



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/02/2024

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**DATE:** March 28, 2024  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Modify the Town of Los Gatos Donation Opportunities FY 2023/24 List of Town Needs, Accept the Donation of Automated External Defibrillators and Outdoor SaveStation® Cabinets from the Kyle J. Taylor Foundation, and Authorize the Town Manager to Sign the Acknowledgement Form Provided by the Donor

**RECOMMENDATION:**

Modify the Town of Los Gatos Donation Opportunities FY 2023/24 List of Town Needs (Attachment 3), accept the donation of Automated External Defibrillators (AED) and outdoor SaveStation® cabinets from the Kyle J. Taylor Foundation, and authorize the Town Manager to sign the acknowledgement form provided by the donor (Attachment 1).

**BACKGROUND:**

The Kyle J. Taylor Foundation (Foundation) is a Los Gatos based organization that was formed following the death of 18-year-old Kyle John Taylor in 2018. Mr. Taylor was a graduate of Leigh High School who passed away of Sudden Cardiac Arrest (SCA) while in college despite appearing healthy. The mission of the Foundation is to raise awareness about youth SCA, advocate of more widespread screening, and improve access to AED devices. While Council Member Moore is affiliated with this Foundation, the Council Member had no involvement with Town staff on this item.

The Foundation approached the Town of Los Gatos to offer a donation of AEDs and Save Stations at two locations – Blossom Hill Park and Creekside Sport Park. The donation would include two defibrillators and two SaveStation® cabinets for their housing and is valued at \$10,762. Attachment 1 is the letter that, if authorized for the Town Manager to sign, would acknowledge acceptance of the donation.

**PREPARED BY:** Nicolle Burnham  
Parks and Public Works Director

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

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SUBJECT: Authorize Town Manager to Receive Donation from the Kyle J. Taylor  
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BACKGROUND (continued):

The Town currently owns and maintains seven AED devices, all located inside buildings. This donation would provide AEDs in two park areas noted above that are heavily used for youth sports.

DISCUSSION:

Town Council Policy 2-17 (Attachment 2) states that acceptance or rejections of donations are considered based on specific criteria as outlined below:

- Purpose of the donation.
- Community or municipal need for the donation.
- Compatibility of the donation with Los Gatos Municipal Code, policies, programs, and other applicable laws.
- Timeliness of the donation as it relates to implementation.
- Level of benefit and financial impact to the Town.

Staff believes these criteria are met with this donation.

Each year, Town staff review and update the list of Town needs that represent potential donation opportunities. The most recent list was adopted by Town Council during the May 16, 2023 budget hearing. Staff is recommending that this list be updated to facilitate acceptance of this donation. Attachment 3 presents the proposed edits.

The ongoing maintenance of AEDs includes periodic inspections and replacement of pads. The AEDs would be placed on the existing restroom buildings at each park, providing a convenient and visible location.

The SaveStation® system provides a cabinet intended to house AEDs in an outdoor environment where they can be protected from the elements, and with remote monitoring to notify staff if the cabinet has been opened. Opening the box also results in an audible alarm for both notification and to deter potential vandalism.

After installation, staff believe the ongoing maintenance requirements of the donation can be met using existing staff resources.

CONCLUSION:

Staff recommends that Town Council authorize acceptance of the donation. Once installed, these units will improve the safety of the Los Gatos community.

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COORDINATION:

This report was coordinated with the Town Attorney's Office and the Town Manager's Office.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Donor Acknowledgement Letter
2. Council Policy 2-17
3. Town of Los Gatos Donation Opportunities FY 2023/24 List of Town Needs (Rev 4/2/24)