



Request for Policy Analysis (Council Referrals)

Department PBCE, OEDCA Rules Date 6/17/2026 Item C.1
 Department Rep. Name/Ext. Chris Burton (PBCE), Jen Baker (OEDCA) Councilmember Sponsorship Councilmembers Tordillos, Cohen,
 Policy/Ordinance Subject Vacant Commercial Storefront Activation Ortiz, Mulcahy, Doan

Staff Recommendation														
<input checked="" type="checkbox"/>	GREEN	Adopt based on tradeoffs outlined on next page			<input checked="" type="checkbox"/>	YELLOW	Defer to a later designated date or the annual Budget 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 already underway in a department work plan?				Is this time critical or an emergency?				Will this require substantial resources, staffing, budget, strategic support, or reprioritizing existing work plan?						
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input checked="" 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 = 11 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 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 checked="" type="checkbox"/> = 2	Do not have staff with required skillset/requires significant research	<input type="checkbox"/> = 3							
	(External)	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							
	1 Additional department; no community outreach required	<input type="checkbox"/> = 1	2 Other departments Involved; some community outreach required	<input type="checkbox"/> = 2	3 or more departments and/or external partners involved; significant community outreach required	<input checked="" type="checkbox"/> = 3								
DEPT. Required	<input type="checkbox"/> Airport	<input checked="" type="checkbox"/> Auditor	<input type="checkbox"/> CMO	<input checked="" type="checkbox"/> OEDCA	<input checked="" 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 type="checkbox"/> CMO – Budget	<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 checked="" type="checkbox"/> PW	<input type="checkbox"/> DOT			

CMO Approval: /s/ Lee Wilcox Date 6/11/2026

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 Council Focus Area 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?

Recommendation 2 is recommended as green light by staff and the City Auditor's Office. The City Auditor will include this referral as an audit report for their Fiscal Year 2026-2027 work plan. If significant actions are needed to enhance existing restaurant and small businesses programs within OEDCA and PBCE, a budget proposal(s) will be brought forward as part of the Fiscal Year 2027-2028 budget process, in the context of the City's overall budget outlook and City Council priorities.

YELLOW LIGHT: Administration recommends Council defer this nominated idea to a later designated date or the annual Budget Process due to (describe cost implications, workload impacts, or other factors)

Recommendations 1 and 3 are recommended as yellow light by staff. These are items that require analyses and changes to the Zoning Ordinance and City Council policies and would be a multi-departmental effort across PBCE, Public Works, Environmental Services, and City Attorney's Office that is not currently in departments' work plans.

The Administration recommends City Council defer this nominated idea to the PBCE Citywide Planning Work Plan Reprioritization process which will come to City Council in the first quarter of Fiscal Year 2026-2027, pursuant to the 2026-2027 City Manager's Budget Addendum #24. This review will identify opportunities to create capacity for high-impact work plan items that can be completed in the near term, while also clearly describing the associated tradeoffs, risks, and potential timing impacts to other policy work plan items.

RED LIGHT: The Administration recommends Council not to adopt this nominated idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).

