

ANNUAL WORK PLAN AND PERFORMANCE MEASURES

Unless the Board or Commission is deemed "as needed by staff" each Board or Commission should prepare an annual work plan proposal for the upcoming year, to be submitted to the Council. The annual report should include the results of the prior year's activities. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan. Council expects boards and commission to work on items in the approved work plan. In addition, Council may refer additional items to the boards and commissions in response to new developments.

Boards and Commissions should refrain from expending their time and that of the staff liaison on items that the City Council has not approved. If the board and commission would like to add an issue for review after an annual work plan has been approved the City Council, a prompt request by the board and commission Chair or staff liaison to the City Manager is required and the item will then be submitted to the City Council as a whole.

An annual work plan template is attached as Attachment A.

Conclusion

Hopefully, the information contained in this document will assist you in preparing to serve on a City board or commission. If you have additional questions, there are many people who can help, including your staff liaison, the City Clerk's Office, the Chair, and other members of your board or commission.

Online Resources

The City post meetings publicly available on the website calendar www.madison-heights.org

Additional information is available on the Boards and Commissions Page. <https://www.madison-heights.org/581/Boards-Commissions>

Attachment A

Board and Commission Work plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- Discuss any City Council priorities for the Board or Commission
- Discuss existing and possible projects, priorities and goals
 - Order from high priority to low priorities
- Finalize draft work plan for City Council review
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- Present report to the City Council annually and include:
 - List of priorities, projects and goals
 - Status updates
 - If items are not complete, include why and any other additional details to share with the Council.

Sample Format:

Boards or Commission Name

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources needed (staff support, subcommittee, fundraising)	Measure of Success	Priority