

**CITY OF TAKOMA PARK, MARYLAND
CLOSED SESSION, PRESENTATION, REGULAR MEETING AND WORK SESSION
OF THE CITY COUNCIL**

**Wednesday, January 27, 2016 – 7:30 PM
Auditorium
Takoma Park Community Center – Sam Abbott Citizens' Center**

AGENDA[#]

CALL TO ORDER/ROLL CALL

Mayor Stewart
Councilmember Kovar, Councilmember Seamens, Councilmember Male,
Councilmember Smith, Councilmember Qureshi, Councilmember Schultz

6:30 PM

VOTE TO CONVENE IN CLOSED SESSION

The City Council is scheduled to vote to go into closed session to consult with legal counsel regarding the Washington-McLaughlin property. The session will be closed pursuant to Annotated Code of Maryland, General Provisions Article, §3-305(b)(7). After the closed session, the Council will reconvene for its public meeting.

7:30 PM

PRELIMINARY MATTERS

- i. Additional Agenda Items/Agenda Scheduling Update
- ii. Public Comments on Voting Items
- iii. Other Public Comments
- iv. For the Record
- v. Council Comments
- vi. City Manager Comments
- vii. Legislative Update
- viii. Adoption of Minutes

*8:00 PM**

PRESENTATION

- 1. Briefing and Discussion - Relocation of Washington Adventist Hospital (Erik Wangsness, President of WAH)**

8:45 PM

REGULAR MEETING (VOTING ITEMS)

2. First Reading Ordinance Authorizing FY 2016 Budget Amendment No. 2

3. Resolution Authorizing the Architect to Proceed with the Library Design

4. Consent Agenda

Items on the Consent Agenda will be voted on as one motion without discussion unless a Councilmember requests removal of an item for individual discussion and consideration.

A. Resolution Closing Anne Street for the Crossroads Farmers Market

B. Resolution Naming Bruce R. Williams to as the Representative of the City of Takoma Park on Chesapeake Bay Matters

C. Resolution Providing for an Appointment to the Board of Elections

WORK SESSION

9:00 PM

5. Safe Roadways Committee Annual Report and Bikeshare Recommendations

9:15 PM

6. City Manager's Quarterly Report

9:30 PM

ADJOURN

**All times are estimated. #Revised since posting to remove tentative committee appointments.*

ADA Compliance Notice

The City of Takoma Park is committed to ensuring that individuals with disabilities are able to fully participate in public meetings. Anyone planning to attend a City of Takoma Park public meeting or public hearing, and who wishes to receive auxiliary aids, services, or accommodations is invited to contact Emily Cohen at EmilyC@takomaparkmd.gov or 301-891-7266 at least 48 hours in advance.

Presentation

Agenda Item #	1
Meeting Date	January 27, 2016
Prepared By	Jessie Carpenter City Clerk
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Briefing and Discussion - Relocation of Washington Adventist Hospital (Erik Wangsness, President of WAH)
Background	Washington Adventist Hospital has been granted a Certificate of Need from the Maryland Health Care Commission to relocate its acute care facility to White Oak. Erik Wangsness will be at the City Council meeting to provide an update on plans for the relocation and the Takoma Park campus.
Policy	The Council is interested in matters affecting the health and wellbeing of the Takoma Park community and of the economic health of Takoma Park.
Fiscal Impact	N/A
Attachments	None
Recommendation	N/A
Special Consideration	

Regular Meeting

Agenda Item #	2
Meeting Date	January 27, 2016
Prepared By	Suzanne Ludlow City Manager

Discussion Item	First Reading Ordinance Adopting FY 2016 Budget Amendment No. 2
Background	<p>The Fiscal Year (FY) 2016 budget was adopted by the City Council on May 18, 2015 and amended on July 27, 2015. Since that date, certain events have transpired that require modification of the budget.</p> <p><u>General Fund-Transfers</u></p> <p>The City has a Street Improvement Reserve into which WSSC contributes funds for future street repaving for the damage to roadways caused by doing utility work. Funds in the amount of \$129,339 need to be transferred from this reserve into the Public Works street improvement account for street repaving planned for this year.</p> <p><u>General Fund-Revenues</u></p> <p>The City received \$36,525 from the repayment of a lien on the property of 36 Philadelphia Avenue, which was imposed to cover the cost of demolishing a structure on the property in a prior year that had been paid from Housing and Community Development funds.</p> <p><u>General Fund-Expenditures</u></p> <p><u>Carry Overs</u></p> <p>The City has a number of purchases or projects that were included in the FY 2015 General Fund budget but were not able to be completed before the end of the fiscal year. These items and the amounts that need to be carried over are:</p> <ul style="list-style-type: none"> • Funds for renovation of the Colby Playground (\$128,157 in Program Open Space Funds and \$42,719 in City matching funds) • Funds for the completion of the Holton Crossroads Green Space project (\$3,200) • Funds for additional expenses involved in enabling the Ethan Allen streetlights to use LED fixtures (\$60,000 from Neighborhood Commercial Center Improvements) and other design and engineering expenses for the Ethan Allen Streetscape Project (\$35,200) • Purchase of benches for Anne Street, the delivery of which had been delayed (\$4,310) <p><u>Personnel Matters</u></p> <p>The City has several personnel account lines to augment, including the amounts given to employees when they reach their employment anniversaries every five years. As part of the discussions related to the City's collective bargaining</p>

agreements, the amount paid at these times as a bonus is being increased. (\$18,450 in the General Fund and \$1,350 in the Speed Camera Fund)

Funds are needed to pay interns in the Police Department who originally volunteered to work, but the work they are doing requires payment. (\$18,000)

The Human Resources office workload has been heavy this year, during implementation of new time and attendance software and financial system software. Complicating this was the resignation of the City's HR Generalist who, to help with the software transition, continued to work for the City off-site while the new HR Generalist was hired and trained. For this reason, both the salary (\$12,000) and overtime (\$5,000) accounts for the Human Resources division need to be increased.

The overtime budget for the Lifelong Takoma Program needs to be increased by \$10,000 to accommodate unanticipated work needed to prepare for Lifelong Takoma Day and the Snow Angels program.

Other Items

Interior space improvements to the Human Resources and Housing and Community Development areas are desired to provide a confidential work space for the HR Generalist and to reorganize work spaces for Housing and Community Development staff. It is desired to use the funds from the lien repayment for this work.

The City wishes to provide a supplement of \$5,500 to a large 21st Century Grant for a pilot afterschool program at the Essex House. The supplement would pay for the program to provide services on Fridays; the large grant pays for the Monday through Thursday program.

The City wishes to provide a supplement of \$1,500 to the Independence Day Committee, reflecting an increase in the cost of fireworks.

It is desired to increase the budget for a police/community relations consultant to \$40,000 from the originally-budgeted \$10,000. Excess expected revenue from parking fines should cover the increase.

The Police Department needs to replace two police vehicles that were totaled in accidents. Insurance payments of \$34,469 need to be augmented by \$27,413 from the Equipment Replacement Reserve to replace the vehicles.

Special Revenue Fund-Revenues

The revenue accounts in the Special Revenue Fund need to be adjusted to:

- Reflect the receipt of a Maryland Bikeways Program grant of \$100,000
- Reflect the receipt of a Takoma Foundation grant of \$2,000 for the Lifelong Takoma's Snow Angels and related programs
- Reflect the receipt of a Maryland Energy Grant of \$35,000
- Reflect the carryover from FY 2015 of \$128,157 in Program Open Space funds for the Colby Playground project.

	<p><u>Special Revenue Fund-Expenditures</u></p> <p>The expenditure accounts in the Special Revenue Fund need to be adjusted to reflect funds for:</p> <ul style="list-style-type: none"> • The use of \$100,000 in funds for the Maryland Bikeways Program • The use of \$2,000 in Takoma Foundation grant funds for the Lifelong Takoma Snow Angels and related programs • The use of \$35,000 in Maryland Energy Grant funds • The use of \$128,157 in Program Open Space funds for the Colby Playground project. • The use of \$5,000 in funds for the purchase and installation of video equipment in the Council Conference Room to allow for use of the space during emergencies and to provide conferencing capabilities. Funds for this purchase would come from the cable capital grant. <p><u>Speed Camera Fund-Expenditures</u></p> <p>The Employee Awards and Recognition account needs to be increased by \$1,350 for a tenure award for staff whose salary is paid by from the Speed Camera Fund.</p>
Policy	The Council approves the budget of the City of Takoma Park. The Code of the City of Takoma Park requires budget amendments to be approved by a two-reading ordinance.
Fiscal Impact	<p>General Fund expenditures would increase by \$273,392. Of this, funds in the amount of \$145,429 are carried over from FY 2015 and \$27,413 is from the Equipment Replacement Reserve.</p> <p>Revenues for the Special Revenue Fund would increase by \$265,157. Expenditures for the Special Revenue Fund would increase by \$270,157.</p> <p>Speed Camera Fund expenditures would increase by \$1,350.</p>
Attachments	Proposed FY 2016 Budget Amendment Ordinance No. 2.
Recommendation	Staff recommends that the City Council approve the proposed ordinance at first reading.
Special Consideration	

CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2015-

FY 2016 BUDGET AMENDMENT NO. 2

- WHEREAS, the Fiscal Year (FY) 2016 budget was adopted by the City Council on May 18, 2015 and amended on July 27, 2015; and
- WHEREAS, since this date, certain events have transpired that require modification to the FY 2016 budget; and
- WHEREAS, the City has received grants that need to be recorded, including a Maryland Bikeways Grant of \$100,000, a Snow Angels Grant of \$2,000; and a Maryland Energy Grant of \$35,000 and
- WHEREAS, the City received a payment of \$36,525 from a lien related to the demolition of a structure at 36 Philadelphia Avenue; and
- WHEREAS, it is desired that the funds from the lien repayment be used for interior space modifications in the Human Resources and Housing and Community Development area of the Community Center; and
- WHEREAS, the City will provide a supplement of \$5,500 to a large 21st Century Grant for an afterschool program at the Essex House contribute funds; and
- WHEREAS, the City will provide a supplement of \$1,500 to the grant to the Independence Day Committee for the increased cost of fireworks; and
- WHEREAS, the budget for Employee Recognition tenure awards needs to be increased by \$19,800 to reflect a change complementing provisions of the City's collective bargaining agreements; and
- WHEREAS, the budget for the Human Resources Division needs to be increased by \$17,000 reflecting expenses related to a staffing transition and the implementation of new software systems; and
- WHEREAS, the budget for the Police Department needs to be increased by \$18,000 to pay interns; and
- WHEREAS, the budget for Police contracts needs to be increased by \$30,000 for the Police / Community relations consultant contract; and
- WHEREAS, monies in the amount of \$5,000 are needed from cable capital grant funds to pay for video equipment in the Council Conference Room; and

WHEREAS, monies in the amount of \$27,413 from the Equipment Replacement Reserve is needed to be added to an insurance pay out for the purchase of two replacement police vehicles that were involved in accidents; and

WHEREAS, monies in the amount of \$129,339 need to be transferred from the Street Improvement Reserve to the Street Improvements account to pay for street resurfacing due to damage from WSSC utility work; and

WHEREAS, monies for the Colby Playground project need to be carried over from FY 2015, including \$128,157 in Program Open Space funds and \$42,719 in City matching funds; and

WHEREAS, monies in the amount of \$3,200 need to be carried over from FY 2015 to pay for completion of the Holton Crossroads Green Space project; and

WHEREAS, monies in the amount of \$60,000 need to be carried over from the FY 2015 line for Neighborhood Commercial Center Improvements to pay for the additional expenses required to allow the Ethan Allen Streetlights to be able to use LED fixtures; and

WHEREAS, monies in the amount of \$35,200 need to be carried over from FY 2015 for the completion of design and engineering work for the Ethan Allen Streetscape project; and

WHEREAS, monies in the amount of \$4,310 need to be carried over from FY 2015 Placemaking funds to pay for the delayed delivery of the Anne Street benches; and

WHEREAS, the contract line in the Legal budget needs to be increased by \$50,000 to accommodate additional legal expenses related to the Takoma Junction Development project and the Washington Adventist Hospital Certificate of Need review; and

WHEREAS, additional monies are needed to pay for overtime (\$10,000) and printing costs (\$5,000) related to the Lifelong Takoma Day and Snow Angels program; and

WHEREAS, additional monies in the amount of \$10,000 are needed to pay for the publication costs of the City Guide.

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

SECTION 1. The Fiscal Year 2016 Budget is amended as follows:

General Fund – Transfers

1. Transfer \$129,339 from account 0001-20450, Street Improvement Reserve, to account 9100-800007, Street Improvements.

General Fund – Revenues

1. Appropriate \$36,525 to account 0001-36800, Miscellaneous Revenue, for the payment of a lien concerning 36 Philadelphia Avenue.

