

COMMISSION CHAIR'S ANNUAL REPORT

COMMITTEES, BOARDS, AND COMMISSIONS

CHAPTER 3.02.030

SUBJECT: CHAIR'S ANNUAL REPORT TO COUNCIL	NUMBER: Title 3, Chapter 3.02.030
ADOPTED DATE: 10/31/77	RESOLUTION NUMBER: 34,620
LAST AMENDED: 10/09/2012	RESOLUTION NUMBER: 2012-10-09-1203
COUNCIL POLICY CONTACT: City Council, Chair, Legislative Committee	CITY DEPARTMENT CONTACT: City Clerk

POLICY

- 1) In order for the City Council to oversee the progress, accomplishments and challenges of the Commissions, each Commission Chairperson shall submit annually to the City Council a report that includes, at a minimum, the Commission's meeting dates, an attendance sheet, a summary of the Commission's duties and responsibilities, its accomplishments in the past 12 months, its goals for the next 12 months, its progress and challenges in meeting those goals, and the Commission members' compliance with the Fair Political Practices Act and its Ethics training.
- 2) A standard report form shall be provided by the City Clerk.
- 3) In addition, the Chair of each Commission may provide a written report. The City Clerk will schedule these reports on the Council's regular agenda over the course of the year.

RESPONSIBILITIES

City Clerk

Coordinate annual report with each board or commission chair, schedule placement on Council agenda as Information Item.

RELEVANT AUTHORITY

None applicable

RELATED ADMINISTRATIVE DIRECTIVE, CITY POLICY, CITY PROCEDURE

None applicable

RELATED FORMS, DOCUMENTS, OR LINKS

None applicable

FREQUENTLY ASKED QUESTIONS

Q: Is this the same report as the committee's, board's or commission's annual financial report, when one is required?

A: No, this report is to provide information to the City Council on the health and performance of the committee and its membership.

UPDATE HISTORY

10/31/77 - *Adopted by Resolution No. 34,620*

2/6/84 - *Amended by Resolution No. 40-380*

8/25/86 - *Amended by Resolution No.86-0549*

11/7/88 - *Amended by Resolution No.88-0696*

1/3/89 - *Amended by Resolution No. 89-0017*

3/19/90 - *Amended by Resolution No. 90-0174*

4/1/91 - *Amended by Resolution No. 91-0211*

5/28/91 - *Amended by Resolution No. 91-0390*

2/22/93 - *Amended by Resolution No. 93-0070*

10/10/95 - *Amended by Resolution No. 95-0490*

6/10/96 - *Amended by Resolution No. 96-0303*

5/01/07 - *Amended by Resolution No. 07-0172*

8/24/10 - *Amended by Resolution No. 10-0271*

6/28/11 - *Amended by Resolution No. 11-0175*

12/13/11 - *Repealed and replaced by Resolution No. 11-0332*

10/09/2012 - *Amended by Resolution No. 2012-10-09-1203*