



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/03/2021

ITEM NO: 3

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DATE: July 22, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Accept Report on Town Manager Approved Actions During the 2021 Town Council Legislative Recess

**RECOMMENDATION:**

Staff recommends that the Town Council accept this report on Town Manager approved actions taken during the 2021 Town Council legislative recess.

**BACKGROUND:**

On June 20, 2019, the Town Council adopted a Resolution (Attachment 1) authorizing the Town Manager to execute the following duties during periods of official Town Council legislative recess in consultation with the Mayor:

1. Approval of plans and specifications for capital projects and authorization to advertise for bids.
2. Award of construction contracts and construction contract change orders in excess of the amount included in the contingency.
3. Execution of agreements and amendments to agreements in excess of \$50,000 that ordinarily require Town Council approval.

**DISCUSSION:**

The Town Council took an official legislative recess from June 16, 2021 to August 2, 2021. During this recess, and pursuant to authority granted by the Town Council, the Town Manager executed the following actions, in consultation with the Mayor:

**PREPARED BY:** Janette Judd  
Executive Assistant to the Town Manager and Town Council

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

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DISCUSSION (Continued):

- Agreement with Interwest Consulting Group for Building Plan Check Consulting Services (Community Development Department Memorandum, Attachment 2)
- Agreement with O'Brien Code Consulting Inc. for Building Plan Check Consulting Services (Community Development Department Memorandum, Attachment 3)
- Agreement with Laptops Anytime for Purchase and Maintenance of Laptop Vending Machines (Library Memorandum, Attachment 4)

The Town Manager determined that immediate action on the above items was necessary in order to maintain critical services. The items above have already been approved by the Town Manager and Mayor, and Council members may request additional information or provide additional direction regarding these items.

CONCLUSION:

Staff recommends that the Town Council accept this report on the Town Manager approved actions taken during the 2021 Town Council legislative recess, as authorized by Town Council Resolution 2019-033 and in consultation with the Mayor.

Attachments:

1. Resolution 2019-033
2. Community Development Department Memorandum, Interwest Consulting Group Agreement
3. Community Development Department Memorandum, O'Brien Code Consulting Inc. Agreement
4. Library Memorandum, Laptops Anytime Agreement