General Fund – Expenditures

1. Appropriate \$36,525 to account 5500-61040, HCD Contracts, for interior space modifications in the Human Resources and Housing and Community Development areas.
2. Appropriate \$5,500 to account 9000-71500, Grants, to supplement a 21st Century Grant for an afterschool program at Essex House.
3. Appropriate \$1,500 to account 9000-71150, Fourth of July Expenses, to supplement the grant to the Independence Day Committee for fireworks.
4. Appropriate \$18,450 to the various Employee Awards and Recognition accounts as follows, for employee tenure awards:

a. Finance	1130-40540	\$ 900
b. City Clerk	1170-40540	\$1,350
c. Police Patrol	2300-40540	\$6,750
d. Public Works ROW	3400-40540	\$3,150
e. Recreation Admin	4100-40540	\$ 270
f. Recreation Comm Pgm	4400-40540	\$ 117
g. Recreation Camps	4600-40540	\$ 90
h. Recreation Afterschool	4700-40540	\$ 63
i. Recreation Comm Ctr	4800-40540	\$1,260
j. Media	6000-40540	\$ 450
k. Library	7000-40540	\$3,150
l. Computer Center	7200-40540	\$ 900
5. Appropriate \$12,000 to account 1160-40010, Human Resources Salaries, for overlap of the HR Generalist position.
6. Appropriate \$5,000 to account 1160-40030, Human Resources Overtime, for additional work due to software systems installation.
7. Appropriate \$18,000 to account 2500-40011, Police Intern Salaries, to pay interns.
8. Appropriate \$30,000 to account 2100-61040, Police Contracts, for increased funds needed for a police/community relations consultant contract.
9. Appropriate \$27,413 to account 9100-80003, Equipment Replacement Reserve, for purchase of two replacement police vehicles.
10. Appropriate \$42,719 to account 9100-80000, Capital Expenditures, as match for Program Open Space funds for the Colby Playground Renovation.
11. Appropriate \$3,200 to account 9100-80000, Capital Expenditures, to carry over unexpended FY 2015 funds for the completion of the Holton Crossroads Green Space improvements.
12. Appropriate \$60,000 to account 9100-80000, Capital Expenditures, to carry over FY 2015 Neighborhood Commercial Center Improvement funds to pay for Ethan Allen LED Streetlight work.

13. Appropriate \$35,200 to account 9100-80000, Capital Expenditures, to carry over unexpended FY 2015 funds for the completion of design and engineering work for the Ethan Allen Streetscape Project.
14. Appropriate \$4,310 to account 5400-53070, Site Improvements (Placemaking), to carry over FY 2015 funds to pay for the delayed delivery of street benches for Anne Street.
15. Appropriate \$50,000 to account 1140-61040, Legal Contracts, to pay for additional services related to the Takoma Junction Development and the Washington Adventist Hospital Certificate of Need review.
16. Appropriate \$10,000 to account 1120-40030 General Government Overtime, to pay for work related to preparation for Lifelong Takoma Day and the Snow Angels program.
17. Appropriate \$5,000 to account 1120-65015, General Government Printing, for printing of materials for the Lifelong Takoma program.
18. Appropriate \$10,000 to account 6000-65015, Media Printing, for printing of the City Guide.

Special Revenue Fund – Revenues

1. Appropriate \$100,000 to account 0010-39160, Transportation Grants, for the Maryland Bikeways Program.
2. Appropriate \$2,000 to account 0010-71770, Takoma Foundation, for a grant for the Snow Angels program and similar work.
3. Appropriate \$35,000 to account 0010-33520, Maryland Energy Assistance Grant, for an energy grant.
4. Appropriate \$128,157 to account 0010-38330, POS Park Grants, for the Colby Playground project.

Special Revenue Fund – Expenditures

1. Appropriate \$100,000 to account 0010-68026, Transportation Grants, for the Maryland Bikeways Program.
2. Appropriate \$2,000 to account 0010-38320, Takoma Foundation, for the Snow Angels program and similar work.
3. Appropriate \$35,000 to account 0010-71730, Maryland Energy Grant, for an energy grant.
4. Appropriate \$128,157 to account 0010-71910, POS Park Projects, for the Colby Playground project.
5. Appropriate \$5,000 to account 0010-72410, Cable Grant Fund, for purchase and installation of video equipment for the Council Conference Room.

Speed Camera Fund – Expenditures

1. Appropriate \$1,350 to account 0060-40540, Employee Awards and Recognition, for a tenure award for staff in the Speed Camera program.

SECTION 2. The City's Capital Improvement Program for FY 2016 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 4. This Ordinance shall become effective upon adoption.

Adopted this ____ day of ____, 2016 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Regular Meeting

Agenda Item #	3
Meeting Date	January 27, 2016
Prepared By	Ellen Arnold-Robbins
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Request for a Council Resolution authorizing continuation of design and engineering work for Library renovation based on the most recent concept design.
Background	<p>Three years ago, the Council authorized a “Community Needs Assessment and Visioning for a 21st Century Public Library.” The report of that assessment and visioning process was issued in January 2014. The report recommended planning for additional and/or renovated space and re-design of the library building.</p> <p>The City contracted with The Lukmire Partnership, whose principal architect developed a detailed Program of Requirements for a renovated library, based on input from staff and the public in meetings in October and December of 2014.</p> <p>The final report of The Lukmire Partnership was presented to the Council in February of 2015 and included several concept designs. The Council met with Principal Architect Greg Lukmire on June 15 and July 13 of 2015 and discussed the designs and space needs. At the direction of Council, The Lukmire Partnership prepared a new concept design, incorporating preferred elements of earlier designs, and Council recommendations from their July 15 Work Session. This new concept design was presented to Council by Greg Lukmire on October 29, 2015.</p> <p>The new concept design was the focus of public meetings on December 16, 2015 and January 7, 2016. Public comments included suggestions and concerns that would logically be addressed in the next phase of the process; that is, more detailed design development, or by further alterations to the exterior landscape. There were questions about how to keep library services operational during construction, which is the intention of staff. There were no objections raised to the overall concept design, or to moving forward with the next steps in the project, leading to library renovation and expansion. City staff have also reviewed the concept design and feel it is an excellent design that addresses existing problems with the current library building and will be a facility that the community will be proud of and use.</p> <p>The next phase of the project consists of the preparation of a schematic design, detailed design development, and associated engineering, a process which would take approximately eight months from its inception.</p> <p>It is desirable that the Council indicate its support of the current concept design before the architect continues into detailed design and engineering.</p>
Policy	Council is concerned with the preservation of City facilities, through economically and environmentally sustainable means, and is concerned with the accessibility of public facilities. The age of the library building requires a plan of action to preserve its life as a City facility serving Takoma Park residents.

Fiscal Impact	\$200,000 is included in the FY 16 Budget for detailed design development and any engineering costs associated with library renovation and expansion. The Council authorized the City Manager to contract with The Lukmire Partnership for continued concept design and potential detailed design and engineering for Library renovation on July 27, 2015, pending Council adoption of a concept design.
Attachments	<p>Draft resolution</p> <p>Concept design</p> <p>Summary of “Existing Conditions” in the Library, from the final report of The Lukmire Partnership, in February 2015.</p> <p>Program of Requirements</p>
Recommendation	Adopt the Resolution
Special Consideration	

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

**RESOLUTION 2016-
PROVIDING FOR THE ADOPTION OF CONCEPT DESIGN FOR LIBRARY
RENOVATION**

WHEREAS, the Lukmire Partnership introduced a new concept design for Library renovation at the direction of Council, which incorporated preferred elements of earlier designs and Council recommendations from their July 15, 2015 Work Session; and

WHEREAS, the Council authorized the City Manager to contract with the The Lukmire Partnership for detailed design development and associated work on July 27, 2015, pending public input and Council adoption of the current concept design; and

WHEREAS, this concept design was presented to Council on October 29, 2015; and

WHEREAS, this concept design was discussed by staff, and at two public meetings on December 16, 2015 and January 7, 2016; and

WHEREAS, \$200,000 is included in the FY 2016 approved budget for detailed design development and associated work by The Lukmire Partnership.

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

Section 1. The concept design for Library renovation, as presented to Council on October 29, 2015, and as presented and discussed at two public meetings, is adopted by Council.

Section 2. The City Manager shall proceed to contract with The Lukmire Partnership for further design development and associated work, as authorized by the Council on July 27, 2015.

Section 3. This Resolution becomes effective upon adoption.

Adopted this ____ day of January, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

III. EXISTING CONDITIONS

A. Architecture:

Floor Plan - The existing library is a traditional “L” shaped layout with a children’s wing in one part of the “L” and an adult wing in the other. Located between is the circulation desk, staff area and support spaces including restrooms and mechanical rooms. This basic arrangement works well, but as the new space needs program has illustrated, the existing library is too small to accommodate it’s needs.

Code Compliance- the library meets current life safety codes, but does not meet current codes for restroom accessibility or the number of plumbing fixtures. In addition the current arrangement of the book stacks violates ADA standards for aisle width and the lack of turn around space at the end of aisles. Upgrading the library to meet both of these code issues will decrease the amount of public library space and will cause expansion and relocation of the restrooms.

Construction- The existing library is constructed of masonry walls with a brick veneer, and wood structure holding up the roof. Interior walls are either plaster or gypsum board. The original drawings do not illustrate any insulation in the walls of the original structure. However, it is known that the windows are not thermally broken and the glass is not insulated glass, so the exterior envelope is not expected to meet current energy standards.

Exterior – The exterior of the library is basically solid brick with high 8’ and 4.5’ long clerestory windows on the South and East elevations. The West elevation faces the parking lot and is basically a solid brick wall. Dense landscaping currently hides this elevation from view. The elevations have not materially changed from the original and the exterior expression remains of an “international style”.

Interior Finishes- The interior finishes were last upgraded in 1990, twenty-five years ago, and are worn and the color scheme is dated. The floor is carpeted and there is a suspended acoustic tile ceiling. New surface energy efficient light fixtures were installed within the last five years, but the quality of lighting is low.

Furniture- The library shelving is 84' high which is higher than most contemporary libraries, which use 66' high shelving, so that patrons and staff can see throughout the library. However, in order to house the large collection owned by the library it appears that the shelving must remain at 84". The existing shelving appears to be in good shape and can be reused in any space upgrade. The tables and chairs were replaced two years ago and can be reused in any renovation. Staff furniture is a collection of twenty-five year old furniture of varying sizes and conditions and should be replaced with contemporary modular workstations.



B. Mechanical System:

1. Existing HVAC System

HVAC for the existing Takoma Park Library is provided by two (2) independent systems: One (1) a roof top unit (RTU) with DX cooling and gas fired heating and, two (2) a twinned split system air handling (AHU) unit with DX cooling and gas fired heating.

The RTU is a constant volume unit that was installed in 2011 and is in good working condition. The unit serves the administrative offices, the periodical area, and the adult reading section. The supply air is delivered to the various spaces through metal ductwork connected to ceiling mounted diffusers. The constant volume system was modified to provide variable air volume (VAV) boxes in the administrative area to provide minimal zoning temperature control. A single return air grill is located in the center part of the library and has been partially blocked with cardboard to limit the airflow returning to the RTU.

The air handling unit is a twinned gas fired furnace unit with DX cooling and was manufactured in 1994. The AHU serves the children's room. It was installed in 1994, so the equipment is at the end of its useful life. In this system, the supply air is ducted to four ceiling diffusers in the children's room. The air is returned to the unit through four small transfer openings high on the children's room wall to a return wall grill located in the corridor wall outside of the mechanical room.

The capacity of each system is as follows:

Unit No.	Area Served	Total CFM	Outdoor Air CFM	Cooling Capacity MBH	Heating Capacity MBH
RTU-1	Adult Reading/ Admin	6,800	NA	120	140
AHU-1	Children's Room	3,000	NA	60	70

The restrooms are served by exhaust fans to meet code required ventilation. The reference room is served by an electric cabinet unit heater that is not operated by the library personnel, since the unit was reported and witnessed to not be in good working order. The mechanical room is served by electric unit heaters for freeze protection. The HVAC systems installed in the building are controlled by stand-alone controls.

The AHU serving the children's room was installed in 1994, so the equipment is at the end of its useful life. The RTU system was installed in 2011, so it is in good working condition.



AHU-1 serving the Children's Room



RTU-1 Serving Adult Reading, Admin.,
& Periodicals



Condensing Units serving AHU-1

C. Summary

The original library was constructed 60 years ago and the last addition built 45 years ago. The only major improvement to the building infrastructure in the last 45 years has been to install a new roof top mechanical unit serving the adult area. The Children's Room is still served by an old system and the Reference/YA area has a non-operable fan coil. It is assumed that the roof was replaced at some time but, it is not known when. The library is not energy efficient since it has no wall insulation and the windows are not thermally broken. While there is plenty of electrical power, it is not distributed throughout the library making the use of personal electronic devices dependent on the battery life of the equipment.

In conversations with maintenance personnel, fixes to problems in the library have been characterized as "bandaids" to extend the life of a system. Therefore, it is clear that, at some time, the library building will need to be brought up to current codes and its systems and building envelop be made energy efficient. While the library building is not falling apart, the existing systems continue to require maintenance, the envelope does not meet energy standards, the restrooms are antiquated and do not meet standards and shelving does not meet ADA requirements.

It is the recommendation of this report that, if at all possible, the library be brought up to contemporary standards in the next few years. Waiting will only increase the costs of upgrades.

IV. SPACE NEEDS

A space needs program has been developed that represents the amount of space the library needs to house the collection, provide appropriate electronic technology, provide space to offer library programs, to accommodate staff needs, and to meet current codes. The analysis illustrates the need for approximately 14,370 SF of space. Since the existing library, together with the two rooms in the community center occupy only 9,430SF, it is the recommendation of the report that the library needs to be expanded by 4,940 SF.



