



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

MEETING DATE: 02/22/2022

ITEM NO: 3

DATE: February 14, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Discuss and Recommend to the Town Council Modifications to the Commission Appointment Policy 2-11 in Relation to the Adult Commissioner Appointments

RECOMMENDATION:

Discuss and recommend to the Town Council modifications to the Commission Appointment Policy 2-11 in relation to the adult Commissioner appointments.

BACKGROUND:

At the January Policy Committee meeting, the Committee requested the Commission Appointment Policy be brought for discussion regarding the annual interview and appointment date for Adult Commissioners.

Currently, the Policy states the annual adult Commissioner interview date shall be set for no later than the second Town Council meeting in December (page 3).

DISCUSSION:

The Committee has discussed Commissioner appointments on many occasions in the past several years. The last few years, the interviews and appointments have been held at the first meeting in November to reduce the number of applicants who are not able to attend because they are traveling for the holidays.

When interviews and appointments were held in December, staff noticed a number of applicants were traveling for the holidays and not available to interview, thereby reducing the number of applicants eligible to be considered for appointment. The Policy requires that all applicants must interview to be considered for appointment.

PREPARED BY: Shelley Neis
Town Clerk

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

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DISCUSSION (continued):

Incumbents do have the ability to submit a letter, no later than the Friday before the interviews, stating why they are unable to attend and why they should be considered for reappointment.

When the Council Policy Committee met in January to discuss its workplan, a Committee member suggested modifying the Policy to ensure that the newly elected Council would make the appointments. Attachment 2 provides draft language (redline) to achieve this purpose.

Based on the information in this report, public comment, and discussion at the meeting, the Committee is welcome to provide specific direction on interview and selection timing, and any other related topics. If the Committee agrees on potential modifications, staff recommends that the Committee forward their recommendation to the full Council for consideration.

CONCLUSION:

Staff looks forward to the discussion with the Committee.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

FISCAL IMPACT:

None.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Current Commission Appointment Policy 2-11
2. Proposed Commission Appointment Policy with Redline