Council Directed Work – Workflow Diagram

Priority Evaluation Process

Council directs work by:
- -Previous action
- -Rule of 4
- -Adopts motion

Item added to New Requests

City Manager assesses workload

Possible - minimal impact to resources & workload capacity.

Project moved to Committed list

Possible - minor impact to staff workload capacity

City Manager identifies Committed project(s) to postpone. (identified project to delay should be from the same department that is assigned the new project)

City Manager adds new project to Committed List & postpones a previously Committed project

Not possible - adverse effect to staff workload capacity

City Manager adds new project to Committed List & Moves previously Committed project to Unresourced list

City Manager places project on the Unresourced list.

City Manager re-evaluates priorities to determine if project can be moved to the Committed list.

City Manager adds project to the Committed list once another Committed project is complete and staff has workload capacity to work on new project.

City Manager assigns staff, who accomplish new Committed work

PROJECT REMOVAL PROCESS

Determine if item can be removed from Committed or Unresourced

City Council quarterly review of Committed & Unresourced Work

Staff verifies with the council item supporter that work is complete.

Council member motions for work item to be deleted

Requires 5"yes" votes to pass.

Council member motions to move work item to completed

Requires 5"yes" votes to pass.

Council determines work is incomplete

Staff continues work on project

City Manager evaluates if an Unresourced or a postponed Committed project can be moved to Committed

V.12.8.2023