



City Council Work Session Agenda
Wednesday, November 19, 2025
6:00 p.m. – Work Session

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1. CALL TO ORDER
2. CAPITAL IMPROVEMENT PLAN (CIP) PRIORITIZATION PROCESS
3. ADJOURNMENT



STAFF REPORT

DATE: November 19, 2025
TO: Adam Garvin, Interim City Manager
FROM: Geoff Hunsaker, Public Works Director
SUBJECT: Capital Improvement Plan – Prioritization Process

Report in Brief:

This work session will provide an overview of the City's proposed Capital Improvement Plan (CIP) Prioritization Framework, developed to create a transparent, objective, and equity-informed process for ranking capital projects across asset classes. The new process establishes standardized scoring categories, integrates community values and Council goals, and sets up a phased implementation strategy. Staff is seeking Council feedback on the proposed scoring categories and any desired weighting adjustments to inform final methodology ahead of implementation in FY26.

Background:

The City of McMinnville has historically programmed capital projects through a combination of master planning, departmental workplans, and Council direction. As infrastructure needs grow and resources remain limited, establishing a clear, consistent prioritization framework is critical to ensuring that investments are strategic, equitable, and financially sustainable.

In 2024–2025, staff developed a draft CIP Prioritization Methodology using Council feedback, peer community examples, and Oregon statutory requirements (ORS 279A.010; ORS 294.305–294.565). This framework will:

- Align capital investments with Council goals, adopted plans, and community values.
- Increase transparency around how projects are selected and ranked.
- Support grant competitiveness and funding diversification.
- Allow for scalable integration across multiple infrastructure types over time.

Needs and Constraints:

- The City faces growing capital demands across utilities, facilities, transportation, parks, and civic infrastructure.
- Funding is finite and restricted by fund source eligibility.
- Prioritization has historically been less formalized, making it challenging to compare projects objectively across service areas.
- Implementation must be phased to match staff capacity and align with available master plan data.

Proposed Prioritization Categories

Eight primary categories have been identified to reflect Council values and strategic goals:

1. Maintenance Responsibility – Addresses asset condition, risk of failure, and alignment with operational plans.
2. Partnership & Project Coordination – Leverages external partnerships, cost-sharing, and timing efficiencies.
3. Health & Safety – Captures regulatory, safety, and community health considerations.
4. Community Engagement – Evaluates the extent and quality of community involvement in project development.
5. Socioeconomic – Considers equity impacts on low-income communities and communities of color.
6. Economic Vitality – Supports economic development, job creation, and access to business centers.
7. Resiliency – Aligns with climate adaptation, hazard mitigation, and environmental quality goals.
8. Livability & Connectivity (Civic, Transportation, Parks only) – Measures contributions to active living, accessibility, and community connection.

Each category will include scoring questions with clear guidance and a 0–5 point scale. Categories can be weighted based on Council priorities to emphasize key policy areas (e.g., health and safety, equity, economic vitality).

Potential Delivery Strategy:

The new process will be phased in over three years to allow for training, calibration, and gradual integration of additional infrastructure types:

- Phase 1 (2025–2026): Framework adoption and pilot on Facilities projects.
- Phase 2 (2026): Expansion to Parks and Wastewater.
- Phase 3 (2027–2028): Integration of Streets, Stormwater, and other categories.
- Annual Updates: Rescoring of major scope changes, addition of new projects, and Council review during quarterly CIP updates.

The prioritization scorecard will inform budget development, but final project selection will remain a Council policy decision, considering funding availability, timing, and community priorities.

Funding and Partnerships:

This process supports more strategic use of limited capital funds by helping the City:

- Better align projects with restricted revenue sources (e.g., wastewater rates, SDCs, urban renewal).
- Leverage external funds more effectively by identifying projects that meet state/federal grant criteria.
- Coordinate with partners such as ODOT, McMinnville Water & Light, Yamhill County, and other agencies to maximize investment impact.

Fiscal Impact:

The CIP prioritization process does not commit new funds but guides the allocation of existing capital resources through a more transparent and structured process. The framework also positions the City to compete more successfully for grants, make informed long-term

investments, and manage fiscal risk through deliberate project phasing and external partnerships.

Next Steps:

1. Council work session feedback on category weighting and overall methodology.
2. Finalize scoring rubric and sponsor guide (Fall 2025).
3. Staff training and Facilities pilot (Fall/Winter 2025).
4. Council adoption and integration into FY26 CIP Budget (Spring 2026).
5. Gradual expansion to all asset categories through 2028.

Recommendation:

Staff recommends Council provide feedback on the proposed categories and weighting priorities to inform finalization of the CIP prioritization framework ahead of FY26 implementation.

Attachments:

Attachment A – CIP Prioritization Methodology

Attachment B – CIP Prioritization Sponsor Guide

Attachment C – CIP Eligibility Policy

Attachment D – CIP Implementation Plan

CIP Prioritization Methodology

Executive Summary

Developing and implementing a CIP prioritization standard ensures that recommended CIP projects are based on a framework established by the City Council with input from the community. The process will increase transparency as to how projects are furthering the goals and vision for the city as well as the impacts projects will have on City operations and the local community. The CIP prioritization process was created using feedback and direction from Council about program outcomes, project eligibility criteria, and key prioritization factors.

With City Council input, eight main categories were selected to be evaluated during the scoring process. Seven of the eight categories **Health & Safety; Maintenance Responsibility; Socioeconomic; Resiliency; Economic Vitality; Community Engagement, and Partnership & Project Coordination** apply to all projects. The category of **Livability & Connectivity** is additionally applied to civic, transportation and parks and recreation projects as supplemental scores to capture the interaction the community has with the built environment that is not applicable to utility projects.

Each category includes a series of questions that a project lead is responsible for answering when scoping a project for scoring. The questions are weighted to reflect their importance within the section and cumulatively make up the total score for the section as reflected in the visual above.

After the score card is filled out, it is routed to a scoring committee made up of representatives from the departments that work on the Capital Improvement Plan (Public Works, Community Development, and Finance). Each representative is responsible for scoring the section that pertains to their expertise. If multiple people are scoring a section, the final score will be an average of all individual scores. The livability and connectivity scores will be in addition to the base score for final ranking.

City Council will review the information provided in the score sheet, the scores given by the committee, and available funding within the program designated for the identified project, to determine priority projects to be included in the CIP. Projects not chosen as a funding priority will go on a fiscally constrained list for future consideration.

What is a Capital Improvement Project?

The City's capital improvement projects follow the definition of a "public

improvement” as defined by Oregon Revised Statute 279A.010 as a project for construction, reconstruction, or major renovation on real property by or for a contracting agency where the contracting agency is the City of McMinnville. The City will maintain a Capital Improvement Plan (CIP) that is developed annually by City staff from multiple departments and the first year of the CIP is adopted by the City Council as part of the budget. The CIP is the road map for capital projects that will be planned, designed, and constructed over the next half decade to meet operational needs and the Council's priorities. These projects are varied and support community development and livability, rehabilitate and expand on existing utility infrastructure, and promote safety and accessibility in the City's facilities and transportation system. While priorities, timelines, and project scopes can change over the years, the focus of the CIP will always be to be responsible caretakers of our shared public assets and resources.

Where do Capital Improvement Projects Come From?

Dozens of needed capital projects have been identified through the Parks, Recreation, and Open Space Plan, utility master plans, Transportation System Plan, Active Transportation Plan, and the Urban Renewal Plan, and others. All these plans had public involvement to some degree. The City's past and current CIP are based on the highest priority capital projects from these adopted documents.

CIP Prioritization Methodology

Categories

The CIP prioritization is structured as a score card where City staff, also referred to as project sponsors, are responsible for answering questions related to eight main categories that were affirmed by City Council as representing the City's priorities. The eight identified categories are:

1. **Maintenance Responsibility:** Identifies the impact the project has on the condition of the City's infrastructure and its alignment with department's operating work plan. This could include, but is not limited to, considering master plans, risk of failure, and cost of repair.
 - a. Addresses City's value of “Stewardship” by prioritizing responsible management of the City's shared public assets.
 - b. Addresses Council's goal of “Community Safety and Resiliency” by responsively maintaining a safe and resilient community.

