



CITY OF GAINESVILLE  
*Clerk of Commission Office*

Date: September 23, 2020  
To: Chairs of the Advisory Boards and Committees  
From: Omichele D. Gaaney, Clerk of the Commission  
Re: Annual Report 2019-2020

The City Commission at its meeting on September 17<sup>th</sup> has requested that all Advisory Boards and Committees create an Annual Report for 2019-2020. The report should consist of the following:

- What do you understand the mission of your board to be?
- What are the three most important things your board has done during calendar years 2019-2020?
- What are the three most important things your board is working on right now?
- What could the City Commission do to help your board better serve our neighbors?
- What else do you need the City Commission to know about your board?

The City Commission would like you to make those reports available to them prior to its January 21, 2021 meeting. Also, each board will be scheduled for a brief presentation before the City Commission based on these reports between January, 2021 and the end of August, 2021.

Please send your reports to Kristen Bryant at [bryantk1@cityofgainesville.org](mailto:bryantk1@cityofgainesville.org) and if you have any questions, you can reach Kristen at 393-8441. Please let me know which City Commission meeting will work best for your board presentation.

Thank you.

cc: Staff Liaisons  
Charter Officers