



## CITY OF MOUNTAIN VIEW

**MEMORANDUM**

City Clerk's Office

**DATE:** June 2, 2021

**TO:** Council Policy and Procedures Committee

**FROM:** Heather Glaser, City Clerk

**SUBJECT:** Council Policy K-2 – Council Advisory Bodies

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**BACKGROUND**

Council Policy K-2, Council Advisory Bodies, establishes policies and procedures governing the appointment of City commission, board, and committee members (collectively, "Council advisory bodies"). Among other things, the Policy outlines that appointed persons shall be limited to two consecutive terms prior to reappointment on a given Council advisory body, with the exception of the Downtown Committee. However, where the City Council expressly determines it to be in the best interest of the community, the City Council may reappoint beyond this limit. Some Council advisory bodies have historically struggled to fill vacancies, such as the Senior Advisory Committee.

In addition, Council Policy K-2 outlines a timeline for appointments and reappointments and states that the City Clerk shall advertise for upcoming appointments in September of years when any Council advisory body terms are expiring. After the recruitment process, the Council Appointments Review Committee interviews all applicants, with the exception of the Environmental Planning Commission, between October 15 and November 30 of each year. No specific guidance is provided on how interviews shall be conducted.

In 2021, the Council Appointments Review Committee will interview for 10 expiring terms across four Council advisory bodies: Downtown Committee, Library Board, Parks and Recreation Commission, and Senior Advisory Committee. In 2022, the Council Appointments Review Committee will interview for 16 expiring terms across five Council advisory bodies. Council advisory body terms typically end on December 31, with the exception of the Public Safety Advisory Board (terms ending April 12) and the Rental Housing Committee (terms ending April 17). The Council Policy and Procedures Committee may wish to consider staggering additional terms and/or clarifying the recruitment process for all terms and not just those ending on December 31.

## **RECOMMENDATION**

Staff recommends the Council Policy and Procedures Committee consider whether to amend Council Policy K-2 to: (1) add additional guidance regarding third (or more) consecutive terms for Council advisory bodies; (2) stagger recruitment and terms for Council advisory bodies to spread the interview process out over the year; and/or (3) add specific guidance for how Council advisory body interviews shall be conducted. Depending on direction, staff could take the recommendations directly to Council or follow up at a future Council Policy and Procedures Committee meeting with additional research or draft policy language.

HG/WW/6/CLK

428-06-02-21M

- Attachments:
1. Council Policy K-2
  2. Roster of City Council, Board, Commission, and Committee Members