

City of Takoma Park COVID-19 Response



Takoma Park City Council Priorities Retreat Update on COVID-19 Response Efforts

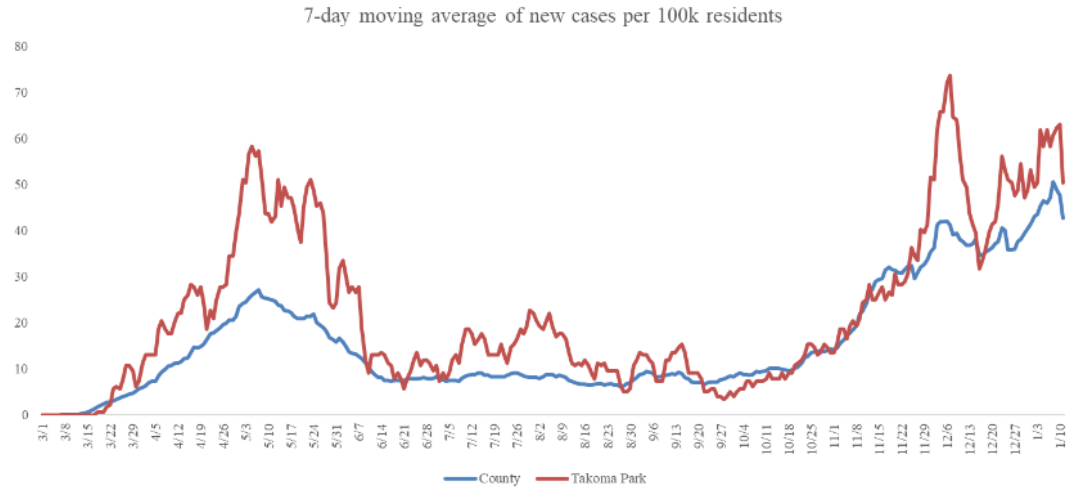
January 16, 2021

COVID-19 Response – Presentation Outline

- COVID-19 Dashboard
- COVID-19 Testing & Vaccinations
- COVID-19 Response by Department
 - ▶ 2020 Achievements & 2021 Next Steps
- COVID-19 Relief Fund
- Federal & County Reimbursements

COVID-19 Response - Cases in Takoma Park

- As shown on the [COVID-19 Dashboard](#), the 7-day moving average of cases in Takoma Park per 100,000 residents remains higher than the Montgomery County average
- December cases ended at 285, the highest of any month since the start of the pandemic



COVID-19 Response - Testing Availability

- Indoor testing is provided on Wednesdays and Saturdays at the Takoma Park Recreation Center
- More than 3,415 people have been tested since the Oct. 14 Council update



COVID-19 Response – Staff Impact

- Estimated 28 exposures with 8 positive test results
- Work from Home vs. In-Person Work
 - ▷ Police Front Line, Dispatch, and Public Works have been continuously in person since the beginning of the pandemic
 - ▷ Finance has maintained partial in-person continuously due to required functions
 - ▷ CM, DCM, Housing Manager, partial Library staff also in person
 - ▷ Remaining staff generally working remotely with some in-person days as required



COVID-19 Response - Vaccinations

- This week, 29 out of 58 public safety personnel received the first dose of the Moderna vaccine from Montgomery County
- Next week, we will be working with Department heads to group employees into priority tiers based on risk of exposure and readiness
- No clear sense of timeline for distribution yet



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COVID-19 Response - Police

2020 COVID-19 Response

- Community Messaging on Police COVID-19 Response, Safety Practices, and Phone Reporting
- Consistent Staff messaging related to the pandemic and well being
 - ▷ Essential and Nonessential Employees Designations
 - ▷ Creation of a Comprehensive 48-page Resource Guide for Employees on COVID-19 procedures & Teleworking Guide
 - ▷ Dissemination of Health Dept. Regulations & MDSP COVID Hotline for Law Enforcement
- Command Staff Rotations for greater oversight
 - ▷ Implementation of the Watch Commander Report documenting items that impacted operations

Next Steps in 2021

- Public safety personnel priority vaccines distribution & messaging

COVID-19 Response – Public Works

2020 COVID-19 Response

- 32 of the current 33 Public Works employees are working on site, 1 is teleworking
- All staff provided PPE including masks, gloves and hand sanitizer
- Crew size, staff assignments and vehicle assignments adjusted for safe work spaces
 - ▶ No interruption of essential services.
 - ▶ Usual hire of seasonal workers was reduced for safety; this has slowed certain maintenance activity
- Cleaning protocols reviewed & adjusted: fogging machines, hand sanitizing dispensers, high disinfection standard in heavy use areas
 - ▶ Installation of door signs, stanchions, no touch door openers, and other changes for safer work spaces
- Air handling systems of all City facilities have been supplemented with plasma air units
 - ▶ Air quality in City facilities meets or exceeds the County's guidelines
 - ▶ All HVAC equipment has been serviced, filters changed, units replaced

COVID-19 Response – Information Technology

2020 COVID-19 Response

- Procured and set up remote workforce equipment.
- Configured the City's VPN to accommodate the remote workforce.
- Repurposed the IT Department's remote management system to allow access work computers at home.
- Managed the City's legacy phone system to help staff re-route office calls.
- Set up Zoom and Google Meet for virtual meetings and webinars.
- Purchased and configured the City's DocuSign E-Signature platform.
- Handled significant increase in technology support requests.

