

Commission Orientation

City of Los Altos | Sept 15, 2020

CHRIS JORDAN

CITY MANAGER

GRADUATED FROM

Cornell University

SERVED LOS ALTOS

since 2016

IN HIS FIELD

more than 33 years



CAREER JOURNEY

2016-CURRENT

City Manager | City of Los Altos

2005-2015

City Manager | City of West Linn

1996-2005

Assistant City Manager | City of Lake Oswego

1987-1996

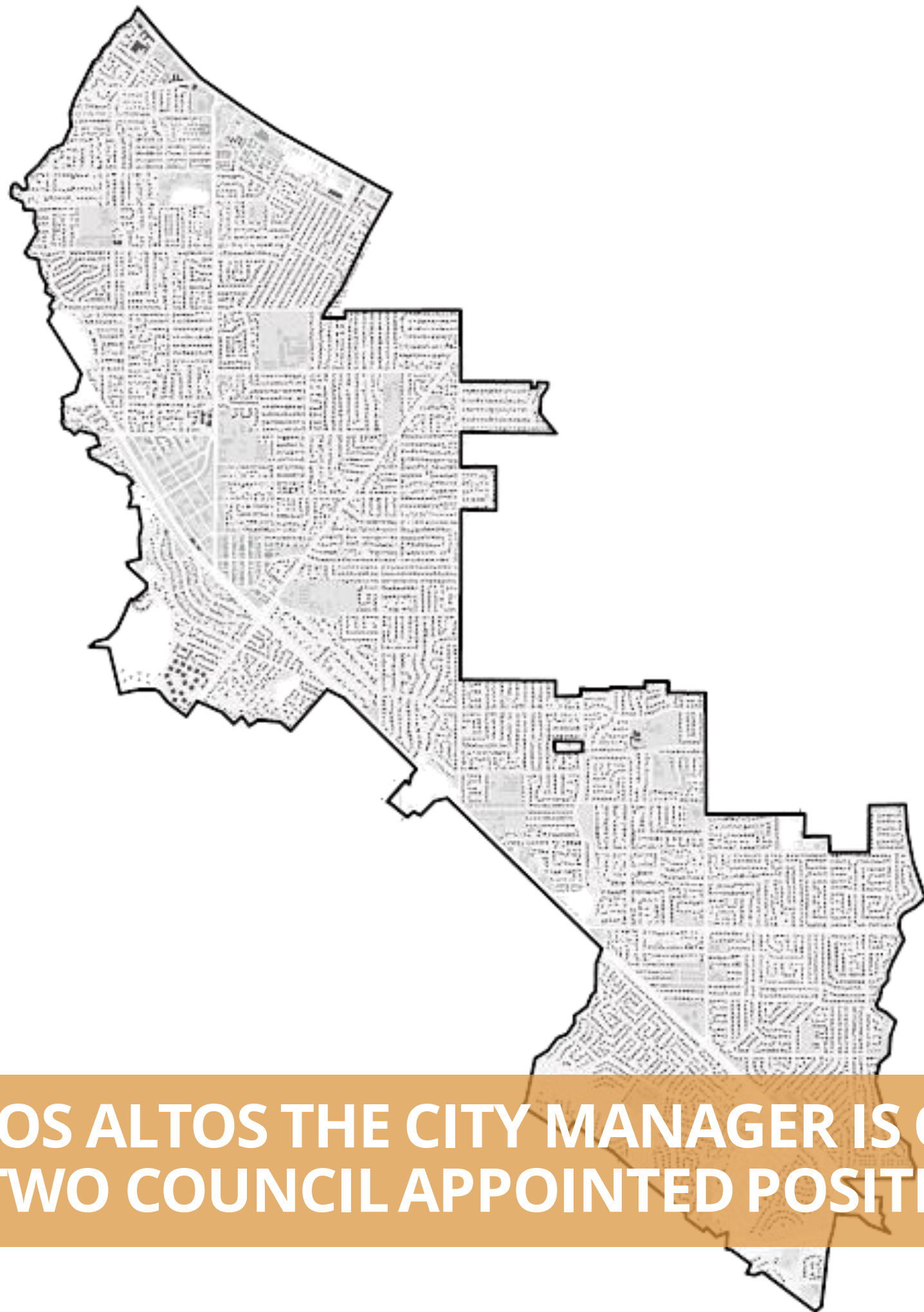
Federal Government | Office of Management
and Budget

