



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/17/2024

ITEM NO: 5

DATE: August 29, 2024
TO: Mayor and Town Council
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Authorize the Interim Town Manager to Execute an Agreement with Rotary Club of Los Gatos for Acceptance of a Gift of an "Oak Grove" at Live Oak Manor Park

RECOMMENDATION:

Authorize the Interim Town Manager to execute an Agreement (Attachment 1) with Rotary Club of Los Gatos for acceptance of a gift of an "Oak Grove" at Live Oak Manor Park.

BACKGROUND:

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

DISCUSSION:

Town staff has worked with Rotary to develop an agreement to allow for the donation to be constructed on Town property. The agreement addresses requirements for insurance and the parameters for the donated work. Rotary has continued to move forward with development of their project plans.

Exhibit A of the agreement in Attachment 1 contains project plans as of August 14, 2024. These plans are in draft form, representing the full scope of construction to be performed. Staff will continue to work with Rotary representatives to finalize the plans.

Exhibit B of the agreement in Attachment 1 is a fundraising plan provided by Rotary Los Gatos. The exhibit outlines those project elements for which Rotary will solicit donations, the dollar values of the project elements, and the method by which the donor will be honored.

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

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

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Charities Foundation

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CONCLUSION:

Authorizing the Town Manager to enter this agreement would allow Rotary Los Gatos to move forward with fundraising while continuing to work with staff to finalize the project plans.

COORDINATION:

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

FISCAL IMPACT:

Rotary is proposing to donate the materials and labor required to construct the project. Staff time to support the construction project and its ongoing maintenance will be via the Town's Operating Budget.

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorically Exempt (Section 15304). A Notice of Exemption will be filed.

Attachment:

1. Agreement with Rotary, including Exhibits A and B