



## DISCUSSION CALENDAR

### Agenda Item # 5

## AGENDA REPORT SUMMARY

**Meeting Date:** December 11, 2018

**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

**Prepared by:** Dave Brees, Special Projects Manager

**Reviewed by:** Susanna Chan, Public Works Director

**Approved by:** Chris Jordan, City Manager

**Attachment:**

1. Shade Comforts Inc. letter, dated April 4, 2018
2. Rotary Club of Los Altos letter, dated November 14, 2018

**Initiated by:**

City Council – CIP Project CF01019

**Previous Council Consideration:**

None

**Fiscal Impact:**

The proposed project budget is \$89,000, including \$21,000 for design, \$60,000 for construction of the shade structures and a ten percent project contingency of \$8,900. The proposed project budget will utilize a combination of the previously appropriated \$60,000 Park-in-Lieu Funds, an additional \$18,000 of Park-in-Lieu funds, and \$11,000 donation from the Rotary Club of Los Altos.

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (e2B).

**Policy Questions for Council Consideration:**

- Does Council desire to continue with the Veteran's Community Plaza Shade Structure, Project CF 01019, as originally scoped at an anticipated cost increase?
- Does Council desire to reduce the possible scope of the proposed shade structure improvements to adhere to the approved \$60,000 project budget?
- Does Council desire to accept a \$11,000 cash donation from the Rotary Club of Los Altos to be used toward the installation of new shade structures at the Veteran's Community Plaza?

**Summary:**

- On June 12, 2018, City Council considered a request from members of the Rotary Club of Los Altos to install shade structures in the Veteran's Community Plaza
- Council was supportive of the idea and approved a Capital Improvement Project with a budget of \$60,000



**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

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- Council further directed staff to return with a proposed project, which included a concept design suggested by the Rotary Club of Los Altos
- City released a Request for Proposals for landscape architecture services for the design of a shade structure(s) at the Veteran's Community Plaza; two responses were received
- The proposed \$89,000 project budget is significantly higher than the original \$60,000 appropriation for the project

**Staff Recommendation:**

Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF 01019



**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

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### **Purpose**

Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure, Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF01019.

### **Background**

At the June 12, 2018 City Council meeting, members of the Rotary Club of Los Altos presented a request for the installation of two proposed shade structures in the Veteran's Community Plaza. After discussion, Council approved the creation of a Capital Improvement Project and appropriated \$60,000 Park-in-Lieu funds to the project. Council also directed the project be returned to Council for further discussion regarding the look and feel of the proposed shade structures.

### **Discussion/Analysis**

On September 12, 2018, staff met with members of the Rotary Club of Los Altos to discuss the proposed shade structures in the Veteran's Community Plaza. Club members expressed the desire to increase the utilization of the plaza for both informal gatherings and special events. The plaza is a focal point in the downtown area and would benefit from unique, simple and elegant shade structures. The Rotary Club members presented a letter from Shade Comforts, Inc. (Attachment 1) which outlined the proposed design and scope of work for the project.

Additionally, staff issued a Request for Proposal (RFP) on October 30, 2018 for landscape architecture services for the preparation of the projects plans and specifications. Two RFP responses were received on November 20, 2018.

Based upon the results of the conversations with the Rotary Club and the responses to the RFP, staff has developed a proposed project scope and budget consistent with the Shade Comfort Inc. proposal. The proposed project budget of \$89,000 is for the design and construction of the shade structures and includes a ten percent project contingency.

Verde Design Inc. has extensive experience in both public and private shade structure and park installation projects. Recent projects include installations in Morgan Hill, Tracy and the Benicia Unified School District.