2. **Partnerships and Project Coordination:** Identifies the impact to other internal and external projects including those by local, regional, and statewide partners, financial commitments, and implications of delay on project timelines and feasibility.
 - a. Addresses the City's value of "Accountability" by responsive service through clear, accurate, and useful information.
 - b. Addresses Council's goal of "City Government Capacity" by prioritizing and delivering municipal services with discipline and focus.
3. **Health and Safety:** Identifies if completing or delaying a project impacts the health and safety of nearby community members. This can include if a project is required to meet local, state, or federal regulatory requirements.
 - a. Addresses the City's goal of "Stewardship" by being responsible caretakers of our shared public assets.
 - b. Addresses Council's goal of "Community Safety and Resiliency" by thoughtfully planning and maintaining a safe and resilient community through the built environment.
4. **Community Engagement:** Identifies if the impacted community has been identified and engaged in a meaningful way that led to the inception or approval of the project.
 - a. Addresses the City's value of Equity by
 - b. Addresses Council's goal of "Engagement and Inclusion" by communicating effectively, internally, and externally, and ensuring that residents and community members know how to access services and feel heard.
5. **Socioeconomic:** Identifies if the project has considered and addressed impacts to low-income communities and communities of color.
 - a. Addresses the City's value of "Equity" by committing to provide equal ability to participate in the public process.
 - b. Addresses Council's goal of "Engagement and Inclusion" by creating a culture of acceptance and mutual respect that acknowledges differences and strives for equity.
6. **Economic Vitality:** Identifies if the project supports the economic vitality of the city including access to high traffic areas such as downtown or business and shopping districts, generates revenue, or supports growth.
 - a. Addresses City's value of "Courage" by embracing and planning for change that is good for our community and consistent with our values.
 - b. Addresses Council's goal of "Economic Prosperity" by providing economic

opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

7. **Resiliency:** Identifies if the project contributes to the City's resiliency goals to address potential risks from climate change and the potential impacts to surrounding natural resources.
 - a. Addresses City's value of "Courage" by being future oriented and proactively planning for change.
 - b. Addresses Council's goal of "Community Safety and Resiliency" by proactively planning for a resilient community.
8. **Livability & Connectivity (Civic, Transportation & Parks and Recreation only):** Identifies if the project is developing and enhancing the City's active transportation and recreation network as well as supporting the maintenance and accessibility of City facilities.
 - a. Addresses City's value of "Stewardship" by preserving a strong sense of community pride which is a McMinnville trademark.
 - b. Addresses Council's goal of "Growth and Development Character" by guiding growth strategically, responsively, and responsibly to enhance our unique character.

Weighting

The eight categories are weighted based on City Council recommendations with the highest weights given to XXX and XXXX. Each category is subdivided into a series of questions that are intended to identify how the project aligns with the City's values. Each question is weighted based on its priority and the total maximum points possible for all the questions equals the total weight for the category.

Scoring

Scoring is performed by a committee with one member that represents the departments that are involved in the CIP process including Public Works, Finance, and the Community Developments departments. The scorers are responsible for scoring the sections that pertain to their work and expertise but also can ask questions of the project lead if anything is unclear or needs elaboration. Each question is rated on a scale from zero to five (0 – 5) with zero being the lowest possible score and five the highest possible score. Each question has a scoring guide that explains the intent of the question and what a low (0-1), medium (2-3) and high (4-5) score should be in that context.

Example:

Are we contractually obligated to perform the project? (From Partnership and Project

Coordination category)

- *A low score (0-1) would apply to a project with no contractual obligations.*
- *A medium score (2-3) would apply to a project that has an existing agreement but is not time or financially bound.*
- *A high score (4-5) would apply to a project that has an existing agreement that includes a timeline or financial commitment on behalf of the City.*

Ranking Capital Improvement Projects

When a newly scored project is being considered by City leadership and City Council, the project can be compared across all existing and future CIP projects as well as, directly compared with the projects that are competing for revenue and resources out of the same fund. Capital improvement projects are typically identified as a transportation, wastewater, park and recreation, or civic project that directly correlates with how the project is funded. Each revenue type has limitations on the type of project it can be expended on, which has a large influence on what projects are ranked against each other to determine funding priority.

CIP Prioritization Process

Summary of CIP requirements

To comply with Oregon Revised Statutes 294.305 – 294.565 Local Budget Law, the City must prepare an annual budget that is enacted by City Council authorizing the expected expenditures. The current Capital Improvement Plan includes a formal annual budget that is adopted alongside the City's budget in accordance with public budget law. The future 10-year financial plan is only for planning purposes and is not an adopted budget.

