



# Early Consideration Response Form

Department Housing Rules Date 9-6-23 Item C1  
 Department Rep. Name/Ext. Rosalynn Hughey Councilmember Sponsorship Mahan, Jimenez, and Batra  
 Policy/Ordinance Subject Safe Parking Program Requirements

### Staff Recommendation

<input type="checkbox"/> GREEN Adopt based on tradeoffs outlined on next page	<input type="checkbox"/> YELLOW Refer to Priority Setting or to Budget Process	<input type="checkbox"/> RED Recommend Council not adopt nominated idea	<input checked="" type="checkbox"/> NEEDS CLARIFICATION OR MORE TIME TO EVALUATE
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### Staff Evaluation

Is this already underway in a department work plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this time critical or an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this require substantial resources, staffing, budget, or strategic support? <input type="checkbox"/> Yes <input type="checkbox"/> No
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### Criterion to Determine Scale of Project Complexity

Project complexity is determined by scoring the project in each of the 3 criteria 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 = 0

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

		Low Complexity	Medium Complexity	High Complexity
	Scoring Criterion	Estimated Duration	6 – 9 months <input type="checkbox"/> = 1	9 - 18 months <input type="checkbox"/> = 2
(Internal)		Organizational Complexity Can easily be absorbed into existing work plan <input type="checkbox"/> = 1	Planned work (future) <input type="checkbox"/> = 2	Work not currently proposed <input type="checkbox"/> = 3
		Have staff with required skillset/knowledge <input type="checkbox"/> = 1	Have staff with required skillset/ requires moderate research <input type="checkbox"/> = 2	Do not have staff with required skillset/requires significant research <input type="checkbox"/> = 3
		Less than or equal 2 staff required <input type="checkbox"/> = 1	3 - 4 staff required <input type="checkbox"/> = 2	More than 5 staff required <input type="checkbox"/> = 3
(External)		1 Additional department; no community outreach required <input type="checkbox"/> = 1	2 Other departments Involved; some community outreach required <input type="checkbox"/> = 2	3 or more departments and/or external partners involved; significant community outreach required <input type="checkbox"/> = 3

DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input type="checkbox"/> CMO	<input type="checkbox"/> OEDCA	<input type="checkbox"/> ESD	<input type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input type="checkbox"/> PRNS	<input type="checkbox"/> Police	<input type="checkbox"/> Retirement
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input type="checkbox"/> CMO – Budget	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT

CMO Approval: /s/ Lee Wilcox Date 9/6/2023

**Analysis**

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

GREEN LIGHT: The Administration can implement this nominated idea under its current work plan. Item should be sent to Council to add to department work plan. (1) How will the idea be approached? (2) If adopted, what is its impact and/or tradeoff to the City Council Focus Area or to a department work plan, including strategic support? (3) What is the minimum viable scope to move the idea forward and reduce its complexity?

[Staff request more time to evaluate] - The direction in this memorandum impacts the Housing Department's and City Attorney's Office workplans. Due to a long holiday weekend as well as preparation for an upcoming Study Session this week, staff respectfully request one additional week to evaluate the impacts of this proposal.

YELLOW LIGHT: The Administration recommends Council send this nominated idea to the Priority Setting Process or to the Budget Process due to (describe cost implications, workload impacts, or other factors).

RED LIGHT: The Administration recommends Council not to adopt this nominated idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).