



## CITY COUNCIL CLOSED SESSION

**TUESDAY, JUNE 25, 2019 – 5:00 P.M.**

Redwood Conference Room

City Hall

1 North San Antonio Road, Los Altos, California

3. Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1)

Name of Case: *California Renters Legal Advocacy and Education Fund, San Francisco Bay Area Renters Federation, Victoria, Fierce, and Sonja Trauss v. City of Los Altos, et al.*

### ADJOURNMENT

#### SPECIAL NOTICES TO THE PUBLIC

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.

For other questions regarding the City Council meeting proceedings, please contact the City Clerk at (650) 947-2720.



## CITY COUNCIL STUDY SESSION

**TUESDAY, JUNE 25, 2019 – 5:30 P.M.**

Los Altos Youth Center  
One North San Antonio Road, Los Altos, California

*Note:* Councilmember Bruins may participate via teleconference call from the Redwood Conference Room at Los Altos City Hall, 1 North San Antonio Road, Los Altos, California.

1. New City Community Meeting Room (Council Chambers): Receive the report regarding a potential new City Community Meeting Room and provide direction to staff as desired (J. Maginot)

### ADJOURNMENT

#### SPECIAL NOTICES TO THE PUBLIC

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**STUDY SESSION**

**Agenda Item # 1**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** New City Community Meeting Room (Council Chambers)

**Prepared by:** Jon Maginot, Deputy City Manager

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

**Attachment(s):**

1. Usage summary of Los Altos Youth Center

**Initiated by:**

City Council

**Previous Council Consideration:**

February 27, 2018, January 8, 2019 (approval of design contract for City Hall Council Chambers A/V Upgrade), May 14, 2019

**Fiscal Impact:**

The City will have an estimated \$1 million in Public, Educational and Governmental (PEG) funds available to provide a Council Chambers space. The fiscal impact of this project is unknown at this time and will be dependent on Council direction.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to direct staff to explore an option which would move the Council Chambers from City Hall to another location and allow for the use of the current Council Chambers as the front entrance and lobby to City hall?

**Summary:**

- The City Hall Council Chambers are undersized and often do not allow members of the public to comfortably attend meetings
- The temporary move of the front entrance and lobby of City Hall to the Council Chambers has been well received by members of the public coming to City Hall
- A separate multi-use building which includes Council Chambers could provide additional community meeting space to complement the new community center

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** New City Community Meeting Room (Council Chambers)

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**Staff Recommendation:**

Receive the report and provide direction to staff as desired by Council



**Subject:** New City Community Meeting Room (Council Chambers)

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### **Purpose**

To discuss and consider moving the Council Chambers to another location

### **Background**

On January 8, 2019, the City Council approved a design contract for the City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021. The project will replace outdated and obsolete technology related to the recording and/or broadcasting of Council and Commission meetings held in the Council Chambers. On May 14, 2019, the Council requested an agenda item to consider options for moving the Council Chambers from City Hall and converting that space to be the front lobby of City Hall.

### **Discussion/Analysis**

The Community Meeting Chamber, or Council Chambers (Chambers), is located at the north end of City Hall and hosts City Council meetings as well as meetings of the following Commissions: Complete Streets, Design Review, Environmental, Financial, Historical, Parks and Recreation, Planning, and Public Arts. Outside of these meetings, the Chambers are occasionally used as an additional conference room for City Hall, but are unused the majority of the time.

The Chambers are approximately 2,200 sq. ft. and include the primary meeting room, two restrooms, an entrance lobby, an A/V room and a storage closet. The posted occupancy for the room is 95, though typical seating capacity is 65 to 70.

As part of the current City Hall Restroom and Lobby Upgrade project, the front entrance of City Hall has been temporarily moved to the north end of the building closest to the parking lot, and the Chambers have been converted into the front lobby for City Hall. All visitors to City Hall now come in and meet with staff in the Chambers area. Since this space has been converted to a front lobby, all Council and Commission meetings normally held in the Chambers have been successfully moved to other facilities.

The current set-up of having the Chambers serve as the front lobby for City Hall has been very well received by members of the public and front counter staff. The space in the Chambers is significantly larger than the lobby of City Hall (even with the current expansion of that space) and therefore allows for greater room for individuals to wait or to meet with staff.

A dedicated Council Chambers building could be designed in a way that it would also serve as additional meeting and activity space for the community, similar to other communities such as Los Altos Hills. The building could have separate conference rooms to be used by the community or Commissions. As well, the main meeting area can be designed in a flexible way to allow a variety of uses, similar to the current Council Chambers.



**Subject:** New City Community Meeting Room (Council Chambers)

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There are options for placement of the Chambers should Council wish to relocate, the most feasible of which is to repurpose the Los Altos Youth Center (LAYC). LAYC was built in 1976 and is an approximately 6,000 sq. ft. building (or three times the size of the current Council Chambers) located between City Hall and the Police Department and includes the main event space, a smaller entry space, restrooms, kitchen, storage area, office and mechanical closet.

Currently, LAYC is used primarily for exercise classes, pickleball and Scout Troop meetings. A detailed listing of those regular uses of LAYC is included as Attachment 1. Many of these uses can be accommodated in the new Community Center. Those uses which occurred primarily during the day or on the weekend could potentially be accommodated in a new multipurpose facility constructed at the site of LAYC.

In November 2017, staff proposed converting LAYC into a state-of-the-art Emergency Operations Center (EOC) and Council Chambers. Council determined not to move in that direction but approved construction of a standalone EOC to be located next to the Police Department building. That building is moving forward and will double as the Police Department briefing and training room. The new building will free up space in the Police Department which will allow the Traffic team to move back into the building.

There will be costs associated with constructing a new multipurpose space, however, it is not anticipated that these costs will be overly burdensome to the City. Some of the costs will be defrayed by \$1 million in PEG funds. Further estimates will be formulated following Council direction.

### **Recommendation**

The staff recommends Council provide direction on whether to begin exploring a standalone Council Chambers in the location of the current Los Altos Youth Center or not. Should Council wish to not move forward, the current Council Chambers A/V Upgrade project will continue as planned.

### Los Altos Youth Center Regular Usage

Use	Occurrence	Conflict with current Council/Commission schedule
Boy Scouts	Weekly (Monday PM)	Yes
Jazzercise (morning)	Weekly (M/Tu/W/Th/F/Sa AM)	No
Jazzercise (evening)	Weekly (Tu/Th)	Yes
Fit 4 Mom	Weekly (Tu/F) AM	No
Ballroom	Weekly (Thursday PM)	Yes
Senior Pickleball	Weekly (Thursday early PM)	Potentially
MVLA Senior Fitness	Weekly (M/W AM)	No
World Affairs Council	Monthly (Wednesday PM)	Yes
Terrible Adult Chamber Orchestra	Monthly (Sunday)	No

### Los Altos Youth Center Usage by Category (FY 2018/19)

Category	Hours	%
Program (offered through Recreation and Community Services)	832	44%
Rental	567	30%
Scouts	210	11%
Internal (City events/meetings)	286	15%
<b>Total</b>	<b>1895</b>	<b>100%</b>



## SPECIAL CITY COUNCIL MEETING

**TUESDAY, JUNE 25, 2019 – 6:30 P.M.**

Los Altos Youth Center

1 North San Antonio Road, Los Altos, California

### ITEM FOR CONSIDERATION

1. Applicant interviews and Council discussion of their credentials and qualifications for being considered for appointments to the following Commissions:
  - a. Complete Streets Commission

### ADJOURNMENT

#### SPECIAL NOTICES TO THE PUBLIC

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## REGULAR CITY COUNCIL MEETING

**TUESDAY, JUNE 25, 2019 – 7:00 P.M.**

Los Altos Youth Center  
1 North San Antonio Road, Los Altos, California

*Note:* Councilmember Bruins may participate via teleconference call from the Redwood Conference Room at Los Altos City Hall, 1 North San Antonio Road, Los Altos, California.

### ESTABLISH QUORUM

### PLEDGE OF ALLEGIANCE

### CLOSED SESSION ANNOUNCEMENT

### CHANGES TO THE ORDER OF THE AGENDA

### SPECIAL ITEM

- A. Commission appointments: Appoint an individual to fill one vacancy on the Complete Streets Commission (J. Maginot)

### 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 11, 2019 regular meeting (J. Maginot)
2. Community Development Block Grant FY 2019/20 Capital Improvement Program Funding: Authorize the City Manager to execute the FY 2019/20 Community Block Grant contract and appropriate up to \$325,000 of eligible Community Block Grant funds to the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue, Project TS-01038 (D. Brees)
3. Contract Amendment: Professional Services Agreement with Municipal Resource Group, LLC for Engineering support: Authorize the City Manager to execute an amendment on behalf of the

Anita Enander  
Councilmember

Jan Pepper  
Vice Mayor

Lynette Lee Eng  
Mayor

Jeannie Bruins  
Councilmember

Neysa Fligor  
Councilmember

City with Municipal Resource Group, LLC in an amount not to exceed \$35,000 to provide additional consulting services for the Engineering Services Department (A. Fairman)

4. Contract Amendment: Professional Services Agreement with Traffic Patterns, LLC for Engineering support: Authorize the City Manager to execute an amendment on behalf of the City with Traffic Patterns, LLC in an amount not to exceed \$120,000 to provide additional consulting services for the Engineering Services Department (A. Fairman)
5. Resolution No. 2019-24: Transfer Unclaimed Funds to Originating Fund: Adopt Resolution No. 2019-24 transferring unclaimed funds to the originating fund (S. Revillar)
6. Resolution No. 2019-25: Summary vacation of right-of-way at 584 Jay Street: Adopt Resolution No. 2019-25 vacating a portion of right-of-way at 584 Jay Street (V. Chen)
7. Construction Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005: Award the construction contract for the Base Bid and Add Alternate No. 1 scope of work for the CIPP Corrosion Rehabilitation, Project WW-01005 to Insituform Technologies, LLC as the lowest responsible bidder submitting a responsive bid in the amount of \$916,911; appropriate an additional \$110,000 from the Sewer Fund to Project WW-01005 and authorize the City Manager to execute the construction contract with Insituform Technologies, LLC on behalf of the City (A. Fairman)
8. Agreement for Animal Control and Sheltering Services: Approve the extension of the agreement for Animal Control and Sheltering Services with the City of Palo Alto (A. Galea)
9. Wildfire Liability, Public Drinking Water Supplies and Fire Safety letter: Authorize the Mayor to send a letter on behalf of the City to Governor Newsom regarding the liability of public drinking water suppliers during wildfires (J. Maginot)

## **PUBLIC HEARING**

10. Resolution No. 2019-26: Sewer Service Charges for FY 2019/20: Adopt Resolution No. 2019-26 approving the Report of Sewer Services Charges for Fiscal Year 2019/20 and directing the Filing of Charges for Collection by the County Tax Collector (A. Fairman)

## **DISCUSSION ITEMS**

11. Resolution No. 2019-27: Storm Drainage Fee: Receive and accept results of the tabulation of the Los Altos Storm Drainage Fee ballot proceeding and adopt Resolution No. 2019-27 to either, certify the ballot results and direct staff schedule a hearing to place the fees on the 2019-20 tax bills (if successful) or certify the ballot results with no further action (if unsuccessful) (A. Fairman)
12. Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus: Direct staff to enter into a lease agreement with Friends of the Library allowing that organization to utilize approximately 500 sq. ft. of land between the Police Station and the History Museum at no cost until the new Community Center is constructed (C. Jordan)



13. Resolution No. 2019-18: Non-represented staff compensation: Adopt Resolution No. 2019-18 approving adjustments to the compensation ranges for Fiscal Year 2019-20 and to the benefit package beginning Fiscal Year 2019-20 for the non-represented employee group (C. Jordan)
14. Proposed Three-Story Multiple-Family Residential Building at 425 First Street: Adopt Resolution No. 2019-28, which will approve Design Review application 18-D-05 and Subdivision application 18-SD-04 per the listed findings and conditions for a new, multiple-family building with 20 residential units at 425 First Street (Z. Dahl)
15. Resolution No. 2019-29: Story Pole Policy Exception Request: 5150 El Camino Real: Adopt Resolution No. 2019-29 approving an exception from the City's Story Pole Policy for the proposed development at 5150 El Camino Real (Z. Dahl)
16. City Council Fall Meeting Calendar: Discuss the concept of scheduling additional study session meetings in the Fall and determine if, and under what conditions, Council would like to add meetings to its schedule (C. Jordan)
17. Resolution No. 2019-30: Open Government Policy: Receive the report from the Open Government Standing Committee; adopt Resolution No. 2019-30 amending the Open Government Policy and consider changes to the Council Norms and Procedures and the Commission Handbook (J. Maginot)
18. City Council Authorization for Mayor to send letter regarding SB 592: Authorize the Mayor to send a letter to the City's State Legislators regarding the City's position on SB 592 (J. Maginot)

## **COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

#### SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: [ada@losaltosca.gov](mailto:ada@losaltosca.gov).

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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



**SPECIAL ITEM**

**Agenda Item # A**

## **AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Commission appointment

**Prepared by:** Jon Maginot, Deputy City Manager

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

**Attachment(s):** None

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Which individual does the Council wish to appoint to serve on the Complete Streets Commission?

**Summary:**

- Various individuals have applied for the opening

**Staff Recommendation:**

Appoint an individual to fill one vacancy on the Complete Streets Commission

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Commission appointment

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**Purpose**

To fill vacancies on the Complete Streets Commission

**Background**

The City Council appoints individuals to serve on the various City Commissions and one Committee. With the exception of Senior and Youth Commissioners, members are appointed to four-year terms and may serve a total of two consecutive terms plus the fulfillment of an unexpired term should they be so appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioners may serve two-year terms through the conclusion of their final year in high school.

**Discussion/Analysis**

One vacancy on the Complete Streets Commission (expiring March 2020) exists.

**Options**

- 1) Appoint an individual to serve on the Complete Streets Commission

**Advantages:** Fills the position on the Commission

**Disadvantages:** None identified

- 2) Direct staff to conduct a new recruitment for additional applicants

**Advantages:** Provides an opportunity for additional individuals to apply

**Disadvantages:** Delays the appointment of Commissioner

**Recommendation**

The staff recommends Option 1.

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF  
THE CITY OF LOS ALTOS, HELD ON TUESDAY, JUNE 11, 2019,  
BEGINNING AT 7:00 P.M. AT LOS ALTOS MAIN LIBRARY, 13 SOUTH  
SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Mayor Lee Eng, Vice Mayor Pepper, Councilmembers Bruins, Enander and Fligor

ABSENT: None

**SPECIAL PRESENTATION**

Mayor Lee Eng and Councilmember Bruins recognized participants in the Bike to the Future event.

**CHANGES TO THE ORDER OF THE AGENDA**

Item number 9 was continued to a future meeting. The Council moved Special Item A to the end of the agenda and item number 7 to immediately before item number 6.

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

The following individuals provided public comment: Matthew Lee-Asiong, Jaimie Walnes, Wade Spenader, Jacob Sobel, Melissa Sobel, Ruth Patrick (representing WomenSV), Duncan MacMillan, Ginger Summit, Sangum Desai, Darwin Poulos, Kristy Harrison, Elisabeth Ward (representing Los Altos History Museum), Rhoda Fry, Paula Wallis, Library Commissioner Eric Steinle, Jim Darby, Los Altos School District Trustee Jessica Speiser, Shannon Kava and Myra Orta.

**CONSENT CALENDAR**

Councilmember Bruins pulled item number 2.

Direction: In regard to item number 3, the Council directed the Financial Commission to explore adopting a socially responsible investment policy.

Upon a motion by Councilmember Enander, seconded by Vice Mayor Pepper, the Council unanimously approved the Consent Calendar, with the exception of item number 2, as follows:

1. Council Minutes: Approved the minutes of the May 28, 2019 joint study session with Complete Streets Commission and regular meeting.
2. Youth Commission appointments: Appoint individuals to serve on the Youth Commission as recommended by the Council Youth Commission Interview Committee – *Pulled for discussion (see page 4).*
3. 2019 Update of City Investment Policy: Adopted the revised Investment Policy for 2019.

4. Quarterly Investment Portfolio Report – Quarter Ended March 31, 2019: Received the Investment Portfolio Report through March 31, 2019.
5. Upgrade of Financial System-One Solution Agreement: Authorized the City Manager to execute an agreement on behalf of the City with Superior, a CENTRALSQUARE company, in the amount of \$146,343 for the upgraded software application One Solution per IT Initiatives, Project CD-01008 due to the Purchasing Policy signing authority for the City Manager.

## DISCUSSION ITEMS

7. Fiscal Year 2019-20/2020-21 Operating Budget and Fiscal Year 2020-24 Capital Improvement Plan: Adopt Resolution No. 2019-19 adopting FY 2019-20 Operating Budget; adopt Resolution No. 2019-20 adopting the FY 2020-24 Five-Year Capital Improvement Program; adopt Resolution No. 2019-21 establishing the FY 2019/20 Transient Occupancy Tax; adopt Resolution No. 2019-22 establishing the FY 2019/20 Utility Users Tax; and adopt Resolution No. 2019-23 establishing the FY 2019/20 Appropriations Limit

Administrative Services Director Etman presented the report.

Public Comments: The following individuals provided public comments: LaNae Avra, Cupertino Union School District Board President Lori Cunningham, Angela Brown, Huz Dalal, Kristy Harrison and Don Bray.

Councilmember Bruins expressed concerns that setting aside monies to conduct a feasibility study for a community pool sets a false expectation that the City will be constructing a community pool.

Action: Upon a motion by Vice Mayor Pepper, seconded by Councilmember Enander, the Council adopted Resolution No. 2019-19 adopting FY 2019-20 Operating Budget, including an additional \$50,000 for potential additional crossing guards and \$100,000 for a community pool feasibility study, by the following vote: AYES: Enander, Fligor, Lee Eng and Pepper; NOES: Bruins; ABSTAIN: None; ABSENT: None.

Action: Upon a motion by Vice Mayor Pepper, seconded by Councilmember Enander, the Council unanimously adopted Resolution No. 2019-20 adopting the FY 2020-24 Five-year Capital Improvement Program.

Action: Upon a motion by Vice Mayor Pepper, seconded by Councilmember Bruins, the Council adopted Resolution No. 2019-21 establishing the FY 2019/20 Transient Occupancy Tax, by the following vote: AYES: Bruins, Fligor, Lee Eng and Pepper; NOES: Enander; ABSTAIN: None; ABSENT: None.

Action: Upon a motion by Vice Mayor Pepper, seconded by Councilmember Enander, the Council unanimously adopted Resolution No. 2019-22 establishing the FY 2019/20 Utility Users Tax.

Action: Upon a motion by Vice Mayor Pepper, seconded by Councilmember Bruins, the Council unanimously adopted Resolution No. 2019-23 establishing the FY 2019/20 Appropriations Limit.

Direction: The Council requested a future study session to discuss options to raise the City's Pavement Condition Index as quickly as possible.

*Mayor Lee Eng recessed the meeting at 9:49 p.m. The meeting resumed at 10:00 p.m.*

6. Resolution No. 2019-17: Design Review application 17-D-02 (385-389 First Street): Adopt Resolution No. 2019-17 approving Design Review application 17-D-02 and Subdivision application 17-SD-02 per the listed findings and conditions for a new, mixed-use building with ten residential units and 2,100 square feet of office at 385, 387 and 389 First Street

Senior Planner Golden presented the report.

Steve Johnson and Jeff Potts presented the application.

Public Comments: The following individuals provided public comments: Eric Steinle and Teresa Morris.

Action: Upon a motion by Councilmember Enander, seconded by Vice Mayor Pepper, the Council unanimously directed staff to draft a Resolution to be considered at the July 9, 2019 Council meeting approving the application but denying the requested waiver for a rooftop deck and elevator tower based on findings that the amenity is not required for the project to be constructed at the requested density, it is not consistent with the Downtown Design Guidelines and this type of activity is not appropriate for this area of Downtown and adding a condition to move the BMR unit from the ground floor to another unit.

8. Resolution No. 2019-18: Non-represented staff compensation: Adopt Resolution No. 2019-18 approving adjustments to the compensation ranges for Fiscal Year 2019-20 and to the benefit package beginning Fiscal Year 2019-20 for the non-represented employee group

Action: Upon a motion by Councilmember Enander, seconded by Vice Mayor Pepper, the Council continued item number 8 to the June 25, 2019 meeting, by the following vote: AYES: Enander, Lee Eng and Pepper; NOES: Bruins and Fligor; ABSTAIN: None; ABSENT: None.

## **STUDY SESSION**

9. Cost Allocation Plan and User Fee Study: Receive the presentation on the Cost Allocation Plan and User Fee Study and provide direction to staff as necessary

Continued to a future meeting.

## **ITEM PULLED FROM CONSENT CALENDAR**

2. Youth Commission appointments: Appoint individuals to serve on the Youth Commission as recommended by the Council Youth Commission Interview Committee

Action: Upon a motion by Councilmember Bruins, seconded by Councilmember Enander, the Council appointed Vivek Bharati, Jessica Young, Tom Harpaz and Devon Montgomery-Eder to two-year terms on the Youth Commission, by the following vote: AYES: Enander, Fligor, Lee Eng and Pepper; NOES: None; ABSTAIN: Bruins; ABSENT: None.

## **SPECIAL ITEM**

- A. Commission appointments: Appoint individuals to fill two vacancies on the Parks and Recreation Commission, one vacancy on the Planning Commission and one vacancy on the Senior Commission

Action: By written ballot, the Council appointed Teresa Morris to a term on the Parks and Recreation Commission expiring in March 2021, with the following submitting ballots in favor: Enander, Fligor, Lee Eng and Pepper.

Action: By written ballot, the Council appointed Scott Spielman to a term on the Parks and Recreation Commission expiring in March 2021, with the following submitting ballots in favor: Bruins, Enander, Lee Eng and Pepper.

Action: By written ballot, the Council appointed David Marek to a term on the Planning Commission expiring in September 2022, with the following submitting ballots in favor: Enander, Lee Eng and Pepper.

Action: By written ballot, the Council unanimously appointed Chris Nagao to a term on the Senior Commission expiring March 2020.

## **COUNCIL/STAFF REPORT AND DIRECTIONS ON FUTURE AGENDA ITEMS**

Councilmember Enander reported all Councilmembers attended the Chamber of Commerce State of the Cities event on June 7, 2019.

## **ADJOURNMENT**

Mayor Lee Eng adjourned the meeting at 12:00 a.m.

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Lynette Lee Eng, MAYOR

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Jon Maginot, CMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Community Development Block Grant FY 2019/20 Capital Improvement Program Funding

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

**Reviewed by:** Aida Fairman, Interim Public Works Director

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

**Attachment(s):**

1. Proposed El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project description

**Initiated by:**

City Council

**Previous Council Consideration:**

May 22, 2018

**Fiscal Impact:**

The FY 2019/20 Community Development Block Grant (CDBG) Capital Improvement Program (CIP) contract will allow the City to proceed with the construction portion of the proposed El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project utilizing up to \$325,000 CDBG CIP funds and additional City CIP funds.

The current Engineer's Estimate for the project is \$662,940 for both design and construction of the improvements. Council has approved \$191,000 for the project. The addition of the proposed CDBG CIP funds will increase the project budget up to \$516,000. Staff will return to Council for approval of the additional funds required when actual construction costs are determined and the construction contract is awarded.

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (c) Improvement of Existing Facilities.

**Policy Question(s) for Council Consideration:**

- Does Council desire to utilize the opportunity for use of up to \$325,000 of CDBG CIP funds on the proposed El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project?

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Community Development Block Grant FY 2019/20 Capital Improvement Program Funding

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**Summary:**

- Utilizes up to \$325,000 of CDBG CIP funds on the proposed El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project
- Allows for Council to consider use of up to \$325,000 CIP funds for other identified City CIP Projects

**Staff Recommendation:**

1. Authorize the City Manager to execute the FY 2019/20 Community Block Grant Contract; and
2. Appropriate up to \$325,000 of eligible Community Block Grant funds to the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project



**Subject:** Community Development Block Grant FY 2019/20 Capital Improvement Program Funding

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### **Purpose**

To complete the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project utilizing an external funding source to address pedestrian safety and access barrier removal.

### **Background**

Community Development Block Grant (CDBG) Capital Improvement Program (CIP) funds are provided by the U.S. Department of Housing and Urban Development (HUD), through the County of Santa Clara, to small cities within the County. The program funds capital projects that benefit low and very-low income households or otherwise disadvantaged persons. Applicable capital projects include new low-income housing construction or rehabilitation and access improvements that remove existing barriers for the disabled.

The City of Los Altos has traditionally used CDBG funds to assist those considered a “Presumed Benefit”; a category of people who are presumed to be low-income, such as seniors, severely disabled adults, victims of domestic abuse, etc. by installing curb cuts, widening sidewalks, etc., which will remove a barrier impeding disabled access. On June 27, 2017, Council approved a Joint Powers Agreement with the County of Santa Clara that allows the City to continue receiving allocations from the CDBG program through September 2020.

Recently completed Capital Improvement Program projects funded by CDBG CIP grant funds include the sidewalk improvement projects on Portola Avenue, San Antonio Road, Fremont Avenue, Downtown Parking Plaza Driveway Approaches, and the University Avenue Crosswalk Improvement Project.

### **Discussion/Analysis**

CDBG CIP project recommendations are typically presented to Council in spring in anticipation of a July 1 contract start date with Santa Clara County (County). Previous annual allocations have ranged from \$60,000 to \$170,050. In early May 2019 County staff notified the City of its approval of up to \$325,000 of available CDBG CIP funding for the proposed El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project. The actual contract amount is contingent on the final Federal CDBG allotment awarded to the County.

The proposed FY 2019/20 CDBG CIP project will make improvements to the sidewalk and pathway along El Monte Road between Edith and Almond Avenues. The improvements include replacement or installation of curb ramps, crosswalks, and removal of access barriers. The improvements will enhance pedestrian safety and overall pedestrian access by improving usability, visibility and connectivity.



**Subject:** Community Development Block Grant FY 2019/20 Capital Improvement Program Funding

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## Options

- 1) Authorize the City Manager to execute the FY 2019/20 Community Block Grant Capital Improvement Program Contract; and appropriate up to \$325,000 of eligible Community Block Grant funds to the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project; and approve and authorize the proposed Intersection Pedestrian Improvement project and authorized the City Manager to execute the Community Development Block Grant contract should contingency funding become available

**Advantages:** Allows for the completion of the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project utilizing an external funding source and free up City CIP funds for use on other projects

**Disadvantages:** None

- 2) Not to utilize an external funding source for the completion of the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project and complete the project with City CIP funds

**Advantages:** Allows for the completion of the El Monte Avenue Sidewalk Gap Closure – Edith Avenue to Almond Avenue TS-01038 project

**Disadvantages:** Eliminates up to \$325,000 of City CIP funds for use on other identified projects

## Recommendation

The staff recommends Option 1.



## El Monte Ave Sidewalk Gap Closure – Edith Ave To Almond Ave



This project includes new intersection bulb-out with ADA ramp improvements at Almond & El Monte Avenue, new crosswalk with pedestrian activated rectangular rapid flashing beacon system and walkway gap closure on El Monte Avenue between Edith and Almond Avenue.

### Transportation -- Pedestrian & Bicycle Safety

**TS-01038**

Priority: Health & Safety

Project Lead: K. Small

Initial Funding Year: 2016/17	Planned Start Date: October 2016	Target Completion Date: September 2018
Project Status: In Design	Expended as of March 31, 2017: --	Operating Budget Impact: --

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

#### Project

#### Estimates

El Monte Avenue Pedestrian Improvements	191,000	--	--	--	--	--	191,000
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#### Funding

#### Sources

CIP	191,000	--	--	--	--	--	191,000
<b>Total</b>	<b>191,000</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>191,000</b>



**CONSENT CALENDAR**

**Agenda Item # 3**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Contract Amendment: Professional Services Agreement with Municipal Resource Group, LLC for Engineering Support

**Prepared by:** Aida Fairman, Interim Engineering Services Director

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

**Attachment(s):**

None

**Initiated by:**

Staff

**Previous Council Consideration:**

Not applicable

**Fiscal Impact:**

\$35,000. Sufficient funds are available in the Engineering Services Department Budget.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- Assistance for the Engineering Services Department is needed while several open positions remain unfilled
- Municipal Resource Group has been satisfactorily assisting the City with project management and various tasks since February 7, 2019

**Staff Recommendation:**

Authorize the City Manager to execute an amendment on behalf of the City with Municipal Resource Group, LLC in an amount not to exceed \$35,000 to provide additional consulting services for the Engineering Services Department

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Contract Amendment: Professional Services Agreement with Municipal Resource Group, LLC for Engineering Support

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### **Purpose**

Contract amendment for additional consulting services for the Engineering Services Department.

### **Background**

The Engineering Services Department currently has a staffing shortage after the departure of the Department Director, Engineering Services Manager, Transportation Services Manager, Project Manager, and Assistant Civil Engineer in the past eight months. The Department has obtained consulting firms/staff to assist in various tasks. An agreement with Municipal Resource Group, LLC was executed on February 7, 2019 in the amount of \$67,500. Amendment No. 1 to the agreement was executed on June 5, 2019 in the amount of \$7,400. The Council is asked to approve Amendment No. 2 for an amount not to exceed \$35,000.

### **Discussion/Analysis**

Municipal Resource Group has been satisfactorily assisting the City with project management and various tasks such as development and implementation of the Capital Improvement Plan and negotiations for a new solid waste agreement. The original contract was executed on February 7, 2019. Assistance for the Engineering Services Department continues to be needed at this time as several open positions have not yet been filled.

### **Options**

- 1) Authorize the City Manager to execute the amendment to the agreement with Municipal Resource Group, LLC for the additional services in an amount not to exceed \$35,000. This would bring the total compensation of the Municipal Resource Group pursuant to its Professional Services Agreement with the City to an amount not to exceed \$109,900

**Advantages:** Assistance is needed to support the Solid Waste program, the Los Altos Community Center project, and other tasks

**Disadvantages:** None

- 2) Do not execute the amendment to the agreement with Municipal Resource Group

**Advantages:** None

**Disadvantages:** Staff may have too many high-priority items to manage effectively without support

### **Recommendation**

The staff recommends Option 1.

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**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Contract Amendment: Professional Services Agreement with Traffic Patterns, LLC for Engineering support

**Prepared by:** Aida Fairman, Interim Engineering Services Director

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

**Attachment(s):**

None

**Initiated by:**

Staff

**Previous Council Consideration:**

Not applicable

**Fiscal Impact:**

\$120,000. Sufficient funds are available in the Engineering Services Department Budget.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- Assistance for the Engineering Services Department is needed until the Transportation Manager position is filled
- Traffic Patterns has been satisfactorily assisting the City with project management and various tasks since February 7, 2019

**Staff Recommendation:**

Authorize the City Manager to execute an amendment on behalf of the City with Traffic Patterns, LLC in an amount not to exceed \$120,000 to provide additional consulting services for the Engineering Services Department

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Contract Amendment: Professional Services Agreement with Traffic Patterns, LLC for Engineering support

---

**Purpose**

Contract amendment for additional consulting services for the Engineering Services Department.

**Background**

The Engineering Services Department has had a staffing shortage since the departure of the Department Director, Engineering Services Manager, Transportation Services Manager, Project Manager, Assistant Civil Engineer, and Junior Civil Engineer over the past eight months. The Department has obtained consulting firms/staff to assist in various tasks. An agreement with Traffic Patterns, LLC was executed on February 7, 2019 in the amount of \$70,000. The Council is asked to authorize an amendment in an amount not to exceed \$120,000.

**Discussion/Analysis**

Traffic Patterns has been satisfactorily assisting the City with project management and various tasks since the original contract was executed on February 7, 2019. Traffic Patterns will be needed to continue assisting the Engineering Services Department with various transportation tasks and will continue to help with management of projects while the Transportation Manager position remains unfilled.

**Options**

- 1) Authorize the City Manager to execute the amendment to the agreement with Traffic Patterns, LLC for the additional services in an amount not to exceed \$120,000. This would bring the total compensation of Traffic Patterns, LLC pursuant to its Professional Services Agreement with the City to an amount not to exceed \$190,000

**Advantages:** Assistance is needed to support the City's transportation services

**Disadvantages:** None

- 2) Do not execute the amendment to the agreement with Traffic Patterns, LLC

**Advantages:** None

**Disadvantages:** Staff may have too many high-priority items to manage effectively without support

**Recommendation**

The staff recommends Option 1.





**CONSENT CALENDAR**

**Agenda Item # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution No. 2019-24: Transfer Unclaimed Funds to Originating Fund

**Prepared by:** Sarina Revillar, Financial Services Manager

**Reviewed by:** Sharif Etman, Administrative Services Director

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

**Attachment(s):**

1. Resolution 2019-24
2. List of Unclaimed Checks

**Initiated by:**

Staff

**Previous Council Consideration:**

Unclaimed Funds Policy and Procedure – June 12, 2018

**Fiscal Impact:**

Revenue in the amount of \$50,091.68 to be allocated to the originating fund

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- On June 12, 2018, City Council approved the Unclaimed Funds Policy and Procedures according to Government Code Sections 50050 through 50056
- The outstanding and unclaimed checks by a payee more than three consecutive years and more than \$15 was publicly advertised in the Town Crier on March 20 and March 27, 2019
- After the public notification period of no less than forty-five (45) days and not more than sixty (60) days, Finance established a list of unclaimed funds to be transferred to the originating fund

**Staff Recommendation:**

Adopt Resolution No. 2019-24 and approve the transfer of the unclaimed funds to the originating fund

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Resolution No. 2019-24: Transfer Unclaimed Funds to Originating Fund

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**Purpose**

Reduce the number of unclaimed checks and transfer the outstanding amount to the originating fund in accordance with State law.

**Background**

Follow the unclaimed funds policy and procedures according to the Government Code Section 50050 through 50056 to minimize the number of outstanding checks.

**Discussion/Analysis**

Any outstanding checks more than \$15 was publicly advertised in the Town Crier on March 20 and March 27, 2019. The public notification period was no less than forty-five (45) days and nor more than sixty (60) days. Any outstanding checks less than \$15 and with an unknown name were also included in the attached list of Unclaimed Checks. The total amount of unclaimed checks is \$50,091.68, which \$17,918.28 is to be transferred to the General Fund \$30,000 to the North County Library Fund, \$1,420.44 to the Sewer Fund, \$357 to the Dental Fund, and \$395.96 to the Equipment Replacement Fund.

**Options**

- 1) Adopt Resolution No. 2019-24 and approve the transfer of the unclaimed funds to the originating fund

**Advantages:** Follow the Unclaimed Checks Policy in accordance to State law

**Disadvantages:** None

- 2) Do not adopt the Resolution No. 2019-24 or approve the transfer of outstanding funds

**Advantages:** None

**Disadvantages:** Not in compliance with state law or the Unclaimed Funds Policy

**Recommendation**

The staff recommends Option 1

**RESOLUTION NO. 2019-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
RELEASING UNCLAIMED CHECKS**

**WHEREAS**, it is the policy of the City of Los Altos to take possession of long standing unclaimed checks in accordance with Government Code Sections 50050 through 50056; and

**WHEREAS**, each of the checks listed on the attached summary is less than \$15, or for any amount in which the depositor's name is unknown, and have been unclaimed for more than one year; and

**WHEREAS**, the attached summary may also include checks in amounts greater than \$15 that have been unclaimed for more than three years and notice thereof was published in the Los Altos Town Crier on March 20 and March 27, 2019 as required by Government Code Section 50050.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby orders that the unclaimed checks on the attached list in the total amount of \$50,091.68 shall be transferred to the originating fund in accordance with Sections 50053 and 50055 of the California Government Code.

**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 \_\_\_\_, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK

**STALE DATED CHECKS**  
**Town Crier March 20, 2019 and March 27, 2019**  
**City Council June 25, 2019**

General Fund	17,918.28
North County Library	30,000.00
Sewer	1,420.44
Dental Fund	357.00
Equipment Replacement	395.96
	<u>50,091.68</u>

PAYEE	CHECK #	DATE	AMOUNT	FUND
CARLOS CAMPOS	131809	2/2/2012	1.00	DENTAL
MICHAEL HORTA	131862	2/2/2012	10.00	DENTAL
Cindy Motaei	77069	5/10/2001	150.00	DENTAL
Layne Long	79770	11/29/2001	196.00	DENTAL
Drager Safety Inc.	80101	12/18/2001	395.96	EQUIPMENT
MR EMILIO BUSTAMANTE	125138	8/6/2010	0.27	GENERAL
SWEEP SHOP	137152	5/8/2013	1.00	GENERAL
Antoinette Kelly	1354	10/5/2000	1.42	GENERAL
Scott Stockwell	1359	10/5/2000	1.52	GENERAL
PEPA DOLLS	85051	11/7/2002	2.00	GENERAL
JOSEPH MAMONE	79334	10/18/2001	2.00	GENERAL
PROASTER BOOKS	78487	8/14/2001	2.50	GENERAL
Sean Williams	1364	10/5/2000	2.91	GENERAL
JOANNIE WANG	100664	6/30/2005	3.00	GENERAL
TOM'S DEPOT ICE CREAM AND GRILL	119940	6/18/2009	4.00	GENERAL
JESUS MORALES	144687	3/26/2018	4.00	GENERAL
KAY K IIDA	97047	2/11/2005	5.00	GENERAL
EMILY SMITH	133083	5/10/2012	6.00	GENERAL
Dan Guillory	46923	6/29/2001	6.44	GENERAL
Joanne Sharkey	45909	3/23/2001	9.86	GENERAL
EXCLUSIVE MARBLE & TILE	136965	4/26/2013	10.00	GENERAL
NAME UNKNOWN	2070	6/29/2001	10.68	GENERAL
VICKEY JONES	119433	5/15/2009	10.80	GENERAL
IRENE HATCH	142682	9/4/2014	11.08	GENERAL
VICKEY JONES	128083	4/14/2011	11.20	GENERAL
VICKEY JONES	133920	7/27/2012	11.20	GENERAL
AMANDA PITMAN	134035	8/3/2012	11.20	GENERAL
MARK BAUTISTA	130085	9/30/2011	12.77	GENERAL
NAME UNKNOWN	62102	6/29/2001	14.22	GENERAL
Blach Athletic Boosters	76552	4/9/2001	15.00	GENERAL
JENNIFER ARIAS-CHAVES	150604	10/18/2016	15.55	GENERAL
CAROLINE MUSTARD	150034	9/9/2016	15.60	GENERAL
AMANDA PITMAN	152066	4/21/2017	16.00	GENERAL
Mary Seidman	125898	10/7/2010	17.00	GENERAL
DARREN MICHALEK	151180	1/11/2017	17.00	GENERAL
ALHAMBRA AND SIERRA SPRINGS	131221	12/22/2011	17.53	GENERAL
Anna West	41673	12/30/1999	17.71	GENERAL
Amrita Singh	63625	4/10/1998	20.00	GENERAL
Scott Sweezey	78037	7/23/2001	20.00	GENERAL
Sarah Pchenitchnikova	98153	5/5/2005	20.00	GENERAL
Natalie Eggers	108839	5/4/2007	20.00	GENERAL
Dale Jing Lee	108863	5/4/2007	20.00	GENERAL
DANNY VESURAI	119306	4/30/2009	20.00	GENERAL
AMELIA ROWE	137034	4/26/2013	20.00	GENERAL
INDIRA RAJA	145157	5/6/2015	20.00	GENERAL
PARISA BRAUN	148595	4/21/2016	20.00	GENERAL
Lisa Chiong	63344	3/25/1998	22.00	GENERAL
Civi-Ling	69217	7/9/1999	22.00	GENERAL
PIYUSHA SACHDEVA	133278	5/24/2012	22.25	GENERAL
NAME UNKNOWN	61293	2/1/2004	22.56	GENERAL
Kenny Coleman	101302	8/25/2005	23.00	GENERAL
Tom West	46626	6/1/2001	23.23	GENERAL
California Court Clerks Association Inc.	79941	12/14/2001	24.00	GENERAL
Brady Robertson	57263	2/20/2004	25.79	GENERAL
Scott Sweezey	78430	8/9/2001	30.00	GENERAL
Dainien Bacsary	98108	5/5/2005	30.00	GENERAL
Evan Sheahan	98165	5/5/2005	30.00	GENERAL
Anna Wong	104504	5/5/2006	30.00	GENERAL
Cian Sheahan	113263	4/24/2008	30.00	GENERAL
Kira Wingate	113274	4/24/2008	30.00	GENERAL
GRACE FLINCHUM	132965	5/8/2012	30.00	GENERAL
Giulia Mantovani	132968	5/8/2012	30.00	GENERAL
NAME UNKNOWN	61291	2/2004	31.10	GENERAL
NAME UNKNOWN	61976	2/2004	31.10	GENERAL
Noah Mesel	71291	1/10/2000	32.00	GENERAL
Garden Clinic	79195	10/11/2001	35.00	GENERAL
Newman Hardwood Floors	62702	1/23/1998	37.50	GENERAL
AUGUSTINE ROCHA	131911	2/2/2012	37.50	GENERAL
Amrita Singh	64100	5/8/1998	39.00	GENERAL
Maurice Clark	44161	11/3/2001	39.07	GENERAL
Susannah Greenwood	83869	8/22/2002	43.98	GENERAL

**STALE DATED CHECKS**  
**Town Crier March 20, 2019 and March 27, 2019**  
**City Council June 25, 2019**

<b>General Fund</b>	<b>17,918.28</b>
<b>North County Library</b>	<b>30,000.00</b>
<b>Sewer</b>	<b>1,420.44</b>
<b>Dental Fund</b>	<b>357.00</b>
<b>Equipment Replacement</b>	<b>395.96</b>
	<b><u>50,091.68</u></b>

<b>PAYEE</b>	<b>CHECK #</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>FUND</b>
Aaron Sage	1251	4/5/1999	45.50	GENERAL
Ryan Tung	62839	8/19/2005	48.35	GENERAL
CITY OF PALO ALTO (WQCP)	153515	9/25/2017	50.00	GENERAL
Audrey Cole	93250	4/28/2004	50.00	GENERAL
Sarah Loebner	93281	4/28/2004	50.00	GENERAL
SUSAN CLAY	145093	5/6/2015	50.00	GENERAL
COMCAST	137268	5/23/2013	52.30	GENERAL
John Csubak	41576	12/30/1999	64.35	GENERAL
Katie Choi	77158	5/13/2001	68.75	GENERAL
DIANA STEWARD	153477	9/8/2017	70.00	GENERAL
BOCOLAN, MICHELLE	132988	5/10/2012	70.60	GENERAL
Erin Tennon	84557	10/3/2002	73.91	GENERAL
Silver Fox Bistro	92652	3/12/2004	75.00	GENERAL
PLUMBING TECH INC	131903	2/2/2012	75.00	GENERAL
VIVINT SOLAR DEVELOPER LLC	136736	3/28/2013	75.00	GENERAL
Jonathon Young	51387	8/9/2002	77.73	GENERAL
The Kiplinger Letter	78468	8/14/2001	79.00	GENERAL
SHREE ANATH	123529	4/2/2010	83.00	GENERAL
Amie Jan	104777	6/2/2006	90.00	GENERAL
Raleigh Rhodes	79130	10/4/2001	91.00	GENERAL
Price Office Systems	137634	6/21/2013	95.00	GENERAL
Francis LaPoll	53321	2/7/2003	98.86	GENERAL
Northern Chapter of C.L.E.A.R.S.	68175	4/23/1999	100.00	GENERAL
Beatriz Pegueros	84327	9/19/2002	110.00	GENERAL
Diane Passaro	120026	6/25/2009	112.50	GENERAL
Jonathon Young	47273	7/27/2001	127.80	GENERAL
Trisha Klink	39025	4/5/1999	132.76	GENERAL
SUZANNE EISELE	133648	7/6/2012	140.00	GENERAL
ROOT TAMERS	121590	10/29/2009	143.75	GENERAL
COMCAST	137176	5/16/2013	145.79	GENERAL
Browning-Ferris Industries	87557	5/16/2003	171.00	GENERAL
Leslie Skinner	103705	3/2/2006	182.00	GENERAL
Boca International	76218	3/8/2001	184.00	GENERAL
Ehlers Electric Company	66066	10/23/1998	187.50	GENERAL
U.S. POSTMASTER/PERMIT#258	140426	2/27/2014	200.00	GENERAL
Jon Meltzer	66571	12/10/1998	209.00	GENERAL
Ping Hao	104350	5/1/2006	217.00	GENERAL
DOWNTOWN IDEA EXCHANGE	149541	7/28/2016	236.50	GENERAL
Michelle Boal	96815	1/26/2005	240.00	GENERAL
Brigid Fish	77723	6/28/2001	247.00	GENERAL
U.S Tactical Emergency Medical Services	69719	8/10/1999	250.00	GENERAL
PENINSULA BANJO BAND	128680	5/26/2011	250.00	GENERAL
SMART & FINAL	139186	11/7/2013	273.43	GENERAL
Choices For Children	100571	6/30/2005	285.75	GENERAL
CHRISTINA WELSH	150343	10/17/2018	327.00	GENERAL
Robert Fukioka	70604	11/10/1999	328.54	GENERAL
AMERICAN INTL PUTI BODHI DHARM	134865	10/19/2012	468.00	GENERAL
DANIEL T NERO	148924	5/13/2016	473.00	GENERAL
INFORTAL WORLDWIDE	150295	10/6/2016	670.00	GENERAL
AT&T	149740	6/30/2016	888.17	GENERAL
TWISTER GYMNATICS INC	154424	12/18/2017	979.20	GENERAL
Heavenly Valley	71712	2/10/2000	1,384.00	GENERAL
CALPELRA	138520	9/12/2013	1,940.00	GENERAL
JENNIFER VAILLACOURT	150938	12/16/2016	3,563.70	GENERAL
Beatrice Weiss	C1210062	8/3/2012	10,000.00	NCLA
Abraham Hasson	C1222235	8/3/2012	20,000.00	NCLA
Madge Kingman	69266	7/9/1999	1,420.44	SEWER
			<b><u>50,091.68</u></b>	



**CONSENT CALENDAR**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution No. 2019-25: Summary vacation of right-of-way at 584 Jay Street

**Prepared by:** Victor Chen, Interim City Engineer

**Reviewed by:** Aida Fairman, Interim Engineering Services Director

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

**Attachments:**

1. Resolution No. 2019-25
2. Plat map and legal description

**Initiated by:**

Property owner of 584 Jay Street

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- Property owner of 584 Jay Street has requested the City vacate a portion of public right-of-way
- The property owner will be able to proceed with future remodel based on the new property line and setback compliance

**Staff Recommendation:**

Move to adopt Resolution No. 2019-25 vacating a portion of right-of-way at 584 Jay Street

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City Manager

CJ

**Reviewed By:**

City Attorney

CD

Finance Director

SE

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**Subject:** Resolution No. 2019-25: Summary vacation of right-of-way at 584 Jay Street

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**Purpose**

Summary vacation of portion of right-of-way at 584 Jay Street

**Background**

Property owner of 584 Jay Street has requested that City vacate a portion of public right-of-way in front of 584 Jay Street. This portion of the right-of-way is located at the shoulder area and is not part of the vehicle travel lane. Based on the parcel map, the property line at the north-west corner angles and makes it non-compliant with setback requirements prohibiting future remodel efforts.

Per Section 8334 of the Streets and Highways Code, the legislative body of a local agency may summarily vacate “an excess right-of-way of a street or highway not required for street or highway purposes.”

**Discussion/Analysis**

Staff has reviewed the site and researched the history of the right-of-way. The area of Jay Street to be vacated is at the end of the street shoulder. The current lot line reflects a curve due to an historical cul-de-sac that has since been abandoned to create a through street to the junction of N. Clark Ave. The remaining right-of-way width is sufficient to accommodate the utilities and roadway access to all properties. Staff recommends this summary vacation. A resolution ordering the vacation is attached.

**Options**

- 1) Adopt Resolution No. 2019-25

**Advantages:** The property owner will be able to proceed with remodel efforts based on the new property line and setback compliance

**Disadvantages:** None, the area being vacated serves no benefit other than to the property owner of 584 Jay Street

- 2) Not adopt Resolution No. 2019-25

**Advantages:** None

**Disadvantages:** The property owner will not be able to perform a remodel

**Recommendation**

The staff recommends Option 1.

When recorded return to:

City Engineer  
City of Los Altos  
One North San Antonio Road  
Los Altos, California 94022

Record without fee under section  
6103 Government Code

SPACE ABOVE THIS LINE FOR RECORDERS USE ONLY

### RESOLUTION NO. 2019-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ORDERING THE VACATION OF A CERTAIN STRIP OF LAND DESIGNATED AS A PUBLIC RIGHT OF WAY BY THE "TRACT NO. 223 EL MONTE COURT" FILED OCTOBER 23, 1944, IN BOOK 7, PAGE 49, RECORDS OF SANTA CLARA COUNTY CALIFORNIA.

WHEREAS, pursuant to the provisions of Chapter 4 of the California Streets and Highway Code, Section 8334 *et seq.*, the City Council may summarily vacate "an excess right-of-way of a street or highway not required for street or highway purposes"; and

WHEREAS, the public right-of-way by Tract No. 223 El Monte Court filed October 23, 1944, in Book 7 Page 49, Records of Santa Clara County California (said Tract No 223 is attached hereto as Exhibit "A"); and

WHEREAS, the City Council having duly considered all evidence, and followed the procedure prescribed by law, hereby finds and determines from all evidence submitted that the proposed order of vacation of the public service easement conforms with the provisions of Section 8334 of the California Streets and Highway Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOS ALTOS AS FOLLOWS:

1. That the portion of public right-of-way by the Tract No. 223 filed October 23, 1944,



in Book 7 Page 49, Records of Santa Clara County California, is now no longer necessary because it has not been used for the purpose for which it was dedicated for five (5) consecutive years immediately preceding the proposed vacation, and there are no other public facilities located within the easement.

2. That the City Council, pursuant to Streets and Highway Code, Chapter 4, Section 8334 *et seq.*, hereby orders the vacation of the public right-of-way described in Exhibit "A" attached hereto; and

3. This Resolution shall become effective on the 25<sup>th</sup> day of June 2019, and shall be recorded by the City Clerk in the Santa Clara County Recorder's Office shortly thereafter; and

4. From and after the date this Resolution is recorded in the Santa Clara County Recorder's Office, the portion of public right-of-way shall no longer constitute a public service right-of-way and the land subject to the public right-of-way shall revert to the property located at 584 Jay Street, Los Altos, California, APN 170-32-005 , pursuant to Streets and Highway Code Section 8351.

**I HEREBY CERTIFY** that the forgoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a regular meeting thereof held on the 25<sup>th</sup> day of June 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Lynette Lee Eng, MAYOR

ATTEST: \_\_\_\_\_

Jon Maginot, CMC, CITY CLERK



I, Willis G. Frost, hereby certify that I am a registered Civil Engineer of the State of California, that this map consisting of one (1) sheet, correctly represents a survey made under my supervision during the month of September 1944, that the survey is true and complete as shown, that all the monuments shown thereon, consisting iron pipes indicated thus \* on the map, actually exist and their positions are correctly shown and that said monuments are sufficient to enable the survey to be retraced.

Dated Oct 5, 1944

Willis G. Frost  
Registered Civil Engineer  
No. 362

We hereby certify that we are the owners of or have some right, title or interest in and to the real property included within the subdivision shown upon this map, and that we are the only persons whose consent is necessary to pass a clear title to said property, and we consent to the making of said map and subdivision as shown within the border lines and hereby dedicate to public use all streets, avenues and courts shown upon said map within said subdivision. We also hereby dedicate for public use those certain strips of land lying between the lines of streets and the lines each designated as future street lines as shown on said map within said subdivision, reserving to ourselves for the use of the successive owners of the respective lots certain rights of use of such portions of said strips of land as lie within the boundaries of said respective lots, said rights of use being such as are incidental to the care, planting and cultivation of such portions of said strips of land, but not including the construction of buildings or structures of any kind, excepting fences and sprinkling and irrigation systems and appurtenances thereto, said reservation of such rights to terminate and to be of no further effect after said strip of land shall be accepted by the Board of Supervisors.

L. E. Anderson  
owner

STATE OF CALIFORNIA }  
COUNTY OF SANTA CLARA } ss

On this 21<sup>st</sup> day of October 1944, before me F. W. Hilton a Notary Public in and for said County of Santa Clara, State of California, residing therein, duly commissioned and sworn, personally appeared L. E. Anderson, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

My Commission Expires

11, 1947

F. W. Hilton  
Notary Public in and for the County  
Santa Clara, State of California

Accepted for record and recorded in Book 7 of Maps, Page 49 in the office of the County Recorder of the County of Santa Clara this 23 day of October 1944, at 2:15 P.M.

Chas. A. Payne  
County Recorder of the  
County of Santa Clara  
By Ed. E. ..., Deputy

I hereby certify that I have examined the within map entitled TRACT No. 223 EL MONTE COURT SANTA CLARA COUNTY, CALIF. that the subdivision as shown thereon is substantially the same as it appeared on the tentative map thereof and any approved alterations, that all the provisions of the MAPACT of 1937 and of any local ordinance applicable at the time of the approval of the tentative map have been complied with and that I am satisfied that said map is technically correct.

ROBERT CHANDLER, County Surveyor of Santa Clara County, California

Dated October 23, 1944

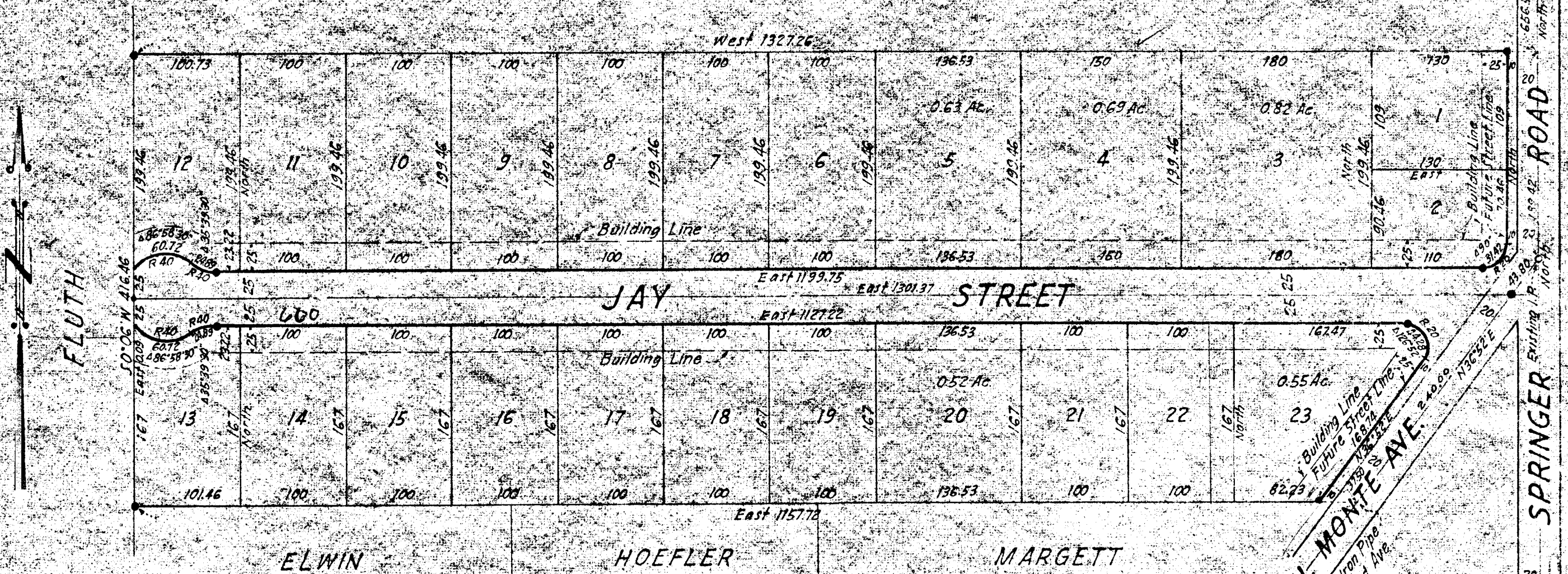
by Robert L. ...

The bearing of the center line of Springer Road as shown on that certain map entitled "Map of the Subdivision of the Estate of G. Madigan" recorded in Volume B of Maps at page 62, was taken as the basis of bearings shown upon this map.

All distances and dimensions are shown in feet and decimals thereof.

The blue border indicates the boundaries of the land subdivided by this map.

HIGGINS ET AL



STATE OF CALIFORNIA }  
COUNTY OF SANTA CLARA } ss

On this \_\_\_ day of \_\_\_ 1944, before me \_\_\_ a Notary Public in and for the County of Santa Clara, State of California, residing therein, duly commissioned and sworn, personally appeared \_\_\_ known to me to be the President and \_\_\_ known to me to be the Assistant Secretary of the San Jose Abstract & Title Insurance Co. the corporation that executed the within instrument and known to me to be the persons who executed the same upon behalf of the corporation named therein, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

My Commission Expires

Notary Public in and for the County of  
Santa Clara, State of California

It is ordered that the map of TRACT No. 223 be and the same as hereby approved; that the portion of El Monte Ave. and the portion of Springer Road as shown upon said map therein offered for dedication, be and the same are hereby accepted for the purposes for which the same are offered for dedication and all other streets, avenues and courts, shown upon said map and therein offered for dedication be and the same are hereby accepted for the purpose for which the same are offered for dedication.

The Clerk of this Board is directed to endorse upon the face of this map a copy of this order authenticated by the seal of the Board of Supervisors.

I hereby certify that the foregoing order was adopted by the Board of Supervisors at a meeting of said Board held on the 23<sup>rd</sup> day of October, 1944.

Frank W. Hagan  
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the  
County of Santa Clara, State of California.

by Richard ...

TRACT NO. 223  
EL MONTE COURT  
SANTA CLARA COUNTY, CALIF.  
OCT. 1944 SCALE 1"=100'

WILLIS G. FROST, CIVIL ENGINEER

MICROFILMED

DATE MAY 3 1973  
ROLL 1 FRAME 577-382

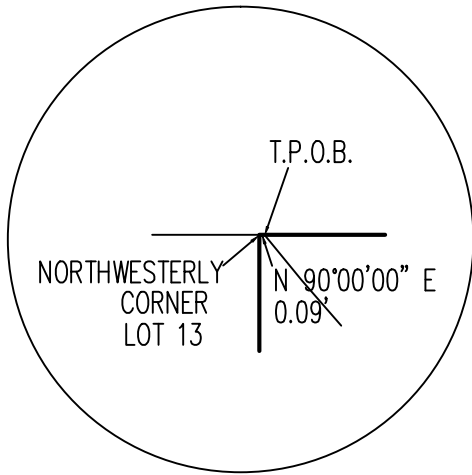
Tr 223

SANTA CLARA COUNTY

Tr 223-1



DETAIL 1

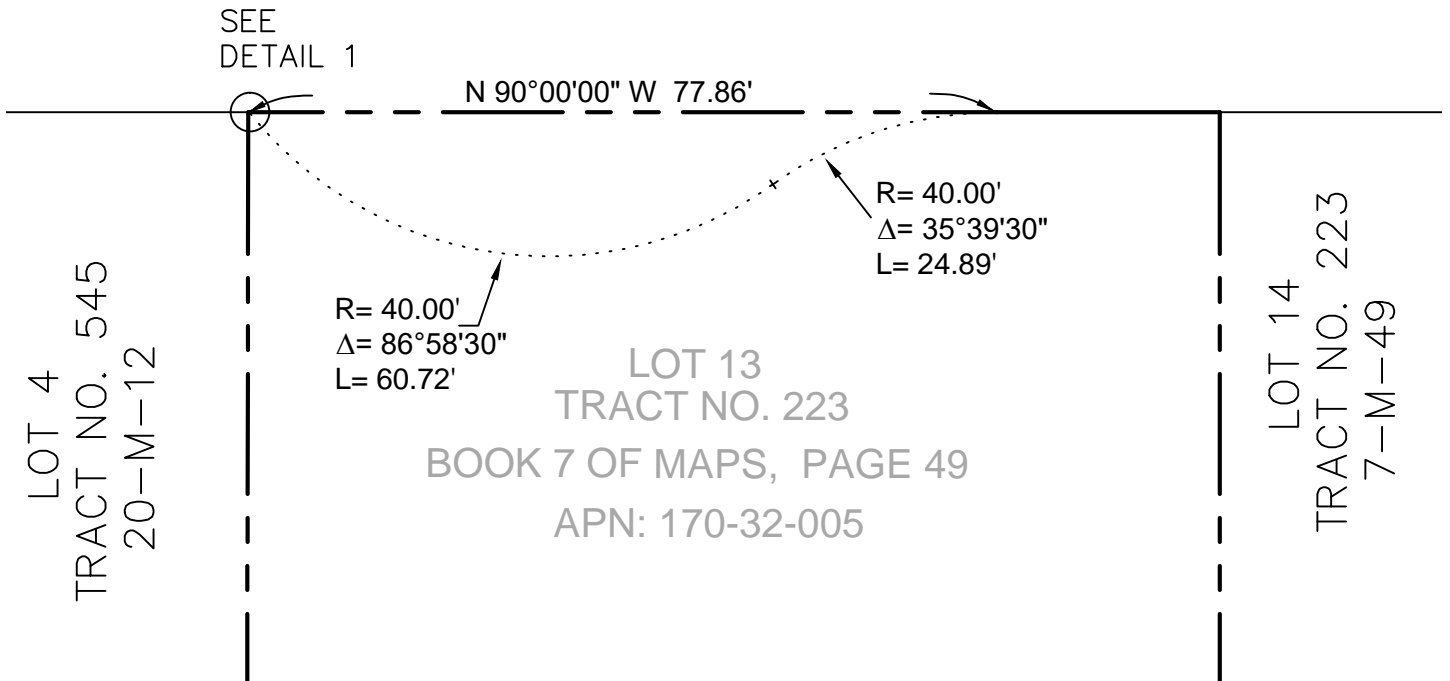


LEGEND

- (E) BOUNDARY LINE
- EASEMENT LINE
- OTHER LOTS
- CENTER LINE
- T.P.O.B. TRUE POINT OF BEGINNING



*JAY STREET (50' WIDE)*



Date: 5/7/2019	<b>EXHIBIT "B"</b> PLAT MAP FOR LOT LINE ADJUSTMENT 584 JAY STREET LOS ALTOS, CA	<b>SMP</b> ENGINEERS CIVIL ENGINEERS
Scale: 1" = 20'		
By: <b>SMP ENGINEERS</b>	GRAPHIC SCALE 1"=20', on 8.5 x 11 	1534 CAROB LANE LOS ALTOS, CA 94024 TEL: (650) 941-8055 FAX: (650) 941-8755
SMP Job #: 219028		
SHEET 2 OF 2		

**EXHIBIT "A"**

**LEGAL DESCRIPTION FOR LOT LINE ADJUSTMENT FOR**  
**LANDS OF PORRI**  
**584 JAY ST., LOS ALTOS, CA 94022**

All that certain property situated in the City of Los Altos, County of Santa Clara, State of California, being a portion of Lot 13, as shown upon that certain Map entitled "Tract No. 233, El Monte Court", filed for record in the office of Recorder of Santa Clara County, State of California, on October 23, 1944 in Book 7 of Maps at page 49, more particularly described as follows:

Commencing at the Northwesterly corner of Said Lot 13, thence along the northerly line of said Lot 13, N. 90°00'00" E., 0.09 feet to the true point of BEGINNING;

Thence, along said northerly line and along a tangent curve to the left with a radius of 40.00 feet, through an angle of 86°58'30", an arc length of 60.72 feet to the beginning of a reverse curve to the right;

Thence, along said curve with a radius of 40.00 feet, through an angle of 35°39'30", an arc length of 24.89 feet;

Thence, S. 90°00'00" W., 77.86 feet to the true point of BEGINNING.

Containing 676 square feet, more or less.

Said easement is shown on Exhibit "B" attached hereto and made a part hereof.



**CONSENT CALENDAR**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Construction Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005

**Prepared by:** Aida Fairman, Interim Engineering Services Director

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

**Attachment:**

1. Bid Results

**Initiated by:**

2013 Sanitary Sewer Master Plan

**Previous Council Consideration:**

August 28, 2019

**Fiscal Impact:**

Based on the lowest responsive bid submitted, the estimated Project costs are:

<b>Project Item</b>	<b>Project Budget</b>
Design	\$75,700
Construction	\$916,911
Inspection and testing services	\$30,000
Printing/Environmental Doc/Misc.	\$2,852
Construction contingency (15%)	\$137,537
<b>Estimated Total Cost</b>	<b>\$1,163,000</b>
Available Funds Total	\$1,053,000

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (b)

**Policy Question(s) for Council Consideration:**

- Does the Council wish to proceed with this project by awarding the construction contract?

**Summary:**

- The Project consists of lining the existing 30 inch sewer main along S. Springer Road between Covington Road and Riverside Drive

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Construction Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005

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**Staff Recommendation:**

Award the construction contract for the Base Bid and Add Alternate No. 1 scope of work for the CIPP Corrosion Rehabilitation, Project WW-01005 to Insituform Technologies, LLC as the lowest responsible bidder submitting a responsive bid in the amount of \$916,911; appropriate an additional \$110,000 from the Sewer Fund to Project WW-01005 and authorize the City Manager to execute the construction contract with Insituform Technologies, LLC on behalf of the City



**Subject:** Construction Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005

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### **Purpose**

Award the construction contract for the Base Bid and Add Alternate No. 1 scope of work for the CIPP Corrosion Rehabilitation, Project WW-01005 to Insituform Technologies, LLC (Insituform) as the lowest responsible bidder submitting a responsive bid in the amount of \$916,911 and authorize the City Manager to execute the construction contract with Insituform on behalf of the City. Appropriate an additional \$110,000 from the Sewer Fund to Project WW-01005.

### **Background**

The 2013 Sanitary Sewer Master Plan Update recommended rehabilitation of segments of pipe at various locations throughout the City. This Project consists of lining three to four trunk sewer main segments located on Springer Road and El Camino Real. These four lines range in size from 24 to 30 inches in diameter and would be rehabilitated using the trenchless method of Cured-In Place Pipe (CIPP) lining. On August 28, 2019, the City Manager executed an agreement with Freyer & Laureta for design and construction support services for the Project in the amount of \$75,700.

### **Discussion/Analysis**

On June 4, 2019, one (1) bid was opened for the Project. The bid results are included as Attachment 1. The project consists of lining trunk sewer mains on Springer Road between Riverside Drive and Covington Road using the cured-in-place pipe (CIPP) method as identified in the 2013 Sewer Master Plan. The Base Bid scope of work for this Project consists of lining two main segments, each 491 linear feet (totaling 982 linear feet), along Springer Road. There is one Add Alternate Bid item, which consists of lining one segment, which measures 477 linear feet along Springer Road and is adjacent to the Base Bid segments.

It is recommended that the award of the construction contract for the Base Bid and Add Alternate Bid No. 1 scope of work on the Project be made to Insituform, as the lowest responsible bidder submitting a responsive bid in the amount of \$916,911.

Insituform has no claims against its contractor's license. There are no open violations for Insituform listed in the Federal Government's Occupational Safety and Health Administration (OSHA) database. Insituform has been in business for over 35 years and has satisfactorily completed similar projects for the City of Los Altos and City of Emeryville.

### **Options**

- 1) Award the construction contract for the Base Bid and Add Alternate No. 1 scope of work on the Project in the amount of \$916,911 to Insituform Technologies, LLC and authorize the City Manager to execute the construction contract on behalf of the City



**Subject:** Construction Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005

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**Advantages:** Insituform Technologies, LLC is the lowest responsible bidder submitting a responsive bid and can complete the lining of all three adjacent trunk sewer mains for Project WW-01005

**Disadvantages:** Additional funds would need to be appropriated for 15% construction contingency in the Project budget

2) Award the construction contract for the Base Bid scope of work only on the Project to Insituform, in the amount of \$676,485 and authorize the City Manager to execute the construction contract on behalf of the City

**Advantages:** Insituform Technologies, LLC is the lowest responsible bidder submitting a responsive bid and can complete the lining of the trunk sewer mains in the Base Bid scope of work for the Project within the approved project budget (leaves sufficient funds in the Project budget for 15% construction contingency)

**Disadvantages:** The adjacent sewer segment in the Add-Alternate Bid Item would need to be repaired by CIPP lining through a future project at a later date

**Recommendation**

The staff recommends Option 1.



**Bid Summary**  
**Tuesday, June 5, 2019**  
**CIPP Corrosion Rehabilitation,**  
**Project WW0100519**

**Engineer's Estimate**

Base Bid:	\$316,410
Add Alternate Bid No. 1:	<u>\$161,100</u>
<b>Total Bid:</b>	<b>\$477,510</b>

<b>Contractor</b>	<b>Base Bid</b>	<b>Add Alternate Bid No. 1</b>	<b>Total Bid</b>
Insituform Technologies, LLC	\$676,485	\$240,426	<b>\$916,911</b>



**CONSENT CALENDAR**

**Agenda Item # 8**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Agreement for Animal Control and Sheltering Services

**Prepared by:** Andy Galea, Chief of Police

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

**Attachment(s):** None

**Initiated by:**  
Staff

**Previous Council Consideration:**  
November 21, 2003; May 27, 2014

**Fiscal Impact:**

Approximately \$157,000 per year. The cost is based on 11.4 percent of actual program costs for the Palo Altos Animal Shelter and Animal Control Services Divisions each fiscal year.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the City Council wish to extend the agreement for Animal Control and Sheltering Services with the City of Palo Alto for an additional five years?

**Summary:**

- The City of Los Altos has been contracting with the City of Palo Alto for Animal Control and Sheltering Services since August of 1997.
- On November 21, 2003, Council approved entering into a ten-year Animal Control agreement.
- The agreement allows for two five-year extensions, so long as it is mutually advantageous for both Cities. This is the second extension of the agreement.

**Staff Recommendation:**

Approve the extension of the agreement for Animal Control and Sheltering Services with the City of Palo Alto

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Agreement for Animal Control and Sheltering Services

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### **Purpose**

The City Council is requested to consider extending the Animal Services Agreement with the City of Palo Alto.

### **Background**

The City of Palo Alto provides animal care and animal control services to the City of Los Altos. The original agreement was signed in 2004 and extended in 2014. This agreement will extend the term for an additional five-years ending in June 2024.

### **Discussion/Analysis**

As part of the extension, the City of Los Altos and the City of Palo Alto have proposed some updates to the cost structure and the scope of services. The most significant contract changes are outlined below:

- **Dog license fees revenue**

The current contract is structured such that Palo Alto's shelter staff process all dog license fees for pets from Los Altos. Shelter staff then remit those fees back to Los Altos without retaining any portion of the fees to recoup administrative costs. With the restructuring of shelter operations with Pets In Need, this is no longer a viable contract term as Pets In Need does not have the resources to process dog licenses if the cost to perform this work cannot be recovered. This change allows Pets In Need to retain the license fees to cover their associated administrative costs. Annual license fee revenue is approximately \$25,000 to \$28,000.

- **Animal Control Officer patrols and assist Los Altos Police Officers**

Under the current contract, Animal Control Officers assist Los Altos Police with animal patrols and complaints. Under the proposed agreement, on-duty Animal Control Officers would serve as primary enforcement of animal related patrols and complaints during Animal Control Officers regular hours.

- **Dangerous Animal Ordinance Hearing Officer assistance**

Animal Control Officers will serve as Hearing Officers for Dangerous Animal Ordinance hearings upon mutual agreement and resource availability for Los Altos. Under the current contract, the City of Los Altos is responsible for identifying our own independent Hearing Officers.



**Subject:** Agreement for Animal Control and Sheltering Services

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### Options

- 1) Authorize the City Manager to extend the Animal Control and Sheltering Services Agreement for an additional five years

**Advantages:** Allows the City to maintain and enhance the current Animal Control and Sheltering Services

**Disadvantages:** None identified

- 2) Direct Staff to identify and evaluate Animal Control and Sheltering alternatives

**Advantages:** None identified

**Disadvantages:** Animal Control and Sheltering may not be available until a new service provider is identified

### Recommendation

The staff recommends Option 1.



**CONSENT CALENDAR**

**Agenda Item # 9**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Wildfire Liability, Public Drinking Water Suppliers and Fire Safety letter

**Prepared by:** Jon Maginot, Deputy City Manager

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

**Attachment(s):**

1. Draft letter

**Initiated by:**

California Water Service

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to authorize the Mayor to send a letter to Governor Newsom regarding wildfire liability?

**Summary:**

- CalWater has asked all cities within their Bay Area service areas, including Los Altos, to send the attached letter to Governor Newsom

**Staff Recommendation:**

Authorize the Mayor to send a letter on behalf of the City to Governor Newsom regarding the liability of public drinking water suppliers during wildfires

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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June 26, 2019

The Honorable Gavin Newsom  
Governor, State of California  
Governor's Office, State Capitol  
Sacramento, CA 95814

The Honorable Toni Atkins  
President Pro Tempore, California Senate  
Room 205, State Capital  
Sacramento, CA 95814

The Honorable Anthony Rendon  
Speaker, California Assembly  
Room 219, State Capitol  
Sacramento, CA 95814

**Re: Wildfire Liability, Public Drinking Water Suppliers, & Fire Safety**

The undersigned cities, counties, and community organizations – including the constituents we serve – receive water utility service from California Water Service (Cal Water), one of California's largest public drinking water suppliers and the largest regulated by the California Public Utilities Commission. In light of the growing threat posed by wildfires in California, we are very concerned about the consequences that could befall our communities if the state's drinking water suppliers continue to be potentially held liable for fires they have no role in starting. Ironically, holding drinking water suppliers financially responsible for these wildfires could, inadvertently, increase the risks our communities face from more traditional urban fires.

This predicament stems from a lawsuit against the Yorba Linda Water District (Water District) in relation to the Freeway Complex Fire, which was started by a broken-down vehicle. The Water District was held financially responsible for some of the fire damage – almost \$70 million – not because it started the fire but because the fire damaged some of the Water District's facilities, preventing it from pumping water to one neighborhood. In this case, a victim of the fire – the Water District – was held responsible for the damage caused by the fire as a result of the current application of the legal theory of inverse condemnation. Similar logic is now being used in lawsuits against other public drinking water suppliers, and additional lawsuits may be forthcoming as we experience more wildfires.

Rather perversely, holding public drinking water suppliers potentially responsible for fires they do not start could make our communities less safe. The recently-issued report from the Commission on Catastrophic Wildfire Cost and Recovery highlights that this type of application of the inverse condemnation doctrine threatens to choke off capital needed to make continued investments in utility infrastructure: investments that are critical to the continued safety and reliability of California's drinking water systems. Because they are interconnected, reducing the reliability of California's drinking water systems could undermine the reliability of our fire protection systems, actually increasing the dangers posed by fires, even in more traditional urban fire scenarios.

To ameliorate these risks, we respectfully encourage the Legislature and Administration to implement common sense reforms that make clear public drinking water suppliers are not responsible for the damage from fires they and their facilities do not start. Such a narrowly tailored reform would not unduly affect the rights of homeowners and other fire victims in other circumstances, while at the same time it would help to ensure the continued safety of California's drinking water and reliability of our fire protection systems.

Sincerely,

Cc: The Honorable Bill Dodd, Chair, Senate Select Committee on Governor's Wildfire Report  
The Honorable Ben Hueso, Chair, Senate Committee on Energy, Utilities, & Communications  
The Honorable Henry Stern, Chair, Senate Committee on Natural Resources & Water  
The Honorable Chris Holden, Chair, Assembly Committee on Utilities & Energy  
The Honorable Eduardo Garcia, Chair, Assembly Committee on Water, Parks, & Wildlife



**PUBLIC HEARING**

**Agenda Item # 10**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution No. 2019-26: Sewer Service Charges for FY 2019/20

**Prepared by:** Aida Fairman, Interim Engineering Services Director

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

**Attachment(s):**

1. NBS Sewer Service Charge Report dated June 2019 without Listing of Sewer Service Charges
2. Resolution No 2019-26

**Initiated by:**

City Council, Ordinance No. 2018-445

**Previous Council Consideration:**

March 13, 2018; June 26, 2018; July 10, 2018

**Fiscal Impact:**

The rate report and expected revenues resulting from the posted rates are included in the City's approved FY 2019/20 budget.

**Environmental Review:**

Statutorily Exempt – CEQA Section 15273 Rates Fares Tolls and Charges.

**Policy Question(s) for Council Consideration:**

- Does the Council wish to authorize the sewer rates in accordance with the report and adopted budget?

**Summary:**

- Conduct a Hearing regarding the Report of Sewer Charges to be collected on the Fiscal Year 2019/20 Tax Roll
- Resolution No 2019-26 approving the Report of Sewer Service Charges for Fiscal Year 2019/20 and directing the Filing of Charges for Collection by the County Tax Collector

**Staff Recommendation:**

Adopt Resolution No. 2019-26 approving the Report of Sewer Service Charges for Fiscal Year 2019/20 and directing the Filing of Charges for Collection by the County Tax Collector

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Resolution No. 2019-26: Sewer Service Charges for FY 2019/20

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### **Purpose**

Council is requested to adopt Resolution No. 2019-26 approving the Report of Sewer Service Charges for Fiscal Year 2019/20 and directing the Filing of Charges for Collection by the County Tax Collector. This is a public hearing.

### **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. 2018-445 in July 2018 that established sewer rates to be applied for the five-year period beginning FY 2018/19. The rates increase annually through the five-year period to reflect historic trends in inflation associated with the sewer system.

In accordance with Municipal Code sections 10.12.135 and 10.12.140 and Ordinance No. 2018-445, 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 FY 2019/20 per-parcel base sewer service charge of \$275.72 per dwelling unit plus a quantity charge of \$2.21 per estimated sewer unit.

### **Discussion/Analysis**

In order to levy sewer service charges on property tax bills for FY 2019/20, 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. 2019-26 and direct the Filing of Charges for Collection by the County Tax Collector.

The percent increase for sewer rates for FY 2019/20 is 3%.

Notices of the hearing to consider the Annual Sewer Service Charge Report were published in the Los Altos Town Crier on May 29, 2019 and June 5, 2019. A notice of the sewer rate adjustments was mailed to all parcel owners of record on May 15, 2018.



**Subject:** Resolution No. 2019-26: Sewer Service Charges for FY 2019/20

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### **Options**

- 1) Approve Resolution No. 2019-26 approving the Report of Sewer Service Charges for Fiscal Year 2019/20

**Advantages:** The rate report and expected revenues resulting from the posted rates are consistent with the City's FY 2019/20 budget

**Disadvantages:** None

- 2) Do not approve the Report of Sewer Service Charges for Fiscal Year 2019/20

**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

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## Sewer Service Charge

### 2019/20 Annual Report

June 2019

#### 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](http://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**

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**CITY COUNCIL**

Lynette Lee Eng, Mayor

Jan Pepper, Vice Mayor

Jeannie Bruins, Councilmember

Anita Enander, Councilmember

Neysa Fligor, Councilmember

**CITY STAFF**

Chris Jordan, City Manager

Aida Fairman, Interim Engineering Services Director

**NBS**

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Kristin Harvey, Senior Consultant

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# 1. INTRODUCTION

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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 is designed to reduce volatility in the City’s sewer revenue stream and equitably allocate costs to each customer class of sewer use.

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

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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. A minimum of 1.0 EDU is assigned to each non-residential parcel or group of parcels associated with a shared meter.

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.

### **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

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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 following table shows the adopted rates through Fiscal Year 2022/23 based on the rate study.

<b>Adopted Rates</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>
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%



## 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 2018, 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 2019/20.

The following table provides the total annual sewer usage for calendar year 2018, as provided by the California Water Service Company.

Calendar Year 2018 Total Water Consumption for the City of Los Atos (1,2)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>148,830</b>	<b>136,218</b>	<b>146,385</b>	150,351	209,331	320,246	330,319	356,749	346,893	290,611	256,273	195,966

(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 2019/20.

Land Use Classification	Number of Parcels (1)	Total Estimated Yearly Sewer Use (in Units) (1)	Average Sewer Use Per Parcel (2)
Single-Family Home	10,353	1,353,232	131
Condominium Unit	1,029	59,052	57
Multi-Family Residence (two units)	65	7,812	120
Multi-Family Residence (three to four dwelling units)	12	2,320	193
Multi-Family Residence (five or more dwelling units)	22	21,048	957
Church	21	15,444	735
Commercial/Industrial	492	120,484	245
Institutional	6	28,624	4,771
Park	4	4,528	1,132
School	10	12,932	1,293
Government	10	8,132	813

- (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

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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 2019/20.

## 7. RESOLUTION FOR FISCAL YEAR 2019/20

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The following page presents the Resolution approving the report of Sewer Service Charges for Fiscal Year 2019/20 and directing the filing of charges for collection by the Santa Clara County Tax Collector.

**RESOLUTION NO. 2019-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING THE REPORT OF SEWER SERVICE CHARGES FOR FISCAL  
YEAR 2019/20 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 Interim Engineering Services 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 2019/20, 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 June 25, 2019, 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 2019/20 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 2019/20.

**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 \_\_\_\_, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



**DISCUSSION ITEMS**

**Agenda Item # 11**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution No. 2019-27: Storm Drainage Fee

**Prepared by:** Aida, Fairman, Interim Engineering Services Director

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

**Attachment(s):**

1. ~~Resolution No. 2019-27 (Successful)~~
2. Resolution No. 2019-27 (Unsuccessful)

**Initiated by:**

City Council

**Previous Council Consideration:**

April 26, 2018; May 22, 2018; October 9, 2018; and April 23, 2019

**Fiscal Impact:**

~~If the ballot proceeding results in a majority support for the Storm Drainage Fee, there will be new revenues of approximately \$1.133 million for the City's storm drainage services. This would supplant approximately \$700,000 in General Fund monies that had previously been appropriated for storm drainage expenses.~~ None

**Environmental Review:**

Stormwater fee is exempt from environmental review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guideline 15378 as the adoption of any fee does not meet the definition of a "project" because it serves as the creation of new government funding mechanism or constitutes other government fiscal activities that does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. Further, any fee adoption would also be exempt under CEQA Guideline 15273(a)(4) as rates or charges to obtain funds for capital projects.

**Policy Question(s) for Council Consideration:**

- If the ballot proceeding results in a majority support for the Storm Drainage Fee, does the Council wish to proceed with levying the fee for Fiscal Year 2019-20?

**Summary:**

- Council adopted a Stormwater Master Plan in 2016 and expressed interest to explore options to develop a dedicated revenue source to fund the Stormwater Program
- A Citywide clean water and storm drainage opinion polling was conducted in April 2018

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Resolution No. 2019-27: Storm Drainage Fee

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- The survey found that Los Altos property owners strongly desire increased investment in storm drainage infrastructure, and are willing to pay for it especially at a rate less than \$100 per year per parcel
- Based on the survey, Council directed staff to move forward with developing a property-related fee for the Stormwater Program which requires property owners' approval
- On October 9, 2018, Council:
  - Approved a Stormwater Fee Report;
  - Adopted a resolution initiating proceeding in accordance with Article XIID of the Constitution and setting the date for the public hearing, and directing the mailing of a notice to the owners of real property affected by the proposed Storm Drainage Fee; and
  - Adopted Resolution No. 2018-40 establishing procedures for conducting a ballot proceeding in accordance with Article XIID of the Constitution
- On April 23, 2019, Council:
  - Conducted a public hearing and received written protests for the proposed Storm Drainage Fee;
  - Introduced and waived further reading of Ordinance No. 2019-457 adding Chapter 3.52, Storm Drainage Fee, to Title 3, Revenue and Finance, of the City of Los Altos Municipal Code; and
  - Directed the City Clerk to submit the Storm Drainage Fee to the affected property owners in a mail ballot proceeding in accordance with Article XIID of the State Constitution, Section 53755.5 of the Government Code and City of Los Altos Resolution No. 2018-40

**Staff Recommendation:**

Receive and accept results of tabulation of the Los Altos Storm Drainage Fee ballot proceeding and, if the ballot proceeding results in a majority support for the Storm Drainage Fee, adopt a resolution certifying the ballot results and directing staff to schedule a hearing to place the fees on the 2019-20 tax bills. If the ballot proceeding results in no majority support, adopt an alternate resolution certifying the ballot results with no further action.





**Subject:** Resolution No. 2019-27: Storm Drainage Fee

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### **Purpose**

Receive and accept results of tabulation of the Los Altos Storm Drainage Fee ballot proceeding and, if the ballot proceeding results in a majority support for the Storm Drainage Fee, adopt a resolution certifying the ballot results and directing staff schedule a hearing to place the fees on the 2019-20 tax bills. If the ballot proceeding results in no majority support, adopt an alternate resolution certifying the ballot results with no further action.

### **Background**

On April 23, 2019 after a public hearing, the Council introduced Ordinance No. 2019-457 adding Chapter 3.52, Storm Drainage Fee, to Title 3, Revenue and Finance, of the City of Los Altos Municipal Code, and directed the City Clerk to submit the Storm Drainage Fee to the affected property owners in a mail ballot proceeding in accordance with Article XIID of the State Constitution, Section 53755.5 of the Government Code and City of Los Altos Resolution No. 2018-40.

On May 3, 2019 the City mailed 11,135 ballot packets that included a ballot, a ballot guide, and a postage prepaid return envelope to affected property owners. Ballots were received by the City Clerk until 5:00 pm on June 18, 2019. Tabulation of the ballots began on June 19, 2019 at 9:00 am in the Los Altos Youth Center. The results of the ballot proceeding will be announced at the City Council meeting.

### **Next Steps**

The City Clerk will announce the results of the ballot proceeding at the meeting. Two alternate resolutions have been prepared; one to be considered if the measure passes, the other to be considered if the measure does not pass. The final Resolution, with votes tally, will be presented at the Council meeting.

If the measure passes, the City will need to submit the Storm Drainage Fee levies to the Santa Clara County Auditor for inclusion on the 2019-20 property tax bills. In future years, there will be an annual administrative task including a report to the Council containing the recommended fees and a list of all parcels subject to the fees, and a public hearing on the matter of placing those fees on the annual property tax bills. These tasks will be coordinated with the annual budget process.

If the measure fails, there are no next steps in the process.

On June 19, 2019, ballots received were tabulated. The tabulation shows that 4,609 valid ballots were returned. 2,039 yes votes were received and 2,570 no votes were received. A revised Resolution certifying the results has been prepared for Council adoption.



**Subject:** Resolution No. 2019-27: Storm Drainage Fee

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## Options

1. **The Measure Passes.** If more votes are cast in favor of the measure than against, the measure will be deemed to have passed, and the Council will have gained jurisdiction to levy the Storm Drainage Fee. A resolution has been prepared that does the following things:
  - a. Accepts the results of the tabulation process conducted by the City Clerk.
  - b. Adopts the Storm Drainage Fee Ordinance.

In addition, staff will be directed to schedule a hearing to place the fees on the 2019-20 tax bills. These elements form the basis for the annual revenue requirement of \$1.133 million for Fiscal Year 2019-20 (the first year for which revenues would be collected).

**Advantages:** The City's clean water program will be able to better fulfill its mission for storm drainage services and its mandate under the NPDES program as administered by the Regional Water Quality Control Board. The additional revenues will allow the City to re-appropriate approximately \$700,000 of General Fund monies previously appropriated for storm drainage expenses.

**Disadvantages:** None identified

2. **The Measure Does Not Pass.** If fewer votes are cast in favor than against the measure, it will be deemed to have failed. In this event, the Storm Drainage Fee cannot be levied, and the Storm Drainage Fee Ordinance will not be adopted. A resolution has been prepared that accepts the results of the tabulation process and takes no further action in the matter.

Based on the results of the tabulation, ~~the Council will be able to pursue one of these two options~~ Council should adopt Resolution No. 2019-27 certifying the ballot tabulation results of the City of Los Altos Storm Drainage Fee, stating that the Storm Drainage Fee Ordinance is not adopted, and taking no further action on the Storm Drainage Fee matter.

## Recommendation

Based on the results of the tabulation of the ballots, Council should adopt Resolution No. 2019-27 accepting the results of the tabulation and either certify the ballot results and direct staff schedule a hearing to place the fees on the 2019-20 tax bills (if successful) or certify the ballot results with no further action (if unsuccessful).

