



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Approve 2019 Board and Commission Work Plans

DISCUSSION

The City's Boards and Commissions have developed proposed Work Plans relating to the routine and policy issues they will be acting on within the next 12 months, and have tentatively set their calendar of meeting dates for 2019 (see Attachments 1 through 8).

In the past, these Work Plans were submitted annually for Council approval following the Council Study Issues and Budget Issues Workshop, and later following Council approval of the study issue dates. This process often resulted in delays bringing the Work Plans to the Boards and Commissions for review and approval, and finally to Council for approval, sometimes as late in the year as April and May.

In 2017, to facilitate a more streamlined process and to provide the Boards and Commissions with an approved meeting calendar earlier in the year, the 2018 work plans and meeting calendar was reviewed by the Boards and Commissions in December 2017 or January 2018, and approved by Council on February 6, 2018. This year, the same streamlined process was followed, and most of the Boards and Commissions reviewed and approved their Work Plans by the end of 2018. The proposed 2019 Work Plans (Attachments 1 through 8) list the regularly scheduled Board and Commission meeting dates, routine and special assignments specific to each Board or Commission, and in some instances, carry-over study issues remaining to be heard.

With this revised workflow, new study issues to be ranked by Council on March 7, 2019 and to be scheduled later to be heard by Boards and Commissions will be added to the Board and Commission Work Plans. The updated Work Plans will be provided to Boards and Commissions as an "Information Only" item on their agendas.

EXISTING POLICY

Council Policy 7.2.19 Boards and Commissions, Section 2.I.(I)(a) Work Plans: Each Board and Commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the Board or Commission will be acting on during the year.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact as a result of approving the Work Plans.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Approve the 2019 Work Plans as submitted.

Prepared by: Kathleen Franco Simmons, City Clerk

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENT

1. Arts Commission Work Plan 2019
2. Bicycle and Pedestrian Advisory Commission Work Plan 2019
3. Board of Library Trustees Work Plan 2019
4. Heritage Preservation Commission Work Plan 2019
5. Housing and Human Services Commission Work Plan 2019
6. Parks and Recreation Commission Work Plan 2019
7. Planning Commission Work Plan 2019
8. Sustainability Commission Work Plan 2019