



## Takoma Park City Council Meeting – February 15, 2017 Agenda Item 8

### **Work Session**

Overview of City Boards, Commissions and Committees

### **Recommended Council Action**

Review the attached table and discuss.

### **Context with Key Issues**

The Mayor has scheduled this work session to review information about the City boards, commissions and committees, provide an opportunity for the Council to request additional information, and begin a discussion about what changes and improvements should be made.

The attached table provides basic information: name, purpose, number of members and membership requirements, term length and expiration date, number of vacancies, meeting frequency, level of staffing, and name of the chairperson.

### **Council Priority**

A Livable Community for All; Engaged, Responsive, Service-Oriented Government

### **Environmental Impact of Action**

N/A

### **Fiscal Impact of Action**

N/A

### **Attachments and Links**

- Table of City Committees (includes links to authority for each)
- Link to [Committee information on the City website](#)

## City Boards, Commissions, and Committees

Name	Membership	Term Length	Terms Expire	Vacancies	Meetings	Staffing	Chair
<b>1. Arts and Humanities Commission</b> Authority: <a href="#">City Code 2.16</a> Article 6	11-15 (1/3 may be nonresidents)*	3 years	June 30	2	Quarterly	HCD	Susan Strasser
Purpose: A) To advise the City Council on ways in which the City might best serve the public with regard to matters involving the arts; B) To encourage and aid the appreciation and awareness of, and participation in, the arts among all Takoma Park residents; C) To encourage cooperation and coordination among individuals, organizations and institutions concerned with the arts in Takoma Park; and D) To facilitate employment opportunities for artists and the development of self-sustaining arts programs.  <i>*Every effort shall be made to have a broad and diverse representation of the fine and performing arts community and of cultural organizations on the Commission.</i>							
<b>2. Board of Elections</b> Authority: <a href="#">City Code Ch. 5.24</a>	Up to 7*	3 years	June 30	2	Monthly	City Clerk	Marilyn Abbott
Purpose: A) Plan and conduct regular and special City elections in coordination with the City Clerk; B) Encourage voter registration in the City; C) Conduct voter education programs and prepare and distribute voter outreach materials; D) 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; E) Periodically review City elections procedures; F) Serve as election judges in City elections; G) Recommend additional qualified individuals to the Council for appointment as election judges during a regular or special City election; H) 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.  <i>*Members must be registered voters of Takoma Park. The Council shall make every effort to ensure that the Board of Elections includes representatives from each Council ward.</i>							
<b>3. Commemoration Commission</b> Authority: <a href="#">City Code Ch. 2.16</a> , Article 4	5-9 voting members 4 non-voting representative members*	3 years	March 31	5 voting members	Monthly	City Clerk	Jessica Kessler / Dick O'Connor

Name	Membership	Term Length	Terms Expire	Vacancies	Meetings	Staffing	Chair
<p>Purpose: Document, maintain, and preserve past, present, and future memorials, commemoratives, and recognitions in the City; recommend to the City Council procedures and programs to honor and commemorate individuals, organizations and businesses that have made significant contributions to the social, cultural, historical, political, economic, or civic life of the City as a whole or to a neighborhood/local area as well as programs for individuals to honor others; implement such programs within its scope and budget; and decide on recognitions after opportunity for public review and comment.</p> <p><i>*At least one voting member may be nominated by each of the ward Councilmembers and at least one at-large voting member may be nominated by the Mayor. No ward shall have more than two voting members on the Commission. The 4 non-voting members include the staff liaison and representatives from the Arts and Humanities Commission, the Recreation Committee, and Historic Takoma, Inc.</i></p>							
<p><b>4. Commission on Landlord-Tenant Affairs (COLTA)</b> Authority: <a href="#">City Code Ch. 6.24</a></p>	<p>7-11 (up to 4 may be nonresidents)*</p>	<p>3 years</p>	<p>June 30</p>	<p>1</p>	<p>Annually and as needed for hearings</p>	<p>HCD (Ken Sigman serves as Executive Director of COLTA)</p>	<p>Lauren Price</p>
<p>Purpose: Adjudicate complaints for violations of Chapter 6.16, Landlord-Tenant Relations, to rule on petitions for rent increases above the rent stabilization allowance in accordance with Chapter 6.20, Rent Stabilization, and to decide appeals from the City Manager’s decision to deny, suspend or revoke a license under Chapter 6.08, Rental Housing Licenses.</p> <p><i>*The Council shall make every effort to ensure that the Commission has representation from landlords, tenants and homeowners.</i></p>							
<p><b>5. Committee on the Environment</b> Authority: <a href="#">City Code Ch. 2.16 Article 7</a></p>	<p>11-15*</p>	<p>2 years</p>	<p>June 30</p>	<p>--</p>	<p>Monthly</p>	<p>Public Works</p>	<p>Cindy Dyballa / Sat Jiwan Ikle-Khalsa</p>
<p>Purpose: A) Advise the City Council on all environmental issues, including, but not limited to, stormwater management, greenhouse gas reduction, air quality, tree protection, open space conservation, biodiversity, watershed functioning and restoration, energy use, transportation, energy conservation, and recycling; and B) Serve in partnership with the City Council and Takoma Park City staff to work together to achieve sustainability and other environmental certifications that may help the City meet and be recognized for its environmental goals.</p> <p><i>*Efforts shall be made to have representation of the following: 1) No less than five interested residents, including residents with expertise in a variety of scientific, technical, and environmental policy disciplines, and outreach skills related to environmental science; 2) No less than four representatives from community organizations including local environmental and cultural groups, public health and civic organizations, faith-based groups, and parent-teacher organizations; and 3) No less than two representatives from local businesses or business groups.</i></p>							

