



Takoma Park City Council Meeting – September 30, 2020 Agenda Item 5

Work Session

Discussion of Options for Committee Appointments: Freezing New Appointments until June 30, 2021; Appointing New Members to Short Terms That Expire on June 30, 2021; Limiting Appointments to Those Needed for Committees to Function

Recommended Council Action

Discuss whether and how to proceed with filling vacancies on boards, commissions, and committees over the next few months. The City Attorney drafted several emergency ordinances for Council to consider.

Context with Key Issues

The City Council set as one of its priorities a review of the existing structure, appointment processes, and practices for Council-appointed committees to increase efficiency and effectiveness and attract new members, and to explore innovative ways to engage residents who tend to be harder to reach, with a desired outcome of enabling diverse, engaged, productive, and rewarding committee membership.

On June 3, 2020, the Council heard an update on the work of a small ad hoc committee that included a number of staff members, Mayor Stewart, and Councilmember Dyballa. The committee had put out preliminary draft recommendations that included, among other things, establishing a new process for selecting and appointing committee members.

Because these and other preliminary draft recommendations had not been shared with committees and the public for comment and feedback, and, recognizing that the review process will extend into early 2021, the committee recommended 1) that Council consider delaying appointments to fill committee vacancies unless needed to keep the committee functioning, and 2) that Council extend the terms of eligible committee members to June 30, 2021.

On July 29, 2020, the Council adopted an emergency ordinance (Ordinance 2020-25) to extend committee terms for eligible members. No final decision was made on whether to delay filling vacancies. The Council agreed to revisit the question in September.

At a work session on September 23, the City Council discussed how to approach filling vacancies on Council-appointed committees. No clear consensus was reached by the Council. The City Attorney was asked to draft several emergency ordinances to provide options for the Council at a work session on September 30. The draft ordinances are attached for Council consideration.

Council Priority

Engaged, Responsive and Service-Oriented Government. Review existing structure, appointment processes, and practices for Council-appointed committees to increase efficiency and effectiveness and attract new members, and to explore innovative ways to engage residents who tend to be harder to reach, with a desired outcome of enabling diverse, engaged, productive, and rewarding committee membership.

Environmental Considerations

N/A

Fiscal Considerations

N/A

Racial Equity Considerations

Council-appointed committees do not generally reflect the diversity of the population of Takoma Park. Improvements of the recruitment, training, functionality and support of committees may encourage more people from all backgrounds in the City to participate in the Council-appointed committees.

Attachments and Links

- An uncodified Ordinance whereby the City of Takoma Park suspends appointments to Boards, Commissions, and Committees except in circumstances in which such appointments may be necessary to continue the operation of the Board, Commission, or Committee
- An uncodified Ordinance whereby the City of Takoma Park is authorized to shorten the terms of office for members appointed to its Boards, Commissions, and Committees in FY 2021
- An uncodified Ordinance whereby the City of Takoma Park suspends appointments to Boards, Commissions, and Committees except those which perform quasi-judicial functions.

Draft
Suspend Appoints Unless Council Determines
it is Necessary for BCC to Continue Functioning
Sept. 25, 2020

1 Introduced by: Councilmember _____
2

3 **CITY OF TAKOMA PARK**
4 **MARYLAND**

5
6 **UNCODIFIED EMERGENCY ORDINANCE**
7 **2020-0_**
8

9 **An uncodified Ordinance whereby the City of Takoma Park suspends**
10 **appointments to Boards, Commissions, and Committees except in**
11 **circumstances in which such appointments may be necessary to**
12 **continue the operation of the Board, Commission, or Commission.**
13

14 **WHEREAS,** the City of Takoma Park Code, section 2.16.010(A) Boards and Commissions,
15 Membership of statutory Council-appointed committees, states that the “Council
16 shall appoint all members of the committees identified in this section,” which
17 includes: the Arts and Humanities Commission, the Board of Elections, the
18 Commemoration Commission, the Commission on Landlord-Tenant Affairs, the
19 Committee on the Environment, the Emergency Preparedness Committee, the
20 Ethics Commission, the Facade Advisory Board, the Noise Control Board, the
21 Nuclear-Free Committee, the Personnel Appeal Board, the Recreation
22 Committee, the Safe Roadways Committee, and the Tree Commission; and
23

