

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

**Monday, July 14, 2021  
Minutes**

*Minutes adopted Nov. 17, 2021*

**CALL TO ORDER/ROLL CALL**

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

**Absent:** Councilmember Seamens

**Also Present:** Acting City Manager Clarke, Public Works Director Braithwaite, Planning Manager Grigsby, City Planner Alex Freedman, City Attorney Skip Cornbrooks, Housing Manager Wiggins

The City Council convened at 6:00 PM via Zoom for a special presentation.

**PRESENTATION**

**1. Montgomery Housing Partnership Hillwood Manor Project**

Ms. Stewart gave a brief introduction about Montgomery Housing Partnership (MHP). She stated that Hillwood Manor apartments was purchased by MHP in 2016 and since then MHP has been working towards arranging for rehabilitation of the project.

Mr. Artie Harris and Ms. Stephanie Roodman gave a presentation on the rehabilitation plans and the construction timeline for the project.

The Council made recommendations related to building upgrades involving energy efficiency and WiFi access.

Ms. Stewart referred to the ARPA funds and explained that in September the Council would discuss the possibility of allocating some of the funds towards the Hillwood Manor project.

The presentation ended and the Council recessed at 6:47 PM.

The Council reconvened for the regular meeting at 7:30 PM.

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

Mayor Stewart provided an update on future agenda items.

## **GENERAL PUBLIC COMMENTS**

- Paul Huebner – commented on the proposed purchasing ordinance. He expressed his concern regarding fiscal authority within the City administration.
- Mary Jane Muchui – commented on her possible move from the City.

## **COUNCIL COMMENTS**

Ms. Kostiuk – commented on traffic safety concerns at the Lincoln and Carroll Avenues intersection, Carroll Avenue sidewalks, and meetings she attended recently.

Ms. Searcy – thanked the public safety task force for their presentation on July 13. She commented on meetings attended and upcoming meetings and events.

Ms. Dyballa – commented on meetings attended and upcoming meetings and events.

Mr. Kovar – commented on upcoming events. He requested information regarding stormwater fee appeals.

## **CITY MANAGER COMMENTS**

Ms. Clarke gave an update on COVID response in the City.

She reported on the stormwater fee information, calculations, and site visits in cases where measurements of impervious areas need to be confirmed.

Ms. Braithwaite responded to questions about the stormwater fee and site visits.

## **VOTING SESSION**

### **2. First Reading Ordinance Awarding a Contract for Consulting Services for Redistricting**

Ms. Carpenter noted that the contract with FLO Analytics includes partnering with Bloom Planning for outreach and engagement.

Councilmember Searcy moved adoption of the ordinance. Councilmember Dyballa seconded the motion. The motion carried (VOTING FOR: Kovar, Dyballa, Kostiuk, Smith, Searcy, Stewart; ABSENT: Seamens).

## **WORK SESSION**

### **2. Subdivision of 7402 Garland Avenue Property**

Mr. Freedman gave a brief overview of the project and timeline. Representatives from Habitat for Humanity were available to answer Council's questions.

Ms. Stewart thanked Habitat for Humanity for their work and partnership.

### **3. Discussion of Legislative Priorities**

Ann Ciekot, the City's legislative advocate, gave a presentation on legislation relating to housing issues, climate solutions, transportation issues and other potential priority areas.

The Council selected items to be included in a resolution.

### **4. Continued Discussion of Purchasing Code**

Ms. Clarke gave a brief overview of the purchasing code and presented the key proposed amendments to the code.

Ms. Stewart concluded that the majority of the Council was in favor of the proposed amendments with the line item changes proposed. She asked staff to make the updates by the end of the week to review before the first council vote next week.

### **5. FY 2022 Budget Amendment No. 1**

Ms. Clarke gave a presentation on the proposed budget amendment, noting that the budget amendment was the first amendment to include ARPA funds. She included in her presentation eligible uses of ARPA funds and allocation recommendations. (Presentation attached)

### **6. Discussion of Resolution to Accept Local 400 Reopener Agreement and Resolution Regarding Wages for Staff Not Covered by a Collective Bargaining Agreement**

Ms. Clarke reported that an employment cost index (ECI), step increase, and distinguished performance increase would typically be included in the budget. Due to the financial uncertainty relating to the pandemic, only a 1.8% salary increase was included in the budget.

She noted that the proposal was accepted by Local 400 and that AFSCME was scheduled to hold a wage reopener negotiation mediation next week.

A resolution on the Local 400 agreement will be scheduled for next week.

## **ADJOURN**

The City Council adjourned for the evening at approximately 11:30 PM.





# FY22 1<sup>st</sup> Budget Amendment and American Rescue Plan Act Funds

**Presented by:**

**Acting City Manager Jessica Clarke**

**July 14, 2021**

# Fiscal Year 2022 – First Budget Amendment

Funding Source	<i>Budget Amendment Type</i>	
	FY21 Carryover	FY22 Expenditure Increase
General Fund	\$ 986,842	\$ 270,000
Stormwater	\$ 395,000	\$ -
Special Revenue - Cable Grants	\$ 30,000	\$ -
Special Revenue - ARPA	\$ -	\$ 565,000
<b>Total</b>	<b>\$ 1,411,842</b>	<b>\$ 835,000</b>



# Fiscal Year 2021 Carryovers

- Fiscal Year 2021 balances that were not spent by the end of the fiscal year and need to be carried over into Fiscal Year 2022, generally due to project delays or invoicing delays

Carryovers by Department	Budget Amount
<b>General Fund Carryover Total</b>	<b>\$ 986,842</b>
<i>Communications</i>	\$ 5,000
<i>General Government</i>	\$ 73,800
<i>Housing and Community Development</i>	\$ 267,300
<i>Police</i>	\$ 64,500
<i>Public Works</i>	\$ 576,242
<b>Stormwater Fund Carryover Total</b>	<b>\$ 395,000</b>
<i>Public Works</i>	\$ 395,000
<b>Cable Grant Carryover Total</b>	<b>\$ 30,000</b>
<i>Communications</i>	\$ 30,000
<b>Grand Total</b>	<b>\$ 1,411,842</b>



# Fiscal 2021 Carryovers by Department

## **PUBLIC WORKS GENERAL FUND**

- \$300,000 for ADA Sidewalks
- \$192,000 for Sustainability Projects
- \$30,000 for leaf vacuum price increase, \$31K for pick-up truck invoicing delay

## **PUBLIC WORKS STORMWATER FUND**

- \$295,000 for planned stormwater projects that were delayed
- \$100,000 for labor and parts for delayed stormwater projects

## **HOUSING AND COMMUNITY DEVELOPMENT GENERAL FUND**

- \$60,000 for bus shelters improvement
- \$50,000 for unfinished bike improvement projects
- \$40,000 for public land management projects
- \$48,000 for streetscape improvements
- \$69,300 for delayed art projects and events, communications materials, community outreach, training and conferences



