



**DRAFT MINUTES
SPECIAL JOINT MEETING
SUNNYVALE PARKS AND RECREATION COMMISSION
SUNNYVALE ARTS COMMISSION**

MAY 23, 2012

6 p.m. SPECIAL JOINT STUDY SESSION

The Sunnyvale Parks and Recreation Commission and Arts Commission adjourned at 6:55 p.m. from a special joint study session in the Community Center Board Room, 550 E. Remington Drive, Sunnyvale CA 94087, regarding FY 12/13 Recommended Budget and Resource Allocation Plan.

7 p.m. SPECIAL JOINT STUDY MEETING

The Sunnyvale Parks and Recreation Commission and Arts Commission met in a special joint meeting in the Community Center Board Room at 7 p.m. with Parks and Recreation Commission Vice Chair Kinder presiding.

CALL TO ORDER

Vice Chair Kinder called the meeting to order at 7 p.m.

ROLL CALL

Parks and Recreation Commissioners Present

Vice Chair Robert Kinder
Commissioner Robert Harms
Commissioner Craig Pasqua

Parks and Recreation Commissioners Absent

Chair Robert Pochowski
Commissioner Howard Chuck

Council Liaison to Parks and Recreation Commission

Councilmember Jim Davis (present)

Commissioners Pochowski and Chuck notified Superintendent Steward in advance of the meeting that they would be absent. "Absences from special meetings shall be recorded but shall not be classified as excused or unexcused," according to Council Policy 7.2.19. No action was required by the Commission.

Arts Commissioners Present

Vice Chair Tacy Seto
Commissioner Vinita Karun
Commissioner Misuk Park
Commissioner Shawnte Santos

Arts Commissioners Absent

None

Council Liaison to Arts Commission

Mayor Tony Spitaleri (absent)

Superintendent Steward said Commissioner Park has been reappointed to the Arts Commission by the Council. The vacancy created by Commissioner Hughes' resignation has also been filled and the new Commissioner will start in July.

Cheryl Anton and Sherry Thannisch, Bay Area Communication Access (BACA), provided interpretive services for Arts Commissioner Seto.

Staff Present

Superintendent of Community Services Nancy Bolgard Steward
Superintendent of Parks and Golf Scott Morton
Administrative Aide Karen Smith

PUBLIC ANNOUNCEMENTS - None

CONSENT CALENDAR - None

PUBLIC COMMENTS - None

PUBLIC HEARINGS/GENERAL BUSINESS

2. MOTION FY 12/13 Recommended Budget and Resource Allocation Plan

Superintendent Steward said the Commissioners were provided budget information that is directly related to both Commissions from the overall City recommended budget. She provided an overview of the recommended operating budget and said there have been significant organizational changes in structure to realign City resources to maximize service delivery. Parks, Golf, Fleet and Facilities have been moved into Public Works Department. Recreation has been moved into Library and Community Services Department. Youth and Neighborhood Services and Community Resources have been merged from Office of the City Manager into Community Services Division. Superintendent Steward said the Council would like to know the Commissions' thoughts on the recommended budget; so, if desired, the Commissions can take action.

Superintendent Steward said the FY 12/13 recommended budget was reviewed in detail and Commissioners' questions were answered at the joint study session. Further questions were answered regarding Project 900864 Orchard Gardens Park Expansion, Morse Avenue Park and Raynor Activity Center.

The Public Hearing was opened. There were no speakers. The Public Hearing was closed.

Parks and Recreation Commission

MOTION: Commissioner Harms moved and Commissioner Pasqua seconded to recommend that Council approve the FY 12/13 Recommended Budget and Resource Allocation Plan as presented.

VOTE: Motion Passed 3-0. (Commissioners Pochowski and Chuck were absent.)

Arts Commission

MOTION: Commissioner Park moved and Vice Chair Seto seconded to recommend that Council approve the FY 12/13 Recommended Budget and Resource Allocation Plan as presented.

VOTE: Motion Passed 4-0.

There was no further discussion.

NON-AGENDA ITEMS AND COMMENTS

ARTS COMMISSIONERS' ORAL COMMENTS

Commissioner Park attended the May 22, 2012, Council meeting. She said City Manager Luebbers reported that *Kiplinger's Personal Finance* named the City of Sunnyvale to its list of the 10 Greatest Cities to Raise Your Kids. She also said the city manager reported that fiscal policies were very sound in the long term.

Commissioner Park said the possibility of a Sunnyvale Art Museum was discussed at her Commission reappointment interview with Council. She registered the following internet domain names and said she would transfer the names to the City if requested.

- SunnyvaleArtMuseum.com
- SunnyvaleArtMuseum.org

Commissioner Park set up an email address for comments regarding the Sunnyvale Art Museum.

