



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, December 2, 2014
2:00 pm

Madison Avenue Meeting Room
500 SW Madison Avenue

- | | |
|------------------------------------|--|
| Discussion/ Possible Action | I. Community Relations Advisory Group
(Attachment) |
| Discussion/ Possible Action | II. Council Policy Review and Recommendation:
93-1.03, "Naming of Public Facilities and Lands"
(Attachment) |
| Discussion/ Possible Action | III. Council Policy Review and Recommendation:
91-4.01, "Guidelines for Commercial Vending and
Fundraising Activities in City Parks"
(Attachment) |
| Information | IV. Other Business |

Next Scheduled Meeting

Tuesday, December 16, 2014 at 2:00 pm
Madison Avenue Meeting Room, 500 SW Madison Avenue

Agenda

None at this time.

MEMORANDUM

November 20, 2014

TO: Human Services Committee
FROM: Nancy Brewer, City Manager *Pro Tem* 
SUBJECT: **Community Relations Advisory Group**

At the last HSC meeting the Committee asked to see the draft charge for the Community Relations Advisory Group brought back in ordinance form. The attached meets this request.

ORDINANCE 2014-____

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS, CREATING THE COMMUNITY RELATIONS ADVISORY GROUP, AMENDING MUNICIPAL CODE CHAPTER 1.16, AS AMENDED.

Section 1. Municipal Code Chapter 1.16.339 is hereby created as follows:

1.16.339 Community Relations Advisory Group

- 1) A Community Relations Advisory Group is hereby created for the City.
- 2) The Advisory Group shall consist of fifteen voting members appointed jointly by the Mayor and Oregon State University President in compliance with Section 1.16.030. The Advisory Group will be co-chaired by one representative of the City and one representative of Oregon State University. Membership shall include:
 - a) OSU Office of Corvallis Community Relations
 - b) Center for Fraternity and Sorority Life
 - c) OSU Student Health Services
 - d) OSU Faculty Senate
 - e) Panhellenic Council (OSU Student)
 - f) Associated Students, Oregon State University (OSU Student)
 - g) Interfraternity Council (OSU Student)
 - h) Monroe Avenue Business Representative
 - i) Corvallis Police Department
 - j) Corvallis Rental Property Management Group
 - k) Corvallis neighborhood representative
 - l) Corvallis neighborhood representative
 - m) Corvallis neighborhood representative
 - n) Corvallis City Council
 - o) Linn-Benton Community College
- 3) Partners engaged in matters associated with neighborhood livability will occasionally attend meetings and provide reports to the Advisory Group as needed. Examples of such partners include:
 - a) Corvallis Housing and Neighborhood Division
 - b) OSU Student Conduct and Community Standards
 - c) OSU Counseling Center
 - d) Benton County Health Department
- 4) The Community Relations Advisory Group is established by the City of Corvallis and Oregon State University for the purpose of growing and sustaining community engagement and neighborhood livability efforts initiated by Collaboration Corvallis. The advisory group will:
 - a) consider community livability issues and opportunities in the nearby campus neighborhoods and, by working with city, university, community residents, neighborhood organizations, OSU students, community businesses and non-profit organizations, will recommend strategies to improve and sustain livability.
 - b) monitor the progress of work undertaken to implement neighborhood livability recommendations adopted by the Collaboration Corvallis Steering Committee, and
 - c) routinely inform the Collaboration Corvallis Steering Committee of progress related to achieving these recommendations, as well as the broad activities of the city and the university related to improved community relations. The Committee may also make

recommendations to the Steering Committee on policies that the City and OSU should consider related to campus area neighborhood livability.

(Ord. 2014- __ § 2, 12/15/14)

PASSED by the City Council this ____ day of _____, 2014.

APPROVED by the Mayor this ____ day of _____, 2014.

EFFECTIVE the ____ day of _____, 2014.

Mayor

ATTEST:

City Recorder



MEMORANDUM

To: Human Services Committee
From: Karen Emery, Director *KE*
Date: October 20, 2014
Subject: Council Policy 91-1.03 Review
"Naming of Public Facilities and Lands"

Background:

This policy provides procedures and guidelines for City Council to name or rename City of Corvallis public facilities and lands.

Discussion:

The Parks and Recreation Director and the Community Development Director reviewed the Naming of Public Facilities and Lands policy and have minor changes to the policy and its flow chart.

