



# Memorandum

**TO:** Honorable Mayor and City Council

**FROM:** Councilmember Jimenez

**SUBJECT:** Council Policy Prioritization Process

**DATE:** June 19, 2018

APPROVED

DATE

6/19/2018

## Recommendation

Approve the modified Council Policy Prioritization Process and five recommendations outlined in the staff memorandum dated June 4, 2018 with the following changes:

1. Direct the Administration to bring forward a progress report to the City Council in the fall of 2018 that provides an update on the existing Council Policy Priorities.
2. Clarify that Council prioritization recommendations submitted through the City Council Policy Nomination Form will not require approval from the Rules and Open Government Committee.
3. Create an evaluation process to appraise the effectiveness of the modified Council Policy Prioritization Process within a year of implementation.

## Analysis

San Jose is the tenth largest city in the nation with a population of over one million people. It is certain that we will have numerous and competing policy priorities in any given year. Creating a process that will allow the City Council and staff to effectively prioritize issues and concerns is imperative to streamlining solutions to our most pressing problems.

I commend the City Manager's Office for taking on the challenge to improve our Council Policy Prioritization Process. The recommendations put forth by staff are logical steps that can be implemented easily and quickly.

In this memorandum I suggest three modifications to the proposed process. First, I recommend that the Administration bring forward a progress report to the City Council in the fall of 2018 instead of January 2019. This year the prioritization process did not take place as usual in the late winter or early spring. Therefore, Council must reevaluate the items on the current list sooner rather than later. Evaluating items currently on the Priority List is necessary to determine which new items should be added in February during the prioritization meeting. Evaluating items in the final quarter of the calendar year will allow us more time to strategically plan for new items in

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the coming year. Additionally, it is essential to have a progress report on these items prior to the mid-year so that resources can be allocated accordingly.

Second, recommendations for priority setting should not require approval from the Rules and Open Government Committee. The Committee has complete discretion over which items proceed to full Council discussion. If we want priority setting to function as an avenue for bringing forth new and innovative ideas, items should not require approval from the Rules and Open Government Committee to be included in the City Manager's single memo that includes all nominations.

Lastly, as we have learned from the current priority setting process, there is always room for improvement. Building in a mechanism to evaluate a newly adopted Council Policy Prioritization Process for efficiency and effectiveness is necessary to identify and address unforeseen problems in our new system.