TOWN OF LOS GATOS
COUNCIL SPECIAL MEETING AGENDA
NOVEMBER 02, 2026
110 EAST MAIN STREET AND TELECONFERENCE
TOWN COUNCIL CHAMBERS
7:00 PM

Rob Moore, Mayor
Maria Ristow, Vice Mayor
Mary Badame, Council Member
Matthew Hudes, Council Member
Rob Rennie, 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). You may watch the Council meeting without providing public comment on Comcast cable channel 15 or at www.LosGatosCA.gov/TownYouTube. Members of the public may provide public comments for agenda items in-person or virtually by following the instructions listed at the end of the agenda.

To watch and participate via Zoom, please go to:

https://losgatosca-gov.zoom.us/j/86730363468?pwd=pfKQoh92JnbwOYwFvZqIdSSWpjxYoK.1

Enter Passcode: 577971

CALL MEETING TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATIONS

i. Movember Month Proclamation

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 located at the end of this agenda. If an item is removed, the Mayor has the sole discretion to determine when the item will be heard. Each speaker is limited to no more than three (3) minutes or such time as authorized by the Mayor.)*

1. **Approve the Minutes of the October 20, 2026, Closed Session Town Council Meeting.**
RECOMMENDATION: Approve the Minutes of the October 20, 2026, Closed Session Town Council Meeting.

2. **Approve the Minutes of the October 20, 2026, Town Council Meeting.**
RECOMMENDATION: Approve the Minutes of the October 20, 2026, Town Council Meeting.

3. **Approve and Ratify the Accounts Payable Check Registers and Payroll Report.**
RECOMMENDATION: Approve the Accounts Payable Check Registers dated October 16, 2026, and October 23, 2026, and ratify and approve the Payroll Report dated October 16, 2026.

4. **Authorize the Town Manager to Execute an Agreement for Professional Services with Whitlock & Weinberger Transportation, Inc. dba W-Trans, for Traffic Engineering Support, at an Amount Not to Exceed $125,000.**
RECOMMENDATION: Authorize the Town Manager to execute an Agreement for Professional Services with Whitlock & Weinberger Transportation, Inc. dba W-Trans for Traffic Engineering Support, at a not to exceed amount of $125,000.

5. **Authorize the Town Manager to Execute an Agreement for Professional Services with CSG Consultants Inc. for Land Development Review Services for an Amount Not to Exceed $125,000.**
RECOMMENDATION: Authorize the Town Manager to execute an Agreement for Professional Services with CSG Consultants Inc. for Land Development Review Services for a not to exceed amount of $125,000.

6. **Authorize the Town Manager to Execute a Second Amendment to the Agreement for Services with Bear Electrical Solutions, LLC for Total Compensation Not to Exceed $1,160,306 and Approve FY 2026-27 Budget Adjustments**
RECOMMENDATION: Authorize the Town Manager to execute a Second Amendment to the Agreement for Services with Bear Electrical Solutions, LLC to add Holiday Plaza Tree and Downtown Tree-Wrap Lighting Upgrades to the scope of work; revise the FY 2025-26 through FY 2029-30 compensation schedule; increase the agreement amount by $177,399, for a new total not-to-exceed of $1,160,306; and approve FY 2026-27 budget adjustments totaling $230,500.

7. **Approve an Amendment to the Town Employees Association (TEA) Salary Schedule to Establish a New Classification Title, the Salary Range for Property and Evidence Technician, and the Property and Evidence Technician Job Description**
RECOMMENDATION: Approve an amendment to the Town Employees Association (TEA) Salary Schedule to establish a new classification title, a salary range for Property and Evidence Technician, and the Property and Evidence Technician Job Description.

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. Town resources may not be used to facilitate audio or visual presentations. 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.)

PUBLIC HEARINGS *(Presentations during the Public Hearings portion of the agenda by appellants and applicants, including any expert or consultant assisting with the presentation, shall be limited to a total of no more than five (5) minutes for all speakers. Appellants and applicants shall be provided no more than three (3) minutes to rebut at the end of the public hearing. Visual presentations that require the use of staff resources shall be limited to appellants and applicants. Members of the public testifying at public hearings shall be limited to no more than three (3) minutes, or such time as authorized by the Mayor.)*

8. **Consider a Recommendation of Approval by the Planning Commission to Adopt a Resolution Amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: Allow 30 to 40 Dwelling Units Per Acre; Remove the Housing Unit Cap; and Remove Guest Parking Requirements on Properties Zoned North Forty Specific Plan and North Forty Specific Plan: Housing Element Overlay Zone. Project Location: North Forty Specific Plan Area. North Forty Specific Plan Amendment Application A-26-005. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) Because it Can be Seen with Certainty That There Is No Possibility That the Amendments to the Specific Plan Would Have a Significant Effect on the Environment. All Projects to Which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval. Additionally, an Environmental Analysis Based on the Previously Certified 2040 General Plan Final Environmental Impact Report was Prepared for the 2023-2031 Housing Element. The Housing Element is Within the Scope of the Previously Approved 2040 General Plan, and the Program EIR for the General Plan Adequately Describes the Impacts of the Housing Element for the Purposes of CEQA. Applicant: Town of Los Gatos. Project Planner: Jocelyn Shoopman.**
   RECOMMENDATION: Accept the Planning Commission's recommendation and adopt the Resolution amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: allow 30 to 40 dwelling units per acre; remove the housing unit cap; and remove guest parking requirements.

OTHER BUSINESS *(Each speaker is limited to no more than three (3) minutes or such time as authorized by the Mayor.)*

9. **Adopt a Resolution Approving the Street Naming and Address Numbering Policy.**
   RECOMMENDATION: Adopt a resolution approving the Street Naming and Address Numbering Policy.

10. **Adopt an Interim Urgency Ordinance Prohibiting Custodial Detention Facilities and Custodial Processing Facilities.**
    RECOMMENDATION: Adopt an Urgency Ordinance of the Town of Los Gatos establishing a temporary moratorium on the filing, acceptance, processing, or approval of applications for, and the establishment or operation of, detention or custodial detention facilities and custodial processing facilities pending study of appropriate zoning and land use regulations.

COUNCIL MATTERS *(Members of the public who wish to speak on matters listed under Council Matters may do so under Verbal Communications.)*

MANAGER MATTERS

ATTORNEY MATTERS AND CLOSED SESSION REPORT

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

ADA NOTICE - In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Please notify the Clerk's Office at least two (2) business days prior to the meeting so that reasonable arrangements can be made to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.

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 the Town's website at www.losgatosca.gov. Town Council agendas and related materials can be viewed online at https://losgatos-ca.municodemeetings.com/.

HOW TO PARTICIPATE

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

- **Zoom Webinar (Online)**: To participate from a PC, Mac, iPad, iPhone or Android device. Please use this URL to join: https://losgatosca-gov.zoom.us/j/86730363468?pwd=pfKQoh92JnbwOYwFvZqIdSSWpjxYoK.1
  Passcode: **577971**. You can also type in **867 3036 3468** in the "Join a Meeting" page on the Zoom website at www.zoom.us and use passcode **577971**. When the Mayor announces the item for which you wish to speak, click the "raise hand" feature in Zoom.
- **Telephone**: To participate by phone please dial 1 (408) 961-3927 or 1 (855) 758-1310 for US Toll-free and use Meeting ID: **867 3036 3468**. When the Mayor announces the item for which you wish to speak, press *9 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 submit it to the Town Clerk before the meeting or when the Mayor announces the item for which you wish to speak.

NOTES: Comments will be limited to three (3) minutes or less at the Mayor's discretion. If you are unable to participate in real-time, you may email Clerk@losgatosca.gov the subject line "Public Comment Item #__ " (insert the item number relevant to your comment).
Deadlines to submit written comments are:

-3:00 p.m. the Thursday before the Council meeting for inclusion in the agenda packet.
-3:00 p.m. the Friday and Monday before the Council meeting for inclusion in an addendum.
-11:00 a.m. the day of the Council meeting for inclusion in a desk item.

TOWN OF LOS GATOS
COUNCIL CLOSED SESSION MINUTES

MEETING DATE: 11/02/2026
ITEM NO: 1

DRAFT
Minutes of the Town Council Special Meeting Closed Session
Tuesday, October 20, 2026

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

MEETING CALLED TO ORDER AT 6:31 P.M.

ROLL CALL

Present: Mayor Rob Moore, Vice Mayor Ristow, Council Member Mary Badame, Council Member Rennie, Council Member Matthew Hudes.
Absent: None.

VERBAL COMMUNICATIONS (ONLY ON ITEMS ON THE AGENDA)

No one spoke.

Mayor Moore announced the closed session title as listed on the agenda.

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

1. Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9)
   Case Name: Blanco v. Town of Los Gatos, Case Number: 25CV461801

Gabrielle Whelan, Town Attorney, stated that the Town Council met in closed session to discuss existing litigation in the case of Blanco versus the Town of Los Gatos, and there was no reportable action.

ADJOURNMENT

The meeting adjourned at approximately 6:47 p.m.

Attest:

_____
Keara Johnson, Deputy Town Clerk

Submitted by:

_____
Chris Constantin, Town Manager

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 2

DRAFT
Minutes of the Town Council Meeting
Tuesday, October 20, 2026

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

MEETING CALLED TO ORDER AT 7:02 P.M.

ROLL CALL
Present: Mayor Rob Moore, Vice Mayor Ristow, Council Member Mary Badame, Council Member Rennie, Council Member Matthew Hudes
Absent: None.

PLEDGE OF ALLEGIANCE
Eight K-Kids from Van Meter Middle School led the Pledge of Allegiance. The audience was invited to participate.

PRESENTATIONS
Mayor Moore presented Tylor Taylor and Amy Fasnacht the owner of Azuca with certificates of recognition.

A representative from West Valley Recycles gave a presentation.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)
1. Approve the Minutes of the October 6, 2026 Town Council Special Meeting.
2. Approve the Minutes of the October 6, 2026 Town Council Meeting.
3. Receive the August 2026 Expenditure and Revenue Reports.
4. Receive the Monthly Financial and Investment Report for August 2026.
5. Approve and Ratify the Accounts Payable Check Registers and Payroll Report.
6. Authorize the Town Manager to Execute a First Amendment with Foster and Foster Consulting Actuaries, Inc., to Amend the Scope of Services.
7. Authorize the Town Manager or Designee to Enter into a Three-Year Agreement with ClearGov for Budget and Planning Suite and Personnel Budgeting Software in an Amount Not to Exceed $175,366.
8. Authorize the Town Manager to Negotiate and Execute an Amendment to the Lease Agreement with the Friends of the Los Gatos Library.
9. Authorize the Town Manager to execute an Amendment to the Annual Agreement for Services with the Los Gatos Chamber of Commerce, for a One-Time Increase in Funding From $88,000 to a Not to Exceed Amount of $108,000 for FY 2026-27, to Further Support

Visitor Attraction and Engagement Services Provided by the Los Gatos Chamber of Commerce.

10. Receive the Finance Commission's Recommendation and Authorize the Town Manager to Execute an Agreement with Badawi & Associates to Provide Auditing Services for the Town of Los Gatos.
11. Adopt a Resolution Authorizing the Town Manager to Execute an AB 130 Tolling Agreement for a Townhome Project Located at 15495 Los Gatos Boulevard. **RESOLUTION 2026-058**

Mayor Moore opened public comment.

The following individual spoke on the consent items:

1. Member of the Public (Items 1, 2, 3, 4, 5, 6, 7, 10,11)
2. Lee Fagot (Item 9)
3. KBT

Mayor Moore closed public comment.

(Video time: 00:46:42)
MOTION: **Motion** by **Vice Mayor Ristow** to approve items one through eleven on consent. **Seconded** by **Council Member Hudes.**

VOTE: **Motion passed unanimously.**

VERBAL COMMUNICATIONS
Mayor Moore opened public comment.

The following individuals spoke during verbal communications:

1. Raania Monsen
2. Nancy Walker
3. Kerry Lindholm
4. Rick Newell
5. Shanda Witkin
6. Gordon Yamate
7. Dorene Kastelman
8. James Kastelman
9. Louisa Horwath
10. Caroline Nauss
11. Guy Shaham
12. Kjirste Morrell
13. Nova Jayaraj
14. Sophia Lozano

15. Alice Foster
16. Anna Victor
17. Patricia James
18. Austin
19. Shawn Blakeman
20. Member of the Public
21. Joe Enz
22. Josh
23. Nazzi Shishido
24. Lee Quintana
25. Cara Silver
26. Tim M
27. KBT
28. Leanne
29. Hansel A. Aguilar, Ph.D.
30. Showing Up For Racial Justice
31. Ellen T
32. Catwomen de Los Gatos

Mayor Moore closed public comment.

OTHER BUSINESS

1. Authorize the Town Manager to Execute a Two-Year Professional Services Agreement with Transtech Engineers, Inc. for CIP Program Management; Authorize Re-assignment of the Kennedy Road Sidewalk and Bike Lanes Project to Tier 1; and Authorize a Budget Adjustment from the Available Unassigned GFAR Fund Balance.

Nicolle Burnham, Parks and Public Works Director, presented the staff report.

The Council asked questions.

Mayor Moore opened public comment.

The following individuals spoke on this item:

1. Member of the Public

Mayor Moore closed public comment.

Council discussed the item.

(Video time: 02:19:57)

MOTION: **Motion** by **Vice Mayor Ristow** to authorize the Town Manager to execute an Agreement for Professional Services with Transtech Engineers, Inc. for an

amount not to exceed $1,018,000; authorize the Town Manager to re-assign the Kennedy Sidewalk and Bike Lanes Project from Tier 2 to Tier 1; and authorize a budget adjustment in the amount of $150,000 to fund the Kennedy Road Sidewalk and Bike Lanes Project Feasibility Analysis. **Seconded** by **Council Member Rennie.**

VOTE: **Motion passed unanimously**

Mayor Moore called a recess at 9:25 p.m.
Mayor Moore reconvened the meeting at 9:36 p.m.

2. Consider a Recommendation by the Planning Commission to Introduce an Ordinance Amending Chapter 29 (Zoning Regulations) of the Town Code Regarding Objective Design Standards for Single-Family and Two-Family Residential Dwelling Units and Second-Story Additions. The Proposed Amendments to the Town Code are Not Subject to CEQA Review Pursuant to CEQA Section 15061(b)(3) Because it can be Seen with Certainty that they will not Significantly Affect the Physical Environment in that they Make Minor Changes to the Regulations and Design Review Process Applicable to New Single-Family and Two-Family Residential Dwelling Units and Second-Story Additions. Town Code Amendment Application A-26-003. Project Location: Town Wide. Applicant: Town of Los Gatos. Project Planner: Ryan Safty.

Ryan Safty, Associate Planner, presented the staff report.

The Council asked questions.

Mayor Moore opened public comment.

The following individuals spoke on this item:

1. Austin
2. Ivy Chang
3. Lee Quintana

Mayor Moore closed public comment.

Council discussed the item.

(Video time: 03:28:22)
MOTION: **Motion** by **Council Member Hudes** to accept the recommendations by the Planning Commission to introduce an Ordinance amending Chapter 29 (Zoning Regulations) of the Town Code regarding objective design standards for single-family and two-family residential dwelling units and second-story additions, and make the required findings for CEQA and the General Plan as written on page

300 [of the agenda packet]. **Seconded** by **Vice Mayor Ristow.**

VOTE: Motion passed unanimously.

3. Consider a Recommendation of Approval by the Planning Commission to Adopt a Resolution Amending the North Forty Specific Plan to Allow for a Senior Living Facility to be Authorized as a Permitted Use in the Northern District on Properties Zoned North Forty Specific Plan and North Forty Specific Plan: Housing Element Overlay Zone. Project Location: North Forty Specific Plan Area. North Forty Specific Plan Amendment Application A-26-002. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) Because it Can Be Seen with Certainty That There Is No Possibility That the Amendment to the Specific Plan Would Have a Significant Effect on the Environment. All Projects to which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval. Additionally, the Town Council Certified an Environmental Impact Report and Mitigation Monitoring and Reporting Program for the North Forty Specific Plan on January 20, 2015; Therefore, No Additional Environmental Review is Necessary for the Proposed Amendment. Property Owner: Tama Holdings LLC. Applicant: Jared Gamelin. Project Planner: Jocelyn Shoopman.

Jocelyn Shoopman, Senior Planner, presented the staff report.

The Council asked questions.

Mayor Moore opened public comment.

The following individuals spoke on this item:

No one spoke.

Mayor Moore closed public comment.

Council discussed the item.

Mayor Moore reopened public comment.

The following individuals spoke on this item:

1. Michaelle Williams and Jeffery Current (representatives of the applicant)

Mayor Moore closed public comment.

Council discussed the item further.

(Video time: 03:49:04)
MOTION: Motion by **Council Member Hudes** to continue this item, for staff to come back

with more definition about senior living facilities and how many units or ratios would be appropriate for us to consider. **Seconded** by **Council Member Rennie.**

VOTE: **Motion passed 4-1. Vice Mayor Ristow voted no.**

(Video time: 03:58:37)
MOTION: **Motion** by **Mayor Moore** to extend the meeting to 11:30 p.m. **Seconded** by **Council Member Hudes.**

VOTE: **Motion passed unanimously.**

COUNCIL MATTERS
a. Discussion Potential Future Council Consideration of Requests Associated with a Multi-Cultural Winter Celebration.

Chris Constantin, Town Manager, provided information.

Council discussed the item.

Monica Renn, Economic Vitality Manager, provided additional information.

Council discussed the item further.

(Video time: 04:21:03)
MOTION: **Motion** by **Mayor Moore** to have staff return to the Town Council at a future time undefined with options for executing a future multicultural event in Los Gatos. **Seconded** by **Vice Mayor Ristow.**

VOTE: **Motion passed unanimously.**

Mayor Moore requested that the Town Council agendize an interim urgency ordinance that would pause any approvals for using property on Los Gatos for an immigration detention or processing facility, which would give staff time to draft permanent zoning rules for future Council consideration temporary.

(Video time: 04:25:14)
MOTION: **Motion** by **Mayor Moore** for staff to return to Council with the toolkit and the draft ordinance contained in the toolkit for the Council to consider taking action on at our November 2 meeting. **Seconded** by **Council Member Hudes.**

VOTE: **Motion passed 4-0-1. Council Member Badame abstained.**

- Council Member Badame stated she met with the Twin Oaks neighborhood and met with town residents.

- Vice Mayor Ristow stated she attended several meetings.
- Mayor Moore stated he met with the Van Meter K-Kids and attended the Cities Association Legislative Action Committee meeting.
- Council Member Hudes stated he spoke with Congressman Sam Liccardo.
- Council Member had nothing to report.

MANAGER MATTERS

Chris Constantin, Town Manager

- Stated he had nothing to report.

ATTORNEY MATTERS AND CLOSED SESSION REPORT

Gabrielle Whelan, Town Attorney

- Stated that the Town Council met in closed session to discuss existing litigation, in the case of Blanco versus the Town of Los Gatos, and there was nothing to report.

ADJOURNMENT

The meeting adjourned at 11:29 p.m.

Respectfully Submitted:

_____

Keara Johnson, Deputy Town Clerk

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 3

DATE: October 26, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Approve and Ratify the Accounts Payable Check Registers and Payroll Report**

RECOMMENDATION: Approve the Accounts Payable Check Registers dated October 16, 2026, and October 23, 2026, and ratify and approve the Payroll Report dated October 16, 2026.

FISCAL IMPACT:

Approval and ratification of the reports will have no additional fiscal impact. The reports document $1,460,443.10 in payments previously issued, consisting of $449,677.10 in accounts payable payments and $1,010,766.00 in payroll payments. Staff represents that all payments were charged to accounts authorized in the Town Council approved budgets and were within available appropriations.

STRATEGIC PRIORITY:

This item supports the Town's Strategic Priority to ensure prudent financial management, under the Fiscal Stability Core Goal.

BACKGROUND:

Pursuant to Town Municipal Code section 2.30.020(d) payroll warrants need not be audited by the Town Council prior to payment. Payrolls shall be presented to the Town Council for ratification and approval at the regular meeting after delivery of the payroll warrants.

The Town Code does not provide specific direction on accounts payable. However, Government Code Section 37208 provides the following guidance:

PREPARED BY: Melissa Ynegas
Senior Administrative Analyst

Reviewed by: Town Manager, Assistant Town Manager, and Administrative Services Director

(a) Payroll warrants or checks need not be audited by the legislative body prior to payment. Payrolls shall be presented to the legislative body for ratification and approval at the first meeting after delivery of the payroll warrants or checks.

(b) Warrants or checks drawn in payment of demands certified or approved by the city clerk as conforming to a budget approved by ordinance or resolution of the legislative body need not be audited by the legislative body prior to payment.

(c) Notwithstanding subdivisions (a) and (b), budgeted payrolls and demands paid by warrants or checks may be presented to the legislative body for ratification and approval in the form of an audited comprehensive annual financial report.

DISCUSSION:

Administrative Services staff presents payroll reports to the Town Council for ratification and approval in accordance with the payroll presentation requirements described in the Background section. Staff also presents accounts payable check registers on the consent calendar for regular Town Council meetings to provide transparency and Council oversight.

Accounts payable and payroll for the following periods have been audited and approved by staff for the following payments:

Type	Check Date	Amount
Accounts Payable	October 16, 2026	$ 86,202.59
Accounts Payable	October 23, 2026	$ 363,474.51
Payroll	October 16, 2026	$ 1,010,766.00
Combined Accounts Payable and Payroll Total		**$ 1,460,443.10**

ALTERNATIVES:

The Council may request clarification or correction of a specified register and continue consideration of that portion of the item. Because the payroll warrants have already been delivered, staff recommends that any requested correction be narrowly identified and returned promptly for Council ratification and approval.

CONCLUSION:

Staff requests Town Council ratification and approval of the Payroll Report dated October 16, 2026. Presenting the accounts payable registers provides additional transparency and Council oversight as an administrative best practice.

ENVIRONMENTAL ASSESSMENT:

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

ATTACHMENTS:
1. Accounts Payable Register for 10/16/26
2. Accounts Payable Register for 10/23/26
3. Payroll by Location for 10/16/26

ACCOUNTS PAYABLE CHECK REGISTER
CHECK DATE 10-16-26

CHECK NUMBER	CHECK DATE	VENDOR NAME	INVOICE	DESCRIPTION	ORG	OBJECT	AMOUNT
163877	10/16/2026	AFSCME COUNCIL 57	112497	AFSCME DUES PPE 10/10/26	111	21263	$ 301.86
163877 Total							$ 301.86
163878	10/16/2026	AIR SYSTEMS INC	961022291	SERVICE ORDER #61040362	6335423	63352	$ 4,841.56
163878	10/16/2026	AIR SYSTEMS INC	961022299	SERVICE ORDER #61040960	6335423	63352	$ 1,850.97
163878	10/16/2026	AIR SYSTEMS INC	961022300	SERVICE ORDER #61040961	6335423	63352	$ 1,314.00
163878 Total							$ 8,006.53
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	11WTPJ4CC3Q7	SUPPLIES	1117201	61191	$ 176.10
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	14C9P6PJMW4N	SUPPLIES	1117201	61191	$ 99.41
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1HCWFDYFMPCM	SUPPLIES	1117201	61191	$ 91.92
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1MNYFGDPMHRQ	SUPPLIES	1117201	61191	$ 133.27
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1Q4YL914DVWL	SUPPLIES	1114201	61111	$ 148.49
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1RC6RDNLL97D	SUPPLIES	1117101	61111	$ 86.64
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1TKNNMFXCVG1	SUPPLIES	1117101	61111	$ 121.13
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1TKNNMFXGHJ1	SUPPLIES	1117201	61191	$ 139.32
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1TLCYP9DPXQQ	SUPPLIES	1115402	61265	$ 98.11
163879	10/16/2026	AMAZON CAPITAL SERVICES INC	1WC3V4X9P4QT	SUPPLIES	1117201	61191	$ 205.45
163879 Total							$ 1,299.84
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1C7W1NWVDR7N	SUPPLIES	1117201	61191	$ 36.26
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1C9NMTYVKV13	SUPPLIES	1114201	61111	$ 37.35
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1D16R7Q363MW	SUPPLIES	1117202	61192	$ 36.39
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1G9FR3JDMDVW	SUPPLIES	1117101	61111	$ 19.55
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1LJQFLJQ4CQ6	SUPPLIES	6335423	61214	$ 62.19
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1P36KHTF9VN7	SUPPLIES	2617301	62424	$ 22.62
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1PLQNGQKKY9J	SUPPLIES	1117202	61192	$ 50.55
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1Q44KPNLNTGP	SUPPLIES	2617301	62424	$ 33.17
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1QTK13DXF1TF	SUPPLIES	1117201	61191	$ 47.47
163880	10/16/2026	AMAZON CAPITAL SERVICES INC	1VL19KWJ9H9N	SUPPLIES	1117201	61191	$ 19.34
163880 Total							$ 364.89
163881	10/16/2026	AMAZON CAPITAL SERVICES INC	1DWV6NCJL1MX	SUPPLIES	1117101	61111	$ 9.88
163881 Total							$ 9.88
163882	10/16/2026	BKF ENGINEERS	26091430	072726-082326 SERVICE	4218510	82405	$ 1,512.05
163882	10/16/2026	BKF ENGINEERS	26091430	072726-082326 SERVICE	4118510	82405	$ 519.45
163882 Total							$ 2,031.50
163883	10/16/2026	CA CITY MANAGEMENT FOUNDATION	10373	2026-27 MEMBERSHIP K NOMURA	1112101	62152	$ 400.00
163883 Total							$ 400.00
163884	10/16/2026	CALMAT CO.	7557548	SUPPLIES	1115401	61275	$ 481.23
163884 Total							$ 481.23
163885	10/16/2026	COLANTUONO HIGHSMITH & WHATLEY PC	72298	SERVICES THROUGH 083126	1111301	63215	$ 2,022.50
163885	10/16/2026	COLANTUONO HIGHSMITH & WHATLEY PC	72299	SERVICES THROUGH 083126	1111301	63215	$ 1,755.00
163885 Total							$ 3,777.50
163886	10/16/2026	CONTINUING EDUCATION OF THE BAR-CA	IN00666093	CEQA KIT 2026	1111301	61117	$ 889.75
163886 Total							$ 889.75
163887	10/16/2026	DGDG 16 LLC	269548	SUPPLIES	1115402	61265	$ 50.34
163887 Total							$ 50.34

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163888	10/16/2026	EOA INC	LS0302-0826	080126-083126 BILLING	1115999	68618	$ 148.00
163888	10/16/2026	EOA INC	LS03-0826	080126-083126 BILLING	1115999	68618	$ 1,742.25
163888 Total							$ 1,890.25
163889	10/16/2026	FRONTIER CALIFORNIA INC	1970013-100626	100626-110526 SERVICE	6212502	62614	$ 770.00
163889	10/16/2026	FRONTIER CALIFORNIA INC	3564957-100426	100426-110326 SERVICE	1114201	62622	$ 126.18
163889 Total							$ 896.18
163890	10/16/2026	GOLDFARB & LIPMAN	498366	SERVICES THROUGH 083126	1111301	63215	$ 4,384.16
163890	10/16/2026	GOLDFARB & LIPMAN	498777	SERVICES THROUGH 083126	1111301	63215	$ 2,080.50
163890 Total							$ 6,464.66
163891	10/16/2026	GOODYEAR AUTO SERVICE CENTER	0000110081	TIRES	1115402	61265	$ 793.57
163891 Total							$ 793.57
163892	10/16/2026	GRAINGER	9087923034	SUPPLIES	1115401	61275	$ 1,211.17
163892	10/16/2026	GRAINGER	9088393732	SUPPLIES	6335423	61214	$ 137.41
163892 Total							$ 1,348.58
163893	10/16/2026	GREGORIO BORROMEO	10/07/26-10/09/26	PER DIEM REIMBURSEMENT - CJPIA CONFERENCE	1114101	64111	$ 77.75
163893 Total							$ 77.75
163894	10/16/2026	INTERSTATE TRAFFIC CONTROL PRODUCTS	278697	SUPPLIES	1115401	61275	$ 699.60
163894 Total							$ 699.60
163895	10/16/2026	JOSEPH A ACEVES	21278	ENVELOPES	1114201	61111	$ 444.99
163895 Total							$ 444.99
163896	10/16/2026	KURT ASHLEY	002374	BACKGROUND INVESTIGATION	1114202	64432	$ 2,309.36
163896 Total							$ 2,309.36
163897	10/16/2026	LC ACTION POLICE SUPPLY LTD	492290	SUPPLIES	1114301	61253	$ 1,153.67
163897 Total							$ 1,153.67
163898	10/16/2026	LISA WISE CONSULTING INC	5394	080126-083126 PERIOD	1113202	63219	$ 4,430.00
163898 Total							$ 4,430.00
163899	10/16/2026	LOS GATOS TOWN EMPLOYEES FOUNDATION	112498	LGTEF PPE 10/10/26	111	21264	$ 432.00
163899 Total							$ 432.00
163900	10/16/2026	MANUEL R RESPICIO	090326	MILEAGE REIMBURSEMENT - EVOC TRAINING	1114301	64211	$ 67.64
163900 Total							$ 67.64
163901	10/16/2026	MIDWEST TAPE	509466395	DVDS	1117201	61191	$ 38.69
163901	10/16/2026	MIDWEST TAPE	509466397	DVDS	1117201	61191	$ 36.84
163901 Total							$ 75.53
163902	10/16/2026	MONARCH CONSULTING ARBORISTS LLC	1883	082026 INSPECTION	1113999	68413	$ 550.00
163902 Total							$ 550.00
163903	10/16/2026	NETWRIX CORPORATION	INV-NW144855	LICENSE RENEWAL	6212502	63332	$ 1,439.73
163903 Total							$ 1,439.73
163904	10/16/2026	NORMANDIN CHRYSLER JEEP DODGE	219703	AUTO PARTS	1115402	61265	$ 101.48
163904 Total							$ 101.48
163905	10/16/2026	O'BRIEN CODE CONSULTING, INC,	2026001093	B26-0586 PLAN REVIEW	1113999	68416	$ 2,318.09
163905	10/16/2026	O'BRIEN CODE CONSULTING, INC,	2026001106	B26-0648 PLAN CHECK REVIEW	1113999	68416	$ 397.87
163905	10/16/2026	O'BRIEN CODE CONSULTING, INC,	2026001107	B26-0727 PLAN CHECK REVIEW	1113999	68416	$ 101.17
163905 Total							$ 2,817.13
163906	10/16/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-118673	CREDIT MEMO	1115402	61265	$ (22.00)

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163906	10/16/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-118916	AUTO PARTS	1115402	61265	$ 92.27
163906	10/16/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-119037	CREDIT MEMO	1115402	61265	$ (92.27)
163906	10/16/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-120473	AUTO PARTS	1115402	61265	$ 17.07
163906	10/16/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-121541	AUTO PARTS	1115402	61265	$ 259.05
163906 Total							$ 254.12
163907	10/16/2026	ODP BUSINESS SOLUTIONS	479485774001	SUPPLIES	1113201	61111	$ 248.90
163907 Total							$ 248.90
163908	10/16/2026	PACIFIC GAS & ELECTRIC	47593-100826	090226-100126 SERVICE	2515408	62611	$ 5,358.04
163908	10/16/2026	PACIFIC GAS & ELECTRIC	47593-100826	090226-100126 SERVICE	2515408	62612	$ 8.11
163908	10/16/2026	PACIFIC GAS & ELECTRIC	64101-100826	090126-093026 SERVICE	1115401	62621	$ 137.49
163908	10/16/2026	PACIFIC GAS & ELECTRIC	73832-100426	090326-100226 SERVICE	6335423	62612	$ 13.23
163908	10/16/2026	PACIFIC GAS & ELECTRIC	89638-100726	083126-092926 SERVICE	1115301	62611	$ 316.37
163908 Total							$ 5,833.24
163909	10/16/2026	RURAL SUPPLY HARDWARE INC	8315	SUPPLIES	1115301	61214	$ 43.94
163909	10/16/2026	RURAL SUPPLY HARDWARE INC	8330	SUPPLIES	6335423	61214	$ 10.43
163909	10/16/2026	RURAL SUPPLY HARDWARE INC	8365	SUPPLIES	1115301	61214	$ 12.08
163909 Total							$ 66.45
163910	10/16/2026	SAGE VETERINARY PARTNERS LLC	270989	092526 VET SERVICE	1114301	62342	$ 496.20
163910 Total							$ 496.20
163911	10/16/2026	SAN JOSE WATER COMPANY	02227-100526	080326-100526 SERVICE	1115301	62613	$ 1,125.77
163911	10/16/2026	SAN JOSE WATER COMPANY	04652-100526	080326-100526 SERVICE	1115301	62613	$ 1,048.77
163911	10/16/2026	SAN JOSE WATER COMPANY	08619-100126	073126-092926 SERVICE	1115301	62613	$ 1,610.67
163911	10/16/2026	SAN JOSE WATER COMPANY	21355-100526	080326-100526 SERVICE	1115301	62613	$ 970.06
163911	10/16/2026	SAN JOSE WATER COMPANY	56951-100126	073026-092926 SERVICE	1115301	62613	$ 1,572.34
163911	10/16/2026	SAN JOSE WATER COMPANY	73767-100526	080326-100526 SERVICE	1115301	62613	$ 1,597.95
163911	10/16/2026	SAN JOSE WATER COMPANY	79843-100126	073026-092926 SERVICE	6335423	62613	$ 1,280.17
163911	10/16/2026	SAN JOSE WATER COMPANY	80831-100526	080326-100526 SERVICE	1115301	62613	$ 952.64
163911	10/16/2026	SAN JOSE WATER COMPANY	81062-100526	080326-100526 SERVICE	1115301	62613	$ 1,033.03
163911	10/16/2026	SAN JOSE WATER COMPANY	85439-100126	073026-092926 SERVICE	1115301	62613	$ 2,562.97
163911 Total							$ 13,754.37
163912	10/16/2026	SAN JOSE WATER COMPANY	12509-100226	073126-092826 SERVICE	6335423	62613	$ 775.45
163912	10/16/2026	SAN JOSE WATER COMPANY	31364-100126	073026-092826 SERVICE	1115301	62613	$ 634.81
163912	10/16/2026	SAN JOSE WATER COMPANY	32258-100126	073126-092926 SERVICE	1115301	62613	$ 532.51
163912	10/16/2026	SAN JOSE WATER COMPANY	40270-100126	073026-092926 SERVICE	1115301	62613	$ 863.08
163912	10/16/2026	SAN JOSE WATER COMPANY	43051-100226	073126-100226 SERVICE	1115301	62613	$ 559.14
163912	10/16/2026	SAN JOSE WATER COMPANY	49286-100126	073026-092826 SERVICE	1115301	62613	$ 316.04
163912	10/16/2026	SAN JOSE WATER COMPANY	61049-100526	080326-100526 SERVICE	1115301	62613	$ 891.37
163912	10/16/2026	SAN JOSE WATER COMPANY	65604-100126	073126-092926 SERVICE	1115301	62613	$ 856.78
163912	10/16/2026	SAN JOSE WATER COMPANY	73515-100226	073126-092826 SERVICE	1115301	62613	$ 523.62
163912	10/16/2026	SAN JOSE WATER COMPANY	75738-100126	073026-092826 SERVICE	1115301	62613	$ 848.93
163912 Total							$ 6,801.73
163913	10/16/2026	SAN JOSE WATER COMPANY	08613-100126	073026-092926 SERVICE	6335423	62613	$ 273.33
163913	10/16/2026	SAN JOSE WATER COMPANY	11090-100526	080326-100526 SERVICE	1115301	62613	$ 282.29
163913	10/16/2026	SAN JOSE WATER COMPANY	13712-100126	073026-092926 SERVICE	1115301	62613	$ 273.33

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163913	10/16/2026	SAN JOSE WATER COMPANY	19072-100126	073126-092926 SERVICE	1115301	62613	$ 268.83
163913	10/16/2026	SAN JOSE WATER COMPANY	20719-100126	073026-092926 SERVICE	6335423	62613	$ 273.33
163913	10/16/2026	SAN JOSE WATER COMPANY	34764-100526	080326-100526 SERVICE	1115301	62613	$ 282.29
163913	10/16/2026	SAN JOSE WATER COMPANY	35898-100126	073126-092926 SERVICE	2515408	62613	$ 305.00
163913	10/16/2026	SAN JOSE WATER COMPANY	38001-100126	073126-092926 SERVICE	1115301	62613	$ 268.83
163913	10/16/2026	SAN JOSE WATER COMPANY	67713-100126	073126-092926 SERVICE	1115301	62613	$ 268.83
163913	10/16/2026	SAN JOSE WATER COMPANY	80400-100126	073026-092926 SERVICE	1115301	62613	$ 281.18
163913 Total							$ 2,777.24
163914	10/16/2026	SAN JOSE WATER COMPANY	25281-100126	073026-092826 SERVICE	6335423	62613	$ 179.07
163914	10/16/2026	SAN JOSE WATER COMPANY	35473-100126	073026-092826 SERVICE	1115301	62613	$ 163.34
163914	10/16/2026	SAN JOSE WATER COMPANY	49771-100126	073026-092926 SERVICE	6335423	62613	$ 166.08
163914	10/16/2026	SAN JOSE WATER COMPANY	76074-100226	073026-092826 SERVICE	1115301	62613	$ 163.34
163914	10/16/2026	SAN JOSE WATER COMPANY	76870-100826	080626-100826 SERVICE	1115301	62613	$ 171.53
163914	10/16/2026	SAN JOSE WATER COMPANY	80336-100126	073126-092926 SERVICE	1115301	62613	$ 268.83
163914	10/16/2026	SAN JOSE WATER COMPANY	93322-100126	073026-092926 SERVICE	6335423	62613	$ 173.93
163914	10/16/2026	SAN JOSE WATER COMPANY	97721-100126	073126-092826 SERVICE	2355505	62613	$ 264.34
163914 Total							$ 1,550.46
163915	10/16/2026	STEPHEN CIARI PLUMBING AND HEATING	29573	092326 SERVICE	6335423	62373	$ 1,432.96
163915	10/16/2026	STEPHEN CIARI PLUMBING AND HEATING	29584	092326 SERVICE	6335423	62373	$ 551.94
163915 Total							$ 1,984.90
163916	10/16/2026	STEVENS CREEK TOYOTA	337202-1	AUTO PARTS	1115402	61265	$ 268.87
163916 Total							$ 268.87
163917	10/16/2026	SUMMIT UNIFORMS LLC	44630	UNIFORMS	1114301	61165	$ 257.40
163917 Total							$ 257.40
163918	10/16/2026	SUNBELT RENTALS INC	189569232-0001	RENTALS	1115301	62353	$ 231.40
163918 Total							$ 231.40
163919	10/16/2026	TOWN EMPLOYEES ASSOCIATION	112496	TEA DUES PPE 10/10/26	111	21261	$ 1,345.90
163919 Total							$ 1,345.90
163920	10/16/2026	URBAN37 INC	2360	092126 SERVICE	1113999	68416	$ 685.79
163920 Total							$ 685.79
163921	10/16/2026	VALLEY IMAGES	57771	UNIFORMS	1115101	61213	$ 424.05
163921	10/16/2026	VALLEY IMAGES	57771-01	UNIFORMS	1115202	61213	$ 818.40
163921	10/16/2026	VALLEY IMAGES	57771-02	UNIFORMS	1115402	61213	$ 343.75
163921	10/16/2026	VALLEY IMAGES	57771-03	UNIFORMS	6335423	61213	$ 492.25
163921	10/16/2026	VALLEY IMAGES	57771-03	UNIFORMS	1115401	61213	$ 1,573.00
163921	10/16/2026	VALLEY IMAGES	57771-03	UNIFORMS	1115301	61213	$ 2,048.20
163921 Total							$ 5,699.65
163922	10/16/2026	VILCIA N RODRIGUEZ	092226	REIMBURSEMENT RECRUITMENT LUNCH	1112201	63213	$ 110.25
163922	10/16/2026	VILCIA N RODRIGUEZ	04/23/26-09/20/26	REIMBURSEMENT - VARIOUS EXPENSES	1112201	63213	$ 34.45
163922	10/16/2026	VILCIA N RODRIGUEZ	04/23/26-09/20/26	REIMBURSEMENT - VARIOUS EXPENSES	1112201	63213	$ 76.11
163922	10/16/2026	VILCIA N RODRIGUEZ	04/23/26-09/20/26	REIMBURSEMENT - VARIOUS EXPENSES	1112201	63213	$ 18.79
163922	10/16/2026	VILCIA N RODRIGUEZ	04/23/26-09/20/26	REIMBURSEMENT - VARIOUS EXPENSES	1112201	64211	$ 9.00
163922 Total							$ 248.60
163923	10/16/2026	YOLANDA R LIRA	03/23/26-03/25/26M	MILEAGE-TEAM BUILDING WORKSHOP	1114201	64211	$ 91.93

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163923 Total							$ 91.93
Grand Total							$ 86,202.59

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163924	10/23/2026	4LEAF INC	402-26-003	B26-0717 101 ALBRIGHT WAY	1113999	68416	$ 25,409.78
163924 Total							$ 25,409.78
163925	10/23/2026	ACE COAST SERVICES INC	I67415	PORTABLE TOILET FOR PLAZA PARK	1115301	62378	$ 1,506.25
163925 Total							$ 1,506.25
163926	10/23/2026	AIR SYSTEMS INC	961022200	SERVICE ORDER #61040372	6335423	63352	$ 1,687.00
163926	10/23/2026	AIR SYSTEMS INC	961022461	SERVICE AT 110 E MAIN ST	6335423	63352	$ 2,684.00
163926	10/23/2026	AIR SYSTEMS INC	961022462	SERVICE AT 208 E MAIN ST	6335423	63352	$ 2,749.00
163926	10/23/2026	AIR SYSTEMS INC	961022472	SERVICE AT 110 E MAIN ST	6335423	63352	$ 3,681.00
163926	10/23/2026	AIR SYSTEMS INC	961022473	SERVICE AT 100 VILLA AVE	6335423	63352	$ 1,474.00
163926	10/23/2026	AIR SYSTEMS INC	961022475	SERVICE AT 100 VILLA AVE	6335423	63352	$ 4,215.00
163926	10/23/2026	AIR SYSTEMS INC	961022521	ARC SERVICE	6335423	63352	$ 1,470.00
163926 Total							$ 17,960.00
163927	10/23/2026	AIRGAS INC	5527985628	SUPPLIES	1115402	61265	$ 106.37
163927 Total							$ 106.37
163928	10/23/2026	ALBERTSONS COMPANIES INC	2609FL26TNLG	HEALTH FAIR EXPENSES	1112201	64122	$ 335.50
163928 Total							$ 335.50
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	19Y6V9JVLGGT	SUPPLIES	1117201	61191	$ 49.95
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1DLNPQKDMVFV	SUPPLIES	6335423	61214	$ 34.69
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1FGJD4RRRQK9	SUPPLIES	6212502	61133	$ 179.28
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1HMJVF6HLNKH	SUPPLIES	1117202	61192	$ 78.32
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1JXLR1F4QVTX	SUPPLIES	2617301	62421	$ 120.60
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1ND1DPTVM7PF	SUPPLIES	1117101	61111	$ 140.97
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1VG4GRVLC1Y6	SUPPLIES	2617301	62424	$ 109.78
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1WDWMFWQ4XVV	SUPPLIES	2617301	62421	$ 164.65
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1XK17YJX9LNP	SUPPLIES	1114201	61111	$ 111.26
163929	10/23/2026	AMAZON CAPITAL SERVICES INC	1YL4RT63QDRX	SUPPLIES	1117201	61191	$ 177.26
163929 Total							$ 1,166.76
163930	10/23/2026	AMAZON CAPITAL SERVICES INC	1CD9GR6WLR76	SUPPLIES	6335423	61214	$ 12.27
163930	10/23/2026	AMAZON CAPITAL SERVICES INC	1CTX6PXYTFWQ	SUPPLIES	1117101	61111	$ 7.13
163930 Total							$ 19.40
163931	10/23/2026	BAN SERVICES COMPANY INC	321328	PEST CONTROL SERVICES	6335423	62376	$ 223.00
163931 Total							$ 223.00
163932	10/23/2026	BAY AREA PL SERVICES	35615	073126 SERVICE	1114303	63322	$ 3,470.50
163932	10/23/2026	BAY AREA PL SERVICES	35702	083126 SERVICE	1114303	63322	$ 2,123.00
163932 Total							$ 5,593.50
163933	10/23/2026	BEAR ELECTRICAL SOLUTIONS, INC	13152	PROPERTY DAMAGE CLAIM 26-1519 WORK ORDER 49001	1115404	63364	$ 220.00
163933	10/23/2026	BEAR ELECTRICAL SOLUTIONS, INC	13184	SEPTEMBER 2026 USA SERVICES	1115202	63356	$ 1,540.00
163933	10/23/2026	BEAR ELECTRICAL SOLUTIONS, INC	13280	SEPTEMBER 2026 ROUTINE SERVICES	1115401	63364	$ 3,782.00
163933 Total							$ 5,542.00
163934	10/23/2026	BIBLIOTHECA, LLC	INV-US86945	070126-063027 SERVICE	1117204	63332	$ 18,819.02
163934 Total							$ 18,819.02
163935	10/23/2026	CHAD ANDERSON	10/25/26-10/28/26	PER DIEM REIMBURSEMENT - UAS BASIC PILOT COURSE	1114301	64111	$ 301.00
163935 Total							$ 301.00
163936	10/23/2026	CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC	LCMSPD26_9	090126-092926 SERVICE	1114101	63215	$ 1,984.67
163936 Total							$ 1,984.67
163937	10/23/2026	CLAUDIA Y MARTINEZ	102026	REIMBURSEMENT - DRY CLEANING TABLE CLOTHS	1114101	67503	$ 50.00
163937	10/23/2026	CLAUDIA Y MARTINEZ	10/08/26-10/09/26R	REIMBURSEMENT - HOTEL FOR CJPIA TRAINING	1114101	64211	$ 394.81

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163937 Total							$ 444.81
163938	10/23/2026	COBRA ADVANTAGE INC.	203251	SEPTEMBER 2026 SERVICE	1111201	62113	$ 968.00
163938 Total							$ 968.00
163939	10/23/2026	CORELOGIC INFORMATION SOLUTIONS INC	30910498	090126-093026 PERIOD	6212502	63332	$ 245.14
163939	10/23/2026	CORELOGIC INFORMATION SOLUTIONS INC	30910508	090126-093026 PERIOD	6212502	63332	$ 454.33
163939 Total							$ 699.47
163940	10/23/2026	CORODATA RECORDS MANAGEMENT INC	RS3818945	090126-093026 STORAGE	1111201	62303	$ 155.32
163940 Total							$ 155.32
163941	10/23/2026	CORODATA SHREDDING INC	DN1602917	093026 SHREDDING	1114201	62378	$ 34.95
163941 Total							$ 34.95
163942	10/23/2026	SANTA CLARA COUNTY-FINANCE DEPT	1800099227	FY27 SVRIA ASSESSMENT FEE	1114201	62172	$ 63,269.00
163942 Total							$ 63,269.00
163943	10/23/2026	CSG CONSULTANTS, INC.	68333	082926-092526 SERVICE	1115999	68416	$ 17,404.00
163943	10/23/2026	CSG CONSULTANTS, INC.	68334	082926-092526 SERVICE	1115999	68416	$ 8,629.50
163943	10/23/2026	CSG CONSULTANTS, INC.	68335	082926-092526 SERVICE	1115999	68416	$ 1,085.00
163943	10/23/2026	CSG CONSULTANTS, INC.	68336	082926-092526 SERVICE	1115999	68416	$ 19,150.50
163943 Total							$ 46,269.00
163944	10/23/2026	DAVID M NYLANDER	112642	RETIREE REIMBURSEMENT	111	23712	$ 3,958.77
163944 Total							$ 3,958.77
163945	10/23/2026	DAVID R GRAVEL	112635	RETIREE REIMBURSEMENT	111	23712	$ 282.01
163945 Total							$ 282.01
163946	10/23/2026	DEREK LAMONT MOYE	112640	RETIREE REIMBURSEMENT	111	23712	$ 2,039.52
163946 Total							$ 2,039.52
163947	10/23/2026	DISABILITY ACCESS CONSULTANTS LLC	26-317	SEPTEMBER 2026 ADA SERVICES	4118734	82303	$ 1,680.00
163947 Total							$ 1,680.00
163948	10/23/2026	DUDEK	202609455	072526-082126 SERVICE	1115401	62354	$ 5,701.20
163948 Total							$ 5,701.20
163949	10/23/2026	FRANK AND GROSSMAN LANDSCAPE	42623	OCTOBER 2026 SERVICES	6335423	63351	$ 16,767.00
163949	10/23/2026	FRANK AND GROSSMAN LANDSCAPE	42624	JULY-SEP 2026 RETRO BILL FOR YEAR 3 CPI INCREASE	6335423	63351	$ 1,464.75
163949 Total							$ 18,231.75
163950	10/23/2026	FRANKLIN ANDRADE	063095	100126-100226 DISPLAY ADS	1111201	62227	$ 4,480.00
163950 Total							$ 4,480.00
163951	10/23/2026	FRONTIER CALIFORNIA INC	3540009-101226	101226-111126 SERVICE	6335423	62631	$ 397.84
163951 Total							$ 397.84
163952	10/23/2026	GEORGIA J EATON	111907	SEPTEMBER 2026 SERVICES	1115301	62376	$ 1,970.00
163952 Total							$ 1,970.00
163953	10/23/2026	GLOBAL WATER TECHNOLOGY INC	206057	SEPTEMBER 2026 SERVICES	6335423	61219	$ 459.43
163953 Total							$ 459.43
163954	10/23/2026	GLORIA M FIELDS	52997	SUPPLIES	1114201	61111	$ 44.06
163954 Total							$ 44.06
163955	10/23/2026	GOODYEAR AUTO SERVICE CENTER	0000110308	TIRES	1115402	61265	$ 816.56
163955 Total							$ 816.56
163956	10/23/2026	GORDON W GRANTHAM	052226	REIMBURSEMENT - CAPE CONFERENCE HOTEL	1114303	64211	$ 756.20
163956 Total							$ 756.20
163957	10/23/2026	GRAINGER	9096539557	SUPPLIES	1115401	61213	$ 182.66
163957	10/23/2026	GRAINGER	9096539557	SUPPLIES	1115301	61213	$ 182.67
163957	10/23/2026	GRAINGER	9096892543	SUPPLIES	1115401	61213	$ 552.66

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CHECK NUMBER	CHECK DATE	VENDOR NAME	INVOICE	DESCRIPTION	ORG	OBJECT	AMOUNT
163957	10/23/2026	GRAINGER	9096892543	SUPPLIES	1115301	61213	$ 552.66
163957	10/23/2026	GRAINGER	9098484851	SUPPLIES	1115401	61275	$ 241.21
163957	10/23/2026	GRAINGER	9098645691	SUPPLIES	6335423	61214	$ 117.09
163957	10/23/2026	GRAINGER	9099848096	SUPPLIES	1115301	61213	$ 844.06
163957	10/23/2026	GRAINGER	9099848096	SUPPLIES	1115401	61213	$ 844.06
163957	10/23/2026	GRAINGER	9100321794	SUPPLIES	6335423	61214	$ 189.87
163957	10/23/2026	GRAINGER	9100321810	SUPPLIES	1115301	61213	$ 78.24
163957	10/23/2026	GRAINGER	9100321810	SUPPLIES	1115401	61213	$ 78.25
163957	10/23/2026	GRAINGER	9101640796	SUPPLIES	6335423	61214	$ 36.98
163957 Total							$ 3,900.41
163958	10/23/2026	GREEN HALO SYSTEMS INC	6853	OCTOBER 2026 SERVICES	6212502	63332	$ 192.00
163958 Total							$ 192.00
163959	10/23/2026	GREGORY F EZGAR	112632	RETIREE REIMBURSEMENT	111	23712	$ 2,075.64
163959 Total							$ 2,075.64
163960	10/23/2026	GVP VENTURES INC	11646	EXECUTIVE SEARCH	1112201	63213	$ 3,700.00
163960 Total							$ 3,700.00
163961	10/23/2026	HEATHER MURPHY	100726	REIMBURSEMENT - BOOT REPLACEMENT	1114301	61253	$ 187.85
163961 Total							$ 187.85
163962	10/23/2026	INGRAM LIBRARY SERVICE LLC	99746212	BOOKS	1117202	61192	$ 3,728.09
163962	10/23/2026	INGRAM LIBRARY SERVICE LLC	99746212	BOOKS	1117201	61191	$ 3,305.01
163962 Total							$ 7,033.10
163963	10/23/2026	INTELLIGENT VAR TECHNOLOGY	15905	PATCH MY PC ENTERPRISE LICENSE	6212502	63332	$ 2,750.00
163963 Total							$ 2,750.00
163964	10/23/2026	JAMES ALBERT WIENS	112644	RETIREE REIMBURSEMENT	111	23712	$ 591.48
163964 Total							$ 591.48
163965	10/23/2026	JAMES D. DE OCAMPO	082826	MILEAGE REIMBURSEMENT - EVOC TRAINING	1114301	64211	$ 36.94
163965 Total							$ 36.94
163966	10/23/2026	JARVIS FAY LLP	22629	090126-093026 SERVICES	1111301	63215	$ 790.00
163966	10/23/2026	JARVIS FAY LLP	22630	090126-093026 SERVICE	1111301	63215	$ 5,964.50
163966	10/23/2026	JARVIS FAY LLP	22631	090126-093026 SERVICE	1111301	63215	$ 958.50
163966 Total							$ 7,713.00
163967	10/23/2026	JONATHAN I REYES	081026	REIMBURSEMENT - GAS FOR TOWN VEHICLE	1114301	61261	$ 76.82
163967 Total							$ 76.82
163968	10/23/2026	JOSE MARIO CARRIZOSA	112629	RETIREE REIMBURSEMENT	111	23712	$ 2,767.52
163968 Total							$ 2,767.52
163969	10/23/2026	JULIE JENNINGS	101926	REIMBURSEMENT - FINGERPRINTING SERVICES	1112201	64433	$ 50.00
163969 Total							$ 50.00
163970	10/23/2026	KATHLEEN B LYONS	02-191-620	081526-093026 SERVICES	1115201	63264	$ 1,356.25
163970 Total							$ 1,356.25
163971	10/23/2026	KERRY L HARRIS	112636	RETIREE REIMBURSEMENT	111	23712	$ 1,623.20
163971 Total							$ 1,623.20
163972	10/23/2026	KNOWBE4 INC	INV455648	SECURITY AWARENESS TRAINING SUBSCRIPTION	6212502	63332	$ 5,580.10
163972 Total							$ 5,580.10
163973	10/23/2026	LOS GATOS PUBLIC MEDIA INC DBA KCAT	103178	SEPTEMBER 2026 CABLECASTING	1111201	63311	$ 5,250.00
163973 Total							$ 5,250.00
163974	10/23/2026	LWP CLAIMS SOLUTIONS INC	26893	OCTOBER 2026 CLAIMS ADMINISTRATION	6122202	65521	$ 5,025.58
163974 Total							$ 5,025.58