The development of the CIP prioritization process will change the format of the CIP document but will still comply with public budget law with an adopted annual budget and future funding plan. The adopted budget will consist of the projects that have allocated funds for the fiscal year and a future list of financially constrained projects that have been scored and are prioritized for a future budget year. The future financial plan is being condensed to a 5-year plan to better coincide with the duration of a typical CIP project and reduce uncertainty from inflation and market conditions.

Process for New Projects

When a new project is needed, a staff member is responsible for filling out the score card for consideration by the scoring committee. The process is intended to identify the important elements of each project so there is opportunity for the scoring committee and subsequent reviewers to ask questions of the project before assessing a score. The project and score are reviewed by the City Manager for its compatibility with the City's workplan. If approved by the City Manager, the project lead will schedule the subject for City Council feedback. The City Manager can also stop the project from moving forward if it does not fit the City's workplan. The final step is a City Council work session to determine if the project will be placed on the current fiscal year CIP, the future fiscally constrained project list, or not pursued. The intent is for most projects to be introduced with the quarterly CIP update which informs City Council of changes to the scope, schedule, or budget of existing projects.

Process for Existing Projects

Existing projects in the planning or design phase can be rescored based on significant changes in scope, schedule, or budget that are identified as part of the quarterly CIP updates to City Council. Project leads are responsible for informing department leadership of significant changes to a project. Department leadership will determine if the changes warrant a review by the City Manager. If the City Manager agrees that the changes to the project are significant, they can approve the project to be rescored after the project lead updates the score card with the new information. The scoring process is the same whether the project is new or existing, with the ability to ask clarifying questions of the project lead before assessing a score. The City Manager has another opportunity to review the project after it is rescored on its compatibility with the City's work plan. If compatible, the project is scheduled for a 1:1 with city councilors to solicit feedback, and a work session to determine if the Council desires to adopt the changes, remove the project from the CIP, or maintain the original scope.

Emergency Projects

The intent of the CIP prioritization process is to identify which projects best fit the goals and needs of the City in a given time. The process is not intended to keep emergency projects from moving forward in a timely manner. An emergency project in this

context is defined as an improvement that is urgently needed to address or prevent a health and or safety impact. Emergency projects are exempted from the CIP prioritization process but are still required to receive needed Council and City Manager approvals in coordination with the City's purchasing policies.

Capital Improvement Plan Prioritization Guide for Project Leads

Maintenance Responsibility

What priority is this project given in a city adopted master plan?

[Transportation System Plan](#)

[Active Transportation Plan](#)

[Storm, and Sewer master plans](#)

[Parks, Recreation, and Open Space](#)

[ADA Transition Plan](#)

If applicable, include if the project is identified as a high, medium, or low priority in the master plan.

How will the project address a serious maintenance issue that will result in an exponential cost increase if not addressed?

- This question is intended to identify if Public Works Operations or a community member has identified an issue with an asset that has escalated to require a CIP to fix or prevent further damage. The answer should identify what the maintenance issue is, the severity, and how it will get worse in the future.

Will the project impact future maintenance requirements and how will Operation's address it?

- Changes in maintenance frequency and/or complexity for the asset should be identified. Include how staff plans to address the change if different maintenance frequencies or attention are required.

Is the condition identified as a problem on one of the City's condition assessment reports? If so, what is the assessment?

[Asset condition assessment](#)

[Facilities condition assessment](#)

[Park condition assessment](#)

[ADA Transition Plan](#)

[Pavement Condition Index](#)

- o The ACP tab is the condition assessment for asphalt roads
 - o The PCC tab is the condition assessment for concrete roads
- The assessment could be good, fair, poor, or green, yellow, red depending on

the assessment.

Partnership and Project Coordination

Is this project in coordination with an outside agency and is the partner providing a portion of the funding? If yes, what percentage of funding is the partner contributing?

- An outside agency can include McMinnville Water and Light, Yamhill County, Oregon Department of Transportation, Metro, Confederated Tribes of the Grande Ronde, surrounding cities, special districts, the McMinnville School District, etc.

This does not include financing partnerships such as loans.

Will the project take advantage of partner work activities or contracts? If yes, are there costs, or are timing efficiencies gained?

- Identify if there are cost or efficiency gains from taking advantage of work already scheduled or planned by our partners. This could include a consultant or construction contract that we are adding work to or performing work before/after scheduled excavation to prevent future construction in the area.

