Welcome to Sunnyvale

New Resident Guide
Uniqueness. That’s what Sunnyvale is all about.

A longtime commitment to remaining a lower density community with a focus on maintaining a strong rural element, an exemplary school district and citizens who are active and involved in the events of the community are the hallmarks of Sunnyvale’s difference from any other city or town. Ours is a community of special qualities and equally special people who moved here because it isn’t like anywhere else.

From the Mayor

It is our hope that all who live here, move here or merely visit for a while will find their Sunnyvale experience a special one. As your governance team, your Mayor and Town Council are focused on enhancing the quality of life in Sunnyvale while continuously striving to improve our public services.

We are also committed to economic development and expansion through a proactive and responsive program for attracting new businesses to our community while retaining those who are already a part of Sunnyvale. This effort will result in a more balanced Town that offers an enhanced quality of life while spreading the load of property taxes between residential and commercial properties.

My responsibility as Mayor is to serve all citizens and business owners of Sunnyvale fairly and openly. I am committed to doing just that in the most professional and timely manner possible. I encourage you to join the Council and me in serving in any capacity you can. Use your skills and experience to make this Town a better place than you found it. There are multiple volunteer opportunities through both School and Town organizations. Our citizens volunteer to serve on boards and commissions as well as participate in various citizen committees. I encourage you to reach out to me or one of the staff members if we can be of service to you or answer any questions you may have.

My wife Jaya and I moved to Sunnyvale in 2000 to enjoy a special place to live and raise our two children. While the Town has grown quite a bit since then and changed in several ways, it retains the same unique character and vitality as it did when we came here. I am confident that your experience in Sunnyvale will be similar.

Contact: saji.george@townofsunnyvale.org

- Mayor Saji George
Elected Officials

What exactly does the Mayor and Council do?

The Mayor and Town Council determine the policies of the Town and enact local laws. They are responsible for the adoption of an annual budget and the levying of taxes necessary to finance local government operations. They also hire the Town Manager.

When are Council meetings held?

Council meetings are held at Town Hall - 127 N. Collins Rd., Sunnyvale TX 75182 - on the second and fourth Mondays of every month at 7 p.m. Special meetings and workshops are held often throughout the year. You may sign up to receive notifications of meetings at www.townofsunnyvale.org/notifyme.
The Town Manager is appointed by the Town Council and serves as the chief administrative officer of the Town and is responsible for the day-to-day operations of the Town.

Duties of the Town Manager include:

- Implementing the policies and procedures adopted by the Town Council.
- Providing direction to Town departments and their administrative functions.
- Providing day-to-day leadership in policy development and implementation.
- Continual monitoring of the delivery of Town services to ensure efficiency.
- Preparation and oversight of the annual budget process.
- Managing the Town’s inter-governmental relations and public information functions.
The Director of Administration serves as the professional link between the citizens, the local governing bodies and agencies of government at other levels and also as the Town Secretary, the oldest profession in local government, performing the principal functions of the democratic process. From preparing agendas and minutes, to elections and public information, this office is focused on transparency and public participation within all areas of Town services.

**Records Management:**
The Director of Administration is responsible for recording all actions of the Town Council and the various boards and commissions, processing contracts, and complying with state record retention laws.

**Public Information:**
Maintaining a transparent government is vital to the success of the Town of Sunnyvale. State Law requires that any person wishing to obtain a copy of our records need only to submit their request in writing to the Director of Administration, who serves as the Public Information Officer for the organization. To make a Public Information Request, visit www.townofsunnyvale.org/PIR.

**Elections:**
The Director of Administration, in partnership with the Dallas County Elections Department, is responsible for ensuring the elections for Town officials are completed in accordance with State Law. The Town’s General Election occurs each May, and Special Elections occur as needed.

**Boards and Commissions:**
Involvement is what makes Sunnyvale such a great community. The Town has several boards and commissions that help carry out the laws and policies adopted by the state legislature and the Town. Each year, volunteer applications are solicited for those willing to serve. All of the meetings are listed on the Town website, so please attend one of the various meetings to see if you would be interested in volunteering.

**Contact:** Rachel Ramsey | (972) 203-4153 | rachel.ramsey@townofsunnyvale.org
Unlike a business, a local government, such as a municipality, does not exist to maximize profits. Instead, a local government’s objective is to provide services within budgetary constraints. A measure of success is the cost effectiveness of providing those services.

The Finance Department maintains the financial integrity of the Town and provides financial management, oversight, administration, and support services to the Town’s departments in achieving their mission.

