



# City of Sunnyvale

## Meeting Minutes - Draft

### Council Subcommittee on Boards and Commissions

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Wednesday, June 26, 2024

10:00 AM

Online and Council Chambers, City Hall,  
456 W. Olive Ave., Sunnyvale, CA 94086

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#### **CALL TO ORDER**

Subcommittee Chair Mehlinger called the meeting to order at 10:00 a.m.

#### **ROLL CALL**

**Present:** 3 - Chair Richard Mehlinger  
Member Russ Melton  
Member Alysa Cisneros

#### **PUBLIC COMMENT**

Public Comment opened at 10:02 a.m.

No speakers.

Public Comment closed at 10:02 a.m.

#### **CONSENT CALENDAR**

Public Comment opened at 10:03 a.m.

No speakers.

Public Comment closed at 10:03 a.m.

MOTION: Subcommittee Member Melton moved and Subcommittee Member Cisneros seconded the motion to approve agenda item 1.A.

The motion carried with the following vote:

**Yes:** 3 - Chair Mehlinger  
Member Melton  
Member Cisneros

**No:** 0

**1.A**     [24-0741](#)     Approve the Council Subcommittee on Boards and Commissions Meeting Minutes of February 14, 2024

Approve the Council Subcommittee on Boards and Commissions Minutes of February 14, 2024, as submitted.

## **GENERAL BUSINESS**

- 2      [24-0742](#)      Updates Following the Feb. 14, 2024 Subcommittee Meeting and Continued Discussion of Policy Suggestions for Subcommittee Consideration and Potential Subcommittee Recommendations to Council Regarding Council Policy 7.2.19 (Boards and Commissions)

Assistant City Manager Sarah Johnson-Rios provided the staff report and presentation.

Public Hearing opened at 10:23 a.m.

No speakers

Public Hearing closed at 10:23 a.m.

The Subcommittee discussed the policy suggestion recommendations to City Council.

Policy Suggestion 1 - Supplemental questions on board/commission application:

- Comments in support of adding a one-time review.
- Suggestion that the application be reviewed no less than every 5 years.
- Suggestion that the application be reviewed every other year.
- Suggestion that the application be included as an informational item of the Joint Study Session between City Council and Board and Commission Chairs and Vice Chairs agenda packet.

Policy Suggestion 2 - Arts Commission Work Plan modification:

- Comments in support for not modifying the work plan at this time.
- Comments encouraging the Arts Commission to identify items for next year's work plan.
- Work plan suggestions were shared: ideation session, a meeting with Downtown Business Association or Chamber of Commerce to discuss cultural events, a session with the Sunnyvale Players and joint meeting with Board of Library Trustees.

The Subcommittee discussed the policy suggestions identified at the February Subcommittee meeting.

Policy Suggestion 1 - Member led presentations:

- Comments in support of continuing with the current policy and practice with no modifications.

- Comment in support of communicating that member led presentations are permitted.
- Suggestion to provide a training that covers the process for adding agenda items and member led presentations to board/commission agendas.
- Suggestion to monitor the impact of member led presentations on meeting duration.

Policy Suggestion 2 - Chair written communication:

- Comments in support for continuing with the current policy and practice with no modifications.
- Chairs and Vice Chairs are allowed and encouraged to provide Council with a summary of a board/commission recommendation either in-person or via email.

Policy Suggestion 3 – Board of Library Trustees size

- Comments in support of maintaining the Board at its current size.

Policy Suggestion 4 – Human Relations Commission size

- Comments in support for continuing with the current membership number and having the Subcommittee review in early 2025.
- Comment in support for having a 7-member commission that would allow for a more inclusive commission.

Policy Suggestion 5 – City email addresses

- Comment in support for modifying the AnswerPoint email reply to include a statement that a board/commission member's reply is solely in their individual capacity and not on behalf of the City.
- Comments in support for continuing with the current policy and practice of using the board/commission AnswerPoint with no modifications.
- Comments were shared about possible implications with allowing board/commission members to communicate with members of the public via email.
- Comments were shared about emails being subject to Public Records Act requests.

MOTION: Chair Mehlinger moved and Subcommittee Member Cisneros seconded the motion to return to Council with an agenda item to:

- Liberalize rules regarding board/commission member communications with members of the public via email;
- Consider implications regarding Public Records Act; and
- Ensure that it is clear that members do not represent the City.

FRIENDLY AMENDMENT: Member Melton offered a friendly amendment that the

staff report includes pros and cons regarding allowing two-way email communications. Chair Mehlinger accepted the friendly amendment.

The motion as amended carried with the following vote:

**Yes:** 3 - Chair Mehlinger  
Member Melton  
Member Cisneros

**No:** 0

The Subcommittee discussed Study Issues identified at the February Subcommittee meeting.

Study Issue 1 – Create a Transportation Board or Commission

Chair Mehlinger shared a draft study issue with the Subcommittee.

Chair Mehlinger stated they may sponsor a study issue at a future City Council meeting on this topic.

Study Issue 2 – Expand scope of Heritage Preservation Commission

Chair Mehlinger shared a draft study issue with the Subcommittee.

Chair Mehlinger stated they may sponsor a study issue at a future City Council meeting on this topic.

MOTION: Chair Mehlinger moved and Subcommittee Member Cisneros seconded the motion to recommend the following actions to the City Council:

Board/Commission Application

Direct staff to:

- Complete a review of the board/commission application with all boards and commissions with a goal of reviewing the application during first quarter of 2025;
- Review no less than every five years going forward; and
- Include the board/commission application as part of the Joint Study Session between City Council and Board and Commission Chairs and Vice Chairs agenda packet.

Arts Commission

- Direct the Arts Commission to propose new items for the 2025 Work Plan for City Council consideration.

Human Relations Commission

- Direct the Subcommittee to review membership size next year, ideally in time for a potential update to be included in the annual board/commission recruitment.

The motion carried with the following vote:

**Yes:** 3 - Chair Mehlinger  
Member Melton  
Member Cisneros

**No:** 0

**ADJOURNMENT**

Chair Mehlinger adjourned the meeting at 12:06 p.m.