



City of  
**Mountain View**

This guide outlines basic information about how government works in the City of Mountain View.

# QUICK GUIDE TO ENGAGE WITH YOUR CITY GOVERNMENT

COUNCILMEMBER



**LUCAS  
RAMIREZ**

COUNCILMEMBER



**MARGARET  
ABE-KOGA**

VICE MAYOR



**LISA  
MATICHAK**

MAYOR



**PAT  
SHOWALTER**

COUNCILMEMBER



**ALISON  
HICKS**

COUNCILMEMBER



**ELLEN  
KAMEI**

COUNCILMEMBER



**EMILY  
RAMOS**

## COUNCIL SEATING ARRANGEMENT

## HOW OUR CITY GOVERNMENT WORKS

Mountain View's City Charter established a Council-Manager form of government. The City 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 City Council seats are filled at the general municipal election in November of every even-numbered year. Service on the City Council is limited to two consecutive full terms. Each year in January, the City Council elects one of its members as Mayor and another as Vice Mayor.

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

### Contact Us

For more information about the City of Mountain View, its organization and activities, contact the City Clerk's Office at Mountain View City Hall, 500 Castro St., Mountain View, CA, 94041, call 650-903-6304 or visit [MountainView.gov/AskMV](http://MountainView.gov/AskMV).

## COUNCIL MEETINGS AND AGENDAS

The City Council meets regularly on the second and fourth Tuesday of each month at 6:30 p.m. Special Meetings are called as necessary by the Mayor and noticed 24 hours in advance. Meetings are typically held in the Council Chambers at City Hall, 500 Castro St. and by video conference. Check the posted agenda for information on how to participate virtually.

Agenda, reports and minutes are prepared for each meeting. The agenda lists the items coming before the City Council for consideration while City Council reports give background, analysis and recommendations for each item. Residents may review the agenda and City Council reports at [MountainView.legistar.com](http://MountainView.legistar.com). Agendas are also posted in the City Clerk's Office, outside of City Hall, or at the Mountain View Public Library (585 Franklin St.) Friday mornings prior to regular meetings. Both City Council minutes and the City Council agenda are available on the City's website or via electronic notification by signing up at [MountainView.gov/eNotify](http://MountainView.gov/eNotify)

Members of the public wishing to observe the meeting live online may do so at [MountainView.legistar.com](http://MountainView.legistar.com) or [YouTube.com/MountainViewGov](http://YouTube.com/MountainViewGov), including archived broadcasts of previous meetings.

# CITY STRUCTURE

## BOARDS, COMMISSIONS AND COMMITTEES

City boards, commissions and committees may act as advisors to the City Council and look closer at matters ranging from zoning and land use to library policy, social concerns and cultural issues. Members are appointed by the City Council to four-year terms, except for the Downtown Committee which are three-year terms. Applications are available at the City Clerk's Office and online on the respective [Advisory Body](#) pages. All meetings are open to the public.

**Bicycle and Pedestrian Advisory Committee (BPAC)** recommends policies, improvements, operations and maintenance of the City's bicycle/pedestrian facilities. Meetings occur the last Wednesday of each month at 6:30 p.m. (no meeting in May, July or December).

**Board of Library Trustees** advises the City Council on Library policy and services. Trustees meet on the third Monday each month at 7 p.m.

**Downtown Committee** promotes the vitality of our downtown and recommends programs, projects and policies for economic development, a quality downtown experience, and the maintenance and development of parking facilities. Members meet as needed Tuesdays at 8 a.m.

**Environmental Planning Commission (EPC)** advises the City Council on policies of land use, zoning and long-range planning. EPC meets the first and third Wednesdays monthly at 7 p.m.

**Human Relations Commission (HRC)** acts as an advisory body to the City Council on new and emerging social concerns and cultural diversity issues facing the community. HRC also serves as a forum for public discussion regarding social issues facing the community and its residents, as well as a liaison/facilitator between City government and the public. HRC meets the first Thursday at 6:30 p.m. monthly.

**Parks and Recreation Commission (PRC)** advises the City Council about City parks, recreation and forestry. PRC meets the second Wednesday at 7 p.m. monthly.

**Performing Arts Committee (PAC)** advises the City Council in matters pertaining to the Mountain View Center for the Performing Arts. PAC meets the third Wednesday at 6:15 p.m. monthly.

**Public Safety Advisory Board (PSAB)** advises the City Council on matters pertaining to public safety. PSAB meets the fourth Thursday at 7 p.m. monthly.

**Rental Housing Committee (RHC)** administers the Community Stabilization and Fair Rent Act (CSFRA). CSFRA promotes neighborhood and community stability, healthy housing, and affordability for renters by controlling excessive rent increases and arbitrary evictions to the greatest extent allowable under California law. CSFRA also ensures landlords get a fair and reasonable return on their investment and guarantees fair protections for renters, homeowners and businesses. The RHC generally meets the fourth Monday of each month at 7 p.m.

**Senior Advisory Committee (SAC)** advises on broader issues affecting seniors and the operation of the Mountain View Senior Center. SAC meets the third Wednesday at 2 p.m. monthly.

**Tennis Advisory Board (TAB)** advises staff regarding tennis and other racket sports programs. TAB Meetings will be held quarterly on the second Thursday of February, May, August and November.

**Visual Arts Committee (VAC)** elects and recommends the purchase and placement of public art. VAC sets its own site selection criteria, coordinates art events and determines art guidelines for specific locations. VAC meets the second Wednesday at 6 p.m. monthly.

**Youth Advisory Committee (YAC)** represents Mountain View teens in local government and advises the City Council on matters pertaining to youth and teens. YAC meets the first Monday at 4:30 p.m. monthly.



## CITY DEPARTMENTS AND PROGRAMS

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

### **City Manager (CMO)**

City Administration  
Communications  
Government Relations  
Human Services  
Multicultural Engagement Program  
Sustainability

### **City Attorney (CAO)**

Code Enforcement  
Legal Services

### **City Clerk (CCO)**

Advisory Body Recruitment  
Council Administration  
Elections  
Public Records

### **Housing (HD)**

Affordable Housing  
Rent Stabilization

### **Human Resources (HR)**

Career Opportunities  
Employee Programming and  
Development

### **Community Development (CDD)**

Building and Fire Permits and  
Inspections  
Economic Development  
Housing and Neighborhoods  
Rent Stabilization  
Visual Arts  
Zoning and Planning

### **Community Services (CSD)**

Forestry and Roadway  
Landscape  
Mountain View Center for the  
Performing Arts  
Parks and Open Space  
Recreation  
Shoreline Park Services

### **Finance and Administrative Services (FASD)**

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

### **Fire (FD)**

Community Preparedness  
Environmental Safety  
Fire Prevention  
Fire Suppression

### **Information Technology (IT)**

Cybersecurity  
Network Operations  
Phone Systems  
Server and Desktop Systems  
Software Applications  
Staff Support

### **Library (LIB)**

Children's Services  
Support Services  
Reference Services  
Customer Services

### **Police (PD)**

Administration  
Cybercrimes  
Emergency Communications  
Field Operations  
Investigative Services  
Support Services Division

### **Public Works (PWD)**

Capital Improvement  
Engineering  
Facilities Services  
Fleet Services  
Solid Waste Management  
Streets/Sidewalks  
Transportation/Mobility  
Water  
Wastewater

## ADDRESSING THE CITY COUNCIL

### ORAL COMMUNICATIONS

Residents may address the City Council on action items included on the agenda or on topics not included in the agenda but still within the purview of the City Council.

Anyone wishing to address Councilmembers on a City Council agenda item in person must complete a **blue speaker card**. On the card, indicate the name you would like to be called when it is your turn to speak and the item number on which you wish to speak. Please complete one blue speaker card for each item you wish to speak about, and give it to the City Clerk as soon as possible—but no later than the call for public comment on the item you intend to speak about. Instructions for addressing the Council virtually may be found on the posted agenda.

Speakers will be called in the order received. Under Council Policy A-13, an individual speaker shall have up to 3 minutes to address the Council. Still, if there appear to be many speakers, the Mayor may reduce speaking time to no less than 1.5 minutes per speaker unless there is an objection from Council by majority vote.

If requested in advance of the public input portion of the agenda item to the Mayor or City Clerk, a speaker who represents five or more members of the public in attendance who complete cards but elect not to speak may have up to 10 minutes to address the Council, if the Mayor determines that such extension will reduce the total number of speakers who planned to speak.

Interpretation services can be requested by contacting the City Clerk's office at [city.clerk@mountainview.gov](mailto:city.clerk@mountainview.gov) the Friday prior to a Regular City Council meeting.

**Members of the City Council will listen to public comments and may ask clarifying questions but are not permitted to answer questions during Oral Communications.**

# COMMON CITY COUNCIL VOCABULARY



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**Closed Sessions:** These sessions are held to discuss confidential matters defined in the California Government Code, such as litigation, personnel or real property negotiations. These are the only sessions closed to the public and media.

**Consent Calendar:** A listing of routine business items that are adopted with one motion without discussion. However, any Councilmember 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.

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

**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.

**Oral Communications:** The time during which the public may address the City Council on any topic within the jurisdiction of the City Council. While Councilmembers cannot directly respond to speakers, topics brought up in this way may be referred to appropriate City staff for future consideration.

**Ordinances:** Formal written documents enacting laws that 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: one meeting for the “first reading” and discussion and a second meeting for the “second reading” and adoption by vote. To forego the verbal reading of ordinances, a motion is typically passed to “waive reading.” Most ordinances become effective 30 days following adoption.

**Proclamations and Certificates:** Issued by the City Council to recognize noteworthy individuals, organizations, community event contributions and achievements.

**Public Hearings:** The formal process of getting opinion on major legislative matters as required by the Mountain View Municipal Code - assessment districts, rezonings, subdivisions, appeals, etc.

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

**Resolutions:** Formal written motions acted upon by the City Council.

**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.

**Study Session:** These are set from time to time to enable detailed review of important matters. No formal action may be taken during these sessions.

