

TO: TOWN COUNCIL
 FROM: TOWN MANAGER
 RE: 2008-09 REPORT

ISSUE

Council is asked to approve a format and information for an annual report and determine how the document is to be distributed.

RECOMMENDATION

Approve a format and authorize putting the document on the Town web site.

OR

Approve a format and authorize sending out the report at a cost of approximately \$1,210.00 to be taken from Town reserves.

MONEY

If the report is mailed to the community, expense is estimated to be as follows based on 2,200 residential plus 220 commercial addresses:

	number	unit cost	COST
Copy cost on special paper	2500	\$0.08	\$187.50
Mailing first class	2420	\$0.42	\$1,016.40
		TOTAL	\$1,203.90

CEQA

There are no CEQA issues in preparing or distributing an annual report.

DISCUSSION

In the goals that Council developed in January 2009, Goal 4 (Improve Communications and Understanding Among all Town Leaders and Stakeholders by 6-30-10) in item C noted that "By 10-1-09 prepare annual report to outline accomplishments and fiscal health (from prior year) and outline what is next."

Attached is a draft of a report. Cost was starting to become an issue so an outline of what is next was left off in order to keep the document as a single page two sided flyer. Council is asked to review and decide on how it wishes to proceed. A suggestion is to put the report on the Town's web site, where space and cost will not be an issue, and let people access the report in that manner. If a person wishes to have a copy, then they can print the document themselves. A few copies can be made and kept on hand at Town Hall. Council may also wish to consider whether a

annual report should be on a calendar or fiscal year basis. On a fiscal year it seems redundant with the budget document that could contain a condensed version called the annual report. On a calendar year basis it is necessary to construct another report based on different report, combining half of two fiscal years. It would be recommended to have a condensed report, such as the example, within the annual budget and let that suffice for the annual report and budget. That report can be listed along with the budget on the Town web site.