Recommendation:

Human Services Committee recommends City Council approve the policy as edited.

Review and Concur



Nancy Brewer, City Manager *Pro Tem*

Attachment Council Policy 91-1.03 and Flow Chart

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 1 - GENERAL

CP 91-1.03 **Naming of Public Facilities and Lands**

Adopted **October 7, 1991**
Revised June 21, 1993
Revised October 21, 1996
Revised October 18, 1999
Revised October 21, 2002
Revised November 7, 2005
Revised December 1, 2008
Affirmed December 19, 2011
Revised **November XX, 2014**

1.03.010 **Purpose**

To provide procedures and guidelines whereby City of Corvallis public lands and facilities may be officially named by the City Council.

1.03.020 **Policy**

There are occasions when interested parties have proposed to name or re-name City of Corvallis public lands and facilities. It is the policy of City Council to consider naming proposals, seek citizen input, and formally decide on proposed names or re-naming of City of Corvallis public lands or facilities within established criteria.

1.03.030 **Definitions**

1.03.031 Public Land - Lands which are owned or controlled in use by the City of Corvallis for the long-term benefit of the community. These lands may be within or outside the corporate limits. Examples include, but are not limited to, parks, sports fields, beautification areas, natural areas, and plazas.

1.03.032 Public Facilities - Physical facilities owned or controlled in use by the City of Corvallis for the long-term benefit of the community. Examples include buildings, bridges, rooms, and ball fields. Street-naming procedures are covered by a separate City Council policy (91-9.05, "Street-Naming and Addressing").

1.03.040 Naming Criteria

City of Corvallis public lands and facilities may be named after persons or after, a place or location, or after an event that has created an important legacy or achievement. A person's name is eligible for consideration after two years after his/her death, with special benefactors excepted. The following criteria may be used by the City Council in determining the appropriateness of the naming designation:

- A noteworthy public figure or official;
- A person, place, or event of historical or cultural significance;
- Special benefactor(s) [living or dead]
- A person, group, place, or feature, particularly identified with the public land or facility;
- Exceptions to the naming criteria can be approved by City Council if an occasion to recognize the outstanding contributions of a living person is determined.

1.03.050 Procedures

1.03.051 Initiation of Proposed Name

- a. Preliminary consideration of naming proposals by City Council may be initiated by any citizen, Council advisory committee, Council or City task force, or elected or appointed official. Naming proposals for public facilities which have not originated from an advisory committee or task force shall be given directly to the City Council through a Department Director. The City Council will then direct the request to the appropriate advisory committee or task force for the public notification and review.
- b. Prior to naming proposals being forwarded to City Council for preliminary review, naming proposals shall be formally reviewed by the appropriate advisory committee(s) or task force(s), as determined by the City Council, in public meetings with opportunity provided for citizen input requested through advanced meeting advertisement. The City Council, through the associated department, will solicit public input prior to making a decision on a naming request not assigned to a committee or task force for preliminary review.

- c. Meeting minutes, or department staff reports shall be prepared that fully document input received from citizens, committee or task force discussions, and a specific naming recommendation(s) for preliminary review of City Council.

1.03.052 Preliminary City Council Review and Formal Decision

- a. The item will be placed on the City Council meeting agenda for discussion and action. Minutes from committee or task force meetings which include a naming recommendation, or a department staff report, will be transmitted to the City Council for review.
- b. City Council, after consideration, by motion and majority vote may:
 - 1) Formally name a public land or facility, or
 - 2) Formally reject a naming proposal, or
 - 3) Hold a public hearing.
- c. The decision of City Council to name or reject a recommendation to name, public lands or facilities at preliminary review is subject to review by appeal.

1.03.053 Additional Public Input and Public Hearing

- a. If additional public input is needed, the City Council, prior to making a formal decision on a naming proposal will hold a public hearing no sooner than 30 days following the Council meeting at which recommendations were received by the Council. That public hearing will be announced at least 10 days in advance by a block advertisement in a local newspaper.
- b. The purpose of the public hearing is to provide opportunity for additional public input.
- c. City Council will do one of two things at this time:
 - 1) Formally name a public land or facility, or
 - 2) Formally reject a naming proposal.

