

**CITY OF TAKOMA PARK, MARYLAND  
CITY COUNCIL REGULAR MEETING**

**Wednesday, June 9, 2021**

**MINUTES**

*Minutes adopted November 3, 2021*

**CALL TO ORDER/ROLL CALL**

**Present:** Mayor Stewart, Councilmember Kovar, Councilmember Dyballa, Councilmember Kostiuk, Councilmember Seamens, Councilmember Smith, Councilmember Searcy

**Also present:** City Manager Ludlow, City Clerk Carpenter, Deputy City Manager Clarke, Planning Manager Grigsby

The City Council convened at 7:30 PM via Zoom.

**CHANGES TO THE AGENDA / AGENDA SCHEDULING UPDATE**

Mayor Stewart updated the Council on future agenda items.

**FOR THE RECORD**

**Recognition of Youth Council Graduates**

Mayor Stewart recognized graduating Youth Council members: Asha Henry, Diego Moralis Gatica, and Eliza Van Camp.

**Proclamation of Chesapeake Bay Awareness Week (attached)**

**PRESENTATION**

**1. Presentation on Maple Avenue Complete Street Project (Toole Design Group)**

Ms. Grigsby introduced the Maple Avenue Complete Street Project. In May of 2020, the City was awarded \$50,000 in the form of a Metropolitan Washington Council of Governments Technical Assistance Grant to develop an initial design concept for a Complete Street redesign of Maple Avenue from the Sligo Creek Trail to Carroll Avenue at the boundary with Washington, DC.

Toole Design Group was selected as the contractor for this project to develop a preliminary design concept for a Complete Streets redesign of Maple Avenue. The consultant did a survey

of the area and held four community meetings from January to March, with a feedback survey. The final products are preliminary design drawings and cost estimates for implementation.

Consultant Ryan Parks presented the initial concept design. (Presentation attached.)

### **GENERAL PUBLIC COMMENTS**

Katherine Katzin asked the Council to affirm their commitment to the Co-Op as stated in the development agreement and the 2018 resolution. Ms. Katzin urged the Council to reject the site plan.

Rachel Hardwick urged the Council to vote against the Takoma Junction site plan.

Tom Gagliardo commented against the NDC development plan and urged the Council to honor their own declarations.

Julien Katchinoff commented on the Maple Avenue Complete Street Project and urged that it include protected bike lanes.

Tony Camilli spoke in opposition of the Maple Avenue Complete Street Project. He recommended taking the opportunity to include bike infrastructure as part of the project.

Esther Seigel spoke in opposition of the Takoma Junction development plan and urged the Council to vote against the plan. Ms. Siegel read a statement from Mike Tabor.

Paul Huebner asked the Council to reject the proposed NDC plan for Takoma Junction.

David Reed spoke representing the Takoma Mobilization Climate Action Committee. He commented on the challenges of the stormwater runoff in Takoma Park and presented recommendations to the Council.

Gina Gaspin spoke in opposition of the Takoma Junction development plan and asked the Council to reconsider working with NDC.

Roger Schlegel urged the Council to reject the NDC site plan.

Nadine Bloch commented against County Zoning Text Amendment 19-07 regarding cell towers and commented against the Takoma Junction redevelopment plan.

Mark Fisher urged the Council to discontinue working with NDC.

### **COUNCIL COMMENTS**

Ms. Kostiuk: Thanked residents for participating in public comments. She reminded Ward 3 residents about the Takoma Junction comment forum and announced a virtual meeting. She commented on the Maple Avenue Complete Street Project and agreed with the public comments on parking studies and infrastructure for the Maple Avenue project. She also commented on an annual policy review with the National League of Cities Human Development Federal Advocacy Committee.

Mr. Smith: Commented on the bill signing for Ezekiel's (window guard) law. He asked if Takoma Park is automatically covered by the law. Mr. Smith urged City staff to proactively contact residents about the availability of emergency rental assistance and ARPA broadband subsidy. He announced that he will be holding regular Q&A sessions for residents.

Ms. Searcy: Reminded residents of the Crossroads Farmers Market and an upcoming picnic to be held by the New Hampshire Gardens Community Association.

Mr. Kovar: Thanked the residents that commented on the Takoma Junction development plan. He announced a community meeting with Ward 1 residents. He commented on the passing of Mr. Jeffrey Silvestone and on the plans for Independence Day events.

Ms. Dyballa: Announced upcoming Ward 2 community events.

Ms. Stewart: Commented on an event she attended. She congratulated this year's high school graduates. She noted conversations with other Montgomery County mayors regarding ZTA 19-07.

## **CITY MANAGER COMMENTS**

Comments attached.

## **VOTING SESSION**

### **2. Resolution Expressing Appreciation for the Takoma Park Senior Leadership Team**

Ms. Stewart commented on the work the Senior Leadership has done.

Ms. Dyballa moved the resolution. Ms. Searcy seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Searcy, Smith).

### **Resolution 2021-12 (attached)**

### **3. First Reading Ordinance Amending Takoma Park Code Chapter 8.36 Commercial Management Districts and Authorities (Takoma/Langley CDA)**

Ms. Searcy moved the ordinance. Ms. Kostiuik seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuik, Seamens, Searcy, Smith).

**First Reading Ordinance 2021-24 (attached)**

**4. Single Reading Ordinance Approving FY 2022 Community Grant Awards**

Ms. Kostiuik announced that she would abstain because she has some peripheral involvement with one of the grantees through the nonprofit she works for.

Mr. Smith moved the ordinance. Ms. Searcy seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Seamens, Searcy, Smith; ABSTAIN: Kostiuik).

**Ordinance 2021-25 (attached)**

**5A. Single Reading Ordinance Approving Extension of Contract for Auditing Services**

This ordinance was removed from the consent agenda to be voted on separately at the request of Councilmember Kovar. He recused himself because he uses the services of CohnReznick for his personal finances.

Mr. Seamens moved the ordinance. Ms. Kostiuik seconded the motion. The motion carried (VOTING FOR: Stewart, Dyballa, Kostiuik, Seamens, Searcy, Smith; ABSTAIN: Kovar).

**Ordinance 2021-26 (attached)**

**5B. Ordinance Regarding City Manager's Emergency Authority**

Mr. Kovar moved the ordinance. Mr. Seamens seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuik, Seamens, Searcy, Smith).

**Ordinance 2021-27 (attached)**

**5C. Resolution Regarding Resumption of Quasi-Judicial Hearings for City Boards and Commissions**

Mr. Searcy moved the resolution. Mr. Dyballa seconded the motion. The motion carried (VOTING FOR: Stewart, Kovar, Dyballa, Kostiuik, Seamens, Searcy, Smith).

**Resolution 2021-13 (attached)**

**WORK SESSION**

**6. Contract for the Lunch and Learn Program**

Ms. Ludlow gave a brief overview about the program. Ms. Searcy asked if the program would be virtual. Ms. Ludlow responded that it was not confirmed.

An ordinance approving the contract will be forthcoming.

#### **7. Discussion of Committees and Extension of Member Terms**

Ms. Dyballa, Ms. Kostiuk, and Ms. Searcy gave a presentation based on their recommendations and the recommendations heard from the Council on administrative changes to boards and committees and on the appointment process. The Council was asked to consider an ordinance to extend the current committee member appointments to allow for more time for recruitment. (Presentation attached.)

#### **8. City Manager's Presentation/Briefing on the American Rescue Plan Act**

Ms. Ludlow gave an overview of the American Rescue Plan Act. She explained that Takoma Park was a recipient of funds to provide immediate protection to people and businesses. Ms. Ludlow informed the Council of some of the recommendations from staff on when and where some of the funds should be allocated. (Presentation attached.)

#### **ADJOURN**

The City Council adjourned for the evening at approximately 10:15 PM.



# City of Takoma Park, Maryland

## Mayoral Proclamation

### CHESAPEAKE BAY AWARENESS WEEK – JUNE 5-13, 2021

- WHEREAS,** the Chesapeake Bay is the largest and the most productive estuary in the United States, with its watershed spanning six states and the District of Columbia; and
- WHEREAS,** the Takoma Park City Council has in past years recognized the Chesapeake Bay watershed as an extraordinary and vital natural resource and ecosystem, with some of the nation's most productive farm and forest lands, and a seafood source of major economic importance, as well as an integral part of Maryland's history and heritage;
- WHEREAS,** the Chesapeake Bay watershed is home to more than 18 million people, many of whom rely upon the watershed's natural resources for their livelihood, recreation and drinking water; and
- WHEREAS,** Takoma Park's location in the Sligo Creek portion of the Potomac watershed is integral to the character and quality of life of our community; and
- WHEREAS,** living within the Chesapeake Bay watershed--with its rich history, economic and recreational importance, and environmental significance--reminds us all of the responsibility we each have to protect the Bay and our local streams from runoff, pollutants and litter; and
- WHEREAS,** the City of Takoma Park and its residents recognize that the health of the Bay relies on all of us, and we take these responsibilities seriously as evidenced by the City's innovative stormwater management program, tree protection measures, and environmental initiatives such as bans on lawn chemicals, polystyrene, plastic bags, and plastic straws, as well as local non-governmental and volunteer efforts such as the Friends of Sligo Creek's stewardship of the watershed; and
- WHEREAS,** the Metropolitan Washington Council of Governments annually recognizes the importance of Chesapeake Bay Week Awareness Week and has encouraged its members to do the same.

**NOW, THEREFORE, I, KATE STEWART, MAYOR OF THE CITY OF TAKOMA PARK, MARYLAND,** on behalf of residents, Council and staff, proclaim June 5-13, 2021 as Chesapeake Bay Awareness Week in Takoma Park, and urge all citizens to celebrate the Bay and to recognize the importance of protecting and cherishing our Bay watershed.

