



CITY COUNCIL ORIENTATION

JANUARY 11, 2023

AGENDA – JANUARY 11, 2023

- **Departmental Overview (General Government)**
 - ✓ Recreation
 - ✓ Housing and Community Development
 - ✓ Public Works
 - ✓ Police

THE TEAM

January 11, 2023



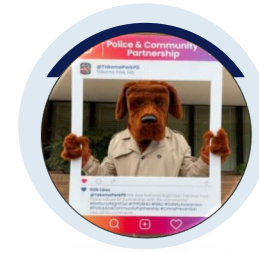
RECREATION



HOUSING &
COMMUNITY
DEVELOPMENT



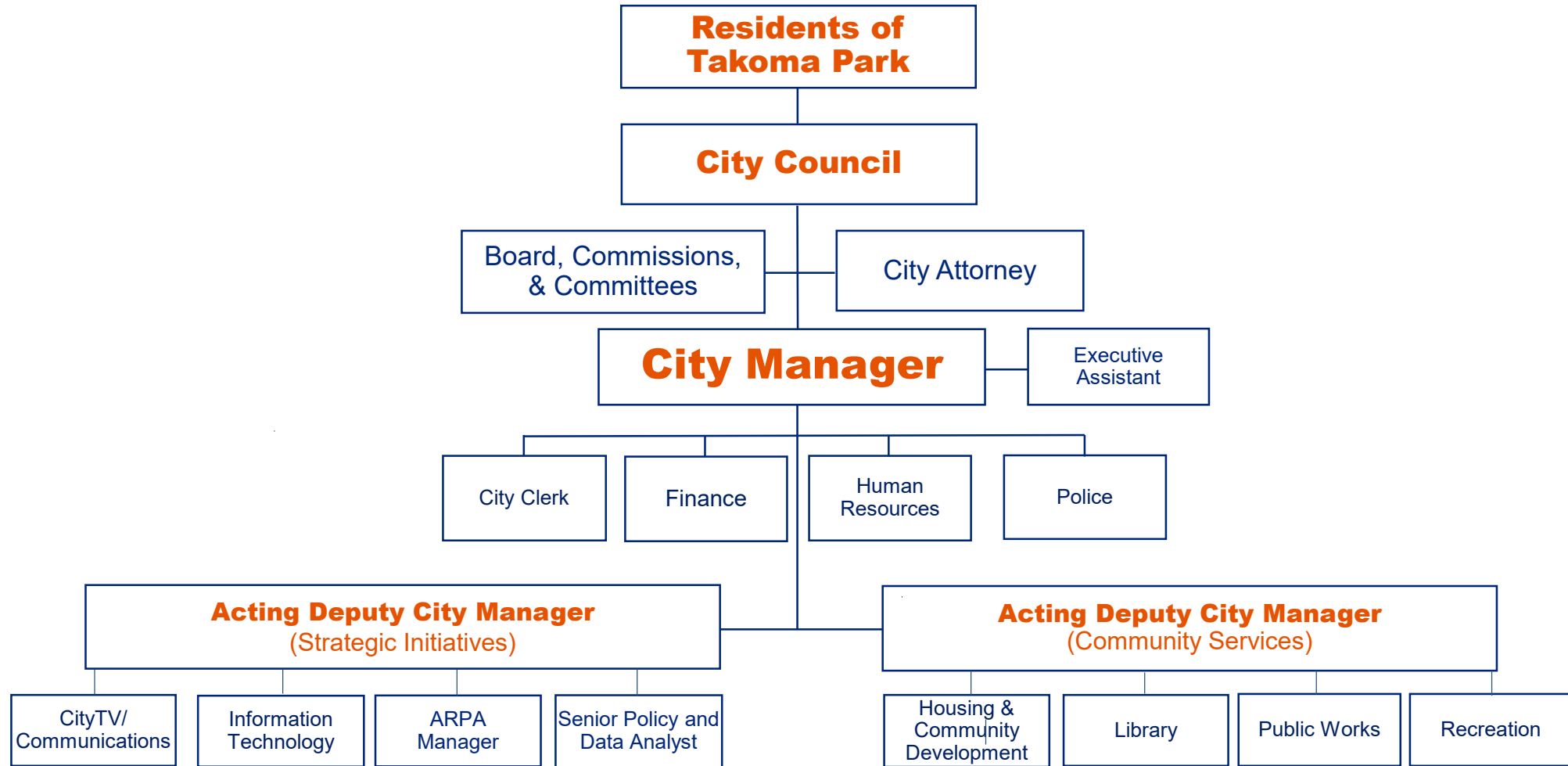
PUBLIC
WORKS &
STORMWATER



POLICE



ORGANIZATION CHART





RECREATION

DEPARTMENT NAME: RECREATION

STRUCTURE: STAFFING

<u>Division:</u>	<u>STAFFING</u>		
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Part-Time w/o benefits</u>
			10.2
Administration	4		
Athletic Fields and Facilities	1		
Community Center & Special Events	1		
Camps & Child Care	1		
Teens & Outreach	1		
Takoma Park Recreation Center	1		
Seniors	1		
Recreation Specialist (<i>vacant</i>)		0.5	

CORE: PROJECTS AND PROGRAMS

- Summer Camp
- School Year Child Care
- Ongoing seasonal recreational classes for all ages
 - ✓ Tots
 - ✓ Youth
 - ✓ Teens
 - ✓ Adults
 - ✓ 55+
- Drop-in Youth and Teen Programming
 - ✓ Including SYEP and various volunteer opportunities
- Field Maintenance (Ed Wilhelm and Lee Jordan)
- Memberships
 - ✓ Gymnasium
 - ✓ Fitness Room
- Rentals
 - ✓ Pavilions
 - ✓ Multi-purpose Rooms
- Special Events
 - ✓ Monster Bash
 - ✓ Eggstravaganza Event
 - ✓ 2 Outdoor Movies (June and Sept)
 - ✓ Fitness Expo at the Recreation Center
- Sports Leagues
