



# City of Sunnyvale

## Notice and Agenda

### Council Subcommittee on Board and Commission Bylaws Amendments

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Tuesday, January 8, 2019

11:00 AM

South Annex Conference Room, City Hall,  
603 All America Way, Sunnyvale, CA 94086

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Special Meeting - 11:00 AM

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **CONSENT CALENDAR**

- 1.A [19-0057](#) Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018

**Recommendation:** Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018 as submitted.

#### **PUBLIC COMMENT**

*This category provides an opportunity for members of the public to address the committee on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow committee members to take action on an item not listed on the agenda. If you wish to address the committee, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

#### **GENERAL BUSINESS**

*If you wish to speak to a public hearings/general business item, please fill out a speaker card and give it to the recording secretary. You will be recognized at the time the item is being considered by the committee. Each speaker is limited to a maximum of three minutes.*

2. [19-0056](#) Review of the City's Practices and Policies Relative to Boards

and Commissions to Ensure Their Continued Effectiveness

**INFORMATION ONLY**

**ADJOURNMENT**

*Notice to the Public:*

*Agenda information is available by contacting Lupita Alamos at (408) 730-7917. Agendas and associated reports are available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) 72 hours before the meeting pursuant to Government Code §54957.5.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Office of the City Clerk at (408) 730-7483. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b)(1))*



# City of Sunnyvale

## Agenda Item

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**19-0057**

**Agenda Date:** 1/8/2019

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**SUBJECT**

Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018

**RECOMMENDATION**

Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft Council Subcommittee on Board and Commission Bylaws Amendments

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Tuesday, December 11, 2018

4:00 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

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**Special Meeting - 4:00 PM**

### **CALL TO ORDER**

Chair Hendricks called the meeting to order at 4:02 p.m.

### **ROLL CALL**

**Present:** 3 - Chair Glenn Hendricks  
Member Gustav Larsson  
Member Russ Melton

### **PUBLIC COMMENT**

None.

### **CONSENT CALENDAR**

- 1.A**     [18-1097](#)     Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of November 14, 2016

MOTION: Subcommittee Member Larsson moved and Chair Hendricks seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of November 14, 2016 as submitted.

The motion carried by the following vote:

**Yes:** 2 - Chair Hendricks  
Member Larsson

**No:** 0

**Abstain:** 1 - Member Melton

### **GENERAL BUSINESS**

- 2**     [18-1068](#)     Review of the City's Practices and Policies Relative to Boards and Commissions to Ensure Their Continued Effectiveness

Chair Hendricks, Subcommittee Member Larsson and Subcommittee Member Melton discussed topics proposed during the November 13, 2018 Joint Study Session of the City Council and Board and Commission (B/C) Chairs and Vice Chair and agreed on a list of topics for the Subcommittee to address:

1. Commissioners' interest in having business cards;
2. Commissioners' interest in the ability to respond directly to email communications from members of the public;
3. Commissioners' interest in having the opportunity to review study issue papers prior to finalization by the City Manager;
4. Clarification and education on how to place items on the agenda;
5. Clarification of the policy for Chair involvement in agenda setting;
6. The need for onboarding on the specific duties of each Board and Commission in addition to the general orientation on parliamentary procedures provided through the City Clerk and City Attorney;
7. How Chairs handle unknowns;
8. Advanced notification of projects to allow enough time for participation in the review process and feedback;
9. Clarification/education on review expectations of Capital Improvement Projects;
10. Community outreach and engagement;
11. Study issues process.

Public Comment opened at 4:09 p.m.

The following members of Boards and Commissions, and member of the public commented on topics for review:

Susannah Vaughan, Chair, Arts Commission

Dawna Eskridge, Vice Chair, Arts Commission

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)

Susan Bremond, Vice Chair, Bicycle and Pedestrian Advisory Commission (BPAC)

Bruce Paton, Chair, Sustainability Commission

John Cordes, Chair, BPAC

Kristel Wickham, Vice Chair, Sustainability Commission

Daniel Bremond, Board of Library Trustees

Kevin Jackson, member of the public

Public Comment closed at 4:20 p.m.

The Subcommittee developed consensus on topics to review in the following order:

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1. Orientation and onboarding of specific duties of the Boards and Commissions
  2. Study Issues
  3. Agenda setting
  4. Community outreach and engagement

Discussion relating to onboarding and other topics included:

- Suggestion to have two or three things each of the Boards and Commissions are doing, and a list of major efforts and accomplishments on the City website;
- Suggestion to change the Board and Commission Application to include the question: "Have you ever attended a meeting of the Board or Commission(s) for which you are applying?"
- Suggestion to list the duties of each Board and Commission on the website;
- Suggestion to enable a mentoring capacity for senior B/C members;

Public Comment continued at 4:42 p.m.

The following individuals offered additional comments:

Kevin Jackson, member of public  
Dan Hafeman, Sustainability Commission  
Daniel Bremond, Board of Library Trustees  
John Cordes, Chair, BPAC  
Bruce Paton, Chair, Sustainability Commission  
Susan Bremond, Vice Chair, BPAC  
Ralph Kenton, Chair, PRC  
Dawna Eskridge, Vice Chair, Arts Commission  
Susannah Vaughan, Chair, Arts Commission

Chair Hendricks requested Subcommittee Member Melton to draft an outline for a recommendation for direction regarding onboarding and orientation to bring to the next meeting, and proposed that the Subcommittee then start on the next topic: Study Issues.

### **ADJOURNMENT**

Chair Hendricks adjourned the meeting at 5:07 p.m.



# City of Sunnyvale

## Agenda Item

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**19-0056**

**Agenda Date:** 1/8/2019

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Review of the City's Practices and Policies Relative to Boards and Commissions to Ensure Their Continued Effectiveness