

Board/Commission Process for Ranking Study Issues

The Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year. Board and Commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study (i.e., the generation of study issues ideas for Council's consideration)
- To advised Council on those issues Council has decided to study

All procedures must comply with Council Policy 7.2.19 *Boards and Commissions* and Administrative Policy Chapter 1, Article 15 *Boards and Commissions*. All Board and Commission members shall adhere to those operational practices and procedures as contained in the *Board and Commission Handbook* prepared by the Office of the City Clerk.

To ensure consistency in approach and practice, all Boards/Commissions shall use the same ranking process as Council for all proposed Study Issues (described below).

Ranking Process

Step 1: Review issues

Staff provides a brief summary of each proposed Study Issue. Any Study Issue ranked by a Board/Commission must be approved and signed by the City Manager prior to ranking. Boards and Commissions shall review and take action on only those issues under their purview, as determined by the City Manager. Items not under the specific purview of a Board or Commission may be presented to them for "information only."

Step 2: Questions of Staff

Staff will address questions Commissioner may have regarding each study issue.

Step 3: Public Hearing

Chairperson opens Public Hearing for public input on all of the issues under consideration. (Note: The Commission may not take action on or rank any new issue raised by the public for which there is not already a study issue paper developed. Those seeking to raise new issues at this point in the process should be informed that their options are to seek Council sponsorship of their issue or submit it to the Board/Commission for the following year's process). Chairperson will close the Public Hearing.

Step 4: Determine which issues, if any, will be dropped

Commissioners may make motions to drop issues from consideration. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Board/Commission will drop the issue. Such action suggests that there is no need to study the issue.

If the Board/Commission votes to drop an issue that was initiated by the Commission that same year, the issue will not be forwarded to City Council for the Council's consideration. If, however, the Commission votes to drop an issue that was not initiated by the Commission—meaning that it was initiated by staff, Council or another Commission—or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be dropped from consideration.

Step 5: Determine which issues, if any, will be deferred

Commissioners may make motions to defer issues from consideration to a later year. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Commission will not rank the issue. Such action suggests only that the issue is not currently a priority and/or it is not the appropriate time to study the issue.

If the Commission votes to defer an issue that was initiated by the Commission that year, they may instead consider dropping the issue and re-sponsoring it in a future year. If the Commission votes to defer an issue that was not initiated by the Commission—meaning it was initiated by staff, Council or another Commission—or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be deferred from consideration. Commissioners should bear in mind that issues deferred two years in a row by City Council shall not be eligible for consideration the following year (per Council Policy).

Step: 6 Commission discussion on issues to be ranked

Commissioners have the opportunity to speak to the remaining issues to be ranked and to discuss merits and priorities before ranking the remaining issues. No motion is required.

Step 7: Commissioners rank issues individually

Depending on the number of issues left to rank, the Board/Commission shall utilize one of the following ranking methods:

Forced Ranking (for ranking ten or fewer issues) – Commissioners individually and simultaneously rank each of the remaining issues. Rankings are from “1” to the total number of issues, with “1” representing the issue with the highest priority for study. Each number can be used only once (no ties) and each issue must receive a ranking.

Choice Ranking (for ranking eleven or more issues) – The total number of items to be ranked (after deferring or dropping issues) is divided by three and each Commission is given the resulting number of votes (rounding up). For example, if there are twelve issues, each Commissioner will receive four votes. Commissioners allocate their votes, one each, to their highest priority issues. Some issues will receive votes and others may not. A tally is made of votes received for each issue. Two-way ties between issues are resolved by quick hand votes of the Commission. The final ranking is determined by the number of votes received.

Regardless of ranking method, all individual Commissioner ranking votes and final Board/Commission ranking recommendations will become a part of the official record and shall be made available to the public.

Step 8: Combined ranking determined

A combined Commission ranking is determined when staff totals the individual ranking from all Commissioners for each issue.

Forced Ranking: The issue with the lowest total becomes the Commission’s Priority 1 issue; the next lowest total is Priority 2, etc.

Choice Ranking: The issues that receive the most votes becomes the Commission’s Priority 1 issue; the next lowest total is Priority 2, etc.

Step 9: Acceptance of rankings

A motion is then made to accept, reject or modify the overall Commission rankings for issues. After the motion is seconded, discussion may ensue. Simple majority is required for passage.

