RRV/City Council Referral Process

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Today's Presentation

- Review of Re-Weighted Range Voting (RRV) Process

- 2019 Prioritized List

- Action to Take Today

What's New

- Use of ServiceNow for tracking and ranking the referrals.
  - Increases automation of process for Council and staff
  - Increases security/integrity of data
  - Allows for better project tracking by staff
- Monthly Updates of Short Term and Date-Certain items
  - Started in July 2018

Previous Process

- Adopted by Council vote

- Referred to Department

- Taken up on an ad hoc basis, roughly in the order they were adopted

- No official list

- No prioritization

Reweighted Range Voting (RRV)

How it works:

- Each Councilmember rates every referral on a scale of 0-5 (0 being the least support and five being the most support) using the ServiceNow RRV Portal.

- There is no limit to repeat scores (i.e. giving every referral a 5)

- The scores are tallied, and the referral with the highest total score becomes 1st priority.

- Then, for the remaining referrals, the scores are reweighted based on how much influence each CM has had up to that point. This guarantees equal influence over the long run.

How the Current Process Works

- Council adopts the referral
- Staff categorizes the referral
  - Long Term (more than 90 days to respond)
  - Short Term (less than 90 days to respond)
  - Urgent (health and safety, deadline-based funding)
- Staff adds Long Term to the list
- Staff starts work on Short Term and Urgent referrals
- Council rates the Long Term list annually using RRV
- Staff addresses the referrals in the order of Council priority
- Completed Referrals reported back though Council Agenda or Off-Agenda Memo
- Interim update report issued in November

Summary Statistics

- Total Referrals on List: 177
  - Not included: Housing Action Plan: 11; Fire and OES: 4
- Referrals completed: 74 (Attachment 4)
- Referrals started: 85 (Attachment 5)
- Referrals added from May 1, 2018 – April 30, 2019: 38
  - 59 were added in the previous cycle
- Total Number of Short Term Referrals (since 2016): 91
  - 66 are completed

The Data

- Attachment 1, Exhibit A – The final rankings. This list is the result of taking the raw scores, starting with the highest score, then going through the repeating process of assigning a priority number and reweighting the list.

- Attachment 2 – The raw scores assigned to each referral by all Councilmembers. Where no rating was assigned, the default score is zero.

- Attachment 3 – Referrals that were marked by the sponsoring Councilmember as eligible to be removed from the list. Council will vote tonight on whether to remove these items.

- Attachment 4 – Completed Referrals

- Attachment 5 – Started Referrals

- Attachment 6 – Short Term Referrals with Status

The Results – Top 25

Planning (11)
Public Works (5)
City Manager (4)
OED (3)
HHCS (1)
HR (1)

Addressing the Referrals

- Certain Departments are Over-Represented

- Capacity and Workload

- Some Discretion for City Manager in Assigning Referrals

- Every Department Will Address Their Top Rated Referral

Action for This Meeting

- Review the List (no changes)

- Vote to remove referrals (Att. 3)

  - Additional suggestions in staff report

  - Additional suggestions in Harrison Supplemental

  - Supplemental from Councilmember Hahn

- Adopt the Resolution for the 2019 prioritization list (Att. 1)

Questions?