

Introduced by: Councilmember Schultz

First Reading: October 27, 2014

Second Reading: November 10, 2014

Effective Date: December 1, 2014

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2014-63**

**AMENDING TAKOMA PARK CODE CHAPTER 2.16  
TO ADD ARTICLE 4. COMMEMORATION COMMISSION**

WHEREAS, the City of Takoma Park is privileged to have many individuals, organizations and businesses that make significant contributions to the social, cultural, historical, political, economic or civic life of the community; and

WHEREAS, the City has a rich history that includes honors, awards, and memorials granted or established by the City Council, local organizations, and individuals; and

WHEREAS, the Council wishes to preserve this history and document future commemorations; and

WHEREAS, the Council also desires to establish a framework for commemorations by the City and for individuals or entities to commemorate others through a personal recognition program; and

WHEREAS, the Council established a Recognition Task Force in October 2013 to provide recommendations on commemorative programs; and

WHEREAS, the Task Force provided its report and recommendations to the City Council in March 2014; and

WHEREAS, with adoption of this ordinance, the Council establishes a statutory Commemoration Commission to which it can delegate certain responsibilities in order to honor individuals, businesses and organizations in the City; and

WHEREAS, the report of the Recognition Task force shall serve as a guide for the Commemoration Commission as it begins its work.

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

SECTION 1. Chapter 2.16 Boards and Commissions of the *Takoma Park Code* shall be amended by adding Article 4 as follows:

## **Article 4. Commemoration Commission**

### **2.16.070 Establishment**

There is established a Takoma Park Commemoration Commission.

### **2.16.075 Statement of Purpose**

The Commission shall 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.

### **2.16.080 Membership, Terms, and Structure**

A. Membership. The Commission will be comprised of up to nine but not less than five~~seven~~ voting members and four non-voting members.

1. Voting members. At least one~~o~~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. Voting members shall be residents of the City.

2. Non-voting members. The four non-voting members shall include one representative selected by Historic Takoma, Inc., one representative selected by the Arts and Humanities Commission, one representative selected by the Recreation Committee, and one staff liaison selected by the City Manager.

3. Appointments. All voting members and representative non-voting members shall be appointed by the City Council, except for the staff liaison who shall serve at the pleasure of the City Manager.

B. Terms. The regular term on the Commission shall be three years. However, initial appointments shall be for one, two, or three years to ensure continuity. All terms shall expire on March 31. Except for the staff liaison, members shall serve for no more than two consecutive full terms.

C. Structure. The Commission shall organize to accomplish its purposes, and elect from its members co-chairs and other officers as it shall deem necessary.

1. Elections. Elections for officers shall be held annually.

2. Meetings. The Commission shall meet at least quarterly. All meetings are subject

to the Maryland Open Meetings Act.

3. Quorum. A majority of voting members shall constitute a quorum to conduct business.

4. Annual report. A report on the activities of the Commission shall be submitted to the Council at least once a year.

5. The Commission shall conform to other provisions of Article 1 of this Chapter, as may be amended from time to time.

### **2.16.085 Duties and Responsibilities of the Commission**

A. Inventory and review the status of historical commemoratives, recognitions and memorials in City facilities and other places within the City, including those that have been possibly lost or placed in storage. Recommend action for the disposition of these commemoratives.

B. Develop a digital record of images and information related to commemoratives.

C. Maintain and supervise the City's commemorative archival records. Issue an annual report on the status of these records, listing the content and place of each record maintained by the City. These digital records shall be publicly accessible.

D. Adopt and maintain a policy/procedure manual for including all commemorative archival records in the digital archive.

E. Devise a means to include in the digital archive oral or written stories by or about those commemorated.

F. Create a program of categories and procedures for a variety of permanent and one-time honors, awards and memorials and recommend adoption by the City Council. These honors, awards, and memorials shall include options for individuals to commemorate others (e.g. plaques, memorial trees, benches, and so on). Once adopted, the Commission shall implement the program.

G. Establish a system of maintenance for commemorative projects.

H. Recommend a schedule of fees for commemorative services.

I. Recommend to the City Council an annual budget for Commission operations and programs. It is expected that the Commission will be primarily self-funded from fees charged for commemorative services.

J. The Commission shall make recommendations to the City Council on the establishment of an endowment fund to support the maintenance and preservation of commemoratives for a reasonable period of time to be determined, including a fee structure to support the endowment

that would be charged for each service.

K. Work collaboratively with other organizations and individuals in the City by sharing information and ensure that commemorative services are complementary and not duplicative.

L. Recommend to the City Council designated areas in the City where honors may be placed.

M. Recommend guidelines for fabrication and installation of all commemoratives. Each commemorative shall have the City seal and have a uniform design theme.

N. Recommend to the City Council proposed memorandums of understanding with other agencies regarding honors on their property (e.g. MCPS and M-NCPPC).

SECTION 2. Chapter 2.16, Section 2.16.010(C) shall be amended by addition of the Commemoration Commission to the Term Expiration chart as follows:

<b>Committee</b>	<b>Term Length (Years)</b>	<b>Expiration</b>
Commemoration Commission (Section 2.16.070 et seq.)	3	March 31

ADOPTED by the Council of the City of Takoma Park, Maryland this 10th day of November, 2014 by roll-call vote as follows:

AYES: Williams, Grimes, Male, Stewart, Seamens, Smith, Schultz

NAYS: None

ABSENT: None

ABSTAIN: None