

Revised List of Future Agenda Items and Reports for PAB in 2023

Last Updated: 07/07/2023

I. Regular Meetings

1. Quarter 1, January – March
 - A. January
 - 1) DCNR Budget Update 1 – Review 2024 Approved Budget (2 per Year)
 - 2) Arts Commission Report (1 per Year)
 - 3) Archeology/Historic Preservation (1 per Year)
 - 4) PAB Program of Work
 - a) Elect Officers – Chair, Vice Chair, Recording Secretary
 - b) 2024 Goals
 - c) Future Agenda Items
 - B. February
 - 1) Communications Report 1 (2 per Year)
 - 2) WSU Extension Report (1 per Year)
 - 3) Evergreen State Fair Report 1 (3 per Year)
 - C. March
 - 1) Capital Projects Report 1 (5 per Year)
 - a) Tree Canopy Discussion & Current Policies
 - b) How DCNR, Parks Division Coordinates with Other Agencies for Park Planning/Long Range Planning?
 - c) How does Public Transit and Transportation Planning Interact with Parks Planning?
 - 2) Operations Report 1 - Volunteer Program, Special Events (1 per Year)
2. Quarter 2, April – June
 - A. April
 - 1) Conservation Futures & Property Report 1 (3 per Year)
 - 2) Maintenance Report 1 (2 per Year)
 - a) Playgrounds – New, Replacement, Maintenance & Safety Inspection Program
 - B. May
 - 1) DCNR Budget Update 2 – 2025 Budget Process & Request
 - a) DCNR, Parks Division Funding – Sources, How Spent? – Priority 1 (May-June, Present in July)
 - 2) Capital Projects Report 2 (5 per Year)
 - C. June
 - 1) Communications Report 2 (2 per Year)
 - 2) Evergreen State Fair Report 2 (3 per Year)
3. Quarter 3, July – September
 - A. July
 - 1) Capital Projects Report 3 (5 per Year)
 - 2) Maintenance 2 (2 per Year)
 - B. August – No Meeting, Fair Booth
 - C. September
 - 1) 2023 Fee Schedule Review 1 (2 per Year)
 - 2) Capital Projects Report 4 (5 per Year)
 - 3) Conservation Futures & Property (3 per Year)

- 4) September Special Meeting – Parks Advisory Board Tour 1
4. Quarter 4, October – December
 - A. October
 - 1) 2024 Proposed Fee Schedule 2 (2 per Year)
 - 2) Admin CORE & Shared Services Report 1 (1 per Year)
 - 3) Snohomish County Sports Commission (1 per Year)
 - B. November
 - 1) Capital Projects Report 5 (4 per Year)
 - 2) Conservation Futures & Property (3 per Year)
 - C. December – No Meeting

II. Special Meetings

1. Quarter 3
 - A. Parks Advisory Board Tour 1

III. Future Agenda Items

Note: Plug these into the agenda when time allows.

1. How to Propose Future Agenda Items
2. Surface Water Management Update?
3. Other?

IV. Suggested Report Outline for Staff Reports

Note: This is a suggested outline & tops for supervisor/manager reports so that each report covers topics the PA Board has identified as priorities.

1. Staff Updates
 - a. Current Staff, Titles, & Roles
 - b. New Hires & Openings to be Filled
 - c. Retiring Staff
2. Work – Past, Current, & Future
 - a. Accomplishments – Work Completed
 - b. Work Planned – Projects that are Scheduled or on Long Range Work Plan
 - c. Work In Progress – Summary of Ongoing Work
3. Funding Sources & Budgets
 - a. Funding Sources for Your Team's Work
 - b. Current Budget
 - c. Future Budget Needs & Wishlist
4. Challenges – What are Your Biggest Challenges?
5. Requests for Review and Advice – The PA Board's purpose is to review the work of the Parks Division and to provide advice and public feedback where needed or appropriate.
6. **NOTE:** Pictures are a great way to show and tell so if possible, include pictures, documents, etc., to help illustrate the work and team you are reporting on. Please alter this outline as needed to suit your needs for your report.