



DATE: 07 July 2014

AGENDA ITEM # 1

**TO:** Senior Commission  
**FROM:** Candace Avina, Staff Liaison  
**SUBJECT:** Introduction of new Commissioner

**RECOMMENDATION:**

Welcome and introduction of new Commissioner George Prodan

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**BACKGROUND**

The City of Los Altos Commission and Committee Handbook approved March 11, 2014 provides the following guidance with respect to Commission Appointments on page 8.

Members are appointed by the City Council and serve at the pleasure of the City Council.

Terms

1. Commissioners/Committee members

A. With the exception of Youth Commissioners, members serve for a term of four years and may be reappointed to one additional four-year term. A member is appointed by a majority vote of the City Council and may be removed prior to the expiration of his or her term by a majority vote of the City Council, and such removal may be with or without cause. Terms for the Youth Commission expire on June 30th and all other terms expire at the end of February.

B. A Commissioner appointed to fill an unexpired term is eligible to be reappointed to an additional two full terms.

C. Appointments to each Commission are made during the month of February each year. Additional appointments may be made throughout the year if a vacancy arises. Appointments to the Youth Commission are made in April and/or May of each year.

D. Vacancies on any Commission are filled by a majority vote of the City Council, except that the town of Los Altos Hills may fill two vacancies on the Library Commission, two on the Senior Commission and six on the Los Altos-Los Altos Hills Joint Community Volunteer Service Awards Committee. An individual appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed serves for the unexpired term.



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## AGENDA REPORT

### 2. Task Forces/Ad Hoc Committees

Task Force/Ad Hoc members are appointed for the length of time the ad hoc committee remains active or as established by City Council. Task Forces/Ad Hoc Committees are usually created to address a particular issue and are disbanded when the task has been completed. City Council members, Commissioners, or City staff members may also serve on Task Forces/Ad Hoc Committees.

#### APPOINTMENT PROCESS

When a vacancy occurs, the City Clerk advertises the vacancy and processes applications. In the case of Commissions (except the Youth Commission), interviews are scheduled before the entire City Council at a special meeting. Formal voting occurs during a regular City Council meeting. Youth Commission applicants are interviewed by the City Council Personnel Committee. The Personnel Committee then makes appointment recommendations to the City Council at a regular City Council meeting.

#### REAPPOINTMENT

Upon completion of the first four-year term, Commissioners and Committee members must submit letters of intention to the City Clerk indicating interest in continuing on the Commission/Committee for a second four-year term. Commissioners/Committee members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office plus the annual training session to be eligible for reappointment. Commission and Committee members requesting reappointment will be interviewed by the City Council. Reappointments will occur during a regular City Council meeting.

#### **DISCUSSION**

Senior Commission Candidates were interviewed on May 22 and 29, 2014. The City of Los Altos City Council unanimously appointed George Prodan to an unexpired term on the Senior Commission expiring in February 2015 at the regular City Council meeting of June 10, 2014.