



CITY OF VENICE

FLORIDA

401 W. Venice Avenue • Venice, Florida 34285

Edward F. Lavalley

City Manager

Office: (941) 486-2626 Ext 24006 • Fax: (941) 480-3031

Email: elavallee@venicegov.com
www.venicegov.com

Interoffice Memorandum

TO: Mayor Holic and City Council Members

FROM: Edward F. Lavalley, City Manager 

RE: City Council-Appointed Advisory Boards and Commissions

DATE: April 1, 2019

One of the topics discussed at the 2019 Strategic Planning session was City Council-appointed advisory boards and commissions. Questions raised and issues discussed included the following:

- Some boards and commissions require the involvement and support of City staff.
- Boards and commissions with unilateral authority, including the Planning Commission and Code Enforcement Board, have specific need for staff participation in their respective missions.
- Individual members of certain boards and commissions often approach staff members to request assistance on various projects and activities.
- Individual members of boards and commissions contacting staff persons to request information may or may not be acting with the consent and/or knowledge of the Chair of the respective board.
- Board and commission Chair persons have been asked to route all requests for the use of staff members' time and participation to the City Manager's office (except for those with statutory authority and related obligatory staff involvement, eg: Planning Commission).
- Staff was asked to assess the staff time given to support of the boards and commissions. The results are displayed on the attached summary sheet. As noted, certain boards and commissions require or request staff time on a regular basis and others may request staff support on a more sporadic or infrequent basis.

EFL/jg

Attachment