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CHECK NUMBER	CHECK DATE	VENDOR NAME	INVOICE	DESCRIPTION	ORG	OBJECT	AMOUNT
163975	10/23/2026	MAPS SERVICE AGENCY INC	2026090590	BACKGROUNDS	1112201	63213	$ 68.00
163975 Total							$ 68.00
163976	10/23/2026	MARUNDEE ELECTRIC INC	1610	POLICE SERVER ROOM INSTALL	6335423	63354	$ 4,875.00
163976 Total							$ 4,875.00
163977	10/23/2026	MATT FRISBY	112634	RETIREE REIMBURSEMENT	111	23712	$ 2,039.52
163977 Total							$ 2,039.52
163978	10/23/2026	MICHAEL PAUL D'ANTONIO	112631	RETIREE REIMBURSEMENT	111	23712	$ 1,932.06
163978 Total							$ 1,932.06
163979	10/23/2026	MIDWEST MOTOR SUPPLY CO., INC.	104884758	SUPPLIES	1115402	61265	$ 543.96
163979 Total							$ 543.96
163980	10/23/2026	MIDWEST TAPE	509500805	DVDS	1117201	61191	$ 35.39
163980	10/23/2026	MIDWEST TAPE	509500806	DVDS	1117201	61191	$ 46.90
163980 Total							$ 82.29
163981	10/23/2026	MILLIE M SPERATH	112643	RETIREE REIMBURSEMENT	111	23712	$ 98.07
163981 Total							$ 98.07
163982	10/23/2026	MONTEREY BAY OFFICE PRODUCTS, INC	521965	070126-093026 BILLING PERIOD	6212502	61135	$ 5,855.24
163982 Total							$ 5,855.24
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	2365506	63363	$ 140.00
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	2355505	63363	$ 375.00
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	2345504	63363	$ 559.00
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	2335503	63363	$ 46.00
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	2325502	63363	$ 609.00
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	2315501	63363	$ 93.00
163983	10/23/2026	NEW IMAGE LANDSCAPE COMPANY	155424	SEPTEMBER 2026 SERVICES	1115301	63363	$ 10,148.00
163983 Total							$ 11,970.00
163984	10/23/2026	NINYO & MOORE GEOTECHNICAL & ENVIRONMENTAL	327718	SERVICES THRU 082826	4818155	82405	$ 507.50
163984 Total							$ 507.50
163985	10/23/2026	O'BRIEN CODE CONSULTING, INC,	2026001096	B26-0671 PLAN REVIEW	1113999	68416	$ 1,027.92
163985	10/23/2026	O'BRIEN CODE CONSULTING, INC,	2026001097	B26-0660 PLAN REVIEW	1113999	68416	$ 410.57
163985	10/23/2026	O'BRIEN CODE CONSULTING, INC,	2026001102TM	B25-0058 PLAN REVIEW	1113999	68416	$ 525.00
163985 Total							$ 1,963.49
163986	10/23/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-121943	AUTO PARTS	1115402	61265	$ 93.87
163986	10/23/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-121944	AUTO PARTS	1115402	61265	$ 29.66
163986	10/23/2026	O'REILLY AUTO ENTERPRISES, LLC	2572-122175	AUTO PARTS	1115402	61265	$ 160.93
163986 Total							$ 284.46
163987	10/23/2026	OCLC, INC.	1000525673	090126-093026 EAUDIOBOOK/EBOOK	1117201	61191	$ 865.25
163987	10/23/2026	OCLC, INC.	1000525734	090126-093026 EBOOK/EAUDIOBOOK	1117201	61191	$ 1,995.05
163987 Total							$ 2,860.30
163988	10/23/2026	ODP BUSINESS SOLUTIONS	481572887001	SUPPLIES	1114201	61111	$ 109.69
163988	10/23/2026	ODP BUSINESS SOLUTIONS	481581735001	SUPPLIES	1114201	61111	$ 44.28
163988	10/23/2026	ODP BUSINESS SOLUTIONS	484606685001	SUPPLIES	1114201	61111	$ 230.10
163988	10/23/2026	ODP BUSINESS SOLUTIONS	484608238001	SUPPLIES	1115101	61111	$ 10.81
163988	10/23/2026	ODP BUSINESS SOLUTIONS	484608238001	SUPPLIES	1115101	61111	$ 13.99
163988	10/23/2026	ODP BUSINESS SOLUTIONS	484608238001-01	SUPPLIES	6335423	61112	$ 126.16
163988	10/23/2026	ODP BUSINESS SOLUTIONS	484608238001-01	SUPPLIES	6335423	61112	$ 48.72
163988 Total							$ 583.75
163989	10/23/2026	A TO Z HOMES LLC	100226	B26-0402 268 OLD ADOBE RD	111	23544	$ 1,077.34

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163989 Total							$ 1,077.34
163990	10/23/2026	CYNTHIA HSIEH	100226-3	P26-215 16521 FERRIS AVE	111	23544	$ 57.58
163990 Total							$ 57.58
163991	10/23/2026	DARRELL MARTIN	100126	B26-0647 124 CAMPOS VERDE	111	23544	$ 2,130.98
163991 Total							$ 2,130.98
163992	10/23/2026	SJ PERMITS	100226-1	B26-0129 17605 FOSTER RD	111	23544	$ 314.65
163992 Total							$ 314.65
163993	10/23/2026	WENDY LOW-YEE	100226-4	E25-365 15100 LOS GATOS BLVD STE 8	111	23544	$ 191.20
163993 Total							$ 191.20
163994	10/23/2026	LIFE SERVICES ALTERNATIVES	092826-1	REFUND USE PERMIT DEPOSIT	1115301	42511	$ 500.00
163994 Total							$ 500.00
163995	10/23/2026	ROTARY CLUB OF LOS GATOS	092826	REFUND USE PERMIT DEPOSIT	1115301	42511	$ 500.00
163995 Total							$ 500.00
163996	10/23/2026	PACIFIC GAS & ELECTRIC	00442-101526	091026-100826 SERVICE	1115401	62621	$ 79.95
163996	10/23/2026	PACIFIC GAS & ELECTRIC	01468-101526	091026-100826 SERVICE	6335423	62611	$ 12,650.16
163996	10/23/2026	PACIFIC GAS & ELECTRIC	01468-101526	091026-100826 SERVICE	6335423	62612	$ 247.76
163996	10/23/2026	PACIFIC GAS & ELECTRIC	08696-101526	091026-100826 SERVICE	6335423	62611	$ 32.92
163996	10/23/2026	PACIFIC GAS & ELECTRIC	08696-101526	091026-100826 SERVICE	6335423	62612	$ 7.84
163996	10/23/2026	PACIFIC GAS & ELECTRIC	81107-101526	090926-100726 SERVICE	6335423	62611	$ 47.75
163996 Total							$ 13,066.38
163997	10/23/2026	PAMELA S JACOBS	112638	RETIREE REIMBURSEMENT	111	23712	$ 1,018.80
163997 Total							$ 1,018.80
163998	10/23/2026	PREFERRED ALLIANCE INC	0213024-IN	SEPTEMBER 2026 SERVICES	1112201	62321	$ 82.30
163998 Total							$ 82.30
163999	10/23/2026	PRINT INNOVATIONS INC	50994	PRINTING BUDGET AT A GLANCE	1112301	62305	$ 136.41
163999 Total							$ 136.41
164000	10/23/2026	PURE MASSAGE THERAPY	LOSGATOS05	HEALTH FAIR EXPENSES	1112201	64122	$ 414.27
164000 Total							$ 414.27
164001	10/23/2026	REGINA A FALKNER	112633	RETIREE REIMBURSEMENT	111	23712	$ 895.80
164001 Total							$ 895.80
164002	10/23/2026	RURAL SUPPLY HARDWARE INC	8381	SUPPLIES	6335423	61214	$ 17.02
164002	10/23/2026	RURAL SUPPLY HARDWARE INC	8396	SUPPLIES	6335423	61214	$ 41.73
164002 Total							$ 58.75
164003	10/23/2026	SERVICE STATION SYSTEMS	2357890	DO INSPECTION	1115402	61266	$ 225.00
164003	10/23/2026	SERVICE STATION SYSTEMS	2358368	DO INSPECTION	1115402	61266	$ 225.00
164003 Total							$ 450.00
164004	10/23/2026	SHANNON L LOMBARDO	09/08/26-09/11/26R	REIMBURSEMENT - RISE CONFERENCE LYFTS AND PARKING	1114202	64211	$ 175.83
164004 Total							$ 175.83
164005	10/23/2026	SHELLEY NEIS	112641	RETIREE REIMBURSEMENT	111	23712	$ 999.00
164005 Total							$ 999.00
164006	10/23/2026	SHI INTERNATIONAL CORP	B21751900	POWER BI PRO GCC SUB PER USER	6212502	63332	$ 161.96
164006 Total							$ 161.96
164007	10/23/2026	SPECIALIZED ELEVATOR CORP	537449	100126-103126 SERVICE	2515408	63353	$ 325.00
164007	10/23/2026	SPECIALIZED ELEVATOR CORP	537450	100126-103126 SERVICE	6335423	63353	$ 1,625.00
164007 Total							$ 1,950.00
164008	10/23/2026	STEFANIE HOCKEMEYER	112637	RETIREE REIMBURSEMENT	111	23712	$ 350.64
164008 Total							$ 350.64

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164009	10/23/2026	STEPHEN D CONWAY	112630	RETIREE REIMBURSEMENT	111	23712	$ 4,978.47
164009 Total							$ 4,978.47
164010	10/23/2026	SUMMIT UNIFORMS LLC	46715	UNIFORMS	1114301	61165	$ 2,979.50
164010 Total							$ 2,979.50
164011	10/23/2026	SUN BADGE COMPANY	429041	BADGES	1114301	61165	$ 78.72
164011 Total							$ 78.72
164012	10/23/2026	SUNWEALTH PROJECT POOL 5 LLC	INV-15344	SEPTEMBER 2026 POLICE INVOICE	6335423	62611	$ 1,550.52
164012 Total							$ 1,550.52
164013	10/23/2026	THE ALARM COMPANY INC	367076	100126-103126 MONITORING	6335423	63362	$ 253.00
164013 Total							$ 253.00
164014	10/23/2026	THE FRATELLO MARIONETTES	1270	102926 LIBRARY PROGRAM	1117101	61111	$ 85.31
164014	10/23/2026	THE FRATELLO MARIONETTES	1270	102926 LIBRARY PROGRAM	2617301	62415	$ 550.00
164014 Total							$ 635.31
164015	10/23/2026	TONYA TYSZKIEWICZ	4552	SWEARING IN EXPENSE	1114101	67503	$ 1,153.64
164015 Total							$ 1,153.64
164016	10/23/2026	TRIDENT K-9 CONSULTING	1837	K9 TRAINING	1114301	64282	$ 500.00
164016 Total							$ 500.00
164017	10/23/2026	TRUEPOINT SOLUTIONS, LLC	50532	SEPTEMBER 2026 SERVICES	6212502	63331	$ 1,485.00
164017 Total							$ 1,485.00
164018	10/23/2026	URBAN37 INC	2384	093026 SERVICE	1113999	68416	$ 701.25
164018 Total							$ 701.25
164019	10/23/2026	VERIZON BUSINESS SERVICES	73849502	SV649539 SERVICES THRU 093026	6335423	62631	$ 798.52
164019	10/23/2026	VERIZON BUSINESS SERVICES	73849509	SV649543 SERVICES THRU 093026	6335423	62631	$ 822.39
164019	10/23/2026	VERIZON BUSINESS SERVICES	73849671	SV649544 SERVICES THRU 093026	6335423	62631	$ 1,369.65
164019	10/23/2026	VERIZON BUSINESS SERVICES	73849986	SV649545 SERVICES THRU 093026	6335423	62631	$ 325.20
164019 Total							$ 3,315.76
164020	10/23/2026	WARDELL AUTO INTERIORS AND TOPS LLC	23604	AUTO PARTS	1115402	61265	$ 197.55
164020	10/23/2026	WARDELL AUTO INTERIORS AND TOPS LLC	23604	AUTO PARTS	1115402	62392	$ 1,007.50
164020	10/23/2026	WARDELL AUTO INTERIORS AND TOPS LLC	23631	AUTO PARTS	1115402	61265	$ 142.68
164020	10/23/2026	WARDELL AUTO INTERIORS AND TOPS LLC	23631	AUTO PARTS	1115402	62392	$ 1,007.50
164020 Total							$ 2,355.23
164021	10/23/2026	WEX HEALTH INC	0002471855-IN	SEPTEMBER 2026 PERIOD	1111201	62116	$ 100.80
164021 Total							$ 100.80
164022	10/23/2026	WILLIAM EDWARD LANGER, JR	112639	RETIREE REIMBURSEMENT	111	23712	$ 430.23
164022 Total							$ 430.23
164023	10/23/2026	WINSTON APPLING	10/25/26-10/28/26	PER DIEM REIMBURSEMENT - UAS BASIC PILOT COURSE	1114301	64111	$ 301.00
164023 Total							$ 301.00
164024	10/23/2026	ZUMAR INDUSTRIES INC	58713	SUPPLIES	1115401	61212	$ 2,925.52
164024 Total							$ 2,925.52
Grand Total							$ 363,474.51

Town of Los Gatos Check Date 10/16/26

Location	Total Payroll	Number of Employees
1101 - TOWN COUNCIL	1,425.00	5
1301 - TOWN ATTORNEY	11,983.00	1
2101 - TOWN MANAGER	39,482.00	7
2105 - EMERGENCY PREPAREDNESS	8,977.00	2
2106 - ECONOMIC VITALITY	6,305.00	1
2201 - HUMAN RESOURCES	22,825.00	3
2301 - FINANCE	50,207.00	9
2401 - CLERK ADMINISTRATION	17,480.00	3
2501 - INFORMATION TECHNOLOGY	16,178.00	3
3101 - COMMUNITY DEVELOPMENT	120,349.00	21
4101 - POLICE	464,939.00	59
5101 - PARKS AND PUBLIC WORKS	182,989.00	41
7101 - LIBRARY	67,627.00	23
	1,010,766.00	178

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 4

DATE: November 2, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Authorize the Town Manager to Execute an Agreement for Professional Services with Whitlock & Weinberger Transportation, Inc. dba W-Trans, for Traffic Engineering Support, at an Amount Not to Exceed $125,000.**

RECOMMENDATION: Authorize the Town Manager to execute an Agreement for Professional Services with Whitlock & Weinberger Transportation, Inc. dba W-Trans for Traffic Engineering Support, at a not to exceed amount of $125,000.

FISCAL IMPACT:

The recommended action would result in expenditures of up to $125,000 in FY 2026-27 for traffic engineering staff augmentation services. Sufficient funding is available in the FY 2026-27 Adopted Operating Budget Town Engineering Program. No budget adjustment is required. The agreement will expire on June 30, 2027; therefore, there is no future fiscal year impact.

STRATEGIC PRIORITY:

This item supports the Town's Strategic Priority to implement transportation demand management and traffic calming efforts to mitigate traffic congestion where possible, while ensuring safety for all users. This item also supports the Core Goal of Quality Public Infrastructure.

BACKGROUND:

The Engineering Division is responsible for a wide range of traffic engineering activities, including responding to traffic concerns in 311, reviewing development projects, evaluating

PREPARED BY: Gary Heap
Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Administrative Services Director, and Parks and Public Works Director

traffic control devices, conducting traffic studies, and supporting transportation planning and capital improvement projects. The traffic engineering staff within Engineering has experienced increased workload and demand in recent years. The existing staffing is not adequate to meet the increasing demand.

In 2023, the Parks and Public Works Department issued a Request for Qualifications (RFQ) to supplement its in-house resources and establish an on-call consultant list for Engineering and Design Support Services. The RFQ solicited firms across multiple engineering disciplines, including traffic engineering services. Firms with experience providing municipal traffic engineering services were invited to submit qualifications for consideration. Responses were received from several firms and evaluated based on qualifications, experience, technical expertise, staffing resources, responsiveness, and familiarity with California municipal requirements.

On February 20, 2024, the Town Council approved the On-Call Consultants List for Engineering and Design Support Services.

DISCUSSION:

On August 21, 2026, staff issued a Request for Proposal (RFP) to the firms prequalified in 2024 to provide traffic engineering support services. The request was distributed to all qualified Traffic Engineering firms listed in the Town's on-call list for engineering and support services. Two firms, Whitlock & Weinberger Transportation, Inc. (W-Trans) and TJKM submitted proposals. Staff conducted interviews with the two firms and selected W-Trans based on their similar experience providing municipal traffic engineering staff augmentation services, for their availability, and for the qualifications of the staff that they proposed to provide for this assignment. The recommended $125,000 contract amount is expected fund various traffic related services through the remainder of the fiscal year at the hourly rates from the proposal. The contract amount reflects the funding available within PPW from vacancy savings in the engineering team.

PPW Staff and the Human Resources Director conferred with the Town Employee Association (TEA) leadership regarding the provisions of this agreement, and TEA has no objection to this agreement.

CONCLUSION:

Staff recommends the Town Council authorize the Town Manger to execute an Agreement for Professional Services with W-Trans for Traffic Engineering Support.

COORDINATION:

This staff report was coordinated with the Administrative Services Department, Town Attorney's Office, and the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. Professional Services Agreement – W-Trans

AGREEMENT FOR PROFESSIONAL SERVICES

Staff Augmentation for Traffic Engineering Services

PREAMBLE

THIS AGREEMENT is by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Whitlock & Weinberger Transportation, Inc. dba W-Trans ("Consultant"), a Corporation whose address is 414 13th Street, 5th Floor, Oakland, CA 94612. This Agreement is made with reference to the following facts.

I. RECITALS

A. Town desires to engage Consultant to provide professional traffic engineering services.

B. Consultant represents and affirms that it is willing to perform the desired work pursuant to this Agreement.

C. Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain the Consultant.

II. AGREEMENT

A. Scope of Services. Consultant shall provide services as described in the Scope of Services, which is hereby incorporated by reference and attached as Exhibit A.

B. Term. The term of this Agreement shall be from upon execution to Wednesday, June 30, 2027.

C. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for the Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license as required in Chapter 14 of the Code of the Town of Los Gatos.

D. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.

E. Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to the Town upon the completion of services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless the Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

F. Compensation: Compensation for Consultant's professional services **shall not exceed $125,000.00** at the rates set forth in Exhibit A which is attached and incorporated by reference. Payment shall be based upon Town approval of each task.

G. Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.
Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:
Invoices: Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655
Email (preferred): AP@losgatosca.gov

H. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant offices during business hours upon written request of the Town.

I. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.

J. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

K. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives, nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this

performance of this Agreement. If after employment of a person Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

L. Non-Discrimination. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

A. Minimum Scope of Insurance:

1. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: two million dollars ($2,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.

2. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars ($1,000,000) combined single limit per accident for bodily injury and property damage.

3. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Service Provider agrees that all certificates and endorsements are to be received and approved by the Town before work commences.

4. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than $1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

B. General Liability:

1. The Town, its elected and appointed officials, employees, and agents are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant.

2. The Consultant's insurance coverage shall be primary insurance as respects the Town, its elected and appointed officials, employees, and agents. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or agents shall be excess of the Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or agents.

4. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

C. All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

D. Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees. As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than one million dollars ($1,000,000) per accident for bodily injury or disease.

E. Indemnification. The Consultant shall indemnify the Town its elected and appointed officials, employees and agents from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by any negligent act, error or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant. Consultant shall defend the Town against any such claims which may arise in connection with this agreement, in proportion to, and to the extent that they are brought as a result of the negligent acts, errors, or omissions, of the Subconsultant in its performance of services under this Agreement.

IV. GENERAL TERMS

A. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

B. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.

C. Mediation. Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties. In the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a blind draw. The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

D. Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by the Service Provider. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

E. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.

F. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street, Los Gatos, CA 95030

Whitlock & Weinberger Transportation, Inc.
414 13th Street, 5th Floor, Oakland, CA 94612

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

G. Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.

H. Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

Attachments:

A - Scope and Fee Schedule for Services

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

TOWN OF LOS GATOS:

SIGNATURE

Chris Constantin

FULL NAME

Town Manager

TITLE

DATE SIGNED

WHITLOCK & WEINBERGER TRANSPORTATION, INC. DBA W-TRANS:

SIGNATURE

Mark Spencer

ENTER CONSULTANT SIGNATORY'S NAME

President

ENTER CONSULTANT SIGNATORY'S TITLE

DATE SIGNED

Approved as to form:

SIGNATURE

Gabrielle Whelan

FULL NAME

Town Attorney

TITLE

DATE SIGNED

The execution date is the date on which the last party has signed.

Exhibits List

A - Scope and Fee Schedule for Services

Exhibit A

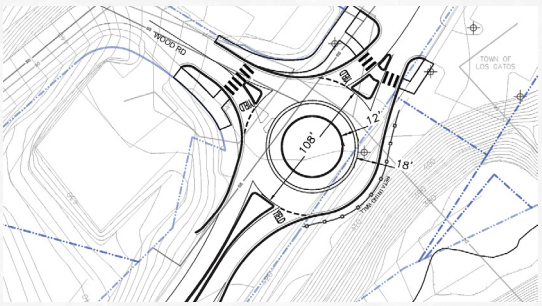
Scope and Fee Schedule for Services

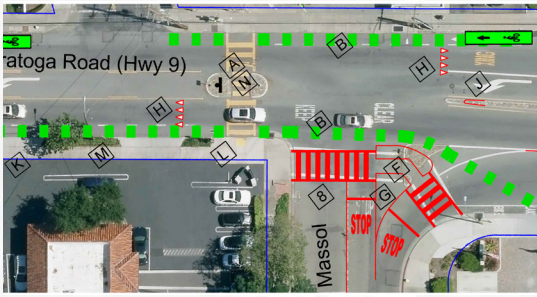
PROPOSAL TO PROVIDE

Traffic Engineering Support Services to the Town of Los Gatos

SEPTEMBER 3, 2026







TRAFFIC ENGINEERING
TRANSPORTATION PLANNING
Balancing Functionality and Livability since 1995
w-trans.com

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September 3, 2026

Mr. Gary Heap, PE
Town Engineer
Town of Los Gatos
Parks and Public Works Department
41 Miles Avenue
Los Gatos, CA 95030

Proposal to Provide Traffic Engineering Staff Support Services

Dear Mr. Heap;

W-Trans is pleased to present this proposal to provide on-call Traffic Engineering Support Service to the Town of Los Gatos in response to the Town's Request for Proposal dated August 21, 2026. We are excited about this opportunity to continue providing services for the Town, and believe that our work experience, philosophy, and personal service will continue to fit the Town's needs. W-Trans offers Los Gatos broad experience with on-call services and a successful record of working as an extension of agency staff.

W-Trans staff have provided on-call staff support services to numerous agencies in the Bay Area, including the cities of Concord, Novato and San Carlos, and the Town of Windsor. In each of these assignments, W-Trans supplements local agency staff with responses to transportation planning, traffic operations, traffic safety, development review, and community traffic requests. Also, for each of these agencies, W-Trans provides staff on a part-time basis, whether in-office or working remotely depending on the specific assignment.

W-Trans also been a strong on-call partner to the Town of Los Gatos, providing assistance with the Hillbrook School TDM Monitoring Program, the SR 9 Safety Study, the ATMS project, and a roundabout ICE Study at the Santa Cruz Avenue-SR 17 South Ramps/Wood Road intersection. As part of our on-call services, we offer a mix of planning, operations, and design-related experience. Our balanced approach includes a mix of traffic engineering skills such as traffic impact, safety and operation studies, traffic signal designs, and signal timing along with context-sensitive approaches that incorporate elements such as roundabouts, traffic calming, shared parking, and transportation demand management (TDM).

Kenny Jeong, a Senior Traffic Engineer that also provides part-time in-house staff services in the City of Novato, will be your primary contact person. As a Senior Principal of W-Trans, I will serve as the Principal in Charge for the staff services assignment.

What does the W-Trans Team offer?

- A dedicated Project Manager with On-Call Staff Services expertise and extensive local traffic engineering experience;
- Multiple Principals who are leaders in the industry in their respective specialties and possess decades of experience working with Los Gatos and jurisdictions throughout California;
- A transportation planning team with a proven track record of success preparing warrant studies, peer reviews, CEQA and non-CEQA traffic operations studies, and transportation grant applications;
- A design team with experience preparing plans for traffic signals, pedestrian and bicycle improvements, roundabouts, streetlighting, and signing and striping layouts;
- Experience meeting with local residents regarding complaints and preparing responses to resident requests; and
- A long history of successful on-call assignments throughout the Bay Area and Northern California that reflect our ability to complete quality work and maintain relationships with Agency staff.

414 13th Street, 5th Floor Oakland, CA 94612 510.444.2600 w-trans.com
SANTA ROSA • OAKLAND

W-Trans understands how to partner with local agencies to successfully provide on-call services. We offer experienced project management and staff that are responsive, cost-effective, and act as a resource to your staff. We understand the analytical, regulatory, and reporting requirements for projects in Los Gatos, and are very familiar with the local transportation issues that residents, businesses, and visitors face daily.

We have confirmed that our staff have availability, and we can dedicate the personnel and resources necessary to provide on-call staff support services on your behalf. We are available to commence services immediately and are committed to maintaining our key staff and a high level of responsiveness throughout the contract. We encourage the Town to contact our other staff service clients to discuss their satisfaction with our services, including adherence to schedule and budget.

Thank you for giving W-Trans the opportunity to propose on these services.

Sincerely,



Mark E. Spencer, TE
Senior Principal, President

MES/mes/LGA902.P1

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About Us

W-Trans provides traffic engineering and transportation planning services that emphasize mobility within available resources and help transform streets to serve all potential users. We are particularly skilled in retrofitting streets and roads to make walking, bicycling and transit use safer and more convenient while also appropriately managing vehicle traffic. We have applied these skills to many different types of projects, and with the changes to the California Environmental Quality Act (CEQA) that now place more emphasis on alternative modes versus driver convenience, this long-term focus has become even more important.

Our staff have gained a wide range of experience through working on a variety of projects such as analyses for traffic studies, Initial Studies and EIRs; developing traffic collision reduction programs; designing transportation facilities design including traffic signals, roundabouts, and pedestrian and bicycle facilities; streetscape planning efforts; and complete street projects. We take a holistic approach to traffic engineering, realizing that solutions cannot be developed in a vacuum or strictly follow the standards of the past. Traffic analysis and design must be sensitive to the context of the surrounding land use and community goals to be successful.

Our planning studies support the design practice that we also maintain. While the early years focused primarily on vehicle-oriented design services such as traffic signal and signing and striping plans, our design services have evolved with the transportation engineering industry and W-Trans has played a crucial role in advocating for, and designing, new state-of-the practice facilities for pedestrians and bicyclists such as enhanced pedestrian crossings and protected and buffered bike lanes. W-Trans is proud to have designed the first High-Intensity Activated Crosswalk (HAWK) Beacon in Sonoma County on Montgomery Drive adjacent to the Spring Lake Village senior living community in the City of Santa Rosa.

Our design projects range from traffic control improvements at intersections to mid-block crossing enhancements to Complete Streets corridor-level improvement projects. Our design and Complete Streets practices often work hand-in-hand and allow W-Trans the unique ability to work on all transportation-related aspects of a design project in-house from concept design to final design all the way through construction support. Many of our construction design projects are a result of an improvement identified through one of our corridor studies or are based on concept design plans prepared by our Complete Streets practice. This capability allows critical design knowledge to be passed along seamlessly from an operational analysis or concept plan to a final design plan with the benefit being a cohesive, well-thought-out construction drawing.

Through these various types of projects, we have the opportunity of working on diverse issues and concerns, giving us a breadth of potential solutions to any particular problem. We bring this background to our

W-Trans w-trans.com

Whitlock & Weinberger Transportation, Inc.

414 13th Street
5th Floor
Oakland, CA 94612
Office 510.444.2600

490 Mendocino Avenue
Suite 201
Santa Rosa, CA 95401
Office 707.542.9500

Our strength and focus are on balancing the technical needs and functionality of traffic with the desire of communities to create more livable streets and sustainable transportation systems.

W-Trans Service Areas

- Bicycle Facilities
- Complete Streets
- Municipal Staff Services
- Parking
- Pedestrian Safety and Design
- Roundabouts
- Safe Routes to School
- Traffic Calming
- Traffic Engineering Design
- Traffic Impacts
- Traffic Operations
- Traffic Safety
- Transportation Demand Management
- Trip Generation Rate Development
- VMT Impacts

staff services assignments – providing your City with access to solutions that have worked elsewhere as well as understanding why some measures may be better than others for any specific situation. Our staff routinely works as an extension of agency staff – dedicating entire days to be in the office with staff if desired – or serving as the staff representative to a traffic committee of some sort. We understand the overwhelming workload assigned to most public agency staff and believe that our role is to help alleviate the crush of that demand by completing tasks that can be spun off to a consulting firm. Our staff services assignments have been as varied as our other types of work. We routinely prepare warrants to determine need for a change in right-of-way controls, evaluate safety concerns, address resident requests, review traffic studies prepared by others, prepare traffic control plans for special events, and update traffic signal timing, to name a few. We offer our years of experience in numerous agencies to help the City of Rocklin address any and all types of traffic issues and concerns.[

Firm History

W-Trans was established in 1995 by Dalene Whitlock and Steve Weinberger. W-Trans opened its Oakland office in 2011 with Mark Spencer as the Branch Manager. W-Trans is an employee-owned company, with over 80 percent of current employees having ownership.

Small Business (Micro) Certification)

W-Trans is certified as a Small Business (Micro) by the State of California Department of General Services . A copy of our certification can be provided upon request. W-Trans was certified as a Disadvantaged Business Enterprise (DBE) by the California Department of Transportation; however, that program is currently suspended pending changes to the Unified Certification Program (UCP) and a reevaluation process of certified DBEs under new criteria.

Understanding

As part of our on-call services portfolio, W-Trans has experience preparing traffic operations analysis, warrant studies and speed surveys in response to resident, staff or Council concerns. These are often followed by response memos and staff reports. We have also prepared peer reviews of numerous transportation impact studies that have included TIA Guidelines, standards, CEQA elements such as VMT, safety and policy matters, and non-CEQA traffic operations effects such as LOS, queueing and parking. Our on-call staff services work has also included plan check reviews for complete street, roadway striping and traffic control plans. Our staff have successfully prepared grant applications (e.g., HSIP, OBAG, etc.) and we have coordinated with neighboring cities, counties, MTC and Caltrans on behalf of our on-call clients.

We understand that in Los Gatos we may be assigned one or more of the following services as in-house traffic engineering staff support:

- Respond to community traffic concerns related to speeding, traffic calming, neighborhood cut-through traffic, sight distance, pedestrian safety, bicycle facilities, school access, and parking.
- Review development applications for traffic engineering impacts and prepare traffic-related Conditions of Approval.
- Review Traffic Impact Analyses (TIAs), Vehicle Miles Traveled (VMT) analyses, parking studies, transportation demand management (TDM) plans, and circulation studies.
- Conduct traffic engineering studies, including speed surveys, intersection evaluations, stop sign warrant analyses, signal warrant analyses, parking restrictions, and traffic control device evaluations.
- Review and recommend signing, striping, pavement markings, bicycle facilities, pedestrian improvements, ADA accessibility improvements, and temporary traffic control plans.
- Assist with traffic signal operations, signal timing reviews, intelligent transportation systems (ITS), flashing beacons, and traffic control system coordination.
- Prepare technical memoranda, staff reports, engineering recommendations, grant application support, and presentation materials.
- Coordinate with Caltrans, Santa Clara County, neighboring jurisdictions, school districts, transit agencies, emergency service providers, and utility companies on transportation-related projects.
- Provide technical assistance for roadway safety audits, Complete Streets implementation, Active Transportation Program (ATP) projects, Safe Routes to School improvements, and other special transportation initiatives as directed by the Town Engineer.

Key Personnel

W-Trans key staff are listed below, including their role and bio. Resumes with relevant registrations are provided in **Appendix A**. W-Trans will make available all of our staff to the Town of Los Gatos, such that specific expertise can be aligned with a particular assignment.

Key Staff

Mark Spencer, PE – *Principal in Charge*



President and Senior Principal Mark Spencer is the manager of the Oakland office. He focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.

Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990, and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to parking studies and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials, and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer and more livable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco, and was elected to the Western District Board in 2014. He served as an International Director representing the Western District on the ITE International Board of Direction from 2021-2023. He was also an Executive Board Member of the ITE International Transportation Consultants Council, and was on the Technical Review Panel for the ITE *Parking Generation Manual*, 4th Edition. Mark has presented papers at ITE and TRB Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals. He also serves on the City of Fremont Mobility Commission.

Kenny Jeong, PE – *Project Manager and On-Call Staff Services Primary Contact*



Senior Traffic Engineer Kenny Jeong manages traffic engineering studies and provides technical support for transportation improvement projects. He is registered in California as a Traffic Engineer.

Kenny received his B.S. in Civil and Environmental Engineering from San Jose State University in 2001. The Bay Area native began his consulting career immediately following graduation from SJSU contributing on Plans, Specifications and Estimates for roadway improvement projects and traffic analyses for development projects all across the Bay Area. Kenny has a broad range of experience including multi-jurisdictional projects with evaluations of traffic operations using micro-simulation, roundabout analysis and planning, conducting traffic impact studies and reviewing school circulation issues.

Brian Canepa, TDM-CP – *Parking and TDM Task Leader*



Principal Brian Canepa specializes in innovative parking and Transportation Demand Management (TDM) plans designed to promote prudent sustainability and maximize available resources. His work ranges from developing programs to reduce traffic and parking impacts to shared parking and financial modeling with a special emphasis on academic campuses.

Brian brings years of experience in developing countless parking and TDM plans for a wide range of clients including public, private, and non-profit entities as well as many academic campuses. His efforts have produced quantifiable traffic reductions and implementable shared parking and TDM plans. Brian's approach to transportation planning is a blend of technical expertise and stakeholder engagement. He has a distinct ability to engage key stakeholders and community members and effectively communicate complex technical material in straightforward terms to highlight inherent trade-offs and potential outcomes. The resulting transportation plans produce traffic reductions, parking management, and other products strongly endorsed by community members and participants.

Atul Patel, PE, PTOE – *Transportation Engineering Design Task Leader*



Principal Atul Patel oversees W-Trans' design practice. He is registered in California as a Traffic Engineer, and as a Civil Engineer in the states of Texas, Florida, and Hawaii. He is also a Professional Traffic Operations Engineer.

Atul has 32 years of traffic engineering and ITS experience, and has worked in both the public and private sectors. He has designed numerous traffic signal installations and modifications involving Caltrans and obtained encroachment permits for these clients. Some of his design projects have included flashing yellow arrow operation, signal hardware upgrades, ITS equipment, installation of traffic signal interconnect conduit and cable to the adjacent signals, installation of curb ramps that comply with the Americans with Disabilities Act (ADA), video detection systems, video surveillance systems, emergency vehicle pre-emption, and fiber optic communication hubs. He has also completed railroad signal pre-emption, prepared signing and striping designs, and provided bid and construction assistance support services.

Barry Bergman, AICP – *Grant Applications Task Leader*



Senior Planner Barry Bergman has a multimodal transportation planning background, specializing in active transportation, complete streets and grant writing. He has over 29 years of planning experience, including 17 years in the public sector. Barry is certified by the American Institute of Certified Planners (AICP).

Barry completed his Master of Regional Planning (MRP) degree in 1993 at the University of Massachusetts. Prior to joining W-Trans in 2018, Barry's experience included 17 years as a transportation planner in the public sector and six years with Rails to Trails Conservancy.

Barry specializes in active transportation planning, having managed regional, citywide, corridor-level, and project-specific plans in rural, suburban, and urban contexts. With an eye toward transportation as a key part of placemaking, he maintains a focus on the larger policy context and with his experience preparing grant applications, strategically guides planning projects to successfully compete for future funding. Barry has led highly inclusive public engagement efforts for numerous plans, working effectively with a broad range of stakeholders, including agency staff, elected officials, business leaders, and community-based organizations.

W-Trans

Principals

Oakland
Santa Rosa

Mark Spencer, PE
Senior Principal
Traffic Studies, Parking, Traffic Calming, Traffic Operations

Brian Canepa, TDM-CP
Senior Principal
Transportation Demand Management, Parking

Zack Matley, AICP
Principal
VMT, Roundabouts, Transit Centers, Area Planning

Atul Patel, PE, PTOE
Principal
Traffic Engineering Design, Traffic Operations, Intelligent Transportation Design

Senior Engineers & Planners

Barry Bergman, AICP
Senior Planner
Transportation Planning, Grant Applications

Kenny Jeong, PE
Senior Traffic Engineer
Traffic Studies, Traffic Operations

Cameron Nye, PE
Senior Transportation Engineer
Traffic Studies, Traffic Operations, Traffic Engineering Design

Kevin Carstens, PE
Senior Traffic Engineer
Traffic Studies, Traffic Operations, Traffic Engineering Design

Allison Moser, PE
Senior Traffic Engineer
Traffic Studies, Traffic Operations, Traffic Engineering Design

Associate Engineers & Planners

Jennifer Costello, PE
Associate Engineer

Cade Luongo, EIT
Associate Engineer

Ming Lee, PE
Associate Engineer

Assistant Engineers & Planners

Rory Meechan, EIT
Assistant Engineer

Angel Gonzalez Rodriguez, EIT
Assistant Engineer

John King , EIT
Assistant Engineer

Eamon Haverty, EIT
Assistant Engineer

Consultants

Dalene J. Whitlock, PE, PTOE
Expert Witness

Bob Mandel
GIS Specialist

Administrative Staff

Jessica Bender
Administrative Supervisor

Michele Johnson
Senior Accounting Specialist

Erika Totanes
Graphic Designer

Renee Johnson
Accounting Assistant

Project Experience

On-Call Traffic Engineering Services – City of Novato

As the City of Novato consulting traffic engineer, we embedded our senior traffic engineer at City Hall once each week, where all staff and the community are directed for assistance on all their traffic-related issues. The work initially was to focused on investigating and responding to resident requests, but has grown to include consultations to Public Works Engineering staff on various traffic system design questions, accessible route design or operational issues, and signing and striping needed for establishing safe and legal railroad crossings subject to Quiet Zone operations. Additional staff work has recently included conducting corridor safety studies, crosswalk policy development, and developing a new format for their Engineering & Traffic Surveys.

Project Term: March 2017 - Ongoing
Project Staff: Kenny Jeong, Dalene J. Whitlock, Zack Matley, Atul Patel, Barry Bergman, Allison Moser
Contact: Nick Nguyen, Public Works Director, (415) 899-8961, nnguyen@novato.org

On-Call Traffic Engineering Services – Town of Windsor

W-Trans has been providing staff services to the Town of Windsor since 2004, serving as an extension of Town staff. These services include responding to resident requests; developing and reviewing traffic control plans and special event detour plans; providing traffic signing, striping, and parking prohibition suggestions; maintaining the Town's Engineering and Traffic Survey (E&TS) database; preparing grant applications; attending monthly Traffic Safety Committee meetings; maintaining an online traffic engineering SharePoint site, and making recommendations relative to other operational and safety issues. Recent work includes development of a Vehicle Miles Traveled (VMT) policy, Traffic Impact Study Guidelines, several new E&TS in the context of new state legislation, and close collaboration with SCTA to prepare concept design plans and cost estimates for several quick build improvements on Windsor Road and Foothill Drive. We are currently in the process of updating the Town's Complete Street Design Guidelines and are in the final stages of updating the Town's Active Transportation Plan (ATP). With everything we touch in Windsor, specific attention is paid to ensuring the appropriateness of public street intersection controls and how proposed public improvements are consistent with adopted complete streets design principles, traffic calming measures, and climate protection philosophies. W-Trans also reviews and/or creates public infrastructure designs; performs traffic safety analyses for pedestrians, bicyclists, and drivers; reviews development plans; and performs field inspections during construction and in response to resident complaints. W-Trans has conducted peer reviews for numerous important Town planning efforts including the General Plan Update, Downtown Parking Study, Transportation Impact Studies, Safe Routes to School reports, as well as development improvement plans.

Project Term: 2004 - Ongoing
Project Staff: Cameron Nye (PM), Zack Matley, Dalene J. Whitlock, Atul Patel, Barry Bergman, Kevin Carstens, Allison Moser
Prime: W-Trans
Client: Town of Windsor, 8400 Windsor Road, Building 100, Windsor, CA 95492
Contact: Alejandro Perez, Senior Civil Engineer, (707) 838-5318, aperez@townofwindsor.com

On-Call Traffic Engineering Services – City of San Carlos

W-Trans has provided on-call services to the City of San Carlos since 2015. During that time, we have been assigned task orders for services varying from evaluating traffic control warrants, conducting citywide traffic counts, developing pedestrian safety improvement plans, updating traffic impact fees, and performing traffic signal design services. Public outreach and participation were fundamental pieces of various projects.

Project Term: December 2016 - Ongoing
Project Staff: Mark Spencer (PIC), Zack Matley, Brian Canepa, Kenny Jeong, Kevin Carstens, Allison Moser, Cameron Nye

Prime: W-Trans **Subconsultants:** CSG Consultants
Client: City of San Carlos, 600 Elm Street, San Carlos, CA 94070
Contact: Grace Le, City Engineer, (650) 802-4201, GLe@cityofsancarlos.org

On-Call Traffic Engineering Services – County of Alameda



W-Trans has provided on-call services to Alameda County since March 2017. During that time we have been assigned 30 task orders for services varying from preparing traffic signal designs, to intersection control studies, pedestrian safety studies, a neighborhood cut-through traffic study, a safety study, corridor study ultimately resulting a coordination plan update, including coordination with Caltrans, as well as a signal timing plan review for a 12-phase intersection. In 2020, W-Trans used drone video surveillance to analyze origin and destination patterns at a street couplet located near a freeway interchange and a BART line. This provided a unique technological alternative to more traditional survey methods. Following the O-D study, W-Trans evaluated traffic operations and potential improvements for this unique area, including a comparison of potential differences in average vehicle delay and queuing between various geometric alternatives. Most recently, W-Trans has started preparing traffic signal modification designs for the two existing traffic signals in this couplet. W-Trans is also completing design of 5 signal modifications as part of an HSIP Cycle 9 project.

Project Term: February 2017 - Ongoing
Project Manager: Mark Spencer (PIC), Kenny Jeong (Deputy PM), Atul Patel, Kevin Carstens, Allison Moser, , Cameron Nye,
Client: Alameda County Public Works Agency, 399 Elmhurst Street, Hayward, CA 94544
Contact: Amber Lo, Principal Civil Engineer, (510) 670-5485, amberl@acpwa.org

On-Call Traffic Control Plan Review Services – City of San Leandro

The City of San Leandro asked W-Trans to review traffic control plan reviews in support of the permit department. Twenty-seven permit applications have been reviewed to date, including utility work at a single site or multiple sites, private telecom linear trench installations for over a mile, to City projects making improvements near City Hall.

Project Term: March 2017 - Ongoing
Project Staff: Mark Spencer, Atul Patel, Kenny Jeong, Allison Moser
Client: City of San Leandro, 835 East 14th Street, San Leandro, CA 94577
Contact: Sheila Marquises, Engineering & Transportation Director, (510) 577-3433, smarquises@sanleandro.org

On-Call Transportation Engineering Services – City of El Cerrito

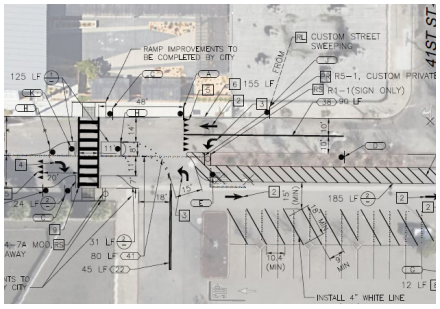


Through assignments under an on-call contract W-Trans has prepared various warrant analyses to determine need for additional right-of-way controls and/or pedestrian facilities at numerous locations throughout the City of El Cerrito. The need to convert from two-way stop controls to all-way stops and warrants for crosswalks or enhanced signing, striping, and markings or enhanced warning devices have been documented for staff's use. Additionally, a five-legged signalized intersection was evaluated to determine potential measures to provide improved guidance and address safety concerns due to driver confusion. The City has recently selected W-Trans for another 3-year contract providing similar services.

Project Term: January 2012 - Ongoing
Project Staff: Mark Spencer, Atul Patel, Kenny Jeong, Kevin Carstens, Allison Moser
Client: City of El Cerrito; 10890 San Pablo Avenue, El Cerrito, CA 94530

Client Contact: Yvetteh Ortiz, Public Works Director, (510) 215-4382, yortiz@ci.el-cerrito.ca.us and Jarrett Mullen, Sustainable Transportation Program Manager, 510-215-4332, JMullen@ci.el-cerrito.ca.us

On-Call Transportation Engineering Services – City of Richmond



On-call services provided by W-Trans to the City of Richmond On-Call have included intersection control evaluations for a variety of locations throughout the City such as assessing existing two-way yield and stop controls to determine if they should be retained or upgraded to two-way or all-way stop control, respectively. Consideration was given to the need for enhanced pedestrian infrastructure separate from modifications to intersection control as well as analysis of speed control measures to calm traffic in locations where all-way stop control was not warranted. W-Trans has also evaluated the potential change in street operations from two-way to one-way circulation at several locations throughout the city, and provided design services for signing and striping of an intersection focused on quick-build improvements enhancing traffic flow and safety.

Project Term: August 2015 - Ongoing
Project Staff: Mark Spencer (PIC), Kenny Jeong (PM), Kevin Carstens, Zack Matley, Barry Bergman, Allison Moser
Client: City of Richmond; 450 Civic Center, Richmond, CA 94804
Contact: Robert Armijo, Deputy Public Works Director/City Engineer, (510) 620-5477, robert_armijo@ci.richmond.ca.us

On-Call Traffic Engineering Services – City of Concord

W-Trans began providing on-call services to the City of Concord in 2021 with a staff traffic engineer working in the City's offices once weekly providing assistance on traffic-related issues. Key tasks thus far have included development site plan reviews of trip generation and compliance with local ordinances regarding parking, pedestrian, and bicycle facilities. Other assignments have included application of commercial transportation analytics to compare arterial traffic volumes and downtown activity before and during the pandemic, reviewing the bicycle network for gaps, and assessing the parking demand of a proposed development.

Project Term: March 2021 - Ongoing
Project Staff: Kevin Carstens (PM), Mark Spencer (PIC), Brian Canepa, Kenny Jeong
Prime: W-Trans **Subconsultants:** CSG Consultants
Client: City of Concord, 1950 Parkside Drive, Concord, CA 94519
Contact: Aaron Elias, Transportation Program Manager II, (925) 671-3276, Aaron.Elias@cityofconcord.org and Abhishek Parikh, Deputy Public Works Director, (925) 671-3129, Abhishek.Parikh@cityofconcord.org

Engineering and Traffic Surveys – Various Jurisdictions

W-Trans staff has recently completed or is currently preparing Engineering and Traffic Surveys for the Cities of Walnut Creek, San Rafael, El Cerrito and Petaluma. For each of these projects, the State statutes applicable to determining radar enforceable speed limits were reviewed and any changes to the requirements for collecting data and establishing speed limits as set forth in the California MUTCD identified. All street segments were driven by a Registered Traffic Engineer who also oversaw and reviewed all data collected, performed the analysis and made recommendations regarding speed limits. Summary reports identifying the legal framework, methodologies, assumptions and findings were provided.

Contacts: Smadar Boardman, Traffic Engineer, City of Walnut Creek, (925) 943-5899 x2223, boardman@walnut-creek.org; Rafat Raie, Deputy Director of Public Works, City of San Rafael, (415) 485-3473, rafat.raie@cityofsanrafael.org; Yvetteh Ortiz, Public Works Director, City of El Cerrito, (510) 215-4382, yortiz@ci.el-cerrito.ca.us; Jeff Stutsman, Traffic Engineer, City of Petaluma, (707) 776-3673, jstutsman@ci-petaluma.ca.us

Traffic Control and Pedestrian Crossing Warrant Studies – Various Jurisdictions

W-Trans has prepared warrant analyses for many Bay Area agencies. These studies include determining the appropriate level of traffic control (uncontrolled, yield control, two-way stop control, all-way stop control, or signalization) and need for pedestrian crossing facilities (crosswalks, enhanced visibility treatments, flashing beacons, or pedestrian hybrid beacons/HAWKs). Consideration is given to traffic patterns, driver and pedestrian behavior, local settings, resident complaints, agency standards, and industry standard methodologies and practices. Findings were documented and prepared by a Registered Traffic Engineer in concurrence with staff input. In some cases, design and construction support services were provided relative to the recommended traffic control or pedestrian crossing treatments.

Contacts: Hanieh Houshmandi, Senior Traffic Engineer, City of San Carlos, (650) 802-4349, hhoushmandi@cityofsancarlos.org; Ed Moore, Engineering Assistant. City of Napa, (707) 257-9328, emoore@cityofnapa.org; Yvetteh Ortiz, Public Works Director, City of El Cerrito, (510) 215-4382, **yortiz@ci.el-cerrito.ca.us**

Transportation and Traffic Impact Studies – Various Jurisdictions

W-Trans has prepared transportation impact analyses and peer reviews of traffic studies for projects in rural, suburban, metropolitan and transitional areas throughout California. These evaluations typically include an operational analysis of the surrounding roadway network, vehicular access and circulation, pedestrian and bicyclist access and safety, transit facilities, parking, and an assessment of the project's potential vehicle miles traveled (VMT) impacts. Often recommendations from these studies inform design of various traffic engineering projects (e.g., controls for various new intersections created by the project, need for left-turn lane channelization, and the cross section of a new project street that includes Class II bike lanes), or identify opportunities to advance local or regional goals (e.g., connecting to a planned crosswalk or bicycle facility; the incorporation of TDM measures or active transportation incentives; or even opportunities to pursue various grants).

Contacts: Matthew Jue, Traffic Engineer, City of Campbell, (408) 866-2154, matthewj@cityofcampbell.com; Rob Sprinkle, Deputy Director- Traffic Engineering, City of Santa Rosa, (707) 543-3817, rsprinkle@srcity.org; Grace Le, City Engineer, City of San Carlos, (650) 802-4201, GLe@cityofsancarlos.org

Availability and Anticipated Response Times

We have confirmed that our designated Project Manager, Kenny Jeong, has the available time to commit to this assignment. We have found through our numerous on-call projects that it can be cost and time-effective to have our designated Project Manager be a primary point of contact, and to use the resources of our staff to assist with individual tasks if needed. We have also worked well with other on-call consultants when local agencies have split the on-call staff services work among two or more firms, relying on the respective strength of each firm.

Kenny can initially commit to one or two days a week either in-person or remote. Based on our experience with many similar staff services engagements, once a relationship has been established between Town staff and W-Trans, and with the ebb and flow of on-call work assignments, we anticipate that the work may transition to a mixture of varying hours as well as in-person and remote work.

The response times for work assignment will vary, depending on the request. For example, items that require data collection, such as traffic counts and traffic control warrants, will take a few weeks to respond and complete. Peer reviews of transportation studies may take a week to review and prepare a comment letter on behalf of the Town. We understand that some items will require staff reports with hard deadlines, whereas other items may be internal or require coordination with other Town departments or outside agencies. The goal will be to first provide an estimate for each requested task once its presented.to us, and then provide timely responses to each request.

Hourly Billing Rates for Proposed Personnel

2026 Fee Schedule by Staff Member

Name	Title	Billing Rate
Dalene J. Whitlock	Senior Principal	$400/hour
Mark Spencer	Senior Principal	$340/hour
Atul Patel	Principal	$320/hour
Brian Canepa	Principal	$320/hour
Zack Matley	Principal	$285/hour
Barry Bergman	Senior Planner	$235/hour
Kevin Carstens	Senior Traffic Engineer	$235/hour
Cameron Nye	Senior Transportation Engineer	$230/hour
Kenny Jeong	Senior Traffic Engineer	$220/hour
Allison Moser	Senior Traffic Engineer	$230/hour
Ming Lee	Associate Engineer	$175/hour
Jennifer Costello	Associate Engineer	$170/hour
Cade Luongo	Associate Engineer	$170/hour
Bob Mandel	GIS Specialist	$160/hour
Angel Gonzalez-Rodriguez	Assistant Engineer I	$150/hour
John King	Assistant Engineer I	$150/hour
Rory Meechan	Assistant Engineer II	$150/hour
Eamon Haverty	Assistant Engineer I	$145/hour
Michele Johnson	Senior Accounting Specialist	$170/hour
Jessica Bender	Administrative Supervisor	$150/hour
Renee Johnson	Administrative Assistant	$145/hour
Erika Totanes	Proposal Coordinator	$135/hour

Quality Assurance/Quality Control

W-Trans has standardized procedures that we have successfully used on numerous on-call assignments.

Approach and Management Plan

Below is our approach to managing and maintaining quality control for projects or on-call agreements that have quick turnaround schedule requirements by the client.

Developing a Work Plan

The first step when initiating a new project is to gain insight into the work needed and ensure that the goals to be achieved are fully understood. Input from stakeholders could be obtained at this stage if needed to adequately scope the work and could include a field meeting to fully understand any concerns. Building upon this understanding, a scope of work can be developed, including key milestones and associated deliverables. Tasks will be included identifying the number and types of meetings anticipated, as well as the processes for determining participants and ensuring that stakeholders are included in the communication protocol. In determining the fee it is critical that the right personnel are assigned to perform the work proposed. Finally, a schedule would be provided that indicates timing for key milestones, deliverables, meetings, hearings, and other deadlines. W-Trans would base the schedule on past experience in terms of the time needed for preparation of our work and including adequate time for stakeholder review and input. We would work with Town of Los Gatos staff to ensure that "hard" deadlines, or those set by outside agencies or funding requirements, are always met.

Project Management Plan

Upon initiating work, the Project Manager will hold meetings with other staff weekly, or as needed, to ascertain progress and discuss upcoming actions. The Project Manager will monitor adherence to the schedule and apprise the client of progress. It is the Project Manager's responsibility to ensure that milestone deliveries are made on time, and also to check in with reviewers to receive comments and also prompt action when needed. When necessary, the Project Manager will create a matrix of comments showing each comment, the person or firm responsible for responding, and any notes or other information to be included in the response. Upon receipt of responses the matrix will be assembled in such a way that is can be sorted by commenter, responder, or topic, if appropriate.

The Project Manager will be the key contact for the Town and will manage communication with other team members, including sub-consultants. Use of email is highly encouraged so that team members can be kept "in the loop" regarding ongoing issues and decisions. If a project requires communication with an outside agency, such as Caltrans, VTA, Santa Clara County, the MTC or neighboring cities, all electronic communication will be copied to Town staff and notes regarding any phone conversations of merit will also be provided to staff to ensure that appropriate stakeholders are aware of any decisions being made.

Finally, the Project Manager will be responsible for monitoring the financial aspects of the project to ensure that any tasks undertaken are completed within the programmed fee, including for sub-consultants. The project manager has access to real-time budget information in our accounting system to track the budgets per task. Records will be kept for any sub-consultants to track their invoices against any task orders and ensure that the fee is consistent with the work produced.

Managing Key Risks and Challenges in Delivering a Project

Every project has its own unique challenges associated with the specifics of the project itself, but all share the challenge of meeting the client's expectations, achieving a product that meets the goals of the project, and completing the work within the established schedule and budget. To avoid the risk of need to re-do any of the work,

a partnership with Town of Los Gatos staff is needed to manage coordination between various agencies and address changes are discussed well in advance of when they might affect schedule adherence.

W-Trans has both led and participated in numerous projects that required a team of consultants to work together in a collaborative manner. The key challenge to such a project is, again, communication, and information would be disseminated to the team as well as other stakeholders through the use of emails and other written records together with either face-to-face or telephone meetings to ensure that all participants are working toward the same goals.

Quality Assurance Program

W-Trans has established a high standard of quality products, achieved through both internal reviews and checks. All work is checked by a second staff member during the preparation of studies, plans, reports, or any product; then prior to issuing any review draft to the Town of Los Gatos it would undergo a final review, being read or reviewed in its entirety by a principal not involved in prior day to day efforts to ensure that it is comprehensive, cohesive and consistent. This final review is critical to ensuring that products make sense, and also includes a review to see that all of the issues identified in the scope and other prior feedback has been addressed. Any products prepared by sub-consultants would likewise be subject to a final internal review to ensure that W-Trans' standard for quality is met.

We take pride in producing quality work and commit to ensuring that the quality of our work will not suffer, even in the face of schedule adherence. We will devote additional resources as needed through our own staff and those of our team members (if any) to achieve the quality that the Town deserves while still meeting schedule commitments. This QA Program would be documented through logs identifying the steps to be taken, the personnel assigned both to prepare and check the work and including any notes or comments along with copies of check prints. For written documents this would be accomplished through use of the "track changes" feature in WORD to identify changes made subsequent to the initial preparation of any documents.

References

Bill Rose, Assistant City Manager/Interim Public Works Director, City of Novato
(415) 985-5582, **brose@novato.org**

Amber Lo, Principal Civil Engineer, County of Alameda
(510) 670-5485, **amberl@acpwa.org**

Hanieh Houshmandi, Senior Traffic Engineer, City of Can Carlos
(650) 802-4349, hhoushmandi@cityofsancarlos.org

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Appendix A

Key Staff Resumes

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Education

MS in Civil Engineering
University of California, Berkeley, 1989

B. Eng. in Civil Engineering
McGill University, Montreal, Canada, 1988

Affiliations/Activities

Institute of Transportation Engineers (ITE)
Fellow
International Director - 2021 - 2023
President, *Western District Board*, 2016-2018
Chair, *ITE Western District Annual Meeting*, San Francisco, 2010
San Francisco Bay Area Section President, 2003-2004

ITE Transportation Consultants Council Executive Board
2012-2018

South Bay Transportation Officials Association
President, 2000

City of Fremont Mobility Commission
Member, 2020 - present
Chair, 2020-2023

Awards

Transportation Professional of the Year, ITE SF Bay Area Section, 2010
Mentor Award, ITE Western District, 2023

Registration

Traffic Engineer #1737 (CA)

Professional History

2011-Present
W-Trans

1990-2011
DKS (Principal)

Mark E. Spencer, PE
Senior Principal

President and Senior Principal Mark Spencer is the manager of the Oakland office, focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.

Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990, and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and Specific Plans to parking studies and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials, and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer and more livable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco, and was elected to the Western District Board in 2014. He served as an International Director representing the Western District on the ITE International Board of Direction from 2021-2023. He was also an Executive Board Member of the ITE International Transportation Consultants Council, and was on the Technical Review Panel for the ITE *Parking Generation Manual*, 4th Edition. Mark has presented papers at ITE, TRB and APA Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals. He also serves on the City of Fremont Mobility Commission.

Publications and Presentations

Transportation Master Planning: Where Policy, Funding and Public Engagement Intersect, presented at the ITE Western District Annual Meeting, Palm Springs, CA, June 2022
The Transportation Engineering Profession is Changing: How Do Managers Keep Up?, presented at the ITE Annual Meeting, Toronto, ON, August 2017
ADA Design vs. Practicality: Training Engineers to Go Beyond the Manuals, with L. Lim-Tsao, presented at the ITE Western District Annual Meeting, Anchorage, AK, July 2011
Implementation of San Jose's Parking Guidance System, with J. West, presented at the TRB Annual Meeting, Washington, DC, January 2004 and published in Transportation Research Record, Journal of the Transportation Research Board, No. 1886, 2004
Merging ITS Into the Santa Clara County Transportation Plan 2020, with C. Emoto, presented at the ITE International Annual Meeting, Las Vegas, NV, August 1999
Spartan Stadium Parking and Transportation Plan, with D. Dagang and J. Harrison, presented at the ITE District 6 Annual Meeting, San Jose, CA, July 1998
The Evolving Role of Small City Downtowns in the Post-Pandemic Environment, panelist at the APA California 2024 Conference, Riverside, CA, September 2024

Representative Projects

Transportation Planning

Belmont – *Harbor Industrial Area Specific Plan and EIR*
Campbell – *Dell Avenue Area Plan and EIR*
Fremont – *State Route 84 Truck Restriction Study*
Menlo Park – *Transportation Master Plan*
Milpitas – *Milpitas Metro Specific Plan*
Oakland/Richmond – *KP COVID-19 Drive-Through Testing and Vaccine Site Plans*
San Carlos – *Downtown Plan*
Walnut Creek – *Shadelands Gateway Specific Plan*

Mark E. Spencer
(continued)

Complete Street Corridor Projects

Atherton – *El Camino Real Complete Streets Plan*
Menlo Park – *El Camino Real Corridor Study*
Redwood City – *El Camino Real Corridor Plan*
San Mateo County – *Coleman and Ringwood Avenues Active Transportation Study*

School Traffic and Parking Studies

Alameda County – *Safe Routes to School Programs 2017-2022*
Atherton – *Sacred Heart Schools Master Plan Transportation Analysis*
Atherton – *Menlo-Atherton High School Monitoring and TDM Program Implementation*
Oakland – *Madison Park School Master Plan Transportation Analysis*
San Jose – *Franklin Elementary School Access Improvements*

CEQA EIR/NEPA EIS

Fremont – *Niles Gateway EIR*
Menlo Park – *Facebook Campus EIR, 1300 El Camino Real EIR, and 500 El Camino Real EIR*
Palo Alto – *Castilleja School EIR*
San Carlos – *Alexandria Center for Life Sciences EIR*
Suisun City – *Logistics Center EIR*

Parking Studies

Arroyo Grande – *East Grand Avenue Corridor Study*
Morgan Hill – *Downtown Parking Management Plan*
San Jose – *Downtown Parking Guidance System*
San Rafael – *East San Rafael Parking Study*
Santa Clara – *Santa Clara University Parking Study, Civic Center Parking Study*
VTA – *El Camino BRT Parking Analysis*

Transportation Impact Studies

Fremont – *Mission Clay Quarry Truck Route Study*
Pacifica – *Rockway Quarry Reclamation Project*
Pleasant Hill – *Car Max Transportation Impact Analysis*
Richmond – *Power Plant Transportation Impact Analysis*
South San Francisco – *Centennial Village Transit Oriented Development*
Walnut Creek – *Marriott Hotel Traffic and Parking Study*

On-Call Traffic Engineering Services

Los Gatos – *SR 9 Corridor Safety Study, Hillbrook School Annual Monitoring*
Menlo Park – *Development project and policy consistency analysis, mitigation plan review*
Orinda – *El Toyonal Parking and Fire Evacuation Study*
Richmond – *Peer review of traffic studies, neighborhood traffic control evaluation*
San Carlos – *VMT Analysis and Threshold Criteria Policy*
San Pablo – *Parking and traffic calming studies*

General Plans

Belmont – *Circulation and Housing Elements*
Fremont – *Circulation Element*
Milpitas – *Circulation Element*
San Carlos – *Housing Element*



Education

BS in Civil Engineering
San Jose State University,
San Jose, 2001

Affiliations/Activities

Institute of Transportation Engineers (ITE)
Member

Registration

Traffic Engineer #2787 (CA)

Professional History

2017-Present
W-Trans

2001-2017
DKS Associates

Kenneth Jeong, PE
Senior Traffic Engineer

Kenny Jeong is a Senior Traffic Engineer who manages traffic engineering and transportation planning studies and provides technical support for transportation improvement projects. He is registered in California as a Traffic Engineer.

Kenny received his B.S. in Civil and Environmental Engineering from San Jose State University in 2001. The Bay Area native began his consulting career immediately following graduation from SJSU contributing on Plans, Specifications and Estimates for roadway improvement projects and traffic analyses for development projects all across the Bay Area. Kenny has a broad range of experience including evaluations of traffic operations using micro-simulation, conducting traffic impact studies, reviewing neighborhood and school circulation issues and performing duties as a City Traffic Engineer.

Representative Projects

Traffic Impact Studies/CEQA

Campbell – *In-N-Out Burger, Chick-fil-A, 1700 Dell Avenue Office, Franciscan Apartments, Winchester Townhomes and City Sports Club*
Contra Costa County – *197 Midhill Road Homes and Windhover Apartments*
Dublin – *Hexcel Development and BASIS School*
Fremont – *Ardenwood IV Office, Osgood II Residential, 3440 Walnut Avenue Townhomes*
Oakland – *Vista Crest Townhomes, Residential Developments at 820 W. MacArthur Boulevard, 685 9th Street and 220 Alice Street*
Palo Alto – *Castilleja School EIR, 200 Portage Road, 2850 West Bayshore Road and 3001 El Camino Real*
Richmond – *100 38th Street, Brickyard Cove Residential, Power Plant Cultivation Facility, Country Club Homes and UPS Expansion EIR, Marina Way South Residential Development*
San Carlos – *Alexandria Center for Life Sciences, Hotel Indigo, 888 Bransten Street, 1021 Howard Avenue and 789 Old County Road*
San Leandro – *Town Hall Square and 14341 Bancroft Avenue*
Santa Cruz – *Ocean Street Mixed Used*

Municipal Staff Services

Alameda – *On-Call Traffic Engineering Services*
Novato – *Consulting City Traffic Engineer*
San Carlos – *On-Call Transportation/Traffic Engineering Services*

Vehicle Miles Traveled (VMT) Assessment

Berkeley – *San Pablo Avenue Affordable Housing*
Contra Costa County – *Moraga Road Self-Storage, Chelsey Avenue Self-Storage and Senior Homes at 375 El Pintado Road*
Newark– *Timber Street Townhomes*
Richmond– *Garrity Way Hotel*
San Mateo County – *Quarry Park EIR*
Vallejo – *Admiral Callaghan Self-Storage*
Watsonville – *Crockers Lockers Self-Storage*

Site Planning and Circulation

School Access Studies- *Campbell, Gilroy, Castro Valley, Dublin*
Car Wash Queuing Studies- *Delta Car Wash (Campbell), Blue Wave Car Wash (Pittsburg)*
Alameda County – *Safe Routes to School Site Assessments*
Campbell – *School of Innovation Access Study*
Castro Valley – *Canyon Middle School Traffic Circulation Study*
Gilroy – *South Valley Middle School Access Study*
Oakland – *Bentley and Head Royce School Traffic Monitoring and Kaiser Permanente COVID-19 Testing Efficiency Study*
San Carlos –*Downtown Circulation Study*

Kenneth Jeong
(continued)

Neighborhood Engineering

Alamo – *Iron Horse School Crossing Guard Study*
Ashland – *Lewelling Boulevard Left Turn Evaluation*
Danville – *Borel Park Feasibility Study*
Dublin, El Cerrito, San Carlos, San Leandro, Novato, and Walnut Creek – *Engineering & Traffic Surveys*
Richmond – *Barrett Avenue Median Study, Various Neighborhood Safety Studies*
San Carlos – *All-Way Stop-Control and Traffic Calming Studies*
San Pablo – *Lake Street Traffic Calming Study*

Traffic Signal Evaluation

Castro Valley – *Strobridge-Norbridge Avenue Circulation Study*
Las Vegas – *Maryland Boulevard Traffic Signal Priority Study*
San Francisco – *Geary Boulevard BRT Operations Modeling*
San Leandro – *West Davis Street Signal Study, Doolittle Drive/Davis Street Traffic Operations Study*
San Jose and Sunnyvale – *SCATS Before and After Evaluation*
San Ramon – *Adaptive Signals Before and After Evaluation*

Street Design and Highway Operations

Fremont – *Traffic Impact Fee Update*
Half Moon Bay – *SR 1 Permit Engineering Evaluation Report*
Novato – *Annual Pavement Rehabilitation and Striping Projects*
Oakland – *San Pablo Avenue Median*
San Bruno – *El Camino Real/Sneath Lane Widening*
San Leandro – *MacArthur Boulevard/Superior Avenue Roundabout Study*



Education

Masters Urban and Regional Planning
Virginia Tech, 2005

MA Political Management
George Washington University, 2001

BA History
Bates College, 2000

Affiliations/Activities

Association for Commuter Transportation
Certification Board of Trustees Member

Sonoma County Bicycle and Pedestrian Advisory Committee
Member, 2021-2023

Certification

Transportation Demand Management - Certified Professional
Association for Commuter Transportation

Professional History

2019-Present
W-Trans

2006-2019
Nelson\Nygaard Consulting

2004-2006
Transportation Research Board

2002-2004
MultiState Associates

Brian Canepa, TDM-CP
Principal

Brian Canepa is a Principal specializing in innovative parking and Transportation Demand Management (TDM) plans designed to promote prudent sustainability and maximize available resources. His work ranges from developing programs to reduce traffic, vehicle miles traveled (VMT), and parking impacts to crafting comprehensive parking management plans that help achieve broader community and economic goals.

Brian brings years of experience in developing countless parking and TDM plans for a wide range of clients including public, private, and non-profit entities as well as many academic campuses. His efforts have produced quantifiable traffic reductions and implementable shared parking and TDM plans. Brian's approach to transportation planning is a blend of technical expertise and stakeholder engagement. He has a distinct ability to engage key stakeholders and community members and effectively communicate complex technical material in straightforward terms to highlight inherent trade-offs and potential outcomes. The resulting transportation plans produce traffic reductions, parking management, and other products strongly endorsed by community members and participants.

Publications

Releasing the Parking Brake on Economic Development, Planning Magazine, May 2015

Representative Projects

Parking Plans
Concord – *Beacon Senior Affordable Housing Parking Study*
Livermore – *Downtown Parking Program*
Newport Beach – *Balboa Village Parking Plan*
Novato – *Homeward Bound Parking Study*
Pleasanton – *Art of Problem Solving Academy Parking Plan*
Rohnert Park – *Vertex Gym Parking Study*
Sacramento – *Parking Zoning Code Update*
Sonoma – *McArthur Hotel Parking Management Plan*

Transportation Demand Management and VMT Reduction Plans
Honolulu – *Ward Village TDM Plan*
Milpitas – *Metro Area TDM Plan*
Mountain View – *1100 La Avenida Affordable Housing TDM Plan*
Mountain View – *East Whisman TDM Plan*
Napa – *Shadybrook Winery TDM Plan*
Oahu – *Koa Ridge Trip Reduction Assessment*
Oakland – *Villa Fruitvale TDM Plan*
St. Helena – *Rombauer Winery TDM Plan*
San Carlos – *808 Alameda de las Pulgas TDM Plan*

General and Specific Plans
Sacramento – *General Plan*
Sonoma County – *Sonoma Developmental Center Specific Plan*

Complete Streets
Mill Valley – *Miller Avenue Streetscape Plan*

Campus Plans
Berkeley – *UC Berkeley Mobility Plan*

Brian Canepa
(continued)

Long Beach – *CSU Long Beach Mobility Plan*
Riverside – *UC Riverside Mobility Plan*
Sacramento – *UC Davis Health Center Parking Plan*
San Francisco – *UCSF Shuttle Operations Study*
San Marcos – *CSU San Marcos Mobility Plan*

Traffic Analyses

Concord – *Kidz Planet Traffic and Circulation Study*
Marin County – *COVID-19 Travel Conditions Assessment*
Pleasanton – *Art of Problem Solving Academy Traffic Analysis*



Education

MBA in Technical Management
University of Phoenix, 2004

BS in Civil Engineering
Texas A&M University, 1991

Affiliations/Activities

Institute of Transportation Engineers (ITE)
Member

Intelligent Transportation Society of California (ITSCA)
Member

Registration

Traffic Engineer #2321 (CA)
Professional Traffic Operations Engineer #1640
Civil Engineer #83987 (TX)
Civil Engineer #89838 (FL)
Civil Engineer #20897 (HI)

Professional History

2022-Present
W-Trans

2012-2022
TJKM Transportation Consultants

2010-2012
City of Menlo Park

1999-2010
DKS

1998-1999
PBQ&D

1994-1998
City of Coppell

1992-1994
City of Dallas

1990-1991
Texas Transportation Institute

Atul Patel, PE, PTOE
Principal

Atul Patel is a Principal and oversees W-Trans' design practice. He brings over 30 years of public and private sector traffic engineering design experience to our growing firm.

Atul has 32 years of traffic engineering and ITS experience, and has worked in both the public and private sectors. He has designed numerous traffic signal installations and modifications involving Caltrans and obtained encroachment permits for these clients. Some of his design projects have included flashing yellow arrow operation, signal hardware upgrades, ITS equipment, installation of traffic signal interconnect conduit and cable to the adjacent signals, installation of curb ramps that comply with the Americans with Disabilities Act (ADA), video detection systems, video surveillance systems, emergency vehicle pre-emption, and fiber optic communication hubs. He has also completed railroad signal pre-emption, prepared signing and striping designs, and provided bid and construction assistance support services.

Representative Projects

On-Call Traffic/Transportation Engineering Services

Alameda County, Burlingame, Concord, Davis, Menlo Park, Novato, San Leandro, Santa Clara, Stockton and Sunnyvale

Traffic Signal Design

ACTC – *East Bay Greenway Phase 1 Signal Modifications and HAWK Installations*
Alameda County – *HSIP 5 Signal Upgrade Project; Strobridge and Stanton at CVB Signals; Signalized Intersection Improvements*
Belmont – *Ralston Ave HAWK Installation*
Burlingame – *Oak Grove/CA and Carolan Avenue Signal Design*
Concord – *Citywide Signal Hardware Upgrades (Phases 1 & 2)*
Manteca – *HSIP Traffic Signal Systems Update Project*
Menlo Park – *El Camino Real Crosswalk Improvements and Bike Lane Feasibility*
Modesto – *Citywide Signal Hardware and Backplate Replacement Project*
Mountain View – *Grant Road-Phyllis Avenue/Martens Avenue Intersection Improvements*
Pittsburg – *HSIP Citywide Signal Hardware Upgrades; HSIP Stoneman Avenue HAWK and Intersection Improvements; and HSIP West Leland Safety Improvements*
Rohnert Park – *Citywide Traffic Signal Safety Improvements*
Santa Rosa – *Northpoint Parkway/Dutton Meadows Signal Design; Down/Hearn SIgnal Modification*
Sunnyvale – *HSIP Traffic Signal Upgrades and HSIP East Sunnyvale Sense of Place; Homestead High Bicycle and Pedestrian Improvements; Mathilda/Indio Intersection Improvements; 2023 Pavement Rehabilitation Project; and Fremont Avenue/Wright Avenue Video Detection System Improvements*

Intelligent Transportation Systems

Concord – *Willow Pass Signal System Improvements and Monument Boulevard Signal System Improvements*
Modesto – *Claus and Scenic Corridors Fiber Installation*
Tracy – *Prologis Fiber Intranet Communication Systems (Phases 1, 2 and 3)*

Street Lighting Design

Alameda County – *East 14th Street Streetscape and Mission Boulevard Complete Streets*
Alameda County – *ACTC East Bay Greenway (Phase 1)*
Arroyo Grande – *Halcyon/Fair Oaks Roundabout Lighting*
Belmont – *ADLP Complete Street Project*
Paso Robles – *Creston Road Roundabout Lighting*
Stockton – *Miner Avenue Streetscape Project; Morgan Place/Swain Roundabout Lighting*

Atul Patel
(continued)

Complete Streets and Corridor Projects
ACTC – *East Bay Green Way Project Phase 1*
Alameda County – *East 14th Street Streetscape Project and Mission Boulevard Complete Streets Design*
Arroyo Grande – *Halcyon Complete Streets Project*
Belmont – *Ralston Avenue Corridor Improvements (Segments 1 and 2) and ADLP Complete Streets Improvements*
Oakland – *Telegraph Avenue Streetscape*
Paso Robles – *Creston Road (Phases 1 and 2)*
Stockton – *Miner Avenue Complete Streets PS&E and Central Stockton Fremont Avenue Road Diet*

Safe Routes to School
Kettleman – *Safe Routes to School Designs*
Los Altos – *Safe Routes to School Designs*
Sunnyvale – *Safe Routes to School Designs*

Bicycle and Pedestrian Facilities
ACTC – *East Bay Green Way Project Phase 1*
Alameda County – *East 14th Streetscape Project*
Burlingame – *Murchison/Trousdale/Davis Drive Bicycle Route Improvement Project*
Colma – *Serramonte Boulevard Pedestrian and Bicycle Improvements*
Concord – *Downtown Concord Pedestrian and Bicycle Lane Improvements*
Daly City – *Central Corridor Bicycle and Pedestrian Safety Improvements*
Merced County – *On-Call RRFBs at four locations*
Mountain View – *Stierlin Road Bike and Pedestrian Improvement Project*
Novato – *Citywide Pedestrian Improvements*
Redding – *California Avenue Bikeway Project*
Richmond – *41st Street at Bissell Quick Build Project*
Rohnert Park – *Lancaster at Liman Quick Build Project*
Stockton – *Central Stockton Road Diet & Striping Connections*
Sunnyvale – *Homestead High School Pedestrian and Bicycle Improvements; SNAIL and Braly Neighborhood Pedestrian Improvements*

Construction Zone Traffic Control
Alameda County – *Mines Road Traffic Control Plans*
DeSilva Gates Construction On-Call – *Alcosta Boulevard and Crow Canyon Road in San Ramon and various roadways in Moraga, Orinda and San Leandro*
Eureka – *Caltrans District 1 On-Call*
Marin County – *Signing & Striping Plans for Road Sealant Project*
Menlo Park – *Sand Hill Road PG&E Gas Distribution Line*
Novato – *On-Call Peer Review*
San Leandro – *Lake Chabot Road Portable Signal Plans*
Santa Clara – *On-Call Traffic Control Plan Peer Review*
Windsor – *On-Call Traffic Control Plan Peer Review*

Transit
AC Transit – *San Pablo Avenue Rapid Corridor Design*
AC Transit – *Hesperian Avenue BRT Design*
San Leandro – *BART Downtown Pedestrian Enhancements*



Education

MRP in Regional Planning
University of Massachusetts, 1993

BS in Human Development & Family Studies
Cornell University, 1985

Affiliations/Activities

Association of Pedestrian and Bicycle Professionals (APBP)
Member

American Planning Association (APA)
Member

Association for Commuter Transportation (ACT)
Member

City of San Rafael Bicycle and Pedestrian Advisory Committee
Member

Certification

American Institute of Certified Planners
AICP #31554

Professional History

2018-Present
W-Trans

2012-2018
Rails-to-Trails Conservancy

2010-2012
Transportation Planning Consultant

2002-2011
City of Alameda Public Works Department

1995-2002
Baltimore Metropolitan Council

Barry D. Bergman, AICP
Senior Planner

Barry Bergman is a Senior Planner with a multimodal transportation planning background, specializing in active transportation, complete streets and grant writing. He has over 29 years of planning experience, including 17 years in the public sector. Barry is certified by the American Institute of Certified Planners (AICP).

Barry completed his Master of Regional Planning (MRP) degree in 1993 at the University of Massachusetts. Prior to joining W-Trans in 2018, Barry's experience included 17 years as a transportation planner in the public sector and six years with Rails to Trails Conservancy.

Barry specializes in active transportation planning, having managed regional, citywide, corridor-level, and project-specific plans in rural, suburban, and urban contexts. With an eye toward transportation as a key part of placemaking, he maintains a focus on the larger policy context and with his experience preparing grant applications, strategically guides planning projects to successfully compete for future funding. Barry has led highly inclusive public engagement efforts for numerous plans, working effectively with a broad range of stakeholders, including agency staff, elected officials, business leaders, and community-based organizations.

Publications and Presentations

Trail User Counts – Emerging Tools for Planning and Advocacy, California Trails and Greenways Conference, Rohnert Park, CA, 2018
Creating 21st Century Trail Networks, International Trails Symposium, Dayton, OH, 2017
Rails-with-Trails – Safe, Common, and Growing, Rail-Volution – Building Communities with Transit, San Francisco, CA, 2016

Representative Projects

Local and Countywide Plans

Atascadero – *Local Roadway Safety Plan*
Belmont – *Belmont Housing Element EIR*
Mendocino County – *Zero Emission Vehicle Readiness Plan*
Menlo Park – *Menlo Park Transportation Master Plan*
Milpitas – *General Plan Circulation Element*
Milpitas – *Milpitas Metro Specific Plan and SEIR*
Santa Rosa – *Santa Rosa General Plan*

Complete Streets

Atascadero – *El Camino Real Corridor Study*
Lake County – *Highway 20 Traffic Calming Plan*
Lakeport – *Eleventh Street Corridor Study*
Newman – *Highway 33 Specific Plan Update*
Santa Rosa – *Stony Point Road Corridor Plan*

Bicycle and Pedestrian Planning

Hayward – *Safe Routes for Seniors*
San Francisco Bay Area – *Regional Active Transportation Plan*
Santa Clara County – *Bear Creek Redwoods Trail Crossing Study*
Sonoma County – *Safe Routes to School*
Sonoma County – *Lower Russian River Trail Feasibility Study*
Windsor – *Bicycle and Pedestrian Master Plan Update*

Traffic Impact Analysis

Arcata – *Isaacsons Affordable Housing Traffic Study*
Mendocino County – *Supplement to EIR for Bella Vista Housing Project*
Napa – *Napa Valley College On-Campus Housing CEQA Initial Study*

Barry Bergman
(continued)

Napa County – *Conn Creek Winery Traffic Impact Study*
Novato – *Village at Novato Traffic Impact Study*
San Rafael – *Traffic and Parking Study for Aldersly Senior Living Community*
Santa Rosa – *Downtown Station Development Project*
Santa Rosa – *Ross Street Mixed Use Project*
Santa Rosa – *Santa Rosa First Supportive Housing Project*
Santa Rosa – *Santa Rosa Junior College On-Campus Housing Project*
Santa Rosa – *Yolanda Avenue Industrial Project Traffic Impact Study*
Sonoma County – *Manzana Products Project*

Grant Writing

Active Transportation Program
Caltrans Sustainable Transportation and Partnership Planning Grants
Highway Safety Improvement Program
Local Partnership Program
Transportation Fund for Clean Air

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 5

DATE: November 2, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Authorize the Town Manager to Execute an Agreement for Professional Services with CSG Consultants Inc. for Land Development Review Services for an Amount Not to Exceed $125,000.**

RECOMMENDATION: Authorize the Town Manager to execute an Agreement for Professional Services with CSG Consultants Inc. for Land Development Review Services for a not to exceed amount of $125,000.

FISCAL IMPACT:

Funding is available in the FY 2026-27 Town Engineering operating budget to support the proposed agreement not-to-exceed amount of $125,000.

STRATEGIC PRIORITY:

This item addresses the Town's Strategic Priority to preserve the Town's small-town charm and provide a range of housing opportunities and historic neighborhoods, while diligently maintaining and implementing the Housing Element. This item also supports the Core Goal of Community Character.

BACKGROUND:

The Town has experienced a significant increase in land development activity associated with the implementation of the Housing Element and other State housing laws. This additional workload exceeds the capacity of land development staff, and additional staff support is needed to fill the gap.

PREPARED BY: Gary Heap
Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Administrative Services Director, and Parks and Public Works Director

For projects requiring a full Architectural and Site Review by the Planning Division of the Community Development Department, the developer must go through an entitlement phase prior to submitting a building permit application. The developer then submits a building permit package including full construction drawings in compliance with a project's conditions of approval. The Parks and Public Works (PPW) Department is responsible for reviewing these plans and documents, issuing permits, and inspecting construction activities to ensure compliance with the conditions of approval and all applicable federal, state, and local regulations.

PPW also reviews over-the-counter building permit applications that do not require full Architectural and Site Plan entitlement review. New state laws have made it easier for projects to be approved through the over-the-counter building permit process, which has increased the number of building permit applications that require detailed engineering review. While these types of projects are smaller in nature and require less time to review than larger projects, they can still be complicated and require the same amount of plan review scrutiny. Over-the-counter permits can include small grading projects usually associated with Accessory Dwelling Unit (ADU) construction, minor residential modifications, pools, and projects that propose various right-of-way improvements.

In 2023, PPW issued a Request for Qualifications (RFQ) to establish a consultant list to supplement staff for Engineering and Design Support Services. The RFQ solicited firms across 12 different disciplines, including "Land Development Plan Review and Inspection Services." On February 20, 2024, the Town Council approved the On-Call Consultants List.

DISCUSSION:

PPW needs consultant support to help with the workload of the plan reviews as discussed above. The consultant support will ultimately allow Land Development engineering staff time to review, process, and make needed improvements to enhance efficiency.

On August 21, 2026, staff issued a Request for Proposal (RFP) for Land Development Engineering Review Services to the qualified firms on the Council-approved On-Call Consultants List. CSG Consultants, Inc. was the only firm to submit a proposal in response to this solicitation. Staff selected CSG based on its qualifications, experience providing land development engineering review services, familiarity with Town requirements, and availability to provide the requested services. The recommended contract amount of $125,000 is anticipated to fund land development engineering review services through June 30, 2027, at the hourly rates specified in Exhibit A to the proposed agreement.

PPW staff and the Human Resources Director conferred with the Town Employee Association (TEA) leadership regarding the provisions of this agreement, and TEA has no objection to this agreement.

CONCLUSION:

Staff recommends the Town Council authorize the Town Manager to execute an Agreement for Professional Services with CSG for support services related to review of land development applications.

COORDINATION:

This staff report was coordinated with the Administrative Services Department, Town Attorney's Office, and the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. Professional Services Agreement – CSG Consultants, Inc.

AGREEMENT FOR PROFESSIONAL SERVICES

Staff Augmentation for Land Development Services

PREAMBLE

THIS AGREEMENT is by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and CSG Consultants, Inc. ("Contractor"), a Corporation whose address is 550 Pilgrim Drive, Foster City, CA 94404. This Agreement is made with reference to the following facts.

I. RECITALS

A. Town desires to engage Consultant to provide land development plan review support.

B. Consultant represents and affirms that it is willing to perform the desired work pursuant to this Agreement.

C. Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain the Consultant.

II. AGREEMENT

A. Scope of Services. Consultant shall provide services as described in the Scope of Services, which is hereby incorporated by reference and attached as Exhibit A.

B. Term. The term of this Agreement shall be from upon execution to Wednesday, June 30, 2027.

C. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for the Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license as required in Chapter 14 of the Code of the Town of Los Gatos.

D. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.

E. Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to the Town upon the completion of services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless the Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

F. Compensation: Compensation for Consultant's professional services **shall not exceed $125,000.00** at the rates set forth in Exhibit A which is attached and incorporated by reference. Payment shall be based upon Town approval of each task.

G. Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.
Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:
Invoices: Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655
Email (preferred): AP@losgatosca.gov

H. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant offices during business hours upon written request of the Town.

I. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.

J. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

K. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives, nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this

performance of this Agreement. If after employment of a person Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

L. Non-Discrimination. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

A. Minimum Scope of Insurance:

1. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: two million dollars ($2,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.

2. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars ($1,000,000) combined single limit per accident for bodily injury and property damage.

3. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Service Provider agrees that all certificates and endorsements are to be received and approved by the Town before work commences.

4. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than $1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

B. General Liability:

1. The Town, its elected and appointed officials, employees, and agents are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant.

2. The Consultant's insurance coverage shall be primary insurance as respects the Town, its elected and appointed officials, employees, and agents. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or agents shall be excess of the Consultant's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or agents.

4. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

C. All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

D. Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees. As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than one million dollars ($1,000,000) per accident for bodily injury or disease.

E. Indemnification. The Consultant shall indemnify the Town its elected and appointed officials, employees and agents from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by any act or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant. Consultant shall defend the Town against any such claims.

IV. GENERAL TERMS

A. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

B. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.

C. Mediation. Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties. In the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a blind draw. The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

D. Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by the Service Provider. In the event of such termination, Town shall pay Consultant an amount that bears the

same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

E. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.

F. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street, Los Gatos, CA 95030

CSG Consultants, Inc., Attn: Hatem Ahmed
550 Pilgrim Drive, Foster City, CA 94404

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

G. Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.

H. Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

Attachments:

A - Scope and Fee Schedule

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

TOWN OF LOS GATOS:	CSG Consultants, Inc.:
SIGNATURE	**SIGNATURE**
Chris Constantin	Daniel Gonzales
FULL NAME	**ENTER CONSULTANT SIGNATORY'S NAME**
Town Manager	President
TITLE	**ENTER CONSULTANT SIGNATORY'S TITLE**
DATE SIGNED	**DATE SIGNED**

Approved as to form:

SIGNATURE
Gabrielle Whelan
FULL NAME
Town Attorney
TITLE
DATE SIGNED

The execution date is the date on which the last party has signed.

Exhibits List

A - Scope and Fee Schedule

Exhibit A

Scope and Fee Schedule

PROPOSAL TO THE

Town of Los Gatos

Land Development Engineering Review Services

September 4, 2026





3150 Almaden Expressway #255
San Jose, CA 95118

408.618.8300 phone
408.618.8310 fax

www.csgengr.com

CSG CONSULTANTS
Employee-Owned

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San Jose, CA 95118
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Employee-Owned

www.csgengr.com

September 4, 2026

Gary Heap, PE
Town Engineer
Town of Los Gatos
Parks and Public Works Department
41 Miles Avenue
Los Gatos, CA 95030

Re: Land Development Engineering Review Services

CSG Consultants, Inc. (CSG) is pleased to present our proposal to the Town of Gatos (Town) to provide Land Development Engineering Review Services. We understand the Town is seeking part-time land development engineering support for its Engineering Division, with services provided both in the Town's office and remotely as appropriate.

Our proposed team is highly experienced in all facets of the land development process. Our proposed team's experience includes reviewing entitlement documents and tentative maps and preparing conditions of approval; preparing subdivision Improvement agreements and reviewing bonding estimates; reviewing on-site and off-site engineering plans for permit issuance; and providing survey services, including review of parcel maps, final maps, lot line adjustments, and other land transactions. Our staff has provided these services for residential, commercial, and land development projects of varying sizes and settings.

Our team will be led by Hatem Ahmed, PE, PMP, who will serve as the Contract Manager. CSG is very excited to offer Sandra Meditch, PE, Principal Engineer, for this assignment as the lead person supporting the Town up to two days a week on-site. Additionally supporting Sandra, CSG is offering Jen Chen, EIT, PACP, Senior Project Manager as needed services off-site.

The CSG Team's strengths include:

- **Prior Land Development Review Services Experience** – CSG has extensive experience providing land development engineering review services (onsite and offsite) for public agencies. We have held similar on-call contracts in Santa Clara County with the Cities/Towns of, Los Altos Hills, Campbell, Mountain View, Santa Clara, and Gilroy.
- **Experienced Team** with long history serving the Town– CSG's proposed staff have long history serving the Town and is very familiar with the Town expectations, process, and standards. We are excited about the opportunity to serve the Town and would welcome the opportunity to talk with you further**. To honor the long-term relationship with the Town, is offering reduced rates for both Sandra and Jen.** As President of CSG, I am authorized to enter into a contract with the Town. If you have any questions or need additional information regarding this proposal, please contact CSG's Vice-President, Hatem Ahmed, at (408) 504-8234 or hatem@csgengr.com.

Sincerely,

Daniel Gonzalez, PE
President, CSG Consultants, Inc.

2 | PROJECT UNDERSTANDING AND APPROACH

Project Understanding

The Town is seeking land development engineering support for its Engineering Division. The assignment will be part-time, with the consultant working in the Town's office one to two days per week and remotely as appropriate.

The work will include engineering review and support for private development projects and related permits. Responsibilities include reviewing grading, public improvement, utility, drainage, site development, and building permit plans; preparing plan review comments and Conditions of Approval; and reviewing stormwater, Low Impact Development (LID), Municipal Regional Permit (MRP), ADA, and traffic control requirements. The consultant will also assist with cost estimates, bonds and securities, engineering research, and other related assignments.

The role will require regular coordination with Town staff, other departments, outside agencies, applicants, developers, and consultants. This includes participating in meetings, responding to questions, discussing plan review comments, and providing engineering support during construction, including submittal reviews, field issues, and project acceptance.

CSG understands that this assignment requires both technical engineering experience and the ability to work closely with the different parties involved in the development review process. Our team will provide the requested support while working within the Town's established processes, standards, and requirements.

Land Development Review

Plan check/development review form a large part of CSG's services. CSG has been providing plan review services, exclusively to local municipalities, since the firm's inception in 1991. Our success in maintaining ongoing relationships with our clients in a highly competitive environment is due to our ability to understand needs and priorities and partner with them in achieving their goals. We understand that our clientele includes not just public agencies but also the development community seeking to process applications through those agencies. We also understand that many development applications are important to public agencies due to the economic and quality of life benefits that those projects bring to the communities.

Drawing on the combined experience and talent of our staff, we have found the following practices to be helpful in approaching development review and map review:

- Active participation by engineering staff and consultants during the entitlement process is critical. Design and other issues need to be discussed at this stage, with the appropriate staff from the Town and/or other agencies included in the discussion. Engineering staff must spend time preparing clear and complete conditions of approval that outline the developer's obligations and address issues. Conditions of approval that are incomplete or vague simply defer problems to the plan review stage, resulting in delay in issuance of permits and frustration on the part of the developer, consultants, or staff who have to resolve the issues.
- Communication and alignment of expectations between the agency staff or consultants and the applicant is needed, starting with the entitlement pre-application phase and lasting through permitting. This can start with an understanding of the applicant's desired schedule for project

completion and then working backwards to set the timing for the various steps in the review process (entitlement, plan review, permitting). The Town's consultant needs to be driven by results and not tasks. The goal is not, as some plan checkers practice, to put redlines on plans. The consultant must be proactive in presenting options to the Town's staff and be willing to make recommendations on which options may work.

- The consultant needs to form a working relationship with the other parties. The applicant team should see the consultant as an asset and a partner, someone who is motivated to move the project to completion, as opposed to someone who has no interest in moving the project along. The consultant needs to listen to staff, to the applicant and its team, and to other stakeholders. Hearing and understanding what the other party wants is the first step to developing a resolution.

Engineering Review Services

Development Entitlements | New Applications

In conjunction with other Town Departments, CSG routinely conducts engineering reviews of new development applications for various types of projects. We review preliminary on-site and off-site improvements, along with associated technical reports, studies, and supplemental materials submitted by the design professional. These reviews ensure consistency with applicable Local Ordinances, regulatory requirements, and development standards.

As part of our review process, we also evaluate conformance with Town standard design criteria, General and Specific Plans, Infrastructure Master Plans, and cross-check submitted designs against supporting documentation such as geotechnical studies, preliminary title reports, and land encumbrance records.

We routinely review the following application types:

- Tentative maps, including SB-330 preliminary and formal applications for completeness and consistency determinations, and condominium subdivisions
- Tentative parcel maps, including SB-9 urban lot splits
- Design review submittals for single-lot residential developments, additions, and accessory dwelling units (ADUs)

CSG also provides the following related services:

- Attend follow-up meetings with Planning staff, the applicant, or others as needed to resolve issues regarding the proposed development
- Preparation of on-site and off-site engineering conditions of approval
- Assistance with drafting or reviewing development agreements
- Coordination with internal Town departments and outside agencies to ensure a complete and consistent review process

Engineering Plan Review | Permits

CSG performs comprehensive engineering reviews for a wide range of development projects, including commercial, industrial, and mixed-use developments; residential subdivisions; and single-family homes.

Our reviews ensure compliance with applicable Town codes, design standards, and regulatory requirements. Plans and studies typically reviewed include:

- Rough grading plans

- Grading and drainage plans
- Utility and joint trench plans
- Hydrology and hydraulics studies
- Stormwater Management Plans, including required forms, calculations, narratives, and construction details as required by the Regional NPDES Permit
- Operation and Maintenance Agreements for stormwater treatment and detention measures
- Erosion Control Plans
- Stormwater Pollution Prevention Plans (SWPPPs), when required by Town staff for projects subject to the State's Construction General Permit (CGP)
- Construction details
- General and project-specific notes
- Engineering bond estimates
- Off-site Improvement Plans, including (but not limited to):
    - Roadway plans and profiles
    - Pavement structural section designs
    - Signing and striping plans
    - Traffic signal plans
- Compliance or conformance review with:
    - Entitlement packages, including project conditions of approval
    - Town standard design criteria, checklists, details, and specifications
    - Town master plans and applicable CEQA mitigation measures
    - Soils reports
    - Preliminary title reports, boundary conditions, easements, and other encumbrances
    - Other supporting reports or studies submitted by the design professional
    - Relevant industry standards and local practices

CSG also provides the following related services:

- Assist with the preparation of subdivision improvement agreements, stormwater treatment measure agreements, landscape maintenance agreements, and staff reports
- Representation at meetings with developers, consultants, and external agencies as requested by Town staff
- Assistance with construction permit preparation and issuance
- Engineering support during construction phases
- Support with project closeout and acceptance of public improvements

Approach to Plan Review

CSG's main function is to serve as an extension of the Town. We clearly understand the importance of our role in the success of the Town and commit to providing its citizens and business partners—residents, architects, engineers, developers, utility companies, contractors—as well as Town staff, the highest level of service. We believe effective communication and excellent customer service are essential to continuing a successful working relationship between the Town, CSG, and the development community.

While most small to medium-scale Town development projects are relatively straightforward and can easily follow the approach and steps highlighted below, larger projects will be more complex, elaborate, and would require a custom approach. Our standard process is described below:

- Submittal packages (plans, studies, reports, supporting documentation) are submitted to CSG engineering staff directly via email or through our permit technicians at a general email address.
- After receipt of the submittal package and confirmation of due date, CSG review engineers will perform a cursory review of the submitted documents and will either confirm that the package is complete, or notify Town staff that the package is missing certain documents. The review is initiated upon receipt of all documents whenever possible, however, at the Town's discretion, CSG may begin the review while waiting for the missing documents to arrive.
- Once our review is complete, a red-lined set of plans and documents accompanied by a written comment letter summarizing key issues (and in some cases, summarizing the red-line comments in accordance with the Town's practices) will be returned to Town staff. At the Town's discretion, the reviewed documents may be submitted electronically to the design consultant to expedite the review process.
- CSG is available to meet with the applicant/representative and the Town's staff to review comments or to delineate the standards which are not being met, to facilitate timely completion of the review and meeting the maximum goal of three plan checks.
- For Development applications subject to the Permit Streamlining Act, and for subdivision applications made under SB 9 and SB 330, CSG will ensure that comments are indisputably objective in nature and include relevant City code sections next to each comment.
- Soils reports will be evaluated, and confirmation of recommendations will be included in the plans.
- Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.
- Construction erosion control and post-construction water quality control will be evaluated for compliance with the storm water quality management permit in effect for the Town.
- Review Stormwater Control Plans and associated calculations for conformance to the Municipal Regional Permit (MRP3.0) Provision C.3 and the SCVURPPP Stormwater C.3 Handbook for Post-Construction Requirements.
- Optional Review of a SWPPP under the NPDES Construction General Permit will include confirmation of filing Notice of Intent (NOI) and WDID, notation of an "Eligibility for Erosivity Waiver" (for smaller projects and construction timeframe), notation of Risk Level determination (RL1-RL3) based on location and potential threat to water quality, and notation of the proposed schedule for required non-stormwater monitoring. Review of these selected topics does not constitute acceptance, approval, or recommendation of approval on behalf of or to the State.
- Confirm that the developer has obtained necessary permits or approvals from other public agencies as needed
- Review and recommend approval of engineering bond estimates and subdivision guarantees.
- Assist the staff in preparing subdivision improvement agreements, other agreements (including stormwater treatment measures and landscape maintenance agreements), and staff reports.

- Meet with developers, consultants, and other agencies on behalf of staff, as requested.

Technology & Resources

CSG utilizes the latest technologies to ensure efficient, accurate, and streamlined land development review processes. Our staff are proficient in advanced digital tools and platforms used across the industry. Recognizing the importance of timely processing, we also offer same-day notary services and overnight shipping for any documents requiring official wet signatures by our team.

We employ the following tools and systems daily:

Online Plan-Check System	▶ Web-based platform that enables a fully digital internal plan review workflow. ▶ CSG permit technicians to actively monitor submissions to confirm receipt and ensure timely turnarounds.
Bluebeam Revu & Bluebeam Studio	▶ CSG staff use the latest version of Bluebeam Revu for digital plan and map review. ▶ The software's comparison tool is especially valuable during final review stages, allowing review staff to detect unapproved changes between document versions. ▶ Our team also participates in Bluebeam Studio sessions as needed to ensure efficient collaboration with other departments.
ParcelQuest	▶ CSG uses this web-based tool to access public data—such as owner names, property addresses, parcel numbers (APNs), and APN maps—from the regional Assessor's Office database.
County GIS Systems	▶ Our staff are experienced in using various County GIS portals to access APN maps, subdivision maps, and survey records, as well as property data such as zoning, flood zones, nearby waterways, and rainfall data.
Zoom and ***Microsoft Teams*** platforms	▶ Virtual meetings—with screen sharing and real-time collaboration—allow for efficient coordination across departments and stakeholders. ▶ These platforms also help reduce review time and lower overall project delivery costs through streamlined communication.
OneDrive File Sharing	▶ Enables direct download of large files via shared link—no login required by the recipient.
Notary Services	▶ CSG provides in-house complimentary notary services for certificates and other documents requiring notarization by staff acting in an official City Surveyor or City Engineer capacity.
Shipping Services	▶ CSG provides complimentary overnight shipping for signed mylars and other official documents requiring original signatures by CSG personnel.

Staffing

- All plan reviews will be conducted by a licensed State of California civil engineer or under the supervision of a licensed State of California civil engineer.
- Each plan review is assigned to a plan reviewer with oversight of the project manager. The assigned design plan reviewer will be committed to the project and will furnish all subsequent reviews for the project. It is the goal of CSG to provide, where practical, a cradle-to-grave approach for project review, where a review team is assigned to the project from entitlement through plan review and construction to closeout and acceptance.
- Provide specialized qualified licensed engineers to assist in any structural, soil and geotechnical reviews, for any of the assigned projects.
- The review team will be available for applicant inquiries or conferences during normal business hours, Monday through Friday, from 8:00 AM through 5:00 PM. Web conferences, fax, and conference calls are optional forms of communication between Consultant and Town staff.

Typical Turnaround Times

The turnaround times listed below are typical but may be expedited on a case-by-case basis, subject to staff availability.

TYPE	TIME FRAME
Pre-application entitlement review	Review application material in advance of requested meetings; complete formal comments and submit to Planning Department within one week of meeting
Review Tentative Map Application or Other Entitlement Package	Fifteen (15) working days; Ten (10) days upon request
Prepare Conditions of Approval	Within one week of request by Planning, or within reasonable shorter time frame if needed to meet hearing date
Permit Submittal Plans Set and Studies (1st Review)	Fifteen (15) working days
Permit Submittal Plan Set and Studies (Each Subsequent Review)	Ten (10) working days

**Turnaround time is initiated upon receipt of a complete submittal package*

*** Additional days may be requested upon cursory review of Chain of Title documents*

3 | PROJECT TEAM AND RESUMES

CSG is proposing Sandra Meditch, PE, Principal Engineer, and Jen Chen, EIT, PACP, Project Manager, to provide land development engineering support to the Town. Together, Ms. Meditch and Ms. Chen bring extensive experience working with California public agencies and reviewing private development projects. Their experience includes land development and engineering plan review, entitlement and permit review, grading and drainage, public improvements, stormwater compliance, and coordination with agency staff, applicants, and project teams. Ms. Meditch currently provides engineering plan review services for the Town and will lead the team, with Jen providing additional land development engineering support based on the Town's workload and needs.

Brief bios of proposal staff are provided on the following pages, along with their resumes for the Town's review.

Key Team Staff Bios

Sandra Meditch, PE – Principal Engineer

Ms. Meditch is a seasoned civil engineer with over 30 years of professional experience. She performs engineering plan review and project management for various clients throughout California, including the Cities/Towns of Los Gatos, Livermore, Mountain View, San Leandro, San Bruno, Marina, Moraga, Millbrae, and Saratoga. Sandra is very familiar with all types of development or redevelopment projects from small residential, single-family homes to large residential subdivisions or commercial projects. Her experience also includes project design and staff oversight, coordination of communication between clients, sub-consultants and public agencies; preparation and review of specifications, cost estimates, and various types of agreements.

Jen Chen, EIT, PACP – Senior Project Manager

Ms. Chen has over 20 years of experience with CSG providing engineering support to public agencies. Her background includes land development plan review and inspection, entitlement review, encroachment permits, civil and stormwater review, lot line adjustments, and customer and agency coordination. She has served in land development and engineering staff augmentation roles for several Bay Area communities, including Foster City, Monte Sereno, Los Altos Hills, Woodside, and Hillsborough. Through these assignments, Jen has supported residential and commercial development projects from plan review and permitting through inspection and project closeout.

Sandra **Meditch** PE

Principal Engineer

LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | 52583

EDUCATION

Bachelor of Science, Civil Engineering
Washington State University,
Pullman, WA

Ms. Meditch is a seasoned civil engineer with over 35 years of professional experience. During her career, she has served as lead engineer on a variety of residential and commercial projects. Her experience includes project management and design; staff oversight; quality control; coordination of communication between clients, sub-consultants and public agencies; preparation of plans, specifications, and estimates; and construction administration.

Ms. Meditch currently provides engineering plan review services for various clients throughout California, including the cities of Mountain View, Livermore, Gilroy, Watsonville, and Town of Los Gatos.

RELEVANT EXPERIENCE

Interim Town Engineer | Town of Los Altos Hills, CA
Ms. Meditch provided Town Engineering services for the Town of Los Altos Hills. Her primary duties involved overseeing construction of a 9-lot subdivision, review of sewer main extension plans and specifications, preparation of requests for proposals for various Town projects, review staff reports, preparation of construction documents for the Town's annual pavement improvement project.

Acting City Engineer | City of San Juan Bautista, CA
Ms. Meditch provided City Engineering services for the City of San Juan Bautista. Her primary duties involved overseeing the City's maintenance department, including operation of the City's water, sewer, roadway, and public facilities. Ms. Meditch also oversaw the construction of CIP and residential projects, including managing and performing construction inspections and coordinating project deadlines.

Development Reviews | Multiple CSG Client Agencies throughout California
Ms. Meditch performs engineering plan review for CSG clients throughout California. Her general duties include plan check review of major and minor developments (residential and commercial), including but not limited to grading plans, public improvement plans, utility improvement plans, and plot plans. Examples of notable projects that Ms. Meditch has reviewed include:

- **Residential Redevelopment | Town of Los Gatos, CA.** Ms. Meditch served as the primary plan reviewer and point of contact for the redevelopment of an 8-acre site. Reviews included rough grading, onsite and offsite improvements, and review of the CC&R's and various agreements.
- **Residential Redevelopment | City of Watsonville, CA.** Ms. Meditch served as the primary plan reviewer and point of contact for redevelopment of an **11**-acre site near the Watsonville Slough The project involved the construction of 155 SFD, retaining walls, and trail. Plan reviews included grading, drainage, utilities, storm water treatment and detention measures, and final map. In addition, she assisted the City with reviews of the CC&R's, agreements, and easement documents.
- **Mixed Use Development | City of Livermore, CA.** Ms. Meditch served as the point of contact and primary reviewer for a new multi-phased, multi-use development project located on 45 acres. CSG was involved in plan reviews for both on-site backbone plans (street grading, stormwater, sewer, water, recycled water), off-site backbone improvements (including review of traffic signal modifications and installations), the large lot final map, and rough grading.

Jen Chen EIT, PACP

Senior Project Manager

LICENSES & CERTIFICATIONS

Engineer-in-Training
State of California | XE105230

NASSCO PACP Certified

EDUCATION

Bachelor of Science, Civil and Environmental Engineering
University of California, Irvine | Irvine, CA

MEMBERSHIP

American Society of Civil Engineering (ASCE)

Ms. Chen has been working with CSG for over 20 years. Her experience includes performing engineering plan reviews and inspections of private development projects, review of encroachment permit applications and inspections, entitlement reviews, civil and stormwater reviews, and lot line adjustment application review. Additionally, she is experienced with CentralSquare, including TRAKiT and Lucity, which is employed by local public agencies for permit tracking and asset management.

RELEVANT CSG EXPERIENCE

Land Development Staff Augmentation | City of Foster City, CA

Ms. Chen served as a Land Development Engineer on commercial and residential land development projects. She provided project management services, including plan review, inspection, coordination, customer report, and project closeout. Commercial projects have included a research center, fitness center, private park, and dental office.

Engineering Services | City of Monte Sereno, CA

Ms. Chen served as an Associate Engineer on the project and has provided engineering services, including review and inspection of land development plans, encroachment permit review and inspection, MRP C.6 inspection and compliance report preparation, customer support, and coordination for various Public Works projects.

Land Development Staff Augmentation | Town of Woodside, CA

Ms. Chen served as a Land Development Engineer for the Town of Woodside. Her duties included performing plan reviews and inspections for site development and encroachment permit applications, assisting the public works department in the P-TAP17 project application and project management, and conducting technical reviews for the 2016 Sanitary Sewer Management Plan (SSMP).

Engineering Staff Augmentation | Town of Hillsborough, CA

Ms. Chen has provided engineering staff augmentation services in the Town of Hillsborough, where she also performed engineering plan checks for new and redevelopment projects, including residential houses, lot line adjustment, subdivision, and supervising grading and encroachment permits. Additional various tasks included:

- *Prepared PS&E for sewer, street, water, storm drain, and open space projects.*
- *Provided project and construction management, including bid administration, submittal review, inspections, scheduling, and coordination.*
- *Reviewed and managed utility, revocable encroachment, and wireless facility permits.*
- *Supported NPDES compliance, including construction inspections, illicit discharge control, and annual reporting.*
- *Prepared Engineering & Traffic Survey reports.*

Plan Check Review | Various Agencies, CA

Ms. Chen has performed multiple plan check reviews throughout her career, from grading and drainage plans to improvement plans. She has reviewed various lot line adjustments, easement dedication, civil improvements, and C.3 compliance for jurisdictions throughout Northern California. Clients have included the Town of Hillsborough and the Cities of Pacifica, Soledad, Sausalito, San Carlos, East Palo Alto, and the County of Monterey.

4 | PROJECT EXPERIENCE

The following is a small sampling of projects for which proposed CSG staff have provided similar services to those requested by the Town.

PLAN REVIEW | TOWN OF LOS GATOS, CA



CSG has completed review for an 8-acre redevelopment project comprising 155 multi-family residential units with site amenities such as a park and trail. Services included review of rough grading, onsite and offsite improvements, stormwater management plan and report, agreements, CC&R's, and conformance review of the final map and other building permits to the proposed improvements.



ISABEL CROSSING | CITY OF LIVERMORE, CA

CSG completedplan review for a new multi-phased, multi-use Isabel Crossing Development. The Project is located on 45 acres north of Hwy 580. CSG is heavily involved in plan reviews for both on-site backbone plans (street grading, stormwater, sewer, water, recycled water) off-site backbone improvements (including review of traffic signal modifications and installation), the large lot final map, and rough grading. Throughout each step in the process, CSG helped coordinate project reviews with the City and developer's team. As part of this project, CSG reviewed stormwater treatment and control measures to meet requirements of the regional permit. CSG worked with the project team to review a plan that is practical to implement and will show stormwater control measures adhere to the permit. In addition to reviewing for conformance between the improvement plans and the project's final subdivision map, CSG also provided reviewed the Final Map as Acting City Surveyor for technical accuracy.



LAND DEVELOPMENT ENGINEERING SERVICES | CITY OF FOSTER CITY, CA

CSG provided Land Development Engineering on commercial and residential land development projects. Services provided included project management, plan review, inspection, coordination, customer report, and project closeout. Commercial projects CSG has been involved in including a research center, fitness center, private park, and dental office.



LAND DEVELOPMENT STAFF AUGMENTATION | TOWN OF WOODSIDE, CA

Ms. Chen served as a Land Development Engineer for the Town of Woodside. Her duties included performing plan reviews and inspections for site development and encroachment permit applications, assisting the public works department in the P-TAP17 project application and project management, and conducting technical reviews for the 2016 Sanitary Sewer Management Plan (SSMP).

5 | AVAILABILITY AND ANTICIPATED RESPONSE TIMES

Availability

CSG's proposed team is available to provide the part-time support requested by the Town. Sandra Meditch, PE, will be available up to two days a week on-site, and Jen Chen, EIT, PACP, will be available up to one day per week off-site, depending on workload. As the Town's needs change, CSG can adjust staff availability as needed to provide additional support.

Anticipated Response Time for Work Assignments

CSG understands the importance of providing timely and responsive support to the Town. Upon receiving a work assignment, our Project Manager will review the request and coordinate with the Town regarding the scope, priority, and anticipated schedule.

We anticipate acknowledging new work assignments within 24 hours and confirming the anticipated turnaround time within 24 to 48 hours. Actual completion times will depend on the scope, complexity, and priority of the assignment. For time-sensitive or urgent requests, our team will work with the Town to determine the required schedule and adjust as needed to provide the requested support.

Throughout each assignment, CSG will maintain communication with Town staff and advise the Town promptly if additional information is needed or if an issue arises that could affect the agreed-upon schedule.

6 | PROPOSED FEE SCHEDULE

CSG Consultants' reduced proposed rates are provided below.

PERSONNEL / ROLE	HOURLY RATE
Sandra Meditch, PE Principal Engineer	$280
Jen Chen, EIT, PACP Senior Project Manager	$245

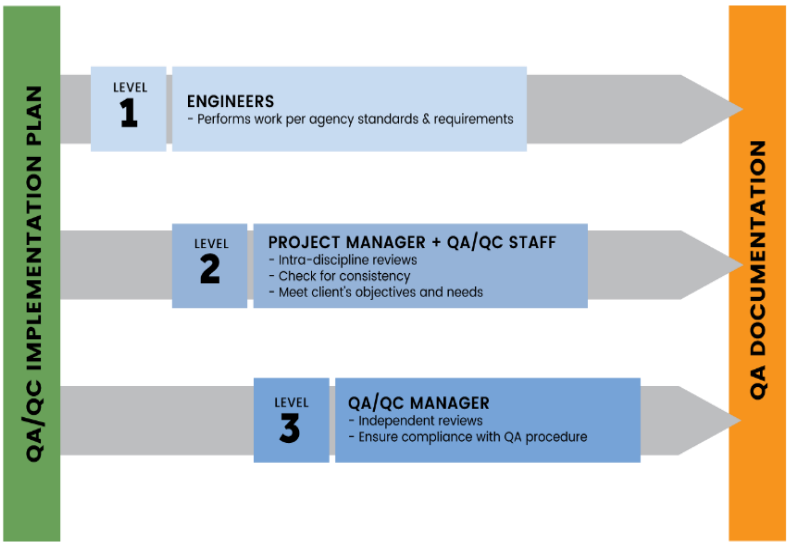
Terms

- *All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.*
- *Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.*
- *On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.*
- *CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.*
- *This fee proposal is valid for a period of 90 days from date of submittal.*

7 | QUALITY ASSURANCE/QUALITY CONTROL

CSG's in-house QA/QC Implementation Plan utilizes a peer review process with multi-level internal project checking. As highlighted in the organizational chart for this contract, Ms. Meditch, as Project Manager, will be dedicated to the QA/QC Implementation Plan and will be responsible for the following:

- *Establishing guidelines & assigning accountable personnel and responsibilities for each task.*
- *Assuring that all deliverables are reviewed, including products from subconsultants.*
- *Monitoring the process to ensure that the schedule and budget are followed.*
- *Participating in internal and external reviews.*
- *Reviewing and signing off on deliverables before submittal to the City.*



All technical products, including technical engineering reports, studies, design notes, mapping, drawings, and engineering cost estimates are subject to a multi-tiered approach for review to ensure that all products are checked for accuracy, correctness, completeness and conformity with standards. The tiers will include routine checking and scheduled reviews by the Project Manager, Ms. Meditch. She will conduct periodic audits of the QA/QC review process to ensure that reviews are being properly conducted and documented by all team members. Each plan or map check we perform will receive formal QA/QC review from the most qualified staff as identified in the QA/QC Implementation Plan, with oversight by Ms. Meditch.

Deliverables will be reviewed for:

- *Conformance to approved formats, criteria, specifications, and professional standards of practice*
- *Adequacy, clarity, ease of interpretation*
- *Conformance checks between disciplines*
- *Errors and discrepancies*
- *Coordination with adjacent projects when needed*
- *Incorporation of all necessary changes*
- *Conformance to required environmental mitigation*

8 | REFERENCES

City of Mountain View
Quynh Byrer, Principal Civil Engineer
650.903.6311
quynh.byrer@mountainview.org
Private Development Engineering Review Services
2018 – Ongoing

City of Livermore
Jarrett Rasmussen, Senior Civil Engineer
925.960.4519
jsrasmussen@livermoreca.gov
Plan Review Services
2024 – Ongoing

City of Foster City
Laura Galli, Engineering Manager
650.286.3280
lgalli@fostercity.org
Redevelopment and Expansion Inspection Services
2013 – 2023

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 6

DATE: November, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Authorize the Town Manager to Execute a Second Amendment to the Agreement for Services with Bear Electrical Solutions, LLC for Total Compensation Not to Exceed $1,160,306 and Approve FY 2026-27 Budget Adjustments**

RECOMMENDATION: Authorize the Town Manager to execute a Second Amendment to the Agreement for Services with Bear Electrical Solutions, LLC to add Holiday Plaza Tree and Downtown Tree-Wrap Lighting Upgrades to the scope of work; revise the FY 2025-26 through FY 2029-30 compensation schedule; increase the agreement amount by $177,399, for a new total not-to-exceed of $1,160,306; and approve FY 2026-27 budget adjustments totaling $230,500.

FISCAL IMPACT:

The proposed Second Amendment would increase the total agreement not-not-exceed amount by $177,399, from $982,907 to $1,160,306. The amendment would revise the annual contract compensation limits as follows:

Fiscal Year	First Amendment	Proposed Second Amendment	Change
FY 2025-26	$235,324	$114,984	($120,340)
FY 2026-27	$225,203	$455,703	$230,500
FY 2027-28	$169,006	$190,760	$21,754
FY 2028-29	$174,076	$196,482	$22,406
FY 2029-30	$179,298	$202,377	$23,079
Total Agreement	**$982,907**	**$1,160,306**	**$177,399**

PREPARED BY: Tyler Thomas
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Administrative Services Director, and Parks and Public Works Director

110 E. Main Street Los Gatos, CA 95030 ● (408) 354-6832
www.losgatosca.gov

The revised compensation schedule reduces FY 2025-26 contract authority by $120,340, from $235,324 to $114,984 based on actual expenditures. The unused contract authority from FY 2025-26 will offset a portion of the increases for the remaining contract years.

The proposed $230,500 increase in FY 2026-27 contract authority includes replacement of decorative lighting at the Plaza Park holiday tree for $78,000, maintenance and repair of existing decorative tree lighting for $120,000, and reallocated tasks related to Blossom Hill Park tennis court lighting improvements for $20,000 and the Advanced Traffic Management System (ATMS) for $12,500. The Parks and Public Works FY 2026-27 operating budget currently includes $225,203 for the existing agreement. Approval of the Second Amendment would require an additional expenditure budget adjustment of $230,500 from the General Fund to have sufficient budget for the proposed $455,703 contract authority.

The revised compensation schedule increases FY 2027-28 through FY 2029-30 contract authority as shown in the table to reflect the addition of ATMS management tasks in the remaining contract years. Funding for future fiscal years remains subject to Town Council approval through the annual budget process.

STRATEGIC PRIORITY:

This item does not directly address a Strategic Priority; however, it aligns with the Core Goal of Quality Public Infrastructure and Public Safety. The proposed work ensures safety for all users through the maintenance of the Town's streetlights, traffic signals, and various traffic safety equipment.

BACKGROUND:

The Town of Los Gatos does not have electricians on staff. As such, all electrical services are contracted. In 2025, staff sought proposals from qualified electricians to provide routine inspection and maintenance of Town owned traffic signals, streetlights, and parking lot and park lights. Services also include underground utility locating services on Town property. Underground utility locating services involve responding to Underground Service Alert (USA) requests to identify and mark the Town's underground electrical infrastructure at construction sites prior to any digging operations.

As a result of the request for proposals, on June 17, 2025, the Town Council authorized the execution of a five-year Agreement for Services with Bear Electrical Solutions, LLC (BES) for a total amount not to exceed of $865,767 for the work described above.

On April 7, 2026, Council authorized the First Amendment to the Agreement for Services with BES. This amendment increased the funding available for unforeseen repairs for FY2025-26 and future years; added funding in FY 2025-26 to conduct an assessment of the Town's Advanced

Traffic Management System (ATMS) which operates the traffic lights; and added funding in FY 2025-26 and future years to allow BES to provide ongoing support for ATMS operations. These changes increased the total agreement amount to $982,907.

DISCUSSION:

The Second Amendment adds two new services and associated funding to the BES contract. This staff report also reallocates certain tasks and associated contract authority in FY 2025-26 in the First Amendment to be used for work in FY 2026-27.

New Tasks Proposed in the Second Amendment

- New lights for the Town's Holiday Tree: The holiday tree in Plaza Park has been a staple in the Town for many years. The existing holiday lighting has exceeded its useful life and is no longer functional. The Second Amendment adds funding and modifies the scope to replace the existing lighting with energy efficient LED lighting while maintain the traditional soft white appearance.
- Maintenance and Management of the Downtown Tree Wrap Lights: During the FY 2025-26 budget process, maintenance funding for the Downtown tree-wrap lights along East Main Street and North Santa Cruz Avenue was eliminated as a cost-saving measure. However, staff recognizes that these lights are an important part of the Downtown area, and a modest amount of available funding has been identified to allow for some maintenance on these lights in advance of the holiday season. The Second Amendment adds funding and modifies the scope to allow BES to repair non-functional lighting and/or repairing lights that have stopped working. To the extent funding allows BES will restring the lights on the trees where wiring has become too tight around the trunks.

The combined cost of these new tasks is $198,000.

Reallocation of Funding from Previously Authorized Tasks

As noted above, the First Amendment added two tasks and funding related to ATMS management and also added funding for unforeseen work. The two ATMS tasks were one-time costs to perform a system assessment and ongoing costs for management of the system. This additional funding was added to the FY 2025-26 operating budget. The ATMS one-time costs are no longer required and not included in the Second Amendment, but the ATMS management costs of $12,500 are proposed to be added. In addition, the Blossom Hill Park Tennis Court Lights (which were included in the original agreement) were not completed in FY 2025-26 as planned due to scheduling conflicts. This Council action requests restoration of $20,000 for this item to be completed in FY 2026-27. This staff report requests the reallocation of funding from FY 2025-2026 to FY 2026-27 and new funding as needed to provide the new services added in the Second Amendment. This is described in the Fiscal Impact Section of this staff report.

As a result of reallocating these tasks from FY 2025-26 to FY 2026-27, $53,101 in contract authority is proposed to be reallocated from FY 2025-26 to FY 2026-27 to restore funding for the Blossom Hill Tennis Court Lights, ATMS system management and increase the amount for unforeseen items.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a second amendment to the agreement for services with BES and approve the associated budget adjustments.

COORDINATION:

This report was coordinated with the Finance Department.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. Second Amendment to Agreement for Services with Bear Electrical Solutions, LLC
2. First Amendment to Agreement for Services and Original Agreement for Services

AMENDMENT TO AGREEMENT

This SECOND AMENDMENT TO AGREEMENT amends that certain agreement titled Agreement for Services dated June 3, 2025, made by and between the Town of Los Gatos, ("Town,") and Bear Electrical Solutions, LLC ("Service Provider"), a Limited Liability Company and whose address is 1252 State Street, P.O. Box 924, Alviso, CA 95002.

RECITALS

A. Town and Service Provider entered into an Agreement for Services on June 3, 2025, ("Agreement").

B. First Amendment to Agreement for Services on May 20, 2026.

C. The parties desire to amend the Agreement in order to add additional services and increase the compensation.

AMENDMENT

A. Section 2.1 Scope of Services - is amended to add the following: Service Provider will provide those additional services as described in that certain Proposal for Holiday Lights sent to the Town on October 22, 2026, which is hereby incorporated by reference and attached as Exhibit A.

B. Section 2.6 Compensation - is amended to read:

Compensation for Year One (FY 2025/26) shall not exceed $114,984. Compensation for Year Two (FY 2026/27) shall not exceed $455,703. Compensation for the future years will be adjusted upward annually for the remaining term of this agreement by the change, if any, in the San Francisco-Oakland-San Jose Metropolitan Area Consumer Price Index for all Urban Consumers, all items (CPI). The adjustment shall be based upon the CPI published on December 31 of the preceding year. If the CPI indicates a downward adjustment, compensation would remain at the base amount noted below. Payment shall be based upon Town approval of each task as shown below.

Year 1 - $114,984 (FY25/26)

Year 2 - $455,703 (FY 26/27), including 3% CPI.

Year 3 - $190,760 (FY 27/28), including 3% CPI.

Year 4 - $196,482 (FY 28/29), including 3% CPI.

Year 5 - $202,377 (FY 29/30), including 3% CPI.

For a total agreement **not to exceed $1,160,306.00**, inclusive of all costs. Payments shall be based upon Town approval of each task.

The above annual compensations for Years 3 through 5 include a 3.0% annual escalation estimate. Additional CPI adjustment above these annual limits, requires a written amendment to the Agreement.

C. All other terms and conditions of the Agreement remain in full force and effect.

Attachments:

A - Proposal for Holiday Lights

TOWN OF LOS GATOS	Bear Electrical Solutions, LLC
SIGNATURE	**SIGNATURE**
Chris Constantin	Andrew Bader
FULL NAME	**CONTRACTOR SIGNATORY'S FULL NAME**
Town Manager	President
TITLE	**CONTRACTOR SIGNATORY'S TITLE**
DATE SIGNED	**DATE SIGNED**

Approved as to form:

SIGNATURE
Gabrielle Whelan
FULL NAME
Town Attorney
TITLE
DATE SIGNED

The execution date is the date on which the last party has signed.

Exhibits List

A - Proposal for Holiday Lights

Exhibit A

Proposal for Holiday Lights

Contractors License No. 982079
A - General En
C-10 High Voltage
C-31 - Work Zone Traffi
D-31 Pole Installation and Maintenance
DIR# 1000002158

1252 State Street, PO Box 924, Alviso, CA 95002-0924
Tel: 408-449-5178 Fax: 408-449-5147

Created Date	10/22/2026	Contact Name	Tyler Thomas
Prepared By	Brittney Morgan	Account Name	Town of Los Gatos
Phone	(408) 449-5178	Phone	14082044220
Bid/Project	Holiday Tree Lighting/Downtown Tree Wrap Lights.	Quote Expiration	11/21/2026
Quote Number	00005197		

We are pleased to offer our quotation for the above referenced project as follows:

Location: Los Gatos SL OTHER

Scope Summary

Quote Summary

Provide all necessary labor, equipment, and materials to complete the removal and replacement of decorative lighting at the Plaza Park tree, along with Town-wide decorative tree lighting inspections, troubleshooting, maintenance, and repairs.

The project includes:

- Plaza Park Tree: Removal and disposal of existing decorative lighting, followed by installation of approximately 7,000 linear feet of new C9 light stringers and 7,000 warm-white C9 bulbs.
- 54 Trees: Troubleshooting and repair of non-functioning or partially functioning decorative lighting.
- 110 Trees: Inspection of existing decorative lighting, including adjustments and rewrapping as necessary to promote tree health and maintain proper installation

Phase I – Removal of Existing Decorative Lighting (Plaza Park Tree)

- Mobilize personnel, equipment, and materials to the project site.
- Furnish and place plywood protection over grass areas to accommodate two (2) man lifts and minimize potential damage to landscaping.
- Disconnect electrical power to the existing decorative lighting installed on the Plaza Park tree.
- Remove all existing decorative light strings and associated materials from the tree.
- Collect, remove, and properly dispose of all removed lighting materials.

Phase II – Installation of New C9 Decorative Lighting (Plaza Park Tree)

- Mobilize personnel, equipment, and materials to the project site.
- Furnish and place plywood protection over grass areas to accommodate two (2) man lifts and minimize potential damage to landscaping.
- Furnish and install seven (7) 1,000-foot reels of C9 light stringers, totaling approximately 7,000 linear feet.
- Furnish and install approximately 7,000 warm-white C9 plastic bulbs.
- Secure and arrange decorative lighting to provide consistent coverage throughout the designated areas of the tree.
- Ensure lighting is properly secured while allowing adequate clearance for future tree growth.
- Energize, test, and verify proper operation of the newly installed decorative lighting system.

Phase III – Town-Wide Decorative Tree Lighting Maintenance & Repairs

- Mobilize personnel, equipment, and materials necessary to perform the work.
- Troubleshoot approximately 54 trees identified as having non-functioning or partially functioning decorative lighting.
- Furnish and install replacement bulbs, light strands, connectors, and other minor components as necessary to restore lighting to proper operation.
- Inspect approximately 110 trees with existing wrapped decorative lighting to identify outages, damaged lighting, loose wiring, improper installation, or other maintenance concerns.
- Adjust, loosen, or rewrap existing lighting where installations are too tight, girdling the tree, or otherwise potentially impacting tree growth or health.

Contractors License No. 982079
A - General En
C-10 High Voltage
C-31 - Work Zone Traffi
D-31 Pole Installation and Maintenance
DIR# 1000002158

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- Secure lighting to maintain proper positioning while providing adequate clearance for future tree growth.
- Perform final operational testing of repaired lighting to verify proper functionality.

City/Town Responsibilities

- Complete all required tree trimming and pruning at Plaza Park prior to the commencement of Phase II.
- Ensure trees and designated work areas are accessible to crews and equipment.
- Review and authorize any additional work identified outside the approved scope before proceeding.

Additional Work, Exclusions & Conditions

- Tree trimming and pruning are excluded from the contractor's scope of work and shall be completed by the City/Town.
- Any additional electrical troubleshooting, repairs, or corrective work beyond the scope specifically outlined above shall require separate authorization.
- Additional work, if approved, will be performed on a time-and-materials (T&M) basis.
- Any unforeseen conditions requiring additional labor, equipment, or materials will be communicated to the City/Town for review and approval prior to proceeding with work outside the authorized scope.

Contract Amount & Authorization

Phase III-

Total Not-to-Exceed (NTE) Amount: $120,000.00

All work performed under this scope shall be completed on a time-and-materials (T&M) basis, with total billings not to exceed $120,000.00 without prior written authorization from the City/Town.

The contractor shall notify the City/Town if unforeseen conditions, additional repairs, or material requirements are identified that may cause the work to exceed the authorized not-to-exceed amount.

Exclusions Tree trimming- Troubshooting of power- unforseen issues

Product	Line Item Description	Quantity	Sales Price	Total Price
Total Labor, Equipment, Material	Per above scope summary	1.00	$78,000.00	$78,000.00
Total Labor, Equipment, Material	Downtown tree wrapped lights	1.00	$120,000.00	$120,000.00

Subtotal $198,000.00

Customer Signature: _____ **Date**:_____

Terms And Conditions

Terms and Conditions of this proposal are per the existing maintenance agreement.

BES would like to thank you for the opportunity to provide you with this proposal.

Please give us a call with any questions or concerns.

AMENDMENT TO AGREEMENT

This FIRST AMENDMENT TO AGREEMENT amends that certain agreement titled Agreement for Services dated June 3, 2025, made by and between the Town of Los Gatos, ("Town,") and Bear Electrical Solutions, LLC (“Service Provider”), a Limited Liability Company and whose address is 1252 State Street, PO Box 924, Alviso, CA 95002.

RECITALS

A. Town and Service Provider entered into an Agreement for Services on June 3, 2025 (“Agreement”).

B. The parties desire to amend the Agreement in order to add additional services, extend the period of performance, and increase the compensation.

AMENDMENT

A. Section 2.1 Scope of Services - is amended to add the following: Service Provider shall provide an additional $40,000.00 in response services for Year 1 (FY 25/26) and $40,000.00 in response services for Year 2 (FY 26/27), in accordance with the original agreement's scope of services. Service Provider will also provide those additional services as described in that certain Proposal sent to the Town on February 20, 2026 which is hereby incorporated by reference and attached as Exhibit A.

B. Section 2.2 Term and Time of Performance - is amended to read: The effective date of this Agreement shall begin on July 1, 2025 through June 30, 2027 with an option to extend the contract up to three (3) additional years subject to appropriation of funds, notwithstanding any other provision of this agreement.

C. Section 2.6 Compensation - is amended to read: Compensation for year one (FY 2025/26) to provide traffic signal and streetlight maintenance and repair, Underground Service Alert (USA) marking services, park lighting improvement services and Advanced Traffic Management System (ATMS) operations and maintenance costs, plus unforeseen repair costs within the Town streets and parks, shall not exceed $235,324.00. Compensation for year two (FY 2026/27) to provide traffic signal and streetlight maintenance and repair, Underground Service Alert (USA) marking services, and Advanced Traffic Management System (ATMS) operations and maintenance costs, plus unforeseen repair costs within the Town streets and parks, shall not exceed $225,203.00. Compensation for the future years will be the base cost for lighting, traffic signal maintenance and response, and USA markings adjusted upward annually for the remaining term of this agreement by the change, if any, in the San Francisco-Oakland-San Jose Metropolitan Area Consumer Price Index for all Urban Consumers, all items (CPI). The adjustment shall be based upon the CPI published on December 31 of the preceding year. If the CPI indicates a downward adjustment, compensation would remain at the base amount. Payment shall be based upon Town approval of each task as shown below.

Year 1 - $235,324 (FY25/26), including unforeseen repair costs.

Year 2 - $225,203 (FY 26/27), including 3% CPI.

Year 3 - $169,006 (FY 27/28), including 3% CPI.

Year 4 - $174,076 (FY 28/29), including 3% CPI.

Year 5 - $179,298 (FY 29/30), including 3% CPI.

For a total agreement **not to exceed $982,907**, inclusive of all costs. Payments shall be based upon Town approval of each task.

*Total compensation includes an annual 3.0% adjustment for Years 2-5.

D. All other terms and conditions of the Agreement remain in full force and effect.

Attachments:

A - Proposal

signed-document-combined-5868.pdf

TOWN OF LOS GATOS	BEAR ELECTRICAL SOLUTIONS, LLC
SIGNATURE	**SIGNATURE**
Chris Constantin	Andrew Bader
FULL NAME	**CONTRACTOR SIGNATORY'S FULL NAME**
Town Manager	President
TITLE	**CONTRACTOR SIGNATORY'S TITLE**
DATE SIGNED	**DATE SIGNED**

Approved as to form:

SIGNATURE
Gabrielle Whelan
FULL NAME
Town Attorney
TITLE
DATE SIGNED

The execution date is the date on which the last party has signed.

Exhibits List

A - Proposal

Exhibit A

Proposal

BEAR ELECTRICAL SOLUTIONS

Contractors License No. 982079
A – General Engineering
C-10 High Voltage Electrical

1252 State Street, PO Box 924, Alviso, CA 95002-0924
Tel: 408-449-5178 Fax 408-449-5147

PROPOSAL

DATE:	2/20/2026	TO:	Gary Heap
FROM:	Brent Paulson	COMPANY:	Town of Los Gatos
PHONE:	(408) 449-5178	PHONE:	(408) 399-5773
FAX:	(408) 449-5147	EMAIL:	Gheap@losgatosca.gov

BID/ PROJECT: Town of Los Gatos ATMS Operations and Maintenance

BES received a request for pricing to provide electrical labor and equipment for the following scope of work:

1. Purpose and Objectives
The contractor shall provide comprehensive preventive and corrective maintenance, monitoring, and technical support for the Town of Los Gatos Advanced Traffic Management System (ATMS). The intent is to ensure the continuous, reliable, and safe operation of all central software, communication networks, and field hardware associated with the Town's traffic management infrastructure.

Objectives include:

- Maintaining full functionality of the Econolite Centracs software and all connected field devices.
- Ensuring communications integrity, uptime, and performance consistent with Caltrans and NTCIP standards.
- Providing timely response to all system and field malfunctions.
- Supporting system reliability through proactive maintenance, accurate documentation, and coordination with Town staff.
- Set up and maintain video camera live streaming at the ATMS, confirm and/or establish communications to each field camera, provide maintenance and necessary upgrades as needed.

2. System Overview
The Town's ATMS currently includes:

- Central System: Econolite Centracs software and associated servers, workstations, and network switches.
- Traffic Signal Controllers: Econolite Cobalt controllers with NEMA TS-1 or TS-2 cabinet assemblies.
- Field Equipment: Detection systems (loops, video, radar), pedestrian pushbuttons, conflict monitors, UPS units, and cabinet power distribution equipment.

BEAR ELECTRICAL SOLUTIONS

Contractors License No. 982079
A – General Engineering
C-10 High Voltage Electrical

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- Communications Network: Fiber-optic, copper, and wireless communications infrastructure linking intersections to the Traffic Management Center (TMC).
- Peripheral Devices: CCTV cameras, Ethernet switches, routers, and associated field network hardware.

3. Scope of Services

3.1 Preventive Maintenance

The contractor shall perform scheduled preventive maintenance for all components to prevent failures, extend equipment life, and ensure consistent performance. Work shall be completed semi-annually for software/network systems. Tasks include:
- Testing communication links and verifying latency thresholds.
- Reviewing event logs and controller alarms for recurring issues.
- Updating firmware and Centracs software in coordination with Town staff.

3.2 Corrective Maintenance

For failures or service interruptions, the contractor shall provide prompt corrective action as follows:
- Response Time: Two (2) hours for critical failures affecting operations; twenty-four (24) hours for non-critical issues.
- Repair: Diagnose, replace, or reconfigure failed components; test and verify proper function.
- Reporting: Provide a detailed service report within forty-eight (48) hours of completion.
- Coordination: Notify Town staff prior to significant reprogramming or system modifications.

3.3 System Monitoring and Administration

The contractor shall support 24/7 system monitoring and administration through the following activities:
- Monitor Centracs software status, communications, and device connectivity.
- Manage user permissions, software updates, and backups.
- Configure and maintain IP addressing, network routing, and firewall settings.
- Analyze system logs to identify latency, communication errors, or recurring faults.
- Support the Town's operational staff with timing plan uploads and schedule updates.

3.4 Documentation and Reporting

All maintenance activities shall be documented in a digital format acceptable to the Town. The contractor and Town shall maintain:
- Intersection inventory and device registry.
- Controller configuration backups and timing databases.
- Fiber network diagrams and IP addressing tables.
- Preventive and corrective maintenance logs.
- Quarterly system performance reports summarizing uptime, failures, and corrective actions.

BEAR ELECTRICAL SOLUTIONS

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Tel: 408-449-5178 Fax 408-449-5147

4. Performance Standards

All work shall conform to:

- Caltrans Standard Specifications (latest edition)
- Caltrans Traffic Operations Policy Directives (TOPDs)
- NEMA TS-2, ATC, and NTCIP 1202 standards
- Econolite Centracs user and maintenance manuals
- Town of Los Gatos design standards and permit conditions

5. Coordination and Communication

The contractor shall maintain close coordination with Town traffic engineering staff and other regional agencies as necessary. Responsibilities include:

- Notifying the Town prior to planned maintenance or outages.
- Providing a 24-hour emergency contact for after-hours incidents.
- Attending quarterly coordination meetings and one annual performance review.
- Maintaining communication with Econolite technical support for escalated software or firmware issues.

6. Additional Services (As Requested)

The contractor may also provide the following additional or on-call services at the Town's direction:

1. System Expansion and Integration:
   - Configure and commission new intersections or field devices.
   - Integrate new CCTV cameras, switches, or wireless radios.
   - Develop and test new signal timing plans.

2. Network and Fiber Support:
   - Splice, test, and document new or repaired fiber runs.
   - Install or configure network switches, routers, and security appliances.
   - Provide GIS-based as-built mapping of communications infrastructure.

3. Software and Server Upgrades:
   - Migrate Centracs software to newer versions or updated hardware.
   - Assist with virtualization or disaster recovery planning.
   - Coordinate with Econolite and Town IT staff for major updates.

4. Consulting and Engineering Support:
   - Prepare technical memos or feasibility studies for ATMS enhancements.

BEAR ELECTRICAL SOLUTIONS

Contractors License No. 982079
A – General Engineering
C-10 High Voltage Electrical

1252 State Street, PO Box 924, Alviso, CA 95002-0924
Tel: 408-449-5178 Fax 408-449-5147

- Develop cost estimates and equipment specifications for capital projects.
- Support grant-funded ITS improvements or pilot technology deployments.

5. Emergency or After-Hours Support:
- Provide 24/7 emergency response and on-call service for unplanned failures.

All additional services shall be pre-approved in writing by the Town and billed in accordance with the contract's established rates.

The below cost is an estimated budget for initial assessment and an ongoing monthly service. Invoicing to be delivered monthly based upon actual hours worked.

System Assesment and Understanding with Town Staff				
Labor Description	Unit of Measure	Rate	Quantity	Total
Project Manager	Hr	$ 185.00	20	$ 3,700.00
Electrician and Service Vehicle	Hr	$ 220.00	40	$ 8,800.00
Total				$ 12,500.00
Ongoing Monthly Service				
Electrician and Service Vehicle	Hr	$ 220.00	8	$ 1,760.00

QUOTE PREPARED BY:
BEAR ELECTRICAL SOLUTIONS, INC
Brent Paulson
Office: (408) 449-5178
Brent@bear-electrical.com

APPROVED

_____
SIGNATURE

_____
PRINTED NAME and DATE

Docusign Envelope ID: 9180C9BB-A894-4944-BC71-66CC81C369AA

AGREEMENT FOR SERVICES

PREAMBLE

THIS AGREEMENT is dated for identification on 3rd day of June 2025 by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Bear Electrical Solutions, LLC ("Service Provider"), identified as an C Corporation and whose address is 1252 State Street, PO Box 924, Alviso, CA 95002. This Agreement is made with reference to the following facts.

I. RECITALS

1.1 Town sought quotations for the services described in this Agreement, and Service Provider was found to be the lowest responsible supplier for this purchase.

1.2 Service Provider represents and affirms that it is willing to perform the desired work pursuant to this Agreement.

1.3 Town desires to engage Service Provider to provide Traffic Signal and Streetlight Maintenance and Repair, and Underground Service Alert (USA) Marking Services. Field maintenance and repair of streetlights, parking lot lights, lights in the Town's public parks, traffic signals, and other traffic related equipment (such as electronic speed feedback signs and crosswalk warning lights, etc.)

1.4 Service Provider warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Service Provider acknowledges Town has relied upon these warranties to retain Service Provider.

II. AGREEMENT

2.1 Scope of Services. Service Provider shall provide services as described in that certain Proposal sent to the Town on April 17, 2025 which is hereby incorporated by reference and attached as Exhibit A.

2.2 Term and Time of Performance. The effective date of this Agreement shall begin July 1, 2025 through June 30, 2026 with an option to extend the contract up to four (4) additional years subject to appropriation of funds, notwithstanding any other provision in this agreement.

2.3 Compliance with Laws. The Service Provider shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Service Provider represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Service Provider to practice

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its profession. Service Provider shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.

2.4 Sole Responsibility. Service Provider shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.

2.5 Information/Report Handling. All documents furnished to Service Provider by the Town and all reports and supportive data prepared by the Service Provider under this Agreement are the Town's property and shall be delivered to the Town upon the completion of services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Service Provider in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Service Provider shall not make any of these documents or information available to any individual or organization not employed by the Service Provider or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Service Provider pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Service Provider in connection with other projects shall be solely at Town's risk, unless Service Provider expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Service Provider which is and has been confirmed in writing by Service Provider to be a trade secret of Service Provider.

2.6 Compensation: Compensation for year one (FY 2025/26) to provide maintenance services and Underground Service Alert (USA) marking services, plus unforeseen repair costs within the Town and park lighting improvements, shall not exceed $179,304. Compensation for future years will be the base cost of $159,304 and shall be adjusted upward annually for the remaining term of this agreement by the change, if any, in the San Francisco-Oakland-San Jose Metropolitan Area Consumer Price Index for All Urban Consumers, all items (CPI). The adjustment shall be based upon the CPI published on December 31 of the preceding year. If the CPI indicates a downward adjustment, compensation would remain at the base amount. Payment shall be based upon Town approval of each task as shown below.

Bear Electric LLC Proposal for Basic Services		
	Total	**$104,514**
	Units	**Annual Cost**
Traffic Signals	31	$45,384
Street Lights	1,607	$24,105
Parking Lot Lights	119	$1,785
Park Lights	104	$1,560
USA Markings (24/month)	288/yr	$31,680

Year 1 - $179,304 (FY25/26), including unforeseen repair costs.

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Year 2 - $164,083 (FY26/27), including 3% CPI.

Year 3 - $169,006 (FY27/28), including 3% CPI.

Year 4 - $174,076 (FY28/29), including 3% CPI.

Year 5 - $179,298 (FY29/30), including 3% CPI.

For a total agreement amount **not to exceed $865,767**, inclusive of all costs. Payment shall be based upon Town approval of each task.

*Total compensation includes an annual 3.0% CPI adjustment for Years 2-5.

2.7 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:
Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655
Email (preferred): AP@losgatosca.gov

2.8 Availability of Records. Service Provider shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Service Provider shall make these records available to authorized personnel of the Town at the Service Provider offices during business hours upon written request of the Town.

2.9 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Service Provider. No portion of these services shall be assigned or subcontracted without the written consent of the Town.

2.10 Independent Contractor. It is understood that the Service Provider, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Service Provider may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Service Provider agrees to testify in any litigation brought regarding the subject of the work to be

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performed under this Agreement. Service Provider shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Service Provider or is based on allegations of Service Provider's negligent performance or wrongdoing.

2.11 Conflict of Interest. Service Provider understands that its professional responsibilities are solely to the Town. The Service Provider has and shall not obtain any holding or interest within the Town of Los Gatos. Service Provider has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Service Provider warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Service Provider shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person Service Provider discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement Service Provider shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

2.12 Equal Employment Opportunity. Service Provider warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Service Provider nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

3.1 Minimum Scope of Insurance:

i. Service Provider agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: two million dollars ($2,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.

ii. Service Provider agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars ($1,000,000) combined single limit per accident for bodily injury and property damage.

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iii. Service Provider shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Service Provider agrees that all certificates and endorsements are to be received and approved by the Town before work commences.

General Liability:

i. The Town, its elected and appointed officials, employees, and agents are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Service Provider; products and completed operations of Service Provider, premises owned or used by the Service Provider.

ii. The Service Provider's insurance coverage shall be primary insurance as respects the Town, its elected and appointed officials, employees, and agents. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Service Provider's insurance and shall not contribute with it.

iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or volunteers.

iv. The Service Provider's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

3.3 Workers' Compensation. In addition to these policies, Service Provider shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Service Provider shall ensure that all subcontractors employed by Service Provider provide the required Workers' Compensation insurance for their respective employees. As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than one million dollars ($1,000,000) per accident for bodily injury or disease.

3.4 Indemnification. The Service Provider shall save, keep, hold harmless and indemnify and defend the Town its elected and appointed officials, agents, employees, and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time

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arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of the Service Provider, or any of the Service Provider's officers, employees, or agents or any subcontractor.

IV. GENERAL TERMS

4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.

4.3 Termination of Agreement. The Town and the Service Provider shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Service Provider shall deliver to the Town all plans, files, documents, reports, performed to date by the Service Provider. In the event of such termination, Town shall pay Service Provider an amount that bears the same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

4.4 Prevailing Wages. This project is subject to the requirements of Section 1720 et seq. of the California Labor Code requiring the payment of prevailing wages, the training of apprentices and compliance with other applicable requirements. Contractors and all subcontractors who perform work on the project are required to comply with these requirements. Prevailing wages apply to all projects over $1,000 which are defined as a “public work” by the State of California. This includes: construction, demolition, repair, alteration, maintenance and the installation of photovoltaic systems under a Power Purchase Agreement when certain conditions are met under Labor Code Section 1720.6. This include service and warranty work on public buildings and structures.

4.4.1 The applicable California prevailing wage rate can be found at www.dir.ca.gov and are on file with the Town of Los Gatos Parks and Public Works Department, which shall be available to any interested party upon request. The contractor is also required to have a copy of the applicable wage determination posted and/or available at each jobsite.

4.4.2 Specifically, contractors are reminded of the need for compliance with Labor Code Section 1774-1775 (the payment of prevailing wages and documentation of such), Section 1776 (the keeping and submission of accurate certified

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payrolls) and 1777.5 in the employment of apprentices on public works projects. Further, overtime, weekend and holiday pay, and shift pay must be paid pursuant to applicable Labor Code section.

4.4.3 The public entity for which work is being performed or the California Department of Industrial Relations may impose penalties upon contractors and subcontractors for failure to comply with prevailing wage requirements. These penalties are up to $200 per day per worker for each wage violations identified; $100 per day per worker for failure to provide the required paperwork and documentation requested within a 10-day window; and $25 per day per worker for any overtime violation.

4.4.4 As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, the contractor agrees to present to the TOWN, along with its request for payment, all applicable and necessary certified payrolls (for itself and all applicable subcontractors) for the time period covering such payment request. The term "certified payroll" shall include all required documentation to comply with the mandates set forth in Labor Code Section 1720 et seq, as well as any additional documentation requested by the Agency or its designee including, but not limited to: certified payroll, fringe benefit statements and backup documentation such as monthly benefit statements, employee timecards, copies of wage statements and cancelled checks, proof of training contributions (CAC2 if applicable), and apprenticeship forms such as DAS-140 and DAS-142.

4.4.5 In addition to submitting the certified payrolls and related documentation to the TOWN, the contractor and all subcontractors shall be required to submit certified payroll and related documents electronically to the California Department of Industrial Relations. Failure to submit payrolls to the DIR when mandated by the project parameters shall also result in the withholding of progress, retention and final payment.

4.4.6 No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

4.4.7 No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Contractors MUST be a registered "public works contractor" with the DIR AT THE TIME OF BID. Where the prime contract is less than $15,000 for maintenance work or less than $25,000 for construction alternation, demolition or repair work, registration is not required.

4.4.8 Should any contractor or subcontractors not be a registered public works contractor and perform work on the project, Contractor agrees to fully indemnify the TOWN for any fines assessed by the California Department of Industrial Relations against the TOWN for such violation, including all staff costs and attorney's fee relating to such fine.

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4.4.9 The TOWN shall withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., the TOWN may continue to hold sufficient funds to cover estimated wages and penalties under the contract.

4.5 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Service Provider.

4.6 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.

4.7 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street
Los Gatos, CA 95030

Bear Electrical Solutions, LLC
1252 State Street, PO Box 924
Alviso, CA 95002

or personally delivered to Service Provider to such address or such other address as Service Provider designates in writing to Town.

4.8 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.

4.9 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Service Provider. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

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IN WITNESS WHEREOF, the Town and Service Provider have executed this Agreement.

Town of Los Gatos by:

Signed by:
Chris Constantin 6/27/2025
3EF03F232F1B428...
Chris Constantin, Town Manager

Bear Electrical Solutions, LLC by:

Signed by:
Andrew Bader 6/23/2025
6EC6A965ED5F4BC...
Name and Title
Andrew Bader President

Recommended by:

Signed by:
Nicolle Burnham 2 6/24/2025
0E978313490 44C3...
Nicolle Burnham
Director of Parks and Public Works

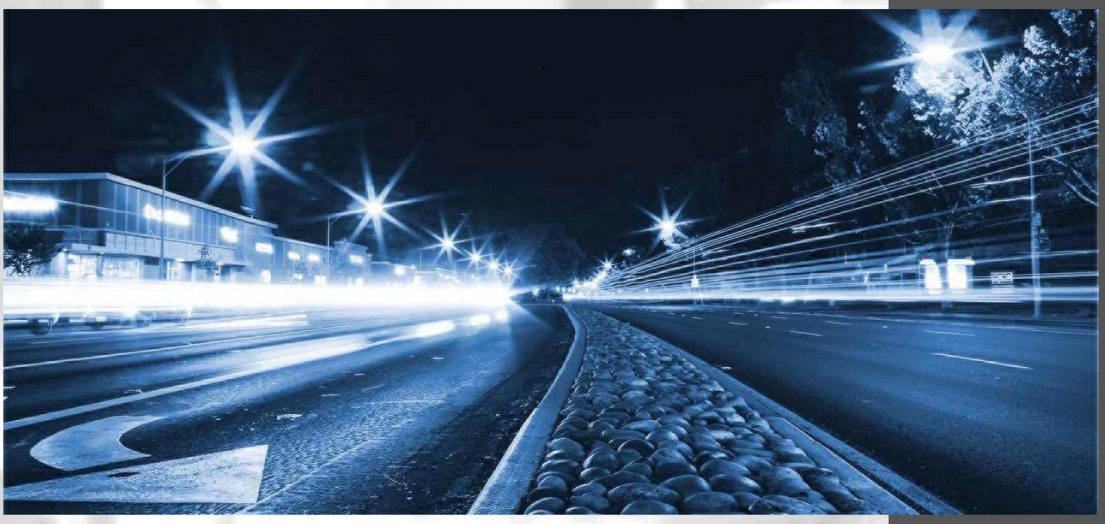
Approved as to Form:

Signed by:
Barbara Choi for Gabrielle Whelan 6/27/2025
4D749A214F7F427...
Barbara Choi signing on behalf of Gabrielle Whelan, Town Attorney

Attest:

Signed by:
Wendy Wood 6/27/2025
20A720C4AE6A4D9...
Wendy Wood, CMC, Town Clerk

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Driving a Higher Standard

Bear Electrical Solutions LLC

April 18th 2025

Town of Los Gatos – Traffic Signal and Streetlight Maintenance and Repair, and USA Services

EXHIBIT A

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April 18th , 2025

Town of Los Gatos – Parks and Public Works Department
41 Miles Avenue
Los Gatos, CA 95030
Attn: Mike Vroman, TE – Senior Traffic Engineer

RE: RFP Response for Traffic Signal and Streetlight Maintenance and Repair, and USA Services

Dear Mike Vroman and Evaluation Committee,

Bear Electrical Solutions, LLC (Bear) is pleased to submit our proposal to provide traffic signal and streetlight maintenance and repair services for the Town of Los Gatos. We understand that the Town has been served by St. Francis Electric for the past decade, and while we respect their history, we believe Bear offers a unique advantage through our local presence, community involvement, and unmatched responsiveness.

Bear is headquartered in **Alviso**, less than 20 miles from Los Gatos, making us the most geographically aligned electrical contractor for your needs. In contrast, St. Francis Electric is based in **San Leandro**, which often results in longer travel times, delayed emergency response, and limited community integration. Our close proximity allows us to respond faster, mobilize resources more efficiently, and maintain a stronger presence within the community.

More importantly, **several Bear employees—including members of our ownership team—live in or near Los Gatos and are actively involved in the local community.** We don't just work here; we call this area home. That local commitment translates to a heightened sense of accountability, personal pride in our work, and a deeper understanding of the Town's values and expectations. In contrast, our incumbent competitor has **no direct affiliation with the Town of Los Gatos or its residents**, which can impact service continuity and community trust.

Bear is a full-service electrical contractor founded in 2013, specializing in traffic signal systems, street lighting, and emergency on-call services. We currently support more than 100 public agencies throughout California and are known for our responsiveness, expertise, and partnership-based approach with agencies just like yours.

This proposal outlines our comprehensive understanding of the Town's needs and highlights the strengths that set us apart:

- **Proximity & Responsiveness –** Located in Alviso with more than 45 qualified employees living in the Bay Area, we are well-positioned to provide consistent, on-time, and rapid-response maintenance services.
- **Deep Local Roots –** Our leadership and staff live and work in the community—bringing personal investment and local knowledge to every project.
- **Experienced & Dedicated Team –** Our executive, project, and field teams bring decades of combined experience supporting public agencies with traffic signal operations and maintenance.
- **Proactive, Collaborative Approach –** We operate as an extension of Town staff—offering guidance, innovation, and practical solutions tailored to each agency we serve.
- **Independent In-House Laboratory –** Bear maintains an off-site facility for cabinet and controller certifications and can provide training for Town staff at this location.
- **Outstanding Safety Record –** Bear has never received an OSHA violation and maintains a sub-0.65 EMR, reflecting our strong commitment to workplace safety.
- **PG&E Gold Shovel Certified** – We are authorized to coordinate and perform electrical work involving utility infrastructure, offering seamless support for related systems.

We welcome the opportunity to bring our locally rooted team, proven track record, and community-focused service model to the Town of Los Gatos. I am an authorized representative of Bear Electrical Solutions and am available at your convenience to answer questions or further discuss this proposal.

Thank you for your time and consideration.
Regards,
Bear Electrical Solutions, LLC

Robert Asuncion, TE robert@bear-electrical.com
Vice President

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2. SCOPE OF SERVICES / WORK PLAN

Scope of Services
Bear Electrical Solutions shall provide comprehensive field maintenance, repair, and Underground Service Alert (USA) marking services for the Town of Los Gatos. Services will be performed by qualified personnel and include the following components:

1. Streetlight Maintenance

- Maintain approximately 1,607 Town-owned streetlights in safe, operable condition.
- Respond to outages, missing tags, and hazardous conditions within five (5) working days; pedestrian crosswalks require next-day response.
- Provide monthly reports and log all service activities using Town-approved forms.
- Tag poles, inspect for hazards (e.g., missing hand hole covers), and report to Town staff.
- Verify inventory accuracy and update records as necessary.

2. Parking Lot Lighting

- Maintain 119 lights in various Town parking lots including pole-mounted, bollard, and wall-mounted fixtures.
- Respond to outages and hazards within five (5) working days; full lot outages require next-day repair.
- Perform monthly night checks of designated lots and streets and report findings.

3. Public Park Lighting

- Maintain ~104 lights in Town parks.
- Respond to park-wide outages by next day; other repairs within five (5) working days.
- Conduct biannual night checks and submit reports with identified issues and completion confirmations.

4. Traffic Signal Maintenance

- Provide monthly preventative maintenance for 31 signalized intersections.
- Maintain, test, and repair Econolite Cobalt controllers, video detection systems, preemption devices, inductive loops, communication infrastructure (fiber/twisted pair), and controller cabinets.
- Conduct annual conflict monitor testing with triplicate reporting (cabinet, contractor office, and Town).
- Provide temporary signal equipment as needed at no additional charge.

5. Emergency Services

- Maintain 24/7 emergency response capability with a one-hour maximum response time.
- Restore operation following knockdowns, loss of indication, or severe damage.
- Failure to meet response times will incur liquidated damages.

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2. SCOPE OF SERVICES / WORK PLAN (CONT)

BEAR

Scope of Services (continued)

6. USA (Underground Service Alert) Marking

- Perform locating and marking of Town-owned circuits, including lighting and traffic signal infrastructure, upon USA ticket notification.
- Maintain complete and accurate records of all tickets and mark-outs performed.

7. Extra Work

- Perform additional work (e.g., new installations, major repairs) upon prior written authorization from the Town.
- Extra work will be compensated based on agreed labor rates, equipment rates, and material markups.

8. Reporting and Documentation

- Submit monthly electronic maintenance activity reports in Excel format.
- Maintain logs at each intersection and service cabinet, documenting inspections, repairs, callouts, and technician details.
- Provide summaries of outstanding repairs and warranty-covered items.

9. Shop and Equipment Requirements

- Maintain a fully equipped local shop with inventory and testing capability per Caltrans and Town specs.
- Provide all necessary equipment including a 40-foot hydraulic bucket truck, communication devices, and signal testing tools.

Work Plan and Approach

Bear Electrical Solutions proposes a proactive, well-resourced, and locally managed work plan to address the comprehensive needs of the Town of Los Gatos for traffic signal, streetlight, and USA marking services. Our approach integrates preventive maintenance, rapid response, system reliability, and clear documentation—ensuring safe, efficient, and responsive service delivery.

1. Program Mobilization

•**Kick-off Meeting:** Initiate within 2 weeks of Notice to Proceed with Town representatives.
•**Inventory Validation:** Field-verify streetlights, traffic signals, and park/lot lights within 30 days of contract start, as required.
•**Database Integration:** Upload assets into our CMMS platform to streamline tracking and reporting.

2. Streetlight, Park, and Parking Lot Maintenance

•**Routine Maintenance:** All reported outages addressed within 5 working days; crosswalk-related outages repaired before dark the next day.
•**Emergency Repairs:** Response within 2 hours for exposed conductors or hazardous conditions.

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2. SCOPE OF SERVICES / WORK PLAN (CONT)

Work Plan and Approach (continued)

2. Streetlight, Park, and Parking Lot Maintenance (cont)

- **Night Inspections:**
  - **Monthly** for parking lots and key corridors (e.g., Main St, Blossom Hill, Santa Cruz Ave).
  - **Biannually** for public parks.
- **Documentation:** Use of Town's Service Form (Attachment D) for all lighting repairs; monthly reports submitted electronically.

3. Traffic Signal Maintenance

- **Monthly Preventive Maintenance:** Inspections completed on a set schedule per Attachment E & F. Includes checks of Econolite Cobalt controllers, LED modules, cabinet fans, push buttons, and communications.
- **Conflict Monitor Testing:** Annual test conducted per intersection; 3 copies of results stored and shared.
- **Emergency Response:** Within 1 hour of notification for knockdowns, signal failure, or malfunctions.
- **Temporary Equipment:** Maintain in-stock spares of controllers, preemption units, and LED modules to ensure uninterrupted operation.

4. USA Marking Services

- **USA Ticket Management:** All marking services for Town-owned electrical and signal circuits performed promptly in accordance with regulations.
- **Tracking:** Maintain log of USA tickets, response times, and marking status; submitted monthly.

5. Communication & Documentation

- **24/7 Response Center:** Dedicated dispatch line with backup communications and instant two-way communication to field staff.
- **Reporting Tools:** All activities logged in our maintenance system, with exports formatted per Town requirements.
- **Monthly Reports:** Include activity logs, maintenance summaries, and outstanding issues.

6. Emergency & On-Call Support

- **Response Time:** One-hour maximum for traffic emergencies; verified and documented via system timestamps.
- **Coordination with Agencies:** Work with Town, CHP, and utility providers as necessary; notify Town upon dispatch and resolution.
- **Follow-Up Repairs:** Permanent repairs proposed within 7 days of emergency response.

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2. SCOPE OF SERVICES / WORK PLAN (CONT)

Work Plan and Approach (continued)

7. Extra Work and Upgrades

- **Scope Expansion:** Install or upgrade devices upon Town request; no work performed without prior written authorization.
- **Pricing Transparency:** Provide itemized cost proposals with labor, materials, and equipment pricing.
- **Technology Support:** Include design and installation of new LED systems, communications, or video detection enhancements as needed.

