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# MEMO

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**DATE:** January 7, 2011  
**TO:** CITY COUNCIL  
**FROM:** Dan Smith  
**SUBJECT:** Request to Stream Manitou Springs Council Meetings Live Online

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I am currently in the process of building a Manitou Springs community website. As part of that site I would like to stream Manitou Springs city council meetings live online. In order to accomplish this, I plan to use the streaming website ustream.com and embedding the stream into the community website—manitoid.com. I would also like to record the videos and store them for residents to view at any time. The community site will not be ready for public use for several months and is currently under construction. I would like to begin testing the process with upcoming council meetings and during this time, the council can view these trial streams to make a decision on its long-term application. It will take some time to get the video and sound settings worked out. I will not sell advertising on these videos, but in order to utilize the free ustream.com service, pop up advertisements of Ustream's choosing will appear during the meetings. I will receive no monetary compensation for these ads. The ads can be removed for a fee, but I do not believe the ads impact the broadcast enough to be worth a fee. I will use all of my own recording gear to broadcast the meetings. This will cost the residents of Manitou Springs nothing and will provide them with a tool to become more engaged in city government.

# City of Manitou Springs, Colorado

## *Role of the Council Liaison to Boards and Commissions*

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. Annually in January, the Mayor and City Council appoint liaisons to various boards and commissions. Council has defined the role of Council liaisons as follows:

1. To establish formal or informal contact with the chairperson of the board or commission and serve as the primary communications channel between Council and the board or commission. Council members should relay concerns expressed by a board or commission member through the appropriate liaison. It is not appropriate for a council member to take up an issue of a board or commission without first communicating with the appointed council liaison.
2. To serve as the primary informal Council contact for the board or commission.
3. To help resolve questions the board or commission may have about the role of Council, municipal government, and the board or commission.
4. To provide procedural direction and relay Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
5. To serve as Council contact rather than an advocate for or ex-officio member of the board or commission.
6. To review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.
7. To identify and help resolve any problems that may exist with respect to the functioning of the board or commission.
8. To facilitate the training of new board and commission members by providing suggestions and relevant information to the City staff members responsible for providing such training.

Council liaisons are not expected to attend monthly meetings of the boards and commissions. Liaisons are informed of board and commission activities through agendas and minutes, work plans, and annual reports. Liaisons may attend meetings due to an interest in a specific agenda topic or to observe. Attendance by a Council liaison should not affect the normal structure of a board meeting, and public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

If Council liaison participation is critical to a particular item, a direct invitation should be made to the Council liaison, explaining why participation is deemed to be critical. If appropriate, discuss with the liaison prior to the meeting what expectations are and whether the liaison can meet those expectations.

- **It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer.** Council members should contact staff in order to clarify a position taken by the Board or Commission. If the Board or Commission is conducting a public hearing, Council members shall remove themselves from the proceedings.

- **Keep political support away from public forums.** Board and Commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council member.

- **Inappropriate behavior** by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council and the individual is subject to removal from the Board or Commission.