

ANNUAL REPORTS BY BOARDS, COMMITTEES AND COMMISSIONS TO THE CITY COMMISSION

PURPOSE

The purpose of this policy is to establish the procedure for annual reports presented by boards, committees and commissions to the City Commission.

APPLICABILITY

This policy applies to all active and standing City boards, committees, commissions, and the Citizen Involvement Council.

IN GENERAL

It is the responsibility of the appointed boards, committees and commissions to present an annual report to the City Commission at a regular Commission meeting one time per year.

PROCEDURES:

1. The annual report is to be scheduled at least two weeks in advance of a City Commission meeting with the City Recorder.
2. The City Recorder shall place the annual report near the beginning of the City Commission meeting under Presentations.
3. The presentation, including questions, shall be approximately 15 minutes.
4. The presenter should be the duly elected chair, president, or other officer of the board or commission. In emergency situations, a City staff person may speak for the board or commission.
5. The following are suggested topics that may be addressed:
 - Adopted work programs
 - A short summary of achievements within the last calendar year
 - Upcoming issues
 - Other general items of interest (awards, member achievements, etc.)
 - Next year goals
6. Whenever possible, written material summarizing the presentation shall be included as part of the City Commission's packet for that meeting.



DAVID W. FRASHER, City Manager

1-16-13

Date