



City of Takoma Park  
**Fiscal Year 2025 Proposed Budget July 1,  
2024 – June 30, 2025**

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City Council FY25 Budget Questions- Set 2

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1. Please list the currently vacant positions and provide a list of positions that are not going to be filled or repurposed for FY25. (Dyballa)

- City Manager's Office
  - Policy & Data Analyst (position not in FY25 budget)
- Public Works
  - Building Maintenance Specialist (currently posted)
  - Equipment Operator (currently in background)
  - Sanitation Driver
- Housing & Community Development
  - Planner/Sr. Planner
  - Economic Development Specialist (position not in FY25 budget)
  - Housing Programs Specialist (formerly known as the Licensing Specialist)
  - Economic Development Manager
- ARPA
  - Accounting Analyst
- Police
  - (3) Crossing Guard (currently posted)
  - Crossing Guard Substitute
  - Police Dispatcher (currently posted)
  - Emergency Preparedness Manager (will be officially vacant on 7/1/24 but we are currently recruiting for it)
  - Estimated (4) Police Officers (currently posted)

2. Police are 31% of General Fund expenditures; how much of that is recouped from state and county contributions? (Dyballa) (REVISED REPSONSE)

The inter-governmental total for Police is \$4,829,484.

- Police Protection (State)- \$610,000
- In Lieu of Police (County)- \$4,020,521 (same as FY24)
- In Lieu of Crossing Guards (County)- \$198,963 (-\$57,000 from FY24)

*\* Please note that the figures included in this response reflect a correction to the Police Department revenues from those that were included in the FY25 Proposed Budget. The updated revenue figures represent the latest information available to City staff. Corrections will be included in the Adopted Budget.*

3. What is the policy and related inventory for resale/disposal of used equipment/vehicles? (Gibson)

The City policy is outlined in the Administrative Regulation - Vehicle Replacement, Addition and Transfer (Section 1-8.1). In most cases vehicles and equipment are sold via online auction or marketplace. Prior to disposal the Vehicle Maintenance Supervisor completes a Request To Dispose of City Property form to the Public Works Director and City Manager for approval. The disposition of surplus vehicles or equipment is required to use a competitive process. The price of the vehicle or equipment is determined by the Vehicle Maintenance Supervisor using fair market value. If the vehicle or equipment is not a candidate for auction, or does not receive any bids, the Vehicle

Maintenance Supervisor may request bids for scrap disposal. There are some cases where the vendor providing the new vehicle or equipment offers a trade-in. If it is advantageous for the City in terms of dollar value, that option can be exercised with City Manager approval.

A fleet inventory is maintained by the Vehicle Maintenance Supervisor and updated regularly. Vehicles are not scheduled for disposal until they have been replaced.

- Administrative Regulation- Vehicle Replacement, Addition & Transfer- Appendix 1

4. [What is the vegetation maintenance plan/policy and related inventory of park/public green-space sites, with rankings if available? \(Gibson\)](#)

The Vegetation Maintenance Supervisor determines the maintenance schedule for the various types of green spaces the City manages. This is done on a seasonal basis depending on need, staffing, etc.

- Site inventory of mowing sites- Appendix 2
- Site inventory of garden sites- Appendix 3

5. [Can you provide a GHG/carbon footprint impact estimate for either per unit or total annual sidewalk construction and street resurfacing? \(Gibson\)](#)

The City has not done an impact analysis of the GHG/carbon footprint impact for sidewalk construction or street resurfacing. These programs are provided based on need for safety - pedestrian safety for sidewalks, and vehicle and other roadway user safety for street resurfacing. Additionally, the road resurfacing schedule is based on an inventory of street condition, provided by a third party, city-wide on a 6-year frequency to rank road surface conditions. The City's goal is to resurface streets that show signs of significant pavement degradation before they reach poor or failed ratings. Once a street surface is poor or worse, the cost for restoration increases as it requires sub-base work to rebuild the base 4 to 6 inches of roadway in addition to the 2 inches of surface course. Lastly, demolition materials from removed sidewalk, curb and gutter, and asphalt are recycled and not disposed of.

Based on what the Sustainability Manager has been able to determine so far, few cities track this factor in the Scope 1 (direct) emissions coming from the vehicles doing the paving and construction. Takoma Park does track such emissions using the methodology from MWCOG to track transportation-related emissions. Doing any greater carbon footprint analysis to track the Scope 2 and 3 emissions from the concrete or asphalt production cycle from the various sources would be quite difficult and would require the support of specially trained consulting services.

6. [How has the less frequent freeze-thaw cycles impacted our streets and resurfacing needs/policy? \(Gibson\)](#)

Based on the last 10 years of winter weather experience compared to prior decades, the number of winter events and freezing temperatures has remained relatively similar. The major source of deterioration for roadways is water getting into the subbase, below the surface layer. This is exacerbated by freeze thaw cycles, but also occurs through rains at non-freezing temperatures and is impacted by subsurface conditions that can include

raising water tables, etc. We have not specifically factored climate change into our Street Restoration Policy. The City's roadway maintenance program is based on actual roadway conditions. Streets selected for resurfacing are done so based on the pavement evaluation program. Through this process, the City tracks roadway conditions and identifies roadways in worsening condition with a goal of scheduling resurfacing for any street before that surface rating falls to below fair or poor.

