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Overview of Traffic Calming & Sidewalk Request Processes

Presented to City Council, Feb 22, 2023

Traffic Calming Request Process

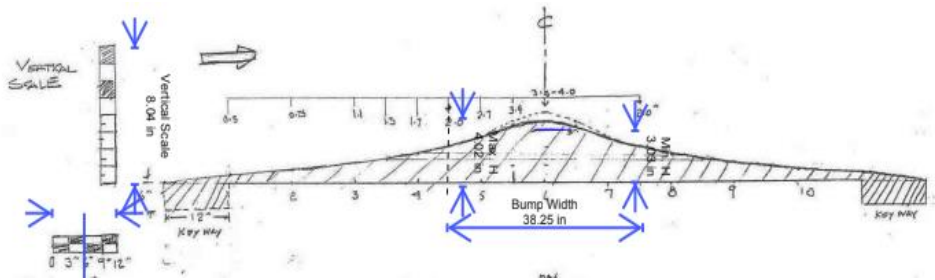
- The process was established by *Regulation #96-1*
- In 2011, Council adopted *Guidelines for Installation* (City Code Chapter 13.28.020) which identified siting location recommendations
- Process requires a *petition* to initiate
 - Resident-driven process - requires sign-on of 2/3 of households
 - Petition area to include the block of the request and the adjacent block of the same street
 - Requires a community meeting coordinated by petitioners; can be through citizen association (if exists); and report back to City Clerk to confirm the date, location, method of advertising, # of people attending, and disposition of attendees
- Followed by *Public Hearing*
 - notification to the public provided by City Clerk's office through direct mail and Newsletter
- Approved by Council through *Two Reading Ordinance*

Initial Traffic Calming Projects– Speed Hump Focused

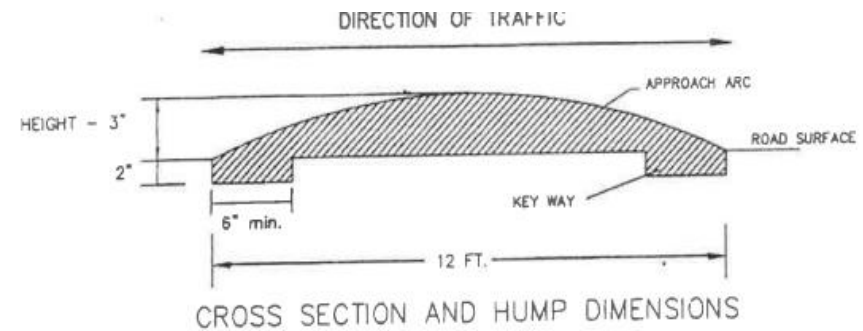
- For City purposes, use hump and bump interchangeably
- For decades, the installations were exclusively speed humps
- In early 2000's City developed a “more aggressive” speed hump, in response to requests from the community – City Standard profile “bump on a hump”
- General Traffic Engineering Standards define a standard speed hump, as in the Montgomery County Standard profile, which is recommended
- There are over 150 speed humps in Takoma Park
- Since 2010 options for traffic calming have been expanded to include measures beyond speed humps

Speed Hump Comparison

City Standard – 5 mph



County Standard – 20 mph



City Code Section 13.28 added guidelines including:

- Restrictions on streets with slopes of 8% or more; on cul-de-sacs and dead-end streets
- Must avoid driveway aprons, utility access points
- Placed 150 to 300 feet apart, distance to stop signs 100 feet, distance to intersection 75 feet
- Proximity to street lighting and ability to be seen within 100 to 200 feet (the affect of curves or hills)

Traffic Calming Options

LEAST RESTRICTIVE

- signage
- roadway markings
- change to parking

MODERATELY RESTRICTIVE

- speed humps
- speed tables
- chicanes
- bump-outs
- reduced turn radius at corners
- reduce roadway width

MOST RESTRICTIVE

- one way street
- turn restriction

Examples of Non Speed Hump Traffic Calming

- In 2008-2010, the City's Planning office worked with 3 neighborhoods on a broader neighborhood traffic calming plan. The City contracted with Traffic Engineering consultants who met with residents, analyzed traffic patterns and speeds and developed recommendations. Implementation occurred in 2 of the 3 neighborhoods.

Other Examples include:

- Ritchie Ave – traffic circle, bump-outs, and speed humps FY12/13
- Erskine St – bump-outs at stop sign FY13/14, installed lighted stop sign in 2020
- Flower Avenue and Sligo Creek Parkway – collaboration with Montgomery Parks, narrowed roadway, eliminating turning lane. FY15 design, installed in FY20
- Boston Avenue – Bump-out at playground entrance, roadway narrowing FY 16
- 5th Avenue – Bump-outs at intersection FY18
- 4th Avenue – Bump-outs, raised crosswalks FY22

Sidewalk Request Process – Framework

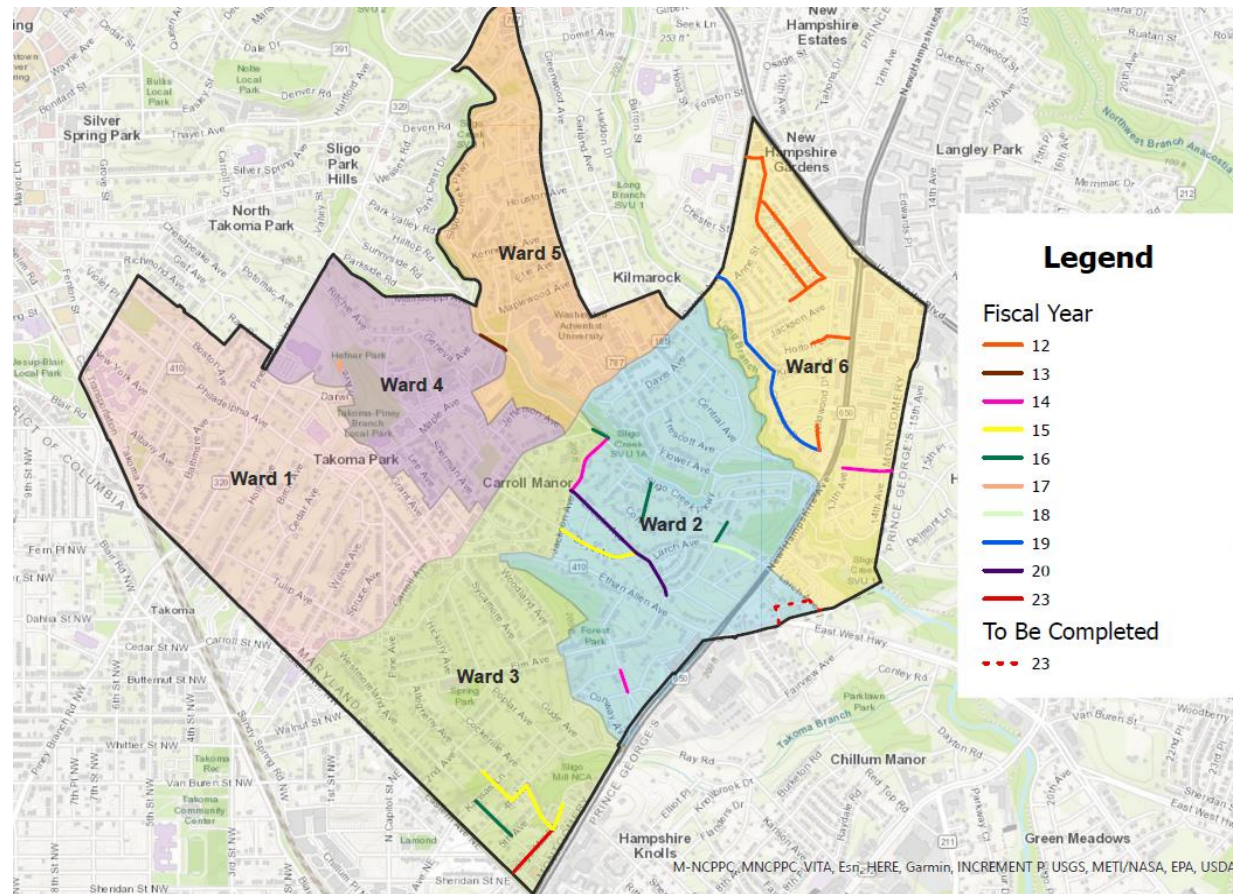
- The Council established an initial process by *Resolution 2010-14*, superseded by *Resolution 2012-16* and again by *Resolution 2015-32*
- Resolution 2010-14 endorsed a priority ranking system developed by Toole Design Group for new sidewalks and ADA sidewalk compliance. Toole Design identified new sidewalk locations by Tier 1,2 or 3 based on evaluation criteria.
- Resolution 2012-16 superseded the priority ranking system and established a community-based method for initiating new sidewalk requests.
- Resolution 2015-32 simplified the initiation process

Sidewalk Request Process

- Request can be initiated by:
 - Resolution of the Council, an individual Councilmember, or the City Manager
 - 1 or more residents or Neighborhood Association
- City **schedules a community meeting**, mails notice to the affected area*, and provides FAQ
- **First neighborhood vote** held on support for developing design; if 50% or more votes received are Yes, design initiated
- Design development performed by a contract engineering firm, includes Right of Way survey and development of design using 11 preference guidelines defined in Resolution
- Community review of design options is an iterative process; notices are mailed to all properties in the affected area; feedback is received and revisions made and presented in follow-up meetings until a final design is established
- **Second neighborhood vote** held on support for construction; if 50% of responses are Yes, project is moved to the construction queue
- Caveats – Council by majority vote can override majority vote of neighborhood
 - If sidewalk vote is not approved, it can't be restarted for a 2 year period

**affected area is defined as the block and adjacent blocks of the same street and one block of cross streets*

New Sidewalk Installations Since 2012



Sidewalk Design Preference Guidelines: Section 8 A - K

- Located in ROW when possible; if not an easement agreement is required
- Consider installing partially or fully within existing pavement to reduce added impervious area and reduce private property impacts
- Minimize tree removal; tree inventory and tree protection methods to be used including non-linear sidewalks to accommodate tree space
- Any tree removed, must be replaced, per City replacement criteria, and included in project budget
- Preference for sidewalk location on the side of street with utility poles (already limits tree planting and may have better lighting)
- Sidewalk planning should be coordinated with other planned utility, traffic safety, or tree planting projects
- Any area impacted by sidewalk construction, including private lead walk, retaining wall, plantings, etc., will be addressed and included in project budget
- Stormwater treatment mitigation as required per City Code
- Sidewalk width must meet ADA standards (5 ft minimum); may be wider if specified by Master, Sector or development guidelines, or connects to existing wider sidewalks or is needed to accommodate heavy pedestrian traffic
- Preference for green strip between curb and sidewalk when right-of-way space allows
- City is not exempt from County Sediment and Erosion Control Permit and/or Forest Conservation Plan if project size triggers need

Historical Expenditures

SIDEWALK DESIGN

FY12	\$48K
FY13	\$92K
FY14	\$169K
FY15	\$55K
FY16	\$112K
FY17	\$62K
FY18	\$51K
FY19	\$60K
FY20	\$0
FY21	\$1,500
FY22	\$117K
FY23	\$74K to date

SIDEWALK CONSTRUCTION

FY12	\$314K
FY13	\$272K
FY14	\$329K
FY15	\$385K
FY16	\$237K
FY17	\$0
FY18	\$47K
FY19	\$1,067
FY20	\$553K
FY21	\$1,400
FY22	\$38K
FY23	\$118K to date

TRAFFIC CALMING

FY12	\$10K
FY13	\$150K
FY14	\$26K
FY15	\$23K
FY16	\$10K
FY17	\$43K
FY18	\$69K
FY19	\$10K
FY20	\$65K
FY21	\$0
FY22	\$21K
FY23	\$24K to date

Recommendations for Process Improvements

Complete Safe Streets Committee (CSSC)

Released recommendations for Council consideration in January 2021

- Simplify process, uniformity
- Be innovative and cost-conscious
- Use data-driven evidence-based criteria in the review process and balance public input with other priorities including racial equity, more holistic approach in planning locations
- Engage community using multiple outreach methods
- Provide updated mapping of sidewalk and traffic calming locations, publish on City website
- Establish annual budget and set priorities

Resolution 2022-41 – Pedestrian and Transportation Safety

- Referenced recommendations of the CSSC
- Referenced County efforts including Action Plan for Vision Zero, Pedestrian Master Plan, Reimagined RideOn, Bicycle Master Plan
- Comprehensive approach that prioritizes pedestrian and non-vehicle safety and emphasizes equity in decision-making
- Address larger geographic areas together and integrate with other City priorities
- Identify areas for reduced speed limits
- Expand process for initiation requests

TAKOMA PARK'S STORMWATER MANAGEMENT PROGRAM

Presented to the City Council

February 8, 2023

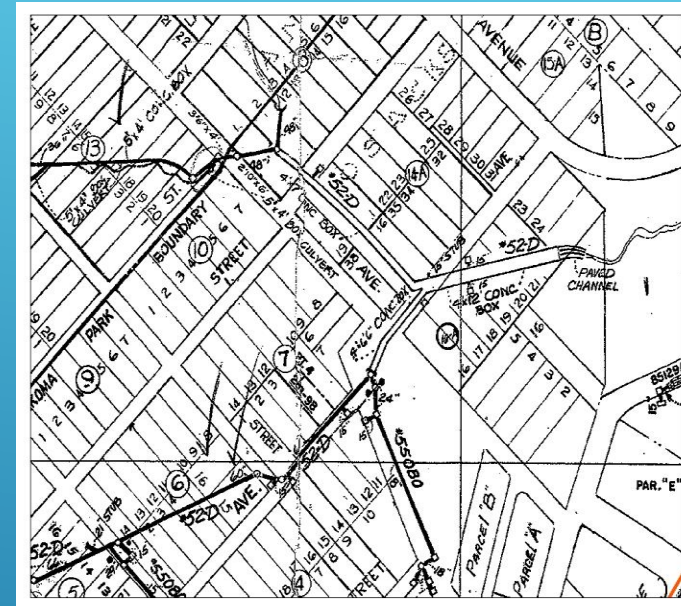
A BRIEF HISTORY OF OUR STORMWATER SYSTEM

Takoma Park inherited the stormwater system in 1988.

- Originally owned by WSSC
- The State ruled against utility ownership
- The City opted to take over system management rather than turning it over to the County

The City was provided with rudimentary maps which were eventually digitized and entered into GIS.

The City's Stormwater system is over 100 years old and has been expanded and improved over time. The purpose of the system is to provide safe conveyance of stormwater and protect property, as well as streets and bridges, and to enhance water quality in our area creeks and streams.



In 1996 the City established the Stormwater Utility Fee to provide a dedicated source of funding for the program.

Historical comparison:

FY97 the base rate = \$24 per 1,228 sf of impervious area, the annual budget was \$200,000.

FY20 the base rate = \$92, and the annual budget was \$700,000.

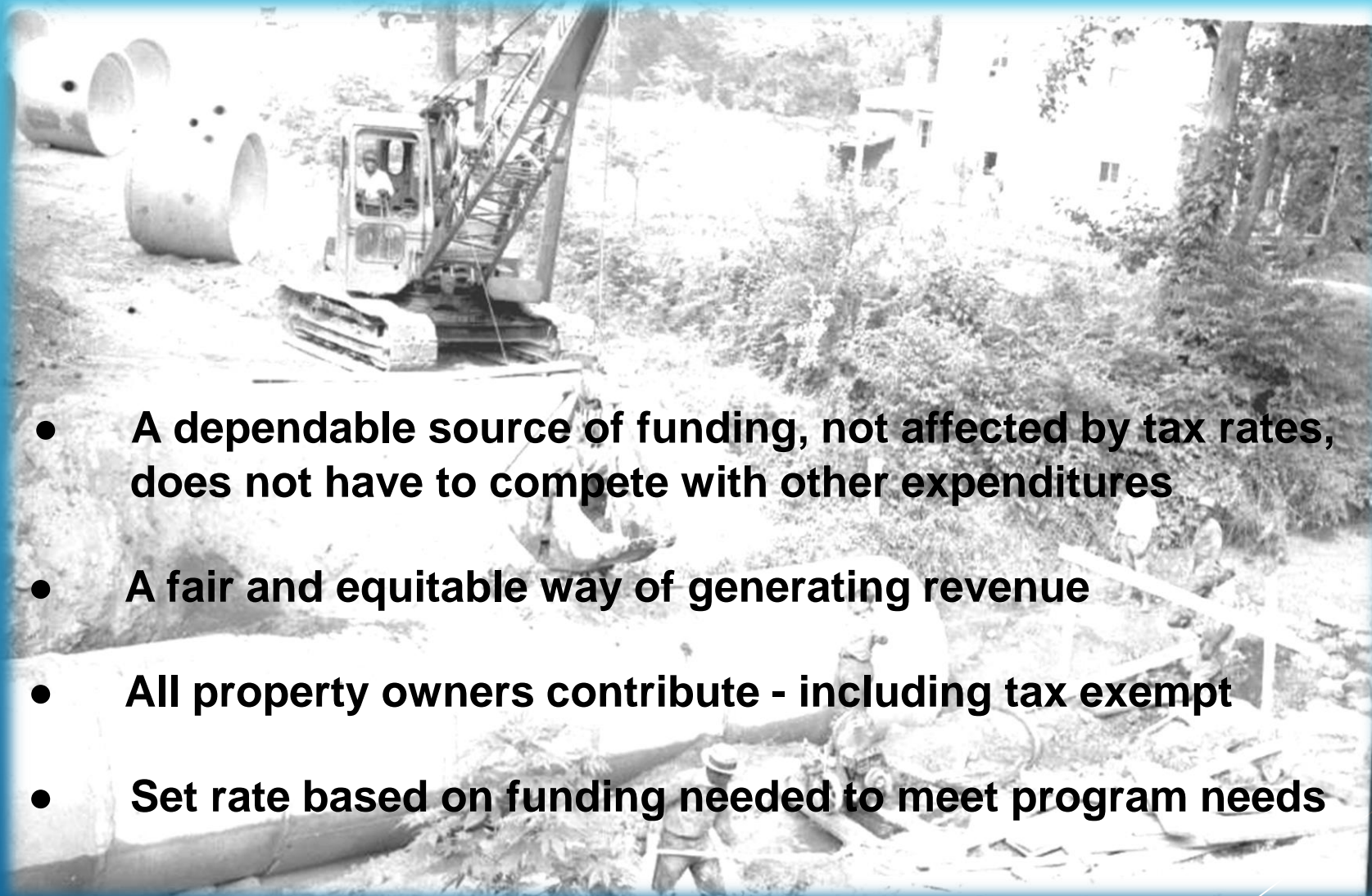
FY22 the base rate = \$25 per 500 sq ft of impervious surface, generating revenue of \$755,000

STORMWATER SYSTEM – PIPES, STRUCTURES AND BMPS



- 19 miles of pipe
- 715 inlets
- 78 Outfalls
- 89 treatment facilities

WHY A UTILITY FEE?



- **A dependable source of funding, not affected by tax rates, does not have to compete with other expenditures**
- **A fair and equitable way of generating revenue**
- **All property owners contribute - including tax exempt**
- **Set rate based on funding needed to meet program needs**

STORMWATER UTILITY FEE UPDATED

The City established the **Stormwater Utility Fee** as the funding mechanism in 1996. Single-family properties were billed a flat fee and multi-family, commercial, and institutional properties were billed based on the amount of impervious area.

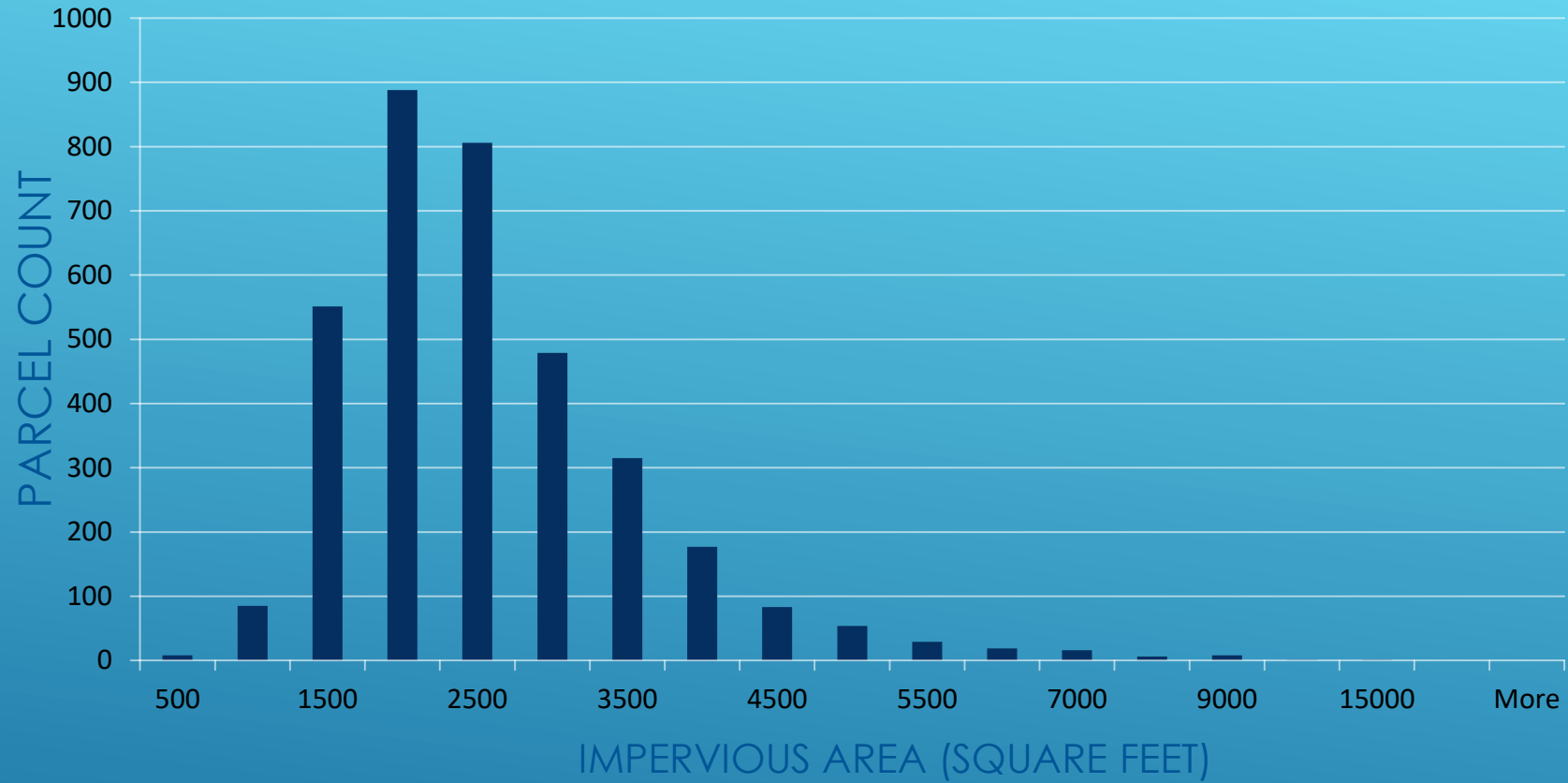
In 2020, the City contracted with Black & Veatch to review the impervious area for all property types and recommend updates to the fee structure. The main findings were that the average impervious area for single-family property was much larger than previously assumed and had a wider variation, ranging from under 500 sf to over 10,500 sf on a single property.

The source of data on the impervious area is from the County which evaluates impervious surfaces on a three-year cycle. The assessment also includes State Tax database records, and digital maps with planimetric information gathered from aerial and LIDAR analysis.

Property owners can request corrections to their impervious area determination if they think the calculation is in error. The application can be found on the Stormwater Management webpage and includes a link to the County's impervious surface map.

In 2022, the City established a Credit Program to enable property owners who have taken measures to reduce stormwater run-off on their property. The maximum credit available is a 50% reduction of their Stormwater Utility Fee. Property owners can apply for one or multiple eligible credit categories which includes tree planting, rain gardens, bioretention facilities, bioswale, dry wells, permeable surfaces and green roofs. The Guidance document and application are on the Stormwater Management webpage:

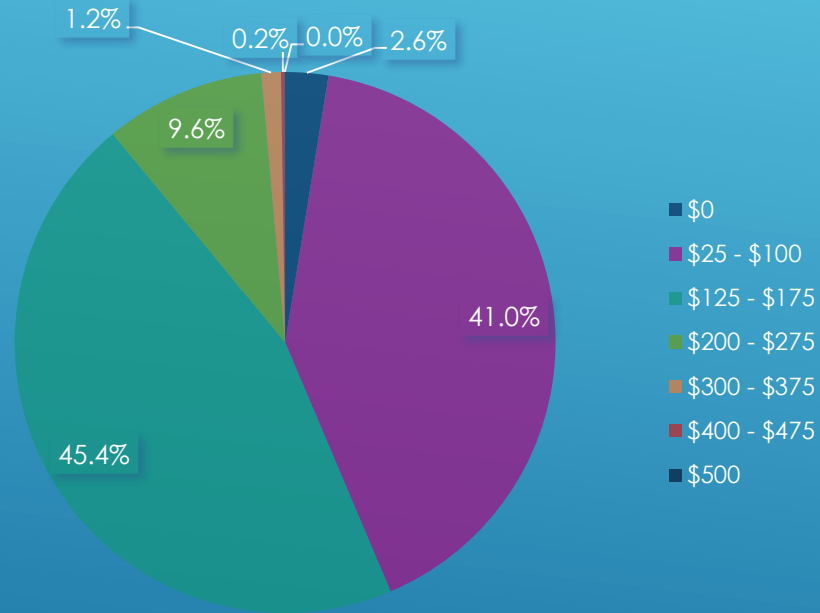
<https://takomaparkmd.gov/government/public-works/stormwater-management-program/>



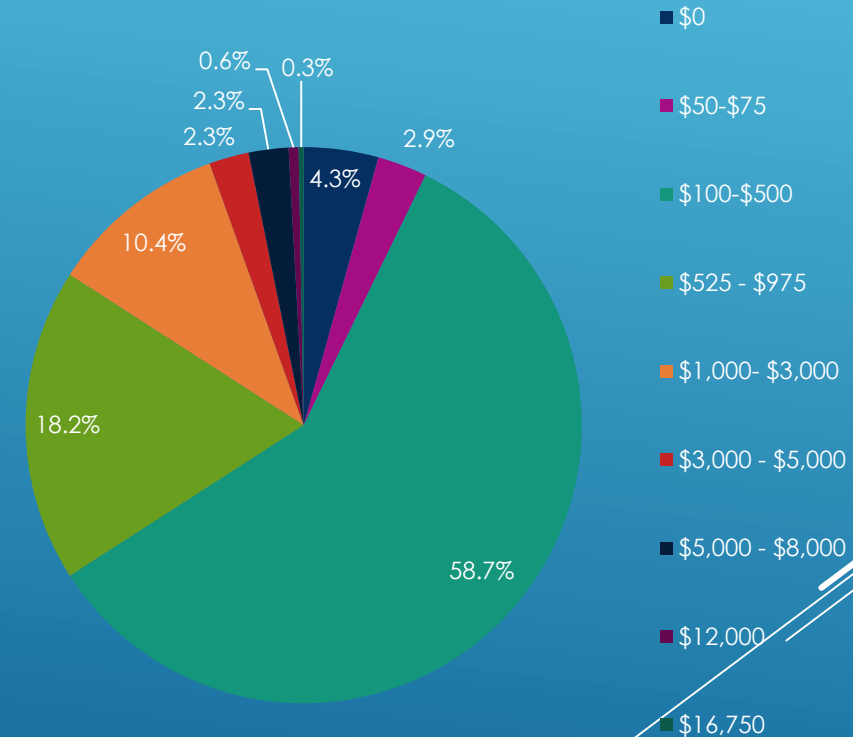
SINGLE FAMILY RESIDENTIAL IMPERVIOUS AREA DISTRIBUTION

STORMWATER FEE COMPARISONS

SINGLE FAMILY FEE AMOUNTS



MULTI-FAMILY, COMMERCIAL & INSTITUTIONAL FEES



IMPERVIOUS AREA MAPPING



Layer List

Layers

- ▶ Takoma Park Boundary
- ▶ Properties - Takoma Park
- ▶ TransformerStations
- ▶ Roads
- ▶ StreetSidewalks
- ▶ Non-Street Sidewalks
- ▶ ParkingLots
- ▶ Hard_Surface_Trails
- ▶ Driveways
- ▶ Bridges
- ▶ Patios_Courts_Pads
- ▶ Buildings

Map can be found at: <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>

PROPERTY TYPES IN TAKOMA PARK

- 86% - Single Family Residential
- 14% - Other Developed
 - Multi-family - 5%
 - Commercial - 4%
 - Tax Exempt Properties - 5%

Impervious Area By Property Type

- 54% - Single Family
 - 46% - Other Developed Property
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

FY 23 STORMWATER MANAGEMENT BUDGET

Expenditures

■ **\$734,226 ***

\$118,000 personnel
\$250,000 capital projects
\$366,000 maintenance & services

Revenue

■ **\$761,375**

\$754,875 utility fee
\$ 6,500 permit fees

<u>Personnel</u>	- \$118,000 - .75 FTE (.5 engineer and .25 construction manager)
<u>Capital Projects</u>	- \$250,000 - new facility construction, FY23 Takoma Branch Steam Restoration
<u>Engineering Support</u>	- \$ 70,000 - contract technical support, survey, design, As-Built certification, etc
<u>Repair & Mnt</u>	- \$180,000 - existing system repairs, FY23 Outfall repair on Maple Ave, Poplar Ave system improvements, and pipe repair on Valley View & Willow
<u>Required Services</u>	- \$113,000 - water quality testing and illicit discharge investigation (mandated) - video inspection & inlet and pipe cleaning (1/5 of the system yearly) - contract maintenance at bioretention and modular wetland facilities
<u>Supplies</u>	- \$ 3,000 - software fees and office supplies

*The SW Budget was amended in July 2022, adding \$657,450 for projects funded in the prior year but not completed including:

\$250K for the purchase of a new sweeper
\$305K for a project on Cockerille Ave and Circle Woods
\$5K for a project at Hillwood Manor Playground
\$76K for the outfall monitoring
\$21.5K for GIS database upgrades

