

**Aquatics Board
Annual Calendar of To Dos**

July	Orientation for any New Board Members Elect Officers Q4 Financial Report with Highlights Review Staff's Annual Work Plan/ Goals
August	
September	Board Strategic Planning and Goals for Year Form Committees Review/revise Annual Calendar of To Dos
October	Review/revise Fee Policy Review Draft Fee Schedule Q1 Financial Report with Highlights Review CIP status for next year
November	Review/approve CIP request Update on deferred maintenance projects
December	Update on Progress of Staff's Annual Work Plan/Goals Review schedule for approving the Budget Approve Fee Schedule
January	Q2 Financial Report with Highlights Review draft Budget Request
February	Approve Budget Request (may require change of meeting date, or a 2 nd meeting, depending on the schedule worked out in December and/or adjusted in January)
March	Review Maintenance plan for Annual Pool Closures
April	Q3 Financial Report with Highlights Advocate for Aquatics Budget Develop Draft Annual Report for Assembly per Ordinance (includes public usage, financial trends, maintenance and capital needs and efficiency of program operations)
May	Finalize Annual Report for Assembly
June	Submit Annual Report to Assembly Aquatics Manager Performance Evaluation input Board Self Evaluation