






Sunnyvale

Update Regarding Board and Commission Operational Changes

David Carnahan, City Clerk
February 11, 2021



Agenda

-  **Social Media**
-  **Public Meeting Calendar with Subscription**
-  **Chair and Vice Chair Training**
-  **Study Issues**
-  **Staff Liaison Training / Additional Support**

Social Media

Recommendation/Comment

Use social media to promote community engagement during board and commission meetings.

Operational Change

Staff are developing a social media outreach campaign to increase community engagement with boards and commissions. The campaign will focus on one board or commission each month, highlighting the work of the board/commission in general and a work plan item likely to have significant community interest.

Public Meeting Calendar with Subscription

Recommendation/Comment

Provide a public meeting calendar that allows board and commission members along with the public the option for a recurring subscription of meeting updates to their own device.

Operational Change

Staff will seek this functionality when procuring a new Website Content Management System in Fiscal Year (FY) 2022/23 and a new Agenda Management System in FY 2023/24.

In the interim, staff are investigating alternative calendar options that support this functionality, with the goal of launching a calendar in March 2021.

Chair and Vice Chair Training

Recommendation/Comment

Provide board and commission Chairs and Vice Chairs with additional training regarding how to effectively run public meetings.

Operational Change

Staff are investigating an outside trainer to supplement the board and commission Chairs and Vice Chair training provided by the Office of the City Attorney and City Clerk's Office each July.

Study Issues

Recommendation/Comment

Consider ways to streamline the study issues process for B/C members to introduce study issues and provide continuous communications throughout the study issue process.

Operational Change

Staff will make changes in support of any Council Subcommittee policy recommendations that receive City Council approval.

The City Manager's Office is committed to providing updates throughout the study issue process directly to B/C members.

Staff Liaison Training / Additional Support

Recommendation/Comment

Adjustment distribution of agenda and packet so B/C members have additional time to review materials, in particular when there are large items to review.

Operational Change

Staff Liaisons have been advised of this recommendation and have been instructed to include more lead time prior to B/C meetings when preparing project timelines.

Staff Liaison Training / Additional Support

Recommendation/Comment

Provide track change documents when large documents and/or multiple versions have been distributed.

Operational Change

Staff Liaisons have been advised of this recommendation and have been instructed to provide either a redlined copy of changes with each version or prepare a change summary document identifying the modifications made between each version.

Staff Liaison Training / Additional Support

Recommendation/Comment

When possible add hyperlinks to the table of contents for large documents to aid in navigating through the file.

Operational Change

Staff Liaisons have been advised of this recommendation and will be provided with training on an as-needed basis to support hyperlinking within files.

Staff Liaison Training / Additional Support

Recommendation/Comment

Post presentations in advance of public meetings.

Operational Change

Staff Liaisons have been advised of this recommendation and have been provided with an option that supports providing draft presentations to B/C members and the public ~24 hours before public meetings.

Staff Liaison Training / Additional Support

Recommendation/Comment

Review how to agendize a meeting item.

Operational Change

The Council Policy on Boards and Commissions provides that agenda items should align with the work plan, with staff having the option to bring operational issues forward for B/C advice.

Staff will make changes in support of any Council Subcommittee policy recommendations that receive City Council approval.

Staff Liaison Training / Additional Support

Recommendation/Comment

Process to update B/C work plan throughout the year.

Operational Change

The Council Policy on Boards and Commission provides that a work plan may be amended throughout the year. Updating the work plan would be placed on a B/C agenda, with any recommended changes forwarded to the City Council for review and consideration for approval.

Staff Liaison Training / Additional Support

Recommendation/Comment

Review communication of ideas with members of the public and commissioners outside of a public meeting.

Operational Change

Staff will make changes in support of any Council Subcommittee policy recommendations that receive City Council approval.

The B/C role outside of meetings is addressed in [Council Policy 7.2.19, Section 2, Subsection J. \(III\)](#)

Staff Liaison Training / Additional Support

Recommendation/Comment

Provide staff training regarding appropriate agenda titles to avoid Brown Act violations.

Operational Change

Staff Liaisons have received a refresher regarding what information is needed in an agenda title to comply with the Brown Act.

Staff Liaison Training / Additional Support

Recommendation/Comment

Notify B/C members when outreach meetings are taking place that impact their B/C.

Operational Change

Staff Liaisons have been advised of this recommendation and have been instructed to inform the members of the B/C they support of outreach meetings held by the City that relate to items under the B/C's purview.

Staff Liaison Training / Additional Support

Recommendation/Comment

Provide regular feedback on progress and changes to items as they move forward.

Operational Change

Staff Liaisons have been advised of this recommendation and have committed to providing progress updates to B/C members for items each B/C has considered.



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Thank you