

**CITY OF TAKOMA PARK, MARYLAND
CITY COUNCIL REGULAR MEETING**

Wednesday, October 20, 2021

MINUTES

Minutes adopted Nov. 17, 2021

CALL TO ORDER/ROLL CALL

Present: Mayor Stewart, Councilmember Kovar, Councilmember Dybala, Councilmember Kostiuk, Councilmember Seamens, Councilmember Smith, Councilmember Searcy

Also Present: City Manager Fox, Deputy City Manager Clarke, City Clerk Carpenter, HCD Director Cross, Human Resources Director Smith

The meeting was called to order at 7:30 PM on Zoom.

CHANGES TO THE AGENDA / AGENDA SCHEDULING UPDATE

Mayor Stewart provided the update.

PUBLIC COMMENTS

A. J. Campbell commented that she wanted to organize a festival of lights at the Gazebo in Old Town and was seeking to borrow the City's menorah but was refused.

Sean Hendley, President of AFSCME 3399, asked the Council to help with the Union's disagreements with City management, including over premium pay for front line workers due to the pandemic.

COUNCIL COMMENTS

Ms. Dybala said she attended the memorial for Ray Scannell, Recreation Committee member who passed away.

Mr. Kovar noted that Larry Silverman of S&A Beads had also passed. Mr. Kovar provided an update on the Montgomery College Math and Science Building project. He also noted the scheduled November 9 meeting with SHA that the public will be able to observe.

Ms. Kostiuk reported on the Transportation Planning Board meeting where the TPB adopted a resolution endorsing the COG Board resolution regarding high occupancy transit centers and

equity emphasis areas. She provided other information from the meeting. Ms. Kostiuk noted fun activities scheduled for the week before Halloween.

Ms. Searcy also noted fun Halloween activities coming up in Ward 6. She thanked New Hampshire Gardens residents for weeding and seeding the Glenside and Wildwood Island.

Mr. Smith thanked staff for the Public Space Workshops. He said he hoped staff would consider the request to borrow the menorah.

Ms. Stewart thanked staff for assistance with sending a letter asking that Takoma Park not be split during County Council redistricting. She reported that the Takoma Park Volunteer Fire Department will not be able to sell Christmas trees this year.

CITY MANAGER COMMENTS

City Manager Fox encouraged the community get vaccinated and wear masks. He reported that the ARPA manager is in preemployment screening. Staff is preparing a recommendation on use of ARPA funds for the City Council's consideration. It will include criteria and metrics.

ADOPTION OF MINUTES

Minutes of May 3, 5, 12 and 19 were adopted unanimously upon motion by Ms. Dyballa and second by Ms. Kostiuk.

VOTING SESSION

1. Single Reading Ordinance Authorizing Use of \$250,000 from the Housing Reserve Fund to Support the Renovation of Hillwood Manor Apartments at 1110 Linden Avenue

HCD Director Cross provided basic information about the project.

Stephanie Roodman from MHP shared additional information and responded to questions.

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

Ordinance 2021-44 (attached)

2. CONSENT AGENDA

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

- A. **Resolution 2021-33 Providing for Appointments to the Board of Elections (attached)**
- B. **Resolution 2021-34 Providing for Appointments to the Commission on Landlord-Tenant Affairs (attached)**
- C. **Resolution 2021-35 Providing for Appointments to the Ethics Commission (attached)**
- D. **Resolution 2021-36 Providing for Appointments to the Tree Commission (attached)**
- E. **Resolution 2021-37 Providing for Reappointments to the Nuclear-Free Takoma Park Committee (attached)**
- F. **Resolution 2021-38 Providing for Reappointments to the Noise Control Board (attached)**

WORK SESSION

4. Update on Election Planning and Options

Matt Ling, Co-Chair of the Board of Elections, presented a PowerPoint (attached). The Board is looking at simplifying the campaign finance report process, preparing FAQs and guidance for candidates, and is exploring improvements to the City Code or preparation of administrative regulations to add details and clarity.

Councilmembers commented on these suggestions and added that they had difficulty reaching or accessing apartment buildings, would like more transparency in the ballot tabulation, and noted challenges in reaching people generally due to COVID restrictions.

5. Legislative Priorities

Ann Ciekot, Legislative Advocate, and her associate Suhani Chitalia were present for the discussion.

