

MEMORANDUM

TO: Mayor and City Council

FROM: David Clyne, City Manager Pro Tem

SUBJECT: ISSUE TRACKER AND AGENDA PLANNING CALENDAR

DATE: October 18, 2023

Background

Included with your packets are two proposed tools to assist Council with managing its workload; an Issue Tracker and Pending City Council Agenda Items. Both are taken from prior work environments in my career and helped us create additional transparency with the respective communities.

Discussion

The Issue Tracker is a means of responding to requests for additional tasks from Council. Items are added to the Tracker upon direction from a majority or consensus of Council. Designated responsible parties (generally staff) are shown as well as status, estimated duration, and estimated completion of date of task.

As this is a fluid document and tasks are shown generally in priority order, Council may add, subtract or otherwise revise the tracked projects at its discretion. Such tasks are in addition to the normal staff obligations and responsibilities.

The initial Tracker has listed several efforts that we are asking Council to review and provide direction on. Staff can respond to any questions.

The Agenda Planning Calendar is similarly a continuous work in progress. At our regular staff meetings we will review this carefully and attempt to update and modify as needed. This will be included with the normal agenda packets as informational not requiring any further action, but certainly may be discussed as you choose.

Recommendations

The City Council is not being asked to approve either of these tools but rather just provide input as to contents. Specifically, the Issue Tracker is in need of Council direction and subsequently will be a regular part of the City Manager's report.

Cost

There is no cost associated with either of these tools.



David Clyne, Interim City Manager

PENDING CITY COUNCIL AGENDA ITEMS:

10/18/2023

October 23, 2023 @ 7:00 pm	November 13, 2023 @ 7:00 pm/ Work Session @ 5:30 pm
<p style="text-align: center;">Agenda Items Due Tues. Oct 17th by 2:00 pm</p> <ul style="list-style-type: none"> * Extra Mile Day Proclamation (November 1st) * Development Trust Report * Resolution to Apply for ROI Grant Program * Issue Tracker/Pending Agenda Item Calendars * * * * Executive Session 192.660 2(e) 	<p style="text-align: center;">Agenda Items Due Tues. Nov 7th by 2:00 pm</p> <ul style="list-style-type: none"> * Work Session: Natural Hazard Mitigation Plan @ 5:30 pm * GMP Potential Report/Discussion * Quarterly Homeless Report * Supplemental Budget * Approval of No Parking Zone * Zoning Change * OLCC Liquor License Application - Amigos Cottage Grove LLC <p style="text-align: center;"><i>No Agenda Session - Friday, November 10, 2023</i></p>
November 27, 2023 @ 7:00 pm/ Work Session @ TBD	December 11, 2023 @ 7:00 pm
<p style="text-align: center;">Agenda Items Due Tues. Nov. 21st by 2:00 pm</p> <ul style="list-style-type: none"> * Work Session: GMP @ TBD * Historic Preservation Recommendation to Façade Grant 	<p style="text-align: center;">Agenda Items Due Tues. Dec. 5th by 2:00 pm</p> <ul style="list-style-type: none"> * GMP Potential Report/Discussion * Urban Forestry Plan Adoption * Budget Update
SPECIAL - December 15, 2023 - 8:00 am to 5:00 pm	December 25, 2023 - Cancelled
<ul style="list-style-type: none"> * Executive Session Followed by Regular Meeting 	

Future Agenda Items:

- * Fix ORD 3149 Reference to Table
- * OLCC License for Mexican Restaurant
- * Support for Tree Maintenance Grant
- * Ad Hoc Committee Recommendation

Future Work Sessions:

- * Goal Setting Retreat

City Council Liaisons:

- Audit Committee** - Councilor Dreher, Ervin and Merryday
- Chamber of Commerce** - Councilor Savage
- Coast Fork Willamette Watershed Council** - Councilor Stinnett
- Community Foundation Board** - Mayor Solesbee, Councilor Ervin
- Cottage Grove CDC** - Councilor Merryday and Dreher
- EID/BID Advisory** - Mayor Solesbee
- Lane Council of Governments** - Mayor Solesbee, Councilor Fleck
- Lane County Area Commission on Transportation** - Councilor Fleck
- Lane County Regional Rehab Housing Policy** - Councilor Fleck
- Lane Economic Committee** - Councilor Ervin
- Lane Regional Air Protection Agency** - Councilor Fleck
- Lane Workforce Partnership Council** - Council Merryday, Dreher
- South Valley Athletics** - Councilor Ervin
- Vision Keepers** - Councilor Stinnett and Savage