 - ✓ Youth
 - Winter Basketball
 - Futsal
 - Tball
 - Summer Basketball
 - ✓ Adult
 - Softball
 - Volleyball Club
 - Summer Basketball



SPECIAL INITIATIVES

1. ARPA Projects

- ✓ Resident Scholarships
- ✓ Tutoring
- ✓ STEAM Programs

2. Marketing Scholarship Opportunities for Residents

3. Community Partnership Program

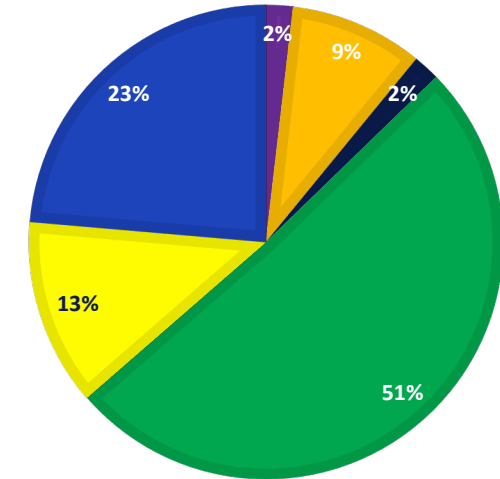
- ✓ Summer Meals and Enrichment Programs
- ✓ Community Recreation Activities and Programs

4. New Hampshire Ave Redevelopment Opportunities (led by HCD)

5. Library and Community Center Renovation

RECREATION DEPARTMENT
SCHOLARSHIP BY WARD

■ Ward 1 ■ Ward 2 ■ Ward 3 ■ Ward 4 ■ Ward 5 ■ Ward 6





HOUSING & COMMUNITY DEVELOPMENT

DEPARTMENT NAME: HOUSING AND COMMUNITY DEVELOPMENT

STRUCTURE: STAFFING

<u>Division:</u>	<u>STAFFING</u>		
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Interns</u>
Administration	2.5		
Housing	4		
Planning	2.5		1
Economic Development	1		1
Code Enforcement	3		
Arts & Humanities	.63		.5

DEPARTMENT NAME: HOUSING AND COMMUNITY DEVELOPMENT

STRUCTURE: STAFFING

- **Housing and Community Development**
 - ✓ Administration - 2.5 FTEs
 - ✓ Housing - 4 FTEs (Includes 2 - vacant positions)
 - ✓ Planning - 2.5 FTEs + Intern
 - ✓ Economic Development - 1 FTE + Intern (PT position currently vacant)
 - ✓ Code Enforcement - 3 FTEs (Includes 1 - vacant position)
 - ✓ Arts & Humanities - .63 PT + Intern (currently vacant)

