City of Madison Heights
Annual Board and Commission Workplan

For Council Approval • Calendar Year: _____

Important – This workplan identifies the specific work the Board or Commission proposes to complete during the coming year. Council approval of the workplan does not itself authorize expenditures, facility use, permits, contract, staffing commitments, or event execution.

Board/Commission Name: _____

Chair: _____

Staff Liaison: _____

Council Liaison: _____

Date Submitted: _____

Council Approval Date: _____

1. Mission and Legal Charge
Briefly state the Board/Commission's purpose and cite the ordinance, resolution, statute, or other governing document that establishes its authority.

_____

_____

2. Alignment with City Priorities
Identify the Council priority, Master Plan goal, departmental priority, or other approved City direction supporting this workplan.

_____

3. Annual Priorities

Priority 1
What will be done?

_____

How does it met our priorities?

_____

Where will it occur?

_____

When will it occur?

_____

Board or Committee Resources needed (funding, vendors, volunteers)

_____

City Resources needed (staff, facilities, equipment):

_____

Measure of success / desired outcome:

_____

Subcommittee needed? If yes, scope and proposed members:

_____

4. Annual Event Calendar

List every event or major public program the Board/Commission anticipates sponsoring, co-sponsoring, or substantially supporting. Event inclusion does not constitute operational approval. Each event remains subject to the City event process and deadlines. This list will be used to coordinate across departments and boars.

Event	Proposed Date	Location

5. Approval and Accountability

Board/Commission action: Motion _____ Vote: _____ Date: _____

Chair Signature: _____ Date: _____

Staff Liaison Review: _____ Date: _____

City Manager Review: _____ Date: _____

City Council Action: Approved / Approved with Changes / Returned for Revision Date: _____

Council Notes / Conditions: _____