

Chapter 7 – Goals & Work Plans

Committee’s Role in Goal Setting / Work Plan Creation

Each January, the Council develops or reaffirms goals and a work plan for the City to meet over the next fiscal year and/or biennium. Clear goals provide the foundation for the future success of this process. This goal statement and any other background documentation for clarifying the Council’s priorities are provided to the committees in the early months of each year.

After receipt of the Council goals & work plan, all permanent standing commissions and committees, except for the Budget Committee, are then charged with developing:

- an annual work plan for their committee for the upcoming year, and
- a report on the activities of the committee over the prior service year

The chairperson of each committee is responsible for coordinating the creation of these reports. The work plan must be consistent, relevant, and supportive to the Council’s goals.

The commission / committee’s work plan and prior year activities report shall be presented to the City Manager and City Council for approval at a Council meeting in the spring of each year. This action will generally occur on the consent agenda. Staff representatives shall work with the City Recorder’s office and each commission & committee chair to ensure timely submittal of the commission & committee’s work plan and activities report.

Should a commission / committee feel the need to amend their work plan prior to completion of the planned year, the committee should submit a request in writing to the City Recorder’s office following the procedure for committee reports and recommendations to Council (next section).

Except for the Budget Committee, the Council meets with representatives of all the commissions and committees in a work session in the fall of each year. The purpose of the work session is to provide Council with input regarding the commissions / committees work programs and issues, and to forward information regarding potential issues that may contribute to the Council’s goal-setting work. The Council then takes this information into consideration when creating its goals and work plan for the coming year.

General Commission & Committee Yearly Schedule	
Approximate Date(s)	Action
February <i>(1st Committee meeting of the service year)</i>	<ul style="list-style-type: none"> • Welcome new members • Appoint Chairperson / Vice-Chairperson / Secretary (optional) • Approve annual committee meeting calendar
February / March	<ul style="list-style-type: none"> • Review Council goals & work plan • Begin creation of commission / committee work plan & prior year activities report
April / May	<ul style="list-style-type: none"> • Committee approval of proposed work plan & prior year activities report • Committee work plan & prior year activities report submitted to City Manager & City Council for approval
October / November	<ul style="list-style-type: none"> • Work session with City Council to: <ul style="list-style-type: none"> ○ Review work performed thus far ○ Receive Committee recommendations for overall City work plan & budget

Reports & Recommendations to Council

With the exception of the annual Council work session with representatives of the committee, all reports and recommendations presented to Council shall be documented in the committees approved work plan.

All reports & recommendations submitted to Council shall be presented by the Committee chair and/or authorized committee representative(s). The reports shall be prepared in such a way that the Council fully understands the issue and what action, if any, it is to take. A report should include a clear recommendation, the reason for the recommendation, the facts on which it is based, points of disagreement within the commission or committee, and a minority recommendation, if any.

Quality commission reports and recommendations consider the Council’s necessity to view an issue as broadly as possible. The Council must fully understand the relevant background and implications, including costs, of each action it is asked to take.

Submission of quality reports will enable the Council to act knowledgeably and expeditiously on reports and will reduce the likelihood of the Council referring the report back to the commission or committee for clarification.

Commissions and committees are to transmit their written findings and recommendations to the Council through the Council agenda packet. Staff representatives are responsible for scheduling committee reports for action by the Council. Please contact the City Recorder's office for details and timelines.

In some cases, a commission or committee may need direction from the Council in order to accomplish a task. This type of instruction can come from a Council work session. City staff can place the committee or commission's item on the Council agenda by working with the City Recorder.

Monthly Committee and Commission Reports

It is the responsibility of the chairperson of each committee to coordinate with their committee or commissions to provide complete, concise, and accurate reports to the Council on a monthly basis. These documents should be prepared in such a manner that the Council fully understands the issues before each committee and what action, if any, has occurred at the committee level, as well as what action may be necessary at the Council level. Reports for the month prior are due to the City Recorder by 5 p.m. on the first Friday of every month.