

2018 Draft Master Work Plan

Parks and Recreation Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 17	<ul style="list-style-type: none"> • Brown Act Review • Master Plan for Public Art (Joint meeting with Arts Commission)
February 14	<ul style="list-style-type: none"> • Musical Playground • Park Dedication Fund
March 14	<ul style="list-style-type: none"> • Volunteer Program Overview • New Park at the Vale
April 11	<ul style="list-style-type: none"> • Study Issue Overview • Sister City Relationship
May 9 or 16	<ul style="list-style-type: none"> • Review Recommended Budget (Joint meeting with Arts Commission)
June 13	<ul style="list-style-type: none"> • Recognition of Service • Washington Community Swim Center Update
July 11	<ul style="list-style-type: none"> • Selection of Chair and Vice Chair
August 8	<ul style="list-style-type: none"> • Age Friendly Cities and Communities
September 12	<ul style="list-style-type: none"> • Capital Improvement Projects Update
October 10	<ul style="list-style-type: none"> • Review 2019 Draft Master Work Plan • Magical Bridge Update
November 14	<ul style="list-style-type: none"> • Final month to approve 2019 Master Work Plan • Animal Assisted Happiness Update
December 12	<ul style="list-style-type: none"> • Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Additional items yet to be scheduled:

- Study Issues ranking date to be determined based on 2019 Study Issues Workshop date

Instructions (please delete this page 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.

Notes:

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:

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.

December:

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.