



# Council Policy Prioritization: Early Consideration Response Form

Department PBCE  
 Department Rep. Name/Ext. Rachel Roberts X57719  
 Policy/Ord. Subject Flavored Tobacco and E-Cigarettes  
Ordinance

Rules Date 9-18-19 Item G3  
 Council Member Sponsorship Councilmember Carrasco

## Staff Recommendation

- GREEN The Administration can implement this Nominated Idea under its current workplan
- ALREADY UNDERWAY  MINIMAL WORK LESS THAN 40 HOURS  REQUEST FOR INFORMATION
- YELLOW The Administration recommends Council send this Nominated Idea to the Priority Setting Process (See Complexity Level Below)
- RED The Administration recommends Council not adopt this Nominated Idea
- NEEDS CLARIFICATION OR MORE TIME TO EVALUATE

## 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
- c. High Complexity is a sum of 10 or greater.

Total Score = 9

Scoring Criterion	Low Complexity		Medium Complexity		High Complexity	
	<b>Estimated Duration</b>	6 - 9 months <input checked="" type="checkbox"/> =1	9 - 18 months <input type="checkbox"/> =2	More than 18 months <input type="checkbox"/> =3		
<b>Organizational Complexity (Internal)</b>	Can Easily be Absorbed into Existing Workplan <input type="checkbox"/> =1	Planned Work (Future) Have staff with required skillset/ requires moderate research <input type="checkbox"/> =2	Work Not Currently Proposed Do not have staff with required skillset/ requires significant research <input checked="" type="checkbox"/> =3			
	Have staff with required skillset/ knowledge <input type="checkbox"/> =1	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		
<b>(External)</b>	1 Additional Departments <input checked="" type="checkbox"/> =1	2 Other Department Involved <input type="checkbox"/> =2	3 or more Depts Involved <input type="checkbox"/> =3			

DEPT. Required

<input type="checkbox"/> Airport	<input type="checkbox"/> Housing	<input type="checkbox"/> CMO	<input type="checkbox"/> OED	<input type="checkbox"/> PRNS	<input type="checkbox"/> PD	<input checked="" type="checkbox"/> PBCE
<input checked="" type="checkbox"/> CA	<input type="checkbox"/> ES	<input type="checkbox"/> DOT	<input type="checkbox"/> LIB.	<input type="checkbox"/> PW	<input type="checkbox"/> FD	<input type="checkbox"/> EM

## Analysis

Explain the rationale for Staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant workplan changes, etc). Please address the following as well.

GREEN LIGHT: The Administration can implement this Nominated Idea under its current workplan. Item should be sent to Council to add to Department workplan. Explain how the Idea will be approached.

**Recommendation 4: Staff will bring forward a policy position consistent with recommendation 4 as part of the City's 2020 Legislative Program, which will come to council on October 8, 2019.**

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].

**Recommendations 1-3: The proposed recommendations are not currently part of the PBCE work plan. Implementation of the proposed recommendations would require a moderate amount of research, outreach, ordinance work, and program and process changes, as well as a staffing needs assessment to ensure adequate resources are in place to support and administer the expanded program. Work regarding competing priorities, such as the Tow Audit (new Service Model/RFP) and Council Priority #23, Smoke-Free Housing, are also added challenges to implementation. Thus, staff recommends this item is nominated for priority setting.**

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].