



**MEETING DATE:** August 14, 2023

**PREPARED BY:** Tania Katbi, Sustainability Coordinator

**SUBJECT:** Commission and Commission Handbook Updates

---

On May 23, 2023, City Council introduced an ordinance that amends Los Altos Municipal Code Chapter 2.08 Commissions Generally to modify membership, meeting frequency, and powers and duties of City Commissions. Below are some key changes:

- Commissioner terms expire on the last day of September
- Regular meetings shall not be held during the months of July and December

The new Powers and Duties as they relate to the Environmental Commission are as follows:

- A. Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;
- B. Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the Plan;
- C. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.

The Commission Handbook guides Commissions and Committees, in their role as advisory bodies to the Council and is updated periodically. The last comprehensive review of the Commission Handbook was June 13, 2017. The updates in the Commission Handbook reflect changes in policies as determined and accepted by the City Council on July 11, 2023. Below are some key updates:

- New sections have been added on meeting day and time and workplans
- Changes in the section on reappointments and Commission Organization
- Addition of language on teleconferencing

Staff Liaison will keep the Commission updated as more information becomes available.