



# City of Sunnyvale

## Meeting Minutes - Draft

### Council Subcommittee on Boards and Commissions

---

Thursday, February 11, 2021

2:00 PM

Telepresence Meeting: City Web Stream

---

#### Special Meeting - 2 PM

#### **CALL TO ORDER**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Subcommittee Member Klein called the meeting to order at 2:00 p.m. via teleconference.

#### **ROLL CALL**

**Present:** 3 - Member Glenn Hendricks  
Member Larry Klein  
Member Gustav Larsson

#### **A**      [21-0178](#)      Selection of Chair

Subcommittee Member Hendricks nominated Subcommittee Member Klein to serve as Chair. He accepted the nomination.

Subcommittee Member Klein closed the nominations and called for the vote of the nomination.

Vote:

**Yes:** 3 - Member Hendricks  
Member Klein  
Member Larsson

**No:** 0

#### **PRESENTATIONS**

#### **B**      [21-0312](#)      Update Regarding Operational Changes Initiated by Staff Following the November 17, 2020 Joint Meeting of City Council With Board and Commission Chairs and Vice Chairs

City Clerk David Carnahan provided the staff report and presentation.

The subcommittee discussed and/or suggested recommendations to operational changes in the topic areas of the public meeting calendar and staff liaison training/additional support:

- Eliminate excess webpage “clicks” when hyperlinks are included in large documents. The hyperlinks should navigate directly to the document instead of an additional navigation window or to the appropriate location within a document.
- A board or commission may recommend amending their work plan during the year. Amended work plans would be presented to Council for their consideration via the consent calendar.
- The public meeting calendar with the function to subscribe to meeting updates will apply to meetings of the City Council, Council Subcommittees, along Boards and Commissions. Public outreach meetings will not be included in the meeting calendar.

Chair Klein announced that agenda item B- Update Regarding Operational Changes Initiated by Staff...and agenda item C- Overview of the Board and Commission Study Issue Sponsorship Process will be heard concurrently.

**C**      [21-0313](#)      Overview of the Board and Commission Study Issue  
Sponsorship Process

Management Analyst Michelle Zahraie provided the staff report and presentation.

The Subcommittee discussed and/or suggested recommendations relating to the B/C Study Issue Sponsorship process:

- Add a “target completion date” to the Study Issues tracking tool available on the Study Issues Underway web page.
- Highlight on the Study Issues Overview web page that a board or commission member may suggest a study issue topic to Council after the October due date via Council meetings.

Public Hearing opened at 2:39 p.m.

Richard Mehlinger requested the Subcommittee consider reviewing the Code of Ethics and Conduct for Elected and Appointed Officials (Code), implementing a process (other than the study issue process) to bring forward time sensitive issues

or ideas to Council, allowing members to agendaize items that do not require extensive work from staff and allowing members to respond to public inquiries submitted via the Board or Commission email answer point.

Bruce Paton spoke towards constraints related to the study issue process and recommended implementing a mechanism for developing policy ideas that are urgent or do not merit a study issue (SI) for a specific board/commission.

David Simons shared support for staff training regarding appropriate agenda titles to avoid Brown Act violations and for review of the Code. He spoke towards the SI process being implemented to filter demands on the City and identify long-term priorities. He voiced concerns with the being able to manipulate the SI selection process.

Kristel Wickham communicated concerns regarding the amount of information shared with boards and commissions after an SI has been ranked by Council and support for providing updates for those SI's such as mid-year reports, timelines and completion dates.

Public Hearing closed at 2:56 p.m.

### **PUBLIC COMMENT**

No speakers.

### **CONSENT CALENDAR**

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member Larsson seconded the motion to approve agenda item 1.A.

The motion carried with the following vote:

**Yes:** 3 - Member Hendricks  
Member Klein  
Member Larsson

**No:** 0

**1.A**      [21-0311](#)      Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of April 26, 2019

Approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of April 26, 2019 as submitted.

## **GENERAL BUSINESS**

- 2      [21-0314](#)      Policy Issues for Subcommittee Consideration Identified at the Nov. 17, 2020 Joint Meeting of City Council With Board and Commission Chairs and Vice Chairs

City Clerk David Carnahan provided the staff report and presentation.

Public Hearing opened at 3:04 p.m.

Richard Mehlinger spoke towards allowing members to add items to an agenda that do not require extensive work from staff. He shared that these items should not require staff to prepare a report, provide a recommendation or presentation. These items should include time limits and be secondary to work plan items.

David Simons spoke towards the boards and commissions role of advising Council and shared concerns with the reduction of advice that is being provided. He suggested the study issue process be reviewed and identifying what is truly useful such as staff recommendations.

Dawna Eskridge suggested that board and commission members be provided with an overview of study issues proposed, why a study issues was either ranked, deferred or dropped and examples of ranked study issues.

Public Hearing closed at 3:12 p.m.

The Subcommittee discussed policy issues and recommendations in the following topic areas:

### Study Issue Process

- Comment that boards and commissions are to identify and advise Council on study issues (SI).
- Comment that it is useful to educate and be transparent with board and commission members on the process and to remind the members that SI's may be submitted to Council after the October deadline.
- Comment that there is a limited amount of resources available and this is considered when SI's are ranked. - Changing the timeline for boards and commission does not equate to an increase in the number of SI that will be ranked.

#### Remote Public Participation

- Comment that remote participation has enabled community members to engage and ultimately the State would need to make changes to the Brown Act requirements regarding remote participation in order for Board and Commission Members to participate remotely.
- Comment that remote public participation is not viable in the current infrastructure.
- Comment that there is a need to first identify how Council will proceed with remote participation.
- Comment that it is valuable having Councilmembers and Board and Commission members physically present during meetings.

#### “Fast-Track” Process

- Comments that the Study Issue process functions appropriately and the “fast-track” process will not be considered.

#### Joint Meeting with Council

- Comment that joint meetings between Council and Board and Commission Chairs and Vice Chairs will be held.

#### B/C Joint Study Sessions

- Comment that joint meetings between boards and commissions are scheduled when a discussion topic is within the purview of the governing body.
- Comment that clear and concise comments are a good practice for public meetings.

#### B/C Policy Ideas

- Comment the City’s policy related to the advisory role of boards and commissions on policy items is appropriate.
- Comment that board and commission members may present policy related ideas to the staff liaison or Councilmembers.

#### B/C Subcommittees

- Comment that currently policy prohibits boards/commissions from creating standing subcommittees. Mayor will consider proposals.
- Suggestion that boards and commissions identify the need of a subcommittee via the board/commission annual work plan which is submitted to Council for consideration.
- Comment that standing subcommittees would need to adhere to Brown Act requirements that increases the workload for staff.

#### Adding Agenda Items

- Comment that agenda items may be added by amending the board/commission work plan and submitting the work plan to Council for approval. Members may present the items to staff liaisons.

#### Responses to Email

- Suggestion for staff to review the response email and revise as needed.
- Comment that the current process allows for delivery of a consist message and the current process should remain.

#### Updates to Annual Work Plans

- Comment that the current process is valuable and allows for modifications to be submitted to City Council for approval and the current process should remain.
- Comment that staff workload should be considered when work plans are being modified. Adding items to a work plan may require the removal of other items in order to balance workload.
- Comment that for unusual circumstances members should work with their staff liaisons.

#### Communication

- Comment that there are concerns with members creating a “platform” and changes to the Brown Act related to social media.
- Suggestion for City staff to provide members with training related to social media and the recent change in law the regarding social media and the Brown Act.

#### Task Force/Review of Code of Ethics and Conduct for Elected and Appointed Officials (Code)

- Comment that neighboring cities are utilizing the Code for their boards and commissions. The Mayor will evaluate if there is a need to revise.

#### Sponsorship of Budget Issues

- Comment that members may propose Budget Issues via Councilmembers.

#### Voter Registration Requirement

- Comment that voter registration requirement is a good mechanism for confirming a candidate resides in Sunnyvale.
- Comment that there is value with considering lowering the minimum age requirement to 16 years of age and removing the voter registration requirement from

non-Charter boards/commissions.

- Suggestion that staff investigate the capability of including one-seat on each board/commission that allows for flexibility such as 16 years of age, non-registered voter, etc. and present findings to the Subcommittee.

### **ADJOURNMENT**

Chair Klein adjourned the meeting at 4:07 p.m.