



Sunnyvale

# Boards and Commissions Study Issues Process

October 1, 2018



# Overview

Study Issues 101

Roles

Process

- Boards and Commissions (B/C)  
Ranking

2018 Study Issues Workplan

# Study Issues 101

---



## Purpose

Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year.

Process also allows staff to balance the work required to thoroughly study an issue with the work required to deliver ongoing City services.

# Study Issues 101

---

## Policy Related Issues

- Proposed Ordinances
- New or expanded service delivery program
- Changes to existing Council Policy
- Amendments to the General Plan

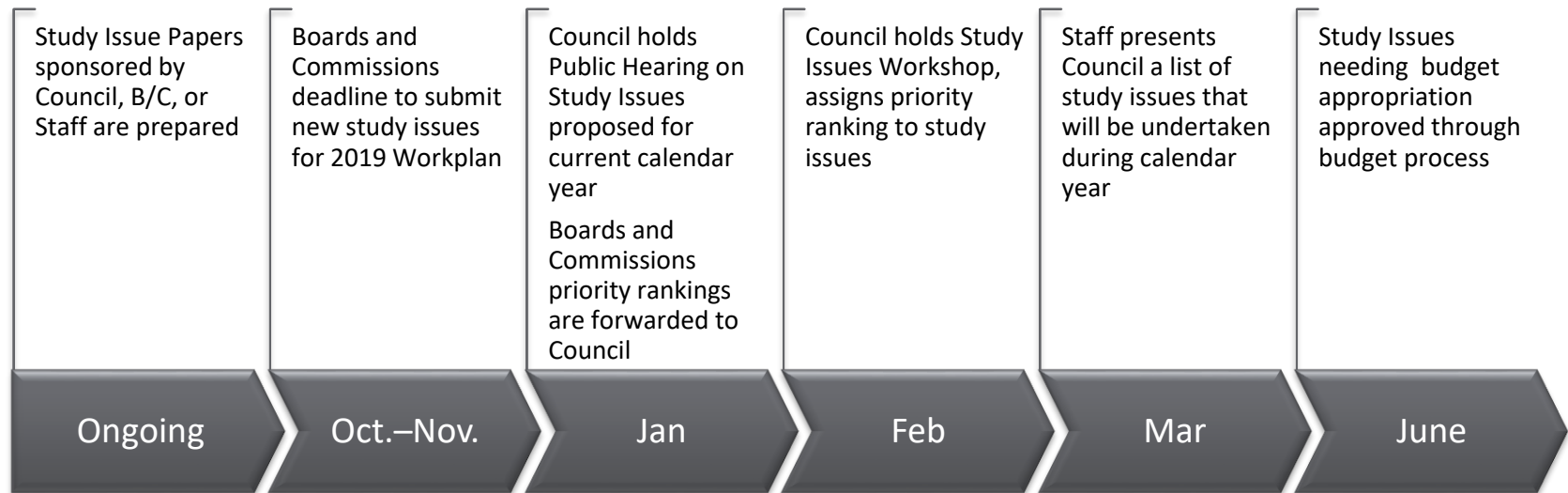
# Roles

---

## Who Can Propose a Study Issue?

- Members of the Public
- Boards and Commissions
- City Staff
- City Council





# Process Timeline

# Process

## Staff Prepares a Study Issue paper

- Concise, written by lead department
- Background on the issue
- Scope of the Study
- Fiscal Impact
- Staff Recommendation



