



CITY COUNCIL STUDY SESSION

TUESDAY, JULY 10, 2018 – 5:00 P.M.

Community Meeting Chambers
Los Altos City Hall
One North San Antonio Road, Los Altos, California

1. Update of Miramonte Avenue Path, Project CF-01006: Provide direction to staff regarding this project (A. Bodduna)

ADJOURNMENT

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STUDY SESSION

Agenda Item # 1

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Update on Miramonte Avenue Path, Project CF-01006

Prepared by: Aruna Bodduna, Transportation Services Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Previous Outreach Efforts Summary
2. Sections of each master plan regarding Miramonte
3. Minutes from CSC meetings regarding Miramonte

Initiated by:

City Council, Capital Improvement Program (CIP) Project CF-01006

Previous Council Consideration:

April 12, 2016; November 14, 2017 and June 12, 2018

Fiscal Impact:

\$330,000 (CIP budget)

\$1,000,000 (Grant funding)

Environmental Review:

Categorically Exempt

Policy Question(s) for Council Consideration:

- On December 8, 2015, Council Adopted the “Complete Streets Act of 2008” (Assembly Bill 1358) that requires the planning of road projects to accommodate the need of all users: motorists, pedestrians, cyclists, and transit. Does the Council support the Miramonte Avenue Path project that complies with this policy?

Summary:

- Currently, Miramonte is classified as a Class III bike route
- Miramonte Class I path identified as priority projects in Council adopted 2012 Bicycle Transportation Plan and 2015 Pedestrian Master Plan
- Miramonte Class I path identified in Council adopted CIP 2012-2016
- Loyola Elementary School and Blach Intermediate School Recommendations included installation of high visibility crosswalk with enhancements such as actuated beacon
- Received \$1,000,000 federal grant funding in 2017



Subject: Update on Miramonte Avenue Path, Project CF-01006

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- Outreach for the current project includes Special Complete Streets Commission (then Bicycle and Pedestrian Advisory Committee) on August 24, 2016, Public Meeting on January 22, 2018, Complete Streets Commission on January 24, 2018
 - Project concept design presented at the August 2016 meeting included raised pathway with curb and gutter
 - Currently in Caltrans approval process to request authorization for construction bid notice. Once this is received, project is ready for bid.

Staff Recommendation:

This is a study session. By consensus, the City Council should provide direction to staff regarding this project.



Subject: Update on Miramonte Avenue Path, Project CF-01006

Purpose

To provide an update on Miramonte Avenue Path Project.

Background

Miramonte Avenue in Los Altos is a two-lane, north-south Collector Street that connects Loyola Corners commercial district, the residential neighborhoods in Los Altos, and unincorporated Santa Clara County with many commercial centers in Mountain View. The current speed limit on Miramonte Avenue is 25 mph.

Currently, Miramonte is classified as a Class III bike route. Roadway shoulders and informal asphalt concrete or unpaved paths provide walking spaces along Miramonte Avenue. Concrete sidewalks exist south of Loraine Avenue. Miramonte Avenue also provides access to Loyola Elementary and Blach Intermediate Schools. Private schools such as, St. Francis High School and Miramonte Christian School are also served by Miramonte Avenue.

The goal of the Miramonte Avenue project is to provide and improve accessible walkways, add accessible curb ramps at intersections, add bicycle facilities and enhance school crosswalks. Currently, pedestrians and bicyclists utilize the striped shoulders that offer little protection from conflicts with vehicles.

This project was identified in the Blach Neighborhood Traffic Study, the Los Altos Bicycle Transportation Plan (adopted 2012), and Pedestrian Master Plan (adopted 2015) and is currently listed as a Tier II project in the County Bicycle Expenditure Program. In the current adopted 2012 Los Altos Bicycle Transportation Plan (BTP), Miramonte Avenue is identified as a Priority Bikeway with a recommended Class I pathway facility improvement. In fact, a Class I pathway was discussed in earlier versions of the Bicycle Transportation Plan and the 2010 Blach Neighborhood Traffic Study. All the studies and plans discussed here had extensive outreach either in the form of special commission meetings, public meetings and committee/commission/council meetings as indicated in Attachment 1. The Miramonte Avenue Class I facility is also identified in the Valley Transportation Authority Bicycle Expenditure Plan (BEP) 2040. The BEP 2040 is a long-range bicycle planning document that incorporates and focuses on cross-jurisdictional and regionally important bicycle facilities. The Miramonte Avenue improvements are considered in this category because of its connection with Foothill Expressway to the south and El Camino Real/Shoreline Avenue to the north.

On April 12, 2016, Council approved a contract with Bellecci & Associates to provide professional engineering design and construction support services for the Miramonte Avenue Path, Project CF-01006. It includes storm drain, pedestrian and bicycle access improvements along Miramonte Avenue, between Fremont Avenue to the south and the City limit with City of Mountain View to the north.



Subject: Update on Miramonte Avenue Path, Project CF-01006

On December 8, 2015, Council Adopted the “Complete Streets Act of 2008” (Assembly Bill 1358) that requires the planning of road projects to accommodate the need of all users: motorists, pedestrians, cyclists, and transit. Miramonte Avenue Path project design was developed in compliance with the Complete Streets Policy.

As part of the project, three design concepts for bicycle and pedestrian improvements were prepared and presented at a Special Complete Streets Commission (then Bicycle and Pedestrian Advisory Committee) on August 24, 2016. The design concepts included alternatives: (note, all improvements are proposed in the public right-of-way)

- Alternative #1 Class I Pathway
- Alternative #2 Class II (bike lanes) with an accessible walkway
- Alternative #3 Class III (bike route) with an accessible walkway

In the staff report and at the meeting, staff indicated on-street parking may be impacted with the addition of bike lanes on Miramonte Avenue. All three alternatives presented included a raised pedestrian pathway with curb and gutter. It should be noted that under existing conditions, concrete curb and gutter already exists in some segments along this roadway.

At the August 2016 meeting, Alternative #2 was favored by the Commission, which includes Class II bike lanes and an accessible pedestrian walkway. The proposed pathway and bike lanes would have a regional impact on improving pedestrian and bicycle access by connecting the existing bicycle lane along Miramonte Avenue in Mountain View to Foothill Expressway. It would also improve pedestrian and bicycle access to and from schools such Loyola, Blach, and Oak, and public parks such as Heritage Oaks Park and McKenzie Park.

Based on the feedback received at the August 2016 meeting, the project team conducted parking studies during daytime and evening hours at three separate occasions. Daytime parking counts from 2016 observed 3 cars parked on the street, and evening parking counts in January 2018 observed no cars parked on the street. The current design accommodates parking in some portions along Miramonte Avenue.

The estimated project cost for the entire Miramonte Path Project is \$3.7 million. The City had an opportunity to pursue a \$1 M federal grant for this project in mid-2017. Staff, along with the consultant team, identified project limits that could fit in with this grant amount. The grant application received support letter from Los Altos School District and City Recreation Department.

The Project was split into two phases, Phase 1 includes improvements between north end of the City limits and Berry Avenue and Phase 2 includes improvements between Berry Avenue and Fremont Avenue. Staff selected Phase 1 to advance into construction for the following reasons:



Subject: Update on Miramonte Avenue Path, Project CF-01006

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- It connects to the existing City of Mountain View Class II bike path (regional significance and connectivity)
 - It connects to the existing Class II bike path along Covington to Blach School (near school and connectivity)
 - It connects to the existing Class I path along Berry Ave (connectivity)
 - It ties to another planned school route improvements project at the intersection of Berry and Miramonte (connectivity)
 - It has minimal utility conflicts with PG&E power poles (project readiness)
 - It has the least impact on trees (project readiness)
 - The cost estimate for this segment fits within the maximum grant amount

Consultant prepared the design for the preferred alternative based on the feedback received at the previous outreach meeting in August 2016. The design includes raised decomposed granite pathways with curb and gutter. Parking spaces are provided along the pathway.

A public meeting was scheduled for January 22, 2018 at Hillview Community Center. The meeting notice was sent to property owners/residents within 500 feet of Miramonte Avenue and posted on various City media (Nextdoor, City Manager's weekly updates, City's social media channels, etc). This project was also presented at Complete Streets Commission meeting on January 24, 2018. Additionally, public comment review period was open until February 28, 2018 to gather public feedback. Attachment 1 provides previous outreach efforts summary.

The Phase I of the project is currently scheduled for construction in late summer or fall of 2018, following the Caltrans approval process.

Discussion/Analysis

Miramonte Avenue Path project had extensive public outreach from inception of planning stage to design, as discussed above. This project is compliant with the Council adopted Complete Streets Policy resolution. Because the project is compliant with the policy and demonstrated public outreach, project was eligible to apply for federal grant funding, which was supported by the Council. Subsequently, project was successfully awarded the grant funding. By accepting the federal grant funding, City is committed to completing the project to include the complete streets elements.

Options

- 1) Authorize Staff to continue with current design and construction of Miramonte Path, Project CF-01006.

Advantages: Complies with Council adopted Complete Streets Act of 2008 to provide accommodations to all road users and meet Federal grant funding obligations



Subject: Update on Miramonte Avenue Path, Project CF-01006

Disadvantages: None

- 2) Do not Authorize Staff to continue with current design and construction of Miramonte Path, Project CF-01006

Advantages: None

Disadvantages: The design project will not be completed and the City will lose the \$1,000,000 federal funds and potentially future grant funding opportunities for not delivering the project

Recommendation

This is a study session. By consensus, the City Council should provide direction to staff regarding this project.

Attachment 1

Below is chronology of public outreach related to the Miramonte Project:

- Blach Neighborhood Traffic Study –(A study to address multi-modal circulation around Blach School. The Study recommended sidewalk and Class I Pathway on Miramonte Avenue)
 - June 15, 2010 – Special Council Study Session at Los Altos High School to discuss the study
 - September 13, 2010 – Los Altos School Board Presentation of the Study
 - January 4, 2011 – Special City Council Meeting – Motion made by Council direct staff to prepare future CIP worksheets based on the consultant recommendations approved by the Council

- Bicycle Transportation Plan (The Plan identified Class I pathway along Miramonte Avenue from City limit to Loraine Avenue and Class II bike lane from Loraine Avenue to Fremont Avenue)
 - BPAC Meetings
 - June 16, 2010 – BTP Kick-off
 - July 7, 2010 – Bike Tour with Consultant (no quorum, special meeting)
 - July 21, 2010 – Bicycle tour with Consultant update
 - September 15, 2010 – BTP update
 - October 20, 2010 – BTP Update
 - Feb 16, 2011 – Review and comment on draft BTP
 - April 20, 2011 – BTP Update
 - May 18, 2011 – BTP approval by BACP (recommendation to Traffic Commission)
 - June 15, 2011 – Evaluation of the Class II and Prioritize the projects in BTP
 - August 17, 2011 – Prioritize the priority projects proposed in BTP
 - June 20, 2012 – CIP update (BTP is now adopted)
 - Public Meeting - October 21, 2010
 - City Council Study Session – June 28, 2011 (Joint study session with Traffic Commission and BPAC)
 - City Council - April 10, 2012 – Adoption of Bicycle Transportation Plan

- Pedestrian Master Plan (Miramonte Class I Path Project was identified as a high priority project in this plan)
 - Farmers Market – booth setup on two different dates
 - April 2014 - Public workshop at Grant Park
 - BPAC Meetings – August 28, 2013; February 25, 2015
 - September 16, 2013 – Joint commission meeting with City Council
 - Walk audits in Spring 2014
 - City Council meetings discussed the Pedestrian Master Plan - September 25, 2012; October 9, 2012; June 25, 2013; April 8, 2014; March 24, 2015; May 12, 2015; and June 23, 2015
 - City Council – August 25, 2015 – Adoption of Pedestrian Master Plan

- Capital Improvement Program
 - Miramonte Class I Path Project was first included in the Fiscal Year 2013-2018 CIP adopted by the Council on June 25, 2013
 - Miramonte Project has since been included in the CIP as an active project

- Special BPAC/Public Meeting – August 26, 2016 – Presented design alternatives and selected Class II bike lanes with accessible walkway as the preferred alternative

- Public Meeting at Hillview Community Center – January 22, 2018 – Presented draft design, answered questions and solicited input from public

- Complete Streets Commission Meeting – January 24, 2018 – Presented draft design, answered questions, and solicited input from CSC. CSC supported the current design

2.1.7. Capital Improvement Program

The City maintains a project list as part of the Capital Improvement Program (CIP) - projects budgeted to be constructed five years into the future. Bicycle-related projects slated for construction (some are pending grant awards) totaling \$2.48 million are listed below and have been incorporated into this Plan's recommendations. This BTP includes the bicycle-related CIP projects in the proposed improvements chapter (Chapter 5).

2012-2016

- All City Signalized Intersections, Intersection Bicycle Loops (\$115,000)
- Neighborhood Pathways (\$222,000)
- Carmel Terrace, Class I Pathway Design (\$85,000)
- Carmel Terrace, Class I Pathway Construction (\$280,000)
- Covington Road (south side), Covington Class I Pathway Design (\$75,000)
- Covington Road (south side), Covington Class I Pathway Construction (\$201,000)
- Grant Road along the frontage of Foothill Expressway, Class II Bicycle Lanes (\$65,000).
- **Miramonte Avenue from Mountain View to Foothill Expressway Class I Pathway (\$1,656,000)⁹**
- Portland Avenue, Class I Pathway (\$346,000)
- Springer Road – Berry Avenue, Class I Pathway (\$576,000)

2.2. Neighboring City Documents

Several communities similar in population density and land use surround Los Altos. Because of this close relationship, the City of Los Altos works to ensure that its bikeways connect with neighboring jurisdictions. This section identifies existing and potential inter-jurisdictional bikeway connections identified in neighboring communities' bicycle plans. Palo Alto, Mountain View, Sunnyvale and Cupertino (and Los Altos) are designated by the League of American Bicyclists as Bicycle Friendly Communities. Providing connections to these neighboring jurisdictions and completing the Los Altos bicycle network will help the area become a true bicycle region.

⁹ Funds dependent on securing competitive grant opportunities.

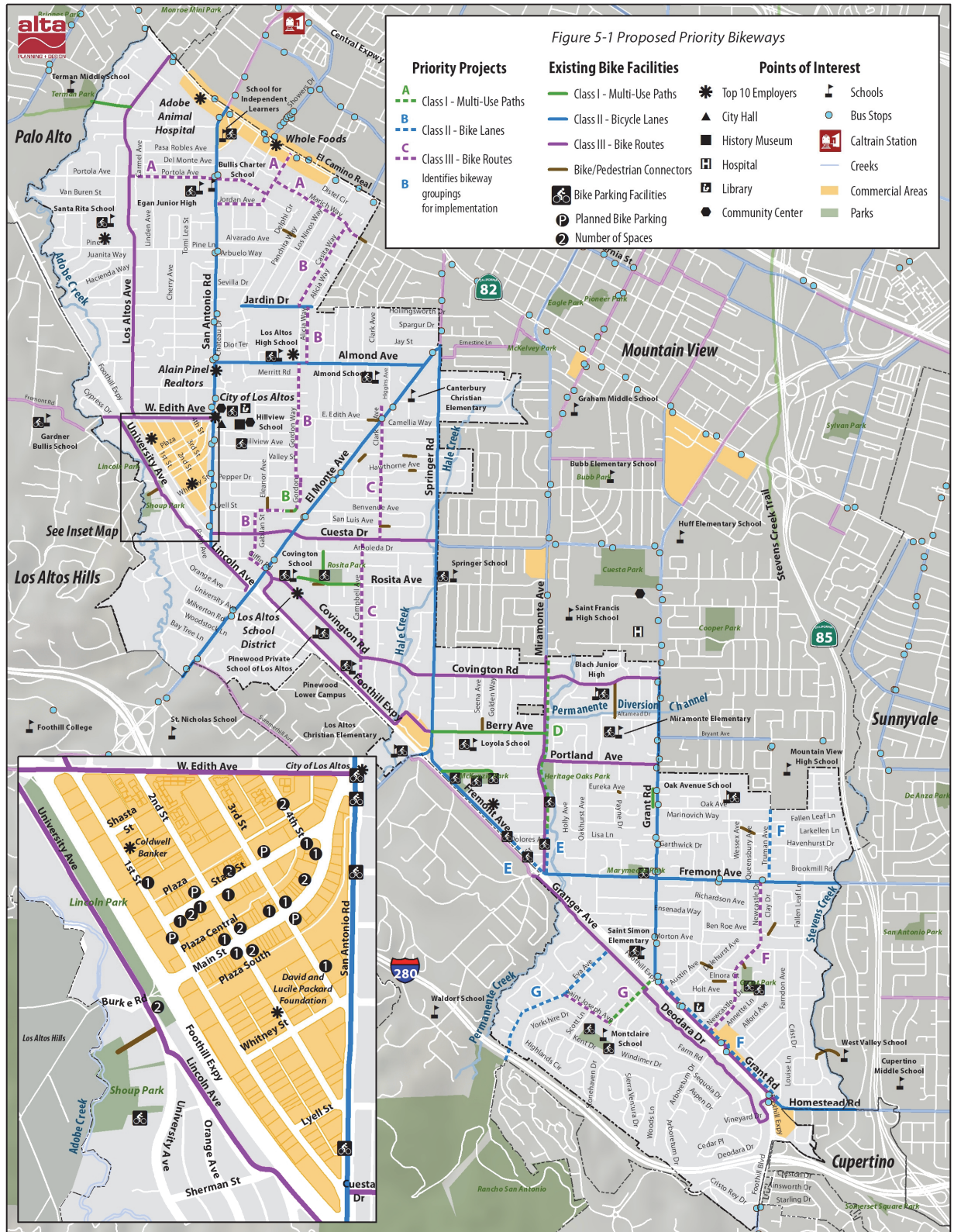


Figure 5-1: Proposed Priority Bikeways

5.3.2 Multi-Use Paths

Multi-use paths provide dedicated space for two-way pedestrian and bicycle travel separated from vehicular traffic. In Los Altos, existing facilities have generally been constructed as Suggested Routes to School projects, with secondary recreational and social walking benefits. These multi-use paths typically do not meet more stringent “Class I” design standards as established by Caltrans.

The Los Altos Bicycle Transportation Plan proposes seven Class I Pedestrian and Bicycle Paths that remain under consideration in this Plan. Table 5-2 lists these facilities as well as other trails proposed in the City’s Capital Improvement Program.

Table 5-2: Recommended Locations for Multi-Use Pedestrian and Bicycle Paths

Location	Start	End	SRTS	Notes / Comments
Berry Ave	Loyola Elementary	Miramonte Ave	Yes	Re-construct curb ramps on existing multi-use path.
Civic Center	Edith Ave	San Antonio Rd	No	Identified in BTP and CIP.
Covington Rd	Miramonte Ave	Blach Junior High	Yes	Construct multi-use path on south side.
Covington Rd	Miramonte Ave	Springer Rd	Yes	Identified as Class III in BTP.
Fremont Ave	Grant Rd	Stevens Creek Trail	No	Identified in BTP.
Grant Rd	Oak Ave	Fremont Ave	Yes	East side of street appears most feasible.
Grant Rd	Fremont Ave	Grant Rd	Yes	Identified in BTP.
Grant Rd	Crist Dr	Grant Rd	No	Construct multi-use path.
Miramonte Ave	Alegre Ave	Lorraine Ave	Yes	Permanente Creek on east side of roadway. Path could connect through Heritage Oaks Park. Also would connect existing Berry path with proposed Covington path.
Santa Rita Elementary	Santa Rita Elementary	Pine Lane	Yes	Direct connection to Santa Rita Elementary.
Springer Rd	Rosita Ave	Covington Rd	Yes	Identified as Class II in BTP.
Springer Rd	Cuesta Dr	Rosita Ave	Yes	Construct multi-use path on west side.
St Joseph Ave	Montclair Elementary	I-280 undercrossing	Yes	Roadway is wide (40’).

Note: Site conditions may call for designs treatments outside of Caltrans design guidelines, which may limit funding opportunities.

5.3.3 Walkway Enhancement & Major Maintenance

Many existing walkways in Los Altos are in need of enhancement or major maintenance. In many cases, this involves widening a walkway to accommodate higher pedestrian volumes or to accommodate pedestrians using mobility assisting devices. Some older walkways are need of significant maintenance to address pavement breaks or degradation.

7.3.1 Community Priority Projects

Table 7-3: Community Priority Projects

Community Priority Projects				
Location/Corridor	Start	End	Treatment	Cost Estimate
Cuesta Drive Concept Plan				
Cuesta Dr/San Antonio Rd at 1st St	--	--	Remove slip lane, square intersection, curb extension, new crosswalk	\$94,705
Cuesta Dr at San Antonio Rd	--	--	Traffic Calming Study	\$20,000
Cuesta Dr at Gabilan St	--	--	Intersection Improvement	\$63,011
Cuesta Dr	El Monte Ave	Gabilan St	Sidewalk Gap Closure	\$85,150
Cuesta Dr at El Monte Ave*	--	--	Curb extensions	\$124,020
Cuesta Dr	Clark Ave	Campbell Ave	Sidewalk Gap Closure	\$50,830
Cuesta Dr	Arboleda Ave	Springer Rd	Sidewalk Gap Closure	\$250,946
Miramonte Road Shared Use Path/Trail				
Miramonte Ave	Alegre Ave	Loraine Ave	Multi-Use Path	\$697,788
Miramonte Ave at Covington Rd	--	--	curb extensions at crosswalk	\$156,000
Miramonte Ave at Covington Rd	--	--	Traffic Calming Study	\$20,000
Miramonte Ave at Portland Ave	--	--	Traffic Calming Study	\$20,000
Miramonte Ave at Fremont Ave	--	--	Loyola Gateway, remove SB slip lane	\$58,630
Grant Road Shared Use Path/Trail				
Foothill Expy at Arboretum Dr	--	--	Intersection Improvement	\$117,910
Grant Rd	Crist Dr	Grant Rd	Multi-Use Path	\$503,150
El Monte Ave Concept Plan				
El Monte Ave at Springer Road*	--	--	Reconfigure intersection	\$165,230
El Monte Ave at Almond Ave	--	--	Square up intersection with curb extensions, consider traffic circle	\$120,120
El Monte Ave	Edith Ave	Almond Ave	Sidewalk Gap Closure	\$206,310
El Monte Ave at Clark Ave	--	--	Square up intersection	\$86,255
El Monte Ave	Hawthorne Ave	Edith Ave	Repair/expand sidewalk	\$87,360
El Monte Ave at Cuesta Dr*	--	--	Curb extensions	\$124,020
El Monte Ave	Foothill Expy	Cuesta Dr	Repair/expand sidewalk	\$200,460

*Project cross-listed in Community Priority Projects

7.3.2 High Priority Projects

Table 7-4: High Priority Projects

High Priority Projects				
Location	Start	End	Treatment	Cost Estimate
Miramonte Ave	Alegre Ave	Loraine Ave	Multi-Use Path	\$697,788
Grant Road	Crist Dr	Grant Rd	Multi-Use Path	\$530,150
Fremont Ave at Truman Ave	--	--	RRFB, re-stripe crosswalk	\$49,400
Miramonte Ave at Covington Rd	--	--	curb extensions at crosswalk	\$156,000
Fremont Ave at Altos Oaks Dr	--	--	Curb extension/trail extension	\$44,200
Springer Rd at El Monte Ave	--	--	Reconfigure intersection	\$165,230
Cuesta Dr	Arboleda Ave	Springer Rd	Sidewalk Gap Closure	\$250,946
Springer Rd at Fremont Ave	--	--	Reconfigure intersection, add median, lighting, connect to Berry Ave path	\$111,150
El Monte Ave	Edith Ave	Almond Ave	Sidewalk Gap Closure	\$206,310
El Monte Ave	Foothill Expy	Cuesta Dr	Repair/expand sidewalk	\$200,460
Covington Rd at Campbell Ave	--	--	Skewed intersection with blind corner especially SW) obscured further by vegetation; consider with proposed walkway/pathway options	\$67,535
Covington Rd	Miramonte Ave	Blach Jr High	Multi-Use Path	\$148,200
Covington Rd at Riverside Ave	--	--	Pedestrian refuge island or curb bulbs; possible traffic circle; gateway to Rancho from north	\$41,340
Foothill Expy at Edith St/1st St	--	--	Remove slip lanes	\$329,340
Main St at 2nd St	--	--	Stop warrant analysis	\$2,080
Marich Way	Distel Dr	Panchita Way	Possible phasing, low cost walkway concept (Sidewalk Gap Closure)	\$29,744
San Antonio Rd at Sherwood Ave	--	--	Square up SE corner; supports gateway function in Sherwood Area Specific Plan	\$39,000
Hawthorne Ave	El Monte Ave	Eleanor Ave	Repair existing sidewalk and fill gaps. Supports access to Los Altos High School, and pedestrians traveling to downtown	\$87,880
San Antonio Road	Almond Ave	El Camino Real	Opportunities for opportunistic sidewalk widening, tree root repair, and vegetation maintenance should be explored. Extents may be revised based on feedback.	TBD
San Antonio Rd at Paso Robles Ave	--	--	Traffic Calming Study	\$20,000
San Antonio Rd at Loucks Ave	--	--	Add RRFBs	\$19,500
San Antonio Rd at Portola Ave	--	--	Traffic Calming Study	\$20,000

Table E-2: Loyola Elementary School Recommendations

ID	Location	Reported or Observed Challenge	Recommended Improvement	Lead Agency
1	Golden Way at Altos Oaks Drive	<ul style="list-style-type: none"> • Parents park in the intersection, forcing pedestrians into the street. • School walking route. 	<ul style="list-style-type: none"> • Restrict parking at northeast and northwest corners as well as at the T of Golden Way. • Install high visibility crosswalk on west leg. 	City of Los Altos
2	Berry Avenue at Miramonte Avenue	<ul style="list-style-type: none"> • Difficult to see north from westbound Berry due to fence and angled crosswalk. 	<ul style="list-style-type: none"> • Realign southwest corner to align with northwest corner. • Install high visibility crosswalk on south leg of Miramonte Avenue, with potential enhancements such as a median refuge or actuated beacon 	City of Los Altos
3	Berry Avenue from Springer Road to Miramonte Avenue	<ul style="list-style-type: none"> • Reported high speeds. 	<ul style="list-style-type: none"> • Stripe centerline along segment. 	City of Los Altos
4	Covington Road from Riverside Drive to Miramonte Avenue	<ul style="list-style-type: none"> • Limited pedestrian facilities. 	<ul style="list-style-type: none"> • Review public ROW to evaluate feasibility of including pedestrian walkway. 	City of Los Altos
5	Foothill Expressway at Magdalena Avenue/Springer Road	<ul style="list-style-type: none"> • Challenging for pedestrians and bicyclists coming from Magdalena through Fremont. • Non-standard pedestrian queuing area at convergence of 3 crosswalks. 	<ul style="list-style-type: none"> • Stripe the bike lane through the intersection. • Install pedestrian refuge island. • Consider providing a crossing guard at this intersection. 	City of Los Altos
6	Berry Ave at Russell Ave	<ul style="list-style-type: none"> • Key crossing area with two of four crossings uncontrolled. 	<ul style="list-style-type: none"> • Update Berry Ave SCHOOL XING signs to Assembly B with down arrow. 	City of Los Altos
7	Golden Way at Berry Avenue	<ul style="list-style-type: none"> • Truncated domes are missing. • Key crossing area with two of four crossings uncontrolled. 	<ul style="list-style-type: none"> • Install truncated domes to bring ramps into ADA compliance. • Update Berry Ave SCHOOL XING signs to Assembly B. 	City of Los Altos
8	Magdalena Avenue from Summerhill Avenue to I-280	<ul style="list-style-type: none"> • No stop sign south of Summerhill. • Wide road, reported high speeds. 	<ul style="list-style-type: none"> • Conduct a stop warrant analysis at Hillview Road. • Conduct a road diet feasibility study for Magdalena Ave. 	City of Los Altos
9	Miramonte Avenue from Berry Avenue to Loyola Drive	<ul style="list-style-type: none"> • Students bike on the wrong side of street (school side) due to high traffic. 	<ul style="list-style-type: none"> • Install Class II bike lane per the Bicycle Transportation Plan. 	City of Los Altos
10	Russell Avenue from Covington Road to Berry Avenue	<ul style="list-style-type: none"> • No pedestrian facilities. 	<ul style="list-style-type: none"> • Install pedestrian walkway on west side of the street. 	City of Los Altos

ID	Location	Reported or Observed Challenge	Recommended Improvement	Lead Agency
11	Springer Road at Berry Avenue	<ul style="list-style-type: none"> • Vehicle queues block traffic. • Truncated domes are missing on south leg curb ramps. 	<ul style="list-style-type: none"> • Consider signal warrant analysis to improve traffic flow. • Install truncated domes on southeast and southwest corners. 	City of Los Altos
12	Springer Road from Covington Road to Foothill Expressway	<ul style="list-style-type: none"> • Narrow/obstructed right-of-way, gaps in pedestrian facilities. 	<ul style="list-style-type: none"> • Install sidewalks on both sides of the street. 	City of Los Altos
13	Berry Avenue at Brentwood Street	<ul style="list-style-type: none"> • Community members expressed concern about bulbout at this intersection. 	<ul style="list-style-type: none"> • Paint curb red. 	City of Los Altos
14	Berry Avenue in front of the school	<ul style="list-style-type: none"> • Pedestrian visibility is obstructed by vehicles parked near the crosswalks. 	<ul style="list-style-type: none"> • Prohibit parking adjacent to crosswalk on Berry Avenue. • Update Berry Ave SCHOOL XING signs to Assembly B. • Paint curb red. 	City of Los Altos
15	Loyola Elementary Drop Off Loop	<ul style="list-style-type: none"> • Cars turning left onto Berry Ave during drop off and pick up add to the congestion and community safety concerns. 	<ul style="list-style-type: none"> • Restrict left turns out of the Loyola Elementary drop off loop during drop off and pick up times. 	Los Altos School District
16	Golden Way from Berry Ave to Altos Oaks Drive	<ul style="list-style-type: none"> • Students travel north on Golden Way but there are no pedestrian facilities. 	<ul style="list-style-type: none"> • Review public ROW to evaluate feasibility of including pedestrian facility. 	City of Los Altos
17	Altos Oaks Drive from Fremont Avenue to Miramonte Avenue	<ul style="list-style-type: none"> • No pedestrian facilities. 	<ul style="list-style-type: none"> • Review public ROW to evaluate feasibility of including sidewalks on Altos Oaks. 	City of Los Altos
18	Covington Road at Miramonte Avenue	<ul style="list-style-type: none"> • School walking route. 	<ul style="list-style-type: none"> • Install curb extensions per Pedestrian Master Plan. 	City of Los Altos
19	Springer Rd at Fremont Ave	<ul style="list-style-type: none"> • School walking route. 	<ul style="list-style-type: none"> • Reconfigure northbound approach to Springer per Pedestrian Master Plan. 	City of Los Altos
20	Miramonte Ave from Alegre Ave to Loraine Ave	<ul style="list-style-type: none"> • School walking route. 	<ul style="list-style-type: none"> • Install multi-use path per Pedestrian Master Plan. 	City of Los Altos
21	Loyola Drive/A Street at Frontero Ave/Granger Ave/Foothill Expressway ramps	<ul style="list-style-type: none"> • School walking route. 	<ul style="list-style-type: none"> • Realign intersection for access to Loyola Corners per Pedestrian Master Plan. 	City of Los Altos

Table E-4: Oak Avenue Elementary School Recommendations

ID	Location	Reported or Observed Challenge	Recommended Improvement	Lead Agency
1	Marlborough Avenue from Oak Avenue to Ranchita Drive	<ul style="list-style-type: none"> Walking route to school but no pedestrian facilities on a narrow roadway. 	<ul style="list-style-type: none"> Prohibit on-street parking on the west side of Marlborough during school drop-off and pick-up times. 	City of Los Altos
2	Portland Avenue from Buckingham to Carvo Court	<ul style="list-style-type: none"> South side of Portland Ave does not have pedestrian or bikeway facilities. Parked cars and trash bins block pedestrian access on the unimproved area outside the travel lane. 	<ul style="list-style-type: none"> Prohibit on-street parking on the south side of Portland Ave during school drop-off and pick-up times. Install sidewalk. 	City of Los Altos
3	Truman Avenue from Oak Avenue to Fremont Avenue	<ul style="list-style-type: none"> No pedestrian facilities. Community reported high vehicle speeds. 	<ul style="list-style-type: none"> Install a pedestrian walkway on the west side of the street. 	City of Los Altos
4	Oak Avenue from Grant Road to Truman Avenue	<ul style="list-style-type: none"> Community reported high vehicle speeds (eastbound), even with existing raised high visibility crosswalk. 	<ul style="list-style-type: none"> Stripe centerline along the Oak Ave corridor. 	City of Los Altos
5	Grant Road from Altamead Drive to Portland Avenue	<ul style="list-style-type: none"> No pedestrian facilities. 	<ul style="list-style-type: none"> Install a pedestrian walkway on the west side of the street. 	City of Los Altos
6	Grant Road from Oak Avenue to Fremont Avenue	<ul style="list-style-type: none"> No pedestrian facilities. 	<ul style="list-style-type: none"> Install a pedestrian walkway on the west side of the street. 	City of Los Altos
7	Oak Avenue from Grant Road to Marinovich Way	<ul style="list-style-type: none"> Large oak trees on north side of Oak impede pedestrian travel. 	<ul style="list-style-type: none"> Install pedestrian walkway on north side of street, requires tree preservation per Pedestrian Master Plan. 	City of Los Altos
8	Oak Elementary back entrance	<ul style="list-style-type: none"> The path is used by students but is not paved and gets muddy. 	<ul style="list-style-type: none"> Pave the path at the back entrance of the school and around the field onto campus. 	Los Altos School District
9	Oak Avenue at Grant Road	<ul style="list-style-type: none"> The light at Grant and Oak has cycles of green for cars before light turns for pedestrians/bikes, causing bikes and pedestrians to stack at the intersection 	<ul style="list-style-type: none"> Evaluate signal timing to provide more frequent walk phases. 	City of Los Altos
10	Wessex Avenue at connector path to Queensbury Avenue	<ul style="list-style-type: none"> No signage to alert drivers that bikes may be riding onto Wessex Ave from the connector path. 	<ul style="list-style-type: none"> Install Assembly D warning sign on Wessex Ave. Install flexible bollard at entrance to connector path. 	City of Los Altos
11	Grant Road at Fremont Avenue	<ul style="list-style-type: none"> School walking and biking route at frequently used intersection. 	<ul style="list-style-type: none"> Conduct a count to determine eligibility for crossing guard. 	City of Los Altos
12	Covington Road at Miramonte Avenue	<ul style="list-style-type: none"> School walking route. 	<ul style="list-style-type: none"> Construct curb extensions per Pedestrian Master Plan. 	City of Los Altos

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|----|--|--|--|-------------------|
| 13 | Miramonte Ave from Alegre Ave to Loraine Ave | • School walking route that lacks pedestrian facilities. | • Install multi-use path per Pedestrian Master Plan. | City of Los Altos |
|----|--|--|--|-------------------|
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Table E-10: Blach Intermediate School Recommendations

ID	Location	Reported or Observed Challenge	Recommended Improvement	Lead Agency
1	Covington Road at Golden Way	<ul style="list-style-type: none"> Reported driver noncompliance at existing high visibility crosswalks. 	<ul style="list-style-type: none"> Install yield teeth. Install Rectangular Rapid Flashing Beacon (RRFB). 	City of Los Altos
2	Covington Road at Russell Avenue	<ul style="list-style-type: none"> Difficult for residents to leave in the morning, contributes to lack of visibility of pedestrians and cyclists. 	<ul style="list-style-type: none"> Stencil KEEP CLEAR at the intersections. 	City of Los Altos
3	Covington Road at Covington Court	<ul style="list-style-type: none"> Difficult for residents to leave in the morning, contributes to lack of visibility of pedestrians and cyclists. 	<ul style="list-style-type: none"> Stencil KEEP CLEAR at the intersections. 	City of Los Altos
4	Covington Road at Miramonte Avenue	<ul style="list-style-type: none"> Reported need to improve traffic flow and reduce vehicular delay. Reported need to improve intersection right-of-way control and driver yielding Reported need to batch pedestrian crossings Reported need to reduce potential for speeding through the intersection on major street approaches. 	<ul style="list-style-type: none"> Install 2 phase traffic signal. Add crosswalk across north leg. Add advanced stop bars. Build out corners to improve pedestrian and bicycle storage areas. Rest signal in all-red during off peak times. 	City of Los Altos
5	Eastwood Drive at Covington Road	<ul style="list-style-type: none"> Reported high vehicle speeds entering Eastwood Drive. Lack of bicycle facilities. 	<ul style="list-style-type: none"> Tighten corner radii at Miramonte Avenue and Covington Road. Add shoulder stripe or bike lanes. 	City of Los Altos
6	Blach Intermediate School Entrance	<ul style="list-style-type: none"> Wide turning radius on key school access point. 	<ul style="list-style-type: none"> Tighten corner radius at western driveway on Covington Road. Widen sidewalk on west side of parking lot. 	City of Los Altos
7	Covington Road at Grant Road	<ul style="list-style-type: none"> Reported vehicle encroachment into crosswalk. 	<ul style="list-style-type: none"> Install advanced stop bars. 	City of Los Altos
8	Eastwood Drive at Muir Way	<ul style="list-style-type: none"> Slow vehicle traffic to minimize conflicts with bicycles. 	<ul style="list-style-type: none"> Consider constructing traffic circle. 	City of Los Altos
9	Eastwood Drive at Eastwood Court	<ul style="list-style-type: none"> Vehicle/bicycle conflict points. 	<ul style="list-style-type: none"> Consider constructing traffic circle. 	City of Los Altos
10	Eastwood Drive at Miramonte Ave	<ul style="list-style-type: none"> Reported high vehicle speeds entering Eastwood Drive. Lack of bicycle facilities. 	<ul style="list-style-type: none"> Tighten corner radii at Miramonte Avenue and Covington Road. Add shoulder stripe or bike lanes. 	City of Los Altos
11	Altamead Drive	<ul style="list-style-type: none"> Reported concerns with visibility of existing crosswalk. Missing curb ramps. 	<ul style="list-style-type: none"> Enhance existing crosswalk at Miramonte School with high visibility striping and signing, add refuge island, and provide ADA-compliant curb ramps. 	City of Los Altos
12	Miramonte Avenue at Berry Ave	<ul style="list-style-type: none"> Connection needed to Class I path on Berry Avenue. School walking route with no marked crosswalk on Miramonte Avenue. 	<ul style="list-style-type: none"> At Berry Avenue, install high visibility crosswalk with enhancements including media refuge and actuated beacon 	City of Los Altos

ID	Location	Reported or Observed Challenge	Recommended Improvement	Lead Agency
13	Portland Avenue at Runnymead Drive	<ul style="list-style-type: none"> Lack of crossing opportunity serving Heritage Oaks Park. Reported need for traffic calming device and improved visibility of/ protection of tree. 	<ul style="list-style-type: none"> Study installation of high visibility crosswalk including enhancements such as median refuge and actuated beacon Extend median through Runnymead/McKenzie. 	City of Los Altos
14	Portland Avenue at Buckingham Drive	<ul style="list-style-type: none"> Vehicles currently travel through crossing area before stopping, creating a potential conflict with pedestrians 	<ul style="list-style-type: none"> Relocate stop bar on Buckingham Drive to behind pedestrian crossing. 	City of Los Altos
15	Carmel Terrace and north side of Portland Avenue	<ul style="list-style-type: none"> Sidewalk gap leading to school. 	<ul style="list-style-type: none"> Install sidewalk to close gap. Consider restricting parking during school hours. 	City of Los Altos
16	Grant Road at Portland Road	<ul style="list-style-type: none"> Reported need to reduce cut through traffic on Carmel Terrace/Altamead Drive. 	<ul style="list-style-type: none"> Work with Mountain View to evaluate potential signalization. 	City of Mountain View
17	Fremont Ave at Miramonte Ave	<ul style="list-style-type: none"> School route. 	<ul style="list-style-type: none"> Remove slip lane on northwest corner per Pedestrian Master Plan. 	City of Los Altos
18	Miramonte Avenue from Eastwood Drive to Covington Road	<ul style="list-style-type: none"> No pedestrian facilities. No queuing area for pedestrian traffic. 	<ul style="list-style-type: none"> Extend east side sidewalk from Eastwood Drive to Covington Road. At Portland Avenue, bulb out the southeast corner and add advanced stop bars. 	City of Los Altos
19	Altamead Drive from Grant Road to Carmel Terrace	<ul style="list-style-type: none"> Wide road with reported high speeds. Bicycle connection needed to Blach, MVHS, and Miramonte School. 	<ul style="list-style-type: none"> Add shoulder stripe or bike lanes between Grant Road and Carmel Terrace. 	City of Los Altos
20	Grant Road from Portland Avenue to Bryant Street	<ul style="list-style-type: none"> No pedestrian path. 	<ul style="list-style-type: none"> Install path improvements. 	City of Los Altos
21	Grant Road from Eureka Avenue to Miravalle Avenue	<ul style="list-style-type: none"> Sidewalk gap leading to school. 	<ul style="list-style-type: none"> Install sidewalk to close gap. 	City of Los Altos
22	Grant Road from Oak Avenue to Fremont Avenue	<ul style="list-style-type: none"> No pedestrian path. 	<ul style="list-style-type: none"> Install multi-use path. 	City of Los Altos
23	Grant Road from Newcastle Drive to Los Altos boundary	<ul style="list-style-type: none"> School biking route with frequent driveways and poor cyclist visibility 	<ul style="list-style-type: none"> Prioritize installing Class II bike lanes per Bicycle Transportation Plan. 	City of Los Altos
24	Covington Road	<ul style="list-style-type: none"> Observed wrong way bicycle riding and scooting. 	<ul style="list-style-type: none"> Provide class I path on south side. 	City of Los Altos

MINUTES OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, AUGUST 24, 2016 AT 7:00 P.M. AT THE LOS ALTOS YOUTH CENTER, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

PRESENT: Wes Brinsfield (Chair), Randy Kreigh, Suzanne Ambiel (Vice-Chair), Jim Fenton, Nadim Maluf, Cedric Novenario (Staff Liaison)

ABSENT: Jerry Chester, one open seat

PUBLIC COMMENTS

Mr. Gary Hedden, representing GreenTown Los Altos, provided comments promoting 3rd Street Green and a bike rodeo at Hillview Community Center

ITEMS FOR CONSIDERATION/ACTION

1. Minutes

On a motion by Commissioner Ambiel, seconded by Commissioner Kriegh, the meeting minutes for July 27, 2016 is approved, including a provision to state any approved amendments for an agenda item on the meeting minutes. Passed 5-0.

2. Miramonte Avenue Bicycle and Pedestrian Improvements – Conceptual Design

Staff and the consulting project team, Bellecci and Associates, presented three design concepts for bicycle and pedestrian improvements on Miramonte Avenue. The design concepts included alternatives: (note, all improvements are proposed in the public right-of-way)

- Alternative #1 Class I Pathway
- Alternative #2 Class II (bike lanes) with an accessible walkway
- Alternative #3 Class III (bike route) with an accessible walkway

In addition, Fehr and Peers, a sub-consultant, presented an analysis called Level of Traffic Stress. This analysis evaluates how it feels for a bicyclist to traverse the corridor given the varying alternatives for the project. The result of their analysis yields that Alternative #2 - Class II option is more desirable for bicycle infrastructure.

The project team also recommended Alternative #2. This option was selected based on several factors:

- Provides improvements for both bicycle and pedestrian travel modes
- Provides the most continuous bicycle infrastructure improvements with the added benefit of vehicle-bike separation
- Least impactful to trees and utilities compared to Alternative #1, but not compared to Alternative #3
- More cost effective compared to Alternative #1, but not compared to Alternative #3

It should be noted that on-street parking may be impacted with the addition of bike lanes.

The commission expressed the following concerns as the project moves forward:

- Conduct a parking study of the area to understand parking impacts if Alternative #2 is selected.
- Value infrastructure continuity
- Accommodate all users of the road
- Try and improve Level of Traffic Stress score
- Facility maintenance
- Obtain more bicycle and pedestrian data for the corridor

The public in attendance expressed the following concerns regarding the project in general:

- Question and concerns regarding the Level of Traffic Stress analysis. Is it appropriate?
- Do nothing on Miramonte Avenue
- Concern over a Class I pathway. It is already difficult to get out of my driveway.
- Happy with existing conditions
- Don't want landscaped areas
- Concern of parking loss
- Concern regarding property being taken away
- Need tree trimming for improved visibility
- The existing AC berms are an issue and need to be more visible or raised
- Vehicle speed is more of an issue
- Concerns regarding rain run-off or an increase of rain run-off
- Supportive/in favor of improvements
- Need more clarification on the project and study details

On a motion by Commissioner Maluf, seconded by Commissioner Ambiel, the BPAC requests future evaluation of Alternative #2 with a request for additional clarification on the following:

- Parking impacts (study)
- Maintenance impacts to the City
- Evaluate ingress/egress for residential driveways
- How project would be landscaped, if desired
- Extend project scope to south city limits
- Maintain bicycle infrastructure continuity as much as possible
- Additional public input if feasible
- Report back to the commission

Passed 5-0.

3. Bicycle Transportation Plan

Commissioners Chester and Maluf provided an update on their work on the subcommittee. In general, the subcommittee agreed that the BTP would benefit from a revision. The subcommittee will strive to obtain high level vehicle and bicycle data as a start. Some initiatives that could be packaged with the BTP include Vision Zero and a merging of the Pedestrian Master Plan and BTP into one document.

4. Bicycle/Pedestrian Education – Event Planning

Commissioners Brinsfield and Ambiel provided an update on their work on the subcommittee. The subcommittee came to a conclusion that a non-governmental agency, such as GreenTown Los Altos, provides the optimal conditions for an open-exchange type forum where residents and members of the commission (as members of the public) can participate. In the event the subcommittee could not find a willing organization to host this education event, the subcommittee suggests a staff report be presented a commission meeting. The commission generally supports the subcommittee to identify an outside organization willing to host such an event.

INFORMATIONAL ITEMS

5. Monthly Staff Reports

Staff liaison updated the Commission on related City Projects.

ADJOURNMENT

Chair Wes Brinsfield adjourned the meeting at 10:21 P.M.