- sunnyvaleartmuseum@gmail.com

Superintendent Steward confirmed that Commissioner Park was acting as a private individual and was not representing herself as a City spokesperson on this issue.

PARKS & RECREATION COMMISSIONERS' ORAL COMMENTS

None

STAFF ORAL COMMENTS

Superintendent Morton said he would appreciate feedback on the parks from the Commissioners.

Council Liaison Davis said the Council values the Commissions; they are a vital part of the City structure. The Commissioners have the ability to focus on arts and parks issues, and the Council looks to them for guidance and direction. Thank you from the Council.

INFORMATION ONLY ITEMS - None

ADJOURNMENT – 7:20 p.m.

Respectfully submitted,

Karen Smith
Administrative Aide
Department of Library and Community Services

Reviewed by:

Nancy Bolgard Steward
Superintendent of Community Services
Department of Library and Community Services



DRAFT MINUTES

SUNNYVALE PARKS AND RECREATION COMMISSION JUNE 13, 2012

The Sunnyvale Parks and Recreation Commission met in regular session in the Community Center Board Room, 550 E. Remington Drive, Sunnyvale CA 94087 at 7 p.m. with Chair Pochowski presiding.

CALL TO ORDER

Chair Pochowski called the meeting to order at 7 p.m.

ROLL CALL

Commissioners Present:

Chair Robert Pochowski
Commissioner Howard Chuck
Commissioner Robert Harms

Commissioners Absent:

Vice Chair Robert Kinder
Commissioner Craig Pasqua

Council Liaison:

Councilmember Jim Davis (present)

Staff Present:

Director of Library and Community Services Lisa G. Rosenblum
Superintendent of Community Services Nancy Bolgard Steward
Superintendent of Parks Scott Morton

Guest:

Councilmember Jim Griffith

PRESENTATION

Recognition of Commissioners' Service

On behalf of Mayor Spitaleri, Councilmember Jim Griffith thanked Commissioner Chuck for his service and presented a certificate of appreciation in recognition of his contributions to the Parks and Recreation Commission. Commissioner, Councilmembers and staff joined in a reception after the meeting was adjourned.

PUBLIC ANNOUNCEMENTS – None

CONSENT CALENDAR

1.A. MOTION Approval of Draft Minutes of March 7, 2012

MOTION: Commissioner Harms moved and Commissioner Chuck seconded to approve Consent Calendar Item 1.A. as presented.

VOTE: 3-0 motion passed. (Commissioners Kinder and Pasqua were absent.)

1.B. MOTION Approval of Draft Minutes of May 23, 2012

Approval of Draft Minutes of May 23, 2012, were tabled until the next meeting because Commissioners Pochowski and Chuck were absent from the May 23, 2012, meeting.

PUBLIC COMMENTS

Garth Williams, Treasurer, Friends of Stevens Creek Trail, provided a presentation about the Stevens Creek Trail Project and handed out the Friends of Stevens Creek Trail 2011 Annual Report. The question was asked about public meetings for this project and how the Commission might be included. Superintendent Morton said he would provide the Commissioners with a list of public meetings, and they would have an opportunity to review the conceptual design once it is developed.

PUBLIC HEARINGS/GENERAL BUSINESS - None

NON-AGENDA ITEMS AND COMMENTS

COMMISSION MEMBERS Oral Comments

STAFF Oral Comments

Superintendent Morton provided an update on dedicated park land and the construction of DeGuigne Park.

Superintendent Morton informed the Commissioners about the status of the Seven Seas Park (Morse Avenue) and the Serra Park play equipment.

Superintendent Steward requested that the Commissioners submit their satisfaction surveys.

Superintendent Steward provided an update on the Centennial activities and encouraged the Commissioners to participate in the parade or in a volunteer assignment, if they so desired.

INFORMATION ONLY ITEMS

Construction of DeGuigne Park
Satisfaction Survey

ADJOURNMENT

Chair Pochowski adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Karen Smith
Recording Secretary
Community Services Division
Library and Community Services Department

Reviewed by:

Nancy Bolgard Steward
Superintendent of Community Services
Community Services Division
Library and Community Services Department

Developing a Study Issue

What is a Study Issue?

A study issue is a topic of concern that may result in a new or revised City policy. Potential study issue topics can include proposed ordinances, new programs or facilities, amendments to the General Plan and the examination of potential new policies or revisions to existing policies that have been established by City Council.

Questions to be asked and answered as part of Commission discussion on any possible study issues:

1. What is the key policy question?
2. What has generated this issue or caused this issue to be raised?
3. What is it that should be considered or studied?
4. How does it relate to the City's General Plan?

