

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

June 16, 2008

CALL TO PODIUM:

Fred Felton
Assistant City Manager

RESPONSIBLE STAFF:

Fred Felton
Assistant City Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input checked="" type="checkbox"/>	Other: From Staff

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Guidance on a Memorandum Dated June 4, 2008, Regarding the Designation of Council Committee Liaisons

SUPPORTING BACKGROUND:
Staff will be seeking guidance on the attached memorandum.

DESIRED OUTCOME:
Provide guidance to staff.

MEMORANDUM TO: Mayor and City Council

VIA: James D. Arnoult, Acting City Manager

FROM: Frederick J. Felton, Assistant City Manager

DATE: June 4, 2008

SUBJECT: Committee Liaisons

During the January 2008 Strategic Planning Retreat, the Mayor and City Council indicated they would like to designate Council liaisons to the various City Boards, Commissions, and Committees. Subsequently, staff recommended that the Council liaisons not be designated for committees created by statute with specific functions.

As previously indicated, staff does not believe that it is necessary or appropriate for Council liaisons to attend all committee meetings, but they should attempt to attend periodically. Council liaisons should review agendas and minutes and keep their colleagues advised of any significant issues. Additionally, Council liaisons should be available as a point of contact for committee members.

Based on my conversations with each of the Council Members, I am recommending the following liaison assignments:

Council Member Ashman

1. Cultural Arts Advisory Committee
2. Police Chief's Advisory Council
3. Technology and Innovations Committee

Council Member Drzyzgula

1. Environmental Affairs Committee
2. Greater Historic District Committee
3. Multicultural Affairs Committee

Council Member Marraffa

1. Economic Development Committee
2. Gaithersburg Senior Council
3. Olde Towne Advisory Committee

Council Member Sesma

1. Art in Public Places
2. Communication Committee
3. Education Committee

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Council Member Spiegel

1. Bicycle and Pedestrian Advisory Committee
2. Community Advisory Board
3. Market Square Advisory Committee

I will be seeking guidance on staff's recommendations during the June 16, 2008 Mayor and City Council meeting. In the meantime, please contact me if you have any questions or want to discuss.

FJF/ms