

**CITY OF TAKOMA PARK, MARYLAND
CITY COUNCIL RETREAT
SATURDAY, JANUARY 16, 2021**

DRAFT MINUTES

Minutes adopted July 7, 2021.

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

Also Present: City Manager Ludlow, Deputy City Manager Clarke, City Clerk Carpenter, and all members of the Senior Leadership Team were present.

The retreat was convened at 10:00 AM on Zoom.

Welcome and Goals for Meeting

Ms. Stewart gave a brief overview of the goals for the meeting.

COVID-19 Response and Plans for 2021

Ms. Clarke gave a PowerPoint presentation on COVID 19 response efforts, goals for 2021, relief funds, and federal and County reimbursements. (Presentation attached.)

The City Council asked questions and made recommendations to assist residents and meet their needs.

- Questions about vaccines for staff. Who will get them? Are they required?
- Provide data on books to go.
- Provide data on My TKPK use.
- When will the building reopen?
- What are plans for telecommuting in the future?
- How are we encouraging use of My TKPK and other tools. What are lessons learned from this and My TKPK? Can we combine these and similar tools to provide one-stop shop for residents. The current system of dealing with complaints is not sustainable. What is status of bringing more payments online.
- Use of technology to make meetings more accessible – ASL, simultaneous translation, captioning, review Council procedures to update with new IT options. Data on use of My TKPK and Engage Takoma.
- Schedule work session on how we are doing code enforcement.
- The technology bucket includes internet access and related programs, ability to make online payments to the City, Council meeting technology. Can residents apply for a library card online?
- Want to see CARES and FEMA money go back into the COVID fund as a default, rather than into the general fund.

- Food insecurity is not being addressed. What role can the City play in this?
- Need to look at how programs need to change in the future.
- Suggestion for extending library services to other parts of the City. We can purchase lockers for pickup and dropoff of books create a Chrombook/tablet loan program, and loan devices for hot spot access. Trailer service can provide internet access in different parts of the city. CARES funding provides for internet access. If residents can get access, they still don't have a device to get online or fast enough access. We could fund the devices for those that cannot afford them.

Housing and Economic Development – A Livable Community for All

Ms. Ludlow notes that economic development is a way that we get money. Implementing the HED Strategis Plan will help ensure our fiscal position in the future. She noted the need for staff capacity in all areas of the Department.

Ms. Cook Gaines described her economic development work and support of businesses.

Ms. Wiggins described expanding the scope of emergency assistance, outreach, efforts to promote housing stabilization, and expansion of accessory dwelling units and other supportive housing.

Ms. Grigsby described her division's work, much of which includes long term projects. Priority works includes transportation, placemaking and race equity, community development, planning and the arts.

Council comments included:

- Need closer tracking with the County on the many zoning issues that will affect Takoma Park (in housing, sustainability, and planning).
- Purple Line – keep in mind the impact this has. Prince George's County efforts are ongoing (wayfinding). Placemaking such as community gardens. Priority to change our perception of condo communities, they are different from rental communities and we need to support them.
- Need more partners to scale up activity similar to the Habitat for Humanity project on Garland Avenue. The County ADU bill needs review and we want to find other ways to house the missing middle. Need to consider moving forward with some HED projects.
- Some portions of our Housing Code need to be updated in the short term.

Climate Change and Sustainability Work

Gina Mathias provided an update on her activities, including optimization of HVAC system in multifamily properties (Park View, Edinburgh, Franklin). The next step is additional energy efficiency work in the buildings. She is reviewing what sustainability actions Montgomery County is doing so we don't duplicate. The County's intention is to implement every action in the plan, but the time line is not known. This will take a lot of the burden off of Takoma Park. For example, setting building performance standards that Takoma Park can opt in to.

She noted the opportunity to pilot programs for Montgomery County, the Library LEED scorecard work with the Deputy City Manager, ongoing sustainability grants available to businesses and residents, the planned EV charging in the right-of way permit process. Ongoing priorities include establishment of a sustainability assistance fund, online community discussions with stakeholders around “decarbonization of buildings,” other community engagement through newsletter, etc., and a staff sustainability hub with regular meetings to discuss and coordinate.

Council remarks included:

- Be sure to learn lessons from the Brick and Story Recreation Center community engagement.
- Good to have close coordination with Montgomery County. The interaction of benchmarking and performance standards will be important. Montgomery County uses resource ambassadors (same as community navigators). We can think about that as well.
- Appreciate the work with other City departments. Include climate work in each of the City’s projects. People are in very different places with understanding of these issues. Is there a way to take advantage of other outreach efforts? What about smaller scale projects such as pavement reduction, planting of natives, stormwater management, and what thoughts do you have on addressing transportation?
- Marginalized and non-English speaking people outreach is important. Important to figure out which level of government is best suited to take on various aspects of climate action. Resident had put out list of actions that the City could take on given our size. Having an ongoing relationship with experts in the community is important.
- Stormwater needs to be high priority, beyond climate efforts. Hear from many residents. The tiered system for fees should be linked to how to address or mitigate the problem. The Tree Canopy Resolution calls for development of a plan. The open space plan is also related.
- Air quality has been impacted positively by the lack of commuting during the pandemic. Can the City promote or subsidize opportunities for shared workspaces to reduce commuting?
- Follow DC’s lead on phasing out gas powered leaf blowers, look the impact of wood smoke.
- What is the level of work needed to improve building efficiency? Is additional funding needed? Should we be working with the County and the investment community to make more funding available?
- Our housing stock is old. Small amounts don’t go far. We may need to rethink how we are allocating resources between homeowners and large multifamily buildings. We need resources to direct property owners to. If we want more housing development in our community, we may need a financial body ready to help make the numbers work to include green features.
- Echo the points about transportation. It is a void in our sustainability plan that we don’t have a clear path to address transportation issues. It includes walkability in the community. How are we developing a priority around transportation, priority around

transit modes, do people feel safe? Some employers offer funding to use public transportation. The pandemic may shift people away from public transit. Think about walkability, financial incentives for public transportation.

- Community engagement is needed. For many, it doesn't resonate until you impact their house or their pocket. We have to be sure we are not speaking to the advocates. There needs to be more sessions with the community, and a more comprehensive schedule of sessions. It needs to be convenient for people.
- Interested in pursuing autonomous vehicle provider in the city.
- We should lift up the programs for lending that are available. On the tree canopy, we talked about a multiyear plan and putting in place a pilot.

Update on Racial Equity Work and a Look Ahead

Ms. Clarke presented on racial equity efforts. Council comments included:

- Community Connectors or Ambassadors seems like an opportunity to meet a lot of our goals. Would help build capacity on many levels and could replace some of the committee work with this.
- Especially interested in communication and outreach.
- The CDC vulnerability scale is also useful.
- Theme is desire to do more and better on engagement and communication. The idea of navigators or ambassadors keeps coming up. Rely on community leaders or experts as these things come up.
- Think about pros and cons of hiring a chief equity officer for the City. The hiring of a new city manager may impact our ability to move forward with this. It is a relatively new position in many cities. They are the organizational lead on racial equity.

Task Force on Reimagining Public Safety

An update was provided on the Reimagining Public Safety Task Force. The contract for facilitation was awarded to LINK and Expert Advisory LLC. The application process is now open.

Jamal Holtz and Jevin D. Hodge from the facilitation team were present and made remarks.

City Manager Search

Catherine Tuck Parrish of The Novak Group has been engaged to assist with the search. She will provide a plan for moving forward, including how to engage the community.

