retirement incentive programs and employee payout at termination.
12. Reduce \$7,731 to account 2600-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
13. Reduce \$52,318.23 to account 3100-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent and payroll decrease due to delay staff recruitment.
14. Reduce \$27,216 to account 3400-40016, Seasonal Staff, due to decrease in work hours during the Covid pandemic.
15. Reduce \$14,523.10 to account 3500-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
16. Reduce \$14,612 to account 3700-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent and partial year vacancy.
17. Reduce \$27,000 to account 3800-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent and partial year vacancy.
18. Reduce \$8,295.16 to account 4100-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
19. Reduce \$53,000 to account 4300-40015, Salaries-Part Time, due to the program closure during the pandemic.
20. Reduce \$7,970.74 to account 5500-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.

21. Reduce \$9,000 to account 5400-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
22. Reduce \$23,000 to account 5800-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
23. Reduce \$4,810.02 to account 6000-40010, Salaries, due to the adjustment of annual salary increase from 4.5 percent to 1.5 percent.
24. Reduce \$17,579.50 to account 6000-40015, Salaries-Part Time, due to the decreased activities during the pandemic.
25. Appropriate \$11,620 to account 9000-71450, Write Off, due to the reduction of FEMA reimbursement which excluded the City Attorney service.
26. Appropriate \$35,000, to account 1120-61040, Contract, due to the increased funding to facilitate the service of Public Safety Task Force.
27. Appropriate \$200,000, Housing Fund Expenditure, due to the increased funding in connection with the purchase of 7402 Garland Avenue.
28. Reduce \$6,100 to account 9100-80003, Equipment Reserve Expenditure, due to the savings from not purchasing a new treadmill.
29. Reduce \$6,500 to account 9100-80003, Equipment Reserve Expenditure, due to the savings from not purchasing a new active arcade game.

SECTION 2. The City's Capital Improvement Program for FY 2021 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this the day of January, 2021 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Introduced by: Councilmember Dyballa

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION NO. 2021-1

**RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT BETWEEN
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
COUNCIL 67 LOCAL 3399 AND THE CITY OF TAKOMA PARK, MARYLAND**

WHEREAS, the Negotiating Teams representing the City of Takoma Park, Maryland and the Union representing the City employees who are members of American Federation of State, County and Municipal Employees (AFSCME) Council 67 Local 3399 have culminated negotiations on a new Agreement covering three years from July 1, 2020 through June 30, 2023; and

WHEREAS, the membership of AFSCME Council 67 Local 3399 ratified the Agreement on December 4, 2020; and

WHEREAS, both parties request that funds necessary to implement the Agreement be approved by the Council pursuant to Section 4.08.060 G of the Takoma Park Code; and

WHEREAS, both parties request Council approval of any provisions of this Agreement which conflict with City Code, rule, or regulation pursuant to Section 4.08.060 H of the Takoma Park Code.

NOW, THEREFORE, BE IT RESOLVED THAT the Council ratifies the Collective Bargaining Agreement, effective July 1, 2020 through June 30, 2023 between the City of Takoma Park and the American Federation of State, County and Municipal Employees Council 67 Local 3399 and authorizes the City Manager or their designee to sign the Collective Bargaining Agreement.

Adopted this 21st day of January, 2021.

ATTEST:

Jessie Carpenter, CMC
City Clerk

Introduced by: Councilmember Searcy

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION NO. 2021-2

**APPROVAL OF FISCAL YEAR 2021 WAGE ADJUSTMENTS
FOR EMPLOYEES NOT OTHERWISE PROVIDED FOR
BY PREVIOUS RESOLUTIONS**

WHEREAS, there are 31 employees who are not covered by a collective bargaining agreement and were not included in action taken on October 21, 2020 to approve a wage increase for the current fiscal year; and

WHEREAS, these employees include City management and supervisory positions such as department and division heads; Police sergeants, captains and lieutenants; mid-level supervisory positions; and several lower level part-time Library staff; and

WHEREAS, the salary and benefits for the City Manager are set separately by the City Council and would not be addressed by this Resolution; and

WHEREAS, consistent with the approach taken for other City positions and negotiated with the City's two unions, the proposal is to provide a 1.5% pay increase for the positions, retroactive to July 1, 2020, with no additional pay for those who receive a "Distinguished" rating on their performance evaluations; and

WHEREAS, adoption of the lower 1.5% increase from the amount originally budgeted for wages would free up approximately \$92,500 in funds to be used for other purposes or added to the Unassigned Reserve.

NOW, THEREFORE, BE IT RESOLVED THAT the Council approves a 1.5% wage increase, retroactive to July 1, 2020, for the positions not previously approved for a wage increase.