7. [Have separated pedestrian on-street alternatives to new sidewalks or curb relocations been considered on the few remaining cul-de-sac streets without sidewalks? \(Gibson\)](#)

When the City is developing a new sidewalk, the area is surveyed to identify right of way and other factors adjacent to the roadway. Based on conditions, many factors are evaluated for sidewalk placement, including within the existing paved surface. The City Council identified recommendations regarding sidewalk placement in the prior Resolution 2012-16. The City will still consider that guidance in the development of new sidewalk plans. The selection of which streets receive sidewalks will be changing from the prior resident request process to an annual ranking based on the new metrics included in the proposed Administrative Regulations.

- Resolution 2012-16- Appendix 4

8. [What are the next steps for the New Hampshire Gardens Neighborhood traffic calming effort and how is that reflected in the FY25 budget? \(Searcy\)](#)

- **Complete Previously Identified Projects:** The construction and implementation dollars included in the proposed FY25 budget for sidewalks and traffic calming are meant to fund projects that had been previously identified and designed under the existing traffic calming and sidewalk process.
- **Finalize Admin Regulations for the New Process:** The draft revised administrative regulations that were presented to Council several months ago are currently published for public comment. Once the public comment period is closed, staff will consider revisions and present findings and recommendations to the Council in a final work session prior to finalizing the administrative regulations.
- **Hire Transit Planner:** The FY25 proposed budget includes a new Transit Planner, located in HCD and funded by the Red Light Camera program. One of the responsibilities of the Transit Planner will be to identify and prioritize areas in the City for further study, or implementation.
- **Conduct Traffic Study:** For areas that are identified for further study, the City will utilize the budgeted \$50K to conduct a traffic study. Please note, that it could be that \$50K is too small of an amount to solicit the type of study needed and that additional dollars may be required in some instances. In FY25, it is staff's current expectation that the proposed \$50K will be used to conduct a traffic study in the New Hampshire Gardens neighborhood. However, given staff's current expertise and capacity, we do not expect to be able proceed with the traffic study until the Transit Planner has been onboarded. However, recruitment for the position can begin prior to the beginning of the fiscal year to ensure minimal delay.
- **Project Prioritization:** Based on the process for prioritization developed by the Transit Planner in conjunction with Public Works and Police, staff will develop a list of priority projects for Council consideration during the budget process. Council will then consider projects for funding as a part of the fiscal year's budget. This would include any projects identified from the New Hampshire Ave traffic study. City staff may also be able to conduct demonstration programs to gain greater insight into the impact of specific interventions by utilizing temporary installments to

simulate the impact of permanent changes. Demonstration projects can be implemented at a small fraction of the cost but provide useful insight for staff and the community.

9. What, if any, is the impact of slight FTE reductions in custodial staff and recreation staff on programs, and of not funding a policy analyst. (Dyballa) (REVISED RESPONSE)

The custodial coverage has increased as a result of a staffing reorganization. The City previously had .25 FTE for a part-time custodian who worked 4 hours each on Saturday and Sunday. When the part-time employee resigned and we had two vacancies in the custodial division, we adjusted the work days for those new positions to be a Sunday - Thursday shift and a Tuesday through Saturday shift. That provides eight hours of custodial staffing on the weekends, an increase over the prior part-time coverage.

The policy analyst removal will not impact operations. The position's job responsibilities will be absorbed by the City Manager, Deputy City Managers and City Manager's Executive Assistant.

10. When will the LIDC report on the 20 sites (referred to in the webinar) be available to city council members? (Dyballa)

The report is available on the city's Stormwater Resiliency website:

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

11. Does the city have capacity to add one or more LIDC identified stormwater projects, if ARPA provided the funds? (Dyballa)

The budget for FY25 includes several LIDC related projects - the Garland Ave and Davis Ave project and the Poplar Avenue Phase 2 project. The LIDC work has not been completed and the City is expecting two additional deliverables from LIDC - one is the list of special projects and the other the Code changes that they recommend the City consider. Once those deliverables have been received and reviewed, department staff will develop a list of projects, identified by complexity and cost and develop a schedule for implementation. The identified projects are likely to require design development, and submission of required permit applications through Federal, State and County agencies. At the current staffing levels, given the project list for FY25, the Department is not likely able to have the capacity to add additional projects or oversight of consultants. However, Council may want to consider using ARPA funds for one or more of the projects currently identified in the FY25 budget.