After the Commission Ranking:

Staff then forward to Council the Board or Commission’s rankings.

Council will hold a Public Hearing on Study Issues in early January. The Chair or his/her appointee is encouraged to speak before Council and share the Board/Commission’s recommended rankings.

Note: There is no proxy ranking: Commissioners must be present to rank study issues.

Parks and Recreation Commission

Proposed 2012 Study Issues

Proposed 2012 Study Issues		Commissioners' Ranking #1 = highest Priority						Composite Score of ALL	Final Ranking
<i>Study Issues marked with an asterisk (*) fell below the line or were deferred last year. These will be reviewed by Council regardless of any Commission recommendation.</i>									
		<i>Staff Rec</i>	Chuck	Harms	Kinder	Pasqua	Pochowski		
LCS 12-01	Consideration of a Veterans' Memorial Honoring Sunnyvale Veterans Who Gave Their Lives in Service to the Country in Afghanistan, Iran, Iraq and Vietnam Wars	<i>Drop</i>							
DPW 09-07 *	Sunnyvale Cyclovia Event	<i>Defer</i>							

2012 Council Study Issue

LCS 12-01 Consideration of a Veterans' Memorial Honoring Sunnyvale Veterans who Gave Their Lives in Service to the Country in Afghanistan, Iran, Iraq and Vietnam Wars

Lead Department Library and Community Services

History 1 year ago None 2 years ago None

1. What are the key elements of the issue? What precipitated it?

At their meeting on September 14, 2011, the Parks and Recreation Commission approved a Study Issue to consider the creation of a Veterans' Memorial for Sunnyvale residents who have died in the line of duty in Afghanistan, Iran, Iraq and Vietnam. This memorial would be in lieu of the memorial proposed in Phase II of the development of Plaza del Sol, which is currently on the City's unfunded list of capital improvement projects. Among other things, one of the proposed improvements for Phase II is a large-scale memorial dedicated to Sunnyvale residents and employees who have given their lives in service to the City and country.

It is intended that the new memorial be simple in design and list the names of those who are deceased. The preferred location is the Community Center due to the number of visitors at the site.

2. How does this relate to the General Plan or existing City Policy?

Community Vision Plan: XIII. Community Identity: To foster a strong sense of community which promotes participation in civic affairs, community pride, and a sense of place.

Arts Sub-Element: Policy E.2. Provide and encourage the incorporation of art - both functional and decorative - in public and private development.

Arts Sub-Element: E.2.e. Identify appropriate sites for placement and inclusion of public art, with an eye to visible sites on publicly owned property with an even geographic distribution, such as neighborhood centers, parks and special use facilities.

3. Origin of issue

Board or Commission Parks and Recreation Commission

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

Staff would be required to develop a proposal, specifications and budget for the proposed memorial. The amount of staff time required for a project like this would be moderate if the memorial is a simple granite block or bronze plaque with a brief statement and the names of the deceased on it. The majority of staff time would be dedicated to research and confirmation, as well as securing appropriate permissions and releases from families of the deceased soldiers. Staff would check with local branches of the armed forces, as well as the Department of Defense to confirm identities and accuracy of the list. If something more complex is desired, then staff time would increase as well. For example, if it was determined that a design competition was

desired, it would take staff approximately an additional 80 hours to plan and conduct a regional or national competitive process.

5. **Multiple Year Project?** No **Planned Completion Year** 2012

6. **Expected participation involved in the study issue process?**

Does Council need to approve a work plan? No
Does this issue require review by a Board/Commission? Yes
If so, which? Arts Commission, Parks and Recreation
Commission
Is a Council Study Session anticipated? No

7. **Briefly explain if a budget modification will be required to study this issue**

Amount of budget modification required 0

Explanation

A budget modification is not required for this study if the memorial is to be a simple granite block or bronze plaque with the names of the deceased.

8. **Briefly explain potential costs of implementing study results, note estimated capital and operating costs, as well as estimated revenue/savings, include dollar amounts**

Are there costs of implementation? Yes

Explanation

Potential costs resulting from this study would be those associated with the design, fabrication and installation of the memorial.