1.03.054 Formal City Council Decision

A formal decision of a naming recommendation may be made at the time of:

- a. Preliminary review or following;
- b. Additional public input and public hearing.
- c. Any decision to name a public land or facility or reject a recommendation to name a public land or facility, is subject to review by appeal.
- d. A flow chart depicting this process is attached.

1.03.060 Appeal Procedure

- a. Any decision to name or reject a recommendation to name a public land or facility is subject to review by City Council through appeal. Appeals must be filed in writing with the Assistant to City Manager/City Recorder within 30 days of the formal Council decision.
- b. Written appeals shall include:
 - Name and address of persons requesting re-consideration,
 - A statement of specific grounds for appeal,
 - A specific naming recommendation for the subject public land or facility.
- c. If written appeal is filed in the appropriate time period, the public land- or facility-naming decision at issue will be suspended until that name is re-affirmed, modified, or deleted by City Council.
- d. Properly filed appeals shall be forwarded to City Council. In considering appeals, the Council, by motion and majority vote, may:
 - 1) Dismiss the appeal with no further review,
 - 2) Act on the appeal upon review without further input, or
 - 3) Set a public hearing date for additional citizen input regarding the appeal, and then modify, re-affirm, or delete the public land or facility name.

- e. Once formal action on an appeal has been completed by City Council, the public land or facility name shall become effective immediately, as applicable and as determined upon City Council decision. The City Manager shall determine the appropriate City Department to inform affected governmental agencies, community organizations, and individuals of the official naming decision.
- f. There is no fee associated with an appeal. All citizens are considered to have a standing in public land and facility naming matters, regardless of residency.

1.03.070 Public Notifications

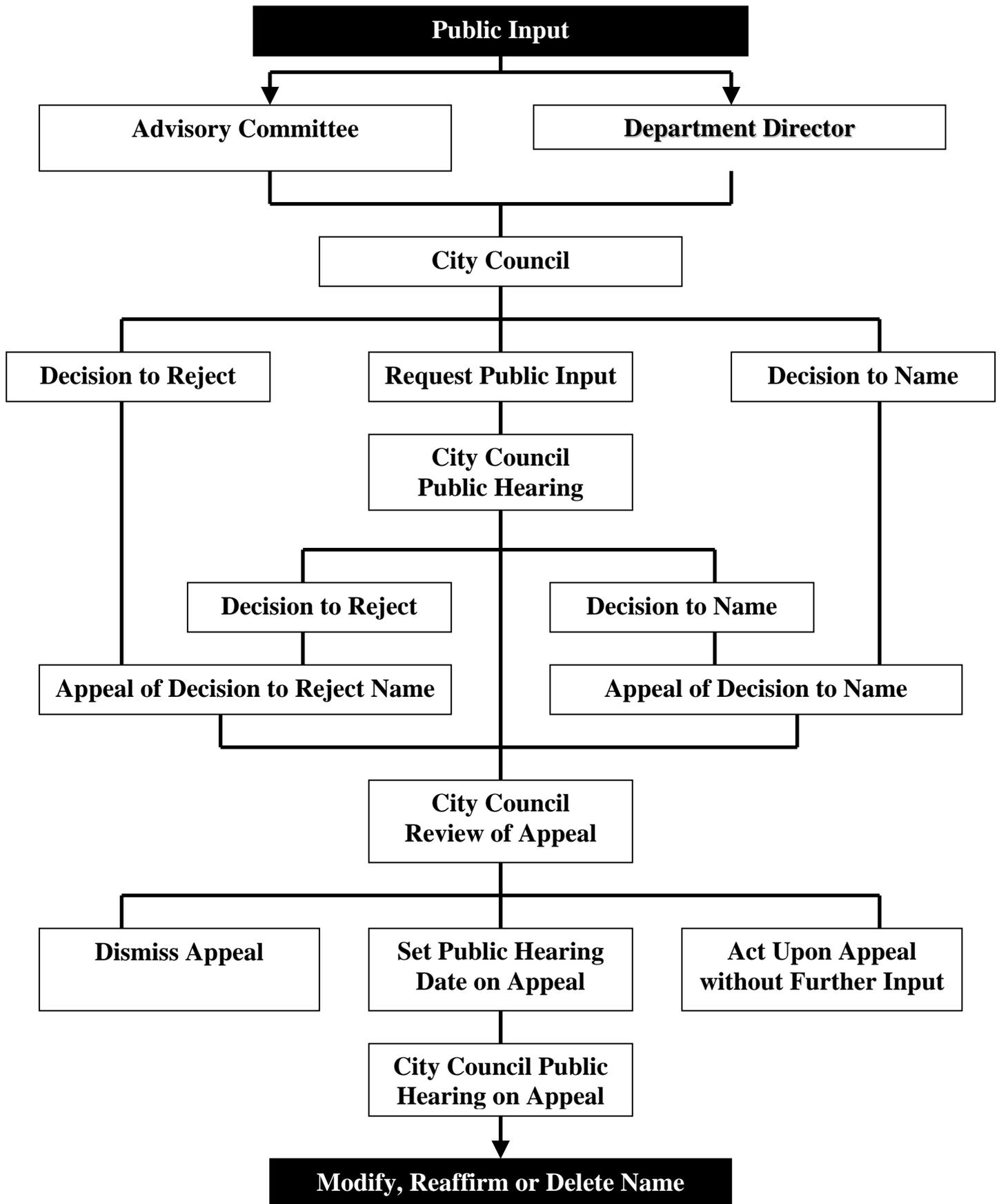
- a. The City Council finds widespread public involvement essential in considering naming of public lands and facilities. It is the intent of this policy that committee or task force meetings and individual citizen recommendations are adequately advertised, and opportunity exists for citizen input prior to developing recommendations for preliminary Council review. Advertisements shall specify the public land or facility being discussed and any proposed recommendations that may exist.
- b. If additional input is desired by Council, advance notice will be provided for City Council public hearings.
- c. Chairs of the advisory committees, **and** task forces, and Department Directors, on behalf of the City Council, are charged with the responsibility of ensuring adequate opportunity is provided for citizen input throughout the process.
- d. The City Council may amend the naming procedures at any time to facilitate appropriate levels of citizen involvement.