12. What is the plan for reviewing the current stormwater fee levels? The total stormwater budget has not risen in several years, despite major inflation. (Dyballa)

The fee structure was last reviewed and changed in 2022. The planned expenditure levels are created to match the amount of revenue generated by the fee. The Department does not have a plan for reviewing the fee levels. The general understanding is that the fee structure and revenue amounts should be developed to meet the expenditure level required. If Council is considering expanding the scope of the Stormwater program, the Department would need to understand what that goal is to determine the funding level needed to accomplish that additional scope.

13. Are the additional upfront costs of EV purchase included in the estimates of vehicle purchases? I see 9 police hybrid vehicles listed (are they plug-in?), and wonder when the new Ford pursuit-rated patrol car will be available. Is the direct cash federal rebate included? (Dyballa) (REVISED RESPONSE)

The ERR projected expenditure level for Police vehicles has been increased to include the additional cost of hybrid vehicles. The cost of EV's specifically has not been factored into the replacement schedule. However, for the sedan vehicle replacements the City has included the cost of the EV purchases for the last three years. Those purchases have been covered by the ERR.

None of the nine police hybrid vehicles will be plug-in, and the direct cash federal rebate is not included because they do not qualify.

14. What would be the cost of a consultant to help the city develop a long-term fleet conversion plan to EVs and plug in hybrids? (Dyballa)

The Department has been exploring grant opportunities to provide this technical assistance, however, at this time, the Department does not have a cost amount identified.

# Appendix:

# **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).

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# 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.

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# 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).

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# 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.

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# 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.

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# **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

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# City of Takoma Park's Fleet Review Committee Charter

## Purpose

- Identify, share, and discuss issues and impacts related to the City's vehicle fleet.
- Implement standards and procedures related to vehicle replacement, addition, retention, transfer, and disposition.
- Evaluate and prioritize vehicle needs and requests.
- Identify budget requirements of any changes related to the City's fleet.
- Develop and cultivate cross departmental relationships.

## Composition

- Standing members include: Public Works Director, Vehicle Maintenance Supervisor, Finance Director or Budget Specialist, Police Captain (Administration), and Deputy City Manager. The Public Works Director will serve as the Steering Committee Chair.
- Ad hoc membership: Departmental representatives will be invited to meetings to discuss and share information related to vehicle needs as needed.

## Meetings

- The Fleet Review Committee will meet as often as necessary ahead of the annual budget development process to determine what will need to be included in the Equipment Replacement Reserve Fund. The recommended list of vehicles to include in the ERR should be submitted to the City Manager for consideration by mid-January.
- The Committee will also meet in advance of the upcoming fiscal year, typically in June, to review the list prior to the procurement process.
- The Committee may also meet on an as-needed basis when decisions regarding the fleet need to be made off-cycle.
- Meetings will be called by the Public Works Director.

## Process and Decision Making

In accordance with the City's Vehicle Replacement, Addition, and Transfer Policy:

- 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 are proposed by the Department Head wishing to add a vehicle using a "Vehicle Request Form," ahead of the FRC review process.
- The FRC reviews and discusses the recommendations for replacement/addition/transfer/lease, determines which vehicles should be replaced/added/transferred, and conveys a final list of recommendations to the City Manager for approval.
- In general, decisions within the committee will be made through consensus building.
- Decisions made by the committee should be considered recommendations to the City Manager. The City Manager will make final decisions regarding funding allocations and recommendations to the City Council.
- The City Manager reserves the right to bypass the FRC process in order to respond to an emergency or other such special case. The City Manager will make such a determination.

## Keys to Success

In order for the Team to be successful, we agree to:

- Communicate. Communicate. Communicate.
- Engage co-workers to share information and to determine technology needs and priorities.
- Respect each other, the process and results.







