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The annual work program for the Office of Planning and Community Development shall be approved by the City Council. The Council’s approval of the work program shall occur in two steps:

A. The Director of the Office of Planning and Community Development shall submit a proposed work program for the following year to the City Council at the time the Mayor presents the following year’s budget to the City Council.

B. The City Council shall approve the work program by resolution when adopting the budget for the following year. The Director of the Office of Planning and Community Development will confer with the City Council on any significant changes to the work program throughout the year.

### **Background**

Since at least 1994, the Council has provided input into the City’s planning work program. The proposed structure of the Office of Planning and Community Development includes a new function for the planning office to prepare a “community planning work program” that includes leading community planning efforts, developing implementation plans and coordinating across departments. The Executive has stated that in developing this community planning work program, the department will use a data-driven approach to equitably prioritize staff and other City resources.

Starting in 2010, each year the Council has adopted a Statement of Legislative Intent (SLI) asking for quarterly reports on the DPD Planning Division’s work program. The SLI reports are intended to provide Council with oversight and an understanding of the City’s work on policies and regulations that are incorporated into the Comprehensive Plan, the Land Use Code, and other policy and regulatory documents that govern development of the built environment.

The quarterly reports have not been used by Council and the Executive as a forum for Council discussion of work program priorities. Instead, requests for work on Council priorities generally happen outside of the context of DPD’s transmittal of their work program.