*Dated this \_\_\_ day of June, 2021*

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**Kate Stewart, Mayor**



## City of Takoma Park **City Manager Comments**

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### **Report of June 9, 2021**

#### **COVID-19 Related Information**

##### **Vaccinations Available!**

Montgomery County will be holding free COVID-19 vaccination events this week at Sligo SDA Church, 7700 Carroll Avenue. Use the parking lot on Greenwood. These free, no appointment needed, vaccination events are with the Pfizer vaccine, so are for people 12 years of age and older. This week, Monday through Friday, June 7-11, from 12 noon to 7 pm.

FEMA will be parking a mobile vaccination trailer in the Washington Adventist University overflow parking lot in Flower Avenue from June 15-20, with second doses provided in the same location July 13-18. Hours will be 11 am to 7 pm Tuesday to Friday, and 1 pm to 5 pm on Saturday and Sunday. Free Moderna vaccines, which are for persons 16 years of age and older. Walk-up are accepted and no one will be turned away. To make an appointment in advance, visit <https://www.montgomerycountymd.gov/covid19/vaccine/> You can also use this link to learn of other vaccination sites and the type of vaccine offered.

**Please get vaccinated if you haven't been already.** The new COVID-19 variants are causing a greater percentage of people who contract COVID-19 to be hospitalized than was the case at the beginning of the pandemic. The pandemic's been going on 15 months – don't get sick now!

##### **COVID-19 Dashboard**

Each week, the City's COVID-19 Dashboard is updated and is here: [COVID 19 Dashboard](#).

#### **OTHER INFORMATION**

##### **Street Resurfacing Begins This Week!**

The City will begin street resurfacing Thursday, June 10. The work is expected to continue over two weeks, depending on weather conditions. The first step of the process is milling, which is the scraping of two inches of old asphalt from the surface. Be prepared - the milled street will stay in that condition for 5 to 7 days before the resurfacing takes place.

Streets will be resurfaced in the following order:

- New York Avenue from Takoma Avenue to Baltimore Avenue
- Baltimore Avenue from New York Avenue to Philadelphia Avenue
- Birch Avenue from Cedar Avenue to Barclay Avenue
- Maple Avenue from Philadelphia Avenue to Maplewood Avenue
- Maplewood Avenue from Maple Avenue to Flower Avenue

Flyers will be delivered to all properties on the affected streets; the flyers will provide more detailed information and likely work dates. Streets will be posted with “No Parking” signs prior to the work dates. Work hours are from 7 am to 5 pm. Access to the street will be limited or blocked during milling and completely blocked during paving. Parking will only be allowed overnight – from 5 pm until 7 am. Speed humps and street marking will be reinstalled a week or so after the paving is completed. *If residents have critical, scheduled events (dialysis appointments, medical transport, appliance delivery or household move), please contact Public Works at 301-891-7611.*

## **Independence Day Celebration Plans**

### **Parade of Houses!**

TPIDC will be organizing a house & business decoration contest. Participants can register their home or business and be eligible to win a prize in several categories, including most creative, most engaging, most patriotic, and best capturing the spirit of Takoma Park. A map of participating homes and businesses will be posted on the [TPIDC website](#) by July 1st, and participating houses and businesses will be asked to have their decorations up by July 1st so that residents and visitors can visit various participants throughout the holiday weekend.

### **Roscoe Statue Display**

The large patriotic Roscoe the Rooster wooden statue that is part of the Committee's float in the 4th of July parade will be placed somewhere central in Takoma Park for the week of the 4th of July, likely on the grounds of the Takoma Park Community Center. There will be sidewalk chalk near Roscoe so kids can leave messages for him.

### **Roscoe Scavenger Hunt**

An image of Patriotic Roscoe will be posted on the TPIDC website. Families are encouraged to print out the image and hang it somewhere in their house or yard that's visible from the street by July 1st. Families can participate in the scavenger hunt by looking for Patriotic Roscoe as they walk around Takoma Park.

### **Memorial to Jeffrey**

Long-time TPIDC webmaster and Takoma Park 4th of July Parade's Uncle Sam, Jeffrey Silverstone, passed away last week. TPIDC will be honoring his memory in this year's celebration.

NOTE: There will be no fireworks at the middle school this year. There is the possibility of a live concert at the Old Town Gazebo but plans are still being finalized.

### **Meeting Held with State Highway Officials Regarding Takoma Junction**

At the request of Neighborhood Development Company (NDC), a half-hour meeting was held on June 8 with officials from the State of Maryland, the City of Takoma Park, and NDC. The topic was the timing and approach of the review of the layby proposal for the Takoma Junction development site plan. State officials included Maryland Secretary of Transportation Gregory Slater and State Highway Administrator Tim Smith. City of Takoma Park officials included Mayor Kate Stewart, City Manager Suzanne Ludlow, and City Attorney E.I. (Skip) Cornbrooks, IV. NDC



representatives present were Michaela Kelinsky, Erin Girard, Esq (development counsel), Joel Bonder, Esq., and Jingjing Liu. A short discussion of the review process to date took place between NDC and State officials. The Mayor shared that the City Council's planned schedule for reviewing the site plan would be Work Session on June 16 and vote on June 23.

**New! A "Summer Extra" Program for Children attending Summer School**

If you need a safe place for your student to stay after the regular summer school day, help is here! This supervised, low-key program is available to students from Piney Branch Elementary School and Takoma Park Elementary School. With changes to school schedules due to the pandemic, Summer Extra is a NEW program to provide before and after-school activities for your child's MCPS Summer School Day. This four-week program provides games, activities, sports, and crafts. Activities will be both indoors and outdoors. Visit the [Summer Extra](#) for more information and to register. Remember, if you need a scholarship for the program, just ask the Recreation staff. We are here to support all families!

Introduced by: Councilmember Dyballa

**CITY OF TAKOMA PARK, MARYLAND**

**RESOLUTION 2021-12**

**EXPRESSING APPRECIATION FOR THE CITY OF TAKOMA PARK SENIOR LEADERSHIP TEAM**

WHEREAS, the past fifteen months have been extremely challenging ones for the City's Senior Leadership Team, which consists of department and key division heads; and

WHEREAS, this time period included the COVID-19 pandemic and all of the work related to the shutdown of City facilities, continuity of City services, care of employees, and provision of assistance to residents and businesses; the death of George Floyd and its impacts; national and local elections; the January 6 insurrection at the U.S. Capitol; the second impeachment of President Trump; and preparations for the transition to a new City Manager; and

WHEREAS, during this time, the City of Takoma Park continued operations and expanded services with few problems due to the skill, hard work and commitment of the members of the Senior Leadership Team; and

WHEREAS, the Senior Leadership Team kept its focus on providing the residents and business owners in Takoma Park the critical information, services, grants and care needed during this once-in-a-century international health crisis; and

WHEREAS, each member of the Senior Leadership Team also worked to support their staff and had additional challenges specific to their area, as identified on the attached report from the City Manager; and

WHEREAS, the City's senior staff faced what for most was the most difficult fifteen months of their professional lives, and they did so with great skill and dedication to service to the City and community of Takoma Park.

NOW, THEREFORE, BE IT RESOLVED that the Council of Takoma Park expresses its deep appreciation to the following members of the Takoma Park Senior Leadership Team for their work during the COVID-19 pandemic:

Director of Public Works Daryl Braithwaite  
City Clerk / Director of Council Operations Jessie Carpenter  
Finance Director Susan Cheung  
Recreation Director Greg Clark  
Deputy City Manager Jessica Clarke  
Economic Development Manager Samira Cook Gaines  
Information Technology Director Lars DeSalvio  
Police Chief Antonio DeVaul  
Community Development Manager Rosalind Grigsby

**CITY MANAGER SUMMARY OF EXTRAORDINARY SERVICE  
OF THE TAKOMA PARK SENIOR LEADERSHIP TEAM  
DURING THE COVID-19 PANDEMIC**

From March 2020 through June 2021, the City of Takoma Park Senior Leadership Team performed their responsibilities at the highest level under extremely challenging conditions. I am honored to have them as my colleagues.

All Senior Leadership Team members:

- oversaw operations with frequently changing direction on safety protocols
- provided care and direction to staff who were concerned about getting sick, needed assistance to get tested, had to quarantine, did get sick, or had family members who became ill, had mental health problems, or passed away
- needed to facilitate staff in working remotely, accommodating technology and scheduling needs of staff working at home (often with children learning at home or other family pressures), and worked to ensure that services to residents and staff could continue
- intensely reviewed and proposed reductions to the budget affecting their department or division
- kept careful records of all COVID-19 expenditures for reporting and possible reimbursement
- did this all while they were facing their own health and family needs.

In addition, each member of the Senior Leadership Team had challenges specific to their area:

Director of Public Works **Daryl Braithwaite** oversaw the Public Works crews that continued work throughout the pandemic. Early on during the pandemic, there were concerns about the safety of handling garbage and the type of facility cleaning that was needed. Ms. Braithwaite worked with Human Resources to establish safety procedures for staff and she oversaw staff that undertook an upgrade of the air handling system of City buildings. She revised operations so that staff would not share vehicles and developed an alternate approach to handle tasks such as leaf collection with fewer seasonal staff for the safety of employees. She continued oversight of the Flower Avenue Green Street project, proposed and coordinated a new stormwater billing system, continued work on addressing climate change, was heavily involved in budget preparation, and hired staff to fill key vacancies.

Mostly working remotely, City Clerk/Director of Council Operations **Jessie Carpenter** worked with CityTV staff to move Council and other meetings to virtual ones. This process requires a great deal of time, skill and coordination. In perhaps her biggest challenge, she worked with the Takoma Park and Montgomery County Boards of Elections to conduct the first concurrent City and national elections, which would be difficult enough any time, but was particularly challenging during a

pandemic and with the added move to mail-in voting and vote counting under COVID-19 health protocols and with the highest voter turnout ever for a City election. She also worked to coordinate responses to a heavy load of Maryland Public Information Act requests and assisted working with Committees under the various constraints they faced.

