



## Legislation Text

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**File #:** 18-0350, **Version:** 1

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### Summary

To: Mayor and Commissioners  
From: JP Murphy  
Date: 1/4/2019

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**Subject:**  
Advisory Board Calendar

### Summary:

As a new way of handling the advisory board meetings, I'd like to set up a meeting at least quarterly with the individual commission advisors, chairpersons and relevant staff of each board to lay out agenda items to come before the board for that quarter. This way staff and the chair can be better prepared ahead of time and have a shared clarity as to the detail of the items. As these meetings are scheduled, it would be helpful for the commission to send a list of topics that you would like the advisory boards to take up. The compiled list will be provided as a discussion item at the next commission meeting. This process will assist in keeping the advisory boards engaged in a commission driven work plan and provide me and the staff the tools to manage agenda deadlines better.

Included in your packet for review is the yearly advisory board calendar, tentative 2019 meeting dates as well as the variance submission schedule.

**Previous Commission Action:** Enter Commission Action Here

**Background/Problem Discussion:** N/A

**Expenditure Challenges** N/A

**Financial Implications:** N/A

**Recommendation:** N/A

**Proposed Motion** N/A (Discussion Only)