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### **REPORT TO HOUSING AND HUMAN SERVICES COMMISSION**

#### **SUBJECT**

Review and Rank 2023 Study Issues

#### **BACKGROUND**

In the 1970's, the City of Sunnyvale developed a process for prioritizing local policy concerns that became known as the "study issues process". A study issue is a topic of concern that may result in a new or revised City policy. The study issues process provides both City Council and City staff with a valuable planning and management tool, by providing a method for identifying, prioritizing and analyzing policy issues in an efficient and effective way. It provides a structured approach for addressing the large number of policy issues that are raised each year.

Council reviews all study issues once a year at the Council Study Issues Workshop. The process allows Council to rank the issues, separating those issues that may have seemed important when they were first raised from the truly critical issues. It also allows the City Manager and department directors to set and schedule the examination of issues so the workload does not interfere with the day to day delivery of City services at levels set by Council.

After a study issue is sponsored by Council, a commission, or staff, staff prepares and submits study issue papers to the city manager for review and approval. The study issue paper describes the topic of concern proposed to be studied, identifies how the issue relates to the General Plan, the origin of the issue, expected public outreach, staff hours, any additional resources required for study, and a staff recommendation regarding whether or not to study the issue. Study issue papers not under the purview of a board or commission are routed directly to Council for the annual Study Issues Public Hearing and Council Study Issues Workshop.

#### *Roles in the Process*

The study issues process includes participation by Councilmembers, City staff, board and commission members, and the public. A brief explanation of each of their roles follows:

- Council - Council's role is to set policy. Regarding the study issues process, policy-related responsibilities include generating (or sponsoring) study issue topics; taking public input; prioritizing or "ranking" issues at the Council Study Issues Workshop in February; and approving target completion dates for each study.
- City staff - City staff manages the annual study issues administrative process; prepares the study issue papers; follows Council ranking of issues, determines how many study issues can be completed based on available operating resources, and proposes target completion dates

for studies able to be completed.

- **Boards and Commissions** - In their advisory capacity to Council, Boards and Commissions generate study issue papers for Council's consideration, and provide a recommended ranking of the issues relevant to their purview. Boards and Commissions also provide a forum for public input and, with majority support, can sponsor issues brought to them by members of the public.
- **Members of the Public** - Members of the public may suggest study issue topics to staff, boards and commissions, or directly to Council. In order for a study issue topic to get to the Council Study Issues Workshop it must be "sponsored" by staff, Council or a board or commission. Members of the public also provide input to Council on the relative importance or priorities of individual studies at the annual Study Issues Public Hearing, which is held a week or two prior to Council's Study Issues Workshop.

## **DISCUSSION**

At the hearing on January 25, 2023, the HHSC will recommend to the City Council whether each study issue within the HHSC's purview (Attachments 2 and 3) should be ranked, deferred, or dropped (or "no recommendation", if so desired). HHSC will then rank the items not recommended for deferral, drop, or no recommendation per the City's ranking policy. The Housing and Human Services Commission's recommendations will be transmitted to the Council as input for decisions on the potential Study Issues.

Although the ranking format used in previous years will be largely followed, in lieu of each Commissioner having an individual ranking sheet to fill out independently staff will call on Commissioners to give their rankings verbally due to the virtual setting of the hearing.

The City Council will rank the study/budget issues at the Council Workshop on Thursday, February 16, 2023.

## **ATTACHMENTS**

1. Board/Commission Process for Ranking Study Issues
2. Study Issue CDD 23-01: Consider Increasing Inclusionary Housing Requirements to 20% in New Residential Development
3. Study Issue CDD 23-03: Review and Potentially Update the Housing In-Lieu Fees for Rental and Ownership Housing