



Sunnyvale

Review Study Issues and Budget Proposals Process and Timeline

Michelle Zahraie, Sr. Mgmt Analyst (City Manager's Office)
Nancy Grove, Sr. Mgmt Analyst (Finance)
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What are Study Issues and Budget Proposals?

Study Issue

- A topic of concerns that may result in a new or revised city policy
- Study Issues are dropped, deferred, or ranked in priority order
- Council Policy 7.3.26 Study Issues Process

<https://www.sunnyvale.ca.gov/home/showpublisheddocument/816/637887671890930000>

Budget Proposal

- A proposal to add a new City service, eliminate a service or change level of an existing service
- Proposals are dropped, deferred or referred
- Council Policy 7.1.7 Budget Proposal Process

<https://www.sunnyvale.ca.gov/home/showpublisheddocument/760/637819125923430000>

Who Can Propose a Study Issue or Budget Proposal?

Members of
the Public

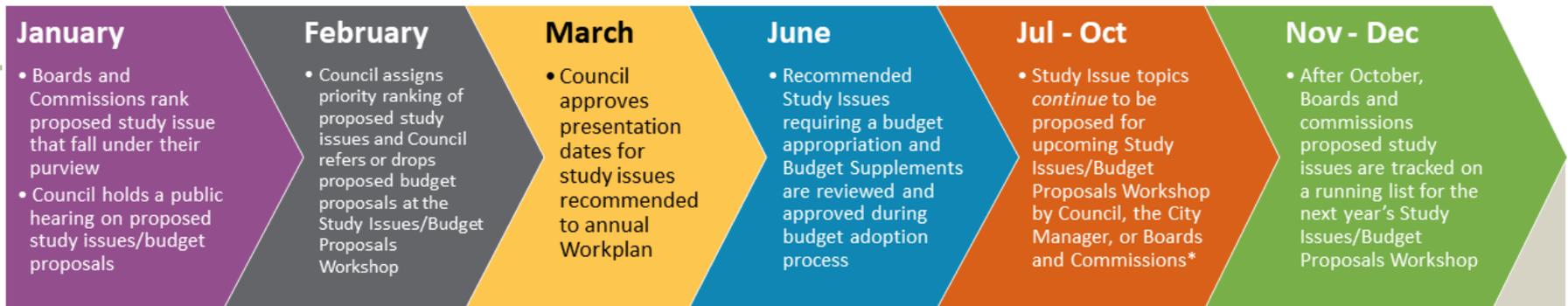
Boards and
Commissions

City Staff

City Council

- Public can suggest study issue topics or budget proposals at any time for the City Manager, City Council or a board or commission to sponsor and move forward in the formal process.
- While both can be proposed year-round, Council reviews proposed issues once a year during the annual Study Issues/Budget Proposals Workshop in February.

Annual Process for Study Issues and Budget Proposals



Year Round

The public can suggest study issue topics and budget proposals at any time for the City Manager, City Council or a board or commission to sponsor. Staff publishes all City Manager Approved study issue papers and additional workshop materials to the website.

**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.*

- Provides a method for identifying, prioritizing and analyzing policy issues important to the community.
- Allows staff to balance the work required to thoroughly study an issue with the work required to deliver ongoing City services.

Study Issues and Budget Proposals webpage <https://www.sunnyvale.ca.gov/your-government/governance/city-council/study-issues-and-budget-proposals>

Council Policy 7.2.19 Boards and Commissions

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.

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.

[Council Policy \(CP\) 7.2.19 Boards and Commissions](#)

B/C Study Issue Sponsorship Process

Role of Boards and Commissions

- Advisory capacity to Council, boards and commissions generate potential study issues for City Council's consideration.
- Provide a recommended ranking of the issues relevant to their areas of authority.
- Boards and commissions provide a forum for public input and, with majority support, can sponsor study issues brought to them by members of the public.

B/C Study Issue Sponsorship Process (cont'd)

To ensure consistency in approach and practice, all boards and commissions shall use the same study issue sponsorship process.

Summary of Process

1. **Submit and Agendize-** Study Issue Form submitted to liaison; liaison has 30 calendar days to write a summary scope and comments. Item is then placed on the next agenda.
2. **Propose-** once properly noticed, board/commission members discuss merit and scope of study issue and vote to add to the Proposed Study Issues list.
3. **Sponsor-** no later than October, board/commission members vote to sponsor study issues from the Proposed Study Issues list.

B/C Study Issue Form



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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: Select One

Submitted by:

Study Issue Working Title

Select One

- Select One
- Arts Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Building Code Appeals
- Board of Library Trustees
- Heritage Preservation Commission
- Housing and Human Services Commission
- Human Relations Commission

1. What are the key

[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 1500.]

B/C Study Issue Sponsorship Timeline

	Scenario 1	Scenario 2
Date	Board/Commission Members Review Study Issue Papers Prior to CM Review	Board/Commission Members Do <u>NOT</u> Review Study Issue Papers Prior to CM Review
August	Last month for board/commission member to submit Study Issue Form to liaison. Liaison has 30 calendar days to write summary scope and comments and add it to the next meeting agenda.	
September	Study issue is noticed on the agenda for discussion, majority vote needed to be included in Proposed Study Issues List.	
	In the same meeting, board/commission reviews Potential Study Issues list, and vote for sponsorship.	Last month for board/commission member to submit Study Issue Form to liaison. Liaison has 30 calendar days to write summary scope and comments and add it to the next meeting agenda.
October	Draft study issue papers (without staff recommendation) are brought back for board/commission review.	Study issue is noticed on the agenda for discussion, majority vote needed to be included in Proposed Study Issues List.
		In the same meeting, board/commission reviews Proposed Study Issues list, and vote for sponsorship.
November	Liaisons have 30 calendar days to incorporate any changes to study issue papers.	Liaisons have 30 calendar days to write study issue papers. Due to time constraints, study issue papers will not be brought back for board/commission review.
December	Study issue papers are due to the CM first week in December.	Study issue papers are due to the CM first week in December.
January	Board and commissioners rank sponsored study issues under their purview.	Board and commissioners rank sponsored study issues under their purview.

B/C Budget Proposal Sponsorship Process

Summary of Process

- Boards and Commissions members may submit a Budget Proposal Form to their Board/Commission liaison for agenda consideration.
 - Others may submit an email to the City Council or City Manager for consideration.
- Board/Commission supported proposals are forwarded to the City Manager for consideration by Council at the Study Issues/Budget Proposals Workshop.
- Potential Workshop actions include referring the Budget Proposal to be presented as a Budget Supplement, deferring, or dropping the Budget Proposal.

[Budget Proposal Process Overview](#)
[Council Policy \(CP\) 7.1.7 Budget Proposal Process](#)

B/C Budget Proposal Form



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Board and Commission Budget Proposal Form

The Budget Proposal process is designed to assist City Council with identifying funding needs within their relevant area of authority;

The Budget Proposal process should focus on proposals to add a new service, eliminate a service or change the level of an existing City service. The Budget Proposal Form is designed to focus board and commissioner members' ideas on potential proposals, and provide the opportunity for staff feedback and guidance. *Board members or commissioners may only fill out a form for Budget Proposals within their purview.*

Date Submitted to Staff Liaison:

Board/Commission Submitted by: Human Relations Commission

Budget Proposal Working Title:

[Enter the name of the Budget Proposal. Character limit of 250.]

1. What are the key elements of the proposal?

[What caused the proposal to be reviewed? What levels that need to be addressed. Character limit of 250.]

- Select One
- Arts Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Building Code Appeals
- Board of Library Trustees
- Heritage Preservation Commission
- Housing and Human Services Commission
- Human Relations Commission
- Parks and Recreation Commission
- Personnel Board

B/C Budget Proposal Overall Timeline

July – September	<ul style="list-style-type: none"> • Identification of Budget Proposals that B/C wish to propose and agendize for sponsorship.
October	<ul style="list-style-type: none"> • Budget Proposals should be submitted by October for consideration in the next Study Issues/Budget Proposals Workshop.
Through December	<ul style="list-style-type: none"> • Assigned departments prepare Budget Proposal Summary for sponsored Budget Proposals. Due to City Manager by beginning of December.
January	<ul style="list-style-type: none"> • Council holds a public hearing on proposed Budget Proposals. • Additional Budget Proposals may be proposed at the public hearing.
February	<ul style="list-style-type: none"> • Council refers, defers, or drops proposed Budget Proposals at the Study Issues/Budget Proposals Workshop.
March	<ul style="list-style-type: none"> • Budget Supplements are due to Finance.
May/June	<ul style="list-style-type: none"> • Budget Supplements are reviewed and approved by Council during the budget adoption process: <ul style="list-style-type: none"> • Budget Workshop in May • Budget adoption in June

Key Dates for 2024 Study Issues/Budget Proposals Cycle

Item	Date
Boards and Commission Rank Study Issues	Through the Month of January
Public Hearing - Discussion of Potential Council Study Issues and Budget Proposals	Tuesday, January 23, 2024
Last Day for Council Sponsorship (Council Strategic Workshop)	Thursday, January 25, 2024
Study Issues/Budget Proposals Workshop	Thursday, February 15, 2024
List of Approved Study Issues Presentation Dates to Council	March 2024
Budget Workshop	May 2024



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Thank You

Questions?