



## CITY COUNCIL WORKSHOP MEETING AGENDA

**\*VIRTUAL MEETING\***

**Wednesday, February 3, 2021**

**This Agenda is subject to change. If this agenda is modified it will be reposted to the City of New Carrollton's website: [www.newcarrolltonmd.gov](http://www.newcarrolltonmd.gov). If you have any questions please contact the City Clerk at (301) 459-6100.**

### Items for discussion

- 1. Call to Order**
- 2. Report of the Mayor and Administration**
- 3. Council Questions/Council Announcements**
- 4. City of New Carrollton Comprehensive Annual Financial Report (CAFR) Fiscal Year ending June 30, 2020 – Ms. Diane Mock**
- 5. Proposed Changes to Chapter 50 Elections – Adding Vote by Mail Procedures**
- 6. Authorization to Purchase Two Mobile Message Sign Boards**
- 7. Discussion of 6000 Harland Street Property**
- 8. Meeting Minutes**
  - a.) Council Workshop/Special Legislative Meeting Minutes (January 6, 2021)
  - b.) Council Legislative Meeting Minutes (January 19, 2021)
  - c.) Council Legislative Meeting Minutes (January 20, 2021)
- 9. Public Comment – (Residents' Concerns, Audience Participation and Phone Calls) When addressing the Council please state your name and address for the record.**
- 10. Request for Future Agenda Items**
- 11. Adjournment**

**PLEASE NOTE:** This meeting of the City of New Carrollton Council will be a virtual meeting. Anyone interested in listening to the meeting will be able to by calling the following number: **301-715-8592 with code 922 4784 1511**. You do not need a participant code. If you want to join the meeting via the Computer click on the link to join Join Zoom Meeting <https://zoom.us/j/92247841511> Meeting ID: **922 4784 1511**. If you have comments for the Council please email them to City Clerk Doug Barber at [dbarber@newcarrolltonmd.gov](mailto:dbarber@newcarrolltonmd.gov) by 3:00 p.m. the day of the meeting.



# CITY OF NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898  
Phone (301) 459-6100 Fax (301) 459-8172

## MEMORANDUM

**TO:** City Council of New Carrollton  
**FROM:** Doug Barber, City Clerk  
**DATE:** February 3, 2020  
**RE:** Proposed Draft Legislation Chapter 50 Elections

---

The New Carrollton Administration requests that the City Council review and discuss the proposed changes to City Code Chapter 50: Elections. The City Staff with consultation with the City Attorney have prepared the proposed changes to City Code Chapter 50 Elections to incorporate language that provide clarification and guidelines for a vote by mail election. Upon the Board of Elections recommendation, we have also include language to codify the election complaint procedures.

City Clerk Barber and Board of Elections Chair Davis will be able to respond to questions or comments regarding the proposed legislation during the meeting. The proposed legislation once agreed upon by the Council would then be put into official legislation and presented at the Council Workshop meeting scheduled for Tuesday, February 16, 2021, with anticipation to adopt as emergency legislation at the Council Legislation Meeting scheduled for Wednesday, February 17, 2021.

**DRAFT**

**AMENDMENTS TO CITY CODE, CHAPTER 50 “ELECTIONS”**  
**TO ADOPT VOTE BY MAIL PROVISIONS**

\* \* \*

§ 50-4 Campaign Treasurer.

- A. **EACH CANDIDATE FOR ELECTIVE OFFICE IN THE CITY OF NEW CARROLLTON SHALL APPOINT A CAMPAIGN TREASURER WHO SHALL BE A RESIDENT OF THE CITY OF NEW CARROLLTON.** The appointment of a Treasurer and the acceptance of such appointment by the Treasurer shall be on a form prescribed by the Board of Election Supervisors and must be submitted along with the nominating petition, affidavit and initial campaign contributions and disbursement report.

\* \* \*

§50-7 Electioneering.

No person shall canvass, electioneer or post any campaign material, or other handouts of any kind, in any polling place or within a one-hundred foot radius from the front of the polling location. Polling places and voting stations shall be frequently cleaned to ensure the removal of candidate paraphernalia and other material of the candidate. All political signs shall comply with the City Code. No election signs shall be allowed on any City-owned property, except on Election Day and on early voting days at voting locations [~~nor shall election signs be allowed within a right-of-way~~]. Campaigning shall not be permitted at any time on City property, except on Election Day. [Authority] **AN AUTHORITY** line must appear on all campaign materials.

