Council Policy Prioritization: Early Consideration Response Form

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Department _____	ROGC, Council, Other Date _____ Item
Department Rep. Name/Ext. _____	Council Member Sponsorship _____
Policy/Ord. Subject _____	_____

Staff Recommendation

☐ GREEN   The Administration can implement this Nominated Idea under its current workplan **-- please see next page for explanation on "green" light; insufficient resources**

☐ ALREADY UNDERWAY   ☐ MINIMAL WORK LESS THAN 40 HOURS   ☐ REQUEST FOR INFORMATION

☐ YELLOW   The Administration recommends Council send this Nominated Idea to the Priority Setting Process (See Complexity Level Below)

☐ RED   The Administration recommends Council not adopt this Nominated Idea

☐ NEEDS CLARIFICATION OR MORE TIME TO EVALUATE

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   Total Score = _____

c. High Complexity is a sum of 10 or greater.

		Low Complexity		Medium Complexity		High Complexity	
Scoring Criterion	**Estimated Duration**	6 - 9 months	☐ =1	9 - 18 months	☐ =2	More than 18 months	☐=3
	Organizational Complexity	Can Easily be Absorbed into Existing Workplan	☐ =1	Planned Work (Future)	☐ =2	Work Not Currently Proposed	☐=3
	(Internal)	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 Departments	☐ =1	2 Other Department Involved	☐ =2	3 or more Depts Involved	☐=3

DEPT. Required

☐ Airport   ☐ Housing   ☐ CMO   ☐ OED   ☐ PRNS   ☐ PD   ☐ PBCE   **also need coordination with/Retirement Services**

☐ CA   ☐ ES   ☐ DOT   ☐ LIB.   ☐ PW   ☐ FD   ☐ EM

Analysis

Explain the rationale for Staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant workplan changes, etc). Please address the following as well.

GREEN LIGHT: The Administration can implement this Nominated Idea under its current workplan. Item should be sent to Council to add to Department workplan. Explain how the Idea will be approached.

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].

For questions, please contact Gloria Schmanek, City Manager's Office at (408) 535-8104.