



**TOWN OF LOS GATOS  
TRANSPORTATION AND  
PARKING COMMISSION  
REPORT**

MEETING DATE: 07/11/2019  
REGULAR MEETING  
ITEM NO: 1

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**SPECIAL MINUTES OF THE TRANSPORTATION AND PARKING COMMISSION MEETING**

**June 6, 2019**

The Transportation and Parking Commission of the Town of Los Gatos conducted a Special Meeting on Thursday, June 6, 2019 at 7:30 a.m.

**MEETING CALLED TO ORDER AT 7:30 a.m.**

**ROLL CALL**

Present: Chair Robert Buxton, Vice Chair Megan Crummett (arrived at 7:50 a.m.), Commissioners Maria Ristow and Sasha Ryu.

Absent: Peter Hertan, Commissioner

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

Chair Buxton postponed this item until a quorum was reached.

**OTHER BUSINESS**

The Commission recognized Youth Commissioner, Sasha Ryu, for her two years of service to the TPC. She will forward the "El Gato" opinion article of her high school newspaper to Natalie Hawkins, Recording Secretary, to forward to the TPC.

**2. Commission Adopted Priorities 2019**

**A. Ad Hoc Report out on priority identification**

Maria Ristow, Commissioner, verbally reported that the Ad Hoc did not want to pursue a new priority as the Commission will be short staffed until the new year.

**B. Bus: Current School Bus Pilot Program (Update)**

Ying Smith, Transportation and Mobility Manager verbally reported on this item and presented a Bus Pilot Program Performance Metrics handout. Commission discussed this item.

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

Bob Buxton, Chair, asked for the approval of the May Minutes, upon Megan Crummett's, Vice Chair, arrival at 7:50 a.m.

1. Approve Transportation and Parking Commission Regular Meeting Minutes of May 9, 2019.

**MOTION:**                   **Motion** by Maria Ristow, Commissioner, to approve Consent Item 1.  
**Seconded** by Megan Crummett, Vice Chair.

**VOTE:**                   **Motion passed. 4/0**  
Peter Hertan, Commissioner, not present at vote.

Bob Buxton, Chair, congratulated Sgt. Borromeo on graduating from USC. Sasha Ryu, Youth Commissioner, left at 8 a.m.

2. C. **Parking:** Review and recommend modifications resulting from the Comprehensive Downtown Parking Study (Town Council Referral)

Matt Morley, PPW Director, verbally reported on this item. Commission discussed this item.

3. Police Department Update

Greg Borromeo, PD Sergeant, verbally reported on this item.

4. PPW Director's Report

- A. Transportation & Parking Projects Update 18/19

- I. Hwy 9 Corridor
- II. Traffic Signal Upgrade

Matt Morley, PPW Director, verbally reported on these items.

- B. Ongoing Projects/ Programs of Interest List (Updates)

- I. Parklets
- II. Parking
- III. Cut Through Traffic

- IV. Traffic around Schools
- V. Senior R.Y.D.E. Program
- VI. One-Way Street Pilot
- VII. General Plan Update

Matt Morley, PPW Director, verbally reported on these items.

5. Town BPAC Liaison (verbal report)

Maria Ristow, Commissioner, verbally reported on this item. She presented a list of possible names for the combined TPC and BPAC.

6. Safe Routes to Schools Liaison (verbal report)

Maria Ristow, Commissioner, verbally reported on this item.

7. VTA BPAC Liaison (verbal update)

No new report.

**COMMISSIONER REPORTS**

Maria Ristow, Commissioner, verbally reported on her participation in SR2S and pedestrian counts at Daves Avenue. She also co-led a Silicon Valley Bike Coalition infrastructure ride and will be in a climate ride next week.

Robert Buxton, Chair, verbally reported that today was D-Day and that the Veterans Memorial would be open on June 15<sup>th</sup>.

**ADJOURNMENT**

The meeting adjourned at 8:40 a.m.

This is to certify that the foregoing is a true and correct copy of the Special minutes of the June 6, 2019 meeting as approved by the Transportation and Parking Commission.



Matt Morley, PPW Director

Prepared by: Natalie Hawkins, Recording Secretary

## School Bus Pilot Program Evaluation Schedule

MEETING DATE: 07/11/2019

ITEM NO: 2.B.

Updated: June 6, 2019

### Performance Metrics

	Year ½ (FY18/19) Baseline	Year 2 (FY19/20) Target	Year 3 (FY20/21) Target	
Subscriber (per route)	59	62	65	
Ridership	47%	65%	75%	
Other contribution	10%	35%	60%	
Fare	10%	15%	16%	10% fare increase
TFCA		20%	23%	
Measure B	0%	0%	34%	
Total	10%	35%	72%	
<i>Town contribution</i>	<i>90%</i>	<i>66%</i>	<i>28%</i>	

