



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/16/2024

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DATE: April 11, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve the Following Action for the Shannon Road Pedestrian and Bikeway Improvement Project (CIP No. 813-0218):  
a. Authorize the Town Manager to execute Program Supplement No. F0104 to the Administering Agency-State Agreement for Federal-Aid Project No. 04-5067F15 in the Amount of \$940,100 from the State of California Department of Transportation (Caltrans)

**RECOMMENDATION:**

Approve the following action for the Shannon Road Pedestrian and Bikeway Improvement project (CIP No. 813-0218):

- a. Authorize the Town Manager to execute Program Supplement No. F0104 to Administering Agency-State Agreement for Federal-Aid Project No. 04-5067F15 (Attachment 2) in the Amount of \$940,100 from the State of California Department of Transportation (Caltrans)

**BACKGROUND:**

The Shannon Road Pedestrian and Bikeway Improvements Project would provide pedestrian and bicycle safety improvements on Shannon Road between Los Gatos Boulevard and Cherry Blossom Lane. This segment of Shannon Road is a two-lane neighborhood collector street with high volumes of bicycle and pedestrian traffic when schools are in session.

The street is a popular route for students attending Blossom Hill Elementary, Louise Van Meter Elementary, and Raymond J. Fisher Middle Schools. There are intermittent sections of sidewalk on both sides of the roadway. Currently, on-street parking is not allowed on Shannon Road between 7 a.m. and 6 p.m., except on Saturdays, Sundays, and holidays.

**PREPARED BY:** Gary Heap  
Town Engineer

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

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PAGE 2 OF 3

SUBJECT: Authorize the Town Manager to execute Program Supplement and Revenue and Expenditure Budget Adjustments for the Shannon Road Pedestrian and Bikeways Improvement Project

DATE: April 11, 2024

BACKGROUND (continued):

As the Congestion Management Agency (CMA) for Santa Clara County, Santa Clara Valley Transportation Authority (VTA) developed a County Safe Routes to School program called Vehicle Emissions Reductions Based at Schools (VERBS). This program is funded exclusively by federal Congestion Mitigation and Air Quality (CMAQ) funds, which focus on vehicle emission reductions. As a result, VERBS projects need to target air quality improvements as well as the health and safety of school-aged children.

On July 25, 2018, Town staff submitted a grant application to the VTA VERBS Grant Program for the Shannon Road Complete Streets Project (AKA Shannon Road Pedestrian and Bikeways Improvement Project). The Town was awarded \$940,100 of federal funds in the VTA's Fiscal Year (FY) 2018-2022 VERBS Grant Program for the Shannon Road Complete Streets project. With that award the Town entered into the Master Agreement with Caltrans for project funding (Attachment 1). With the design of the project complete, the Town has received the project's "Authorization to Proceed" (often referred to as the E-76) from Caltrans which formally obligates the funds. The Program Supplement Agreement (Attachment 2) authorizes the Town's use of these funds.

DISCUSSION:

The Shannon Road Pedestrian and Bikeway Improvement Project design is complete, and staff is scheduled to advertise the project for bid on April 19, 2024.

On February 15, 2024, Caltrans provided the Town with the Program Supplement Agreement No. F014 for Project CML-5067(024), requesting it be executed for the project. This action would obligate the \$940,100 in grant funding and make it available for project construction.

CONCLUSION:

Staff recommends the Town Council authorize the Town Manager to execute the Program Supplement Agreement.

FISCAL IMPACT:

The funding plan for this project includes several sources including GFAR, multiple grants, and funding from Storm Basin #1, Traffic Mitigation Funds, and Utility Undergrounding.

SUBJECT: Authorize the Town Manager to execute Program Supplement and Revenue and Expenditure Budget Adjustments for the Shannon Road Pedestrian and Bikeways Improvement Project

DATE: April 11, 2024

FISCAL IMPACT (continued):

Shannon Road Pedestrian and Bikeway Improvements CIP No. 813-0218		
	Budget	Costs
GFAR	\$ 740,296	
Grant Funding - Congestion Management Air District (CMAQ)/One Bay Area Grant Program 2 (OBAG2)	\$ 940,100	
Grant Funding - Transportation for Clean Air (TFCA)	\$ 174,250	
Storm Basin #1	\$ 200,000	
Traffic Mitigation Funds	\$ 133,380	
Utility Undergrounding	\$ 119,204	
<b>Total Budget</b>	<b>\$ 2,307,230</b>	
Temporary Staff Charges		\$ 42,985
Consultant & Engineering Services		\$ 326,336
<b>Total Expenditures</b>		<b>\$ 369,321</b>
<b>Available Balance</b>		<b>\$ 1,937,909</b>

ENVIRONMENTAL ASSESSMENT:

This project is Categorically Exempt per Section 15301, PRC 21084; 14 CCR 15300.

Attachments:

1. Master Agreement Administering Agency-State Agreement for Federal-Aid Projects.
2. Program Supplement Agreement No. F014 to Administering Agency-State Agreement for Federal-Aid Projects No. 04-5067F15.