



Office of the City Manager

March 25, 2016

TO: Honorable Mayor and Members of the City Council

FROM: *Dee* Dee Williams-Ridley, City Manager

RE: Process for City Council Referral Prioritization

At its March 8, 2016, meeting, City Council adopted a system of Reweighted Range Voting (RRV) to prioritize City Council referrals to staff. The RRV system enables City Council to provide direction to staff on which referrals are highest priority and should be completed first.

Under the new referral prioritization system, the following steps will occur:

- Staff will schedule an annual meeting for City Council to review and approve its prioritization of adopted referrals;
- “New” referrals adopted in between annual referral prioritization sessions will go into a holding position until they are prioritized at the next annual prioritization session, unless Council designates the referral as urgent to protect life safety or to avoid losing time-sensitive funding, or unless staff designates the referral as “short-term,” meaning that it can be addressed within approximately three months;
- To assist Council to prioritize referrals, staff will provide City Council with a basic analysis of each referral based on estimated staff time, cost, and benefit of the referred work;
- Sponsoring City Councilmembers will have an opportunity to identify any referrals that are no longer needed and that should therefore be removed from the referral prioritization process;
- Once the Berkeley Strategic Plan is completed, all referrals should have a nexus to the Strategic Plan.

Attached with this memo is an Excel spreadsheet designed to assist each City Councilmember to prioritize adopted referrals along with directions for next steps. The spreadsheet includes 88 adopted, yet-to-be completed referrals.

**Please review the attached directions and spreadsheet and return your completed responses to the City Clerk by Friday, April 8, 2016.** Please contact Mark Numainville, City Clerk, if you have any questions or need any additional assistance.

cc: Gil Dong, Interim Deputy City Manager  
Ann-Marie Hogan, City Auditor  
Zach Cowan, City Attorney  
Mark Numainville, City Clerk  
Matthai Chakko, Public Information Officer  
Timothy Burroughs, Assistant to the City Manager

## Directions and Next Steps for Reweighted Range Voting Process

The attached Excel spreadsheet is designed to assist each City Councilmember to prioritize adopted referrals. The spreadsheet includes all referrals adopted by City Council from January 17, 2012 – March 15, 2016 that have not yet been completed by staff. Any referral that was already completed by staff or that will be completed within the next approximately three months is not listed in the spreadsheet, because complete or near-complete referrals do not need to be included in the RRV prioritization process.

The spreadsheet includes a basic staff analysis of each adopted referral based on the following criteria:

- **Staff time required** to complete the referred project;
- **Cost required** to complete the referred project, including cost of staff time;
- **Benefit** of the referred project, including potential cost savings and how broadly the benefit would be experienced across the community.

For each referral, staff gave the criteria a value of 1 – 5 (note that for “staff time” and “cost,” 1 is low and 5 is high, whereas for “benefit,” 1 is high and 5 is low. Thus, the lowest possible score would be 3, which would be referral that can be completed with the least staff time and cost and highest benefit). The analysis is qualitative and based on the knowledge and experience of senior staff. The analysis may be a helpful reference as Council goes through the process of prioritizing the adopted referrals.

### **Directions for completing the attached spreadsheet**

In order to advance the RRV prioritization process, please take the following steps:

- Save the Excel file by your district number, e.g., “Referral Prioritization\_District 1”.
- Click on the tab at the bottom of the file that corresponds to your district number. This is the only tab in the file that you are being asked to update/edit.
- Rate each referral by placing a number from 0 (low priority) – 5 (high priority) in the “RRV Rating” column (see column O). Note: If a Councilmember does not rate a referral, the default score will be zero. The City Clerk will enter the ratings you provide into the RRV system, along with the ratings of the other Councilmembers.
- Please DO NOT change the order of the referrals in the spreadsheet, as this will make it impossible for staff to transfer your ratings to the RRV system.
- Sponsoring Councilmembers can mark an “X” in the last column (column P) for any referrals that they sponsored by that are no longer needed and should be removed from the prioritization process. At the annual Council prioritization session, the full Council will have an opportunity to vote to remove or not remove the referrals that were marked with an “X” by sponsoring Councilmembers.

Once you have entered your ratings for each referral and marked an “X” for any referrals that you sponsored but that you feel are no longer needed and should be removed from the prioritization process, save the file and email it to Mark Numainville, City Clerk. **Please return your completed file to the City Clerk by Friday, April 8, 2016.**

Please remember to comply with the Brown Act when filling out your spreadsheet, just as you do in considering any other item of business that comes before the Council.

The City Clerk is available if you need assistance in completing the exercise.

**Next steps after the City Clerk receives ratings from Councilmembers**

Once the City Clerk receives scores from each Councilmember, the City Clerk's office will enter all scores into the RRV system so that they can be prioritized using the proportional representation calculation that RRV provides. At the annual Council prioritization session, the City Clerk will provide a report that includes all ratings provided by each Councilmember, a list of all referrals that were marked by sponsoring Councilmember as being no longer needed, and the initial results of the RRV system based on the ratings provided by Councilmembers. At that session, Councilmembers will have an opportunity to review and vote on any referrals that were identified as being no longer needed, and to review and vote on the outcomes of the RRV system.