



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 05/05/2020

ITEM NO: 5

DATE: April 28, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to execute a First Amendment to the Agreement for FY 2019/20 with the Chamber of Commerce to provide an extended timeline for the fees and services related to the Leadership Los Gatos Program.

RECOMMENDATION:

Authorize the Town Manager to execute a First Amendment to the Agreement for FY 2019-2020 with the Chamber of Commerce to provide an extended timeline for the fees and services related to the Leadership Los Gatos Program.

BACKGROUND:

On June 18, 2019, the Town Council approved a contract for services with the Chamber of Commerce for a not to exceed amount of \$60,000. Of that total, \$5,000 is allocated to the Leadership Los Gatos program. The Chamber of Commerce is compensated \$4,000 for its assistance with the coordination of the program, and the remaining \$1,000 is allocated to cover any expenses the Chamber incurs that is not covered by the tuition collected from participants.

As stated in the Agreement, \$2,000 is allocated to the Chamber in September in preparation for the start of the program, and the remaining funds in May after the completion of the program and submittal of the final program expenses.

DISCUSSION:

Given the current COVID-19 pandemic and Shelter in Place Order from Santa Clara County Public Health, the Leadership Los Gatos program has been postponed until a time when the group may safely gather again. The program has three remaining sessions that the Town and

PREPARED BY: Monica Renn
Economic Vitality Manager

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

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SUBJECT: Agreement Amendment with the Chamber of Commerce for FY 2019/2020

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DISCUSSION (Continued):

Chamber anticipate offering in the fall, or later depending upon the ability and appropriateness for groups of 30 or more to gather.

Attachment 1 is a draft first amendment to the agreement which provides the Town the ability to extend the contract and pay the Chamber the remaining funds (NTE \$3,000) at the conclusion of the Leadership Los Gatos program next fiscal year.

CONCLUSION:

Leadership Los Gatos is a valuable program for the Town of Los Gatos. Staff and the Chamber look forward to offering the remaining three sessions at a time that is safe for public gatherings. Staff recommends that the agreement for services with the Chamber of Commerce be amended to extend the payment timeline to a time when the program may be completed.

COORDINATION:

This report was completed in coordination with the Town Manager and Town Attorney's Offices.

FISCAL IMPACT:

The remaining funds reserved for the FY 2019/20 Agreement with the Chamber of Commerce will be carried forward to the FY 2020/21 budget to be allocated when the Leadership Los Gatos program concludes.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft First Amendment to the Agreement for Services with the Chamber of Commerce for FY 2019/20