



DATE: August 13, 2018

AGENDA ITEM # 4

TO: Environmental Commission
FROM: J. Logan, Staff Liaison
SUBJECT: Receive information and announcements from City staff

RECOMMENDATION:

Receive staff report

BACKGROUND

Monthly staff reports and updates will be discussed as listed below.

DISCUSSION

1. Review of Los Altos Commission/Committee Members & Staff Liaisons Annual Training; Commission Handbook; Presentation by City Attorney Christopher Diaz
 - a. Commissioners who did not attend training in person must complete video training online and receive certificate – contact City Clerk with any questions
<https://www.losaltosca.gov/cc/page/2018-commission-training>
2. Environmental Commission attendance at fall Council meetings; need Commissioners to attend
 - a. August 28, 2018 – Laura Teksler
 - b. September 11, 2018 –
 - c. September 25, 2018 –

Attachment:

- A. 2018 City Council Meeting Attendance Assignments
- B. City Clerk Commission reminders



**1 North San Antonio Road
Los Altos, California 94022-3087
M E M O R A N D U M**

DATE: August 13, 2018
TO: Environmental Commission
FROM: J. Logan, Staff Liaison

SUBJECT: 2018 City Council Meeting Attendance Assignments

Please sign up to attend or view (Channel 26 or online) three (3) Regular City Council meetings for 2018.
Tentative 2018 Schedule

| 2018 Regular City Council meeting dates: | Attendance by: |
|--|----------------|
| January 9, 2018 | Don Weiden |
| January 23, 2018 | Gary Hedden |
| February 13, 2018 | Joe Eyre |
| February 27, 2018 | Don Bray |
| March 13, 2018 | Don Weiden |
| March 27, 2018 | Laura Teksler |
| April 10, 2018 | (Staff) |
| April 24, 2018 | Don Weiden |
| May 8, 2018 | Laura Teksler |
| May 22, 2018 | Don Bray |
| June 12, 2018 | Lei Yuan |
| June 26, 2018 | Laura Teksler |
| July 10, 2018 | Don Weiden |
| August 28, 2018 | Laura Teksler |
| September 11, 2018 | |
| September 25, 2018 | |
| October 9, 2018 | |
| October 23, 2018 | |
| November 13, 2018 | |
| November 27, 2018 | |
| December 11, 2018 | |

The Joint Meeting with the City Council and the Environmental Commission was held on Tuesday, May 1, 2018, 8:15 P.M. All-Commission training was on May 15, 2018, 10:00 A.M. Commissioners are to attend both meetings.

Regular City Council meetings are scheduled to begin at 7:00 p.m. and are held on the 2nd and 4th Tuesdays of the month. If you are unable to attend or view one of the City Council meetings to which you are assigned, please make arrangements for another Commissioner to attend in your place. Also, please notify J. Logan at 650-947-2610, of any change so the City Council agenda will accurately name the Environmental Commission representative.

From: [Jon Maginot](#)
To: [Jon Maginot](#)
Cc: [Chris Jordan](#); [Christopher Diaz](#)
Subject: A few Commission reminders
Date: Tuesday, July 24, 2018 9:00:23 AM

Good morning,

This email is being sent to the City Council and all City Commissions. Thank you for your continued service to the City of Los Altos. We wanted to take this opportunity to send an email with a few reminders regarding your and the City's obligations under the Brown Act. Please remember that as officials of the City, each of your respective legislative bodies are subject to the requirements of the Brown Act.

- All Council/Commission/Committee business must be conducted at a properly noticed meeting. As staff, we will ensure that meetings are properly notice. As Council/Commission/Committee members, please make sure that you are not conducting business outside of these meetings. Subcommittee work is fine, but make sure not to include a majority of your body either at the subcommittee meeting or through subsequent communications
- You are required to limit discussion at meetings to those items on the agenda. Do not discuss items that are not on the agenda
- If you have documents that you are planning to bring to a meeting for the body to consider, please send those to the staff ahead of time so that staff can have copies for each member of the body as well as for the public. Also, staff will make sure that those documents are posted online so that any member of the public can see and review them. The Brown Act mandates that if a member of a body shares documents with a majority of that body at a public meeting, that those documents be made available to the public. In general, a member should not be distributing materials to a majority of a legislative body outside of a public meeting as it raises Brown Act risk
- Please be careful with your communications by email with other members of your body. Remember, don't reply all to emails sent to the entire body and avoid stating opinions in email as emails can be forwarded to other members leading to a potential Brown Act violation

Thank you again for your continued service and if you have any further questions, please feel free to reach out to us.

Sincerely,
Chris Jordan, City Manager
Chris Diaz, City Attorney
Jon Maginot, Deputy City Manager