MINUTES OF THE COMPLETE STREETS COMMISSION (FORMERLY THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION) OF THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, JANUARY 24, 2018 AT 7:00 P.M. AT THE LOS ALTOS CITY HALL-COMMUNITY CHAMBERS, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

PRESENT: Suzanne Ambiel (Chair), Wes Brinsfield (Vice Chair), Jerry Chester, Steve Hindman, Randy Kriegh, Nadim Maluf, Lynette Eng (Council Liaison), Susanna Chan (Staff Liaison), Aruna Bodduna (Staff Liaison)

ABSENT: Jim Fenton

Special Presentation-Downtown Vision Project Update- Postponed due to absence

PUBLIC COMMENTS

Resident Stacy Banerjee invited commission members to a Community Meeting on February 9, 2018 at Montclair Elementary regarding Foothill Expressway crossing safety; Caltrans bicycle plan; Sunnyvale VERBS grant to address bicycle and pedestrian safety and congestion near Homestead High School.

ITEMS FOR CONSIDERATION/ACTION

1. Minutes

Upon a motion by Wes Brinsfield, seconded by Nadim Maluf, the Commission approved the minutes of November 29, 2017, with amendment, by the following vote: AYES: Six. NOES: None. ABSTAIN: None. ABSENT: Fenton. Passed 6-0

2. Miramonte Avenue Path Project (TS-01033)

Staff introduced design consultant Dan O'Leary from Bellecci and Associates to present the design for Miramonte Avenue Path Project. Dan gave an overview of the project, limits of work and goals of the project. Discussed existing conditions, provided synopsis of August 2016 BPAC meeting. He further discussed the reasons for selecting the limits for Phase 1 of the project from city limits to Berry Avenue. Construction of the Phase 1 project is funded through federal grant. Dan provided details on the Phase 1 project design elements including parking under existing and project conditions, drainage aspects and minimal utility impacts.

Questions/Comments: Commissioners had questions and comments about parking concerns, utility concerns between Phase 1 and 2, roadway narrowing and the potential impacts to traffic, safety for bikes and pedestrians for both formal pathways and informal pathways, and about the raised and non-raised crosswalks and the possibility of making both crosswalks raised.

Public Comments:

Resident Johnathan Shore liked the raised crosswalk to help slow traffic and liked the light system at ground level to draw attention to the peds/bikes that would be using it. He also had concerns about runoff and the prospect of conducting hydrologic studies to evaluate the runoff.

Resident Jane Osborne had concerns about the raised sidewalks and potentially unsafe situations it may cause to the elderly/disabled/bicyclists that will be using them. She also had concerns about how

the raised sidewalks may affect drainage with water pooling in yards because the sidewalk would block drainage.

Resident Vivianna Bardina stated that the residents do not want this project with the loss of parking. She also had concerns about increased emissions.

Discussion: Commissioners are in favor of this project, understand the resident concerns about the parking loss, emphasized that the project would benefit community at large and provides connectivity for other modes of transportation. The increase in safety outweighs the concern for the loss of parking spots. Commissioners would like to look into closing the gap from Covington to city limit to the north. Commissioners raised concern about outreach communication for the public and needing to make sure that the residents are informed about the projects that are happening in the City.

3. Workplan Sub-Committee Report

Chair Ambiel reported that the sub-committee created a task list and then, after reviewing the charter, grouped the task list with the appropriate charter item.

- Advise on multimodal solutions to transportation
 - In-plan CIP, or country requested projects-already exist
- General traffic calming and mitigation
- Policies and Vision Zero
 - Application for a bike friendly community
 - Vision Zero policy development and implementation
- Planning
- Education and Outreach
- Bike to Work Day

Public Comment: None

Discussion: Commission members would like to use the current list as a starting point to take to City Council for direction on prioritization as the agenda for the year is full through November. Should more sub-committees be created, or meeting dates added to accommodate increase in workload?

INFORMATIONAL ITEMS

4. Monthly Staff Report

Staff reported that there is a professional services agreement for design services for six safe routes to school projects. Staff said that the City Council continued to have traffic safety as their priority as discussed at the Council retreat. Results of the community survey were shared (also available on City's website). Staff attended Sunnyvale Safe Routes to School Meeting on January 24 and listed about the upcoming meetings:

- Montclair School Principal and PTA on February 1
- Montclair Parents PTA meeting February 9-county and staff attending
- TSCN Meeting February 8

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Kriegh reported on the City Council meeting of January 9th. Commissioner Chester reported on the City Council meeting of January 12th and a VTA webinar from January 23rd.

Commissioner Brisfield reported on the Planning Commission of January 4th and the VTA BPAC meeting of January 10th. Commissioner Hindman reported on the City Council meeting of January 23rd.

POTENTIAL FUTURE AGENDA ITEMS

- Special meeting the week of February 12th regarding safe routes to school-have a quorum
- Study session with City Council on Workplan

ADJOURNMENT

Chair Suzanne Ambiel adjourned the meeting at 9:17 P.M.



REGULAR CITY COUNCIL MEETING

TUESDAY, JULY 10, 2018 – 7:00 P.M.

Community Meeting Chambers

Los Altos City Hall

1 North San Antonio Road, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

CHANGES TO THE ORDER OF THE AGENDA

SPECIAL PRESENTATION

Proclamation recognizing National Parks and Recreation Month

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Council's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the City Clerk. Speakers are generally given two or three minutes, at the discretion of the Mayor. Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Council or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Mayor.

1. Council Minutes: Approve the minutes of the June 26, 2018 joint study session with the Planning Commission and regular meeting (J. Maginot)
2. Resolution No. 2018-27: Department of Justice grant funding acceptance: Adopt Resolution No. 2018-27 authorizing acceptance of \$23,228 in grant funding from the California Department of Justice and authorizing the City Manager to sign a service agreement with the County of Santa Clara to administer the grant (S. Henricks)
3. Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054: Appropriate \$272,685 from the Capital Improvement Project Fund and \$50,000 from TDA-3 grant funds to Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054; award the Base Bid for the Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054 to Sposeto Engineering, Inc. for \$625,812.40; and authorize the City Manager to execute an agreement on behalf of the City (A. Bodduna)

Jeannie Bruins
Councilmember

Lynette Lee Eng
Vice Mayor

Jean Mordo
Mayor

Jan Pepper
Councilmember

Mary Prochnow
Councilmember

4. Ordinance No. 2018-446: Public Art Development Fee: Adopt Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects (J. Maginot)
5. Ordinance No. 2018-447: Accessory Structures: Adopt Ordinance No. 2018-447 to amend Title 14 of the Los Altos Municipal Code pertaining to an 800 square-foot size limit for accessory structures in residential districts (Z. Dahl)
6. Ordinance No. 2018-448: Accessory Dwelling Units: Adopt Ordinance No. 2018-448 amending those Chapters and Subsections of the Los Altos Municipal Code that regulate accessory dwelling units (J. Biggs)
7. Response to the Santa Clara County Civil Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes*: Approve the draft response to the Santa Clara County Civil Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes* (A. Galea)
8. Professional Services Agreement Amendment: Community Center Redevelopment Project: Authorize the City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects and Planners for added scope of services on the Community Center Redevelopment Project in the amount of \$482,781 (T. Yee)
9. Construction Contract Award: Annual Concrete Repair, Project TS-01005: Award the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair, Project TS-01005 to Golden Bay Construction Inc. and authorize the City Manager to execute a contract on behalf of the City (Z. Trabzada)
10. Construction Contract Award: Playground Equipment Renovations, Project CF-01017: Award the Base Bid and Add Alternate Nos. 1 and 2 for the Playground Equipment Renovations, Project CF-01017 to Ross Recreation Equipment Inc. in the amount of \$183,721.71 and authorize the City Manager to execute a contract on behalf of the City (D. Brees)
11. Service Agreement: Traffic Signal Maintenance: Authorize the City Manager to execute a traffic signal maintenance agreement between the City of Los Altos and Bear Electrical Solutions in an amount not to exceed \$52,000 annually, for three years (A. Bodduna)
12. Contract Amendment: Recreation Activity Guide printing services: Authorize the City Manager to execute a contract amendment with Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's quarterly Activity Guide (J. Chew)
13. Professional Services Agreement: Cuesta Traffic Calming Plan: Authorize the City Manager to execute a professional services agreement between the City of Los Altos and Alta Planning in an amount not to exceed \$142,656 for the Cuesta Traffic Calming Plan (A. Bodduna)

PUBLIC HEARING

14. Ordinance No. 2018-445: Sanitary Sewer Rates: Adopt Ordinance No. 2018-445 establishing the rates of the Sewer Service Charge for Fiscal Year 2018-19 and subsequent Fiscal Years and adopt Resolution No. 2018-28 approving the Report of Sewer Service Charges for Fiscal Year 2018/19 and directing the Filing of Charges for Collection by the County Tax Collector (C. Lamm)

DISCUSSION ITEMS

15. City-owned land measure: Adopt Resolution No. 2018-25 submitting to the qualified voters of the City of Los Altos a measure requiring voter approval for the sale or transfer of title of City-owned parcels of land or the re-designation of Parks and Other Open Space, and 2/3rds approval of the City Council for the lease of City-owned land, and consolidating said election with the Statewide General Election to be held on November 6, 2018 (Staff)
16. Los Altos Community Center Design Development Update: Receive the Los Altos Community Center Design Development Update and provide direction as needed (T. Yee)
17. Story Pole Policy Exemption Request: 4856 El Camino Real: Consider granting a story pole exemption request for this project based on a public health and safety concern, and that such an installation would impair the use of existing buildings and parking on the site and result in the displacement of the existing business tenants (Z. Dahl)
18. Delegate to League of California Cities Annual Conference and Business Meeting: Designate Councilmembers as Delegate and Alternate for the purpose of attending and voting at the League of California Cities Annual Conference and Business Meeting September 12-14, 2018 in Long Beach (J. Maginot)
19. Tentative Council Calendar: Review the Tentative Council Calendar and provide direction on placement of items on the Calendar (J. Maginot)

INFORMATION ONLY ITEM

- A. City Manager-approved purchases between \$50,000 and \$75,000 for the period April 1 – June 30, 2018 (C. Jordan)

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/meetings>. Council Meetings are televised live and rebroadcast on Cable Channel 26. On occasion the City Council may consider agenda items out of order. If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council for the public record.

Written comments may be submitted to the City Council at council@losaltosca.gov. To ensure that all members of the Council have a chance to consider all viewpoints, you are encouraged to submit written comments no later than 24 hours prior to the meeting.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL
AND PLANNING COMMISSION OF THE CITY OF LOS ALTOS, HELD
ON TUESDAY, JUNE 26, 2018, BEGINNING AT 5:30 P.M. AT LOS
ALTOS CITY HALL, 1 NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ESTABLISH QUORUM

PRESENT: (Council): Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Bruins, Pepper and Prochnow; and (Planning Commission): Vice Chair Samek and Commissioners Enander and Meadows

ABSENT: Chair Bressack and Commissioners Bodner, Lee and McTighe

ITEM FOR CONSIDERATION

1. 5150 El Camino Real Development Proposal: Consider the proposed project and provide feedback and guidance to the applicant and staff

Planning Services Manager Dahl introduced the item and Maren Moegel of Studio T-Square presented the proposal.

Public Comment: The following individuals provided public comments: Los Altos residents Charles Fine, Pierre Bedard, Caroline Bedard, Ellen Dolich and Saul Gomez, and Huascar Castro, representing Silicon Valley @ Home.

Direction: Councilmembers and Commissioners provided feedback to the applicant.

ADJOURNMENT

Mayor Mordo adjourned the meeting at 6:52 p.m.

Jean Mordo, MAYOR

Jon Maginot, CMC, CITY CLERK

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF LOS ALTOS, HELD ON TUESDAY, JUNE 26, 2018,
BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Bruins, Pepper and Prochnow

ABSENT: None

PLEDGE OF ALLEGIANCE

Mayor Mordo led the Pledge of Allegiance to the flag.

CHANGES TO THE ORDER OF THE AGENDA

None

SPECIAL PRESENTATION

Mayor Mordo presented a proclamation recognizing DeMartini Orchard.

Information Technology Manager Tseng presented an update on the Information Technology Roadmap.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following individuals provided comments on items not on the agenda: Los Altos residents Virginia Roman, Linda Hsi, David Deatherage, Ed Saadi, Viviana Bardina, Jane Osborn, Ronn Coldiron, Sarah Chang, Randy Kriegh, Henry More, Rebecca Sarabia, Michele Coldiron, Leo Torreano, Marge Haley, Trina Weller, Bob Jacobsen, Mary Hardy and Jonathan Shores.

CONSENT CALENDAR

Councilmember Bruins pulled item number 5.

Public Comment: Los Altos resident Richard Clark presented public comments on item number 2.

Action: Upon a motion by Councilmember Bruins, seconded by Vice Mayor Lee Eng, the Council unanimously approved the Consent Calendar, with the exception of item number 5, as follows:

1. Council Minutes: Approved the minutes of the June 12, 2018 regular meeting and joint study session with the Planning Commission.

2. Professional Services Agreement: Redwood Grove stewardship: Authorized the City Manager to execute an agreement with Grass-Roots Ecology (formerly Acterra) in the amount of \$77,710 for Fiscal Year 2018/19 and including four one-year extensions to manage and restore Redwood Grove.
3. Professional Services Agreement: On-Call City-wide Tree Maintenance Services: Authorized the City Manager to execute an agreement with West Coast Arborists, Inc. in an amount not to exceed \$100,000 for Fiscal Year 2018/19 for On-Call City-wide Tree Maintenance Services.
4. Quarterly Investment Portfolio Report – Quarter Ended March, 2018: Received the Investment Portfolio Report through March 31, 2018.
5. City Investment Policy: Adopt the revised Investment Policy – *pulled for discussion (see page 2)*.

ITEM PULLED FROM CONSENT CALENDAR

5. City Investment Policy: Adopt the revised Investment Policy

Councilmember Bruins asked a question regarding the rationale behind a change in the Investment Policy.

Action: Upon a motion by Councilmember Bruins, seconded by Councilmember Pepper, the Council unanimously adopted the revised Investment Policy.

PUBLIC HEARING

6. Ordinance No. 2018-445: Sanitary Sewer Rates: Introduce and waive further reading of Ordinance No. 2018-445 establishing the rates of the Sewer Service Charge for Fiscal Year 2018-19 and subsequent Fiscal Years

Engineering Services Manager Lamm presented the report.

Mayor Mordo opened the public hearing.

Public Comments: The following individual provided public comments: Los Altos resident John Caulfield.

Mayor Mordo closed the public hearing.

City Clerk/Assistant to the City Manager Maginot reported that the City had received 17 protest letters.

Action: Upon a motion by Councilmember Bruins, seconded by Vice Mayor Lee Eng, the Council unanimously introduced and waived further reading of Ordinance No. 2018-445 establishing the rates of the Sewer Service Charge for Fiscal Year 2018-19 and four subsequent Fiscal Years.

Mayor Mordo recessed the meeting at 8:27 p.m. The meeting resumed at 8:33 p.m.

DISCUSSION ITEMS

7. City-owned land measure: Discuss a potential ordinance to be submitted to voters regarding the sale or transfer of City-owned land and provide direction to staff

Public Comments: The following individuals provided public comments: Los Altos residents Maddy McBirney, Sue Russell, Abigail Ahrens, Dennis Young, Tom Ferry and Gary Hedden.

Direction: Council directed staff to prepare a measure to be submitted to voters requiring voter approval for the sale or transfer of City-owned parcels of land and the re-designation of City-owned land from Parks and/or Other Open Space, and requiring a supermajority vote of the Council for the approval of leases.

8. North County Library Authority Library Redevelopment Task Force update: Receive an update from the North County Library Authority Library Redevelopment Task Force

City Clerk/Assistant to the City Manager Maginot presented the report and Cindy Hill, President of North County Library Authority answered Council questions.

Action: Council received the update and asked clarifying questions regarding the process.

9. Ordinance No. 2018-446: Public Art Development Fee: Introduce and waive further reading of Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects

Public Comments: The following individuals provided public comments: Los Altos residents Maddy McBirney, Abigail Ahrens and Valerie Lauterbach.

Vice Mayor Lee Eng expressed concerns with the timing of the creation of the fee and adding another fee for development projects. Councilmember Bruins expressed concerns with requiring residential developments to pay the fee.

Action: Motion made by Councilmember Prochnow, seconded by Councilmember Pepper, to introduce and waive further reading of Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects.

Councilmember Bruins offered an amendment, which was accepted, to direct staff to look at the use of the word “applicant” in Section 3.52.070 and 3.52.090 and to revise those sections as appropriate. The motion, as amended, passed by the following vote: AYES: Mordo, Pepper and Prochnow; NOES: Bruins and Lee Eng; ABSTAIN: None; ABSENT: None.

Mayor Mordo recessed the meeting at 10:13 p.m. The meeting resumed at 10:18 p.m.

12. Los Altos-Los Altos Hills Joint Community Volunteer Service Awards Committee: No staff recommendation (Taken out of order)

Mayor Mordo suggested the idea of turning the function over to the Los Altos Community Foundation.

Public Comment: The following individual offered public comments: Los Altos resident Dennis Young.

Action: No action was taken.

PUBLIC HEARING

10. Ordinance No. 2018-447: Accessory Structures: Introduce and waive further reading or Ordinance No. 2018-447 to amend Title 14 of the Los Altos Municipal Code pertaining to an 800 square-foot size limit for accessory structures in residential districts

Planning Services Manager Dahl presented the report.

Mayor Mordo opened the public hearing.

Public Comments: The following individuals offered public comments: Los Altos residents Sue Russell, representing League of Women Voters, and Jeremy Macaluso.

Mayor Mordo closed the public hearing.

Vice Mayor Lee Eng supported increasing the required setbacks from what is being proposed. Councilmember Pepper opposed including basements in square footage calculations.

Action: Upon a motion by Councilmember Bruins, seconded by Mayor Mordo, the Council introduced and waived further reading of Ordinance No. 2018-447 to amend Title 14 of the Los Altos Municipal Code pertaining to an 800 square-foot size limit for accessory structures in residential districts, by the following vote: AYES: Bruins, Mordo and Prochnow; NOES: Lee Eng and Pepper; ABSTAIN: None; ABSENT: None.

11. Ordinance No. 2018-448: Accessory Dwelling Units: introduce and waive further reading of Ordinance No. 2018-448 amending those Chapters and Subsections of the Los Altos Municipal Code that regulate accessory dwelling units

Mayor Mordo opened the public hearing.

Public Comments: The following individual offered public comments: Los Altos resident Sue Russell, representing League of Women Voters.

Vice Mayor Lee Eng opposed increasing the maximum allowed size.

Action: Upon a motion by Councilmember Pepper, seconded by Councilmember Prochnow, the Council introduced and waived further reading of Ordinance No. 2018-448 amending those Chapters and Subsections of the Los Altos Municipal Code that regulate accessory dwelling units, with the following modifications: 1) amend Section 14.14.060.G.1 to increase the maximum square footage to 1,200; 2) amend Section 14.14.060.G.2 to increase the maximum square footage to 1,200 inclusive of basement areas; 3) amend Section 14.14.060.D.1.C to change “in conjunction with” to “for the purposes of;” by the following vote: AYES: Bruins, Mordo, Pepper and Prochnow; NOES: Lee Eng; ABSTAIN: None; ABSENT: None.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Councilmember Pepper reported she attended the following meetings: the City/Cupertino Union School District Issues Committee with Vice Mayor Lee Eng on June 14, 2018, the Cities Association of Santa Clara County Legislative Action Committee on June 14, 2018, the Cities Association of Santa Clara County Board on June 14, 2018 and the North County Library Authority on June 25, 2018.

Mayor Mordo reported he attended a meeting with John Vidovich and staff regarding 4896 El Camino Real on June 25, 2018.

Vice Mayor Lee Eng announced Cupertino Union School District had hired a new superintendent. She further reported she attended the SPUR Small House event and the Waymo Open House with Councilmembers Bruins and Pepper.

Councilmember Bruins reported Silicon Valley Clean Energy is looking at Senate Bill 237. She also requested asking Waymo staff come and present an informational session regarding their plans. She further requested information regarding several future agenda items.

Assistant City Manager Logan reported on the Disaster Service Workers swearing-in event on June 23, 2018.

City Manager Jordan reported a quarterly update on the City Council’s 2018 Priorities is online and provided an update on the scheduling of certain future Council agenda items.

Future agenda item

The Council requested a future agenda item regarding the City’s planning for City trees.

ADJOURNMENT

Mayor Mordo adjourned the meeting at 11:42 P.M. in memory of former Los Altos Mayor Jim Thurber.

Jean Mordo, MAYOR

Jon Maginot, CMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Resolution 2018-27: Department of Justice grant funding acceptance

Prepared by: Sarah Henricks, Management Analyst Fellow

Reviewed by: J Logan, Assistant City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Resolution 2018-27
2. Tobacco Law Enforcement Grant Budget Detail

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The grant will increase available funds for tobacco enforcement related activities by \$23,228

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to adopt a resolution that will accept grant funds dedicated to tobacco enforcement programs and activities?
- Does the Council wish to authorize the City Manager to sign a service agreement with the County of Santa Clara to administer said grant funds?

Summary:

- In partnership with the County of Santa Clara, the City of Los Altos will implement new or continued tobacco enforcement activities, such as purchasing and installing new signs on municipal campuses to educate the public about new smoking prohibitions; training a new SRO to implement the Tobacco Prevention Toolkit and develop custom programming to provide tobacco prevention education in schools; and participating in training and conducting decoy operations to enforce tobacco sales to minors laws.

Staff Recommendation:

Move to adopt Resolution 2018-27 authorizing acceptance of \$23,228 in grant funding from the California Department of Justice and to authorize the City Manager to sign a service agreement with the County of Santa Clara.



Subject: Resolution 2018-27: Department of Justice grant funding acceptance

Purpose

Consider adopting Resolution 2018-27 which accepts grant funds of \$23,228 from the California Department of Justice as part of the joint application to the DOJ for the implementation of tobacco education and enforcement programs. Consider authorizing the City Manager to sign a service agreement with the County of Santa Clara, the primary applicant, which will oversee fund distributions and assist in monitoring and reporting on program activities.

Background

Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 raised the cigarette tax by \$2.00 per pack and added an equivalent increase to other tobacco products. Proposition 56 specifically allocates \$30 million of revenue to be distributed annually by the California Department of Justice to local law enforcement agencies for the support of peace officers for various activities, including investigations intended to reduce the illegal sale of tobacco products to minors.

In May 2018, the California DOJ released a Request for Proposal to fund tobacco enforcement activities, particularly as they relate to preventing youth access and exposure to tobacco products. The County of Santa Clara sought interested applicants to apply jointly for the grant funding, with the County acting as the primary applicant and handling the application submission process and grant oversight. The City agreed to partner with the County, as the secondary applicant, and applied for \$23,228 in grant funding for the following:

- Purchase and installation of Smoke-free Public Places signs on all municipal campuses and parks
- School Resource Officer tobacco prevention training and program development
- Quarterly decoy operations with County-led training

The County of Santa Clara was awarded \$575,000 from the DOJ, of which \$23,228 will be allocated to the City of Los Altos.

Discussion/Analysis

The programs to be funded by the DOJ grant are described below.

Educational Campaign-Signs

The City of Los Altos recently adopted new smoking prohibitions across the City to improve the health and well-being of its residents, workforce, and visitors. The prohibitions increase the number of smoke-free environments, particularly in unenclosed public places. As an educational campaign to update the community on these new prohibitions, signs will be installed at all City parks, on the Civic Center Campus and at the Maintenance Services Center.



Subject: Resolution 2018-27: Department of Justice grant funding acceptance

Educational Campaign- SRO training and program development

Every three years, the Los Altos Police Department trains a new School Resource Officer to serve as a liaison between local schools and the department. The Department is currently onboarding its new SRO and staff feels this is an appropriate time to provide training aimed at educating youth on the dangers associated with electronic cigarettes/vape pens. Stanford University has developed a Tobacco Prevention Toolkit that provides comprehensive instruction on educating minors about the dangers of tobacco use with a specific module on electronic cigarettes/vape pens and JUULS. The new SRO will receive training via the toolkit and develop customized programming to provide tobacco prevention training in Los Altos schools. This programming supplements the D.A.R.E. programming currently provided by Los Altos SROs.

Enforcement Campaign-Training and decoy operations

The Los Altos Police Department currently conducts operations to ensure that tobacco retailers are adhering to California's tobacco sales laws. Working with the County of Santa Clara, the Police Department conducts two decoy operations per year to enforce tobacco sales to minors laws. Funding from this grant will enable the Police Department to double its tobacco enforcement activities, participating in one County-led training on tobacco enforcement protocol per quarter, followed by a decoy operation for each quarter of FY2018/19 and FY2019/20.

Options

- 1) Adopt Resolution 2018-27 accepting the DOJ grant funding and authorize the City Manager to sign a service agreement with the County of Santa Clara.

Advantages: The City of Los Altos receives \$23,228 in grant funding to deter the costs associated with new tobacco-related education and enforcement campaigns; the County of Santa Clara handles the grant monitoring and reporting on behalf of the City

Disadvantages: The City of Los Altos engages in increased education and enforcement campaigns without engaging additional employees to complete the work; the City is obligated to complete the projects and programs and provide reporting to the County of Santa Clara to comply with the rules of the grant

- 2) Do not adopt Resolution 2018-27 accepting the DOJ grant funding and do not authorize the City Manager to sign a service agreement with the County of Santa Clara.

Advantages: The City is not obligated to complete the increased projects or programs and does not have to comply with reporting standards



Subject: Resolution 2018-27: Department of Justice grant funding acceptance

Disadvantages: The City does not receive the \$23,228 and must pay for the increased programming or projects with general funds, seek funding elsewhere, or choose not to implement the new programming or projects

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2018-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING ACCEPTANCE OF \$23,228 IN CALIFORNIA DEPARTMENT
OF JUSTICE FUNDING TO BE ADMINISTERED BY THE COUNTY OF
SANTA CLARA TO IMPLEMENT TOBACCO ENFORCEMENT RELATED
ACTIVITIES**

WHEREAS, the California Department of Justice (DOJ) administers a \$30 million per year Tobacco Enforcement Grant Program for local governments supporting local efforts to reduce the illegal sale of tobacco products to minors through enforcement and compliance interventions, and

WHEREAS, one in ten youth currently use tobacco products in Santa Clara County and rates of electronic smoking devices are increasing, and

WHEREAS, enforcement of laws preventing tobacco sales to minors has declined over the last three years and the number of stores caught selling to minors has increased, and

WHEREAS, recent changes to state laws, such as the increase in age for tobacco sales to 21, has resulted in an increased percentage of the Santa Clara population who is under the legal age to buy tobacco products: 27% of the County's population, more than 500,000 residents, and

WHEREAS, the City of Los Altos has an ordinance increasing the number of smoke-free environments in the City, in part to reduce youth exposure to tobacco use, in which language regarding the posting of "No Smoking" or "Smoke-free" signs on City facilities is included, and

WHEREAS, the City of Los Altos Police Department currently conducts operations to assess compliance with laws governing the sale of tobacco, and

WHEREAS, the City of Los Altos School Resource Officer regularly conducts training and education on the dangers of drug and alcohol use but does not have a curriculum focused on the use of electronic smoking devices.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts Resolution 2018-27 to accept \$23,228 in DOJ funding to be administered by the County of Santa Clara to implement tobacco enforcement related activities including:

- Purchase and installation of non-smoking signs
- Quarterly decoy operations with County-led training
- School Resource Officer tobacco prevention training and program development.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of ____, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

Costs Per Fiscal Year (July 1 - June 30)

A. Personal Services				
Salaries				
Classification/Positions	Computation	FY 2017-18	FY 2018-19	FY 2019-20
Police Officer	School Resource Officer Tobacco Prevention Training and development of custom school educational campaign (15 hours at hourly rate (\$115.18))	\$ -	\$ 1,728	\$ -
Police Officer	County-led Tobacco Enforcement Protocol Training (one hour/operation; four operations/year) (Four hours at hourly rate (\$115.18))	\$ -	\$ 461	\$ 461
Police Officer	Decoy Operations: 3 hours per operation, 4 operations per year (12 hours at hourly rate (\$115.18))	\$ -	\$ 1,382	\$ 1,382
Police Agent	Decoy Operations: 3 hours per operation, 4 operations per year (12 hours at hourly rate (\$124.75))	\$ -	\$ 1,497	\$ 125
Police Sergeant	Decoy Operations: 3 hours per operation, 4 operations per year (12 hours at hourly rate (\$134.29))	\$ -	\$ 1,611	\$ 1,611
Maintenance Worker II	Approximately 30 mins/sign x 60 signs (30 hours at hourly rate (\$68.90))	\$ -	\$ 2,067	\$ -
Maintenance Technician	Approximately 30 mins/sign x 60 signs (30 hours at hourly rate (\$103.56))	\$ -	\$ 3,107	\$ -
SUBTOTAL		\$ -	\$ 11,853	\$ 1,968
Overtime				
Classification/Positions	Computation	FY 2017-18	FY 2018-19	FY 2019-20
				\$ -
				\$ -
				\$ -
		\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -
Benefits				
Classification/Positions	Computation	FY 2017-18	FY 2018-19	FY 2019-20
Police Officer- Tobacco Prevention Training and Campaign	Benefits @ 43.53%	\$ -	\$ 752	\$ -
Police Officer- County-led Tobacco Enforcement Protocol	Benefits @ 43.53%	\$ -	\$ 201	\$ 201
Police Officer- Decoy operations	Benefits @ 43.53%	\$ -	\$ 602	\$ 602
Police Agent- Decoy operations	Benefits @ 43.53%	\$ -	\$ 652	\$ 54
Police Sergeant- Decoy operations	Benefits @ 43.53%	\$ -	\$ 701	\$ 701
Maintenance Worker II	Benefits @ 43.53%	\$ -	\$ 900	\$ -
Maintenance Technician	Benefits @ 43.53%	\$ -	\$ 1,352	\$ -
SUBTOTAL		\$ -	\$ 5,160	\$ 857
TOTAL PERSONAL SERVICES		\$ -	\$ 17,012	\$ 2,824

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

B. Operating Expenses (e.g. supplies, signage, tobacco products, etc.)

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
No Smoking signs for Parks, City Facilities, and Downtown Los Altos (11" x 18")	60 signs @ \$20/sign	\$ -	\$ 1,200	\$ -
Steel sign posts	10 sign posts @ \$75/post	\$ -	\$ 750	\$ -
Concrete for sign installation	Thirty 60-lb bags concrete (\$9.97/bag)	\$ -	\$ 299	\$ -
Hardware	Steel sign post hardware (two screws/sign \$1.25/screw x 60 signs)	\$ -	\$ 150	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ 2,399	\$ -

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

C. Equipment (tangible items with a per-unit cost of \$5,000 or more)

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -

D. Travel Expenses/Registration Fees*

Description and Destination	Computation	FY 2017-18	FY 2018-19	FY 2019-20
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -

*For DQT-sponsored events only. Travel will only be reimbursed under the current state rate

E. Other Expenses

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ -	\$ -

F. Administrative Costs*

Description	Computation	FY 2017-18	FY 2018-19	FY 2019-20
Administrative costs of Personal Services	5% of Salary+benefits for employees implementing programs	\$ -	\$ 851	\$ 141
		\$ -	\$ -	\$ -
TOTAL		\$ -	\$ 851	\$ 141

*Administrative costs may not exceed 5% of the total budget.

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

SUMMARY				
Budget Category	FY 2017-18	FY 2018-19	FY 2019-20	Total Request
A. Personal Services	\$ -	\$ 17,012	\$ 2,824	\$ 19,837
B. Operating Expenses	\$ -	\$ 2,399	\$ -	\$ 2,399
C. Equipment	\$ -	\$ -	\$ -	\$ -
D. Travel/Registration	\$ -	\$ -	\$ -	\$ -
E. Other Expenses	\$ -	\$ -	\$ -	\$ -
F. Administrative Costs	\$ -	\$ 851	\$ 141	\$ 992
TOTAL PROJECT COSTS	\$ -	\$ 20,262	\$ 2,966	\$ 23,228



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054

Prepared by: Aruna Bodduna, Transportation Services Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Bid result summary dated June 20, 2018
2. Project Locations
3. CIP Budget Sheets

Initiated by:

City Council CIP Projects TS-01042, TS-01045, TS-01046, TS-01047, TS-01054

Previous Council Consideration:

January 9, 2018

Fiscal Impact:

Based on the low responsive and responsible bid, the estimated project costs are:

Project Item	Project Budget
Design	\$67,500.00
Construction	\$625812.40
Construction Contingency (15%)	\$93,872.00
Estimated Total Cost	\$787,184.40
Existing Project Budget	\$464,500.00
Requested Budget Increase	\$322,685.00

- \$397,000 – funded by five school route projects listed above, already included in the adopted Capital Improvement Program (CIP) for FY19-23
- New Allocation of CIP funding in the amount of \$272,685
- New Allocation of TDA-3 in the amount of \$50,000

Environmental Review:

Categorically Exempt

Policy Question(s) for Council Consideration:

- None



Subject: Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054

Summary:

- School Route Projects, TS-01042, TS-01045, TS-01046, TS-01047, TS-01054 were approved in Fiscal Year 2016/17 Capital Improvement Plan
- Public outreach included Complete Streets Commission meetings on Monday, February 12, 2018 (Special Meeting) and April 25, 2018
- On May 30, 2018, City released construction bid notice inviting contractors to bid on the projects above
- On June 20, 2018, five bids were received and opened in public session

Staff Recommendation:

Move to appropriate \$272,685 from the Capital Improvement Project Fund and \$50,000 from TDA-3 grant funds to Crosswalk and Intersection Improvement School Routes, Projects TS-01042, TS-01045, TS-01046, TS-01047, TS-01054; award the Total Bid for the Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01044, TS-01045, TS-01046, TS-01047, TS-01054 to Sposeto Engineering Inc. for \$625,812.40; and authorize the City Manager to execute an agreement on behalf of the City



Subject: Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054

Purpose

Appropriate \$272,685 from the Capital Improvement Project Fund and \$50,000 from TDA-3 grant funds to Crosswalk and Intersection Improvement School Routes, Projects TS-01042, TS-01045, TS-01046, TS-01047, TS-01054; award the Total Bid for the Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01044, TS-01045, TS-01046, TS-01047, TS-01054 to Sposeto Engineering Inc. for \$625,812.40; and authorize the City Manager to execute an agreement on behalf of the City

Background

School Route Projects, TS-01042, TS-01045, TS-01046, TS-01047, TS-01054 were approved in Fiscal Year 2016/17 Capital Improvement Plan. These are high priority projects identified in the Pedestrian Master Plan. Project descriptions for each of these projects are included below.

Project Description

- Los Altos Avenue/West Portola Avenue Crosswalk Improvements (TS-01042) – Improvements at this location consist of ADA ramps, flashing stop signs and high visibility crosswalk markings.
- Covington Road at Riverside Avenue Pedestrian Improvements (TS-01045) – Improvements at this location include reducing crossing distance for pedestrians across Riverside Avenue either by adding a median refuge area or striping enhancements to reduce crossing distance.
- Springer Road/Fremont Avenue Pedestrian Improvements (TS-01046) – Improvements at this location include minor intersection reconfiguration to improve connection to the Berry Avenue path.
- Grant Road/Morton Avenue Pedestrian Improvements (TS-01047) – Improvements at this location include ADA ramps and high visibility crosswalk markings.
- Crosswalk Improvements at St. Joseph Avenue and Deodara Drive (TS-01054) – Improvements at this location include ADA ramps and high visibility crosswalk markings.

At January 9, 2018 City Council meeting, Council approved execution of design professional services award to CSG Consultants, following which City entered into contract with the consultant. Consultant developed preliminary concepts and project team presented at the Special Complete Streets Commission meeting on Monday, February 12, 2018 at Grant Park Community Center, with a public open house meeting prior to the Commission meeting. Staff gathered input at the public and commission meetings, and during the comment period (that ended on February 28). Based on the feedback received, advanced design was developed and presented at April 25, 2018 Complete Streets Commission meeting. Commission supported to move forward with the projects.



Subject: Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054

Discussion/Analysis

On May 30, 2018, City released construction bid notice inviting contractors to bid on the projects above. On June 20, 2018, five bids were received and opened in a public session. The bid result summary is included as Attachment 1. The lowest bid amount is \$625,812.40, which is more than the current CIP budget for these projects. Additional funding allocation is required to construct these projects.

Options

- 1) Authorize appropriation of additional \$322,685 towards the Crosswalk and Intersection Improvement School Route Projects, TS-01042, TS-01045, TS-01046, TS-01047, TS-01054, including approximately \$272,685 from current CIP budget and \$50,000 from TDA-3 grant funds; award the Total Bid for the Crosswalk and Intersection Improvement School Route Projects, TS-01042, TS-01044, TS-01045, TS-01046, TS-01047, TS-01054 to Sposeto Engineering Inc. for \$625,812.40; and authorize the City Manager to execute contract on behalf of the City

Advantages: These projects align with Council priorities. Projects will be constructed.

Disadvantages: None

- 2) Reject all bids and rebid at a later time or not to proceed with the construction of the project

Advantages: No new fiscal impact

Disadvantages: Projects will not be constructed.

Recommendation

The staff recommends Option 1.

Bid Opening

Wednesday, June 20, 2018
2:00 P.M.

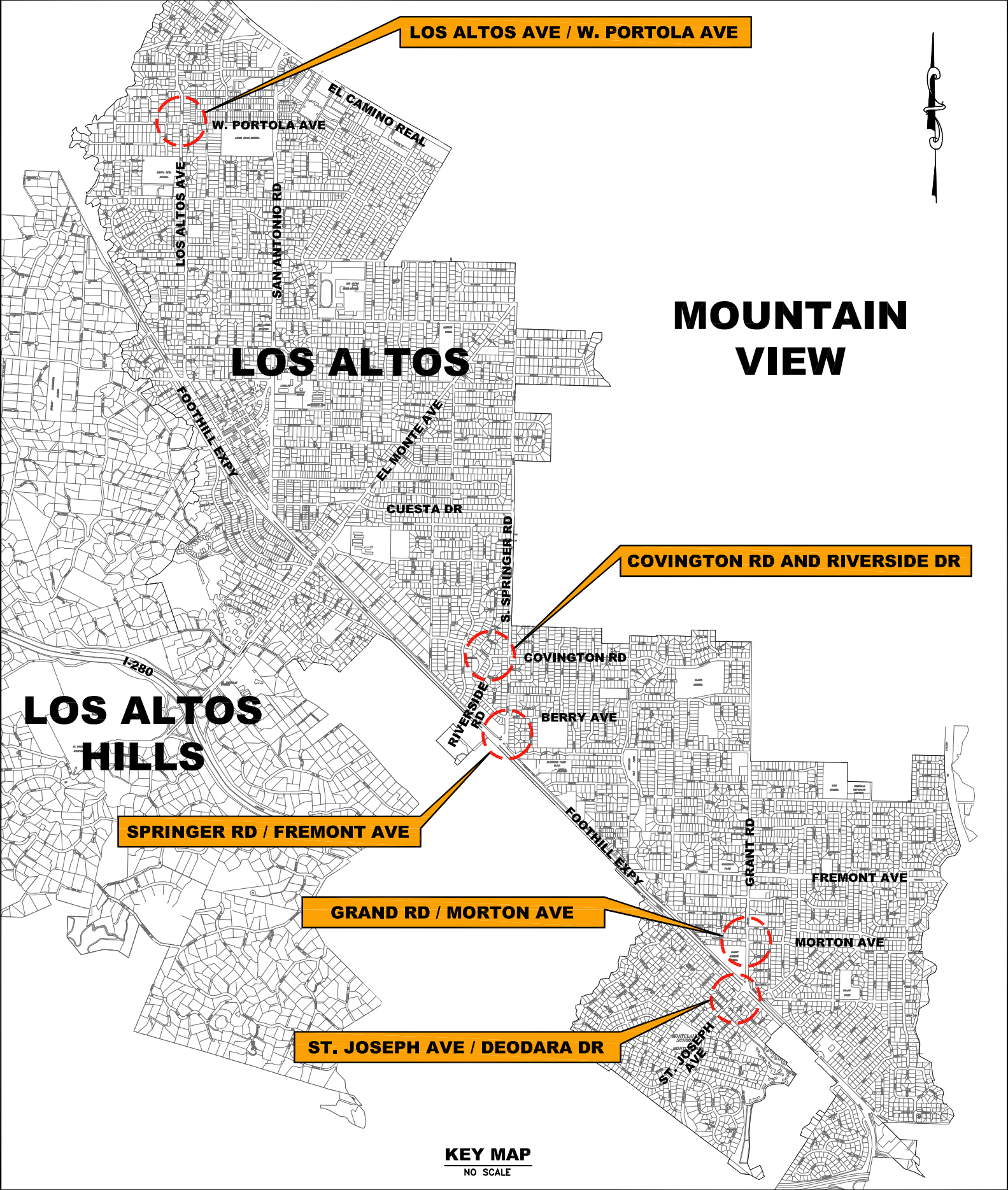
Crosswalk and Intersection Improvement Projects

TS-01042, TS-01045, TS-01046, TS-01047, TS-01054

Engineer's Estimate \$592,329 Total Bid

CONTRACTOR	TOTAL BID
Wattis Construction	\$812,138
Sposeto Engineering	\$625,812.40
O' Grady Paving	\$717,828
Redgwick Construction	\$780,815.50
Golden Bay Construction	\$890,384 (verified bid is lower than quote)

ATTACHMENT 2: PROJECT LOCATIONS



LOS ALTOS AVE / W. PORTOLA AVE

W. PORTOLA AVE

EL CAMINO REAL

LOS ALTOS AVE

SAN ANTONIO RD

LOS ALTOS

FOOTHILL EXPY

EL MONTE AVE

CUESTA DR

S. SPRINGER RD

MOUNTAIN VIEW

COVINGTON RD AND RIVERSIDE DR

COVINGTON RD

LOS ALTOS HILLS

BERRY AVE

RIVERSIDE RD

SPRINGER RD / FREMONT AVE

FOOTHILL EXPY

GRAND RD / MORTON AVE

GRANT RD

FREMONT AVE

MORTON AVE

ST. JOSEPH AVE / DEODARA DR

ST. JOSEPH AVE

KEY MAP
NO SCALE



Los Altos Ave & W. Portola Ave Crosswalk Improvements



At the intersection of Los Altos and West Portola Avenue, improvements will consist of directional ADA ramps, flashing stop signs and high visibility crosswalk markings. This location experiences high traffic of school-aged children and parents accessing Santa Rita, Egan and Bullis Charter Schools.

Transportation -- Pedestrian & Bicycle Safety

TS-01042

Priority: Asset Preservation

Project Lead: K. Small

Initial Funding Year:

Planned Start Date:

Target Completion Date:

2017/18

July 2017

December 2018

Project Status:

Expended as of March 31, 2017:

Operating Budget Impact:

Not Started

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Prior Appropriations	2017/18 Budget	2018/19 Planned	2019/20 Planned	2020/21 Planned	2021/22 Planned	Total
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Project

Estimates

Los Altos/W. Portola Pedestrian Improvements	--	77,000	--	--	--	--	77,000
--	----	--------	----	----	----	----	--------

Funding

Sources

CIP	--	77,000	--	--	--	--	77,000
Total	--	77,000	--	--	--	--	77,000



Covington Rd At Riverside Ave Pedestrian Improvements



A pedestrian refuge will be constructed for the intersection of Covington Road and Riverside Drive (bulb-out or median). This location experiences high traffic school-aged children and parents accessing the various elementary and middle schools in the area.

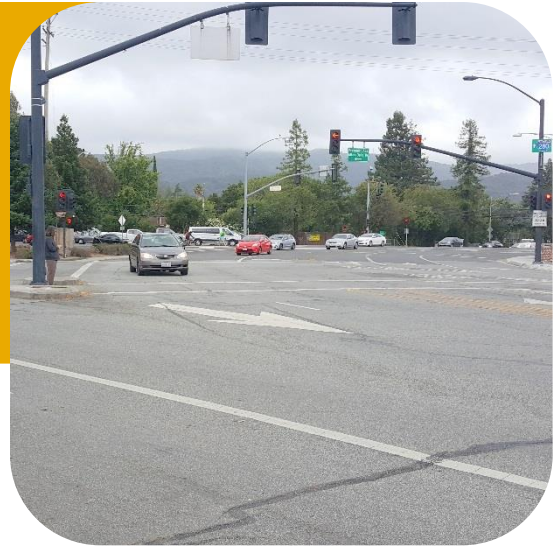
Transportation -- Pedestrian & Bicycle Safety

TS-01045		Priority: Health & Safety	Project Lead: K. Small
Initial Funding Year: 2017/18	Planned Start Date: July 2017	Target Completion Date: December 2018	
Project Status: Not Started	Expended as of March 31, 2017: --	Operating Budget Impact: --	

	Prior Appropriations	2017/18 Budget	2018/19 Planned	2019/20 Planned	2020/21 Planned	2021/22 Planned	Total
Project Estimates							
Covington/Riverside Pedestrian Improvement	--	45,000	--	--	--	--	45,000
Funding Sources							
CIP	--	45,000	--	--	--	--	45,000
Total	--	45,000	--	--	--	--	45,000



Springer Rd & Fremont Ave Pedestrian Improvements



This project includes minor reconfiguration of the intersection of Springer Road and Fremont Avenue to provide improved connection to the Berry Avenue Path. This intersection experiences high traffic from school-aged children. Additionally, this is a congested intersection because of its proximity to Foothill Expressway.

Transportation -- Health & Safety

TS-01046

Priority: Health & Safety

Project Lead: K. Small

Initial Funding Year:

Planned Start Date:

Target Completion Date:

2017/18

July 2017

December 2018

Project Status:

Expended as of March 31, 2017:

Operating Budget Impact:

Not Started

--

--

	Prior	2017/18	2018/19	2019/20	2020/21	2021/22	Total
	Appropriations	Budget	Planned	Planned	Planned	Planned	

Project

Estimates

Springer/Fremont

Pedestrian

Improvements

-- 112,500

--

--

--

-- 112,500

Funding

Sources

CIP

-- 112,500

--

--

--

-- 112,500

Total

-- **112,500**

--

--

--

-- **112,500**



Grant Rd & Morton Ave Pedestrian Improvements



ADA ramps will be built at the NE and SE corners of the intersection of Grant Road and Morton Avenue to provide pedestrian refuge before crossing Morton Avenue. This location experiences high traffic from school-aged children accessing the local elementary school.

