



Sunnyvale

Boards and Commissions Study Issues Process



Overview

Study Issues 101

Process

- Board and Commissions Sponsorship Process
- Boards and Commissions (B/C) Ranking



Study Issues 101: Purpose

- Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year.
- Process also allows staff to balance the work required to thoroughly study an issue with the work required to deliver ongoing City services.

Study Issues 101

Policy Related Issues

- Proposed Ordinances
- New or expanded service delivery program
- Changes to existing Council Policy
- Amendments to the General Plan

Roles

Who Can Propose a Study Issue?

- Members of the Public
- Boards and Commissions
- City Staff
- City Council



Process Timeline



What Makes a Successful Study Issue?

- Clear Outcome:
 - Proposed Ordinances
 - New or expanded service delivery program
 - Changes to existing Council Policy
 - Amendments to the General Plan



What Makes a Successful Study Issue?

- Keep it simple and manageable
 - Resource intensive?
 - Time intensive?



What Makes a Successful Study Issue?

Does it align with Council policy priorities?

- Civic Center Modernization
- Ability of Infrastructure to Support Development and Traffic
- Open Space Acquisition Planning: Future of Golf Courses
- Downtown Sunnyvale
- Improved Processes and Services through the Use of Technology
- Accelerating Climate Action



What Makes a Successful Study Issue?

Is there a strong sense of community concern/urgency?

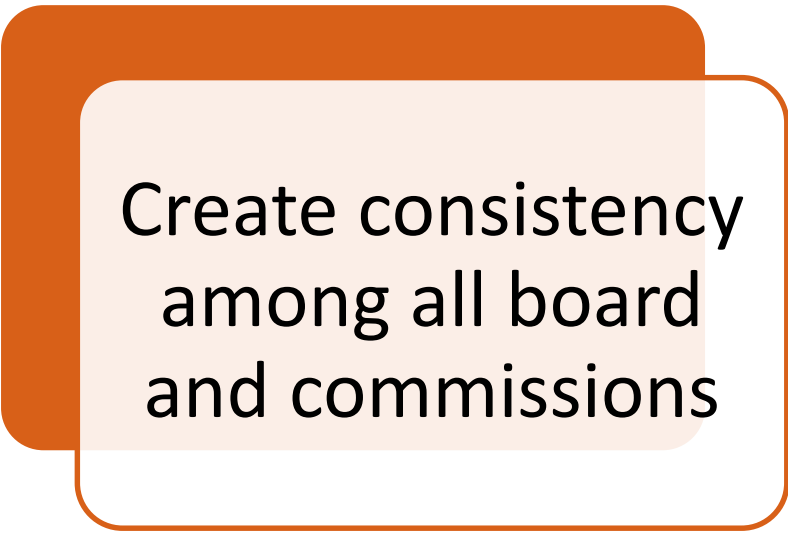


What Makes a Successful Study Issue?

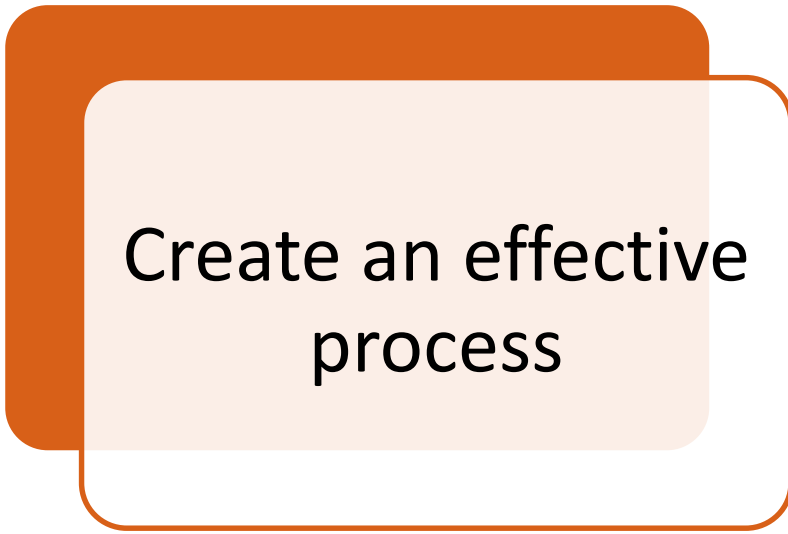


- Advocacy Advocacy Advocacy!

B/C Study Issue Sponsorship Process



Create consistency
among all board
and commissions



Create an effective
process

B/C Study Issue Sponsorship Process

Three Phases:

1. Introduction of idea and agendizing
2. Propose
3. Sponsor

1. Introduction of Idea and Agendizing

Idea to
Study
Issues
Form

B/C summarizes study issue idea and submits to staff liaison

30 days*

Staff liaison has 30 days to write summary scope and/or comments

Noticed
in Agenda

Study issue idea is placed on the agenda for discussion at the next meeting under *Consideration of Potential Study Issues*

2. Propose

- Once on the agenda, b/c discuss the study issue idea

Vote: Motion, Second, Majority Vote

Yes: study issue idea is now proposed and is placed on the *Proposed Study Issue* list

No: idea is not proposed



3. Sponsor

No later than October, B/C will review Proposed Study Issues List and vote on sponsorship





Study Issue Paper

- Staff will then write up study issue papers for sponsored studies within 30 days
- All study issue papers are due to the City Manager by the first week in December

Process

Staff Prepares a Study Issue paper

- Concise, written by lead department
- Background on the issue
- Scope of the Study
- Fiscal Impact
- Staff Recommendation



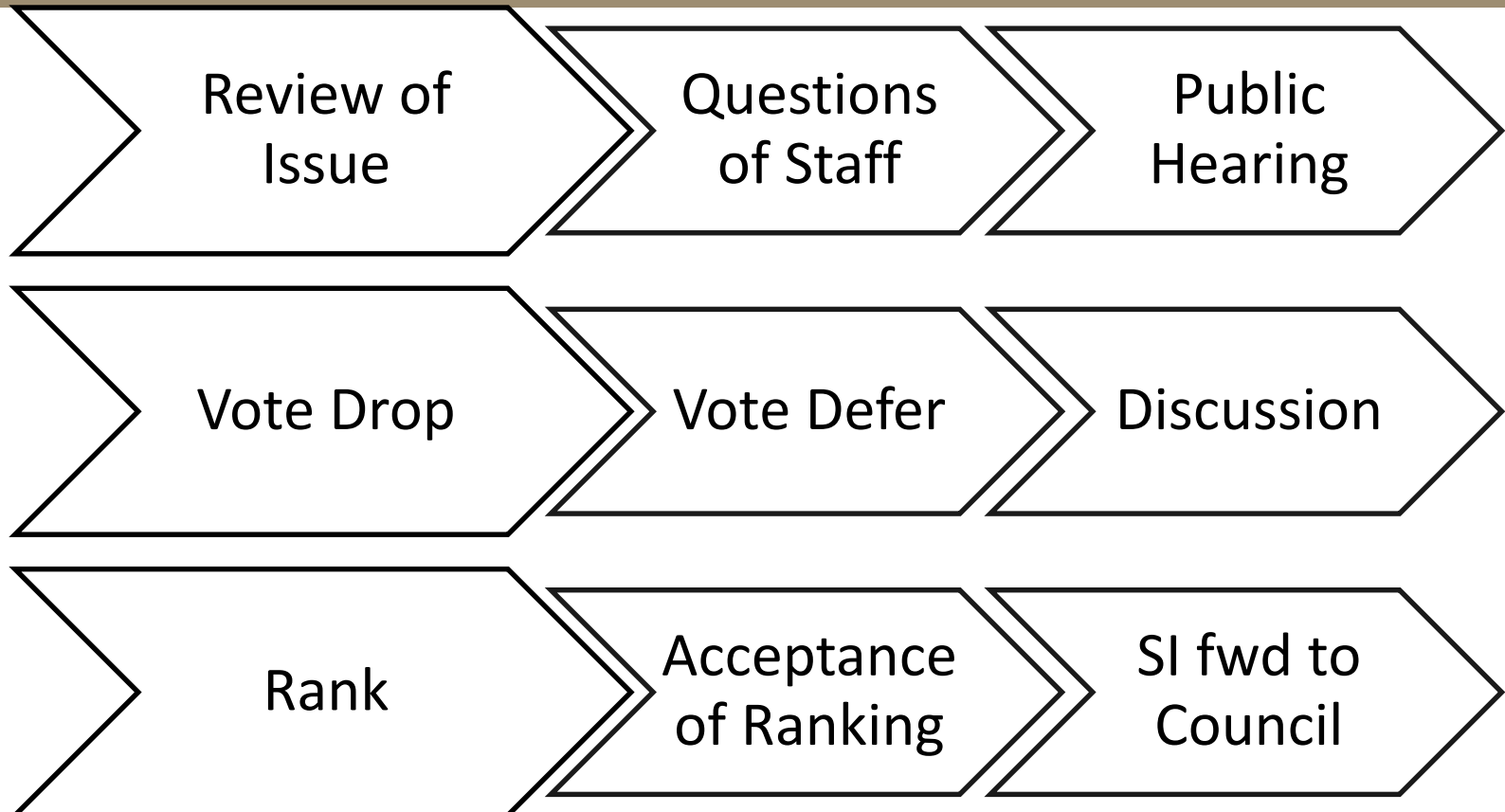
Process

B/C Ranking Process

- Prior to ranking meeting, all study issues must be approved by the City Manager.
- For consistency, all B/Cs will use the same ranking process as Council for all proposed study issues.
- B/C may only rank study issues that fall within their purview, regardless of who initiated the study issue.

Process

B/C Ranking Process



Study

Staff evaluates its capacity to accomplish study issues and City Manager “Draws the Line”

Staff prepares a schedule for study issues “Above the Line”

Study issues requiring funding are referred to annual budget process



- The approach and steps involved in implementing Council policy direction for a study issue will vary, depending on the subject matter and complexity of the study issue.

Action

Proposed Study Issues for 2019 Workplan

2019 Study Issues	
Study Issues	38
Dropped by Council	10
Deferred by Council	9
Study Issues Ranked	19
Study Issues “Above the Line”	15
Study Issues Deferred through Budgeted Process	1
Study Issues Underway from Previous Years	14
2019 Study Issues Workplan	28



Sunnyvale

Thank you!

Questions?

