



Sunnyvale

# Board and Commission Changes Since November 2020 Joint Study Session

Tim Kirby, Director of Finance  
David Carnahan, City Clerk  
November 16, 2021



# Agenda







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 **Operational Changes**

 **Policy Changes**

# Operational Changes

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-  **New Online Meeting Link Accessibility**
-  **Social Media**
-  **Study Issues Webpage Update**
-  **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 Regular Meeting - 7 PM Meeting online link: <a href="https://sunnyvale-ca-gov.zoom.us/j/96111580540">https://sunnyvale-ca-gov.zoom.us/j/96111580540</a>

- Added to Meeting Details pages

City Home Guide Search Files Meetings City Council Members 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>

# Social Media

## Recommendation/Comment

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

## Operational Change

Staff developed a social media outreach campaign to increase community engagement with boards and commissions. 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.

[Parks and Recreation Commission](#)

[Bicycle and Pedestrian Advisory Commission](#)

[Housing and Human Services Commission](#)

[Board of Library Trustees](#)

# 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.

# 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 the next few years.

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

# 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 coordinated 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 included Chairs, Vice Chairs and Staff Liaisons and focused on how to run an effective public meeting.

# 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 provided training on an as-needed basis to support adding navigational hyperlinks within large documents. These hyperlinks navigate within the document as opposed to linking to a website or another document.

# Staff Liaison Training / Additional Support

## Recommendation/Comment

Post presentations in advance of public meetings.

## Operational Change

Staff Liaisons have implemented this recommendation and are providing draft presentations to B/C members and the public ~24 hours before public meetings.

# 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].

# 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

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 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 instructed to providing progress updates to B/C members for items each B/C has considered.

# Policy Changes

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-  **Code of Ethics and Conduct**
-  **Council Policy 7.2.19 Boards and Commissions**
-  **Council Policy 7.1.7 Budget Proposal Process**

# Council Policy 7.2.19 Boards and Commissions

- Updated membership requirements for non-Charter created Boards and Commission to require Sunnyvale residency instead of voter registration:
  - ◆ Arts Commission
  - ◆ Bicycle and Pedestrian Advisory Commission
    - Category 2 membership requirements unchanged.
  - ◆ Board of Building Code Appeals
  - ◆ Housing and Human Services Commission
  - ◆ Sustainability Commission
    - Category 2 membership requirements unchanged.

See [RTC No. 21-0985](#), Attachment 6 for redlines of all changes.

# Code of Ethics and Conduct for Elected and Appointed Officials

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- Removed content duplicated in other City documents and policies.
- Removed quotes throughout the Code.
- Added Ex Parte Communications language pertaining to quasi-judicial agenda items.
  - ◆ Hearings are “quasi-judicial” when they require the Members to apply general rules and standards to specific factual situations and to reach conclusions that affect the rights or interests of an individual person or entity.
- See [RTC No. 21-0985](#), Attachment 8 for redlines of all changes.

## Council Policy 7.1.7 Budget Proposal Process

- Retitled the Policy from Budget Issues Process to Budget Proposal Process to help differential from the Study Issues process.
- Clarified how Board and Commission Members, Councilmembers and the public make budget proposals.

See [RTC No. 21-0985](#), Attachment 1 for redlines of all changes.



Sunnyvale

Thank you