



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

MEETING DATE: 11/23/2021

ITEM NO: 3

DATE: November 17, 2021
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Forward a Recommendation to the Town Council to Approve Modifications to Town Council Policy 2-11: Commission Appointments

RECOMMENDATION:

Discuss and forward a recommendation to the Town Council to approve modifications to Town Council Policy 2-11: Commission Appointments.

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). This Policy was most recently updated in June 2021. During its use for the Housing Element Advisory Board appointments, a Council Member raised concerns about the handling of interview questions after staff followed the updated process outlined in the Policy (see Attachment 1).

Staff is bringing this item to the Council Policy Committee to discuss potential modifications to address the concerns. If changes are recommended to the full Council, the changes could be considered and approved prior to the December 14, 2021 interviews for openings on Town Commissions.

DISCUSSION:

The specific concern was that the procedure for developing the interview questions could be considered a violation of the Brown Act. The Policy stipulates that the Council Members would communicate any input to the interview questions directly to the Town Clerk and not to one another, and therefore, there would not be a Brown Act violation.

Reviewed by: Town Manager, Assistant Town Manager, Town Clerk, and Town Attorney

PAGE 2 OF 2

SUBJECT: Commission Appointment Policy

DATE: November 17, 2021

DISCUSSION (Continued):

If the perception remains a concern, staff recommends that a standard list of interview questions be developed to be used for all Commissions to ensure consistency in the interview process.

Sample standard questions may include:

- Please expand on your written response to your interested in this particular Commission.
- Please expand on your experience, interest, and/or expertise that you feel would be most useful to the Commission.
- Have you attended a meeting of the Commission? If so, describe how you would have participated as a Commissioner.
- If appointed, what ideas would you like to see the Commission explore?

Given that most interviews are only three to five minutes due to the size of the applicant pool, perhaps questions should be limited to no more than three to allow an applicant sufficient time to respond.

With standard questions, the bulleted items on page 4 of the Policy could be deleted with the exception of the last bullet, advising that the questions be revisited annually.

Alternatively, the Policy could be amended to remove the requirement for consistent questions and leave it open for the Council Members to ask any questions of the candidates. Staff does not recommend this option as it could lead to inconsistent and uneven interviews with the Commission candidates.

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.

COORDINATION:

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

FISCAL IMPACT:

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

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Commission Appointment Policy