



# City of Sunnyvale

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

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Friday, April 26, 2019

11:00 AM

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

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### Special Meeting

#### CALL TO ORDER

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

#### ROLL CALL

**Present:** 3 - Member 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 - Member 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 - Member Hendricks  
Member Larsson  
Member Melton

**No:** 0

**ADJOURNMENT**

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