Preparation of the proposed FY21 budget document was just being finalized when the pandemic hit in March 2020. Finance Director **Susan Cheung** helped identify possible financial impacts across the City accounts and proposed budget cuts, while at the same time helping set up payment and monitoring systems for the City to provide funds to residents and businesses reeling from the pandemic. Working in a small enclosed office, several staff needed to work remotely or on hybrid schedules. During this time, Ms. Cheung also needed to train new staff on the financial systems, including Budget and Accounting Manager Ron Kawaley and Deputy City Manager Jessica Clarke. As the pandemic proceeded, preparation of the FY22 budget needed to take place as well as early preparation for the American Rescue Plan Act (ARPA) funds.

Recreation Director **Greg Clark** had difficult personnel communications to make as the City went into lockdown. Before and after-school programs were suspended in March, but the City made the decision to pay the part time staff through June. Such payments could not continue with the beginning of the new fiscal year, so staff worked with them to sign up for unemployment insurance. Planning for Recreation programs generally takes place well in advance of the programs so as to be able to schedule rooms, hire program staff and do advertising. Mr. Clark and his staff worked a two-track system for the entire time, planning for virtual and outside classes as health conditions permitted and constantly trying to plan what could be offered at the end of the pandemic, whenever that would be. A number of the virtual classes were very successful and kept connections to the young people throughout the difficult time. In moving to in-person programs, all staff were trained in special health safety measures and the sign-in protocols and cleaning regimens were changed.

Deputy City Manager **Jessica Clarke** started working for the City less than a month after lock-down. She jumped right in facilitating the Council's review of the FY21 proposed budget as well as the FEMA/CARES reimbursement process, participated in union negotiations, continued racial equity efforts, and oversaw the Finance, IT, Library and Public Works units and their work as they pivoted during the pandemic. She took on coordination of the Library renovation project, at the same time the Library was working to provide service during the pandemic and preparing for the retirement of long-time Library Director Ellen Robbins. She oversaw the FY22 budget presentation process and ably addressed budget presentation goals expressed by the Council and community. She also worked closely with the Montgomery County Department of Health and Human Services to bring regular COVID-19 testing and COVID-19 vaccination clinics to the City, and created the COVID-19 Dashboard to monitor key health metrics. Through it all, she worked to understand the city management functions and become familiar with the Councilmembers – remotely – in preparation for the retirement of the current City Manager.

Economic Development Manager **Samira Cook Gaines** and her intern had just started working with an online communication tool with local businesses when the pandemic hit. Immediately, businesses who had not had much ability or interest in communicating with the City needed to do so. Ms. Cook Gaines reached out to let them know the City cared and crafted a small grant program to help them long before Montgomery County was ready to assist. A contract with ChalkRiot provided fun, inspiring chalk messages across Takoma Park, directing customers to the businesses and helping Takoma Park feel like a community, even during the lockdown. To the businesses, the City provided PPE, Wear a Mask signs, and hand sanitizers, and provided hope and connections. In the midst of this, Ms. Cook Gaines also advanced the outreach activities regarding the Recreation Center project and assisted with several significant housing initiatives.

Information Technology Director **Lars DeSalvio** already had a very full plate when the City went into lockdown. Within 24 hours, many City staff had to move to remote work and the technology resources were not quite available for all to do so easily. Computer and phone equipment, connections and processes were provided very quickly, with a lot of handholding by Mr. DeSalvio and his small team. IT assistance was needed for remote meetings and classes as well as online transactions. During the elections, constant and secure video monitoring of the election ballot drop off boxes and the vote counting process was required. After the elections, the video of the County's election drop off box needed to be reviewed for completeness and securely packaged for transmittal to the County Board of Elections. During this time, there were many Maryland Public Information Act requests, each of which requires a great deal of time from the IT Director. Major technology security projects were underway during the pandemic to protect the City against ransomware and other attacks. As the pandemic is coming to a close, identifying the technology the City needs to handle activities with American Rescue Plan Act (ARPA) funding is beginning.

Police Chief **Antonio DeVaul** went into the pandemic focused on staff safety. Most Police Department staff continued to work in person and the need to interact with individuals and go into people's homes was very concerning when little was known about how COVID-19 was spread. Chief DeVaul helped get staff potentially exposed to the virus tested, obtained PPE and established clear health safety guidance for staff. On May 25, 2020, George Floyd was murdered by a Minneapolis police officer, capping a string of deaths of Black and Brown people by police officers, many of which had been captured on video. The national outrage led to demonstrations despite the pandemic and the posting of signs in many places protesting this wrongdoing. In Takoma Park, a police officer was videoed removing such a sign and outrage was expressed against the Takoma Park Police Department. Chief DeVaul worked to address his officer's actions and share the policies and goals of the department with residents, while also working to keep up morale within the department. During the pandemic, officers responded to more violent crime and mental health calls than normal, including the suicide of Congressman Raskin's son. With the challenges to the validity of the outcome of the Presidential election, Chief DeVaul and his emergency management team followed concerns about homeland security. The January 6<sup>th</sup> insurrection against the Capitol required heightened

response and one officer was deployed through the National Guard to the Capitol for several weeks. As the Impeachment hearings got underway, Takoma Park Police Officers worked to protect lead Impeachment Manager Congressman Jamie Raskin and his family until federal officers could take over. Takoma Park Police monitored the homes of many local officials who could be targets. As the pandemic waned, an off-duty Pentagon police officer committed a double homicide in Takoma Park and Takoma Park Police investigated and charged the individual. During this time, Chief DeVaul continued to hire new officers to fill open positions and assisted in providing a great deal of background information and statistics to the Reimagining Public Safety Task Force.

Community Development Manager **Rosalind Grigsby** has had many large efforts underway that involve community engagement that is more difficult to do during a pandemic. She and her staff rose to the challenge by doing more online communication and social media outreach. These activities were complicated by staffing changes and the need to hire a new Planner and a new intern. Work on projects such as Takoma Junction, Purple Line, Minor Master Plan, Maple Avenue Complete Street, the Equity Walk, and online arts programming continued during this time, mostly with staff working remotely. Her unit was highly successful in pursuing grant funding.

Former Library Director **Ellen Arnold Robbins** had anticipated a busy year preparing the plans for a new library building and remote operations during construction, even as she prepared for her retirement. With the pandemic, remote operations started earlier than expected. Quickly, the library staff developed Books To Go, virtual programming and a book delivery program. At the same time, recruitment for a new Library Director started. With the hiring of **Jessica Jones**, the City gained her experience providing library services during construction and during the early months of the pandemic. With her expertise, the focus has turned to even more outreach and services to the public – particularly related to computer and internet access – and plans for reopening the library before construction have now been set for July 6th.

Human Resources Director **Tracy Smith** had an especially heavy load this past year, even as she did without a fulltime intern to save money. The FY21 budget was her first time preparing personnel numbers and the last minute budget changes associated with the pandemic were challenging. Through the early days, there was constant attention to identifying how staff could work and follow health protocols, when and how to quarantine, how to alter work hours given children doing schooling from home, learning new federal personnel rules, how to support staff facing health and mental health challenges, how to end employment of most part-time staff sensitively, and how to pay hazard pay and to whom. Ms. Smith participated in union negotiations and responded to staff inquiries related to pay and working conditions. Working mostly remotely, she had to help departments adjust to a different way of providing services. During this time, there were the normal disciplinary matters and terminations, recruitments and hiring operations. Major hires included a new Library Director, new Deputy Public Works Director and assisting with the hiring of a new City Manager.

Housing Manager **Grayce Wiggins** had been assisting families facing evictions or other issues before the pandemic hit and had already made connections to landlords and management companies. That knowledge became critical when the pandemic hit in March 2020. At that time, little health safety advice was available for people living in multi-unit buildings, and there was a need for PPE and information about the safety of ventilation systems and communal spaces. Virtual meetings were set up with high rise buildings to hear of concerns and share resources, materials in multiple languages were prepared, and handholding of families in desperately-sad situations took place. As with the business assistance, COVID-19 funds were provided quickly to residents in need and processes for providing and monitoring the aid were established. While that direct assistance occurred, connections with non-profit groups and careful monitoring of the City's Opportunity to Purchase laws led to opportunities for two rental properties to move towards affordable home ownership. When tragedies occurred, such as when a child fell from an apartment window and died, Ms. Wiggins was there to directly assist the family and continued to press for window guards, which requirement is now memorialized in the recently adopted Ezechieel's Law. As the pandemic is nearing an end, evictions are increasing and all efforts are focused on addressing this threat to Takoma Park residents. A major first use of the American Rescue Plan Act (ARPA) funds will be to work to assist families whose safe housing is threatened.

When the nation went on lockdown, the most important commodity became communication, and Communications Specialist **Donna Wright** stepped into full gear. For many weeks, Ms. Wright did not have a day off as she shared constantly changing information with the public about what was open, how to obtain services, and what health safety information could be trusted. She and Emergency Manager Ron Hardy had been working on Census outreach when the pandemic hit, and that effort continued. There was communications work needed about the City's response to national incidents and there was a vast amount of communications needed about the City's elections and the new voting processes that were being put in place. Although she was working remotely, there was so much going on in Takoma Park that social media was always needed, signs in multiple languages needed to be prepared, and coordination with the County and other entities required frequent meetings. Besides her direct work, she oversaw interns, worked with CityTV on video and radio presentations, and coordinated with the Newsletter editor. Many parts of the City's webpage have been updated and she is working with the IT Director on webforms and a webpage overhaul. Her major efforts are to provide residents with the information they need, in the form they need it, and share the positive work going on in the City of Takoma Park.

