

# TOWN OF LOS GATOS SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND COMPLETE STREETS AND TRANSPORTATION COMMISSION - STUDY SESSION AGENDA MARCH 16, 2021 110 EAST MAIN STREET LOS GATOS, CA

Marico Sayoc, Mayor Rob Rennie, Vice Mayor Mary Badame, Council Member Matthew Hudes, Council Member Maria Ristow, Council Member

#### PARTICIPATION IN THE PUBLIC PROCESS

<u>How to participate</u>: The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item on the agenda, please follow the participation instructions on page 2 of this agenda. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period, by following the participation instructions on page 2 of this agenda. The time allocated to speakers may change to better facilitate the Town Council meeting.

Effective Proceedings: The purpose of the Town Council meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Town Council meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code. Disruptive conduct is not tolerated, including but not limited to: addressing the Town Council without first being recognized; interrupting speakers, Town Council or Town staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

#### Deadlines for Public Comment and Presentations are as follows:

- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email, to the Clerk's Office no later than 3:00 p.m. on the day of the Council meeting.
- Persons wishing to submit written comments to be included in the materials provided to Town Council must provide the comments as follows:
  - For inclusion in the regular packet: by 11:00 a.m. the Thursday before the Council meeting
  - For inclusion in any Addendum: by 11:00 a.m. the Monday before the Council meeting
  - o For inclusion in any Desk Item: by 11:00 a.m. on the day of the Council Meeting

Town Council Meetings Broadcast Live on KCAT, Channel 15 (on Comcast) on the 1st and 3rd Tuesdays at 7:00 p.m.

Rebroadcast of Town Council Meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 7:00 p.m.

Live & Archived Council Meetings can be viewed by going to:

www.LosGatosCA.gov/TownYouTube

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]

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#### **TOWN OF LOS GATOS**

## SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND COMPLETE STREETS AND TRANSPORTATION COMMISSION - STUDY SESSION AGENDA MARCH 16, 2021

5:45 PM

#### IMPORTANT NOTICE REGARDING THE MARCH 16, 2021 SPECIAL JOINT MEETING

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television and/or online at <a href="https://www.losgatosca.gov/AgendasAndVideos.">www.losgatosca.gov/AgendasAndVideos</a>. In accordance with Executive Order N-29- 20, the public may only view the meeting on television and/or online and not in the Council Chamber.

#### **PARTICIPATION**

If you are not interested in providing oral comments in real-time during the meeting, you can view the live stream of the meeting on television (Comcast Channel 15) and/or online at www.LosGatosCA.gov/TownYouTube.

If you are interested in providing oral comments real-time during the meeting, you must join the Zoom webinar:

- Join from a PC, Mac, iPad, iPhone or Android device: click this link
   https://us02web.zoom.us/j/87912961024?pwd=Y0N4Z1l1WVdTK0RqMkdEbnNyVHJ2U
   T09. Password: 262162. You can also type in 87912961024 in the "Join a Meeting" page on the Zoom website at <a href="https://zoom.us/join">https://zoom.us/join</a>.
- Join by telephone: Dial: 877 336 1839. Conference code: 969184

#### During the meeting:

- When the Chair announces the item for which you wish to speak, click the "raise hand" feature in Zoom. If you are participating by phone on the Zoom app, press \*9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Council meeting.

If you are unable to participate in real-time, you may email to <a href="PublicComment@losgatosca.gov">PublicComment@losgatosca.gov</a> the subject line "Public Comment Item #\_\_ " (insert the item number relevant to your comment) or "Verbal Communications – Non Agenda Item." Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

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#### **TOWN OF LOS GATOS**

## SPECIAL JOINT MEETING OF THE TOWN COUNCIL AND COMPLETE STREETS AND TRANSPORTATION COMMISSION - STUDY SESSION AGENDA MARCH 16, 2021