1.03.080 Policy Review and Update

~~This Policy shall be reviewed every three years by Department Directors.~~
In consultation with the Community Development Director, the Parks and Recreation Director will prepare the Council Policy review every three years for Council approval.

Attachment: ~~(Acme\citywide\city council policies\ccpol1.03 attachment)~~
Naming of Public Facilities and Lands flow chart

Naming of Public Facilities and Lands





MEMORANDUM

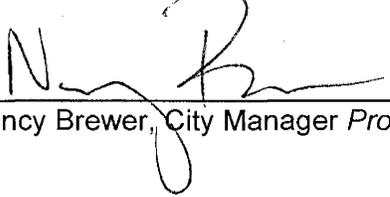
To: Human Services Committee
From: Karen Emery, Director Parks and Recreation Department
Date: October 16, 2014
Subject: CP 91-4.01 Guidelines for Commercial Vending and Fundraising Activities in City Parks

Issue:
Council Policy 91-4.01 Guidelines for Commercial Vending and Fundraising Activities in City Parks is scheduled for review.

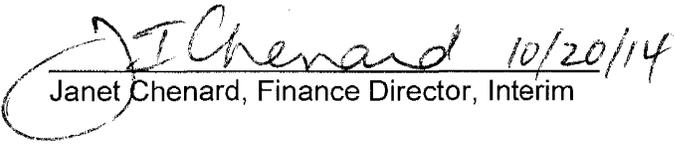
Background:
Since the last review in 2011, the Parks and Recreation Department has continued to authorize permits to operate concessions in City parks. Fees are used to help meet cost recovery goals for the Department.

Discussion:
Requests for concessions range from fundraising runs, sports clinics, music events, to shaved ice sales. Staff has reviewed the policy and recommends "housekeeping" changes as outlined in the attachment.

Review and Concur:



Nancy Brewer, City Manager Pro Tem



Janet Chenard, Finance Director, Interim

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL SERVICES

CP 91-4.01 **Guidelines for Commercial Vending and Fundraising Activities
in City Parks**

<u>Adopted</u>	<u>May 3, 1982</u>
Affirmed	October 7, 1991
Revised	April 17, 1995
Revised	November 17, 1997
Revised	June 19, 2000
Revised	January 22, 2002
Revised	March 21, 2005
Revised	December 1, 2008
Revised	December 19, 2011
Revised	November xx, 2014

4.01.010 **Purpose**

To establish a policy regarding the use of City Parks for personal or organizational financial gain.

