Council Policy Prioritization: Early Consideration Response Form

Department	PBCE/OED/Budget/CMO-API + Comms
Department Rep. Name/Ext.	Chris Burton, Nanci Klein, Jim Shannon
Policy/Ordinance Subject	

Rules Date	12/1/21
Item	G.3
Council Member Sponsorship	Jones, Jimenez, Foley

Staff Recommendation

☐ GREEN — Adopt based on tradeoffs outlined on next page	☐ YELLOW — Send to Priority Setting Process	☐ RED — Recommend Council not adopt nominated idea	☑ NEEDS CLARIFICATION OR MORE TIME TO EVALUATE

Staff Evaluation

Is this aligned with City Roadmap?	Is this already underway in a Department work plan?	Is this time critical or an emergency?	Will this require substantial resources, staffing, budget, or strategic support?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Criterion to Determine Scale of Project Complexity

Project complexity is determined by scoring the project in each of the 3 criterions below and then summing the score.
- a. Low Complexity is a sum of 6 or less.
- b. Medium Complexity is a sum of 7 – 9.
- c. High Complexity is a sum of 10 or greater.

Total Score =

Scoring Criterion		Low Complexity		Medium Complexity		High Complexity	
	Estimated Duration	6 – 9 months	☐ = 1	9 - 18 months	☐ = 2	More than 18 months	☐ = 3
	Organizational Complexity (Internal)	Can Easily be Absorbed into Existing Work Plan	☐ = 1	Planned Work (Future)	☐ = 2	Work Not Currently Proposed	☐ = 3
		Have staff with required skillset/knowledge	☐ = 1	Have staff with required skillset/ requires moderate research	☐ = 2	Do not have staff with required skillset/requires significant research	☐ = 3
		Less than or equal 2 staff required	☐ = 1	3 - 4 staff required	☐ = 2	More than 5 staff required	☐ = 3
	(External)	1 Additional Department	☐ = 1	2 Other Departments Involved	☐ = 2	3 or more Departments Involved	☐ = 3

DEPT. Required

☐ Airport	☐ Auditor	☐ CMO	☒ CMO – Communication	☒ OED/CA	☐ ESD	☐ Fire	☐ HR	☐ IT	☐ PRNS	☐ Police	☐ Retirement
☒ Attorney	☐ Clerk	☒ CMO – Budget	☒ CMO – API (IGR)	☐ Community Energy	☐ Finance	☐ Housing	☐ IPA	☐ Library	☒ PBCE	☐ PW	☐ DOT

For questions, please contact Gloria Schmanek, City Manager's Office, at gloria.schmanek@sanjoseca.gov

Analysis
Explain the rationale for staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant work plan changes, etc.). Please address the following as well.
GREEN LIGHT: The Administration can implement this Nominated Idea under its current work plan. Item should be sent to Council to add to Department work plan. (1) How will the Idea be approached? (2) If adopted, what is its impact and/or tradeoff to the City Roadmap or to a Department work plan, including strategic support? (3) What is the minimum viable scope to move the Idea forward and reduce its complexity?
The recommendations in this memo require coordination across a number of departments. The Administration respectfully requests an additional week for further evaluation.
YELLOW LIGHT: The Administration recommends Council send this Nominated Idea to the Priority Setting Process due to (describe cost implications, workload impacts, or other factors).
RED LIGHT: The Administration recommends Council not adopt this Nominated Idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).

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