



# City of Sunnyvale

## Notice and Agenda

### Council Subcommittee on Board and Commission Bylaws Amendments

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Wednesday, March 20, 2019

3:00 PM

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

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#### **CALL TO ORDER**

#### **ROLL CALL**

#### **CONSENT CALENDAR**

- 1.A    [19-0359](#)    Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of January 8, 2019

**Recommendation:** Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of January 8, 2019 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        [19-0360](#)        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 the Office of the City Clerk at (408) 730-7483. Agendas and associated reports are available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) 72 hours before the meeting and in the meeting room during 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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**19-0359**

**Agenda Date:** 3/20/2019

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**SUBJECT**

Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of January 8, 2019

**RECOMMENDATION**

Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of January 8, 2019 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft 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**

Chair Hendricks called the meeting to order at 11 a.m.

#### **ROLL CALL**

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

#### **CONSENT CALENDAR**

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

MOTION: Subcommittee Member Larsson moved and Subcommittee Member Melton seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of December 11, 2018 as submitted.

The motion carried by the following vote:

**Yes:** 3 - Chair Hendricks  
Member Larsson  
Member Melton

**No:** 0

#### **PUBLIC COMMENT**

None.

#### **GENERAL BUSINESS**

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

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and Commissions to Ensure Their Continued Effectiveness

Senior Management Analyst Lupita Alamos provided a summary of the consensus for topics from the previous meeting.

Subcommittee Member Melton provided an outline of suggested recommendations for onboarding and orientation.

Subcommittee discussion and recommendations included:

- Suggestion that criteria for Council to consider during the appointment process is whether the applicant has attended a meeting of the board or commission, and that this should be stated on the application;
- Suggestion that the application should clearly state the expectations for a successful candidate;
- Suggestion that a more detailed description of each board or commission's duties be included on the website;
- Comment that it is useful for each Councilmember to rotate through all of the boards and commissions to get a sense of what each of them are like;
- Comment that a twelve-month rotation might preclude a Councilmember from attending their assigned commission if they have a scheduling conflict with another IGR assignment;
- Suggestion that it should be communicated to all the boards and commissions that if they have any questions they should reach out to the Mayor or their Council Liaison;
- Suggestion that the Subcommittee should be careful with articulating the key decision criteria on whether the applicant has attended meeting(s) of the board or commission; suggestion to highlight it as a focus rather than a key selection criteria;
- Comment on the second suggestion statement that Councilmembers should prioritize their Council Liaison assignments; some boards and commissions behave differently when a Councilmember or Mayor is in the room, which is not a desired outcome; boards and commissions should be independent; Council should have a broader discussion of the job definition of the Council Liaisons;
- Comment that more information is needed on the suggestion that the City Council should hold more joint meetings with the boards and commissions;
- Comment that the suggestion that "the most successful commissioners are the ones willing and able to dedicate the time to do the homework" needs to be more carefully articulated;
- Consensus on the suggestion that a more detailed description of purpose and tasks of the boards and commissions should be provided;

- Discussion of the importance of further exploring the concept of “guardrails” surrounding board and commission activities, and avoiding “Councilmanic interference”;

Public Comment:

Daniel Bremond addressed the Subcommittee regarding the concept of “doing the homework” and attending the orientation.

Ralph Kenton agreed with an earlier comment on being careful not to require that an applicant have attended a meeting as they may be new to the area and shouldn’t be excluded for that reason. Commissioner Kenton suggested that the comment to have more joint meetings with the City Council be replaced with allowing the boards and commissions to do some “best practice” sharing amongst themselves, such as by a one-day seminar. Kenton also recommended having a document listing roles and responsibilities of the Council Liaisons.

Susan Bremond provided comments regarding the variations of participation by the Council Liaisons to boards and commissions and spoke to the value of those who are there in support of the process. Subcommittee Chair Hendricks requested Commissioner Bremond to prepare a written, detailed description or definition of the role of a good Council Liaison. Commissioner Bremond spoke in support of the concept of articulating “guardrails” or parameters for the commissions, the staff relationship with the commission, communication and what the commission can ask of staff, and how the commission, staff and the Council can work together toward the same goals.

