

Council Policy Prioritization: Early Consideration Response Form

Department	City Manager's Office	Rules Date	12/07/2022	Item	C.9
Department Rep. Name/Ext.	Lee Wilcox, Angel Rios	Council Member Sponsorship	CM Arenas		
Policy/Ordinance Subject	Joint Meetings				

Staff Recommendation												
<input checked="" type="checkbox"/> GREEN	Adopt based on tradeoffs outlined on next page			<input type="checkbox"/> YELLOW	Refer to Priority Setting or to Budget 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" 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 criteria 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. Total Score = 12 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			Can Easily be Absorbed into Existing Work Plan <input type="checkbox"/> = 1			Planned Work (Future) <input type="checkbox"/> = 2			Work Not Currently Proposed <input checked="" type="checkbox"/> = 3		
	(Internal)			Have staff with required skillset/knowledge <input type="checkbox"/> = 1			Have staff with required skillset/ requires moderate research <input checked="" 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 type="checkbox"/> = 2			More than 5 staff required <input checked="" 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 – Communications	<input type="checkbox"/> OED/CA	<input type="checkbox"/> ESD	<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input checked="" type="checkbox"/> PRNS	<input checked="" type="checkbox"/> Police	<input type="checkbox"/> Retirement
	<input checked="" type="checkbox"/> Attorney	<input checked="" type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input checked="" type="checkbox"/> CMO – Emergency Management	<input type="checkbox"/> Community Energy	<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input checked="" type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT

CMO Approval: /s/ Lee Wilcox Date 12/05/2022

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?
Recommendation [Green] - The City Manager's Office will support the next Committee Chairs for the Neighborhood Services and Education Committee and Public Safety, Finance, and Strategic Support Committee in efforts to coordinate with the County of Santa Clara to mutually identify joint meeting timelines and topics for the respective counterpart Committees. Any joint meeting opportunities identified through this coordination will be brought forward through the Rules and Open Government Committee to set the joint meetings outside of the traditional Committee Work Plan process.
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)