

ADMINISTRATIVE POLICY # 25 WORKGROUPS

OBJECTIVES:

1. To recognize the historic importance of workgroups in this community as a mechanism for undertaking and accomplishing tasks for which the City does not have sufficient staff.
2. To create a mechanism to facilitate leveraging of unique skills and expertise of members of the community.
3. To encourage the creation of workgroups to undertake tasks of benefit to the community.
4. To encourage community engagement through volunteerism.

DEFINITION: A workgroup is a group working under the guidance of the City Manager and empowered to undertake a specific task.

POLICY:

1. The City Manager is authorized to form a workgroup in order to facilitate the successful development, completion, and/or maintenance of a project.
2. Workgroup project proposals submitted to the City Manager by a Commission will be in writing.
3. Tasks assigned to a workgroup may include, but are not limited to: gathering information, making recommendations, planning, designing, facilitating or implementing projects, and maintaining existing infrastructure.
4. A workgroup will be established for a finite period of time that may be extended by the City Manager.
5. Members of a workgroup may include City Councilors, Commissioners, other members of the community, City staff, and/or contractors.
6. Members of a workgroup who are not City Councilors, Commissioners, City staff, or contractors will complete and submit a City of Yachats Volunteer Agreement form before participating in a workgroup.
7. A workgroup will receive financial and/or other resources when appropriate, as determined by the City Manager. If a budget for a workgroup is established, the City Manager will approve purchases.
8. A workgroup will have a designated liaison who will be responsible for communicating with the City Manager on at least a monthly basis. The liaison will be determined by the workgroup members in conjunction with the City Manager.
9. The City Manager will update the City Council about the formation and progress of active workgroups by means of the monthly City Manager report to the Council.