

GUIDANCE ON COMMISSION WORK PROGRAMS

A work program is the commission's plan and statement of goals for the year, prepared in cooperation with staff and approved by Council. It should reflect the goals and policies of the City Council. It identifies important problems, challenges, and opportunities, offers a jointly developed plan to address these over the course of the year, and furthers a sense of shared purpose and responsibility among advisory body members. An adopted and published work program will:

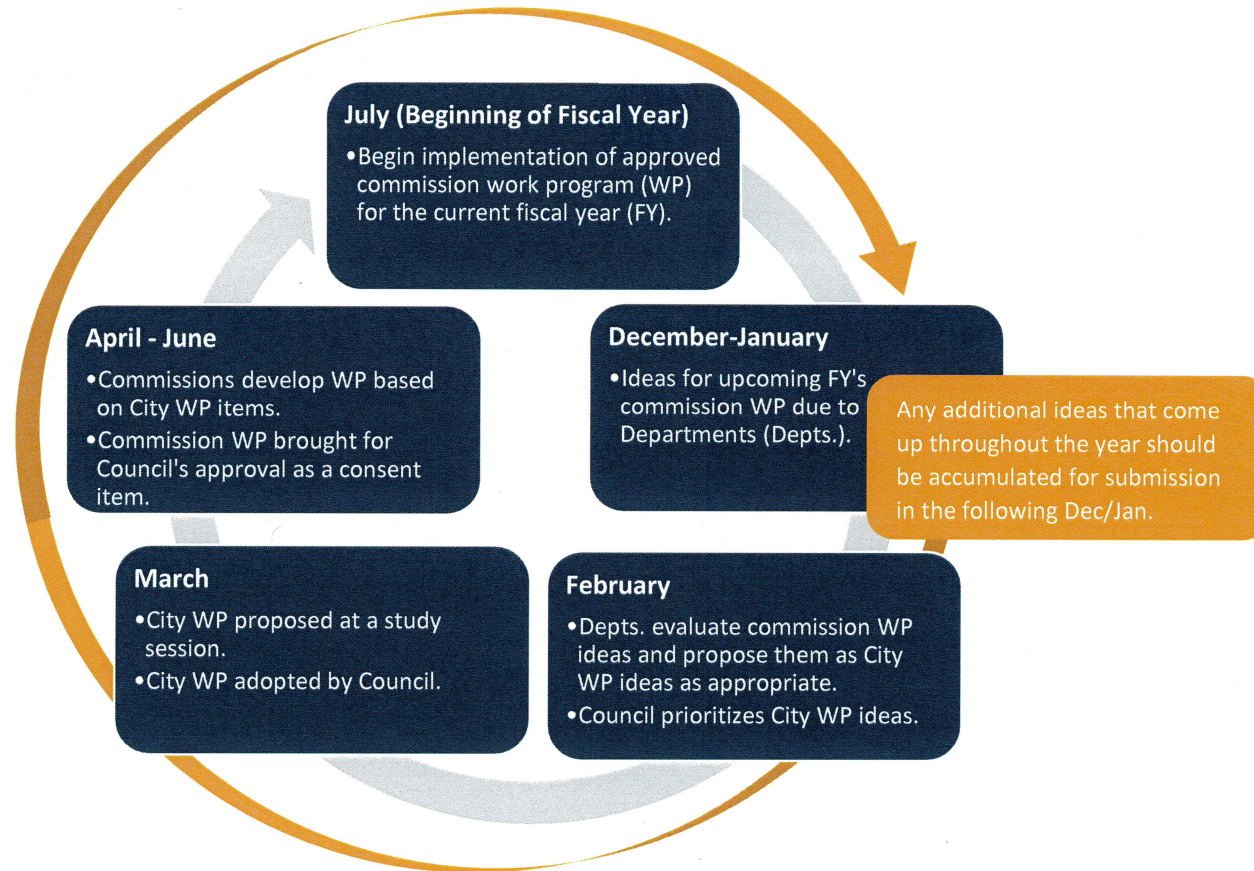
- Establish viable short-range objectives that further the long-range goals of the advisory body
- Provide group direction, and keep the advisory body on course
- Provide a basis for measuring accomplishment
- Assist in the allocation of time, energy, and resources
- Guide the topics and items for meetings
- Promote continuity of action, and help keep the big picture focused

For example, a work program may include community outreach activity, a plan for addressing critical community issues, an education component, key recommendations to Council, or any other tasks the advisory body identifies as key work challenges for the upcoming year.

Suggested steps to developing a work program:

1. Review the purpose of the Commission as defined by the Cupertino Municipal Code Chapter 2.
2. Discuss and outline any priorities established by Council such as the City Work Program.
3. Brainstorm projects or deliverables of the Commission and determine the following:
 - a. Identify potential projects and deliverables of the Commission for the year
 - b. Determine the benefit if project or deliverable is completed.
 - c. Is it mandated by State or local law or by Council direction/priority?
 - d. Would the task or item require a policy change at the Council level?
 - e. Identify resources needed for completion such as staff time, creation of subcommittees, etc.
 - f. What is the timeline to completion? (1-year, 2-year, or longer term?)
 - g. Determine measurement and evaluation criteria. For example, how will you know you are on track? How will you determine it is effective?
4. Prioritize projects from urgent to low priority.
5. Prepare a final work program by selecting items with the highest priority that can be reasonably accomplished or worked on in the coming year. Submit the final work program for Council for review and approval.
6. Once approved by Council, use the work program throughout the year as a guide to focus in on the work at hand.
7. Report out to Council on work program progress and achievements when submitting the next year's work program. The report should include:
 - a. The list of approved work program priorities.
 - b. The status of each item.
 - i. If an item that was on the list is not finished, indicate why it didn't occur and list out any additional time and/or resources that will be needed in order to complete it.

Commission Work Program Flow Chart



- **Note:**
 - If ideas for work program items come up throughout the year, they should be suggested in the following year's WP process in Dec/Jan.
 - Smaller items that do not require significant staff time or budget may be worked on by the commission without being formally placed on the commission's WP.