



# 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

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;

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- 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.