# Process

---

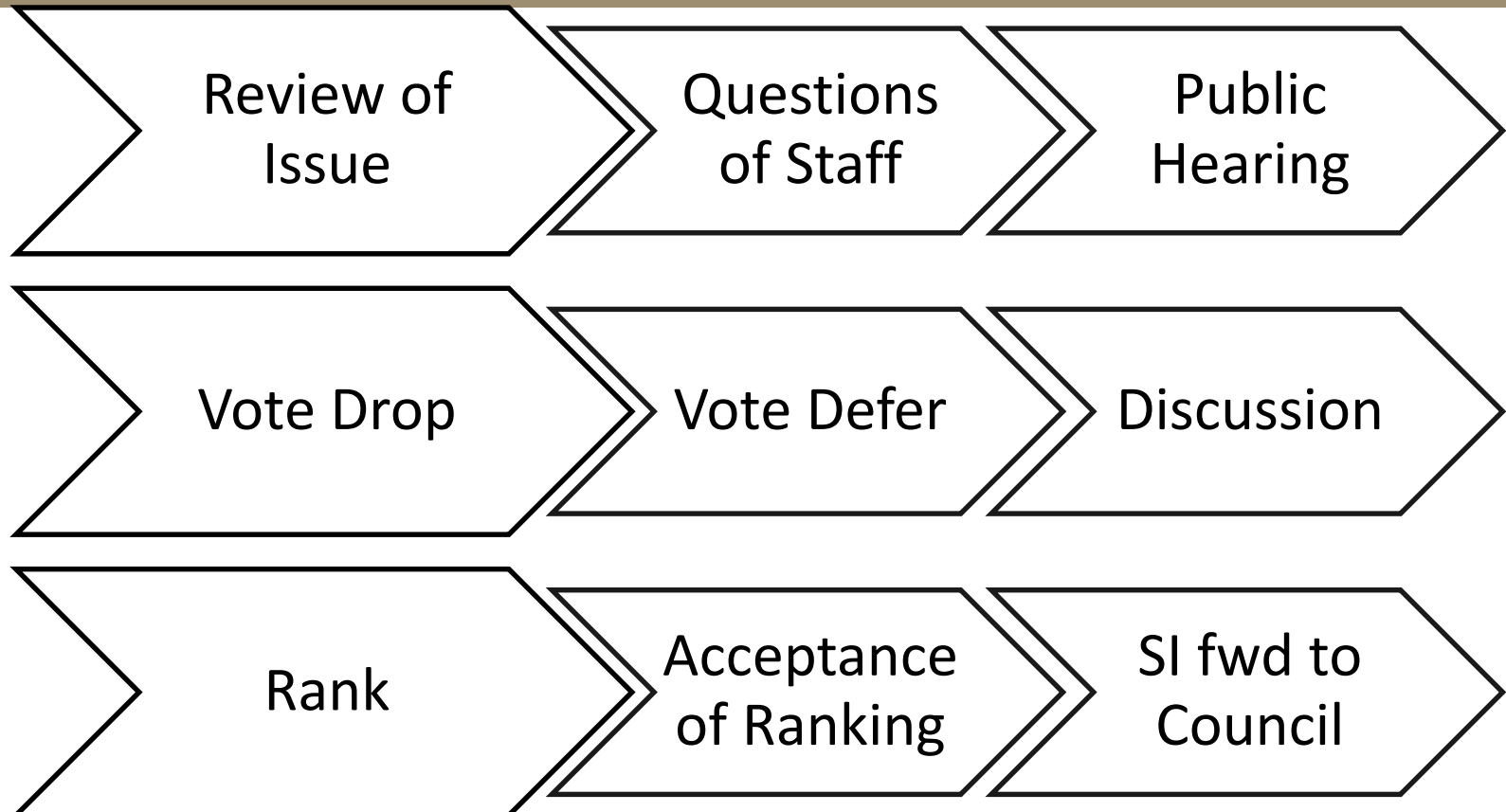
## B/C Ranking Process

- Prior to ranking meeting, all study issues must be approved by the City Manager.
- For consistency, all B/Cs will use the same ranking process as Council for all proposed study issues.
- B/C may only rank study issues that fall within their purview, regardless of who initiated the study issue.



# Process

## B/C Ranking Process



# Study

Staff evaluates its capacity to accomplish study issues and City Manager “Draws the Line”

Staff prepares a schedule for study issues “Above the Line”

Study issues requiring funding are referred to annual budget process



- The approach and steps involved in implementing Council policy direction for a study issue will vary, depending on the subject matter and complexity of the study issue.

# Action

# 2018 Study Issues Workplan

2018 Study Issues Process	
Study Issues Generated	36
Dropped by Council	20
Deferred by Council	3
Study Issues Ranked	13
Study Issues Above the Line	9
Study Issues Underway from Previous Years	10
2018 Study Issues Workplan	19



Sunnyvale

Thank you!

Questions?