Location	Site Reference	Site Name	Location	Area (Sq. Ft)	Area non-Turf (Sq. ft)	Area Mowed (Turf, Sq. ft.)	Mow %	Category (Key)
	1 1	City Building	<a href="#">7500 Maple Ave</a>			5700		Garden Site
	2 1B	Green Roof @ community center	<a href="#">7500 Maple Ave</a>	2472	2472			Green Roof
	3 1C	City Building Bioretention	<a href="#">7500 Maple Ave</a>		321			Bioretention
	4 1D	Library Bio	<a href="#">101 Philadelphia Ave</a>	87	87			Bioretention
	5 2	Grant Burn Bio	<a href="#">Grant Ave &amp; community cen</a>	1919	1919			Bioretention
	6 3	Library Hill	<a href="#">101 Philadelphia Ave</a>	24000	24000			Natural Area
	7 4	Holly & Grant Ave Filtration Area	<a href="#">Holly &amp; Grant Ave</a>	619	619			Bioretention
	8 4B	Upper Grant & Holly	<a href="#">Grant &amp; Holly Ave</a>	450	450			Bioretention
	9 5	Darwin bumpouts (2)	<a href="#">Holly/Grant/Darwin</a>	190	190	0		streetscape
	10 6	Memorial Park	<a href="#">Maple &amp; Philadelphia</a>	20,457	10,229	10,229	50% mow	Garden Site
	11 7	Old Philadelphia Triangle	<a href="#">Cedar, Old Philadelphia &amp; Ph</a>	414	414			Garden Site
	12 8	Democratic and Republican Park	<a href="#">Maple &amp; Philadelphia</a>	5792	2896	2896	50% mow	Garden Site
	13 9	Lower Portal (Frank White Azalea Garden)	<a href="#">Chestnut Ave &amp; Piney Branch</a>	10460	8368	2092	20% mow	Garden Site
	14 10	Piney Branch Triangle	<a href="#">Eastern &amp; Piney Branch</a>	1388	1388			Garden Site
	15 11	Upper Portal Area	<a href="#">Eastern &amp; Piney Branch</a>	18250	12775	5475	30% mow	Garden Site
	16 12	Belle Ziegler Park	<a href="#">Albany &amp; Takoma</a>	119535	29883.75	89651.25	75% mow	Park
	17 13	Pit	<a href="#">Takoma Ave</a>	25272		25272	100% mow	mow
	18 14	Metro Bike Trail	<a href="#">Takoma Ave</a>	2290		2290	100% mow	tre mow
	19 15	Albany Ave Triangle	<a href="#">Albany &amp; Baltimore Ave</a>	6330		6330	100% mow	mow
	20 16	Columbia & Poplar bioretention	<a href="#">Columbia Ave &amp; Poplar Ave</a>	500	500			Bioretention
	21 17	Colby Park	<a href="#">Cherry &amp; Colby</a>	10000		10000	100% mow	Park
	22 17B	Colby Park bio	<a href="#">Colby &amp; Cherry</a>	100	100			Bioretention
	23 18	Anne Street Park	<a href="#">Carroll Ave &amp; Glenside &amp; An</a>	4314		4314	100% mow	Mow
	24 19	Stuart Armstrong Garden & Natural Area	<a href="#">Holly &amp; Philadelphia Ave</a>	54450	54450	600	1% mow	Natural Area
	25 20	Philly Strip	<a href="#">Philadelphia: Holly to Cedar</a>	5400		5400	100% mow	mow
	26 21	Kelly Park (support)	<a href="#">Birch &amp; Dogwood</a>	1730	1730			Garden Site
	27 22	Lee Ave Streetscape (3)	<a href="#">Lee &amp; Maple Ave</a>	100	100			streetscape
	28 23	Maple & Erie Ave	<a href="#">Maple &amp; Erie Ave</a>					streetscape
	29 24	Maple & Sherman	<a href="#">Maple &amp; Sherman Ave</a>	200	200			streetscape
	30 25	Maple Ave Filtration	<a href="#">7910 block Maple Ave</a>	106	106			Modular Wedland
	31 26	Maple Ave Traffic Calming area	<a href="#">Maple &amp; Sligo Creek Parkwa</a>	50	50			streetscape
	32 27	Peace Park/Old President's Tree site (3 beds)	<a href="#">Maple &amp; Sligo Creek Parkwa</a>	400	200	200	50% mow	Garden Site
	33 28	Public Works Garden Areas	<a href="#">31 Oswego Ave</a>	6877	2750.8	4150	60% mow	Garden Site
	34 29	Ritchie Hill Bio	<a href="#">Ritchie Ave &amp; PW back entra</a>	300	300			Bioretention
	35 30	Ritchie Bio 1	<a href="#">Ritchie Ave &amp; Oswego</a>	246	246			Bioretention
	36 30B	Ritchie Bio 2	<a href="#">Ritchie Ave &amp; Oswego</a>	178	178			Bioretention
	37 30C	Ritchie Bio 3	<a href="#">Ritchie Ave &amp; Oswego</a>	254	254			Bioretention
	38 30D	Ritchie Bio 4	<a href="#">Ritchie Ave &amp; Oswego</a>	154	154			Bioretention
	39 30E	Ritchie Circle	<a href="#">Ritchie Ave &amp; Oswego</a>	250	250			streetscape
	40 31	Ritchie Ave Bumpouts (5)	<a href="#">138 Ritchie Ave</a>	500	500			streetscape
	41 31B	Ritchie bumpout 2						streetscape
	42 31C	Ritchie bumpout 3						streetscape
	43 31D	Ritchie bumpout 4						streetscape
	44 31E	Ritchie bumpout 5						streetscape
	45 32	Heffner Park	<a href="#">42 Oswego Ave</a>	15000	9750	5250	35% mow	Park
	46 33	B.Y. Morrison Garden/ Takoma Junction	<a href="#">Carroll &amp; Ethan Allan</a>	7300	4000	0		Garden Site
	47 34	Coop Parking lot (3 planters & streetscape Rail)	<a href="#">Front &amp; Carroll Ave</a>	640	192	448	70%	streetscape
	48 34B	Sycamore Ave Streetscape/Barrier	<a href="#">Sycamore &amp; Ethan Allan</a>	600	830			streetscape
	49 35	Garland Ave Neighborhood Bioretention Area1	<a href="#">Garland Ave &amp; Carroll Ave</a>	450	450			Bioretention
	50 35B	Garland Ave non-bio		50	50			bioretention
	51 36	Spring Park	<a href="#">Cockerille Ave</a>	131672	86903.52	43846.776	30% mow	Park
	52 37	Circle Woods	<a href="#">Cockerille &amp; Highland</a>					natural area
	53 38	Woodland strip (outside Dorothy's woods)		2400			100% mow	mow
	54 39	Forest Park	<a href="#">Elm &amp; Prince Georges Ave</a>	62300	31150	31150	50% mow	park
	55 40	PG & Circle Ave Bioretention & Natural Area Garder	<a href="#">Prince Georges Ave &amp; Circle</a>	11300	10735	500	5% mow	bioretention, natural