§ 50-8 [(Reserved)] **CAMPAIGN SIGNS.**

**CAMPAIGN SIGNS IDENTIFYING CANDIDATES FOR A CITY OF NEW CARROLLTON ELECTION SHALL ONLY BE PLACED WITHIN THE CORPORATE BOUNDARIES OF THE CITY. CANDIDATES ARE**

REQUIRED TO OBTAIN PERMISSION OF A PROPERTY OWNER PRIOR TO PLACING CAMPAIGN SIGNS ON PRIVATE PROPERTY. SIGNS SHALL BE ERECTED WITHIN THE BOUNDARIES OF THE OWNER'S PROPERTY AND NOT WITHIN THE PUBLIC RIGHT-OF-WAY. CAMPAIGN SIGNS ARE NOT ALLOWED WITHIN THE PUBLIC RIGHT-OF-WAY. THE LOCATION OF CAMPAIGN SIGNS ON PRIVATE PROPERTY SHALL COMPLY WITH ALL APPLICABLE STATE, COUNTY AND LOCAL REQUIREMENTS. THE BOARD OF ELECTIONS WILL NOT INTERVENE IN DISPUTES BETWEEN A PROPERTY OWNER OR RESIDENT AND A CANDIDATE REGARDING THE PLACEMENT OF SIGNS ON PRIVATE PROPERTY. THE BOARD OF ELECTIONS WILL MONITOR SIGNS THAT ARE PLACED IN THE PUBLIC-RIGHT-OF-WAY AND CONTACT THE CANDIDATE TO HAVE THEM REMOVED.

## ARTICLE II GENERAL ELECTION PROCEDURES

### § 50-11 VOTE-BY-MAIL ELECTION.

- A. CITY ELECTIONS MAY UTILIZE VOTE-BY-MAIL BALLOT VOTING. VOTE-BY-MAIL IS THE PROCESS WHEREBY VOTERS SUBMIT COMPLETED BALLOTS BY EITHER MAIL OR IN-PERSON DROP-OFF AT A LOCATION AUTHORIZED BY THE BOARD OF ELECTIONS.
- B. THE CITY COUNCIL MAY DETERMINE BY RESOLUTION WHETHER VOTE-BY-MAIL BALLOT VOTING SHALL BE THE MEANS OF VOTING. IN THE EVENT THAT THE CITY COUNCIL DETERMINES THAT VOTE-BY-MAIL BALLOT VOTING SHALL BE THE MEANS OF VOTING, SUCH AN ELECTION SHALL BE CALLED A "VOTE-BY-MAIL ELECTION."
- C. IN A VOTE BY MAIL ELECTION;
  - a. THE BOARD OF ELECTIONS WILL OVERSEE THE ENTIRE ELECTION;
  - b. THERE WILL BE NO ABSENTEE BALLOT PROCESS; AND
  - c. THERE WILL BE NO EARLY VOTING.

**D. IN A VOTE-BY-MAIL ELECTION, ON ELECTION DAY THERE WILL ONLY BE BALLOT DROP OFF AT THE MUNICIPAL CENTER FROM 7:00 A.M. UNTIL 8:00 P.M. THERE WILL BE NO IN PERSON VOTING.**

**E. NOTWITHSTANDING ANY OTHER PROVISION OF THIS CHAPTER. IN AN ELECTION THAT USES VOTE-BY-MAIL BALLOTS, THE BOARD OF ELECTIONS MAY BEGIN TO ORGANIZE THE BALLOTS TO PROVIDE VOTER HISTORY. VOTES MAY NOT BE COUNTED OR TABULATED UNTIL THE POLLS CLOSE ON ELECTION DAY.**

**Commented [JR1]:** All examples that I found have this; however, you want: the BOE will collect ballots only on "Ballot drop-off" on Election Day from 7 a.m. until 8 p.m.