4.01.020 **Goals**

Provide a venue for activities that compliment the public parks and provide a user-based revenue source to support it.

4.01.030 **Definitions**

Concession – Undertaking and profiting by a specific activity.

Fee – Payment due to the City.

Public Park – An area of land owned or managed by the City, set aside and maintained by the City, for the recreation and relaxation of the public.

Selling – The transfer of ownership of goods, services, or opportunities for participation in exchange for money or items.

4.01.040 Policy

Anytime a City park is used for a venue and money or item donations for the benefit of a person or group, other than the City, is exchanged, or requested for goods, services or the opportunity to participate, this Policy will apply.

The benefitting person or group need not be the permit requestor, and the collection of the money or items need not take place on park grounds for this Policy to apply. Some examples include: ice cream vendors, concerts where food donations are requested, races with entry fees, raffle tickets sold during a picnic, a donation jar on a display table at a fair, etc.

4.01.041 Issuance of a Permit

- a. A completed and signed Concession Permit application, submitted to the Parks and Recreation Department Administration Building, 1310 SW Avery Park Drive, Corvallis, OR 97333 will be required of anyone wishing to sell any service, goods or opportunity to participate in any public park in the City of Corvallis. A list of items/services to be sold or opportunities to be had and a description of equipment to be used must accompany the application. No permits will be processed without payment of appropriate fees.
- b. In determining whether or not to approve a permit, the City Manager (or designated representative) shall take into consideration the number of such permits for similar concessions already in operation in any one location and the probable positive or negative effect on park users. It is to be understood a permit is not exclusive nor to be construed as a limitation on the City in granting similar rights, privileges, and authority to other persons and the activity or event is not granted an exception to existing City rules, regulations, and ordinances.
- c. The length of the concession activity must be of a limited duration, ranging from a few hours to three months unless Section 4.01.053 .043 applies. The permit shall be immediately revocable by the City Manager or designated representative if any portion of the Concession Policy is breached.

4.01.042 Rules and Regulations

- a. The City retains priority use of its facilities and reserves the right to reject all applications for commercial vending or fund-raising activities in the parks. The City further reserves the right to conduct concessions using its own staff or contractors.
- b. The concessioner holds the City harmless from liability for their activity and if there is substantial risk involved, as determined by the City Manager, the concessioner provides a certificate of insurance in accordance with City specifications, listing the City as an additional insured.
- c. Any approved concessioner must agree to abide by all applicable Federal, State, and local laws, rules, and regulations.
- d. All concessions must display a valid Corvallis Parks and Recreation Concession Permit when using a park for commercial vending or fund-raising gain.
- e. All concessions involving food must have an approved Benton County Health Department certificate, if applicable.
- f. Any activity or event associated with commercial vending or fund-raising gain in the park must not endanger persons or property or detract from the public's recreational use or aesthetic enjoyment of the park.
- g. The concession must only occur in locations approved by the City Manager or designated representative and authorized by permit.
- h. Utilities used by or for the benefit of the concessioner shall be paid for by the concessioner at a rate to be determined by the Parks and Recreation Director.

4.01.043 Agreements

An agreement, requiring an action of the City Council, will be used at any time when a request to use the park for commercial vending or fund-raising gain:

- a. Covers a period in excess of three consecutive months in any calendar year;
- b. The circumstances and/or risks set a precedent; or,

- c. The concession requires an exception to existing rules and regulations.

4.01.044 Permitted and Not Permitted Activities

Examples of profit activities that may be permitted in designated areas of a park include, but are not limited to:

- a. Food/beverages that can be consumed in the park;
- b. Paintings;
- c. Handcrafted art items;
- d. Small carnival games, usually as part of an event; and
- e. Flowers/vegetables/plants;**and**
- f. Footraces.

Examples of profit activities that are not permitted in designated areas of a park include, but are not limited to:

- a. garage or rummage sales; selling used cars or other large equipment.

4.01.050 Review and Update

~~This Leisure and Culture Activities Policy shall be reviewed every three years by the Parks and Recreation Director and updated as appropriate.~~
The Parks and Recreation Director will prepare the Policy for review every three years for Council approval.

ORDINANCE 2014-____

AN ORDINANCE RELATING TO BOARDS AND COMMISSIONS, CREATING THE COMMUNITY RELATIONS ADVISORY GROUP, AMENDING MUNICIPAL CODE CHAPTER 1.16, AS AMENDED.