Are we contractually obligated to perform the project?

- Identify if the city entered into an agreement that requires us to perform part or all the project such as an IGA, loan/grant agreement, or cooperative purchasing agreement.

Does this project include an external funding source and is local funding required to leverage external investment?

An external funding source can be a partner agency, a grant program, loan or pass through from the state or federal government.

- The local funding requirement would be if a match is required to receive the grant/partnership or if we are required to pay back the loan.

Is another City division or department involved, and have they been involved in the scoping process?

- Identify if the project has an impact on another division or department's workplan such as support needed from staff, the impact to the other programs if the project were delayed or if the work of another department/division led to the

creation of the project.

Health and Safety

Does the project address a current or future health or safety risk to surrounding residents or businesses? If yes, what is the identified risk and is there an associated timeline to mitigate it?

- Examples of a health and safety risk could be the aftermath of a line break, traffic safety incidents or systemic concerns, heat islands/extreme heat, or significant flooding.

Is the project located in an area with high consequences of failure?

- Areas with high consequences of failure are next to key essential facilities like hospitals, schools, fire stations, city hall, police stations, PW operations.
- The intent is to identify the scale of disruption if the assets were taken out of service due to maintenance issues. An example could be if a water line was the only source for a hospital, a road that serves an essential building does not have proper ambulance accessibility, or a fiber connection that served City Hall.

Socioeconomic

Does the location where this project is located have higher concentrations of communities of color? (yes/no)

- Select the census tract that corresponds to the area where your project is located (hold down the Ctrl button to select multiple census tracts if needed). On the right the selection will compile the data for your area. Hover over the purple data bar labeled "Diversity" and compare the data to McMinnville's average which is X.XX. You do not need to adjust any of the selection categories under the "diversity" section.

Does the location where this project is located have higher concentrations of people with low incomes? (yes/no)

- Select the census tract that corresponds to the area where your project is located (hold down the Ctrl button to select multiple census tracts if needed). On the right the selection will compile the data for your area. Scroll down in the measure specifics section to the "Poverty level (%)" measure and compare the data to McMinnville's average which is X.XX.

Does the project supply service to affordable housing?

- Examples could be utility services, transportation/pathways, or electric

charging.

- A map of the affordable housing units in McMinnville is available here:
XXXXXXX.

How many residents/businesses are served by the asset?

Include an approximation of direct service customers if applicable and if there are broader implications to the greater community.

Economic Vitality

Is the project needed to address growth? If yes, please explain why?

- This question is meant to address population growth through number of customers as well as density, geography, and economics. This could include needed water supply or storm, sewer, or transportation services for new development or infill/redevelopment, as well as accessibility to business centers.

Will this project result in displacement of residents or businesses? (yes/no)

- Include tentative or affirmed plans that require the permanent or temporary removal of homes or businesses.

Does the project support job producing development? If yes, please explain why?

- This question is meant to measure job growth through number of jobs as well as job density and living wage jobs. This could include needed storm, sewer, or transportation services for new development or infill/redevelopment.

Does the project support placemaking and tourism? If yes, please explain why?

- This question is meant to capture how the project supports tourism through things like increase in foot traffic, dwell time, and visitor spend. Examples could include trails, waterfronts, and downtown streetscapes.

Resilience

How does the project contribute to the following goals identified in the 2021 Natural Hazards Inventory and Management Program Options and Recommendations Plan?

GOAL 4: PREVENTIVE: Develop and implement activities to protect human life, commerce, and property from natural hazards. Reduce losses and repetitive

damage for chronic hazard events while promoting insurance coverage for catastrophic hazards.

GOAL 6: IMPLEMENTATION: Implement strategies to mitigate the effects of natural hazards and increase the quality of life and resilience of economies in Yamhill County.

GOAL 7: DEVELOPMENT: Communities appropriately apply development standards that consider the potential impacts of natural hazards.

How does the project have the potential to improve environmental quality above what is required through regulation?

- Examples could include but are not limited to:
 - Renewable energy generation
 - Urban Tree Canopy
 - Increased bike/pedestrian access to promote walkability or including electric charging facilities to promote electric vehicles
 - Natural solutions for water quality (can include LIDA if above requirements)
 - Increased tree coverage that includes climate resilient species
 - Stormwater detention or creek preservation, canopy preservation

What are the impacts to local natural resources because of this project and how will they be mitigated?