Resident Committee Restructuring

Ms. Dyballa summarized the status of the effort. Councilmembers Dyballa, Kostiuk, and Searcy will work as a subcommittee on the review and restructuring.

Redistricting

Jessie Carpenter provided a recommendation to hire a consultant for redistricting services.

Review Major Projects

Ms. Ludlow provided an overview of major projects for City staff.

Discussion of Other Priorities

Comments from Councilmembers:

- Mr. Smith: Expand Library services, have a Festival of Lights, business association for Ward 5, autonomous trolley for the City.
- Mr. Kovar: Hopes the existing priorities remain. Also, how to handle future elections, transparency in the budget; boundaries between the commercial and residential properties that result in noise and other impacts; utility impacts on the City without the proper notice; pedestrian safety and advocating for lower speed limits; review cost of rental space for the auditorium; will we have fireworks in 2021; send letter on small cell antennas on apartment buildings; look at tax and service duplication regarding the Library, Police, and Recreation.
- Ms. Dyballa: community gardens, finding better ways to communicate budget and financial information, rethink how we would address some of the priorities (rewrite the priorities document).
- Ms. Searcy: Address the impact and future implications of the COVID pandemic. We need a goal to develop strategies and programs to address food insecurity and the digital divide. Add to housing goals by updating the section. Prioritize addressing PILOT program and process. Improving transportation and traffic safety. Think about how to accommodate additional walkers with sidewalks and traffic calming. The policing and public safety priority needs a rewrite. The public engagement goal should remain but strategies need to change. Make some cleanups for the website and tools to make it easier. The Open Space Management Plan has been ongoing and should be completed. Make some improvements to recreation and open space in the City. Is there a way to incorporate into the sustainability priorities a litter campaign and communication? Community garden coordination.
- Ms. Kostiuk: Overarching theme – COVID response has to be a big part of our priorities. Don't see anything focused on workforce development and childcare. Community engagement and equity can be reviewed and spelled out differently. Include continuing to defend sanctuary city status, but can broaden it (in the longer term) to become a certified welcoming community, or at least utilize a lot of the tools.
- Mr. Seamens: Workforce development, prioritize fiscal sustainability.
- Ms. Stewart: New and better ways to do community engagement. Look at how to help communities both now and in the future.
- Mr. Kovar: The sign ordinance still needs to be revised.

Wrap Up and Adjourn

Ms. Stewart will work with one or two Councilmembers to draft an updated priorities document

for Council review.

The meeting was adjourned at 4:00 PM.



2021 - CITY COUNCIL PRIORITIES



1. A Livable Community For All

- Ensure we have a range of safe, quality, and stable housing options that are affordable for residents of varying incomes and all races and ethnicities.
- Identify programming needs in the community and develop approaches to meet those needs, emphasizing youth, families, seniors, and our more vulnerable residents, such as those with lower incomes, immigrants, and people with developmental disabilities.
- Defend status as a Sanctuary City and continue to be a welcoming and inclusive community for all residents.
- Improve transportation planning and outreach to create a safer and more racially equitable community for all residents, including pedestrians, bicyclists, and vehicle occupants.
- Further efforts related to racial equity.

2. Fiscally Sustainable Government

- Increase funding from County and State to address tax duplication and other City needs.
- Minimize adverse impacts of changes to the federal tax system.
- Adopt sustainable investment and banking policy and practices.

3. Environmentally Sustainable Community

- Prioritize actions, policies, innovations, and new opportunities that mitigate and adapt to the causes and effects of climate change.
- Protect, plan for, and improve Takoma Park's natural resources including urban forest health and water quality, and continue to be a leader in community sustainability programs and policies.

4. Engaged, Responsive, Service-oriented Government

- Improve policies and processes related to the tree ordinance; traffic calming; sidewalk requests, repair and maintenance; and residential/commercial boundary conflicts.
- Improve and formalize systems for Council-appointed committees and external committees on which Councilmembers serve (e.g. MWWOG).
- Identify policing priorities and explore options for enhanced police/community relations.
- Explore alternative approaches to enhance public engagement and two-way communication.

5. Community Development for an Improved & Equitable Quality of Life

- Plan and prepare for development in the City and region while maintaining the special character and diversity of Takoma Park.
- Redevelopment of Takoma Park Recreation Center.



Vision

City of Takoma Park, a community of excellence renowned for exemplary service to all residents.

Mission

It is our mission to champion quality and efficiency through a dedicated workforce and a cooperative spirit between government and people.

City Council Priorities

The City Council's Priorities are used as a tool to guide policy and budget decision-making and outline strategies to work toward desired outcomes for a wide range of major projects, initiatives and ongoing activities. The Council affirms their priorities by Resolution each year.

City Council policy affects many aspects of civic life in Takoma Park. Establishing and sharing priorities helps inform residents, businesses and regional stakeholders on what the City Council's constituents and elected officials view as important for the Takoma Park in an easy to understand and transparent manner.

How City Council Priorities Affect You

Priorities are not policy. They serve as the framework used to shape it. Anyone affected by City Council policy who has input – whether in agreement or not – is encouraged to engage with the City Council to help shape how priorities are implemented.

You can engage in the process by attending a City Council meeting, contacting your City Councilmember or by joining a board, commission or committee.

What are the City Council's Priorities?

The City Council's priorities break down into five broad categories with key major projects, initiatives and ongoing activities identified for each. Those five broad categories are:

1) A Livable Community for All

Identify Programming Needs

Goal: Identify programming needs in the community and develop approaches to meet those needs, emphasizing youth, families, seniors, and our more vulnerable residents, such as those with lower incomes, immigrants, and people with developmental disabilities.

Strategy:

- Utilize resident survey, staff and committee reports, and other sources to determine where there may be existing gaps in program offerings; develop programs to close gaps.

Desired outcome: Expanded or improved programming tailored to residents who need them the most or who are accessing them the least.

Ensure Stable Housing Options

Goal: Ensure we have a range of safe, quality, and stable housing options for residents of varying incomes and all races and ethnicities.

Strategy:

- Finalize Strategic Plan related to housing affordability and economic development and begin work on strategies to address housing and economic development challenges and opportunities; finalize implementation plans.
- As part of work on Strategic Plan, develop and implement plan of action for Housing Reserve Fund, including request for contributions from the County and State.
- Develop incentives and possible new enforcement and other measures for landlords to improve living conditions for tenants. Explore needs and potential programs for residents who live in condominiums.
- Facilitate improved communication among City, landlords, and tenants; build on existing outreach and tenant education efforts and capacity building efforts.

Desired outcome: Meet the current and future housing needs of the community to ensure affordable housing options for residents of varying incomes levels and of all races and ethnicities. Improved living conditions for renters.

Defend Sanctuary Status

Goal: Defend status as a Sanctuary City and continue to be a welcoming and inclusive community for all residents.

Strategy:

- Continue advocacy efforts on behalf of immigrants, including connecting those in need of assistance to appropriate area organizations.

Desired outcome: Remain a strong Sanctuary City.

Improve Transportation Planning

Goal: Improve transportation planning and outreach to create a safer and more racially equitable community for all residents, including pedestrians, bicyclists, and vehicle occupants.

Strategy:

- Explore adopting a Vision Zero initiative; begin to examine potential components such as education/outreach, policy changes, and infrastructure improvements.

Desired Outcome: Improved traffic safety resulting in eliminating serious vehicle, pedestrian, and bike collisions; improved comprehensive transportation planning throughout the City with a data-driven approach that takes into consideration impacts throughout the City; racially equitable transportation system and outcomes.

