



CITY OF MOUNTAIN VIEW

MEMORANDUM

City Manager's Office

DATE: December 4, 2018

TO: Council Procedures Committee

FROM: Kimberly S. Thomas, Assistant to the City Manager

VIA: Daniel H. Rich, City Manager

SUBJECT: Review of Policies and Procedures for Council Appointments

BACKGROUND

The Committee has three items on the current work plan that are associated with Council appointments, as follows: (1) review mayoral procedures for internal and external committee appointments referred in April 4, 2017 from the Committee; (2) review the appointment of nonelected members to regional boards, referred June 29, 2017 by Committee member McAlister; and (3) review procedures for Council appointment of Mayor with a consideration of one year of advance service, referred April 4, 2017 from the Committee. Since these are closely related topics, they are joined for review in this memorandum.

ANALYSIS

Staff reviewed existing policies and current procedures for background and context (Attachments 1 through 4 for the Committee's discussion). The following summary provides relevant policy sections associated with the aforementioned three areas, along with the current internal and external committee appointments list for the Committee's reference and discussion.

Review Mayoral Procedures for Internal and External Committee Appointments: The Council Code of Conduct, Section 2.2, defines Mayor and Vice Mayor – appointment, power, and duties, and Section 2.4 defines Councilmember committees' policy and procedures. Per Section 2.4.4, the Mayor annually appoints members to standing committees. Section 2.4.5 states the Council or the Mayor may create special or ad hoc committees. The Mayor appoints members to special or ad hoc committees.

The Council Code of Conduct, Chapter 5, describes the procedures for the appointment of the Council advisory bodies and Rental Housing Committee. Council Policy K-2

establishes policies and procedures governing the appointment of City commission, board, and committee members (collectively, “Council advisory bodies”), including the appointment of the three Councilmembers to the Council Appointments Review Committee (Attachment 2).

The Mayoral procedures for internal and external committee appointments of Councilmembers is for the incoming Mayor to gather Council areas of interest for “inside and outside appointments” and scheduling needs. The Mayor then makes the best-fit appointments to subcommittees and regional assignments (Attachment 3).

Appointment of Nonelected Members to Regional Boards: There are a few agencies that require appointments to be made by the City’s governing body, such as the Bay Area Water Supply and Conservation Agency and Silicon Valley Clean Energy Authority. This is not an area currently addressed in policy or procedure. This issue was raised in light of an elected member appointment whose Council term ended before the term of the regional board appointment expired (Bay Area Water Supply and Conservation Agency).

Review Procedures for Council Appointment of Mayor with Consideration of One Year of Advance Service: Council Policy A6—Election of Mayor and Vice Mayor, pursuant to Sections 500 and 505 of the City Charter, defines the procedures for electing one of its members to serve as Mayor and one member to serve as Vice Mayor at the first Council meeting in January of each year (Attachment 4). The “Informal Rotation” included in the policy provides historical guidance for the rotation of the seats of Mayor and Vice Mayor. The rotation system outlined is not mandatory. Rather, it is designed to provide guidance to the Council in selecting the Mayor and Vice Mayor. It includes Section b, “The Vice Mayor succeeds to the Mayor’s position.” and Section c, “The most senior member of the Council who has not yet served as Mayor would rotate into the position of Vice Mayor.” Sections d through h define existing policy as relevant to this topic. Section d provides a protocol that addresses instances “if there is no senior member of the Council who has not served as Mayor, then any incoming (newly elected or appointed) Councilmember will be eligible for election to the Vice Mayor position. If there is more than one incoming Councilmember, they will rotate in as Vice Mayor and then Mayor based on the length of term, then number of votes they received in the election which initiated the first of their two current terms. This ranking establishes the members’ seniority for purposes of this policy.”

RECOMMENDATION

If the Committee wishes to establish changes to one or more of the policies or procedures outlined in this report, depending on the direction, staff could take the

recommendations directly to the Council, or follow up at a future Committee meeting with additional research, surveys, or draft policy language.

KST/KB/3/MGR
609-12-04-18M

- Attachments:
1. Council Code of Conduct – Chapters 2 and 5
 2. Council Policy K2 – Council Advisory Body Appointments
 3. Council Appointments – Excerpt of External Roster (as of October 12, 2018)
 4. Council Policy A6 – Election of Mayor and Vice Mayor