



## AGENDA REPORT SUMMARY

**Meeting Date:** January 10, 2023

**Subject:** Los Altos Commission Appointment Process

**Prepared by:** Anthony Carnesecca, Economic Development Administrator

**Reviewed by:** Jon Maginot, Assistant City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

None

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to provide direction on the commission appointment process?
- How does the Council wish to appointment individuals to serve on commissions?

**Summary:**

- City Council directed city staff to come back with an analysis of the commission appointment policy.

**Staff Recommendation:**

City staff recommends City Council provide direction on the commission appointment process based upon the analysis provided.

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**Reviewed By:**

City Manager

GE

City Attorney

JH

Finance Director

JD

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### **Purpose**

Provide direction on the commission appointment process that governs the process for individuals to be appointed to serve on a City of Los Altos Commission so staff can return with an updated policy.

### **Background**

The City of Los Altos has guidelines on the procedures for the appointment process. These procedures for commissions have changed at the direction of the City Council to improve the appointment process for Council, commissioners, applicants, and staff.

The current commission appointment process is the following:

- “The City Council accepts applications for Commission positions year-round. Two times per year, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). With the exception of the Youth Commission, interviews are scheduled before the entire City Council at a special meeting. Between the two formal recruitments, the City may conduct recruitments for vacant positions as they arise. Interviews for these positions may be held either immediately before or during a regular Council meeting. Appointments are made by written ballot during a regular City Council meeting.

Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.”

### **Discussion/Analysis**

Many cities have different methods for appointing individuals to their commissions, committees, or boards depending upon the jurisdiction so there is no consistent method or standard criteria.

Some options to improve the process recommended by City staff include:

- Only receive applications during application period, which will simplify the process logistically for City Council, City staff, prospective commissioners, and the public.
- Move commission appointment process to once per year, which will also simplify the process for all involved.
- Require that the number of applicants must be greater than commissioner vacancies before City Council begins the applicant review process, which will ensure that vacancies have enough qualified candidates.
- Limit applicants to only be appointed to their requested commissions, which will create a higher likelihood that commissioners will have an interest in their specific commission.
- Conduct all reviews and voting for commission appointments at the same singular City Council meeting, which will simplify the appointment process.



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- Incorporate attendance record as part of the application packet for incumbent review process, which will assist with a complete review for all applicants.

City staff requests direction on the following options that proposes to create a streamlined appointment process for City Council and an equitable process for candidates:

- **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 and response. 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.
- **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 conduct applicants prior to the meeting.

An example of standard questions for applicants would be the following:

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

### **Recommendation**

Provide direction on the commission appointment process that governs the process for individuals to be appointed to serve on a City of Los Altos Commission so staff can return with an updated policy.