Space Program Summary

SUBTOTAL PUBLIC AREA (NSF)		8,355
SUBTOTAL MEETING AREA (NSF)		1,403
SUBTOTAL STAFF AREA (NSF)		1,737
SUBTOTAL ALL AREAS (NSF)		11,495
TOTAL W/ 1.25 BLDG GROSSING FACTOR	(GSF)	14,369
<small>includes mech/ elect rooms, walls, circulation</small>		

EXISTING LIBRARY		7,718
Rm A & B & office in COMMUNITY CENTER		1,710
Total		9,428

	Adult	Ref	Period	YA	Children	Total
Seating	28	0	6	10	12	56
PC's (includes computer rms A&B)	24	4	0	2	2	32
Multi purpose Rm / children					40	40
Total Seats plus Computers	52	4	6	12	54	128

PUBLIC AREA				Size	No Req'd	Subtotal NSF	Seats	PC's	Net SF
1.00	ENTRY AREA								146
1.01	Entrance & Lobby	80	1	80					
1.02	New book display	20	1	20					
1.03	Public Information, bulletin board, handouts	10	1	10					
1.04	Vending / sitting area	120	0	0					
1.06	Book drop	36	1	36					
1.07				0					
2.00	SERVICE DESK AREA								145
2.01	Circulation/ Reference w/ 3 work stations	135	1	135					
2.02	Self check - 2	15	0	0			Future?		
2.03	Reserves @ 1 SFS @ 60 "	10	1	10					
2.03				0					
3.00	REFERENCE & SERVICE DESKS						0	4	431
3.01	Service (Ref, other) Desks w/ 1 WS	45	0	0					
3.02	Ready Reference	20	1	20					
3.03	Reference Collection	261	1	261					
3.04	Catalog PAC's	25	4	100					
3.05	copier & counter	50	1	50					
3.06									
4.00	PERIODICALS						6	0	225
4.01	Magazines & Newspapers @ 175 titles	127	1	127					
4.02	Lounge chairs	9	2	18					
4.03	4 person tables	80	1	80					
4.04	carrels	0	0	0					
4.05									
5.00	ADULT COLLECTION						28	24	3,380
5.01	Adult Collection			1920					
5.02	4 person tables	80	4	320					
5.03	Group Study Rooms - 4 capacity	100	1	100					
5.04	carrels	25	2	50					
5.05	lounge chairs	12	6	72					
5.06	PC Workstations-	25	4	100					
5.07	computer rooms - capacity 10	400	2	800					
5.08	Printers / copier	9	2	18					
5.09									
6.00	NON PRINT COLLECTION						0	0	107
6.01	Audio-Visual Collection	107	1	107					
6.02									

7.00	YOUNG ADULT				10	2	257
7.01	Young Adult Collection						
7.02	lounge chairs, booth, etc	9	2	18			
7.03	4 person tables	80	1	80			
7.04	PC workstations - 2	25	2	50			
7.04	Printers	9	1	9			
7.05	Group Study- 4 capacity	100	1	100			
7.06							
8.00	CHILDRENS COLLECTION				12	2	1,813
8.01	Children's Collection Area			1558			
8.02	Program Space @ 40 children			0			see 10.01
8.03	Program Preparation & Storage Room			0			see 10.01
8.05	Stroller storage	0	1	0			
8.06	Tutoring Room - capacity 4	0	1	0			
8.07	4 person tables, adjustable	80	2	160			
8.08	lounge chairs	9	4	36			
8.09	PC workstations	25	2	50			
8.10	Printers	9	1	9			
8.11	Family Restroom	60	1	64			
9.00	BUILDING SUPPORT						180
9.01	Data / Communications Room	100	1	100			
9.02	Building Storage	80	1	80			
9.03							
10.00	MEETING ROOMS						1,220
10.01	Multi-Purpose Room @ 40 people	800	1	800			
10.02	Storage	100	1	100			
10.03	Public Restrooms	160	2	320			
	SUBTOTAL PUBLIC AREAS (page 2)						947
	SUBTOTAL PUBLIC AREAS (page 3)						5,737
	SUBTOTAL PUBLIC AREAS						6,684
	SUBTOTAL PUBLIC AREA (1.25 Circ. Factor)						8,355
	SUBTOTAL MEETING ROOM (1.15 Circ.Factor)						1,403

STAFF AREAS		Size	No Req'd	Subtotal NSF	Net SF
20.00	Offices				110
	20.01 Director	110	1	110	
	20.02				
21.00	Staff Modular Workstations				396
	21.01 Manager children & youth services	36	1	36	
	21.02 Children and youth librarian (P/T)	36	1	36	share w/ 21.09
	21.03 children library associate	36	1	36	
	21.04 Manager Reference & Adult Services	36	1	36	
	21.05 Adult & reference Library Associate (P/T)	36	1	36	
	21.06 Instructional Associates (3 share one space)	36	1	36	
	21.07 Manager Technical Services	36	1	36	
	21.08 Library Associate	36	2	72	
	21.09 Library Associates (P/T)	36	2	72	
	21.10				
22.00	Workroom				175
	22.00 General workspace	150	1	150	
	22.01 counter workstations-shelvers & volunteers				
	22.02 supply storage	25	1	25	
	22.03			0	
	22.04			0	
22.00	Staff Conference Room				100
	22.01 Conference - capacity 4	100	1	100	
	22.02				
23.00	Staff Lounge				214
	24.01 Lounge /kitchenette- table + chairs	150	1	150	
	24.02 Toilet	64	1	64	
	24.03				
	24.04				
24.00	Support				395
	25.01 Closed stack storage & gift books	100	1	100	
	24.02 Book storage for seasonal, etc material	295	1	295	
	24.03				
SUBTOTAL STAFF AREAS					1,390
SUBTOTAL W/ 1.25 CIRC. FACTOR					1,737

PUBLIC SHELVING ALLOCATION

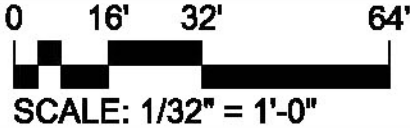
COLLECTION	EXISTING COLLECT	PROPOSED COLLECT	EST. IN CIRC.	NET TO BE HOUSED	NO. OF SFS	AREA REQ'D 9 SF/UNIT
ADULT COLLECTION @ 84"						
Nonfiction		22,078	25%	16,559	110	994
Fiction		13,070	25%	9,803	65	588
Paperbacks		1129	25%	847	6	51
Large Print		214	25%	161	1	12
Oversized		89	25%	67	1	5
New Books		1,395	25%	1,046	9	78
Subtotal Adult	0	37,975	25	28,481	192	1920
NON -PRINT COLLECTION						
Videos, CD, DVD		2864	40%	2,148	11	97
Subtotal Non Print	0	2,864	40	1,718	11	107
REFERENCE @ 42"						
Reference		2607	0%	2,607	29	261
Ready Reference at desk		271	0%	271	2	20
Periodicals Adult		169	0%	169	14	127
Children		20	0%	15	1	11
Newspapers		6	0%	6	1	5
Subtotal Reference	0	50	0	50	47	424
YOUNG ADULT @ 60"						
Fiction			25%	0	0	0
NonFiction			25%	0	0	0
Subtotal Young Adult	0		25	0	0	0
CHILDREN						
Juvenile Non Fiction @ 60"		14509	25%	10,882	73	653
Juvenile Fiction incl Biography @ 60"		6971	25%	5,228	35	314
Beginning Readers @ 48"		1049	25%	787	5	47
Picture Books @ 42"		6502	25%	4,877	41	366
Juvenile Reference		298	0%	298	2	22
Paperbacks Series - Fiction		2	25%	2	0	0
Childrens Taped books, Videos & DVDs			25%	0	0	0
Childrens CD		2	25%	2	0	0
Childrens DVD			25%	0	0	0
Subtotal Children	0	29,333	25	22,000	156	1558
STORAGE		3,538	0%	3,538	29	295
TOTAL COLLECTION	0	70222			406	3901

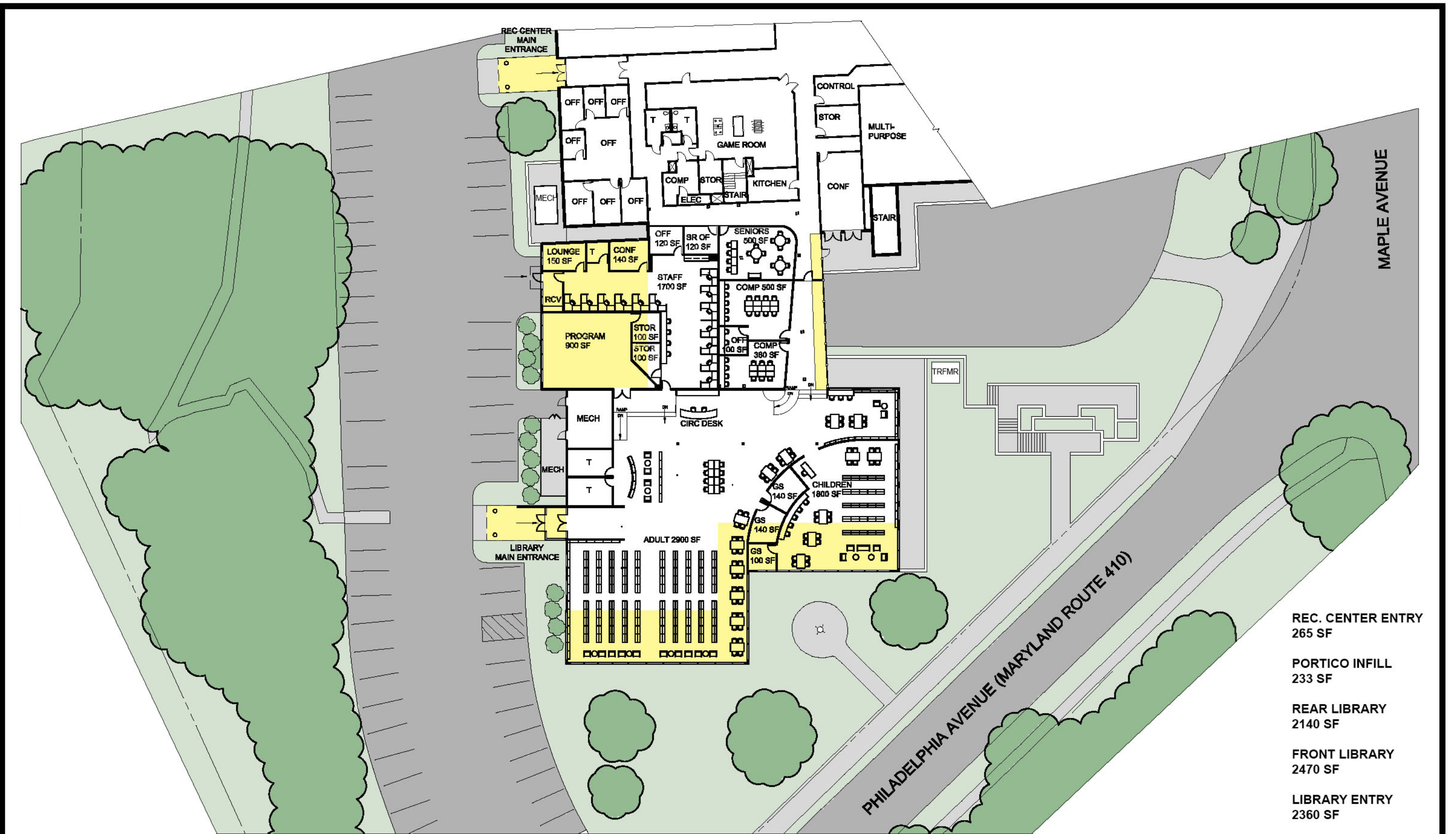




TAKOMA PARK LIBRARY

PROPOSED FLOOR PLAN





REC. CENTER ENTRY
265 SF

PORTICO INFILL
233 SF

REAR LIBRARY
2140 SF

FRONT LIBRARY
2470 SF

LIBRARY ENTRY
2360 SF

TAKOMA PARK LIBRARY

PROPOSED FLOOR PLAN
ADDITION

0 16' 32' 64'
SCALE: 1/32" = 1'-0"

The
Lukmire
Partnership
Architecture
Planning
Interior Design
2700 South Quincy Street
Suite 200
Arlington, VA 22206
(703) 998-8100
FAX: (703) 998-7708

Consent Agenda

Agenda Item #	4A
Meeting Date	January 27, 2016
Prepared By	Roz Grigsby, Community Development Manager
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Resolution Closing Anne Street for the Crossroads Farmers Market
Background	<p>The Crossroads Community Food Network has operated the Crossroads Farmers Market for almost 10 years, the last two years on Anne Street. The Market has asked to continue in that location in order to ensure greater safety of the customers and visibility of the Market. This location requires regular Wednesday closures of one block of Anne Street between Hammond Avenue and University Boulevard from 9:00 a.m. to 4:00 p.m. from June to November. One-way traffic exiting the parking lot of 1021 University Boulevard is accommodated. The Anne Street closure does not present any significant problems and the neighbors are supportive of the Market at this location.</p> <p>The Crossroads Market has been very successful for the past two years on Anne Street, with more vendors and a growing customer base. The Crossroads Community Food Network has requested permanent approval for the Anne Street location. Long-term approval of the use of Anne Street will provide the Crossroads Community Food Network with the stability needed to continue to grow and develop, and it will provide the community with the confidence that the market will continue in that location.</p>
Policy	<p>“To ensure a Takoma Park that is fiscally, environmentally and economically sustainable.”</p> <p>“To create and maintain a livable community that is vibrant, healthy, and safe for all of its residents.”</p> <p><i>City of Takoma Park Strategic Plan (FY2010-FY2015)</i></p>
Fiscal Impact	No fiscal impact is expected.
Attachments	Resolution Authorizing the Closure of Anne Street Between Hammond Avenue and University Boulevard on Wednesdays from 9:00 a.m. to 4:00 p.m. from May to November for the Crossroads Farmers Market
Recommendation	Approve the accompanying Resolution authorizing the partial closure of Anne Street for the operation of the Crossroads Farmers Market.
Special Consideration	

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND
RESOLUTION 2016-XX**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE
CROSSROADS COMMUNITY FOOD NETWORK FOR THE CLOSURE OF ANNE
STREET FOR THE CROSSROADS FARMERS MARKET**

WHEREAS, Crossroads Community Food Network's mission is to improve access to fresh, local, healthy food through innovative programs and models mutually supportive of those who grow our food and those who eat it; and

WHEREAS, Crossroads Community Food Network operates the Crossroads Farmers Market, now entering its 10th season, located on Anne Street between Hammond Avenue and University Boulevard where it has operated for two years; and

WHEREAS, a portion of Anne Street must be closed on Wednesdays during the market season for the events to take place as planned; and

WHEREAS, the impact of the Anne Street closure on traffic circulation and neighborhood parking is minimal and without incident; and

WHEREAS, location of the Crossroads Farmers Market on Anne Street is supported by affected property and business owners.