Section 1. Municipal Code Chapter 1.16.339 is hereby created as follows:

1.16.339 Community Relations Advisory Group

- 1) A Community Relations Advisory Group is hereby created for the City.
- 2) The Advisory Group shall consist of fifteen voting members appointed jointly by the Mayor and Oregon State University President in compliance with Section 1.16.030. The Advisory Group will be co-chaired by one representative of the City and one representative of Oregon State University. Membership shall include:
 - a) OSU Office of Corvallis Community Relations
 - b) Center for Fraternity and Sorority Life
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 - k) Corvallis neighborhood representative
 - l) Corvallis neighborhood representative
 - m) Corvallis neighborhood representative
 - n) Corvallis City Council
 - o) Linn-Benton Community College
- 3) Partners engaged in matters associated with neighborhood livability will occasionally attend meetings and provide reports to the Advisory Group as needed. Examples of such partners include:
 - a) Corvallis Housing and Neighborhood Division
 - b) OSU Student Conduct and Community Standards
 - c) OSU Counseling Center
 - d) Benton County Health Department
- 4) The Community Relations Advisory Group is established by the City of Corvallis and Oregon State University for the purpose of growing and sustaining community engagement and neighborhood livability efforts initiated by Collaboration Corvallis. The advisory group will:
 - a) consider community livability issues and opportunities in the nearby campus neighborhoods and, by working with city, university, community residents, neighborhood organizations, OSU students, community businesses and non-profit organizations, will recommend strategies to improve and sustain livability.
 - b) monitor the progress of work undertaken to implement neighborhood livability recommendations adopted by the Collaboration Corvallis Steering Committee, and
 - c) routinely inform the Collaboration Corvallis Steering Committee of progress related to achieving these recommendations, as well as the broad activities of the city and the university related to improved community relations. The Committee may also make

recommendations to the Steering Committee on policies that the City and OSU should consider related to campus area neighborhood livability.

(Ord. 2014-__ § 2, 12/15/14)

Section 2. Municipal Code Chapter 1.16.425 is hereby created as follows:

Section 1.16.425 June 30, 2018.

Airport Advisory Board, Arts and Culture Advisory Board, Community Relations Advisory Group, and Economic Development Advisory Board.

(Ord. 2014-__ § 2, 12/15/14; Ord. 2014-16 § 23, 11/17/14; Ord. No. 2014-07 § 2, 07/07/14; Ord. 2010-13 § 1, 06/21/2010; Ord. 2008-09 § 4, 05/05/2008; Ord. 2006-17 § 2, 06/19/06; Ord. 2002-22 § 2, 07/01/02; Ord. 2002-05 § 3, 03/04/02)

PASSED by the City Council this ____ day of _____, 2014.

APPROVED by the Mayor this ____ day of _____, 2014.

EFFECTIVE the ____ day of _____, 2014.

Mayor

ATTEST:

City Recorder

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 91-2.02 **Council Process**

<u>Adopted</u>	<u>October 7, 1991</u>
Revised	November 4, 1996
Revised	March 5, 2001
Revised	October 15, 2003
Revised	December 18, 2006
Revised	November 7, 2011
Revised	July 7, 2014
Revised	November 17, 2014

2.02.010 **Purpose**

To establish a policy regarding Council's public hearings, rules of order, and standing committees.

2.02.020 **Policy - Public Hearings**

It is the policy of the City Council to ensure full, complete, and orderly participation at all public hearings and to ensure participation is done in a fair and succinct manner for all concerned.

2.02.021 As each public hearing item is announced, a specific time limit may be established by the Mayor. The Mayor shall determine the number of speakers and allocate the time accordingly. The time limit may vary according to the complexity and/or controversial nature of the hearing matter, but equal time will be provided to both proponents and opponents. The time limit will not include answers to questions or staff reports. Rebuttal time will be allocated if requested.

2.02.022 If, as the public hearing develops, more time is necessary, by majority vote of the Council, the time limit for both sides may be extended.

2.02.023 Should either the original or extended time limit expire and parties have not had an opportunity to speak, the hearing may be continued until the next regular Council meeting, and the process may be repeated for the continued hearing at that meeting.

