

# Reporting

Every year PDR staff should create a *Richmond 300* Annual Report, post the Annual Report on its website, and present the Annual Report to the City Planning Commission and City Council. The Annual Report may include the following sections:

- **Metrics:** Updated every other year, this section includes new statistics for the metrics described at the beginning of each this chapter.
- **Big Moves:** A summary of the actions that have transpired to advance each Big Move since the last Annual Report was published. The actions may include, but are not limited to, the action steps outlined in this chapter.
- **Other Goals:** A summary of any other actions undertaken in an effort to advance any of the 17 Goals outlined in Chapters 2 through 6 of *Richmond 300* that have transpired since the last Annual Report was published.
- The Annual Report for the 2024-25 Fiscal Year should include a plan for updating *Richmond 300*. Per State Code, Master Plan should be updated every 5 years.

Since *Richmond 300* touches on many topics that are not directly under the purview of PDR and many of the goals outlined in *Richmond 300* will require cross-departmental collaboration, as well as collaboration with outside groups, the Annual Report may include descriptions of actions undertaken by groups other than PDR.