



AGENDA REPORT SUMMARY

Meeting Date: September 12, 2023

Subject Los Altos Commissioner Appointment Process and Schedule

Approved by: Gabriel Engeland, City Manager

Attachment(s):

Initiated by:

City Council

Previous Council Consideration:

N/A

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to make changes to the proposed process for Commissioner appointments and schedule as outlined in the staff report?

Summary:

Staff proposes the following appointment process and schedule for the upcoming Commissioner appointments:

- The City Council will hold a special meeting on September 19th, beginning at 5 pm to interview Commission applicants.
- Each applicant for Commissioner vacancies will be asked three questions, provided ahead of the interviews, and allowed five minutes to answer.
- City Councilmembers may ask follow-up questions.
- Appointments to Commissions will be ratified by written ballot at the regular meeting on September 26th, beginning at 7 pm.
- Newly appointed Commissioners will be sworn in at the Council meeting on October 10th.
- Departing Commissioners will be honored at the Council meeting on October 10th.
- The City Council will hold joint meetings with Commissions in the first quarter of 2024.

Staff Recommendation:



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Staff recommends the City Council discuss the recommended appointment process and schedule and make changes as appropriate.

Discussion/Analysis

City Council regularly appoints Commissioners to Los Altos City Commissions. Recently the City Council made changes to the Commission recruitment process to increase the number of applications received. In total, the City received 50 applications to serve on a Los Altos Commission. Of these, three applicants are not residents of Los Altos and three applied for a Commission that the City is not currently recruiting for. In addition, one individual submitted two applications and one individual submitted four applications. Accordingly, there are 43 individual applicants for Commissions to be interviewed.

The applications received by Commission are as follows:

Commission	Vacancies	Applications*
Complete Streets	2	6
Financial	4	8
JVAC	3	2
Library	2	8
PARC	4	15
Senior	1	4

*Applications listed includes individuals who submitted multiple applications, or expressed interest to serve on other Commissions

One of the applicants for PARC is not eligible to be appointed as that individual is completing their second term on the commission. However, they have indicated interest in serving on other commissions. In addition, many of the applicants also indicated interest in serving on other commissions.

In order for appointments to take place efficiently, staff is requesting the Council review and ratify or make changes to the following schedule.

The City Council will meet at a special meeting on September 19th, beginning at 5 P.M. to interview Commissioner applicants.

Each applicant will be given the following questions to answer, provided to them before the interviews:

1. Please tell us why you would like to serve on the Commission you applied to.



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2. Please tell us about your background and experience and how you will apply that to your service on a Los Altos Commission.
 3. Please tell us the names of any additional boards, commissions, civic organizations, or non-profits that you currently serve on.

Each applicant will be given five minutes total (timed) to respond to the questions. City Councilmembers may ask follow-up questions if they desire.

Each Councilmember will provide staff with their preferred candidates by written ballot at the conclusion of the interview process for each Commission. Appointments will be made on September 26th during the regular agenda.

If the City Council has not appointed enough Commissioners to fill vacancies after the votes are tallied on September 19th, additional votes will take place on September 26th.

Newly appointed Commissioners will be sworn in at the Council meeting on October 10th, and outgoing Commissioners will be honored on the same date.

The City Council will hold joint meetings with Commissions in the first quarter of 2024.

If the City Council is satisfied with this process, please consider these additional points:

1. Should the City Council establish an alternative date for Commissioners to interview if they are unable to make the meeting on September 19th?
2. Should the City Council allow applicants to appear for their interviews via zoom or teleconference?

Recommendation

Staff recommends the City Council discuss the recommended appointment process and schedule and make changes as appropriate.