

Board of Supervisors of Elections Meeting
Tuesday, December 1, 2020
4 PM
VIRTUAL MEETING

AGENDA

Registration Link

When: Dec 1, 2020 04:00 PM Eastern Time (US and Canada)

Topic: Board of Supervisors of Elections

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_8y9hvjoZQ0mhmEMuXKDDzA

1. Call to Order
2. Approval of Nov 17, 2020 Minutes
3. Election 2021 Updates:
 - a. Charter and Code Update
 - b. Vendor Update
 - i. ES&S – Election Center Equipment/Scanning
 - ii. Mail Vendor
 - iii. Ballot Box – recommendation for purchase
 - iv. Ballot Tracker
 - v. USPS PO Box
 - vi. Graphic Design
4. Election 2021 Calendar
 - i. Add Canvass Days
5. Candidate Packet – Review/Finalize
6. Hyattsville Life and Times Forum – December, Date TBD
7. New Business

BOSE Meeting 11/17/20 4PM

Present: Laura Reams, Sean Corcoran, Greta Mosher, Anna Frankle, Zach Peters, Lisa Pineda. Bessie McLean was absent.

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Virtual Meeting

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https://zoom.us/webinar/register/WN_-XDGfT5gSlCqgCUH2Y9cgw

After registering, you will receive a confirmation email containing information about joining the webinar.

AGENDA

1. Call to Order

The meeting began at 4:02 p.m.

2. Approval of Minutes – November 3, 2020

The meeting minutes of November 2, 2020 were approved unanimously without amendment.

3. Brainstorming for City Election 2021

Lisa Pineda suggested putting flyers out with residents trash cans and advertisements on Big Belly trash receptacle. Greta Mosher suggested advertising wraps on City vehicles to which Lisa suggested magnets for vehicles.

Zach Peters asked about alternatives to trash cans for those who may get missed. Discussion about mailers and other resources for multi-family homes.

Lisa suggested giving flyers to Owen, to call-a-bus driver to hand out to patrons.

Anna asked how soon they could advertise in the Green Sheet to which Laura said they could potentially start in December.

Sean suggested advertising on the electronic board on the fringe of the City limits.

Laura mentioned door-to-door canvassing, much like what was conducted by the Complete Count Committee.

Greta asked about the content of the flyers to which Lisa stated that as much information as possible should be included.

Sean and Zach mentioned hand sanitizer or masks.

Lisa, Greta, and Laura suggested an "I voted" sticker contest for school students to participate in. Additional suggestions were calendars, QR codes that would integrate calendars, banners, leaving at grocery stores, eateries, small businesses, on grocery shopping cart, voting events with food and bands.

Lisa asked about graphic design, Laura provided detail regarding the designers who have been

considered and what would be included in the design.

Lisa brought up making the “Y” in Hyattsville or the “V” in HVL an envelope for VBM.

Laura spoke about the multiple vendors required for a VBM election and asked the Board to keep in mind the different resources used in the past and how effective they were.

4. Adjourn

The meeting adjourned at 5:01 p.m.



Memo

To: Tracey Nicholson Douglas, City Administrator
Ron Brooks, City Treasurer

From: Sean Corcoran, Deputy City Clerk

CC: Laura Reams, City Clerk

Date: November 23, 2020

Re: Award of Contract for American Security Cabinets Group

Background:

The City of Hyattsville has completed the first steps, with legislation pending, to allow the 2021 Mayoral and Council election to be conducted primarily by mail-in ballot. The departure from a traditional, familiar, process has presented a more detailed approach which involves partnering with multiple vendors to employ support for logistics planning, implementation resources, and measures to ensure the election be conducted safely and accurately.

An aspect that is integral to a successful 2021 election is the procurement of at least one (1) ballot submission box that will be placed within the City to provide a specific location and vessel in which residents may deliver their ballot for certification.

In September 2020, staff conferred with three (3) ballot box companies and were presented with product information to assess the capabilities and cost efficiency of each to identify a vendor that could best accommodate the needs of the City: American Security Cabinets Group (ballotdrops.com), Election Source (electionsource.com), and Kingsley Library Returns and Equipment (kingsley.com). Offerings and options from each vendor are available for review at any time upon request. A summary of offerings from each vendor follows:

American Security Cabinets

Purchase \$1756.00

Customizable appearance, made to order

19" x 20" x 52", Average Capacity – 1,642 ballots

Election Source

Purchase \$1853.50

Customizable appearance

19" x 20" x 47"

Kingsley Library Returns and Equipment

Purchase \$2,899.00

Customizable appearance, made to order

38" x 46" x 56", 17.5 cubic feet

After review and consideration, staff recommends that the City enter into a financial agreement for ballot box fabrication and delivery with American Security Cabinets Group as this company has been found to offer a quality product that is reliable and cost efficient.

