

Decision Quality Rubric – City Council / Board Action

Decision / Agenda Item: _____

Date: _____ Evaluator(s): _____

1. Problem Clarity

- The problem or decision question was clearly defined. Yes No
- Goals or success criteria were identified. Yes No
- The decision aligns with adopted policies or priorities. Yes No

Notes / Evidence:

2. Information Quality

- Information addressed the actual decision question. Yes No
- Key facts, impacts, and tradeoffs were included. Yes No
- Sources were credible and transparent. Yes No
- Materials were provided with enough time for review. Yes No

Notes / Evidence:

3. Alternatives and Tradeoffs

- Multiple viable options (including status quo) were considered. Yes No
- Benefits, costs, and risks across options were compared. Yes No
- Reasons for rejecting other options were documented. Yes No

Notes / Evidence:

4. Reasoning and Analysis

- Assumptions were explicit and reasonable. Yes No
- Uncertainty and risks were acknowledged. Yes No
- The rationale for the final decision was clearly stated. Yes No

Notes / Evidence:

5. Procedural Quality

- Decision-makers asked substantive questions. Yes No
- Diverse perspectives were allowed and considered. Yes No
- Conflicts of interest were disclosed and managed. Yes No
- The process followed established procedures. Yes No

Notes / Evidence:

6. Community Representation

- Impacted stakeholders were consulted or informed. Yes No
- Equity and fairness impacts were considered. Yes No
- Public explanation would be understandable to a typical resident. Yes No

Notes / Evidence:

7. Documentation and Transparency

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|--|-----|----|
| • Key documents and data are retained and accessible. | Yes | No |
| • Meeting minutes/memos record the reasoning. | Yes | No |
| • An outside observer could reconstruct the decision path. | Yes | No |

Notes / Evidence:

Overall Assessment

Check one overall assessment:

- Strong decision – well-supported and transparent
Adequate decision – some gaps but generally reasonable
Weak decision – major gaps in process or information
Unable to assess – insufficient documentation

Signature:

Date: