REPORT OF THE BOARD TASK FORCE ON COMMITTEES

Chevy Chase Village's Board of Managers is committed to involving Village residents in meaningful participation in the government of the Village. To that end the Village has created a number of different types of committees and commissions. Periodically the Board has revisited its existing committees and commissions to determine whether they continue to meet current Village needs. To this end, in the Fall of 2013 then Village Chair Pat Baptiste appointed a Task Force of Board members to review the existing structure of Village committees and commissions and to make recommendations to the full Board with respect to any changes deemed to be appropriate. The Task Force consisted of Board Members Mike Denger, Elissa Leonard and Richard Ruda. This report reflects the views of the Task Force.

EXISTING COMMITTEE STRUCTURE

There are currently three types of Village committees as well as commissions.

Unless the work of the Committee is confidential under the State Open Meetings Law, the meetings of all Village Committees are open to any resident of the Village who might be interested in the subject matter. Prior notice of committee meetings and agendas are posted on the Village website.

The Chairs of all three types of Village committees are appointed by the Board for two-year terms and may be reappointed.

The first type of committees consists of Appointed Standing Committees. In addition to the Chair, members of such committees are appointed by the Board. Each Standing Committee has developed a Mission Statement and Scope of Work.. These committees advise the Board on recurring issues and problems within the scope of that committee's general jurisdiction. Generally, the Board seeks to keep the size of Standing Committees between five and seven members, and tries to achieve geographic diversity within the various areas within the Village. The missions of particular committees, expertise of Village residents, and the scope of the committee's work may result in exceptions to the Board's general approach.

The second type of committees consist of Appointed Single Purpose (ad hoc) Committees which are assigned a specific task or assignment by the Board at the time the committee is created. It is contemplated that these committees will not be permanent in nature but limited in duration based upon the completion of their tasks and assignments. In addition to the Chair, the members of Single Purpose Committees also are appointed by the Board. A Board member is appointed as a liaison to the first two types of committees.

The third type of committees consist of Open Membership Committees which provide general educational information to residents and advice and, when requested, recommendations to the Board and community on subject matters within their scope of interest. While the Board appoints the chairs of Open Membership Committees, members of such committees are not appointed by the Board. Village residents are free to become members of such committees provided they agree to regularly attend meetings and engage in the work of the committee. Village residents are encouraged to participate in Open Membership Committees. While there is no Board Representative assigned as a liaison to Open Membership Committees, a Board Contact has been denominated to facilitate communication.

The Board has also adopted legislation to create several Commissions and a Tree Ordinance Board ("TOB"). Chairs and members are appointed by the Board Several of the Commissions and the TOB perform various quasi-adjudicative functions to ensure that the highest standards of governmental operations are achieved.

TASK FORCE CONCLUSIONS AND RECOMENDATIONS

The Task Force has reviewed various written materials, including mission statements, scope of work statements, meeting minutes, and annual committee reports, has talked with Board Representatives and Committee Chairs, and has become familiar with the activities of the various Committees and Commissions. Based on the knowledge acquired, the Task Force has set forth below its conclusions and recommendations for changes with respect to the various Village committees and commissions.

APPOINTED STANDING COMMITTEES

AUDIT COMMITTEE. The Audit Committee reviews the audited financial statements of Chevy Chase Village with Village management and the Village's independent auditors, currently Lindsey & Associates, monitoring any unusual adjustments proposed by the independent auditors, the internal controls the Village is employing, the need for additional clarifying language, and similar matters. Having an independent committee of financially qualified residents review the financial statements of the Village and the report of the Village's independent auditors is a prudent practice that the Task Force believes should be maintained. The Task Force recommends that the function of the Audit Committee be retained and that the Board in appointing members continue to focus on selecting individuals with appropriate financial and accounting backgrounds.

The Task Force further recommends that the Committee be renamed the Financial Review Committee and that its mission be expanded to include coordinating, when necessary, with the Village Treasurer on investment matters and on matters relating to income tax revenue and Safe Speed Program assumptions used in the Village Budget, future years' revenue and expenditure assumptions, the adequacy of Village financial reserves, and recommending the appropriate property tax rate to the Board. The Task Force further believes that the size of the Financial Review Committee should be limited to three members, which seems appropriate given the tasks of the Committee.

BUDGET COMMITTEE. Over the years the function of the Budget Committee has evolved. In the past, the Budget Committee engaged in substantive work relating to the Village's spending plans and made recommendations to the Board, including new spending initiatives that one or more Budget Committee members supported. In the last several years, the Board, working with Village management, has itself assumed the role of deciding spending priorities and approving expenditure levels. The Board now holds one or more budget work sessions allowing for in depth analysis of the proposed budget with Village staff. The Task Force believes that the Board – with its broader exposure to Village needs and issues – is the appropriate vehicle to decide Village policy questions relating to spending priorities and expenditure levels. As a result of this evolution in function, the principal work of the Budget Committee has been making recommendations about income tax and Safe Speed Program revenue assumptions, assessing future revenue projections to assist the Board in evaluating the adequacy of the Village's financial reserves, and recommending changes in the Village property tax rate. Since the Village Board, with the recommendations and assistance of Village management, now directly makes substantive spending decisions on its own, and because the Village Treasurer, Board and management are as well positioned (if not better positioned) than the Budget Committee to assess substantive spending priorities, make income tax and safe speed revenue assumptions, and assess the property tax rate and the adequacy of Village future financial reserves, the Task Force believes that the Budget Committee is no longer necessary and recommends that it be disbanded. To the extent any separate committee review of the budget revenue assumptions, adequacy of reserves and property tax rate level is useful, that function could be folded into the renamed Financial Review Committee discussed above.

INVESTMENT COMMITTEE. The Investment Committee consults with the Village Treasurer, with respect to the operation of the Village investment program, consistent with the Investment Policy adopted by the Village. Investment of Village assets are required to be in accordance with State and Federal laws and regulations, which significantly restrict the investment of municipal funds. The Investment Committee is currently chaired by the Village Treasurer. The other two members are the chairs of the Budget and Audit Committees. The Committee has not had occasion to meet for at least several years principally because the investment of

Village assets is tightly circumscribed and constrained by the nature of investments authorized for municipalities by Maryland State Law. The Task Force believes that there is no need for the Investment Committee to be a separate standing committee and that its investment advice function could be folded into the new Financial Review Committee discussed above.

EMERGENCY PREPAREDNESS COMMITTEE. This committee was established following Hurricane Katrina in 2005 to assist residents in preparing emergency preparedness plans in preparation for natural and man-made disasters and to create a network of residents who could respond to assist neighbors during power outages and other local emergencies. The committee is no longer in operation and serves as a sub-committee of the Public Safety Committee. There is no existing mission statement or scope of work for the Committee. The Task Force accordingly recommends that the Emergency Preparedness Committee be disbanded and that the Public Safety Committee mission statement, scope of work and committee structure be revised, if appropriate, to incorporate any continuing relevant work of the Emergency Preparedness Committee.

ELECTIONS COMMITTEE. This committee is functioning effectively and no change is recommended in any respect.

PUBLIC WORKS COMMITTEE. This Committee was formed to work with Village management in determining the operational needs of the Public Works Department including evaluating functions that should be performed by outside contractors rather than Village employees. Over the years, the committee was also tasked with assessing and making recommendations with respect to capital improvement projects, the renovations of the Public Works Department space in the Village Hall and sidewalk replacement in the Village. The Village sidewalk repair project will be completed in FY 2015 and the refurbishment of the public works space and yard in and around the Village Hall has been completed. The Committee has not met for several years and currently has no members. Since the work of the committee has been or is about to be completed, the Task Force recommends that it be disbanded as a standing committee and that any future issues in the public works area that arise be handled by a newly appointed ad hoc committee, if needed.

