



# Council Policy Prioritization: Early Consideration Response Form

Department	PBCE, OED, CMO (API-Budget)	Rules Date	12-8-21	Item G.3
Department Rep. Name/Ext.	Chris Burton, Nanci Klein, Sarah Zarate	Council Member Sponsorship	VM Jones, CM Jimenez, CM Foley	
Policy/Ordinance Subject	ADA			

Staff Recommendation												
<input checked="" type="checkbox"/> GREEN Adopt based on tradeoffs outlined on next page		<input type="checkbox"/> YELLOW Send to Priority Setting Process		<input type="checkbox"/> RED Recommend Council not adopt nominated idea		<input type="checkbox"/> 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?						
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.			Total Score = 10									
b. Medium Complexity is a sum of 7 – 9.												
c. High Complexity is a sum of 10 or greater.												
Scoring Criterion			Low Complexity		Medium Complexity			High Complexity				
	Estimated Duration		6 – 9 months <input checked="" type="checkbox"/> = 1		9 – 18 months <input type="checkbox"/> = 2			More than 18 months <input type="checkbox"/> = 3				
	Organizational Complexity (Internal)		Can Easily be Absorbed into Existing Work Plan <input checked="" type="checkbox"/> = 1		Planned Work (Future) <input type="checkbox"/> = 2			Work Not Currently Proposed <input checked="" type="checkbox"/> = 3				
			Have staff with required skillset/knowledge <input checked="" type="checkbox"/> = 1		Have staff with required skillset/ requires moderate research <input type="checkbox"/> = 2			Do not have staff with required skillset/requires significant research <input type="checkbox"/> = 3				
			Less than or equal 2 staff required <input type="checkbox"/> = 1		3 - 4 staff required <input checked="" type="checkbox"/> = 2			More than 5 staff required <input type="checkbox"/> = 3				
	(External)		1 Additional Department <input type="checkbox"/> = 1		2 Other Departments Involved <input type="checkbox"/> = 2			3 or more Departments Involved <input checked="" type="checkbox"/> = 3				
DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> CMO	<input type="checkbox"/> CMO – Communication	<input checked="" type="checkbox"/> OED/CA	<input type="checkbox"/> ESD	<input type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input type="checkbox"/> PRNS	<input type="checkbox"/> Police	<input type="checkbox"/> Retirement
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input type="checkbox"/> CMO – API	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT

## 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?

Item 1.1, 1.2, and 1.3 - OED/CA can accomplish 1.1 and 1.3 within its current workplan, building upon the existing website created by PBCE and the ongoing Business Development Team webinar program. In regard to 1.2 - This item requires significant resources for translation, design, printing and distribution. Provided that existing funding can be used for this purpose, existing staff resources are sufficient, but staff could need up to three months to execute implementation. If current resources cannot be used for this purpose, this item is YELLOW.

Item 2a- There is an existing grant program in place. Modification of this program would be contingent upon CAO confirmation that the modification(s) are a proper use of the funding source.

Item 2b- Will be implemented in OED/CA's Business Development Team existing workplan.

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.).

## **Analysis (Continued)**

### **GREEN CONTINUED**

Item #3 - Staff will increase promotion of the City's Disabled Access Improvement Grant program and increase partnerships.

Item #4 - There is an existing grant program in place for small business owners, however the grant does not fund actual construction costs. The program could be modified (with CAO approval) to encourage/put money towards a CASp evaluation report targeting these top 3 priority items.

Item #5 - Staff's recommendation is to transition parklet, sidewalk seating and business operations in certain streets closed to vehicular traffic established under the SJ Al Fresco temporary initiative to the City's current permanent outdoor seating program and also potentially establish a new closed street program over the next six to twelve months. During this transition, the respective city departments reviewing proposed business set-ups should incorporate ADA compliance requirements into their review process.

Item #6 - Staff is currently conducting a disability study that looks at national best practices as well as city opportunities and challenges. During that process, PBCE communications managers can function as a point of contact to provide info/resources available to the public.

Item # 7a + 7b - The Intergovernmental Relations team can advocate for the desired outcomes. This item is within the legislative program authority passed by the Council 11/30/21.

Item # 8 - Coordination with CCDA is occurring as part of the existing workplan related to a disability study . Staff will continue to collaborate with CCDA and will work with Disability Rights California.

Item # 9 - Staff will report back to Council with an Information Memorandum and CMO-API will include information in their next IGR Quarterly Report.