



CITY OF TAKOMA PARK

City Manager Comments

Report for City Council Meeting of December 5, 2018

Information to Share

Coalition Opposing FCC Ruling on Cell Antennas

At Council's request, we have entered into an agreement with Best, Best, and Krieger, the law firm representing a coalition of jurisdictions and other organizations to address the challenge of the recent FCC order regarding small cell antennas in the courts, including an effort to obtain a stay. The City was also a member of a coalition represented by the same firm to file comments prior to the ruling. To date, the City has contributed a total of \$4,500 toward the efforts.

Newsletter – Assessment Article

Please note that the December Newsletter includes an article titled "Understanding Your Property Assessment Notice." The timing of the article, which provides very helpful information in Q&A format, coincides with the release of the notices, which we expect will be later this month. An article related to the development of the FY 2020 budget will be included in the January Newsletter.

Major Project Update

A chart showing the major projects that help advance the City Council's Priorities is attached. The chart provides information on the status of the project and a rough sense of the level of staff and funding resources needed for each for the next six months. Items not included on the chart with major staff impacts in the near future include leaf collection and budget preparation.

Police Department Staff Changes

Captain Tyrone Collington's last day of employment with the City of Takoma Park will be later this month, but he will be sworn in as the Town of Bladensburg Deputy Chief on December 10. A Takoma Park retirement party for him is being scheduled and we will get the word out to all.

With Captain Collington's position vacant and the police promotional testing process completed, four officers were promoted today to the position of Lieutenant. These four will each serve two months as Acting Captain until one is promoted to that position permanently. At that point there will be a Chief, Deputy Chief, two Captains and three Lieutenants as the Command staff of the Department. Congratulations to our new Lieutenants: Richard Cipperly, Kurt Gilbert, Michelle Holmes and Richard Poole!

Hiring Update

We are currently advertising and/or interviewing for a number of positions including Recreation Program Leaders, Contract CDL Driver, Police Officer, HR Intern, and Police Intern.








My Schedule







A reminder that I will be on vacation out of town December 6-15. During that time Deputy City Manager Jason Damweber is authorized to act on my behalf. I plan to be here over the winter holidays.






Major Projects Update – December 5, 2018



Project	Status	Lead Entity	Comments	Impact now thru 6/2019 Staff Time	Cost
Livable Community					
Residents Survey	Surveys being mailed this month.	City	Awaiting responses from surveys to be received and compiled by company.	-	\$
NEW: New Ave Bikeways Design	Underway	City	Grant funds of \$240,000 secured; design process underway.	●	\$
MCPS Elem School Site Selection	On hold	MCPS	MCPS reconsidering approach; undertaking school facility assessment study now.	●	-
ADA Sidewalk Retrofit	Underway	City	\$109,000 to be part of Flower Avenue Green Street work; once WSSC done on Philadelphia Avenue, \$200,000 for work along State Highways can begin.	●	\$
Public Land Mgmt Plan	Underway	City	Staff is updating data and identifying community engagement tools for next step which is expected this winter.	●	-
Parking Study	Underway	City	Staff is updating data and identifying community engagement tools for next step, which is expected next year.	●	-
New Sidewalks	Underway	City	Lincoln Avenue construction underway; Glenside Avenue construction planned for the spring.	●	\$ \$

Street Repaving	Underway	City	Base prep work is completed; paving to take place in the spring, starting with Winding Hill Way; also on list are Crescent, Holt and Linden Alley and Circle.	—	\$ \$
Cultural Plan	Scheduled for Council consideration	City	Scheduled for adoption at December 5 th Council meeting; meetings with staff departments will follow to implement across City activities.	—	—
Racial Equity	Underway	City	Have signed up again with GARE; workshops underway for Committee members and others.	👤	—
NEW: Small Cell Antennas	Ordinance being considered by Council	County and City	Council considering resolution and ordinance; work on draft regulations is needed	👤	—
Financially Sustainable Government					
Sustainable Investment and Banking Policy	Underway but delayed	City	Contacting consultant to start small group meetings with Councilmembers after the first of the year.	—	—
Modify Budget Document to earn GFOA award	Submitted to GFOA, awaiting decision	City	We will be using comments from reviewing committee to make improvements to next budget document.	👤	—
Adopt Reserves Financial Policy	COMPLETED	City		—	—
Environmentally Sustainable Community					
Sustainability efforts	Underway	City	Renewable Energy Challenge ending Dec. 31; working on assistance to multifamily properties	👤	\$