RESPONSIBILITIES

OUTLINED IN LOS ALTOS MUNICIPAL CODE 2.01.060

- ✓ ENFORCE ALL LAWS AND ORDINANCES OF THE CITY, INCLUDING FRANCHISES, CONTRACTS, ETC.
- ✓ RESPONSIBLE FOR ALL PERSONNEL APPOINTMENTS, AND MANAGEMENT OF STAFF
- ✓ ACT AS EMERGENCY SERVICES DIRECTOR
- ✓ PROPOSE AN ANNUAL BUDGET
- ✓ RECOMMEND TO COUNCIL ORDINANCES AND OTHER ACTIONS AS DEEMED NECESSARY

IN LOS ALTOS THE CITY MANAGER IS ONE OF TWO COUNCIL APPOINTED POSITIONS



MEET THE TEAM

LOS ALTOS COMMUNITY

CITY COUNCIL

COMMISSIONS
Complete Streets | Design Review
Environmental | Public Arts | Senior | Youth

COMMISSIONS
Financial | Historical | Library
Parks and Recreation | Planning

CITY MANAGER

CITY ATTORNEY



CITY MANAGER'S
OFFICE

COMMUNITY
DEVELOPMENT

PUBLIC
SAFETY

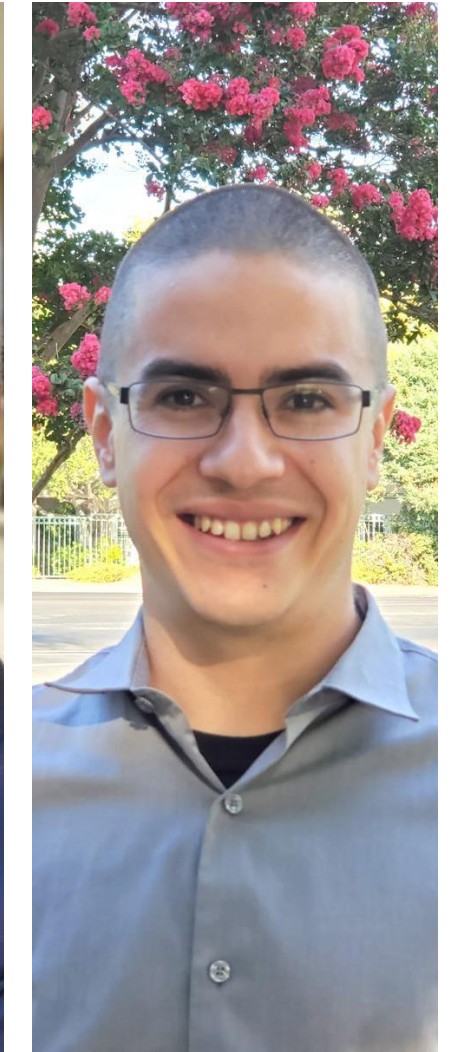
MAINTENANCE
SERVICES

ENGINEERING
SERVICES

RECREATION &
COMMUNITY SERVICES

ADMINISTRATIVE
SERVICES

CITY MANAGER'S OFFICE



ANDREA CHELEMENGOS

CITY CLERK

GRADUATED FROM

International Institute of Municipal Clerks with a Master Municipal Clerk Certificate (MMC) & a Certified Municipal Clerk Certificate (CMC)

SERVED LOS ALTOS

from 1989 - 1994, now 2020

IN HER FIELD

for more than 26 years



RESPONSIBILITIES

- ✓ **ENSURING COMPLIANCE WITH MUNICIPAL CODE**
 - Annual review of attendance
 - Membership terms and eligibility
- ✓ **MANAGING APPLICATION, INTERVIEW AND APPOINTMENT PROCESS**
- ✓ **ADVERTISING AND FILLING VACANCIES**
- ✓ **ADVISING STAFF LIAISONS**
 - Providing standards and resources
- ✓ **MANAGING COMMISSION MEMBER FPPC FILING REQUIREMENTS**
- ✓ **MANAGE COMMISSION MEMBER ETHICS TRAINING**

MEMBERSHIP

MUST BE A CITY OF LOS ALTOS RESIDENT



If, at any time during their term, a member moves to a principal residence outside the City, he/she shall become ineligible to continue as a member of that body.

