

Complete Streets Commission

Complete Streets Commission	Current	Recommended
Composition	7	5
Meetings Frequency	Monthly (12)	Twice Quarterly (8) Public forums as necessary

**Recommended Powers and Duties**

The complete streets commission shall act in an advisory capacity to the council on matters relating to multimodal transportation and supporting complete streets best practice principles. The commission shall prepare an annual work plan summarizing the goals for review and approval by the council. The work plan shall be based on the goals of the council and the available budget. The commission does not have the power or authority to cause the expenditure of city funds or to bind the city to any written or implied contract.

The Complete Streets Commission shall:

1. 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.
2. Review and advise on the implementation of the projects outlined in the CSMP.
3. Annually provide recommendations to the council on transportation-related priorities to inform policy, budget, and CIP prioritization.
4. Serve as a forum for community input and engagement when appropriate.

**Current Powers and Duties**

**2.08.160 - Powers and duties of the complete streets commission.**

- Help to create multi-modal transportation solutions and policies that enable safe, attractive, comfortable and independent access and travel for pedestrians, bicyclists, transit users, and motorists of all ages and abilities, including connectivity across jurisdictional boundaries.
- Shall advise the council on existing and proposed city policies related to traffic calming and traffic enforcement.
- Shall advise the council on projects and budget priorities for transportation-related capital improvements.
- Provide for community engagement and serve as a conduit for community input.

(Ord. No. 2012-379, § 5, 5-22-2012; Ord. No. 2017-434, § 1, 9-26-2017)

## Environmental Commission

Environmental Commission	Current	Recommended
Composition	7	5
Meetings Frequency	Monthly (12)	Bi-monthly (6) Public forums as necessary

### **Recommended Powers and Duties**

The environmental commission shall act in an advisory capacity to the city council. The commission studies and makes recommendations to the council on issues that affect the natural and built environment in the city and the region. The commission shall prepare an annual work plan summarizing the goals for review and approval by the council. The work plan shall be based on the goals of the council and the available budget. The commission does not have the power or authority to cause the expenditure of city funds or to bind the city to any written or implied contract.

The Los Altos Environmental Commission shall:

1. 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.
2. 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.
3. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization.
4. Serve as a forum for community input and engagement when appropriate.

### **Current Powers and Duties**

#### **2.08.120 - Powers and duties of the environmental commission.**

The commission shall have those powers and duties entrusted to it by the council from time to time, and shall submit an annual report to the council. The environmental commission studies and makes recommendations to council on issues that affect the natural and built environment in the city and the region. Additional duties include special projects as directed by the council.

Financial Commission

Financial Commission	Current	Recommended
Composition	7	5
Meetings Frequency	Monthly (12)	Twice Quarterly (8)

No recommended changes to powers and duties.

Recommended changes to meeting frequency and composition only.

**Current Powers and Duties**

**2.08.130 - Powers and duties of the financial commission.**

The commission shall have those powers and duties entrusted to it by the council including:

- A. Annual review of the investment policy;
- B. Annual review of independent financial audit;
- C. Review of auditor selection process;
- D. Review of financial projections and assumptions. This especially relates to review of revenue projections provided in the annual mid-year report which are used biennially as the basis for the service and financial plan;
- E. Special projects as directed by the council, city manager or finance director; and
- F. Submission of an annual report to the council.

The financial commission provides resident input to the council and staff regarding financial policy issues, and promotes resident participation and understanding regarding the financial condition of the city.

## Historical Commission

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

### **Recommended Powers and Duties**

The historical commission shall act in an advisory capacity to the city council. The commission shall advise the council, the planning commission, and the agencies and departments of the city on historic resources within the City of Los Altos as well as within the chapters enumerated in the powers and duties. The commission shall prepare an annual work plan summarizing the goals for review and approval by the council. The work plan shall be based on the goals of the council and the available budget. The commission does not have the power or authority to cause the expenditure of city funds or to bind the city to any written or implied contract.

The Historical Commission shall:

1. Submit an annual report to the council providing an update on additions and deletions from the Historic Resources Inventory (HRI).
2. Conduct, or cause to be conducted, a comprehensive survey of properties within the boundaries of the city for the purpose of establishing the historic resources inventory. To qualify for inclusion in the historic resources inventory, a property must satisfy the criteria listed in this chapter. The inventory shall be publicized and periodically updated, and a copy thereof shall be kept on file in the planning department;
3. Recommend to the council specific proposals for designation as an historic landmark or historic district;
4. Recommend to the appropriate city agencies or departments, projects and action programs for the recognition, conservation and use of the city's historic resources, including standards to be followed with respect to any applications for permits to construct, change, alter, remodel, remove or otherwise affect such resources;
5. Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources;
6. Review and comment upon all applications for building demolition involving work to be performed upon or within a designated historic landmark, and all applications for tentative map approval, rezoning, building site approval, use permit, variance approval, design review or other approval pertaining to or significantly affecting any historic resource;
7. Provide resource information on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including the landmark, landmark site, historic district, or neighboring property within public view and promote and conduct public information and educational programs pertaining to those resources;
8. Perform such other functions as may be delegated to it by resolution or motion of the city council;
9. Cooperate with the association of the Los Altos historical museum;
10. Review and make its recommendation to the planning director on all permit applications pursuant to Article 3, Sections 12.44.100 through 12.44.170; and
11. Serve as a forum for community input and engagement when appropriate.

## Historical Commission (cont.)

### **Current Powers and Duties**

#### **2.08.090 - Powers and duties of the historical commission.**

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.

The historical commission shall be advisory only. It shall advise the city council, the planning commission and the agencies and departments of the city. The historical commission shall establish liaison and work in conjunction with such authorities to implement the purposes of this chapter. The historical commission shall have the following powers and duties:

- A. Conduct, or cause to be conducted, a comprehensive survey of properties within the boundaries of the city for the purpose of establishing the historic resources inventory. To qualify for inclusion in the historic resources inventory, a property must satisfy the criteria listed in this chapter. The inventory shall be publicized and periodically updated, and a copy thereof shall be kept on file in the planning department;
- B. Recommend to the city council specific proposals for designation as an historic landmark or historic district;
- C. Recommend to the appropriate city agencies or departments, projects and action programs for the recognition, conservation, enhancement and use of the city's historic resources, including standards to be followed with respect to any applications for permits to construct, change, alter, remodel, remove or otherwise affect such resources;
- D. Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources;
- E. Review and comment upon all applications for building demolition or grading permits involving work to be performed upon or within a designated historic landmark or historic district, and all applications for tentative map approval, rezoning, building site approval, use permit, variance approval, design review or other approval pertaining to or significantly affecting any historic resource. The commission's comments shall be forwarded to the city agency or department processing the application within thirty (30) days after receiving the request for such comments;
- F. Investigate and report to the city council on the availability of federal, state, county, local or private funding sources or programs for the rehabilitation and preservation of historic resources;
- G. Cooperate with county, state and federal governments and with private organizations in the pursuit of the objectives of historical preservation, with the approval of and at the direction of the city council;
- H. Provide resource information on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including the landmark, landmark site, historic district, or neighboring property within public view;
- I. Participate in, promote and conduct public information and educational programs pertaining to historic resources;
- J. Perform such other functions as may be delegated to it by resolution or motion of the city council;
- K. Cooperate with the association of the Los Altos historical museum;
- L. Submit an annual report to the city council; and
- M. Review and make its recommendation to the planning director on all permit applications pursuant to Article 3, Sections 12.44.100 through 12.44.170.

(Ord. 08-330 § 1)

Library Commission

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

**Recommended Powers and Duties**

The library commission shall act in an advisory capacity to the council in all matters pertaining to the city library and shall cooperate with other governmental agencies and civic groups in the promotion of adequate and efficient library service to the citizens of the community. The commission shall prepare an annual work plan summarizing the goals for review and approval by the council. The work plan shall be based on the goals of the council and the available budget. The commission does not have the power or authority to cause the expenditure of city funds or to bind the city to any written or implied contract.

The Library Commission shall:

1. Serve as the principal liaison between the City Councils (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 the North County Library Association (NCLA), the Los Altos Library Endowment (LALE), and the Friends of the Los Altos Library;
2. 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;
3. 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;
4. Perform such other tasks as may be expressly requested of it by the City Council.
5. Serve as a forum for community input and engagement when appropriate.

**Current Powers and Duties**

**2.08.070 - Powers and duties of the library commission.**

The library commission shall act in an advisory capacity to the council in all matters pertaining to the city library, shall cooperate with other governmental agencies and civic groups in the promotion of adequate and efficient library service to the citizens of the community, shall make budget recommendations to the council with regard to the library, and shall submit an annual report to the council.

Parks, Art, Recreation, and Culture Commission (formerly Parks and Recreation and Public Arts Commissions)

Park, Art, Recreation, and Culture Commission	Current	Recommended
Composition	7	7
Meetings Frequency	Monthly (12)	Monthly, with scheduled breaks (10)

**Recommended Powers and Duties**

The parks, art, recreation, and culture commission shall act in an advisory capacity to the council in all matters pertaining to parks, recreation, culture, and public arts programs sponsored by the city. The commission shall cooperate with all and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, and promote arts programs to include, but not be limited to, exhibition of sculpture, paintings, photography, video, and other visual arts. The commission shall prepare an annual work plan summarizing the goals for review and approval by the council. The work plan shall be based on the goals of the council and the available budget. The commission does not have the power or authority to cause the expenditure of city funds or to bind the city to any written or implied contract.

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

1. Submit an annual report to Council providing an update the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation, and cultural programs and activities.
2. Review and advise on programs, activities, and resources, designed to provide for, regulate, and direct the future growth and development of the parks facilities and recreation programming
3. 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.
4. 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.
5. Serve as a forum for community input and engagement when appropriate.

**Current Powers and Duties (Parks and Recreation)**

**2.08.080 - Powers and duties of the parks and recreation commission.**

The parks and recreation commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, and shall submit an annual report to the council.

(Ord. 00-388 § 2: prior code § 2-5.08)

(Ord. No. 2011-374, § 3, 11-22-2011)

**Current Powers and Duties (Public Arts Commission)**

**2.08.150 - Powers and duties of the public arts commission.**

A. The public arts commission shall act in an advisory capacity to the council in all matters pertaining to public arts programs sponsored by the city. It shall take an active role in bringing about public awareness of the visual arts as well as in the definition, execution and promotion of those programs which include, but are not limited to, exhibition of sculpture, paintings, photography, video and other visual arts. The commission shall submit an annual report to the council.

B. The primary focus of the commission is the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with city staff on placement and maintenance of sculptures. The commission will also assist the city with ensuring that all conditions and agreements are being met. In addition, the commission will promote artists' works through media exposure of the sculpture program.

(Ord. No. 2011-374, § 4, 11-22-2011)