



DATE: September 10, 2018

AGENDA ITEM # 5

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

**RECOMMENDATION:**

Receive staff report

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**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. September 11, 2018 – Heather Halkola
  - b. September 25, 2018 – Don Bray
  - c. October 9, 2018 – Lei Yuan

Attachment:

- A. 2018 City Council Meeting Attendance Assignments
- B. Commission Reminder



**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	Heather Halkola
September 25, 2018	Don Bray
October 9, 2018	Lei Yuan
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 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.** If you are unable to attend or view one of the City Council meetings to which you are assigned, please arrange 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

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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