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

SECTION 1. The City Manager is hereby authorized to enter into an agreement with the Crossroads Community Food Network to close a portion of the 1100 block of Anne Street for the Crossroads Farmers Market from May to November on Wednesdays, from 9:00 a.m. to 4:00 p.m.

SECTION 2. The City Manager is further authorized to renew such agreement as appropriate.

Adopted this ____ day of January, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

Consent Agenda

Agenda Item #	4B
Meeting Date	January 27, 2016
Prepared By	Jessie Carpenter City Clerk
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Resolution Naming Bruce R. Williams as the Representative of the City of Takoma Park on Chesapeake Bay Matters
Background	<p>During his tenure as City Councilmember and Mayor, Bruce Williams actively participated in a variety of local, state, and regional organizations, including the Maryland Municipal League, the MML Montgomery Chapter, and the Metropolitan Washington Council of Governments. He was also appointed by Governor O'Malley as a Maryland representative to the Chesapeake Bay Local Government Advisory Committee, a group appointed from Maryland, Pennsylvania, Virginia, and the District of Columbia.</p> <p>To build on the contacts and networks he has developed around the state and region, and his understanding of the challenges and opportunities for local governments related to the health and restoration of the Chesapeake Bay Watershed, the City Council is naming Mr. Williams as the City's representative on Chesapeake Bay matters.</p> <p>The proposed resolution would enable him to serve in this capacity.</p>
Policy	The Council is concerned about the health and restoration of the Chesapeake Bay.
Fiscal Impact	N/A
Attachments	Draft resolution
Recommendation	Adopt the resolution.
Special Consideration	

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

**RESOLUTION 2016-
NAMING BRUCE R. WILLIAMS
AS THE CITY'S REPRESENTATIVE ON CHESAPEAKE BAY MATTERS**

WHEREAS, Bruce R. Williams actively participated in a variety of local, state, and regional organizations during his tenure on the City Council and as Mayor; and

WHEREAS, he was appointed to serve on the Chesapeake Bay Local Government Advisory Committee which meets quarterly traveling around the Bay watershed to address different state or local priorities; and

WHEREAS, to benefit from the contacts and networks he has developed around the state and region, and his understanding of the challenges and opportunities for local governments related to the health and restoration of the Chesapeake Bay Watershed, the City Council desires to name Mr. Williams as the City's representative on Chesapeake Bay matters.

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF TAKOMA PARK names Mr. Williams as the City's representative on Chesapeake Bay matters.

Adopted this _____ day of January, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

Consent Agenda

Agenda Item #	4C
Meeting Date	January 27, 2016
Prepared By	Jessie Carpenter City Clerk
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Resolution Providing for an Appointment to the Board of Elections
Background	<p>Ordinance 2006-36 established a seven-member Takoma Park Board of Elections to assist with planning and conducting City elections. Other duties of the Board include:</p> <ul style="list-style-type: none"> • encourage voter registration in the City; • conduct voter education programs and prepare and distribute voter outreach materials; • recommend to the Council amendments to the City's elections law and regulations when it deems such amendments are necessary and will provide for the improved conduct of elections; • periodically review City elections procedures; • serve as election judges in City elections; • recommend additional qualified individuals to the Council for appointment as election judges during a regular or special City election; and • perform such other duties as may be assigned to the Board of Elections by Charter, ordinances and resolutions, and by the direction of the Council. <p>Members are appointed to staggered three-year terms beginning July 1 and ending June 30. Current Board members are: Marilyn Abbott (Ward 1); Beatriz York (Ward 5); James C. Roberts (Ward 2); Arthur David Olsen (Ward 4); and Brain Ernst (Ward 3). There are two vacancies.</p> <p>Gregory Lebel, Ward 1 resident, has applied to serve on the Board. His application materials have been provided to the City Council for review. If appointed, Mr. Lebel's term will expire on June 30, 2018.</p>
Policy	The City Council appoints/reappoints members to statutory boards, commissions and committees.
Fiscal Impact	N/A
Attachments	Resolution Providing for an Appointment to the Board of Elections
Recommendation	Adopt the resolution as part of the consent agenda.
Special Consideration	

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

**RESOLUTION 2016-XX
PROVIDING FOR AN APPOINTMENT TO THE BOARD OF ELECTIONS**

WHEREAS, the Board of Elections was established by Ordinance 2006-36 to plan and conduct City elections, encourage voter registration, conduct voter education, review election laws and procedures and recommend amendments to improve the conduct of elections, recommend election judges for appointment, and perform other duties as assigned by Charter, ordinances and resolutions, and direction of the Council; and

WHEREAS, the Board is composed of up to seven Takoma Park residents appointed to staggered three-year terms; and

WHEREAS, there are two vacancies on the Board; and

WHEREAS, Gregory Lebel, resident of Ward 1, has applied for appointment; and

WHEREAS, the Council has found Mr. Lebel to be a suitable candidate for service on the Board of Elections.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT Gregory Lebel (Ward 1) is hereby appointed to serve on the Board of Elections for a term to expire on June 30, 2018.

Adopted this 27th day of January, 2016.

Attest:

Jessie Carpenter, CMC
City Clerk

Work Session

Agenda Item #	5
Meeting Date	January 27, 2016
Prepared By	Jessie Carpenter City Clerk
Approved By	Suzanne R. Ludlow City Manager

Discussion Item	Safe Roadways Committee Annual Report and Bikeshare Recommendations
Background	<p>The Safe Roadways Committee was established by the City Council:</p> <p>A. To advise the City Council on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services.</p> <p>B. To encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit.</p> <p>The Committee will present its report and recommendations at the work session. Committee priorities for 2016 include:</p> <ul style="list-style-type: none"> • Traffic calming. • Outreach (street festival, community bike ride, halloween parade). • Improving data collection on traffic, walking, biking, accidents, and other transportation-related issues and using that data in a way that benefits all residents of the City. • Bike lane improvements. • Follow-up on prior committee recommendations including Carroll Ave. bridge closure, Takoma Junction traffic studies, bikeshare recommendations, snow clearing. <p>Current members are:</p> <p>Elizabeth Cattaneo (Ward 2), Joe Edgell – Chair (Ward 2), Nicholas Finio (Ward 3) Katherine (Kacy) Kostiuk (Ward 3), Sharon Rogers (Ward 3), Frank Demaris (Ward 5), and Michael Moore (Ward 6). There are four vacancies.</p>
Policy	The City Council is committed to the goal of creating a sustainable, pedestrian-friendly and walkable community.
Fiscal Impact	N/A
Attachments	<ul style="list-style-type: none"> • Safe Roadways Committee 2015 Annual Report • Safe Roadways Committee Recommendations to the City Council to Improve Bikeshare
Recommendation	Hear the report and recommendations.
Special Consideration	

Takoma Park Safe Roadways Committee 2015 Annual Report

January 2016



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INTRODUCTION

This annual report reviews the work and accomplishments of the [Takoma Park Safe Roadways Committee](#) (SRC) during the last year and is required by [City Code](#). The SRC serves as the City Council's official advisory committee on all matters related to transportation, including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services and works "[t]o encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit."

TAKOMA PARK MUNICIPAL CODE

A Codification of the General Ordinances
of the City of Takoma Park, Maryland

CODE PUBLISHING COMPANY | Seattle, Washington



This was the committee's second full year of operation after the city reconstituted the SRC in 2013. During this year, the committee continued its charge in making recommendations on transit matters, writing three memos that were shared with the City Council. The subjects of these recommendations include:

- Improvements to Bikeshare
- Information to be collected in a comprehensive traffic study at the Takoma Junction
- Transportation matters related to the Carroll Ave. bridge repair and closure
-

These recommendations are [summarized below](#) and can be [read in full on the SRC website](#).

The SRC also met with city staff and area transportation leaders. Details of these conversations can be found in the committee's meeting minutes on the [SRC website](#). Additionally, a [summary of takeaways](#) from those conversations appear in this report.

The SRC also pursued a number of outreach initiatives to engage members of the community in transportation improvements. A [synopsis of these activities](#) can be found in this report.

KEY ACCOMPLISHMENTS

1. *City changes its response to snow and ice storms.* As a result of the SRC's [Snow and Ice Storm Response Recommendations memo \(3/3/14\)](#), and [corresponding presentation](#) to the City Council (4/21/14), the city revised its storm response policies. Our committee is pleased

to have started a conversation with the city about revising its policies that ultimately led to new city rules, although the committee still has outstanding recommendations it would like to see the city adopt. The committee plans to review the city's new rules in action during the coming year to measure whether the policy changes improve how the city and private property owners clear snow and ice from sidewalks. The committee maintains that the city should ensure pedestrian and bike routes are cleared soon after storms, with priority given to core paths as basic storm responses to ensure our post-storm roadways are indeed safe for people who walk, bike, and take public transit by choice or necessity.



Sidewalk along Maple Ave.

2. ***Contributing to city enhancements for people who bike.*** The SRC engaged with several city staff to share information about much-needed infrastructure improvements for people who bike in the city. Accomplishments include 1) the implementation of contraflow bike lanes on Grant Avenue shepherded by city planner Erkin Ozberk (these contraflow lanes on Grant Avenue currently need to be repainted since the road was torn up by the gas company); 2) providing feedback on essential design elements and features to the city ahead of its installation of new customized bike racks at the Takoma Park Community Center, the Library, and the New Hampshire Ave Rec Center and; 3) sharing input with the planning office on revisions to the Takoma Park Bike Map.
3. ***Securing the installation of a more accessible pedestrian bridge on Carroll Avenue.*** The forthcoming closure of the Carroll Avenue bridge for repairs is a source of interest and concern for all those who live and traverse through the impacted area. As discussed later in this report, SRC members attended numerous meetings with community residents and city and state leaders to study the impact of the closure and offer guidance on what steps should be taken to ensure the safety of the people who need to travel through the area. As a result of



Temporary Pedestrian Bridge
(Supports not shown)

the SRC's recommendations, the state agreed to several changes to improve the project, including the installation of a wider pedestrian bridge to accommodate the range and flow of traffic along the bridge (bikes, strollers, dogs, families, etc). As a result, a 25% wider bridge (8-foot-wide, instead of a 6-foot-wide), will be installed. Other recommendations from the committee were also agreed upon and should be forthcoming. The committee intends to follow this process and to continue work to ensure that these recommendations are implemented.

4. ***Engaging with fellow Takoma Park committees and area leaders on transit-related matters.*** The SRC met with the Streetscapes committee and offered guidance about how the

committee's recommendations to the city could better accommodate people who bike and walk, and ensure Americans with Disabilities Act (ADA) compliance. The committee also met with the chair of the Environmental/Sustainability committee about the city's sustainability challenge and sought ways to work together toward the goal of improved sustainability. Finally, the committee participated in public meetings organized by the city (New Hampshire recreation center town forums in May) and the county (Montgomery County master bike plan forums this summer and fall) to stay abreast of transit matters and opportunities to share safe roadways perspectives.

OUTREACH ACTIVITIES

2015 Takoma Park Street Festival

The Safe Roadways Committee secured a booth at the popular Takoma Park Street Festival in October 2015 with the aim of engaging residents and area community members about their feedback and priorities regarding safe roadways and to broaden outreach about the existence of our committee. The initiative was a success from the committee's perspective, as it allowed us to formally engage a significant part of the

Takoma population about these issues, collect data that will inform recommendations and action steps, and share a host of resources. The following is a summary of the committee's activities at the Street Festival and community feedback relating to roadways matters. More detailed responses and information collected and shared by the SRC at the festival can be found in the [appendix](#).



