

Early Consideration Response Form

Department Planning, Building and Code Enforcement Rules Date 11/8/2023 Item C.1
 Department Rep. Name/Ext. Chris Burton/x5-7911 Councilmember Sponsorship Jimenez and Davis
 Policy/Ordinance Subject Development Services

Staff Recommendation

☒ **GREEN** Adopt based on tradeoffs outlined on next page ☐ **YELLOW** Refer to Priority Setting or to Budget Process ☐ **RED** Recommend Council not adopt nominated idea ☐ **NEEDS CLARIFICATION OR MORE TIME TO EVALUATE**

Staff Evaluation

Is this already underway in a department work plan? ☒ Yes ☐ No Is this time critical or an emergency? ☐ Yes ☒ No Will this require substantial resources, staffing, budget, or strategic support? ☐ Yes ☒ 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 type="checkbox"/> = 1		9 - 18 months <input checked="" type="checkbox"/> = 2		More than 18 months <input type="checkbox"/> = 3				
	(Internal)		Organizational Complexity Can easily be absorbed into existing work plan <input type="checkbox"/> = 1		Planned work (future) <input checked="" 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; no community outreach required <input checked="" 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 checked="" type="checkbox"/> OEDCA	<input type="checkbox"/> ESD	<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input checked="" 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 checked="" type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input checked="" type="checkbox"/> PW	<input checked="" type="checkbox"/> DOT

CMO Approval: /s/ Lee Wilcox Date 11/6/23

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?
The nominated ideas align with the long term goals of the Department to improve process and service to customers. Most of the ideas can be implemented with existing staff with only nominal impact to existing programs by re-prioritizing department management from addressing daily service issues to focusing on the bigger picture of the entire process.
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.).

