



AGENDA REPORT SUMMARY

Meeting Date: September 12, 2023

Subject: Los Altos Commission Handbook Update

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Commission Handbook with Edits

Initiated by:

City Council

Previous Council Consideration:

July 11, 2023 & August 22, 2023

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to amend the Commission Handbook sections on ad hoc subcommittees, Council liaisons, and conflicts of interest?

Summary:

- The Commission Handbook guides the management and conduct of Commissions and Committees within the City.
- City Council provided direction at the Study Session on August 22, 2023 regarding changes to the sections on ad hoc subcommittees, Council liaisons, and conflicts of interest.

Staff Recommendation:

Amend the Commission Handbook sections on ad hoc subcommittees, Council liaisons, and conflicts of interest.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Los Altos Commission Handbook Update

Purpose

Amend the Commission Handbook sections on ad hoc subcommittees, Council liaisons, and conflicts of interest.

Background

The Los Altos Commission Handbook functions as the introduction to service for Commissions and Committees. It is reviewed and updated from time to time to incorporate changes in Council direction, state law, or to establish or further define roles and responsibilities of Commission Members. City Council provided direction at the Study Session on August 22, 2023 regarding changes to the sections on ad hoc subcommittees, Council liaisons, and conflicts of interest.

Discussion/Analysis

Based on Council direction at the August 22, 2023 meeting, the Commission handbook has been amended to reflect the following changes:

Council Liaison

This section has been updated to no longer require Council liaisons to attend commission meetings, but the Council liaisons will meet at minimum twice per year with the Commission Chair and staff liaison. This section will be updated in the Council Norms & Procedures with the same definition.

Conflict of Interest

This section has been updated to require that Commissioners with a perceived conflict of interest disclose those conflicts prior to any discussion by the Commission. The City Attorney should be consulted if a Commissioner has a question about a potential, perceived conflict of interest. This section also has been updated to include language regarding incompatible activities.

Subcommittees

This section has been updated to better define what an ad hoc subcommittee is, how Commissioners can serve on a subcommittee and the procedures for establishing subcommittees.

Commission Liaison

This section has been added to the Handbook to establish how Commissions can appoint a Commissioner to serve as a liaison to another board, commission, or agency.

Staff Recommendation:

Amend the Commission Handbook sections on ad hoc subcommittees, Council liaisons, and conflicts of interest.