

Overview / Instructions

The objective of this worksheet is to develop a budget priorities list by Council for 2024 and forward. This list should be based on the CIP, 2024 Budget and an evaluation of the information received through various community contacts.

This process is to provide a prioritized list of ideas or items that Council as a body feel are necessary to meet and maintain the service demands of the community. The development of the list is facilitated by using a specific process to make sure the methodology of developing the list stays intact through individual ideas, brainstorming, individual ranking and consensus ranking.

In brief, the outline of this process is:

1. Everyone submits a simple list of ideas or tasks in no particular order of things they would like to accomplish for the benefit of the City.
2. Submit the lists when completed so they can be compiled and any duplicates removed.
3. A master list will be sent back to all Council members in a common format, where they will assign a series of rankings to each item which will aggregate a priority ranking.
4. The rankings are submitted back where they will be compiled and formulated for final ranking.
5. The final list will be returned with priority rankings based on the aggregate of all indicated rankings.
6. Collectively review the final list and prepare for Council recommendations.

STEP 1:

Complete the "Individual List Sheet" listing any idea to be added to the list for ranking. At this time, there is no ranking, only brainstorming and listing of ideas. This list should be based on priorities and goals as well as an evaluation of noted past and future projects and collective input from various community contacts.

Submit the "Individual List Sheet" to Rob Schommer by Wednesday January 17th. At that time, the individual lists will be compiled into a Master List ready for ranking and distributed at the next Council Meeting.

STEP 2:

The "Initial List Sheet" will be created and distributed by January 17th. Review the "Initial List Sheet" and enter the appropriate rankings for each listed item.

Submit the ranked "Initial List Sheet" to Rob Schommer by Wednesday February 7th. At that time, the ranked sheets will be aggregated to develop a "Master List".

The "Master List" will be distributed into the packet of information released on or after February 7th for discussion and deliberation at the next Council Meeting.

STEP 3:

City Council as a body receives, reviews and approves the 2024 priority list and the administrative process of incorporating the items into a standing Goals and Priorities list can begin.

Step 2 Instructions:

Review each item and apply a rating in each listed category taking note of the following scale:

Rating Scale: **Note: Cost rating is reversed from other categories*

Importance: 1= High 2= Medium 3= Low

Urgency: 1= High 2= Medium 3= Low

Cost: 1= Low 2= Medium 3= High

Priority: Leave Blank - computes with aggregate ratings

Do not over analyze or overthink a rating, nor try to rank one item against another. The intent is not yet to set a sense of priority, but allow the ranking to begin establishing a priority. It is possible several items will have the same priority which is not of concern.

Importance vs. Urgency:

"What is important is seldom urgent, and what is urgent is seldom important." - Dwight Eisenhower

Urgent tasks are mostly tasks that have an immediate deadline or a deadline that has passed. It is not necessary that these urgent tasks should be time consuming or effort intensive. It is also not necessary that these tasks will have a significant impact, just needing immediate attention. Urgency of a task is largely governed by deadlines, and urgency is driven by external factors like deadlines.

Important tasks, on the other hand, need not have a deadline looming overhead. They are important because of the impact that they can have. Again, these need not be time consuming or effort intensive and may not require immediacy. Importance of a task is decided by the impact or significant change it can have. Importance is more of an introspective exercise. What you consider important can differ from what others consider as important.