Equipment	Count
Laptops	47
Monitors	9
Printers	5
Scanners	3
Webcams	11

Next Steps in 2021

- Replace the City's legacy phone system with a unified communications system

COVID-19 Response – Human Resources

2020 COVID-19 Response

- Initiation of remote work, with IT-specific direction regarding remote technology
- Continuation of updates to remote work policies and procedures Citywide
- Initiation of emergency hazard pay and administrative leave
 - Updates to payroll systems
- Policy decisions of when to test or quarantine exposed employees
- Tracking of exposures and positive tests

Next Steps in 2021

- Continued policy discussions about vaccines administration

COVID-19 Response – Recreation



2020 COVID-19 Response

- Adjusted in-person classes to virtual classes, ~20 per week in brand new “Virtual Community Center” for easy registration
- Replaced traditional summer camps with REConnect, virtual program that gives participants activity bags for at-home projects
- Organized a “Phone a Neighbor” program for seniors pairing volunteers with seniors in isolation
- Provided refunds for Recreation program participants which greatly impacted revenue for classes, camps, and aftercare

Next Steps in 2021

- Recreation staff are planning to offer in-person camps starting this summer as well as before and aftercare services for students. Current plans assume that physical distancing will still be in place requiring a reduced participant to staff ratio.
 - ▶ Part-time staff needed. Library construction may limit available space.

COVID-19 Response - Library

2020 COVID-19 Response

- Books to Go: Implementation July, 2020
- Zoom programs: Community Circle Time, Spanish Circle Time, Kati-Knows-Storytime (Youtube), Comics Jam, Sketch Club, ESL Book Club
- Craft bags for kids (giveaway)
- Yoga at TP Recreation Center
- SummerQuest/WinterQuest

Next Steps in 2021

- Books to Go expanded hours
- Planned book delivery – Books-to-You
- New Computer Q&A with Phil Shapiro
- Library renovation prep: weeding collections, exploring moving & storage options

COVID-19 Response - Finance

2020 COVID-19 Response

- Adjusted in-person financial payment to remote on-line and phone services.
- Provided assistance to departments during transition to remote work
- Processed refunds for Recreation program participants
- Issued checks for COVID-19 Emergency Assistance Programs
- Tracking quarterly program expenditures for the COVID-19 Fund
- Assist Emergency Manager in tracking CARES & FEMA reimbursements

Accounts Payable Checks	Count
Recreation Refunds	177
Small Business Mini Grant	87
Emergency Assistance	40

Next Steps in 2021

- Current plans to resume in-person financial support with physical distancing in small office space

COVID-19 Response – Communications

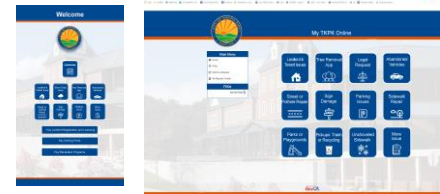
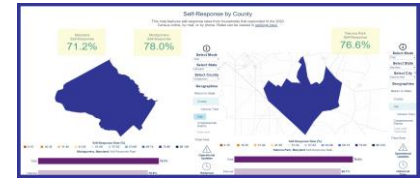
INFORMATION AND RESOURCES: COVID-19 RESPONSE

2020 COVID-19 Response

- Completely virtual within a week of health emergency
- Created COVID-19 Information & Resource Page: established trusted source list of resources & programs from City, CDC, MoCo DHHS, and MD State
- Adjusted in-person Census Parties to material drop-offs at multi-family units & held Census events at outdoor markets
- Mail-in Voting: Created materials to support mail-in ballots, new voting webpages & online and printed communications
- Redesigned My TKPK online interface for desktop and mobile app

Next Steps in 2021

- Vaccines Messaging Roll-out





COVID-19 Response – Economic Development Division

2020 COVID-19 Response Highlights

- Citywide Small Business Mini-Grant Program resulting in direct financial assistance to 92 businesses and outreach to 556 businesses.
- Healthy Business Initiative provided:
 - 50 grants for safer operations and financial assistance for PPE, operations adjustment, and testing
 - 12 public hand sanitizing dispensers
 - 2 business recovery cleanings with 2-4 more requests for financial assistance with recovery cleaning this month.
 - 1100 public health signs to 370 retail and service businesses with high levels of public contact
 - 8 Cleaning stations installed inside of businesses to address cleaning supply needs and shortages, 1 additional installation request for a daycare reopening.
- Ongoing participation in the Montgomery County Small Business Re-opening work group
- Workforce Development partnership with Upwardly Global and a dedicated Takoma Park service link with WorkSource Montgomery.