**Subject:** Veteran's Community Plaza Shade Structure, Project CF01019

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## Options

- 1) Accept the \$11,000 cash donation from the Rotary Club of Los Altos; appropriate an additional \$29,000 to the Veteran's Community Plaza Shade Structure, Project CF01019; and authorize the City Manager to execute a professional services agreement between the City of Los Altos and Verde Design Inc. in an amount not to exceed \$21,000 for landscape architecture services for the CIP project CF01019

**Advantages:** Project design and development will proceed immediately, with construction estimated for spring 2019

**Disadvantages:** Increase to the overall project cost

- 2) Do not authorize the execution of a professional services agreement, reduce the overall project scope and reissue the project design Request for Proposal

**Advantages:** Possible reduction in project cost

**Disadvantages:** Not authorizing the execution of the contract will result in delays to the project and possibly higher design costs, as three rounds of proposal solicitation have already occurred

## Recommendation

The staff recommends Option 1.



Lic. #881893  
D.I.R. #1000020770

Mr. Ron Labetich  
Rotary Club of Los Altos

From: Bill Moore  
[bill@shadecomforts.com](mailto:bill@shadecomforts.com)

April 4, 2018

Ref: V1 Hypar Umbrellas: Veterans Plaza

Page 1 of 2

Item Description	Total
(2) VI Hyperbolic Umbrellas per attached renderings & Design-Build Specifications with each including:	\$19,070.00
<ul style="list-style-type: none"> <li>• (1) Alnet Extra Block knitted HDPE UV-treated shade fabric approved by California State Fire Marshal. Fabric will have seam(s) due to roll width.</li> <li>• (1) steel post &amp; (4) steel beams field-bolted together. Each member is... <ul style="list-style-type: none"> <li>o ...factory-welded watertight.</li> <li>o ...factory-primed &amp; powder coated with standard color</li> </ul> </li> <li>• Stainless steel bolts, galvanized cable &amp; cable clamps</li> <li>• Warranty</li> </ul>	
Engineer structures & drilled pier footings per attached Design-Build Specifications.	2,750.00
(3) sets of stamped drawings & structural calculations to Los Altos, CA building code. Others to prepare and submit other documents that may be required for building permit.	
Freight to Los Altos job site, unloading, unwrapping, & disposal of packing materials	3,440.00
Jobsite perimeter security fence (200'x6') installed at prevailing wage rates	1,140.00
Construct drilled pier footings & erect both structures to engineered plan*	31,400.00
<b>Sub Total</b>	<b>\$57,800.00</b>
9.0% Sales Tax (structures only)	1,716.30
<b>Total Before Bonding</b>	<b>\$59,516.30</b>
Payment & Performance Bond	1,785.49
<b>Contract Total</b>	<b>\$61,301.79</b>

**Terms:**

1. Quote is good for 60 days; all sales are final.
2. Engineering begins upon receiving \$2,750 payment.
3. Fabrication & Construction begin upon receiving \$29,300 deposit after building permit is issued.
4. Balance due upon erection "completion" as defined by the earlier of (1) structures' suitability for its intended use or (2) issuance of an occupancy permit by the permitting authority.
5. Interest charged at 1.5% per month on account balances 30+ days overdue.
6. Price remains unchanged if proposal is signed within 60 days and customer enables construction to be completed within 180 days of proposal.

(see next page)

SHADE COMFORTS, INC.

77 SOLANO SQUARE #238  
(T) 707-746-5080 \* [www.shadecomforts.com](http://www.shadecomforts.com)

BENICIA, CA 94510



\* Site plans, permits, fees and special inspections are Owner's responsibility. Price quoted by Shade Comforts, Inc. (i.e. "Contractor") includes all materials, rentals & labor and assumes the following conditions:

- Prior to engineering, Owner to provide geotechnical soils report if available.
- Unrestricted access to job site during daylight hours (upon prescheduled appointment).
- Prevailing wage rates apply.
- Contractor will schedule USA Underground to detect public, underground utilities. Owner is advised to engage a private company to search for underground private utilities that USA Underground cannot detect.
- Contractor to saw-cut & remove (2) 46"x46" sections of concrete slab not exceeding 4" thick.
- Contractor intends to auger holes in a single shift for (2) drilled pier footings. There shall be no underground or overhead "obstructions" (e.g. utilities, sewer/irrigation lines, water, boulders, foundations, volcanic rock; trees, light posts, debris, rubble, etc.). Additional work to be billed as a separate change order for added costs (i.e. labor, overhead, re-deployment, materials & rentals) + 10% for (1) 1+ hour delays caused by obstructions; (2) removal of obstructions; (3) obstructions requiring excavation methods other than auguring with this rig; (4) obstructions necessitating alternative footing designs; or (5) incurred costs to relocate piers.
- Once drilling begins, if soil, rock, water, or other underground conditions indicate that holes will likely collapse before filled with concrete or can't be augered as planned, then it may become necessary to change the design, construction methods, and scheduling. This could increase costs (especially if excavating, steel casing, or core barrel equipment is required). Upon discovering these conditions, Contractor will confer with Owner before continuing work.
- Contractor to remove all spoils from property. Owner to provide laboratory certification that spoils are clean and uncontaminated. If this report is not available and the nearest-available dumpsite requires this certification, then Owner agrees to pay the needed charge for a laboratory analysis. Should testing prove toxic spoils, then Owner agrees to pay all extra charges for their disposal.
- Posts to be base-plated and anchor-bolted to underground, reinforced concrete piers. Contractor to set post base plates below grade; grout under them; and backfill voids with concrete to finish grade.
- Contractor to unload delivery truck at the location where structure erection will immediately begin.
- Owner to provide access to toilet facility.

Please sign, date & return this proposal with \$2,750 deposit to begin engineering.

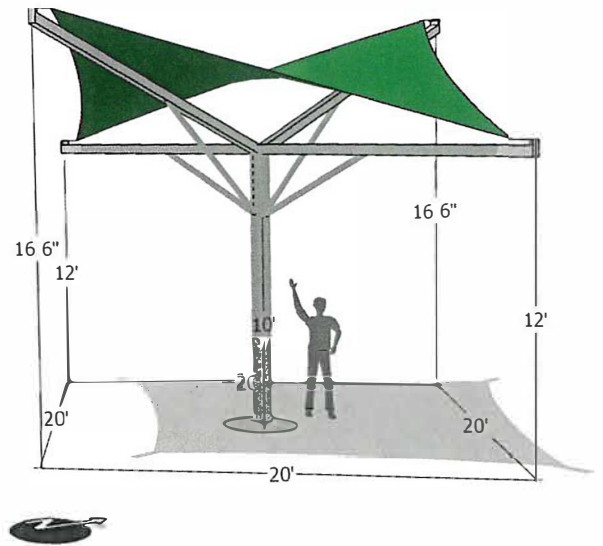
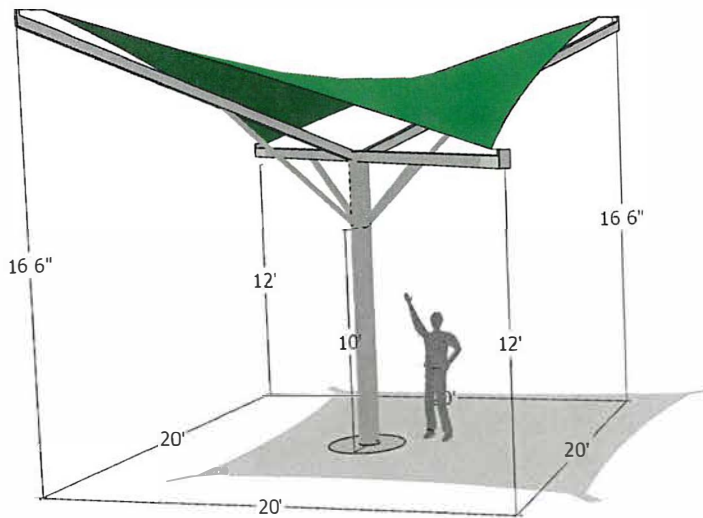
City of Los Altos, CA

_____	_____	_____
Owner		Date
_____	_____	_____
Owner officer name (please print)	Owner officer title	Owner officer signature

V1 Hyperbolic Umbrellas  
Los Altos Community Plaza  
ShadeComforts.com

June 21 @ 12PM  
Shadows are estimates only and do  
not factor adjacent buildings & trees

This rendering is exclusively owned by  
Shade Comforts, Inc. It is loaned to  
recipient(s) for consideration and should  
only be shared with those involved in the  
decision process.