DRAFT

1 Introduced by:

First Reading:

2 Second Reading:

3 Effective Date:

4  
5 **CITY OF TAKOMA PARK, MARYLAND**  
6 **ORDINANCE NO. 2021-\_\_**

7  
8 **AMENDING THE TAKOMA PARK CODE, TITLE 8, CHAPTER 8.36,**  
9 **COMMERCIAL MANAGEMENT DISTRICTS AND AUTHORITIES**

10  
11 **WHEREAS,** Takoma Park Code, Section 8.36.140, Expiration, provides that Chapter 8.36,  
12 Commercial Management Districts and Authorities, will expire on June 30, 2021,  
13 unless extended by an ordinance adopted by the Council; and

14  
15 **WHEREAS,** the Board members of the Takoma/Langley Crossroads Development  
16 Authority (the "CDA"), established under the provisions of Maryland Local  
17 Government Code Annotated, Section 5-214(b) and Takoma Park Code, Chapter  
18 8.36, believe that the continued operation of the CDA is in the best interests of the  
19 commercial district represented by the CDA; and

20  
21 **WHEREAS,** the CDA has requested that the City extend the term of the CDA and also amend  
22 certain sections of Chapter 8.36 dealing with license fees and other operational  
23 matters; and

24  
25 **WHEREAS,** the Council supports the continuation of the CDA and its ongoing operation as a  
26 commercial district management authority serving the Takoma Langley  
27 Crossroads commercial district.

28  
29 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**  
30 **TAKOMA PARK, MARYLAND.**

31  
32 SECTION 1. Title 8, Business, Chapter 8.36 Commercial Management Districts and Authorities,  
33 of the Takoma Park Code is amended as follows:

34  
35 **Chapter 8.36**

36 **COMMERCIAL MANAGEMENT DISTRICTS AND AUTHORITIES**

37 Sections:

38 8.36.010 Definitions.

39 8.36.020 Establishment.

40 8.36.030 Purpose.

41 8.36.040 District boundaries.



DRAFT

- 1 8.36.050 Limitations on the powers of Authority.
- 2 8.36.060 Composition of the Authority.
- 3 8.36.070 Bylaws.
- 4 8.36.080 Board of Directors—Officers.
- 5 8.36.090 Budget.
- 6 8.36.100 Licenses.
- 7 8.36.110 License fees.
- 8 8.36.120 Meetings.
- 9 8.36.130 Annual Reporting.
- 10 8.36.140 Expiration.

11

12 **8.36.010 Definitions.**

13

14 For the purpose of this chapter, the following terms shall have the meanings indicated:

15

16 “At-large” means elected by all voting members of the authority.

17

18 “Authority” means the Takoma/Langley Crossroads Development Authority.

19

20 “Business” means any person or organization operating or conducting an occupation,  
21 profession, trade or business, including, without limitations, retail and wholesale enterprises  
22 and property owners.

23

24 “City” means the City of Takoma Park, Maryland, a municipal corporation.

25

26 “District” means the geographical area designated in this chapter in which the Authority shall  
27 operate and perform its responsibilities.

28

29 “Exempt business” means a business within the district which is not subject to the assessment  
30 of fees by the Authority. “Exempt businesses” shall include:

31

32 1. Federal, State, County or City governments or their agencies;

33

34 2. A place or house that is actually used exclusively for public religious worship or a  
35 parsonage, or convent for a house of public worship;

36

37 3. Residential facilities and properties; and

38

39 4. Warehouses.

40

1 “Fees” means the license fees of the members of the Authority used to finance the programs  
2 and accomplish the purpose of the Authority.

3  
4 “Hotel/motel” means an establishment which contains six or more guest rooms where  
5 temporary lodging is provided for compensation.

6  
7 “Professional” means any person or organization that

8  
9 1. Provides professional services by members of a licensed or otherwise recognized  
10 profession, including but not limited to, attorneys, medical practitioners, architects,  
11 engineers, surveyors, barbershops, and, hair, nail, and eyebrow salons and the like;  
12 and

13  
14 2. Does not sell retail goods.

15  
16 “Retail” means a business establishment that:

17  
18 1. Sells goods or services directly to ultimate consumers; and/or

19  
20 2. Uses space that has direct access to:

21  
22 a. The street;

23  
24 b. The ground floor of a building;

25  
26 c. A mall; or

27  
28 d. A parking lot of a shopping center or mall.

29  
30 “Residential facility” means an apartment, single family house, accessory apartment or  
31 condominium unit that is occupied or is intended to be occupied by one or more individuals.

32  
33 “Warehouse” means a building used for the storage of goods or materials.

34  
35 **8.36.020 Establishment.**

36  
37 A. Pursuant to Section 5-214(b), of the ~~Maryland~~ Local Government Article of the  
38 Maryland Code, there is established the Takoma/Langley Commercial  
39 Management District and the Takoma/Langley Crossroads Development Authority,  
40 as an independent entity.

1 B. The Authority shall incorporate and obtain liability insurance.

2  
3 **8.36.030 Purpose.**

4  
5 The purpose of the Authority shall be to promote and market the district, and to provide  
6 security, maintenance and amenities within the district.

7  
8 **8.36.040 District and Area boundaries.**

9  
10 The Takoma/Langley Crossroads Commercial Management District is comprised of the  
11 following described Areas:

- 12  
13 A. Area A: All land bounded by University Boulevard, Carroll Avenue, Merrimac  
14 Drive, Hammond Avenue, and Anne Street.  
15  
16 B. Area B: All land bounded by New Hampshire Avenue, University Boulevard,  
17 Anne Street, Kennewick Avenue, and Kirklynn Avenue.  
18  
19 C. Area C: All land bounded by New Hampshire Avenue, Kirklynn Avenue,  
20 Hammond Avenue, and Holton Lane, except lots 13, 14, 15, 16, 17, 18 and 19;  
21  
22 D. Area D: All land bounded by University Boulevard, New Hampshire Avenue,  
23 Holton Lane, and the eastern corporate limits of the City; and  
24  
25 E. Area E: All land bounded by Holton Lane, New Hampshire Avenue, parcels B and  
26 C of the property known as the "Cohen Brothers' Property" recorded in the Land  
27 Records of Prince George's County in Plat Book WWW55 at Plat No. 6, and the  
28 eastern corporate limits of the City.  
29

30 **8.36.050 Limitations on the powers of Authority.**

31  
32 The Authority shall not:

- 33  
34 A. Be able to exercise the power of eminent domain;  
35  
36 B. Purchase, sell, construct or, as a landlord, lease office or retail space;  
37  
38 C. Except as otherwise authorized by law, engage in competition with the private  
39 sector; or  
40

- 1 D. Enter into any contract, agreement, undertaking or obligation which could result in  
2 any pecuniary liability to the City or a charge against the general credit and taxing  
3 powers of the City.  
4

5 **8.36.060 Composition of the Authority.**  
6

- 7 A. Every business in the District is a member of the Authority and may participate in  
8 the activities of the Authority.  
9  
10 B. Every member of the Authority may vote on matters before the Authority except:  
11  
12 1. Exempt businesses;  
13  
14 2. Businesses that have not paid all fees that are due;  
15  
16 3. Any other business that is not in good standing under the bylaws.  
17

18 **8.36.070 Bylaws.**  
19

- 20 A. The Authority shall adopt bylaws consistent with the requirements of Section  
21 5214(b), of the Maryland Local Government Code Annotated and this chapter. A  
22 copy of the bylaws shall be provided to the City for its review.  
23  
24 B. An amendment to the bylaws cannot be adopted at the same meeting at which the  
25 amendment was introduced. The bylaws may be amended by a two-thirds vote of  
26 the members present.  
27

28 **8.36.080 Board of Directors—Officers.**  
29

- 30 A. The Authority shall be directed and administered by a Board of Directors elected  
31 by the voting members of the Authority in accordance with the bylaws.  
32  
33 B. The Board shall consist of not more than eleven voting members.  
34  
35 C. There shall be two types of Directors: At Large Directors and Area Directors.  
36 Directors shall be equivalent in all respects and shall have the same rights,  
37 privileges, obligations and responsibilities.  
38  
39 D. There shall be not more than six At Large Directors elected to the Board; one of  
40 which shall be elected as President of the Authority, and second shall be elected as  
41 the Vice President of the Authority.  
42

- 1 E. There shall be not more than a total of five Area Directors representing each of the  
2 areas described herein Section 8.36.040, elected by the members in those areas as  
3 provided for in the bylaws.  
4
- 5 F. The Board shall also include, as ex officio, up to five nonvoting Directors:  
6
- 7 1. The City Councilmember in whose Council Ward(s) the Takoma/Langley  
8 Commercial Management District is located, or a designee;
  - 9
  - 10 2. A representative of the Maryland Department of Housing and Community  
11 Development;
  - 12
  - 13 3. A representative of the City of Takoma Park designated by the City  
14 Manager;
  - 15
  - 16 4. A representative of Prince George's County designated by the County  
17 Executive; and
  - 18
  - 19 5. A representative of Montgomery County designated by the County  
20 Executive.
- 21
- 22 G. In addition to the Chair and Vice Chair who are elected at large, the Directors shall  
23 elect two-Directors as Secretary and Treasurer. These 4 Directors shall constitute  
24 the officers of the Authority.  
25

26 **8.36.090 Budget.**  
27

- 28 A. The Board shall submit a proposed annual budget to the members of the Authority  
29 and the Mayor and Council of the City. The Board shall adopt a budget at a meeting  
30 of the Authority within 30 days of the date the proposed budget is submitted to the  
31 members and to City officials.  
32
- 33 B. The Board may amend the budget without 30 days' notice if the amendment  
34 involves less than the amount of money specified in the proposed annual budget.  
35

36 **8.36.100 Licenses.**  
37

38 Every business in the District must obtain an annual license issued by the Authority and  
39 pay the annual license fee. License fees are due and licenses shall be issued on or before the first  
40 day of July of each year.  
41  
42

**8.36.110 License fees.**

- A. The annual license fee shall be based on the nature of the business and the number of square feet used in the business.
- B. Exempt businesses do not pay any fees.
- C. Enumeration of Fees.
  - 1. The fees shall be as follows:

