



City of Sunnyvale

Meeting Minutes - Final Council Subcommittee on Board and Commission Bylaws Amendments

Tuesday, December 11, 2018

4:00 PM

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

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:

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

Meeting Minutes Council Subcommittee on Board and Commission Bylaws Amendments

Tuesday, January 8, 2019

11:00 AM

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

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;

- 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

Meeting Minutes - Final Council Subcommittee on Board and Commission Bylaws Amendments

Wednesday, March 20, 2019

3:00 PM

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

CALL TO ORDER

Chair Hendricks called the meeting to order at 3:09 p.m.

ROLL CALL

Present: 2 - Chair Glenn Hendricks
Member Gustav Larsson

Absent: 1 - Member Russ Melton

CONSENT CALENDAR

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

Subcommittee Member Larsson moved and Chair Hendricks seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of January 8, 2019.

The motion carried by the following vote:

Yes: 2 - Chair Hendricks
Member Larsson

No: 0

Absent: 1 - Member Melton

PUBLIC COMMENT

The following individuals addressed the Subcommittee at this time:

Ralph Kenton, Chair, Parks and Recreation Commission
Kevin Jackson, member of the public

GENERAL BUSINESS

2 [19-0360](#) 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 brief staff report.

Chair Hendricks and Subcommittee Larsson discussed the below topics proposed during the January 8, 2019 meeting of the Council Subcommittee on Boards and Commissions Bylaws Amendments, and agreed on a list of topics for the Subcommittee to address:

1. Onboarding and training of Commissioners;
2. Study Issues process for Boards and Commissions;
3. Agenda planning and management;
4. Commissioner public outreach and engagement.

Discussion relating to the onboarding and training of Commissioners included the following:

Subcommittee Member Hendricks requested that onboarding notes be included in the minutes. The Subcommittee continued to discuss the Study Issues Process.

Senior Management Analyst Lupita Alamos reviewed staff memo.

Subcommittee Member Hendricks and Subcommittee Member Larsson discussed the following related to the Study Issues process:

1. Study issue papers are drafted by staff after the Boards/Commissions provides a description of proposed study.
2. Suggestion: the Boards and Commissions capture in their minutes the motions pertaining to specifics of a proposed a study issue.
3. After write-up, the Study Issue papers are then reviewed and approved by the City Manager.
4. Suggestion: Commissioners would like a formal process for review and feedback of issue paper drafts, as well as a resolution process should conflicts arise.
5. Suggestion: The review and resolutions process should be included as part of the Commissioners onboarding and training.
6. Review of the timelines for the Study Issues process to allow communication between Commissioners and staff.

7. The Study Issues process should be included in the Commissioners onboarding and training.

Public comment opened at 3:21 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)
Kevin Jackson, member of the public

Public comment closed at 3:30 p.m.

The Subcommittee continued discussion on training Boards and Commissioners on how to identify and understand the distinction between a study issue item and other functions requested of Commissioners, such as review of site plans.

Discussion on agenda planning included the following:

1. Staff is responsible for drafting and posting the agenda.
2. The Chair of the Commission or Board provides input but main role is to run the meeting.
3. New items to be added after draft agendas are prepared create additional staff workload.
4. Confirm if agenda items are under the purview of the Board or Commission.
5. Suggestion: Create a formal process of how to add last minute items to the agenda that Commissioners see as time sensitive.

Public comment opened at 3:41.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC
Kevin Jackson, member of the public
Serge Davis, member of the public

Public comment closed at 3:45.

Discussion regarding outreach strategies included:

1. City business cards for Commissioners.
2. Commissioners' interest in responding directly to emails or other communications from members of the public.
3. Commissioners' coordinating community engagement and outreach events.
4. Role of Commissioners

The Subcommittee members discussed and suggested that Commissioners' not be issued business cards or communicate directly with the public via email or through community engagement or outreach events. The Subcommittee affirmed that the role of the Commissioners' is an advisory role to the Council and that any changes to that would need to be a broader discussion amongst the City Council.

Public comment opened at 4:06 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC

Kevin Jackson, member of the public

Additional comments were made by the following:

Ralph Kenton, Chair, PRC

Kevin Jackson, member of the public

Serge Davis, member of the public

Public comment closed at 4:18 p.m.