5 YEAR CAPITAL BUDGET IDENTIFIES FUTURE PROJECTS

Capital Improvement

PUBLIC WORKS	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Takoma Branch Stream Restoration - Phase 2	SW	-	250,000	-	-	-	-
13th and Hillwood Manor Playground	SW	55,000	-	-	-	-	-
Cockerville Ave Pipe Realignment (updated 1/4/2022)	SW	210,000	-	-	-	-	-
Elson Place Project (updated 1/4/2022)	SW	130,000	-	-	-	-	-
Glenside Dr and Carroll Ave	SW	-	-	-	-	-	-
Jefferson Ave Bio Retention Facility	SW	-	-	50,000	-	-	-
Albany and Baltimore Ave SW Treatment	SW	-	-	70,000	-	-	-
Houston Ave SW Treatment	SW	-	-	80,000	-	-	-
Extend SW System in Long Branch/Sligo Area	SW	-	-	-	150,000	-	-
Sligo Mill Dead End Erosion Control	SW	-	-	-	50,000	-	-
Maple Ave Parking Lot Program	SW	-	-	-	-	155,000	-
Flower Ave & Cherry Ave Outfall Stabilization	SW	-	-	-	-	45,000	-
Public Private Project on private property	SW	-	-	-	-	-	200,000
SUBTOTAL - STORMWATER MANAGEMENT (\$)		395,000	250,000	200,000	200,000	200,000	200,000
TOTAL - PUBLIC WORKS (\$)		2,608,733	2,714,812	2,789,362	1,739,619	4,215,330	3,713,621

STATE & FEDERAL REGULATORY REQUIREMENTS

The City's Stormwater Management Program must comply with State laws related to the Chesapeake Bay clean-up and the Federal Clean Water Act. These laws have created a regulatory framework known as the:

National Pollution Discharge and Elimination System NPDES, Municipal Separate Storm Sewer System (MS4) – Phase II

- ▶ The City received its first permit in 2003. The permit required the implementation of **6 minimum control measures**.
- ▶ The City's current permit was issued in 2018, and requires the same 6 control measures **plus** Impervious Area Restoration (treat run-off from 20% of developed lands without stormwater controls)
- ▶ The permit has a 5-year term, the next update is expected in 2023
- ▶ The annual report - [Takoma Park NPDES Progress Report October 2020 – October 2022](#) can be found here on the stormwater webpage –
- ▶ <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>

SIX MINIMUM CONTROL MEASURES

- ▶ **Public Education and Outreach**
 - ▶ Newsletter articles, bus shelter ads
 - ▶ Stormwater Program Info on website - <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>
 - ▶ Community Meetings
- ▶ **Public Involvement and Participation**
 - ▶ Tree Takoma tree planting (previously Bulk Buy Program)
 - ▶ Mark a drain campaign
 - ▶ Sweep the Creek Program- Partnership with Friends of Sligo Creek
- ▶ **Illicit Discharge Detection and Elimination**
 - ▶ Annual Water quality testing of outfalls for pollutants
 - ▶ Respond to reports of spills or dumping, investigate and inform County and MD Dept of Environment
 - ▶ Investigates pollutants identified in outfall testing to determine source
 - ▶ Montgomery County provides enforcement action as needed via MOU
- ▶ **Construction Site Runoff Control**
 - ▶ Montgomery County Dept of Permitting Services provides Sediment & Erosion Control Program
 - ▶ City staff observe construction sites for erosion and sediment issues and follow up directly or notify the County
- ▶ **Post Construction SW Management**
 - ▶ The City issues stormwater permits for new construction and provides oversight & inspection of approved plans
 - ▶ System Maintenance Projects including annual video inspection, cleaning, system repairs & maintenance
- ▶ **Pollution Prevention and Good Housekeeping**
 - ▶ Street Sweeping
 - ▶ Vacuum Leaf Collection
 - ▶ Safe Grow Law – bans the use of pesticides for cosmetic lawn care
 - ▶ Polystyrene Ban

IMPERVIOUS AREA RESTORATION

- ▶ Since 2006 Takoma Park has installed **89 Treatment facilities**
 - ▶ 66 Bioretention facilities
 - ▶ 13 modular wetland & Filtera systems
 - ▶ 6 permeable paver and infiltration basins
 - ▶ 1 green roof
 - ▶ 2 wet ponds and a step-pool
- ▶ Completed **798 feet of stream restoration** (4 projects) and 277 feet of outfall stabilization (8 projects)
- ▶ Additional treatment credit is provided through annual **street sweeping, storm drain system cleaning, and tree planting**
- ▶ Required Restoration amount is 109 equivalent acres, Actual Restoration credit to date is 80 acres

BIORETENTION FACILITIES



Modular Wetland System



OUTFALL STABILIZATION & STREAM RESTORATION



ALTERNATIVE TREATMENT MEASURES



CONSTRUCTION PERMIT FOR STORMWATER MANAGEMENT

Stormwater Management permit is required for:

- ▶ Additions or modifications to existing single-family detached residential structures disturbing 5,000 sf or more
- ▶ Any exterior construction on commercial, industrial or institutional property, regardless of the size of the disturbance

The City requires the submittal of a Stormwater Plan for review and approval at the Concept Stage and the Final Construction Phase. For Multi-Family or large commercial projects, there may also be a Site Development Stage review.

- ▶ The submission requirements for the permit application are outlined in the City Code, [Section 16.04.140](#) and Maryland Department of the Environment Stormwater Management Design Manual.
- ▶ [Stormwater Management Plan Review Process \(PDF\)](#)

STORMWATER PERMIT FEES

- ▶ Concept or Site Development
 - ▶ **\$50** Single Family
 - ▶ **\$10 per unit (Minimum of \$50.00)** Multi-family
 - ▶ **\$0.05 per square foot of impervious area (minimum \$250, maximum \$500)** Commercial, Industrial, Multi-Family 21 units or more.
- ▶ Final Construction
 - ▶ **\$500** Single Family
 - ▶ **\$100** per unit Multi-family up to 20 units
 - ▶ **10% of system construction costs (reduction up to 50% possible if controls exceed requirements)** Commercial, Industrial, Institutional, Multi-Family of 21 units or more.

FLOWER AVENUE GREEN STREET

The Flower Ave Green Street project was the largest single project undertaken by the City. It covered a 1-mile section of Flower Avenue and provided:

- *traffic calming,*
- *sidewalk installation and crosswalk improvements,*
- *improvements to bus stops for transit users,*
- *added 7 stormwater treatment facilities,*
- *new water main, hydrants and updated house connections*
- *upgraded street lighting to LED and added pedestrian scale lighting,*
- *planted trees*

The project planning was initiated in 2014 and completed in 2021. The project required coordination with SHA, Montgomery County, and the utilities - most significantly WSSC who partnered with the City to include upgrading the 100-year-old water main as part of the project. Substantial funding for the project was provided by grants from the Maryland Transportation Alternative Program, the National Fish and Wildlife Federation, Community Development Block Grant, Montgomery County, and project cost sharing with WSSC.

<u>Project cost:</u>	\$6,721,359
Funding from others:	\$5,480,389
City expenditure:	\$1,240,970

Funding sources = WSSC \$3,091,079, TAP grant \$1,040,330, SHA \$696,000, CDBG \$284,230, Montgomery County, \$200,000, NFWF \$168,750

STORMWATER RESILIENCY STUDY

This is a one-year effort completed by the Low Impact Development Center

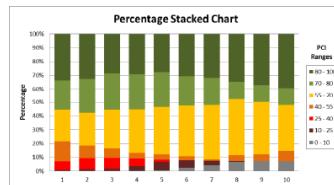
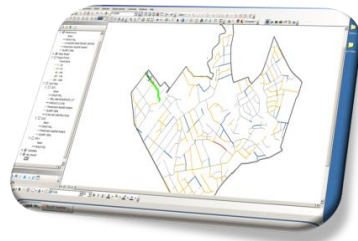
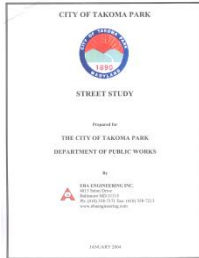
- ▶ **Task 1** – provides a suite of stormwater management solutions for public information to help residents understand options for stormwater management.
- ▶ **Task 2** – Review flood-prone areas of the City and select 20 locations to develop initial recommendations for improvements. This analysis will use GIS information, satellite imagery, and field visits. Two of these locations will be studied in detail to illustrate the possible reduction in run-off volume through the implementation of the recommended measures.
- ▶ **Task 3** – Provide a list of proposed incentives and Code changes that the City may consider to enhance stormwater requirements, both at the City level and to recommend at the County level.
- ▶ **Task 4** – Establish a dashboard that will enable property owners to estimate the amount of run-off produced by various sized storm events based on property size and terrain as well as the amount of impervious surface within their property. The dashboard will also include links to available city incentives and State grant programs.
- ▶ *Additional Information - <https://takomaparkmd.gov/government/public-works/stormwater-management-program/stormwater-resiliency-study/>*



CITY OF TAKOMA PARK

Street Renovation Program Overview 2004 - 2021

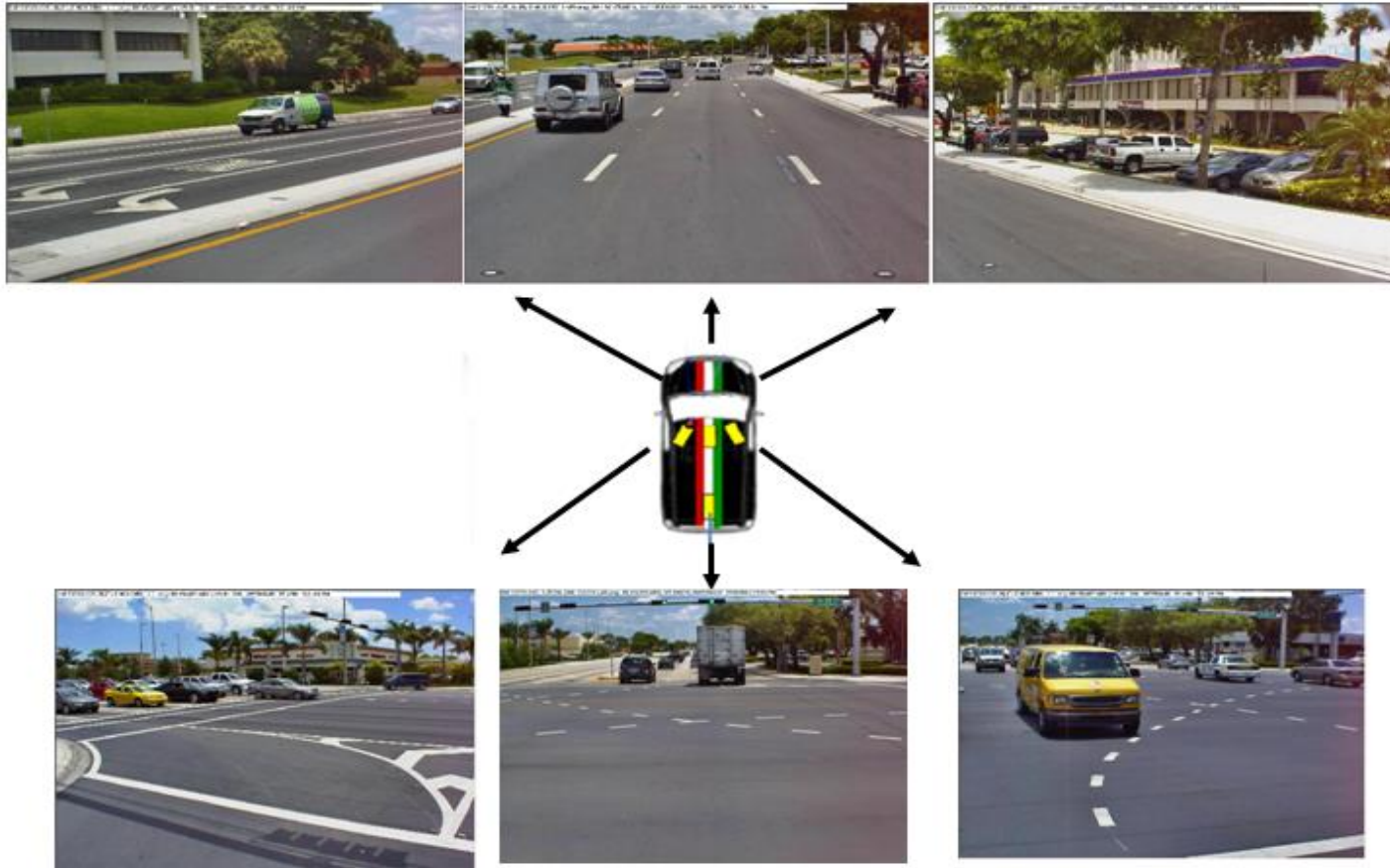
PAVEMENT EVALUATION HISTORY



- 2003 - Pavement Evaluation Study included traffic counts & pavement cores. The investigation was done manually by EBA Engineering
- 2011- Pavement Evaluation Study included automated video inspection and condition analysis through proprietary software performed by Enterinfo
- 2016 - Pavement Evaluation Study used the same technology as 2011 and data was integrated into GIS
- 2021 – Automated pavement survey, surface analysis, distress classification and rating were performed by O’Connel & Lawrence

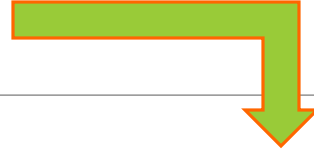
Automated Video Inspection

Data collection occurs through six cameras, that take pavement & right of way images

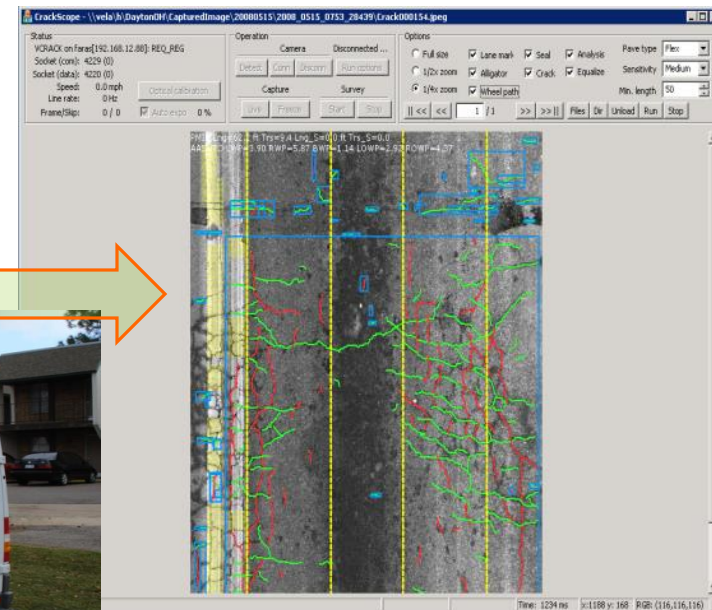


Automated Roadway Condition Analysis

GPS/Distance/Inertial



**Automated Crack
Detection**



Automated roadway condition analysis leads to pavement condition rating

Distress types such as alligator cracking, joint reflection cracking, utility patching, potholes, rutting and weathering are common in our streets. The PCI rating reflects the severity and frequency of these distresses.



