

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

October 19, 2009

**CALL TO PODIUM:**

Britta Monaco

**RESPONSIBLE STAFF:**

Britta Monaco, Director  
Department of Community and  
Public Relations

**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 checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

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

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and Council Establishing Primary Advisory Committees and Establishing the Names Thereof

**SUPPORTING BACKGROUND:**

A committee evaluation effort was recently undertaken and a list of proposed staff recommendations to improve efficiency, effectiveness and enhance the volunteer experience for those serving on Boards, Committees and Commissions was presented to the Mayor and Council at a work session on August 10, 2009. The recommendations focused on those committees that are advisory rather than regulatory in nature.

Mayor and Council agreed that the following primary advisory committees serve to provide input to the City on strategic topics. These will be called "Committees" as opposed to previously-named councils or boards to provide consistency.

- Economic and Business Development Committee
- Police Chief's Advisory Committee
- Environmental Affairs Committee
- Educational Enrichment Committee
- Community Advisory Committee
- Multicultural Affairs Committee
- Senior Advisory Committee
- Cultural Arts Advisory Committee
- Transportation Committee

Subcommittees and special purpose task forces will be placed under these advisory committees as appropriate, with the same opportunity for direct communication to the Mayor and Council as needed. Under this structure, for example, the Olde Towne Advisory Committee, which will become a subcommittee of the Economic and Business Development Committee, would be allowed to report suggestions and concerns directly to the Mayor and Council. Consistent structure will be established for each committee, subcommittee and task force with regards to minute taking, attendance policies, annual appearances before the Mayor and Council, and website content.

Staff liaisons to the committees as appointed by the City Manager will be responsible for committee administration and for recommending membership appointments by the Mayor and confirmed by the City Council.

**DESIRED OUTCOME:**

Vote on Resolution.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND COUNCIL ESTABLISHING PRIMARY  
ADVISORY COMMITTEES AND ESTABLISHING THE NAMES THEREOF

WHEREAS, the Mayor and City Council values the input of its residents and interested community members; and

WHEREAS, committees serve an important purpose in planning, reviewing, researching, and providing input and guidance to the Mayor and City Council on a variety of strategic issues; and

WHEREAS, a recent committee evaluation project recommended that the City maintain nine primary advisory committees, with subcommittees and special purpose task forces contained therein, with Staff liaisons to the committees as appointed by the City Manager being responsible for committee administration and for recommending membership appointments by the Mayor and confirmed by the City Council; and

WHEREAS, all advisory committees should bear the name "committee" to provide consistency:

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Gaithersburg that Gaithersburg's primary advisory committees consist of the Economic and Business Development Committee (not to exceed 15 members), the Police Chief's Advisory Committee (not to exceed 15 members), the Environmental Affairs Committee, the Educational Enrichment Committee, the Community Advisory Committee, the Multicultural Affairs Committee, the Senior Advisory Committee (not to exceed 12 members), the Cultural Arts Advisory Committee, and the Transportation Committee.

Adopted by the City Council of Gaithersburg this 19<sup>th</sup> day of October, 2009

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 19<sup>th</sup> day  
of October, 2009.

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Angel Jones, City Manager