Other questions to be answered by staff:

1. Describe the level of complexity that will be required in order to complete a thorough, professional examination of the Study Issue and any effect this examination may have on existing workload and service level responsibilities. This description should include what will and what won't be included in the Study Issue.
2. Cite the City Policy (General Plan, Municipal Code, Charter, Council Policy, etc) and reference the section that is most appropriate to the study issue's subject and purpose.
3. Staff effort to conduct the study.
4. Whether it is a single year or multi-year study.
5. Whether additional resources (Budget Modification or budget Supplement) will be required to conduct study.
6. Identify and explain potential costs to implement study results including capital and operating costs, revenue and any savings that would result from study, and dollar estimates.
7. City staff and departments that would need to participate in the study.
8. Develop a time line to complete the study.

City of Sunnyvale About the Study Issues Process

Overview

Since the late 1970s, the City's study issues process has provided both City Council and City staff with a valuable planning and management tool. Through this process, Council sets priorities for studying policy issues. The process also allows staff to balance the work required to thoroughly "study" an issue with the work required to deliver ongoing City services.

What is a Study Issue?

A study issue is a topic of concern that may result in a new or revised City policy. Potential study issue topics can include proposed ordinances, new programs, amendments to the General Plan and the examination of potential new policies or revisions to existing policies that have been established by City Council.

The process includes several key features:

- It allows members of the public, Council, boards or commissions and City staff to identify issues of concern or importance at any point during the calendar year. These study issues are considered by Council as a package at the Annual Study/Budget Issues Workshop in February.
- It allows Council to select and prioritize all the study issues at an annual study issues workshop, providing a method for Council to separate those issues that may have seemed important when they were first raised from the truly critical issues that require detailed examination.
- It allows the city manager and department directors to schedule the examination of high-priority study issues so the workload does not interfere with the delivery of City services at service levels set by Council.

Process

The primary purpose of the study issues process is to provide a method for identifying, prioritizing and analyzing policy issues in an efficient and effective way. It provides a structured approach for addressing the policy issues annually. With exceptions as noted below (e.g. emergency issues, safety issues, etc.) Council reviews all study issues once a year at the Council Study Issues Workshop. The process allows Council to rank the issues, separating those issues that may have seemed important when they were first raised from the truly critical issues. It also allows the City Manager and department directors to set and schedule the examination of issues so the workload does not interfere with the day to day delivery of City services at levels set by Council.

As noted below in Study Issues Process Summary Timeline, the study issues process is ongoing. Currently, study issues can be proposed at any time for the upcoming calendar year by staff, Council, board and commission members, and members of the public.

Roles

The study issues process includes participation by Councilmembers, City staff, boards and commissions, and the public. A brief explanation of each of their roles follows:

Council – Council's role is to set policy. Regarding the study issues process, policy-related responsibilities include generating (or sponsoring) study issue topics; taking public input; prioritizing or "ranking" issues at the Council Study Issues Workshop in February; and approving target completion dates for each study.

City staff – City staff manage the annual study issues administrative process; generate study issue topics; and prepare the study issue papers. Following Council ranking of issues, determine

how many issues available operating resources will support (issues are begun and studied in priority order); and propose target completion dates for studies able to be completed.

Boards and Commissions – In their advisory capacity to Council, boards and commissions generate study issue papers for 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, may sponsor issues brought to them by members of the public.

Members of the Public – Members of the public may suggest study issue topics to staff, boards and commissions, or directly to Council. In order for a study issue topic to get to the Council Study Issues Workshop it must be “sponsored” by staff, Council, or a board or commission. Members of the public also provide input to Council on the relative importance or priorities of individual studies at the annual Study Issues Public Hearing, which is held a week or two prior to Council’s Study Issues Workshop.

Summary Timeline

Month	Activity	Result
Day after January Public Hearing through the following year’s Public Hearing	Study Issue topics are proposed/generated for next calendar year by Council, the city manager, or boards and commissions.	Study issue papers sponsored by Council, boards and commissions, or staff are prepared by staff.
Ongoing	Staff posts sponsored study issue papers to the City’s Web site following approval by the City Manager.	Public notice and viewing of study issues proposed for upcoming calendar year.
October - November	Boards and commissions rank relevant study issues proposed for next calendar year.	Board and commission priority rankings are forwarded to Council.
Early January	Council holds Public Hearing on study issues proposed for current calendar year.	Members of the public comment on study issues.
Mid - Late January	Council held Study Issues Workshop.	Council assigns priority ranking to study issues; rankings are posted to City’s Website
Late January - mid February	Staff “Draws the Line”: the City Manager considers staff resources by department to determine how many issues can be studied during the calendar year (studies are always initiated in priority order), noting start and complete dates for each issue.	Staff presents Council a list of the study issues that will be undertaken during the current calendar year, given currently budgeted resources.
Cycle repeats.		