Should the City decide to move forward in executing a contract with American Security Cabinets Group, assembly and delivery is anticipated within 12 weeks of contract acceptance. The Fiscal Year 2021 (FY21) budgetary impact of this project is not to exceed \$2,083 (**budget line item 01-130-001-5305 – Equipment Rental-Election Board**) which will fund the creation and assembly of the receptacle as well as customized graphics and shipping costs. Once purchased and delivered, the item will be owned by the City of Hyattsville.

RECOMMENDATION:

Staff recommends that the Mayor and Council authorize, upon approval of the City Treasurer, the City Administrator to enter into an agreement with American Security Cabinets Group to purchase a model 710 ballot drop box complete and all required fixtures and fees for use in all future elections in the City of Hyattsville. The agreement will be effective upon the review and approval by the City Attorney.



CITY OF HYATTSVILLE, MARYLAND
2021 ELECTION CALENDAR - DRAFT

MONDAY, FEBRUARY 1, 2021	Candidates may begin registering, Candidate Packets available for pick up at City Building or online at www.hyattsville.org/election (drop off times between 8:30 AM – 5:00 PM or by appointment, email cityclerk@hyattsville.org) <i>CANDIDATE REGISTRATION OPEN FOR 6.5 WEEKS</i>
MONDAY, FEBRUARY 8, 2021	Candidate Information Session, 6:00 PM – 8:00 PM City Building, 2 nd Floor, Prangley Room and/or VIRTUAL
SATURDAY, MARCH 6, 2021	Candidate Information Session, 10:00 AM – 12:00 PM City Building, 1 st Floor, Multipurpose Room and/or VIRTUAL
FRIDAY, MARCH 26, 2021	Deadline to register to receive a ballot automatically by mail. Voters may register past this deadline (and same day), but may have to pick up ballot
FRIDAY, MARCH 26, 2021	Deadline to file for candidacy, 5:00 PM Candidates must turn in the following: - Candidate Registration Form - Certificate of Candidate Qualifications - Financial Disclosure Statement - Appointment and Acceptance of Treasurer - Campaign Account Registration
MONDAY, MARCH 29, 2021	Candidate Deadline to withdraw from candidacy, 5:00 PM
THURSDAY, APRIL 1, 2021	Mandatory Certified Candidate Information Session, 6:00 PM – 8:00 PM, City Building, 2 nd Floor, Prangley Room and/or VIRTUAL
TUESDAY, MARCH 30 – FRIDAY, APRIL 2	Ballots proofed, sent to print & mailed (approximately 6 weeks prior to Election Day – no earlier than 45 days)
MONDAY, APRIL 5, 2020	COUNCIL MEETING Board presentation of certified election candidates
TUESDAY, APRIL 20, 2021	Candidate Deadline: Initial Campaign Finance Reports, 1:00 PM
FRIDAY, APRIL 23, 2021	Candidate Deadline: Amended Initial Campaign Finance Reports, 1:00 PM
FRIDAY, APRIL 30, 2021	POP-UP BALLOT DROP OFF (TIME/LOCATION TBD)
SATURDAY, MAY 1, 2021	POP-UP BALLOT DROP OFF (TIME/LOCATION TBD)
TUESDAY, MAY 4, 2021	Candidate Deadline: Second Campaign Finance Reports, 1:00 PM
FRIDAY, MAY 7, 2021	Candidate Deadline: Amended Second Campaign Finance Reports, 1:00 PM
SATURDAY, MAY 8, 2021	POP-UP BALLOT DROP OFF (TIME/LOCATION TBD)
TUESDAY, MAY 11, 2021	CITY ELECTION, 7:00 AM – 8:00 PM
SUNDAY, MAY 16, 2021	Deadline for Board to Certify Election Results
MONDAY, MAY 17, 2021	CITY COUNCIL MEETING, 8:00 PM Certified Election Results accepted by the Council Adjourn Sine Die Current Council
MONDAY, JUNE 7, 2021	CITY COUNCIL MEETING, 8:00 PM Newly Elected Officials are issued the Oath of Office 1 st Meeting of new Council, Recognition of outgoing Councilmembers



CITY OF HYATTSVILLE, MARYLAND
2021 ELECTION CALENDAR - DRAFT

MONDAY, JULY 19, 2021	CITY COUNCIL MEETING, 8:00 PM Election of Council President and Vice President
TUESDAY, SEPTEMBER 7, 2021	Candidate Deadline: Annual Campaign Finance Reports, 1:00 PM
FRIDAY, SEPTEMBER 17, 2021	Candidate Deadline: Amended Annual Campaign Finance Reports, 1:00 PM