# Fiscal 2021 Carryovers by Department Cont.

## GENERAL GOVERNMENT GENERAL FUND

- \$31,900 for Human Resources recruitment and contracts
- \$27,900 for conferences and training opportunities, all divisions
- \$10,000 for Finance investment consultation delay
- \$4,000 for Boards, Commissions, and Committees recruitment

## POLICE DEPARTMENT GENERAL FUND

- \$37,700 for invoicing delay for police promotional process already completed
- ~~\$26,800 for license plate readers delayed purchase for replacing outdated units and system upgrades~~

## COMMUNICATIONS GENERAL FUND/CABLE GRANTS

- \$30,000 for server upgrades, wireless video upgrade, system upgrade (Cable)
- \$5,000 for website tech support



# New Budget Items - General Fund

General Fund Expenditure Increase		Budget Amount	
General Government		\$	240,000
Police		\$	30,000
Grand Total		\$	270,000

## ➤ Enterprise Resource Planning – Human Resources Systems Upgrade & Consolidation

- \$125,000 for ERP upgrade and migration
- \$40,000 for HR intern upgrade

## ➤ City Clerk Elections Planning

- \$75,000 for the completion of redistricting prior to the next City election

## ➤ Police Dispatcher Talent Retention

- \$30,000 for position upgrades to reduce staff turnover



# New Budget Items – American Rescue Plan Act Special Reserve

Adopted Fiscal Year 2022 - ARPA Expenditures	Budget Amount
Revenue Loss Reimbursement	\$ 1,191,900
Façade Improvement Grant	\$ 8,000
Document Management Platform	\$ 100,000
<b>Total</b>	<b>\$ 1,299,900</b>

ARPA Expenditure Increase - July Amendment	Budget Amount
Finance	\$ 75,000
General Government	\$ 220,000
Housing and Community Development	\$ 150,000
Information Technology	\$ 120,000
<b>Grand Total</b>	<b>\$ 565,000</b>

\*Combined \$1,864,900 out of a total \$17,400,000 to be obligated by December 2024\*



# Major ARPA Eligible 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





# ARPA Timeline

- **April - Inclusion of some ARPA funds in the Adopted FY22 Budget (limited guidance)**
- **May - Interim Final Rule on Eligible Uses Released by U.S. Treasury**
  - **Ensure all steps in place to receive the funds**
- **June & July – Eligibility Analysis & Amendment Prioritization**
  - **Attend NLC/GFOA webinars**
  - **Create potential project lists by Department**
  - **Data visualization for eligibility justification**
  - **Identify most immediate organizational needs for first budget amendment**
- **August**
  - **Hire for critically needed positions**
  - **Receive state reporting requirements**
  - **Finalize staff recommendations**
  - **Evaluate other federal funding sources**
- **September**
  - **Spending plan development with new City Manager and outreach to stakeholders**
  - **Second budget amendment**



# Preparing for ARPA - Building Internal Capacity

## Eligible Uses Related to ARPA Administration

- Treasury recognizes that responding to the public health and negative economic impacts of the pandemic, including administering the services described above, requires a substantial commitment of State, local, and Tribal government human resources.
- *Administrators.* Recipients may use funds to cover the portion of payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID–19 public health emergency and its negative economic impacts. This includes, but is not limited to, costs related to disbursing payments of Fiscal Recovery Funds and managing new grant programs established using Fiscal Recovery Funds.
- *Expenses to Improve Efficacy of Economic Relief Programs.* State, local, and Tribal governments may use payments from the Fiscal Recovery Funds to improve efficacy of programs addressing negative economic impacts, including through use of data analysis, targeted consumer outreach, improvements to data or technology infrastructure, and impact evaluations.
- Costs for consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements, are also covered.



# ARPA Expenditures – First Budget Amendment

## **ARPA Allocation for ARPA Coordinator (Limited Term) - \$120,000**

- The ARPA Coordinator will function as a grants coordinator or portfolio manager.
- The ARPA coordinator will assist City Council and the City Administration in mapping out funding priorities based on assessments of need. \$100,000 is also included in this budget amendment for community engagement around eligible uses of ARPA funds.
- The ARPA Coordinator will participate in work sessions with senior leadership, Council, and other stakeholders to review and approve eligible projects.
- This role can ensure cross-departmental communication and collaboration with local and regional partners around ARPA-funded initiatives.
- A key part of this job description will be expenditure tracking, compliance monitoring, federally required reporting, and periodic updates on progress towards spending goals and community development outcomes for full transparency into ARPA spending.



# ARPA Expenditures Cont.

## **ARPA Payroll and Accounting Specialist (Limited Term) - \$75,000**

- ARPA administration will create a higher volume of financial transactions and financial reporting that will stretch Finance Department capacity.
- Prior to COVID-19, Finance had a part-time position budgeted to assist with payroll and accounts payable and answer the phones and in-person payment window.
- We would like to restore that part-time position to fulfill those duties, but also make it full time to assist the ARPA coordinator in ARPA documentation and reporting

## **ARPA Emergency Rental Assistance - First Quarter - \$150,000**

- With the extension of the state's moratorium on evictions, our Housing Division has estimated that \$150,000 will be needed for back rent, utilities, and moving expenses assistance through September.



# ARPA Expenditures Cont.

## **ARPA Allocation for Software Developer (Limited Term) - \$120,000**

- This role will design software programs, successfully build City platforms, and manage applications so that they integrate with our current programs.
- This position will help implement the \$100K document management platform already budgeted under General Fund to facilitate ARPA tracking and reporting as well as assist with the website upgrade.
- The software developer will meet with Department heads to determine their software needs, code and test software to create or update software applications, ensure functionality, work with City management to identify requirements and specifications for major projects.
- A key area of need is developing better customer relationship management (CRM) software to phase out GovQA/My TkPk and manage constituent requests in a central database.
- The Housing and Community Development Department, Police Department, and Public Works Department in particular will benefit from software development assistance.

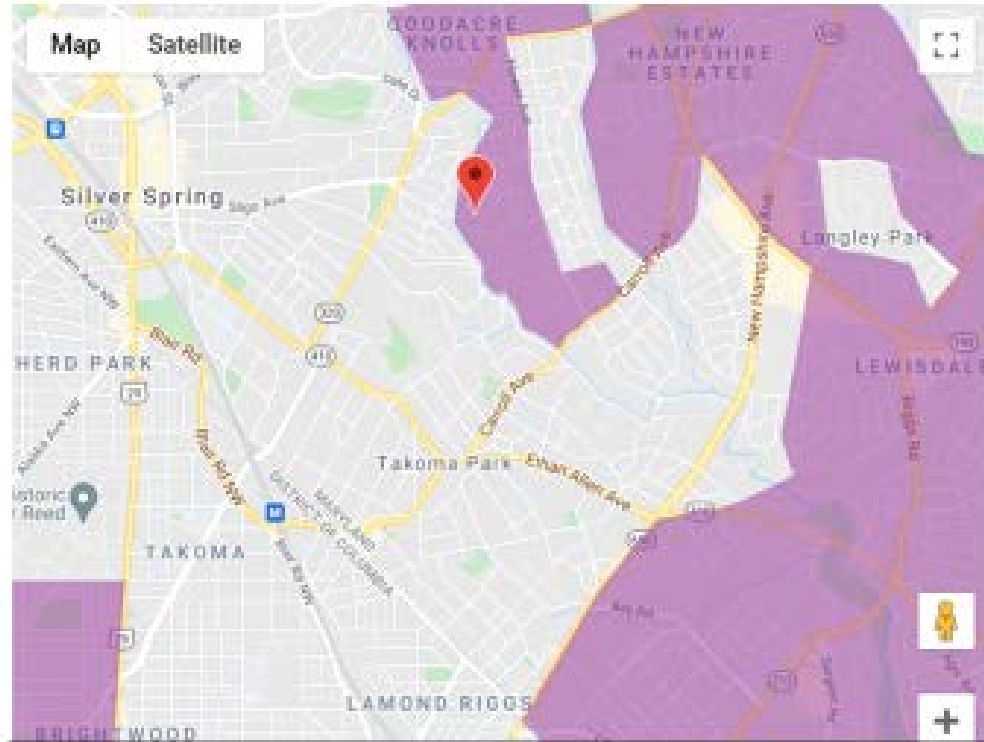


# Big Picture

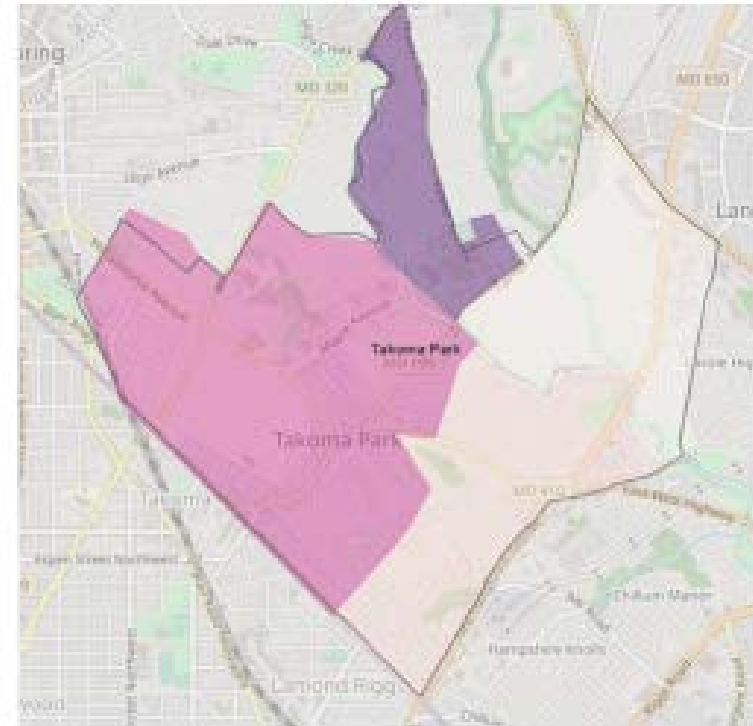


- These funds are one-time funds, so should be targeted to one-time expenditures. The most cost-effective uses of the funds are to take steps that lead to long term or systemic improvements for residents, businesses and the City government.
- Our goal over the next few months is to create a spending plan that helps households, small businesses, and nonprofits respond to the public health emergency and its negative economic impacts while making strategic investments in the City's workforce, public infrastructure, and fiscal health

# Determining Eligibility

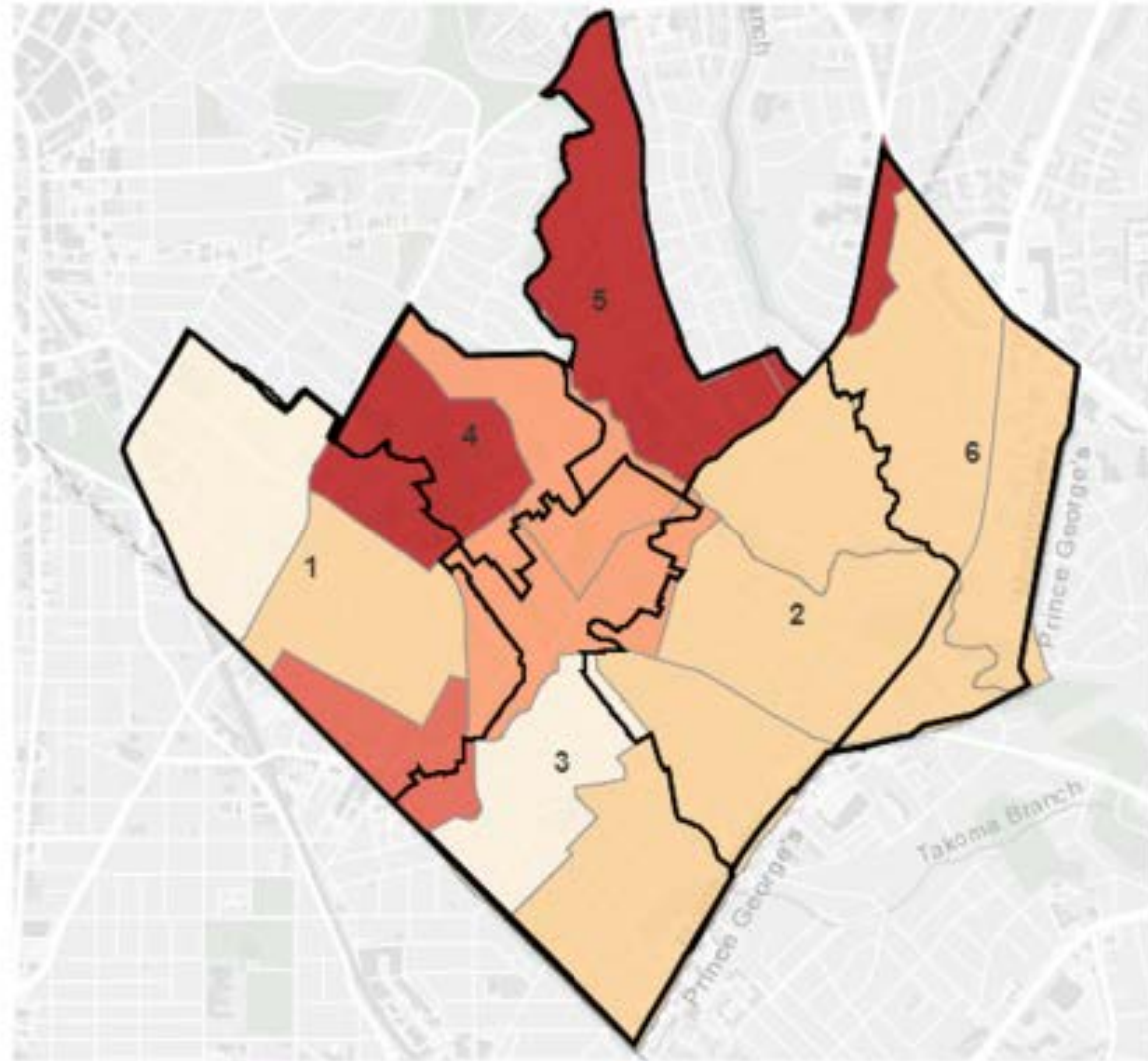


- Qualified Census Tract 7017.02 which covers most of Ward 5 and 7020 which is mostly outside the City but overlaps with the corner of Ward 6
- Social Vulnerability Index Map





- Pre-existing disparities exacerbated by COVID-19
- Pre-existing inequalities that drive disparate outcomes
- Addressing social determinants of health





# Resolution Regarding Subdivision Application for 7402 Garland Avenue

Item #3

July 14th, 2021



Presented by: **Alex Freedman, Planner**  
Housing & Community Development  
City of Takoma Park

# Background



## 7402 Garland Ave

- Formerly 3-unit rental building
- Zoned R-40 (duplex-style home)
- Purchased by Habitat for Humanity for \$510,000
  - \$200,000 of funding from the City's Housing Reserve Fund



# Background

**Sept. 11, 2020**

City of Takoma Park initiated the City's Opportunity to Purchase law process with intent to extend right to Habitat for Humanity.

**May 18, 2021**

Habitat for Humanity submitted an application to subdivide the property into two parcels to Montgomery County Planning Commission.

**July 21, 2021**

City Council Voting Session

**Sept. 23, 2020**

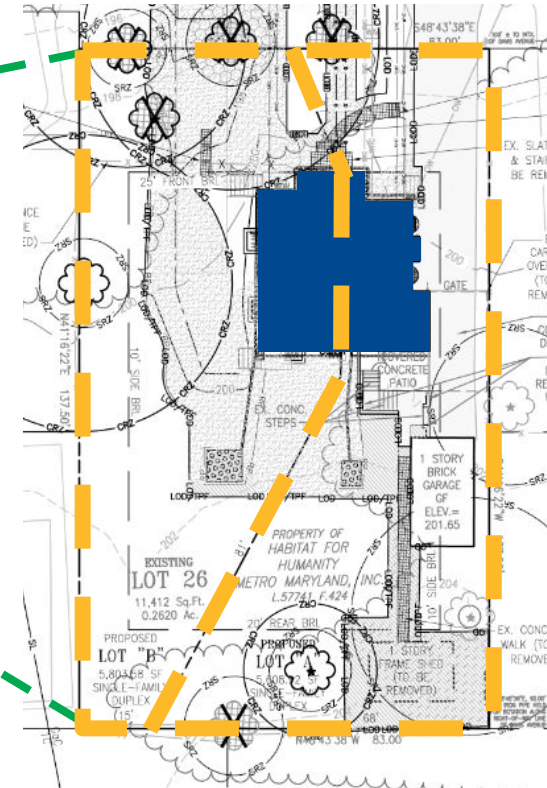
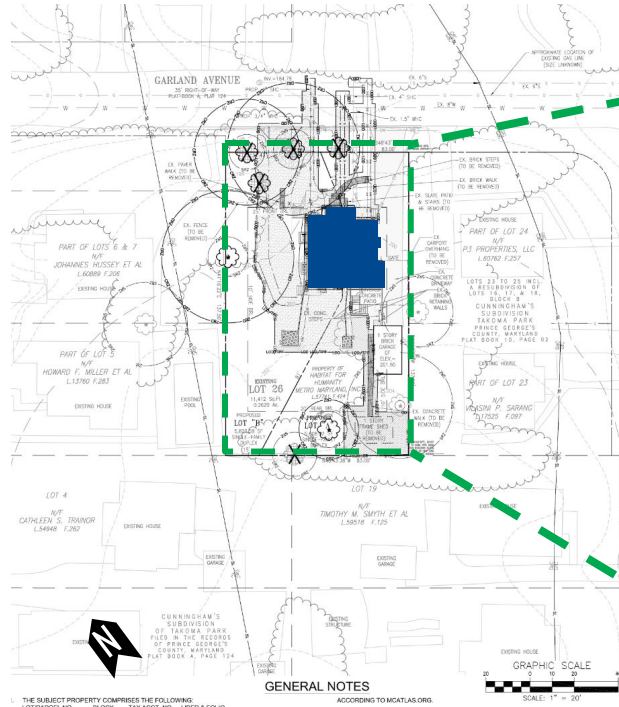
City Council passed Ordinance 2020-26, authorizing the City Manager to enter a contract with Habitat for Humanity and use \$200,000 from the Housing Reserve Fund.

**July 14, 2021**

City Council Working Session



# Site Plan



For a full scale site plan, visit:

<https://eplans.montgomeryplanning.org/daiclinks/pdoxlinks.aspx?apno=120210220&projname=7402%20Garland%20Avenue>



## For more information

Visit the City's Development Review web page to track the review process for 7402 Garland Ave:

- <https://takomaparkmd.gov/government/housing-and-community-development/planning-and-community-development/development-review/>





MARYLAND COORDINATE SYSTEM (MDCS) DATUM  
SCALE: 1"=30'

SITE DATA	
Category	
Zoning	R-40 (Residential-40)
Proposed Use	Residential
Planning Area	37- Takoma Park
Existing Water/Sewer Categories	W-1/S-1
Method of Stormwater Management	Bioretention
Watershed	Sligo Creek
Source of Topographical Information	Charles P. Johnson & Associates & Montgomery County GIS Data
Contour Interval	2-foot
Source of Boundary Information	Charles P. Johnson & Associates
Maryland State Grid Datum	NAD83 (2011)
Tax Map Reference	JN562
WSSC Base Map	209NE01
Number of Proposed Lots	2

