



# City of Sunnyvale

## Agenda Item

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**24-0287**

**Agenda Date: 2/15/2024**

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### **2024 COUNCIL STUDY ISSUE**

#### **NUMBER**

OCM 24-02

**TITLE** Evaluate the City of Sunnyvale Study Issues Process

#### **BACKGROUND**

**Lead Department:** Office of the City Manager

**Support Departments:** N/A

**Sponsor(s):** Councilmembers: Mehlinger, Sell, Srinivasan, Cisneros, Melton, Klein, Din

**History:** 1 year ago: N/A  
2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What precipitated this study?**

The City's study issue process provides a method for identifying, prioritizing, and analyzing policy issues important to the community. It provides a structured approach for addressing the large number of issues that are raised each year, allowing Council to rank the issues, and set priorities within the limits of time and resources. It also allows staff to balance the work required to thoroughly study an issue such as a new program or policy with the work required to continue delivering high quality ongoing City services. According to the current Study Issues Process policy (7.3.26), any substantive policy change (large or relatively small) is subject to the study issues process. Policy related issues include such items as proposed ordinances, new or expanded service delivery programs, changes to existing Council policy, and/or amendments to the General Plan

At the January 25, 2024 Council Strategic Workshop, Councilmember Mehlinger sponsored a study issue related to improving innovation and agility in the City's study issue process.

##### **What are the key elements of the study?**

This Study would evaluate the current Study Issues Process for improved efficiencies.

Additionally, the Study may include:

- Identifying potential changes to the Study Issues Process policy, including changes in sponsorship, selection, deadlines, and ranking method.
- Identifying potential changes in staffing levels to support a defined process.
- Identifying potential system changes to track a Study.
- Identifying strengths and weakness in the current process.
- Developing criteria for a Study, triggers that would determine when a Study is required.
- Identifying alternative processes for when a Study is not required.

**Estimated years to complete study:** 1 year

**FISCAL IMPACT**

**Cost to Conduct Study**

Level of staff effort required (opportunity cost):	Moderate
Funding Required for Non-Budgeted Costs:	\$75,000
Funding Source:	Will seek budget supplement - General Fund

A consultant who specializes in process improvement and design-based innovation would be hired to assist staff in completing the study and facilitate appropriate engagement in the process.

**Cost to Implement Study Results**

Unknown. Study would include assessment of potential costs, including capital and operating, as well as revenue/savings.

**EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION**

Council-Approved Work Plan: No

Council Study Session: Yes

Reviewed by Boards/Commissions: Arts Commission, Bicycle and Pedestrian Advisory Commission, Board of Library Trustees, Heritage Preservation Commission, Housing and Human Services Commission, Human Relations Commission, Parks and Recreation Commission, Planning Commission and Sustainability Commission.

**STAFF RECOMMENDATION**

Support. This policy issue merits discussion at the 2024 Study Issues Workshop.

The Study will assist the City in determining whether the current Study Issues Process is an efficient and effective way for identifying, prioritizing, and analyzing policy issues, and where improvements may be warranted.

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Reviewed by: Sarah Johnson-Rios, Assistant City Manager

Approved by: Kent Steffens, City Manager