



**DRAFT MINUTES
SUNNYVALE ARTS COMMISSION
JULY 21, 2010**

The Sunnyvale Arts Commission met in regular session in City Hall Council Chambers, at 456 W. Olive Avenue, Sunnyvale, CA 94086 at 7 p.m. with Chair Obrey presiding.

CALL TO ORDER/SALUTE TO THE FLAG

Chair Obrey called the meeting to order at 7:25 p.m.

ROLL CALL

- Commissioners Present:** Chair Robert Obrey
Vice Chair Tara Martin-Milius
Commissioner Noelle Hughes
- Commissioners Absent:** Commissioner Tracy Seto (excused)
- Staff Present:** Assistant to the Director Cathy Merrill

CONSIDERATION OF ABSENCE

Commissioner Seto notified Assistant to the Director Merrill in advance of the meeting that she is unable to attend the July 21, 2010, meeting.

MOTION: Commissioner Hughes moved and Vice Chair Martin-Milius seconded to excuse the absence of Commissioner Seto.

VOTE: Motion passed 3-0. Commissioner Seto was absent.

CONSENT CALENDAR

- 1.A. Approval of Draft Minutes of June 16, 2010, Arts Commission Meeting

Chair Obrey opened the Public Hearing. There were no speakers. Chair Obrey closed the Public Hearing.

MOTION: Commissioner Hughes moved and Chair Obrey seconded to approve the Consent Calendar as presented.

VOTE: Motion passed 3-0. Commissioner Seto was absent.

SCHEDULED PRESENTATION - None

PUBLIC ANNOUNCEMENTS – None

STAFF RESPONSES TO PRIOR PUBLIC COMMENTS – None

PUBLIC COMMENTS – None

PUBLIC HEARINGS/GENERAL BUSINESS

2. General Plan Consolidation Advisory Committee Update

Commissioner Hughes mentioned Hanson Hom, Director of Community Development, clarified issues regarding concerns she had after the May 27, 2010, committee meeting.

Commissioner Hughes noted the June 24, 2010, committee meeting was productive. The committee considered the "look and feel" of the proposed General Plan document. Staff is evaluating recommendations made by the committee regarding the format of the document.

Commissioner Hughes encouraged Arts Commission members to attend the next committee meeting scheduled for July 29, 2010, albeit she is unable to attend. She mentioned this meeting might be of interest as there will be many changes to the current General Plan document. Vice Chair Martin-Milius is an alternate on the committee so she will make an effort to attend the meeting. Chair Obrey stated he will try to attend as a member of the public.

Chair Obrey proposed switching the order of Public Hearing items 3 & 4, and there were no objections.

4. Proposed Revisions to Arts Commission Membership Requirements (Draft RTC Approval of Revised Council Policy 7.2.19, *Boards and Commissions*)

Assistant to the Director Merrill gave the staff report.

Commissioner Hughes inquired if current Commissioners have a visual or performing arts background. Both Chair Obrey and Commissioner Hughes have a visual arts background. Vice Chair Martin-Milius stated she is not an artist but has an interest in art.

Vice Chair Martin-Milius appreciates the value of having artists on the Commission but does not feel there should be a mandate that requires the Commission to consist of two members with a visual arts background and two members with a performing arts background. Vice Chair Martin-Milius feels it is important to keep the residency requirement, and at a minimum, require one member of the Commission to have a background in visual arts and one member with a background in performing arts.

Commissioner Hughes commented that a Commission with a variety of backgrounds could be a benefit to realizing Council's vision for the arts in Sunnyvale.

Chair Obrey mentioned he knows some individuals with performing arts backgrounds that may be interested; however, they are not Sunnyvale residents. He suggested there be no required minimum; rather, to the extent possible there be a representative from each area.

Chair Obrey opened the Public Hearing. There were no speakers. Chair Obrey closed the Public Hearing.

MOTION: Vice Chair Martin-Milius moved and Commissioner Hughes seconded to recommend that Council amend Council Policy 7.2.19, Section 2. B. (IV) regarding Arts Commission membership to state:

The members of this Commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. To the extent possible, the Arts Commission shall include at least one member with a background in visual arts and one member with a background in performing arts.

VOTE: Motion passed 3-0. Commissioner Seto was absent.

