PUBLIC CORRESPONDENCE

The following is public correspondence received by the City Clerk's Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email
PublicComment@losaltosca.gov

Council Members:

I'm grateful to city staff for making recommendations on how to improve the commission appointment process. All six options are good ideas.

Some questions:

1 INTERVIEW PROCESS

The three options for interviews are
- Written Interview Process – City staff will provide all applicants with written Council-approved interview questions via email prior to the City Council meeting for their review <mark>and response.</mark> City Council will review the applications and written interview responses prior to the meeting. City Council will then vote on the candidates at that meeting.

    o What response if there's to be no interview?

- In-Person Interview Process – City staff will provide all applicants with the same Council-approved interview questions via email prior to the City Council meeting for their review. City Council will review the applications prior to the meeting and then interview all candidates with the same questions for the same allotted time as monitored by the City Clerk. City Council will then vote on the candidates at that meeting.

- No Interview Process – City Council will review the applications prior to the meeting and vote on the candidates at the meeting. Council members may <mark>conduct</mark> applicants prior to the meeting.

    o Should this be "contact" applicants? If so, that doesn't sound fair, e.g., if one or more council members contact one candidate but not others. If there are no interviews, there should be no contact. All or nothing.

Seems like there are really only two options:

- Written response only: Candidates answer application questions via email. Council reviews applications and makes decision based on the answers. (Does Council discuss the applicants or simply vote based on the written responses?)

- Written response + interviews: Candidates answer questions. Council reviews applications, then interviews candidates as noted above. (Is there any room for

clarification or discussion on the part of council members? For example, Mary Smith replies to one of the standard questions but her answer isn't clear. Can one or more council members follow up for clarification?)

In either cases, I think of the hiring process, where all those who interviewed a candidate discuss their reasons for wanting to hire or not. Just asking for a yes or no vote would miss a lot of valuable insights.

2 APPLICATION QUESTIONS

Please describe your experience, interest, and expertise that will benefit you as a commissioner.

- The benefit should be to the commission/city, not to the commissioner.

- Providing specific questions would level the playing field, ensuring each candidate gave the same information, e.g.,
    o Please list your relevant education, training, degrees.
    o Please list relevant work experience.
    o Please describe any involvement in community activities, volunteer and civic organizations.
    o How is your training/experience relevant to the work of this commission?
    o Have you attended meetings of this commission?
    o Is there an issue that has come before this commission that is of particular interest to you?
    o If appointed, what goals would you like to see the commission achieve, and how would you help further them?
    o If appointed, would you have any conflicts of interest?

Please describe what interests you the most about your requested commission(s).
Please provide any information you have not provided on your application or in this interview that will benefit the Council's decision-making process.

- This seems to be relevant only if there are interviews, in which case the highlighted words should be deleted because it would be one of the standard in-person questions, i.e., "Give us any relevant information you didn't provide in your written application."

3 CRITICAL MASS

What happens if there aren't enough applicants? How many commissioners are necessary to operate effectively?

Thanks for considering my comments.

Pat Marriott

Thanks,

Gabe

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From: Los Altos Residents <losaltosresidents@gmail.com>
Sent: Sunday, January 8, 2023 4:56 PM
To: City Council <council@losaltosca.gov>
Cc: Gabriel Engeland <gengeland@losaltosca.gov>
Subject: Public Comment on Item #1, City Council Study Session, January 19, 2023

Dear Council Members,

We are very appreciative of your efforts and that of city staff to formalize and improve the commission appointment process. After reviewing the options you are considering, we would like to offer our thoughts.

We believe that selecting commissioners is similar to hiring an applicant for a job. It's necessary to know their qualifications for the position, their interest in filling the position, and a sense of their ability to work well with others. Accordingly, we recommend that you adopt an option that would provide for the following steps for selecting commissioners:
A. Provide all applicants with a set of questions to elicit information about their qualifications for their first and second choice for commission appointments - the current questions appear adequate;
B. Review their written responses; and then
C. Interview all applicants in person and tailor questions to applicants based on their written responses. All applicants should be asked the same number of questions and applicants should have a set amount of time to answer each question, say 3 minutes.
D. Review attendance for commissioners reapplying for their commission seat.

While we do not write in our capacity as commissioners, many of us are currently commissioners or have served as commissioners. Thus we are familiar with the commissioner selection process and highly recommend that applicants be allowed to indicate their first and second choice of commissions. Some of us applied for one commission but were asked to serve on another. We accepted that offer and have gone on to serve on that alternate commission with a great deal of enjoyment, passion, and commitment.   Many people's motive for applying for a commission is

simply to serve Los Altos. And, as you are aware, it can be difficult to recruit applicants for vacant commission seats. Continuing to allow applicants to at least explicitly offer to serve on one of two commissions at the discretion of council would help fill vacant commission seats.

With respect to the difficulty recruiting candidates, we would offer the following suggestion. Provide Los Altans with at least 6 weeks notice of the deadline for applying for open seats on commissions. This would allow applicants to attend at least one commission meeting. Put the notice in the City Manager's Weekly Update and repeat the notice every week until the deadline for applying. Advertise in the Town Crier in at least a quarter page ad 6 weeks in advance of the application deadline and every week thereafter. Post the openings and application information on Nextdoor. Post the openings and application information on the City's social media. Please do everything possible to raise awareness of the community about the opportunity to serve on a commission.

Thank you for all your hard work to formalize and improve the commission application and selection process. We appreciate your commitment to improve this process.

Sincerely,

Los Altos Residents
Freddie Wheeler
Co-founder, Steering Committee