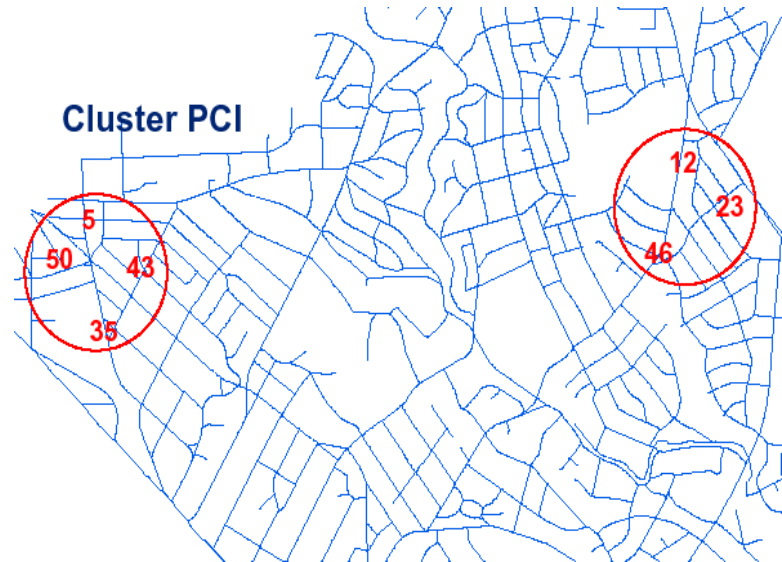
Street Condition Rating

<i>PCI Number</i>	<i>Rating</i>
<i>100</i>	Excellent
<i>85</i>	Very Good
<i>70</i>	Good
<i>55</i>	Fair
<i>40</i>	Poor
<i>25</i>	Very Poor
<i>10-0</i>	Failed

- Evaluations are primarily based on Pavement Condition Rating (PCI)
- PCI ratings are measures of pavement structural integrity & surface condition
- Descriptive condition as corresponds to PCI are identified in categories from Failed to Excellent

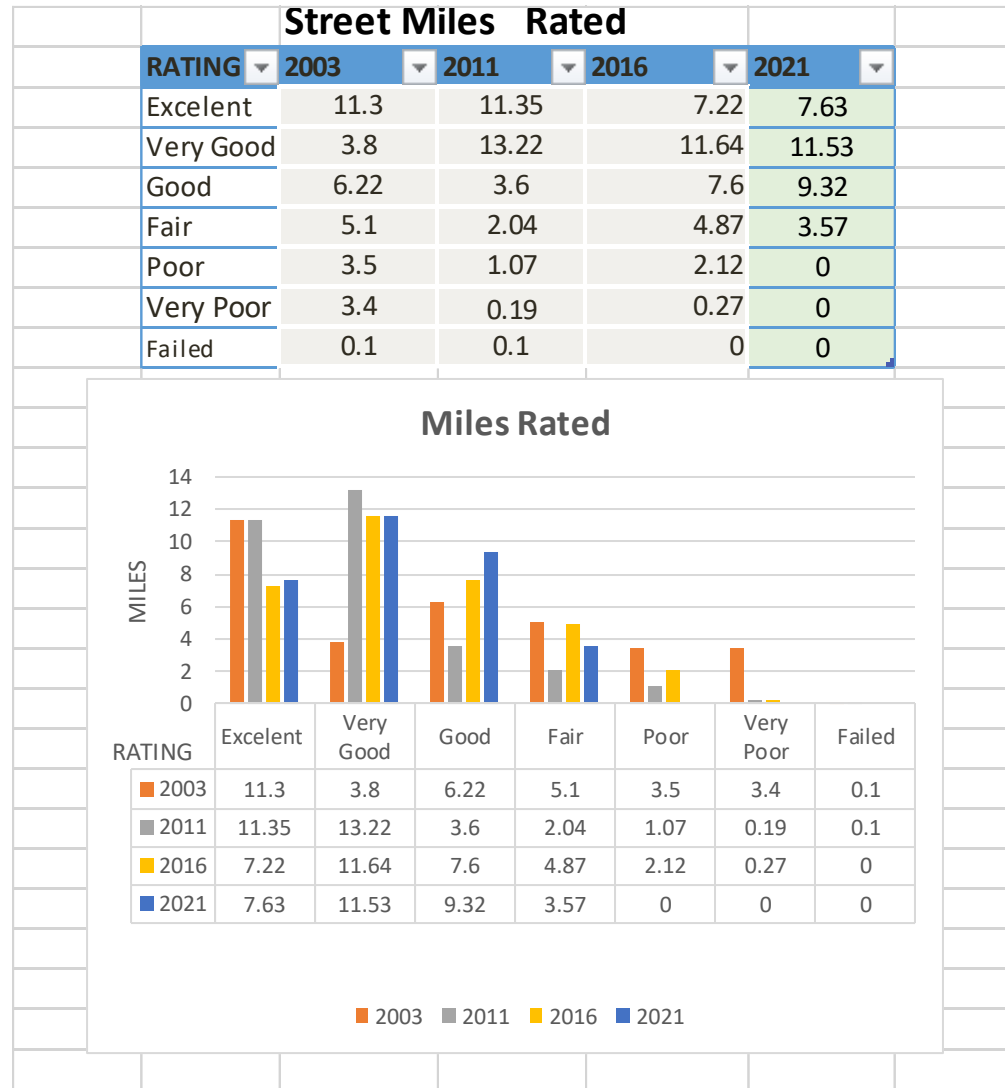
Street Restoration Program

The annual street restoration schedule is based on the following criteria:

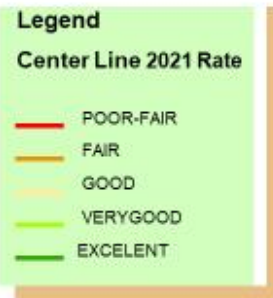


- 1) Pavement Condition Ratings:**
Ratings are adjusted overtime assuming pavement conditions deteriorate
- 2) Logistical considerations:**
Clustering of work to optimize efficiency, scheduling & reduce mobilization cost
- 3) Public safety & life span considerations**
Considerations for how traffic volumes might accelerate deterioration
- 4) Other work planned for the street**
Coordinate with scheduled utility work or City projects

Pavement Condition Rating in 2003, 2011, 2016 and 2021

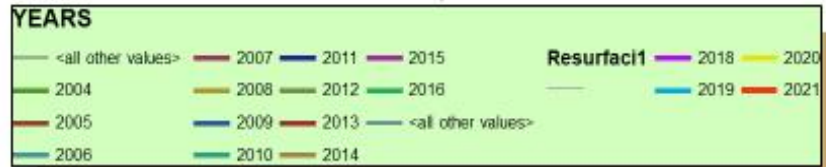
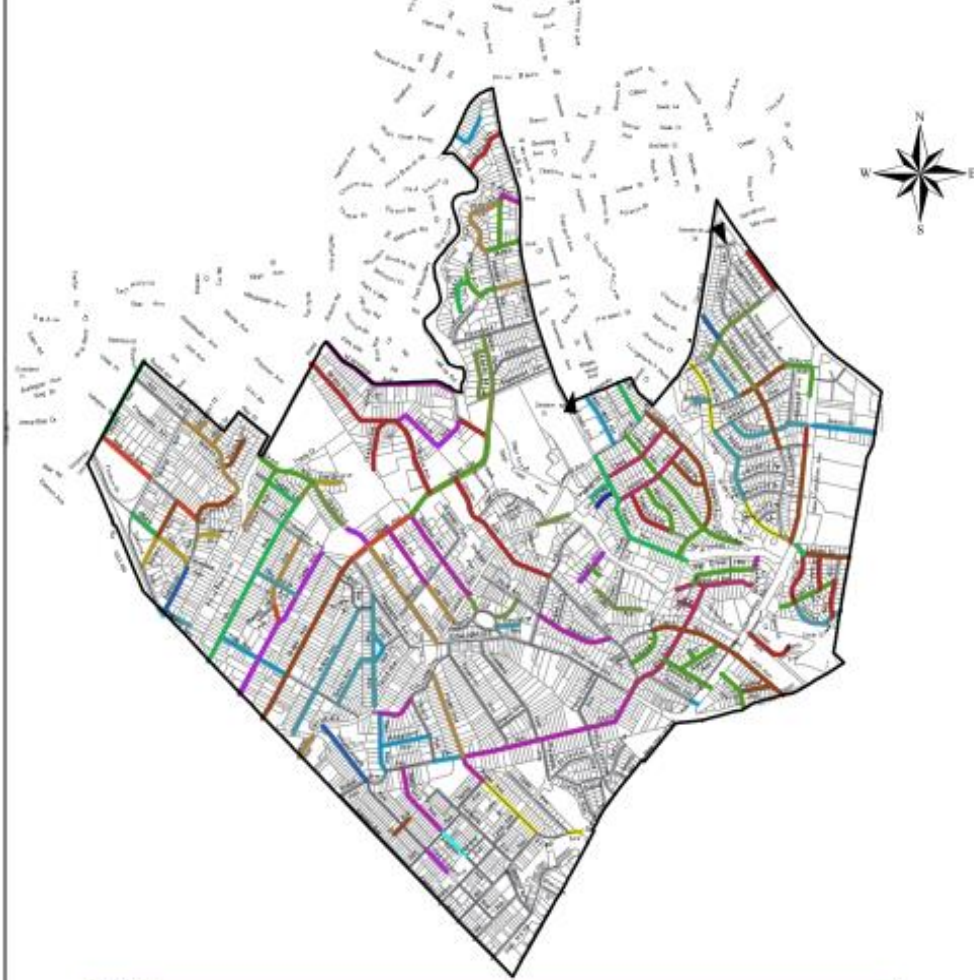


City-Wide Pavement Rating



- Streets rated Poor to Fair will have priority
- These streets are shown with red color
- Lists of streets to be resurfaced will be prepared based on program criteria.

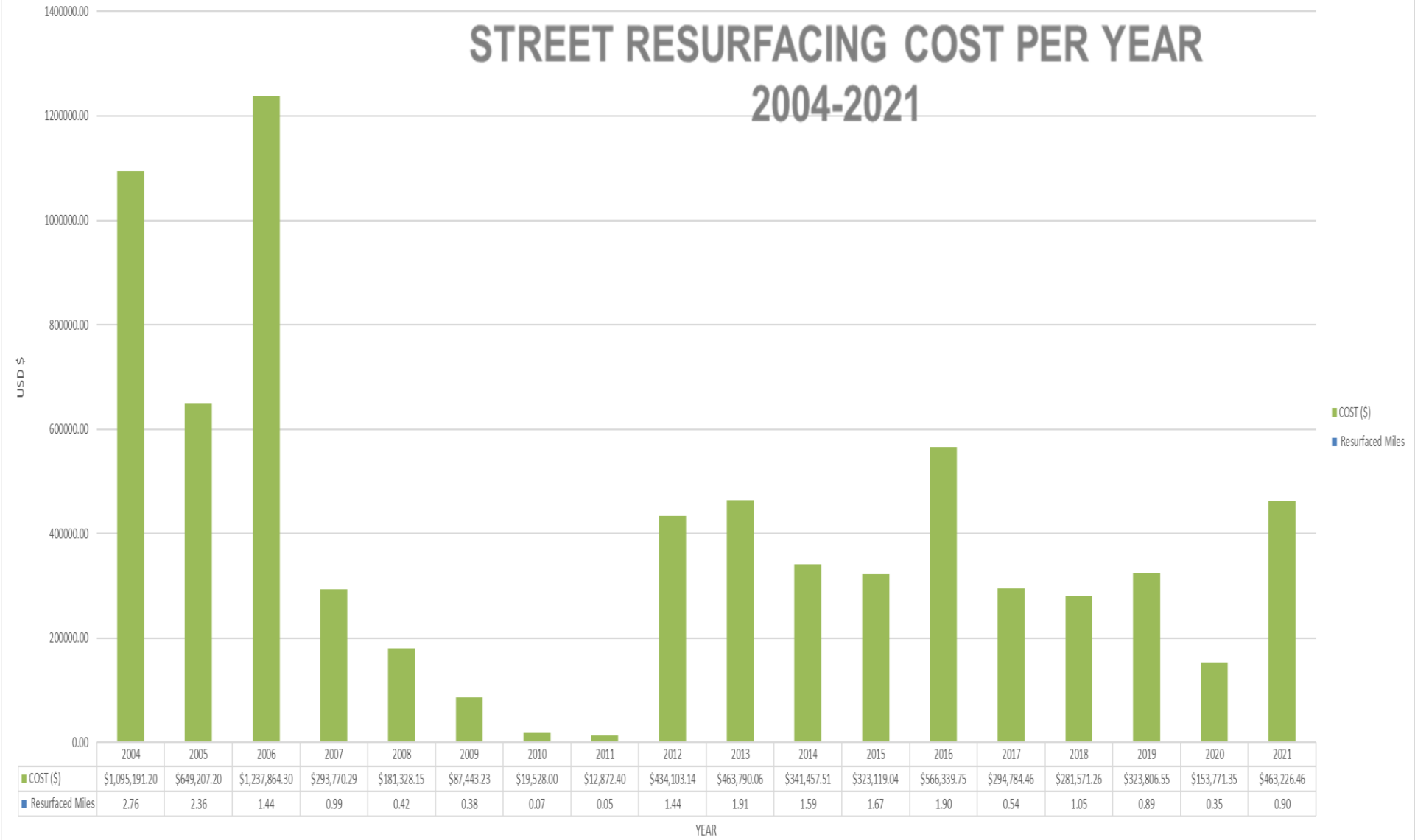
Streets resurfaced 2004 -2021



Year	Resurfaced Miles	No. Blocks	COST (\$)
2004	2.76	30	\$ 1,095,191.20
2005	2.36	21	\$ 649,207.20
2006	1.44	30	\$ 1,237,864.30
2007	0.99	12	\$ 293,770.29
2008	0.42	6	\$ 181,328.15
2009	0.38	3	\$ 87,443.23
2010	0.07	1	\$ 19,528.00
2011	0.05	1	\$ 12,872.40
2012	1.44	11	\$ 434,103.14
2013	1.91	15	\$ 463,790.06
2014	1.59	19	\$ 341,457.51
2015	1.67	17	\$ 323,119.04
2016	1.90	27	\$ 566,339.75
2017	0.54	22	\$ 294,784.46
2018	1.05	14	\$ 281,571.26
2019	0.89	11	\$ 323,806.55
2020	0.35	5	\$ 153,771.35
2021	0.90	5	\$ 463,226.46
SUM	20.72	250	\$ 7,223,174.34

STREET RESURFACING COST PER YEAR

2004-2021



Tentative Street Resurfacing List for FY 22 through FY 25

This is a list of the likely streets to be resurfaced this spring/summer and through next four Fiscal years. This list is largely based on Pavement Condition Indices. Adjustment will be applied as the program Criteria requires.

Resurfacing schedule
FY22-FY25

Street Resurfacing List

Segment_ID	StreetName	From_Street	To_Street	Length_Ft	Length_mile	Width	PCI	Cum miles	per segment Cost	cost per Avg cost p	STATUS	Schedule	Budget Exp./yr
	2022			feet	mile			Σmile	\$	\$		Year	
9	SLIGO MILL RD	SLIGO MILL RD	SHERIDAN ST	160	0.03	30	45.00	0.03	\$ 11,393.24	\$ 11,393.24		FY22	
6	SLIGO MILL RD	ORCHARD AVE	SLIGO MILL RD	214	0.04	26	55.00	0.45	\$ 15,189.49	\$ 166,883.03		FY22	
85	NEW HAMPSHIRE SERV	NEW HAMPSHIRE AVE	NEW HAMPSHIRE AVE	314	0.06	20	47.39	0.09	\$ 22,289.51	\$ 33,682.74		FY22	
369	NEW HAMPSHIRE SER	KINGWOOD DR	MERWOOD DR	669	0.13	18	57.00	0.22	\$ 47,541.38	\$ 81,224.12		FY22	
124	KENTLAND AVE	NEW HAMPSHIRE AVE	HOPEWELL AVE	345	0.07	29	49.16	0.28	\$ 24,507.74	\$ 105,731.86		FY22	
107	KENTLAND AVE	HOPEWELL AVE	EAST WEST HWY	187	0.04	29	50.04	0.32	\$ 13,257.88	\$ 118,989.74		FY22	
10	SHERIDAN ST	NEW HAMPSHIRE AVE	SLIGO MILL RD	253	0.05	39	50.09	0.37	\$ 17,973.31	\$ 136,963.05		FY22	
469	HOUSTON AVE	ROANOKE AVE	BRIGHTON AVE	207	0.04	26	54.79	0.40	\$ 14,730.49	\$ 151,693.54		FY22	
142	LARCH AVE	NEW HAMPSHIRE AVE	LOCUST AVE	106	0.02	26	55.00	0.42	\$ 7,534.98	\$ 159,228.52		FY22	
467	HOUSTON AVE	BRIGHTON AVE	KENNEBEC AVE	767	0.15	26	55.00	0.57	\$ 54,499.57	\$ 213,728.09		FY22	
224	DOGWOOD AVE	CEDAR AVE	BIRCH AVE	319	0.06	26	57.00	0.63	\$ 22,666.49	\$ 236,394.58		FY22	
238	DOGWOOD AVE	BIRCH AVE	HOLLY AVE	324	0.06	26	58.00	0.69	\$ 23,006.72	\$ 259,401.30		FY22	
242	HEATHER LA	HEATHER AVE	LANE #2	599	0.11	15	57.00	0.81	\$ 42,531.79	\$ 301,933.09		FY22	
376	DUNDALK RD	BOSTON AVE	DUNDALK RD	486	0.09	26	57.25	0.90	\$ 34,529.59	\$ 336,462.68		FY22	
269	ERSKINE ST	GLENSIDE DR	THIRTEENTH AVE	156	0.03	40	59.62	0.93	\$ 11,089.50	\$ 347,552.18		FY22	
252	MAPLE AVE	PHILADELPHIA AVE	PHILADELPHIA AVE	192	0.04	27	62.00	0.96	\$ 13,624.22	\$ 361,176.41		FY22	
482	UNIVERSITY LA	UNIVERSITY BLVD	ANNE AVE	617	0.12	20	62.35	1.08	\$ 43,854.48	\$ 405,030.89		FY22	
338	DARWIN AVE	GRANT AVE #2	DARWIN AVE	369	0.07	26	63.07	1.15	\$ 26,192.53	\$ 431,223.42		FY22	
39	SERVICE RD	EASTERN STREET NW	EASTERN AVENUE NE	609	0.12	23	50.00	1.27	\$ 43,250.16	\$ 474,473.59	HLD WSSC	FY23	\$ 446,412.91
212	ASPEN AVE # 2	BOYD AVE	LINCOLN AVE	456	0.09	26	64.78	1.35	\$ 32,395.36	\$ 506,868.95	Good	FY23	
199	HANCOCK AVE	GRANT AVE	HANCOCK AVE	188	0.04	24	64.95	1.39	\$ 13,330.48	\$ 520,199.43		FY23	
258	ERSKINE ST	FOURTEENTH AVE	ERSKINE ST	137	0.03	26	65.00	1.41	\$ 9,751.63	\$ 529,951.06		FY23	
263	ERSKINE ST	THIRTEENTH AVE	THIRTEENTH PL	222	0.04	26	65.00	1.46	\$ 15,794.65	\$ 545,745.70		FY23	
483	ROANOKE AVE	HOUSTON AVE	HUDSON AVE	506	0.10	23	65.10	1.55	\$ 35,940.88	\$ 581,686.59		FY23	
280	BUFFALO AVE	ALBANY AVE	TAKOMA AVE	473	0.09	23	66.17	1.64	\$ 33,606.80	\$ 615,293.39		FY23	
102	TULIP AVE	SPRUCE AVE	CARROLL AVE	356	0.07	23	67.12	1.71	\$ 25,312.62	\$ 640,606.00		FY23	
110	HOPEWELL AVE	KENTLAND AVE	LARCH AVE	444	0.08	26	67.49	1.79	\$ 31,522.22	\$ 672,128.22		FY23	
312	BUFFALO AVE	NEW YORK AVE	ALBANY AVE	525	0.10	23	67.79	1.89	\$ 37,253.29	\$ 709,381.51		FY23	
261	ERSKINE ST	THIRTEENTH PL	FOURTEENTH AVE	272	0.05	26	68.00	1.94	\$ 19,340.18	\$ 728,721.69		FY23	
101	WOODLAND AVE	ELM AVE	BEECH AVE	440	0.08	23	68.20	2.03	\$ 31,265.71	\$ 759,987.40		FY23	
92	HICKORY AVE	ELM AVE	MONTGOMERY AVE	336	0.06	23	68.60	2.09	\$ 23,836.95	\$ 783,824.35		FY23	
105	HICKORY AVE	MONTGOMERY AVE	COLUMBIA AVE	554	0.10	23	68.76	2.20	\$ 39,337.53	\$ 823,161.88		FY23	
352	CHESTNUT AVE	HODGES LA	GRANT AVE #2	198	0.04	18	69.13	2.23	\$ 14,051.01	\$ 837,212.90		FY23	
484	HUDSON AVE	EASTRIDGE AVE	ROANOKE AVE	205	0.04	26	69.40	2.27	\$ 14,564.73	\$ 851,777.63		FY23	
373	NEW HAMPSHIRE AVE	KINGWOOD DR	KINGWOOD DR	16	0.00	18	69.60	2.27	\$ 1,126.29	\$ 852,903.92		FY23	
470	ROANOKE AVE	KENNEBEC AVE	HOUSTON AVE	557	0.11	23	69.65	2.38	\$ 39,564.71	\$ 892,468.63		FY23	
225	HANCOCK AVE	LEE AVE	GRANT AVE	346	0.07	24	69.66	2.45	\$ 24,547.79	\$ 917,016.41		FY23	
11	KANSASLA	KANSAS AVENUE NE	WESTMORELAND ST	386	0.07	26	69.74	2.52	\$ 27,393.29	\$ 944,409.70		FY23	\$ 469,936.12
90	LAUREL AVE	CARROLL AVE	EASTERN STREET NW	334	0.06	57	70.00	2.58	\$ 23,724.66	\$ 968,134.36		FY24	
169	ELM AVE	DEVONSHIRE RD	LARCH AVE	471	0.09	28	70.00	2.67	\$ 33,423.38	\$ 1,001,557.74		FY24	
187	ELSON ST	FOURTEENTH AVE	ELSON ST	141	0.03	24	70.00	2.70	\$ 10,002.15	\$ 1,011,559.89		FY24	
423	ELWYN CT	MISSISSIPPI AVE	ELWYN CT	110	0.02	30	70.00	2.72	\$ 7,839.79	\$ 1,019,399.68		FY24	
217	COLBY AVE	CHERRY AVE #2	COLBY AVE	333	0.06	20	70.01	2.78	\$ 23,645.13	\$ 1,043,044.81		FY24	
255	FOURTEENTH AVE	ERSKINE ST	ELSON PL	314	0.06	26	70.96	2.84	\$ 22,267.34	\$ 1,065,312.15		FY24	
259	FLOWER AVE	GARLAND AVE	GARLAND AVE	38	0.01	23	71.00	2.85	\$ 2,686.29	\$ 1,067,998.44		FY24	



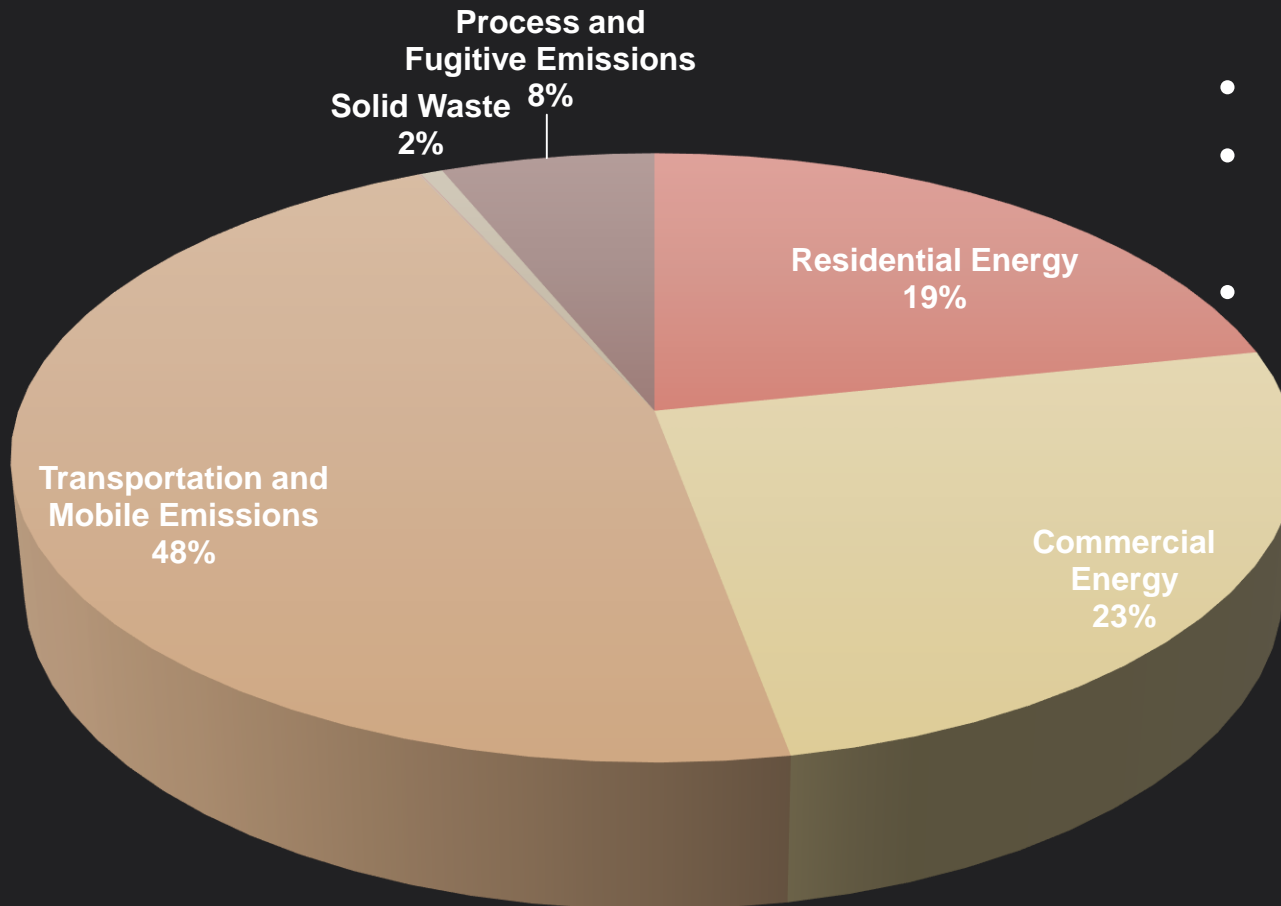
Sustainability & Climate Action in Takoma Park

Update to City Council
January 25, 2023

Daryl Braithwaite, Public Works Director

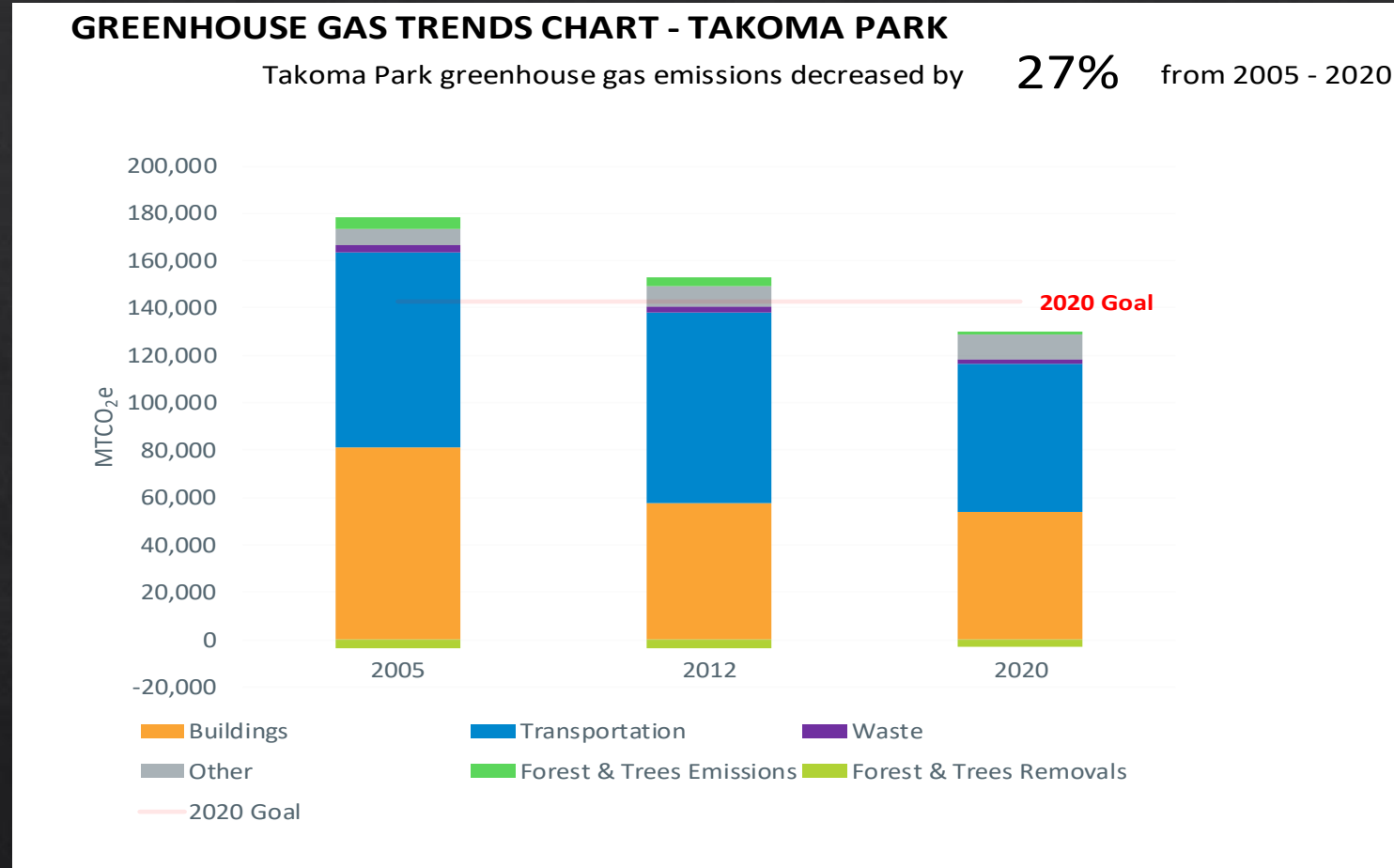
Takoma Park Emissions Profile 2020

Building Energy Use & Transportation are the largest source of emissions in the City



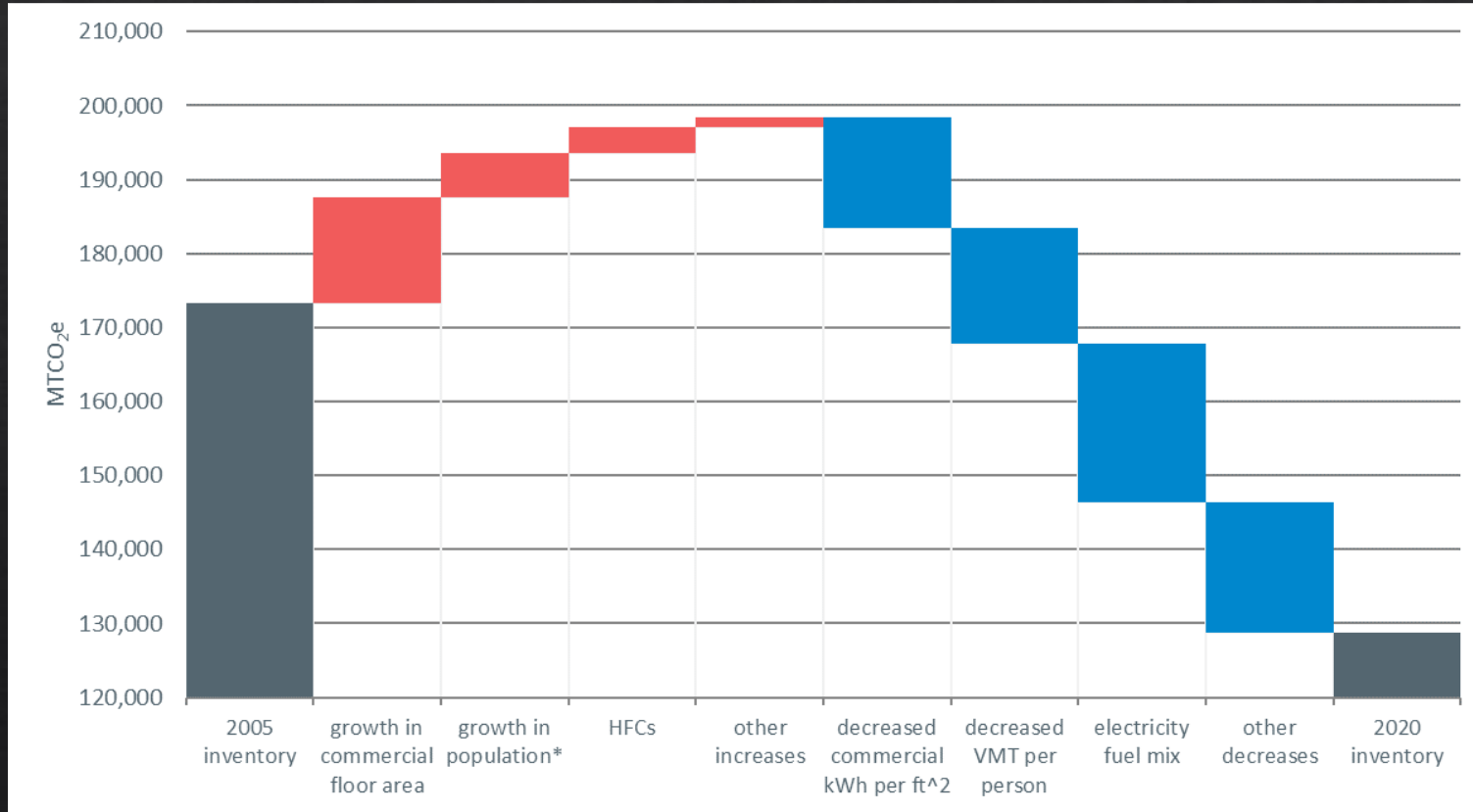
- 42% from buildings
- 48% from transportation
- 129,869 MTCO₂ in 2020
 - 27,485 MTCO₂ fossil fuel use in buildings
 - 26,419 MTCO₂ from electricity use
 - 62,406 MTCO₂ from transportation
 - 10,325 MTCO₂ fugitive sources
 - 1,978 MTCO₂ waste and water
 - (1,889) MTCO₂ trees & forestation

GHG Emissions Over Time 2005 - 2020



Emission Reductions have decreased by 27% since 2005

Source of Increases & Decreases



Emission Increases:

- ◇ Growth in commercial space
- ◇ Increase in population
- ◇ Increase in hydrofluorocarbons

Emission Decreases

- ◇ Cleaner electricity grid
- ◇ Reduced miles travels (pandemic)
- ◇ Decreased commercial electricity intensity

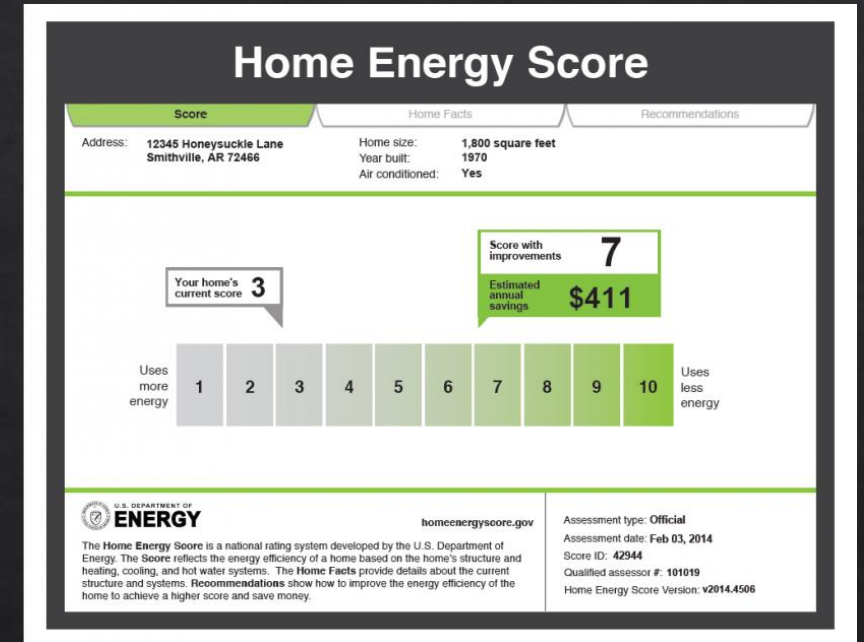
Main Climate Goals

- City of Takoma Park: Net Zero by 2035
- Montgomery County: 100% reduction of ghg emissions by 2035
- Maryland State: 50% reduction by 2030 (2006 baseline)
- MWCOCG regional goal: 50% reduction by 2030 and 80% by 2050 (2005 baseline)

Climate Emergency Response Framework Update

- **Priority: Buildings**

- Building Energy Performance Standards (BEPS) approved by Montgomery County. It will cover buildings 25,000 sq. feet and above.
- ACEEE has provided technical analysis to Takoma Park on implementing BEPS for buildings 10,000 – 25,000 sq. feet (45 buildings – 27 MF, 9 retail, 5 office, 2 religious, 1 healthcare, 1 warehouse)
- University of Maryland Environmental Analysis class evaluated Home Energy Labeling Policy for the City.
- Voluntary benchmarking will be offered to all Takoma Park businesses and multifamily buildings eligible for EnergyStar Portfolio Manager



Climate Emergency Response Framework Update

- **Priority: Transportation**

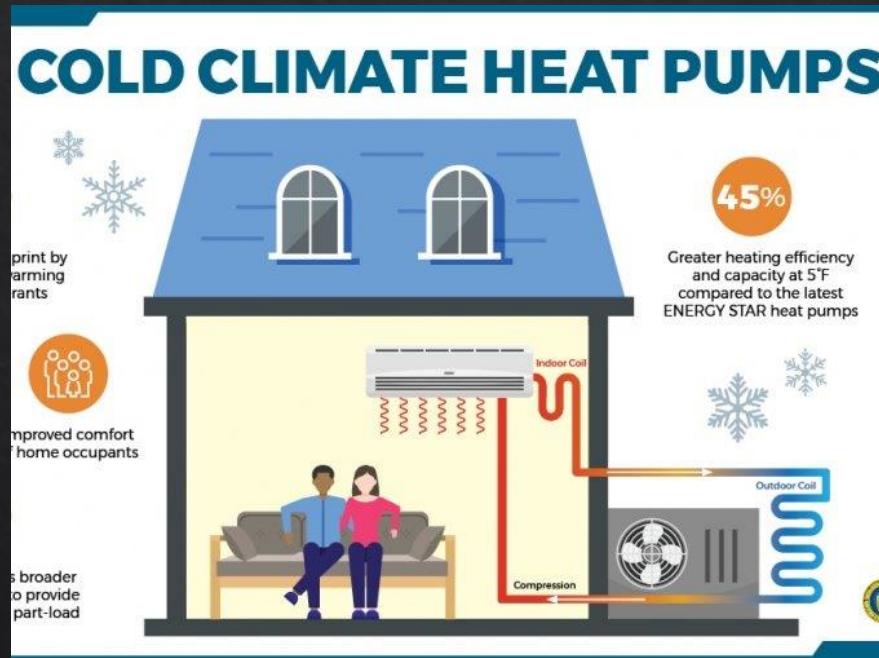
- City allows for curbside charging equipment
- Bus shelter improvements
- Fleet Transition Plan – all electric city fleet by 2035
 - Reviews available EV equivalents to current fleet
 - No new fossil fuel-powered vehicles purchased after 2028
 - Some replacements could be postponed in anticipation of new EV models becoming available
 - Installing charging infrastructure will be essential to making this transition
 - Grants for charging infrastructure may be available, vehicle grants unlikely



Climate Emergency Response Framework Update

- **Priority: Renewable Energy and Toward a Fossil Fuel-Free Community**

- Research on legal options and incentives for electrification
- Comprehensive “Electrification Roadmap” being developed
- Development of comprehensive electrification education & outreach campaign
- Montgomery County pursuing Community Choice Energy for 100% renewable electricity; existing state renewable portfolio standard will be 50% by 2030
- Montgomery County pursuing gas powered lawn care equipment ban
- Capital Area Solar Co-op will include EV charging



Takoma Park Electrification Grants FY23

- FY23 Electrification and Energy Efficiency Grants through ARPA, focused on Multi-Family Buildings
- 20 grants awarded, 32 applications received
- Total amount of the requests were over \$800,000
- Total budget was \$500,000



What's Next?

- County implementation of Building Energy Performance Standards (BEPS), gas powered lawn care equipment ban, and other program initiatives like Building Decarbonization – all-electric building standards
- City to consider a voluntary benchmarking program for smaller buildings (under 25K gsf) not covered by County regulation
- Montgomery County Residential Electrification Incentive Pilot Program – Take the Pledge !! <https://www.montgomerycountymd.gov/green/energy/electrification.html> Automatically notified of grant opportunities.
- Electrification Incentive Program RFP responses under review. Will provide technical assistance and incentives. Market rate program. Anticipate a Summer roll-out.
- City electrification outreach and education campaign for the County Green Bank and incentive program above
- Consideration of the Fossil Fuel Non-proliferation Treaty, prohibition of purchasing fossil fuel-powered equipment

Additional Points of Interest

- ◇ Tree Takoma Casey Tree Partnership - oversubscribed for FY23, possible addition of funds to expand program - <https://takomaparkmd.gov/government/public-works/urban-forestry/city-tree-programs/tree-takoma-free-trees-for-private-properties/>
- ◇ Battery Recycling Drop-Off - <https://takomaparkmd.gov/public-notice/battery-recycling-drop-off-now-available/>
- ◇ Food Waste and Yard Waste collection programs may be able to be combined
- ◇ Stormwater Resiliency Study - <https://takomaparkmd.gov/government/public-works/stormwater-management-program/stormwater-resiliency-study/>
- ◇ Police patrol vehicle replacement going hybrid in FY23
- ◇ PW fleet – new EV Sweeper, first hybrid pickup truck, EV mower
- ◇ PW hand tools and equipment – All electric blowers, converting chain saws, and related tools
- ◇ Sustainability Grant for Circle Woods invasives removal and native plant restoration, community outreach will be planned
- ◇ New Hampshire Avenue Bikeway project – in design, grant funded - <https://takomaparkmd.gov/government/housing-and-community-development/planning-and-community-development/new-ave-bikeway/>
- ◇ New sidewalk construction – Approved: Hopewell, Kentland Larch, Domer Ave; In design – Belford Place

TAKOMA PARK'S
ADA SIDEWALK COMPLIANCE
PROGRAM

ADA Sidewalk Compliance

- Program began in 2010, established by the City Council
- The goal - to ensure sidewalks are in compliance with Federal & State accessibility regulations and to enhance walkability and safe access to schools and other locations
- Initial Toole Design evaluation in 2009 provided baseline and initial assessment

ADA Retrofit Guidelines

- The City partnered with Whitman, Reardon & Associates to provide the engineering design and compliance expertise for this project. Each existing panel of sidewalk is evaluated to determine portions to be replaced.
- **Guidelines For Replacement of Existing Sidewalk Sections**
 - Maintain at least 4 feet width or match existing, whichever is greater. Minimum pinch point of 36 inches allowed when unable to maintain 4 foot width and only for a limited distance and specific obstruction that can not be moved.
 - The City established a threshold of 5% cross slope, when exceeded warrants replacement This issue most frequently occurs where the sidewalk crosses the driveway
 - When the driveway is impacted, the replaced apron will be re-installed as close to the original condition as possible. In the event the elevation has changed, the maximum slope will be 20% or less, (goal of 16%)
 - If a sidewalk is cracked, heaved, or has a vertical elevation difference of ½ inch between sidewalk panels – it is replaced.
 - All curb ramps at intersections must have a detectable warning mat, and a slope of no more than 8%, it must also have a level landing area of 4 foot square.
 - In many cases the sidewalk adjacent to the curb ramp must be lowered to meet the required grade limitations of the ramp slope.
 - Sidewalk slopes shall match the running slope of the street and are considered compliant, even on a steeply sloped street
 - If a sidewalk is below the curb height, it will be elevated to allow for drainage.
 - All replacement work is coordinated with the City Arborist who develops tree protection plans and determines what to do in cases where tree roots have impacted the sidewalk. Tree protection measures include hand excavation, use of permeable pavement around trees, and adjusting the location of the sidewalk to provide room around a tree
 - Every effort will be made to extend private drain lines under the sidewalk and out to the curb or tap into an existing stormdrain inlet. In cases where drain lines do not exist, but should, the City will install the drain pipe under the sidewalk for later access by the property owner.