Transportation -- Health & Safety

TS-01047	Priority: Health & Safety	Project Lead: K. Small
Initial Funding Year: 2017/18	Planned Start Date: July 2017	Target Completion Date: December 2018
Project Status: Not Started	Expended as of March 31, 2017: --	Operating Budget Impact: --

Prior	2017/18	2018/19	2019/20	2020/21	2021/22	Total
Appropriations	Budget	Planned	Planned	Planned	Planned	

Project Estimates

Grant/Morton Pedestrian Improvements	--	80,000	--	--	--	--	80,000
--	----	--------	----	----	----	----	--------

Funding Sources

CIP	--	80,000	--	--	--	--	80,000
Total	--	80,000	--	--	--	--	80,000



Crosswalk Improvements At St. Joseph & Deodara Dr



Two new curb ramps are proposed on the southwest and southeast corners of St. Joseph Avenue and Deodara Drive as a result of collaboration between the Montclair School Community and the City. A new continental style crosswalk is also proposed at this intersection connecting the new curb ramps. These improvements support non-motorized travel to and from Montclair Elementary School.

Transportation -- Pedestrian/Bicycle Safety

TS-01054	Priority: Asset Preservation	Project Lead: Trans. Svcs. Manager
Initial Funding Year: 2017/18	Planned Start Date: July 2017	Target Completion Date: December 2018
Project Status: Not Started	Expended as of March 31, 2017: --	Operating Budget Impact: --

	Prior	2017/18	2018/19	2019/20	2020/21	2021/22	Total
	Appropriations	Budget	Planned	Planned	Planned	Planned	
Project Estimates							
Crosswalk Improvements at St. Joseph at Deodora	--	150,000	--	--	--	--	150,000
Funding Sources							
CIP	--	150,000	--	--	--	--	150,000
Total	--	150,000	--	--	--	--	150,000



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Ordinance No. 2018-446: Public Art Development Fee

Prepared by: Jon Maginot, City Clerk/Assistant to the City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Ordinance No. 2018-446

Initiated by:

Public Arts Commission

Previous Council Consideration:

May 8, 2018 and June 26, 2018

Fiscal Impact:

Adoption of the ordinance would establish a development fee that would provide funds for the implementation of the City's Public Art Program

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to implement a Public Art Development Fee of 1% on all non-single-family residential development?

Summary:

- Would require private, non-single-family developments in residential districts with total construction costs in excess of \$1M to contribute 1% of construction costs to the Los Altos Public Art Fund
- Would require private developments in commercial, office and public facility districts to install publicly accessible art valued at not less than 1% of construction costs or to contribute 1% of construction costs to the Los Altos Public Art Fund
- Funds collected will be used for acquisition, maintenance, and promotion of temporary and permanent art and art programs throughout the City

Staff Recommendation:

Move to adopt Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects



Subject: Ordinance No. 2018-446: Public Art Development Fee

Purpose

To adopt an Ordinance establishing a Public Art Development Fee

Background

On June 26, 2018, the City Council introduced an ordinance establishing a Public Art Development Fee. The ordinance establishes that all private, non-single-family developments with total construction costs in excess of \$1M shall contribute 1% of construction costs to the Public Art Fund.

Discussion/Analysis

This ordinance will go into effect 31 days after adoption.

Options

- 1) Adopt the ordinance

Advantages: Establishes a Public Art Development Fee

Disadvantages: None identified

- 2) Modify the ordinance

Advantages: May allow for additional edits needed to clarify or modify the proposed ordinance

Disadvantages: Would require re-introduction of the ordinance and delay implementation of the Public Art Development Fee

- 3) Do not adopt the ordinance

Advantages: None identified

Disadvantages: Would not create a Public Art Development Fee. The City's Public Art Program would continue to be funded by General Fund dollars

Recommendation

The Public Arts Commission and staff recommend Option 1.

ORDINANCE NO. 2018-446

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS ESTABLISHING A DEVELOPMENT FEE OF 1%
FOR PUBLIC ART, CREATING A PUBLIC ART FUND AND
ESTABLISHING REQUIREMENTS FOR INCLUSION OF
PUBLIC ART IN PRIVATE DEVELOPMENT PROJECTS AND
ADOPTING CEQA EXEMPTION FINDINGS**

WHEREAS, public art enhances the quality of life in a community, fosters economic development and creates inventive and/or stimulating public spaces; and

WHEREAS, published data strongly indicates that cities with an active and dynamic cultural scene are more attractive to individuals and businesses; and

WHEREAS, public art provides an intersection between the past, present and future as well as between disciplines and ideas; and

WHEREAS, Los Altos can create diverse, interactive and engaging art experiences for the community with public art in the Civic Center, community plazas, parks, buildings and other public spaces throughout the City; and

WHEREAS, new development generally results in aesthetic impacts to a community; and

WHEREAS, as development and revitalization of real property in the City continues, the opportunity for creation of new cultural and artistic resources is diminished and the need to develop alternative sources for cultural and artistic outlets to improve the environment, image and character of the community is increased; and

WHEREAS, through the inclusion of public art or payment of an in-lieu fee, developers will address at least a portion of the aesthetic impact of their developments on the community by providing art or an in-lieu fee that can be used to increase the presence of art; and

WHEREAS, the provision of public art, or payment of a fee, will benefit the public interest, convenience, health safety and/or welfare and address the legitimate public concern of mitigating aesthetic impacts of development; and

WHEREAS, the legislative requirement to provide public art or an in-lieu fee generally applies broadly to all similarly situated private developers throughout the City and is a permissible land use regulation and a valid exercise of the City's traditional police power; and

WHEREAS, private, non-residential construction projects in the City of Los Altos can contribute to funding the creation, installation, maintenance and administration of public art for the enjoyment of residents and visitors; and

WHEREAS, on June 26, 2018, the City Council held a duly notice public meeting and all interested parties were provided an opportunity to comment on this ordinance; and

WHEREAS, this Ordinance is exempt from environmental review under the California Environmental Quality Act, Cal. Pub. Res. Code sections 21000, *et seq.* and the CEQA Guidelines, 14 Cal. Code Regs. Sections 15000, *et seq.*, each as a separate and independent basis, for the reasons set forth in Section 4 of this Ordinance.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE: Chapter 3.52 “Public Art Funding” is hereby added as follows:

“Chapter 3.52 – “Public Art Funding”

3.52.010 – Definitions

The definitions set forth in this Section shall govern the application and interpretation of this Chapter 3.52.

- A. “Applicant” shall mean the property owner or developer who submits a development application to the City and their successors
- B. “Publicly accessible art” shall mean art which can be reasonably viewed or experienced from the public right-of-way or to which access is unrestricted to members of the public at all times of day.
- C. “Total construction costs” shall mean the valuation of the proposed structures or improvements, as calculated based on the most recent City of Los Altos Building Valuation Fee Schedule.

3.52.020 – Los Altos Public Art Fund

There is hereby created a Los Altos Public Art Fund, which funds shall be restricted to implementation of the Los Altos Public Art Program. Such funds may be used for the following purposes, including: acquisition, placement, maintenance, and promotion of temporary and permanent art and art programs on City-owned, public property throughout the City.

3.52.030 – Contribution Requirements

- A. R1-10, R1-H, R1-20, R1-40. Private single-family developments within the R1-10, R1-H, R1-20 and R1-40 districts shall be exempt from the requirements of this chapter. Private, non-residential developments with total construction costs in excess of one million dollars (\$1,000,000) and subject to design review approval

within the R1-10, R1-H, R1-20 and R1-40 districts shall contribute an amount of one percent (1%) of construction costs to the Los Altos Public Art Fund to be used pursuant to Section 3.52.020. Such contribution shall not exceed two hundred thousand dollars (\$200,000).

- B. R3-4.5, R3-5, R-3-3, R3-1.8, R3-1. Private developments of four (4) or more units and subject to design review approval within the R3-4.5, R3-5, R-3-3, R3-1.8 and R3-1 districts shall contribute an amount of one percent (1%) of construction costs to the Los Altos Public Art Fund to be used pursuant to Section 3.52.020. Such contribution shall not exceed two hundred thousand dollars (\$200,000). Construction costs for Below Market Rate units shall not be included in valuation.
- C. OA, OA-1/OA-4.5, CN, CD, CRS, CT, CD/R3, CRS/OAD, PC, PCF, PUD. Private building developments with total construction costs in excess of one million dollars (\$1,000,000) and subject to design review approval within the OA, OA-1/OA-4.5, CN, CD, CRS, CT, CD/R3, CRS/OAD, PC, PCF, and PUD districts shall devote an amount not less than one percent (1%) of such costs for the acquisition and installation of publicly accessible art on the development site. At the discretion of the applicant, and in lieu of developing on-site public artwork, a Public Art in-lieu contribution of one percent (1%) may be placed into the Los Altos Public Art Fund to be used pursuant to Section 3.52.020. Such contribution shall not exceed two hundred thousand dollars (\$200,000). Costs directly attributable to construction for Affordable Housing units as defined by Section 14.28.020 shall not be included in valuation.

3.52.040 – Application procedures for placement of required public art on private property

An application for placement of public art on private property shall be submitted in a form and manner as prescribed by the Public Arts Commission staff liaison and shall include:

- A. Preliminary sketches, photographs or other documentation of sufficient descriptive clarity to indicate the nature of the proposed public art;
- B. An appraisal or other evidence of the value of the proposed public artwork, including acquisition and installation costs;
- C. Preliminary plans containing such detailed information as may be required to adequately evaluate the location of the artwork in relation to the proposed development and its compatibility to the proposed development, including compatibility with the character of adjacent conforming developed parcels and existing neighborhoods; and
- D. A detailed plan that demonstrates how the property owner or developer will maintain the artwork, including schedule, cost and manner of maintenance; and

- E. A narrative statement or plan that demonstrates the public art will be displayed in a publicly accessible manner.

3.52.050 – Approval for placement of public art on private property

An application for placement of public art on private property submitted pursuant to Section 3.52.040 shall be reviewed by the Public Arts Commission for recommendation prior to final review of the application as a whole by the City Council. Public art on private property shall conform to standards adopted by Resolution of the City Council. A formal application for final placement of public art on private property shall be submitted to and approved by the Public Arts Commission prior to issuance of a building permit. Installation of public art on private property shall occur concurrent with project construction prior to issuance of final certificate of occupancy.

3.52.060 – Modification of an approved public art on private property application

For modifications to an approved application for public art on private property, the Public Arts Commission shall be the decision-making body. The action of the Public Arts Commission shall be final unless it is appealed in writing to the City Council within fifteen (15) days of the date of the action, and the appropriate fee is paid.

Any material damage to, or removal or replacement of public art installed pursuant to this Chapter shall require immediate written notification to the City and, within thirty (30) days thereof, full repair or in-kind replacement of same, or payment of a Public Art in-lieu contribution as defined in Section 3.52.030.

3.52.070 – Ownership of public art on private property; insurance

The installation or placement of public art on private property shall not constitute a donation to the City. Ownership of public art on private property shall continue with the applicant. The City shall bear no obligation nor assume any responsibility or liability with respect to the installation, operation or maintenance of any art installed on private property, which obligations, responsibilities and liabilities shall be borne by the ~~applicant~~property owner.

The ~~applicant~~property owner shall be required to carry insurance to cover the full replacement cost of the public art installed pursuant to this Chapter. Such insurance shall include coverage resulting from any loss or damage to, including but not limited to vandalism. The ~~applicant~~property owner shall, upon request of City, timely provide evidence of such insurance coverage to the City.

3.52.080 – Waiver.

Notwithstanding any other provision of this chapter, the requirement to install public art on private property or to pay a Public Art in-lieu contribution may be waived, adjusted or reduced by the City Council if an applicant demonstrates that there is no reasonable relationship between the impact of the proposed development and the requirement to install

public art or to pay the Public Art in-lieu contribution, or that applying the requirements of this chapter would take property in violation of the United States Constitution or California Constitution or would result in any other constitutional result.

3.52.090 – Enforcement

The provisions of this chapter shall apply to all agents, successors and assigns of an applicant proposing or constructing a development governed by this chapter, or a property owner with art installed governed by this chapter. The City may institute any appropriate legal actions or proceedings necessary to ensure compliance herewith, including but not limited to, actions to revoke, deny or suspend any permit, including a development approval, building permit or certificate of occupancy. The City shall be entitled to costs and expenses for enforcement of the provisions of this chapter, or any agreement pursuant thereto, as awarded by the court, including reasonable attorneys' fees.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of any of the remaining portions of this code.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT. Based on all the evidence presented in the administrative record, including but not limited to the staff report for the proposed ordinance, the City Council hereby finds and determines that the proposed ordinance is exempt from CEQA review: (1) pursuant to CEQA Guidelines Sections 15050(c)(2) and 15061(b)(3) because it does not authorize any direct or indirect changes to the physical environment and there is no possibility of a significant effect on the environment; (2) because it is not a “project” for purposes of CEQA and is exempt pursuant to State CEQA Guidelines sections 15378(b)(2); (3) pursuant to CEQA Guidelines Section 15378(b)(4) because it constitutes a governmental fiscal activity that does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; (4) because it is not intended to apply to any specifically identified development project and as such it is speculative to evaluate any such future project now; and/or (5) because it is not intended to, nor does it, provide CEQA clearance for future development-related projects by mere establishment of the ordinance’s requirements. Each of the foregoing provides a separate and independent basis for CEQA compliance and, when viewed collectively, provides an overall basis for CEQA compliance.

SECTION 5. NOTICE OF EXEMPTION. The City Council hereby directs City staff to prepare and file a Notice of Exemption with the County, County Clerk within five working days of the adoption of this ordinance.

SECTION 6. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 7. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2018 and was thereafter, at a regular meeting held on _____, 2018 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Ordinance No. 2018-447: Accessory Structures

Prepared by: Zachary Dahl, Planning Services Manager

Reviewed by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachments:

1. Ordinance No. 2018-447

Initiated by:

City Council

Previous Council Consideration:

February 27, 2018, March 13, 2018 and June 26, 2018

Fiscal Impact:

None

Environmental Review:

This Code amendment is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended, because significant impacts to the environment are not anticipated.

Policy Questions for Council Consideration:

- Should the Accessory Structure Ordinance be amended to limit the overall size of an accessory structure to 800 square feet and should basements under an accessory structure count toward that 800 square-foot limit?
- Are the amendments in the best interest for the protection or promotion of the public health, safety, comfort, convenience, prosperity, and welfare of the City?

Summary:

- The amendments would limit the overall size of an accessory structure to 800 square feet and count basements under an accessory structure toward the 800 square-foot size limit.

Staff Recommendation:

Move to adopt Ordinance No. 2018-447 to amend Title 14 of the Los Altos Municipal Code pertaining to an 800 square-foot size limit for accessory structures in residential districts



Subject: Ordinance No. 2018-447: Accessory Structures

Purpose

The purpose of the proposed amendment is to limit the overall size of detached accessory structures located in residential zone districts.

Background

On June 26, 2018, the City Council held a public hearing and voted to introduce and waive further reading of Ordinance No. 2018-447, which will limit the overall size of an accessory structure in any residential zone district to 800 square feet and require that basements under an accessory structure count toward that 800 square-foot limit.

Discussion/Analysis

This Ordinance will go into effect 31 days after adoption.

Options

- 1) Adopt Ordinance No. 2018-447

Advantages: The City's accessory structure regulations will be updated to ensure that accessory structures in residential zone districts are not excessive in size and have an appropriate relationship to the principle residence on a property.

Disadvantages: None

- 2) Do not adopt Ordinance No. 2018-447

Advantages: None

Disadvantages: Accessory structures that exceed 800 square feet could be constructed on properties in residential zone districts.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2018-447

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS
ALTOS AMENDING ZONING CODE CHAPTER 14.15 (ACCESSORY
STRUCTURES IN R DISTRICTS) PERTAINING TO OVERALL
STRUCTURE SIZE LIMITS**

WHEREAS, the City of Los Altos initiated an application (18-CA-01) to amend Title 14 of the Los Altos Municipal Code pertaining to the site standards for accessory structures in residential zoning districts, referred herein as the “CA”; and

WHEREAS, the amendments are in the best interest for the protection or promotion of the public health, safety, comfort, convenience, prosperity, and welfare of the City because they ensure that accessory structures are incidental and subordinate to the primary structure and/or use on a site; and

WHEREAS, the amendments are in conformance with the City of Los Altos General Plan because the size limit will ensure that the appearance of bulk for new accessory structures is minimized; and

WHEREAS, required public notices and public hearings were duly given and duly held in accordance with the applicable provisions of the California Government Code and Chapter 14.86 of the Los Altos Municipal Code; and

WHEREAS, the CA was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the CA on May 3, 2018, at which it recommended adoption of the CA; and

WHEREAS, the City Council held a duly noticed public hearing on the CA on June 26, 2018; and

WHEREAS, the location and custodian of the documents or other materials which constitute the record of proceedings upon the City Council’s decision are based in the Office of the City Clerk; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended, because significant impacts to the environment are not anticipated.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE: Section 14.15.020 in Chapter 14.15 in Title 14 of the Los Altos Municipal Code is hereby amended as follows:

14.15.020 - Size, Height and Placement

- A. Accessory structures may not be located in a required front yard setback area, with the exception of a single arbor-style entry element as provided in Chapter 14.72.
- B. Accessory structures may be located on other areas of a property as outlined in Table 1:

Table 1			
Location	Maximum Size	Max. Height	Minimum Setback
Required side yard setback area (interior and exterior)	120 square feet	6 feet	None
Required rear yard setback area	800 square feet	12 feet	0 feet when under 6 feet in height
			5 feet when between 6-12 feet in height
			2.5 feet for an eave overhang, or similar projection, when over 6 feet in height
Main structure's building envelope (meets all required setbacks)	No size limit 800 square feet	12 feet	Not Applicable

1. When an accessory structure is located in a side yard setback area, it shall be screened from off-site view with solid fencing which is not lower in height than the accessory structure and which is constructed in conformance with the provisions of Chapter 14.72 of this title.
2. When an accessory structure is located in the main structure's building envelope, the height limit may be extended up to eighteen (18) feet if the additional height is necessary to establish architectural compatibility with the main structure.
3. When a basement is located under an enclosed accessory structure, the floor area of that basement shall count toward the maximum size limit specified in Table 1.

SECTION 6. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 7. CEQA. This ordinance is not subject to review under the California Environmental Quality Act (Public Resources Code §§21000, *et seq.*, as further governed by the Guidelines for CEQA, 14 CCR §§15000, *et seq.*) because the ordinance has no potential

for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, per 14 CCR §15378. The ordinance amends Los Altos Municipal Code provisions pertaining to the size of accessory structures on a residential property. It does not commit the City of Los Altos or any other party to any direct course of action, other than to review applications for compliance with the amended site standards as described herein, and will not result in any physical changes in and of itself. Moreover, to the extent the ordinance were determined to be subject to CEQA, it would be exempt from further review pursuant to the ‘common sense’ exemption (14 CCR §15061(b)(3)), as it can be seen with certainty that there is no possibility that the adoption of the ordinance may have a significant effect on the environment.

SECTION 8. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 9. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on June 26, 2018 and was thereafter, at a regular meeting held on July 10, 2018 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Ordinance No. 2018-448: Accessory Dwelling Units

Prepared by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachments:

1. Ordinance No. 2018-448

Initiated by:

City Council

Previous Council Consideration:

May 9, 2017, May 23, 2017, February 27, 2018, March 13, 2018, and June 26, 2018

Fiscal Impact:

None anticipated

Environmental Review:

The proposed code amendment is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multi-family residential zones to implement the provisions of Government Code Section 65852.2.

Policy Question for City Council Consideration:

- Shall the City Council adopt an ordinance that amends the regulations for accessory dwelling units (ADU's) by incorporating State Legislation that governs the creation of the units and the recommendations of the Planning Commission at its May 3, 2018 Meeting?

Summary:

- The draft ordinance provides for the administrative approval of ADU's on sites with a residential zoning designation that are improved with one single-family dwelling subject to a set of standards. The draft ordinance will bring the City's ADU regulations into compliance with State Law.

Staff Recommendation:

Move to adopt Ordinance No. 2018-448 amending those Chapters and Subsections of the Los Altos Municipal Code that regulate accessory dwelling units



Subject: Ordinance No. 2018-448: Accessory Dwelling Units

Purpose

The purpose of amending the City's ADU regulations is to achieve compliance with State Law and to implement Housing Element Program No. 4.2.1 and Program No. 4.2.2 that are intended to facilitate the development of ADUs and provide affordable housing in Los Altos.

Background

At its meeting on June 26, 2018, the City Council held a public hearing on the draft ADU regulations and following deliberation a majority of the City Council voted to introduce and waive further reading of Ordinance 2018-448, subject to the following modifications:

14.14.060 STANDARDS

D. Parking.

- (a) When a garage, carport, or covered parking structure is demolished ~~in conjunction with the~~ **for the purpose of** construction of an accessory dwelling unit or converted to an accessory dwelling unit, the replacement spaces for the primary dwelling may be in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces, tandem spaces, or by the use of mechanical automobile parking lifts.

G. Unit Size.

- 2. The total floor area for an attached accessory dwelling unit shall not exceed ~~800~~ **1,200** square feet, ~~inclusive~~ **exclusive** of basement areas, and shall not be more than 50 percent of the floor area of the existing or proposed principal residence.
- 3. The total floor area for a detached accessory dwelling unit shall not exceed ~~800~~ **1,200** square feet, inclusive of basement areas, and shall not be more than 50 percent of the floor area of the existing or proposed principal residence.

These modifications have been incorporated into Ordinance 2018-448, (see highlighted) which is included with this agenda report as Attachment No. 1.

Discussion/Analysis

Ordinance No. 2018-448 will go into effect 31 days after adoption.

Options

- 1) Adopt the ADU regulations



Subject: Ordinance No. 2018-448: Accessory Dwelling Units

Advantages: The proposed regulations increase the opportunities to create ADUs and provides conformance with State Law, further programs of the Housing Element, and help address the affordable housing crisis.

Disadvantages: May increase the number of ADUs and result in perceived parking and density impacts

2) Decline adoption of the ADU regulations

Advantages: May seem to address concerns that there will be negative impacts of ADUs on residential neighborhoods

Disadvantages: ADU standards would revert to those in State Law, which do not include all the amendments intended to address local conditions

Recommendation

The staff recommends Option 1.

DRAFT ORDINANCE NO. 2018-448
AN ORDINANCE OF THE CITY OF LOS ALTOS AMENDING AND RESTATING
CHAPTER 14.14 ('SECOND LIVING UNITS IN R-1 DISTRICTS') AND MAKING
CONFORMING CHANGES TO TITLE 14 OF THE LOS ALTOS MUNICIPAL CODE
PERTAINING TO ACCESSORY DWELLING UNIT REGULATIONS

The Council of the City of Los Altos does ordain as follows:

SECTION 1. FINDINGS. The City Council of the City of Los Altos hereby finds that:

A. The City of Los Altos, California (the "City") is a municipal corporation, duly organized under the constitution and laws of the State of California.

B. The Planning and Zoning Law authorizes cities to provide by ordinance for the creation of accessory dwelling units.

C. To address California's shortage of housing supply, the California Legislature approved, and the Governor signed into law, Assembly Bill 2299 (Bloom, Chapter 735, Stats. 2016), Senate Bill 1069 (Wieckowski, Chapter 720, Stats. 2016) which imposed new limitations on local authority to regulate second units, which are now referred to as "accessory dwelling units" or "ADUs."

D. Assembly Bill 494 (Bloom, Chapter 602, Stats. 2017) and Senate Bill 229 (Wieckowski, Chapter 594, Stats. 2017), which become effective January 1, 2018, further amended Government Code Section 65852.2 and imposed new restrictions on local authority to regulate accessory dwelling units; and

E. The City desires to amend the local regulatory scheme for the construction of accessory dwelling units that fully complies with Government Code Section 65852.2 to provide reasonable regulations for the development of accessory dwelling units on lots developed or proposed to be developed with single-family residential dwellings. Such accessory dwelling units promote the goals and policies of the City's General Plan, contribute needed housing to the community's housing stock, and promote housing opportunities for the persons wishing to reside in the City of Los Altos.

SECTION 2. AMENDMENT. Section 14.02.070 of the Los Altos Municipal Code shall be amended to add the definition of "accessory dwelling unit" and revise the definition of "second living unit" as follows (changes shown in underline/strikeout):

"Accessory dwelling unit" means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a single-family dwelling is situated. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code section 17958.1, and a manufactured home, as defined in California Health and Safety Code section 18007. Formerly referred to as "second living unit."

"Second living unit" means a second dwelling on a single-family residential lot; refer to the definition of "accessory dwelling unit."

SECTION 3. AMENDMENT. Revising the Permitted Uses sections of the single-family zoning districts in the Los Altos Municipal Code as follows (changes shown in underline/strikeout):

14.06.020 – Permitted uses (R1-10)

B. Accessory dwelling ~~Second living~~ units as provided in Chapter 14.14 of this title;

14.08.020 – Permitted uses (R1-H)

B. Accessory dwelling ~~Second living~~ units as provided in Chapter 14.14 of this title;

14.10.020 – Permitted uses (R1-20)

B. Accessory dwelling ~~Second living~~ units as provided in Chapter 14.14 of this title;

14.12.020 – Permitted uses (R1-40)

B. Accessory dwelling ~~Second living~~ units as provided in Chapter 14.14 of this title;

SECTION 4. AMENDMENT. Chapter 14.14 of the Los Altos Municipal Code is hereby amended and restated in full as set forth on Exhibit “A” attached hereto and incorporated herein by reference.

SECTION 5. AMENDMENT. Section 14.74.010, subdivision (A) of the Los Altos Municipal Code is hereby amended and restated as follows:

- A. Not less than two parking spaces, one of which shall be covered, shall be required for each living unit, including second living except accessory dwelling units developed which shall provide parking as required ~~under the provisions of~~ Chapter 14.14 of this title.

SECTION 6. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional, or invalid, or ineffective.

SECTION 7. CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDING. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 8. EFFECTIVE DATE. This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

SECTION 9. PUBLICATION. The City Clerk shall certify to the adoption of this ordinance. Not later than fifteen (15) days following the passage of this ordinance, the ordinance, or a summary thereof in accordance with Government Code Section 36933, along with the names of the City Council members voting for and against the ordinance, shall be published in a newspaper of general circulation in the City of Los Altos.

SECTION 10. FILING. The City Clerk shall submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2018 and was thereafter, at a regular meeting held on _____, 2018 passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jean Mordo, Mayor

ATTEST:

Jon Maginot, CMC, City Clerk

EXHIBIT “A”
CHAPTER 14.14 - ACCESSORY DWELLING UNITS

14.14.010. PURPOSE.

The purpose of this chapter is to provide reasonable regulations for the development of accessory dwelling units in certain areas and on lots developed or proposed to be developed with single-family residential dwellings. Such accessory dwelling units contribute needed housing to the community’s housing stock and promote housing opportunities for the persons wishing to reside in the City of Los Altos. In addition, the regulations in this chapter are intended to promote the goals and policies of the City’s General Plan and comply with requirements codified in the state Planning and Zoning Law related to accessory dwelling units in residential areas, including California Government Code section 65852.2.

14.14.020. DEFINITIONS.

- A. “Accessory dwelling unit” means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a single-family dwelling is situated. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code section 17958.1, and a manufactured home, as defined in California Health and Safety Code section 18007. See also, Section 14.02.070, Definitions.
- B. “Living area” is defined as the interior habitable area of a dwelling unit, including basements and attics, but not including a garage or any accessory structure.
- C. “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

14.14.030. EFFECT OF CONFORMING ACCESSORY DWELLING UNIT

An accessory dwelling unit that conforms to this chapter shall:

- A. Be deemed an accessory use and not be considered to exceed the allowable density for the lot upon which it is located;
- B. Be deemed a residential use that is consistent with the general plan and the zoning designations for the lot;
- C. Not be considered in the application of any ordinance, policy, or program to limit residential growth; and
- D. Not be considered a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service.

14.14.040. LOCATIONS PERMITTED.

- A. Accessory dwelling units may be permitted in the following zones:
 - 1. Single-Family District (R1-10);
 - 2. Single-Family District (R1-H);
 - 3. Single-Family District (R1-20);
 - 4. Single-Family District (R1-40);
 - 5. Multiple-Family District (R3-4.5);
 - 6. Multiple-Family District (R3-5);
 - 7. Multiple-Family District (R3-3);
 - 8. Multiple-Family District (R3.1.8); and
 - 9. Multiple-Family District (R3-1).

- B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.050. PERMIT PROCEDURES.

- A. Permits.
 - 1. Additions and New Structures. Except as provided in subparagraph (2) below, approved applications for an accessory dwelling unit will result in an accessory dwelling unit permit. The applicant shall also obtain a building permit as required by the building code.
 - 2. Exception – Conversions of Existing Space. Accessory dwelling units that meet the requirements of subsection (D) shall obtain a building permit as required by the building code.
- B. Application Processing.
 - 1. Applications for an accessory dwelling unit must be submitted to the Director of Community Development (the “Director”) on a form and with information and materials, as adopted by the Director.
 - 2. The Director may collect a fee for processing the application, provided such fee is approved by resolution or ordinance of the City Council.
 - 3. Applications for an accessory dwelling unit shall be considered ministerially without any discretionary review or a hearing, and shall be approved or disapproved within 120 days after receiving the complete application.
 - 4. Except as otherwise provided in this chapter, the construction of an accessory dwelling unit shall be subject to any applicable fees adopted pursuant to the requirements of California Government Code, Title 7, Division 1, Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).
- C. Review.
 - 1. Additions and New Structures. The Director will review and approve complete applications for an accessory dwelling unit permit that comply with the requirements of Sections 14.14.060 (Standards).
 - 2. Conversions of Existing Space. The Director will review and approve that a proposed conversion of existing space of a single-family residence or of an accessory structure to a proposed accessory dwelling unit meets the requirements of subsection (D), below.
 - 3. Upon approval pursuant to subparagraphs (1) or (2) above, the Director shall convey the application to the Building Official for review and approval of the building permit(s) in accordance with Title 12 of the Los Altos Municipal Code.
- D. Exception: An accessory dwelling unit is exempt from the requirements of Section 14.14.060 (Standards) if the unit meets all the requirements of subparagraph (1):
 - 1. The accessory dwelling unit:
 - (a) Is one accessory dwelling unit per single-family lot located within one of the zones for single-family residential use: R1-10; R1-H; R1-20; or R1-40;
 - (b) Is contained within the existing space of a single-family residence or of an accessory structure (including, but not limited to, a studio, pool house, or other similar accessory structure);

- (c) Has independent exterior access from the existing residence; and
- (d) The side and rear setbacks are sufficient for fire safety.
- 2. If the requirements of subparagraph (1) are met, then the applicant:
 - (a) Is required to install fire sprinklers in the accessory dwelling unit if the primary residence is also required to have fire sprinklers.
 - (b) Is not required to install a new or separate utility connection directly between the accessory dwelling unit and the utility, or to be charged a related connection fee or capacity charge.

14.14.060. STANDARDS.

Accessory dwelling units shall meet the following standards:

- A. Development on the lot.
 - 1. A single-family dwelling must exist on the lot or is proposed to be constructed in conjunction with the accessory dwelling unit.
 - 2. The accessory dwelling unit must be:
 - (a) Detached from the existing or proposed primary dwelling, but located on the same lot as the existing or proposed dwelling; or
 - (b) Attached to the existing or proposed primary dwelling; or
 - (c) Located within the living area of the existing or proposed primary dwelling.
 - 3. Only one accessory dwelling unit shall be allowed per lot.
 - 4. The accessory dwelling unit is not intended for sale separate from the primary residence.
- B. Occupancy.
 - 1. The accessory dwelling unit may be rented.
 - 2. The accessory dwelling unit shall be rented for terms longer than 30 days.
- C. Building and Construction.
 - 1. An accessory dwelling unit shall include permanent provisions for living, sleeping, eating, cooking, and sanitation.
 - 2. An accessory dwelling unit is required to have fire sprinklers, only if the primary residence is also required to have fire sprinklers.
 - 3. An accessory dwelling unit must receive the approval by the County Health Officer where a private sewage disposal system is being used.
 - 4. An accessory dwelling unit shall meet the requirements of the building code, as adopted and amended by Title 12 of the Los Altos Municipal Code, that apply to detached dwellings, as appropriate.
 - 5. Separate utility connection(s) may be permitted directly between the accessory dwelling unit and the utility. The connection shall be subject to a connection fee or capacity charge, or both, proportionate to the burden of the proposed unit, based on either its size or the number of its plumbing fixtures, upon the water or sewer system.
 - 6. No passageway shall be required in conjunction with the construction of an accessory dwelling unit. "Passageway" means a pathway that is unobstructed clear to the sky and extends from the street to one entrance of the accessory dwelling unit.
- D. Parking.
 - 1. Except as provided in subparagraph (2):

- (a) An accessory dwelling unit shall provide one parking space per unit or per bedroom, whichever is less.
 - (b) The required parking spaces may be located on setback areas approved by the Director or tandem parking on an existing driveway, unless specific findings are made by the Director that such parking arrangements are not feasible based upon specific site or regional topographical or fire or life safety conditions.
 - (c) When a garage, carport, or covered parking structure is demolished for the purpose of construction of an accessory dwelling unit or converted to an accessory dwelling unit, the replacement spaces for the primary dwelling may be in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces, tandem spaces, or by the use of mechanical automobile parking lifts.
 - 2. Parking standards shall not be imposed on an accessory dwelling unit in any of the following circumstances:
 - (a) The accessory dwelling unit is located within one-half mile of a public transit stop or station.
 - (b) The accessory dwelling unit is located within an architecturally and historically significant historic district as approved by the city pursuant to Section 12.44.080 of the Los Altos Municipal Code.
 - (c) The accessory dwelling unit is part of the proposed or existing primary residence or an existing accessory structure.
 - (d) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
 - (e) When there is a car share vehicle located within one block of the accessory dwelling unit.
- E. Height.
The accessory dwelling unit must meet the height standards of the applicable zoning district.
- F. Setbacks.
 - 1. Except as provided in subparagraphs (2) and (3), an accessory dwelling unit must meet the setback standards of the applicable zoning district.
 - 2. No setback shall be required for an existing garage that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit.
 - 3. A minimum setback of five (5) feet shall be required from the side and rear lot lines for an accessory dwelling unit constructed above an existing garage.
- G. Unit Size.
 - 1. The total floor area for an attached accessory dwelling unit shall not exceed 1,200 square feet, exclusive of basement areas, and shall not be more than 50 percent of the floor area of the existing or proposed principal residence.
 - 2. The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet, inclusive of basement areas, and shall not be more than 50 percent of the floor area of the existing or proposed principal residence.
 - 3. The accessory dwelling unit shall contain no less than the 150 square feet area minimum required for an efficiency dwelling unit as defined in Section 17958.1 of the Health & Safety Code.
- H. Lot Coverage.

The accessory dwelling unit must meet the lot coverage standards of the applicable zoning district.

I. Floor Area

The accessory dwelling unit must meet the floor area standards of the applicable zoning district.

J. Landscape.

The accessory dwelling unit must meet the landscaping standards of the applicable zoning district.

K. Design.

1. The design of the accessory dwelling unit shall relate to the design of the primary residence by use of the similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch.
2. The entrance to the accessory dwelling unit shall not face the street.
3. Accessory dwelling units shall be allowed in manufactured homes, but shall not be allowed in mobile housing units, including, but not limited to, mobile homes, trailers, and motor homes.

L. Impacts to Historic Places.

To prevent adverse impacts to any real property that is listed in the California Register of Historic Places, an accessory dwelling unit that is proposed to be located on the site of a historic resource or within a historic district, and visible from the exterior of the primary residence, the accessory dwelling unit shall be reviewed for historic appropriateness by the Director in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (per CFR 68.3, as amended from time to time), or other standards as may be adopted by City Council Resolution.



CONSENT CALENDAR

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Response to the Santa Clara County Civil Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes*

Prepared by: Andy Galea, Chief of Police

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Response to the Santa Clara County Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes*.
2. Santa Clara County Grand Jury Report, *Police and the Mentally Ill: Improving Outcomes*

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- The 2017-18 Santa Clara Civil Grand Jury reviewed and surveyed Santa Clara County law enforcement agencies to determine the types and frequency of Crisis Intervention Training. The Grand Jury also looked at the relationship between officer-involved shootings in the County (2013 to 2017), police use of force and the number of subjects who were suffering from a mental health crisis during those encounters.

Staff Recommendation:

Approve the draft response to the Santa Clara County Civil Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes*



Subject: Response to the Santa Clara County Civil Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes*

Purpose

To provide direction or approval of the draft response to the Santa Clara County Grand Jury Report, *Police and the Mentally Ill, Improving Outcomes*.

Background

In accordance with Section 933 of the California Penal Code, public agency governing bodies are required to comment on grand jury findings and recommendations no later than 90 days after the grand jury submits a final report. The Fiscal year 2017-2018 Santa Clara County Civil Grand Jury issued a report entitled, *Police and the Mentally Ill: Improving Outcomes* on May 9, 2018. This report addressed the Grand Jury's review of law enforcement mental health training, number of officers trained, current Crisis Intervention Training (CIT) class protocols and the deployment of "in-the-field" mental health professional teams. The report is provided as Attachment 2.

Discussion/Analysis

The Fiscal Year 2017-18 Santa Clara County Grand Jury reviewed and surveyed Santa Clara County law enforcement agencies to determine the types and frequency of Crisis Intervention Training. The Grand Jury also looked at the relationship between officer-involved shootings in the County (2013-2017), police use of force and the number of subjects who were suffering from a mental health crisis during those encounters. From that information, the Grand Jury made a series of findings and recommendations to formalize Crisis Intervention Technique training and ensure more police department staff receive the training.

The draft response agrees with the findings in the report and the Police Department will comply with the Grand Jury's recommendations.

Options

- 1) Approve response to the Santa Clara County Grand Jury

Advantages: None

Disadvantages: None

- 2) Provide direction to revise the response

Advantages: None

Disadvantages: None

Recommendation

The staff recommends Option 1.

RESPONSE TO THE SANTA CLARA COUNTY CIVIL GRAND JURY REPORT,
POLICE AND THE MENTALLY ILL: IMPROVING OUTCOMES

The City of Los Altos has the following response to the Finding and Recommendations in the report, Police and the Mentally Ill: Improving Outcomes:

Finding 1:

The County's AB 71-required criminal justice reporting surpasses that of many jurisdictions nationwide. However, the presence of mental illness in a given incident report is not mandated by AB 71. Reporting this data would assist law enforcement agencies in understanding the relationship between mental illness and officer involved shootings, and help in revising their training programs.

Response 1:

Respondent, City of Los Altos, agrees with the finding

Recommendation 1:

Law enforcement agencies submitting AB 71-required data should report, to the extent possible, whether mental illness was involved in their use of force data, starting in 2019.

Response 1:

The recommendation will be implemented starting in 2019. Training and policy updates will formalize this process, directing police personnel to include mental health factors on all use-of-force cases.

Finding 2

The Grand Jury found that training in crisis intervention and de-escalation techniques beyond what is included in the POST Basic Police Academy helps improve the outcome of law enforcement contacts with the mentally ill.

Response 2:

Respondent, City of Los Altos, agrees with the Finding.

Recommendation 2A:

The law enforcement agencies of Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, Sunnyvale and San Jose, and the Santa Clara County Sheriff's Office, should prepare a plan to ensure that all their officers receive POST-approved Crisis Intervention Training and De-Escalation technique training, beyond the training included in the POST Basic Police Academy, by the end of calendar 2018.

Response:

The recommendation has been implemented. All officers have received or are scheduled to completed POST-approved Intervention Training and De-Escalation technique training, beyond the training included in the POST Basic Academy prior to the end of calendar year 2018.

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Recommendation 2B:

The law enforcement agencies of Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, Sunnyvale and San Jose, and Santa Clara County, should provide funding for their law enforcement agencies to complete POST-approved Crisis Intervention Training and De-Escalation technique training, beyond the training included in the POST Basic Police Academy, by June 30, 2019.

Response:

The City of Los Altos agrees. The recommendation has been implemented. The City of Los Altos provides funding for officers to complete POST-approved Crisis Intervention Training and De-Escalation technique training as part of the department training plan.

Recommendation 2C

The following law enforcement agencies should execute their plan to ensure that all officers receive POST-approved Crisis Intervention Training and De-Escalation technique training, beyond training included in the POST Basic Police Academy, by June 30, 2020: Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, Sunnyvale and San Jose, and the Santa Clara County Sheriff's Office.

Response:

The City of Los Altos agrees. The recommendation has been implemented. The Los Altos Police Department has provided all officers POST-approved Crisis Intervention Training and De-Escalation technique training, beyond training included in the POST Basic Police Academy. Current officers and newly appointed police officers will be provided POST-approved Crisis Intervention Training and De-Escalation technique training, beyond training in the POST Basic Police Academy prior to the end of calendar year 2018.

Recommendation 2D

The following law enforcement agencies should include Crisis Intervention Training and De-Escalation technique training in their Continuing Professional Perishable Skills and Communications training: Santa Clara County Sheriff's Office, the Sunnyvale Department of Public Safety and the following law enforcement agencies: Campbell, Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose and Santa Clara.

Response:

The City of Los Altos agrees. This recommendation has been implemented. The Los Altos Police Department provides Crisis Intervention Training and De-Escalation technique training in their Continuing Professional Perishable Skills and Communications training.

July XX, 2018

Mr. Peter L. Hertan, Foreperson
2017-18 Santa Clara County Civil Grand Jury
191 North First Street
San Jose, CA 95113

Dear Foreperson Hertan:

This letter transmits the City of Los Altos response to the finding and recommendations contained in the 2017-2018 Santa Clara County Civil Grand Jury's Final Report entitled, Police and the Mentally Ill: Improving Outcomes, based on Council action on July 10, 2018.

I am pleased to report that most of the Los Altos Police Department sworn and civilian personnel have already received Crisis Intervention Training (CIT) and will be in will be in compliance with the Grand Jury's Recommendation.

Enclosed is the City's response to the Grand Jury's report, which was approved for transmittal by the City Council on July 10, 2018. The City of Los Altos appreciates the opportunity to respond to the Grand Jury's report and would like to acknowledge the work of the Grand Jury on this very issue.

Sincerely,

Mayor XXX

POLICE AND THE MENTALLY ILL: IMPROVING OUTCOMES



2017-2018 Civil Grand Jury
of Santa Clara County

May 9, 2018

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SUMMARY

In Santa Clara County during 2013-2017, 31 people died as a result of officer involved shootings. Nine of the 31 suffered from mental illness, and in some of those encounters police used deadly force against unarmed citizens.

Local law enforcement agencies are under scrutiny whenever deadly force is used. This report examines the circumstances around law enforcement officers using deadly force against citizens who were in a mental health crisis, whether or not they were committing a crime. The key focus of this report is law enforcement mental health training policies.

In its examination of the 31 fatal Officer Involved Shootings (OIS) within Santa Clara County during 2013-2017, the Santa Clara County Civil Grand Jury (Grand Jury) learned that the Santa Clara County District Attorney (DA) had determined 28 of the OIS incidents to be justifiable under California Criminal Law. The DA was still reviewing the other three cases as of this report.

The Grand Jury found that major efforts have been undertaken in the County to train law enforcement officers in recognizing and dealing with people in mental health crisis and to provide “in the field” mental health professionals who can respond to these events. The Grand Jury, however, feels there is room for improvement in the depth of training, the number of officers trained, current Crisis Intervention Training (CIT) class protocols and the deployment of “in the field” mental health professional teams.

BACKGROUND

In Santa Clara County, if you dial 911 to report a life-threatening health emergency involving a loved one in your home or a stranger in a public setting, the local fire department and ambulance are dispatched on an Emergency Medical Service. The fire service is responsible for overall scene management; this includes the provision of first-response Basic Life Support or Advanced Life Support services prior to the arrival of the ambulance. If, on the

other hand, that call to 911 involves a mental health crisis — often involving your or somebody else’s loved one — it is the law enforcement community that must respond, safely intervene, de-escalate and provide an appropriate outcome for citizens who may be in crisis. Law enforcement officers have a difficult challenge in responding to these situations, especially where citizens are not committing any criminal acts.

In the 31 deadly encounters with citizens experienced by County law enforcement agencies during 2013-2017, at least nine¹ involved individuals known to have been suffering from a mental illness or crisis. In 2017, police in the County’s largest city, San Jose, faced eight deadly encounters, seven of which reportedly involved individuals with a mental illness.² The San Jose Police Department (SJPD) reports that 15% of all calls for law enforcement involve some element of behavioral health. A Santa Clara County Sheriff’s Office (SO) representative reports an average of two to three mental illness calls daily, though not all are criminal in nature, and five to 10 arrests per month involving individuals with mental illness. Law enforcement officials say these types of calls have become more frequent.

A variety of mental health training courses are available to police agencies in the County that expose officers to mental health syndromes and crisis recognition, de-escalation techniques, and community resources. All local law enforcement agencies within the County mandate some form of mental health training. The level and type of mandated crisis intervention training, however, is not consistent across all agencies. Some patrol officers in the County have not yet undertaken their agency’s mandatory training, but all agencies have some crisis intervention-trained officers on staff. Additionally, the County Behavioral Health Services (BHS) is deploying crisis intervention teams staffed with mental health professionals.

¹ <http://www.fatalencounters.org/people-search/>. A website created by Brian Burghart, founder and executive director of Fatal Encounters Dot Org, and a lifelong journalist and former editor/publisher of the Reno News & Review.

²San Jose Mercury News, 9/17/2017

METHODOLOGY

The Grand Jury conducted this investigation through interviews with law enforcement officers, DA officials, SJPD Communications Center staff and County Behavioral Health Services managers. A total of 15 individuals were interviewed. The Grand Jury surveyed municipal and county law enforcement agencies as to their respective mental health training requirements and compliance statistics. The Grand Jury reviewed the DA's OIS reports, which are published online. Several websites that collect officer involved encounters throughout the U.S. also were reviewed. Members of the Grand Jury monitored portions of a weeklong CIT training class sponsored by the SO and participated in the Force Options Simulator training conducted at the SO's training center.

DISCUSSION

In 2015, California adopted AB 71³, which mandates the reporting on an annual basis of every instance of the use of force by a police officer against a civilian, and vice versa, where death or great bodily injury results. The California Department of Justice (DOJ) collects and tabulates the data into its URSUS (Latin for 'bear') database. The reporting period began with 2016, but for the first year the data collection process was incomplete and not every agency within the County reported.⁴ The DOJ released its initial URSUS report on Use of Force in August 2017. SJPD has submitted data in compliance with AB 71 and has commissioned Police Strategies LLC to collect and analyze all use of force incidents. This police force analysis methodology has recently been made available on SJPD's public website for 2015-2016 and will continue to be available to the public.⁵ It should be noted that there is no mandatory national database that collects OIS statistics. The FBI database on the use of force depends on the voluntary reporting, and many jurisdictions fail to report.⁶ The FBI

³ Government Code Section 12525.2.

