



TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT

MEETING DATE: 08/27/2024

ITEM NO: 2

DATE: August 21, 2024
TO: Council Policy Committee
FROM: Katy Nomura, Assistant Town Manager
SUBJECT: Discuss and Recommend to the Town Council a Commission Events Policy

RECOMMENDATION:

Discuss and recommend to the Town Council a Commission Events Policy.

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 applicable Commissions (\$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: Assistant Town Manager and Town Attorney

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 are 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.

On June 25, 2024, the Council Policy Committee deliberated on this topic and considered the idea of a Commission Events Policy. The Committee discussed that Commissions should be encouraged to have self-sufficient tabling at existing Town events, rather than separate events, to minimize the use of staff resources. The Committee also discussed a requirement that if a commission wanted to hold a unique event, as an exception and not the norm, the commission would submit a recommendation to the Town Council for consideration and approval. It was suggested that if staff support was necessary, that it should not be on the weekends. The draft Commission Events Policy (Policy) in Attachment 1 includes these elements.

CONCLUSION:

Staff looks forward to the Council Policy Committee's discussion and direction. The Committee may decide if the draft Policy is ready for consideration by the entire Town Council. A policy guiding Commission events will help support consistency and approved use of staff resources for such activities.

COORDINATION:

This report was coordinated with several Commission staff liaisons as well as the Town Clerk and Town Attorney.

FISCAL IMPACT:

This item has no fiscal impact.

PAGE 3 OF 3

SUBJECT: Potential Commission Events Policy

DATE: August 21, 2024

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft Commission Events Policy