Council shared their thoughts about legislative priorities. A subcommittee of Mayor Stewart and Councilmembers Kovar and Dyballa will serve as the legislative contacts for the Council.

Topics discussed included reparations, Highway User Revenues, bill to address transparency in condominium associations, COVID relief tax credits for children and businesses, workforce development, certification for immigrant professionals, and pedestrian and bicycle safety.

6. Council Compensation

Council discussed which of the two options would be best to recruit people to run for City Council. Cost information was provided by Ms. Smith.

The approximate costing of salary and benefit increases are:

Option 1 - Change salary levels to \$20,000 and \$16,000, with insurance equal to full-time employee benefit

Cost equivalent to current council benefit elections	\$120,000
Cost equivalent to half of council electing spousal coverage	\$185,000
Cost equivalent to all councilmembers electing family coverage	\$275,000

Option 2 – Change salary levels to \$32,000 and \$24,000, with insurance equal to full-time employee benefit

Cost equivalent to current council benefit elections	\$180,000
Cost equivalent to half of council electing spousal coverage	\$245,000
Cost equivalent to all councilmembers electing family coverage	\$335,000

The majority of Council leaned towards Option 2. Mr. Smith felt it would not be enough to make any difference.

Councilmembers are welcome to come up with other options for a discussion in November.

The Council requested information on what it would take to change the terms of future Councils to four years, instead of two years.

7. Discussion of Appointments to City Committees

Mr. Seamens read the tentative list of proposed appointments to the advisory committees.

ADJOURNMENT

The Council adjourned for the evening at 10:52 PM.

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2021-44

AUTHORIZING THE CITY MANAGER TO USE \$250,000 FROM THE HOUSING RESERVE FUND TO SUPPORT THE RENOVATION OF HILLWOOD MANOR APARTMENTS AT 1100 LINDEN AVENUE

WHEREAS, the Takoma Park City Council adopted the Housing and Economic Development Strategic Plan on October 16, 2019; and

WHEREAS, an opportunity has arisen for the City to financially support a project that advances the goals and objectives of the City's Housing and Economic Development Strategic Plan and that impacts almost 100 resident households; and

WHEREAS, the specific objectives of the Housing and Economic Development Strategic Plan that the project advances are: i.) preserve the affordability of the existing multifamily housing stock, ii.) conserve and improve the physical condition of the existing low to moderate cost housing stock, and iii.) plan, build, and maintain properties, buildings, and neighborhoods with environmental sustainability as a major consideration, including climate change resiliency and greenhouse gas reduction; and

WHEREAS, this project involves the full modernization of the Hillwood Manor apartment complex, located at 1100 Linden Avenue, in which ninety-six (96) affordable apartments will be fully renovated and a new community center will be developed by Montgomery Housing Partnership (MHP); and

WHEREAS, once completed the renovation will result in ninety-six (96) affordable units ranging from 1-bedroom apartments to 4-bedroom apartments, with sixty (60) affordable units available to households with income less than 60% of the Area Median Income (AMI), twenty-three (23) affordable units available to households with income less than 50% of AMI, and thirteen (13) affordable units available to households with income less than 30% AMI; and

WHEREAS, MHP is the largest non-profit developer of affordable housing in Montgomery County, and MHP owns nine large apartment complexes in Takoma Park comprising 420 affordable apartment units within the City; and

WHEREAS, MHP purchased the property in the year 2016 at which time Hillwood Manor had over 500 outstanding code violations that MHP has since rectified and brought the Hillwood Manor apartment complex into compliance with code requirements; and

WHEREAS, the estimated total project cost of the modernization of Hillwood Manor is \$36.7 million; and

WHEREAS, the renovation of the ninety-six (96) affordable units will be completed in four phases, with the start of construction anticipated to begin November 2021 and estimated completion of the entire project in June 2023; and

WHEREAS, the project will incorporate sustainability and climate action in its design and construction to meet the goals of City's Sustainability and Climate Action Plan, including high efficiency heat pumps, water heaters, and the complete electrification of the property; and

WHEREAS, MHP has secured funds from multiple public and private sources, including the State of Maryland, Montgomery County, Freddie Mac, Chase Bank, Low Income Housing Tax Credit (LIHTC) investors, and MHP's own equity contribution; and

WHEREAS, the \$250,000 contribution from the City will assist with the project and demonstrate the City's commitment to preserving affordable housing stock and improving the physical condition, safety, resiliency, and energy efficiency of existing housing; and

WHEREAS, the Housing Reserve Fund currently has a balance of \$645,668.28 and the FY22 budget of the City of Takoma Park will need to be amended to add \$125,000 to the Housing Fund Expenditure account.