Name	Membership	Term Length	Terms Expire	Vacancies	Meetings	Staffing	Chair
<b>6. Council Compensation Committee</b>  Authority: <a href="#">City Code Ch. 2.04</a> , Section 2.04.110	To be determined at time of appointment.	N/A	N/A	N/A	To be determined by the Committee	City Clerk	To be determined by the Committee
Purpose: The Council shall appoint a committee of City residents, <b>every 4 years</b> beginning with calendar year 2007, to serve as the Council Compensation Committee. The Committee shall review the salaries of the Mayor and Councilmembers and make recommendations to the Council whether or not such salaries should be changed.							
<b>7. Emergency Preparedness Committee</b>  Authority: <a href="#">City Code Ch. 2.16</a> Article 9	Up to 16 (7 resident members, 4 representative members plus 5 additional reps)*	3 years	March 31	--	Monthly	Police - Emergency Manager	Claudine Schweber / Ron Hardy
Purpose: Provide community input to and assist in the City's planning and preparations for emergency operations and to involve residents in providing appropriate assistance during emergency operations.  <i>*The Committee will be composed of appropriate senior City staff selected by the City Manager, <del>one member selected by the Public Safety Citizens Advisory Committee (PSCAC)</del>, one member selected by the Takoma Park Volunteer Fire Department, one member selected by the Washington Adventist Hospital, one member selected by the Montgomery County Office of Emergency Management and Homeland Security, and seven residents (preferably at least one from each ward) appointed by the Council. Appointees should have some professional background in emergency preparedness or operations. The Council may appoint up to five additional members. These members may represent educational institutions, faith communities, businesses or business associations, landlords or managers of multi-unit residential properties in the City, and other appropriate sectors or stakeholders in the community.</i>							
<b>8. Ethics Commission</b>  Authority: <a href="#">City Code Ch. 3.04</a> , Section 3.04.050	Up to 7 members	2 years	Sept. 30	2	As needed	City Clerk City Attorney	Michael Richards
Purpose: 1) Devise, receive, and maintain all forms generated by the Ethics Ordinance; 2) Provide, at the request of any person concerning the application of the							

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<p>Ordinance to an actual situation or one seriously contemplated, written advisory opinions; 3) Investigate, hear, and decide any inquiry or complaint filed by any person regarding an alleged or potential violation of the Ordinance; 4) Conduct a public information program regarding the purposes and application of the Ordinance; 5) Recommend legislative changes and improvements to this chapter, including such changes as are necessary to maintain compliance with the requirements of State Government Article, Title 15, Subtitle 8, of the Annotated Code of Maryland; 6) Promulgate regulations to accompany the Ordinance; and 7) Certify to the State Ethics Commission on or before October 1st of each year that the City is in compliance with the requirements for elected local officials of State Government Article, Title 15, Subtitle 8, of the Annotated Code of Maryland.</p>							
<p><b>9. Facade Advisory Board</b> Authority: <a href="#">City Code Ch. 8.40 Article 1</a></p>	<p>7 voting members*</p>	<p>3 years</p>	<p>March 31</p>	<p>--</p>	<p>8-10 times a year (must meet at least twice a year)</p>	<p>HCD</p>	<p>William Fischer</p>
<p>Purpose: A) Help ensure that facade designs and their maintenance are harmonious and consistent with the intended quality and character of the commercial areas of Takoma Park; B) Provide guidance and assistance to commercial building and business owners seeking permits for facade alterations, signs, and new construction work; C) Coordinate with and advise the City of Takoma Park Code Enforcement Department; and D) Inform citizens and business owners of the historic district benefits and requirements and to continue coordinating with the Montgomery County Historic Preservation Commission and the Montgomery County Department of Fire and Rescue Services—Code Enforcement (MCFD) regarding necessary approvals.</p> <p><i>*At least two members shall be professional such as architects, planners, and/or historians; At least two members shall be building or business owners located or doing business in the Takoma Old Town and Takoma Junction commercial areas as defined in Section 8.40.070; One member shall represent Historic Takoma, Inc. The Board of Historic Takoma, Inc. shall select from among its membership for consideration by the City Council, two representatives, one of which may be appointed to serve as a voting member of the FAB, the other to serve as an alternate.</i></p>							
<p><b>10. Grants Review Committee</b> Authority: <a href="#">Resolution 2014-7</a></p>	<p>Up to 9 members*</p>	<p>3 years</p>	<p>April 30</p>	<p>2</p>	<p>4-6 times a year</p>	<p>HCD</p>	<p>Gary Cardillo</p>
<p>Purpose: Evaluate applications for City-administered grants based on established funding priorities, program guidelines and available funding and make recommendations for grant awards to the City Council for consideration.</p> <p><i>Takoma Park residents with demonstrated expertise in community development, grants management, public arts, or related areas of interest.</i></p>							

