



# City of Sunnyvale

## Meeting Minutes Council Subcommittee on Boards and Commissions

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Thursday, October 7, 2021

1:00 PM

Telepresence Meeting: City Web Stream

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### Special Meeting - 1 PM

#### **CALL TO ORDER**

Pursuant to Government Code Subdivision 54953(e), the meeting was conducted telephonically; pursuant to state law, the City Council is scheduled to make the necessary findings on October 26, 2021.

Chair Klein called the meeting to order at 1:02 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**

Public Comment opened at 1:04 p.m.

No speakers.

Public Comment closed at 1:04 p.m.

#### **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      [21-0917](#)      Approve the Council Subcommittee on Board and  
Commissions Meeting Minutes of August 16, 2021

Approve the Council Subcommittee on Boards and Commissions Meeting Minutes of August 16, 2021 as submitted.

**GENERAL BUSINESS**

- 2            [21-0822](#)      Discussion and Possible Recommendation to the City Council  
Regarding Updates to Council Policy 7.1.7 (Budget Issue  
Process) and Council Policy 7.2.19 (Boards and Commissions)

Finance Director Tim Kirby and City Clerk David Carnahan provided the staff report.

The Subcommittee discussed or suggested recommendations regarding Council Policies 7.1.7 and 7.2.19.

Policy 7.1.17:

- Suggestion to clarify the reference of “public hearing” in the overview section of the Budget Proposal Process document. Comment that it is unclear which “public hearing” is being referred to that will allow for input on budget proposals.
- Comments in support of removing the option of “deferring” a budget proposal.
- Comment that the proposed language requires that a dropped budget proposal be sponsored by a majority of Council in order to be considered in the following year’s process. Suggestion to remove the requirement of “majority of Council.”
- Suggestion for staff liaisons to assist board and commission members with identifying the appropriate process or mechanism (study issue or budget proposal) for a particular idea.

Public Hearing opened at 1:15 p.m.

Jim Davis voiced support for providing guidance to board and commission members with identifying the appropriate process to use for their idea(s).

Public Hearing closed at 1:15 p.m.

Suggestion for Council Policy 7.2.19 to include language that clarifies and identifies who has the authority to determine if a particular board or commission may conduct virtual, in-person or hybrid meetings.

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member Larsson seconded the motion to direct staff to make corresponding updates to Council Policy 7.1.7, Budget Proposal Process and Council Policy 7.2.19; and recommend the amended policies to the City Council for approval.

The motion carried with the following vote:

**Yes:** 3 - Chair Klein  
Member Hendricks  
Member Larsson

**No:** 0

- 3**      [21-0911](#)      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 the amendments to the Code of Ethics and Conduct for Elected and Appointed Officials:

- Comment that the amendments capture the direction of the Subcommittee.
- Comment in support of the suggested alternative language relating to disclosure of ex-parte communications.

Staff mentioned that the current language relating to disclosure of ex-parte communications specifies “substantive information” versus the proposed “significant information.”

Subcommittee members commented in support of the proposed language that specifies “significant information.”

Public Hearing opened at 1:28 p.m.

No speakers.

Public Hearing closed at 1:28 p.m.

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member Larsson seconded the motion to direct staff to make corresponding updates and recommend the amended Code of Ethics and Conduct for Elected and Appointed Officials to the City Council for approval.

The motion carried with the following vote:

**Yes:** 3 - Chair Klein  
Member Hendricks  
Member Larsson

**No:** 0

**ADJOURNMENT**

Chair Klein adjourned the meeting at 1:45 p.m.