

# Council Policy Prioritization: Early Consideration Response Form

Department	PBCE/OED/Budget/CMO-API + Comms	Rules Date	12/1/21	Item	G.2
Department Rep. Name/Ext.	Chris Burton, Nanci Klein, Jim Shannon	Council Member Sponsorship	Perez, Davis, Esparza		
Policy/Ordinance Subject					

Staff Recommendation														
<input type="checkbox"/> <b>GREEN</b> Adopt based on tradeoffs outlined on next page				<input type="checkbox"/> <b>YELLOW</b> Send to Priority Setting Process				<input type="checkbox"/> <b>RED</b> Recommend Council not adopt nominated idea				<input checked="" type="checkbox"/> <b>NEEDS CLARIFICATION OR MORE TIME TO EVALUATE</b>		
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 type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No				<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.														
<div style="display: flex; justify-content: space-between;"> <div> <p>a. Low Complexity is a sum of 6 or less.</p> <p>b. Medium Complexity is a sum of 7 – 9.</p> <p>c. High Complexity is a sum of 10 or greater.</p> </div> <div>Total Score =</div> </div>														
Scoring Criterion			<b>Low Complexity</b>				<b>Medium Complexity</b>				<b>High Complexity</b>			
	Estimated Duration		6 – 9 months <input type="checkbox"/> = 1				9 - 18 months <input type="checkbox"/> = 2				More than 18 months <input type="checkbox"/> = 3			
	Organizational Complexity (Internal)		Can Easily be Absorbed into Existing Work Plan <input type="checkbox"/> = 1				Planned Work (Future) <input type="checkbox"/> = 2				Work Not Currently Proposed <input type="checkbox"/> = 3			
			Have staff with required skillset/knowledge <input 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 type="checkbox"/> = 3			
(External)		1 Additional Department <input type="checkbox"/> = 1				2 Other Departments Involved <input type="checkbox"/> = 2				3 or more Departments Involved <input type="checkbox"/> = 3				
DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input type="checkbox"/> CMO	<input checked="" type="checkbox"/> CMO – Communication	<input checked="" type="checkbox"/> OED/CA	<input type="checkbox"/> ESD	<input type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input type="checkbox"/> PRNS	<input type="checkbox"/> Police	<input type="checkbox"/> Retirement		
	<input checked="" type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input checked="" type="checkbox"/> CMO – API (IGR)	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT		

<b>Analysis</b>
<b>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.</b>
<p>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?</p> <p>The recommendations in this memo require coordination across a number of departments. The Administration respectfully requests an additional week for further evaluation.</p>
<p>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).</p>
<p>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.).</p>