	56 41	Prince Georges Ave Triangle	<a href="#">Prince Georges &amp; Prince Gec</a>	25900		25900	100% mow	mow
	57 42	Prince Georges & Belford Place Bioretention	<a href="#">Prince Georges &amp; Belford Pl</a>	192	192			Bioretention
	58 43	Jackson-Boyd Park	<a href="#">Jackson &amp; Boyd</a>	11902	5951	5951	50% mow	Park
	59 44	Boyd & Jackson bioretention	<a href="#">Boyd &amp; Jackson</a>	240	240			Bioretention
	60 45	Thomas Siegler Carriage House	<a href="#">205 Tulip Ave</a>	27488	22688	4800	10% mow	garden, natural
	61 45B	Tulip Ave bioretention	<a href="#">205 Tulip</a>	600	600			Bioswale
	62 46	Elm & Lincoln Ave Circle	<a href="#">Elm &amp; Lincoln</a>	500	500			streetscape
	63 46B	Elm & Lincoln Bioretention area	<a href="#">Elm &amp; Lincoln Ave</a>	450	450			Bioretention
	64 47	Walnut Ave bumpouts 1	<a href="#">Walnut between Eastern &amp; \</a>	120	120			streetscape
	65 47B	Walnut 2	<a href="#">Walnut between Eastern &amp; Westmoreland</a>					streetscape
	66 47C	Walnut 3	<a href="#">Walnut between Eastern &amp; Westmoreland</a>					streetscape
	67 47D	Walnut 4	<a href="#">Walnut between Eastern &amp; Westmoreland</a>					streetscape
	68 48	Kennewick & Kirklynn Circle Bioretention	<a href="#">Kennewick &amp; Kirklynn</a>	817	817			bioretention
	69 48B	Kennewick & Kirklynn bump-outs		200	200			streetscape
	70 49	Lockney & Kirklynn Ave Bioretention area	<a href="#">7800 Lockney Ave</a>	440	440			Bioretention
	71 50	Lockney Circle @ Kennewick	<a href="#">Lockney &amp; Kennewick</a>	3000		3000	100% mow	streetscape
	72 51	Lockney Circle @ Hammond	<a href="#">Lockney &amp; Hammond</a>				100% mow	streetscape
	73 52	Old Town Garden Beds -1 clock	<a href="#">7007 Carroll Ave</a>	400	400			streetscape
	74 52B	Old Town -Laurel Ave bed	<a href="#">7008 Carroll Ave</a>					streetscape
	75 52C	Old Town-Eastern Ave bed	<a href="#">7009 Carroll Ave</a>					streetscape
	76 52D	Junction & Old Town Planters	<a href="#">Carroll Ave Ethan Allen to Westmoreland</a>					streetscape
	77 52E	Laurel Ave Tree boxes (6) from Carrol to Eastern	<a href="#">Laurel &amp; Carroll</a>	1500	1500			streetscape
	78 52F	Laurel Ave Treebox 2	<a href="#">Laurel &amp; Carroll</a>					streetscape
	79 52G	Laurel Ave Tree box 3	<a href="#">Laurel &amp; Carroll</a>					streetscape
	80 52G	Laurel Ave Tree box 4	<a href="#">Laurel &amp; Carroll</a>					streetscape
	81 52I	Laurel Ave Tree Box 5	<a href="#">Laurel &amp; Carroll</a>					streetscape
	82 52J	Laurel Ave Tree Box 6	<a href="#">Laurel &amp; Carroll</a>					streetscape
	83 53	Old Town Gazebo Park (support only)	<a href="#">Carroll &amp; Westmoreland</a>					streetscape
	84 54	Carroll, Columbia & Park Ave Streetscapes (6)	<a href="#">Carroll &amp; Park &amp; Columbia</a>	600	600			streetscape
	85 55	Street Tree boxes 1	<a href="#">Carroll Ave: Grant to Maple</a>	900	900			streetscape
	86 55B	Street Tree boxes 2	<a href="#">Carroll Ave: Grant to Maple 7328 caroll</a>					streetscape
	87 55C	Street Tree boxes 3	<a href="#">Carroll Ave: Grant to Maple 7320 Caroll</a>					streetscape
	88 55D	Street Tree boxes 4	<a href="#">Carroll Ave: Grant to Maple 7312 Caroll</a>					streetscape
	89 55E	Street Tree boxes 5	<a href="#">Carroll Ave: Grant to Maple 7306 Caroll</a>					streetscape
	90 55F	Street Tree boxes 6	<a href="#">Carroll Ave: Grant to Maple 7302 Caroll</a>					streetscape
	91 55G	Street Tree boxes 7	<a href="#">Carroll Ave: Grant to Maple 7300 Caroll</a>					streetscape
	92 55H	Street Tree boxes 8	<a href="#">Carroll Ave: Grant to Maple 7056 Caroll</a>					streetscape
	93 55I	Street Tree boxes 9	<a href="#">Carroll Ave: Grant to Maple 7050 Caroll</a>					streetscape
	94 55J	Street Tree boxes 10	<a href="#">Carroll Ave: Grant to Maple 7041 caroll</a>					streetscape
	95 55K	Street Tree boxes 11	<a href="#">Carroll Ave: Grant to Maple 7041 caroll</a>					streetscape
	96 55L	Street Tree boxes 12	<a href="#">Carroll Ave: Grant to Maple 7043 Caroll</a>					streetscape
	97 55M	Street Tree boxes 13	<a href="#">Carroll Ave:Grant to Maple 7040 caroll</a>					streetscape
	98 55N	Street Tree boxes 14	<a href="#">Carroll Ave: Grant to Maple 7035 Caroll</a>					streetscape
	99 55o	Street Tree boxes 15	<a href="#">Carroll Ave: Grant to Maple 7034 Caroll</a>					streetscape
	100 55P	Street Tree boxes 16	<a href="#">Carroll Ave: Grant to Maple 7031 caroll</a>					streetscape
	101 55Q	Street Tree boxes 17	<a href="#">Carroll Ave: Grant to Maple 7024 Caroll</a>					streetscape
	102 55R	Street Tree boxes 18	<a href="#">Carroll Ave: Grant to Maple 7020 Caroll</a>					streetscape
	103 55S	Street Tree boxes 19	<a href="#">Carroll Ave: Grant to Maple 7006 Caroll</a>					streetscape
	104 55T	Street Tree boxes 20	<a href="#">Carroll Ave: Grant to Maple 7000D caroll</a>					streetscape
	105 55U	Street Tree boxes 21	<a href="#">Carroll Ave: Grant to Maple 7000 Caroll</a>					streetscape
	106 55V	Street Tree boxes 22	<a href="#">Carroll Ave: Grant to Maple 6982 Caroll</a>					streetscape