Adopted this 21st day of January, 2021.

ATTEST:

Jessie Carpenter, CMC
City Clerk

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2021-2

AUTHORIZATION TO PURCHASE A REPLACEMENT PICKUP TRUCK

WHEREAS, in accordance with the City procurement procedures, the Public Works Department solicited price proposals for purchase of a Ford F-250 pickup truck; and

WHEREAS, funds for this purchase are included in the Equipment Replacement Reserve; and

WHEREAS, three vendors were contacted and Henrich Fleet Services provided the lowest bid.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

Section 1. The City Manager or her designee is authorized to enter into a contract with Henrich Fleet Services for the replacement of a Ford F-250 pickup truck in the amount of \$32,289.

Section 2. This Ordinance shall become effective upon adoption.

Adopted this 21st day of January, 2021.

AYE: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy

NAY: None

ABSTAIN: None

ABSENT: None

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-3**

AUTHORIZATION TO PURCHASE MOBILE COMPUTERS

WHEREAS, the Police Department wishes to purchase replacements for 12 aging mobile computers; and

WHEREAS, the FY 2021 budget has funds in the Equipment Replacement Reserve that will be used for the purchase; and

WHEREAS, the Police Department proposes to purchase Panasonic Toughbook computers through Front Line Mobile Tech; and

WHEREAS, the quoted price of \$50,217 is based on a competitively bid Maryland State contract with Front Line Mobile Tech.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with Front Line Mobile Tech for the purchase.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this 21st day of January, 2021 by roll-call vote as follows:

AYE:	Stewart, Kovar, Dybala, Kostiuk, Seamens, Smith, Searcy
NAY:	None
ABSTAIN:	None
ABSENT:	None

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-4**

**AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
FOR PUBLIC COMPUTERS, SOFTWARE, AND SUPPORT
FOR THE COMPUTER LEARNING CENTER, SENIOR ROOM AND LIBRARY, AND
ANY ALTERNATE LOCATIONS AS NECESSARY**

WHEREAS, the Fiscal Year 2021 budget includes funding for computers, software, and support for the Computer Learning Center, Senior Room and Library, which can also be provided at alternate locations during Library construction; and

WHEREAS, since 2005, the City has operated a two-room public Computer Learning Center, with ten workstations installed in each room; and

WHEREAS, an additional four workstations are located in the Senior Room of the Computer Learning Center; and

WHEREAS, an additional four workstations are located in the Library; and

WHEREAS, in 2005, Useful Corporation was deemed a sole source provider of multi-station Linux turnkey computer operations; and

WHEREAS, the designation of Useful Corporation as a sole source provider was re-affirmed by the City Council in 2008 and 2011 and 2015 and 2018; and

WHEREAS, Library staff has found the Useful DiscoverStation turnkey system to be user-friendly, reliable, secure and adaptable to a range of public computer needs; and

WHEREAS, the Library Director recommends that the City enter into a three-year contract with Useful Corporation for computers, software, and support for the Computer Learning Center; Senior Room, Library and/ or at other locations where necessary during Library construction; and

WHEREAS, the City Manager has determined that Useful Corporation meets the criterion of a sole source procurement.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The Council has reviewed and accepted the City Manager's determination that the procurement of computers, software, and support from Useful Corporation meets the City's criterion for a sole source procurement.

SECTION 2. The quote submitted by Useful Corporation in the amount of \$24,852 is accepted.

SECTION 3. This ordinance shall become effective upon adoption.

Adopted by roll-call vote this 21st day of January, 2021 by roll-call vote as follows:

AYE:	Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy
NAY:	None
ABSTAIN:	None
ABSENT:	None

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-5**

AUTHORIZATION TO PURCHASE FOUR REPLACEMENT POLICE VEHICLES

WHEREAS, four police vehicles are scheduled for replacement in accordance with the City's vehicle replacement policy and the review by the Fleet Review Committee; and

WHEREAS, the FY 2021 budget has funds in the Equipment Replacement Reserve Account that will be used for the purchase; and

WHEREAS, the Police Department proposes to acquire four Ford Interceptor Hybrid SUVs at the cost of \$231,956; and

WHEREAS, the quoted vehicle price is based on a competitively bid State of Maryland contract with Apple Ford.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with Apple Ford for the purchase of four Ford vehicles.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this 21st day of January, 2021 by roll-call vote as follows:

AYE:	Stewart, Kovar, Dybala, Kostiuk, Seamens, Smith, Searcy
NAY:	None
ABSTAIN:	None
ABSENT:	None