



DATE: December 14, 2021

CATEGORY: Consent

DEPT.: City Clerk's Office

TITLE: **Amend Council Policies A-13, City Council Meetings, and K-2, Council Advisory Bodies**

RECOMMENDATION

Adopt a Resolution of the City Council of the City of Mountain View Amending Council Policy A-13, City Council Meetings, and Council Policy K-2, Council Advisory Bodies, to be read in title only, further reading waived (Attachment 1 to the Council report).

BACKGROUND

The Council Policy and Procedures Committee (CPPC) is a standing Council committee that meets on an as-needed basis to discuss issues relating to City Council policies and/or procedures. On November 30, 2021, the CPPC met and recommended revisions to Council Policies A-13 and K-2 as set forth in Exhibits A and B to the attached resolution (Attachment 1). Attachments 2 and 3 provide "strike-through" versions of Council Policies A-13 and K-2, respectively, outlining the recommended changes.

ANALYSIS

The CPPC made recommendations for minor clean-up of the language in each Policy, such as removing language from Council Policy A-13 requiring the posting of draft minutes with the Council meeting agenda on the City's bulletin board due to space constraints. The draft minutes are provided with the Council agenda packet, which is available on the City's website. Additionally, the CPPC recommended removing language from Council Policy K-2 naming specific months during which the City Clerk's Office takes certain steps in the advisory body recruitment process to accommodate advisory bodies that do not run with calendar year recruitments.

The following more significant changes were also recommended:

1. Add to Council Policy A-13, City Council Meetings, Section 1(b), the following reason for absence from Council meetings:

“The Councilmember is on family leave for the birth or adoption of a child.”

2. Add to Council Policy A-13, City Council Meetings, Section 5(a), the following language to meeting minutes preparation:

“In the case of items where no vote is taken, a brief summary, as stated by the Mayor or Mayor’s designee, of direction provided by the Council majority shall also be recorded.”

3. Add to Council Policy K-2, Council Advisory Body Appointments, Section 3(b), the following reason for absence from meetings:

“The advisory board member is on family leave for the birth or adoption of a child.”

FISCAL IMPACT – There is no budgetary impact to this recommendation.

PUBLIC NOTICING – Agenda posting.

Prepared by:

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Approved by:

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HG/6/CAM
428-12-14-21CR
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- Attachments:
1. Resolution
 2. Existing Council Policy A-13 (redlined)
 3. Existing Council Policy K-2 (redlined)