



Council Meeting: April 3, 2012

SUBJECT: 2012 Board and Commission Master Work Plans

DISCUSSION

The City's boards and commissions have developed work plans (Attachment A) to reflect Council's priorities as adopted in the 2012 Tentative Council Meeting Agenda Calendar. These work plans are submitted annually for Council approval. The proposed work plans list regularly scheduled board and commission meetings and include the annual review of the City's Code of Ethics and Conduct for Elected and Appointed Officials, specific study issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Typically, these work plans are presented to Council as a Consent Calendar item. This year, staff is recommending revisions to several of the work plans to ensure that all boards and commissions complete their work relative to the City's Study Issue process and Code of Ethics review in time to meet related Council calendar deadlines.

To assist all boards and commissions in meeting this objective, a Work Plan template has been created by the Office of the City Clerk, identifying the appropriate time of year for boards and commissions to address these routine annual tasks (Attachment B). In future years, the Clerk will also provide all board and commission liaisons and chairs a timely reminder (just prior to the development of annual work plans) of the importance of following this template.

Revisions required to bring each work plan for the remainder of the year into alignment with the template and Council's calendar are identified in Attachment A (via strike-out and underlined text).

EXISTING POLICY

General Plan – Legislative Management Sub-Element Action statement 7.3A.2d: Adopt an annual work plan for boards and commissions consistent with Council priorities.

Council Policy 7.2.19 Boards and Commissions, Section 2.I.(I)(a) Work Plans: Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

FISCAL IMPACT

There is no fiscal impact as a result of approving the master work plans.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

ALTERNATIVES

1. Approve the 2012 master work plans as originally submitted by all boards and commissions (This will require some modification to the Council's Tentative Meeting Agenda Calendar regarding Study Issues and the Code of Ethics review).
2. Approve the 2012 board and commission work plans as revised by staff and depicted by Attachment A.
3. Approve the 2012 board and commission master work plans as further modified by Council.

RECOMMENDATION

Staff recommends Alternative 2: Approve the 2012 board and commission master work plans as revised by staff and depicted by Attachment A.

Reviewed by:

Robert Walker, Assistant City Manager
Prepared by: Kathleen Franco Simmons, City Clerk

Approved by:

Gary M. Luebbbers
City Manager

Attachments

- A. 2012 Proposed Boards and Commissions Master Work Plans
- B. Board and Commission Master Work Plan Template

2012 Master Work Plan Arts Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 18	<ul style="list-style-type: none"> • Canceled – no agenda items
February 15	<ul style="list-style-type: none"> • AIPD: 301 and 401 Old San Francisco Road/Palo Alto Medical Foundation (PAMF) • Approve Master Work Plan
March 21	<ul style="list-style-type: none"> •
April 18	<ul style="list-style-type: none"> •
May 16	<ul style="list-style-type: none"> •
May 23	Special Joint Study Session (6 p.m.) and Meeting (7 p.m.) with P&R Commission <ul style="list-style-type: none"> • FY 12/13 Recommended Budget and Resource Allocation Plan
June 20	<ul style="list-style-type: none"> • Satisfaction Survey • Member Recognition
July 18	<ul style="list-style-type: none"> • Review Effectiveness of Existing Art in Private Development Policies – Study Issue (LCS 12-02) • Master Work Plan Review • Election of Officers
August 14	<ul style="list-style-type: none"> • Commission Recommendation to Council & Council Action: Review Effectiveness of Existing Art in Private Development Policies – Study Issue
August 15	<ul style="list-style-type: none"> • Propose Study Issues
September 19	<ul style="list-style-type: none"> • Propose Study Issues
October 17	<ul style="list-style-type: none"> • Rank Study Issues • National Arts and Humanities Month
November 21	<ul style="list-style-type: none"> • Rank Study Issues • Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials • Preliminary Discussion of 2013 Master Work Plan
December 19	<ul style="list-style-type: none"> •

