

# CITY OF MOUNTAIN VIEW

## YOUR CITY GOVERNMENT IN ACTION

The City of Mountain View encourages participation in local government. This brief guide outlines basic information on the Council and its deliberations.



R. Michael  
Kasperzak, Jr.



Leonard M.  
Siegel



Ken S.  
Rosenberg



Patricia  
Showalter



John McAlister



John M. Inks



Christopher R.  
Clark



### CITY GOVERNMENT: HOW IT WORKS

Mountain View's City Charter established a council/manager form of government. The Council is the legislative body of the City. It sets policy and establishes the City's overall priorities and direction. The seven Councilmembers are elected at large for four-year terms that are staggered so that three or four Council seats are filled at the general municipal election in November of every even-numbered year. Service on the Council is limited to two consecutive full terms. Each year in January, the Council elects one of its members as Mayor and another as Vice-Mayor.

The City Manager is appointed by the Council and is responsible for the administration of City business. The City Attorney, City Clerk and City Auditor are also Council appointees. These officers serve at the pleasure of the Council; all other City employees are responsible to the City Manager.

For more information about the City of Mountain View, its organization and its activities, contact the City Clerk's Office at Mountain View City Hall, 500 Castro Street, Mountain View, California, 94041, call 650-903-6304.

### COUNCIL MEETINGS AND AGENDA

The City Council meets regularly on the second and fourth Tuesday of each month at 6:30 p.m. in the Council Chambers at City Hall, 500 Castro Street. Special meetings are called as necessary by the Mayor and noticed 24 hours in advance.

Agenda, staff reports and minutes are prepared for each meeting. The agenda lists the items coming before the Council for consideration, while staff reports give background, analysis and recommendations for each item.

Citizens may review the agenda and staff reports at the Mountain View Public Library, 585 Franklin Street, beginning the Thursday evening before each meeting, and at the City Clerk's Office Friday morning. Agenda, minutes and staff reports can also be viewed on the City's web site at [www.mountainview.gov](http://www.mountainview.gov) and are available at each meeting. In addition, the current Council agenda is listed on City Cable Channel 26, and both Council minutes and the agenda are available on the website or via electronic notification by providing e-mail address and requesting this service at [www.mountainview.gov/mymv/default.asp](http://www.mountainview.gov/mymv/default.asp).

Regular Council meetings are cablecast live on Cable Channel 26 and webcasted, and interested persons may visit the City's web site at [www.mountainview.gov](http://www.mountainview.gov) to watch the meeting live on their computer, laptop or PDA. Archived broadcasts of previous meetings may also be accessed and watched on-line.

### ADDRESSING THE COUNCIL

Citizens may address the Council on action items included in the agenda or on topics not included in the agenda. Agenda items typically include the "Consent Calendar," "Public Hearings," "Oral Communications" and "New Business."

Items on the Consent Calendar are not discussed individually but are approved as a group with one motion. If a citizen wishes to speak on an item on the Consent Calendar, he or she may come to the podium at the time announced by the Mayor and request that the item be pulled. If an item is pulled, it is considered after the Consent Calendar items are voted upon. Anyone wishing to address the Council on a nonagenda item may do so during the Oral Communications part of the agenda. Speakers are allowed to speak on any number of topics for one three-minute period during the meeting.

In Public Hearings, a verbal report is often first presented by City staff, and is then followed by a period for questions by the Council. After this, the Mayor opens the hearing.

Speakers are requested to fill out a blue card available at the rear of the Council Chambers and deposit it at the podium when they come forward to speak; this is to assure that names and cities of residence are accurately recorded in the minutes. Remarks should be limited to three minutes. If a large group wishes to express its views, it is more effective to have one spokesperson.

For any single agendized item and for Oral Communications, if there appears to be 15 or more speakers and the Council might not be able to conclude the scheduled agenda items for the meeting if speakers were allotted three (3) minutes each, the Mayor may reduce speaking time to no less than two (2) minutes per speaker unless there is an objection from Council, in which case majority vote shall decide the issue without debate.

# A COUNCIL-WATCHER'S GUIDE: VOCABULARY LIST

## Common Terms You Will Hear

**MINUTES:** The written record of prior actions presented to the Council for approval at the following meeting. Minutes are not considered official until approved by the Council.

**CONSENT CALENDAR:** A listing of routine business items which are adopted with one motion, without discussion. However, any Councilmember, citizen or staff member may request that an item be pulled from the Consent Calendar for discussion and separate action. The item is then considered after the Consent Calendar items are voted upon.

**PUBLIC HEARINGS:** The formal process of getting opinion on major legislative matters as required by the City Code—assessment districts, rezonings, subdivisions, appeals, etc.

**ORAL COMMUNICATIONS:** The time during which citizens may address the Council on any matter not on the agenda. Topics brought up in this way are usually referred to the appropriate staff member who may prepare a report and possibly place it on a future agenda.

**ITEMS INITIATED BY COUNCIL:** Oral reports or items of City concern brought up by Councilmembers, even though such items are not on the agenda. No action will be taken on these items.

**QUORUM:** Requirement that four Councilmembers be present to conduct a meeting.

**MOTIONS:** The least formal of actions which ordinarily require four affirmative votes. However, a motion to approve an expenditure of funds which is not in the budget requires five votes.

**RESOLUTIONS:** Formal written motions acted upon by the Council.

**ORDINANCES:** Formal written documents enacting laws which can be enforced by the City. With few exceptions, ordinances become part of the City Code. Except for emergency ordinances, all ordinances require action at two separate meetings: At one meeting for the "first reading" and discussion, and at the second meeting for "second reading" and adoption by roll call vote. In order to forego the verbal reading of ordinances, a motion is typically passed to "waive reading." Most ordinances become effective 30 days following adoption.

