



# Early Consideration Response Form

Department PBCE  
 Department Rep. Name/Ext. Chris Burton (Lead)/Others  
 Policy/Ordinance Subject Development Services

Rules Date 11/1/23 Item C.1  
 Councilmember Sponsorship Councilmembers Jimenez and Davis

### Staff Recommendation

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

### Staff Evaluation

Is this already underway in a department work plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this time critical or an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this require substantial resources, staffing, budget, or strategic support? <input 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 = 9  
 c. High Complexity is a sum of 10 or greater.

		Low Complexity	Medium Complexity	High Complexity
	Scoring Criterion	Estimated Duration	6 – 9 months <input checked="" type="checkbox"/> = 1	9 - 18 months <input type="checkbox"/> = 2
Organizational Complexity (Internal)		Can easily be absorbed into existing work plan <input checked="" 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 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 checked="" type="checkbox"/> = 3

DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> CMO	<input 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 checked="" 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 type="checkbox"/> 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.).