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TO: Honorable Mayor Lesser and Members of the City Council

FROM:

SUBJECT: Workload Assessment for [INSERT TOPIC HERE]

DATE:

WORKLOAD ASSESSMENT MEMORANDUM

RECOMMENDATION

[Include short recommendation]

BACKGROUND

[Include relevant background on the workload assessment, including date requested, by whom, topic researched, etc.]

ANALYSIS

[Include analysis of report that indicates why this is an appropriate item for the organization to assess, what its affects could be, results from other analyses conducted and other necessary information.]

ISSUES TO CONSIDER

[List all issues to be considered. Include current City policies, financial constraints, contractual obligations, legal costs and others.]

SUBJECT: [Insert topic here]

4/7/2017

WORKLOAD ASSESSMENT

[When conducting workload assessment, list activities required to accomplish requested task or project and include necessary number of staff members and hours, as well as the effect on specific departments and potential consequences.]

Example:

1. Research current practices and assess – 2 staff people x 40 hours = 80 hours
2. Develop a detailed survey instrument to gather precise information and current practices on requirements and implementation details from public entities w/established ordinances – 2 staff people x 50 hours = 100 hours

TRADE-OFFS / WORKLOAD DELAYS

[Include items that would be put on hold or delayed due to the commitment of resources to this item. Please use the hours calculated in the Workload Assessment portion, as well as currently available staff and hours.]

RESOURCE DEMANDS

[Include any additional resources needed.]

ADDITIONAL FISCAL IMPACT

[Include any additional fiscal impact this item might generate, whether savings realized or additional spending required. Mention added staff time, possible legal expenses, resources to be used and where the finances would come from, ie General Fund, dedicated funding, etc.]