Council Policy Prioritization: Early Consideration Response Form

Department	CMO - OER	Rules Date	12/7/22	Item C.8
Department Rep. Name/Ext.	Jennifer Schembri / x58154	Council Member Sponsorship	Arenas	
Policy/Ordinance Subject	Paid Family Leave			

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 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?
☑ Yes ☐ No	☑ 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 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 = 6

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 ☑= 1	2 Other Departments Involved ☐= 2	3 or more Departments Involved ☐= 3

DEPT. Required												
☐ Airport	☐ Auditor	☐ CMO	☐ CMO – Communications	☐ OED/CA	☐ ESD	☐ Fire	☒ HR	☐ IT	☐ PRNS	☐ Police	☐ Retirement
☐ Attorney	☐ Clerk	☒ CMO – Budget	☒ CMO – OER	☐ Community Energy	☐ Finance	☐ Housing	☐ IPA	☐ Library	☐ PBCE	☐ PW	☐ DOT

CMO Approval: /s/ Lee Wilcox Date 12/5/2022

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?
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).
The current Paid Family Leave program is a pilot program negotiated with the unions, which for most will expire June 30, 2023. It is anticipated that this will be a topic of negotiations next year with these unions. Administration will prepare an info memo that addresses the Councilmember's request for information as to utilization of the current Paid Family Leave pilot program and the estimated cost of expanding the program from one week of paid leave to six. However, as changes to this program are subject to the meet and confer process, any discussion about modifying the program should occur in closed session closer to the expiration of the pilot program and in preparation for negotiations with the unions.
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.).

Analysis (Continued)