The department manages all financial operations. Functional areas include: accounting, budget, purchasing, tax, payroll and treasury. This department assists the Town Manager and Town Council in developing long range financial plans, and policies and procedures related to fiscal operations. Other responsibilities include oversight of the collection and processing of Town revenues, ensuring the availability of funding to meet operational needs, managing banking activity within established guidelines, and administration of the Town’s investment portfolio pursuant to State Law and the Town of Sunnyvale Investment Policy.

The Governmental Accounting Standards Board (GASB) establishes Generally Accepted Accounting Principles (GAAP) for local governments. Unlike businesses, a local government’s financial statements emphasize legal compliance. Examples of legal compliance issues include operating within the approved budget, adhering to debt requirements, proper use of funds restricted for a particular purpose, and following investment regulations.

The budget process begins in May of each year and continues through September with public meetings to allow all interested citizens an open forum where they can be heard.

A proposed budget is then developed to support the direction and focus established for the community by Town Council. Specific issues are identified that are vital to continued quality services within the means available. Upon review, and a subsequent public hearing, the Council adopts the proposed budget.

The Town’s fiscal year-end is Sept. 30 each year. Typically, the Town’s auditors present their audit opinion along with the audited financial statements in the spring of each year.
The Sunnyvale Municipal Court is responsible for Class C misdemeanors and other State and Town ordinance violations punishable by fine. Its activities include, but are not limited to, pre-trial hearings and trials, collecting fines and court costs, and issuing warrants of arrest. While we hope you never have to visit our Municipal Court Department, we offer different options to help you dispose of your citation.

The Sunnyvale Municipal Court provides assistance to defendants charged with Class C misdemeanors. Citizens who have received citations from the Sunnyvale Police Department, Dallas County Sheriff’s Department, Sunnyvale Code Enforcement, Sunnyvale Animal Control and/or other Town enforcement entities will have their cases heard at the Sunnyvale Municipal Court.

The Court Offices are located at Town Hall, 127 N. Collins Rd., in Sunnyvale. The Court offices are open from 8 a.m. until 5 p.m., Monday through Friday. Pre-trials and trials are held at the Town Council Chambers located at Town Hall.

In many cases, citizens can make a plea and pay their citation online by going to www.TownofSunnyvale.org and clicking on Court Citations.

**Presiding Judge:** T. Shaina Primeaux  
**Prosecuting Attorney:** G. Walt McCool

**Contact:** Charissa Pulgarin | (972) 203-4160 | charissa.pulgarin@townofsunnyvale.org

**Contact:** Jennifer Patterson | (972) 203-4158 | jennifer.patterson@townofsunnyvale.org
Development Services

Development Services Department is responsible for the future planning, development, and orderly growth of the community. We are responsible for standards for protecting the community’s health, safety, and general welfare through the enforcement, establishment, and implementation of standards for development further the community’s vision. We ensure that the state and local codes are followed to enhance the quality of life and preserve the natural Sunnyvale character for current and future generations. The Development Services Department includes Planning, Engineering, Building Inspections, Code Enforcement, and Animal Control activities.

Planning:
Planning works with developers and residents to assist with development requests. The division works to assure development within the Town is in accordance with our subdivision regulations, zoning guidelines, and future comprehensive plan.

Engineering:
The Engineering Division of the Development Services Department is responsible for the review, planning, and design of the Town’s infrastructure system. Engineering also ensures that all public and private improvement projects are constructed in accordance with approved plans and specifications and generally accepted engineering principles. Engineering also issues right-of-way permits for franchise utility projects and manages the Town’s floodplains. In addition, Engineering staff serves as a community information and resource center for all infrastructure-related issues and inquiries from the Town’s citizens, business owners, and the general public.

Building Inspections:
The goal of the Building Inspection Division is to assist the residents and the builder/contractors in our Town by providing a safe working environment and ensuring compliance of building codes by issuing permits when required, reviewing plans, and performing necessary inspections on building and structures during the construction process.

Contact: Lyle Jenkins, PE, CFM | (972) 203-4115 | lyle.jenkins@townofdyvale.org
Contact: Larry Graf | (972) 203-4171 | larry.graf@townofdyvale.org
Contact: Melinda Diaz | (972) 203-4188 | melinda.diaz@townofdyvale.org
The Town of Sunnyvale Code Compliance Department works to resolve issues through fair and balanced enforcement of Town ordinances related to environmental concerns, maintenance standards, public nuisances, and zoning or land use violations. Help us to ensure our community remains an exceptional living environment by preventing, identifying and reporting code violations.