Key	
Maintenance Contract (Davy)	96
Garden Site	23
Stormwater site	75
Streetscape sites	82
Natural Area	3
Mow (exclusively)	34
Park (with Playground)	7

107 55W	Street Tree boxes 23	Carroll Ave: Grant to Maple 6982 Carol					streetscape
108 55X	Street Tree boxes 24	Carroll Ave:Grant to Maple 6950 Carol					streetscape
109 55Y	Street Tree boxes 25	Carroll Ave: Grant to Maple 6950 Carol					streetscape
110 55Z	Street Tree boxes 26	Carroll Ave: Grant to Mapled 6950 Carol					streetscape
111 56	Old Carroll Ave Bioretention	<a href="#">Old Carroll Ave @ Carroll Av</a>	256	256			Bioretention
112 57	Anne & Kennewick 1 SE	<a href="#">Anne &amp; Kennewick</a>	520	520			Bioretention
113 57B	Anne & Kennewick 2 NE	<a href="#">Anne &amp; Kennewick</a>	364	364			Bioretention
114 58	Manor Circle Island Bioretention	<a href="#">Manor Circle</a>	1215	1215			Bioretention
115 59	Manor Circle Triangle	<a href="#">Ethan Allen &amp; Manor Circle</a>	785	785			streetscape
116 60	Merwood Ave Gateway Garden Area	<a href="#">Merwood &amp; New Hampshire</a>	1500	300	1200	90% mow	streetscape
117 61	Glenside Circle & side bed	<a href="#">Glenside &amp; New Hampshire</a>	2155	2155			streetscape
118 62	New Hampshire Rec Center	<a href="#">7315 New Hampshire Ave</a>	23295	550	22745	95% mow	garden
119 63	Poplar and New Hampshire	<a href="#">Poplar &amp; New Hampshire</a>	2800		2800	100% mow	mow
120 64	Poplar & Gude bumpout	<a href="#">Poplar &amp; Gude</a>	50		50	100% mow	mow
121 65	Holton Lane Bio-Retention Area	<a href="#">7551 New Hampshire Ave</a>	276	276			Bioretention
122 66	Holton Lane Natural Garden Site	<a href="#">New Hampshire &amp; Holton La</a>	3265	2285.5	979.5	30% mow	Garden Site
123 67	Lincoln & Jackson 1	<a href="#">7501 Jackson Ave</a>	240	240			Bioretention
124 67B	Lincoln & Jackson 2	<a href="#">7411 Jackson Ave</a>	447	447			Bioretention-swale
125 67C	Lincoln & Jackson 3	<a href="#">7411 Jackson Ave</a>	350	350			Bioretention
126 68	Aspen & Lincoln bio	7079 Aspen Ave	450	450			bioretention
127 69	Anne & Wildwood North	<a href="#">8001 Wildwood Dr.</a>	126	126			Bioretention
128 69B	Anne & Wildwood South	<a href="#">7908 Wildwood Dr.</a>	799	799			Bioretention
129 70	Wildwood Dr & Haverford Rd bioretention	<a href="#">Wildwood Dr &amp; Haverford</a>	172	172			Bioretention
130 71	Toatley Fraser Park	<a href="#">Eastridge Ave</a>	13156	6578	6578	50% mow	Park
131 72	Wabash 1	700 Wabash Ave	380	380			Filtration Basin
132 72B	Wabash 2	<a href="#">8326 Roanoke Ave</a>	485	485			Bioretention
133 72C	Wabash 3	710 Wabash Ave	220	220			Bioretention
134 73	Eastridge & Roanoke Ave Bioretention	<a href="#">8342 Eastridge</a>	770	770			Bioretention
135 74	Hudson 1	<a href="#">Hudson &amp; Roanoke</a>	620	620			Bioretention
136 74B	Hudson 2	<a href="#">Hudson &amp; Roanoke</a>	228	228			Bioretention
137 74C	Hudson 3	<a href="#">Hudson &amp; Roanoke</a>	440	440			Bioretention
138 75	Flower Ave ESD1	<a href="#">8619 Flower Ave</a>	198	198			Bioretention
139 75B	Flower Ave ESD2	<a href="#">8411 Flower Ave</a>	168	168			Bioretention
140 75C	Flower Ave ESD4	8317 Flower Ave	63	63			Bioretention
141 75D	Flower Ave ESD5	8315 Flower Ave	82	82			Bioretention
142 75E	Flower Ave ESD6	8311 Flower Ave	52	52			Bioretention
143 75F	Flower Ave ESD18	7817 Flower Ave	317	317			Bioretention
144 75G	Flower Ave ESD20/Adventist Bio	7600 Flower Ave	2260	2260			Bioretention
145 76	Centennial Garden (support only)	<a href="#">Piney Branch &amp; Philadelphia</a>	6075	5550	525	10% garden	garden
146 77	Piney Branch bumpout 1	7310 Piney Branch Rd	3360	3360			streetscape
147 77B	Piney Branch 2	7310 Piney Branch Rd					streetscape
148 77C	Piney Branch 3	7311 Piney Branch Rd					streetscape
