



# City of Sunnyvale

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

---

Wednesday, March 20, 2019

3:00 PM

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

---

### **CALL TO ORDER**

Chair Hendricks called the meeting to order at 3:09 p.m.

### **ROLL CALL**

**Present:** 2 - Chair Glenn Hendricks  
Member Gustav Larsson

**Absent:** 1 - Member Russ Melton

### **CONSENT CALENDAR**

**1.A**     [19-0359](#)     Approve the Council Subcommittee on Board and Commission  
Bylaws Amendments Meeting Minutes of January 8, 2019

Subcommittee Member Larsson moved and Chair Hendricks seconded the motion  
to approve the Council Subcommittee on Board and Commission Bylaws  
Amendments Meeting Minutes of January 8, 2019.

The motion carried by the following vote:

**Yes:** 2 - Chair Hendricks  
Member Larsson

**No:** 0

**Absent:** 1 - Member Melton

### **PUBLIC COMMENT**

The following individuals addressed the Subcommittee at this time:

Ralph Kenton, Chair, Parks and Recreation Commission  
Kevin Jackson, member of the public

### **GENERAL BUSINESS**

**2**      [19-0360](#)      Review of the City's Practices and Policies Relative to Boards  
and Commissions to Ensure Their Continued Effectiveness

Senior Management Analyst Lupita Alamos provided a brief staff report.

Chair Hendricks and Subcommittee Larsson discussed the below topics proposed during the January 8, 2019 meeting of the Council Subcommittee on Boards and Commissions Bylaws Amendments, and agreed on a list of topics for the Subcommittee to address:

1. Onboarding and training of Commissioners;
2. Study Issues process for Boards and Commissions;
3. Agenda planning and management;
4. Commissioner public outreach and engagement.

Discussion relating to the onboarding and training of Commissioners included the following:

Subcommittee Member Hendricks requested that onboarding notes be included in the minutes. The Subcommittee continued to discuss the Study Issues Process.

Senior Management Analyst Lupita Alamos reviewed staff memo.

Subcommittee Member Hendricks and Subcommittee Member Larsson discussed the following related to the Study Issues process:

1. Study issue papers are drafted by staff after the Boards/Commissions provides a description of proposed study.
2. Suggestion: the Boards and Commissions capture in their minutes the motions pertaining to specifics of a proposed a study issue.
3. After write-up, the Study Issue papers are then reviewed and approved by the City Manager.
4. Suggestion: Commissioners would like a formal process for review and feedback of issue paper drafts, as well as a resolution process should conflicts arise.
5. Suggestion: The review and resolutions process should be included as part of the Commissioners onboarding and training.
6. Review of the timelines for the Study Issues process to allow communication between Commissioners and staff.

---

7. The Study Issues process should be included in the Commissioners onboarding and training.

Public comment opened at 3:21 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, Parks and Recreation Commission (PRC)  
Kevin Jackson, member of the public

Public comment closed at 3:30 p.m.

The Subcommittee continued discussion on training Boards and Commissioners on how to identify and understand the distinction between a study issue item and other functions requested of Commissioners, such as review of site plans.

Discussion on agenda planning included the following:

1. Staff is responsible for drafting and posting the agenda.
2. The Chair of the Commission or Board provides input but main role is to run the meeting.
3. New items to be added after draft agendas are prepared create additional staff workload.
4. Confirm if agenda items are under the purview of the Board or Commission.
5. Suggestion: Create a formal process of how to add last minute items to the agenda that Commissioners see as time sensitive.

Public comment opened at 3:41.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC  
Kevin Jackson, member of the public  
Serge Davis, member of the public

Public comment closed at 3:45.

Discussion regarding outreach strategies included:

1. City business cards for Commissioners.
2. Commissioners' interest in responding directly to emails or other communications from members of the public.
3. Commissioners' coordinating community engagement and outreach events.
4. Role of Commissioners

The Subcommittee members discussed and suggested that Commissioners' not be issued business cards or communicate directly with the public via email or through community engagement or outreach events. The Subcommittee affirmed that the role of the Commissioners' is an advisory role to the Council and that any changes to that would need to be a broader discussion amongst the City Council.

Public comment opened at 4:06 p.m.

The following members of Boards and Commissions and members of the public provided public comment:

Ralph Kenton, Chair, PRC

Kevin Jackson, member of the public

Additional comments were made by the following:

Ralph Kenton, Chair, PRC

Kevin Jackson, member of the public

Serge Davis, member of the public

Public comment closed at 4:18 p.m.

Chair Hendricks proposed one more meeting to review and draft recommendations to take to Council at a study session later in the year. The biggest aspects to consider in making recommendations are the selection process of Commissioners, onboarding and training, and a study issue review and resolution process.

**INFORMATION ONLY**

**ADJOURNMENT**

Chair Hendricks adjourned the meeting at 4:26 p.m.