Category	July 1, 2014 <del>through June 30, 2015</del>		July 1, 2015 <del>through June 30, 2016</del>		July 1, 2016 <del>21</del> through June 30, 2017 <del>26</del>	
	<del>Fee per Sq. Ft.</del>	<del>Maximum Fee</del>	<del>Fee per Sq. Ft.</del>	<del>Maximum Fee</del>	Fee per Sq. Ft.	<u>Maximum Fee</u>
Retail	<del>\$0.29</del>	<del>\$5,000.00</del>	<del>\$0.38</del>	<del>\$10,000.00</del>	\$0.5042	<u>\$4,000.00</u>
Professional	<del>\$0.14</del>	<del>\$5,000.00</del>	<del>\$0.19</del>	<del>\$10,000.00</del>	\$0.25	<u>\$4,000.00</u>
Hotel/Motel/Theater	<del>\$0.10</del>	<del>\$5,000.00</del>	<del>\$0.13</del>	<del>\$10,000.00</del>	\$0.18	<u>\$10,000.00</u>
Property Owner	<del>\$0.07</del>	<del>\$5,000.00</del>	<del>\$0.09</del>	<del>\$10,000.00</del>	\$0.130	<u>\$10,000.00</u>

- 2. License fees shall be rounded to the nearest dollar.
- 3. If a business falls in more than one license fee category, it shall be charged a license fee for each category in which the business falls.
- D. Effective on July 1st of each year, beginning with July 1, 2017, all license fees shall be increased by an amount equal the percentage increase in the Consumer Price Index-All Urban Consumers All Items, Washington-Baltimore from March in the preceding year to March in the current year. The CPI shall be the CPI published as of March in each year. If there is no increase in the CPI-U, then the license fee shall remain the same.
- E. License fees are nonrefundable and may be prorated for new businesses moving into the District during the course of the licensing period.
- F. Unpaid license fees may be assessed a late fee of 5% per month for each month or portion of a month after July 1<sup>st</sup> that the license fee is unpaid.
- G. The City Manager may, at his or her discretion and upon written request of the Board, assume responsibility for the billing and collection of license fees on behalf

1 of the Authority. The Authority shall be responsible for all expenses incurred by  
2 the City.

3  
4 H. The Authority, by vote of its Board, is empowered to institute suit to collect unpaid  
5 fees, late payment fees, plus all reasonable legal fees and costs incurred in this  
6 collection of unpaid fees.

7  
8 I. The Board may appoint an appeals panel to hear all objections to the license fee set  
9 for each business. The only issues that may come before the appeals panel are  
10 whether:

- 11  
12 1. The nature of the business has been accurately determined;  
13  
14 2. The number of square feet of space used by the business is correct; and  
15  
16 3. The fee has been correctly calculated based on the rate and the square  
17 footage.

18  
19 **8.36.120 Meetings.**

- 20  
21 A. The Board shall meet at least quarterly. The Authority shall meet at least once a  
22 year.  
23  
24 B. All meetings shall be open to the public, except for executive sessions as provided  
25 for in the bylaws.

26  
27 **8.36.130 Annual Reporting.**

28  
29 The Authority shall prepare an annual report to the Council in July of each year and may  
30 provide additional briefings as needed.

31  
32 **8.36.140 Expiration.**

33  
34 Unless extended by an ordinance adopted by the Council, Sections 8.36.010 through  
35 8.36.130 will no longer have any effect and are repealed effective June 30, 2024~~6~~.

36  
37 Section 2. This ordinance shall become effective on July 1, 2021.

38  
39 THIS ORIDNANCE IS ADOPTED BY THE COUNCIL OF THE CITY OF TAKOMKA  
40 PARK, MARYLAND, THIS \_\_\_ DAY OF JUNE, 2021, AND SHALL BE EFFECTIVE  
41 BEGINNING ON JULY 1, 2021, BY ROLL-CALL VOTE AS FOLLOWS:  
42

DRAFT

1 AYE:

2 NAY:

3 ABSENT:

4 ABSTAIN:

5

6 **Explanatory Note:**

7 1. Underlining indicates language being added to the Code.

8 2. ~~Strikethrough~~ indicates language being deleted from the Code.



**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2021-26**

**AUTHORIZING EXTENSION OF THE CONTRACT WITH COHNREZNICK LLP  
FOR SERVICES TO UNDERTAKE THE ANNUAL AUDIT OF THE CITY'S  
FINANCIAL STATEMENTS AND PREPARE THE COMPREHENSIVE  
ANNUAL FINANCIAL REPORT**

WHEREAS, the City Charter, Article VIII, Section 821 and the Annotated Code of Maryland, Article 40 require an annual audit of the financial records of the City; and

WHEREAS, in accordance with City procurement procedures, staff solicited proposals for the audit of the City's financial statements and preparation of the comprehensive annual financial report in 2017; and

WHEREAS, after evaluation of the proposals, the committee recommended the retention of CohnReznick LLP to perform the annual audit of the financial records of the City and preparation of the comprehensive annual financial statement, renewable on annual basis contingent on the City's satisfaction with the firm's performance; and

WHEREAS, in 2017, the Takoma Park City Council adopted Ordinance 2017-32 which authorized the City Manager to enter into a five-year contract with CohnReznick LLP for said service which ends after work associated with Fiscal Year 2021; and

WHEREAS, the services provided by CohnReznick LLP have been of high quality and provided in a timely manner; and

WHEREAS, given the additional constraints brought on by the COVID-19 pandemic, the transition to a new City Manager, and the anticipated receipt of significant American Rescue Plan Act (ARPA) funds, there is interest in extending the five year contract by two years without going out for a Request for Proposals for auditing and financial services; and

WHEREAS, CohnReznick LLP submitted an addendum to the contract on April 26, 2021 to continue the performance of said service for a two-year period.

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

SECTION 1. The addendum to the contract received from CohnReznick LLP Certified Public Accountants to perform the audit of the City's financial statements for a two-year term beginning with fiscal year 2022 is accepted, with the cost of each year as follows:

Fiscal Year 2022 Audit	\$37,500
Fiscal Year 2023 Audit	\$38,400

SECTION 2. The addendum received from CohnReznick LLP Certified Public Accountants to prepare the City's comprehensive annual financial report for a two-year term beginning with fiscal year 2022 is accepted, with the cost of each year as follows:

Fiscal Year 2022 CAFR	\$ 9,900
Fiscal Year 2023 CAFR	\$10,100

SECTION 3. The City Manager is hereby authorized to enter into a two-year contract with CohnReznick LLP for said services.

SECTION 4. This ordinance shall become effective upon adoption.

Adopted by the Council of the City of Takoma Park, Maryland, this 9th day of June, 2021 by roll-call vote as follows:

AYE: Stewart, Dybala, Kostiuk, Seamens, Smith, Searcy  
NAY: None  
ABSTAIN: Kovar  
ABSENT: None

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2021-25**

**AUTHORIZING AWARD OF FY22 COMMUNITY  
QUALITY OF LIFE GRANT FUNDS**

WHEREAS, the Community Quality of Life Grants program, established by Resolution 2016-14 on June 15, 2016, provides financial support for specific programs, projects and events that improve residents' quality of life by providing greater access and opportunities for participation in the arts and sciences; and

WHEREAS, the availability of grant funding was announced in January 2021; and

WHEREAS, twenty (20) applications were received and nineteen (19) eligible applications were forwarded to the Committee for review and evaluation; and

WHEREAS, a total of \$80,000 has been budgeted for the FY21 Community 'Quality of Life' Grants Program; and

WHEREAS, an additional \$25,000 in workforce development funds from the previous fiscal year will be added to this program for a total of \$105,000 granted in FY22; and

WHEREAS, the FY21 workforce funds will be used as originally intended by funding Quality of Life grant programs that specifically address barriers to securing and sustaining employment by providing financial assistance for a range of workforce development activities, including but not limited to certification and training and employment coaching and counseling; and

WHEREAS, the funding recommendations of the Committee were presented to the Council for consideration on June 2, 2021; and

WHEREAS, the Council concurs with the Committee's funding recommendations.

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

SECTION 1. FY22 Community Quality of Life Grants are awarded for the following projects:

- a) Carpe Diem Arts.: *Healthy Families: Healthy Communities* (\$9,000)
- b) Community Bridges, Inc.: *Community Bridges Girls Program* (\$8,250)
- c) CREATE Arts Center: *smARTkids program at Takoma Park Elementary School* (\$8,000)
- d) Cyberninjaz Global Inc.: *Cyberninjaz STEAM Summer Program* (\$9,000)
- e) Dance Exchange: *Dance On Cohort* (\$8,250)
- f) ESYDA: *Entrepreneurial and Leadership Program* (\$9,000)
- g) Ethiopian Community Center, Inc.: *Bilingual Career and Service Navigator* (\$9,000)

- h) GB Youth Media: *The Promoters Program/Close the Digital Gap* (\$8,500)
- i) Identity: *COVID-19 Health and Safety Ambassador Program* (\$9,000)
- j) MC Media: *Youth Media Academy* (\$9,000)
- k) Per Scholas: *Per Scholas NCR IT Job Training* (\$9,000)
- l) Upwardly Global: *Building a Vibrant Takoma Park Through Immigrant Workforce Integration* (\$9,000)

SECTION 2. The City Manager is further authorized to execute any documents and take any action necessary to carry out the intent of this Ordinance.

SECTION 3. This Ordinance shall become effective July 1, 2021.

