



Sunnyvale

Overview of the Board and Commission Study Issue Sponsorship Process

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Agenda

-  **Study Issues Process and Timeline**
-  **Role of Boards and Commissions**
-  **Council Subcommittee Recommended Changes in 2019**
-  **Board/Commission Study Issue Sponsorship Process**

Study Issues Process

- Provides a method for identifying, prioritizing and analyzing policy issues in an efficient and effective way.
- Provides a structured approach for addressing the large number of policy issues that are raised and considered by Council for study each year.
- Allows Council to rank the issues and set priorities within the limits of time and resources.
- Allows staff to balance the work required to thoroughly study an issue with the work required to deliver ongoing City services.

January

- Boards and commissions rank proposed study issue that fall under their purview
- Council holds a public hearing on proposed study issues

February

- Council assigns priority ranking of proposed study issues at the Study/Budget Issues Workshop

March

- Council approves presentation dates for study issues recommended to the annual Workplan

June

- Recommended Study/Budget issues requiring a budget appropriation are reviewed and approved during the budget adoption process

Year Round

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 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.

Study Issues Process Timeline

Role of Boards and Commissions

Council Policy 7.2.19 states that the role of board and commissions in the Study Issues process is to assist Council with setting priorities for the coming calendar year.

Boards and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study, within their relevant area of authority.
- To advise Council on those issues Council has decided to study.

Council Subcommittee Recommended Changes in 2019

Recommendations to the City Manager:

- Board and commission study issue process should be consistent across all board and commissions.
- Ensure that staff captures the intent of a study issue as expressed by a commission, the motion includes the key elements of the study.
- Add information to the City's study issue webpage that describes some of the factors being considered by Council and the City Manager when selecting study issues.

Staff Response to Council Subcommittee Recommendations

Board and Commission Study Issue Sponsorship Process

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

Board and Commission Study Issue Form

- ◆ To focus b/c members' ideas on potential policy study issues and improve communication.

Study Issues Tracking Tool

- ◆ To support a transparent process with clear details on studies in progress and completed studies.

Board/Commission Study Issue Sponsorship Process

Summary of Process

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

Board/Commission Study Issue Sponsorship Process

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	Liaison 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.

Website Tools and Resources

Study Issue Overview

- ◆ Defines a Study Issue
- ◆ Timeline of annual process and link to Council Policy
- ◆ Options for the public to suggest study issue topics and link to B/C Study Issue Sponsorship Process

Proposed Study Issues

- ◆ Key dates for that year's process
- ◆ Sponsored study issue papers

Study Issues Underway

- ◆ Details on studies in progress and completed
- ◆ City Council ranking results, fiscal presentations and workshop packets

Source: <https://sunnyvale.ca.gov/government/council/study/default.htm>



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Thank you