



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 6/16/2020

ITEM NO: 2

---

**DRAFT  
Minutes of the Town Council Meeting  
June 2, 2020**

The Town Council of the Town of Los Gatos conducted a regular meeting via Teleconference, due to COVID-19 Shelter in Place guidelines, on Tuesday, June 2, 2020, at 7:00 p.m.

**MEETING CALLED TO ORDER AT 7:00 P.M.**

**ROLL CALL**

Present: Mayor Marcia Jensen (remote participant), Vice Mayor Barbara Spector (remote participant), Council Member Rob Rennie (remote participant), Council Member Marico Sayoc (remote participant).

Absent: None

**PRESENTATIONS**

- i. Outgoing Youth Commissioners
- ii. Youth Commission Business of the Year and Green Business of the Year
- iii. Library Phases

**COUNCIL/TOWN MANAGER REPORTS**

**Council Matters**

- Council Member Rennie attended the remote Valley Transportation Authority (VTA) Capital Projects Committee and Congestion Management Committee, continued to work with West Valley Community Services, and continued to deliver meals with Live Oak Nutrition.
- Council Member Sayoc stated she attended League of California Cities (LCC) and Cities Association meetings.
- Vice Mayor Spector stated she attended the West Valley Solid Waste board meeting.
- Mayor Jensen stated she is working with other elected officials in response to the COVID-19 Public Health Orders, and she attended Santa Clara County Health meetings.

**Manager Matters**

- Commented that the new Public Health Order allows outdoor dining and in-shop retail. Encouraged businesses to contact Economic Vitality Manager Monica Renn with any questions.

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

1. Approve Council Meeting Minutes May 19, 2020.
2. Adopt a Resolution Approving the Vacant Land Purchase Agreement and First Amendment to the Agreement for the Sale of Town-Owned Property Located on 20 Dittos Lane, Authorizing the Town Manager to Execute all Documents Needed to Complete the Transaction in a Form Acceptable to the Town Attorney.
3. Adopt a Resolution to Provide Temporary Modifications to Specific Provisions Related to Business Permits, Processes, Provisions, and Activities during the COVID-19 Pandemic to Offer Economic Relief, Recovery, and Opportunities for Community and Economic Vitality.
4. Approve the Scoring Rubric for the Town's Community Grant Program.
5. Receipt and Expenditure of California State Library Grant Funds.
6. State Homeland Security Grant Program (SHSGP)
  - a. Accept State Homeland Security Grant Program (SHSGP) funding and authorize budget adjustments in the amount up to \$102,000 to recognize grant funding from SHSGP.
  - b. Authorize Town Manager to execute required agreement and grant documents to receive funds in accordance with SHSGP requirements.
7. Operating and Capital Budgets
  - a. Adopt a resolution approving the Town of Los Gatos Fiscal Year (FY) 2020/21 Operating Budget and FY 2020/21 – 2024/25 Capital Improvement Program (CIP), new appropriations, other approved adjustments, minor corrections, and carryforward appropriations
  - b. Adopt a resolution approving commitment of fund balances under GASB 54.
  - c. Confirm the General Fund Reserve Policy, Long term Debt Policy, Investment Policy, and IRS Section 115 Pension Trust and OPEB Trust Investment Policy.
8. Approve an Expenditure Budget Adjustment in the General Fund (Restricted PARS Pension Trust Assets) in the Amount of \$4,753,965 to Reflect the Payment from the PARS Restricted Pension Trust Assets Reported in the General Fund to CalPERS During FY 2019/20.
9. Authorize the Town Manager to Amend the Scope of Services to the Construction Agreement with Silicon Valley Paving for the Creek Trail, Park Pathway, and Parking Lot Seal Coat and Striping Project (18-831-4609) in an Amount of \$50,000 for Additional Work, for a Total Contract Amount Not To Exceed \$191,180 Including a 10% Contingency.
10. Authorize the Following Actions for the Massol Intersection Improvements Project (19- 813-0236): a. Approve the Plans and Specifications; b. Authorize the Town Manager to Advertise the Project for Bid; c. Authorize the Town Manager to Award and Execute a Construction Agreement in an Amount not to Exceed \$349,760, Including Contingencies and Change Orders; and d. Authorize Staff to Execute Future Change Orders in an Amount not to Exceed Twenty Percent of the Contract Award Amount.
11. Authorize the Town Manager to Negotiate and Execute an Agreement with Econolite Systems, Inc. in an Amount Not to Exceed \$581,649 for the Adaptive Signal Control and Advanced Traffic Management Systems for the Los Gatos Smart Signals Project (Project #813-0227 Traffic Signal Modernization).

Consent Items continued -

12. Authorize the Town Manager to Execute a Second Amendment to the Agreement for Services with Brightview Tree Care Services, Inc. to: a. Increase Compensation for FY 2019/20 in an Amount of \$47,000 for a Total Annual Contract Amount Not to Exceed \$247,000. b. Increase Compensation for FY 2020/21 in an Amount of \$147,000 for a Total Annual Contract Amount not to Exceed \$247,000, for a Total Agreement Amount Not to Exceed \$941,000. c. Approve a budget transfer of \$47,000 in FY 2019/20 from the Town's Tree Replacement Fund to the Streets and Signals Program budget.
13. Authorize the Town Manager to Execute an Agreement with SWCA Environmental Consultants in the Amount of \$199,828.

Items 2 and 7 were pulled from the Consent Items.

**MOTION:** Motion by Council Member Sayoc to approve Consent Items with the exception of items 2 and 7. **Seconded by Council Member Rennie.**

**VOTE:** Motion passed unanimously with Council Member Sayoc abstaining from item 4.

## VERBAL COMMUNICATIONS

Rob Stump

- Commented in support of wildfire safety and encouraged the Town to prioritize wildfire safety and evacuation plans by addressing street width to allow emergency vehicle access.

Michael Burke

- Expressed concern regarding protests.

Margaret Jacobson

- Expressed concerns regarding the continued shelter-in-place Order and requested that the Council contact Santa Clara County Public Health Officer Dr. Sara Cody to allow the Town to reopen.

Jon Witty

- Commented in support of wildfire safety through improved communication procedures, technology, and evacuation routes.

Julie Evarkiou, Wavelength Salon

- Requested that the Council allow the salons to reopen.

Verbal Communications continued -

Teryle Ward, Wavelength Salon

- Requested that the Council allow the salons to reopen.

Heidi Owens

- Thanked the Town Council and the Town Clerk for publishing the Zoom teleconferencing meeting link and password on the meeting agenda.

### **ITEMS PULLED FROM CONSENT**

2. Adopt a Resolution Approving the Vacant Land Purchase Agreement and First Amendment to the Agreement for the Sale of Town-Owned Property Located on 20 Dittos Lane, Authorizing the Town Manager to Execute all Documents Needed to Complete the Transaction in a Form Acceptable to the Town Attorney.

Arn Andrews, Assistant Town Manager, presented the staff report.

Mayor Jensen opened public comment.

Sarah Chaffin

- Thanked the Council for moving forward with the Dittos Lane project.

Lee Quintana

- Commented with questions regarding the process of the project.

Heidi Owens

- Requested the item be continued to the next Council meeting to allow for public input, requested clarification regarding the contract providing property or development rights and suggested that this item should not have been placed on the consent calendar.

Mayor Jensen closed public comment.

Council discussed the matter.

**MOTION: Motion by Council Member Sayoc** to adopt a resolution approving the vacant land purchase agreement and first amendment to the agreement for the sale of town-owned property located on 20 Dittos Lane, authorizing the Town Manager to execute all documents needed to complete the transaction in a form acceptable to the Town Attorney. **Seconded by Vice Mayor Spector.**

**VOTE: Motion passed unanimously.**

7. Operating and Capital Budgets

- a. Adopt a resolution approving the Town of Los Gatos Fiscal Year (FY) 2020/21 Operating Budget and FY 2020/21 – 2024/25 Capital Improvement Program (CIP), new appropriations, other approved adjustments, minor corrections, and carryforward appropriations.
- b. Adopt a resolution approving commitment of fund balances under GASB 54.
- c. Confirm the General Fund Reserve Policy, Long term Debt Policy, Investment Policy, and IRS Section 115 Pension Trust and OPEB Trust Investment Policy.

Laurel Prevetti, Town Manager, presented the staff report.

Mayor Jensen opened public comment.

Matthew Hudes

- Commented that there is not enough flexibility in the budget and suggested specific actions that the Council could take to understand different revenue scenarios.

Sean Clark

- Expressed concern regarding increased police funding and requested funds be reallocated to the community purposes, such as environmental sustainability.

Eve Javie

- Expressed concern regarding increased police funding and requested funds be reallocated to the environmental sustainability.

Sierra Barsten

- Expressed concern regarding increased police funding and requested funds be reallocated to the environmental sustainability.

Kira Barsten

- Expressed concern regarding increased police funding and requested funds be reallocated to the community and climate action plans.

Rebecca Nishide

- Expressed concern regarding increased police funding and requested funds be reallocated to the community for mental health services provided by another Department.

Dinu Abeywickrema

- Expressed concern regarding increased police funding and requested funds be reallocated to the small business community.

Public comment was closed.

Item #7 continued -

Council discussed the matter.

**MOTION: Motion by Mayor Jensen to**

1. Adopt a resolution approving the Town of Los Gatos fiscal year (FY) 2020/21 operating budget and FY 2020/21 – 2024/25 capital improvement program (CIP), new appropriations, other approved adjustments, minor corrections, and carryforward appropriations.
2. Adopt a resolution approving commitment of fund balances under GASB 54.
3. Confirm the General Fund Reserve Policy, Long term Debt Policy, Investment Policy, and IRS Section 115 Pension Trust and OPEB Trust Investment Policy.
4. Reiterate fire safety as a budget priority.

**Seconded by Council Member Rennie.**

**VOTE: Motion passed unanimously.**

**PUBLIC HEARINGS**

14. Consider Approval of a Temporary Sign Permit Application on Property Zoned C-1:PD Located at 110 E. Main Street. APN 529-34-108. Temporary Sign Permit Application SN20-029. Property Owner: Town of Los Gatos. Applicant: Veterans Memorial and Support Foundation of Los Gatos

Sean Mullin, Associate Planner, presented the staff report.

Mayor Jensen opened public comment.

John Lochner

- Supported the temporary sign permit.

Lee Quintana

- Opposed the temporary sign permit and recommended that the Council modify the zoning code to allow the sign.

Heidi Owens

- Supported the temporary sign permit.

Public Hearing closed.

Council discussed the matter.

PAGE 7 OF 7

SUBJECT: Draft Minutes of the Town Council Meeting of June 2, 2020

DATE: June 11, 2020

Item #14 continued -

**MOTION:** Motion by Council Member Sayoc to approve a temporary sign permit application on property zoned C-1:PD located at 110 E. Main Street. APN 529-34-108. Temporary sign permit application SN20-029. Property owner: Town of Los Gatos. Applicant: Veterans Memorial and Support Foundation of Los Gatos. **Seconded** by Vice Mayor Spector.

## **ADJOURNMENT**

The meeting adjourned at 9:12 p.m.

Submitted by:

---

Jenna De Long, Deputy Clerk