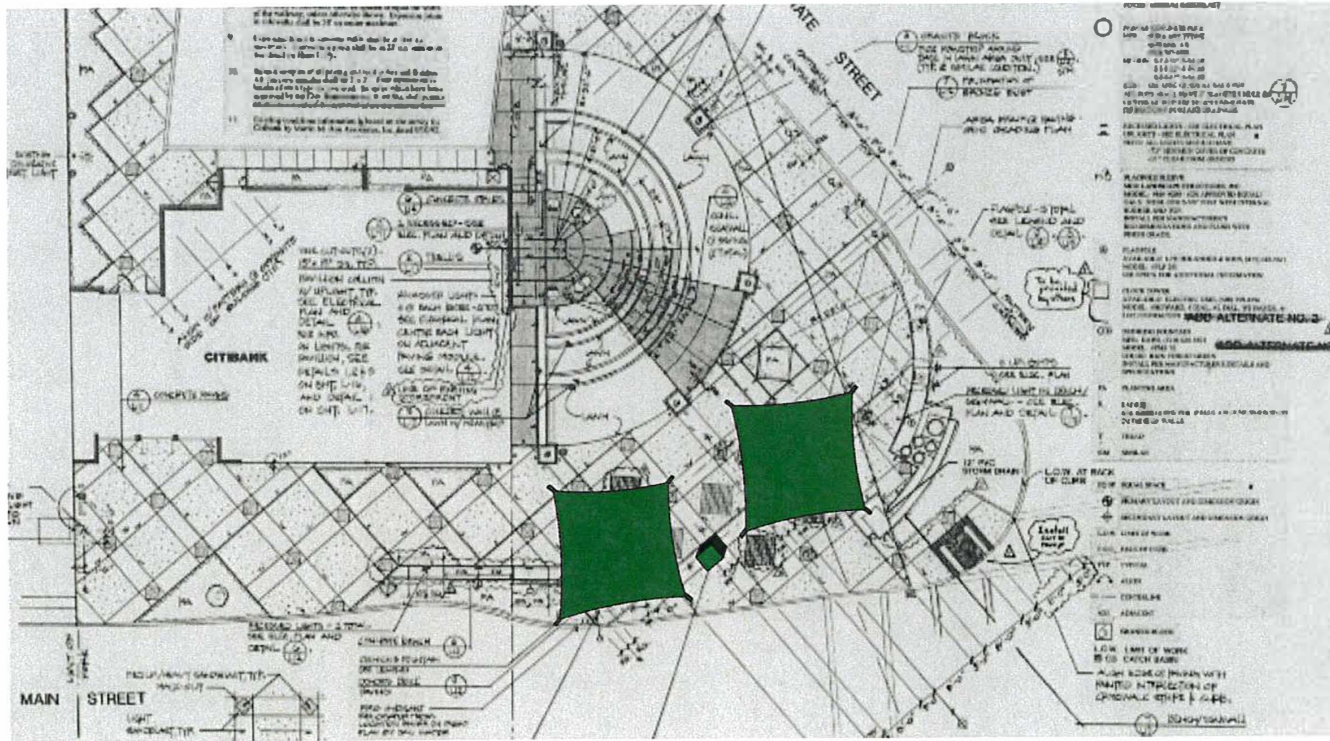


LOS ALTOS  
COMMUNITY  
PLAZA  
CITY OF LOS ALTOS



Blank Tower 9-26-45  
Isabel & Carlos Camp 9-17-45  
Walter "Al" Altamirano 9-17-45

