

Proposal to Dissolve the Vergas Event Advisory Board and Reassign Responsibilities

Purpose

This proposal outlines a plan to eliminate the Vergas Event Advisory Board and reassign its primary responsibilities to the **Municipal Building Committee** and the **Event Center Coordinator**. The goal is to streamline operations, reduce redundancy, improve communication, and simplify the administrative process for event-related matters.

Background

The Vergas Event Advisory Board was originally formed to assist with the planning, coordination, and oversight of events within the City of Vergas, particularly those involving the Event Center. As operations have evolved, staff involvement—especially from the Event Center Coordinator—has increased, and many duties previously completed by the Board have transitioned naturally to staff or facilities committees.

This structural change presents an opportunity to consolidate responsibilities and improve organizational efficiency.

Rationale for Dissolution

- 1. Reduced Need for an Independent Advisory Board**

The Event Center Coordinator already manages scheduling, operational logistics, and communication with event organizers. Maintaining a separate advisory board creates duplicate processes.
 - 2. Operational Efficiency**

The Municipal Building Committee already oversees facility maintenance, capital needs, and building-related policies. Event Center matters often overlap with this committee's scope.
 - 3. Improved Communication Channels**

Consolidating responsibilities under staff and a single committee reduces communication gaps and shortens response times for event requests, building needs, and policy updates.
 - 4. Greater Accountability**

Assigning duties to staff and a standing committee ensures consistent oversight, clear responsibility, and improved continuity.
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Proposed Reassignment of Duties

A. Duties to be Assumed by the Event Center Coordinator

- Scheduling and management of all Event Center bookings
- Coordination with event organizers regarding logistics, contracts, and facility rules
- Oversight of day-to-day facility operations during events
- Implementation of policies approved by the Council and Building Committee
- Collection and reporting of event data, revenue, and usage trends
- Direct communication with the Clerk-Treasurer regarding billing, deposits, and insurance requirements

B. Duties to be Assumed by the Municipal Building Committee

- Review and recommendation of Event Center policy updates
- Oversight of facility improvements, maintenance, and long-term planning
- Recommendation of rental rates, damage deposit policies, and usage rules
- Collaboration with the Event Center Coordinator on operational needs
- Annual review of Event Center performance and budget considerations

Proposed Process for Dissolution

1. **Adopt a council resolution** formally dissolving the Vergas Event Advisory Board.
2. **Update City policy manuals** to reflect new roles and responsibilities.
3. **Notify board members** and express appreciation for their service.
4. **Reassign any ongoing projects** to the Municipal Building Committee and Event Center Coordinator.
5. **Publish updated public information** regarding Event Center contacts and procedures.

Expected Benefits

- More efficient and streamlined event management
- Clearer lines of communication and accountability
- Reduced administrative burden on staff and volunteers
- Better alignment of facility responsibilities under existing committees
- Enhanced ability to respond quickly to requests and operational needs

Recommendation

It is recommended that the City Council approve the dissolution of the Vergas Event Advisory Board and formally transfer its responsibilities to the Municipal Building Committee and the Event Center Coordinator effective immediately (or on a council-determined date).