Racial Equity

Goal: Further efforts related to racial equity.

Strategy:

- Develop strategy to address racial equity issues, including how we organize, institutionalize, and operationalize the racial equity framework; explore possible task force on racial equity.
- Continue to provide racial equity training to members of Council-appointed committees and other residents; seek grant funding for training.
- Conduct racial equity survey among City staff members.

Desired outcome: Progress toward a more racially equitable community and government.

Major Projects, Initiatives, and Ongoing Activities

- Advocacy for City residents with respect to MCPS site-selection and Piney Branch facility study and pool.
- Sidewalks – retrofit existing sidewalks to meet ADA requirements; sidewalk design improvements.
- Public Land and Open Space Management Plan – development of plan and implementation of agreed upon recommendations.
- Cultural Plan – implementation of recommendations in approved 2018 Plan.

City Council Priorities

2) Fiscally Sustainable Government

Increase Funding from Montgomery County and State

Goal: Increase funding from Montgomery County and State to address tax duplication and other City needs.

Strategy:

- Increase Councilmember advocacy and lobbying activities; improve coordination of efforts between staff and Councilmembers.
- Partner with other Montgomery County municipalities to pressure County and General Assembly.
- Acquire grant funding to help offset costs for library renovations.

Desired outcome: Increased funding from County and State to address tax duplication and other City needs.

Address Changes to Federal Tax System

Goal: Minimize adverse impacts of changes to the federal tax system.

Strategy:

- Assess implications of changes to federal tax system and consider tactics to help mitigate adverse impacts; consult with State and County elected officials about potential steps to help achieve this goal.

Desired outcome: Minimize adverse impacts of changes to the federal tax system.

Sustainable Investment and Banking Policy

Goal: Adopt sustainable investment and banking policy and practices.

Strategy:

- Identify and work with consultant to determine tolerance levels and next steps in adopting sustainable investment and banking policies and practices, taking into account the concerns raised by the Nuclear Free Committee about SunTrust Bank.

Desired outcome: Work to align the City's banking and investments with values of social responsibility.

Major Projects, Initiatives, and Ongoing Activities

- Modify budget document in accordance with GFOA standards of excellence in communicating about budget process.

3) Environmentally Sustainable Community

Lead in Community Programs/Policies for Sustainability

Goal: Prioritize actions, policies, innovations, and new opportunities that mitigate *and adapt to* the causes and effects of climate change.

Strategy:

- Accelerate program and policy efforts for more efficient energy use, with priority on largest contributing factors, such as residential and commercial buildings, and where the largest gains can be made with City action.
- Increase use of renewable energy (especially solar) throughout the City; offer bulk buy of solar and/or wind power to residents; consider incentives for multifamily buildings and new buildings; continue efforts related to electric vehicle use.
- Consider draft Strategic Plan related to housing and economic development and adopt strategies to promote and ensure sustainable development.
- Consider ways to address increased stormwater in the City and its impacts, particularly stormwater on private properties.

Desired outcome: Improved energy efficiency City-wide; increasingly sustainable City operations and building; increased use of renewables and offsets.

Tree Canopy Preservation

Goal: Protect, plan for, and improve Takoma Park's natural resources including urban forest health and water quality, and continue to be a leader in community sustainability programs and policies.

Strategy:

- Establish tree canopy goals and support the maintenance and growth of the urban forest through programs and education; identify opportunities for tree retention, maintenance and growth.
- Review tree ordinance with tree canopy goals to ensure changes to the tree ordinance advance and do not adversely impact tree canopy goals.

Desired outcome: Greater maintenance of mature trees; more plantings on City and private property.

Major Projects, Initiatives, and Ongoing Activities

- Enforcement, education, and outreach related to City codes – polystyrene ban; Safe Grow; multifamily and business recycling; plastic bag ban; snow clearing.
- Update Sustainable Energy Action Plan for more accelerated actions and continue plan implementation
- Flower Avenue Green Street.
- Implement additional Sustainable Maryland Certified goals.
- Continue to implement Council authorized Smart Energy Community Goals for energy reduction and green power.
- Implement stormwater management projects to meet State and Federal mandates for 2017 and 2025
- Review stormwater management fee structure; review Equivalent Residential Unit (ERU) calculation based on impervious surface; consider incentives for stormwater improvements on private property.

4) Engaged, Responsive, & Service Oriented Government

Identify Policing Priorities

Goal: Identify policing priorities and explore options for enhanced police/community relations.

Strategy:

- In addition to community survey, hold community meetings and conversations to learn more about perceptions of police relations with the public. Develop and implement steps that the Police Department can take to improve community relations, including considering options for greater civilian input in policing policies.

Desired outcome: Improve relationships between the police department and community measured by resident survey responses and through other means.

Strategy:

- Develop and implement plan of action to enter into mutual aid agreements.

Desired outcome: Mutual aid agreements in place with District of Columbia and Prince George's County to enhance coordination among police departments.

Improve Communications With Residents

Goal: Explore alternative approaches to enhance public engagement and two-way communication.

Strategy:

- Regularly update project directory, staff and Councilmember blogs on City website, promote My TkPk application.
- Explore ways in addition to Newsletter to get information to a broader array of residents; increase in non-English communications.
- Consider new ways, in City Council meetings and in other settings, of engaging in two-way communication with residents, especially those who are traditionally less likely to participate in governmental affairs, as well as policymakers in Rockville, Annapolis, Washington DC, and Prince George's County; develop outreach on City programs including property tax assistance and others.

Desired outcome: Information about issues and programs more easily accessible for all residents.

Strategy:

- Improve notification and communication systems for utility and other work in the right-of-way, including work by City contractors and staff, and explore, at the local level and with State and County officials, development of accountability measures to address deficient notification and to strengthen monitoring of utility and contractor work.

Desired outcome: Better communication with residents about utility and other work that may impact them.

Improve Tree Ordinance and Utility Policies and Processes

Goal: Improve policies and processes related to the tree ordinance; traffic calming; sidewalk requests, repair and maintenance; and residential/commercial boundary conflicts.

Strategy:

- Review existing tree ordinance, and develop and implement improvements.

Desired outcome: More user-friendly and easy to understand tree ordinance.

Strategy:

- Consider existing traffic calming policies and processes, develop and implement recommendations for improvements.

City Council Priorities

Desired outcome: Improved and more equitable policy and processes related to traffic calming.

Strategy:

- Consider existing policies and processes related to sidewalk requests, repair, and maintenance, develop and implement recommendations for improvements.

Desired outcome: Improved and more equitable policy and processes related to sidewalk requests, maintenance and repair.

Strategy:

- Consider existing issues and code enforcement strategies related to the intersection of commercial and residential areas; develop and implement recommendations for improvements.

Desired outcome: Improved policy and processes related to residential/commercial boundary conflicts.

Goal: Improve and formalize systems for Council-appointed committees and external committees on which Councilmembers serve (e.g. MWCOG).

Strategy:

- Review existing structure, appointment processes, and practices for Council-appointed committees, and make changes to increase efficiency and effectiveness and attract new members; explore innovative ways to engage residents who tend to be harder to reach.

Desired outcome: Diverse, engaged, productive, and rewarding committee membership.

Strategy:

- Develop a formal plan and procedures for how Council works with and represents the City on outside committees and communicates back to the full Council.

Desired outcome: Better understanding of individual Councilmember's roles; improved communication amongst Council.