24 **WHEREAS,** the City of Takoma Park Code, section 2.16.010(C) Membership of statutory
25 Council-appointed committees sets forth a Term Expiration Chart for
26 appointments to the aforementioned Boards, Committees, and Commissions,
27 which identifies varying term lengths and varying dates of expiration; and
28

29 **WHEREAS,** the City of Takoma Park code, section 2.04.040(B)(1) permits the Council to
30 further establish “various City commissions and task forces” by “simple
31 resolution,” which do not have the force and effect of law; and
32

33 **WHEREAS,** the provisions of this ordinance shall apply to the Grants Review Committee
34 which was established by resolution and is not codified; and
35

36 **WHEREAS,** various aspects of the City’s Boards, Commissions, and Committees are presently
37 undergoing a general review and it is anticipated that revisions to portions of the
38 Code governing such entities will be made; and
39

40 **WHEREAS,** the City was unable to complete its review prior to the conclusion of FY 2020 for
41 a variety of reasons, to include the state of emergency and public health
42 catastrophe caused by the outbreak of the disease known as COVID-19, also
43 referred to as the novel coronavirus; and
44

Draft
Suspend Appoints Unless Council Determines
it is Necessary for BCC to Continue Functioning
Sept. 25, 2020

1 **WHEREAS,** the City, by uncodified Ordinance Number 2020-25, extended the terms of office
2 from members of its Boards, Commissions, and Committees, which were to
3 expire on March 31 and June 30, 2020, to June 30, 2021; and
4

5 **WHEREAS,** in light of the current pandemic, and until the City completes its general review
6 of the City’s Boards, Commissions, and Committees, it is the sense of the Council
7 that future appointments should be confined to circumstances in which such
8 appointments may be necessary to maintain the functionality of a Board,
9 Commission, or Committee.

10
11 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**
12 **TAKOMA PARK, MARYLAND, THAT** the City Council hereby suspends the requirement to
13 make appointments to the City’s Boards, Commissions, and Committees except in circumstances
14 in which such appointments are necessary to allow the Board, Commission, or Committee to
15 continue to perform its assigned functions, and enacts this uncodified emergency Ordinance as
16 follows:
17

18 **Section 1.** The requirement to make appointments to the City’s Boards, Commissions, and
19 Committees is suspended except in circumstances in which the Council
20 determines, at its sole discretion, that such appointments are necessary to allow
21 the Board, Committee, or Commission, to perform its assigned functions.
22

23 **Section 2.** This Ordinance applies to all City Boards, Commissions, and Committees, and
24 not just those identified in the City of Takoma Park Code, section 2.16.010(C).
25

26 **Section 3.** The City Council may rescind, modify, or extend this uncodified emergency
27 Ordinance.
28

29 THIS ORDINANCE, WHICH IS EFFECTIVE IMMEDIATELY, IS ADOPTED BY THE
30 COUNCIL OF THE CITY OF TAKOMA PARK, MARLYAND, THIS ____ DAY OF
31 OCTOBER 2020, BY ROLL-CALL VOTE AS FOLLOWS:
32

- 33 AYE:
- 34 NAY:
- 35 ABSTAIN:
- 36 ABSENT:

Draft
Shorten Term of Office for New Appointees
Sept. 25, 2020

1 Introduced by: Councilmember _____
2

3 **CITY OF TAKOMA PARK**
4 **MARYLAND**

5
6 **UNCODIFIED EMERGENCY ORDINANCE**
7 **2020-0_**
8

9 **An uncodified Ordinance whereby the City of Takoma Park is**
10 **authorized to shorten the terms of office for members appointed to its**
11 **Boards, Commissions, and Committees in FY 2021.**
12

13 **WHEREAS,** the City of Takoma Park Code, section 2.16.010(A) Boards and Commissions,
14 Membership of statutory Council-appointed committees, states that the “Council
15 shall appoint all members of the committees identified in this section,” which
16 include: the Arts and Humanities Commission, the Board of Elections, the
17 Commemoration Commission, the Commission on Landlord-Tenant Affairs, the
18 Committee on the Environment, the Emergency Preparedness Committee, the
19 Ethics Commission, the Facade Advisory Board, the Noise Control Board, the
20 Nuclear-Free Committee, the Personnel Appeal Board, the Recreation
21 Committee, the Safe Roadways Committee, and the Tree Commission; and
22

23 **WHEREAS,** the City of Takoma Park Code, section 2.16.010(C) Membership of statutory
24 Council-appointed committees sets forth a Term Expiration Chart for
25 appointments to the aforementioned Boards, Commissions, and Committees,
26 which identifies varying term lengths and varying dates of expiration; and
27

28 **WHEREAS,** the City of Takoma Park code, section 2.04.040(B)(1) permits the Council to
29 further establish “various City commissions and task forces” by “simple
30 resolution,” which do not have the force and effect of law; and
31

32 **WHEREAS,** the provisions of this ordinance shall apply to the Grants Review Committee
33 which was established by resolution and is not codified; and
34

35 **WHEREAS,** various aspects of the City’s Boards, Commissions, and Committees are presently
36 undergoing a general review and it is anticipated that revisions to portions of the
37 Code governing such entities will be made; and
38

39 **WHEREAS,** the City was unable to complete its review prior to the conclusion of FY 2020 for
40 a variety of reasons, to include the state of emergency and public health
41 catastrophe caused by the outbreak of the disease known as COVID-19, also
42 referred to as the novel coronavirus; and
43

Draft
Shorten Term of Office for New Appointees
Sept. 25, 2020

1 **WHEREAS,** the City, by uncodified Ordinance Number 2020-25, extended the terms of office
2 for members of its Boards, Commissions, and Committees, which were to expire
3 on either March 31 or June 30, 2020, to June 30, 2021; and
4

5 **WHEREAS,** in order to ensure the City’s review is able to establish and coordinate the length
6 of the terms of office for the City’s Boards, Commissions, and Committees, after
7 June 30, 2021, it is necessary to modify the existing terms of office for those
8 individuals appointed between March 31, 2020, through June 30, 2021.
9

10 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**
11 **TAKOMA PARK, MARYLAND, THAT** the City Council hereby shortens the terms of office
12 for members appointed or to be appointed to its Boards, Commissions, and Committees, and enacts
13 this uncodified emergency Ordinance as follows:
14

15 **Section 1.** The terms of office for members appointed to City Boards, Commissions, and
16 Committees after March 31, 2020, shall expire on June 30, 2021.
17

18 **Section 2.** This Ordinance applies to all City Boards, Commissions, and Committees, and
19 not just those identified in the City of Takoma Park Code, section 2.16.010(C).
20

21 **Section 3.** The City Council may rescind, modify, or extend this uncodified emergency
22 Ordinance.
23

24 THIS ORDINANCE, WHICH IS EFFECTIVE IMMEDIATELY, IS ADOPTED BY THE
25 COUNCIL OF THE CITY OF TAKOMA PARK, MARLYAND, THIS ____ DAY OF
26 OCTOBER 2020, BY ROLL-CALL VOTE AS FOLLOWS:
27

- 28 AYE:
- 29 NAY:
- 30 ABSTAIN:
- 31 ABSENT:

Draft
Suspend Appointments BCCs Except Quasi-Judicial
Sept. 25, 2020

1 Introduced by: Councilmember _____
2

3 **CITY OF TAKOMA PARK**
4 **MARYLAND**

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6 **UNCODIFIED EMERGENCY ORDINANCE**
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9 **An uncodified Ordinance whereby the City of Takoma Park suspends**
10 **appointments to Boards, Commissions, and Committees except those**
11 **which perform quasi-judicial functions.**
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13 **WHEREAS,** the City of Takoma Park Code, section 2.16.010(A) Boards and Commissions,
14 Membership of statutory Council-appointed committees, states that the “Council
15 shall appoint all members of the committees identified in this section,” which
16 includes: the Arts and Humanities Commission, the Board of Elections, the
17 Commemoration Commission, the Commission on Landlord-Tenant Affairs, the
18 Committee on the Environment, the Emergency Preparedness Committee, the
19 Ethics Commission, the Facade Advisory Board, the Noise Control Board, the
20 Nuclear-Free Committee, the Personnel Appeal Board, the Recreation
21 Committee, the Safe Roadways Committee, and the Tree Commission; and
22

23 **WHEREAS,** the City of Takoma Park Code, section 2.16.010(C) Membership of statutory
24 Council-appointed committees sets forth a Term Expiration Chart for
25 appointments to the aforementioned Boards, Committees, and Commissions,
26 which identifies varying term lengths and varying dates of expiration; and
27

28 **WHEREAS,** the City of Takoma Park code, section 2.04.040(B)(1) permits the Council to
29 further establish “various City commissions and task forces” by “simple
30 resolution,” which do not have the force and effect of law; and
31

32 **WHEREAS,** the provisions of this ordinance shall apply to the Grants Review Committee
33 which was established by resolution and is not codified; and
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35 **WHEREAS,** various aspects of the City’s Boards, Commissions, and Committees are presently
36 undergoing a general review and it is anticipated that revisions to portions of the
37 Code governing such entities will be made; and
38

39 **WHEREAS,** the City was unable to complete its review prior to the conclusion of FY 2020 for
40 a variety of reasons, to include the state of emergency and public health
41 catastrophe caused by the outbreak of the disease known as COVID-19, also
42 referred to as the novel coronavirus; and
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Suspend Appointments BCCs Except Quasi-Judicial
Sept. 25, 2020

1 **WHEREAS,** the City, by uncodified Ordinance Number 2020-25, extended the terms of office
2 for members of its Boards, Commissions, and Committees, which were to expire
3 on March 31 and June 30, 2020, to June 30, 2021; and
4

5 **WHEREAS,** in light of the current pandemic, and until the City completes its general review
6 of the its Boards, Commissions, and Committees, it is the sense of the Council
7 that future appointments should be confined to those Boards, Committees, and
8 Commissions which require additional members to perform their quasi-judicial
9 functions.
10

11 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**
12 **TAKOMA PARK, MARYLAND, THAT** the City Council hereby suspends appointments to
13 Boards, Commissions, and Committees except to those which may require the appointment of
14 additional members to perform quasi-judicial functions, and enacts this uncodified emergency
15 Ordinance as follows:
16

17 **Section 1.** The Council suspends the requirement to make appointments to the City’s
18 Boards, Commissions, and Committees, except those that perform a quasi-
19 judicial function.
20

21 **Section 2.** The Council shall appoint members as necessary to Boards, Commissions, and
22 Committees which perform a quasi-judicial function.
23

24 **Section 3.** This Ordinance applies to all City Boards, Commissions, and Committees, and
25 not just those identified in the City of Takoma Park Code, section 2.16.010(C).
26

27 **Section 4.** The City Council may rescind, modify, or extend this uncodified emergency
28 Ordinance.
29

30 THIS ORDINANCE, WHICH IS EFFECTIVE IMMEDIATELY, IS ADOPTED BY THE
31 COUNCIL OF THE CITY OF TAKOMA PARK, MARLYAND, THIS ____ DAY OF
32 OCOTOBER 2020, BY ROLL-CALL VOTE AS FOLLOWS:
33

- 34 AYE:
- 35 NAY:
- 36 ABSTAIN:
- 37 ABSENT: