



Sunnyvale

# PRC Purview and Study/Budget Issue Process

Jesus Raygoza

Parks and Recreation Commission 4/9/2025

# Council Policy Statement

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A. Board and Commissions are created by the City Council for the following general purposes:

1. To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and,
2. To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues

B. Boards and Commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy, except as requested by the City Manager or their designated staff

# Board and Commission Bylaws

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## C. General Duties:

1. Work Plans - Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.
2. Study Issue Process - Advise Council regarding the identification of policy issues to study. Advise Council on those issues Council has decided to study.
3. Budget - Advise Council regarding the identification of Budget Proposals. Provide Council a recommendation regarding budget for content under the purview of their board or commission.
4. Operational Issues - Upon request by staff, boards and commissions may serve as advisory bodies to staff regarding operational issues.

# Board and Commission Bylaws

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## D. Specific Duties:

1. Study, evaluate and recommend to the City Council policies relating to parks and recreation activities
2. Review master plan for park development or expansion for adequacy, appearance and other appropriate criteria in an attempt to ensure good design and make recommendations to the City Council
3. Review and make recommendation regarding agreements with parks and recreation related outside groups and recommended funding allocations
4. Study, evaluate and recommend to the City policies relating to human rights and human relations issues that may arise when addressing issues such as inclusion in the use of City parks and recreation facilities, program accessibility and cultural diversity

# Workplan Example

## 2025 Work Plan Parks and Recreation Commission Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 8	<ul style="list-style-type: none"> <li>Rank Study Issues by January 31</li> <li>Rename Corn Palace Park</li> </ul>
February 12	<ul style="list-style-type: none"> <li>Recreation Scholarship Report</li> <li>Special Events Report</li> </ul>
March 12	<ul style="list-style-type: none"> <li>Canceled</li> </ul>
April 9	<ul style="list-style-type: none"> <li>Field/Facility Usage Report</li> <li>Pickleball</li> <li>Review Budget Proposal and Study Issue Process</li> <li>Study Issues Update (Citywide)</li> </ul>
May 14	<ul style="list-style-type: none"> <li><b>Canceled</b></li> </ul>
May 21 Joint Meeting	<ul style="list-style-type: none"> <li>Review Recommended Budget (Joint Meeting with Arts Commission)</li> </ul>
June 11	<ul style="list-style-type: none"> <li>Recognition of Service</li> <li>Capital Improvement Projects Update</li> <li><b>East Channel Trail Study?</b></li> <li><b>Charter Review Committee (PRC Charter)</b></li> </ul>
July 9	<ul style="list-style-type: none"> <li>Selection of Chair and Vice Chair</li> <li>Parks &amp; Recreation Month</li> </ul>



# Study/Budget Issue Process

## Study Issue

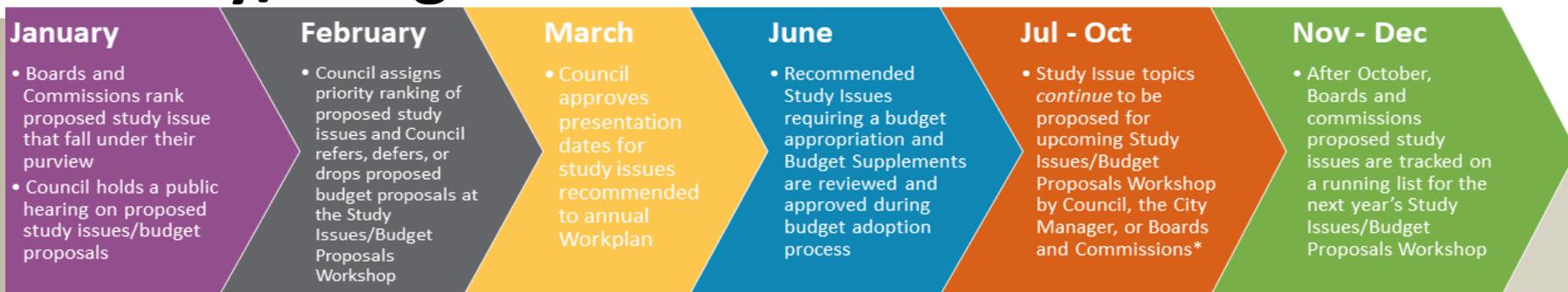
- A topic of concerns that may result in a new or revised city policy
- Study Issues are dropped, deferred, or ranked in priority order
- [Council Policy 7.3.26 Study Issues Process](#)