1000 NORTH COMMUNITY PLAZA  
9000  
LAYOUT PLAN  
4/2/45  
SHEET NO. 1







## DESIGN-BUILD SPECIFICATIONS TENSIONED FABRIC SHADE STRUCTURES

### GENERAL QUALITY ASSURANCES

- I. Single-vendor contractual responsibility for all phases of the design-build process (i.e. design, engineering, fabrication, shipping, unloading, foundation construction, structure erection, & warranty servicing)
- Design & Engineering
    - To current, local California building code by Professional Structural Engineer licensed in California
    - PE must have designed/engineered 100+ commercial, cable-tensioned fabric structures
    - Wind design speed: 110+ MPH 3-second wind gusts with fabrics attached
  - In-Plant Fabrication
    - Fabricator has 20+ years experience exclusively manufacturing cable-tensioned shade structures
    - To ensure fit & finish, fabricator does both steel work and sews fabrics
    - All materials shall be free of sharp edges, corners, & extremely rough surfaces
    - All materials shall be new and conform to all specifications as herein stated
  - Construction
    - Licensed California contractor with "B" (Gen'l Building) or "C61-D03" (Awnings) license
    - 10+ years dedicated experience with cable-tensioned fabric shade structures
    - Completion of 100+ commercial (i.e. non-residential) California structures
    - Completion of 5+ California municipal projects in last 3 years
    - BBB Accredited rating of A+
    - Completion of accredited training in rigging, forklift & scissor lift operations
    - Building permit will always be obtained when required
    - Proof of Insurance minimums:
      - Workers Compensation : \$1M Each Accident
      - General Liability: \$2M General Aggregate; \$1M Each Occurrence
      - Automotive Liability: \$1M Each Accident
- II. Closely-held, corporation dependent on reputation with California architects, general contractors, & owners

### 1.0 MATERIALS

#### 1.1 FABRIC

- A. High density polyethylene (HDPE) fabric shall be Alnet Extra Block shade cloth or approved equal
- Weighs 9.2-9.6 ounces per square yard for durability (ASTM D3776) color dependent
    - Fabric strength: Monofilament & tape construction
    - Tensile Strength (ASTM C 4595-86) color dependent: Warp: 1224-1156 lbf/ft.  
Weft: 1632-1768 lbf/ft.
    - Tear Strength (ASTM D 1424) color dependent: Warp: 44 lbf; Weft: 44 lbf
    - Elongation at Break: (ASTM C 4595-86) color dependent: Warp: 66-68%; Weft: 58%
    - Burst Strength (ASTM 3786) color dependent: 784-828 lbf
  - UV stabilized for protection
    - UV% blocked: 85-96% (color dependent) UV Protection Factor: up to 25 (color dependent)
  - Shade Factor (visual light): 80-97% (color dependent)
  - Stentored to maintain shape under tension and minimize sag
  - Rachel-knitted to prevent unraveling if cut
  - Temperature stability: -77 to 176 degrees F
  - 10 year warranty
- B. Alnet Extra Block fire resistance approvals
- California State Fire Marshal Section 13115 Registration # F-94501
  - NFPA 701-99 (Test Method 2)
  - ASTM E-84



# DESIGN-BUILD SPECIFICATIONS

## TENSIONED FABRIC SHADE STRUCTURES

### 1.2 THREAD

- A. Shall be Gore Tenara high density; high strength and low shrinkage
- B. Shall be abrasion resistant and immune to UV radiation
- C. Shall be unaffected by non-hydrocarbon based cleaning agents, acid rain, mildew, rot, chlorine, saltwater, and industrial pollution
- D. Shall be warranted for six (6) years

### 1.3 CARBON STRUCTURAL STEEL

- A. All fabricated steel shall conform to approved shop drawings and calculations.
- B. All carbon structural steel shall be ASTM A500 or A513 (except steel pipe columns, which shall be ASTM A-53 Grade B, unless otherwise noted). Plate steel shall conform to A36 Grade B.

### 1.4 TENSIONING CABLE & HARDWARE

- A. 7x19 galvanized steel cable shall conform to ASTM A-603
- B. Cable diameter determined by calculated engineering load
  - o 1/4" diameter for small-to-medium loads ; 3/8" diameter for heavy loads
- C. Cable connectors, shackles & turnbuckles shall be stainless steel or hot dipped galvanized
- D. Machine bolts shall conform to ASTM A-307 unless otherwise noted.
- E. Fabric corners for tensile structures shall have aluminum discs for added strength.

### 1.5 ANCHOR BOLTS

- A. Anchor bolts set in new concrete shall be A36 threaded rod, ASTM A-325, or A-307.
- B. All anchor bolts shall be hot dipped galvanized.

### 1.6 FOOTING REINFORCEMENT

- A. All reinforcement shall conform to ASTM A-615 grade 60.
- B. All reinforcing steel shall conform to approved shop drawings and calculations.

## 2.0 PROCESSES

### 2.1 WELDING

- A. All shop welds shall comply with the latest edition of the American Welding Society Specifications.
- B. Welding procedures shall comply with the AWS D1.1-AWS Structural Welding Code-Steel.
- C. All welds to be performed by a certified welder.
- D. All welds shall be continuous where length is not given, unless otherwise noted on drawings.
- E. All welds shall develop the full strength of the weaker member.
- F. All welds shall be made using E70xx electrodes; gas metal welds using ER 70S3 wire
- G. Shop connections shall be welded unless noted otherwise.
- H. All fillet welds shall be a minimum of 3/16" unless otherwise noted.
- I. All steel shall be welded shut at terminations to prevent leakage.
- J. Field -welded connections are not acceptable.
- K. Field connections shall be indicated on the drawings

### 2.2 CORROSION PROTECTION

- A. Non-galvanized structural carbon steel greater than 7 gauge thickness plus welds
  - o Degrease with mild alkaline cleaner at 140 degrees.
  - o Iron phosphate rinse to create a conversion layer on the steel & welds.
  - o Prebake in oven at 350-400 degrees to burn off additional contaminants.
  - o Apply rust inhibiting primer prior to applying the powder coat.
  - o Primer shall be epoxy polyester hybrid.
  - o Apply TGIC polyester, UV-inhibited weather resistant powder coat (minimum 2 mm thick).



## DESIGN-BUILD SPECIFICATIONS TENSIONED FABRIC SHADE STRUCTURES

- B. Pre-galvanized structural steel up to 7 gauge thickness
  - o Already has triple layer of zinc protection with polymer clear coat acting as primer.
  - o Clean with a mild alkaline solution.
  - o Prebake in oven at 350-400 degrees to burn off additional contaminants.
  - o Apply TGIC polyester, UV-inhibited weather resistant powder coat (minimum 2 mm thick).

### 2.3 SEWING

- A. On-site sewing of fabric will not be accepted.
- B. Corners shall be reinforced with extra non-tear material & strap
- C. Perimeters containing cables shall be double row lock stitched.

### 2.4 FOOTING CONSTRUCTION

- A. Footings shall conform to approved engineering specifications.
- B. Reinforcement fabricated & placed to latest ACI Detailing Manual & Manual of Standard Practice.
- C. Concrete work shall conform to latest edition of American Concrete Building Code ACI 318.
- D. Concrete specifications shall conform to approved engineering specifications.
- E. 28 Days Strength  $F'c = 3000$  psi or 2500 psi depending upon approved engineering specifications.
- F. Contractor shall not pour concrete when daily ambient temperature is below 55 degrees F.

