



STAFF REPORT

Setting the Bi-Annual Council Priority Calendar: Step Three – Adopting the Calendar

Honorable Mayor and Council Members:

Summary

This report is the third of three steps to create the bi-annual Council Priority Calendar. The goal of this process is for Council to clearly state their priority for study, to ensure there is effective workload planning, and to prevent issues from arising randomly and overwhelming staff resources without a clear sense of what is most important to the community.

- On March 9, Council reviewed all current and proposed projects, sought clarification, and provided direction to staff.
- On March 23, Council ranked the new projects.
- On April 13, Council will be asked to review the rankings and final Project Description Forms (PDFs) for priorities staff is able to take on, and approve the Priority Calendar.

Attachment A to this report is the completed PDFs for the new items staff believes can be begun in the next six months. Council should review the timelines carefully to ensure they are acceptable. Those items that were ranked but are unable to be initiated in the next six months will be placed “below the line” and will return at the next biannual review in September 2004. Attachment B is the proposed Council Priority Calendar for the remainder of calendar year 2004, based on the milestones of the projects as well as other known events. Attachment C is the Council rankings from the last meeting, with the “below the line” shown. Attachment D is an update on the Council’s current top 12 Citywide Priorities.

Background

Because Agenda Item 9’s were often proposed in isolation of each other and the cumulative impact and interconnectedness wasn’t always clear, Council changed the process in October 2001. As a result, the Council Protocols have been amended to establish a biannual review of study items. The first cycle of the Priority Calendar was completed in Spring 2002. In February 2003, Council modified the process to scale down the fall review.

At the March 9 meeting, Council reviewed the PDFs for current and new projects, asked questions of staff, and discussed many of the projects. On March 23, Council had the opportunity to again review the projects and modify or drop any of them before ranking the new issues. Public input was solicited at both meetings.

Discussion

Ranking

Council reviewed 15 items at the last meeting, and placed five of those below the line. The results of Council's rankings can be seen in Attachment C. Council also placed three current items (Update of the General Plan, Off-Site Advertising, and Youth in Government) below the line.

Since the March 23rd meeting, staff has assessed the impact of the rankings and determined how many new items could be taken on given existing workloads and staffing levels. *Council should keep in mind that the first priority for staff is providing day-to-day operations, then existing projects, so there is limited capacity for new projects.* This is particularly an issue in Community Development, which has several large Priority Calendar items underway, such as Economic Development.

Given the number of current projects and limited staffing, the **Community Development Department** is able to undertake one OR two new project at this time, depending on Council's direction on Economic Development. If Council wishes to take on a major Economic Development effort such as a Downtown Plan, staff will only be able to get started on the first new priority: Parking Standards.

Parks and Recreation, Finance and the **City Manager** will all take on the one item they have.

Public Works is only able to initiate the top Council priority at this time: Exploring a Public Works Commission. Ongoing projects such as the Parking Study make it problematic to undertake either of the other two issues at this time.

Project Description Forms with the timelines have been completed for the six issues staff is recommending be initiated in the next six months (Attachment A). Council should review the project descriptions, milestones and timelines to make sure they are acceptable.

Those issues that were ranked but that can't be undertaken in the next six months will be "below the line" and will automatically come back at the next biannual review.

Council has the opportunity to review the rankings and "lines" on Attachment C and make any revisions desired. It is worthwhile to look at individual member rankings to be sure the total score best reflects the desires of the Council. Should Council wish something to be moved "above the line," staff would need to assess the implications and might need to alter the resources available for other projects.

Priority Calendar

Staff has taken all the timelines from current and new issues and developed a Council Priority Calendar (Attachment B). The calendar shows which meeting a particular milestone will be presented to Council. It should be noted the calendar reflects some updates from the previously adopted calendar for “current projects.” Staff has also added in other known items to the calendar, such as the budget review, joint meetings with commissions, etc. Council may recall that one of the performance measures for the City Manager relates to completing Priority Calendar items on time.

Citywide Priorities

In Spring 2002, the Council singled out the following twelve items as citywide priorities:

▪ 101/Ralston interchange	▪ Implementation of RDA Bond Priorities
▪ Fire Station 14	▪ Re-engineering the Development Review Process
▪ Police Facility	▪ General Plan Update/Visioning Process
▪ Harbor Industrial Area	▪ Low-Moderate Income Housing Strategy
▪ Bike/Pedestrian Bridge	▪ New Library
▪ Performance Budgeting	▪ Traffic Policies

Staff is recommending the following seven items be considered as citywide priorities for 2004-2005. Council should feel free to add, delete or change the list in any way appropriate. The purpose of this list is to highlight the major issues that transcend the six-month timeframe and are the priorities for the Council during its entire two-year tenure (even though some may take longer than 2 years to complete, significant progress is expected in that timeframe).

- Economic Development
- Police Facility/City Hall
- Harbor Industrial Area
- Bike/Pedestrian Bridge
- RDA Spending Plan
- Emmett House Redevelopment
- Old City Hall Site
- New Library

Next Steps

Should Council significantly alter project descriptions, milestones, timelines or rankings, staff may need to return to Council at a future meeting with an analysis of the implications.

In any event, staff will renumber all the “new current” issues (existing and above the line) so that they are sequential by department. Internally, staff will monitor the status of projects and timelines, and will provide updates to Council in the Weekly Update and/or the Monthly WRAP. Staff will also begin a running list of new items to be ranked at the next biannual review in March.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them on the PDFs, which will be incorporated into the budget as feasible.

Recommendation

Staff recommends Council:

- A. Adopt a motion approving the updated Project Description Forms in Attachment A.
- B. Adopt a motion approving the Council Priority Calendar in Attachment B.

Alternatives

- 1. Modify and adopt the PDFs in Attachment A
- 2. Modify and adopt the Priority Calendar in Attachment B
- 3. Provide alternative direction to staff
- 4. Take no action at this time

Attachments

- A. Updated Project Description Forms
- B. Proposed Priority Calendar
- C. Ranking results and “below the line” list
- D. Update on top citywide priorities

Respectfully submitted,

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