



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: David Sykes

SUBJECT: SEE BELOW

DATE: March 1, 2019

**SUBJECT: ADOPTION OF STATEMENT OF POLICY AND CITY COUNCIL
QUESTIONS FOR THE PROSPECTIVE DEPARTMENT OF
TRANSPORTATION DIRECTOR**

RECOMMENDATION

Adopt a Statement of Policy and City Council Questions related to the selection of a prospective Department of Transportation Director as described in this memorandum, in compliance with City Charter Section 411.1.

OUTCOME

The results of this action will be City Council input to the City Manager regarding the selection of Department of Transportation Director in compliance with City Charter provisions.

BACKGROUND

In compliance with City Charter Section 411.1, the City Council has adopted a process for City Council confirmation of department director appointments. The process requires that the City Council adopt a statement of policy for the department involved, along with proposed questions for the City Council to present to the City Manager's recommended candidate for the appointment. This step is done prior to the City Council's meeting with the candidate during a Closed Session meeting. If the City Council confirms the City Manager's nominee, the appointment is formally announced at that afternoon's City Council meeting.

ANALYSIS

The proposed Statement of Policy (Attachment 1) contains the broad goals, objectives, and aspirations for the department as reflected in the department's mission, core services, performance measures, and resource allocation as part of the 2018-2019 Adopted Operating Budget.

HONORABLE MAYOR AND CITY COUNCIL

March 1, 2019

Subject: Adoption of Statement of Policy/City Council Questions for Department of Transportation Director
Page 2

The proposed City Council Questions (Attachment 2) include those adopted for recent department director hiring processes, as well as ones specific to this position. The City Council may modify, add, or subtract from this list of suggested questions at this City Council meeting. The Mayor and City Councilmembers will also be able to ask additional questions of the recommended candidate during the Closed Session meeting. It should be noted that the development of the City Council questions reflect input from meetings the Administration held with the Mayor and individual City Councilmembers regarding the knowledge, skills and abilities desired of the next Department of Transportation Director as well as the input received regarding the same from other recent internal and external stakeholder outreach as described below.

EVALUATION AND FOLLOW-UP

Once identified, the recommended candidate will be brought forward to the City Council for confirmation during a Closed Session meeting.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the March 12, 2019, City Council agenda. In addition, the Administration convened discussions with stakeholders to gather feedback on the knowledge, skills, and abilities that should be considered for the selection of the Department of Transportation Director, as well as an understanding of the challenges and opportunities facing the Department. Those stakeholders included the Mayor and City Councilmembers, Department of Transportation employees, and selected community members.

COMMISSION RECOMMENDATION/INPUT

This item does not have input from a board or commission.

CEQA

Not a Project, File No. PP17-010, City Organizational & Administrative Activities resulting in no changes to the physical environment.



DAVID SYKES
City Manager

For questions, please contact Jennifer Maguire, Assistant City Manager, at (408) 535-8185, or Lee Wilcox, City Manager's Chief of Staff, at (408) 535-4873.

Attachments

STATEMENT OF POLICY

DEPARTMENT OF TRANSPORTATION

Department Mission

To plan, develop, operate, and maintain transportation facilities, services, and related systems which contribute to the livability and economic health of the City.

Department Core Services

1. Sanitary Sewer Maintenance

Provide timely and effective cleaning and repair of the sanitary sewer collection system to ensure uninterrupted sewage flow to the Water Pollution Control Plant.

The key operational services utilized to carry out this Core Service include:

- Sanitary Sewer System Maintenance

2. Storm Sewer Maintenance

Maintain and operate the storm sewer system in a way that ensures proper flow and is environmentally sensitive to the regional water tributary system to the South San Francisco Bay.

The key operational services utilized to carry out this Core Service include:

- Storm Sewer Operation and Maintenance
- Street Sweeping

3. Parking Services

Provide well-maintained and operated public on-street parking facilities, implement effective policies and regulations, and encourage compliance with posted regulations.

The key operational services utilized to carry out this Core Service include:

- Off-Street Parking
- On-Street Parking Downtown
- On-Street Parking

4. Pavement Maintenance

Maintain and repair the street network pavement to allow for optimum street service life and the safe and efficient travel of the motoring public.

The key operational services utilized to carry out this Core Service include:

- Corrective Payment Repair
- Pavement Maintenance Administration and Capital Project Delivery

STATEMENT OF POLICY (Cont'd.)

