



DATE: August 1, 2016

AGENDA ITEM #5

**TO:** Senior Commission  
**FROM:** Manny A. Hernandez, Staff Liaison  
**SUBJECT:** 2016 City Council Meeting Representatives

**RECOMMENDATION:**

Determine Senior Commission representative schedule for 2016 City Council meetings

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**BACKGROUND**

When an item of interest to the Commission is on the City Council agenda a representative from the Commission should attend the meeting.

Excerpt from the Commission Handbook:

Representing the Commission at Council Meetings

A member should be assigned to represent each of the City Council appointed Commissions at every regular City Council meeting. The representative should attend the meeting when the Commission has an item of interest on the Council agenda. The purpose of this is to respond to questions from City Council members as necessary.

When addressing the City Council as the representative of the Commission, it is important to speak as a member of the Commission as a whole, rather than as an individual member. Should you be communicating your individual viewpoint on an issue, it is imperative that you first state that for the record (i.e. "I am a member of the Commission, however, I am speaking as a resident"). At all times Commissioners in the minority on an issue shall respect the decision and authority of the majority.

From time to time, there may be instances when the staff's recommendation on an issue may differ from that of the Commission. If this occurs, both recommendations are presented to the Council for their consideration. If this occurs, staff will inform the Commission in advance of the meeting.

**DISCUSSION**

Listed below are the city Council meetings from July 12 – December 13, 2016. At the July 11, 2016 Senior Commission meeting the Commission decided that the Los Altos Commissioners would attend the Los Altos City Council meetings and the Town of Los Altos Hills Commissioners would attend the Los Altos Hills City Council meetings. The Commissioners are listed alphabetically in



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## AGENDA REPORT

rotation. If you have a known conflict with a City Council meeting please arrange a swap with another Commissioner and notify your liaison of the change. You do not need to attend the meeting unless there is an item of interest to the Commission.

<b>COUNCIL MEETING DATE</b>	<b>LOCATION</b>	<b>COMMISSIONER</b>
July 12, 2016	Los Altos	Gary Anderson
July 21, 2016	Los Altos Hills	Jim Basiji
August 18, 2016	Los Altos Hills	Karen Lemes
August 23, 2016	Los Altos	Janet Harding
September 13, 2016	Los Altos	Tracie Murray
September 15, 2016	Los Altos Hills	Jim Basiji
September 27, 2016	Los Altos	Doris Hawks Torbeck
October 18, 2016	Los Altos	Bert Vincent
October 20, 2016	Los Altos Hills	Karen Lemes
October 25, 2016	Los Altos	Gary Anderson
November 8, 2016	Los Altos	Janet Harding
November 17, 2016	Los Altos Hills	Jim Basiji
December 6, 2016	Los Altos	Tracie Murray
December 13, 2016	Los Altos	Doris Hawks Torbeck
December 15, 2016	Los Altos Hills	Karen Lemes

There may be additional special meetings or study sessions which address items of interest. The coverage for those meetings will be scheduled separately as the Commission agendas are developed.

