

## Exhibit A

### City of Algona Community Center Advisory Board

#### Guidelines

A. *Purpose.* The purpose of the Community Center Advisory Board is to provide nonbinding recommendations to the City Council on matters concerning the use of and services provided through the Community Center. The Board's responsibilities shall include, but are not limited to the following in relation to the Community Center:

- Assist in community needs assessments;
- Advise on program priorities;
- Participate in development of new programs;
- Review and comment on proposed programs, projects, and policies;
- Play an effective role in the coordination of services;
- Assist in mobilization of community resources;
- Advise on the needs of all community members (low-income, youth, seniors, etc.)

The Community Center Advisory Board may also from time to time be directed by the Council to review specific programs, projects, and services related to the Community Center and to make nonbinding recommendations to the Council regarding the options therefor.

Notwithstanding any other provision hereof, the Board shall serve in a purely advisory role in relation to the City Council, and the City Council may in its sole discretion accept, reject or modify any recommendations of the Board. The Board shall not exercise actual or *de facto* decision-making authority on behalf of the City.

B. *Membership.* The Community Center Advisory Board shall be made up of five (5) citizens of the Algona community. Appointments to the Board shall be made by the Mayor subject to approval by the City Council. Board members may be removed at the sole discretion of the Mayor. The Board members shall elect their own chair and vice chair to serve on an annual basis.

C. *Quorum.* Three Board members shall constitute a quorum.

D. *Meetings.* The Community Center Advisory Board shall meet on the first Tuesday of each month from 5:30 p.m. to 7:30 p.m. in the Algona Community Center. Recommendations of the Board shall be presented to the entire Council for discussion and potential action as necessary. Special meetings of the Community Center Advisory Board may be called as needed.

E. *Support.* The City Clerk, or a staff member as designated by the City Clerk, shall provide reasonable administrative support to the Board.

F. *Duration.* The Community Center Advisory Board shall sunset automatically on December 31<sup>st</sup>, 2024, unless extended by appropriate action of the City Council.