



City of Sunnyvale

Meeting Minutes - Draft Council Subcommittee on Boards and Commissions

Monday, August 16, 2021

3:00 PM

Telepresence Meeting: City Web Stream

Special Meeting - 3 PM

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20 (March 17, 2020) and Section 42 of Executive Order N-08-21 (June 11, 2021), issued by Governor Newsom, the meeting was conducted telephonically.

Chair Klein called the meeting to order at 3:00 p.m. via teleconference.

ROLL CALL

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

Chair Klein and all Subcommittee Members attended via teleconference.

PUBLIC COMMENT

None.

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 - Chair Klein
Member Hendricks
Member Larsson

No: 0

1.A [21-0761](#) Approve the Council Subcommittee on Board and

Commissions Meeting Minutes of May 5, 2021

Approve the Council Subcommittee on Board and Commissions Commission Minutes of May 5, 2021 as submitted.

GENERAL BUSINESS

- 2 [21-0760](#) Discussion and Possible Recommendation to the City Council Regarding Board and Commission Sponsorship of Budget Issues

Finance Director Tim Kirby provided the staff report and presentation.

The Subcommittee discussed or suggested recommendations regarding board and commission sponsorship of Budget Issues:

- Comment that the objective of boards and commissions is to bring forward ideas that help the community. Staff would assist with identifying the appropriate process or mechanism (study issue or budget issue) for a particular idea.
- Comment that requesting board/commission members (members) to identify upfront whether their idea requires a study issue or budget issue may lead to failure.
- Comment that members may present budget issues requiring on-going costs to Councilmembers. Councilmembers can sponsor a budget issue if appropriate.
- Comment that there is no interest in creating a new process for a small number of budget issues.
- Comment that there is value in distinguishing the difference between a study issue and a budget issue.
- Comment that members can present ideas to staff liaisons. The staff liaison would then provide guidance on next steps.
- Comment that there is reluctance to combine study issues and budget issues. Combining the processes would require members to rank the items at which time the members may be unaware of important information such as other proposed issues and the City's finances.
- Comment that a budget issue process does not need to be as structured as the study issue process.
- Comment that it is important to formalize a budget issue process. In addition, explaining the difference between a study and budget issue is important.

Public Comment opened at 3:32 p.m.

No speakers.

Public Comment closed at 3:32 p.m.

MOTION: Subcommittee Member Larsson moved and Subcommittee Chair Klein seconded the motion to direct staff to revise Council Policy 7.1.7 (Budget Issue Process) to re-title as “Budget Request Process” that includes guidelines and definition, process and timeline for Council, members of the public along with Board and Commission Members to submit budget requests; and make corresponding updates to Council Policy 7.2.19 (Boards and Commissions).

The motion carried by the following vote:

Yes: 3 - Chair Klein
Member Hendricks
Member Larsson

No: 0

- 3** [21-0762](#) Discussion and Possible Recommendation to the City Council Regarding Amendments to the Code of Ethics and Conduct for Elected and Appointed Officials

City Clerk David Carnahan provided the staff report.

The Subcommittee discussed or suggested recommendations regarding amendments to the Code of Ethics and Conduct for Elected and Appointed Officials.

- Suggestion to remove reference that a board/commission member may only express individual opinions or positions on items that have not come before their board or commission. Members may express individual opinions or positions after indicating they are speaking on their sole behalf.
- Comment of support to remove sections that duplicate other policies or are largely procedural. Doing so would focus the document on ethics and conduct.
- Comment of concern regarding section “Council Conduct When Serving on Intergovernmental Assignments” and the reference that a Councilmember should withdraw from voting if the position of the organization being represented differs from that of the City.

Public Hearing opened at 4:09 p.m.

No speakers.

Public Hearing Closed at 4:09 p.m.

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member

Larsson seconded the motion to accept the Code of Ethics and Conduct for Elected and Appointed Officials as presented with the following modifications:

1. Remove reference that a board/commission member may only express individual opinions or positions on items that have not come before their board or commission (Attachment 1, page 7 to the report);
2. Remove reference that a Councilmember should withdraw from voting if the position of the organization being represented differs from that of the City (Attachment 1, page 13 to the report); and
3. Direct staff to remove sections that are no longer needed or are captured in other City documents.

The motion carried with the following vote:

Yes: 3 - Chair Klein
Member Hendricks
Member Larsson

No: 0

- 4** [21-0763](#) Discussion and Possible Recommendation to the City Council Regarding Amendments to Council Policy 7.2.19 (Boards and Commissions)

City Clerk David Carnahan provided the staff report.

The Subcommittee discussed or suggested recommendation regarding Council Policy 7.2.19 (Boards and Commissions).

- Comment that Boards and Commissions meet in various buildings/rooms throughout the City. The reference that boards and commissions should meet in a large conference room at City Hall should be revised to “a large publicly accessible conference room.”
- Comment that Option 1 for Section 2B (Attachment 1, page 4 to the report) is difficult to comprehend. Suggestion that the section be broken up or perhaps include bullets in order to provide clarity.

Public Hearing opened at 4:22 p.m.

No speakers.

Public Hearing Closed at 4.22 p.m.

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member Larsson seconded the motion to accept the amendments to Council Policy 7.2.19 (Boards and Commissions) as presented and approve Option 1 (Attachment 1, page 4 to the report) with following modifications:

- Clarification to Option 1; and
- Reflect that boards and commissions should meet in a large publicly accessible conference room.

The motion carried with the following vote:

Yes: 3 - Chair Klein
Member Hendricks
Member Larsson

No: 0

5 [21-0836](#) Discussion and Possible Recommendation to the City Council
Regarding Board and Commission Annual Satisfaction Survey

City Clerk David Carnahan provided the staff report.

The Subcommittee discussed and suggested recommendations regarding the Board and Commission Annual Satisfaction Survey.

- Comment that future surveys should be conducted via an online survey platform such as SurveyMonkey.
- Comment that Council Liaisons are not required to attend board/commission meetings.
- Suggestion that the City Manager's Letter of Transmittal be included in the annual review of the recommended budget by boards and commissions.
- Comment that it is worthwhile having the City Attorney provide an overview to Planning Commissioners on the Commission's objectives and the City's building codes.

Public Hearing opened at 4:30 p.m.

No speakers.

Public Hearing Closed at 4:30 p.m.

No action taken.

ADJOURNMENT

Chair Klein adjourned the meeting at 4:45 p.m.