ADA Sidewalk Compliance Progress As of March 2023

Sidewalk Type	Total length (ft)	sq ft	completed	sq ft	% completed
Tier 1	21,720	86,880	19,850	79,400	91%
Tier 2	47,955	191,820	41,996	167,984	88%
Tier 3	69,763	279,052	57,575	230,300	83%
TOTAL	139,438 In ft	557,752 sq ft	119,421 In ft	477,684 sq ft	86%

ADA Expenditures To Date

- Annual expenditures ranged from \$125,000 to \$626,000
- Combined expenditures through March, 2023 = \$4,803,952

EXPENDITURES BY YEAR		
FY12		\$368,038
FY13		\$514,825
FY14		\$626,206
FY15		\$615,386
FY16		\$313,081
FY17		\$468,755
FY18		\$428,570
FY19		\$124,617
FY20		\$192,223
FY21		\$354,445
FY22		\$494,806
FY23		\$303,000 to date
		\$ 4,803,952

Sidewalks Remaining for ADA Repair

TIER 1 NOT DONE						
STREET NAME		FROM	TO	Direction	WARD	LENGTH (ft)
EASTERN	AVE	Sligo Mill Rd	New Hampshire Ave	N/A	3	382
EASTERN	AVE	Piney Branch Rd	Holly Ave	N/A	1	433
SLIGO MILL	RD	Sheridan St	(dead End)	SE	3	677
Path		Poplar Ave	Toward Cockerille Ave	N/A	3	220
Path from 1st		Eastern (little) Ave	Toward Westmoreland Ave	SE	3	158
TIER 2 NOT DONE						
STREET NAME		FROM	TO	Direction	WARD	LENGTH (ft)
EASTERN (little)	AVE	Walnut Ave	Toward 2nd Ave	NE	3	162
RITCHIE	AVE	Piney Branch Rd	Toward Oswego Ave	NE	4	1018
EASTERN	AVE	Takoma Ave	Piney Branch Rd	N/A	1	333
EASTERN	AVE	Holly Ave	Toward Cedar Ave	N/A	1	369
VALLEY VIEW	AVE	Willow	Toward Maple	NE	1	104
GUDE	AVE	Poplar Ave	Toward (dead End)	SW	3	628
PARK	AVE	Crescent Pl	Valley View Ave	SW	1	307
CEDAR	AVE	Birch Ave	Tulip Ave	NW	1	536
SPRUCE	AVE	Park Ave	Toward Tulip Ave	NW	1	312
WILLOW	AVE	Valley View Ave	Tulip Ave	NW	1	1205
WILLOW	AVE	Tulip Ave	Carroll Ave	NW	1	606
Path from 1st		Allegheny Ave	Toward Westmoreland Ave	NW	3	172
Hayward Path		Colby Ave	Larch Ave	N/A	2	207

Sidewalks Remaining For ADA Repair

TIER 3 NOT DONE						
STREET_NAME		FROM	TO	Direction	WARD	LENGTH (ft)
Little Eastern		Toward Walnut Ave	Toward 2nd Ave	NE	3	650
VALLEY VIEW	AVE	Maple Ave	Toward Willow Ave	SW	1	195
VALLEY VIEW	AVE	Toward Maple Ave	Toward Willow Ave	SW	1	206
PARK	AVE	Philadelphia Ave	Valley View Ave	E	1	127
VALLEY VIEW	AVE	Valley View Ave	Willow Ave	SW	1	157
RITCHIE	AVE	Oswego Ave	Toward Piney Branch Rd	NE	4	346
RITCHIE	AVE	Oswego Ave	Geneva Ave	NE	4	156
MAPLE	AVE	Lee Ave	Sherman Ave	SE	4	325
PARK	AVE	Spruce Ave	Carroll Ave	SE	1	497
LARCH	AVE	New Hampshire Ave	Toward Hopewell Ave	S	2	107
EASTERN (Little)	AVE	Toward Walnut Ave	Toward 2nd Ave	NE	3	182
HOPEWELL	AVE	Kentland Ave	Larch Ave	S	2	366
EASTERN	AVE	Cedar Ave	Toward Holly Ave	N/A	1	199
SPRUCE	AVE	Tulip Ave	Toward Park Ave	SE	1	511
WILLOW	AVE	Tulip Ave	Carroll Ave	E	1	590
MAPLE	AVE	Sherman Ave	Ritchie Ave	SE	4	377
EASTERN	AVE	Laurel Avenue	Toward Walnut Ave	N/A	1	159
EASTERN	AVE	Laurel Avenue	Toward Walnut Ave	N/A	3	361
GUDE	AVE	(dead End)	Toward Poplar Ave	NE	3	500
KANSAS	LA	Westmoreland Ave	Allegheny Ave	SE	3	295
VALLEY VIEW	AVE	Maple Ave	Toward Willow Ave	NE	1	214
VALLEY VIEW	AVE	Toward Maple Ave	Toward Willow Ave	NE	1	208
MAPLE	AVE	Lincoln Ave	Toward Hilltop Rd	NW	4	306
MAPLE	AVE	Ritchie Ave	Lincoln Ave	NW	4	379
MAPLE	AVE	Lee Ave	Sherman Ave	NW	4	365
LARCH	AVE	New Hampshire Ave	Hopewell Ave	N	2	660
LARCH	AVE	Hopewell Ave	Olson Rd	N	2	199
SPRUCE	AVE	Tulip Ave	Toward Park Ave	NW	1	512
PARK	AVE	Spruce Ave	Carroll Ave	SW	1	548
GUDE	AVE	(dead End)	Toward Poplar Ave	SW	3	480
4TH	AVE	Westmoreland Ave	Allegheny Ave	NW	3	293
LAUREL	AVE	Carroll Ave	Eastern Ave	NW	1	269
Little Eastern		2nd Ave	Toward Walnut Ave	NE	3	296
Path		Poplar Ave	Gude Ave	NW	3	251
Path		Gude Ave	Toward Woodland Ave	NW	3	113
Path		Woodland Ave	Toward Gude Ave	N/A	2	110
Path		Cockerille Ave	Toward Poplar Ave	NW	3	340
Path		Colby Ave	Hayward Ave	N/A	2	117
Path		Darwin Ave	Toward Oswego Ave	N/A	1	93
4TH	AVE	Eastern Ave	Toward Westmoreland Ave	SE	3	129



City of Takoma Park
Library

Library Project Update

September 28, 2022

Library Project Timeline

- Design
- **Relocation of Library and Computer Center**
- Groundbreaking
- Construction, Phase 1 (Library and Computer Center)
- Relocation of Recreation offices
- Construction, Phase 2 (Recreation offices and restrooms)
- Construction completion
- Facilities reopening

← We are here



Lease Agreement and Relocation

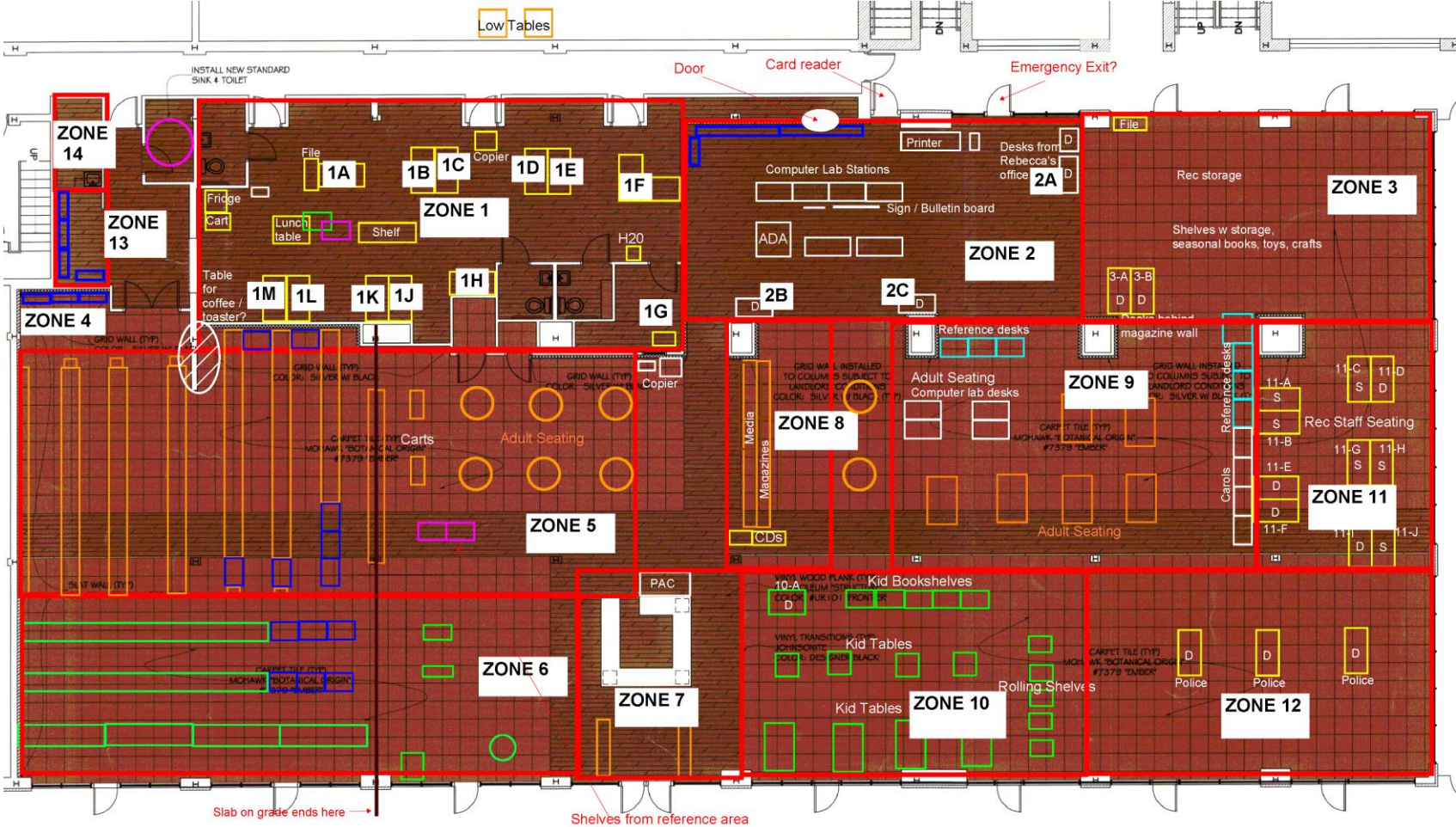
- Lease agreement is fully executed and covers 9/16/2022 – 9/30/2025

Period			Monthly Amount	Annual Amount	% Difference
Commencement	to	September 30, 2023	\$17,470.00	\$209,640.00	-
October 1, 2023	to	September 30, 2024	\$18,170.00	\$218,040.00	+ 4%
October 1, 2024	to	September 30, 2025	\$18,900.00	\$226,800.00	+ 4%

- TPM was awarded the moving services contract as a result of the RFP process. We are in the middle of relocating the Library’s and Computer Center’s contents, and TPM hopes to be finished by the end of this week.



Space Planning



Interim Space Outfitting

Items completed or in progress:

- **Network access:** IT has already connected us to the City's network and has set up multiple wireless access points with both staff and public networks available
- **Moving:** TPM is currently moving the Library and Computer Center
- **Electrical:** Beckstrom is the electrical contractor currently installing power poles to locations that did not have power available when the lease began
- **Security:** IT will be bringing in additional security measures, including more cameras. They are also



Interim Space Outfitting - Budget

	Outfitting	Monthly OPEX
Utilities	\$ 19,000.00	\$ 1,400.00
Gas	\$ -	\$ 500.00
Electrical	\$ 19,000.00	\$ 500.00
Water	\$ -	\$ 400.00
Security	\$ 4,912.95	\$ 26.53
Panic Alarm/Motion Sensors	\$ 4,912.95	\$ 26.53
Cameras	\$ -	\$ -
Phones	\$ 7,945.80	\$ 598.51
Networking	\$ 28,622.00	\$ -
Cabling		\$ -
Network Equipment	\$ 28,622.00	\$ -
Internet	\$ -	\$ -
Miscellaneous	\$ 15,000.00	
Total	\$ 75,480.75	\$ 2,025.04
# of Months until FY24	11	\$ 22,275.44
Total Outfitting Costs	\$ 97,756.19	



Reopening

- Target reopening date is around 10/17, but it may shift if any of the contractors' timelines change
- Beckstrom expects electrical work to take two weeks, starting this morning (Wednesday, 9/28), putting completion around 10/12
- Additional security measures will be implemented while electricians work



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Meanwhile, during the closure

- Staff are updating documents related to daily operations, as well as finalizing circulation policies for hotspots and Chromebooks so those programs are ready to go when we reopen
- Staff are also supervising the movers, making decisions about shelving locations of various collections, creating guides (internal and public-facing) for orienting to the new area (public transit, businesses, etc.), and performing traditional library work like collection development, planning programs, and working with community partners
- Outreach has been a major undertaking, particularly for Youth Services staff who have been facilitating 3 programs every week during the closure, in addition to all of the special events they have planned or at which they have provided programming
 - **16 total programs, for all ages, engaging at least 675 residents**



Construction Schedule

Permitting status

- Department of Permitting Services are the final piece of permitting – we expect their comments any day
- On track to issue the Full Notice to Proceed for October 19

Groundbreaking ceremony

- To be scheduled
- Will include City Council



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Special Projects

Mosaic

- We have found a qualified contractor to remove the mosaic, prepare it for storage, and then transport it to and from storage
- Cost of the above services is \$6,000
- Reinstallation costs will depend on the condition of the mosaic after removal
- Staff are pursuing grant funding for reinstallation through the Maryland Arts Council's Art Conservation grants



Tree Repurposing

- We still intend to work with a local organization called Treincarnation to use the base of the tree trunks to make furniture that can be used in the new building

Communication

Digital

- Insider e-newsletter
- Social media
- City's website
- Emails to all City staff that serve as internal communication and keep everyone informed on staff
- newlibrary@takomaparkmd.gov

Print

- Monthly City newsletter
 - Regular column inclusion
 - Special articles

Schools

- Back to School Night events
- Sunday emails to families

In-person

- Public meeting
- Play Day
- Montgomery College Volunteer Fair
- Smithsonian storytime

Questions?

Contact Information

Jessica Jones, Library Director

email: newlibrary@takomaparkmd.gov

website: <https://takomaparkmd.gov/newlibrary>





City of Takoma Park
Library

Library and Community Center Redevelopment Project: State Capital Grant Proposal

January 25, 2023

State Capital Grants

Purpose of the Grants: To fund capital projects in the state of Maryland

Primary Requirements:

- The Two-Year Rule: Potential awardees must already have matching funds for a project or be able to submit proof within two years of the effective date of the grant agreement
- The Seven-Year Rule: Grant funds must be spent within seven years
- Contract amounts eligible for grant participation and vendors have to be approved by Department of General Services
- The Maryland Historical Trust must review the project

Process

- Proposals are sent to an organization's State Senator or Delegate to be considered for a Legislative Bond Initiative that they will sponsor
- The organization submits any necessary forms related to the project before the Bond Bill Legislation is passed by the General Assembly
- Organization agrees to the terms
- Expenses are tracked and periodically submitted for reimbursement until the funds are spent in their entirety
- DGS provides a process map here: <https://dgs.maryland.gov/Pages/Grants/Process.aspx>



FY18 Grant Awarded

- Background information
- Amount: \$300,000
- Matching fund source: Municipal Bond
- What this grant covered: Design and engineering expenses
- Dates of use: FY18 - FY22



FY24 Grant Proposal

- Background information
- Amount: \$2 million
- Matching fund source: ARPA
- What this grant would cover: Expenses approved by the Department of General Services, such as:
 - **Design and engineering**
 - **Construction**
 - **Equipment and furniture procurement**
- Timeframe for use: Award must be used within seven years



FY24 Grant Proposal Goals

- Safety net
 - State Capital Grants function as grant funding; repayment is not required
 - Inflation and economic conditions
 - Weather and climate emergencies
 - Limited capital funding options for libraries in Maryland outside the County systems
- Responsive initiative
 - Public feedback and discourse
 - Fiscal responsibility



The Numbers

Funding Source	Amount	Notes
Library Infrastructure Bond Reserve	\$ 7,000,000	
FY18 State Capital Grant	\$ 300,000	
Cable Capital Grant	\$ 2,500,000	
ARPA Funds	\$ 4,000,000	Source of matching funds
Digital Inclusion Grant	\$ 75,000	May only be used for eligible Computer Center expenses
Total Funds Available	\$ 13,875,000	
Funding Source Expenditures to Date (12/2022)	Amount	Notes
Library Infrastructure Bond Reserve	\$ (1,335,157)	
FY18 State Capital Grants	\$ (300,000)	Completed in FY22
Cable Capital Grant	\$ -	
ARPA Funds	\$ -	
Digital Inclusion Grant	\$ -	
Total Funds Expended	\$ (1,635,157)	
Cost Obligations Remaining	Amount	Notes
Architecture/design contracts, construction management, interim relocation	\$ (1,225,236)	
Doyle Construction Contract (General Contractor)	\$ (8,879,518)	
Soft Costs (Includes shelving, furnishing, permitting fees, etc.)	\$ (1,648,350)	
Construction contingency advised by Construction Manager in FY22	\$ (461,347)	10% of original Doyle contract amount, per construction manager recommendation
Total Costs Remaining	\$ (12,214,451)	
Funding balance after current obligations are fulfilled	\$ 25,392	Total Funds Available - Funds Expended - Costs Remaining



Questions?

