



**TOWN OF LOS GATOS
COUNCIL MEETING AGENDA
APRIL 1, 2025
110 EAST MAIN STREET AND TELECONFERENCE
TOWN COUNCIL CHAMBERS
7:00 PM**

*Matthew Hudes, Mayor
Rob Moore, Vice Mayor
Mary Badame, Council Member
Rob Rennie, Council Member
Maria Ristow, Council Member*

IMPORTANT NOTICE

This is a hybrid meeting and will be held in-person at the Town Council Chambers at 110 E. Main Street and virtually through Zoom Webinar (log-in information provided below). Members of the public may provide public comments for agenda items in-person or virtually through the Zoom Webinar by following the instructions listed below. The live stream of the meeting may be viewed on television and/or online at www.LosGatosCA.gov/TownYouTube.

HOW TO PARTICIPATE

The public is welcome to provide oral comments in real-time during the meeting in three ways:

Zoom Webinar (Online): Join from a PC, Mac, iPad, iPhone or Android device. Please use this URL to join: <https://losgatosca.gov.zoom.us/j/85481444677?pwd=561kip53XZTmhrTCwGDoNCvDTWQnwJ.1>

Passcode: 535103. You can also type in 854 8144 4677 in the “Join a Meeting” page on the Zoom website at www.zoom.us and use passcode 535103.

When the Mayor announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand.

Telephone: Please dial (877) 336-1839 for US Toll-free or (636) 651-0008 for US Toll. (Conference code: 1052180)

If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

In-Person: Please complete a “speaker’s card” located on the back of the chamber benches and return it to the Town Clerk before the meeting or when the Mayor announces the item for which you wish to speak.

- NOTES:** (1) Comments will be limited to three (3) minutes or less at the Mayor’s discretion.
(2) If you are unable to participate in real-time, you may email to Clerk@losgatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment).
(3) Deadlines to submit written comments are:
11:00 a.m. the Thursday before the Council meeting for inclusion in the agenda packet.
11:00 a.m. the Monday before the Council meeting for inclusion in an addendum.
11:00 a.m. on the day of the Council meeting for inclusion in a desk item.
(4) Persons wishing to make an audio/visual presentation may do so only on agenda items and must submit the presentation electronically to Clerk@losgatosca.gov no later than 3:00 p.m. on the day of the Council meeting.

CALL MEETING TO ORDER

ROLL CALL

APPROVE REMOTE PARTICIPATION *(This item is listed on the agenda in the event there is an emergency circumstance requiring a Council Member to participate remotely under AB 2449 (Government Code 54953)).*

PLEDGE OF ALLEGIANCE

PRESENTATIONS

- i. Proclamation: Los Gatos Poetry Month and Poetry Reading by Poet Laureate William Ward Butler.
- ii. West Valley Community Services Presentation.

CONSENT ITEMS *(Consent Items are considered routine Town business and may be approved by one motion. Any member of the Council may remove an item from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Mayor asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 1 of this agenda. If an item is removed, the Mayor has the sole discretion to determine when the item will be heard.)*

1. Approve the Minutes of the March 18, 2025 Closed Session Town Council Meeting.
2. Approve the Minutes of the March 18, 2025 Town Council Meeting.
3. Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the 2024 Annual Street Repair and Resurfacing Project (CIP No. 811-9901), Completed by O’Grady Paving, and Authorize the Town Clerk to File for Recordation.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Town Council on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Town Council. The law generally prohibits the Town Council from discussing or taking action on such items. However, the Council may instruct staff accordingly. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to no more than three (3) minutes or such time as authorized by the Mayor.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

4. Discuss and Provide Direction to Staff on Options and Budget Considerations for the Town’s Annual Special Events for Fiscal Year 2025-26
5. Receive a Report on the Montebello Bollard Project (CIP No. 813-0235) and Provide Direction to Staff.

PUBLIC HEARING NOTIFICATION:

The consideration of an appeal of a Community Development Director incompleteness determination for an application related to 178 Twin Oaks Drive was noticed for a Public Hearing on April 1, 2025. However, it **has been removed from this agenda** to allow staff additional time for further evaluation of the information provided by the appellant.

COUNCIL / MANAGER MATTERS

CLOSED SESSION REPORT

ADJOURNMENT *(Council policy is to adjourn no later than midnight unless a majority of Council votes for an extension of time.)*

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk’s Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

NOTE: The ADA access ramp to the Town Council Chambers is under construction and will be inaccessible through June 2025. Persons who require the use of that ramp to attend meetings are requested to contact the Clerk’s Office at least two (2) business days prior to the meeting date.

NOTICE REGARDING SUPPLEMENTAL MATERIALS - Materials related to an item on this agenda submitted to the Town Council after initial distribution of the agenda packets are available for public inspection in the Clerk’s Office at Town Hall, 110 E. Main Street, Los Gatos and on Town’s website at www.losgatosca.gov. Town Council agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.



**TOWN OF LOS GATOS
COUNCIL CLOSED SESSION MINUTES**

MEETING DATE: 04/01/2025

ITEM NO. 1.

ITEM NO: 1

**DRAFT
Minutes of the Town Council Special Meeting – Closed Session
Tuesday, March 18, 2025
5:15 P.M.**

The Town Council of the Town of Los Gatos conducted a special meeting in person to hold a Closed Session.

MEETING CALLED TO ORDER AT 5:15 P.M.

ROLL CALL

Present: Mayor Matthew Hudes, Vice Mayor Rob Moore, Council Member Mary Badame, Council Member Rob Rennie (participating remotely), and Council Member Maria Ristow.
Absent: None.

VERBAL COMMUNICATIONS (ONLY ON ITEMS ON THE AGENDA)

No one spoke.

Gabrielle Whelan, Town Attorney announced the closed session titles as listed on the agenda.

THE TOWN COUNCIL MOVED TO CLOSED SESSION ON THE FOLLOWING ITEMS:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case.
2. CONFERENCE WITH LEGAL COUNSEL— EXISTING LITIGATION (Government Code §54956.9(d)(1)) Walsh v. Town of Los Gatos Case Number: 24VC439693
3. EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957(b)(1)
Title: Town Attorney.

The Town Council announced at approximately 6:15 p.m. that the meeting was continued to approximately 6:30 p.m.

Mayor Hudes reconvened the meeting at approximately 6:25 p.m. and the Town Council moved to closed session.

There was no reportable action.

ADJOURNMENT

The meeting adjourned at approximately 6:40 p.m.

Attest:

Submitted by:

Jenna De Long, Deputy Town Clerk

Chris Constantin, Town Manager



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/01/2025

ITEM NO. 2.

ITEM NO: 2

**DRAFT
Minutes of the Town Council Meeting
Tuesday, March 18, 2025
7:00 P.M.**

The Town Council of the Town of Los Gatos conducted a regular meeting in person and via teleconference.

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

ROLL CALL

Present: Mayor Matthew Hudes, Vice Mayor Rob Moore, Council Member Mary Badame, Council Member Rob Rennie (participating remotely), Council Member Maria Ristow.

Absent: None

Katy Nomura PLEDGE OF ALLEGIANCE

Council Member Badame led the Pledge of Allegiance. The audience was invited to participate.

PRESENTATIONS

Mayor Hudes read a Proclamation for Red Cross Month.

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

1. Approve the Minutes of the March 4, 2025, Special Town Council Meeting.
2. Approve the Minutes of the March 4, 2025, Closed Session Town Council Meeting.
3. Approve the Minutes of the March 4, 2025 Town Council Meeting.
4. Receive the Monthly Financial and Investment Report for January 2025.
5. Authorize the Town Manager to execute a Five-Year Agreement for Services with Professional Powerwashing and Property Maintenance, Inc. (PPWPM, INC) for Downtown Power Washing for a Total Agreement Amount Not to Exceed \$249,924.
6. Adopt a Resolution Granting an Appeal of a Planning Commission Decision to Approve an Architecture and Site Application for the Construction of a New Single-Family Residence with Reduced Side and Rear Yard Setbacks, Site Improvements Requiring a Grading Permit, and Removal of Large Protected Trees on Vacant Property Zoned R-1:20, and Remanding the Matter to the Planning Commission. Located at 45 Reservoir Road. APN 529-33-054. Architecture and Site Application S-22-048. Categorically Exempt Pursuant to CEQA Guidelines Section 15303: New Construction or Conversion of Small Structures. Property Owner: Farnaz Agahian. Applicant: Gary Kohlsaas, Architect. Appellant: Mary J. Vidovich. Project Planner: Sean Mullin.
7. Approved the Recommended Changes to the Town's Investment Policy.

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SUBJECT: Draft Minutes of the Town Council Meeting of March 18, 2025

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8. Authorize the Town Manager to Execute a Five-Year Agreement for Services with Sweeping Corp of America for Additional Street Sweeping Services and to Provide Emergency Call Out Sweeping for a Total Agreement Amount Not to Exceed \$235,308.
9. Approve the First Amendment to the Purchase and Sale Agreement for Property Adjacent to Shannon Road to Include the Assignment and Assumption of Purchase Agreement; and Authorize the Town Manager to Execute the Agreement.
10. Accept the Annual Progress Report for General Plan and Housing Element Implementation.

Council Member Badame pulled item ten.

Gabrielle Whelan, Town Attorney, made an announcement for item nine, the request is that the Town Manager be authorized to sign an assignment and amendment of the Shannon Road purchase agreement and asked that be expanded to include authorization to sign any documents that are required in escrow such as the Certificate of Acceptance.

Mayor Hudes opened public comment.

No one spoke.

Mayor Hudes closed public comment.

MOTION: Motion by Council Member Ristow to approve items one through nine on the consent calendar with the inclusion of the additional language provided by the Town Attorney for item nine. **Seconded by Vice Mayor Moore.**

VOTE: Motion passed unanimously by roll call vote.

VERBAL COMMUNICATIONS

Alex Kamas

- Commented on options presented at a Complete Streets and Transportation Commission's meeting related to beach traffic and requested a traffic study to explore potential impacts.

Daniel Roberts

- Commented on concerns with the opening of a Tesla dealership, the CEO of the company, and the reduction of federal funding.

Rob Stump

- Commented on concerns with potential Builder's Remedy projects and requested an environmental impact report for each project.

Gus Who

- Commented on censorship, the pledge of allegiance, safety on Lynn Avenue, water bills, and the upcoming World Cup.

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SUBJECT: Draft Minutes of the Town Council Meeting of March 18, 2025

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Jo Greiner

- Commented on the country's current administration and read a statement from Maya Angelou.

Susan Burnett

- Commented on the presidential senior advisor for the Department of Government Efficiency (DOGE).

Dhanya Ramanan

- Commented on concerns with the actions of the President's administration.

Lynley

- Commented on censorship, the president, the senior advisor for the DOGE, and concerns with democratic affiliates.

John Eichinger

- Commented on concerns with builder's remedy.

PUBLIC HEARINGS

11. The Introduction of an Ordinance Amending Chapter 29 (Zoning Regulations) of the Town Code Regarding Emergency Shelters, Small Employee Housing, Transitional Housing, Supportive Housing, Employee Housing, Group Homes, and Findings for Reasonable Accommodation Requests, Pursuant to Implementation Program AP of the 2023-2031 Housing Element Will Be Rescheduled to a Future Date.

Chris Constantin, Town Manager, stated this item was advertised to be heard on March 18, 2025, but will be rescheduled to a future date.

OTHER BUSINESS

12. Discuss the Impacts of Recent Executive Orders on the Town's Federal Funding and Grants.

Chris Constantin, Town Manager, presented the staff report.

Mayor Hudes opened public comment.

Kimberly Snyder, NUMU

- Commented on concerns with the Executive Orders issues on March 14 and the potential impact on funding.

Annie Schwartzstein

- Commented on concerns with reduced federal funding and requested Council discuss this topic at future meetings.

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SUBJECT: Draft Minutes of the Town Council Meeting of March 18, 2025

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Lee Quintana

- Commented on concerns with the Executive branch of government and requested the Council make a statement to oppose rescission of federal funding.

Mary Hoover

- Commented on concerns with the federal administration and the impact of executive orders on funding and safety.

Karla Albright

- Commented on concerns with the federal government and provided suggestions to help support the community.

Kathleen Miller

- Commented on concerns with the Presidential administration's actions and the impacts on funding for schools.

Jeff Suzuki, Los Gatos Anti-Racism Coalition

- Commented on concerns with the loss of federal funding and impacts of actions of the federal government on community services and safety.

Gus Who

- Commented on concerns with the Presidential administration.

Richard Kananen

- Requested clarification on which federal actions are preventing the funding of the items listed in the staff report.

Dhanya Ramadan

- Commented on concerns with the federal government and funding for fire safety.

Debbie Lowe

- Commented on the public education and library systems and stated concerns with impacts of funding cuts.

Kimsey Lee, Los Gatos Anti-Racism Coalition

- Commented on concerns with the federal administration and the impacts on the community.

Allison Payne

- Commented on concerns with federal funding and the impacts of the federal administration's actions on the community.

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Autumn

- Commented on concerns with the potential loss of federal funding and the impacts on the community.

Carmen Lo

- Commented on concerns with the potential loss of federal and the impacts of the federal administration's actions on the community.

Mayor Hudes closed public comment.

Council discussed the item.

Mayor Hudes called a recess at 9:13 p.m.

Mayor Hudes reconvened the meeting at 9:29 p.m.

MOTION: Motion by Vice Mayor Moore to direct staff to return to the Town Council every other month, for the next year, with the intention to skip July and meet in August, with an agenda item similar to the one received this evening addressing actions of the federal government. The intention of the item is to provide the Council the option to discuss actions the Town of Los Gatos can take locally to address actions the Council can take to address the negative impacts of the federal government. **AMENDMENT:** change the motion to: direct staff to return to the Town Council every other month, skipping July, with an agenda item addressing the local financial impacts of action from the federal government. Further, this agenda item should provide the opportunity for Council Members and residents to discuss the possible actions the Town of Los Gatos can take locally to protect our community members from the impacts of the federal government and the ways we can mitigate harmful budgetary, programmatic, and service consequences. **Seconded by Council Member Ristow. The passage of the alternate motion negated this motion.**

ALTERNATE MOTION: Motion by Mayor Hudes to direct staff to return to the Town Council every other month, skipping July, with an agenda item addressing the local financial impacts of action from the federal government. Further, this agenda item should provide the opportunity for Council Members and residents to discuss the possible actions the Town of Los Gatos can take locally to provide services to our residents or Town services that the Town supports in response to federal funding cuts or curtailment of services. **Seconded by Council Member Rennie.**

Council Member Rennie asked for clarification from the Mayor if the motion said: "Town services or the services the Town supports." The Mayor agreed.

VOTE: Motion passed 4-1 by roll call vote. Council Member Badame voted no.

SUBJECT: Draft Minutes of the Town Council Meeting of March 18, 2025

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SECOND ALTERNATE MOTION: Motion by Vice Mayor Moore to direct staff to return to the Town Council every other month, skipping July, with an agenda item addressing the local financial impacts of action from the federal government. Further, this agenda item should provide the opportunity for Councilmembers and residents to discuss the possible actions the Town of Los Gatos can take locally to support our community members from impacts of the federal administration. **Seconded by Council Member Ristow.**

VOTE: Motion failed 2-3 by roll call vote. Council Member Rennie, Council Member Badame, and Mayor Hudes voted no.

13. Approve the 2025 Community Health and Senior Services Commission Work Plan.

Katy Nomura, Assistant Town Manager, presented the staff report.

Mayor Hudes opened public comment.

No one spoke.

Mayor Hudes closed public comment.

Council discussed the item.

MOTION: Motion by Council Member Ristow to approve the 2025 Community Health and Senior Services Commission Workplan as outlined in Attachment 1. **Seconded by Council Member Badame.**

VOTE: Motion passed unanimously by roll call vote.

14. Approve the Proposed Tolling Agreement for Newtown Development at 15495 Los Gatos Boulevard and Authorize Execution by Town Manager.

Gabrielle Whelan, Town Attorney, presented the staff report.

Mayor Hudes opened public comment.

Rich Stevens

- Commented on protecting the current businesses on the property and was supportive of the Tolling agreement to allow time for the design of the townhome proposal with the addition of a time limit.

Travis Engleman

- Commented on concerns with the impacts this project and similar projects on the Town.

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Carin Yamamoto

- Commented on the supplemental material provided at the March 4 Town Council meeting, stated concerns with safety, and was supportive the townhome proposal.

Julianne Sylva Savage

- Commented on concerns with project height and the absence of a time limit for the agreement.

Lee Fagot

- Requested a reasonable extension time, retain current businesses, and commented on concerns with safety.

Karen DiLullo

- Commented on concerns with parking, the loss of retail, and the impact this project will have on the Town.

Jubie Jaramillo

- Commented on concern with the seven-story proposal and was not in favor of the Tolling Agreement.

Tammy Gore

- Commented on concern with the seven-story proposal and would like to find a compromise.

Mayor Hudes closed public comment.

Council asked questions of staff and the applicant and discussed the item.

Gabrielle Whelan, Town Attorney, addressed a question about a time limit stating that the agreement could be expanded to say that the Tolling Agreement terminates if the applicant has not submitted a planning application for the town home project by March 31, 2026, or once the town has rendered its final decision on the town home project, or December 31 2027, is the end date for the Tolling Agreement, whichever occurs first.

MOTION: Motion by Council Member Ristow to approve the proposed Tolling Agreement for Newtown Development at 15495 Los Gatos Boulevard and authorize the Town Manager to execute the agreement with modifications to the agreement with the timeline outlined by the Town Attorney adding additional dates where the Tolling agreement is extended until approval by Council or until one party terminates the agreement, and the additional dates are March 2026 to have a submission of a project and to expire December 31, 2027. **AMENDMENT:** if there is a need for a meet and confer, at least one member of the Town Council will be involved in that meeting. **Seconded** by Vice Mayor Moore.

VOTE: Motion passed unanimously by roll call vote.