Boards/Commissions Rankings

Before a study issue paper can be presented to a board/commission for ranking, it must be approved by the City Manager. Boards/Commissions review and rank study issues in October/November -- prior to the annual study issues workshop. The board or commission will consider only those study issues that fall within its area of responsibility. B/C staff liaisons ensure the board/commission completes the study issue ranking by the OCM-established deadline. Each B/C workplan includes appropriate time for consideration of study issues.

Preparing for a Study Session or Report to Council (RTC)

Some study issues are so complex, or generate such a high level of public interest, that a study session is used to present data and information, and is followed by an RTC to provide alternative options and staff recommendations.

At the Council meeting, Council will provide policy direction regarding the study issue. This direction may be to discontinue any further work on the issue, to implement the staff recommendation, to complete additional research or analysis on the issue, or to make no change to current policy. City staff then implements the policy direction provided.

To implement the policy direction, staff may need to change a current practice, amend an existing approach for providing a service, amend an ordinance or create a new ordinance, modify the adopted budget through a budget modification or a budget supplement, develop a new policy, or revise an existing policy. The approach and the steps involved in implementing Council policy direction for a study issue will vary, depending on the subject matter and complexity of the study issue.

Resources and Forms

- **Signed Study Issue Papers:** All original signed study issue papers will be kept in the Office of the City Manager and posted to the City's external web site at StudyIssues.InSunnyvale.com.
- **Key Dates:** Detailed deadlines for the annual study issues process will be developed by the Office of the City Manager and posted at the City's intranet site.

**2012 Master Work Plan
Parks and Recreation Commission**

MEETING DATE	AGENDA ITEM/ISSUE
January 11	<ul style="list-style-type: none"> • Approval of Second Amendment to Agreement with the Sunnyvale Historical Society and Museum Association
February 7	<ul style="list-style-type: none"> • Joint Study Session with Council – Consider Park Dedication Policies and Review Project Priorities
February 8	<ul style="list-style-type: none"> • Meeting Canceled – no agenda items
March 7	<ul style="list-style-type: none"> • Proposed Amendments to SMC Chapter 9.28 Regulation of Smoking—to Include a Ban on Smoking in Parks and in Outdoor Dining Areas (Christy Gunvalsen, Neighborhood Preservation Manager, DPS) • Approval of License Agreement Between Lifetime Tennis, Inc., and the City of Sunnyvale for the Operation and Management of the Sunnyvale Tennis Center (Scott Morton, Parks Superintendent, DPW) • Approve Master Work Plan
March 14	<ul style="list-style-type: none"> • Meeting Canceled (meeting moved to 3/7/12)
April 11	<ul style="list-style-type: none"> • Meeting Canceled – no agenda items
May 9	<ul style="list-style-type: none"> • Meeting Canceled – no agenda items
May 23	Special Joint Study Session (6 p.m.) and Meeting (7 p.m.) with Arts Commission <ul style="list-style-type: none"> • FY 12/13 Recommended Budget and Resource Allocation Plan
June 13	<ul style="list-style-type: none"> • Recognition of Service • Satisfaction Survey
June 19, Tues.	<ul style="list-style-type: none"> • July is Parks and Recreation Month Special Order of the Day
July 11	<ul style="list-style-type: none"> • Meeting Canceled – no agenda items
August 8	<ul style="list-style-type: none"> • Propose Study Issues • Master Work Plan Review • Election of Officers
September 12	<ul style="list-style-type: none"> • Park Dedication Fund Policy • Propose Study Issues
October 10	<ul style="list-style-type: none"> • Rank Study Issues
November 14	<ul style="list-style-type: none"> • Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials • Preliminary Discussion of 2013 Master Work Plan
December 12	<ul style="list-style-type: none"> •

Additional items yet to be scheduled:

1. Naming New Park on DeGuigne Drive



**City of Sunnyvale
Department of Library and Community Services
Community Services Division**

**ARTS COMMISSION
PARKS AND RECREATION COMMISSION**

ELECTING THE CHAIR AND VICE-CHAIR

OPEN NOMINATIONS

1. Presiding Officer opens the floor for nominations for the office of the Chair for the coming fiscal year.

- Any member may nominate any member, including oneself.
- No second is required.
- The person nominated should accept or decline the nomination.
- After the first nomination, the Presiding Officer keeps the floor open for additional nominations (if any).
- The persons nominated may speak to their goals if they choose.

CLOSE NOMINATIONS

2. Once all nominations have been received, the Presiding Officer declares nominations for Chair closed.

- Motion to close is not necessary.

VOTE

3. Nominations are voted upon in the order taken.

- The nomination with the majority of "yes" votes holds and the new Chair is elected.

4. The same process is repeated for the Vice-Chair.

5. The newly-elected Chair assumes the duties at the next meeting, after completion of mandatory Chair training.