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

Section 1. The City Manager is authorized to execute any documents and take any action necessary to provide no more than \$250,000 from the City's Housing Reserve Fund to MHP to support the renovation of the Hillwood Manor property at 1100 Linden Avenue.

Section 2. The City Manager is authorized to use \$250,000 of funds from the City of Takoma Park Housing Reserve, to be advanced in two tranches of \$125,000 in FY22 and \$125,000 in FY23, to MHP and its affiliates.

This ordinance is ADOPTED by the Council of the City of Takoma Park, Maryland, this 20th day of October, 2021, and shall be EFFECTIVE immediately upon its adoption, by roll-call vote as follows:

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

Introduced by: Councilmember Kostiuk

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2021-33

**PROVIDING FOR APPOINTMENTS TO THE TAKOMA PARK
BOARD OF ELECTIONS**

WHEREAS, the Takoma Park Board of Elections is established in Chapter 5.24 of the Takoma Park Code and its responsibilities are listed therein; and

WHEREAS, the Board is composed of up to seven members appointed by the City Council; and

WHEREAS, Board of Elections members are appointed to three-year terms, however, beginning in 2021, the initial terms for one-third of the Commission's members will end on June 30, 2022, one-third of the members' terms will expire on June 30, 2023, and one-third of the members' terms will expire on June 30, 2024; and

WHEREAS, after the initial terms have expired, all terms of office for members appointed or reappointed will be staggered three-year terms beginning on July 1 and ending on June 30; and

WHEREAS, as part of the effort to reimagine City boards and committees, the City Council amended City Code sections related to boards and committees and conducted a member recruitment that began in August 2021 and ended on October 8; and

WHEREAS, a subgroup of three City Councilmembers reviewed applications and made recommendations for appointments to the full Council; and

WHEREAS, the City Council has considered the recommendations.

NOW, THEREFORE, BE IT RESOLVED THAT the following individuals are appointed to the Board of Elections for the terms indicated:

- | | | | |
|----|--------------------|--------|-----------------------------|
| 1. | Tim Anderegg | Ward 6 | Term Expires: June 30, 2022 |
| 2. | Curtis Antonucci | Ward 2 | Term Expires: June 30, 2022 |
| 3. | Ben Bellows | Ward 3 | Term Expires: June 30, 2023 |
| 4. | Matthew Ling | Ward 2 | Term Expires: June 30, 2023 |
| 5. | Margaret Morehouse | Ward 2 | Term Expires: June 30, 2024 |

- | | | | |
|----|--------------------|--------|-----------------------------|
| 6. | Trevor Parry-Giles | Ward 5 | Term Expires: June 30, 2024 |
| 7. | Angel Tabe | Ward 2 | Term Expires: June 30, 2024 |

BE IT FURTHER RESOLVED THAT Board of Elections membership is subject to provisions of Chapter 2.17 of the Takoma Park Code.

BE IT FURTHER RESOLVED THAT this resolution shall be effective upon adoption.

Adopted this 20th day of October, 2021.

Attest:



Jessie Carpenter, CMC
City Clerk

Introduced by: Councilmember Kostiuk

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2021-34

**PROVIDING FOR APPOINTMENTS
TO THE COMMISSION ON LANDLORD-TENANT AFFAIRS**

- WHEREAS, the Takoma Park Commission on Landlord-Tenant Affairs (COLTA) is established in Chapter 6.24 of the Takoma Park Code and its responsibilities are listed therein; and
- WHEREAS, COLTA is empowered to adjudicate complaints for violations of Chapter 6.16, Landlord-Tenant Relations, to rule on petitions for rent increases above the rent stabilization allowance in accordance with Chapter 6.20, Rent Stabilization, and to decide appeals from the City Manager's decision to deny, suspend or revoke a license under Chapter 6.08, Rental Housing Licenses; and
- WHEREAS, the Commission is to consist of at least seven, but no more than 12, members appointed by the Council. The Council shall make every effort to ensure that the Commission has representation from landlords, tenants and homeowners; and
- WHEREAS, in order to stagger terms, beginning in 2021, the initial terms for one-third of the Commission's members will end on June 30, 2022, one-third of the members' terms will expire on June 30, 2023, and one-third of the members' terms will expire on June 30, 2024; and
- WHEREAS, after the initial terms have expired, all terms of office for members appointed or reappointed will be staggered three-year terms beginning on July 1 and ending on June 30; and
- WHEREAS, as part of the effort to reimagine City boards and committees, the City Council amended City Code sections related to boards and committees and conducted a member recruitment that began in August 2021 and ended on October 8; and
- WHEREAS, a subgroup of three City Councilmembers reviewed applications and made recommendations for appointments to the full Council; and
- WHEREAS, the City Council has considered the recommendations.

