

Council Policy Prioritization: Early Consideration Response Form

Department	Office of Economic Development and Cultural Affairs and Planning, Building, and Code Enforcement	Rules Date	April 5, 2023	Item	C.1
Department Rep. Name/Ext.	Nanci Klein (OEDCA) and Chris Burton (PBCE)	Council Member Sponsorship	CM Torres		
Policy/Ordinance Subject	Signia Hotel				

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.														
<div style="display: flex; justify-content: space-between;"> <div> <p>a. Low Complexity is a sum of 6 or less.</p> <p>b. Medium Complexity is a sum of 7 – 9.</p> <p>c. High Complexity is a sum of 10 or greater.</p> </div> <div style="text-align: right;">Total Score = 9</div> </div>														
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			
	(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 type="checkbox"/> = 3			
			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 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 type="checkbox"/> CMO	<input type="checkbox"/> CMO – Communications	<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 checked="" type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input type="checkbox"/> CMO –	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT		

CMO Approval: /s/ Lee Wilcox Date 4/4/23

Analysis
<p>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.</p>
<p>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?</p>
<p>Recommendations 1a, 1c, 2a, and 2b [Green] – Staff will conduct initial analyses and issue an Information Memorandum with potential recommendations in May 2023.</p> <p>Recommendations 1b, 1d, and 2c [Green, if consultant resources are not required for item 1b] – while staff is unable to return to Council in May 2023 as coordination is required with Team San Jose, UNITE HERE Local 19, and Downtown stakeholders, staff will conduct the analyses and return to Council in August 2023. Also for item 1b, by May 2023, staff will determine if consultant resources will be required for the economic analysis. If consultant resources are required for item 1b, staff will develop the scope of work, schedule, and cost to be considered for the budget process.</p>
<p>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).</p>
<p>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.).</p>