

#TogetherTKPK



Council- Appointed Committees 2nd Update

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Goals for Tonight's Discussion

- Recap steps the Council must take to ensure that a new committee process is in place by the Council-established deadline of June 30, 2021
- Finalize general purpose and common charge for standing committees
- Finalize criteria for prioritizing the need for specific standing committees
- Consider case examples of criteria as applied



Why Do We Have Committees?

- **Currently the City has**
 - 16 standing committees, boards and commissions (9 quasi-judicial), and also ad-hoc task forces and committees
 - Over 100 people currently serve on Council appointed committees, boards, commissions, and task forces
- **Committees provide**
 - One of many methods to engage our diverse community
 - Opportunity to leverage the technical expertise and lived experiences of our residents to inform the City's priorities and programs

2020 Council Priority

- Improve and Formalize Systems for Council-Appointed Committees



Council Committee Workgroup Recommendations (June 2020)

- **Establish a Common Structure for All Standing Committees**
- **Clarify Leadership Roles of Council, Staff, and Committee Members**
- **Review the Purpose of the Committees**
- **Improve Committee Operations for Members and Officers**
- **Develop Tools to Increase Diversity on Committees**
- **Establish a New Appointment Process**



Proposed Approach to Re-Establish and Recruit For Council Appointed Committees, Boards, and Task Forces

Clarify Purpose and Charge of Committees

- Purpose or Charge of Committees
- Number of Committees
- Committee Structure
 - Size
 - Term Lengths
 - Operational Requirements
- Selection Criteria

March 2021

Adopt Code Changes and Review Administrative Committee Function(s)

- Application and Administrative Processes
- Orientation Program
- Code of Conduct and Reporting Mechanism
- Equity Training
- Adopt Code Changes

April 2021

Create a New Recruitment Strategy for Committees

- Explore ways to increase diversity on committees
 - Outreach Approaches
 - Compensation/ Incentives

May 2021

Revised Core Charge For Standing Committees, Boards, and Commissions

- Provide the Council with tangible recommendations in key priority areas or fulfill the City's regulatory functions and requirements
- Leverage residents' technical expertise and lived experiences to inform City policies and programs
- Ensure that the Council has regular and timely information to use when considering its priorities or important issues
- Create an a opportunity to engage residents on issues that are important to them as well as enable residents to assist in community education and engagement activities in their priority areas



Factors for Prioritizing Need for Specific Standing Committees

Primary



- Work supports Council's priorities or a continuing City structural purpose
- Issue is best addressed by a standing committee
- Ongoing attention needed on the issue

Secondary



- Desire for community engagement on the issue
- Relevancy and importance of the issue to residents
- Staff capacity to support committee



Example: Board of Elections

Purpose in City Code -

- Plan and conduct regular and special City elections in coordination with the City Clerk
- Encourage voter registration in the City, conduct voter education programs and prepare and distribute voter outreach materials
- Recommend to the Council amendments to City elections law and regulations when amendments are necessary and will improve conduct of elections
- Periodically review City elections procedures
- Serve as election judges in City elections
- Recommend additional qualified individuals as election judges during a City election
- Perform other duties assigned by Charter, ordinances and resolutions, and the Council.



Example: Board of Elections Review

Primary



- Work supports Council's priorities or a continuing City structural purpose
- Issue is best addressed by a standing committee
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Secondary



- Desire for community engagement on the issue
- Relevancy and importance of the issue to residents
- Staff capacity to support committee



Example: Commission on Landlord-Tenant Affairs

Purposes in Code:

- Adjudicate complaints for violations of landlord-tenant relations code provisions
- Rule on petitions for rent increases above the rent stabilization allowance in accordance with rent stabilization code provisions
- Decide appeals from the City Manager's decision to deny, suspend or revoke a rental housing license
- Code specifies much detail in how these are accomplished



Example: Commission on Landlord-Tenant Affairs

Primary



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Example: Ethics Commission

Purposes in code:

- Devise, receive, and maintain all forms generated by the Ethics Ordinance
- Provide, on request, written advisory opinions
- Investigate, hear, and decide any inquiry or complaint for an alleged or potential violation of the Ordinance
- Conduct a public information program regarding the purposes and application of the Ordinance
- Recommend legislative changes and improvements to this chapter, including changes necessary for compliance with relevant state requirements
- Promulgate regulations to accompany the Ordinance
- Certify to the State Ethics Commission annually that the City is in compliance with relevant state requirements for elected local officials.



Example: Ethic Commission

Primary



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Secondary



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- Relevancy and importance of the issue to residents
- Staff capacity to support committee



Factors Applied: Tree Commission

Purposes in Code:

- Preserve, protect and promote the urban forest of Takoma Park
- Hear appeals from tree permit decisions
- 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, with the assistance of the Arborist
- Perform any other related duties assigned by the Council by ordinance or resolution
- Code specifies detail on hearing appeals



Example: Tree Commission

Primary



- Work supports Council's priorities or a continuing City structural purpose
- Issue is best addressed by a standing committee
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Secondary



- Desire for community engagement on the issue
- Relevancy and importance of the issue to residents
- Staff capacity to support committee



Next Step

- Finalize generic purposes of standing committees
- Use agreed-upon factors to review and prioritize current committees, boards, and commissions
- Subgroup will conduct initial review to inform number and purpose of current committees, boards and commissions



Council Actions

Committee purpose, charges, structure (March/early April):

- Review and decide on individual committees and charges
- Approve recommended committee structure and exceptions
- Establish member selection criteria and diversity

Code changes and administrative functions (April/early May):

- Staff administrative report--applications, training, conduct reporting mechanism, etc
- Approve code changes that reflect discussions of first major task

Recruitment and diversity strategy (May):

- Identify ways to recruit and support diversity of members
- Consider budget issues

New member appointments (late June/early July)



Thank you!!!!

Please let us know if you have any questions about the ideas outlined in this presentation!

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