

Early Consideration Response Form

Department PBCE Rules Date 11/1/23 Item C.1
 Department Rep. Name/Ext. Chris Burton (Lead)/Others Councilmember Sponsorship Councilmembers 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?	Is this time critical or an emergency?	Will this require substantial resources, staffing, budget, or strategic support?
☐ Yes ☐ No	☐ Yes ☐ No	☐ 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.	Total Score = 9
b. Medium Complexity is a sum of 7 – 9.	
c. High Complexity is a sum of 10 or greater.	

Scoring Criterion			Low Complexity		Medium Complexity				High Complexity		
	Estimated Duration		6 – 9 months ☒ = 1		9 - 18 months ☐ = 2				More than 18 months ☐ = 3		
	Organizational Complexity (Internal)		Can easily be absorbed into existing work plan ☒ = 1		Planned work (future) ☒ = 2				Work not currently proposed ☐ = 3		
			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 department; no community outreach required ☐ = 1		2 Other departments Involved; some community outreach required ☐ = 2				3 or more departments and/or external partners involved; significant community outreach required ☒ = 3		
DEPT. Required	☐ Airport	☐ Auditor	☒ CMO	☐ OEDCA	☐ ESD	☒ Fire	☐ HR	☐ IT	☒ PRNS	☐ Police	☐ Retirement
	☒ Attorney	☐ Clerk	☐ CMO – Budget	☐ Community Energy	☐ Finance	☒ Housing	☐ IPA	☐ Library	☒ PBCE	☒ PW	☐ DOT

CMO Approval: /s/ Lee Wilcox Date 10/31/23

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?
Staff requests additional time -- The details in this memorandum are generally consistent with the work plan and audit responses for the Planning, Building and Code Enforcement Department. Additional time is required to coordinate with Fire, PRNS, Housing, Public Works, and Information Technology Departments and the City Attorney's Office on work timing and priorities. Combined with urgent work with the State Department of Housing and Community Development as well as helping deliver the October 26 Study Session, staff respectfully requests one additional week and to submit the ECF for the November 8 Rules and Open Government Committee and Committee of the Whole meeting.
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.).