

## **MINUTES**

---

---

SPECIAL MEETING – WEDNESDAY, SEPTEMBER 28, 2022  
VIDEO CONFERENCE WITH NO PHYSICAL MEETING LOCATION  
2:00 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 2:03 p.m. with Chair Matchak presiding.

2. **ROLL CALL**

**Present:** Committee members Hicks, Ramirez, and Chair Matchak.

**Absent:** None.

**Also Present:** Kimberly S. Thomas, Assistant to the City Manager; Heather Glaser, City Clerk; Kimbra McCarthy, City Manager; Lindsey Bishop, Senior Human Resources Analyst; Jesse Takahashi, Finance and Administrative Services Director; Jennifer Logue, City Attorney; John Lang, Economic Vitality Manager; and Merry Monlux, Assistant City Clerk.

3. **MINUTES APPROVAL**

(time stamp—2:03 p.m.)

**Motion**—M/S Ramirez/Hicks—Carried 3-0—To approve the minutes for the November 30, 2021 meeting without modification.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

(time stamp—2:04 p.m.)

Bruce England made several requests related to Agenda posting timeline, advisory body interviews and handbook updates, and feedback to the public.

5. **DISCUSSION/ACTION ITEMS**

**5.1 CONSIDERATION OF REVISIONS TO CITY COUNCIL POLICY D-13—MOUNTAIN VIEW EMPLOYEE HOMEBUYER AND RELOCATION ASSISTANCE PROGRAM**

(time stamp—2:08 p.m.)

Lindsey Bishop, Senior Human Resources Analyst, presented the recommended changes to the existing employee housing assistance policy to amend the terms of the homebuyer provisions.

(time stamp—2:15 p.m.)

The Committee discussed the staff-recommended changes to the Council Policy with input from Finance and Administrative Services Director Jesse Takahashi and Ms. Bishop.

(time stamp—2:23 p.m.)

Chair Matchak opened the meeting up for public input. No one from the public spoke.

The Committee continued to discuss the recommendation with input from City Manager Kimbra McCarthy and Mr. Takahashi.

(time stamp—2:28 p.m.)

**Motion**—M/S Ramirez/Hicks—Carried 2-1; Matchak no—To approve the staff recommendation: The Council Policy and Procedures Committee (CPPC) is requested to consider recommended changes to the existing employee housing assistance policy to amend the terms of the homebuyer provisions (Attachment 1 to the Memorandum).

(Items addressed out of Agenda order.)

**5.3 PROPOSED REVISIONS TO COUNCIL POLICY A-13 AND COUNCIL CODE OF CONDUCT**

(time stamp—2:29 p.m.)

Jennifer Logue, City Attorney, presented the 11 proposed amendments to Council Policy A-13 and the one amendment to the Council Code of Conduct with questions and discussion throughout.

(time stamp—3:13 p.m.)

The Committee discussed the staff-recommended changes to the policy with input from Ms. Logue and City Clerk Heather Glaser.

(time stamp—3:16 p.m.)

Chair Matchak opened the meeting up for public input. No one from the public spoke.

The Committee discussed the idea of expanding the list of exceptions and taking this item to Council.

(time stamp—3:28 p.m.)

**Motion**—M/S Ramirez/Hicks—Carried 3-0—To approve the amended staff recommendation: Forward as written to Council for consideration with the addition of proposed language for creating categories under which Councilmembers can participate remotely.

(There was a discussion of prioritizing agenda items in the interest of time.)

## 5.5 DOWNTOWN COMMITTEE BYLAWS COMPOSITION

(time stamp—3:33 p.m.)

John Lang, Economic Vitality Manager, presented the potential changes to the Downtown Committee Bylaws for consideration at a future City Council meeting.

(time stamp—3:36 p.m.)

The Committee asked one question regarding the recommended changes to the Bylaws.

Chair Matchak opened the meeting up for public input. No one from the public spoke.

(time stamp—3:37 p.m.)

**Motion**—M/S Ramirez/Hicks—Carried 3-0—To approve the staff recommendation: Staff recommends the CPPC discuss and provide direction on the

Downtown Committee Bylaws considerations. Any potential changes recommended by the CPPC will be considered at a Q4 2022 City Council meeting.

#### **5.6 COUNCIL POLICY AND PROCEDURES COMMITTEE AGENDA TOPICS UPDATE**

(time stamp—3:38 p.m.)

Kimberly Thomas, Assistant to the City Manager, presented a verbal update on anticipated agenda items for the remainder of the fiscal year.

(discussion returned to Item 5.3—3:39 p.m.)

The Committee discussed another change to Policy A-13 based on a previous Council discussion to limit Councilmember comments to things that fall under specific criteria.

(discussion returned to Item 5.6—3:46 p.m.)

Chair Matchak opened the meeting up for public input. No one from the public spoke.

#### **5.4 COUNCIL POLICY FOR RECOGNITION OF INDIVIDUALS, ORGANIZATIONS, AND/OR EVENTS**

(time stamp—3:48 p.m.)

Merry Monlux, Assistant City Clerk, presented recommendations for a new Council Policy guiding the presentation of certificates and proclamations.

The Committee asked a question related to this item with input from Ms. Monlux and Ms. Glaser.

(time stamp—3:50 p.m.)

Chair Matchak opened the item up for public input. No one from the public spoke.

Chair Matchak suggested some modifications to reduce the number of proclamations and, therefore, limit the impact on staff time and meeting length.

(time stamp—3:58 p.m.)

**Motion**—M/S Ramirez/Hicks—Carried 3-0—To approve the staff recommendation with Committee modifications: Staff recommends the Committee

review the draft policy and provide feedback. Direction provided to staff can either be brought back to the CPPC for review or be taken directly to the City Council for adoption at the next meeting practicable. Committee modifications include the following:

- a. Proclamations—B: “to call public attention to a significant Mountain View community event.”
- b. Proclamations—C: “to highlight a special period of observance, celebration, or recognition for Mountain View or national occasions that are important to Mountain View” (eliminate “regional” and “state”).
- c. 1: A general guideline is one to two proclamations and certificates (total combined) per meeting.

**5.2 AMENDMENTS TO THE COUNCIL CODE OF CONDUCT AND COUNCIL POLICY K-2, COUNCIL ADVISORY BODIES, RELATED TO REQUIREMENTS FOR SERVICE AND OTHER MINOR AMENDMENTS**

Due to time constraints, this item will be addressed at a later meeting.

**6. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS**

Chair Matichak opened the item up for Committee input. No one from the public spoke.

**7. ADJOURNMENT**

The meeting was adjourned at 3:59 p.m.

These Minutes are hereby submitted for approval by Michal Schultz, Recording Secretary.

Approved on December 15, 2022.