5:45 PM

#### **REMOTE LOCATION PARTICIPANTS**

The following Council Members are listed to permit them to appear electronically or telephonically at the Town Council meeting: MAYOR MARICO SAYOC, VICE MAYOR ROB RENNIE, COUNCIL MEMBER MARY BADAME, COUNCIL MEMBER MATTHEW HUDES, COUNCIL MEMBER MARIA RISTOW, COMMISSIONER ROBERT BUXTON, COMMISSIONER BILL ELHERS, COMMISSIONER PETER HERTAN, COMMISSIONER ROB MOORE, YOUTH COMMISSIONER ADAM MOORE, VICE CHAIR GILLIAN VERGA, and CHAIR JEFF THOMPSON. All votes during the teleconferencing session will be conducted by roll call vote.

#### **MEETING CALL TO ORDER**

#### **ROLL CALL**

**VERBAL COMMUNICATIONS** (Members of the public are welcome to address the Town Council on any matter that is listed on the agenda consistent with the Participation Instructions contained on Page 2 of this agenda. This is the only opportunity for the public to provide comments at this special meeting.)

#### **OTHER BUSINESS**

 Review and Discuss the Complete Streets and Transportation Commission Accomplishments and Goals.

#### **ADJOURNMENT**

Writings related to an item on the Town Council meeting agenda distributed to members of the Council within 72 hours of the meeting are available review on the official Town of Los Gatos website.

Note: The Town of Los Gatos has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a decision of the Town Council must be brought within 90 days after the decision is announced unless a shorter time is required by State or Federal law.

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MEETING DATE: 03/16/2021

ITEM NO: 1

DATE: March 11, 2021

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Review and Discuss the Complete Streets and Transportation Commission

**Accomplishments and Goals** 

#### **RECOMMENDATION:**

Review and discuss the Complete Streets and Transportation Commission accomplishments and priorities.

#### **BACKGROUND:**

The Complete Streets and Transportation Commission (CSTC) began in August 2019 when the former Transportation and Parking Commission was combined with the Bicycle and Pedestrian Advisory Commission. The combination occurred as the agendas and interests of the two Commissions were duplicative, with members of each Commission often attending the other's meetings. The CSTC retains several key roles from the previous Commissions, including:

- Fulfills the role of a Bicycle and Pedestrian Advisory Commission by designation and due to its focus across all modes of transportation.
- Undertakes parking related issues as parking plays a significant role in the transportation network.
- Appoints a member of the Commission annually to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Committee.

The CSTC meets monthly on the second Thursday at 7:30 a.m. Staff typically meets with the Commission Chair and Vice Chair a week before the meeting to set the agenda. Annually in January, the CSTC begins setting its priorities and workplan for the year, with an adoption of annual priorities targeted for the February or March meeting. This provides the CSTC an opportunity to incorporate the Town Council Strategic Priorities into the deliberation.

PREPARED BY: Matt Morley

Parks and Public Works Director

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

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SUBJECT: Study Session with the Complete Streets and Transportation Commission

DATE: March 11, 2021

#### BACKGROUND (continued):

The Police Department and the Parks and Public Works Department serve as liaisons to the CSTC.

#### **DISCUSSION:**

In setting the priorities annually, staff advises the Commission to target between three and five items. This provides the opportunity to focus on accomplishing the goals set out for these priorities. A greater number of priorities tends to be too much to actively manage. The CSTC identified these priorities for the 2020 calendar year:

- Implement Bike Valet at Town Events This priority was hampered by COVID-19 and put on the table for future consideration.
- Track and Provide Input to the General Plan Update The CSTC provided valuable input into the Mobility Element of the General Plan and continue to review and track this item. The initial input from the CSTC successfully completes this item.
- Identify Infrastructure Repairs These items have been identified as being most easily handled through work requests to the Parks and Public Works Department as they are noticed. Commissioners continue to identify needs as they are observed and this item has been successfully addressed.
- Identify Los Gatos Creek Trail Improvements This project resulted in a lengthy matrix of identified work efforts. The work falls into several categories, those that can be handled by Parks and Public Works maintenance crews as resources are available, those that require a capital project, and those that are deferred, meaning an identified need with no plan for addressing the concern. This priority was successfully completed by the CSTC and progress on the matrix will be tracked over time.
- Conduct Neighborhood Walk Audits This priority was hampered by COVID-19 and put on the table for future consideration.

