

Sec. 2-82 – City Council Liaison Responsibilities.

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 by reviewing applications, and conducting interviews with candidates for the board or commission.
3. To make decisions about which candidate to recommend for appointment keeping in mind the need for fresh perspectives and not primarily on the liaison's personal preferences.
4. To serve as the primary Council contact for the board or commission.
5. To help resolve questions the board or commission may have about the role of Council, municipal government, and the board or commission.
6. To establish contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
7. To review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.
8. To identify and help resolve any problems with the support of the City Clerk's Office, City Manager's Office and the staff liaison that may exist with respect to the functioning of the board or commission.
9. To decide whether to grant a request from their assigned board or commission to hold a joint meeting with other boards or commissions.