SUBJECT: Draft Minutes of the Town Council Meeting of March 18, 2025

DATE: March 18, 2025

Pulled Consent Item

10. Accept the Annual Progress Report for General Plan and Housing Element Implementation.

Sean Mullin, Planning Manager, presented the staff report.

Mayor Hudes opened public comment.

Lee Fagot

- Commented on concerns with safety and potential builders remedy projects impacts.

Mayor Hudes closed public comment.

Council discussed the item.

MOTION: Motion by Council Member Ristow to accept the Annual Progress Report for General Plan and Housing Element Implementation for 2024. Seconded by Vice Mayor Moore.

VOTE: Motion passed unanimously by roll call vote.

COUNCIL/TOWN MANAGER REPORTS

Council Matters

- Vice Mayor Moore stated he attended the Kyle J. Taylor Foundation Ribbon Cutting; stated he discussed various topics with residents at his Vice Mayor Happy Hour; met with Valley Transportation Authority (VTA) staff; attended the State of the Valley Address, the Los Gatos-Monte Sereno Police Foundation Ball, the Civicwell Policy Makers Conference, a West Valley Sanitation District Authority Board Meeting, a Finance Commission meeting, and a VTA Board of Directors meeting.
- Council Member Rennie stated he attended the Joint Venture State of the Valley Address and a Silicon Valley Clean Energy Authority (SVCEA) Board of Directors meeting.
- Council Member Ristow stated in addition to the items mentioned by the Vice Mayor, attended the Los Gatos-Monte Sereno Police Foundation Ball, the Finance Commission meeting as an observer, a Conceptual Development Advisory Committee (CDAC) meeting, the Civicwell Policy Makers Conference, and a CalCities 2025 Legislation Webinar.
- Council Member Badame stated she attended the Los Gatos-Monte Sereno Police Foundation Ball, a Finance Commission meeting, a CDAC meeting, and the Los Gatos Little League Opening Day Ceremony.
- Mayor Hudes stated he met with the Chamber of Commerce, the community center fundraising group; participated in the Finance Commission meeting, the Kyle J. Taylor Foundation Ribbon Cutting, the Cities Association Board of Directors meeting; met with Congressman Sam Liccardo; and spoke about the upcoming "Ham Cram" event to get licensed as an amateur emergency radio operator.

SUBJECT: Draft Minutes of the Town Council Meeting of March 18, 2025

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Town Manager Matters

- Stated he had no matters to report.

Closed Session Report

Gabrielle Whelan, Town Attorney, stated the Town Council met in closed session to discuss anticipated litigation pursuant to Government Code 54956(d)(4), existing litigation pursuant to Government Code 54956.9(d)(1), and a Town Attorney employee performance evaluation, and there is no reportable action.

ADJOURNMENT

The meeting adjourned at 11:38 p.m.

Respectfully Submitted:

Jenna De Long, Deputy Town Clerk



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/01/2025

ITEM NO. 3.

ITEM NO: 3

DATE: March 27, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the 2024 Annual Street Repair and Resurfacing Project (CIP No. 811-9901), Completed by O’Grady Paving, and Authorize the Town Clerk to File for Recordation

RECOMMENDATION:

Authorize the Town Manager to execute a Certificate of Acceptance and Notice of Completion (Attachment 1) for the 2024 Annual Street Repair and Resurfacing Project (CIP No. 811-9901), completed by O’Grady Paving, and authorize the Town Clerk to file for recordation.

BACKGROUND:

The 2024 Annual Street Repair and Resurfacing Project is an annual project for street rehabilitation activities throughout the Town to enhance safety for all travel modes and maintain the roadway infrastructure.

The project began bid advertising on Friday, April 12, 2024. On May 8, 2024, bid packages were opened and six contractors submitted bids. On June 4, 2024, the Town Council approved the staff recommendation to award the construction to O’Grady Paving in the amount of \$3,274,430. The council action also set aside a 10% contingency in the amount of \$327,443 for change orders.

DISCUSSION:

The construction project started in June 2024 and O’Grady Paving has since satisfactorily completed all contracted work items. The work completed included the repair of isolated areas for pavement, asphalt overlay, slurry seal, adjusting utility elevations, and replacing striping and

PREPARED BY: Gary Heap
Town Engineer

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

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SUBJECT: Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the 2024 Annual Street Repair and Resurfacing Project (CIP No. 811-9901), Completed by O'Grady Paving, and Authorize the Town Clerk to File for Recordation

DATE: March 27, 2025

signage. Additional work included upgrading some bike lanes to improve safety. The work locations are shown on the project plans linked here:

<https://www.losgatosca.gov/DocumentCenter/View/39481/2024-Annual-Resurfacing-Project---Street-List?bidId=>

Two change orders were executed for this project. Change Order 1 was valued at \$37,922.50 and allowed for pedestrian and vehicular signage and striping improvements requested by the Town Traffic Engineer. The improvements were recommended based on community feedback and Safe Routes to School requirements. Change Order 2 for \$281,146.00 paid for additional striping, base repair, and overlay for ongoing pavement issues in locations beyond the project plans. Many of these locations were unforeseen and came about due to weather failures. The change orders were absorbed by the project's 10% contingency fund.

The final project design and construction cost was \$3,696,929. Staff recommends accepting the project at this time.

Five percent of the faithful performance bonds will remain in effect for a period of two years as a guarantee for any needed repair or replacement caused by defective materials and/or workmanship for the project. The execution and recordation of the Certificate of Acceptance is required to finalize the Town's acceptance and to release the retention funds withheld from the contractor.

CONCLUSION:

This action formally accepts the contractor's work meets the Town's standards and requirements. The completion of the required work finalizes all contractual obligations, allowing for the release of retention and recordation of

COORDINATION:

This project has been coordinated with the Finance Department.

FISCAL IMPACT:

The fiscal table below reflects a multi-year project that crosses FY 2023/24 and FY 2024/25. The table reflects the updated project budget and costs accrued to date. There may be additional miscellaneous charges for the final closeout of the project. The project balance carries forward to the next Annual Street Repair and Resurfacing Project. The table also reflects associated personnel costs from operating budget program 5201.

SUBJECT: Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the 2024 Annual Street Repair and Resurfacing Project (CIP No. 811-9901), Completed by O’Grady Paving, and Authorize the Town Clerk to File for Recordation

DATE: March 27, 2025

2024 Annual Street Repair and Resurfacing Project CIP Project 811-9901		
	Budget	Costs
GFAR	\$ 4,847,044	
Gas Tax	\$ 3,298,619	
Total Budget	\$ 8,145,663	
Project Design and Construction		\$ 3,696,929
Consultation Services		\$ 61,540
Total Expenditures		\$ 3,758,469
Remaining Budget Carries Forward to the next Annual Street Repair Project		
		\$ 4,387,194
Staff Costs		
Operating Budget		135,077
Total Staff Costs		\$ 135,077

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorical Exempt (Section 15301c). A Notice of Exemption was previously filed.

Attachments:

1. Certificate of Acceptance and Notice of Completion
2. Verification of Work

Recording Requested by:
TOWN OF LOS GATOS

WHEN RECORDED MAIL TO:

TOWN CLERK
TOWN OF LOS GATOS
110 E MAIN ST
LOS GATOS, CA 95030

(SPACE ABOVE BAR FOR RECORDER'S USE)

(RECORD WITHOUT FEE UNDER GOVERNMENT CODE SECTIONS 27383 AND 6103)

TYPE OF RECORDING
CERTIFICATE OF ACCEPTANCE AND NOTICE OF COMPLETION
PPW JOB NO. 811-9901 2024 Annual Street Repair and Resurfacing Project

TO WHOM IT MAY CONCERN:

I do hereby certify that **O’Grady Paving, Inc.** completed the work called for in the agreement with the Town of Los Gatos dated June 2024. The work is outlined in the Town’s bid process prepared by the Town of Los Gatos and generally consisted of furnishing all labor, materials, tools, equipment, and services required for completion of the PPW Job No. 24-811-9901 located in the TOWN OF LOS GATOS, County of Santa Clara, State of California and was completed, approved and accepted **April 1, 2025.**

Bond No.: 107887827
Date: June 10, 2024

TOWN OF LOS GATOS

By: _____
Chris Constantin, Town Manager

Acknowledgement Required



**TOWN OF LOS GATOS
PARKS AND PUBLIC WORKS COMMENTS**

To: Chris Constantin
From: Nicolle Burnham
Date: March 11, 2024
Subject: Notice of Acceptance

Acceptance of Work for the 2024 Annual Street Repair and Resurfacing Project (CIP No. 813-9901)

The work performed under this contract was inspected by authorized representatives of the Town, Contractor and Engineer, and determined to be complete. The Division Manager acknowledges the completion of this project and requests the Town Manger to sign the Certificate of Acceptance form.

Date of Final Inspection: 1/15/25

Project Participants: Kevin Selfridge, Janice Chin, Saurabh Nijhawan, Gary Heap (Town of Los Gatos)
Dennis Duran (O’Grady Paving, Inc.)

