

## MEMORANDUM



**To:** City Council Members for July 18, 2016 meeting

**From:** Biff Traber, Mayor *Biff Traber*

**Date:** July 12, 2016

**Subject:** Council Liaison Assignments: Planning Commission and Community Involvement and Diversity Advisory Board

We are in the process of activating the Community Involvement and Diversity Advisory Board (CIDAB) over the next several months. The first step in that process will involve creating a proposed first year work plan to bring to Council for approval. This task will belong to the CIDAB Chair, the CIDAB Council Liaison and City staff. I have asked and intend to appoint Councilor York as liaison to CIDAB. I am in the process of searching for the CIDAB chair; recommendations for that position will be appreciated. When there is a person to appoint, I will be seeking your concurrence in the normal fashion.

To provide some Councilor work load balancing for the remainder of the current term, I have asked Councilor Hann to step in as Planning Commission liaison effective August 1, 2016. This memo is to inform you of that assignment.