

**Resolution of the City of Gustavus, Alaska  
Resolution No. 2011-07**

**A Resolution to Adopt "Policy on Annual Work Plan for City  
Committees"**

**WHEREAS** the City of Gustavus has the need to develop a body of policy and procedure documents pertaining to annual planning; and

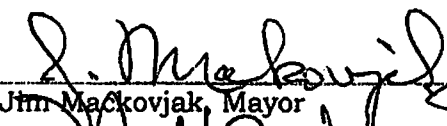
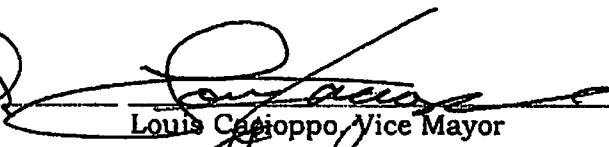
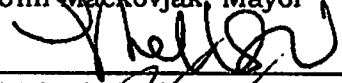
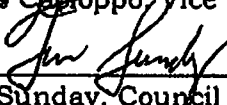

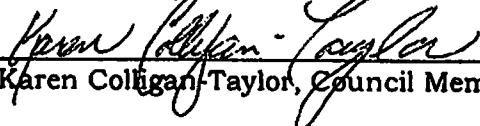
**WHEREAS** procedures and forms are needed to provide guidelines for the development of annual work plans that will prioritize goals; guide activities and purchases consistent with these goals; provide a framework for budget planning; and provide justification for special funding requests; and

**WHEREAS** this policy and procedure document benefits from but updates and replaces all related draft policy and procedure documents and forms, as well as any adopted or implemented by the City prior to the passage of the December 2007 Policy on Policy document; and

**WHEREAS** this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

**AND NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts Resolution 2011-07, which includes Exhibit A "Policy on Annual Work Plan for City Committees."

PASSED and APPROVED by the Gustavus City Council this 13<sup>th</sup> day of January, 2011.

 _____ Jim Mackovjak, Mayor	 _____ Louis Casioppo, Vice Mayor
 _____ Melanie Lesh, Council Member	 _____ Tim Sunday, Council Member
 _____ John Nixon, Council Member	_____ Joe Lassiter, Council Member
 _____ Karen Colligan-Taylor, Council Member	Attest: Kapryce Manchester, CMC City Clerk

**Exhibit A**

**City of Gustavus  
Policy and Procedure**

**Policy on Annual Work Plan for City Committees**

**POLICY**

It is the policy of the City of Gustavus that all committees will submit to the City Clerk by the Friday of the second week of January a committee-approved annual work plan for the following fiscal year. The work plan will be submitted both in electronic form and as a hard copy. This policy and procedure are intended to help committees of the City of Gustavus to identify, organize, and manage their work throughout the year. The City Council will—and an outside funding agency may—require a work plan before considering the release of funds. The City Council may request that a committee revise their work plan before budget planning begins.

Each city committee will develop an annual work plan for the next fiscal year that will: (1) establish priorities; (2) guide activities and purchases that will support these goals; (3) provide a framework for budget planning; (4) provide justification for special funding requests for the next fiscal year (grant proposals, capital requests); and (5) serve as a means of communicating priorities to citizens and to the City Council. (It may take two meetings to develop a work plan.)

In the case of committees working with a City employee, the work plan will be developed and implemented as a collaborative effort. Staff for the DRC, GVFD, and Library, as well as committee members of GCN and the Road Committee may wish to keep an on-going operations task list that further details methods of achieving the goals of their business operations.

**PROCEDURE**

**I. Definitions**

**Work Plan.** A document developed by each committee annually that

- Reviews the committee mission or mandate,
- Identifies key problems or opportunities to be addressed by the committee within its mandate,
- Identifies committee goals,
- Identifies tasks to be completed that are intended to support achieving the goals,
- Schedules tasks throughout the year,
- Assigns responsibilities for completing tasks,
- Tracks completion of tasks, and
- Assures that routine administrative requirements of the city committee are met in a timely manner.

**Goal.** A broad statement, often general in nature, of what the committee wishes to achieve.

**Key Task.** An objective activity (clearly defined and measurable) intended to support attainment of a goal or administrative requirement, or operating requirement. A key task is essential to the committee's mission and is important enough to track so that it can be completed in a timely manner.

**Priority.** The ordering of goals or tasks according to their perceived relative importance, so as to indicate which should occur before others or which should be worked first in case not all can be accomplished.

**Implementation schedule.** A working (updatable) chart of committee tasks that is organized by categories, and/or specific goals, that indicates for each task the priority, the due date, the responsible party, the current status, the completion date, and other

committee's annual plan, charting progress and reminding the Council of upcoming activities in the plan that may require Council or City Clerk assistance.

**III. Forms**

1. Committee Annual Work Plan Form
2. Implementation Schedule Form

**Committee Annual Work Plan Form**

**Annual Work Plan for FY** \_\_\_\_\_

**Name of Committee:** \_\_\_\_\_

**Committee Chair:**

**Committee Members:**

**Date of committee approval of work plan** \_\_\_\_\_ **Vote:** \_\_\_yes/ \_\_\_no.

**Committee Mission Statement:**

**Key Problems, Needs, and/or Opportunities:**

**Goals** (list up to 5 in order of priority; some committees may have only one goal)

1. Goal:

- Tasks  
1.1  
1.2  
1.3  
Etc.

2. Goal:

- Tasks  
2.1  
2.2  
2.3  
Etc.

3.

4.

5.

**Key Tasks:** List important tasks to complete in support of goals, administrative requirements, or routine operations. Key tasks should also appear on your **Implementation Schedule Form**.