Additional items yet to be scheduled:

1. Art in Private Development (AIPD) projects that occur throughout the year

Bicycle and Pedestrian Advisory Commission Master Work Plan

Calendar Year: 2012

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
January 19	<ul style="list-style-type: none"> - 2012 BPAC Calendar - Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials - Project Updates - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
February 16	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Utility Bill Insert Concepts - Pastoria Avenue Street Space Allocation Study Proposal Analysis Alternatives - Council Ranking of Study Issues (Information item) - Employee Share the Road Training(Information item) - John W. Christian Greenbelt Guide Signs(Information item) - 2012/13 Pavement Rehabilitation List(Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)

Meeting Date	Agenda Item/Issue
March 15	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar (<u>Approve Master Work Plan</u>) - Transportation Development Act (TDA) Funding Recommendation - El Camino Real Bus Rapid Transit Project - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
April 19	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Utility Bill Insert Concepts - Study Issue Brainstorming - Bike to Work Day Planning - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
May 17	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Review of the Detailed Two-Year Budget - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
June 21	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Study Issue Brainstorming - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
July 19	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Utility Bill Stuffer Update - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item) - Election of Officers
August 16	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Update of the City of Sunnyvale Local Appointment List for Boards and Commissions (Information Item) - Consideration of Candidate Study Issues - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)

Meeting Date	Agenda Item/Issue
September 20	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Study and Budget Issues Finalization - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List
October 18	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Annual reporting on collisions involving pedestrians and cyclists - Stevens Creek Trail Alternatives Feasibility Study - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
November 15	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - Ranking of Study Issues - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
December 20	<ul style="list-style-type: none"> - Updated 2012 BPAC Calendar - <u>2012 Preliminary discussion of 2013 Work Plan</u> - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item) - <u>Final month for Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials</u>

Board of Building Code Appeals Master Work Plan

Calendar Year: 2012

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
No regular meetings scheduled	
July	<ul style="list-style-type: none"> • <u>Election of Officers</u>
September	<ul style="list-style-type: none"> • <u>Final month to propose Study Issues (Due to City Manager by October 1)</u>
November	<ul style="list-style-type: none"> • <u>Final month to rank Study Issues (if any)</u>
December	<ul style="list-style-type: none"> • <u>Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</u>

Additional items yet to be scheduled: None.

Board of Library Trustees Master Work Plan

Calendar Year: 2012

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
January 9	Finalize Workplan Calendar for 2012
February 6	
March 5	Study Issues Day in the District
April 2	National Library Week (April 8-14)
May 7	
May 21 (Special Mtg.)	National Library Week Feedback Public Library Foundation Fund Grant Budget Review
June 4	
July 9	
August 6	New Member Orientation Election of Chair and Vice Chair Study Issues
September 10	
October 1	Community Condition Indicators Sunnyvale Library Comparative Data
November 5	Preliminary Discussion of 2013 Workplan Calendar Library Fee Review <u>Final month to rank Study Issues (if any)</u> <u>Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials Review</u>
December 3	

Additional items yet to be scheduled:

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Heritage Preservation Commission Master Work Plan

Calendar Year: 2012

Meeting Date	Agenda Item/Issue
January 11	Discussion and Adoption of FINAL 2012 Work Plan Review of the Code of Ethics
February 1	Commission Special Meeting, if needed
March 7	Heritage Preservation Routine Items Report on 2012 City Council Study Issues Workshop
April 4	Commission Special Meeting, if needed
May 2	Heritage Preservation Routine Items <u>Review Recommended Budget</u>
June 6	Commission Special Meeting, if needed
July 11	Selection of Chair and Vice Chair Heritage Preservation Routine Items Discussion of Potential Study Issues for 2013
August 1	Commission Special Meeting, if needed
September 5	Heritage Preservation Routine Items Discussion of Potential Study Issues for 2013 <u>Final month to propose Study Issues (Due to City Manager by October 1)</u>
October 3	Commission Special Meeting, if needed
November 7	Selection and Ranking of Potential Study Issues for 2013 <u>Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</u>
December 5	Commission Special Meeting, if needed
January 9, 2013	Discussion and Adoption of FINAL 2013 Work Plan Review of the Code of Ethics

Shaded schedule meetings are reserved if needed to review applications and discuss special business.