#### **§ 50-12 VOTE-BY-MAIL GENERAL PROVISIONS**

**A. ANY PERSON QUALIFIED TO VOTE IN A CITY ELECTION MAY USE A VOTE-BY-MAIL BALLOT PURSUANT TO THE PROVISIONS OF THIS CHAPTER.**

**B. MAIL IN BALLOTS FOR A GENERAL ELECTION MUST BE MAILED OR DISTRIBUTED NO MORE THAN 30 DAYS AND NO LESS THAN 24 DAYS PRIOR TO AN ELECTION TO WHICH THEY APPLY. POSTAGE FOR TRANSMITTING THE BALLOT MATERIAL TO THE VOTER AND POSTAGE FOR THE RETURN OF BALLOTS SHALL BE PAID FOR BY THE CITY OF NEW CARROLLTON.**

**C. THE BOARD WILL MAIL NOTICE TO ALL REGISTERED VOTERS IN THE CITY INFORMING THEM OF A VOTE-BY-MAIL ELECTION, VOTING DEADLINES AND DATES, AND TIMES WHEN AN OFFICIAL BALLOT CAN BE DROPPED OFF AS DETERMINED BY THE BOARD OF ELECTIONS. THE BOARD OF ELECTIONS WILL ALSO USE THE CITY OF NEW CARROLLTON'S SOCIAL MEDIA PLATFORMS AND OFFICIAL PUBLICATIONS TO PROVIDE OFFICIAL NOTICE OF ANY ELECTION.**

**D. ALL BALLOTS SHALL SHOW THE NAME OF EACH CANDIDATE NOMINATED FOR ELECTIVE OFFICE IN ACCORDANCE WITH THE PROVISIONS OF THE CITY CHARTER, ARRANGED IN ALPHABETICAL ORDER BY**

**OFFICE WITH NO PARTY OR PRINCIPAL DESIGNATION OF ANY KIND.**

**E. A MAIL-IN BALLOT SHALL BE COUNTED ONLY IF IT IS RECEIVED BY THE BOARD OF ELECTIONS BY 8:00 P.M. ON ELECTION DAY.**

**F. A REGISTERED VOTER MAY OBTAIN A REPLACEMENT BALLOT IF THE ORIGINAL BALLOT WAS DESTROYED, SPOILED, LOST, OR FOR ANY REASON NOT RECEIVED BY THE REGISTERED VOTER. A REGISTERED VOTER WHO OBTAINS A BALLOT IN ACCORDANCE WITH THIS SUBSECTION WILL BE REQUIRED TO SIGN AN AFFIDAVIT IN A FORM APPROVED BY THE BOARD OF ELECTIONS, SPECIFYING THE REASON FOR REQUESTING THE REPLACEMENT BALLOT.**

**G. IF THE CITY RECEIVES MORE THAN ONE BALLOT FROM A REGISTERED VOTER, THE FIRST BALLOT RECEIVED BY THE CITY WILL BE THE ONLY BALLOT COUNTED.**

**H. ANY VOTE BY MAIL BALLOT THAT CONTAINS A VOTE FOR A PERSON WHO HAS CEASED TO BE A CANDIDATE SHALL NOT BE COUNTED FOR THAT CANDIDATE BUT SUCH VOTE SHALL NOT INVALIDATE THE REMAINDER OF THE BALLOT.**

**§ 50-13 FORM AND CONTENTS OF VOTE-BY-MAIL BALLOTS AND RELATED MATERIAL**

- A. THE BOARD SHALL PRESCRIBE THE SIZE, FORM ARRANGEMENT AND PRINTED CONTENTS OF VOTE-BY-MAIL BALLOTS, EXCEPT THAT SUCH BALLOTS SHALL:**
- 1. BE IN PAPER FORM**
  - 2. DISPLAY THE HEADING "VOTE-BY-MAIL BALLOT" PRINTED IN LARGE LETTERS IN A CLEAR SPACE AT THE TOP OF EACH PAPER BALLOT;**
  - 3. DISPLAY THE FOLLOWING INSTRUCTIONS PRINTED IN LARGE LETTERS IN A CLEAR SPACE BELOW THE BALLOT HEADING: MARK BALLOT BY FILLING IN THE**

**PROPER SPACE AFTER CANDIDATE OR QUESTION. DO NOT ERASE OR MAKE IDENTIFYING MARKS;**

- 4. LIST CANDIDATES BY OFFICE AND THEN ALPHABETICALLY BY LAST NAME WITHIN EACH OFFICE; AND**
- 5. LIST REFERENDUM QUESTIONS, IF ANY, FOLLOWING THE LIST OF CANDIDATES FOR ALL OFFICES.**

**B. THE BOARD SHALL PRESCRIBE THE SIZE, FORM ARRANGEMENT AND PRINTED CONTENTS OF THE FOLLOWING MATERIAL, WHICH SHALL BE INCLUDED WITH EVERY VOTE-BY-MAIL BALLOT:**