- Well-kept lawns give our homes that feeling and appearance of comfort; they also help to keep out unwanted pests such as insects, rodents and snakes. Grass is to be maintained on a regular basis to the back of the curb or edge of the paved roadway. Grass within 100 feet of any property line may not be taller than 12 inches, but if you have land with grazing animals, or are cultivating crop grasses, please mow 10 feet within any property line.

- Storage of items outside where they are visible from the street detracts from the overall appeal of the neighborhood. All items stored outside in residential areas must be screened from public view.

- There are many health and safety issues that go along with stagnant water. Stagnant water can be found in anything from buckets and pails to old tires. Anything that will hold water, including swimming pools, can breed disease (including West Nile Virus) carrying mosquitoes. If you have stagnant water on your property, feel free to contact Town Hall for mosquito dunks that may be available.

- Any limbs that are hanging over the roadways or alleys create a hazard for emergency response vehicles, school buses, and trash collection vehicles. Limbs are required to be cut to a height of 14 feet above the traveled surface for roadways, and seven feet for sidewalks.

- Fences should be maintained upright without missing pickets. Rotten or damaged sections should be repaired or replaced.

**Town Code Enforcement staff looks forward to working with you and your neighbors in maintaining a beautiful community.**
Whether it is pets or wildlife, animals are part of the lives of many Sunnyvale residents. When those animals and the people around them come in conflict, our Animal Control Officers are prepared to provide humane, compassionate care for the animals. Sunnyvale’s Animal Shelter is capable of providing excellent care for any animals impounded.

All pets are required to be enclosed in a fence or other enclosure, or to be on a leash at all times. Registration of pets is available but not required, as the Rabies vaccination tag required by state law helps provide identification. We also scan for microchips resulting in animals being returned to their owners within hours in most cases.

The Animal Shelter is open Monday through Friday, 1 - 4 p.m., by appointment. Appointments can be made by contacting the Animal Control Officer. Emergency response is available 24 hours a day, seven days a week for: animal bites, vicious animals at large, injured animals, wildlife inside a residence, and cruelty investigations.

To view a list of the current animals in the shelter, visit www.townofsunnyvale.org/adopt.

Contact: Frank Locke | (214) 862-4525 | sunnyvaleaco@townofsunnyvale.org
The Parks Division aims to improve the quality of life for community residents and visitors by providing exceptional park and recreational opportunities. The Parks Division performs landscape management, park maintenance, and improvements as well as other similar services throughout the Town's park system. These continued efforts result in the creation of safe, attractive, and innovative places for public recreational opportunities.

Jogging, walking, or biking across the open-air roads is a rare treat in most urban environments. These luxuries are the pride of Sunnyvale’s rural charm. With rolling pasture lands and sweeping meadows, you can experience the true enjoyment of leisure living.

**Town Center Park**

Amenities at Town Center Park include a covered playground, restroom, one 40’ x 60’ pavilion (available by reservation), two 16’ x 16’ pavilions, two tennis courts (available by reservation), charcoal grills, exercise equipment, park benches and picnic tables, a basketball/multi-purpose court, and a 3/4 mile hike and bike trail.

The pond is stocked with catfish, bass, blue gill, and bream; fishing is allowed on a catch and release basis.

**Jobson Park**

Amenities at Jobson Park include a baseball diamond, bleachers, pitching/batting practice area, charcoal grills, water fountain, exercise equipment, picnic area, portable restroom, and 1/4 mile hike and bike trail.

**Samuell Farm Park North**

Amenities at Samuell Farm North Park include a pond, covered exercise equipment, park benches, picnic tables, charcoal grills, water fountain, dog waste disposal, and a 1/2 mile hike and bike trail.

**Vineyard Park**

Amenities at Vineyard Park include a soccer field, bleachers, charcoal grills, picnic area, water fountain, portable restroom, and a 1/4 mile hike and bike trail.

Contact: John Douthit  |  (972) 203-4186  |  sunnyvaleaco@townofsunnyvale.org
The Sunnyvale Town Council passed an ordinance creating the Town of Sunnyvale Police Department on July 22, 2019. On Oct. 1, 2019, Sunnyvale’s first Police Chief was hired and began the process of standing up the department. The department started operations on Oct. 1, 2020. The Police Department is comprised of 21 full-time officers who provide 24 hour law enforcement to the Sunnyvale community.

Services

- Coordination of security and traffic control for Town events and functions;
- Free gun safety locks upon request;
- Helicopter support from the Department of Public Safety;
- Neighborhood crime watch program within subdivisions;
- Participation in career day at Sunnyvale schools;
- Vacation/routine check program for businesses and residences;
- Directed patrol; and
- Annual National Night Out.

