

**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 13th day of January, 2011.



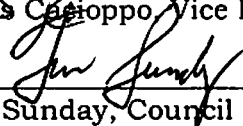
Jim Mackovjak, Mayor



Louis Casioppo, Vice Mayor



Melanie Lesh, Council Member

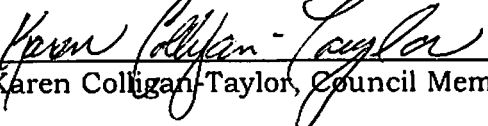


Tim Sunday, Council Member



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

information as needed for purposes of tracking each item to completion. This schedule may be submitted with Council reports to illustrate committee or staff activity.

II. Develop an Annual Work Plan: Procedural Steps

Step 1. Mission Statement

The Annual Work Plan will begin with the committee's mission statement. Everything the committee does shall be consistent with that mission statement, which, in turn, must reflect the community Values and Vision Statement and/or the committee mandate from the Council.

Review the committee mission statement. If there is not one, refer to the enabling ordinance or resolution that formed the committee for an indication of the mandate given the committee by the Council. The committee may also find guidance in the Gustavus Strategic Plan. Develop a mission statement that committee members agree represents what the committee exists to do.

Enter the mission statement on the Committee Annual Work Plan Form.

Step 2. Key problems or opportunities

Develop a list of key problems, needs, or opportunities to address in the committee's service to the community, which fall within the committee's mission or mandate from the Council.

List the problems, needs and/or opportunities on the Work Plan Form.

Step 3. Annual Goals

Develop a list of one to five goals the committee intends, through its work, to attain or work toward achieving, during the year. The goals should reflect the committee mission or mandate and one or more problems, needs, or opportunities listed in Step 2. Some goals or tasks may be assigned by the Council.

Step 4. Prioritize Goals

Determine priorities for the goals listed from most important to least important. List goals on the Work Plan Form in order of priority.

Step 5. Identify Key Tasks

Determine key tasks to be completed during the year. Tasks will outline how you will attain a goal or complete administrative or operational work. One of your goals may be to plan a project. Many of your tasks will consist of following the procedures in the *Policy on Project Planning*.

Step 6. Implementation Plan

Transfer tasks to the Implementation Plan Form. This form is an Excel spreadsheet, but is really only a simple table. It is available as a separate electronic file or as a paper document. The Excel format makes it easy to add lines, type in cells, sort items in the plan, and update the plan as needed. The Implementation Plan form has some suggested categories.

For each task line, indicate a brief description of the task in the first column, then fill in the succeeding columns indicating priority, responsible person, due date, completion date, status, and comments as needed. Consider which tasks must precede others when setting due dates.

The committee may post its implementation plan on the committee website if it chooses to share it with the public.

Step 7. Implementation Plan Updates

Each time the committee meets, for example monthly, the implementation plan should be reviewed and updated to reflect work toward completing tasks. Note that this form is intended to be a working document that is changed and updated throughout the year. Issues, problems, or opportunities may arise during the year that were not considered at the start. It is all right to add goals or tasks or to cancel a planned item if it no longer seems appropriate or workable. If the implementation plan has been posted on the committee website, be sure to update it there, as well. If you do revise your goals, please submit an updated work plan to the City Clerk indicating reasons for your changes.

The implementation plan will be useful when the committee chair makes periodic reports to the Council on committee activities. The tri-annual report to the Council should refer to the

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**.