- 1. VOTE-BY-MAIL BALLOT MATERIAL ENVELOPES, PROVIDING FOR A COVERING ENVELOPE, A BALLOT ENVELOPE AND A RETURN ENVELOPE;**
- 2. PRINTED INSTRUCTIONS FOR THE MARKING AND CASTING OF VOTE-BY-MAIL BALLOTS; AND**
- 3. A CERTIFICATION OF ASSISTANCE FORM, WHICH FORM SHALL BE COMPLETED BY ANY PERSON ASSISTING ANOTHER VOTER WHO IS UNABLE TO MARK THEIR OWN BALLOT DUE TO A PHYSICAL DISABILITY.**

#### **§ 50-14 DELIVERY OF COMPLETED VOTE-BY-MAIL BALLOTS**

**COMPLETED VOTE-BY-MAIL BALLOTS MAY BE DELIVERED:**

- A. BY MAIL TO THE ADDRESS DESIGNATED BY THE BOARD;**  
**OR**
- B. BY HAND AT THE ELECTION DROP BOX AT THE MUNICIPAL CENTER ON ELECTION DAY ON DAY; OR**
- C. THE BOARD AT ANY OTHER PLACE AND TIME DESIGNATED BY THE BOARD.**

#### **§ 50-15 COMPLAINTS**

- A. THE BOARD SHALL INVESTIGATE AND RESOLVE ANY WRITTEN COMPLAINT OR CONTEST RELATING TO VOTING, THE VALIDITY OF ANY BALLOT, CANDIDATE CERTIFICATION, VIOLATIONS OF THIS CHAPTER, OR OTHER**

**CITY ELECTION MATTER WITHIN THE AUTHORITY OF THE BOARD PURSUANT TO THE CITY CHARTER OR CODE.**

- B. ALL COMPLAINTS MUST BE SUBMITTED IN WRITING USING A CITY OF NEW CARROLLTON ELECTION COMPLAINT FORM. THE FORM CAN BE OBTAINED FROM THE CITY OF NEW CARROLLTON WEBSITE, UNDER ELECTIONS OR BY CALLING THE CITY CLERK TO HAVE ONE MAILED. ALL OFFICIAL COMPLAINTS MUST BE SUBMITTED ON THE OFFICIAL FORM. THE FORMS CAN BE MAILED TO THE CITY OF NEW CARROLLTON ATTENTION: BOARD OF ELECTIONS OR SUBMITTED ELECTRONICALLY TO:**  
**[ELECTIONS@NEWCARROLLTONMD.GOV](mailto:ELECTIONS@NEWCARROLLTONMD.GOV)**
- C. THE CHAIR OF THE BOARD OF ELECTIONS WILL OFFICIALLY RESPOND TO ALL COMPLAINTS RECEIVED BY THE BOARD OF ELECTIONS. THE BOARD OF ELECTIONS WILL ONLY RESPOND TO OFFICIAL WRITTEN COMPLAINTS.**
- D. WHEN REVIEWING A COMPLAINT OR OTHER POTENTIAL VIOLATION WITHIN ITS AUTHORITY TO REVIEW PURSUANT TO THIS CHAPTER, THE BOARD HAS THE POWER TO:**
- 1. CONDUCT A REASONABLE INVESTIGATION**
  - 2. CONDUCT ONE OR MORE HEARINGS**
  - 3. ADOPT REASONABLE RULES AND PROCEDURES FOR THE CONDUCT OF HEARINGS THAT ARE NOT INCONSISTENT WITH THIS CHAPTER**
  - 4. SUMMON CONCERNED PARTIES AND/OR NECESSARY WITNESSES TO HEARINGS**
  - 5. DISMISS A COMPLAINT**
  - 6. CONCILIATE A COMPLAINT**
  - 7. ISSUE ORDERS**
  - 8. IMPLEMENT ENFORCEMENT ACTIONS AS PROVIDED BY THIS SECTION AND**
  - 9. EXTEND THE TIME FOR ANY HEARING AND THE ISSUANCE OF ANY FINDING, OPINION AND/OR ORDERS.**



3420 Kenilworth Ave.  
Bladensburg, MD 20710  
(301) 864 - 4150

2801 West Patapsco Ave.  
Baltimore, MD 21230  
(410) 644 - 0300

8433A Backlick Rd.  
Lorton, VA 22079  
(703) 339 - 0909

**QUOTE  
REPRINT**



**REMIT TO:**  
**NATIONAL CAPITAL INDUSTRIES, INC.**  
**P. O. BOX 287**  
**BLADENSBURG, MD 20710**



Number	034291
Date	12/17/2020
Page	1

**Ship-to: TEMP**  
**CITY OF NEW CARROLLTON**  
**6016 PRINCESS GARDEN PKWY**  
**MBUTLER@NEWCARROLLTONPD.COM**  
**NEW CARROLLTON, MD 20784**