**RESOLUTION NO. 2019-27**

**A RESOLUTION CERTIFYING THE BALLOT TABULATION RESULTS OF THE CITY OF LOS ALTOS STORM DRAINAGE FEE, STATING THAT THE STORM DRAINAGE FEE ORDINANCE IS NOT ADOPTED, AND TAKES NO FURTHER ACTION ON THE STORM DRAINAGE FEE MATTER**

**WHEREAS**, the City Council on October 9, 2018 adopted Resolution No. 2018-39 initiating proceedings in accordance with Article XIID of the Constitution; and

**WHEREAS**, the City Council on October 9, 2018 adopted Resolution No. 2018-40 establishing procedures for conducting a ballot proceeding in accordance with Article XIID of the Constitution; and

**WHEREAS**, the City conducted a public hearing on April 23, 2019 and heard testimony from residents and property owners regarding the proposed Storm Drainage fee, and a majority protest was not formed; and

**WHEREAS**, the City Council introduced Ordinance 2019-457 on April 23, 2019, after a duly noticed public hearing; and

**WHEREAS**, pursuant to the provisions of California Constitution Article XIID, the Council has provided a ballot to each record owner of parcels of real property located within the boundaries of the City subject to the fee, and the returned ballots have been received and tabulated; and

**WHEREAS**, specifically, on May 3, 2019, 11,135 ballots were mailed to the owners of all parcels that are subject to the proposed fee, and the deadline for receiving ballots was June 18, 2019 at 5:00 p.m. at the office of the City Clerk; and

**WHEREAS**, the City Clerk oversaw the tabulation of the ballots, which were tabulated at Los Altos Youth Center, a location accessible to the public;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Los Altos that the canvass of the Storm Drainage fee ballots submitted by property owners is complete and certified by the City Clerk, and the votes cast are as follows:

Total Number of Valid Ballots Processed:	4,609
Total Number of "Yes" Votes Processed:	2,039
Total Percentage of "Yes" Votes Processed:	44.24%
Total Number of "No" Votes Processed:	2,570
Total Percentage of "No" Votes Processed:	55.76%
Total Number of "Invalid" Ballots Processed:	51

**FURTHER RESOLVED** that 4,660 fee ballots were returned and received prior to the close of the balloting period on June 18, 2019 at 5:00 pm which represents a 41.85% ballot return rate on the 11,135 ballots mailed. Of the fee ballots returned, 51 ballots were declared invalid, in that they were either not marked with a “Yes” or “No”, were marked with both a “Yes” and a “No,” were not signed, or the property ownership and barcode information was illegible.

**FURTHER RESOLVED** that the City Council certifies the tabulation of the ballots as conducted by the City Clerk.

**FURTHER RESOLVED** that, as determined by ballots cast, 44.24% of the votes cast by property owners were in support of the measure. Since a majority protest, as defined by Article XIII D of the California Constitution, does exist, this Council does not thereby acquire jurisdiction to order the levy of the City of Los Altos Storm Drainage Fee.

**FURTHER RESOLVED** that the City of Los Altos Storm Drainage Fee Ordinance is not hereby adopted.

**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 \_\_\_\_, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



**DISCUSSION ITEMS**

**Agenda Item # 12**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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

**Attachment(s):**

1. May 14, 2019 City Council Report

**Initiated by:**

A Request by the Friends of the Library

**Previous Council Consideration:**

May 14, 2019

**Fiscal Impact:**

Unknown at this time

**Environmental Review:**

Not Applicable

**Policy Question(s) for Council Consideration:**

Does the City Council wish to provide a free lease of land on the civic center campus to the Friends of the Library? If so, how much land and at what location? And, for how long should the lease be in effect?

**Summary:**

- The Friends of the Library have been utilizing space at the Hillview Community Center for over 40 years at no cost to the Friends
- With the upcoming demolition of the community center, the Friends have sent a memorandum to the City Council requesting Council approval to utilize land on the civic center campus
- The Friends wants to utilize the City's property until the redevelopment of the current library
- The City Council discussed the Friends' proposal on May 14, 2019 and requested that staff meet again with the Friends to discuss a possible partnership in leasing a downtown building

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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**Staff Recommendation:**

Approve a motion directing staff to enter into a lease agreement with Friends of the Library allowing that organization to utilize approximately 500 sq. ft. of land between the Police Station and the History Museum at no cost until the new Community Center is constructed



**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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### **Purpose**

The Council is asked to consider the request of the Friends of the Los Altos Library (FoL) to utilize land at the civic center campus.

### **Background**

The FoL is a non-profit that provides funds to the Los Altos Library. As explained in the attached memorandum (Attachment 1 of the May 14, 2019 staff report) from the FoL, the Friends provides approximately \$165,000 annually to the Library. The FoL operation is centered around space provided by the City at Hillview Community Center to the FoL at no cost. Currently, the City is providing approximately 1,200 square feet.

With the anticipated demolition of the Hillview Community Center in the next few months, the City informed the FoL almost two years ago that it would need to vacate the premises by this summer. The FoL has yet to find temporary or permanent accommodations and is now requesting space on the civic center campus.

### **Discussion/Analysis**

Staff has reviewed the various suggestions by the FoL.

#### *All Locations on the Civic Center Campus*

Since the beginning of the planning for the new community center in 2017, staff has urged the FoL to find a location that is not on the civic center campus. Staff is always concerned about placing temporary structures on this campus because more uses can exacerbate an already challenging parking situation, and we are concerned about the aesthetics of placing such temporary buildings on this site. Staff has been willing to discuss possible smaller, temporary buildings during the period of construction of the new community center because the civic center campus will be hosting a large construction project and the entire site will be less attractive during this period. However, any temporary structures cannot interfere with the orderly operations of the City, nor can they block or restrict access to facilities or to underground utilities.

#### *Area between the Police Station and History Museum*

There are several, small apricot trees in this location that should be avoided. The City also needs to maintain access to the cell tower as occasionally the tower requires maintenance involving the use of a large truck that is placed on this site. This site also includes underground utilities as shown on Attachment 2 of the May 14, 2019 staff report. We also anticipate that this will be the only access to the baseball field so space needs to be set aside for pedestrians. To accommodate all of these competing challenges, staff has outlined two locations where storage sheds for the FoL could be placed: one 200 sq. ft. location and one that is approximately 289 sq. ft.



**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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*Area near the Library parking lot and Soccer Field*

This space is approximately 600 sq. ft. The placement of any temporary facility in this location will need to be set back from the parking lot and away from the Oak trees in that location. Staff's main concern with this location is aesthetics - a temporary building here can be viewed from both the library and Hillview Avenue.

*Term of Occupancy*

The FoL are requesting to place temporary facilities on the civic center campus "until the existing library can be redeveloped." As mentioned above, staff recognizes that the civic center campus will look like a construction site until the new community center is constructed. Under the circumstances, staff does not object to two or three small, temporary sheds on the campus. However, with the opening of the new community center, staff believes that the civic center campus should be viewed as a welcoming site to our citizens and one that they can take pride in. Continuing to have small temporary facilities on the campus could diminish that belief in the community. Therefore, if the Council is agreeable to allowing the FoL to utilize some portion of the civic center campus per the FoL request, staff would recommend that the term be limited to the period while the community center is under construction.

**Update since May 14 Discussion**

At the May 14, 2019 meeting, Council requested that staff meet with FoL to discuss a possible partnership in leasing a building in downtown Los Altos. The City Manager and Maintenance Services Director met with FoL on May 20, 2019. Staff outlined the possibility of sharing space in the currently vacant building. Under the staff proposal, FoL would have approximately 600 sq. ft. of dedicated office space, plus the possibility of sharing some storage that could be available. In addition, the City would be leasing approximately 1,000 sq. ft. in the building and this space may be available intermittently for FoL use. Depending on the terms of the lease, staff suggested that FoL share would be a maximum of \$20,000 annually, with the City paying the remainder of the lease. The City's proposal to the building's owner was for a lease not to exceed two years.

**NOTE:** As of June 13, 2019, City staff is waiting for a response from the building's landlord.

Previously, staff has also suggested to FoL that it consider utilizing the space next to the Woodland Library. Next to Woodland Library is approximately 2,000 sq. ft. of vacant land owned by the City. To date, the Friends have not expressed an interest in this location.

FoL has not provided a modified request or additional information since the May 14, 2019 Council discussion.





**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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## Options

- 1) Direct staff to enter into a no cost lease agreement with the FoL under the terms requested by the FoL – including two storage sheds and mobile work space on the civic center campus until the redevelopment of the existing library.

**Advantages:** This would allow the FoL to maintain operations in a manner that most closely resembles the FoL's current business model.

**Disadvantages:** The civic center campus would be the site of one or more temporary buildings totaling at least 1,000 sq. ft. for probably five years at a minimum.

- 2) Direct staff to enter into a no cost lease agreement with the FoL for the space that staff has outlined (totaling just under 500 sq. ft.) near the police station for the duration that the community center is under construction.

**Advantages:** This allows the FoL space to store books and materials near the library in keeping with the FoL's current business model for approximately 18 months.

**Disadvantages:** This does not allow adequate space for the FoL to catalogue and materials and to administer operations as the FoL currently does at the Hillview Community Center.

- 3) Direct staff to explore a lease agreement on private property to be shared between the City and the Friends.

**Advantages:** The Friends group would have its own space separate and apart from the civic center campus.

**Disadvantages:** The Friends group would need to alter its business operations to accommodate such a change.

- 4) Deny the FoL's request for temporary space on the civic center campus.

**Advantages:** There will be no temporary buildings on the civic center campus housing FoL materials or offices.



**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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**Disadvantages:** This would likely disrupt the FoL's operations and result in a decrease in FoL contributions to the Library.

- 5) Provide other direction to staff regarding locating FoL facilities on the civic center campus.

**Recommendation**

The staff recommends Option 2 or option 3.



**DISCUSSION ITEMS**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** May 14, 2019

**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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

**Attachment(s):**

1. Memorandum from the Friends of the Los Altos Library
2. Site A map
3. Site B map

**Initiated by:**  
City Manager

**Previous Council Consideration:**

**Fiscal Impact:**  
Not Applicable

**Environmental Review:**  
Not Applicable

**Policy Question(s) for Council Consideration:**

Does the City Council wish to provide a free lease of land on the civic center campus to the Friends of the Library? If so, how much land and at what location? And, for how long should the lease be in effect?

**Summary:**

- The Friends of the Library have been utilizing space at the Hillview Community Center for over 40 years at no cost to the Friends
- With the upcoming demolition of the Community Center, the Friends have sent a memorandum to the City Council requesting Council approval to utilize land on the civic center campus
- The Friends wants to utilize the City's property until the redevelopment of the current library

**Staff Recommendation:**

Approve a motion directing staff to enter into a lease agreement with Friends of the Library allowing that organization to utilize approximately 500 sq. ft. of land between the Police Station and the History Museum at no cost until the new Community Center is constructed

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE



**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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### **Purpose**

The Council is asked to consider the request of the Friends of the Los Altos Library (FoL) to utilize land at the civic center campus.

### **Background**

The FoL is a non-profit that provides funds to the Los Altos Library. As explained in the attached memorandum (Attachment 1) from the FoL, the Friends provides approximately \$165,000 annually to the Library. The FoL operation is centered around space provided by the City at Hillview Community Center to the FoL at no cost. Currently, the City is providing approximately 1,200 square feet.

With the anticipated demolition of the Hillview Community Center in the next few months, the City informed the FoL almost two years ago that it would need to vacate the premises by this summer. The FoL has yet to find temporary or permanent accommodations and is now requesting space on the civic center campus.

### **Discussion/Analysis**

Staff has reviewed the various suggestions by the FoL.

#### *All Locations on the Civic Center Campus*

Since the beginning of the planning for the new community center in 2017, staff has urged the FoL to find a location that is not on the civic center campus. Staff is always concerned about placing temporary structures on this campus because more uses can exacerbate an already challenging parking situation, and we are concerned about the aesthetics of placing such temporary buildings on this site. Staff has been willing to discuss possible smaller, temporary buildings during the period of construction of the new community center because the civic center campus will be hosting a large construction project and the entire site will be less attractive during this period. However, any temporary structures cannot interfere with the orderly operations of the City, nor can they block or restrict access to facilities or to underground utilities.

#### *Area between the Police Station and History Museum*

There are several, small apricot trees in this location that should be avoided. The City also needs to maintain access to the cell tower as occasionally the tower requires maintenance involving the use of a large truck that is placed on this site. This site also includes underground utilities as shown on Attachment 2. We also anticipate that this will be the only access to the baseball field so space needs to be set aside for pedestrians. To accommodate all of these competing challenges, staff has outlined two locations where storage sheds for the FoL could be placed - one 200 sq. ft. location and one that is approximately 289 sq. ft.



**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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*Area near the Library parking lot and Soccer Field*

This space is approximately 600 sq. ft. The placement of any temporary facility in this location will need to be set back from the parking lot and away from the Oak trees in that location. Staff's main concern with this location is aesthetics - a temporary building here can be viewed from both the library and Hillview Avenue.

*Term of Occupancy*

The FoL are requesting to place temporary facilities on the civic center campus "until the existing library can be redeveloped." As mentioned above, staff recognizes that the civic center campus will look like a construction site until the new community center is constructed. Under the circumstances, staff does not object to 2 or 3 small temporary sheds on the campus. However, with the opening of the new community center, staff believes that the civic center campus should be viewed as a welcoming site to our citizens and one that they can take pride in. Continuing to have small temporary facilities on the campus could diminish that belief in the community. Therefore, if the Council is agreeable to allowing the FoL to utilize some portion of the civic center campus per the FoL request, staff would recommend that the term be limited to the period while the community center is under construction.

**Options**

- 1) Direct staff to enter into a no cost lease agreement with the FoL under the terms requested by the FoL – including two storage sheds and mobile work space on the civic center campus until the redevelopment of the existing library.

**Advantages:** This would allow the FoL to maintain operations in a manner that most closely resembles the FoL's current business model.

**Disadvantages:** The civic center campus would be the site of one or more temporary buildings totaling at least 1,000 sq. ft. for probably five years at a minimum.

- 2) Direct staff to enter into a no cost lease agreement with the FoL for the space that staff has outlined (totaling just under 500 sq. ft.) near the police station for the duration that the community center is under construction.

**Advantages:** This allows the FoL space to store books and materials near the library in keeping with the FoL's current business model for approximately 18 months.



**Subject:** Request from the Friends of the Los Altos Library to Utilize Land on the Civic Center Campus

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**Disadvantages:** This does not allow adequate space for the FoL to catalogue and materials and to administer operations as the FoL currently does at the Hillview Community Center.

3) Deny the FoL's request for temporary space on the civic center campus.

**Advantages:** There will be no temporary buildings on the civic center campus housing FoL materials or offices.

**Disadvantages:** This would likely disrupt the FoL's operations and result in a decrease in FoL contributions to the Library.

4) Provide other direction to staff regarding locating FoL facilities on the civic center campus.

**Recommendation**

The staff recommends Option 2.

## **Agenda Request to Los Altos City Council : Friends of the Library of Los Altos and Community, Inc. Space Needs**

April 19, 2019

To: Mayor Lynette Lee Eng  
Vice Mayor Jan Pepper  
Councilmember Jeannie Bruins  
Councilmember Anita Enander  
Councilmember Neysa Fligor

Cc: Chris Jordan, City Manager  
Jon Maginot, Deputy City Manager and City Clerk

From: Friends of the Library of Los Altos and Community, Inc.

### **Purpose and Request**

Friends of the Library of Los Altos and Community, Inc. (FoL) is a long standing institution in the Los Altos community, having been formed more than 60 years ago to support the Los Altos Library (the Library). To continue effective operations, FoL requests that the Los Altos City Council (the Council) allow us to locate two storage sheds and a mobile work space on the Civic Center campus, to substitute for the Hillview Community Center classroom and storage space which the City has supplied to FoL for the last 44 years.

City staff informs us that storage sheds with aggregate area less than 500 square feet require only City Council approval; the mobile work space requires initial Council approval, review by the Planning Department, Design approval, and final Council approval.

**Accordingly, FoL submits the following two items and requests that they be included in the agenda of the Council meeting to be held on May 14, 2019:**

- 1. Approval of two storage sheds to be placed between the Police Station and the History House on locations that have been determined suitable by City Staff.**
- 2. Initial approval of a mobile work space to be located on Civic Center grounds.**

For further details, including a description of FoL and what FoL provides to the Library (including approximately \$165,000 annually to fund reading, education, programs, safe spaces, information access, among other things) and the community at large, see below.

# Friends of the Los Altos Library

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## Submission

This submission to the Council summarizes our requests, the contribution of FoL to our community, and the assistance that we have received from the City in the past.

- Hillview Community Center is scheduled to be demolished this summer -- there is no allocation for space for FoL in the new community center.
- We would like to continue operations in temporary space until the existing Library can be redeveloped.
- At this time, we have an offer from City staff of approximately 489 square feet of space, subject to Council approval, for two storage sheds located between the Police Station and History Museum.
- We have also requested approval to install a mobile work space of approximately 800 -1,000 square feet adjacent to the sheds, similar to the units next to the Police building, to house book donation processing.
  - We understand that the City is considering an alternative location for a mobile work facility of 15 feet by 40 feet on a parcel of land across from the Library entrance. Although smaller than we desire, we are open to discussing this option further with the City.
- We have offered to pay for all three of the structures.

## About Friends of the Los Altos Library

FoL is a long standing institution in the Los Altos community, having been formed more than 60 years ago to support the Los Altos Library.

- We believe that doing all we can to support and improve our Library for the benefit of everyone in our community is worthwhile - for reading, education, programs, safe spaces, information access - and that the City is a better place for all of us as a consequence.
- We have over 150 regular volunteers who work nearly 20,000 volunteer hours annually, and more than 600 contributing members.
- As all cities in Santa Clara County do for their libraries, our City has provided FoL space at no cost to support our efforts for the past 44 years.

Thousands of residents enjoy our quarterly Book Sales, the daily Ongoing Sale in the Library and the Cafe in the Library, all sponsored by FoL. By sorting, pricing and selling donated books we are able to donate approximately \$165,000 to the Library each year to pay for: a dedicated collection of best seller and new books for our Library users; almost all children's and teen's programs; adult lectures; additional furniture; events and prizes for the summer reading program; and the Senior Book Club. Our contributions enable more educational and enrichment opportunities than would be possible from County funds. Also, residents greatly appreciate having a convenient way to recycle their used books for a good cause.

FoL online

<https://losaltoslibraryfriends.org/>

[https://www.facebook.com/friends\\_of\\_los\\_altoslibrary/](https://www.facebook.com/friends_of_los_altoslibrary/)

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## Background

Our operations and space requirements are completely dominated by the logistics of moving books and storing them for sale. Several times each week books are cleared from the donation room in the Library. The typical weekly volume is 150-180 bankers boxes (5,000 or more books). After sorting and pricing, books go five different ways - to ongoing sales in the Library, to online sales, to storage for quarterly sales, to donations, and to recycling. We have a small number of skilled volunteers who physically move this volume of books between the Library and Hillview several times a week, without whom the operation would not happen. Our operation currently requires 1,200 square feet of classroom and storage space.

Since 1975, the City has provided space at no cost for FoL to operate, just as all other cities in the County do for their Friends of the Library organizations. This arrangement, along with the efforts of our volunteers, enables us to contribute the vast majority of our annual revenues directly to the Library.

Since we learned that Hillview was closing, FoL researched alternatives to the Hillview location that we are losing. We determined that the best way to continue contributing at the same funding level and provide a meaningful and enjoyable experience for our hundreds of local volunteers each year is to continue to operate from the Civic Center campus. The donation room is in the Library, convenient to all and open seven days and evenings a week. And, due to the extraordinary volume of donations, we wish to continue to move books in the most efficient and expeditious way possible, which necessitates working space in or near the Library.

Over the last two years we have worked with City staff to review potential space. We have an offer from the City staff of approximately 489 square feet of space for two storage sheds located between the Police Station and the History Museum, subject to Council approval. We need these sheds to be in place immediately to store the donations that will continue to arrive in the Library. Thus, we request that Council, at its May 14, 2019 meeting, approve installation of these sheds.

Furthermore, we need replacement work space to sort, price and prepare books for our sales. City staff has informed us there is not available building space for our needs, so FoL has proposed a mobile classroom-type unit with the needed 800-1,000 square feet.

Our preference is to locate the mobile work facility in the same area as the two sheds, between the Police Station and the History Museum. This will minimize book movement from the Library and enable easy access to LAYC where our quarterly book sales will be held after Hillview closes. As we described above, we would pay for all of the structures, as well as some of the site development work, such as replacing three apricot trees if necessary for siting the mobile work facility in this location (tree removal is not necessary for siting the two sheds).

We understand that City staff has identified a possible alternative location for a smaller mobile work facility across from the Library entrance near the parking lot. We are told that this location would provide no more than 600 square feet, although we do not yet know the details of this alternative (exact placement, site preparation requirements, etc.). Although smaller than we desire, we are open to discussing this option further with the City.

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## Friends of the Los Altos Library

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FoL has also been working with the Library and the Library District to find possible short term temporary work space during the transition. A very small space in the Library (about 20% of our current space) has been identified as a possible work space for our use (expected to be less than four months). Use of this space will not be sufficient for us to carry out our full operations but will allow us to continue a minimum level of sales and revenue generation. Note, however, FoL use of this space will decrease available space for patrons in our already overcrowded Library and will cause loss of a beloved reading area.

Our partnership with the City allows us to provide public services to both the Los Altos and Los Altos Hills communities in the form of direct support for our Library. We believe being on the Civic Center campus aids in our efforts to accomplish this goal. We are confident that with your help we will be able to serve our neighbors for many years to come.

For additional information please contact Mary Jo Kelly, President, FoL at [maryjokelly2007@gmail.com](mailto:maryjokelly2007@gmail.com) or Margaret Brooks, Vice President of FoL at [mmbrooks6947@gmail.com](mailto:mmbrooks6947@gmail.com).

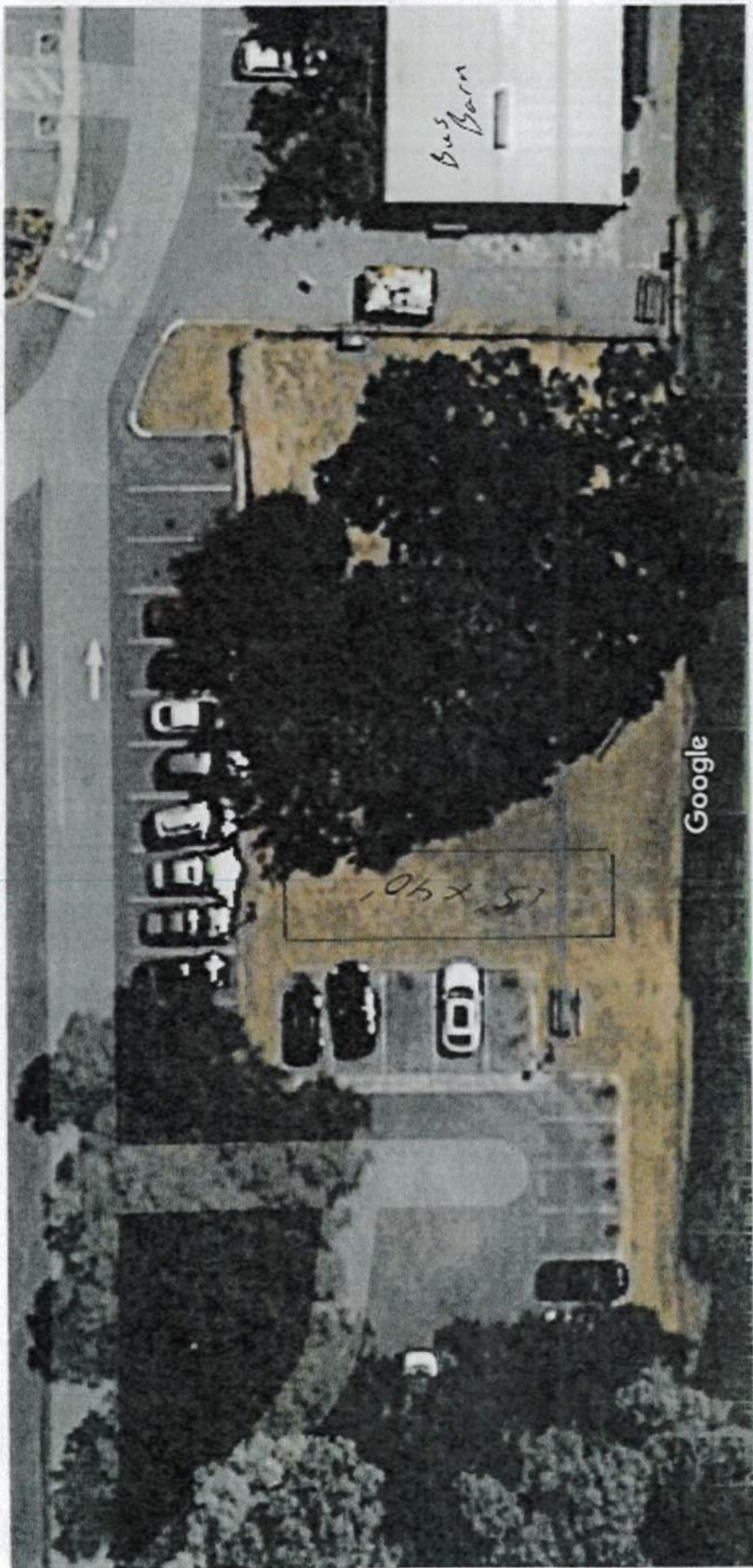
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Google Maps



Imagery ©2019 Google, Map data ©2019 Google





Map data ©2019 Google 20 ft



**DISCUSSION ITEMS**

**Agenda Item # 13**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution 2019-18: Non-represented staff compensation

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

**Attachment(s):**

1. Resolution No. 2019-18, Option A
2. Resolution No. 2019-18, Option B
3. Total Compensation Study Report by Koff and Associates, including Appendices (December 2018) (Distributed as part of the June 11, 2019 City Council meeting packet)

**Initiated by:**

City Council/City Manager

**Previous Council Consideration:**

N/A

**Fiscal Impact:**

Estimated at \$160,000-320,000

**Environmental Review:**

N/A

**Policy Question(s) for Council Consideration:**

Does the Council wish to approve the new salary ranges and change to the benefit package for the non-represented group of employees to more closely align total compensation with the market?

**Summary:**

- At the request of the City Council, the City has retained the services of a consultant, Koff and Associates, to complete a market study of total compensation (salary and benefits) for the non-represented group of employees
- That study has indicated that certain adjustments should be made to the salary ranges and the benefit package for this group of employees for the City to remain competitive in the market place
- The initial report was completed in December 2018, but the compensation data was updated in the Spring to remove Palo Alto as a comparable city in the market

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Resolution 2019-18: Non-represented staff compensation

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**Staff Recommendation:**

The City Manager recommends approval of Resolution 2019-18, Option A, approving adjustments to the compensation ranges for Fiscal Year 2019-20 and to the benefit package beginning Fiscal Year 2019-20 for the non-represented employee group



**Subject:** Resolution 2019-18: Non-represented staff compensation

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### **Purpose**

To approve changes to the base compensation ranges and the benefit package for the non-represented group of employees so that the City can continue to recruit and retain a skilled and talented workforce resulting in excellent delivery of municipal services to the Los Altos community.

### **Background**

During the 2017 City Manager evaluation, the City Council suggested that compensation of management employees be reviewed to ensure that the City can continue to recruit and retain skilled and talented employees. In September, the City Manager engaged the services of Koff and Associates to conduct a market analysis of the total compensation package for management and non-represented staff. (Although the City Manager position was reviewed by the consultant, City Manager compensation and benefits are not included in this Council report and resolution.)

Some of the guiding principles for the review:

- The City should ensure that staff is compensated at the average of comparable cities to ensure that the City has the opportunity to recruit and retain the skilled and talented staff that the Los Altos community desires.
- As part of its review of the market, the City should review total compensation, including components such as retirement and health benefits, disability insurance and leave.
- Regular compensation increases should be tied to economic indicators. (This was recommended by the 2009-10 Civil Grand Jury of Santa Clara County.) For the past three years, the City has tied non-represented staff compensation increases to CPI-W for the San Jose metro area.
- Non-represented employees should receive regular pay adjustments such as cost of living increases each year so that staff compensation remains consistent in the marketplace in the future.

### **Summary of The Report**

Attached is the Total Compensation Report (The Report) by Koff and Associates. The Report provides a detailed description of how the comparable cities were selected, how positions were analyzed, and the methodology used for analyzing each component of total compensation. The components reviewed, described and analyzed in the Report are:

- Monthly Base Salary
- Employee Retirement
- Deferred Compensation
- Insurances
- Leaves



**Subject:** Resolution 2019-18: Non-represented staff compensation

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- Auto Allowance
- Other

The Report includes appendices containing data associated with each of the benchmark positions used for the analysis. The Report also describes how the market analysis is only one of the two key factors used for recommending compensation ranges. The other, as described in the Report, is internal salary relationships.

Please note, however, the list of comparable cities in the December 2018 report has changed. At the suggestion of Council members, the City of Palo Alto *has been removed* from the list and is not included in the data outlined in the appendices.

### **Recommendations**

The recommendations include the following:

- 1) A new table (Appendix III) to be used for base monthly salary for all non-represented employees. Each range represents an increase of 2.5% above the previous range. Each step marks an increase of 5% above the previous step.
- 2) The spreadsheet at Appendix IV, Salary Range Placement Recommendations, is the new pay range for each of the non-represented positions, based on the market analysis.
- 3) These pay ranges will then be adjusted by a cost of living adjustment based on the Consumer Price Index (CPI-W) for the San Jose Metro area for the 12-month period ending April 2019. This amount of 4% would be effective July 1, 2019.
- 4) The Report also recommends certain changes to the benefit package, which the resolution would make effective July 1, 2019. The benefit changes include the following:
  - a. The City will provide long-term disability insurance.
  - b. As described in the Report, many of the comparable cities provide a city contribution to a deferred compensation account. This is **not** included in the resolution for Council consideration but should be considered for implementation at a later date.
  - c. Although the Report notes that the City's vacation accrual is significantly less than many of the other agencies, the Resolution does **not** recommend any changes to vacation at this time. Again, this should be considered at a later date.
  - d. The Report notes that the City's Administrative Leave accrual is also significantly less than what is offered by comparable cities. The Resolution recommends increasing Administrative Leave for all FLSA-exempt employees from 40 hours each fiscal year to 80 hours.

### **Implementation Plan**

Although the pay ranges for some positions include significant increases, the incumbent in the position will not necessarily realize the full increase. Each incumbent will be placed at the step in the range that is closest to (and above) their current salary. The salary ranges will then be updated to include





**Subject:** Resolution 2019-18: Non-represented staff compensation

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the COLA. The incumbent will then receive step increases at their anniversary date or when they receive performance evaluations.

Please note that the attached salary schedules include the contractually-required increases for employees in the Los Altos Peace Officers Association and the Los Altos Municipal Employees Association. (Employees in the Sanitary Truck Drivers and Helpers Union Local 350 are still in the process of negotiating the terms of a new Memorandum of Understanding.) The salary schedule does not include career incentive pay for Post Certification for police management as authorized by Resolution 2010-28.

### **Options**

- 1) Approve Resolution 2019-18 (Option A) that includes market adjustments

**Advantages:** Places the City in an advantageous position for recruiting and retaining management and non-represented staff

**Disadvantages:** Implementation of the new salary ranges and benefit package will increase the cost to the City to compensate staff

- 2) Approve Resolution 2019-18 (Option B), that includes only a cost of living adjustment of 4% for each pay range.

**Advantages:** The City does not incur the expenses associated with the market adjustment and the additional administrative leave outlined in the Resolution

**Disadvantages:** The City remains behind the market for staff compensation continuing to challenge the City to recruit and retain talented staff

### **Recommendation**

The City Manager recommends option 1.

**RESOLUTION NO. 2019-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING ADJUSTMENTS TO THE COMPENSATION RANGES AND  
THE BENEFIT PACKAGE FOR THE NON-REPRESENTED EMPLOYEE  
GROUP AND APPROVING THE SALARY SCHEDULE FOR EMPLOYEES  
FOR FISCAL YEAR 2020**

**WHEREAS**, the City annually reviews and may revise employee compensation and salary schedule ranges; and

**WHEREAS**, the City benefits from a highly qualified, municipal workforce; and

**WHEREAS**, to assist in determining appropriate compensation and benefits for the non-represented group of City employees the City contracted with the firm of Koff and Associates to conduct a market comparison of the City's total compensation package against the packages of other comparable other cities; and

**WHEREAS**, the City Council has determined that providing compensation and benefits at approximately the median level of the market is in the City's best interests for recruiting and retaining a skilled and educated workforce; and

**WHEREAS**, maintaining compensation levels at the median of the market requires occasional equity-based salary adjustments; and

**WHEREAS**, the City should adjust salaries to reflect changes in the region's cost of living; and

**WHEREAS**, for the 12-month period through April 2019, the Consumer Price Index for Urban Consumers CPI-U for the San Jose-Sunnyvale-Santa Clara area is 4.0%; and

**WHEREAS**, changes to benefits should be accomplished at the beginning of the fiscal year.

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

1. Approves the salary ranges at Exhibit A, effective the first full pay-period after July 1, 2019, which includes new pay ranges for non-represented employees, as well as the contractually required pay adjustments for the Los Altos Peace Officers Association and the Los Altos Municipal Employees Association.
2. Approves the following adjustments to the benefit package for non-represented employees, effective July 1, 2019:
  - a. The City will provide Long-term Disability Insurance to non-represented employees through a third-party provider, by way of a policy selected by the City with coverage limitations and benefit amounts determined at the City's sole discretion.

- b. Non-represented FLSA exempt employees will receive 80 hours of Administrative Leave each fiscal year, the accrual and usage of which shall be in accordance with the City's established policy and practice of such leave.

**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 \_\_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Lynette Le Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK

			Biweekly					Monthly					Annual						
<b>Legislative &amp; Executive</b>	<b>Union</b>	<b>Salary Range</b>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
City Manager	N/A		\$8,783.08	Open Range				\$19,030.00	Open Range				\$228,360.00	Open Range					
Assistant City Manager	N/A	56	\$6,883.15	Open Range				\$8,366.47	\$14,913.49	Open Range				\$18,127.35	\$178,961.89	Open Range			
Deputy City Manager/City Clerk	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Assistant to the City Manager	N/A	40	\$4,636.64	\$4,868.47	\$5,111.89	\$5,367.49	\$5,635.86	\$10,046.05	\$10,548.35	\$11,075.77	\$11,629.56	\$12,211.03	\$120,552.57	\$126,580.20	\$132,909.21	\$139,554.67	\$146,532.40		
City Clerk	N/A	41	\$4,752.55	\$4,990.18	\$5,239.69	\$5,501.67	\$5,776.76	\$10,297.20	\$10,812.06	\$11,352.66	\$11,920.29	\$12,516.31	\$123,566.38	\$129,744.70	\$136,231.94	\$143,043.53	\$150,195.71		
Public Information Coordinator	LAMEA		\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05		
Executive Assistant to the City Manager	N/A	25	\$3,201.44	\$3,361.51	\$3,529.59	\$3,706.07	\$3,891.37	\$6,936.45	\$7,283.27	\$7,647.44	\$8,029.81	\$8,431.30	\$83,237.40	\$87,399.27	\$91,769.23	\$96,357.69	\$101,175.58		
Deputy City Clerk	LAMEA		\$2,879.76	\$3,023.75	\$3,174.94	\$3,333.68	\$3,500.37	\$6,239.48	\$6,551.45	\$6,879.03	\$7,222.98	\$7,584.13	\$74,873.76	\$78,617.45	\$82,548.32	\$86,675.74	\$91,009.52		
<b>Administrative Services</b>	<b>Union</b>	<b>Salary Range</b>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
Administrative Services Director	N/A	56	\$6,883.15	Open Range				\$8,366.47	\$14,913.49	Open Range				\$18,127.35	\$178,961.89	Open Range			
Financial Services Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Senior Accountant	N/A	34	\$3,998.16	\$4,198.07	\$4,407.97	\$4,628.37	\$4,859.79	\$8,662.68	\$9,095.81	\$9,550.60	\$10,028.13	\$10,529.54	\$103,952.10	\$109,149.71	\$114,607.19	\$120,337.55	\$126,354.43		
Management Analyst II	LAMEA		\$3,782.48	\$3,971.60	\$4,170.18	\$4,378.69	\$4,597.63	\$8,195.37	\$8,605.14	\$9,035.40	\$9,487.17	\$9,961.53	\$98,344.48	\$103,261.70	\$108,424.79	\$113,846.03	\$119,538.33		
Management Analyst I	LAMEA		\$3,439.28	\$3,611.24	\$3,791.81	\$3,981.40	\$4,180.47	\$7,451.77	\$7,824.36	\$8,215.58	\$8,626.36	\$9,057.68	\$89,421.28	\$93,892.34	\$98,586.96	\$103,516.31	\$108,692.12		
Accounting Technician II	LAMEA		\$2,868.32	\$3,011.74	\$3,162.32	\$3,320.44	\$3,486.46	\$6,214.69	\$6,525.43	\$6,851.70	\$7,194.28	\$7,554.00	\$74,576.32	\$78,305.14	\$82,220.39	\$86,331.41	\$90,647.98		
Accounting Technician I	LAMEA		\$2,490.80	\$2,615.34	\$2,746.11	\$2,883.41	\$3,027.58	\$5,396.73	\$5,666.57	\$5,949.90	\$6,247.39	\$6,559.76	\$64,760.80	\$67,998.84	\$71,398.78	\$74,968.72	\$78,717.16		
Accounting Office Assistant I	LAMEA		\$2,190.24	\$2,299.75	\$2,414.74	\$2,535.48	\$2,662.25	\$4,745.52	\$4,982.80	\$5,231.94	\$5,493.53	\$5,768.21	\$56,946.24	\$59,793.55	\$62,783.23	\$65,922.39	\$69,218.51		
Information Technology Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Network Systems Administrator	LAMEA		\$4,215.12	\$4,425.88	\$4,647.17	\$4,879.53	\$5,123.50	\$9,132.76	\$9,589.40	\$10,068.87	\$10,572.31	\$11,100.93	\$109,593.12	\$115,072.78	\$120,826.41	\$126,867.74	\$133,211.12		
Information Technology Analyst	LAMEA		\$4,014.40	\$4,215.12	\$4,425.88	\$4,647.17	\$4,879.53	\$8,697.87	\$9,132.76	\$9,589.40	\$10,068.87	\$10,572.31	\$104,374.40	\$109,593.12	\$115,072.78	\$120,826.41	\$126,867.74		
Information Technology Technician	LAMEA		\$3,048.24	\$3,200.65	\$3,360.68	\$3,528.72	\$3,705.15	\$6,604.52	\$6,934.75	\$7,281.48	\$7,645.56	\$8,027.84	\$79,254.24	\$83,216.95	\$87,377.80	\$91,746.69	\$96,334.02		
Human Resources Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50		
Human Resources Analyst	N/A	31	\$3,712.69	\$3,898.32	\$4,093.24	\$4,297.90	\$4,512.79	\$8,044.16	\$8,446.36	\$8,868.68	\$9,312.12	\$9,777.72	\$96,529.86	\$101,356.35	\$106,424.17	\$111,745.38	\$117,332.65		
Human Resources Technician	N/A	23	\$3,047.18	\$3,199.53	\$3,359.51	\$3,527.49	\$3,703.86	\$6,602.21	\$6,932.32	\$7,278.94	\$7,642.89	\$8,025.03	\$79,226.55	\$83,187.88	\$87,347.27	\$91,714.64	\$96,300.37		
<b>Police Services</b>	<b>Union</b>	<b>Salary Range</b>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
Police Chief	N/A	56	\$6,883.15	Open Range				\$8,366.47	\$14,913	Open Range				\$18,127	\$178,962	Open Range			
Police Captain	N/A	52	\$6,235.76	\$6,547.55	\$6,874.93	\$7,218.67	\$7,579.61	\$13,510.82	\$14,186.36	\$14,895.68	\$15,640.46	\$16,422.48	\$162,129.80	\$170,236.29	\$178,748.11	\$187,685.51	\$197,069.79		
Police Services Manager	N/A	45	\$5,245.93	\$5,508.23	\$5,783.64	\$6,072.82	\$6,376.46	\$11,366.18	\$11,934.49	\$12,531.21	\$13,157.77	\$13,815.66	\$136,394.17	\$143,213.87	\$150,374.57	\$157,893.30	\$165,787.96		
Executive Assistant	LAMEA		\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55		
Lead Records Specialist	LAMEA		\$2,527.20	\$2,653.56	\$2,786.24	\$2,925.55	\$3,071.83	\$5,475.60	\$5,749.38	\$6,036.85	\$6,338.69	\$6,655.63	\$65,707.20	\$68,992.56	\$72,442.19	\$76,064.30	\$79,867.51		
Records Specialist	LAMEA		\$2,295.28	\$2,410.04	\$2,530.55	\$2,657.07	\$2,789.93	\$4,973.11	\$5,221.76	\$5,482.85	\$5,756.99	\$6,044.84	\$59,677.28	\$62,661.14	\$65,794.20	\$69,083.91	\$72,538.11		
Police Sergeant	POA		\$4,613.00	\$4,844.00	\$5,086.00	\$5,340.00	\$5,607.00	\$9,994.83	\$10,495.33	\$11,019.67	\$11,570.00	\$12,148.50	\$119,938.00	\$125,944.00	\$132,236.00	\$138,840.00	\$145,782.00		
Police Agent	POA		\$4,104.00	\$4,309.00	\$4,524.00	\$4,750.00	\$4,988.00	\$8,892.00	\$9,336.17	\$9,802.00	\$10,291.67	\$10,807.33	\$106,704.00	\$112,034.00	\$117,624.00	\$123,500.00	\$129,688.00		
Police Officer	POA		\$3,909.00	\$4,104.00	\$4,309.00	\$4,524.00	\$4,750.00	\$8,469.50	\$8,892.00	\$9,336.17	\$9,802.00	\$10,291.67	\$101,634.00	\$106,704.00	\$112,034.00	\$117,624.00	\$123,500.00		
Lead Communications Officer	POA		\$3,865.00	\$4,058.00	\$4,260.00	\$4,473.00	\$4,696.00	\$8,374.17	\$8,792.33	\$9,230.00	\$9,691.50	\$10,174.67	\$100,490.00	\$105,508.00	\$110,760.00	\$116,298.00	\$122,096.00		
Police Officer Trainee	POA		\$3,722.00	\$3,908.00	\$4,103.00	\$4,308.00	\$4,523.00	\$8,064.33	\$8,467.33	\$8,889.83	\$9,334.00	\$9,799.83	\$96,772.00	\$101,608.00	\$106,678.00	\$112,008.00	\$117,598.00		
Communications Officer	POA		\$3,512.00	\$3,688.00	\$3,872.00	\$4,066.00	\$4,269.00	\$7,609.33	\$7,990.67	\$8,389.33	\$8,809.67	\$9,249.50	\$91,312.00	\$95,888.00	\$100,672.00	\$105,716.00	\$110,994.00		
Community Service Officer	POA		\$2,818.00	\$2,959.00	\$3,107.00	\$3,262.00	\$3,425.00	\$6,105.67	\$6,411.17	\$6,731.83	\$7,067.67	\$7,420.83	\$73,268.00	\$76,934.00	\$80,782.00	\$84,812.00	\$89,050.00		

City of Los Altos -- Salary Schedule FY 19/20  
Resolution 2019-XX

	<i>Union</i>	<i>Salary Range</i>	Biweekly					Monthly					Annual				
			Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
<b>Engineering Services</b>																	
Engineering Services Director/City Engineer	N/A	56	\$6,883.15	Open Range			\$8,366.47	\$14,913.49	Open Range			\$18,127.35	\$178,961.89	Open Range			\$217,528.17
Engineering Services Manager	N/A	48	\$5,649.29	\$5,931.76	\$6,228.34	\$6,539.76	\$6,866.75	\$12,240.13	\$12,852.14	\$13,494.75	\$14,169.48	\$14,877.96	\$146,881.60	\$154,225.68	\$161,936.96	\$170,033.81	\$178,535.50
Transportation Services Manager	N/A	45	\$5,245.93	\$5,508.23	\$5,783.64	\$6,072.82	\$6,376.46	\$11,366.18	\$11,934.49	\$12,531.21	\$13,157.77	\$13,815.66	\$136,394.17	\$143,213.87	\$150,374.57	\$157,893.30	\$165,787.96
Senior Engineer	LAMEA		\$4,723.68	\$4,959.86	\$5,207.86	\$5,468.25	\$5,741.66	\$10,234.64	\$10,746.37	\$11,283.69	\$11,847.88	\$12,440.27	\$122,815.68	\$128,956.46	\$135,404.29	\$142,174.50	\$149,283.23
Project Manager	N/A	42	\$4,871.37	\$5,114.94	\$5,370.68	\$5,639.22	\$5,921.18	\$10,554.63	\$11,082.36	\$11,636.48	\$12,218.30	\$12,829.22	\$126,655.54	\$132,988.32	\$139,637.74	\$146,619.62	\$153,950.60
Special Projects Manager	N/A	42	\$4,871.37	\$5,114.94	\$5,370.68	\$5,639.22	\$5,921.18	\$10,554.63	\$11,082.36	\$11,636.48	\$12,218.30	\$12,829.22	\$126,655.54	\$132,988.32	\$139,637.74	\$146,619.62	\$153,950.60
Associate Civil Engineer	LAMEA		\$4,122.56	\$4,328.69	\$4,545.12	\$4,772.38	\$5,011.00	\$8,932.21	\$9,378.82	\$9,847.77	\$10,340.15	\$10,857.16	\$107,186.56	\$112,545.89	\$118,173.18	\$124,081.84	\$130,285.93
Assistant Civil Engineer	LAMEA		\$3,644.16	\$3,826.37	\$4,017.69	\$4,218.57	\$4,429.50	\$7,895.68	\$8,290.46	\$8,704.99	\$9,140.24	\$9,597.25	\$94,748.16	\$99,485.57	\$104,459.85	\$109,682.84	\$115,166.98
Junior Engineer	LAMEA		\$3,312.40	\$3,478.02	\$3,651.92	\$3,834.52	\$4,026.24	\$7,176.87	\$7,535.71	\$7,912.50	\$8,308.12	\$8,723.53	\$86,122.40	\$90,428.52	\$94,949.95	\$99,697.44	\$104,682.32
GIS Technician	LAMEA		\$3,312.40	\$3,478.02	\$3,651.92	\$3,834.52	\$4,026.24	\$7,176.87	\$7,535.71	\$7,912.50	\$8,308.12	\$8,723.53	\$86,122.40	\$90,428.52	\$94,949.95	\$99,697.44	\$104,682.32
Construction Inspector	LAMEA		\$3,154.32	\$3,312.04	\$3,477.64	\$3,651.52	\$3,834.10	\$6,834.36	\$7,176.08	\$7,534.88	\$7,911.63	\$8,307.21	\$82,012.32	\$86,112.94	\$90,418.58	\$94,939.51	\$99,686.49
Engineering Technician	LAMEA		\$3,154.32	\$3,312.04	\$3,477.64	\$3,651.52	\$3,834.10	\$6,834.36	\$7,176.08	\$7,534.88	\$7,911.63	\$8,307.21	\$82,012.32	\$86,112.94	\$90,418.58	\$94,939.51	\$99,686.49
Executive Assistant	LAMEA		\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
<b>Maintenance Services</b>																	
Maintenance Services Director	N/A	56	\$6,883.15	Open Range			\$8,366.47	\$14,913.49	Open Range			\$18,127.35	\$178,961.89	Open Range			\$217,528.17
Maintenance Supervisor	LAMEA		\$3,534.96	\$3,711.71	\$3,897.29	\$4,092.16	\$4,296.77	\$7,659.08	\$8,042.03	\$8,444.14	\$8,866.34	\$9,309.66	\$91,908.96	\$96,504.41	\$101,329.63	\$106,396.11	\$111,715.92
Senior Maintenance Technician	Teamsters		\$2,871.00	\$3,014.55	\$3,165.28	\$3,323.54	\$3,489.72	\$6,220.50	\$6,531.53	\$6,858.10	\$7,201.01	\$7,561.06	\$74,646.00	\$78,378.30	\$82,297.22	\$86,412.08	\$90,732.68
Executive Assistant	LAMEA		\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
Equipment Mechanic	Teamsters		\$2,610.00	\$2,742.00	\$2,879.00	\$3,022.00	\$3,173.00	\$5,655.00	\$5,941.00	\$6,237.83	\$6,547.67	\$6,874.83	\$67,860.00	\$71,292.00	\$74,854.00	\$78,572.00	\$82,498.00
Maintenance Leadworker	Teamsters		\$2,610.00	\$2,742.00	\$2,879.00	\$3,022.00	\$3,173.00	\$5,655.00	\$5,941.00	\$6,237.83	\$6,547.67	\$6,874.83	\$67,860.00	\$71,292.00	\$74,854.00	\$78,572.00	\$82,498.00
Maintenance Technician	Teamsters		\$2,610.00	\$2,742.00	\$2,879.00	\$3,022.00	\$3,173.00	\$5,655.00	\$5,941.00	\$6,237.83	\$6,547.67	\$6,874.83	\$67,860.00	\$71,292.00	\$74,854.00	\$78,572.00	\$82,498.00
Maintenance Worker II	Teamsters		\$2,368.00	\$2,487.00	\$2,611.00	\$2,742.00	\$2,879.00	\$5,130.67	\$5,388.50	\$5,657.17	\$5,941.00	\$6,237.83	\$61,568.00	\$64,662.00	\$67,886.00	\$71,292.00	\$74,854.00
Maintenance Worker I	Teamsters		\$2,094.00	\$2,200.00	\$2,309.00	\$2,424.00	\$2,546.00	\$4,537.00	\$4,766.67	\$5,002.83	\$5,252.00	\$5,516.33	\$54,444.00	\$57,200.00	\$60,034.00	\$63,024.00	\$66,196.00
<b>Community Development</b>																	
Community Development Director	N/A	56	\$6,883.15	Open Range			\$8,366.47	\$14,913.49	Open Range			\$18,127.35	\$178,961.89	Open Range			\$217,528.17
Building Official	N/A	45	\$5,245.93	\$5,508.23	\$5,783.64	\$6,072.82	\$6,376.46	\$11,366.18	\$11,934.49	\$12,531.21	\$13,157.77	\$13,815.66	\$136,394.17	\$143,213.87	\$150,374.57	\$157,893.30	\$165,787.96
Planning Services Manager	N/A	45	\$5,245.93	\$5,508.23	\$5,783.64	\$6,072.82	\$6,376.46	\$11,366.18	\$11,934.49	\$12,531.21	\$13,157.77	\$13,815.66	\$136,394.17	\$143,213.87	\$150,374.57	\$157,893.30	\$165,787.96
Economic Development Manager	N/A	44	\$5,117.98	\$5,373.88	\$5,642.57	\$5,924.70	\$6,220.94	\$11,088.96	\$11,643.40	\$12,225.57	\$12,836.85	\$13,478.70	\$133,067.48	\$139,720.85	\$146,706.90	\$154,042.24	\$161,744.35
Senior Planner	LAMEA		\$4,614.48	\$4,845.20	\$5,087.46	\$5,341.84	\$5,608.93	\$9,998.04	\$10,497.94	\$11,022.84	\$11,573.98	\$12,152.68	\$119,976.48	\$125,975.30	\$132,274.07	\$138,887.77	\$145,832.16
Associate Planner	LAMEA		\$3,893.76	\$4,088.45	\$4,292.87	\$4,507.51	\$4,732.89	\$8,436.48	\$8,858.30	\$9,301.22	\$9,766.28	\$10,254.59	\$101,237.76	\$106,299.65	\$111,614.63	\$117,195.36	\$123,055.13
Senior Building Inspector	LAMEA		\$3,840.72	\$4,032.76	\$4,234.39	\$4,446.11	\$4,668.42	\$8,321.56	\$8,737.64	\$9,174.52	\$9,633.25	\$10,114.91	\$99,858.72	\$104,851.66	\$110,094.24	\$115,598.95	\$121,378.90
Economic Development Coordinator	LAMEA		\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05
Sustainability Coordinator*	LAMEA		\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05
Assistant Planner	LAMEA		\$3,524.56	\$3,700.79	\$3,885.83	\$4,080.12	\$4,284.12	\$7,636.55	\$8,018.37	\$8,419.29	\$8,840.26	\$9,282.27	\$91,638.56	\$96,220.49	\$101,031.51	\$106,083.09	\$111,387.24
Building Inspector	LAMEA		\$3,474.64	\$3,648.37	\$3,830.79	\$4,022.33	\$4,223.45	\$7,528.39	\$7,904.81	\$8,300.05	\$8,715.05	\$9,150.80	\$90,340.64	\$94,857.67	\$99,600.56	\$104,580.58	\$109,809.61
Permit Technician	LAMEA		\$2,791.36	\$2,930.93	\$3,077.47	\$3,231.35	\$3,392.92	\$6,047.95	\$6,350.34	\$6,667.86	\$7,001.25	\$7,351.32	\$72,575.36	\$76,204.13	\$80,014.33	\$84,015.05	\$88,215.80
Executive Assistant	LAMEA		\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
<b>Recreation &amp; Community Services</b>																	
Recreation & Community Services Director	N/A	56	\$6,883.15	Open Range			\$8,366.47	\$14,913.49	Open Range			\$18,127.35	\$178,961.89	Open Range			\$217,528.17
Recreation Manager	N/A	36	\$4,200.56	\$4,410.59	\$4,631.12	\$4,862.68	\$5,105.81	\$9,101.22	\$9,556.28	\$10,034.10	\$10,535.80	\$11,062.59	\$109,214.68	\$114,675.41	\$120,409.18	\$126,429.64	\$132,751.12
Senior Recreation Supervisor	LAMEA		\$3,604.64	\$3,784.87	\$3,974.12	\$4,172.82	\$4,381.46	\$7,810.05	\$8,200.56	\$8,610.58	\$9,041.11	\$9,493.17	\$93,720.64	\$98,406.67	\$103,327.01	\$108,493.36	\$113,918.02
Recreation Supervisor	LAMEA		\$3,428.88	\$3,600.32	\$3,780.34	\$3,969.36	\$4,167.83	\$7,429.24	\$7,800.70	\$8,190.74	\$8,600.27	\$9,030.29	\$89,150.88	\$93,608.42	\$98,288.85	\$103,203.29	\$108,363.45
Recreation Coordinator	LAMEA		\$2,604.16	\$2,734.37	\$2,871.09	\$3,014.64	\$3,165.37	\$5,642.35	\$5,924.46	\$6,220.69	\$6,531.72	\$6,858.31	\$67,708.16	\$71,093.57	\$74,648.25	\$78,380.66	\$82,299.69
Facilities Coordinator	LAMEA		\$2,604.16	\$2,734.37	\$2,871.09	\$3,014.64	\$3,165.37	\$5,642.35	\$5,924.46	\$6,220.69	\$6,531.72	\$6,858.31	\$67,708.16	\$71,093.57	\$74,648.25	\$78,380.66	\$82,299.69
Office Assistant II	LAMEA		\$2,181.92	\$2,291.02	\$2,405.57	\$2,525.85	\$2,652.14	\$4,727.49	\$4,963.87	\$5,212.06	\$5,472.66	\$5,746.30	\$56,729.92	\$59,566.42	\$62,544.74	\$65,671.97	\$68,955.57
Office Assistant I	LAMEA		\$1,959.36	\$2,057.33	\$2,160.19	\$2,268.20	\$2,381.61	\$4,245.28	\$4,457.54	\$4,680.42	\$4,914.44	\$5,160.16	\$50,943.36	\$53,490.53	\$56,165.05	\$58,973.31	\$61,921.97

**RESOLUTION NO. 2019-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING A COST OF LIVING ADJUSTMENT FOR REGULAR, FULL-  
TIME, NON-REPRESENTED, MANAGEMENT AND EXECUTIVE STAFF  
FOR FISCAL YEAR 2019**

**WHEREAS**, the City annually reviews and may revise employee compensation and salary schedule ranges; and

**WHEREAS**, the City benefits from a highly qualified, municipal workforce; and

**WHEREAS**, to assist in retaining such a workforce, it is critical that the City's compensation levels are competitive in the marketplace; and

**WHEREAS**, to remain competitive, the City should adjust salaries to reflect changes in the region's cost of living; and

**WHEREAS**, the Consumer Price Index for Urban Consumers (CPI-U) for the San Jose-Sunnyvale-Santa Clara region increase by 4.0% for the twelve-month period ending the first quarter of 2019; and

**WHEREAS**, the salaries are scheduled to take effect in the first full pay period in July 2019; and

**WHEREAS**, represented classifications are covered by current contracts which specify the amount of the salary adjustments in the new fiscal year.

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

1. Increases salary ranges for all regular full-time, non-represented, management and executive positions (not including the City Manager) by 4.0% effective the first pay period after July 1, 2019; and
2. Adopts the salary schedule at Exhibit A reflecting these pay adjustments.

**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 \_\_\_\_, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK

City of Los Altos -- Salary Schedule FY 19/20

Resolution 2019-XX

		Biweekly					Monthly					Annual				
<b>Legislative &amp; Executive</b>	<b>Union</b>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
City Manager	N/A	\$8,783.08	Open Range			\$8,040.24	\$19,030.00	Open Range			\$17,420.52	\$228,360.00	Open Range			\$209,046.24
Assistant City Manager	N/A	\$4,256.72	Open Range			\$8,040.24	\$9,222.89	Open Range			\$17,420.52	\$110,674.72	Open Range			\$209,046.24
Deputy City Manager/City Clerk	N/A	\$5,512.00	\$5,787.60	\$6,076.98	\$6,380.83	\$6,699.87	\$11,942.67	\$12,539.80	\$13,166.79	\$13,825.13	\$14,516.39	\$143,312.00	\$150,477.60	\$158,001.48	\$165,901.55	\$174,196.63
Assistant to the City Manager	N/A	\$4,642.56	\$4,874.69	\$5,118.42	\$5,374.34	\$5,643.06	\$10,058.88	\$10,561.82	\$11,089.92	\$11,644.41	\$12,226.63	\$120,706.56	\$126,741.89	\$133,078.98	\$139,732.93	\$146,719.58
City Clerk	N/A	\$4,338.88	\$4,555.82	\$4,783.62	\$5,022.80	\$5,273.94	\$9,400.91	\$9,870.95	\$10,364.50	\$10,882.72	\$11,426.86	\$112,810.88	\$118,451.42	\$124,374.00	\$130,592.69	\$137,122.33
Public Information Coordinator	LAMEA	\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05
Executive Assistant to the City Manager	N/A	\$3,022.24	\$3,173.35	\$3,332.02	\$3,498.62	\$3,673.55	\$6,548.19	\$6,875.60	\$7,219.38	\$7,580.34	\$7,959.36	\$78,578.24	\$82,507.15	\$86,632.51	\$90,964.14	\$95,512.34
Deputy City Clerk	LAMEA	\$2,879.76	\$3,023.75	\$3,174.94	\$3,333.68	\$3,500.37	\$6,239.48	\$6,551.45	\$6,879.03	\$7,222.98	\$7,584.13	\$74,873.76	\$78,617.45	\$82,548.32	\$86,675.74	\$91,009.52
<b>Administrative Services</b>		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Administrative Services Director	N/A	\$4,256.72	Open Range			\$8,039.90	\$9,222.89	Open Range			\$17,419.79	\$110,674.72	Open Range			\$209,037.47
Financial Services Manager	N/A	\$5,358.08	\$5,625.98	\$5,907.28	\$6,202.65	\$6,512.78	\$11,609.17	\$12,189.63	\$12,799.11	\$13,439.07	\$14,111.02	\$139,310.08	\$146,275.58	\$153,589.36	\$161,268.83	\$169,332.27
Senior Accountant	N/A	\$3,964.48	\$4,162.70	\$4,370.84	\$4,589.38	\$4,818.85	\$8,589.71	\$9,019.19	\$9,470.15	\$9,943.66	\$10,440.84	\$103,076.48	\$108,230.30	\$113,641.82	\$119,323.91	\$125,290.11
Management Analyst II	LAMEA	\$3,782.48	\$3,971.60	\$4,170.18	\$4,378.69	\$4,597.63	\$8,195.37	\$8,605.14	\$9,035.40	\$9,487.17	\$9,961.53	\$98,344.48	\$103,261.70	\$108,424.79	\$113,846.03	\$119,538.33
Management Analyst I	LAMEA	\$3,439.28	\$3,611.24	\$3,791.81	\$3,981.40	\$4,180.47	\$7,451.77	\$7,824.36	\$8,215.58	\$8,626.36	\$9,057.68	\$89,421.28	\$93,892.34	\$98,586.96	\$103,516.31	\$108,692.12
Accounting Technician II	LAMEA	\$2,868.32	\$3,011.74	\$3,162.32	\$3,320.44	\$3,486.46	\$6,214.69	\$6,525.43	\$6,851.70	\$7,194.28	\$7,554.00	\$74,576.32	\$78,305.14	\$82,220.39	\$86,331.41	\$90,647.98
Accounting Technician I	LAMEA	\$2,490.80	\$2,615.34	\$2,746.11	\$2,883.41	\$3,027.58	\$5,396.73	\$5,666.57	\$5,949.90	\$6,247.39	\$6,559.76	\$64,760.80	\$67,998.84	\$71,398.78	\$74,968.72	\$78,717.16
Accounting Office Assistant I	LAMEA	\$2,190.24	\$2,299.75	\$2,414.74	\$2,535.48	\$2,662.25	\$4,745.52	\$4,982.80	\$5,231.94	\$5,493.53	\$5,768.21	\$56,946.24	\$59,793.55	\$62,783.23	\$65,922.39	\$69,218.51
Information Technology Manager	N/A	\$5,358.08	\$5,625.98	\$5,907.28	\$6,202.65	\$6,512.78	\$11,609.17	\$12,189.63	\$12,799.11	\$13,439.07	\$14,111.02	\$139,310.08	\$146,275.58	\$153,589.36	\$161,268.83	\$169,332.27
Network Systems Administrator	LAMEA	\$4,215.12	\$4,425.88	\$4,647.17	\$4,879.53	\$5,123.50	\$9,132.76	\$9,589.40	\$10,068.87	\$10,572.31	\$11,100.93	\$109,593.12	\$115,072.78	\$120,826.41	\$126,867.74	\$133,211.12
Information Technology Analyst	LAMEA	\$4,014.40	\$4,215.12	\$4,425.88	\$4,647.17	\$4,879.53	\$8,697.87	\$9,132.76	\$9,589.40	\$10,068.87	\$10,572.31	\$104,374.40	\$109,593.12	\$115,072.78	\$120,826.41	\$126,867.74
Information Technology Technician	LAMEA	\$3,048.24	\$3,200.65	\$3,360.68	\$3,528.72	\$3,705.15	\$6,604.52	\$6,934.75	\$7,281.48	\$7,645.56	\$8,027.84	\$79,254.24	\$83,216.95	\$87,377.80	\$91,746.69	\$96,334.02
Human Resources Manager	N/A	\$5,358.08	\$5,625.98	\$5,907.28	\$6,202.65	\$6,512.78	\$11,609.17	\$12,189.63	\$12,799.11	\$13,439.07	\$14,111.02	\$139,310.08	\$146,275.58	\$153,589.36	\$161,268.83	\$169,332.27
Human Resources Analyst	N/A	\$3,423.68	\$3,594.86	\$3,774.61	\$3,963.34	\$4,161.50	\$7,417.97	\$7,788.87	\$8,178.32	\$8,587.23	\$9,016.59	\$89,015.68	\$93,466.46	\$98,139.79	\$103,046.78	\$108,199.12
Human Resources Technician	N/A	\$2,806.96	\$2,947.31	\$3,094.67	\$3,249.41	\$3,411.88	\$6,081.75	\$6,385.83	\$6,705.13	\$7,040.38	\$7,392.40	\$72,980.96	\$76,630.01	\$80,461.51	\$84,484.58	\$88,708.81
<b>Police Services</b>		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Police Chief	N/A	\$4,359.68	Open Range			\$8,234.67	\$9,445.97	Open Range			\$17,841.78	\$113,351.68	Open Range			\$214,101.36
Police Captain	N/A	\$5,840.64	\$6,132.67	\$6,439.31	\$6,761.27	\$7,099.33	\$12,654.72	\$13,287.46	\$13,951.83	\$14,649.42	\$15,381.89	\$151,856.64	\$159,449.47	\$167,421.95	\$175,793.04	\$184,582.70
Police Services Manager	N/A	\$5,256.16	\$5,518.97	\$5,794.92	\$6,084.66	\$6,388.90	\$11,388.35	\$11,957.76	\$12,555.65	\$13,183.43	\$13,842.61	\$136,660.16	\$143,493.17	\$150,667.83	\$158,201.22	\$166,111.28
Executive Assistant	LAMEA	\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
Lead Records Specialist	LAMEA	\$2,527.20	\$2,653.56	\$2,786.24	\$2,925.55	\$3,071.83	\$5,475.60	\$5,749.38	\$6,036.85	\$6,338.69	\$6,655.63	\$65,707.20	\$68,992.56	\$72,442.19	\$76,064.30	\$79,867.51
Records Specialist	LAMEA	\$2,295.28	\$2,410.04	\$2,530.55	\$2,657.07	\$2,789.93	\$4,973.11	\$5,221.76	\$5,482.85	\$5,756.99	\$6,044.84	\$59,677.28	\$62,661.14	\$65,794.20	\$69,083.91	\$72,538.11
Police Sergeant	POA	\$4,613.00	\$4,844.00	\$5,086.00	\$5,340.00	\$5,607.00	\$9,994.83	\$10,495.33	\$11,019.67	\$11,570.00	\$12,148.50	\$119,938.00	\$125,944.00	\$132,236.00	\$138,840.00	\$145,782.00
Police Agent	POA	\$4,104.00	\$4,309.00	\$4,524.00	\$4,750.00	\$4,988.00	\$8,892.00	\$9,336.17	\$9,802.00	\$10,291.67	\$10,807.33	\$106,704.00	\$112,034.00	\$117,624.00	\$123,500.00	\$129,688.00
Police Officer	POA	\$3,909.00	\$4,104.00	\$4,309.00	\$4,524.00	\$4,750.00	\$8,469.50	\$8,892.00	\$9,336.17	\$9,802.00	\$10,291.67	\$101,634.00	\$106,704.00	\$112,034.00	\$117,624.00	\$123,500.00
Lead Communications Officer	POA	\$3,865.00	\$4,058.00	\$4,260.00	\$4,473.00	\$4,696.00	\$8,374.17	\$8,792.33	\$9,230.00	\$9,691.50	\$10,174.67	\$100,490.00	\$105,508.00	\$110,760.00	\$116,298.00	\$122,096.00
Police Officer Trainee	POA	\$3,722.00	\$3,908.00	\$4,103.00	\$4,308.00	\$4,523.00	\$8,064.33	\$8,467.33	\$8,889.83	\$9,334.00	\$9,799.83	\$96,772.00	\$101,608.00	\$106,678.00	\$112,008.00	\$117,598.00
Communications Officer	POA	\$3,512.00	\$3,688.00	\$3,872.00	\$4,066.00	\$4,269.00	\$7,609.33	\$7,990.67	\$8,389.33	\$8,809.67	\$9,249.50	\$91,312.00	\$95,888.00	\$100,672.00	\$105,716.00	\$110,994.00
Community Service Officer	POA	\$2,818.00	\$2,959.00	\$3,107.00	\$3,262.00	\$3,425.00	\$6,105.67	\$6,411.17	\$6,731.83	\$7,067.67	\$7,420.83	\$73,268.00	\$76,934.00	\$80,782.00	\$84,812.00	\$89,050.00



City of Los Altos -- Salary Schedule FY 19/20

Resolution 2019-XX

		Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
<b>Engineering Services</b>																
Engineering Services Director/City Engineer	N/A	\$4,256.72	Open Range			\$8,039.90	\$9,222.89	Open Range			\$17,419.79	\$110,674.72	Open Range			\$209,037.47
Engineering Services Manager	N/A	\$5,325.84	\$5,592.13	\$5,871.74	\$6,165.33	\$6,473.59	\$11,539.32	\$12,116.29	\$12,722.10	\$13,358.21	\$14,026.12	\$138,471.84	\$145,395.43	\$152,665.20	\$160,298.46	\$168,313.39
Transportation Services Manager	N/A	\$4,975.36	\$5,224.13	\$5,485.33	\$5,759.60	\$6,047.58	\$10,779.95	\$11,318.94	\$11,884.89	\$12,479.14	\$13,103.09	\$129,359.36	\$135,827.33	\$142,618.69	\$149,749.63	\$157,237.11
Senior Engineer	LAMEA	\$4,723.68	\$4,959.86	\$5,207.86	\$5,468.25	\$5,741.66	\$10,234.64	\$10,746.37	\$11,283.69	\$11,847.88	\$12,440.27	\$122,815.68	\$128,956.46	\$135,404.29	\$142,174.50	\$149,283.23
Project Manager	N/A	\$4,475.12	\$4,698.88	\$4,933.82	\$5,180.51	\$5,439.54	\$9,696.09	\$10,180.90	\$10,689.94	\$11,224.44	\$11,785.66	\$116,353.12	\$122,170.78	\$128,279.31	\$134,693.28	\$141,427.94
Special Projects Manager	N/A	\$4,475.12	\$4,698.88	\$4,933.82	\$5,180.51	\$5,439.54	\$9,696.09	\$10,180.90	\$10,689.94	\$11,224.44	\$11,785.66	\$116,353.12	\$122,170.78	\$128,279.31	\$134,693.28	\$141,427.94
Associate Civil Engineer	LAMEA	\$4,122.56	\$4,328.69	\$4,545.12	\$4,772.38	\$5,011.00	\$8,932.21	\$9,378.82	\$9,847.77	\$10,340.15	\$10,857.16	\$107,186.56	\$112,545.89	\$118,173.18	\$124,081.84	\$130,285.93
Assistant Civil Engineer	LAMEA	\$3,644.16	\$3,826.37	\$4,017.69	\$4,218.57	\$4,429.50	\$7,895.68	\$8,290.46	\$8,704.99	\$9,140.24	\$9,597.25	\$94,748.16	\$99,485.57	\$104,459.85	\$109,682.84	\$115,166.98
Junior Engineer	LAMEA	\$3,312.40	\$3,478.02	\$3,651.92	\$3,834.52	\$4,026.24	\$7,176.87	\$7,535.71	\$7,912.50	\$8,308.12	\$8,723.53	\$86,122.40	\$90,428.52	\$94,949.95	\$99,697.44	\$104,682.32
GIS Technician	LAMEA	\$3,312.40	\$3,478.02	\$3,651.92	\$3,834.52	\$4,026.24	\$7,176.87	\$7,535.71	\$7,912.50	\$8,308.12	\$8,723.53	\$86,122.40	\$90,428.52	\$94,949.95	\$99,697.44	\$104,682.32
Construction Inspector	LAMEA	\$3,154.32	\$3,312.04	\$3,477.64	\$3,651.52	\$3,834.10	\$6,834.36	\$7,176.08	\$7,534.88	\$7,911.63	\$8,307.51	\$82,012.32	\$86,112.94	\$90,418.58	\$94,939.51	\$99,686.49
Engineering Technician	LAMEA	\$3,154.32	\$3,312.04	\$3,477.64	\$3,651.52	\$3,834.10	\$6,834.36	\$7,176.08	\$7,534.88	\$7,911.63	\$8,307.21	\$82,012.32	\$86,112.94	\$90,418.58	\$94,939.51	\$99,686.49
Executive Assistant	LAMEA	\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
<b>Maintenance Services</b>																
Maintenance Services Director	N/A	\$4,256.72	Open Range			\$8,039.90	\$9,222.89	Open Range			\$17,419.79	\$110,674.72	Open Range			\$209,037.47
Maintenance Supervisor	LAMEA	\$3,534.96	\$3,711.71	\$3,897.29	\$4,092.16	\$4,296.77	\$7,659.08	\$8,042.03	\$8,444.14	\$8,866.34	\$9,309.66	\$91,908.96	\$96,504.41	\$101,329.63	\$106,396.11	\$111,715.92
Senior Maintenance Technician	Teamsters	\$2,871.00	\$3,014.55	\$3,165.28	\$3,323.54	\$3,489.72	\$6,220.50	\$6,531.53	\$6,858.10	\$7,201.01	\$7,561.06	\$74,646.00	\$78,378.30	\$82,297.22	\$86,412.08	\$90,732.68
Executive Assistant	LAMEA	\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
Equipment Mechanic	Teamsters	\$2,610.00	\$2,742.00	\$2,879.00	\$3,022.00	\$3,173.00	\$5,655.00	\$5,941.00	\$6,237.83	\$6,547.67	\$6,874.83	\$67,860.00	\$71,292.00	\$74,854.00	\$78,572.00	\$82,498.00
Maintenance Leadworker	Teamsters	\$2,610.00	\$2,742.00	\$2,879.00	\$3,022.00	\$3,173.00	\$5,655.00	\$5,941.00	\$6,237.83	\$6,547.67	\$6,874.83	\$67,860.00	\$71,292.00	\$74,854.00	\$78,572.00	\$82,498.00
Maintenance Technician	Teamsters	\$2,610.00	\$2,742.00	\$2,879.00	\$3,022.00	\$3,173.00	\$5,655.00	\$5,941.00	\$6,237.83	\$6,547.67	\$6,874.83	\$67,860.00	\$71,292.00	\$74,854.00	\$78,572.00	\$82,498.00
Maintenance Worker II	Teamsters	\$2,368.00	\$2,487.00	\$2,611.00	\$2,742.00	\$2,879.00	\$5,130.67	\$5,388.50	\$5,657.17	\$5,941.00	\$6,237.83	\$61,568.00	\$64,662.00	\$67,886.00	\$71,292.00	\$74,854.00
Maintenance Worker I	Teamsters	\$2,094.00	\$2,200.00	\$2,309.00	\$2,424.00	\$2,546.00	\$4,537.00	\$4,766.67	\$5,002.83	\$5,252.00	\$5,516.33	\$54,444.00	\$57,200.00	\$60,034.00	\$63,024.00	\$66,196.00
<b>Community Development</b>																
Community Development Director	N/A	\$4,256.72	Open Range			\$8,039.90	\$9,222.89	Open Range			\$17,419.79	\$110,674.72	Open Range			\$209,037.47
Building Official	N/A	\$4,975.36	\$5,224.13	\$5,485.33	\$5,759.60	\$6,047.58	\$10,779.95	\$11,318.94	\$11,884.89	\$12,479.14	\$13,103.09	\$129,359.36	\$135,827.33	\$142,618.69	\$149,749.63	\$157,237.11
Planning Services Manager	N/A	\$4,975.36	\$5,224.13	\$5,485.33	\$5,759.60	\$6,047.58	\$10,779.95	\$11,318.94	\$11,884.89	\$12,479.14	\$13,103.09	\$129,359.36	\$135,827.33	\$142,618.69	\$149,749.63	\$157,237.11
Economic Development Manager	N/A	\$4,906.72	\$5,152.06	\$5,409.66	\$5,680.14	\$5,964.15	\$10,631.23	\$11,162.79	\$11,720.93	\$12,306.97	\$12,922.32	\$127,574.72	\$133,953.46	\$140,651.13	\$147,683.69	\$155,067.87
Senior Planner	LAMEA	\$4,614.48	\$4,845.20	\$5,087.46	\$5,341.84	\$5,608.93	\$9,998.04	\$10,497.94	\$11,022.84	\$11,573.98	\$12,152.68	\$119,976.48	\$125,975.30	\$132,274.07	\$138,887.77	\$145,832.16
Associate Planner	LAMEA	\$3,893.76	\$4,088.45	\$4,292.87	\$4,507.51	\$4,732.89	\$8,436.48	\$8,858.30	\$9,301.22	\$9,766.28	\$10,254.59	\$101,237.76	\$106,299.65	\$111,614.63	\$117,195.36	\$123,055.13
Senior Building Inspector	LAMEA	\$3,840.72	\$4,032.76	\$4,234.39	\$4,446.11	\$4,668.42	\$8,321.56	\$8,737.64	\$9,174.52	\$9,633.25	\$10,114.91	\$99,858.72	\$104,851.66	\$110,094.24	\$115,598.95	\$121,378.90
Economic Development Coordinator	LAMEA	\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05
Sustainability Coordinator*	LAMEA	\$3,533.92	\$3,710.62	\$3,896.15	\$4,090.95	\$4,295.50	\$7,656.83	\$8,039.67	\$8,441.65	\$8,863.73	\$9,306.92	\$91,881.92	\$96,476.02	\$101,299.82	\$106,364.81	\$111,683.05
Assistant Planner	LAMEA	\$3,524.56	\$3,700.79	\$3,885.83	\$4,080.12	\$4,284.12	\$7,636.55	\$8,018.37	\$8,419.29	\$8,840.26	\$9,282.27	\$91,638.56	\$96,220.49	\$101,031.51	\$106,083.09	\$111,387.24
Building Inspector	LAMEA	\$3,474.64	\$3,648.37	\$3,830.79	\$4,022.33	\$4,223.45	\$7,528.39	\$7,904.81	\$8,300.05	\$8,715.05	\$9,150.80	\$90,340.64	\$94,857.67	\$99,600.56	\$104,580.58	\$109,809.61
Permit Technician	LAMEA	\$2,791.36	\$2,930.93	\$3,077.47	\$3,231.35	\$3,392.92	\$6,047.95	\$6,350.34	\$6,667.86	\$7,001.25	\$7,351.32	\$72,575.36	\$76,204.13	\$80,014.33	\$84,015.05	\$88,215.80
Executive Assistant	LAMEA	\$2,707.12	\$2,842.48	\$2,984.60	\$3,133.83	\$3,290.52	\$5,865.43	\$6,158.70	\$6,466.63	\$6,789.96	\$7,129.46	\$70,385.12	\$73,904.38	\$77,599.59	\$81,479.57	\$85,553.55
<b>Recreation &amp; Community Services</b>																
Recreation & Community Services Director	N/A	\$4,256.72	Open Range			\$8,039.90	\$9,222.89	Open Range			\$17,419.79	\$110,674.72	Open Range			\$209,037.47
Recreation Manager	N/A	\$3,920.80	\$4,116.84	\$4,322.68	\$4,538.82	\$4,765.76	\$8,495.07	\$8,919.82	\$9,365.81	\$9,834.10	\$10,325.81	\$101,940.80	\$107,037.84	\$112,389.73	\$118,009.22	\$123,909.68
Senior Recreation Supervisor	LAMEA	\$3,604.64	\$3,784.87	\$3,974.12	\$4,172.82	\$4,381.46	\$7,810.05	\$8,200.56	\$8,610.58	\$9,041.11	\$9,493.17	\$93,720.64	\$98,406.67	\$103,327.01	\$108,493.36	\$113,918.02
Recreation Supervisor	LAMEA	\$3,428.88	\$3,600.32	\$3,780.34	\$3,969.36	\$4,167.83	\$7,429.24	\$7,800.70	\$8,190.74	\$8,600.27	\$9,030.29	\$89,150.88	\$93,608.42	\$98,288.85	\$103,203.29	\$108,363.45
Recreation Coordinator	LAMEA	\$2,604.16	\$2,734.37	\$2,871.09	\$3,014.64	\$3,165.37	\$5,642.35	\$5,924.46	\$6,220.69	\$6,531.72	\$6,858.31	\$67,708.16	\$71,093.57	\$74,648.25	\$78,380.66	\$82,299.69
Facilities Coordinator	LAMEA	\$2,604.16	\$2,734.37	\$2,871.09	\$3,014.64	\$3,165.37	\$5,642.35	\$5,924.46	\$6,220.69	\$6,531.72	\$6,858.31	\$67,708.16	\$71,093.57	\$74,648.25	\$78,380.66	\$82,299.69
Office Assistant II	LAMEA	\$2,181.92	\$2,291.02	\$2,405.57	\$2,525.85	\$2,652.14	\$4,727.49	\$4,963.87	\$5,212.06	\$5,472.66	\$5,746.30	\$56,729.92	\$59,566.42	\$62,544.74	\$65,671.97	\$68,955.57
Office Assistant I	LAMEA	\$1,959.36	\$2,057.33	\$2,160.19	\$2,268.20	\$2,381.61	\$4,245.28	\$4,457.54	\$4,680.42	\$4,914.44	\$5,160.16	\$50,943.36	\$53,490.53	\$56,165.05	\$58,973.31	\$61,921.97



December 27, 2018

# Total Compensation Study Final Report

City of Los Altos

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December 27, 2018

Christopher Jordan  
City Manager  
City of Los Altos  
1 N. San Antonio Road  
Los Altos, CA 94022

Dear Mr. Jordan,

Koff & Associates is pleased to present the Total Compensation Study Final Report to the City of Los Altos. This report documents the market compensation survey methodology, findings, and options, and recommendations for implementation.

We would like to thank you and Jennifer Leal for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with the City of Los Altos and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Katie Kaneko  
President



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- Appendix I: Results Summary
- Appendix II: Market Compensation Findings
- Appendix III: Proposed Salary Range Schedule
- Appendix IV: Salary Range Placement Recommendations
- Appendix V: Additional Benefits



## EXECUTIVE SUMMARY

### Background

In October, 2018, Koff & Associates (“K&A”) conducted a comprehensive Total Compensation Study for the City of Los Altos (“City”). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the City Council and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goals of the compensation study are to assist the City in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the City with regards to recruitment and retention of qualified staff.

### Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The City’s **base salaries, overall, in comparison to the market median is 5.6% below the market.**
- The City’s **total compensation, overall, in comparison to the market median is 7.6% below the market.**
- The City’s **benefits package** puts the City in a less competitive position compared to the market and, therefore, salary decisions should be based on base salary market results versus total compensation.
- K&A considers a classification falling within 5% of the median to be competitive.

## STUDY PROCESS

### Benchmark Classifications

The study included 27 classifications, and of those 23 classifications were selected in order to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring the City’s



overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles. The benchmark classifications are listed in Table 1.

**Table 1. Benchmark Classification**

Classification Title
1. Administrative Services Director
2. Assistant City Manager
3. City Clerk
4. City Manager
5. Community Development Director
6. Economic Development Manager
7. Engineering Services Manager
8. Executive Assistant to the City Manager
9. Financial Services Manager
10. Human Resources Analyst
11. Human Resources Manager
12. Human Resources Technician
13. Information Technology Manager
14. Planning Services Manager
15. Police Captain
16. Police Chief
17. Police Services Manager
18. Project Manager
19. Public Works Director
20. Recreation & Community Services Director
21. Recreation Manager
22. Senior Accountant
23. Transportation Services Manager



## Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, K&A first started with agencies that the City used in the 2018 Police Total Compensation study. Other agencies were then added to the potential list of comparator agencies based on the following factors:

1. **Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of the City be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to the City.
4. **Labor market and geographic location** – In the reality that is today's labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where the City may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the City, the resulting labor market data generally reflects the region's cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the City.

All factors mentioned should be considered in selecting the group of comparator agencies. The City agreed to a list of twelve (12) agencies.





**Table 2. Comparator Agencies**

Agency
1. City of Belmont
2. City of Campbell
3. City of Cupertino
4. City of Foster City
5. City of Menlo Park
6. City of Milpitas
7. City of Morgan Hill
8. City of Mountain View
9. City of Palo Alto
10. City of San Carlos
11. City of Saratoga
12. Town of Los Gatos

## Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

### 1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

### 2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS Formula:** The service retirement formula for each agency’s Classic plan.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@62. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and



multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:

- 2%@60: midpoint of range = 1.5%
  - 2%@55: midpoint of range = 2.7%
  - 2.5%@55: midpoint of range = 4.9%
  - 2.7%@55: midpoint of range = 6.4%
  - 3%@60: midpoint of range = 7.4%
- **Employer Paid Member Contribution:** The amount of the employee’s contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
  - **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months’ highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the final compensation.
  - **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of \$663.40 per month was reported. Note that the maximum contribution rate is that of 2018 in order to be consistent with the timeframe during which data was collected.
  - **Other:** Any other retirement contributions made by the employer.

### 3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

### 4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Life and Accidental Death and Dismemberment (“AD&D”) Insurances
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Other.



## 5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

## 6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.

## 7. Other

This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

## Data Collection

Data was collected during the months of September and October 2018, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents. It was brought to our attention that two agencies, the City of Morgan Hill and the Town of Los Gatos, had provided retroactive increases, effective July 1, 2018, to their employees subsequent to our initial data collection. This final report reflects the adjusted salaries for these two agencies.

## Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the City’s classification descriptions as the foundation for comparison.



When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the City. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means that the job of one classification at the City is performed by two or more classifications at a comparator agency. A "hybrid" representing a span in scope means that the comparator agency has one class that is "bigger" in scope and responsibility and one class that is "smaller," where the City's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

## Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data.



The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the City is compared to the average and median is also reported.

The mean is the sum of the comparator agencies’ salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for 23 of the 23 benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

## MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted by top monthly salary in descending order from the most positive percentile (above market) to the most negative (below market).

**Table 3. Market Compensation Results Summary**

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Police Services Manager	7	5.0%	7.2%
Information Technology Manager	10	0.5%	-1.1%
Police Chief	9	1.4%	2.1%
Senior Accountant	10	-1.1%	-4.7%
Human Resources Manager	9	-2.2%	-10.5%
Transportation Services Manager	7	-2.4%	-1.1%
Human Resources Technician	11	-4.6%	-5.6%
Economic Development Manager	7	-4.7%	-10.0%



Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
City Manager	12	-5.3%	-9.9%
Planning Services Manager	11	-5.5%	-5.4%
Engineering Services Manager	11	-5.7%	-8.5%
Police Captain	9	-6.2%	-0.9%
Community Development Director	12	-6.2%	-6.9%
Executive Assistant to the City Manager	11	-6.8%	-5.9%
Administrative Services Director	12	-7.0%	-10.1%
Recreation & Community Services Director	11	-7.1%	-9.0%
Human Resources Analyst	9	-7.4%	-7.9%
Recreation Manager	9	-8.2%	-13.3%
Assistant City Manager	11	-8.4%	-10.3%
City Clerk	11	-8.8%	-9.6%
Public Works Director	12	-11.7%	-14.7%
Project Manager	5	-12.6%	-22.5%
Financial Services Manager	11	-14.3%	-17.1%

## Base Salary

Top monthly salary market results show that four (4) classifications are paid above the market median:

- One (1) classification is paid above the market median by 5%; and
- Two (2) classifications are paid above the market median by less than 5%.

Top monthly salary market results show that nineteen (19) classifications are paid below the market median:

- Five (5) classifications are paid below the market median by less than 5%;
- Twelve (12) classifications are paid below the market median by more than 5% and less than 10%; and



- Three (3) classifications are paid below the market median by more than 10% and less than 15%.

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the City can adopt a different standard.

## Total Compensation

Total compensation market results show that two (2) classifications are paid above the market median:

- One (1) classification is paid above the market median by more than 5%; and
- One (1) classification is paid above the market median by less than 5%.

Total compensation market results show that twenty-one (21) classifications are paid below the market median:

- Four (4) classifications are paid below the market median by less than 5%;
- Nine (9) classifications are paid below the market median by more than 5% and less than 10%;
- Six (6) classifications are paid below the market median by more than 10% and less than 15%; and
- Two (2) classifications are paid below the market median by more than 15%.

Overall, the differences between market base salaries and total compensation indicate that the Client's benefits package puts the Client at a less competitive advantage. Further analysis indicates that, overall, classifications are 5.7% below the market median for base salaries, while that figure changes to 7.3% below the market median for total compensation, which is a 1.6% difference (i.e., the Client "loses" a 1.6% competitive advantage when taking benefits into consideration).

## Benefits

Further analysis of the market benefit data indicate that the City's benefits are either on par or below market in several areas compared to comparators.

### **Retirement**

While the City does not offer an enhanced PERS formula, single highest year final compensation, or social security, several comparators do. When considering all of the Retirement factors (enhanced retirement formula, employer paid member contribution, single highest year final compensation, social security, deferred compensation), ten (10) of the twelve (12) agencies have a more competitive retirement package compared to the City.



**Table 4. Comparator Retirement Benefit Summary**

Comparator Agencies	Retirement Formula	Deferred Compensation	Final Compensation
<b>City of Los Altos</b>	<b>2%@60</b>	<b>No</b>	<b>36 months</b>
City of Belmont	2%@55	Yes	36 months
City of Campbell	2% @ 60	Yes	36 months
City of Cupertino	2%@60	No	36 months
City of Foster City	2.7%@55	Yes	36 months
City of Menlo Park	2%@60	Yes	36 months
City of Milpitas	2.7%@55	Yes	12 months
City of Morgan Hill	2.5%@55	Yes	12 months
City of Mountain View	2.7%@55	No*	12 months
City of Palo Alto	2%@60	No*	12 months
City of San Carlos	2%@55	No*	36 months
City of Saratoga	2%@60	Yes	36 months
Town of Los Gatos	2%@60	No	36 months

\* *Deferred compensation to City Manager only.*

- 100% of participating comparators do not contribute to the member contribution of PERS. 40% of the comparators have the employee pay a portion of the employer contribution.
- 50% of the participating comparator agencies offer a better retirement formula compared to the City, and 50% offer a comparable formula.
- 30% of the participating comparator agencies base final compensation on 12 months of salary, whereas the City calculates final compensation based on 36 months.
- 58% of participating comparator agencies offer a deferred compensation plan.

**Insurances**

The City has a relatively competitive insurance contribution. All but four (4) of the comparator agencies contribute a lower dollar amount toward a cafeteria plan and/or medical, dental, vision, life, and long and short-term disability insurances. On average, all of the comparator agencies contribute \$2394 per month whereas the City contributes \$2318.

**Leaves**

All but two of the participating comparator agencies have a higher leave allowance than the City.

- At the director level the City provides forty (40) hours of administrative leave, where the comparator agencies average seventy-eight (78) hours.





