

#TogetherTKPK



Council- Appointed Committees Update

by: Councilmembers Dyballa, Kostiuik, Searcy

February 17, 2021



Goal for Tonight's Discussion

- **To provide a general overview of actions taken to date to improve and formalize council-appointed committees**
- **Outline future steps the Council must take to ensure that a new committee process is in place by the Council established deadline of June 30, 2021**
- **Discuss criteria for the reviewing and establishing the purpose of a committee**



Why Are We Doing This?

2020 Council Priority

- Engaged, Responsive and Service-Oriented Government

Goal

- Improve and Formalize Systems for Council-Appointed Committees

Strategy

- Review existing structure, appointment processes, and practices for Council-appointed committees;
- Increase efficiency and effectiveness and attract new members to committees, and
- 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.

Desired Outcome

- Diverse, engaged, productive, and rewarding committees



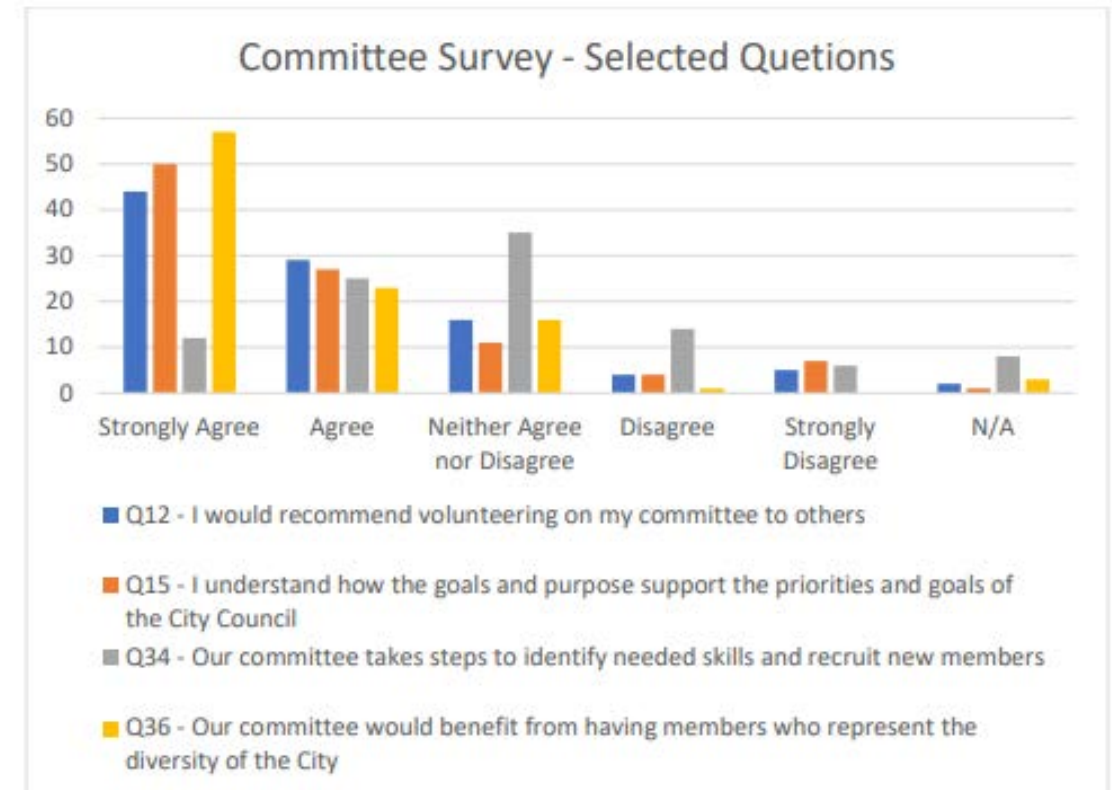
Why Do We Have Committees?

- **Currently the City has**
 - 16 standing committees (9 quasi-judicial) with ad-hoc task force, committees, and boards
 - Over 100 people current serve on Council appointed committees, boards, 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



The Problem Further Defined: 2019 Takoma Park Committee Survey Report

- Survey results on whether committees received adequate training on meeting procedures were mixed with 44% agreeing, 26% neither agreeing nor disagreeing, and 21% disagreeing.
- 80% of survey respondents agreed that their committee would benefit from having members who represent the diversity of the City in terms of race, age, ward, economic status, etc.



Source: 2019 Takoma Park Committee Survey Report Summary

(<https://documents.takomaparkmd.gov/government/city-council/agendas/2020/council-20200115-3.pdf>)

Council Committee Workgroup Recommendations (June 2020)

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



Actions Taken Since June 2020

- Resolution 2020-22 Adopting a Code of Conduct for City Boards, Commissions, Committees, and Task Forces
 - Passed October 7, 2020
- Ordinance 2020-25 Uncodified Ordinance whereby the City of Takoma Park extends the terms of office for Boards, Committees, and Commissions to June 30, 2021
 - Passed October 7, 2020
- Ordinance 2020-28 Uncodified Emergency Ordinance Suspending Committee Appointments
 - Passed July 29, 2020
- Feedback from committees & GARE cohort