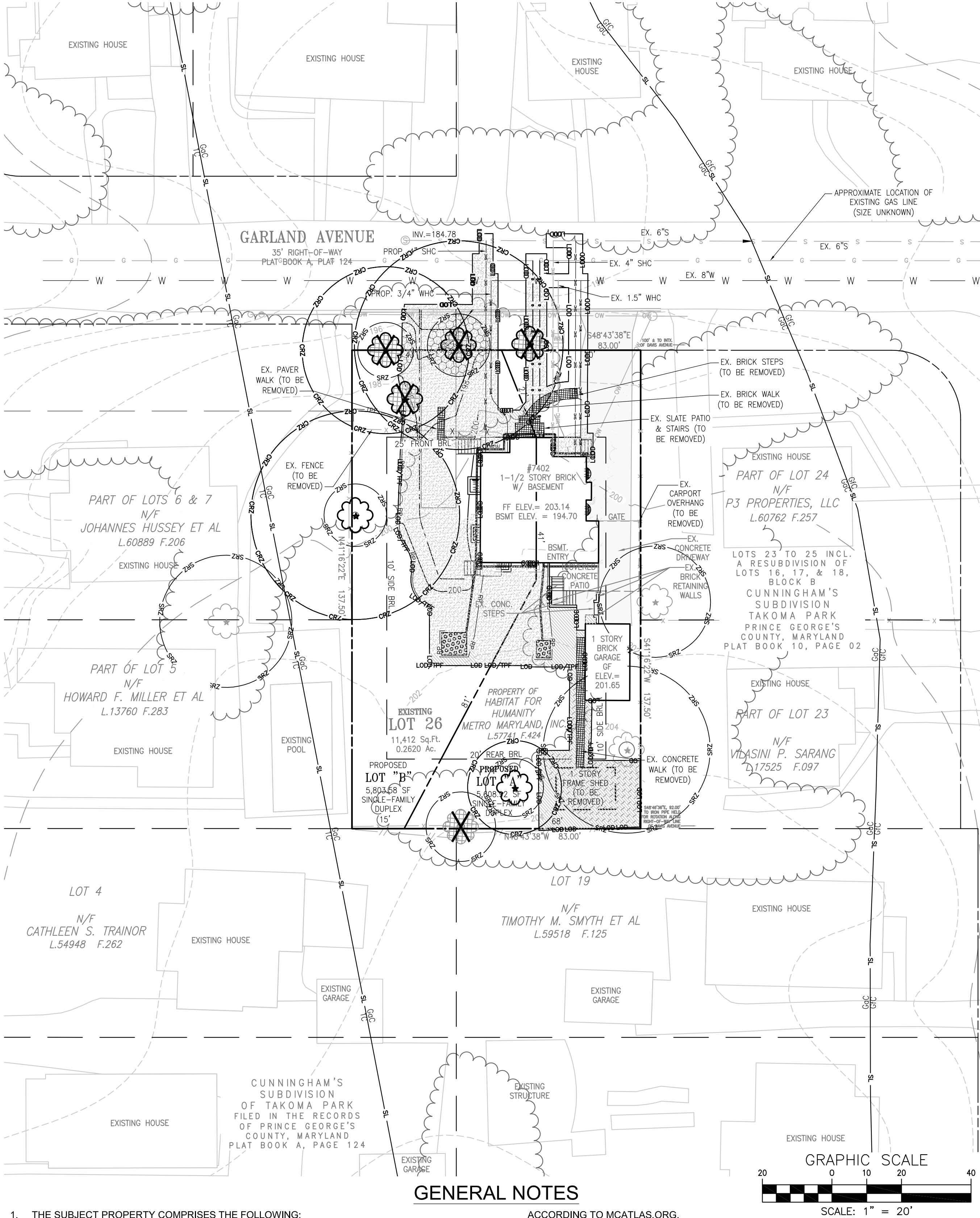
AREA TABULATION	
Category	
Area within the R-40 Zone	0.26 acres
Gross Tract Area	0.26 acres
Street Dedication	0.00 acres
Net Tract Area	0.26 acres
Area within 100-year Floodplain	0.00 acres
Area within Stream Valley Buffer	0.00 acres
Area of Wetlands	0.00 acres

DENSITY TABULATION	
Category	
Gross Tract Area	0.26 acres (11,412 sf)
Existing Density	1 d.u./0.26 ac = 3.85 d.u./1 ac
Base Density (R-60)	10.89 d.u./1 ac
Duplex-Side = 4,000sf lot area	
Total Permitted Dwelling Units	2.85 d.u.
Proposed Density	2 d.u./0.26 ac = 7.70 d.u./ac

VEHICLE PARKING SPACES				
USE	RESIDENTIAL			
	Baseline Minimum	Required	Provided	
Two-Unit Household Living	2 spaces /dwelling unit	4 spaces	4 spaces	

DEVELOPMENT STANDARDS		
Residential-40 / Duplex-Side	Required/Allowable	Provided
Site Area (min)		
Site	8,000 sf	11,412 sf
Lot (min)		
Lot area	4,000 sf	4,000 sf
Lot width at front building line	40'	40'
Lot width at front lot line	10'	10'
Frontage on street or open space	Required	Yes
Density (max)		
Density (units/acre)	10.89	10.89
Coverage (max)		
Lot	40%	40%
Principal Building Setbacks (min)		
Front setback	25'	25' (min)
Side setback	10'	10' (min)
Sum of side setbacks	n/a	n/a
Rear setback	20'	20' (min)
Accessory Structure Setbacks (min) <sup>4,5</sup>		
Front setback <sup>1</sup>	60'	60' (min)
Side setback <sup>2,3</sup>	5'	3' <sup>6</sup>
Rear setback <sup>2,3</sup>	5'	5' (min)
Height (max)		
Principal building		
Measured to highest point of roof surface, regardless of roof type; or	35'	Existing
Measured to mean height between the eaves and ridge of a gable, hip, mansard, or gambrel roof	35'	Existing
Accessory structure	20'	Existing
Allowed Building Elements		
Gallery/Awning	n/a	No
Porch/Stoop	Yes	Yes
Balcony	Yes	No

<sup>1</sup> - In addition to the front setback minimum, any accessory structure must be located behind the rear building line of the principal building  
<sup>2</sup> - For any accessory structure with a height greater than 15', the minimum side and rear setback must be increased at a ratio of 2' of additional setback for each foot of height in excess of 15'  
<sup>3</sup> - For any accessory structure with a length along a rear or side lot line that is longer than 24', the minimum side or rear setback must be increased at a ratio of 2' for every 2' that the dimension exceeds 24 linear feet. A swimming pool is exempt from this limit.  
<sup>4</sup> - The maximum footprint of an accessory building on a lot where the main building is a detached house is 50% of the footprint of the main building or 600 square feet, whichever is greater.  
<sup>5</sup> - Any accessory building or structure used for the housing, shelter, or sale of animals or fowl other than a household pet must be a minimum of 25' from a lot line and a minimum of 100' from a dwelling on another lot.  
<sup>6</sup> - Existing garage setbacks were different at the time of construction.



