

**From:** [Rebecca L. Perry](#) on behalf of [Tim Kirby](#)  
**To:** [Tim Kirby](#)  
**Subject:** Opportunity for Boards and Commissions to Provide Input on Council Priority Projects  
**Date:** Monday, October 27, 2025 9:56:30 AM  
**Attachments:** [image002.png](#)  
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Dear Board and Commission Members,

On [October 21, 2025](#), Council approved a new Council Priority Projects (CPPs) process (formerly Study Issues Process), reflected in revised Council Policy 7.3.26. Additionally, Council modified the board and commission input process in the new CPP process, reflected in revised Council Policy 7.2.19.

Each year, the City Council will identify a set of Council Priority Projects or significant efforts that guide City resources toward achieving strategic goals. As part of this process, the City invites input from Boards and Commissions on potential future CPP ideas.

### **Annual Invitation for Input**

- Each Fall, your staff liaison will ask whether your board or commission would like to agendize a discussion to suggest potential ideas for future Council Priority Projects.
- Participation is optional. If your body chooses to participate, the discussion must be scheduled no later than your November meeting
- For the transition year (2025), the deadline will be extended to your **December** meeting, and all Boards and Commissions are encouraged to participate in this first year to help establish the new process.

### **Brown Act Compliance**

To ensure compliance with the Brown Act, any agenda for this discussion will include a general topic such as:

- *“Discussion of Potential Council Priority Project Ideas”*

Potential ideas must be aligned with the Board or Commission’s scope of work or purview. This general listing allows members to share ideas freely while ensuring transparency and adherence to open meeting laws.

### **Format of the Discussion**

- The discussion will be verbal only - no papers, staff reports, or written analyses will be prepared in advance.
- Staff liaisons and/or department management will attend to:
  - Provide factual information as needed, and
  - Clarify whether ideas may overlap with existing or planned City projects.

### Forwarding Ideas to Council

- Following discussion, your board or commission may vote to forward one (1) idea for Council consideration.
- The staff liaison will then transmit the selected idea to the City Manager's Office, where it will be added to a running list of potential ideas.
- The City Council may then consider these ideas during its annual priority-setting discussions.

Thank you for your ongoing dedication and for contributing your expertise to help shape Sunnyvale's strategic direction. If you have any questions about the new Council Priority Projects (CPPs) process, please contact Michelle Zahraie at [mzahraie@sunnyvale.ca.gov](mailto:mzahraie@sunnyvale.ca.gov).

*(This email has been bcc'd to all Board and Commission Members along with their Staff Liaisons)*

Tim



**Tim Kirby**  
**City Manager**  
Office of the City Manager

[Sunnyvale.ca.gov](http://Sunnyvale.ca.gov)

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