MAJOR: PROJECTS AND PROGRAMS

- Rent Stabilization
- Tenant Opportunity to Purchase
- Multi-Modal Transportation and Pedestrian Safety
 - ✓ New Ave Bikeway Section A, B, D
 - ✓ Maple Ave Complete Streets
 - ✓ Metro Branch Trail
- Minor Master Plan Amendment
- Public Space Management Plan
- Recreation Center Redevelopment
- Business Service Contracts
- Grant Programs
- Library Redevelopment

SPECIAL INITIATIVES

1. Economic Development Expansion

- ✓ Development Opportunities (New Hampshire Ave)
- ✓ Policy/Code Updates and Revisions
- ✓ Inter-Jurisdictional and Inter-Departmental Cooperation

2. Community Engagement Expansion

3. 21st Century HCD

- ✓ Records and Reporting
- ✓ Data Defined Success
- ✓ Grants Strategy
- ✓ Software and Systems Upgrades
- ✓ Code Amendments





PUBLIC WORKS & STORMWATER

DEPARTMENT NAME: PUBLIC WORKS

STRUCTURE: STAFFING

<u>Division:</u>	<u>STAFFING</u>		
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Part-Time w/o benefits</u>
Administration	3		
Building Maintenance	6.25		
Vehicle Maintenance	3		
Right of Way Maintenance	7		
Sanitation	10		
Sustainability	1		Intern hours
Vegetation Maintenance	4.92		
Urban Forest	1		Intern hours
City Engineer	1.25		
Stormwater	0.75		

DEPARTMENT NAME: PUBLIC WORKS

STRUCTURE: STAFFING

- Administration – 3 FTE (Director, Deputy, and Admin Assistant)
- Building Maintenance – 6.25 FTE (Supervisor, Specialist, Custodial Crew Leader, Custodians – 3.25)
- Vehicle Maintenance – 3 FTE (Supervisor Mechanics 2)
- Right of Way Maintenance – 7 FTE (Supervisor, Crew Leader 2, Equip Operator, Technician 3)
- Sanitation Division – 10 FTE (Supervisor, 4 Driver Foreman, 5 Technicians)
- Sustainability Division – 1 FTE, plus intern hours
- Vegetation Maintenance Division – 4.92 FTE (1 Supervisor, Technicians 3) plus Seasonal hours = .92 FTE
- Urban Forest Division – 1 FTE, plus intern hours
- City Engineer – 1.25 FTE (.5 Engineer & .75 Construction Manager, positions shared with Stormwater)
- Stormwater - 0.75 FTE (.5 Engineer & .25 Construction Manager)



CORE FUNCTIONS AND PROGRAMS

Administration – Customer service, administrative support.

Building Maintenance – Oversee facility equipment maintenance, repair, and replacement and, provide custodial services, manage utility accounts.

Equipment Maintenance – Provide preventative maintenance and repair of all city vehicles and large equipment (Vehicles – 58 Police, 23 Public Works, 5 Administration).

Right of Way – Maintenance of parks, playgrounds, roadways, street signs, street sweeping, leaf collection, and snow & storm response.

Solid Waste – Trash, recycling, yard waste, and food waste collection for 3,800 households and public right of way (all single-family and apartments 12 units and less).

Sustainability – Oversees sustainability programming and implementation of approved programs.

Vegetation Maintenance – Maintenance of 32 gardens, 85 streetscapes, and 72 stormwater facilities; also provides mowing service on 37 City owned fields and properties.

Urban Forest – Manages City’s trees and forested areas; oversees tree planting in the ROW; administers the tree permit program (Tree Impact Assessment, Tree Protection Plan, and Tree Removal); encourages private tree planting through Tree Takoma; coordinates with utility companies to reduce tree impacts.

City Engineer – Oversees street restoration, traffic calming, & sidewalk programs; provides engineering support to City Departments; reviews and issues permits for driveway apron, storage unit, and work in the Right of Way.