### 2.5 STRUCTURE ERECTION

- A. Erect structures & hardware in compliance with fabricators' instructions.
- B. Securely fasten all parts to be attached.
- C. Ensure all parts interact freely & smoothly without binding.
- D. Install shade structure in a timely manner & coordinate with the work of other trades.

## 3.0

### WARRANTY

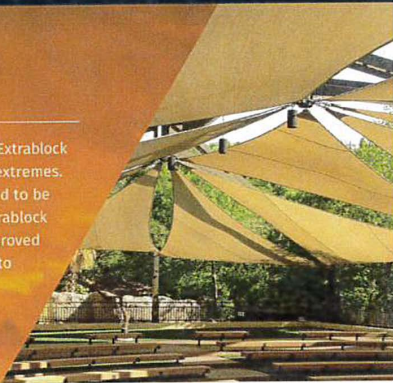
- 3.1 The structural integrity of the steel shall be warranted for twenty (20) years.
- 3.2 The fabric & sewn composite shade covering shall have a pro-rated warranty of ten (10) years.
- 3.3 When used in its designed capacity, the structure shall be guaranteed for five (5) years from original installation against:
  - A. Steel frame corroding or deteriorating under normal conditions.
  - B. Inappropriate design of supporting structure.
  - C. Fabrics shall be warranted for winds & gusts up to a specified design. The fabric warranty is void if winds or gusts exceed such design.
  - D. Excessive loss of fabric color under normal exposure conditions (i.e. sunlight, rot, & normal atmospheric chemicals).
  - E. Wearing or wind blowouts caused by poor installation or design.
- 3.4 The fabrics should be removed before extreme wind conditions that exceed its design capacity.
- 3.5 The contractor reserves the right to repair or replace any item covered by the warranty.
- 3.6 Shade structures located in areas where they may be damaged from other construction shall be protected and or removed from the locations until hazardous conditions cease.



# EXTRABLOCK

## EXTRABLOCK

Designed for strength and durability, Alnet's Extrablock shade cloth protects against all of nature's extremes. It meets the highest standards and is knitted to be dimensionally stable for easy fabrication. Extrablock also comes in 16 California Fire Marshall approved colors and is backed by a 10-year warranty to demonstrate our dedication to quality, durability and safety.



Properties	Mass	Thickness	Fabric Width	Tensile		Elongation at Break		Tearing Strength		Burst Strength	Burst Strength	Temp. Stability
Test Method	ASTM D276	ASTM D277	ASTM D778	ASTM D 1504	ASTM D 4105-07	ASTM D 2261	ASTM D 3783	ASTM D 3783	ASTM D 3783	ASTM D 3783	ASTM D 3783	
US	9.6 oz/yd	50.4 mil	118 in.	278 lb	340 lb	71%	74%	33 lb	36 lb	363 lb	460 psi	-13°F +176°F
Metric	325 gsm	1.28mm	3 m	1236 N	1512 N	71%	74%	147 N	160 N	1615 N	3172 kPa	-25°C +80°C

Colors	UPF	UVR	Shade Factor	Fire Retardancy	Flame Resistance
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True Blue	14	93%	89%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Forest Green	24	96%	94%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Silver	19	95%	93%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Sunblaze	14	94%	91%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Latte	18	95%	90%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Bottle Green	16	94%	91%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Charcoal	20	96%	94%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Midnight	33	98%	98%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Mint Green	18	95%	93%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Dove Blue	13	93%	90%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Oxide Red	14	93%	91%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Pearl Onyx	16	94%	86%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Purple	16	94%	86%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Olive	26	97%	96%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Brown	19	95%	93%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Navy Blue	23	96%	96%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2
Lime	18	95%	79%	Yes	CA 1237.1 Title 19 - CSFM NFPA-701 #2

### CERTIFICATIONS

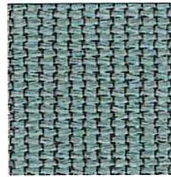


### 10 Year Warranty

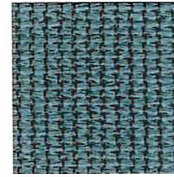
ALNET is the leading innovator in synthetic textile and netting material production for the world's *architectural, agricultural, aquacultural* and *industrial industries*.