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<b>11. Noise Control Board</b> Authority: <a href="#">City Code Ch. 14.12</a> , Section 14.12.140	7 members	3 years	March 31	2	At least twice per year and as needed	City Clerk	Josh Rudder
Purpose: Assist and advise the City on noise control issues, including administration and enforcement of the Noise Ordinance, and to adjudicate noise disturbance complaints.							
<b>12. Nuclear-Free Takoma Park Committee</b> Authority: <a href="#">City Code Ch. 14.04</a> , Section 14.04.110	7 members*	2 years	March 31	1	Monthly	As needed	Jay Levy
Purpose: Oversee implementation of and adherence to the Nuclear-Free Zone Act.							
<i>*Committee members shall have collective experience in the areas of science, research, finance, law, peace and ethics.</i>							
<b>13. Personnel Appeal Board</b> Authority: <a href="#">City Code Ch. 4.04</a> , Article 15	5 members	3 years	March 31	5	Annually or as needed	City Clerk	
Purpose: Adjudicates employee appeals of the City Manager's decisions regarding employee grievances or dismissals.							
<b>14. Police Employees' Retirement Plan Committee (Pension Board)</b> Authority: <a href="#">City Code Ch. 4.24</a> , Section 4.24.030	7 members (2 resident members plus representative members)*	N/A	N/A	--	Semi-Annually	City Manager, City Clerk, HR	City Manager
Purpose: The Committee serves as Plan Administrator for the Police Employees' Retirement Plan.							
<i>*Other voting members: City Manager, Finance Director, Chief of Police, Local 400 Representative, Police Supervisory Employee Representative, or designees.</i>							

Name	Membership	Term Length	Terms Expire	Vacancies	Meetings	Staffing	Chair
<b>15. Recreation Committee</b> Authority: <a href="#">City Code Ch. 2.16</a> , Article 9	7-15 members*	2 years	April 30	3	Monthly	Recreation	Jay Keller
Purpose: Advise the City Council on matters pertaining to recreation programming and facilities.  <i>*Every effort shall be made to ensure that the membership represents all wards and the diverse populations in Takoma Park.</i>							
<b>16. Safe Roadways Committee</b> Authority: <a href="#">City Code Ch. 2.16</a> , Article 5	Up to 11*	2 years	June 30	4	Monthly	As needed	Joe Edgell
Purpose: A) Advise the City Council on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services; and B) To encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit.  <i>*Efforts shall be made to have representation from each of the City's wards.</i>							
<b>17. Takoma Junction Community Consultation Process Advisory Committee - TEMPORARY</b> Authority: <a href="#">Resolution 2016-27</a>	7 residents	N/A	N/A	N/A	As needed	HCD	N/A
Purpose: Help develop the process for community participation in the Takoma Junction Development Project. A) Clarify with NDC, in coordination with City Staff and the City Council, the aspects of the project's program and design for which community input is important for the project outcome; B. Identify the best means for community members to engage in the development process; C) Determine the details of meetings needed to ensure sufficient opportunity for community input such as number and frequency of meetings, locations, times, format; D) Assist with promotion and outreach regarding meetings; and E) Provide opportunities for on-line community feedback for community members who are unable to attend meetings.							

Name	Membership	Term Length	Terms Expire	Vacancies	Meetings	Staffing	Chair
<b>18. Tree Commission</b> Authority: <a href="#">City Code Ch. 2.16</a> Article 2	5 residents	3 years	Sept. 30	--	Monthly	PW	Gresham Lowe
Purpose: Preserve, protect and promote the urban forest of Takoma Park and hear appeals from tree permit decisions. With the assistance of the Arborist, propose rules, regulations, procedures and actions to be taken by the City to preserve and protect the urban forest, subject to the approval of the Council, and perform any other related duties assigned by the Council by ordinance or resolution.							

Notes:

Residency is required unless noted otherwise.