Major Projects, Initiatives, and Ongoing Activities

- Continue to implement changes within the Police Department consistent with Council's July 2017 resolution.
- Police Department renovation – finalize design and begin construction.
- Continue to serve as liaison between utility companies and community to improve communication and understand of project impacts.
- Planning for moving City elections to coincide with state and federal elections.

5) Community Development for an Improved & Equitable Quality of Life

Plan and Prepare for Development

Goal: Plan and prepare for development in the City and region while maintaining the special character and diversity of Takoma Park.

Strategy:

- Consider Strategic Plan related to housing and economic development and adopt strategies to address housing and economic development challenges and opportunities; develop implementation plans.

Desired outcome: Implementation plans developed and adopted to plan and prepare for development and maintain the special character and diversity of Takoma Park.

Strategy:

- Optimize and improve coordination with the Takoma/Langley Crossroads Development Authority and the Old Town Business Association to bolster their work in promoting thriving businesses and commercial districts.
- Provide direct outreach and support for local businesses, including those that are not members of local business associations.

Desired outcome: Improved coordination with business associations in order to help make them more effective; thriving local businesses.

Goal: Redevelopment of Takoma Park Recreation Center

Strategy:

- Develop a shared vision for the Recreation Center using an evidence-based approach; improve community engagement around the City's recreational needs and the future Recreation Center; facilitate the City's ownership and design of the future Recreation Center.

Desired outcome: Leverage both public and private stakeholders to accomplish the goal of developing the Recreation Center that meets the City's need for recreation services and affordable housing.

Major Projects, Initiatives, and Ongoing Activities

- Takoma Junction redevelopment.
- Purple Line preparation.

- John Nevins Andrews School – advocate for appropriate reuse of property.
- Washington-McLaughlin property.
- Library renovation and expansion, including ADA improvements.
- Economic development along New Hampshire Avenue.
- Contracts for economic development services in Old Takoma and Takoma Langley Crossroads business districts.
- Washington Adventist Hospital – advocate for campus that continues to meet the needs of the community.
- Montgomery College construction projects, including new Math and Science Building.

City of Takoma Park COVID-19 Response



Takoma Park City Council Priorities Retreat Update on COVID-19 Response Efforts

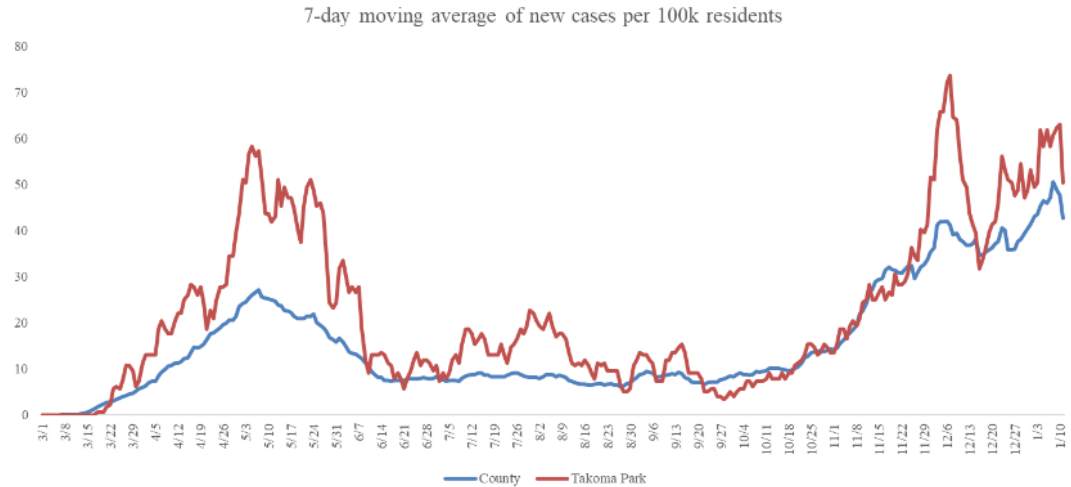
January 16, 2021

COVID-19 Response – Presentation Outline

- COVID-19 Dashboard
- COVID-19 Testing & Vaccinations
- COVID-19 Response by Department
 - 2020 Achievements & 2021 Next Steps
- COVID-19 Relief Fund
- Federal & County Reimbursements

COVID-19 Response - Cases in Takoma Park

- As shown on the [COVID-19 Dashboard](#), the 7-day moving average of cases in Takoma Park per 100,000 residents remains higher than the Montgomery County average
- December cases ended at 285, the highest of any month since the start of the pandemic



COVID-19 Response - Testing Availability

- Indoor testing is provided on Wednesdays and Saturdays at the Takoma Park Recreation Center
- More than 3,415 people have been tested since the Oct. 14 Council update



COVID-19 Response – Staff Impact

- Estimated 28 exposures with 8 positive test results
- Work from Home vs. In-Person Work
 - Police Front Line, Dispatch, and Public Works have been continuously in person since the beginning of the pandemic
 - Finance has maintained partial in-person continuously due to required functions
 - CM, DCM, Housing Manager, partial Library staff also in person
 - Remaining staff generally working remotely with some in-person days as required



COVID-19 Response - Vaccinations

- This week, 29 out of 58 public safety personnel received the first dose of the Moderna vaccine from Montgomery County
- Next week, we will be working with Department heads to group employees into priority tiers based on risk of exposure and readiness
- No clear sense of timeline for distribution yet



COVID-19 Response – Presentation Outline

- COVID-19 Dashboard
- COVID-19 Testing & Vaccinations
- COVID-19 Response by Department
 - ▷ 2020 Achievements & 2021 Next Steps
- COVID-19 Relief Fund
- Federal & County Reimbursements

COVID-19 Response - Police

2020 COVID-19 Response

- Community Messaging on Police COVID-19 Response, Safety Practices, and Phone Reporting
- Consistent Staff messaging related to the pandemic and well being
 - ▷ Essential and Nonessential Employees Designations
 - ▷ Creation of a Comprehensive 48-page Resource Guide for Employees on COVID-19 procedures & Teleworking Guide
 - ▷ Dissemination of Health Dept. Regulations & MDSP COVID Hotline for Law Enforcement
- Command Staff Rotations for greater oversight
 - ▷ Implementation of the Watch Commander Report documenting items that impacted operations

Next Steps in 2021

- Public safety personnel priority vaccines distribution & messaging

COVID-19 Response – Public Works

2020 COVID-19 Response

- 32 of the current 33 Public Works employees are working on site, 1 is teleworking
- All staff provided PPE including masks, gloves and hand sanitizer
- Crew size, staff assignments and vehicle assignments adjusted for safe work spaces
 - No interruption of essential services.
 - Usual hire of seasonal workers was reduced for safety; this has slowed certain maintenance activity
- Cleaning protocols reviewed & adjusted: fogging machines, hand sanitizing dispensers, high disinfection standard in heavy use areas
 - Installation of door signs, stanchions, no touch door openers, and other changes for safer work spaces
- Air handling systems of all City facilities have been supplemented with plasma air units
 - Air quality in City facilities meets or exceeds the County's guidelines
 - All HVAC equipment has been serviced, filters changed, units replaced

COVID-19 Response – Information Technology

2020 COVID-19 Response

- Procured and set up remote workforce equipment.
- Configured the City's VPN to accommodate the remote workforce.
- Repurposed the IT Department's remote management system to allow access work computers at home.
- Managed the City's legacy phone system to help staff re-route office calls.
- Set up Zoom and Google Meet for virtual meetings and webinars.
- Purchased and configured the City's DocuSign E-Signature platform.
- Handled significant increase in technology support requests.

