



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

MEETING DATE: 11/14/2019  
REGULAR MEETING  
ITEM NO: 1

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

**October 10, 2019**

The Transportation and Parking Commission of the Town of Los Gatos conducted a Regular Meeting on Thursday, October 10, 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, Commissioners Peter Hertan, Adam Moore and Maria Ristow.

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

1. Approve Transportation and Parking Commission Regular Meeting Minutes of September 12, 2019.

**MOTION:** Motion by Maria Ristow, Commissioner, to approve Consent Item 1.  
Seconded by Peter Hertan, Commissioner.

**VOTE:** Motion passed. 5/0.

**OTHER BUSINESS**

2. Youth Commission Liaison (verbal report)

Adam Moore, Youth Commissioner, verbally reported on the last Youth Commission meeting.

3. Special Meeting – 11/06/2019

Matt Morley, PPW Director, reviewed the time and subject of the upcoming special parking study meeting as Wednesday, November 6, 2019 at 3:30 p.m.

4. Commission Adopted Priorities 2019

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

Ying Smith, Transportation and Mobility Manager, verbally reported on this item and presented a first quarter performance report handout. Commission discussed this item and

had a consensus of a strong endorsement of the VTA Express Bus Partnership.

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

No new update.

5. Police Department Update

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

6. PPW Director's Report

- A. Transportation & Parking Projects Update 19/20

- I. Blossom Hill Road
- II. Traffic Signal Upgrade
- III. Paving

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

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

- I. Parklets
- II. Cut Through Traffic
- III. Traffic around Schools
- IV. Senior R.Y.D.E. Program
- V. One-Way Street Pilot
- VI. General Plan Update

Matt Morley, PPW Director, verbally reported on item numbers I., V. & VI. Commission discussed item number V. No new updates on the other item numbers.

7. Town BPAC Liaison (verbal report)

Maria Ristow, Commissioner, verbally reported on this item.

8. Safe Routes to Schools Liaison (verbal report)

Maria Ristow, Commissioner, verbally reported on this item.

9. VTA BPAC Liaison (verbal update)

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SUBJECT: TRANSPORTATION AND PARKING REGULAR MEETING MINUTES

DATE: October 10, 2019

Peter Hertan, Commissioner, verbally reported on this item.

### COMMISSIONER REPORTS

Maria Ristow, Commissioner, verbally reported that she had attended the combined Town Council and Planning meeting on 10/01/2019 and participated in the Bicycle/ Pedestrian counts. She noted that she will be attending the Silicon Valley Bike Coalition Dinner where she will be presenting her biking story.

Robert Buxton, Chair, verbally reported his attendance at the 09/17/2019 Town Council meeting and completed the creek trail counts. He thanked the Town Manager's office for the complimentary letter to the Commission in the annual report, attached. Lastly, he reminded the Commission that the last day to turn in the new Complete Streets and Transportation Commission applications would be 10/25/2019.

### ADJOURNMENT

The meeting adjourned at 8:50 a.m.

This is to certify that the foregoing is a true and correct copy of the Regular minutes of the October 10, 2019 meeting as approved by the Transportation and Parking Commission.



Matt Morley, PPW Director

Prepared by: Natalie Hawkins, Recording Secretary

## School Bus Pilot Program Update to TPC, October 10, 2019

### First Quarterly Performance Report

The Town Council adopted performance metrics for the School Bus Pilot Program at the September 17 meeting. Staff plans to provide quarterly performance reports to the TPC and Council for regular monitoring.

Table 1 - Performance Metrics and Target Milestones

	Year ½ (FY18/19) Baseline	Year 2 (FY19/20) Target	Year 3 (FY20/21) Target
Subscriptions	59	62	65
Ridership	47%	65%	75%
Other Funding	10%	35%	60%

Table 2 - Performance Report Q1, 8/15 - 9/27

	Route A	Route B	Averages
Subscriptions	47.5	69.5	<b>58.5</b>
Ridership	64%	41%	<b>53%</b>
Other contribution	28%	63%	<b>45%</b>

The pilot program is on track to meet the targets in both subscription and other contribution. However, the ridership metric has not met the target and continues to be a challenge in this program. The Town was awarded a total of \$174,000 in Transportation Fund for Clean Air (TFCA) grant funding for two years of service, which will contribute a significant amount to the program.

Table 3 – Details of Other Funding Contribution

	Route A	Route B	Total
Cost	\$ 142,782	\$ 142,782	\$ 285,563
TFCA	\$ 22,000	\$ 65,000	\$ 87,000
Fare	\$ 17,290	\$ 24,920	\$ 42,210
Other contribution	27.5%	63.0%	45.2%

## VTA Express Bus Partnership Program

VTA is considering an Express Bus Partnership Program that invites third-party funding partnerships to help offset the cost and improve performance standards. Although the program was originally intended to include VTA's existing Express Bus Routes, Town staff suggested VTA broaden the program to engage with municipalities and additional travel markets. The full staff report is available on the October VTA PAC agenda:

[http://santaclaravta.iqm2.com/Citizens/Detail\\_Meeting.aspx?ID=2909](http://santaclaravta.iqm2.com/Citizens/Detail_Meeting.aspx?ID=2909)

Town staff envisions a Town/VTA partnership that could be a sustainable model to continue the Town's School Bus Pilot Program, with these elements:

- VTA operates the school-related service, with service defined by the Town (route design, service schedule and calendar);
- Town contributes a percentage of the total operating cost as determined by VTA;
- The service is open to all;
- Youth 18 and under pay VTA's youth fare, currently at \$1.25 per ride or \$35 for a monthly pass;
- Town may adopt performance metrics to guide future decisions.

A partnership with VTA can potentially address the major risks and challenges identified in the School Bus Business Plan, including cost and revenue, management structure, and contractor availability. In contrast to the existing VTA service, a program sponsor (the Town) will determine the service under this Partnership Program. The Town can design the service in working closely with VTA staff. The fare structure allows more flexibility to customers. One major difference is that the public bus environment is very different from the school bus environment.

### Timeline and Next Steps (Tentative)

November 2019	VTA: Final Express Bus Program Service Plan for review
November 2019	Town: Review with Town Council for approval
December 2019	VTA: Final Express Bus Partnership Program to Board of Directors
Late 2019	Express route service details to be determined with sponsors
Early 2020	VTA: Implementation of new Express Bus service



# TOWN OF LOS GATOS

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OFFICE OF THE TOWN MANAGER  
(408) 354-6832  
Manager@LosGatosCA.gov

Civic Center  
110 E. Main Street  
Los Gatos, CA 95030

September 30, 2019

**Re: Fiscal Year 2018/19 Annual Report**

Dear Town of Los Gatos Board, Commission, and Committee Members:

The Town is pleased to present the Annual Report for Fiscal Year 2018/19. The report highlights the Town's services and accomplishments in many areas, including but not limited to: community character, public safety, transportation and infrastructure, fiscal responsibility, and community engagement. This year's Report identifies the unique contributions of the Town's Commissions, Committees, and Boards. Fiscal year 2018/19 brought both continued work toward ongoing Town priorities as well as opportunities to try out fresh ideas.

As a Board, Commission, or Committee member, you make a difference through your service and dedication to the Town. Your ideas, input, and enthusiasm have resulted in many improvements for the community. The Town appreciates and thanks you for your time, talent, and expertise. We hope you find the Annual Report useful in your work with the Town.

We look forward to another great year in 2019/20.

Sincerely,

**LAUREL PREVETTI**  
Town Manager

LP:hz