NOW, THEREFORE, BE IT RESOLVED THAT the following individuals are appointed to the Commission on Landlord-Tenant Affairs for the terms indicated:

1. Carolin Bermudez Ward 2 Term Expires: June 30, 2022


2.	Chad Boggan	Ward 1	Term Expires: June 30, 2022
3.	Juliana Chenue	Ward 6	Term Expires: June 30, 2022
4.	Mark Dusseau	Ward 5	Term Expires: June 30, 2023
5.	Scott Gilmore	Ward 5	Term Expires: June 30, 2023
6.	Sawa Kamara	Ward 5	Term Expires: June 30, 2023
7.	Karen Krueger	Ward 2	Term Expires: June 30, 2024
8.	Michael Macko	Ward 3	Term Expires: June 30, 2024

BE IT FURTHER RESOLVED THAT COLTA membership is subject to provisions of Chapter 2.17 of the Takoma Park Code.

BE IT FURTHER RESOLVED THAT this resolution shall be effective upon adoption.

Adopted this 20th day of October, 2021.

Attest:


Jessie Carpenter, CMC
City Clerk

Introduced by: Councilmember Kostiuk

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2021-35

PROVIDING FOR APPOINTMENTS TO THE ETHICS COMMISSION

WHEREAS, the Ethics Commission is established in Chapter 3.04, Section 3.04.050 et seq. of the Takoma Park Code and its responsibilities are listed therein; and

WHEREAS, the Ethics Commission is composed of up to seven members appointed by the City Council; and

WHEREAS, Ethics Commission members are appointed to three-year terms, however, beginning in 2021, the initial terms for one-third of the Commission's members will end on June 30, 2022, one-third of the members' terms will expire on June 30, 2023, and one-third of the members' terms will expire on June 30, 2024; and

WHEREAS, after the initial terms have expired, all terms of office for members appointed or reappointed will be staggered three-year terms beginning on July 1 and ending on June 30; and

WHEREAS, as part of the effort to reimagine City boards and committees, the City Council amended City Code sections related to boards and committees and conducted a member recruitment that began in August 2021 and ended on October 8; and

WHEREAS, a subgroup of three City Councilmembers reviewed applications and made recommendations for appointments to the full Council; and

WHEREAS, the City Council has considered the recommendations.

NOW, THEREFORE, BE IT RESOLVED THAT the following individuals are appointed to the Ethics Commission for the terms indicated:

- | | | | |
|----|----------------|--------|-----------------------------|
| 1. | Jess Bravin | Ward 3 | Term Expires: June 30, 2022 |
| 2. | Keli Cochran | Ward 6 | Term Expires: June 30, 2022 |
| 3. | David Hahn | Ward 6 | Term Expires: June 30, 2023 |
| 4. | Daniel Katz | Ward 2 | Term Expires: June 30, 2023 |
| 5. | Michael Lezaja | Ward 1 | Term Expires: June 30, 2024 |
| 6. | Michael Mule | Ward 6 | Term Expires: June 30, 2024 |

7. Patricia Anne Murphy Ward 2 Term Expires: June 30, 2024

BE IT FURTHER RESOLVED THAT Ethics Commission membership is subject to provisions of Chapter 2.17 of the Takoma Park Code.

BE IT FURTHER RESOLVED THAT Ethics Commissioners can only be removed by the Council for cause, which includes neglect of duty, misconduct in office, a disability rendering the member unable to discharge the powers and duties of the office, or a violation of Chapter 3.04 Ethics.

BE IT FURTHER RESOLVED THAT this resolution shall be effective upon adoption.

Adopted this 20th day of October, 2021.

