



Sunnyvale

Update Regarding Board and Commission Operational Changes

David Carnahan, City Clerk
May 2021



Agenda

- ▶ **New Online Meeting Link Accessibility**
- ▶ **Study Issues Webpage Update**
- ▶ **Social Media**
- ▶ **Public Meeting Calendar with Subscription**
- ▶ **Chair and Vice Chair Training**
- ▶ **Staff Liaison Training / Additional Support**

New Online Meeting Link Accessibility

Operational Change

- Added to Legislative Public Meeting page

Name	Meeting Date	Meeting Time	Meeting Location
City Council	2/1/2022	7:00 PM	Telepresence Meeting: City Web Stream AT&T Channel 99 Comcast Channel 15 <i>Regular Meeting - 7 PM Meeting online link: https://sunnyvale-ca-gov.zoom.us/j/96111580540</i>

- Added to Meeting Details pages

City Home

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Pre-2014 Meetings

TCMA

Please note: this meeting's minutes have not been finalized yet. Actions taken on legislation and their results are not available

Details

Meeting Name:

City Council

Agenda status:

Final

Meeting date/time:

2/1/2022 7:00 PM


Minutes status:

Draft

Meeting location:

Telepresence Meeting: City Web Stream | AT&T Channel 99 | Comcast Channel 15
Regular Meeting - 7 PM Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/96111580540>

Published agenda:

 [Agenda Delete](#)

Published minutes:

Not available

- Added near top of agendas

Tuesday, February 1, 2022	7:00 PM	Telepresence Meeting: City Web Stream AT&T Channel 99 Comcast Channel 15
Regular Meeting - 7 PM		
Meeting online link: https://sunnyvale-ca-gov.zoom.us/j/96111580540		

Study Issues Webpage Update

Recommendation/Comment

Add a column identifying the anticipated completion date on the [Study Issues Underway](#) web page.

Operational Change

Staff has added the Anticipated Completion Date to the Study Issue tracking tool for study issues in progress on the [Study Issues Underway](#) web page.

Study Issues Webpage Update (cont'd)

Recommendation/Comment

Add information to the [Study Issues Overview](#) web page on how to submit new ideas in November and December.

Operational Change

Staff has updated the visual graphic and added text on the [Study Issues Overview](#) web page to illustrate the year round study issues process.

Social Media - Update

Recommendation/Comment

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

Operational Change

A pilot social media outreach campaign to increase community engagement with boards and commissions was launched in April 2021. The campaign focuses 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 - Live

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, a Google Calendar has been set up to provide this functionality: [Subscribe to Public Meetings Calendar](#)

Chair and Vice Chair Training - Update

Recommendation/Comment

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

Operational Change

Staff are coordinating with 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. This training will include Chairs, Vice Chairs and Staff Liaisons and focus on how to run an effective public meeting.

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 adding navigational hyperlinks within large documents. These hyperlinks will navigate within the document as opposed to linking to a website or another document.

Staff Liaison Training / Additional Support

Recommendation/Comment

Review template responses to correspondence from the public.

Operational Change

Staff updated Board and Commission AnswerPoint template responses to explain why members of the public will not receive a response from individual Board and Commission Members.

Staff Liaison Training / Additional Support

Updated Response Template

Policy response:

Thank you for your email to the [B/C name]. Your message is being forwarded to the entire [B/C]. In alignment with [Council Policy 7.2.19 \(Boards and Commissions\)](#) you will not receive a response from individual Board/Commission members. This helps ensure discussions relating to this topic occur during a public [B/C] meeting. As your message deals with City policy, it is also being copied to key staff members.

If you have any additional comments or questions, please contact me directly at [email] and [phone number].



Thank you