



Sunnyvale

BLT Purview and Study/Budget Issue Process

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Council Policy Statement

1. Board and Commissions are created by the City Council for the following general purposes:
 - a) To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and,
 - b) To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues
2. Boards and Commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the City Manager or their designated staff.

Board and Commission Bylaws

C. General Duties:

1. Work Plans - Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.
2. Study Issue Process - Advise Council regarding the identification of policy issues to study. Advise Council on those issues Council has decided to study.
3. Budget - Advise Council regarding the identification of Budget Proposals. Provide Council a recommendation regarding budget for content under the purview of their board or commission.
4. Operational Issues - Upon request by staff, boards and commissions may serve as advisory bodies to staff regarding operational issues.

Board and Commission Bylaws

D. Specific Duties:

1. Review and make recommendations on the Library section within the Community Character Element of the General Plan.
2. Assess community conditions which affect Library goals and policies.
3. Review and make recommendations regarding agreements with outside groups and recommend funding allocations.

Workplan Example

2023 Final Master Work Plan Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 9 virtual Special Meeting	<ul style="list-style-type: none"> Rank Study Issues by January 31
February 6	<ul style="list-style-type: none"> Silicon Valley Reads Sustainability Initiatives
March 6	<ul style="list-style-type: none"> Friends of the Sunnyvale Public Library Update
April 3	<ul style="list-style-type: none"> National Library Week Early Learning Initiatives
May 11 Special Meeting	<ul style="list-style-type: none"> Review Recommended FY 2023/24 Budget
June 5	<ul style="list-style-type: none"> Recognition of Service Review Data Maps of Library Use
July 6 Special Meeting	<ul style="list-style-type: none"> Selection of Chair and Vice Chair Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials Equity, Access, and Inclusion Initiatives
August 7	<ul style="list-style-type: none"> Patron Satisfaction & Non-User Surveys
September 7 Special Meeting	<ul style="list-style-type: none"> Preliminary Discussion of 2024 Master Work Plan Library Collections Overview
October 2	<ul style="list-style-type: none"> Final month to Propose Study Issues Approve 2024 Master Work Plan Branch Library Update
November 6	<ul style="list-style-type: none"> Annual Library Statistics and Trends
December 4	<ul style="list-style-type: none"> Final month to Approve 2024 Master Work Plan Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Study/Budget Issue Process

What is a study issue?

A study issue is a topic of concern that may result in new or revised city policy. City Council and staff use a formal study issue process to identify, prioritize and manage the review of these topics during each calendar year

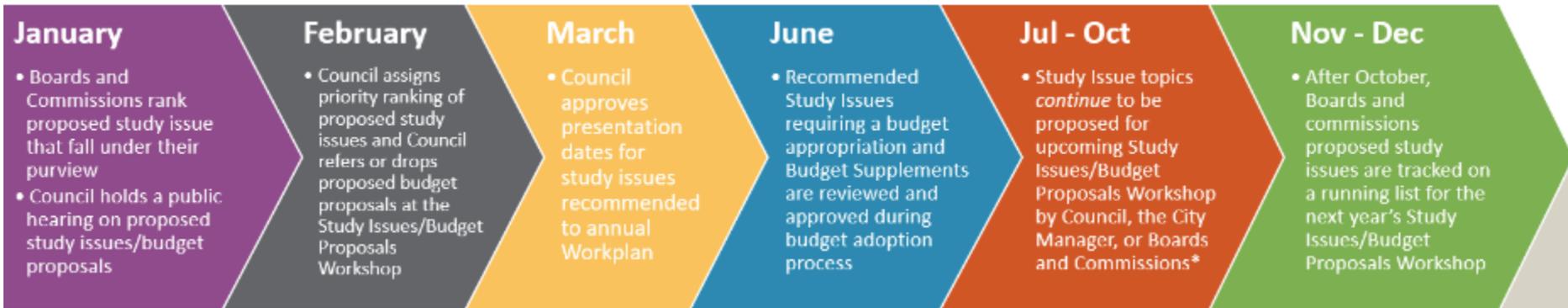
What is a budget proposal?

A budget proposal is a proposal to add a new city service, eliminate a service or change the level of an existing service.

How to propose a study/budget issue?

The public can suggest study issue topics at any time for the City Manager, City Council or a board or commission to sponsor and move forward in the formal process. If your topic is sponsored, staff will prepare a study issue paper for City Manager approval, and the topic will move to the annual Study/Budget Issues Workshop, where City Council will review it and rank its priority.

Study/Budget Issue Timeline



Year Round

**Although study issue topics can be submitted at any time, for an issue or proposal to potentially receive consideration during the next workshop, it should be submitted before October to allow time for staff to prepare materials ahead of the upcoming annual prioritizing process.*

Dates for 2024 Study Issue Process

STUDY ISSUE PROCESS	DATE
Boards and Commissions Rank Study Issues	Throughout the month of January
Public Hearing - Discussion of Potential Council Study Issues and Budget Proposals	Jan. 23
Last Date for Council Sponsorship (Council Strategic Planning Workshop)	Jan. 25
Study Issues/Budget Proposals Workshop	Feb. 15
Study Issue Presentation Dates for Studies Recommended for Study in 2024	March TBD
Budget Workshop	May TBD

Study Issue Proposal



Board and Commission 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:

Submitted by:

Study Issue Working Title:

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

Question & Links

Any Questions?

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Links

- [Study Issues and Budget Proposal Webpage](#)
- [Council Policy Manual](#)