ADOPTED this 9th day of June, 2021 by roll-call vote as follows:

AYE: Stewart, Kovar, Dyballa, Seamens, Smith, Searcy  
NAY: None  
ABSTAIN: Kostiuk  
ABSENT: None

1 Introduced by: Councilmember Kovar  
2  
3

4 **CITY OF TAKOMA PARK, MARYLAND**

5  
6 **UNCODIFIED EMERGENCY ORDINANCE**  
7 **2021-27**  
8

9 **An uncodified Ordinance whereby the City of Takoma Park rescinds**  
10 **Uncodified Emergency Ordinance 2020-4.**  
11

12 **WHEREAS,** since March of 2020, the COVID-19 pandemic has required the City to alter the  
13 way in which it operates; and  
14

15 **WHEREAS,** on March 11, 2020, the City Council adopted Uncodified Emergency Ordinance  
16 2020-4 to ensure the continued day-to-day operations of the city government  
17 and to clearly identify the authority of the City Manager as already defined in  
18 the City Charter; and  
19

20 **WHEREAS,** Uncodified Emergency Ordinance 2020-4 confirmed the City Manager's  
21 authority to take all appropriate and reasonable actions necessary to prevent  
22 and/or reduce the impact of the Covid-19 pandemic on the efficient operation  
23 of the City's government in order to protect the health, safety, and welfare of  
24 its residents; and  
25

26 **WHEREAS,** since January of 2021, COVID-19 vaccinations have become widely available  
27 to which residents of the City have availed themselves; and  
28

29 **WHEREAS,** on May 13, 2021, the Centers for Disease Control and Prevention released  
30 guidance permitting fully vaccinated individuals to resume activities they did  
31 prior to the pandemic and announced that fully vaccinated individuals are no  
32 longer required to wear masks, absent any law or rule to the contrary; and  
33

34 **WHEREAS,** on May 15, 2021, Governor Larry J. Hogan, Jr., ended the statewide mask  
35 mandate and lifted all capacity limits and restrictions, citing increased  
36 vaccinations and decreased cases of COVID-19 across the State; and  
37

38 **WHEREAS,** although Governor Hogan renewed the State of Emergency on May 12, 2021,  
39 it is the sense of the Council that City operations are returning to a level  
40 commensurate with that which existed prior to the pandemic; and  
41

42 **WHEREAS,** Uncodified Emergency Ordinance 2020-4 permits the Mayor and Council to  
43 rescind, modify, or extend the same by a majority vote of those present; and  
44  
45

46 **WHEREAS,** to the extent that Uncodified Emergency Ordinance 2020-4 provided the City  
47 Manager with additional authority, it is the sense of the Council that such  
48 additional authority is no longer required; and  
49

50 **WHEREAS,** the City Manager still possesses the authority enumerated to the position in the  
51 City Charter; and  
52

53 **WHEREAS,** the City still encourages individuals to observe all necessary health precautions  
54 to prevent and or reduce the potential of spreading COVID-19 regardless of  
55 whether they are vaccinated.  
56

57 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**  
58 **TAKOMA PARK, MARYLAND, THAT** the Mayor and Council hereby rescind Uncodified  
59 Emergency Ordinance 2020-4 as the circumstances surrounding its enactment since have subsided  
60 to a degree in which Uncodified Emergency Ordinance 2020-4 is no longer necessary.  
61

62 **THIS ORDINANCE, WHICH IS EFFECTIVE IMMEDIATELY, IS ADOPTED BY THE**  
63 **COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THIS 9TH DAY OF JUNE,**  
64 **2021, BY ROLL-CALL VOTE AS FOLLOWS:**  
65

66 **AYE:** Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy

67 **NAY:** None

68 **ABSTAIN:** None

69 **ABSENT:** None

1 Introduced by: Councilmember Searcy

2  
3 **CITY OF TAKOMA PARK, MARYLAND**

4  
5 **RESOLUTION 2021-13**

6  
7 **RESCINDING RESOLUTIONS 2020-12 AND 2020-18 REGARDING**  
8 **QUASI-JUDICIAL PROCEEDINGS BY THE CITY'S BOARDS,**  
9 **COMMISSIONS AND COMMITTEES.**

10  
11 **WHEREAS,** since March of 2020, the COVID-19 pandemic has required the City to alter the  
12 way in which it operates; and

13  
14 **WHEREAS,** on April 15, 2020, the Council adopted Resolution 2020-12, which suspended  
15 quasi-judicial proceedings by the City's boards, commissions and committees  
16 until thirty days after the expiration of the State of Emergency declared by  
17 Governor Lawrence J. Hogan, Jr., due to the COVID-19 pandemic; and

18  
19 **WHEREAS,** on July 29, 2020, the Council adopted Resolution 2020-18 that modified  
20 Resolution 2020-12 by permitting the City Manager to phase-in virtual quasi-  
21 judicial proceedings when safety protocols and procedural legal requirements  
22 could be met through training, increased staff capacity and the use of  
23 technology; and

24  
25 **WHEREAS,** the Chief Judge of the Court of Appeals of Maryland began a phased reopening  
26 of Maryland's Courts beginning June 5, 2020; and

27  
28 **WHEREAS,** since January of 2021, COVID-19 vaccinations have become widely available  
29 to which residents of the City have availed themselves; and

30  
31 **WHEREAS,** on May 13, 2021, the Centers for Disease Control and Prevention released  
32 guidance permitting fully vaccinated individuals to resume activities they  
33 engaged in prior to the pandemic and announced that fully vaccinated  
34 individuals are no longer required to wear masks, absent any law or rule to the  
35 contrary; and

36  
37 **WHEREAS,** on May 14, 2021, Governor Larry J. Hogan, Jr., ended the statewide mask  
38 mandate and lifted all capacity limits and restrictions, citing increased  
39 vaccinations and decreased cases of COVID-19 across the State; and

40  
41 **WHEREAS,** although Governor Hogan renewed the State of Emergency on May 12, 2021,  
42 it is the sense of the Council that City operations are returning to a level  
43 commensurate with that which existed prior to the pandemic; and

44  
45 **WHEREAS,** the Council desires that the limitations of quasi-judicial proceedings be lifted;  
46 and

47  
48 **WHEREAS,** over the past year, the Council has been reviewing committee structures and  
49 processes and developing plans aimed at improving access and reducing  
50 barriers to committee membership, including opportunities for hybrid and  
51 virtual meetings, that Council intends to finalize and adopt later this year; and  
52

53 **WHEREAS,** the Council believes that the City’s boards, commissions and committees  
54 should adapt their processes based on lessons learned during the pandemic, such  
55 as the option of holding virtual or hybrid virtual/in-person hearings and  
56 meetings.  
57

58 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**  
59 **TAKOMA PARK THAT** Resolutions 2020-12 and 2020-18 are rescinded.  
60

61 **AND, BE IT ADDITIONALLY RESOLVED THAT** the Council directs the City’s boards,  
62 commissions and committees to adapt their processes based on lessons learned during the  
63 pandemic, such as holding virtual or hybrid virtual/in-person hearings, and continue to provide  
64 opportunities to attend meetings virtually or with a hybrid approach as needed or desired, to the  
65 extent possible, taking into account any legal requirements relating to in-person proceedings.  
66

67 **THIS RESOLUTION, WHICH IS EFFECTIVE IMMEDIATELY, IS ADOPTED BY THE**  
68 **COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THIS 9TH DAY OF**  
69 **JUNE, 2021, BY ROLL-CALL VOTE AS FOLLOWS:**  
70

71 **AYE:** Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy  
72 **NAY:** None  
73 **ABSTAIN:** None  
74 **ABSENT:** None



Introduced by: Councilmember Dyballa

**CITY OF TAKOMA PARK, MARYLAND**

**RESOLUTION 2021-12**

**EXPRESSING APPRECIATION FOR THE CITY OF TAKOMA PARK SENIOR LEADERSHIP TEAM**

WHEREAS, the past fifteen months have been extremely challenging ones for the City's Senior Leadership Team, which consists of department and key division heads; and

WHEREAS, this time period included the COVID-19 pandemic and all of the work related to the shutdown of City facilities, continuity of City services, care of employees, and provision of assistance to residents and businesses; the death of George Floyd and its impacts; national and local elections; the January 6 insurrection at the U.S. Capitol; the second impeachment of President Trump; and preparations for the transition to a new City Manager; and

WHEREAS, during this time, the City of Takoma Park continued operations and expanded services with few problems due to the skill, hard work and commitment of the members of the Senior Leadership Team; and

WHEREAS, the Senior Leadership Team kept its focus on providing the residents and business owners in Takoma Park the critical information, services, grants and care needed during this once-in-a-century international health crisis; and

WHEREAS, each member of the Senior Leadership Team also worked to support their staff and had additional challenges specific to their area, as identified on the attached report from the City Manager; and

WHEREAS, the City's senior staff faced what for most was the most difficult fifteen months of their professional lives, and they did so with great skill and dedication to service to the City and community of Takoma Park.

NOW, THEREFORE, BE IT RESOLVED that the Council of Takoma Park expresses its deep appreciation to the following members of the Takoma Park Senior Leadership Team for their work during the COVID-19 pandemic:

Director of Public Works Daryl Braithwaite  
City Clerk / Director of Council Operations Jessie Carpenter  
Finance Director Susan Cheung  
Recreation Director Greg Clark  
Deputy City Manager Jessica Clarke  
Economic Development Manager Samira Cook Gaines  
Information Technology Director Lars DeSalvio  
Police Chief Antonio DeVaul  
Community Development Manager Rosalind Grigsby

**CITY MANAGER SUMMARY OF EXTRAORDINARY SERVICE  
OF THE TAKOMA PARK SENIOR LEADERSHIP TEAM  
DURING THE COVID-19 PANDEMIC**

From March 2020 through June 2021, the City of Takoma Park Senior Leadership Team performed their responsibilities at the highest level under extremely challenging conditions. I am honored to have them as my colleagues.

All Senior Leadership Team members:

- oversaw operations with frequently changing direction on safety protocols
- provided care and direction to staff who were concerned about getting sick, needed assistance to get tested, had to quarantine, did get sick, or had family members who became ill, had mental health problems, or passed away
- needed to facilitate staff in working remotely, accommodating technology and scheduling needs of staff working at home (often with children learning at home or other family pressures), and worked to ensure that services to residents and staff could continue
- intensely reviewed and proposed reductions to the budget affecting their department or division
- kept careful records of all COVID-19 expenditures for reporting and possible reimbursement
- did this all while they were facing their own health and family needs.