Public Education & Community Engagement

Committee members gathered resource materials to offer at the booth from a number of city, county, and area groups that promote safe and expanded cycling. One key objective was to introduce the committee to the community and demonstrate its ability to be a resource to people with questions, concerns, or interest in pedestrian, cycling, traffic calming, public transportation, and safe-school routes. The committee created a flyer to distribute to visitors so that they could learn more about the committee, consider becoming involved, and share more feedback and requests.

Community Survey

The core purpose of the committee's involvement in the festival was to survey residents and nearby community members about their areas of concern and priorities involving Takoma Park's roadways. The committee received 67 completed surveys. Survey feedback was voluntary and could be made anonymous. Committee members did not complete survey forms. Below is a representation of the quantitative feedback, followed by a summary of the qualitative feedback.

SAFE ROADWAYS COMMUNITY PRIORITIES

67 responses total, respondents could select more than 1 priority

What's important to people	number of people who say it's important	% of respondents
Bike lanes	47	70%
Pedestrian safety	32	48%
Sidewalks	27	40%
Bike safety/other	24	36%
Intersections	18	27%
Public transportation improvements or changes	14	21%
Other (specified in comments)	3	4%

Respondents overwhelmingly requested improvements that would make biking safer and more convenient throughout the city. Several survey respondents noted that they did not feel safe biking in Takoma Park. Some pushed for bike infrastructure improvements in the city and neighboring communities, and many shared concrete steps that the city could take to increase and improve cycling. Recommendations noted by multiple respondents included:

- Adding more bike lanes
- Increasing the number of bike racks in the city
- Making speedbumps easier to navigate on a bike
- Changing policy to allow people to ride bikes on sidewalks
- Improving uneven parts of roadways, including roads poorly maintained, potholes, and bumpy utility patches

Residents also shared feedback related to the need for more specific or system-wide sidewalks, improvements in existing sidewalks, and changes related to traffic-calming. Community members shared a host of recommendations to ensure safety and accessibility while walking in the city. Some commenters noted problem intersections in the city that should be addressed, whether due to high traffic or low visibility. Diverse opinions exist about the value of existing traffic-calming measures and the need for alternative or additional steps. Finally, some residents were moved to share their affirmation of what's working well and praised the city.

Recommendations

The information captured in this survey should be shared with Public Works, the City Planner, Council Members, the Police Department, the City Manager, and the Montgomery County Bike

Master Plan coordinator so that these staff and policymakers can be made aware of and consider addressing constituent needs. The SRC believes the volume of feedback related to increasing bike lanes should trigger a review by the City Council and consideration of ways to improve the safety and accessibility of biking in the city.

The committee plans to take part in next year's festival to continue capturing key community feedback on SRC priorities and other pressing safe roadways matters. This activity provided a key opportunity to interface with members of the public and provide more information to them, as well as gather their feedback. The committee requests that the city sponsor a full booth for the SRC at the Takoma Park Street Festival in 2016 to engage in further outreach.

City Bike Ride with City and County Leaders

The city's senior planner, Erkin Ozberk, arranged an important bike ride through a route of the [city's most frequented commuting arteries](#) in August. Two members of the SRC, along with city and county planning staff, participated in the bike ride. The ride offered an informal conversation about challenges and opportunities for cycling in Takoma Park in the context of the new [Montgomery County Bicycle Master Plan](#). The SRC recommends that the city organize additional rides in the future and secure the participation of elected leaders and staff from city divisions that oversee core safe roadways related matters, including policy and public works.

DISCUSSIONS WITH CITY LEADERS

During 2015, the SRC met with the following city leaders and representatives to discuss problems and challenges they and/or the committee identified as needing attention.

A brief overview of the topics discussed is listed below each person who attended one of the SRC meetings. The meeting minutes provide a complete record of what occurred at each meeting and can be found on the [SRC website](#).

Suzanne Ludlow, City Manager (December 2015 meeting)

- Explaining how city traffic and crime data is collected and stored and the barriers and potential solutions for the committee and members of the public to obtain such information.
- Providing updates on traffic calming and pedestrian issues related to the Carroll Avenue bridge project.
-

Erkin Ozberk, City Planner (July 2015 meeting)

- Contributing to the Open Space Plan to help the city understand and codify its vision, goals, and criteria for making policy in the future.
- Working with other jurisdictions (SHA, Montgomery County, DC, etc.) to improve roadways for cycling.
- Grant application for the installation of new Bikeshare stations by the New Hampshire Avenue recreation center and at Crossroads/Langleys.

Daryl Braithwaite, Director of Public Works (June 2015 meeting)

- Paving bike paths in Takoma Park with Flexi-Pave, a permeable material meant to be better for the environment and to last longer.
- Sidewalk improvements and installations of new sidewalks.
- Division of responsibility for sidewalks on SHA-maintained roads.
- Carroll Ave. bridge construction plans.
- Poorly executed temporary patches of roads and sidewalks during and after work by Washington Gas and/or WSSC.
- Snow clearing by the city.

SUMMARY OF 2015 SRC REPORTS

The SRC wrote and submitted three recommendations to the mayor and city council in 2015. Below is a brief summary of the committee's recommendations outlined in these papers. [Copies of the original documents can be found on the SRC website.](#)

Recommendations to Improve Bikeshare

This recommendation was submitted to the City Council on November 15, 2015, and recommended the following to increase access and usage of Bikeshare:

1. Install additional Bikeshare stations at:
 - MD-410 and New Hampshire Ave.
 - Recreation Center on New Hampshire Ave.
 - Langley Transit Center at New Hampshire Ave. and University Blvd.
 - Flower Ave. near Hudson or Houston Avenues.
2. Expand and relocate some existing stations, specifically by:
 - Adding additional bike docks at the Takoma Junction and Old Takoma stations.
 - Consider moving the Old Takoma station to a more visible and convenient location.
 - Working with neighboring jurisdictions to move the Garland Ave./Walden Rd. station to a more visible location near the Piney Branch Rd./Flower Ave. intersection and add additional bike docks to the Takoma Metro station.
3. Allow people who bike to use sidewalks within the city limits.
4. Develop partnerships with local colleges and universities.

Takoma Junction Traffic Study Recommendations

This memo was submitted to the City Council on June 1, 2015, and recommended the following so that the community could understand fully the implications of development of one of the city's most crucial hubs for transportation and commerce:

1. The city should conduct a comprehensive traffic study at Takoma Junction to better understand both the current traffic conditions, as well as conduct simulations of potential future traffic resulting from the planned city lot development.
2. The city should require, during negotiations for development, that the developers contract with a traffic engineer to conduct the study. If the developer is unwilling or unable to conduct this study, the city itself should conduct or contract out the same project.

3. The engineering firm hired should collect a broad range of data to help the council and city staff make an informed plan on the future of the Junction and must have software to simulate different intersection configurations, and the engineer should have expertise on the different intersections configurations being simulated.

Carroll Avenue Bridge Closure Recommendations

This memo was submitted to the City Council on February 23, 2015, and recommended the following:

1. Ensure that the temporary pedestrian bridge is at least 8 feet wide to accommodate people who bike and walk.
2. Put up “bikes may use full lane” signs and paint sharrows on Old Carroll Ave., northbound Carroll Ave. between the Junction and Old Carroll, Sligo Creek Parkway, Maple Ave., Maplewood Ave., and Flower Ave.
3. Create a four-way stop at the Carroll-Lincoln intersection and replace the missing street light.
4. Create new crosswalks across Carroll Ave. at:
 - Carroll-Old Carroll intersection for access to the pedestrian bridge
 - Carroll-Boyd intersection
 - Carroll-Lincoln intersection
 - Carroll-Flower intersection
5. Ensure that damaged sidewalks are repaired on Carroll Ave and that, after utility work is completed, temporary patches are laid to create a contiguous, flat surface safe for all sidewalk users.
6. Expedite temporary traffic-calming measures and utilize data-driven methods.
7. Increase the involvement of the Safe Roadways Committee.

ACKNOWLEDGEMENTS

The members of the SRC wish to thank Mayor Kate Stewart, the former Mayor Bruce Williams, the members of the Takoma Park City Council, City Manager Suzanne Ludlow, City Planner Erkin Ozberk, and Director of Public Works Daryl Braithwaite for meeting with the committee to share their concerns and suggestions to make Takoma Park a city that is safer and attractive to people who walk and bike and people with disabilities.

We thank City Clerk Jessie Carpenter for her assistance in renewing the memberships of committee members, posting meeting minutes and agendas on the SRC website, and arranging for our meetings. If it were not for Ms. Carpenter, the SRC simply could not function.

We thank Liz Cattaneo for her work writing the report on the Takoma Park Street Festival outreach activities and community survey that accompanies this report, and we thank Liz and Kacy Kostiuik for their work summarizing the activities of the community for the creation of this report. We also thank Kacy for the complete minutes she takes of our meetings.

And finally, the members of the SRC thank our dedicated Chair, Joe Edgell, for his leadership and determination in making our city a more walkable, bikeable, and safe community.

Safe Roadways Committee Members

Chair, Joe Edgell (Ward 2). Current committee members: Elizabeth Cattaneo (Ward 2), Frank Demarais (Ward 5), Nicholas Finio (Ward 3), Katherine (Kacy) Kostiuk (Ward 3), Mike Moore (Ward 6), and Sharon (Wren) Rogers (Ward 3).

APPENDIX

SAFE ROADWAYS STREET FESTIVAL SURVEY

Community Engagement & Outreach at the 2015 Takoma Park Street Festival



Takoma Park Safe Roadways Committee Report

INTRODUCTION

The Safe Roadways Committee secured a booth at the popular Takoma Park Street Festival in October 2015 with the aim of engaging residents and area community members about their feedback and priorities regarding safe roadways and to broaden outreach about the existence of our committee. The initiative was a success from the perspective of the Committee as it allowed us to formally engage a significant part of the Takoma population about these issues, collect data that will inform recommendations and action steps, and share a host of resources. The following is a summary of our outreach activities and both detailed and at-a-glance community feedback relating to safe roadways related matters.

PUBLIC EDUCATION

Committee members gathered useful resource materials to offer at the booth from a number of city, county and area groups that promote safe and expanded cycling. We distributed:

TPSRC 2015 Annual Report
January 2016
Page 10 of 17

- Takoma Park bike maps
- A guide to DC bike laws
- DC bike maps
- Montgomery County Master Bike Plan information
- Flyers promoting a city survey on city parking options and the Montgomery County bike map feedback tool
- Brochures and promo codes for Capital BikeShare

COMMUNITY OUTREACH

Another key objective was to introduce our committee and members to the community and demonstrate our ability to be a resource to people with questions or concerns or interest in pedestrian, cycling, traffic calming, public transportation and safe school routes. We created a flyer to distribute to visitors in case they wanted to consider joining our committee or share more feedback or requests for us to follow up on.

COMMUNITY SURVEY

The core purpose of our involvement in the festival was to survey residents and area community members about their areas of concern and priorities involving Takoma Park. In total we received 67 completed surveys. Survey feedback was voluntary, and could be made anonymous. Committee members did not complete survey forms. Here is all of the quantitative feedback at a glance, followed by the qualitative feedback grouped by thematic response.

SAFE ROADWAYS COMMUNITY PRIORITIES

67 responses total, respondents could select more than 1 priority

What's important to people	#s of people who say it's important	% of respondents
Pedestrian safety	32	48%
Bike lanes	47	70%
Bike safety/other	24	36%
Sidewalks	27	40%
Intersections	18	27%
Public transportation improvements or changes	14	21%
Other (specified in comments below)	3	4%

INTERSECTION IMPROVEMENTS

Some commenters noted problem intersections (visibility, traffic):

Maple Ave at Lee, not enough visibility if you are on Lee trying to turn onto Maple. Too many parked cars blocking line-of-sight. Cars frequently parked illegally, yellow painted curb needs a touch up.(14)

Philadelphia and Piney Branch

Holly & Philadelphia

Shrubs at corner of Maple and Philadelphia TOO HIGH, block view of traffic on Maple

SIDEWALK IMPROVEMENTS

Residents shared feedback related to the need for more specific or system-wide sidewalks, or improvements in existing sidewalks:

Sidewalks are unsafe for pedestrians and walkers. Terribly uneven with ledges in some areas. not ADA compliant.

Please put a sidewalk on Eastern Ave from Carroll Ave to New Hampshire Ave

Broken sidewalks should be fixed (loose bricks, uneven sidewalk panels). Sidewalk application areas where the sidewalk suddenly ends.

Some of the sidewalks are really small and it is hard to walk on that with a dog because they might go in the street up Philadelphia.

Some streets have no sidewalks and so far city council has no answers re how to have more sidewalks without interfering with fire truck safety or a "taking" from private property.

Better sidewalks!

Sidewalk on odd side of Birch

Sidewalk expansion on all blocks. Including Piney Branch

Speeding & safety on Boyd Ave.

Sidewalk on Carroll near Boyd needs repairs.

Walking & biking from Jackson Ave & Sligo Creek Parkway should get a sidewalk for connecting the Sligo Creek Trail to the closed (bike/walk) portion of the parkway during Carroll Ave construction would be good.

