



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: November 12, 2021

Questions regarding the following should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.

1. **Tuesday's Meetings**

The Town Pension and OPEB Trusts Oversight Committee Meeting will begin at 6:30 p.m. on Tuesday, followed by the regular meeting at 7:00 p.m. Both meetings will take place via Zoom with separate meeting identification numbers and passcodes.

2. **Town Office Closures**

Town administrative offices and the Library will be closed Thursday, November 25 and Friday, November 26 in observance of the Thanksgiving Holiday. The Library will resume its regular business hours Saturday, November 27 and all other Town offices resume regular business hours Monday, November 29.

Police dispatch and patrol services, and emergency PPW services will continue to operate during the administrative closure.

3. **Team Building Workshop POST Grant**

The Los Gatos-Monte Sereno Police Department applied and received a Police Officer Standards and Training (POST) Grant for a Team Building Workshop to occur by June 30, 2022. The Team Building Workshop (TBW) Program pairs independent specialized consultant services with the management team of a local agency to assist with problem solving, developing organizational goals and objectives, and team building within the agency. Sixteen to twenty-four hours are set aside for group work at a location selected by the Department. During the workshop, an action plan is developed to solve identified problems, set goals or objectives, and team build. The presenter is required to contact the agency following the workshop to aid in the implementation of action items identified in the Action Plan. The presenter fee will be paid by POST directly in addition to reimbursement

for mileage, lodging, and a per diem for meals. Staff was provided a list of potential Team Building Workshop Presenters. Due to the time needed to reserve and plan for this team development opportunity, the Police Department is intending for this event to occur by the end of March 2022. This would allow for the permanent leadership in the Office of the Chief to come together and strategize, set priorities, and a vision with the rest of the command staff and mid-level leadership of the organization.

4. **Local Roadway Safety Plan (LRSP) Progress Update**

After completing the existing condition analysis in the summer, the project team continued to analyze collision data and identified collision profiles. The project team is being led by Transportation and Mobility Manager Ying Smith with support by Town Engineer WooJae Kim, Senior Civil Engineer Mike Vroman, and PPW Intern Savannah Van Akin. Fehr & Peers is providing consultant assistance.

On September 30, the project team held a LRSP Safety Partner meeting with key stakeholders, including Safe Routes to School (SR2S) Board Directors and Los Gatos Union School District representative Karen Briones, Complete Streets and Transportation Commission Chair Jeff Thompson, Santa Clara County Public Health Department representative Alisa Arce, Town Traffic Engineer Mike Vroman, and Traffic Sergeant Greg Borromeo. The project team provided a brief background, presented the collision data analysis, and discussed the preliminary collision profiles.

Fehr & Peers staff led a presentation on the key collision profiles at the October 7 Complete Streets and Transportation Commission Meeting. The top ten Collision Profiles include:

1. Age 65+ Collisions at Midblock
2. Unmarked Pedestrian Crossings
3. Failure to Yield to Pedestrians in Crosswalk
4. Walking or Bicycling on a Major Roadway
5. Bicycle Collisions at Stop Signs
6. Midblock Bicycle Collisions
7. Speed Related Conflicts
8. Broadside Collisions at Unsignalized Intersections
9. Red Light Violations
10. Driving Under the Influence

The Commissioners found the presentation to be informative and had a lively discussion with the consultant staff. The collision analysis results will inform the development of countermeasures.

On October 17, SR2S, PPW, and Fehr & Peers staff hosted a pop-up event at the Farmer's Market. The theme was safety: providing education on safe biking and walking, listening to safety concerns, identifying safety "hot spots," and informing the community on safe routes to school. A map showing the locations and streets with the highest number of collisions in

the recent five years was one of the display materials. The team shared the Local Roadway Safety Plan information and gained feedback from the community on specific safety concerns through a printed handout sheet. The team talked to more than 50 people on various topics.

The picture below shows the Town's SR2S coordinator demonstrating biking hand signals.



To further enhance community engagement efforts, the project team launched a Community Safety Survey to seek input to better understand the community's concerns for traffic safety. The survey can be accessed from the project webpage (<https://www.losgatosca.gov/2697/Local-Roadway-Safety-Plan>) and will be available through December 5. Staff sent a "NotifyMe" message to 247 Connect Los Gatos email subscribers and is promoting it on the Town's social media platforms and the Town's "What's New" page.

Looking ahead, the project team plans to conduct walk audits to discuss countermeasure opportunities, identify ten priority emphasis areas, and recommend countermeasure options. The next update to the CSTC will be in December.

The Local Roadway Safety Webpage mentioned above provides project background, general LRSP information, the LRSP vision statement, schedule, existing conditions analysis, presentations, and how to be involved.

5. **Measure B Highway Interchanges Program Priority Project Grant Award**

In October, PPW staff submitted an application for the Highway 17 Corridor Congestion Relief Project. The Valley Transportation Agency received 13 applications from six primary project sponsors requesting a total of approximately \$1.04 billion in Measure B dollars. VTA staff recommended a strategy that funds as many projects as possible. The Town's application was ranked sixth out of 13 projects and was recommended for \$7,803,000 in Measure B funds for the design phase as highlighted in the attachment.

The Measure B award recommendation was discussed at the VTA Technical Advisory Committee (TAC) meeting on Wednesday this week and was approved unanimously. VTA Police Advisory Committee will review this item at a rescheduled meeting on Friday, November 12.

The right of way (ROW) and construction phases for the Los Gatos project are not recommended for Measure B funding at this time. In subsequent biennial budget cycles, as ROW allocations needs are better defined, projects may be awarded the ROW funds requested. The program does have a minimum of a ten percent non-Measure B match and staff intends to bring a discussion of these additional funding needs to a future Council meeting, potentially when the funding agreement for this award is considered. Future funding for projects will be considered for next phase funding in VTA's 2024 budget cycle, based on ranking and progress.

6. **Planning Commission Actions**

Attached is a copy of the November 10 Planning Commission agenda indicating actions taken on each item.

7. **Commission/Board/Committee Vacancies - Status**

There have been no changes to the recruitments since last week's distribution.

8. **Letters of Appreciation**

A letter of appreciation was received from a University Avenue resident for Police Officers' response to a disturbance at the Tamarack Apartments. Verbatim comments were received as follows: *I just wanted to say thank you to the officer(s) that came to my apt complex this evening regarding a party that got out of hand. You are very much appreciated!! Tammy*

The officers that responded and efficiently handled the incident are Officers Frank Bazzar, Manuel Respicio, and Macey Delgado, and Corporal Harold Hoyt.

9. **Town Manager Observations**

Preliminary Legislative Discussion: On Wednesday, Mayor Sayoc and I met remotely with staff from Senator Cortese's and Assembly Member Low's Offices. We discussed potential legislation to provide more effective options and enforcement tools for Councils, School Boards, and other governing bodies in the event of a disturbance to business meetings. We also discussed legislation to protect non-public officials from harassing comments at public meetings.

LP:jj

Attachments

Highway Interchange
Planning Commission Actions