Housing & Human Services Commission Work Plan

Calendar Year: 2012

Meeting Date	Agenda Item/Issue
January 11*	Review Draft Request for Proposals for 2012 CDBG and HOME Capital/Housing Projects
February 22	Presentations: Capital Project Funding Proposals. 1. Review Draft Request for Proposals for Housing Mitigation Funds.
March 28	Presentations: Affordable Housing Project Proposals 1. Public Hearing: Recommended Funding of CDBG/HOME Capital Project Loans
April 25	1. Public Hearing: Draft FY 2012-2013 HUD Action Plan 2. Public Hearing: Proposed Housing Mitigation Fund Affordable Housing Project Awards.
May 23	1. Study Issue: BMR Criminal Background Checks. 2. Non-Routine HO-01: Amendments to Chapter 19.66 (Below Market-Rate Housing) 3. <u>Review Recommended Budget</u>
June 27	
July 25	1. Election of Officers for FY 2012-2013.
August 22	
September 26	1. Propose and/or review new Study Issues and Budget Issues 2. Public Hearing: Review of Consolidated Annual Performance Evaluation Report (CAPER) on CDBG and HOME grants. 3. Annual Review of Code of Ethics
October 24	
November 14*	1. Rank Study Issues 2. Public Hearing: Priority and Unmet Needs for Human Services and Recommendation to Council
December 12*	

* Special Meetings

Items to be considered in 2012 or 2013:

1. Study Issue CDD 10-06: Mixed Use Toolkit
3. Study Issue CDD 09-07 Consider Revisions to the Zoning Code for Conversions of Mobile Home Parks to Other Uses

PLEASE NOTE: Consent Calendar items are not listed on the Work Plan.

2012 Master Work Plan Parks and Recreation Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 11	<ul style="list-style-type: none"> • Approval of Second Amendment to Agreement with the Sunnyvale Historical Society and Museum Association
February 7	<ul style="list-style-type: none"> • Joint Study Session with Council – Consider Park Dedication Policies and Review Project Priorities
February 8	<ul style="list-style-type: none"> • Meeting Canceled – no agenda items
March 7	<ul style="list-style-type: none"> • Proposed Amendments to SMC Chapter 9.28 Regulation of Smoking—to Include a Ban on Smoking in Parks and in Outdoor Dining Areas (Christy Gunvalsen, Neighborhood Preservation Manager, DPS) • Approval of License Agreement Between Lifetime Tennis, Inc., and the City of Sunnyvale for the Operation and Management of the Sunnyvale Tennis Center (Scott Morton, Parks Superintendent, DPW) • Approve Master Work Plan
March 14	<ul style="list-style-type: none"> • Meeting Canceled (meeting moved to 3/7/12)
April 11	<ul style="list-style-type: none"> •
May 9	<ul style="list-style-type: none"> •
May 23	Special Joint Study Session (6 p.m.) and Meeting (7 p.m.)with Arts Commission <ul style="list-style-type: none"> • FY 12/13 Recommended Budget and Resource Allocation Plan
June 13	<ul style="list-style-type: none"> • Satisfaction Survey • Member Recognition
July 11	<ul style="list-style-type: none"> • Master Work Plan Review • July is Parks and Recreation Month • Election of Officers
August 8	<ul style="list-style-type: none"> • Propose Study Issues
September 12	<ul style="list-style-type: none"> • Propose Study Issues
October 10	<ul style="list-style-type: none"> • Rank Study Issues
November 14	<ul style="list-style-type: none"> • Rank Study Issues • Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials • Preliminary Discussion of 2013 Master Work Plan
December 12	<ul style="list-style-type: none"> •

Additional items yet to be scheduled:

Consider Park Dedication Policies and Adopt Project Priorities

Personnel Board Master Work Plan

Calendar Year: 2012

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Personnel Board meetings are held only as necessary.

