



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/07/2026

ITEM NO: 8

DATE: April 7, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with CSG Consultants, Inc., to Extend the Term of the Agreement**

RECOMMENDATION: Authorize the Town Manager to execute a First Amendment to the Agreement for Consultant Services with CSG Consultants, Inc., to extend the term of the agreement for encroachment permit plan review and inspection services related to Comcast projects for a term of one year.

FISCAL IMPACT:

There is no fiscal impact associated with this action. This agreement is fully funded through applicant (Comcast) deposits collected by the Town for encroachment permit review and inspection services by the consultant (CSG). The Town issues Authorizations to Proceed to the consultant based on available deposit balances, ensuring that all consultant costs are fully reimbursed and that no General Fund or other Town funds are utilized.

The agreement includes a not-to-exceed amount of \$500,000; however, expenditures are limited to funds received from Comcast, resulting in no net fiscal impact to the Town. This structure eliminates financial exposure to the Town by ensuring services are only authorized when sufficient third-party funding is available.

STRATEGIC PRIORITIES:

This project specifically supports the Town's 2025-2027 Strategic Priorities Core Goals of Quality Public Infrastructure and Public Safety.

PREPARED BY: James Watson
Senior Civil Engineer

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

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SUBJECT: Consider Authorizing the Town Manager to Execute a First Amendment
Extending the CSG Encroachment Review and Inspection Services – Comcast
Contract

DATE: April 7, 2026

BACKGROUND:

Encroachment permits are used by the Town to control work in the public right-of-way and on Town property. Encroachment permit applications vary in scope from general maintenance activities, such as inspection of overhead electrical appurtenances from a bucket truck to installation of new facilities such as fiber optic lines buried along the side of the road. Encroachment permit applications are required to ensure Town Codes are followed, and work in the right-of-way is done safely with proper traffic control that accommodates all modes of transportation through the work area.

The Town continues to receive and process a significant number of encroachment permit applications due to the expansion of new telecommunication technologies in the area, including fiber optic wired connections to homes.

On January 21, 2025, the Town Council authorized the Town Manager to execute an agreement with CSG Consultants to provide plan review and inspection services of the proposed Comcast encroachment permits. The original contract term will expire June 30, 2026.

DISCUSSION:

With the recent expansion of fiber optic technologies and infrastructure in the Town by multiple telecommunication companies, staff have observed an increase in encroachment permit applications both in quantity and scope. To ensure success in meeting the Town's Strategic Priorities, the Town augmented the encroachment permit review process by using consultant services. Amending this agreement will provide staff with support to meet the continued demand for Comcast encroachment permit plan review and inspection services.

CONCLUSION:

Approval of this amendment will ensure the Town maintains timely and effective review and inspection of encroachment permit work in the public right-of-way, supporting public safety, infrastructure protection, and efficient service delivery. The cost of CSG's services will be borne by Comcast. Therefore, authorization to amend this on-call consultant services contract with CSG will benefit the Town without financial impact.

COORDINATION:

This staff report has been coordinated with the Finance Department.

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ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. First Amendment to CSG Services Agreement for Comcast EP Review
2. Original CSG Agreement