

## **Citizen Advisory Body of Work Calendar**

### **January**

- Review and Recommendation of Measure T and Measure N Audits.
  - Committee receives a presentation from Finance and committee reviews, comments, and recommends items to Council
- **Presentation of Work Calendar to City Council**
- 1<sup>st</sup> Presentation of proposed Public Opinion Survey and Recommendations from Council

### **February**

- Non-Profit Grant Program
  - Committee reviews, grades, and awards small grants to Non-Profit entities.
- 2<sup>nd</sup> Presentation of proposed Public Opinion Survey (if needed)
- Finalization of Public Opinion Survey

### **March**

- Conduct Public Opinion Survey

### **April**

- Review and Recommendation of CDBG and HOME funds Action Plan
  - Committee receives presentation from Finance and committee reviews, comments, and makes recommendations to the City Council.
- **ADA Presentation from Engineering and Transit (Tentative)**
- **Eco Awards**
  - **Low water use landscape award**
  - **Go Green Business Award**

### **May**

- Review and Recommendation of Rates and Fees
  - Committee receives presentation from Finance and committee reviews, comments, and makes recommendations to the City Council.
- Public Opinion Survey Results Presentation to City Council

### **June**

- **Begin next fiscal year CAC Body of Work Calendar**
- Review Upcoming CAC Committee Terms and Possible Vacancies

## **July**

- **Adopt CAC Body of work for next Calendar Year**
- Interview and Recommend new Committee members to City Council (as needed)

## **August**

- Forming of Subcommittees for various CAC business for the fiscal year

## **September**

- Review and Recommendation of Consolidated Annual Performance and Evaluation Report (CAPER)
  - Committee receives presentation from Finance and committee reviews, comments, and makes recommendations to the City Council. This report is associated with CDBG and HOME funds.
  - ADA concerns and compliance

## **October**

- Non – Profit Youth Grants Subcommittee presentation

## **November**

- Non-Profit Grant Program
  - Committee reviews, grades, and awards small grants to Non-Profit entities.

## **December**

- **Series of Go Green Tips Finalization**
  - **Delivered to the public on the city website and on social media**
  - **Tips are delivered once a month through City social channels**

## **General (within Calendar Year)**

- **Create ADA information page on City website for Citizens to be able to contact appropriate departments or attend CAC meetings, as needed.**
- **Receive miscellaneous reports as requested by committee members including but not limited to: Law updates, conservation, and miscellaneous items such as Redistricting.**