



**TOWN OF LOS GATOS**  
**COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 02/27/2024

ITEM NO: 2

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DATE: February 20, 2024  
TO: Council Policy Committee  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Discuss, Provide Direction, and Recommend to the Town Council Modifications to the Commission Appointment Policy 2-11

**RECOMMENDATION:**

Discuss, provide direction, and recommend to the Town Council modifications to the Commission Appointment Policy 2-11.

**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

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Reviewed by: Town Manager and Assistant Town Manager

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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 residency requirements for the Diversity, Equity, and Inclusion Commission.

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.

DISCUSSION:

At its January 23, 2024, meeting, the Committee discussed its work plan and requested to review the Commission Appointment Policy at its February meeting before the scheduled Commission interviews in March.

If the Committee's changes are minor and do not require a final review, it may be possible to present a recommendation to the full Council before the March 19, 2024, interviews. If the changes are more substantial or require additional research, the proposed changes would not be implemented in time for the upcoming interview cycle.

CONCLUSION:

Staff looks forward to the Council Policy Committee's discussion and direction. The Committee may also wish to consider other amendments to the Policy.

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SUBJECT: Commission Appointment Policy

DATE: February 20, 2024

COORDINATION:

This report was coordinated between the Town Clerk and Town Manager.

FISCAL IMPACT:

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

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Commission Appointment Policy