



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 10/24/2023

ITEM NO: 2

DATE: October 16, 2023
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Review the Town Council Potential Modifications to Town Council Policy 2-11: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum and Make Recommendations to the Town Council on Potential Modifications

RECOMMENDATION:

Review the Town Council Potential Modifications to Town Council Policy 2-11: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum and make recommendations to the Town Council on potential modifications.

BACKGROUND:

Among other items, Town Council Policy 2-11 sets forth the interview process for candidates to Town Board, Committees, and Commissions (see Attachment 1, pages four and five). The Policy states:

To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below. Notwithstanding, no Council Member shall be prevented from asking appropriate questions of applicants.

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 learn more about you.
4. If you did not answer any of the questions on the application, please explain why.

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

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BACKGROUND (continued):

The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the provided questions, change the order of the questions, or rotate which Council member asks a specific question. Interview questions will be reviewed annually by the Town Council in advance of the interview process for any potential modifications.

DISCUSSION:

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, staff is interested to know if it remains useful for the Town Council to review the interview questions annually.

If the Policy Committee finds that it is useful, then staff has no recommended modifications to this section of the Policy at this time, and will schedule the review of the questions at a future Council meeting in consultation with the Mayor.

If the Committee finds that it is no longer useful, staff recommends the deletion of the last sentence of the section that calls for an annual review of the interview questions (see Attachment 1).

In addition, staff identified that the Commission Appointment Policy contains language pertaining to conflict of interest which is better suited for the Town Council Code of Conduct Policy. At the time that the Code of Conduct Policy returns to the Council, staff will recommend that modification and suggest the removal of the conflict language from the Commission Appointment Policy.

CONCLUSION:

Staff looks forward to the Committee discussion, direction, and potential recommendation to the Town Council.

COORDINATION:

The preparation of this report was coordinated with the Town Clerk and Town Attorney.

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FISCAL IMPACT:

The potential modification of Town Council Policy 2-11 regarding Commission Appointments has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft Redline Town Council Policy 2-11: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum