



City of Sunnyvale

Meeting Minutes - Final Council Subcommittee on Board and Commission Bylaws Amendments

Tuesday, December 11, 2018

4:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

Special Meeting - 4:00 PM

CALL TO ORDER

Chair Hendricks called the meeting to order at 4:02 p.m.

ROLL CALL

Present: 3 - Chair Glenn Hendricks
Member Gustav Larsson
Member Russ Melton

PUBLIC COMMENT

None.

CONSENT CALENDAR

- 1.A** [18-1097](#) Approve the Council Subcommittee on Board and Commission
Bylaws Amendments Meeting Minutes of November 14, 2016

MOTION: Subcommittee Member Larsson moved and Chair Hendricks seconded the motion to approve the Council Subcommittee on Board and Commission Bylaws Amendments Meeting Minutes of November 14, 2016 as submitted.

The motion carried by the following vote:

Yes: 2 - Chair Hendricks
Member Larsson

No: 0

Abstain: 1 - Member Melton

GENERAL BUSINESS

- 2** [18-1068](#) Review of the City's Practices and Policies Relative to Boards
and Commissions to Ensure Their Continued Effectiveness

Chair Hendricks, Subcommittee Member Larsson and Subcommittee Member Melton discussed topics proposed during the November 13, 2018 Joint Study Session of the City Council and Board and Commission (B/C) Chairs and Vice Chair and agreed on a list of topics for the Subcommittee to address:

1. Commissioners' interest in having business cards;
2. Commissioners' interest in the ability to respond directly to email communications from members of the public;
3. Commissioners' interest in having the opportunity to review study issue papers prior to finalization by the City Manager;
4. Clarification and education on how to place items on the agenda;
5. Clarification of the policy for Chair involvement in agenda setting;
6. The need for onboarding on the specific duties of each Board and Commission in addition to the general orientation on parliamentary procedures provided through the City Clerk and City Attorney;
7. How Chairs handle unknowns;
8. Advanced notification of projects to allow enough time for participation in the review process and feedback;
9. Clarification/education on review expectations of Capital Improvement Projects;
10. Community outreach and engagement;
11. Study issues process.

Public Comment opened at 4:09 p.m.

The following members of Boards and Commissions, and member of the public commented on topics for review:

Susannah Vaughan, Chair, Arts Commission

Dawna Eskridge, Vice Chair, Arts Commission

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)

Susan Bremond, Vice Chair, Bicycle and Pedestrian Advisory Commission (BPAC)

Bruce Paton, Chair, Sustainability Commission

John Cordes, Chair, BPAC

Kristel Wickham, Vice Chair, Sustainability Commission

Daniel Bremond, Board of Library Trustees

Kevin Jackson, member of the public

Public Comment closed at 4:20 p.m.

The Subcommittee developed consensus on topics to review in the following order:

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1. Orientation and onboarding of specific duties of the Boards and Commissions
 2. Study Issues
 3. Agenda setting
 4. Community outreach and engagement

Discussion relating to onboarding and other topics included:

- Suggestion to have two or three things each of the Boards and Commissions are doing, and a list of major efforts and accomplishments on the City website;
- Suggestion to change the Board and Commission Application to include the question: "Have you ever attended a meeting of the Board or Commission(s) for which you are applying?"
- Suggestion to list the duties of each Board and Commission on the website;
- Suggestion to enable a mentoring capacity for senior B/C members;

Public Comment continued at 4:42 p.m.

The following individuals offered additional comments:

Kevin Jackson, member of public

Dan Hafeman, Sustainability Commission

Daniel Bremond, Board of Library Trustees

John Cordes, Chair, BPAC

Bruce Paton, Chair, Sustainability Commission

Susan Bremond, Vice Chair, BPAC

Ralph Kenton, Chair, PRC

Dawna Eskridge, Vice Chair, Arts Commission

Susannah Vaughan, Chair, Arts Commission

Chair Hendricks requested Subcommittee Member Melton to draft an outline for a recommendation for direction regarding onboarding and orientation to bring to the next meeting, and proposed that the Subcommittee then start on the next topic: Study Issues.

ADJOURNMENT

Chair Hendricks adjourned the meeting at 5:07 p.m.