Shade Comforts, Inc.  
77 Solano Square #238  
Benicia, CA 94510

Tel: 707-746-5080  
ShadeComforts.com



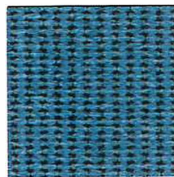
**MINT GREEN**



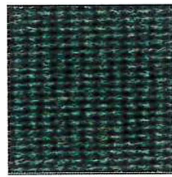
**DOVE BLUE**



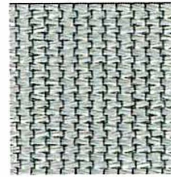
**OXIDE RED**



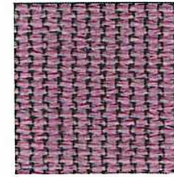
**TRUE BLUE**



**FOREST GREEN**



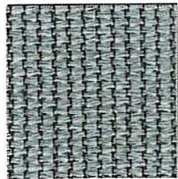
**PEARL ONYX**



**PURPLE**



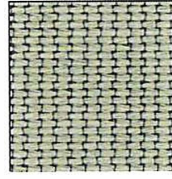
**OLIVE**



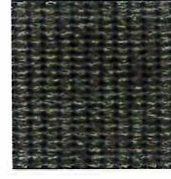
**SILVER**



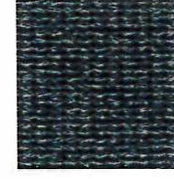
**SUNBLAZE**



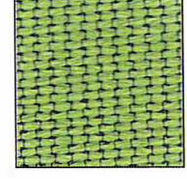
**LATTE**



**BROWN**



**NAVY BLUE**



**LIME**



**BOTTLE GREEN**



**CHARCOAL**



**MIDNIGHT**



[www.AlnetAmericas.com](http://www.AlnetAmericas.com)



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

**REGISTERED FLAME RESISTANT PRODUCT**

Product:

EXTRA BLOCK SHADECLOTH

Registration No.

F-94501

Product Marketed By:

ALNET PTY (LTD)  
MOORSOM AVENUE, EPPING, INDUSTRY II  
CAPE TOWN, S. AFRICA

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the **CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS** published by the California State Fire Marshal.

Deputy State Fire Marshal

Expire: 6/30/2018

# SHADE COMFORTS, INC

Warning: Digital images may not accurately show color.

## POWDERCOAT COLORS





# Rotary Club of Los Altos

P.O. BOX 794  
LOS ALTOS, CALIFORNIA 94022

November 14, 2018

Honorable Council Members  
Los Altos City Council  
1 North San Antonio Road  
Los Altos, CA 94022

Re: Confirmation of Los Altos Rotary Club Donation

Dear Council Members:

This letter confirms that the Los Altos Rotary Club will donate \$11,000.00 toward the purchase and installation of new shade sails at the Veterans Community Plaza at the conclusion of the construction. These are designated funds and may only be used for the sail construction.

Our Rotary Club has a long history with the plaza from its' initial construction in 1992 to the renaming of the Community Plaza last year to the Veterans Community Plaza. The renaming had the support of community members including Rotary, American Legion, LAVA, Kiwanis Club, Chamber of Commerce and Foothill College.

The sails will provide badly needed shade so that more of our community members and guests can gather in our downtown, have conversations, patronize our shops, dine in our restaurants and enjoy the surroundings.

Thank you for your consideration and hopefully you will move this approval forward at your December 11<sup>th</sup> meeting,

Respectfully,

A handwritten signature in blue ink, appearing to read "George Stafford", with a long horizontal line extending to the right.

George Stafford  
President, Board of Trustees  
Los Altos Rotary Endowment Fund