ANTI-SIDEWALKS

One resident suggested there are a sufficient number of sidewalks:

Don't feel more sidewalks are necessary - feel like you can be careful with your kids and things are prettier without sidewalks.

PEDESTRIAN SAFETY

In addition to sidewalk improvements and repairs, community members shared a host of recommendations to ensure safety and accessibility while walking in the city:

Ethan Allen between coop and N.H. Ave.--dangerous for pedestrians

Longer walking crossing times at intersections. More consistent timing frequent issue in TkPk.

Ethan Allen Ave. on East-West Highway and Prince George's Ave. please put a crosswalk.

Walk timing at Eastern and Piney Branch

Better curb cuts for strollers and wheelchairs

Like intersections with audible signals (more). More even pavement, more wheelchair-accessible sidewalks.

The intersection of Carroll & Long Branch Parkway needs a pedestrian crossing sign on signal. There's a blinking yellow light and pedestrian sign, but the overgrowth covers the sign and cars speed through the yellow lights. The parkway connects to the Long Branch Trail so there are many pedestrians and dog walkers and it's dangerous!

BIKE TRAILS/NETWORK IMPROVEMENTS

Some survey respondents pushed for bike infrastructure improvements for both the city and neighboring communities to take up:

Piney Branch Rd is very nice to bike on in DC, but once you cross into MD it has lots of bump outs and doesn't feel safe for biking. It should be a core component of bike network (but I suspect SHA doesn't give a crap). The Met Branch Trail through TP is already getting less pleasant to ride, as pavement get bumpy and raised up by roots. It would be worth considering how to prevent further deterioration. Parts of it are poorly lighted at night as well.

I would love to bike to work but I'm not aware of a very safe way to do it.

Improved bike/ped connections between "behind the creeks" neighborhood between Flower Ave & Garland off Carroll Ave near the Junction.

Add Takoma Station bike lockers. Add more bike locks to the Takoma Station, where people who have their bikes can lock their bikes in a secure area.

Riding bike through and across Takoma Junction is difficult.

Make Takoma Bike friendly.

While many folks shared concrete steps that the city could take to increase and improve cycling:

Bike racks throughout the city.

Having cemented bike posts -- safe bike locking spots.

Parking (bike) is also needed.

More places to lock bikes in the area - TP and SS.

I would love a Bikeshare station near the intersection of Holton Ln. and New Hampshire Ave. I would use it daily.

Want cuts in the speed humps to allow bicyclists to ride through.

Speed bumps should have cutout for bikes.

Put slices in the middle of the speed bumps.

Biking--do like it. Bumpy roads on Carroll and Ethan Allen.

Allowing bikes to ride over the pedestrian bridge near Montgomery College.

CHANGING RULES TO INCREASE BIKE & PEDESTRIAN USAGE OR SAFETY

Some improvements requested would require a change in municipal, county or state rules:

We would love if Carroll Ave was closed from Fire Station to Cheesecake for pedestrian / biking mall on Sundays.

Kids should be able to ride on sidewalks.

Car free streets.

Right turn red has been a disaster for pedestrians and cyclists since it was introduced in the 1970s. Now motorists only look over their left shoulder and will run over any pedestrian or cyclist even though the light is red.

Bicycles should definitely be allowed on sidewalks. Bike safety is an oxymoron as long as bicycles are on roads with cars. There is no margin of error. In every fender bender the cyclist is the tender. Cycling on sidewalks is allowed almost everywhere but TkPk and when I was growing up, we were taught it was only safe to cycle on sidewalks. I have cycled more than 65 years and never even slightly brushed against anybody on my bike on a sidewalk.

BIKE SAFETY

Many of the comments dealt with critical infrastructure repairs (paving, lighting) to improve the safety of riders:

Ethan Allen between co-op and N.H. Ave.--dangerous for bikes.

Utility patches cause hazards for cyclists and pedestrians. Not safe for bicycles. Better lighting at night on paths needed.

Underpasses under metro -roadway poorly maintained, water tends to puddle on side, and grates are either blocked or missing. (67)

Some parts of the road have no shoulder or bike lane ... dangerous. Impossible for drivers to stay 3 feet away. Lots of potholes in road, hard to control yourself. Saw someone get in a crash near Takoma Market.

More sharrows and/or dedicated bike lanes on roads- will bring more commercial traffic to T.P.

Concern for the safety of bikers!

Web cam at bike rack at Takoma Metro.

All the road construction has been terribly hazardous for bikes. Road crews & utility companies are doing a terrible job of cleaning up their worksite, giving flat tires, making me ride into the street.

No more tearing up of the roads.

While some of the feedback had to do with shifting behavior of people:

Increase awareness about bike safety among drivers.

Make sure bike folks have bell or other warning and use it. Bikes need to follow rules such as red lights, etc.

BIKE LANE IMPROVEMENTS

There was an overwhelming request for more bike lanes throughout the city:

Carroll: bigger bike lane.

We need more, and wider, bike lanes in Takoma Park.

More bike lanes.

More bike lanes so that bikers aren't forced onto the sidewalk.

More bike lanes would be appreciated.

Bike lanes tend to be too narrow and too rough where they exist at all. More improvements would be great.

More protected bike lanes.

Want more bike lanes for kids to be safe. Have to ride on sidewalks.

Bike lanes at Old Takoma MD and Sligo Creek Pkwy, Carroll Ave Bridge needed. Need striped bike lanes across Carroll Ave bridge. Love the contra-flow bike lanes on the road by Spring Mill Bakery and Grant Ave by Piney Branch Elementary School.

Bike lanes needed Carroll around Sligo Creek bridge, Flower Ave past WAU.

We could use a dedicated bike lane on Maple. There are schools, it's a major thoroughfare and the Metro bike trail runs through.

More bike lanes.

Bike lanes end at Ethan Allen after the co-op. Please extend them up to New Hampshire Avenue.

Bike lanes on Flower Ave.

More bike lanes please.

Bike lanes on Carroll and Eastern Ave needed.

TRAFFIC CALMING - PRO & CON

Diverse opinions exist about the value of existing traffic calming measures and need for alternative or additional steps:

Sligo Mill Road, Eastern Ave (near New Hampshire Ave), Sligo Mill Rd needs speed bumps and possibly 'one way' traffic during commute hours because it is used as a commuter road and people speed (plus playground is being put in and it is unsafe.

Love speed bumps. Utility patches are badly done.

Want Flower Ave speed bumps reformed.

Wish speed humps were regulated; they seem to be all different.

I live in TkPk. I dislike the speed bumps. How about using 15-20 mph speed bumps like the ones on Flower Avenue near Franklin. I also dislike the restrictions on Park Valley in the morning. Please remove them, especially when the Sligo Creek bridge is closed!

Corner of Carroll and Boyd; Boyd Ave. No left turn from Carroll onto Boyd - 4:30-7:30. Enhance speed bumps on Boyd (cars drive fast cutting through from Ethan Allen via Jackson). Boyd becomes one-way?

Too many streets have speed bumps where there are no safety problems.

Takoma Junction too congested and lights not timed properly. And using Columbia as a pass-through. Deal with cars cutting through on Columbia and Poplar residential roads.

Speed bumps are horrible for bikes.

Crossing Carroll near Boyd/Lincoln. Person changing batteries for the speed camera trap on Boyd Ave - blocks visibility - park too close to Carroll.

There are too many speed bumps.

Speed bumps are BAD for bicycles.

Timing of street lights along Carroll Ave.

Get rid of all speed bumps. Eliminate as many traffic lights as possible. No purple line.

SCHOOL & CHILD SAFETY

Kids should be able to ride on sidewalks.

Kids struggle to get through that area to school (preschool) and shops in Silver Spring (when biking & walking).

PUBLIC TRANSPORTATION IMPROVEMENTS

Only one comment related to public transportation, perhaps due to an understanding that the city has less oversight of WMATA and Ride On:

Conscientious bus drivers (they will often pass by passengers who are waiting).

PRAISE FOR TAKOMA PARK

Some city residents were moved to share their affirmation of what's already working well:

I love cycling and walking in T.P.

The school crossing guards are great.

Love Bikeshare. Love speed humps.

We just got new sidewalks in our neighborhood. We love them!

Takoma Park Safe Roadways Committee¹

Recommendations to Takoma Park City Council to Improve Bikeshare

November 15, 2015

Executive Summary

The first few years of Capital Bikeshare in Takoma Park have seen great success and accelerating interest in the program. Residents have another transportation option for getting around town, riding with visiting friends and family, and getting exercise, and it's a transportation option consistent with City Council's direction to the Safe Roadways Committee to "encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit." See Takoma Park Municipal Code, [Chapter 2.16, Article 5](#).

There is tremendous current and planned growth in and around the city, including new mixed-use development in Takoma DC, future development at Takoma Junction, the Langley transit center, and the entire Purple Line Corridor. Expansion of Capital Bikeshare should be included in all growth planning, and Takoma Park should take an active approach to increasing Bikeshare usage. The most efficient way to do that is to increase connectivity and coverage in the Bikeshare system.

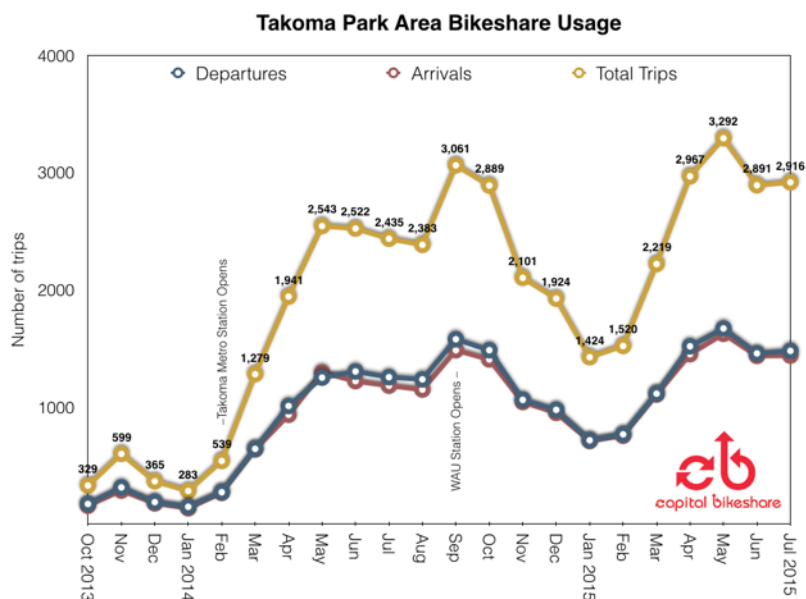


Figure 1. Data only available through July, 2015.

The Safe Roadways Committee recommends that the city take four steps to increase Bikeshare usage and make Takoma Park a better place to live and bike. The City should work with transportation partners and change city codes to:

1. [Add additional Bikeshare stations](#),
2. [Expand and relocate some existing stations](#),
3. [Allow people who bike to use sidewalks within the city limits](#), and
4. [Develop partnerships with local colleges and universities](#).

¹ The Safe Roadways Committee is Liz Cattaneo (Ward 2), Frank Demarais (Ward 5), Joe Edgell (Ward 2), Nick Finio (Ward 3), Kacy Kostiuk (Ward 3), Mike Moore (Ward 6), and Wren Rogers (Ward 3). Former Committee member Ryan Morden contributed to this report.

Detailed information about each of these recommendations can be found below.

Elly Blue's [Bikenomics](#) notes that both bikes and bike lanes have a calming effect on a car traffic. When traffic on city streets is slowed down a little — even if there are the same number of cars — streets become nicer places for residents and visitors (see The Local



Figure 2. Bike lanes and bikes can have a traffic-calming impact for neighborhoods

Government Commission's Center for Livable Communities' Report, 2000). More people come to those communities and everyone — whether walking, biking, or driving — has a little more freedom to look up and see what storefronts have to offer instead of focusing on staying alive. Neighborhood pride increases, as does private investment, retail sales, property values, and number of businesses. There are also fewer traffic crashes. These are all quantifiable ways of saying that areas with increased bike infrastructure lead to thriving communities.

Detailed Discussion

1. Add More Stations

Takoma Park should work with [Montgomery County's Department of Transportation](#), the State of Maryland, and [Capital Bikeshare](#) to install more Bikeshare stations. Any transportation network will function more efficiently when there are more opportunities for use. These expansions should be completed by December 2016.

Takoma Park currently has five stations, and there are three stations nearby, but just outside city boundaries. These stations are:

- Carroll Ave/Ethan Allen Ave (Takoma Junction)
- Maple Ave/Ritchie Ave
- Philadelphia Ave/Maple Ave (community center)
- Carroll Ave/Westmoreland Ave (gazebo)
- Washington Adventist University
- Takoma Metro (in D.C.)
- Montgomery College (in Silver Spring)
- Garland Ave/Walden Road in Long Branch (in Silver Spring by the Long Branch Library)

The most recent data shows a peak Bikeshare trip segments of 3,292 trips at all Takoma Park-area stations. (see figure 1). If all those riders were driving, there would be up to 3,033 drivers on Takoma Park roads.² If all these bike riders rode buses, there would be up to 82 more buses on Takoma Park roads.³ All those buses and cars would make our already congested streets more so. Capital Bikeshare is good for cars. Every Bikeshare rider removes vehicles from Takoma Park roads.

