

Draft 2026 Annual Work Plan Heritage Preservation Commission

MEETING DATE	AGENDA ITEM/ISSUE
January 7	- Rank Study Issues by January 31
February 4	Meeting to be held only if needed
March 4	Meeting to be held only if needed
April 1	Meeting to be held only if needed
May 6	Review Recommended Budget
June 3	Recognition of Service
July 1	Selection of Chair and Vice Chair
August 5	Meeting to be held only if needed
September 2	Meeting to be held only if needed
October 7	- Final month to Propose Study Issues (Due to City Manager by December)
November 4	Approve 2027 Annual Work Plan
December 2	- Final month to Approve 2027 Annual Work Plan - Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Additional items yet to be scheduled:

- Study Issues may be proposed at any meeting throughout the year
- Study Issues presentation dates will be added following approval by Council

Instructions (please delete these instruction pages before providing the draft to your board/commission):

List all regularly scheduled board/commission meeting dates and routine assignments specific to each board or commission.

January:

Boards and Commissions must rank their study issues by January 31 so that staff can complete the work necessary to add these issues to the list Council will consider for ranking in February or March. Chairs of boards and commissions are encouraged to attend the Council's public hearing on study/budget issues to champion the issues ranked and prioritized by their body.

January through November:

Boards and Commissions may propose study and budget issues throughout the year. In order to be considered by Council for study in the following year, however, all study issues must be proposed by boards and commissions by no later than November. Any Study Issues proposed by a board/commission after November shall roll over to the next year's process (the only other recourse a b/c member has is to request Council to sponsor the Study Issue Paper). Study Issue papers must be signed by the City Manager prior to being ranked by a board or commission.

May:

Boards and commissions review and comment on the City Manager's recommended budget to Council—i.e., make recommendations to Council regarding priorities and service levels, fees, and/or capital projects. Given the budgetary process, the City Manager's recommended budget will not typically be ready for boards and commissions to review until shortly before the time that a recommendation is necessary from the advisory body; often there is not enough time to perform a thorough review and get the results to Council without conducting a special meeting of the board/commission and subsequently sending the Chair or his/her designated representative to Council's public hearing to convey recommendations in person (waiting for the normal board/commission minutes to reach Council won't work). This underscores the importance of a board/commission being prepared to conduct its review—to understand its role, to know how to navigate the budget and be familiar with its contents---before the issue is brought before it in May.

July:

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The selection of Chair and Vice Chair shall be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

November:

In order to be considered by Council for study in the following year, all study issues must be proposed by boards and commissions by no later than November. Any Study Issues proposed by a board/commission after November shall roll over to the next year's process (the only other recourse a b/c member has is to request Council to sponsor the Study Issue Paper). Study Issue papers must be signed by the City Manager prior to being ranked by a board or commission.

November-December:

Council Policy requires that all boards and commissions create an annual work plan, defined as a 12-month calendar of the policy issues the body will be acting on during the year. Approval of the annual work plan should be done in November or no later than December for the following calendar year. Study Issues presentation dates approved by Council will be added to the work plans when approved; updated work plans will be included as Information Only reports on Board and Commission agendas.

All Boards and Commissions must review the City's Code of Ethics and Conduct for Elected and Appointed Officials annually near the end of the calendar year prior to Council review, and by no later than December.