

COUNCIL MEMO



Council Liaison Appointment Discussion Item

MEETING DATE: February 11, 2025 **STAFF:** Mayor Bell/Sammy Egbert

BACKGROUND

Councilor Liaisons appointed on March 12, 2024.

Finance Audit Committee	Councilor Wells
Heritage	Councilor Fox
Parks and Tree	Councilor Smith
Planning Commission	Councilor Lehmann
Lane ACT	Councilors Fox & Engelbretson
Land Council of Government	Mayor Bell
MPS MPO	Mayor Bell
Main Streets	Mayor Bell

Council Liaison Roles and Responsibilities

The role is a mayor appointed one year term and will be reviewed and potentially reassigned annually, typically collaboratively discussed and determined each January/February and formally appointed in March of each year.

Definition of Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary)

- Serves as point of contact between the Committee and the Council
- Assists in communication between the committee and the Council
- Non-voting, limited participation committee representative
- Opportunity to listen, learn and gain context on issues and requests that will be presented for future Council decision making.

Responsibilities of the Council Liaison:

1. Attend all meetings but is not a member of the committee.
2. Acts as a representative of the full Council to provide direction or guidance clearly supported by the Council.
3. If the committee asks for the Liaison’s opinion, the Liaison may state a **personal opinion**, but should emphasize that they are speaking for themselves rather than the entire Council.

4. As requested or invited by the Committee Chair, Liaison may speak to remind the committee of the Council direction or City policies.
5. Shall not attempt to influence the work or recommendations of the committee.
 - a. Will not take part in any deliberations, votes or decisions.
 - b. Must not share or engage with information discussed in a quasi-judicial committee, e.g. Planning Commission.
6. Will share with Council any requests from the committee such as:
 - a. Questions raised by the Committee about scope of work or changes to the scope of work
 - b. Requests for expenditures or impact on city resources (money, staff time or supplies)
 - c. Requests to add items to Council agenda
7. The Councilmember liaison will regularly update Council on the work of the Committee.

NEXT STEPS

Mayor Bell will appoint Council liaisons at the March 11, 2025 City Council Meeting.