Meeting Date	Agenda Item/Issue
January 16, 2012	
February 20, 2012	
March 19, 2012	Approve Master Work Plan
April 16, 2012	
May 21, 2012	
June 18, 2012	
July 16, 2012	Election of Chair & Vice Chair
August 20, 2012	
September 17, 2012	
October 15, 2012	Annual Review of City Code of Ethics Rank Study Issues (if any)
November 19, 2012	
December 17, 2012	

Additional items yet to be scheduled:

The Personnel Board's Agenda might include Employee Suggestions. Other agenda topics could include Employee Disciplinary Actions and Appeal Hearings. The Personnel Board liaison will inform Council of any opportunity for contact as opportunities arise.

Planning Commission Master Work Plan

Calendar Year: 2012

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	Agenda Item/Issue
January 9	SS Routine Planning Items PH Routine Planning Items
January 23	SS Routine Planning Items PH Routine Planning Items
February 6	SS Routine Planning Items PH Routine Planning Items
<i>February 27</i>	<i>Special Meeting – Joint Study Session with the Board of Building Code Appeals and the Sustainability Commission – Update to Green Building Program (Residential and Public Buildings)</i>
February 29 (Wednesday)	SS Routine Planning Items PH Routine Planning Items PH Discussion and Adoption of 2012 Work Plan
March 12	SS Routine Planning Items PH Routine Planning Items
<i>March 20-22</i>	<i>Training – League of California Cities 2012 Planners' Institute and Mini Expo - San Jose, CA</i>
March 26	SS Routine Planning Items PH Routine Planning Items PH Update to Green Building Program (Residential and Public Buildings)

Meeting Date	Agenda Item/Issue
April 9	SS Routine Planning Items PH Routine Planning Items
April 23	SS Routine Planning Items PH Routine Planning Items PH Review of Budget and Fees
<i>April 24</i>	<i>Special Meeting – Joint Study Session with City Council – Project Approval Process/Authority Review for Land Use Applications</i>
May 14	SS Routine Planning Items PH Routine Planning Items PH <u>Review Recommended Budget</u>
May 30 (Wednesday)	SS Routine Planning Items PH Routine Planning Items
June 11	SS Routine Planning Items PH Routine Planning Items
June 25	SS Routine Planning Items PH Routine Planning Items Recognition of Commission members
July 9	SS Routine Planning Items PH Routine Planning Items PH Selection of Chair, Vice Chair and Seats
July 23	SS Routine Planning Items SS Study Issue - Pedestrian Plans for ITR Areas PH Routine Planning Items

Meeting Date	Agenda Item/Issue
August 13	SS Routine Planning Items PH Routine Planning Items PH Study Issue - Pedestrian Plans for ITR Areas
August 27	SS Routine Planning Items PH Routine Planning Items
September 10	SS Routine Planning Items SS Study Issue - Regulations for Telecommunication Facilities Located in the Public Right of Way PH Routine Planning Items <u>Final month to propose Study Issues (Due to City Manager by October 1)</u>
September 24	SS Routine Planning Items SS Study Issue - Food Truck Location and Operation Requirements PH Routine Planning Items PH Study Issue - Regulations for Telecommunication Facilities Located in the Public Right of Way
October 8	SS Routine Planning Items PH Routine Planning Items PH Identification of Potential Study Issues for 2013 PH Study Issue – Comprehensive Sign Code Revisions
October 22	SS Routine Planning Items SS Study Issue - Consideration of Non-residential Parking Requirements PH Routine Planning Items PH Study Issue - Food Truck Location and Operation Requirements

