

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

- | | | |
|--|-----|----|
| • 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: