



CITY OF ALBANY
[ADVISORY BODY NAME]

July 1, 2021 – June 30, 2023 Work Plan
Recommended by the [Advisory Body]: DATE
Approved by the City Council: DATE

Background

Each advisory body shall prepare a work plan to be approved by the City Council to ensure tasks being undertaken support the overarching goals of the Council and the City.

This work plan encompasses two fiscal years (July 1 – June 30), starting with the fiscal year following a regular City Council election. The work plan reviews progress on the prior work plan, and identifies items for the next work plan period. The work plan includes items identified as priority projects within the City Council’s Strategic Plan.

The newly appointed advisory body shall draft a work plan during the first half of their first year. This will be presented to the Council for approval and implementation will begin in July. Tasks remaining on the previous work plan will be worked on between January – June.

The [Advisory Body] shall review the work plan mid cycle to identify accomplishments and ensure continued focus on completing tasks.

If a change is needed to the work plan outside of that schedule, the [Advisory Body] shall submit a “Request for Amendment to Advisory Body Work Plan” Form for review by the City Council.

Advisory bodies shall review their work plans at the end of the two year term (November/December even calendar year) and create a status report of their work, including what was completed; what should continue; and what should be dropped. An optional narrative can explain decisions made regard individual items. This summary document will assist the bodies newly appointed at the beginning of the odd calendar year understand their role and enable them to develop their own plan going forward.

Purpose of the [Advisory Body]

[include purpose as listed on the City’s website for the advisory body]

2019-2021 Work Plan Outcomes

[Include report from prior advisory body and indicate whether each item is *completed*, *worked on*, or *not worked on*.]

Fiscal Year 2021-2023 Work Plan Items

[Indicate whether each item is *required* or *desired*.]

Regular Reports

Recurring reports to the body, such as collision reports to Transportation; Social Services to SEJ. These do not necessarily require action.

Recurring Action Items

Recurring action items, such as tree removal requests by PROS, art gallery selections by Arts, sidewalk and road repairs by Transportation.

One-time Action Items

One-time action items, such as PROS Master Plan to PROS; Housing Element to P&Z; consider Traffic Calming Policy update to Transportation.

Potential Future Work Plan Items

Items of interest but not included for work due to potential lack of capacity or funding. If completion nears on the committed items above, the body can request approval to work on one or more items in this section.