## GENERAL NOTES

- THE SUBJECT PROPERTY COMPRISES THE FOLLOWING:  
LOT/PARCEL NO. BLOCK TAX ACCT. NO. LIBER & FOLIO  
LOT 25 B 03162096 L. 57741, F. 0424
- THE SIZE OF THE LOT IS 11,412 SF (0.26 ac).
- THE SUBJECT PROPERTY IS ZONED R-40 (RESIDENTIAL - 40).
- THE SUBJECT PROPERTY IS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF TAKOMA PARK.
- WSSC PROVIDES WATER AND SANITARY SEWER SERVICE TO THE PROPERTY, AND PEPCO PROVIDES ELECTRIC SERVICE.
- THE EXISTING HOUSE AND GARAGE ON THE SITE ARE TO REMAIN. THE ONE-STORY FRAME SHED SHALL BE REMOVED.
- UNLESS SPECIFICALLY NOTED ON THIS PLAN DRAWING OR IN THE PLANNING BOARD CONDITIONS OF APPROVAL, THE BUILDING FOOTPRINT, BUILDING HEIGHT, ON-SITE PARKING, AND SIDEWALKS SHOWN ON THIS PRELIMINARY PLAN ARE ILLUSTRATIVE. THE FINAL LOCATIONS AND CONFIGURATIONS OF THE BUILDING, STRUCTURES, AND HARDSCAPES WILL BE DETERMINED AT TIME OF SITE PLAN APPROVAL. PLEASE REFER TO THE DEVELOPMENT STANDARDS TABLE FOR SETBACKS, BUILDING RESTRICTION LINES, BUILDING HEIGHT, AND LOT COVERAGE. OTHER LIMITATIONS FOR SITE DEVELOPMENT MAY ALSO BE INCLUDED IN THE CONDITIONS OF THE PLANNING BOARD APPROVAL.
- THE NUMBER, CONFIGURATIONS, AND SIZE OF THE LOTS TO BE DETERMINED AT PLANNING BOARD.
- THE SITE IS SUBJECT TO APPROVAL OF SNRI 42021138E APPROVED BY MNCPPC ON 3/25/2021.
- THERE ARE NO MAPPED FEMA OR MNCPPC 100 YEAR FLOODPLAIN LOCATED WITHIN THE SITE
- PER U.S. FISH & WILDLIFE SERVICES NATIONAL WETLANDS INVENTORY ON-LINE MAPPER (HTTP://WWW.FWS.GOV/WETLANDS/DATAMAPPER.HTML) AND MARYLAND'S ENVIRONMENTAL RESOURCES AND LAND INFORMATION NETWORK (MERLIN)(HTTP://WWW.MDMERLIN.NET), THERE ARE NO WETLANDS LOCATED ON THE SITE.
- THIS SITE CONTAINS NO SPECIAL PROTECTION (SPA) OR PRIMARY MANAGEMENT (PMA) AREAS.
- THE SUBJECT PROPERTY IS NOT IDENTIFIED IN THE MONTGOMERY COUNTY HISTORIC PRESERVATION ON-LINE MAPPER.
- IN A LETTER DATED DECEMBER 31, 2020 THE MARYLAND DEPARTMENT OF NATURAL RESOURCES HERITAGE PROGRAM HAS DETERMINED THAT "THERE ARE NO OFFICIAL, STATE OR FEDERAL RECORDS FOR LISTED PLANT OR ANIMAL SPECIES WITHIN THE DELINEATED AREA SHOWN ON THE MAP PROVIDED" BY CHARLES P. JOHNSON ASSOCIATES. "AS A RESULT, [THE WILDLIFE AND HERITAGE SERVICE] HAVE NO SPECIFIC CONCERNS REGARDING POTENTIAL IMPACTS OR RECOMMENDATIONS FOR PROTECTION MEASURES AT THIS TIME."
- ALL STORMWATER MANAGEMENT FACILITIES ARE REVIEWED, APPROVED, AND INSPECTED BY MCDPS WATER RESOURCES SECTION.
- ALL GRADING WITHIN THE PUBLIC RIGHT-OF-WAY IS REVIEWED, APPROVED, AND INSPECTED BY MCDPS RIGHT-OF-WAY SECTION.
- MNCPPC MUST INSPECT ALL TREE SAVE AREAS AND PROTECTION DEVICES BEFORE CLEARING AND GRADING.
- MINOR MODIFICATIONS TO THE LIMITS OF DISTURBANCE SHOWN ON THE SITE PLAN WITHIN THE PUBLIC RIGHT-OF-WAY FOR UTILITY CONNECTIONS MAY BE DONE DURING THE REVIEW OF THE RIGHT-OF-WAY PERMIT DRAWINGS BY THE DEPARTMENT OF PERMITTING SERVICES.

## SITE DESCRIPTION

THIS 0.26 ACRE SITE IS BOUNDED BY GARLAND AVENUE TO THE NORTH AND RESIDENTIAL PROPERTIES TO THE EAST, WEST, AND SOUTH.

THE SITE CONSISTS OF ONE RESIDENTIAL HOUSE, A GARAGE, A WOOD FRAME SHED, AND A PAVED DRIVEWAY. A MOWED LAWN AREA IS BEHIND AND WEST OF THE EXISTING HOUSE.

THE SITE TOPOGRAPHY IS MOSTLY FLAT, WITH A GENTLE SLOPE TOWARDS GARLAND AVENUE.

THERE IS ONE (1) SOIL TYPE IN THE STUDY AREA AS DETAILED IN THE SOILS TABLE.

OVERALL THE VEGETATION IS LIMITED TO A FEW TREES LOCATED AT THE RIGHT-OF-WAY AND IN THE SIDE- AND REAR-YARDS, THE MOWED LAWN, FOUNDATION SHRUBS, AND ORNAMENTAL PLANTINGS ALONG THE REAR FENCE. THERE ARE INVASIVE SPECIES LOCATED WITHIN THE ORNAMENTAL PLANTINGS.

THERE ARE THREE (3) SIGNIFICANT TREES ON THE SUBJECT PROPERTY, TWO OF WHICH ARE SPECIMEN TREES (>= 24" DBH), AS WELL AS A STANDING DEAD TREE. THERE ARE THREE STREET TREES BETWEEN 14" AND 20" DBH INSIDE THE STREET RIGHT-OF-WAY. PLEASE SEE THE SIGNIFICANT AND SPECIMEN TREES TABLE AS WELL AS THE TREE CONDITION RATINGS WORKSHEET FOR MORE INFORMATION.

EXAMPLES OF THE ORNAMENTAL AND INVASIVE PLANTINGS INCLUDE AUCUBA, AZALEA, HAZELNUT, LEYLAND CYPRESS, ENGLISH IVY, AND HONEYSUCKLE.

## SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARY INFORMATION SHOWN HEREON IS CORRECT AND TAKEN FROM AVAILABLE DEEDS AND RECORDS.