- At the mid-management level the City provides forty (40) hours of administrative leave, whereas the comparator agencies average seventy-two (72) hours of administrative leave.
- At the director level, the City provides one hundred twenty-eight (128) hours of vacation, whereas comparators average one hundred sixty-nine (169) hours.
- At the management level the City provides one hundred twenty-eight (128) hours of vacation, whereas comparator agencies provide an average of one hundred fifty-eight (158) hours.

**Table 5. Comparator Leave Benefit Summary**

Comparator Agencies	Mgt Admin Leave in hrs/year	Director Admin Leave in hrs/year	Mgt Vacation Leave in hrs/year	Director Vacation Leave in hrs/year
<b>City of Los Altos</b>	<b>40</b>	<b>40</b>	<b>128</b>	<b>128</b>
City of Belmont	80	80	128	224
City of Campbell	60	80	128	128
City of Cupertino	80	80	120	120
City of Foster City	56	56	128	128
City of Menlo Park	80	80	338	338
City of Milpitas	40	96	128	168
City of Morgan Hill	88	88	160	160
City of Mountain View	112	112	136	136
City of Palo Alto	80	80	120	120
City of San Carlos	80	80	128	128
City of Saratoga	65	65	216	216
Town of Los Gatos	48	48	160	160

**Recommendations**

Because the addition of the City’s benefits brings the total compensation package further away from the market compared to base salaries, we will base our recommendations on the base salary market survey results. The City can decide separately if and how they want to address their benefit competitiveness.



## Additional Benefits

Appendix V contains policy summaries for informational purposes related to retiree health benefits offered at nine of the twelve comparator agencies.

## INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the City may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the City's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the City can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
  - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
  - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
  - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, K&A utilized market data to develop the salary recommendations for all of the benchmarked classifications, and used internal equity principles to make the salary recommendations for four (4) classifications that were not benchmarked. For the non-benchmarked classifications, internal alignments with other classifications will need to be



considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the City. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for City management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

The City may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the City to determine market indexing and salary determination.

## RECOMMENDATIONS

### Pay Philosophy

The City has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the City’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

### Proposed Salary Structure

Currently, the City does not have a single uniform salary schedule, but rather various ranges with five steps with 5% between each step. It is recommended that the City maintain similar ranges but with each range set 2.5% apart so that there is a consistent structure that provides the City a view of all salaries in relation to each other and the ability to administer more holistically within job families and across departments. At the department head level, there was a desire to remove the steps and create a range structure reflecting a minimum and a maximum, with no steps in between. In our experience, it is fairly common to have ranges without steps for executive management, again to allow for flexibility in providing pay for performance. Accordingly, we modified the salary ranges from Range 56 through 75 to reflect this structure.

There was a desire to look at other salary range structures to provide the City some alternatives in salary administration. In addition to the most commonly used five-step structure, described above, we have provided a 10-step range structure with steps that are 2.5% apart which provides the City with some discretion in granting step increases, either one to two steps, depending on performance. Additionally, we have provided a third range structure, which has no steps but rather a Range Minimum and Maximum, similar to the current department head structure, but also includes a control point which is set 5% below the Range Maximum, providing a reference point to halt progression with the exception of those exceeding performance expectations. Appendix III contains the various salary range structures; 5-step only, 10-step, and the Min/CP/Max range.



It is important to note that each of these range structures are all based on the survey market data and accordingly, each structure will reflect an identical range maximum. It is merely the progress through the range to the range maximum where there will be variation. In a five-step plan, most employees reach the top step within five years, unless there are performance issues. The other range schedules provide the potential to move through the range at a different pace, depending upon performance.

Another note is that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

## Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. The recommendations are based on base salary market results. The following calculation was used:

1. Multiplied the Client's current top monthly salary by the percentage difference between the Client's base salary and the base salary market median to calculate the Market Placement Salary.
2. The classification was then placed within the proposed salary range with a Step 5 salary closest to the Market Placement Salary.

K&A also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the City decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

## Options for Implementation

While the City may be interested in bringing all salaries to the market median, in most cases this goal may not be reached with a single adjustment. In this case, one option is to move employees into the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees' current salaries are significantly below market so that their current compensation falls below the bottom



of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

Another option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% (or in this case, more than 20%) below the market median, a higher percentage change may be initially warranted to reduce the disparity.

For example, if the City decided to implement the recommendations over a three-year period, then the following guidelines could be applied for the initial increase of the three-year implementation plan:

**Table 6. Three-Year Implementation Proposal**

Market Disparity	% Increase
0 to 4.99%	0 to 2.49%
5.0% to 9.99%	2.5% to 4.99%
10.0% to 14.99%	5.0% to 7.49%
15.0% to 19.99%	7.5% to 9.99%
20.0% and above	10.0%

The initial first year adjustment would provide a portion of the equity increase and place the class into the closest step (but not below) where they are now. Subsequent increases would be spaced on a similar schedule (at annual intervals) based upon the remaining disparity after each adjustment.

Please note that typically, for those classes that had a market disparity of 0 to 4.99%, we recommend a 0% increase in the first year and an adjustment in the second year. Depending upon the City’s financial situation, which will have to be reviewed before each further adjustment is made, all market disparity adjustments are intended to be completed by the third year. The City may also consider a similar implementation plan over a longer period of time, like a five-year implementation plan.

The City may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the City may want to consider adjusting those classifications’ salaries that are currently below the market median as soon as possible, assuming that incumbents’ performance meets the City’s level of expectation.



When classifications are over market, K&A typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range until the market numbers “catch up” with their current salary. To Y-rate an employee means to keep the employee’s salary frozen and to provide no salary increases (including no cost of living adjustments) until the employee’s current salary is within the recommended salary range. This will result in no immediate loss of income, but will delay any future increases until the incumbent’s salary is within the salary range.

Other options to “freezing” a classification’s salary in place until the market catches up are:

- **“Grandfathering” of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with City. Any new-hires would be paid within the newly established salary range.
- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with City and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range within the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.

## USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the City to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the City’s expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the City an instrument to make future compensation decisions.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,  
**Koff & Associates**



A handwritten signature in purple ink, appearing to read 'Katie Kaneko'.

Katie Kaneko  
President



## Appendix I

### Results Summary



**City of Los Altos - Results Summary  
December 2018**

Classification	Top Monthly Salary Data					Total Monthly Compensation Data					# of Matches
	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below	
Administrative Services Director	\$ 16,750	\$ 17,683	-5.6%	\$ 17,484	-4.4%	\$ 22,088	\$ 24,026	-8.8%	\$ 23,860	-8.0%	11
Assistant City Manager	\$ 16,750	\$ 17,895	-6.8%	\$ 18,017	-7.6%	\$ 22,088	\$ 24,160	-9.4%	\$ 23,925	-8.3%	10
City Clerk	\$ 10,989	\$ 11,692	-6.4%	\$ 11,951	-8.8%	\$ 15,509	\$ 16,642	-7.3%	\$ 16,448	-6.1%	10
Community Development Director	\$ 16,750	\$ 17,819	-6.4%	\$ 17,433	-4.1%	\$ 22,088	\$ 24,177	-9.5%	\$ 23,012	-4.2%	11
Economic Development Manager	\$ 12,425	\$ 13,240	-6.6%	\$ 12,983	-4.5%	\$ 16,849	\$ 18,697	-11.0%	\$ 17,994	-6.8%	6
Engineering Services Manager	\$ 13,487	\$ 14,173	-5.1%	\$ 14,250	-5.7%	\$ 18,062	\$ 19,481	-7.9%	\$ 19,101	-5.8%	10
Executive Assistant to the City Manager	\$ 7,653	\$ 8,084	-5.6%	\$ 8,122	-6.1%	\$ 11,253	\$ 11,747	-4.4%	\$ 11,532	-2.5%	10
Financial Services Manager	\$ 13,567	\$ 13,940	-2.8%	\$ 13,723	-1.1%	\$ 18,153	\$ 19,274	-6.2%	\$ 18,573	-2.3%	10
Human Resources Analyst	\$ 8,670	\$ 9,272	-6.9%	\$ 9,316	-7.5%	\$ 12,395	\$ 13,260	-7.0%	\$ 13,082	-5.5%	8
Human Resources Manager	\$ 13,567	\$ 13,874	-2.3%	\$ 14,032	-3.4%	\$ 18,153	\$ 19,301	-6.3%	\$ 20,135	-10.9%	8
Human Resources Technician	\$ 7,107	\$ 7,496	-5.5%	\$ 7,678	-8.0%	\$ 10,640	\$ 11,060	-4.0%	\$ 11,030	-3.7%	10
Information Technology Manager	\$ 13,567	\$ 13,197	2.7%	\$ 13,388	1.3%	\$ 18,153	\$ 18,360	-1.1%	\$ 17,797	2.0%	9
Planning Services Manager	\$ 12,599	\$ 13,258	-5.2%	\$ 13,406	-6.4%	\$ 17,048	\$ 18,297	-7.3%	\$ 17,638	-3.5%	10
Police Captain	\$ 14,791	\$ 17,119	-15.7%	\$ 16,737	-13.2%	\$ 20,829	\$ 23,733	-13.9%	\$ 22,293	-7.0%	8
Police Chief	\$ 17,156	\$ 19,078	-11.2%	\$ 18,457	-7.6%	\$ 23,662	\$ 26,432	-11.7%	\$ 24,813	-4.9%	8
Police Services Manager	\$ 13,310	\$ 12,613	5.2%	\$ 12,620	5.2%	\$ 18,310	\$ 17,368	5.1%	\$ 16,606	9.3%	6
Project Manager	\$ 11,333	\$ 12,272	-8.3%	\$ 12,324	-8.7%	\$ 15,602	\$ 17,849	-14.4%	\$ 17,797	-14.1%	4
Public Works Director	\$ 16,750	\$ 18,156	-8.4%	\$ 18,599	-11.0%	\$ 22,088	\$ 24,581	-11.3%	\$ 24,640	-11.6%	11
Recreation & Community Services Director	\$ 16,750	\$ 17,593	-5.0%	\$ 17,542	-4.7%	\$ 22,088	\$ 24,036	-8.8%	\$ 23,369	-5.8%	10
Recreation Manager	\$ 9,928	\$ 10,990	-10.7%	\$ 10,619	-7.0%	\$ 13,998	\$ 15,416	-10.1%	\$ 15,184	-8.5%	8
Senior Accountant	\$ 10,040	\$ 10,173	-1.3%	\$ 10,140	-1.0%	\$ 13,933	\$ 14,250	-2.3%	\$ 13,758	1.3%	9
Transportation Services Manager	\$ 12,599	\$ 13,065	-3.7%	\$ 12,772	-1.4%	\$ 17,048	\$ 17,432	-2.3%	\$ 16,783	1.6%	6
		AVERAGE:	-5.5%	AVERAGE:	-5.3%		AVERAGE:	-7.3%	AVERAGE:	-4.8%	
		MEDIAN:	-5.6%	MEDIAN:	-5.9%		MEDIAN:	-7.6%	MEDIAN:	-5.6%	



## Appendix II

### Market Compensation Findings

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Administrative Services Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Finance and Administrative Services Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
2	City of Saratoga <sup>7</sup>	Finance and Administrative Services Director	\$ 19,117	\$ 6,803	\$ 25,920	7/1/2018	unknown	unknown
3	City of Cupertino <sup>3</sup>	[Director of Administrative Services/ Chief Technology Officer]	\$ 18,585	\$ 5,420	\$ 24,005	7/7/2018	unknown	unknown
4	City of Menlo Park <sup>5</sup>	Administrative Services Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
5	City of Milpitas <sup>6</sup>	[Director of Financial Services/ Human Resources Director/ Information Services Director]	\$ 18,367	\$ 6,402	\$ 24,769	7/8/2018	unknown	unknown
6	City of San Carlos	Administrative Services Director	\$ 17,484	\$ 5,955	\$ 23,439	7/9/2018	unknown	unknown
7	City of Morgan Hill	Assistant City Manager for Administrative Services	\$ 17,269	\$ 6,591	\$ 23,860	8/22/2018	unknown	unknown
8	Town of Los Gatos <sup>8</sup>	[Finance & Administrative Services Director/ Human Resources Director]	\$ 17,008	\$ 4,698	\$ 21,706	7/1/2018	unknown	unknown
9	City of Campbell <sup>2</sup>	Finance Director	\$ 16,799	\$ 4,894	\$ 21,694	9/1/2018	unknown	unknown
10	<b>City of Los Altos</b>	<b>Administrative Services Director</b>	<b>\$ 16,750</b>	<b>\$ 5,338</b>	<b>\$ 22,088</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
11	City of Belmont <sup>1</sup>	[Finance Director/ Human Resources Director/ Information Technology Director]	\$ 16,149	\$ 6,373	\$ 22,522	7/1/2017	5/1/2019	dependent on salary survey
12	City of Foster City <sup>4</sup>	[Finance Director/ Human Resources Director]	\$ 16,051	\$ 6,138	\$ 22,189	7/1/2018	unknown	unknown

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 17,683	\$ 24,026
% City of Los Altos Above/Below	-5.6%	-8.8%
Median of Comparators	\$ 17,484	\$ 23,860
% City of Los Altos Above/Below	-4.4%	-8.0%
Number of Matches	11	11

N/C - Non Comparator

- 1 - City of Belmont: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 2 - City of Campbell: This position is not responsible for HR
- 3 - City of Cupertino: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 4 - City of Foster City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 5 - City of Menlo Park: JD's pulled from K&A Class Comp Study 2016 that weren't available online.
- 6 - City of Milpitas: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 7 - City of Saratoga: No less than 1% and no more than 2.5% annual base salary increase.
- 8 - Town of Los Gatos: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Assistant City Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Cupertino <sup>1</sup>	Assistant City Manager	\$ 21,043	\$ 5,831	\$ 26,874	7/7/2018	unknown	unknown
2	City of Milpitas	Assistant City Manager	\$ 21,029	\$ 6,987	\$ 28,016	7/8/2018	unknown	unknown
3	City of Menlo Park	Assistant City Manager	\$ 20,340	\$ 9,833	\$ 30,172	7/8/2018	7/1/2019	2.50%
4	City of Mountain View <sup>3</sup>	Assistant City Manager	\$ 19,195	\$ 7,162	\$ 26,357	7/1/2018	unknown	unknown
5	City of San Carlos	Assistant City Manager	\$ 18,165	\$ 5,825	\$ 23,990	7/9/2018	unknown	unknown
6	Town of Los Gatos	Assistant Town Manager	\$ 17,869	\$ 4,830	\$ 22,699	7/1/2018	unknown	unknown
7	City of Morgan Hill <sup>2</sup>	[Assistant City Manager for Administrative Services/ Assistant City Manager for Development Services]	\$ 17,269	\$ 6,591	\$ 23,860	8/22/2018	unknown	unknown
8	City of Los Altos	Assistant City Manager	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown
9	City of Foster City	Assistant City Manager	\$ 16,513	\$ 6,248	\$ 22,761	7/1/2018	unknown	unknown
10	City of Saratoga	Deputy City Manager	\$ 14,158	\$ 5,273	\$ 19,431	7/1/2018	unknown	unknown
11	City of Campbell	Deputy City Manager	\$ 13,366	\$ 4,069	\$ 17,435	9/1/2018	unknown	unknown
12	City of Belmont	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,895	\$ 24,160
% City of Los Altos Above/Below	-6.8%	-9.4%
Median of Comparators	\$ 18,017	\$ 23,925
% City of Los Altos Above/Below	-7.6%	-8.3%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Cupertino: This position oversees Community Development Department.

2 - City of Morgan Hill: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Mountain View: Manages HR Dept.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>City Clerk</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Milpitas <sup>4</sup>	City Clerk	\$ 13,908	\$ 5,421	\$ 19,329	7/8/2018	unknown	unknown
2	Town of Los Gatos	Town Clerk	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
3	City of Menlo Park <sup>3</sup>	City Clerk	\$ 12,944	\$ 7,825	\$ 20,768	7/8/2018	7/1/2019	2.50%
4	City of Saratoga <sup>6</sup>	City Clerk	\$ 12,230	\$ 4,888	\$ 17,118	7/1/2018	unknown	unknown
5	City of Cupertino <sup>1</sup>	City Clerk	\$ 11,951	\$ 4,251	\$ 16,202	7/7/2018	unknown	unknown
6	City of Campbell	City Clerk	\$ 11,951	\$ 3,841	\$ 15,793	9/1/2018	unknown	unknown
7	City of San Carlos <sup>5</sup>	Director of Community Relations/City Clerk	\$ 11,689	\$ 4,929	\$ 16,618	7/9/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>City Clerk</b>	<b>\$ 10,989</b>	<b>\$ 4,520</b>	<b>\$ 15,509</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Mountain View	City Clerk	\$ 10,800	\$ 5,478	\$ 16,278	7/1/2018	unknown	unknown
10	City of Morgan Hill	Council Services and Records Manager	\$ 9,502	\$ 4,311	\$ 13,813	8/22/2018	unknown	unknown
11	City of Belmont	City Clerk	\$ 8,328	\$ 4,379	\$ 12,707	7/1/2017	unknown	unknown
12	City of Foster City <sup>2</sup>	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 11,692	\$ 16,642
% City of Los Altos Above/Below	-6.4%	-7.3%
Median of Comparators	\$ 11,951	\$ 16,448
% City of Los Altos Above/Below	-8.8%	-6.1%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Cupertino: This position requires a Bachelors.

2 - City of Foster City: This position manages communication department on top of city clerk duties, significantly higher education requirement.

3 - City of Menlo Park: Menlo Park has a higher education req.

4 - City of Milpitas: This position req a bachelors degree and a Notary Public Commission, while benchmark does not.

5 - City of San Carlos: This position has a bachelor degree requirement and Certification as a Certified Municipal Clerk where benchmark does not.

6 - City of Saratoga: This position requires a bachelors.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Community Development Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Cupertino <sup>1</sup>	Assistant City Manager	\$ 21,043	\$ 5,831	\$ 26,874	7/7/2018	unknown	unknown
2	City of Mountain View	Community Development Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
3	City of Saratoga	Community Development Director	\$ 18,874	\$ 6,754	\$ 25,629	7/1/2018	unknown	unknown
4	City of Menlo Park	Community Development Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
5	City of Milpitas	Planning and Neighborhood Services Director	\$ 18,289	\$ 6,384	\$ 24,674	7/8/2018	unknown	unknown
6	Town of Los Gatos	Community Development Director	\$ 17,433	\$ 4,763	\$ 22,196	7/1/2018	unknown	unknown
7	City of San Carlos	Community Development Director	\$ 17,121	\$ 5,891	\$ 23,012	7/9/2018	unknown	unknown
8	City of Campbell	Community Development Director	\$ 16,799	\$ 4,894	\$ 21,694	9/1/2018	unknown	unknown
9	City of Los Altos	Community Development Director	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown
10	City of Foster City	Community Development Director	\$ 16,513	\$ 6,248	\$ 22,761	7/1/8201	unknown	unknown
11	City of Morgan Hill	Development Services Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
12	City of Belmont	Planning & Community Development Director	\$ 15,800	\$ 6,294	\$ 22,094	7/1/2017	5/1/2019	dependent on salary survey

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,819	\$ 24,177
% City of Los Altos Above/Below	-6.4%	-9.5%
Median of Comparators	\$ 17,433	\$ 23,012
% City of Los Altos Above/Below	-4.1%	-4.2%
Number of Matches	11	11

N/C - Non Comparator

1 - City of Cupertino: This position also performs Asst CM duties.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Economic Development Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Economic Development Manager	\$ 14,852	\$ 6,177	\$ 21,029	7/1/2018	unknown	unknown
2	City of Cupertino	Economic Development Manager	\$ 13,154	\$ 4,205	\$ 17,360	7/7/2018	unknown	unknown
3	City of San Carlos	Economic Development & Housing Manager	\$ 13,003	\$ 5,162	\$ 18,165	7/9/2018	unknown	unknown
4	Town of Los Gatos	Economic Vitality Manager	\$ 12,962	\$ 4,077	\$ 17,039	7/1/2018	unknown	unknown
5	City of Menlo Park	Housing & Economic Development Manager	\$ 12,944	\$ 7,825	\$ 20,768	7/8/2018	7/1/2019	2.50%
6	City of Morgan Hill	Economic Development Manager	\$ 12,527	\$ 5,297	\$ 17,824	8/22/2018	unknown	unknown
7	<b>City of Los Altos</b>	<b>Economic Development Manager</b>	<b>\$ 12,425</b>	<b>\$ 4,424</b>	<b>\$ 16,849</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
8	City of Belmont	N/C						
9	City of Campbell	N/C						
10	City of Milpitas <sup>1</sup>	N/C						
11	City of Saratoga	N/C						
12	City of Foster City	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,240	\$ 18,697
% City of Los Altos Above/Below	-6.6%	-11.0%
Median of Comparators	\$ 12,983	\$ 17,994
% City of Los Altos Above/Below	-4.5%	-6.8%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Milpitas: There is an Economic Development Manager classification listed but is not on the salary schedule. The City also has an Economic Development Director, however, the position is a department head and reports directly to the City Manager, therefore we feel this is not a match for the benchmark.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)**  
**December 2018**

<b>Engineering Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Campbell	City Engineer	\$ 15,935	\$ 4,483	\$ 20,418	9/1/2018	unknown	unknown
2	City of San Carlos	City Engineer	\$ 15,669	\$ 5,633	\$ 21,302	7/9/2018	unknown	unknown
3	Town of Los Gatos	Town Engineer and Assistant Parks & Public Works Director	\$ 15,032	\$ 4,394	\$ 19,426	7/1/2018	unknown	unknown
4	City of Menlo Park	Engineering Services Manager/City Engineer	\$ 14,793	\$ 8,327	\$ 23,120	7/8/2018	7/1/2019	2.50%
5	City of Cupertino	City Engineer	\$ 14,260	\$ 4,394	\$ 18,654	7/7/2018	unknown	unknown
6	City of Belmont	Assistant Public Works Director/City Engineer	\$ 14,239	\$ 4,989	\$ 19,229	1/1/2018	unknown	unknown
7	City of Saratoga <sup>4</sup>	Senior Civil Engineer	\$ 13,856	\$ 4,901	\$ 18,757	7/1/2018	unknown	unknown
8	City of Los Altos	Engineering Services Manager	\$ 13,487	\$ 4,575	\$ 18,062	7/1/2018	unknown	unknown
9	City of Mountain View <sup>3</sup>	Senior Civil Engineer	\$ 13,128	\$ 5,845	\$ 18,973	7/1/2018	unknown	unknown
10	City of Morgan Hill <sup>2</sup>	Senior Civil Engineer	\$ 12,527	\$ 5,072	\$ 17,599	8/22/2018	unknown	unknown
11	City of Foster City	Engineering Manager	\$ 12,295	\$ 5,041	\$ 17,336	7/1/2018	unknown	unknown
12	City of Milpitas <sup>1</sup>	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 14,173	\$ 19,481
% City of Los Altos Above/Below	-5.1%	-7.9%
Median of Comparators	\$ 14,250	\$ 19,101
% City of Los Altos Above/Below	-5.7%	-5.8%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Milpitas: This is a department head and reports directly to the City Manager, therefore we feel this is not a match for the benchmark.

2 - City of Morgan Hill: Designated as a management level classification.

3 - City of Mountain View: Designated a management level classification.

4 - City of Saratoga: Designated a management level classification.



**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Executive Assistant to the City Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Saratoga <sup>2</sup>	Executive Assistant to the City Manager/Deputy City Clerk	\$ 8,726	\$ 3,985	\$ 12,711	7/1/2018	unknown	unknown
2	City of Campbell	Executive Assistant to the City Manager	\$ 8,570	\$ 2,938	\$ 11,507	9/1/2018	unknown	unknown
3	City of Mountain View	Executive Assistant to the City Manager	\$ 8,476	\$ 4,933	\$ 13,409	7/1/2018	unknown	unknown
4	City of Cupertino	Executive Assistant to the City Manager	\$ 8,206	\$ 3,350	\$ 11,556	7/7/2018	unknown	unknown
5	City of Milpitas	Executive Secretary/Executive Assistant	\$ 8,177	\$ 3,395	\$ 11,572	7/8/2018	unknown	unknown
6	City of San Carlos	Executive Assistant	\$ 8,068	\$ 3,852	\$ 11,920	7/9/2018	unknown	unknown
7	Town of Los Gatos	Executive Assistant to Town Manager	\$ 7,947	\$ 3,243	\$ 11,190	7/1/2018	unknown	unknown
8	City of Menlo Park	Executive Assistant to the City Manager	\$ 7,678	\$ 3,305	\$ 10,983	7/8/2018	unknown	2.50%
9	City of Los Altos	Executive Assistant to the City Manager	\$ 7,653	\$ 3,600	\$ 11,253	7/1/2018	unknown	unknown
10	City of Belmont <sup>1</sup>	Executive Assistant to the City Manager	\$ 7,535	\$ 3,763	\$ 11,298	1/1/2018	unknown	unknown
11	City of Foster City	Management Assistant to the City Manager	\$ 7,454	\$ 3,866	\$ 11,320	7/1/2018	unknown	unknown
12	City of Morgan Hill	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 8,084	\$ 11,747
% City of Los Altos Above/Below	-5.6%	-4.4%
Median of Comparators	\$ 8,122	\$ 11,532
% City of Los Altos Above/Below	-6.1%	-2.5%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Belmont: Required to have notary license.

2 - City of Saratoga: No less than 1% and no more than 2.5% annual base salary increase.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Financial Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Morgan Hill <sup>1</sup>	Finance Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
2	City of Mountain View	Assistant Finance and Administrative Services Director	\$ 16,397	\$ 6,475	\$ 22,872	7/1/2018	unknown	unknown
3	City of Menlo Park	Finance and Budget Manager	\$ 13,868	\$ 8,076	\$ 21,944	7/8/2018	7/1/2019	2.50%
4	City of Saratoga	Finance Manager	\$ 13,863	\$ 5,214	\$ 19,078	7/1/2018	unknown	unknown
5	City of San Carlos	Financial Services Manager	\$ 13,826	\$ 5,057	\$ 18,883	7/9/2018	unknown	unknown
6	Town of Los Gatos	Finance and Budget Manager	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
7	City of Cupertino	Finance Manager	\$ 13,608	\$ 4,283	\$ 17,891	7/7/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Financial Services Manager</b>	<b>\$ 13,567</b>	<b>\$ 4,586</b>	<b>\$ 18,153</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Belmont	Deputy Finance Director	\$ 13,421	\$ 4,841	\$ 18,262	1/1/2018	unknown	unknown
10	City of Campbell	Finance Manager	\$ 13,036	\$ 4,016	\$ 17,053	9/1/2018	unknown	unknown
11	City of Foster City	Accounting Manager	\$ 11,318	\$ 4,806	\$ 16,124	7/1/2018	unknown	unknown
12	City of Milpitas	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,940	\$ 19,274
% City of Los Altos Above/Below	-2.8%	-6.2%
Median of Comparators	\$ 13,723	\$ 18,573
% City of Los Altos Above/Below	-1.1%	-2.3%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Morgan Hill: Designated as a mid-management class and not a department head.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)**  
**December 2018**

<b>Human Resources Analyst</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Campbell	Human Resources Analyst	\$ 9,892	\$ 3,115	\$ 13,008	9/1/2018	unknown	unknown
2	City of Mountain View	Human Resources Analyst II	\$ 9,589	\$ 5,156	\$ 14,745	7/1/2018	unknown	unknown
3	City of Morgan Hill	Senior Human Resources Analyst	\$ 9,502	\$ 4,311	\$ 13,813	8/22/2018	unknown	unknown
4	City of Milpitas	Human Resources Analyst II	\$ 9,320	\$ 3,540	\$ 12,860	7/8/2018	unknown	unknown
5	City of Belmont	Management Analyst II	\$ 9,313	\$ 4,093	\$ 13,406	1/1/2018	unknown	unknown
6	City of Cupertino	Human Resources Analyst I	\$ 9,289	\$ 3,542	\$ 12,831	7/7/2018	unknown	unknown
7	City of San Carlos <sup>2</sup>	Human Resources Management Analyst	\$ 9,061	\$ 4,095	\$ 13,156	7/9/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Human Resources Analyst</b>	<b>\$ 8,670</b>	<b>\$ 3,725</b>	<b>\$ 12,395</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Foster City	Human Resources Analyst	\$ 8,212	\$ 4,054	\$ 12,266	7/1/2018	unknown	unknown
10	City of Menlo Park <sup>1</sup>	N/C						
11	Town of Los Gatos	N/C						
12	City of Saratoga	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 9,272	\$ 13,260
% City of Los Altos Above/Below	-6.9%	-7.0%
Median of Comparators	\$ 9,316	\$ 13,082
% City of Los Altos Above/Below	-7.5%	-5.5%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Menlo Park: K&A prepared a JD for this position but it does not appear to be in use/not on salary schedule.

2 - City of San Carlos: This position has +3 year experience requirement than benchmark.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Human Resources Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Campbell <sup>1</sup>	Human Resources Manager	\$ 16,080	\$ 4,507	\$ 20,587	9/1/2018	unknown	unknown
2	City of Saratoga	Human Resources Manager	\$ 15,503	\$ 5,542	\$ 21,045	7/1/2018	unknown	unknown
3	City of Mountain View	Human Resources Manager	\$ 14,494	\$ 6,108	\$ 20,603	7/1/2018	unknown	unknown
4	City of Morgan Hill	Human Resources Director	\$ 14,195	\$ 5,489	\$ 19,684	8/22/2018	unknown	unknown
5	City of Menlo Park <sup>2</sup>	Human Resources Manager	\$ 13,868	\$ 8,076	\$ 21,944	7/8/2018	7/1/2019	2.50%
6	City of San Carlos	Human Resources Manager	\$ 13,671	\$ 5,030	\$ 18,701	7/9/2018	unknown	unknown
7	City of Cupertino	Human Resource Manager	\$ 13,609	\$ 4,283	\$ 17,892	7/7/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Human Resources Manager</b>	<b>\$ 13,567</b>	<b>\$ 4,586</b>	<b>\$ 18,153</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Foster City	Human Resources Manager	\$ 9,569	\$ 4,386	\$ 13,955	7/1/2018	unknown	unknown
10	City of Belmont	N/C						
11	Town of Los Gatos	N/C						
12	City of Milpitas <sup>3</sup>	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,874	\$ 19,301
% City of Los Altos Above/Below	-2.3%	-6.3%
Median of Comparators	\$ 14,032	\$ 20,135
% City of Los Altos Above/Below	-3.4%	-10.9%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Campbell: This position requires 3 years less experience.

2 - City of Menlo Park: K&A prepared a JD and it is listed on Salary Schedule but doesn't appear to be in use.

3 - City of Milpitas: The Human Resources Director is a department head classification that manages the HR Dept. Requires 2 years less experience than benchmark

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Human Resources Technician</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Saratoga	Lead Accounting Technician	\$ 8,840	\$ 4,006	\$ 12,846	7/1/2018	unknown	unknown
2	City of Cupertino	Human Resources Technician	\$ 8,083	\$ 3,328	\$ 11,411	7/7/2018	unknown	unknown
3	City of Mountain View <sup>3</sup>	[Human Resources Technician/ Account Clerk II]	\$ 8,068	\$ 4,851	\$ 12,918	7/1/2018	unknown	unknown
4	Town of Los Gatos	[Human Resources Specialist/ Payroll Specialist]	\$ 7,947	\$ 3,243	\$ 11,190	7/1/2018	unknown	unknown
5	City of Campbell <sup>1</sup>	Human Resources Representative	\$ 7,925	\$ 2,851	\$ 10,776	9/1/2018	unknown	unknown
6	City of Morgan Hill	Human Resources Technician	\$ 7,431	\$ 3,771	\$ 11,202	8/22/2018	unknown	unknown
7	<b>City of Los Altos</b>	<b>Human Resources Technician</b>	<b>\$ 7,107</b>	<b>\$ 3,533</b>	<b>\$ 10,640</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
8	City of Foster City <sup>2</sup>	[Human Resources Technician; Payroll Technician]	\$ 7,094	\$ 3,776	\$ 10,870	7/1/2018	unknown	unknown
9	City of Milpitas	Human Resources Technician	\$ 6,733	\$ 3,213	\$ 9,946	7/8/2018	unknown	unknown
10	City of Menlo Park	Human Resources Technician	\$ 6,592	\$ 3,178	\$ 9,770	7/8/2018	unknown	2.50%
11	City of Belmont	Accounting Technician II	\$ 6,248	\$ 3,425	\$ 9,673	7/1/2017	1/1/2019	3.50%
12	City of San Carlos	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 7,496	\$ 11,060
% City of Los Altos Above/Below	-5.5%	-4.0%
Median of Comparators	\$ 7,678	\$ 11,030
% City of Los Altos Above/Below	-8.0%	-3.7%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Campbell: This position is not solely responsible for payroll function.

2 - City of Foster City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Mountain View: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)**  
**December 2018**

<b>Information Technology Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Information Technology Manager	\$ 14,491	\$ 6,107	\$ 20,599	7/1/2018	unknown	unknown
2	City of Campbell	Information Technology Manager	\$ 14,037	\$ 4,177	\$ 18,214	9/1/2018	unknown	unknown
3	City of Menlo Park	Information Technology Manager	\$ 13,868	\$ 8,076	\$ 21,944	7/8/2018	7/1/2019	2.50%
4	Town of Los Gatos	Information Technology Manager	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
5	City of Los Altos	Information Technology Manager	\$ 13,567	\$ 4,586	\$ 18,153	7/1/2018	unknown	unknown
6	City of San Carlos	Information Technology Manager	\$ 13,388	\$ 4,980	\$ 18,368	7/9/2018	unknown	unknown
7	City of Cupertino	Innovation and Technology Manager - Applications; Innovation and Technology Manager - Infrastructure	\$ 13,243	\$ 4,221	\$ 17,464	7/7/2018	unknown	unknown
8	City of Foster City	Information Technology Manager	\$ 12,476	\$ 5,085	\$ 17,561	7/1/2018	unknown	unknown
9	City of Saratoga	Information Technology Supervisor	\$ 12,038	\$ 4,576	\$ 16,614	7/1/2018	unknown	unknown
10	City of Morgan Hill	Information Services Manager	\$ 11,614	\$ 5,067	\$ 16,681	8/22/2018	unknown	unknown
11	City of Belmont	N/C						
12	City of Milpitas	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,197	\$ 18,360
% City of Los Altos Above/Below	2.7%	-1.1%
Median of Comparators	\$ 13,388	\$ 17,797
% City of Los Altos Above/Below	1.3%	2.0%
Number of Matches	9	9

N/C - Non Comparator

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Planning Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Planning Manager/Zoning Administrator	\$ 14,852	\$ 6,177	\$ 21,029	7/1/2018	unknown	unknown
2	City of Menlo Park	Assistant Community Development Director - Planning	\$ 14,793	\$ 8,327	\$ 23,120	7/8/2018	7/1/2019	2.50%
3	City of Milpitas	Planning Manager	\$ 13,939	\$ 4,125	\$ 18,064	7/8/2018	unknown	unknown
4	Town of Los Gatos	Planning Manager	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
5	City of Campbell	Planning Manager	\$ 13,517	\$ 4,094	\$ 17,610	9/1/2018	unknown	unknown
6	City of Cupertino	Planning Manager	\$ 13,295	\$ 4,229	\$ 17,524	7/7/2018	unknown	unknown
7	City of San Carlos	Principal Planner	\$ 12,792	\$ 4,874	\$ 17,666	7/9/2018	unknown	unknown
8	City of Belmont	Principal Planner	\$ 12,676	\$ 4,707	\$ 17,383	1/1/2018	unknown	unknown
9	City of Los Altos	Planning Services Manager	\$ 12,599	\$ 4,449	\$ 17,048	7/1/2018	unknown	unknown
10	City of Foster City	Planning Manager	\$ 12,295	\$ 5,041	\$ 17,336	7/1/2018	unknown	unknown
11	City of Morgan Hill <sup>1</sup>	Senior Planner	\$ 10,804	\$ 4,638	\$ 15,442	8/22/2018	unknown	unknown
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 13,258	\$ 18,297
% City of Los Altos Above/Below	-5.2%	-7.3%
Median of Comparators	\$ 13,406	\$ 17,638
% City of Los Altos Above/Below	-6.4%	-3.5%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Morgan Hill: The Senior Planner is designated as a management class.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Police Captain</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Police Captain	\$ 20,294	\$ 7,000	\$ 27,294	7/1/2018	unknown	unknown
2	City of Milpitas	Police Captain	\$ 18,917	\$ 7,091	\$ 26,008	7/8/2018	unknown	unknown
3	City of Menlo Park	Police Commander	\$ 18,491	\$ 10,368	\$ 28,859	7/8/2018	7/1/2019	2.50%
4	City of Campbell	Police Captain	\$ 17,287	\$ 5,163	\$ 22,450	9/1/2018	unknown	unknown
5	Town of Los Gatos	Police Captain	\$ 16,188	\$ 5,948	\$ 22,136	7/1/2018	unknown	unknown
6	City of Foster City	Police Captain	\$ 15,788	\$ 5,670	\$ 21,458	7/1/2018	unknown	unknown
7	City of Belmont	Police Captain	\$ 15,515	\$ 5,461	\$ 20,977	1/1/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Police Captain</b>	<b>\$ 14,791</b>	<b>\$ 6,038</b>	<b>\$ 20,829</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Morgan Hill	Police Captain	\$ 14,475	\$ 6,210	\$ 20,685	8/22/2018	unknown	unknown
10	City of San Carlos	N/C						
11	City of Cupertino	N/C						
12	City of Saratoga	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 17,119	\$ 23,733
% City of Los Altos Above/Below	-15.7%	-13.9%
Median of Comparators	\$ 16,737	\$ 22,293
% City of Los Altos Above/Below	-13.2%	-7.0%
Number of Matches	8	8

N/C - Non Comparator  
1 - does not include 10% CIP



**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)**  
**December 2018**

<b>Police Chief</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Police Chief	\$ 21,777	\$ 7,330	\$ 29,107	7/1/2018	unknown	unknown
2	City of Milpitas	Chief of Police	\$ 20,600	\$ 7,512	\$ 28,112	7/8/2018	unknown	unknown
3	City of Menlo Park	Police Chief	\$ 20,340	\$ 10,972	\$ 31,312	7/8/2018	7/1/2019	2.50%
4	City of Campbell	Police Chief	\$ 18,599	\$ 5,651	\$ 24,250	9/1/2018	unknown	unknown
5	Town of Los Gatos	Police Chief	\$ 18,316	\$ 6,455	\$ 24,771	7/1/2018	unknown	unknown
6	City of Foster City	Chief of Police	\$ 18,302	\$ 6,437	\$ 24,739	7/1/2018	unknown	unknown
7	City of Belmont	Police Chief	\$ 17,425	\$ 7,430	\$ 24,855	7/1/2017	5/1/2019	dependent on salary survey
8	City of Morgan Hill	Chief of Police	\$ 17,269	\$ 7,043	\$ 24,312	8/22/2018	unknown	unknown
9	City of Los Altos	Police Chief	\$ 17,156	\$ 6,506	\$ 23,662	7/1/2018	unknown	unknown
10	City of San Carlos	N/C						
11	City of Cupertino	N/C						
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 19,078	\$ 26,432
% City of Los Altos Above/Below	-11.2%	-11.7%
Median of Comparators	\$ 18,457	\$ 24,813
% City of Los Altos Above/Below	-7.6%	-4.9%
Number of Matches	8	8

N/C - Non Comparator  
1 - does not include 10% CIP

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Police Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Public Safety Support Services Manager	\$ 14,138	\$ 6,039	\$ 20,177	7/1/2018	unknown	unknown
2	City of Milpitas <sup>2</sup>	Police Support Services Manager	\$ 13,519	\$ 5,335	\$ 18,854	7/8/2018	unknown	unknown
3	City of Los Altos	Police Services Manager	\$ 13,310	\$ 5,000	\$ 18,310	7/1/2018	unknown	unknown
4	Town of Los Gatos	Police Records and Communications Manager	\$ 12,646	\$ 4,028	\$ 16,674	7/1/2018	unknown	unknown
5	City of Campbell	Support Services Manager	\$ 12,593	\$ 3,945	\$ 16,538	9/1/2018	unknown	unknown
6	City of Morgan Hill <sup>3</sup>	Police Support Services Manager	\$ 11,614	\$ 4,842	\$ 16,456	8/22/2018	unknown	unknown
7	City of Menlo Park <sup>1</sup>	Communications and Records Manager	\$ 11,170	\$ 4,337	\$ 15,507	7/8/2018	7/6/2019	2.50%
8	City of Belmont	N/C						
9	City of San Carlos	N/C						
10	City of Cupertino	N/C						
11	City of Saratoga	N/C						
12	City of Foster City	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 12,613	\$ 17,368
% City of Los Altos Above/Below	5.2%	5.1%
Median of Comparators	\$ 12,620	\$ 16,606
% City of Los Altos Above/Below	5.2%	9.3%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Menlo Park: This position requires a POST certificate. This position can be sworn or non sworn.

2 - City of Milpitas: This position requires a safety dispatch certificate issued by POST

3 - City of Morgan Hill: This position requires a dispatch POST certificate

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Project Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Senior Project Manager	\$ 13,128	\$ 5,845	\$ 18,973	7/1/2018	unknown	unknown
2	City of Cupertino	Capital Improvement Program Manager	\$ 12,764	\$ 4,139	\$ 16,903	7/7/2018	unknown	unknown
3	City of Foster City <sup>1</sup>	Principal Management Analyst	\$ 11,885	\$ 4,943	\$ 16,828	7/1/2018	unknown	unknown
4	City of Los Altos	Project Manager	\$ 11,333	\$ 4,269	\$ 15,602	7/1/2018	unknown	unknown
5	City of Menlo Park	Senior Project Manager	\$ 11,311	\$ 7,381	\$ 18,692	7/8/2018	7/6/2019	2.50%
6	City of Campbell	N/C						
7	City of Belmont	N/C						
8	City of Morgan Hill	N/C						
9	City of San Carlos	N/C						
10	City of Milpitas	N/C						
11	Town of Los Gatos	N/C						
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 12,272	\$ 17,849
% City of Los Altos Above/Below	-8.3%	-14.4%
Median of Comparators	\$ 12,324	\$ 17,797
% City of Los Altos Above/Below	-8.7%	-14.1%
Number of Matches	4	4

N/C - Non Comparator

1 - City of Foster City: This match is non-CIP related, but has some transferrable knowledge, skills and abilities.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)**  
**December 2018**

**Public Works Director**

Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase
1	City of Saratoga	Public Works Director	\$ 19,620	\$ 6,903	\$ 26,523	7/1/2018	unknown
2	City of Mountain View	Public Works Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown
3	City of Cupertino	Director of Public Works	\$ 19,129	\$ 5,511	\$ 24,640	7/7/2018	unknown
4	City of San Carlos	Public Works Director	\$ 19,018	\$ 6,226	\$ 25,244	7/9/2018	unknown
5	City of Milpitas	Public Works Director	\$ 18,806	\$ 6,498	\$ 25,304	7/8/2018	unknown
6	City of Campbell	Public Works Director	\$ 18,599	\$ 5,201	\$ 23,800	9/1/2018	unknown
7	City of Menlo Park	Public Works Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019
8	Town of Los Gatos	Director of Parks & Public Works	\$ 17,433	\$ 4,763	\$ 22,196	7/1/2018	unknown
9	City of Los Altos	Public Works Director	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown
10	City of Foster City	Director of Public Works	\$ 16,513	\$ 6,248	\$ 22,761	7/1/2018	unknown
11	City of Belmont	Public Works Director/City Engineer	\$ 16,467	\$ 6,446	\$ 22,913	7/1/2017	5/1/2019
12	City of Morgan Hill	Public Services Director/ Engineering and Utilities Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 18,156	\$ 24,581
% City of Los Altos Above/Below	-8.4%	-11.3%
Median of Comparators	\$ 18,599	\$ 24,640
% City of Los Altos Above/Below	-11.0%	-11.6%
Number of Matches	11	11

N/C - Non Comparator

City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018

Next Percentage Increase
unknown
unknown
unknown
unknown
unknown
unknown
2.50%
unknown
unknown
unknown
dependent on salary survey
unknown

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Recreation &amp; Community Services Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Community Services Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
2	City of Saratoga	Recreation and Facilities Director	\$ 18,874	\$ 6,754	\$ 25,629	7/1/2017	7/1/0118	1-2.5%
3	City of Cupertino <sup>1</sup>	Director of Recreation & Community Services	\$ 18,585	\$ 5,120	\$ 23,705	7/7/2018	unknown	unknown
4	City of Menlo Park	Community Services Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
5	City of Milpitas <sup>2</sup>	Director of Recreation & Community Services	\$ 17,945	\$ 6,309	\$ 24,254	7/8/2018	unknown	unknown
6	City of San Carlos	Parks and Recreation Director	\$ 17,139	\$ 5,894	\$ 23,033	7/9/2018	unknown	unknown
7	City of Campbell	Recreation and Community Service Director	\$ 16,799	\$ 4,894	\$ 21,694	6/19/2017	7/1/2018	Based on CPI
8	<b>City of Los Altos</b>	<b>Recreation &amp; Community Services Director</b>	<b>\$ 16,750</b>	<b>\$ 5,338</b>	<b>\$ 22,088</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Morgan Hill	Community Services Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
10	City of Belmont	Parks & Recreation Director	\$ 16,408	\$ 6,432	\$ 22,840	7/1/2017	5/1/2019	dependent on salary survey
11	City of Foster City	Parks and Recreation Director	\$ 16,051	\$ 6,138	\$ 22,189	7/1/2018	unknown	unknown
12	Town of Los Gatos	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 17,593	\$ 24,036
% City of Los Altos Above/Below	-5.0%	-8.8%
Median of Comparators	\$ 17,542	\$ 23,369
% City of Los Altos Above/Below	-4.7%	-5.8%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Cupertino: This position is also responsible for disaster preparedness.

2 - City of Milpitas: This position requires CPR and First Aid Certificates while benchmark does not.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Recreation Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Recreation Manager	\$ 13,791	\$ 5,972	\$ 19,763	7/1/2018	unknown	unknown
2	City of Campbell	Recreation Services Manager	\$ 12,267	\$ 3,892	\$ 16,159	9/1/2018	unknown	unknown
3	City of Morgan Hill	Recreation Manager	\$ 11,614	\$ 4,842	\$ 16,456	8/22/2018	unknown	unknown
4	City of Milpitas	Recreation Services Manager	\$ 10,746	\$ 4,725	\$ 15,471	7/8/2018	unknown	unknown
5	City of Cupertino	Recreation Manager	\$ 10,493	\$ 3,753	\$ 14,246	7/7/2018	unknown	unknown
6	City of Foster City	Recreation Manager	\$ 10,328	\$ 4,568	\$ 14,896	7/1/2018	unknown	unknown
7	City of Belmont	Recreation Manager	\$ 10,252	\$ 4,267	\$ 14,519	1/1/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Recreation Manager</b>	<b>\$ 9,928</b>	<b>\$ 4,070</b>	<b>\$ 13,998</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Menlo Park	Recreation Supervisor	\$ 8,429	\$ 3,392	\$ 11,821	7/8/2018	7/6/2019	2.50%
10	City of San Carlos	N/C						
11	Town of Los Gatos	N/C						
12	City of Saratoga <sup>1</sup>	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 10,990	\$ 15,416
% City of Los Altos Above/Below	-10.7%	-10.1%
Median of Comparators	\$ 10,619	\$ 15,184
% City of Los Altos Above/Below	-7.0%	-8.5%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Saratoga: Position is budgeted but not filled and no JD developed yet.

**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)  
December 2018**

<b>Senior Accountant</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Senior Accountant	\$ 11,046	\$ 5,443	\$ 16,489	7/1/2018	unknown	unknown
2	City of Saratoga	Accountant II	\$ 10,669	\$ 4,332	\$ 15,001	7/1/2018	unknown	unknown
3	City of San Carlos	Senior Accountant	\$ 10,609	\$ 4,482	\$ 15,091	7/9/2018	unknown	unknown
4	City of Foster City	Senior Accountant	\$ 10,161	\$ 4,528	\$ 14,689	7/1/2018	unknown	unknown
5	City of Campbell	Senior Accountant	\$ 10,140	\$ 3,018	\$ 13,158	7/1/2018	unknown	unknown
6	City of Menlo Park	Senior Accountant	\$ 10,107	\$ 3,588	\$ 13,695	7/8/2018	7/6/2019	2.50%
7	City of Cupertino	Senior Accountant	\$ 10,078	\$ 3,680	\$ 13,758	7/7/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Senior Accountant</b>	<b>\$ 10,040</b>	<b>\$ 3,893</b>	<b>\$ 13,933</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Milpitas	Senior Accountant	\$ 9,795	\$ 3,600	\$ 13,396	7/8/2018	unknown	unknown
10	City of Belmont	Accounting Services Supervisor	\$ 8,949	\$ 4,025	\$ 12,975	1/1/2018	unknown	unknown
11	City of Morgan Hill	N/C						
12	Town of Los Gatos	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 10,173	\$ 14,250
% City of Los Altos Above/Below	-1.3%	-2.3%
Median of Comparators	\$ 10,140	\$ 13,758
% City of Los Altos Above/Below	-1.0%	1.3%
Number of Matches	9	9

N/C - Non Comparator



**City of Los Altos - Market Compensation Data (Sorted by Top Monthly Salary)**  
**December 2018**

<b>Transportation Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Cupertino	Transportation Manager	\$ 14,260	\$ 4,394	\$ 18,654	7/7/2018	unknown	unknown
2	City of Mountain View	Transportation Manager	\$ 14,138	\$ 6,039	\$ 20,177	7/1/2018	unknown	unknown
3	City of Campbell	Traffic Engineer	\$ 12,898	\$ 3,994	\$ 16,892	9/1/2018	unknown	unknown
4	Town of Los Gatos	Transportation and Mobility Manager	\$ 12,646	\$ 4,028	\$ 16,674	7/1/2018	unknown	unknown
5	City of Los Altos	Transportation Services Manager	\$ 12,599	\$ 4,449	\$ 17,048	7/1/2018	unknown	unknown
6	City of Milpitas	Traffic Engineer	\$ 12,446	\$ 3,936	\$ 16,382	7/8/2018	unknown	unknown
7	City of Menlo Park	Senior Transportation Engineer	\$ 12,003	\$ 3,809	\$ 15,811	7/8/2018	7/6/2019	2.50%
8	City of Belmont	N/C						
9	City of San Carlos	N/C						
10	City of Morgan Hill	N/C						
11	City of Saratoga	N/C						
12	City of Foster City	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,065	\$ 17,432
% City of Los Altos Above/Below	-3.7%	-2.3%
Median of Comparators	\$ 12,772	\$ 16,783
% City of Los Altos Above/Below	-1.4%	1.6%
Number of Matches	6	6

N/C - Non Comparator

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos	
<b>Benchmark/ Comparator Agency Match</b>	Administrative Services Director	[Finance Director/ Human Resources Director/ Information Technology Director]	Finance Director	[Director of Administrative Services/ Chief Technology Officer]	[Finance Director/ Human Resources Director]	Administrative Services Director	[Director of Financial Services/ Human Resources Director/ Information Services Director]	Assistant City Manager for Administrative Services	Finance and Administrative Services Director	Administrative Services Director	Finance and Administrative Services Director	[Finance & Administrative Services Director/ Human Resources Director]	
<b>Top Monthly Salary</b>	\$ 16,750	\$ 16,149	\$ 16,799	\$ 18,585	\$ 16,051	\$ 18,491	\$ 18,367	\$ 17,269	\$ 19,195	\$ 17,484	\$ 19,117	\$ 17,008	
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2.7%@55	2.5%@55	2.7%@55	2%@55	2%@60	
	Enhanced Formula Cost	\$ 251	\$ 436	\$ 252	\$ 279	\$ 1,027	\$ 277	\$ 1,176	\$ 846	\$ 1,228	\$ 472	\$ 287	
	EE Cost Sharing						\$ -542		\$ -307	\$ -672			
	ER Paid Member Contrib												
	Single Highest Year							\$ 110	\$ 104	\$ 115			
	Social Security										\$ 663		
	Deferred Compensation		\$ 200			\$ 642	\$ 740	\$ 75	\$ 691			\$ 250	
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186	\$ 2,027	\$ 1,360	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204	\$ 220	\$ 17	\$ 250	\$ 106	\$ 280	\$ 125
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14	\$ 30		\$ 11
	Life	\$ 24	\$ 39	\$ 16	\$ 60	\$ 23	\$ 53	\$ 7	\$ 34	\$ 66	\$ 34	\$ 37	\$ 10
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 50			\$ 7	\$ 43	\$ 20			\$ 21
Other Ins.			\$ 137							\$ 19			
<b>Leaves</b>	Vacation	\$ 1,031	\$ 1,739	\$ 1,034	\$ 1,072	\$ 988	\$ 3,005	\$ 1,484	\$ 1,328	\$ 1,255	\$ 1,076	\$ 1,985	\$ 1,308
	Holidays	\$ 773	\$ 870	\$ 937	\$ 1,036	\$ 741	\$ 782	\$ 918	\$ 897	\$ 886	\$ 874	\$ 956	\$ 654
	Admin Leave	\$ 322	\$ 621	\$ 646	\$ 715	\$ 432	\$ 711	\$ 353	\$ 731	\$ 1,034	\$ 672	\$ 597	\$ 392
<b>Allow</b>	Auto	\$ 300	\$ 250	\$ 220	\$ 300	\$ 200	\$ 455		\$ 325		\$ 250	\$ 275	
	<b>Benefit Package Total</b>	<b>\$ 5,338</b>	<b>\$ 6,373</b>	<b>\$ 4,894</b>	<b>\$ 5,420</b>	<b>\$ 6,138</b>	<b>\$ 9,333</b>	<b>\$ 6,402</b>	<b>\$ 6,591</b>	<b>\$ 7,161</b>	<b>\$ 5,955</b>	<b>\$ 6,803</b>	<b>\$ 4,698</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos	
<b>Benchmark/ Comparator Agency Match</b>	Assistant City Manager	N/C	Deputy City Manager	Assistant City Manager	Assistant City Manager	Assistant City Manager	Assistant City Manager	[Assistant City Manager for Administrative Services/ Assistant City Manager for Development Services]	Assistant City Manager	Assistant City Manager	Deputy City Manager	Assistant Town Manager	
<b>Top Monthly Salary</b>	\$ 16,750		\$ 13,366	\$ 21,043	\$ 16,513	\$ 20,340	\$ 21,029	\$ 17,269	\$ 19,195	\$ 18,165	\$ 14,158	\$ 17,869	
<b>Retirement</b>	Classic	2%@60	2%@60	2%@60	2.7%@55	2%@60	2.7%@55	2.5%@55	2.7%@55	2%@55	2%@60	2%@60	
	Enhanced Formula Cost	\$ 251	\$ 200	\$ 316	\$ 1,057	\$ 305	\$ 1,346	\$ 846	\$ 1,228	\$ 490	\$ 212	\$ 268	
	EE Cost Sharing					\$ -596		\$ -307	\$ -672				
	ER Paid Member Contrib												
	Single Highest Year						\$ 126	\$ 104	\$ 115				
	Social Security									\$ 663			
Deferred Compensation					\$ 661	\$ 814	\$ 75	\$ 691					
Other Ret.													
<b>Insurance</b>	Cafeteria				\$ 2,001	\$ 3,567			\$ 13				
	Health	\$ 2,186	\$ 1,310	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903	
	Dental	\$ 451	\$ 179	\$ 135			\$ 204	\$ 220	\$ 250	\$ 106	\$ 280	\$ 125	
	Vision		\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14	\$ 30		\$ 11	
	Life	\$ 24	\$ 16	\$ 60	\$ 23	\$ 56	\$ 7	\$ 34	\$ 66	\$ 34	\$ 25	\$ 10	
	LTD		\$ 81	\$ 57	\$ 67	\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 14	\$ 19	
	STD/SDI			\$ 50				\$ 7	\$ 43	\$ 20		\$ 21	
Other Ins.		\$ 137							\$ 19				
<b>Leaves</b>	Vacation	\$ 1,031	\$ 823	\$ 1,214	\$ 1,016	\$ 3,305	\$ 1,699	\$ 1,328	\$ 1,255	\$ 1,118	\$ 1,470	\$ 1,375	
	Holidays	\$ 773	\$ 745	\$ 1,174	\$ 762	\$ 861	\$ 1,051	\$ 897	\$ 886	\$ 908	\$ 708	\$ 687	
	Admin Leave	\$ 322	\$ 386	\$ 809	\$ 445	\$ 782	\$ 404	\$ 731	\$ 1,034	\$ 699	\$ 442	\$ 412	
<b>Allow</b>	Auto	\$ 300	\$ 160	\$ 300	\$ 200	\$ 455		\$ 325					
<b>Benefit Package Total</b>		\$ 5,338	\$ 0	\$ 4,069	\$ 5,831	\$ 6,248	\$ 9,833	\$ 6,987	\$ 6,591	\$ 7,162	\$ 5,825	\$ 5,273	\$ 4,830

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos	
<b>Benchmark/ Comparator Agency Match</b>	City Clerk	City Clerk	City Clerk	City Clerk	N/C	City Clerk	City Clerk	Council Services and Records Manager	City Clerk	Director of Community Relations/ City Clerk	City Clerk	Town Clerk	
<b>Top Monthly Salary</b>	\$ 10,989	\$ 8,328	\$ 11,951	\$ 11,951		\$ 12,944	\$ 13,908	\$ 9,502	\$ 10,800	\$ 11,689	\$ 12,230	\$ 13,619	
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60		2%@60	2.7%@55	2.5%@55	2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 165	\$ 225	\$ 179	\$ 179		\$ 194	\$ 890	\$ 466	\$ 691	\$ 316	\$ 183	\$ 204
	EE Cost Sharing						\$ -379		\$ -169	\$ -378			
	ER Paid Member Contrib												
	Single Highest Year		\$ 42				\$ 83	\$ 57	\$ 65				
	Social Security										\$ 663		
	Deferred Compensation		\$ 200				\$ 518	\$ 75	\$ 380				
	Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 3,567			\$ 13				
	Health	\$ 2,186	\$ 2,027	\$ 1,310	\$ 1,702		\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903	
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204	\$ 220	\$ 250	\$ 106	\$ 280	\$ 125	
	Vision	\$ 19	\$ 19	\$ 33	\$ 15		\$ 35	\$ 17	\$ 30	\$ 14	\$ 30	\$ 11	
	Life	\$ 24	\$ 39	\$ 16	\$ 60		\$ 37	\$ 7	\$ 20	\$ 66	\$ 34	\$ 25	\$ 10
	LTD		\$ 40	\$ 81	\$ 57		\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 38			\$ 7	\$ 30	\$ 18			\$ 21
	Other Ins.			\$ 137						\$ 19			
<b>Leaves</b>	Vacation	\$ 676	\$ 897	\$ 735	\$ 690		\$ 2,103	\$ 1,123	\$ 731	\$ 706	\$ 719	\$ 1,270	\$ 1,048
	Holidays	\$ 507	\$ 448	\$ 667	\$ 667		\$ 548	\$ 695	\$ 493	\$ 498	\$ 584	\$ 612	\$ 524
	Admin Leave	\$ 211	\$ 320	\$ 345	\$ 460		\$ 498	\$ 267	\$ 402	\$ 582	\$ 450	\$ 382	\$ 314
<b>Allow</b>	Auto	\$ 300		\$ 160	\$ 250		\$ 455			\$ 250			
<b>Benefit Package Total</b>		\$ 4,520	\$ 4,379	\$ 3,841	\$ 4,251	\$ 0	\$ 7,825	\$ 5,421	\$ 4,311	\$ 5,478	\$ 4,929	\$ 4,888	\$ 4,178

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Community Development Director	Planning & Community Development Director	Community Development Director	Assistant City Manager	Community Development Director	Community Development Director	Planning and Neighborhood Services Director	Development Services Director	Community Development Director	Community Development Director	Community Development Director	Community Development Director
	<b>Top Monthly Salary</b>	\$ 16,750	\$ 15,800	\$ 16,799	\$ 21,043	\$ 16,513	\$ 18,491	\$ 18,289	\$ 16,447	\$ 19,195	\$ 17,121	\$ 18,874	\$ 17,433
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2.7%@55	2.5%@55	2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 251	\$ 427	\$ 252	\$ 316	\$ 1,057	\$ 277	\$ 1,171	\$ 806	\$ 1,228	\$ 462	\$ 283	\$ 262
	EE Cost Sharing						\$ -542		\$ -293	\$ -672			
	ER Paid Member Contrib												
	Single Highest Year							\$ 110	\$ 99	\$ 115			
	Social Security										\$ 663		
	Deferred Compensation		\$ 200			\$ 661	\$ 740	\$ 75	\$ 658			\$ 250	
	Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186	\$ 2,027	\$ 1,360	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204	\$ 220		\$ 250	\$ 106	\$ 280	\$ 125
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14	\$ 30	\$ 11	\$ 11
	Life	\$ 24	\$ 39	\$ 16	\$ 60	\$ 23	\$ 53	\$ 7	\$ 34	\$ 66	\$ 34	\$ 37	\$ 10
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 50			\$ 7	\$ 43	\$ 20			\$ 21
	Other Ins.			\$ 137							\$ 19		
<b>Leaves</b>	Vacation	\$ 1,031	\$ 1,702	\$ 1,034	\$ 1,214	\$ 1,016	\$ 3,005	\$ 1,477	\$ 1,265	\$ 1,255	\$ 1,054	\$ 1,960	\$ 1,341
	Holidays	\$ 773	\$ 851	\$ 937	\$ 1,174	\$ 762	\$ 782	\$ 914	\$ 854	\$ 886	\$ 856	\$ 944	\$ 671
	Admin Leave	\$ 322	\$ 608	\$ 646	\$ 809	\$ 445	\$ 711	\$ 352	\$ 696	\$ 1,034	\$ 659	\$ 590	\$ 402
<b>Allow</b>	Auto	\$ 300	\$ 250	\$ 220	\$ 300	\$ 200	\$ 455		\$ 325		\$ 250	\$ 275	
<b>Benefit Package Total</b>		<b>\$ 5,338</b>	<b>\$ 6,294</b>	<b>\$ 4,894</b>	<b>\$ 5,831</b>	<b>\$ 6,248</b>	<b>\$ 9,333</b>	<b>\$ 6,384</b>	<b>\$ 6,387</b>	<b>\$ 7,161</b>	<b>\$ 5,891</b>	<b>\$ 6,754</b>	<b>\$ 4,763</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos	
<b>Benchmark/ Comparator Agency Match</b>	Economic Development Manager	N/C	N/C	Economic Development Manager	N/C	Housing & Economic Development Manager	N/C	Economic Development Manager	Economic Development Manager	Economic Development & Housing Manager	N/C	Economic Vitality Manager	
<b>Top Monthly Salary</b>	\$ 12,425			\$ 13,154		\$ 12,944		\$ 12,527	\$ 14,852	\$ 13,003		\$ 12,962	
<b>Retirement</b>	Classic	2%@60		2%@60		2%@60		2.5%@55	2.7%@55	2%@55		2%@60	
	Enhanced Formula Cost	\$ 186		\$ 197		\$ 194		\$ 614	\$ 951	\$ 351		\$ 194	
	EE Cost Sharing					\$ -379		\$ -223	\$ -520				
	ER Paid Member Contrib												
	Single Highest Year							\$ 75	\$ 89				
	Social Security									\$ 663			
	Deferred Compensation						\$ 518	\$ 501					
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 3,567			\$ 13				
	Health	\$ 2,186		\$ 1,702				\$ 1,827	\$ 2,936	\$ 1,690		\$ 1,903	
	Dental	\$ 451		\$ 135		\$ 204			\$ 250	\$ 106		\$ 125	
	Vision			\$ 15		\$ 35		\$ 30	\$ 14	\$ 30		\$ 11	
	Life	\$ 24		\$ 60		\$ 37		\$ 20	\$ 66	\$ 34		\$ 10	
	LTD			\$ 57		\$ 45		\$ 43	\$ 17	\$ 68		\$ 19	
	STD/SDI			\$ 42				\$ 40	\$ 20			\$ 21	
	Other Ins.									\$ 19			
<b>Leaves</b>	Vacation	\$ 765		\$ 759		\$ 2,103		\$ 964	\$ 971	\$ 800		\$ 997	
	Holidays	\$ 573		\$ 734		\$ 548		\$ 650	\$ 685	\$ 650		\$ 499	
	Admin Leave	\$ 239		\$ 506		\$ 498		\$ 530	\$ 685	\$ 500		\$ 299	
<b>Allow</b>	Auto					\$ 455		\$ 225		\$ 250			
<b>Benefit Package Total</b>		\$ 4,424	\$ 0	\$ 0	\$ 4,205	\$ 0	\$ 7,825	\$ 0	\$ 5,297	\$ 6,177	\$ 5,162	\$ 0	\$ 4,077

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Engineering Services Manager	Assistant Public Works Director/ City Engineer	City Engineer	City Engineer	Engineering Manager	Engineering Services Manager/ City Engineer	N/C	Senior Civil Engineer	Senior Civil Engineer	City Engineer	Senior Civil Engineer	Town Engineer and Assistant Parks & Public Works Director
	<b>Top Monthly Salary</b>	\$ 13,487	\$ 14,239	\$ 15,935	\$ 14,260	\$ 12,295	\$ 14,793		\$ 12,527	\$ 13,128	\$ 15,669	\$ 13,856	\$ 15,032
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60		2.5%@55	2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 202	\$ 384	\$ 239	\$ 214	\$ 787	\$ 222		\$ 614	\$ 840	\$ 423	\$ 208	\$ 225
	EE Cost Sharing						\$ -433		\$ -223	\$ -459			
	ER Paid Member Contrib												
	Single Highest Year								\$ 75	\$ 79			
	Social Security										\$ 663		
	Deferred Compensation		\$ 185				\$ 492	\$ 592	\$ 501				
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,310	\$ 1,702				\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204			\$ 250	\$ 106	\$ 280	\$ 125
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35		\$ 30	\$ 14	\$ 30		\$ 11
	Life	\$ 24	\$ 10	\$ 16	\$ 60	\$ 23	\$ 43		\$ 20	\$ 66	\$ 34	\$ 12	\$ 10
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45		\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 45				\$ 40	\$ 20			\$ 21
	Other Ins.			\$ 137							\$ 19		
<b>Leaves</b>	Vacation	\$ 830	\$ 876	\$ 981	\$ 823	\$ 757	\$ 2,404		\$ 964	\$ 858	\$ 964	\$ 1,439	\$ 1,156
	Holidays	\$ 622	\$ 767	\$ 889	\$ 795	\$ 567	\$ 626		\$ 650	\$ 606	\$ 783	\$ 693	\$ 578
	Admin Leave	\$ 259	\$ 548	\$ 460	\$ 548	\$ 331	\$ 569		\$ 530	\$ 606	\$ 603	\$ 133	\$ 347
<b>Allow</b>	Auto			\$ 160			\$ 455				\$ 250		
<b>Benefit Package Total</b>		\$ 4,575	\$ 4,989	\$ 4,483	\$ 4,394	\$ 5,041	\$ 8,327	\$ 0	\$ 5,072	\$ 5,845	\$ 5,633	\$ 4,901	\$ 4,394

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos	
<b>Benchmark/ Comparator Agency Match</b>	Executive Assistant to the City Manager	Executive Assistant to the City Manager	Executive Assistant to the City Manager	Executive Assistant to the City Manager	Management Assistant to the City Manager	Executive Assistant to the City Manager	Executive Secretary/ Executive Assistant	N/C	Executive Assistant to the City Manager	Executive Assistant	Executive Assistant to the City Manager/ Deputy City Clerk	Executive Assistant to Town Manager	
<b>Top Monthly Salary</b>	\$ 7,653	\$ 7,535	\$ 8,570	\$ 8,206	\$ 7,454	\$ 7,678	\$ 8,177		\$ 8,476	\$ 8,068	\$ 8,726	\$ 7,947	
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2%@60		2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 115	\$ 203	\$ 129	\$ 123	\$ 477	\$ 115	\$ 123		\$ 542	\$ 218	\$ 131	\$ 119
	EE Cost Sharing						\$ -225			\$ -297			
	ER Paid Member Contrib												
	Single Highest Year								\$ 51				
	Social Security									\$ 500			
	Deferred Compensation		\$ 185	\$ 119		\$ 298		\$ 75					
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 2,212		\$ 13				
	Health	\$ 2,186	\$ 2,028	\$ 1,355	\$ 1,702		\$ 2,028		\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903	
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 162	\$ 220	\$ 250	\$ 106	\$ 280	\$ 125	
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 14	\$ 30	\$ 11	\$ 11	
	Life	\$ 24	\$ 10	\$ 16	\$ 59	\$ 14	\$ 22	\$ 7	\$ 56	\$ 34	\$ 12	\$ 10	
	LTD		\$ 36	\$ 61	\$ 44	\$ 56	\$ 31	\$ 7	\$ 17	\$ 61	\$ 14	\$ 19	
	STD/SDI				\$ 26			\$ 7	\$ 14			\$ 18	
Other Ins.			\$ 25						\$ 19				
<b>Leaves</b>	Vacation	\$ 471	\$ 464	\$ 527	\$ 473	\$ 459	\$ 502	\$ 503	\$ 554	\$ 496	\$ 906	\$ 642	
	Holidays	\$ 353	\$ 406	\$ 494	\$ 458	\$ 344	\$ 450	\$ 409	\$ 391	\$ 465	\$ 436	\$ 306	
	Admin Leave		\$ 290		\$ 316	\$ 201			\$ 391	\$ 233	\$ 84	\$ 92	
<b>Allow</b>	Auto												
<b>Benefit Package Total</b>		<b>\$ 3,600</b>	<b>\$ 3,763</b>	<b>\$ 2,938</b>	<b>\$ 3,350</b>	<b>\$ 3,866</b>	<b>\$ 3,305</b>	<b>\$ 3,395</b>	<b>\$ 0</b>	<b>\$ 4,933</b>	<b>\$ 3,852</b>	<b>\$ 3,985</b>	<b>\$ 3,243</b>



**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Financial Services Manager	Deputy Finance Director	Finance Manager	Finance Manager	Accounting Manager	Finance and Budget Manager	N/C	Finance Director	Assistant Finance and Administrative Services Director	Financial Services Manager	Finance Manager	Finance and Budget Manager
	<b>Top Monthly Salary</b>	\$ 13,567	\$ 13,421	\$ 13,036	\$ 13,608	\$ 11,318	\$ 13,868		\$ 16,447	\$ 16,397	\$ 13,826	\$ 13,863	\$ 13,619
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60		2.5%@55	2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 204	\$ 362	\$ 196	\$ 204	\$ 724	\$ 208		\$ 806	\$ 1,049	\$ 373	\$ 208	\$ 204
	EE Cost Sharing						\$ -406		\$ -293	\$ -574			
	ER Paid Member Contrib												
	Single Highest Year								\$ 99	\$ 98			
	Social Security										\$ 663		
	Deferred Compensation		\$ 185			\$ 453	\$ 555		\$ 658				
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,310	\$ 1,702				\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204			\$ 250	\$ 106	\$ 280	\$ 125
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35		\$ 30	\$ 14	\$ 30		\$ 11
	Life	\$ 24	\$ 10	\$ 16	\$ 60	\$ 21	\$ 40		\$ 34	\$ 66	\$ 34	\$ 25	\$ 10
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45		\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 43				\$ 43	\$ 20			\$ 21
Other Ins.			\$ 137							\$ 19			
<b>Leaves</b>	Vacation	\$ 835	\$ 826	\$ 802	\$ 785	\$ 696	\$ 2,254		\$ 1,265	\$ 1,072	\$ 851	\$ 1,440	\$ 1,048
	Holidays	\$ 626	\$ 723	\$ 727	\$ 759	\$ 522	\$ 587		\$ 854	\$ 757	\$ 691	\$ 693	\$ 524
	Admin Leave	\$ 261	\$ 516	\$ 376	\$ 523	\$ 305	\$ 533		\$ 696	\$ 757	\$ 532	\$ 433	\$ 314
<b>Allow</b>	Auto			\$ 160			\$ 455		\$ 325				
<b>Benefit Package Total</b>		<b>\$ 4,586</b>	<b>\$ 4,841</b>	<b>\$ 4,016</b>	<b>\$ 4,283</b>	<b>\$ 4,806</b>	<b>\$ 8,076</b>	<b>\$ 0</b>	<b>\$ 6,387</b>	<b>\$ 6,475</b>	<b>\$ 5,057</b>	<b>\$ 5,214</b>	<b>\$ 4,178</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Human Resources Analyst	Management Analyst II	Human Resources Analyst	Human Resources Analyst I	Human Resources Analyst	N/C	Human Resources Analyst II	Senior Human Resources Analyst	Human Resources Analyst II	Human Resources Management Analyst	N/C	N/C
<b>Top Monthly Salary</b>	\$ 8,670	\$ 9,313	\$ 9,892	\$ 9,289	\$ 8,212		\$ 9,320	\$ 9,502	\$ 9,589	\$ 9,061		
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55		2%@60	2.5%@55	2.7%@55	2%@55	
	Enhanced Formula Cost	\$ 130	\$ 251	\$ 148	\$ 139	\$ 526		\$ 140	\$ 466	\$ 614	\$ 245	
	EE Cost Sharing								\$ -169	\$ -336		
	ER Paid Member Contrib											
	Single Highest Year							\$ 57	\$ 58			
	Social Security										\$ 562	
	Deferred Compensation		\$ 185	\$ 119		\$ 328		\$ 75	\$ 380			
Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 2,001			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,355	\$ 1,702		\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690		
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 220		\$ 250	\$ 106		
	Vision	\$ 19	\$ 19	\$ 33	\$ 15	\$ 17	\$ 17	\$ 30	\$ 14	\$ 30		
	Life	\$ 24	\$ 10	\$ 16	\$ 60	\$ 15	\$ 7	\$ 20	\$ 63	\$ 34		
	LTD		\$ 45	\$ 61	\$ 50	\$ 61	\$ 7	\$ 43	\$ 17	\$ 68		
	STD/SDI				\$ 29		\$ 7	\$ 30	\$ 16			
	Other Ins.			\$ 25						\$ 19		
<b>Leaves</b>	Vacation	\$ 534	\$ 573	\$ 609	\$ 536	\$ 505	\$ 574	\$ 731	\$ 627	\$ 558		
	Holidays	\$ 400	\$ 501	\$ 571	\$ 518	\$ 379	\$ 466	\$ 493	\$ 443	\$ 523		
	Admin Leave		\$ 358		\$ 357	\$ 221		\$ 402	\$ 443	\$ 261		
<b>Allow</b>	Auto											
<b>Benefit Package Total</b>	\$ 3,725	\$ 4,093	\$ 3,115	\$ 3,542	\$ 4,054	\$ 0	\$ 3,540	\$ 4,311	\$ 5,156	\$ 4,095	\$ 0	\$ 0

City of Los Altos - Benefit Detail  
December 2018

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Human Resources Manager	N/C	Human Resources Manager	Human Resource Manager	Human Resources Manager	Human Resources Manager	N/C	Human Resources Director	Human Resources Manager	Human Resources Manager	Human Resources Manager	N/C
	<b>Top Monthly Salary</b>	\$ 13,567		\$ 16,080	\$ 13,609	\$ 9,569	\$ 13,868		\$ 14,195	\$ 14,494	\$ 13,671	\$ 15,503	
Retirement	Classic	2%@60		2%@60	2%@60	2.7%@55	2%@60		2.5%@55	2.7%@55	2%@55	2%@60	
	Enhanced Formula Cost	\$ 204		\$ 241	\$ 204	\$ 612	\$ 208		\$ 696	\$ 928	\$ 369	\$ 233	
	EE Cost Sharing						\$ -406		\$ -253	\$ -507			
	ER Paid Member Contrib												
	Single Highest Year								\$ 85	\$ 87			
	Social Security										\$ 663		
	Deferred Compensation					\$ 383	\$ 555		\$ 568				
Other Ret.													
Insurance	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186		\$ 1,310	\$ 1,702				\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	
	Dental	\$ 451		\$ 179	\$ 135		\$ 204			\$ 250	\$ 106	\$ 280	
	Vision			\$ 33	\$ 15	\$ 17	\$ 35		\$ 30	\$ 14	\$ 30		
	Life	\$ 24		\$ 16	\$ 60	\$ 18	\$ 40		\$ 20	\$ 66	\$ 34	\$ 25	
	LTD			\$ 81	\$ 57	\$ 67	\$ 45		\$ 43	\$ 17	\$ 68	\$ 14	
	STD/SDI				\$ 43				\$ 43	\$ 20			
Other Ins.			\$ 137							\$ 19			
Leaves	Vacation	\$ 835		\$ 990	\$ 785	\$ 589	\$ 2,254		\$ 1,092	\$ 948	\$ 841	\$ 1,610	
	Holidays	\$ 626		\$ 897	\$ 759	\$ 442	\$ 587		\$ 737	\$ 669	\$ 684	\$ 775	
	Admin Leave	\$ 261		\$ 464	\$ 523	\$ 258	\$ 533		\$ 601	\$ 669	\$ 526	\$ 484	
Allow	Auto			\$ 160			\$ 455						
<b>Benefit Package Total</b>		<b>\$ 4,586</b>	<b>\$ 0</b>	<b>\$ 4,507</b>	<b>\$ 4,283</b>	<b>\$ 4,386</b>	<b>\$ 8,076</b>	<b>\$ 0</b>	<b>\$ 5,489</b>	<b>\$ 6,108</b>	<b>\$ 5,030</b>	<b>\$ 5,542</b>	<b>\$ 0</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Human Resources Technician	Accounting Technician II	Human Resources Representative	Human Resources Technician	[Human Resources Technician; Payroll Technician]	Human Resources Technician	Human Resources Technician	Human Resources Technician	[Human Resources Technician/ Account Clerk II]	N/C	Lead Accounting Technician	[Human Resources Specialist/ Payroll Specialist]
<b>Top Monthly Salary</b>		\$ 7,107	\$ 6,248	\$ 7,925	\$ 8,083	\$ 7,094	\$ 6,592	\$ 6,733	\$ 7,431	\$ 8,068		\$ 8,840	\$ 7,947
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2%@60	2.5%@55	2.7%@55		2%@60	2%@60
	Enhanced Formula Cost	\$ 107	\$ 169	\$ 119	\$ 121	\$ 454	\$ 99	\$ 101	\$ 364	\$ 516		\$ 133	\$ 119
	EE Cost Sharing						\$ -193		\$ -132	\$ -282			
	ER Paid Member Contrib												
	Single Highest Year								\$ 45	\$ 48			
	Social Security												
	Deferred Compensation		\$ 81	\$ 119		\$ 284		\$ 75	\$ 297				
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 2,212			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,355	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936		\$ 2,122	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 162	\$ 220		\$ 250		\$ 280	\$ 125
	Vision		\$ 30	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14			\$ 11
	Life	\$ 24	\$ 10	\$ 16	\$ 58	\$ 13	\$ 19	\$ 7	\$ 14	\$ 53		\$ 12	\$ 10
	LTD		\$ 24	\$ 61	\$ 44	\$ 53	\$ 26	\$ 7	\$ 31	\$ 17		\$ 14	\$ 19
	STD/SDI				\$ 26			\$ 7	\$ 24	\$ 13			\$ 18
Other Ins.			\$ 25										
<b>Leaves</b>	Vacation	\$ 437	\$ 384	\$ 488	\$ 466	\$ 437	\$ 431	\$ 414	\$ 572	\$ 528		\$ 918	\$ 642
	Holidays	\$ 328	\$ 336	\$ 457	\$ 451	\$ 327	\$ 387	\$ 337	\$ 386	\$ 372		\$ 442	\$ 306
	Admin Leave		\$ 240		\$ 311	\$ 191			\$ 314	\$ 372		\$ 85	\$ 92
<b>Allow</b>	Auto												
<b>Benefit Package Total</b>		\$ 3,533	\$ 3,425	\$ 2,851	\$ 3,328	\$ 3,776	\$ 3,178	\$ 3,213	\$ 3,771	\$ 4,851	\$ 0	\$ 4,006	\$ 3,243

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Information Technology Manager	N/C	Information Technology Manager	Innovation and Technology Manager - Applications; Innovation and Technology Manager - Infrastructure	Information Technology Manager	Information Technology Manager	N/C	Information Services Manager	Information Technology Manager	Information Technology Manager	Information Technology Supervisor	Information Technology Manager
<b>Top Monthly Salary</b>		\$ 13,567		\$ 14,037	\$ 13,243	\$ 12,476	\$ 13,868		\$ 11,614	\$ 14,491	\$ 13,388	\$ 12,038	\$ 13,619
<b>Retirement</b>	Classic	2%@60		2%@60	2%@60	2.7%@55	2%@60		2.5%@55	2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 204		\$ 211	\$ 199	\$ 798	\$ 208		\$ 569	\$ 927	\$ 361	\$ 181	\$ 204
	EE Cost Sharing						\$ -406		\$ -207	\$ -507			
	ER Paid Member Contrib												
	Single Highest Year								\$ 70	\$ 87			
	Social Security										\$ 663		
	Deferred Compensation					\$ 499	\$ 555		\$ 465				
Other Ret.													
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186		\$ 1,310	\$ 1,702				\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903
	Dental	\$ 451		\$ 179	\$ 135		\$ 204			\$ 250	\$ 106	\$ 280	\$ 125
	Vision			\$ 33	\$ 15	\$ 17	\$ 35		\$ 30	\$ 14	\$ 30		\$ 11
	Life	\$ 24		\$ 16	\$ 60	\$ 23	\$ 40		\$ 20	\$ 66	\$ 34	\$ 12	\$ 10
	LTD			\$ 81	\$ 57	\$ 67	\$ 45		\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 42				\$ 37	\$ 20			\$ 21
	Other Ins.			\$ 137							\$ 19		
<b>Leaves</b>	Vacation	\$ 835		\$ 864	\$ 764	\$ 768	\$ 2,254		\$ 893	\$ 948	\$ 824	\$ 1,250	\$ 1,048
	Holidays	\$ 626		\$ 783	\$ 739	\$ 576	\$ 587		\$ 603	\$ 669	\$ 669	\$ 602	\$ 524
	Admin Leave	\$ 261		\$ 405	\$ 509	\$ 336	\$ 533		\$ 491	\$ 669	\$ 515	\$ 116	\$ 314
<b>Allow</b>	Auto			\$ 160			\$ 455		\$ 225				
<b>Benefit Package Total</b>		\$ 4,586	\$ 0	\$ 4,177	\$ 4,221	\$ 5,085	\$ 8,076	\$ 0	\$ 5,067	\$ 6,107	\$ 4,980	\$ 4,576	\$ 4,178

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Planning Services Manager	Principal Planner	Planning Manager	Planning Manager	Planning Manager	Assistant Community Development Director - Planning	Planning Manager	Senior Planner	Planning Manager/ Zoning Administrator	Principal Planner	N/C	Planning Manager
<b>Top Monthly Salary</b>	\$ 12,599	\$ 12,676	\$ 13,517	\$ 13,295	\$ 12,295	\$ 14,793	\$ 13,939	\$ 10,804	\$ 14,852	\$ 12,792		\$ 13,619
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2%@60	2.5%@55	2.7%@55	2%@55	2%@60
	Enhanced Formula Cost	\$ 189	\$ 342	\$ 203	\$ 199	\$ 787	\$ 222	\$ 209	\$ 529	\$ 951	\$ 345	\$ 204
	EE Cost Sharing						\$ -433		\$ -192	\$ -520		
	ER Paid Member Contrib											
	Single Highest Year							\$ 65	\$ 89			
	Social Security										\$ 663	
	Deferred Compensation		\$ 185			\$ 492	\$ 592	\$ 75	\$ 432			
Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567			\$ 13		
	Health	\$ 2,186	\$ 2,028	\$ 1,310	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204	\$ 220		\$ 250	\$ 106	\$ 125
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14	\$ 30	\$ 11
	Life	\$ 24	\$ 10	\$ 16	\$ 60	\$ 23	\$ 43	\$ 7	\$ 20	\$ 66	\$ 34	\$ 10
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 19
	STD/SDI				\$ 42			\$ 7	\$ 35	\$ 20		\$ 21
Other Ins.			\$ 137							\$ 19		
<b>Leaves</b>	Vacation	\$ 775	\$ 780	\$ 832	\$ 767	\$ 757	\$ 2,404	\$ 858	\$ 831	\$ 971	\$ 787	\$ 1,048
	Holidays	\$ 581	\$ 683	\$ 754	\$ 741	\$ 567	\$ 626	\$ 697	\$ 561	\$ 685	\$ 640	\$ 524
	Admin Leave	\$ 242	\$ 488	\$ 390	\$ 511	\$ 331	\$ 569		\$ 457	\$ 685	\$ 492	\$ 314
<b>Allow</b>	Auto			\$ 160			\$ 455					
<b>Benefit Package Total</b>	<b>\$ 4,449</b>	<b>\$ 4,707</b>	<b>\$ 4,094</b>	<b>\$ 4,229</b>	<b>\$ 5,041</b>	<b>\$ 8,327</b>	<b>\$ 4,125</b>	<b>\$ 4,638</b>	<b>\$ 6,177</b>	<b>\$ 4,874</b>	<b>\$ 0</b>	<b>\$ 4,178</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Police Captain	Police Captain	Police Captain	N/C	Police Captain	Police Commander	Police Captain	Police Captain	Police Captain	N/C	N/C	Police Captain
<b>Top Monthly Salary</b>	\$ 14,791	\$ 15,515	\$ 17,287		\$ 15,788	\$ 18,491	\$ 18,917	\$ 14,475	\$ 20,294			\$ 16,188
<b>Retirement</b>	Classic	3%@55	3%@55	2%@50		2%@50	3%@55	3%@50	3%@50	3%@50		3%@50
	Enhanced Formula Cost	\$ 1,050	\$ 1,102	\$ 882		\$ 805	\$ 1,313	\$ 1,684	\$ 1,288	\$ 1,806		\$ 1,441
	EE Cost Sharing		\$ -621				\$ -542		\$ -258	\$ -710		
	ER Paid Member Contrib											
	Single Highest Year						\$ 208	\$ 159	\$ 223			\$ 178
	Social Security											
	Deferred Compensation		\$ 185			\$ 632	\$ 740	\$ 75	\$ 579			
Other Ret.												
<b>Insurance</b>	Cafeteria				\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,310			\$ 2,028	\$ 1,827	\$ 2,127			\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179		\$ 204	\$ 221		\$ 225			\$ 125
	Vision	\$ 19	\$ 33	\$ 33	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14			\$ 11
	Life	\$ 24	\$ 10	\$ 16	\$ 23	\$ 53	\$ 7	\$ 20	\$ 66			\$ 10
	LTD		\$ 50	\$ 81		\$ 67	\$ 45	\$ 7	\$ 43	\$ 17		\$ 19
	STD/SDI						\$ 7	\$ 43	\$ 20			\$ 21
	Other Ins.			\$ 137								
<b>Leaves</b>	Vacation	\$ 910	\$ 955	\$ 1,064	\$ 972	\$ 3,005	\$ 1,528	\$ 1,113	\$ 1,327			\$ 1,245
	Holidays	\$ 683	\$ 835	\$ 964	\$ 729	\$ 782	\$ 946	\$ 752	\$ 937			\$ 623
	Admin Leave	\$ 284	\$ 776	\$ 499		\$ 425	\$ 711	\$ 364	\$ 612	\$ 937		\$ 374
<b>Allow</b>	Auto	\$ 450				\$ 455						
<b>Benefit Package Total</b>	<b>\$ 6,038</b>	<b>\$ 5,461</b>	<b>\$ 5,163</b>	<b>\$ 0</b>	<b>\$ 5,670</b>	<b>\$ 10,368</b>	<b>\$ 7,091</b>	<b>\$ 6,210</b>	<b>\$ 7,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,948</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Police Chief	Police Chief	Police Chief	N/C	Chief of Police	Police Chief	Chief of Police	Chief of Police	Police Chief	N/C	N/C	Police Chief
<b>Top Monthly Salary</b>	\$ 17,156	\$ 17,425	\$ 18,599		\$ 18,302	\$ 20,340	\$ 20,600	\$ 17,269	\$ 21,777			\$ 18,316
<b>Retirement</b>	Classic	3%@55	3%@55	2%@50		2%@50	3%@55	3%@50	3%@50	3%@50		3%@50
	Enhanced Formula Cost	\$ 1,218	\$ 1,237	\$ 949		\$ 933	\$ 1,444	\$ 1,833	\$ 1,537	\$ 1,938		\$ 1,630
	EE Cost Sharing						\$ -596		\$ -307	\$ -762		
	ER Paid Member Contrib											
	Single Highest Year							\$ 227	\$ 190	\$ 240		\$ 201
	Social Security											
	Deferred Compensation		\$ 200			\$ 732	\$ 814	\$ 75	\$ 691			
Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567		\$ 13			
	Health	\$ 2,186	\$ 2,027	\$ 1,360			\$ 2,028	\$ 1,827	\$ 2,127			\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179			\$ 204	\$ 221	\$ 225			\$ 125
	Vision		\$ 19	\$ 33		\$ 17	\$ 35	\$ 17	\$ 30	\$ 14		\$ 11
	Life	\$ 24	\$ 39	\$ 16		\$ 23	\$ 56	\$ 7	\$ 34	\$ 66		\$ 10
	LTD		\$ 50	\$ 81		\$ 67	\$ 45	\$ 7	\$ 43	\$ 17		\$ 19
	STD/SDI							\$ 7	\$ 43	\$ 20		\$ 21
Other Ins.			\$ 137									
<b>Leaves</b>	Vacation	\$ 1,056	\$ 1,877	\$ 1,145		\$ 1,126	\$ 3,305	\$ 1,664	\$ 1,328	\$ 1,424		\$ 1,409
	Holidays	\$ 792	\$ 938	\$ 1,037		\$ 845	\$ 861	\$ 1,030	\$ 897	\$ 1,005		\$ 704
	Admin Leave	\$ 330	\$ 670	\$ 715		\$ 493	\$ 782	\$ 396	\$ 731	\$ 1,005		\$ 423
<b>Allow</b>	Auto	\$ 450	\$ 250			\$ 200	\$ 455					
<b>Benefit Package Total</b>		\$ 6,506	\$ 7,430	\$ 5,651	\$ 0	\$ 6,437	\$ 10,972	\$ 7,512	\$ 7,043	\$ 7,330	\$ 0	\$ 6,455



**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos	
<b>Benchmark/ Comparator Agency Match</b>	Police Services Manager	N/C	Support Services Manager	N/C	N/C	Communications and Records Manager	Police Support Services Manager	Police Support Services Manager	Public Safety Support Services Manager	N/C	N/C	Police Records and Communications Manager	
<b>Top Monthly Salary</b>	\$ 13,310		\$ 12,593			\$ 11,170	\$ 13,519	\$ 11,614	\$ 14,138			\$ 12,646	
<b>Retirement</b>	Classic	2%@60		2%@60			3%@55	2.7%@55	2.5%@55	2.7%@55			2%@60
	Enhanced Formula Cost	\$ 200		\$ 189			\$ 793	\$ 865	\$ 569	\$ 905			\$ 190
	EE Cost Sharing						\$ -327		\$ -207	\$ -495			
	ER Paid Member Contrib												
	Single Highest Year							\$ 81	\$ 70	\$ 85			
	Social Security												
	Deferred Compensation							\$ 75	\$ 465				
	Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 2,212			\$ 13				
	Health	\$ 2,186		\$ 1,310			\$ 2,028	\$ 1,827	\$ 2,936			\$ 1,903	
	Dental	\$ 451		\$ 179		\$ 162	\$ 220	\$ 17	\$ 250			\$ 125	
	Vision			\$ 33		\$ 35	\$ 17	\$ 30	\$ 14			\$ 11	
	Life	\$ 24		\$ 16		\$ 32	\$ 7	\$ 20	\$ 66			\$ 10	
	LTD			\$ 81		\$ 45	\$ 7	\$ 43	\$ 17			\$ 19	
	STD/SDI						\$ 7	\$ 37	\$ 20			\$ 21	
	Other Ins.			\$ 137									
<b>Leaves</b>	Vacation	\$ 819		\$ 775		\$ 730	\$ 1,092	\$ 893	\$ 924			\$ 973	
	Holidays	\$ 614		\$ 702		\$ 655	\$ 676	\$ 603	\$ 653			\$ 486	
	Admin Leave	\$ 256		\$ 363			\$ 260	\$ 491	\$ 653			\$ 292	
<b>Allow</b>	Auto	\$ 450		\$ 160									
	<b>Benefit Package Total</b>	<b>\$ 5,000</b>	<b>\$ 0</b>	<b>\$ 3,945</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,337</b>	<b>\$ 5,335</b>	<b>\$ 4,842</b>	<b>\$ 6,039</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,028</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Project Manager	N/C	N/C	Capital Improvement Program Manager	Principal Management Analyst	Senior Project Manager	N/C	N/C	Senior Project Manager	N/C	N/C	N/C
<b>Top Monthly Salary</b>	\$ 11,333			\$ 12,764	\$ 11,885	\$ 11,311			\$ 13,128			
<b>Retirement</b>	Classic	2%@60		2%@60	2.7%@55	2%@60			2.7%@55			
	Enhanced Formula Cost	\$ 170		\$ 191	\$ 761	\$ 170			\$ 840			
	EE Cost Sharing					\$ -331			\$ -459			
	ER Paid Member Contrib											
	Single Highest Year								\$ 79			
	Social Security											
	Deferred Compensation				\$ 475	\$ 452						
Other Ret.												
<b>Insurance</b>	Cafeteria				\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186		\$ 1,702					\$ 2,936			
	Dental	\$ 451		\$ 135		\$ 204			\$ 250			
	Vision			\$ 15	\$ 17	\$ 35			\$ 14			
	Life	\$ 24		\$ 60	\$ 22	\$ 33			\$ 66			
	LTD			\$ 57	\$ 67	\$ 45			\$ 17			
	STD/SDI			\$ 40					\$ 20			
	Other Ins.											
<b>Leaves</b>	Vacation	\$ 697		\$ 736	\$ 731	\$ 1,838			\$ 858			
	Holidays	\$ 523		\$ 712	\$ 549	\$ 479			\$ 606			
	Admin Leave	\$ 218		\$ 491	\$ 320	\$ 435			\$ 606			
<b>Allow</b>	Auto					\$ 455						
<b>Benefit Package Total</b>	\$ 4,269	\$ 0	\$ 0	\$ 4,139	\$ 4,943	\$ 7,381	\$ 0	\$ 0	\$ 5,845	\$ 0	\$ 0	\$ 0

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Public Works Director	Public Works Director/ City Engineer	Public Works Director	Director of Public Works	Director of Public Works	Public Works Director	Public Works Director	Public Services Director/ Engineering and Utilities Director	Public Works Director	Public Works Director	Public Works Director	Director of Parks & Public Works
	<b>Top Monthly Salary</b>	\$ 16,750	\$ 16,467	\$ 18,599	\$ 19,129	\$ 16,513	\$ 18,491	\$ 18,806	\$ 16,447	\$ 19,195	\$ 19,018	\$ 19,620	\$ 17,433
Retirement	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2.7%@55	2.5%@55	2.7%@55	2%@55	2%@60	2%@60
	Enhanced Formula Cost	\$ 251	\$ 445	\$ 279	\$ 287	\$ 1,057	\$ 277	\$ 1,204	\$ 806	\$ 1,228	\$ 513	\$ 294	\$ 262
	EE Cost Sharing						\$ -542		\$ -293	\$ -672			
	ER Paid Member Contrib												
	Single Highest Year							\$ 113	\$ 99	\$ 115			
	Social Security										\$ 663		
	Deferred Compensation		\$ 200			\$ 661	\$ 740	\$ 75	\$ 658			\$ 250	
Other Ret.													
Insurance	Cafeteria					\$ 2,001	\$ 3,567			\$ 13			
	Health	\$ 2,186	\$ 2,027	\$ 1,360	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	\$ 1,903
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204	\$ 220	\$ 250	\$ 250	\$ 106	\$ 280	\$ 125
	Vision	\$ 19	\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14	\$ 30	\$ 30	\$ 11
	Life	\$ 24	\$ 39	\$ 16	\$ 60	\$ 23	\$ 53	\$ 7	\$ 34	\$ 66	\$ 34	\$ 37	\$ 10
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 14	\$ 19
	STD/SDI				\$ 50			\$ 7	\$ 43	\$ 20			\$ 21
Other Ins.			\$ 137							\$ 19			
Leaves	Vacation	\$ 1,031	\$ 1,773	\$ 1,145	\$ 1,104	\$ 1,016	\$ 3,005	\$ 1,519	\$ 1,265	\$ 1,255	\$ 1,170	\$ 2,037	\$ 1,341
	Holidays	\$ 773	\$ 887	\$ 1,037	\$ 1,067	\$ 762	\$ 782	\$ 940	\$ 854	\$ 886	\$ 951	\$ 981	\$ 671
	Admin Leave	\$ 322	\$ 633	\$ 715	\$ 736	\$ 445	\$ 711	\$ 362	\$ 696	\$ 1,034	\$ 731	\$ 613	\$ 402
Allow	Auto	\$ 300	\$ 250	\$ 220	\$ 300	\$ 200	\$ 455		\$ 325		\$ 250	\$ 275	
<b>Benefit Package Total</b>		<b>\$ 5,338</b>	<b>\$ 6,446</b>	<b>\$ 5,201</b>	<b>\$ 5,511</b>	<b>\$ 6,248</b>	<b>\$ 9,333</b>	<b>\$ 6,498</b>	<b>\$ 6,387</b>	<b>\$ 7,161</b>	<b>\$ 6,226</b>	<b>\$ 6,903</b>	<b>\$ 4,763</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Recreation & Community Services Director	Parks & Recreation Director	Recreation and Community Service Director	Director of Recreation & Community Services	Parks and Recreation Director	Community Services Director	Director of Recreation & Community Services	Community Services Director	Community Services Director	Parks and Recreation Director	Recreation and Facilities Director	N/C
<b>Top Monthly Salary</b>	\$ 16,750	\$ 16,408	\$ 16,799	\$ 18,585	\$ 16,051	\$ 18,491	\$ 17,945	\$ 16,447	\$ 19,195	\$ 17,139	\$ 18,874	
<b>Retirement</b>	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2.7%@55	2.5%@55	2.7%@55	2%@55	2%@60
	Enhanced Formula Cost	\$ 251	\$ 443	\$ 252	\$ 279	\$ 1,027	\$ 277	\$ 1,149	\$ 806	\$ 1,228	\$ 463	\$ 283
	EE Cost Sharing						\$ -542		\$ -293	\$ -672		
	ER Paid Member Contrib											
	Single Highest Year						\$ 108	\$ 99	\$ 115			
	Social Security									\$ 663		
	Deferred Compensation		\$ 200			\$ 642	\$ 740	\$ 75	\$ 658		\$ 250	
Other Ret.												
<b>Insurance</b>	Cafeteria					\$ 2,001	\$ 3,567		\$ 13			
	Health	\$ 2,186	\$ 2,027	\$ 1,360	\$ 1,702		\$ 2,028	\$ 1,827	\$ 2,936	\$ 1,690	\$ 2,122	
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 204	\$ 220	\$ 250	\$ 106	\$ 280	
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14	\$ 30	
	Life	\$ 24	\$ 39	\$ 16	\$ 60	\$ 23	\$ 53	\$ 7	\$ 34	\$ 66	\$ 34	\$ 37
	LTD		\$ 50	\$ 81	\$ 57	\$ 67	\$ 45	\$ 7	\$ 43	\$ 17	\$ 68	\$ 14
	STD/SDI				\$ 50			\$ 7	\$ 43	\$ 20		
Other Ins.			\$ 137							\$ 19		
<b>Leaves</b>	Vacation	\$ 1,031	\$ 1,767	\$ 1,034	\$ 1,072	\$ 988	\$ 3,005	\$ 1,449	\$ 1,265	\$ 1,255	\$ 1,055	\$ 1,960
	Holidays	\$ 773	\$ 884	\$ 937	\$ 1,036	\$ 741	\$ 782	\$ 897	\$ 854	\$ 886	\$ 857	\$ 944
	Admin Leave	\$ 322	\$ 631	\$ 646	\$ 715	\$ 432	\$ 711	\$ 345	\$ 696	\$ 1,034	\$ 659	\$ 590
<b>Allow</b>	Auto	\$ 300	\$ 250	\$ 220		\$ 200	\$ 455		\$ 325		\$ 250	\$ 275
<b>Benefit Package Total</b>	<b>\$ 5,338</b>	<b>\$ 6,432</b>	<b>\$ 4,894</b>	<b>\$ 5,120</b>	<b>\$ 6,138</b>	<b>\$ 9,333</b>	<b>\$ 6,309</b>	<b>\$ 6,387</b>	<b>\$ 7,161</b>	<b>\$ 5,894</b>	<b>\$ 6,754</b>	<b>\$ 0</b>

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
Benchmark/ Comparator Agency Match		Recreation Manager	Recreation Manager	Recreation Services Manager	Recreation Manager	Recreation Manager	Recreation Supervisor	Recreation Services Manager	Recreation Manager	Recreation Manager	N/C	N/C	N/C
	<b>Top Monthly Salary</b>	\$ 9,928	\$ 10,252	\$ 12,267	\$ 10,493	\$ 10,328	\$ 8,429	\$ 10,746	\$ 11,614	\$ 13,791			
Retirement	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2.7%@55	2.5%@55	2.7%@55			
	Enhanced Formula Cost	\$ 149	\$ 277	\$ 184	\$ 157	\$ 661	\$ 126	\$ 688	\$ 569	\$ 883			
	EE Cost Sharing						\$ -247		\$ -207	\$ -483			
	ER Paid Member Contrib												
	Single Highest Year						\$ 64	\$ 70	\$ 83				
	Social Security												
	Deferred Compensation		\$ 185			\$ 413		\$ 75	\$ 465				
Other Ret.													
Insurance	Cafeteria					\$ 2,001	\$ 2,212			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,310	\$ 1,702			\$ 2,028	\$ 1,827	\$ 2,936			
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 162	\$ 220		\$ 250			
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17	\$ 30	\$ 14			
	Life	\$ 24	\$ 10	\$ 16	\$ 60	\$ 19	\$ 24	\$ 7	\$ 20	\$ 66			
	LTD		\$ 49	\$ 81	\$ 57	\$ 67	\$ 34	\$ 7	\$ 43	\$ 17			
	STD/SDI				\$ 33			\$ 7	\$ 37	\$ 20			
	Other Ins.			\$ 137									
Leaves	Vacation	\$ 611	\$ 631	\$ 755	\$ 605	\$ 636	\$ 551	\$ 868	\$ 893	\$ 902			
	Holidays	\$ 458	\$ 552	\$ 684	\$ 585	\$ 477	\$ 494	\$ 537	\$ 603	\$ 636			
	Admin Leave	\$ 191	\$ 394	\$ 354	\$ 404	\$ 278		\$ 207	\$ 491	\$ 636			
Allow	Auto			\$ 160									
<b>Benefit Package Total</b>		\$ 4,070	\$ 4,267	\$ 3,892	\$ 3,753	\$ 4,568	\$ 3,392	\$ 4,725	\$ 4,842	\$ 5,972	\$ 0	\$ 0	\$ 0

**City of Los Altos - Benefit Detail  
December 2018**

Agency		City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>		Senior Accountant	Accounting Services Supervisor	Senior Accountant	Senior Accountant	Senior Accountant	Senior Accountant	Senior Accountant	N/C	Senior Accountant	Senior Accountant	Accountant II	N/C
	<b>Top Monthly Salary</b>	\$ 10,040	\$ 8,949	\$ 10,140	\$ 10,078	\$ 10,161	\$ 10,107	\$ 9,795		\$ 11,046	\$ 10,609	\$ 10,669	
Retirement	Classic	2%@60	2%@55	2%@60	2%@60	2.7%@55	2%@60	2%@60		2.7%@55	2%@55	2%@60	
	Enhanced Formula Cost	\$ 151	\$ 242	\$ 152	\$ 151	\$ 650	\$ 152	\$ 147		\$ 707	\$ 286	\$ 160	
	EE Cost Sharing						\$ -296			\$ -387			
	ER Paid Member Contrib												
	Single Highest Year									\$ 66			
	Social Security										\$ 658		
	Deferred Compensation		\$ 185	\$ 108		\$ 406		\$ 75					
Other Ret.													
Insurance	Cafeteria					\$ 2,001	\$ 2,212			\$ 13			
	Health	\$ 2,186	\$ 2,028	\$ 1,180	\$ 1,702			\$ 2,028		\$ 2,936	\$ 1,690	\$ 2,122	
	Dental	\$ 451	\$ 123	\$ 179	\$ 135		\$ 162	\$ 220		\$ 250	\$ 106	\$ 280	
	Vision		\$ 19	\$ 33	\$ 15	\$ 17	\$ 35	\$ 17		\$ 14	\$ 30		
	Life	\$ 24	\$ 10	\$ 16	\$ 60	\$ 19	\$ 29	\$ 7		\$ 66	\$ 34	\$ 12	
	LTD		\$ 43	\$ 61	\$ 54	\$ 67	\$ 40	\$ 7		\$ 17	\$ 68	\$ 14	
	STD/SDI				\$ 32			\$ 7		\$ 18			
Other Ins.			\$ 100							\$ 19			
Leaves	Vacation	\$ 618	\$ 551	\$ 624	\$ 581	\$ 625	\$ 661	\$ 603		\$ 722	\$ 653	\$ 1,108	
	Holidays	\$ 463	\$ 482	\$ 566	\$ 562	\$ 469	\$ 593	\$ 490		\$ 510	\$ 530	\$ 533	
	Admin Leave		\$ 344		\$ 388	\$ 274				\$ 510	\$ 408	\$ 103	
Allow	Auto												
<b>Benefit Package Total</b>		<b>\$ 3,893</b>	<b>\$ 4,025</b>	<b>\$ 3,018</b>	<b>\$ 3,680</b>	<b>\$ 4,528</b>	<b>\$ 3,588</b>	<b>\$ 3,600</b>	<b>\$ 0</b>	<b>\$ 5,443</b>	<b>\$ 4,482</b>	<b>\$ 4,332</b>	<b>\$ 0</b>

City of Los Altos - Benefit Detail  
December 2018

Agency	City of Los Altos	City of Belmont	City of Campbell	City of Cupertino	City of Foster City	City of Menlo Park	City of Milpitas	City of Morgan Hill	City of Mountain View	City of San Carlos	City of Saratoga	Town of Los Gatos
<b>Benchmark/ Comparator Agency Match</b>	Transportation Services Manager	N/C	Traffic Engineer	Transportation Manager	N/C	Senior Transportation Engineer	Traffic Engineer	N/C	Transportation Manager	N/C	N/C	Transportation and Mobility Manager
<b>Top Monthly Salary</b>	\$ 12,599		\$ 12,898	\$ 14,260		\$ 12,003	\$ 12,446		\$ 14,138			\$ 12,646
<b>Retirement</b>	Classic	2%@60		2%@60	2%@60		2%@60	2%@60		2.7%@55		2%@60
	Enhanced Formula Cost	\$ 189		\$ 193	\$ 214		\$ 180	\$ 187		\$ 905		\$ 190
	EE Cost Sharing						\$ -352			\$ -495		
	ER Paid Member Contrib											
	Single Highest Year								\$ 85			
	Social Security											
	Deferred Compensation							\$ 75				
	Other Ret.											
<b>Insurance</b>	Cafeteria					\$ 2,212			\$ 13			
	Health	\$ 2,186		\$ 1,310	\$ 1,702		\$ 2,028		\$ 2,936			\$ 1,903
	Dental	\$ 451		\$ 179	\$ 135		\$ 162	\$ 220	\$ 250			\$ 125
	Vision			\$ 33	\$ 15		\$ 35	\$ 17	\$ 14			\$ 11
	Life	\$ 24		\$ 16	\$ 60		\$ 35	\$ 7	\$ 66			\$ 10
	LTD			\$ 81	\$ 57		\$ 48	\$ 7	\$ 17			\$ 19
	STD/SDI				\$ 45			\$ 7	\$ 20			\$ 21
	Other Ins.			\$ 137								
<b>Leaves</b>	Vacation	\$ 775		\$ 794	\$ 823		\$ 785	\$ 766	\$ 924			\$ 973
	Holidays	\$ 581		\$ 719	\$ 795		\$ 704	\$ 622	\$ 653			\$ 486
	Admin Leave	\$ 242		\$ 372	\$ 548				\$ 653			\$ 292
<b>Allow</b>	Auto			\$ 160								
<b>Benefit Package Total</b>	\$ 4,449	\$ 0	\$ 3,994	\$ 4,394	\$ 0	\$ 3,809	\$ 3,936	\$ 0	\$ 6,039	\$ 0	\$ 0	\$ 4,028

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Administrative Services Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park <sup>5</sup>	Administrative Services Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
2	City of Mountain View	Finance and Administrative Services Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
3	City of Saratoga <sup>7</sup>	Finance and Administrative Services Director	\$ 19,117	\$ 6,803	\$ 25,920	7/1/2018	unknown	unknown
4	City of Milpitas <sup>6</sup>	[Director of Financial Services/ Human Resources Director/ Information Services Director]	\$ 18,367	\$ 6,402	\$ 24,769	7/8/2018	unknown	unknown
5	City of Cupertino <sup>3</sup>	[Director of Administrative Services/ Chief Technology Officer]	\$ 18,585	\$ 5,420	\$ 24,005	7/7/2018	unknown	unknown
6	City of Morgan Hill	Assistant City Manager for Administrative Services	\$ 17,269	\$ 6,591	\$ 23,860	8/22/2018	unknown	unknown
7	City of San Carlos	Administrative Services Director	\$ 17,484	\$ 5,955	\$ 23,439	7/9/2018	unknown	unknown
8	City of Belmont <sup>1</sup>	[Finance Director/ Human Resources Director/ Information Technology Director]	\$ 16,149	\$ 6,373	\$ 22,522	7/1/2017	5/1/2019	dependent on salary survey
9	City of Foster City <sup>4</sup>	[Finance Director/ Human Resources Director]	\$ 16,051	\$ 6,138	\$ 22,189	7/1/2018	unknown	unknown
10	City of Los Altos	Administrative Services Director	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown
11	Town of Los Gatos <sup>8</sup>	[Finance & Administrative Services Director/ Human Resources Director]	\$ 17,008	\$ 4,698	\$ 21,706	7/1/2018	unknown	unknown
12	City of Campbell <sup>2</sup>	Finance Director	\$ 16,799	\$ 4,894	\$ 21,694	9/1/2018	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,683	\$ 24,026
% City of Los Altos Above/Below	-5.6%	-8.8%
Median of Comparators	\$ 17,484	\$ 23,860
% City of Los Altos Above/Below	-4.4%	-8.0%
Number of Matches	11	11

N/C - Non Comparator

- 1 - City of Belmont: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 2 - City of Campbell: This position is not responsible for HR
- 3 - City of Cupertino: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 4 - City of Foster City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 5 - City of Menlo Park: JD's pulled from K&A Class Comp Study 2016 that weren't available online.
- 6 - City of Milpitas: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.
- 7 - City of Saratoga: No less than 1% and no more than 2.5% annual base salary increase.
- 8 - Town of Los Gatos: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.



**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Assistant City Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Assistant City Manager	\$ 20,340	\$ 9,833	\$ 30,172	7/8/2018	7/1/2019	2.50%
2	City of Milpitas	Assistant City Manager	\$ 21,029	\$ 6,987	\$ 28,016	7/8/2018	unknown	unknown
3	City of Cupertino <sup>1</sup>	Assistant City Manager	\$ 21,043	\$ 5,831	\$ 26,874	7/7/2018	unknown	unknown
4	City of Mountain View <sup>3</sup>	Assistant City Manager	\$ 19,195	\$ 7,162	\$ 26,357	7/1/2018	unknown	unknown
5	City of San Carlos	Assistant City Manager	\$ 18,165	\$ 5,825	\$ 23,990	7/9/2018	unknown	unknown
6	City of Morgan Hill <sup>2</sup>	[Assistant City Manager for Administrative Services/ Assistant City Manager for Development Services]	\$ 17,269	\$ 6,591	\$ 23,860	8/22/2018	unknown	unknown
7	City of Foster City	Assistant City Manager	\$ 16,513	\$ 6,248	\$ 22,761	7/1/2018	unknown	unknown
8	Town of Los Gatos	Assistant Town Manager	\$ 17,869	\$ 4,830	\$ 22,699	7/1/2018	unknown	unknown
9	City of Los Altos	Assistant City Manager	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown
10	City of Saratoga	Deputy City Manager	\$ 14,158	\$ 5,273	\$ 19,431	7/1/2018	unknown	unknown
11	City of Campbell	Deputy City Manager	\$ 13,366	\$ 4,069	\$ 17,435	9/1/2018	unknown	unknown
12	City of Belmont	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,895	\$ 24,160
% City of Los Altos Above/Below	-6.8%	-9.4%
Median of Comparators	\$ 18,017	\$ 23,925
% City of Los Altos Above/Below	-7.6%	-8.3%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Cupertino: This position oversees Community Development Department.

2 - City of Morgan Hill: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Mountain View: Manages HR Dept.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>City Clerk</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park <sup>3</sup>	City Clerk	\$ 12,944	\$ 7,825	\$ 20,768	7/8/2018	7/1/2019	2.50%
2	City of Milpitas <sup>4</sup>	City Clerk	\$ 13,908	\$ 5,421	\$ 19,329	7/8/2018	unknown	unknown
3	Town of Los Gatos	Town Clerk	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
4	City of Saratoga <sup>6</sup>	City Clerk	\$ 12,230	\$ 4,888	\$ 17,118	7/1/2018	unknown	unknown
5	City of San Carlos <sup>5</sup>	Director of Community Relations/City Clerk	\$ 11,689	\$ 4,929	\$ 16,618	7/9/2018	unknown	unknown
6	City of Mountain View	City Clerk	\$ 10,800	\$ 5,478	\$ 16,278	7/1/2018	unknown	unknown
7	City of Cupertino <sup>1</sup>	City Clerk	\$ 11,951	\$ 4,251	\$ 16,202	7/7/2018	unknown	unknown
8	City of Campbell	City Clerk	\$ 11,951	\$ 3,841	\$ 15,793	9/1/2018	unknown	unknown
9	City of Los Altos	City Clerk	\$ 10,989	\$ 4,520	\$ 15,509	7/1/2018	unknown	unknown
10	City of Morgan Hill	Council Services and Records Manager	\$ 9,502	\$ 4,311	\$ 13,813	8/22/2018	unknown	unknown
11	City of Belmont	City Clerk	\$ 8,328	\$ 4,379	\$ 12,707	7/1/2017	unknown	unknown
12	City of Foster City <sup>2</sup>	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 11,692	\$ 16,642
% City of Los Altos Above/Below	-6.4%	-7.3%
Median of Comparators	\$ 11,951	\$ 16,448
% City of Los Altos Above/Below	-8.8%	-6.1%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Cupertino: This position requires a Bachelors.

2 - City of Foster City: This position manages communication department on top of city clerk duties, significantly higher education requirement.

3 - City of Menlo Park: Menlo Park has a higher education req.

4 - City of Milpitas: This position req a bachelors degree and a Notary Public Commission, while benchmark does not.

5 - City of San Carlos: This position has a bachelor degree requirement and Certification as a Certified Municipal Clerk where benchmark does not.

6 - City of Saratoga: This position requires a bachelors.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Community Development Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Community Development Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
2	City of Cupertino <sup>1</sup>	Assistant City Manager	\$ 21,043	\$ 5,831	\$ 26,874	7/7/2018	unknown	unknown
3	City of Mountain View	Community Development Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
4	City of Saratoga	Community Development Director	\$ 18,874	\$ 6,754	\$ 25,629	7/1/2018	unknown	unknown
5	City of Milpitas	Planning and Neighborhood Services Director	\$ 18,289	\$ 6,384	\$ 24,674	7/8/2018	unknown	unknown
6	City of San Carlos	Community Development Director	\$ 17,121	\$ 5,891	\$ 23,012	7/9/2018	unknown	unknown
7	City of Morgan Hill	Development Services Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
8	City of Foster City	Community Development Director	\$ 16,513	\$ 6,248	\$ 22,761	7/1/8201	unknown	unknown
9	Town of Los Gatos	Community Development Director	\$ 17,433	\$ 4,763	\$ 22,196	7/1/2018	unknown	unknown
10	City of Belmont	Planning & Community Development Director	\$ 15,800	\$ 6,294	\$ 22,094	7/1/2017	5/1/2019	dependent on salary survey
11	City of Los Altos	Community Development Director	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown
12	City of Campbell	Community Development Director	\$ 16,799	\$ 4,894	\$ 21,694	9/1/2018	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,819	\$ 24,177
% City of Los Altos Above/Below	-6.4%	-9.5%
Median of Comparators	\$ 17,433	\$ 23,012
% City of Los Altos Above/Below	-4.1%	-4.2%
Number of Matches	11	11

N/C - Non Comparator

1 - City of Cupertino: This position also performs Asst CM duties.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Economic Development Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Economic Development Manager	\$ 14,852	\$ 6,177	\$ 21,029	7/1/2018	unknown	unknown
2	City of Menlo Park	Housing & Economic Development Manager	\$ 12,944	\$ 7,825	\$ 20,768	7/8/2018	7/1/2019	2.50%
3	City of San Carlos	Economic Development & Housing Manager	\$ 13,003	\$ 5,162	\$ 18,165	7/9/2018	unknown	unknown
4	City of Morgan Hill	Economic Development Manager	\$ 12,527	\$ 5,297	\$ 17,824	8/22/2018	unknown	unknown
5	City of Cupertino	Economic Development Manager	\$ 13,154	\$ 4,205	\$ 17,360	7/7/2018	unknown	unknown
6	Town of Los Gatos	Economic Vitality Manager	\$ 12,962	\$ 4,077	\$ 17,039	7/1/2018	unknown	unknown
7	<b>City of Los Altos</b>	<b>Economic Development Manager</b>	<b>\$ 12,425</b>	<b>\$ 4,424</b>	<b>\$ 16,849</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
8	City of Belmont	N/C						
9	City of Campbell	N/C						
10	City of Milpitas <sup>1</sup>	N/C						
11	City of Saratoga	N/C						
12	City of Foster City	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,240	\$ 18,697
% City of Los Altos Above/Below	-6.6%	-11.0%
Median of Comparators	\$ 12,983	\$ 17,994
% City of Los Altos Above/Below	-4.5%	-6.8%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Milpitas: There is an Economic Development Manager classification listed but is not on the salary schedule. The City also has an Economic Development Director, however, the position is a department head and reports directly to the City Manager, therefore we feel this is not a match for the benchmark.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
December 2018

<b>Engineering Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Engineering Services Manager/City Engineer	\$ 14,793	\$ 8,327	\$ 23,120	7/8/2018	7/1/2019	2.50%
2	City of San Carlos	City Engineer	\$ 15,669	\$ 5,633	\$ 21,302	7/9/2018	unknown	unknown
3	City of Campbell	City Engineer	\$ 15,935	\$ 4,483	\$ 20,418	9/1/2018	unknown	unknown
4	Town of Los Gatos	Town Engineer and Assistant Parks & Public Works Director	\$ 15,032	\$ 4,394	\$ 19,426	7/1/2018	unknown	unknown
5	City of Belmont	Assistant Public Works Director/City Engineer	\$ 14,239	\$ 4,989	\$ 19,229	1/1/2018	unknown	unknown
6	City of Mountain View <sup>3</sup>	Senior Civil Engineer	\$ 13,128	\$ 5,845	\$ 18,973	7/1/2018	unknown	unknown
7	City of Saratoga <sup>4</sup>	Senior Civil Engineer	\$ 13,856	\$ 4,901	\$ 18,757	7/1/2018	unknown	unknown
8	City of Cupertino	City Engineer	\$ 14,260	\$ 4,394	\$ 18,654	7/7/2018	unknown	unknown
9	<b>City of Los Altos</b>	<b>Engineering Services Manager</b>	<b>\$ 13,487</b>	<b>\$ 4,575</b>	<b>\$ 18,062</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
10	City of Morgan Hill <sup>2</sup>	Senior Civil Engineer	\$ 12,527	\$ 5,072	\$ 17,599	8/22/2018	unknown	unknown
11	City of Foster City	Engineering Manager	\$ 12,295	\$ 5,041	\$ 17,336	7/1/2018	unknown	unknown
12	City of Milpitas <sup>1</sup>	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 14,173	\$ 19,481
% City of Los Altos Above/Below	-5.1%	-7.9%
Median of Comparators	\$ 14,250	\$ 19,101
% City of Los Altos Above/Below	-5.7%	-5.8%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Milpitas: This is a department head and reports directly to the City Manager, therefore we feel this is not a match for the benchmark.

2 - City of Morgan Hill: Designated as a management level classification.

3 - City of Mountain View: Designated a management level classification.

4 - City of Saratoga: Designated a management level classification.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
December 2018

<b>Executive Assistant to the City Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Executive Assistant to the City Manager	\$ 8,476	\$ 4,933	\$ 13,409	7/1/2018	unknown	unknown
2	City of Saratoga <sup>2</sup>	Executive Assistant to the City Manager/Deputy City Clerk	\$ 8,726	\$ 3,985	\$ 12,711	7/1/2018	unknown	unknown
3	City of San Carlos	Executive Assistant	\$ 8,068	\$ 3,852	\$ 11,920	7/9/2018	unknown	unknown
4	City of Milpitas	Executive Secretary/Executive Assistant	\$ 8,177	\$ 3,395	\$ 11,572	7/8/2018	unknown	unknown
5	City of Cupertino	Executive Assistant to the City Manager	\$ 8,206	\$ 3,350	\$ 11,556	7/7/2018	unknown	unknown
6	City of Campbell	Executive Assistant to the City Manager	\$ 8,570	\$ 2,938	\$ 11,507	9/1/2018	unknown	unknown
7	City of Foster City	Management Assistant to the City Manager	\$ 7,454	\$ 3,866	\$ 11,320	7/1/2018	unknown	unknown
8	City of Belmont <sup>1</sup>	Executive Assistant to the City Manager	\$ 7,535	\$ 3,763	\$ 11,298	1/1/2018	unknown	unknown
9	<b>City of Los Altos</b>	<b>Executive Assistant to the City Manager</b>	<b>\$ 7,653</b>	<b>\$ 3,600</b>	<b>\$ 11,253</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
10	Town of Los Gatos	Executive Assistant to Town Manager	\$ 7,947	\$ 3,243	\$ 11,190	7/1/2018	unknown	unknown
11	City of Menlo Park	Executive Assistant to the City Manager	\$ 7,678	\$ 3,305	\$ 10,983	7/8/2018	unknown	2.50%
12	City of Morgan Hill	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 8,084	\$ 11,747
% City of Los Altos Above/Below	-5.6%	-4.4%
Median of Comparators	\$ 8,122	\$ 11,532
% City of Los Altos Above/Below	-6.1%	-2.5%
Number of Matches	10	10

N/C - Non Comparator  
 1 - City of Belmont: Required to have notary license.  
 2 - City of Saratoga: No less than 1% and no more than 2.5% annual base salary increase.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Financial Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Assistant Finance and Administrative Services Director	\$ 16,397	\$ 6,475	\$ 22,872	7/1/2018	unknown	unknown
2	City of Morgan Hill <sup>1</sup>	Finance Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
3	City of Menlo Park	Finance and Budget Manager	\$ 13,868	\$ 8,076	\$ 21,944	7/8/2018	7/1/2019	2.50%
4	City of Saratoga	Finance Manager	\$ 13,863	\$ 5,214	\$ 19,078	7/1/2018	unknown	unknown
5	City of San Carlos	Financial Services Manager	\$ 13,826	\$ 5,057	\$ 18,883	7/9/2018	unknown	unknown
6	City of Belmont	Deputy Finance Director	\$ 13,421	\$ 4,841	\$ 18,262	1/1/2018	unknown	unknown
7	<b>City of Los Altos</b>	<b>Financial Services Manager</b>	<b>\$ 13,567</b>	<b>\$ 4,586</b>	<b>\$ 18,153</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
8	City of Cupertino	Finance Manager	\$ 13,608	\$ 4,283	\$ 17,891	7/7/2018	unknown	unknown
9	Town of Los Gatos	Finance and Budget Manager	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
10	City of Campbell	Finance Manager	\$ 13,036	\$ 4,016	\$ 17,053	9/1/2018	unknown	unknown
11	City of Foster City	Accounting Manager	\$ 11,318	\$ 4,806	\$ 16,124	7/1/2018	unknown	unknown
12	City of Milpitas	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,940	\$ 19,274
% City of Los Altos Above/Below	-2.8%	-6.2%
Median of Comparators	\$ 13,723	\$ 18,573
% City of Los Altos Above/Below	-1.1%	-2.3%
Number of Matches	10	10

N/C - Non Comparator  
1 - City of Morgan Hill: Designated as a mid-management class and not a department head.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Human Resources Analyst</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Human Resources Analyst II	\$ 9,589	\$ 5,156	\$ 14,745	7/1/2018	unknown	unknown
2	City of Morgan Hill	Senior Human Resources Analyst	\$ 9,502	\$ 4,311	\$ 13,813	8/22/2018	unknown	unknown
3	City of Belmont	Management Analyst II	\$ 9,313	\$ 4,093	\$ 13,406	1/1/2018	unknown	unknown
4	City of San Carlos <sup>2</sup>	Human Resources Management Analyst	\$ 9,061	\$ 4,095	\$ 13,156	7/9/2018	unknown	unknown
5	City of Campbell	Human Resources Analyst	\$ 9,892	\$ 3,115	\$ 13,008	9/1/2018	unknown	unknown
6	City of Milpitas	Human Resources Analyst II	\$ 9,320	\$ 3,540	\$ 12,860	7/8/2018	unknown	unknown
7	City of Cupertino	Human Resources Analyst I	\$ 9,289	\$ 3,542	\$ 12,831	7/7/2018	unknown	unknown
8	City of Los Altos	Human Resources Analyst	\$ 8,670	\$ 3,725	\$ 12,395	7/1/2018	unknown	unknown
9	City of Foster City	Human Resources Analyst	\$ 8,212	\$ 4,054	\$ 12,266	7/1/2018	unknown	unknown
10	City of Menlo Park <sup>1</sup>	N/C						
11	Town of Los Gatos	N/C						
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 9,272	\$ 13,260
% City of Los Altos Above/Below	-6.9%	-7.0%
Median of Comparators	\$ 9,316	\$ 13,082
% City of Los Altos Above/Below	-7.5%	-5.5%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Menlo Park: K&A prepared a JD for this position but it does not appear to be in use/not on salary schedule.

2 - City of San Carlos: This position has +3 year experience requirement than benchmark.



**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Human Resources Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park <sup>2</sup>	Human Resources Manager	\$ 13,868	\$ 8,076	\$ 21,944	7/8/2018	7/1/2019	2.50%
2	City of Saratoga	Human Resources Manager	\$ 15,503	\$ 5,542	\$ 21,045	7/1/2018	unknown	unknown
3	City of Mountain View	Human Resources Manager	\$ 14,494	\$ 6,108	\$ 20,603	7/1/2018	unknown	unknown
4	City of Campbell <sup>1</sup>	Human Resources Manager	\$ 16,080	\$ 4,507	\$ 20,587	9/1/2018	unknown	unknown
5	City of Morgan Hill	Human Resources Director	\$ 14,195	\$ 5,489	\$ 19,684	8/22/2018	unknown	unknown
6	City of San Carlos	Human Resources Manager	\$ 13,671	\$ 5,030	\$ 18,701	7/9/2018	unknown	unknown
7	<b>City of Los Altos</b>	<b>Human Resources Manager</b>	<b>\$ 13,567</b>	<b>\$ 4,586</b>	<b>\$ 18,153</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
8	City of Cupertino	Human Resource Manager	\$ 13,609	\$ 4,283	\$ 17,892	7/7/2018	unknown	unknown
9	City of Foster City	Human Resources Manager	\$ 9,569	\$ 4,386	\$ 13,955	7/1/2018	unknown	unknown
10	City of Belmont	N/C						
11	Town of Los Gatos	N/C						
12	City of Milpitas <sup>3</sup>	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,874	\$ 19,301
% City of Los Altos Above/Below	-2.3%	-6.3%
Median of Comparators	\$ 14,032	\$ 20,135
% City of Los Altos Above/Below	-3.4%	-10.9%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Campbell: This position requires 3 years less experience.

2 - City of Menlo Park: K&A prepared a JD and it is listed on Salary Schedule but doesn't appear to be in use.

3 - City of Milpitas: The Human Resources Director is a department head classification that manages the HR Dept. Requires 2 years less experience than benchmark

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Human Resources Technician</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View <sup>3</sup>	[Human Resources Technician/ Account Clerk II]	\$ 8,068	\$ 4,851	\$ 12,918	7/1/2018	unknown	unknown
2	City of Saratoga	Lead Accounting Technician	\$ 8,840	\$ 4,006	\$ 12,846	7/1/2018	unknown	unknown
3	City of Cupertino	Human Resources Technician	\$ 8,083	\$ 3,328	\$ 11,411	7/7/2018	unknown	unknown
4	City of Morgan Hill	Human Resources Technician	\$ 7,431	\$ 3,771	\$ 11,202	8/22/2018	unknown	unknown
5	Town of Los Gatos	[Human Resources Specialist/ Payroll Specialist]	\$ 7,947	\$ 3,243	\$ 11,190	7/1/2018	unknown	unknown
6	City of Foster City <sup>2</sup>	[Human Resources Technician; Payroll Technician]	\$ 7,094	\$ 3,776	\$ 10,870	7/1/2018	unknown	unknown
7	City of Campbell <sup>1</sup>	Human Resources Representative	\$ 7,925	\$ 2,851	\$ 10,776	9/1/2018	unknown	unknown
8	<b>City of Los Altos</b>	<b>Human Resources Technician</b>	<b>\$ 7,107</b>	<b>\$ 3,533</b>	<b>\$ 10,640</b>	<b>7/1/2018</b>	<b>unknown</b>	<b>unknown</b>
9	City of Milpitas	Human Resources Technician	\$ 6,733	\$ 3,213	\$ 9,946	7/8/2018	unknown	unknown
10	City of Menlo Park	Human Resources Technician	\$ 6,592	\$ 3,178	\$ 9,770	7/8/2018	unknown	2.50%
11	City of Belmont	Accounting Technician II	\$ 6,248	\$ 3,425	\$ 9,673	7/1/2017	1/1/2019	3.50%
12	City of San Carlos	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 7,496	\$ 11,060
% City of Los Altos Above/Below	-5.5%	-4.0%
Median of Comparators	\$ 7,678	\$ 11,030
% City of Los Altos Above/Below	-8.0%	-3.7%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Campbell: This position is not solely responsible for payroll function.

2 - City of Foster City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - City of Mountain View: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
December 2018

<b>Information Technology Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Information Technology Manager	\$ 13,868	\$ 8,076	\$ 21,944	7/8/2018	7/1/2019	2.50%
2	City of Mountain View	Information Technology Manager	\$ 14,491	\$ 6,107	\$ 20,599	7/1/2018	unknown	unknown
3	City of San Carlos	Information Technology Manager	\$ 13,388	\$ 4,980	\$ 18,368	7/9/2018	unknown	unknown
4	City of Campbell	Information Technology Manager	\$ 14,037	\$ 4,177	\$ 18,214	9/1/2018	unknown	unknown
5	City of Los Altos	Information Technology Manager	\$ 13,567	\$ 4,586	\$ 18,153	7/1/2018	unknown	unknown
6	Town of Los Gatos	Information Technology Manager	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
7	City of Foster City	Information Technology Manager	\$ 12,476	\$ 5,085	\$ 17,561	7/1/2018	unknown	unknown
8	City of Cupertino	Innovation and Technology Manager - Applications; Innovation and Technology Manager - Infrastructure	\$ 13,243	\$ 4,221	\$ 17,464	7/7/2018	unknown	unknown
9	City of Morgan Hill	Information Services Manager	\$ 11,614	\$ 5,067	\$ 16,681	8/22/2018	unknown	unknown
10	City of Saratoga	Information Technology Supervisor	\$ 12,038	\$ 4,576	\$ 16,614	7/1/2018	unknown	unknown
11	City of Belmont	N/C						
12	City of Milpitas	N/C						

<b>Summary Results</b>	<b>Top Monthly</b>	<b>Total Monthly</b>
Average of Comparators	\$ 13,197	\$ 18,360
% City of Los Altos Above/Below	2.7%	-1.1%
Median of Comparators	\$ 13,388	\$ 17,797
% City of Los Altos Above/Below	1.3%	2.0%
Number of Matches	9	9

N/C - Non Comparator

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Planning Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Assistant Community Development Director - Planning	\$ 14,793	\$ 8,327	\$ 23,120	7/8/2018	7/1/2019	2.50%
2	City of Mountain View	Planning Manager/Zoning Administrator	\$ 14,852	\$ 6,177	\$ 21,029	7/1/2018	unknown	unknown
3	City of Milpitas	Planning Manager	\$ 13,939	\$ 4,125	\$ 18,064	7/8/2018	unknown	unknown
4	Town of Los Gatos	Planning Manager	\$ 13,619	\$ 4,178	\$ 17,797	7/1/2018	unknown	unknown
5	City of San Carlos	Principal Planner	\$ 12,792	\$ 4,874	\$ 17,666	7/9/2018	unknown	unknown
6	City of Campbell	Planning Manager	\$ 13,517	\$ 4,094	\$ 17,610	9/1/2018	unknown	unknown
7	City of Cupertino	Planning Manager	\$ 13,295	\$ 4,229	\$ 17,524	7/7/2018	unknown	unknown
8	City of Belmont	Principal Planner	\$ 12,676	\$ 4,707	\$ 17,383	1/1/2018	unknown	unknown
9	City of Foster City	Planning Manager	\$ 12,295	\$ 5,041	\$ 17,336	7/1/2018	unknown	unknown
10	City of Los Altos	Planning Services Manager	\$ 12,599	\$ 4,449	\$ 17,048	7/1/2018	unknown	unknown
11	City of Morgan Hill <sup>1</sup>	Senior Planner	\$ 10,804	\$ 4,638	\$ 15,442	8/22/2018	unknown	unknown
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 13,258	\$ 18,297
% City of Los Altos Above/Below	-5.2%	-7.3%
Median of Comparators	\$ 13,406	\$ 17,638
% City of Los Altos Above/Below	-6.4%	-3.5%
Number of Matches	10	10

N/C - Non Comparator  
1 - City of Morgan Hill: The Senior Planner is designated as a management class.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Police Captain</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Police Commander	\$ 18,491	\$ 10,368	\$ 28,859	7/8/2018	7/1/2019	2.50%
2	City of Mountain View	Police Captain	\$ 20,294	\$ 7,000	\$ 27,294	7/1/2018	unknown	unknown
3	City of Milpitas	Police Captain	\$ 18,917	\$ 7,091	\$ 26,008	7/8/2018	unknown	unknown
4	City of Campbell	Police Captain	\$ 17,287	\$ 5,163	\$ 22,450	9/1/2018	unknown	unknown
5	Town of Los Gatos	Police Captain	\$ 16,188	\$ 5,948	\$ 22,136	7/1/2018	unknown	unknown
6	City of Foster City	Police Captain	\$ 15,788	\$ 5,670	\$ 21,458	7/1/2018	unknown	unknown
7	City of Belmont	Police Captain	\$ 15,515	\$ 5,461	\$ 20,977	1/1/2018	unknown	unknown
8	City of Los Altos	Police Captain	\$ 14,791	\$ 6,038	\$ 20,829	7/1/2018	unknown	unknown
9	City of Morgan Hill	Police Captain	\$ 14,475	\$ 6,210	\$ 20,685	8/22/2018	unknown	unknown
10	City of San Carlos	N/C						
11	City of Cupertino	N/C						
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,119	\$ 23,733
% City of Los Altos Above/Below	-15.7%	-13.9%
Median of Comparators	\$ 16,737	\$ 22,293
% City of Los Altos Above/Below	-13.2%	-7.0%
Number of Matches	8	8

N/C - Non Comparator  
1 - does not include 10% CIP

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Police Chief</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Police Chief	\$ 20,340	\$ 10,972	\$ 31,312	7/8/2018	7/1/2019	2.50%
2	City of Mountain View	Police Chief	\$ 21,777	\$ 7,330	\$ 29,107	7/1/2018	unknown	unknown
3	City of Milpitas	Chief of Police	\$ 20,600	\$ 7,512	\$ 28,112	7/8/2018	unknown	unknown
4	City of Belmont	Police Chief	\$ 17,425	\$ 7,430	\$ 24,855	7/1/2017	5/1/2019	dependent on salary survey
5	Town of Los Gatos	Police Chief	\$ 18,316	\$ 6,455	\$ 24,771	7/1/2018	unknown	unknown
6	City of Foster City	Chief of Police	\$ 18,302	\$ 6,437	\$ 24,739	7/1/2018	unknown	unknown
7	City of Morgan Hill	Chief of Police	\$ 17,269	\$ 7,043	\$ 24,312	8/22/2018	unknown	unknown
8	City of Campbell	Police Chief	\$ 18,599	\$ 5,651	\$ 24,250	9/1/2018	unknown	unknown
9	City of Los Altos	Police Chief	\$ 17,156	\$ 6,506	\$ 23,662	7/1/2018	unknown	unknown
10	City of San Carlos	N/C						
11	City of Cupertino	N/C						
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 19,078	\$ 26,432
% City of Los Altos Above/Below	-11.2%	-11.7%
Median of Comparators	\$ 18,457	\$ 24,813
% City of Los Altos Above/Below	-7.6%	-4.9%
Number of Matches	8	8

N/C - Non Comparator  
1 - does not include 10% CIP

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Police Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Public Safety Support Services Manager	\$ 14,138	\$ 6,039	\$ 20,177	7/1/2018	unknown	unknown
2	City of Milpitas <sup>2</sup>	Police Support Services Manager	\$ 13,519	\$ 5,335	\$ 18,854	7/8/2018	unknown	unknown
3	City of Los Altos	Police Services Manager	\$ 13,310	\$ 5,000	\$ 18,310	7/1/2018	unknown	unknown
4	Town of Los Gatos	Police Records and Communications Manager	\$ 12,646	\$ 4,028	\$ 16,674	7/1/2018	unknown	unknown
5	City of Campbell	Support Services Manager	\$ 12,593	\$ 3,945	\$ 16,538	9/1/2018	unknown	unknown
6	City of Morgan Hill <sup>3</sup>	Police Support Services Manager	\$ 11,614	\$ 4,842	\$ 16,456	8/22/2018	unknown	unknown
7	City of Menlo Park <sup>1</sup>	Communications and Records Manager	\$ 11,170	\$ 4,337	\$ 15,507	7/8/2018	7/6/2019	2.50%
8	City of Belmont	N/C						
9	City of San Carlos	N/C						
10	City of Cupertino	N/C						
11	City of Saratoga	N/C						
12	City of Foster City	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 12,613	\$ 17,368
% City of Los Altos Above/Below	5.2%	5.1%
Median of Comparators	\$ 12,620	\$ 16,606
% City of Los Altos Above/Below	5.2%	9.3%
Number of Matches	6	6

N/C - Non Comparator

1 - City of Menlo Park: This position requires a POST certificate. This position can be sworn or non sworn.

2 - City of Milpitas: This position requires a safety dispatch certificate issued by POST

3 - City of Morgan Hill: This position requires a dispatch POST certificate

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Project Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Senior Project Manager	\$ 13,128	\$ 5,845	\$ 18,973	7/1/2018	unknown	unknown
2	City of Menlo Park	Senior Project Manager	\$ 11,311	\$ 7,381	\$ 18,692	7/8/2018	7/6/2019	2.50%
3	City of Cupertino	Capital Improvement Program Manager	\$ 12,764	\$ 4,139	\$ 16,903	7/7/2018	unknown	unknown
4	City of Foster City <sup>1</sup>	Principal Management Analyst	\$ 11,885	\$ 4,943	\$ 16,828	7/1/2018	unknown	unknown
5	City of Los Altos	Project Manager	\$ 11,333	\$ 4,269	\$ 15,602	7/1/2018	unknown	unknown
6	City of Belmont	N/C						
7	City of Campbell	N/C						
8	City of Morgan Hill	N/C						
9	City of San Carlos	N/C						
10	City of Milpitas	N/C						
11	Town of Los Gatos	N/C						
12	City of Saratoga	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 12,272	\$ 17,849
% City of Los Altos Above/Below	-8.3%	-14.4%
Median of Comparators	\$ 12,324	\$ 17,797
% City of Los Altos Above/Below	-8.7%	-14.1%
Number of Matches	4	4

N/C - Non Comparator

1 - City of Foster City: This match is non-CIP related, but has some transferrable knowledge, skills and abilities.



**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Public Works Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Public Works Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
2	City of Saratoga	Public Works Director	\$ 19,620	\$ 6,903	\$ 26,523	7/1/2018	unknown	unknown
3	City of Mountain View	Public Works Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
4	City of Milpitas	Public Works Director	\$ 18,806	\$ 6,498	\$ 25,304	7/8/2018	unknown	unknown
5	City of San Carlos	Public Works Director	\$ 19,018	\$ 6,226	\$ 25,244	7/9/2018	unknown	unknown
6	City of Cupertino	Director of Public Works	\$ 19,129	\$ 5,511	\$ 24,640	7/7/2018	unknown	unknown
7	City of Campbell	Public Works Director	\$ 18,599	\$ 5,201	\$ 23,800	9/1/2018	unknown	unknown
8	City of Belmont	Public Works Director/City Engineer	\$ 16,467	\$ 6,446	\$ 22,913	7/1/2017	5/1/2019	dependent on salary survey
9	City of Morgan Hill	Public Services Director/ Engineering and Utilities Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
10	City of Foster City	Director of Public Works	\$ 16,513	\$ 6,248	\$ 22,761	7/1/2018	unknown	unknown
11	Town of Los Gatos	Director of Parks & Public Works	\$ 17,433	\$ 4,763	\$ 22,196	7/1/2018	unknown	unknown
12	City of Los Altos	Public Works Director	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 18,156	\$ 24,581
% City of Los Altos Above/Below	-8.4%	-11.3%
Median of Comparators	\$ 18,599	\$ 24,640
% City of Los Altos Above/Below	-11.0%	-11.6%
Number of Matches	11	11

N/C - Non Comparator

City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Recreation &amp; Community Services Director</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Menlo Park	Community Services Director	\$ 18,491	\$ 9,333	\$ 27,823	7/8/2018	7/1/2019	2.50%
2	City of Mountain View	Community Services Director	\$ 19,195	\$ 7,161	\$ 26,356	7/1/2018	unknown	unknown
3	City of Saratoga	Recreation and Facilities Director	\$ 18,874	\$ 6,754	\$ 25,629	7/1/2017	7/1/0118	1-2.5%
4	City of Milpitas <sup>2</sup>	Director of Recreation & Community Services	\$ 17,945	\$ 6,309	\$ 24,254	7/8/2018	unknown	unknown
5	City of Cupertino <sup>1</sup>	Director of Recreation & Community Services	\$ 18,585	\$ 5,120	\$ 23,705	7/7/2018	unknown	unknown
6	City of San Carlos	Parks and Recreation Director	\$ 17,139	\$ 5,894	\$ 23,033	7/9/2018	unknown	unknown
7	City of Belmont	Parks & Recreation Director	\$ 16,408	\$ 6,432	\$ 22,840	7/1/2017	5/1/2019	dependent on salary survey
8	City of Morgan Hill	Community Services Director	\$ 16,447	\$ 6,387	\$ 22,834	8/22/2018	unknown	unknown
9	City of Foster City	Parks and Recreation Director	\$ 16,051	\$ 6,138	\$ 22,189	7/1/2018	unknown	unknown
10	City of Los Altos	Recreation & Community Services Director	\$ 16,750	\$ 5,338	\$ 22,088	7/1/2018	unknown	unknown
11	City of Campbell	Recreation and Community Service Director	\$ 16,799	\$ 4,894	\$ 21,694	6/19/2017	7/1/2018	Based on CPI
12	Town of Los Gatos	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 17,593	\$ 24,036
% City of Los Altos Above/Below	-5.0%	-8.8%
Median of Comparators	\$ 17,542	\$ 23,369
% City of Los Altos Above/Below	-4.7%	-5.8%
Number of Matches	10	10

N/C - Non Comparator

1 - City of Cupertino: This position is also responsible for disaster preparedness.

2 - City of Milpitas: This position requires CPR and First Aid Certificates while benchmark does not.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)  
December 2018**

<b>Recreation Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Recreation Manager	\$ 13,791	\$ 5,972	\$ 19,763	7/1/2018	unknown	unknown
2	City of Morgan Hill	Recreation Manager	\$ 11,614	\$ 4,842	\$ 16,456	8/22/2018	unknown	unknown
3	City of Campbell	Recreation Services Manager	\$ 12,267	\$ 3,892	\$ 16,159	9/1/2018	unknown	unknown
4	City of Milpitas	Recreation Services Manager	\$ 10,746	\$ 4,725	\$ 15,471	7/8/2018	unknown	unknown
5	City of Foster City	Recreation Manager	\$ 10,328	\$ 4,568	\$ 14,896	7/1/2018	unknown	unknown
6	City of Belmont	Recreation Manager	\$ 10,252	\$ 4,267	\$ 14,519	1/1/2018	unknown	unknown
7	City of Cupertino	Recreation Manager	\$ 10,493	\$ 3,753	\$ 14,246	7/7/2018	unknown	unknown
8	City of Los Altos	Recreation Manager	\$ 9,928	\$ 4,070	\$ 13,998	7/1/2018	unknown	unknown
9	City of Menlo Park	Recreation Supervisor	\$ 8,429	\$ 3,392	\$ 11,821	7/8/2018	7/6/2019	2.50%
10	City of San Carlos	N/C						
11	Town of Los Gatos	N/C						
12	City of Saratoga <sup>1</sup>	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 10,990	\$ 15,416
% City of Los Altos Above/Below	-10.7%	-10.1%
Median of Comparators	\$ 10,619	\$ 15,184
% City of Los Altos Above/Below	-7.0%	-8.5%
Number of Matches	8	8

N/C - Non Comparator

1 - City of Saratoga: Position is budgeted but not filled and no JD developed yet.

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Senior Accountant</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Senior Accountant	\$ 11,046	\$ 5,443	\$ 16,489	7/1/2018	unknown	unknown
2	City of San Carlos	Senior Accountant	\$ 10,609	\$ 4,482	\$ 15,091	7/9/2018	unknown	unknown
3	City of Saratoga	Accountant II	\$ 10,669	\$ 4,332	\$ 15,001	7/1/2018	unknown	unknown
4	City of Foster City	Senior Accountant	\$ 10,161	\$ 4,528	\$ 14,689	7/1/2018	unknown	unknown
5	City of Los Altos	Senior Accountant	\$ 10,040	\$ 3,893	\$ 13,933	7/1/2018	unknown	unknown
6	City of Cupertino	Senior Accountant	\$ 10,078	\$ 3,680	\$ 13,758	7/7/2018	unknown	unknown
7	City of Menlo Park	Senior Accountant	\$ 10,107	\$ 3,588	\$ 13,695	7/8/2018	7/6/2019	2.50%
8	City of Milpitas	Senior Accountant	\$ 9,795	\$ 3,600	\$ 13,396	7/8/2018	unknown	unknown
9	City of Campbell	Senior Accountant	\$ 10,140	\$ 3,018	\$ 13,158	7/1/2018	unknown	unknown
10	City of Belmont	Accounting Services Supervisor	\$ 8,949	\$ 4,025	\$ 12,975	1/1/2018	unknown	unknown
11	City of Morgan Hill	N/C						
12	Town of Los Gatos	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 10,173	\$ 14,250
% City of Los Altos Above/Below	-1.3%	-2.3%
Median of Comparators	\$ 10,140	\$ 13,758
% City of Los Altos Above/Below	-1.0%	1.3%
Number of Matches	9	9

N/C - Non Comparator

**City of Los Altos - Market Compensation Data (Sorted by Total Compensation)**  
**December 2018**

<b>Transportation Services Manager</b>								
Rank	Comparator Agency	Classification Title	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	City of Mountain View	Transportation Manager	\$ 14,138	\$ 6,039	\$ 20,177	7/1/2018	unknown	unknown
2	City of Cupertino	Transportation Manager	\$ 14,260	\$ 4,394	\$ 18,654	7/7/2018	unknown	unknown
3	City of Los Altos	Transportation Services Manager	\$ 12,599	\$ 4,449	\$ 17,048	7/1/2018	unknown	unknown
4	City of Campbell	Traffic Engineer	\$ 12,898	\$ 3,994	\$ 16,892	9/1/2018	unknown	unknown
5	Town of Los Gatos	Transportation and Mobility Manager	\$ 12,646	\$ 4,028	\$ 16,674	7/1/2018	unknown	unknown
6	City of Milpitas	Traffic Engineer	\$ 12,446	\$ 3,936	\$ 16,382	7/8/2018	unknown	unknown
7	City of Menlo Park	Senior Transportation Engineer	\$ 12,003	\$ 3,809	\$ 15,811	7/8/2018	7/6/2019	2.50%
8	City of Belmont	N/C						
9	City of Morgan Hill	N/C						
10	City of San Carlos	N/C						
11	City of Saratoga	N/C						
12	City of Foster City	N/C						

Summary Results	Top Monthly	Total Monthly
Average of Comparators	\$ 13,065	\$ 17,432
% City of Los Altos Above/Below	-3.7%	-2.3%
Median of Comparators	\$ 12,772	\$ 16,783
% City of Los Altos Above/Below	-1.4%	1.6%
Number of Matches	6	6

N/C - Non Comparator



## Appendix III

### Proposed Salary Range Schedule





**City of Los Altos  
Proposed Salary Range Schedule - Mid-Max Range  
November 2018**

Salary Range	Annually					Monthly					Per Pay Period					Hourly				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
53	159,791	167,781	176,170	184,979	194,227	13,316	13,982	14,681	15,415	16,186	6,145.82	6,453.11	6,775.77	7,114.56	7,470.29	76.82	80.66	84.70	88.93	93.38
54	163,786	171,975	180,574	189,603	199,083	13,649	14,331	15,048	15,800	16,590	6,299.47	6,614.44	6,945.16	7,292.42	7,657.04	78.74	82.68	86.81	91.16	95.71
55	167,881	176,275	185,089	194,343	204,060	13,990	14,690	15,424	16,195	17,005	6,456.96	6,779.80	7,118.79	7,474.73	7,848.47	80.71	84.75	88.98	93.43	98.11
56	172,079	180,682	189,716	199,202	209,162	14,340	15,057	15,810	16,600	17,430	6,618.41	6,949.30	7,296.76	7,661.60	8,044.68	82.73	86.87	91.21	95.77	100.56
57	176,381				214,391	14,698				17,866	6,783.87			8,245.80	84.80					103.07
58	180,790				219,751	15,066				18,313	6,953.47			8,451.94	86.92					105.65
59	185,310				225,244	15,442				18,770	7,127.31			8,663.24	89.09					108.29
60	189,943				230,875	15,829				19,240	7,305.49			8,879.82	91.32					111.00
61	194,691				236,647	16,224				19,721	7,488.13			9,101.82	93.60					113.77
62	199,559				242,563	16,630				20,214	7,675.33			9,329.36	95.94					116.62
63	204,548				248,628	17,046				20,719	7,867.21			9,562.60	98.34					119.53
64	209,661				254,843	17,472				21,237	8,063.89			9,801.66	100.80					122.52
65	214,903				261,214	17,909				21,768	8,265.49			10,046.70	103.32					125.58
66	220,275				267,745	18,356				22,312	8,472.13			10,297.87	105.90					128.72
67	225,782				274,438	18,815				22,870	8,683.93			10,555.32	108.55					131.94
68	231,427				281,299	19,286				23,442	8,901.03			10,819.20	111.26					135.24
69	237,212				288,332	19,768				24,028	9,123.56			11,089.68	114.04					138.62
70	243,143				295,540	20,262				24,628	9,351.64			11,366.92	116.90					142.09
71	249,221				302,929	20,768				25,244	9,585.44			11,651.10	119.82					145.64
72	255,452				310,502	21,288				25,875	9,825.07			11,942.37	122.81					149.28
73	261,838				318,264	21,820				26,522	10,070.70			12,240.93	125.88					153.01
74	268,384				326,221	22,365				27,185	10,322.47			12,546.96	129.03					156.84
75	275,094				334,376	22,924				27,865	10,580.53			12,860.63	132.26					160.76



## Appendix IV

### Salary Range Placement Recommendations

**City of Los Altos**  
**Proposed Range Placement Recommendations**  
**November 2018**

Class Title	Current Maximum Monthly Salary	Percent Difference between Base Salary and Market Median	Market Placement	Proposed Salary Range	Proposed Maximum Monthly Salary	Percent Difference	Rationale
Administrative Services Director	\$16,750	-4.4%	\$17,484	56	\$17,430	4.06%	Market and range placement.
Assistant City Manager	\$16,750	-7.6%	\$18,017	56	\$17,430	4.06%	Internal alignment: anchor to the Recreation and Community Services Director
Community Development Director	\$16,750	-4.1%	\$17,433	56	\$17,430	4.06%	Internal alignment: anchor to the Recreation and Community Services Director
Public Works Director	\$16,750	-11.0%	\$18,599	56	\$17,430	4.06%	Internal alignment: anchor to the Recreation and Community Services Director
Maintenance Services Director				56	\$17,430		Internal alignment: anchor to the Recreation and Community Services Director
Police Chief*	\$17,156	-7.6%	\$18,457	56	\$17,430	1.60%	Internal alignment: anchor to the Recreation and Community Services Director
Recreation & Community Services Director	\$16,750	-4.7%	\$17,542	56	\$17,430	4.06%	Market and range placement.
Police Captain*	\$14,791	-13.2%	\$16,737	52	\$15,791	6.76%	Internal alignment: 10% below the Police Chief
Deputy City Manager/City Clerk	\$13,958			48	\$14,306	2.49%	Internal alignment: 20% below the Assistant City Manager
Engineering Services Manager	\$13,487	-5.7%	\$14,250	48	\$14,306	6.07%	Market and range placement.
Financial Services Manager	\$13,567	-1.1%	\$13,723	48	\$14,306	5.45%	Internal alignment: anchor to the Engineering Services Manager
Human Resources Manager	\$13,567	-3.4%	\$14,032	48	\$14,306	5.45%	Internal alignment: anchor to the Engineering Services Manager
Information Technology Manager	\$13,567	1.3%	\$13,388	48	\$14,306	5.45%	Internal alignment: anchor to the Engineering Services Manager
Building Official	\$12,599			45	\$13,284	5.44%	Internal alignment: anchor to the Planning Services Manager
Planning Services Manager	\$12,599	-6.4%	\$13,406	45	\$13,284	5.44%	Market and range placement.
Police Services Manager	\$13,310	5.2%	\$12,620	45	\$13,284	-0.19%	Internal alignment: anchor to the Planning Services Manager
Transportation Services Manager	\$12,599	-1.4%	\$12,772	45	\$13,284	5.44%	Internal alignment: anchor to the Planning Services Manager
Economic Development Manager	\$12,425	-4.5%	\$12,983	44	\$12,960	4.31%	Market and range placement.
Project Manager	\$11,333	-8.7%	\$12,324	42	\$12,336	8.85%	Market and range placement.
Special Projects Manager	\$11,331			42	\$12,336	8.86%	Internal alignment: anchor to Project Manager
City Clerk	\$10,989	-8.8%	\$11,951	41	\$12,035	9.52%	Market and range placement.
Assistant to the City Manager	\$11,757			40	\$11,741	-0.14%	Internal alignment: 20% below the Deputy City Manager
Recreation Manager	\$9,928	-7.0%	\$10,619	36	\$10,637	7.14%	Market and range placement.
Senior Accountant	\$10,040	-1.0%	\$10,140	34	\$10,125	0.84%	Market and range placement.
Human Resources Analyst	\$8,670	-7.5%	\$9,316	31	\$9,402	8.44%	Market and range placement.
Executive Assistant to the City Manager	\$7,653	-6.1%	\$8,122	25	\$8,107	5.93%	Market and range placement.
Human Resources Technician	\$7,107	-8.0%	\$7,678	23	\$7,716	8.57%	Market and range placement.

**Legend for columns:**

Column 1 - Classification Title.

Column 2 - Client's current monthly maximum salaries.

Column 3 - Market placement shows the monthly market values derived from the total compensation survey results.

Column 4 - Salary range number of the consultant's newly proposed salary range schedule.

Column 5 - Monthly maximum salary of the consultant's newly proposed salary ranges.

Column 6 - This percentage expresses the difference between the client's current salaries and the consultant's proposed salaries.

Column 7 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

\* Per Resolution 2010-28 Police Management classifications are eligible for up to 10% additional career incentive pay.



## Appendix V

### Additional Benefits

## Retiree Health

City of Belmont	
Bargaining Unit	Benefit
Unrepresented Management	City provides the minimum PEMHCA contribution and the following to a Retirement Health Saving: Years of Service Monthly Contribution 1-5 \$150.00 6-10 \$200.00 11-15 \$250.00 16 and thereafter \$300.00
Mid-Management/ Confidential (MMCEA)	
AFSCME	
City Manager	
City Clerk	
City of Campbell	
Bargaining Unit	Benefit
Management, Unclassified Management	Retiree Award Program: EEs hired prior to 7/1/2017, retired after age 50 with 17 years of service, reimbursed up to \$325/month for health and dental (retiree only; no dependent coverage).
Confidential	
CMEA	
City Manager	
City of Cupertino	
Bargaining Unit	Benefit
Unrepresented Management	N/A
Appointed Employees	
City of Foster City	
Bargaining Unit	Benefit
Management, Management - Safety	EEs have the option to contribute to a Voluntary Employee Benefit Association (VEBA) account.
Town of Los Gatos	
Bargaining Unit	Benefit
All groups	For EEs who retire from the Town on or after age 50, the Town contributes 100% toward the Kaiser North employee and 90% of the difference between the EE only and the EE+1 or EE+family rate.
City of Menlo Park	
Bargaining Unit	Benefit
City Manager	City contributes \$133/mo (includes minimum PEMHCA contribution).
Unrepresented Management	
Confidential	
AFSCME, Local 829	
City of Milpitas	
Bargaining Unit	Benefit
UPEC - Mid Management & Confidential	For permanent EEs hired after 7/1/95, the City pays up to 25% of the retiree cap amount for EEs with 5 to 9 years of service, up to 100% of the retiree cap amount for EEs with at least 19 years of service.
Unrepresented Management	EEs hired after 7/1/95 are eligible for City paid medical premiums up to the single rate as long as the retiree maintains enrollment in one of the City's eligible health plans based on a schedule starting at 25% for 5 years of service up to 100% single coverage with at least 20 years of service.
City Manager	
City of Morgan Hill	
Bargaining Unit	Benefit
Mangement Professional & Confidential (Unit A, B, C, D)	N/A
AFSCME	
City Manager	
City of Mountain View	
Bargaining Unit	Benefit

Unrepresented Dept Head & Council Appointees	<p>Sworn: City pays full single coverage premium and 92% of family premium for the 3rd highest basic health-only insurance available in the bay area for pre-medicare retirees. Medicare eligible retirees receive the average of health-only Bay area premiums.</p> <p>Non-Sworn: EEs hired after 7/1/07 can elect at time of hire and 1 year to participate in either a defined benefit program or a defined contribution program. For those who choose a defined benefit program, the City pays up to 85% single coverage of an HMO plan. EEs must meet CalPERS requirements and have 15 years of continuous City service. No dependent coverage.</p>
EAGLES	EEs hired after 7/1/07 can elect at time of hire and at 1 year to participate in either a defined benefit program or defined contribution program. For clerical EEs who choose a defined benefit program, the City pays up to 85% single coverage of an HMO plan. EEs must meet CalPERS requirements and have 15 years of continuous City service. No dependent coverage.
<b>City of Palo Alto</b>	
<b>Bargaining Unit</b>	<b>Benefit</b>
Management and Professional Personnel and Council	Ees hired before 1/1/2004 City pays amount equal to 2nd highest plan for actives, for retirees after 3/31/2011 City pays same as contribution for actives; hires after 1/1/2004 vest per CALPERS schedule Gov Code 22893
PMA	Ees hired before 1/1/2004 City pays amount equal to 2nd highest plan for actives, for retirees after 6/1/2012 City pays same as contribution for actives; hires after 1/1/2004 vest per CALPERS schedule Gov Code 22893. Mandatory ICMA RHS - ees contribute 1% base salary biweekly, ees within 5 yrs of age 50 contribute add'l 1%, add'l contribution of cash value of 100 hrs vacation upon retirement
UMPAPA	Ees hired before 1/1/2004 City pays amount equal to 2nd highest plan for actives, for retirees after 3/31/2011 City pays same as contribution for actives; hires after 1/1/2004 vest per CALPERS schedule Gov Code 22893
<b>City of San Carlos</b>	
<b>Bargaining Unit</b>	<b>Benefit</b>
Unrepresented Management	City provides the minimum PEMHCA contribution for health. EEs retiring with at least 10 yrs continuous service may stay on dental and vision plans if the ee pays the full premium plus 2% administration fee.
Confidential	
City Manager	
<b>City of Saratoga</b>	
<b>Bargaining Unit</b>	<b>Benefit</b>
Unrepresented - Department Head	N/A
Unrepresented - Mid-Manager	
SEA	
City Manager	



**DISCUSSION CALENDAR**

**Agenda Item # 14**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

**Prepared by:** Zachary Dahl, Planning Services Manager

**Reviewed by:** Jon Biggs, Community Development Director

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

**Attachment(s):**

1. Resolution No. 2019-28
2. Applicant Cover Letter
3. Draft Planning Commission Meeting Minutes, June 6, 2019
4. Planning Commission Agenda Report, June 6, 2019
5. Project Plans

**Initiated by:**

Applicant and Owner – Jeff Warmoth, 425 First Los Altos, LLC

**Previous Council Consideration:**

January 8, 2019; February 12, 2019; and March 26, 2019 (story pole exemption requests)

**Fiscal Impact:**

The project will result in the following estimated financial contributions to the City:

- Park in-Lieu Fees: \$976,000 (\$48,800/multiple-family dwelling unit)
- Traffic Impact Fees: \$83,180 (\$4,159/multiple-family dwelling unit)
- Los Altos Public Art Fund: (one percent of construction costs, up to \$200,000)

**Environmental Review:**

The project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended.

**Policy Question(s) for Council Consideration:**

- Is the proposal of three affordable (below market rate) units in exchange for a parking requirement alteration (no incentives or waivers requested) consistent with State Law and the City's Affordable Housing Ordinance?
- Does the proposal meet the required findings for design review and subdivision per the Los Altos Municipal Code?

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City Manager

CJ

**Reviewed By:**

City Attorney

CD

Finance Director

SE

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**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

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**Summary:**

- The Project includes the demolition of an existing two-story commercial building and construction of a new three-story multiple-family building with 20 condominium units and two levels of underground parking with 28 parking spaces
- The Applicant is offering three affordable units, two at the Moderate income level and one at the Low income level in exchange for reduced on-site parking requirements, but is not requesting a density bonus or any incentives or waivers
- The Complete Streets Commission and the Planning Commission have reviewed the proposal at public meetings and recommend approval of the project

**Planning Commission Recommendation:**

Adopt Resolution No. 2019-28, which will approve Design Review application 18-D-05 and Subdivision application 18-SD-04 per the listed findings and conditions for a new multiple-family building with 20 residential units at 425 First Street





**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

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## **Purpose**

Consider the recommendation from the Planning Commission and take action on the development application, which includes design review and a tentative map for a new three-story multiple-family building with 20 residential units at 425 First Street.

## **Background**

### *Site Setting*

The existing site includes a two-story commercial building (4,500 square feet) that is currently occupied with office-administrative uses and surface parking at the rear with driveway access on Lyell Street. The site is 11,894 square feet (0.27 acres) in size, is designated as “Downtown Commercial” in the General Plan and zoned CD/R3 (Commercial Downtown/Multiple Family). Other land uses along First Street in this vicinity include one- and two-story buildings with retail, restaurant, personal service, and office uses, and a three-story multiple-family residential building across the street at 396 First Street. The properties across the alley at the rear of the site contain surface parking lots for the Packard Foundation and Pancake House restaurant at 420 S. San Antonio Road.

### *Planning Commission Study Session*

On August 16, 2018, the Planning Commission held a study session to review and provide feedback on the Applicant’s conceptual architectural and site design. Overall, the Commission expressed support for the concept of providing smaller units at a higher density, but expressed serious concerns about the architectural design, building proportions, the Lyell Street elevation and the quality of the exterior materials. A copy of the Planning Commission study session minutes is included within the Planning Commission agenda report (Attachment 4).

### *Complete Streets Commission*

On February 27, 2019, the Complete Streets Commission (CSC) held a public meeting to consider the Project. As specified by the Municipal Code, the CSC is tasked with reviewing the bicycle, pedestrian, parking and traffic elements of a development application and providing an advisory recommendation to the Planning Commission and City Council. The CSC expressed general support for the project, with a comment that the width of the sidewalk along First Street should be increased and that the cumulative impacts of all potential projects along First Street and the vicinity should be evaluated. Following the discussion, the CSC voted unanimously to recommend approval of the Project to the Planning Commission and City Council with an additional recommendation that the Project provide a one-foot easement along its First Street frontage to allow for a wider sidewalk. A copy of the CSC meeting minutes is included within the Planning Commission agenda report (Attachment 4).

### *Story Pole Exemption and Installation*

On January 8, 2019, the City Council held a public meeting to consider a request from the Applicant for an exception from the City’s Story Pole Policy. The request sought a partial exemption for the placement of story poles due to safety concerns and impairment of the use of the existing office



**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

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building on the site, and a request to use some alternative materials (pennant flags in place of plastic mesh netting). This request was denied by Council due to a lack of sufficient evidence to demonstrate that there would be a public health and safety concern if the story poles and guy wires are set in compliance with the City's Story Pole Policy and that installation of story poles would significantly impair the use of existing office building.

Following the denial, the Applicant submitted a story pole plan that met the Policy's requirements and retained a story pole installation company to get the story poles installed by the end of February. However, the installation of the poles was never completed due to concerns related to the proximity of the story poles to public areas of First Street, Lyell Street, and the alley. Since the Applicant was unable to find a willing contractor to install story poles in accordance with the approved plan, a second story pole exception request was submitted to the City. On March 26, 2019, the Council considered the Applicant's second request and approved a partial exemption with a modified plan that allowed for the installation of some, but not all, of the story poles as required by the Policy.

The story poles were subsequently installed on March 27, 2019 and staff received a certification letter from the Applicant's civil engineer verifying that the story poles had been installed per the approved plan. A copy of the certification letter and the approved story pole plan is included in the Planning Commission agenda report (Attachment 4)

#### *Planning Commission*

On May 16, 2019, the Planning Commission held a public hearing to consider the Project. Following a presentation by the applicant and public comment from a resident, the Commission deliberated on the proposal. A majority of the Commissioners expressed general support for the project as a whole, the size, density and mix of the residential units, and the design concept. However, the Commission also raised concerns about inconsistencies with the composition of the exterior materials and the lack of a discernable architectural design concept. Following the discussion, the Commission voted 5-1 to continue the project with direction to improve the composition of the exterior materials and establish a more comprehensive architectural design style.

On June 6, 2019, the Planning Commission reopened the public hearing to consider design revisions to the Project. The applicant's updated design included replacement of the clay barrel tile roof with a standing seam metal roof, removal of the exterior stair on the Lyell Street elevation, simplification of the composition of exterior finishes, and updated plans to ensure internal consistency with regard to the exterior material composition. In addition, the applicant submitted an alternative design scheme for the building with a more contemporary architectural design style. Following public comment and discussion, the Commission voted unanimously to recommend approval of the project with the alternative contemporary architectural design. The Commission also recommended that the applicant consider updating the placement of venting above the rear facing garage entrance and improve the building articulation along Lyell Street.



**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

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The Planning Commission meeting minutes (draft) and agenda report are attached for reference (Attachments 3 and 4).

## **Discussion/Analysis**

### *Design Revisions*

In response to the comments made by the Planning Commission, the Applicant made the following revisions to the Project:

- The project design now utilizes a contemporary architectural design style that includes an updated exterior materials palette; and
- The updated exterior materials include a standing seam metal roof (light gray color), smooth finish stucco siding, sandstone or limestone veneer, metal clad windows (Anderson or equivalent), horizontal slat wood garage door and metal railings with cable rails. Details about the exterior materials are included on in the project plans (Sheets A4.3 and A7.0); and
- Increased depth and articulation along the Lyell Street elevation; and
- Removal of the vents above the underground garage entrance along the alley.

Overall, the design revisions appear consistent with the recommendation to approve made by the Planning Commission. With regard to off-site improvements, the Project will be providing the City with a two-foot access easement along its rear property line to widen the public alley, providing a one-foot pedestrian access easement along First Street to widen the public sidewalk, installing a bulb-out and new crosswalks at the corner of First Street and Lyell Street, and installing a new crosswalk where the alley connects with Lyell Street. This is in addition to installing new curbs, gutters, sidewalks, street trees and light poles along both of its street facing frontages. These amenities will improve the pedestrian safety and access and contribute to the overall improvement of the First Street corridor.

### *General Plan and Zoning*

The Project is consistent with all applicable goals and policies contained in the Los Altos General Plan. This includes goals, policies and programs in the Land Use Element, Community Design & Historic Resources Element, Economic Development Element and Housing Element. The Project also meets all applicable site standards for a multiple-family residential project in the CD/R3 District, and all other applicable Zoning Code requirements. While the project is eligible for an incentive and waivers since it is providing 15 percent of its total units as affordable, it is a fully conforming project that is not requesting any incentives or waivers. A more detailed discussion about the Project's General Plan and Zoning compliance is included in the Planning Commission agenda report (Attachment 4).

### *Design Review Findings and Guidelines*

In order to approve the Project, the City Council must make positive design review findings as outlined in Section 14.78.060 of the Municipal Code (see Attachment 1). In addition to complying with the



**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

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standard design review findings, the Project must address the CD/R3 District's Design Controls (Section 14.52.110). Overall, the Project reflects an appropriate development intensity for the CD/R3 District and within the First Street District as outlined in the General Plan and the Downtown Vision Plan. The multiple-family development provides both market rate and affordable housing units and will contribute to the vitality of the Downtown. The new building will improve the streetscape and has distinguishable street facing facades that utilize high quality materials and an architectural design style that is appropriate for the First Street corridor setting. Overall, as evidenced in this discussion, the discussion in the Planning Commission Agenda Report (Attachment 4) and as further supported by the findings contained in attached Resolution, the project meets the City's required design review findings and zoning district design controls.

The Downtown Design Guidelines (adopted December 8, 2009) and the more recently adopted Downtown Vision Plan provide additional criteria and guidelines for new development to ensure that high quality materials are utilized, appropriate scales and massing are incorporated, and overarching Downtown characteristics are preserved and maintained. An architectural peer review report, which includes a summary the Downtown Design Guidelines for the First Street District and a critique of an earlier architectural design, was provided for the project. However, it focused on the project's original more traditional architectural design. Overall, the Project design and composition appears consistent with the Downtown Design Guidelines and the Downtown Vision.

*Affordable Housing – Density Bonus, Incentives and Waivers*

The Housing Element encourages maximum densities of residential development projects within the Downtown as well as facilitating affordable housing. With a total of 20 units, the Project's density is 74 units per acre and includes three affordable units. The CD/R3 Zoning District does not have a specific density threshold, but instead relies on the height limit, setbacks and on-site parking requirements to establish a functional density. In this case, the proposed Project has a density of 74 dwelling units per acre and is in compliance the District's height limit, required setbacks and on-site parking. When compared to other land uses and multiple-family projects in the Downtown Triangle area, it is a higher density project. But, it is able to achieve this density by proposing unit sizes that, on average, are much smaller than other multiple-family developments. The Project's studio units are an average of 580 square feet in size, the one-bedroom units are an average of 1,008 square feet in size, and the two-bedroom units are an average of 1,235 square feet in size.

For comparison purposes, the multiple-family residential building across the street at 396 First Street has an average unit size of 1,296 square feet and a density of 50 units per acre. On the north end of First Street, the multiple-family building at 100 First Street has an average unit size of 1,700 square feet and a density of 50 units per acre. The mixed-use building at 86 Third Street has an average unit size of 1,405 square feet and a density of 41 units per acre, and the recently reviewed mixed-use project at 385-389 First Street has an average unit size of 1,358 square feet and a density of 46 units per acre.



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The three affordable units, which include two units at the Moderate income level and one unit at the Low income level, complies with the minimum requirements outlined in Chapter 14.28 for a multiple-family housing project of this size. Of the 20 units within the three-story building, four are studio units, eight are one-bedroom units and eight are two-bedroom units. The affordable units include a studio unit on the first floor (Low income), a one-bedroom unit on the second floor (Moderate income) and a two-bedroom unit on the second floor (Moderate income). No density bonus is being requested.

Since the Project is providing at least ten percent of its units as affordable at the Moderate income level, it could seek an incentive (one) and additional waivers per State Density Bonus Law and City Density Bonus Ordinance. However, as noted above, the Project is not requesting any incentives or waivers, and is fully conforming with all applicable Zoning Code requirements. As specified in the City's Ordinance, the affordable units appear to be well dispersed throughout the project and are proportional to the market-rate units in terms of size and bedroom count.

For reference, an affordable housing unit at the Moderate income level is affordable to a household that makes no more than 120 percent of the County's median income and a unit at the Low income level is affordable to a household that makes no more than 80 percent of the County's median income. The County's median family income for a family four in FY 2018 is \$125,200 per the State Housing and Community Development calculations.

#### *Environmental Review*

The project site, which is 11,879 square feet (0.27 acres) in size, is considered a small in-fill site (i.e., less than five acres) that is substantially surrounded by urban uses and does not contain significant natural habitat for endangered species. The development proposal is consistent with the General Plan and Zoning Ordinance, does not result in any significant effects related to traffic, noise, air or water quality, and is adequately served by all required utilities and public services, and none of the exceptions to applicability of the exemption are present. Therefore, in accordance with Section 15332 of the California Environmental Quality Act (CEQA) Guidelines, the project is exempt from further environmental review.

With regard to traffic, Implementation Program C8 in the General Plan's Circulation Element requires a transportation impact analysis (TIA) for projects that result in 50 or more net new daily trips. As outlined in the TIA prepared by Hexagon Transportation Consultants (Attachment E), the Project will generate 146 average daily trips as compared with the property's existing office use, which generates 81 average daily trips, a net increase of 65 daily trips. Since the net increase is more than 50 net new daily trips, a full TIA was prepared that evaluated the surrounding street network and six nearby intersections that could received additional traffic as a result of the project. Overall, the TIA found that the project would actually reduce trips during the AM and PM peak hours and would not result in any impacts to the studied intersections.





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With regard to air quality, since the project is located in proximity to Foothill Expressway, the project could potentially expose long-term residents to air pollution and the project's construction has the potential to create short-term air pollution impacts. To address these potential impacts, staff assessed potential air quality impacts using screening criteria contained in the Bay Area Quality Management District's CEQA Guidelines (May 2017). The screening criteria provide a conservative indication of whether the proposed project could result in potentially significant air quality impacts.

Since the project includes only 20 residential units, it would not result in the generation of operational-related criteria air pollutants and/or precursors that exceed the Thresholds of Significance in Table 2-2 of the Guidelines according to screening level project size criteria contained in Table 3-1. The project is also below the screening level project size criteria for Greenhouse Gas (GHG) emissions and will be implementing mitigation measures consistent with the City's Climate Action Plan which is an adopted qualified GHG Reduction Strategy. Therefore, the Project is considered less than significant with regards to impacts to GHG emissions. With regards to construction-related criteria air pollutants and/or precursors, the Project is below the applicable screening level size shown in Table 3-1 of the Guidelines, will be implementing appropriate mitigation measures for controlling dust and exhaust during construction, and while the project includes demolition of an existing building, the nature of the 4,500 square-foot building is relatively small and it can be reasonably concluded that it will not have a significant impact to criteria air pollutants and precursors. The Project is also not considered to significantly impact carbon monoxide emissions because the affected roadway intersections are well below the 44,000 vehicle per hour threshold and the Project isn't required to prepare a TIA consistent with the Valley Transportation Authority's Congestion Management Program Guidelines.

With regard to noise, due to the site's proximity Foothill Expressway, the project is located in an area that may expose its residents to higher noise levels and the project's rooftop mechanical equipment may generate off-site noise levels that exceed thresholds established in the City's Noise Control Ordinance. To address these potential noise impacts, a noise study was prepared by Illingworth & Rodkin, Inc. To ensure that there are no significant noise impacts, the study recommends mitigation measures that specify certain types of exterior window and doors with minimum sound isolation ratings to ensure compliance with City standards. Appropriate conditions of approval (Condition nos. 17 and 36) to ensure that the project is designed to comply with the noise study mitigation measures have been included.

The Project is located on an infill site with the Downtown area and will be served by existing public services and utilities. As a standard condition of approval, the Applicant will be required to submit a sewage capacity study and upgrade the sewer main as necessary (Condition No. 28). Overall, as documented above, the project's technical studies support the finding that the project meets the criteria and conditions to qualify for as an in-fill development project that is exempt from further



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environmental review. None of the exceptions to applicability of the categorical exemption, as specified in CEQA Guidelines Section 15300.2 are present. The Project will not result in any significant cumulative impacts, there is no reasonable possibility that the Project will result in a significant environmental effect due to unusual circumstances, and the Project will not affect a scenic highway, occur on a hazardous waste site or impact a historical resource.

#### *Public Notification*

For this meeting, public hearing notices were mailed to the 184 property owners and business tenants within 500 feet of the site. A public notice billboard with color renderings was installed along the project's First Street frontage and story poles to represent the corners of the building, as approved by the City Council (see discussion above), were installed. A story pole certification letter from the project engineer is included within the Planning Commission agenda report (Attachment 4).

