

COMMISSION ANNUAL SCHEDULE

2021

ANNUAL ITEMS/EVENTS

PARKS AND RECREATION COMMISSION

This is a comprised list of items and events that the Parks and Recreation Commission address within an approximate schedule every year.

ITEM/EVENT	START	DUE	NOTES
SCHEDULE MAYOR'S MEETING ATTENDANCE	December	January	Mayor's meetings are held the first Wednesday of the month at 5:30pm in City Hall Conference Room A.
CITY WORK PROGRAM SUGGESTIONS	October / November	January	City Manager's Office will coordinate. Commissions will decide on proposals by their January meeting.
COMMISSIONER TERMS END/CHAIR SELECTION	January	February	Eligible Commissioners can reapply, new Commissioners may be appointed and begin at the February meeting. Commissioners will select a new Chair and Vice Chair
COMMUNITY FUNDING GRANT PROGRAM	March	April	Qualified applicants will attend the March meeting where the Commission will ask clarifying questions. Commissioners will evaluate applications and submit rankings to staff. Evaluations will be reviewed, and a recommendation will be made to Council at the April meeting.
COMMISSION WORK PROGRAM	March	Ongoing	Commission will establish their work program off of the City's Work program, which should be available by March. Quarterly updates will be provided to the Commission on the work program status.
RECEIVE QUARTERLY UPDATES	Ongoing	Ongoing	Quarterly updates from each division should be presented to the Commission every 4 months or as needed.