



# Council Policy Prioritization: Early Consideration Response Form

Department Public Works  
 Department Rep. Name/Ext. Matt Cano  
 Policy/Ordinance Subject Minor Public Works Procurement Preference

Rules Date 4/6/2022 Item C.1  
 Council Member Sponsorship Vice Mayor Chappie Jones

## Staff Recommendation

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

## Staff Evaluation

Is this aligned with City Roadmap? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this already underway in a Department work plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this time critical or an emergency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will this require substantial resources, staffing, budget, or strategic support? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	--	---	---

## 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 = 6  
 c. High Complexity is a sum of 10 or greater.

Scoring Criterion	Low Complexity	Medium Complexity	High Complexity
	Estimated Duration	6 – 9 months <input checked="" type="checkbox"/> = 1	9 - 18 months <input type="checkbox"/> = 2
(Internal)	Organizational Complexity Can Easily be Absorbed into Existing Work Plan <input checked="" 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 checked="" 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 checked="" type="checkbox"/> = 1	3 - 4 staff required <input type="checkbox"/> = 2	More than 5 staff required <input type="checkbox"/> = 3
(External)	1 Additional Department <input type="checkbox"/> = 1	2 Other Departments Involved <input checked="" type="checkbox"/> = 2	3 or more Departments Involved <input type="checkbox"/> = 3

DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input type="checkbox"/> CMO	<input type="checkbox"/> CMO – Communications	<input type="checkbox"/> OED/CA	<input checked="" 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 checked="" type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input type="checkbox"/> CMO – Budget	<input type="checkbox"/> CMO –	<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 checked="" type="checkbox"/> PW	<input checked="" type="checkbox"/> DOT

CMO Approval: /s/ Lee Wilcox Date 4/6/2022

**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 Roadmap 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?

Following the voters approving Measure S in 2018, the Department of Public Works implemented a preference for Minor Public Works procurement projects of 2.5% for local businesses and an additional 2.5% for businesses that are both small and local, for a potential of 5% total preference. These preferences are already embedded into forms that project managers use to evaluate bid results for Minor Public Works projects. If the preference is increased to 5% and 5% respectively for a total of 10%, there will be a one-time change needed on the forms as well as an educational email to project managers to inform them of the change. As the preference is already embedded into the staff work flow, this one-time change to the forms and email blast will be a minimal work effort. If there is a future desire to extend the preferences to major public works projects (over \$650K in value) then additional policy evaluation will be necessary.

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

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