² Based upon an average vehicle occupancy rate for Maryland of 1.085535 people per car. Data from University of South Florida at <http://www.nctr.usf.edu/clearinghouse/censusavo.htm>.

³ Based upon 40 passengers per bus.

Data obtained from Capital Bikeshare and analyzed by the committee show that people use these stations in patterns that focus on transportation to and from the Takoma Metro. (see figure 3). People use certain stations in the morning hours primarily as pick-up locations, meaning these stations see more departures of bikes than arrivals, while other stations serve the opposite function, where they are more popular as drop-off destinations after work.

The City should work to expand the network of stations by adding additional stations at popular destinations. Additional stations will make trips shorter and easier, and additional stations between Silver Spring and Takoma Park will encourage bike travel between these two communities.

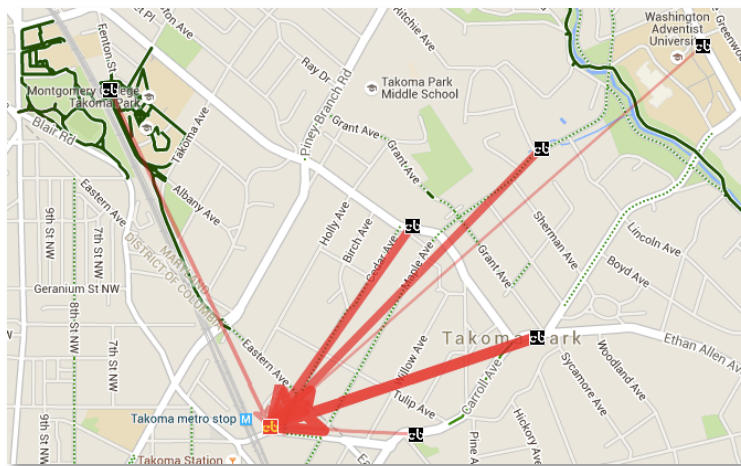


Figure 3. Map shows relative quantity of trips from Takoma Park stations to Takoma Metro station.

The committee recommends that new stations should be added to the network in the following locations, due to their status as notable city destinations for shopping, entertainment, recreation, or residential density. (see figure 4). We note that two of these stations, the Recreation Center station and the station near the transit center, have already been approved and funded.

- MD-410 and New Hampshire Avenue
- The Recreation Center on New Hampshire Avenue
- The Langley transit center at New Hampshire and University Avenues⁴
- Flower Avenue near Houston or Hudson Avenues

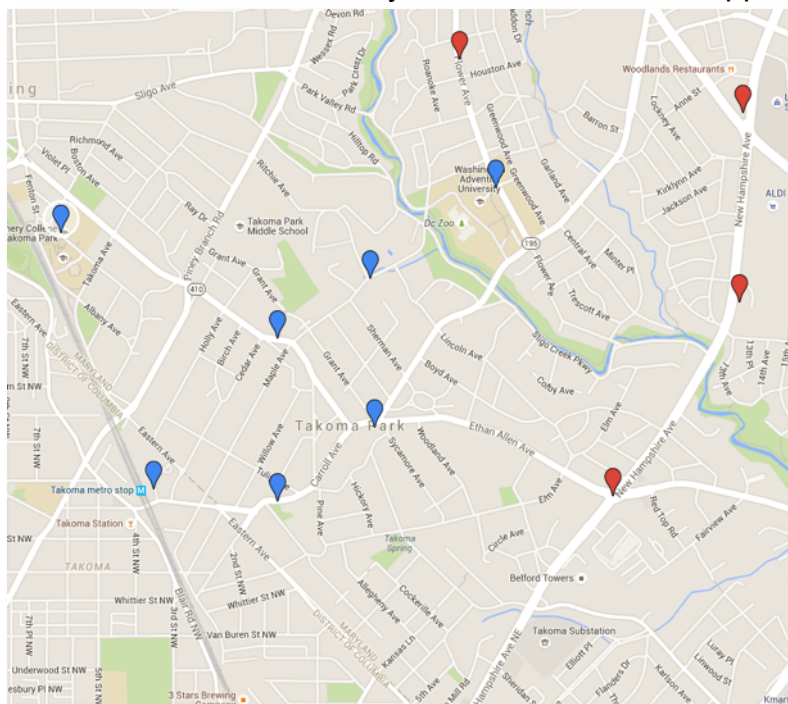


Figure 4. Red markers denote suggested new station locations and blue markers denote existing stations.

⁴ City staff proposed locating the transit center station a block away from the transit center because the location was in Takoma Park. The Committee strongly recommends, however, that the station be located at the transit center on the north side of University Blvd. This requires that we work with the transit agencies, of course. But failure to locate the station at the transit center will result, the Committee believes, in substantially lower usage. Committee members communicated this to City staff during a site visit to the original planned location at the south side of University Boulevard at Anne Street.

2. Expand and Relocate Some Existing Stations

The City should add additional docks at the Takoma Junction station and the “Old Takoma” (gazebo) station, as these stations see the highest ridership and frequently are either full of bikes (during times when people are primarily commuting to that location) or empty (during times when people are primarily commuting away from that location using Bikeshare bikes). Full or empty docks substantially reduce the number of trips to and from those stations.

The City should consider relocating the Old Takoma station to a more prominent location in Old Town, as long as doing so does not negatively impact the proposed expansion of the Bikeshare system, as discussed in this report. One possible location for the relocated station is the intersection of Carroll and Laurel Avenues, in the two parking spaces across from the Dolci Gelato shop.⁵ This location would function better for Old Town because:

- (1) The prospective spot at Carroll and Laurel Avenues is centered within one block of a majority of Old Takoma businesses in Maryland as well as the EF Language School on Laurel Street, NW. By contrast, the current gazebo location is near the edge of the Old Takoma business district.
- (2) The Laurel and Carroll location is both highly visible and symbolically important, marking a repurposing of two car-parking spaces to instead house 15 docked bikes. (see figure 5).
- (3) A number of cities, including Washington, D.C., New York City, Pittsburgh, Boston, and others, use some curb parking spaces for bike parking, including Bikeshare. (see figures 6 and 7). Safety concerns are easily



Figure 5. Green rectangle indicates station location.



Figure 7. Boston Hubway Bikes using in-street parking.



Figure 6. Pittsburgh Healthy Ride Bikes using car parking spaces.

walk unsheltered in the street to enter and exit their vehicles much like a Bikeshare rider would do.

⁵ The committee notes that this recommendation is different than our earlier recommendation. At the time of the earlier recommendation, the Committee believed the money to relocate the station would be better used to create new stations. Since new stations were never created, it is now time to increase the prominence of Bikeshare throughout the City, including Old Town. The Committee wants to ensure, however, that any move of the Old Town Bikeshare station does not negatively impact the proposed expansion discussed herein.

- (4) There is typically enough available metered street parking spaces in Old Town; two car spaces won't be missed. The reduction in the City's carbon footprint, however, will be welcomed.

Outside of city limits, the City should work with local surrounding governments to ensure that:

- (1) The Garland Ave/Walden Road station be moved to a more visible location near the Piney Branch/Flower Avenue intersection. Its current location is too far from the node activity in Long Branch. As a result, usage numbers are very low.

- (2) The Takoma DC/Metro Bikeshare station receives significant additional bikes and docks to better accommodate demand. Since the Metro station is a key destination for many Takoma Park residents using Bikeshare, it is important that the Takoma Park work with Washington, D.C., officials to increase the capacity at this station. Additional capacity here could greatly increase use of Bikeshare by Takoma Park residents.



Figure 8. Takoma Metro Bikeshare station with lone bike.

3. Allow Bicyclists to Ride on Sidewalks

Takoma Park should make a technical correction to municipal code section 13.16.050(B) to allow people to ride bicycles on sidewalks. All Bikeshare stations in Takoma Park are located on sidewalks, and many riders feel safer on sidewalks. Much of Takoma Park's desirable routes for bikes are on narrow state highways where riders feel unsafe. (see figure 9). Additionally, other nearby municipalities (D.C. and Montgomery County as a whole) already welcome



Figure 9. Huge trucks and heavy bus and car traffic make riding on Takoma Park arterials extremely risky. Many cyclists take to the sidewalk, like this one, along Ethan Allen Avenue.

people to ride bicycles on the sidewalk, so this change would bring Takoma Park in line with the regulations of other places cyclists frequent. Furthermore, people already do it. There have been no major bicycle/pedestrian collisions resulting from this frequent practice.

While it's ideal for people to ride in the street, many roads are a hazard to ride on, especially because of the lack of bike lanes on major streets in Takoma Park. By allowing access for cyclists to ride on the sidewalks, Takoma Park could encourage hesitant riders to make more use of Bikeshare and cycling in general as a mode of transportation, thus further reducing automobile traffic. Safety can be ensured by limiting bike speed on sidewalks to 10 miles per hour and requiring that bikes always yield to pedestrians.

4. Develop Partnerships with Nearby Colleges and Universities

The City should work with [Washington Adventist University](#) (WAU) and [Montgomery College](#) to develop a program that gives each student a Bikeshare membership. Most colleges provide students with the benefit of riding a Metro bus for free when they show

their student ID, and this program could build on that concept to encourage greater use of bicycles for college students in Takoma Park. If cost is a concern for the schools or City, the membership could be part of the mandatory student fees.



Figure 10. Washington Adventist University & its Capitol Bikeshare station.

According to the data, the stations by WAU and Montgomery College see an uptick in users in the fall. This is likely the result of new students coming to campus and exploring ways to get around. Ridership dips in the winter, but that's to be expected system-wide due to cold weather. Giving students the benefit of free or reduced access to the Bikeshare system would increase ridership, and encourage students to make use of the system throughout the year. It would also allow students at WAU in particular to more freely travel to the Junction, Old Town, Langley Crossroads, Flower-Piney Branch, Silver Spring, and the Takoma Metro. This could result in more students frequenting local businesses and spending money in the Takoma Park community.

While this would be an experimental program that Takoma Park could highlight as a key accomplishment, it is not without precedent. MIT, for example, [subsidizes Boston's Bikeshare program](#) for faculty and students to reduce the annual rate to \$25. Takoma Park is the right size for a new program like this and its unique situation with two campuses of higher education within its borders. Takoma Park could tout the success of such a program as a model for other higher education institutions in the Capital Bikeshare network to replicate. Takoma Park can be a model for our region, and our region could turn around and become a model for other cities with Bikeshare programs.

FISCAL YEAR 2016

2nd Quarter Report

October 1 – December 31, 2015



Admin

(includes HR, Finance, IT)

- Kicked off new proposal-driven technology investment strategy which resulted in 56 staff generated proposals for review and evaluation by the Technology Steering Committee.
- Launched new mobile service request and reporting application called My TkPk.
- Hosted 2nd Annual Lifelong Takoma Day which engaged over 200 participants and nearly 50 volunteers who shared resources, enjoyed health screenings, lunch, art activities, workshops on variety of topics, music and a community conversation. This year's event was a collaborative effort with the Lifelong Takoma Program, Difference Makers, Village of Takoma Park, and Montgomery College.
- Developed new electronic system for making and tracking legal requests to the City Attorney's Office.
- Launched "Got Ideas?" campaign to solicit feedback from City staff about ways to increase efficiency and effectiveness in our operations and improve our work environment.
- Continued maintenance of City-wide Project Directory, including adding new projects as requested by Council.

Communications

- Launched the new *takomaparkmd.gov*. The initial launch was, for the most part, problem free and is the culmination of over a year of work that touched every single department. The new *takomaparkmd.gov* represents a \$35,000+ investment in our digital infrastructure.
 - Due to the new site structure, web analytics will not be available this quarter. The Media Specialist is evaluating a different approach to presenting web data and insights.
- Social media continues to show constant growth and FY16 Q2 was our “best ever.” We had several posts and continue to see strong contributions from staff in various departments – notably from the Arts Intern and Recreation staff.

Housing & Community Development

- Completed two storefront projects under the CDBG Façade Easement program: Scissors and Comb (7009 Carroll) received \$6,000 for exterior painting; Natra's Tea Room (720 Erie) was awarded \$4,000 for new windows and an entrance door. Applications continue to be accepted.
- Surveys were completed by community residents (244 respondents) and Old Takoma business owners (45 respondents) in preparation for the upcoming parking study.
- Installed bike repair stations at the Community Center and along Sligo Creek Trail, providing bicyclists with the tools needed to repair flat tires and make numerous other repairs.
- Held Walk to School Day on October 7 with over 2,000 students at five schools participating in this annual event.

Housing & Community Development

- Held the 10th annual Holiday Art Sale, featuring 32 artists and crafters on December 12. With over 300 shoppers, returning vendors rated it as one of the more successful sales held.
- Mailed 418 rental housing license renewal notices to Takoma Park landlords.
- Distributed information on the process of reporting property maintenance code violations to 439 tenants in advance of their respective building's annual rental housing licensing inspection.
- Capacity Building organizers met with the residents of 636 Houston Court on two occasions, assisting them in reporting needed building repairs to their landlord.

Library

- The Lukmire Partnership presented the most recent concept design for Library renovation and expansion to the Mayor and Council.
- The Library celebrated its 80th birthday on December 16.
- As a member of the 2016 Caldecott Award Committee, Karen MacPherson, held a three-month Caldecott unit with two classes of third graders at TPES. The kids studied the nominees for the year's best picture book in the context of the actual award criteria, and voted on their favorites.
- Nine noted authors and illustrators of children's books gave Library programs during the quarter, through our partnership with Politics and Prose bookstore.
- The Friends of the Library held book-sales in October and December. Together they netted approximately \$3,000 for the Friends.
- Friends of the Library Reading Group discussions included a four-part discussion series on George Eliot's "Daniel Deronda" with a reception and introductory lecture by Dr. William Cohen at Historic Takoma, and a discussion of "Claire of the Sea Light" by Edwidge Danticat.
- Sunday afternoon MOOC discussions included "The American South; Its Stories, Music and Art" (Univ. of N.C. at Chapel Hill), followed by "Ancient Egypt: a History in Six Objects" (Univ. of Manchester). The discussions are organized and facilitated by staff members Rebecca Brown and Patti Mallin.



Public Works

- Traffic calming projects were completed in the 7700 block of Garland Ave, as was ADA sidewalk work. Traffic calming on Boston Avenue was begun with speed hump installation.
- Contracts for new sidewalk design for Lincoln Avenue and Cherry Avenue were authorized and survey work and design development got underway.
- Finance office renovation was completed, work was largely done by in-house staff.
- Additional facility renovation planning included final designs for the IT Server room and initial concept design development for the Police level.
- Leaf collection citywide took place from Nov 16 through Dec 18.

Recreation

- Monster Bash was held on Saturday, October 31, 2015; there were approximately 550 participants (not counting dogs).
- Added a new ceramic art class for youth ages 4-9.
- Held Winter Break Camp from December 28-31, 2015.
- Teen Charm School Etiquette Dinner was held December 12th. There was a total of 8 teens that participated in the 8 week program.
- Vice Cain was hired as the new Facility Manager at the Takoma Park Recreation Center.

Police Department

[to come]

FISCAL YEAR 2016 FINANCIAL REPORT

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2015

THE CITY OF
TAKOMA PARK



EXECUTIVE SUMMARY

General Fund Revenues

The General Fund is the chief operating fund of City of Takoma Park and supports the regular day-to-day activities of the City, such as police protection, street and park maintenance, and general administrative functions. The General Fund's activities are supported primarily from two sources: taxes and utility fees and intergovernmental revenues.

Certain General Fund revenues are cyclical in nature. For example, property tax receipts and tax duplication payments are received during a certain period of time during the year. Other revenue sources are received on a monthly basis and, as a result, are more evenly distributed throughout the fiscal year.

As of December 31, 2015, General Fund revenues totaled \$12,893,650 or 58% of the Fiscal Year 2016 budgeted amount. Explanations are provided for revenue categories where collections were less than 50% of the budgeted amount or where significant variances were noted.

The largest single source of revenue for the City's general operations is real property taxes. Total collections as of December 31, 2015 were \$6,839,989 approximately 60% of budgeted amount. The City usually collects the majority of the real property taxes in October and January. In October, the City received \$5.25 million.

The City received \$121,844 or 34% in personal property tax revenues and received \$12,462 or 6% of revenues related to Railroad and Public Utilities. We are expecting Public Utilities collection from county for about \$54,000 during the third quarter. The second quarter payment for Admission and Amusement taxes and Highway tax were not received until January of 2016. These revenues are not disbursed in a consistent manner, and payments are expected to be received later in the fiscal year.

Income Taxes are another major source of operating revenues for the City. By December 31, 2015, the City received income tax revenues totaling \$1,044,343 or 39% of budgeted amount. Due to the timing of payments, most of the income tax revenues will be collected later in the fiscal year.

Charges for services collections were \$637,007, or 54% of budgeted amount as of December 31, 2015. The most significant variance in service charge pertains to Library Fines and Fees and Mulch Sales which totaling 36% and 28% of budgeted amount respectively. Mulch Sales are expected to increase in spring 2016.

The total intergovernmental revenue collections for the second quarter totaled \$3,772,623 or 66% of the budget. Revenues related to support for the Takoma/Langley Recreation Center, and cable fees were delayed in the second quarter. The first and second quarter payments for State

& County Project, Library Aid and Police Rebate were not received in 2015. These revenues are collected by the County and remitted on a quarterly basis to the City. Payments to the City may take a few months.

Stormwater Management Fund

Revenues for the Stormwater Management Fund as of December 31, 2015 totaled \$376,828 or 64% of the budgeted amount.

Fund expenditures totaled \$148,772 or 22% of the budgeted amount.

Speed Camera Fund

As of December 31, 2015, fines collected for the Speed Camera Fund totaled \$825,887 or 46% of the budgeted amount.

Fund expenditures totaled \$775,696 or 41% of the budgeted amount.

Special Revenue Fund

The Special Revenue Fund revenues totaled \$506,561 or about 17% of the budgeted amount as of December 31, 2015. Grant reimbursements are prepared on a quarterly basis. Grant reimbursements may not be received for several months, pending the review and approval of the grantor.

Fund expenditures totaled \$252,018 or 10% of the budgeted amount.

GENERAL FUND REVENUES

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2015

REVENUES BY SOURCE:	Budgeted FY 2016	Actual To Date	Uncollected Revenue	% Collected
Taxes and Utility Fees				
Real Property	11,371,340	6,839,989	4,531,351	60.15%
Personal Property	353,500	121,844	231,656	34.47%
RR and Public Utilities	196,250	12,462	183,788	6.35%
Penalties and Interest	30,000	28,832	1,168	96.11%
Admission and Amusement	135,000	29,774	105,226	22.05%
Additions and Abatements	-35,000	-6,746	-28,254	19.27%
Highway	341,665	10,849	330,816	3.18%
Income Tax	2,700,000	1,044,343	1,655,657	38.68%
Total--Taxes and Utility Fees	15,092,755	8,081,347	7,011,408	53.54%
Licenses and Permits	57,104	29,157	27,947	51.06%
Fines and Forfeitures	215,500	249,671	-34,171	115.86%
Use of Money and Property	15,000	13,117	1,883	87.45%
Charges for Services				
Inspection Fees	320,740	219,666	101,074	68.49%
Public Parking Facilities	95,000	55,494	39,506	58.41%
Waste Collection & Disposal Charges	70,700	47,190	23,510	66.75%
Recreation Programs and Services	560,000	257,102	302,898	45.91%
Library Fines and Fees	35,500	12,900	22,600	36.34%
Passport Services	45,000	34,850	10,150	77.44%
Copying	100	-	100	0.00%
Advertising--Bus Shelters	6,000	-	6,000	0.00%
Farmer's Market	5,600	-	5,600	0.00%
Recyclable Sales	3,000	-	3,000	0.00%
Mulch Sales	20,000	5,545	14,455	27.73%
Telephone Commissions	15	-	15	0.00%
Special Trash Pickup	10,000	4,260	5,740	42.60%
Total--Charges for Services	1,171,655	637,007	534,648	54.37%
Intergovernmental Revenues				
Police Protection (State)	431,752	100,111	331,641	23.19%
State & County Projects	187,000	-	187,000	0.00%
Bank Share Tax	5,643	5,643	-	100.00%
Library Aid	149,624	-	149,624	0.00%
Police Rebate	945,540	-	945,540	0.00%

GENERAL FUND REVENUES-Continue

REVENUES BY SOURCE:				
<i>In Lieu of Police</i>	2,515,147	2,515,147	-	100.00%
<i>In Lieu of Roads Maintenance</i>	743,199	743,199	-	100.00%
<i>In Lieu of Parks Maintenance</i>	72,913	72,913	-	100.00%
<i>In Lieu of Crossing Guard</i>	182,384	182,384	-	100.00%
<i>Takoma/Langley Rec. Agreement</i>	87,650	21,913	65,737	25.00%
<i>Hotel Motel Tax</i>	104,000	50,351	53,649	48.41%
<i>Cable Franchise Fees</i>	245,000	61,831	183,169	25.24%
<i>Cable—Operating</i>	77,000	19,131	57,869	24.85%
Total--Intergovernmental Revenues	5,746,852	3,772,623	1,974,229	65.65%
Miscellaneous				
<i>Tree Fund</i>	25,000	25,000	-	100.00%
<i>Sales of Impounded Property</i>	1,000	154	846	15.40%
<i>Other</i>	25,000	44,793	-19,793	179.17%
<i>Insurance Claims</i>	-	34,470	-34,470	0.00%
<i>Administrative Fees--Parking</i>	4,000	3,915	85	97.88%
<i>Federal Grant</i>	2,000	-	2,000	0.00%
<i>Donations</i>	3,000	2,000	1,000	66.67%
Total--Miscellaneous	60,000	110,332	-50,332	183.89%
Total Operating Revenues	22,358,866	12,893,254	9,465,612	57.67%
Sale of City Property	5,000	396	4,604	7.92%
Total Revenues	22,363,866	12,893,650	9,470,216	57.65%

GENERAL FUND EXPENDITURES

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2015

EXPENDITURES BY DEPARTMENT:	Budgeted FY 2016	Expenditures To Date	Available Balance	% Expended
General Government				
Legislative	207,750	96,993	110,757	46.69%
General Management	786,275	411,071	375,204	52.28%
Finance	701,150	377,100	324,050	53.78%
Legal	273,100	104,116	168,984	38.12%
Information Systems	669,950	352,171	317,779	52.57%
Human Resources	314,450	181,568	132,882	57.74%
City Clerk	294,500	138,819	155,681	47.14%
Total--General Government	3,247,175	1,661,838	1,585,337	51.18%
Public Safety				
Office of the Chief	534,130	334,456	199,674	62.62%
Communications	578,900	273,433	305,467	47.23%
Operations	3,787,910	1,446,672	2,341,238	38.19%
Support Services	1,406,780	574,230	832,550	40.82%
Administrative Services	707,970	363,227	344,743	51.31%
Total--Public Safety	7,015,690	2,992,018	4,023,672	42.65%
Public Works				
Administration	559,125	241,679	317,446	43.22%
Building Maintenance	888,700	370,301	518,399	41.67%
Equipment Maintenance	492,000	231,003	260,997	46.95%
Right-of-Way	1,052,550	418,174	634,376	39.73%
Solid Waste Management	888,708	457,566	431,142	51.49%
Gardens	233,275	123,930	109,345	53.13%
Urban Forest	262,900	69,061	193,839	26.27%
City Engineer	322,200	140,058	182,142	43.47%
Total--Public Works	4,699,458	2,051,772	2,647,686	43.66%
Recreation				
Administration	403,485	205,129	198,356	50.84%
TP Recreation Center	246,550	89,068	157,482	36.13%
Community Programs	200,813	55,913	144,900	27.84%
Athletic Fields/Facilities	55,000	16,722	38,278	30.40%
Camps	119,310	56,278	63,032	47.17%
Before/After School Programs	139,007	51,217	87,790	36.84%
Community Center	615,340	249,382	365,958	40.53%
Total--Recreation	1,779,505	723,709	1,055,796	40.67%

GENERAL FUND EXPENDITURES-Continue

EXPENDITURES BY DEPARTMENT:	<u>Budgeted FY 2016</u>	<u>Expenditures To Date</u>	<u>Available Balance</u>	<u>% Expended</u>
Housing & Comm. Development				
Code Enforcement	511,335	246,699	264,636	48.25%
Landlord-Tenant	95,850	52,584	43,266	54.86%
Administration	185,075	67,841	117,234	36.66%
Rent Stabilization	139,500	60,374	79,126	43.28%
Community Development	484,200	202,714	281,486	41.87%
Affordable Housing	272,700	131,192	141,508	48.11%
Total--Housing & Comm. Dev.	1,688,660	761,404	927,256	45.09%
Communications	553,050	241,398	311,652	43.65%
Library				
Library	1,145,780	553,291	592,489	48.29%
Computer Learning Center	94,800	40,362	54,438	42.58%
Total--Library	1,240,580	593,653	646,927	47.85%
Debt Service	376,800	20,581	356,219	5.46%
Non-Departmental	1,329,809	813,713	516,096	61.19%
Capital Outlay	2,661,654	523,528	2,138,126	19.67%
<u>Total Expenditures</u>	24,592,381	10,383,615	14,208,767	42.22%

OTHER FUNDS REVENUES
FOR THE SIX MONTHS ENDED
DECEMBER 31, 2015

REVENUES BY FUNDS	<u>Budgeted</u> <u>FY 2015</u>	<u>Actual</u> <u>To Date</u>	<u>Uncollected</u> <u>Revenue</u>	<u>%</u> <u>Collected</u>
Special Revenue Fund	2,992,768	506,561	2,486,207	16.93%
Stormwater Management Fund	588,750	376,828	211,922	64.00%
Speed Camera Fund	1,801,200	825,887	975,313	45.85%

OTHER FUNDS EXPENDITURES
FOR THE SIX MONTHS ENDED
DECEMBER 31, 2015

EXPENDITURES BY FUNDS	<u>Budgeted</u> <u>FY 2015</u>	<u>Expenditures</u> <u>To Date</u>	<u>Available</u> <u>Balance</u>	<u>%</u> <u>Expended</u>
Special Revenue Fund	2,569,057	252,018	2,317,039	9.81%
Stormwater Management Fund	684,750	148,772	535,978	21.73%
Speed Camera Fund	1,912,010	775,696	1,136,314	40.57%