



Council Policy Prioritization: Early Consideration Response Form

Department Public Works (with Finance)
 Department Rep. Name/Ext. Chris Hickey (Public Works)
 Policy/Ord. Subject _____

Rules Date 12/9/2020 Item G.6
 Council Member Sponsorship Jones & Arenas

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

DEPT. Required	Scoring Criterion	Low Complexity		Medium Complexity		High Complexity	
		Description	Score	Description	Score	Description	Score
<input type="checkbox"/> Airport <input type="checkbox"/> CA <input type="checkbox"/> Housing <input type="checkbox"/> ES <input type="checkbox"/> CMO <input type="checkbox"/> DOT <input checked="" type="checkbox"/> OED <input type="checkbox"/> LIB. <input type="checkbox"/> PRNS <input checked="" type="checkbox"/> PW <input type="checkbox"/> PD <input checked="" type="checkbox"/> FD <input type="checkbox"/> PBCE <input type="checkbox"/> EM	Estimated Duration	6 - 9 months	<input type="checkbox"/> =1	9 - 18 months	<input checked="" type="checkbox"/> =2	More than 18 months	<input type="checkbox"/> =3
	Organizational Complexity (Internal)	Can Easily be Absorbed into Existing Workplan	<input 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 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 checked="" 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 Departments	<input type="checkbox"/> =1	2 Other Department Involved	<input checked="" type="checkbox"/> =2	3 or more Depts Involved	<input type="checkbox"/> =3

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.

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].

Recommendation 1: The administration is supportive of presenting the report from the 11/23 CED committee meeting to the full council on 12/15 or any other date that is suitable for the City Council;

Recommendations 2-4: The administration is supportive of providing a proposal during the upcoming budget process which would outline the options for cost (consultant as well as City staff) and scope for a Disparity Study focused on procurement policies as outlined in the memorandum from Vice Mayor Jones and Councilmember. Additionally, staff is generally supportive of the recommendations from the SBATF and is already working on many of these areas. Staff recommends addressing the capacity to fully implement the recommendations from the Small Business Advisory task force as part of abovementioned Spring 2021 budget proposal.

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].