



CITY COUNCIL ORIENTATION

JANUARY 9, 2023

AGENDA – JANUARY 9, 2023

- **City Overview and Department Overview**
- **Departmental Overview (General Government)**
 - ✓ City Manager
 - ✓ City Clerk
 - ✓ Communications/City TV
 - ✓ Finance
 - ✓ Human Resources
 - ✓ Information Technology
 - ✓ Library (Functions and Construction Update)
 - ✓ American Rescue Plan Act (ARPA)

CITY OF TAKOMA PARK **OVERVIEW**

- A municipal corporation established by the Charter
- Council-Manager form of Government
- Council leads the organization as policy board hiring two people, City Manager and City Attorney
- City Manager and City Attorney work for the full Council as their staff
- Manager carries out policy directives, oversees and directs all staff, manages day-to-day operations, develops a proposed budget, ensures adherence to laws and ethical provisions
- City divided into six wards
- Population: 18,448 residents
- Total 2022-2023 Budget: \$40.09 million (\$27 million General Fund, \$13.8 million other funds)
- Total Staff: approximately 179.76 FTEs
- Five facilities (Community Center, PW, NH Rec Center, Heffner, Library on New Hampshire Avenue)
- Relationship w/ Montgomery County and other local governments (Council of Governments (COG))



CITY OF TAKOMA PARK OVERVIEW

- **Mayor**

- ✓ Mayor vis-à-vis Council
- ✓ Equal vote
- ✓ Establishes Council meeting agendas and presides over meetings
- ✓ Represents interests City-wide and facilitates decision-making of Full Council

- **City Council**

- ✓ Establishes Council Priorities
- ✓ Sets policy through resolutions and ordinances
- ✓ Councilmembers represent wards AND City as a whole
- ✓ Staff develops agenda items, posted publicly in advance of Council meetings, that include pertinent information and often recommendations for the Council's consideration and discussion during decision-making
- ✓ Council utilizes Roberts Rules of Order



CITY OF TAKOMA PARK OVERVIEW

- Boards, commissions and committees groups advise the City Council and their members are appointed by the Council. Some have specific roles related to conducting hearings or carrying out certain activities.
- We are always looking for new/more members and strive to ensure diversity in membership!
- Examples of active boards and commissions include:
 - ✓ Arts & Humanities Commission
 - ✓ Board of Elections
 - ✓ Commission on Landlord-Tenant Affairs (COLTA)
 - ✓ Emergency Preparedness Committee
 - ✓ Ethics Commission
 - ✓ Grants Review Committee
 - ✓ Noise Control Board
 - ✓ Nuclear-Free Takoma Park Committee
 - ✓ Recreation Committee
 - ✓ Tree Commission
 - ✓ Youth Council



CITY OF TAKOMA PARK OVERVIEW

- Council and Council-appointed boards, commissions, and committees are subject to Maryland's Open Meetings Act
- Public business must be conducted openly and publicly, except in special circumstances
- This includes email communication and even social media activity; if you are conducting City business, use your City email address
- Public must be provided with adequate notice of the time and location of meetings (generally 48 hours)
- Special circumstances may include, but are not limited to, discussions regarding confidential personnel matters, receiving legal advice (attorney-client privilege), and discussions regarding the acquisition of real property
- Rule of Three: Under no circumstances can Councilmembers discuss public business when more than three Councilmembers are present unless the meeting has been properly noticed



CITY OF TAKOMA PARK OVERVIEW

- The Ethics Chapter of the City Code regulates the conduct of elected officials, City staff, and lobbyists.
- The ethics rules focus on preventing conflicts of interest by ensuring that decisions made by City officials are made based on what is in the best interest of the City.
- Annual Financial Disclosure Statements are due by April 30.
- When a Councilmember has a conflict of interest regarding a matter, they must recuse themselves from the matter and not vote on the matter, debate the matter, or communicate with staff about the matter.
- Prompt informal advice is available from the City Attorney. The Ethics Commission provides formal advisory opinions.
- When in doubt, disclose! The City Attorney and Ethics Commission want to help you avoid violations.



CITY OF TAKOMA PARK **OVERVIEW**

1. Mitigate the Impact of COVID-19 on the Community and City Operations
2. A Livable Community for All
3. Fiscally Sustainable Government
4. Environmentally Sustainable Community
5. Engaged, Responsive, Service-Oriented Government
6. Community Development for an Improved & Equitable Quality of Life

CITY OF TAKOMA PARK OVERVIEW

- **Do:**

- ✓ Report issues of concern to the City Manager!
- ✓ Direct residents to use the My TkPk app or submit service requests online
- ✓ Direct residents to the City's project pages on the website
- ✓ Defer to and connect residents with appropriate staff to handle the issue (if not City Manager directly, be sure to copy City Manager)
- ✓ Ask for a "blurb" that can be shared with residents or on listservs
- ✓ Check with staff to determine whether the issue falls within the City's purview
- ✓ Manage expectations: understand that we have very limited resources that must be spread across the entire City; help residents understand the same
- ✓ Remember that guidance must be given by a majority of the Council



