



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: April 2, 2025

Subject

Consider the adoption of a City Council Special Project Policy

Recommended Action

Adopt Resolution No. 25-XXX approving the City Council Special Project Policy

Background

The Budget Format review Draft Implementation Action Plan (IAP) report included a recommendation to draft a policy for City Council's consideration on special projects. This policy is being brought before City Council ahead of the FY 2025-26 Proposed Budget to ensure City Council has sufficient time to review and approve as requested by City Council.

In summary the new City Council Special Project policy governs the inclusion and tracking of Special Projects within the City's budget process. This policy clarifies City Council's authority in approving special projects, ensures financial transparency, and establishes a framework for reporting on these projects.

Historically, Special Projects were included in the budget starting in FY 2013-14 to allow City Council to easily track high visibility projects or costs, such as development agreements and pavement maintenance. This process was then further broadened to include all one-time projects to provide the smoothing of material and contract trendlines and subsequently the City Work Program was also added.

The policy proposes to define Special Projects by:

- Defining what is and is not a Special Project
- When City Manager approval is necessary
- When City Council approval is necessary
- Establish a process for answering of City Council questions and,
- Defining a method for tracking and reporting Special Projects

Sustainability Impact

No sustainability impact.

Fiscal Impact

There is no fiscal impact.

City Work Program (CWP) Item:

No.

CWP Item Description:

Not applicable.

Council Goal:

Public Engagement and Transparency
Fiscal Strategy

California Environmental Quality Act

Not applicable.

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Reviewed by: Kristina Alfaro, Director of Administrative Services

Tina Kapoor, Deputy City Manager

Floy Andrews, City Attorney

Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – City Council Special Project Policy

B – Draft Resolution