COVID-19 Response – Economic Development Division

Next Steps in 2021

- Increased transmission and infection will require continued outreach for Recovery Cleaning support. We have had 4 businesses temporarily close due to employees with positive COVID-19 tests in just the the last 2 weeks. By contrast, there was a total of 4 in 2020 (1 permanently).
- Preparing for additional outdoor business operations in the Spring and working with Montgomery County for additional funding in this area.
- Continued outreach for Round 2 of State and County resources such as PPP and Shuttered Venue grants.
- Focused technical assistance on new and growing entrepreneurs to strengthen the small business ecosystem of Takoma Park.
- Outreach to identify unmet financial needs and assistance.
- Hire a new Economic Development Intern.
- Identify new workforce development partners and job training programs to assist with the increased unemployment in the City.

COVID-19 Response - Housing



Coordinated Response

- ▷ District Court scale back
- ▷ Neighborhood Services; Montgomery County Agencies; Non-profit organizations
- ▷ Assistance with Utility Payments
- ▷ Emergency Rental Assistance and Rental Assistance Payments
- ▷ Assistance to Condominiums Communities
- ▷ Personal Protective Equipment

Housing Stabilization Strategy

- ▷ Tenants
 - ▷ Evictions
 - ▷ Lease Violations
- ▷ Homeowners
 - ▷ Single-Family
 - ▷ Common-ownership
 - ▷ Small business owners
- ▷ Food Insecurity
- ▷ Taxes (county and city)
- ▷ VITA (volunteer income tax assistance)

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COVID-19 Response – COVID-19 Fund

Covid-19 Emergency Assistance Fund 0001-9000-70011

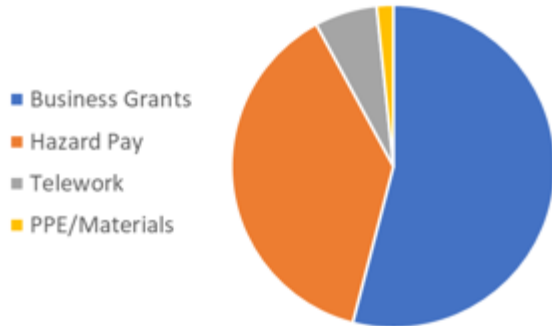
Spending Category	FY21 Original Budget Amount	FY20 Budget Carry Over	FY21 Total	FY21 1st Qtr Expenditures	FY21 2nd Qtr Expenditures	FY21 Budget Remaining
Economic Dev-Small Business -Mini Grants	15,000.00	73,500.00	88,500.00	(46,900.00)		41,600.00
Economic Dev-Healthy Business Program	50,000.00		50,000.00	(51,286.32)	(10,780.00)	(12,066.32)
Economic Dev-Small Business Technical Assistance	50,000.00		50,000.00		(9,950.00)	40,050.00
Economic Dev-Emergency Financial Assistance	50,000.00	10,000.00	60,000.00		(591.60)	59,408.40
Economic Dev-Workforce Development	25,000.00		25,000.00			25,000.00
Housing Comm-Assistance to Homeowners	50,000.00		50,000.00			50,000.00
Housing Comm-Assistance with Personal Protective Equipment	50,000.00		50,000.00			50,000.00
Housing Comm-Rental Assistance Program	150,000.00		150,000.00	(3,501.92)	(7,716.35)	138,781.73
Housing Comm-Assistance to Condo/HOA		30,000.00	30,000.00		(9,300.00)	20,700.00
Housing Comm-Contingent and Emergency Use		25,000.00	25,000.00			25,000.00
	\$440,000.00	138,500.00	578,500.00	(101,688.24)	(38,337.95)	438,473.81

COVID-19 Response – CARES & FEMA Reimbursements

- We are expecting a check from Montgomery County of \$387,999.
- At this time, no additional CARES funding is available for municipal reimbursements
- We continue to submit reimbursements to FEMA.

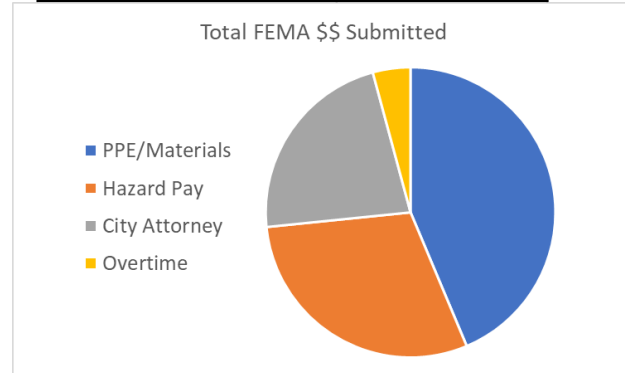
CARES	
Total Submitted	\$ 387,999
Total Expected	\$ 387,999

Total CARES \$\$ Submitted



FEMA	
Total Submitted	\$ 121,477
Total Expected	\$ 63,187

Total FEMA \$\$ Submitted



COVID-19 Response

