



Sunnyvale

Joint Meeting of City Council and Board and Commission Chairs and Vice Chairs

November 13, 2018



Agenda

- I. Staff Presentation
 - ◆ Role of Board and Commission Members
 - ◆ Board and Commission Annual Work Plans
 - ◆ Study Issues Process
 - ◆ Communication Policy and Process
- II. Discussion on Topics and Overall Effectiveness of Commission Meetings
- III. Next Steps
- IV. Public Comment
- V. Adjournment

Role of Boards and Commissions

- Recommend to the Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues
- To advise Council on specific policy issues Council has chosen to study, and provide a forum and opportunity for board community input on those issues
- Board and commissions shall not involve themselves in the administrative/operational matters or the implementation of Council policy, except as requested by the city manager or his/her designated staff.



Role of Board and Commissions

- In addition to their role as advisors to the Council, boards and commissions serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events.
- B/C function as communication link between community and City:
 - ◆ Explaining City program and recommendations
 - ◆ Advocating established City policy and services
 - ◆ Providing a channel for citizen expression



Board and Commission Duties



Today's meeting will focus on:

- Work Plans, including budget review
- Study Issues
- Communication policy and process

Board and Commission Annual Workplans

- B/C shall create an Annual Workplan which is a 12-month calendar of the policy issues the b/c will be acting on during the year.
- Opportunity to be thoughtful of B/C focus and goals for the year
- Opportunity for B/C to advise the Council of B/C goals and focus
- As emerging issues arise, B/C could amend Work Plan with Council approval



Board and Commission Annual Work Plans

Recurring/Standing Agenda Items:

May-Review Recommended Budget

June- Recognition of Service

July- Selection of Chair and Vice Chair

October- Final month to propose Study Issues (due to CM in December)

November- Prepare Master Work Plan

-Final month to sponsor study Issues

December- Final month to approve Master Work Plan

-Final month for Annual Review of Code of Ethics and conduct for Elected and Appointed Officials

January- Rank Study Issues

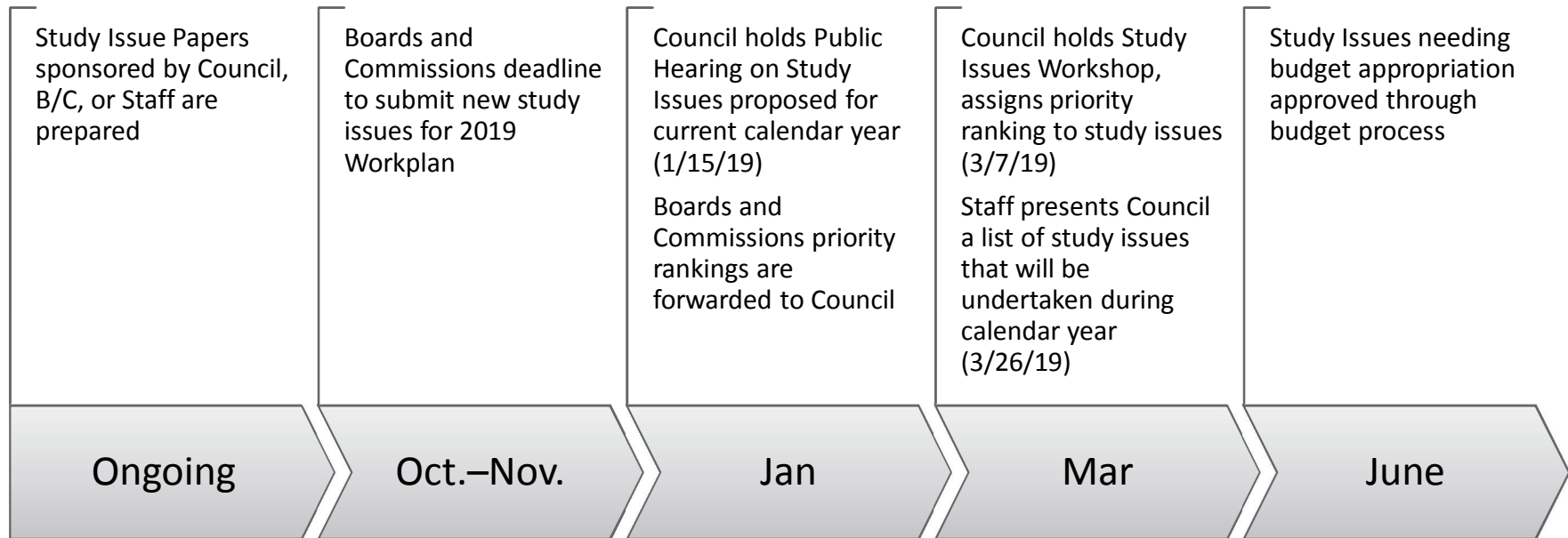


Study Issues Process

- Provided training to new B/C Chairs, Liaisons, and requesting commissions on Study Issues Process
- Key Dates for 2019
- Proposed Process Improvements for 2020



2019 Study Issue Process Key Dates



2020 Study Issues Process Improvements

Proposed changes:

- Create a list of proposed Study Issues (title and brief description)
- List will be voted on and ranked each year in November
- Study Issue gets written and finalized in December

Outcomes:

- Allow B/C more time to propose and sponsor study issues
- Help B/C prioritize and focus Study Issues

Board and Commission Communication with Council

- Private Setting
- Public Setting
- B/C minutes
- Joint meeting of Council and B/C Chairs and Vice Chairs
- Joint Study Sessions as warranted
- Work Plans



Board and Commission Communication with Council

Private Settings:

- B/C members may communicate at any time and on any subject with individual members of the Council, and may express to them individual viewpoints and opinions.



Board and Commission Communication with Council

Public Settings:

- All members shall represent the official policies or positions of their board or commission*

*During a Council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority or minority) of the B/C to which they belong.

- Chair shall represent the majority view of the B/C, but may report on any minority views, including his/her own.



Board and Commission Communication

Correspondence

- All communication to and from B/C members must be funneled through the B/C Liaison.
 - ◆ Written and electronic correspondence addressed to B/C members
 - ◆ Questions and/or requests from CRM addressed to B/C members
- Correspondence will be labeled City Operations and/or City Policy, and forwarded to B/C members for *information only*.





Discussion on Topics and Overall Effectiveness of Commission Meetings