

Council Business Meeting

February 2, 2021

Agenda Item	Council Long-Range (18-24 month) Workplan Session Discussion	
From	Adam Hanks	City Manager Pro Tem
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SUMMARY

Council and staff have had prior discussions about the structure and schedule for a special meeting outside of the Study Session and Business Meeting cycle to review, comment and prioritize where possible an 18 to 24 month staff developed workplan document. This agenda item was requested by Councilors Graham and Hyatt to finalize the structure and process of the session and schedule a date for the session to be held.

POLICIES, PLANS & GOALS SUPPORTED

N/A

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION*

This Council planning session is designed to identify and calendar the items that Council must move through because of legal mandates (i.e. budget) or realities (i.e. hiring a City Manager) along with issues important to the Council for the next 12 months. Developing a workplan that everyone can track will help ensure that Council and Staff are all clear about a realistic workplan that incorporates what the City needs the Council to address along with the highest priorities of the Council.

Having an agreed upon workplan will help both Council and Staff keep realistic expectations while ensuring we move through the most important work in front of the Council during these challenging times. It will also give us the context for new issues that may be brought forward by individual councilors for consideration over the course of the year.

This session will be three to four hours with breaks. The foundational document will be a calendar developed by staff that includes legally mandated activities along with tasks the Council has already set in motion for the year. This calendar will be developed and shared with Council ahead of the session so that Councilors can submit any additional priorities for consideration ahead of time to assist with facilitation. At the planning session, Council will talk through the items placed on the calendar by staff, discuss and prioritize additional issues put forward by Councilors and put high priority issues into the workplan.

The final workplan developed through this process will be brought to Council for approval. Outside facilitation will be necessary to make the best use of time for Council and staff and to accommodate the staff capacity constraints we are currently experiencing. This session will need to take place by late February.

**Content provided by Councilor Graham*

FISCAL IMPACTS

Costs associated with this session are limited to staff time from Department Heads and City Manager to develop the materials and any costs associated with facilitation if desired/directed by Council.

STAFF RECOMMENDATION

Staff is in general agreement with the session concept and objectives and will facilitate the event and the necessary materials consistent with final Council decision.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- 1) I move to approve of a special Council workplan session to be held on _____
- 2) I move to approve of a special Council workplan session and request staff to select a date between February 17 and March 5, 2020

REFERENCES & ATTACHMENTS

N/A