



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/07/2021

ITEM NO: 11

DATE: November 29, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve Modifications to the Town Council Policy 2-11: Commission Appointments as Recommended by the Council Policy Committee

RECOMMENDATION:

Approve modifications to the Town Council Policy 2-11: Commission Appointments as recommended by the Council Policy Committee.

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 to improve consistency with the interview questions asked of applicants. 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 (Attachment 1).

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.

On November 23, 2021, the Council Policy Committee discussed and recommended potential modifications to provide greater clarity regarding the interview questions. An email was sent to every Town Commissioner to encourage participation in the Committee's discussion. One Commissioner attended and did not offer comments.

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

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DISCUSSION:

After consideration, the Council Policy Committee recommended that the Commission Appointment Policy be modified to include a standard list of questions to be used for all Commissions to ensure consistency in the interview process (see Attachment 2). The Council Policy Committee identified the following questions to be added to the Policy by order of importance:

1. If appointed, what ideas would you like to see the Commission explore?
2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.
3. Please elaborate on any written response provided in the application to assist the Council in learning more about you.
4. If you did not answer any of the questions on the application, please explain why.

During the preparation of this report, staff is recommending an additional standard question for those applicants who apply for more than one Commission: "If you applied for more than one Commission, which Commission your first choice and why?" If the Council agrees, this should be noted in the motion and the Policy document will be updated prior to signature.

Given that most interviews are only three to five minutes due to the size of the applicant pool, the standard questions are limited in number to allow an applicant sufficient time to respond. The Council may or may not ask all of the questions, in the same order regardless of the Committee's recommended order of importance, or by the same Council Member. The questions should be reviewed and updated annually by the Town Council prior to the Commission interview process.

CONCLUSION:

The Town Council should review the recommendation of the Council Policy Committee and approve the updated interview process for Town Boards, Committees, and Commissions.

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.

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Attachments:

1. Town Council Policy 2-11: Commission Appointments (Existing)
2. Town Council Policy 2-11: Commission Appointments (Redline)