PUBLIC SAFETY COMMITTEE. This Committee is functioning effectively and should be retained, with its mission statement, scope of work and committee structure revised if necessary to incorporate and continuing relevant work of the Emergency Preparedness Committee.

TRAFFIC COMMITTEE. The Committee is functioning effectively and no change is recommended in any respect.

HISTORIC PRESERVATION COMMISSION LOCAL ADVISORY PANEL (LAP). This Committee is functioning effectively and no change is recommended in any respect.

TREE COMMITTEE. The Tree Committee makes recommendations for planting trees in Village rights of way and parks and consults on tree pruning and spraying of Village-owned trees. It also makes recommendations from time to time to encourage maintenance of and enhancement of the Village's tree canopy. The Committee is functioning effectively and no changes are recommended in the structure and functions of the committee.

APPOINTED AD HOC OR SINGLE PURPOSE COMMITTEES

BUILDING CODE REVIEW COMMITTEE. This Committee, which was operational when our Task Force was created, has since completed its work, with the Village Board adopting comprehensive revisions to the Village Building Code. After completing its work, the Committee was disbanded. Should future building code issues arise requiring input from an ad hoc committee, the Task Force recommends that the committee be reconstituted.

CHEVY CHASE OPEN SPACE COMMITTEE. This committee has been working with the staff of the Maryland National Park and Planning Commission to develop plans for the Western Grove Park (formerly the Wohlfarth property). The committee has functioned very effectively and its work is continuing. The Task Force recommends no changes in any respect to its organization or operation.

LEGAL SERVICES EVALUATION COMMITTEE. The Committee was originally formed in 2011 to evaluate Village legal expenses and recommend means by which they could be reduced. Following such recommendations, the Committee assisted in the recruitment and selection of new Village legal counsel. Since that time, the Village has had need for specialized legal counsel from time to time where the committee's input could be useful. The Committee has been very useful in helping the Board adopt procedures that have reduced the expense of legal counsel and in recruiting and selecting new legal counsel. Since the tasks the Committee was created to address have been completed, the Task Force recommends that the Legal Services Evaluation Committee be disbanded and that, should future legal issues requiring input from lawyer-residents of the Village arise, a new ad hoc committee be appointed to address them at the time the need arises.

OPEN MEMBERSHIP COMMITTEES

ENVIRONMENT ANE ENERGY COMMITTEE. The Environment and Energy Committee performs an educational function to advise the Village Community about energy-conservation and environmental actions residents and Village Management might consider to promote energy conservation and environmentally friendly practices. If requested by the Village Board, the Committee may provide advice and recommendations on policy matters. The Committee also has published informational articles in the Crier to keep residents informed. The Board has appointed one of its members to attend meetings of the Committee and facilitate communication with the Board. No changes are recommended for this open membership committee.

PARKS AND GREENSPACE. The committee focuses on the preservation, maintenance and improvement of Village parks and green spaces (i.e., improved rights of way such as the buffer). It also offers advice and recommendations on policy matters when requested by the Board. In this connection, at the request of the Board it is developing a multi-year plan to enhance Village parks in coordination with Village management, the Village arborist, the Board and a landscape architect retained by the Board to develop a preliminary architectural plan for several of the parks. Committee volunteers have been helpful in identifying problems and issues involving Village parks (e.g., dead shrubs, need for additional benches and paths, landscaping improvements). A Board contact has been designated to facilitate communication between the Board, Village management, the Village arborist and the Committee. No changes are recommended with respect to the Parks and Greenspace Committee's organization and functions.

SENIORS COMMITTEE. This Committee is designed to work with Village management, the Board and others to make the Village a more friendly and useful environment for seniors. It has sponsored programs of benefit to seniors. The Task Force believes it serves a useful function and should be retained.