1. All construction and punch list items have been completed? Yes
2. All change orders have been executed? Yes
3. Claims if any have been resolved? N/A

REVIEWED AND APPROVED BY:

Saurabh Nijhawan
SENIOR CIVIL ENGINEER

DATE: 3-11-25

Gary Heap
TOWN ENGINEER

DATE: 3/16/2025

Nicolle Burnham
DIRECTOR OF PUBLIC WORKS

DATE: 3/18/2025



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/01/2025

ITEM NO. 4.

ITEM NO: 4

DATE: March 24, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Discuss and Provide Direction to Staff on Options and Budget Considerations for the Town’s Annual Special Events for Fiscal Year 2025-26

RECOMMENDATION:

Discuss Options and Budget Considerations for the Town’s Annual Special Events, and Provide Direction to Staff as it Relates to the Following Options for Fiscal Year 2025-26:

Town staff recommends the Town Council to:

1. Eliminate Screen on the Green and Expand Spring into Green to Encompass a Broader Range of Community Organizations at the Event; or

Alternative Options:

2. Eliminate Screen on the Green and Direct No Additional Changes to the Annual Town Events; or
3. Replace Screen on the Green with a New Annual Fall Festival, either in conjunction with the Farmers Market or as a Standalone Event.

BACKGROUND:

The Town of Los Gatos embraces the opportunity to celebrate with the community through its four annual Town events and continues to support a robust special events and community vitality program. Events that take place in Los Gatos typically fall into two categories, Town events, those coordinated and implemented by Town staff, and Community Special Events, those coordinated and implemented by a community organization that require Town approval through the special event permit process. In addition, the Town supports two neighborhood road closures on Halloween, the Los Gatos Music in the Park summer concert series, and the Children’s Holiday Parade and related road closures through significant staffing and financial resources.

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Economic Vitality Manager

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

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The Town welcomes community stakeholders to coordinate community special events on a first come, first served basis in compliance with the Town Code and Special Event Permit process, and subsidizes event permit and park use fees for non-profit event organizers to provide the opportunity for community special events to take place more frequently, be implemented by a variety of organizations, and celebrate the diverse interests of the Los Gatos community. In 2024, Town staff processed 36 community special event permits. Several of these encompassed multi-day events, for a total of 62 permitted event days during the year, with about one-third of the events taking place in September and October.

The Town's annual Special Events are adopted through the budget process each year and currently include the following:

- **Spring into Green**, celebrated on a Sunday in April, typically on the weekend of Earth Day, at Town Plaza Park alongside the Farmers' Market. This event is focused on sustainability, waste diversion, environmental protection, clean water, and related community organizations; and assists the Town with meeting outreach and education goals related to a variety of sustainability efforts.
- **Los Gatos Celebrates the 4th of July**, celebrated on the 4th of July at Oak Meadow Park. The event began in the early 2000s and has since evolved into the celebration it is today, also known as Symphony in the Park, featuring a flag raising ceremony, Veterans recognition, and patriotic concert by the San José Wind Symphony, along with food trucks, a beer and wine garden, games, family activities, and more.
- **Screen on the Green**, an outdoor movie night typically celebrated on the third Friday in September at Oak Meadow Park. The event began in the early 2000s and features a family-friendly film selected by the Mayor and shown on a large outdoor screen.
- **Los Gatos in Lights, a Winter Celebration**, is held on the first Friday in December at Town Plaza Park. This community celebration blends the decades-long tradition of lighting a tree in Town Plaza Park and Santa Claus arriving by fire truck, with the new traditions of a winter celebration that lights up the entire park, delivers snow flurries, live music, and more to kick off a festive season of celebrations in Town.

On October 1, 2024, and December 17, 2024, the Town Council met to receive reports on the Town's annual events and consider options for a new fall event to either expand upon or replace Screen on the Green.

On October 1, 2024, the Town Council discussed the Town's special events, with a particular focus on Spring into Green and Screen on the Green. During this discussion, it was noted that Spring into Green is a tremendously popular for event guests and community partners/vendors wanting to participate with an outreach booth. The format of the event, on a Sunday in Town

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Plaza Park alongside the Farmers' Market, creates the opportunity for the event guest experience to feel convenient, synergetic, lively, and enriched. Staff has found that there are increasing numbers of interested booth vendors that are incredibly valuable partners doing great work for the community, although are not necessarily organizations that fit within the event's goal of educating and promoting Earth Day and related sustainability initiatives. To date, staff has made space for most vendors and partners to participate in Spring into Green. The event is now at capacity with additional interest for 2025.

It was also discussed that Screen on the Green has seen a decline in attendance over the last several years, likely due to the availability of outdoor movies and similar events taking place frequently through schools, neighborhoods, and other community groups. During its discussion, the Town Council expressed a strong interest in considering a reimagined event that allows opportunities for a variety of community stakeholders to participate so that Spring into Green's booth participants may be refocused on the original intent of waste diversion, Earth Day, and similar sustainability efforts. The Town Council directed staff to come back with a menu of options for a new Town event focused on celebrating the fabric of the Los Gatos Community including interests such as art, music, dance, culture, lifestyle, and community service organizations.

On December 17, 2024, staff returned to the Town Council with a discussion focused on the framework for the event and how it could be implemented at either Oak Meadow Park, the Civic Center Lawn, or Plaza Park. During this discussion, the Town Council agreed that a daytime event at Plaza Park appeared to be the best fit and was supportive of the elements and structure of the event as presented by staff.

The Town Council then directed staff to return with details including hard costs, staffing resources, and road closure considerations for the event at Town Plaza Park, specifically requesting that one option be similar to Spring into Green, taking place on a Sunday, alongside Farmers' Market, and the second option should consider a standalone event on a Saturday.

The general event elements discussed included creating a warm, inviting, and vibrant fall festival that celebrates the fabric of the Los Gatos Community, including activities and entertainment focusing on games, art, music, dance, culture, and lifestyle, shared through the participation of local non-profit community organizations. Event components will vary to create options that are attractive to a variety of community members, ultimately creating an event where guests feel welcomed and included.

The event will be decorated in fall colors with bales of hay as seating around a community stage and in clusters throughout the venue to encourage gatherings, conversations, and shared meals. Additionally, there will be tables with chairs, and standing/cocktail-height tables offered in various locations to appeal to a variety of comfort levels as folks gather, converse, enjoy the entertainment, and dine.

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The event elements will include fall-themed festival games, rented from a professional vendor; organic backyard-type lawn games scattered throughout the event as space allows; activity tables/booths where groups can provide their own custom activity; a community stage with both hired entertainment and local community groups performing music, dance, fashion, and art; food trucks; and other elements that align with the community stakeholders participating.

The Town Council also requested that staff seek input from the Diversity, Equity, and Inclusion (DEI) Commission on the considerations for the new Fall event. At the February 13, 2025 DEI Commission meeting, Staff provided a report to and received input from the Commission.

In general, the Commission was enthusiastically supportive of a new event offered by the Town, that celebrates the lifestyle, culture, arts, music, and community focused groups in Los Gatos. Below is a list of ideas and feedback that was provided by individual DEI Commissioners. No formal vote was taken on any of the recommendations. DEI Commissioners individually offered these opinions:

- Implementing a standalone event, not part of Farmer's Market was preferred, with a time frame of late afternoon in consideration of youth sports that are typically on Saturday mornings, although one commissioner thought beginning with the event alongside Farmer's Market for the first few years may be a good way to gain community interest, given that Farmer's Market is already a draw.
- Incorporating the idea of "breaking bread together" and "sharing a meal." There was a strong desire by a couple of Commissioners to have food be a large focus of the event, noting that "food and arts should be at the core of the event."
- Considering a partnership with the Chamber of Commerce's Taste of Los Gatos for a food centric event with cooking demonstrations and options to taste a variety of cultural foods. Noting that given the number of fall events, it may make sense to support an existing event, rather than introducing a new one.
- Considering a partnership with Los Gatos restaurants for food booths.
- Partnering with Los Gatos schools/include them in the options to participate.
- Ensuring that there are a variety of performances, including several professional dance/music/cultural groups, and looking for small businesses in Los Gatos that may offer similar lessons/programs to highlight with performances, such as Hawaiian and Tahitian Dance.
- Placing significant resources on marketing to ensure that the event is well-attended.

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- Branding the event with a name other than just “Fall Festival” to create an identity that is specific to the Los Gatos event.
- Additionally, staff has received feedback from some other community groups that the fall may be too busy of a season to add a new event. This community feedback was shared with the DEI Commission. Individual Commissioners had mixed thoughts on the timing. Some expressed that Fall was a great time to add an event, noting that highlighting the Fall Equinox could be a theme of the event, while others agreed that fall may already be busy enough.

DISCUSSION:

Since the Town Council’s last discussion on a Fall Festival on December 17, 2024, Town staff has been working to prepare information for the Town Council to support the direction given, including returning with costs and resources needed to support a new Fall Festival that is either a standalone Fall event at Town Plaza Park on the second Saturday in October, or an event that is similar to Spring into Green, that takes place alongside the Farmer’s Market on the second Sunday in October.

