



**MEMORANDUM**

CSFRA, Community Development Department

**DATE:** May 4, 2020

**TO:** Rental Housing Committee

**FROM:** Anky van Deursen, Program Manager  
Karen Tiedemann, Special Counsel to the RHC

**SUBJECT:** **Adoption by the Rental Housing Committee of all Applicable Sections in the Council Advisory Bodies Handbook**

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**RECOMMENDATION**

Adopt a Resolution to Adhere to and Follow All Applicable Rules and Regulations in the Council Advisory Bodies Handbook, as revised on August 1, 2018, specifically that all board, commission, and committee members receive no compensation and are subject to removal by motion of the City Council adopted by at least four affirmative votes.

**BACKGROUND AND ANALYSIS**

On May 10, 2017, the Rental Housing Committee (RHC) adopted its first regulation and established the rules of conduct for its meetings. Regulation Chapter 3 focuses on the public meeting process for the RHC, including the agenda, components and process, public comment, and other elements regarding conduct of the meetings.

On January 22, 2018, the RHC adopted Resolution No. RHC 10, pursuant to which the RHC agreed to follow the City Council Code of Conduct and Personal Code of Conduct. At that time, the City Council Code of Conduct had been most recently updated on June 23, 2015, before the adoption of the Community Stabilization and Fair Rent Act (CSFRA) and the formation of the RHC.

On August 1, 2018, the City Council adopted a revised Council Advisory Bodies Handbook, including a section on responsibilities and obligations of Committee members and a section on appointments and removal of City Advisory Committees. The updated Council Advisory Bodies Handbook includes references to the RHC.

The RHC is created by charter and is tasked by the CSFRA to establish rules and regulations for administration and enforcement of the CSFRA. Because of its unique role

under the charter, the RHC is not considered an advisory body, but because the RHC members are appointed by the City Council, the RHC is a committee of the City and, as such, is governed by certain provisions of the Council Advisory Bodies Handbook, including those regarding appointments and removal of members.

During the City Council deliberations on potential CSFRA amendments, and as reflected in the language of Measure D, the City Council expressed its wish to clarify that RHC members should not be allowed to receive compensation for serving on the RHC. Additionally, other proposed amendments to the CSFRA included clarification on the City Council's ability to remove members of the RHC. Because of the RHC's unique status and because the City Council Advisory Bodies Handbook has been updated since the RHC adopted Resolution No. RHC 10, agreeing to follow it, the RHC could consider adopting a resolution that the RHC will follow the Council Advisory Bodies Handbook as updated, including specifically:

- The rule that all board, commission, and committee members receive no compensation (Page B-1); and
- The rule and procedures that all board, commission, and committee members are subject to removal by motion of the City Council, adopted by at least four affirmative votes, as set forth in Section 5.5 (commencing on Page G-32) of the City of Mountain View City Council Code of Conduct (Adopted November 19, 2002 and Revised June 12, 2018).

**FISCAL IMPACT** – None.

**PUBLIC NOTICING** – Agenda posting.

AVD-KT/TG/6/CDD/RHC  
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- Attachments:
1. Draft Resolution to Adhere to and Follow All Applicable Rules and Regulations in the Council Advisory Bodies Handbook
  2. Council Advisory Bodies Handbook (Adopted November 19, 2002 and Revised June 12, 2018)