



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 6/15/2021

ITEM NO: 14

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DATE: June 3, 2021  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Following Actions:  
a. Authorize the Town Manager to Negotiate and Execute an Agreement with Los Gatos-Monte Sereno Safe Routes to School in an Amount Not to Exceed \$60,000 for Providing Services Eligible Under 2016 Measure B;  
b. Establish a New Project Named Measure B Bicycle and Pedestrian Education & Encouragement Program (421-812-0134) in the Fiscal Year 2021/22 Capital Improvement Program (CIP) Budget and Authorize Revenue and Expenditure Budget Adjustments of \$98,344.

**RECOMMENDATION:**

Staff recommends that the Town Council authorize the following actions:

- a. Authorize the Town Manager to negotiate and execute an agreement with Los Gatos-Monte Sereno Safe Routes to School (SR2S) in an amount not to exceed \$60,000 for providing services eligible under 2016 Measure B;
- b. Establish a new project named Measure B Bicycle and Pedestrian Education & Encouragement Program (421-812-0134) in the Fiscal Year 2021/22 Capital Improvement Program (CIP) Budget and authorize revenue and expenditure budget adjustments of \$98,344.

**BACKGROUND:**

The Santa Clara Valley Transportation Authority (VTA)'s 2016 Measure B Program provides funding to local agencies for bicycle and pedestrian education and encouragement (E&E) activities. This sub-category, known as the Bike/Pedestrian E&E Program, covers the development and distribution of materials that are designed and intended to satisfy the following goals within the local agencies: (i) promote, educate, and/or encourage safe walking or bicycling for residents or visitors of every age and ability; (ii) communicate to residents and

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Transportation and Mobility Manager

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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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visitors the benefits of walking and bicycling; and (iii) communicate to school children, residents, and visitors the rights and responsibilities of pedestrians, bicyclists, and motorists.

BACKGROUND (continued):

At its February 19, 2019 meeting, the Town Council authorized the Town Manager to enter into various Measure B agreements with the VTA. On November 26, 2019 the Town Manager executed the Bicycle & Pedestrian Education and Encouragement Program Agreement (Attachment 1). Said Agreement identifies the eligible use of funds, VTA's and Town's obligations, maximum funding allocations, and other terms and conditions. The initial term of the VTA Agreement was from July 1, 2019 until June 30, 2021 and included two optional extension periods which resulted in the Agreement running through June 30, 2025. The funding allocation to the Town is calculated based on the total sales tax receipt and the Town's population. The allocation to the Town in Fiscal Years 2018/19 through 2021/22 is \$24,586 annually and the cumulative amount through Fiscal Year 2021/22 is \$98,344.

DISCUSSION:

The Town has an established partnership with the Los Gatos-Monte Sereno Safe Routes to School (SR2S) in promoting and encouraging biking and walking to school-age children. The SR2S proposed a program of projects that is eligible under the Measure B Bike/Pedestrian E&E Program and aligns with the Town's strategic priority of Transportation Demand Management. SR2S is in a unique position to implement education and encouragement program and services to the target users, school-age children, and has an established relationship with the schools, the parents, and students. The details of the program of projects are included as Exhibit A to the draft agreement in Attachment 2. The cost of the proposed SR2S program of projects is approximately \$10,000 annually. Staff estimated that the total cost in the proposed term in the agreement, through June 30, 2025, would be no greater than \$60,000.

CONCLUSION:

Staff recommends approval of the contract agreement in an amount not to exceed \$60,000 to deliver eligible services per the Funding Agreement with the VTA for the Bike/Pedestrian E&E Program.

COORDINATION:

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

SUBJECT: Measure B Bicycle and Pedestrian Education & Encouragement Program

DATE: June 3, 2021

FISCAL IMPACT:

The budget adjustments would add \$98,344 to the Fiscal Year 2021/22 Capital Improvement Program, which would provide sufficient funds for the contract.

<b>Measure B Bicycle and Pedestrian Education &amp; Encouragement Program</b>		
<b>Project 421-812-0134</b>		
	<b>Budget</b>	<b>Costs</b>
Grant Fund (Measure B)	\$ 98,344	
<b>Total Project Budget</b>	<b>\$ 98,344</b>	
Proposed Contract (SR2S)		\$ 60,000
<b>Project Costs Committed</b>		<b>\$ 60,000</b>
<b>Available Balance</b>		<b>\$ 38,344</b>

ENVIRONMENTAL ASSESSMENT:

The requested actions are not considered a project defined under CEQA, and no further action is required.

Attachments:

1. Measure B Bicycle & Pedestrian Education and Encouragement Program Agreement
2. Draft Agreement with Los Gatos-Monte Sereno Safe Routes to School