



AGENDA REPORT SUMMARY

Meeting Date: July 11, 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):

Initiated by:
City Council

Previous Council Consideration:
None

Fiscal Impact:
None

Environmental Review:
Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to amend the Commission Handbook with a number of edits and updates?

Summary:

- The Commission Handbook guides the management and conduct of Commissions and Committees within the City.
- City Council has updated the commission appointment process, teleconference policy, and a number of other aspects of commissions so City staff has incorporated those edits and a number of other updates into the Commission Handbook.

Staff Recommendation:

- Adopt changes to the City of Los Altos Commission Handbook.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Los Altos Commission Handbook Update

Purpose

Amend the Commission Handbook with a number of edits and updates.

Background

The City Council uses Commissions and Committees to advise the Council and staff on certain topics and areas of interest. The City of Los Altos typically establishes Commissions as permanent, on-going bodies and Committees as ad hoc, temporary bodies.

Commissions and Committees are established and managed by the City Council and those bodies report to the Council. As such, the Commission Handbook guides Commissions and Committees, including temporary, ad hoc Committees, in their role as advisory bodies to the Council and is approved by the Council.

The City Council updates the Commission Handbook from time to time and should be regularly reviewed to ensure that it complies with Council's expectations. The last comprehensive review of the Commission Handbook was June 13, 2017.

Discussion/Analysis

Staff recommends to amend the Commission Handbook with the following edits and changes:

- Updated Table of Contents with correct page numbers.
- Clarified the order of priority should any conflict arise between Los Altos Municipal Code, City Council Norms & Procedures, and Commission Handbook.
- Commissioners must clarify whether they are speaking for themselves as a resident or the commission, with prior approval at a Commission meeting, when providing comment at a public forum.
- Commissions must reach out to City staff for permission regarding any request for research.
- Created the "Meetings Days and Times" section that establishes regular meeting days and frequency based upon previous City Council direction and approval.
- Created the "Commission Workplans" section that establishes how work plans will be created and modified at City Council direction.
- Commissioners must notify staff should they move outside of the City.
- Commissioners may only serve on one commission at a time.
- Commissioners seeking reappointment must fill out a new application and meet minimum attendance requirements for consideration.
- Commissioners must notify their staff liaison well in advance if they will miss a meeting.
- Commissioners must comply with timely ethics training.
- Commissioners must provide documentation when received from FPPC.



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- Updated the “Commission Organization” with information from the new appointment process.

City staff plans to return to City Council in August to review Council liaison roles, ad-hoc subcommittees, and conflict of interest as three stand-alone items requiring further review and discussion by City Council.

Staff Recommendation:

- Adopt changes to the City of Los Altos Commission Handbook.