



**FRUITA**  
COLORADO

**COUNCIL WORKSHOP  
AGENDA ITEM COVER SHEET**

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**TO:** Mayor & City Council  
**FROM:** Mike Bennett, City Manager  
**DATE:** March 28, 2023  
**AGENDA TEXT:** City Boards & Commissions Discussion

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**PURPOSE**

To further discuss the roles of Council Liaisons to City Boards & Commissions, providing direction to Boards & Commissions, and receiving updates from Boards & Commissions.

**BACKGROUND**

This discussion began at the February 28, 2023 Council Workshop and the following information was provided in that packet.

**Staff Liaisons**

A member of city staff is appointed to each board to assist the board in their duties and responsibilities. The staff's role is to:

1. schedule meetings based on input from the board and publish on the monthly meeting calendar,
2. prepare and post agendas and packets for the board based on input from the board or City Council,
3. post minutes of meetings on the City's website,
4. ensure that recommendations of the board get forwarded to the City Council for action,
5. provide guidance and information to the board,
6. communicate vacancies and resignations to the City Clerk's office,
7. communicate with the Mayor and Council liaison regarding excessive absences of members,
8. schedule annual appointments of officers of the board on the agenda as required by bylaws or other documents, and
9. provide orientation and training as needed to board members.

The practice is for staff liaisons to provide neutral technical assistance and support, provide operational updates related to the board efforts, coordinate efforts with City operations, help keep the focus of the board on relevant City goals, and keep the City Manager updated as to efforts and needs for updates to the City Council or requests to be made to City Council.

### **Council Liaisons**

In addition to serving as a member of the board, the Council liaison's role is to:

1. serve as a communications link between the City Council and board members,
2. work with the Mayor to fill vacancies, review applications, and interview candidates if required, and
3. resolve questions the board may have about the role of Council, city government and the board or commission.

The practice is for Council liaisons to provide updates to Council on the efforts of the board, provide direction from the Council to the board, mainly listen, and remind the board of relevant goals and plans approved by Council. Since City Council members cannot speak for the Council unless the Council has discussed and provided group direction or a group decision, the Council liaison role is mainly to funnel information between the Council and the board.

### **ATTACHMENTS**

1. Boards and Commissions Policy
2. A summary of each board and commission is attached noting the name, by what means the board was established and the state powers and duties of the board found in the relevant Charter language and/or ordinance language, which documents are also attached.