



Annual Internal Review

This report covers the time period of 7/1/2016 to 6/30/2017

This report is due July 31, 2017. Please note this is to be completed by the Chair of the board or commission. While a board action is not required to complete this form, it is recommended this be a collaborative effort of the board.

(Official Name of Board or Commission)

The Board/Commission mission statement (per the City Code) is:

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**
(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)
- 2. Determine if the board's actions throughout the year comply with the mission statement.**
(If any of the board's actions were outside the scope of the mission statement, the report should explain the non-compliance issues.)
- 3. List the board's goals and objectives for the new calendar year.**
(Make sure the goals and objectives fall within the mission statement of the board/commission.)