## 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](#)



# Study/Budget Issue Timeline



## 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.*

## Dates for 2025 Study Issue Process

STUDY ISSUE PROCESS	DATE
Boards and Commissions Rank Study Issues	Throughout the month of January
Public Hearing - Discussion of Potential Council Study Issues and Budget Proposals	Tuesday, Jan. 14, 2025
Last Date for Council Sponsorship	Tuesday, Jan. 14, 2025
Study Issues/Budget Proposals Workshop	Thursday, Feb. 13, 2025
Study Issue Presentation Dates for Studies Recommended for Study in 2025	April 2025
Budget Workshop	May 22, 2025

# Study Issue Proposal



## 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:**

**Submitted by:**

### Study Issue Working Title:

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

# Budget Proposal Form

## 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. (Optional)]

- 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

# Study Issue Update (City-Wide)



2025 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Office of the City Manager



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
1	1.00	OCM 25-01	Explore Establishing a Japanese American Incarceration Memorial in Sunnyvale	1	1	1	1	1	1	1
Drop	Drop	OCM 24-01	North Sunnyvale Quality of Life Improvement Master Plan							



2025 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Community Development



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
1	1.00	CDD 24-06	Re-evaluate Nonresidential Sign Code Standards and Compliance with the First Amendment	1	1	1	1	1	1	1
2	2.00	CDD 25-04	Expanding the Role of the Heritage Preservation Commission	2	2	2	2	2	2	2
Defer	Defer	CDD 22-05	Consider Modifications to the Sunnyvale Municipal Code Related to Undergrounding Utilities							
Defer	Defer	CDD 24-02	Explore the Creation of a Dark Sky Ordinance for all Private Property							
Defer	Defer	CDD 24-04	Peery Park Specific Plan Amendment (area east of Mathilda Avenue)							
Defer	Defer	CDD 25-02	Identify Opportunities for Allowing Neighborhood-Serving Commercial Uses in Residential Zoning Districts							
Drop	Drop	CDD 18-02	Update and Review of the Heritage Resource Inventory							
Drop	Drop	CDD 24-05	Review of Appeals Fees and Processes							

# Study Issue Update (City-Wide)



2025 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Public Safety



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
1	1.00	DPS 25-01	Evaluate the Addition of Paramedic Services to Supplement the County Provided Services for Sunnyvale Residents and Businesses	1	1	1	1	1	1	1
2	2.00	DPS 24-01	Evaluate an Ordinance or Resolution Allowing Traffic Enforcement on Private Roadways in the Moffett Park Specific Plan Area	2	2	2	2	2	2	2
Drop	Drop	DPS 24-03	Evaluate Vehicle Abatement Program Service Delivery and Explore Ways to Improve Service							



Sunnyvale

2025 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Public Works



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
Drop	Drop	DPW 24-10	Evaluate a Red Curb Painting Request Process and Utilization of Volunteers to Paint Curbs							
Drop	Drop	DPW 25-03	Evaluate and Improve Sidewalk Maintenance							
Drop	Drop	DPW 25-05	Sweeping Protected Bike Lanes							
Drop	Drop	DPW 25-08	Evaluate Expanded Downtown Sunnyvale Pedestrian Mall							