Contact Information

Jessica Jones, Library Director

email: newlibrary@takomaparkmd.gov

website: <https://takomaparkmd.gov/newlibrary>





Takoma Park City Council Meeting – April 12, 2023 Agenda Item 3

Work Session

Single Reading Ordinance Authorizing the Purchase and Outfitting of Five Police Vehicles

Recommended Council Action

Approve the ordinance.

Context with Key Issues

In accordance with the City's practice to replace vehicles pursuant to its vehicle replacement policy, the Police Department proposes the replacement of five gasoline powered fleet vehicles. Funding for the purchase of a total of seven vehicles was included in the FY23 budget, in the amount of \$447,615. This proposal is for the purchase of five Hybrid Police SUVs, and to outfit them with emergency equipment and radios. All purchases will be done on established rider contracts, as outlined in City Code under 7.08.070 Procurements exempt from competitive bidding.

These proposals were reviewed and approved by the Fleet Review Committee in accordance with the Vehicle Replacement/Addition/Transfer Policy and schedule.

Council Priority

A Livable Community for All; Engaged, Responsive and Service-Oriented Government

Environmental Considerations

The proposed vehicles have Hybrid engines, replacing conventional gasoline powered vehicles.

Fiscal Considerations

The price of the five Hybrid vehicles, to be purchased through Hertrich Fleet Services on a Howard County Contract, is \$247,275. The cost to outfit the vehicles with all emergency equipment through Frontline Mobile Tech on a Howard County Contract is \$50,920. The cost of the radios, to be purchased from Motorola Solutions on a Montgomery County Contract, is \$37,915.20. The total proposed purchase price for the fully equipped vehicles will be \$336,109.20

Racial Equity Considerations

This purchase will not disproportionately impact any particular group.

Attachments and Links

- Administrative Policy: Vehicle Replacement, Addition, and Transfer
- Draft Single Reading Ordinance Authorizing the Purchase of Five Police Vehicles from Hertrich Fleet Services, with outfitting by Frontline Mobile Tech and radios from Motorola Solutions.

Administrative Policy: Vehicle Replacement, Addition, and Transfer

1-1: Purpose

The purpose of this document is to outline the policy and procedures to be followed regarding replacement, acquisition, and transfer of City vehicles.

1-2: General Procedures

The City provides central management of its fleet vehicles and motorized equipment as overseen by the Public Works Director and Vehicle Maintenance Supervisor. The Public Works Director, with the approval of the City Manager, manages and facilitates the procurement, assignment, utilization, maintenance, repair, replacement, and disposal of the City's vehicles. The Public Works Director chairs a Fleet Review Committee (FRC) that reviews all procurement and replacement needs and requests.

The Public Works Director and Vehicle Maintenance Supervisor evaluate vehicle conditions and need for vehicles on an annual basis and recommend to the Fleet Review Committee (FRC) which vehicle(s) to consider for replacement. Requests for any vehicle additions must be proposed by the Department Head wishing to add a vehicle using a "Vehicle Request Form." The FRC reviews and discusses the recommendations for replacement/addition/transfer, determines which vehicles should be replaced/added/transferred, and conveys a final list of recommendations to the City Manager for approval. This process should occur in advance of the development of the City's annual budget, typically wrapping up by early January. The FRC will also meet in advance of the upcoming fiscal year, typically in June, to review the list prior to the procurement process. Any emergency or off-cycle requests for vehicle replacement or addition must be reviewed by the FRC, which will subsequently make a recommendation to the City Manager for approval.

In general, recommendations for replacement are based on information related to a vehicle's classification, average useful life, emissions standards, resale value and any additional factors that may negatively influence a vehicle's utility (e.g., condition, funding, operational need, etc.). Recommendations for the transfer of a vehicle(s) between City departments are based on condition, usage, and operational fit. Recommendations for the addition of new vehicles to the fleet are based on operational needs, availability of transfer vehicles, and total cost of ownership vs. non-ownership (e.g., rental/lease).

Administrative Policy: Vehicle Replacement, Addition, and Transfer

1-3: Vehicle Replacement Eligibility Criteria

Asset Classifications	Age in Years (1 point)	Mileage (1-2 points)	Avg. Annual Maintenance (1 point)	Conditional Points (1 point)
Police – Marked/Unmarked	8	100,000 (1 pt) 125,000+ (2 pts)	\$2,000	TBD
Police – K9	Annual Assessment after 5 Years			
Department Admin	10	150,000	\$2,000	TBD
Medium Duty (Pick Up, Sm. Dump, Van)	10	90,000	\$3,500	TBD
Heavy Duty (Recycle Truck/Lg. Dump)	10	N/A	\$10,000	TBD
Refuse Truck	13	N/A	\$10,000	TBD
Special Equipment	Annual Assessment			

The specific criteria for vehicle replacement are: vehicle age, vehicle mileage, and historical maintenance costs. Each criterion is awarded one point for meeting the predetermined thresholds during the FRC annual review process over the life of the vehicle. Conditional points may be applied by the Public Works Director, Vehicle Maintenance Supervisor, or the Fleet Review Committee for factors outside of the normal set of criteria (e.g., traffic accident) that negatively affect the condition of a vehicle. The higher the points, the greater the need is for replacing the vehicle. Once a vehicle receives 3 points, it will be recommended for *consideration* by the Fleet Review Committee for replacement.

The point total is used as a *general method* of determining whether or not a vehicle should be considered for replacement. Other factors considered by the Fleet Review Committee in determining vehicle replacement, include but are not limited to: funding availability, priority, usage, equipment availability, and operational need. Engine hours will also be considered and will eventually be added as a scored criteria (staff will be collecting data to develop baselines for the various vehicle types).

1-4: Vehicle Addition and Retention Eligibility Criteria

1-4.1: Vehicle Addition

The Fleet Review Committee, during its annual process, will evaluate requests for new vehicles and can recommend adding a new vehicle to the City fleet. In doing so, the following criteria should be considered by the FRC:

- Operational need: the new vehicle* can be justified on the basis of anticipated annual mileage, need because of a new FTE/position, a specialized function (if any), or lack of alternative transportation options.
- No internal options: there are no existing vehicles within the fleet that can be transferred to meet this operational need without consequence.

Administrative Policy:

Vehicle Replacement, Addition, and Transfer

- Total cost of ownership: including the purchase price of the vehicle and any required upfits; the new vehicle* will have a lower total cost of ownership as compared to all practicable non-ownership options (e.g., rental/lease) over the life of a vehicle.

**a vehicle that does not replace any existing vehicle in service*

1-4.2: Vehicle Retention

The Fleet Review Committee can also recommend retaining a vehicle that is being replaced based on the criteria listed above (because retaining a vehicle that has been replaced increases the overall size of the fleet). Justification for retaining a vehicle must be provided to the FRC by the Department Head desiring to retain the vehicle.

1-5: Vehicle Selection Process and Criteria

The process described below pertains to new vehicles that are acquired for the purposes of replacement or addition to the City fleet. A new vehicle (replacement or addition) cannot be selected unless the purchase meets the eligibility criteria established in the vehicle replacement and addition sections above.

1-5.1: Vehicle Replacements

Vehicle replacements or additions will be considered during the FRC process in advance of the development of the City's annual budget. The Public Works Director or Vehicle Maintenance Supervisor will meet with departments to determine which vehicles are of the highest priority for replacement and where vehicles may need to be added to the City fleet. The Public Works Director will then present the replacement list to the Fleet Review Committee for a review and recommendation to the City Manager.

All vehicle replacements must be labeled in the CIP with the asset number of the vehicle being replaced. Once this document is approved by the City Manager, and ultimately Council, it becomes the record of assets to be disposed of, as well as purchased. Any deviation from the budget document must be approved by the City Manager.

1-5.2: Vehicle Additions

The full purchase cost of additions to the fleet must be reflected in the Equipment Replacement Fund in the year the vehicle is being replaced. All vehicle additions must be reviewed and approved by the Fleet Review Committee.

1-5.3: Selection Criteria

- Total Cost of Ownership (purchase price and upfits, fuel, maintenance, resale value/ disposal cost).

*Effective Immediately
Version 1: February 3, 2017
Approved by: Suzanne R. Ludlow, City Manager*

Administrative Policy:

Vehicle Replacement, Addition, and Transfer

- Greenhouse Gas Emissions (could a “greener” vehicle be purchased at a reasonably similar price and meet the same operational need?).
- Operational demands/needs (specialized equipment/function).

Vehicle replacements must be a similar make and model to the vehicle being replaced. Exceptions can be made based on a review and recommendation of the FRC in light of the criteria listed above.

All purchases or leases must follow the City’s purchasing guidelines.

1-5.4: Vehicle Leases

On occasion, vehicles may be leased for one of the following purposes:

- Short term need: leasing a vehicle meets a short term (1-3 year) operational need.
- Testing: leasing helps determine if the type of vehicle being leased is a viable option for the City to eventually purchase (in which case, lease terms should be no more than 1-3 years).
- Special cases: The case can be made that leasing a vehicle is less expensive than the total cost of ownership over the life of a vehicle.

The FRC must review the circumstances on a case-by-case basis and recommend a lease over other possible arrangements (transfer, etc.). Final approval must be given by the City Manager. Vehicle leases are to be funded through the operating budget of the department leasing the vehicle and lease arrangements are to be facilitated and managed by the department. *Leased vehicles are not considered part of the City’s fleet.* Public Works is not responsible for maintaining or repairing leased vehicles with the exception of minor, routine maintenance not covered under the lease agreement (oil changes, tire replacement, etc.). If a Department Head wishes to replace a leased vehicle by adding a new vehicle to the City fleet, they must follow the process outlined above.

1-6: Replacement Payment Model

For the purposes of vehicle ownership, a “pay-as-you-go” payment model shall be used in order to avoid interest costs and to facilitate annual purchases of replacement vehicles. All vehicles maintained by the Public Works Department will be included in the Equipment Replacement Reserve. This model does not preclude vehicle leases, where appropriate, but leased vehicles will be paid for through a department’s operating budget.

1-7: Vehicle and Equipment Asset Management

The Vehicle Maintenance Division will coordinate all vehicle and equipment purchases that will be maintained by the Public Works Department, with the exception of Police Department vehicles and equipment. This includes providing budget figures, developing or assisting with specifications, bidding, creating purchase orders, receiving vehicles upon delivery, and filing for titles, registrations, and tags.

Effective Immediately
Version 1: February 3, 2017
Approved by: Suzanne R. Ludlow, City Manager

Administrative Policy: Vehicle Replacement, Addition, and Transfer

The Police Department will coordinate vehicle and equipment purchases for Police Department vehicles and equipment, in coordination with the FRC and in accordance with this policy.

Vehicle Maintenance will also coordinate the numbering and marking of vehicles and other up-fits as appropriate.

Leased vehicles must be maintained by the dealer from which the vehicle is being leased.

1-8: Vehicle and Equipment Disposal and Transfer

1-8.1: Vehicle Disposal

When a vehicle is determined to be surplus (i.e. not retained in the vehicle fleet), the Vehicle Maintenance Supervisor will provide the "Request to Dispose of City Property" form to the Public Works Director, then City Manager or Deputy City Manager, for approval of the disposal of a vehicle. Disposals are typically facilitated via online auction or marketplace. The vehicle must be turned into the Vehicle Maintenance division clean. Vehicle Maintenance will de-identify the vehicle, remove any City-owned equipment, and put the vehicle up for auction.

Disposition of surplus vehicles must occur using a competitive process where the vehicle is sold to the highest bidder or otherwise for the highest possible return. This can be achieved through auction sale, by establishing a reserve price and soliciting competitive bids or offers, or through competitive negotiation. A minimum of three days public notice must be given prior to a bid award. Posting the vehicle to an online auction or marketplace is an acceptable form of public notice.

The price of the vehicle being sold should initially be set at the fair market value rate, as determined through Kelley Blue Book or another reputable pricing guide, and may be reduced in increments of up to 20% until sold. An additional minimum of three days public notice must be given whenever there is a reduction in the asking price.

City employees are permitted to purchase surplus vehicles if they are the highest bidder. Employees must notify the City Manager before submitting a bid or offer for a vehicle to ensure there are no conflicts of interest or other concerns associated with the process or sale. The City Manager reserves the right to make this determination.

Funds obtained from online sales are received by the Finance Department along with documentation to remove the asset from the books.

In the event that a vehicle to be disposed is not a good candidate for auction or does not receive any bids at auction, the Vehicle Maintenance Supervisor will contact scrap companies to request bids for acquiring the vehicle. In some cases, the bid may be zero dollar and an agreement to tow at no charge can be entered into.

*Effective Immediately
Version 1: February 3, 2017
Approved by: Suzanne R. Ludlow, City Manager*

Administrative Policy: Vehicle Replacement, Addition, and Transfer

1-8.2: Vehicle Transfer

Public Works, with guidance from the FRC, oversees the transfer and retention of all assets maintained by the Vehicle Maintenance Division. The Vehicle Maintenance Supervisor will notify and work with the Finance Department to ensure that budgetary adjustments (fuel, maintenance, insurance) are made to reflect interdepartmental transfers.

The initiation of vehicle transfers is based on the following criteria:

- Cost of vehicle retention by assigned department – the transfer is cheaper than any alternative
- Usage – the transfer results in equal or greater vehicle utilization (mileage, hours)
- Operational fit – the transfer meets the operational needs of the recipient without compromising the operational needs of the donor

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2023-**

**AUTHORIZATION TO PURCHASE AND
OUTFIT FIVE POLICE VEHICLES**

WHEREAS, the Police Department plans to replace five police vehicles in accordance with the City's vehicle replacement policy and the review by the Fleet Review Committee; and

WHEREAS, funds for the purchase are included in the FY 2023 capital budget; and

WHEREAS, all purchases will be done on established rider contracts, as outlined in City Code under 7.08.070 Procurements Exempt from Competitive Bidding; and

WHEREAS, the Police Department proposes to acquire five Ford Interceptor Hybrid SUVs from Hertrich Fleet Services at a cost of \$247,275, and to outfit the vehicles through Frontline Mobile Tech as a cost of \$50,920. Radios will be purchased through Motorola Solutions at a cost of \$37,915.20. The total cost for the vehicles will be \$336,109.20; and

WHEREAS, the quoted vehicle and outfitting pricing is based on a Howard County contract, and the quoted price for the radios is based on a Montgomery County contract.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or his designee is authorized to enter into an agreement with Hertrich Fleet services for the purchase of five vehicles, with Frontline Mobile Tech for the outfitting of said vehicles, and with Motorola Solutions for the purchase of radios for the vehicles.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this ____ day of _____, 2023 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: