

Council Policy Prioritization: Early Consideration Response Form

Department PBCE, OED, CMO- API
 Department Rep. Name/Ext. Chris Burton, Nanci Klein, Sarah Zarate
 Policy/Ordinance Subject ADA

Rules Date 12/8/21 Item G.2
 Council Member Sponsorship CM Peralez, CM Davis, CM Esparza

Staff Recommendation													
<input checked="" type="checkbox"/> GREEN Adopt based on tradeoffs outlined on next page				<input checked="" type="checkbox"/> YELLOW Send to Priority Setting Process				<input type="checkbox"/> RED Recommend Council not adopt nominated idea				<input type="checkbox"/> NEEDS CLARIFICATION OR MORE TIME TO EVALUATE	
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 checked="" type="checkbox"/> No				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No				<input checked="" 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 = 10 c. High Complexity is a sum of 10 or greater.													
Scoring Criterion			Low Complexity				Medium Complexity				High Complexity		
	Estimated Duration		6 – 9 months <input checked="" 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 checked="" type="checkbox"/> = 1				Planned Work (Future) <input type="checkbox"/> = 2				Work Not Currently Proposed <input checked="" 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 type="checkbox"/> = 1				3 - 4 staff required <input checked="" 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 checked="" type="checkbox"/> = 3			
DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input checked="" 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	<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	

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 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?
Item #1 - There is an existing grant program in place that could be modified to allocate \$1,000 specifically and solely for CASp inspections. However, this modification would be contingent upon CAO confirmation that this is proper use of the funding source.
Item #3 - The City Manager's Office of Administration, Policy, and Intergovernmental Relations will complete an information memorandum summarizing state and federal bills seeking to update legislation related to ADA compliance.
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).
Item #2 - Additional resources will be needed to promote and market a new program. This capacity currently does not exist in the OED Business Development Team workplan. 2a would be one of the tactics that would be included in the marketing and communications strategy for the new program. Depending on the nature and scope of a new program, additional communications tactics may be appropriate and would be dependent on the availability of additional resources.
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.).