149 77D	Piney Branch 4	7313 Piney Branch Rd					streetscape
150 77E	Piney Branch 5	7321 Piney Branch Rd					streetscape
151 77F	Piney Branch 6	7320 Piney Branch Rd					streetscape
152 77G	Piney Branch 7	7327 Piney Branch Rd					streetscape
153 77H	Piney Branch 8	7329 Piney Branch Rd					streetscape
154 77I	Piney Branch 9	7336 Piney Branch Rd					streetscape
155 77J	Piney Branch 10	7333 Piney Branch Rd					streetscape
156 77K	Piney Branch 11	7401 Piney Branch Rd					streetscape
157 77L	Piney Branch 12	7606 Piney Branch Rd					streetscape
158 77M	Piney Branch 13	7413 Piney Branch Rd					streetscape
159 78	Linden Ave Bioretention area	<a href="#">1214 Myrtle Ave</a>	156	156			Modular Wedland
160 79	6505 Fourth	<a href="#">6504 4th Ave</a>	180	180			Bioretention
161 79B	6500 Fourth	<a href="#">6500 4th Ave</a>	305	305			Bioretention
162 80	Larch & Glaizewood Ave 1	<a href="#">Larch &amp; Glaizewood</a>	598	598			Bioretention
163 80B	Larch & Glaizewood Ave 2	<a href="#">Larch &amp; Glaizewood</a>					Bioretention
164 80C	Larch & Glaizewood Ave 3	<a href="#">Larch &amp; Glaizewood</a>					Bioretention
165 81	Hayward Swale	<a href="#">Larch &amp; Hayward</a>	2380	2380			bioswale
166 81B	Hayward pavers	<a href="#">Larch &amp; Hayward</a>	435				Permeable pavers
167 82	Ethan Allen bus bio	<a href="#">632 Ethan Allan</a>	108	108			bioretention
168 83	959 Ethan Allan Bio	<a href="#">959 Ethan Allan Bio</a>	100	100			Bioretention
169 84	New Hampshire & Ethan Allen (7-11)	<a href="#">New Hampshire &amp; Ethan All</a>	1400	1400			streetscape
170 84B	New Hampshire Ethan Allen (tire store)	<a href="#">New Hampshire &amp; Ethan All</a>	730	730			streetscape
171 85	New Hampshire turnlane triangle	<a href="#">New Hampshire &amp; Ethan All</a>	2500		2500	100%	streetscape
172 85B	Ethan Allen median strip	<a href="#">Ethan Allen &amp; New Hampshi</a>	2500		2500	100%	streetscape
173 86	Eastern Ave & New Hampshire sign bed	<a href="#">6300 New Hampshire</a>	265	265			streetscape
174 87	Hancock Ave Rain Garden	<a href="#">101 Sheridan Ave</a>	975	975			Bioretention
175 88	Anne & Glenside bio	<a href="#">7907 Glenside Dr.</a>	134	134			Bioretention
176 89	Glenside & Jackson bio	<a href="#">7514 Glenside Dr.</a>	493	493			Bioretention
177 89B	Glenside & Jackson outfall	<a href="#">7514 Glenside Dr.</a>	235	235			Outfall
178 90	Glenside & Merwood bio	2324 Glenside Dr	238	238			Bioretention
179 90B	Glenside & Merwood outfall	<a href="#">2434 Glenside Dr.</a>	500	500			Outfall
180 91	Glenside & Haverford		250	250			bioretention
181 92	Glaizewood and Devonshire 1	<a href="#">706 Devonshire</a>	1695	1695			Bioretention
182 92B	Glaizewood and Devonshire 2	<a href="#">704 Devonshire</a>	641	641			Bioretention
183 93	5th and Westmoreland (Paper Street)	6416 5th st	3000		3,000		mow/naturalized
184 94	Houston Court pole	8203 Houston Court	25		25.00	100% mow	mow
185 95	5th and Orchard	6435 Orchard Ave	1500		1500	100% mow	mow
186 96	Glengary	Glengary & Sligo Creek Park	2000		2000	100% mow	erosion control
187 97	Sligo Creek Pkwy & Flower Ave bio	Sligo Creek Pkwy and Flower	200	200			bioretention
188 98	Hillwood Manor Park bio 1	14th St	400	400			bioretention
189 98B	Hillwood Manor Park bio 2		300	300			bioretention
190 99	Hopewell bio 1	Hopewell/kentland/larch	200	200			bioretention
191 99B	Hopewell bio 2	Hopewell/kentland/larch	200	200			bioretention
192 100	Circle Woods	Cockerville/Poplar Ave	85000	85000			natural area
	sq ft	810,898	468,483	341,847	42%	28,221	
	acres	18.62	10.75	7.85		0.65	
	Total Veg area		Total Garden Team area	Total Turf Team area		total contracted BMP area	
						total contracted area	29,798

