

**Boards and Commissions Annual Calendar
Based on Fiscal Year (July 1 – June 30)**

Ongoing

- Continuous board and commission recruitment
- Boards and commissions generate potential topics to be considered as study issues; study issues must be supported by a majority of the board/commission in order for staff to develop a study issue paper.

July

- **Selection of board and commission Chairs and Vice Chairs**
- **Study Issues generated by boards and commissions**

August

- **Study Issues generated by boards and commissions**

September

- **Study Issues generated by boards and commissions**

October

- **Final month to propose Study Issues (due to City Manager by December)**

November

- **Approve Master Work Plan**
- **Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials**

December

- **Final month to Approve Master Work Plan**
- **Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials**

January

- Council Study Issues and Budget Proposals Public Hearing
- City Council approves annual Council Meeting Calendar
- Report to Council (RTC) regarding boards and commissions attendance to Council
- **Rank City Manager-approved study issues which fall under the purview of the Board/Commission by January 31.**

March

- Council Study Issues and Budget Proposals workshop
- **Study Issues generated by boards and commissions**

April

- Board/commission applications for summer appointments due to Office of the City Clerk
- **Study Issues generated by boards and commissions**

May

- **Review Recommended Budget**
- **Study Issues generated by boards and commissions**
- Board and commission interviews with Council for summer appointments
- Council Budget Workshop - Recommended Budget and Twenty-Year Resource Allocation Plan
- Board/commission appointments based on summer recruitment

June

- **Study Issues generated by boards and commissions**
- **Board/Commission members Recognition of Service**

- Council holds public hearing on recommended budget and proposed uses of federal revenue sharing funds
- City Council adopts Budget and Twenty-year Resource Allocation Plan
- Mandatory new board/commission member orientation