Programs

- Take Me Home Program
- Video Crime Watch Program
- Citizens Police Academy

Accreditation

The Sunnyvale Police Department is accredited through the Texas Police Chiefs Association’s Best Practices Recognition Program, meaning the department meets or exceeds all of the program’s identified best practices for Texas law enforcement.

The department achieved its accreditation on May 7, 2021.

Contact: Andrew Hawkes  |  (972) 203-0312  |  police@townofsunnyvale.org

Non-Emergency Line  |  (972) 226-4606
Sunnyvale Fire Rescue was formally established in 1971 by a group of highly dedicated volunteers whose mission was to aid their neighbors and help protect their homes. The department has evolved from those humble beginnings to one staffed by a professional group of career firefighters. Like the department, Sunnyvale Fire Rescue's mission has also evolved. Not only does Sunnyvale Fire Rescue respond to structure fires and motor vehicle accidents, but their services also include emergency medical response and transport with highly skilled and state-certified paramedics providing care for sick and injured citizens. Fire inspection and fire investigation by state-certified Fire Inspectors ensure that residences, buildings, and businesses are compliant with the currently-adopted Fire Code.

Sunnyvale Fire Rescue takes pride in its ability to serve the needs of the community. Personnel focus a large amount of time each year on providing the public with fire safety education, first aid, CPR training, along with many other services for the citizens of Sunnyvale.

The continued commitment of these professionals serving the citizens of Sunnyvale and all of those who visit the Town is a tribute to the original members of Sunnyvale Fire Rescue.

Contact: Doug Kendrick | (972) 203-0314 | fire1@townofsunnyvale.org
The Public Works Department provides many of the basic services that affect the daily lives of everyone who lives and works in Sunnyvale. Primarily, the Public Works Department is responsible for all the things we take for granted on a daily basis: the administration, planning, maintenance, construction management and technical engineering of the Town’s infrastructure.

The Town of Sunnyvale strives to provide high quality drinking water that is both safe and reliable. The Town maintains a “superior” water system rating with the Texas Commission on Environmental Quality (TCEQ).

Sunnyvale is a customer of the North Texas Municipal Water District (NTMWD). The primary source of Sunnyvale’s water is surface water. Water is delivered from Lake Lavon and supplemented with water from Lake Texoma, Jim Chapman Lake, Lake Tawakoni, and East Fork Raw Water Supply (Wetland). Sunnyvale’s water is treated at the NTMWD facility in Wylie, Texas. The NTMWD conducts daily tests on both the raw and treated water delivered to the Town of Sunnyvale.

The Public Works Department is also responsible for street repair and maintenance.

Did you know that the most common problem with sprinklers is overwatering?
Avoid run-off and help conserve water by setting your sprinkler zones on shorter cycle times and letting the water soak into the ground for several hours. Then, if needed, you can run another short cycle. This will keep the irrigation water on your lawn and not running down the street and in the storm drain. You can also save water by manually turning off our irrigation systems during a rain event. Irrigating your lawn for 30 minutes is the equivalent of taking a four-hour shower.

The Town’s latest Water Quality Report can be found at www.townofsunnyvale.org/water.

Contact: Bryan Creed  |  (972) 203-4181  |  bryan.creed@townofsunnyvale.org
Located at 402 Tower Place, near the intersection of Town East Boulevard and Belt Line Road, the Doris Padgett Public Library serves as a hub for education and entertainment, enriching the lives of Sunnyvale’s citizens. The Library is open from 10 a.m. to 7 p.m., Tuesday through Saturday, and is closed on Sundays and Mondays.

Library cards are issued free of charge to residents of Sunnyvale, as well as all residents of the state of Texas. Your Library card can be used to check out our vast collection of books, DVDs and Blu-Rays, audiobooks and magazines. Those who hold a Library card also gain access to a huge collection of e-books through the North East Texas Digital Consortium and a massive collection of research databases. For adults 18 and over, Library cards are obtained by presenting a valid photo ID with current address. If the address on your ID is not current, proof of residency is required; please check our website for a list of acceptable documents. Library cards can also be issued to children age 5 and up, as long as the child’s parent or legal guardian has their own card.

The Library also provides the community at large with internet access, with six computers with high-speed Internet access. These computers feature a wide selection of internet browsers, as well as Microsoft Office to help patrons compose documents. The Library provides free wireless Internet access. Also, we have children’s computers with learning activities available for our smallest patrons.