Equipment	Count
Laptops	47
Monitors	9
Printers	5
Scanners	3
Webcams	11

Next Steps in 2021

- Replace the City's legacy phone system with a unified communications system

COVID-19 Response – Human Resources

2020 COVID-19 Response

- Initiation of remote work, with IT-specific direction regarding remote technology
- Continuation of updates to remote work policies and procedures Citywide
- Initiation of emergency hazard pay and administrative leave
 - ▷ Updates to payroll systems
- Policy decisions of when to test or quarantine exposed employees
- Tracking of exposures and positive tests

Next Steps in 2021

- Continued policy discussions about vaccines administration

COVID-19 Response – Recreation



2020 COVID-19 Response

- Adjusted in-person classes to virtual classes, ~20 per week in brand new “Virtual Community Center” for easy registration
- Replaced traditional summer camps with REConnect, virtual program that gives participants activity bags for at-home projects
- Organized a “Phone a Neighbor” program for seniors pairing volunteers with seniors in isolation
- Provided refunds for Recreation program participants which greatly impacted revenue for classes, camps, and aftercare

Next Steps in 2021

- Recreation staff are planning to offer in-person camps starting this summer as well as before and aftercare services for students. Current plans assume that physical distancing will still be in place requiring a reduced participant to staff ratio.
 - Part-time staff needed. Library construction may limit available space.

COVID-19 Response - Library

2020 COVID-19 Response

- Books to Go: Implementation July, 2020
- Zoom programs: Community Circle Time, Spanish Circle Time, Kati-Knows-Storytime (Youtube), Comics Jam, Sketch Club, ESL Book Club
- Craft bags for kids (giveaway)
- Yoga at TP Recreation Center
- SummerQuest/WinterQuest

Next Steps in 2021

- Books to Go expanded hours
- Planned book delivery – Books-to-You
- New Computer Q&A with Phil Shapiro
- Library renovation prep: weeding collections, exploring moving & storage options

COVID-19 Response - Finance

2020 COVID-19 Response

- Adjusted in-person financial payment to remote on-line and phone services.
- Provided assistance to departments during transition to remote work
- Processed refunds for Recreation program participants
- Issued checks for COVID-19 Emergency Assistance Programs
- Tracking quarterly program expenditures for the COVID-19 Fund
- Assist Emergency Manager in tracking CARES & FEMA reimbursements

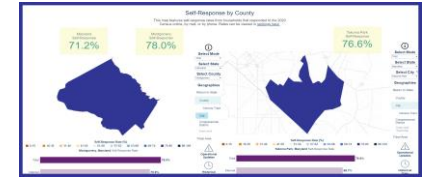
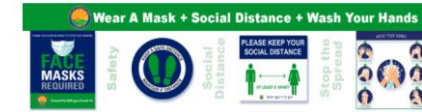
Accounts Payable Checks	Count
Recreation Refunds	177
Small Business Mini Grant	87
Emergency Assistance	40

Next Steps in 2021

- Current plans to resume in-person financial support with physical distancing in small office space

COVID-19 Response – Communications

INFORMATION AND RESOURCES: COVID-19 RESPONSE



2020 COVID-19 Response

- Completely virtual within a week of health emergency
- Created COVID-19 Information & Resource Page: established trusted source list of resources & programs from City, CDC, MoCo DHHS, and MD State
- Adjusted in-person Census Parties to material drop-offs at multi-family units & held Census events at outdoor markets
- Mail-in Voting: Created materials to support mail-in ballots, new voting webpages & online and printed communications
- Redesigned My TKPK online interface for desktop and mobile app

Next Steps in 2021

- Vaccines Messaging Roll-out





COVID-19 Response – Economic Development Division

2020 COVID-19 Response Highlights

- Citywide Small Business Mini-Grant Program resulting in direct financial assistance to 92 businesses and outreach to 556 businesses.
- Healthy Business Initiative provided:
 - 50 grants for safer operations and financial assistance for PPE, operations adjustment, and testing
 - 12 public hand sanitizing dispensers
 - 2 business recovery cleanings with 2-4 more requests for financial assistance with recovery cleaning this month.
 - 1100 public health signs to 370 retail and service businesses with high levels of public contact
 - 8 Cleaning stations installed inside of businesses to address cleaning supply needs and shortages, 1 additional installation request for a daycare reopening.
- Ongoing participation in the Montgomery County Small Business Re-opening work group
- Workforce Development partnership with Upwardly Global and a dedicated Takoma Park service link with WorkSource Montgomery.



COVID-19 Response – Economic Development Division

Next Steps in 2021

- Increased transmission and infection will require continued outreach for Recovery Cleaning support. We have had 4 businesses temporarily close due to employees with positive COVID-19 tests in just the the last 2 weeks. By contrast, there was a total of 4 in 2020 (1 permanently).
- Preparing for additional outdoor business operations in the Spring and working with Montgomery County for additional funding in this area.
- Continued outreach for Round 2 of State and County resources such as PPP and Shuttered Venue grants.
- Focused technical assistance on new and growing entrepreneurs to strengthen the small business ecosystem of Takoma Park.
- Outreach to identify unmet financial needs and assistance.
- Hire a new Economic Development Intern.
- Identify new workforce development partners and job training programs to assist with the increased unemployment in the City.

COVID-19 Response - Housing



Coordinated Response

- ▷ District Court scale back
- ▷ Neighborhood Services; Montgomery County Agencies; Non-profit organizations
- ▷ Assistance with Utility Payments
- ▷ Emergency Rental Assistance and Rental Assistance Payments
- ▷ Assistance to Condominiums Communities
- ▷ Personal Protective Equipment

Housing Stabilization Strategy

- ▷ Tenants
 - ▷ Evictions
 - ▷ Lease Violations
- ▷ Homeowners
 - ▷ Single-Family
 - ▷ Common-ownership
 - ▷ Small business owners
- ▷ Food Insecurity
- ▷ Taxes (county and city)
- ▷ VITA (volunteer income tax assistance)

COVID-19 Response – Presentation Outline

- COVID-19 Dashboard
- COVID-19 Testing & Vaccinations
- COVID-19 Response by Department
 - 2020 Achievements & 2021 Next Steps
- COVID-19 Relief Fund
- Federal & County Reimbursements

COVID-19 Response – COVID-19 Fund

Covid-19 Emergency Assistance Fund 0001-9000-70011

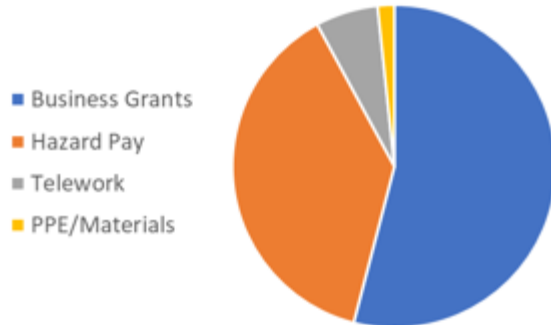
Spending Category	FY21 Original Budget Amount	FY20 Budget Carry Over	FY21 Total	FY21 1st Qtr Expenditure s	FY21 2nd Qtr Expenditure s	FY21 Budget Remaining
Economic Dev-Small Business -Mini Grants	15,000.00	73,500.00	88,500.00	(46,900.00)		41,600.00
Economic Dev-Healthy Business Program	50,000.00		50,000.00	(51,286.32)	(10,780.00)	(12,066.32)
Economic Dev-Small Business Technical Assistance	50,000.00		50,000.00		(9,950.00)	40,050.00
Economic Dev-Emergency Financial Assistance	50,000.00	10,000.00	60,000.00		(591.60)	59,408.40
Economic Dev-Workforce Development	25,000.00		25,000.00			25,000.00
Housing Comm-Assistance to Homeowners	50,000.00		50,000.00			50,000.00
Housing Comm-Assistance with Personal Protective Equipment	50,000.00		50,000.00			50,000.00
Housing Comm-Rental Assistance Program	150,000.00		150,000.00	(3,501.92)	(7,716.35)	138,781.73
Housing Comm-Assistance to Condo/HOA		30,000.00	30,000.00		(9,300.00)	20,700.00
Housing Comm-Contingent and Emergency Use		25,000.00	25,000.00			25,000.00
	\$440,000.00	138,500.00	578,500.00	(101,688.24)	(38,337.95)	438,473.81

COVID-19 Response – CARES & FEMA Reimbursements

- We are expecting a check from Montgomery County of \$387,999.
- At this time, no additional CARES funding is available for municipal reimbursements
- We continue to submit reimbursements to FEMA.

