



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

MEETING DATE: 06/25/2024

ITEM NO: 2

DATE: May 20, 2024
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Provide Direction on a Proposed Policy to Guide Commission Events

RECOMMENDATION:

Provide direction on a proposed policy to guide Commission events.

REMARKS:

The Town has several Commissions that are interested in hosting events as part of their outreach and education activities. The Youth Commission, to date, has been the most active over the years with its Easter Special Needs Awareness Program (SNAP) geared towards neurodiverse youth, therapy dogs at the high school, and other activities. In the past, the former Parks Commission (now Parks and Sustainability Commission) held a community event at Belgatos Park to bring attention to this unique Town asset.

In working with Commissions on their events, staff have provided guidance to:

- Ensure that the proposed event was consistent with the Commission's enabling resolution;
- Oversee the event planning details (including communication and outreach materials) to ensure consistency and compliance with Town policies and practices;
- Make sure there were adequate Commission volunteers to set up, staff, and clean up (when volunteers have not shown up, Town staff has had to step in);
- Coordinate the time and location so the Commission event did not conflict with other Town activities;
- Manage the budget for each Commission (\$2,500), including ordering materials for the events and reserving equipment; and
- Address other logistical details.

A single staff liaison is responsible to work with its respective Town Board, Commission, or Committee (hereafter Commission) to assist with the administration of the Commission's

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

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REMARKS (continued):

meetings on top of the other work that the liaison completes for its home Department. The staff liaison writes all staff reports, prepares all meeting minutes, responds to individual Commissioner needs outside of the meetings, handles the audio recording and posting of the meeting, and completes other tasks for the Commission.

Event planning and logistics as outlined on the previous page is time consuming and would be in addition to the staff liaison's regular Commission duties as well as their Departmental responsibilities.

Most events may be proposed for weekends or evenings which may not align with the staff liaison's regular schedule to support the needs of their individual Departments. This often means that Management staff, including Directors, end up staffing Commission events in addition to their day-to-day work.

In addition, the Town Attorney and Town Clerk provide overall guidance to all Town Commissions regarding the Brown Act and other matters. These staff are also not equipped to support Commission events.

Based on this experience and now with seven Commissions having a small budget, staff would like to develop a Town Council Policy to provide formal guidance to Commissions as they are considering events. For example, the Diversity, Equity, and Inclusion Commission is beginning to discuss one of its work plan goals to develop a community learning opportunity on historic inequities and develop diversity, sensitivity, and awareness training (DEI Plan, Goal B, Items 3.a. and b).

CONCLUSION:

Staff looks forward to the Council Policy Committee's discussion and direction. Staff will return to the Policy Committee with a draft Policy, if directed. The Committee may decide at a future meeting if the draft Policy is ready for consideration by the entire Town Council.

COORDINATION:

This report was coordinated with the staff liaisons of the Arts and Culture; Community Health and Senior Services; Complete Streets and Transportation; Diversity, Equity, and Inclusion; Parks and Sustainability; Youth Commission; and the Library Board as well as the Town Clerk and Town Attorney.

FISCAL IMPACT:

This item has no fiscal impact.

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ENVIRONMENTAL ASSESSMENT:

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