# Study Issue Update (City-Wide)



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## Public Works



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
1	1.00	DPW 25-01	Fair Oaks Avenue Signalizations at Three Locations	1	1	1	1	1	1	1
2	2.43	DPW 25-02	Improved Street Sweeping Pilot	3	3	2	3	2	2	2
3	2.57	DPW 24-07	Explore the Benefits and Costs of Project Labor Agreements (PLAs) to Establish the Terms and Conditions of Employment for Specific City Construction Projects	2	2	3	2	3	3	3
Defer	Defer	DPW 24-02	Complete Streets Redesign of Fair Oaks Avenue							
Defer	Defer	DPW 24-04	Evaluate Late Night Lights at Public Parks							
Defer	Defer	DPW 24-11	Sunnyvale Gateway Program							
Defer	Defer	DPW 25-04	Closing the Sunnyvale Avenue Caltrain Crossing to Vehicles							
Defer	Defer	DPW 25-06	Assessment of Underutilized City-Owned Real Estate Parcels for Short or Long-term Use							
Drop	Drop	DPW 20-03	Waste Reduction Initiative in Sunnyvale Parks							
Drop	Drop	DPW 22-08	Evaluate the Council Policy for Naming City Parks to Incorporate More Diverse Cultural History and Develop a Policy for Renaming Existing Parks							
Drop	Drop	DPW 23-07	Evaluate the Feasibility of an Ordinance to Ban the Use of Gas-Powered Leaf Blowers and Other Small Two-Stroke Motors Within the City Limits of Sunnyvale							
Drop	Drop	DPW 24-01	Evaluate Feasibility of an Arts Crosswalk Program or Policy							
Drop	Drop	DPW 24-03	Create a Council Policy Framework to Establish a Process for Evaluating Requests for City to Take Over Private Infrastructure Based on Potential Offers of Dedication in the Moffett Park Specific Plan Area							

# Study Issue Update (City-Wide)



2025 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Environmental Services



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
1	1.00	ESD 25-02	Cigarette Butt Abatement Program	1	1	1	1	1	1	1
Defer	Defer	ESD 22-02	Promotion and Assessment of Sustainable Landscaping Strategies							
Drop	Drop	ESD 25-01	Harnessing the Potential of Community Art to Further Community Sustainability Goals							
Drop	Drop	ESD 25-03	Improving Climate Resilience							



2025 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Library and Recreation Services



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
Drop	Drop	LRS 25-02	Aligning Public Art with Sunnyvale's Sustainability Commitment							



2023 Study Issues Workshop - Preliminary Study Issue Ranking Results Sheet by Department

## Information Technology



Rank	Rank Avg	Number	Name	Le	Chang	Cisneros	Klein	Sell	Srinivasan	Mehlinger
1	1.00	ITD 25-01	Cell Coverage Mapping	1	1	1	1	1	1	1

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# Budget Proposal Update

2025 Study Issues/Budget Proposals Workshop  
Summary Worksheet: Budget Proposals for Council Consideration

Version: 2/13/2025

#	Title Staff Recommendation	Total Cost of Proposal	Funding Source	Council Actions		
				Refer*	Defer*	Drop*
2025-01	<b>Clearing the Sidewalk Maintenance Backlog</b> Staff Recommendation: Defer	\$ 38,500,000	Other		<b>Defer</b>	
2025-02	<b>Implement Homestead Road Full-Time Bike Lanes</b> Staff Recommendation: Refer	\$ 415,000	General Fund	<b>Refer</b>		
2025-03	<b>Safe Parking Program Community Capital Grant</b> Staff Recommendation: Refer	\$ 100,000	General Fund	<b>Refer</b>		
2025-04	<b>Funding Sweeping and Maintenance of Class IV Bike Lanes</b> Staff Recommendation: Refer	\$ 975,000	General Fund	<b>Refer</b>		
2025-05	<b>Redesign of the Sunnyvale Website</b> Staff Recommendation: Drop	\$ 585,000	General Fund	<b>Refer</b>		

# Question & Links

## Any Questions?

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## Links

- [Study Issues and Budget Proposal Webpage](#)
- [Council Policy Manual](#)