**STUDY SESSION:** These are public meetings which the Council sets from time to time for a detailed review of important matters. They are sometimes held jointly with another City commission or governmental agency. No formal action may be taken at this time.

**CLOSED SESSIONS:** These are meetings held to discuss confidential matters such as litigation, personnel or real property. These are the only meetings closed to the public and the press.

**SHORELINE REGIONAL PARK COMMUNITY AND MOUNTAIN VIEW CAPITAL IMPROVEMENTS FINANCING AUTHORITY:** These are separate legal agencies formed to develop designated areas of the City or to finance City projects or programs. The governing board of each agency is the City Council, and often dual actions are taken.

## CITY BOARDS, COMMISSIONS AND COMMITTEES

City commissions, boards and committees serve in an advisory capacity to the Council and take a closer look at matters ranging from zoning and land use to library policy, parks and recreation programs, and social concerns/cultural issues. Members are appointed by the Council for four-year terms, except for the Downtown Committee, which are three-year terms. Applications are available at the City Clerk's office. All meetings are open to the public.

**LIBRARY BOARD:** Advises the Council on library policy and services. This board meets on the third Monday of each month at 7:30 p.m. in the Community Room of the Mountain View Library, 585 Franklin Street.

**ENVIRONMENTAL PLANNING COMMISSION:** Advises the Council on issues of land use, zoning, and long-range planning policy. This commission meets on the first and third Wednesday of each month and as needed at 7:00 p.m. in the Council Chambers, City Hall, 500 Castro Street.

**PARKS AND RECREATION COMMISSION:** Advises Council on matters pertaining to parks, recreation and forestry. This commission meets on the second Wednesday of each month at 7:00 p.m. in the Senior Center, 266 Escuela Avenue.

**HUMAN RELATIONS COMMISSION:** Acts as an advisory body to the City Council on new and emerging social concerns/cultural diversity issues facing the community; serves as a forum for public discussion regarding social issues/concerns facing the community and its residents; and serves as a liaison/facilitator between City government and the public. This commission meets on the first Thursday monthly at 6:30 p.m. in the Plaza Conference Room, City Hall, 500 Castro Street.

**BICYCLE/PEDESTRIAN ADVISORY COMMITTEE:** Makes recommendations on policy, improvement, operation and maintenance of the City's bicycle/pedestrian facilities. This committee meets on the last Wednesday every other month at 6:30 p.m. in the Plaza Conference Room, City Hall, 500 Castro Street.

**DOWNTOWN COMMITTEE:** Promotes the vitality of downtown Mountain View through recommendations to the City Council on programs, projects and policies for economic development, a quality downtown environment and the maintenance and development of parking facilities. This committee meets as needed on a Tuesday at 8:00 a.m. in the Plaza Conference Room, City Hall, 500 Castro Street. For more information, call the Economic Development Manager at 650-903-6306.

**PERFORMING ARTS COMMITTEE:** Acts in an advisory capacity to the City Council in matters pertaining to the Center for the Performing Arts. This committee meets on the third Wednesday of each month at 6:00 p.m. in the Atrium Conference Room, City Hall, 500 Castro Street.

**SENIOR ADVISORY COMMITTEE:** Serves in an advisory capacity to Council on broader issues affecting seniors as well as operation of the Mountain View Senior Center. The Committee meets the third Wednesday of the month at 2:00 p.m. in the Senior Center Small Meeting Room, 266 Escuela Avenue.

**VISUAL ARTS COMMITTEE:** Selects and recommends the purchase and placement of public art. The committee sets its own site selection criteria, coordinates art events, and determines art guidelines for specific locations, such as Downtown. This committee meets on the second Wednesday of the month at 6:00 p.m. in the Atrium Conference Room, City Hall, 500 Castro Street.

**YOUTH ADVISORY COMMITTEE:** Represents Mountain View teens in local government and advises Council on matters pertaining to youth and teens. This committee meets the first Monday of each month at 4:30 p.m. in the Community Center, 201 South Rengstorff Avenue.

## CITY DEPARTMENTS AND PROGRAMS

City departments implement Council policy decisions and deliver services to the community as prescribed by the Council.

### CITY MANAGER

City Administration  
Community Outreach  
Human Resources  
Youth Resources

### CITY ATTORNEY

Legal Services  
Code Enforcement

### CITY CLERK

Official Records  
Elections

### COMMUNITY DEVELOPMENT

Building and Fire Permits and Inspections  
Community Development  
Block Grant  
Downtown Revitalization/  
Parking  
Economic Development  
Neighborhoods  
Visual Arts  
Zoning & Planning

### COMMUNITY SERVICES

Mountain View Center for the Performing Arts  
Forestry and Roadway  
Landscape  
Parks and Open Space  
Recreation  
Shoreline At Mountain View  
Shoreline Golf Links

### FINANCE AND ADMINISTRATIVE SERVICES

Accounting  
Budget and Treasury  
Payroll  
Purchasing and Administrative Services  
Revenue Collection  
Risk Management

### FIRE

Community Preparedness  
Environmental Safety  
Fire Prevention  
Fire Suppression

### INFORMATION TECHNOLOGY

Information Services

### LIBRARY SERVICES

Children's Services  
Support Services  
Reference Services  
Customer Services

### POLICE

Administration  
Emergency  
Communications  
Field Operations Division  
Investigative Services  
Division  
Support Services Division

### PUBLIC WORKS

**PUBLIC WORKS DIVISION**  
Capital Improvement  
Engineering  
Solid Waste Management

### **PUBLIC WORKS MAINTENANCE SERVICES DIVISION**

Facilities Services  
Fleet Services  
Streets/Sidewalks  
Water  
Wastewater