**Bill-to: 1494**  
**CITY OF NEW CARROLLTON**  
**6016 PRINCESS GARDEN PKWY**  
**NEW CARROLLTON, MD 20784**

Reference #	Expires	Slsp	Terms	Wh	Freight	Ship Via
NCI TRUCK	01/13/21	092	Net 30 Days	DC	PREPAID	NCI TRUCK

Quoted By	RDS	Quoted To	CAPTAIN BUTLER 2403986826
-----------	-----	-----------	---------------------------

Item	Description	Ordered	UM	Price	UM	Extension
GM0300	<p>WANCO FULL MATRIX MESSAGE SI W/ HYDRAULIC LIFT #WTMMB(A)</p> <p>TRAILER: WELDED STRUCTUAL STEEL FRAME RECTANGULAR FENDERS 3500LB AXLE ASSEMBLY 15" WHEELS/ TIRE, 2000LB JACKS TELESCOPONG TOWER WITH 360</p> <p>DRAWBAR: REMOVABLE, ADJUSTABLE 2' BALL HITCH, SWIVEL TOUNGUE JACK, 4 PIN FLAT PLUG</p> <p>COLOR: POWDERED COATED SAFETY ORANGE</p> <p>THREE LINE DISPLAY EIGHT 18" CHARACTERS, COOLING FANS, POWDER COATED LEXAN WINDOW, STAINLESS STEEL HINGE</p> <p>FULL MATRIX DISPLAY: 12 VARIABLE FONTS, FULL RANGE MUTCD GRAPHICS, WEATHER-RESIT. ALUM CABINET,</p> <p>ICC (IN CABINET CONTROLLER) 7" TOUCHSCREEN CONTROLLER FULL COLOR TOUCHSCREEN DISPLAY MULTI-LEVEL PASSWORD PROTECTIO NTCIP COMPLIANT</p> <p>5 YEAR WANCO ELECTRONIC</p>	2	EA	17184.22	EA	34368.44

Do not write below this line

Customer Copy

Continued on next page ...

SQQ



01-034291



3420 Kenilworth Ave.  
Bladensburg, MD 20710  
(301) 864 - 4150

2801 West Patapsco Ave.  
Baltimore, MD 21230  
(410) 644 - 0300

8433A Backlick Rd.  
Lorton, VA 22079  
(703) 339 - 0909

**QUOTE  
REPRINT**



**REMIT TO:**  
**NATIONAL CAPITAL INDUSTRIES, INC.**  
**P. O. BOX 287**  
**BLADENSBURG, MD 20710**



Number	034291
Date	12/17/2020
Page	2

**Ship-to:** TEMP  
CITY OF NEW CARROLLTON  
6016 PRINCESS GARDEN PKWY  
MBUTLER@NEWCARROLLTONPD.COM  
NEW CARROLLTON, MD 20784

**Bill-to:** 1494  
CITY OF NEW CARROLLTON  
6016 PRINCESS GARDEN PKWY  
NEW CARROLLTON, MD 20784

Reference #	Expires	Slsp	Terms	Wh	Freight	Ship Via
NCI TRUCK	01/13/21	092	Net 30 Days	DC	PREPAID	NCI TRUCK

Quoted By	RDS	Quoted To	CAPTAIN BUTLER 2403986826
-----------	-----	-----------	---------------------------

Item	Description	Ordered	UM	Price	UM	Extension
	WARRANTY, 6V FLOODED BATTERY 15 AMP CHARGER  SOLAR: 130W SOLAR PANEL					
GM0300	WANCO STANDARD BATTERY BOX W/ 2EA 12VDC AMG BATTERIES WANCO 12VDC AMG BATTERIES	2	EA	375.00	EA	750.00
FREIGHT	3-4 WEEK LEAD TIME INCLUDES: MODEM WITH 10YR SERVICE PLAN Add Freight In Green Ink >..	1	EA	1000.00	EA	1000.00

Merchandise	Misc	Tax	Freight	Total
36118.44	.00	.00		36118.44

\*\*QUOTE ONLY\*\* VALID FOR 15 DAYS ONLY.

Do not write below this line

Customer Copy

... Last Page

SOQ



01-034291

