



Sunnyvale

# Bicycle and Pedestrian Advisory Commission (BPAC) Study Issue Sponsorship Process

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# BPAC's Role in the Study Issue Process

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- Propose Potential Study Issues for City Council's Consideration
- Study Issues must be
  - ◆ Relative to BPAC's areas of authority or within BPAC's purview
    - If unsure, check with Staff Liaisons
    - Director will make final decision
  - ◆ Related to Policy
    - New or Revised Ordinance
    - Changes to Existing Council Policy
    - Amendments to the General Plan
- Rank sponsored study issues

# Goals of the New Study Issue Sponsorship Process

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Create  
consistency  
among all boards  
and commissions

Create an  
effective process

# Study Issue Sponsorship Process

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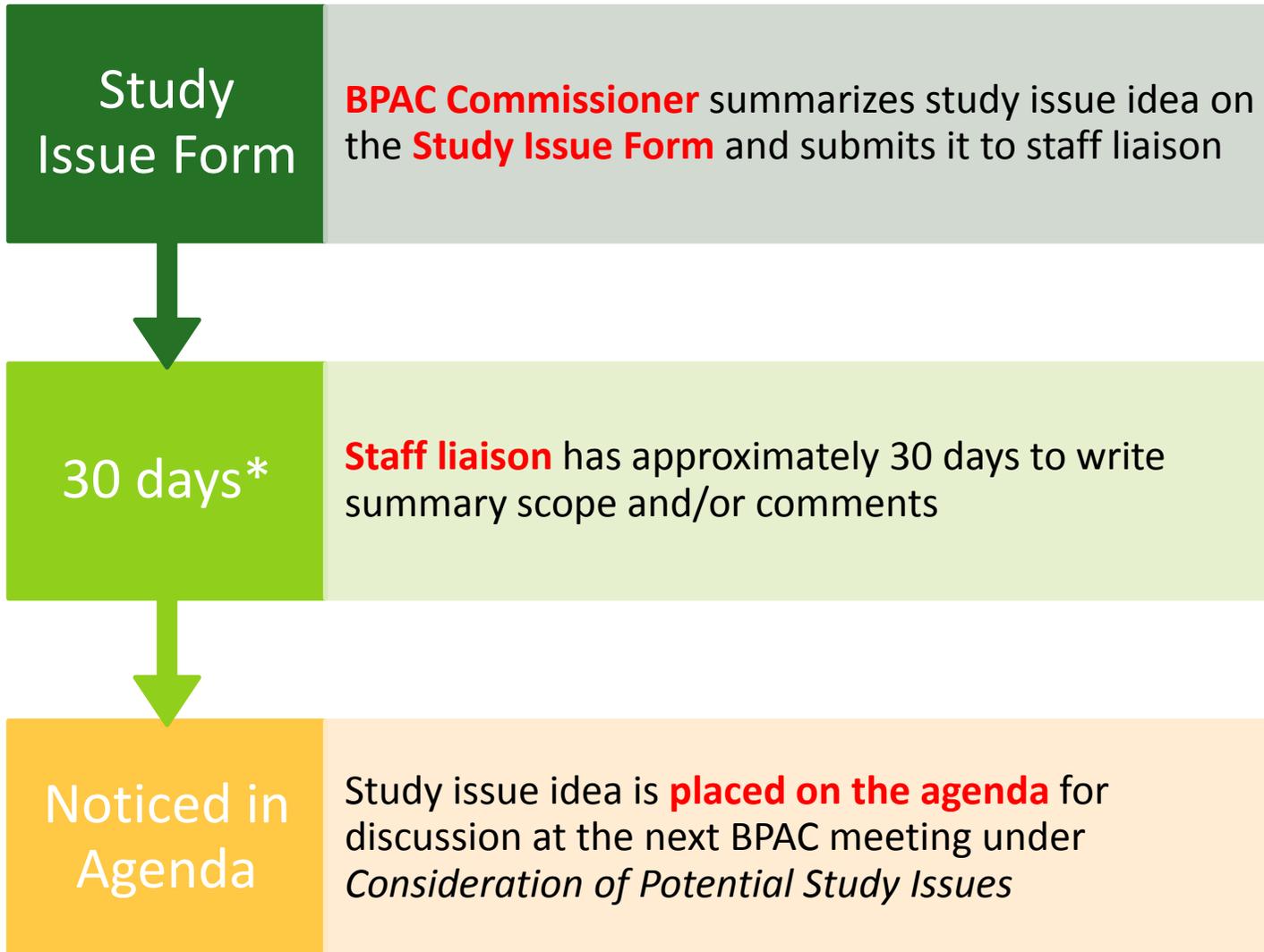
## Three Phases:

