



STAFF REPORT

Setting the Bi-Annual Council Priority Calendar (Step Two: Ranking the Issues)

Honorable Mayor and Council Members:

Summary

In 2002, a process for reviewing and prioritizing current and proposed Council “Priority Calendar items” was initiated. These are topics that require significant staff study and are generally placed on the Council agenda for action. The goal of this process is for Council to state their priority for study, clarify the scope and timeline of projects, and prevent issues from arising randomly and overwhelming staff resources without a clear sense of what is most important to the community.

A three-step process is again being utilized:

- At the March 9, 2004 meeting, Council reviewed all current and proposed projects, sought clarification, and provided direction to staff.
- At the meeting of March 23, Council will be asked to rank the new projects (including those “below the line” from the last ranking) and provide any other direction to staff.
- On April 13, Council will review the rankings and final Project Description Forms (PDFs) for studies staff is able to take on, and approve a six-month Priority Calendar.

PDFs for current and new projects were Attachments B and C to the March 9 report. Copies are available from the City Clerk, if needed.

Staff recommends Council first review the current projects and takes any desired action. Then, review the list of items to be ranked, drop those that are not priorities, move any below the line, and then rank the remaining issues. After the rankings are tabulated, Council will have an opportunity to review the results and make any adjustments.

Background

As a result of an October, 2001 report, the Council Protocols were amended to establish a biannual review of study items and a process for handling Agenda Item #9’s because Item 9’s were often proposed in isolation of each other and the cumulative impact and interconnectedness wasn’t always clear.

Item 9’s are now handled as follows:

- ♦ Any Council Member can continue to introduce an Item 9 at any time.
- ♦ Item #9’s that meet the threshold for Priority Calendar issues (or other major projects requested by Council or the City Manager) would have a PDF developed and be added to a “proposed” list as they are suggested. *No Council action is necessary.*
- ♦ Council would review the proposed list as well as all pending items twice a year.
- ♦ Council would review and approve the “revised” master list to see that the proposed

timelines and scopes are appropriate.

- ◆ For Item 9's that are time sensitive, a vote by a majority of the Council can request that it be taken up "out of order" (before the biannual review). A majority vote would lead to staff developing a PDF and a report to Council with any other relevant background information such as impact on workload.
- ◆ If, after being presented the PDF and background, the Council wanted to move forward with the item prior to the biannual priority-setting, it would require a super-majority to request staff proceed with the study.

At the March 9 meeting, Council reviewed the PDFs for current and new projects, asked questions of staff and solicited public comments.

Discussion

Current Projects

The current projects were provided as Attachment B (green sheets) to the March 9 report. Council discussed several of them, most notably the General Plan item in Community Development. Staff also sought Council direction on the Youth Commission issue. As currently drafted, it envisions a full Youth Commission. The Arts Commission has asked that they be given youth members on their commission. If Council wishes to change the existing plan on this or any other current issue, action should be taken by motion. In order to assist Council, Attachment A to this report is a list of the current projects and staff's estimate of the hours needed to complete the project.

Projects for Ranking

Fifteen new items were included in Attachment C (blue sheets) of the March 9 report for ranking by Council.

The forms include a section for a staff recommendation. Generally, staff will make "No Recommendation" as the purpose of this process is for Council to set priorities and provide clear direction to staff. However, in some cases, staff will make a recommendation, in which case there is usually a brief explanation in the "Comments" section at the bottom of the page. Staff is recommending placing one of the items (Barrett in Parks and Rec.) below the line and making Planning for the PD Site (City Manager) a priority for study.

Ranking Process

March 23 meeting

- ✓ Public comments are invited.
- ✓ Council reviews the current projects (green sheets). A majority vote is suggested to drop, place below the line, or to modify any current items from the list.
- ✓ Council has a discussion on the new issues (blue sheets). Council may want to combine items if they seem related. A majority vote is suggested to **drop, modify or combine** any new items from the list.
- ✓ Council will then **rank all the remaining new items, by department**. In other words, if a department has nine items on the final list, each one will be given a ranking from 1-9,

with 1 being the top priority and 9 being the lowest priority. A discrete number should be given to each remaining item.

- ✓ The meeting will proceed with the next agenda item while staff tabulates the results and then reports back to Council.
- ✓ After reviewing the rankings, Council will have the opportunity to review and revise the list.

Between March 23 and April 13:

- Staff will review the list in priority order and determine how many new items can be taken on given existing workloads, and what timelines are realistic for achieving them. Council should keep in mind that the first responsibility of staff is to provide day-to-day services - including unanticipated issues that must be dealt with - then current projects, so there is limited capacity for new projects. Staff's ability to take on new projects will vary by department and will be based on a number of factors such as staffing levels, the nature of daily operations, the number and complexity of current projects, etc. For example, Community Development has significant projects underway, and if they undertake the General Plan and/or Economic Development implementation items, resources for new projects will be exhausted.
- PDFs with timelines will be completed for those that staff proposes to begin in the next six months.
- Those items that were ranked but that can't be undertaken in the next six months will be placed "below the line" and will automatically come back at the next biannual review.

April 13 meeting

- Staff will bring back the list of what we feel can be accomplished, along with completed PDFs with milestones/timelines.
- Council will have another opportunity to review and revise the list.
- Staff will present a six month Priority Calendar of when these studies and other known items will be presented to Council.

Ranking Sheet

Attachment B to this report is a sample ranking sheet. It shows the issues - by department, estimated number of hours required to complete the project, the estimated cost of doing the study (beyond staff time), the Council ranking from September for those that were Below the Line, and a column for Council Members to fill in their ranking.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them on the PDFs. *If a project ranked high enough by Council to be on the Calendar has immediate fiscal implications that can not be funded within budgeted resources, that will be noted when staff brings back the Calendar at the next meeting.*

Recommendation

Staff recommends Council take the following actions:

1. Solicit any public input
2. Make a motion to drop, amend or place Below the Line any current projects
3. Make a motion to drop, modify, combine or place Below the Line any “new” projects
4. Rank the remaining “new” projects

Alternatives

1. Modify the ranking process
2. Provide alternative direction to staff
3. Take no action at this time

Attachments

- A. Current projects with estimated remaining hours
- B. Ranking sheet

Respectfully submitted,

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City Manager

Attachment A – Current Projects: Estimated Remaining Hours

	Original Est. Hours	Est. Remaining Hours
City Attorney		
Muni Code Update	1000	1000
City Manager		
CM03 SDI/Performance Budgeting	500	75
CM04 Police Facility/City Hall	400	350
Community Development		
CD01 General Plan Update	2000	2000 (not started)
CD02 Emmett House	200	150
CD06 1365 Fifth Ave	100	100
CD07 Economic Development	150	30 (plus implementation)
CD08 Planned Development Review	100	100 (not started)
CD09 Secondary Dwelling Units	150	25
CD10 Rezone HRO-3	20	20 (not started)
CDXX Donated Scoreboard/Off-Site Advertising	85	85
Finance		
FN02 New Library	750	1280 (through construction)
FN03 Development Impact Fee	160	160
Parks and Recreation		
PR01 Rec Fee Policy	100	30
PR03 Youth in Gov't	20	20+ (depends on direction from Council)
PR05 Wharton/ Gateway Project	160	95
PR06 Teen Center Expansion	200	60
PRXX Art Dedication Fee	100	100 (not started)
Public Works		
PW01 Pavement Management		80
PW02 Bike Bridge	900	750
PW03 Parking Issues	904	860
PW05 Creek Maint. and Easements	160	40
PW06 Sidewalk Policy	120	80
PWXX Shuttle Program	150	40