⁴<http://www.jrsa.org/pubs/sac-digest/vol-27/ca-ursus-2016.pdf>

⁵ <http://www.sjpd.org/CrimeStats/ForceAnalysis.asp>

⁶ National Data Collection on the Use of Force (1996) US Department of Justice, Bureau of Justice Statistics, Page 3.

continues to encourage law enforcement agencies to take part in the National Use of Force Data Collection program.

The DA has a dedicated team who review OIS incidents to determine if the use of deadly force was justifiable under California law. The DA reviewed 31 officer involved citizen deaths in the County from 2013 through November 2017, the timeframe of the Grand Jury's investigation. The DA publishes reports of those investigations on its website where the use of force was found justifiable. Twenty-seven of the 28 published investigations involved agencies studied by the Grand Jury. Three incidents are still under review. Out of those 28, 13 involved persons who had some history of mental illness, based on the investigative reports.⁷

Under California Penal Code Sections 835a and 196, a peace officer may use deadly force in self-defense, defense of another, or to prevent the escape of a felon who might cause immediate substantial injury to others if not detained.

Penal Code Section 835a reads:

Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to effect the arrest, to prevent escape or to overcome resistance.

A peace officer who makes or attempts to make an arrest need not retreat or desist from his efforts by reason of the resistance or threatened resistance of the person being arrested; nor shall such officer be deemed an aggressor or lose his right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.

Penal Code Section 196 reads:

⁷ Santa Clara County District Attorney Website, Officer Involved Shooting reports.
<https://www.sccgov.org/sites/da/Pages/Search.aspx?k=officer%20involved%20shootings>

Homicide is justifiable when committed by public officers and those acting by their command in their aid and assistance, either

1. In obedience to any judgment of a competent Court; or,
2. When necessarily committed in overcoming actual resistance to the execution of some legal process, or in the discharge of any other legal duty; or,
3. When necessarily committed in retaking felons who have been rescued or have escaped, or when necessarily committed in arresting persons charged with felony, and who are fleeing from justice or resisting such arrest.

Essentially, an officer is permitted to use reasonable force in the defense of others or the officer, and the officer need not retreat.

The DA's review of the 28 OIS incidents found that in each case, the involved officers' use of deadly force was legally justifiable. The incidents involved a variety of weapons, including guns, knives, a saw blade, a pellet gun and in one incident a power-drill painted black. In only one of the 28 incidents did it appear from the DA's reporting that a crisis intervention-trained officer was available or called to the scene. The question arises whether the presence of a person with enhanced training in crisis intervention and de-escalation techniques could have resulted in a different outcome, especially in six incidents where apparently no bystanders were in immediate danger. The Grand Jury explores the benefit of crisis intervention training in this report.

Survey of County Law Enforcement Agencies

A written survey was sent to the SO and to each of the other 11 law enforcement agencies: Palo Alto, Sunnyvale, Campbell, Santa Clara, Mountain View, Los Gatos-Monte Sereno, Los Altos, Milpitas, San Jose, Gilroy and Morgan Hill. The survey sought data from Jan. 1, 2013, to Nov. 30, 2017, on:

- number of peace officers on staff
- number of OIS incidents

- number of OIS incidents resulting in death
- number of OIS incidents where the deceased was suffering from a serious mental illness (SMI)
- number of officers killed or injured by suspects suffering from a serious mental illness
- number of officers who have taken department mandated Crisis Intervention Training (CIT) beyond the Police Academy training course
- whether recertification training is required
- whether the agency offers the option to take further Crisis Intervention-related Training
- whether the agency employs a CIT team
- whether the agency requires dispatch operators to undergo CIT.

All agencies responded and the survey results are in Table A below. Crisis Intervention Training as used in this report includes developing an awareness of the various forms of mental illness, e.g., autism, excited delirium, development disabilities, and Alzheimer's recognition, as well as instruction in de-escalation techniques.

Combined, the agencies reported a total of 56 OIS incidents during the past five years, which includes 31 fatal incidents. These agencies reporting fatal OIS during this span are: San Jose (15), Sunnyvale (6), Santa Clara (4), Sheriff's Office (4), Gilroy (1) and Palo Alto (1). Of the 56 total OIS incidents, 22 involved a suspect suffering from a serious mental illness. One agency, Sunnyvale, did not track this criterion. One officer was killed and six were injured by suspects suffering from a serious mental illness during this period. Several agencies do not track mental illness involvement when officers are injured or killed.

The number of fatal OIS across all agencies during this period corresponds with the data collected by the “Fatal Encounters” website.⁸

Every agency reported that it mandates that some or all of its officers complete additional CIT beyond the Peace Officer Standards and Training (POST) Basic Police Academy courses. Gilroy, Milpitas and Mountain View require the additional training only of its Field Training Officers. The length of the additional mandated CIT ranged from 40 hours (Campbell, Los Altos, Los Gatos-Monte Sereno, Morgan Hill, Sunnyvale, San Jose and Sheriff) to eight hours (Milpitas, Mountain View) to four hours (Palo Alto, Santa Clara).

Many law enforcement agencies employ uniformed Community Service Officers and Parking Control Officers who are not peace officers and do not carry firearms. Whether these other agency employees should undergo some level of CIT training is an important inquiry but beyond the scope of this report.

The number of officers who have completed the additional mandated training varied as of the date of the survey, ranging from 100% in Campbell and Santa Clara to 19% in Gilroy. Seven agencies reported that at least half of their officers have completed the additional mandated CIT. The total number of officers across all agencies who have not completed any additional mandated Crisis Intervention Training is 1519, or 49%. Some current active officers did not receive CIT in their Basic Police Academy because it was not part of their curriculum.

Four of the 12 agencies deploy a CIT on-call unit or officers (Los Gatos-Monte Sereno, Morgan Hill, Sunnyvale and San Jose). Most agencies dispatch their own public safety responders. Eight of the agencies require that their dispatchers take some level of CIT.

⁸ <http://www.fatalevents.org/people-search/>. A website created by Brian Burghart, founder and executive director of Fatal Encounters Dot Org, and a lifelong journalist and former editor/publisher of the Reno News & Review.

Table A

	Campbell PD	Gilroy PD	Los Altos PD	Los Gatos PD	Milpitas PD	Morgan Hill PD	Mountain View PD	Palo Alto PD	Santa Clara PD	Sunnyvale DPS	San Jose PD	Sheriff's Office	Total
Number of police officers employed	42	62	31	36	81	39	87	80	146	183	1,019	1,302	3108
Number of OIS from Jan. 2013 - Nov. 2017	0	1	0	0	1	0	0	1	6	6	34	7	56
Number of fatal OIS	0	1	0	0	0	0	0	1	4	6	15	4	31
Number of OIS involved SMI as factor	0	0	0	0	0	0	0	1	2	Unk	17	2	22
Number of officers killed in line of duty (SMI)	0	0	0	0	0	0	0	0	0	0	1	0	1
Number of officers injured in line of duty (SMI)	5	0	0	Unk	1	0	Unk	0	Unk	0	Unk	N/A	6
CIT training required above basic academy	Yes	FTOs	Yes	Yes	FTOs	Yes	FTOs	Yes	Yes	Yes	Yes	Yes	-
Number of additional CIT training hours	40	Unk	40	40	8	40	8	4	4	40	40	40	4-40
Number of peace officers completed above	42	12	26	28	49	33	55	60	146	107	511	520	1589
Additional mandated mental health training	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	16	FTOs	Yes	Varies
Number of peace officers completed above	42	N/A	26	32	Unk	39	Unk	65	33	66	13	766	Varies
Other optional mental health-related training	Yes	Yes	Yes	39	81	Yes	Unk	Yes	No	Yes	Yes	Yes	Varies
Dedicated CIT deployed in field	No	No	No	Yes	No	No	Yes	No	No	Yes	Yes	No	Varies
Dispatchers required to complete CIT training	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	N/A	-
Number of hours for dispatchers	0	0	40	40	0	16	0	40	4	4	40	N/A	4-40
Officers not completed mandated CIT (#)	0	50	5	8	32	6	32	20	0	76	508	782	1519
Mandated CIT trained officers (%)	100	19	84	78	60	85	63	75	100	59	50	40	-
Additional mandated mental health training (%)	100	Unk	84	89	N/A	100	Unk	81	23	36	FTOs	59	-

OIS – Officer Involved Shooting SMI – Serious Mental Illness Unk – Unknown FTO – Field Training Officer

Crisis Intervention Training

The Grand Jury attended several sessions of the SO-sponsored CIT held in September 2017. This 40-hour course over four days was presented by the County's Behavioral Health Services and Mental Health Police Liaisons Team. The 70-plus attendees included new Correctional Academy recruits as well as active police officers from several agencies. The sessions attended were the introductory overview, de-escalation and the excited delirium, and de-escalation training, including role playing video simulations.

Students were instructed on identifying and confronting Psychosis, Autism, Development Disabilities, Alzheimer's and Excited Delirium. Given the large audience, mix of academy recruits and sworn officers, and limited time it was impossible for each attendee to engage in the video simulation, only five pairs of students took part. However, the instructors were excellent facilitators for the role playing as they commented and critiqued the student's efforts. It seemed that the video simulations were crucial in introducing and developing mental health recognition and de-escalation skillsets. One police department supervisor commented that devoting two full days to role playing simulations would be more beneficial for officers than the two-plus hours set aside.

The SO and SJPD sponsor crisis intervention/de-escalation training classes that vary in length from four to eight to 16 and to 40 hours. Some of the classes serve to refresh perishable skills for veteran officers. The Mental Health Liaisons Team is involved in many of these trainings and the video simulations. All of these courses must be certified by POST to ensure a consistent level of quality. BHS has commissioned the creation of additional video simulations to update and expand the variety of the scenarios. The Sheriff's Training Unit believes that CIT training is beneficial for veteran officers because "street experience" adds perspective and value to the training that is not available to new deputies. The SO patrol deputies are now required to undergo four-hour refresher training every two years.

The SJPD sponsors a 40-hour course for its own officers that includes the four-hour video simulation segment on de-escalation techniques. New SJPD recruits are now required to take the course during their first months in the field. Given the recent increase in new recruits along with existing staff mandated to take the CIT course, class sizes are large, often 70 or more individuals. Course instructors believe 35 is the optimal class.

County Behavioral Health Services

Santa Clara County BHS provides or funds many mental health community-based services as well as a locked inpatient ward and transitional facilities. The County is developing two Mobile Crisis Response Teams (MCRT) scheduled to begin in spring 2018, one in South County and one in East San Jose. These teams will consist of two mental health professionals (at least one to be licensed to write holds under Welfare & Institutions Code Section 5150⁹) and will be available to respond to non-life-threatening incidents from 8 a.m. to midnight, working four 10-hour shifts. Teams will respond via dispatch or at the request of officers in the field. The idea is to offer an additional resource to field officers during and after incidents. Officials expect the teams will play an important role contacting persons who have been brought to their attention as needing mental health services and channeling those persons to the appropriate resources. All law enforcement agencies in the County favor an increase in the availability of CIT teams.

The County also is sponsoring a Psychological Emergency Response Team (PERT) for the City of Palo Alto, to be funded by an Innovation grant from the Mental Health Services Act (California Proposition 63) funds. This program will team an officer with a licensed mental health worker to focus on Transitional Age Youth (16 to 24) in that community.

⁹ Section 5150 permits a peace officer or other credentialed professional to take into custody a person who appears to be gravely disabled or who presents a danger to themselves or others because of a mental health disorder.

The mental health team professionals staffing these teams will need to have 13 different types of training. A significant challenge to implementing the mobile CIT teams is hiring and retaining qualified professional staff. There is a shortage of qualified mental health professionals who wish to work different shifts and outside of traditional work hours.

Peace Officer Force Options

Most law enforcement agencies have policies that guide their use of force. These policies describe an escalating series of actions an officer may take to resolve a situation. This continuum generally has many levels, and officers are instructed to respond with a level of force appropriate to the situation at hand, acknowledging that the officer may move from one part of the continuum to another in a matter of seconds.¹⁰ A use-of-force continuum includes mere officer presence, verbal commands, empty-hand control, less-lethal methods (blunt impact, chemical and conducted energy devices), and lethal force.

California peace officers are required to complete Perishable Skills and Communications training including Arrest and Control, Tactical Firearms and/or Force Options Simulator in each two-year period as part of their Continuing Professional Training.¹¹

Members of the Grand Jury were exposed to the Sheriff's Force Option Simulator. This experience demonstrated both the need to make swift decisions in threatening situations and the skill necessary to judge people and their cognitive functioning.

There is some public perception that police officers should shoot to disarm a suspect rather than a fatal shot. When an officer must use their firearm, they are trained to aim for the body core (center mass) to avoid missing the target and to ensure the best chance that the threat presented is neutralized. Officers are not trained to shoot at an extremity. This is standard

¹⁰ <https://www.nij.gov/topics/law-enforcement/officer-safety/use-of-force/Pages/continuum.aspx>

¹¹ <https://post.ca.gov/perishable-skills-program>

methodology across all U.S law enforcement agencies and is perfected through firearms qualification drills.

Dispatch and Communications

Information is a key resource for officers in the field when responding to a potential dangerous encounter with a person suffering from mental illness, alcohol or drugs. Dispatch operators are a key link in the pipeline as their information is the initial and often the only knowledge that a responding officer has when arriving at a call. The SJPD Communications Center requires that their Operators/Dispatchers undertake the 40-hour CIT training course, and currently 41 of its approximately 130 staff have taken this training. There is no set protocol for determining whether mental health issues are involved in a given 911 situation. However, call center dispatchers do have a standard operating procedure to guide them to identify possible mental health crisis situations that can then be communicated to officers. Communications Center policy requires a "CIT needed" note in the Computer Aided Dispatch remarks when there is a history of a particular individual having crisis incidents or possibly posing a risk to themselves or to others.

FINDINGS AND RECOMMENDATIONS

Finding 1

The County's AB 71-required criminal justice reporting surpasses that of many jurisdictions nationwide. However, the presence of mental illness in a given incident report is not mandated by AB 71. Reporting this data would assist law enforcement agencies in understanding the relationship between mental illness and officer involved shootings, and help in revising their training programs.

Recommendation 1

Law enforcement agencies submitting AB 71-required data should report, to the extent possible, whether mental illness was involved in their use of force data, starting in 2019. This applies to all the agencies reviewed by the Grand Jury, which are the Santa Clara County Sheriff's Office, the Sunnyvale Department of Public Safety and the following law enforcement agencies: Campbell, Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose and Santa Clara.

Finding 2

The Grand Jury found that training in crisis intervention and de-escalation techniques beyond what is included in the POST Basic Police Academy helps improve the outcome of law enforcement contacts with the mentally ill.

Recommendation 2A

The law enforcement agencies of Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, Sunnyvale and San Jose, and the Santa Clara County Sheriff's Office, should prepare a plan to ensure that all their officers receive POST-approved Crisis Intervention Training and De-Escalation technique training, beyond the training included in the POST Basic Police Academy, by the end of calendar 2018.

Recommendation 2B

The law enforcement agencies of Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, Sunnyvale and San Jose, and Santa Clara County, should provide funding for their law enforcement agencies to complete POST-approved Crisis Intervention Training and De-Escalation technique training, beyond the training included in the POST Basic Police Academy, by June 30, 2019.

Recommendation 2C

The following law enforcement agencies should execute their plan to ensure that all officers receive POST-approved Crisis Intervention Training and De-Escalation technique training, beyond training included in the POST Basic Police Academy, by June 30, 2020: Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, Sunnyvale and San Jose, and the Santa Clara County Sheriff's Office.

Recommendation 2D

The following law enforcement agencies should include Crisis Intervention Training and De-Escalation technique training in their Continuing Professional Perishable Skills and Communications training: Santa Clara County Sheriff's Office, the Sunnyvale Department of Public Safety and the following law enforcement agencies: Campbell, Gilroy, Los Altos, Los Gatos-Monte Sereno, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose and Santa Clara.

Recommendation 2E

The law enforcement agencies in the cities of Gilroy, Milpitas and Mountain View should expand their Crisis Intervention Training and De-Escalation technique training to include all of their officers, not just their Field Training Officers.

Finding 3

The Grand Jury found that in large classes, the 40-hour Crisis Intervention Training often does not provide enough time for all attendees to participate in the simulation exercises.

Recommendation 3

The Santa Clara County Sheriff's Office and the San Jose Police Department, as the County's primary Crisis Intervention Training providers, should by Dec. 30, 2018, adjust class sizes in order to provide enough time for all attendees to participate in the simulation exercises.

Finding 4A

It is difficult to recruit sufficient numbers of behavioral health professionals to staff mobile Crisis Intervention Teams and assist law enforcement officers with individuals in crisis.

Finding 4B

Additional mobile Crisis Intervention Teams would be helpful to handle the frequency of law enforcement contacts with citizens suffering adverse mental health issues throughout the county.

Recommendation 4A

Santa Clara County should immediately expand efforts to attract, recruit and train behavioral health professionals to staff existing and future mobile Crisis Intervention Teams.

Recommendation 4B

Santa Clara County should fund additional mobile Crisis Intervention Team units to be deployed within the entire County to increase the geographical area served and the operational frequency, by July 1, 2020.

REFERENCES

1. Santa Clara County District Attorney, Officer Involved Shooting reports. <https://www.sccgov.org/sites/da/Pages/Search.aspx?k=officer%20involved%20shootings>
2. Fatal Encounters, which describes itself as a step toward creating an impartial, comprehensive, and searchable national database of people killed during interactions with law enforcement. <http://www.fatalencounters.org/people-search/>
3. Gun Violence, Archive 2017. <http://www.gunviolencearchive.org/>
4. Washington Post / Data-Police-Shootings. <https://github.com/washingtonpost/data-police-shootings/blob/master/fatal-police-shootings-data.csv>
5. San Jose Mercury News, 9/17/2017. <http://www.mercurynews.com/2017/09/17/man-shot-cops-san-jose-was-known-armed-police-say>
6. National Data Collection on the Use of Force (1996) U.S. Department of Justice, Bureau of Justice Statistics, Page 3. <https://www.bjs.gov/content/pub/pdf/ndcopuof.pdf>
7. Department of Justice, Uniform Crime Reporting Statistics. (2014) https://ucr.fbi.gov/crime-in-the-u.s/2014/crime-in-the-u.s.-2014/tables/expanded-homicide-data/expanded_homicide_data_table_14_justifiable_homicide_by_weapon_law_enforcement_2010-2014.xls
8. <http://www.killedbypolice.net/> Six reported in Santa Clara County in 2017: San Jose (4), Sunnyvale (1), Santa Clara (1).

POLICE AND THE MENTALLY ILL

This report was **ADOPTED** by the 2017-2018 Santa Clara County Civil Grand Jury on this
4 day of May, 2018.



Peter L. Hertan

Foreperson



CONSENT CALENDAR

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Professional Services Agreement Amendment: Community Center
Redevelopment Project

Prepared by: Theresa Yee, Project Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s): Noll & Tam Additional Service Request

Initiated by:
City Council

Previous Council Consideration:

August 22, 2017, September 26, 2017 and December 12, 2017

Fiscal Impact:

The requested amendment in the amount of \$467,781 for the Community Center Project is included in the \$34.7 M project budget. We expect the \$15,000 for evaluating Children's Corner options will be reimbursed by the Children's Corner.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

None

Summary:

- Staff executed a professional services agreement between the City of Los Altos and Noll & Tam Architect and Planners in an amount not to exceed \$74,380 for project feasibility studies.
- Council authorized the execution of a professional services agreement between the City of Los Altos and Noll & Tam Architect and Planners in an amount not to exceed \$2,804,597 for design services for the Community Center Redevelopment Project.
- Council provided direction to the design team to move forward with the schematic design phase with a \$34.7 million budget based upon seven design elements.
 1. Increasing building quality
 2. Increasing building functionality
 3. Upgrading from LEED Silver equivalent to LEED Gold equivalent
 4. Providing improved pedestrian connectivity
 5. Increasing building square footage



Subject: Professional Services Agreement Amendment: Community Center Redevelopment Project

6. Increasing outdoor program space
 7. Refinishing existing parking lot
- The Consultant has requested a contract amendment of \$482,781 to compensate additional work not included in the original scope of services.

Staff Recommendation:

Authorize the City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects and Planners for added scope of services on the Community Center Redevelopment Project in the amount of \$482,781.



Subject: Professional Services Agreement Amendment: Community Center Redevelopment Project

Purpose

Execute an amendment for \$482,781 to the existing agreement with Noll & Tam Architects and Planners for the added community center design elements.

Background

On February 28, 2017, the Los Altos City Council approved their priorities for 2017, which included a goal to build a new or refurbish the community center. On April 25, 2017, the City Council unanimously approved the creation of a Capital Improvement Project for the design and construction of a new Community Center with a project budget of \$25,000,000. Additionally, Council unanimously adopted Resolution No. 2017-15 establishing the Hillview Community Center Project Task Force (Task Force) with the mission to recommend to Council the interior space allocation and exterior design and layout of the Community Center.

On August 22, 2017, a Professional Services Agreement for Noll & Tam Architects and Planners was executed for the design of Community Center Redevelopment Project.

The seven design elements identified by City Council at the September 27, 2017 Study Session are:

1. Increasing building quality
2. Increasing building functionality
3. Upgrading from LEED Silver equivalent to LEED Gold equivalent
4. Providing improved pedestrian connectivity
5. Increasing building square footage
6. Increasing outdoor program space
7. Refinishing existing parking lot

In addition, multiple site options were presented, at the request of Council and the Task Force. Site option #4 was supported and direction was provided to proceed with this site location.

During programming of the new Community Center, all existing city-related programs will be replicated at the new community center. City Council has indicated interest in considering options to provide space for the Children's Corner program, which is not a City-managed related function.

Discussion/Analysis

Following the September 27, 2017 Study Session, Noll and Tam Architects and Planners has diligently implemented the added seven design elements into the Community Center Redevelopment Project as directed by City Council.

Each item of the added design elements requires additional design, engineering, and coordination to implement. The added fee request of \$467,781 by Noll and Tam Architects and Planners is consistent



Subject: Professional Services Agreement Amendment: Community Center Redevelopment Project

with the work directed by Council in addition to the added services to support exploration of multiple site options. Detailed breakdown of the request is included in Attachment A.

In addition, Noll & Tam Architect and Planners is providing preliminary site compatibility study for the Children's Corner. This work is necessary to supplement the evaluation of the Children's Corner proposal. The fee for these services is not-to-exceed \$15,000.

The total amendment for Noll & Tam Architect and Planners is \$482,781 for the above requested services. The total contract amount with this amendment is \$3,361,758, which represents approximately 9.7% of the total project budget.

Options

- 1) Authorize the City Manager to execute an amendment with Noll and Tam Architects and Planners for professional services in the amount of \$482,781.

Advantages: The scope of work directed by Council on December 12, 2017 will be executed and included in the design of the Hillview Community Center Redevelopment Project and staff will have plans and drawings to supplement Council's evaluation of Children's Corner.

Disadvantages: None.

- 2) Do not execute an amendment with Noll and Tam Architects.

Advantages: None.

Disadvantages: Work as directed by Council would not proceed.

Recommendation

The staff recommends Option 1.

Theresa Yee, CPC DBIA
Project Manager, City of Los Altos
1 N. San Antonio Road
Los Altos CA 94022

Subject: Hillview Community Center Additional Service Request #1

Date: June 20, 2018

Dear Theresa,

Per your request, we are submitting this Additional Service Request proposal for Los Altos Community Center scope expansion and quality enhancements.

As you are aware, the City Council proposed scope and quality enhancements to the Los Altos Community Center Project during the 9/26/17 Working Session; upon review of concept schemes presented at the City Council Meeting of 12/12/17, city council directed the design team to proceed with development of the enhanced project. In good faith, the design team has started work on the added scope as directed, ahead of formal Council approval of our additional fee request.

Summary 9/26/17 Scope Expansion

The following summarizes additional scope items:

- 1. Increased Building Quality** with an upgrade of materials and detailing of the project requiring additional design and construction administration time:
- 2. Increasing Building Functionality:** additional effort required to identify and document design features and concepts offering greater flexibility of use (such as movable partitions, flyaway doors):
- 3. Upgrade from LEED Silver Equivalent to LEED Gold Equivalent:** additional effort for identification, documentation and construction administration of LEED credits for Gold Equivalent:
(This proposal excludes design services for LEED Gold formal USGBC certification.)
- 4. Improved pedestrian connectivity to the Library:** Noll and Tam effort required for collaboration with Landscape Architect to generate improved connectivity between the new community center and the Library:
- 5. Increase Building area by 3,000 sq. ft.:** design effort for adjusting site plan, reconfiguring building plan to incorporate additional space, additional documentation:
- 6. Increase outdoor program space:** design efforts in collaboration with Landscape architect for design, documentation and construction administration of additional scope:

7. Refinish existing parking lot/Redesign of parking lot: design effort for planning, documentation and construction administration of new parking lot, driveway and associated items:

In addition to design services associated with the budget increases approved by City Council, our add service request also includes additional work that was completed during the SD phase, resulting out of the Task Force Community process. This extended effort included multiple concept design options and iterations, additional support for public outreach, and additional Task Force and City Council meetings beyond what was anticipated in our original fee proposal and the RFP documents.

A summary list of additional fees for the entire design team is attached to this letter along with a narrative comparing the original contract scope to the expanded scope as requested by City Council. The total additional service request is \$467,781.00.

Please contact me at your earliest convenience if you have questions and/or wish to discuss.

Thank you.

Best regards,

James Gwise, AIA
Project Manager

Attachment: ASR 1 Fee Summary; Supporting Detail, and NT add fee hourly breakdown

ADDITIONAL SERVICES REQUEST #1

Consultant	Base Fee	Added Fee	Comments
1 BKF	\$136,400	\$13,200	Parking lot redesign and new pedestrian connector
2 Structural	\$291,025	\$8,250	Additional effort for expanded scope, increase in quality and area, higher seismic level for shelter function
3 Mechanical Plumbing	\$251,900	\$6,600	Additional program elements (Café), expanded building area
		\$24,200	Leed Gold Equivalent/energy modelling (excludes commissioning)
4 Electrical	\$247,500	\$6,600	Additional Scope - Parking Lot lighting design, photometrics, added title 24 calcs and documentation
		\$8,250	Leed Gold Equivalent
5 Survey	\$60,346	\$3,388	Addition survey for pedestrian connector
6 Cost	\$55,000	\$23,925	Provided additional estimating for add scope items (parking, site, pedestrian connection, , etc.), + TF mtgs
7 Landscape	\$170,500	\$66,000	Extended Scope for Library Connector, parking lot, site planning, added outdoor program spaces
8 Landscape	\$0	\$8,448	Additional Council + Community meetings (See detail)
9 Square Peg	\$30,800	\$3,300	Additional design associated with parking lot, library connector
10 Bright Works	\$37,400	\$6,600	Additional research and coordination effort for Leed Gold
11 Arborist Report	\$0	\$5,720	Not included in original proposal
12 Kitchen Designer	\$9,625	\$3,300	Café not anticipated in original scope -
13 Acoustics	\$67,452	\$0	No change
14 Geotechnical	\$63,989	\$0	No change
15 Code	\$27,420	\$0	No Change
Subtotal Consultant's Fee	\$1,449,357		
		\$187,781	Subtotal Consultant add fee
Noll and Tam additional Fee Calculation			
16 Increased Building Quality		\$47,250	From "Moderately priced", standard quality to higher quality, more customized design
17 Increase Building Functionality		\$40,000	From conventional, standard function, to inclusion of features that add flexibility, enhance operations.
18 Leed Gold Equivalent		\$18,000	Upgrade from LEED Silver Equivalent (add'l 10 minimum pts req'd)
19 Enhanced pedestrian connectivity		\$20,000	Add landscaped pedestrian path from library to new Com Center
20 Increase Building Area		\$40,000	From 20,000 sf to 24,500 sf
21 Outdoor Program		\$30,000	From 7500 sf outdoor program space to aprox 10,000 sf
22 Redesign/re-finish parking		\$23,500	From no work to existing parking lot to complete redesign
23 Multiple design options		\$32,000	Original assumption: one site to multiple site and plan options
24 Support for public outreach		\$24,250	Add'l public meetings, Community Online Survey
NT Contract Fee w/ Interiors	\$1,409,120	\$275,000	Subtotal NT add fee (Sum of items 16 to 24)
		\$462,781	Total Add (NT+ Consultants)
Reimbursable Expenses	\$20,500	\$5,000	Add reimbursable Includes physical model
		\$467,781	Total Requested add service
Total Contract Fee	\$2,878,977		
Original starter contract	\$74,380		
Original Base Contract	\$2,804,597		
Total Contract Fee	\$2,878,977	\$3,346,758	Total Revised Contract Fee w/ total add service



ADDITIONAL SERVICES REQUEST #1

Design Fee Expressed as percentage of Project Scope

Base Design Fee as percentage of Project Budget	11.52%	2,878,977 / 25,000,000 (Base fee/Base Budget)
Adjusted Design Fee as a percentage of adjusted Project Budget	9.64%	3,346,758 / 34,700,000 (Adjusted fee/ Adjusted Project Budget)

LOS ALTOS COMMUNITY CENTER

Additional Services Supporting Detail

	ORIGINAL FEE SCOPE ASSUMPTIONS	REVISED FEE ADDITIONAL SCOPE
	Project budget: \$25 Million	Project budget: \$34.7 Million
	Building size: 20,000 sf	Building size: 24,500 sf
	 <p>Aprox site area:110,000 sf</p>	 <p>Aprox site area:198,000 sf</p>
	SD Duration: Aug 28 to Dec 31, 2017 (4 months)	Actual SD Duration July 13 to Mar 2018 (8 months)
	CONSULTANT SCOPE	
1.	Civil Engineer – BKF	<ul style="list-style-type: none"> • Additional effort for expanded site area by 17,000 sf, parking lot redesign, and library pedestrian connector: • Add'l demo, grading, paving, drainage
2.	Structural – Daedalus	<ul style="list-style-type: none"> • Additional effort quality (exposed structure) + increased area (adjust structural framing)
3.	Mechanical & Plumbing- Integral	<ul style="list-style-type: none"> • Expanded bldg. area + add program elements requiring plumbing +mechanical (ie Café) • Additional effort for LEED Gold equivalency – energy modeling and documenting more pts
4.	Electrical – O’Mahoney and Myer Consulting	<ul style="list-style-type: none"> • Parking Lot lighting design, photometrics, added title 24 calcs and documentation • Additional LEED Gold equivalency documentation/ assess PV’s
5.	Surveyor – REY Engineers	<ul style="list-style-type: none"> • Expanded scope area required second site visit for additional survey for pedestrian connection

<p>6. Cost</p>	<p>Cost Estimator- Scott Lewis</p> <p>RFP Scope:</p> <ul style="list-style-type: none"> • 100% SD construction cost estimate for one option at end of SD Phase • Assessment of soft costs not specified, construction costs only • Task Force meetings not specified 	<p>Actual Scope:</p> <ul style="list-style-type: none"> • Preliminary cost data for (5) options • Assistance with project soft costs • Detailed concept estimates for 2 options= prior to 100% SD • (3) TF meetings @SD • (1) Additional City Council Meeting (attended 2) • Costing of added scope items: parking, reconfiguration, pedestrian connection, add building area, and add quality
<p>7.</p>	<p>Landscape – MIG</p> <p>RFP Scope:</p> <ul style="list-style-type: none"> • (2) landscape design options/iterations • No change to existing parking lot or site work beyond the existing community center site • No change to Whistle Stop • LEED Silver Equivalency 	<p>Additional Scope:</p> <ul style="list-style-type: none"> • (5) landscape options/iterations • Parking lot redesign coordination • Add Library connection path • Enhanced outdoor program spaces • Change Whistle Stop • LEED Gold equivalency coordination
<p>8</p>	<p>Landscape – MIG</p> <p>Community Meetings in original scope</p> <ul style="list-style-type: none"> • Schematic Design – (1) Task Force meeting (1) City Council meeting 	<p>Actual number of meetings:</p> <ul style="list-style-type: none"> • (1) Community Workshop with Graphic Facilitation • (3) add'l Task Force meetings • (1) add'l City Council meeting
<p>9.</p>	<p>Signage – Square Peg</p>	<ul style="list-style-type: none"> • Additional design associated with parking lot, library connector
<p>10.</p>	<p>LEED Consultant- Brightworks</p>	<ul style="list-style-type: none"> • Additional research and coordination effort for LEED Gold equivalency
<p>11.</p>	<p>Arborist Report</p>	<ul style="list-style-type: none"> • Not included in original proposal
<p>12.</p>	<p>Kitchen designer- Marshall Associates</p>	<ul style="list-style-type: none"> • Café not included in original scope
<p>13.</p>	<p>Telecom/Acoustics - Smith, Fause, McDonal, Inc</p>	<p>No Change</p>
<p>14.</p>	<p>Geotech Report -</p>	<p>No Change</p>
<p>15.</p>	<p>Code -</p>	<p>No Change</p>

NOLL & TAM SCOPE		
<p>16. Quality</p>	<p><u>Building Quality based on Strata report:</u> <i>“(Cost) Model based on a moderately priced building. Architectural features and finishes will be of reasonable quality and durability. Exterior of cement plaster or similar priced finish, gypsum board interiors and acoustical tile ceilings”</i> pg. 9 Option 2</p> <ul style="list-style-type: none"> • More standardized construction details • Economic material selection that include painted wood, carpet tile, 2x4 ceiling tiles, 	<p><u>Increased building quality requires additional time to research materials, design and document</u></p> <ul style="list-style-type: none"> • More customized construction details that are visually esthetic, in addition to functional and durable. • More unique design conditions • Variety of exterior and interior materials to be considered: upgraded to include natural wood, metal,, fiber cement panels, accent wall panels, epoxy terrazzo or stone paver flooring and inset carpet flooring • Tall customized window systems • More built in customized millwork and cabinets • Enhanced lighting design for ambiance
<p>17. Functionality</p>	<p><u>Building Functionality is conventional</u> Examples:</p> <ul style="list-style-type: none"> • More fixed and conventional building components • Standard electrical and data routing access • Simpler, less sophisticated lighting design. • More fixed exterior windows vs operable 	<p><u>Increased building functionality than found in an average public building.</u> These items increase flexibility of use .Examples include:</p> <ul style="list-style-type: none"> • Quality movable partitions to combine adjacent spaces allowing for expanded programming and special events • large exterior door openings or rollup doors to enhance indoor/outdoor connection • Configuration of structural/electrical and mechanical systems to allow for easy future reconfiguration of interior spaces • More consideration of technology access • Additional interior glazing to enhance visual connections, better supervision, and borrowed daylight • Enhanced lighting design to accommodate multiple functions
<p>18.</p>	<p>LEED Silver equivalent</p>	<p>LEED Gold equivalent</p> <ul style="list-style-type: none"> • Requires minimum 10 additional points to be incorporated into design and documented • Additional consultant design coordination • Solar Collector design analysis/study

<p>19. Pedestrian Connection</p>	<p>No pedestrian Connection to the Library</p>	<p>Add pedestrian connection to the Library New project scope requested by Task Force</p> <ul style="list-style-type: none"> • collaborate and coordinate with Landscape architect, civil and electrical to generate a design improving connectivity between the new community center and the library • Outdoor trellis design and details. • Requires additional construction administration effort due to expanded site area
<p>20. Increase Area</p>	<p>Affordable Building Area for \$25M budget is 20,000 sf</p>	<p>Increase Building Area to better accommodate community program needs Increase to 24,500 sf. This change required</p> <ul style="list-style-type: none"> • Redesign of floor and site plans Reconfiguration of rooms sizes and addition of program spaces • Redesign massing and character • Additional construction details • Coordination will all consultants to make changes • Update of life safety code analysis • • Requires additional construction administration effort for larger area
<p>21. Outdoor Program</p>	<p>Early budget for outdoor program space = 7,500sf Early Assumptions included:</p> <ul style="list-style-type: none"> • Outdoor Program spaces would have paving and landscape, but not covered • Simple, modest sized front main entry plaza • 	<p>Increase outdoor program space by 2500 min or approx 10,000 sf total</p> <ul style="list-style-type: none"> • Selected Courtyard site plan option increased the programmable outdoor space to 14,000 sf including courtyard • Overall site area is approx 88,000 sf larger than original assumptions (includes parking) • Design of expanded outdoor spaces for programs requires additional design collaboration and coordination with landscape architect, civil and electrical • Expanded outdoor program space will include additional architectural detailing such as deep roof overhangs, trellis, site walls and other features. • Relocation of Whistle stop and/or add small play features to replace existing whistle stop at same location • Requires additional construction administration effort for larger site

<p>22. Parking Lot</p>	<p>No Change Existing parking lot per Stata Report</p>	<p>Redesign existing parking lot + including impact to existing parking at library</p> <ul style="list-style-type: none"> • Produced multiple parking lot design options • coordination of consultants and documentation of new parking lot, driveway, site lighting and other miscellaneous elements associated with the new parking lot.
<p>23. Multiple Design Options At SD</p>	<p>Design Options: Assumption based on 2017 Strata Report</p> <ul style="list-style-type: none"> • (1) site location at existing community center site • Up to (3) building/site plan options at one site • (1-2) 3D perspectives for (1) selected option • (1) massing option for (1) selected option 	<p>Multiple Design Options : due to evolution of TF design process</p> <ul style="list-style-type: none"> • (5) different site locations analyzed • (3) building /site plans on selected site option 4 • (3) sets of 3-D perspectives for (3) design options, including interior 3D perspectives. • (2) massing options for selected site option 4
<p>24. Public Outreach</p>	<p><u>Support for Public Outreach</u> Duration:: Aug 28- Dec 31 2017 =4months</p> <ul style="list-style-type: none"> • (1) SD City Council presentation • (1) DD City Council presentation 	<p><u>Add'l Support for Public Outreach</u> Actual Duration: July 13-Mar 13, 2018=8 months</p> <ul style="list-style-type: none"> • (2) Add'l SD City Council presentations Sept 26 (joint TF), Dec 12, Mar 13 • (1) Add'l DD City Council presentations July10; Sept 11 • (5) One on one City Council member meetings • Architectural community online survey materials + analysis

NOLL & TAM ADD FEE BREAKDOWN

June 20, 2018.

Phase / Task	Hours/Rate				Total \$
	PIC \$210	Assoc. PIC \$175	PM \$170	Designer \$130	
TOTAL NOLL & TAM PROFESSIONAL FEE					\$275,000
Item Add/Revised Scope					
16. Increased Building Quality					
A. Schematic Design Phase	4	8	8	8	\$4,640
B. Design Development Phase		12	20	20	\$8,100
C. Construction Documents		30	80	120	\$34,510
					\$47,250
17. Increased Building Function					
A. Schematic Design Phase	4	8	8	8	\$4,640
B. Design Development Phase		12	20	20	\$8,100
C. Construction Documents		31	60	90	\$27,260
					\$40,000
18. LEED Gold Equivalent					
A. Schematic Design Phase					\$0
B. Design Development Phase			8	40	\$6,560
C. Construction Documents			20	62	\$11,440
					\$18,000
19. Add Pedestrian Connectivity					
A. Schematic Design Phase			16	26	\$6,080
B. DD/CD Phase			20	40	\$8,600
C. Construction Administration			16	20	\$5,320
					\$20,000
20. Increased Building Area					
A. Schematic Design Phase	8	40	20	80	\$22,480
B. DD/CD Phase			20	80	\$13,800
C. Construction Administration			12	13	\$3,720
					\$40,000
21. Increased Outdoor program					
A. Schematic Design Phase	8	16	20	24	\$11,000
B. DD/CD Phase	8	8	40	40	\$15,080
C. Construction Administration			12	14	\$3,920
					\$30,000
22. Redesign New parking lot					
A. Schematic Design Phase	4	4	20	25	\$8,190
B. D/CD Phase			28	50	\$11,260
C. Cconstruction Administration			12	15	\$4,050
					\$23,500
23. Multiple Design Options					
A. Concept and Schematic Design	8	16	40	94	\$23,500
B. Additional 3D renderings			16	44	\$8,500
					\$32,000
24. Additional Support for Public Outreach					
A. (2) additional SD City Council meeting	12	12	12	20	\$11,580
B. (1) DD City Council meetings	6	6	6	10	\$4,630
C. (5) One on one council member meetings	14		14		\$5,320
D. Architectural Character Online Survey	8			8	\$2,720
					\$24,250
TOTAL NOLL & TAM ADD SERVICE					\$275,000

Children's Corner Preliminary Site Compatibility

Children's Corner Fee Proposal
Los Altos
June 6, 2018



Scope of work and Assumptions

- Goals:
 - Test fit on the east side of the new community center site.
 - Confirm feasibility of (3) options: 1) free standing site constructed building; 2) Freestanding modular or pre-engineered freestanding building, and 3) an attached addition to the new community center (site built)
- Program is based on the information gathered by the City from the Children's Center representative (attached):
 - Approximately 3,000 to 3,500 sf
 - Licensed child care to comply with state licensing guidelines and requirements
 - 3 class rooms for 60 total children
 - (1) office
 - Children rest rooms- (4) total toilets, with 1-2 sinks per rest room
 - Outdoor space per code is 75sf /child= 4,500 sf required for 60 children (this is more than the 3000 -4000 sf written requirement from Children's Corner)
- No further space programming will be completed at this time.
- Cost Estimating is not included at this time and will be the responsibility of the City.
- Landscape Architect and other consultants are not included in this proposal.
 - Architectural scope will include
 - (1) site/floor plan layout (room layout) for a free standing building (applied to both modular and site constructed) for purposes of test fit on the site and (1) site/floor plan layout of an attached addition to the new community center for purposes of test fit.
 - Massing diagrams associated with each plan option to illustrate height. (Exterior elevations will not be included in this study)
 - Manufacturer's photos and images of actual modular or pre-engineered building
 - Estimated design schedule for each option
- (1) staff meeting with City is included, same day as other meetings scheduled for the Community center.
- (1) City Council meeting and associated presentation prep time indicating the pros and cons for each option will be included.
- This contract will be billed on a T&M basis with a Not to Exceed amount based on the scope of work described above.

Proposed consultant fees:

Noll & Tam	\$12,500	
	<u>\$2,500</u>	(1) Council meeting
Total fee	\$15,000	(Not to Exceed)

Noll & Tam Architects
Schedule of Billing Rates 2018

Principal	\$210
Project Manager	\$175
Senior Designer/Architect	\$160
Designer/Staff	\$130



AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Construction Contract Award: Annual Concrete Repair, Project TS-01005

Prepared by: Zubair Trabzada, Junior Engineer

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachments:

1. Bid Results for Annual Concrete Repair Project TS-01005 dated June 20, 2018
2. Project Location Map

Initiated by:

City Council: CIP Project TS-01005

Fiscal Impact:

Based on the lowest responsible and responsive bid, the estimated project costs are:

	Project Budget
Construction	\$184,744
Printing/Advertising/Misc.	\$6,000
Inspection Fees	\$30,000
Contingency (20%)	\$37,000
Total Approved Project Budget	\$257,744
Available Funds	\$381,330

The remaining funds left will be used to repair additional concrete locations of concern around the City.

Environmental Review:

Categorical Exemption Pursuant to CEQA Section 15301(c)

Policy Question(s) for Council Consideration:

- N/A

Summary:

- Staff maintains a list of locations for concrete repairs that are potential safety hazards to the public due to broken or uplifted concrete.
- CIP Project TS-01005 is an annual project intended to address the highest priority concrete repair locations.

Staff Recommendation:

Award the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair Project, TS-01005 to Golden Bay Construction Inc. and authorize the City Manager to execute a contract on behalf of the City.



Subject: Construction Contract Award: Annual Concrete Repair, Project TS-01005

Purpose

Award the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair, Project TS-01005 to Golden Bay Construction Inc. and authorize the City Manager to execute a contract on behalf of the City.

Background

The Capital Improvement Program (CIP) includes an annual budget for the repair of damaged or failed sections of concrete sidewalks and curbs/gutters. Staff maintains a list of damaged locations and categorizes and priorities work by vertical displacement of uplifted concrete.

The annual concrete sidewalk and curb/gutter repair project is intended to address the highest priority repair locations. The primary focus is on the replacement of damaged sidewalks that are potential public safety hazards caused from broken or uplifted sidewalks.

Discussion/Analysis

The Annual Concrete Repair, Project TS-01005 called for bids and was structured to include 246 areas in the Base Bid and Add Alternate No. 1. Add Alternate No. 1 was created for the flexibility to add or subtract from the quoted price based on available funding this year; however, all locations are necessary for eventual repairs. Please see the project Location Map (Attachment 2).

The project was advertised on May 24, 2018 and bids were received from three contractors on June 20, 2018 (Attachment 1). The lowest bidder, Golden Bay Construction Inc., was found to be responsive and responsible within their submitted Bid Proposal for the Base Bid, and Add Alternate No. 1.

It is recommended to award the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair, Project TS-01005(17-18 & 18-19) to Golden Bay Construction Inc.

Golden Bay Construction Inc. has no deficiencies against its general contractor's license and the license has been in place for over 34 years. The contractor's license is currently in good standing with the State of California Contractor Licensing Board and they have no recorded safety violations in the federal government's Occupational Safety and Health Administration (OSHA) database. Golden Bay Construction Inc. has successfully performed similar projects for several public agencies.

Options

1. Award the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair, Project TS-01005 to Golden Bay Construction Inc. and authorize the City Manager to execute a contract on behalf of the City



Subject: Construction Contract Award: Annual Concrete Repair, Project TS-01005

Advantages: The damaged pedestrian walking paths and sidewalks that could cause a “trip and fall” type accidents will be completed this year to improve public safety hazards

Disadvantages: None

2. Do not award this contract and re-advertise the BID

Advantages: None

Disadvantages: It is not anticipated that re-advertising the bid will result in lower bids. Concrete repairs throughout the City will be delayed and repair locations will continue to backlog

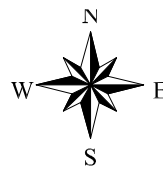
Recommendation

The staff recommends Option 1, Award the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair, Project TS-01005(17-18 & 18-19) to Golden Bay Construction Inc. and authorize the City Manager to execute a contract on behalf of the City.