After researching the resources necessary to implement the event elements, staff discovered that a budget increase would be necessary for both options and came to realize that it would be a significant stretch for Town staff to add this workload in the fall. Moreover, as staff has been working with community event stakeholders, it has received feedback that fall is already a busy time for events, and having the Town add one in October may not be necessary and limits options for existing events to schedule around future holidays and conflicts.

Of the eight weekends in September and October of 2025, the Town has already received applications for four multi-day events/weekend long events, and one single day event. This does not include the anticipated new Town event, which would bring the total to six of the eight weekends occupied with large scale events. In addition, staff expects at least one more event permit application to be filed soon for an additional event in September based on recent communication. The Town Code requires that event organizers file an event permit application a minimum of 60 days prior to an event, thus staff may not know the full extent of fall event interest until well into the summer.

In consideration for keeping the budget status quo and not adding additional impact in the fall, staff is providing the additional options for the Town Council’s consideration that sunsets Screen on the Green and does not add an additional event in the fall; however, expands upon Spring into Green to be a blended event for sustainability in addition to arts, culture, music, food, lifestyle, and community service organizations. Staff believes this option can be implemented using the existing events budget and maximizing the resources that are currently allocated to Spring into Green and Screen on the Green. Alternatively, Screen on the Green

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could be sunset with no event additions or expansions. Staff recognizes that the Town is facing a significant budget deficit, and by eliminating Screen on the Green and not expanding Spring into Green, it is feasible to cut the events budget to realize a cost savings of approximately \$5,000 of the hard cost events budget.

Given these perspectives, staff has increased the options for the Town Council's discussion that considers the stakeholder interests, community vitality efforts, staff resources, and the Town's budget, including the anticipated deficit in the upcoming fiscal year.

Event Options

1. Eliminate Screen on the Green and expand Spring into Green to accommodate a larger variety of Community Organizations, relocating the event to the Civic Center lawn.
2. Eliminate Screen on the Green and direct no additional changes to the Town's annual events.
3. Replace Screen on the Green with a new annual event the second weekend in October that:
 - a. Is programmed on Sunday alongside the Farmers' Market with activities and community organizations located in Plaza Park and on Main Street between University Avenue and N. Santa Cruz Avenue.
 - b. Is programmed as a standalone event on Saturday in Plaza Park including activities and community organizations in the park and along Montebello Way and Broadway between Main Street and South Santa Cruz Avenue.

Staffing Considerations

The Town's Economic Vitality Manager and Events and Marketing Specialist (Events Team) provide the primary event management, coordination, and implementation for Town events, while relying heavily on the Police Department (PD) and Parks and Public Works Department (PPW) for support with logistics, road closures, and event safety.

The staff resources that are expended to support Town events should be considered from both a fiscal and staff workload and capacity perspective. While the cost of staffing is a large consideration for events, the impact on workload is also significant, often requiring PD and PPW staff to work overtime hours.

The chart below provides an overview of the staff hours and costs for PD and PPW for Town events, including those supported through road closures, sponsorship, and in-kind donations. With the exception of the Holiday Children's Parade, Town staff resources allocated to support community events are billed to event organizers following the event and are not indicated within the chart.

Event	PPW Staff Hours	PPW Staff Cost	PD Volunteer Hours	PD Staff Hours	PD Staff Cost	Total Staff Hours	Total Staff Cost
Spring into Green <i>Town Event</i>	103	\$ 14,000	20	24	\$ 5,100	147	\$ 19,100
Music in the Park <i>Town Sponsored Event</i>	55	\$ 7,400	0	20	\$ 5,900	75	\$ 13,300
4th of July/Symphony <i>Town Event</i>	82	\$ 11,000	24	11	\$ 2,900	117	\$ 13,900
Screen on the Green <i>Town Event</i>	8	\$ 2,000	0	3	\$ 300	11	\$ 2,300
Halloween Road Closures <i>Non-event/Public Safety</i>	26	\$ 6,100	30	98	\$ 41,600	154	\$ 47,700
Los Gatos in Lights <i>Town Event & Holiday Seasonal Light Displays</i>	220	\$ 29,000	48	97	\$ 33,300	365	\$ 62,300
Holiday Parade <i>Community Event</i>	212	\$ 32,500	288	264	\$138,400	764	\$ 170,900
Totals	706	\$ 102,000	410	517	\$227,500	2,339	\$ 329,500

As it relates to the data in the chart, it is important to note:

- Cost calculations take into account the fully burdened costs of various positions that assisted with each event, as well as overtime hours, for 2024.
- Volunteers noted from the Police Department include Youth Commissioners, Explorers, CERT and DART members volunteering at events.

The workload as it relates to Town and community events for Town staff, including the events team, PD, and PPW, intensifies as the summer progresses and continues to increase through the end of the year with holiday events. Staff from all three departments work closely with one another, and the Town’s traffic management vendor on logistics and details for the Halloween and Parade road closures, while orchestrating a variety of components for the Town and community events that take place throughout the year. Each event requires review by PPW and PD staff. With significant overtime necessary to provide the needed event support and logistics

to the two Town supported events in December (Los Gatos in Lights and Children's Holiday Parade).

Event Option Descriptions

1. **Eliminate Screen on the Green and Expand Spring into Green to become a larger community Spring Festival.**

Staff is recommending that the Town Council consider expanding Spring into Green to blend the sustainability focused programming that currently exists with elements of the programming recommended for the proposed fall event to achieve the ability to accommodate the large number of community groups that would like to participate in Spring into Green, while enhancing the activity, entertainment, and engagement options.

For this event option, the Town would have three annual events moving forward, including an expanded and reimagined spring event, the 4th of July event at Oak Meadow Park, and Los Gatos in Lights at Town Plaza Park. The event would replace and expand upon Spring into Green and take place on the same day, typically the Sunday of Earth Day, however, it is suggested that it be moved to the Civic Center Lawn. Staff believes this format will leverage the existing interest and engagement from participants and event guests and allow for the event to grow.

It would continue to celebrate Earth Day and Arbor Day, plus include celebrations of the arts, culture, music, dance, lifestyle, health and wellness, and more of Los Gatos. Blending the idea of educating the community with Earth Day related content and celebrating the diverse Los Gatos community through game and activity booths, a community stage, lawn games, tree planting, and communal dining and gathering areas. The suggested timeframe coincides with Farmer's Market, although would start later and expand past the end of Farmer's Market, likely in the 11 a.m. to 3 p.m. timeframe to provide more time for the community to gather, with the exact timing yet to be determined.

There would be no road closures necessary, and the programming would be contained to the lawn of the Civic Center, during a time when the facility is not as heavily used as it is in the late summer through fall. With the reduction in cost and staff time associated with eliminating the road closure, these resources would be reallocated into the spring event, along with the savings from sunseting Screen on the Green. Given these factors, staff does not believe any additional funding would be necessary for the event and anticipates the staff resources needed from PPW and PD to assist with event logistics would be reduced. It would be up to the individual department leaders to decide in what capacity the departments continue to take part in the event as booth/activity participants.

Event elements would include:

- Rented carnival game booths
- Activity booths
- Arbor Day tree planting
- Lawn games
- Community stage with seating
- Professional music/dance entertainment
- Professional audio-visual services
- Communal dining and conversation areas
- Food trucks
- Online & QR connected event program with active links to participants
- Target participants would include those who already attend Spring into Green, plus community-based and non-profit groups that serve Los Gatos and the surrounding communities, focused on art, culture, music, dance, lifestyle, health and wellness, and community-based services. Opportunities would be available for all Town Commissions and Departments to participate in booth activities, in addition to community and non-profit organizations.
- Anticipated Budget \$22,000, hard costs only, and staff anticipates that PPW and PD staff time would remain consistent with current levels for Spring into Green, given the departments have the capacity to support the event. As with all the options that expand or add an event, the workload for the Events Team would increase, although is more manageable as it would take place in late winter through spring, at a time when the bulk of the community events are just getting started and would incorporate the resources currently allocated to Spring into Green, allowing there to be a more balanced workload for staff. Staff believes this Town event model could be successful with a status quo budget for the Town's annual events, excluding the hard costs of the Halloween and Parade Road closures.

2. Eliminate Screen on the Green and direct no additional changes to the Town's annual events.

The Town Council may direct staff to move forward with sunseting Screen on the Green, however not implementing or expanding an event as a measure to realize a budget reduction for the cost of Town events. Staff anticipates this option would provide \$5,000 in savings from Screen on the Green, and anticipates being able to reduce the cost of 4th of July by about \$2,000 through changes in the schedule and equipment. This would reduce the hard cost budget allocation for Town events by about 10%. The Town Council could make future considerations to add an event as the fiscal environment improves.

3. Replace Screen on the Green with a new Fall Festival on the second weekend of October annually as a:

a. Fall Festival in Conjunction with Farmer's Market

This event would be formatted to take place on Sunday, October 12, 2025, at Town Plaza Park, during the Farmer's Market, approximately 11 a.m. to 1 p.m., and would follow the format previously presented to the Town Council on December 17, 2025, that is a hybrid of the standalone event programming in option one, and that which is like Spring into Green. It also includes community partners running either a game, activity booth, or offering a performance on stage that gives them the opportunity to connect with the community and share their services, though at a much smaller scale than the standalone event, as the footprint of the event is limited by the size of the park and a small section of Main Street between North Santa Cruz Avenue and University Avenue. Participation and event expansion opportunities would be limited. The event elements would include the following:

- Rented carnival game booths
- Activity booths
- Community stage with hay bale seating
- Professional music/dance entertainment
- Professional audio-visual services
- Communal dining and conversation areas
- Road closure of Main Street between North Santa Cruz Avenue and University Avenue.
- Online & QR connected event program with active links to participants
- Target participants would include community-based and non-profit groups that serve Los Gatos and the surrounding communities, focused on art, culture, music, dance, lifestyle, health & wellness, and community-based services. Opportunities would be available for all Town Commissions to participate in addition to community and non-profit organizations.
- Anticipated budget is \$20,000, hard costs only. The cost for the road closure (staff and equipment) is not included and would be absorbed within Town department budgets, likely using overtime hours, if staff resources are available. The availability of staff is typically not known until weeks before the event and it may be necessary to engage with a professional traffic control company for these services. Staff estimates that the PPW and PD staff resources necessary would be similar to that needed currently for Spring into Green, inclusive of the road closure, logistics, and event participation.

b. Standalone Fall Festival

This event would be formatted to take place on Saturday, October 11, 2025 at Town Plaza Park, including using the Montebello Way and Broadway roadways surrounding Plaza Park, beginning in the afternoon and ending before sunset. It would follow the format previously presented to the Town Council on December 17, 2025, and noted in the background of this report, including community

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partners operating either a game, activity booth, or offering a performance on stage that gives them the opportunity to connect with the community and share their services. The event elements would include the following:

- Rented carnival game booths
- Activity booths
- Lawn games
- Community stage with hay bale seating
- Professional music/dance entertainment
- Professional audio-visual services
- Communal dining and conversation areas
- Online & QR connected event program with active links to participants
- Food trucks
- Road closure of Montebello Way & Broadway from Main Street to South Santa Cruz Avenue. The pending bollard project for Montebello Way will not be completed by the fall of 2025, thus resources for a full road closure will need to be considered. Once the project is completed, the resources needed for this road closure will be significantly reduced.
- Target participants would include community-based and non-profit groups that serve Los Gatos and the surrounding communities, focused on art, culture, music, dance, lifestyle, health & wellness, and community-based services. Opportunities would be available for all Town Commissions to participate in addition to community and non-profit organizations.
- Anticipated budget \$25,000, event hard costs only. The cost for the road closure (staff and equipment) is not included and would be absorbed within Town department budgets, likely using overtime hours, if staff resources are available. The availability for staff is typically not know until weeks before the event and it may be necessary to engage with a professional traffic control company for these services.

Alternatives

There have been conversations in recent weeks, including through the discussion at the DEI Commission and regarding the DEI Commission's work plan at the March 4, 2025, Town Council meeting regarding another option for a new Fall event that is focused on food, such as an International Food Festival, or partnering with an existing event such as the Taste of Los Gatos to avoid repeating event types within the same month. If this is the direction of the Town Council, staff will need more time to work through the logistics and budget, and would appreciate specific direction on the goals, objectives, and event elements from the Town Council. Staff did some preliminary research on the concept to help support this discussion and notes that this event concept may not meet the desire previously identified to create an event that allows community organizations that provide a variety of non-profit and community benefit services to participate if they do not have a food component to share.

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For the initial research on this concept, staff assumed that the event would be focused on culturally diverse food, including international dishes, cooking demonstrations, and storytelling around the food that is enjoyed by a variety of cultures around the world, and take the place in lieu of the consideration for a standalone Fall Festival, occurring on the second Saturday in October at Town Plaza Park and on Montebello Way and Broadway.

Food booths must be located on a cleanable floor; thus, the roadway would be needed as the flooring under the booths. Tables and lawn games could be set up within the park with a stage for musical and dance performances which could correlate with the cultures represented at the food festival or feature unrepresented cultures to broaden the number of cultures shared at the event.

Food festivals can be quite complex to properly implement and must consider food booths, cooking, storing, permits, and handling regulations. With its preliminary research on the concept, staff understands this to be the most resource intensive event option of those included in this report, from both budget and staffing perspective.

Considering the following event elements, staff anticipates that a Food Festival event would require a budget of at least \$35,000 to \$40,000 and could provide a more precise budget with additional time and direction. Below are considerations that must be made for this type of event:

- Food booths – rental, set-up, location, size
- Cooking and hot/cold food storage equipment
- Generators to power food booths
- Health permits
- Lawn games
- Community stage with seating
- Professional dance/music entertainment
- Professional audio-visual services
- Communal dining and conversation areas
- The food vendor component is a large unknown for this type of event and would take time to research options through local restaurants, caterers, and licensed food vendors similar to those at Farmer’s Market. Staff is unsure if vendors would need to be paid or if a minimum sale amount must be guaranteed. This has not been included in the budget.
- Like the components noted above for a standalone fall festival, a road closure of Montebello Way and Broadway, between Main Street to South Santa Cruz Avenue would be necessary and the cost is not included in the estimated budget. It would likely be necessary to engage with a professional traffic control company for these services until the bollard project is completed.

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If it is the desire of the Town Council to ultimately incorporate a new Town event, that is a food festival, staff recommends starting with a curated food truck event, which could then grow and expand over time. With the food truck event model, cooking demonstrations and storytelling around food could still be incorporated on a stage, with entertainment woven in throughout the event. The key difference with this model is that all food prepared and distributed to the public would come from the food trucks, reducing the cost and staff time significantly. Food trucks provide their own cooking and food storage facilities, permits, licenses, insurance coverage, point of sale, and power needs within the envelope of their food truck. An event of this nature would likely need a budget of closer to \$20,000 to \$25,000, plus any minimum guarantees that are not met for the food trucks.

Finally, as the Town Council discusses options, it is important to consider that the Chamber of Commerce holds an annual event in the fall on North Santa Cruz Avenue focused on the food and drink scene in Los Gatos. The Taste of Los Gatos event, which was formerly programmed as Eat Drink Los Gatos, has been taking place for several years and closes North Santa Cruz Avenue from Bachman Avenue to Main Street offering food, wine, beer, cocktails, entertainment, community booths, and more. Rather than creating another food festival in the same timeframe, the Town Council could consider allocating support to the Taste of Los Gatos event, with stipulations around how the funding is used to encourage the inclusion of cultural dishes and non-profit participation. Currently, it is not realistic to commit to allocating any in-kind Town staff resources for a partnership with this event. The Events Team has not done extensive research into an event partnership; however, the idea was recently introduced by the Chamber of Commerce at a meeting, shortly after it was suggested by the DEI Commission, thus staff wanted to provide this context to the Town Council during the discussion, and could further pursue the feasibility of this opportunity, should the Town Council direct.

STRATEGIC PRIORITIES:

The Town's annual events are related to the core goals of:

- Civic Engagement
- Community Character

The events contribute to the following strategic priorities:

- Promote sustainability practices and protect and conserve the natural environment for present and future generations.
 - Spring into Green specifically promotes sustainability practices and provides educational opportunities for the community to learn more about protecting and conserving the natural environment for present and future generations.

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- Ensure all residents and visitors feel a sense of belonging in Los Gatos, maintaining and enhancing the Town as a welcoming, family-oriented, safe, and inclusive community.
 - Events located in the Downtown draw visitors and residents to this shopping area to foster economic and community vitality, while all Town events focus on ensuring that residents and visitors feel a sense of belonging in Los Gatos, maintaining and enhancing the Town as a welcoming, family-oriented, safe, and inclusive environment.

FISCAL IMPACT:

On February 11, 2025, the Town Council identified three strategic priorities related to emergency preparedness, prudent fiscal management, and the preservation of the Town's small-town charm while providing a range of housing opportunities; and had an additional discussion regarding the need to be strategic with spending to balance community needs with anticipated budget deficits. Subsequently, staff has included additional options for the Town Council's consideration that could either reduce or keep the budget status quo for FY 2025-26.

The current budget allocation to produce the Town's annual events including Spring into Green, 4th of July, Screen on the Green, and Los Gatos in Lights, the Town's Winter Celebration is \$65,000, accounting for only the hard costs of these events such as vendors, rentals, supplies, and other event logistics, and does not consider the staff hours from individual Town departments. Annually, an additional \$20,000 is allocated for Music in the Park, and \$44,700 is allocated to support the professional traffic management services that assist with the road closures associated with Halloween and the Children's Holiday Parade. Every year, the Town's budget also lists various in-kind donations. Last year's estimate for in-kind staffing resources related to all community special events was approximately \$292,337.

For the options presented in the recommendation, the fiscal impact will vary based on the direction of the Town Council. Town staff believes that a savings of approximately \$2,000 can be achieved for the 4th of July event moving forward given that there has been an adjustment to the timing of the event. Screen on the Green is budgeted at \$5,000 annually, thus if this event is eliminated and no other changes are directed to the Town's annual events, there could be a reduction of \$7,000 in the hard cost budget allocation for implementing Town events.