The latest meeting of the CSTC occurred on March 11, 2021. During the meeting, the Commissioners discussed topics related to this study session and established their 2021 priorities (Attachment 1).

With an eye towards advancing the priorities and inspired by the Council focus on Diversity, Equity and Inclusion (DEI), the Commissioners have participated in a University of California Los Angeles Perloff Lecture Series on Race in Transportation. The Commissioners shared notes and engaged in a conversation on insights from the series. Some of the key points include:

• The Connect Los Gatos program is inherently inclusive and demonstrates the proactive steps the Town is taking. The program could more explicitly identify the DEI goals especially in outreach and through the website.

SUBJECT: Study Session with the Complete Streets and Transportation Commission

DATE: March 11, 2021

#### **DISCUSSION** (continued):

• Outreach and engagement to the community is key. Open ended conversations should balance targeted, project specific efforts.

- Capital improvements historically have not always considered the needs of the adjacent communities, especially where the community may be lower income and minority areas that are not politically engaged or represented.
- Unconscious bias remains an area of concern, especially in enforcement efforts.

The Commission is anxious to engage in a dialogue with the Council on priorities and how the CSTC can best support the Council. The CSTC identified several topics that are of particular interest:

- What role would the Council like the CSTC to play with respect to parking and the direction of that effort?
- Parking integration with the High School The CSTC believes the High School is willing to engage on parking management solutions for teachers and students. The CSTC is interested in the Town Council perspective on this portion of the downtown parking challenge and the role the CSTC might play.
- Can the Council clarify the Council Strategic Priority of Summer/Rush Hour/School Traffic. Understanding that the Highway 17 Congestion Relief project has a longer-term outlook, are there ways the CSTC help to advance this priority in the short term?
- What is the Council perspective on issues with Diversity, Equity, and Inclusion as it relates to transportation? Are there areas that the Council feels are immediate priorities or projects that need extra focus?
- How can CSTC help engage seniors in all types of subject matters? Can the CSTC help without overstepping into the work of the Community Health and Senior Services Commission?

In addition to these questions, the CSTC would like to provide feedback on the increase of importance the Town has placed on multi-modal transportation efforts. The CSTC appreciates the deliberate change in focus on making the roadways safe for all users from the previous more limited direction on making roadways efficient for automobiles. Examples include the advancing of projects like the Winchester Complete Streets project, the Highway 17 Bicycle and Pedestrian Overcrossing, and the Blossom Hill Road Traffic Calming study, among many others.

In addition to their identified priorities, staff relies heavily on the input and participation of the CSTC for many Town activities. Some notable areas where the CSTC provides valuable assistance to the Town include:

• Capital Project Programming – Town staff seek input on and review potential capital projects with the CSTC on an annual basis leading into the annual budget process. This

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SUBJECT: Study Session with the Complete Streets and Transportation Commission

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#### **DISCUSSION** (continued):

typically begins towards the end of the calendar year to allow time for creating the scoping and budgeting necessary to include projects in the budget.

- Capital Project Development Support The CSTC provides invaluable assistance in public engagement activities and information gathering, such as bike and pedestrian counts, that are critical to advancing projects. Staff routinely calls on Commissioners to play a role and they are always willing participants.
- Capital Project Progress Review The CSTC monthly agenda includes a review of projects that are in development or in progress. This key activity provides Commissioners with information they need to be a voice and ears in the community, providing for accurate information and maintaining a pulse on resident perception.
- Regional Engagement Commissioners' span of influence and engagement extends beyond the Town limits, allowing for an understanding of efforts underway in neighboring jurisdictions, activities of the regional Bicycle and Pedestrian Advisory Commission, and engagement with other interests such as the Silicon Valley Bicycle Coalition and Reach Your Destination Easily (RYDE) program.