1. Introduction of Study Issue Idea and Agendizing
2. Discussion and Proposal
3. Formal Sponsorship

# 1. Introduction of Study Issue Idea and Agendizing



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## 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:** Bicycle and Pedestrian Advisory Commission

**Workplan Year:** 2020

**Submitted by:** [Enter name of board member(s)/commissioner(s) submitting form]

**Study Issue Working Title:** [Enter the name of the study issue idea; ensure it accurately and concisely describes the study issue. Character limit of 250.]

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

[What caused the issue to be raised in the first place? Briefly describe the issue, explaining key policy questions or concerns that need to be addressed by conducting a study. Character limit of 1000.]

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

[Use attachments if needed.]



### 3. Formal Sponsorship

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- **September** (for Study Issue Forms submitted before Aug 12, 2019)
- **October** (for Study Issue Forms submitted between Aug 13-Sept 9, 2019)
- Review *Proposed Study Issues List*
- Vote
  - ◆ Motion
  - ◆ Second
  - ◆ Majority Vote
    - **Yes** – study issue is now sponsored and is placed on the *Sponsored Study Issues list*
    - **No** – Dropped



# Study Issue Paper

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- For all *Sponsored Study Issues*
  - ◆ Staff writes up study issue papers\*
  - ◆ First week in December – Staff submits to City Manager
  - ◆ January - BPAC ranks sponsored study issues

\* BPAC can review and comment on *Draft Study Issue Papers* if *Study Issue Forms* are submitted before 8/12/2019 and are sponsored in the September BPAC meeting.

For Study Issues sponsored in the October BPAC meeting, *Study Issue Papers* will be included as Information Only items in the November BPAC meeting agenda packet.

# BPAC Study Issue Process Timeline

Date	Scenario 1	Scenario 2
August	<ul style="list-style-type: none"> <li>8/12/2019 - <u>Last day</u> to submit <i>Study Issue Form</i></li> <li>Staff has 30 days to write summary scope and comments</li> <li>Add it to the September meeting agenda</li> </ul>	
September	<ul style="list-style-type: none"> <li>Study Issue on Agenda for Discussion</li> <li>Majority vote needed to be placed on <i>Proposed Study Issue List</i></li> <li>In the <u>same</u> meeting, BPAC reviews <i>Proposed Study Issue List</i></li> <li>Majority vote needed for <b>Sponsorship</b></li> </ul>	<ul style="list-style-type: none"> <li>9/9/2019 - <u>Last day</u> to submit <i>Study Issue Form</i></li> <li>Staff has 30 days to write summary scope and comments</li> <li>Add it to the October meeting agenda</li> </ul>
October	<ul style="list-style-type: none"> <li>Staff has 30 days to write <i>Draft Study Issue Papers</i></li> <li><i>Draft Study Issue Papers</i> (without staff recommendation) are brought back for BPAC to review</li> </ul>	<ul style="list-style-type: none"> <li>Study Issue on Agenda for Discussion</li> <li>Majority vote needed to be placed on <i>Proposed Study Issue List</i></li> <li>In the <u>same</u> meeting, BPAC reviews the remaining <i>Proposed Study Issue List</i></li> <li>Majority vote needed for <b>Sponsorship</b></li> </ul>

# BPAC Study Issue Process Timeline

Date	Scenario 1	Scenario 2
November	<ul style="list-style-type: none"> <li>Staff has 30 days to incorporate any changes to <i>Study Issue Papers</i></li> </ul>	<ul style="list-style-type: none"> <li>Staff has 30 days to write <i>Study Issue Papers</i></li> <li>Due to time constraints, study issue papers <u>will not</u> be brought back for BPAC to review</li> </ul>
December	<ul style="list-style-type: none"> <li><i>Study Issue Papers</i> are due to City Manager first week of December</li> </ul>	<ul style="list-style-type: none"> <li><i>Study Issue Papers</i> are due to City Manager first week of December</li> </ul>
January	<ul style="list-style-type: none"> <li>BPAC <b>ranks</b> sponsored study issues under their purview</li> </ul>	<ul style="list-style-type: none"> <li>BPAC <b>ranks</b> sponsored study issues under their purview</li> </ul>

- Study issues may be proposed year-round.
- To be considered as 2020 study issues, they must be sponsored by the October BPAC meeting.