Council Policy Prioritization: Early Consideration Response Form

Department	Office of Employee Relations/Finance
Department Rep. Name/Ext.	J. Schembri 535-8154/ J.Cooper 57011
Policy/Ord. Subject	Wage Advances and Micro Loans to City Employees

Rules Date **12/9/2020** Item **G3**

Council Member Sponsorship **CM Diep**

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 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 = **12**

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	Can Easily be Absorbed into Existing Workplan	☐ =1	Planned Work (Future)	☐ =2	Work Not Currently Proposed	✔ =3
	(Internal)	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 Departments	☐ =1	2 Other Department Involved	☐ =2	3 or more Depts Involved	✔ =3

DEPT. Required

☐ Airport	☐ Housing	☐ CMO	☐ OED	☐ PRNS	☐ PD	☐ PBCE
☐ CA	☐ ES	☐ DOT	☐ LIB.	☐ PW	☐ FD	☐ EM

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.

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].

This is new work that would create workload impacts in the Office of Employee Relations, Human Resources Department, Finance Department and Information Technology Department. Additional programming modifications to the HR/Payroll system would likely be required increasing complexities and costs. There are already loan opportunities from an employees' 457 plans, including an emergency loan program specifically related to COVID impacts. Depending on the program, this may also be subject to meet and confer with the bargaining units.

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].

For questions, please contact Gloria Schmanek, City Manager's Office at (408) 535-8104.