



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

MEETING DATE: 04/27/2021

ITEM NO: 2

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DATE: April 1, 2021  
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 Committee directed staff to bring the Commission Appointment Policy 2-11 to the March Policy Committee meeting for discussion and to add language to encourage diversity, equity, and inclusion (DEI) in the recruitment and appointment process.

**DISCUSSION:**

At its March 23<sup>rd</sup> meeting, the Committee discussed term limits, appointments, interview process, application requirements, and DEI. Staff was directed to return to the April 27 Policy Committee meeting with suggestions to include term limits for Commissioners that are similar to Council term limits, remove specific qualifications (i.e. arts professional) from enabling resolutions and applications, and add a statement addressing the Town's goal of diversity, equity, and inclusion. Following is a summary of proposed modifications to the policy (Attachment 1):

**Diversity, Equity, Inclusion (DEI)**

A suggested statement has been added in red under the heading **PURPOSE** on page one of the Policy.

ATTACHMENT 3

**PREPARED BY:** Shelley Neis  
Town Clerk

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

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DISCUSSION (continued):

**Term Limits**

Term limits have been added under a new heading **TERM LIMITS** on page three of the Policy following the direction of the Committee to retain at least two incumbents on each Commission to maintain the institutional knowledge and to align with Council Member term limits.

Staff requests guidance on whether term limits would also apply to Youth Commissioners.

**Interview Process**

Interview procedures have been added under a new sub-heading **Interview Process** on page five of the Policy following the direction of the Committee to ensure the interview process is fair and equitable.

The Town Clerk and staff liaisons will work together to compose core questions for each Commission.

CONCLUSION:

Staff looks forward to the Committee's discussion and direction on the proposed modifications to the Policy.

COORDINATION:

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

FISCAL IMPACT:

There is no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Red-lined Commission Appointment Policy 2-11