APPOINTED COMMISSIONS AND BOARDS

ETHICS COMMISSION. The Ethics Commission is a three-member quasi-adjudicative entity which deals with ethics issues affecting Village employees and Board members and certifies to the State Ethics Commission each year that the Village is in compliance with the requirements of the Maryland State Ethics Law. The Commission has functioned effectively and no changes are recommended with respect to the Commission.

PERSONNEL COMMISSION. The Commission is a three-member entity which has both advisory and quasi-adjudicative functions with respect to actions involving Village employees. No changes are recommended with respect to its quasi-adjudicative functions. The Commission also has been involved in employee

matters such as revision of the Village Employee Manual (which it sought to outsource to outside counsel) and other matters involving job descriptions and employee staffing levels and compensation. The Task Force is of the view that the Board is also as (if not more) informed than the Commission on current employee related issues by virtue of its extensive contacts during the course of the year with Village employees. New Village counsel, working with Village Management, is now conducting a comprehensive review of the Village Employee Manual and related personnel policy issues. The Task Force believes that relying on Village management and counsel (who has extensive experience with personnel issues by virtue of her representation of various municipalities), together with up-to-date Board knowledge is more effective and appropriate than delegating responsibility for dealing with non-adjudicative personnel issues to the Personnel Commission. The Task Force accordingly recommends that the mandate of the Personnel Commission be limited to its quasi-adjudicative functions.

BUILDING FACILITIES COMMISSION. The principal continuing function of the Building Facilities Commission is to address requests for Village Hall (i.e., the Lambert Room, Humphrey Hall, and the Tuohey Conference Room) rental fee waivers from charitable or public organizations. This is a quasi-adjudicative function that enables the Village to ensure that no favoritism has been extended to any organization seeking a fee waiver. The Task Force believes this is a useful function that should continue. The Commission's other role is to make recommendations relating to standards for the rental of the above-enumerated rooms, which it has done (although the need for modifications could arise in the future). Since the Commission's ongoing role is of a limited nature, we would propose limiting the size of the Commission to three-members, with two alternates. Keeping with historical practice, one member should be from the area immediately adjacent (i.e., within sound and sight of) to the Village Hall, and the others from the East and West sides of the Village, respectively.

TREE ORDINANCE BOARD. The Tree Ordinance Board ("TOB") consists of three members and two alternates. It was established in 2011 to facilitate the entry into consent agreements with Village residents whose petitions for tree removal were denied, thereby allowing the removals to proceed while protecting the Village tree canopy. The TOB has been effective in reducing Village Board and legal counsel time devoted to tree removal appeals and in simplifying the process (and time involved) for residents. The Task Force believes the TOB should not be changed in any respect.

OTHER POTENTIAL COMMITTEES

The Committee explored the need for new entities to cover matters not within the mandates of existing committees and commissions. In this connection,

the Task Force recommends that one new Appointed Standing Committee and one new Appointed Single Purpose (ad hoc) Committee be established.

WELCOMING COMMITTEE. The Task Force recommends that a new standing committee be established for the purpose of welcoming new residents to the Village and acquainting such residents with Village operations, resources and services. The Task Force believes that the Village is sufficiently small and collegial that it would be useful to have a committee that, working with Village staff, identifies and reaches out to new residents shortly after they arrive in the Village to welcome them, apprise them of Village services and encourage them to participate in Village activities.

CHARTER REVISION COMMITTEE. The Task Force also recommends that a new ad hoc committee be established to address revisions to the Village Charter that is now underway. It would be similar in function to the Building Code Review Committee which has recently completed its work.

IMPLEMENTATION.

Should the Board decide to implement the recommended changes in whole or in part, there will in all likelihood be a need for revisions to the Village Code, committee mission statements and scopes of work, and changes in the composition of certain committees and commissions. The Task Force recommends that Village counsel and management be directed to draft the necessary revisions to implement any changes that the Board adopts and that any new appointments to Committees (as well as new Board liaison appointments) be approved by the Board using the process traditionally employed.

Respectfully submitted,

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