- This question is intended to address sustainability of natural resources. Include if the project has any impact on tree coverage, floodplain, wetlands, or source water.
- Does the project increase building or infrastructure resilience and/or reduce risk?
- Examples include flood control, seismic upgrades, and redundancy to avoid disaster losses and insurance/financing penalties.

Livability and Community Support

Where did this project originate and why is it important to the community?

- A community request can come through a city email or mailbox, a community engagement process, or a public hearing.
- The intent of asking where the request came from is to identify if the request was on behalf of the community, it would serve and if there is general support

for the improvement from those impacted.

Is it in a City adopted plan or policy?

- A city adopted plan could be the Three Mile Lane Area Plan, Innovation Center Master Plan, Downtown Master Plan, Comprehensive Plan, Natural Hazard Mitigation Plan or the Active Transportation Plan.
- You can find the City's adopted plans [here](#).
The City's adopted Complete Streets Policy can be found [here](#).

Does the project support health, social connection, and/or active living?

- This question evaluates whether the project contributes to community well-being beyond its core function. Projects that support health, social connection, and active living help create vibrant, inclusive, and resilient neighborhoods. These investments can improve public health outcomes, foster community connection, enhance walkability and mobility, and make McMinnville a more livable city. Prioritizing projects with these co-benefits ensures that capital investments align with the City's broader strategic goals and can strengthen eligibility for external funding opportunities.

TRANSPORTATION SPECIFIC

Safety & Connectivity

Does the project complete a sidewalk, bicycle lane, or transit gap?

- A gap in this context is where there is currently no infrastructure or service. Please include if there is substandard pedestrian infrastructure that is being replaced.
Maps of missing pedestrian and bike infrastructure can be found in the Active Transportation Plan [here](#).

- Will the project increase accessibility for seniors and/or people with disabilities? (yes/no) Increasing accessibility could include updated curb ramps, pedestrian crossings, or railings; efforts to slow traffic; better illumination; or supplying an alternative route.

Does the project promote safer and calmer movement of transportation?

- Examples include traffic-calming, protected bike lanes, high-visibility crossings, lighting, and access management.

What is the proximity (in percent of miles) to pedestrian generators (parks,

schools, transit, employment center, medical facilities, commercial industry, affordable housing)?

- Include an estimate of how far away the project is from the largest source of nearby pedestrian generators such as X-mile, mile, 1 mile or over 1 mile.

What is the crash history for the segment of road and how will the project address the safety concerns?

- Include a brief summary of the different crash types seen on the segment (pedestrian, property damage, minor injury, fatal, etc.)
- [Oregon Department of Transportation : Crash Data Viewer : Data & Maps : State of Oregon](#) Can include crash mitigating factors if applicable.

DRAFT

City of McMinnville – CIP Eligibility Policy

Purpose

To provide a clear framework for determining when a project qualifies as a Capital Improvement Project (CIP) versus a non-CIP operational/maintenance activity. This ensures consistency, compliance with State law (ORS 279A.010, ORS 294.305–294.565), and alignment with Council priorities.

Definition of a CIP Project

A Capital Improvement Project is a major public improvement that:

- Involves construction, reconstruction, expansion, or major renovation of a City-owned asset (facilities, utilities, parks, transportation, or civic infrastructure).
- Has a useful life of at least 10 years.
- Requires significant capital investment beyond routine maintenance budgets.
- Supports the City's adopted master plans, condition assessments, or Council-approved initiatives.

Threshold Criteria

1. Cost

CIP Project:

- Typically >\$100,000 in total project cost or
- Any project requiring capital financing, bonding, or outside grant match.

Non-CIP:

- Less than \$100,000, can be funded and completed within an annual departmental operating budget.

2. Duration

CIP Project:

- Planning, design, and construction phases typically span more than one

fiscal year.

- Requires integration into the City's 5-year Capital Improvement Plan.

Non-CIP:

- Work is completed within a single fiscal year.

3. Maintenance vs. Capital Expansion

CIP Project:

- Addresses asset replacement, capacity expansion, or regulatory compliance.
- Extends useful life substantially or adds new service capability.
- Example: Sewer trunk line replacement, new park facilities, major roadway reconstruction.

Non-CIP:

- Routine, cyclical, or preventative maintenance activities.
- Preserves existing condition but does not expand capacity.
- Example: Street resurfacing, patching, painting, small equipment replacement.