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

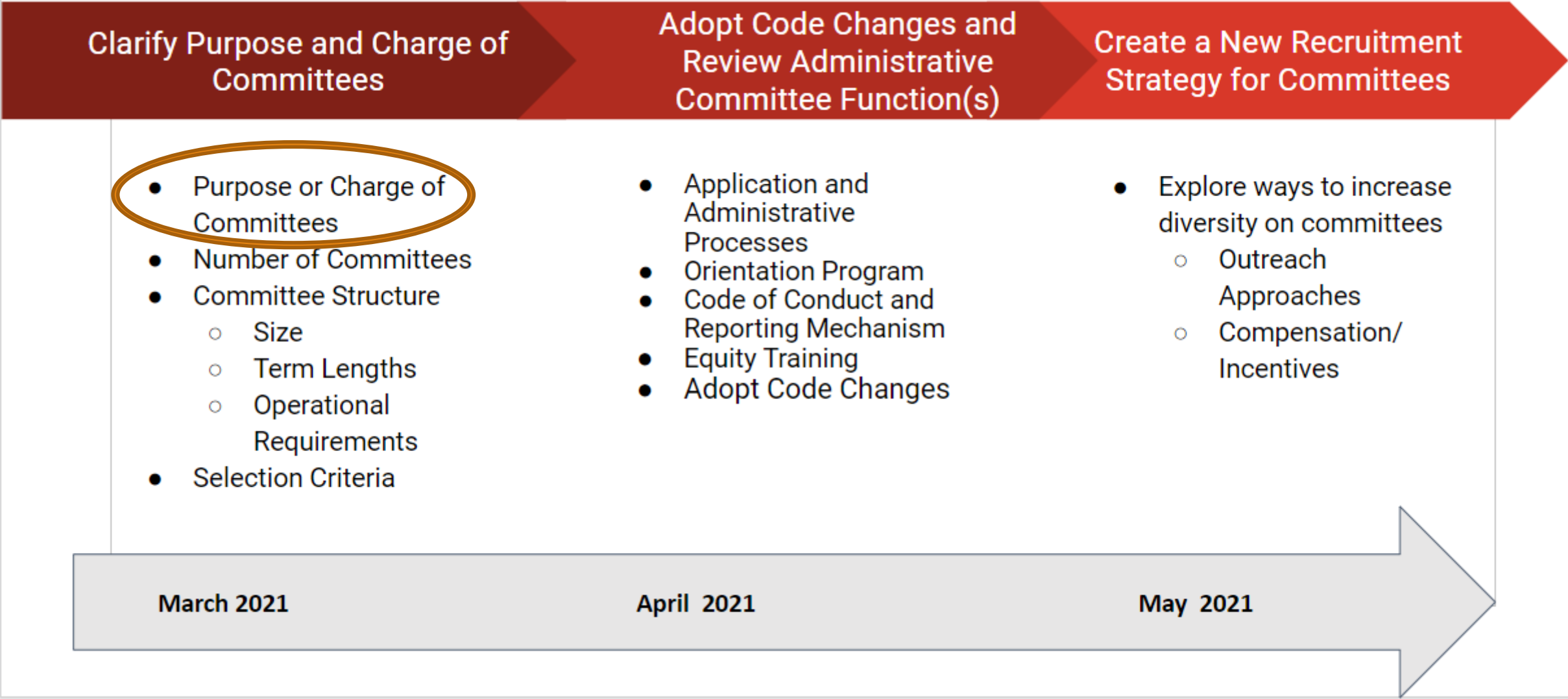
April 2021

Create a New Recruitment Strategy for Committees

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

May 2021

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



1st Council Discussion Topic

From the Council's Perspective, What is the Purpose of A Standing Committee?



Draft Core Charge For Committees, Boards, and Task Forces

- Provide Council with recommendations on key City priorities, policies, and programs
- Ensure that Council has regular and timely information to use when considering priorities
- Assist in community education and engagement activities in their priority area
- Fulfill the City's regulatory functions and requirements



2nd Council Discussion Topic

What Should We Consider When Determining Whether A Committee, Board, or Task Force Is Needed?



Points for Council Discussion

- Should we consider the following factors
 - Council's priorities or a continuing City structural purpose
 - Staff capacity and Committee staffing
 - Type of issue the committee will address (technical expertise)
 - Length of attention needed on the issue
 - Community engagement



Next Steps

- Finalize purpose of standing committee language
- Establish criteria for whether a committee, board, or task force is needed which will assist with the review of current committees, boards, and task forces
- Subgroup will conduct initial review of the City's committees



Thank you!!!!

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

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City of Takoma Park Committees

Name & Link	Number of Members (Total)	Current Membership	Terms Expire Beginning (2021)
Arts & Humanities Commission	15	8	30-Jun
Board of Elections	7	7	30-Jun
Commemoration Commission	12	3	31-Mar
Commission on Landlord-Tenant Affairs (COLTA)	12	10	30-Jun
Committee on the Environment	15	0	30-Jun
Complete Safe Streets Committee	11	9	30-Jun
Emergency Preparedness Committee	7	5	31-Mar
Ethics Commission	7	6	30-Jun
Facade Advisory Board	7	7	31-Mar
Grants Review Committee	9	2	30-Jun
Noise Control Board	7	5	30-Jun
Nuclear-Free Takoma Park Committee	7	4	30-Jun
Police Chief's Advisory Board	11		
Recreation Committee	15	10	30-Apr
Tree Commission	5	2	30-Sep

