

DATE: March 2, 2023

TO: Council Advisory Bodies

FROM: Laurel James, Principal Management Analyst
Audrey Seymour Ramberg, Assistant City Manager

SUBJECT: **Advisory Body Input on the Fiscal Years 2023-24 and 2024-25 Council Work Plan Potential Projects**

PURPOSE

Review the proposed project list for the Fiscal Years 2023-24 and 2024-25 Council Work Plan and provide input on project prioritization.

BACKGROUND

Since 2013, the City Council has engaged in a biannual process to establish high-level goals and priorities of great importance to the community and to develop a Council work plan in service of advancing these priorities. The Council work plan establishes Council's direction to staff on major projects and initiatives that should be prioritized for available staffing resources in the context of maintaining essential functions, meeting operational needs, and accomplishing nondiscretionary projects, which include statutory requirements and critical continuing projects.

In June 2021, Council adopted a Vision Statement and seven Strategic Priorities (Figure 1) based on an extensive process with direction from Council and input from the community and City staff. This process, facilitated by a consultant, was conducted to provide an opportunity to refresh Council's overarching vision and priorities. Council also adopted a work plan of related projects meant to advance the Strategic Priorities to be implemented in Fiscal Years 2021-22 and 2022-23 (FY 21-23). The implementation period for the FY 21-23 Council Work Plan is ending, and it is time for the Council to adopt a Council Work Plan for Fiscal Years 2023-24 and 2024-25 (FY 23-25) to continue advancing the Strategic Priorities.

Projects included in the Council work plan often require significant City resources, particularly staff time, to complete. Some of the projects included in the Council work plan are nondiscretionary (e.g., those that will be adopted in the final Housing Element), and others originate in the Council work planning process (e.g., defining biodiversity requirements for City landscaping). Projects in the Council work plan are expected to make substantial progress but may not be completed in the two-year implementation time frame. Regardless of project origin

or timeline, placing projects in the Council work plan directs staff on the prioritization of limited staff capacity and facilitates focus and visibility as Council receives regular updates on and can easily monitor the progress of projects included in the work plan.

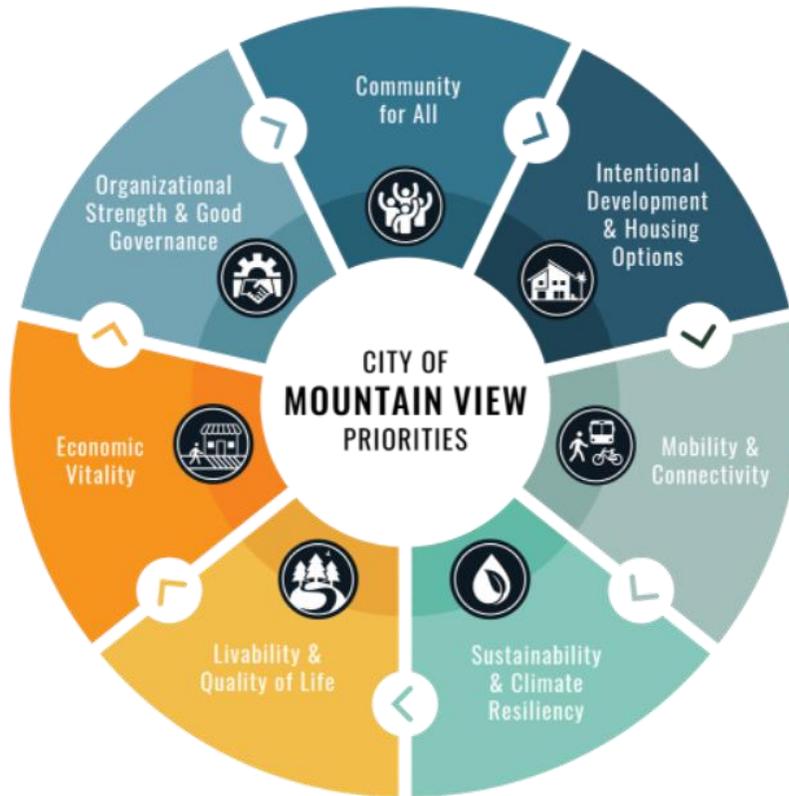


Figure 1: Council Strategic Priorities

FY 23-25 Work Plan Development Process

The City Council is currently developing its FY 23-25 Council Work Plan. On January 24, 2023, Council approved the work plan development process illustrated in Figure 2. At the February 28, 2023 Council meeting, the Council developed a list of 42 potential Council work plan projects for FY 23-25. The next steps in the development process are for staff to analyze the potential projects and share the potential projects list with Council advisory bodies for discussion and feedback to inform the prioritization of projects in the final Council work plan.

FY 23-25 Council Work Plan Development Process



FY 23-25 Council Work Plan Check-In Process



Figure 2: Council Work Plan Development and Check-In Process

DISCUSSION

The purpose of this item is for advisory bodies to review the potential project list for the FY 23-25 Council Work Plan and provide input on which projects are most important. This input will be summarized for Council to help inform their discussion about project prioritization on during the April 25 City Council meeting.

The list of 42 potential FY 23-25 Council Work Plan projects is included in this report as Attachment 1. Additional information about the projects on this list can be found in the February 28 Study Session Memorandum (Attachment 2) and the most recent FY 21-23 Council Work Plan update (Attachment 3). An explanation of project sources is as follows:

- **Carry-forward projects** include projects from the FY 21-23 Council Work Plan that are not yet completed or need to be reframed (e.g., moved into another project phase) and will continue into the FY 23-25 Council Work Plan implementation period.
- **Planned projects** are projects that were previously identified for implementation in Fiscal Year 2023-24 or Fiscal Year 2024-25 in existing City work plans, programs, or initiatives that Council added to the FY 23-25 Council Work Plan potential projects list.
- **New projects** are those that Council introduced and added to the potential projects list during the February 28 Study Session.

Proposed Process Recommendation

Staff requests that Council advisory bodies review the potential project list for the FY 23-25 Council Work Plan and identify which projects are most important. By action of the advisory

body as a whole (consensus or majority), advisory bodies should provide feedback to Council about which potential projects are the most important.

Staff proposes the following process for sharing feedback:

1. Each advisory body member should review the potential project list in Attachment 1 and identify up to 10 projects that they believe are the most important. These projects do not need to be in ranked order.
2. During the advisory body meeting, each member should share the up to 10 projects identified in Step 1. Staff will document each response.
3. Staff will tally the number of times each project is identified as most important by an advisory body member.
4. Staff will document the projects that are identified as the most important by the majority of the advisory body and include the feedback in the April 25 Council Study Session memorandum.

NEXT STEPS

The projects that advisory bodies identify as the most important will be presented to the City Council with staff's analysis of the proposed project list and recommendations for prioritization of potential FY 23-25 Council Work Plan projects during a Study Session to be held at the April 25 Council meeting. The Council will then provide feedback to staff on the Council work plan projects and prioritization recommendations. Following the Study Session, staff will incorporate Council's feedback to develop a final draft FY 23-25 Council Work Plan. The FY 23-25 Council Work Plan will be brought to the City Council for adoption in June 2023.

LJ-ASR/6/MGR
612-03-08-23M

- Attachments:
1. FY 23-25 Council Work Plan Potential Projects List
 2. February 28, 2023 Council Study Session Memorandum
 3. FY 21-23 Council Work Plan Updates