



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 3/1/2021

ITEM NO: 8

DATE: February 24, 2022

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Oak Meadow Bandstand Area Improvements (CIP No. 831-4007)
Staff Recommends the Following Actions:

- a. Accept Per Capita Program Grant Funds in Amounts of \$177,952 and \$18,778 from the California Department of Parks and Recreation; and
- b. Authorize the Town Manager to Execute Grant Agreements for the Per Capita Program; and
- c. Authorize Revenue and Expenditure Budget Decrease for the Project in an Amount of \$159,174 to Recognize Only the Los Gatos Per Capital Share of the Grant in the Fiscal Year 2021/22 Capital Improvement Program Budget for the Grant Funds.

RECOMMENDATION:

Staff Recommends the following actions for the Oak Meadow Bandstand Area Improvements (CIP No. 831-4007):

- a. Accept Per Capita Program grant funds in amounts of \$177,952 and \$18,778 from the California Department of Parks and Recreation; and
- b. Authorize the Town Manager to execute grant agreements for the Per Capita Program (Attachments 1 and 2); and
- c. Authorize revenue and expenditure budget decrease for the project in an amount of - \$159,174 to recognize only the Los Gatos per capita share of the grant in the Fiscal Year (FY) 2021/22 Capital Improvement Program (CIP) Budget for the grant funds.

PREPARED BY: WooJae Kim
Town Engineer

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

BACKGROUND:

The adopted FY 2021/22-2025/26 CIP Budget designates funding for the Oak Meadow Bandstand Area Improvements (CIP No. 831-4007) to improve the perimeter outdoor space around Lyndon Bandstand in Oak Meadow Park to a more accessible and programmable event space. The project original budget was assuming the City of Monte Sereno collaboration to provide its per capita share of \$177,952. The City of Monte Sereno is no longer participating in this project.

DISCUSSION:

On November 5, 2019, the Town Council approved a resolution authorizing staff to submit applications to the State Department of Parks and Recreation for the Per Capita Program grant funds. The program originated from the Parks, Environmental, and Water Bond Act of 2018 (Proposition 68) passed by the voters in 2018. The Per Capita Program allocated funds for cities and districts to rehabilitate, create, and improve local parks.

Operated and maintained by the Parks and Public Works Department, Oak Meadow Park is located on the northeast corner of Blossom Hill Road and University Avenue, west of the main entry to Vasona Lake County Park. A variety of community events are hosted there, as well as small private gatherings, through the Town's reservation process. On December 1, 2020, the Town Council approved modifications to the Town's Facility Use Policy to allow private use of certain areas within Oak Meadow Park, such as Lyndon Bandstand, by reservations.

The Oak Meadow Bandstand Area Improvements Project would provide landscaping and accessibility improvements to the area around Lyndon Bandstand to accommodate more variety of public and private events, including small cultural gatherings, weddings, musical venues, and other community gatherings.

In November 2021, staff submitted the Per Capita Program grant applications for the Oak Meadow Bandstand Area Improvements Project in an amount of \$177,952 and for additional funds in an amount of \$18,778 available through the Urban County Per Capita for cities within urbanized counties (a county with a population of 500,000 or more).

In January 2022, the State approved the Town's applications for the Proposition 68 funds for the project. The grant funds are subject to the terms and conditions outlined in the grant agreements.

Through the Town's procurement process, staff has selected a qualified landscape architectural firm for the design services for the project and is currently in the process of negotiating and

DISCUSSION (continued):

awarding a consultant services agreement. The design phase is anticipated to start in March 2022, and it will involve community and stakeholder engagements.

CONCLUSION:

Staff recommends that Council accept the Per Capita Program grant funds, authorize the Town Manager to execute the grant agreements, and authorize the budget adjustments in a total amount of \$196,730 in the FY 2021/22 CIP Budget to receive and expend the grant funds. Approval of the recommendations would allow staff to continue proceeding with the Oak Meadow Bandstand Area Improvements Project. Construction for the project is anticipated in early 2023.

COORDINATION:

This project has been coordinated with the Finance Department.

FISCAL IMPACT:

Budget adjustments will correct the Town of Los Gatos available grant funding in the FY 2021/22 – 2025/26 CIP Budget for the Oak Meadow Bandstand Area Improvements Project (CIP No. 831-4007).

Oak Meadow Bandstand Area Improvements Project 831-4007		
	Budget	Costs
GFAR	\$ 90,000	
Per Capita Program Grants	\$ 196,730	
Total Budget	\$ 286,730	
Design Consultant		\$ 50,000
Design Contingency		\$ 5,000
Construction (including contingency)		\$ 220,000
Temporary Staff		\$ 6,730
Other Project Delivery Costs		\$5,000
Total Expenditures		\$ 286,730
Remaining Budget		\$0

Parks and Public Works staff costs are tracked for all projects. Tracking of staff costs allows for accountability in the costs of projects, recovery of costs from grant funded projects, and

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FISCAL IMPACT (continued):

identification of future staffing needs. This project utilizes a combination of full-time budgeted staff and temporary staff that support fluctuating workloads. The costs associated with staff that are not included in the Parks and Public Works Department budget will be charged to the project through an administrative transfer of funds.

ENVIRONMENTAL ASSESSMENT:

The project is Categorically Exempt pursuant to the California Environmental Quality Act Guidelines - Section 15301: Existing Facilities. A Notice of Exemption will be filed.

Attachments:

1. Grant Contract Per Capita Program for \$177,952
2. Grant Contract Per Urban County Capita for \$18,778