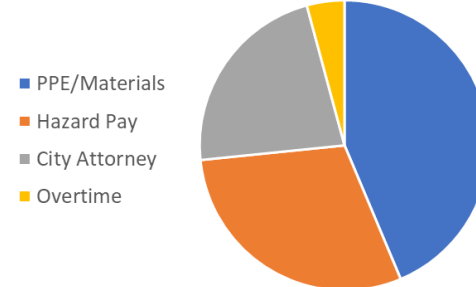
CARES	
Total Submitted	\$ 387,999
Total Expected	\$ 387,999

Total CARES \$\$ Submitted



FEMA	
Total Submitted	\$ 121,477
Total Expected	\$ 63,187

Total FEMA \$\$ Submitted



COVID-19 Response



Council Priorities Retreat

COVID-19 Response and Plans

FY21 COVID Response – Recreation

- Adjusted classes to virtual classes, offering approx. 20 free classes a week. To highlight the new virtual offerings, the Department created a “Virtual Community Center” that allowed residents to easily view and register for classes and programs.
- In an effort to have residents stay active, the department created a Recreation Approved Resources (RAR) page on the City website. The page includes virtual tours, fun games, and other exciting activities from various websites that can be easily done at home.
- Purchased PPE for Staff - cloth masks, hand sanitizer, disinfectant wipes, hand-held electrostatic foggers (4).
- Coordinated a Graduation Drive for Takoma Park HS Seniors - The route had participants travel through each ward. Graduates decorated their car(s) and drove around town, residents cheered as they drove by.
- Replaced the traditional Summer Camp program with REConnect. The virtual program provided participants an activity bag full of at home activities with Recreation staff leading daily projects and activities. The popular program was also offered in the Fall.
- Organized a “Phone a Neighbor” program for Seniors. The program paired volunteer families with Takoma park seniors that were experiencing isolation during the pandemic.
- Provided refunds for Recreation program participants. Refunds greatly impacted department revenue for classes, camps and aftercare.
- The Department offered over 10 in-person Fall classes. All classes were outdoors and maxed out at 8 participants to ensure proper social distancing.
- Revamped Halloween offerings so that residents could have fun while meeting social distance requirements.
 - 2 virtual events (magic show and storytelling)
 - Chalk & Walk - walking along Sligo Creek, Chalk Riot made templates for participants to color in, chalk for kids to free hand draw
 - Halloween Walk-Thru - 7 different locations, volunteers set up tables along with the Rec Dept and gave out candy bags to those that came by
- Partnered with the County Health Department to provide free COVID testing at the Takoma Park Recreation Center on New Hampshire Avenue.

FY22 COVID Response – Recreation

- Camps - Recreation staff are planning to offer in-person camps this summer. We also anticipate physical distance requirements will still be in place which would cap the number of participants and reduce our staff to participant ratio to 1 staff to 8 participants (previously 1-15 ratio). Further challenges which may reduce the number of camp participants will be the actual number of rooms/spaces available due to Library relocation and construction, and the availability of MCPS facilities for community use. Part-time staff will be needed to serve residents needing camps.
- Childcare - The Department is anticipating schools to reopen the upcoming school year thus increasing the need for childcare for Takoma Park residents. Our plan is to offer in-person before and aftercare services for Takoma Park and Piney Branch Elementary School families at both the Community Center and Recreation Center. We also anticipate physical distance requirements will still be in place which would cap the number of participants and reduce our staff to participant ratio to 1 staff to 8 participants (previously 1-15 ratio). Further challenges which may reduce the number of child care participants will be the actual number of rooms/spaces available due to Library relocation and construction. Part-time staff will be needed to serve residents that need child care.
- In-Person indoor classes will resume this coming fall. Classes will provide much needed socialization and stress relief from this past year's pandemic for all ages.
- Fall Drop-In Programs - with the additional space needed for aftercare programs and library renovation, typical drop-in locations may be repurposed (Game Room) and or max out at a smaller number (Teen Lounge).
- Recreation will reinstate program fees and generate revenue in FY22. However, we anticipate an increased need for fee scholarships and fee waivers for City residents. Staff is working to make the application process and criteria easier for residents to apply and participate in programs. Revenue projections are expected to be lower than previous years as we anticipate the continuation of physical distancing requirements along with room/facility capacity limitations.

Public Works Department – COVID 19 Response & Impacts

- 32 of the current 33 Public Works employees are working on site, 1 is teleworking
- The Department has provided PPE including masks, gloves and hand sanitizer.
- Adjustments have been made to reduce crew size, staff assignments and vehicle assignments to maintain safe work spaces and provide essential services
- The usual hire of seasonal workers was reduced to maintain safe working conditions; this has slowed certain maintenance activity
- Cleaning protocols for the buildings were reviewed and adjusted to ensure safe workspaces; this included use of fogging machines to apply anti-viral fogging agents to high use spaces; installation of hand sanitizing dispensers in every building and on every floor; changes in disinfection process to ensure high touch areas are frequently cleaned. The reduction in the number of staff in the building has made these changes possible with existing staff. Once the building re-opens the City may need to consider additional cleaning staff to maintain clean and safe spaces
- Installation of equipment and changes made to city facilities to promote and ensure safe work space, including door signs, stanchions that provide one-way traffic in higher flow area, replacement of many door handles with no touch door openers,
- The air handling systems of all City facilities have been reviewed and supplemented with plasma air units to ensure that the air quality in City facilities meets or exceed the County's guidelines. These units provide bipolar ionization which neutralizes particles, bacteria, virus cells, gases, aerosols and volatile organic chemicals in the air duct system.
- In addition, all HVAC equipment has been serviced, filters changed and several new replacement units were added.

Economic Development Updates

Recommendation: Business Attraction

Planned Activities

1. Placemaking Art projects (NEA Grant Apps for photography, sculpture garden)
2. Create Business Resource Guides
3. Facade/signage improvement grants
4. DHCD Grant application for facade improvement

Activity Update

1. Supported the Takoma Langley Archway mural selection and installation process. NEA grants were not pursued due to limited staff capacity.
2. Resource guides were created by a number of organizations. Additional marketing of existing guides began in 2020.
3. Facade/signage improvement grant will begin this year.
4. DHCD grant application for facade/signage improvement was awarded to the City.

