

COUNCIL POLICY MANUAL

Policy 7.3.26 Council Priority Projects Process

POLICY PURPOSE:

Council’s primary roles include establishing City policy and directing City resources, through policy creation/revision/deletion, and by directing limited resources to areas of highest priority that align with Council’s defined Strategic Goals. The Council Priority Project (CPP) process provides a structured method for identifying, prioritizing, and implementing new priority projects—including policy exploration, feasibility studies, one-time projects, budget or service level changes, or other initiatives—in an efficient and effective manner.

This policy establishes required standards for the Council Priority Project process. Administrative or operational details not addressed herein will be established under the authority of the City Manager.

POLICY STATEMENT:

1. Proposal of Council Priority Projects

A. Each Councilmember may propose up to three (3) Council Priority Projects per year.

B. Each Board or Commission may, upon majority vote, forward one (1) idea per year for Councilmembers to consider incorporating into their proposals. Board or commission ideas shall be forwarded in list form only, without staff-prepared reports or rankings. A reference list of ideas will be maintained on the City’s website. Councilmembers may, at their discretion, incorporate ideas from boards or commissions into their three (3) proposals.

C. Members of the public may provide suggestions for Council Priority Projects during Oral Communications at any Council meeting, via emails to Council, at the annual priority projects workshop, and/or the annual budget hearing.

2. Council Priority Projects Workshop

A. All Council Priority Project proposals (to include budget/service level changes and new project ideas) must be submitted to the City Manager between November and January. Staff will provide a consistent, consolidated format for submittal.

B. Council will hold an annual Council Priority Projects Workshop (usually in February) to:

1. Review Council Strategic Goals (every other year).
2. Review current Council Priority Projects and other significant Workplan projects.
3. Receive a fiscal and staffing capacity update from the City Manager.
4. Consider new priority project proposals from Council, taking input from Boards/Commissions, and the public.

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5. Council shall determine which priority project proposals have majority Council support to advance to staff analysis, within the framework of available capacity defined by the City Manager.

3. Analysis and Budgeting

A. After the workshop, staff will prepare a summary report (3–5 pages) for each priority project advanced by Council.

B. After further analysis, the City Manager will determine which Council priority projects can be implemented within available funding and staff capacity and will include those recommendations in the Proposed Budget.

C. Council will approve final Council priority projects as part of the annual budget.

4. Mid-Year Additions

New projects should only be added outside the annual process if they meet one of the following criteria:

- Emergency (natural disaster, pandemic, civil unrest)
- New outside funding opportunity that is time sensitive
- New multi-agency opportunity that cannot be delayed
- Community safety issue that must be addressed in near term
- Changes in laws or mandates requiring immediate City action

Such requests shall be initiated by Colleague Memo or City Manager recommendation and require majority Council approval. The City Manager will advise on how mid-year additions will impact other priority project timelines or other significant work plan items.

5. Project Ideas Reference List

A. Proposals not advanced or funded shall not automatically carry forward; they may be resubmitted by a Councilmember as project proposals in a future year.

B. A reference list of items not moved forward from the prior year’s workshop and of current year suggested Board or Commission ideas will be maintained online and updated annually by staff.

6. Tracking and Accountability

The City Manager will provide periodic reporting on the status of Council priority projects.

(Adopted: RTC #08-180 (June 24, 2008); Amended: RTC #08-344 (December 2, 2008); Amended: RTC #10-017 (January 26, 2010; Amended RTC #25-0569 (October 11, 2025))

Lead Department: Office of the City Manager