

ORDINANCE NO. 117, 2023
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING CHAPTER 2, ARTICLE III, DIVISION 1 OF THE CODE OF THE CITY OF FORT
COLLINS TO ADD CITY COUNCIL LIAISON RESPONSIBILITIES

WHEREAS, the City has 25 boards and commissions, created by the City Council by ordinances, that perform a wide range of functions, including advising City Council and City staff on areas of particular knowledge or expertise; and

WHEREAS, on November 15, 2023, the City Council adopted Resolution 2022-122 creating an ad hoc committee on boards and commissions (“Committee”) to consider and make recommendations to improve efficiency and consistency of board and commission processes and reduce barriers to participation; and

WHEREAS, currently, City Councilmember responsibilities as a liaison to a board or commission are included in the City Council approved Boards and Commissions Manual, last approved by City Council in 2016; and

WHEREAS, the Committee discussed removing the City Council board and commission liaison responsibilities from the Boards and Commissions Manual and adding them in the City Code in order to make them more accessible; and

WHEREAS, the Committee discussed updating the City Council liaison responsibilities to make them more consistent with current practices and procedures; and

WHEREAS, on July 19, 2023, the Committee recommended adding the updated City Council liaison responsibilities to the City Code; and

WHEREAS, the City Clerk’s Office received input from board and commission members that they would like more flexibility for boards and commissions to hold joint meetings; and

WHEREAS, on July 19, 2023, the Committee recommended to City Council changes to Sec. 2-72 of the City Code that grant more flexibility for joint meetings between City boards and commissions; and

WHEREAS, the City Council finds that the proposed changes to the City Code are in the best interests of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED 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 Section 2-72(d) of the Code of the City of Fort Collins is hereby amended as follows:

Sec. 2-72 – Open meetings required; exceptions; joint meetings.

...

(d) Two or more boards or commissions, committees of boards or commissions, or representatives from each such board, commission, or committee, may hold a joint meeting if the subject of the meeting specifically relates **to the functions** ~~an item or project in the work plan~~ of each participating board or commission, or if the City Manager or City Council **liaison assigned to each of the involved boards or commissions** has approved the joint meeting.

Section 3. That Chapter 2, Article III, Division I of the Code of the City of Fort Collins is hereby amended by the addition of a new Section 2-82 which reads in its entirety as follows:

Sec. 2-82. City Council liaison responsibilities.

City Councilmembers appointed to serve as liaison to a board or commission have the following responsibilities:

- (1) **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) **Take the lead in filling vacancies by reviewing applications, conducting interviews with candidates for assigned board or commission.**
- (3) **Make decisions about appointment recommendations to the City Council, keeping in mind the need for fresh perspectives and not primarily based on liaison's personal preferences.**
- (4) **Serve as the primary City Council contact for the board or commission.**
- (5) **Resolve questions the board or commission may have about the role of City Council, municipal government, or the board or commission.**
- (6) **Establish contact with the board or commission chairperson and effectively communicate the role of the liaison.**
- (7) **Serve as Council contact rather than an advocate for or ex-officio member of the board or commission.**
- (8) **Review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.**
- (9) **Identify and help resolve problems with respect to the functionality of the board or commission with the assistance of the City Clerk's Office, City Manager's Office and the staff liaison.**

(10) Decide whether to grant a request from their assigned board or commission to hold a joint meeting with other boards or commissions.

Introduced, considered favorably on first reading and ordered published this 5th day of September, 2023, and to be presented for final passage on the 19th day of September, 2023.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading this 19th day of September, 2023.

Mayor

ATTEST:

City Clerk