Subscriber - Annual Subscriber Equivalent: measures utilization

Ridership - average daily ridership: measure congestion relief benefits

Other contribution - Contribution from non-Town sources, including fare

revenue, contribution from others and grants: measures financial sustainability

## School Bus Pilot Program Evaluation Schedule

Updated: June 6, 2019

Column1	TPC	Council	Quarterly Report
April	Survey	update	
	Ad Hoc suggestions		
May	Survey report presentation		
June	Performance metrics discussion		
July			
August	Performance metrics action	Performance metrics action	
September	Quarterly Report 1 update	Quarterly Report 1 update	8/15 - 9/27 31 days
October			
November	Quarterly Report 2 update	Quarterly Report 2 update	9/30 - 11/8 28 days
December	Performance evaluation Priority recommendations to		
January			
February	Quarterly Report 3, evaluation update & discussion	Quarterly Report 3 update Priority setting action	11/12 - 2/14 29 days
March	Performance evaluation Recommendations		
May	Quarterly Report 4 update	Quarterly Report 4 update	2/24 - 5/29 34 days
June		Budget adoption	



**TOWN OF LOS GATOS**  
**TRANSPORTATION & PARKING**  
**COMMISSION REPORT**

MEETING DATE: 7/11/2019

ITEM NO: 3

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DATE: JULY 2, 2019  
TO: TRANSPORTATION AND PARKING COMMISSION  
FROM: MATT MORLEY, PARKS AND PUBLIC WORKS DIRECTOR  
SUBJECT: COMBINING THE TRANSPORTATION AND PARKING AND BICYCLE AND PEDESTRIAN ADVISORY COMMISSIONS

RECOMMENDATION:

Receive a report on combining the Transportation and Parking and Bicycle and Pedestrian Advisory Commissions.

BACKGROUND:

At the May 9, 2019 Transportation and Parking Commission meeting, the Commission voted to move forward a recommendation to combine with the Bicycle and Pedestrian Advisory Commission, forming one Commission. This item was brought forward at the request of both Commissions.

DISCUSSION:

Staff has outlined the following structure for recommendation to the Town Council at the August 20, 2019 Council Meeting. The draft resolution (Attachment 1) reflects additional detail.

*Commission Name:* Better Streets Commission

*Role:* The Commission will be advisory to the Town Council on subjects related to all modes of transportation. This will include motorized and non-motorized modes in the right of way and on Town properties, including parking. Subjects may include: walking, biking, scooters, carshare, rideshare, transit, shuttles, local bussing, parking, electric vehicle charging, automobiles, etc. Trails, street trees, and parks will remain the responsibility of the Parks Commission.

PREPARED BY: MATT MORLEY  
PARKS AND PUBLIC WORKS DIRECTOR

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SUBJECT: COMBINING THE TRANSPORTATION AND PARKING AND BICYCLE AND  
PEDESTRIAN ADVISORY COMMISSIONS

JULY 2, 2019

DISCUSSION (Continued):

*Membership:* The new Commission will consist of seven members, six adult members appointed by the Town Council and one member appointed by the Youth Commission.

*Timeline:* The Council will receive applications during the August recruitment period for Commissions. This will lead to interviews in November, with the new Commission in place on January 1, 2020. The current Commissions will continue through the end of 2019. All current Commissioners are encouraged to apply for the new Commission.

*Meeting Schedule:* The Commission will meet at 7:30 a.m. on the second Thursday of every month. Meetings will be held at the Parks and Public Works offices.

*Regional Representation:* The Commission will take on the role of providing a representative to the VTA BPAC and will fulfill the role of a BPAC where necessary, including the review and support of grant applications.

CONCLUSIONS:

Staff will present this item to the Town Council on August 20, 2019 with the recommendations outlined above and with modifications as recommended by the Transportation and Parking Commission.

Attachment:

1. Draft Resolution

**RESOLUTION 2019-**

**RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF LOS GATOS  
ESTABLISHING THE BETTER STREETS COMMISSION  
AND RESINDING RESOLUTIONS 2016-052 AND 2016-058**

**WHEREAS**, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

**WHEREAS**, the safety of all users of the transportation network is equally important; and,

**WHEREAS**, there is a need to review and recommend actions related to multi-modal transportation; and

**WHEREAS**, traffic congestion and speeding, particularly in the residential neighborhoods is an ongoing problem within the Town of Los Gatos; and,

**WHEREAS**, parking plays a significant role in the transportation network; and,

**WHEREAS**, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

**NOW THEREFORE, BE IT RESOLVED:**

1. There is hereby created a Better Streets Commission for the Town.
  - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
  - a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the



Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

- b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.
- c. Commission members shall serve without compensation.
- d. The Commission shall hold monthly regular meetings.
- e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
- g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

**3. Powers and Duties.**

The duties of the Better Streets Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.
- b. Review policies and procedures on streets and trails.

- c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
  - i. Appointments shall be for a term of one year.
  - ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
- 4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Bicycle and Pedestrian Advisory Commission of any of the authority or discretionary powers vested and imposed by law in such Council.
- 5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos held on the 18<sup>th</sup> day of June 2019 by the following vote:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: \_\_\_\_\_

ATTEST:

TOWN CLERK  
LOS GATOS, CALIFORNIA

DATE: \_\_\_\_\_