LED Conversion	Approved by Council	City/ Pepco	Pepco to begin installing lights; coordination with City staff will be necessary.		\$
Flower Ave Green Street	Preparing for spring construction start	City	Contract has been approved; there will be a meeting with the community in February; construction to start in March.		\$ \$
Stormwater Mgmt Fee Structure	In preparation	City	Evaluation of findings underway; report to Council in January with recommendations.		\$
Increase Tree Canopy	Underway	City	Updated Lidar data provided to consultant for analysis; plan to schedule community work shop to review report when complete (February)		-
<i>Engaged, Responsive and Service Oriented Government</i>					
Review/Improve Tree Ordinance	Just beginning review	City	Councilmembers approved a review process and schedule.		-
MOUs with area Police Agencies	Under review	City	Looking again at MOU with Montgomery County and trying to finalize one with DC; not likely to have one with Prince George's County.		-
Police/Comm Relations	Ongoing	City	Departmental structure has been changed; Chief's Advisory Board has been revised.		-
Communications Improvements	Ongoing; some increase in additional languages for Newsletter	City	Communications Specialist to start in mid-December; translation improvements made to social media, Newsletter and Council meeting videos.	-	-

Improve Notification re SHA / Utility Work	Have established mtgs with SHA and utilities	City	Have updated information on the project pages for the utilities projects		-
Improve Process requesting Sidewalks and Traffic Calming	Awaiting direction from Council	City	Council may wish to direct a reformatted Safe Roadways Committee to take lead.	-	-
Improve Process for Dealing with Res/Comm Boundary Conflicts	Being done on a case by case basis	City	Fewer complaints have been received	-	-
Police Dept Renovation	Construction drawings in preparation	City	Closing in of Atrium and reconfiguration of communications and nearby offices likely to begin before Library project starts.		\$ \$
IT Switches/ Next Gen Firewall	Work underway at Heffner, PW and Rec Ctr	City	Next Gen Firewall improvements will take place this fiscal year once work on switches is complete.		\$
Planning for Changed Date of City Elections	Work beginning again	City/County	Will meet with County officials in January.		-
Community Development for an Improved and Equitable Quality of Life					
Takoma Junction Intersection Improvements	SHA has begun the project	SHA	SHA to identify next steps in process in January.		-
Takoma Junction Dev Project	Beginning County review process	City/NDC	NDC preparing information for submittal to County review process		-

Purple Line Preparation	Construction hasn't directly affected Takoma Park yet	State/Purple Line Partners/City	While the project is a State one, City staff and Councilmembers have been monitoring progress and working to provide protections to businesses when construction begins to affect them.		—
JNA Property – Advocate for Appropriate Reuse	Property owners looking for new purchaser	Property owner/City	Where we can, staff and Council is advocating for appropriate reuse; A discussion with the community was held.	—	—
Washington-McLaughlin Property – Protect Dorothy's Woods	COMPLETED	City	Dorothy's Woods purchase was finalized; thank you notes for donations have been sent.	—	—
Library Renovation/ Expansion Project	Flood study completed	City	Recommendation is to build library with a higher floor but same planned footprint; architect will provide some recommendations on changes to interior space.		\$ \$
Econ Dev Initiatives	Awaiting Council action on Draft Strategic Plan	City	Interviews underway with Economic Development Manager candidates.		—
Housing Initiatives	Awaiting Council action on draft Strategic Plan	City	Council to discuss and move to adopting policies and implementation steps this winter.		—
Redev of NH Ave Rec Center	Land transfer process underway	City	Information should be coming to Council soon about schedule for land transfer activities.		—

Wash Adventist Hospital	Working to identify appropriate site reuse	WAH/City	Staff has been coordinating meetings between WAH and MCPS officials to consider use of site for new elementary school.		—
Ethan Allen Streetscape	Construction nearly complete	City	Punch list items are all that is left to do.	—	—
Montgomery College Projects; Math Science Bldg	Council considering resolution	Montgomery College	Mandatory Referral process to begin soon.		—



little or no impact



staff resources required



significant staff resources required



some financial costs involved



significant financial costs involved