



FINANCE COMMISSION AGENDA REPORT SUMMARY

Meeting Date: October 16, 2023

Subject Commission Updates

Prepared by: June Du, Finance Director

Attachment(s):

1. City of Los Altos Commission Handbook

Purpose

Provide updates regarding all the recent changes to commissions.

Background

The City Council has reviewed many aspects Commissions' operations and updated the Commission Handbook accordingly. Staff will now provide a comprehensive update, specifically as it relates to the Financial Commission.

Discussion

This agenda report will cover the following items:

- Meeting frequency, commission composition, and powers & duties for Financial Commission
- Attendance & Participation, including remote attendance
- Reporting
- Ad Hoc Subcommittees
- Commissioner Liaisons
- Council Liaisons
- Perceived Conflict of Interest
- Conflict of Interest
- Commission Reorganization
- Providing Public Comment



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Financial Commission

The City Council established the meeting frequency of the Financial Commission at 10 meetings annually, with the Commission's composition remaining at 7 members.

Attendance & Participation

The majority of commission members are required in person for meeting to take place. Commissioners must attend 75% of regularly scheduled meetings and may attend no more than 20% of meetings remotely. Should a commission member be remote, the Chair, or the Vice Chair if the Chair is participating remotely, must ask the member(s) 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.

Ad Hoc Subcommittees

Commissions can establish Ad Hoc Subcommittees and can no longer have standing subcommittees. These Ad Hoc Subcommittees:

- Do not require posting, meeting in public, staff support, or minutes,
- Must have one specific topic and timeframe,
- Cannot be an area of continuing jurisdiction,
- Can only last one year maximum,
- Cannot be established in multiple years,
- Must report findings out to full Commission, and
- Will have commissioners serving on only one Ad Hoc Subcommittee at a time.

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

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- 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,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.



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Commissioner Liaisons

Commissions may assign individual Commissioners to act, by a majority vote, 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. This liaison can be member of the public.

Council Liaisons

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

Perceived Conflict of Interest

Per the Los Altos Commission Handbook September 2023, page 8," 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."

Commissioners must notify Staff liaison, disclose perceived conflict of interest before participating in discussion, and seek out advice from City Attorney or FPCC as necessary.

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.

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.

Commission Reorganization

Commission appoints Chair and Vice Chair annually at the first meeting in October. No member of a Commission may serve consecutive terms as the Chair; therefore, this role must change annually.

Providing Public Comment

Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are



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allowed but Commissioners acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with “I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs.”

Questions?

If any commissioners have questions, concerns, or are unclear on anything, please contact the staff liaison, Council liaison, or City Attorney.