CITY COUNCIL LIAISON

THEIR ROLE

To facilitate the exchange of information between the Council and its Commissions, one Councilmember is assigned as a liaison to each Commission.

- May attend meetings
- Do not participate as a member of the Commission
- May offer general guidance
- Do not speak for the Council on matters not previously considered by the Council as a whole





STAFF LIAISON

THEIR ROLE

The City Manager assigns staff members, who have technical training and experience to assist the various Commissions in carrying out their responsibilities.

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with Commission to development an annual work plan
- Research and prepare reports to Commission or from Commission to Council representing the majority view and recommendation of the Commission
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes
- Communicate directions from the City Council to the Commission



MEET THE STAFF LIAISONS



COMPLETE STREETS COMMISSION

JAIIME RODRIGUEZ

CONSULTANT

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

complete streets projects and programs. The CSC currently reviews the complete streets elements of construction projects such as bike lane and sidewalk facilities on the Annual Street Resurfacing program.



PRIORITY PROJECTS

- ✓ COMPLETE STREETS MASTER PLAN
- ✓ COMMUNITY ENGAGEMENT PROCESS IMPROVEMENTS
- ✓ SAFE DEVELOPMENT COMMUTATIVE IMPACT ANALYSIS



DESIGN REVIEW COMMISSION

GUIDO PERSICONE

PLANNING SERVICES MANAGER

OF COMMISSIONERS

5 Members

THEY...

review single-family residential projects such as:

- New two-story house
- Second story addition to an existing house
- One-story house over 20 feet in height
- Residential variance request
- Any residential design review application, if deemed necessary by staff



RESOURCES

- ✓ ZONING CODE
- ✓ RESIDENTIAL DESIGN GUIDELINES
- ✓ BROWN ACT
- ✓ LOS ALTOS COMMISSION HANDBOOK



ENVIRONMENTAL COMMISSION

EMIKO ANCHETA

ENVIRONMENTAL
SUSTAINABILITY COORDINATOR

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

on issues that affect the natural and built environment and advocates for environmental opportunities in the City and the region.



PRIORITY PROJECTS

- ✓ CLIMATE ACTION PLAN- REACH CODE ORDINANCE
- ✓ SOLID WASTE DIVERSION-SINGLE-USE PLASTICS ORDINANCE
- ✓ WATER CONSERVATION & STORMWATER MANAGEMENT-GREEN STORMWATER INFRASTRUCTURE PLAN AND IPM POLICY UPDATE
- ✓ ANTI-IDLING OUTREACH AND EDUCATION
- ✓ COMMUNITY OUTREACH AND EDUCATION- GAS-POWERED LEAF BLOWER (GPLB) BAN



FINANCIAL COMMISSION

SHARIF ETMAN

ADMINISTRATIVE SERVICES
DIRECTOR

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

financial policy issues and promotes citizen participation and understanding regarding the financial condition of the City



PRIORITY PROJECTS

- ✓ INVESTMENT PERFORMANCE
- ✓ COMPREHENSIVE ANNUAL FINANCIAL REPORT
- ✓ FINANCIAL COMMUNICATION
- ✓ PERS UNFUNDED LIABILITY
- ✓ OPERATING BUDGET
- ✓ CAPITAL IMPROVEMENT BUDGET
- ✓ CROSS-COMMISSION COLLABORATION
- ✓ FINANCIAL POLICIES
- ✓ INVESTMENT POLICY
- ✓ PROJECT FINANCING
- ✓ 10-YEAR PLAN



HISTORICAL COMMISSION

SEAN GALLEGOS

ASSOCIATE PLANNER

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

public policy for the recognition, preservation, enhancement and use of historic resources within the City of Los Altos as required in the interest of health, economic prosperity, cultural enrichment and general welfare of the people



PRIORITY PROJECTS

- ✓ ANNUAL MARGARET THOMPSON ESSAY CONTEST
- ✓ HISTORIC PLAQUE PROGRAM
- ✓ EVALUATION OF THE AMERICAN LEGION HALL AT 347 FIRST STREET
 - whether the structure is eligible for designation as a historic resource or historic landmark
- ✓ CERTIFIED LOCAL GOVERNMENT GRANT FROM THE STATE OFFICE OF HISTORIC PRESERVATION TO PREPARE A HISTORIC STRUCTURES REPORT FOR THE HALSEY HOUSE



LIBRARY COMMISSION

JAI ME CHEW

RECREATION MANAGER

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

all matters pertaining to the city library (Los Altos & Woodland), shall cooperate with other governmental agencies and civic groups in the promotion of adequate and efficient library services 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.



PRIORITY PROJECTS

- ✔ IDENTIFYING LIBRARY COMMISSION ROLE IN EDUCATION & OUTREACH FOR REDEVELOPMENT OF LIBRARY PROJECT
- ✔ UPDATING WORK PLAN FOR JOINT MEETING WITH CITY COUNCIL IN OCTOBER/NOVEMBER
- COORDINATING ADDITIONAL MARKING/OUTREACH ON UNDERUTILIZED LIBRARY SERVICES IN CONJUNCTION WITH LALE
- ✔ REORGANIZATION IN OCTOBER
- ✔ STAYING CURRENT WITH FRIENDS OF THE LIBRARY ORGANIZATION



PARKS & RECREATION COMMISSION

DONNA LEGGE

RECREATION & COMMUNITY
SERVICES DIRECTOR

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

all matters related 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.



PRIORITY PROJECTS

✓ **RECOMMENDED THE DISCONTINUED USE OF HERBICIDES IN CITY PARKS– JOINT EFFORT WITH ENVIRONMENTAL COMMISSION**

✓ **RECOMMENDED COMMEMORATIVE PARK AMENITY PROGRAM**

✓ **SUCCESSFULLY WORKED WITH STAFF TO HOST TWO DOG PARK PUBLIC WORKSHOPS IN FEBRUARY**

✓ **CURRENT SUBCOMMITTEES**

- Dog Park
- Sustainability & Energy Independence
- Halsey House
- Grant Park Master Plan
- Social Justice, Equity, Diversity and Inclusivity (JEDI)



PLANNING COMMISSION

JON BIGGS

COMMUNITY DEVELOPMENT
DIRECTOR

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

on planning and land use issues. Additionally, they advise on existing and proposed City policies related to development proposals and land use policies (General Plan & Design Guidelines) and regulations (Zoning Code).



PRIORITY PROJECTS

- ✓ **LAND USE APPLICATIONS, POLICY DOCUMENTS, AND REGULATIONS**
- ✓ **DEVELOPMENT OF A RECOMMENDATION TO THE CITY COUNCIL ON OBJECTIVE STANDARDS FOR MULTI-FAMILY ZONE DISTRICTS**
- ✓ **HOUSING ELEMENT UPDATE**



PUBLIC ARTS COMMISSION

JON MAGINOT

DEPUTY CITY MANAGER

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

public art and public art programs, and seeks to increase public awareness of the visual arts.



PRIORITY PROJECTS

- ✓ PLACEMENT OF PUBLIC ART AT NEW COMMUNITY CENTER
- ✓ COVID-19 PUBLIC ART SCAVENGER HUNT
- ✓ KIDS IN QUARANTINE COMMUNITY ART PROJECT



SENIOR COMMISSION

BRIDGET MATHESON

RECREATION SUPERVISOR

OF COMMISSIONERS

7 Members

THEY ADVISE THE COUNCIL ON...

ways to better serve the senior community. The Senior Commission helps seniors enjoy their lives with the assistance of programs and resources that are provided by the Recreation & Community Services Department.



PRIORITY PROJECTS

- ✓ **UPDATING THE RESOURCE GUIDE FOR SENIORS**
- ✓ **TO HELP SENIORS THAT ARE ISOLATED IN THE LOS ALTOS COMMUNITY**
- ✓ **TRANSPORTATION**
- ✓ **HEALTH & SAFETY**
- ✓ **MAINTAIN AWARENESS OF SENIOR PROGRAMS IN LOS ALTOS AND LOS ALTOS HILLS**



YOUTH COMMISSION

WILLIAMS WELLS

FACILITIES COORDINATOR

OF COMMISSIONERS

11 Members

THEY ADVISE THE COUNCIL ON...

youth interests, youth concerns, and the need for outreach services



PRIORITY PROJECTS

- ✓ ASSISTED IN PLANNING THE 'WOMEN ON WHEELS' CAR PARADE ON AUGUST 26
- ✓ INITIATED AWARENESS CAMPAIGN AND RECOMMENDED A NO-VAPING ORDINANCE
- ✓ CREATED 'LIFE AS TEEN DURING COVID' VIDEOS
- ✓ COMPLETED A SURVEY IN JUNE OF 2019/2020 YOUTH COMMISSIONERS TO EXPLORE WAYS TO IMPROVE PARTICIPATION AND ATTENDANCE
- ✓ WOMEN'S SUFFRAGE CELEBRATION SUBCOMMITTEE

COMMISSION MEMBER

RESPONSIBILITIES

- Read the **Commission & Committee Handbook**
- Prepare for and participate in Commission meetings
 - Read all the materials **in advance**
 - Educate yourself as much as possible regarding the issues
 - Carefully read and consider staff reports
 - **Send questions to staff in advance** of meeting so you are clear and on what is presented
- Attend **at least 75%** of regular meetings annually
- Represent the **entire City**
- File Form 700 on time (if required)
- Complete **Brown Act Training** upon beginning service
- Complete **Ethics Training**
- Attend **Annual Commission Training**
- Sign up to receive meeting notices and associated agenda materials for your Commission through the City's website

STATEMENT OF ECONOMIC INTEREST

FORM 700

The Statement of Economic Interest (Form 700) is a form on which designated employees and public officials disclose certain financial interests.

The City identifies in its Conflict of Interest Code that the following Commission members file Form 700:

- Planning Commission
- Complete Streets Commission
- Design Review Commission
- Environmental Commission
- Financial Commission
- Historical Commission
- Parks and Recreation Commission
- Public Arts Commission



STATEMENT OF ECONOMIC INTERESTS COVER PAGE

Date Initial Filing
Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

State

Judge or Court Commissioner (Statewide Jurisdiction)

Multi-County _____

County of _____

City of _____

Other _____

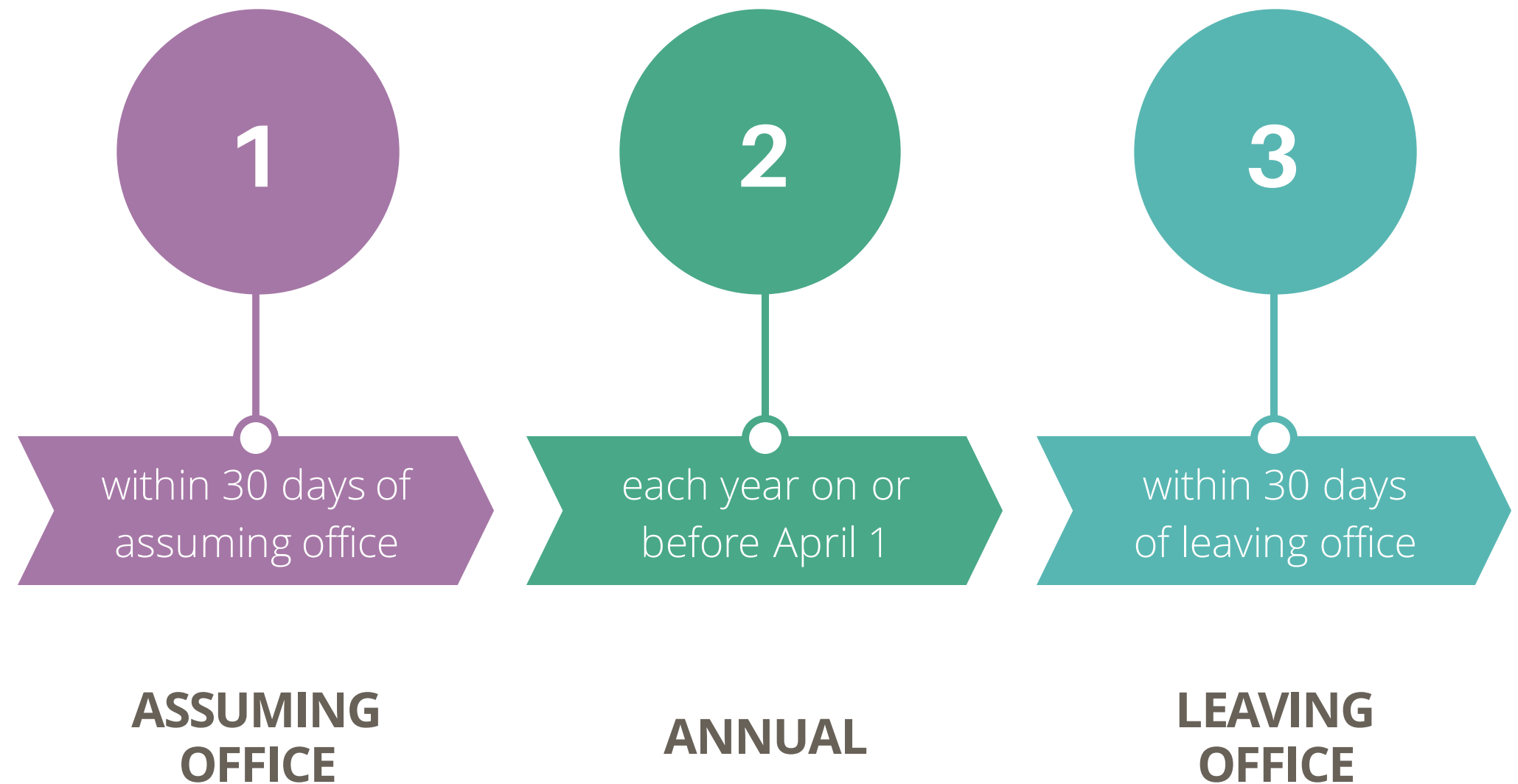
3. Type of Statement (Check at least one box)

STATEMENT OF ECONOMIC INTEREST

FORM 700

FORM 700 FILING

- An email with instructions on how and when to file will be sent to Commissioners
- Commissioners are **responsible** for ensuring that statements are filed **properly and on time**
- All statements filed are maintained in the **City Clerk's Office** and are available for **public review**



ETHICS TRAINING

WHAT IT ENTAILS

- Commissioners are required to complete Public Service Ethics Training
- Two hour Online Training- Every two years
- Print, sign and provide Certificate of Completion to the City Clerk

An email with instructions on how to complete required Ethics Training will be distributed to all Commissioners





MEETINGS

THE DIFFERENT TYPES

REGULAR MEETINGS

- Days, times, and locations are established by formal action of the Commission
- Where vast majority of work is accomplished

SPECIAL MEETINGS

- Held outside of the normal meeting day, time, or location
- Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken

STUDY SESSIONS

- Held to discuss and better understand an item
- Generally, no action is taken at study sessions



MEETINGS

WHAT IT INCLUDES

AGENDAS

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission.

- All items to be considered or discussed at a meeting shall be briefly described and include the proposed action
- No discussion or action may be taken on any item not on the agenda

MEETING MINUTES

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record.

- Written minutes are the official record of business transacted
- Action minutes are taken by the staff liaison- Do not include summaries of comments or discussion

ADDING ITEMS TO A FUTURE AGENDA

Commissioners may request items be placed on a future agenda during the 'Potential Future Agenda Items' portion of the meeting or by emailing a request to the staff liaison.

- Agenda items must be under the purview of the Commission and consistent with the Commission's work plan
- One less than a majority of members is required to place an item on an agenda
- Staff liaison will work with the Chair to determine the best meeting date
- Background materials or information should be provided to the staff liaison for agenda packet inclusion



COMMISSION ORGANIZATION

5-11 MEMBERS PER COMMISSION

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission.

ROLE OF CHAIR

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting by:

- Starting on time (not earlier than noticed)
- Keeping discussion focused on matters on the agenda
- Keeping the meeting moving in a timely manner
- Ensuring all views are heard; generally, Commissioners comment once before one comments again
- Maintain decorum and respect for public, fellow Commissioners, and staff
- Follow Rosenberg's Rules of Order with addendums approved by Council (emailed to each Commissioner)

The positions of Chair and Vice Chair rotate annually



COMMISSIONS

Appointed Commissions are intended to serve as advisory bodies to the Council and the City Manager in carrying out their respective duties.

COMMISSION ACTION

- A Commission acts as a body
- Accomplished through a majority voting on a matter
- Commissioner's statements or comments are not direction– must be IN the motion
- Previous Commission actions (ordinances, resolutions, policies) remain in effect until changed by a subsequent vote of the Council or Commission



BROWN ACT

WHAT IT INCLUDES

- Applies to "legislative bodies" (City Council or Commission)
- Requires that local agency business be conducted at public meetings
- Only consider items on the agenda
- Public has a right to comment on all agenda items



BROWN ACT

MEETINGS

- A majority of the legislative body to hear, discuss, deliberate or take action on any item within the subject matter jurisdiction of the City
- Series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on item of business within the subject matter jurisdiction of the City
- No longer requires "collective concurrence"
- If a Councilmember or Commissioner participates in a process of developing a collective concurrence, there may be a Brown Act violation

EXCEPTIONS

- *Individual contacts between a Commissioner and a member of the public or staff*
- *Conferences*
- *Community meetings*
- *Meetings of other legislative bodies*
- *Standing Committees ***Caution****
- *Social or Ceremonial events*



BROWN ACT

SERIAL MEETINGS

- A chain of communications which involves less than a quorum of the policy body but results in a majority of the members discussing or deliberating on a matter
- Hub and spokes
- Includes telephone, cells phones, emails **Caution**

EMAILS



- Do not 'Reply All'
- Do not 'Forward'
- May 'Reply All' regarding arranging a time for a meeting– checking availability.

Except:

- Do not summarize a meeting you attended to a majority of the Commission - “report out” at end of meeting.
 - Caution – San Jose case.



PUBLIC RECORDS ACT

- Brown Act and Public Records Act are transparency laws
- People have the right to public records relating to the public's business
- Writings prepared, owned, used or retained by the local agency (City)

STATUTORY EXEMPTIONS

- *Personnel records*
- *Drafts*
- *Attorney-client*
- *Certain police records*
- *Appraisals*



PUBLIC RECORDS ACT

- Emails relating to City business are public records.
 - Caution – San Jose Case
- Assume all information is public or will become public
- City must follow a statutory process for responding to public records requests
- 10 days and 14 more days under certain circumstances
- Legal action against City - attorney fees awarded

CONFLICTS OF INTERESTS

POLITICAL REFORM ACT

- Having a conflict of interest does not mean you did something wrong
- Requires that public officials / City Councilmembers or Commissioners should not make, participate in making or attempt to use his/her official position to influence a governmental decision if he/she knows they have a financial interest
- Requires public official to file financial disclosure (Form 700)
 - Disclosure requirements (\$50)
 - Disqualification requirement



TYPES OF CONFLICTS

SOURCE OF INCOME

- \$500 within 12 months prior to decision

BUSINESS ENTITY INVESTMENT

- Direct indirect investment of \$2,000

INTEREST IN REAL PROPERTY

- Direct or indirect interest of \$2,000
- Month to month tenancies not considered

EMPLOYEE/MANAGER OF BUSINESS ENTITY

- Director, officer, partner, position of management

GIFTS

- \$500 total within 12 months of decision



OWNERSHIP OF REAL PROPERTY

NEW RULE 2019

Now there is a presumption that:

- A decision involving property within 500 feet of an official's property will have a material impact on the official's interest
- A decision involving property 1,000 feet or more from the official's property will not have a material impact on the official's interest. Both of these presumptions can be rebutted with clear and convincing evidence.

For decisions involving property located between 500 and 1,000 feet from the official's property, whether the decision creates a conflict now depends on a number of factors:

- Would it change the parcel's development potential, income-producing potential, highest and best use, market value, or,
- Would it would change the parcel's "character by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels, or air quality."

RECUSAL

- Publicly identify the financial interest
- Refrain from discussing it and/or voting on it
- Step down from the dais and leave the room- **except:**
 - Consent items (must id conflict)
 - Personal interest
- *Cannot participate in closed session*
- *Disqualified member doesn't count towards the quorum*
- *Contact the City Attorney early!*

NEW RULE- BEGINNING AUGUST 2

- Public officials are required to publicly identify a conflict of interest, even if they leave a meeting prior to the relevant agenda item's consideration, or
- They arrive after its consideration

ETHICAL RULES

POLITICAL REFORM ACT

- Perception is as important as reality
- FPPC rules are the minimum - what you “must do.”
- Ethics - what you “ought to do.”
- Common law conflicts
- Due process and fair hearings
 - Public expects you to be impartial and avoid favoritism
- Ex parte disclosures
- Abstentions – **duty to vote** (counted towards quorum- not vote)

THANK YOU



THANK YOU

FOR MORE INFORMATION, PLEASE
CONTACT:



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