8. Quality Assurance & Meetings

- **Monthly Coordination:** Attend scheduled reviews with Town staff to go over maintenance logs, performance metrics, and outstanding repairs.
- **On-Demand Consultation:** Provide no-cost consultation for equipment recommendations or troubleshooting.
- **Staff Qualifications:** All assigned personnel meet or exceed five years' field experience; specialists in lighting and traffic systems.

9. Safety and Traffic Control

- **Setup Compliance:** All field operations performed with MUTCD-compliant traffic control setups.
- **Night Work Readiness:** Bucket trucks and tools equipped for safe night operations.

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2. SCOPE OF SERVICES / WORK PLAN (CONT)

Method of Approach

An RFP cannot capture all the literal details and intricacies of a traffic signal maintenance program. Because of this, we understand that a successful electrical maintenance contractor needs to be flexible and adaptable to complete necessary tasks promptly. For the Town of Los Gatos we will accomplish this in three (3) ways.

1. Communication

We understand that a maintenance business is a business built on trust and relationships. To build and maintain trust, continuous communication is paramount. This starts with assigning single points of contact in a qualified foreman electrician and project manager. Through these direct channels of communication, its our standard practice to consistently communicate with each other in a collaborative manner. This allows for us to adapt our work schedule, backlog, and manpower allocation to the specific needs of the Town. To assist with communication and transparency, we have developed an in-house web-based Maintenance Management System built on the salesforce platform. This, along with a well implemented communication and reporting plan allows us to provide real time updates on assigned tasks to our clients as well as meaningful reports.

2. Allocation of Resources

Through our combined experience and statewide presence, we know what it takes to properly staff and manage a traffic signal maintenance contract. We also understand that our assigned workload may not always be linear due to the responsive nature of such contracts. With that in mind, we assembled a field team of over 100 electricians, fiber optic and low voltage technicians, operators, and laborers available to assist under the direct supervision of our foreman electrician. This allows for us to not only exceed response time expectations on a day-to-day basis, but also complete larger scopes and tasks in a timely manner as they may arise.

3. Additional In-House Services

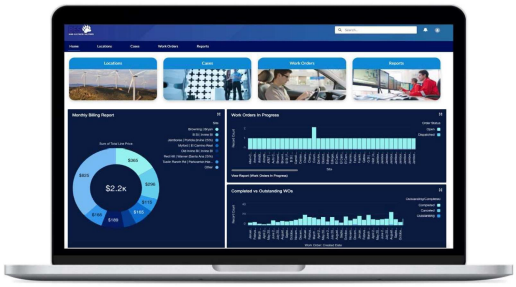
Through our experience servicing similarly positioned agencies, we understand that a maintenance program may evolve or expand at times to include signal upgrades, modifications, and installations. Over time, we have expanded our services to include the following to further support the needs of our existing maintenance clients. Over time, we have grown our maintenance business to capture the below mentioned scopes in-house. By performing these scopes of work in-house rather than subcontracting, it allows for us to have control of our schedule and meet the needs and expectations of our clients in a timely manner.

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2. SCOPE OF SERVICES / WORK PLAN (CONT)

Communication and Reporting

We believe in leveraging technology to enhance our communication and provide an unparalleled customer experience. With that, we utilize a blend of automatically generated tasks in our maintenance management system accompanied by personal communication to ensure all stakeholders are informed on current status of work. Our intent is to work collaboratively to develop communication support channels that best suit the Town's needs. Below is a communication and reporting plan that we recommend to meet the reporting requirements as outlined in the Town of Los Gatos RFP.



Communication Support Plan

Type	Responsibility	Description
Automatic Email Alerts	Bear Salesforce CRM (to be provided at no additional cost)	Upon commencement of work, automatic email alerts are configured so stakeholders can be notified of work as its completed
Emergency Work requiring immediate attention	Bear Technician/Project Manager	For issues concerning public safety, we empower our technicians to communicate directly with our clients to resolve issues as quickly as possible. A brief follow-up with written communication on the subject matter will be communicated via email by the project manager
Weekly Account Update	Bear Project Manager	At the end of each week, the assigned project manager provides an update via email on completed work this week, proposed schedule for the following week, and status on all open work with action items for both Bear and the Town
Monthly Maintenance Meetings	Bear Project Manager	Meet in person or virtually once per month with all project stakeholders to discuss status of project.
Monthly Accounting Reports	Bear Accounting Department	Our accounting department sends monthly invoicing summarizing all work performed during the previous month with costs broken down per work order. Along with this report, our accounting department also captures year-to-date expenditures and available contract balances. This allows both the Town and Bear to manage the rate of expenditures and make educated decisions on how to best use available funding.

Communication Feedback

One of the core values we built our business on is the notion of continuous improvement. This can only happen with open and honest feedback. We encourage all stakeholders to provide feedback and suggest any improvements or changes meet the needs of the Town.

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2. SCOPE OF SERVICES / WORK PLAN (CONT)

Unlike other providers, Bear Electrical Solutions is uniquely positioned to serve the Town of Los Gatos thanks to our close proximity and strong local ties—factors that directly enhance our ability to meet and exceed project timelines. Our headquarters is located nearby in Alviso, which allows us to respond quickly and efficiently to service requests. Furthermore, several members of our management and field teams live in or around Los Gatos, deepening our connection to the community and reinforcing our commitment to maintaining its infrastructure with care and urgency.

The table below highlight Bear's committed response times for both routine maintenance and emergency work. We regularly outperform the Town's service expectations, providing 24-hour response for standard requests and ensuring on-site arrival within one (1) hour for critical issues. Our proximity and local investment translate into faster service, operational efficiencies, and long-term cost savings for the Town.

Base Maintenance

Work Type	Contract Required Response Time	Bear Committed Response Time
Traffic Signal Maintenance	Monthly by end of month	Monthly – no less than 3 weeks from previous service
Any traffic signal device malfunction, failure, loss of indication, construction damage, or any emergency traffic signal call.	1 Hour	Not greater than 1 hour on-site - 24/7/365
All Reported Inoperable Streetlights	Shall be serviced and repaired within five (5) working days or less.	Shall be serviced by end of the work week.
When the inoperable streetlights are reported for a pedestrian crosswalk.	Shall be repaired before dark of the next day.	Same day response
When the reported conditions require immediate attention, such as exposed hot conductors.	Shall be repaired or temporarily repaired within two hours from receiving the notice.	Not greater than 1 hour on-site and area is deemed safe – 24/7/365.
All reported inoperable parking lot lights	Shall be serviced and repaired within five (5) working days or less.	Shall be serviced by end of the work week.
When the inoperable lights are reported for an entire parking lot.	Shall be repaired before dark of the next day.	Same day response

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3. HOURLY RATES

The following table outlines our hourly rates for labor and equipment used in extraordinary work and emergency maintenance response services.

Labor Rates for Extra or Emergency Work, As Required	Straight Time	Over Time	Double Time
Journeyman Electrician (Foreman)	$ 195.00	$ 250.00	$ 305.00
Journeyman Electrician	$ 185.00	$ 240.00	$ 295.00
Heavy Equipment Operator	$ 155.00	$ 195.00	$ 245.00
Laborer	$ 105.00	$ 130.00	$ 155.00
Network Engineer	$ 185.00	$ 240.00	$ 295.00
Licensed Traffic Engineer	$ 145.00	$ 200.00	$ 250.00

Equipment Rates for Extra Work	Per Hour
Bucket Truck	$ 35.00
Crane	$ 65.00
Air Compressor	$ 25.00
Vactor	$ 45.00
Dump Truck	$ 45.00

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4. RELEVANT EXPERIENCE

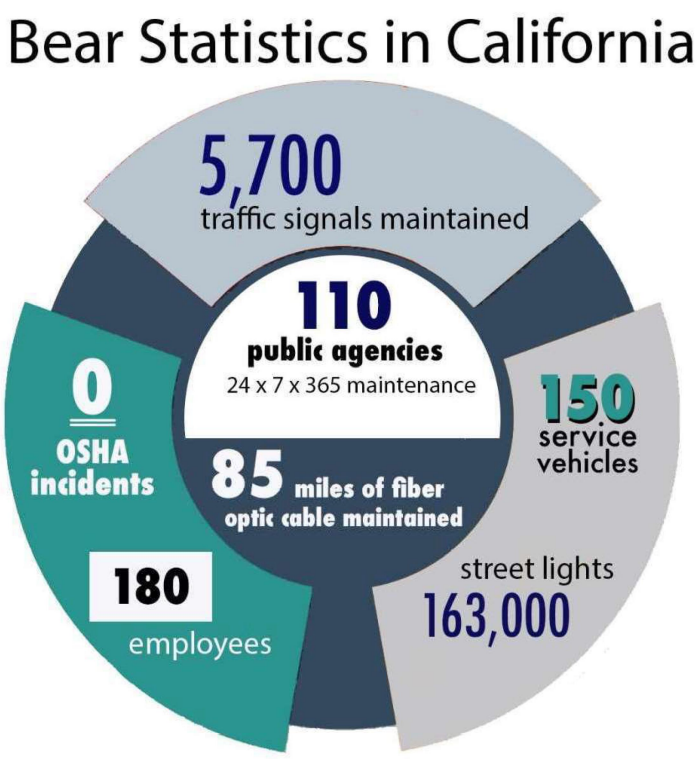
About Bear

Bear Electrical Solutions, LLC (Bear) is a privately held limited liability company established in January 2013. It operates as a subsidiary of **GreenArrow**, a multi-state holding company with more than 500 employees across California, Pennsylvania, Indiana, and Illinois. Bear employs 180 team members, including 81 based at our Alviso, California headquarters - with average employee tenure of 6.45 years, reflecting our strong retention and experienced workforce.

Founded by **Robert Asuncion** and **Andrew Bader**, both of whom are based in the South Bay Area, the company benefits from active ownership—Robert serves as Bear's Traffic Engineer, while Andrew oversees financial operations as President and Chief Financial Officer.

Bear was established with a clear mission: ***To become the trusted leader in transportation electrical services.*** Our steady growth reflects our commitment to delivering on our promises and earning the ongoing trust of our clients.

Today, Bear is uniquely positioned to provide the personalized service of a local firm with the financial backing and operational stability of a larger enterprise—making us an ideal partner for public agencies of all sizes.



The Perfect Combination:

1. **Unlimited resources**
Bear typically has on-hand the materials, equipment and personnel at one of our regional offices to support any size maintenance program. To help mitigate any risk for our agency customers, we also have access to unlimited capital through our larger holding company. Unlimited resources and powerful buying power have made Bear one of the most stable and viable long-term partners in the industry.

2. **Local support with autonomy – Tailored for Los Gatos**
With more than 25 years of experience supporting public agencies, we understand that each community has its own operational priorities and maintenance challenges. That's why our company is structured around autonomous regional offices led by local staff who build strong, responsive relationships with the agencies they serve. In the Town of Los Gatos, we've delivered a range of electrical services—including traffic signal maintenance, streetlighting, and ad-hoc electrical work—providing us with firsthand knowledge of the Town's infrastructure and a clear understanding of what works best for its systems and community expectations.

3. **Extending your team knowledge:**
Our diverse team has the largest breadth of skills in the industry (from traffic engineers to financial experts and construction management). In addition, we work across our network of seven offices in different states to ensure that we bring the latest trends and solutions to our customers. Our goal is to act as an extension of your team and help drive continuous improvement in your programs.

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4. RELEVANT EXPERIENCE (CONT)

BEAR

Industry Qualifications

Bear Electrical is qualified to meet and exceed the requirements outlined by the Town of Los Gatos:

- A — **Class A –** General Engineering
- C-10 — **Class C-10 –** Electrical
- C-31 — **Class C-31 –** Work Zone Traffic Control
- D-31 — **Class D-31 –** Pole Installation and Maintenance



Certifications and affiliations

- Signatory to the International Brotherhood of Electrical Workers (IBEW), Laborers, Low Voltage, and Operators Union(s)
- Department of Industrial Relations (DIR) Certified & Registered (#1000002158)
- Pacific Gas & Electric approved electrical contractor
- United Contractors Association Member (UCON)
- CCNA-certified
- Maintenance Superintendant Association (MSA) Sponsor
- National Association of Women in Construction (NAWIC) Member / Sponsor
- Institute of Traffic Engineer (ITE) Member / Sponsor
- International Municipal Signal Association – various certifications (employee certifications)



PG&E

NAWIC the National Association of Women in Construction

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

UNITED CONTRACTORS

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4. RELEVANT EXPERIENCE (CONT)

Company Vehicles, Equipment, and Stock Inventory

Bear owns and operates a $9M fleet comprised of bucket, utility, and crane trucks. Bear also maintains an inventory of necessary traffic control equipment, such as construction area signs, cones, and message signs, to facilitate our traffic control work.

Regarding stock inventory for our maintenance business – we maintain a stock level of over $2M of traffic signal and streetlight material between all our regional offices.

Below is an equipment and inventory breakout demonstrating our company's equipment readiness available for this project.



Regional Office	Bucket Truck	Dump Truck	Utility Trucks /Flat Bed	Van/Pick Up Trucks	Crane Trucks	Loop Truck
Anaheim	13	0	1	6	1	0
SF Bay Area	17	8	6	24	2	1
Sacramento	13	2	8	2	0	1
Totals	**43**	**10**	**15**	**32**	**3**	**2**

Shared Regional Resources (Construction Equipment)

	Qty	Description	Qty	Description
Heavy Equipment	10	Arrowboard 2021	1	2018 Water Buffalo
	8	2014 Atlas Copco XAS 185	1	2013 Magnum Light Tower
	3	SS125 DIESEL MELTER R-AB- crafco	1	SLABACH I-85 REEL TRAILER
	6	Bobcat E35 Mini-Ex	1	BOBCAT 753
	2	2021 BOBCAT E32	1	2019 Caterpillar 246D Skid Steer and Attachments
	3	DITCH WITCH JT20 DRILL	1	2016 CAT 246D SKID STEER
	12	2022 Tow Master T20D TRAILER	1	2023 CAT Trackloader 279D3
	3	2021 Vermeer Vactron	5	2018 BIGT UTILITY TRAILER
	4	Carson Trailer - wire trailer	2	2018 Vermeer Vactron
	Various	Traffic Control Equipment - Cones, Signs, Etc.		

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4. RELEVANT EXPERIENCE (CONT)



The City of San Jose

200 E. Santa Clara St, San Jose, CA 95113

The City of San Jose ranks 12th largest in the Country with a population of close to a million. The City has over 920 traffic signals and 62,000 streetlights. Bear currently provides 24/7/365 on-call traffic signal maintenance services. These services include knockdown response, repair, and ad-hoc electrical. Additional contract work involves on-call fiber communication maintenance. Bear has installed over 500 video detection systems for the City.

Reference Contact: Randy Griffith, Electrical Supervisor, (510) 828-3099

The City of Santa Clara

1500 Warbarton Ave., Santa Clara, CA 95050

Bear Electrical has been providing traffic signal maintenance under an all-inclusive contract to the City of Santa Clara for the past 4 years. Bear currently maintains 98 traffic signals with routine maintenance as well as 24/7/365 emergency response

Reference Contact: Joel Roque, Associate Engineer, (408) 615-3029





The City of Mountain View

500 Castro St., Mountain View, CA 94041

The City of Mountain View is a community located in the heart of Silicon Valley, with a population of approximately 82,000. The City maintains over 120 traffic signals and more than 7,000 streetlights. Bear currently provides 24/7/365 on-call traffic signal maintenance services, including knockdown response, signal repairs, and ad-hoc electrical work. Additional contract services include on-call maintenance and troubleshooting of the City's fiber communication network.

Reference Contact: Darwin Galang, Associate Civil Engineer, (650)903-6311 x 6005

The City of Fremont - 39550 Liberty St., Fremont, CA 95438

Bear Electrical has been providing traffic signal and lighting maintenance under an all-inclusive contract to the City of Fremont for the past 11 years. As a progressive city, Fremont is continually working to implement new technologies that ease traffic and congestion, while increasing safety. With 173 traffic signals and 20,000 streetlights, Bear provides all-inclusive services for traffic signal and streetlight maintenance, parks, and sports lighting facilities. Also included is 24/7/365 emergency response, preventative maintenance, & ad hoc electrical improvements.



Reference Contact: Victoria Walker, Associate Engineer, (510) 494-4756-3029

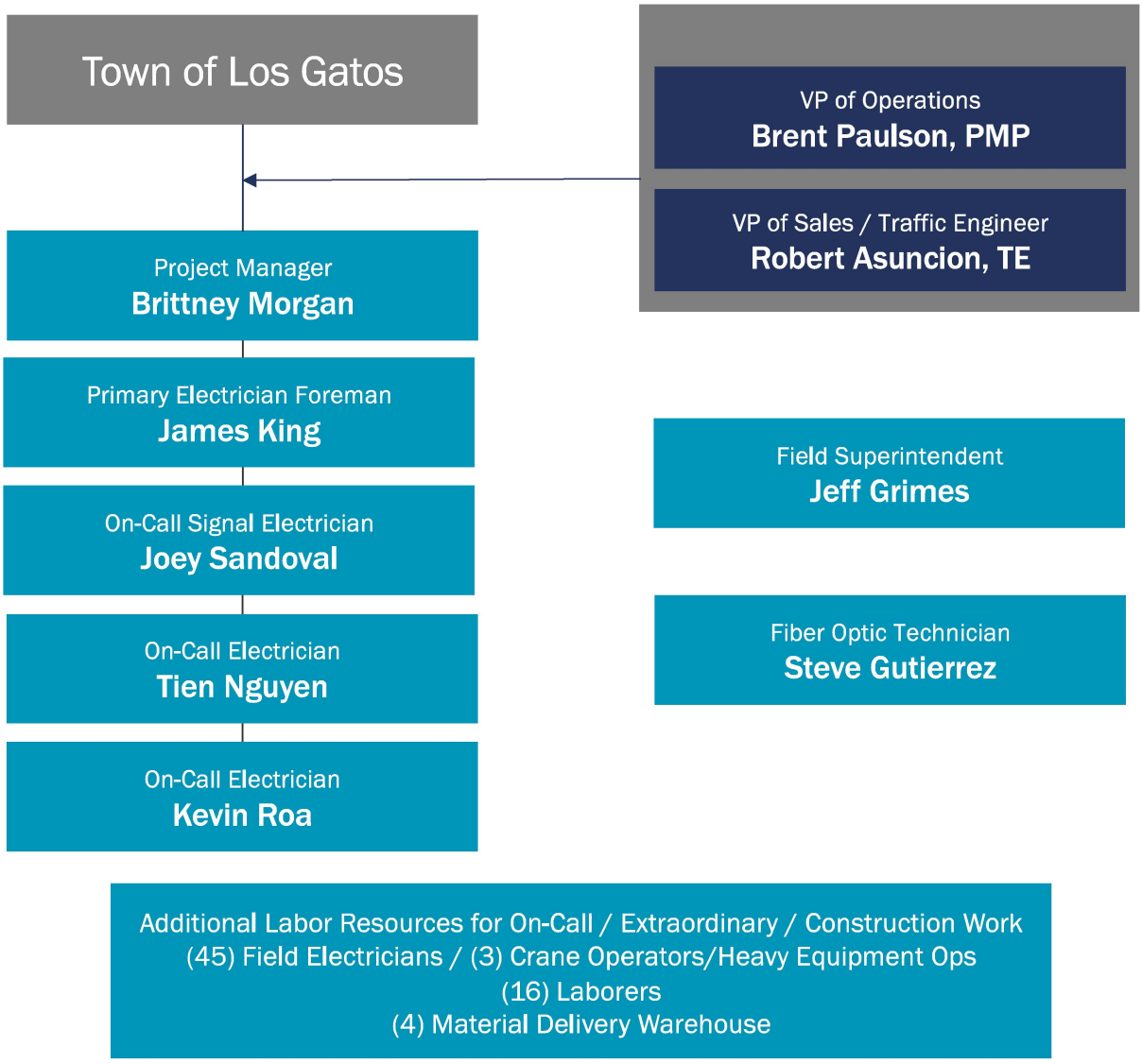
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5. PROJECT TEAM AND MAIN CONTACT

Team & Experience

Through our experience we have found that a maintenance and repair services agreement has a vast diversity of scope that is not always linear. To manage the urgency and diversity of such work, we have a core group of competent team members dedicated to the Town as well as a large team of qualified and diverse individuals that can be leveraged at any anytime based upon demand or the specifics of expertise.

The main project contact for the Town will be Project Manager, Brittney Morgan. She will coordinate all project deliverables with the Town as well as maintain a regular cadence of meetings with the Town ensuring project alignment and effective communication.



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6. PROJECT TEAM RESUMES

BEAR

Brittney Morgan



Project Manager

Brittney is a dynamic and results-driven project manager with proven ability to lead teams, coordinate subcontractors, and drive projects to successful completion. She brings a unique combination of tenacity and clear, effective communication to every project – ensuring stakeholders are aligned and deliverables are met on time and within scope. Brittney is experienced in managing traffic signal maintenance-based contracts for over five (5) years ranging from small to large cities throughout the Bay Area.

Experience

Project Manager
Bear Electrical Solutions, LLC | 2020-present | Alviso, CA

- Forward-facing maintenance account representative for various public agency clients. Very client relationship focused.
- Responsible for project communications, material procurement, estimating and proposal development
- Procurement specialist with multiple vendor relationships in the traffic signal, ITS, and streetlighting business
- City/County permitting
- Responsible for construction/maintenance projects ranging from $500- $1M.

Area Sales Manager
Power Crunch| 2019-2020 | Alviso, CA

- Oversight of sales operations for large regional areas.
- Conducted market research and competitive analysis to identify trends, customer needs, and business expansion.
- Fostered strong relationships with key clients and partners, negotiating contracts and resolving issues to ensure long-term satisfaction.

Additional Skills

BA Communications – Professional Public & Organizational Communications (2012)
Permit Work and Permit Coordination
Computer – Email, MS Office
Purchasing, Tracking, Vendor Relations

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6. PROJECT TEAM RESUMES (CONT)

BEAR

James King



Foreman Electrician / Laboratory Manager

With over 25 years of experience in electrical maintenance and construction, James has successfully delivered a wide range of transportation-related projects throughout the Bay Area, including traffic signal installations, system upgrades, roadway lighting, and fiber optic communications—most notably in cities like Los Gatos. His expertise spans both routine maintenance and complex infrastructure improvements, giving him a comprehensive understanding of public works operations and industry standards. In addition to self-performing specialized field work, James is a respected leader who mentors and trains new employees, fostering a skilled and safety-focused workforce.

Experience

Field Foreman / Electrician / Lab Manager
Bear Electrical Solutions, LLC | 2013 | Alviso, CA

- Working field foreman responsible both training and mentoring younger electrician.
- Over two decades of traffic signal system installation and maintenance experience, including ITS, fiber optic, and underground repair.
- Experienced in construction and maintenance of traffic signal systems including new ITS technologies.
- Certified bench tester of controller and cabinet assemblies.

Electrician
Siemens / Republic ITS | 2004-2013 | Fremont, CA

- Traffic Signal, Streetlight Maintenance and Construction
- Emergency Response

Certifications	Licenses
IMSA - Work Zone Safety IMSA - Traffic Signals Field Electrician I/II OSHA Training & Heavy Equipment Operator FOA Certified Fiber Optic Technician Certified Cable Splicing and Terminating for	State of California General Electrician #E119642-G State of California Contractor License (C-10, C-31) - #982079 IBEW Union Member

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6. PROJECT TEAM RESUMES (CONT)

BEAR

Tien Nguyen

Traffic Signal and Streetlight Electrician

Mr. Nguyen has over 24 years of field experience as a commercial, residential, and industrial electrician. He is experienced in traffic signal, streetlighting, installation, maintenance, and troubleshooting. Additionally, he is experienced with SCADA, fiber optic installation, and security camera networking. Tien has completed some high visibility projects, such as switchgear replacement for the Bay Area bridges for Caltrans and signal work for VTA.

Experience

Electrician
Bear Electrical Solutions, LLC | 2020-present | Alviso, CA

As field electrician for the Bear Electrical – SF Bay Area operations, Mr. Nguyen performs construction and specialty work such as crane, fiber optic, and medium voltage works.

Electrician
Rays Electric. | 2019-2020 | Oakland, CA

Traffic Signal, RRFB, Highway Lighting Construction

Electrician
NorCal General Construction. | 2014-2019 | San Jose, CA

Commercial and Industrial Electrical

Electrician
All Bay Electric | 2016-2016 | Brentwood, CA

Industrial Electrical

Electrician
Amland | 2003-2013 | San Jose, CA

Certifications	Licenses
IMSA - Work Zone Safety IMSA - Traffic Signals Field Electrician I/II OSHA Training & Heavy Equipment Operator FOA Certified Fiber Optic Technician Certified Cable Splicing and Terminating for Medium Voltage & CIC Crane Certificate Certificate of Electrical Safety for Industrial	State of California General Electrician #E158856 IBEW Union Member

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6. PROJECT TEAM RESUMES (CONT)

BEAR

Joey T. Sandoval

Field Electrician

With over a decade of hands-on experience in the electrical field, Joey brings deep expertise in both traffic signal systems and commercial electrical installations. As a lifelong resident of San Jose, he has an in-depth understanding of the region's infrastructure and has successfully completed a wide range of projects throughout the area. Joey is known for his reliability, technical proficiency, and strong commitment to safety and quality. His familiarity with local agency standards and his ability to adapt to dynamic field conditions make him a valuable asset on any job site.

Experience

Electrician
Bear Electrical Solutions, LLC | 2023-present | Alviso, CA

- Maintenance and On-Call Repair
- ITS installation and deployment
- Emergency Response

Electrician
CSI Electrical Contractors | 2021-2023 | San Jose, CA

- Off-site electrical including lighting installation, new builds and retrofits
- Commercial, hospital electrical projects, medium voltage work

Electrician
Rosendin Electric | 2019-2021 | San Jose, CA

- Commercial and Industrial Electrical
- Caltrans and Public Works Construction focused on electrical
- Motor Controls

Fiber Technician/Fiber Splicer
Cal Coast Telecom | 2015-2016 | San Jose, CA

- Fiber Splicer for telecom projects
- Low voltage installation

Certifications	Licenses
IMSA Traffic Signal Field Electrician Level I/II OSHA Training FOA Certified Fiber Optic Technician Corning Optical Fiber Certified CAD Welding Cert. for Grounding and Bonding	California State Certified – Provisioned IBEW Graduate

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6. PROJECT TEAM RESUMES (CONT)

BEAR

Kevin Roa



Electrician

With over nine (9) years of experience as traffic signal/streetlight electrician, Kevin has established himself as dedicated and knowledgeable within the industry, specializing in on-call traffic signal and streetlight maintenance. Fully trained in all aspects of traffic signal and ITS troubleshooting, new installations, and modifications.

Experience

Electrician
Bear Electrical Solutions, LLC | 2015-present | Alviso, CA

- Dedicated traffic signal and streetlight routine, response, and emergency response services.
- Trained and certified in various ITS technologies and platforms (such as 2070/170/NEMA, TS1-TS2, legacy non-NEMA PLC.)
- Ensure maintenance contract compliance with agency requirements for field work.

Investigative Aide
Monterey County District Attorney| 2013-2014 | Salinas, CA

- Under direction of District Attorney provided information and communication support relating with criminal investigation cases.
- Independently contacted case requesters to obtain additional information.

Certifications	Licenses and Education
OSHA 30 IMSA Traffic Signal Bench Level III IMSA Traffic Signal Field Level III IMSA Work Zone Traffic Control Technician CPR/AED	BS Degree – Criminal Justice Minor – Information Technology

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6. PROJECT TEAM RESUMES (CONT)

BEAR

Steve Gutierrez



Fiber Technician Foreman

With over two decades of experience in the telecommunications industry, Steve specializes in fiber optics technology, leveraging extensive training and hands-on expertise to deliver efficient and safe performance. Steve is proficient in evaluating and troubleshooting complex fiber optic systems while ensuring timely and effective resolutions to technical challenges. Driven by a passion for excellence, Steve thrives in dynamic environments, embrace new challenges, and continually seek opportunities to enhance his knowledge and skills in advanced telecommunications technologies.

Experience

Field Fiber Technician Foreman
Bear Electrical Solutions, LLC | 2022-Present | Alviso, CA

Field foreman leading crews in the installation of new fiber plants.
Performs troubleshooting, repair, and testing and commissioning of fiber communication networks.
Projects involve Public Works, commercial, industrial, and public safety critical infrastructure.
Splicing, power meter testing, pulling and running Cat 6 and Fiber.

Fiber Technician
Cupertino Electric, Inc | 2019-2022 | Santa Clara, CA

Data Closet Build-Outs, Access Control Installation
Fire Alarm Wiring
Fiber Optic installation in commercial, industrial, and public safety infrastructure

Premise Technician / Construction Splicer
AT&T | 2007-2019 | Santa Clara, CA

Installation of Fiber Optic for U-Verse, Direct TV systems
Wiring of home with low voltage, fiber optic, satellite and troubleshooting.
Splicing, Cable conditioning/placement, pole climbing & repairs
Building phone rooms, utility work

Certifications	Skills & Abilities
Applied Professional Training FCC License Fiber Optic Communication DTSAT Data Communication& Network Cisco Networking Fundamentals	Electrical/Low Voltage Critical Infrastructure Maintenance Fiber / Copper Running, Installation, and Repair Pole / Ladder Climbing Manhole / Pole Climbing Union Steward Training

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6. PROJECT TEAM RESUMES (CONT)

Jeff Grimes



Field Superintendent

As Field Superintendent, Jeff brings 32 years of experience in traffic signal and electrical maintenance and construction, with a proven ability to manage personnel, materials, and equipment logistics on complex infrastructure projects. He works closely with project managers to ensure deliverables are met with precision, proactively addressing challenges to maintain project timelines and quality. Jeff also oversees team training, safety compliance, and technical execution, drawing on his in-depth knowledge of electrical systems, traffic signal operations, and industry standards. His leadership and field expertise make him a key contributor to successful project outcomes.

Experience

Regional Field Superintendent
Bear Electrical Solutions, LLC | 2017-present | Alviso, CA

- Maintain day to day operations in the field
- Oversee manpower for all projects
- Make sure all safety protocols are followed and in compliance

Foreman Electrician
Tennyson Electric Inc. | 2010-2017 | San Jose, CA

- Street Lighting, Traffic Signals
- Cal-Trans Spec Splicing for outside
- Blueprint Reading
- Circulatory and Underground Layout

Apprentice to Foreman Electrician
BC Electric | 1992-2010 | San Jose, CA

- Commercial and Industrial Electrical
- Circuit Layout
- Motor Controls
- Lighting Control Blueprint Reading
- Conduit Bending
- Panel Termination & Main Gear Installation

Certifications & Licenses

OSHA 30
State of California General Electrician #E-112734G
IBEW Union Member

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6. PROJECT TEAM RESUMES (CONT)

BEAR

Brent Paulson



Vice President of Operations

As the Vice President of Operations for Bear Electrical Brent ensures all project resources – personnel, material, and equipment – are in place and operating as desired from a Company and customer perspective. As a previous electrician and project manager, Brent Paulson provides high-level oversight to our company's operations team, ensuring that internal and external customer expectations are met. Under Brent's leadership, the company has continued to grow and expand, delivering on Bear's promises and values to its clients.

Experience

Project Manager
Bear Electrical Solutions, LLC | 2013-present | Alviso, CA

As a project manager for Bear Electrical, Brent leads a project management team that is responsible for the maintenance and service of approximately 2,000 signals and 120,000 streetlights for various agencies in the San Francisco Bay Area. His team also specializes in ITS deployment and SMART City projects.

Electrician
Siemens/ Republic ITS | 2007-2013 | Fremont, CA

- Traffic Signal Maintenance
- Streetlight Maintenance
- Fiber Optic / Copper / Wireless Communication
- ITS Deployment
- Traffic Signal Upgrades/ Modifications

Certifications	Licenses
IMSA - Work Zone Safety IMSA - Traffic Signals Field Electrician I/II/III IMSA – Traffic Signals Bench I/II OSHA 30 Certified IBEW Apprenticeship Graduate NECA Accredited and Certified PM Project Management Professional (PMP)	State of California General Electrician #E-155344-G Project Management Professional (PMP)

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6. PROJECT TEAM RESUMES (CONT)

Robert Asuncion



Company Principal / Traffic Engineer

Robert can provide on-call traffic engineering support should the Town require ad-hoc consulting. Starting his career in the public sector and later forming a business focused on meeting the needs of cities, Robert provides expertise and insights on best maintenance practices while ensuring technical compliance.

Experience

Co-Founder and Vice-President
Bear Electrical Solutions, LLC | 2013-present | Alviso, CA

- Co-founded business from scratch and grew operations from 2 employees to over 145 employees statewide.
- Provides traffic signal maintenance expertise;
- Business development.

Regional Manager
Siemens/ Republic ITS | 2004-2012 | Fremont, CA

- Responsible for P&L activities for the SF Bay Area regional office with annual revenues of over $40M per year;
- Cost estimating;
- Provided on-call traffic engineering consultation for various public agency clients.

Associate Transportation Engineer
City of Fremont | 1999-2004 | Fremont, CA

- Citizen respondent to all traffic engineering-related inquiries;
- Responsible for traffic signal operations & red light-camera program for a City with over 200k population.

Certifications	Licenses
IMSA - Work Zone Safety IMSA - Traffic Signals Field Electrician I/II/III IMSA – Traffic Signals Bench I/II Bachelors in Civil Engineering	State of California Professional Engineer in Traffic Engineering (No. TR 2156) State of California Contractor License - Class A General Engineering (No. 982079) State of Nevada Contractor License – Class A General Engineering (No. 0090133)

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Line Item	Description	Quantity	Unit of Measure	Unit Cost
1	Streetlight Maintenance & Repair Flat Rate per streetlight	1	Each	$1.25
2	Traffic Signal Preventative Maintenance & Repair Flat Rate per intersection	1	Each	$122.00
3	Parking Lot Light Maintenance & Repair Flat Rate per light	1	Each	$1.25
4	Lights in Public Parks Maintenance & Repair Flat Rate per light	1	Each	$1.25
5	USA Locating & Marking Flat Rate	1	Per Ticket	$110.00
	Total			$235.75

Line Item	Description	Quantity	Unit of Measure	Unit Cost
6	Install Town Standard LED light fixture (non-decorative)	1	Each	$1,285.00
7	Install Town furnished LED light fixture	1	Each	$200.00
8	Install light pole with arm on existing foundation – Octaflute pole	1	Each	$6,460.00
9	Install light pole with arm on existing foundation – Type 15 pole	1	Each	$5,970.00
10	Install light pole with Town furnished arm on existing foundation - Octaflute pole	1	Each	$5,720.00
11	Install light pole with Town furnished arm on existing foundation – Type 15 pole	1	Each	$2,340.00
12	Construct light pole foundation and restore affected sidewalk	1	Each	$2,170.00
13	Construct light pole foundation and restore affected area (no sidewalk)	1	Each	$4,520.00
14	Install Town furnished light pole and arm	1	Each	$2,485.00
15	Install luminaire arm on existing Octaflute pole	1	Each	$1,580.00
16	Install luminaire arm on existing Type 15 pole	1	Each	$1,450.00
17	Install Town furnished luminaire arm	1	Each	$620.00
18	Install pull box (#3 ½) and restore affected sidewalk	1	Each	$1,780.00

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19	Install pull box (#3 ½) and restore affected area (no sidewalk)	1	Each	$1,450.00
20	Construct new foundation, installation of 1B Pole on new foundation and restore affected sidewalk	1	Each	$4,125.00
21	Construct new foundation, installation ofInstallation of 1B Pole on new foundation and restore affected area (no sidewalk)	1	Each	$3,615.00
22	Installation of 1B Pole on existing foundation	1	Each	$2,075.00
23	Construct new foundation, installation of PPB post with ADA push button assembly on new foundation	1	Each	$2,845.00
24	Installation of PPB post with ADA push button assembly on existing foundation	1	Each	$1,900.00
25	Installation of inductive loops 6'x6' Type A, B, D, E, and Q per loop	1	Each	$750.00
26	Installation of inductive 2'x6' Type C Bicycle Loop	1	Each	$750.00
27	Installation of LED modules for Non-PV Heads Red	1	Per Module	$250.00
28	Installation of LED modules for Non-PV Heads Yellow	1	Per Module	$250.00
29	Installation of LED modules for Non-PV Heads Green	1	Per Module	$250.00
30	Installation of LED modules for PV Heads Red	1	Per Module	$340.00
31	Installation of LED modules for PV Heads Yellow	1	Per Module	$340.00
32	Installation of LED modules for PV Heads Green	1	Per Module	$340.00
33	Pedestrian Countdown (Combo)	1	Per Module	$360.00
34	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed - 3 Section Non-PV Heads	1	Each	$1,015.00

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35	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed - 4 Section Non-PV Heads	1	Each	$1,145.00
36	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed - 5 Section Non-PV Heads	1	Each	$1,275.00
37	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed - 3 Section PV Heads	1	Each	$4,895.00
38	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed - 4 Section PV Heads	1	Each	$6,330.00
39	Installation of 12" Signal Heads with LED modules (on existing framework), visors, back plates, and louvers as needed - 5 Section PV Heads	1	Each	$7,800.00
40	Installation of Mounting Bracket - Type MAS	1	Each	$360.00
41	Installation of Mounting Bracket - Type MAT	1	Each	$360.00
42	Installation of Mounting Bracket - Type TV-1-T	1	Each	$645.00
43	Installation of Mounting Bracket - Type TV-2-T	1	Each	$945.00
44	Installation of Mounting Bracket - Type TV-3-T	1	Each	$1,280.00
45	Installation of Mounting Bracket - Type SV-1-T	1	Each	$610.00
46	Installation of Mounting Bracket - Type SV-2-T	1	Each	$910.00
47	Installation of Mounting Bracket - Type SV-3-T	1	Each	$1,200.00

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48	Installation of Mounting Bracket - Type SP-1-T	1	Each	$610.00
49	Installation of Mounting Bracket - Type SP-2-T	1	Each	$910.00
50	Installation of Yellow Reflective Tape on Existing Backplates (Prep & paint as necessary.)	1	Each	$100.00
51	Installation of Pedestrian Signal Head (with LED Countdown)	1	Each	$585.00
52	Installation of Accessible Pedestrian Signal (Polara or approved equal)	1	Each	$835.00
53	Installation of Pedestrian Push Button Assembly	1	Each	$400.00
54	Installation of Town furnished signal controller cabinet assembly on existing foundation	1	Each	$3,300.00
55	Install #4 pull box and restore affected sidewalk	1	Each	$1,650.00
56	Install #5 pull box and restore affected sidewalk	1	Each	$1,275.00
57	Install #6 pull box and restore affected sidewalk	1	Each	$1,275.00
58	Install #4 pull box in street (traffic grade) and restore affected area	1	Each	$3,050.00
59	Install #5 pull box in street (traffic grade) and restore affected area	1	Each	$3,550.00
60	Install #6 pull box in street (traffic grade) and restore affected area	1	Each	$3,925.00
61	Replace/install #4 pull box in dirt and restore affected area	1	Each	$1,140.00
62	Replace/install #5 pull box in dirt and restore affected area	1	Each	$770.00
63	Replace/install #6 pull box in dirt and restore affected area	1	Each	$780.00
64	Conflict monitor (CMU/MMU) test	1	Each	$200.00
65	Update streetlight inventory	1	Each	$8,000.00
66	Update parking lot lights inventory	1	Each	$1,600.00
67	Complete inventory of lights in Town Parks	1	Each	$1,600.00
68	Percent Markup on Materials	0	Percent	15%
	Total			$120,560.15

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EVALUATION

RFP FOR TRAFFIC SIGNAL AND STREETLIGHT MAINTENANCE AND REPAIR, AND UNDERGROUND SERVICE ALERT (USA) MARKING SERVICES

Request For Proposal

Parks and Public Works

96882, 96883

Release Date: Tuesday, April 1, 2025

Due Date: Friday, April 18, 2025 3:00pm

Posted Tuesday, April 1, 2025 9:59am

Bid Unsealed Monday, April 21, 2025 12:14pm by Kinjal Buch

Pricing Unsealed Monday, April 21, 2025 12:14pm by Kinjal Buch

All dates & times in Pacific Time

Viewing Phase 2 (current)

1. Scope of Work

Please add detailed scope of work here.

1.1. Detailed Scope of Work

A. SERVICES

The Contractor shall provide ongoing and field maintenance and repair of streetlights, parking lot lights, lights in theTown's public parks, traffic signals, and other traffic related equipment (such as electronic speed feedback signs and crosswalk warning lights, etc.) by duly trained and qualified personnel. The Contractor shall also perform USA (Underground Service Alert) marking.

The Contractor shall provide and maintain emergency service response on a 24-hours per day, 7 days per week basis, including all holidays, utilizing trucks equipped with radio dispatch and/or cellular communication capabilities, warning beacon/strobe lights; traffic cones; construction warning signs; a hydraulic bucket capable of reaching a height of 40 feet from the roadway surface; proper lighting for illuminating the work area at night; necessary computer laptop for programming, maintenance and testing of traffic signal controllers and various equipment. All required equipment shall be properly maintained and functional 24 hours a day, 7 days a week, including holidays.

The Contractor shall ensure that any vehicle used within the boundaries of the Town of Los Gatos where lane closures or work within the travel lanes is required shall be equipped with an arrow board, warning beacons/strobe lights, the proper quantity and sized cones for a lane closure, and advance warning signs. All of the Contractor's employees working within the boundaries of the Town shall be equipped with a communication device capable of instant 2-way communications for extended periods of time with the Contractor's shop or with Town staff.

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The Contractor shall have available, and readily accessible in functioning order, all required tools, equipment, apparatus, facilities, and m needed to perform all work necessary to maintain and repair the street lights, traffic signals, parking lot lights and lights in the parks as listed in Attachments A, B, C and K in compliance with current State and Town standards and specifications and National Electric Code (NEC).

The Contractor is required to provide a 24-hour phone service for taking calls for reported inoperable signals and lighting. All calls shall be logged by Contractor. The Contractor shall respond to call outs, inspect, verify, identify problems, and perform necessary repair per the contract requirements. All calls shall be entered into computer. The Contractor shall respond within the required response times as noted below and listed in Attachment I.

The Contractor shall provide traffic control, lane closures, sidewalk closure and/or detour that conform to the State and Town requirements. During emergency conditions, the Contractor shall assure full cooperation with the Town of Los Gatos.

B. **STREETLIGHT MAINTENANCE**

Maintain all streetlights (including streetlighting, and intersection safety lighting) owned by the Town in an operable and safe condition. Respond to call outs for outage, missing pole tag, missing hand hole cover, and any unsafe or inoperable condition. The PG&E owned streetlights (typically mounted on wood or utility poles) are not part of the contract.

All reported inoperable lights shall be serviced and repaired within five (5) working days or less. The five working days shall be measured beginning the first full day following receipt of the outage report. When the inoperable lights are reported for a pedestrian crosswalk, it shall be repaired before dark of the next day. When the reported conditions require immediate attention, such as exposed hot conductors, they shall be repaired or temporarily repaired within two hours from receiving notice. When performing streetlighting service, Contractor shall complete the Town's streetlight service form and report findings to Town staff. A copy of the streetlight service form is attached in Attachment D. All calls and services shall be entered logged. A summary report of activities, and an electronic file of repair records, shall be submitted to Town staff for review monthly.

The Contractor is required to have a lighting/electrical technician, with a minimum of five years of experience in streetlighting repairs, available to perform Services under this contract as designated. The technician shall have experience with the operation, maintenance, and repair of streetlights. The technician shall also have knowledge and experience of operation, maintenance, and repair of electrical service.

A complete inventory of approximately 1,607 Town-owned streetlights is available at Parks and Public Works Department. Most of the streetlights have been replaced with LED lights except for the decorative light fixtures. A summary table of LED streetlights is included as Attachment A. Town standard streetlight poles are Octaflute. Other streetlight standards that may be found in Town are Type 15, Octagonal, and other decorative poles. Town has installed LED streetlights town wide except for decorative light fixtures. It shall be the Contractor's responsibility to verify the accuracy of the inventory.

When responding to a streetlights maintenance call-out, the Contractor shall tag light pole in accordance with the Town and PG&E requirement if the pole ID tag is missing or not apparently visible. Contractor shall also note if there are any insecure or unsafe conditions such as missing hand hole covers, broken pull box lids, exposed wires, etc. repair and report to town staff.

Parking Lot Lights

Maintain lighting in Town's parking lots in an operable and safe condition. These lights are mounted on poles, bollards, walls, or garage ceiling. Respond to call outs for outage, missing pole tag, missing hand hole cover, broken fixture, broken bollard, and any unsafe or inoperable condition.

All reported inoperable lights shall be serviced and repaired within five (5) working days or less. The five working days shall be measured beginning the first full day following receipt of the outage report. When the inoperable lights are reported for an entire parking lot, it shall be repaired before dark of the next day. When performing lighting service, Contractor shall complete the Town's streetlight service form and report findings to Town staff. A copy of the streetlight service form is attached in Attachment D. All calls and services shall be entered and logged. A summary report of activities, and an electronic file of repair records, shall be submitted to Town staff for review monthly.

The Contractor is required to have a lighting/electrical technician, with a minimum of five years of experience in streetlighting repairs, availabl perform Services under this contract as designated. The technician shall have experience with the operation, maintenance, and repair of lights. The technician shall also have knowledge and experience of operation, maintenance, and repair of electrical service.

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A complete inventory of 119 parking lot lights is available at Parks and Public Works Department as shown in Attachment B. It shall be th Contractor's responsibility to verify the accuracy of the inventory.

Night Check for Parking Lot Lights and Specified Streets

Perform a monthly night check for outages and malfunctions of lighting and illuminated signs for the parking lots and the following streets: Los Gatos Boulevard, Main Street, Winchester Boulevard, Santa Cruz Avenue, Blossom Hill Road, Lark Avenue, Los Gatos Saratoga Road, Los Gatos Almaden Road, Pollard Road, and Knowles Drive. Also perform night check for problem locations as needed and as directed by Town staff. The cost for the monthly night check is considered part of monthly maintenance flat fees. A report with the results of night check shall be submitted to Town within a week from night check. Any identified light outage shall be repaired within a week from night check except for the repair that may require staff approval elsewhere in the contract specifications.

Lights in the Town's Public Parks

Maintain lighting in the Town's public parks in an operable and safe condition. These lights are mounted on poles, bollards, or walls. Respond to call outs for outage, missing pole tag, missing hand hole cover, broken fixture, broken bollard, and any unsafe or inoperable condition.

All reported inoperable lights shall be serviced and repaired within five (5) working days or less. The five working days shall be measured beginning the first full day following receipt of the outage report. When the inoperable lights are reported for the entire park, they shall be repaired before dark of the next day. When performing lighting service, Contractor shall complete the Town's streetlight service form and report findings to Town staff. A copy of the streetlight service form is attached in Attachment D. All calls and services shall be entered logged. A summary report of activities, and an electronic file of repair records, shall be submitted to Town staff for review monthly.

The Contractor is required to have a lighting/electrical technician, with a minimum of five years of experience in streetlighting repairs, available to perform Services under this contract as designated. The technician shall have experience with the operation, maintenance, and repair of lights. The technician shall also have knowledge and experience of operation, maintenance, and repair of electrical service.

An estimated inventory of approximately 104 lights in the Town's public parks is available at Parks and Public Works Department as shown in Attachment I. It shall be the Contractor's responsibility to complete a detailed inventory and provide to the Town staff by the end of July 2025.

Night Check for Lights in the Town's Public Parks

Perform a biannual (every six months) night check for outages and malfunctions of lighting in the Town's public parks. Also perform night check for problem locations as needed and as directed by Town staff. The cost for night check is considered part of monthly maintenance flat fees. A report with the results of the night check shall be submitted to Town within a week from night check. Any identified light outage shall be repaired within a week from night check except for the repair that may require staff approval elsewhere in the contract specifications.

USA (Underground Service Alert)

Provide USA locating and marking service for Town's electrical circuits such as streetlights, parking lot lights, lights in the Town's public parks, traffic signals, signal interconnect, fiber optic communication lines, and other Town owned public lighting.

C. **TRAFFIC SIGNAL MAINTENANCE**

Provide ongoing and routine preventive maintenance and repair of traffic signal equipment, associated lighting, and other pertinent apparatus by duly trained and qualified personnel. A list of the thirty-one (31) Town traffic signals is shown in Attachment C.

The Contractor is required to have a traffic signal technician, with a minimum of five years of experience in traffic signal repairs, available to perform Services under this contract as designated. The Traffic Signal Technician shall have experience with the operation and maintenance of Econolite Cobalt controllers currently in use by the Town of Los Gatos. The Traffic Signal Technician shall also have knowledge and experience of the operation and maintenance of traffic signal controller cabinet assemblies, inductive traffic loops, video detection systems, emergency vehicle preemption devices, twisted pair interconnect, fiber optic cables, and copper and fiber communication equipment. The Traffic Signal Technician shall keep up to date on the operation and maintenance of all state-of-the-art traffic signal control devices and related equipment to ensure that the Town's needs will also be supported in the future. The Traffic Signal Technician shall also be familiar with and adhere to National and State standards for programming traffic signal controllers.

The Contractor shall furnish temporary replacement traffic signal controllers, preemption units, traffic signal communications and monitoring equipment, detector amplifiers, conflict monitors, video detection systems, power supplies, and any standard traffic signal equipment necessary toring traffic signal operation. Contractor furnished temporary spares shall be identical to the component being replaced in manufacture,

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make and model. The Contractor shall deviate from this requirement only upon written advance approval from the Town. The Contractor shall provide temporary equipment, at no additional charge to the Town, whenever the original units are removed for repair or servicing.

Preventive Maintenance

The Contractor shall perform routine preventive maintenance service to eliminate or reduce any incidence of malfunctions and complaints, and to maximize the useful life of the Town's traffic signal equipment including and may not be limited to signalized intersections.

The Contractor shall provide monthly preventive maintenance for the signalized intersections listed in Attachment C. The Contractor shall complete Preventive Maintenance Checklists (Attachment E & F) for each maintenance inspection and shall indicate the work performed or required for each item. The Contractor shall maintain one copy of the completed form for each intersection, and for each inspection, in the controller cabinet and in the Contractor's business office throughout the term of this contract.

The monthly maintenance service shall be performed within the same week of every month for each intersection. Monthly maintenance services shall not be closer than three weeks for any intersection. The Contractor shall notify Town staff the scheduled date for preventive maintenance service at least one week prior to performing the service.

A conflict monitor test shall be performed annually at each traffic signal; the Contractor shall maintain three copies of full field test results. One copy shall be left in the traffic signal controller cabinet, one copy shall be maintained at the Contractor's business office, and one copy shall be sent to the Town.

It is understood and agreed that failure on the part of the Contractor to perform monthly preventive maintenance as required by this contract will cause the Town to suffer an unascertainable amount of damage. Therefore, the Contractor agrees to pay to the Town, not as a penalty but as liquidated damages, the amount of $500 per calendar day that the intersection is overdue for monthly preventative maintenance. The total amount of liquidated damages will be totaled and deducted from the monthly invoice payment.

Traffic Signal Equipment

The Contractor shall repair, replace, or otherwise render in good working order any and all defective parts of all traffic signal control equipment. Whenever the Contractor replaces any defective parts on either a temporary and/or permanent basis, the Contractor shall identify the parts being replaced by manufacturer's make, model, and serial number, and the locations of installation. Further, the Contractor shall only use new parts for permanent replacement. Exceptions to this requirement shall only occur on an individual basis upon advance written approval from the Town.

No permanent changes of traffic signal control devices shall be done without prior written approval from the Town. Whenever any traffic signal equipment is removed/replaced/modified, the Contractor shall notify the Town by telephone within two hours of the change, followed by written notification to the Town within one week. Furthermore, any changes shall also be indicated on the maintenance or repair log within the traffic signal controller cabinet. The Contractor agrees to notify the Town in advance of any planned or scheduled traffic signal turn-offs/turn-ons necessitated by the Contractor's operations. The Contractor shall make turn-offs/turn-ons of traffic signals only upon prior written approval by the Town.

All traffic signal control equipment shall be maintained in accordance with the manufacturer's recommendations. When the traffic signal equipment becomes obsolete or deteriorated to the point of being beyond reasonable or cost-effective repair, the Contractor shall report such conditions to the Town and provide satisfactory evidence that replacements are necessary. The Contractor shall prepare estimates showing the cost breakdown of materials and labor for replacement of such traffic signal equipment and submit this information to the Town.

When signal lamps are burned out, they shall be replaced with LED modules unless otherwise approved by Town staff. Signal LED modules shall be replaced when the light output and degradation fails specifications or when more than five percent of LED's are not working properly, such as burned out or flickering.

New Installation or Deletion

The Contractor shall maintain any new streetlighting, and traffic signal equipment, which are installed for the Town throughout the term of the contract. These devices shall be added to the contract when the Town notifies the Contractor of the installation. These added equipment or devices, regardless of the complexity of the technology, shall be maintained in the same manner and for the same flat rate as those devices already covered by the contract.

Should responsibility for the maintenance of any current or future lighting or traffic signal device cease to be the Town's, the Town will notify the Contractor in writing of the last date to perform maintenance. The flat rate maintenance for any such affected device shall be prorated on the basis of the number of days that the device was maintained by the Contractor.

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D. **WARRANTY**

Contractor shall manage all lighting and traffic signal related materials and devices under warranty. During the manufacturer's warranty period, the Contractor shall be responsible for making contact with the equipment manufacturer regarding any service determined to be under warranty. The Contractor shall replace the warranted materials (or replace with temporary equipment pending replacement material from manufacturer) without any charges to Town.

A minimum of twelve (12) month warranty shall apply to all work and materials installed by the Contractor. During the Contractor's warranty period, the Contractor shall be responsible for repairing and/or replacing the equipment without any charges to the Town. The warranty on the repaired or replaced equipment shall commence with the date of repair or replacement of equipment.

A minimum of three- (3) month warranty shall apply to all temporary replacement installed by Contractor. During the warranty period, the Contractor shall be responsible for repairing and/or replacing the equipment without any charges to the Town. The warranty on the repaired or replaced equipment shall again commence with the date of repair or replacement of equipment.