## **Excerpt from Resolution 2012-16 Setting Policy for New Sidewalk Design and Installation**

*The City has established the following recommendations to be provided to the design firm for consideration when developing sidewalk designs:*

- A. The sidewalk is to be located in the right-of-way when possible. If right-of-way is not available, the City will need to enter into an agreement or receive an easement from the property owner to place a portion of the sidewalk on private property.
- B. When roadway width is adequate, consideration will be given to locating the sidewalk partially or completely within the existing street pavement to reduce the amount of impervious area added by the new sidewalk and decrease the impact on adjacent residential property.
- C. The new sidewalk design will minimize tree removal to the maximum extent possible. The condition of the trees will be noted and an inventory of trees in the affected right-of-way or within 50 feet of the proposed sidewalk will be developed. Methods to protect trees shall be incorporated into the design and may include building extensions into the street or right-of-way to allow the sidewalk to pass around existing trees.
- D. If a tree is removed for the new sidewalk, the City will follow the Tree Ordinance requirements for replanting and the cost of replanting will be included in the project.
- E. The location of utility lines and poles will be noted as they limit the planting of large shade trees. The side of the street with the utility poles will be considered first for the sidewalk, as it already limits the impact on future tree planting, and may have street lighting.
- F. The City shall coordinate any sidewalk development with planned work by public utilities, traffic safety projects, or City tree planting.
- G. If the property owner has vegetation, a lead walk, retaining wall or other item located in the right-of-way, the project will include the cost for removal and relocation of that item when appropriate.
- H. The City has established stormwater management requirements that will be followed and will be included in the design development. These require providing for infiltration of stormwater runoff through grassy swales, bio-retention areas, or other methods.
- I. The standard width of new sidewalk will meet or exceed ADA accessibility standards. The sidewalk may be wider if a wider width is specified in a master, sector, development or site plan or design guidelines; connects existing wider sidewalk segments; is needed to accommodate heavy pedestrian traffic (e.g. adjacent to storefronts, institutions or transit access); or is requested by the community during the design process.
- J. When the right-of-way space is wide enough, the design preference will be to include a green strip between the curb and the proposed sidewalk. A green strip provides for

runoff infiltration, sufficient space for new tree planting, and provides a buffer from the street which is particularly beneficial during snow removal operations.

K. Depending on the size of the new sidewalk, the City may need to apply for a sediment and erosion control permit (if the project will disturb over 5,000 square feet) and a Forest Conservation Plan (if the affected area is 40,000 square feet).