In addition, each member of the Senior Leadership Team had challenges specific to their area:

Director of Public Works **Daryl Braithwaite** oversaw the Public Works crews that continued work throughout the pandemic. Early on during the pandemic, there were concerns about the safety of handling garbage and the type of facility cleaning that was needed. Ms. Braithwaite worked with Human Resources to establish safety procedures for staff and she oversaw staff that undertook an upgrade of the air handling system of City buildings. She revised operations so that staff would not share vehicles and developed an alternate approach to handle tasks such as leaf collection with fewer seasonal staff for the safety of employees. She continued oversight of the Flower Avenue Green Street project, proposed and coordinated a new stormwater billing system, continued work on addressing climate change, was heavily involved in budget preparation, and hired staff to fill key vacancies.

Mostly working remotely, City Clerk/Director of Council Operations **Jessie Carpenter** worked with CityTV staff to move Council and other meetings to virtual ones. This process requires a great deal of time, skill and coordination. In perhaps her biggest challenge, she worked with the Takoma Park and Montgomery County Boards of Elections to conduct the first concurrent City and national elections, which would be difficult enough any time, but was particularly challenging during a

pandemic and with the added move to mail-in voting and vote counting under COVID-19 health protocols and with the highest voter turnout ever for a City election. She also worked to coordinate responses to a heavy load of Maryland Public Information Act requests and assisted working with Committees under the various constraints they faced.

Preparation of the proposed FY21 budget document was just being finalized when the pandemic hit in March 2020. Finance Director **Susan Cheung** helped identify possible financial impacts across the City accounts and proposed budget cuts, while at the same time helping set up payment and monitoring systems for the City to provide funds to residents and businesses reeling from the pandemic. Working in a small enclosed office, several staff needed to work remotely or on hybrid schedules. During this time, Ms. Cheung also needed to train new staff on the financial systems, including Budget and Accounting Manager Ron Kawaley and Deputy City Manager Jessica Clarke. As the pandemic proceeded, preparation of the FY22 budget needed to take place as well as early preparation for the American Rescue Plan Act (ARPA) funds.

Recreation Director **Greg Clark** had difficult personnel communications to make as the City went into lockdown. Before and after-school programs were suspended in March, but the City made the decision to pay the part time staff through June. Such payments could not continue with the beginning of the new fiscal year, so staff worked with them to sign up for unemployment insurance. Planning for Recreation programs generally takes place well in advance of the programs so as to be able to schedule rooms, hire program staff and do advertising. Mr. Clark and his staff worked a two-track system for the entire time, planning for virtual and outside classes as health conditions permitted and constantly trying to plan what could be offered at the end of the pandemic, whenever that would be. A number of the virtual classes were very successful and kept connections to the young people throughout the difficult time. In moving to in-person programs, all staff were trained in special health safety measures and the sign-in protocols and cleaning regimens were changed.

Deputy City Manager **Jessica Clarke** started working for the City less than a month after lock-down. She jumped right in facilitating the Council's review of the FY21 proposed budget as well as the FEMA/CARES reimbursement process, participated in union negotiations, continued racial equity efforts, and oversaw the Finance, IT, Library and Public Works units and their work as they pivoted during the pandemic. She took on coordination of the Library renovation project, at the same time the Library was working to provide service during the pandemic and preparing for the retirement of long-time Library Director Ellen Robbins. She oversaw the FY22 budget presentation process and ably addressed budget presentation goals expressed by the Council and community. She also worked closely with the Montgomery County Department of Health and Human Services to bring regular COVID-19 testing and COVID-19 vaccination clinics to the City, and created the COVID-19 Dashboard to monitor key health metrics. Through it all, she worked to understand the city management functions and become familiar with the Councilmembers – remotely – in preparation for the retirement of the current City Manager.

Economic Development Manager **Samira Cook Gaines** and her intern had just started working with an online communication tool with local businesses when the pandemic hit. Immediately, businesses who had not had much ability or interest in communicating with the City needed to do so. Ms. Cook Gaines reached out to let them know the City cared and crafted a small grant program to help them long before Montgomery County was ready to assist. A contract with ChalkRiot provided fun, inspiring chalk messages across Takoma Park, directing customers to the businesses and helping Takoma Park feel like a community, even during the lockdown. To the businesses, the City provided PPE, Wear a Mask signs, and hand sanitizers, and provided hope and connections. In the midst of this, Ms. Cook Gaines also advanced the outreach activities regarding the Recreation Center project and assisted with several significant housing initiatives.

Information Technology Director **Lars DeSalvio** already had a very full plate when the City went into lockdown. Within 24 hours, many City staff had to move to remote work and the technology resources were not quite available for all to do so easily. Computer and phone equipment, connections and processes were provided very quickly, with a lot of handholding by Mr. DeSalvio and his small team. IT assistance was needed for remote meetings and classes as well as online transactions. During the elections, constant and secure video monitoring of the election ballot drop off boxes and the vote counting process was required. After the elections, the video of the County's election drop off box needed to be reviewed for completeness and securely packaged for transmittal to the County Board of Elections. During this time, there were many Maryland Public Information Act requests, each of which requires a great deal of time from the IT Director. Major technology security projects were underway during the pandemic to protect the City against ransomware and other attacks. As the pandemic is coming to a close, identifying the technology the City needs to handle activities with American Rescue Plan Act (ARPA) funding is beginning.

Police Chief **Antonio DeVaul** went into the pandemic focused on staff safety. Most Police Department staff continued to work in person and the need to interact with individuals and go into people's homes was very concerning when little was known about how COVID-19 was spread. Chief DeVaul helped get staff potentially exposed to the virus tested, obtained PPE and established clear health safety guidance for staff. On May 25, 2020, George Floyd was murdered by a Minneapolis police officer, capping a string of deaths of Black and Brown people by police officers, many of which had been captured on video. The national outrage led to demonstrations despite the pandemic and the posting of signs in many places protesting this wrongdoing. In Takoma Park, a police officer was videoed removing such a sign and outrage was expressed against the Takoma Park Police Department. Chief DeVaul worked to address his officer's actions and share the policies and goals of the department with residents, while also working to keep up morale within the department. During the pandemic, officers responded to more violent crime and mental health calls than normal, including the suicide of Congressman Raskin's son. With the challenges to the validity of the outcome of the Presidential election, Chief DeVaul and his emergency management team followed concerns about homeland security. The January 6<sup>th</sup> insurrection against the Capitol required heightened

response and one officer was deployed through the National Guard to the Capitol for several weeks. As the Impeachment hearings got underway, Takoma Park Police Officers worked to protect lead Impeachment Manager Congressman Jamie Raskin and his family until federal officers could take over. Takoma Park Police monitored the homes of many local officials who could be targets. As the pandemic waned, an off-duty Pentagon police officer committed a double homicide in Takoma Park and Takoma Park Police investigated and charged the individual. During this time, Chief DeVaul continued to hire new officers to fill open positions and assisted in providing a great deal of background information and statistics to the Reimagining Public Safety Task Force.

Community Development Manager **Rosalind Grigsby** has had many large efforts underway that involve community engagement that is more difficult to do during a pandemic. She and her staff rose to the challenge by doing more online communication and social media outreach. These activities were complicated by staffing changes and the need to hire a new Planner and a new intern. Work on projects such as Takoma Junction, Purple Line, Minor Master Plan, Maple Avenue Complete Street, the Equity Walk, and online arts programming continued during this time, mostly with staff working remotely. Her unit was highly successful in pursuing grant funding.

Former Library Director **Ellen Arnold Robbins** had anticipated a busy year preparing the plans for a new library building and remote operations during construction, even as she prepared for her retirement. With the pandemic, remote operations started earlier than expected. Quickly, the library staff developed Books To Go, virtual programming and a book delivery program. At the same time, recruitment for a new Library Director started. With the hiring of **Jessica Jones**, the City gained her experience providing library services during construction and during the early months of the pandemic. With her expertise, the focus has turned to even more outreach and services to the public – particularly related to computer and internet access – and plans for reopening the library before construction have now been set for July 6th.

Human Resources Director **Tracy Smith** had an especially heavy load this past year, even as she did without a fulltime intern to save money. The FY21 budget was her first time preparing personnel numbers and the last minute budget changes associated with the pandemic were challenging. Through the early days, there was constant attention to identifying how staff could work and follow health protocols, when and how to quarantine, how to alter work hours given children doing schooling from home, learning new federal personnel rules, how to support staff facing health and mental health challenges, how to end employment of most part-time staff sensitively, and how to pay hazard pay and to whom. Ms. Smith participated in union negotiations and responded to staff inquiries related to pay and working conditions. Working mostly remotely, she had to help departments adjust to a different way of providing services. During this time, there were the normal disciplinary matters and terminations, recruitments and hiring operations. Major hires included a new Library Director, new Deputy Public Works Director and assisting with the hiring of a new City Manager.

Housing Manager **Grayce Wiggins** had been assisting families facing evictions or other issues before the pandemic hit and had already made connections to landlords and management companies. That knowledge became critical when the pandemic hit in March 2020. At that time, little health safety advice was available for people living in multi-unit buildings, and there was a need for PPE and information about the safety of ventilation systems and communal spaces. Virtual meetings were set up with high rise buildings to hear of concerns and share resources, materials in multiple languages were prepared, and handholding of families in desperately-sad situations took place. As with the business assistance, COVID-19 funds were provided quickly to residents in need and processes for providing and monitoring the aid were established. While that direct assistance occurred, connections with non-profit groups and careful monitoring of the City's Opportunity to Purchase laws led to opportunities for two rental properties to move towards affordable home ownership. When tragedies occurred, such as when a child fell from an apartment window and died, Ms. Wiggins was there to directly assist the family and continued to press for window guards, which requirement is now memorialized in the recently adopted Ezechieel's Law. As the pandemic is nearing an end, evictions are increasing and all efforts are focused on addressing this threat to Takoma Park residents. A major first use of the American Rescue Plan Act (ARPA) funds will be to work to assist families whose safe housing is threatened.