E. **CONTRACTOR SHOP**

The Contractor shall have adequate shop and storage facilities. This facility shall house the necessary staff, traffic signal poles, signals, traffic signal controllers, traffic signal communications devices, LEDs, controller cabinets, service cabinets, wiring, pullboxes, pullbox lids, and other necessary materials and vehicular equipment to perform all maintenance required and to perform temporary and permanent repair of accidental damage to traffic signal equipment/devices. This facility shall also be equipped to perform twenty-one-day bench test of traffic signal controller cabinets in accordance to Caltrans and Town specifications.

The Contractor shall maintain a single local telephone number during the entire term of the contract where he/she or a designated representative can be reached 24 hours a day, 365 days a year.

The Contractor shall also maintain and provide direct phone numbers, cellular phone numbers, fax numbers, and email addresses of various pertinent staff/employees with which the Town can maintain regular and direct contact with regarding billing, estimating, service calls, status reports, scheduling, testing of equipment, and various other issues.

F. **EMERGENCY SERVICE**

When notified of any traffic signal device malfunction, failure, loss of indication, accident damage, construction damage, or any emergency traffic signal service call, the Contractor shall respond and be at the location within one hour following notification from the Town.

In the event of a knockdown, the Contractor shall provide temporary emergency replacement of a type acceptable to the Town until permanent repairs can be accomplished. The Contractor shall install a temporary device appropriate for the situation and consult with the Town to identify a permanent replacement. Required replacement of equipment will require prior written approval from the Town before such replacements are commenced in conjunction with an emergency call.

In the case of a 1A/1B, pedestrian push button pole, or street light pole knock-down where the foundation and anchor bolts are still intact, the Contractor shall make all necessary repairs with necessary new equipment to return the pole to its original, undamaged condition upon the initial response. No additional compensation shall be provided for subsequent work to the original damage.

At any time the Contractor is notified of an emergency situation by the Town, CHP, County Sheriff or other duly recognized authority, the Contractor shall immediately notify the designated contact staff at the Parks and Public Works Department of the emergency call.

Upon completion of the response to the emergency call, the Contractor shall notify the appropriate Town staff by telephone and/or email the status of the emergency work. In addition, the Contractor shall notify the Town in writing or email within one week of the completion of the repair work. In the event a follow-up permanent repair is required, the Contractor shall submit a cost proposal to Town staff within a week from the emergency response.

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It is understood and agreed that failure on the part of the Contractor to respond within one hour to any emergency service call as provide cause the Town to suffer an unascertainable amount of damage. Therefore, the Contractor agrees to pay to the Town, not as a penalty but as liquidated damages, the amount of $500 per hour. The time for such liquidated damages shall commence from the first hour after the required response time for emergency service calls indicated in the previous sections. The total amount of liquidated damages will be totaled and deducted from the monthly invoice payment.

The Contractor shall enter any emergency service calls onto the log at the intersection controller cabinet along with the minimum required information as stated in the previous sections. Failure to do so will be construed to be a failure to respond to the emergency service calls.

G. **EXTRA WORK**

The Contractor shall install, modify, repair and/or upgrade lighting, traffic signals and all associated hardware or traffic safety devices as requested by the Town. All such work, if not covered in the flat rates, shall be considered extra work and shall be performed to the satisfaction of the Town. Please refer to the monthly signal maintenance service forms and the "Compensation" Section for details.

No additional or extra work shall be commenced or undertaken by the Contractor unless authorized in advance in writing by the Town. Said written authorization is a condition precedent to the Contractor's entitlement to reimbursement or remuneration for such services. This work shall be performed within a specified time limit established by the Town and for a mutually agreed upon price.

The Town shall retain discretionary right to perform any extra work using Town forces, by negotiated agreement, or to advertise such work by others.

H. **RECORDS**

Monthly Report

The Contractor shall submit to the Town, at the same time as the submission of monthly invoices, a computerized report covering all Contractor's activities within the Town during the previous month. This monthly activity report shall be provided in Excel file format. Formatting shall be agreed by the Town. The monthly activity report shall include at a minimum:

a. Time any service calls were received by the Contractor, time at which the service call was dispatched to the technician, the arrival time of the technician at the requested location, the departure time, the caller's name, and the results of diagnosis.

b. A complete record of any and all work performed on the lighting and traffic signal equipment during the period covered by the monthly activity report, including the make, model, and serial number of any replacement or newly installed equipment at each intersection. The report shall also detail the make, model and serial number of any equipment replaced.

c. Asset ID's (if applicable) and detailed location description of any repaired/replaced equipment.

d. The date and time that any preventive maintenance work was performed and any findings.

e. Any and all pending repair work needed at each intersection along with Repair Order number.

In addition, the Contractor shall submit to the Town, at the same time as the submission of monthly invoices, a separate summary list of outstanding items requiring follow-up repair.

The Contractor shall maintain and provide all required maintenance/service forms (Attachments D, E, F, and G). A copy of the completed maintenance and service forms, in electronic format, shall be submitted to Town staff monthly.

The Contractor shall be required to maintain a copy of the monthly activity report (either electronic or hardcopy), maintenance/service forms, conflict monitor test results, and any service records for a period of not less than five years.

Service Log In Controller and Service Cabinets

The Contractor shall maintain a log at each signalized intersection included under this contract. The log shall detail each inspection, repair, and/or emergency/service call. The Contractor shall complete at a minimum on this log, the date, arrival time, departure time, type of inspection/service, any findings or repairs, the Contractor's employee name and/or ID, the employee's job title, and in the event of signal

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outage/flash, display message on conflict monitor, controller, load switch position, etc. A similar log shall be maintained in each electric s cabinet where storage space is available.

I. MEETINGS/CONSULTATION

The Contractor shall be available to meet, when deemed necessary, with Town staff on a monthly basis or at a mutually agreed upon time and place to review maintenance activities, operational and repair activities, pending work, estimates, work quality, and any items related to Contractor's work under this contract.

Contractor shall be available at all times to the Engineer for consultation at no added expense to the Town. The consultation may consist of explanation of technical details, upgrade of signal equipment, and operational improvement. The contractor shall provide detailed work proposal and cost estimate to the Engineer upon request for repair, installation, replacement, or any improvements containing lighting or traffic signal components. Work associated with preparation of the proposal shall be provided at no charge to the Town.

J. FAILURE TO PERFORM

Should the Contractor fail to properly execute the work in a timely or correct matter as provided under the terms of this contract, the Town, after providing the Contractor with three business days' notice, may perform or hire another Contractor to perform such work and deduct the cost plus 25% thereof from any payment due to the Contractor.

K. COMPENSATION

1. STREETLIGHTING SERVICE

The Contractor shall be compensated for service required under this contract at a flat rate per streetlight.

Included in the monthly flat rate shall be compensation for all related labor, equipment, and materials for above ground lighting components including light fixtures and housings (and all components within), lamps, photo cells, conductors, starters, ballasts, transformers, fuses, sockets, hand hole covers, ID tags, and pull box lids. Also included in the flat rate is compensation for the 24-hour phone service, response to calls, identification/verification of problems, preparation for cost proposal, quarterly and special night check, logging of calls, reporting of service, and any other related service activities as specified in the Contract.

Not included in the flat rate compensation are poles, arms, bollards, pull boxes (except lids), service enclosures, and underground and in-structure conduits and conductors. Also not included is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

2. TRAFFIC SIGNAL SERVICE

The Contractor shall be compensated for services required under this contract at a flat rate per intersection.

Included in monthly flat rate shall be compensation for the preventive maintenance including labor, equipment, and materials, as identified in the maintenance service form. The preventive maintenance items as identified in the maintenance service form shall be the Contractor's responsibility to repair, install and/or replace without additional charges to Town whether they are maintained, repaired, or replaced at call-outs or emergency call-outs, or at the time of maintenance routine. In addition, included in monthly flat rates, the following items shall be the Contractor's responsibility to repair, install and/or replace without additional charges to Town whether they are maintained, repaired, or replaced at call-outs or emergency call-outs, or at the time of maintenance routine: cabinet filters, cabinet fan, cabinet light, load switches; flashers; relays, resisters; BIU's; detector amplifiers; audible pedestrian signal indicators; push button assemblies; louvers; visors; back plates; above ground conductors, and signal indication LED modules for all vehicle and non-vehicle signal indication.

Also Included in the flat rate compensation is compensation for the logging of calls, work related to preparation of cost proposal, investigation/verification of trouble calls, warranty service, stocking of materials, reporting of service, record keeping, temporary equipment, an any other associated services as specified in the Contract.

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Not included in the flat rate compensation are any items not specified above, e.g. poles, arms, pull boxes (except lids), conflict monitors, supply units, video detection, signal head housing and brackets, underground conduits and conductors, etc. Also not included in the flat rate compensation is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

3. PARKING LOT LIGHTING SERVICE

The Contractor shall be compensated for service required under this contract at a flat rate per light in the parking lots.

Included in the monthly flat rate shall be compensation for all related labor, equipment, and materials for above ground lighting components including light fixtures and housings (and all components within), lamps, photo cells, conductors, starters, ballasts, transformers, fuses, sockets, hand hole covers, ID tags, and pull box lids. Also included in the flat rate is compensation for the 24-hour phone service, response to calls, identification/verification of problems, preparation for cost proposal, quarterly and specified night checks, logging of calls, reporting of service, and any other related service activities as specified in the Contract.

Not included in the flat rate compensation are poles, arms, bollards, pull boxes (except lids), service enclosures, and underground and in-structure conduits and conductors. Also not included is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

4. PUBLIC PARKS LIGHTING SERVICE

The Contractor shall be compensated for service required under this contract at a flat rate per light in theTown's public parks.

Included in the monthly flat rate shall be compensation for all related labor, equipment, and materials for above ground lighting components including light fixtures and housings (and all components within), lamps, photo cells, conductors, starters, ballasts, transformers, fuses, sockets, hand hole covers, ID tags, and pull box lids. Also included in the flat rate is compensation for the 24-hour phone service, response to calls, identification/verification of problems, preparation for cost proposal, quarterly and specified night checks, logging of calls, reporting of service, and any other related service activities as specified in the Contract.

Not included in the flat rate compensation are poles, arms, bollards, pull boxes (except lids), service enclosures, and underground and in-structure conduits and conductors. Also not included is repair/replacement for damage caused by vehicular collisions, acts of God, or malicious damage.

5. USA (Underground Service Alert)

The Contractor shall be compensated for service required under this contract at a flat rate per USA ticket. Included in the flat rate is compensation for all related labor, equipment, and materials for all related USA ticket related work.

6. EXTRA WORK

Town shall compensate the Contractor for the performed extra work and repairs in accordance with agreed upon labor rates, material markups, equipment rates, and miscellaneous costs.

Town may solicit competitive bids for extra work from the Contractor and alternative vendors or contractors.

Extra work refers to the replacement, repair, upgrade or installation of any streetlighting and traffic signal components that are not included in the compensation of the flat rates. The Contractor shall obtain Town approval prior to scheduling any work to be performed under this provision. The Contractor shall provide documentation to support invoiced charges, including but not limited to timecards and material invoices, upon request by the Town.

7. RATE INCREASE

Rates may be reviewed annually by the successful proposer and the Town; and rate increases may be requested in writing with detailed justification. Nevertheless, the maximum increase in labor and/or equipment costs in any calendar year shall be no more than the percent e in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index, All Items, All Urban Consumers, San Francisco-

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8. PAYMENT AND INVOICES

Payments will be made within thirty days following receipt of an accurate invoice and documentation of work performed. Invoices shall be submitted no later than 60 days after the completion of work and not more frequently than once per month. It is understood and agreed invoices submitted later than 60 days after the completion of work will cause the Town to suffer an unascertainable amount of staff effort in reconciling late invoice. Therefore, the Contractor agrees to pay to the Town, not as a penalty but as liquidated damages, the amount of $250 per invoice or 10% of the invoice, whichever is greater. The liquidated damage will be deducted from the invoice payment and shall not exceed the invoice amount.

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TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 06/17/2025

ITEM NO: 14

DATE: June 12, 2025

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Services with Bear Electrical Solutions LLC to Provide Traffic Signal, Streetlight, Parking Lot and Park Light Maintenance and Repair, Underground Service Alert (USA) Marking Services, Traffic Signal Safety Improvements and Park Lighting Improvements for a Total Agreement Amount Not to Exceed $865,767

RECOMMENDATION:

Staff recommends that the Town Council authorize the Town Manager to execute a five-year agreement for services with Bear Electrical Solutions LLC to provide traffic signal, streetlight, parking lot and park light maintenance and repair, underground service alert (USA) marking services, and unforeseen repairs necessary to keep the equipment functioning in an annual amount of $159,304 (including an annual compounded 3% CPI escalator) plus a one-time amount of $20,000 for park lighting improvements, for a total agreement amount not to exceed $865,767.

FISCAL IMPACT:

There are sufficient funds in the Parks and Public Works Streets and Signals Program FY2025-26 operating budget (5401-63364) for the year-one basic services ($104,514) and unforeseen additional repairs ($54,790). Additionally, there are sufficient funds in the Parks and Public Works Park Services Program (5301-62379) to support the one-time expenses associated with park lighting improvements ($20,000). Future fiscal year funding is subject to operating budget appropriations made during the Town's annual budget process.

PREPARED BY: Mike Vroman
Senior Traffic Engineer

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

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STRATEGIC PRIORITIES:

This project supports the Core Goals of **Quality Public Infrastructure** and **Public Safety**. The proposed work ensures safety for all users, maintaining existing infrastructure and making traffic signal and lighting improvements.

BACKGROUND:

The Town of Los Gatos designates annual funding to contract services for the routine maintenance and repair of traffic signals, streetlights, parking lot and park lights, and underground utility locating services relating to the electric services within the Town's jurisdiction. The services include repairs and upgrades on an as-needed basis, periodic inspections, testing of the equipment, and lamp replacements. Underground utility locating services involve responding to Underground Service Alert (USA) requests to identify and mark the Town's underground infrastructure at construction sites prior to any digging operations. Staff have determined that contractual services are the most cost-effective delivery method due to the technical expertise and specialty equipment required for this work.

The cost structure of traffic signal maintenance is a monthly rate per intersection including routine inspections and testing. Streetlight, parking lot and park light maintenance includes a monthly rate per light, covering inspection and lamp replacement. Additional services such as signal outages, pole knockdowns, and other non-routine, unforeseen repairs, which are necessary to keep the equipment functioning, are performed at the time and material rates included in the proposal. USA markings provide the identification and location of the Town's underground infrastructure associated with construction projects and repairs and serves to protect the Town's infrastructure from damage. The full scope of work is attached to the agreement.

DISCUSSION:

Bidding and Negotiations
On April 1, 2025, staff released a request for proposals (RFP) for traffic signal and street light maintenance. The scope of the work included maintenance of:

- 31 Traffic Signals
- 1,607 Street Lights
- 119 Parking Lot Lights
- 104 Park Lights
- 24 USA Markings per Month (based on historical average)

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SUBJECT: Execute a Five-Year Agreement to Provide Traffic Signal, Streetlight, Parking Lot and Park Light Maintenance, and Underground Service Alert (USA) Marking Services

DATE: June 12, 2025

On April 18, 2025, proposals were opened, with four contractors submitting proposals. A list of the final proposal costs is in Attachment 2 and is summarized below:

Request For Proposal -Results		
1. Bear Electrical Solutions LLC	Final	$104,514 per year
	Initial	$134,826 per year
2. St. Francis Electric, Inc.		$109,238 per year
3. Yunex Traffic		$211,858 per year
4. Cal-West Lighting & Signal Maintenance, Inc.		Not Responsive

Staff reviewed the proposals and ranked Bear Electrical Solutions LLC (BES) as the highest rated provider based on their ability to meet the Town's expectations to provide the range of maintenance resources required by the Town during normal operating hours and with regard to emergency response times BES is able to provide. BES has more personnel in the immediate area and offered a pre-emptive maintenance plan within the scope of their proposal. St. Francis is the Town's current service provider for this work and was ranked second in terms of quality of service and response time.

Staff interviewed BES and confirmed their ability and commitment to meeting the Town's needs. As submitted the BES proposal totaled $134,826 per year. After negotiations, BES provided the lowest proposal for maintenance services (Attachment 2). and staff believe BES will deliver enhanced service as well as cost savings.

Services to be Provided

Basic Services: The agreement with Bear Electric will cover the following basic services as proposed in response to the RFP request:

Bear Electric LLC Proposal for Basic Services		
	Total	**$104,514**
	Units	**Annual Cost**
Traffic Signals	31	$45,384
Street Lights	1,607	$24,105
Parking Lot Lights	119	$1,785
Park Lights	104	$1,560
USA Markings (24/month)	288/yr	$31,680

Unforeseen Costs: Added to the basic services, the agreement includes funding to pay for unforeseen events that occur throughout the year above and beyond the regular monthly maintenance. The unforeseen costs have been included in the recommendation based on a

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time and material estimate from BES including a one-hour emergency response for traffic signal repairs. Unforeseen costs include repair services for inoperable traffic signals, maintenance and repair of radar speed feedback signs and crosswalk warning lights, signal equipment knockdowns, and other unforeseen repairs of the Town's aging infrastructure. The annual amount recommended for unforeseen costs is based on an average of the previous five-year unforeseen repairs, $54,790.

Staff will monitor the amount of unforeseen costs that occur on a year-to-year basis. In case of higher-than-average unforeseen repair costs, staff will return to the Town Council to request additional funding.

Additional One-Time Improvements: Staff also recommends including park lighting improvements to be funded out of the Parks Program FY2025-26 operating budget in the amount of $20,000 within the FY2025/26 total contract amount. The Blossom Hill Park tennis court lights are in need of repair. The Town's current lighting maintenance contractor recently repaired two lights because they required immediate replacement. With two lights recently replaced, staff recommends replacing the remaining lights. This should reduce or eliminate future repair costs. BES's proposal cost to complete this work totals $20,000.

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SUBJECT: Execute a Five-Year Agreement to Provide Traffic Signal, Streetlight, Parking Lot and Park Light Maintenance, and Underground Service Alert (USA) Marking Services

DATE: June 12, 2025

Bear Electric LLC Contract Details			
Contract Not to Exceed		**Total**	**$ 865,767**
Year 1 - FY2025-26		Year 1 Total	$ 179,304
Basic Services Covered Annually by the Agreement			
Lighting and Traffic Signal Maintenance	$ 72,834		
USA Markings	$ 31,680		
	Subtotal	$ 104,514	
Unforeseen Additional Repair Amounts			
FY20-21	$ 8,567		
FY21-22	$ 67,000		
FY22-23	$ 53,381		
FY23-24	$ 55,000		
FY24-25	$ 90,000		
	Average	$ 54,790	
Park Lighting Improvements			
Blossom Hill Park Tennis Court Lighting Replacement	$ 20,000		
	Subtotal	$ 20,000	
Year 2 - FY2026-27		Year 2 Total	$ 164,083
Basic Services Covered Annually by the Agreement plus CPI	Subtotal	$ 107,649	
Unforeseen Additional Repair Amounts plus CPI	Average	$ 56,434	
Year 3 - FY2027-28		Year 3 Total	$ 169,006
Basic Services Covered Annually by the Agreement plus CPI	Subtotal	$ 110,879	
Unforeseen Additional Repair Amounts plus CPI	Average	$ 58,127	
Year 4 - FY2028-29		Year 4 Total	$ 174,076
Basic Services Covered Annually by the Agreement plus CPI	Subtotal	$ 114,205	
Unforeseen Additional Repair Amounts plus CPI	Average	$ 59,871	
Year 5 - FY2029-30		Year 5 Total	$ 179,298
Basic Services Covered Annually by the Agreement plus CPI	Subtotal	$ 117,631	
Unforeseen Additional Repair Amounts plus CPI	Average	$ 61,667	

CONCLUSION:

The proposed actions would allow the Town to proceed with executing an agreement with Bear Electrical Solutions LLC to provide streetlight and signal maintenance, unforeseen repair services, and Underground Service Alert (USA) marking services, plus one-time Park lighting safety improvements. This agreement structure ensures continuity of service while maximizing savings over multiple years. Staff is seeking a five-year agreement recognizing that future years will be subject to operating budget appropriations.

COORDINATION:

This report was coordinated by the Finance Department and the Town Attorney's Office.

ENVIRONMENTAL ASSESSMENT:

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

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SUBJECT: Execute a Five-Year Agreement to Provide Traffic Signal, Streetlight, Parking Lot and Park Light Maintenance, and Underground Service Alert (USA) Marking Services

DATE: June 12, 2025

Attachments:

1. Agreement for Services with Exhibit A
2. Proposal Results

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 7

DATE: November 2, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Approve an Amendment to the Town Employees Association (TEA) Salary Schedule to Establish a New Classification Title, the Salary Range for Property and Evidence Technician, and the Property and Evidence Technician Job Description**

RECOMMENDATION: Approve an amendment to the Town Employees Association (TEA) Salary Schedule to establish a new classification title, a salary range for Property and Evidence Technician, and the Property and Evidence Technician Job Description.

FISCAL IMPACT:

This agenda item would modify the TEA salary schedule by adding the Property and Evidence Technician classification. An Administrative Technician position is currently budgeted in the Police Department's Fiscal Year 2026-2027 Operating Budget, but if the new classification is approved, will be underfilled as a Property and Evidence Technician position. The proposed classification has a salary range approximately 12.3% to 12.4% lower than the existing Administrative Technician classification, which may result in future salary savings depending on the hiring step.

STRATEGIC PRIORITY:

This item does not relate to a strategic priority.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require amendments and revisions to salary schedules/classification

PREPARED BY: Cheryl Parkman
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

plans are approved by the Town Council. Changes must be presented to Council for approval as part of the formal budget adoption, through the labor negotiations process, or as needed.

DISCUSSION:

The Town seeks to establish a new job classification of Property and Evidence Technician to replace an upcoming vacancy with a position that accurately reflects its day-to-day duties and labor group alignment. The incumbent currently performing these duties is classified as an Administrative Technician within the Confidential employee group and is scheduled to retire in February 2027, and the recruitment and background process will take up to three months to complete. The class code for this position will be created following Town Council approval.

Per Town Resolution 1974-41, Confidential employees are strictly designated for roles that function within employee/employer relations. Because the operational duties and responsibilities of managing police property and evidence do not involve labor relations, the Town is creating this distinct classification to accurately reflect the duties and responsibilities of the position and correct the historical misplacement of the position to the TEA employee group.

To maintain internal equity, the Town proposes aligning compensation for this new position with the Senior Police Records Specialist classification at pay grade TE30. This establishes a monthly salary range of $7,078.31 to $9,133.93. The proposed Property and Evidence Technician will have similar levels of responsibility related to the specialized area of work, and will need to possess similar independent judgement, technical knowledge, and a high degree of accountability.

The proposed hourly schedule is listed below and is based on a standard 2,080-hour work year (hourly rate = [monthly salary × 12] ÷ 2080) with a 5% compounding progression between each consecutive step and an additional $0.577 per hour for step 6.

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Tech **(Old)**	$46.6409	$48.9729	$51.4215	$53.9926	$56.6922	$60.1038
Property and Evidence Technician **(Proposed)**	$40.8364	$42.8782	$45.0221	$47.2732	$49.6369	$52.6957

Staff has met the Town's obligation to meet and confer with TEA to add this classification to the salary schedule. TEA reviewed and approved the job description and salary range.

SUBJECT: Approve an Amendment to the Town Employees Association (TEA) Salary Schedule to Establish a New Classification Title, Salary Range for Property and Evidence Technician, and the Property and Evidence Technician Job Description

DATE: November 2, 2026

CONCLUSION:

Staff recommends the approval of an amendment to the TEA salary schedule to establish a new classification title, a salary ranges for Property and Evidence Technician, and the Property and Evidence Technician Job Description.

COORDINATION:

Human Resources coordinated this memo with the Town Attorney, Police Department, and the Director of Administrative Services.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Updated TEA Salary Schedule with Property and Evidence Technician Salary Steps.
2. Property and Evidence Technician Job Description

Town of Los Gatos TEA Classifications Salary
Schedule for Fiscal Year 2026-2027 E
ffective July 5, 2026, Revised November 2, 2026

				Step 1			Step 2			Step 3			Step 4			Step 5			Step 6		
	Class Code	FLSA Status	Pay Grade	Hourly Rate	Biweekly Salary	Annual Salary	Hourly Rate	Biweekly Salary	Annual Salary	Hourly Rate	Biweekly Salary	Annual Salary	Hourly Rate	Biweekly Salary	Annual Salary	Hourly Rate	Biweekly Salary	Annual Salary	Hourly Rate	Biweekly Salary	Annual Salary
Account Technician	4200	Non-Exempt	TE08	$ 42.3188	$ 3,385.50	$ 88,023.00	$ 44.4347	$ 3,554.78	$ 92,424.28	$ 46.6564	$ 3,732.51	$ 97,045.26	$ 48.9892	$ 3,919.14	$ 101,897.64	$ 51.4387	$ 4,115.10	$ 106,992.60	$ 54.5876	$ 4,367.01	$ 113,542.26
Administrative Assistant	4801	Non-Exempt	TE04	$ 35.4235	$ 2,833.88	$ 73,680.88	$ 37.1947	$ 2,975.58	$ 77,365.08	$ 39.0544	$ 3,124.35	$ 81,233.10	$ 41.0071	$ 3,280.57	$ 85,294.82	$ 43.0575	$ 3,444.60	$ 89,559.60	$ 45.7874	$ 3,662.99	$ 95,237.74
Assistant Engineer	4520	Non-Exempt	TE25	$ 56.3652	$ 4,509.22	$ 117,239.72	$ 59.1835	$ 4,734.68	$ 123,101.68	$ 62.1427	$ 4,971.42	$ 129,256.92	$ 65.2498	$ 5,219.98	$ 135,719.48	$ 68.5123	$ 5,480.98	$ 142,505.48	$ 72.5149	$ 5,801.19	$ 150,830.94
Assistant Planner	4372	Non-Exempt	TE12	$ 49.9639	$ 3,997.11	$ 103,924.86	$ 52.4621	$ 4,196.97	$ 109,121.22	$ 55.0852	$ 4,406.82	$ 114,577.32	$ 57.8395	$ 4,627.16	$ 120,306.16	$ 60.7315	$ 4,858.52	$ 126,321.52	$ 64.3451	$ 5,147.61	$ 133,837.86
Associate Civil Engineer	4521	Non-Exempt	TE34	$ 64.1309	$ 5,130.47	$ 133,392.22	$ 67.3374	$ 5,386.99	$ 140,061.74	$ 70.7043	$ 5,656.34	$ 147,064.84	$ 74.2395	$ 5,939.16	$ 154,418.16	$ 77.9515	$ 6,236.12	$ 162,139.12	$ 82.4261	$ 6,594.09	$ 171,446.34
Associate Engineering Technician	4523	Non-Exempt	TE14	$ 49.3589	$ 3,948.71	$ 102,666.46	$ 51.8268	$ 4,146.14	$ 107,799.64	$ 54.4181	$ 4,353.45	$ 113,189.70	$ 57.1390	$ 4,571.12	$ 118,849.12	$ 59.9960	$ 4,799.68	$ 124,791.68	$ 63.5728	$ 5,085.82	$ 132,231.32
Associate Planner	4373	Non-Exempt	TE20	$ 58.1415	$ 4,651.32	$ 120,934.32	$ 61.0486	$ 4,883.89	$ 126,981.14	$ 64.1010	$ 5,128.08	$ 133,330.08	$ 67.3061	$ 5,384.49	$ 139,996.74	$ 70.6714	$ 5,653.71	$ 146,996.46	$ 74.7820	$ 5,982.56	$ 155,546.56
Building Inspector	4330	Non-Exempt	TE24	$ 54.8618	$ 4,388.94	$ 114,112.44	$ 57.6049	$ 4,608.39	$ 119,818.14	$ 60.4851	$ 4,838.81	$ 125,809.06	$ 63.5094	$ 5,080.75	$ 132,099.50	$ 66.6849	$ 5,334.79	$ 138,704.54	$ 70.5961	$ 5,647.69	$ 146,839.94
Code Compliance Officer	4310	Non-Exempt	TE10	$ 50.0954	$ 4,007.63	$ 104,198.38	$ 52.6002	$ 4,208.02	$ 109,408.52	$ 55.2302	$ 4,418.42	$ 114,878.92	$ 57.9917	$ 4,639.34	$ 120,622.84	$ 60.8913	$ 4,871.30	$ 126,653.80	$ 64.5129	$ 5,161.03	$ 134,186.78
Communication Dispatcher	4481	Non-Exempt	TE17	$ 51.9841	$ 4,158.73	$ 108,126.98	$ 54.5800	$ 4,366.40	$ 113,526.40	$ 57.3100	$ 4,584.80	$ 119,204.80	$ 60.1800	$ 4,814.40	$ 125,174.40	$ 63.1900	$ 5,055.20	$ 131,435.20	$ 66.9300	$ 5,354.40	$ 139,214.40
Communication Dispatcher Lead	4483	Non-Exempt	TE19	$ 65.6803	$ 5,254.42	$ 136,614.92	$ 68.9600	$ 5,516.80	$ 143,436.80	$ 72.4100	$ 5,792.80	$ 150,612.80	$ 76.0300	$ 6,082.40	$ 158,142.40	$ 79.8300	$ 6,386.40	$ 166,046.40	$ 84.4000	$ 6,752.00	$ 175,552.00
Community Services Officer	4480	Non-Exempt	TE37	$ 41.7146	$ 3,337.17	$ 86,766.42	$ 43.8000	$ 3,504.00	$ 91,104.00	$ 45.9900	$ 3,679.20	$ 95,659.20	$ 48.2900	$ 3,863.20	$ 100,443.20	$ 50.7000	$ 4,056.00	$ 105,456.00	$ 53.8200	$ 4,305.60	$ 111,945.60
Construction Project Manager	4525	Non-Exempt	TE33	$ 61.5238	$ 4,921.90	$ 127,969.40	$ 64.6000	$ 5,168.00	$ 134,368.00	$ 67.8300	$ 5,426.40	$ 141,086.40	$ 71.2215	$ 5,697.72	$ 148,140.72	$ 74.7826	$ 5,982.61	$ 155,547.86	$ 79.0987	$ 6,327.90	$ 164,525.40
Engineering Technician	4522	Non-Exempt	TE13	$ 44.8028	$ 3,584.22	$ 93,189.72	$ 47.0429	$ 3,763.43	$ 97,849.18	$ 49.3950	$ 3,951.60	$ 102,741.60	$ 51.8648	$ 4,149.18	$ 107,878.68	$ 54.4580	$ 4,356.64	$ 113,272.64	$ 57.7579	$ 4,620.63	$ 120,136.38
Environmental Programs Specialist	4500	Non-Exempt	TE32	$ 44.7370	$ 3,578.96	$ 93,052.96	$ 46.9739	$ 3,757.91	$ 97,705.66	$ 49.3226	$ 3,945.81	$ 102,591.06	$ 51.7887	$ 4,143.10	$ 107,720.60	$ 54.3781	$ 4,350.25	$ 113,106.50	$ 57.6740	$ 4,613.92	$ 119,961.92
Events and Marketing Specialist	4201	Non-Exempt	TE06	$ 37.3283	$ 2,986.26	$ 77,642.76	$ 39.1947	$ 3,135.58	$ 81,525.08	$ 41.1544	$ 3,292.35	$ 85,601.10	$ 43.2121	$ 3,456.97	$ 89,881.22	$ 45.3727	$ 3,629.82	$ 94,375.32	$ 48.2183	$ 3,857.46	$ 100,293.96
Executive Assistant	4802	Non-Exempt	TE08	$ 42.3188	$ 3,385.50	$ 88,023.00	$ 44.4347	$ 3,554.78	$ 92,424.28	$ 46.6564	$ 3,732.51	$ 97,045.26	$ 48.9892	$ 3,919.14	$ 101,897.64	$ 51.4387	$ 4,115.10	$ 106,992.60	$ 54.5876	$ 4,367.01	$ 113,542.26
Information Technology Systems Administrator	4841	Non-Exempt	TE23	$ 64.5796	$ 5,166.37	$ 134,325.62	$ 67.8086	$ 5,424.69	$ 141,041.94	$ 71.1990	$ 5,695.92	$ 148,093.92	$ 74.7590	$ 5,980.72	$ 155,498.72	$ 78.4970	$ 6,279.76	$ 163,273.76	$ 82.9989	$ 6,639.91	$ 172,637.66
Information Technology Technician	4240	Non-Exempt	TE07	$ 46.0996	$ 3,687.97	$ 95,887.22	$ 48.4046	$ 3,872.37	$ 100,681.62	$ 50.8248	$ 4,065.98	$ 105,715.48	$ 53.3660	$ 4,269.28	$ 111,001.28	$ 56.0343	$ 4,482.74	$ 116,551.24	$ 59.4130	$ 4,753.04	$ 123,579.04
Librarian I	4755	Non-Exempt	TE16	$ 47.4746	$ 3,797.97	$ 98,747.22	$ 49.8483	$ 3,987.86	$ 103,684.36	$ 52.3407	$ 4,187.26	$ 108,868.76	$ 54.9577	$ 4,396.62	$ 114,312.12	$ 57.7056	$ 4,616.45	$ 120,027.70	$ 61.1679	$ 4,893.43	$ 127,229.18
Librarian II	4756	Non-Exempt	TE35	$ 51.7330	$ 4,138.64	$ 107,604.64	$ 54.3197	$ 4,345.58	$ 112,985.08	$ 57.0357	$ 4,562.86	$ 118,634.36	$ 59.8875	$ 4,791.00	$ 124,566.00	$ 62.8819	$ 5,030.55	$ 130,794.30	$ 66.6030	$ 5,328.24	$ 138,534.24
Library Assistant	4754	Non-Exempt	TE03	$ 36.5409	$ 2,923.27	$ 76,005.02	$ 38.3679	$ 3,069.43	$ 79,805.18	$ 40.2863	$ 3,222.90	$ 83,795.40	$ 42.3006	$ 3,384.05	$ 87,985.30	$ 44.4156	$ 3,553.25	$ 92,384.50	$ 47.2134	$ 3,777.07	$ 98,203.82
Library Customer Service Specialist	4750	Non-Exempt	TE36	$ 33.5751	$ 2,686.01	$ 69,836.26	$ 35.2539	$ 2,820.31	$ 73,328.06	$ 37.0166	$ 2,961.33	$ 76,994.58	$ 38.8674	$ 3,109.39	$ 80,844.14	$ 40.8108	$ 3,264.86	$ 84,886.36	$ 43.4283	$ 3,474.26	$ 90,330.76
Library Customer Service Supervisor	4752	Non-Exempt	TE22	$ 43.8623	$ 3,508.98	$ 91,233.48	$ 41.4345	$ 3,684.43	$ 95,795.18	$ 48.3582	$ 3,868.66	$ 100,585.16	$ 50.7761	$ 4,062.09	$ 105,614.34	$ 53.3149	$ 4,265.19	$ 110,894.94	$ 56.5576	$ 4,524.61	$ 117,639.86
Library Specialist	4751	Non-Exempt	TE21	$ 39.4614	$ 3,156.91	$ 82,079.66	$ 41.4345	$ 3,314.76	$ 86,183.76	$ 43.5062	$ 3,480.50	$ 90,493.00	$ 45.6815	$ 3,654.52	$ 95,017.52	$ 47.9656	$ 3,837.25	$ 99,768.50	$ 50.9409	$ 4,075.27	$ 105,957.02
Library Tech Specialist	4740	Non-Exempt	TE15	$ 45.6847	$ 3,654.78	$ 95,024.28	$ 47.9689	$ 3,837.51	$ 99,775.26	$ 50.3673	$ 4,029.38	$ 104,763.88	$ 52.8857	$ 4,230.86	$ 110,002.36	$ 55.5300	$ 4,442.40	$ 115,502.40	$ 58.8835	$ 4,710.68	$ 122,477.68
Office Assistant	4800	Non-Exempt	TE01	$ 32.3935	$ 2,591.48	$ 67,378.48	$ 34.0132	$ 2,721.06	$ 70,747.56	$ 35.7139	$ 2,857.11	$ 74,284.86	$ 37.4996	$ 2,999.97	$ 77,999.22	$ 39.3746	$ 3,149.97	$ 81,899.22	$ 41.9203	$ 3,353.62	$ 87,194.12
Park Services Officer	4510	Non-Exempt	TE11	$ 41.7173	$ 3,337.38	$ 86,771.88	$ 43.8032	$ 3,504.26	$ 91,110.76	$ 45.9934	$ 3,679.47	$ 95,666.22	$ 48.2931	$ 3,863.45	$ 100,449.70	$ 50.7078	$ 4,056.62	$ 105,472.12	$ 53.8202	$ 4,305.62	$ 111,946.12
Parking Control Officer	4410	Non-Exempt	TE01	$ 32.3935	$ 2,591.48	$ 67,378.48	$ 34.0132	$ 2,721.06	$ 70,747.56	$ 35.7139	$ 2,857.11	$ 74,284.86	$ 37.4996	$ 2,999.97	$ 77,999.22	$ 39.3746	$ 3,149.97	$ 81,899.22	$ 41.9203	$ 3,353.62	$ 87,194.12
Permit Technician	4870	Non-Exempt	TE09	$ 42.0556	$ 3,364.45	$ 87,475.70	$ 44.1584	$ 3,532.67	$ 91,849.42	$ 46.3663	$ 3,709.30	$ 96,441.80	$ 48.6846	$ 3,894.77	$ 101,264.02	$ 51.1188	$ 4,089.50	$ 106,327.00	$ 54.2517	$ 4,340.14	$ 112,843.64
Planning Technician	4371	Non-Exempt	TE31	$ 43.5051	$ 3,480.41	$ 90,490.66	$ 45.6804	$ 3,654.43	$ 95,015.18	$ 47.9644	$ 3,837.15	$ 99,765.90	$ 50.3626	$ 4,029.01	$ 104,754.26	$ 52.8807	$ 4,230.46	$ 109,991.96	$ 56.1017	$ 4,488.14	$ 116,691.64
Police Records Specialist	4484	Non-Exempt	TE05	$ 36.3176	$ 2,905.41	$ 75,540.66	$ 38.1335	$ 3,050.68	$ 79,317.68	$ 40.0402	$ 3,203.22	$ 83,283.72	$ 42.0422	$ 3,363.38	$ 87,447.88	$ 44.1443	$ 3,531.54	$ 91,820.04	$ 46.9285	$ 3,754.28	$ 97,611.28
Police Records Specialist Lead	4486	Non-Exempt	TE38	$ 44.8755	$ 3,590.04	$ 93,341.04	$ 47.1193	$ 3,769.54	$ 98,008.04	$ 49.4753	$ 3,958.02	$ 102,908.52	$ 51.9491	$ 4,155.93	$ 108,054.18	$ 54.5466	$ 4,363.73	$ 113,456.98	$ 57.8509	$ 4,628.07	$ 120,329.82
Project Analyst I	4803	Non-Exempt	TE39	$ 47.1210	$ 3,769.68	$ 98,011.68	$ 49.4771	$ 3,958.17	$ 102,912.42	$ 51.9510	$ 4,156.08	$ 108,058.08	$ 54.5486	$ 4,363.89	$ 113,461.14	$ 57.2760	$ 4,582.08	$ 119,134.08	$ 60.7168	$ 4,857.34	$ 126,290.84
Project Analyst II	4804	Non-Exempt	TE40	$ 52.3565	$ 4,188.52	$ 108,901.52	$ 54.9743	$ 4,397.94	$ 114,346.44	$ 57.7230	$ 4,617.84	$ 120,063.84	$ 60.6092	$ 4,848.74	$ 126,067.24	$ 63.6397	$ 5,091.18	$ 132,370.68	$ 67.3987	$ 5,391.90	$ 140,189.40
Property and Evidence Technician	TBD	Non-Exempt	TE30	$ 40.8364	$ 3,266.91	$ 84,939.66	$ 42.8782	$ 3,430.26	$ 89,186.76	$ 45.0221	$ 3,601.77	$ 93,646.02	$ 47.2732	$ 3,781.86	$ 98,328.36	$ 49.6369	$ 3,970.95	$ 103,244.70	$ 52.6957	$ 4,215.66	$ 109,607.16
Public Works Inspector	4530	Non-Exempt	TE18	$ 51.0187	$ 4,081.50	$ 106,119.00	$ 53.5696	$ 4,285.57	$ 111,424.82	$ 56.2481	$ 4,499.85	$ 116,996.10	$ 59.0605	$ 4,724.84	$ 122,845.84	$ 62.0135	$ 4,961.08	$ 128,988.08	$ 65.6912	$ 5,255.30	$ 136,637.80
Senior Building Inspector	4331	Non-Exempt	TE27	$ 64.1186	$ 5,129.49	$ 133,366.74	$ 67.3245	$ 5,385.96	$ 140,034.96	$ 70.6907	$ 5,655.26	$ 147,036.76	$ 74.2252	$ 5,938.02	$ 154,388.52	$ 77.9365	$ 6,234.92	$ 162,107.92	$ 82.4103	$ 6,592.82	$ 171,413.32
Senior Communication Dispatcher	4482	Non-Exempt	TE29	$ 58.2370	$ 4,658.96	$ 121,132.96	$ 61.1489	$ 4,891.91	$ 127,189.66	$ 64.2063	$ 5,136.50	$ 133,549.00	$ 67.4166	$ 5,393.33	$ 140,226.58	$ 70.7874	$ 5,662.99	$ 147,237.74	$ 74.9038	$ 5,992.30	$ 155,799.80
Senior Library Page	4753	Non-Exempt	TE02	$ 24.0819	$ 1,926.55	$ 50,090.30	$ 25.2860	$ 2,022.88	$ 52,594.88	$ 26.5503	$ 2,124.02	$ 55,224.52	$ 27.8778	$ 2,230.22	$ 57,985.72	$ 29.2717	$ 2,341.74	$ 60,885.24	$ 31.3123	$ 2,504.98	$ 65,129.48
Senior Parking Control Officer	4411	Non-Exempt	TE11	$ 41.7173	$ 3,337.38	$ 86,771.88	$ 43.8032	$ 3,504.26	$ 91,110.76	$ 45.9934	$ 3,679.47	$ 95,666.22	$ 48.2931	$ 3,863.45	$ 100,449.70	$ 50.7078	$ 4,056.62	$ 105,472.12	$ 53.8202	$ 4,305.62	$ 111,946.12
Senior Planner	4374	Exempt	TE28	$ 66.9668	$ 5,357.34	$ 139,290.84	$ 70.3151	$ 5,625.21	$ 146,255.46	$ 73.8309	$ 5,906.47	$ 153,568.22	$ 77.5224	$ 6,201.79	$ 161,246.54	$ 81.3985	$ 6,511.88	$ 169,308.88	$ 86.0454	$ 6,883.63	$ 178,974.38
Senior Police Records Specialist	4485	Non-Exempt	TE30	$ 40.8364	$ 3,266.91	$ 84,939.66	$ 42.8782	$ 3,430.26	$ 89,186.76	$ 45.0221	$ 3,601.77	$ 93,646.02	$ 47.2732	$ 3,781.86	$ 98,328.36	$ 49.6369	$ 3,970.95	$ 103,244.70	$ 52.6957	$ 4,215.66	$ 109,607.16
Senior Public Works Inspector	4531	Non-Exempt	TE26	$ 61.5120	$ 4,920.96	$ 127,944.96	$ 64.5876	$ 5,167.01	$ 134,342.26	$ 67.8170	$ 5,425.36	$ 141,059.36	$ 71.2079	$ 5,696.63	$ 148,112.38	$ 74.7683	$ 5,981.46	$ 155,517.96	$ 79.0837	$ 6,326.70	$ 164,494.20
Senior Transportation Planner	4571	Exempt	TE28	$ 66.9668	$ 5,357.34	$ 139,290.84	$ 70.3151	$ 5,625.21	$ 146,255.46	$ 73.8309	$ 5,906.47	$ 153,568.22	$ 77.5224	$ 6,201.79	$ 161,246.54	$ 81.3985	$ 6,511.88	$ 169,308.88	$ 86.0454	$ 6,883.63	$ 178,974.38
Senior Engineering Technician	4524	Non-Exempt	TE24	$ 54.8618	$ 4,388.94	$ 114,112.44	$ 57.6049	$ 4,608.39	$ 119,818.14	$ 60.4851	$ 4,838.81	$ 125,809.06	$ 63.5094	$ 5,080.75	$ 132,099.50	$ 66.6849	$ 5,334.79	$ 138,704.54	$ 70.5961	$ 5,647.69	$ 146,839.94

Reflects General Increase of 3%

TOWN OF LOS GATOS

PROPERTY AND EVIDENCE TECHNICIAN (DRAFT)

Class Code: xxxx
Department: Police
Supervisor: Police Sergeant or Another Supervisory/Management Class

Bargaining Unit: LGTEA
FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

Under general supervision, performs responsible technical and administrative work associated with the receipt, documentation, storage, security, control, retrieval, release, and disposition of property and evidence maintained by the Police Department; maintains the integrity and chain of custody of evidence throughout the judicial process; ensures property and evidence are handled in accordance with applicable laws, regulations, policies, and procedures; performs related administrative support duties; and performs related work as required.

SUPERVISION RECEIVED AND EXPECTED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide training to Police Department personnel regarding property and evidence handling, packaging, and submission procedures.

CLASS CHARACTERISTICS

This is a non-sworn technical classification responsible for the day-to-day operation of the Police Department's property and evidence function. The incumbent independently performs the full range of assigned property and evidence duties within established laws, policies, procedures, and chain-of-custody requirements. The work requires accuracy, confidentiality, sound judgment, and strict accountability in safeguarding evidence and property, including firearms, controlled substances, hazardous or potentially contaminated materials, money, and other sensitive items. The classification is distinguished from general administrative support classifications by its specialized responsibility for evidence integrity, secure property control, legal compliance, and disposition of property and evidence.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Receives, inspects, records, categorizes, labels, and stores evidence, found property, and property held for safekeeping; verifies documentation and packaging and identifies and resolves discrepancies in accordance with established procedures.

- Maintains accurate chain-of-custody records and other property and evidence records in electronic and physical systems; safeguards the integrity, security, location, and accountability of items in the Town's custody.

- Determines appropriate storage requirements and securely stores firearms, controlled substances, money, biological materials, chemicals, hazardous or potentially contaminated materials, and other evidence and property to prevent loss, contamination, deterioration, or unauthorized access.

- Retrieves, releases, and transfers evidence and property to authorized personnel, owners, courts, laboratories, and other agencies; prepares required documentation and maintains chain-of-custody records for each transfer.

- Reviews case status and applicable records; researches ownership and legal requirements; determines when property and evidence are eligible for release, return, destruction, auction, or other authorized disposition, and obtains required authorization.

- Coordinates and carries out the disposition of property and evidence, including return to owners, destruction, disposal, or auction, in accordance with applicable federal, state, and local laws and regulations and departmental policies and procedures.

- Conducts periodic inventories, audits, and inspections of property and evidence and storage areas; researches and reconciles discrepancies and maintains accurate inventory and disposition records.

- Coordinates with officers, investigators, prosecutors, courts, laboratories, other law enforcement agencies, and members of the public regarding evidence handling, discovery-related requests, release, transfer, and disposition of property and evidence.

- Prepares and maintains reports, correspondence, logs, charts, forms, and other records related to property and evidence operations; maintains confidential and sensitive information in accordance with legal and departmental requirements.

- Maintains the organization, cleanliness, security, and operational readiness of property and evidence facilities; maintains inventories of packaging materials and supplies required for the proper handling and storage of property and evidence.

- Applies applicable laws, regulations, policies, procedures, and safety requirements related to property and evidence; identifies procedural, interpretation or compliance issues and refers unusual or sensitive matters to supervisory personnel as appropriate.

- Provides instruction and guidance to Police Department personnel regarding evidence packaging, submission, documentation, and handling procedures.

- Testifies in court regarding the receipt, custody, storage, handling, transfer, and disposition of property and evidence and related records.

- Performs assigned administrative support activities, which may include conducting background investigations associated with concealed carry weapon permit processing and coordinating secondhand dealer license processing.

- May be assigned as a Disaster Service Worker, as required.

- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and procedures used in receiving, documenting, packaging, handling, storing, securing, inventorying, releasing, and disposing of property and evidence.

- Chain-of-custody requirements and recordkeeping practices necessary to preserve the integrity and accountability of evidence.

- Applicable federal, state, and local laws, regulations, policies, and procedures governing the custody, storage, release, and disposition of property and evidence.

- Safety practices and precautions related to the handling and storage of firearms, controlled substances, hazardous materials, biological materials, and other potentially dangerous or contaminated evidence.

- General law enforcement terminology, practices, procedures, and criminal justice processes as they relate to property and evidence functions.
- Inventory control, records management, and basic auditing practices.
- Modern office practices, methods, computer equipment, and relevant software applications, including word processing, spreadsheet, database, and records management systems.
- Principles and practices of effective customer service and professional communication.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Independently organize, prioritize, and perform the day-to-day work of a property and evidence function within established policies and procedures.
- Receive, inspect, document, store, safeguard, retrieve, transfer, release, and dispose of a wide variety of property and evidence while maintaining strict chain of custody and accountability.
- Apply and explain applicable laws, regulations, policies, procedures, and technical requirements.
- Research, analyze, and evaluate records and case information to determine appropriate disposition of inventoried property and evidence.
- Maintain complete, accurate, and detailed electronic and physical records and reconcile inventory discrepancies.
- Handle confidential and sensitive information with discretion and maintain the security of restricted areas, records, and property.
- Recognize safety hazards and use appropriate precautions and personal protective equipment when handling hazardous, contaminated, or potentially dangerous items.
- Exercise sound judgment and initiative within established legal and procedural requirements; identify and resolve routine operational and procedural issues and refer unusual matters appropriately.
- Establish and maintain effective working relationships with Police Department personnel, prosecutors, courts, laboratories, other agencies, property owners, and the public, including individuals who may be upset or difficult.
- Use computer systems and software applications accurately and efficiently.

- Work independently, manage competing priorities, and maintain accuracy during high-volume or time-sensitive periods.

- Communicate effectively in person, over the telephone, and in writing, and testify accurately and professionally in court.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination of training and experience equivalent to graduation from high school or possession of a GED certificate plus two (2) years of experience performing property and evidence, records management, inventory control, or other closely related duties, preferably in a law enforcement environment.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Certification or specialized training in property and evidence management is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and property/evidence storage environment; use standard office equipment, including a computer; operate a motor vehicle to transport property and evidence; and access storage areas. The position primarily involves sitting, with occasional walking and standing, bending, stooping, kneeling, reaching, grasping, pushing, pulling, and fine manipulation. Employees may occasionally use a step stool, ladder, or rolling platform to access stored items. Vision, hearing, and speech are required to perform assigned duties and communicate effectively. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Climbing	Rarely	**Balancing**	Occasionally	**Stooping**	Occasionally
Kneeling	Occasionally	**Lifting**	20 lbs.	**Standing**	Occasionally
Crawling	Rarely	**Reaching**	Occasionally	**Walking**	Occasionally
Talking	Frequently	**Grasping**	Frequently	**Pushing**	20 lbs.
Hearing	Frequently	**Feeling**	Occasionally	**Carry**	20 lbs.
Crouching	Occasionally	**Running**	Rarely		
Pulling	20 lbs.	**Seeing**	Frequently		

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors in an office and secured property/evidence storage environment, with occasional work in outdoor storage areas and travel to courts, laboratories, or other locations. The work may involve exposure to firearms, controlled substances, chemicals, toxic or hazardous materials, blood or other bodily fluids, dust, fumes, allergens, unpleasant odors, insects or vermin, and property that may be contaminated or improperly packaged. Employees are required to use appropriate personal protective equipment and follow established safety procedures. The position may involve contact with members of the public who are upset, difficult, hostile, or unreasonable.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings and evenings.

ADDITIONAL REQUIREMENTS

Successful completion of a background investigation and other pre-employment requirements applicable to Police Department personnel may be required by the Town.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 8

DATE: October 28, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Consider a Recommendation of Approval by the Planning Commission to Adopt a Resolution Amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: Allow 30 to 40 Dwelling Units Per Acre; Remove the Housing Unit Cap; and Remove Guest Parking Requirements on Properties Zoned North Forty Specific Plan and North Forty Specific Plan: Housing Element Overlay Zone. Project Location: North Forty Specific Plan Area. North Forty Specific Plan Amendment Application A-26-005. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) Because it Can be Seen with Certainty That There Is No Possibility That the Amendments to the Specific Plan Would Have a Significant Effect on the Environment. All Projects to Which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval. Additionally, an Environmental Analysis Based on the Previously Certified 2040 General Plan Final Environmental Impact Report was Prepared for the 2023-2031 Housing Element. The Housing Element is Within the Scope of the Previously Approved 2040 General Plan, and the Program EIR for the General Plan Adequately Describes the Impacts of the Housing Element for the Purposes of CEQA. Applicant: Town of Los Gatos. Project Planner: Jocelyn Shoopman.**

RECOMMENDATION: Accept the Planning Commission's recommendation and adopt the Resolution amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: allow 30 to 40 dwelling units per acre; remove the housing unit cap; and remove guest parking requirements.

PREPARED BY: Jocelyn Shoopman
Senior Planner

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

FISCAL IMPACT:

There is no fiscal impact associated with this action. Adopting the Resolution would not in itself result in an impact on the Town's budget and is required under Implementation Program D of the 2023-2031 Housing Element.

STRATEGIC PRIORITY:

The amendments to the North Forty Specific Plan (NF-SP) regarding allowing 30 to 40 dwelling units per acre, removing the housing unit cap, and removing guest parking requirements pursuant to Implementation Program D supports the Town's core goal of Community Character and the strategic priority to preserve the Town's small-town charm and provide a range of housing opportunities, while diligently maintaining and implementing the Housing Element.

BACKGROUND:

The NF-SP Area is approximately 44 acres and is bound by Highway 85 to the north, Lark Avenue to the south, Highway 17 to the west, and Los Gatos Boulevard to the east.

The Town Council certified an environmental impact report (EIR) for the NF-SP on January 20, 2015. The NF-SP was adopted by the Town Council on June 17, 2015.

On August 1, 2017, the Town Council approved Phase I of the NF-SP, which included the construction of 320 residential units, of which 50 were affordable senior units; approximately 66,800 square feet of commercial floor area; on-site and off-site improvements; and a vesting tentative map.

On September 4, 2018, the Town Council adopted Resolution 2018-044 approving amendments to the NF-SP.