Meeting Date	Agenda Item/Issue
November 12	SS Routine Planning Items
	PH Routine Planning Items
	PH Study Issue - Consideration of Non-residential Parking Requirements
	PH Select and Rank Potential Study Issues for 2013
November 26	SS Routine Planning Items
	PH Routine Planning Items
	PH Annual Review of the Code of Ethics and Conduct
December 10	SS Routine Planning Items
	PH Routine Planning Items
January 14, 2012	SS Routine Planning Items
	PH Routine Planning Items

Additional items yet to be scheduled:

- Training sessions will be scheduled based on workload of routine planning applications. Study Issues schedules are subject to change.
- Climate Action Plan (CAP) and Land Use and Transportation Element (LUTE): Joint Study Sessions with BPAC (Bicycle and Pedestrian Advisory Commission), City Council, and the Planning Commission

2012 Master Work Plan Sustainability Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January	<ul style="list-style-type: none"> • Review of Council Legislative Advocacy Position Priority Issues • Discuss Annual Master Work Plan
February	<ul style="list-style-type: none"> • Review Annual Master Work Plan
March	<ul style="list-style-type: none"> • Approve Master Work Plan • Green Building Ordinance • Water Bill Update
April	<ul style="list-style-type: none"> • Propose Study Issues (Due to City Manager by October 1)
May	<ul style="list-style-type: none"> • Review City Manager's Recommended Budget • Propose Study Issues (Due to City Manager by October 1)
June	<ul style="list-style-type: none"> • Propose Study Issues (Due to City Manager by October 1)
July	<ul style="list-style-type: none"> • Election of Officers • Propose Study Issues (Due to City Manager by October 1)
August	<ul style="list-style-type: none"> • Propose Study Issues (Due to City Manager by October 1)
September	<ul style="list-style-type: none"> • Propose Study Issues (Due to City Manager by October 1)
October	<ul style="list-style-type: none"> • Rank Study Issues
November	<ul style="list-style-type: none"> • Rank Study Issues • Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
December	

Additional items yet to be scheduled:

- Climate Action Plan / Land Use and Transportation Element
- Reliable Electrical Power Options
- Ban the Use of Expanded Polystyrene (EPS) Food Containers
- Community Solar Program
- Community and Operational Greenhouse Gas Inventory
- Zero Waste Plan
- Water Bill Redesign
- Regional Recycled Water Planning
- ESD Strategic Infrastructure Planning
- Outreach
- Community Condition Indicators (Sustainability)

<Year> Master Work Plan <Board/Commission Name> Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January	•
February	•
March	• Approve Master Work Plan ¹
April	•
May	• Review Recommended Budget ²
June	•
July	• Election of Officers ³
August	•
September	• Final month to propose Study Issues (Due to City Manager by October 1) ⁴
October	•
November	• Final month to rank Study Issues (if any) ⁵
December	• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials ⁶

Additional items yet to be scheduled:

Footnotes

1

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. Since Council does not approve until February the issues it will ask each of the boards and commissions to study, these work plans can not be adopted by the boards and commissions until March.

2

May is the month for boards and commissions to perform an official review and to 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 typically not be ready for boards and commissions to review until shortly before the time that a recommendation is necessary from the advisory body---in other words, there will be a very short turnaround time for boards and commissions---in fact, 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.

3

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 Board of Building Code Appeals must meet in July to select a Chair and Vice Chair if no meetings are scheduled in the future. 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.

4

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 September. Any Study Issues proposed by a board/commission after September shall roll over to the next year's process (the only other recourse a b/c member has is to get 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.

5

Boards and Commissions must rank their study issues by no later than November of each year so that staff can complete the work necessary to add these issues to the list Council will consider for ranking early in the next calendar year. 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.

6

All Boards and Commissions must review the City's Code of Ethics and Conduct for Elected and Appointed Officials annually, and by no later than December.