



## Study Issue Form

The Study Issues process is designed to assist City Council with setting priorities for the coming calendar year. Board and commission members have two roles in this process:

1. To advise Council regarding the identification of policy issues to study, within their relevant area of authority;
2. To advise Council on those issues Council has decided to study.

The study issues process should focus on considering a new or revised ordinance, new or expanded service delivery program, changes to existing Council Policy, or amendments to the General Plan. The Study Issues Form is designed to focus board and commissioner members' ideas on potential policy study issues, and provide the opportunity for staff feedback and guidance in a transparent process. *Board members or commissioners may only fill out a form for study issue ideas within their purview.*

---

**Date Submitted to Staff  
Liaison:**

**Board/ Commission:**

**Workplan Year:**

**Submitted by:**

**Study Issue Working  
Title:**

1. What are the key elements of the issue? What precipitated this study?

2. Staff Summary of Scope and/or Comments: [Staff Use Only]

SAMPLE