

COUNCIL POLICY NO. ____-____

TITLE: Governance Groups – Annual Report Requirements and Council Guidelines on forming new governance groups.

REFERENCE: 10/27/25 City Council Report (Agenda Item No. ____, Resolution No. ____)

BACKGROUND: Governance Project (2023-2025).

POLICY:

1. Annual report requirements for governance groups.
 - a. To ensure that governance groups continue to fulfill their purpose and mission as defined by City Council in the instrument creating the governance group, each governance group shall compile and submit to the City Council an annual report. Annual reports shall include, as applicable:
 - i. A summary of work in the last year,
 - ii. Names and positions of officers,
 - iii. Any engagement efforts with the community,
 - iv. Equity efforts,
 - v. Meeting metrics,
 - vi. Any recommendations to modify the purpose and requirements for the group, and
 - vii. A copy of or link to the group's current bylaws.
 - b. After receipt of a group's annual report, City Council may evaluate whether to modify the scope of the group, and if it should continue, be consolidated with another group, or be sunsetted.
 - c. Annual Report Template (attached).
2. Guidelines for consideration of new governance groups.
 - a. Proposals for a new governance group shall be first presented to the City Council Boards and Commissions Appointments Committee for consideration and potential recommendation to City Council. Considerations for a new governance group shall include:
 - i. Does the proposed group have a distinct purpose for the City and community that no other group fulfills or could fulfill,
 - ii. Is the distinct purpose aligned with the City's goals and priorities,

- iii. Are the group's proposed goals and objectives achievable and measurable,
 - iv. Does the City have sufficient staffing and resources to effectively support the group.
 - b. City Council has final authority to create a new governance group.
Governance groups shall be created by ordinance.
- 3. Definitions:
 - a. *Governance Group* means a City Council created board or commission that may provide advice to City Council and may also provide advice to staff. A Governance Group may also make decisions on behalf of the City if so authorized by City Council.