Attest:



Jessie Carpenter, CMC
City Clerk

Introduced by: Councilmember Kostiuk

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2021-36

PROVIDING FOR APPOINTMENTS TO THE TREE COMMISSION

WHEREAS, the Tree Commission is established in Chapter 12.04, Section 12.04.030 et seq. of the Takoma Park Code to preserve, protect, and promote the urban forest of the City of Takoma Park; and

WHEREAS, the Commission is responsible for hearing and ruling on appeals of tree permit decisions; and

WHEREAS, the Tree Commission is composed of up to seven members appointed by the City Council; and

WHEREAS, Tree Commission members are appointed to three-year terms, however, beginning in 2021, the initial terms for one-third of the Commission's members will end on June 30, 2022, one-third of the members' terms will expire on June 30, 2023, and one-third of the members' terms will expire on June 30, 2024; and

WHEREAS, after the initial terms have expired, all terms of office for members appointed or reappointed will be staggered three-year terms beginning on July 1 and ending on June 30; and

WHEREAS, as part of the effort to reimagine City boards and committees, the City Council amended City Code sections related to boards and committees and conducted a member recruitment that began in August 2021 and ended on October 8; and

WHEREAS, a subgroup of three City Councilmembers reviewed applications and made recommendations for appointments to the full Council; and

WHEREAS, the City Council has considered the recommendations.

NOW, THEREFORE, BE IT RESOLVED THAT the following individuals are appointed to the Tree Commission for the terms indicated:

- | | | | |
|----|----------------|--------|-----------------------------|
| 1. | Maipo Martin | Ward 2 | Term Expires: June 30, 2022 |
| 2. | Paul O'Brien | Ward 4 | Term Expires: June 30, 2022 |
| 3. | Bart Sheard | Ward 3 | Term Expires: June 30, 2023 |
| 4. | Xavier Sparrow | Ward 3 | Term Expires: June 30, 2023 |

- | | | | |
|----|-----------------|--------|-----------------------------|
| 5. | Gorky Villa | Ward 2 | Term Expires: June 30, 2024 |
| 6. | James Woodworth | Ward 2 | Term Expires: June 30, 2024 |

BE IT FURTHER RESOLVED THAT Tree Commission membership is subject to all provisions of Chapter 2.17 of the Takoma Park Code.

BE IT FURTHER RESOLVED THAT this resolution shall be effective upon adoption.

Adopted this 20th day of October, 2021.

Attest:



Jessie Carpenter, CMC
City Clerk

Introduced by: Councilmember Kostiuk

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2021-37

**PROVIDING FOR REAPPOINTMENTS TO THE
NUCLEAR-FREE TAKOMA PARK COMMITTEE**

WHEREAS, the Takoma Park Noise Control Board is established in Chapter 2.16, Article 8 of the Takoma Park Code and its responsibilities are listed therein; and

WHEREAS, Committee is composed of up to seven members appointed by the City Council; and

WHEREAS, Nuclear-Free Takoma Park Committee members are appointed to two-year terms, however, beginning in 2021, the initial terms for half of the members will end on June 30, 2022, and half of the members' terms will expire on June 30, 2023; and

WHEREAS, after the initial terms have expired, all terms of office for members appointed or reappointed will be staggered two-year terms beginning on July 1 and ending on June 30; and

WHEREAS, as part of the effort to reimagine City boards and committees, the City Council amended City Code sections related to boards and committees and conducted a member recruitment that began in August 2021 and ended on October 8; and

WHEREAS, the Council did not recruit for new members of the Nuclear-Free Takoma Park Committee, but asked for reappointment applications from current members willing to continue during the Council's consideration of whether to continue the Committee; and

WHEREAS, a subgroup of three City Councilmembers reviewed applications and made recommendations for reappointments to the full Council; and

WHEREAS, the City Council has considered the recommendations.

NOW, THEREFORE, BE IT RESOLVED THAT the following individuals are reappointed to the Noise Control Board for the terms indicated:

- | | | | |
|----|-------------|--------|-----------------------------|
| 1. | Julie Boddy | Ward 1 | Term Expires: June 30, 2022 |
| 2. | Paul Gunter | Ward 1 | Term Expires: June 30, 2023 |
| 3. | Jay Levy | Ward 1 | Term Expires: June 30, 2023 |

BE IT FURTHER RESOLVED THAT Nuclear-Free Takoma Park Committee membership is subject to provisions of Chapter 2.16 of the Takoma Park Code.

BE IT FURTHER RESOLVED THAT this resolution shall be effective upon adoption.

Adopted this 20th day of October, 2021.

Attest:

A handwritten signature in cursive script that reads "Jessie Carpenter".

Jessie Carpenter, CMC
City Clerk

Introduced by: Councilmember Kostiuk

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2021-38

**PROVIDING FOR REAPPOINTMENTS TO THE TAKOMA PARK
NOISE CONTROL BOARD**

WHEREAS, the Takoma Park Noise Control Board is established in Chapter 14.12, Section 14.12.140 et seq. if the Takoma Park Code and its responsibilities are listed therein; and

WHEREAS, the Board is composed of up to seven members appointed by the City Council; and

WHEREAS, Noise Control Board members are appointed to three-year terms, however, beginning in 2021, the initial terms for one-third of the Commission's members will end on June 30, 2022, one-third of the members' terms will expire on June 30, 2023, and one-third of the members' terms will expire on June 30, 2024; and

WHEREAS, after the initial terms have expired, all terms of office for members appointed or reappointed will be staggered three-year terms beginning on July 1 and ending on June 30; and

WHEREAS, as part of the effort to reimagine City boards and committees, the City Council amended City Code sections related to boards and committees and conducted a member recruitment that began in August 2021 and ended on October 8; and

WHEREAS, the Council did not recruit for new members of the Noise Control Board, but asked for reappointment applications from current members willing to continue during the Council's consideration of the effort to reimagine public safety and decision on whether to continue the Board; and

WHEREAS, a subgroup of three City Councilmembers reviewed applications and made recommendations for reappointments to the full Council; and

WHEREAS, the City Council has considered the recommendations.

NOW, THEREFORE, BE IT RESOLVED THAT the following individuals are reappointed to the Noise Control Board for the terms indicated:

1. Ashley Flory Ward 1 Term Expires: June 30, 2022
2. Anne Perrault Ward 3 Term Expires: June 30, 2023

3. Clifford Schwartz Ward 2 Term Expires: June 30, 2024

BE IT FURTHER RESOLVED THAT Noise Control Board membership is subject to provisions of Chapter 2.17 of the Takoma Park Code.

BE IT FURTHER RESOLVED THAT this resolution shall be effective upon adoption.

Adopted this 20th day of October, 2021.

Attest:



Jessie Carpenter, CMC
City Clerk

Takoma Park Board of Elections

— Update to City Council —
October 20, 2021

2022 Election: Planning an all mail-in election

- For the 2022 election, the Board is in the preliminary stages of planning an all-mail election, similar to 2020.
 - The City Clerk and the Board are starting process of identifying and evaluating potential vendors and technologies for mailing, ballot tracking, poll books, mail scanning, and tabulation.
 - The Board is reviewing the City Code and Charter to determine whether any revisions may be necessary to facilitate an all mail-in election.
- Per the Charter requirements, there will be a polling center, (likely the Community Center), open on Election Day from 7am to 8pm.
- Similar to 2020, there will likely be early voting centers open.
- Montgomery County would like to place a ballot box at the same location (Community Center), which will have 24/7 video surveillance.

2022 Election Calendar (Current, subject to change)

Tuesday, September 13, 2022: Nominating Caucus

Monday, September 19, 2022: Candidate Financial Disclosure Deadline

Monday, September 26, 2022: Post-Nomination Campaign Finance Report Deadline

Monday, October 17, 2022: First Pre-Election Campaign Finance Report Deadline

Monday, October 31, 2022: Second Pre-Election Campaign Finance Report Deadline

Tuesday, November 8, 2022: Election Day

Monday, November 14, 2022: Post-Election Campaign Finance Report Deadline

Complaint-Handling Procedures: Authorities

The City Charter and Municipal Code authorizes the Board of Elections to “enforc[e] the City’s election laws and resolv[e] complaints, disputes, and challenges on election matters,” Takoma Park Municipal Charter Art. VI, Sec. 615, and to “investigate and decide allegations of violations” and “direct that corrective action be taken[.]” Takoma Park Municipal Code Sec. 5.24.040 (H)-(I).

The Board is authorized under the Code to “adopt administrative regulations and rules of procedure to further regulate the activities of the Board.” Code Sec. 5.24.030 (D).