2.02.024 Copies of this Council Policy shall be made available to the general public.

2.02.030 Policy - Standing Committees

2.02.031 Formation

There shall be three standing committees:

Administrative Services Committee;
Human Services Committee; and
Urban Services Committee.

2.02.032 Areas of Responsibility

a. Administrative Services Committee

General Areas of Policy Review and Oversight

Cable TV issues
Financial policies
Fiscal impact review
Capital Improvement Program fiscal strategy
Risk management/litigation issues
Personnel/labor relations issues
Council appointee evaluation
Legal administration
Budget strategies
Franchise renewal/rates
Audit services
Associated advisory board recommendations
Utility rates
Intergovernmental agreements
Economic development

Associated Boards and Commissions

City: Budget Commission
Economic Development Advisory Board
External: Economic Vitality Partnership
Oregon Cascades West Council of Governments
Willamette Criminal Justice Council

Appropriate Economic Development funded agencies

b. Human Services Committee

General Areas of Policy Review and Oversight

Internet issues
Social services
Park master plan
Law enforcement issues
Open space
Library service issues
Intergovernmental agreements
Recreation service issues
Library master plan
Arts and cultural issues
Housing issues
Associated advisory board recommendations

Associated Boards and Commissions

City: Arts and Culture Advisory Board
 ~~Citizen Involvement Advisory Board~~
 Community Involvement and Diversity Advisory Board
 Community Police Review Advisory Board
 Community Relations Advisory Group
 Housing and Community Development Advisory
 Board
 Library Advisory Board
 ~~Martin Luther King, Jr. Legacy~~ Advisory Board
 Parks, Natural Areas, and Recreation Advisory Board

External: Art Center Board of Directors
 Community Alliance for Diversity
 Community Policing Forum
 Visit Corvallis
 Madison Avenue Task Force
 Majestic Theatre
 United Way of Benton and Lincoln Counties

c. Urban Services Committee

General Areas of Policy Review and Oversight

Annexations

Board of Appeals
Planning Commission recommendations
Watershed issues
Airport development
Structural Code enforcement
Hazardous materials
Water quality
Street construction/maintenance
Fire master plan
Capital Improvement Program
Facility/systems planning
Infrastructure issues
Intergovernmental agreements
Associated advisory board recommendations

Associated Boards and Commissions

City: Airport Advisory Board
 Bicycle and Pedestrian Advisory Board
 Capital Improvement Program Advisory Board
 Downtown Advisory Board
 Historic Resources Commission
 Planning Commission
 Transit Advisory Board
 Watershed Management Advisory Board

External: Benton County Solid Waste Advisory Board
 Willamette Neighborhood Housing Services
 Downtown Corvallis Association
 Traffic Committee, OSU
 Transit Committee, Linn-Benton

2.02.033 Annual Report

- a. Each Advisory Board and Commission shall complete an annual report once each year, providing information included as Attachment A to this Council Policy.
 - a. The **Prior Year Report** sections (Activities and Work Completed and Activities and Work in Progress) are to address the significant recommendations, actions, reports, projects, or major issues the Board or Commission worked on in the past year.
 - b. The **Next Year Proposed Work Plan** sections are to note a list of tasks, projects and/or goals and address pertinent information such as the expected timeline and the expected results for the proposed work plan.

- c. The prior year **Resources** section is to provide the corresponding Standing Committee with feedback about whether the Advisory Board or Commission felt there has been adequate staff, volunteer, and financial resources to complete the work and why.
 - d. The needed for the next year **Resources** section should identify whether the Advisory Board or Commission believes that different resources (time, volunteers, financial) will be needed to complete the work identified in the **Next Year Proposed Work Plan** section. **If additional resources are needed, the Advisory Board or Commission should identify what is proposed.**
- b. Each *ad hoc* task force shall file a report at the end of its work, following the format included as Attachment A (and summarized above) to this Council Policy, except that the future work plans section will not require any information.

2.02.040 Review and Update

This Policy shall be reviewed every five years by the City Council and updated as appropriate.

ANNUAL REPORT OF THE
DATE

Members:

Staff:

Council Liaison:

Purpose/Mission summary (CMC Section is Attachment 1):

Prior Year Report:

Activities and work completed:

Activities and work in progress:

Next Year Proposed Work Plan:

Regular activities and work (ongoing or annual):

Special activities and work for the year:

Resources:

Prior Year:

Needed for the next year: