

Study Issue Process Timeline

July - November

B/C Propose Study Issues (Until mid-Nov.)

Boards and Commissions (BC) propose issues for BC-generated Study Issue papers. BC generated Study Issue papers must be supported by a majority of the BC.

OCM to Distribute Study Issues Report to ELT

Prepared as part of Information Action Items report and reviewed weekly at Agenda Planning Team meetings.

Prepare Study Issue Papers

Departments should complete new Study Issue papers within 3 weeks after an issue has been sponsored by at least two Councilmembers, the majority of a board/commission or by the City Manager.

December

B/C-generated and Staff-generated SIPs to be submitted to OCM for approval (First week of Dec.)

This also includes items deferred by Council or identified as Below the Line by the City Manager. These items should be added to Legistar and routed.

January

Boards and Commissions rank Study Issues (Throughout the month of Jan.)

A B/C ranking sheet will be distributed to liaisons after Study Issues are approved by OCM. B/Cs are to complete their ranking of all City Manager approved Study Issue papers no later than January 31.

Public Hearing-Discussion of Potential Council Study Issues and Budget Issues (Mid- Jan.)

All completed materials and issue papers for public hearing are posted to City website prior to workshop.

Assign Studies Sponsored at Public Hearing

Study Issues sponsored by Council at Public Hearing are assigned to depts. and emailed to ELT with deadlines.

February

Last Day for Council Sponsored Issues

Three weeks in advance of the workshop. Requesting all studies be proposed by Strategic Session.

Study/Budget Issues Workshop (Late Feb.)

Council assigns priority ranking of proposed Study Issues at the Study/Budget Issues Workshop. Results are posted on City's Study Issues webpage after workshop.

March

Meet w/ City Manager on Above the Line (ATL) Issues (Week following workshop)

Directors must meet with the City Manager to review which Study Issues the department proposes to complete (Above-the-Line Study Issues) and proposed council presentation dates.

Meet w/ Finance on ATL Issues (Week following workshop)

Above-the-Line Study Issues, which require a budget supplement, must discuss with their department representative in Finance

Update Current Status of Study Issues (Week following workshop)

Noting Above-the-line and Below-the-line status, AND proposed Council dates--start date, workplan review date (if applicable), study session date (if applicable), final Council Presentation/RTC date and staff contact.

Study Issue Presentation Dates for Studies Recommended for Study (Late March)

Council approves presentation dates for recommended Study Issues. Study Issues requiring budget appropriation will be prepared as budget supplements for Budget Workshop in May.

April

Council-approved Study Issues added to Study Issue Tracker in Knack

Presentation dates added to the Study Issue Tracker in Knack. Items requiring budget appropriation will be updated with a TBD presentation date (This will be updated after Budget Workshop).

Prepare Budget Supplements

Departments to work with Finance to prepare Budget Supplements for Study/Budget Issues requiring funding.

May

Budget Workshop (Late May)

Study/Budget Issues requiring budget appropriation are reviewed by Council and recommended to the budget.

June

City Council Adoption of the Budget

Recommended Study/Budget Issues requiring budget appropriation are reviewed and approved during the budget adoption process. Study Issue Tracker in Knack updated with presentation dates for any TBD item.

----- Process Repeats -----



Sunnyvale

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 or commissioners may only fill out a form for study issue ideas within their purview.

Place cursor in gray field box and press F1 for instructions.

Date Submitted to Staff Liaison: Click or tap to enter a date.

Board/ Commission: Select one

Workplan Year: 2020

Submitted by:

Study Issue Working Title:

1. What are the key elements of the issue? What precipitated this study?
2. Staff Summary of Scope and/or Comments: [Staff Use Only]

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Sunnyvale

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Date Submitted to Staff

06/05/2019

Liaison:

Board/ Commission: Arts Commission

Workplan Year: 2020

Submitted by: Commissioner Gordon

Study Issue Working Title: Potential Membership in the Global Network of Age-Friendly Cities and Communities (GNAFCC)

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

A completed application was submitted to the World Health Organization in June, 2017; however, official WHO designation remains outstanding. In an effort to advance the process, a project schedule for Year 1 Planning efforts has been developed and is attached. The focus of Year 1 efforts will be:

- 1) increasing community awareness of the City's Age-Friendly efforts;
- 2) working with community stakeholders to complete a baseline assessment of current conditions; and
- 3) the development of a 3-year action plan for Council review and adoption.

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

This is specific to each Board and Commission. If you need additional space, feel free to use attachments.

Board/Commission Study Issue Sponsorship Process

Role of Boards and Commissions

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

Study Issue Sponsorship Process

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

Submitting a Study Issue Form and Agendizing Potential Study Issues

Before a new study issue can be proposed by a board/commission member, a Study Issue Form must be completed by the board/commission member and submitted to the board/commission staff liaison. The purpose of the form is to help explain, clarify and focus a board member or commissioner's idea prior to presenting to the full board/commission for discussion. A board member or commissioner may work with the board/commission liaison outside of the meeting to discuss the study issue idea and receive input.

Upon receipt, the board/commission staff liaison will have 30 days to complete a summary scope and comments. Time flexibility will be provided at the discretion of the Director if multiple forms are submitted in one month to the board/commission liaison, and more time is needed to complete the form. The study issue idea will then be agendized under ***Consideration of Potential Study Issues***, for discussion at the next meeting.

Note that any board or commission member may submit a Study Issue Form to agendize a study issue idea for discussion; a second from another board or commission member is not required.

Majority Support for List of Proposed Study Issues

Once the study issue idea has been agendized, the agenda item discussion will consider the merit and scope of the study issue. If the item receives a majority support, the study issue shall be added to a running list of proposed study issues, which shall be available at each board and commission meeting. The list shall include a working study issue title and summary of the scope, including comments from the board/commission liaison; see attached table (page 4). It is the responsibility of the liaison, not the board member or commissioner, to write the summary. The liaison may choose to use the summary provided in the Study Issue Form if it reflects the vote of the board or commission. At this point, the proposed study issue has not received official sponsorship.

Items that fail to receive majority support, will not move forward in the process and will be considered as dropped.

Official Sponsorship of Study Issues

Toward the end of the calendar year, but no later than October, boards and commissions will review the list of proposed study issues they generated and officially vote on sponsorship for each individual study

issue. Sponsorship means that the study issue is approved for ranking with a majority vote of the board/commission.

Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation. Board and commission members may submit written comments and language recommendation for the study issue paper; it is staff's responsibility to write the paper.

If the sponsorship process is conducted in September or earlier, the board/commission liaison may bring back the draft study issue paper for board/commission review and/or clarification within 30 days. Any items agendaized after September will not be brought back for review by the board/commission.

All sponsored study issues are due to the Office of the City Manager by the first week in December; study issues may be edited at the discretion of the City Manager.

Summary of Process

1. Submit and Agendize- Study Issue Form submitted to liaison; liaison has 30 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.

Timeline

Year-Round

Study issues may be proposed year-round by majority vote of the board/commission and tracked on a running list of proposed study issues.

	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 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 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	Liaison have 30 days to incorporate any changes to study issue papers.	Liaisons have 30 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.

Proposed Study Issues*

Date	Study Issue Working Title	Summary of Scope	Staff Comments

*The study issues have been proposed for future sponsorship

Toward the end of the calendar year, no later than October, boards and commissions will review the list of proposed study issues and officially vote on sponsorship for each individually listed study issue. Official sponsorship means that the study issue is approved for ranking with a majority vote of the board or commission. Staff will then prepare the sponsored study issue papers, including fiscal impact **but not** the staff recommendation.