

## **Historical Commission Work Plan 2026**

Name of Project, Goal			
Benefit if completed			
Resources Needed			
Committee			
Measures of Success			
Priority	1	2	3
January Update			
April Update			
October Update			

### **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.

- Review purpose of the Board or Commission: The Historical Commission works to collect and preserve historical material relating to the history of the City and surrounding area.
- 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 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.
- 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.