CITY OF TAKOMA PARK OVERVIEW

- **Do not:**

- ✓ Direct staff other than the City Manager and City Attorney
- ✓ Assume something is the City's fault or propose technical solutions before checking in with staff (things are rarely as simple or straightforward as they seem)
- ✓ Commit resources unilaterally
- ✓ Forget that staff has to address issues City-wide; if a crew/staff person is working in one ward, that means they can't be working in the other five
- ✓ Discuss personnel matters with staff, even when approached by staff or union representatives



CITY OF TAKOMA PARK OVERVIEW

• Council Budget

- ✓ The Council budget includes funds for attendance at the annual Maryland Municipal League conferences (fall and summer), the annual MML chapter dinner (December), and a small amount for miscellaneous Council-related events (like small receptions).
- ✓ The City does not pay for the attendance of partners or relatives at conferences and dinners.
- ✓ Councilmembers may be able to attend conferences that weren't specifically budgeted for, but it must be approved by a majority of the Council and fall within the budget (unless Council opts to do a budget amendment for the expenses).
- ✓ As the City is increasingly connecting with elected officials and others outside the City to further the interests of residents, and given the limited budget to spend on events, invitations to elected officials or others outside the City to events for which the City will be covering the costs will need to be discussed and decided by the Council before invitations are extended.



CITY COUNCIL STAFF

- **City Manager**

- ✓ Carries out Council's policy directives, oversees staff, manages day-to-day operations, proposes a budget, ensures adherence to laws and ethical provisions
- ✓ Policy partner with the City Council and agent of change
- ✓ Provides accurate and complete information for Council's consideration when making policy decisions; makes recommendations
- ✓ Works for all seven elected officials; it takes four (majority) to set a course

- **City Attorney**

- ✓ Contracted position – Skip Cornbrooks, Karpinski, Cornbrooks & Karp, P.A.
- ✓ Primary legal advisor to Council, staff, and appointed boards
- ✓ Represents City in litigation and hearings and prosecutes violations of the City Code; monitors evolving legal issues and provides advice
- ✓ Fixed monthly fee plus hourly work for “special” assignments
- ✓ Work billed at an hourly rate must be identified/requested in writing by the City Attorney to the City Manager, who consults with Council on whether to approve the request
- ✓ Individual councilmembers may receive up to one hour of the attorney's time without the Council's consent about 12 times per year
- ✓ Specialized counsel may be used when necessary. For example, we use Garrett Wozniak of Kollman and Saucier for labor and employment counsel, Paul Madden of WHITEFORD, TAYLOR & PRESTON L.L.P. for the Police Pension Fund counsel, Suellen Ferguson of Council Baradel for Cable TV Franchise counsel, and Mark C. Del Bianco for small cell towers counsel



GENERAL GOVERNMENT DEPARTMENTS

- The General Government Department is comprised of the elected branch of the City government and support staff to the City Council, which includes the City Manager, the City Attorney, and the City Clerk. Expenditures for internal service divisions that provide support to all City departments are also included in the General Government Department.
- Divisions and FTE's include:
 - ✓ City Manager's Office - 5 FTE
 - ✓ City Clerk - 2.75 FTE
 - ✓ Communications- 5 FTE
 - ✓ Finance - 5 FTE
 - ✓ Information Technology - 4 FTE
 - ✓ Human Resources - 4 FTE
 - ✓ ARPA - 3 FTE
 - ✓ Legal Services
 - ✓ Legislative- 7 PTE Members of Council



