



## City Council Agenda Report

**Meeting Date:** June 10, 2025  
**Prepared By:** Melissa Thurman  
**Approved By:** Gabriel Engeland

**Subject: Approve the Recommended Amendments to the Commission Handbook**

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### **COUNCIL PRIORITY AREA**

- ☐ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

### **RECOMMENDATION**

Approve the recommended amendments to the Commission Handbook.

### **FISCAL IMPACT**

Not Applicable.

### **ENVIRONMENTAL REVIEW**

Not Applicable.

### **PREVIOUS COUNCIL CONSIDERATION**

The City Council made prior amendments to the Commission Handbook on July 11, 2023, August 22, 2023 and September 12, 2023.

### **BACKGROUND**

The Los Altos Commission Handbook serves as a formal guide for all appointed Commissioners and Committee members for the city. The handbook is reviewed and managed by staff, who ensure the content aligns with Council direction and state law.

### **DISCUSSION**

The Handbook was last amended in September 2023, and since then, staff have identified several areas for suggested edits and changes.

The Commission Handbook recommended amendments are as follows:

- **Meeting Days and Times**  
This section has been amended to add clarifying language that the City Council must approve a change in a Commission or Committee's regular meeting schedule.
- **Commission Workplans**  
This section has been amended to specify when Commission workplans should be developed and presented to the City Council each calendar year.
- **Appointment**  
This section has been amended to specify the Council will conduct at least one meeting for Commission interviews.
- **Adding Items to a Future Agenda**  
This section has been amended to remove the language: "...or by emailing a request to the staff liaison".
- **Ad Hoc Subcommittee**  
This section has been amended to clarify the number of Commissioners who may be included on an Ad Hoc Subcommittee to work on specific tasks, as well as the duration for which an Ad Hoc Subcommittee may exist.
- **Consideration of Agenda Items**  
This section has been amended to clarify the number of Commission members required to take official action on agenda items.
- **Public Comment**  
This section has been amended to include language clarifying that public comments on special meeting agendas may be offered only for items listed on the agenda.
- **Training**  
This section has been amended to update the name of the city's travel policy.

## **ATTACHMENTS**

1. Commission Handbook with redline amendments