Chair Obrey volunteered to present the Commission's recommendation to council on August 24, 2010.

3. Election of Commission Officers for FY 10/11

Vice Chair Martin-Milius advised to defer the election to the next Arts Commission meeting. She inquired if the Commission is available to meet on August 11, 2010.

Assistant to the Director Merrill confirmed August 11th is available.

MOTION: Commissioner Hughes moved and Vice Chair Martin-Milius seconded to change the next Commission meeting from August 18, 2010, to August 11, 2010.

VOTE: Motion passed 3-0. Commissioner Seto was absent.

NON-AGENDA ITEMS AND COMMENTS

Commission Members Oral Comments

Chair Obrey spoke on behalf of the Arts Commission, wishing Director of Community Services Lewis a happy retirement and thanked him for his service to the Arts Commission and the City of Sunnyvale.

Staff Oral Comments - None

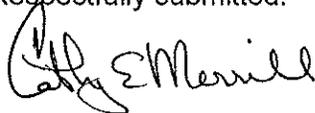
INFORMATION ONLY ITEMS

- Staff Liaison Written Report
- Customer Satisfaction Survey

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

Respectfully submitted:



Cathy E. Merrill, Assistant to the Director
Department of Community Services

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Policy 7.3.26 Study Issues Process

POLICY PURPOSE:

One of Council's primary roles is to establish City policy. It does so by creating new policies and revising/deleting old policies by majority vote. Council's time is limited, however, as is the number of policies it is able to consider in any given year. The study issues process provides a method for identifying, prioritizing and analyzing policy issues in an efficient and effective way. It provides a structured approach for addressing the large number of policy issues that are raised and considered by Council for study each year.

It is the purpose of this policy to identify those aspects of the City's Study Issue process for which Council has established required standards. Those aspects of the City's Study Issue not addressed by this policy are considered administrative or operational in nature, and shall be established under the authority of the city manager.

POLICY STATEMENT:

1. Study Issue Sponsorship

A Council sponsored study issue must receive the support of at least two councilmembers in order for staff to prepare a study issue paper, and for the issue to be considered at the Council Study Issues Workshop.

2. Selection of Issues for Study

Any substantive policy change (large or relatively small) is subject to the study issues process (i.e. evaluated for ranking at the Council Study Issues Workshop).

Policy related issues include such items as proposed ordinances, new or expanded service delivery programs, changes to existing Council policy, and/or amendments to the General Plan. Exceptions to this approach include emergency issues, and urgent policy issues that must be completed in the short term to avoid serious negative consequences to the City, subject to a majority vote of Council.

3. Deadlines for Councilmember-Proposed Study Issues

- A. New Council-proposed study issue topics are due to the city manager no later than three weeks in advance of the annual study issues workshop. If the public hearing is held less than three weeks before the workshop, councilmembers may also sponsor issues *introduced by the public* at the public hearing, but must do so during that Council meeting.
- B. Any Council-generated study issues proposed later than three weeks in advance of the annual workshop, with the exception of those sponsored under A. above, shall be considered in the next year's study issues process.

4. Drop or Deferral of Issues

- A. At the Study Issues Workshop, Council shall drop, defer, or rank in priority order each proposed study issue. Any issue that is dropped by a majority vote of Council will not be eligible for consideration at the next year's Workshop unless sponsored by a majority of the Council. Any issue that is deferred shall automatically be returned for Council's consideration the following year.



**City of Sunnyvale
Department of Community Services**

**ARTS COMMISSION
PARKS AND RECREATION COMMISSION**

ELECTING THE CHAIR AND VICE-CHAIR

OPEN NOMINATIONS

1. Presiding Officer opens the floor for nominations for the office of the Chair for the coming fiscal year.

- Any member may nominate any member, including oneself.
- No second is required.
- The person nominated should accept or decline the nomination.
- After the first nomination, the Presiding Officer keeps the floor open for additional nominations (if any).
- The persons nominated may speak to their goals if they choose.

CLOSE NOMINATIONS

2. Once all nominations have been received, the Presiding Officer declares nominations for Chair closed.

VOTE

3. Nominations are voted upon in the order taken.

- The nomination with the majority of "yes" votes holds and the new Chair is elected.

4. The person just elected assumes the Chair.

5. The same process is repeated for the Vice-Chair.