On January 13, 2026, the Town Council approved Phase II of the NF-SP, which included the construction of 450 residential units, of which 77 are designated as affordable units; approximately 15,074 square feet of commercial space; on-site and off-site improvements; and a vesting tentative map.

On September 23, 2026, the Planning Commission unanimously voted to recommend to the Town Council approval of the amendments to the NF-SP regarding Implementation Program D (Attachments 3 through 5).

DISCUSSION:

The following summarizes each task associated with Implementation Program D, Additional Housing Capacity for the NF-SP, and the proposed actions.

Item #1

Item #1 requires that the NF-SP be amended to establish a minimum density of 30 dwelling units per acre and a maximum density of 40 dwelling units per acre, therefore, allowing for an increase in the total number of dwelling units allowed in the Specific Plan area. The proposed amendment would insert the following new language in Section 2.5.1 of the NF-SP:

- "In no event shall a residential project be developed below the minimum density of 30 dwelling units per acre or above the maximum density of 40 dwelling units per acre. Residential units shall occupy at least 50 percent of the floor area in all mixed-use projects" (Attachment 2, Exhibit A).

This language is consistent with the language provided in Division 5 of Article VIII of Chapter 29 of the Town Code for the Housing Element Overlay Zone (HEOZ).

Additionally, in Section 6.6 of the NF-SP, under the definition of *Residential Unit Size Mix Example*, reference to the maximum number of units allowed would be struck out (Attachment 2, Exhibit A).

Item #2

Item #2 requires that the NF-SP be amended to remove the housing unit cap, in order to allow developments, the ability to reach the maximum allowable density, plus any additional units due to State Density Bonus Law or other applicable regulations. The proposed amendments would strike out references to a housing unit cap of 270 residential units in Policy LU-9, Section 2.5.1, Table 2-2, Section 2.5.8 (b), and Section 5.8.2 of the NF-SP (Attachment 2, Exhibit A).

Item #3

Item #3 requires that the NF-SP be amended to remove guest parking requirements. Currently, Table 2-4 of the NF-SP requires 0.5 guest parking spaces for a senior/affordable unit, 1 bedroom unit, or 2 plus bedroom unit. The proposed amendments would eliminate the guest parking requirements for all unit types (Attachment 2, Exhibit A). This item would align the NF-SP with Town Code amendments adopted by the Town Council on January 21, 2025.

CONCLUSION:

The proposed amendments to the NF-SP respond to the topics identified in Implementation Program D, Additional Housing Capacity for the NF-SP, of the 2023-2031 Housing Element. Adoption of the Draft Resolution (Attachment 2) will approve the proposed amendments to the NF-SP.

COORDINATION:

This report was coordinated with the offices of the Town Manager and Town Attorney.

ENVIRONMENTAL ASSESSMENT:

The proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval. Additionally, an Environmental Analysis based on the previously certified 2040 General Plan Final Environmental Impact Report was prepared for the Los Gatos 2023-2031 Housing Element. The Housing Element is within the scope of the previously approved 2040 General Plan, and the Program EIR for the General Plan adequately describes the impacts of the Housing Element for the purposes of CEQA. A Notice of Exemption will not be filed.

ATTACHMENTS:

1. Required Findings
2. Draft Resolution with Exhibit A
3. September 23, 2026, Planning Commission Staff Report with Exhibits 1 through 4
4. September 23, 2026, Planning Commission Desk Item Report with Exhibit 5
5. September 23, 2026, Planning Commission Verbatim Minutes

TOWN COUNCIL – *November 2, 2026*
REQUIRED FINDINGS:

North Forty Specific Plan Amendment Application A-26-005

Adopt A Resolution Amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: Allow 30 to 40 Dwelling Units Per Acre; Remove the Housing Unit Cap; and Remove Guest Parking Requirements on Properties Zoned North Forty Specific Plan and North Forty Specific Plan:Housing Element Overlay Zone. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) Because It Can Be Seen with Certainty That There Is No Possibility That the Amendments to the Specific Plan Would Have a Significant Effect on the Environment. All Projects to Which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval. Additionally, An Environmental Analysis Based on the Previously Certified 2040 General Plan Final Environmental Impact Report Was Prepared for the 2023-2031 Housing Element. The Housing Element is Within the Scope of the Previously Approved 2040 General Plan, and the Program EIR For the General Plan Adequately Describes the Impacts of the Housing Element for the Purposes of CEQA.

Applicant: Town of Los Gatos.
Project Location: North Forty Specific Plan Area.
Project Planner: Jocelyn Shoopman.

FINDINGS

Required Findings for CEQA:

- The proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval. Additionally, an Environmental Analysis based on the previously certified 2040 General Plan Final Environmental Impact Report was prepared for the 2023-2031 Housing Element. The Housing Element is within the scope of the previously approved 2040 General Plan, and the Program EIR for the General Plan adequately describes the impacts of the Housing Element for the purposes of CEQA.

Required Findings for General Plan:

- The proposed amendments to the North Forty Specific Plan are consistent with the General Plan and its Elements in that it implements Implementation Program D of the Housing Element.

Public Interest:

- The proposed amendments serve the public interest in that they were required by the state Department of Housing and Community Development in order to allow for certification of the Town's Housing Element, which will preserve local zoning control.

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RESOLUTION 2026-xx

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE NORTH FORTY SPECIFIC PLAN TO ALLOW 30 TO 40 DWELLING UNITS PER ACRE, REMOVE THE HOUSING UNIT CAP, AND REMOVE GUEST PARKING REQUIREMENTS.

PROJECT LOCATION: NORTH FORTY SPECIFIC PLAN
NORTH FORTY SPECIFIC PLAN AMENDMENT APPLICATION: A-26-005
APPLICANT: TOWN OF LOS GATOS

WHEREAS, on July 10, 2024, the California Department of Housing and Community Development certified the 2023-2031 Housing Element of the Town of Los Gatos; and

WHEREAS, the Housing Element includes the Implementation of Program D, which requires the Town to amend the North Forty Specific Plan to: allow 30 to 40 dwelling units per acre; remove the housing unit cap; and remove guest parking requirements; and

WHEREAS, on September 23, 2026, the Planning Commission held a public hearing and received testimony from all interested persons who wished to testify or submit documents. The Planning Commission considered all testimony and materials submitted, including the packet of materials contained in the Planning Commission Agenda Report for their meeting on September 23, 2026, along with any and all subsequent reports and materials prepared concerning this application, and forwarded a recommendation of approval to the Town Council; and

WHEREAS, this matter was regularly noticed in conformance with state and Town law and came before the Town Council on November 2, 2026; and

WHEREAS, on November 2, 2026, the Town Council held a public hearing and received testimony from all interested persons who wished to testify or submit documents. The Town Council considered all testimony and materials submitted, including the record of the Planning Commission proceedings and the packet of materials contained in the Council Agenda Report for their meeting on November 2, 2026, along with any and all subsequent reports and materials prepared concerning this application; and

WHEREAS, the Town Council was able to make the findings required to approve the North Forty Specific Plan Amendment application to implement Housing Element Implementation Program D.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Los Gatos does the following:

1. The following findings are made by the Town Council of the Town of Los Gatos. The facts and evidence that support these findings are contained and explained in the record of proceedings for the proposed application, including, without limitation, the staff reports for the Planning Commission and Town Council hearings.

(A) Finding required for the California Environmental Quality Act (CEQA):

The proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval. Additionally, an Environmental Analysis based on the previously certified 2040 General Plan Final Environmental Impact Report was prepared for the Los Gatos 2023-2031 Housing Element. The Housing Element is within the scope of the previously approved 2040 General Plan, and the Program EIR for the General Plan adequately describes the impacts of the Housing Element for the purposes of CEQA.

(B) Finding required for consistency with the Town's Applicable General Plan:

The proposed amendments to the North Forty Specific Plan are consistent with the General Plan and its Elements in that it implements Implementation Program D of the Housing Element and are consistent with Policy HE-1.1 and HE-1.5.

(C) Public Interest Finding.

The proposed amendments serve the public interest in that they were required by the state Department of Housing and Community Development in order to allow for certification of the Town's Housing Element, which will preserve local zoning control.

2. The North 40 Specific Plan is amended to read as shown in Exhibit A to this Resolution.
3. This Resolution will take effect 30 days after its adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on 2nd day of November 2026, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

ATTEST:

_____
TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

_____
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

2.2 LAND USE GOALS AND POLICIES

This section establishes land use policies formulated to guide the implementation of the Specific Plan vision. The land use policies provide direction for the development regulations and permitted uses found later in this chapter. In addition, proposed individual development projects must be consistent with the following land use policies.

***Goal:** To provide land uses within the North 40 Specific Plan Area that are consistent with the Town of Los Gatos General Plan, the Town Council Vision Statement and Guiding Principles and the goals and policies set forth herein.*

Land Use Policies

Policy LU1: Land Use Designations

The Specific Plan shall be implemented through the approval of development projects that are consistent with the land uses and the Council Vision as outlined in this chapter.

Policy LU2: Specific Plan Amendments

Specific Plan Amendments must be consistent with the Vision Statement and Guiding Principles and the goals and policies set forth herein.

Policy LU3: Mix of Uses

Provide a mix and size of uses to promote the creation of a lively, walkable neighborhood that makes the North 40 Specific Plan Area a resource to North 40 residents, businesses and adjacent neighborhoods.

Policy LU4: Maximum Commercial Development

Commercial development within the Specific Plan Area shall be complementary to Downtown through the careful control of uses and permitted square footage as set forth in the Maximum Development Capacity Table (refer to Table 2-2.)

Policy LU5: Building Height

Building heights within the Specific Plan Area shall be consistent with the Specific Plan Development Standards.

Policy LU6: Retail

Retail uses within the Specific Plan Area are intended to serve North 40 residents, adjacent neighborhoods, nearby employment centers and the unmet needs of the Town of Los Gatos.

Policy LU7: Restaurants

Eating and drinking establishments within the Specific Plan Area are intended to serve North 40 residents, adjacent neighborhoods and nearby employment centers.

Policy LU8: Hotel/Conference Facilities

A hotel facility developed within the North 40 Specific Plan Area should include a conference/meeting space to accommodate 200 to 250 people.

Policy LU9: Residential

Provide and integrate a mix of residential product types designed to minimize impacts on schools, while complying with Senate Bill 50, Schools Facilities Act and serve the unmet housing needs within the Town of Los Gatos.

Policy LU10- Economic Balance

Proposed uses should complement the existing balance and diversity of businesses located along Los Gatos Boulevard and in Downtown Los Gatos

2.5 AREA-WIDE DEVELOPMENT REGULATIONS

An important objective of this Specific Plan is to set the parameters for development within the Specific Plan Area. The goal is to offer a compatible mix of land uses in a pedestrian-friendly environment. The following development standards tailor the existing Town standards to shape the desired built form and ensure compatibility with the surrounding neighborhoods and Los Gatos' small town character. This section initially addresses development regulations that apply throughout the Specific Plan Area, followed by development regulations that are specifically designed for non-residential and residential land uses.

2.5.1 Maximum Development Capacity

A maximum development capacity of 501,000 square feet (sf) has been provided to limit the overall build-out of the Specific Plan Area and provide an appropriate balance of land uses that meet the goals and objectives of the Specific Plan.

Table 2-2 defines maximums of 250,000 sf of new office/hotel, 400,000 sf of other new commercial (includes: restaurants, retail, specialty market, health club, personal services and entertainment), and residential units. In no event shall a residential project be developed below the minimum density of 30 dwelling units per acre or above the maximum of 40 dwelling units per acre. Residential units shall occupy at least 50 percent of the floor area in all mixed-use projects. More restrictive than the Town's General Plan, the Specific Plan has a maximum capacity of 501,000 sf which includes 435,000 sf of new non-residential square footage and 66,000 sf of existing commercial uses.

Development Capacity Submittal Requirement:

Every application for Architecture and Site Review shall include a table that identifies the following:

- Proposed project building floor area categorized by land use.
- New total developed building floor area categorized by land use.
- Balance of allowed land use square footage shown in Table 2-2.

Table 2-2 Maximum Development Capacity

Land Use	Square Feet
Residential	N/A
Office/Hotel	250,000
Commercial (Excluding office/ Hotel) • Restaurants • Retail • Specialty market • Health club • Personal service (beauty supply, nail salon, etc.) • Entertainment	400,000
Note: The new non-residential portion of the project shall include a mixture of commercial (shopping center), and/or hotel, and/or stand-alone general office that does not create a significant unavoidable impact as a result of the development. The total new square footage shall not exceed 435,000 square feet (sf). With the exception of Assessor Parcel Numbers 424-07-102 through -112, 424-07-099, and 424-06-129, no new Medical Office will be permitted. If destroyed, the existing buildings on the parcels referenced above are allowed to rebuild in substantially the same manner as they existed before their destruction. The existing 66,000 sf of recently constructed buildings on the parcels referenced above is in addition to the 435,000 sf of new non-residential square footage. Each project shall provide a current traffic analysis demonstrating compliance with this requirement.	

2.5.7 Perimeter Overlay Zone

The following standards apply within the Perimeter Overlay Zone:

a. Buildings or portions of buildings located within 50 feet of Lark Avenue shall be restricted to a maximum building height of 25 feet.

b. Buildings or portions of buildings located within 50 feet of Los Gatos Boulevard shall be restricted to a maximum building height of 25 feet.

c. Additional setback requirements are provided in Table 2-5 of this chapter.

d. No building shall be located within 30 feet of a property line adjacent to the freeway.

2.5.8 Parking Requirements

Parking provided within the Specific Plan Area shall adhere to the standards provided in Division 4 of the Zoning Ordinance.

Number of Off-Street Spaces Required:

a. Non-Residential Use: The number of off-street parking spaces shall be consistent with parking required in Downtown as required within Division 4 of the Zoning Ordinance.

b. Residential Use: Parking provided within the Specific Plan Area shall be as follows:

Table 2-4 Residential Off-Street Parking Space Requirement

Unit Type	Spaces Required
Senior/Affordable Housing Unit *Note:* Director of Community Development shall approve this requirement given that the applicant presents findings that the product type parking demand warrants .5 spaces per unit and surrounding neighborhoods will not be negatively impacted.	.5 space
1 Bedroom Unit	1 space
2+ Bedroom Unit	2 spaces

Mixed-Use Parking:

When a project contains a vertical mix of uses composed of commercial uses with residential, hotel, and/or office use above in the same building, the non-residential portion of the mixed-use building may be eligible to receive a reduction in the parking requirements established by this Specific Plan of up to 25%, subject to Architecture and Site Review and approval.

Shared Parking Reduction:

Shared (alternating use) parking agreements may be developed if two or more land uses or businesses have different hours of operation or hours that do not substantially overlap with each other (e.g., office).

When the above criteria are met, such uses may develop shared parking agreements to satisfy the parking requirements of this Specific Plan, with review and approval by Director of Community Development and in accordance with the following:

a. Residential units shall range in size. Refer to Residential Unit Size Mix in Glossary (Chapter 6).

b. Affordable housing (Below Market Price housing) requirements shall be met pursuant to Town Code.

c. New residential shall be a maximum of:

- 400,000 gross square feet for Cottage Cluster, Garden Cluster, Townhome and Rowhouse products
- 300,000 net square feet for Condominium, Multi-Family, Apartments and Affordable products
- These are maximums, not a goal

d. Single family detached units shall be a maximum of 1,200 square feet and be designed as a cottage cluster product type as defined in Glossary (Chapter 6).

2.7.2 Setbacks (Residential)

a. All setbacks interior to the Specific Plan Area are measured from the face of curb. Lark Avenue and Los Gatos Boulevard setbacks are measured from property line.

b. Residential setbacks along primary streets (Lark Avenue, Los Gatos Boulevard, South 'A' Street, North 'A' Street, Neighborhood Street, Noddin Avenue, and Burton Road) follow setback standards on Table 2-5. Residential setbacks on all other interior streets shall be determined at Architecture and Site Review. Setback examples are illustrated in Table 2-7, 2-8 and 2-9 to show desired character.

c. Setback diagrams containing an asterisk (*) are permitted a five foot encroachment for up to 50% of linear building facade length to allow for porches, balconies, and other building elements (including livable space) that will add visual interest and minimize the appearance of a solid wall plane.

d. All landscaped areas and planting strips shall be planted with trees identified within the Landscape Palette provided in Chapter 3 of this document.

e. Cornices, belt courses, sills, canopies, cantilevered bay windows, chimneys or other similar architectural features may extend or project into a required setback not more than 30 inches. Eaves may encroach up to 36 inches.

5.8.2 Public Schools

There are no schools located within the boundaries of the Specific Plan, however the Specific Plan Area will be serviced by the Los Gatos Union School District, Campbell Union School District, Los Gatos – Saratoga Union High School District, and Campbell Union High School District.

The following is a summary of two studies that were conducted to determine student generation for the Specific Plan Area.

a. Student Projections

The following summarizes two separate processes that the Town, the Los Gatos School Districts, and Campbell School Districts used to derive student population projections for the Town, including the Specific Plan Area.

Town 2020 General Plan EIR Student Generation Rates: The first set of data is from the Town's adopted 2020 General Plan EIR. This data was developed in 2010, using both Los Gatos Union School District (LGUSD) and Los Gatos-Saratoga Joint Union High School District (LGSJUHSD) actual enrollment and some data from another high performing school district. The General Plan EIR data is based on housing types, including single-family detached, attached (condominiums and townhomes), apartments, below market rate apartments, or integrated mixed-use. Since the Town did not have any large developments that were exclusively below market rate apartments or integrated mixed-use to survey, this data was derived from the Irvine School District, which has a similar Academic Performance Index.

Based on the previous proposal of a maximum 364 residential units, if the units were a combination of attached product types (Townhouse and Condominium), the development would generate 67 children in grades K through 12 at any given time once all residential product types were built and occupied, which would be in a timeframe of 2015 to 2020. This same number of single-family units (364) would generate 205 children in grades K through 12.

LGUSD draft Student Population Projections for 2012/13 to 2021/22: In July 2012, the LGUSD released a recently prepared Student Population Projections for 2012/13 to 2021/22. This report assumes four different projection assumptions, including Projection A (no future development), Projection B (only development that has been approved), C (all development in B + development in early planning stages, including the Specific Plan Area, but a 50% of maximum build-out), and D (all of Projection C, but at 100% build-out). The study further used existing development to define the generation rates. This included Bella Vista on Bersano Lane to represent single-family, Creekside Village off of Woodland Avenue to represent an attached product and Riviera Apartments on Riviera Terrace for an apartment housing type. The report categorizes the Specific Plan Area in the Creekside Village product category, and based on this classification indicates that the Specific Plan Area would generate 53 K-12 children by 2022 for Projection C and 106 K-12 children by 2022 for Projection D. It is important to note that these LUGSD projections are based on 400 residential units.

Residential and commercial developments within the Specific Plan Area would be required to pay school impact fees to reduce impacts to the schools system.

PRIMARY STREET.
Primary Streets are identified as Lark Avenue, Los Gatos Boulevard, South 'A' Street, North 'A' Street, Neighborhood Street, Noddin Avenue, Burton Road, and Commercial Streets within the Northern District.

PRIVATE OPEN SPACE
Grass, landscaped area or hardscaped area (patio/balcony), that for exclusive use of an individual unit's residents and their guests. This space can be either green space or hardscape. For purposes of this Specific Plan, private open space is included in the 30% Open Space requirement.

PUBLIC/PUBLICLY ACCESSIBLE OPEN SPACE
Open space, streets and sidewalks in the North 40 will be privately owned, but publicly accessible. For purposes of this Specific Plan "public' refers to publicly owned, or publicly accessible spaces or uses.

RESIDENTIAL TYPES
Residential types descriptions are in this glossary:
- Cottage Cluster
- Townhomes/Garden Clusters
- Multi-Family Flats
- Condominiums
- Live/Work Lofts

RESIDENTIAL UNIT SIZE MIX EXAMPLE
The Specific Plan encourages a mix of residential types and sizes but does not specify exact sizes. The types and sizes are targeting the unmet needs in Los Gatos. A **hypothetical example** of how the mix of residential uses can be realized is illustrated in the table below. This table is only intended as an example of how a mix of residential uses could be proposed on the North 40. It does not represent a target or requirement.

Conceptual Model of Residential Sizes

Types	Net Unit Area Range	Gross Unit Area Range	Approx. Unit Range	Percent of Total Range	Approx. Total Area
Cottage Cluster (Detached Product)		1,000 - 1,200 sf	40-50	20-25%	40,000 - 60,000
Garden Cluster		1,000 - 1,999 sf	40-50	20-25%	40,000 - 60,000
Townhomes, Rowhouses		1,000 - 1,999 sf	130 - 140	30 - 40%	130,000 - 280,000
Gross Unit Area Total					**210,000 - 400,000**
Condos/ Multi-Family	1,300 - 2,350 sf		90 - 110	25 - 30%	117,000 - 258,000
Apartments/ Affordable	500 - 750 sf		45 - 55	10 - 15%	22,000 - 42,000
Net Unit Area Total					**139,000 - 300,000**

Refer to definitions for Net Unit Area and Gross Unit Area.
Note: 100% is not intended to be achieved by adding the example Percent of Total Range numbers, as it is not required to use every residential product type listed in the table.

TOWN OF LOS GATOS
PLANNING COMMISSION
REPORT

MEETING DATE: 09/23/2026

ITEM NO: 6

DATE: September 18, 2026

TO: Planning Commission

FROM: Joel Paulson, Community Development Director

SUBJECT: Forward a Recommendation to the Town Council on a Resolution Amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: Allow 30 to 40 Dwelling Units Per Acre; Remove the Housing Unit Cap; and Remove Guest Parking Requirements on Properties Zoned North Forty Specific Plan and North Forty Specific Plan: Housing Element Overlay Zone. **Project Location: North Forty Specific Plan Area**. North Forty Specific Plan Amendment Application A-26-005. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with Certainty that there is No Possibility that the Amendments to the Specific Plan would have a Significant Effect on the Environment. All Projects to which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval. Applicant: Town of Los Gatos. Project Planner: Jocelyn Shoopman.

RECOMMENDATION:

Forward a recommendation to the Town Council on a Resolution amending the North Forty Specific Plan (NF-SP) pursuant to Implementation Program D of the 2023-2031 Housing Element to: allow 30 to 40 dwelling units per acre; remove the housing unit cap; and remove guest parking requirements on properties zoned NF-SP and NF-SP:Housing Element Overlay Zone (HEOZ).

CEQA:

The proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval.

PREPARED BY: Jocelyn Shoopman
Senior Planner

Reviewed by: Planning Manager, Community Development Director, and Town Attorney

FINDINGS:

- As required, the project is not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval.
- As required, the proposed amendments to the NF-SP are consistent with the General Plan and its Elements.

ACTION:

The Planning Commission will provide a recommendation to the Town Council who will render the final decision.

BACKGROUND:

A. North Forty Specific Plan Area

The NF-SP Area is approximately 44 acres and is bounded by Highway 85 to the north, Lark Avenue to the south, Highway 17 to the west, and Los Gatos Boulevard to the east.

The Town Council certified an environmental impact report (EIR) for the NF-SP on January 5, 2015. The NF-SP was adopted by the Town Council on June 17, 2015.

On August 1, 2017, the Town Council approved Phase I of the NF-SP, which included the construction of 320 residential units, of which 50 were affordable senior units; approximately 66,800 square feet of commercial floor area; on-site and off-site improvements; and a vesting tentative map.

On September 4, 2018, the Town Council adopted Resolution 2018-044 approving amendments to the NF-SP.

On January 13, 2026, the Town Council approved Phase II of the NF-SP, which included the construction of 450 residential units, of which 77 are designated as affordable units; approximately 15,074 square feet of commercial space; on-site and off-site improvements; and a vesting tentative map.

B. Housing Element Implementation Program D

Implementation Program D, Additional Housing Capacity for the NF-SP, of the 2023-2031 Housing Element requires that the Town amend the NF-SP to make specific modifications to facilitate achieving maximum densities and increasing the total number of dwelling units allowed in the Specific Plan by addressing the following topics (Exhibit 2):

1. Amend the NF-SP to allow for a density from 30 dwelling units per acre to 40 dwelling units per acre and increase the total number of dwelling units allowed in the Specific Plan;
2. Amend the NF-SP to remove the housing unit cap; and
3. Amend the NF-SP to remove guest parking requirements and modify development standards to facilitate achieving maximum densities.

DISCUSSION:

The following summarizes each task associated with Implementation Program D, Additional Housing Capacity for the NF-SP, and the proposed actions.

Item #1

Item #1 requires that the NF-SP be amended to establish a minimum density of 30 dwelling units per acre and a maximum density of 40 dwelling units per acre, therefore, allowing for an increase in the total number of dwelling units allowed in the Specific Plan area. The proposed amendment would insert the following new language in Section 2.5.1 of the NF-SP:

- "In no event shall a residential project be developed below the minimum density of 30 dwelling units per acre or above the maximum density of 40 dwelling units per acre. Residential units shall occupy at least 50 percent of the floor area in all mixed-use projects" (Exhibit 3).

This language is consistent with the language provided in Division 5 of Article VIII of Chapter 29 of the Town Code for the HEOZ.

Additionally, in Section 6.6 of the NF-SP, under the definition of *Residential Unit Size Mix Example*, reference to the maximum number of units allowed would be struck out (Exhibit 3).

Item #2

Item #2 requires that the NF-SP be amended to remove the housing unit cap, in order to allow developments the ability to reach the maximum allowable density, plus any additional units due to State Density Bonus Law or other applicable regulations. The proposed amendments would strike out references to a housing unit cap of 270 residential units in Policy LU-9, Section 2.5.1, Table 2-2, Section 2.5.8 (b), and Section 5.8.2 of the NF-SP (Exhibit 3).

Item #3

Item #3 requires that the NF-SP be amended to remove guest parking requirements. Currently, Table 2-4 of the NF-SP requires 0.5 guest parking spaces for a senior/affordable unit, 1 bedroom unit, or 2 plus bedroom unit. The proposed amendments would eliminate the guest parking requirements for all unit types (Exhibit 3).

CEQA DETERMINATION:

The proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval.

CONCLUSION:

A. Summary

The proposed amendments to the NF-SP respond to the topics identified in Implementation Program D, Additional Housing Capacity for the NF-SP, of the 2023-2031 Housing Element.

B. Recommendation

Staff recommends that the Planning Commission review the information included in the staff report and forward a recommendation to the Town Council for approval of the amendments to the NF-SP in the draft Resolution (Exhibit 4). The Planning Commission should also include any comments or recommended changes to the draft Resolution in taking the following actions:

1. Make the finding that the proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval (Exhibit 1);
2. Make the required finding that the amendments to the NF-SP are consistent with the General Plan and its Elements (Exhibit 1); and
3. Forward a recommendation to the Town Council for approval of the amendments to the NF-SP in the draft Resolution (Exhibit 4).

C. Alternatives

Alternatively, the Commission can:

1. Forward a recommendation to the Town Council for approval of the Draft Resolution with modifications; or
2. Continue the matter to a date certain with specific direction.

COORDINATION:

This report was coordinated with the Town Attorney's office.

EXHIBITS:

1. Required Findings
2. Implementation Programs Program D, Additional Housing Capacity for the North Forty Specific Plan
3. Redlined Version of the Amendments to the North Forty Specific Plan
4. Draft Resolution with Exhibit A

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PLANNING COMMISSION – *September 23, 2026*
REQUIRED FINDINGS FOR:

North Forty Specific Plan Amendment Application A-26-005

Forward a Recommendation to the Town Council on a Resolution Amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: Allow 30 to 40 Dwelling Units Per Acre, Remove the Housing Unit Cap, and Remove Guest Parking Requirements. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with Certainty that there is No Possibility that the Amendments to the Specific Plan would have a Significant Effect on the Environment. All Projects to which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval.

Applicant: Town of Los Gatos.
Project Location: North Forty Specific Plan Area.
Project Planner: Jocelyn Shoopman.

FINDINGS

Required Findings for CEQA:

- The proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval.

Required Findings for General Plan:

- The proposed amendments to the North Forty Specific Plan are consistent with the General Plan and its Elements.

EXHIBIT 1

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Programs		
	Inventory to maintain sufficient sites at appropriate densities to accommodate RHNA for lower income households. If an approval of a development results in a reduction of site capacity below the residential capacity needed to accommodate the remaining RHNA, including for lower income households, the Town will identify and zone sufficient adequate sites at appropriate densities to accommodate the remaining RHNA.	Community Development Department Timeframe Ongoing tracking as developments are approved Funding Source None required Quantified Objective Maintain RHNA capacity Performance Metric(s) Number of units and affordability level applied for; number of units and affordability level entitled; number of units and affordability level permitted; number of units and affordability level completed
D	**Additional Housing Capacity for the North Forty Specific Plan** Amend the North Forty Specific Plan to allow for a density from 30 dwelling units per acre to 40 dwelling units per acre and increase the total number of dwelling units allowed in the Specific Plan. Sites identified in the North Forty Specific Plan Area are reuse sites and must permit owner-occupied and rental multi-family uses by-right for developments in which 20 percent or more of the units are affordable to lower-income households. See Implementation Program AQ and AR. Amend the North Forty Specific Plan to remove the housing unit cap. This amendment will allow developments to reach the maximum allowable density plus the additional units due to density bonus and other applicable regulations. Amend the North 40 Specific Plan to remove guest parking requirements and modify development standards to facilitate achieving maximum densities.	Implementation Policies HE-1.1 Adequate Sites HE-3.3 Efficient Development Processing Responsible Department/Review Authority Community Development Department Timeframe January 2025 Funding Source None required Quantified Objective Facilitate the construction of 45 new homes for lower-income households. Performance Metric(s) Number of affordable homeownership units entitled and the number of units entitled for lower-income Households
E	**Affordable Development on Town Owned Property** Pursue opportunities to work with an affordable housing developer or enter into a public-private partnership to develop affordable housing, targeting lower-income households on Town owned property.	Implementation Policies HE-1.1 Adequate Sites HE-2.9 Public/Private Partnerships Responsible Department/Review Authority Town Manager Timeframe Ongoing effort

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2.2 LAND USE GOALS AND POLICIES

This section establishes land use policies formulated to guide the implementation of the Specific Plan vision. The land use policies provide direction for the development regulations and permitted uses found later in this chapter. In addition, proposed individual development projects must be consistent with the following land use policies.

***Goal:** To provide land uses within the North 40 Specific Plan Area that are consistent with the Town of Los Gatos General Plan, the Town Council Vision Statement and Guiding Principles and the goals and policies set forth herein.*

Land Use Policies

Policy LU1: Land Use Designations

The Specific Plan shall be implemented through the approval of development projects that are consistent with the land uses and the Council Vision as outlined in this chapter.

Policy LU2: Specific Plan Amendments

Specific Plan Amendments must be consistent with the Vision Statement and Guiding Principles and the goals and policies set forth herein.

Policy LU3: Mix of Uses

Provide a mix and size of uses to promote the creation of a lively, walkable neighborhood that makes the North 40 Specific Plan Area a resource to North 40 residents, businesses and adjacent neighborhoods.

Policy LU4: Maximum Commercial Development

Commercial development within the Specific Plan Area shall be complementary to Downtown through the careful control of uses and permitted square footage as set forth in the Maximum Development Capacity Table (refer to Table 2-2.)

Policy LU5: Building Height

Building heights within the Specific Plan Area shall be consistent with the Specific Plan Development Standards.

Policy LU6: Retail

Retail uses within the Specific Plan Area are intended to serve North 40 residents, adjacent neighborhoods, nearby employment centers and the unmet needs of the Town of Los Gatos.

Policy LU7: Restaurants

Eating and drinking establishments within the Specific Plan Area are intended to serve North 40 residents, adjacent neighborhoods and nearby employment centers.

Policy LU8: Hotel/Conference Facilities

A hotel facility developed within the North 40 Specific Plan Area should include a conference/meeting space to accommodate 200 to 250 people.

~~**Policy LU9: Maximum Residential Development**~~

~~The maximum number of residential units will be limited as set forth in the Maximum Development Capacity Table (refer to Table 2-2.)~~

Policy ~~LU10~~LU9: Residential

Provide and integrate a mix of residential product types designed to minimize impacts on schools, while complying with Senate Bill 50, Schools Facilities Act and serve the unmet housing needs within the Town of Los Gatos.

Policy ~~LU11~~LU10- Economic Balance

Proposed uses should complement the existing balance and diversity of businesses located along Los Gatos Boulevard and in Downtown Los Gatos

2.5 AREA-WIDE DEVELOPMENT REGULATIONS

An important objective of this Specific Plan is to set the parameters for development within the Specific Plan Area. The goal is to offer a compatible mix of land uses in a pedestrian-friendly environment. The following development standards tailor the existing Town standards to shape the desired built form and ensure compatibility with the surrounding neighborhoods and Los Gatos' small town character. This section initially addresses development regulations that apply throughout the Specific Plan Area, followed by development regulations that are specifically designed for non-residential and residential land uses.

2.5.1 Maximum Development Capacity

A maximum development capacity of 501,000 square feet (sf) has been provided to limit the overall build-out of the Specific Plan Area and provide an appropriate balance of land uses that meet the goals and objectives of the Specific Plan.

Table 2-2 defines maximums of 250,000 sf of new office/hotel, 400,000 sf of other new commercial (includes: restaurants, retail, specialty market, health club, personal services and entertainment), and ~~270~~ residential units. In no event shall a residential project be developed below the minimum density of 30 dwelling units per acre or above the maximum of 40 dwelling units per acre. Residential units shall occupy at least 50 percent of the floor area in all mixed-use projects. More restrictive than the Town's General Plan, the Specific Plan has a maximum capacity of 501,000 sf which includes 435,000 sf of new non-residential square footage and 66,000 sf of existing commercial uses.

Development Capacity Submittal Requirement:

Every application for Architecture and Site Review shall include a table that identifies the following:

- Proposed project building floor area categorized by land use.
- New total developed building floor area categorized by land use.
- Balance of allowed land use square footage shown in Table 2-2.

Table 2-2 Maximum Development Capacity

Land Use	~~Units~~	Square Feet
Residential	~~270*~~	N/A ~~Refer to section 2.7.3~~
Office/Hotel		250,000
Commercial (Excluding office/ Hotel) • Restaurants • Retail • Specialty market • Health club • Personal service (beauty supply, nail salon, etc.) • Entertainment		400,000

Note: The new non-residential portion of the project shall include a mixture of commercial (shopping center), and/or hotel, and/or stand-alone general office that does not create a significant unavoidable impact as a result of the development. The total new square footage shall not exceed 435,000 square feet (sf). With the exception of Assessor Parcel Numbers 424-07-102 through -112, 424-07-099, and 424-06-129, no new Medical Office will be permitted. If destroyed, the existing buildings on the parcels referenced above are allowed to rebuild in substantially the same manner as they existed before their destruction. The existing 66,000 sf of recently constructed buildings on the parcels referenced above is in addition to the 435,000 sf of new non-residential square footage. Each project shall provide a current traffic analysis demonstrating compliance with this requirement.

Projects cannot exceed the maximum traffic capacity evaluated in the EIR

~~*Total number of units, includes existing units and Town required Below Market Price units. Action HOU 1.3 General Plan Density Bonus does not apply to the Specific Plan Area.~~

2.5.7 Perimeter Overlay Zone

The following standards apply within the Perimeter Overlay Zone:

a. Buildings or portions of buildings located within 50 feet of Lark Avenue shall be restricted to a maximum building height of 25 feet.

b. Buildings or portions of buildings located within 50 feet of Los Gatos Boulevard shall be restricted to a maximum building height of 25 feet.

c. Additional setback requirements are provided in Table 2-5 of this chapter.

d. No building shall be located within 30 feet of a property line adjacent to the freeway.

2.5.8 Parking Requirements

Parking provided within the Specific Plan Area shall adhere to the standards provided in Division 4 of the Zoning Ordinance.

Number of Off-Street Spaces Required:

a. Non-Residential Use: The number of off-street parking spaces shall be consistent with parking required in Downtown as required within Division 4 of the Zoning Ordinance.

b. Residential Use: Parking provided within the Specific Plan Area shall be as follows:

Table 2-4 Residential Off-Street Parking Space Requirement

Unit Type	Spaces Required
Senior/Affordable Housing Unit *Note:* Director of Community Development shall approve this requirement given that the applicant presents findings that the product type parking demand warrants .5 spaces per unit and surrounding neighborhoods will not be negatively impacted.	.5 space ~~+ .5 guest~~
1 Bedroom Unit	1 space ~~+ .5 guest~~
2+ Bedroom Unit	2 spaces ~~+ .5 guest~~

Mixed-Use Parking:

When a project contains a vertical mix of uses composed of commercial uses with residential, hotel, and/or office use above in the same building, the non-residential portion of the mixed-use building may be eligible to receive a reduction in the parking requirements established by this Specific Plan of up to 25%, subject to Architecture and Site Review and approval.

Shared Parking Reduction:

Shared (alternating use) parking agreements may be developed if two or more land uses or businesses have different hours of operation or hours that do not substantially overlap with each other (e.g., office).

When the above criteria are met, such uses may develop shared parking agreements to satisfy the parking requirements of this Specific Plan, with review and approval by Director of Community Development and in accordance with the following:

a. Residential units shall range in size. Refer to Residential Unit Size Mix in Glossary (Chapter 6).

~~b. There shall be a maximum of 270 residential units. This is a maximum, not a goal, and includes the affordable housing units required and the existing units.~~

~~c.~~b. Affordable housing (Below Market Price housing) requirements shall be met pursuant to Town Code.

~~d.~~c. New residential shall be a maximum of:

- 400,000 gross square feet for Cottage Cluster, Garden Cluster, Townhome and Rowhouse products
- 300,000 net square feet for Condominium, Multi-Family, Apartments and Affordable products
- These are maximums, not a goal

~~e.~~d. Single family detached units shall be a maximum of 1,200 square feet and be designed as a cottage cluster product type as defined in Glossary (Chapter 6).

2.7.2 Setbacks (Residential)

a. All setbacks interior to the Specific Plan Area are measured from the face of curb. Lark Avenue and Los Gatos Boulevard setbacks are measured from property line.

b. Residential setbacks along primary streets (Lark Avenue, Los Gatos Boulevard, South 'A' Street, North 'A' Street, Neighborhood Street, Noddin Avenue, and Burton Road) follow setback standards on Table 2-5. Residential setbacks on all other interior streets shall be determined at Architecture and Site Review. Setback examples are illustrated in Table 2-7, 2-8 and 2-9 to show desired character.

c. Setback diagrams containing an asterisk (*) are permitted a five foot encroachment for up to 50% of linear building facade length to allow for porches, balconies, and other building elements (including livable space) that will add visual interest and minimize the appearance of a solid wall plane.

d. All landscaped areas and planting strips shall be planted with trees identified within the Landscape Palette provided in Chapter 3 of this document.

e. Cornices, belt courses, sills, canopies, cantilevered bay windows, chimneys or other similar architectural features may extend or project into a required setback not more than 30 inches. Eaves may encroach up to 36 inches.

5.8.2 Public Schools

There are no schools located within the boundaries of the Specific Plan, however the Specific Plan Area will be serviced by the Los Gatos Union School District, Campbell Union School District, Los Gatos – Saratoga Union High School District, and Campbell Union High School District.

The following is a summary of two studies that were conducted to determine student generation for the Specific Plan Area.

a. Student Projections

The following summarizes two separate processes that the Town, the Los Gatos School Districts, and Campbell School Districts used to derive student population projections for the Town, including the Specific Plan Area.

Town 2020 General Plan EIR Student Generation Rates: The first set of data is from the Town's adopted 2020 General Plan EIR. This data was developed in 2010, using both Los Gatos Union School District (LGUSD) and Los Gatos-Saratoga Joint Union High School District (LGSJUHSD) actual enrollment and some data from another high performing school district. The General Plan EIR data is based on housing types, including single-family detached, attached (condominiums and townhomes), apartments, below market rate apartments, or integrated mixed-use. Since the Town did not have any large developments that were exclusively below market rate apartments or integrated mixed-use to survey, this data was derived from the Irvine School District, which has a similar Academic Performance Index.

Based on the previous proposal of a maximum 364 residential units, if the units were a combination of attached product types (Townhouse and Condominium), the development would generate 67 children in grades K through 12 at any given time once all residential product types were built and occupied, which would be in a timeframe of 2015 to 2020. This same number of single-family units (364) would generate 205 children in grades K through 12. ~~However, the maximum allowed number of residential units is limited to 270 units which would yield a lower number of new students.~~

LGUSD draft Student Population Projections for 2012/13 to 2021/22: In July 2012, the LGUSD released a recently prepared Student Population Projections for 2012/13 to 2021/22. This report assumes four different projection assumptions, including Projection A (no future development), Projection B (only development that has been approved), C (all development in B + development in early planning stages, including the Specific Plan Area, but a 50% of maximum build-out), and D (all of Projection C, but at 100% build-out). The study further used existing development to define the generation rates. This included Bella Vista on Bersano Lane to represent single-family, Creekside Village off of Woodland Avenue to represent an attached product and Riviera Apartments on Riviera Terrace for an apartment housing type. The report categorizes the Specific Plan Area in the Creekside Village product category, and based on this classification indicates that the Specific Plan Area would generate 53 K-12 children by 2022 for Projection C and 106 K-12 children by 2022 for Projection D. It is important to note that these LUGSD projections are based on 400 residential units~~, and the Town Council reduced this number to a maximum of 270 units at the April 14, 2015 meeting~~.

Residential and commercial developments within the Specific Plan Area would be required to pay school impact fees to reduce impacts to the schools system.

PRIMARY STREET.
Primary Streets are identified as Lark Avenue, Los Gatos Boulevard, South 'A' Street, North 'A' Street, Neighborhood Street, Noddin Avenue, Burton Road, and Commercial Streets within the Northern District.

PRIVATE OPEN SPACE
Grass, landscaped area or hardscaped area (patio/balcony), that for exclusive use of an individual unit's residents and their guests. This space can be either green space or hardscape. For purposes of this Specific Plan, private open space is included in the 30% Open Space requirement.

PUBLIC/PUBLICLY ACCESSIBLE OPEN SPACE
Open space, streets and sidewalks in the North 40 will be privately owned, but publicly accessible. For purposes of this Specific Plan "public' refers to publicly owned, or publicly accessible spaces or uses.

RESIDENTIAL TYPES
Residential types descriptions are in this glossary:
- Cottage Cluster
- Townhomes/Garden Clusters
- Multi-Family Flats
- Condominiums
- Live/Work Lofts

RESIDENTIAL UNIT SIZE MIX EXAMPLE
The Specific Plan encourages a mix of residential types and sizes but does not specify exact sizes. The types and sizes are targeting the unmet needs in Los Gatos. A **hypothetical example** of how the mix of residential uses can be realized is illustrated in the table below. This table is only intended as an example of how a mix of residential uses could be proposed on the North 40. It does not represent a target or requirement.

Conceptual Model of Residential Sizes

Types	Net Unit Area Range	Gross Unit Area Range	Approx. Unit Range	Percent of Total Range	Approx. Total Area
Cottage Cluster (Detached Product)		1,000 - 1,200 sf	40-50	20-25%	40,000 - 60,000
Garden Cluster		1,000 - 1,999 sf	40-50	20-25%	40,000 - 60,000
Townhomes, Rowhouses		1,000 - 1,999 sf	130 - 140	30 - 40%	130,000 - 280,000
Gross Unit Area Total					**210,000 - 400,000**
Condos/ Multi-Family	1,300 - 2,350 sf		90 - 110	25 - 30%	117,000 - 258,000
Apartments/ Affordable	500 - 750 sf		45 - 55	10 - 15%	22,000 - 42,000
~~**Maximum Units Allowed**~~			~~**364**~~		
Net Unit Area Total					**139,000 - 300,000**

Refer to definitions for Net Unit Area and Gross Unit Area.
Note: 100% is not intended to be achieved by adding the example Percent of Total Range numbers, as it is not required to use every residential product type listed in the table.

RESOLUTION 2026-xx

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE NORTH FORTY SPECIFIC PLAN TO ALLOW DEVELOPMENT OF 30 TO 40 DWELLING UNITS PER ACRE, REMOVE THE HOUSING UNIT CAP, AND REMOVE GUEST PARKING REQUIREMENTS.

PROJECT LOCATION: NORTH FORTY SPECIFIC PLAN
NORTH FORTY SPECIFIC PLAN AMENDMENT APPLICATION: A-26-005
APPLICANT: TOWN OF LOS GATOS

WHEREAS, on July 10, 2024, by the California Department of Housing and Community Development certified the 2023-2031 Housing Element of the Town of Los Gatos; and

WHEREAS, the Housing Element includes Implementation Program D, which requires the Town to amend the North Forty Specific Plan to allow development of 30 to 40 dwelling units per acre; remove the housing unit cap; and remove guest parking requirements; and

WHEREAS, on September 23, 2026, the Planning Commission held a public hearing and received testimony from all interested persons who wished to testify or submit documents. The Planning Commission considered all testimony and materials submitted, including the packet of materials contained in the Planning Commission Agenda Report for their meeting on September 23, 2026, along with any and all subsequent reports and materials prepared concerning this application, and forwarded a recommendation of approval to the Town Council; and

WHEREAS, this matter was regularly noticed in conformance with State and Town law and came before the Town Council on _____, 2026; and

WHEREAS, on _____, 2026, the Town Council held a public hearing all interested persons who wished to testify or submit documents. The Town Council considered all testimony and materials submitted, including the record of the Planning Commission proceedings and the packet of materials contained in the Council Agenda Report for their meeting on _____, 2026, along with any and all subsequent reports and materials prepared concerning this application; and

WHEREAS, the Town Council was able to make the findings required to approve the North Forty Specific Plan Amendment application.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Los Gatos that the proposed amendments to the North Forty Specific Plan, which are attached hereto as Exhibit A and hereby incorporated herein, are adopted to implement Housing Element Implementation Program D; and

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its adoption.

EXHIBIT 4

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the _____, 2026, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

_____
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

_____
TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DRAFT

2.2 LAND USE GOALS AND POLICIES

This section establishes land use policies formulated to guide the implementation of the Specific Plan vision. The land use policies provide direction for the development regulations and permitted uses found later in this chapter. In addition, proposed individual development projects must be consistent with the following land use policies.

***Goal:** To provide land uses within the North 40 Specific Plan Area that are consistent with the Town of Los Gatos General Plan, the Town Council Vision Statement and Guiding Principles and the goals and policies set forth herein.*

Land Use Policies

Policy LU1: Land Use Designations

The Specific Plan shall be implemented through the approval of development projects that are consistent with the land uses and the Council Vision as outlined in this chapter.

Policy LU2: Specific Plan Amendments

Specific Plan Amendments must be consistent with the Vision Statement and Guiding Principles and the goals and policies set forth herein.

Policy LU3: Mix of Uses

Provide a mix and size of uses to promote the creation of a lively, walkable neighborhood that makes the North 40 Specific Plan Area a resource to North 40 residents, businesses and adjacent neighborhoods.

Policy LU4: Maximum Commercial Development

Commercial development within the Specific Plan Area shall be complementary to Downtown through the careful control of uses and permitted square footage as set forth in the Maximum Development Capacity Table (refer to Table 2-2.)

Policy LU5: Building Height

Building heights within the Specific Plan Area shall be consistent with the Specific Plan Development Standards.

Policy LU6: Retail

Retail uses within the Specific Plan Area are intended to serve North 40 residents, adjacent neighborhoods, nearby employment centers and the unmet needs of the Town of Los Gatos.

Policy LU7: Restaurants

Eating and drinking establishments within the Specific Plan Area are intended to serve North 40 residents, adjacent neighborhoods and nearby employment centers.

Policy LU8: Hotel/Conference Facilities

A hotel facility developed within the North 40 Specific Plan Area should include a conference/meeting space to accommodate 200 to 250 people.

Policy LU9: Residential

Provide and integrate a mix of residential product types designed to minimize impacts on schools, while complying with Senate Bill 50, Schools Facilities Act and serve the unmet housing needs within the Town of Los Gatos.

Policy LU10- Economic Balance

Proposed uses should complement the existing balance and diversity of businesses located along Los Gatos Boulevard and in Downtown Los Gatos

2.5 AREA-WIDE DEVELOPMENT REGULATIONS

An important objective of this Specific Plan is to set the parameters for development within the Specific Plan Area. The goal is to offer a compatible mix of land uses in a pedestrian-friendly environment. The following development standards tailor the existing Town standards to shape the desired built form and ensure compatibility with the surrounding neighborhoods and Los Gatos' small town character. This section initially addresses development regulations that apply throughout the Specific Plan Area, followed by development regulations that are specifically designed for non-residential and residential land uses.

2.5.1 Maximum Development Capacity

A maximum development capacity of 501,000 square feet (sf) has been provided to limit the overall build-out of the Specific Plan Area and provide an appropriate balance of land uses that meet the goals and objectives of the Specific Plan.

Table 2-2 defines maximums of 250,000 sf of new office/hotel, 400,000 sf of other new commercial (includes: restaurants, retail, specialty market, health club, personal services and entertainment), and residential units. In no event shall a residential project be developed below the minimum density of 30 dwelling units per acre or above the maximum of 40 dwelling units per acre. Residential units shall occupy at least 50 percent of the floor area in all mixed-use projects. More restrictive than the Town's General Plan, the Specific Plan has a maximum capacity of 501,000 sf which includes 435,000 sf of new non-residential square footage and 66,000 sf of existing commercial uses.

Development Capacity Submittal Requirement:

Every application for Architecture and Site Review shall include a table that identifies the following:

- Proposed project building floor area categorized by land use.
- New total developed building floor area categorized by land use.
- Balance of allowed land use square footage shown in Table 2-2.

Table 2-2 Maximum Development Capacity

Land Use	Square Feet
Residential	N/A
Office/Hotel	250,000
Commercial (Excluding office/ Hotel) • Restaurants • Retail • Specialty market • Health club • Personal service (beauty supply, nail salon, etc.) • Entertainment	400,000
Note: The new non-residential portion of the project shall include a mixture of commercial (shopping center), and/or hotel, and/or stand-alone general office that does not create a significant unavoidable impact as a result of the development. The total new square footage shall not exceed 435,000 square feet (sf). With the exception of Assessor Parcel Numbers 424-07-102 through -112, 424-07-099, and 424-06-129, no new Medical Office will be permitted. If destroyed, the existing buildings on the parcels referenced above are allowed to rebuild in substantially the same manner as they existed before their destruction. The existing 66,000 sf of recently constructed buildings on the parcels referenced above is in addition to the 435,000 sf of new non-residential square footage. Each project shall provide a current traffic analysis demonstrating compliance with this requirement.	

2.5.7 Perimeter Overlay Zone

The following standards apply within the Perimeter Overlay Zone:

a. Buildings or portions of buildings located within 50 feet of Lark Avenue shall be restricted to a maximum building height of 25 feet.

b. Buildings or portions of buildings located within 50 feet of Los Gatos Boulevard shall be restricted to a maximum building height of 25 feet.

c. Additional setback requirements are provided in Table 2-5 of this chapter.

d. No building shall be located within 30 feet of a property line adjacent to the freeway.

2.5.8 Parking Requirements

Parking provided within the Specific Plan Area shall adhere to the standards provided in Division 4 of the Zoning Ordinance.

Number of Off-Street Spaces Required:

a. Non-Residential Use: The number of off-street parking spaces shall be consistent with parking required in Downtown as required within Division 4 of the Zoning Ordinance.

b. Residential Use: Parking provided within the Specific Plan Area shall be as follows:

Table 2-4 Residential Off-Street Parking Space Requirement

Unit Type	Spaces Required
Senior/Affordable Housing Unit *Note:* Director of Community Development shall approve this requirement given that the applicant presents findings that the product type parking demand warrants .5 spaces per unit and surrounding neighborhoods will not be negatively impacted.	.5 space
1 Bedroom Unit	1 space
2+ Bedroom Unit	2 spaces

Mixed-Use Parking:

When a project contains a vertical mix of uses composed of commercial uses with residential, hotel, and/or office use above in the same building, the non-residential portion of the mixed-use building may be eligible to receive a reduction in the parking requirements established by this Specific Plan of up to 25%, subject to Architecture and Site Review and approval.

Shared Parking Reduction:

Shared (alternating use) parking agreements may be developed if two or more land uses or businesses have different hours of operation or hours that do not substantially overlap with each other (e.g., office).

When the above criteria are met, such uses may develop shared parking agreements to satisfy the parking requirements of this Specific Plan, with review and approval by Director of Community Development and in accordance with the following:

a. Residential units shall range in size. Refer to Residential Unit Size Mix in Glossary (Chapter 6).

b. Affordable housing (Below Market Price housing) requirements shall be met pursuant to Town Code.

c. New residential shall be a maximum of:

- 400,000 gross square feet for Cottage Cluster, Garden Cluster, Townhome and Rowhouse products
- 300,000 net square feet for Condominium, Multi-Family, Apartments and Affordable products
- These are maximums, not a goal

d. Single family detached units shall be a maximum of 1,200 square feet and be designed as a cottage cluster product type as defined in Glossary (Chapter 6).

2.7.2 Setbacks (Residential)

a. All setbacks interior to the Specific Plan Area are measured from the face of curb. Lark Avenue and Los Gatos Boulevard setbacks are measured from property line.

b. Residential setbacks along primary streets (Lark Avenue, Los Gatos Boulevard, South 'A' Street, North 'A' Street, Neighborhood Street, Noddin Avenue, and Burton Road) follow setback standards on Table 2-5. Residential setbacks on all other interior streets shall be determined at Architecture and Site Review. Setback examples are illustrated in Table 2-7, 2-8 and 2-9 to show desired character.

c. Setback diagrams containing an asterisk (*) are permitted a five foot encroachment for up to 50% of linear building facade length to allow for porches, balconies, and other building elements (including livable space) that will add visual interest and minimize the appearance of a solid wall plane.

d. All landscaped areas and planting strips shall be planted with trees identified within the Landscape Palette provided in Chapter 3 of this document.

e. Cornices, belt courses, sills, canopies, cantilevered bay windows, chimneys or other similar architectural features may extend or project into a required setback not more than 30 inches. Eaves may encroach up to 36 inches.

5.8.2 Public Schools

There are no schools located within the boundaries of the Specific Plan, however the Specific Plan Area will be serviced by the Los Gatos Union School District, Campbell Union School District, Los Gatos – Saratoga Union High School District, and Campbell Union High School District.

