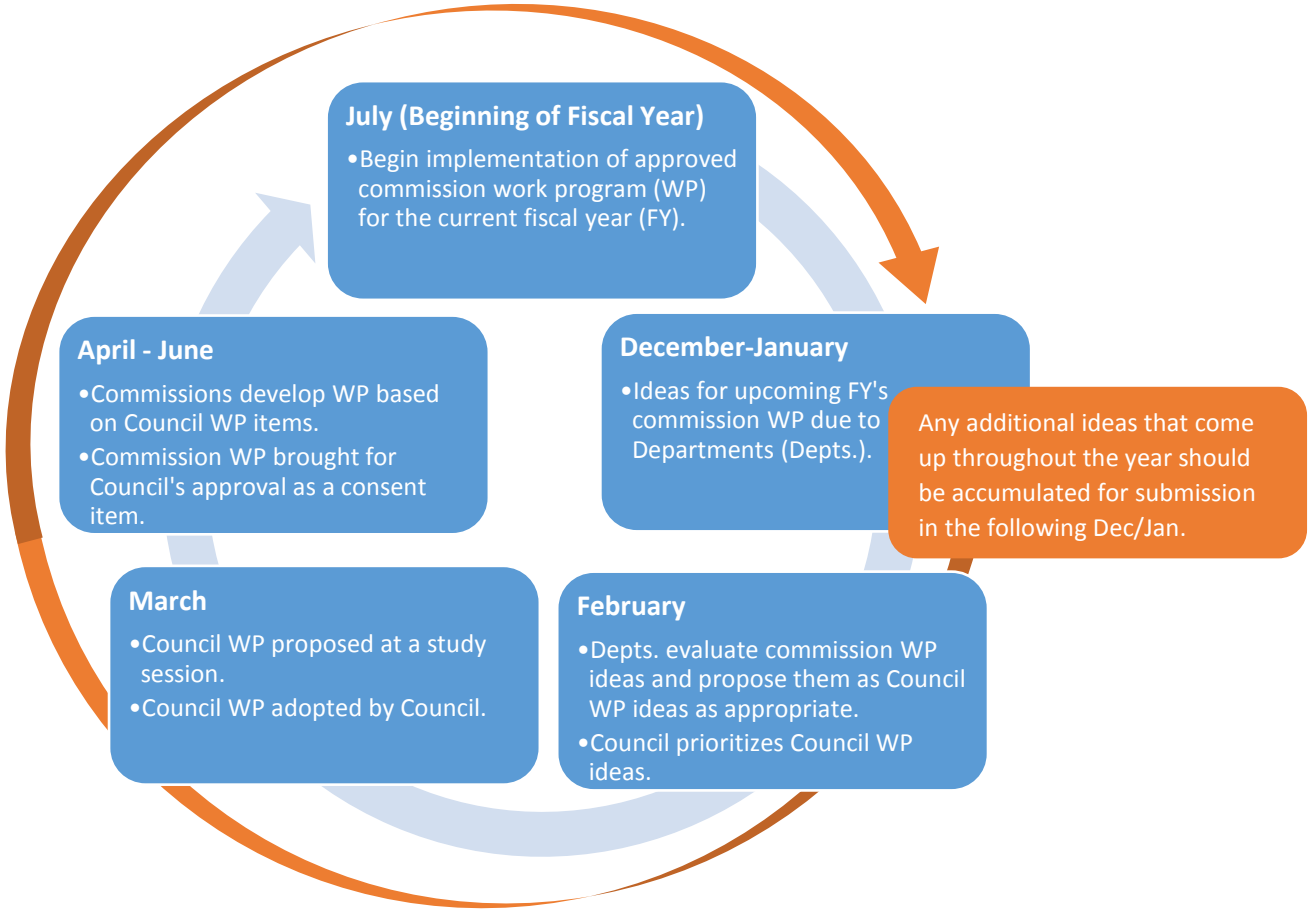


- Note:
  - If ideas for work program items come up throughout the year, they should be suggested in the following year's WP process in Dec/Jan.
  - Smaller items that do not require significant staff time or budget may be worked on by the commission without being formally placed on the commission's WP.

Cupertino City Council
Sub-Committee on Improving Council-Commissions Communications
Survey Questions

In an effort to improve communications between City Council and our advisory Commissions, Council has formed a subcommittee to reach out to the Commissions to receive feedback as to how to improve the processes of our communications. Thank you for taking the time to work with our Interim City Manager on discussing and providing answers to the following questions.

---

1) How do you have the public interact with your Commission? For example, is it formal and the public is limited to a certain amount of time, or is it more informal and conversational with leave of the chair? Would you like to change your current format? If so, in what manner?

2) Do you use rules of order to conduct your meetings? If so, which rules? If not, would rules of order be useful from your perspective?

3) Do you feel your Commissioners communicate with the Councilmembers sufficiently to advise the Council? Do you feel that Commissioners' communications with staff could be improved, and if so, how?

4) This year, per decision of the prior Council, all Commissions will submit ideas regarding their annual work program to their respective City departments. The City departments will then develop their proposed work program, including Commission items, for Council consideration. Once Council adopts the final work program, the items pertaining to each Commission will serve as priority elements of their respective work programs. What do you think of this new process of approving work programs by City Council? Anything to improve?

5) What do you think of the current process, if any, of setting your regular meeting agendas? Does any member of your Commission meet with a staff member to set meeting agendas? How do you wish to improve the current process of determining how items are placed on your agenda? For instance, would you prefer a system where items that require minimal city staff resources but are not on your annual work plan can be included on a regular meeting agenda?

6) With regard to the quality of your discussions, would you say that your conclusions are arrived at through a collaborative and input-based process or something more pre-determined? If the latter, what suggestions do you have for improving the qualitative nature of the process? Please be considerate but candid.

7) Do you feel your Commissioners are representative of the residents? Why or why not?

8) It has been suggested that a code of ethics is needed in order to maintain ethical standards and behavior. What are your thoughts on this proposition? If you support having a code of ethics, what would you like to see included in it?

9) From the perspective of higher-quality interaction between Council and Commissions, we would like to consider any suggestions you have with regard to events, procedures, and formats. Outside of formal updates at Council meetings and our annual appreciation dinner (and please feel free to comment on those as well), are there any other types of interactions you would like to see considered and delivered in order to improve our channels of communication?

Cupertino City Council
Sub-Committee on Improving Council-Commissions Communications
Survey Questions

10) Outreach to the community is critical to our efforts; what mechanisms of outreach to the community would you suggest that we adopt or improve upon?

11) Does your Commission prefer action minutes or summary minutes and why? How do you feel about having action minutes accompanied by audio recordings?

12) Starting this year, Commissions will be submitting a 200-300 word update of their current work to Council every other month. Do you have thoughts on this process?

Thank you again for taking the time to answer the above questions. If you have any additional thoughts or comments that you would like to share, please feel free.