



Council Policy Prioritization: Early Consideration Response Form

Department PBCE

Department Rep. Name/Ext. Rachel Roberts X57719

Policy/Ord. Subject Flavored Tobacco and E-Cigarettes

Ordinance

Rules Date 9-18-19 Item G3

Council Member Sponsorship Councilmember Carrasco

Staff Recommendation

- ☒ **GREEN** The Administration can implement this Nominated Idea under its current workplan
- ☐ **ALREADY UNDERWAY** ☐ **MINIMAL WORK LESS THAN 40 HOURS** ☐ **REQUEST FOR INFORMATION**
- ☒ **YELLOW** The Administration recommends Council send this Nominated Idea to the Priority Setting Process (See Complexity Level Below)
- ☐ **RED** The Administration recommends Council not adopt this Nominated Idea
- ☐ **NEEDS CLARIFICATION OR MORE TIME TO EVALUATE**

Criterion to Determine Scale of Project Complexity

Project complexity is determined by scoring the project in each of the 3 criterions 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
- c. High Complexity is a sum of 10 or greater.

Total Score = 9

DEPT. Required	Scoring Criterion	Low Complexity		Medium Complexity		High Complexity	
		Description	Score	Description	Score	Description	Score
☐ Airport ☐ Housing ☐ CMO ☒ CA ☐ ES ☐ DOT ☐ OED ☐ PRNS ☐ PD ☐ LIB. ☐ PW ☐ FD ☒ PBCE ☐ EM	Estimated Duration	6 - 9 months	☒ =1	9 - 18 months	☐ =2	More than 18 months	☐ =3
	Organizational Complexity	Can Easily be Absorbed into Existing Workplan	☐ =1	Planned Work (Future)	☐ =2	Work Not Currently Proposed	☒ =3
	(Internal)	Have staff with required skillset/ knowledge	☐ =1	Have staff with required skillset/ requires moderate research	☒ =2	Do not have staff with required skillset/ requires significant research	☐ =3
		Less than or equal 2 Staff required	☐ =1	3 - 4 Staff required	☒ =2	More than 5 Staff required	☐ =3
	(External)	1 Additional Departments	☒ =1	2 Other Department Involved	☐ =2	3 or more Depts Involved	☐ =3

Analysis

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

GREEN LIGHT: The Administration can implement this Nominated Idea under its current workplan. Item should be sent to Council to add to Department workplan. Explain how the Idea will be approached.

Recommendation 4: Staff will bring forward a policy position consistent with recommendation 4 as part of the City's 2020 Legislative Program, which will come to council on October 8, 2019.

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].

Recommendations 1-3: The proposed recommendations are not currently part of the PBCE work plan. Implementation of the proposed recommendations would require a moderate amount of research, outreach, ordinance work, and program and process changes, as well as a staffing needs assessment to ensure adequate resources are in place to support and administer the expanded program. Work regarding competing priorities, such as the Tow Audit (new Service Model/RFP) and Council Priority #23, Smoke-Free Housing, are also added challenges to implementation. Thus, staff recommends this item is nominated for priority setting.

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].