

**CITY OF TAKOMA PARK, MARYLAND
CITY COUNCIL REGULAR MEETING**

Wednesday, May 12, 2021

Minutes

Minutes adopted October 20, 2021

CLOSED SESSION – WEDNESDAY, MAY 5, 2021

The City Council convened at 5:00 PM on Zoom to vote to go into closed session to consult with the City Attorney to obtain legal advice regarding the Takoma Junction Redevelopment Project and to consult with the City Attorney and staff regarding pending litigation. The meeting was closed pursuant to Annotated Code of Maryland, General Provisions Article, §3-305(b)(7) and (8). Ms. Kostiuk moved to close the meeting; second by Ms. Dyballa. VOTING FOR: Stewart, Kovar, Dyballa, Kostiuk, and Seamens. ABSENT: Smith and Searcy.

Present for the Closed Session: Mayor Stewart, Councilmembers Kovar, Dyballa, Kostiuk, Seamens, Smith, and Searcy; City Attorney Cornbrooks, City Manager Ludlow, Deputy City Manager Clarke, and City Clerk Carpenter. The Council received legal advice related to the development review and relations with NDC and TPSS Co-op, and discussed planning related to the litigation expected to be filed by the Co-op. The Council discussed who should represent the City at a meeting initiated by NDC and scheduled for May 6. No actions were taken and no votes were recorded.

The closed session was adjourned at 7:07 PM.

CALL TO ORDER/ROLL CALL

Present: Mayor Stewart, Councilmember Dyballa, Councilmember Kovar, Councilmember Kostiuk, Councilmember Seamens, Councilmember Smith, Councilmember Searcy

Also present: City Manager Ludlow, City Clerk Carpenter, Community Development Manager Grigsby

The City Council convened at 7:30 PM via Zoom.

CHANGES TO THE AGENDA / AGENDA SCHEDULING UPDATE

Mayor Stewart updated the Council on future agenda items and read the proclamation pronouncing May as “Asian American Pacific Islander Heritage Month”.

Proclamation of Asian American Pacific Islander Heritage Month (attached)

PUBLIC COMMENTS ON VOTING ITEMS

- Mary Jane Muchui – Commented on Mental Health Awareness Month and property taxes. She asked for prorated taxes for low-income home owners.
- Nadine Bloch– Expressed dismay at increased police budget.

GENERAL PUBLIC COMMENTS

- Nadine Bloch– Requested the Mayor to make a statement to retract the City Manager’s statement on safety of the City lot in Takoma Junction. She requested removal of City Manager from NDC project.
- Thomas Gagliardo – Asked the Council to respond to the Takoma Co-op concerns regarding Junction project.
- Jessica Landman – Requested removal of emergency powers granted to the City Manager.
- Stephen Kern – Expressed concerns on parking at Takoma Junction.
- Kathy Breckbill – Discussed the importance of ethics training and commented in opposition of NDC.
- David Navari – Commented on false statements made by City Manager and questioned Council’s ability as an oversight body.
- Linda Rabban– Does not trust Council nor City Manager. She said she is leaving Takoma Park because of it.

COUNCIL COMMENTS

Councilmember Seamens: Commented on the Takoma Junction Project and the associated lawsuit. He also updated the Council on an upcoming WETA TV show featuring Takoma Park.

Councilmember Smith: Thanked residents for commenting on the Junction Project. He also commented on the Library’s budget. He provided suggestions for how to spend an incoming \$7 million in ARPA funds in an effort to fight feelings of isolation caused by COVID-19.

Councilmember Searcy: Commented on the Takoma Junction Project and the associated lawsuit. She expressed her agreement with a public comment that the current emergency powers assigned to the City Manager are probably no longer needed.

Councilmember Kostiuik: Commented on meetings attended including with DDOT. She reiterated Councilmember Searcy’s point to rescind the emergency powers of the City Manager.

Councilmember Kovar: Commented on the Takoma Junction Project and meetings attended including the COG committee that focuses on air quality.

Mayor Stewart: Commented on meetings attended. She updated the Council on the hiring

search for a new City Manager due to City Manager Ludlow's upcoming retirement.

CITY MANAGER COMMENTS

The City Manager's comments are attached.

VOTING SESSION

1A. First Reading Ordinances Adopting the FY 2022 Tax Rates

Mr. Seamens moved the ordinance. Ms. Searcy seconded the motion. The motion carried (VOTING FOR: Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy, Stewart).

First Reading Ordinance 2021-18 (attached)

1B. First Reading Ordinance Adopting the FY 2022 Stormwater Management Budget

Ms. Searcy moved the resolution. Ms. Kostiuk seconded the motion. Ms. Kostiuk proposed an amendment to the ordinance to include a \$275 cap for the first year the new stormwater fee is implemented. Ms. Searcy seconded the motion.

The motion on the amendment carried (VOTING FOR: Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy, Stewart).

Mayor Stewart called for vote on amended ordinance. The motion carried (VOTING FOR: Kovar, Dyballa, Kostiuk, Seamens, Searcy, Stewart).

First Reading Ordinance 2021-19 (attached)

1C. First Reading Ordinance Adopting the FY 2022 Budget

Prior to vote, there were proposed changes:

Councilmember Kovar asked to remove the word *public* from *public infrastructure* in order to allow for the possibility of using ARPA funds to benefit private property owners.

Councilmember Kostiuk added language surrounding public safety and code enforcement.

Mr. Kovar moved the ordinance with agreed upon changes. Mr. Seamens seconded the motion. The motion carried (VOTING FOR: Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy, Stewart).

First Reading Ordinance 2021-20 (attached)

COUNCIL COMMENTS ON BUDGET

Councilmember Kovar: Thanked Council for the work put in on the budget. He commented on the desire to lower tax rate but acknowledged that a tax that remained consistent with previous years was “not bad”. He commented on his desire to secure funds for stormwater management.

Councilmember Kostiuk: Thanked colleagues for work put in on the budget and expressed her support for the budget’s furthering measures linked to racial equity, Library services, stormwater management and economic development. Ms. Kostiuk also expressed dismay in Council’s inability to make additional changes to the Police Department budget.

Councilmember Smith: Thanked colleagues for their work. Mr. Smith expressed disappointment that more money was not allotted to Library services. He also expressed confusion and questioned the meaning and use of the words *racial justice* and *racial equity*.

Mayor Stewart: Thanked Council and City Manager Ludlow for work put on budget. She commented favorably regarding the overall budget.

2. CONSENT AGENDA

- A. Single Reading Ordinance 2021-21 Approving the Purchase of a Photocopier Lease (attached)**
- B. Single Reading Ordinance 2021-22 Approving the Purchase of a Building Control System (attached)**
- C. Resolution 2021-10 Authorizing Closure of Anne Street on Saturday, June 26, for the Summer Mercado (attached)**

Ms. Searcy moved adoption of the consent agenda. Mr. Seamens seconded the motion. The motion carried (VOTING FOR: Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy, Stewart).

WORK SESSION

3. Request to Close Laurel Avenue for the Washington Opera Truck Performance on May 28

Laura Barclay, the Executive Director of the Old Takoma Business Association, is requesting closure of the west side of Laurel Avenue Friday, May 28th from 4pm to 9pm for a 30-minute performance. Ms. Barclay has applied for a letter of approval from the Montgomery Dept. of Health.

4. Discussions of Committees Presentation

Councilmember Searcy introduced City Clerk Carpenter and Community Development Manager Grigsby who updated the Council on the progress of administrative accommodations including an orientation developed for committee members (presentation attached).

Councilmembers Dyballa, Searcy and Kostiuk presented on the purpose for specific standing committees (Arts & Humanities, Youth Council and Facade Advisory Board) and provided recommendations. They also addressed the issue of committee members who are not Takoma Park residents (presentation attached).

ADJOURNMENT

The Council adjourned for the evening at approximately 10:30 PM.

Introduced by:

First Reading:

Second Reading:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-XX**

**AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR FISCAL YEAR 2022,
BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

WHEREAS, in accordance with Article VIII of the Charter of the City of Takoma Park, the City Manager submitted a recommended budget for Fiscal Year 2022 to the City Council for its review and consideration; and,

WHEREAS, the Charter of the City of Takoma Park requires the conduct of at least one public hearing prior to adoption of the budget; and,

WHEREAS, the City Council held said hearing and received public comment on the City Manager's recommended budget on April 14, 2021; and,

WHEREAS, in the interest of obtaining additional public comment following its deliberations on the City Manager's recommended budget, the City Council held a second public hearing on April 28, 2021; and,

WHEREAS, the City Manager's recommended budget was prepared during the recovery period of the COVID-19 pandemic and the City and all levels of government continue to see fiscal challenges; and,

