



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/05/2022

ITEM NO: 10

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DATE: March 29, 2022  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve the Senior Service Committee Request to Seek Targeted Solicitations to Host a Community Reception Per the Town Solicitation and Donation Policy

**RECOMMENDATION:**

Approve the Senior Service Committee request to seek targeted solicitations to host a community reception per the Town Solicitation and Donation Policy.

**BACKGROUND:**

On August 3, 2021, the Town Council adopted a Resolution 2021-035 establishing a Senior Service Committee for the development of a long-term vision and plan for senior service provision in Los Gatos. In addition, on September 7, 2021, the Town Council reviewed American Rescue Plan Act (ARPA) funding recommendations from the Community Health and Senior Service Commission to restore and enhance senior services in Town. As part of that discussion, Council allocated \$21,500 in ARPA funding to the Saratoga Area Senior Coordinating Council (SASCC) to administer and the facilitation of senior survey in Town.

**DISCUSSION:**

In conjunction with SASCC and survey provider Polco, the Senior Service Committee launched the Community Assessment Survey for Older Adults (CASOA) on January 26, 2022. The survey closed on March 15, 2022, and the draft report of results is scheduled for early April. In anticipation of the survey results, the Senior Service Committee is coordinating a community reception at the Adult Recreation Center (Los Gatos Saratoga Recreation site) to engage the community in the results. Committee members desire to solicit donations (food, beverages, etc.) for the community reception and to do so, the Town Council Solicitation and Donation

**PREPARED BY:** Arn Andrews  
Assistant Town Manager

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Reviewed by: Town Manager and Town Attorney

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SUBJECT: Approve Senior Service Committee Request to Seek Targeted Solicitations

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DISCUSSION (continued):

Policy 2-17 (Attachment 1) requires prior Council approval as stated below:

*“Targeted solicitation is defined as the direct petition or contact of specific individuals, companies, foundations or other entities initiated by the Town Council and other elected officials, Council advisory bodies, and Town employees herein called “Town Officials” for the purpose of receiving goods, services, or other contributions for the Town. Targeted solicitation excludes the direct petition for government, private, or non-profit grants for Council-approved programs, projects, and services. Unless prior approval has been given by Council, Town Officials shall not engage in targeted solicitation activities on behalf of the Town.”*

CONCLUSION:

Council approval for the Senior Service Committee to seek targeted solicitations would allow the Committee to host a community event to debut the results of the Town senior survey.

COORDINATION:

This staff report was coordinated with the Town Manager and Town Attorney

FISCAL IMPACT:

None.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Solicitation and Donation Policy