When the nation went on lockdown, the most important commodity became communication, and Communications Specialist **Donna Wright** stepped into full gear. For many weeks, Ms. Wright did not have a day off as she shared constantly changing information with the public about what was open, how to obtain services, and what health safety information could be trusted. She and Emergency Manager Ron Hardy had been working on Census outreach when the pandemic hit, and that effort continued. There was communications work needed about the City's response to national incidents and there was a vast amount of communications needed about the City's elections and the new voting processes that were being put in place. Although she was working remotely, there was so much going on in Takoma Park that social media was always needed, signs in multiple languages needed to be prepared, and coordination with the County and other entities required frequent meetings. Besides her direct work, she oversaw interns, worked with CityTV on video and radio presentations, and coordinated with the Newsletter editor. Many parts of the City's webpage have been updated and she is working with the IT Director on webforms and a webpage overhaul. Her major efforts are to provide residents with the information they need, in the form they need it, and share the positive work going on in the City of Takoma Park.



# Briefing: Takoma Park Approach to American Rescue Plan Act Funds

Presented by:

**City Manager Suzanne Ludlow**

**June 9, 2021**

# Big Picture



- The American Rescue Plan Act of 2021 (ARPA) appropriates \$1.9 trillion to States and other jurisdictions to address health and economic issues exacerbated by the pandemic, address budget shortfalls of jurisdictions, and allows for investment
- Of this amount, \$19.53 billion was allocated to States for distribution to “non-entitlement units of local government” (NEUs), such as the City of Takoma Park.
- Takoma Park is likely to receive about \$17.4 million in two tranches, the first of which is expected later this month.
- These funds are one-time funds, so should be targeted to one-time expenditures. The most cost-effective uses of the funds are to take steps that provide immediate protection and lead to long term or systemic improvements for residents, businesses and the City government.



# City of Takoma Park ARPA Decision Schedule

- **May 2021 – Inclusion of some funds in the FY22 Budget**
  - **\$1,191,900 included in Intergovernmental Revenues to replace expected lost revenue, mostly forgone Recreation program income**
  
- **June 2021 – Receive briefing; consider allowing early actions**
  - **Ensure all steps in place to receive transfer of funds**
  - **Advertise critically needed positions**
  - **Allow for rapid use of eviction protection funds**
  
- **July 2021 – First FY22 Budget Amendment**
  - **Identify specific budget amendments related to ARPA**
  - **Place remaining funds in general “buckets” to be refined at a later time**
  
- **October 2021 – Council specifies criteria; further refinement of budgeted funds**
  - **First report to Federal Government due October 31**
  - **The criteria for spending these one-time funds could focus on making major steps forward on Council priorities**



# Major ARPA Uses

- **Public Health and Economic Impacts**

- Expanded list of uses similar to those paid for from City's COVID-19 Fund, including direct help to residents and businesses

- **Premium Pay**

- Similar to hazard pay paid to City employees at beginning of the pandemic

- **Revenue Loss**

- Compensates City for revenue we would have normally received; included in the FY22 budget

- **Investments in Infrastructure**

- A category the City has not had available through COVID-19 funding to date



# Major ARPA Uses

## ▪ Public Health and Economic Impacts

- Health care, testing, communication efforts, enhancement to health care capacity through alternative care facilities
- Safety measures in schools, congregate living facilities, dense worksites; includes ventilation improvements, lead paint screening
- Mental health, children's mental health, domestic violence
- Services to address health disparities, including supporting healthy living environments conducive to mental and physical wellness and evidence-based community violence intervention programs
  
- Assistance to households including food assistance, rent, mortgage or utility assistance
- Counseling and legal aid to prevent eviction or homelessness; emergency assistance for burials, home repairs or other needs; internet access or digital literacy assistance; job training
- Loans and grants to small businesses and non-profits
- Building stronger communities including through affordable housing development and reduce concentrated areas of low economic opportunity
- Addressing educational disparities, including early learning services
- Healthy childcare environments, childcare, positive parenting programs, coping skills



# Major ARPA Uses

## ▪ Premium Pay

- Premium pay up to \$13 per hour in addition to wages
- Pay can be retrospective or prospective
- Pay is for workers performing in-person essential work; is not for employees working from home
- There may be some other types of workers eligible, but more guidance is needed
- Premium pay should prioritize compensation of those lower income eligible workers
- If Council wishes to allocate funds for this purpose, discussions would need to take place with the City's unions

## ▪ Revenue Loss

- Guidance identifies a formula to be used for lost revenue; some calculations must wait until City's audit is completed
- Guidance needed on how revenue is identified vis-à-vis City expenses
- Estimates for FY22 could be over \$4 million; \$1.2 million included in FY22 budget



# Major ARPA Uses

## ▪ Investments in Infrastructure

- Investments in water and sewer infrastructure that are of the highest priority for their own communities, which may include projects on privately-owned infrastructure
- Control non-point sources of pollution, improve resilience of infrastructure to severe weather events, create green infrastructure, and protect waterbodies from pollution.
- Construct publicly owned treatment infrastructure, manage and treat stormwater or subsurface drainage water, facilitate water reuse, and secure publicly owned treatment works
- Green infrastructure projects are encouraged; such as rain gardens, green streets, and other ways to improve resilience to climate change precipitation events
- Broadband improvements must meet upload and download speeds of 100 Mbps and are targeted to unserved and underserved households and businesses; Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, non-profits and co-operatives
- Assistance to households facing negative economic impacts due to COVID-19 is also an eligible use, including internet access or digital literacy assistance



# Advancing Race Equity Through ARPA

**This one-time investment in communities can be a true opportunity to advance race equity. The following list is from PolicyLink:**

- 1. Explicitly name racial equity as a goal, with specific targets to produce results at scale**
- 2. Engage historically underserved communities in prioritizing investments**
- 3. Connect unemployed and low-wage workers with good jobs and careers**
- 4. Stabilize and grow businesses owned by people of color and immigrants**
- 5. Restore and expand public services that deliver critical physical and care infrastructure to disadvantaged communities**
- 6. Invest in frontline, Covid-impacted, and disinvested communities**
- 7. Prevent displacement and increase community ownership of land and housing**
- 8. Strengthen civic infrastructure that builds the power and capacity of marginalized communities**
- 9. Prioritize a few deep, cross-sector, high-impact equity investments**
- 10. Track disaggregated data to ensure accountability to equity goals**



# Recommended Immediate ARPA Decisions

- **Allow for the immediate advertisement of critically needed limited term positions – in order to hire staff, set up technology and monitoring systems, need staff to get process started**
  - **Need staff added to the Human Resources division to recruit and hire staff and assist departments in managing staff**
  - **The Information Technology division needs staff to help select and integrate the technology into existing systems that will facilitate distribution of grant funds, contracts, and monitoring reports**
  - **Once the HR and IT staff are in place, an ARPA Coordinator limited-term position should be advertised**
  
- **Allow for use of ARPA funds for eviction prevention and other urgent needs before budget amendments are approved and Council criteria are set.**
  - **Currently using available funds, but need to be able to have no slow-down in expenditures at this critical time**



# Recap: ARPA Decision Schedule

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#TogetherTKPK



# Council- Appointed Committees 5th Update

*by: Councilmembers Dyballa, Kostiuik, Searcy*

June 9, 2021



# Goals for Tonight's Discussion

- Recap progress to date: committees review, administrative changes, appointment process
- Discuss appointment and recruitment process
- Consider allowing for more time by extending current committee members to Oct. 15



# Key Recommendations: Quasi Judicial & Regulatory Committees

## Retain 5 groups

- Board of Elections (BOE)
- COLTA
- Ethics Commission
- Police Pension Board
- Tree Commission

## Discontinue two groups

- Personnel Appeals Board
- Façade Advisory Board

## Reconsider one group within broader context

- Noise Control Board



# Key Recommendations: Standing Committees

## **Retain 5 groups**

- Arts and Humanities Commission (AHC)
- Emergency Preparedness Committee
- Grants Review Committee
- Recreation Committee (rename)
- Youth Council

## **Restructure 1 group**

- Committee on the Environment (reconstitute in future as Sustainable MD Green Team)

## **Phase out 3 groups (seek group input)**

- Complete Safe Streets (consider future Vision Zero task force)
- Commemoration Commission
- Nuclear Free Committee



# Administrative Changes

- Common standing committee purposes
- Common membership structure, terms, bylaws
  - 7-9 members
  - Two 3-year terms
  - Limited exceptions where appropriate as discussed previously
  - Work with committees on minor Code changes as needed
- Improved member orientation and training
- Code of conduct
- Annual Council review of committee structure



# Recruitment and Appointments

Goal: more diverse, productive committee members representing many segments of our community

- Common application, semiannual recruitment & appointments
- Criteria for member selection
- Intensive outreach
- Member supports



# Recruitment and Appointments

- Outreach approach:
  - City newsletter, social media, listservs
  - Social media ads
  - Flyers in multiple languages
  - Council outreach
  - Outreach to community & school groups, multi-family buildings
  - Possible Committee recruiting “fair”
- Member supports: address barriers to recruitment (relevancy, logistics)
  - Low hanging fruit: remote participation, moving meeting locations & times, SSL hours
  - Set aside a modest amount for stipends, childcare, transport, translation, other supports, on request, and promote this in recruitment
  - In-person childcare and some other ideas not practical right now, explore them for next round



# Change In Overall Timeline to the Fall

- Extend current members to **Oct. 15** (from June 30)
- Allows time for recruitment, applications, review and appointments
- Requires an ordinance
- City clerk has notified individual members of this possibility
- Includes provision for individual appointments if needed for a committee's function
- Start recruitment this summer
- Bulk of recruitment in Sept., with early Oct. appointments





# Thank you!!!!

Please let us know if you have any questions about the ideas outlined in this presentation!

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