Bid Summary
Wednesday at 2:00 pm, June 20, 2018
Annual Concrete Project TS-01005 (17-18 & 18-19)

Engineer's Estimate
Base Bid = \$168,205
Add Alt. No. 1 = \$68,215
Total Bids = \$254,420

Contractor	Base Bid	Add Alternative No. 1	Total Bid
Golden Bay Construction Inc.	\$121,427	\$63,317	\$184,744
JJR Construction Inc.	\$154,410	\$72,085	\$226,495
FBD Vanguard Construction Inc.	\$182,267	\$110,752	\$293,019

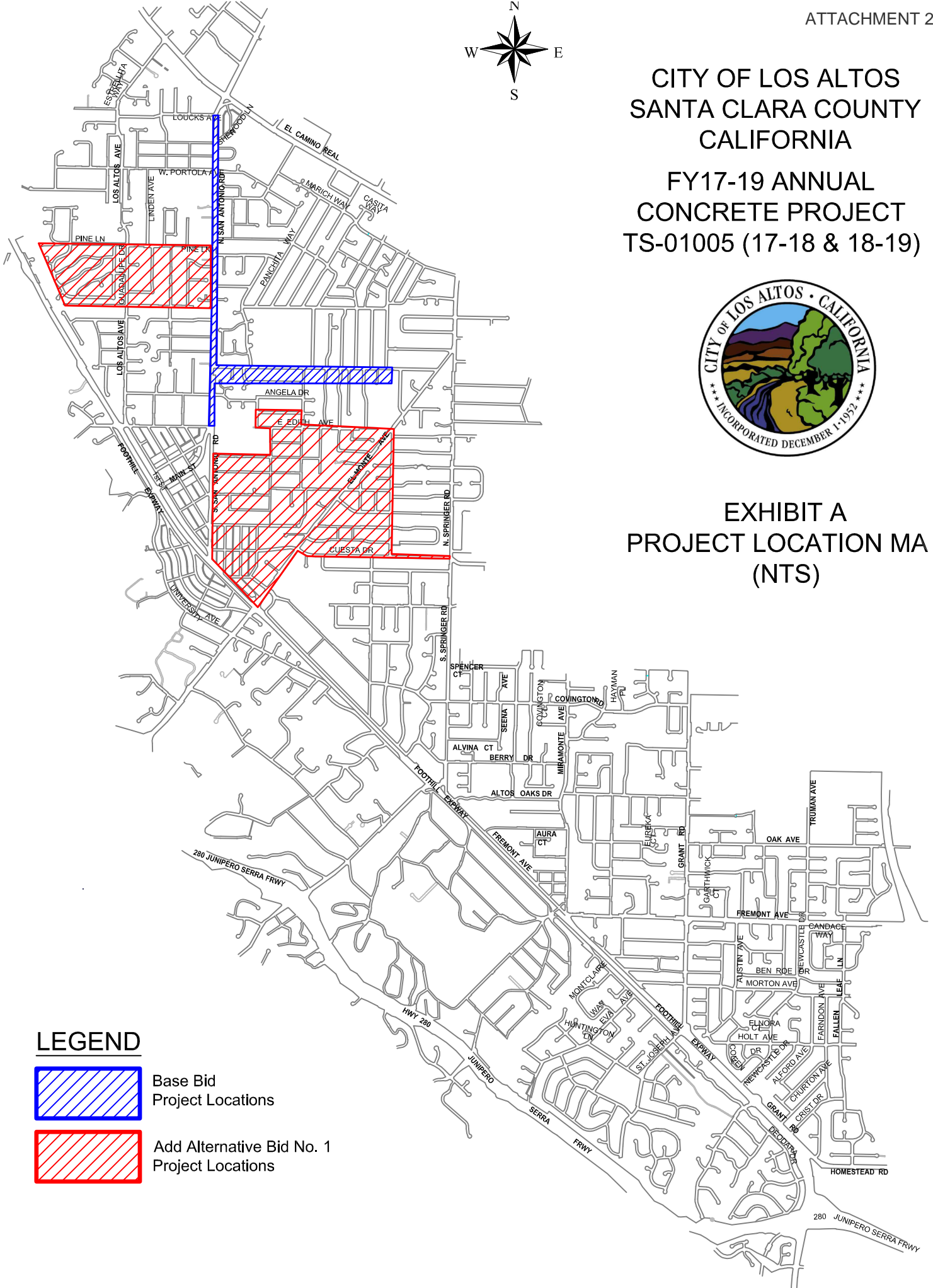


CITY OF LOS ALTOS
SANTA CLARA COUNTY
CALIFORNIA

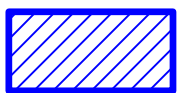
FY17-19 ANNUAL
CONCRETE PROJECT
TS-01005 (17-18 & 18-19)



EXHIBIT A
PROJECT LOCATION MA
(NTS)



LEGEND



Base Bid
Project Locations



Add Alternative Bid No. 1
Project Locations



AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Construction Contract Award: Playground Equipment Renovations, Project CF-01017

Prepared by: Dave Brees, Special Projects Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment:

1. Bid Summary for Playground Equipment Renovations, Project CF-01017

Initiated by: City Council, CIP Project CF-01017

Previous Council Consideration: June 27, 2017

Fiscal Impact:

Based on the low responsive and responsible bid, the estimated project costs are:

Project Item	Project Budget
Design	\$42,000.00
Construction	\$183,721.71
Printing/Environmental Doc/Misc.	\$500.00
Construction contingency (15%)	\$27,500.00
Estimated Total Cost	\$253,721.71
Project Budget	\$274,300.00

Environmental Review: Categorically Exempt pursuant to CEQA Section 15301 (b)

Policy Question or Council Consideration: Does City Council desire to proceed with the playground equipment replacement at the Los Altos Youth Center and the San Antonio Club?

Summary:

- The Playground Equipment Renovations, Project CF-01017 consists of the removal and replacement of the playground equipment and surfacing materials at the Los Altos Youth Center and the San Antonio Club.

Staff Recommendation:

Award the Base Bid and Add Alternate Nos. 1 and 2 for the Playground Equipment Renovations, Project CF-01017 to Ross Recreation Equipment Inc. in the amount of \$183,721.71 and authorize the City Manager to execute a contract on behalf of the City



Subject: Construction Contract Award: Playground Equipment Renovations, Project CF-01017

Purpose

Authorize the City Manager to execute a contract on behalf of the City with Ross Recreation Equipment Inc. in the amount of \$183,721.71 to provide construction services for the Playground Equipment Renovations, Project CF-01017 including the Base Bid, and Add Alternates 1 and 2.

Background

As part of the FY 2017/18 budget process, the Parks and Recreation Commission (PARC) presented City Council with its recommendations for future capital park improvements. The PARC recommended funding the resurfacing of the tennis courts at Montclair and McKenzie Parks, resurfacing of the basketball court at Grant Park, and the renovation of the preschool playgrounds at the Los Altos Youth Center and the San Antonio Club. At its June 27, 2017 Regular Meeting, City Council approved the creation of an Annual Park Improvements Capital Improvement Project (CIP) CF-010107 and appropriated \$400,000 to fund the first year of the annual project.

Proposed playground equipment designs for the two locations were presented to the PARC at its February 14, 2018 meeting. The Commission was generally supportive of the designs and encouraged staff to proceed with the project. The tennis court resurfacing was recently completed under separate contract. The Grant Park basketball court resurfacing is scheduled for September 2018.

Discussion/Analysis

On June 18, 2018, one bid was opened for the Playground Equipment Renovations, Project CF-01017. The bid results are included as Attachment 1.

The base bid includes removal and replacement of the playground equipment at the Los Altos Youth Center (LAYC) and the San Antonio Club (SAC). Bid Alternate 1 is for the installation of Poured-in-Place surfacing under one half of the playground area at the LAYC site. Bid Alternate 2 is for the installation of a concrete containment curb at the SAC site.

It is recommended that the award of the Base Bid and Add Alternates 1 and 2 be made to Ross Recreation Equipment Inc., which was determined to be the lowest responsive bid in the amount of \$183,721.71. A 15 percent construction contingency has been added to the overall contract award to address any unforeseen changes throughout the construction process.

Ross Recreation Equipment Inc. has no deficiencies against its Contractor's license. There are no violations for EPS, Inc., listed in the Federal Government's Occupational Safety and Health Administration (OSHA) database. The Company has been in business for over 40 years and has satisfactorily completed similar projects for the Los Altos School District, City of Mountain View, and the City of Menlo Park.



Subject: Construction Contract Award: Playground Equipment Renovations, Project CF-01017

Options

- 1) Award the Base Bid and Add Alternates 1 and 2 for Playground Equipment Renovations, Project CF-01017 to Ross Recreation Equipment Inc. in the amount of \$183,721.71 and authorize the City Manager to execute a contract on behalf of the City.

Advantages: Ross Recreation Equipment Inc. is the low responsive bid and can complete the work for the Playground Equipment Renovations, Project CF-01017 within the approved project budget.

Disadvantages: None

- 2) Re-advertise the Playground Equipment Renovations, Project CF-01017.

Advantages: None

Disadvantages: Additional funds may need to be appropriated if the bid results are higher than the project budget.

Recommendation

The staff recommends Option 1.

Bid Summary
Tuesday at 2:00 pm, June 28, 2018
Playground Equipment Renovations Project CF0101718

Engineer's Estimate:
Base Bid = \$179,486.00
Add Alt. No. 1 = \$ 17,927.00
Add Alt. No. 2 = \$ 4,148.00
Total Bids = \$201,561.00

CONTRACTOR	Base Bid	Add Alt. No. 1	Add Alt. No. 2	TOTAL BID
Ross Recreation Equipment Inc.	\$154865.58	\$ 24,458.03	\$ 4,398.10	\$183,721.71



CONSENT CALENDAR

Agenda Item # 11

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Service Agreement: Traffic Signal Maintenance

Prepared by: Aruna Bodduna, Transportation Services Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

\$52,000 (approved Traffic Control operating budget) annually, for three years

Environmental Review:

Categorically Exempt pursuant to CEQA Guidelines Section 15301c

Policy Question(s) for Council Consideration:

None

Summary:

- On May 8, 2018, City released a request for proposal for Traffic Signal Maintenance Services
- City received three proposals
- Upon staff review and evaluation of the proposals, Bear Electrical Solutions was recommended for awarding the contract

Staff Recommendation:

Move to authorize the City Manager to execute a traffic signal maintenance service agreement between the City of Los Altos and Bear Electrical Solutions in an amount not to exceed \$52,000 annually, for three years



Subject: Service Agreement: Traffic Signal Maintenance

Purpose

Authorize the City Manager to execute a traffic signal maintenance service agreement between the City of Los Altos and Bear Electrical Solutions in an amount not to exceed \$52,000 annually, for three years.

Background

The City has historically contracted with a private company to maintain and repair its traffic signals, streetlights, radar speed signs and lighted crosswalks due to the specialized nature of the work. Bear Electrical Solutions has been maintaining City’s traffic equipment since 2013. The current contract expires on June 30, 2018.

Discussion/Analysis

On May 8, 2018, City released a request for proposal (RFP) for Traffic Signal Maintenance Services. The RFP includes maintenance for traffic signals, radar speed signs, lighted crosswalk systems, rectangular rapid flashing beacons and City-owned street lights. Traffic signal maintenance includes monthly routine maintenance, as well as quarterly, biannual, and annual extensive maintenance. Maintenance includes upkeep of electrical power supplies and conductors; and performance of routine maintenance to hardware and fixtures. Proposals were submitted by Bear Electrical Solutions, Siemens and St. Francis Electric.

Staff recommends awarding the contract to Bear Electrical Solutions based on their strong personnel experience (including in-house traffic engineering personnel), local knowledge of Los Altos and the lowest bid. Bear Electrical Solutions is located in Alviso, CA. Bear Electrical Solutions maintains an adequate fleet of signal maintenance equipment and spare parts available to serve the City of Los Altos. They provide similar services for the Cities of Fremont, Monterey, Salinas, Citrus Heights and Capitola.

Options

- 1) Authorize the City Manager to execute a traffic signal maintenance service agreement between the City of Los Altos and Bear Electrical Solutions in an amount not to exceed \$52,000 annually, for three years.

Advantages: Continue on-going maintenance for City’s traffic signals to ensure safety

Disadvantages: None

- 2) Do not authorize the execution of a traffic signal services maintenance.

Advantages: None



Subject: Service Agreement: Traffic Signal Maintenance

Disadvantages: Lack of necessary routine and emergency maintenance services

Recommendation

The staff recommends Option 1.



CONSENT CALENDAR

Agenda Item # 12

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Contract Amendment: Recreation Activity Guide printing services

Prepared by: Jaime Chew, Recreation Manager

Reviewed by: Manny A. Hernandez, Recreation & Community Services Director

Approved by: Chris Jordan, City Manager

Attachment(s): None

Initiated by:

Staff

Previous Council Consideration:

June 25, 2013

Fiscal Impact:

FY 2017/2018 - \$60,950

FY 2018/2019 - \$55,250

Printing services for the Recreation Department Activity Guide is budgeted in the operating budget.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Is producing the Recreation Activity Guide and mailing to all Los Altos residents still a good investment?

Summary:

- Producing the Recreation Activity Guide and mailing to all Los Altos residents is the main source of marketing for the City's recreation programs, facilities and special events.
- Recreation revenue has increased slightly or remained the same for the past several years.
- No known recreation agencies have an alternative marketing system for recreation programs, facilities, and special events to replace producing and mailing activity guides.

Staff Recommendation:

Move to authorize the City Manager to execute a contract amendment with Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's quarterly Activity Guide.



Subject: Contract Amendment: Recreation Activity Guide printing services

Purpose

Authorize the City Manager to execute a contract amendment with Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's quarterly Activity Guide.

Background

The City produces a quarterly Activity Guide which offers residents information regarding classes, facilities, and special events. The Activity Guide is the primary source of information for residents, and consistently ranks the highest in participant marketing surveys as such.

Discussion/Analysis

In 2016, the Recreation & Community Services Department received proposals for the printing of the quarterly Activity Guide. Folger Graphics was awarded the contract as the lowest responsible proposal and provided that service in 2016/2017. This contract amendment is to the original agreement for services executed on July 1, 2016. The scope of the work includes all aspects of the printing, mail preparation, and post office delivery of four, full-color Activity Guides annually. The guides' production schedule is as follows:

Fall	52 pages	(fall classes, plus special events)
Winter	52 pages	(holiday camps, winter classes, plus special events)
Spring	68 pages	(spring classes, summer camps, plus special events)
Summer	68 pages	(summer camps and classes, plus special events)

Guides are printed and delivered according to the City's and United States Postal Service's standards. For FY 2016/2017, approximately 38% of registration occurred online. The other 62% of registration occurred in person. It should be noted that a high number of seniors continue to utilize the printed Activity Guide to register or as a reference to register.

Options

- 1) Award a contract amendment to Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's quarterly Activity Guide.

Advantages: All Los Altos households receive a City of Los Altos Recreation & Community Services Activity Guide in the mail. The Activity Guide has information on the City's programs, facilities, special events, as well as contact information for other community services and organizations.

Disadvantages: Activity Guides received in the mail will not be used by everyone, especially online registrants.



Subject: Contract Amendment: Recreation Activity Guide printing services

- 2) Do not award the contract amendment to Folger Graphics for production of the Activity Guide.

Advantages: Save cost of printing and mailing Activity Guides to all residents.

Disadvantages: With a high number of registrants still using the printed Activity Guide to register or as a reference, registration numbers can be expected to decline significantly.

Recommendation

The staff recommends Option 1.



CONSENT CALENDAR

Agenda Item # 13

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Professional Services Agreement: Cuesta Traffic Calming Plan

Prepared by: Aruna Bodduna, Transportation Services Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

City Council, Capital Improvement Program (CIP) Project TS-01022

Previous Council Consideration:

March 28, 2017

Fiscal Impact:

None

\$142,656 - already allocated in CIP budget TS-01022 FY19-23

Environmental Review:

Not applicable – Project Environmental Review will be conducted in Design Development phase of the project

Policy Question(s) for Council Consideration:

None

Summary:

- On May 30, 2018, City released a request for proposal for traffic calming plan on Cuesta Drive between El Monte Avenue and Springer Road
- City received one proposal
- Upon staff review and evaluation of the proposal, Alta Planning+Design was recommended for awarding the contract

Staff Recommendation:

Move to authorize the City Manager to execute a professional services agreement between the City of Los Altos and Alta Planning in an amount not to exceed \$142,656 for Cuesta Traffic Calming Plan project.



Subject: Professional Services Agreement: Cuesta Traffic Calming Plan

Purpose

Authorize the City Manager to award professional services agreement between the City of Los Altos and Alta Planning in an amount not to exceed \$142,656 for Cuesta Traffic Calming Plan project.

Background

Cuesta Drive is a two-lane, east-west roadway, with a posted speed limit of 25 MPH. It connects the Downtown area with City of Mountain View business district and is classified as a collector in the General Plan. All side streets are stop controlled at the intersection of Cuesta Drive. The intersection of Cuesta and Campbell has all way stop control. The intersection of Cuesta and El Monte is signalized, and the intersection of Cuesta and Springer is all-way stop controlled.

Based on the speed studies conducted in the past, 85th percentile speed was more than the posted speed limit. To reduce the 85th percentile speeds on collector streets and to allow enforcement of the current posted speed limits, Collector Traffic Calming Plan (2011) was developed. This plan identifies specific traffic calming devices necessary to achieve speed reductions. A raised intersection at Cuesta and Arboleda was identified in this plan.

On March 28, 2017, Council opposed raising the speed limit on Cuesta Drive and directed staff to look at implementing traffic calming measures. Upon Council's direction, Staff worked with Cuesta neighborhood to identify traffic calming measures. Based on discussion with representatives from the neighborhood, staff identified raised intersections at Arboleda and Clark as potential traffic calming measures along Cuesta Drive between El Monte and Springer. This plan was brought to the Complete Streets Commission on March 28, 2018, and Commission supported implementing traffic calming measures.

Discussion/Analysis

On March 5, 2018, City issued request for qualifications for Transportation Engineering and Planning Services on-call. After evaluation of statement of qualifications received from eleven (11) firms, five (5) firms were shortlisted to be placed on the on-call list.

On May 30, 2018, City released a request for proposals for design of traffic calming measures on Cuesta Drive between El Monte and Springer to the five (5) firms on the on-call list. The proposal includes field investigation, conducting traffic studies, preparation of design plans, contract documents, public outreach meetings, bid support and construction support. Scope of work includes conducting traffic studies to evaluate the effectiveness of traffic calming measures and to determine if the traffic problem has shifted to other neighborhood streets. These studies include, before and after speed surveys, traffic counts and diversion study to identify any significant impacts.



Subject: Professional Services Agreement: Cuesta Traffic Calming Plan

One proposal from Alta Planning+Design was received. Based on the firm's experience with similar projects, staff recommends awarding the project to Alta Planning+Design in the amount not to exceed \$142,656.

Options

- 1) Authorize the City Manager to award professional services agreement between the City of Los Altos and Alta Planning in an amount not to exceed \$142,656 for Cuesta Traffic Calming Plan project.

Advantages: Complies with Council direction, Project design and development will proceed with anticipated construction in FY 19-20.

Disadvantages: None

- 2) Do not authorize the execution of a professional services agreement for the design

Advantages: None

Disadvantages: Not authorizing the execution of the contract will result in delays to the project

Recommendation

The staff recommends Option 1.



PUBLIC HEARING

Agenda Item # 14

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Ordinance No. 2018-445: Sanitary Sewer Rates

Prepared by: Christopher Lamm, Engineering Services Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. NBS Sewer Service Charge Report dated July 2018 without Listing of Sewer Service Charges
2. Ordinance No. 2018-445
3. Resolution No. 2018-28

Initiated by:

City Council – March 13, 2018 (Discussion Item #9)

Previous Council Consideration:

July 9, 2013; July 22, 2014; June 23, 2015; June 28, 2016; June 27, 2017; March 13, 2018; June 26, 2018

Fiscal Impact:

The rate report and expected revenues resulting from the posted rates are included in the City's approved FY 2018/19 budget.

Environmental Review:

Statutorily Exempt – CEQA Section 15273 Rates Fares Tolls and Charges

Policy Question(s) for Council Consideration:

- Not Applicable

Summary:

- Adopt Ordinance No. 2018-445 approving the proposed increases to the rates for the Sewer Service Charges and amending Municipal Code Section 10.12.130.
- Adopt Resolution No. 2018-28 approving the Report of Sewer Service Charges for Fiscal Year 2018/19 and directing the Filing of Charges for Collection by the County Tax Collector

Staff Recommendation:

Move to adopt Ordinance No. 2018-445 approving the proposed increases to the rates for the Sewer Service Charges and amending Municipal Code Section 10.12.130; and move to adopt Resolution No. 2018-28 approving the Report of Sewer Service Charges for Fiscal Year 2018/19 and directing the Filing of Charges for Collection by the County Tax Collector.



Subject: Ordinance No. 2018-445: Sanitary Sewer Rates

Purpose

Adopt Ordinance No. 2018-445 adopting Sewer Service Charges for Fiscal Year 2018/19 and approving the proposed increases to the rates for the Sewer Service Charges and amending Municipal Code Section 10.12.130; and adopt Resolution No. 2018-28, approving the Report of Sewer Service Charges for Fiscal Year 2018/19 and directing the Filing of Charges for Collection by the County Tax Collector.

Background

Los Altos Municipal Code Chapter 10.12 authorizes the City to impose sewer service charges to fund costs associated with the City's sanitary sewer system. The City Council passed Ordinance No. 2013-394 in July 2013 that established sewer rates to be applied for the five-year period beginning July 1, 2013. The rates increased from year to year during years two through five of the five-year period to reflect historic trends in inflation associated with the sewer system.

To ensure that sewer utility continues to recover its costs of providing sewer services, the City performed a review of the sewer rate structure and calculation methodology with the assistance of consulting firm NBS. On March 13, 2018, the City Council approved the Sewer Rate Study prepared by NBS. The report recommends continuing to use the existing sewer rate calculation methodology for the five-year period from FY2018/19 through FY2022/23.

In accordance with Municipal Code sections 10.12.135 and 10.12.140 and as proposed, the rate structure for the sewer service charges is comprised of two components: (1) a fixed annual per parcel base charge that is determined on the basis of the number of equivalent dwelling units ("EDU") assigned to a property; and (2) a variable quantity charge. One EDU equates to the quantity of wastewater an average single-family residential customer contributes to the sewer system. One EDU is assigned to each single family residential home. The number of EDUs assigned to other customers is based on their expected wastewater flows relative to an average single-family residential customer. The quantity charge is imposed on a per unit basis, with one unit equal to one hundred cubic feet, or 745 gallons, of metered water use. The total amount of the quantity charge is based on a customer's average winter water use from the prior year (using the three wettest months of the prior year) and multiplied by 12, and is designed to reflect a customer's estimated wastewater flow. Estimated average winter water usage is used because individual sewer flows are not metered, and winter months' water usage, when outdoor water use is least likely to occur, best reflects actual flows into the sewer system. The Sewer Rate Study establishes the FY2018/19 per-parcel base sewer service charge of \$267.69 per dwelling unit plus a quantity charge of \$2.15 per estimated sewer unit.

The City's Sewer Service Charges are imposed pursuant to California Health and Safety Code section 5471 et seq. Section 5471 previously required that charges adopted in accordance therewith be adopted by an ordinance approved by two-thirds of the members of the City Council. Health and Safety Code section 5471 was amended in 2016 and allows such sewer service charges to be adopted by an ordinance or a resolution approved by two-thirds of the members of the City Council.



Subject: Ordinance No. 2018-445: Sanitary Sewer Rates

Ordinance 2018-445 proposes to amend Municipal Code Section 10.12.130 to allow future Sewer Service Charges to be adopted by a resolution in accordance with the provisions of amended Health and Safety Code section 5471.

Discussion/Analysis

In order to levy sewer service charges on property tax bills for FY2018/19, the Council must hold a hearing on the report of charges to be submitted to the County for collection for the fiscal year. That report, prepared by NBS, is on file with the City Clerk and the body of the report (excluding the parcel list) is included here as Attachment 1. Following the hearing, the Council may adopt Resolution No. 2018-28 and direct the Filing of Charges for Collection by the County Tax Collector.

On June 26, 2018, City Council conducted a public hearing on the proposed revisions of the rates for the sewer service charges. Notices of the hearing to consider the Annual Sewer Service Charge Report were published in the Los Altos Town Crier on June 27, 2018 and July 4, 2018. A notice of public hearing of the new sewer rates was mailed to all parcel owners of record on May 11, 2018.

The average annual charge for a single-family residence in FY2017/18 was \$440.40 and the average charge for a single-family residence for FY2018/19 is \$445. The total annual sewer service charge revenue was \$5,860,841 in FY 2017/18 and the total estimated annual sewer service charge revenue for FY 2018/19 is \$5,993,553.

Options

- 1) Approve Staff Report Recommendations

Advantages: The rate report and expected revenues resulting from the posted rates are consistent with the City's FY2018/19 budget

Disadvantages: None

- 2) Do not approve sewer service charges

Advantages: None

Disadvantages: The City would not have adequate funding to finance O&M and CIP Projects of the Sewer Fund

Recommendation

The staff recommends Option 1.



CITY OF LOS ALTOS

Sewer Service Charge

2018/19 Annual Report

July 2018

OFFICE LOCATIONS:

Temecula – Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco – Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

California Satellite Offices
Atascadero, Davis
Huntington Beach,
Joshua Tree, Riverside
Sacramento, San Jose

www.nbsgov.com

Prepared by:



ATTACHMENT 1

**CITY OF LOS ALTOS
SEWER SERVICE CHARGE
Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022
Phone - (650) 947-2700**

CITY COUNCIL

Jean Mordo, Mayor

Lynette Lee Eng, Vice Mayor

Jeannie Bruins, Councilmember

Jan Pepper, Councilmember

Mary Prochnow, Councilmember

CITY STAFF

Chris Jordan, City Manager

Susanna Chan, Public Works Director

Christopher Lamm, Engineering Services Manager

Aida Fairman, Senior Civil Engineer

NBS

Tim Seufert, Client Services Director

Adina McCargo, Senior Consultant

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1. INTRODUCTION

The City of Los Altos (the “City”) imposes a Sewer Service Charge to fund costs associated with the City’s sanitary sewer system in accordance with its Municipal Code Chapter 10.12. The City restructured the Sewer Service Charge in July 2013 to ensure a flow-of-funds for the on-going operation and maintenance, and to fund the upgrading and refurbishing of the City’s sanitary sewer system. The main objectives for updating the rate structure were to ensure a fair and equitable charge to all sewer users and to stabilize the charges to provide needed revenue.

A new study was completed in February 2018 to support increased rates beginning July 1, 2018 and ending June 30, 2023. The City Council adopted an Ordinance in July 2018 establishing the Sewer Service Charge to be applied to each of the succeeding five fiscal years, which is comprised of a base charge per equivalent dwelling unit, plus a usage charge per estimated sewer unit. The adopted rate structure makes structural improvements to the City’s sewer revenue stream, which will assist in reducing revenue volatility and equitably allocate costs to each customer class of sewer use by improving the distribution of costs across customer classes, as well as within each class.

The Public Hearing was held on June 26, 2018. There was no majority protest amongst the property owners. The Ordinance was approved at the first reading on June 26, 2018 and adopted at the second reading on July 10, 2018. The increased rates, based on the new rate study, will commence thirty (30) days later on August 10, 2018. As such, the Sewer Service Charges for Fiscal Year 2017/18 are prorated to forty (40) days and applied to July 1, 2018 through August 9, 2018. The new Sewer Service Charges for Fiscal Year 2018/19 are prorated to three-hundred-twenty-five (325) days and applied to August 10, 2018 through June 30, 2019, as illustrated in Section 3 of the report. Future years’ rate schedules will commence as scheduled on July 1st of each year.

The Sewer Service Charge is levied pursuant to the California Health and Safety Code, Sections 5471 et seq. and the City’s Municipal Code Chapter 10.12. Payment of the Sewer Service Charge for each parcel will be made in the same manner and at the same time as payments are made for property taxes. This report contains the necessary data required to establish the Sewer Service Charge and is submitted for filing in the office of the City Clerk, where it shall remain open for public inspection.

2. SEWER SERVICE CHARGE CALCULATION

The total annual Sewer Service Charge for a parcel will be the sum of the base charge plus the usage charge. The calculation for each charge is described in this section.

Base Charge (Per EDU)

The base charge is determined by multiplying the per equivalent dwelling unit (EDU) rate by the number of EDUs on each parcel. For residential parcels, 1.0 EDU is assigned for each dwelling unit (multi-family residential parcels included).

Parcels with non-residential structures or improvements shall also be assigned 1.0 EDU for the first 110 water units (or fraction thereof) of estimated sewer use for non-residential improvements on the parcel plus a number of additional EDUs (or fractions thereof) equal to the remaining estimated sewer use for non-residential improvements on the parcel divided by 110.

Where multiple non-residential parcels share a common water meter, the equivalent dwelling units calculated based on water use measured by that meter shall be divided equally amongst the parcels sharing the meter. A minimum of 1.0 EUD is assigned to each non-residential parcel.

Usage Charge (Per Unit of Estimated Sewer Use)

The usage charge is based on water consumption data provided by the California Water Service Company for the previous year. The three monthly billing periods which indicate the lowest total water consumption are selected as the wet seasons in that they represent a reasonable approximation of the amount of sewer usage. Water usage from the wet season months is averaged and multiplied by 12 to calculate estimated annual sewer usage.

Where actual monthly water consumption data is not available for a water account on a parcel (as when a structure(s) on the parcel is recently connected to a water system), sewer use is estimated as the average estimated sewer use for the prior year of all parcels in the same land use. For purposes of this section, land uses are classified as follows:

- Single-Family Home
- Condominium Unit
- Multi-Family Residence (two dwelling units)
- Multi-Family Residence (three to four dwelling units)
- Multi-Family Residence (five or more dwelling units)
- Church
- Commercial/Industrial
- Institutional
- Park
- School
- Government

3. SEWER SERVICE CHARGE CALCULATION

To provide the revenue to keep up with the increase in projected revenue needs, the City adopted an updated five-year rate structure in July 2018. Both the base charge and the usage charge per sewer unit will be increased annually each year. The first table below shows the adopted rates through Fiscal Year 2022/23 based on the rate study.

Adopted Rates	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Per EDU (Base Charge)	\$267.69	\$275.72	\$283.99	\$292.51	\$301.29
Per Unit of Estimated Sewer Use (Usage Charge)	\$2.15	\$2.21	\$2.28	\$2.35	\$2.42
Percentage Increase over Prior Fiscal Year	2.5%	3.0%	3.0%	3.0%	3.0%

The Sewer Service Charges for Fiscal Year 2017/18 are prorated to forty (40) days and applied to July 1, 2018 through August 9, 2018. The new Sewer Service Charges for Fiscal Year 2018/19 are prorated to three-hundred-twenty-five (325) days and applied to August 10, 2018 through June 30, 2019. Future years' rate schedules will commence as scheduled on July 1 of each year.

The prorated rates for Fiscal Year 2018/19 are listed, below.

Prorated Rates	7/1/18 - 8/9/18 (40 days of FY 2017/18 Rates)	8/10/18 - 6/30/19 (325 days of FY 2018/19 Rates)
Per EDU (Base Charge)	\$28.64	\$238.35
Per Unit of Estimated Sewer Use (Usage Charge)	\$2.07	\$2.15

4. WET SEASON MONTHS

The “wet season months” are the three monthly billing periods for which the records of the California Water Service Company indicate the lowest total water consumption during that calendar year by parcels connected to the City’s sewer system that are serviced by the California Water Service Company.

In 2017, the City’s three lowest months for water use were January, February, and March. Therefore, these are the months used to calculate each individual parcel’s estimated annual sewer usage for Fiscal Year 2018/19.

The following table provides the total annual sewer usage for calendar year 2017, as provided by the California Water Service Company.

Calendar Year 2017 Total Water Consumption for the City of Los Atos (1,2)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
101,951	90,303	90,750	135,569	178,946	317,921	329,793	338,273	350,636	293,305	242,600	162,680

(1) Data provided by the California Water Service Company for the City of Los Altos and certain parcels located within the Town of Los Altos Hills and unincorporated areas of the County that are connection to the City’s sewer system.

(2) One unit = 100 cubic feet of sewer use.

5. SUMMARY OF LAND USE CLASSIFICATIONS

The following summarizes the estimated annual sewer usage for properties that are connected to the City's sewer system for Fiscal Year 2018/19.

Land Use Classification	Number of Parcels (1)	Total Estimated Yearly Sewer Use (in Units) (1)	Average Sewer Use Per Parcel (2)
Single-Family Home	10,330	858,895	83
Condominium Unit	1,029	44,408	43
Multi-Family Residence (two units)	65	6,720	103
Multi-Family Residence (three to four dwelling units)	14	1,728	123
Multi-Family Residence (five or more dwelling units)	22	25,788	1,172
Church	21	9,903	472
Commercial/Industrial	484	104,769	216
Institutional	3	18,042	6,014
Park	4	2,444	611
School	10	8,248	825
Government	9	6,924	769

- (1) Usage data includes all parcels in the City of Los Altos and in unincorporated Santa Clara County served by the City of Los Altos's sewer program. The City's program uses capacity and facilities provided to the program by the City of Mountain View to serve some parcels in the City of Los Altos. These parcels are charged a Sewer Service Charge by the City of Los Altos, and data for these parcels is included in the above table. The City of Los Altos compensates the City of Mountain View for access to the Mountain View sewer system by providing the Mountain View's sewer program with access to a similar volume of service from the Los Altos system. Parcels located in Mountain View, but connected to the City's sewer system, are receiving service from the Mountain View sewer program and are not included in the above table or subject to City's Sewer Service Charge. Additionally, the City of Los Altos sells sewer services, in bulk, to the Town of Los Altos Hills, and the Town uses these services to serve parcels located in Los Altos Hills. Usage by parcels in Los Altos Hills is not shown in the above table because these parcels are not subject to the Sewer Service Charge. Instead, the full cost of the services indirectly provided by the Town of Los Altos Hills parcels is covered by the direct payment to the City from the Town of Los Altos Hills. Costs of these services are not spread to parcels directly served by the City of Los Altos sewer program.
- (2) Average consumption based upon parcels where actual usage data was available. Developed properties that are connected to the City's sewer system, which water consumption information is not available, are charged at the average sewer use per parcel identified above.

6. LISTING OF SEWER SERVICE CHARGES

A list of parcels subject to the Sewer Service Charge as shown on the last equalized Property Tax Roll of the Assessor of Santa Clara County is on file in the office of the City Clerk of the City of Los Altos. The list contains a description of each parcel receiving such services and the amount of the charge for each parcel for Fiscal Year 2018/19.

7. RESOLUTION FOR FISCAL YEAR 2018/19

The following page presents the Resolution approving the report of Sewer Service Charges for Fiscal Year 2018/19 and directing the filing of charges for collection by the Santa Clara County Tax Collector.

ORDINANCE NO. 2018-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ESTABLISHING THE RATES OF THE SEWER SERVICE CHARGE FOR FISCAL YEAR 2018-19 AND SUBSEQUENT FISCAL YEARS AND AMENDING SECTION 10.12.110 AND 10.12.130 OF, AND ADDING SECTION 10.12.137 TO, ARTICLE 3 OF CHAPTER 10.12 OF THE LOS ALTOS MUNICIPAL CODE

WHEREAS, pursuant to Article 3 of Chapter 10.12 of the Los Altos Municipal Code, the City of Los Altos imposes a Sewer Service Charge upon parcels connected to the sewer system; and

WHEREAS, the purpose of the Sewer Service Charge is to fund costs associated with providing sewer service; and

WHEREAS, the City engaged NBS (the “Rate Consultant”) to prepare a rate study recommending a revision to the Sewer Service Charge that would fairly and equitably spread the costs of sewer system operation across parcels using sewer service and would meet the requirements of California law; and

WHEREAS, the Rate Consultant has prepared a rate study entitled “Sewer Rate Study” dated February 7, 2018 (the “Study”) which is on file in the Office of the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, the Study proposed new rates for the Sewer Service Charges, to become effective over a five year period (collectively, the “Rate Structure”); and

WHEREAS, on March 13, 2018, the City Council approved the Sewer Rate Study Report prepared by NBS. The report recommended continuing to use the existing sewer rate calculation methodology for the five-year period from fiscal year (“FY”) 2018/19 through FY 2022/23; and

WHEREAS, the City caused notice of the proposed rates for the Sewer Service Charges and a Public Hearing at which the rates would be considered to be mailed to the record owner of each parcel upon which the Sewer Service Charges were proposed to be imposed; and

WHEREAS, such notice was given pursuant to section 6 of article XIII D of the California Constitution (“Proposition 218”), the Proposition 218 Omnibus Implementation Act (Section 53750 *et seq.* of the California Government Code) (the “Act”), and applicable law; and

WHEREAS, on June 26, 2018, at 7:00 PM, in the City Council Chambers located at One North San Antonio Road, Los Altos, California, 94022, the City Council held the Public Hearing at which the City Council heard all oral testimony and received all written comments with respect to the proposed rates for the Sewer Service Charges and considered all written protests against the proposed rates for the Sewer Service Charges; and

WHEREAS, the City Council has determined that written protests against the proposed rates for the Sewer Service Charges have not been presented by a majority the record owners of the parcels upon which the Sewer Service Charges are proposed to be imposed; and

WHEREAS, the City Council desires to implement the rates for the Sewer Service Charges consistent with the recommendation of the Study and as set forth in Section 4 of this Ordinance; and

WHEREAS, the City is also proposing to amend the Municipal Code to allow future rate increases in the City's Sewer Service Charges to be adopted by a resolution of the City Council pursuant to the authority granted in Health and Safety Code section 5471 et seq., and to allow the owners of two or more condominium units that are connected to and served by the same single master water meter and are collectively billed for their water use by the California Water Service Company (or its successor), to request to be billed based on sub-metered water usage for their sewer use charges; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AFFIRMATION OF RECITALS. Each of the recitals set forth above is true and correct in all respects and are incorporated herein as findings and determinations of the City Council.

SECTION 2. APPROVAL OF RATE STUDY. The Study is hereby approved by the City Council in the form on file in the Office of the City Clerk and available for public inspection.

SECTION 4. RATES. The maximum rates of the Sewer Service Charges imposed pursuant to Section 10.12.120 of the Municipal Code and the effective dates are set forth in the table below are hereby adopted.

	August 10, 2018	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2023
\$/EDU	\$267.69	\$275.72	\$283.99	\$292.51	\$301.29
\$/HCF	\$2.15	\$2.21	\$2.28	\$2.35	\$2.42

No further action need be taken by the City Council to cause the rates established by this Section to become effective. However, the City Council may, pursuant to Section 10.12.130, as amended by this Ordinance, adopt a resolution that delays the effective date of a scheduled rate adjustment, eliminates such adjustment, or implements increases in the rates

Ordinance No. 2018-____

of the Sewer Service Charges that are less than the authorized maximum rates set forth above.

SECTION 5. RATE ADJUSTMENTS. The Sewer Service Charge rate adjustment schedule set forth in Section 4 of this Ordinance was approved by the City Council following a public hearing that was noticed and conducted pursuant to Proposition 218 and the Act. Consequently, so long as revised rates established in the future by the City Council do not exceed the maximum rates set forth in Section 4, such revision shall not constitute an “increase” of the applicable Sewer Service Charge rates for purposes of the Proposition 218 or the Act. Such rate revisions shall not, therefore, require additional compliance with the procedural requirements of the Proposition 218 or of the Act. The City Council hereby authorizes and directs the City Manager to implement and take all actions necessary to effectuate the rates for the Sewer Service Charges set forth herein.

SECTION 6. PRIOR SEWER SERVICE CHARGES. Notwithstanding the provisions of this Ordinance, Sewer Service Charges levied for fiscal years prior to Fiscal Year 2018-19 shall remain governed by the provisions of Chapter 10.12 of the Municipal Code as they existed prior to the effective date of this Ordinance and remain in effect until otherwise modified in accordance with this Ordinance.

SECTION 7. FINDINGS. The City Council, based upon the Study and upon such other testimony provided to it at the Hearing finds as follows:

- (a) Revenues derived from the Sewer Service Charges, as imposed pursuant to this Ordinance, will not exceed the funds required to provide sewer service to the parcels subject to the Sewer Service Charges.
- (b) Revenues derived from the Sewer Service Charges cannot, pursuant to Section 10.12.220 of the Municipal Code, be used for any purpose other than that for which the Sewer Service Charges are imposed.
- (c) The amount of the Sewer Service Charges imposed upon each parcel do not exceed the proportional cost of sewer service attributable to that parcel.
- (d) The Sewer Service Charges are only imposed upon parcels that are actually connected to the sewer system, and which therefore either use, or have immediate ability to use, the sewer services.
- (E) Sewer services are not a general governmental services as that term is used in California Constitution article XIII D, section 6(b)(5).

SECTION 8. AMENDMENTS TO LOS ALTOS MUNICIPAL CODE.

(a) Subdivision A of Section 10.12.110 of Article 3 of Chapter 10.12 of the Los Altos Municipal Code is hereby amended to read as follows:

Ordinance No. 2018-____

3

A. “Actual water consumption,” with respect to a parcel, shall mean the water consumption indicated for that parcel on the records of the California Water Service Company (or its successor) or such other water utility as serves the parcel. Provided, however, with respect to a condominium unit that has an assigned County assessor’s parcel number, a water sub-meter, and the owner of the property has requested and been authorized by the City to be billed based on sub-metered water usage, “actual water consumption” shall be determined in accordance with Section 10.12.137 of this article.

(b) Section 10.12.130 of Article 3 of Chapter 10.12 of the Los Altos Municipal Code is hereby amended to read as follows:

10.12.130. Rates.

The rates of the sewer service charges shall be stated as a rate per equivalent dwelling unit, plus a rate per unit of estimated sewer use, and shall be established by a resolution adopted by the City Council pursuant to Section 5471 of the California Health and Safety Code.

(c) Section 10.12.137 is hereby added to Article 3 of Chapter 10.12 of the Municipal Code to read as follows:

10.12.137. Billing of Master Metered Condominium Units with Water Sub-Meters.

Notwithstanding any other provision of this article, and except as provided herein, the owners of two or more condominium units that are connected to and served by the same single master water meter and are collectively billed for their water use by the California Water Service Company (or its successor), may request to be billed based on sub-metered water usage for their sewer use charges, provided that: (i) each of the condominium units has an assigned County assessor’s parcel number; (ii) each of the condominium units has a separate water sub-meter; and (iii) all of the owners of the condominium units that are connected to the same single master water meter agree in writing to be billed separately for sewer service.

Actual water consumption for each condominium unit shall mean each condominium unit’s sub-metered water consumption for the entire prior calendar year.

The owner of each condominium unit authorized to be billed based on sub-metered water usage for sewer service pursuant to this section 10.12.137 shall, at his or her sole expense, cause his or her sub-meter to be read monthly by a licensed professional in accordance with the California Division of Measurement Standards and to cause such professional to submit to the City the sub-metered water consumption data of his or her condominium for each month of the calendar year. The total calendar year water consumption data of all of the owners of the condominium units shall equal the total metered water consumption of the single master meter for the condominium units reported by the California Water Service Company (or its successor) for the same period. The City shall not be responsible for reconciling the total sub-metered water consumption data reported by the condominium unit owners with the metered water consumption data reported by the California Water

Service Company (or its successor). If the water consumption data reported by the condominium owners cannot be reconciled with the metered water consumption data reported by the California Water Service Company (or its successor), then the sewer use of such condominium owners shall be calculated in accordance with the provisions of section 10.12.140 of this article.

At his her sole expense, each condominium owner authorized to be billed for sewer service pursuant to this section 10.12.137 shall annually cause his or her sub-meter to be inspected, tested, and verified by a licensed professional in accordance with the California Division of Measurement Standards. No later than March 15 of each year, each condominium owner shall submit to the City Public Works Department the results of the inspection, testing, and verification of his or sub-meter.

For the purposes of this section 10.12.137 and section 10.12.140 of this article, the sewer use for each condominium unit upon which a sewer service charge for that parcel shall be calculated for a fiscal year shall be estimated by multiplying by twelve (12) the average actual monthly water consumption for each condominium unit during the three (3) wet season months for the prior calendar year. One (1) unit of sewer use shall be assigned for each one hundred (100) cubic feet of water use. Provided, however, that if any owner of a condominium unit authorized to be billed for sewer service pursuant to this section 10.12.137 fails to comply with any of the requirements of this section 10.12.137, then the sewer use of all condominium owners within the same condominium complex shall be calculated in accordance with the provisions of section 10.12.140 of this article.

All other provisions of this article governing sewer service charges not in conflict with this section 10.12.137 shall apply to each owner of a condominium unit authorized to be billed for sewer service in accordance with this section 10.12.137.

SECTION 9. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 10. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid, ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases be declared unconstitutional, invalid, or ineffective.

SECTION 12. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2018 and was thereafter, at a regular meeting held on _____, 2018 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

RESOLUTION NO. 2018-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING THE REPORT OF SEWER SERVICE CHARGES FOR FISCAL
YEAR 2017/18 AND DIRECTING THE FILING OF CHARGES FOR
COLLECTION BY THE COUNTY TAX COLLECTOR**

WHEREAS, pursuant to Chapter 10.12 of Los Altos Municipal Code, the City of Los Altos imposes Sewer Service Charges upon parcels connected to the sewer system; and

WHEREAS, pursuant to Section 5473 of the California Health & Safety Code, the City Council has elected to annually collect the Sewer Service Charges on the property tax roll; and

WHEREAS, the Public Works Director has caused to be prepared a report (the "Report") containing a description of each parcel of real property subject to the Sewer Service Charges and the amount of the Sewer Service Charges to be imposed on each such parcel for Fiscal Year 2018/19, computed in conformity with the rates prescribed by Ordinance of this City Council, which report is filed with the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, on July 10, 2018, following the publication of notice as required by law, the City Council held a full and fair public hearing with respect to the Report, and at such hearing the City Council heard and considered all protest and objections to the Report; and

WHEREAS, the City Council desires to approve the Report and to submit the Sewer Service Charges described therein to the Santa Clara County Tax Collector for collection on the Fiscal Year 2018/19 tax roll.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes that:

1. The City Council hereby overrules all protests and objections to the Report on the Sewer Service Charges and confirms and approves the Report and the Sewer Service Charges to be imposed on each parcel within the City subject to such charges as submitted; and
2. The City Clerk is instructed and authorized to transmit the Report to the Santa Clara County Tax Collector and to file the necessary documents with the Tax Collector that the Sewer Service Charges set forth in the Report will be included on the Santa Clara County Tax Roll for Fiscal Year 2018/19.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of July, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK



DISCUSSION ITEMS

Agenda Item # 15

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: City-owned land measure

Prepared by: Staff

Attachment(s):

1. Resolution No. 2018-25

Initiated by:

City Council

Previous Council Consideration:

May 22, 2018, June 12, 2018 and June 26, 2018

Fiscal Impact:

Should the Council choose to place the measure on the ballot, the estimated cost to do so from the Registrar of Voters Office is approximately \$50,000 for the November 2018 ballot

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to submit a measure to the voters requiring voter approval for the sale or transfer of City-owned land? What types of land would this apply to?
- Does the Council wish to include the lease of City-owned land in such a measure?

Summary:

- Council must adopt a resolution by August 10, 2018 to place a measure on the November 2018 ballot

Staff Recommendation:

Adopt Resolution No. 2018-25 submitting to the qualified voters of the City of Los Altos a measure requiring voter approval for the sale or transfer of title of City-owned parcels of land or the re-designation of Parks and Other Open Space, and 2/3rds approval of the City Council for the lease of City-owned land, and consolidating said election with the Statewide General Election to be held on November 6, 2018



Subject: City-owned land measure

Purpose

To submit a measure to voters regarding City-owned land

Background

On May 22, 2018, the City Council directed staff to prepare a measure to be placed on a ballot which would require voter approval for the sale or transfer of any property designated as a park and the re-designation of parkland within the City of Los Altos. On June 12 and June 26, 2018, the City Council provided further direction to staff regarding the elements of the measure.

Discussion/Analysis

Based on Council direction provided at the May 22, 2018 and June 12, 2018 meetings, staff has prepared the attached Resolution.

Recommendation

Adopt Resolution No. 2018-25

RESOLUTION NO. 2018-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS, CALIFORNIA, SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY A PROPOSED MEASURE AMENDING THE GENERAL PLAN TO REQUIRE VOTER APPROVAL FOR: (1) THE SALE OR TRANSFER OF TITLE OF CITY-OWNED LAND DESIGNATED AS "PARKS", "OTHER OPEN SPACE", OR "PUBLIC AND INSTITUTIONAL"; (2) THE REDESIGNATION OF CITY-OWNED LAND DESIGNATED AS "PARKS" OR "OTHER OPEN SPACE", AND (3) REQUIRING TWO-THIRDS CITY COUNCIL APPROVAL FOR THE NEW LEASING OF CITY-OWNED LAND DESIGNATED AS "PARKS", "OTHER OPEN SPACE", OR "PUBLIC AND INSTITUTIONAL" FOR LONGER THAN _____ YEARS, AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 6, 2018; REQUESTING THE COUNTY OF SANTA CLARA TO CONSOLIDATE SAID ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DATE; AND SETTING RULES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE MEASURE

WHEREAS, pursuant to the California Elections Code, a petition has been filed with the City Council of the City of Los Altos, California, proposing an amendment to the City of Los Altos General Plan to require voter approval of the sale, lease or certain changes in use of certain land designated as "Parks", "Other Open Space" or "Public and Institutional" in the City's General Plan (the "Petition Measure"); and

WHEREAS, the City Clerk's office has examined the records of voter registration and ascertained that the Petition Measure was signed by the requisite number of voters, and has so certified; and

WHEREAS, the City Council has not voted in favor of adoption of the Petition Measure and therefore, pursuant to the California Elections Code, adopted Resolution No. 2018-_____ to place the Petition Measure before the City's voters on the November 6, 2018 General Municipal Election ballot; and

WHEREAS, the City Council desires to place a competing measure on the November 6, 2018 General Municipal Election ballot that would amend the City of Los Altos General Plan differently from the Petition Measure. Specifically, this Measure would (i) require voter approval of the sale or transfer of title of any City-owned land with a General Plan land use designation of "Parks", "Other Open Space", or "Public and Institutional;" (ii) require voter approval of the redesignation of any City-owned land with a General Plan land use designation of "Parks" or "Other Open Space" to any other use, and (iii) require a two-thirds (2/3) supermajority vote of the membership of the City Council to enter into any new lease of City-owned land with a General Plan land use designation of "Parks", "Other Open Space", or "Public and Institutional" for a term longer than _____ years; and

WHEREAS, pursuant to Section 9222 of the California Elections Code, the City Council has authority to place measures on the ballot to be considered at a Municipal Election; and

WHEREAS, by adoption of Resolution No. 2018- , on July 10, 2018 the City Council has called a General Municipal Election to elect 2 members to the City Council, said Election to be consolidated with the Statewide General Election to be held on Tuesday, November 6, 2018; and

WHEREAS, the City Council also desires to request that the election for this Measure be consolidated with the Statewide General Election to be held on November 6, 2018; and

WHEREAS, pursuant to California Elections Code Section 9285 and 9286, the City Council further desires to establish rules and regulations for the preparation, submittal and printing of arguments and rebuttals for and against the Measure described herein; and

WHEREAS, the specific terms relating to the General Plan amendment are provided for in the resolution to be considered by the qualified voters, attached hereto as Exhibit “A” (the “Measure”) and by this reference made an operative part hereof, and in accordance with all applicable laws.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALTOS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct, are incorporated herein and by this reference and made an operative part hereof.

SECTION 2. Submission of Ballot Measure. The City Council, pursuant to its right and authority as contained in Elections Code section 9222 and any other laws applicable to general law cities, hereby orders the Measure attached hereto as Exhibit A” to be submitted to the qualified voters of the City at the General Municipal Election to be held and consolidated with the Statewide General Election on Tuesday, November 6, 2018. The proposed Measure shall be in the form attached hereto as Exhibit “A” to this Resolution and is hereby incorporated by this reference as if fully set forth herein.

SECTION 3. Ballot Measure. The City Council, pursuant to its right and authority, does hereby order that the Measure shall be presented and printed upon the ballot submitted to the qualified voters in the manner and form set forth in this Section 3. On the ballot to be submitted to the qualified voters at the General Municipal Election to be consolidated with the Statewide General Election on Tuesday, November 6, 2018, in addition to any other matters required by law, there shall be printed substantially the following:

<p>“Shall an amendment to the City of Los Altos General Plan be adopted requiring voter approval for the sale or transfer of title of City-owned land designated as “Parks”, “Other Open Space”, or “Public and Institutional”, the redesignation of City-owned land designated as “Parks” or “Other Open Space”; and requiring a 2/3 Council <i>approval</i> for new leasing of City-owned land designated as “Parks”, “Other Open Space”, or “Public and Institutional” lands if longer than __ years?”</p>	YES	
	NO	

SECTION 4. Election Procedures.

- A. The City Council consents to the consolidation of the election on this measure with all other elections being held in the same territory on November 6, 2018, and to hold and conduct the consolidated election in the manner prescribed in Elections Code Section 10418.
- B. The ballots to be used at the election shall be in the form and content as required by law.
- C. In accordance with Section 10002 of the Elections Code, the Board of Supervisors of Santa Clara County is hereby requested to consent to having the Registrar of Voters render such election services to the City of Los Altos as may be requested by the City Clerk of said City, the County of Santa Clara to be reimbursed in full for such services as are performed.
- D. The election services which the City of Los Altos requests the Registrar of Voters, or such other official as may be appropriate, to perform and which such officer is hereby authorized and directed to perform, if said Board of Supervisors consents, include: the preparation, printing and mailing of sample ballots and polling place cards; the establishment or appointment of precincts, polling places, and election officers, and making such publications as are required by law in connection therewith; the furnishing of ballots, voting booths and other necessary supplies or materials for polling places; the canvassing of the returns of the election and the furnishing of the results of such canvassing to the City Clerk of the City of Los Altos; and the performance of such other election services as may be requested by the City Clerk.
- E. The City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.
- F. The polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.
- G. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections in the City.

- H. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form, and manner as required by law.
- I. All ballots shall be tallied at a central counting place and not at the precincts. Said central counting place shall be at a County center as designated by the Registrar of Voters.
- J. The Santa Clara County Registrar of Voters is hereby authorized to canvass the returns of said election.
- K. The City Clerk of the City of Los Altos shall receive the canvass as it pertains to the election on the measure, and shall certify the results to the City Council, as required by law.

SECTION 5. Direct Arguments and Impartial Analysis.

- A. The City Council authorizes (i) the City Council or any member(s) of the City Council, (ii) any individual voter eligible to vote on the above measure, (iii) a bona fide association of such citizens or (iv) any combination of voters and associations, to file a written direct argument in favor of or against the Measure, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California and may change the direct argument until and including August 14, 2018 after which no direct arguments for or against the measure may be submitted to the City Clerk. Direct arguments in favor of or against the Measure shall each not exceed 300 words in length. Each direct argument shall be filed with the City Clerk, signed, and include the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the direct argument.
- B. The City Clerk shall comply with all provisions of law establishing priority of arguments for printing and distribution to the voters and shall take all necessary actions to cause the selected arguments to be printed and distributed to the voters.
- C. Pursuant to Section 9280 of the Elections Code, the City Council directs the City Clerk to transmit a copy of the Measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the Measure, not to exceed 500 words in length, showing the effect of the Measure on the existing law and the operation of the measure. The City Attorney shall transmit such impartial analysis to the City Clerk, who shall cause the analysis to be published in the voter information guide along with the Measure as provided by law. The impartial analysis shall be filed by the deadline set for filing of direct arguments as set forth in subsection (A) above. The impartial analysis shall include a statement indicating whether the Measure was placed on the ballot by a petition signed by the requisite number of voters or by the City Council. In the event the entire text of the Measure is not printed on the ballot, nor in the voter information portion of the sample ballot, there shall be printed immediately below the impartial analysis, in no less than 10-font bold type, the following:

“The above statement is an impartial analysis of Measure _____. If you desire a copy of the measure, please call the election official’s office at (_____) and a copy will be mailed at no cost to you.”

SECTION 6. Rebuttals. That pursuant to Section 9285 of the Elections Code of the State of California, when the City Clerk has selected the direct arguments for and against the Measure which will be printed and distributed to the voters, the City Clerk shall send copies of the direct argument in favor of the Measure to the authors of the direct argument against, and copies of the direct argument against to the authors of the direct argument in favor. The authors or persons designated by them may prepare and submit rebuttal arguments not exceeding 250 words. The rebuttal arguments shall be filed with the City Clerk not later than August 21, 2018. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument which it seeks to rebut.

SECTION 7. Placement on the Ballot. The full text of the Measure shall be printed in the voter information guide, and a statement shall be printed in the ballot pursuant to Section 9223 of the Elections Code advising voters that they may obtain a copy of this ballot Measure, at no cost, upon request made to the City Clerk.

SECTION 8. Delivery of Resolution to County. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions. The City Council directs the City Clerk to deliver copies of this Resolution, including the Measure attached hereto as Exhibit “A”, to the Clerk of the Board of Supervisors of Santa Clara County and to the Registrar of Voters of Santa Clara County.

SECTION 9. CEQA. The City Council hereby finds and determines that the ballot Measure relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is not a project within the meaning of the California Environmental Quality Act (“CEQA”) and the State CEQA Guidelines, section 15378(b)(5). Alternately, the ballot measure is exempt from CEQA pursuant to State CEQA Guidelines, section 15061(b)(3), “the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the measure has no potential to result in a direct, or reasonably foreseeable indirect, impact on the environment.

SECTION 10. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 11. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on 10th day of July 2018

ATTACHMENT 1

by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Mordo, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

EXHIBIT "A"

RESOLUTION NO. _____

A RESOLUTION OF THE PEOPLE OF THE CITY OF LOS ALTOS, CALIFORNIA, AMENDING THE GENERAL PLAN TO REQUIRE VOTER APPROVAL FOR THE (1) THE SALE OR TRANSFER OF TITLE OF CITY-OWNED LAND DESIGNATED AS "PARKS", "OTHER OPEN SPACE", OR "PUBLIC AND INSTITUTIONAL"; (2) THE REDESIGNATION OF CITY-OWNED LAND DESIGNATED AS "PARKS" OR "OTHER OPEN SPACE" AND (3) REQUIRING TWO-THIRDS CITY COUNCIL APPROVAL FOR THE NEW LEASING OF CITY-OWNED LAND DESIGNATED AS "PARKS", "OTHER OPEN SPACE", OR "PUBLIC AND INSTITUTIONAL" FOR LONGER THAN _____ YEARS.

NOW THEREFORE, THE PEOPLE OF THE CITY OF LOS ALTOS DO RESOLVE AS FOLLOWS:

SECTION 1. Subject to the approval of a majority of the voters of the City of Los Altos at the scheduled election so designated by the City Council in a resolution placing the proposal on the ballot for such election, the Los Altos General Plan is hereby amended by adding or amending the following Goals and Policies, to read as follows:

A. Additions to General Plan. The following Goals 1A, 1B, 1C and Policies 1A.1, 1A.2, 1B.1, and 1B.2 are hereby added to the General Plan immediately following Goal 1 on page 10 of the Open Space, Conservation and Community Facilities Element of the General Plan:

Goal 1A: Require Voter Approval for the Sale or Transfer of Title of City-owned Land Designated as "Parks", "Other Open Space", or "Public and Institutional", or Redesignation of City-owned Land Designated as "Parks" or "Other Open Space" in the General Plan.

Policy 1A.1: Voter approval shall be required for any of the following:

a. The sale or transfer of title of City-owned land with a General Plan land use designation of "Parks", "Other Open Space", or "Public and Institutional" to another party, whether public or private; and

b. The redesignation of City-owned land with a land use designation of "Parks" or "Other Open Space" to a different land use designation, except that the redesignation of any City-owned land from "Parks" to "Other Open Space", and vice versa, shall not require voter approval.

ATTACHMENT 1

Policy 1A.2: Procedure and Exemptions. For purposes of this Policy, approval by a vote of the People is accomplished when an action is placed on the ballot at a general or special election through any procedure authorized in the California Elections Code, and a majority of the voters voting on the measure vote in favor of it.

Goal 1B: Require Two-Thirds City Council Approval for the Lease of City-Owned Land for Longer than _____ Years.

Policy 1B.1: A two-thirds supermajority vote of the membership of the City Council shall be required for the City to approve any new lease of City-owned land for a period of _____ years or longer with a General Plan land use designation of “Parks”, “Other Open Space”, or “Public and Institutional”.

Policy 1B.2: The City Council may, without a two-thirds supermajority vote of its membership, approve any amendment to or extension of a lease of City-owned land with a General Plan land use designation of “Parks”, “Other Open Space”, or “Public and Institutional” whose original term commenced prior to the effective date of this Policy provided the action is otherwise in compliance with existing law.

Goal 1B or 1C The voter approval requirement and City Council supermajority requirement contained in Policy 1.A.1 and 1.B.1 may be waived by the City Council where necessary to comply with State or Federal law governing the provision of housing, including but not limited to affordable housing requirements.

B. Conforming Amendments to General Plan. In order to promote internal consistency among the various sections of the General Plan amended by Section 1(A) above, the following Policies of the General Plan are hereby amended:

1. Policy 3.6 on page 12 of the General Plan Community Design & Historic Resources Element is amended as follows:

“Evaluate the public benefit of City-owned parking plaza and the best use thereof, while preserving or increasing public parking Downtown, *consistent with the requirements of Goal 1A and 1B of the Open Space, Conservation and Community Facilities Element of the General Plan and their respective Policies.*”

2. The Open Space and Conservation Plan on page 3 of the General Plan Open Space, Conservation and Community Facilities Element is amended as follows:

“In order to preserve and enhance community open space resources, *and consistent with the requirements of Goals 1A and 1B of the Open Space, Conservation and Community Facilities Element of the General Plan and their respective Policies,* the City will implement a program that

ATTACHMENT 1

supports the joint-venture use of open space areas to reduce City maintenance costs and increase City revenues for maintaining open space resources. Joint ventures could involve other local government agencies, non-profits, and private development of commercial recreation facilities. The City will also coordinate with public and private organizations to provide revenue generating open space uses to protect important open space resources, *consistent with the requirements of Goals 1A and 1B of the Open Space, Conservation and Community Facilities Element of the General Plan and their respective Policies.*

3. Goal 11 on page 14 of the Open Space, Conservation and Community Facilities Element is amended as follows:

“Maximize opportunities for joint public and private utilization of City, private sector, private school land and facilities, and public school district land, facilities, programs and resources to provide the most cost efficient and effective services for present and future Los Altos residents, *consistent with the requirements of Goals 1A and 1B of the Open Space, Conservation and Community Facilities Element of the General Plan and their respective Policies.*”

4. Policy 11.4 on page 14 of the Open Space, Conservation and Community Facilities Element is amended as follows:

“Encourage private sector provision of facilities and/or services, *consistent with the requirements of Goals 1A and 1B of the Open Space, Conservation and Community Facilities Element of the General Plan and their respective Policies.*”

SECTION 2. Exemptions. The provisions of this Measure shall not apply to the extent they would violate the Constitution or laws of the United States or the State of California.

SECTION 3. Severability. If any portion of this Measure is declared invalid by a court of law or other legal body with applicable authority, the invalidity shall not affect or prohibit the force and effect of any other provision or application of the Measure that is not deemed invalid. The voters of the City hereby declare that they would have voted for the adoption of this Measure, and each portion thereof, regardless of the fact that any portion of the Measure may be subsequently deemed invalid.

SECTION 4. Effective Date and Implementation.

A. Pursuant to California Elections Code Section 9217, this Measure shall take effect only if approved by a majority of the eligible voters of the City of Los Altos voting at a General Municipal Election to be held on November 6, 2018.

B. Pursuant to California Elections Code Section 9221, this Measure is expressly declared

ATTACHMENT 1

by the voters to conflict with Los Altos Measure “__” (the “Petition Measure” establishing different voter approval requirements for the sale, transfer, lease and redesignation of City-owned land). Therefore, if both this Measure and the Petition Measure are approved by a majority of eligible Los Altos voters, the one receiving the highest number of affirmative votes shall become effective and the other shall be of no force and effect.

C. Either this Measure or the Petition Measure, whichever receives the highest number of affirmative votes pursuant to California Elections Code Section 9221, shall be deemed adopted and take effect ten (10) days after the City Council has certified the results of that election by resolution.

D. Upon the effective date of this Measure, the provisions of Section 1 are hereby incorporated into the Los Altos General Plan, as an amendment thereof, except that if the four amendments of the mandatory elements of the General Plan permitted by State law for any given calendar year have already been utilized in the year in which this Measure becomes effective, this General Plan amendment shall be the first amendment incorporated into the City of Los Altos General Plan on January 1 of the following year.

SECTION 5. Repeal/Amendment of Measure. This Measure shall not be repealed or amended, except by a measure approved by a majority of the electors voting on the issue at a General Municipal Election, or at a special election called for that purpose.

SECTION 6. CEQA. The City Council hereby finds and determines that the Measure relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is not a project within the meaning of the California Environmental Quality Act (“CEQA”) and the State CEQA Guidelines, sections 15378(b)(5). Alternately, this Measure is exempt from CEQA pursuant to State CEQA Guidelines, section 15061(b)(3), “the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the measure has no potential to result in a direct, or reasonably foreseeable indirect, impact on the environment.

SECTION 7. The Mayor is hereby authorized to attest to the adoption of this Measure by the People voting thereon on November 6, 2018, by signing where indicated below.

I hereby certify that the foregoing Measure was PASSED, APPROVED AND ADOPTED by the people of the City of Los Altos on the 6th day of November, 2018.

Jean Mordo, MAYOR

Attest:

ATTACHMENT 1

Jon Maginot, CMC, CITY CLERK

ATTACHMENT 1



DISCUSSION ITEMS

Agenda Item # 16

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Los Altos Community Center Design Development Update

Prepared by: Theresa Yee, Project Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Los Altos Community Center LEED Scorecard -Preliminary
2. Solar Energy Acquisition Options -Los Altos Community Center

Initiated by:

City Council

Previous Council Consideration:

- March 13, 2018 Los Altos Community Center Schematic Design
- December 12, 2017 Los Altos Community Center Project Task Force Concluding Report
- September 26, 2017 Study Session; Directed to proceed with interior space allocation and site placement; allocating an additional \$9,700,000 to the project budget.
- August 22, 2017; Approval of Agreement to retain Noll & Tam Architects design team.
- April 25, 2017; Approved Capital Improvement Project for design and construction of a new Community Center with a project budget of \$25,000,000; directed City staff to begin selection of a qualified architect to begin design; adopted Resolution 2017-15 establishing the Los Altos Community Center Project Task Force.

Fiscal Impact:

FY 2017/2020 Council approved \$25,000,000 Capital Improvement Project fund CF-01002; Council added \$7,700,000 for enhanced features and approximately \$2,000,000 for site option 4, for a project total of \$34,700,000.

Environmental Review:

Environmental review of the Los Altos Community Center project is currently underway.

Policy Question(s) for Council Consideration:

- Are there any elements of the Los Altos Community Center Redevelopment project that the Council wants to provide direction on?



Subject: Los Altos Community Center Design Development Update

Summary:

- Council received the Los Altos Community Center Task Force Concluding report on December 12, 2017 and provided feedback on the concept design and provided direction to the design team to move forward with the Schematic Design phase.
- The Noll & Tam design team completed the Schematic Design phase, which was presented to City Council on March 13, 2018. Council directed Noll & Tam to proceed with design.

Staff Recommendation:

Receive the Los Altos Community Center Design Development Update and provide direction as needed



Subject: Los Altos Community Center Design Development Update

Purpose

Los Altos Community Center Design Development Update

Background

At the September 26, 2017 Study Session, Council committed to raising the project budget to \$34,700,000 and incorporating seven design elements into the Los Altos Community Center Redevelopment project. These elements are:

1. Increasing building quality
2. Increasing building functionality
3. Upgrading from LEED Silver equivalent to LEED Gold equivalent
4. Providing improved pedestrian connectivity
5. Increasing building square footage
6. Increasing outdoor program space
7. Refinishing existing parking lot

Following several outreach events to solicit feedback from the general public, neighborhood groups, neighboring building-user groups, focus groups, and community center users, City Staff and the design team presented a schematic design to Council, incorporating all of the seven elements as directed.

On March 13, 2018, City Council supported the schematic design of the Los Altos Community Center Redevelopment project. Council requested additional information on how the building will attain LEED Gold equivalency; provided feedback and direction for further exploration of elements within the schematic design, including photovoltaic panels on the roof of the building, location of the Whistle Stop playground, location of the bocce ball courts, the flooring to be used in the community room, and location of the basketball court; and directed Noll & Tam Architects and Planners to proceed with design.

The design team held a LEED Charette on March 22, 2018 attended by members of the Environmental Commission, City Staff, and the integrated team of engineers and designers. The Charette is an intensive workshop in which the LEED scorecard elements were reviewed for potential points and collaborative efforts. The LEED Charrette confirmed that a LEED Gold equivalency was feasible.

Discussion/Analysis

Moving into Design Development, the second of three design phases, the design continues to be refined with feedback and input.



Subject: Los Altos Community Center Design Development Update

Whistle Stop Playground, basketball court, and bocce ball court

The Whistle Stop Playground will be replaced with a “naturescape” that uses natural elements, such as logs and stumps, as play equipment. A new playground will be located next to the Kinder Prep playground and in the vicinity of the eastern half of the central outdoor courtyard. This new playground creates a central location of parents awaiting youth classes to finish while being able to keep an eye on the younger children at play. This location would allow for the flexibility of children to seamlessly use the adjacent Kinder Prep play area when it is not in session. Due to the updated safety regulations, the existing playground equipment cannot be re-used; however, the design team will endeavor to keep some element or signage of Whistle Stop.

The basketball court will be toward the north of Neutra House along the parking lot. This location would provide good line of sight from the street of children and adults at play, preventing blind or hidden spots. The size of the basketball half-court prevents locating them to the north of the building. The design team is further investigating mitigation of potential noise from the basketball courts to the neighbors.

The bocce ball courts will be to the north of the main lobby entrance adjacent to the café. This location would create a sense of vitality and movement to the lobby entrance area. The café and bocce courts would also attract youth, adults, and seniors, creating potential for inter-generational mingling.

Community Room Flooring

The design team is further investigating types of wood flooring material for the community room. It is understood that the community room should be flexible for many uses including pickleball, dancing, yoga classes, etc. The use of hard materials like ceramic tile or concrete is not under consideration as those would not allow for versatility of alternate uses.

LEED Gold Equivalency

To achieve LEED Gold certification equivalency, the community center must earn between 60 – 79 points in nine different credit categories to achieve a sustainable and efficient green building. The nine LEED credit categories are:

1. Integrative Process (max. 1 point)

A comprehensive approach to building systems and equipment. Design team members looks for synergies among systems and components for mutual advantages to help achieve high levels of building performance.

2. Location & Transportation (max. 16 points)

Thoughtful decisions about building location to encourage compact development, alternative transportation, and connection with amenities such as restaurants and parks.



Subject: Los Altos Community Center Design Development Update

3. Sustainable Site (max. 10 points)

Environment surrounding the building with emphasis on vital relationships among buildings, ecosystems, and ecosystem services.

4. Water Efficiency (max. 11 points)

Holistic water use, looking at indoor and outdoor uses, specialized uses, and metering. Efficiency first approach to water conservation.

5. Energy & Atmosphere (max. 33 points)

Views energy from a holistic perspective, addressing energy use reduction, energy-efficient design strategies, and renewable energy sources. A note that 8 points are allocated for use of photovoltaic systems.

6. Materials and Resources (max. 13 points)

Focus on minimizing the embodied energy and other impacts associated with extraction, processing, transport, maintenance, and disposal of building materials.

7. Indoor Environmental Quality (max. 16 points)

Indoor air quality and thermal, visual, and acoustic comfort that protect the health of building occupants.

8. Innovation (max. 6 points)

As sustainable design strategies are constantly evolving and improving, use of new technologies, innovative building features, and sustainable building practices and strategies receive innovation credits.

9. Regional Priority (max. 4 points)

Environmental issues particular to a locale have been identified by LEED as distinct environmental priorities. Credits are awarded to projects that address these.

The community center is able to achieve a LEED Gold certification equivalency. Please refer to Attachment 1 for credit details.

Photovoltaic (PV) Power

The current LEED scorecard for the community center has a target of 64 points which is at the Gold certification level. The community center does not require PV panels to achieve the LEED Gold certification equivalency.

If Council desires, there are options to incorporate photovoltaic panels into the community center project, some of which would not increase the project budget.



Subject: Los Altos Community Center Design Development Update

PV Requirements

Estimated Total Power Need for building:	250k to 350 k KWh
Useable roof area available:	13,300 SF
Power that 13,300 SF of roof area will generate:	Approx. 150k KWh
Percent of Total Power Need that 13,300 SF roof area will generate:	60% - 90%
Estimated cost to purchase 150 KWh PV system:	\$1,000,000

The estimated cost of \$1M will likely provide between 60% and 90% of Total Power Need and is the extent of space the roof will allow for optimal solar generation. Additional space would need to be identified and studied if more photovoltaic panels are desired.

Council could also consider that instead of full implementation of photovoltaic panels, that some portion of panels be installed to provide clean renewable energy for less than full building energy requirements. A partial PV system would also serve as a good demonstration project for conservation and good stewardship.

Note that this estimate could change as during this design development phase, wall assemblies, insulation, and glazing are still in design and therefore may change the building energy use and PV system size required.

PV Acquisition Options

1. Power Purchase Agreement (PPA)

A third party pays for installation, owns, operates, and maintains the system. The City would make an agreement to purchase energy monthly from the third party that operates this system.

- Key Advantage: No capital outlay
- Key Disadvantage: Over the life cycle of the system, a PPA generates far less in savings than ownership

2. Cash Purchase

Purchase of a solar panel system outright. Cash purchases typically offers the maximum return on a solar investment.

- Key Advantage: Cost-free energy for life of system.
- Key Disadvantage: Capital outlay up front.



Subject: Los Altos Community Center Design Development Update

Other options to a cash purchase is to receive donations or financing. If the option of receiving donations is considered, a clear City Council approved policy is needed on how and what types of donations the City will accept.

3. Pre-paid Lease

In the lease model, a customer will sign a contract with an installer/developer and pay for the solar energy system over a period of time, rather than paying for the power produced.

- Key Advantage: Power could be a fixed rate, typically lower than the utility.
- Key Disadvantage: There are set monthly lease payments that increases at a set percentage each year

The best return on value is the cash purchase option if funds are available. The PPA and pre-paid lease option, while viable, may not be more advantageous than purchasing energy through Silicon Valley Clean Energy, for which Los Altos is the default electricity option.

Silicon Valley Clean Energy (SVCE) is clean energy that costs less than energy purchased from PG&E. SVCE energy is carbon free, 50% from renewable energy sources, and 50% from non-polluting hydroelectric. SVCE offers an option to upgrade for a premium to energy from 100% renewable energy sources. Renewable energy is the same

There are many more advantages and disadvantages of each PV acquisition option. Please refer to Attachment 2 for more detail.

Donation Policy Considerations

If the option of receiving donations is considered, policies and procedures should be established by City Council prior to receiving donations. The following are considerations for Council when developing the framework and process for this policy:

1. Define how donations will be spent
 - a. As a contribution to the building fund
 - b. As a contribution to certain elements.
2. Types of donations accepted.
 - a. Cash, checks, credit cards, electronic transfers, etc.
 - b. Securities
 - c. Real or personal Property
 - d. Annuities
3. Process for accepting and administering donations
 - a. Donor agreement.
 - b. Tax receipts
 - c. Who has the authority to accept donations and the amounts?



Subject: Los Altos Community Center Design Development Update

- d. Record keeping
4. Donor recognition
 - a. Minimum for naming donations
 - b. Funding levels and recognitions associated with each level
 - c. Handling anonymous donations
5. Moral clause and procedure for removing names in certain situations.

Next Steps

The next steps for the Los Altos Community Center Redevelopment project are as follows:

- Complete Streets Commission, June 27, 2018
- Planning Commission, August 2, 2018
- Council Meeting, September 11, 2018
- Completion of Construction Documents, Spring 2019
- Contractor Bidding, Spring 2019
- Groundbreaking Ceremony, Summer 2019
- Start Construction, Summer 2019
- Construction Completion, 2020

Los Altos Hillview Community Center

LEED-NC v4 Equivalency Scorecard

Date: 3/27/2018

Goal: Gold



40 24 17 31 Total Project Score Certified 40-49 points Silver 50-59 points Gold 60-79 points Platinum 80 or more points

Yes ?Y ?N No

1				Credit 1	Integrative Process					1
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6 1 1 8 Location and Transportation 16 Points Possible

1				Credit 2	Sensitive Land Protection	Previously Developed				1
1		1		Credit 3	High Priority Site	Priority Designation				2
2			3	Credit 4	Surrounding Density and Diverse Uses	Connectivity (8+)				5
			5	Credit 5	Access to Quality Transit					5
1				Credit 6	Bicycle Facilities					1
	1			Credit 7	Reduced Parking Footprint	Dense Loc.	40% Reduction			1
1				Credit 8	Green Vehicles					1

5 4 1 Sustainable Sites 10 Points Possible

Y				Prereq 1	Construction Activity Pollution Prevention					-
1				Credit 1	Site Assessment					1
	2			Credit 2	Site Development - Protect or Restore Habitat	On-site restoration				2
1				Credit 3	Open Space					1
2		1		Credit 4	Rainwater Management	95th Percentile				3
	2			Credit 5	Heat Island Reduction	Roof & Non-roof				2
1				Credit 6	Light Pollution Reduction					1

5 1 1 4 Water Efficiency 11 Points Possible

Y				Prereq 1	Outdoor Water Use Reduction, 30%					-
Y				Prereq 2	Indoor Water Use Reduction, 20%					-
Y				Prereq 3	Building-Level Water Metering					-
1			1	Credit 1	Outdoor Water Use Reduction, 50% - 100%	Reduced 50%				2
3	1	1	1	Credit 2	Indoor Water Use Reduction, 25% - 50%	Reduced 35%				6
			2	Credit 3	Cooling Tower Water Use	---				2
1				Credit 4	Water Metering					1

9 5 10 9 Energy & Atmosphere 33 Points Possible

Y				Prereq 1	Fundamental Commissioning and Verification					-
Y				Prereq 2	Minimum Energy Performance					-
Y				Prereq 3	Building-Level Energy Metering					-
Y				Prereq 4	Fundamental Refrigerant Management					-
3		1	2	Credit 1	Enhanced Commissioning	Enhanced Cx				6
4	4	5	5	Credit 2	Optimize Energy Performance	New Const. Reduced 12%				18
	1			Credit 3	Advanced Energy Metering					1
			2	Credit 4	Demand Response	D.R.P. Available				2
		3		Credit 5	Renewable Energy Production	1%, 5%, 10%				3
		1		Credit 6	Enhanced Refrigerant Management					1
2				Credit 7	Green Power and Carbon Offsets	100% Green Power				2

Yes ?Y ?N No

1 4 8 Materials & Resources 13 Points Possible

Y				Prereq 1	Storage & Collection of Recyclables					-
Y				Prereq 2	Construction & Demolition Waste Mgmt. Planning					-
			5	Credit 1	Building Life-Cycle Impact Reduction					5
	1	1		Credit 2	Building Products: EPD's			Opt 1 -20 EPD's		2
	1	1		Credit 3	Building Products: Sourcing of Raw Materials			Opt 2 -Respons. Extraction		2
	1	1		Credit 4	Building Products: Material Ingredients			Opt 1 -20 Disclosures		2
1	1			Credit 5	Construction & Demolition Waste Management			Divert 75% & 4 streams		2

7 7 2 Indoor Environmental Quality 16 Points Possible

Y				Prereq 1	Minimum IAQ Performance					-
Y				Prereq 2	Environmental Tobacco Smoke (ETS) Control					-
1	1			Credit 1	Enhanced Indoor Air Quality Strategies					2
1	2			Credit 2	Low-Emitting Interiors			Four Compliant Categories		3
1				Credit 3	Construction Indoor Air Quality Management Plan					1
1	1			Credit 4	Indoor Air Quality Assessment			Flush out - Before Occ.		2
1				Credit 5	Thermal Comfort					1
1		1		Credit 6	Interior Lighting			Lighting Control		2
	2	1		Credit 7	Daylight			Measure: Illum. 75%		3
1				Credit 8	Quality Views					1
1				Credit 9	Acoustic Performance					1

6 Innovation & Design Process 6 Points Possible

1				Credit 1.1	Exemplary Performance or Innovation: TBD					1
1				Credit 1.2	Innovation: Low Mercury Lighting					1
1				Credit 1.3	Innovation: Green Building Education					1
1				Credit 1.4	Innovation: Green O+M Policies					1
1				Credit 1.5	Pilot Credit: Social Equity					1
1				Credit 2	LEED™ Accredited Professional					1

2 2 2 Regional Credits 4 Points Possible

94022					zip code				
			1	Credit 1.1	Regional Credit: Access to Quality Transit, 5 points				1
		1		Credit 1.2	Regional Credit: Rainwater Management, 98th Percentile				1
			1	Credit 1.3	Regional Credit: Outdoor Water Use Reduction, 100%				1
	1			Credit 1.4	Regional Credit: Indoor Water Use Reduction, 40%				1
		1		Credit 1.5	Regional Credit: Optimize Energy Performance, 24%				1
	1			Credit 1.6	Regional Credit: BPDO Sourcing of Raw Materials				1

Points allocated to PV system

SOLAR ENERGY

Acquisition Options

Hillview Community Center

Updated 06/26/18

This document is a discussion springboard for options available to obtain solar energy for the new Hillview Community Center project.

Timing:

While solar can be obtained at any point in the lifecycle of a building, it would be prudent for this system to be designed in with the building so that roof penetrations are addressed, and the roof warranty is not voided. The Design Development phase should be completed Fall 2018, with Construction Documents phase completed Spring/Summer 2019. Construction is estimated to begin Summer 2019.

Option #1

Power Purchase Agreement (PPA)

What is it?

A third party pays for installation, owns, operates, and maintains the system. The City would make an agreement to purchase energy monthly from the third party that operates this system. A PPA locks in lower energy costs for the long term. At the end of the contract, you can purchase the system, negotiate another PPA, or have the system removed. PPA is a form of a Public Private Partnership and type of lease.

Benefits?

1. No capital outlay
2. The solar panel system is owned by a third party and therefore no maintenance costs
3. PPA's provide a fixed, predictable cost that raises at a predetermined rate
4. The cost of energy (the rate) is locked in for 20-30 years

Disadvantages?

1. If the solar isn't large enough to offset total usage, there will be two electric bills.
2. On days where the electric load exceeds solar generation, energy would have to be purchased from the local energy provider (SVCE) at market price. (presuming net consumption isn't positive)
3. The PG&E bill will always have a monthly minimum charge for delivery infrastructure.
4. Over the life cycle of the system, a PPA generates far less in savings than ownership
5. Customer doesn't receive credits for over production (in SVCE you can oversize your system by 110% and they will pay for excess power production)

Option #2

Cash Purchase

What is it?

You purchase a solar panel system outright. Cash purchases typically offers the maximum return on a solar investment.

Benefits?

1. The solar panel system is owned by City.
2. Cost-free energy for life of system (Current panels are in the 40+year and inverters 20+).
3. Far more lucrative over the life of the system.

Disadvantages?

1. Capital outlay up front
2. Maintenance and repair costs borne by the City
3. Roof leaks and damage are responsibility of the City (If done afterwards. If done while building is being constructed, solar stanchions can be built and sealed with the roofing)
4. Insurance should be purchased for the system

Supplement #2a

Public Financing

What is it?

This supplements a cash purchase option. Public entities have access to a variety of financial benefits not available to other solar users, often enabling the greatest financial returns of all. From tax breaks to government-subsidized bonds.

Financing that may be available to local agencies:

- CREB – Clean Renewable Energy Bonds
- QECB – Qualified Energy Conservation Bonds²

Benefits?

1. This option facilitates system ownership
2. Special incentives
3. Tax-exempt leases
4. Government subsidized loans

Disadvantages?

1. Participation is limited by the volume of bonds allocated.
2. The current federal administration is cutting back on these incentives. QECB was discontinued by the current federal administration on December 22, 2017 and it is unknown whether this program will resume.

Supplement #2b

Rebates

What is it?

This supplements a cash purchase option. Agencies offer rebate programs for power produced over what is used. Some have requirements as to the amount you can sell back or a cap on credits. There also may be a cap on the sizing of system capacity. For example, the system cannot be size for more than 110% of building power requirements.

Programs that may be available:

SVCE NEM – Offers up to \$5,000 credit

PG&E NEM – Check for qualifications and credit

Benefits?

1. This has the advantage of lowering your monthly bill if the qualification requirements are met.

Disadvantages?

1. This does not lower the purchase price.

Option #3

Prepaid Lease

What is it?

In the lease model, a customer will sign a contract with an installer/developer and pay for the solar energy system over a period of time, rather than paying for the power produced. Solar leases can be structured so customers pay no up-front costs, some of the system cost, or purchase the system before the end of the lease term.

Benefits?

1. Maintenance and repair costs may be borne by the third party
2. Power would be a fixed rate, typically lower than the utility (Depends on You would hold the lease, or the city)
3. System is potentially purchasable at the end of the lease.

Disadvantages?

1. There are set monthly lease payments that increases at a set percentage each year, though it is expected that this increase would be less than PG&E.
2. There will always be two electric bills, one from the energy provider (SVCE -Silicon Valley Clean Energy), and one from the third party solar provider, dependent on coverage.
3. On days where the electric load exceeds solar generation, energy would have to be purchased from the local energy provider (SVCE).
4. The PG&E bill will always have a monthly minimum charge for delivery infrastructure (included in bill).



DISCUSSION ITEMS

Agenda Item # 17

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Story Pole Policy Exemption Request for 4856 El Camino Real Development

Prepared by: Zachary Dahl, Planning Services Manager

Reviewed by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachments:

1. Story Pole Policy Exemption Request Letter
2. May 8, 2018 City Council Meeting Minutes
3. City of Los Altos Story Pole Policy

Initiated by:

Applicant

Previous Council Consideration:

May 8, 2018

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the request for an exemption from certain story pole requirements meet the criteria outlined in the City's Story Pole Policy?

Summary:

- The applicant for the development proposal at 4856 El Camino Real is requesting an exception from the City's Story Pole Policy due to safety concerns and impairment of the use of the existing structures and parking on the site.
- The applicant is proposing to install two 61-foot tall story poles along the El Camino Real frontage and two 35-foot tall story poles along the rear of the site, but claims the project is unable to meet the other requirements in the City's Story Pole Policy

Staff Recommendation:

Consider granting a story pole exemption request for this project based on a public health and safety concern, and that such an installation would impair the use of existing buildings and parking on the site and result in the displacement of the existing business tenants.



Subject: Story Pole Policy Exemption Request for 4856 El Camino Real Development

Purpose

Consider a request from the applicant of the development proposal at 4856 El Camino Real for an exemption from the City's Story Pole Policy due to safety concerns and impairment of the use of existing structures on the site that would result in the displacement of the existing business tenants. The applicant's request, with support information, is included as Attachment 1.

Background

The City Council adopted an Open Government Policy on March 24, 2015 that included a requirement that all commercial, multiple-family and mixed-use development projects subject to Planning Commission and City Council review must have story poles erected as part of the application process. On August 22, 2017, the City Council amended the Story Pole Policy to require that any exemptions to the Policy must be reviewed and approved by the Council. The criteria for reviewing and approving an exemption is as follows:

1. The City Council may grant exceptions to the Story Pole Policy due to: a) a public health and/or safety concern, or b) that such an installation would impair the use of existing structure(s) or the site to the extent it would not be able to be occupied and the existing business and/or residential use would be infeasible. Some form of poles and netting and/or on-site physical representation of the project may be required, even if an exception is granted.
2. The Story Pole Plan may be limited in scope at the discretion of the City Council. In such cases such as where there are multiple detached structures proposed and where identifying the locations of key structures would suffice, the story poles may be limited to the outline(s) of key structures and/or showing a structure(s) greatest height and mass.
3. In granting an exception, the City Council may require additional digital imagery simulations, computer modeling, built to-scale models or other visual techniques in-lieu of the story pole requirements.

The Council originally considered a story pole exemption request for this project on May 8, 2018 and, after discussing the request, approved a modified story pole design. A copy of the May 8, 2018 meeting minutes is included as Attachment 2 and the City's Story Pole Policy is included as Attachment 3.

Discussion/Analysis

The applicant has submitted a development application for a new 50-unit multiple-family building at 4846 and 4856 El Camino Real. The application has been deemed complete by staff and reviewed by the Complete Streets Commission at a public meeting, and is ready to be scheduled for review by the Planning Commission. The outcome of the story pole exemption request will determine when a Planning Commission public hearing can be scheduled. As specified in the City's Story Pole Policy, story poles must be installed at least 20 days before the first public hearing of the Planning Commission and shall remain in place until final action has been taken by the City Council. This means



Subject: Story Pole Policy Exemption Request for 4856 El Camino Real Development

that story poles for a project will remain in place for at least three to four months to cover the time period during Planning Commission and City Council review.

Following the action of the City Council on May 8, 2018, the applicant proceeded with installation of the story poles as directed by the Council. However, after further consultation with his original story pole consultant, they determined that even installation of the modified plan would render the existing commercial buildings inaccessible and result in the displacement of the existing business tenants. Thus, the applicant is coming back to Council with a nearly entire story pole policy exemption request.

To respond to the requirement in Exception 1, which states that some form of poles and netting and/or on-site physical representation of the project may be required even if an exception is granted, the applicant is proposing the following:

- Installation of two 61-foot tall story poles to represent the two front outer corners of the proposed building along the El Camino Real frontage with a string and flags connecting the two poles. As noted in the applicant's request, the placement of these two poles and guy wires could be done without obstructing the public sidewalk or driveways.
- Installation of two 35-foot tall story poles to represent the two rear corners of the proposed building adjacent to the rear property line with a string and flags connecting the two poles. As noted in the applicant's request, the placement of these two poles and guy wires would eliminate the use of two parking spaces.
- Placement of five billboard boards (four feet x eight feet) at the five main corners of the building. The billboards would include images of the building as seen from that location both in elevation and in perspective.
- A 3D animation that shows the building massing from both a pedestrian level and from an aerial fly around. The animations would be posted online and a link to the animation would be provided on each of the billboards placed on the site.

Recommendation

Consider granting a story pole exemption request for this project based on a public health and safety concern, and that such an installation would impair the use of existing buildings and parking on the site and result in the displacement of the existing business tenants.

Altos One – Story Poles Partial Installation Exception Request

Luxone LLC, the Owner/Developer of 4846 and 4856 El Camino Real, Los Altos (the “Premises”), hereby requests an exception to the City of Los Altos story pole requirements for the proposed development project at the Premises.

This request is based on the following Exception set forth in the City of Los Altos Story Pole Policy:

The City Council may grant exceptions to the Story Pole Policy due to:

- a) A public health and/or safety concern, or
- b) That such an installation would impair the use of existing structure(s) or the site to the extent it would not be able to be occupied and the existing business and/or residential use would be infeasible.

Previously Approved Exception

When Luxone LLC requested the previous exception to the Story Pole Policy, they were unaware of the extent of the required guy wires to support the Story Poles. They agreed to a plan involving the installation of 15 story poles (See Exhibit A) without realizing that such an installation would require complete closure of the existing parking lots, thereby rendering the existing commercial office buildings completely useless to their existing tenants (See Exhibit B). They first became aware of the extent of the wires on May 29th when the contractor came to the site to install the poles. At that time they were provided with the Radius Plan (Exhibit B) and were forced to put a halt on the installation of the Story Poles. Mr. Voskerician takes full responsibility for not realizing sooner that he and his Story Pole consultant were not on the same page regarding the on-going operation of the premises. If we had known at the time of the previous request that this was the case, we would have asked the City Council for a Complete Story Pole Waiver rather than a Partial Waiver.

Existing Tenants

All 6 commercial tenants, which include a student learning center for high school students (Think Tank Learning), a medical office, a dog rescue non-profit (Cooper’s Dream Rescue) and a housing startup (HubHaus), are under lease agreements through December 31, 2018, and they all had options to extend for 3 months due to the inconvenience of moving during the holiday season. 5 out of the 6 tenants have already exercised their option to stay through March 31, 2019.

Neighborhood Out-Reach

In our opinion, one of the main reasons for the Story Pole requirement is so that the project neighbors can see what is being proposed. Therefore it is important to note that Luxone LLC scheduled a meeting on June 11, 2018 from 7-9 PM so that the neighbors surrounding the property would have a chance to review the proposal and ask questions or voice their concerns. Invitations were emailed (See Exhibit F) to the rear neighbors (R3 rental apartments) and the side neighbors (See's Candy, Los Altos Square, Whole Foods). None of the neighbors attended this meeting.

