



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/17/2024

ITEM NO: 14

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DATE: September 12, 2024  
TO: Mayor and Town Council  
FROM: Katy Nomura, Interim Town Manager  
SUBJECT: Adopt a Commission Events Policy and Revised Town Council Policy 5-03  
"Commission Budgets"

**RECOMMENDATION:**

Adopt a Commission Events Policy (Attachment 1) and revised Town Council Policy 5-03 "Commission Budgets" (Attachment 2).

**BACKGROUND:**

In an effort to provide consistent guidance to Commissions regarding events and to ensure the appropriate use of staff resources, the Policy Committee considered a potential Commission Events Policy at its June 25, 2024 meeting. 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 and was considered by the Committee at its August 27, 2024 meeting. Additional background can be found in the staff report provided at that meeting for Item 2.<sup>1</sup>

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<sup>1</sup> August 27, 2024 Policy Committee Staff Report Regarding Draft Commission Events Policy:

<https://mccmeetingspublic.blob.core.usgovcloudapi.net/losgatos-meet-e87cc1ca17cb426e9eef752c7ed5a5c0/ITEM-Attachment-003-1f75387fb2e74caaa8a774171eea8019.pdf>

August 27, 2024 Policy Committee Agenda:

<https://meetings.municode.com/adaHtmlDocument/index?cc=LOSGATOS&me=e87cc1ca17cb426e9eef752c7ed5a5c0&ip=True>

**PREPARED BY:** Katy Nomura  
Interim Town Manager

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Reviewed by: Interim Town Manager, Town Attorney, and Finance Director

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DISCUSSION:

On August 27, 2024, the Policy Committee recommended that the proposed Commission Events Policy (Attachment 1) be brought to the Town Council for consideration and approval. The Committee also recommended that amendments to the Town Council Policy 5-03 "Commission Budgets" be considered to ensure both policies are aligned.

The proposed amendments to the Commission Budgets Policy broaden appropriate uses of a Commission's Budget to include purchasing giveaway items for any event authorized under the Commission Events Policy and hosting Town Council approved Commission Events in accordance with the Commission Events Policy.

ALTERNATIVES:

1. Council may direct staff to make specific changes to either policy.
2. Council may take no action.

CONCLUSION:

Staff recommends adopting the proposed Commission Events Policy (Attachment 1) and the revised Commission Budgets Policy 5-03 (Attachment 2).

FISCAL IMPACT:

Adopting a consistent Commission Events Policy and corresponding edits to the Commission Budgets Policy will help ensure that Town funds and staffing are used appropriately and towards Town Council directed objectives.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Proposed Commission Events Policy
2. Proposed Amendments to Town Council Policy 5-03 "Commission Budgets" (Redline)