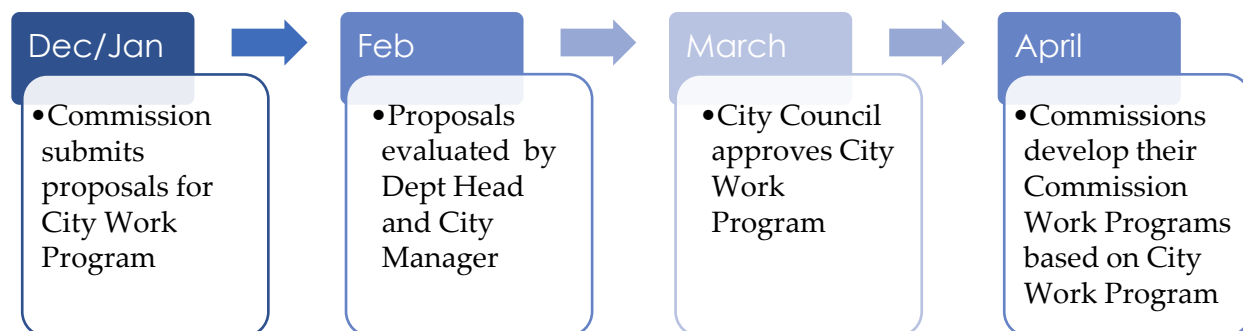


GUIDANCE ON COMMISSION PROPOSALS FOR CITY WORK PROGRAM

Overview of the Process



In the December/January timeframe, each Commission will submit proposed ideas for the City Work Program for the upcoming fiscal year. These proposals will be taken into consideration by Department Heads and the City Manager when developing the proposed City Work Program for Council's consideration. When the proposed City Work Program is brought to Council in March, the proposals submitted by Commissions will be provided as attachments with indications as to which proposals are reflected in the proposed City Work Program. Once the City Work Program is adopted by Council, Commissions will then develop their Commission Work Programs based upon the items relevant to them in the approved City Work Program. Smaller items that do not require staff time or budget may be added to the Commission Work Program at this point in the process. Final Commission Work Programs should be brought for Council's approval as consent items before July. For a flow chart of this process, see the City Work Program Flow Chart.

Guidance on Commission Proposals for the City Work Program

Commission proposals for the City Work Program should be within the purview of the Commission, have timelines of 12 months or less, and identify projects or deliverables the Commission would be interested in addressing over the course of the next fiscal year. When developing proposals, consider constraints related to:

- Staff resources,
- Budget, and
- Demands from routine business of the Commission.

If there are existing City Work Program items that the Commission would like to propose continuing into the upcoming year, the Commission should include these items in their list of proposals. Please identify:

- The Commission's top three proposals to aid in the prioritization process and
- No more than 10 proposals total for submission. There is no minimum number of proposals required. Please note that not all proposals will be included in the proposed City Work Program. When the proposed City Work Program is brought to Council, the proposals submitted by Commissions will be provided as attachments with indications as to which proposals are reflected in the proposed City Work Program.

GUIDANCE ON COMMISSION PROPOSALS FOR CITY WORK PROGRAM

Suggested steps to develop Commission proposals for the City Work Program:

1. Review the purpose of the Commission as defined by the Cupertino Municipal Code in Chapter 2.
2. Discuss and outline any priorities established by Council such as from prior City Work Programs.
3. Brainstorm proposals relating to the Commission and determine the following:
 - a. Identify potential projects and deliverables relevant to the Commission.
 - b. Determine the benefit if the project or deliverable is completed.
 - c. Is it mandated by State or local law or by Council direction/priority?
 - d. Would the task or item require a policy change at the Council level?
 - e. Identify resources needed for completion such as staff time, creation of Commission subcommittees, coordination with other Commissions etc.
 - f. What is the timeline to completion? (1 year, 2 year, or longer term?)
 - i. Proposals should be completable within the upcoming fiscal year (within 12 months). If a project or deliverable will take more than a year, it should be broken up into phases and the proposal submission should only include what can be accomplished in the upcoming fiscal year.
 - g. Determine measurement and evaluation criteria. How will you know you are on track? How will you determine success?
4. Prioritize projects from urgent to low priority.
5. Identify the top three proposals from the Commission that can reasonably be accomplished or worked on in the coming year.
6. Submit the Commission Proposals for City Work Program Form.