

**CITY OF GUSTAVUS**  
**POLICIES AND PROCEDURES**  
Work Plan, Budget and Scoping Forms

**POLICY:**

The City Council shall receive from each Committee Chairperson a Work Plan, a Budget for the upcoming fiscal year and a Scoping Form if a construction project has been planned.

**PROCEDURE:**

The Chairperson of each committee will be notified by the City Council during the month of November that a Work Plan must be developed by the committee and submitted to the City Clerk on or before the 15th day of March of the following year. Work Plan Forms, Budget Forms and Scoping Forms are available on a computer template for use by all Committees.

Training of committee chairpersons for the developing of a Work Plan and the formulation of a Budget will be provided by the City Council through the delegation of those duties to the Planning Committee. When Committees develop plans for construction projects during the life of the Work Plan, the Project Scoping Form must be used by the committee during the planning process.

Work Plans, Budgets and Scoping Forms for each committee and year will be submitted to the Planning Committee prior to being submitted to the City Council.

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Signed

Mayor of the City of Gustavus

Date