DEPARTMENT OF TRANSPORTATION

5. Street Landscape Maintenance

Provide for the management and maintenance of street landscapes, street trees, and sidewalks in order to provide a safe and aesthetically pleasing streetscape.

The key operational services utilized to carry out this Core Service include:

- Special District Landscape services
- Streetscape Services

6. Traffic Maintenance

Ensure the proper operation of the City's traffic devices and streetlights by providing maintenance and repair of traffic signals, streetlights, traffic safety devices, signs, and roadway markings.

The key operational services utilized to carry out this Core Service include:

- Traffic Signal Maintenance
- Traffic Signs and Markings Maintenance
- Traffic Streetlights Maintenance

7. Transportation Planning and Project Delivery

Plan and develop the City's transportation system through local and regional programs.

The key operational services utilized to carry out this Core Service include:

- Transportation Capital Project Delivery
- Transportation Multi-Modal Alternatives
- Transportation Planning and Policy

8. Transportation Safety and Operations

Provide for the safe and efficient movement of vehicles and pedestrians by optimizing traffic flow for all roadway users, enhancing school area traffic safety, providing traffic safety education, and installing traffic improvements.

The key operational services utilized to carry out this Core Service include:

- Neighborhood Traffic
- Traffic Safety
- Traffic Signals and Systems Management

Department Performance Measures and Resource Allocation

The Department of Transportation's performance measures and resource allocation can be found in the 2018-2019 Adopted Operating Budget document on page VIII-381 to VIII-415.

CITY COUNCIL QUESTIONS

DEPARTMENT OF TRANSPORTATION

1. Please describe your education, experience, and accomplishments, and how they have prepared you for this position.
2. The Statement of Policy for the Department of Transportation (DOT) contains the broad goals, objectives, and aspirations for the department as reflected in the department's mission, core services, performance measures, and resource allocation approved by the City Council as part of the 2018-2019 Adopted Budget. Please describe, in general terms, your planned approach to leading the department.
3. What are the major challenges and opportunities you see for the department? Please describe your planned approach to dealing with them.
4. The DOT Director must be forward thinking with a long-term vision to address the major transportation challenges of the City and region, yet be grounded in the practical reality of efficiently and effectively delivering the department's core services to our community. Please describe how you will strike the right balance between forward thinking visionary ideas and projects, and the day-to-day operations and service delivery of the department.
5. State legislation and regional transportation policy are important tools for setting City policy, influencing priorities, and obtaining funding that benefits our community and region. What would be your approach to legislative and policy strategy and management? What are the challenges, and how will you address them?
6. The Envision San Jose 2040 General Plan has a goal to shift the modes of travel in the City from predominantly automobile trips to more balanced modes of travel, where the majority of trips taken are by walking, biking, and transit. Please describe the strategies and actions you would take to ensure meaningful and measurable progress toward that goal within the next five years.
7. What is your plan for ensuring that you maintain good communication with the Mayor and City Councilmembers? What is your plan for maintaining good communication with the City Manager, Senior Staff members, department employees, and stakeholders, such as local and regional transportation agencies and developers?
8. How will you engage and communicate with the general public and neighborhoods to advance goals such as the Vision Zero transportation safety initiative and an expanded Pavement Maintenance Delivery program, while addressing other priorities and resource limitations related to service delivery and other transportation maintenance needs?

CITY COUNCIL QUESTIONS (Cont'd.)

DEPARTMENT OF TRANSPORTATION

9. In a diversity-rich community like San Jose, sensitivity to socioeconomic and cultural inclusiveness is very important. Please describe how these considerations should affect DOT's service delivery approach.
10. This position requires that the Director engage and effectively balance the goals and interests of different stakeholders and constituent groups, for example around complete streets and alternative roadway configurations. Please provide an example of a major project or issue where multiple stakeholder and constituent groups were involved, what some of the conflicts were, and what type of resolution you helped to achieve to balance the various interests of the different groups.
11. Given ongoing constraints in budgetary resources, please describe your approach to employee team building and engagement as well as fostering innovation and continuous improvement in the delivery of DOT services.
12. How will you ensure a safe work environment for DOT employees?
13. How would you deal with a recommendation on a program or service that, in your professional judgement should be made, but which you know may be controversial?
14. Is there anything else that you would like us to know about you?