

RESOLUTION 2016-039  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
UPDATING THE RESPONSIBILITIES OF COUNCIL LIAISONS  
TO CITY BOARDS AND COMMISSIONS AND SUPERSEDING  
RESOLUTION 2000-076

WHEREAS, on March 15, 2016, the City Council adopted Resolution 2016-026 adopting the Boards and Commissions Manual (the "Manual"); and

WHEREAS, in 2000, the Council adopted Resolution 2000-076 defining the role of Council Liaisons to City Boards and Commissions; and

WHEREAS, the City Council has recently reviewed the role of such Council liaisons and has determined that in addition to the responsibilities identified in Resolution 2000-076, Council liaisons should assume the additional responsibility of conducting periodic reviews with their respective board or commission at a regular meeting according to the schedule outlined in the Manual; and

WHEREAS, the Council desires to adopt a new updated Resolution to outline the responsibilities.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That Resolution 2000-076 and all prior Resolutions describing the role of Council Liaisons are hereby superseded.

Section 3. That the role of Council Liaison to boards and commissions shall include the following responsibilities:

1. To communicate with the board or commission when Council communication is needed and to serve as the primary two-way communications channel between Council and the board or commission.
2. To take the lead in filling vacancies, reviewing applications, and interviewing candidates for the board or commission.
3. To serve as the primary informal Council contact for the board or commission.
4. To help resolve questions the board or commission may have about the role of Council, municipal government, and the board or commission.

5. To establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
6. To provide procedural direction and relay Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
7. To serve as Council contact rather than an advocate for or ex-officio member of the board or commission.
8. To review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.
9. To identify and help resolve any problems that may exist with respect to the functioning of the board or commission.
10. To facilitate the training of new board and commission members by providing suggestions and relevant information to the City staff members responsible for providing such training.
11. To conduct a periodic review with their respective board or commission at a regular meeting according to the schedule outlined in Boards and Commissions Manual and to provide an oral summation at a future regular City Council meeting.

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 3rd day of May, A.D. 2016.

  
Mayor

ATTEST:

  
City Clerk