#### *City Council Action*

The necessary findings related to the project's environmental review, design review, subdivision and affordable housing applications to approve the project are contained in Exhibit A of the Resolution, and appropriate conditions to ensure the project is properly implemented are contained in Exhibit B. Based on the information contained in this report, the options for City Council action are listed below.

### **Options**

- 1) Approve Resolution No. 2019-28

**Advantages:** The project will replace an underdeveloped commercial property with a high-quality multiple-family development that helps the City meet its goals for producing new housing units, both affordable and market rate, and is supportive of the goals of the Downtown Vision Plan

**Disadvantages:** The amount of commercial office space along First Street will be slightly reduced in size.

- 2) Do not approve Resolution No. 2019-28

**Advantages:** The existing office building on the site will be maintained

**Disadvantages:** The City will not make any progress on achieving its goals for the production of new housing units and implementation of the Downtown Vision Plan

### **Recommendation**

The Planning Commission and staff recommend Option 1.

**RESOLUTION NO. 2019-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS MAKING FINDINGS, ADOPTING AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND APPROVING THE DESIGN REVIEW, AND SUBDIVISION APPLICATIONS FOR A NEW 20-UNIT MULTI-FAMILY PROJECT AT 425 FIRST STREET**

**WHEREAS**, the City of Los Altos received a development application from Jeff Warmoth (Applicant), for a new 20-unit multiple-family residential building at 425 First Street that includes Design Review 18-D-06 and Subdivision 18-SD-04, referred to herein as the “Project”; and

**WHEREAS**, said Project is located in the CD/R3 District, which allows multiple-family housing as a permitted use and does not specify a maximum allowable residential density; and

**WHEREAS**, the Applicant is offering two moderate income and one low income affordable housing units for sale as part of the Project; and

**WHEREAS**, the Applicant’s proposed unit mix would consist of 15 percent of its total units as affordable units, with 10 percent of the units affordable at the moderate income level, thereby entitling the project to qualify for one incentive, and additional concessions and waivers pursuant to Los Altos Municipal Code Section 14.28.040 and Government Code Section 65915, *et seq.*; and

**WHEREAS**, the Applicant is not seeking any incentives or waivers under Government Code Section 65915(e) and Los Altos Municipal Code Sections 14.28.040(F); and

**WHEREAS**, the Applicant is seeking a parking requirement alteration under Government Code Section 65915(e) and Los Altos Municipal Code Section 14.28.040(G) to allow for a reduction in the minimum onsite parking requirement; and

**WHEREAS**, said Project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

**WHEREAS**, said Project has been processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

**WHEREAS**, on August 16, 2018, the Planning Commission held a design review study session on the Project where it received public testimony and provided the Applicant with architectural and site design feedback; and

**WHEREAS**, on February 27, 2019, the Complete Streets Commission held a public meeting on the Project and at the conclusion of the meeting voted to recommend approval to the Planning Commission and City Council; and

**WHEREAS**, on March 27, 2019, the Applicant installed story poles on the site per the modified story pole plan that was approved by the City Council on March 26, 2019; and



**WHEREAS**, on May 1, 2019, the City gave public notice of the Planning Commission’s public hearing on the proposed Project by advertisement in a newspaper of general circulation and to all property owners and business tenants within a 500-foot radius; and

**WHEREAS**, on May 16, 2019 and June 6, 2019, the Planning Commission conducted duly-noticed public hearings at which members of the public were afforded an opportunity to comment upon the Project, and at the conclusion of the hearing, the Planning Commission recommended that the City Council approve the Project; and

**WHEREAS**, on June 25, 2019, the City Council held a duly noticed public meeting as prescribed by law and considered public testimony and evidence and recommendations presented by staff related to the Project; and

**WHEREAS**, all the requirements of the Public Resources Code, the State CEQA Guidelines, and the regulations and policies of the City of Los Altos have been satisfied or complied with by the City in connection with the Project; and

**WHEREAS**, the findings and conclusions made by the City Council in this Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference. The findings are not based solely on the information provided in this Resolution; and

**WHEREAS**, all other legal prerequisites to the adoption of this Resolution have occurred.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves the Project subject to the findings and the conditions of approval attached hereto as “Exhibit A” and “Exhibit B,” and incorporated by this reference.

**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 25<sup>th</sup> day of June 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Attest:

---

Lynette Lee Eng, MAYOR

---

Jon Maginot, CMC, CITY CLERK

## **EXHIBIT A**

### **FINDINGS**

1. ENVIRONMENTAL REVIEW FINDINGS. With regard to environmental review, in accordance with Section 15332 of the California Environmental Quality Act Guidelines, based on the whole record before it, including, without limitation, the analysis and conclusions set forth in the staff reports, testimony provided at the proposed Project's public hearings, and the supporting technical studies, which include: 1) a Traffic Analysis by Hexagon Transportation Consultants (March 2019); 2) a Geotechnical Investigation by Silicon Valley Soil Engineering; and 3) an Environmental Noise Assessment by Illingworth & Rodkin, Inc, the City Council finds and determines that the following Categorical Exemption findings can be made:
  - a. The Project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with the applicable zoning designation (Commercial Downtown/Multiple-Family);
  - b. The Project occurs within City limits on a site of no more than five acres that is substantially surrounded by urban uses and there is no record that the site has value as habitat for endangered, rare or threatened species;
  - c. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality and the completed technical studies and staff analysis contained in the agenda report support this conclusion; and
  - d. The Project has been reviewed and it is found that the site can be adequately served by all required utilities and public services.
  - e. None of the exceptions to the applicability of the categorial exemption, as specified in section 15300.2, are present.
2. DESIGN REVIEW FINDINGS. With regard to Design Review Application 18-D-06, the City Council finds, in accordance with Section 14.76.060 of the Los Altos Municipal Code, as follows:
  - a. The Project meets the goals, policies and objectives of the General Plan with its level of intensity and residential density within the First Street corridor in Downtown Los Altos, and all Zoning Code site standards and design criteria applicable for a project in the CD/R3 District;
  - b. The Project has architectural integrity and has an appropriate relationship with other structures in the immediate area in terms of height, bulk and design because the project utilizes high quality materials that support its architectural style and is appropriately articulated and scaled to relate to the size and scale of the surrounding buildings on the First Street corridor;
  - c. Building mass is articulated to relate to the human scale, both horizontally and vertically as evidenced in the design of the raised planter boxes, projecting overhangs and balconies, the building elevations have variation and depth and avoid large blank wall surfaces, and the

project has incorporated elements that signal habitation, such as identifiable entrances, overhangs, high quality wood trim finishes and balconies;

- d. The Project's exterior materials and finishes convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements. Materials, finishes, and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;
  - e. Landscaping, such as the large specimen eastern rosebud, Chinese Pistache and Swan hill olive street trees, hedges, shrubs and groundcover is generous and inviting, and landscape and hardscape features such as the custom paver walkways, stone veneer clad planters, wood benches and wood fences are designed to complement the building and to be integrated with the building architecture and the surrounding streetscape. Landscaping includes substantial street tree canopy including 12 new street trees in the public right-of-way and along the front, exterior side and rear of the;
  - f. Signage, which is limited to the building address number and other required directional signage, will be designed to complement the building architecture in terms of style, materials, colors and proportions;
  - g. Mechanical equipment is screened from public view by the sloped roof parapet and is designed to be consistent with the building architecture in form, material and detailing; and
  - h. Service, trash and utility areas are screened from public view by their locations in the building garage and behind fencing in the interior side yard, and consistent with the building architecture in materials and detailing.
3. SUBDIVISION FINDINGS. With regard to Subdivision 18-SD-04, the City Council finds, in accordance with Section 66474 of the Subdivision Map Act of the State of California, as follows:
- a. The tentative map and the Project's design and improvements are consistent with the General Plan;
  - b. The Project site is physically suitable for this type and density of development in that the project meets all applicable Zoning requirements;
  - c. The design of the condominium subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially injure fish or wildlife; and no evidence of such has been presented;
  - d. The design of the condominium subdivision is not likely to cause any serious public health problems because conditions have been added to address noise, air quality and life safety concerns; and
  - e. The design of the condominium subdivision will not conflict with any public access easements as none have been found or identified on this site.

4. AFFORDABLE HOUSING AND DENSITY BONUS FINDINGS. With regard to the offered below market rate units and requested parking requirement alteration, the City Council finds, in accordance with Los Altos Municipal Code Section 14.28.040, as follows:
- a. The applicant is offering two moderate income units and one low income unit for sale, which qualifies the project for an incentive, additional waivers and a parking requirement alteration;
  - b. The applicant is not requesting an incentive or any waivers;
  - c. Per Section 14.28.040(G)(2)(a), the City shall allow a minimum parking requirement, inclusive of handicapped and guest parking, of one (1) onsite parking space for each studio and one-bedroom unit and two (2) onsite parking spaces for each two-bedroom unit if requested by the applicant;
  - d. The project includes four (4) studio units, eight (8) one-bedroom units and eight (8) two-bedroom units and is providing 28 onsite parking spaces, where a minimum of 28 onsite parking spaces is required, thus it is meeting the minimum permitted by the Code.

## **EXHIBIT B**

### **CONDITIONS**

#### **GENERAL**

1. **Approved Plans**

The project approval is based upon the plans dated June 13, 2019 and the support materials and technical reports, except as modified by these conditions.

2. **Affordable Housing**

The applicant shall offer the City three (3) below market rate units as follows:

- a. One (1) two-bedroom unit at the moderate income level for sale;
- b. One (1) one-bedroom unit at the moderate income level for sale; and
- c. One (1) studio unit at the low income level for sale.

3. **Upper Story Lighting**

Any exterior lighting above the ground floor of the building shall be shrouded and/or directed down to minimize glare.

4. **Encroachment Permit**

An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

5. **Public Utilities**

The applicant shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.

6. **Americans with Disabilities Act**

All improvements shall comply with Americans with Disabilities Act (ADA).

7. **Municipal Regional Stormwater Permit**

The project shall be in compliance with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015.

8. **Sewer Lateral**

Any proposed sewer lateral connection shall be approved by the City Engineer.

9. **Transportation Permit**

A Transportation Permit, per the requirements specified in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the construction site.

10. **Indemnity and Hold Harmless**

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the

City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project.

## **PRIOR TO SUBMITTAL OF BUILDING PERMIT**

### **11. Green Building Standards**

The applicant shall provide verification that the project will comply with the City's Green Building Standards (Section 12.26 of the Municipal Code) from a qualified green building professional.

### **12. Property Address**

The applicant shall provide an address signage plan as required by the Building Official.

### **13. Water Efficient Landscape Plan**

Provide a landscape documentation package prepared by a licensed landscape professional showing how the project complies with the City's Water Efficient Landscape Regulations.

### **14. Climate Action Plan Checklist**

The applicant shall implement and incorporate the best management practices (BMPs) into the plans as specified in the Climate Action Compliance Memo prepared by Illingsworth & Rodin, Inc., dated October 4, 2018.

### **15. Pollution Prevention**

The improvement plans shall include the "Blueprint for a Clean Bay" plan sheet in all plan submittals.

### **16. Storm Water Management Plan**

The Applicant shall submit a Storm Water Management Plan (SWMP) in compliance with the MRP. The SWMP shall be reviewed and approved by a City approved third party consultant at the Applicant's expense. The recommendations from the Storm Water Management Plan (SWMP) shall be shown on the building plans.

### **17. Noise Mitigation**

The applicant shall implement and incorporate the noise mitigation measures into the plans as required by the report by Illingsworth & Rodin, Inc., dated August 16, 2018.

## **PRIOR TO FINAL MAP RECORDATION**

### **18. Covenants, Conditions and Restrictions**

The applicant shall include the following provisions in the Covenants, Conditions and Restrictions (CC&Rs):

- a. Long-term maintenance and upkeep of the landscaping and street trees, as approved by the City, shall be a duty and responsibility of the property owners.
- b. Both parking spaces in a tandem space shall be owned by the same unit and cannot be owned or used by separate units.

### **19. Public Access Easement Dedication**

The applicant shall dedicate public access easements for the purpose of providing vehicle and pedestrian access shall be dedicated as follows:

- a. An easement of two feet along the rear alley for use as a public right-of-way; and
- b. An easement of one-foot along the First Street frontage to allow for pedestrian access.

**20. Public Utility Dedication**

The applicant shall dedicate public utility easements as required by the utility companies to serve the site.

**PRIOR TO ISSUANCE OF BUILDING PERMIT**

**21. Final Map Recordation**

The applicant shall record the final map. Plats and legal descriptions of the final map shall be submitted for review by the City Land Surveyor. Applicant shall provide a sufficient fee retainer to cover the cost of the map review by the City.

**22. Payment of Fees**

The applicant shall pay all applicable fees, including but not limited to sanitary sewer connection and impact fees, parkland dedication in-lieu fees, traffic impact fees, affordable housing impact fee, public art impact fee and map check fee plus deposit as required by the City of Los Altos Municipal Code.

**23. Affordable Housing Agreement**

The Applicant shall execute and record an Affordable Housing Agreement, in a form approved and signed by the Community Development Director and the City Attorney, that offers three (3) below market rate units, for a period of at least 55 years, as defined in Condition No. 2. The below market rate units shall be constructed concurrently with the market rate units, shall be provided at the location on the approved plans, and shall not be significantly distinguishable with regard to design, construction or materials.

**24. Sidewalk Lights**

The applicant shall replace the existing light fixture along First Street and install new light fixture(s) along First Street and Lyell Street as directed by the City Engineer.

**25. Storm Water Filtration Systems**

The Applicant shall insure the design of all storm water filtration systems and devices are without standing water to avoid mosquito/insect infestation.

**26. Cost Estimate and Performance Bonds**

The applicant shall submit a cost estimate for the improvements in the public right-of-way and shall submit a 100 percent performance bond or cash deposit (to be held until acceptance of improvements) and a 50 percent labor and material bond (to be held six months after acceptance of improvements) for the work in the public right-of-way.

**27. Grading and Drainage Plan**

The Applicant shall submit on-site grading and drainage plans that include (i.e. drain swale, drain inlets, rough pad elevations, building envelopes, drip lines of major trees, elevations at property

lines, all trees and screening to be saved) for approval by City Engineer. No grading or building pads are allowed within two-thirds of the drip line of trees unless authorized by a certified arborist and the Planning Department.

**28. Sewage Capacity Study**

The applicant shall submit calculations showing that the City's existing sewer line will not exceed two-thirds full due to the project's sewer loads. For any segment that is calculated to exceed two-thirds full for average daily flow or for any segment that the flow is surcharged in the main due to peak flow, the applicant shall replace the sewer line with a larger sewer line.

**29. Construction Management Plan**

The Applicant shall submit a construction management plan for review and approval by the Community Development Director and the City Engineer. The construction management plan shall address any construction activities affecting the public right-of-way, including but not limited to excavation, traffic control, truck routing, pedestrian protection, material storage, earth retention and construction vehicle parking. The plan shall provide specific details with regard to how construction vehicle parking will be managed to minimize impacts on nearby single-family neighborhoods. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site. Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.

**30. Solid Waste Ordinance Compliance**

The Applicant shall be in compliance with the City's adopted Solid Waste Collection, Remove, Disposal, Processing & Recycling Ordinance (LAMC Chapter 6.12) which includes a mandatory requirement that all multi-family dwellings provide for recycling and organics collection programs.

**31. Solid Waste and Recyclables Disposal Plan**

The Applicant shall contact Mission Trail Waste Systems and submit a solid waste and recyclables disposal plan indicating the type, size and number of containers proposed, and the frequency of pick-up service subject to the approval of the Engineering Division. The Applicant shall also submit evidence that Mission Trail Waste Systems has reviewed and approved the size and location of the proposed trash enclosure. The enclosure shall be designed to prevent rainwater from mixing with the enclosure's contents and shall be drained into the City's sanitary sewer system. The enclosure's pad shall be designed to not drain outward, and the grade surrounding the enclosure designed to not drain into the enclosure. In addition, Applicant shall show on plans the proposed location of how the solid waste will be collected by the refusal company. Include the relevant garage clearance dimension and/or staging location with appropriate dimensioning on to plans.

**PRIOR TO FINAL OCCUPANCY**

**32. Condominium Map**

The applicant shall record the condominium map as required by the City Engineer.

**33. Landscape and Irrigation Installation**

All on- and off-site landscaping and irrigation shall be installed and approved by the Community Development Director and the City Engineer. Provide a landscape Certificate of Completion,



signed by the project's landscape professional and property owner, verifying that the trees, landscaping and irrigation were installed per the approved landscape documentation package.

**34. Signage and Lighting Installation**

The applicant shall install all required signage and on-site lighting per the approved plan.

**35. Green Building Verification**

The applicant shall submit verification that the structure was built in compliance with the California Green Building Standards pursuant to Section 12.26 of the Municipal Code.

**36. Acoustical Report**

The applicant shall submit a report from an acoustical engineer ensuring that the rooftop mechanical equipment meets the City's noise regulations.

**37. Public Alleyway**

The Applicant shall improve the entire width of the alleyway along the rear of the project with the treatment approved by the City Engineer.

**38. First Street Sidewalk Replacement**

The Applicant shall remove and replace entire sidewalk and curb and gutter along the frontage of First Street and Lyell Street as shown on the approved plans and as directed by the City Engineer.

**39. New ADA Ramps and Crosswalks**

The applicant shall provide two new ADA ramps and crosswalk stripping per the City standards on First Street on the north side of the intersection with Lyell Street, on Lyell Street at the intersection with First Street and on the alley where it connects with Lyell Street.

**40. Public Infrastructure Repairs**

The Applicant shall repair any damaged right-of-way infrastructures and otherwise displaced curb, gutter and/or sidewalks and City's storm drain inlet shall be removed and replaced as directed by the City Engineer or his designee. The Applicant is responsible to resurface (grind and overlay) half of the street along the frontage of First Street if determined to be damaged during construction, as directed by the City Engineer or his designee.

**41. Maintenance Bond**

A one-year, ten-percent maintenance bond shall be submitted upon acceptance of improvements in the public right-of-way.

**42. SWMP Certification**

The Applicant shall have a final inspection and certification done and submitted by the Engineer who designed the SWMP to ensure that the treatments were installed per design. The Applicant shall submit a maintenance agreement to City for review and approval for the stormwater treatment methods installed in accordance with the SWMP. Once approved, City shall record the agreement.

**43. Label Catch Basin Inlets**

The Applicant shall label all new or existing public and private catch basin inlets which are on or directly adjacent to the site with the “NO DUMPING - FLOWS TO ADOBE CREEK” logo as required by the City.



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Linda C. Klein  
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File No. 099999

February 4, 2019

**VIA E-MAIL CHRISTOPHER.DIAZ@BBKLAW.COM**

Mr. Christopher J. Diaz  
City Attorney, City of Los Altos  
Los Altos City Hall  
1 North San Antonio Road  
Los Altos, CA 94022

**Re: 425 1st Street, Los Altos, California**

Dear Mr. Diaz:

I write on behalf of the applicant for a proposed 20-unit residential development (“Project”) located on an infill site at 425 1st Street (“Property”) in the City of Los Altos (“City”). The Project complies with all applicable objective standards, as indicated by the lack of any statement by the City to the contrary in the “deemed complete” letter issued on January 31, 2019. The Project would meet the height limit and property setbacks, as well as the other objective standards provided in the City’s Zoning Ordinance and other applicable planning documents. While the Project would provide on-site affordable units, it is not requesting and does not require a density bonus or waiver.

I write to request your help in explaining the Housing Accountability Act (“HAA”) and its application to the Project to City decision-makers (and the public), including ensuring that each staff report for the Project includes text about the requirements of the HAA. To that end, the key requirements of the HAA and how it applies to the Project are outlined below, followed by a summary that could be used in Project staff reports.

**1. The HAA Requires The City To Approve The Project At Its Proposed Density**

The HAA applies to all residential development projects, not just affordable housing proposals. (*Honchariw v. County of Stanislaus* (2011) 200 Cal. App. 4th 1066, 1077.) “Housing development project” means, among other things, a use consisting of “[r]esidential units only.” (Gov’t Code § 65589.5(h)(2).) The Project would consist of only residential uses, providing a mix of market-rate and affordable units, and thus is a “housing development project” covered by the HAA. Further, as described below, the Project meets the City’s applicable objective standards and policies, and would not have a specific adverse impact on public health

and safety. Therefore, the HAA forbids the disapproval of the Project or approval of the Project conditioned on lower density than proposed.

a. HAA's Purpose

The HAA addresses the state's "housing supply and affordability crisis of historic proportions." (Gov't Code § 65589.5(a).) The Legislature found that "[t]he excessive cost of the state's housing supply is partially caused by activities and policies of many local governments that limit the approval of housing, increase the cost of land for housing, and require that high fees and exactions be paid by producers of housing." (*Id.*) To combat this trend, the Legislature has enacted numerous laws, including the HAA (§ 65589.5).

The Legislature recently found that its original intent in enacting the HAA—"meaningfully and effectively curbing the capability of local governments to deny, reduce the density for, or render infeasible housing development projects"—has "not been fulfilled." (Gov't Code § 65589.5(a)(2)(K).) Accordingly, the Legislature enacted, and the Governor signed into law, a package of reforms that strengthen the HAA. ( Ch. 368, Stats. 2017; Ch. 373, Stats. 2017; Ch. 378, Stats. 2017.) The state's recent lawsuit against Huntington Beach evidences the state's continued commitment to ensuring cities plan for and permit housing at all income levels. (Website of the Office of the Governor, *In the Face of Unprecedented Housing Crisis, California Takes Action to Hold Cities Accountable for Standing in the Way of New Housing* (Jan. 25, 2019), available at <https://www.gov.ca.gov/2019/01/25/housing-accountability/>.)

b. The HAA's Requirements

The HAA requires approval of housing development projects that meet applicable objective standards, even if they may not meet subjective criteria, absent a violation of quantifiable and objective health and safety standards. (*N. Pacifica, LLC v. City of Pacifica* (N.D. Cal. 2002) 234 F.Supp.2d 1053, 1059–60, *aff'd N. Pacifica LLC v. City of Pacifica* (9th Cir. 2008) 526 F.3d 478.) Under the HAA, the City must determine whether a housing development project "complies with applicable, **objective** general plan, zoning, and subdivision standards and criteria, including design review standards, in effect at the time that the housing development project's application is determined to be complete." (Gov't Code § 65589.5(j)(1) [emphasis added].) If a housing development project so complies, the City **cannot disapprove the project or approve it conditioned on lowering its density** absent written findings, supported by a preponderance of the evidence, that the Project would have "a specific, adverse impact upon the public health or safety" and "[t]here is no feasible method to satisfactorily mitigate or avoid the adverse impact" except disapproval of the Project or approval conditioned on requiring lower density than proposed. (§ 65589.5(j) [emphasis added].)

As used in the HAA, a "specific, adverse impact" means "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health

or safety standards, policies, or conditions as they existed on the date the application was deemed complete.” (*Id.*) The Legislature has found that “conditions that would have a specific, adverse impact upon the public health and safety . . . arise infrequently.” (§ 65589.5(a)(3).) Notably, not all CEQA impacts would qualify as impacts that allow the City to deny or condition a project’s approval on lower density that complies with applicable objective standards. For example, an aesthetic impact under the California Environmental Quality Act (“CEQA”) can be based on a finding that a project would be out of character with surrounding development because it is taller or denser than that development. Such an impact is not quantifiable or objective and does not implicate public health or safety, and thus is not the type of impact recognized by the HAA as authorizing denial of a project or approval conditioned on lower density.

c. HAA’s Relationship to CEQA

The HAA and CEQA are state laws that must be harmonized in a way that gives full force and effect to each. (See *Wollmer v. City of Berkeley*, (2011) 193 Cal.App.4th 1329, 1347–50.) CEQA states that a lead agency may “exercise only those express or implied powers provided by law other than [CEQA].” (Pub. Res. Code § 21004.) Thus where the HAA restricts the scope of a city’s authority to reduce the size of a proposed project, a city cannot require such reductions to minimize environmental impacts under CEQA. (See *Sequoyah Hills Homeowners Ass’n v. City of Oakland* (1993) 23 Cal.App.4th 704, 714–16 [holding a lead agency was not required to consider a lower-density alternative under CEQA because it was legally infeasible pursuant to the HAA].)

d. HAA’s Penalties

The HAA imposes stiff penalties for failure to comply with its requirements. Under the HAA, the project applicant, people eligible to live in the proposed project, or a housing organization all have standing to sue a city for impermissibly denying or conditioning a project. (Gov’t Code § 65589.5(k)(1)(A).) If a court finds a city violated the HAA, the court must issue an order compelling that city to comply with the HAA within 60 days. (*Id.*) The court also “shall award reasonable attorney’s fees and costs of suit to the plaintiff or petitioner, except under extraordinary circumstances in which the court finds that awarding fees would not further the purposes” of the HAA. (*Id.*; see § 65589.5(k)(2) [must award attorneys’ fees to a prevailing housing organization].) If the city fails to comply with the initial order within 60 days, the “court shall impose fines” of at least \$10,000 per housing unit in the housing development project on the date the application was deemed complete and take further action to ensure the city complies with the HAA. (§ 65589.5(k)(1)(B), (C).) If the court finds a city acted in “bad faith” when illegally disapproving a housing development project or conditioning it on lower density, the court must multiply the fine by a factor of five. (§ 65589.5(l).)

e. Analysis: The City Must Approve The Project

The Project meets the City’s applicable, objective development standards, including, but not limited to, height limit and property setbacks. In addition, there is no evidence

that the Project would have any impact on public health or safety. The Project would replace the Property's existing development, consisting of office uses and a surface parking lot. The Property is not contaminated and has adequate infrastructure to serve the Project. Further, the Project's traffic study concluded that the Project would have fewer peak hour trips (both morning and afternoon) than the existing use. Even if the Project would have impacts on health and public safety, which it would not, there is no evidence that such impacts could not be mitigated without reducing the size of the Project. Further, while the City must comply with CEQA, the City cannot use CEQA to negate the protections provided by the HAA. Therefore, the City must approve the Project with its currently proposed mass and height (i.e., density). Failure to do so would open the City up to litigation, fines, and the cost of its own and potentially petitioners' attorneys' fees.

## **2. Proposed Text Summarizing The HAA For Staff Reports**

Because the HAA circumscribes the decision-makers' discretion regarding the Project, it is important that they understand its key points. We suggest including language similar to the following paragraphs in the Project's staff reports to ensure that the decision-makers understand the limits of their discretion when considering Project approval:

The Housing Accountability Act is a state law intended to promote the production of housing to assuage the state's housing crisis. To that end, the state curbs cities' ability to exercise their discretion when considering housing development projects, including residential projects, under certain circumstances. In particular, a city cannot easily disapprove housing development projects that meet its applicable, objective general plan, zoning, and subdivision standards and criteria. Such standards exclude subjective standards, such as consistency with community or village character, and instead refer to standards that are clear and unambiguous, such as the maximum height listed in a zoning ordinance.

Where a housing development project meets objective standards, the only situation where a city can disapprove it or approve it conditioned on making it smaller is if the city makes written findings supported by the preponderance of the evidence that the project would have "a specific, adverse impact upon the public health or safety" and "there is no feasible method to satisfactorily mitigate or avoid the adverse impact" except disapproval of the project or approval conditioned on requiring lower density than proposed. "Preponderance of the evidence" is a high legal standard. A finding that a project would not fit with a community's character is not a finding that would qualify as a specific, adverse impact on public health and safety. Notably, not all CEQA impacts are specific, adverse impacts on public health or safety, and CEQA does not preempt the Housing Accountability Act.

If a city fails to comply with the Housing Accountability Act, it faces the risk of litigation, fines, and the need to pay the attorneys' fees of the petitioner or

Mr. Christopher J. Diaz  
February 4, 2019  
Page 5

plaintiff that sued the city. Fines begin at \$10,000 per housing unit that should have been approved and increase from there.

### 3. Conclusion

The Project applicant is committed to take reasonable steps to address City concerns about the design of the building and similar subjective issues. Nevertheless, the Project applicant is worried that without a strong statement from you, the City decision-makers will not realize that under state law, it is forbidden to deny the Project or condition its approval on making it smaller than proposed. Accordingly, we seek your help in making sure City decision-makers are aware of the Housing Accountability Act and its application to the Project.

I look forward to working with you through the Project approval process. Please do not hesitate to contact me if you have any questions.

Sincerely,



Linda C. Klein

LXX

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE  
CITY OF LOS ALTOS, HELD ON THURSDAY, JUNE 6, 2019 BEGINNING AT 7:00  
P.M. AT HILLVIEW COMMUNITY CENTER SOCIAL HALL,  
97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Chair Samek, Vice-Chair Lee, Commissioners Ahi, Bodner and Meadows  
ABSENT: Commissioner Bressack  
STAFF: Planning Services Manager Dahl, Senior Planner Golden and City Attorney  
Zambrano (attending for City Attorney Lee)

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None.

**ITEMS FOR CONSIDERATION/ACTION**

**CONSENT CALENDAR**

**1. Planning Commission Minutes**

Approve minutes of the regular meeting of May 16, 2019.

Action: Upon motion by Commissioner Meadows, seconded by Vice-Chair Lee, the Commission approved the minutes from the May 16, 2019 Regular Meeting as amended.

The motion was approved (5-0) by the following vote:

AYES: Ahi, Bodner, Lee, Meadows and Samek

NOES: None

ABSENT: Bressack

**STUDY SESSION**

**2. 19PPR-0001 – Abbie Bourgan – 440 First Street**

Design Review Study Session for a proposed three-story multiple-family building consisting of seven residential units and one level of underground parking. *Project Planner: Golden*

Item continued to July 18, 2019 Planning Commission meeting without discussion at the request of the applicant.

**PUBLIC HEARING**

**3. 18-D-06 and 18-SD-04 – Jeff Warmoth – 425 First Street**

Multiple-Family Design Review and Tentative Subdivision Map for a new three-story multiple-family building with 20 condominium units and two levels of underground parking. *Project Planner: Dahl*

Planning Services Manager Dahl presented the staff report, recommending approval to the City Council of design review and subdivision applications 18-D-06 and 18-SD-04 per the listed findings and conditions.



Property owner/applicant Jeff Warmoth presented the project, noting the design changes and the contemporary design alternative. Project architect Jeff Potts presented the alternative design.

#### Public Comment

Resident and HOA president at 396 First Street, Paul Frattini, expressed concern about the project becoming a hotel.

Resident Eric Steinle noted that the design changes are a big improvement and that he prefers the contemporary design alternative.

Resident Jon Baer expressed opposition to the project, noting that the design is not good enough, looks too commercial and hotel-like and that the quality of the final building may not meet expectations.

Property owner/applicant Jeff Warmoth provided a response, noting that the project could have been taller, that the units are for-sale condominium units and that the proposed exterior materials and architectural design were high quality and appropriate for the context.

#### Commission Discussion

Commissioner Ahi expressed support for the contemporary design alternative, noting that the changes were an improvement, that the Lyell Street elevation could benefit from greater articulation/depth, and that solid railings should be considered for the alley decks.

Commissioner Bodner expressed support for the contemporary design alternative, noting that the changes were a significant improvement, that the exterior materials should be specified to confirm quality and that the landscaping should match the composition provided in the photo rendering.

Commissioner Meadows expressed support for the contemporary design alternative.

Vice-Chair Lee expressed support for the contemporary design alternative, noting that the Lyell Street elevation could be improved with additional depth, the placement of the vents above the rear garage door should be improved, and that the high quality materials should be verified.

Chair Samek expressed support for the contemporary design alternative, noting that the changes were an improvement, that better venting solution above the garage should be explored, and that texture of stone veneer should have depth and not a smooth finish.

Action: Upon motion by Commissioner Meadows, seconded by Commissioner Bodner, the Commission approved design review and subdivision applications 18-D-06 and 18-SD-04 per the staff report findings and conditions, with the following additional conditions:

- Use the contemporary design alternative
- Consider adding additional depth/articulation on the Lyell Street elevation; and
- Improve the vents above the rear facing garage.

The motion was approved (5-0) by the following vote:

AYES: Ahi, Bodner, Lee, Meadows and Samek

NOES: None

ABSENT: Bressack

4. **18-CA-03 – Paul Lovoi – Amendment to R3-4.5 Multiple-Family District**

Code Amendment to Chapter 14.16, R3-4.5 Multiple-Family District. *Project Planner: Golden*

Senior Planner Golden presented the staff report, recommending approval to the City Council of the proposed amendments to the R3-4.5 District.

Applicant Paul Lovoi presented, noting that the neighborhood needed development standards so that property owners could move forward with reasonable additions and remodels, that there was opposition to a one-story overlay and that there are many two-story structures in the vicinity of the neighborhood

Public Comment

Resident Neetu Phatnani expressed support for the amendments and allowing two-story houses, noting it was a fairness issue.

Resident Michelle Machado expressed concerns about the amendments creating non-conformities.

Resident Owen Halliday expressed opposition to a single-story overlay and concern about the amendment creating non-conformities.

Resident Teri Wiss, a single-family owner, expressed concern about allowing second stories and a 40 percent floor area ratio since the zone is already dense, noting that the extra floor area could generate more traffic and that two-stories could shade other properties.

Resident Nitin Panjwani expressed support for the amendments and allowing two-stories.

Commission Discussion

Commissioner Bodner expressed support for the amendments, noting that it will transform the neighborhood in a very positive way; supports allowing two-stories; and allowing a 40 percent Floor area ratio (FAR) is appropriate for this district.

Commissioner Meadows expressed concerns with the amendments; noting that basements should be allowed, the R3-4.5 standards should be comparable to the R1-10 standards; would like to see a lot coverage reduction for two-stories, is concerned about two-stories on the lots that function as flag lots.

Vice-Chair Lee expressed support for the amendments, noting that site standards should have been addressed a long time ago; and that this neighborhood is different and more intense than the R1-10 district, so a 40 percent FAR is appropriate.

Commissioner Ahi expressed support for the amendments, noting that second stories need to be allowed, a 40 percent FAR is appropriate, and that the setbacks are a good starting point, but should be revisited in the future.

Chair Samek expressed general support for the amendments, but noted that concerns may limit ability to recommend for approval, noting that a 35 percent FAR seemed more appropriate; basements should be allowed; the amendments adequately address non-conformities; and is okay with the setbacks as proposed.

Commissioner Meadows added that lot coverage should be reduced for second stories similar to the R1-10 District.

Commissioner Bodner stated that Commission needs to take action and move this forward to the City Council.

Action: Upon motion by Commissioner Bodner, seconded by Vice-Chair Lee, the Commission recommended approval of the ordinance amendment to the City Council with the following conditions:

- Allow basements; and
- Reduce lot coverage by 5 percent (5%) for two-stories and one-stories over 20 feet in height.

The motion was failed (3-2) by the following vote:

AYES: Lee Ahi, and Bodner

NOES: Samek and Meadows

ABSENT: Bressack

Action: Upon motion by Chair Samek, seconded by Vice-Chair Lee, the Commission recommended approval of the ordinance amendment to the City Council with the following conditions:

- Allow basements; and
- Reduce the floor area ratio (FAR) to 35 percent and maintain lot coverage at 40 percent.

The motion was approved (4-1) by the following vote:

AYES: Samek, Lee Ahi, and Bodner

NOES: Meadows

ABSENT: Bressack

## **DISCUSSION**

### **5. Downtown Vision Presentation and FAR Review**

The Planning Commission continued this item to the July 18, 2019 meeting.

## **COMMISSIONERS' REPORTS AND COMMENTS**

None.

## **POTENTIAL FUTURE AGENDA ITEMS**

Commissioner Bodner suggested having a study session with the peer review architect.

## **ADJOURNMENT**

Chair Samek adjourned the meeting at 9:07 P.M.

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Zachary Dahl, AICP  
Planning Services Manager



## PLANNING COMMISSION AGENDA REPORT

**Meeting Date:** June 6, 2019

**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

**Prepared by:** Zachary Dahl, Planning Services Manager

**Initiated by:** Applicant and Owner – Jeff Warmoth, 425 First Los Altos, LLC

### **Attachments:**

- A. Planning Commission Meeting Minutes, May 16, 2019 (draft)
- B. Planning Commission Agenda Report, May 16, 2019
- C. Public Correspondence
- ~~D. Updated Project Plans~~
- ~~E. Updated Project Plans – Alternative Design~~

### **Recommendation:**

Recommend to the City Council approval of design review and subdivision applications 18-D-06 and 18-SD-04 per the findings and conditions contained in the resolution.

### **Environmental Review:**

The project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended.

### **Project Description:**

This is a development proposal that includes Design Review and Subdivision Tentative Map applications for a new three-story multiple-family residential building with 20 units and a two-level underground parking garage. The existing site includes a two-story commercial building (4,500 square feet) that is currently occupied with office-administrative uses and surface parking at the rear with driveway access on Lyell Street. The site is designated Downtown Commercial in the General Plan, zoned CD/R3 (Commercial Downtown/Multiple-Family) and is 11,894 square feet in size. The proposal includes three affordable units, two Moderate income units and one Low income unit, but is not requesting any incentives or waivers.

### **Background**

On May 16, 2019, the Planning Commission held a public hearing to consider design review and subdivision applications 18-D-06 and 18-SD-04 for the proposed multiple-family building at 425 First Street. Following a presentation by the applicant, Jeff Warmoth, and public comment from a resident, the Commission deliberated on the proposal. A majority of the Commissioners expressed general support for the project as a whole, the size, density and mix of the residential units, and the design concept. However, the Commission also raised concerns about inconsistencies with the composition of the exterior materials and the lack of a discernable architectural design concept. Following the

discussion, the Commission voted 5-1 to continue the project with direction to improve the composition of the exterior materials and establish a more comprehensible architectural design style. The meeting minutes and agenda report for the May 16, 2019 meeting are included as Attachments A and B.

### **Discussion/Analysis**

In response to the Commission's direction, the project design has been updated as follows:

- The clay barrel tile roof was replaced with a standing seam metal roof;
- The trellis' and columns over the third story balconies on the First Street and alley elevations were removed;
- The exterior stair on the Lyell Street elevation was removed;
- The placement and height of the stone veneer was simplified to create a more uniform transition to the stucco siding on the front, exterior side and rear elevations;
- The garage door facing the rear alley was updated to be metal; and
- The project plans were updated to ensure internal consistency with regard to the exterior material composition.

The overall project design and composition has not been changed from the one that was originally reviewed by the Commission. However, the mix of the exterior materials and the overall design composition has been updated in an attempt to address the Commission's concerns. In staff's opinion, the changes have improved the overall project design and appear to have addressed the Commission's direction.

In addition, the applicant has included an alternative design scheme in the project plans that offers a more modern and contemporary architectural design for the building. This alternative could be approved by the Commission if it finds that the design concept is more appropriate for the project and the Downtown character along the First Street corridor. Both the updated project plans and the alternative design plans are attached with this report.

Staff did receive public correspondence from the adjacent property owner at 401 First Street at the Planning Commission meeting on May 16, 2019. The letter, which raises concerns about the quality of the materials installed in more recent development downtown and requests that high quality materials be used for all new projects, is included as Attachment C.

### **Options**

The Planning Commission can recommend approval of the updated or alternative project design, approval of one of the design schemes with modifications, or denial of the proposed project. Once the Planning Commission makes a recommendation, the project will be forwarded to the City Council for consideration and final action. The draft resolution that contains the findings and conditions is included in Attachment B.

# ATTACHMENT A

## MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF LOS ALTOS, HELD ON THURSDAY, MAY 16, 2019 BEGINNING AT 7:00 P.M. AT HILLVIEW COMMUNITY CENTER SOCIAL HALL, 97 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA

### ESTABLISH QUORUM

PRESENT: Chair Samek, Vice-Chair Lee, Commissioners Ahi, Bodner, Bressack and Meadows  
STAFF: Community Development Director Biggs, Planning Services Manager Dahl, and City Attorney Lee

### PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

### ITEMS FOR CONSIDERATION/ACTION

#### CONSENT CALENDAR

1. **Planning Commission Minutes**  
Approve minutes of the regular meeting of May 2, 2019.
2. **MOD19-0003 – Karen C. Maness – 124 Second Street**  
Modification to a previously approved landscape plan (part of design review application (00-D-04) that includes new side yard landscape screening and the removal of seven redwood trees.  
*Project Planner: Niday*

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Bodner, the Commission approved the Consent Calendar with a change to the minutes from the May 2, 2019 Regular Meeting as amended by Chair Samek.

The motion was approved (6-0) by the following vote:  
AYES: Samek, Lee, Ahi, Bressack, Bodner and Meadows  
NOES: None  
ABSENT: None

### PUBLIC HEARING

3. **18-D-06 and 18-SD-04 – Jeff Warmoth – 425 First Street**  
Multiple-Family Design Review and Tentative Subdivision Map for a new three-story multiple-family building with 20 condominium units and two levels of underground parking. *Project Planner: Dahl*

Planning Services Manager Dahl presented the staff report, recommending approval to the City Council of design review and subdivision applications 18-D-06 and 18-SD-04 per the listed findings and conditions.

Property owner/applicant Jeff Warmoth presented the application noting that this is a HAA (Housing Accountability Act) project that meets all objective standards.

### Public Comment

Resident Curtis Powell raised concerns about the project, noting that the story poles appear to make the building look very tall and bulky.

### Commission Discussion

Commissioner Meadows expressed general support, noting that the design is a significant improvement from the project reviewed at the study session; the project meets all objective standards with no incentives; and that it is important to ensure that the quality materials shown on the plans are installed during construction.

Commissioner Bressack expressed general support, noting that the project is a huge improvement from the project reviewed at the study session; concerned about the proposed tile roof – consider alternatives; and composition of exterior materials could be improved.

Commissioner Bodner expressed concern about the project design, noting that it appears to be patchwork of materials without an identifiable style; elevations and renderings should be more accurate; consider alternative window designs.

Commissioner Ahi expressed general support for the project density and small unit design, but noted concern that the design is too repetitive; the entry should be more of a focal point; recommended widening the entry hallways; suggested that an alternative roof materials be considered; and the project plans should be clarified and updated before the Commission makes a recommendation.

Vice-Chair Lee expressed general support for the project, noting that it is well scaled and articulated; however, the project design is an amalgamation; architectural style should be clarified; the window style and color are dark and heavy; and the project plans should be clarified and updated before the Commission makes a recommendation.

Chair Samek expressed general support for the project, but noted that the design issues should be addressed.

Owner/applicant Jeff Warmoth asked the Commission to provide an up or down vote, but that he was fine with changing the roof material and updating the exterior materials to address the other comments.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Bodner, the Commission continued design review and subdivision applications 18-D-06 and 18-SD-04 to the June 6, 2019 Planning Commission meeting with direction to update the design to address the Commission's concerns.

The motion was approved (5-1) by the following vote:

AYES: Lee Ahi, Bressack, Bodner and Meadows

NOES: Samek,

ABSENT: None

#### **4. 19-CA-02 – City of Los Altos – Amendment to Density Bonus**

Proposed amendment to Subsection 14.28.040 F., Incentive Standards, of the City of Los Altos Density Bonus regulations to further clarify how On-Menu incentives or concessions can be used for a project that seeks density bonus approval. *Project Planner: Biggs*

Community Development Director Biggs presented the staff report, recommending that the Planning Commission review the proposed ordinance and provide a recommendation to the City Council.

### Public Comment

Resident Matt Hershenson spoke in support of the amendment, noting that the height of new development is an issue.

Resident Pierre Bedard spoke in support of the amendment.

Resident Phan Truong spoke in support of the amendment, noting that tall buildings can look directly into single-family properties and create parking impacts on nearby neighborhoods.

### Commission Discussion

Commissioner Bodner expressed support for the amendment, but noted that it may not really accomplishing much and that projects should not go beyond the 35 percent density bonus limit.

Commissioner Bressack expressed support for the amendment, noting that it will help staff to explain and guide applicants.

Commissioner Ahi expressed support for the amendment, noting that the City should explore other items to add to the on-menu list.

Vice-Chair Lee expressed support for the amendment.

Chair Samek expressed support for the amendment.

Action: Upon motion by Vice-Chair Lee, seconded by Commissioner Bressack, the Commission voted 6-0 to recommend approval of the ordinance amendment to the City Council.

AYES: Samek, Lee Ahi, Bressack, Bodner and Meadows

NOES: None

ABSENT: None

### **COMMISSIONERS' REPORTS AND COMMENTS**

None.

### **POTENTIAL FUTURE AGENDA ITEMS**

The Commission requested that a meeting with the City's architectural peer reviewer Larry Canon be scheduled at a future meeting to review and discuss the peer review process.

### **ADJOURNMENT**

Chair Samek adjourned the meeting at 8:50 P.M.

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Zachary Dahl, AICP  
Planning Services Manager





## PLANNING COMMISSION AGENDA REPORT

**Meeting Date:** May 16, 2019

**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

**Prepared by:** Zachary Dahl, Planning Services Manager

**Initiated by:** Applicant and Owner – Jeff Warmoth, 425 First Los Altos, LLC

### Attachments:

- A. Draft Resolution with Findings and Conditions
- B. Applicant Materials
  - Cover Letter
  - Design Review Narrative
  - Climate Action Plan Checklist
  - Approved Story Pole Plan
  - Story Pole Certification
- C. Planning Commission Study Session Minutes, August 16, 2018
- D. Complete Streets Commission Meeting Minutes, February 27, 2019
- E. Transportation Impact Analysis
- F. Noise Assessment
- G. Architectural Design Peer Review
- H. Public Correspondence
- ~~I. Project Plans~~

### Recommendation:

Recommend to the City Council approval of design review and subdivision applications 18-D-06 and 18-SD-04 per the findings and conditions contained in the resolution.

### Environmental Review:

The project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended.

### Project Description:

This is a development proposal that includes Design Review and Subdivision Tentative Map applications for a new three-story multiple-family residential building with 20 units and a two level underground parking garage. The existing site includes a two-story commercial building (4,500 square feet) that is currently occupied with office-administrative uses and surface parking at the rear with driveway access on Lyell Street. The proposal includes three affordable units, two Moderate income units and one Low income unit, but is not requesting any incentives or waivers. The following table summarizes the project's technical details:

**GENERAL PLAN DESIGNATION:** Downtown Commercial  
**ZONING:** Commercial Downtown/Multiple Family (CD/R3)  
**PARCEL SIZE:** 11,894 square feet (0.27 acres)  
**MATERIALS:** Smooth texture stucco, wood siding, stone tile exterior siding, metal awnings and roof structures, metal and glass railings, and aluminum clad wood windows

	<b>Existing</b>	<b>Proposed</b>	<b>Allowed/Required</b>
<b>FLOOR AREA:</b>	4,500 sq ft	23,997 sq ft <sup>1</sup>	N/A <sup>2</sup>
<b>SETBACKS:</b>			
Front (First St)	3 feet	10 feet	10 feet
Rear (Alley)	69 feet	10 feet	10 feet
Exterior side (Lyell St)	4 feet	2 feet	2 feet
Interior side	4 feet	2 feet	0 feet
<b>HEIGHT:</b>			
Midpoint of sloping roof	-	35 feet	35 feet
Top of ridge	27 feet	38 feet	47 feet
Elevator tower	-	41 feet	47 feet
<b>PARKING:</b>	20 spaces	28 spaces	28 spaces
<b>DENSITY:</b>			
Total units	-	20 units (74 du/ac)	N/A <sup>2</sup>
Affordable units	-	3 units (15%)	3 units (15%)

<sup>1</sup> This does not include the underground garage area.

<sup>2</sup> The CD/R3 District does not have a maximum floor area or density requirement.

The draft resolution contained in Attachment A includes the Project’s findings and conditions of approval. The Applicant’s Design Review Narrative, Climate Action Plan Checklist and story pole installation verification, along with a cover letter, are included in Attachment B.

## **Background**

### *Planning Commission Study Session*

On August 16, 2018, the Planning Commission held a study session to review and provide feedback on the Applicant’s conceptual architectural and site design. Overall, the Commission expressed support for the concept of providing smaller units at a higher density, but expressed serious concerns about the architectural design, building proportions, the Lyell Street elevation and the quality of the exterior materials. A copy of the Planning Commission study session minutes is included as Attachment C.

### *Complete Streets Commission*

On February 27, 2019, the Complete Streets Commission (CSC) held a public meeting to consider the Project. As specified by the Municipal Code, the CSC is tasked with reviewing the bicycle, pedestrian,

parking and traffic elements of a development application and providing an advisory recommendation to the Planning Commission and City Council. The CSC expressed general support for the project, with a comment that the width of the sidewalk along First Street should be increased and that the cumulative impacts of all potential projects along First Street and the vicinity should be evaluated. Following the discussion, the CSC voted unanimously to recommend approval of the Project to the Planning Commission and City Council with an additional recommendation that the Project provide a one-foot easement along its First Street frontage to allow for a wider sidewalk. A copy of the CSC meeting minutes is included as Attachment D.

#### *Story Pole Exemption and Installation*

On January 8, 2019, the City Council held a public meeting to consider a request from the Applicant for an exception from the City's Story Pole Policy. The request sought a partial exemption for the placement of story poles due to safety concerns and impairment of the use of the existing office building on the site, and a request to use some alternative materials (pennant flags in place of plastic mesh netting). This request was denied by Council due to a lack of sufficient evidence to demonstrate that there would be a public health and safety concern if the story poles and guy wires are set in compliance with the City's Story Pole Policy, and that installation of story poles would significantly impair the use of existing office building.

Following the denial, the Applicant submitted a story pole plan that met the Policy's requirements and retained a story pole installation company to get the story poles installed by the end of February. However, the installation of the poles was never completed due to concerns related to the proximity of the story poles to public areas of First Street, Lyell Street, and the alley. Since the Applicant was unable to find a willing contractor to install story poles in accordance with the approved plan, a second story pole exception request was submitted to the City. On March 26, 2019, the Council considered the Applicant's second request and approved a partial exemption with a modified plan that allowed for the installation of some, but not all, of the story poles as required by the Policy.

The story poles were subsequently installed on March 27, 2019 and staff received a certification letter from the Applicant's civil engineer verifying that the story poles had been installed per the approved plan. A copy of the certification letter and the approved story pole plan are included in Attachment B.

## **Discussion/Analysis**

### *General Plan*

The General Plan contains goals and policies for the Downtown in the Land Use Element, Community Design & Historic Resources Element, Economic Development Element and Housing Element. Together these elements emphasize increasing commercial vitality while promoting a pedestrian friendly environment, preserving the small-town village atmosphere, and creating residential opportunities including affordable housing. The General Plan also identifies the Downtown as a Special Planning Area and references the City adopted Downtown Urban Design Plan (1992) in the various elements cited above. On August 28, 2018, the City Council adopted the Downtown Vision Plan, which functionally replaced the Downtown Urban Design Plan, but did not amend the General Plan for inclusion.

The Land Use Element combined with the Economic Development Element encourages intensification in the Downtown while also requiring that new development be compatible with the character of the small-town atmosphere serving commercial needs of residents and visitors. The Land Use element encourages residential uses above on the ground floor and emphasizes the need for affordable housing. The Economic Development Element also supports this goal with emphasis of increasing the attractiveness of the Downtown area to shoppers and pedestrians to enhance the economic vitality. The Project is consistent with both of these elements since it will intensify the site by providing a high-density residential project, including three affordable units, and also providing for a more attractive pedestrian setting.

The Community Design and Historic Resources Element identifies the Downtown as the historic center of commerce and characterizes the Downtown triangular area as a walkable, pedestrian friendly environment with a mix of uses to serve the community. While the Project introduces a three-story building into an area that has historically had more one and two-story buildings, the Project will improve the visual appearance along the First Street streetscape and enhance the pedestrian environment, which is a major goal of this element.

The Housing Element encourages maximum densities of residential development projects within the Downtown as well as facilitating affordable housing. The project is proposing a total of 20 units, which equates to a density of 74 units per acre and includes three affordable units (two at the Moderate income level and one at the Low income level). The CD/R3 Zoning District does not have a specific density threshold, but instead relies on the height limit, setbacks and on-site parking requirements to establish a functional density. In this case, the proposed Project has a density of 74 dwelling units per acre and is in compliance the District's height limit, required setbacks and on-site parking. When compared to other land uses and multiple-family projects in the Downtown Triangle area, it is a higher density project. But, it is able to achieve this density by proposing unit sizes that, on average, are much smaller than other multiple-family developments. The Project's studio units are an average of 580 square feet in size, the one-bedroom units are an average of 1,008 square feet in size, and the two-bedroom units are an average of 1,235 square feet in size.

For comparison purposes, the multiple-family residential building across the street at 396 First Street has an average unit size of 1,296 square feet and a density of 50 units per acre. On the north end of First Street, the multiple-family building at 100 First Street has an average unit size of 1,700 square feet and a density of 50 units per acre. The mixed-use building at 86 Third Street has an average unit size of 1,405 square feet and a density of 41 units per acre, and the recently reviewed mixed-use project at 385-389 First Street has an average unit size of 1,358 square feet and a density of 46 units per acre.

#### *Downtown Vision Plan*

The Downtown Vision Plan was a community driven planning effort to provide the Los Altos community with a vision for the future of the Downtown Triangle to guide growth and development over the next 20 years. The Vision Plan acts as the guiding document for future development of the Downtown, maintaining the community's history, values, and desired intensity of development, while also allowing for incremental change intended to facilitate a unique, vibrant village that exemplifies the exceptional character and qualities of Los Altos.

As it relates to the proposed project, the Vision Plan provides guidance with regards to land use policies, including economic and housing, built environment/development standards, and circulation. The proposed project is within the First Street District, which is envisioned to have a variety of uses with enhanced pedestrian and vehicular facilities to attract people towards the center of Downtown. It encourages new development to anticipate and design for mixed-use development with ground-floor commercial including high quality facades with residential above. Residences in the downtown will likely be supportive of increasing affordable units in the city by providing income restricted or units that affordable by design (i.e. smaller units). With regards to the built environment, the Vision Plan allows for taller buildings up to three-stories, but encourages upper floors to be stepped back to increase the articulation and massing of the upper story. The Vision Plan identifies pedestrian and bicycle facilities as a key attribute of the Downtown and the community's expressed concern for further improvements. The First Street corridor was specifically identified as having opportunities to improve the pedestrian, bicycle, and vehicular movements to facilitate movements in the Downtown.

The proposed project supports the overall goals of the Vision since it seeks to redevelop an underutilized site and provide for more intensity, which is anticipated and encouraged in the Downtown. The Project is a multiple-family residential project that will replace 4,500 square feet of the existing commercial space with 20 new residential units. The Project proposes a three-story building, 35 feet in height to the midpoint of the sloping roof, which is compatible with the recommend height maximum of up to 45 feet for mixed-use buildings on First Street.<sup>1</sup> The Project will also be improving the visual appearance of the frontages along First Street and Lyell Street, and improving the overall pedestrian environment at this intersection and along First Street.

#### *Zoning*

The Project meets all applicable site standards for a multiple-family residential project in the CD/R3 District, and all other applicable Zoning Code requirements. While the project is eligible for an incentive and waivers since it is providing 15 percent of its total units as affordable, it is a fully conforming project that is not requesting any incentives or waivers.

The front setback along First Street and the rear setback along the alley are both 10 feet, and the exterior side setback along Lyell Street and the interior side setback are both two feet, which comply with the standards for a multiple-family rebuilding in the CD/R3 District. Within the 10-foot rear setback, a two-foot vehicle access easement to widen the public alley is being offered and within the 10-foot front yard setback, a one-foot pedestrian access easement is being offered. These dedications are being required as a condition of the subdivision map approval process. The public alley currently is 16 feet in width, whereas 18 feet is the minimum typically required to allow for two-way vehicle travel. Should the properties on the opposite side of the alley redevelop in the future, the City will request an equal two-foot dedication which allows for increased circulation efficiency and will align with the 20-foot access easement at the rear of the property at 467 First Street further east of the Project. The pedestrian access easement along First Street will allow for the sidewalk to be widened to six feet.

With regards to height, the mid-point of the sloping roof, which is where building height is measured for sloping roof buildings, is proposed at 35 feet tall, which meets the CD/R3 District's height limit

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<sup>1</sup> This is just a recommendation as the City has not formally discussed or adopted changes to the Zoning District development standards.

of 35 feet. The height of the roof ridge is 38 feet tall and the elevator tower is 41 feet tall, both of which are within 12 feet above the District's height limit that is allowed for parapet walls and elevator towers.

Since the project is providing affordable housing, it is subject to the parking standards specified in Los Altos Municipal Code Section 14.28.040(G). Based on these standards, the project is required to provide one on-site parking space for each studio and one-bedroom unit (12 units proposed) and two on-site spaces for each two-bedroom unit (eight proposed), which results in a minimum requirement of 28 on-site parking spaces.

#### *Bicycle and Pedestrian Amenities*

As recommended by the VTA guidelines, the project should provide at least seven Class I bicycle parking spaces and two Class II spaces. As shown on the project plans (Sheets A3.0a and L1.01) a total of 28 bicycle storage spaces are proposed within a secured bicycle storage room (Class I equivalent) on the first level of the underground parking garage. In addition, two bicycle racks that each accommodate two bicycles are proposed on First Street and a third is proposed along the alley adjacent to the rear building entrance for a total of six Class II spaces. Therefore, the Project is significantly exceeding the VTA guidelines for bicycle parking.

The Project will be replacing the five-foot wide public sidewalk along its First Street and Lyell Street frontages and adding a new bulb-out at the corner of the intersection and at the alley crossing. The Complete Streets Commission recommended to increase the width of the sidewalk along First Street and the one-foot pedestrian shown on the Project plans will allow for the new First Street sidewalk to be six feet wide (Condition No. 19). Overall, the Project's bicycle and pedestrian amenities appear to meet or exceed all applicable City policies and guidelines.

#### *Design Review*

In order to approve the project, the Planning Commission and City Council must make positive design review findings as outlined in Section 14.78.060 of the Municipal Code. These design review findings are summarized as follows:

- The project meets the goals, policies and objectives of the General Plan and complies with any Zoning Code design criteria for the CD/R3 District;
- The project has architectural integrity and an appropriate relationship with other structures in the immediate area in terms of height, bulk and design;
- The horizontal and vertical building mass is articulated to relate to the human scale; it has variation and depth of building elevations to avoid large blank walls; and the residential elements that signal habitation such as entrances, stairs, porches, bays and balconies;
- The exterior materials that convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements such as base, body, parapets, bays, arcades and structural elements; and the materials, finishes, and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;

- The landscaping is generous and inviting, the landscape and hardscape complements the building and is well integrated with the building architecture and surrounding streetscape, and the landscape includes substantial street tree canopy;
- Any signage is appropriately designed to complement the building architecture;
- Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing; and
- Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.

Overall, the Project reflects a desired and appropriate development intensity for the CD/R3 District and within the First Street District as outlined in the General Plan and the Downtown Vision Plan. The multiple-family development provides for both market-rate and affordable housing units, provides smaller unit floor plans, which will allow the market-rate units to be more “affordable by design,” and will contribute to the overall commercial vitality of the Downtown. The new building will improve the streetscape with high quality exterior façades and has incorporated design elements that support the residential use. The architectural design uses a variety of elements to break up the bulk of the structure including building articulation, balconies, a mix of exterior materials and a sloping roof with eave overhangs and trim details to reduce the vertical appearance of the building. The balconies on the upper stories at the front and exterior side elevations signal habitation and also soften the mass of the building.

The exterior building materials appropriately define the building elements to convey the Project’s quality, integrity, durability and permanence. The stone veneer used at the first story gives the building a base and provides for visual interest at the pedestrian scale. The wood trim and siding details, along with the lighting fixtures and metal Juliette balconies, reduce the prominence of the stucco siding on the upper levels and supports the articulation and smaller scale design elements to effectively reduce the perception of bulk and mass.

The Project includes landscaping and street trees along all of its frontages – First Street, Lyell Street and the rear alley – that is generous and inviting. Proposed street trees include Four Chinese pistache trees and two Swan Hill olive trees along First Street, a Chinese pistache trees and a Swan Hill olive tree along Lyell Street and two Eastern rosebud trees and two Swan Hill olive trees along the rear alley. In addition, a mix of landscaping species and types are proposed in landscape areas in the street right-of-way and in raised planters along all three visible sides of the building. The First Street frontage includes two benches, seat walls along the planter boxes and decorative pavers at the building entrance. The rear of the building along the alley also includes a raised landscape planter along with a staging area for for trash pick-up, a second building entrance and the ramp to the underground garage.

Since this is an all residential development, there is not any signage proposed other than address number identification. The rooftop mechanical equipment is screened by the architecturally integrated parapet walls and the trash area is located within the building in the first level of the underground garage. Overall, as evidenced in this discussion and as further supported by the findings contained in Exhibit A of the resolution (Attachment A), the project appears to meet the City’s required design review findings. The applicant has also provided a design review narrative (Attachment B) that addresses each design review finding as well as the CD/R3 Design Controls and applicable sections of the Downtown Design Guidelines.

*CD/R3 District Design Controls*

In addition to complying with the standard design review findings, the project must address the CD/R3 District's Design Controls (Section 14.52.110), which include design requirements such as reducing the apparent size and bulk, access, relationship to the Downtown and implementing goals and objects of Downtown plans, activating the street frontage and screening rooftop mechanical equipment, as follows:

- In terms of size and bulk, the building is divided into smaller elements using articulation with building surfaces relieved with a change in the wall plane, horizontal projections and recesses using balconies, and using design features such as recesses, overhangs, and entries at the ground level to provide pedestrian scaled elements;
- The primary access to the building is along First Street, with secondary entrances along Lyell Street and the rear alley, with all entrances having direct access to the public sidewalk. The front and exterior side façades, entries, and pedestrian scaled features contributes to the streetscape environment of the Downtown;
- The Project includes landscape features at the street level and improves the circulation of the public alley way at the rear of the property;
- Building proportions are designed to limit bulk and protect residential privacy, daylight and environmental quality; and
- The rooftop mechanical equipment is screened from public view.

Overall, as discussed above and in the Applicant's design review narrative, the project appears to have adequately addressed these design controls.

*Architectural Design Peer Review and Downtown Design Guidelines*

The Downtown Design Guidelines (adopted December 8, 2009) provide practical design methods for preserving and enhancing the character and quality of the Downtown. They are intended to be used as guidance and assist in applying visually appropriate designs and understanding of community expectations while providing consistency in the City's downtown development review process. The more recently adopted Downtown Vision Plan, discussed above, establishes present-day expectations while maintaining and preserving Downtown characteristics described in the Downtown Design Guidelines.

In response to the adopted recommendations by the Downtown Building Committee, the City retained the services of an architectural design professional, Cannon Design Group, to provide an architectural peer review of the project (see Attachment G). The attached report summarizes the Downtown Design Guidelines for the First Street District where the subject site is located and a critique of an earlier architectural design. The report also includes a couple of recommendations to improve the design consistent with the design guidelines, but overall the peer review was generally supportive of the Project's architectural design. In response to the report's recommendations, the Project's roof pitch was increased from 4:12 to 6:12, the design of the balcony railings was improved, the design of the exit stair along Lyell Street was softened and the quality of the entry and garage doors along the rear alley were upgraded.

*Affordable Housing – Density Bonus, Incentives and Waivers*



The Applicant is offering three affordable units (15 percent of the Project's units) as affordable, with two units at the Moderate income level and one unit at the Low income level, which complies with the minimum requirements outlined in Chapter 14.28 for a multiple-family housing project of this size. A total of 20 units, four studio units, eight one-bedroom units and eight two-bedroom units, are proposed within the three-story building. The affordable units include a studio unit on the first floor (Low income), a one-bedroom unit on the second floor (Moderate income) and a two-bedroom unit on the second floor (Moderate income). No density bonus is being requested.

Since the Project is providing at least ten percent of its units as affordable at the Moderate income level, it could seek an incentive (one) and additional waivers per State Density Bonus Law and City Density Bonus Ordinance. However, as noted above, the Project is not requesting any incentives or waivers, and is fully conforming with all applicable Zoning Code requirements. As specified in the City's Ordinance, the affordable units appear to be well dispersed throughout the project and are proportional to the market-rate units in terms of size and bedroom count.

For reference, an affordable housing unit at the Moderate income level is affordable to a household that makes no more than 120 percent of the County's median income and a unit at the Low income level is affordable to a household that makes no more than 80 percent of the County's median income. The County's median family income for a family four in FY 2018 is \$125,200 per the State Housing and Community Development calculations.

#### *Subdivision*

The project includes a Tentative Map to subdivide the site into 20 condominium units. As outlined in the Draft Resolution (Attachment A), the subdivision is in compliance with the General Plan, is physically suitable for this type and density of development, is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat, is not injurious to public health and safety, and provides proper access easements for ingress, egress, public utilities and public services.

#### *Environmental Review*

The project site, which is 11,879 square feet (0.27 acres) in size, is considered a small in-fill site (i.e., less than five acres) that is substantially surrounded by urban uses and does not contain significant natural habitat for endangered species. The development proposal is consistent with the General Plan and Zoning Ordinance, does not result in any significant effects related to traffic, noise, air or water quality, and is adequately served by all required utilities and public services, and none of the exceptions to applicability of the exemption are present. Therefore, in accordance with Section 15332 of the California Environmental Quality Act (CEQA) Guidelines, the project is exempt from further environmental review.

With regard to traffic, Implementation Program C8 in the General Plan's Circulation Element requires a transportation impact analysis (TIA) for projects that result in 50 or more net new daily trips. As outlined in the TIA prepared by Hexagon Transportation Consultants (Attachment E), the Project will generate 146 average daily trips as compared with the property's existing office use, which generates 81 average daily trips, a net increase of 65 daily trips. Since the net increase is more than 50 net new daily trips, a full TIA was prepared that evaluated the surrounding street network and six nearby intersections that could received additional traffic as a result of the project. Overall, the TIA

found that the project would actually reduce trips during the AM and PM peak hours and would not result in any impacts to the studied intersections.

With regard to air quality, since the project is located in proximity to Foothill Expressway, the project could potentially expose long-term residents to air pollution and the project's construction has the potential to create short-term air pollution impacts. To address these potential impacts, staff assessed potential air quality impacts using screening criteria contained in the Bay Area Quality Management District's CEQA Guidelines (May 2017). The screening criteria provide a conservative indication of whether the proposed project could result in potentially significant air quality impacts.

Since the project includes only 20 residential units, it would not result in the generation of operational-related criteria air pollutants and/or precursors that exceed the Thresholds of Significance in Table 2-2 of the Guidelines according to screening level project size criteria contained in Table 3-1. The project is also below the screening level project size criteria for Greenhouse Gas (GHG) emissions and will be implementing mitigation measures consistent with the City's Climate Action Plan (Attachment B) which is an adopted qualified GHG Reduction Strategy. Therefore, the Project is considered less than significant with regards to impacts to GHG emissions. With regards to construction-related criteria air pollutants and/or precursors, the Project is below the applicable screening level size shown in Table 3-1 of the Guidelines, will be implementing appropriate mitigation measures for controlling dust and exhaust during construction, and while the project includes demolition of an existing building, the nature of the 4,500 square-foot building is relatively small and it can be reasonably concluded that it will not have a significant impact to criteria air pollutants and precursors. The Project is also not considered to significantly impact carbon monoxide because the affected roadway intersections are well below the 44,000 vehicle per hour threshold and the Project isn't required to prepare a TIA consistent with the Valley Transportation Authority's Congestion Management Program Guidelines.

With regard to noise, due to the site's proximity Foothill Expressway, the project is located in an area that may expose its residents to higher noise levels and the project's rooftop mechanical equipment may generate off-site noise levels that exceed thresholds established in the City's Noise Control Ordinance. To address these potential noise impacts, a noise study was prepared by Illingworth & Rodkin, Inc (Attachment F). To ensure that there are no significant noise impacts, the study recommends mitigation measures that specify certain types of exterior window and doors with minimum sound isolation ratings to ensure compliance with City standards. Appropriate conditions of approval (Condition nos. 17 and 36) to ensure that the project is designed to comply with the noise study mitigation measures have been included.

The Project is located on an infill site with the Downtown area and will be served by existing public services and utilities. The Applicant will be required to submit a sewage capacity study and upgrade the sewer main as necessary (Condition No. 28). Overall, as documented above, the project's technical studies support the finding that the project meets the criteria and conditions to qualify for as an in-fill development project that is exempt from further environmental review.

#### *Public Notification*

For this meeting, a public hearing notice was published in the *Town Crier* and mailed to the 184 property owners and business tenants within 500 feet of the site. A public notice billboard with color

**Subject:** Proposed Three-Story Multiple-Family Residential Building at 425 First Street

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renderings was installed along the project's First Street frontage and story poles to represent the corners of the building, as approved by the City Council (see discussion above), were installed. A story pole certification letter from the project engineer is included as Attachment B.

*Public Correspondence*

Staff received a letter from the owner of the adjacent property at 401 First Street on February 27, 2019 (date of the Complete Streets Commission meeting). The letter, which is contained in Attachment H, expresses concerns about potential negative impacts to alley circulation, visual impacts from the taller building and if the traffic report is sufficiently objective in its analysis. As discussed above, the Project appears to sufficiently address these issues and staff does not have any concerns about the quality of the Project's TIA. No other public correspondence has been received to-date.

**Options**

The Planning Commission can recommend approval, approval with modifications, or denial of the proposed project. Once the Planning Commission makes a recommendation, the Project will be forwarded to the City Council for consideration and final action.

# ATTACHMENT A

## RESOLUTION NO. 2019-XX

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS MAKING FINDINGS, ADOPTING AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND APPROVING THE DESIGN REVIEW, AND SUBDIVISION APPLICATIONS FOR A NEW 20-UNIT MULTI-FAMILY PROJECT AT 425 FIRST STREET

**WHEREAS**, the City of Los Altos received a development application from Jeff Warmoth (Applicant), for a new 20-unit multiple-family residential building at 425 First Street that includes Design Review 18-D-06 and Subdivision 18-SD-04, referred to herein as the “Project”; and

**WHEREAS**, said Project is located in the CD/R3 District, which allows multiple-family housing as a permitted use and does not specify a maximum allowable residential density; and

**WHEREAS**, the Applicant is offering two moderate income and one low income affordable housing units for sale as part of the Project; and

**WHEREAS**, the Applicant’s proposed unit mix would consist of 15 percent of its total units as affordable units, with 10 percent of the units affordable at the moderate income level, thereby entitling the project to qualify for one incentive, and additional concessions and waivers pursuant to Los Altos Municipal Code Section 14.28.040 and Government Code Section 65915, *et seq.*; and

**WHEREAS**, the Applicant is not seeking any incentives or waivers under Government Code Section 65915(e) and Los Altos Municipal Code Sections 14.28.040(F); and

**WHEREAS**, the Applicant is seeking a parking requirement alteration under Government Code Section 65915(e) and Los Altos Municipal Code Section 14.28.040(G) to allow for a reduction in the minimum onsite parking requirement; and

**WHEREAS**, said Project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

**WHEREAS**, said Project has been processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

**WHEREAS**, on August 16, 2018, the Planning Commission held a design review study session on the Project where it received public testimony and provided the Applicant with architectural and site design feedback; and

**WHEREAS**, on February 27, 2019, the Complete Streets Commission held a public meeting on the Project and at the conclusion of the meeting voted to recommend approval to the Planning Commission and City Council; and

**WHEREAS**, on March 27, 2019, the Applicant installed story poles on the site per the modified story pole plan that was approved by the City Council on March 26, 2019; and

**WHEREAS**, on May 1, 2019, the City gave public notice of the Planning Commission’s public hearing on the proposed Project by advertisement in a newspaper of general circulation and to all property owners and business tenants within a 500-foot radius; and

**WHEREAS**, on May 16, 2019, the Planning Commission conducted a duly-noticed public hearing at which members of the public were afforded an opportunity to comment upon the Project, and at the conclusion of the hearing, the Planning Commission recommended that the City Council \_\_\_\_\_ the Project; and

**WHEREAS**, on \_\_\_\_\_, 2019, the City Council held duly noticed public meetings as prescribed by law and considered public testimony and evidence and recommendations presented by staff related to the Project; and

**WHEREAS**, all the requirements of the Public Resources Code, the State CEQA Guidelines, and the regulations and policies of the City of Los Altos have been satisfied or complied with by the City in connection with the Project; and

**WHEREAS**, the findings and conclusions made by the City Council in this Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference. The findings are not based solely on the information provided in this Resolution; and

**WHEREAS**, all other legal prerequisites to the adoption of this Resolution have occurred.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby \_\_\_\_\_ the Project subject to the findings and the conditions of approval attached hereto as “Exhibit A” and “Exhibit B,” and incorporated by this reference.

**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 \_\_\_\_\_ 2019 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Lynette Lee Eng, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK

## **EXHIBIT A**

### **FINDINGS**

1. ENVIRONMENTAL REVIEW FINDINGS. With regard to environmental review, in accordance with Section 15332 of the California Environmental Quality Act Guidelines, based on the whole record before it, including, without limitation, the analysis and conclusions set forth in the staff reports, testimony provided at the proposed Project's public hearings, and the supporting technical studies, which include: 1) a Traffic Analysis by Hexagon Transportation Consultants (March 2019); 2) a Geotechnical Investigation by Silicon Valley Soil Engineering; and 3) an Environmental Noise Assessment by Illingworth & Rodkin, Inc, the City Council finds and determines that the following Categorical Exemption findings can be made:
  - a. The Project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with the applicable zoning designation (Commercial Downtown/Multiple-Family);
  - b. The Project occurs within City limits on a site of no more than five acres that is substantially surrounded by urban uses and there is no record that the site has value as habitat for endangered, rare or threatened species;
  - c. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality and the completed technical studies and staff analysis contained in the agenda report support this conclusion; and
  - d. The Project has been reviewed and it is found that the site can be adequately served by all required utilities and public services.
2. DESIGN REVIEW FINDINGS. With regard to Design Review Application 18-D-06, the City Council finds, in accordance with Section 14.76.060 of the Los Altos Municipal Code, as follows:
  - a. The Project meets the goals, policies and objectives of the General Plan with its level of intensity and residential density within the First Street corridor in Downtown Los Altos, and all Zoning Code site standards and design criteria applicable for a project in the CD/R3 District;
  - b. The Project has architectural integrity and has an appropriate relationship with other structures in the immediate area in terms of height, bulk and design because the project utilizes high quality materials that support its architectural style and is appropriately articulated and scaled to relate to the size and scale of the surrounding buildings on the First Street corridor;
  - c. Building mass is articulated to relate to the human scale, both horizontally and vertically as evidenced in the design of the raised planter boxes, projecting overhangs and balconies, the building elevations have variation and depth and avoid large blank wall surfaces, and the project has incorporated elements that signal habitation, such as identifiable entrances, overhangs, high quality wood trim finishes and balconies;
  - d. The Project's exterior materials and finishes convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements. Materials, finishes,

and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area.

- e. Landscaping, such as the large specimen eastern rosebud, Chinese Pistache and Swan hill olive street trees, hedges, shrubs and groundcover is generous and inviting, and landscape and hardscape features such as the custom paver walkways, stone veneer clad planters, wood benches and wood fences are designed to complement the building and to be integrated with the building architecture and the surrounding streetscape. Landscaping includes substantial street tree canopy including 12 new street trees in the public right-of-way and along the front, exterior side and rear of the;
  - f. Signage, which is limited to the building address number and other required directional signage, will be designed to complement the building architecture in terms of style, materials, colors and proportions;
  - g. Mechanical equipment is screened from public view by the sloped roof parapet and is designed to be consistent with the building architecture in form, material and detailing; and
  - h. Service, trash and utility areas are screened from public view by their locations in the building garage and behind fencing in the interior side yards, and consistent with the building architecture in materials and detailing.
3. SUBDIVISION FINDINGS. With regard to Subdivision 18-SD-04, the City Council finds, in accordance with Section 66474 of the Subdivision Map Act of the State of California, as follows:
- a. The tentative map and the Project's design and improvements are consistent with the General Plan;
  - b. The Project site is physically suitable for this type and density of development in that the project meets all applicable Zoning requirements;
  - c. The design of the condominium subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially injure fish or wildlife; and no evidence of such has been presented;
  - d. The design of the condominium subdivision is not likely to cause any serious public health problems because conditions have been added to address noise, air quality and life safety concerns; and
  - e. The design of the condominium subdivision will not conflict with any public access easements as none have been found or identified on this site.
4. AFFORDABLE HOUSING AND DENSITY BONUS FINDINGS. With regard to the offered below market rate units and requested parking requirement alteration, the City Council finds, in accordance with Los Altos Municipal Code Section 14.28.040, as follows:

- a. The applicant is offering two moderate income units and one low income unit for sale, which qualifies the project for an incentive, additional waivers and a parking requirement alteration; and
- b. The applicant is not requesting an incentives or any waivers; and
- c. Per Section 14.28.040(G)(2)(a), the City shall allow a minimum parking requirement, inclusive of handicapped and guest parking, of one (1) onsite parking space for each studio and one-bedroom unit and two (2) onsite parking spaces for each two-bedroom unit if requested by the applicant; and
- d. The project includes four (4) studio units, eight (8) one-bedroom units and eight (8) two-bedroom units and is providing 28 onsite parking spaces, where a minimum of 28 onsite parking spaces is required, thus it is meeting the minimum permitted by the Code.



**EXHIBIT B**  
**CONDITIONS**

**GENERAL**

**1. Approved Plans**

The project approval is based upon the plans dated April 16, 2019 and the support materials and technical reports, except as modified by these conditions.

**2. Affordable Housing**

The applicant shall offer the City three (3) below market rate units as follows:

- a. One (1) two-bedroom unit at the moderate income level for sale;
- b. One (1) one-bedroom unit at the moderate income level for sale; and
- c. One (1) studio unit at the low income level for sale.

**3. Upper Story Lighting**

Any exterior lighting above the ground floor of the building shall be shrouded and/or directed down to minimize glare.

**4. Encroachment Permit**

An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

**5. Public Utilities**

The applicant shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.

**6. Americans with Disabilities Act**

All improvements shall comply with Americans with Disabilities Act (ADA).

**7. Municipal Regional Stormwater Permit**

The project shall be in compliance with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015.

**8. Sewer Lateral**

Any proposed sewer lateral connection shall be approved by the City Engineer.

**9. Transportation Permit**

A Transportation Permit, per the requirements specified in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the construction site.

**10. Indemnity and Hold Harmless**

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the

City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project.

## **PRIOR TO SUBMITTAL OF BUILDING PERMIT**

### **11. Green Building Standards**

The applicant shall provide verification that the project will comply with the City's Green Building Standards (Section 12.26 of the Municipal Code) from a qualified green building professional.

### **12. Property Address**

The applicant shall provide an address signage plan as required by the Building Official.

### **13. Water Efficient Landscape Plan**

Provide a landscape documentation package prepared by a licensed landscape professional showing how the project complies with the City's Water Efficient Landscape Regulations.

### **14. Climate Action Plan Checklist**

The applicant shall implement and incorporate the best management practices (BMPs) into the plans as specified in the Climate Action Compliance Memo prepared by Illingsworth & Rodin, Inc., dated October 4, 2018.

### **15. Pollution Prevention**

The improvement plans shall include the "Blueprint for a Clean Bay" plan sheet in all plan submittals.

### **16. Storm Water Management Plan**

The Applicant shall submit a Storm Water Management Plan (SWMP) in compliance with the MRP. The SWMP shall be reviewed and approved by a City approved third party consultant at the Applicant's expense. The recommendations from the Storm Water Management Plan (SWMP) shall be shown on the building plans.

### **17. Noise Mitigation**

The applicant shall implement and incorporate the noise mitigation measures into the plans as required by the report by Illingsworth & Rodin, Inc., dated August 16, 2018.

## **PRIOR TO FINAL MAP RECORDATION**

### **18. Covenants, Conditions and Restrictions**

The applicant shall include the following provisions in the Covenants, Conditions and Restrictions (CC&Rs):

- a. Long-term maintenance and upkeep of the landscaping and street trees, as approved by the City, shall be a duty and responsibility of the property owners.
- b. Both parking spaces in a tandem space shall be owned by the same unit and cannot be owned or used by separate units.

### **19. Public Access Easement Dedication**

The applicant shall dedicate public access easements for the purpose of providing vehicle and pedestrian access shall be dedicated as follows:

- a. An easement of two feet along the rear alley for use as a public right-of-way; and
- b. An easement of one-foot along the First Street frontage to allow for pedestrian access.

**20. Public Utility Dedication**

The applicant shall dedicate public utility easements as required by the utility companies to serve the site.

**PRIOR TO ISSUANCE OF BUILDING PERMIT**

**21. Final Map Recordation**

The applicant shall record the final map. Plats and legal descriptions of the final map shall be submitted for review by the City Land Surveyor. Applicant shall provide a sufficient fee retainer to cover the cost of the map review by the City.

**22. Payment of Fees**

The applicant shall pay all applicable fees, including but not limited to sanitary sewer connection and impact fees, parkland dedication in lieu fees, traffic impact fees, affordable housing impact fee, public art impact fee and map check fee plus deposit as required by the City of Los Altos Municipal Code.

**23. Affordable Housing Agreement**

The Applicant shall execute and record an Affordable Housing Agreement, in a form approved and signed by the Community Development Director and the City Attorney, that offers three (3) below market rate units, for a period of at least 55-years, as defined in Condition No. 2. The below market rate units shall be constructed concurrently with the market rate units, shall be provided at the location on the approved plans, and shall not be significantly distinguishable with regard to design, construction or materials.

**24. Sidewalk Lights**

The applicant shall replace the existing light fixture along First Street and install new light fixture(s) along First Street and Lyell Street as directed by the City Engineer.

**25. Storm Water Filtration Systems**

The Applicant shall insure the design of all storm water filtration systems and devices are without standing water to avoid mosquito/insect infestation.

**26. Cost Estimate and Performance Bonds**

The applicant shall submit a cost estimate for the improvements in the public right-of-way and shall submit a 100 percent performance bond or cash deposit (to be held until acceptance of improvements) and a 50 percent labor and material bond (to be held 6 months after acceptance of improvements) for the work in the public right-of-way.

**27. Grading and Drainage Plan**

The Applicant shall submit on-site grading and drainage plans that include (i.e. drain swale, drain inlets, rough pad elevations, building envelopes, drip lines of major trees, elevations at property lines, all trees and screening to be saved) for approval by City Engineer. No grading or building pads are allowed within two-thirds of the drip line of trees unless authorized by a certified arborist and the Planning Department.

**28. Sewage Capacity Study**

The applicant shall submit calculations showing that the City's existing sewer line will not exceed two-thirds full due to the project's sewer loads. For any segment that is calculated to exceed two-thirds full for average daily flow or for any segment that the flow is surcharged in the main due to peak flow, the applicant shall replace the sewer line with a larger sewer line.

**29. Construction Management Plan**

The Applicant shall submit a construction management plan for review and approval by the Community Development Director and the City Engineer. The construction management plan shall address any construction activities affecting the public right-of-way, including but not limited to excavation, traffic control, truck routing, pedestrian protection, material storage, earth retention and construction vehicle parking. The plan shall provide specific details with regard to how construction vehicle parking will be managed to minimize impacts on nearby single-family neighborhoods. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site. Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.

**30. Solid Waste Ordinance Compliance**

The Applicant shall be in compliance with the City's adopted Solid Waste Collection, Remove, Disposal, Processing & Recycling Ordinance (LAMC Chapter 6.12) which includes a mandatory requirement that all multi-family dwellings provide for recycling and organics collection programs.

**31. Solid Waste and Recyclables Disposal Plan**

The Applicant shall contact Mission Trail Waste Systems and submit a solid waste and recyclables disposal plan indicating the type, size and number of containers proposed, and the frequency of pick-up service subject to the approval of the Engineering Division. The Applicant shall also submit evidence that Mission Trail Waste Systems has reviewed and approved the size and location of the proposed trash enclosure. The enclosure shall be designed to prevent rainwater from mixing with the enclosure's contents and shall be drained into the City's sanitary sewer system. The enclosure's pad shall be designed to not drain outward, and the grade surrounding the enclosure designed to not drain into the enclosure. In addition, Applicant shall show on plans the proposed location of how the solid waste will be collected by the refusal company. Include the relevant garage clearance dimension and/or staging location with appropriate dimensioning on to plans.

**PRIOR TO FINAL OCCUPANCY**

**32. Condominium Map**

The applicant shall record the condominium map as required by the City Engineer.

**33. Landscape and Irrigation Installation**

All on- and off-site landscaping and irrigation shall be installed and approved by the Community Development Director and the City Engineer. Provide a landscape Certificate of Completion, signed by the project's landscape professional and property owner, verifying that the trees, landscaping and irrigation were installed per the approved landscape documentation package.

**34. Signage and Lighting Installation**

The applicant shall install all required signage and on-site lighting per the approved plan.

**35. Green Building Verification**

The applicant shall submit verification that the structure was built in compliance with the California Green Building Standards pursuant to Section 12.26 of the Municipal Code.

**36. Acoustical Report**

The applicant shall submit a report from an acoustical engineer ensuring that the rooftop mechanical equipment meets the City's noise regulations.

**37. Public Alleyway**

The Applicant shall improve the entire width of the alleyway along the rear of the project with the treatment approved by the City Engineer.

**38. First Street Sidewalk Replacement**

The Applicant shall remove and replace entire sidewalk and curb and gutter along the frontage of First Street and Lyell Street as shown on the approved plans and as directed by the City Engineer.

**39. New ADA Ramps and Crosswalks**

The applicant shall provide two new ADA ramps and crosswalk stripping per the City standards on First Street on the north side of the intersection with Lyell Street, on Lyell Street at the intersection with First Street and on the alley where it connects with Lyell Street.

**40. Public Infrastructure Repairs**

The Applicant shall repair any damaged right-of-way infrastructures and otherwise displaced curb, gutter and/or sidewalks and City's storm drain inlet shall be removed and replaced as directed by the City Engineer or his designee. The Applicant is responsible to resurface (grind and overlay) half of the street along the frontage of First Street if determined to be damaged during construction, as directed by the City Engineer or his designee.

**41. Maintenance Bond**

A one-year, ten-percent maintenance bond shall be submitted upon acceptance of improvements in the public right-of-way.

**42. SWMP Certification**

The Applicant shall have a final inspection and certification done and submitted by the Engineer who designed the SWMP to ensure that the treatments were installed per design. The Applicant shall submit a maintenance agreement to City for review and approval for the stormwater treatment methods installed in accordance with the SWMP. Once approved, City shall record the agreement.

**43. Label Catch Basin Inlets**

The Applicant shall label all new or existing public and private catch basin inlets which are on or directly adjacent to the site with the "NO DUMPING - FLOWS TO ADOBE CREEK" logo as required by the City.

# **ATTACHMENT B**

## **Applicant Materials**

- Cover Letter
- Design Review Narrative
- Climate Action Plan Checklist
- Approved Story Pole Plan
- Story Pole Certification



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File No. 099999

February 4, 2019

**VIA E-MAIL CHRISTOPHER.DIAZ@BBKLAW.COM**

Mr. Christopher J. Diaz  
City Attorney, City of Los Altos  
Los Altos City Hall  
1 North San Antonio Road  
Los Altos, CA 94022

**Re: 425 1st Street, Los Altos, California**

Dear Mr. Diaz:

I write on behalf of the applicant for a proposed 20-unit residential development (“Project”) located on an infill site at 425 1st Street (“Property”) in the City of Los Altos (“City”). The Project complies with all applicable objective standards, as indicated by the lack of any statement by the City to the contrary in the “deemed complete” letter issued on January 31, 2019. The Project would meet the height limit and property setbacks, as well as the other objective standards provided in the City’s Zoning Ordinance and other applicable planning documents. While the Project would provide on-site affordable units, it is not requesting and does not require a density bonus or waiver.

I write to request your help in explaining the Housing Accountability Act (“HAA”) and its application to the Project to City decision-makers (and the public), including ensuring that each staff report for the Project includes text about the requirements of the HAA. To that end, the key requirements of the HAA and how it applies to the Project are outlined below, followed by a summary that could be used in Project staff reports.

**1. The HAA Requires The City To Approve The Project At Its Proposed Density**

The HAA applies to all residential development projects, not just affordable housing proposals. (*Honchariw v. County of Stanislaus* (2011) 200 Cal. App. 4th 1066, 1077.) “Housing development project” means, among other things, a use consisting of “[r]esidential units only.” (Gov’t Code § 65589.5(h)(2).) The Project would consist of only residential uses, providing a mix of market-rate and affordable units, and thus is a “housing development project” covered by the HAA. Further, as described below, the Project meets the City’s applicable objective standards and policies, and would not have a specific adverse impact on public health

and safety. Therefore, the HAA forbids the disapproval of the Project or approval of the Project conditioned on lower density than proposed.

a. HAA's Purpose

The HAA addresses the state's "housing supply and affordability crisis of historic proportions." (Gov't Code § 65589.5(a).) The Legislature found that "[t]he excessive cost of the state's housing supply is partially caused by activities and policies of many local governments that limit the approval of housing, increase the cost of land for housing, and require that high fees and exactions be paid by producers of housing." (*Id.*) To combat this trend, the Legislature has enacted numerous laws, including the HAA (§ 65589.5).

