



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/04/2024

DATE: May 20, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute an Agreement with Los Gatos-Monte Sereno Safe Routes to School to Provide Education and Encouragement Programs and Crossing Guard Services for an Amount Not to Exceed \$70,190

**RECOMMENDATION:**

Authorize the Town Manager to execute an agreement (Attachment 1) with Los Gatos-Monte Sereno Safe Routes to School to provide education and encouragement programs and crossing guard services for an amount not to exceed \$70,190.

**BACKGROUND:**

Los Gatos-Monte Sereno Safe Routes to School (SRTS) is a non-profit organization that works with community members and eight local schools to provide educational and outreach programs. The mission of the organization is *"...to be a catalyst for change in education programs, enforcement, and infrastructure projects that encourage increased use of alternative transportation methods, thereby reducing vehicular traffic and improving commute safety for bicyclists and pedestrians, and instilling lifelong healthy habits in students."*

Since the passage of Santa Clara County's Measure B, the Town of Los Gatos has used its share of the Education and Encouragement Measure B funding to support SRTS operations. Specifically, the Town has included the salary of the Executive Director on its payroll and sought reimbursement for that expense through the Measure B Program. Monte Sereno uses its portion of the Measure B allocation to fund programs offered by SRTS.

At its June 15, 2021 meeting, Town Council authorized the Town Manager to enter into an agreement with SRTS through June 30, 2025 to provide education and encouragement

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

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

BACKGROUND (continued):

programs using Measure B funds. The recommended action for this Council item would end that agreement one year early and replace it with the proposed agreement in Attachment 1.

Through the Los Gatos Monte Sereno Police Department (LGMSPD), the Town of Los Gatos has coordinated the contract services of crossing guards at schools in Los Gatos. The current crossing guard agreement is a four-party agreement between the Town, Los Gatos Union School District, Union School District, and the crossing guard vendor, All City Management, that expires on June 30, 2024. The Town's portion of the crossing guard contract has been 20% of the total contract cost. The four-party agreement has created lack of clarity on who is responsible for managing the crossing guards – the LGMSPD or one of the school districts.

DISCUSSION:

If authorized by Town Council, the agreement in Attachment 1 would allow SRTS to continue providing services associated with Measure B Education and Encouragement programs. The arrangement would change slightly in that the Town would no longer pay a portion of the Executive Director's salary through Town payroll. Under the new agreement, SRTS would fully fund the position and submit invoices for reimbursement to the Santa Clara Valley Transportation Authority (VTA). The cost of the education and encouragement programs would continue to be a net zero cost to the Town, with payment made under this agreement equal to the reimbursement received from VTA.

The proposed agreement would also allow for the Town's fiscal contribution of \$50,190 (in fiscal year 2024/25) to SRTS to be allocated toward the crossing guard program, and would relieve the Town's administrative burden of managing the contractor and stakeholders. If authorized, the proposed agreement would provide SRTS with the Town's portion of the funding and SRTS would work with the school districts to manage the crossing guard program.

CONCLUSION:

If approved, this action will provide ongoing support for SRTS education and encouragement programs while reducing the Town's payroll; and it will allow for more effective and efficient management of the crossing guard program.

COORDINATION:

This memo has been coordinated with the LGMSPD, Finance Department, and the Town Attorney and Town Manager's Offices.

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The proposed agreement was discussed at the May 17, 2024 Board meeting of SRTS. There was discussion about the need for SRTS to enter into an agreement with the crossing guard provider COORDINATION (continued):

and school districts to provide the crossing services. That agreement is in development and will be presented to the school boards in early June. The Board authorized the SRTS Executive Director to execute the agreement with the Town that is the subject of this requested Town Council action.

FISCAL IMPACT:

The Police Department Operating Budget has sufficient funds of \$50,190 for crossing guard services (Account 4302- 63342).

The adopted Fiscal Year 2023/24 – 2027/28 Capital Improvement Program (CIP) Budget for this project has sufficient funds for the payment of \$20,000 for education and encouragement services. Payments are subject to the appropriation of funds, and it is anticipated that future allocations of 2016 Measure B revenue received will allow for the future payments for the term of this agreement.

Measure B Education & Encouragement CIP No. 812-0134		
	Budget	Costs
2016 Measure B Funds	\$ 126,645	
<b>Total Budget</b>	<b>\$ 126,645</b>	
		Costs
Misc. Project Costs (Including Encumbrances)		\$ 57,988
FY 2024/25 Education and Encouragement Services (Requested with this Staff Report)		\$ 20,000
<b>Total Expenditures</b>		<b>\$ 77,988</b>
<b>Available Balance</b>		<b>\$ 48,657</b>

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Los Gatos-Monte Sereno Safe Routes to School Agreement for Services