The Doris Padgett Public Library provides a wide variety of services and programs for the community from toddlers to seniors, including weekly Story Time, a monthly Book Club, and many other rotating programs and classes. The Doris Padgett Public Library is accredited by the Texas State Library and Archives Commission and we participate in the TexShare Card Program, which allows Library card holders to borrow materials directly from other participating public and academic libraries throughout the Metroplex.

Our staff is dedicated to helping you find what you need to make your life better. To learn more and see what we can do for you, please come by our Library during normal operating hours, call us at (972) 226-4491 or visit our website at www.DorisPadgettLibrary.org.

Contact: Matthew Kolman | (972) 203-4181 | matthew.kolman@townofsunnyvale.org
The Town of Sunnyvale and the Economic Development Department work together to promote a diversified economy by increasing consumer choice, facilitating new employment opportunities, increasing the sales and property tax base, and contributing to a high quality of life for Sunnyvale citizens.

The Development Corporation Act of 1979 gives cities the ability to finance new and expanded business enterprises in their local communities through Economic Development Corporations (EDCs). Chapters 501, 504 and 505 of the Local Government Code outline the characteristics of Type A and Type B EDCs, authorize cities to adopt a sales tax to fund the corporations and define projects EDCs are allowed to undertake.

The Town of Sunnyvale currently has only a Type B program. Type B sales tax may be used for any project eligible under Type A rules and several other project types, including quality of life improvements. Type B corporations may pay for land, buildings, equipment, facilities, targeted infrastructure, and improvements for specific purposes.

Sunnyvale enjoys a solid industrial base with manufacturing centers as well as a regional medical center, commercial, and retail development. Currently, The Town of Sunnyvale is home a number of companies providing jobs and a tax base for the town. Sunnyvale also enjoys prime areas for future development of retail, commercial and industrial sites along the US Highway 80, Belt Line Road, Clay Road, and Collins Road corridors.


Visit the Sunnyvale Economic Development Corporations website - www.townofsunnyvale.us.
Community Events

Experience events designed to bring neighbors together for fun. Town staff members work together to provide these special events annually.

**April**

**Keep Sunnyvale Shining Trash-Off**
Kick start your spring cleaning by dumping your bulk waste off at the Trash Off, held annually in the spring at Jobson Park. Electronic recycling and free document shredding is also available.

**July**

**Red, White, and BOOM Sunnyfest**
Sparks fly at the Town of Sunnyvale’s annual independence celebration in Town Center Park. This traditional, patriotic event is free and open to the entire community. With food, live music, and plenty of activities for kids, this event is great way to celebrate!

**October**

**National Night Out**
National Night Out (NNO) is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. NNO enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Sunnyvale Police Department hosts their annual NNO event at Town Center Park in October of each year.
Community Events, cont.

November

**Sunnyvale’s Salute to Veterans**
Held on the front lawn of Town Hall each Veterans Day, Sunnyvale’s Salute to Veterans is an annual recognition ceremony honoring the men and women who have served and continue to serve our country. Enjoy a historic warbird flyover as Veterans are presented with a coin from the Mayor.

**Fast and Furriest Turkey Trot**
The Town hosted its first Turkey Trot in 2019 and has since carried on the tradition, annually. The Fast and Furriest Turkey Trot is a 5K and/or 1-mile fun run held in November of each year at Raider Stadium. The Town is working to expand the event by adding a chipped timing feature. Proceeds from the event benefit the Sunnyvale Animal Shelter.

December

**Deck the HALL Christmas Tree Lighting Ceremony**
There’s no better way to get in the holiday spirit than by joining the Town of Sunnyvale for the lighting of Town Hall and the Town’s Christmas Tree! Held the first Friday in December, this is a perfect opportunity to get that photo with Santa. All ages are welcome at this family-friendly community event, which includes music from the Sunnyvale 6th Grade Choir, a visit from Santa, and more!
Want to keep up with the latest from the Town of Sunnyvale? www.townofsunnyvale.org is your one stop shop for communication! Sign up to receive the weekly eNewsletter, emergency alerts, custom notifications, and more.

**Social Media**

In an ongoing effort to maintain effective communication to and with residents and other audiences, the Town of Sunnyvale uses a variety of social media platforms as a way to deliver information directly to users and to encourage resident involvement, interaction, and feedback. Updated almost daily, this is the best place to get engaged online!

- Town of Sunnyvale - Government
- Sunnyvale Fire Rescue
- Sunnyvale Animal Shelter
- The Sunnyvale Texas Police Department
- Doris Padgett Public Library
- Sunnyvale Economic Development Corporation

Contact: Erica Wooldridge  |  (972) 203-4151  |  erica.wooldridge@townofsunnyvale.org