



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/16/2025

ITEM NO: 4

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DATE: September 11, 2025  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Authorize the Town Manager to Execute the First Amendment to the Agreement with the Rotary Club of Los Gatos Regarding their Donation of an "Oak Grove" at Live Oak Manor Park**

**RECOMMENDATION:** Authorize the Town Manager to Execute the First Amendment (Attachment 1) to the agreement with the Rotary Club of Los Gatos regarding their donation of an "Oak Grove" at Live Oak Manor Park.

**STRATEGIC PRIORITIES:**

This item is not associated with a Strategic Priority.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this project. The donation will result in additional park landscaping and infrastructure, which will increase ongoing maintenance costs. These future costs will be evaluated and incorporated into the Parks and Public Works Operating Budget following project completion.

**BACKGROUND:**

The Rotary Club of Los Gatos (Rotary) contacted staff in early 2024 and proposed a donation to the Town to celebrate its centennial. On June 18, 2024, the Town Council received a presentation from Los Gatos Rotary and their consultant regarding the concept design for the donation. The Town Council voted unanimously to accept the donation.

On September 3, 2024, the Town Council authorized the Town Manager to execute an agreement with Rotary to memorialize the project concept and fundraising plan.

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

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

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DISCUSSION:

Rotary has been working with its design team to finalize the design and complete fundraising. Design was completed in late 2024, and Rotary requested construction cost estimates from contractors. The costs were higher than anticipated, so adjustments to the plan are being considered. This amendment extends the term of the agreement from September 30, 2025 to September 30, 2027, providing Rotary additional time to refine the project and complete fundraising.

CONCLUSION:

The proposed project will provide an enhancement to Live Oak Manor that will be enjoyed for generations.

COORDINATION:

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

ENVIRONMENTAL ASSESSMENT:

The proposed project qualifies as a project under CEQA but is Categorically Exempt (Section 15304), *Minor Alterations to Land*. A Notice of Exemption will/will not be filed with the County Clerk depending on the final project scope.

Attachments:

1. First Amendment to Agreement with Rotary Club of Los Gatos
2. Original Agreement for Services - Rotary Club of Los Gatos