



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/04/2020

ITEM NO: 5

DATE: July 29, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Accept Report on Town Manager Approved Actions During the 2020 Town Council Legislative Recess

RECOMMENDATION:

Accept report on Town Manager approved actions during the 2020 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 17, 2020 to August 3, 2020. During this recess, and pursuant to authority granted by the Town Council, the Town Manager executed the following action, in consultation with the Mayor:

- Agreement for Microsoft software licensing with "SoftwareONE" in the amount of \$63,872.56 (IT Department Memorandum, Attachment 2)

PREPARED BY: Janette Judd
Executive Assistant to the Town Manager

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

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DISCUSSION (Continued):

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

CONCLUSION:

Staff recommends that the Town Council accept this report on the Town Manager approved action taken during the 2020 Town Council legislative recess, as authorized by Town Council Resolution 2019-033 and in consultation with the Mayor.

Attachments:

1. Resolution 2019-033
2. IT Department Memorandum RE: Agreement with SoftwareONE