



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

MEETING DATE: 08/27/2019

ITEM NO: 2

---

DATE: August 20, 2019  
TO: Council Policy Committee  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Review and Provide Direction on Proposed Modifications to the Commission Appointment Policy

**RECOMMENDATION:**

Review and provide direction on proposed modifications to the Commission Appointment Policy.

**BACKGROUND:**

The Town accepts applications for Commissions throughout the year and holds its annual recruitment and appointment process in the fall, with mid-year recruitments held in early spring if necessary. In accordance with State Law, the Town Clerk posts a list of current vacancies on the Town website and on the front door of Town Hall throughout the year. During the recruitment cycle, the Town Clerk advertises the current vacancies in various mediums (Leadership Los Gatos, Chamber of Commerce, Los Gatos Weekly ads, Town website, social media, Town events, etc.) to inform residents and encourage participation. During the recruitment cycle, the Town Clerk notifies applicants from the last 12 months who were not interviewed by Council of the vacancy and determines if they are still interested in volunteering. If the applicant is interested, they are placed in the applicant pool for the next scheduled interviews by Council.

Per Town Policy 2-11, the Town Clerk prepares and maintains applications for appointment to Commissions. There are separate applications for each of its Commissions. Currently an applicant can only apply for one Commission and can only serve on one Commission at a time.

**PREPARED BY:** Shelley Neis  
Town Clerk

---

Reviewed by: Town Manager and Assistant Town Manager

---

PAGE 2 OF 2

SUBJECT: Commission Appointment Policy

DATE: August 20, 2019

DISCUSSION:

The Town Clerk receives applications to Commissions throughout the year and in recent years, there has been a decline in applications submitted. In some cases, certain Commissions receive many applications while other Commissions do not have any applicants.

In order to encourage and utilize applicants who are not appointed to their choice of Commission, staff is recommending that the application process be streamlined to allow one application for all Commissions and allowing the applicant to rank their choices. This allows applicants who were not chosen for their first choice to be selected for their second (or third, etc.) Commission of choice. This prevents the Town from turning away potential volunteers by giving them an option to volunteer for another Commission during the current recruitment process.

Staff is recommending that the timeframe for keeping applications on file be changed from 12 months to 24 months for applicants that were interviewed and not appointed by Council and remain at 12 months for applicants that were not interviewed by Council. Staff is also recommending that if a mid-term vacancy arises, staff will bring recommended appointments for Council consideration at the next available Council meeting.

ENVIRONMENTAL ASSESSMENT:

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