

# **Los Altos/ Los Altos Hills Senior Commission**

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# Commissions

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*Los Altos has more Commissions, that meet more frequently, with more Commission members than peer cities.*



# Los Altos Commission Changes

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## Commission Changes:

- Meeting Frequency
- Commission Composition
- Powers and Duties
- Attendance and Participation
- Reporting
- Realignment of Commission Calendars (Oct – Sept)

## Handbook Changes:

- Ad Hoc Subcommittees
- Commissioner Liaisons
- Council Liaisons
- Conflict of Interest
- Election of Chair and Vice Chair



# Commission Changes

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- Meeting Frequency
- Commission Composition
- Powers and Duties
- Attendance and Participation
- Reporting



# Commission Changes

Commission	Meetings Past	Meetings Current	Membership Past	Membership Current	Changes to Powers and Duties
Complete Street	12	10	7	7	Yes
Environmental	12	10	7	7	Yes
Financial	12	8	7	7	No
Historical	12	4	7	5	Yes
Library	12	6	7	5	Yes
Parks, Recreation, Arts, and Cultural	12	10	7	7	Yes
Planning	24	24	7	7	No
Senior	12	10	7	7	No
Youth	12	10	11	11	No



# Commissions Meeting Frequency

Commission	Meetings Past	Meetings Current
Complete Street	12	10
Environmental	12	10
Financial	12	8
Historical	12	4
Library	12	6
Parks, Recreation, Arts, and Cultural	12	10
Planning	24	24
Senior	12	10
Youth	12	10



# Commission Composition

Commission	Membership Past	Membership Current
Complete Street	7	7
Environmental	7	7
Financial	7	7
Historical	7	5
Library	7	5
Parks, Recreation, Arts, and Cultural	7	7
Planning	7	7
Senior	7	7
Youth	11	11



# Commission Powers and Duties

Commission	Changes to Powers and Duties
Complete Street	Yes
Environmental	Yes
Financial	No
Historical	Yes
Library	Yes
Parks, Recreation, Arts, and Cultural	Yes
Planning	No
Senior	No
Youth	No





# Powers and Duties

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- Submit at Annual Work Plan to Council
- Serve as Forum for Public Engagement
- Perform Other Tasks and Duties as Assigned by Council
- Submit an Annual Report To Council



# Senior Commission

Senior Commission	Current	Recommended
Composition	7 (2 LAH)	7 (2 LAH)
Meetings Frequency	Monthly (12)	Monthly (10)



# Senior Commission

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No changes recommended to Senior Commission Powers and Duties.

2.08.140

The Joint Los Altos/Los Altos Hills senior commission shall act in an advisory capacity to the council in all matters relating to senior interests and concerns, shall make recommendations aimed at improving the life of seniors, and shall submit an annual report to the council.



# Attendance and Participation

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- Majority of members required in person for meeting to take place
- Commissioners must attend 75% of regularly scheduled meetings
- Commissioners may attend no more than 20% of meetings remotely via Traditional Brown Act Teleconferencing or AB 2449



# Attendance and Participation

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- *Chair must ask Commissioner: participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.*



# Reporting

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Commissions provide a workplan for approval to Council (1<sup>st</sup> quarter)

Commissions provide an annual plan to Council at joint meeting



# Handbook Changes

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# Ad Hoc Subcommittees

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- Must be Ad Hoc, cannot be standing
- Does not require posting, meeting in public, staff support, or minutes
- Must have specific topic and timeframe
- Cannot be an area of continuing jurisdiction
- Cannot be established in multiple years
- Must report findings out to full Commission
- Commissioners can only serve on one subcommittee at a time





# Ad Hoc Subcommittees

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The motion of establishment must include that the Ad Hoc Subcommittee:

1. Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
2. Consists of less than a quorum of the Commission,
3. Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
4. Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
5. Will not be re-established or renewed in multiple years, and
6. Is advisory in nature and is not established to work on an item where continuing jurisdiction exists



# Commissioner Liaisons

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- Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee.
- The full Commission should be updated in public
- The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic
- Can be member of the public



# Council Liaisons

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- Attendance is no longer required at every meeting
- Council liaison will meet with Commission Chair and Staff liaison once per year at a minimum as well as at joint meeting
- Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies



# Conflict of Interest

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- *Perceived Conflict of Interest*
- *Incompatible Activities*



# Perceived Conflict of Interest

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## Perceived Conflict of Interest:

*A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making.*



# Perceived Conflict of Interest

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- Commissioners must notify Staff liaison
- Commissioner must disclose perceived conflict of interest before participating in discussion
- Commissioner will seek out advice from City Attorney or FPFC



# Conflict of Interest

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## Incompatible Activities:

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.



# Conflict of Interest

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- It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest.
- The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.





# Election of Chair and Vice Chair

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- Commission appoints Chair and Vice Chair annually and at the first meeting in October.
- No member of a Commission may serve consecutive terms as the chair, they must change annually



# Additional Considerations

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- Special Meetings
- Discussion Items (On the Agenda)
- Discussion Items (Not on the Agenda)



# Questions

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