



Council Policy Prioritization: Early Consideration Response Form

Department City Managers Office
 Department Rep. Name/Ext. Dolan Beckel
 Policy/Ordinance Subject Additional eligible Booster Mandate and update to City Facilities Ordinance

Rules Date January 5, 2022 Item G.4
 Council Member Sponsorship Mayor Liccardo (Booster Mandate)

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?			Is this already underway in a Department work plan?			Is this time critical or an emergency?			Will this require substantial resources, staffing, budget, or strategic support?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input checked="" type="checkbox"/> Yes <input 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 = 7 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			More than 18 months <input type="checkbox"/> = 3		
	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		
	(Internal)			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 type="checkbox"/> = 1			3 - 4 staff required <input type="checkbox"/> = 2			More than 5 staff required <input checked="" type="checkbox"/> = 3		
(External)			1 Additional Department <input checked="" type="checkbox"/> = 1			2 Other Departments Involved <input type="checkbox"/> = 2			3 or more Departments Involved <input type="checkbox"/> = 3			
DEPT. Required	<input checked="" type="checkbox"/> Airport	<input checked="" type="checkbox"/> Auditor	<input checked="" type="checkbox"/> CMO	<input checked="" type="checkbox"/> CMO – Communication	<input checked="" type="checkbox"/> OED/CA	<input checked="" type="checkbox"/> ESD	<input checked="" type="checkbox"/> Fire	<input checked="" type="checkbox"/> HR	<input checked="" type="checkbox"/> IT	<input checked="" type="checkbox"/> PRNS	<input checked="" type="checkbox"/> Police	<input checked="" type="checkbox"/> Retirement
	<input checked="" type="checkbox"/> Attorney	<input checked="" type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input checked="" type="checkbox"/> CMO –	<input checked="" type="checkbox"/> Community Energy	<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> IPA	<input checked="" type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input checked="" type="checkbox"/> PW	<input checked="" type="checkbox"/> DOT

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?

Booster Mandate Memo Item

Memo Item #1

- The administration can continue employee communications on vaccinations, additional doses, and boosters within existing work plan
- The administration can engage bargaining and other groups within the existing work plan to discuss booster mandate and City Facility Vaccination Ordinance updates within existing work plan and will bring this forward for discussion with the City Council in closed session on January 11.

(Continued on page 3)

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.).

Analysis (Continued)

GREEN LIGHT:

Memo Item #2

- The Administration can implement ordinance changes within existing work plan.
- Moderate effort will be required to process employee vaccination updates across every department and will require short term shifts from other priorities but can be accommodated within existing work plan.
- While every City facility operator will need to be engaged, the actual complexity is expected to be low.
- ITD has evaluated various vaccination technologies. There is no City budget or staffing to support evaluation, procurement, and installation of vaccination technologies for the City Operators. This is not a FEMA reimbursable item for the City.