The following is a summary of two studies that were conducted to determine student generation for the Specific Plan Area.

a. Student Projections

The following summarizes two separate processes that the Town, the Los Gatos School Districts, and Campbell School Districts used to derive student population projections for the Town, including the Specific Plan Area.

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TOWN OF LOS GATOS
PLANNING COMMISSION
REPORT

MEETING DATE: 09/23/2026

ITEM NO: 6

DESK ITEM

DATE: September 23, 2026

TO: Planning Commission

FROM: Joel Paulson, Community Development Director

SUBJECT: Forward a Recommendation to the Town Council on a Resolution Amending the North Forty Specific Plan Pursuant to Implementation Program D of the 2023-2031 Housing Element to: Allow 30 to 40 Dwelling Units Per Acre; Remove the Housing Unit Cap; and Remove Guest Parking Requirements on Properties Zoned North Forty Specific Plan and North Forty Specific Plan: Housing Element Overlay Zone. **Project Location: North Forty Specific Plan Area**. North Forty Specific Plan Amendment Application A-26-005. Not Subject to CEQA Review Pursuant to CEQA Guidelines Section 15061 (b)(3) because it can be seen with Certainty that there is No Possibility that the Amendments to the Specific Plan would have a Significant Effect on the Environment. All Projects to which the Specific Plan Applies Will Undergo Separate CEQA Review and Approval. Applicant: Town of Los Gatos. Project Planner: Jocelyn Shoopman.

REMARKS:

Exhibit 5 includes public comments received by 11:00 a.m., Wednesday, September 23, 2026.

EXHIBITS:

Previously Received with the September 23, 2026, Staff Report:

1. Required Findings
2. Implementation Programs Program D, Additional Housing Capacity for the North Forty Specific Plan
3. Redlined Version of the Amendments to the North Forty Specific Plan
4. Draft Resolution with Exhibit A

Received with this Desk Item Report:

5. Public Comments Received by 11:00 a.m., Wednesday, September 23, 2026

PREPARED BY: Jocelyn Shoopman
Senior Planner

Reviewed by: Planning Manager, Community Development Director, and Town Attorney

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#1313 Public Comment or Questions regarding a Planning Project.

Assigned To: Jocelyn Shoopman

Due Date: Oct 07, 2026

Priority: Normal

Public Comment or Questions regarding a Planning Project. Request

Entered on Sep 23, 2026, 08:54 AM

Entered viaPublic Portal by: Robert Abrams

Customer: Robert Abrams, Resident

Topic: Public Comment or Questions regarding a Planning Project.

Description:

Here are my comments on this project as we live in the Bellaterra development right there right now there is not enough guest parking at all existing and yet this project seems to imply that there will be no additional guest parking in our view. That is a terrible mistake. We are already short parking spaces for this project that we live in at Bellaterra. Please reconsider that and add more guest Parking to this project. Thank you very much.

Address, APN, and/or Permit # you are reaching out about: Re: north 40 project (butler ave)

EXHIBIT 5

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A P P E A R A N C E S:

Los Gatos Planning Commissioners:	Jeffrey Barnett, Vice Chair Susan Burnett Adam Mayer Joseph Sordi Rob Stump Emily Thomas
Community Development Director:	Joel Paulson
Town Attorney:	Gabrielle Whelan
Transcribed by:	Vicki L. Blandin (619) 541-3405

P R O C E E D I N G S:

VICE CHAIR BARNETT: We'll move on to Item 6, the related issue of forwarding a recommendation to the Town Council on a resolution amending the North Forty Specific Plan pursuant to Implementation Program D of the 2023-2031 Housing Element to allow 30 to 40 dwelling units per acre, remove the housing unit cap, and remove guest parking requirements on properties zoned North Forty Specific Plan and North Forty… I have North Forty Specific Plan twice. Am I missing something? It's a typo?

JOCELYN SHOOPMAN: There are two zones. There is North Forty Specific Plan and North Forty Specific Plan: Housing Element Overlay Zone.

VICE CHAIR BARNETT: Oh, the Housing Element. I didn't go far enough. Thank you. Project location: North Forty Specific Plan Area. North Forty Specific Plan Amendment Application A-26-005. Not subject to CEQA under 15061(b)(3) because it can be seen with certainty that there is no possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval. Applicant is the Town of Los Gatos, and Ms. Shoopman, you're on.

JOCELYN SHOOPMAN: Thank you. Good evening.

VICE CHAIR BARNETT: First, lets… Oh, we already know who has visited the property and disclosed, so please proceed.

JOCELYN SHOOPMAN: Before the Planning Commission this evening is consideration of Implementation Program D of the Town's Housing Element. Implementation Program D requires that the Town amend the North Forty Specific Plan to make specific modifications to facilitate achieving maximum densities and increasing the total number of dwelling units allowed within a Specific Plan by implementing the following amendments: allowing for a density from 30 dwelling units per acre to 40 dwelling units per acre in order to increase the total number of dwelling units allowed, removing the housing unit cap, and removing the guest parking requirements.

A redline version of the proposed amendments to the Specific Plan can be reviewed in Exhibit 3 of the Staff Report packet.

To add further clarification on CEQA, the adopted the Housing Element, which includes Program D, is within the scope of the previously approved 2040 General Plan, and the program EIR for the General Plan adequately describes the impacts of the Housing Element for the purposes of

CEQA. This additional information will be provided in a resolution should this item move on to the Council.

The Town will report completion of and progress made on other implementation programs to HCD as part of the annual reporting process to demonstrate compliance with the Town's Certified Housing Element.

This concludes Staff's presentation and we are available for any questions.

VICE CHAIR BARNETT: Are there questions? I don't see any. Oh, you're over there. Okay, thank you.

COMMISSIONER STUMP: To use the vernacular, is this kind of a cleanup on aisle five? I mean, we're having to go back now and deal with things that need to be enabled, so is this really an enabling action that we're taking tonight?

JOCELYN SHOOPMAN: It is. A lot of these were discussed through the Housing Element Advisory Board process and Planning Commission/Town Council. This particular implementation program came directly from HCD to include in our Housing Element to clean up these items and to provide consistency.

DIRECTOR PAULSON: And Ms. Shoopman, could you also just reference, I think it's Program AA, that

previously dealt with parking in the Zoning Code and its link to this?

JOCELYN SHOOPMAN: Yes, so Program AA of the Housing Element was about reducing parking standards. This was adopted by the Town Council, I think, in early 2025, and that modified the parking requirements in the Town Code to remove guest parking from multi-family projects. What we're doing to the Specific Plan is just aligning to what the Zoning Code already says.

COMMISSIONER STUMP: I may have missed the reasoning, but why did we decide to eliminate guest parking? Were we being pushed in that direction? Was this just something taken as a voluntary measure to support multi-family development? What was the rationale behind basically eliminating any guest parking?

JOCELYN SHOOPMAN: My understanding, and other Staff can jump in, is that this was direction from HCD, because the parking requirements were an impediment to housing.

COMMISSIONER STUMP: Thank you. Answers the question.

VICE CHAIR BARNETT: Commissioner Mayer.

COMMISSIONER MAYER: I was on the Housing Element Advisory Board when we went through this. I probably won't

be as diplomatic as Staff is being tonight, but yes, HCD was driving the hammer hard on this stuff, as I recall, so the Town wasn't really put in a position to resist, because we were trying to get it done and there was a timeline issue and everything, but now looking back at it, it's like okay, were these the best decisions? Maybe not, but at the time it's sort of the process that we had to go through.

VICE CHAIR BARNETT: Commissioner Thomas.

COMMISSIONER THOMAS: I also was on the Housing Element Advisory Board and just also wanted to point out that the State laws are trending in the direction of reducing parking minimums as it is. In general, that's something that just keeps happening.

But I did have a question for Staff. I was like, wait, this is in the Housing Element Overlay Zone, so that technically it is already reduced. That is the top thing that applies when they go to do any further process to… Or which supersedes? Because there's a conflict right now with what is in the Specific Plan, and we've eliminated the parking minimums in all the overlay zones.

JOCELYN SHOOPMAN: I'll start. We can think about the most recent application we had in the Specific Plan Area, which was Phase 2, and under Phase 2 they were vested to the Specific Plan in place and that required guest

parking, and so they were required as part of that application to provide it. They used a waiver under Density Bonus Law to reduce those parking requirements.

COMMISSIONER THOMAS: Okay.

DIRECTOR PAULSON: Just further clarification, as I recall, Program AA wasn't specific to the HEOZ, it was the actual Zoning Code itself, so I don't believe we had parking requirements in the HEOZ, so that's a separate issue, so they will need to comply with the HEOZ and the North Forty Specific Plan moving forward.

COMMISSIONER THOMAS: Okay, so it just aligns everything. Okay, thank you.

VICE CHAIR BARNETT: Commissioner Stump.

COMMISSIONER STUMP: Just a follow-up question. Was guest parking reduced in Phase 2, or eliminated by exception, or by…

JOCELYN SHOOPMAN: They still provided guest parking as part of Phase 2; it was just reduced from what would have originally been required had they not utilized a waiver.

COMMISSIONER STUMP: Thank you.

VICE CHAIR BARNETT: It appears that I didn't open the public meeting on the last item of this item, but

there is no one here wishing to speak, and there is no one on Zoom?

DIRECTOR PAULSON: I don't see any hands raised on Zoom for this item. You did open the public hearing and we had a speaker for the last item, so you didn't miss it last time.

VICE CHAIR BARNETT: Maybe I didn't close it. Okay, thank you. If there are no other questions, I'll start with Commissioner Stump.

COMMISSIONER STUMP: I'll go ahead and make a motion as it relates to the North Forty Specific Plan Amendment Application A-26-005.

I move to approve forwarding a recommendation to the Town Council on a resolution amending the North Forty Specific Plan pursuant to Implementation Program D of the 2023-2031 Housing Element to allow 30 to 40 dwelling units per acre, remove the housing unit cap, and remove guest parking requirements. Applicant: Town of Los Gatos. Project location: North Forty Specific Plan Area. Project Planner: Jocelyn Shoopman.

I can make these findings: the required findings for CEQA, that the proposed amendments are not subject to CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty there is no

possibility that the amendments to the Specific Plan would have a significant effect on the environment. All projects to which the Specific Plan applies will undergo separate CEQA review and approval. I can make the finding for the General Plan the proposed amendments to the North Forty Specific Plan are consistent with the General Plan and its elements, and further, a draft resolution is provided for Town Council consideration and approval of amendments to the North Forty Specific Plan Amendment Application A-26-005. Applicant: Town of Los Gatos.

VICE CHAIR BARNETT: Thanks for that complete motion. Is there a second?

ATTORNEY WHELAN: Before you second it, I just wanted to say can that include the additional CEQA language that Ms. Shoopman referenced, and also the public interest finding that Ms. Shoopman referenced?

COMMISSIONER STUMP: Yes, it can as long as I don’t have to state it.

ATTORNEY WHELAN: No, what Ms. Shoopman said will be incorporated into the resolution that is presented to the Council.

COMMISSIONER STUMP: Perfect. Agreed.

VICE CHAIR BARNETT: All right, and with that, is there a second? Commissioner Thomas.

COMMISSIONER THOMAS: I second the motion, and I would just like to add that per Item 1 amending a minimum density of 30 dwelling units per acre and the maximum of 40, I think that I just want to point out that it's really important that we have that minimum, because with the no net loss and everything, we don't want to end up with a situation where things are developed under we had goals for in our Housing Element, so I just wanted to say that I think that that really strengthens and can hopefully show HCD that we're really trying to move in the right direction.

VICE CHAIR BARNETT: Okay, thank you. Are there comments? Otherwise, I'll call the question. Those in favor? And it passes unanimously. Recommendation, so no appeal rights, correct.

SEAN MULLIN: That is correct.

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 9

DATE: November 2, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Adopt a Resolution Approving the Street Naming and Address Numbering Policy**

RECOMMENDATION: Adopt a resolution approving the Street Naming and Address Numbering Policy.

FISCAL IMPACT:

There is no direct current-year fiscal impact associated with adoption of the proposed Policy. Implementation is expected to be carried out within existing staff resources, with no additional ongoing operating costs anticipated. No budget adjustment is required.

Privately initiated street renaming requests would be subject to actual Town processing, notice, and street sign costs. For a Town-initiated change, the applicable Council action would identify the funding source and any authorized cost allocation.

STRATEGIC PRIORITY:

This item supports the Town's Core Goals of Public Safety and Good Governance by establishing consistent standards for street naming and addressing, coordinating review with emergency service and dispatch agencies and clearly assigning staff and Council responsibilities.

BACKGROUND:

The proposed Street Naming and Address Numbering Policy establishes a consistent process for naming streets and assigning addresses within the Town of Los Gatos. The Policy is intended to promote public safety and efficient emergency response, reduce navigational errors, preserve

PREPARED BY: Gary Heap,
Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

the history and character of Los Gatos, and provide a clear process for naming new public and private streets and assigning official addresses.

The Policy applies to new public and private streets, street renaming, and the assignment, confirmation, or change of building, unit, suite, and other official addresses. It also addresses accessory dwelling units, junior accessory dwelling units, and private access roads that require identification for emergency response. Assigning a street name or address does not establish public ownership, maintenance responsibility, legal access, or approval of a specific land use on that street.

The Town Council previously approved street name lists by resolutions adopted on October 4, 1982, and August 19, 2025. The proposed Policy continues to use the remaining Council-approved street names as the primary source for new street names while establishing a process for Council approval of alternative names and future additions to the approved list.

DISCUSSION:

Authority and Agency Coordination

The Policy assigns the Town Engineer responsibility for administering street naming standards and coordinating street name assignments associated with subdivisions, planned developments, new streets, and other development applications. The Town Building Official would assign or confirm official building addresses through the Town's address request process and coordinate with the Town Engineer when engineering, subdivision, or street naming issues affect the address assignment.

The Town Council retains authority to adopt and amend the Approved Street Name List and to approve alternative street names and all street renaming by resolution. The Town Engineer and Town Building Official would coordinate street names, street renaming, and address changes affecting emergency access with the Police Department, Santa Clara County Fire Department, and the responsible emergency dispatch agency. The Policy also requires County Communications clearance for proposed street names, with coordination with the United States Postal Service, Community Development, the County Assessor, and utility providers as applicable.

Street Naming Standards

The remaining Council-approved street names would be maintained by Parks and Public Works. Developers would use that list as the primary source for naming new streets. A street name not previously approved by the Council would require Council approval by resolution before approval of a map bearing the name or assignment of an official address using the name. Proposed street names must be unique within the Town and surrounding service area, readily pronounced and understood, acceptable to postal and emergency dispatch personnel,

generally limited to 20 characters in the base name where practical, and free of punctuation, symbols, and special characters. Names may not duplicate or closely resemble existing street names, be offensive, discriminatory, or vulgar, or promote a business or product. A continuation of an existing street would retain its name, and a continuous street would ordinarily have one name.

The Policy identifies commonly used street type designations, including Street, Avenue, Road, Drive, Court, Circle, Lane, Place, Way, Terrace, and Trail, with standard abbreviations consistent with the United States Postal Service. The Town Engineer may approve an alternative suffix when warranted and compatible with emergency dispatch and postal requirements.

Street Renaming

Street renaming would be discouraged and considered only when required for public safety, necessary to eliminate duplicate or confusing names, or needed to improve emergency response operations. A request may be initiated by affected property owners or Town staff, and every street renaming would require Council approval by resolution.

For an owner-initiated request, the initiating party would submit a petition signed by all affected property owners, identify each property and owner, state the proposed name and reason for the request, and provide a map of the affected street, parcels, and access points. For a Town-initiated change that meets the Policy criteria, unanimous owner consent would not be required. Staff would mail notice to affected property owners and occupants at least 30 calendar days before Council consideration and provide an opportunity for comment, subject to a shorter period for a documented urgent public safety need and applicable law.

Staff would present the Council with the justification for the proposed change, owner and occupant input, historical significance, costs, transition arrangements, and a recommendation for approval or denial. Privately initiated requests would be subject to the Town's actual processing, notice, and street sign costs. A Town-initiated change would identify the funding source and any authorized cost allocation as part of the Council action.

Building Addresses, Multiple Units, and Identification

The Town Building Official would assign official addresses in conformance with Town Code Chapter 23, Article VI, including the numbering method in Section 23.60.015. Existing numbering origins, odd and even sides, block allocations, and frontage intervals would remain governed by the Town Code. Address intervals would accommodate future development, and the Building Official would resolve corner lot, flag lot, shared access, and other complex addressing circumstances with emergency response considerations in mind.

The Policy does not permit new fractional addresses. Letters may be added to distinguish individual buildings on a single parcel when approved by the Building Official and compatible with emergency response and postal identification. Residential, condominium, hotel, and commercial developments with multiple units or tenant spaces would use logical and consistent unit or suite numbering. Each accessory dwelling unit would receive a distinct official address or unit identifier. Complex and high-rise buildings would coordinate the proposed numbering system with the Santa Clara County Fire Department during fire and life safety review.

Address identification and street name signs would comply with applicable Town and fire requirements. Where a building is not visible from the public way, approved identification would be provided at the access point. Developers would install required street name signs as part of approved improvements, and private street sign maintenance responsibility would be identified in the project approval.

Approval Process and Approved Street Name List

For new roads, developers would propose street names with the tentative map and separately list all proposed names. Before the tentative map hearing or approval, whichever occurs first, the Town Engineer would confirm name availability and required agency clearance. An approved name would be reserved for the life of the approved tentative map, including lawful extensions, and released for reuse if the map expires or is withdrawn before recordation and no official address or recorded street uses the name.

A developer proposing a name outside the approved list would obtain Council approval by resolution before the tentative map hearing or approval. Where no subdivision map is required, the same naming review would occur before official address assignment. Final street addresses would be assigned through the Town's address request process.

The Council may amend the Approved Street Name List by resolution. As the list is depleted, Parks and Public Works would work with Library staff to develop proposed new names for Council adoption. Unless otherwise approved by the Council, proposed additions would reflect native flora, fauna, geography, or history associated with Los Gatos. Library staff would verify the historical or cultural basis of proposed names and seek input from knowledgeable community representatives when appropriate.

Mapping, Notice, and Implementation

Approved street names and addresses would be incorporated into Town geographic information system (GIS) databases and the Los Gatos Street List. New assignments and changes would be transmitted to emergency dispatch agencies, the Santa Clara County Fire Department, the Police Department, the United States Postal Service, the County Assessor, and affected utilities, with update requests sent to public mapping providers.

For street renaming or renumbering of occupied property, the approval would establish a

coordinated effective date, ordinarily at least 60 calendar days after approval. Affected owners and occupants would receive notice of the new address, effective date, required sign changes, and their responsibility to update personal and business records. The Town would retain former and current identifiers and effective dates in its records and coordinate external database and postal transition arrangements with the responsible providers.

The Town Engineer, for street naming administration, or the Town Building Official, for address assignments, may approve minor documented deviations when necessary to maintain neighborhood consistency, address unique site conditions, improve public safety, or facilitate emergency response. An exception may not waive applicable law, Town Code requirements, public safety and nonduplication requirements, Council-reserved decisions, or required notice and review procedures.

CONCLUSION:

The proposed Policy establishes a consistent Town process for street naming, street renaming, and official addressing while preserving Council authority over the Approved Street Name List, alternative street names, and all street renaming. Staff recommends adoption of the resolution approving the Street Naming and Address Numbering Policy.

ALTERNATIVES:

The Town Council may adopt the proposed Policy, modify the Policy and adopt the resolution as amended, continue the item to a future meeting and provide direction to staff, or decline to adopt the Policy.

COORDINATION:

Implementation of the Policy requires coordination among Parks and Public Works, the Building Official and Community Development, the Town Clerk, the Police Department, and Library staff, as well as coordination with the Santa Clara County Fire Department, emergency dispatch agencies, County Communications, the United States Postal Service, the County Assessor, utility providers, and other agencies as applicable.

ENVIRONMENTAL ASSESSMENT:

Adoption of the policy is not a project defined under CEQA, and no further action is required.

Attachments:
1. Resolution for Street Naming and Address Numbering Policy
2. Los Gatos Street Naming and Address Numbering Policy

RESOLUTION 2026-xx

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO ADOPT THE STREET NAMING AND ADDRESS NUMBERING POLICY

WHEREAS, the Town Council approved street name lists by resolutions adopted on October 4, 1982, and August 19, 2025; and

WHEREAS, the proposed Street Naming and Address Numbering Policy establishes a uniform process and standards for naming public and private streets, considering street renaming, and assigning, confirming, or changing official addresses within the Town of Los Gatos; and

WHEREAS, the Policy is intended to promote public safety and efficient emergency response, minimize navigational errors, preserve the history, ecology, and character of Los Gatos, and provide a consistent process for street naming and addressing; and

WHEREAS, the Policy assigns the Town Engineer responsibility for administering street naming standards and assigns the Town Building Official responsibility for assigning or confirming official building addresses, with coordination between those officials and applicable emergency response, dispatch, postal, County, and utility agencies; and

WHEREAS, the Policy provides that the Town Council retains authority to adopt and amend the Approved Street Name List and to approve alternative street names and all street renaming by resolution, consistent with applicable law and Town law; and

WHEREAS, the Policy establishes standards for unique and readily understood street names, procedures for owner and Town initiated street renaming, requirements for address numbering and identification, and processes for maintaining the Approved Street Name List and updating Town and external agency records; and

WHEREAS, the Policy provides that previously approved street names and addresses remain in effect unless changed through an authorized process; and

WHEREAS, the Town Council has reviewed the Council Agenda Report dated November 2, 2026 and the proposed Street Naming and Address Numbering Policy presented with that report.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Los Gatos does hereby declare, determine, and order as follows:

1. The Town Council approves and adopts the Street Naming and Address Numbering Policy in the form presented as Attachment 2 to the Council Agenda Report dated November 2, 2026.
2. The Policy is effective on the date this Resolution is adopted and applies to applications submitted thereafter and Town initiated actions begun thereafter, subject to applicable

law and existing approvals. Previously approved street names and addresses remain in effect unless changed through an authorized process.

3. Adoption of this Resolution does not itself establish or change a street name, rename a street, or change an official address. Any future action to establish or change a street name or address shall follow the applicable requirements of law, the Town Code, and the adopted Policy.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 2nd day of November, 2026, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

_____

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

_____

TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

TOWN OF LOS GATOS CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service *Community Stewardship* *Future Focus*

TITLE: Street Naming and Address Numbering	**POLICY NUMBER:** TBD
EFFECTIVE DATE: November 2, 2026	**PAGES:** 8
ENABLING ACTIONS: Resolution 2026-XX	**REVISED DATES:** N/A
APPROVED:	

PURPOSE

The purpose of this Policy is to establish a uniform process and standards for naming streets and assigning addresses within the Town of Los Gatos. This Policy is intended to:

1. Promote public safety and efficient emergency response;
2. Minimize navigational errors for residents, visitors, businesses, and service providers;
3. Preserve the history, ecology, and character of Los Gatos; and
4. Provide a consistent process for naming new public and private streets and assigning addresses.

SCOPE

This Policy applies within Town limits to new public and private streets, street renaming, and the assignment, confirmation, or change of building, unit, suite, and other official addresses. It includes accessory dwelling units (ADUs), junior accessory dwelling units (JADUs), and private access roads requiring identification for emergency response. Naming a private road or assigning an address does not establish public ownership, maintenance responsibility, legal access, or approval of a land use.

POLICY

Authority

The Town Engineer shall be responsible for administering the Town's street naming standards and for coordinating street name assignments associated with subdivisions, planned developments, new streets, and other development applications under applicable Town approvals.

The Building Official shall assign or confirm official building addresses through the Town's address request process and shall coordinate with the Town Engineer when engineering, subdivision, access, GIS, or street naming issues affect the address assignment.

The Town Council retains authority to adopt and amend the Town's Approved Street Name List and to approve alternative street names and all street renaming by resolution, consistent with Government Code Section 34091.1 and applicable Town law.

The Town Engineer and Building Official shall coordinate new street names, street renaming, and address changes affecting emergency access with the Los Gatos-Monte Sereno Police Department, Santa Clara County Fire Department (SCCFD), and the responsible emergency dispatch agency. They shall obtain County Communications clearance for proposed street names and coordinate with USPS. Community Development, the County Assessor, and utility providers shall be consulted as applicable.

This Policy supplements the Town Code and applicable building, fire, and State Minimum Fire Safe Regulations. Those requirements control in the event of a conflict.

The Town Engineer, in coordination with the Building Official and SCCFD, shall determine when a private access road requires an official street name under applicable requirements.

Street Naming Standards

The Town Council approved street name lists by resolutions adopted on October 4, 1982, and August 19, 2025. Parks and Public Works (PPW) shall maintain the list of remaining approved street names in coordination with the Town Clerk. Developers shall utilize the list of remaining approved street names as the primary source for naming new streets.

Developers may propose other names not previously approved by Council. However, any proposed names not previously approved by Council must be approved by Council by resolution before approval of a map bearing the name or assignment of an official address using the name.

All proposed street names, including names selected from the approved list, shall:

1. Be unique within the Town and surrounding service area, except for a continuation of an existing street;
2. Be easily pronounced and understood when spoken;
3. Be acceptable to USPS and emergency dispatch personnel;
4. Be limited to twenty (20) characters where practical, counting spaces in the base name but excluding the street type designation; and
5. Exclude punctuation, symbols, and special characters. If a name on the Council approved list conflicts with this standard or cannot receive agency clearance, the Town Engineer shall refer the issue to Council or require selection of another approved name; staff shall not alter the adopted spelling.

Street names shall not:

1. Match any existing street name in Town or closely resemble existing street names in spelling or pronunciation, except for a continuation of an existing street. A different suffix alone shall not make a confusing name acceptable;
2. Be offensive, discriminatory, or vulgar;
3. Promote a business, product, or commercial enterprise;
4. Consist solely of numbers or a single letter; or
5. Include honorifics such as Mr., Mrs., Dr., Judge, Mayor, or similar titles.

An extension of an existing street shall retain its name, and a continuous street shall ordinarily have one name. Disconnected segments shall not share a name when doing so would misdirect emergency responders. Any exception requires documented emergency dispatch and SCCFD review.

The following street type designations may be proposed where appropriate: Street, Avenue, Road, Drive, Court, Circle, Lane, Place, Way, Terrace, and Trail. Standard abbreviations shall follow USPS Publication 28. The Town Engineer may approve alternative suffixes when warranted and compatible with emergency dispatch and USPS requirements.

Street Renaming

Street renaming shall be discouraged and considered only when required for public safety, necessary to eliminate duplicate or confusing names, or needed to improve emergency response operations.

A request may be initiated by affected property owners or Town staff. Town initiation does not replace the requirement for a stated justification. The Town Council shall approve any street renaming by resolution.

For a request initiated by property owners, the initiating party shall submit a petition signed by all affected property owners. Affected properties are those whose official address would change or whose legal access uses the street segment proposed for renaming. The petition shall identify each property and owner, the proposed name, and the reason for the request. The Town Engineer will establish application requirements for verifying ownership and petition completeness. Unanimous owner consent is not required for a Town initiated change that meets the criteria above.

The application shall include a map of the affected street, parcels, and access points. Staff shall mail notice to affected property owners and to occupants of affected properties at least 30 calendar days before Council consideration and provide an opportunity for comment. Council may shorten this policy notice period for a documented urgent public safety need, subject to applicable law.

The initiating party shall pay the Town's actual processing, notice, and street sign costs for a privately initiated request, with an initial deposit in the amount established by the Town's adopted fee schedule or separate Council action. The Town shall provide a cost estimate, account for charges, collect any balance due, and refund unused funds. For a Town initiated change, the Council action shall identify funding and any authorized cost allocation.

Staff shall present a report to Council evaluating the justification, agency comments, owner and occupant input, historical significance, costs, and transition arrangements, with a recommendation for approval or denial.

Numbering of Buildings

The Building Official shall assign all official addresses in conformance with Town Code Chapter 23, Article VI, including the numbering method in Section 23.60.015.

The established Los Gatos numbering origins, odd and even sides, block allocations, and frontage intervals shall be applied as provided in the Town Code. This Policy does not establish a new numbering origin or authorize a conflicting numbering method.

Address numbers must be assigned using intervals sufficient to accommodate future development.

Corner lots shall generally receive an address from the street providing primary vehicular access. The Building Official shall determine the official address when multiple options exist, considering the principal entrance and the route emergency responders should use.

Flag lots shall receive an available address number in the proper sequence from the street providing legal access. For shared driveways or complex access, the Building Official shall coordinate address and directional identification with SCCFD.

New fractional addresses shall not be permitted. Letters may be added to building addresses to distinguish individual buildings on a single parcel when approved by the Building Official and compatible with emergency response and postal identification.

Multiple Units and Buildings

Residential, condominium, hotel, and commercial developments containing multiple dwelling units, tenant spaces, or occupiable areas shall use a consistent and logical unit or suite numbering system that facilitates identification by occupants, emergency responders, postal and delivery services, and Town staff.

1. Apartment and condominium buildings shall receive a primary street address. Individual units shall receive sequential unit numbers. Commercial buildings containing multiple tenant spaces shall use approved suite identifiers.

2. Each ADU shall receive a distinct official address or unit identifier. The Building Official shall determine the appropriate identifier for a JADU and other additional dwelling units, in coordination with SCCFD as needed.
3. Where a development contains multiple buildings, each building shall have a unique building identifier or address. The complete combination of street address, building identifier, and unit or suite identifier shall be unique and unambiguous.
4. Unit numbers shall follow a consistent sequence on each floor. Where practical, the unit or suite number should identify the floor; for example, 101 through 199 on the first floor and 201 through 299 on the second. Basement levels shall be clearly distinguished from floors above grade.
5. For high rise buildings, as defined by the applicable building and fire codes, and other buildings with complex circulation, the proposed numbering system shall be coordinated with SCCFD during fire and life safety plan review. Building, floor, stairway, elevator, directory, and unit identification shall allow responders to locate the destination readily.
6. Buildings with multiple units shall provide an approved directory identifying unit numbers and their locations when required by the fire code official. The directory shall be located at the primary entrance, lobby, or other approved location. Unit identifiers shall be plainly visible and legible at or immediately adjacent to each unit entrance.
7. Unit, suite, floor, building, and address identifiers shown on approved architectural and fire and life safety plans shall be consistent with the Town's official addressing records. Unit or suite numbering shall not be changed after approval without Building Official approval and coordination with SCCFD where required.

Address Identification and Street Signs

New and existing building numbering shall comply with applicable Town Code and adopted Fire Code requirements. Address identification shall be legible, contrast with its background, and be visible from the street or road fronting the property. Character size, stroke width, materials, and additional locations shall comply with those requirements and the fire code official's approved requirements.

Where access is by a private road and the building cannot be viewed from the public way, an approved sign or other identification shall be provided at the access point. Required identification shall be posted during construction and before occupancy at the times required by applicable codes and approvals and maintained thereafter.

Street name signs shall conform to Town standards and applicable fire access requirements. The developer shall install required signs as part of the approved improvements. Responsibility for ongoing maintenance of private street signs shall be identified in the project approval. Property owners shall maintain required building and unit identification.

Numbering Changes

Address number changes shall be avoided. Existing addresses shall not be changed solely to conform to this Policy. Changes may occur when necessary to improve public safety, eliminate numbering conflicts, accommodate redevelopment, or improve emergency response.

The Building Official's written decision shall identify the affected addresses, reasons, effective date, required posting, and any applicable Town Code review or appeal procedure. An owner or applicant may request reconsideration in writing before the effective date; this does not extend an applicable appeal deadline.

Street Name and Address Approval Process

For new roads, the developer shall propose street names on the tentative map that proposes the road and additionally shall submit a separate listing of all such names with the tentative map. Before the tentative map hearing or approval, whichever occurs first, the Town Engineer shall confirm name availability and required agency clearance.

The Town Engineer shall document reservation of an approved name for the life of the approved tentative map, including lawful extensions. If the map expires or is withdrawn before recordation, the name shall be released for reuse after confirming that no official address or recorded street uses it.

For a proposed name outside the approved list, the developer shall work with the Town Engineer to obtain Council approval by resolution before the tentative map hearing or approval, whichever occurs first. A tentative application may use a clearly identified temporary street label during application review before that point. Where no subdivision map is required, the same naming review shall occur before official address assignment.

The Building Official shall assign final street addresses through the Town's address request process. For subdivisions, final address assignment shall follow map recordation. The application shall identify the parcel, approved street name, building and unit locations, and access routes; utility or service addresses shall be identified when needed. Preliminary numbers shall not be represented as official addresses.

Approved Street Name List Maintenance

The Town Council may amend the Approved Street Name List by resolution.
As the adopted street name list is depleted, Parks and Public Works shall work with the appropriate Town department to develop proposed new names for Council adoption. The Town Clerk shall maintain the official record of adopted names and names used on recorded maps; PPW shall track available and reserved names.

Unless otherwise approved by Council, new street names proposed to be added to the list must reflect native flora, fauna, geography, or history associated with Los Gatos. All proposed names remain subject to the safety and clarity standards in this Policy.

Library staff shall verify the historical or cultural basis of proposed names and seek input from knowledgeable community representatives when appropriate.

Mapping, Notice, and Implementation

Staff shall incorporate approved street names and addresses into Town GIS databases and the Los Gatos Street List managed by PPW. The responsible official shall send new assignments and changes to emergency dispatch agencies, SCCFD, Police, USPS, the County Assessor, and affected utilities, and request updates from public mapping providers.

Pursuant to Government Code Section 34092, the Town Clerk shall promptly forward the resolution, order, or other instrument establishing or changing a street name, or changing house numbers, to the Santa Clara County Board of Supervisors.

For street renaming or renumbering of occupied property, the approval shall establish a coordinated effective date, ordinarily at least 60 calendar days after approval. Staff shall notify affected owners and occupants of the new address, effective date, required sign changes, and their responsibility to update personal and business records. The responsible official shall confirm dispatch readiness and coordinate signs and agency records for that date. A shorter period requires a documented urgent public safety need and compliance with applicable law. The Town shall retain former and current identifiers and effective dates in its records. External database updates and postal transition arrangements shall be coordinated with the responsible providers; approval does not guarantee their completion on a particular date.

Exceptions

The Town Engineer, for street naming administration, or the Building Official, for address assignments, may approve minor deviations from this Policy when necessary to maintain consistency with existing neighborhood patterns, address unique site conditions, improve public safety, or facilitate emergency response.

Any approved exception shall be documented in writing with the reason and any required emergency service concurrence. An exception shall not waive applicable law, Town Code requirements, public safety and nonduplication requirements, Council reserved decisions, or required notice and review procedures.

APPLICABILITY

This Policy applies to applications submitted and Town-initiated actions that were initiated on or after its effective date, subject to applicable law. Previously approved street names and addresses remain in effect unless changed through an authorized process.

APPROVED AS TO FORM

Gabrielle Wheelen, Town Attorney

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 11/02/2026
ITEM NO: 10

DATE: October 29, 2026

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: **Adopt an Interim Urgency Ordinance Prohibiting Custodial Detention Facilities and Custodial Processing Facilities.**

RECOMMENDATION: Adopt an Urgency Ordinance of the Town of Los Gatos establishing a temporary moratorium on the filing, acceptance, processing, or approval of applications for, and the establishment or operation of, detention or custodial detention facilities and custodial processing facilities pending study of appropriate zoning and land use regulations.

FISCAL IMPACT:

Staff does not anticipate any fiscal impact associated with this action.

STRATEGIC PRIORITY:

This action furthers the goals of good governance and local zoning control.

BACKGROUND:

California Government Code Section 65858 authorizes local agencies to adopt as an urgency measure an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the Town Council, Planning Commission, or planning division is considering or studying or intends to study within a reasonable time. An urgency measure requires a 4/5 vote of the Town Council for adoption. The interim ordinance is of no further force and effect 45 days from its date of adoption. After notice pursuant to Government Code Section 65090 and a public hearing, the Town Council may extend the

PREPARED BY: Gabrielle Whelan
Town Attorney

Reviewed by: Town Manager, Assistant Town Manager, Chief of Police, Community Development Director, Administrative Services Director, and Town Clerk

interim ordinance for 10 months and 15 days and subsequently extend the interim ordinance for one year. Any extension also requires a 4/5 vote for adoption. No more than two extensions may be adopted.

A February 13, 2026, overview of the U.S. Immigration and Customs Enforcement ("ICE") Detention Reengineering Initiative described a nationwide plan to expand and centralize detention capacity through eight large-scale detention centers, regional processing centers, and the acquisition of ten existing facilities, with activation targeted for November 30, 2026. Consistent with this effort, the Department of Homeland Security acquired the Otay Mesa Detention Center in San Diego County and the California City Detention Facility in Kern County. These developments represent a substantial federal expansion of detention capacity in California, with direct implications for the Town of Los Gatos.

In June 2026, the State of California and Santa Clara County filed a lawsuit challenging a proposed immigration detention and processing facility on an approximately 25-acre site near Gilroy. The lawsuit claimed that the federal government did not complete the required environmental review, coordinate with state and local agencies, follow the property's land use restrictions, or provide adequate information about the facility's purpose, size, and capacity. In September 2026, a federal judge temporarily stopped further construction. Concerns raised regarding the Gilroy site included the conversion of protected agricultural land, effects on sensitive species and habitat, potential hazardous materials impacts on roads, wastewater, drinking water, and other infrastructure, and increased demands on local services.

Congressman Liccardo has encouraged Bay Area jurisdictions to consider interim zoning controls, particularly where detention and processing facilities are not already defined and regulated, given the possibility that federal agencies may pursue additional sites in Northern California. The recent court order temporarily halting construction at the proposed site near Gilroy heightens this concern, as federal agencies may evaluate alternative locations in the region. Once a lease, option, or comparable site commitment is in place, a local jurisdiction's ability to adopt effective controls may be constrained. The purpose of the interim urgency ordinance is to give staff an opportunity to evaluate potential land use, environmental, public health, and safety impacts – and to develop options for permanent regulations after public review. Other Bay Area jurisdictions, including most of those in Santa Clara County, are similarly evaluating interim and permanent land use controls.

Senate Bill 1367 was recently signed into law and prohibits local governments from approving land use changes to enable the construction of ICE detention or processing facilities owned or operated by private entities. However, Senate Bill 1367 will not take effect until January 1, 2027, and the Department of Homeland Security is currently looking for new sites.
On October 20, 2026, the Town Council unanimously directed staff to research land use regulations prohibiting detention centers and to bring forward an urgency ordinance placing a temporary moratorium on detention centers.

DISCUSSION:

Existing Town Code Chapter 29, "Zoning," does not expressly define detention or custodial detention facilities or custodial processing facilities. Town Code Section 29.10.045(a) provides that all uses that are not authorized by Chapter 29 either by specific listing or by category are prohibited. However, in order to avoid the possibility of an applicant taking the position that the use falls within a permitted activity as well as any uncertainty, staff would like to develop potential amendments to the Zoning Code to definitively state that detention and processing facilities are a prohibited use.

The construction of new detention or processing facilities, or the conversion of existing buildings or properties to detention or custodial processing facilities, has the potential to cause significant environmental impacts, strain local infrastructure, create zoning and land use conflicts, and adversely affect public health and safety. The moratorium would provide a limited study period to evaluate possible approaches to use.

The proposed interim ordinance defines a "covered use" as any detention or custodial detention facility or custodial processing facility, whether proposed as a principal, accessory, temporary, intermittent, or component use, and regardless of the name used to characterize it. The ordinance would define the following additional terms for the purposes of the ordinance:

1) "Detention or custodial detention facility:" Any building, structure, property, or land used to confine, detain, hold, house, maintain custody of, or otherwise restrict the movement of one or more persons under governmental authority or an arrangement with a governmental entity, whether temporarily, overnight, or for a longer period. The definition includes jails, prisons, detention centers, holding or confinement facilities, correctional facilities, civil or immigration detention facilities, juvenile detention facilities, and substantially similar uses.
2) "Custodial processing facility:" Any building, structure, property, or land used primarily to receive, admit, book, register, fingerprint, photograph, search, screen, interview, evaluate, classify, stage, transfer, transport, release, or otherwise process persons who are in custody or being taken into custody. The definition applies even if persons are held only temporarily, no overnight accommodations are provided, or the facility is described as an office, field office, intake center, reporting center, transfer center, transportation center, or similar use.
3) "Operator:" Any public agency or private entity that owns, leases, manages, controls, staffs, funds, contracts for, or operates a covered use.
4) "Person in custody:" A person whose freedom of movement is restrained under actual or asserted governmental authority, including a person who is detained, confined, arrested, transported under restraint, required to remain at a facility, or not free to leave without authorization.

5) "Private property" means real property within the Town that is not owned by a governmental agency, including real property that is owned by a private person or entity and leased, licensed, or otherwise made available to a governmental agency.
6) "Public property" means real property within the Town that is owned by a governmental agency, including the Town, the County of Santa Clara, the State of California, the United States, and any of their respective agencies, districts, or instrumentalities.

The moratorium would not apply to routine law enforcement activities, lawful restrictions incidental to medical or residential care, ordinary supervision in schools and child care settings, offices or hearing locations without a custodial component, or transportation through the Town that does not involve detention or processing within the Town.

Town staff is studying the issues and will bring forward land use regulations governing the use, including but not limited to, definitions, classifications, operational standards, locational restrictions, discretionary review requirements, or prohibition. The Planning Commission would review any proposed amendments to the Zoning Code and provide its recommendation to the Town Council. If this work has not been completed within the initial 45-day effective period of the interim urgency ordinance, staff will return to the Town Council to request an extension of the interim urgency ordinance, as permitted by state law.

CONCLUSION:

Adoption of this interim urgency ordinance will place a moratorium on detention facilities and custodial processing facilities while Town staff researches the impacts of these land uses.

COORDINATION:

This report was coordinated with the Town Manager and Community Development Director.

ENVIRONMENTAL ASSESSMENT:

Adoption of this interim urgency ordinance is not subject to CEQA, because it can be seen with certainty that it will not have a significant effect on the physical environment [CEQA Guidelines Section 15061(b)(3)].

Attachment:
1. Proposed Interim Urgency Ordinance

ORDINANCE NO.

AN URGENCY ORDINANCE OF THE TOWN OF LOS GATOS ESTABLISHING A TEMPORARY MORATORIUM ON THE FILING, ACCEPTANCE, PROCESSING, OR APPROVAL OF APPLICATIONS FOR, AND THE ESTABLISHMENT OR OPERATION OF, DETENTION OR CUSTODIAL DETENTION FACILITIES AND CUSTODIAL PROCESSING FACILITIES PENDING STUDY OF APPROPRIATE ZONING AND LAND USE REGULATIONS

WHEREAS, the Department of Homeland Security "Immigration Control Enforcement ('ICE') Detention Reengineering Initiative" directive dated February 13, 2026, outlined the acquisition and development of eight large-scale detention centers, sixteen processing sites, and the acquisition of ten turnkey facilities; and

WHEREAS, ICE has publicly stated that detention centers in California are "crucial to ICE's detention network on the West Coast," and ICE has recently acquired two detention facilities in California, the Otay Mesa and California City facilities, demonstrating an active and ongoing federal effort to expand detention and processing capacity in the State; and

WHEREAS, the directive stated that ICE intended to have all facilities active by November 30, 2026; and

WHEREAS, in January of 2025, the United States General Services Administration entered into a twenty-year lease with a private landowner for an approximately 25-acre former agricultural research site in unincorporated Santa Clara County for development and operation by ICE's Enforcement and Removal Operations Division as an immigration enforcement and detainee holding facility; and

WHEREAS, on June 24, 2026, Santa Clara County and the State of California filed a Motion for Preliminary Injunction seeking to enjoin the Department of Homeland Security from constructing a detention or custodial detention facility outside of Gilroy that could hold up to 150 detainees, citing significant environmental impacts, improper zoning, and failure to cooperate with state and local governments; and

WHEREAS, in its Opposition to the Motion, the U.S. Government included a declaration from the Acting Deputy Field Office Director for the ICE San Francisco Field Office, stating that the County property was selected because of its central location within the San Francisco Field Office's area of responsibility, approximately one and a half to two hours from four other Enforcement and Removal Operations offices, which would allow those offices to assist one another and reduce travel time; and

WHEREAS, on September 11, 2026, the United States District Court for the Northern District of California recently issued a preliminary injunction halting construction while the

litigation proceeds, which may increase pressure on federal agencies and their contractors to identify additional or alternative sites elsewhere in the region; and

WHEREAS, it is possible that ICE may pursue alternative sites within Santa Clara County based upon a stated desire for sites that are within one and half to two hours driving distance of other facilities in California; and

WHEREAS, detention or custodial detention facilities and custodial processing facilities can impose substantial and distinct impacts on local jurisdictions, including water supply and wastewater capacity, vehicle trips and traffic generated by staff, detainee transport, and visitors, and the potential need for local traffic management, emergency response, crowd management, or other municipal services during demonstrations, public gatherings, or facility-related incidents; and

WHEREAS, local municipalities have not been afforded the opportunity to evaluate issues surrounding detention or custodial detention facilities and custodial processing facilities and provide input, resulting in some local jurisdictions turning to litigation after development activity was already underway; and

WHEREAS, the Town's existing zoning regulations do not expressly address potential impacts of detention and custodial facilities, especially those constructed on an accelerated timeline; and

WHEREAS, the Town of Los Gatos needs time to analyze and determine how best to revise its Zoning Code and accompanying regulations to address the potential establishment or operation of detention or custodial detention facilities and custodial processing facilities; and

WHEREAS, an application could be submitted and asserted to fall within a permitted land use classification before the Town completes its study; and

WHEREAS, the processing or approval of such an application could establish or authorize a use without standards addressing its security, emergency response, circulation, intake, release, transfer, infrastructure, access, and land use compatibility characteristics; and

WHEREAS, Senate Bill 1367 was recently signed into law and prohibits local agencies from approving either a new land use in a manner that authorizes construction of a detention facility or a change of use that permits use of an existing building as a detention facility; and

WHEREAS, Senate Bill 1367 does not take effect until January 1, 2027; and

WHEREAS, the Town Council directs staff to study contemplated amendments to the Town's zoning regulations addressing detention or custodial detention facilities and custodial processing facilities, including possible definitions, use classifications, locational standards,

development and operational standards, discretionary review requirements, or a Townwide prohibition, and intends that this study be completed within a reasonable time; and

WHEREAS, Government Code Section 65858 authorizes a local jurisdiction, by a 4/5 vote, to adopt a 45-day interim urgency ordinance prohibiting uses that may conflict with a zoning proposal the Town is studying or intends to study within a reasonable time; and

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Los Gatos as follows:

SECTION I. Recitals. The above recitals are true and correct and are hereby adopted as the Town Council's findings.

SECTION II. Purpose and Authority. In the interest of protecting the health, safety, and welfare of the residents of the Town of Los Gatos, it is the purpose and intent of this urgency interim Ordinance to place a temporary moratorium on the filing, acceptance, processing, and approval of any application or entitlement for the establishment, expansion, or change of use of a custodial processing facility or detention or custodial detention facility on private property, and on public property to the extent permitted by federal and state law, Townwide, while the Town studies potential amendments to General Plan and Zoning Code. The Town Council has the authority to adopt this Ordinance pursuant to 1) California Government Code Section 65858 as an urgency measure prohibiting any use that may be in conflict with potential amendments to its General Plan and Zoning Code and 2) its police power pursuant to Article XI, Section 7, of the California Constitution.

SECTION III. Findings. Pursuant to Government Code Section 65858, the Town Council hereby finds and determines that there is a current threat to the public health, safety, and welfare of the Town of Los Gatos that warrants the establishment of this temporary moratorium and that without a moratorium prohibiting use of private property, and public property to the extent permitted by law, as a detention or custodial detention facility or custodial processing facility while these issues and concerns are being examined and appropriate regulations are being developed, there remains a current and immediate threat. These findings are based on the recitals set forth above.

SECTION IV. Definitions. For the purposes of this Ordinance, the following terms shall have the meanings ascribed thereto:

1. "Covered Use" means any detention or custodial detention facility or custodial processing facility, whether proposed as a principal, accessory, temporary, intermittent, or component use, regardless of its formal designation or characterization.
2. "Custodial processing facility" means any building, structure, portion of a building or structure, property, or land used or intended to be used primarily for one or more of the following activities:
   a. Receiving, admitting, booking, registering, fingerprinting, photographing, searching,

screening, interviewing, evaluating, or classifying persons who are in custody or are being taken into custody;

b. Determining the detention, release, transfer, placement, transportation, removal, or custodial status of persons;
c. Temporarily holding, staging, assembling, or maintaining custody of persons before or after transport, transfer, release, adjudication, or placement; or
d. Coordinating, directing, dispatching, or administering custodial intake, detention, confinement, transportation, transfer, or release operations from the premises.

A custodial processing facility includes a facility that conducts the described activities even if persons are held only temporarily, the facility does not provide overnight accommodations, or the operator characterizes the facility as an office, administrative office, field office, intake center, processing center, reporting center, transfer center, transportation center, or other similar use.

3. "Detention or custodial detention facility" means any building, structure, portion of a building or structure, property, or land used or intended to be used to confine, detain, hold, house, maintain custody of, or otherwise restrict the freedom of movement of one or more persons under governmental authority or pursuant to a contract or other arrangement with a governmental entity, whether on a temporary, short-term, overnight, or longer-term basis. A detention or custodial detention facility includes, but is not limited to, a jail, prison, detention center, detention facility, holding facility, confinement facility, correctional facility, civil detention facility, immigration detention facility, juvenile detention facility, temporary holding facility, or other substantially similar use, regardless of the name or terminology used to describe the facility.
4. "Operator" means any public agency, private person, corporation, partnership, limited liability company, nonprofit organization, contractor, subcontractor, or other entity that owns, leases, manages, controls, staffs, funds, contracts for, or operates a detention or custodial detention facility or custodial processing facility.
5. "Person in custody" means a person whose freedom of movement is restrained under actual or asserted governmental authority, including a person who is detained, confined, arrested, transported under restraint, required to remain at a facility, or not free to leave the facility without authorization.
6. "Private property" means real property within the Town that is not owned by a governmental agency, including real property that is owned by a private person or entity and leased, licensed, or otherwise made available to a governmental agency.
7. "Public property" means real property within the Town that is owned by a governmental agency, including the Town, the County of Santa Clara, the State of California, the United States, and any of their respective agencies, districts, or instrumentalities.

SECTION V. Temporary Moratorium. During the effective period of this interim urgency ordinance and with regard to land uses subject to the Town's zoning authority:

1. No application, request, or other submittal for a covered use shall be filed with or accepted by the Town.

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2. The Town shall not process, deem complete, review, act upon, approve, conditionally approve, or issue any building permit, certificate of occupancy, business license, administrative approval, similar use determination, or other permit, approval, license, or land use entitlement for a covered use.
3. No person or entity shall establish, commence, locate, convert property to, or expand a covered use within the Town.
4. No covered use shall be treated as a governmental office, professional office, administrative office, public or quasi-public use, institutional use, emergency facility, transportation use, or other broader use classification for purposes of avoiding this moratorium.

SECTION VI. Application to Public Property. To the fullest extent permitted by federal and state law, the moratorium imposed by Section V shall apply equally to any application for a covered use on public property. This Ordinance is a generally applicable land use regulation and does not purport to regulate, and shall not be construed as regulating or discriminating against, the United States, the State of California, or any of their agencies in the performance of governmental functions. Nothing in this Ordinance shall be construed to apply to any such agency, or to any property owned or occupied by any such agency to the extent such application is preempted or prohibited by the Supremacy Clause of the United States Constitution, the doctrine of intergovernmental immunity, or the laws of the State of California; in all other respects this Ordinance shall apply to the fullest extent permitted by law.

SECTION VII. Limited Exclusions. This interim urgency ordinance does not apply to: (1) temporary restraint or custody by the Los Gatos-Monte Sereno Police Department incidental to an arrest, investigation, emergency response, transportation, or transfer; (2) a licensed hospital, medical facility, residential care facility, or behavioral health facility that temporarily limits a patient's movement as authorized by law and incidental to care; (3) ordinary supervision by a school, childcare facility, or residential care facility; (4) a judicial or administrative hearing location without a detention or custodial detention facility, holding intake, or custodial processing component; (5) a general governmental, legal, social service, or professional office that does not conduct custodial detention, holding intake, transfer, staging or processing; or (6) transportation through the Town when no person is received, detained, held, processed, staged, transferred, or released at a location within the Town.

SECTION VIII. Study of Zoning and Land Use Regulations. Town staff is directed to study and develop options for an appropriate zoning and land use response to covered uses, which may include definitions, use classifications, locational standards, development and operational standards, discretionary review requirements, or a Townwide prohibition. Any permanent regulation shall be considered separately in accordance with applicable notice, hearing, and environmental review requirements. No language in this interim urgency ordinance commits the Town Council to adopt a particular permanent regulation.

SECTION IX. Severability. In the event that a court of competent jurisdiction holds any Section, subsection, paragraph, sentence, clause, or phrase in this Ordinance unconstitutional,

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preempted, or otherwise invalid, the invalid portion shall be severed from this Section and shall not affect the validity of the remaining portions of this Section. The Town hereby declares that it would have adopted each Section, subsection, paragraph, sentence, clause, or phrase in this Section irrespective of the fact that any one or more Sections, subsections, paragraphs, sentences, clauses or phrases in this Section might be declared unconstitutional, preempted, or otherwise invalid.

SECTION X. CEQA. Pursuant to CEQA Guidelines Section 15061(b)(3), this urgency ordinance is not subject to the California Environmental Quality Act ("CEQA") because it can be seen with certainty that the temporary moratorium, which preserves the status quo, temporarily restricts development of covered facilities, and has no possibility of causing a significant effect on the environment.

SECTION XI. Term and Effective Date. This interim urgency ordinance shall take effect immediately upon adoption pursuant to Government Code Section 65858(a) and Government Code Section 36937(b) and shall remain in effect for 45 days from the date of adoption, unless repealed or extended by the Town Council in accordance with Government Code Section 65858.

SECTION XII. Ordinance not codified. This Ordinance shall not be codified in the Los Gatos Town Code.

SECTION XIII. Publication. Pursuant to Government Code Section 65858, as soon as is reasonably practicable, but in no event after the fifteenth day after its adoption, the Town Clerk shall publish the Ordinance in the Town's official newspaper.

This Ordinance was adopted at a regular meeting of the Town Council of the Town of Los Gatos on the 2nd day of November, 2026, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

_____

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

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ATTEST:

_____
TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

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