The Legislature recently found that its original intent in enacting the HAA—"meaningfully and effectively curbing the capability of local governments to deny, reduce the density for, or render infeasible housing development projects"—has "not been fulfilled." (Gov't Code § 65589.5(a)(2)(K).) Accordingly, the Legislature enacted, and the Governor signed into law, a package of reforms that strengthen the HAA. ( Ch. 368, Stats. 2017; Ch. 373, Stats. 2017; Ch. 378, Stats. 2017.) The state's recent lawsuit against Huntington Beach evidences the state's continued commitment to ensuring cities plan for and permit housing at all income levels. (Website of the Office of the Governor, *In the Face of Unprecedented Housing Crisis, California Takes Action to Hold Cities Accountable for Standing in the Way of New Housing* (Jan. 25, 2019), available at <https://www.gov.ca.gov/2019/01/25/housing-accountability/>.)

b. The HAA's Requirements

The HAA requires approval of housing development projects that meet applicable objective standards, even if they may not meet subjective criteria, absent a violation of quantifiable and objective health and safety standards. (*N. Pacifica, LLC v. City of Pacifica* (N.D. Cal. 2002) 234 F.Supp.2d 1053, 1059–60, *aff'd N. Pacifica LLC v. City of Pacifica* (9th Cir. 2008) 526 F.3d 478.) Under the HAA, the City must determine whether a housing development project "complies with applicable, **objective** general plan, zoning, and subdivision standards and criteria, including design review standards, in effect at the time that the housing development project's application is determined to be complete." (Gov't Code § 65589.5(j)(1) [emphasis added].) If a housing development project so complies, the City **cannot disapprove the project or approve it conditioned on lowering its density** absent written findings, supported by a preponderance of the evidence, that the Project would have "a specific, adverse impact upon the public health or safety" and "[t]here is no feasible method to satisfactorily mitigate or avoid the adverse impact" except disapproval of the Project or approval conditioned on requiring lower density than proposed. (§ 65589.5(j) [emphasis added].)

As used in the HAA, a "specific, adverse impact" means "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health



or safety standards, policies, or conditions as they existed on the date the application was deemed complete.” (*Id.*) The Legislature has found that “conditions that would have a specific, adverse impact upon the public health and safety . . . arise infrequently.” (§ 65589.5(a)(3).) Notably, not all CEQA impacts would qualify as impacts that allow the City to deny or condition a project’s approval on lower density that complies with applicable objective standards. For example, an aesthetic impact under the California Environmental Quality Act (“CEQA”) can be based on a finding that a project would be out of character with surrounding development because it is taller or denser than that development. Such an impact is not quantifiable or objective and does not implicate public health or safety, and thus is not the type of impact recognized by the HAA as authorizing denial of a project or approval conditioned on lower density.

c. HAA’s Relationship to CEQA

The HAA and CEQA are state laws that must be harmonized in a way that gives full force and effect to each. (See *Wollmer v. City of Berkeley*, (2011) 193 Cal.App.4th 1329, 1347–50.) CEQA states that a lead agency may “exercise only those express or implied powers provided by law other than [CEQA].” (Pub. Res. Code § 21004.) Thus where the HAA restricts the scope of a city’s authority to reduce the size of a proposed project, a city cannot require such reductions to minimize environmental impacts under CEQA. (See *Sequoyah Hills Homeowners Ass’n v. City of Oakland* (1993) 23 Cal.App.4th 704, 714–16 [holding a lead agency was not required to consider a lower-density alternative under CEQA because it was legally infeasible pursuant to the HAA].)

d. HAA’s Penalties

The HAA imposes stiff penalties for failure to comply with its requirements. Under the HAA, the project applicant, people eligible to live in the proposed project, or a housing organization all have standing to sue a city for impermissibly denying or conditioning a project. (Gov’t Code § 65589.5(k)(1)(A).) If a court finds a city violated the HAA, the court must issue an order compelling that city to comply with the HAA within 60 days. (*Id.*) The court also “shall award reasonable attorney’s fees and costs of suit to the plaintiff or petitioner, except under extraordinary circumstances in which the court finds that awarding fees would not further the purposes” of the HAA. (*Id.*; see § 65589.5(k)(2) [must award attorneys’ fees to a prevailing housing organization].) If the city fails to comply with the initial order within 60 days, the “court shall impose fines” of at least \$10,000 per housing unit in the housing development project on the date the application was deemed complete and take further action to ensure the city complies with the HAA. (§ 65589.5(k)(1)(B), (C).) If the court finds a city acted in “bad faith” when illegally disapproving a housing development project or conditioning it on lower density, the court must multiply the fine by a factor of five. (§ 65589.5(l).)

e. Analysis: The City Must Approve The Project

The Project meets the City’s applicable, objective development standards, including, but not limited to, height limit and property setbacks. In addition, there is no evidence

that the Project would have any impact on public health or safety. The Project would replace the Property's existing development, consisting of office uses and a surface parking lot. The Property is not contaminated and has adequate infrastructure to serve the Project. Further, the Project's traffic study concluded that the Project would have fewer peak hour trips (both morning and afternoon) than the existing use. Even if the Project would have impacts on health and public safety, which it would not, there is no evidence that such impacts could not be mitigated without reducing the size of the Project. Further, while the City must comply with CEQA, the City cannot use CEQA to negate the protections provided by the HAA. Therefore, the City must approve the Project with its currently proposed mass and height (i.e., density). Failure to do so would open the City up to litigation, fines, and the cost of its own and potentially petitioners' attorneys' fees.

## **2. Proposed Text Summarizing The HAA For Staff Reports**

Because the HAA circumscribes the decision-makers' discretion regarding the Project, it is important that they understand its key points. We suggest including language similar to the following paragraphs in the Project's staff reports to ensure that the decision-makers understand the limits of their discretion when considering Project approval:

The Housing Accountability Act is a state law intended to promote the production of housing to assuage the state's housing crisis. To that end, the state curbs cities' ability to exercise their discretion when considering housing development projects, including residential projects, under certain circumstances. In particular, a city cannot easily disapprove housing development projects that meet its applicable, objective general plan, zoning, and subdivision standards and criteria. Such standards exclude subjective standards, such as consistency with community or village character, and instead refer to standards that are clear and unambiguous, such as the maximum height listed in a zoning ordinance.

Where a housing development project meets objective standards, the only situation where a city can disapprove it or approve it conditioned on making it smaller is if the city makes written findings supported by the preponderance of the evidence that the project would have "a specific, adverse impact upon the public health or safety" and "there is no feasible method to satisfactorily mitigate or avoid the adverse impact" except disapproval of the project or approval conditioned on requiring lower density than proposed. "Preponderance of the evidence" is a high legal standard. A finding that a project would not fit with a community's character is not a finding that would qualify as a specific, adverse impact on public health and safety. Notably, not all CEQA impacts are specific, adverse impacts on public health or safety, and CEQA does not preempt the Housing Accountability Act.

If a city fails to comply with the Housing Accountability Act, it faces the risk of litigation, fines, and the need to pay the attorneys' fees of the petitioner or

Mr. Christopher J. Diaz  
February 4, 2019  
Page 5

plaintiff that sued the city. Fines begin at \$10,000 per housing unit that should have been approved and increase from there.

### 3. Conclusion

The Project applicant is committed to take reasonable steps to address City concerns about the design of the building and similar subjective issues. Nevertheless, the Project applicant is worried that without a strong statement from you, the City decision-makers will not realize that under state law, it is forbidden to deny the Project or condition its approval on making it smaller than proposed. Accordingly, we seek your help in making sure City decision-makers are aware of the Housing Accountability Act and its application to the Project.

I look forward to working with you through the Project approval process. Please do not hesitate to contact me if you have any questions.

Sincerely,



Linda C. Klein

LXX

# DESIGN REVIEW NARRATIVE FOR NEW DOWNTOWN DEVELOPMENT

## Development Statement from Architect:

- *The building is heavily articulated on three sides with both vertical and horizontal undulations. On First Street, the three projecting gables follow the angle of the street as they step away from the Lyell Street intersection heading north. The upper floor is set back from the lower floors for additional relief. This is especially noticeable as the building turns the corner from First to Lyell Street where the third floor is pulled back and wrapped with a band of windows. All four corners of the building are accented with the same window treatment. The Alley elevation has a recessed central loggia on the top floor framed by gabled pavilions at either end which helps to break up the façade as well as the roofline. The majority of the north side of the building is 2 to 3 feet off the property line. Rather than a blank wall there are 5 “false windows” that match the look and feel of the other windows in the building. The center of the elevation is recessed from the property line to allow 6 “real windows” in secondary rooms.*
- *All the building’s exterior walls are 8” thick to allow deep-set windows and dramatic shadow lines. The windows themselves are casements with true divided lights.*
- *The sloping tile roof forms a parapet around a well that hides the mechanical units and solar panels from the street or neighboring views.*
- *All parking is shielded from the public in a below-ground parking garage. Access to the garage is by a ramp off the alley at the northeast corner of the site. This is furthest corner of the property away from Lyell Street so as to cause the least interference with the intersection. As designed, the parking is in a three level mechanical puzzle that will call the cars up automatically with each space having a potential charger. In addition, the project will provide an alternative of a conventional two-level garage.*

## General Design Review Findings (Section 14.78.060)

- A. The proposal meets the goals, policies and objectives of the general plan and any specific plan, design guidelines and ordinance design criteria adopted for the specific district or area.

**RESPONSE:** *According to the Peer Review from Larry Cannon of the Cannon Design Group (the “Cannon Letter”), “The following applicable Zoning Code Sections, plans and guidelines apply to this review:*

*Downtown Design Guidelines*

*Commercial/Multi-Family Design Findings (Zoning Code Section 14.78.060)*

*CD/R3 District Design Controls (Section 14.52.110)”*

*According to the Cannon Letter, “The proposed project appears to meet the required findings of the Commercial/Multi-Family Design Findings and the CD/R3 District Design Controls which are less specific than the Downtown Design Guidelines. It also appears to be sensitive to the goals, objectives and guidelines of the Downtown Design Guidelines.”*

- B. The proposal has architectural integrity and has an appropriate relationship with other structures in the immediate area in terms of height, bulk and design.

**RESPONSE:** *According to the Cannon Letter, the project is well designed with a recognizable traditional architectural style and an abundance of details authentic to the architectural style. The facades are articulated with*

*both horizontal and vertical off-sets to break up the mass of the building and relate to the smaller scale adjacent buildings as called for in the Downtown Design Guidelines.*

*Of course, many of the surrounding properties are proposed to be redeveloped at heights well in excess of the 35-foot proposed height of the project, and with flat roofs that allow the actual building to be taller (i.e. not measured to the midpoint of the roof – measuring the project to the flat part of the roof would make the building approximately 32.5-foot tall).*

- C. Building mass is articulated to relate to the human scale, both horizontally and vertically. Building elevations have variation and depth, and avoid large blank wall surfaces. Residential or mixed-use residential projects incorporate elements that signal habitation, such as identifiable entrances, stairs, porches, bays and balconies.

**RESPONSE:** *As further discussed below, the design team focused on designing the building from outside to inside, which included articulating the building from a pedestrian and vehicular perspective, both horizontally and vertically. There are a number of features that relate to a pedestrian scale, including the significant amount of publicly visible landscaping in the front and rear 10' setbacks (versus landscaping only located in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Building elevations have variation and depth, and avoid large blank wall surfaces. In addition, the significant setbacks of the 3<sup>rd</sup> floor, the balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, and the exterior stairway along Lyell, create variation and depth. In addition, the balcony and window elements, the entries on both public streets, and the open stairway along Lyell, together combine to signal habitation.*

- D. Exterior materials and finishes convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements such as base, body, parapets, bays, arcades and structural elements. Materials, finishes, and colors have been used in a manner that serves to reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area.

**RESPONSE:** *The proposed materials and finishes are consistent with the highest quality materials and finishes of the newer residential buildings in downtown. The palette is smooth stucco, wood, stone, tile, custom wrought iron. According to the Cannon Letter, “The materials palette is consistent the newer residential buildings in downtown.” The contrasting colors will create visual interest and a feeling of high –quality. Please see Sheet A4.3 and Sheet A7.0 for images of the planned materials and colors.*

- E. Landscaping is generous and inviting, and landscape and hardscape features are designed to complement the building and parking areas, and to be integrated with the building architecture and the surrounding streetscape. Landscaping includes substantial street tree canopy, either in the public right-of-way or within the project frontage.

**RESPONSE:** *There are a number of features which relate to a pedestrian scale, including the significant amount of publicly visible landscaping in the front and rear 10' setbacks (versus only in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.*

- F. Signage is designed to complement the building architecture in terms of style, materials, colors and proportions.

**RESPONSE:** As a residential building, signage will be limited to “425 First Street”. The location, font and size will be provided to the City for Staff review at a later date.

- G. Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing.

**RESPONSE:** The 5-foot tall parapet wall will completely shield the solar panels and the air-conditioning units from public view.

- H. Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.

**RESPONSE:** The trash and utility rooms are located in the below ground parking garage. The trash bins will be brought up by a “conciierge trash service” to a trash pad located in the building setback area along the alley for collection by the trash company on trash collection days, and returned to the trash room in the below ground parking garage the same day.

### CD/R3 District Design Controls (Section 14.52.110)

- A. Reduction of apparent size and bulk:

1. As a general principle, building surfaces should be relieved with a change of wall plane that provides strong shadow and visual interest.

**RESPONSE:** According to the Cannon Letter, the project is well designed with a recognizable traditional architectural style and an abundance of details authentic to the architectural style. The facades are articulated with both horizontal and vertical off-sets to break up the mass of the building and relate to the smaller scale adjacent buildings as called for in the Downtown Design Guidelines.

*In addition, the significant setbacks of the 3<sup>rd</sup> floor, the balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, and the exterior stairway along Lyell, create variation and depth. In addition, the balcony and window elements, the entries on both public streets, and the open stairway along Lyell, together combine to signal habitation.*

2. Every building over seventy-five (75) feet wide should have its perceived height and bulk reduced by dividing the building mass into smaller-scale components by:
  - i. A change of plane;
  - ii. A projection or recess;
  - iii. Varying cornice or roof lines;
  - iv. Other similar means.

**RESPONSE:** As noted above, according to the Cannon Letter, the project is well designed with a recognizable traditional architectural style and an abundance of details authentic to the architectural style. The facades are articulated with both horizontal and vertical off-sets to break up the mass of the building and relate to the smaller scale adjacent buildings as called for in the Downtown Design Guidelines.

*In addition, the significant setbacks of the 3<sup>rd</sup> floor, the balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, and the exterior stairway along Lyell, create variation and depth. In addition, the balcony and window elements, the entries*

*on both public streets, and the open stairway along Lyell, together combine to enhance how the project is perceived on a human scale.*

3. The proportions of building elements, especially those at ground level, should be kept close to human scale by using recesses, courtyards, entries, or outdoor spaces along the perimeter of the building to define the underlying fifty-foot front lot frontage.

**RESPONSE:** *As noted above, there are a number of features which relate to a human scale, including the significant amount of publicly visible landscaping in the front and rear 10' setbacks (versus only in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors. In addition, the significant setbacks of the 3<sup>rd</sup> floor, the balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, and the exterior stairway along Lyell, create variation and depth. In addition, the balcony and window elements, the entries on both public streets, and the open stairway along Lyell, together combine to enhance how the project is perceived on a human scale.*

4. Rooftop equipment shall be concealed from view and/or integrated within the architecture of the building.

**RESPONSE:** *As noted above, the 5-foot tall parapet wall will completely shield the solar panels and the air-conditioning units from public view.*

5. Windows should be inset generously from the building wall to create shade and shadow detail; the minimum inset shall be three inches.

**RESPONSE:** *The wood / metal clad windows are inset by at least 3". Please see Sheet A4.3.*

- B. The primary access for all buildings shall be directly to the street.

**RESPONSE:** *Both the primary access (First Street – center) and the secondary access (Lyell Street – center) are directly to the street.*

- C. Consideration should be given to the relationship of the project and its location in the downtown to the implementation of goals and objectives of the downtown design plan, reevaluation of design approval shall consider one or more of the following factors:

1. The project location as an entry, edge, or core site;
2. The ability to contribute to the creation of open space on-site or in designated areas;
3. Enhancement of the pedestrian environment through the use of pathways, plantings, trees, paving, benches or other amenities;
4. Building facade improvements including, paint, signage, service areas, windows and other features;
5. On-site or off-site parking improvements;
6. Public or private landscape improvements.

**RESPONSE:**

1. The project location as an entry, edge, or core site; *[Not applicable.]*
2. The ability to contribute to the creation of open space on-site or in designated areas; *[As noted above, 10' front and rear setbacks create open space onsite.]*
3. Enhancement of the pedestrian environment through the use of pathways, plantings, trees, paving, benches or other amenities; *[As noted above, there are a number of features which relate to a pedestrian scale, including the significant amount of publicly visible landscaping in the front and rear 10' setbacks (versus only in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.]*
4. Building facade improvements including, paint, signage, service areas, windows and other features; *[As noted above, according to the Cannon Letter, the project is well designed with a recognizable traditional architectural style and an abundance of details authentic to the architectural style. The facades are articulated with both horizontal and vertical off-sets to break up the mass of the building and relate to the smaller scale adjacent buildings as called for in the Downtown Design Guidelines.]*
5. On-site or off-site parking improvements; *[All parking is below ground.]*
6. Public or private landscape improvements. *[As noted above, there are a number of features which relate to a pedestrian scale, including the significant amount of publicly visible landscaping in the front and rear 10' setbacks (versus only in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.]*

D. Opaque, reflective, or dark tinted glass should not be used on the ground floor elevation. With the exception of ground floor residential units, sixty (60) percent of the ground floor elevation should be transparent window surface.

**RESPONSE:** *The window and door glass on entire building, including the ground floor, will be transparent. The ground floor is solely residential units.*

E. Courtyards should be partially visible from the street or linked to the street by a clear circulation element such as an open passage or covered arcade.

**RESPONSE:** *Not applicable. Please note that the project added an exterior stair on the Lyell Street side solely for visual interest.*

F. Rooftop mechanical, venting, and/or exhausting equipment must be within the height limit and screened architecturally from public view, including views from adjacent buildings located at the same level.

**RESPONSE:** *As noted above, the 5-foot tall parapet wall will completely shield the solar panels and the air-conditioning units from public view.*



## **Downtown Design Guidelines – First Street District (Pages 65-70)**

### **5.1 PEDESTRIAN ENVIRONMENT**

The First Street District is spread along First Street which is more vehicle-oriented than the remainder of Downtown Los Altos, and has more surface parking with limited landscaping than most other areas. Nevertheless, this district is very much a part of the downtown village. These guidelines are intended to allow larger buildings and on-site parking while doing so in a manner that reinforces Downtown Los Altos' village scale and character.

#### **5.1.1 Minimize the visual impact of parking**

- a) Underground or screened roof parking is encouraged on larger parcels.
- b) Provide a landscape buffer between street front sidewalks and any adjacent parking lot. Per the zoning code, the minimum width of this buffer must be 5 feet, unless less is allowed by a variance. When lesser widths are allowed for existing parking lot improvements, some buffering is still required. One approach to adding visual buffering by a low wall is shown below.

***RESPONSE:** The parking is underground. There is no adjacent parking lot.*

#### **5.1.2 Provide pedestrian linkages between street front sidewalks and building entries**

- a) Building entries facing First Street are strongly encouraged. For larger buildings where entries are set back on a facade facing a parking lot, provide a strong sidewalk connection with landscaping on both sides from the street front to the entry.

***RESPONSE:** The primary building entry faces First Street (and the secondary building entry faces Lyell Street).*

#### **5.1.3 Provide landscape buffers between parking lots and pedestrian areas at buildings**

- a) Building fronts are expected to be as active and attractive as those in the Downtown Core District, and to be buffered from parked cars. Landscaping and, where appropriate, trees should be used to buffer pedestrian areas. Alternatively, arcades and planters at the building may be used for this purpose. Examples of these two approaches are shown to the left.

***RESPONSE:** As noted above, there are a number of landscape, landscape planters, street furniture and enhanced pedestrian walkways that enhance the pedestrian experience along the First Street and Lyell Street frontages. These features, which relate to a human scale, include the significant amount of publicly visible landscape / landscape planters in the front (and the rear) 10' setbacks. Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.*

#### **5.1.4 Provide special paving for parking lots immediately accessible from the street**

- a) Parking areas which are adjacent to street front sidewalks and with perpendicular parking spaces directly accessible from the street drive lane are strongly discouraged. For existing parking areas like this that are being upgraded, provide a distinction on the paving color and texture between the parking surface and the adjacent sidewalk and street paving.

***RESPONSE:** Not applicable. Below ground parking.*

#### **5.1.5 Provide pedestrian walkways through large parking lots**

- a) Dedicated walks through parking lots will improve pedestrian safety and enhance the shopping and business patronage experience. Walkways should be reinforced with edge landscaping and with textured and/or permeable paving where they cross parking drive aisles. One example is shown in the upper right of this page.

**RESPONSE:** *Not applicable. Below ground parking.*

### **5.1.6 Provide pedestrian amenities.**

Amenities may include: Benches; Fountains; Planted areas; Rain gardens and other rainwater infiltration features; Special decorative paving; Potted flowers and plants; Public art; and/or Waste receptacles.

**RESPONSE:** *As noted above, there are a number of landscape, landscape planters, street furniture and enhanced pedestrian walkways that enhance the pedestrian experience along the First Street and Lyell Street frontages. These features, which relate to a human scale, include the significant amount of publicly visible landscape / landscape planters in the front (and the rear) 10' setbacks. Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.*

### **5.1.7 Integrate ground floor residential uses with the streetscape**

- a) Set structures back a minimum of 10 feet from the street property line. Stairs and entry porches may encroach into this setback up to the property line.
- b) Soft landscaping is required for a minimum of 60% of the front setback area.

**RESPONSE:** *As noted above, the building is set back the required 10' from the front and rear property lines. Also, as noted above, there are a number of features that integrate the ground floor residential use with the streetscape, and which relate to a human scale. The soft landscaping is the required 60% minimum in the front setback, and includes a significant amount of publicly visible landscape / landscape planters (versus only in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.*

## **5.2 ARCHITECTURE**

Building uses and sizes will vary more in the First Street District than elsewhere in the downtown. The goal of these guidelines is to accommodate this wide diversity of size and use while maintaining a village scale and character that is complementary to the downtown core. The photographs shown on this and the following page are examples of more vehicle-oriented buildings that include forms and details that are sensitive to village scale and character.

### **5.2.1 Design to a village scale and character**

- a) Avoid large box-like structures.
- b) Break larger buildings into smaller scale elements.
- c) Provide special design articulation and detail for building facades located adjacent to street frontages.
- d) Keep focal point elements small in scale.
- e) Utilize materials that are common in the downtown core.
- f) Avoid designs that appear to seek to be prominently seen from Foothill Expressway and/or San Antonio Road in favor of designs that focus on First Street, and are a part of the village environment.
- g) Provide substantial small-scale details.

- h) Integrate landscaping into building facades in a manner similar to the Downtown Core District (See DDG pages 28-29).

**RESPONSE:** *According to the Cannon Letter, “The proposed project appears to meet the required findings of the Commercial/Multi-Family Design Findings and the CD/R3 District Design Controls which are less specific than the Downtown Design Guidelines. It also appears to be sensitive to the goals, objectives and guidelines of the Downtown Design Guidelines.”*

### 5.2.2 Design structures to be compatible with adjacent existing buildings

- a) Buildings adjacent to the Downtown Core District should be designed in form, material, and details similar to those nearby along Main and State Streets.
- b) Projects adjacent to existing residential neighborhoods should draw upon residential forms and details to create a smaller grain design fabric that is compatible with the residential buildings.

**RESPONSE:**

- a) Buildings adjacent to the Downtown Core District should be designed in form, material, and details similar to those nearby along Main and State Streets. *[Not applicable]*
- b) Projects adjacent to existing residential neighborhoods should draw upon residential forms and details to create a smaller grain design fabric that is compatible with the residential buildings. *[Not applicable]*

*According to the Cannon Letter, the project is well designed with a recognizable traditional architectural style and an abundance of details authentic to the architectural style. The facades are articulated with both horizontal and vertical off-sets to break up the mass of the building and relate to the smaller scale adjacent buildings as called for in the Downtown Design Guidelines.*

### 5.3 LANDSCAPE

Substantial landscaping is expected in the First Street District to ensure that the area becomes a visual part of the larger downtown village.

**RESPONSE:** *As noted above, the building is set back the required 10’ from the front and rear property lines, which areas contain substantial landscaping. The soft landscaping is the required 60% minimum in the front setback, and includes a significant amount of publicly visible landscape / landscape planters (versus only in privately visible front and rear yards in many similar projects constructed or proposed along First Street). Please see Sheet L1.01 and Sheet L2.01 for images of the planned materials and colors.*

#### 5.3.1 Provide substantial landscaping adjacent to residential neighborhoods

**RESPONSE:** *Not applicable.*

#### 5.3.2 Landscape Foothill Expressway edges with shrubbery and trees

**RESPONSE:** *Not applicable.*

### 5.3.3 Add substantial landscaping in all parking lots

- a) Provide landscaping equal to or greater than the requirements set forth in the Los Altos Zoning Code.
- b) Tree landscaping should be provided to create an orchard canopy effect in surface parking lots with more than one drive aisle. Utilize landscape fingers placed parallel to the parking spaces to break up expanses of parking lot paving. Space the islands with intervals not exceeding 6 parking spaces in length.
- c) Utilize hedges, trees, and other landscaping between facing parking spaces as shown in the example to the left.

**RESPONSE:** *Not applicable. Below ground parking.*

### 5.3.4 Add street trees along all parcel street frontages

**RESPONSE:** *Twelve (12) 24-inch box trees (minimum) will be installed on the three street frontages – First Street, Lyell Street, and the alley between First Street and Second Street.*

## 5.4 SIGNAGE

The Downtown Core District signage guidelines apply to all signs in the First Street District. Ground signs and freestanding signs may also be allowed at the discretion of the city. (See the guidelines on pages 60-61 for these two sign types).

**RESPONSE:** *There will not be any “ground signs” or “freestanding signs”. As a residential building, signage will be limited to “425 First Street”. The location, font and size will be provided to the City for Staff review at a later date.*

**ILLINGWORTH & RODKIN, INC.**  
Acoustics • Air Quality

1 Willowbrook Court, Suite 120  
Petaluma, California 94954  
Tel: 707-794-0400  
www.illingworthrodkin.com

Fax: 707-794-0405  
illro@illingworthrodkin.com

## MEMO

Date: October 4, 2018

To: **Jeff Warmoth**  
1st Place Village, LLC  
389 First Street  
Los Altos, CA 94022  
Email: [jeffwarmoth@gmail.com](mailto:jeffwarmoth@gmail.com)

From: Mimi McNamara  
James A. Reyff  
Illingworth & Rodkin, Inc.  
429 East Cotati Avenue  
Cotati, CA 94931

**RE: Los Altos Climate Action Plan Best Management Practice Checklist**

**SUBJECT:** Compliance with the Los Altos CAP Job#18-142

This memo addresses the Los Altos Climate Action Plan Best Management Practice Checklist for the mixed-use project at 425 First Street in Los Altos, California. To be consistent with the Los Altos Climate Action Plan (CAP), a project must be incorporate all Best Management Practices (BMPs) identified in the checklist in addition to being consistent with the Lost Altos General Plan and being within the GHG emissions forecasted within chapter 2 of the Los Altos CAP.





The project proposes to construct a four-story building with one level of below grade parking and three levels of residential. The project would construct 20 dwelling units and provide 32 parking spaces. This infill project would replace the existing commercial site. An evaluation of the project data was done to determine if it complies with the Los Altos CAP Checklist. After reviewing the project data within the plans, the project will comply with the Los Altos CAP Checklist. The checklist with the project compliance descriptions is attached.

Should you have any questions, please contact at Mimi McNamara in our office at 707-794-0400 ext. 111 or [mmcnamara@illingworthrodkin.com](mailto:mmcnamara@illingworthrodkin.com).

# Los Altos Climate Action Plan

## Climate Action Plan Best Management Practice Checklist

Best Management Practice Required	Applicable to	Describe Project Compliance
<b>1.1 Improve Non-Motorized Transportation</b>		
<input type="checkbox"/> Provide end-of-trip facilities to encourage alternative transportation, including showers, lockers, and bicycle racks.	Nonresidential projects greater than 10,000 square feet	N/A the project is residential.
<input type="checkbox"/> Connect to and include non-motorized infrastructure on-site.	Nonresidential projects greater than 10,000 square feet	N/A the project is residential.
<input checked="" type="checkbox"/> Where appropriate, require new projects to provide pedestrian access that internally links all surrounding uses. Applicable to all new commercial and multiple-family development.	Nonresidential projects greater than 10,000 square feet	YES, there will be pedestrian access to all surrounding uses
<b>1.2 Expand Transit and Commute Options</b>		
<input type="checkbox"/> Develop a program to reduce employee VMT.	Nonresidential projects greater than 10,000 square feet (or expected to have more than 50 employees)	N/A the project is all residential
<b>1.3 Provide Alternative-Fuel Vehicle Infrastructure</b>		
<input type="checkbox"/> Comply with parking standards for EV pre-wiring and charging stations.	New and substantially remodeled residential units Nonresidential projects greater than 10,000 square feet	N/A, the project will not offer public parking so EV spots are not required. However, 20% of the CityLift parking stalls are estimated to be for EV vehicles.
<b>2.2 Increase Energy Efficiency</b>		
<input checked="" type="checkbox"/> Comply with the Green Building Ordinance.	All new construction and remodels greater than 50%	YES, project will comply with all city ordinances
<input checked="" type="checkbox"/> Install higher-efficiency appliances.	All new construction and remodels greater than 50%	YES, project will include high efficiency appliances as applicable
<input checked="" type="checkbox"/> Install high-efficiency outdoor lights.	All new construction and remodels greater than 50%	YES, project will include high efficiency lighting where applicable
<input type="checkbox"/> Obtain third-party HVAC commissioning.	All new nonresidential construction and remodels greater than 50%	N/A, HVAC Commissioning is not required for residential projects
<b>3.1 Reduce and Divert Waste</b>		
<input checked="" type="checkbox"/> Develop and implement a Construction & Demolition (C&D) waste plan.	All demolition or new construction projects	YES, a Construction and Demolition (C&D) waste plan will be developed and implemented prior to commencing construction.
<b>3.2 Conserve Water</b>		
<input checked="" type="checkbox"/> Reduce turf area and increase native plant landscaping.	All new construction	Yes, to the greatest extent possible. See below*
<b>3.3 Use Carbon-Efficient Construction Equipment</b>		

Best Management Practice Required	Applicable to	Describe Project Compliance
 Implement applicable BAAQMD construction equipment best practices.	All new construction	<b>YES</b> , the project will use the BAAQMD BMPs during construction
<b>4.1 Sustain a Green Infrastructure System and Sequester Carbon</b>		
 Create or restore vegetated common space.	Residential or nonresidential projects greater than 10,000 square feet	<b>YES</b> , the landscape design includes a common social area with benches surrounded by planters and trees on the ground-level
Establish a carbon sequestration project or similar off-site mitigation strategy.	Residential or nonresidential projects greater than 10,000 square feet	<b>N/A</b> , see below**
 Plant at least one well-placed shade tree per dwelling unit.	New residential construction	<b>YES</b> , to the greatest extent possible. See below***
<b>5.1 Operate Efficient Government Facilities</b>		
 Incorporate the use of high-albedo or porous pavement treatments into City projects to reduce the urban heat island effect.	All City-funded or sponsored construction projects	<b>N/A</b> the project is not a City-funded or sponsored project

\* [3.2 Reduce turf area and increase native plant landscaping](#)

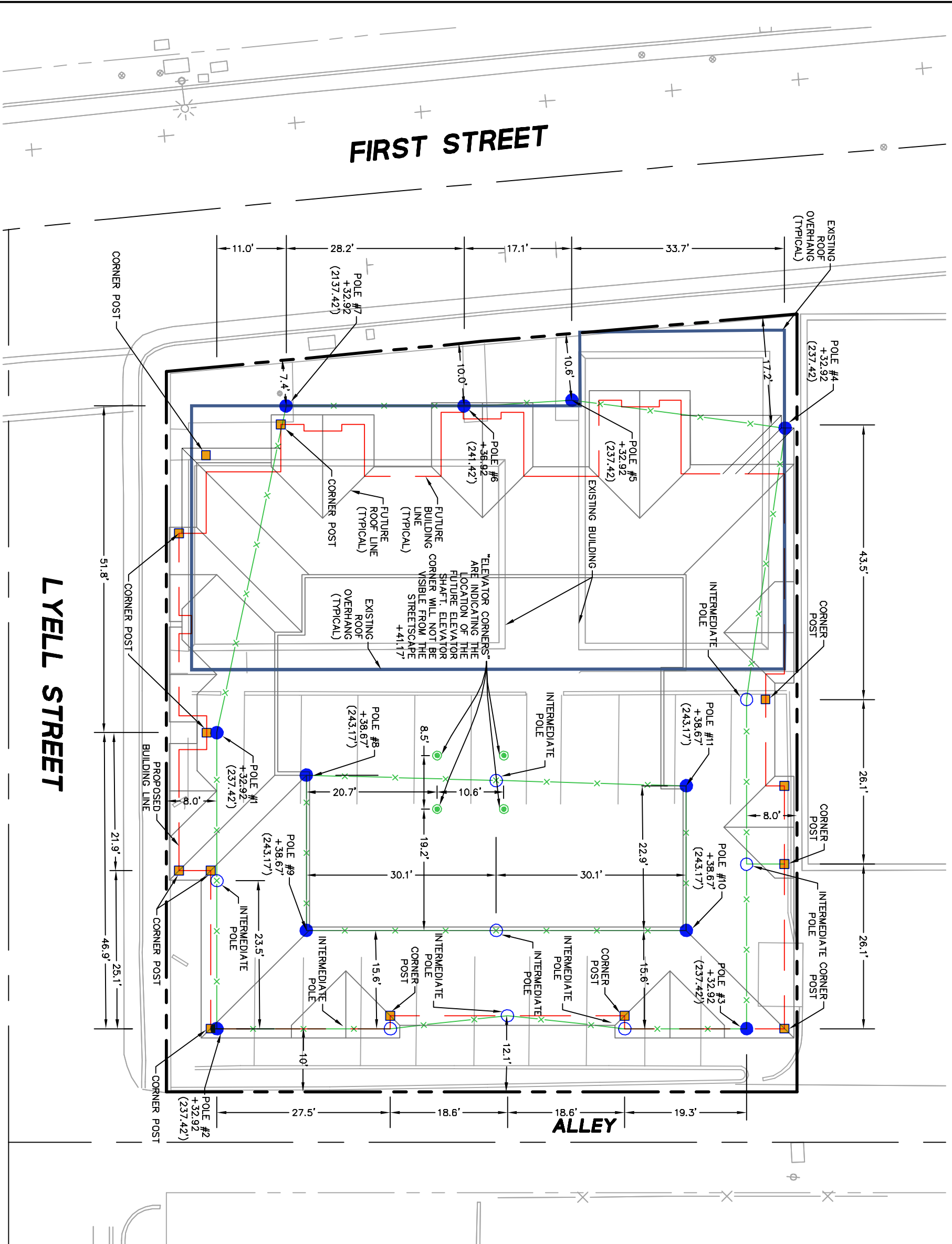
No turf is proposed for the site landscape. All planting will be native or similar climate appropriate water conserving species in raised planters and on-grade planting areas. These planters will be filled with shrubs, grasses, and groundcover to increase the amount of vegetation on site. All planting and irrigation will be in compliance with Los Altos Model Water Efficient Landscape Ordinances. Street trees will be in accordance with City of Los Altos Street Tree requirements and approved by the city arborist

\*\*[4.1 Establish a carbon sequestration project or similar off-site mitigation strategy](#)

N/A, this is a residential infill project that will replace existing commercial buildings. The traffic study concluded that the change into a residential site will not have any new vehicular impacts. It is unlikely then that a carbon sequestration mitigation strategy is necessary due to the low impacts of the project.

\*\* [4.1 Plant at least one well-placed shade tree per dwelling unit](#)

Yes, Although the project site and the higher density housing architecture does not allow one shade tree per dwelling unit, the landscape design does provide shade trees wherever possible to help mitigate the urban heat island effect. The project would incorporate 9 trees around the perimeter of the building.



**LEGEND**

- PROPERTY LINE
- - - ADJACENT PROPERTY LINE
- STREET CENTER LINE
- INTERMEDIATE POLE-- SEE NOTE 2
- BUILDING CORNER POST
- STORY POLE LOCATION
- ELEVATOR POST
- POLE NUMBER AND HEIGHT OF POLE (XXX.XX')
- POLE NUMBER AND HEIGHT OF POLE (XXX.XX')
- EXISTING ROOF OVERHANG LINE
- FUTURE BUILDING LINE
- STRING WITH FLAGS

**GENERAL NOTES**

1. STORY POLE HEIGHTS ARE BASED ON THE FUTURE FINISHED FLOOR ELEVATION OF 204.5.
2. "INTERMEDIATE POLE" INDICATES THAT A STORY POLE IS TO BE PLACED AT THE SAME HEIGHT AS THE NEXT ADJACENT POLE. THEY ARE PLACED TO SPAN POLE-TO-POLE RUNS THAT ARE GREATER THAN 35'-FEET.
3. POLES 4-7 ARE LOCATED WITHIN LANDSCAPE AREA AND ARE ATTACHED TO EITHER THE ROOF OVERHANG OR BUILDING.
4. STORY POLE HEIGHTS ARE FROM THE AVERAGE GRADE OF THE HIGHEST SIDE OF THE PROPERTY IN ACCORDANCE WITH THE CITY'S HEIGHT REGULATIONS. THE BUILDING MEETS THE CITY'S HEIGHT REGULATIONS AND WILL BE 35'-0" TO THE MIDPOINT OF THE ROOF.

**REFERENCE ELEVATION**  
 2-1/2" BRASS DISK IN CONCRETE BASE, STAMPED CS081013, INSIDE MONUMENT WELL AT THE INTERSECTION OF FIRST STREET AND MAIN STREET.  
 ELEVATION = 193.13 FEET BASED ON CITY OF LOS ALTOS DATUM.

**425 1ST STREET  
 STORY POLE EXHIBIT**

LOS ALTOS SAN MATEO COUNTY CALIFORNIA



1650 TECHNOLOGY DRIVE  
 SUITE 650  
 SAN JOSE, CA 95110  
 408-467-9100  
 408-467-9199 (FAX)

Date:	No.	Revisions
3/4/2019		
Scale: 1:16		
Design: JB		
Drawn: EA		
Approved:		
Job No: 20180994		



Date: 4/1/2019

BKF Job Number: 20180994

Deliver To: City of Los Altos  
CC: SJR Ventures Inc.

From: BKF Engineers

Subject: 425 First Street- Story Pole Certification

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To Whom It May Concern,

After visual observation and field measurements performed on-site at 425 First Street in Los Altos, the location of the story poles that were installed on or around March 27<sup>th</sup>, 2019 are in general conformance with the Story Pole Exhibit dated 3/4/2019.

This letter specifically excludes the following from certification;

- Structural stability of the poles, foundation, ties or guy wires that were installed.
- The placement, clearance heights or design of the guy wires and anchors.

Regards,



**BKF Engineers**  
Jose Gonzalo Garcia  
Project Manager

**MINUTES OF A STUDY SESSION OF THE PLANNING COMMISSION OF THE CITY  
OF LOS ALTOS, HELD ON THURSDAY, AUGUST 16, 2018 BEGINNING AT 7:00 P.M.  
AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,  
CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Chair Bressack, Vice Chair Samek, Commissioners Bodner, Enander, Lee, McTighe, and Meadows

STAFF: Community Development Director Biggs and Planning Services Manager Dahl

**ITEMS FOR CONSIDERATION/ACTION**

**1. 18-PPR-04 – Dutchints Development, LLC – 5150 El Camino Real**

Design Review Study Session for a new multiple-family development. The proposal includes 24 three-story townhouse units in the rear of the site and 172 condominium units in two five-story buildings along El Camino Real with one level of underground parking. *Project Planner: Dahl*

Planning Services Manager Dahl presented the staff report and answered questions.

Project architect Chek Tang presented the project and landscape architect Curt Culver answered questions.

Public Comment

Resident William Shea Heath, representing 29 nearby property owners who ceded their time to him, stated that he wants to work with staff and the applicant to address concerns; concerns included the five-story height, traffic impacts during peak hours, parking ratio of only 1.4 spaces per unit will result in overflow parking impacts on the neighborhood; building may block sun and requested a shadow study, better detail on the proposed landscape screening; construction noise and impacts to the neighborhood and the project doesn't solve the City's affordable housing plan.

Resident and HOA Board Member of 5100 El Camino Real, Karen Bleadon, noted that five stories is very imposing, a shadow study needs to evaluate potential impacts, overflow parking will impact neighborhood and there is already a lot of construction along this section of El Camino Real.

Resident and owner at 5100 El Camino Real, Claude Nagamine, said there should be two parking spaces provided per unit to avoid overflow parking impacts on Distel Circle, and the parameter driveway is too close to the building at 5100 El Camino Real.

Resident and former Planning Commissioner, Jon Baer, noted that the design is not very rustic or "Los Altos", that neighbors shouldn't have to bear the burden of affordable housing, and the trees along the rear won't provide proper screening.

The Commission discussed the project and provided the following comments:

- Commissioner McTighe:
  - Concerned with the amount of stucco being used; should look for alternatives;
  - The design has improved with a better rhythm;
  - Need to look at preserving as many existing trees as possible;
  - Need better detail on the landscape area adjacent to 5100 El Camino Real;
  - Consider shared parking agreement with adjacent commercial site;

- Noted that traffic study needs to evaluate intersection circulation; and
- Provide more details on the townhouse elevations.
  
- Commissioner Bodner:
  - Concerned about the quality of the green space on the site and wants more community space because there are no nearby parks;
  - Propose larger new trees species and provide bigger specimen trees;
  - Improve the sense of arrival;
  - Has an appropriate look/feel for the El Camino Real corridor;
  - Incorporate a more rustic design in the townhomes;
  - Concerned about wide fire truck access road, but does create much bigger buffers; and
  - Wants to better understand the BMR placement and make sure they are evenly distributed.
  
- Commissioner Enander:
  - Development is improving;
  - Concerned about landscaping;
  - How many kids will be living here – get projections;
  - How many cars will this project really have – poll adjacent projects;
  - Work with Caltrans to improve the signal at the intersection;
  - Do a shadow study – could be a huge impact on 5100 El Camino Real;
  - The developer and neighbors should continue talking;
  - Needs to be able to visualize the project's appearance and wants realistic views from the rear yards along Casita Way and from 5100 El Camino Real;
  - Look at using native trees; and
  - Too much use of stucco.
  
- Commissioner Meadows:
  - Architect has listened, and design has improved;
  - Supports solutions-oriented approach of the neighbors;
  - The exceptions/waivers need to be clarified;
  - Consider extending the underground garage under the townhouses or other ways to increase onsite parking; and
  
- Vice-Chair Samek:
  - Agreed with Commissioner Bodner's comments;
  - Project needs more green space opportunity and more landscape buffer along the side facing ground floor units;
  - Main entry looks too commercial;
  - Colors have improved;
  - There is still more room to improve the materials;
  - Nice work overall; and
  - A 47.5-foot setback adjacent to 5100 El Camino Real is significant.
  
- Commissioner Lee:
  - Concerned about traffic;
  - Need to evaluate shade/shadow impacts;
  - Look at the quality of the courtyard spaces;
  - Will be a very tall volume along El Camino Real – not confident that articulation is enough;
  - Not very Los Altos – design is slightly chaotic, think more calm and understated;
  - Look at the side elevations; and
  - Look at ways to soften the massing.

- Chair Bressack:
  - Look hard at the livable and usable green space;
  - Not concerned about shadows – part of urban living;
  - Fire road is a great buffer on the sides;
  - Need street level renderings;
  - Improve the sense of arrival;
  - Better define materials and detail how stucco will be finished;
  - Stone is missing and would be a nice addition;
  - Volume could be better sculpted, but does a reasonable job as designed;
  - Provide window details – add depth; and
  - Concerned about the parking ratio.

## 2. 18-PPR-05 – Jeff Warmoth – 425 First Street

Design Review Study Session for a new multiple-family development at the corner of First Street and Lyell Street. The proposal includes 20 condominium units in a three-story building with one level of underground parking. *Project Planner: Dahl*

Planning Services Manager Dahl introduced the project.

Property owner/applicant Jeff Warmoth presented the project, stating that it meets all applicable standards, there are no incentives being requested, and a smaller unit mix is more affordable by design.

Project architect Richard Handlen stated that the design is a simple Mediterranean style of architecture and the colors will be more defined later in the process.

### Public Comment

Resident and former Planning Commissioner, Jon Baer, expressed concern over the vague nature of the proposal, appears to be a mediocre design that needs to clarify proposed exterior details and materials.

Resident of 396 First Street, Paul Frattini, expressed concern about the impact of the new building on the views from his unit, will be one of many projects proposed on First Street, needs to look at the cumulative impacts for traffic, and had concern about construction impacts.

The Commission discussed the project and provided the following comments:

- Commissioner Bodner:
  - Project design can do better
  - Provide higher quality materials;
  - Better window pattern/variety;
  - Roofline needs work; and
  - Better landscaping detail.
- Vice-Chair Samek:
  - Hates design;
  - Minimal details and no articulation; and
  - Nothing redeeming about the design – need to start over.
- Commissioner Meadows:
  - Not enough information to comment on at all; and
  - A higher density would be interesting to explore in later iterations of the plan.

- Commissioner McTighe:
  - Consider a design that is modeled after 467 First Street and the Packard buildings; and
  - This building is not well defined.
  
- Commissioner Enander:
  - Not a high-quality design – needs to improve;
  - Need to decrease bulk/mass;
  - Look at minimizing height of parapets; and
  - More attention on the Lyell Street elevation.
  
- Commissioner Lee:
  - Virtually no information about how the building relates to the street;
  - Need to better understand adjacencies;
  - Not specific to Los Altos in design;
  - Style demands a very high level of composition and detail;
  - Symmetrical composition not the best solution for a design that is compatible with the First Street context;
  - Provide inspirational images to demonstrate exterior materials and details; and
  - The Lyell Street elevation is very important.
  
- Chair Bressack:
  - Likes idea of micro units;
  - Proportions are off;
  - Not good enough by far;
  - It's a cube;
  - Improve all elevations;
  - 396 First Street building doesn't fit in and expects better; and
  - Be careful with details – consider window alternatives.

## **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Lee reported on the June 26, 2018 City Council meeting and Commissioner McTighe reported on the July 10, 2018 meeting. Commissioner Enander reported on the August 7, 2018 Special City Council meeting in which the City Council decided not to place a competing measure to the Citizens' Initiative on the ballot and instead directed staff to prepare a General Plan and/or Zoning Code Amendments.

## **POTENTIAL FUTURE AGENDA ITEMS**

Chair Bressack asked to add the City's Story-Pole Policy to a future agenda to review and discuss duration of installation and aesthetic impacts.

## **ADJOURNMENT**

Chair Bressack adjourned the meeting at 10:10 P.M.

MINUTES OF THE COMPLETE STREETS COMMISSION OF THE CITY OF LOS ALTOS,  
HELD ON WEDNESDAY, February 27, 2019 AT 7:00 PM AT THE LOS ALTOS CITY  
HALL-COMMUNITY CHAMBERS, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,  
CALIFORNIA

PRESENT: Wes Brinsfield, Stacy Banerjee, Randy Kriegh, Paul Van Hoorickx,  
Jaime Rodriguez (Interim Staff Liaison)

ABSENT: Nadim Maluf (Chair), Suzanne Ambiel (Vice-Chair), One Vacancy

**PUBLIC COMMENTS**

None

**ITEMS FOR CONSIDERATION/ACTION**

1. Minutes

Commissioner Kriegh amended Minutes of January 23, 2019 Complete Streets Commission meeting, correct item number 3 to accurately reflect recommendation made set forth to the City Council. Commissioner Banerjee amended Minutes of January 23, 2019 Complete Streets Commission meeting, wrong Commissioner's name for a comment, correction on public comments not on the agenda section, missing inputs from Commissioners and residents regarding bicycle needs and school route needs on item number 2.

Upon motion by Commissioner Banerjee, seconded by Commissioner Kriegh, the Commission approved the minutes of regular meeting on January 23, 2019, by the following vote:  
AYES:4, NOES: 0. ABSTAIN: 0. ABSENT: 0. Passed 4-0

2. 999 Fremont Avenue – New Mixed Use Building

Consideration of a design review application for a new 1,614 square-foot two story building with three condominium units on the second floor, commercial space on the first floor, and grade level parking with mechanical lift parking system.

Planning Services Manager Zach Dahl presented the application and answered Commissioner questions. Interim Staff Liaison Jaime Rodriguez answered additional question from the Commissioners regarding traffic impact and off-site improvements.

Applicant representative Gregg Bunker presented the project and answered questions from the Commission.

Comments from the Commission:

- Questions regarding mechanical lift parking system functionality and clearance.
- Adequacy of bicycle parking and storage on site.

- Sidewalk width on Miramonte Avenue.
- Intersection safety at A Street and Miramonte Avenue.

Public comments at the meeting:

- Good project, don't foresee any traffic issue rising.
- Bring attention to Loyola Corner Specific Plan regarding business impact on neighbors.
- Concerned with Miramonte Avenue as dangerous street for bikers and children.
- Concerned with driveway exit on Miramonte Avenue.

Upon motion by Commissioner Kriegh, seconded by Commissioner Van Hoorickx, the Commission recommended approval of the project to be presented to Planning Commission and City Council with the following recommendations:

- City to look into widening the width of sidewalk along the west side of Miramonte Avenue.
- Additional class II bicycle parking on site adjacent to Fremont Avenue.

Commissioner Banerjee amended motion for intersection safety improvement at A Street and Miramonte Avenue. Amendment retracted after discussion.

Passed 4-0

3. 425 First Street – New Multi-Family Residential Building

Consideration of a design review application for a new 11,894 square-foot three story residential building with 20 condominium units and underground parking garage.

Planning Services Manager Zach Dahl presented the application and answered Commissioner's questions.

Applicant representative Jeff Warmoth presented the application and answered questions from the Commission. Hexagon's Traffic Engineer representative Michelle Hunt answered additional question related to the Traffic Impact Analysis. The use of mechanical lift system for the parking structure is still under consideration.

Public comments at the meeting:

- Question to the City regarding future plan for Alley. Possibility to widen the street from the current 16-ft width. Traffic is blocked when delivery service trucks are stopped in the alley.

Comments from the Commission:

- Main and 1<sup>st</sup> Street not included in the Traffic Impact Analysis intersection study.
- Study was completed while school was out of session.
- Foothill expressway classified as bikeway in study.
- Questioning validity of some peak hour volume.

- Would like to see cumulative traffic impact study done in downtown.
- Alley to be turned into access street, widen from 16-ft to 20-ft.
- Would like City to work with applicant to widen sidewalk.

Upon a motion by Commissioner Banerjee, seconded by Commissioner Hoorickx, the Commission recommended approval of the development plan as presented. Commissioner Brinsfield amended motion recommending City staff to acquire 1-ft of easement from the applicant to widen the sidewalk.

Passed 4-0

4. VTA BPAC and Traffic Safe Communities Network

Commissioner Brinsfield seeks recommendation for a new VTA BPAC representative from the Los Altos Community. The Commission has recommended Jim Fenton, a former Complete Streets Commissioner. City staff will reach out to Jim Fenton requesting his attendance to VTA BPAC as Los Altos representative.

Commissioner Banerjee has volunteered to continue to attend Traffic Safe Communities Network meeting.

5. Homestead Road Safe Routes to School Project (County of Santa Clara Study)

Interim Staff Liaison Jaime Rodriguez provided updates to the Homestead Road Safe Routes to School Planning Phase project. The project focuses on finding near-term improvements opportunities for the pursuit of future grant funding opportunities for construction. The project is funded through County Supervisor Simitian's office and is being managed by the County of Santa Clara – Roads & Airports Department.

Staff presentation focused on Homestead Road-Vineyard Drive between Deodara Drive and Fallen Leaf Drive-Homestead Court. Concept plan line drawings presented by the County at the final community outreach meeting on 2-25-2019 were presented along with concept plan line drawings prepared by staff used to advise the count drawings. Staff presentation focused on:

- Vineyard Drive (Deodara Drive to Foothill Expressway)  
This section is not currently a formal element of the project. Staff is pursuing opportunities to include this section so funding for recommended sidewalks and traffic calming measures can be included in the project.
- Foothill Expressway & Homestead Road-Vineyard Drive  
This intersection will be a part of a future Foothill Expressway widening project between Homestead Road-Vineyard Drive and I-280 and is being funded by the 2016 Measure B half-cent sales tax. Concepts shown are for reference and inclusion in the future project and include the removal pork chop islands that allow free right turn movements and pedestrian-bicyclists enhancements.



- **Grant Road-Homestead Road Triangle**  
Project proposes extension of the Homestead Road multi-use path through the triangle and includes pedestrian-bicyclists pathway enhancements.
- **Homestead Road-El Sereno Avenue-Chevron Dwy**  
Staff is recommending that the project include a new northbound left turn lane for access into the Chevron driveway to help reduce queue impacts on northbound Homestead Road towards Foothill Expressway. This is not currently an element of the project but will be considered for inclusion in final city comments to the county on the project.
- **Green Bikeway Treatments**  
Project proposes separate pedestrian crosswalks and green bikeway pathways at each intersection along Homestead Road and green bikeway treatments in front of driveways.
- **Traffic Signal at Homestead Road & Fallen Leaf Drive-Homestead Court**  
The project currently proposes a new traffic signal at the intersection of Homestead Road & Fallen Leaf Drive-Homestead Court. In the interim before the traffic signal can be built, City staff will be pursuing authorization to add a 3<sup>rd</sup> flashing beacon sign at the intersection to supplement the existing two signs at the intersection for improved motorist visibility regarding pedestrian activity at the intersection.

A presentation to the City Council on this project is planned for April 9, 2019. No committee comments were provided as this was presented to the commission as an update item only.

Public comments at the meeting:

- Addressed significance for pedestrian and bicycling children safety for the project.

## **INFORMATIONAL ITEMS**

### 6. Monthly Staff Report

Interim Staff Liaison Jaime Rodriguez introduced Gaku Watanabe, new full-time staff in Engineering Division as an Assistant Civil Engineer.

## **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Kriegh and Commissioner Banerjee provided comments regarding previous meeting item at Los Altos Avenue and W. Portola Avenue.

### **POTENTIAL FUTURE AGENDA ITEMS**

- Annual work plan for year 2020
- Cumulative traffic impact study in Downtown and El Camino Real
- 1<sup>st</sup> Street streetscape
- VTA BPAC representative
- Cuesta Drive Traffic Calming

### **ADJOURNMENT**

Commissioner Brinsfield adjourned the meeting at 10:02 PM



# HEXAGON TRANSPORTATION CONSULTANTS, INC.

## Memorandum

**Date:** March 20, 2019

**To:** Mr. Jeff Warmoth, 425 First Street Los Altos, LLC.

**From:** Gary Black  
Michelle Hunt

**Subject:** Traffic Impact Analysis for the Residential Development at 425 First Street in Los Altos, California

Hexagon Transportation Consultants, Inc. has completed a traffic impact analysis for the proposed residential development at 425 First Street in Los Altos, California (see Figure 1). The project would consist of a three-level residential building with 20 residential units including four studio, eight one-bedroom and eight two-bedroom units. The project proposes to demolish the existing 5,000 square-foot office building on the site. Vehicle access to the parking garage would be provided via a driveway on the alley behind the site (see Figure 2A). The parking would be provided in a two-level underground garage (see Figures 2B and 2C).

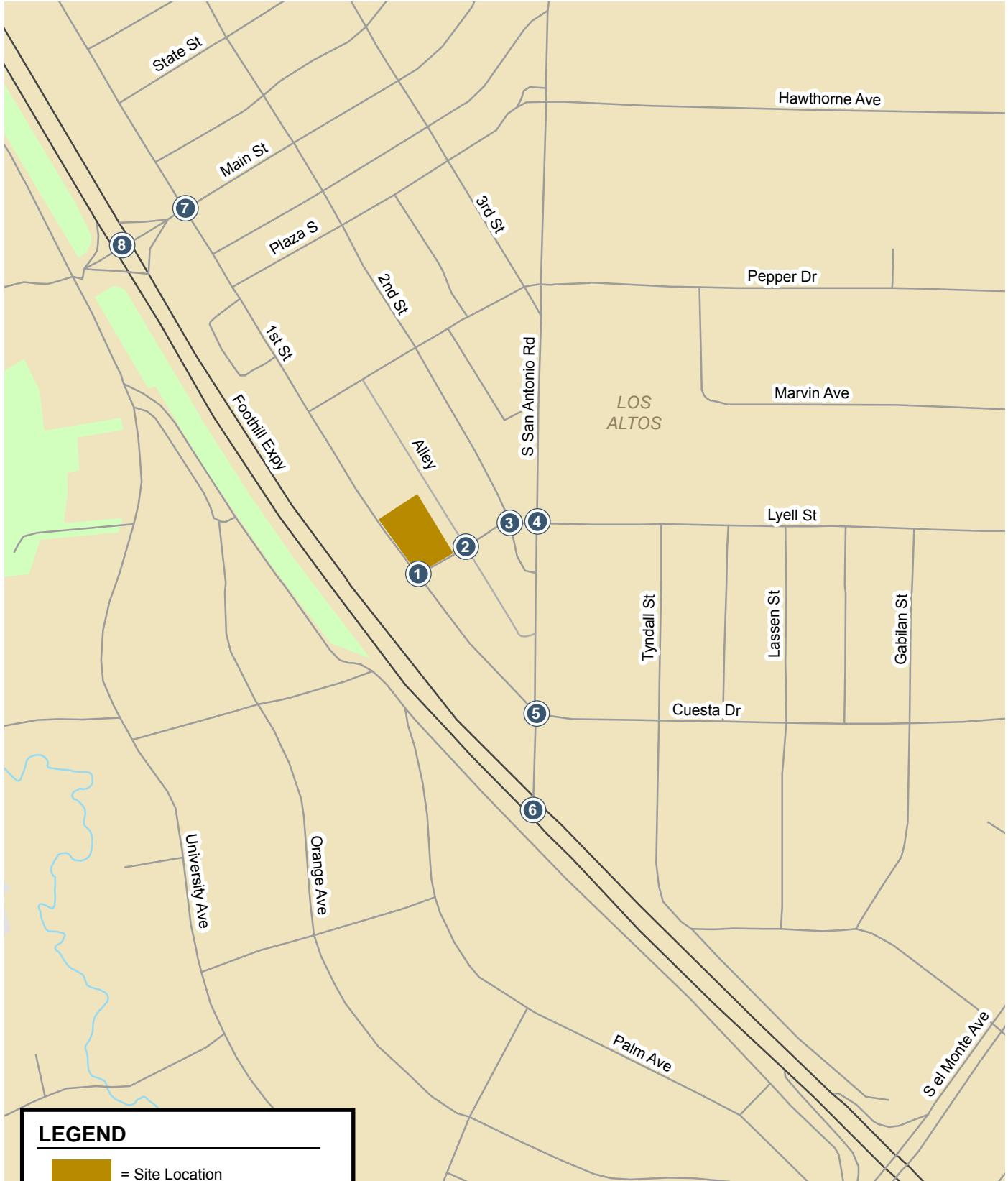
The study includes an evaluation of intersection levels of service and also includes an operations analysis, an evaluation of potential impacts to bicycle, pedestrian, and transit facilities, and a review of site access, on-site circulation, and parking demand.

### Scope of Study



The purpose of the traffic analysis is to satisfy the requirements of the City of Los Altos and the Santa Clara Valley Transportation Authority (VTA). VTA administers the Santa Clara County Congestion Management Program (CMP). Because the project would generate fewer than 100 peak-hour trips, an analysis of impacts on CMP facilities is not required. The traffic analysis includes an analysis of weekday AM and PM peak-hour traffic conditions and determines the traffic impacts of the proposed residential development on key intersections in the vicinity of the site. The intersections are identified below.

1. First Street and Lyell Street (unsignalized)
2. Alley and Lyell Street (unsignalized)
3. Second Street and Lyell Street (unsignalized)
4. San Antonio Road and Lyell Street (unsignalized)
5. San Antonio Road and First Street/Cuesta Drive
6. San Antonio Road and Foothill Expressway (CMP)
7. First Street and Main Street
8. Foothill Expressway and Main Street (CMP)

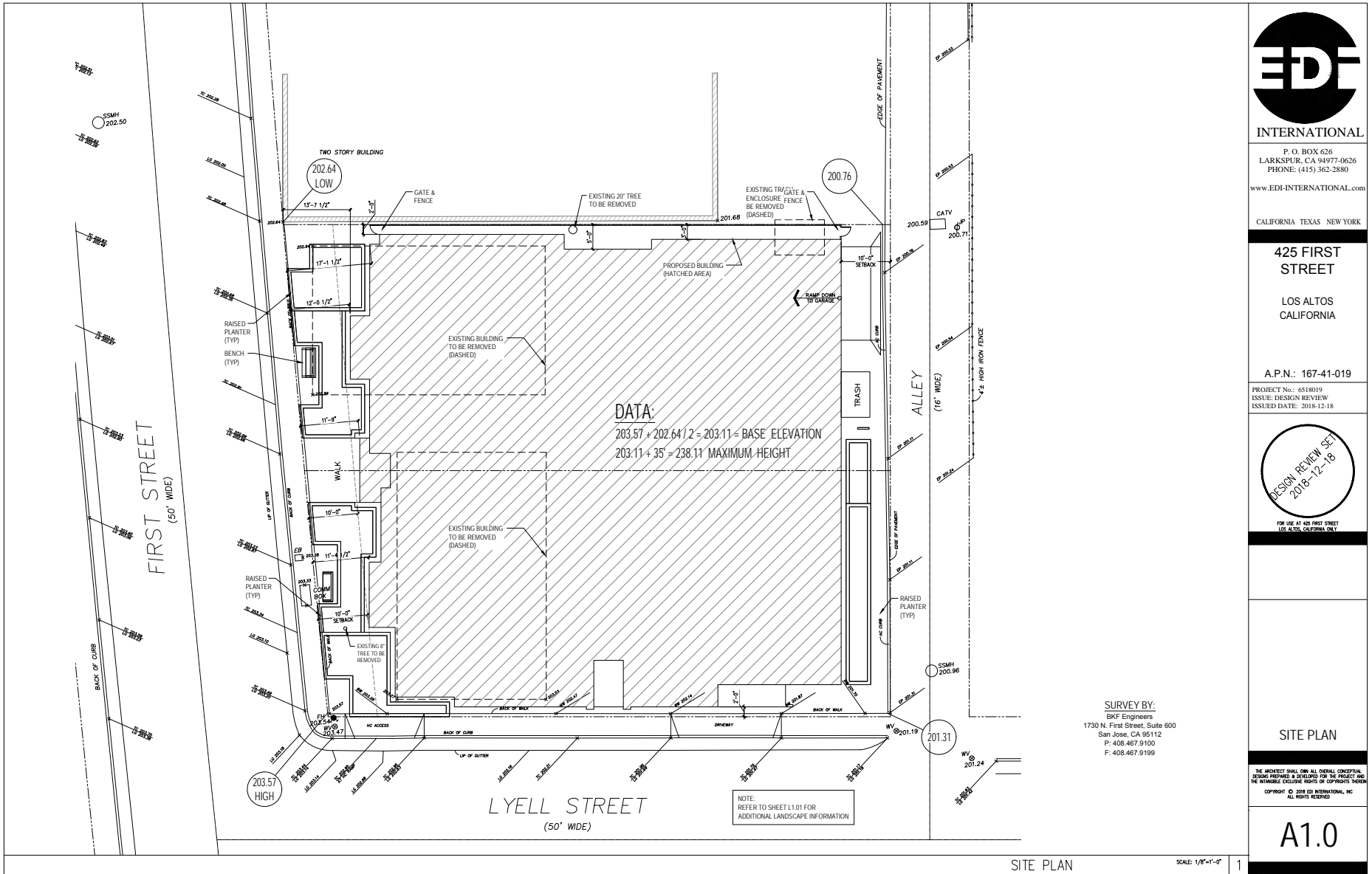
Traffic conditions at the study intersections were analyzed for the weekday AM and PM peak hours of traffic. Locally, the AM peak hour of traffic is usually between 7:00 and 9:00 AM, and the PM peak hour is typically between 4:00 and 6:00 PM. It is during these periods that the most congested traffic conditions occur on an average weekday.



**LEGEND**

-  = Site Location
-  = Study Intersection

**Figure 1**  
**Site Location and Study Intersections**



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 LOS ALTOS CALIFORNIA

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PROJECT No.: 4518019  
 ISSUE: DESIGN REVIEW  
 ISSUED DATE: 2018-12-18



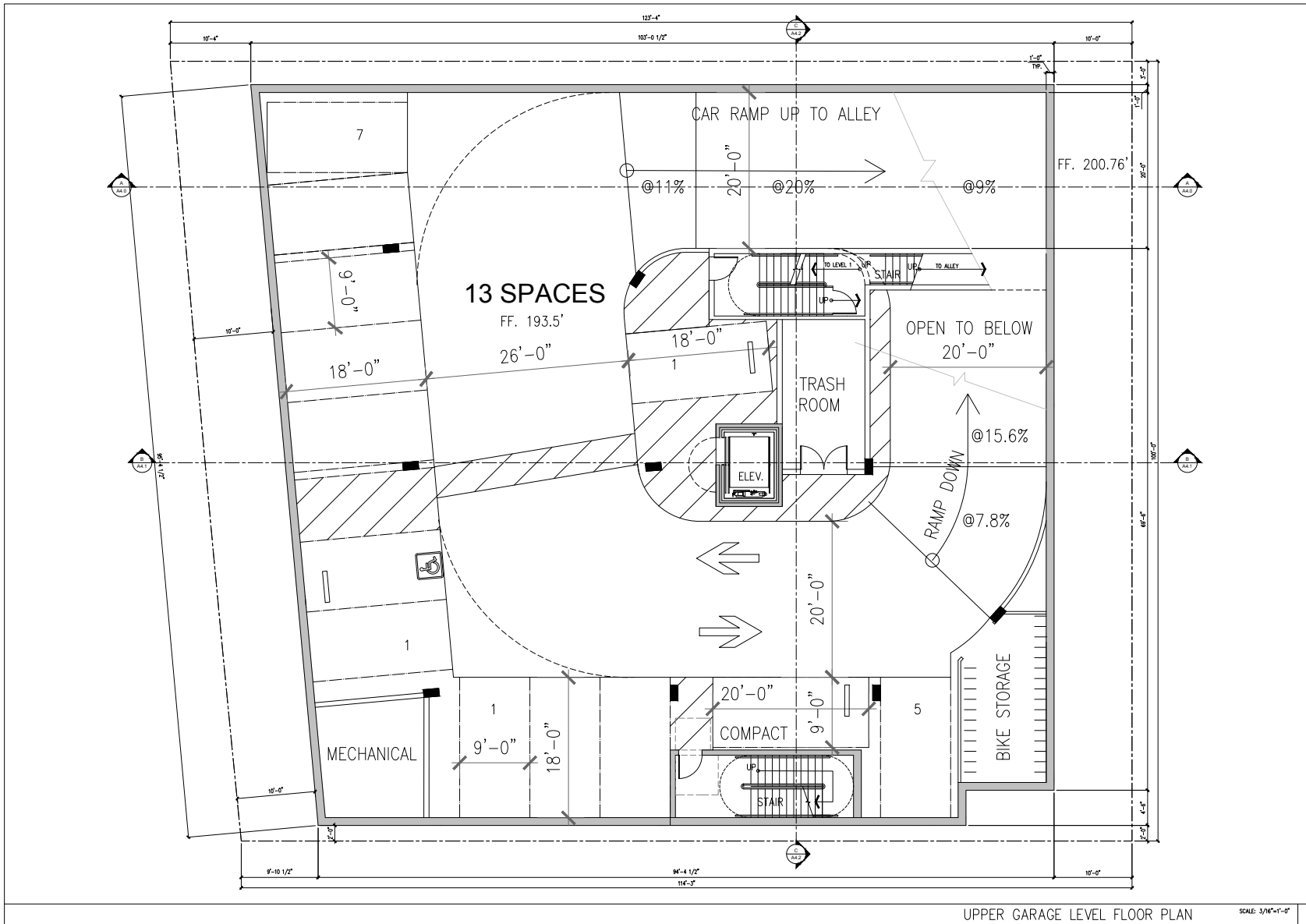
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**SITE PLAN**

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**A1.0**

**Figure 2A**  
**Project Site Plan**



UPPER GARAGE LEVEL FLOOR PLAN SCALE: 3/16"=1'-0" 1



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A.P.N.: 167-41-019

PROJECT No.: 6518019  
ISSUE: DESIGN REVIEW  
ISSUED DATE: 2019-02-15

DESIGN REVIEW SET  
RESUBMITTAL  
2019-03-01

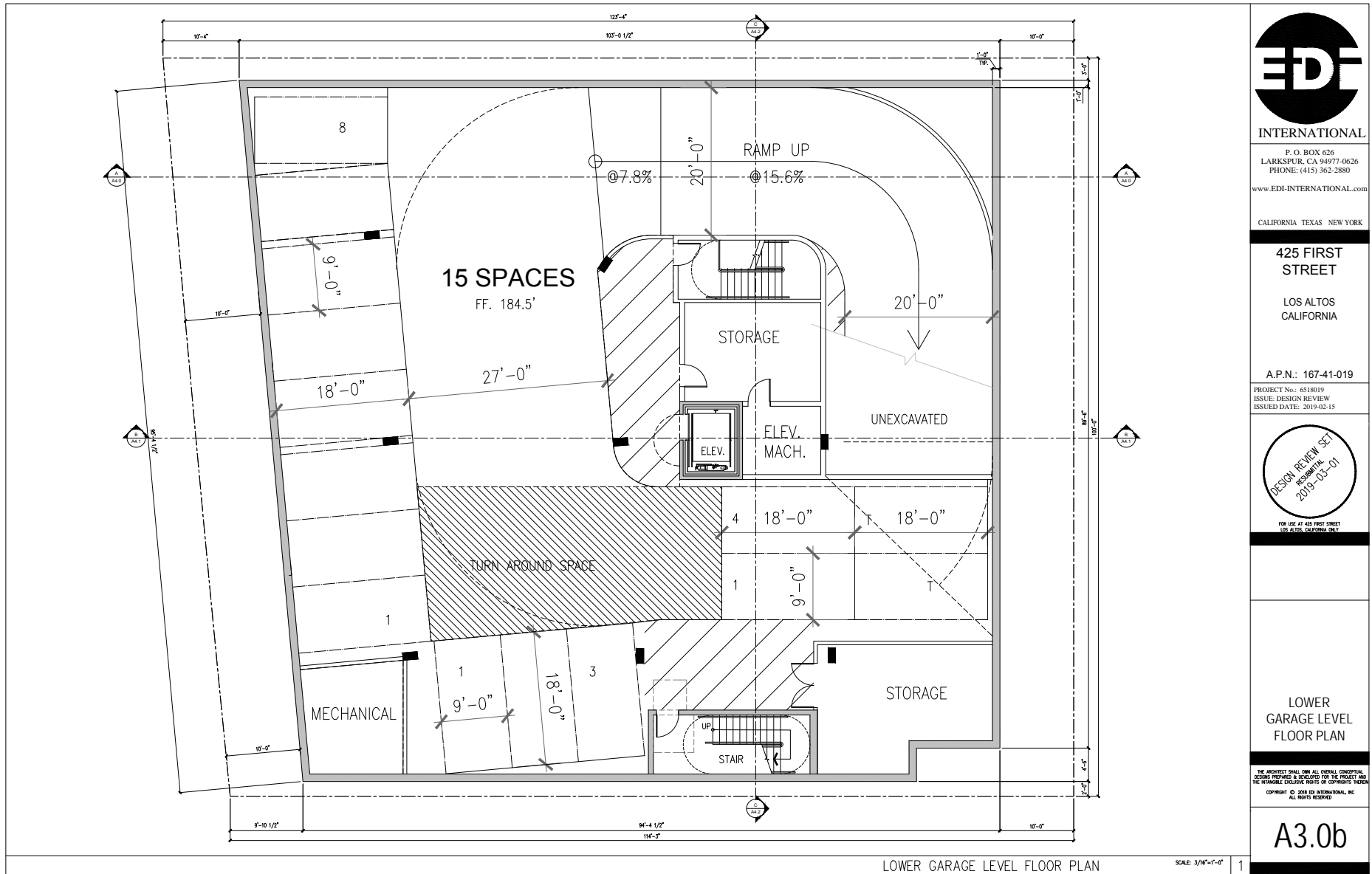
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Figure 2B  
Project Basement Level One Plan



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Figure 2C  
 Project Basement Level Two Plan

Traffic conditions were evaluated for the following scenarios:

**Scenario 1:** *Existing Conditions.* Existing AM and PM peak-hour traffic volumes at study intersections were based on new traffic counts collected in June 2018 and March 2019. Because the June 2018 counts were conducted when schools were not in session, the volumes were increased by 10% to represent typical conditions. Existing AM and PM peak-hour traffic volumes at the CMP intersection were obtained from recent counts conducted in April 2017 and the 2016 CMP Annual Monitoring Report, respectively.

**Scenario 2:** *Existing Plus Project Conditions.* Existing plus project traffic volumes were estimated by adding to existing traffic volumes the trips associated with the proposed development. Existing plus project conditions were evaluated relative to existing conditions in order to determine potential project impacts.

## Methodology

This section describes the methods used to determine the traffic conditions for each scenario described above. It includes descriptions of the data requirements, the analysis methodologies, and the applicable level of service standards.

### Data Requirements

The data required for the analysis were obtained from field observations and new traffic counts. The following data were collected from these sources:

- Existing intersection peak-hour volumes
- Lane configurations
- Signal timing and phasing

### Analysis Methodologies

#### Signalized Intersection Levels of Service

Traffic conditions at the study intersections were evaluated using level of service (LOS). Level of service is a qualitative description of operating conditions ranging from LOS A, or free-flow conditions with little or no delay, to LOS F, or jammed conditions with excessive delays. The City of Los Altos evaluates intersection levels of service using the TRAFFIX software, which is based on the Highway Capacity Manual (HCM) 2000 method for signalized intersections. Since TRAFFIX is the level of service methodology for the CMP-designated intersections, the City of Los Altos employs the CMP default values for the analysis parameters. The HCM method evaluates signalized intersection operations on the basis of average control delay time for all vehicles at the intersection. This average delay can then be correlated to a level of service. Table 1 presents the level of service definitions for signalized intersections.

The City of Los Altos level of service standard for signalized intersections is LOS D or better. One of the study intersections is a CMP intersection. The CMP level of service standard for signalized intersections is LOS E or better.



**Table 1**  
**Signalized Intersection Level of Service Definitions Based on Delay**

Level of Service	Description	Average Control Delay Per Vehicle (sec.)
A	Signal progression is extremely favorable. Most vehicles arrive during the green phase and do not stop at all. Short cycle lengths may also contribute to the very low vehicle delay.	10.0 or less
B+	Operations characterized by good signal progression and/or short cycle lengths. More vehicles stop than with LOS A, causing higher levels of average vehicle delay.	10.1 to 12.0
B		12.1 to 18.0
B-		18.1 to 20.0
C+	Higher delays may result from fair signal progression and/or longer cycle lengths. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant, though may still pass through the intersection without stopping.	20.1 to 23.0
C		23.1 to 32.0
C-		32.1 to 35.0
D+	The influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable signal progression, long cycle lengths, or high volume-to-capacity (V/C) ratios. Many vehicles stop and individual cycle failures are noticeable.	35.1 to 39.0
D		39.1 to 51.0
D-		51.1 to 55.0
E+	This is considered to be the limit of acceptable delay. These high delay values generally indicate poor signal progression, long cycle lengths, and high volume-to-capacity (V/C) ratios. Individual cycle failures occur frequently.	55.1 to 60.0
E		60.1 to 75.0
E-		75.1 to 80.0
F	This level of delay is considered unacceptable by most drivers. This condition often occurs with oversaturation, that is, when arrival flow rates exceed the capacity of the intersection. Poor progression and long cycle lengths may also be major contributing causes of such delay levels.	greater than 80.0

Source: Transportation Research Board, *2000 Highway Capacity Manual* (Washington, D.C., 2000) p10-16. VTA Traffic Level of Service Analysis Guidelines (June 2003), Table 2.

**Unsignalized Intersection Levels of Service**

Level of service analysis at unsignalized intersections is generally used to determine the need for modification in the type of intersection control (i.e., all-way stop or signalization). As part of the evaluation, traffic volumes, delays and traffic signal warrants are evaluated to determine if the existing intersection control is appropriate.

For unsignalized intersections, level of service depends on the average delay experienced by vehicles on the stop-controlled approaches. Thus, for all-way stop controlled intersections, level of service is determined by the average delay for all movements through the intersection. For side street stop-controlled intersections (two-way or T-intersections), operations are defined by the average control delay experienced by vehicles entering the intersection from the stop-controlled approaches on minor streets or from left-turn approaches on major streets. For two-way or T-intersections, the level of service is reported based on the average delay for the worst approach. The level of service definitions

for unsignalized intersections is shown in Table 2. This study utilizes the TRAFFIX software to determine intersection levels of service based on the 2000 HCM methodology for unsignalized intersections.

The City of Los Altos does not have an adopted level of service standard for unsignalized intersections. For the purpose of this study, the minimum acceptable level of service for unsignalized intersections is LOS D.

**Table 2**  
**Unsignalized Intersection Level of Service Definitions Based on Average Delay**

Level of Service	Description	Average Delay Per Vehicle (Sec.)
A	Little or no traffic delay	10.0 or less
B	Short traffic delays	10.1 to 15.0
C	Average traffic delays	15.1 to 25.0
D	Long traffic delays	25.1 to 35.0
E	Very long traffic delays	35.1 to 50.0
F	Extreme traffic delays	greater than 50.0

Source: Transportation Research Board, *2000 Highway Capacity Manual* (Washington, D.C., 2000) p17-2.

## Significant Impact Criteria

Significance criteria are used to establish what constitutes an impact. For this analysis, the criteria used to determine significant impacts on signalized intersections are based on City of Los Altos Level of Service standards. Impacts to the unsignalized study intersections were identified based on engineering judgment. Impacts to pedestrian and bicycle facilities and transit services were evaluated based on the VTA Transportation Impact Analysis (TIA) Guidelines (October 2014) and professional judgment.

### City of Los Altos Signalized Intersections

According to City of Los Altos level of service standard, a development is said to create a significant adverse impact on traffic conditions at a signalized intersection if for either peak hour, either of the following conditions occurs:

1. The level of service at the intersection drops below its respective level of service standard (LOS D or better for local intersections) when project traffic is added, or
2. An intersection that operates below its level of service standard under no-project conditions experiences an increase in critical-movement delay of four (4) or more seconds, and the volume-to-capacity ratio (v/c) is increased by one percent (0.01) or more when project traffic is added.

A significant impact at a signalized intersection is said to be satisfactorily mitigated when measures are implemented that would restore intersection operations back to background (without the project) conditions or better.

### **CMP Signalized Intersections**

The definition of a significant impact at a CMP intersection is the same as for the City of Los Altos, except that the CMP standard for acceptable level of service at a CMP intersection is LOS E or better. A significant impact by CMP standards is said to be satisfactorily mitigated when measures are implemented that would restore intersection conditions to background conditions or better.

### **Unsignalized Intersections**

The City of Los Altos has not established significant impact criteria for unsignalized intersections. Unlike signalized intersections, which typically represent constraint points for the roadway network, unsignalized intersections rarely limit the potential capacity of a roadway. The determination of appropriate improvements to unsignalized intersections typically includes a qualitative and quantitative analysis of movement delay, movement traffic volumes, intersection safety, and need for signalization. For this reason, significant impacts and the associated improvements to unsignalized intersections are frequently determined on the basis of professional judgment.

## **Existing Roadway Network**

Regional access to the project is provided via Interstate 280 (I-280) and Foothill Expressway. Local access to the project site is provided via San Antonio Road, First Street, Second Street, Lyell Street, and the alley. These facilities are described below.

**I-280** is an eight-lane freeway in the study area. It is considered to run north-south between San Francisco and San Jose, although in the project area it runs east-west. In the project vicinity, I-280 has an interchange serving Los Altos at El Monte Avenue.

**Foothill Expressway** is a four-lane divided expressway that extends between Cupertino and Palo Alto through Los Altos. The City of Los Altos considers Foothill Expressway to be north-south because it is parallel to US 101. It has eight points of access within the Los Altos city limits including an interchange at I-280. The access to the project site from Foothill Expressway is via San Antonio Road or Main Street. The speed limit on Foothill Expressway is 45 mph.

**San Antonio Road** is a north-south arterial that extends northward from Foothill Expressway to US 101. For the purpose of this study, San Antonio Road is treated as east-west since it intersects with Foothill Expressway, which is considered north-south by the City of Los Altos. In the project vicinity, it is four lanes wide and has landscaped medians with left-turn pockets at intersections and bike lanes and sidewalks on both sides of the street. San Antonio Road provides access to the project site via First Street or Lyell Street. The speed limit on San Antonio Road is 35 mph.

**First Street** is a two-lane local street that runs parallel to and east of Foothill Expressway between San Antonio Road and Edith Avenue. East of San Antonio Road it becomes Cuesta Drive, and north of Edith Avenue it becomes Los Altos Avenue. First Street provides access to the project site via Lyell Street. First Street provides direct pedestrian access to the project site. On-street parking is available on both sides of First Street. A sidewalk is present along the east side of First Street but is discontinuous on the west side. The speed limit on First Street is 25 mph.

**Second Street** is a two-lane local street that runs parallel to and east of Foothill Expressway between Lyell Street and Edith Avenue. Second Street provides access to the project site via Lyell Street. Sidewalks are present on both sides of Second Street. The speed limit on Second Street is 25 mph.

**Lyell Street** is an east-west local street that extends eastward from First Street, through San Antonio Road, and ends in a cul-de-sac. It is two lanes wide and has discontinuous sidewalks. The project frontage has a sidewalk with on-street parking allowed. The speed limit on Lyell Street is 25 mph.

**Alley.** There is a two-way alley behind the project site that runs between Whitney Street and Lyell Street. The alley is approximately 16 feet wide and provides access to the backs of the buildings along First and Second Street. The project is shown to have its driveway on the alley.

## Intersection Lane Configurations and Traffic Volumes

The existing lane configurations at the study intersections were obtained from field observations (see Figure 3).

Existing peak-hour traffic volumes were obtained from new turning-movement counts conducted in June 2018 while schools were not in session. The traffic counts from June 2018 were factored by 10% to represent the school year. In response to comments by the City's Complete Streets Commission, intersection counts were conducted again in March 2019, while schools were in session. As a conservative approach, Hexagon took the higher count between the two counts for intersection analysis. Existing AM and PM peak-hour traffic volumes at the CMP intersection were obtained from recent counts conducted in April 2017 and the 2016 CMP Annual Monitoring Report, respectively (see Figure 4). New intersection turning-movement counts conducted for this analysis are presented in Appendix A. Traffic volumes for all components of traffic are tabulated in Appendix C.

## Existing Intersection Levels of Service

The intersection level of service analysis results show that all study intersections currently operate at acceptable levels of service during both AM and PM peak hours (see Table 3). The intersection level of service calculation sheets are included in Appendix B.

**Table 3**  
**Existing Intersection Level of Service Summary**

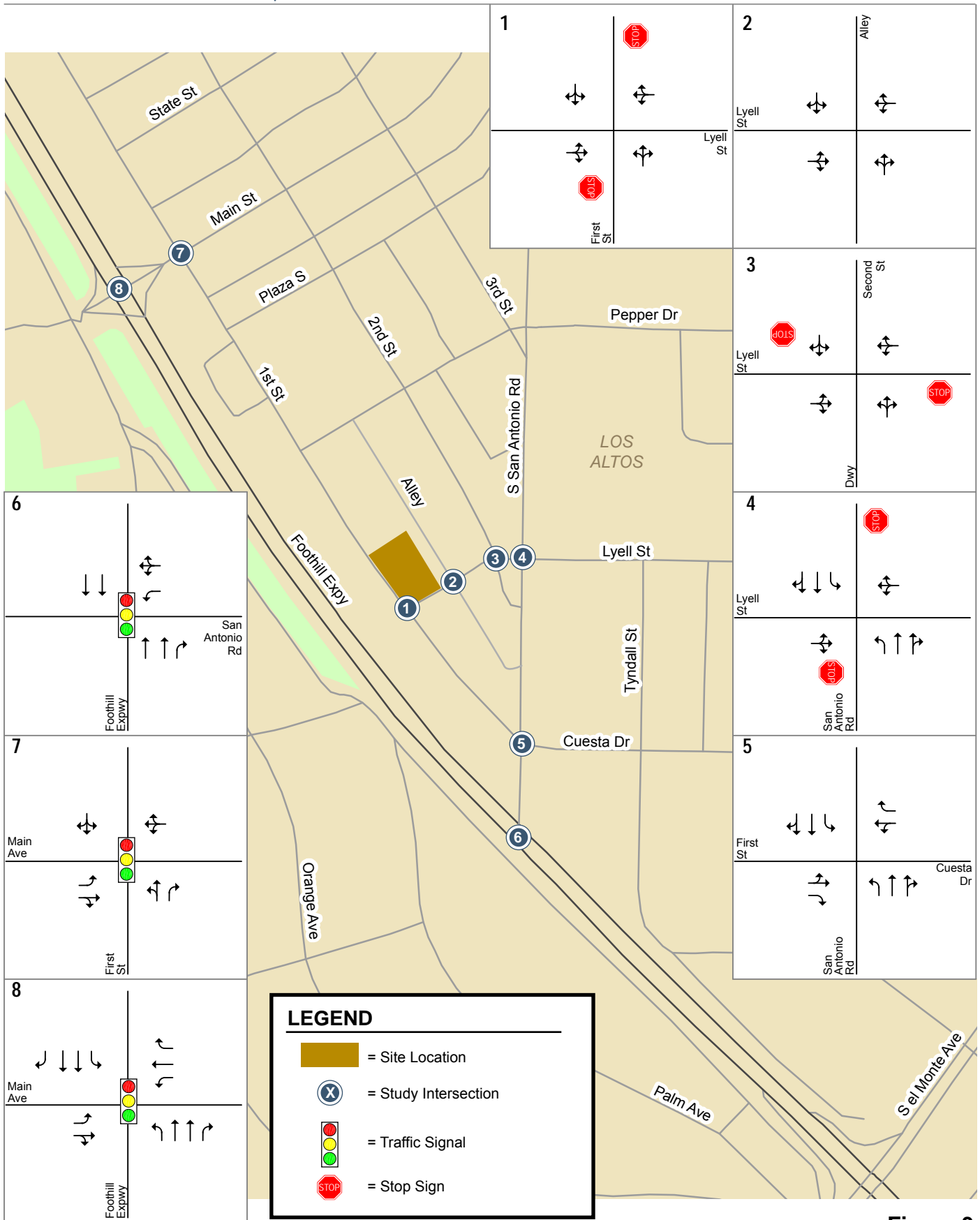
Study Number	Intersection	Control	Peak Hour	Count Date	Avg Delay (sec/veh)	LOS
1	First Street and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	03/12/19	10.0	A
			PM	06/12/18	12.8	B
2	Alley and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	06/12/18	8.7	A
			PM	03/12/19	8.7	A
3	Second Street and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	06/12/18	10.1	B
			PM	06/12/18	9.5	A
4	San Antonio Road and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	03/12/19	25.9	D
			PM	06/12/18	25.0	D
5	San Antonio Road and First Street/Cuesta Drive	Signal	AM	03/12/19	23.7	C
			PM	06/12/18	20.5	C+
6	San Antonio Road and Foothill Expressway*	Signal	AM	04/18/17	10.3	B+
			PM	01/31/17	56.4	E+
7	First Street & Main Street	Signal	AM	03/12/19	19.2	B-
			PM	03/12/19	19.9	B-
8	Foothill Expressway & Main Street *	Signal	AM	03/12/19	20.9	C+
			PM	10/06/16	23.0	C+

Note: For two-way stop controlled intersections, the average delay and LOS is reported for the worst approach.  
\* Denotes a CMP designated intersection

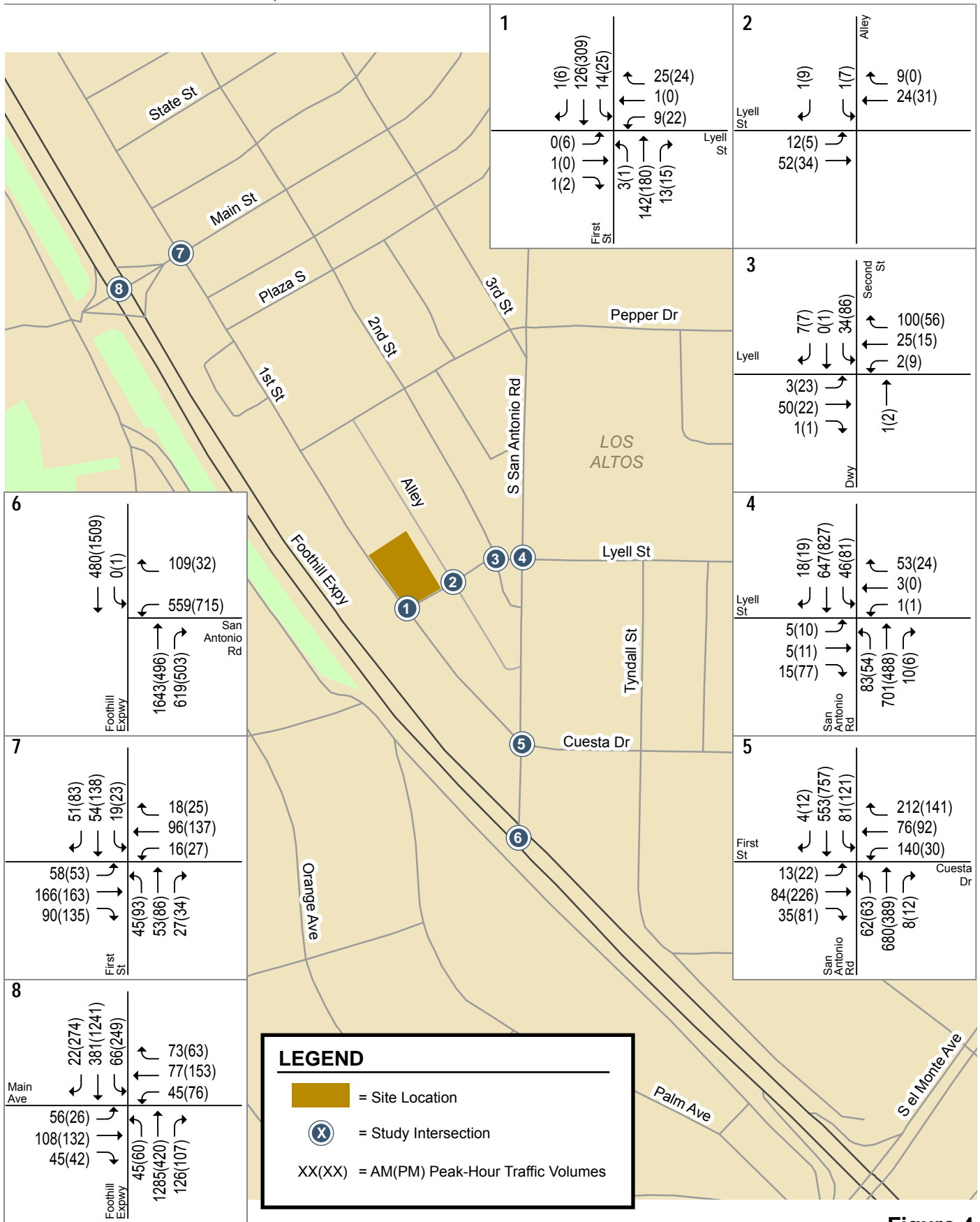
Overall the study intersections operated adequately during both the AM and PM peak hours of traffic, and the level of service analysis appears to accurately reflect actual existing traffic conditions. Field observations showed that some operational issues occurred between the closely-spaced intersections on San Antonio Road. However, the operational issues did not result in operational deficiencies at the intersections.

### San Antonio Road between Foothill Expressway and First Street

During the AM and PM peak hours, the westbound vehicle queues on San Antonio Road constantly extended from Foothill Expressway past First Street. However, because the traffic signals at the two intersections are coordinated, the queued vehicles were not observed to block or extend past any downstream intersections. The long westbound vehicle queues at the San Antonio Road/First Street intersection occasionally took more than one cycle to clear both intersections during the PM peak hour. During the AM peak hour, the vehicle queues cleared both intersections in one signal cycle. During the PM peak hour, Foothill Expressway experiences very heavy traffic volumes southbound. This creates stop-and-go conditions on the expressway. Southbound vehicles occasionally required two signal cycles to clear the intersection.



**Figure 3**  
Existing Lane Configurations



**Figure 4**  
Existing Traffic Volumes



## Project Trip Generation

Through empirical research, data have been collected that quantify the amount of traffic produced by common land uses. Thus, for the most common land uses there are standard trip generation rates that can be applied to help predict the future traffic increases that would result from a new development. The magnitude of traffic added to the roadway system by a particular development is estimated by multiplying the applicable trip generation rates by the size of the development. The trip generation rates published in the Institute of Transportation Engineers' (ITE) manual entitled *Trip Generation, 10th Edition (2017)* were used for this analysis. The rates published for Multifamily Housing – Low-Rise (Land Use 220) were used to estimate the trips generated by the proposed multifamily dwelling units. Based on these rates, the proposed project would generate 146 daily trips with 9 trips during the AM peak hour and 11 trips during the PM peak hour (see Table 4).

The magnitude of traffic that is being generated by the existing businesses on the site was estimated based on trip generation rates for Small Office Building (Land Use 712) published in the Institute of Transportation Engineers (ITE) manual entitled *Trip Generation, 10th Edition*. As shown in Table 4, the existing uses on site are estimated to generate 81 daily trips with 10 trips during the AM peak hour and 12 trips during the PM peak hour.

After accounting for the trips generated by the existing offices, the proposed residential project is estimated to generate 65 new daily trips with a net decrease of one trip in the AM peak hour and a net decrease of one trip in the PM peak hour.

**Table 4**  
**Project Trip Generation Estimates**

Land Use	Size	Daily Rate	Daily Trips	AM Peak Hour			PM Peak Hour				
				Rate	In	Out	Total Trips	Rate	In	Out	Total Trips
<b>Proposed Use</b>											
Townhomes <sup>1</sup>	20 units	7.32	146	0.46	2	7	9	0.56	7	4	11
<b>Existing Land Use</b>											
Office <sup>2</sup>	5,000 sq.ft.	16.19	(81)	1.92	(8)	(2)	(10)	2.45	(4)	(8)	(12)
<b>Net New Trips:</b>			<b>65</b>		<b>(6)</b>	<b>5</b>	<b>(1)</b>		<b>3</b>	<b>(4)</b>	<b>(1)</b>
<b>Notes:</b>											
<sup>1</sup> Low-Rise Multifamily Housing (Land Use 220), <i>ITE Trip Generation Manual, 10th Edition (2017)</i> , average rates for General Urban/Suburban settings are used.											
<sup>2</sup> Small Office Building (Land Use 712), <i>ITE Trip Generation Manual, 10th Edition (2017)</i> , average rates for General Urban/Suburban settings are used.											

## Trip Distribution and Assignment

The trip distribution pattern for the proposed development was estimated based on existing travel patterns on the surrounding roadway system and the locations of complementary land uses (see Figure 5).



The peak-hour trips generated by the existing and proposed uses were assigned to the roadway system based on the directions of approach and departure, the roadway network connections, and the location of the project driveway (see Figure 6). The trips generated by the existing uses were subtracted from the roadway network prior to assigning project trips.

### Intersection Traffic Volumes

Project trips, as represented in the above project trip assignment, were added to existing traffic volumes to obtain existing plus project traffic volumes (see Figure 7). Traffic volumes for all components of traffic are tabulated in Appendix C.

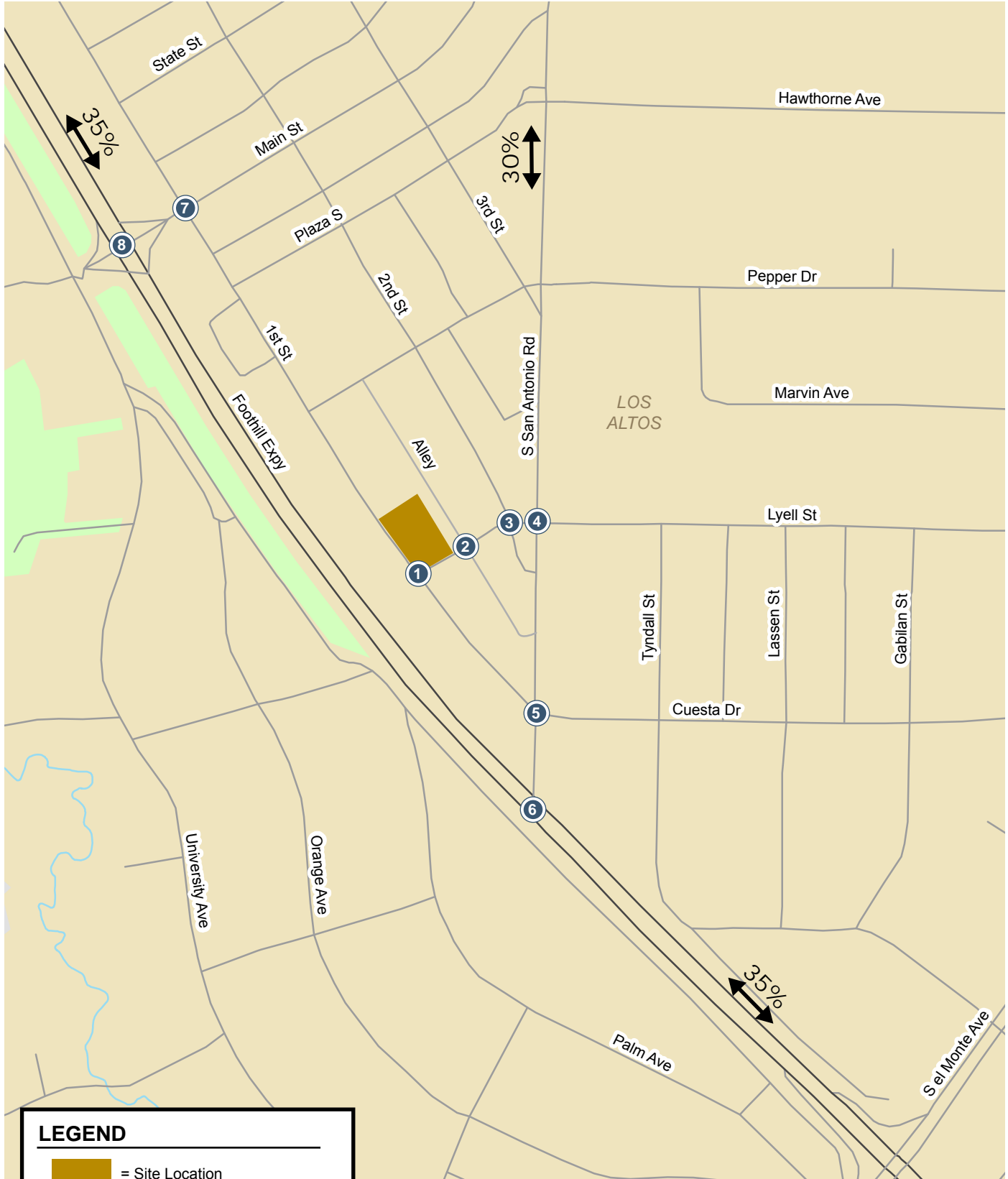
### Intersection Levels of Service

The intersection level of service analysis results show that all study intersections would operate at acceptable levels of service during both AM and PM peak hours under existing plus project conditions (see Table 5). It should be noted that, at some study intersections, the average delay under project conditions is shown to be better than under no-project conditions. This occurs because the project would subtract from some traffic movements. The intersection level of service calculation sheets are included in Appendix B.

**Table 5  
Existing Plus Project Intersection Levels of Service**

#	Intersection	Control	Peak Hour	Count Date	Existing		Existing + Project			
					Avg Delay (sec/veh)	LOS	Avg Delay (sec/veh)	LOS	Incr. In Crit. Delay	Incr. In Crit. V/C
1	First Street and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	03/12/19	10.0	A	10.0	A	-	-
			PM	06/12/18	12.8	B	12.8	B	-	-
2	Alley and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	06/12/18	8.7	A	8.6	A	-	-
			PM	03/12/19	8.7	A	8.7	A	-	-
3	Second Street and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	06/12/18	10.1	B	10.1	B	-	-
			PM	06/12/18	9.5	A	9.5	A	-	-
4	San Antonio Road and Lyell Street <i>(Unsignalized Intersection)</i>	Two-Way Stop	AM	03/12/19	25.9	D	26.9	D	-	-
			PM	06/12/18	25.0	D	24.4	C	-	-
5	San Antonio Road and First Street/Cuesta Drive	Signal	AM	03/12/19	23.7	C	23.7	C	0.0	-0.001
			PM	06/12/18	20.5	C+	20.5	C+	0.0	0.001
6	San Antonio Road and Foothill Expressway*	Signal	AM	04/18/17	10.3	B+	10.3	B+	0.0	0.001
			PM	01/31/17	56.4	E+	56.2	E+	-0.2	0.000
7	First Street & Main Street	Signal	AM	03/12/19	19.2	B-	19.2	B-	0.0	0.000
			PM	03/12/19	19.9	B-	19.9	B-	0.0	0.000
8	Foothill Expressway & Main Street *	Signal	AM	03/12/19	20.9	C+	20.9	C+	-0.1	-0.001
			PM	10/06/16	23.0	C+	23.0	C+	0.1	0.001

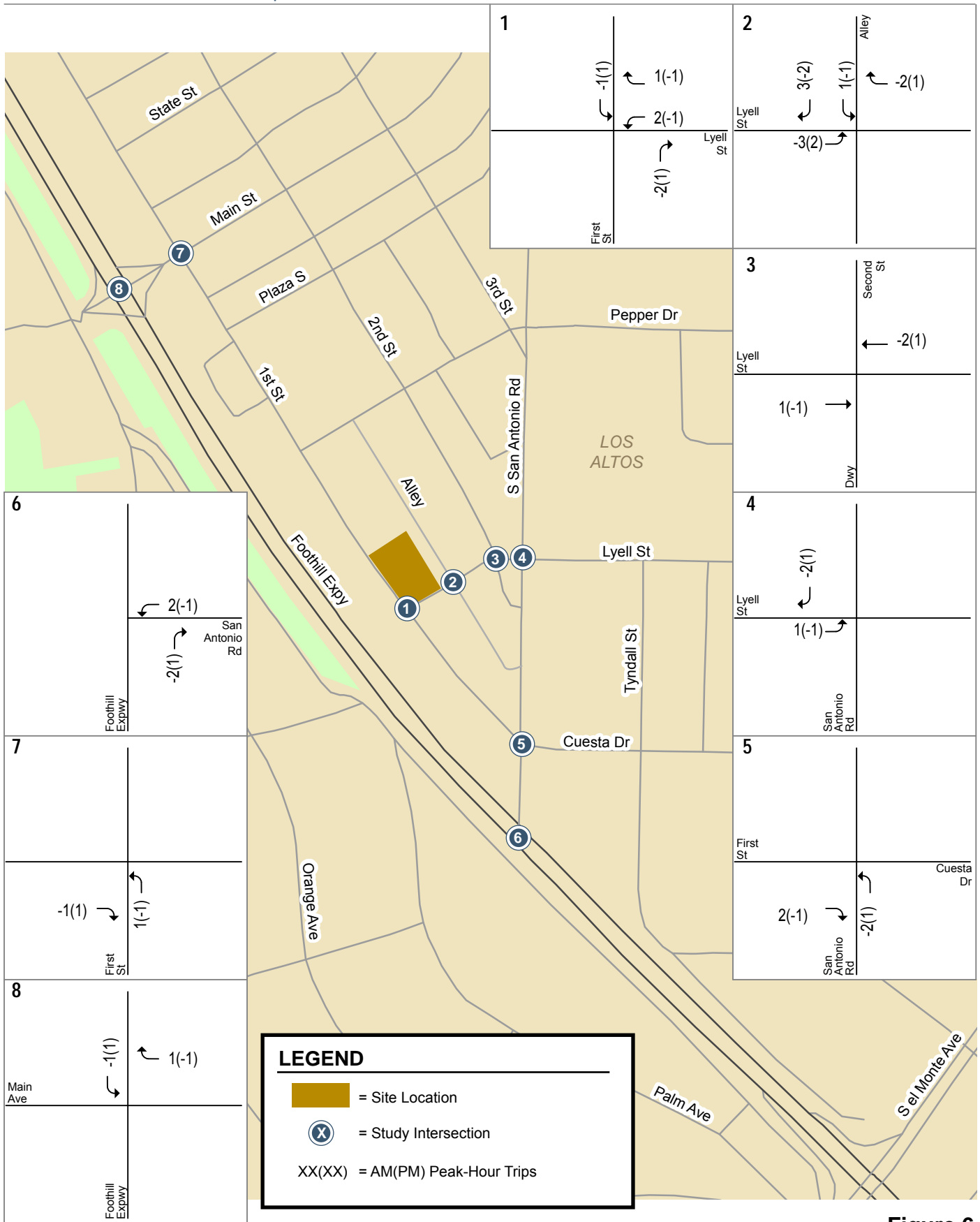
Note: For two-way stop controlled intersections, the average delay and LOS is reported for the worst approach.  
\* Denotes a CMP designated Intersection



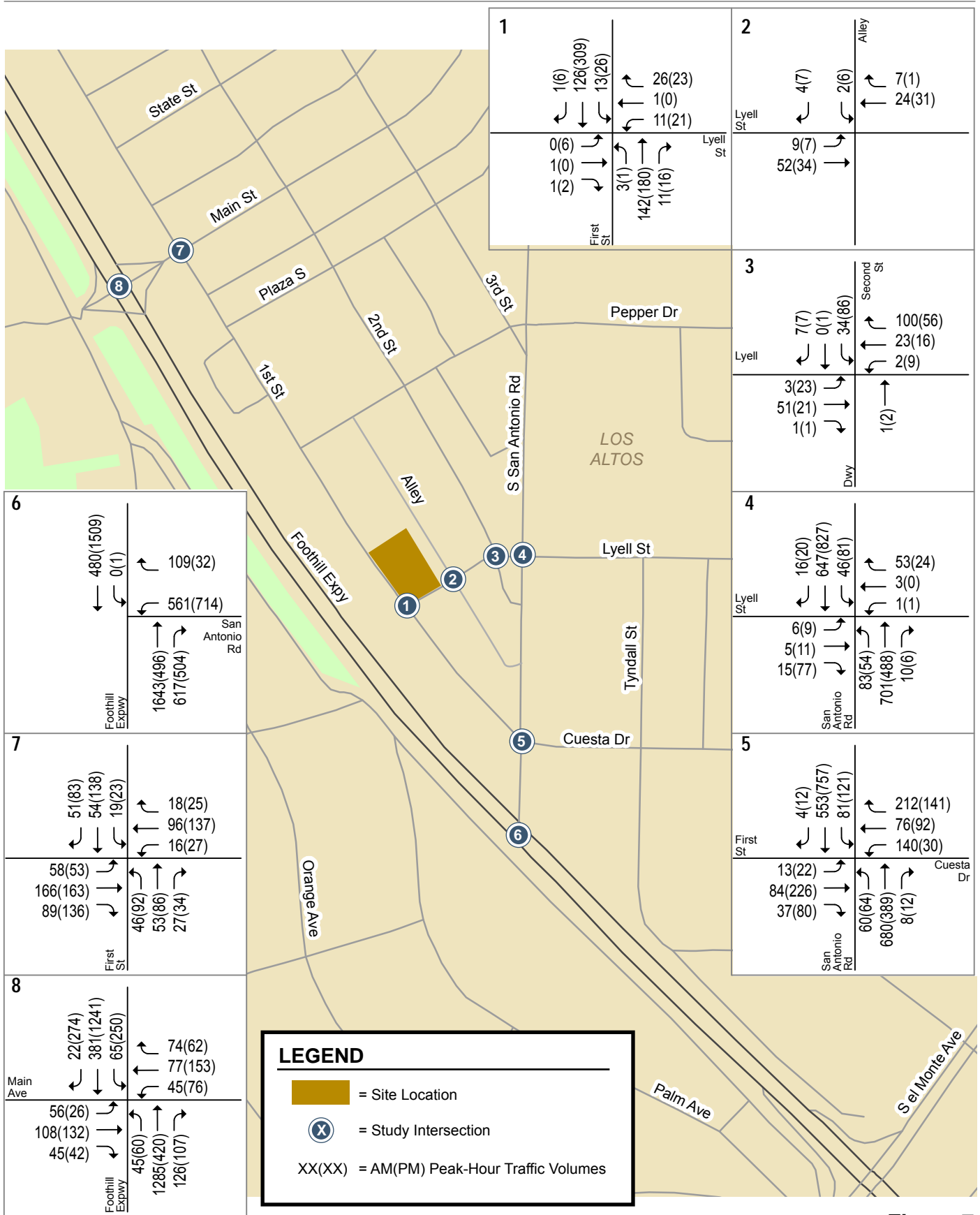
**LEGEND**

- = Site Location
- X = Study Intersection

**Figure 5**  
Project Trip Distribution



**Figure 6**  
**Net Project Trip Assignment**



**Figure 7**  
Existing Plus Project Traffic Volumes

## Parking Analysis

The proposed project would provide Below Market Rate (BMR) 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 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, that exceeds the following requirements:

- i. For zero to one bedroom, one on-site parking space.
- ii. For two to three bedrooms, two on-site parking spaces.
- iii. For four and more bedrooms, two and one-half parking spaces.

According to the city code, the project is required to provide a total of 28 parking spaces (12 for studio and one-bedroom units and 16 for two-bedroom units). The site plan shows a two-level underground parking garage with 28 parking spaces, including 23 standard parking spaces, 2 pairs of tandem parking spaces (4 spaces), and 1 van accessible parking space. Los Altos Municipal Code, Ordinance 14.28.040 (G.5) permits tandem parking for affordable housing developments. Thus, the project would meet the City's overall parking requirement. Even though guest parking is not required, any guest parking would need to occur on-street on Lyell Street and First Street.

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 equates to 7 Class I spaces and 2 Class II spaces. The project site plan shows a bike room in the underground parking garage with 28 bicycle parking spaces. The project will also provide two Class II spaces with a U-shaped bike rack near the garage entrance on the alley and four Class II spaces along First Street.

## Site Access and On-Site Circulation

A review of the project site plan was performed to determine whether adequate site access and on-site circulation would be provided. This review was based on the site plan provided by EDI International, Inc. dated February 15, 2019 (see Figures 2A to 2C).

### Site Access

The site access was evaluated to determine the adequacy of the site's driveway with regard to the following: traffic volume, delays, vehicle queues, truck access, pedestrian and bicycle access.

The project site plan shows that the new proposed residential building would be accessed by a driveway on the alley. According to the City's Zoning Code (14.74.200), a two-way driveway should be a minimum of 18 feet wide. Based on the project site plan, the garage driveway would be 20 feet wide, which complies with the City's standards.

The project is estimated to generate 9 trips during the AM peak hour and 11 trips during PM peak hour. This equates to one vehicle every seven minutes during the AM peak hour and one vehicle every five minutes during the PM peak hour. Based on existing traffic counts conducted at the alley and Lyell Street, 23 vehicles use the alley during AM peak hour and 27 vehicles during the PM peak hour. This equates one vehicle every three minutes during the AM peak hour and one vehicle

every two minutes during PM peak hour. The width of the alley adjacent to the project site is 18 feet, which is wide enough for two vehicles to pass each other. Given the low traffic volumes in the alley, vehicle queues entering and exiting the alley would seldom exceed one vehicle. It should be noted that Los Altos requires development on both sides of the alley to dedicate right-of-way such that the ultimate width of the alley will be 20 feet.

Sight distance generally should be provided in accordance with Caltrans design standards. Sight distance requirements vary depending on the roadway speeds. In the vicinity of the project site, the speed limit on the alley is presumably 25 mph. However, traffic was observed to be travelling much slower because of the narrow alley width. The Caltrans recommended sight distance is 150 feet. This means that a driver must be able to see 150 feet down the alley to locate a sufficient gap to turn out of the driveway. The setback between the proposed building and the alley would be approximately 8 feet, which would provide sufficient sight distance for drivers to see oncoming traffic in the alley without their vehicles entering the travelled way. There are no sharp roadway curves or landscaping features shown on the site plan that would obstruct the vision of exiting drivers.

### **Garage Ramp Design**

The proposed garage ramp at the garage entrance is shown to have a maximum slope of 20% with 11% and 9% transitions on the sides. The curved ramp connecting the two basement levels is shown to have a maximum slope of 16% with 8% transitions on both sides. 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.

### **Garbage Collection and Loading Space**

The project site plan shows a trash room located in the underground garage. Garbage collection activities for the project are not expected to occur on-site because vehicle access would not be provided to the trash room. Therefore, the trash bins should be moved to the proposed trash pad along the Alley on designated garbage collection days. For loading and unloading, on-street parking is permitted along Lyell Street and First Street; thus, large delivery and service trucks may be able to park on the street, subject to the availability of spaces.

### **On-Site Circulation**

The on-site circulation was reviewed in accordance with generally accepted traffic engineering standards. The project would provide 27 90-degree parking stalls and 1 parallel parking stall. The project site plan shows one standard parking space located at the entrance of the parking garage near the bottom of the ramp. While drivers of compact vehicles could make the sharp turn necessary to pull directly into this space, drivers in full-size passenger vehicles would be required to undertake a three-point turn in order to park in this space. The site plan shows the two-way drive aisle adjacent to 90-degree parking would have a minimum width of 26 feet, which would provide sufficient room for vehicles to back out of the parking stalls and meets the standard set forth in the City's Zoning Code. The ramp between basement levels one and two and the two-way drive aisle adjacent to the parallel parking space is shown to have a width of 20 feet, which is adequate to accommodate two-way flow and vehicle maneuvers to and from the parallel parking space. Basement level two includes a turn-around space at the end of the parking aisle that will allow vehicles that park in the head-in spaces along the southern edge of basement level two to back out



of the space and turn around within basement level two before proceeding forward up the garage ramp.

## Potential Impacts on Pedestrians, Bicycles and Transit

Pedestrian facilities within the study area are in the form of sidewalks, signalized crossings, and unsignalized crossings. Local streets in the study area, including First Street and Lyell Street have sidewalks on at least one side of the street. Sidewalks are found on both sides of Second Street and San Antonio Road. Crosswalks with pedestrian signal heads and push buttons are located at the San Antonio Road and First Street/Cuesta Drive signalized study intersection. Crosswalks are also present at the unsignalized study intersections.

Existing pedestrian counts were conducted as part of the peak-hour intersection turning movement counts for the project. The highest pedestrian crossing counts were 26 pedestrians during the AM peak hour at the First Street/Lyell Street intersection and 13 pedestrians during the PM peak hour at the San Antonio Road/Lyell Street intersection.

Bicycle facilities in the study area include bike lanes and a bike route. Bike lanes are lanes on roadways designated for use by bicycles with special lane markings, pavement legends, and signage. Bike routes are existing rights-of-way that accommodate bicycles but are not separate from the existing travel lanes. Routes are typically designated only with signs or pavement markers.

Within the project study area, bike lanes are provided along Foothill Expressway, San Antonio Road, Los Altos Avenue, El Monte Avenue, and westbound Edith Avenue. Eastbound Edith Avenue, Hillview Avenue and Cuesta Drive are marked as bike routes. Local streets near the project site, such as First Street, Second Street and Lyell Street, are not marked as bike lanes or routes, but they carry low traffic volumes and are conducive to bicycling.

Local VTA route 40 provides service between Foothill College in Los Altos Hills and La Avenida Street in Mountain View via San Antonio Road, Lyell Street and First Street (near the project site) with 25 to 40-minute commute hour headways through weekdays and 30 to 60-minute headway on weekends. In the project vicinity, the closest bus stops are located at San Antonio Road and Lyell Street. The distance between the project site and these bus stops is approximately 350 feet.

## Conclusions

The proposed residential development would not result in any significant impacts to the study intersections during the AM and PM peak hours under the existing plus project scenario.

The project site plan shows a two-level underground parking garage with 28 parking spaces, including 23 standard parking spaces, 2 pairs of tandem parking spaces, and 1 van accessible parking space. The project site plan was reviewed for site access and on-site circulation and no operational issues were found.

## **Appendix A**

### **Traffic Counts**

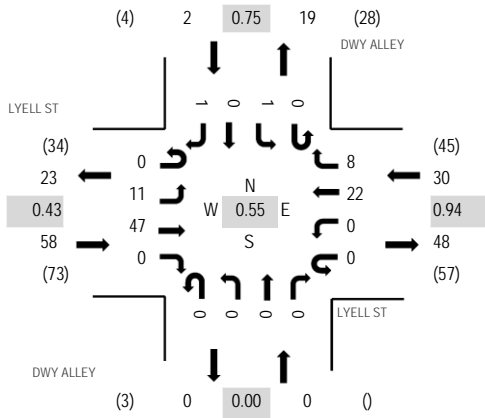




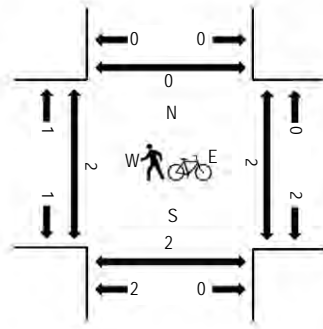
(303) 216-2439  
www.alltrafficdata.net

Location: 1 DWY ALLEY & LYELL ST AM  
Date and Start Time: Tuesday, June 12, 2018  
Peak Hour: 08:00 AM - 09:00 AM  
Peak 15-Minutes: 08:45 AM - 09:00 AM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	LYELL ST Eastbound				LYELL ST Westbound				DWY ALLEY Northbound				DWY ALLEY Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	1	0	0	0	3	1	0	0	0	0	0	0	0	0	5	32	0	0	0	2
7:15 AM	0	0	4	1	0	1	4	0	0	0	0	0	0	0	0	0	10	42	0	0	0	0
7:30 AM	0	2	2	0	0	0	1	1	0	0	0	0	0	0	0	1	7	44	0	0	2	2
7:45 AM	0	2	2	1	0	0	1	3	0	0	0	0	0	0	0	1	10	59	0	0	0	0
8:00 AM	0	3	4	0	0	0	5	2	0	0	0	0	0	1	0	0	15	90	2	0	0	0
8:15 AM	0	0	4	0	0	0	4	4	0	0	0	0	0	0	0	0	12		0	0	0	0
8:30 AM	0	5	8	0	0	0	6	2	0	0	0	0	0	0	0	1	22		0	0	0	0
8:45 AM	0	3	31	0	0	0	7	0	0	0	0	0	0	0	0	0	41		0	2	2	0

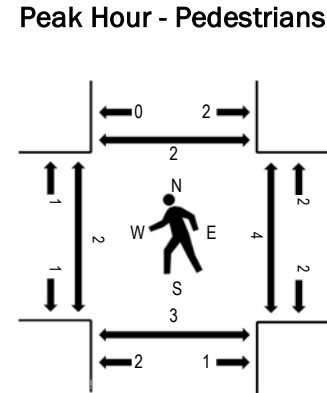
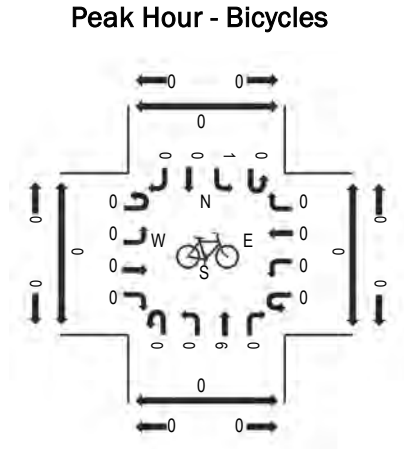
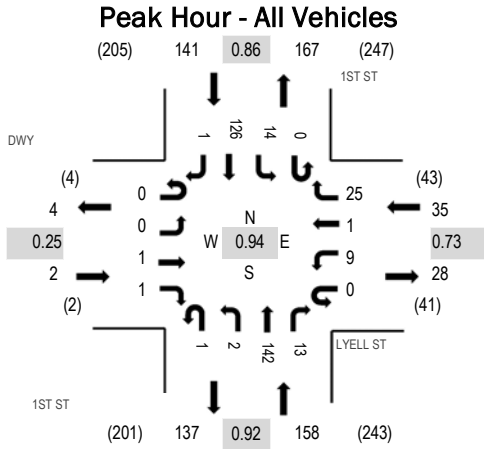
**Peak Rolling Hour Flow Rates**

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	10	46	0	0	0	22	8	0	0	0	0	0	1	0	1	88
Mediums	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	0	11	47	0	0	0	22	8	0	0	0	0	0	1	0	1	90



(303) 216-2439  
www.alltrafficdata.net

Location: 5 1ST ST & LYELL ST AM  
Date: Tuesday, March 12, 2019  
Peak Hour: 08:00 AM - 09:00 AM  
Peak 15-Minutes: 08:30 AM - 08:45 AM



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	DWY Eastbound				LYELL ST Westbound				1ST ST Northbound				1ST ST Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	0	0	0	1	0	1	0	0	13	3	0	1	5	0	24	157	0	0	0	0
7:15 AM	0	0	0	0	0	2	0	0	0	0	17	0	0	1	16	0	36	211	0	0	1	0
7:30 AM	0	0	0	0	0	1	0	1	0	0	23	3	0	1	10	0	39	260	0	0	0	0
7:45 AM	0	0	0	0	0	0	0	2	0	0	23	3	0	1	29	0	58	310	0	1	1	2
8:00 AM	0	0	0	0	0	1	0	4	0	0	32	4	0	5	32	0	78	336	0	0	0	0
8:15 AM	0	0	0	0	0	2	0	5	0	1	39	3	0	1	34	0	85		2	3	3	1
8:30 AM	0	0	0	0	0	3	1	7	1	0	33	2	0	7	35	0	89		0	0	0	1
8:45 AM	0	0	1	1	0	3	0	9	0	1	38	4	0	1	25	1	84		0	1	0	0

### Peak Rolling Hour Flow Rates

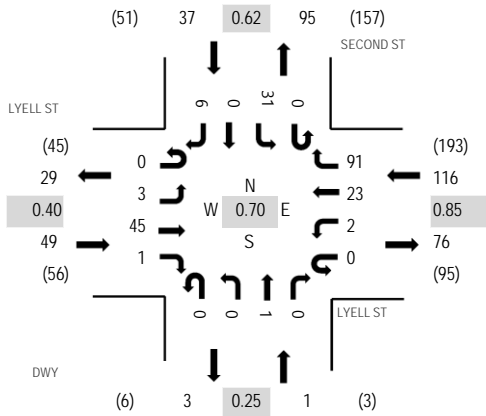
Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Bicycles on Road	0	0	0	0	0	0	0	0	0	0	6	0	0	1	0	0	7
Lights	0	0	1	1	0	7	1	25	1	2	133	12	0	13	119	1	316
Mediums	0	0	0	0	0	2	0	0	0	0	3	1	0	0	6	0	12
Total	0	0	1	1	0	9	1	25	1	2	142	13	0	14	126	1	336



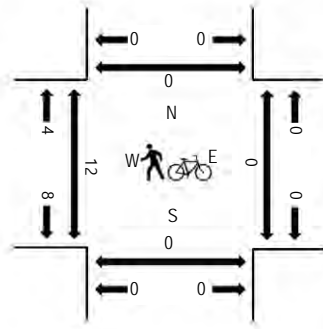
(303) 216-2439  
www.alltrafficdata.net

Location: 3 DWY & LYELL ST AM  
Date and Start Time: Tuesday, June 12, 2018  
Peak Hour: 08:00 AM - 09:00 AM  
Peak 15-Minutes: 08:45 AM - 09:00 AM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	LYELL ST Eastbound				LYELL ST Westbound				DWY Northbound				SECOND ST Southbound				Total	Rolling Hour	Pedestrian Crossings					
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North		
7:00 AM	0	0	0	0	0	0	0	4	10	0	0	0	0	0	0	6	0	0	20	100	1	0	0	1
7:15 AM	0	0	3	0	0	2	5	20	0	0	1	1	0	1	0	1	0	34	119	1	0	0	1	
7:30 AM	0	0	2	0	0	1	2	15	0	0	0	0	0	3	0	0	0	23	128	0	0	0	1	
7:45 AM	0	1	1	0	0	0	3	15	0	0	0	0	0	2	0	1	0	23	154	4	0	1	2	
8:00 AM	0	0	5	0	0	1	4	22	0	0	0	0	0	4	0	3	0	39	203	0	0	0	0	
8:15 AM	0	0	3	1	0	1	8	25	0	0	0	0	0	5	0	0	0	43		2	0	0	0	
8:30 AM	0	1	8	0	0	0	7	23	0	0	0	0	0	10	0	0	0	49		6	0	0	0	
8:45 AM	0	2	29	0	0	0	4	21	0	0	1	0	0	12	0	3	0	72		4	0	0	0	

**Peak Rolling Hour Flow Rates**

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	3	44	1	0	2	23	91	0	0	1	0	0	31	0	6	202
Mediums	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	3	45	1	0	2	23	91	0	0	1	0	0	31	0	6	203



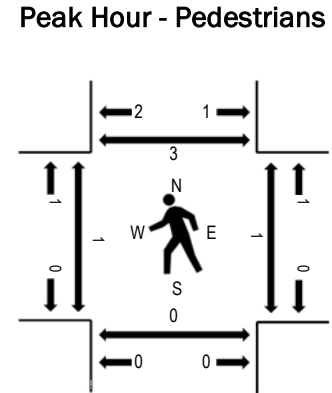
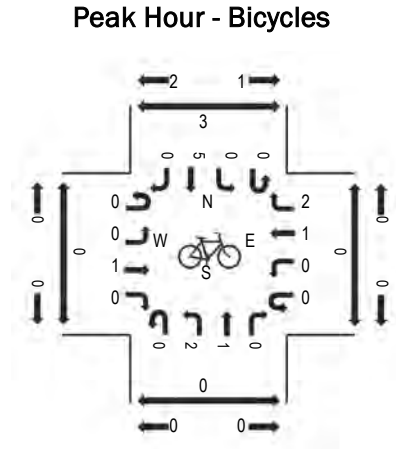
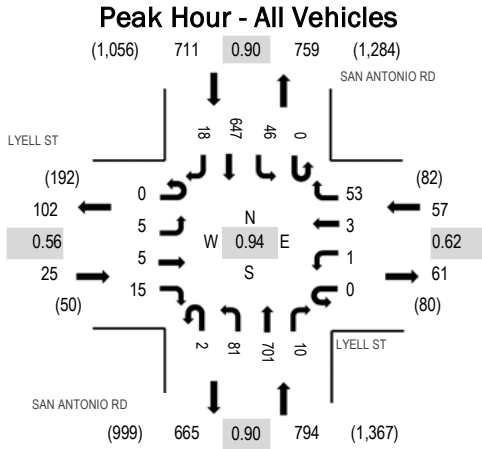
(303) 216-2439  
www.alltrafficdata.net

Location: 2 SAN ANTONIO RD & LYELL ST AM

Date: Tuesday, March 12, 2019

Peak Hour: 07:45 AM - 08:45 AM

Peak 15-Minutes: 07:45 AM - 08:00 AM



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	LYELL ST Eastbound				LYELL ST Westbound				SAN ANTONIO RD Northbound				SAN ANTONIO RD Southbound				Total	Rolling Hour	Pedestrian Crossings				
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North	
7:00 AM	0	0	0	6	0	0	0	2	1	19	103	0	0	0	1	49	0	181	1,100	0	1	0	4
7:15 AM	0	1	0	2	0	1	1	4	2	15	110	1	0	6	74	2	219	1,329	0	0	0	1	
7:30 AM	0	2	0	2	0	0	1	4	0	18	153	1	1	3	90	1	276	1,531	0	2	0	0	
7:45 AM	0	3	1	6	0	0	1	12	1	11	206	5	0	5	171	2	424	1,587	0	1	0	0	
8:00 AM	0	0	1	4	0	0	1	9	1	21	171	4	0	18	177	3	410	1,455	1	0	0	1	
8:15 AM	0	0	1	3	0	1	1	21	0	31	175	1	0	17	167	3	421		0	0	0	2	
8:30 AM	0	2	2	2	0	0	0	11	0	18	149	0	0	6	132	10	332		0	0	0	0	
8:45 AM	0	4	0	8	0	1	0	11	0	21	129	0	1	7	98	12	292		1	0	0	5	

### Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3
Bicycles on Road	0	0	1	0	0	0	1	2	0	2	1	0	0	0	5	0	12
Lights	0	5	4	15	0	1	2	49	2	79	688	10	0	46	632	16	1,549
Mediums	0	0	0	0	0	0	0	2	0	0	9	0	0	0	10	2	23
<b>Total</b>	0	5	5	15	0	1	3	53	2	81	701	10	0	46	647	18	1,587



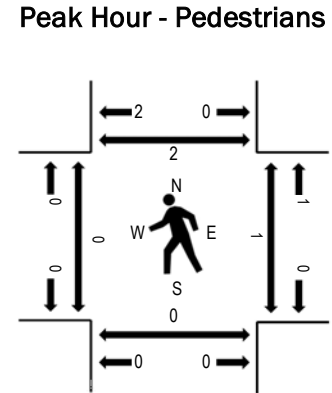
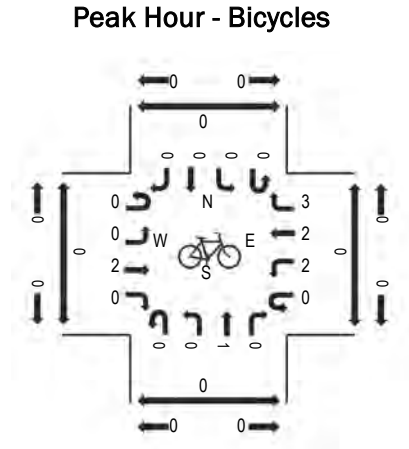
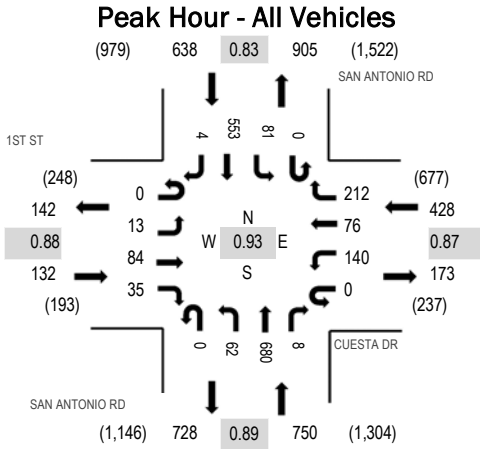
(303) 216-2439  
www.alltrafficdata.net

Location: 1 SAN ANTONIO RD & CUESTA DR AM

Date: Tuesday, March 12, 2019

Peak Hour: 07:45 AM - 08:45 AM

Peak 15-Minutes: 08:15 AM - 08:30 AM



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	1ST ST Eastbound				CUESTA DR Westbound				SAN ANTONIO RD Northbound				SAN ANTONIO RD Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	4	2	0	8	9	23	0	5	100	3	0	5	44	1	204	1,290	0	0	0	0
7:15 AM	0	2	9	7	0	11	10	21	0	8	109	1	0	6	67	2	253	1,583	0	0	0	0
7:30 AM	0	0	4	5	0	24	14	27	0	12	155	0	0	5	92	2	340	1,852	0	0	0	0
7:45 AM	0	2	22	3	0	45	15	40	0	8	203	1	0	11	143	0	493	1,948	0	0	0	0
8:00 AM	0	6	24	3	0	28	18	53	0	17	153	2	0	29	163	1	497	1,863	0	0	0	0
8:15 AM	0	4	15	15	0	37	25	62	0	18	182	3	0	24	135	2	522		0	1	0	1
8:30 AM	0	1	23	14	0	30	18	57	0	19	142	2	0	17	112	1	436		0	0	0	1
8:45 AM	0	1	14	13	0	41	17	44	0	24	135	2	0	11	104	2	408		0	0	0	1

### Peak Rolling Hour Flow Rates

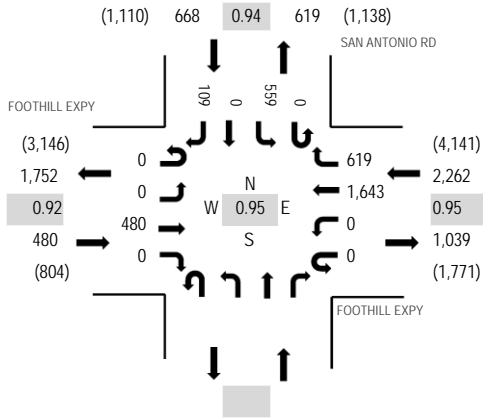
Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	1	0	1	0	0	0	0	0	0	2	0	0	0	1	0	5
Bicycles on Road	0	0	2	0	0	2	2	3	0	0	1	0	0	0	0	0	10
Lights	0	11	80	33	0	138	74	208	0	61	667	8	0	81	544	3	1,908
Mediums	0	1	2	1	0	0	0	1	0	1	10	0	0	0	8	1	25
Total	0	13	84	35	0	140	76	212	0	62	680	8	0	81	553	4	1,948



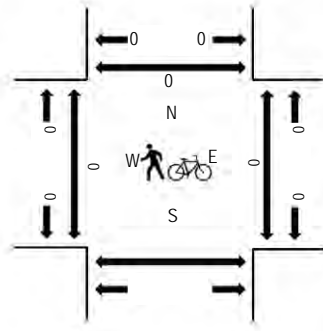
(303) 216-2439  
www.alltrafficdata.net

**Location:** 3 SAN ANTONIO RD & FOOTHILL EXPY AM  
**Date and Start Time:** Tuesday, April 18, 2017  
**Peak Hour:** 08:00 AM - 09:00 AM  
**Peak 15-Minutes:** 08:30 AM - 08:45 AM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	FOOTHILL EXPY Eastbound				FOOTHILL EXPY Westbound				Northbound			SAN ANTONIO RD Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	0	48	0	0	0	293	80				0	64	0	9	494	2,645	0	0	0	
7:15 AM	0	0	60	0	0	0	325	107				0	77	0	5	574	2,978	0	0	0	
7:30 AM	0	0	104	0	0	0	355	163				0	113	0	14	749	3,214	0	0	0	
7:45 AM	0	0	112	0	0	0	387	169				0	154	0	6	828	3,359	0	0	0	
8:00 AM	0	0	119	0	0	0	412	147				0	131	0	18	827	3,410	0	0	0	
8:15 AM	0	0	117	0	0	0	371	144				0	148	0	30	810		0	0	0	
8:30 AM	0	0	131	0	0	0	449	147				0	142	0	25	894		0	0	0	
8:45 AM	0	0	113	0	0	0	411	181				0	138	0	36	879		0	0	0	

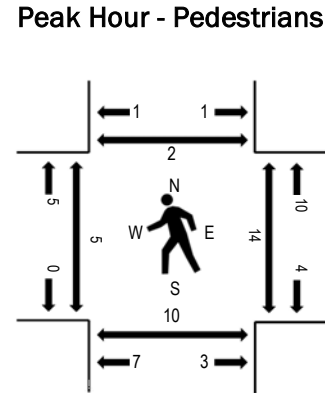
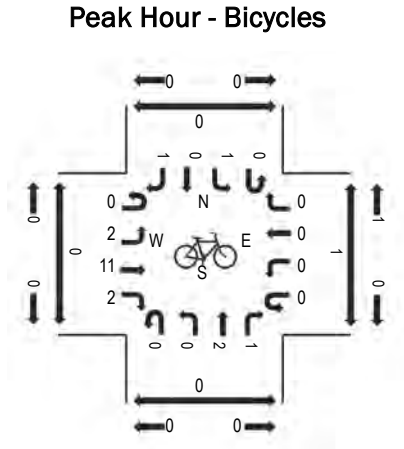
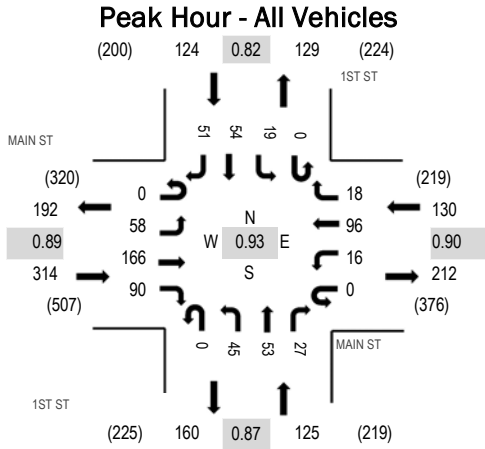
**Peak Rolling Hour Flow Rates**

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	1	1					0	0	0	0	2
Lights	0	0	476	0	0	0	1,627	602					0	551	0	109	3,365
Mediums	0	0	4	0	0	0	15	16					0	8	0	0	43
Total	0	0	480	0	0	0	1,643	619					0	559	0	109	3,410



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Location: 6 1ST ST & MAIN ST AM  
Date: Tuesday, March 12, 2019  
Peak Hour: 07:45 AM - 08:45 AM  
Peak 15-Minutes: 08:30 AM - 08:45 AM



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	MAIN ST Eastbound				MAIN ST Westbound				1ST ST Northbound				1ST ST Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	7	27	4	1	2	12	2	0	6	7	3	0	2	3	14	90	466	0	2	0	0
7:15 AM	0	16	22	10	0	2	16	2	0	2	8	6	0	2	9	5	100	542	0	2	2	2
7:30 AM	0	7	36	4	0	3	13	4	0	7	9	7	0	3	6	8	107	614	0	2	1	3
7:45 AM	0	14	50	19	0	5	20	7	0	10	13	5	0	3	10	13	169	693	0	2	2	2
8:00 AM	0	12	39	23	0	3	26	6	0	8	8	7	0	5	13	16	166	679	0	5	2	0
8:15 AM	0	10	38	21	0	4	19	4	0	12	16	10	0	8	19	11	172		0	3	0	0
8:30 AM	0	22	39	27	0	4	31	1	0	15	16	5	0	3	12	11	186		5	4	6	0
8:45 AM	0	15	36	9	0	3	26	3	0	9	15	15	0	4	10	10	155		1	5	0	4

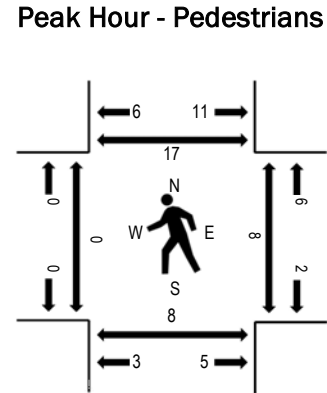
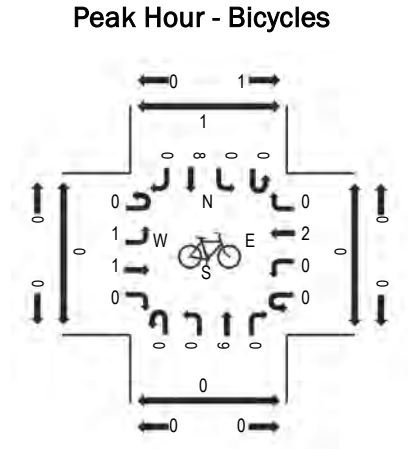
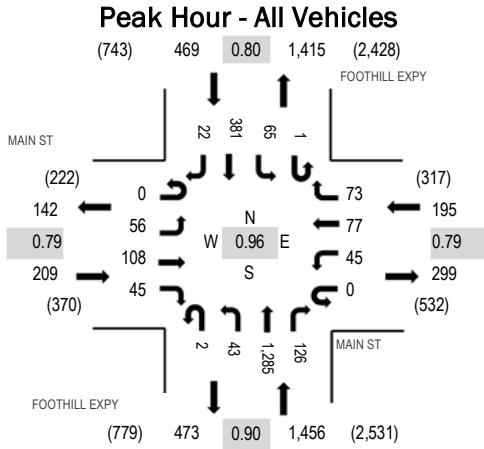
### Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
Bicycles on Road	0	2	11	2	0	0	0	0	0	0	2	1	0	1	0	1	20
Lights	0	56	153	87	0	15	95	18	0	44	51	26	0	18	53	48	664
Mediums	0	0	2	1	0	1	1	0	0	1	0	0	0	0	0	1	7
<b>Total</b>	0	58	166	90	0	16	96	18	0	45	53	27	0	19	54	51	693



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Location: 7 Foothill Expy & Main St AM  
Date: Tuesday, March 12, 2019  
Peak Hour: 08:00 AM - 09:00 AM  
Peak 15-Minutes: 08:00 AM - 08:15 AM



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	MAIN ST Eastbound				MAIN ST Westbound				FOOTHILL EXPY Northbound				FOOTHILL EXPY Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
7:00 AM	0	6	11	3	0	11	8	12	0	6	180	23	0	3	34	2	299	1,632	1	1	1	1
7:15 AM	0	8	15	7	0	5	8	11	0	6	247	28	0	9	42	4	390	1,942	0	0	2	2
7:30 AM	0	8	19	7	0	9	7	13	0	13	242	33	0	4	62	1	418	2,083	1	0	2	5
7:45 AM	0	23	40	14	0	15	13	10	0	9	253	35	0	13	97	3	525	2,272	2	2	4	4
8:00 AM	0	16	33	7	0	14	23	13	0	11	313	27	0	16	126	10	609	2,329	0	3	2	1
8:15 AM	0	10	26	9	0	10	20	15	0	12	297	36	0	18	71	7	531		0	1	0	2
8:30 AM	0	16	34	14	0	16	18	28	2	8	315	31	0	18	103	4	607		0	2	2	7
8:45 AM	0	14	15	15	0	5	16	17	0	12	360	32	1	13	81	1	582		0	2	4	7

### Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
Bicycles on Road	0	1	1	0	0	0	2	0	0	0	9	0	0	0	8	0	21
Lights	0	55	107	44	0	42	75	72	2	42	1,264	126	1	63	368	22	2,283
Mediums	0	0	0	1	0	3	0	1	0	1	12	0	0	2	3	0	23
<b>Total</b>	0	56	108	45	0	45	77	73	2	43	1,285	126	1	65	381	22	2,329

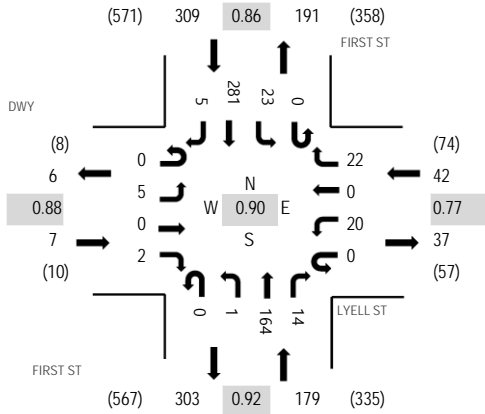




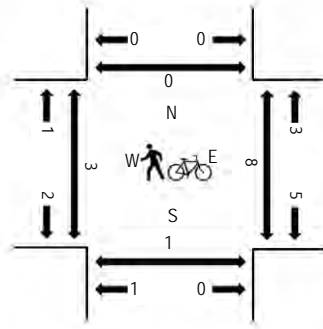
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Location: 2 FIRST ST & LYELL ST PM  
Date and Start Time: Tuesday, June 12, 2018  
Peak Hour: 04:30 PM - 05:30 PM  
Peak 15-Minutes: 05:00 PM - 05:15 PM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	DWY Eastbound				LYELL ST Westbound				FIRST ST Northbound				FIRST ST Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	0	0	1	0	6	0	2	0	0	38	1	0	6	52	0	106	490	4	4	1	1
4:15 PM	0	1	0	1	0	2	1	7	0	0	40	2	0	1	62	1	118	534	1	2	1	0
4:30 PM	0	1	0	1	0	5	0	2	0	0	42	1	0	5	68	3	128	537	0	2	0	0
4:45 PM	0	2	0	0	0	3	0	11	0	1	45	3	0	9	63	1	138	519	1	1	1	0
5:00 PM	0	1	0	0	0	6	0	6	0	0	44	3	0	3	86	1	150	500	1	2	0	0
5:15 PM	0	1	0	1	0	6	0	3	0	0	33	7	0	6	64	0	121		1	3	0	0
5:30 PM	0	0	0	0	0	1	0	2	0	0	34	3	1	1	68	0	110		2	2	2	0
5:45 PM	0	0	0	0	0	3	0	8	0	0	34	4	0	2	68	0	119		0	1	0	0

**Peak Rolling Hour Flow Rates**

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	5	0	2	0	20	0	22	0	1	164	14	0	23	279	5	535
Mediums	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
Total	0	5	0	2	0	20	0	22	0	1	164	14	0	23	281	5	537



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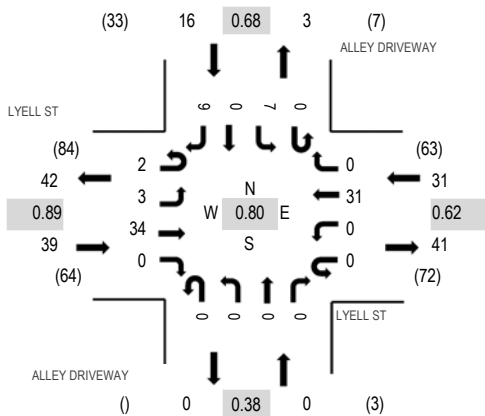
Location: 4 ALLEY DRIVEWAY & LYELL ST PM

Date: Tuesday, March 12, 2019

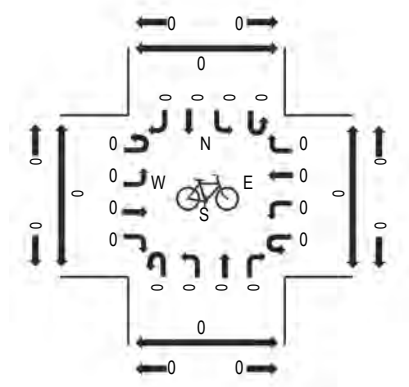
Peak Hour: 05:00 PM - 06:00 PM

Peak 15-Minutes: 05:00 PM - 05:15 PM

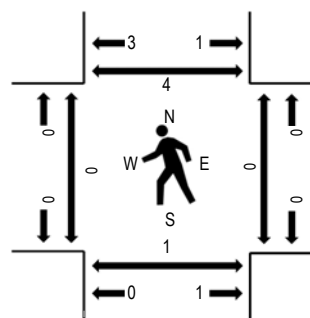
### Peak Hour - All Vehicles



### Peak Hour - Bicycles



### Peak Hour - Pedestrians



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	LYELL ST Eastbound				LYELL ST Westbound				ALLEY DRIVEWAY Northbound				ALLEY DRIVEWAY Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	0	4	0	0	0	12	1	0	1	0	1	0	3	0	3	25	77	4	0	2	3
4:15 PM	0	1	6	0	0	0	9	0	0	0	0	0	0	1	0	2	19	79	3	1	4	0
4:30 PM	0	0	4	0	0	0	6	0	0	1	0	0	0	1	0	4	16	80	2	0	2	0
4:45 PM	0	2	8	0	0	0	4	0	0	0	0	0	0	3	0	0	17	80	0	0	0	1
<b>5:00 PM</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>27</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
5:15 PM	0	0	11	0	0	0	5	0	0	0	0	0	0	2	0	2	20		0	0	0	0
5:30 PM	1	0	6	0	0	0	6	0	0	0	0	0	0	1	0	2	16		0	0	0	0
5:45 PM	0	2	8	0	0	0	11	0	0	0	0	0	0	1	0	1	23		0	0	1	1

### Peak Rolling Hour Flow Rates

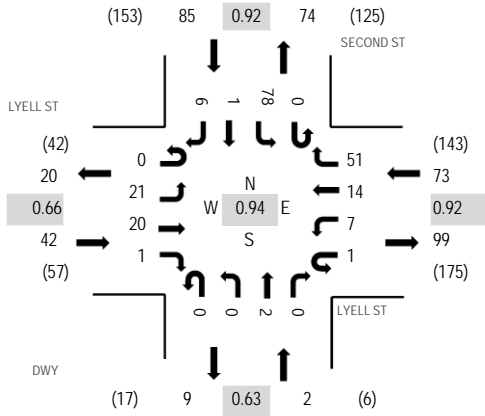
Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bicycles on Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	2	3	34	0	0	0	31	0	0	0	0	0	0	7	0	9	86
Mediums	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>9</b>	<b>86</b>



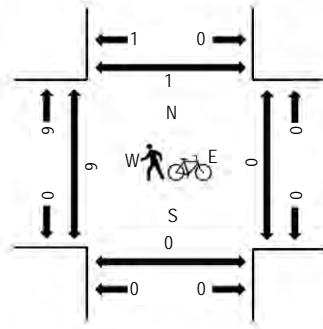
(303) 216-2439  
www.alltrafficdata.net

Location: 3 DWY & LYELL ST PM  
Date and Start Time: Tuesday, June 12, 2018  
Peak Hour: 04:30 PM - 05:30 PM  
Peak 15-Minutes: 05:15 PM - 05:30 PM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	LYELL ST Eastbound				LYELL ST Westbound				DWY Northbound				SECOND ST Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	2	2	0	0	1	3	14	0	0	0	1	0	13	1	1	38	182	1	1	0	0
4:15 PM	0	0	4	0	1	1	6	12	0	0	1	1	0	19	2	1	48	196	3	0	0	0
4:30 PM	0	1	4	0	0	3	4	14	0	0	1	0	0	21	0	1	49	202	1	0	0	0
4:45 PM	0	4	2	1	0	1	5	12	0	0	1	0	0	19	0	2	47	181	2	0	0	1
5:00 PM	0	8	8	0	1	2	2	12	0	0	0	0	0	17	1	1	52	177	0	0	0	0
5:15 PM	0	8	6	0	0	1	3	13	0	0	0	0	0	21	0	2	54		3	0	0	0
5:30 PM	0	0	1	1	0	1	3	11	0	0	0	1	0	10	0	0	28		3	0	0	0
5:45 PM	0	1	4	0	0	0	7	10	0	0	0	0	0	19	1	1	43		1	0	0	0

**Peak Rolling Hour Flow Rates**

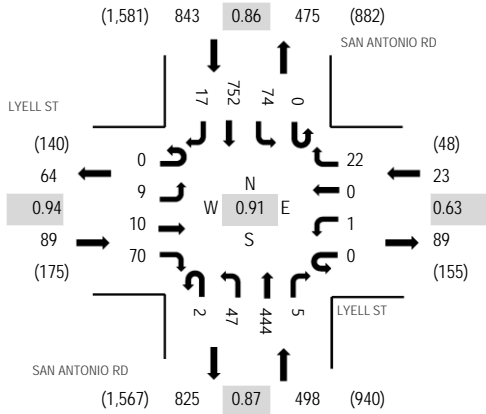
Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	21	20	1	1	7	14	51	0	0	2	0	0	78	1	6	202
Mediums	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	21	20	1	1	7	14	51	0	0	2	0	0	78	1	6	202



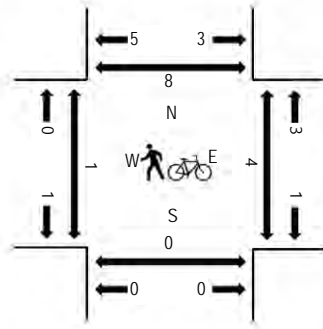
(303) 216-2439  
www.alltrafficdata.net

Location: 4 SAN ANTONIO RD & LYELL ST PM  
Date and Start Time: Tuesday, June 12, 2018  
Peak Hour: 05:00 PM - 06:00 PM  
Peak 15-Minutes: 05:00 PM - 05:15 PM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	LYELL ST Eastbound				LYELL ST Westbound				SAN ANTONIO RD Northbound				SAN ANTONIO RD Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	5	1	10	0	1	0	3	0	13	98	0	0	7	139	3	280	1,291	0	1	0	2
4:15 PM	0	3	2	17	0	1	2	2	0	12	102	2	0	20	183	8	354	1,408	2	1	0	0
4:30 PM	0	1	3	23	0	3	2	5	1	14	88	0	0	11	180	5	336	1,397	0	1	0	3
4:45 PM	0	3	2	16	0	1	0	5	1	15	92	4	0	14	166	2	321	1,404	0	1	0	5
5:00 PM	0	3	2	21	0	0	0	2	0	11	110	2	0	19	221	6	397	1,453	0	0	0	0
5:15 PM	0	2	4	21	0	0	0	5	0	12	100	0	0	21	175	3	343		0	0	0	2
5:30 PM	0	1	1	11	0	1	0	6	2	12	104	2	0	20	180	3	343		0	0	0	3
5:45 PM	0	3	3	17	0	0	0	9	0	12	130	1	0	14	176	5	370		0	3	0	2

**Peak Rolling Hour Flow Rates**

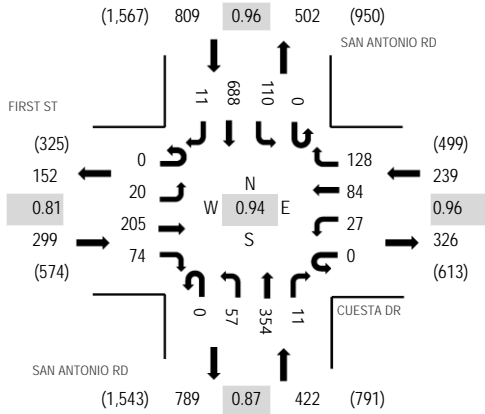
Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights	0	9	10	70	0	1	0	22	2	47	442	5	0	74	748	17	1,447
Mediums	0	0	0	0	0	0	0	0	0	0	2	0	0	0	4	0	6
Total	0	9	10	70	0	1	0	22	2	47	444	5	0	74	752	17	1,453



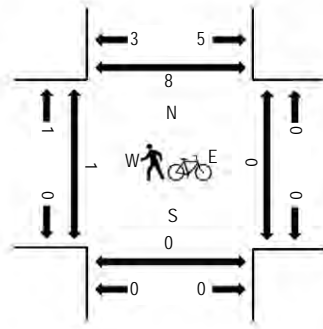
(303) 216-2439  
www.alltrafficdata.net

**Location:** 5 SAN ANTONIO RD & CUESTA DR PM  
**Date and Start Time:** Tuesday, June 12, 2018  
**Peak Hour:** 05:00 PM - 06:00 PM  
**Peak 15-Minutes:** 05:00 PM - 05:15 PM

**Peak Hour - All Vehicles**



**Peak Hour - Pedestrians/Bicycles in Crosswalk**



Note: Total study counts contained in parentheses.

**Traffic Counts**

Interval Start Time	FIRST ST Eastbound				CUESTA DR Westbound				SAN ANTONIO RD Northbound				SAN ANTONIO RD Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	5	34	24	0	3	27	36	0	12	72	1	0	27	129	3	373	1,662	0	0	0	1
4:15 PM	0	5	41	19	0	11	23	24	0	11	86	0	0	28	174	4	426	1,760	1	1	0	0
4:30 PM	0	1	38	30	0	13	29	26	0	11	81	1	0	31	174	2	437	1,767	0	0	0	2
4:45 PM	0	5	55	18	0	5	34	29	0	14	78	2	0	29	154	3	426	1,753	0	0	0	1
5:00 PM	0	5	63	27	0	5	27	29	0	15	92	1	0	33	169	5	471	1,769	1	0	0	1
5:15 PM	0	4	50	13	0	7	19	35	0	15	73	6	0	25	184	2	433		0	0	0	2
5:30 PM	0	5	40	18	0	6	17	32	0	14	84	1	0	27	176	3	423		0	0	0	2
5:45 PM	0	6	52	16	0	9	21	32	0	13	105	3	0	25	159	1	442		0	0	0	1

**Peak Rolling Hour Flow Rates**

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Lights	0	20	203	73	0	27	84	127	0	57	353	11	0	110	681	11	1,757
Mediums	0	0	2	1	0	0	0	1	0	0	1	0	0	0	6	0	11
Total	0	20	205	74	0	27	84	128	0	57	354	11	0	110	688	11	1,769



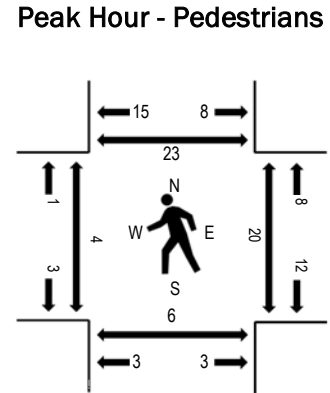
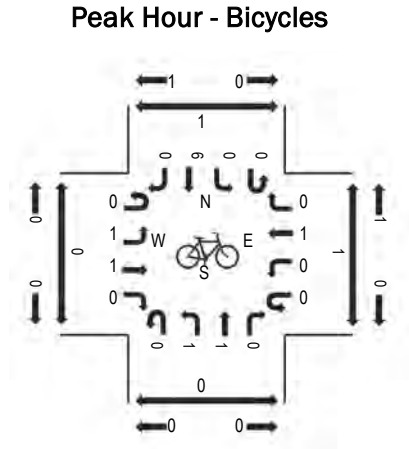
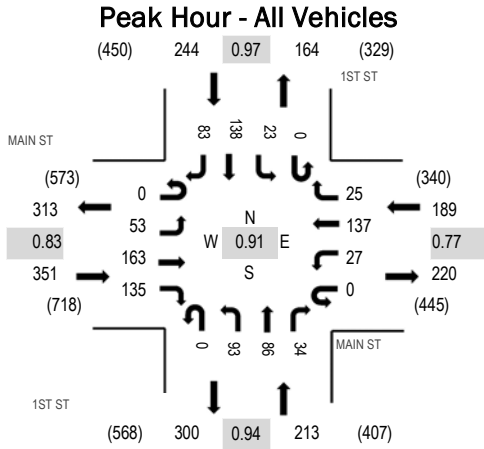
(303) 216-2439  
www.alltrafficdata.net

Location: 6 1ST ST & MAIN ST PM

Date: Tuesday, March 12, 2019

Peak Hour: 05:00 PM - 06:00 PM

Peak 15-Minutes: 05:45 PM - 06:00 PM



Note: Total study counts contained in parentheses.

### Traffic Counts

Interval Start Time	MAIN ST Eastbound				MAIN ST Westbound				1ST ST Northbound				1ST ST Southbound				Total	Rolling Hour	Pedestrian Crossings			
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right			West	East	South	North
4:00 PM	0	18	50	24	0	5	27	7	0	13	18	13	0	11	24	21	231	918	0	5	1	3
4:15 PM	0	16	27	48	0	2	27	6	0	14	21	8	0	9	19	22	219	917	1	4	5	2
4:30 PM	0	12	27	34	0	5	34	3	0	22	18	16	0	4	24	17	216	946	2	8	3	2
4:45 PM	0	22	41	48	0	6	24	5	0	19	19	13	0	6	29	20	252	976	0	8	4	4
5:00 PM	0	8	35	31	0	5	35	5	0	24	23	6	0	5	32	21	230	997	0	1	2	1
5:15 PM	0	15	46	26	0	3	30	6	0	22	26	11	0	3	43	17	248		3	5	3	5
5:30 PM	0	15	34	33	0	12	24	8	0	27	22	9	0	9	28	25	246		0	8	0	9
5:45 PM	0	15	48	45	0	7	48	6	0	20	15	8	0	6	35	20	273		1	6	1	8

### Peak Rolling Hour Flow Rates

Vehicle Type	Eastbound				Westbound				Northbound				Southbound				Total
	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	U-Turn	Left	Thru	Right	
Articulated Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Bicycles on Road	0	1	1	0	0	0	1	0	0	1	1	0	0	0	6	0	11
Lights	0	52	162	134	0	27	136	25	0	90	84	34	0	22	129	83	978
Mediums	0	0	0	1	0	0	0	0	0	2	1	0	0	1	2	0	7
Total	0	53	163	135	0	27	137	25	0	93	86	34	0	23	138	83	997

## **Appendix B**

### **Intersection Level of Service Calculations**

*This information can be found on the City's website:*

<https://www.losaltosca.gov/communitydevelopment/page/425-first-street-18-d-05-and-18-sd-04>

*Or is available upon request to the Planning Division*

**Appendix C**  
**Volume Summary Tables**



Intersection Number: **1**  
 Traffix Node Number: 1  
 Intersection Name: First Street and Lyell Street  
 Peak Hour: AM  
 Count Date: 3/12/2019 2018 School Year Adjustment 1.1

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	1	126	14	25	1	9	13	142	3	1	1	0	336
<b>Project Trips</b>	0	0	-1	1	0	2	-2	0	0	0	0	0	0
<b>Existing Plus Project Conditions</b>	1	126	13	26	1	11	11	142	3	1	1	0	336

Intersection Number: **2**  
 Traffix Node Number: 2  
 Intersection Name: Alley and Lyell Street  
 Peak Hour: AM  
 Count Date: 6/12/2018

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	1	0	1	8	22	0	0	0	0	0	47	11	90
<b>Existing Conditions for School Yr 2018</b>	1	0	1	9	24	0	0	0	0	0	52	12	99
<b>Project Trips</b>	3	0	1	-2	0	0	0	0	0	0	0	-3	-1
<b>Existing Plus Project Conditions</b>	4	0	2	7	24	0	0	0	0	0	52	9	98

Intersection Number: **3**  
 Traffix Node Number: 3  
 Intersection Name: Second Street and Lyell Street  
 Peak Hour: AM  
 Count Date: 6/12/2018

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	6	0	31	91	23	2	0	1	0	1	45	3	203
<b>Existing Conditions for School Yr 2018</b>	7	0	34	100	25	2	0	1	0	1	50	3	223
<b>Project Trips</b>	0	0	0	0	-2	0	0	0	0	0	1	0	-1
<b>Existing Plus Project Conditions</b>	7	0	34	100	23	2	0	1	0	1	51	3	222

Intersection Number: 4  
 Traffix Node Number: 4  
 Intersection Name: San Antonio Road and Lyell Street  
 Peak Hour: AM  
 Count Date: 3/12/2019

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	18	647	46	53	3	1	10	701	83	15	5	5	1587
<b>Project Trips</b>	-2	0	0	0	0	0	0	0	0	0	0	1	-1
<b>Existing Plus Project Conditions</b>	16	647	46	53	3	1	10	701	83	15	5	6	1586

Intersection Number: 5  
 Traffix Node Number: 5  
 Intersection Name: San Antonio Road and First Street/Cuesta Drive  
 Peak Hour: AM  
 Count Date: 3/12/2019

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	4	553	81	212	76	140	8	680	62	35	84	13	1948
<b>Project Trips</b>	0	0	0	0	0	0	0	0	-2	2	0	0	0
<b>Existing Plus Project Conditions</b>	4	553	81	212	76	140	8	680	60	37	84	13	1948

Intersection Number: 6  
 Traffix Node Number: 5214  
 Intersection Name: San Antonio Road and Foothill Expressway  
 Peak Hour: AM  
 Count Date: 4/18/2017

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	0	480	0	109	0	559	619	1643	0	0	0	0	3410
<b>Project Trips</b>	0	0	0	0	0	2	-2	0	0	0	0	0	0
<b>Existing Plus Project Conditions</b>	0	480	0	109	0	561	617	1643	0	0	0	0	3410

Intersection Number: 7  
 Traffix Node Number: 9  
 Intersection Name: First Street and Main Street  
 Peak Hour: AM  
 Count Date: 3/12/2019

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	51	54	19	18	96	16	27	53	45	90	166	58	693
<b>Project Trips</b>	0	0	0	0	0	0	0	0	1	-1	0	0	0
<b>Existing Plus Project Conditions</b>	51	54	19	18	96	16	27	53	46	89	166	58	693

Intersection Number: 8  
 Traffix Node Number: 10  
 Intersection Name: Foothill Expressway and Main Street  
 Peak Hour: AM  
 Count Date: 3/12/2019

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	22	381	66	73	77	45	126	1285	45	45	108	56	2329
<b>Project Trips</b>	0	0	-1	1	0	0	0	0	0	0	0	0	0
<b>Existing Plus Project Conditions</b>	22	381	65	74	77	45	126	1285	45	45	108	56	2329

Intersection Number: **1**  
 Traffix Node Number: 1  
 Intersection Name: First Street and Lyell Street  
 Peak Hour: PM  
 Count Date: 6/12/2018

2018 School Year Adjustment 1.1

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	5	281	23	22	0	20	14	164	1	2	0	5	537
<b>Existing Conditions for School Yr 2018</b>	6	309	25	24	0	22	15	180	1	2	0	6	590
<b>Net Project Trips</b>	0	0	1	-1	0	-1	1	0	0	0	0	0	0
<b>Existing Plus Project Conditions</b>	6	309	26	23	0	21	16	180	1	2	0	6	590

Intersection Number: **2**  
 Traffix Node Number: 2  
 Intersection Name: Alley and Lyell Street  
 Peak Hour: PM  
 Count Date: 3/12/2019

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	9	0	7	0	31	0	0	0	0	0	34	5	86
<b>Net Project Trips</b>	-2	0	-1	1	0	0	0	0	0	0	0	2	0
<b>Existing Plus Project Conditions</b>	7	0	6	1	31	0	0	0	0	0	34	7	86

Intersection Number: **3**  
 Traffix Node Number: 3  
 Intersection Name: Second Street and Lyell Street  
 Peak Hour: PM  
 Count Date: 6/12/2018

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	6	1	78	51	14	8	0	2	0	1	20	21	202
<b>Existing Conditions for School Yr 2018</b>	7	1	86	56	15	9	0	2	0	1	22	23	222
<b>Net Project Trips</b>	0	0	0	0	1	0	0	0	0	0	-1	0	0
<b>Existing Plus Project Conditions</b>	7	1	86	56	16	9	0	2	0	1	21	23	222

Intersection Number: 4  
 Traffix Node Number: 4  
 Intersection Name: San Antonio Road and Lyell Street  
 Peak Hour: PM  
 Count Date: 6/12/2018

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	17	752	74	22	0	1	5	444	49	70	10	9	1453
<b>Existing Conditions for School Yr 2018</b>	19	827	81	24	0	1	6	488	54	77	11	10	1598
<b>Net Project Trips</b>	1	0	0	0	0	0	0	0	0	0	0	-1	0
<b>Existing Plus Project Conditions</b>	20	827	81	24	0	1	6	488	54	77	11	9	1598

Intersection Number: 5  
 Traffix Node Number: 5  
 Intersection Name: San Antonio Road and First Street/Cuesta Drive  
 Peak Hour: PM  
 Count Date: 6/12/2018

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	11	688	110	128	84	27	11	354	57	74	205	20	1769
<b>Existing Conditions for School Yr 2018</b>	12	757	121	141	92	30	12	389	63	81	226	22	1946
<b>Net Project Trips</b>	0	0	0	0	0	0	0	0	1	-1	0	0	0
<b>Existing Plus Project Conditions</b>	12	757	121	141	92	30	12	389	64	80	226	22	1946

Intersection Number: 6  
 Traffix Node Number: 5214  
 Intersection Name: San Antonio Road and Foothill Expressway  
 Peak Hour: PM  
 Count Date: 1/31/2017

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	0	1509	1	32	0	715	503	496	0	0	0	0	3256
<b>Existing Conditions for School Yr</b>	0	1509	1	32	0	715	503	496	0	0	0	0	3256
<b>Net Project Trips</b>	0	0	0	0	0	-1	1	0	0	0	0	0	0
<b>Existing Plus Project Conditions</b>	0	1509	1	32	0	714	504	496	0	0	0	0	3256

Intersection Number: 7  
 Traffix Node Number: 9  
 Intersection Name: First Street and Main Street  
 Peak Hour: PM  
 Count Date: 3/12/2019

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	83	138	23	25	137	27	34	86	93	135	163	53	997
<b>Net Project Trips</b>	0	0	0	0	0	0	0	0	-1	1	0	0	0
<b>Existing Plus Project Conditions</b>	83	138	23	25	137	27	34	86	92	136	163	53	997

Intersection Number: 8  
 Traffix Node Number: 10  
 Intersection Name: Foothill Expressway and Main Street  
 Peak Hour: PM  
 Count Date: 10/6/2016

Scenario:	Movements												Total
	North Approach			East Approach			South Approach			West Approach			
	RT	TH	LT	RT	TH	LT	RT	TH	LT	RT	TH	LT	
<b>Existing Conditions</b>	274	1241	249	63	153	76	107	420	60	42	132	26	2843
<b>Net Project Trips</b>	0	0	1	-1	0	0	0	0	0	0	0	0	0
<b>Existing Plus Project Conditions</b>	274	1241	250	62	153	76	107	420	60	42	132	26	2843

# ATTACHMENT F

**ILLINGWORTH & RODKIN, INC.**  
Acoustics • Air Quality

1 Willowbrook Court, Suite 120  
Petaluma, California 94954

Tel: 707-794-0400  
www.illingworthrodkin.com

Fax: 707-794-0405  
illro@illingworthrodkin.com

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August 16, 2018

425 1<sup>st</sup> Los Altos, LLC  
PO Box 1001  
Los Altos, CA 94023

**VIA E-MAIL:** jeff.warmoth@gmail.com

**SUBJECT: Multi-family Residential Project at 425 1<sup>st</sup> Street, Los Altos, CA --  
Environmental Noise Assessment**

Dear Mr. Warmoth:

This letter presents the results of the environmental noise assessment prepared for the multi-family residential project proposed at 425 1<sup>st</sup> Street in Los Altos, California. This assessment evaluates the compatibility of the project with respect to the noise environment at the project site. The regulatory criteria used in the noise assessment are presented first and then the results of on-site noise monitoring are discussed. The report concludes with our evaluation of the compatibility of the proposed project with the noise environment at the project site. Preliminary noise reduction measures are presented to provide an acceptable interior noise environment per applicable guidelines. Appendix A contains background information on environmental noise and definitions of technical terms used in the assessment.

## **Regulatory Background**

### ***California Building Code, Title 24, Part 2.***

Section 1207.4 of the current (2016) California Building Code (CBC) states that interior noise levels attributable to exterior sources shall not exceed 45 dB(A) L<sub>dn</sub> or CNEL (consistent with the noise element of the local general plan) in any habitable room of a residential dwelling. Though this section does not explicitly apply this interior limit to multi-family residential buildings, in keeping with the requirements of prior editions of the CBC this limit is applied to any habitable room for new dwellings other than detached single-family dwellings.

### ***City of Los Altos General Plan.***

The Natural Environment & Hazards Element of the City of Los Altos' 2002 General Plan contains Noise and Land Use Compatibility Standards policies. These standards are used to assess the compatibility of a particular land use with the noise environment at the site where it would be

located. A project site, depending on its noise exposure, could be considered "Normally Acceptable", "Conditionally Acceptable", "Normally Unacceptable", or "Clearly Unacceptable" for a particular land use. "Normally Acceptable" noise levels assume that buildings are of normal conventional construction. "Conditionally Acceptable" noise levels require a detailed analysis of the noise reduction requirements be performed and needed noise insulation features included in the design of the project. New construction or development should generally be discouraged under "Normally Unacceptable" noise levels, however, if new construction or development does proceed, a detailed analysis of the noise reduction requirements must be made and needed noise insulation features included in the design. New construction or development should generally not be undertaken under "Clearly Unacceptable" noise levels. Residential land uses are considered "Normally Acceptable" when sites are exposed to noise levels below 60 dBA  $L_{dn}$ , "Conditionally Acceptable" when exposed to noise levels between 60 and 70 dBA  $L_{dn}$ , "Normally Unacceptable" when exposed to noise levels of between 70 and 75 dBA  $L_{dn}$  and "Clearly Unacceptable" when exposed to noise levels above 75 dBA  $L_{dn}$ . These guidelines are typical of the standards adopted by other cities and counties in the State of California and are based on the assumption that providing for an  $L_{dn}$  of 60 dBA in outdoor use areas allows for an acceptable outdoor noise environment and provide an indoor noise environment of 45 dBA  $L_{dn}$  or less with the windows open.

### **Existing Noise Environment**

Figure 1 shows the proposed project on an aerial image of the site vicinity and the locations of noise measurements made to document existing conditions. The primary ambient source of noise affecting the project site is traffic along 1<sup>st</sup> Street, which is at the western edge of the site. More distant sounds from Foothill Expressway and San Antonio Road traffic, as well as operational noise from area commercial businesses, were also found to contribute to background noise levels in the area. The site is bordered by commercial uses to the north and south, and parking lots on the east. A three-story multi-family apartment building is located west of the site across 1<sup>st</sup> Street.

To evaluate the existing noise environment at the project site, one long-term noise measurement was made along the western side of 1<sup>st</sup> Street between Tuesday, July 31, 2018 and Thursday, August 2, 2018. The long-term measurement was made on a utility pole directly across 1<sup>st</sup> Street from the project site, approximately 17 feet from the centerline of the roadway at a height of 12 feet above the existing ground level. The daily trends in noise levels measured at the long-term measurement site, including the energy equivalent noise level ( $L_{eq}$ ), and the noise levels exceeded 1, 10, 50 and 90 percent of the time (indicated as  $L_{(1)}$ ,  $L_{(10)}$ ,  $L_{(50)}$  and  $L_{(90)}$ ) are shown on Figure 2. The  $L_{eq}$  noise level is typically considered the average noise level, while the  $L_1$  is considered the intrusive level, the  $L_{50}$  is considered the median noise level, and the  $L_{90}$  is considered the ambient noise level. Daytime hourly average noise levels generated by vehicular traffic typically ranged from 60 to 66 dBA  $L_{eq}$ . Nighttime noise levels typically ranged from 44 to 62 dBA  $L_{eq}$ . The calculated day-night average noise level at this location was 65 dBA  $L_{dn}$ . Figure 2 summarizes the noise data collected at Site LT-1.

The long-term noise data were supplemented by three observed, short-term noise measurements made on the afternoon of Tuesday, July 31, 2018. Noise levels were measured at location ST-1, which was representative of the setback of proposed apartments near 1<sup>st</sup> Street, location ST-2,

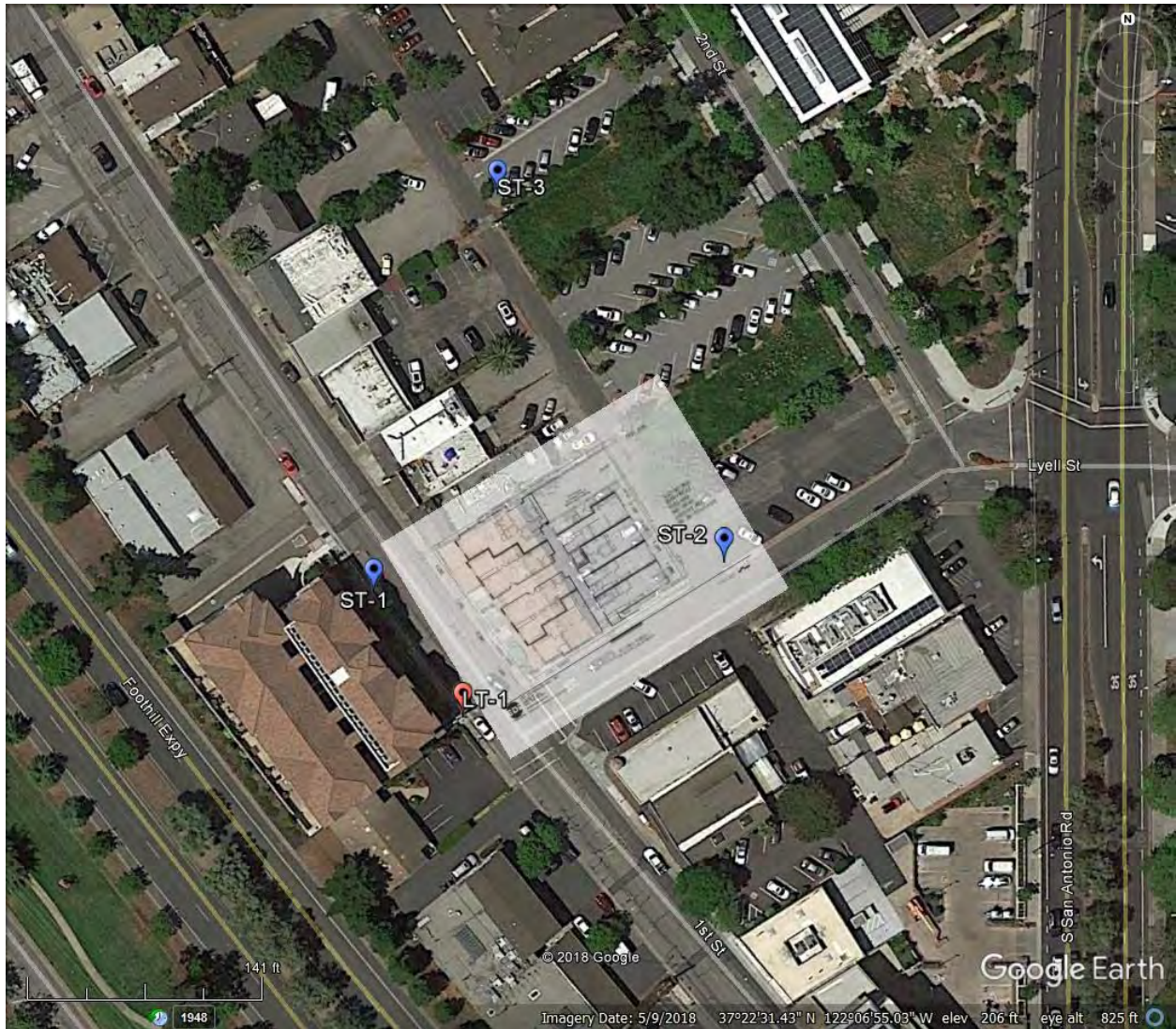


which was representative of the noise environment at the easternmost portion of the site near San Antonio Road, and location ST-3, in the parking lot north of the site. The average noise level measured at site ST-1 was 67 dBA  $L_{eq}$ . The maximum instantaneous noise level measured at ST-1 was 84 dBA  $L_{max}$  and was produced by a heavy-duty truck passing the site along 1<sup>st</sup> Street. Noise levels measured at Site ST-2 were primarily the result of local and distant traffic, averaging 60 dBA  $L_{eq}$ . Noise levels at ST-3 were fairly low for the area, resulting from mechanical equipment and intermittent automobile passby. The average noise level measured at ST-3 was 51 dBA  $L_{eq}$ . Table 1 summarizes the results of the short-term noise measurements.