STEVEN W. JONES  
PROFESSIONAL LAND SURVEYOR  
MD # 21072

DATE: 2/8/23  
EXP. DATE: 2/8/23

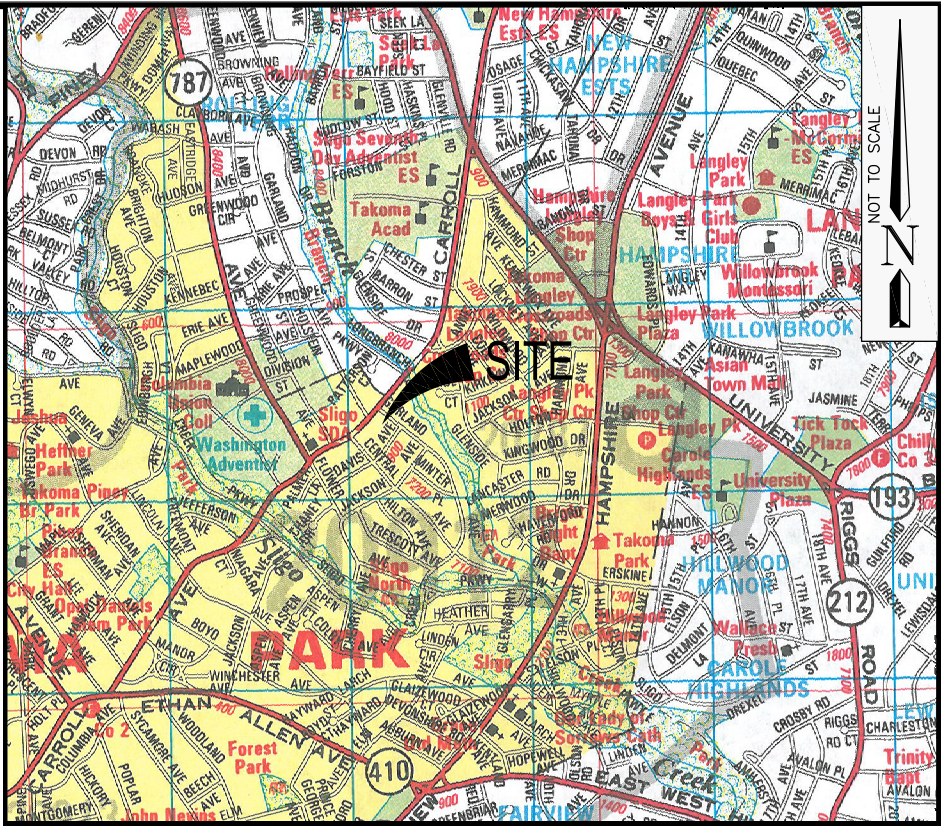
## PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND,

LICENSE NUMBER : 49288

EXPIRATION DATE : 5/12/2022

Not valid without signature



## VICINITY MAP

SCALE: 1"=2000'  
ADC Map Pages 5650, Grids 8H  
Map copyright © Kappa Map Group LLC, (800) 829-6277.  
Used with permission.

## LEGEND

- EXISTING SIGNIFICANT TREE (14+\" DBH) TO REMAIN
- EXISTING SIGNIFICANT TREE (14+\" DBH) TO BE REMOVED
- EXISTING UTILITY POLE
- EXISTING GUY WIRE
- EXISTING WATER METER
- PROPERTY LINE
- RIGHT-OF-WAY
- ADJACENT PROPERTY LINE
- ADJACENT SUBDIVISION LINE
- BUILDING RESTRICTION LINE (BRL)
- PROPOSED LOT LINE
- EXISTING CURB
- CHAIN LINK FENCE
- STOCKADE FENCE
- EXISTING OVERHEAD WIRE
- EXISTING SEWER LINE
- PROPOSED SEWER HOUSE CONNECTION
- EXISTING WATER LINE
- PROPOSED WATER HOUSE CONNECTION
- EXISTING GAS LINE
- EXISTING MAJOR CONTOURS
- EXISTING MINOR CONTOURS
- PROPOSED MAJOR CONTOURS
- PROPOSED MINOR CONTOURS
- PROPOSED SWALE
- SOILS BOUNDARY
- PROPOSED LIMITS OF DISTURBANCE
- EXISTING SIDEWALK TO BE REMOVED
- PROPOSED SIDEWALK
- EXISTING DRIVEWAY/SIDEWALK TO REMAIN
- PROPOSED DRYWELL
- PROPOSED 4\" PVC ROOF DRAIN

UPDATES/REVISIONS :  
05/10/2021 - INTAKE COMMENT REVISIONS - CRS

PRELIMINARY PLAN  
PREL 120210220  
7402 Garland Avenue, Takoma Park  
7402 GARLAND AVENUE  
WHEATON (13th) DISTRICT  
MONTGOMERY COUNTY, MD

CPI

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Silver Spring, MD 20910

TAX MAP/WSSC  
209NE01

SITE PLAN NO.

DESIGN CRS  
DRAFT CRS

DATE JAN 19, 2021

FILE NO:  
2020-1446-11

SHEET 1 OF 2

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# City of Takoma Park

## Maryland Municipal League Legislative Action Requests 2022

July 14, 2021

# Housing

The Council urges MML to initiate or support legislation that assists municipalities with housing and community development issues by:

- Requiring that the District Courts collect and share timely and dynamic data related to executed evictions. This will allow municipalities to better plan for eviction prevention programming and neighborhood development efforts.
- Giving authority for municipal governments to enact “just cause” legislation if they desire.
- Shielding court records related to failure to pay rent judgements that are used to prevent renters from obtaining housing.
- Promoting legislation or sources of funding to maintain affordable housing in areas with rising property values and rents resulting from infrastructure improvements, transit projects such as the Purple Line, and redevelopment





# Climate Solutions

The Council urges MML to initiate or support legislation that assists municipalities with mitigating the negative impacts of climate change by:

- Requiring the Maryland Department of Housing and Community Development develop a plan to coordinate funding to support health and safety upgrades, weatherization, energy efficiency, and other general maintenance for low-income housing.
- Providing targets and resources to dramatically improve the energy efficiency of buildings, especially low and middle-income housing and multifamily buildings.
- Embracing aggressive statewide targets and actions for climate mitigation and adaptation.



# Transportation

- The Council urges MML to support the override of the veto of Senate Bill 199/House Bill 114 – Transit Safety and Investment Act. This action would provide future funding to support businesses impacted by the Purple Line Construction.
- [SHA Pedestrian Safety]



## Other Potential Issues

- Flexibility in Revenue Generation
  - The Council urges MML to initiate or support legislation that would provide additional opportunities to raise municipal revenues without increasing dependence on property taxes.
- Election consolidation
  - Montgomery Council municipalities that use ranked choice voting (RCV), and that have election dates that coincide with state election dates, should be permitted to request to be on the state ballot for their elections and their requests should be accommodated.
- Local Control for Small Cell Infrastructure
  - Continue to protect local government authority as it relates to 5G small cell wireless installations.