Chair Hendricks proposed one more meeting to review and draft recommendations to take to Council at a study session later in the year. The biggest aspects to consider in making recommendations are the selection process of Commissioners, onboarding and training, and a study issue review and resolution process.

INFORMATION ONLY

ADJOURNMENT

Chair Hendricks adjourned the meeting at 4:26 p.m.



City of Sunnyvale

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

Friday, April 26, 2019

11:00 AM

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

Special Meeting

CALL TO ORDER

Chair Hendricks called the meeting to order at 11:01 a.m.

ROLL CALL

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

CONSENT CALENDAR

- 1.A** [19-0478](#) Approve the Council Subcommittee on Board and Commission
Bylaws Amendments Meeting Minutes of March 20, 2019

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 March 20, 2019 as submitted. The motion carried by the following vote:

Yes: 3 - Chair Hendricks
Member Larsson
Member Melton

No: 0

PUBLIC COMMENT

Unidentified member of the public addressed the Subcommittee.

GENERAL BUSINESS

- 2** [19-0479](#) Recommendations on City Practices and Policies Relative to
Boards and Commissions to Ensure Their Continued
Effectiveness

Senior Management Analyst Lupita Alamos provided the staff report.

The Subcommittee discussed process improvement and/or policy amendment in the following topic areas:

1. Board and Commission Member Onboarding Process
2. Study Issue Process
3. Agenda Planning
4. Board and Commission Outreach Strategies

The Subcommittee suggested the following recommendations relating to the onboarding process:

- Retaining current Council Policy which states "Attendance at Board and Commission meetings by the council liaison is encouraged but not mandatory".
- Clarifying the role of the council liaison by identifying expectations of the role.

The Subcommittee requested staff include excerpts of City Charter Section 807 Prohibition Against Councilmanic Interference and Council Policy 7.2.19 Boards and Commissions in the final report to Council.

Public comment opened at 11:27 a.m.

Unidentified members of the public addressed the Subcommittee.

Chair Hendricks requested members of the public identify themselves.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)
John Cordes, Chair, Bicycle and Pedestrian Advisory Commission (BPAC)
Dave Simons, Vice Chair, Planning Commission (PC)

Public comment closed at 11:41 a.m.

The Subcommittee suggested the following recommendations relating to the administrative onboarding process:

- Removing recommendation B if the current Board/Commission application includes a section for candidates to explain their qualifications.
- Revising recommendation C to include that policies applicable to boards and commissions will be updated on the board and commission website.

The Subcommittee suggested the following recommendation relating to the Study Issues process:

- Providing board and commission members with an overview of council's criteria, priorities and philosophy when ranking study issues.

Public comment opened at 11:51 a.m.

The following members of Boards and Commissions and members of the public provided public comment:

Kevin Jackson, member of the public
Bruce Paton, Chair, Sustainability Commission (SC)
John Cordes, Chair, BPAC
Dave Simons, Vice Chair, PC
Ralph Kenton, Chair, PRC

Public comment closed at 11:59 p.m.

The Subcommittee suggested the following recommendation relating to agenda planning:

- Identifying the chair's role with setting the agenda in relation to staff.

Public comment opened at 12:09 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC
Kevin Jackson, member of the public
Bruce Paton, Chair, SC

John Cordes, Chair, BPAC
Dave Simons, Vice Chair, PC

Public comment closed at 12:15 p.m.

Subcommittee Members commented on the role of boards and commissions relating to outreach strategies. Boards and commissions serve as a communication link between the community and the City regarding issues under their purview.

Public comment opened at 12:23 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC
Kevin Jackson, member of the public
Bruce Paton, Chair, SC
Dave Simons, Vice Chair, PC

Public comment closed at 12:31 p.m.

Subcommittee Member Larsson moved and Subcommittee Member Melton seconded the motion to authorize Chair Hendricks to work with staff to prepare a report that incorporates the Subcommittee's action and summary items. The motion carried by the following vote:

Yes: 3 - Chair Hendricks
Member Larsson
Member Melton

No: 0

ADJOURNMENT

Chair Hendricks adjourned the meeting at 12:36 p.m.