

City of San José, California

COUNCIL POLICY

TITLE SUGGESTIONS FOR NEW OR INCREASED REVENUE SOURCES	PAGE 1 of 2	POLICY NUMBER 0-2
EFFECTIVE DATE August 31, 1970	REVISED DATE September 5, 1989	
APPROVED BY COUNCIL ACTION August 31, 1970; April 21, 1981, Item 12A; September 5, 1989, Item 9c		

BACKGROUND

At various times, the Suggestion Award Commission receives suggestions from employees about new sources of revenue or increases in existing licenses, fees, or taxes. In considering these and all other types of suggestions, the Commission operates in accordance with the statement of policy of the Suggestion Award system, dated February 3, 1965. This policy states that

"The purpose is to provide recognition to City employees for submission of original and constructive suggestions for the improvement of the City's operations. Such recognition shall take the form of both monetary and non-monetary awards. Examples of suggestions which may qualify for awards are those which will eliminate duplication, waste, or safety hazards; reduce costs or accidents; improve service, communications, methods or equipment; or save time, manpower, money, materials or space."

Based on this policy, the Suggestion Award Commission has reviewed revenue-related suggestions according to the following criteria, formalized as the current Council Policy 0-2:

- (1) The suggestion was considered ineligible for award if it involved a revenue source that is periodically reviewed by the Administration or Council (whether a new revenue source or an increase in an existing source);
- (2) The suggestion was considered eligible for award:
 - (a) if it would establish a new revenue source that is not periodically reviewed by the Administration or Council; or
 - (b) if, while involving a revenue source that is periodically reviewed by the Administration or Council, the suggestion would improve City operations as set out in the 1965 policy statement.

The Suggestion Award Commission has received revenue-related suggestions that it feels are deserving of monetary award, but are ineligible for such under the current Council Policy. The Commission feels that these suggestions are indicative of the kind of initiative and innovation that is encouraged by the Employee Suggestion Program. The current Council Policy restricts the Commission's ability to use its discretion in determining appropriate monetary awards for revenue-related suggestions. In addition, the current Council Policy is difficult to interpret, and has caused some misunderstanding about its intent.

PURPOSE

To establish City policy concerning employee suggestions, received by the Suggestion Award Commission, for various methods of increasing current revenues or establishing new sources of revenue.

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POLICY

It is City Council policy that all employee suggestions for additional revenue, based solely on increasing existing revenue sources, be submitted to the Administration for evaluation; and, if recommended, be submitted to the City Council. No monetary award is to be granted for suggestions which would only increase existing revenue sources.

Suggestions which would establish new revenue sources may be considered by the Suggestion Award Commission for monetary awards based on the savings or increase in revenue.

All fees for permits, licenses, and services, where practical, should be sufficient to recover the City's costs, both direct and indirect, in supplying all the necessary investigative, enforcement, and issuing services.