Recommendation: Large scale outreach to business community in Takoma Langley Crossroads, New Hampshire Avenue corridor, and Flower Avenue Area Economic Development

Planned Activities

1. Business Walks
2. City-wide Business Workshops (for artists, youth, women, general topics)
3. Create a Database of Takoma Park Businesses to include city permits and processes

Activity Update

1. One Business walk was conducted to distribute COVID-19 public safety signage
2. Workshops were few in FY20. Most were online information sessions for COVID-19 recovery. A technical assistance pilot program was implemented in the first quarter of FY21. Additional workshops for targeted entrepreneurs will be piloted in FY21.
3. The Bludot database was implemented in 3rd quarter of FY20. It includes capability for interdepartmental use. Additional access for departments will be available in FY21.

Recommendation: Suspension of Inventory Tax City - Council Council Resolution Completed March 2019

Recommendation: Create Spaces to Start

Planned Activities

1. Support Vendor Markets through CDA & OTBA funding and collaboration
2. Promote Farmers' Markets via Bus Shelters
3. Support Pop-Up Galleries through CDA & OTBA

Activity Update

1. CDA Holiday Market held at the Recreation Center. Both CDA and OTBA funding to support the ongoing Takoma Street Festival, Crossroads Spring Fling, and other events that highlight entrepreneurs and small and microbusinesses.
2. Farmers' Markets the Takoma Park and Crossroads Farmer's Markets were promoted in Summer through Fall bus shelter ads created by the City Communication Manager.
3. Few pop-up galleries have been created in FY20 due to the public health emergency. Few are anticipated this year.

Recommendation: Expand knowledge of financing options

Planned Activity

1. Business training & coaching

Activity Update

1. Business training began in FY19 and continued in the first half of FY20 through local partnerships. Workshops were few in FY20. Most were online information sessions for COVID-19 recovery. A technical assistance pilot program was implemented in the first quarter of FY21. Additional workshops for targeted entrepreneurs will be piloted in FY21.

Recommendation: Business Familiarization

Planned Activities

1. Business Walks
2. Property Owners Breakfast
3. Business Brunch with the City
4. Create a Database of Takoma Park Businesses (StiR grant dependant) - Address specific database for all city permits and processes

Activity Update

1. One Business walk was conducted to distribute COVID-19 public safety signage
2. The Property Owners Breakfast is postponed due to the public health emergency. Alternative outreach is needed.
3. The Business Brunch is postponed due to the public health emergency. Alternative outreach is needed.
4. The Bludot database was implemented in 3rd quarter of FY20. It includes capability for interdepartmental use. Additional access for departments will be available in FY21.

Recommendation: Increase access to workforce training

Planned Activities

1. Partnership Development through Success Fair Pilot
2. Virtual Success Fair Follow Up

Activity Update

1. Partnership development has continued with WorkSource Montgomery and the Ethiopian Community Center. Collaboration with the Housing Division resulted in a workforce development inclusion with the Community "Quality of Life" Grant program.

The newest workforce partnership through the Community Grants program began with Upwardly Global in FY21 to assist underemployed immigrant residents. Additional partnership development for training and certification programs is ongoing.

2. The Virtual Success Fair was postponed due to limited staff capacity.

Housing Division Updates

Recommendation: Expand the scope of the Emergency Assistance Program

Planned Activities

1. Evaluate the unmet needs of city residents that support housing stabilization
2. Identify key stakeholders and coalition partners and their respective programs and services

Activity Update

1. Increased outreach to residents to determine additional needs (in-person and virtual outreach)
2. Developed stronger working relationships with Neighborhood Services, Long Branch Partners, Tess Center, DHCA, Interfaith Works, Crisis Center, Cornerstone (mental health services), Montgomery County Food Council, Emergency Assistance Coalition, Hoarding Working Group, HOC, Health and Human Services.
3. Expanded financial support for individuals and families in need.

Recommendation: Outreach, education, workshops for landlords, tenants, and real estate professionals

Planned Activity

Increase outreach through educational and information materials to key housing stakeholders

Activity Update

1. The Housing Division hosted over 20 presentations both in-person and virtually over the past year to landlord, tenants, and real estate professionals.
2. The Housing Division has also increased communication with licensed property owners through email concerning housing related resources, events, and transactional matters.

Recommendation: Modify the Home Stretch Down Payment Assistance Program

Planned Activities

1. Review existing program model and eligibility criteria to increase utilization and long-term residency.
2. Work with industry professionals gain a better understanding of programs across the state and how to support long-term affordability.

Activity Update

1. Meetings with lenders and title companies to understand industry standards for issues associated with debt to income ratios.

2. Strengthen provisions in the second note and deed to support compliance and protection for the city's interest in the property.
3. Supported the refinancing of existing mortgages within the five-year grant life cycle.

Recommendation: Provide support for homeowner associations

Planned Activities

1. Establish relationships with homeowner associations and Montgomery County's Office on Common Ownership Communities.
2. Identify issues common to the City's homeowner associations including, stability in HOA fees, management, the need for reserves to address major capital needs, and stagnant appreciation.

Activity Update

1. Outreach to management companies and board of directors
2. Working in collaboration with the Office on Common Ownership Communities
3. Working with management companies to address the need for more engaged and competent management of smaller communities.

Recommendation: Expand Accessory Dwelling Units to support housing options

Planned Activities

1. Conduct outreach to community regarding Accessory Apartments and related county legislation
2. Examine and weigh-in on final county legislation concerning Accessory Apartments and develop outreach opportunities to explain the new regulations to residents.

Activity Update

1. Developed a strong working relationship with newly developed ADU county inspection staff to ensure coordination with the city's licensing program.
2. Established a grant program to support homeowners struggling financially to complete ADUs.
3. Partnering with the County, Habitat for Humanity, and Housing Initiative Partnership (HIP) on a new home sharing program.

Joint Project Recommendations

Takoma Park Recreation Center

Planned Activities

1. Secure land transfer from Montgomery County
2. Planning Zoning/conditional use allowances
3. Earmark funding for Public Engagement Process
4. Public Engagement Process for redevelopment
5. Apply for architect and design grant funds from DHCD
6. Establish development relationships for Opportunity Zone projects
7. Draft RFP for redevelopment partner
8. Guide redevelopment process

Activity Update

1. Land transfer secured
2. Funds were earmarked for public engagement process
3. The public engagement process began in the last quarter of FY20. The process will conclude in March 2021.
4. Outreach and consultation will begin for upcoming grant applications in FY21
5. Relationship development is ongoing. The target relationships extend beyond the Opportunity Zone scope.
6. RFP drafting is likely to begin in FY22.
7. Process and guidance is ongoing

Washington Adventist Hospital Site

Planned Activities

1. Develop partnership consensus for redevelopment priorities
2. Reach out to potential owners to share redevelopment priorities
3. Zoning/conditional use allowances
4. Guide redevelopment process

Activity Update

1. Priorities were agreed to by the City Council and shared with key stakeholders at Washington Adventist University, Montgomery County Executive Office, and Montgomery County Public Schools.
2. Multiple meetings were held to further discuss redevelopment priorities and goals for potential owners.
3. The City successfully advocated to have a Minor Master Plan conducted by Montgomery County Office of Planning. The process began in FY21 and will continue in FY22.
4. Development guidance is ongoing.

Identify opportunities to expand housing production that encourages housing for varying incomes including the "missing middle"

Planned Activity

1. Work to identify property and partners that support the development of housing affordability.

Activity Update

1. Active property and partner identification began in FY20, resulting in a secured property and development partner agreeing to produce two (2) new affordable home ownership opportunities in the City. The renovation/redevelopment of the property located in Ward 2 will begin in FY21.



