January

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- Solicit proposals for auditor (every 3 years)
- # Semi-annual review of past executive session minutes and recordings
- Action to release past executive session minutes or destroy recordings

February

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

None

March

Goal/Evaluation Cycle Actions

- Semi-annual review of status of strategic initiatives
- Evaluation of district's goal achievement for FY ending
- Submission of State of District Report for FY ending (past focused 1 year)
- # Self evaluation of Board Team (Board and Director)
- # Evaluation of Executive Director using current FY goals
- # Final agreement on list of goals for Board Team and ED for the coming FY

Budget Actions

Receive wage, salary, merit recommendations from Administration Team

Other Actions

- Review nominations for UPDAC appointments and make contact assignments

April

Goal/Evaluation Cycle Actions

None

Budget Actions

- Authorize wage, salary and merit actions for coming FY budget
- Receive preliminary budget for coming FY

Other Actions

- Revise current year capital projects budget as needed
- Approve ordinance adjusting the combined budget and appropriation ordinance as needed to balance funds
- Review UPDAC nominations status and make further contact assignments as needed

May

Actions for the Annual Board Meeting

- Certify and swear in newly elected commissioners (odd numbered years)
- Elect board officers for the year
- Annual UPD appointments:
    1. Secretary and Assistant Secretary
    2. Treasurer
    3. Attorney
    4. Auditor
    5. Recorder
- Appoint commissioners to standing committees
- Appoint commissioner representative(s) to UPDAC and UPF
- Appoint representative(s) to Urbana TIF review board
- Appoint UPD members of UIAC joint management team and the CUSR administration board
- Appoint UPD FOIA and OMA officers
- Appoint new UPDAC "class"
- Other annual appointments and assignments as needed

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

None

June

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- Annual action to annex territory into UPD as appropriate
- Approve prevailing wage ordinance for the year

July

Goal/Evaluation Cycle Actions

None

Budget Actions

- Hold public hearing on combined budget and appropriation ordinance
- Adopt and approve budget

Other Actions

- # Semi-annual review of past executive session minutes and recordings
- Action to release past executive session minutes or destroy recordings

August

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- Revise current year capital projects budget as needed

September

Goal/Evaluation Cycle Actions

Board review and discussion of goals for the coming FY

Budget Actions

None

Other Actions

- Hold public hearing for annual non-referendum bond sale

October

Goal/Evaluation Cycle Actions

- Semi-annual review of status of strategic initiatives
- Refresh annual goals (forward looking, for new FY planning)

Budget Actions

None

Other Actions

- Review of annual audit
- Action to accept Comprehensive Annual Financial Report (CAFR)
- Presentation of preliminary capital projects for next FY
- Approval of annual non-referendum bond sale ordinance
- Review of tax levy options for coming FY
- Action on resolution determining the amount to be raised by taxation

November

Goal/Evaluation Cycle Actions

None

Budget Actions

None

Other Actions

- Hold public hearing regarding the tax levy (Truth in Taxation)
- Action to approve tax levy for the coming FY

December

Goal/Evaluation Cycle Actions

- Determine UPD mission goals and strategic goals for coming FY
- # Determine preliminary list of goals for Board Team and ED for the coming FY

Budget Actions

- Approve annual capital project budget
- Action to abate property taxes for Alternate Revenue Source Bonds

Other Actions

- Hold public hearing regarding the tax levy
- Action to approve tax levy for the coming FY
- Action to accept annual meeting calendar
- Review and accept priority projects report to Urbana Parks Foundation
- Appoint a board representative to the IAPD annual meeting