9. **Staff Recommendation**

Staff Recommendation Drop

If 'Support', 'Drop' or 'Defer', explain

There are two existing veterans' memorials in Sunnyvale. The first is located at Washington Park in front of the park building that is located in the northeast corner of the park adjacent to Washington Avenue. This memorial is a bronze cannon and plaque. Text below the Seal of the American Legion reads, "U.S. American Legion Honor Roll. In memory of those who made the supreme sacrifice. (34 names are listed.) Erected on Nov. 11, 1947. Donated to Sunnyvale American Legion Post No. 344 by the Sunnyvale Standard."

The other memorial is located at the Community Center. It is a bronze plaque located in the upper pond and faces southeast towards the lower pond. This plaque bears the insignia of five branches of the military. They include the Army, Air Force, Navy, Marine Corps, and Coast Guard. Text below the insignia reads, "In memoriam to the perpetual honor of the sons and daughters of the City of Sunnyvale who gave their lives in the service of their country." The Community Center veterans' memorial plaque is simple in design and honors all those who have died in service to the United States of America.

In December 2005, City Council gave approval for a new memorial to be installed in Plaza del Sol. This action followed the review of six conceptual designs for a memorial and four possible

locations. One of the six proposals included a simple bronze memorial located at the Community Center that would expand the existing plaque to incorporate the names of those individuals who have made the ultimate sacrifice. Council eventually adopted a conceptual plan for the design and construction of a significant memorial, fountain, path and landscaping plan to be included in Phase II of the development of Plaza del Sol. Additional information may be found in Report to Council #05-373, Explore the Feasibility of Installing a Memorial Dedicated to Sunnyvale Citizens and City Employees Who Have Given Their Lives on Behalf of the City or Their Country - Study Issue.

At this time, Phase II is listed as an unfunded capital project. Should City Council want to move forward with the development of a memorial not associated with Phase II of Plaza del Sol, staff recommends that it be funded using community-based rather than City resources. Similar memorials are often times funded by non-profit organizations (501.c.3) rather than by governmental agencies.

Reviewed by

Approved by

 10/11/11
Department Director Date

 10-10-11
City Manager Date

2012 Council Study Issue

DPW 09-07 Sunnyvale Cyclovia Event

Lead Department Public Works

History 1 year ago Deferred 2 years ago Deferred

1. What are the key elements of the issue? What precipitated it?

This study would examine the logistics and costs of holding a "cyclovia" event which would close partial or full width of certain City streets to motor vehicle traffic for a weekend day and allow cyclists and pedestrians to use the streets. "Stations" for promoting healthy lifestyles, the arts, or other activities would be available for community participation.

2. How does this relate to the General Plan or existing City Policy?

C3.5 Support a variety of transportation modes.

3. Origin of issue

Council Member(s) Hamilton

4. Staff effort required to conduct study Moderate

Briefly explain the level of staff effort required

5. Multiple Year Project? No Planned Completion Year 2012**6. Expected participation involved in the study issue process?**

Does Council need to approve a work plan? No

Does this issue require review by a Board/Commission? Yes

If so, which? Arts Commission, Bicycle and Pedestrian Advisory Commission, Parks and Recreation Commission

Is a Council Study Session anticipated? No

7. Briefly explain if a budget modification will be required to study this issue

Amount of budget modification required 0

Explanation

This study would be prepared by City staff from the departments of Public Works, Public Safety, Community Development, Community Services and the Office of the City Manager. Costs would be absorbed by operating budgets.

8. Briefly explain potential costs of implementing study results, note estimated capital and operating costs, as well as estimated revenue/savings, include dollar amounts

Are there costs of implementation? Yes

Explanation

An event would potentially require significant staff support from the Departments of Public Works, Public Safety, Community Services, and the Office of the City Manager, and could require expenses such as food, signage, and traffic control. Promotional materials may also be necessary to develop and distribute. Staff estimates materials costs at \$65,000, and additional staff costs might be involved for DPS and DPW overtime.

9. Staff Recommendation

Staff Recommendation Defer

If 'Support', 'Drop' or 'Defer', explain

Staff could study this issue and frame an event but it would require considerable reprioritization of services and resources to conduct an event. There are presently limited resources, including staff and funds, that could support this initiative should the City wish to conduct a Cyclovia event. Additionally, staff time is being allocated to the Centennial Event for 2012.

Reviewed by



Department Director

10-19-11

Date

Approved by



City Manager

10-20-11

Date