



DATE: September 13, 2021

AGENDA ITEM # 6

TO: Environmental Commission
FROM: Emiko Ancheta, Staff Liaison
SUBJECT: City Staff Updates

RECOMMENDATION:

Receive staff updates

BACKGROUND

Monthly staff updates will be discussed as listed below.

DISCUSSION

1. Environmental Commission attendance for upcoming Council meetings

Attachment:

- A. 2021 City Council Meeting Attendance Assignments
- B. Commission Member Responsibilities Memo



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

DATE: September 13, 2021
TO: Environmental Commission
FROM: Emiko Ancheta, Staff Liaison

SUBJECT: TENTATIVE 2021 City Council Meeting Attendance Assignments

Please sign up to attend or view (online) three (3) Regular City Council meetings for 2021.

Tentative 2021 Schedule

2021 Regular City Council meeting dates:	Attendance by:
January 12, 2021	Raashina Humayun
January 26, 2021	Lei Yuan
February 9, 2021	David Klein
February 23, 2021	Laura Teksler
March 9, 2021	Don Weiden
March 23, 2021	Lei Yuan
April 13, 2021	Bruno Delagneau
April 27, 2021	Shiao-ping Lu
May 11, 2021	Lei Yuan
May 25, 2021	Laura Teksler
June 8, 2021	Don Weiden
June 22, 2021	Don Weiden
July 13, 2021	Bruno Delagneau
August 24, 2021	Shiao-ping Lu
September 14, 2021	Raashina Humayun
September 21, 2021	
October 12, 2021	
October 26, 2021	
November 9, 2021	
November 30, 2021	
December 14, 2021	

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 arrange for another Commissioner to attend in your place.



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: September 8, 2021
TO: Environmental Commission Members
FROM: Emiko Ancheta, Staff Liaison
SUBJECT: **COMMISSION MEMBER RESPONSIBILITIES**

Upcoming Joint Meeting

The Joint Meeting with the City Council and the Commissions list below is scheduled to take place on November 2, 2021:

- Design Review Commission
- Financial Commission
- Historical Commission
- Library Commission
- Planning Commission
- Public Arts Commission

Commission Member Responsibilities

The Commission Member responsibilities (found in the Handbook) include attendance requirements, training, reporting forms and more. As a reminder, Commissioner's responsibilities include:

- Prepare for and participate in Commission meetings
- Attend at least 75% of regular meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training upon beginning service
- Complete two hours of Ethics Training every two years
- Attend Annual Commission Training

Additional Details:

- If a Commissioner must miss a meeting, he/she should advise the staff liaison as soon as possible. According to the Commission Handbook if a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.
- Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating.
- Recorded Attendance- attendance will be recorded and reflected in the minutes going forward. By keeping track of attendance this way there will be no question of quorum, who participated during what items, or should there be a question of participation/attendance, the record will be clear. Commission Staff person will verbally call roll at the start of the meeting. If a Commissioner is not present at the time of roll call the Commissioner's name should appear in the absent section. Should the Commissioner arrive later during the meeting, in parenthesis, next to the Commissioner name in the absent section, time the Commissioner joined the meeting will be noted.
 - ROLL CALL (example):
Present: Commissioners X, Y, Z and B
Absent: Commissioner A (arrived at 7:25 p.m.)

Should a Commissioner leave early please note (assuming they were in attendance at the beginning of the meeting) next to their name in the roll call section the time they left:

- ROLL CALL (example):
Present: Commissioners X, Y, Z and B (excused herself/himself and left the meeting at 8:45 p.m.)
Absent: Commissioner A (arrived at 7:25 p.m.)

The work and accomplishments of our Commissions is invaluable and we appreciate Commissioners that prepare, attend, participate and collaborate.