



Takoma Park City Council Meeting – March 7, 2018 Agenda Item 5

Work Session

Introduction: Neighborhood Services Team

Recommended Council Action

Hear the presentation.

Context with Key Issues

The Neighborhood Services Team (a division of the Takoma Park Police Department) is responsible for parking enforcement, code enforcement (including environmental code enforcement), and education and outreach regarding City ordinances and regulations. A unit priority has been an educational outreach to both residents and businesses on environmental issues. Current staffing includes one parking enforcement officer, two code enforcement officers and one manager. One part-time parking enforcement officer position is currently vacant.

Parking Enforcement staff is responsible for issuing citations and warning tickets for all parking violations, maintaining parking meters and impounding vehicles.

Neighborhood Services staff are responsible for ensuring that properties within Takoma Park are maintained in a safe and sanitary manner in accordance with the Property Maintenance Code. These standards apply to all existing residential, commercial, institutional and accessory structures and premises as well as vacant land. These code provisions constitute minimum standards.

Council Priority

Engaged, Responsive, and Service-Oriented Government; Environmentally Sustainable Community; Livable Community

Environmental Impact of Action

The Neighborhood Services Team enforces the various environmental codes (business recycling, plastic bags, polystyrene, and Safe Grow) and educates the public about the requirements and environmental benefits. The team minimizes fuel consumption by using two fully electric vehicles and two hybrid vehicles.

Fiscal Impact of Action

N/A

Racial Equity Impact of Action

We do not believe our actions disproportionately impact any particular racial group, as we respond to complaints, do proactive enforcement, and emphasize education.

Attachments and Links

- Sample Citation
- Sample Notice of Violation
- Sample Courtesy Notice
- <http://www.codepublishing.com/MD/TakomaPark/>
- <http://www.montgomerycountymd.gov/mcg/countycode.html>
- <https://takomaparkmd.gov/initiatives/safegrow/>
- <https://takomaparkmd.gov/initiatives/polystyrene-ban/>
- <https://takomaparkmd.gov/initiatives/plastic-bag-ban/>
- <https://takomaparkmd.gov/government/police/neighborhood-services/>

Neighborhood Services
Code Enforcement
301-270-1100

7500 Maple Avenue
Takoma Park, MD 20912
www.takomaparkmd.gov



Administrative Services
301-891-7102

Voice Extension
301-891-7101

Communications Dispatch
301-270-1100

CITY OF TAKOMA PARK POLICE DEPARTMENT

**NOTICE OF VIOLATION – NOT A CITATION
PLEASE CONTACT US TO DISCUSS TODAY**

PROPERTY OWNER: John Doe
Avenue
Takoma Park, MD 20192

PROPERTY ADDRESS: Avenue
Takoma Park, MD 20912

ISSUANCE DATE: July 5, 2017

COMPLETION DATE: July 14, 2017

This document from The City of Takoma Park, Neighborhood Services Division is notifying you of the following Code violations at the above referenced property. Contact us today regarding the elimination of the violations at your property.

Code	Violation	Required Action(s)
Takoma Park Code Section 6.12.020 MC 26-10	Overgrowth of vegetation and yard debris. Grass must be less than 12 inches.	Remove yard debris and mow grass.
Takoma Park Code Section MC		

Please be aware that the stated violation(s) must be corrected by the above referenced completion date. Failure to comply with the directives of this Notice of Violation may result in the issuance of a Uniform Civil Citation and other administrative actions within the provisions of the law.

If you have any questions regarding this Notice of Violation, contact the City of Takoma Park Code Enforcement, Neighborhood Services Division at 301-270-1100.

ISSUED BY: *Rick Baravechia # 8454*

301-891-7113 Duaneb@takomaparkmd.gov
Case # V17-002343

VIA CERTIFIED AND REGULAR MAIL



4241585604

UNIFORM CIVIL CITATION

Witness and Related Case # / Citation(s) fields with checkboxes.

District Court of Maryland for Montgomery County, City of Takoma Park PD/NS, 191 E. Jefferson St., Rockville Md. 20850

Defendant's (Last Name) vs. fields for First and Middle names.

Current Street Address: Takoma Park, Montgomery County, MD, State, 20912, Zip, Apt. No.

DOB, Height, Weight, Sex, Race, Hair, Eyes, Telephone No., Day/Night, E-mail fields.

Based on personal knowledge of the undersigned officer the attached affidavit, the Defendant is charged with failure to remove snow from public sidewalk in front of residence.

at 1:00 PM on 03/15/2017 at Flower Ave

of Montgomery County, MD in violation of Municipal Infraction/County Ordinance/Public Local Law/Local Code COMAR

Document/Article TP Section 11.20.020 Sub Section 11.20.030 Paragraph

Each day a violation continues is a separate infraction subject to an additional citation. I sign my name as a receipt of a copy of this Citation and not as an admission of guilt.

INSTRUCTIONS

- YOU MUST APPEAR IN COURT. A notice of trial date will be mailed to you.
YOU MAY PAY A FINE of \$ 25.00 (entire amount required) by 04/04/17 to the:
YOU MAY ELECT TO STAND TRIAL by sending your request in writing to the:
City of Takoma Park Finance Office
City of Takoma Park Police Dept.

DO NOT SEND PAYMENT OF FINE. The District Court will mail you a notice of your trial date, time, and location. AT TRIAL the Court may impose a fine up to the maximum allowed by statute plus court costs.

IN ADDITION, City of Takoma Park is seeking abatement of this infraction. You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs.

- FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.
FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE:
FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE:

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters.

The Defendant is not now in the military service, as defined in the Servicemembers Civil Relief Act. Issuing Officer's Signature, Officer's Printed Name, Date, Agency, Sub-Agency, I.D. No., Telephone



**City of Takoma Park Police Department
Neighborhood Services**

**We would like to help you
AVOID A VIOLATION**

During a general survey of the neighborhood,
we noted the following item(s) that are
potentially a violation of the
Takoma Park Property Maintenance Code

Overgrowth of
Vegetation.

**If you have any questions regarding this notice
or need assistance to correct the items noted,
we invite you to contact**

Rick Baravechia
of the Neighborhood Services Team at
301-270-1100

For complete information regarding the
Takoma Park Property Maintenance Code, go to:
[https://takomaparkmd.gov/government/police/
neighborhood-services/property-maintenance-code/](https://takomaparkmd.gov/government/police/neighborhood-services/property-maintenance-code/)



Thank you.
Rick Baravechia, #8454
City of Takoma Park Police
Neighborhood Services Team Supervisor
301-891-7113

Neighborhood Services Team

By: Rick Baravechia NST Manager

History

- The concept for the NST started when Code Enforcement was moved from HCD to the Police Department. This occurred in August 2016.

Creation

- The NST was formally created when a Manager was assigned and Code Enforcement was combined with Parking Enforcement . This occurred in March 2017.

Current Operations

- The NST is responsible for parking enforcement and all aspects of code enforcement including the environmental initiatives.

2017 Statistics

- 325 Property Maintenance Cases
- 29 Open Cases
- 68 Monthly Vacant Property Inspections
- 61 Monthly Litter Inspections
- 12 Environmental Cases
- 2496 Signs and Flyers Removed
- 3713 Parking Tickets
- 276 Warning Tickets
- 32 Vehicle Impounds
- 92 Meter Repairs