THE TEAM

January 9, 2023



CITY MANAGER



CITY CLERK



CITY TV
COMMUNICATIONS



FINANCE



HUMAN
RESOURCES



IT



LIBRARY



ARPA

January 11, 2023



HOUSING &
COMMUNITY
DEVELOPMENT



POLICE



PUBLIC
WORKS &
STORMWATER

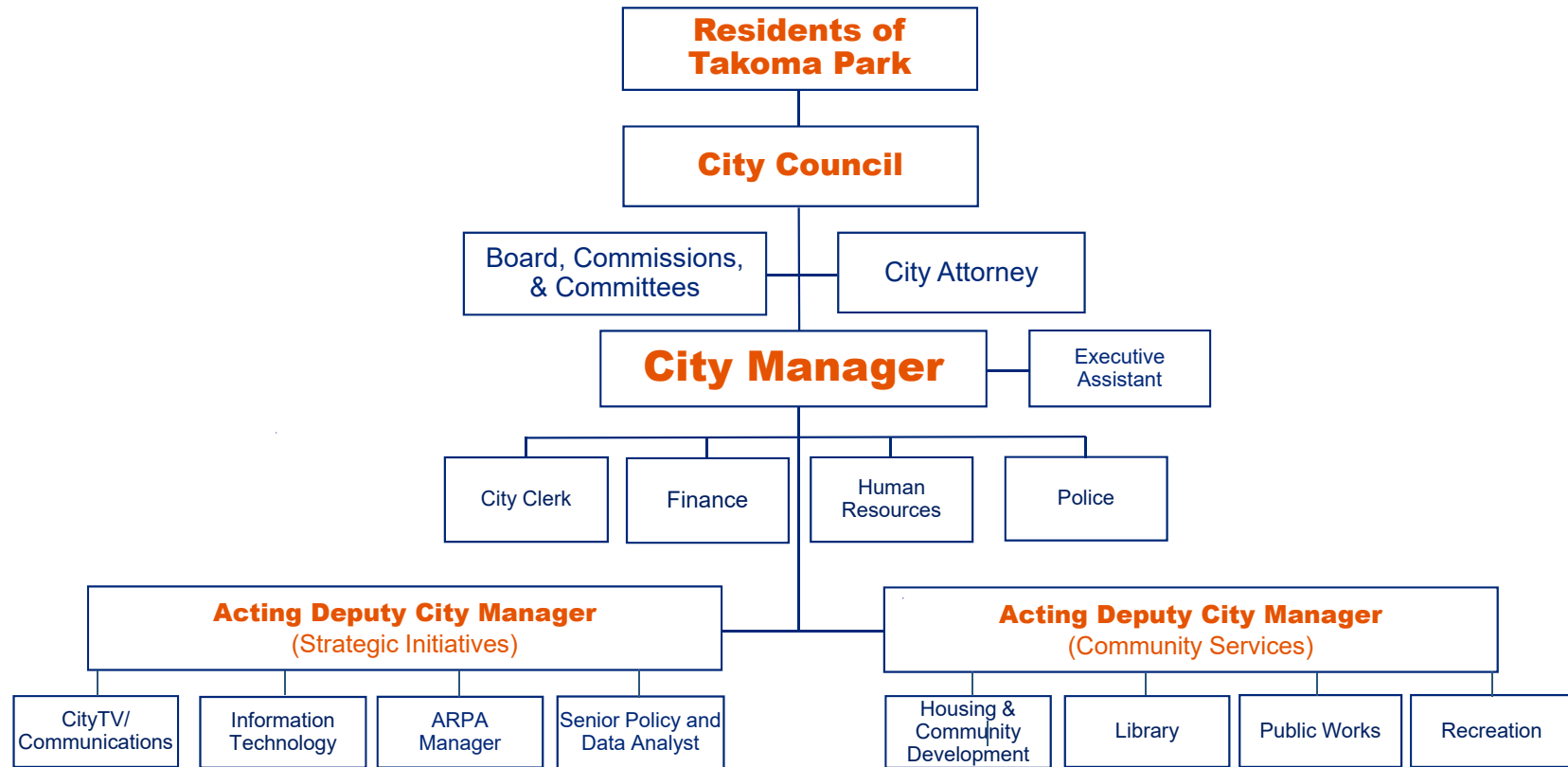


RECREATION



City of Takoma Park

ORGANIZATION CHART





EXECUTIVE GENERAL GOVERNMENT

CITY MANAGER'S OFFICE

DEPARTMENT NAME: CITY MANAGER'S OFFICE
STRUCTURE: STAFFING

<u>Division:</u>	<u>STAFFING</u>		
City Manager's Office	<u>Full-Time</u>	<u>Part-Time</u>	<u>Part-Time w/o benefits</u>
City Manager	1		
Deputy City Manager - vacant			
Acting Deputy City Manager	2		
Senior Policy & Data Analyst (vacant)	1		
Executive Assistant to the City Manager (vacant until March 2023)	1		

CITY MANAGER'S OFFICE: STRUCTURE: STAFFING

- **5 FTE's:**

- ✓ City Manager
- ✓ Deputy City Manager (*vacant*)
- ✓ Acting Deputy City Manager for Community Services
- ✓ Acting Deputy City Manager for Strategic Initiatives
- ✓ Senior Policy and Data Analyst (*vacant*)
- ✓ Executive Assistant to the City Manager (*vacant until March 2023*)



SPECIAL INITIATIVES

1. Council Priorities
2. ARPA
3. Budget development and implementation
4. City's Audit: Annual Comprehensive Financial Report (ACFR)

AGENDA – JANUARY 9, 2023

- **Departmental Overview (General Government)**

- ✓ City Manager
- ✓ City Clerk
- ✓ Communications/City TV
- ✓ Finance
- ✓ Human Resources
- ✓ Information Technology
- ✓ Library (Functions and Construction Update)
- ✓ American Rescue Plan Act (ARPA)