The CSTC has no recommended changes to the enabling resolution or recruitment questionnaire.

#### **CONCLUSION**:

The Commissioners look forward to the dialogue with the Town Council.

#### **COORDINATION:**

This report was coordinated with the Complete Streets and Transportation Commission.

#### FISCAL IMPACT:

There is no fiscal impact associated with this discussion.

#### **ENVIRONMENTAL ASSESSMENT:**

This is not a project as defined under CEQA and no environmental review is required.

#### Attachments:

- 1. Commission Adopted 2021 Priorities
- 2. Enabling Resolution
- 3. Commission Recruitment Questionnaire

#### **CSTC Priorities 2021**

All projects will be reviewed from the perspective of Diversity, Equality, and Inclusion.

All projects will align with the Town Council Priorities.

- 1. **Town Projects:** Stay informed and review/support current Parks and Public Works and Parking (PPW) projects, including but not limited to:
  - a. Blossom Hill Bike and Pedestrian OverCrossing (BH BPOC)
  - b. Downtown Parking Improvements- Including Reviewing Van Accessible Parking
  - c. Winchester Complete Streets
  - d. Blossom Hill traffic calming
  - e. Highway 17 Congestion Relief (Beach Traffic)
  - f. Other Connect Los Gatos projects
- 2. **Commission Projects**: Participate directly in these projects, in priority order.
  - a. **DEI Education:** Actively educate ourselves about Diversity, Equality, and Inclusion issues in Transportation. (Start with attending the <u>UCLA lecture series on Race in Transportation</u>.)
  - b. **Lynn Ave Greenway**: Support and advocate for implementation of this small section of BPMP Project B13, which we're prioritizing due to community engagement.
  - c. **BH BPOC Connector:** Research improvements to the Los Gatos Creek Trail entrance from the proposed BH BPOC.
  - d. **Bike Parking Assessment:** Assess and report on sufficiency of bike parking at town shopping centers, as well as provide information to help businesses bring bike parking up to expectations.
  - e. **Downtown Pedestrian Assessment:** Perform walk audits to identify permanent and temporary barriers to free flow of pedestrians and wheelchairs.
  - f. Bike Valet (post- pandemic): organize and staff bike valet parking at town events.
- 3. **Upcoming Projects:** PPW Staff will have availability for the next project at some point in the future. Whenever this happens, the Commission should have a list of prioritized potential projects that PPW Staff can draw from. The project suggestions below are just the first version of possible projects for discussion by the Commission. We propose that we spend 10 minutes each meeting reviewing the list of projects to add, subtract and re-prioritize.
  - a. BH BPOC Art
  - b. Community Shuttle (After Covid)
  - c. Native Plant Garden on Creek Trail
  - d. Review of BPMP bike projects for priorities.
  - e. Review of BPMP pedestrian projects and sidewalk gaps for priorities (Roberts Road is P10)
  - f. Others?

Complete Streets and Transportation Commission Resources Feb 2021

New project ideas come from multiple and various sources. Listed below are resources available to Commissioners for study and actions to generate new ideas for the list of new projects in 2) above.

- 1. Town Council Meetings and Strategic Priorities
  - Diversity, Equity, Inclusion. UCLA lecture series on Race in Transportation.
     https://www.its.ucla.edu/events/perloff-lecture-series/?mc\_cid=63a210ca98&mc\_eid=7935fdc2ac
  - b. Seniors.
- 2. Town resident feedback
- 3. PPW Staff
- 4. Bike and Pedestrian Master Plan priorities list https://www.losgatosca.gov/2347/Bicycle-and-Pedestrian-Master-Plan
- 5. Walk Audits
- 6. Cycling Audits
- 7. Driving Audits
- 8. Regional transportation meetings: VTA BPAC, Bicycle Superhighway, SVBC, SR2S, etc.
- 9. Dixon Parking Study
- 10. 2040 General Plan Mobility Section
- 11. Town Wide Survey Dec 2020
- 12. Town Policies: Complete Streets 3-01 and CSTC Creation Resolution 2019-047.