WHEREAS, the City is expecting to receive federal funding under the American Rescue Plan Act (ARPA) in the amount of approximately \$14.8 million over a two-year period, with half of the funding (\$7.4 million) provided at the beginning of Fiscal Year 2022; and,

WHEREAS, funding levels for City services were adjusted in the City Manager's recommended budget in anticipation of the re-opening of the City buildings in Fiscal Year 2022; and,

WHEREAS, after considering the recommended budget submitted by the City Manager and the comments made at the aforementioned public hearings, the City Council has determined its priorities relative to the delivery of municipal services for Fiscal Year 2022; and,

WHEREAS, given the budgeting challenges and the anticipated ARPA funding, the Council and City Manager will need to work closely throughout the coming year to monitor revenues and expenditures to ensure the short and long-term fiscal health of the City and the appropriate use of the ARPA funds; and,

WHEREAS, a top priority for the City Council is to have a budget that allows the City to respond to the changes ahead and to provide for the wellbeing of its residents, businesses and staff; and,

WHEREAS, for this reason, the City Council will work closely with the City Manager to determine the use of ARPA funds following the guidelines created by the Department of Treasury, with a spending plan that helps households, small businesses, and nonprofits respond to the public health emergency and its negative economic

impacts while making strategic investments in the City's workforce, public infrastructure, and fiscal health; and, (part of Kovar's amendment)

WHEREAS, the City Council has established a Reimagining Public Safety Task Force by Resolution 2020-21 to advise and provide recommendations on ways the City can reform its public safety policies and procedures to ensure racial justice, including consideration of alternative models to better address issues that are commonly correlated with police interaction, such as mental health, substance abuse, and other social service needs; and changes to certain divisions or units within the Police Department or other City departments, such as removal of the K-9 unit; and,

WHEREAS, the City Council anticipates receiving recommendations from the Reimagining Public Safety Task Force in June 2021 that may have budget implications and could be implemented through amendments to the Adopted Fiscal Year 2022 Budget and in future budgets and may be eligible for ARPA funds; and,

WHEREAS, it is the policy of the City Council to set the level of the General Fund Unassigned Fund reserve at 17% of the General Fund revenue, which would be equivalent to \$4.6 million; and,

WHEREAS, in the FY 2022 budget, the General Fund unassigned reserve is projected to be \$2.8 million; however, that level is determined to be acceptable due to the inclusion in the budget of restricted and other reserves totaling \$6.9 million, actual spending that was lower than projected in prior fiscal years, and the availability of ARPA funds to replenish revenue not received due to the impact of the COVID-19 pandemic; and,

WHEREAS, the City Council maintains its commitment to a General Fund Unassigned Fund Balance of 17% of the General Fund revenue. As identified in Resolution 2018-24, the Council recognizes that this may require a "phase-in" period to help mitigate impacts on the local property tax rate and/or City programs and initiatives; and,

WHEREAS, the Council will continue to work toward reaching a level of 17% in future budgets, with a goal of doing so within a three-year period from the point at which the balance falls below the minimum, but understanding that the impacts of the pandemic may mean this phase-in period may take a longer period of time.

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

SECTION 1. The budget adopted hereto and by reference made a part hereof is hereby adopted for the year commencing on July 1, 2021 and ending June 30, 2022.

SECTION 2. The following amounts are hereby appropriated by fund:

Fund	Fiscal Year 2022 Appropriation
General Fund	\$ 35,401,249
Special Revenue Fund	1,245,510
Speed Camera Fund	874,762
GRAND TOTAL	\$ 37,521,521

SECTION 3. The following operating transfers are hereby authorized in accordance with the exhibits attached hereto and incorporated herein by reference:

Operating Transfer From	Transfer To	Amount of Transfer
General Fund	Stormwater Fund	\$65,000

SECTION 4. Use of the following fund balance amount is hereby authorized to supplement other fund revenues and financing sources:

Fund	Fiscal Year 2022 Appropriation
General Fund	\$8,326,975

SECTION 5. In accordance with Section 803 of the Charter of the City of Takoma Park, a general contingency account in the amount of \$135,697 has been included in the Non-Departmental budget unit of the General Fund.

SECTION 6. A five-year Capital Improvement Program for Fiscal Year 2022 through Fiscal Year 2026 has been developed as part of the budget and is attached hereto and incorporated herein by reference.

SECTION 7. The City Council hereby authorizes the transfer of \$700,000 from the General Fund unreserved fund balance to the Equipment Replacement Reserve.

SECTION 8. The City Council hereby authorizes the transfer of \$229,000 from the General Fund unreserved fund balance to the Housing Reserve.

SECTION 9. It is hereby acknowledged that the City Council, in its capacity as the Stormwater Management Board, approved a Stormwater Management Fund budget for Fiscal Year 2022 by Ordinance No. 2021-XX.

SECTION 10. City Council will review budget, revenues, expenditures and economic projections at least quarterly throughout the fiscal year.

SECTION 11. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

SECTION 12. This Ordinance shall be effective July 1, 2021.

Adopted this ____ day of May, 2021 by roll-call vote as follows:

AYES:
 NAYS:
 ABSTAIN:
 ABSENT:

Introduced by:

First Reading:
Second Reading:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-XX**

**AN ORDINANCE APPROVING AND ADOPTING THE STORMWATER MANAGEMENT
BUDGET FOR FISCAL YEAR 2022, BEGINNING JULY 1, 2021
AND ENDING JUNE 30, 2022**

WHEREAS, Section 1101 of the Charter of the City of Takoma Park designates the City Council as the Stormwater Management Board for Takoma Park with all of the powers associated therewith; and,

WHEREAS, Section 21-625 of the Local Government Article of the Annotated Code of Maryland authorizes the adoption of a stormwater management utility fee system or user charges for stormwater management programs by the City; and

WHEREAS, Section 1106 of the Charter of the City of Takoma Park empowers the Stormwater Management Board to charge and to collect stormwater utility fees and user charges to pay for stormwater management activities in the City; and,

WHEREAS, the Stormwater Management Board desires to maintain a Stormwater Management Fund for the collection and payment of revenues and expenditures as it deems necessary to provide for the construction, maintenance, operations, and repair of the stormwater management system in the City.

NOW, THEREFORE, BE IT ORDAINED BY THE STORMWATER MANAGEMENT BOARD OF THE CITY OF TAKOMA PARK, MARYLAND:

SECTION 1. For Fiscal Year 2022, the City Council has revised the fee structure. All properties will be billed using the same fee structure. The fee has a base rate of \$25 per 500 square feet of impervious surface. A Stormwater Management fee shall be imposed on real property in the City in an amount sufficient to fund the Stormwater Management expenditures established by this Ordinance.

SECTION 2. A Stormwater Management Fund shall be maintained into which shall be deposited:

- a) All the receipts and revenues from user charges and utility fees imposed by the City to pay for stormwater management
- b) All charges, fees, fees-in-lieu, grants, and other contributions received from any person or governmental entity in connection with stormwater management activities or programs.

SECTION 3. The budget adopted hereto and by reference made a part hereof is hereby adopted for the fiscal year beginning July 1, 2021 and ending June 30, 2022. Said budget

provides for an appropriation in the amount of \$908,126 for stormwater management activities.

SECTION 4. The following operating transfers are hereby authorized in accordance with the exhibits attached hereto and incorporated herein by reference:

Operating Transfer From	Transfer To	Amount of Transfer
General Fund	Stormwater Fund	\$65,000

SECTION 5. Use of fund balance amount of \$138,626 authorized to supplement other revenues and financing sources.

SECTION 6. Stormwater management projects that are declared to be of an emergency nature as defined by the City Council in accordance with the Charter of the City of Takoma Park may be funded through the Emergency Reserve or other monies as designated by the City Council.

SECTION 7. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

SECTION 8. This Ordinance shall be effective July 1, 2021.

Adopted by roll-call vote this ____ day of May, 2021 as follows:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

Introduced by:

First Reading:

Second Reading:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2021-XX**

**AN ORDINANCE ESTABLISHING THE TAX RATES FOR FISCAL YEAR 2022, BEGINNING
JULY 1, 2021 AND ENDING JUNE 30, 2022**

WHEREAS, in accordance with Section 6-303 of the Tax Property Article of the Annotated Code of Maryland, the City Council is charged with the establishment of a municipal corporation tax rate on or before the first day of July of each year; and,

WHEREAS, a public hearing must be held prior to the establishment of said tax rate if the rate will exceed the constant yield tax rate as calculated by the Maryland Department of Assessments and Taxation; and,

WHEREAS, the proposed tax rate for Fiscal Year 2022 will exceed the constant yield tax rate of \$0.5295, and,

WHEREAS, public budget hearings were held on April 14, 2021 and April 28, 2021.

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

SECTION 1. Section 7.16.020 of Chapter 7.16, "Real and Personal Property", of the City of Takoma Park Code is amended to read as follows:

"Section 7.16.020. Annual tax levy on real and personal property.

Effective July 1, 2021 all real and personal property which is subject to taxation by the City shall be subject to a tax on the assessed value of such real and personal property as such value is determined by the State Department of Assessments and Taxation, at the rate of:

Real Property	
Apartments	\$0.5397 per \$100 of assessed valuation
Commercial	\$0.5397 per \$100 of assessed valuation
Residential	\$0.5397 per \$100 of assessed valuation
Vacant	\$0.5397 per \$100 of assessed valuation
Personal Property	\$1.55 per \$100 of assessed valuation
Railroad and Public Utilities	\$1.57 per \$100 of assessed valuation"

SECTION 2. This Ordinance shall be effective July 1, 2021.

Adopted this ____ day of May, 2021, by roll-call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2021-22

AUTHORIZING THE REPLACEMENT OF AN ACCESS CONTROL SYSTEM

WHEREAS, \$75,000 was included in the FY 2021 Equipment Replacement Reserves for the replacement of Takoma Parks access control system at the Community Center, Heffner Park, and Public Works; and

WHEREAS, the legacy access control system is unreliable, fails on a regular basis, and doesn't meet the security needs of the City; and

WHEREAS, the access control system is an add-on to the Verkada security camera system, awarded by a Request for Proposals issued in March, 2019; and

WHEREAS, the pricing of the Verkada access control system was negotiated with Verkada, Inc. and can be purchased through a Maryland Education Enterprise Consortium (MEEC) contract award with Concentus for \$49,909.38.

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

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with Concentus for the purchase of \$49,909.38.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this 12th day of May, 2021 by roll-call vote as follows:

AYE: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy
NAY: NONE
ABSTAIN: NONE
ABSENT: NONE

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2021-21

AUTHORIZING THE LEASE OF CANON PHOTOCOPIERS

WHEREAS, the Canon photocopier lease is included in the operating budget; and

WHEREAS, the current lease for Canon photocopiers is expiring in June 2021; and

WHEREAS, after evaluating options, the IT Director recommends entering into a new 39-month lease agreement with Canon Solutions America to replace the existing photocopiers and provide support for the duration of the new lease; and

WHEREAS, the lease would be a cooperative procurement based on a publicly awarded contract through the National Intergovernmental Purchasing Alliance (National IPA), of which the City is a member, the new lease will begin immediately following the installation of the new equipment; and

WHEREAS, the new lease arrangement will reduce the average monthly cost from \$3,699 to an estimated \$3,055; and

WHEREAS, the City's Technology Steering Committee and Senior Leadership Team reviewed the proposal for this project and recommended that the project be approved.

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

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with Canon Solutions America to lease and service photocopiers.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this 12th day of May, 2021 by roll-call vote as follows:

AYE: Stewart, Kovar, Dyballa, Kostiuk, Seamens, Smith, Searcy

NAY: NONE

ABSTAIN: NONE

ABSENT: NONE

Introduced by: Councilmember Searcy

**CITY OF TAKOMA PARK, MARYLAND
RESOLUTION 2021-10**

**AUTHORIZING A TEMPORARY CLOSURE OF THE 1100 BLOCK OF ANNE STREET
FOR THE TAKOMA/LANGLEY CROSSROADS SUMMER MERCADO**

WHEREAS, the Takoma/Langley Crossroads Development Authority (CDA) has been organizing events in the Takoma Crossroads to enliven the area and highlight local businesses; and

WHEREAS, the CDA has proposed to close a portion of the 1100 block of Anne Street between Hammond Avenue and University Boulevard on Saturday, June 26, from 7:00 a.m. to 7:00 p.m. for the Mercado; and

WHEREAS, the event hours will be from 12:00 p.m. to 5:00 p.m.; and

WHEREAS, the Crossroads Farmers Market operates in this location on Wednesdays and the impact of the Anne Street closure on traffic circulation and neighborhood parking is minimal and without incident; and

WHEREAS, the CDA has received a letter of approval related to COVID-19 protocols from the Montgomery County Department of Health for the event.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF TAKOMA PARK, MARYLAND authorizes the City Manager to close the 1100 block of Anne Street on Saturday, June 26 from 7:00 a.m. to 7:00 p.m. for the Mercado; and

BE IT FURTHER RESOLVED that the Takoma/Langley Crossroads Development Authority shall assume full responsibility for notifying residents of the 1100 block of Anne Street of the approved closure, arranging for the placement of “No Parking” signs and “Local Traffic Only” signs as necessary, restoring the area following the planned events, and ensuring that the roadway is re-opened for traffic at the designated time; and

BE IT FURTHER RESOLVED that the CDA shall follow the protocols and restrictions from the Montgomery County Department of Health related to COVID-19.

Adopted this 12th day of May, 2021.

Attest:

Jessie Carpenter, CMC
City Clerk

#TogetherTKPK



Council-Appointed Committees 5th Update

by: Councilmembers Dyballa, Kostiuik, Searcy

May 12, 2021



Goals for Tonight's Discussion

- Hear progress on administrative recommendations (handbook, orientation, etc)
- Recap general purposes and factors for prioritizing the need for specific standing committees
- Review last week's recommendations for 3 non-regulatory standing committees
- Discuss recommendations for 5 non-regulatory standing committees



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

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

Create a New Recruitment Strategy for Committees

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

March 2021

April 2021

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 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



Revised Factors to Prioritize Need for Specific Standing Committees

Primary

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

Secondary

- Need for technical expertise and/or lived experience
- Issue is relevant and important to residents
- Can existing entity do the work?



Current Standing Committees: Last Week

Committee, Board, Commission	Purpose	Appoint Members/Key Issues
Grants Review Committee	Evaluate grant applications and recommend awards	Share best practices of committee and staff
Recreation Committee	<p>Advise on recreation needs, programs and facilities</p> <p>Address a range of community needs--recreation, health, leisure, education, enrichment programs, and opportunities for social development</p>	<p>Consider strengthening focus on community engagement and other community needs</p> <p>Consider name revision to include “community engagement”</p>
Emergency Preparedness	Input and assist with emergency operations planning and preparation, involve residents in emergency prep	<p>Consider amending institutional membership as recommended by staff & committee chair</p> <p>Minor updates to duties as recommended by staff/committee (code clarifications)</p>
ALL		<p>Ask committees to review their purpose, duties & responsibilities in code</p> <p>Apply common member structure & limits (Emergency Preparedness unique due to institutional members)</p>



Current Standing Committees: Key Issues

Committee, Board, Commission	Purpose	Key Issues
Arts & Humanities	Advise how to serve the public on arts Encourage participation, coordination Facilitate opportunities for art and programs	Retain as a committee Minor updates to Code to standardize/clarify
Youth Council	Active participation in city government system Help address youth issues and plan youth programs	Retain as a council, no significant changes needed to structure/duties
Façade Advisory Board	Advise on commercial façade designs in historic area	Do not retain as a committee. Ask current members for rec's moving forward



Current Standing Committees: Structure

Committee, Board, Commission	Current Structure	Current Structure	Key Issues
Arts & Humanities	11-15 including nonresidents 2 3-year terms	11-15 including nonresidents 2 3-year terms	Apply common member structure & limits Consider maintaining non-resident membership option for 1/3 as per committee rec
Youth Council	11 members 1 year terms		Retain unique structure
Façade Advisory Board	7 voting members 2 terms limit		Do not continue



Current Standing Committees: Next Week

Committee, Board, Commission	Purpose	Key Issues
Commemoration Commission	Commemorations, memorials and recognitions Establish and administer program	5-9 voting, 4 non-voting, members, no term limits In practice 4 members
Nuclear Free Committee	Oversee compliance with city nuclear-free zone act	7 members in code, 4 in practice 2 year terms, no term limits
Complete Safe Streets	Advise on transportation-related issues Encourage alternatives to driving	Up to 11 members, 3 2-year terms Currently 4 active members, on self-imposed hold
Committee on the Environment	Advise on all environmental issues including climate Partner on environmental certifications	11-15 members, various categories 3 2-year terms Currently disbanded



More General Considerations on Standing Committees

- Several committees have their own individual by-laws
- Code requires some not all committees to have by-laws
- Code mentions budget comments as a duty of some not all committees
- A few committees allow non-residential members, for a variety of reasons



Role of Council in Standing Committees

To get:

- Tangible recommendations
- Leverage resident experience
- Timely information
- Community engagement

Council Roles:

- Make appointments
- Regular interaction & feedback on work
- Annual review of purpose & charge
- Hear periodic reports or recommendations
- Assist with recruiting and outreach



Thank you!!!!

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

Contact Information

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