



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/05/2024

ITEM NO: 8

DATE: February 28, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt the Proposed Modification to the Commission Appointment Policy 2-11
as Recommended by the Council Policy Committee

RECOMMENDATION:

Adopt the proposed modification to the Commission Appointment Policy 2-11 as recommended by the Council Policy Committee (Attachment 2).

BACKGROUND:

The Town Council Commission Appointment Policy sets forth procedures for a consistent recruitment, interview, and selection process for all Town Boards, Commissions, and Committees (hereafter Commissions). There have been several revisions to this Policy in the past years to ensure consistency.

On June 1, 2021, the Town Council approved an amendment to the Policy to add language that each applicant will be asked the same core questions provided to the Council, and this would not prevent Council Members from asking appropriate questions or modifying the questions provided.

On December 7, 2021, the Town Council approved an amendment to the Policy to include a standard list of four questions to ensure consistency in the interview process. The standard questions were limited to allow an applicant sufficient time to respond; however, this did not prevent Council Members from asking appropriate questions of applicants.

On March 15, 2022, the Town Council approved two amendments to the Policy. The first amendment specified that interviews and appointments would occur after the annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager

BACKGROUND (continued):

been seated. The second amendment added the option for applicants to participate in the interview via teleconference.

On August 2, 2022, the Town Council approved an amendment to the Policy to remove the reference to the length of time for each interview and add language to allow a change in the order of the questions and the ability to rotate which Council Member asks a specific question.

On September 20, 2022, the Town Council approved an amendment regarding attendance adding language allowing excused absences up to 12 weeks due to the birth of a child as consistent with the Family Medical Leave Act and the California Family Rights Act.

On October 3, 2023, the Town Council approved an amendment to the Policy to incorporate language stating the following Diversity, Equity, and Inclusion Commission membership seats may or may not reside in Los Gatos: Los Gatos business owner, Los Gatos employee, faith leader who leads a congregation in Los Gatos, and Los Gatos non-profit employee.

This Policy was most recently updated in November 2023 to remove the requirement for Council to review the interview questions annually given the broad discretion afforded to the Town Council in its use of the standard questions and the discretion of the Council to ask other appropriate questions of applicants.

On December 6, 2023, the Town Council conducted Commission interviews. After the interviews, there were concerns raised regarding the length of time allowed for applicant answers during the interview process.

At its January 23, 2024, meeting, the Committee directed staff to bring the Commission Appointment Policy 2-11 to the February meeting before the scheduled Commission interviews in March.

DISCUSSION:

After public testimony, the Committee discussed the interview process and potential recommendations for future interviews. The Committee suggested conducting future interviews with Council Members and applicants seated at the table in the Council Chambers. They also suggested having the applicants for each Commission interviewed as a group rather than individually and discussed implementing a time limit on answers for each question asked of a candidate. The Commission unanimously agreed to forward a recommendation to the Town Council to approve a policy modification to add a two-minute time limit for answers.

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CONCLUSION:

Staff recommends the Council approve the proposed modification to the Commission Appointment Policy 2-11 to add a two-minute time limit for answers.

The March 5, 2024 Council agenda has two separate items recommending changes to the Commission Appointment Policy. If both are approved, a single update will be prepared incorporating both modifications.

COORDINATION:

This report was coordinated with the Town Clerk, Town Manager, and Town Attorney.

FISCAL IMPACT:

Amendments to the Town Council Commission Appointment Policy have no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project as defined under CEQA, and no further action is required.

Attachment:

1. Red-lined Commission Appointment Policy
2. Clean Commission Appointment Policy