Subcommittee members commented in support of including in the board and commission orientation trainings and/or Chair training to provide direction on how to get clarity of communication between commissioners and staff.

Commissioner Kenton suggested including at the end of commission meetings to ask for Council Liaison comments along with Commissioner and staff comments.

Kevin Jackson stated that he considers it appropriate for boards and commissions to ask for operational details to help the members spot problems and weaknesses that might need a policy to fix them. Jackson commented that boards and commissions advise on policy, but that there is nothing that communicates what the

policies are that relate to the boards and commissions. Jackson cited examples of transportation policies that are not readily available to the BPAC include the Complete Streets Policy amended by Council resolution in August, the LUTE, and the CAP.

Bruce Paton spoke in support of the need to provide a better understanding of specific policies.

Commissioner Paton recommended review of the role of Council Liaison, the role of Chair and Council Liaison in orientations, annual review of commission charter, and opportunities to influence policy. He commented that the 18-month cycle of study issues is not feasible in some areas of sustainability.

By consensus, the Subcommittee agreed that the topic of Council Liaisons should be included on the list of priority topics for discussion.

#### **INFORMATION ONLY**

#### **ADJOURNMENT**

Chair Hendricks adjourned the meeting at 12:08 p.m.



# City of Sunnyvale

## Agenda Item

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**19-0360**

**Agenda Date:** 3/20/2019

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





## Memorandum

**Date:** 3/18/2019  
**To:** Council Subcommittee on Board and Commission Bylaws  
**From:** Lupita Alamos, Senior Management Analyst  
**Subject:** Council Subcommittee Discussion Topics

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On January 8, 2019, the Council Subcommittee on Board and Commission Bylaws continued to discuss the prioritized topic areas for potential process improvement or policy amendment. The four topic areas include 1.) Board and commission member onboarding process, 2.) Study issues process, 3.) Agenda planning, and 4.) Board and commission outreach strategies. To help focus the Subcommittee's discussion, summarized below are the key issues within each topic area that were prioritized by the Subcommittee at its December 11, 2018 meeting. Except for Onboarding, which was already discussed at its January 8, 2019 meeting, Subcommittee recommendations are still pending for the remaining three topics, and are presented in this memo as discussion points. Final recommendations will then be forwarded to the City Manager if the recommendations are administrative process improvements, and to Council for any recommendations made to amend Council Policy 7.2.19 *Boards and Commissions* Bylaws.

### **1. Board and Commission Member Onboarding Process**

#### **Policy Amendment Subcommittee Recommendation**

- a) Define and clarify the role and duties of the Council Liaison, especially as it relates to attendance and participation.
- b) Define the role and scope of boards and commissions, add clarifying language/guidance that addresses "going outside the rails."

#### **Administrative Process Subcommittee Recommendation**

- a) Board and commission application should encourage applicant to attend one or more meetings of the board or commission they are applying.
- b) Board and commission application should be updated to include applicant desirable qualifications criteria.
- c) Update the board and commission website to include purpose, specific duties, and general information describing the work performed.
- d) Onboarding process should emphasize the existing process on escalating issues to their Council Liaison and/or Mayor.



## Memorandum

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- e) In addition to the standard training on Brown Act and board and commission handbook, the onboarding process should include training on specific duties, purpose, history, and project examples of each board and commission.

### **2. Study Issues Process**

#### Administrative Process Discussion

- Final study issue does not always reflect all the points made by the board or commission. Commissioners would like the opportunity to review and comment on the study issue prior to it going to the City Manager.

### **3. Agenda Planning**

#### Administrative Process Discussion

- Clarification and education on how to place items on the agenda.

### **4. Board and Commission Outreach Strategies:**

#### Policy Amendment Discussion

- Commissioners expressed interest in having business cards to hand out at networking events.
- Commissioners expressed a desire to respond directly to members of the public on emails and Customer Relationship Management System (CRM) inquiries addressed to the commission, instead of having the commission liaisons respond on their behalf.
- Board and commission members would like to do more community outreach/engagement to solicit public input and participation. What options could be afforded to boards and commissions outside their standing board and commission meetings?

Attachments

Council Policy 7.2.19 *Boards and Commissions*

*Code of Ethics and Conduct for Elected and Appointed Officials*