The Board will follow the administrative law requirements under Takoma Park City Code Chapter 2.12.

Complaint-Handling Procedures: Administrative Regs

Pursuant to those authorities, BOE is in the preliminary stages of drafting administrative regulations to establish procedures and protocols for handling complaints and violations of the election code.

These procedures don't affect the substantive legal rights of any residents or candidates for office, but rather establish the internal procedures for how BOE will handle complaints.

The purpose of establishing procedures is to ensure that all complaints will be handled fairly, efficiently, and in a timely manner, rather than the current *ad hoc* process.

Complaint-Handling Procedures: Process and Enforcement

The administrative regulations would establish protocols (e.g., time frames, standards of review) for an initial inquiry into whether the complaint establishes a *prima facie* violation of election law, a subsequent factual investigation, and a release of a final report, which would include a determination or a finding (or a failure to find).

The current proposal for a primary enforcement mechanism is that the BOE will make its final reports public through the City website.

BOE currently believes that no further enforcement mechanisms are necessary for any egregious violations of the code that rise to the level of criminality, as the Charter and Code already establish that such violations are infractions or misdemeanors, which would be handled by a prosecuting attorney.

Campaign Finance Reports: Current Code

The current Code requires:

- Post-nomination report, filed by 2nd Monday after nominating caucus (Monday, September 26, 2022).
 - Per the Charter, the nominating caucus is on September 13, 2022.
- First pre-election report, filed by 4th Monday before Election Day (Monday, October 17, 2022).
 - Election Day is November 8, 2022.
- Second pre-election report, filed by 2nd Monday before Election Day (Monday, October 31, 2022).
- Post-election report, filed by 1st Monday after Election Day (Monday, November 14, 2022).

Campaign Finance Reports: Proposed Code Revisions

In order to simplify the process for candidates and residents, BOE is considering a variety of changes to this reporting schedule, including:

- Removing the first pre-election report period,
- Moving the post-nomination report to the 1st Monday after the nomination caucus (Monday, Sep 19, 2022) so that it aligns with the financial disclosure reporting deadline.
- Pushing back the post-election report to a later date.
- Clarifying the reporting period for each election report, so that the reports will not include contributions and expenditures made in the week immediately prior to the deadline for said report.

In order to ensure that the workload imposed by the reporting requirements on candidates is reasonable and manageable, BOE is reviewing the reporting requirements to ensure that the City is collecting only that information which is essential to a fair and open election.

BOE will finalize and present its recommendations to the City Council.

Campaign Finance Reports: FAQ, Candidate Guidance, Forms

BOE is preparing guidance information for candidates and residents for campaign finance reporting. Some current proposals include:

- An FAQ that is publicly available on the City website,
- Webinar hosted by BOE and City staff to explain the campaign finance reporting process and answer questions to residents, candidates, and prospective candidates,
- “Sample campaign finance reports” that provide demonstrations and examples for how to complete.

BOE is also working with the City Clerk to prepare easy-to-understand-and-complete stock forms for campaign finance reporting and certification.

- One proposal is to have candidates submit csv formatted spreadsheets with each row as an entry and each column with a specific value, along with a signed certification.

BOE is also interested in adopting technologies to ensure that campaign finance reports are immediately available to Takoma Park residents.

Attribution Lines and Disclaimers

BOE is reviewing the Fair Election Practices Chapter of the City Code, Code 5.12, to determine whether the attribution and disclaimer requirements and campaign contributions and expenditures provisions can be simplified or clarified.

Similar to the campaign finance reporting requirements, BOE will prepare guidance information (FAQs, webinars, online information) regarding attribution lines, disclaimers, and campaign contributions and expenditures.

Candidate & Resident “Election Training”

BOE is planning to host webinars before and during the election cycle to assist candidates, prospective candidates, and interested residents in the election process. These webinars would provide information about, but not limited to:

- Basic Takoma Park election information,
- The process for submitting a complaint,
- Takoma Park campaign finance reporting requirements,
- Takoma Park campaign expenditures and disbursements,
- How to access and understand the voter registration list (and the responsibilities and obligations when in possession of the voter registration list),
- The electoral process, including the nomination caucus, how the mail-in system works, the scanning and tabulation process.

BOE also plans to roll out a plain-language explanation of the Takoma Park electoral process that will be posted on the City website.