Comment from Commissioner Buxton:

Excellent work by the ad hoc!

One recommended addition:

Item 2.e.-Target handicapped parking i.e. United Spinal Association(Nick Struthers & Franklin Elieh) and the work being done with Jim Renelle.

#### RESOLUTION 2019-047

## RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE COMPLETE STREETS AND TRANSPORTATION 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 traffic calming, particularly in the residential neighborhoods is an ongoing focus 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:

- There is hereby created a Complete Streets and Transportation 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.

**ATTACHMENT 2** 

- 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 Complete Streets and Transportation 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.
- 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.

- 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 Complete Streets and Transportation 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  $20^{th}$  day of August 2019 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

MAYOR OF THE TOWN OF LOS GATOS LOS GATOS, CALIFORNIA

August 20, 2019

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SIGNED:

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS LOS GATOS, CALIFORNIA

DATE: 8/23/19

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### TOWN OF LOS GATOS

#### BOARD, COMMISSION, COMMITTEE APPLICATION

Contact: Clerk Department 110 East Main Street, Los Gatos, CA 95030 (408) 354-6888 or Clerk@LosGatosCA.gov

General eligibility requirements: A resident of the incorporated limits of the Town of Los Gatos. Other requirements may apply to specific Boards, Commissions, or Committees.

If you would like to apply for more than one Board, Commission, or Committee, place a number next to the Board, Commission, or Committee, in order of your preference, for which you would like to apply. A separate application is required to be submitted for each Board, Commission, or Committee you are applying for. Only applications for current openings will be considered at this time. Applications for future openings will be kept on file for one year. Qualified applicants will be notified for an interview with Town Council.

Arts and Culture Commission
Building Board of Appeals
Community Health and Senior Services Commission
Complete Streets and Transportation Commission
Council Finance Committee – Resident
General Plan Committee
Historic Preservation Committee
Library Board
Parks Commission
Personnel Board
Planning Commission
Sales Tax Oversight Committee

#### **IMPORTANT NOTICES**

Please note that all information provided on the application becomes a public record after it is officially filed. All appointed applicants are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700), which are also a public record. Applicants appointed to the Planning Commission are also required to complete Ethics Training AB 1234 every two years.

FIRST NAME:	LAST NAME:	
ADDRESS:	CITY:	ZIP CODE:
CELL PHONE:	WORK PHONE:	
EMAIL ADDRESS:	HOME PHONE:	
EMPLOYER:	JOB TITLE:	
HOW LONG HAVE YOU LIVED IN LOS GATOS?		
*If appointed your name, phone number, and	email address will be mad	e available to the public.
Please list all previously held elected or appointed governmental positions. Include the Position/Office held and the associated dates. (e.g. Mayor, City of San Jose, 1990-1994)		
Please list any civic charitable organizations you have belonged to. Include the Position/Office held and the associated dates. (e.g. Coach, Little League, 1982-1989)		
Please list any schools that you have attended or are currently attending. Include your major subject area and/or grade level. (e.g. San Jose State University, BA in History)		

Why are you interested in serving on the Complete Streets and Transportation Commission?	
What do you see as the role of this Commission?	
How will you balance your personal interests with the broader role of the Commission?	

How do you stay in touch with the overall		
priorities of the community?		
Do you prefer an active role in advancing priorities or a formal advisory role?		
All applicants are required to be intervie  All applicants will be conta		
Signature:	Date:	

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THE INTERVIEW PROCESS, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834.

NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY [28 CFR §35.102-35.104]

**Submit via Email**