A) Public Health and Safety

Due to the fact that this site is still being actively used by 6 tenants who have several hundred clients accessing the property daily, we feel that the installation of the story poles and the requisite guy wires would be a hazard. Even if the parking was not an issue, and clients entered the site by foot, the required guy wires would be hazardous. Someone could easily trip over or run into a guy wire causing them harm or causing the Story Pole to collapse. With one of the tenants being a medical office, and one being a learning center for teenagers, you will have people of all ages accessing the premises.

B) Impaired use of existing structures

According to the Traffic Report there are currently 228 cars going in and out of the parking lots on a daily basis (See Exhibit C). The Story Pole Exception as approved by the City Council would render the parking lots unusable due to the significant number of guy wires used to support the 15 Story Poles (see Exhibit A), some of which would block the driveways. Without a viable Parking Lot solution, the businesses at the premises would be unable to operate.

Story Pole Replacement Plan

Because the Approved Story Pole Exception is not viable without evicting the tenants and closing the premises, we are submitting the concepts below per exceptions 1 and 3 of the Story Pole Policy. We believe these concepts will help the city and the public visualize the massing of the building.

Per exception 1, "Some form of poles and netting and/or on-site physical representation of the project may be required, even if an exception is granted." Based on this, we would be placing story poles at the main corners of the building as close as possible to the actual location of the building corners (See Exhibit D). This includes:

Installing Story Poles No. 7 and 12 at 61'. These poles would be installed as close as possible to the actual locations of the building corners and would be connected with a string and flags. The guy wires for these poles can be kept off of the public sidewalk, the project sidewalk to the front door, and the driveways that access the premises.

Installing Story Poles No. 1 and 3 at 35'. These poles would be installed 5' closer to the rear property line than the actual building corners in order to avoid the crane being used on the adjacent project. These poles would also be connected with a string and flags. These two poles will eliminate 2 parking spaces.

In addition to the 4 main Story Poles, we are proposing the placement of numerous 4'x8' boards on the property (See Exhibit E). The boards would be located at the five main corners of the building. The boards will include images of the building as seen from that location both in elevation and in perspective, as well as a Site / Building Plan showing the location of the boards.

Finally, we would be providing a 3D animation that shows the building massing from a low level walk around and from a high level fly around. These animations will be viewable to the city staff and the public via a link which is provided on each of the 10 large image boards placed on the site.

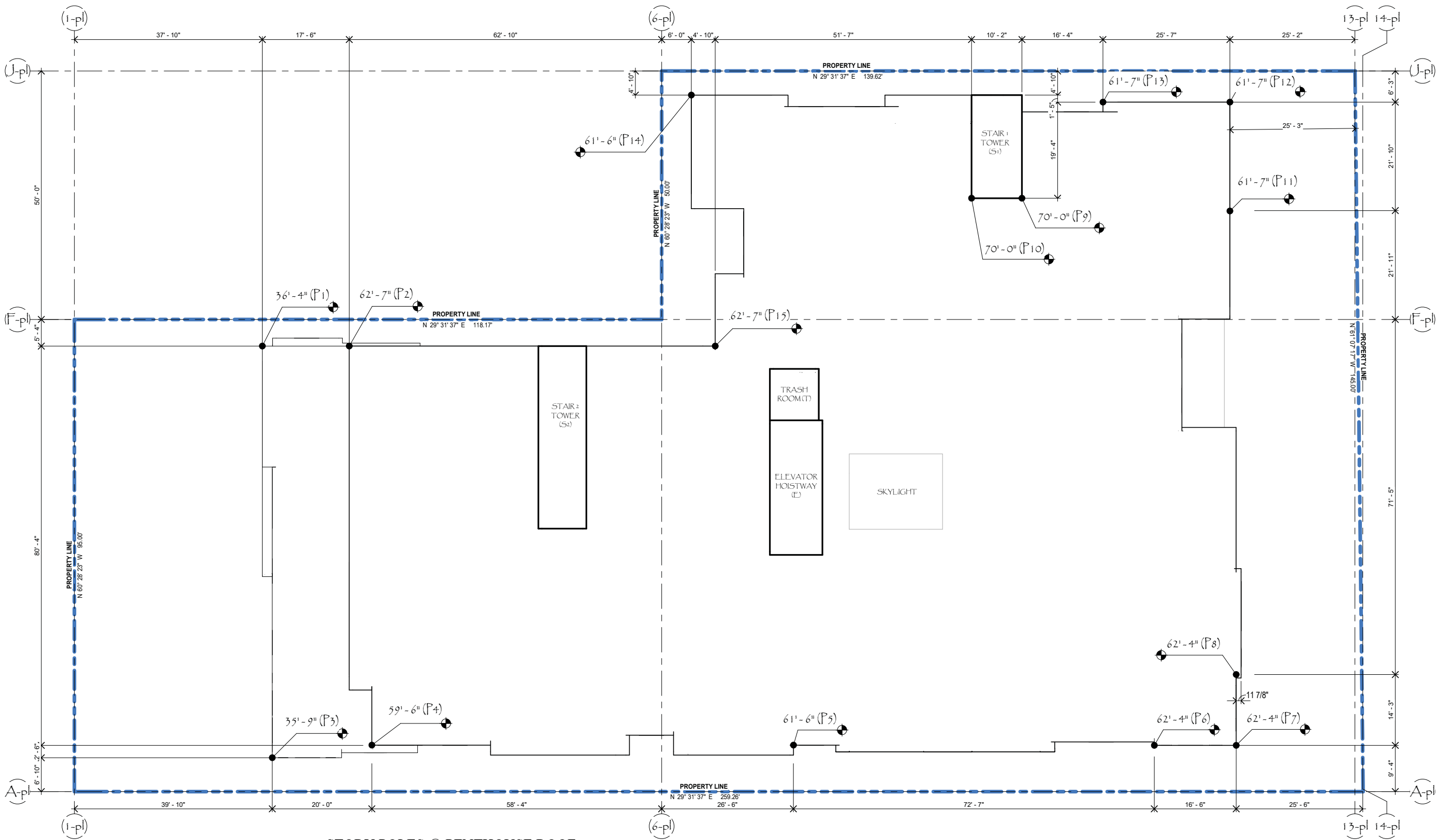
Site Photos



4846 El Camino Real Parking Lot



4856 El Camino Real Parking Lot



LEGEND:
 STORY POLE HEIGHT / TOP OF PARAPET
 STORY POLE LOCATION

1 STORY POLES @ PENTHOUSE ROOF
 SCALE: 1" = 10'-0"

ALTOS ONE
 4846 & 4856 El Camino Real
 Los Altos, CA 94002
 May 11, 2018

LUX ONE LLC
 4856 El Camino Real Suite 100
 Los Altos, CA 94002

Exhibit A

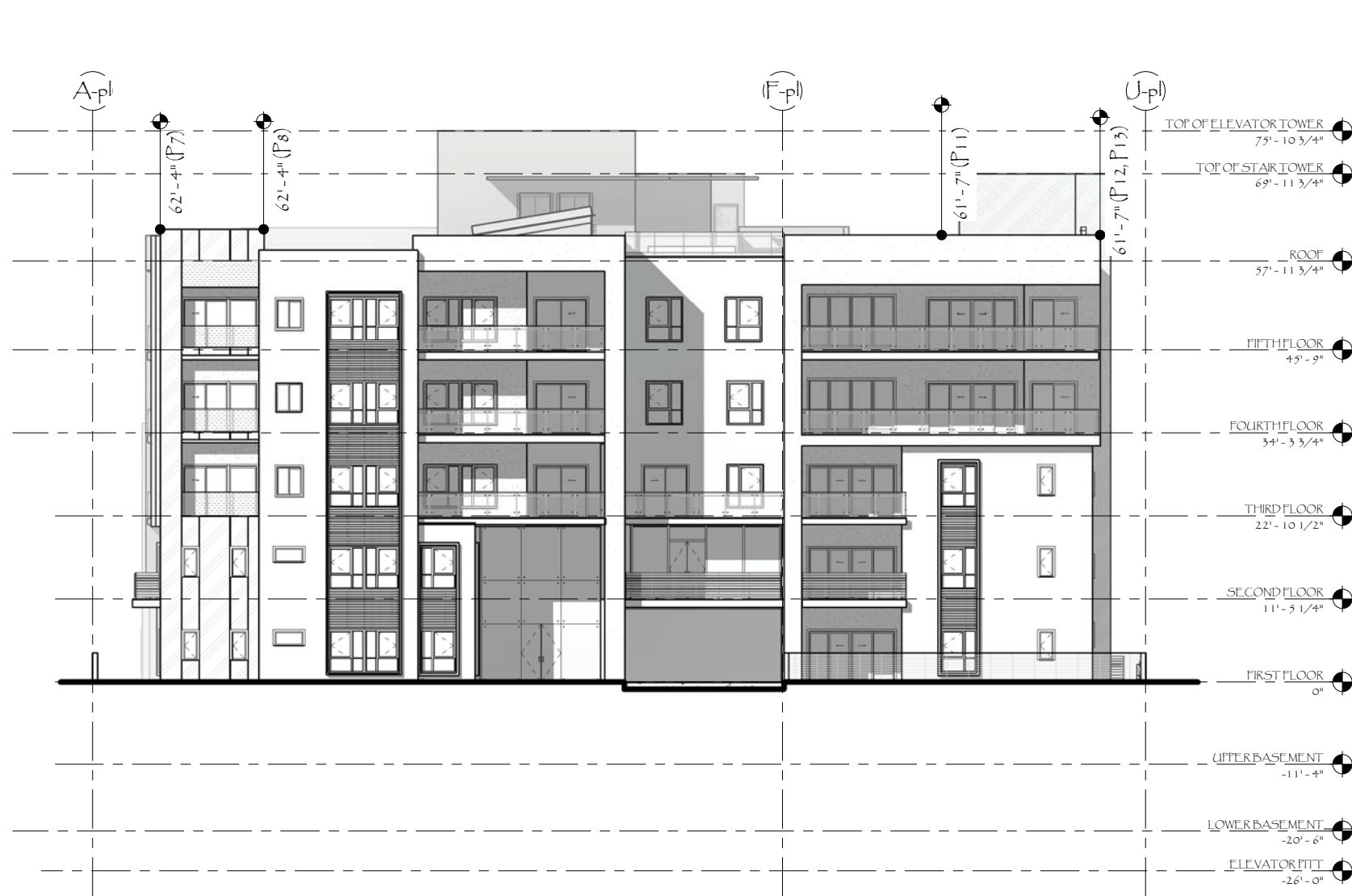
A1
 STORY POLES

3361 Walnut Blvd. Ste. 120, Brentwood, CA 94513
 925.634.7000
 www.strausdesign.com



LEGEND:

-  STORY POLE HEIGHT / TOP OF PARAPET
-  STORY POLE LOCATION



1 EAST ELEVATION
SCALE: 3/32" = 1'-0"



2 WEST ELEVATION
SCALE: 3/32" = 1'-0"

ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA 94002
May 11, 2018

LUX ONE LLC

4856 El Camino Real Suite 100
Los Altos, CA 94002

A2
EAST AND WEST ELEVATIONS

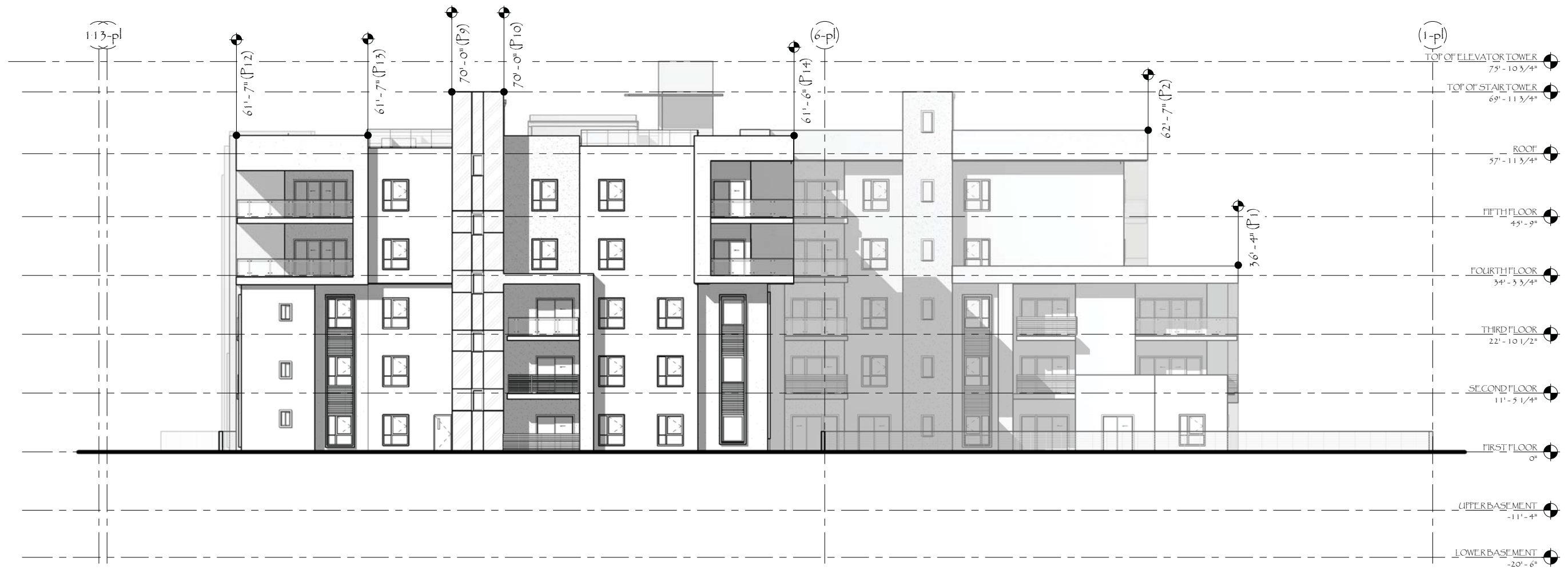
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925.634.7000
www.strausdesign.com



SDG Architects, Inc.

LEGEND:

-  STORY POLE HEIGHT / TOP OF PARAPET
-  STORY POLE LOCATION



1 NORTH ELEVATION
SCALE: 3/32" = 1'-0"

ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA 94002
May 11, 2018

LUX ONE LLC

4856 El Camino Real Suite 100
Los Altos, CA 94002

_A3
NORTH ELEVATION

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SDG Architects, Inc.

LEGEND:

-  STORY POLE HEIGHT / TOP OF PARAPET
-  STORY POLE LOCATION



1 SOUTH ELEVATION
SCALE: 3/32" = 1'-0"

ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA 94002
May 11, 2018

LUX ONE LLC

4856 El Camino Real Suite 100
Los Altos, CA 94002

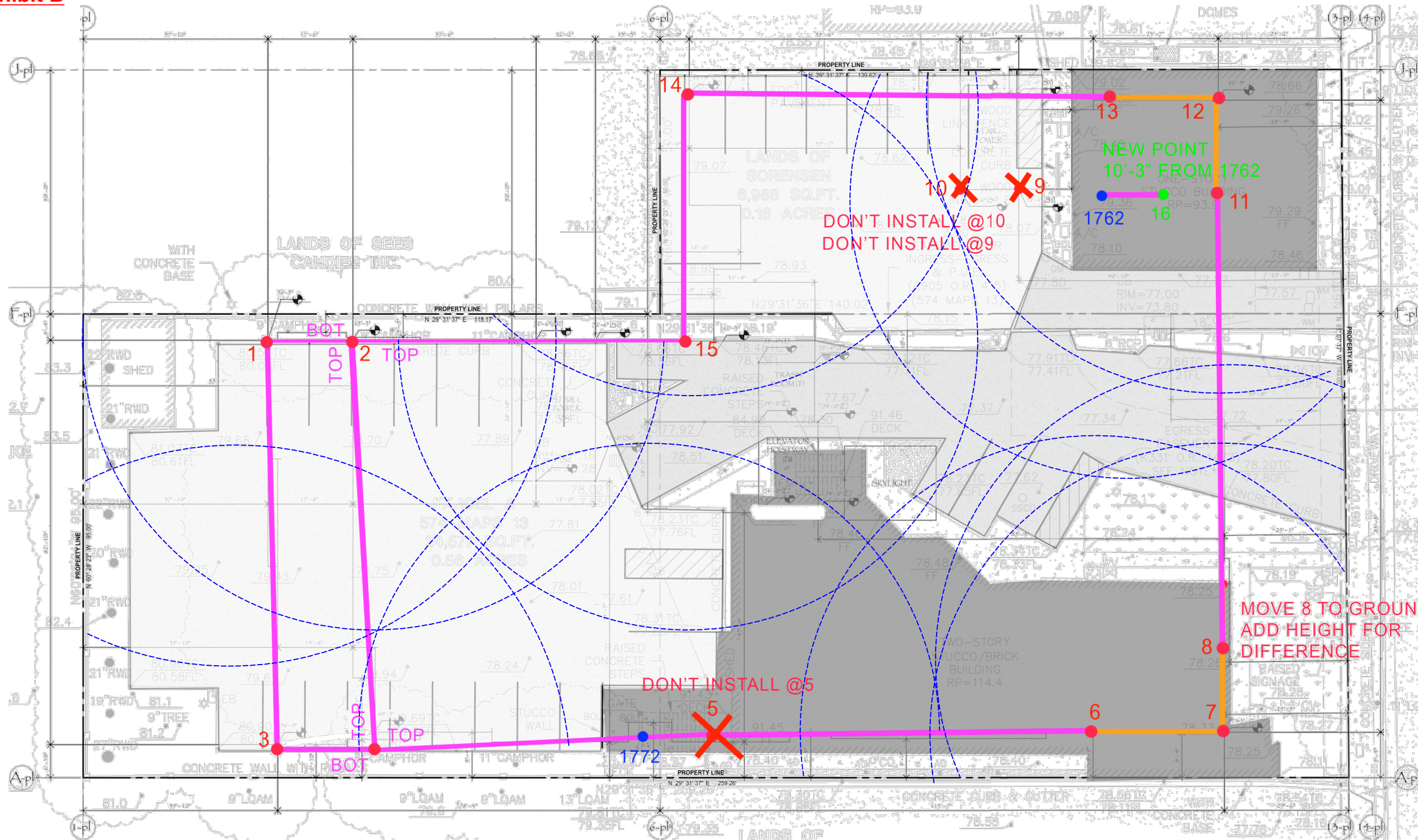
_A4
SOUTH ELEVATION

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SDG Architects, Inc.

Exhibit B



FINISH FLOOR ELEVATIONS	
BASEMENT LOWER LEVEL	-20'-0"
BASEMENT UPPER LEVEL	-11'-0"
LEVEL 1 GROUND FLOOR	0'
LEVEL 3	11'-0"
LEVEL 4	35'-0"
LEVEL 5	75'-0"
ROOF	88'-2 1/2"
ROOF FF	60'-2 1/2"
PENTHOUSE ROOF	71'-0"
TOWER HT.	74'-0"

- LEGEND:**
- STORY POLE HEIGHT / TOP OF PARAPET
 - ELEVATOR HOISTWAY
 - STAIRWAY 1
 - STAIRWAY 2
 - TRASHROOM

FLAG ROPE
24" MESH

① STORY POLES @ PENTHOUSE ROOF PLAN
SCALE: 1" = 10'-0"

ALTOS ONE
4846 & 4856 El Camino Real
Los Altos, CA 94002
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_A1
STORY POLES

3361 Walnut Blvd. Ste. 120, Brentwood, CA 94513
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HEXAGON TRANSPORTATION CONSULTANTS, INC.

May 18, 2018

Mr. Zach Dahl
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

***Subject: Traffic Report for the Proposed Residential Project at 4856 & 4846
El Camino Real, Los Altos***

Dear Mr. Dahl:

Hexagon Transportation Consultants, Inc. has completed this traffic report for the proposed residential project at 4856 & 4846 El Camino Real, Los Altos (see Figure 1). The project is proposing a total of 50 condominium units, including 9 one-bedroom units, 30 two-bedroom units, and 11 three-bedroom units. The project proposes 108 parking spaces.

The project would replace the existing buildings on two different sites: 4856 El Camino Real and 4846 El Camino Real. The existing two-story building at 4856 El Camino Real consists of Fit Theory gym (2,896 square feet) and Bay Area Hyperbaric (1,355 square feet) on the first floor and Think Tank Learning (1,400 square feet) and Pacific Rim Group Sourcing Corporation (1,667 square feet) on the second floor. The existing two unit building at 4846 El Camino Real consists of a startup, Hub Haus (1,000 square feet) in Unit B and Coppers dream pet rescue (1,000 square feet) in Unit A.

A trip generation analysis was conducted for the purpose of identifying the change in traffic due to the proposed development of the site. This study also includes an evaluation of site access and on-site circulation. Trip generation estimates were calculated for the weekday AM and PM peak hours of traffic. The AM peak hour of traffic is generally between 7:00 and 9:00 AM, and the PM peak hour is typically between 4:00 and 6:00 PM. It is during these periods that the most congested traffic conditions occur on an average day.

Project Trip Generation

The magnitude of traffic generated by the project was estimated by multiplying the applicable trip generation rates by the size of the development. The Institute of Transportation Engineers (ITE) manual entitled *Trip Generation, 10th Edition* was used for the analysis. The trip generation rates used for the proposed development are based on the rates published for "Multi-Family Housing -- Mid-Rise" (ITE Code 221). Based on these rates, the proposed project would generate 272 daily trips with 18 trips during the AM peak hour and 22 trips during the PM peak hour (see Table 1).

The magnitude of traffic that is being generated by the existing businesses on the sites was estimated based on trip generation rates published in the Institute of Transportation Engineers (ITE) manual entitled *Trip Generation, 10th Edition* and information provided by existing tenants. As shown in Table 1, the existing uses on site are estimated to generate 228 daily trips with 13 trips during the AM peak hour and 75 trips during the PM peak hour.

After accounting for the trips generated by the existing businesses, the proposed residential project would generate 44 new daily trips with 5 new trips in the AM peak hour and 53 fewer trips in the PM peak hour (see Table 1). Since the proposed project would add fewer than 50 new daily trips, a



full transportation impact analysis would not be required per the Los Altos General Plan's Circulation Element.

Table 1
Trip Generation Estimates for 4856 & 4846 El Camino Real, Los Altos

Land Use	Size	Unit	Daily Rate	Daily Trips	AM Peak Hour			PM Peak Hour				
					Peak Rate	Trips In	Trips Out	Total Trips	Peak Rate	Trips In	Trips Out	Total Trips
<i>Proposed Project</i>												
Residential ¹	50.0	units	5.44	272	0.36	5	13	18	0.44	13	9	22
<i>Existing Uses</i>												
Gym ²	2.896	ksf	24.171	70	1.31	2	2	4	3.45	6	4	10
Office ³	1.667	ksf	16.19	27	1.92	2	1	3	2.45	1	3	4
Medical Office ⁴	1.355	ksf	38.16	52	3.69	4	1	5	3.28	1	3	4
School ⁵	1.400	ksf		56						28	28	56
R&D ⁶	2.000	ksf	11.26	23	0.42	1	0	1	0.49	0	1	1
<i>Total Existing</i>	9.318	ksf		228		9	4	13		36	39	75
Net Project				44		-4	9	5		-23	-30	-53
Notes:												
All rates are from: Institute of Transportation Engineers, <i>Trip Generation, 10th Edition</i>												
1. Land Use Code 221: Multifamily Housing (Mid-Rise) (average rates, expressed in trips per unit)												
2. Land Use Code 492: Health/Fitness Club (average rates, expressed in trips per 1,000 s.f. gross floor area)												
3. Land Use Code 712: Small Office Building (average rates, expressed in trips per 1,000 s.f. gross floor area)												
4. Land Use Code 630: Clinic (average rates, expressed in trips per 1,000 s.f. gross floor area)												
5. Daily trips were estimated based on information provided by Think Tank Learning Facility: maximum 20 students and 8 staff members on a regular weekday; hours of operation: Noon - 8:00PM.												
6. Land Use Code 760: Research and Development Center (average rates, expressed in trips per 1,000 s.f. gross floor area)												

Parking

The proposed project would provide 8 Below Market Rate (BMR) units, which is more than 10 percent of the total number of units. According to the Los Altos Municipal Code Ordinance 14.28.040 (C), the project would be eligible for a density bonus and would be qualified for or a parking requirement alteration. according to the Los Altos Municipal Code, Ordinance 14.28.040 (G), for any development eligible for a density bonus, upon the request of the developer, the city shall not impose a parking requirement, inclusive of handicapped and guest parking, of a development, that exceeds the following requirements:

- i. For zero to one bedroom, one onsite parking space.
- ii. For two to three bedrooms, two onsite parking spaces.
- iii. For four and more bedrooms, two and one-half parking spaces.

According to the city code, the project would require a total of 91 parking spaces (9 for one-bedroom units and 82 for two- and three-bedroom units). The site plan shows a two-level underground parking garage with 108 parking spaces. There would be 40 tandem spaces, 65



regular spaces, and 3 handicapped accessible spaces. Eight of the spaces (1 accessible) would be labeled for visitors. Thus, the parking would meet the City requirement.

Project Site Circulation and Access

The project's site circulation and access were evaluated in accordance with generally accepted traffic engineering standards based on project plans dated May 15, 2018. The project would provide a single two-way driveway onto El Camino Real. Parking would be provided in a two-level basement garage as shown on Figures 2A and 2B. There would be a ramp off of El Camino Real leading to the parking garage and gated at the bottom of the ramp. A description of the various design elements of the site circulation and access is provided below.

Driveway Design. The project driveway on El Camino Real would be approximately 20 feet wide leading in and out of the basement parking garage. This width is adequate for a low-volume, two-way driveway. Because of the median on El Camino Real, only right turns in and out would be possible. The low volume of project traffic would result in only brief delays for exiting vehicles. Outbound vehicle queues would rarely exceed one or two vehicles. Sight distance at the project driveway would be adequate provided (1) the landscaping is kept at a low level within 10 feet of the curb face on El Camino Real and (2) sight distance is not blocked by parked vehicles. Parking should be prohibited on El Camino Real within 10 feet west of the driveway (i.e. looking left for an outbound driver from the project driveway).

Ramp Design. The proposed garage ramps were measured to be 21 feet wide, which meets the minimum width for a two-way drive aisle set forth by the City of Los Altos Zoning Code (14.74.200). The proposed garage ramp is shown to have a maximum slope of 20% with 10% transitions on each side. These dimensions are acceptable. Commonly cited parking publications recommend grades of up to 16% on ramps where no parking is permitted, but grades of up to 20% are cited as acceptable when ramps are covered (i.e. protected from weather) and not used for pedestrian walkways. It should be noted that the vast majority of ramp users will be residents, and thus, will quickly become accustomed to steeper grades.

Garage Design. On each level of the parking garage, there are two sections of parking: to the east of the ramp and to the west of the ramp. On both sides parking would be provided at 90 degrees to the main drive aisle. The drive aisles through the parking garage are shown to be 26 feet wide, which would provide sufficient room for vehicles to enter or back out of the 90-degree parking stalls, including the tandem stalls. Site access and circulation were evaluated using AutoTurn with vehicle turning movement templates for a typical AASHTO Passenger Car defined in AASHTO handbook 2011. Some examples of this type of vehicles are: 2018 Cadillac Escalade, 2018 GMC Yukon, 2018 Chevrolet Suburban, 2018 Ford Expedition, and 2018 Toyota Sequoia. The turning template check shows that large passenger vehicles would be able to access, circulate, and exit the garage without operational issues. The turning template check also indicates that vehicles would be able to access and exit from the parking spaces at the end of the drive aisle that are adjacent to the rear basement walls on each level without operational issues (see Figures 2A and 2B).

The plan shows guest parking spaces to the east of the garage ramp on the upper level of the garage. There should be signage directing guests to these parking spaces. The guest parking area has dead-end aisles, but they are very short, so motorists would be able to



see if there were any available spaces. Guests finding no available spaces would be able to exit the parking garage relatively easily. The resident parking area also has dead-end aisles, but residents would be familiar with the garage operations and would know where to find available spaces. There are some places in the upper level of the garage where visibility would be limited where the ramps and aisles turn corners. Vehicles parked on the parking spaces located opposite the entrance to the lower level ramp would need to be careful and pay attention to vehicles driving towards the ramps when backing out of those spaces. Hexagon recommends that convex mirrors be placed at all locations in the garage where visibility is limited.

Access to El Camino Real. Outbound at the project driveway on El Camino Real, the low volume of project traffic would result in brief delays for vehicles. Outbound vehicle queues would rarely exceed one or two vehicles. Sight distance at the project driveway would be adequate provided (1) the landscaping is low level within 10 feet of the curb face on El Camino Real (the height of the planned landscaping is not shown) and (2) it is not blocked by parked vehicles. Parking should be prohibited on El Camino Real within 10 feet west of the driveway (i.e. looking left for an outbound driver from the project driveway).

Truck Access. A 10' x 25' loading space is shown adjacent to the project driveway. This meets the City's minimum requirement for a loading area. Hexagon checked the turning radius with vehicle turning movement templates, and the results show that a small delivery truck (25 feet in length) would be able to back into and exit from the loading area. Figures 3 and 4 show potential turning paths created using AutoTurn with vehicle turning movement templates for a typical AASHTO vehicle.

Hexagon also checked other potential locations for the loading zone. Having a loading space perpendicular to El Camino Real or on the other side of the driveway would allow vehicles direct head-in access to the loading area from the right lane of El Camino Real. However, vehicles would have to back out onto El Camino Real or would block the pedestrian path. Therefore, either of these two choices are not better solutions compared to the current layout.

As an alternative option, a larger loading space could be provided either adjacent to the driveway or on the street along El Camino Real. According to the project applicant, dumpsters would be staged on-site and would be pulled out by the garbage company.

Bike Parking. The Valley Transportation Authority (VTA) provides guidelines for bike parking in its publication *Bike Technical Guidelines*. Class I spaces are defined as spaces that protect the entire bike and its components from theft, such as in a secure designated room or a bike locker. Class II spaces provide an opportunity to secure at least one wheel and the frame using a lock, such as bike racks. For multi-family dwelling units, VTA recommends one Class I space per three dwelling units and one Class II space per 15 dwelling units. For the proposed project, this would equate to 17 Class I spaces and 4 Class II spaces. The project site plan shows a bicycle room under the garage ramp that would accommodate 10 bicycle lockers and 16 bike racks. The project also proposes to provide 19 bike lockers under the stairs near the tandem parking areas and 4 bike racks at street level near the front entrance.

Pedestrian Access. The project would provide a paved walkway between the existing sidewalk on El Camino Real and the building entrance.



Generally, the design of the project site circulation and access is consistent with urban design practices. The presence of the garage ramp, short onsite drive aisles, and “confined” feel of the parking garage would serve to keep vehicles operating at very low speeds. In addition, the low traffic volume onsite, one trip every two minutes, means that the frequency of vehicle conflicts would be relatively low.

Conclusions

This analysis produced the following conclusions:

- Relative to the existing use, the project would generate 44 new daily trips, including 5 new trips during the AM peak hour and 53 fewer trips during the PM peak hour. The amount of additional traffic generated would be low, and the impact on the greater transportation network would be negligible.
- The project meets the city requirements for the number of parking spaces.
- Commonly cited parking publications recommend grades of up to 16% on ramps where no parking is permitted, but grades of up to 20% are cited as acceptable under conditions that are present here. The grade of the garage access ramp is acceptable.
- The proposed plan shows good circulation through the two levels of the garage. The drive aisle is shown to be 26 feet wide and would provide sufficient room for vehicles to back out of the 90-degree parking stalls including the tandem stalls. The vehicle turning paths are constrained by the inner wall of the ramp at both ends under the current design. Hexagon recommends the design be revised to move back the wall to provide enough spaces for vehicles to make turns to and from the ramps.
- There are some places in the garage where visibility would be limited. . Hexagon recommends that convex mirrors be placed at all locations in the garage where visibility is limited.
- Outbound at the project driveway on El Camino Real, the low volume of traffic would result in brief delays and short vehicle queues. Sight distance at the project driveway would be adequate provided (1) the landscaping is kept at a low level within 10 feet of the curb face on El Camino Real and (2) sight distance is not blocked by parked vehicles. Parking should be prohibited on El Camino Real within 10 feet west of the driveway.
- The project would exceed the bike parking standards recommended by VTA.

Sincerely,

HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary K. Black
President

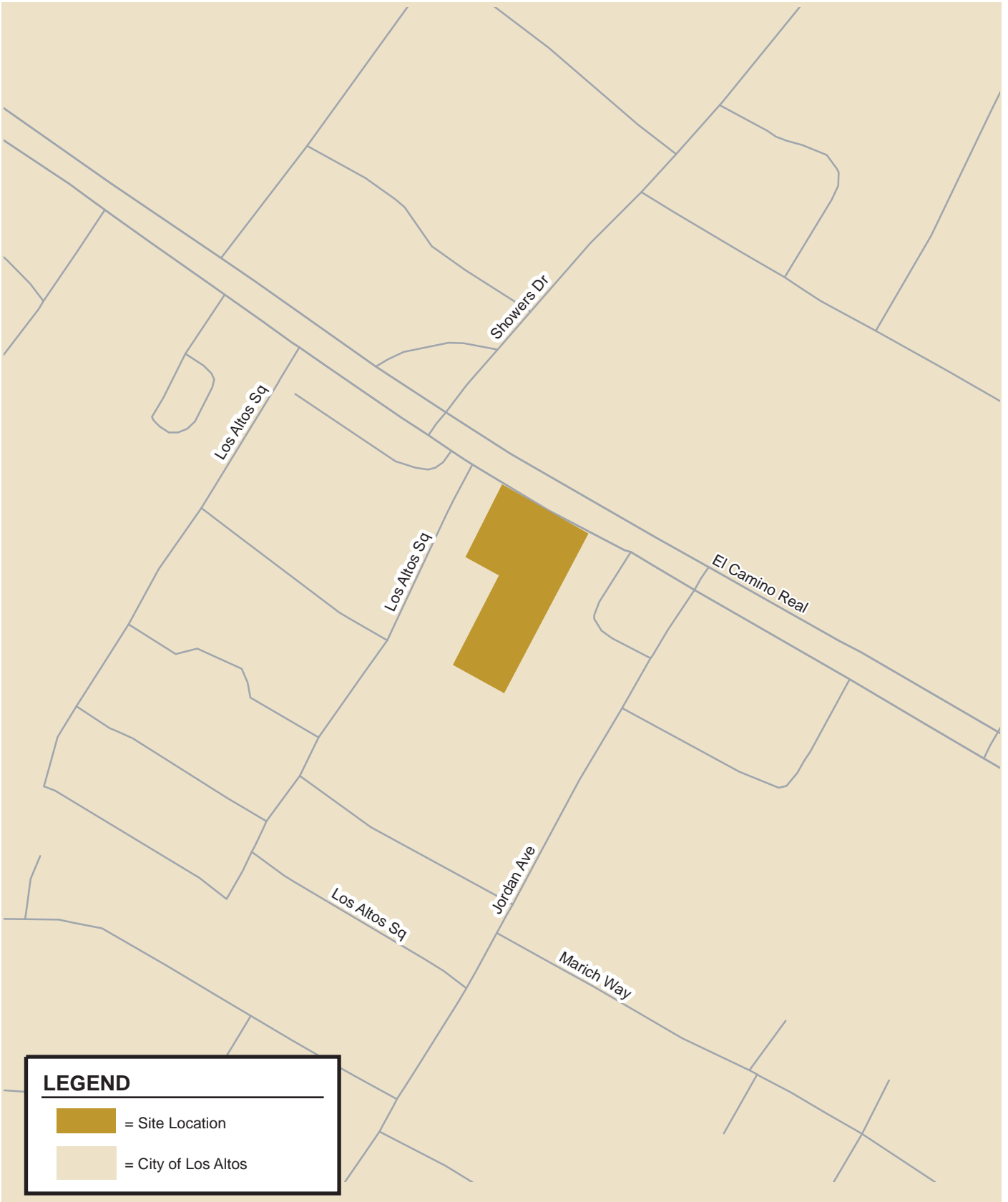


Figure 1
Site Location

BUILDING EXIT ANALYSIS PLAN

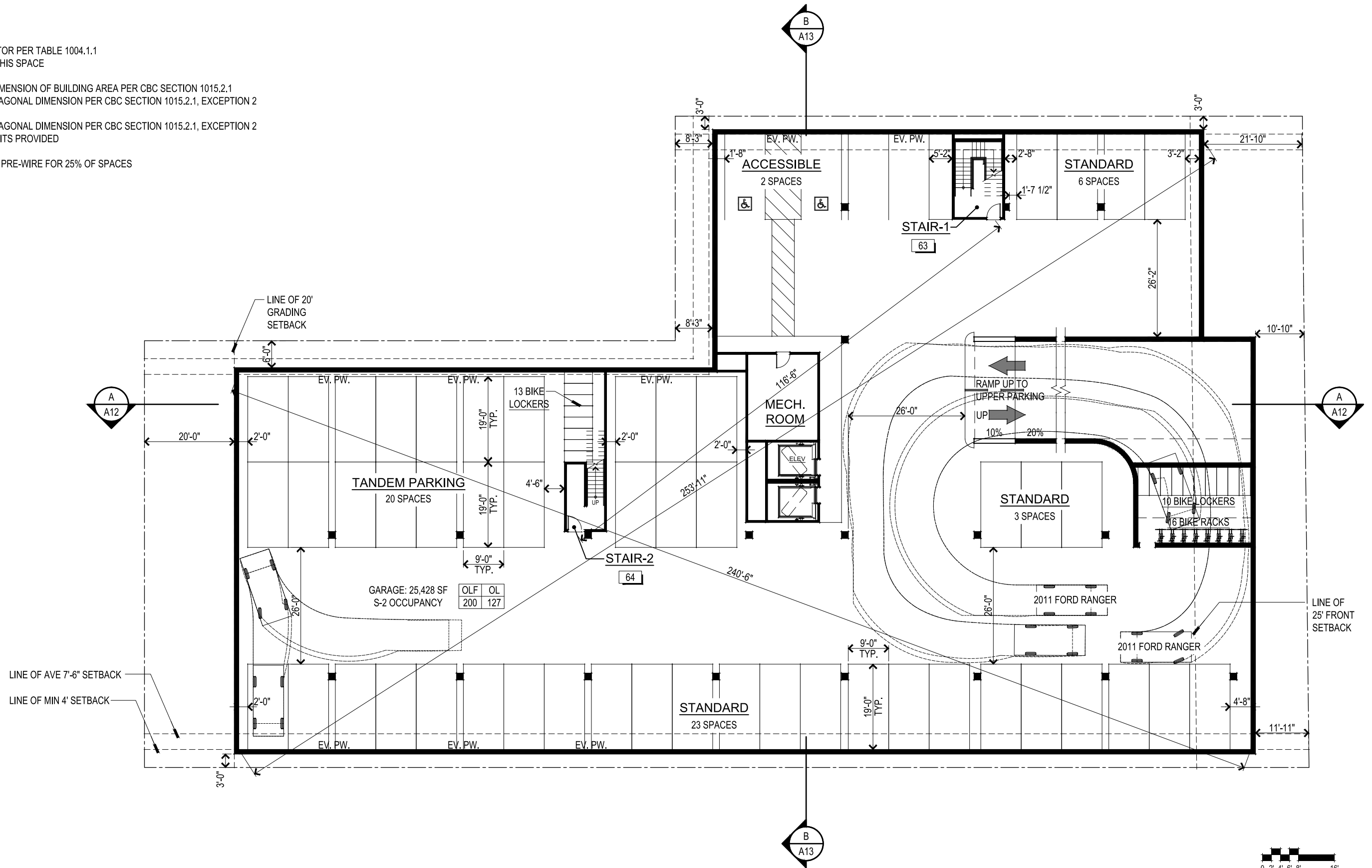
25 OCCUPANCY EXITING LOAD

OLF	OL	OLF = OCCUPANT LOAD FACTOR PER TABLE 1004.1.1
200	127	OL = OCCUPANT LOAD FOR THIS SPACE

MD	1/3	MD = MAXIMUM DIAGONAL DIMENSION OF BUILDING AREA PER CBC SECTION 1015.2.1
253'	84'	1/3 = 1/3 OF THE MAXIMUM DIAGONAL DIMENSION PER CBC SECTION 1015.2.1, EXCEPTION 2

1/3	DE	1/3 = 1/3 OF THE MAXIMUM DIAGONAL DIMENSION PER CBC SECTION 1015.2.1, EXCEPTION 2
28'	85'	DE = DISTANCE BETWEEN EXITS PROVIDED

EV. PW. PROVIDE ELECTRIC VEHICLE PRE-WIRE FOR 25% OF SPACES



ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA
May 15, 2018

LUXONE LLC

572 Chimalus Dr.
Palo Alto, CA 94306

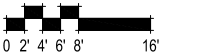


Figure 2A
LOWER LEVEL BASEMENT FLOOR PLAN

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925.634.7000
www.strausdesign.com



SDG Architects, Inc.

BUILDING EXIT ANALYSIS PLAN

25 OCCUPANCY EXITING LOAD

OLF	OL	OLF = OCCUPANT LOAD FACTOR PER TABLE 1004.1.1
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28'	85'	DE = DISTANCE BETWEEN EXITS PROVIDED

EV. PW. PROVIDE ELECTRIC VEHICLE PRE-WIRE FOR 25% OF SPACES

PARKING STANDARDS

- PARKING STANDARDS (PER LAMC 14.28.040 SECTION G2)

REQUIRED SPACES

1 SPACE PER 1 BEDROOM UNIT:	9 SPACES
2 SPACES PER 2+ BEDROOM UNIT:	82 SPACES
TOTAL REQUIRED:	91 SPACES

INCLUDES GUEST AND HANDICAPPED SPACES

PROVIDED SPACES

TANDEM PARKING:	40 SPACES
STANDARD PARKING:	65 SPACES
ACCESSIBLE PARKING:	3 SPACES
TOTAL PROVIDED:	108 SPACES

TRASH MANAGEMENT PLAN

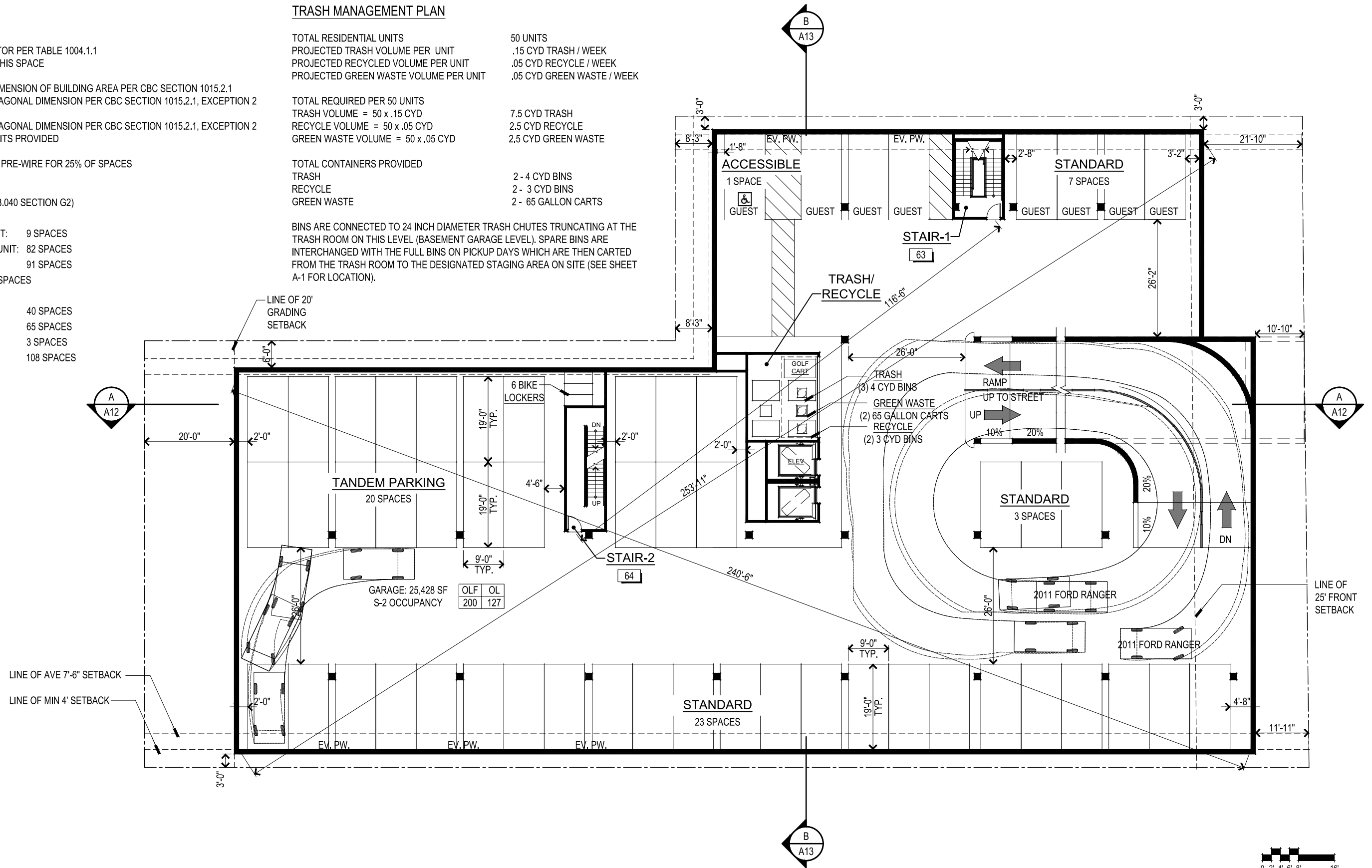
TOTAL RESIDENTIAL UNITS	50 UNITS
PROJECTED TRASH VOLUME PER UNIT	.15 CYD TRASH / WEEK
PROJECTED RECYCLED VOLUME PER UNIT	.05 CYD RECYCLE / WEEK
PROJECTED GREEN WASTE VOLUME PER UNIT	.05 CYD GREEN WASTE / WEEK

TOTAL REQUIRED PER 50 UNITS	
TRASH VOLUME = 50 x .15 CYD	7.5 CYD TRASH
RECYCLE VOLUME = 50 x .05 CYD	2.5 CYD RECYCLE
GREEN WASTE VOLUME = 50 x .05 CYD	2.5 CYD GREEN WASTE

TOTAL CONTAINERS PROVIDED

TRASH	2 - 4 CYD BINS
RECYCLE	2 - 3 CYD BINS
GREEN WASTE	2 - 65 GALLON CARTS

BINS ARE CONNECTED TO 24 INCH DIAMETER TRASH CHUTES TRUNCATING AT THE TRASH ROOM ON THIS LEVEL (BASEMENT GARAGE LEVEL). SPARE BINS ARE INTERCHANGED WITH THE FULL BINS ON PICKUP DAYS WHICH ARE THEN CARTED FROM THE TRASH ROOM TO THE DESIGNATED STAGING AREA ON SITE (SEE SHEET A-1 FOR LOCATION).



ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA
May 15, 2018

LUXONE LLC

572 Chimalus Dr.
Palo Alto, CA 94306

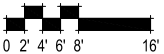


Figure 2B
UPPER LEVEL BASEMENT FLOOR PLAN

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SDG Architects, Inc.

BUILDING EXIT ANALYSIS PLAN

25 OCCUPANCY EXITING LOAD

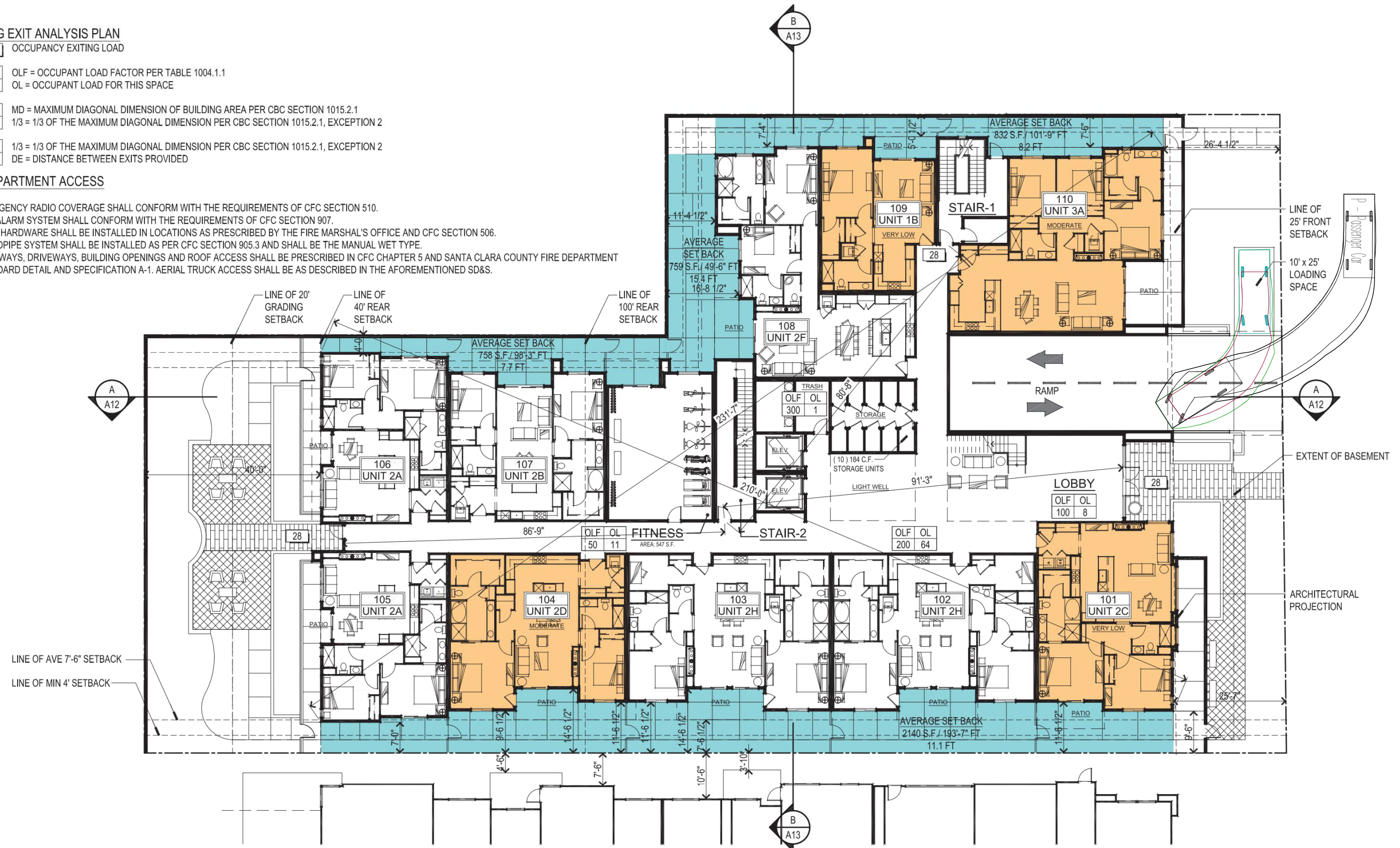
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200 32 OL = OCCUPANT LOAD FOR THIS SPACE

MD 1/3 MD = MAXIMUM DIAGONAL DIMENSION OF BUILDING AREA PER CBC SECTION 1015.2.1
232' 77" 1/3 = 1/3 OF THE MAXIMUM DIAGONAL DIMENSION PER CBC SECTION 1015.2.1, EXCEPTION 2

1/3 DE 1/3 = 1/3 OF THE MAXIMUM DIAGONAL DIMENSION PER CBC SECTION 1015.2.1, EXCEPTION 2
77' 80" DE = DISTANCE BETWEEN EXITS PROVIDED

FIRE DEPARTMENT ACCESS

- EMERGENCY RADIO COVERAGE SHALL CONFORM WITH THE REQUIREMENTS OF CFC SECTION 510.
- FIRE ALARM SYSTEM SHALL CONFORM WITH THE REQUIREMENTS OF CFC SECTION 907.
- KNOX HARDWARE SHALL BE INSTALLED IN LOCATIONS AS PRESCRIBED BY THE FIRE MARSHAL'S OFFICE AND CFC SECTION 506.
- STANDPIPE SYSTEM SHALL BE INSTALLED AS PER CFC SECTION 905.3 AND SHALL BE THE MANUAL WET TYPE.
- ROADWAYS, DRIVEWAYS, BUILDING OPENINGS AND ROOF ACCESS SHALL BE PRESCRIBED IN CFC CHAPTER 5 AND SANTA CLARA COUNTY FIRE DEPARTMENT STANDARD DETAIL AND SPECIFICATION A-1. AERIAL TRUCK ACCESS SHALL BE AS DESCRIBED IN THE AFOREMENTIONED SD&S.



ALTOS ONE
4846 & 4856 El Camino Real
Los Altos, CA
March 05, 2018

LUXONE LLC
4856 El Camino Real Suite 100
Los Altos, CA 94002

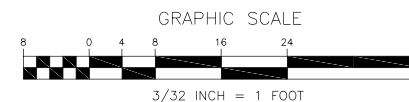


Figure 3
TURNING PATH
(BACK INTO THE LOADING ZONE
FROM THE DRIVEWAY)

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925.634.7000
www.strausdesign.com



BUILDING EXIT ANALYSIS PLAN

25 OCCUPANCY EXITING LOAD

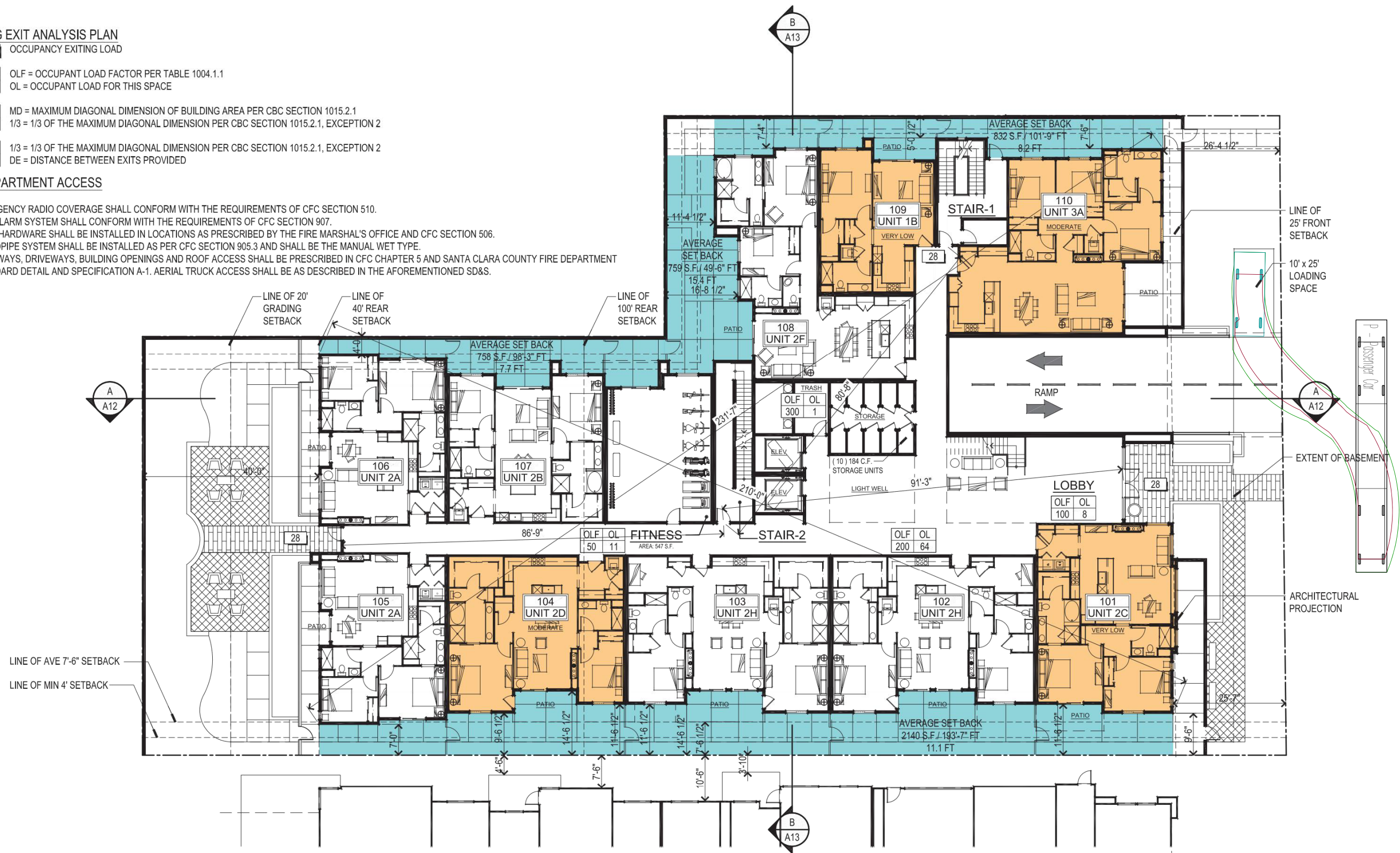
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1/3 DE 1/3 = 1/3 OF THE MAXIMUM DIAGONAL DIMENSION PER CBC SECTION 1015.2.1, EXCEPTION 2
77' 80" DE = DISTANCE BETWEEN EXITS PROVIDED

FIRE DEPARTMENT ACCESS

1. EMERGENCY RADIO COVERAGE SHALL CONFORM WITH THE REQUIREMENTS OF CFC SECTION 510.
2. FIRE ALARM SYSTEM SHALL CONFORM WITH THE REQUIREMENTS OF CFC SECTION 907.
3. KNOX HARDWARE SHALL BE INSTALLED IN LOCATIONS AS PRESCRIBED BY THE FIRE MARSHAL'S OFFICE AND CFC SECTION 506.
4. STANDPIPE SYSTEM SHALL BE INSTALLED AS PER CFC SECTION 905.3 AND SHALL BE THE MANUAL WET TYPE.
5. ROADWAYS, DRIVEWAYS, BUILDING OPENINGS AND ROOF ACCESS SHALL BE PRESCRIBED IN CFC CHAPTER 5 AND SANTA CLARA COUNTY FIRE DEPARTMENT STANDARD DETAIL AND SPECIFICATION A-1. AERIAL TRUCK ACCESS SHALL BE AS DESCRIBED IN THE AFOREMENTIONED SD&S.



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4856 El Camino Real Suite 100
Los Altos, CA 94002

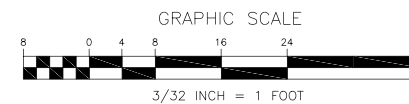
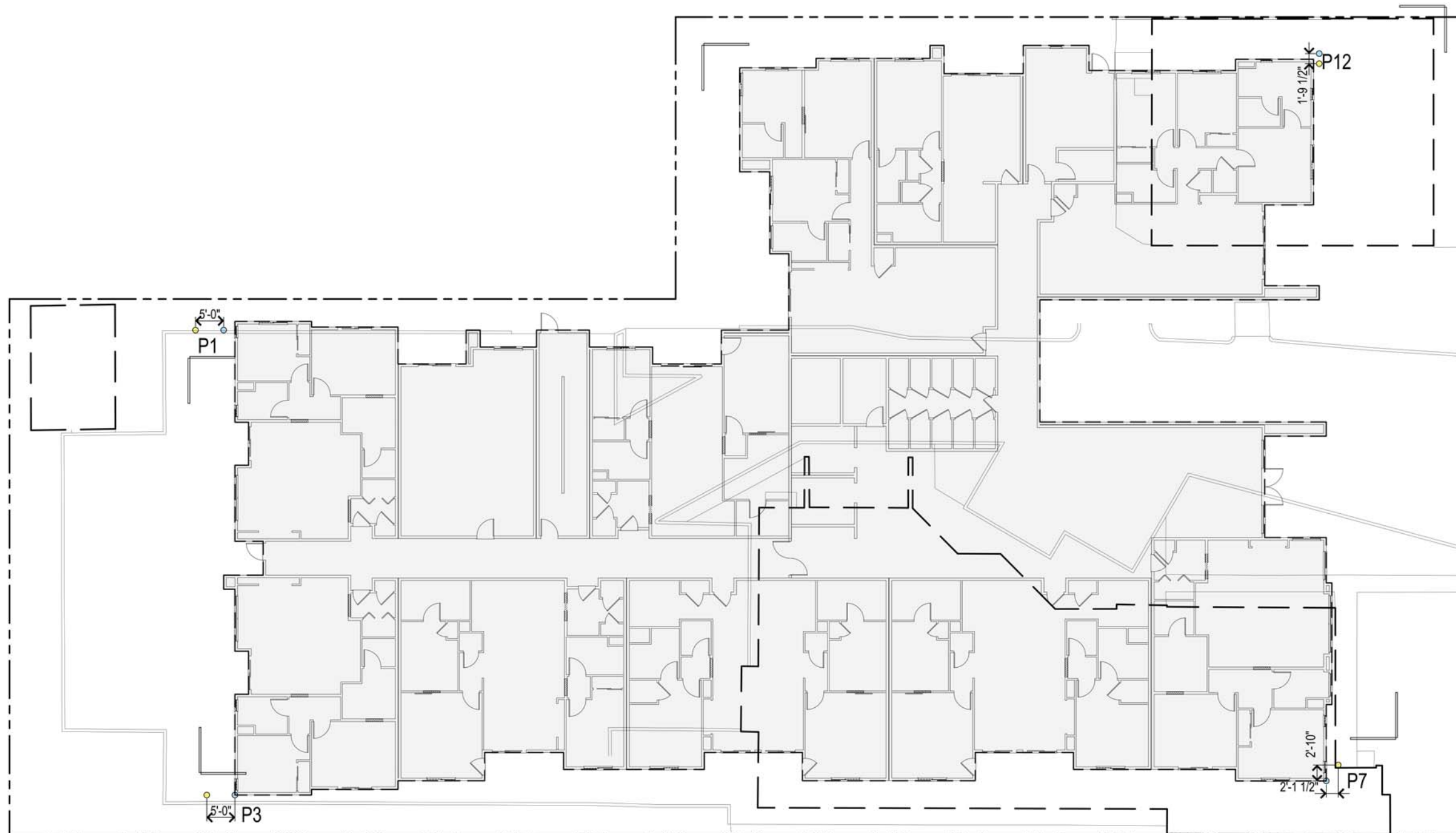


Figure 4
TURNING PATH
(BACK INTO THE LOADING ZONE FROM ECR)

3361 Walnut Blvd, Suite 120 Brentwood, CA 94513
925.634.7000
www.strausdesign.com





EL CAMINO REAL

- PROPERTY LINE
- EXISTING BUILDING
- └┐ CORNER BOARDS TYPICAL
- ACTUAL BUILDING CORNER
- STORY POLE LOCATION

ALTOS ONE
 4846 & 4856 El Camino Real
 Los Altos, CA
 May 15, 2018

LUXONE LLC
 572 Chimalus Dr.
 Palo Alto, CA 94306



A1
 EXHIBIT D

EXHIBIT D

3361 Walnut Blvd. Suite 120 Brentwood, CA 94513
 925.634.7000
 www.strausdesign.com



SDG Architects, Inc.

R:\SDG Cal Projects\979156_Near_CockVM_SherwinMSC_A1 Exhibit D.dwg, 6/20/2018 3:38:27 PM, p7xshd

LEGEND:

-  STORY POLE HEIGHT / TOP OF PARAPET
-  (P•) STORY POLE LOCATION



2 EAST ELEVATION
SCALE: 3/32" = 1'-0"



1 WEST ELEVATION
SCALE: 3/32" = 1'-0"

ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA 94002
June 20, 2018

LUX ONE LLC

4856 El Camino Real Suite 100
Los Altos, CA 94002

**_A2
EAST AND WEST ELEVATIONS**

3361 Walnut Blvd. Ste. 120, Brentwood, CA 94513
925.634.7000
www.straussdesign.com



SDG Architects, Inc.

LEGEND:

-  STORY POLE HEIGHT / TOP OF PARAPET
-  STORY POLE LOCATION



1 NORTH ELEVATION
SCALE: 3/32" = 1'-0"

ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA 94002
June 20, 2018

LUX ONE LLC

4856 El Camino Real Suite 100
Los Altos, CA 94002



LEGEND:

-  STORY POLE HEIGHT / TOP OF PARAPET
-  STORY POLE LOCATION



1 SOUTH ELEVATION
SCALE: 3/32" = 1'-0"

ALTOS ONE

4846 & 4856 El Camino Real
Los Altos, CA 94002
June 20, 2018

LUX ONE LLC

4856 El Camino Real Suite 100
Los Altos, CA 94002



LUXONE LLC

572 Chimalus Dr.
Palo Alto, CA 94306

4846 & 4856 EL CAMINO REAL ALTOS ONE



FOR MORE INFORMATION

[HTTPS://STRAUSSDESIGN.SHAREFILE.COM/D-S344021878DC485AA](https://straussdesign.sharefile.com/D-S344021878DC485AA)

SDG Architects, Inc.
3361 Walnut Blvd. Suite 120
Brentwood, CA 94513
925.634.7000 | straussdesign.com



EXHIBIT E

Exhibit F

From: Nathan Ho nho@svlg.org
Subject: Support Letter: Altos One
Date: Jun 13, 2018 at 3:42:30 PM
To: Mircea V mircea27v@gmail.com

Hi Mircea,

Thanks for being so patient. Please find attached a letter of support from the Leadership Group for the Altos One project.

We're pleased to support this high-density project along El Camino Real and would be happy to rework this letter for the Council if/when Planning Commission moves it forward.

Best,

Nathan

Nathan Ho
Senior Director, Housing & Community Development
Silicon Valley Leadership Group
(408) 501-7859 office
nho@svlg.org

pdf

SV Leaders...2 2018.pdf

456 KB

2001 Gateway Place, Suite 101E
San Jose, California 95110
(408)501-7864 svlg.org

CARL GUARDINO
President & CEO

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Western Digital Corporation
JAMES GUTIERREZ, Vice Chair
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SVB Financial Group
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RAMI BRANITZKY
Sapphire Ventures
GARY BRIGGS
Facebook
KEVIN COLLINS
Accenture
LISA DANIELS
KPMG
CHRISTOPHER DAWES
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Children's Hospital Stanford
JENNY DEARBORN
SAP
MICHAEL ENGH, S.J.
Santa Clara University
TOM FALLON
Inflira
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Comcast
KEN GOLDMAN
Hillspire
DOUG GRAHAM
Lockheed Martin
LAURA GUIDI
IBM
STEFAN HECK
Nauto
ERIC HOUSER
Wells Fargo Bank
AIDAN HUGHES
ARUP
JEFFREY JOHNSON
San Francisco Chronicle
TOM KEMP
Centrify
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McKinsey & Company
JOHN LEDEK
BD Biosciences
ENRIQUE LORES
HP Inc.
MATT MAHAN
Bigade
TARKAN MANER
Nexenta
KEN MCNEELY
AT&T
BEN MINICUCCI
Alaska Airlines
KEVIN MURAI
Symantec
MARY PAPAIZIAN
San Jose State University
JES PEDERSEN
Webcor Builders
ANDY PIERCE
Stryker Endoscopy
KIM POLESE
ClearStreet
RYAN POPPLE
Proterra
RUDY REYES
Verizon
BILL RUH
GE
SHARON RYAN
Bay Area News Group
RON SEGE
Echelon
DARREN SHELLOV
Johnson & Johnson
JEFF THOMAS
Nasdaq
JED YORK
San Francisco 49ers
Established in 1978 by
David Packard

June 12, 2018

Chair Phoebe Bressack and Members of the Planning Commission
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

**RE: July 5, 2018 Planning Commission Meeting
Altos One Residential Development, 4846-4856 El Camino Real**

Dear Chair Bressack and Honorable Members of the Planning Commission,

On behalf of the Silicon Valley Leadership Group, I express our support for the proposed 50 for-sale condominiums of the Altos One residential development. Appropriately high-density housing along the transit-rich El Camino Real is exactly where we should be building housing that leverages the significant investment in our transportation systems and transit corridors.

The Silicon Valley Leadership Group, founded in 1978 by David Packard of Hewlett-Packard, represents more than 375 of Silicon Valley's most respected employers on issues, programs and campaigns that affect the economic quality of life in Silicon Valley.

California and especially the Bay Area are currently experiencing a grave housing shortage that deeply threatens our innovation economy. Our companies are struggling to attract and keep employees at all levels because of the cost of housing. We need to construct more homes of all types and for all Californians so that our region, our workers, and their families can prosper and thrive.

We applaud the City of Los Altos for doing its part to provide homes and to continue building new housing. Because of the height and density of this development, we encourage the developer to work closely with the surrounding community and building owners to respond to any concerns without the loss of any of the proposed housing amount. We are excited for this high-density project that should be developed in partnership with the community in the hopes that this is not the last high-density development along El Camino Real.

The Leadership Group is committed to increasing the housing supply in our Valley and Bay Area, and we proudly support proposed residential developments like the one before you.

Sincerely,

Carl Guardino
President & CEO
Silicon Valley Leadership Group

From: Mircea V mircea27v@gmail.com
Subject: 4846/4856 El Camino Real Condominium Development - Meeting
with neighbours - Monday June 11th 7-9PM
Date: May 31, 2018 at 12:16:39 PM
To: dominic@ferrari-management.com

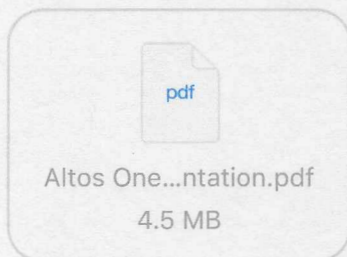
Dominic,

My name is Mircea and I am the property owner of the 4846&4856 El Camino Real, Los Altos. We spoke in the past. As I understand you represent the management company that services Los Altos Square property behind Whole Foods store.

I am currently in the entitlement process with City of Los Altos on a proposal to develop a project for 50 condominium units. My goal is to reach out to my neighbors and receive their feedback. My architect and I will be present at this meeting to answer any questions. Please help me and share those information with Los Altos Square HOA board and all their residents. If there are any questions please feel free to contact me directly at [650-996-1114](tel:650-996-1114).

Meeting time/place: **Monday, June 11th 7-9 PM at 4856 El Camino Real Unit A, Los Altos, CA, 94022. Unit A is the Fit Theory gym on first floor. Parking in the rear at 4856 El Camino Real building.**

Thanks
Mircea



From: Mircea V mircea27v@gmail.com
Subject: 4846/4856 El Camino Real Condominium Development - Meeting
with neighbours - Monday June 11th 7-9PM
Date: May 31, 2018 at 12:23:54 PM
To: Joni Jew jjew@sees.com

Hi Joni,

As part of our outreach program with all neighbors I would like to give you an update (see attached presentation) on where we stand on my development next to See's Candy and also invite you or your company representative to come to our neighbor meeting to provide me and my architect with comments/feedback on our development and for us to answer any questions that you might have. I would like to thank you for always being prompt and flexible with our consultant needs.

Meeting time/place: **Monday, June 11th 7-9 PM at 4856 El Camino Real Unit A, Los Altos, CA, 94022. Unit A is the Fit Theory gym on first floor. Parking in the rear at 4856 El Camino Real building.**

Thanks
Mircea

[650-996-1114](tel:650-996-1114)

Tap to Download

Altos One...ntation.pdf

4.5 MB

From: Jew, Joni jjew@sees.com
Subject: RE: [External] 4846/4856 El Camino Real Condominium
Development - Meeting with neighbours - Monday June 11th
7-9PM
Date: May 31, 2018 at 1:43:23 PM
To: Mircea V mircea27v@gmail.com

Thank you Mircea.

From: Mircea V [mailto:mircea27v@gmail.com]
Sent: Thursday, May 31, 2018 12:24 PM
To: Jew, Joni
Subject: [External] 4846/4856 El Camino Real Condominium Development - Meeting with neighbours - Monday June 11th 7-9PM

Hi Joni,

As part of our outreach program with all neighbors I would like to give you an update (see attached presentation) on where we stand on my development next to See's Candy and also invite you or your company representative to come to our neighbor meeting to provide me and my architect with comments/feedback on our development and for us to answer any questions that you might have. I would like to thank you for always being prompt and flexible with our consultant needs.

Meeting time/place: **Monday, June 11th 7-9 PM at 4856 El Camino Real Unit A, Los Altos, CA, 94022. Unit A is the Fit Theory gym on first floor. Parking in the rear at 4856 El Camino Real building.**

Thanks
Mircea

[650-996-1114](tel:650-996-1114)

From: Mircea V mircea27v@gmail.com
Subject: 4846/4856 El Camino Real Condominium Development - Meeting
with neighbours - Monday June 11th 7-9PM
Date: May 31, 2018 at 12:18:01 PM
To: jperla@spiekercompanies.com

Mr. Perla,

My name is Mircea and I am the property owner of the 4846&4856 El Camino Real, Los Altos. We just spoke over the phone this AM and I understand that you are the property manager for 848 Jordan Ave which is the property behind my property.

I am currently in the entitlement process with City of Los Altos on a proposal to develop a project for 50 condominium units. My goal is to reach out to my neighbors and receive their feedback. My architect and I will be present at this meeting to answer any questions. Please help me and share those information with all residents. If there are any questions please feel free to contact me directly at [650-996-1114](tel:650-996-1114).

Meeting time/place: **Monday, June 11th 7-9 PM at 4856 El Camino Real Unit A, Los Altos, CA, 94022.** Unit A is the Fit Theory gym on first floor. Parking in the rear at 4856 El Camino Real building.

Thanks
Mircea

Tap to Download

Altos One...ntation.pdf

4.5 MB

From: Gail Ewing ewinggail@gmail.com
Subject: Meeting 4856 El Camino
Date: Jun 11, 2018 at 4:02:30 PM
To: Mircea V mircea27v@gmail.com

Mircea,

I sorry to let you know that I will not be able to be at the meeting tonight. My son suddenly took ill and I need visit him in the hospital, he is expected to recover and should be okay.

I support you and your construction of the much needed condo units at you location at 4856 El Camino, Los Altos. This will be an asset to the community of Los Altos.

Best of Luck!

Gail Ewing
Owner of Whole Foods
4800 El Camino, Los Altos, CA 94022



June 27, 2018

City of Los Altos
1 North San Antonio Road
Los Altos, CA

Re: Story Pole Review
4856 El Camino Real
Los Altos, CA

To Whom It May Concern:

As requested, I have investigated the issue related to the story pole installation at the subject site related to the construction of a new five-story apartment building. It is my understanding that the Town of Los Altos requires the submission of a story pole plan as a condition of project planning approval. This site is particularly challenging in that the story pole installation will occur while the existing building and associated parking is still occupied.

I have investigated the details for the installation of story poles, by speaking with firms that specialize in their installation. Informationally, the story poles for this site must extend to a height of approximately 61' above grade on the El Camino side and approximately 35' at the building rear, to match the building profiles at the front and rear.

My investigation into story pole construction for this site revealed the following. Standard story pole construction utilizes relatively small vertical members, (such as 1-1/2" steel tube or small timber members, 2x4 or 3x4), laterally stabilized by three sets of guy wires oriented at 120 degrees to each other, anchored to the ground. Guy wire vertical spacing varies, depending on the height varies. For this installation, the guy wires would be spaced at approximately 20'. The guy wires occupy space that restricts use of that space for parking, etc. For this site, there is a limited number of locations where story poles can be installed without compromising a significant amount of parking.

I also looked into the feasibility of utilizing cantilever story poles, thereby, eliminating the need for guy wires. I was not able to find a story pole company that could install cantilever story poles at the 61' required height. It was conveyed to me that this is a very unconventional, non-standard method of story pole construction. Installation of cantilevered story poles would likely require the fabrication of steel poles, specifically designed to cantilever 61' above grade. It would also likely require the engagement of a general contractor, with a relatively large crane or lift to install the poles. Given that this site is currently occupied, this may impose some danger or safety risk to the building tenants during the installation.

In summary, I have over 40 years of experience in the design of commercial buildings throughout the San Francisco Bay area. Many of these projects required the installation of story poles. To the best of my recollection, none of the story pole installations were constructed without the aid of guy wires.

In summary, it is my strong recommendation that the story poles utilize the standard guy wire construction and avoid the use of cantilever poles. It is also my opinion that the use of cantilever story poles erected on an occupied site presents an unnecessary and complicated installation operation.

Yours truly,

STRUCTURAL ENGINEERS, INCORPORATED



Sam Koerper, S.E. #02799
Founding Principal

Cc; Mircea Voskerician



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF LOS ALTOS, HELD ON TUESDAY, MAY 8, 2018,
BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Bruins, Pepper and Prochnow

ABSENT: None

PLEDGE OF ALLEGIANCE

Boy Scouts, Troop 37 led the Pledge of Allegiance to the flag.

CHANGES TO THE ORDER OF THE AGENDA

None

SPECIAL PRESENTATION

Mayor Mordo recognized the Margaret Thompson Historical Essay Contest winners.

Mayor Mordo presented a proclamation recognizing 10 Yerba Buena as the 2018 Historic Preservation Award winner.

Mayor Mordo presented a proclamation recognizing Stand Up for Public Schools Day.

Mayor Mordo presented a proclamation recognizing Foster Care/Resource Parent Awareness Month.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following individual provided comments on items not on the agenda: Los Altos residents John Seeman, Tracy Chen, Richard Liu and Xidong Wang.

CONSENT CALENDAR

Action: Upon a motion by Councilmember Pepper, seconded by Councilmember Bruins, the Council unanimously approved the Consent Calendar, as follows:

1. Council Minutes: Approved the minutes of the April 24, 2018 regular meeting.
2. Construction Contract Award: Structural Reach Replacement, Project WW-01002: Awarded the Base Bid for the Structural Reach Replacement, Project WW-01002 to EPS Inc. dba Express Plumbing in the amount of \$1,205,695 and authorized the City Manager to execute a contract on behalf of the City.

3. Construction Contract Award: Backflow Preventer Installation, Project CF-01016: Awarded a contract to EPS Inc. dba Express Plumbing in the amount of \$92,700 for Backflow Preventer Installation, Project CF-01016 and authorized the City Manager to execute a contract on behalf of the City.
4. Agreement for Countywide Household Hazardous Waste Collection: Authorized the City Manager to execute the Agreements for Countywide Household Hazardous Waste Collection Program and Countywide AB 939 Implementation Fee with the County of Santa Clara on behalf of the City.
5. Parcel Map: 517 Tyndall Street: Approved the Parcel Map for 517 Tyndall Street.
6. Parking Regulations: Continued discussion of draft parking requirements to a joint City Council/Planning Commission Study Session on June 19, 2018.

DISCUSSION ITEMS

7. Affordable Housing Impact Fees: Provide input on the draft Affordable Housing Impact Fees ordinance in preparation of the introduction of the ordinance at the Council meeting on May 22, 2018

Community Development Director Biggs presented the report.

Public Comments: The following individuals provided public comments: Los Altos resident Les Poltrack, Mircea Voskerician, Los Altos resident Sue Russell (representing League of Women Voters) and Mathew Reed (representing SV@Home).

Direction: Councilmembers provided input on the draft ordinance which included a fee on residential developments with a net increase of one or more units and allowing off-site units or land dedication only within the City of Los Altos.

Mayor Mordo recessed the meeting at 8:46 p.m. The meeting resumed at 8:53 p.m.

8. Story Pole Policy Exemption Request: 4856 El Camino Real: Approve the request for an exemption to the Story Pole Policy for 4856 El Camino Real

Mircea Voskerician presented the request for an exemption.

Action: Upon a motion by Councilmember Bruins, seconded by Mayor Mordo, the Council unanimously approved an exemption to the Story Pole Policy for 4856 El Camino Real with direction that the applicant install wires with pennants along the outside edge of the building at all heights with the exception of the two corners of the building along El Camino Real where netting matching the standards of the Story Pole Policy must be installed and granting staff discretion to grant a waiver for the elevator tower if they cannot be installed safely.

9. Express Short-term Rental Prohibition: Introduce and waive further reading of Ordinance No. 2018-441 prohibiting short-term rentals within the City of Los Altos

Community Development Director Biggs presented the report.

Action: Upon a motion by Councilmember Bruins, seconded by Vice Mayor Lee Eng, the Council unanimously introduced and waived further reading of Ordinance No. 2018-441 prohibiting short-term rentals within the City of Los Altos, with the following modifications: 1) modify the fifth Whereas on page 2 to read “to help maintain the long-term residential character of our neighborhoods” and 2) remove reference to the month of February in Section 14.30.020.

10. Cannabis Retailers – An Overview of California’s Regulatory Provisions: Receive report and provide policy direction to staff whether to prepare regulatory or tax ordinances that would authorize one or more medicinal or adult-use commercial cannabis retailers in the City of Los Altos

City Attorney Diaz presented the report.

Motion: Motion made by Mayor Mordo, seconded by Councilmember Prochnow to allow retail storefront uses but prohibit on-site consumption, allow non-storefront/delivery uses but not microbusinesses, allow medicinal and recreational retail uses, limit establishments to up to two establishments in the CT Zone and do not pursue a tax measure. The motion was withdrawn by the maker and seconder.

Direction: Council directed staff to do some sort of online community outreach regarding the topic and to simultaneously prepare the necessary documents for a potential general tax measure.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Councilmember Prochnow reported she spoke at Menlo School on April 30, 2018 and attended meetings of the following Commissions: Public Arts on April 26, 2018, Senior on May 7, 2018 and Youth on May 7, 2018.

Councilmember Pepper reported she and Councilmember Prochnow attended a meeting of Open Government Committee on May 3, 2018.

Councilmember Bruins reported she attended the following: the Bike to the Future event on May 5, 2018, a Community Summit on Firearms and Safety on April 28, 2018, a roundtable hosted by SV@Home with Councilmember Prochnow, a meeting of the Valley Transportation Authority Board and meetings of ad hoc committees of the Metropolitan Transportation Commission.

Vice Mayor Lee Eng reported she attended the Complete Streets Commission meeting on April 25, 2018, the Volunteer Appreciation Event with Mayor Mordo on May 2, 2018 and a tour of the Mission Trail Waste Systems facility.

City Manager Jordan reported the City had sent a letter to Santa Clara County supporting funding for historic grants and a letter to the Federal Aviation Administration regarding South Flow Arrivals into Norman Y. Mineta San Jose International Airport.

Future agenda items

The Council requested an agenda item at the May 22, 2018 meeting to discuss the Citizens' Initiative within the community.

The Council requested an update and informational item regarding installation of small cell tower equipment.

ADJOURNMENT

Mayor Mordo adjourned the meeting at 10:40 P.M.

Jean Mordo, MAYOR

Jon Maginot, CMC, CITY CLERK



CITY OF LOS ALTOS STORY POLES POLICY

Purpose

In accordance with City Council's Open Government Policy, adopted on March 24, 2015, and amended on August 22, 2017, all commercial, multiple-family and mixed-use development projects subject to Planning Commission and City Council review must have story poles erected as part of the application process. The purpose of this policy is to help show the development's height, massing and profile in the context of the actual environment and to help provide a visual notice of a project.

Procedure

1. For projects that require story poles, the applicant's architect or engineer must prepare a Story Pole Plan to indicate the locations where the poles will be installed.
2. A Story Pole Plan shall be approved by the Community Development Director prior to the placement of the poles on the site. Once approved, the applicant shall inform the Community Development Director when the placement of the story poles is complete and submit photographs showing the installation in context.
3. The story poles shall be installed at least twenty (20) days before the first public hearing on the project and shall be kept in place until the project has been acted upon and the appeal period has ended. If the project is appealed, the story poles shall remain until final action is taken. If final consideration of the project is substantially delayed, or the project is substantially modified, the Community Development Director may require the removal or the modification of the story poles.
4. Failure to install story poles in compliance with these standards and/or timelines will result in the continuance of the public hearing on the project until compliance with the standards and/or timelines is achieved.

Plan Requirements

1. The Story Pole Plan must be at an appropriate scale and include: a) a site plan showing the location of any existing structure, the outline of any proposed structures and the location of the story poles; b) elevation views of the story poles; and c) any materials, means of installation and structural requirements.
2. The story poles shall be of sufficient number and location to adequately demonstrate the height, mass, and bulk of the project. At a minimum, story poles shall be placed at all outside building corners of the building wall (excluding eaves) and along the main rooflines (ridges, hips and valleys) of the proposed structure(s) or addition. Architectural elements such as

towers, spires, elevator and mechanical penthouses, cupolas, mechanical equipment screening and similar elements that are visible from the streetscape must be represented by the story poles.

3. A licensed surveyor or civil engineer shall submit written verification that the location and height the poles and netting accurately represents the height, profile and location of the proposed structure(s) or addition.
4. A waiver or amendment to these requirements may only be granted by the City Council.

Materials and Methods

1. Story poles shall be constructed of lumber, metal poles, or other sturdy building material. Such materials shall be designed to withstand the wind and weather. At least two-foot wide brightly colored woven plastic fencing (or netting) must be used to represent the rooflines of the proposed structure(s) or addition. One of the story poles on each elevation must be clearly marked and labeled in five-foot increments measured from the proposed finished grade and consistent with the approved Story Pole Plan.
2. All story poles shall be placed, braced and supported to ensure the health, safety and general welfare of the public. Applicants shall sign an agreement that holds the City harmless for any liability associated with the construction of, or damage caused by the story poles. If at any time, the City determines the story poles to be unsafe, they shall be repaired and reset immediately by the applicant or, at the City's discretion, removed. Depending on the scope of the poles, building permits and inspections may be required at the discretion of the Community Development Director.

Exceptions

1. The City Council may grant exceptions to the Story Pole Policy due to: a) a public health and/or safety concern, or b) that such an installation would impair the use of existing structure(s) or the site to the extent it would not be able to be occupied and the existing business and/or residential use would be infeasible. Some form of poles and netting and/or on-site physical representation of the project may be required, even if an exception is granted.
2. The Story Pole Plan may be limited in scope at the discretion of the City Council. In such cases such as where there are multiple detached structures proposed and where identifying the locations of key structures would suffice, the story poles may be limited to the outline(s) of key structures and/or showing a structure(s) greatest height and mass.
3. In granting an exception, the City Council may require additional digital imagery simulations, computer modeling, built to-scale models or other visual techniques in-lieu of the story pole requirements.



DISCUSSION ITEMS

Agenda Item # 18

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Delegate to League of California Cities Annual Conference and Business Meeting

Prepared by: Jon Maginot, City Clerk/Assistant to the City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Memo from the League of California Cities requesting Council action, with attachments

Initiated by:

League of California Cities

Previous Council Consideration:

Not applicable

Fiscal Impact:

There is no direct cost in designating a Delegate and Alternate; however, the Delegate and Alternate must be registered for at least one day (Friday, September 14, 2018) of the Conference. There are sufficient funds in the budget for this purpose.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to designate a Delegate and Alternate to the League Conference?

Summary:

- The League of California Cities Annual Conference and Business Meeting will be held September 12-14, 2018 in Long Beach

Staff Recommendation:

Move to designate Councilmembers as Delegate and Alternate for the purpose of attending and voting at the League of California Cities Annual Conference and Business Meeting September 12-14, 2018 in Long Beach



Subject: Delegate to League of California Cities Annual Conference and Business Meeting

Purpose

Designation of a Delegate and Alternate to the League of California Cities Annual Conference

Background

The League of California Cities' Annual Conference will be held September 12-14, 2018 in Long Beach. Cities designate a Delegate to represent the City at the Annual Business Meeting held on Friday, September 14, 2018.

Discussion/Analysis

The League of California Cities has advised the Council to take action and designate a Delegate and any Alternates by August 31, 2018.

Options

- 1) Designate a Delegate and Alternate

Advantages: The City will have a representative who is eligible to vote at the Annual Business Meeting

Disadvantages: None identified

- 2) Do not designate a Delegate and Alternate

Advantages: None identified

Disadvantages: The City will not have a representative to vote at the Annual Business Meeting

Recommendation

The staff recommends Option 1.



LEAGUE
OF CALIFORNIA
CITIES

CITY CLERK'S OFFICE

2018 MAY 24 PM 1:03

CITY OF LOS ALTOS
CALIFORNIA

1400 K Street, Suite 400 • Sacramento,
California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2018

May 17, 2018

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 12 - 14, Long Beach**

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 12, 8:00 a.m. – 6:00 p.m.; Thursday, September 13, 7:00 a.m. – 4:00 p.m.; and Friday, September 14, 7:30 a.m.– 11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, August 31. If you have questions, please call Kayla Curry at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2018 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, August 31, 2018. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 31, 2018

League of California Cities
ATTN: Kayla Curry
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Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kcurry@cacities.org
(916) 658-8254



DISCUSSION ITEMS

Agenda Item # 19

AGENDA REPORT SUMMARY

Meeting Date: July 10, 2018

Subject: Tentative Council Calendar

Prepared by: Jon Maginot, City Clerk/Assistant to the City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Tentative Council Calendar dated July 10, 2018

Initiated by:

City Council

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Which items does Council wish to prioritize for scheduling on future agendas?
- Are there items Council wishes to add or remove from the Tentative Council Calendar?

Summary:

- This is the quarterly review of the Tentative Council Calendar as required by the Council Norms and Procedures

Staff Recommendation:

Review the Tentative Council Calendar and provide direction on placement of items on the Calendar



Subject: Tentative Council Calendar

Purpose

Quarterly review of the Tentative Council Calendar

Background

The Tentative Council Calendar is a planning tool used to identify and prioritize items for consideration by the City Council.

Discussion/Analysis

The Council Norms and Procedures stipulate that during the first Council meeting in January, April, July and October, the City Council review the Tentative Council Calendar.

Items suggested for placement on the Tentative Council Calendar require support from two Council members if no staff work is required and three Council members if staff work is required. Council and staff must agree where any new item is placed on the Calendar.

The attached Tentative Council Calendar reflects staff recommendations regarding the planned timing of upcoming agenda items. As noted, all items and dates are tentative and subject to change unless a specific date has been noticed for a legally required public hearing.

Options

- 1) Review the Tentative Council Calendar and provide direction on placement of items on the Calendar

Advantages: This option provides staff with a prioritization of those items on the Tentative Council Calendar and allows the Council to add or remove items

Disadvantages: None identified

- 2) Defer the quarterly review to the next quarter

Advantages: None identified

Disadvantages: Items which may be a priority to the Council may be deferred to after the next review

Recommendation

The staff recommends Option 1.



City of Los Altos Tentative Council Agenda Calendar
As of July 10, 2018

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Department
August 28, 2018	Cities Association Airport roundtable	Administration
	Civil Grand Jury Response – Housing	Administration
	Conditional Use Permit for 460 S. El Monte Avenue	Community Development
	Conditional Use Permit for 1555 Oak Avenue	Community Development
	Downtown Vision	Community Development
	Financial Commission Report – Project Financing	Administrative Services
	Parking regulations – Development Standards	Community Development
September 4, 2018	Commission interviews	Administration
September 11, 2018	City Manager & City Attorney Performance Evaluations (Closed Session)	Administration
	Community Center design review	Public Works
	Inclusionary Housing Percentage adjustment	Community Development
	Regional Housing Needs Allocation Sub-region	Administration
September 25, 2018	4856 El Camino Real Design Review	Community Development
	Parking regulations – Parking Ratios	Community Development

	Recreation and Community Services Cost Recovery Rooftop mechanical design review requirement Shoulder Paving Policy	Recreation and Community Services Community Development Public Works
October 9, 2018	Evaluation of Floor Area Ratio (Study Session) Carmel Terrace No Parking/No Stopping	Community Development Public Works
October 23, 2018	Urban Forestry Plan	Public Works
November 6, 2018	Joint meetings with Commissions (Design Review, Financial, Historical, Library, Planning, Public Arts)	Administration
November 13, 2018		
November 27, 2018	Comprehensive Annual Financial Report	Administrative Services
December 4, 2018	Council reorganization	Administration
December 11, 2018		
To be scheduled	Cannabis moratorium Gun control Healthy Foods Initiative Small cell tower (information only)	Administration/City Attorney Administration/City Attorney Recreation and Community Services Administration/City Attorney



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: July 10, 2018
TO: City Council
FROM: Chris Jordan, City Manager
SUBJECT: CITY MANAGER – APPROVED PURCHASES BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD APRIL 1, 2018 TO JUNE 30, 2018

The City Manager's signature authority for one-time purchases is up to \$75,000. Council requested quarterly updates from the City Manager regarding additional expenditures over \$50,000.

During the period, April 1, 2018 to June 30, 2018, there were two agreements/expenditures to report between \$50,000 and \$75,000 approved by the City Manager:

1. TJKM Transportation Consultants, Amendment 1, for the Feasibility Study for Loyola Corners adding \$7,950. The original agreement was previously reported to Council on January 10, 2017 for \$52,140. Total agreement is not to exceed \$60,090; and
2. West Coast Arborist for emergency tree work done in winter-spring 2018, not to exceed \$64,700.