4. Strategic & Community Alignment

CIP Project:

- Identified in adopted plans or condition reports (e.g., Transportation System Plan, Active Transportation Plan, ADA Transition Plan).
- Responds to significant health/safety risks, major equity or economic vitality goals, or resiliency needs.

Non-CIP:

- Operational in nature; may address short-term needs but is not linked to long-term strategic or infrastructure planning.

Emergency Projects

Emergency improvements that address imminent health or safety risks (e.g., water main break, collapsed culvert) may bypass the full CIP prioritization process but must still receive City Manager and Council approval for funding and compliance.

Summary Delineation Table

Category	CIP Project (Yes)	Non-CIP (No)
Cost	>\$100,000, or requires financing/grant match	<\$100,000, funded by O&M budget
Duration	>1 fiscal year, multi-phase	Completed within 1 year
Maintenance	Major reconstruction, replacement, expansion	Routine or preventative work
Useful Life	Extends ≥10 years	Short-term fixes (<10 years)
Strategic Link	In adopted master plan/condition assessment	Reactive, not plan-driven
Approval	Must be scored, prioritized, and adopted in CIP	Handled administratively

Capital Improvement Plan (CIP) Prioritization

Process Implementation Plan

Timeline: August 2025 – May 2028

Ongoing: Annual update and integration of new asset categories

1. Purpose and Goals

- Establish a transparent, objective, and equity-informed CIP prioritization process.
- Support strategic alignment with Council goals, master plans, and community needs.
- Ensure scalable integration of departments and infrastructure types over time.

2. Implementation Timeline

Phase	Timeline	Focus	Key Milestones
Phase 1: Foundation & Framework Setup	Aug – Oct 2025	Facilities	Scoring rubric finalized; training for staff; internal review
Phase 2: Pilot Implementation	Oct – Dec 2025	Facilities	Project leads complete scorecards, scoring committee scores projects
Phase 3: Council Review & Adoption	Feb – May 2026	Facilities	Council work session; Financial plans developed, approval of FY26 CIP

Phase 4: Process Expansion	July 2026+	Parks, Wastewater, Streets, Storm	Integrate asset categories as master plans finalize
Annual Update Cycle	December (starting 2026)	All asset classes	Rescore significant changes; add new projects; refine process

3. Year 1 (August 2025 – May 2026): Facilities (and Parks?) Focus

A. Develop Governance & Roles

- Project Leads: Department staff responsible for scoping and filling out scorecards.
- Scoring Committee: Representatives from Public Works, Parks and Rec, Finance, Community Development, and DEI.
- City Manager: Ensures alignment with city workplan.
- City Council: Provides feedback and adopts priorities.

B. Finalize Tools and Resources

- Refine and distribute: CIP Scorecard Template, Sponsor Guide, Master spreadsheet for scoring summaries

C. Staff Training (September–October 2025)

- Host workshops, train scorers, and review evaluation criteria

D. Pilot Prioritization (October–December 2025)

- Solicit and score projects from Facilities (and Parks?) using the eight-category rubric

E. Financial Analysis (January 2026–April 2026)

- Finance and Public works develop 5-year plan based on projected revenues and available funding for Facilities

F. Review and Adoption (April 2026 – May 2026)

- Submit prioritized projects to City Manager and Council for inclusion in FY26 budget

4. Multi-Year Integration Plan (2026–2028)

Department	Target Integration	Dependency
Parks	Spring-Summer 2026	CPR Bond
Wastewater	Fall–Winter 2026	Master Plan completion
Streets & Sidewalks	Fall 2027	PCI data and TSP
Stormwater	2028	Revenue Source and Masterplan
Technology/Other	As-needed	Strategic IT or ADA plans

5. Continuous Improvement and Maintenance

Annual Cycle (Starting December 2026)

- Quarterly CIP Updates: Inform Council of project status
- Annual Scoring Refresh: New proposals, rescoring, council session

Quality Control

- Calibrate scoring committee annually
- Incorporate evolving standards in regulatory, climate, and safety

6. Communication and Transparency

- Maintain public-facing CIP portal
- Include scoring methodology, project list, status updates
- Use Economic Value and Census Data for scoring

7. Emergency Project Policy

- Emergency projects (health/safety related) are exempt from scoring but require City Manager and Council approvals

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