Regarding the Halloween and Holiday Parade road closures, staff expects the rates from the traffic management vendor may increase.

The charts below illustrate current event costs including hard costs and staffing from PPW and PD, and the estimated costs for each recommendation included within the report.

Current Town Events	Events Budget: Hard Costs Included in the Town's Annual Budget	PPW & PD Staffing Costs Absorbed by the Departments	Current Event Cost Total
Spring into Green <i>Town Event</i>	\$ 15,000.00	\$ 19,100	\$ 34,100
Music in the Park <i>Town Sponsored</i>	\$ 20,000.00	\$ 13,300	\$ 33,300
4th of July/Symphony <i>Town Event</i>	\$ 30,000.00	\$ 13,900	\$ 43,900
Screen on the Green <i>Town Event</i>	\$ 5,000.00	\$ 2,300	\$ 7,300
Halloween Road Closures	\$ 12,700.00	\$ 47,700	\$ 60,400
Los Gatos in Lights <i>Event & Seasonal Light Displays</i>	\$ 15,000.00	\$ 62,300	\$ 77,300
Holiday Parade <i>Community Event</i>	\$ 32,000.00	\$ 170,900	\$ 202,900

Estimated Totals for Recommendations Within this Report	Estimated Hard Costs	Estimated Staffing Costs	Estimated Total	Estimated Total of Additional Funds Needed in FY 25/26 Budget
Eliminate Screen on the Green & Expanded Spring into Green	\$ 22,000	\$ 19,100	\$ 41,100	\$ 0
Replace Screen on the Green with a Fall Festival w/ Farmers' Market	\$ 20,000	\$ 20,000	\$ 40,000	\$33,000
Replace Screen on the Green with a Fall Festival Standalone Event	\$ 25,000	\$ 30,000	\$ 55,000	\$ 48,000
Eliminate Screen on the Green, No additional changes to events	\$ 0	\$ 0	\$ 0	\$ (7,000)
Replace Screen on the Green with a Food Festival Event	\$ 40,000	\$ 30,000	\$ 70,000	\$ 63,000
Replace Screen on the Green with a Food Truck Festival Event	\$ 25,000	\$ 30,000	\$ 55,000	\$ 48,000

CONCLUSION:

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On December 17, 2024, the Town Council directed staff to return with two options for a new Fall Event, however as staff researched the options, solicited community input, and considered necessary budget and staff resources, it became clear that if other opportunities existed that did not increase the budget or stretch the capacity of staff beyond limits, or impact other community events, while meeting the event goals, these should be explored and presented to the Town Council for consideration.

As such, staff recommends the Town Council eliminate Screen on the Green and expand Spring into Green to accommodate a larger variety of community organizations, relocating the event to the Civic Center lawn and remaining status quo for the Town events budget.

COORDINATION:

This staff report was prepared in collaboration with the Town Manager's Office, Police Department, and Parks and Public Works Department.

ENVIRONMENTAL ASSESSMENT:

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



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/01/2025

ITEM NO. 5.

ITEM NO: 5

DATE: March 27, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Receive a Report on the Montebello Bollard Project (CIP No. 813-0235) and Provide Direction to Staff

RECOMMENDATION:

Receive a report on the Montebello Bollard Project (CIP No. 813-0235) and provide direction to staff.

BACKGROUND:

Town Plaza Park is an important space for special events in downtown Los Gatos. The space is used for two annual Town events: Spring into Green and Los Gatos in Lights. Each year it is also used for several community events, e.g., Jazz in the Plaza (10-week event series), Derby Day, and Drums in the Park. The space also hosts other community events throughout the year, including the weekly Farmers Market. Most of these events require the closure of Montebello Street at East Main Street and Broadway between South Santa Cruz Avenue and Montebello Street. The Montebello and Broadway closure is implemented approximately 67 times each year, during which time the space fills with pedestrians.

On February 7, 2023, staff presented information to the Town Council regarding the staff resources necessary to support Town and community special events. To more effectively manage the space and staff resources, staff recommended limiting the number of road closures in this area to eight per year on Montebello/Broadway and three per year on South Santa Cruz. At that time Town Council was hesitant to limit the number of events and road closures and requested that staff return to the Council if the limit is approached, before denying any special event permit. Staff agreed and committed to providing periodic updates through the Manager's Memo on the number of event permits received and processed.

PREPARED BY: Saurabh Nijhawan
Senior Civil Engineer

Reviewed by: Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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SUBJECT: Provide Direction for inclusion of Montebello Bollards in 2025-26 Capital Improvement Program

DATE: March 27, 2025

On May 21, 2024, during the budget hearing the Town Council directed the use of \$50,000 from the Downtown Streetscape Revitalization / Economic Recovery Efforts project for the installation of bollards on Broadway and Montebello to provide consistency in how closures are implemented. Staff had recommended this project to ensure the safety of event patrons in the Plaza Park area but had not proposed a project due to a lack of available funding. With this the budget action Town Council provided seed funding for staff to begin evaluating the installation of bollards as protection against vehicle ramming during events.

Parks and Public Works staff developed design plans and posted the project for bidding on October 25, 2024. Seven bids were received and opened in November 2024, with base bids ranging from \$70,000 to \$193,000. On February 18, 2025, all bids were rejected because they came in higher than the allocated funds of \$50,000.

DISCUSSION:

The high construction bids signaled a need for further analysis of road closures. The Town Manager directed staff to develop an objective discussion of options for the Town Council to facilitate discussion. The analysis (Attachment 1) provides background, needs analysis, and evaluates potential solutions based on cost benefit analysis and risk management. The analysis does indicate that the use of bollards would be the best technical and most cost-effective solution to providing event security.

The analysis includes the proposed installation of additional bollards at the Santa Cruz end of Broadway to enhance the protection outside the limits of the street area and onto the adjacent sidewalks (Attachment 2). The updated cost analysis suggests a cost estimate of \$250,000 to \$275,000 for implementation.

In light of recent national events, and continuous cost increases, staff is requesting the Town Council discuss how the installation of the retractable bollards aligns with the Town's Strategic Priorities and provide direction to staff. If the Town Council believes this project remains a priority, staff will consider potential funding sources as part of the development of the Capital Improvement Program Budget for Fiscal Year 2025-26 and allocate funding if it is available.

CONCLUSION:

The installation of bollards within roadways near Plaza Park will require financial resources beyond what was originally envisioned. Staff is seeking direction from the Town Council on whether this project should continue to be considered for funding.

SUBJECT: Provide Direction for inclusion of Montebello Bollards in 2025-26 Capital Improvement Program

DATE: March 27, 2025

STRATEGIC PRIORITIES:

The Town’s bollards are related to the core goals of

- **Public Safety** – Ensure public safety through proactive community policing, effective emergency response, and community-wide emergency preparedness
- **Civic Enrichment** – Foster opportunities for citizen involvement, and cultural, recreational, and individual enrichment.

The bollards would enhance public safety during events and facilitates more events with reduced cost and contribute to the following strategic priority:

- **Ensure all residents and visitors feel a sense of belonging in Los Gatos, maintaining and enhancing the Town as a welcoming, family-oriented, safe, and inclusive community.**
 - While the bollard themselves does not meet this strategic priority, the events and activities which occur if limitations to events are lifted can support the priority. Thus, there can be a tangential nexus to the priority, but the nexus requires subsequent actions which are not assured by the decision on bollards.

FISCAL IMPACT:

There are no fiscal impacts associated with this action. If the Town Council still feels this project is a priority, staff will propose additional funding through the Fiscal Year 2025-26 Capital Improvement Program budget process. Based on the current opinion of probable costs, an additional \$225,000 from the originally allocated \$50,000 may be needed to see this project through construction, for a total estimated cost of \$275,000. The table below reflects the fiscal status of Project 813-0235 Downtown Streetscape Revitalization/Economic Recovery, including the \$50,000 allocated to the Montebello Bollard effort during Fiscal Year 2024/25.

Downtown Streetscape Revitalization/Economic Recovery CIP Project 813-0235		
	Budget	Costs
GFAR - Downtown Streetscape	\$ 2,341,640	
GFAR - Montebello Bollard Project	\$ 50,000	
Total Budget	\$ 2,391,640	
General Project Expenses - Downtown Streetscape		\$ 2,289,722
General Project Expenses - Montebello Bollards		\$ -
Total Expenditures		\$ 2,289,722
Project Balance - Downtown Streetscape		\$ 51,918
Project Balance - Montebello Bollards		\$ 50,000

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SUBJECT: Provide Direction for inclusion of Montebello Bollards in 2025-26 Capital Improvement Program

DATE: March 27, 2025

CEQA:

This action does not constitute a project as defined under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15378(b), which states that a project does not include continuing administrative or maintenance activities, general policy and procedure making, or other governmental fiscal activities which do not involve a commitment to any specific project. The recommended action involves only discussion, informational updates, administrative direction, or preliminary policy review, without committing the City to a specific activity or physical change to the environment.

ATTACHMENTS

1. Alternatives Analysis – Vehicle Ramming Prevention at Plaza Park
2. Concept Sketch of Proposed Bollard Locations

Alternatives Analysis – Vehicle Ramming Prevention of Plaza Park / Montebello / Broadway (CIP 813-0235)

Background

Across the world the issue of safety at events is becoming an area of focus for event organizers and government agencies. The use of vehicles as weapons has been occurring for some time and governments are evaluating ways to keep event goers safe and protected from bad actors. One aspect of event planning that can enhance safety is identifying specific event footprints and hardening those locations. The Town of Los Gatos has defined Plaza Park, including and its adjacent roadways of Montebello and Broadway, as an important downtown event space.

Staff recommended in 2023 that vehicle barriers be added at Montebello and Broadway to ensure the event space is adequately protected. Given the cost of the barriers, additional analysis was requested to identify other potential ways to manage security in this space.

The federal Cybersecurity and Infrastructure Security Agency offers guidance¹ on how to reduce the risk of vehicle ramming incidents with tools in the following categories: active, passive, deployable and improvised. Active mitigation tools are operable and move independently such as retractable bollards or barriers with hinge arms. Passive barriers are stationary and require effort to move such as landscaping. Deployable practices are ones that are used short-term during events much like the anti-vehicle barriers the Town currently uses. Improvised tools are items such as dump trucks or other large vehicles, which the Town has also used on occasion on the past. For this analysis staff evaluated options across all four categories of tools and presents that analysis for further consideration and discussion.

Use of Town Plaza Park

Town Plaza Park is a primary space for special events in Downtown Los Gatos. The space is used for two annual Town events: Spring into Green and Los Gatos in Lights. Each year it is also used for several recurring community events: Jazz in the Plazz (10-week event series), St. Patrick's Day, Derby Day, and Drums in the Park. The space also hosts other community events throughout the year. Most of these events include the closure of Montebello Street, and Broadway between South Santa Cruz Avenue and Montebello Street. The Town's weekly Farmers Market occurs on Montebello Street and Broadway.

The Montebello and Broadway closure is implemented approximately 67 times each year, during which time the space fills with pedestrians. The Farmer's Market is by far the most

¹ [www.cisa.gov/sites/default/files/2024-04/Vehicle Incident Prevention and Mitigation Security Guide 508 20240418.pdf](http://www.cisa.gov/sites/default/files/2024-04/Vehicle%20Incident%20Prevention%20and%20Mitigation%20Security%20Guide%20508%2020240418.pdf)

frequent event that necessitates closure. The Santa Clara County Department of Health stipulates the requirements and standards for Farmer’s Market. Specifically, food vendor booths must be on a hard surface such as pavement. If the Farmer’s Market was moved to the Plaza grass, then each booth would need to be set on plywood or a tarp. The grass would not withstand this intensity of use, and this option is not recommended.

On February 7, 2023, staff presented to Town Council information regarding the staff resources necessary to support Town and community special events. To more effectively manage the space and staff resources, staff recommended limiting the number of road closures in this area to eight per year on Montebello/Broadway and three per year on South Santa Cruz. The Town Council was hesitant to limit the number of events and road closures and requested that staff return to the Council if the limit is approached, before denying any special event permit. The Council was in support of having a lively event scene in Town. Staff agreed and committed to providing periodic updates through the Manager’s Memo on the number of event permits received and processed.

On May 21, 2024, during the budget hearing Town Council directed use of \$50,000 from the Downtown Streetscape Revitalization / Economic Recovery Efforts project for the installation of bollards on Broadway and Montebello to provide consistency in how closures are implemented. PPW staff developed design plans and posted the project for bidding on October 25, 2024. Seven bids were received and opened on November 20, 2024, with costs ranging from \$70,000 to \$193,000.

Goals and Needs of Various Interested Parties

Safety within this space has been a long-standing concern and poses a challenge as needs vary between interested parties. The following is a summary of the specific needs of various interested parties.

Event Organizers: Groups that host events within the Plaza Park and/or surrounding roadways need consistent and cost-effective solutions to event set up. This is critical to allowing event organizers to predict event related costs.

Los Gatos Event Staff: Staff is seeking consistency in requirements placed on various events at Plaza Park. Currently, each event closure is implemented in different ways with different equipment by each organizer. This could lead to inequities between events.

Los Gatos-Monte Sereno Police Department (LGMSPD): Police prefer barriers that can stop a moving vehicle from entering the event space.

Santa Clara County Fire: The Fire Department (and emergency medical services) need access into the event space to provide services. While medical services may be provided via foot access, firefighting requires the ability to remove the barriers quickly and safely.

Los Gatos Parks and Public Works Staff: PPW staff can accommodate any type of barrier or traffic control device, but recognizes that certain protocols, such as anti-vehicle barriers, are staff intensive. Staff may not be available for overtime, which would be required for certain potential solutions.

Analysis and Results

Following is a summary table of alternatives considered, the associated cost, and an assessment of whether the alternative meets the needs of the various interested parties. Staff notes that there are a number of options not presented in this table, such as spike strips and use of security personnel and gates. The use of spike strips would be hostile to the pedestrian environment. The use of security personnel would be costly and would not necessarily stop a vehicle from entering the space. Ultimately, staff has assessed the alternatives that appeared most feasible for this space.

The analysis suggests that two options would meet the needs of all interested parties and be viable for implementation: installation of bollards and permanent closure of the roads. Closure of the road will take staff time to implement and has implications for parking on the Montebello Lot and potentially of operation of the Post Office. As such, staff continues to recommend bollards as the most cost effective solution to providing security at this location.

Potential Action	Considerations	Capital Consideration	Maintenance Requirements	Does the Solution Meet Stakeholders Needs?				
				Event Organizers	Los Gatos Event Staff	LGMSPD	County Fire and EMS	PPW
Moveable Anti-Vehicle Barriers (Deployable)	<ul style="list-style-type: none"> Provide high level of protection Requires three PPW staff to set-up/break-down and operate during event at cost of about \$400 per hour (3 staff; cost would be higher for overtime). Assuming 67 events requiring 5 hours staff time each totals \$134,000 per year at straight time Must be operated by staff – cannot be left to event organizers to manage 	Town owns two AVB's	None	No. Not cost effective when considering staff time to set up and break down	Yes	Yes	Yes	No. Cannot guarantee staff is available to work all events and equipment is not operable by non-staff.
K-Rails / Concrete Barriers / Water Filled Barriers (Deployable)	<ul style="list-style-type: none"> Provide high level of protection if installed correctly Aesthetically inconsistent with Downtown Los Gatos Requires PPW staff to set-up/break-down at cost of about \$520 per hour (4 staff; cost would be higher for overtime) Assuming 67 events requiring 5 hours staff time each totals \$174,200 per year at straight time Would require use of backhoe to place and move in the event of emergency; this is not safe in a crowd Must be operated by staff – cannot be left to event organizers to manage 	\$30,000 - \$40,000	None	No. Not cost effective when considering staff time to set up and break down	Yes	Yes	No. Would require heavy equipment to move or time to drain in the event of water filled barriers	No. Cannot guarantee staff is available to work all events and required equipment can only be operated by staff. Safety of event attendees cannot be guaranteed when using heavy equipment during event.
Moveable Planter Boxes (Deployable)	<ul style="list-style-type: none"> Aesthetically consistent with Downtown Los Gatos Would require ongoing staff maintenance of plantings and hand watering Require storage area near Plaza Park Only effective if appropriately locked in place when in use, may require inspection or staff installation to ensure safety of closure. <u>None identified that achieve base goal of crash rating.</u> Crash mitigation would require permanently affixed planters. 	Unknown	Maintenance of planting material	Yes.	Yes	No	Yes	No. Adds to staffing burden to maintain plantings and store barriers when not in use
Traffic Rated Bollards (Active)	<ul style="list-style-type: none"> Can be used by any person – staff or event planner Low maintenance Provide high degree of protection Potential for sand and grit depending on quality of product installed Management of keys is required to prevent unauthorized use; staff proposes requiring a deposit for use of the key. 	\$250,000 - \$275,000	Periodic cleaning may be required	Yes	Yes	Yes	Yes	Yes
Permanent Closure of Roads via Installation of Planters (Passive)	<ul style="list-style-type: none"> Provide full protection Lowest long-term operating costs County Fire access concerns Impacts VTA bus route Eliminates access to Post Office Would require coordination with Frontier to eliminate their vehicular access via Montebello Long lead time and staff time to implement / coordinate 	Unknown	Low	Yes	Yes	Yes	Yes	Yes

Potential Action	Considerations	Capital Consideration	Maintenance Requirements	Does the Solution Meet Stakeholders Needs?				
				Event Organizers	Los Gatos Event Staff	LGMSPD	County Fire and EMS	PPW
Do Not Allow Closure of the Roadways for Events	<ul style="list-style-type: none"> Eliminates basic issue staff is seeking to address Contradicts past Council direction Eliminates Farmers Market use of the space, which is a primary driver of downtown traffic on Sunday Significantly impacts the ability of events to load in and out Exacerbates safety concerns related to pedestrians that may spill over into the roads during larger events 	None	None	No	No	Yes	Yes	Yes

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