

Los Altos Commissions

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Commissions

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



Los Altos Commission Changes

Commission Changes:

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

Handbook Changes:

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



Commission Changes

- 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

- 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



Complete Streets Commission

Complete Streets Commission	Previous	Approved
Composition	7	7
Meetings Frequency	Monthly (12)	Monthly (10)



Complete Streets Commission

The Complete Streets Commissions shall:

- A. Submit an annual report to council providing an update on the implementation of the Complete Streets Master Plan (CSMP) as well as an update on any relevant transportation policy or programs;
- B. Review and advise on the implementation of the projects outlined in the CSMP;
- C. Annually provide recommendations to the council on transportation-related priorities 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.



Environmental Commission

Environmental Commission	Current	Recommended
Composition	7	7
Meetings Frequency	Monthly (12)	Monthly (10)



Environmental Commission

The Environmental Commission shall:

- 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.



Financial Commission

Financial Commission	Current	Recommended
Composition	7	7
Meetings Frequency	Monthly (12)	Twice Quarterly (8)



Financial Commission

No changes recommended to Financial Commission Powers and Duties.



Historical Commission

Historical Commission	Current	Recommended
Composition	7	5
Meetings Frequency	Monthly (12)	Quarterly (4)



Historical Commission

The Historical Commission shall:

The historical commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.



Library Commission

Library Commission	Current	Recommended
Composition	7 (2 from LAH)	5 (1 from LAH)
Meetings Frequency	Monthly (12)	Bi-Monthly (6) Public forums as necessary



Library Commission

The Library Commission shall:

- A. Serve as the principal liaison between the City Council of Los Altos and Los Altos Hills and the Santa Clara County Library District, and the various community entities that help to fund the library branches, including, but not limited to, the North County Library Authority, the Los Altos Library Endowment and the Friends of the Los Altos Library;
- B. Review the Los Altos Library programs, services and facilities, and make recommendations to the Council, the City Manager and/or County and Community Librarians as appropriate, for additions or modifications thereof;
- C. Conduct community outreach regarding the library facilities, programs and services, and report back to the Council and/or the County and Community Librarians as appropriate;
- D. Perform such other tasks as may be expressly requested of it by the City Council;
- E. Serve as a forum for community input and engagement;
- F. Submit an annual report to the Council; and
- G. Perform other tasks and duties as assigned by the Council.



Parks, Art, Recreation, and Cultural Commission (Formerly Parks & Arts)

Parks, Art, Recreation, and Cultural Commission	Current	Recommended
Composition	7	7
Meetings Frequency	Monthly (12)	Monthly (10)



Parks, Art, Recreation, and Cultural Commission

The Parks, Art, Recreation, and Culture Commission shall:

- A. Submit an annual report to the City Council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;
- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;
- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places;
- E. Serve as a forum for community input and engagement; and
- F. Perform other tasks and duties as assigned by the Council.



Planning Commission

Planning Commission	Current	Recommended
Composition	7	7
Meetings Frequency	Bi-Monthly (24)	Bi-Monthly (24)



Planning Commission

No changes recommended to Planning Commission Powers and Duties.



Senior Commission

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



Senior Commission

No changes recommended to Senior Commission Powers and Duties.



Youth Commission

Youth Commission	Current	Recommended
Composition	11	11
Meetings Frequency	Monthly (12)	Monthly (10)



Youth Commission

No changes recommended to Youth Commission Powers and Duties.



Attendance and Participation



Attendance and Participation

- 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



Attendance and Participation

- *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



Reporting

Commissions provide a workplan for approval to Council (1st quarter)

Commissions provide an annual plan to Council at joint meeting



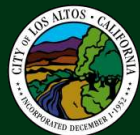
Handbook Changes

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



Ad Hoc Subcommittees

- 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

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

- 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

- 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

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



Perceived Conflict of Interest

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

- 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 FPCC



Conflict of Interest

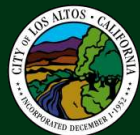
Incompatible Activities:

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

- 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

- 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



Summary

First October Meeting Review:

- Meeting Schedule
- Composition
- Powers and Duties (including reporting)
- Chair and Vice Chair Election
- Ad Hoc Subcommittees
- Remote Attendance
- Whatever is Specific to Your Commission



Discussion

- Special Meetings
- Ad Hoc Subcommittees
- Powers and Duties
- Discussion Items (On the Agenda)
- Discussion Items (Not on the Agenda)



Questions

