# **Commission Work Program Flow Chart**

# July (Beginning of Fiscal Year)

•Begin implementation of approved commission work program (WP) for the current fiscal year (FY).

### April - June

Commissions develop WP based on City WP items.
Commission WP brought for Council's approval as a consent item.

#### March

City WP proposed at a study session.City WP adopted by Council.

## December-January

•Ideas for upcoming FY's commission WP due to Departments (Depts.).

Any additional ideas that come up throughout the year should be accumulated for submission in the following Dec/Jan.

### February

Depts. evaluate commission WP ideas and propose them as City WP ideas as appropriate.
Council prioritizes City WP ideas.

• Note:

- If ideas for work program items come up throughout the year, they should be suggested in the following year's WP process in Dec/Jan.
- Smaller items that do not require significant staff time or budget may be worked on by the commission without being formally placed on the commission's WP.