



Staff Report

BIANNUAL REVIEW OF COUNCIL PRIORITY CALENDAR – STEP ONE: REVIEWING AND RANKING PROJECTS

Honorable Mayor and Council Members:

Summary

Based on direction provided by Council, staff has implemented a biannual process for reviewing and prioritizing current and proposed Council study items. Study items are one-time projects that require significant staff time and generally are placed on the Council agenda for action. The first Priority Calendar, listing the project milestones scheduled to go before Council, was adopted in April 2002. Now is the time for the biannual review, which staff will bring to Council in two steps:

- On October 25, Council will review all current and proposed projects, seek clarification, and solicit input from the public. Council will then be asked to rank all proposed projects.
- On November 9, Council will review the rankings and approve a six-month calendar.

The goal of this process is for Council to provide staff with direction on the items that are of high priority to the council and community. Staff is interested in gathering as many of the projects as possible so that we can track and focus on the items of most importance to Council.

Attachment A is a summary of all current and proposed projects. Each priority has been categorized by “Type” i.e. active/current, new. PDFs (Priority Description Forms) for current projects can be found in Attachment B. Attachment C contains PDFs for proposed projects, which include new projects and “below the line” items from the last ranking. Attachment D is the current Priority Calendar noting the milestones that have been accomplished.

Background

In October of 2001, staff presented Council a report that, among other things, was intended to provide Council with a list of significant projects staff was concentrating on. As a result of that report, the Council Protocols were amended to establish a biannual review of study items and a process for handling Agenda Item #9’s. In February 2003, Council modified the biannual process somewhat whereas Commissions now provide input into the process during the Spring review process.

As you know, the definition used for “study items” (or priority calendar items) is studies or implementation activities that:

- Require at least 20 hours of staff time
- Are one-time in nature
- Have been directed by Council or the City Manager through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies, or
- Are major capital improvements

The use of the Project Description Form (PDF) is an important tool in managing the Priority Calendar as it helps ensure that staff and Council are on the same page with regard to the scope and timeline of a project. Staff welcomes Council’s input on all PDFs, including current projects as they may have been updated, in terms of descriptions, timelines or scope, to help us in establishing a priority calendar that accurately captures Council’s interests.

In recognition of the limited resources available to undertake all studies, the “below the line” category allows us to keep them on the master list for the next biannual review by Council. PDFs are created with the descriptions and estimated hours/cost, but due dates for the milestones are not detailed as these are items that not expected to start within the next six months.

Discussion

Completed/removed projects

Since the current Priority Calendar was adopted in April 2005, the following four projects have been completed or are otherwise being dropped for the reasons listed below and thus will be removed from tracking in the future. As a result, these items are shown on Attachment A, but will not be found in Attachment B.

- | | |
|--|--|
| ➤ Parking Standards Update | Completed |
| ➤ Athletic Field Use Policy | Completed |
| ➤ Open Space Trail System Sign Program | Completed |
| ➤ Public Works Commission | Dropped per City’s financial condition |

Attachment D is the current Priority Calendar, noting which milestones were accomplished over the past six months. We are happy to report that seventy percent of the 20 project milestones on the Priority Calendar for the past six months were accomplished on time. Another ten percent were completed, although they were completed at later date than indicated on the schedule. Four (20%) of the milestones have not been completed, and you will note that staff has indicated new dates to bring each of these items before Council.

Proposed Projects/Issues to be Ranked

Staff is requesting that Council rank a total of 19 projects, and descriptions for all these projects can be found in Attachment C. You will see a total of 15 “below the line” items that we are asking Council to rank, along with four new projects that have surfaced since the last review in March 2005:

- Alameda Kiosk
- Comcast Franchise Renewal Update
- Red Light Cameras
- Targeted Economic Development

Biannual Review

As a way to facilitate the process, staff recommends that Council review all of the projects in two broad categories: **1. Current projects** and **2. Proposed projects** (those to be ranked). Staff is specifically asking for direction by way of Council’s rankings of the latter category. However, we would also welcome Council direction on the current projects list by indicating which of the priorities staff should drop or modify.

Based on questions from Council and community members, you will see that we been expanded the current Neighborhood Safety Awareness Program priority to include emergency preparedness. You will also note that we have combined the two Emmett House priorities (renovations and site work) into one priority.

Council may want to consider adding some of the elements of the Permit Efficiency Task Force staff report that will also come before Council on October 25th prior to this agenda item.

October 25 meeting (step 1)

Current Projects

- Council takes public input on current projects list
- Council reviews, discusses and seeks clarification regarding current projects (Attachment B)
- Council action is taken to remove or modify any current item

Proposed Projects

- Council takes public input on proposed projects (those to be ranked, including new items and “below the line” items)
- Council reviews, discusses and seeks clarification on the proposed projects (Attachment C)
- Council may want to suggest additional items they would like to consider and rank
- Council will then be asked if there are any items on the list that they want to drop or modify
- Council will then be asked to rank all of the proposed projects, by department

Staff Tabulation

- Council may move on to the next agenda item or take a short break while staff tabulates the individual council rankings and reports the results to Council later in the meeting

November 9 meeting (step 2)

- Prior to the November 9th meeting, staff will review the list and determine how many additionally ranked items can realistically be taken on given existing budgets, staffing and workloads. Staff will also establish a timeline for achieving each milestone.
- Those that cannot be undertaken in the next six months will be recommended for “below the line” and will automatically come back to Council on their next review in the Spring of 2006.
- Council will be asked to review and finalize the list, then adopt a six-month Priority Calendar.

Fiscal Impact

There is no direct fiscal impact to this report. Beyond staff resources, individual projects have cost estimates associated with them on the PDFs, and the fiscal impact of the proposed projects will be discussed in detail when the individual item is brought back to Council for action.

Public Contact

Posting of City Council agenda.

Recommendation

Staff recommends Council rank the proposed projects listed in Attachment C and, if appropriate, modify PDFs contained in Attachments B and C.

Alternatives

1. Provide alternative direction to staff
2. Take no action at this time

Attachments

- A. Summary List of Projects (current projects and proposed projects)
- B. List of Current Projects and Corresponding Project Description Forms
- C. List of Proposed Projects and Corresponding Project Description Forms
- D. Current Priority Calendar (with completed items noted)
- E. Sample Council Ranking Sheet (to be used as a worksheet for this meeting)

Respectfully submitted,

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