



COUNCIL POLICY AND PROCEDURES
COMMITTEE

MINUTES

SPECIAL MEETING - THURSDAY, DECEMBER 5, 2019
CITY CLERK'S CONFERENCE ROOM AT CITY HALL - 500 CASTRO STREET
2:00 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 2:00 p.m. with Chair Matichak presiding.

2. **ROLL CALL**

All present. Councilmember McAlister arrived at 2:06 p.m.

Absent: None.

Also Present: Audrey Seymour Ramberg, Assistant City Manager/Chief Operating Officer; Krishan Chopra, City Attorney; Lisa Natusch, City Clerk; Wayne Chen, Assistant Community Development Director; and Tiffany Chew, Business Development Specialist.

3. **MINUTES APPROVAL**

Motion: M/S Abe-Koga/Matichak – To approve the minutes of August 27, 2019.
Vote: 3-0.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC** – None.

5. **DISCUSSION/ACTION ITEMS**

5.1 **COUNCIL POLICY K-2 – COUNCIL ADVISORY BODY APPOINTMENTS – ELIGIBILITY, ATTENDANCE, AND APPOINTMENT OF ALTERNATES**

City Clerk Lisa Natusch presented the staff report in three separate presentations: eligibility, attendance, and appointment of alternates.

Ms. Natusch presented questions for consideration of possible changes to the eligibility requirements for advisory body membership.

Public Comment opened at 2:05 p.m.

The following member of the public spoke:

- **Preeti Hehmeyer**

Public Comment closed at 2:08 p.m.

Motion: M/S Abe-Koga/McAlister – Recommend to Council the following changes to the eligibility and composition requirements (Vote 3-0):

- **Bicycle/Pedestrian Advisory Committee:** Mountain View residents only.
- **Visual Arts Committee:** Two of the members should be recognized specialists in one or more aspects of the creation of art, the judgment of quality of art or the placement of art, and one of these may be a nonresident.
- **Performing Arts Committee:** One member may be a nonresident if they have a demonstrated special interest or training in the performing arts.
- **Senior Advisory Committee:** Remove “senior” age requirement; allow a senior service provider to be a nonresident; majority must be Mountain View residents.
- **City employees:** may serve on specified advisory bodies if no conflict of interest exists with their employment and if also Mountain View residents; nonresident City employees currently appointed to advisory bodies may carry out their term.

Ms. Natusch presented the staff report, including questions for consideration of possible changes to advisory body attendance requirements.

Public Comment opened at 2:47 p.m.

The following member of the public spoke:

- **Preeti Hehmeyer**

Public Comment closed at 2:49 p.m.

The Committee discussed the allowable number, types, and process for excused absences.

Motion: M/S Abe-Koga/McAlister—Recommend to the City Council the following changes as proposed and numbered in the staff report (Vote 2-1, Matchak voting no):

1. Specify the expectation that members are expected to attend all regularly scheduled meetings.
2. When an advisory body member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the chair and staff liaison.
3. The advisory body chair, in consultation with the staff liaison, shall propose that each absence be defined as “excused” or “unexcused” at the meeting at which the advisory body member is absent. Each advisory body will then determine by general consent (or, failing to achieve general consent, by majority vote) the status of the absence as excused or unexcused and include that record in the meeting minutes.
4. Specify that failure to inform the chair or the staff liaison of an absence prior to the meeting will result in an unexcused absence, unless extenuating circumstances prevent advance notice.
5. Specify that Council will take into consideration attendance records when evaluating the overall performance of advisory body members.
6. Consider annual attendance reporting by staff to Council.

Item 4 in the staff report, regarding how absences for Special Meetings would be recorded, and Item 5, regarding the definitions of absences considered excused, were discussed and continued to a future meeting.

Ms. Natusch presented the staff report and posed questions for consideration regarding the appointment of alternates to advisory bodies to fill unscheduled vacancies and leaves of absence.

Public Comment opened at 3:42 p.m.

The following member of the public spoke:

- **Preeti Hehmeyer**

Public Comment closed at 3:42 p.m.

The Committee discussed the practice and purpose of appointing alternates.

Motion: M/S McAlister/Abe-Koga (Vote: 3-0) – Amend the policy to allow appointment of alternates to be available to fill vacancies in unexpired terms, consistent with current practice.

Motion: M/S Abe-Koga/McAlister – Change the name of Policy K-2 from “Council Advisory Body Appointments” to “Council Advisory Bodies” (Vote: 3-0).

5.2 DOWNTOWN COMMITTEE BYLAWS – COMPOSITION AND ELIGIBILITY

Business Development Specialist Tiffany Chew presented the staff report.

Public Comment opened at 3:56 p.m.

No speakers.

Public Comment closed at 3:56 p.m.

The Committee discussed the boundaries of the downtown area and membership eligibility for the Downtown Committee.

Motion: M/S Abe-Koga/McAlister – Recommend to Council the following as numbered in the staff report (Vote: 3-0):

1. Leave the boundaries of the downtown area as currently defined.
2. Change the definition of members who own property and/or a business in downtown to property owner and/or business representative.

Motion: M/S Abe-Koga/McAlister – Recommend to Council the following as numbered in the staff report (Vote: 2-1, Matichak voting no): Remove

Executive Director from the definition of Central Business Association and Chamber of Commerce and replace with a representative from the organization.

**5.3 CALIFORNIA COMMUNITY HOUSING AUTHORITY (CALCHA)
PARTICIPATION**

This item was continued to the next CPPC meeting.

6. COMMITTEE/STAFF COMMENTS, QUESTIONS, COMMITTEE REPORTS

None.

7. ADJOURNMENT

The meeting was adjourned at 4:05 p.m.

MH/2/MGR
611-12-05-19mn