SPECIAL INITIATIVES

1. Tree Takoma Program – newly implemented in FY23, provides canopy trees at no cost through the program with Casey Trees. Provide onsite consultation and planting. Carve out for Multi-family and areas with lower tree canopy
2. First EV Street Sweeper in the DMV
3. Established Household Battery Drop-Off at Public Works
4. New sidewalk requests are in process for Domer Avenue, Sligo Mill Road, Belford Place, Larch, Kentland, and Hopewell Avenues, Kansas Lane
5. Traffic Calming Requests are in process for 7900 Glenside Dr, Auburn Avenue, Prince Georges Avenue, and 4th Avenue. (potential requests for 2nd Avenue, 7500 Jackson Avenue)
6. Equipment purchases planned to replace roll-off trailer, aerial lift & fuel dispensing software
7. Implemented online permit application process for all Public Works issues permits
8. Stormwater Resiliency Study through the Low Impact Development Center



POLICE

DEPARTMENT NAME: POLICE

STRUCTURE: STAFFING

<u>Division:</u>	<u>STAFFING</u>		
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Part-Time w/o benefits</u>
Office of the Chief	4		
Criminal Investigations Section (CIS)	11		
Special Assignment Team (Part of CIS)	3		
Operations	33		
Support Services Division	12	7	



DEPARTMENT NAME: POLICE

STRUCTURE: STAFFING

- **Office of the Chief** – 4 FTE (Chief of Police, Deputy Chief of Police, Executive Assistant/Public Information Officer, Emergency Preparedness Manager)
- **Criminal Investigations Section** – 11 FTE (1 Bureau Commander, 1 Division Commander, 1 Criminal Investigations (CID) Supervisor, 2 CID Investigators, 1 Victim/Witness Coordinator, 1 Property/Evidence Clerk, 1 Crime Analyst, Special Assignment Team)
 - ✓ Special Assignment Team – 1 Supervisor, 2 Detectives
- **Operations** – 33 FTE (Patrol Division & Safe Speed Division)
 - ✓ Patrol Division (1 Captain, 1 Lieutenant, 4 Sergeants, 4 Corporals, and 20 Patrol Officers)
 - ✓ Safe Speed Division (1 Safe Speed Coordinator, 1 Traffic Unit Sergeant, 1 Traffic Unit Corporal)
- **Support Services Divisions** – 12 FTE, 7 PT (1 Lieutenant, 1 Records Clerk, 1 Logistics/Payroll Clerk, 1 Warrants/National Crime Information Center Coordinator, 1 Parking Permit Coordinator, 7 Part-time Crossing Guards, Communications Section)
 - ✓ Communications Section (1 Supervisor, 6 Dispatchers)



MAJOR: PROJECTS AND PROGRAMS

- **Community Outreach** - All members of the Department integrate community policing into their daily operations. It is important for the Department to establish links with the community whereby it can learn of issues and respond to them before they become problems.
 - ✓ Community Police Academy – TPPD believes educating the community results in gaining their understanding and support – a 12-week annual program
 - ✓ Caring About Residents Everyday (CARE) – Is a program directed at our residents who live alone with special needs or need to be checked on daily.
 - ✓ Residential Home Security Surveys – offers residents, free of charge, an inspection of their home performed by a police officer
 - ✓ Vacant House Check – Offers free vacant house checks to residents
 - ✓ Police Chief Advisory Board – Members of the Board are briefed on all activities of the Police Department and bring issues and community concerns to the Chief's attention
 - ✓ Coffee With a Cop – Provides our residents and business owners an opportunity to meet with our police officers in a non-threatening environment with no agenda



MAJOR: PROJECTS AND PROGRAMS

- **Training** - It is important that law enforcement professionals have the communication and leadership skills necessary to reach out to other agencies and collaborate in problem-solving, and reach out to our community to that same end.
 - ✓ Identifying Crime Problems and/or Community Issues – Crime problems and community issues are identified and addressed through conducting presentations to the community upon request, community meetings, complaint/compliment forms on the website
 - ✓ Partnering with all Segments of the Community – Committed to providing the highest quality of police services by promoting an environment where police department employees and the community work in partnership with the goal of improving the quality of life



SPECIAL INITIATIVES

- **Reimagining Public Safety in Takoma Park** – We continue to review the recommendations made by the Reimagining Public Safety Taskforce and to work with the City Council and other stakeholders to take a holistic review of how we do public safety in Takoma Park. Several of the recommendations have already been implemented; moving code enforcement to HCD, eliminating the use of K9 in Takoma Park, publishing traffic stop and arrest data, and having the police department have a guardian approach to law enforcement.
- **30X30 Initiative** – The 30X30 initiative is a goal to have women represent at least 30% of all law enforcement officers by the year 2030. We were one of the first agencies in the country to sign on to this initiative. Currently, 15% of our sworn staff are female. The national average is 13%.
- **Mental Health Counselors** – We are working with the City Manager’s office and the Montgomery County Health and Human Services Department to implement a mental health response unit in the City of Takoma Park.



THANK YOU



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