Sustainability and Climate Update for 2021

Recent Efforts

1. Energy efficiency monitoring and optimization projects at the Parkview, Edinburgh, and Franklin multifamily properties.

Outcomes

- The Franklin has already saved 20% with the installation of new sensors.
- An improved occupant experience with more consistent water temperatures and safer hot water temperature with reduced risk of scalding.
- Next level recommendations for each property that will result in \$800 - \$3,000 utility savings per year for each building.

2. Community Session #1 for climate action held.

Outcomes

- Understanding of the municipal role in the Montgomery County Climate Action Plan
- Clearer direction on resources and policies that will impact the City in 2021 – 2022
- Clearer direction on what strategies in the Climate Emergency Response Framework can be coordinated with the County vs handled independently by the City of Takoma Park

3. Provided library LEED score and sustainability input.

Outcomes

- Answers for questions the community is likely to ask about specific sustainability features have been gathered and can be proactively used to explain decisions.
- Improved level of energy efficiency and sustainability features in current version of plans.

4. Sustainability Grants and Rebates, EV curbside charger

- One total home make over completed, one rebate.
- First residential curbside car charger installed.

Actions for 2021

1. Establish sustainability assistance fund
2. Community Session 2 to be held first week of February, session 3 the last week of February. These will focus on the implementation options and impacts of decarbonizing existing buildings in the context of what the County will be undertaking and what the City needs to do.
3. Community engagement through survey, newsletter, and mailings.
4. Staff sustainability coordination and “hub”
5. Recommendation to City Council on specific policy in June – July 2021

Potential new budget items for FY22

- Contractor to administer benchmarking program

#TogetherTKPK



Racial Equity Initiative Update

Jessica Clarke, Deputy City Manager

January 16, 2021



Racial Equity Initiative Recent Developments

- **Deputy City Manager is a member of the new COG Chief Equity Officers Committee (previously the COG Racial Equity Work Group)**
 - Cooperative/rideable contracts for racial equity training and consulting
 - Regional training opportunities
- **Discussion with Deputy City Manager of Gaithersburg on possible collaboration**
- **GARE cohort completed the GARE “Train the Trainer” course at the end of October**
- **Created new Racial Equity Task Force made up of 8 mid-level staff members**
- **5 task force members completed the GARE Role of Government training**
- **Held first quarterly meeting of the Racial Equity Task Force**
 - Reviewed history of the Takoma Park Racial Equity initiative and member roles
 - Introduced GARE Racial Equity Toolkit concept
- **Public Administration Specialist work plan focused on disaggregating data by race & ethnicity; technical assistance for senior leadership team**



Racial Equity Initiative Recent Developments

- **Discussion with Boulder, CO Chief Equity Officer on Community Connectors program**
 - Trust-building with underrepresented communities e.g. Latinx manufacturing communities
 - Community Connectors receive \$25/hour, 6 hours per week plus \$400 stipend for childcare
 - ✓ Weekly meetings with Chief Equity Officer, sign Partnership Agreement
 - ✓ Rapid Response Racial Equity Assessments (RRREAs)
 - ✓ Design community engagement activities with City staff from the ground up
 - COVID-19 Recovery Equity Connector - \$20/hour, 3 hours per week, weekly call
- **MML Intern Matrix on Hiring a Racial Equity Officer**
- **Partnerships with anchor institutions in the area – e.g. UMD Consultancy**
- **New strategies for online engagement & Communications integration**



Council Priorities Framework

Goal: Further efforts related to racial equity.

Strategy:

- Develop strategy to address racial equity issues, including how we organize, institutionalize, and operationalize the racial equity framework; explore possible task force on racial equity.
- Continue to provide racial equity training to members of Council-appointed committees and other residents; seek grant funding for training.
- Conduct racial equity survey among City staff members.
- **Desired outcome:** Progress toward a more racially equitable community and government.



What can we do over the long-term?

Ideas from Other Cities

- Racial Equity Strategic Plan
- Racial Equity Task Force with Community Stakeholders
- Participatory Budgeting/Outcome Budgeting
- Racial equity provisions in Procurement code
- Equity Dashboards & Impact Assessments by Department
- Racial Equity Community Roundtables
- Racial Equity Brown Bag lunch series
- Racial Equity internal survey for staff



What three words best describe Takoma Park?



CITY OF TAKOMA PARK REDISTRICTING AFTER THE 2020 CENSUS

City Charter

Pursuant to Section 301(c) of the City Charter:

The City of Takoma Park shall be divided into six (6) wards for municipal voting purposes. Each ward shall be compact in form, composed of adjoining territory, and have substantially equal population. The ward boundaries shall be established by ordinance and shall be reviewed after each decennial census. The boundary descriptions of the six (6) wards shall be kept on file for public view at all times in the office of the City Clerk.

2011 Redistricting Task Force

The Council's practice has been to establish a Redistricting Task Force to develop and evaluate alternatives which are then presented as recommendations to the City Council. Changes to ward boundaries are accomplished by Council adoption of a two-reading ordinance.

The resolution adopted in 2011 to establish a Redistricting Task Force included the following resolved clause:

1. A Redistricting Task Force is established to recommend to the City Council how best to ensure that City wards are apportioned as equal in population as possible in order to ensure the principle of one-person, one-vote. The Redistricting Task Force shall apply the 2010 Takoma Park Census block data to:
 - Examine the distribution of population in the current six City wards to determine if there is an equal distribution across the wards;
 - Recommend to the City Council whether or not a redistricting plan should be implemented; and
 - Provide at least two options for changing the ward boundaries, if a redistricting plan is recommended.
2. In reviewing the distribution of population across the wards and in its recommendations for redistricting, the Task Force shall ensure that:
 - Wards shall be as nearly equal in population as is possible in order to ensure the principle of one-person, one-vote;
 - Wards are geographically contiguous and compact in form.
 - Ward boundaries recognize natural boundaries to the extent practical; and
 - No ward is gerrymandered to ensure the election or defeat of any incumbent or potential candidate.

3. In addition to the above required considerations, the Task Force should also consider commonality of social and economic interests, preservation of the cores of existing wards, geographic compactness of the wards, and respect for neighborhoods and neighborhood associations.

4. The membership of the 2011 Redistricting Task Force shall include up to nine Takoma Park residents, one member to be recommended by each member of the City Council, including the Mayor, one member recommended by the Board of Elections to represent the Board, and one at-large member.

Time Frame

The next election is scheduled for November 2022. Any changes to ward boundaries should be made well in advance to allow time to inform voters and potential candidates of any changes to ward boundaries. Staff recommends that any boundary changes be adopted by the end of 2021 but, in any case, no later than March of 2022 if they are to be effective for the November election.

Budget and Staff Capacity

Due to limited staff capacity, funds for a consultant may be needed.

Major Issues and Projects Through June 2021



Major Issues and Projects By Month Through June 2021

Report of City Manager

January 16, 2021

Major Issues and Projects Through June 2021

JANUARY and FEBRUARY



- Council Priorities Setting
- Takoma Junction Development Review
- Other Development Review
- Legislation
- Stormwater Fee System
- Staff Budget Prep

Major Issues and Projects Through June 2021

MARCH and APRIL



- Budget Preparation and Council Consideration
- Legislation
- Council Committee Discussions
- Review Library Bids
- Receive Rec Center Report

Major Issues and Projects Through June 2021

MAY and JUNE



- Approve Final Budget
- Interview Applicants and Select New City Manager
- Appoint Council Committee Members