



Annual Reports

BOARDS, COMMISSIONS AND COMMITTEES



Council Presentation
October 29, 2024



Council Policy 10.3.8



- All boards, commissions, and committees shall file an annual review report of their goals and objectives for each calendar year and the goals for the upcoming year.
- The board chair conducts the annual review of board activities and prepares the annual report using a template provided by the City Secretary's Office.
- Boards must ratify the report and submit to the City Secretary's Office by January 31, 2025



Process



1. Email with instructions and link to the report was sent on Oct. 24
2. Chair submits online report
3. Report automatically routes to the department director for review
4. Director can add any comments, then signs and submits
5. Report then routes to the City Secretary, City Manager, and Executive Leadership Team
6. City Secretary compiles all the reports and provides them to City Council
7. Reports are placed online for public information