# Purchasing Code:

## Proposed Amendments Cont.

July 14, 2021



# Key Changes to \$ Thresholds - Current

<b>City</b>	<b>Procurement type</b>	<b>Approval authority</b>	<b>Thresholds</b>
<i>Takoma Park (current)</i>	Reasonable effort for lowest-cost purchase (supported in writing)	N/A (no reasonable effort purchases)	N/A (no reasonable effort purchases)
	Informal bidding (at least three quotes/proposals, supported in writing)	City Manager	<= \$5,000 (professional services) <= \$10,000 (other goods and services)
	Competitive sealed bid or proposal (formal contract)	City Council	> \$5,000 (professional services) > \$10,000 (other goods and services)
	Competitive sealed bid or proposal (formal contract)	City Council	> \$5,000 (professional services) > \$10,000 (other goods and services)

# Key Changes to \$ Thresholds - Proposed

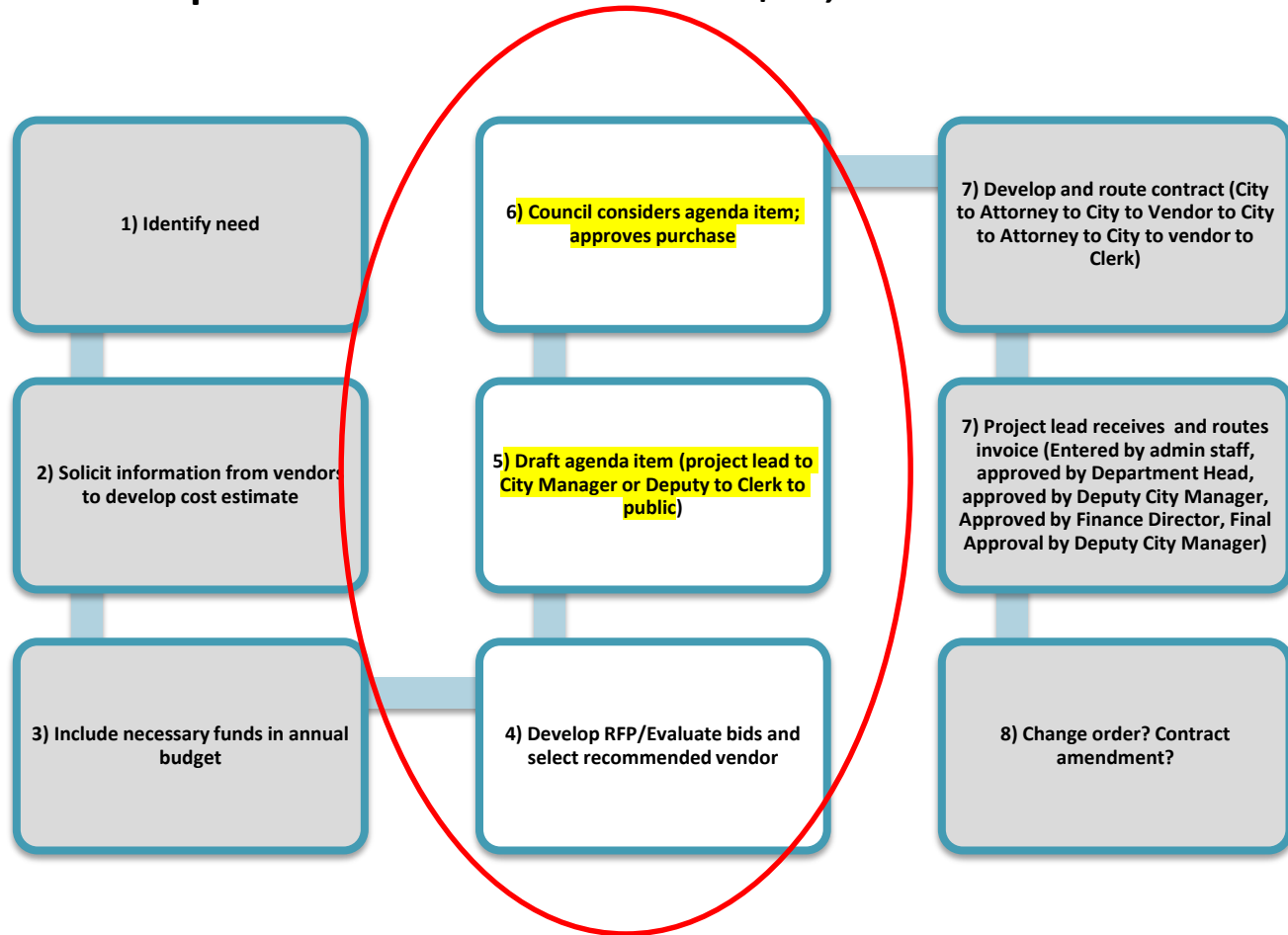
<b>City</b>	<b>Procurement type</b>	<b>Approval authority</b>	<b>Thresholds</b>
<i>Takoma Park (proposed)</i>	Reasonable effort for lowest-cost purchase (supported in writing)	City Manager designee (Deputy City Manager)	<= \$10,000
	Informal bidding (at least three quotes/proposals, supported in writing)	City Manager designee (Deputy City Manager)	\$10,001 - \$30,000
	Competitive sealed bid or proposal (formal contract)	City Manager	\$30,001 – \$50,000
	Competitive sealed bid or proposal (formal contract)	City Council	> \$50,000

# \$ Thresholds - Examples

<i><b>City</b></i>	<i><b>Procurement type</b></i>	<i><b>Approval authority</b></i>	<i><b>Thresholds</b></i>
DC	Streamlined noncompetitive process	Chief Procurement Officer or designee	$\leq \$10,000$
	Small purchase, at least three quotes	Chief Procurement Officer or designee	\$10,001 – \$100,000
	Competitive sealed bidding	Chief Procurement Officer or designee	\$100,001 – \$1,000,000
	Competitive sealed bidding	City Council	$> \$1,000,000$

<i><b>City</b></i>	<i><b>Procurement type</b></i>	<i><b>Approval authority</b></i>	<i><b>Thresholds</b></i>
Gaithersburg	Best judgment	Department head or designee	$\leq \$5,000$
	Minimum of one quote from two different vendors	City Manager	\$5,001 – \$30,000
	Formal solicitation	City Manager	\$30,001 – \$100,000
	Formal solicitation	Mayor and City Council	$> \$100,000$

## Proposed Process for Purchases \$50,000 and Over





# RFP Evaluation Forms

Mid-level managers, Department heads, City Manager, Deputy City Manager, and Finance Director are involved in bid evaluation and purchasing approvals.

## Redistricting RFP Evaluation

Evaluation Criteria (1 is highest, 5 is lowest). Please rate and add comments as desired: A. Experience, qualifications, and capacity of the respondent; B. Responsiveness and understanding of the scope of services; and B1. Community engagement/outreach experience; C. Prior experience working with local governments; D. References; E. Cost

Vendor	A. Experience, Qualifications, Capacity	B. Responsiveness and Understanding Scope of Services	B1. Community Outreach Experience?	C. Experience with Local Government	D. References	E. Cost
<u>ARCBridge Consulting</u>						
<u>Crimcard</u>						
Flo Analytics						