**TABLE 1 Summary of Short-Term Noise Measurements**

Noise Measurement Location (Date, Time)	Measured Noise Level, dBA					
	$L_{max}$	$L_{(1)}$	$L_{(10)}$	$L_{(50)}$	$L_{(90)}$	$L_{eq(10-min)}$
ST-1: 1 <sup>st</sup> Street frontage. 37°22'31.0" N, 122°06'56.7" W (7/31/2018, 12:00-12:10 p.m.)	84	78	70	59	52	67
ST-2: Lyell Street frontage. 37°22'31.2" N, 122°06'54.0" W (7/31/2018, 12:20-12:30 p.m.)	78	74	61	54	50	60
ST-3: Alley frontage. 37°22'33.4" N, 122°06'55.7" W (7/31/2018, 12:40-12:50 p.m.)	63	59	54	50	48	51

**Figure 1** Aerial Image Showing Site Plan and Noise Monitoring Locations





**Noise Levels at Noise Measurement Site LT-1  
17 feet from center of 1st Street  
Tuesday, July 31, 2018 through Thursday, August 2, 2018**

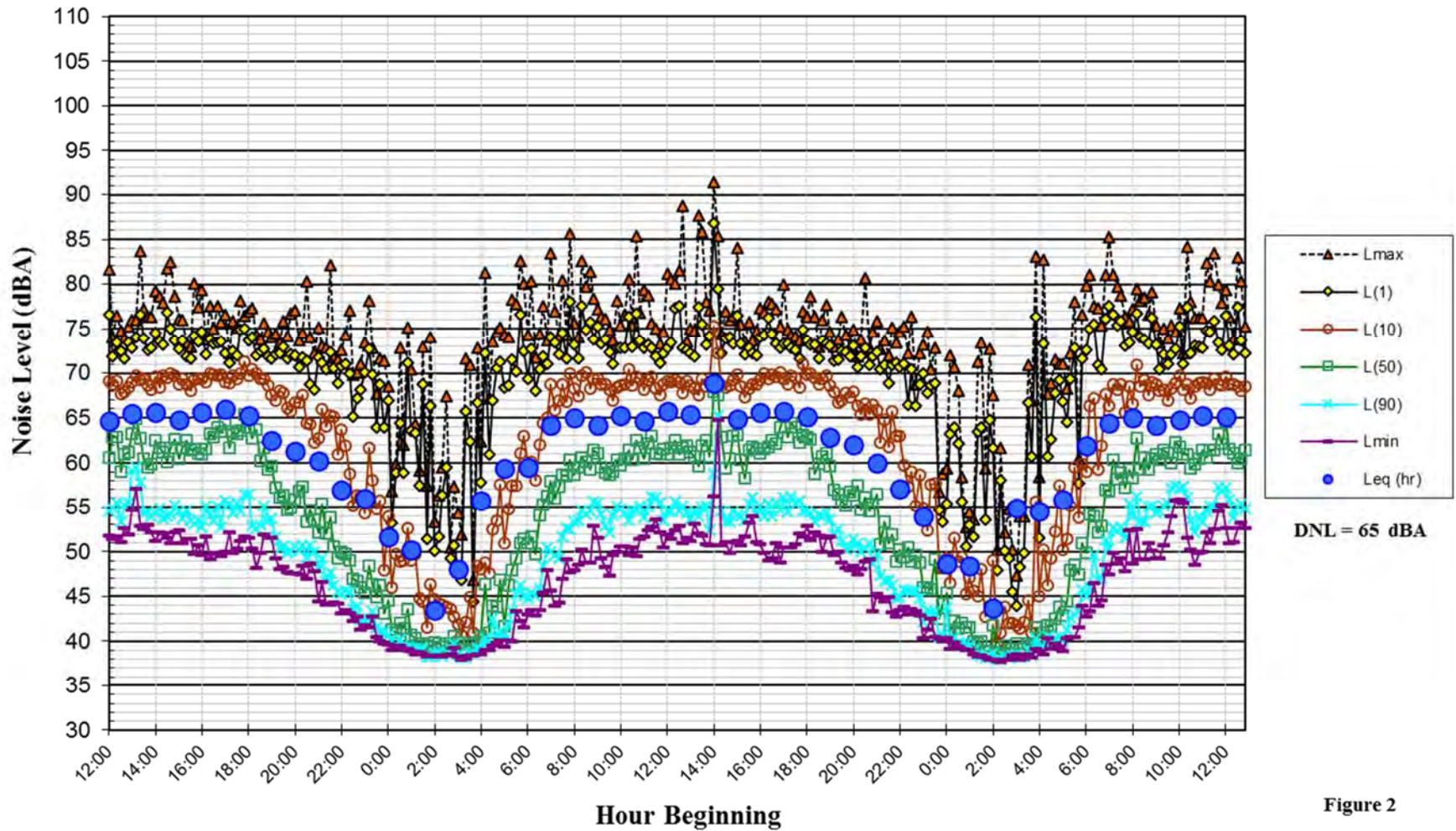


Figure 2

## **Noise and Land Use Compatibility Assessment**

### *Future Exterior Noise Environment*

The City's General Plan does not contain future traffic projections for 1<sup>st</sup> Street but does contain future traffic projections for nearby roadways including Foothill Expressway and San Antonio Road. Based on a comparison the General Plan traffic volumes for existing and future traffic conditions, future traffic noise levels (2025) along Foothill Expressway and San Antonio Road were projected to increase by less than 1 decibel over existing noise levels (2001). For the purposes of this assessment, a credible worst-case scenario would assume that general growth throughout the City and surrounding region would follow previous growth patterns and result in an increase of 1-2% in traffic volumes per year. Considering this incremental increase, the future noise environment on the project site adjacent to 1<sup>st</sup> Street is expected to increase by up to 1 decibel over existing noise levels. Such an increase would result in an  $L_{dn}$  level of 66 dBA at the building facades closest to and facing 1<sup>st</sup> Street.

The City's exterior noise level goal of 60 dBA  $L_{dn}$  is normally applied where outdoor use is a major consideration (e.g., backyards in single family developments and recreation areas in multi-family projects). Common industry practice regarding the exterior noise assessment of small private outdoor use areas (e.g., balconies, patios, etc.) or pathways in multi-family residential land uses is to apply the exterior noise threshold established by the City to common outdoor use areas only.

A review of the project plans indicates that no common outdoor use areas are proposed by the project. A small, private balcony is proposed for Unit 16, which would overlook 1<sup>st</sup> Street. A seated receptor located at the center of the balcony would be shielded from direct line-of-sight to traffic along the roadway by the solid wall proposed along the west side of the balcony. Exterior noise levels at this seated receptor would be reduced by 5 dBA by the solid wall and would be 61 dBA  $L_{dn}$ , which would exceed the normally acceptable noise level of 60 dBA  $L_{dn}$  by 1 decibel. However, mitigation is not recommended to reduce exterior noise levels at the small balcony proposed for Unit 16 given the slight exceedance and applicability of the normally acceptable exterior noise threshold at the small balcony proposed by the project.

### *Future Interior Noise Environment*

Considering the preceding discussion, the western residential facades facing 1<sup>st</sup> Street would be exposed to an  $L_{dn}$  of 66 dBA under future conditions. Noise levels at other project facades would be lower due to distance attenuation and building shielding, such that future exterior noise levels on the southern facade are expected to be 63 dBA  $L_{dn}$  or less, and the eastern facade is expected to be exposed to an  $L_{dn}$  of 60 dBA or less. In view of these levels, the western, northern, and southern facades would be considered "Conditionally Acceptable" for residential use. In these areas, the City's General Plan standards require new construction or development to be undertaken only after a detailed noise analysis is made and noise reduction measures are identified and included in the project design.

To quantify interior noise levels resulting from traffic, calculations were made to estimate the transmission loss provided by the proposed building elements. Interior noise levels were calculated based on a review of the project's site plan, conceptual exterior building elevations, and floor plans. The relative areas of walls, windows, and doors were input into an acoustical model to calculate noise levels within individual units. The exterior walls of the proposed units were assumed to be a stucco sided exterior finish, ½" plywood sheathing, 2x4 or 2x6 wood studs, R-19 batt insulation, and ½" gypsum board interior finish. These exterior walls have a minimum Sound Transmission Class rating of STC 46. Windows (vinyl – dual glazed) and doors were then tested to determine the necessary sound transmission class ratings for these building elements to reduce interior average noise levels to 45 dBA  $L_{dn}$  or less, as required by the State Building Code and City of Los Altos.

The results of this analysis finds that the following window and exterior door sound isolation ratings will be needed at the project:

1. Residential windows and doors on the western façade (facing 1<sup>st</sup> Street) and exposed to an  $L_{dn}$  of 66 dBA will require a minimum STC rating of 28,
2. Residential windows and doors on the southern facade (facing Lyell Street) and exposed to an  $L_{dn}$  of between 60 and 65 dBA will require a minimum STC rating of 26, and
3. Residential windows and doors on the western facade and exposed to an  $L_{dn}$  of 60 dBA or less will not require specific STC ratings.

Additionally, all residences with windows or doors on the western, southern, and eastern building facades will require mechanical ventilation to provide a habitable interior environment with windows closed for noise control. In our experience a standard central air conditioning system or a central heating system equipped with a 'summer switch', which allows the fan to circulate air without furnace operation in each residence will provide such a habitable interior environment.

The implementation of the above noise insulation features in the project design will allow interior noise levels within the project residences to meet the City and State 45 dBA  $L_{dn}$  interior noise level criterion.



This concludes our environmental noise assessment. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Sincerely yours,

Michael S. Thill  
Principal Consultant  
***ILLINGWORTH & RODKIN, INC.***

(18-142)

## APPENDIX A

### Fundamentals of Environmental Noise

Noise may be defined as unwanted sound. Noise is usually objectionable because it is disturbing or annoying. The objectionable nature of sound could be caused by its *pitch* or its *loudness*. *Pitch* is the height or depth of a tone or sound, depending on the relative rapidity (*frequency*) of the vibrations by which it is produced. Higher pitched signals sound louder to humans than sounds with a lower pitch. *Loudness* is intensity of sound waves combined with the reception characteristics of the ear. Intensity may be compared with the height of an ocean wave in that it is a measure of the amplitude of the sound wave.

In addition to the concepts of pitch and loudness, there are several noise measurement scales which are used to describe noise in a particular location. A *decibel (dB)* is a unit of measurement which indicates the relative amplitude of a sound. The zero on the decibel scale is based on the lowest sound level that the healthy, unimpaired human ear can detect. Sound levels in decibels are calculated on a logarithmic basis. An increase of 10 decibels represents a ten-fold increase in acoustic energy, while 20 decibels is 100 times more intense, 30 decibels is 1,000 times more intense, etc. There is a relationship between the subjective noisiness or loudness of a sound and its intensity. Each 10 decibel increase in sound level is perceived as approximately a doubling of loudness over a fairly wide range of intensities. Technical terms are defined in Table A1.

There are several methods of characterizing sound. The most common in California is the *A-weighted sound level (dBA)*. This scale gives greater weight to the frequencies of sound to which the human ear is most sensitive. Representative outdoor and indoor noise levels in units of dBA are shown in Table A2. Because sound levels can vary markedly over a brief period of time, a method for describing either the average character of the sound or the statistical behavior of the variations must be utilized. Most commonly, environmental sounds are described in terms of an average level that has the same acoustical energy as the summation of all the time-varying events. This *energy-equivalent sound/noise descriptor* is called  $L_{eq}$ . The most common averaging period is hourly, but  $L_{eq}$  can describe any series of noise events of arbitrary duration.

The scientific instrument used to measure noise is the *sound level meter*. Sound level meters can accurately measure environmental noise levels to within about plus or minus 1 dBA. Various computer models are used to predict environmental noise levels from sources, such as roadways and airports. The accuracy of the predicted models depends upon the distance the receptor is from the noise source. Close to the noise source, the models are accurate to within about plus or minus 1 to 2 dBA.

Since the sensitivity to noise increases during the evening and at night -- because excessive noise interferes with the ability to sleep -- 24-hour descriptors have been developed that incorporate artificial noise penalties added to quiet-time noise events. The *Community Noise Equivalent Level (CNEL)* is a measure of the cumulative noise exposure in a community, with a 5 dB penalty added to evening (7:00 p.m. - 10:00 p.m.) and a 10 dB addition to nocturnal (10:00 p.m. - 7:00 a.m.) noise levels. The *Day/Night Average Sound Level ( $L_{dn}$ )* is essentially the same as CNEL, with the

exception that the evening time period is dropped and all occurrences during this three-hour period are grouped into the daytime period.

## **Effects of Noise**

### *Sleep and Speech Interference*

The thresholds for speech interference indoors are about 45 dBA if the noise is steady and above 55 dBA if the noise is fluctuating. Outdoors the thresholds are about 15 dBA higher. Steady noises of sufficient intensity (above 35 dBA) and fluctuating noise levels above about 45 dBA have been shown to affect sleep. Interior residential standards for multi-family dwellings are set by the State of California at 45 dBA  $L_{dn}$ . Typically, the highest steady traffic noise level during the daytime is about equal to the  $L_{dn}$  and nighttime levels are 10 dBA lower. The standard is designed for sleep and speech protection and most jurisdictions apply the same criterion for all residential uses. Typical structural attenuation is 12-17 dBA with open windows. With closed windows in good condition, the noise attenuation factor is around 20 dBA for an older structure and 25 dBA for a newer dwelling. Sleep and speech interference is therefore possible when exterior noise levels are about 57-62 dBA  $L_{dn}$  with open windows and 65-70 dBA  $L_{dn}$  if the windows are closed. Levels of 55-60 dBA are common along collector streets and secondary arterials, while 65-70 dBA is a typical value for a primary/major arterial. Levels of 75-80 dBA are normal noise levels at the first row of development outside a freeway right-of-way. In order to achieve an acceptable interior noise environment, bedrooms facing secondary roadways need to be able to have their windows closed; those facing major roadways and freeways typically need special glass windows.

### *Annoyance*

Attitude surveys are used for measuring the annoyance felt in a community for noises intruding into homes or affecting outdoor activity areas. In these surveys, it was determined that the causes for annoyance include interference with speech, radio and television, house vibrations, and interference with sleep and rest. The  $L_{dn}$  as a measure of noise has been found to provide a valid correlation of noise level and the percentage of people annoyed. People have been asked to judge the annoyance caused by aircraft noise and ground transportation noise. There continues to be disagreement about the relative annoyance of these different sources. When measuring the percentage of the population highly annoyed, the threshold for ground vehicle noise is about 50 dBA  $L_{dn}$ . At an  $L_{dn}$  of about 60 dBA, approximately 12 percent of the population is highly annoyed. When the  $L_{dn}$  increases to 70 dBA, the percentage of the population highly annoyed increases to about 25-30 percent of the population. There is, therefore, an increase of about 2 percent per dBA between a  $L_{dn}$  of 60-70 dBA. Between a  $L_{dn}$  of 70-80 dBA, each decibel increase increases by about 3 percent the percentage of the population highly annoyed. People appear to respond more adversely to aircraft noise. When the  $L_{dn}$  is 60 dBA, approximately 30-35 percent of the population is believed to be highly annoyed. Each decibel increase to 70 dBA adds about 3 percentage points to the number of people highly annoyed. Above 70 dBA, each decibel increase results in about a 4 percent increase in the percentage of the population highly annoyed.

**TABLE A1 Definition of Acoustical Terms Used in this Report**

<b>Term</b>	<b>Definition</b>
Decibel, dB	A unit describing, the amplitude of sound, equal to 20 times the logarithm to the base 10 of the ratio of the pressure of the sound measured to the reference pressure. The reference pressure for air is 20 micro Pascals.
Sound Pressure Level	Sound pressure is the sound force per unit area, usually expressed in micro Pascals (or 20 micro Newtons per square meter), where 1 Pascal is the pressure resulting from a force of 1 Newton exerted over an area of 1 square meter. The sound pressure level is expressed in decibels as 20 times the logarithm to the base 10 of the ratio between the pressures exerted by the sound to a reference sound pressure (e. g., 20 micro Pascals). Sound pressure level is the quantity that is directly measured by a sound level meter.
Frequency, Hz	The number of complete pressure fluctuations per second above and below atmospheric pressure. Normal human hearing is between 20 Hz and 20,000 Hz. Infrasonic sound are below 20 Hz and Ultrasonic sounds are above 20,000 Hz.
A-Weighted Sound Level, dBA	The sound pressure level in decibels as measured on a sound level meter using the A-weighting filter network. The A-weighting filter de-emphasizes the very low and very high frequency components of the sound in a manner similar to the frequency response of the human ear and correlates well with subjective reactions to noise.
Equivalent Noise Level, $L_{eq}$	The average A-weighted noise level during the measurement period.
$L_{max}$ , $L_{min}$	The maximum and minimum A-weighted noise level during the measurement period.
$L_{01}$ , $L_{10}$ , $L_{50}$ , $L_{90}$	The A-weighted noise levels that are exceeded 1%, 10%, 50%, and 90% of the time during the measurement period.
Day/Night Noise Level, $L_{dn}$ or DNL	The average A-weighted noise level during a 24-hour day, obtained after addition of 10 decibels to levels measured in the night between 10:00 p.m. and 7:00 a.m.
Community Noise Equivalent Level, CNEL	The average A-weighted noise level during a 24-hour day, obtained after addition of 5 decibels in the evening from 7:00 p.m. to 10:00 p.m. and after addition of 10 decibels to sound levels measured in the night between 10:00 p.m. and 7:00 a.m.
Ambient Noise Level	The composite of noise from all sources near and far. The normal or existing level of environmental noise at a given location.
Intrusive	That noise which intrudes over and above the existing ambient noise at a given location. The relative intrusiveness of a sound depends upon its amplitude, duration, frequency, and time of occurrence and tonal or informational content as well as the prevailing ambient noise level.

Source: Handbook of Acoustical Measurements and Noise Control, Harris, 1998.



**TABLE A2 Typical Noise Levels in the Environment**

Common Outdoor Activities	Noise Level (dBA)	Common Indoor Activities
	<b>110 dBA</b>	Rock band
Jet fly-over at 1,000 feet		
	<b>100 dBA</b>	
Gas lawn mower at 3 feet		
	<b>90 dBA</b>	
Diesel truck at 50 feet at 50 mph		Food blender at 3 feet
	<b>80 dBA</b>	Garbage disposal at 3 feet
Noisy urban area, daytime		
Gas lawn mower, 100 feet	<b>70 dBA</b>	Vacuum cleaner at 10 feet
Commercial area		Normal speech at 3 feet
Heavy traffic at 300 feet	<b>60 dBA</b>	
		Large business office
Quiet urban daytime	<b>50 dBA</b>	Dishwasher in next room
Quiet urban nighttime	<b>40 dBA</b>	Theater, large conference room
Quiet suburban nighttime		
	<b>30 dBA</b>	Library
Quiet rural nighttime		Bedroom at night, concert hall (background)
	<b>20 dBA</b>	Broadcast/recording studio
	<b>10 dBA</b>	
	<b>0 dBA</b>	

Source: Technical Noise Supplement (TeNS), California Department of Transportation, September 2013.



November 21, 2018

Mr. Zachary Dahl, AICP  
Planning Services Manager  
Community Development Department  
City of Los Altos  
One North San Antonio Road  
Los Altos, CA 94022

**RE: 425 FIRST STREET**

Dear Zach:

I reviewed the drawings and evaluated the site context. My comments and suggestions are as follows:

### **SITE CONTEXT**

The site is located in the CD/R3 Downtown/Multiple Family District in an area characterized by older one and two-story commercial buildings. New development along First Street has started to occur in recent years. A newer three-story over podium garage multifamily development is located nearby across First Street from the site and a 10-unit mixed use development over below-grade parking nearby on First Street is under review. Photos of the site and immediate context are shown on the following page.





*Buildings to the Immediate Left*



*THE SITE*



*Multifamily Development across First Street*



*Buildings across Lyell Street*



*Buildings across First Street*



*Parking Lot Immediately behind the Site*



FIRST STREET



*Proposed Project in Context with Similar Use across First Street*



## DESIGN REVIEW FRAMEWORK

The following applicable Zoning Code Sections, plans and guidelines apply to this review:

- Downtown Design Guidelines
- Commercial/Multi-Family Design Findings (Zoning Code Section 14.78.060)
- CD/R3 District Design Controls (Section 14.52.110)

The proposed project appears to meet the required findings of the Commercial/Multi-Family Design Findings and the CD/R3 District Design Controls which are less specific than the Downtown Design Guidelines. It also appears to be sensitive to the goals, objectives and guidelines of the Downtown Design Guidelines.

The Downtown Design Guidelines include the identification of defining Village Character Elements and specific guidelines for the Downtown Core District, Mixed Commercial District, and First Street District. The First Street District design guidelines include some guidelines unique to the First Street District, but also contains the following introductory text.

### *FIRST STREET DISTRICT*

***Owners of properties and businesses in this district should review the guidelines for the Downtown Core District. While projects in this district may be somewhat larger and less retail-oriented than those in the downtown core, they are still very much a part of the downtown village, and the village character and scale emphasis underlying those guidelines will be expected of new buildings and changes to existing properties in this district.***

### *INTENT*

- A. Promote the implementation of the Los Altos Downtown Design Plan.*
- B. Support and enhance the downtown Los Altos village atmosphere.*
- D. Respect the scale and character of the area immediately surrounding the existing downtown pedestrian district.*

Specific relevant design guidelines include the following:

### *5.2 ARCHITECTURE*

*Building uses and sizes will vary more in the First Street District than elsewhere in the downtown. The goal of these guidelines is to accommodate this wide diversity of size and use while maintaining a village scale and character that is complementary to the downtown core.*

#### *5.2.1 Design to a village scale and character*

- a) Avoid large box-like structures.*
- b) Break larger buildings into smaller scale elements.*
- c) Provide special design articulation and detail for building facades located adjacent to street frontages.*
- d) Keep focal point elements small in scale.*
- e) Utilize materials that are common in the downtown core.*
- f) Avoid designs that appear to seek to be prominently seen from Foothill Expressway and/or San Antonio Road in favor of designs that focus on First Street, and are a part of the village environment.*
- g) Provide substantial small scale details.*
- h) Integrate landscaping into building facades in a manner similar to the Downtown Core District.*

The following narrative text and guidelines on the next two pages from the Downtown Design Guidelines would seem to be relevant to this proposed project:

*DOWNTOWN VILLAGE CHARACTER*

*Today, it is a closely knit series of subdistricts with slightly differing use emphases and design characteristics, held together by an overall village scale and character. That unique scale and character has been nurtured over the years, and has become even more of a community asset as many other downtowns in the Bay Area have grown ever larger and lost much of their earlier charm.*

*ARCHITECTURAL STYLE*

*These guidelines are not intended to establish or dictate a specific style beyond the desire to maintain Downtown Los Altos' small town character and attention to human scale and detail. In general, diverse and traditional architectural styles that have stood the test of time are preferred.*

*Designs merely repeated from other cities or without thought to the special qualities of Los Altos are strongly discouraged, and unlikely to be accepted.*

*The following design guidelines are intended to reinforce that existing framework, scale and character.*

**3.2.1 Continue the pattern and scale established by existing buildings**

*a) Maintain and reinforce the underlying downtown 25-foot module along all street frontages. Some techniques for this emphasis include the following:*

- Changing roof parapet height and/or shape.*
- Utilizing different building heights, architectural styles, and forms.*
- Utilizing different awning forms and/or materials ... matching the predominant building module.*
- Changing storefront type and details.*
- Defining storefronts with projecting piers and emphasizing tenants' unique store personalities.*
- Reinforcing the module with second floor projections and details.*

*b) Break larger buildings up into smaller components.*

- Divide longer facades into individual smaller segments with individual design forms and architectural styles.*

*d) Utilize awnings and canopies at windows and entries.*

*e) Provide cornices and building tops consistent with the architectural style.*

- Avoid unfinished wall tops in favor of projecting cornice features or roof overhangs.*

*h) Utilize natural materials. Wood, stone, and brick can provide warmth at storefronts, and enhance the feeling of village scale and character.*

- Wood doors and window frames are strongly encouraged.*

*i) Enhance the pedestrian experience with interesting architectural details.*

- Individual trim elements should be scaled to be or resemble proportions that could be handled and installed by hand. Elements on any portion of the structure should not be inflated in size to respond strictly to building scale, but should also have a relationship with human scale.*

*j) Provide special storefront and facade lighting.*

### **3.2.4 Design second floor facades to complement the streetscape and Village Character**

a) Provide second floor entries that are equal in quality and detail to storefront entries. Some techniques to accomplish this emphasis include:

- Special awning or roof element.
- Wrought iron gate.
- Decorative tile stair treads and risers.
- Special lights.

b) Relate second floor uses to the pedestrian environment on the street level.

Some methods of achieving this include the following:

- Second floor overhangs
- Bay windows
- Decks
- Balconies
- Planters.

c) Utilize operable windows in traditional styles.

### **3.2.7 Design larger structures to be sensitive to the unique scale and character of Downtown Los Altos**

b) Avoid architectural styles and monumental building elements that do not relate to the small human scale of Downtown Los Altos.

c) Provide special design treatment for visible sidewalls of structures that are taller than their immediate neighbors.

- Sidewall windows are encouraged where codes allow and adequate fire protection can be provided.
- Employ design techniques to relate the visible sidewalls to front facades. Some common techniques include the following:
  - \* Repeating front facade finished materials, decorative details and mouldings.
  - \* Carrying front facade cornices and wall top projections around all sides of the upper floor.
  - \* Providing varied parapet heights to avoid a box-like appearance.
  - \* Utilizing gable and hip roofs to vary the height and appearance of side walls.
  - \* Treating side walls with inset panels.
  - \* Integrating interesting architectural details.
  - \* Stepping back the front facade of upper floors to vary the side wall profile.

## ISSUES AND CONCERNS

The project is well designed with a recognizable traditional architectural style and an abundance of details authentic to the architectural style. The facades are articulated with both horizontal and vertical off-sets to break up the mass of the building and relate to the smaller scale adjacent buildings as called for in the Downtown Design Guidelines - see rendering below.



The step down on First Street at the interior property line is particularly well done to provide a transition to the adjacent smaller commercial buildings - see illustration below.



The design also benefits from a well defined top floor with balconies, special window and door treatments and setbacks from the floor below which will reduce building's bulk and the appearance of a fully three-story structure

Within the framework of the city's design standards, findings and guidelines, I am able to only identify limited potential issues, as follows:

1. The two-foot setback on Lyell Street may not be consistent with Downtown Design Guideline 5.1.7.

### ***5.1.7 Integrate ground floor residential uses with the streetscape***

- a) Set structures back a minimum of 10 feet from the street property line.  
Stairs and entry porches may encroach into this setback up to the property line.*

When the design guidelines were developed, primary attention was given to the urban design characteristics of the major streets and pedestrian routes in the downtown area. Less focus was placed on secondary streets. Staff and the Planning Commission will need to assess whether a greater setback on Lyell Street is warranted.

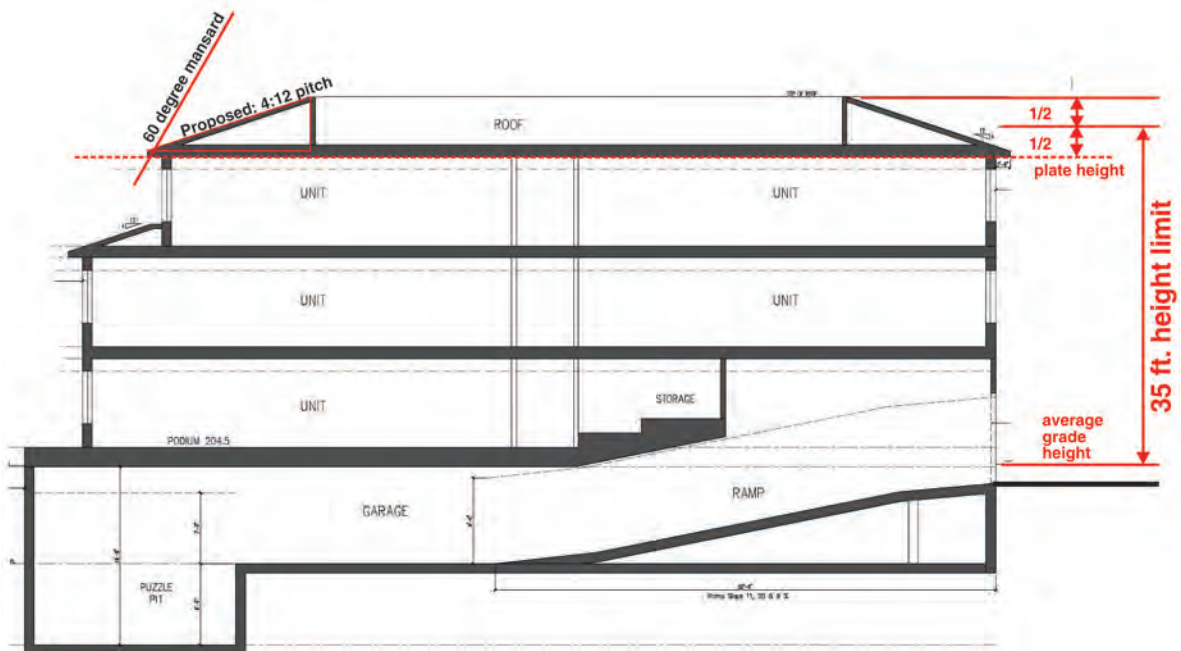


- The maximum building height measurement assumed by the applicant may not be totally consistent with chapter 14.66.230 of the Zoning Ordinance.

**14.66.230 - Height limitations—Measurement.**

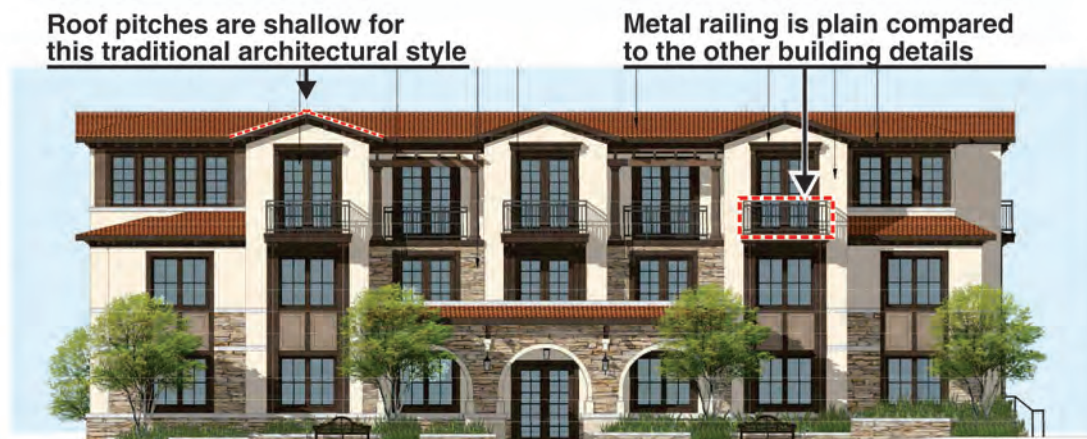
*The vertical dimension shall be measured from the average elevation of the finished lot grade at the front, rear, or side of the building, whichever has the greater height, to the highest point of the roof deck of the top story in the case of a flat roof or a mansard roof; and to the average height between the plate and ridge of a gable, hip, or gambrel roof. A mansard roof is defined as any roof element with a slope of sixty (60) degrees or greater.*

The question is whether to treat the pitched roof as parapet walls or mansard roofs and measure to the top of the roof deck, or to treat it as a sloping roof and measure to the mid-point of the slope. The applicant has assumed the latter interpretation, and measured to the midpoint of the sloped roof - see illustration below.



The proposed building height would be acceptable under either interpretation. However, there may be good reason to consider the roof deck at the maximum building height datum. That will be discussed further in the recommendations, but the primary reason relates to Concern #3 below.

- The roof pitches of 4:12 are shallow for this architectural style, and less than the more typical 6:12 pitch, as utilized on the similar multifamily project immediately across First Street.





4. Wood balcony railings are more common for this architectural style, but metal railings are also common and acceptable. The only concern here is that perhaps an opportunity is being missed to provide a richer design to the railings which is also common for the architectural style - examples are shown in the recommendations.
5. The exit stair on Lyell Street will be rather prominent. Some refinements might be considered to enhance the architectural style and pedestrian experience.



**Some small refinement might be considered here**

6. The visual exposure of the rear alley elevation will be as great as the street elevations. Currently the garage and stair exit doors on the rear elevation are much more utilitarian in appearance than the rest of the facade.



**Doors seem under developed compared to rest of building**

RECOMMENDATIONS



1. Consider a more traditional stepped wall at the Lyell Street stair. Although this is an exit stair, consideration might also be given to adding tile risers to enhance the visual experience of the pedestrian environment - see examples below.





2. Consider adding more detail appropriate to the architectural style to the metal balcony railings - see examples below.



3. Recess the garage and exit stair doors on the rear facade, and match materials and colors to the window panels above.



**Recess doors and match materials and colors to window panels above**

4. Consider increasing the roof pitches to 6:12. This would be possible if the maximum allowable height limit datum was determined to be the flat roof/eave height. The diagrams below show the difference in height and appearance of 6:12 pitches relative to the currently proposed 4:12. It would raise the roof ridge height by approximately 2'-8". This could also be accomplished with the applicant's currently assume height limit datum, but only if the floor to ceiling heights were reduced from the currently proposed 9'-4" to approximately 8'-3".



Zach, please let me know if you need anything further.

Sincerely,

CANNON DESIGN GROUP

Larry L. Cannon

Date: February 27, 2019

To: **LOS ALTOS - COMPLETE STREETS COMMISSION**

From: Robert Dailey  
Owner, 401 First Street

Re: **425 FIRST STREET**

### **INTRODUCTION**

I have owned 401 First Street, immediately adjacent to 425 First Street, and my company has resided at this location for 34 years. I represent myself as a business and property owner and I represent seven other property owners residing on the "alley". I would like to offer the following comments regarding the proposed construction of 425 First Street and the plan to access the parking garage via the alley between Lyell and Whitney Streets. It is stated in the Agenda Report that the plan is to widen the 16' alley by two feet to 18', with the "City's *long-term* plan to obtain a two foot access easement/dedication on both sides of the existing alley to widen it from 16 feet to 20 feet."

### **WIDENING "ALLEY"**

I am deeply aware of the past and current traffic patterns on the alley as well as "type" of traffic, i.e., delivery trucks. I am also deeply familiar with traffic on First Street as it connects to San Antonio. There are serious issues with the proposed increase in traffic on what is currently an alleyway. Even widening the alley by two feet is inadequate for the proposed increase in vehicle traffic that would be generated by the 20 new housing units at 425 First Street PLUS the 20 new housing units at 396 First Street. And it should be acknowledged that the City's "*long-term*" plans to widen by four feet may not happen in the future. There are multiple issues.

### **THE ALLEY & ITS INTENDED PURPOSE:**

The alley is constantly busy during week days with large delivery truck traffic to the many business on First and Second streets that all have access to this alley. The logic to alley deliveries is clear. The alley was built to alleviate truck traffic stoppage on First and Second Streets. The reconfiguration of the alley to a two-way street will surely involve additional traffic making truck stoppage a bottleneck. Many times during the day the narrow alley is blocked by delivery trucks including the USPS, UPS, FedEx, etc.; one bi-weekly delivery truck is 53' long. Some of the delivery trucks to Round Table Pizza and other businesses block the entire alley during daily deliveries. The alley, even widened by two feet, doesn't allow two-way traffic, continually vehicles have to stop and pull into a property's parking lot or driveway to avoid the delivery trucks. If this building is approved we recommend widening the alley by ten feet adjacent to the proposed building along the entire length at the alley side. This will allow for more relief for turning in and out of the entry ramp and will allow for room for trucks and cars to pass with ease at least at this portion of the alley.



#### **ACCESS TO 425 FIRST FOR PARKING:**

Traffic in and out of 425 First Street potentially will back up because it is subject to mechanical parking lift system parking one car at a time. I propose that the garage entrance be placed on Lyell and not on the narrow and heavily used alleyway. If the Streets Commission concludes that the alley is the only possible point of access and the best use, the new proposed building and planters as shown should be stepped back from alley by an additional ten feet. **Currently a car exiting from the ramp has limited visibility to evaluate oncoming traffic before the car pulls out of the driveway. At minimum the garage entry portion of the building and planter should be recessed ten additional feet.** This is not solely a traffic issue; stepping back the building in general on the alley side should be seriously considered as an aesthetic issue. Visibility of the entire east portion of the building is far more prominent from San Antonio Road, Second Street and Lyell than visibility on First Street. The architect has provided significant relief on First Street, not in the sense of adding balconies but relief in the plane of the building. The current relief as designed to the highly visible east facing alley side of the building resides in ornamental additions such as cantilevered decks and railings. The building should be stepped in and out for aesthetic reasons on this highly visible face.

#### **TRAFFIC STUDY:**

Business owners would like to comment on the traffic impact analysis by Hexagon Transportation Consultants. It should be noted that this report was not generated by an independent transportation consultant but by the developer of 425 First Street. I believe the City should contract with a third party for a true independent traffic study. (Several of the businesses on the alley would contribute to the cost of same if required.)

Prior to building the multi-residential unit at 396 First Street, the traffic in this part of downtown Los Altos was manageable. Once this building and the multi-residential buildings on First Street on the other side of Safeway were built in the past 3-4 years, traffic on First Street increased significantly. It is now difficult to drive south on First Street and turn right on to San Antonio which joins Foothill Expressway between the hours of 4pm and 6pm. Between the traffic light on First/Cuesta at San Antonio and Foothill Expressway there is room for maybe 5 cars. The traffic on San Antonio backs up for blocks trying to enter the expressway. The traffic light at Foothill turns green and then a minute later the traffic light at First Street turns green. It is almost impossible to enter San Antonio from First Street as the traffic on San Antonio backs up for blocks during this time frame. The issue is so severe that some of our employees have taken to leaving downtown via Main Street, crossing over Foothill Expressway and turning left on to University Avenue to make their way to El Monte and ultimately Hwy 280. I'm sure the residents of University Avenue do not appreciate the increased commuter traffic, but it's the only viable way to get out of downtown Los Altos during the evening rush hour.

#### **IN SUMMARY:**

- A. Please consider garage access to building from Lyell Street.

- B. Please consider recessing the building if garage entry is to remain on alley; at least the portion of the building at garage entry.
- C. Please be aware that visibility of the building is significantly more impactful to the alley "east side", and additional relief at garage entry and entire building on east side would be a major aesthetic improvement to the community.
- D. Please consider an addition "independent" traffic study that takes in to consideration comments of business owners on the alley.

Respectfully submitted,

Robert Dailey

May 16, 2019

Dear Los Altos Planning Commissioners,

Re: 425 First Street

I am a property owner on First Street for over 20 years and my business has been located in downtown for the past 34 years. I implore the planning commissioners to pay attention to quality of construction and materials reflected on buildings popping up around town. As building owners in downtown in recent years have discovered, artist renderings and beautiful simulated colored drawings of proposed buildings do not articulate the quality of construction, methodology and materials being applied. I would implore commissioners to personally tour buildings that have been approved and constructed in the past five years in town.

How closely do these buildings mirror the renderings, material and quality that were presented to the planning commission at time of approval? I realize that the term quality is subjective. Nevertheless, without identifying specific address(s), newer construction in closest proximity to this proposed building could and should be reviewed to ascertain if they represent the quality of materials and design initially represented to the planning commission. Commissioners and the town residents would benefit significantly by a physical review by commissioners for quality and conformance AFTER construction process is completed. Some examples might include: use of particle board that simulate real wood that may be implied on artists' renderings; simulated clay tile roof' simulated wood windows. Artists' drawings and renderings imply famous Santa Barbara-style clay tile roofs that are similar to those used in communities such as Stanford University; often the new buildings end up with the most inexpensive simulated "S" tile available. The least expensive method for creating "character" in stucco buildings is to simply carve a few recesses or shadow lines into the stucco. These "architectural details" make beautiful renderings but the finished product often represent a building that might be found in downtown San Jose.

The buildings popping up around our town will represent our town image for decades to come. My recent experience has been that building and property owners in our beautiful town are expressing a growing concern about quality of design and materials used that seem to be recreating our town's image and not in a good way. Simulated copper is not copper. Simulated wood windows are not wood windows; simulated wood in no way should be confused with true authentic wood. Property owners in town applaud the commission for its approval of the type of quality materials demonstrated by the new Packard Foundation building. Clearly, if the integrity of town architecture is to be preserved, there should be no significant difference in quality and architecture in buildings designed for the enjoyment of those within vs. those designed for speculation. With buildings popping up all over town, our city's planning commission and architectural oversight boards have literally one chance at preserving the century-old ambiance and architectural integrity of Los Altos.

Respectfully submitted,



Bob Dailey





# 425 FIRST STREET

## LOS ALTOS, CA



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425 FIRST STREET

LOS ALTOS CALIFORNIA

A.P.N.: 167-41-019

PROJECT No.: 6518019  
ISSUE: DESIGN REVIEW  
ISSUED DATE: 2019-02-15



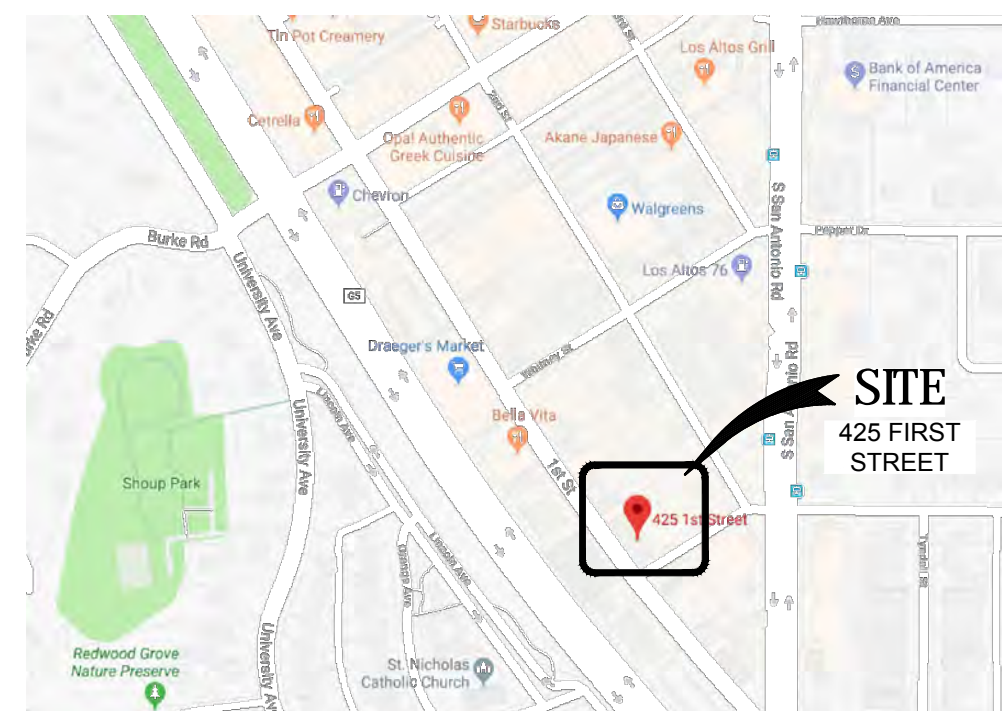
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TITLE SHEET

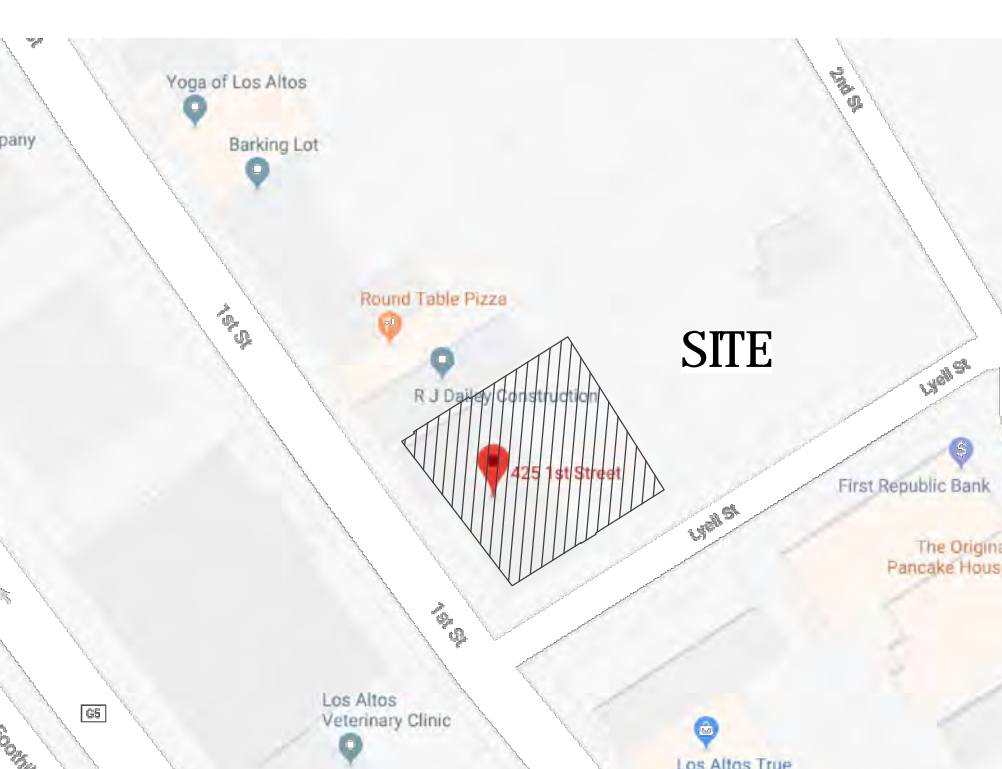
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A0.0

VICINITY MAP



LOCATION MAP



PROJECT TEAM:

<p><b>OWNER</b></p> <p>425 First Los Altos, LLC 425 First Street, Suite C Los Altos, CA 94022 P: 650.400.6293 Contact: Jeff Warmoth</p>	<p><b>ARCHITECTURE</b></p> <p>EDI International, Inc. P.O. BOX 626 Larkspur, CA 94977 P: 415.362.2880 Contact: Richard Handlen Richard.Handlen@EDI-International.com</p>	<p><b>CIVIL</b></p> <p>BKF Engineers 1730 N. First Street, Suite 600 San Jose, CA 95112 P: 408.467.9100 F: 408.467.9199</p>	<p><b>LANDSCAPE</b></p> <p>Jett Landscape Architecture + Design 2 Theater Square, Suite 218 Orinda, CA 94563 P: 925.254.5422</p>
---	--	---	--

PROJECT DATA:

**CODES APPLICABLE:**

- 2016 California Building Code
- 2016 California Plumbing Code
- 2016 California Mechanical Code
- 2016 California Electrical Code
- 2016 California Energy Code, Title 24
- 2016 California Green Building Standards Code
- 2016 California Residential Code
- City of Los Altos Municipal Code

OCCUPANCY GROUP: R-2

CONSTRUCTION TYPE: TYPE VA (SPRINKLERED)

BUILDING TOTAL AREA: 33,775.2 SQ FT (INCLUDING BALCONIES)

STORIES: 3 ABOVE GRADE, 2 BELOW GRADE

PROJECT INFORMATION:

PROJECT: NEW 3-STORY BUILDING (2 LEVELS BELOW GRADE PARKING, 3 LEVELS RESIDENTIAL)

ADDRESS: 425 FIRST STREET  
LOS ALTOS, CALIFORNIA  
167-41-019  
CD / R3

A.P.N.: 11,894 SQ FT (0.27 ACRE)

NET LOT AREA: 20 (8 UNITS @ LEVEL 1, 6 @ LEVELS 2 & 3)

NO. OF UNITS: 28 COVERED - (1) VAN, (26) STANDARD SPACES & (1) COMPACT SPACE

NO. OF PARKING: NEW CONSTRUCTION

SCOPE: NEW CONSTRUCTION

BUILDING AREA CALCULATIONS:

AREA CALCULATIONS		
	GROSS	NET
UPPER GARAGE LEVEL	9325.8 SF	9325.8 SF
LOWER GARAGE LEVEL	9325.8 SF	9325.8 SF
LEVEL 1	7,907.5 SF	5,970.7 SF
LEVEL 2	8,272.8 SF	7,370.5 SF
LEVEL 3	7,816.9 SF	6,930.8 SF
PORCHES / LOGGIA / BALCONIES	621.1 SF	
TOTAL BUILDING AREA	43,269.9 SF	38,923.6 SF

**PARKING SPACES:**

9'-0" x 18'-0" (VAN)	1
9'-0" x 20'-0" (COMPACT)	1
9'-0" x 18'-0" (STANDARD)	26
TOTAL SPACES:	28

LOT & COVERAGE:

LOT AREA:	11,894.3 SQ.FT.
PROPOSED STRUCTURAL COVERAGE:	9254.0 SQ.FT. (77.80%)

UNIT MATRIX					
UNIT TYPE	LEVEL 1	LEVEL 2	LEVEL 3	TOTAL UNITS	TOTAL BEDROOMS
STUDIO / 1 BATH	4			4	4 STUDIOS
1 BEDROOM / 1.5 BATH	4			4	4
1 BEDROOM / 2 BATH		2	2	4	4
2 BEDROOM / 2.5 BATH		4	4	8	16
TOTAL BEDROOMS:	8	10	10		28
TOTAL UNITS:	8	6	6	20	

24 BEDROOMS + 4 STUDIOS = 28 PARKING SPACES REQUIRED  
28 SPACES PROVIDED

BMR (BELOW MARKET RATE) UNITS

LOW:	UNIT 6
MODERATE:	UNITS 12 & 14

EXISTING SITE DATA:

EXISTING TO BE REMOVED	
	AREA / SQ. FT.
BUILDING TO BE REMOVED	4,497 SF
TRASH ENCLOSURE	72 SF
EXISTING HARDSCAPE	6,528 SF
EXISTING SOFTSCAPE	--SF

SETBACKS	
	PROPOSED
FRONT SETBACK	10'-0"
RIGHT SIDE SETBACK	2'-0"
LEFT SIDE SETBACK	2'-0"
REAR SETBACK (ALLEY)	10'-0"
BUILDING HEIGHT LIMIT	35'-0"
PROPOSED HEIGHT	35'-0"

SHEET INDEX


SHEET NO.	SHEET NAME
ARCHITECTURAL	
A0.0	COVER SHEET
A0.0a	FIRE DEPARTMENT COMMENTS
A0.1	FIRST STREET & LYELL STREET BUILDING ELEVATIONS
A1.0	SITE PLAN
A2.0	STREETSCAPES
A2.0a	STREET PERSPECTIVES
A2.1	PERSPECTIVES
A2.2	FIRST STREET BUILDING ELEVATION
A2.3	LYELL STREET BUILDING ELEVATION
A2.4	ALLEY BUILDING ELEVATION
A2.5	NORTH BUILDING ELEVATION
A3.0a	UPPER GARAGE LEVEL PLAN (BELOW GRADE)
A3.0b	LOWER GARAGE LEVEL PLAN (BELOW GRADE)
A3.1	LEVEL 1 FLOOR PLAN
A3.2	LEVEL 2 FLOOR PLAN
A3.3	LEVEL 3 FLOOR PLAN
A3.4	ROOF PLAN
A4.0	BUILDING CROSS-SECTION A-A
A4.1	BUILDING CROSS-SECTION B-B
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A4.3	EXTERIOR DETAILS
A5.0	FLOOR AREA CALCULATIONS
A6.0	STREET SECTION
A7.0	IMAGES
L1.01	PRELIMINARY LANDSCAPE PLAN
L1.02	TREE REMOVAL PLAN
L1.03	GROUND LADDER ACCESS
L2.01	PRECEDENT IMAGES
L3.01	PRELIMINARY PLANTING PLAN
C0.0	TITLE SHEET
C1.0	EXISTING CONDITIONS
C2.0	PRELIMINARY SITE PLAN
C3.0	PRELIMINARY GRADING & UTILITY PLAN
C4.0	PRELIMINARY STORMWATER CONTROL PLAN



# FIRE DEPARTMENT COMMENTS / REQUIREMENTS

## Plan Review Comments:

- Review of this Developmental proposal is limited to acceptability of site access, water supply and may include specific additional requirements as they pertain to fire department operations, and shall not be construed as a substitute for formal plan review to determine compliance with adopted model codes. Prior to performing any work the applicant shall make application to, and receive from, the Building Department all applicable construction permits.**
- Fire Sprinklers Required:** (Will be provided and installed as noted on Sheet A0.0) Automatic sprinkler systems for other than an R-3 occupancy, shall be designed and installed in accordance with CFC Sections 903.3.1 through 903.3.9. Sprinkler systems shall be designed and installed per NFPA 13 unless otherwise permitted by CFC Sections 903.3.1.2 and 903.3.1.3, the LOSMC and the Fire Code Official to be designed and installed per NFPA 13R.
- Fire Alarm System Requirement:** The building shall be provided with a fire alarm system in accordance with CFC #907.2.9. **Note on the plans that this requirement shall be met.**
- Water Supply Requirements:** Potable water supplies shall be protected from contamination caused by fire protection water supplies. It is the responsibility of the applicant and any contractors and subcontractors to contact the water purveyor supplying the site of such project, and to comply with the requirements of that purveyor. Such requirements shall be incorporated into the design of any water-based fire protection systems, and/or fire suppression water supply systems or storage containers that may be physically connected in any manner to an appliance capable of causing contamination of the potable water supply of the purveyor of record. Final approval of the system(s) under consideration will not be granted by this office until compliance with the requirements of the water purveyor of record are documented by that purveyor as having been met by the applicant(s). 2010 CFC Sec. 903.3.5 and Health and Safety Code 13114.7. **Note on the plans that this requirement shall be met.**
- Standpipes Required:** Standpipe systems shall be provided in new buildings and structures in accordance with this section. Fire hose threads used in connection with standpipe systems shall be approved and shall be compatible with fire department hose threads. The location of fire department hose connections shall be approved. Standpipes shall be manual wet type. In buildings used for high-piled combustible storage, fire hose protection shall be in accordance with Chapter 32. Installation standard. Standpipe systems shall be installed in accordance with this section and NFPA 14 as amended in Chapter 47. CFC Sec. 905 **Note on the plans that this requirement shall be met.**
- Public/Private Fire Hydrant(s) Required:** Provide public fire hydrant(s) at location(s) to be determined jointly by the Fire Department and San Jose Water Company. Maximum hydrant spacing shall be 500 feet, with a minimum single hydrant flow of 1000 GPM at 20 psi, residual. Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets. CFC Sec. 507, and Appendix B and associated Tables, and Appendix C. **Identify the location of all existing and new fire hydrants to comply with above mentioned code section.**  
SEE CIVIL SHEET C3.0
- Emergency responder radio coverage in new buildings.** All new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building. This section shall not require improvement of the existing public safety communication systems. **Note on the plans that this requirement shall be met.**
- This two way communication system:** Two-way communication systems shall be designed and installed in accordance with NFPA 72 (2016 edition), the California Electrical Code (2013 edition), the California Fire Code (2016 edition), the California Building Code (2016 edition), and the city ordinances where two way system is being installed, policies, and standards. Other standards also contain design/installation criteria for specific life safety related equipment. These other standards are referred to in NFPA 72. **Note on the plans that this requirement shall be met.**
- Ground ladder access:** Ground-ladder rescue from second and third floor rooms shall be made possible for fire department operations. With the climbing angle of seventy five degrees maintained, an approximate walkway width along either side of the building shall be no less than seven feet clear. **Landscaping shall not be allowed to interfere with the required access.** CFC Sec. 503 and 1029 NFPA 1932 Sec. 5.1.8 through 5.1.9.2. **Identify the location of ground ladder access on the plans.**  
SEE LANDSCAPE SHEET L1.03
- Construction Site Fire Safety:** All construction sites must comply with applicable provisions of the CFC Chapter 33 and our Standard Detail and Specification SI-7. Provide appropriate notations on subsequent plan submittals, as appropriate to the project. CFC Chp. 33. **Note on the plans that this requirement shall be met.**
- Address identification:** New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. CFC Sec. 505.1 **Note on the plans that this requirement shall be met.**
- Solar photovoltaic power systems:** Solar photovoltaic power systems shall be installed in accordance with Sections 605.11.1 through 605.11.4, the California Building Code and the California Electrical Code. CFC Sec. 605.11 **Note on the plans that this requirement shall be met.**



**California Water Service Company**  
**Fire Flow Test** 2/15/2019

Test Date: 03/14/2018 Time: 8:45  
 District: LOS ALTOS SUBURBAN Zone: 340 Plat: 27-23  
 Address: 465 1st ST  
 Cross Street: Lyell ST  
 Requested By: Automatic Sprinkler Corp.  
 Conducted By: C.M.  
 Purpose Of Test: Fire flow calc's  
 Witnessed By: Calwater: E.G.  
 Others: R.R. G.C.

Outlet No.	Outlet Size	PITOT	Observed Pressure	Static Pressure	Residual Pressure	Flow Observed	Flow Avail. @20
Location 1 Hydrant No.: LAS-461 Address: 425 1st St.							
1	2.50	50	1186	72	60	1186	2619
2							
3							
4							
Location 2 Hydrant No.: Address:							
1							
2							
3							
4							
Location 3 Hydrant No.: Address:							
1							
2							
3							
4							
Total Flow Observed Available @20:						1186	2619

Remarks:

Static/Residual Location: 465 1st St.

Note:  
Regardless of the results of this test, California Water Service Company assumes no liability beyond that stated in the following excerpt from the P.U.C. Tariff Schedule: "The utility (California Water Service Company) will supply only such water at such pressure as may be available from time to time as a result of its normal operation of the system."



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A0.0a



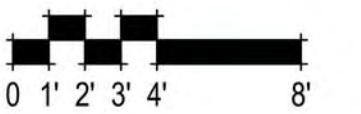


LYELL STREET ELEVATION



FIRST STREET ELEVATION

FIRST STREET & LYELL STREET BUILDING ELEVATIONS



425 FIRST STREET  
 Los Altos, CA  
 June 12, 2019

SDG Architects, Inc.  
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 Brentwood, CA 94513  
 925.634.7000 | sdgarchitectsinc.com



A0.1





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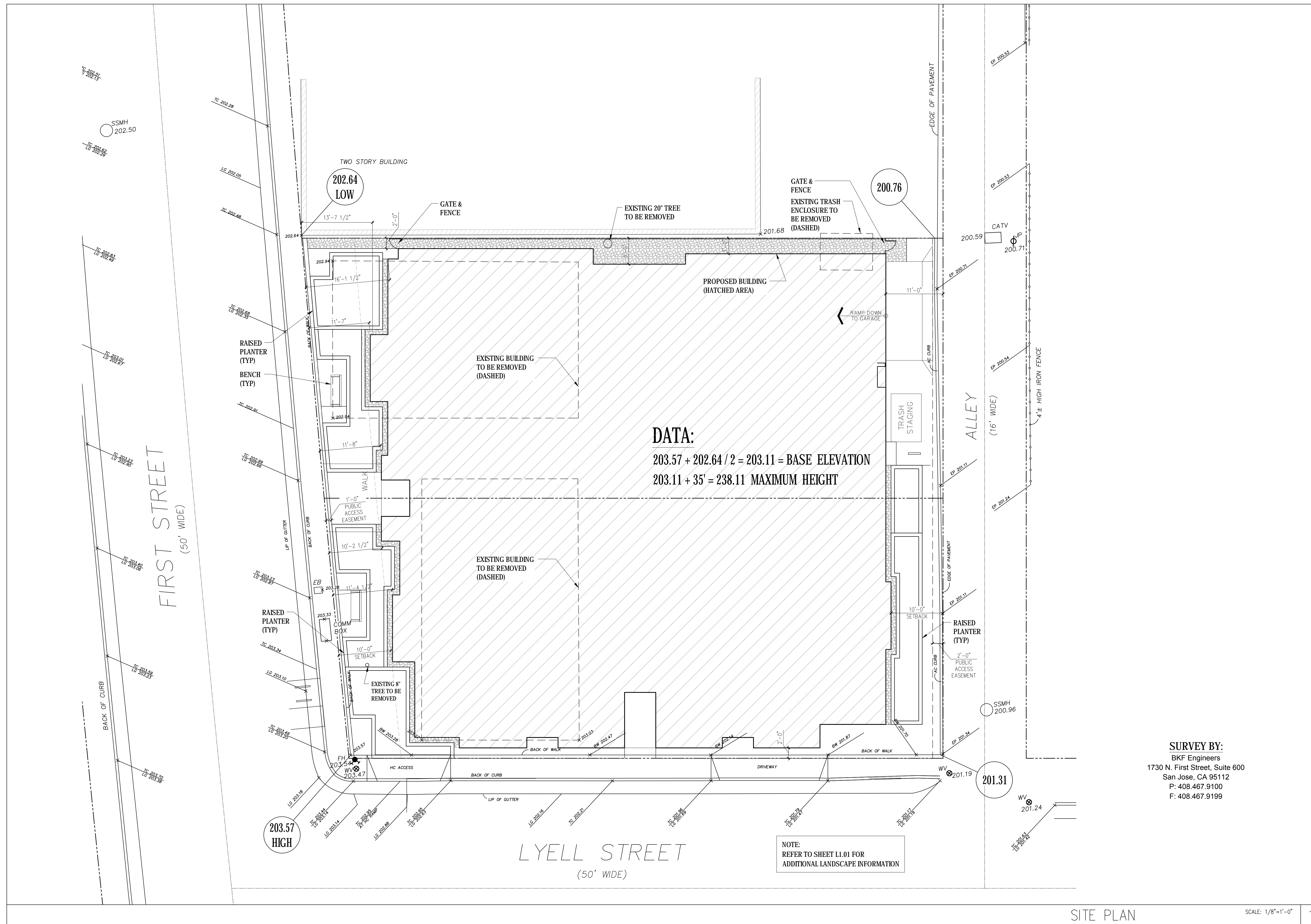
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SITE PLAN

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A1.0



**DATA:**  
 $203.57 + 202.64 / 2 = 203.11 = \text{BASE ELEVATION}$   
 $203.11 + 35' = 238.11 \text{ MAXIMUM HEIGHT}$

NOTE:  
REFER TO SHEET L1.01 FOR  
ADDITIONAL LANDSCAPE INFORMATION

**SURVEY BY:**  
BKF Engineers  
1730 N. First Street, Suite 600  
San Jose, CA 95112  
P: 408.467.9100  
F: 408.467.9199

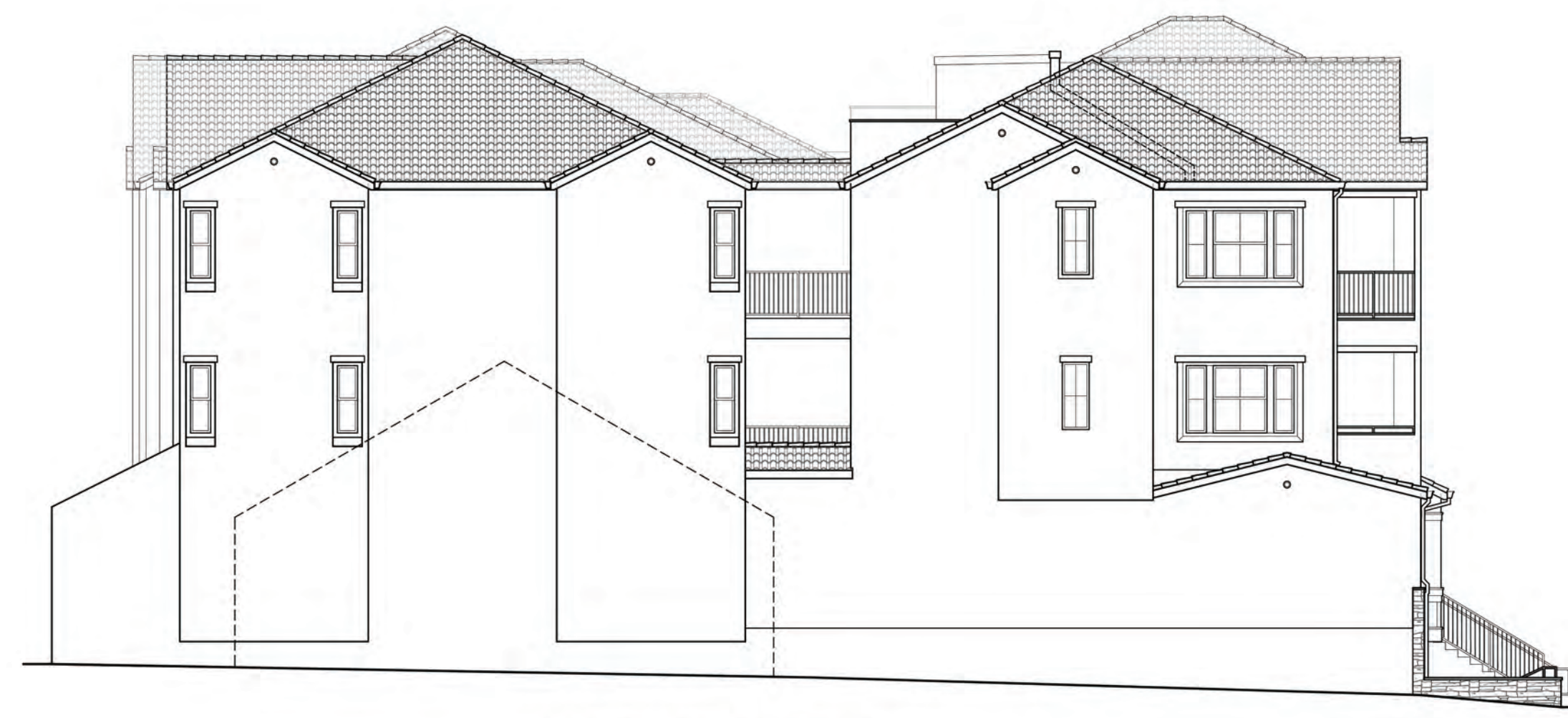
SITE PLAN

SCALE: 1/8"=1'-0"





FIRST STREET - STREETSCAPE



396 FIRST STREET

FIRST STREET



425 FIRST STREET - PROPOSED

PARKING

LYELL STREET - STREETSCAPE





CORNER OF LYELL & SECOND ST. LOOKING WEST



1ST ST. LOOKING NORTH

425 FIRST STREET  
Los Altos, CA  
June 12, 2019

A2.0A  
STREET PERSPECTIVES

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CORNER OF FIRST & LYELL ST.



NORTH SIDE & FIRST ST.



CORNER OF LYELL ST. & REAR ALLEY



REAR ALLEY & NORTH SIDE



**ELEVATION LEGEND**

- 1 METAL CABLE RAIL
- 2 STONE VENEER
- 3 WOOD SIDING
- 4 STUCCO
- 5 METAL ROOF
- 6 METAL AWNING
- 7 METAL TRELLIS



FIRST STREET ELEVATION



425 FIRST STREET  
Los Altos, CA  
June 12, 2019

A2.2  
FIRST STREET BUILDING ELEVATION

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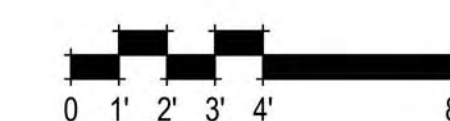


**ELEVATION LEGEND**

- 1 METAL CABLE RAIL
- 2 STONE VENEER
- 3 WOOD SIDING
- 4 STUCCO
- 5 METAL ROOF
- 6 METAL AWNING
- 7 METAL TRELLIS



LYELL STREET ELEVATION



425 FIRST STREET  
 Los Altos, CA  
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A2.3  
 LYELL STREET BUILDING ELEVATION

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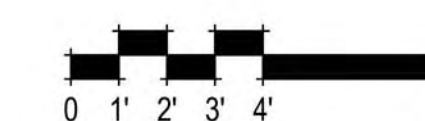


**ELEVATION LEGEND**

- 1 METAL CABLE RAIL
- 2 STONE VENEER
- 3 WOOD SIDING
- 4 STUCCO
- 5 METAL ROOF
- 6 METAL AWNING
- 7 METAL TRELLIS



ALLEY ELEVATION



425 FIRST STREET  
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A2.4  
ALLEY BUILDING ELEVATION

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**ELEVATION LEGEND**

- 1 METAL CABLE RAIL
- 2 STONE VENEER
- 3 WOOD SIDING
- 4 STUCCO
- 5 METAL ROOF
- 6 METAL AWNING
- 7 METAL TRELLIS
- 8 FAUX WINDOW



NORTH ELEVATION



425 FIRST STREET  
 Los Altos, CA  
 June 12, 2019

A2.5  
 NORTH BUILDING ELEVATION

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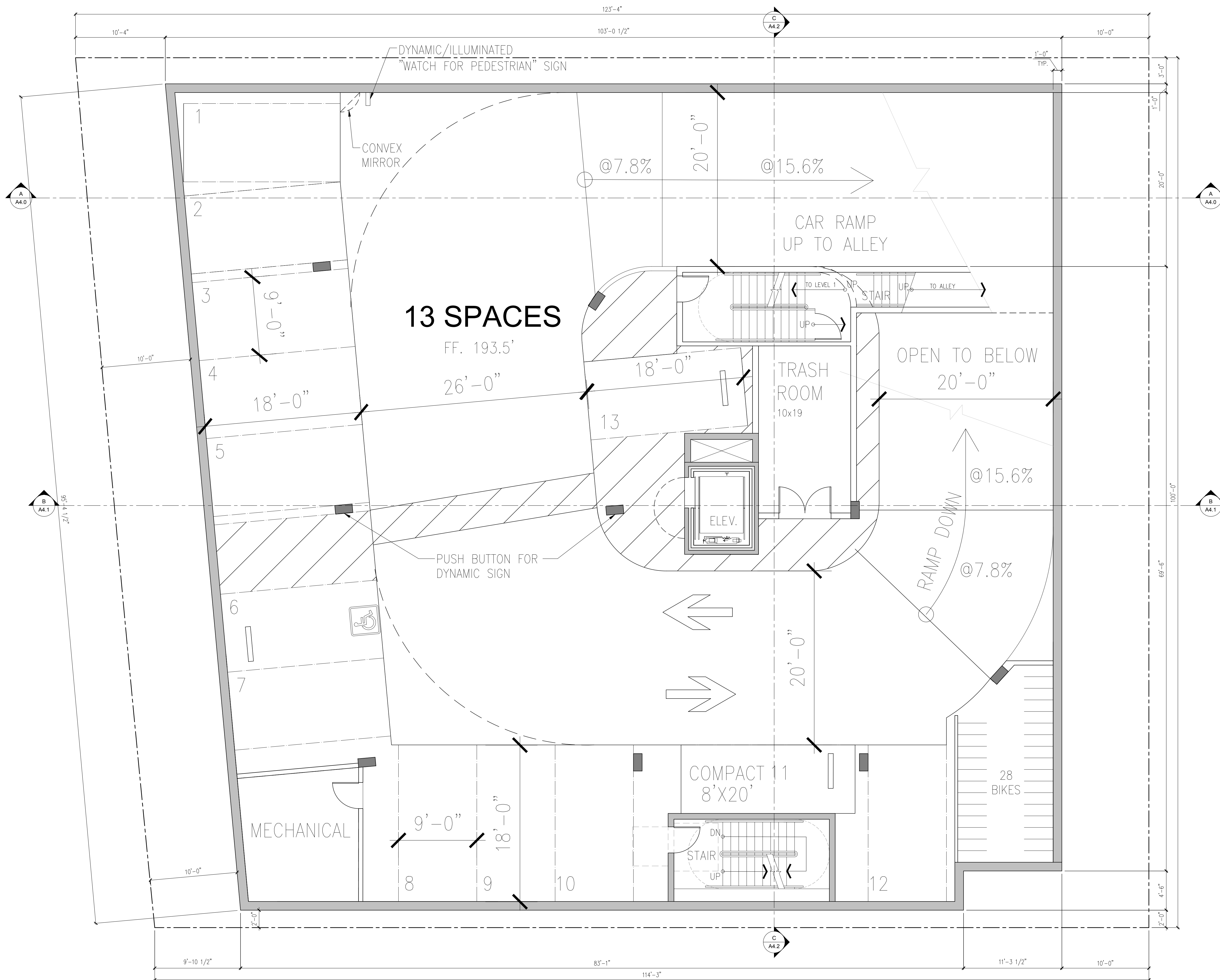


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UPPER GARAGE LEVEL FLOOR PLAN

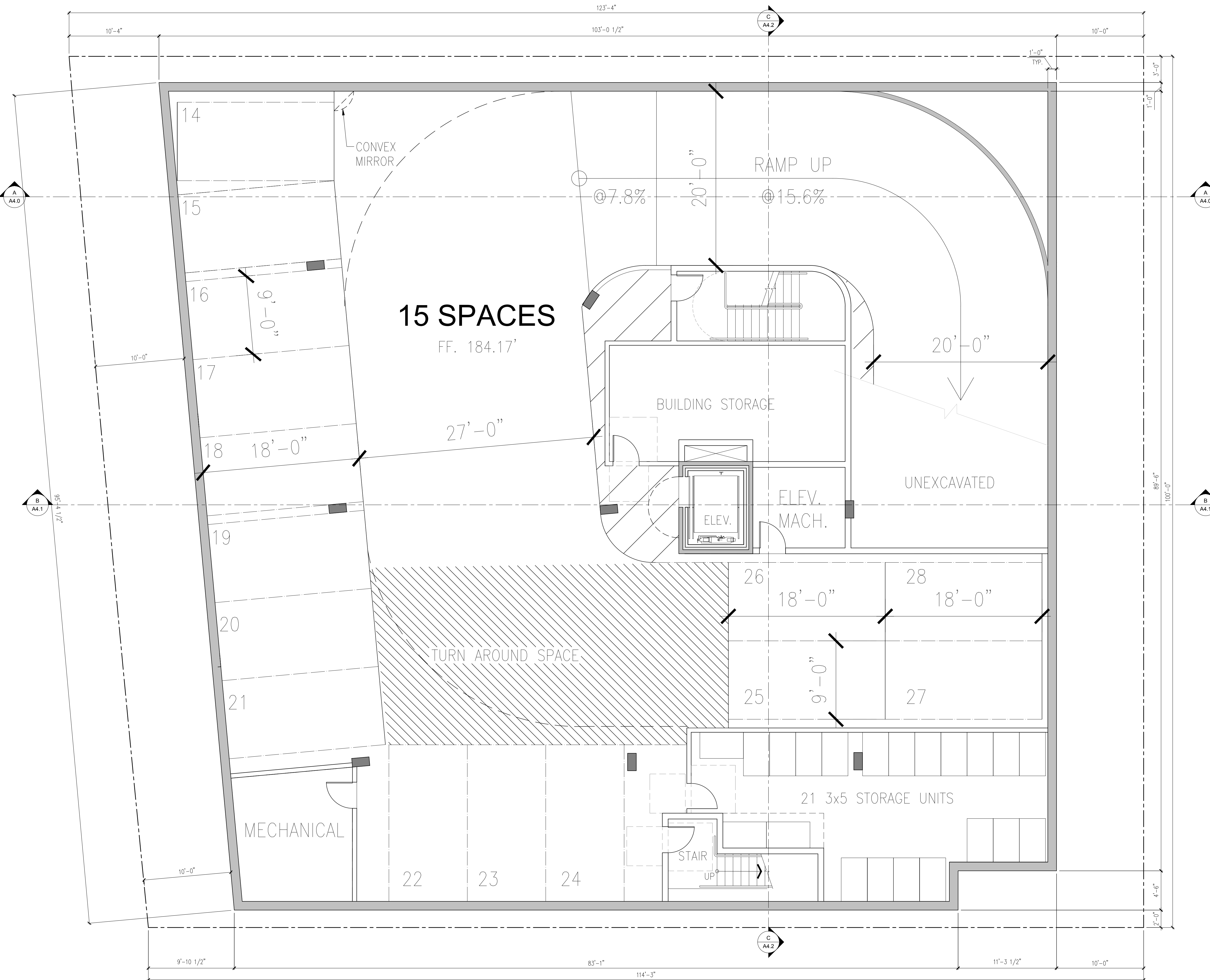
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A3.0a



UPPER GARAGE LEVEL FLOOR PLAN

SCALE: 3/16"=1'-0"



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**LOWER GARAGE LEVEL FLOOR PLAN**

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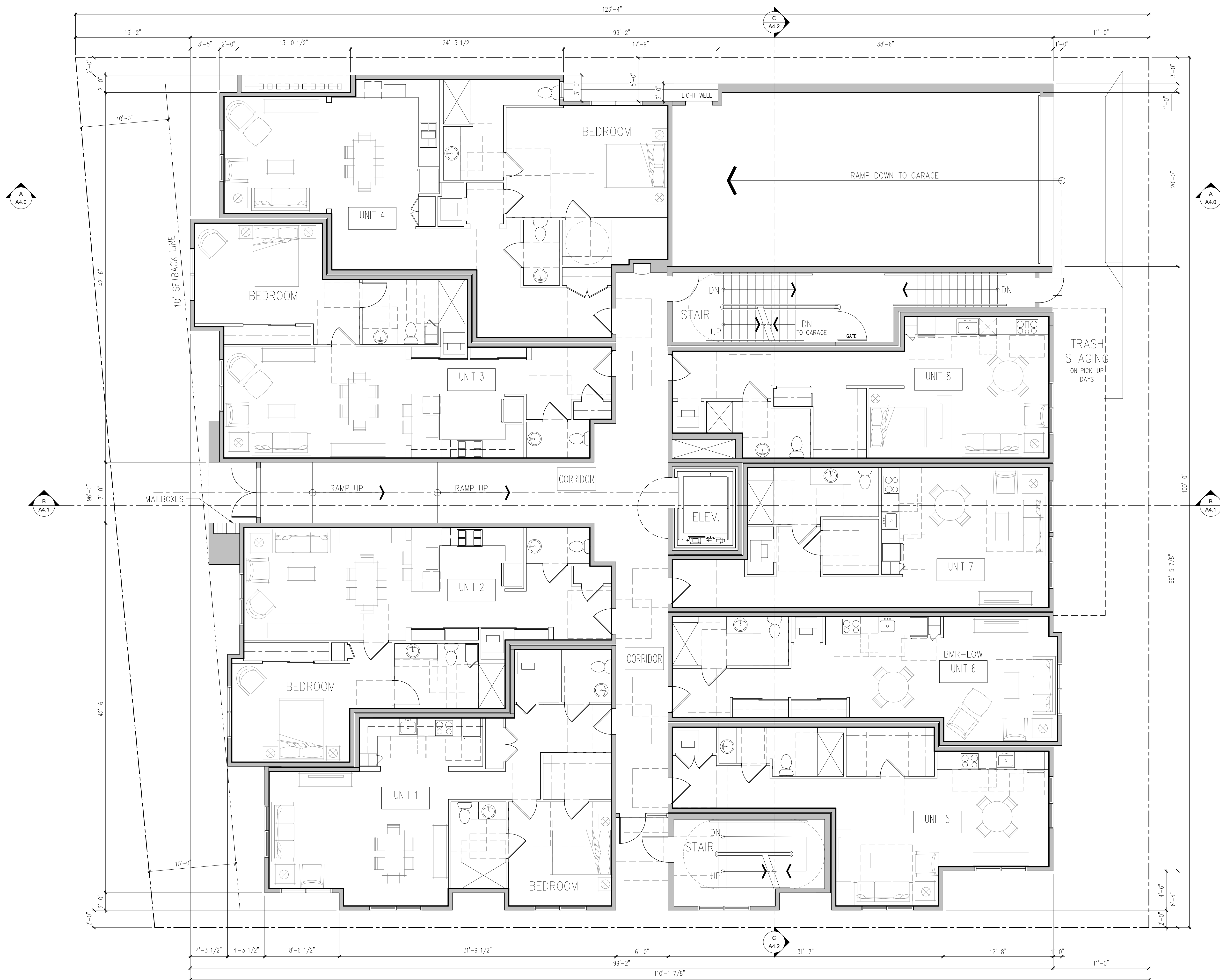


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LEVEL 1 FLOOR PLAN

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A3.1



LEVEL 1 FLOOR PLAN

SCALE: 3/16"=1'-0"





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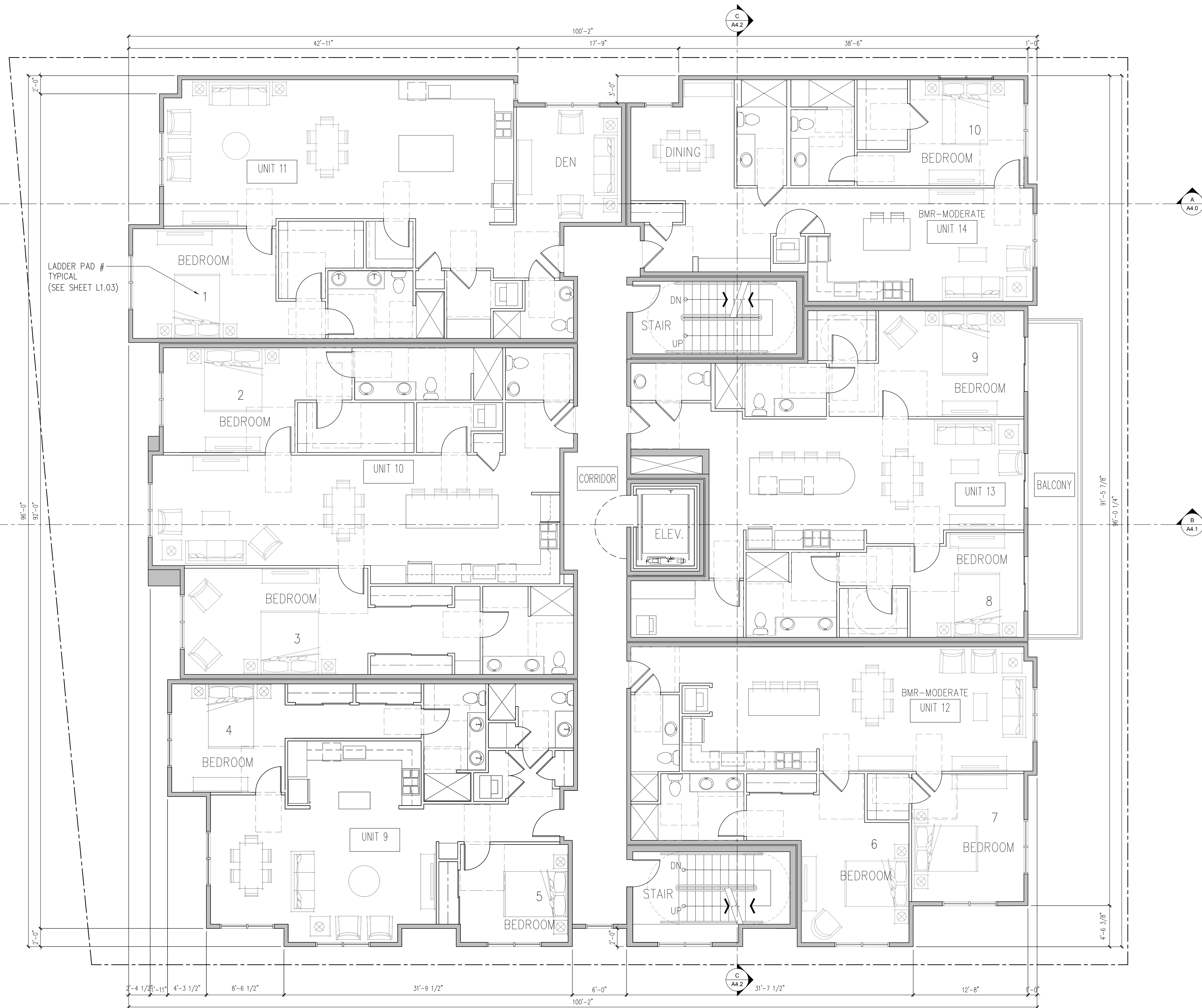


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LEVEL 2 FLOOR PLAN

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A3.2



LEVEL 2 FLOOR PLAN

SCALE: 3/16"=1'-0"



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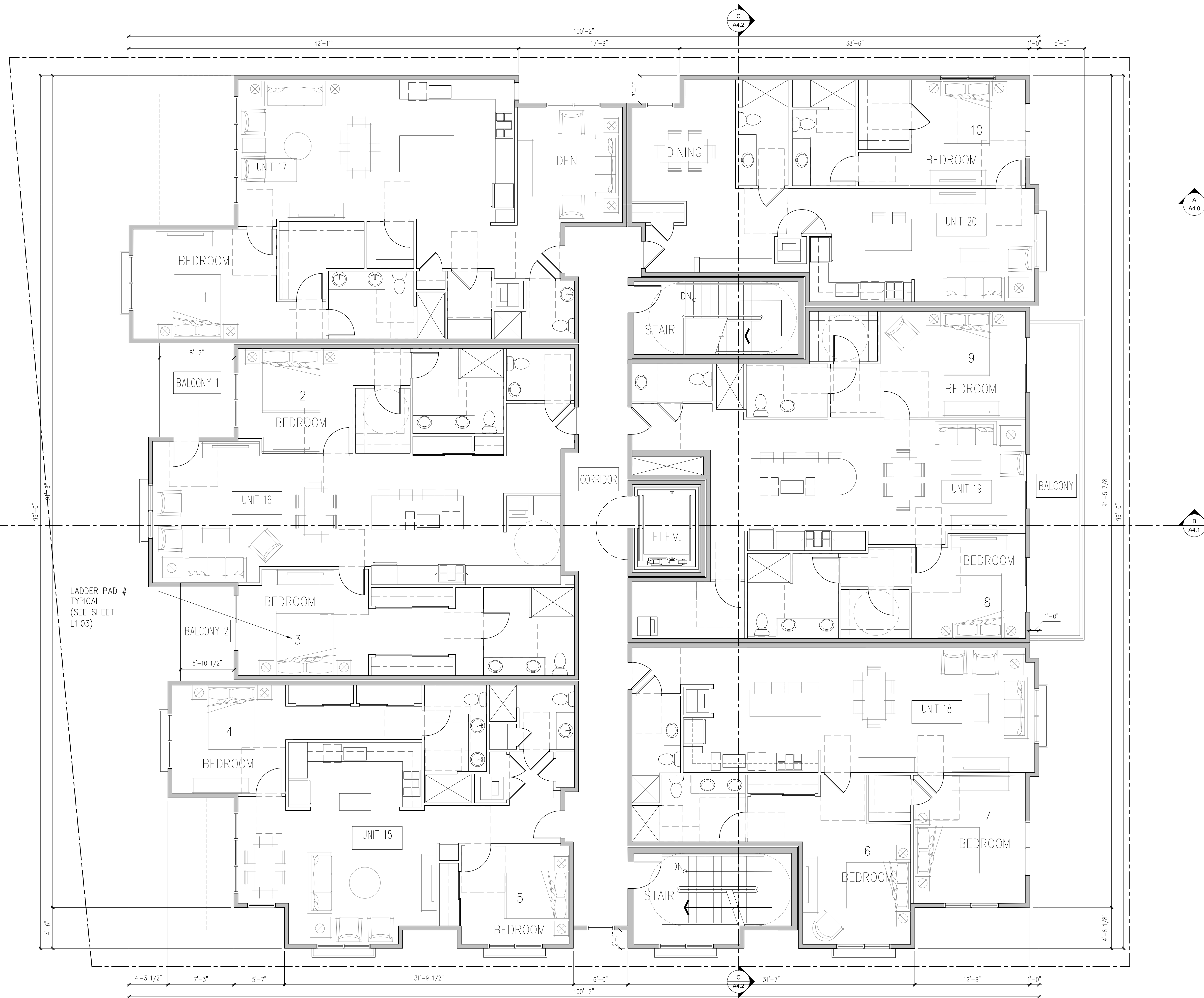


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LEVEL 3 FLOOR PLAN

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A3.3



LADDER PAD # TYPICAL (SEE SHEET L1.03)



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425 FIRST STREET

LOS ALTOS CALIFORNIA

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PROJECT No.: 6518019  
ISSUE: DESIGN REVIEW  
ISSUED DATE: 2019-02-15

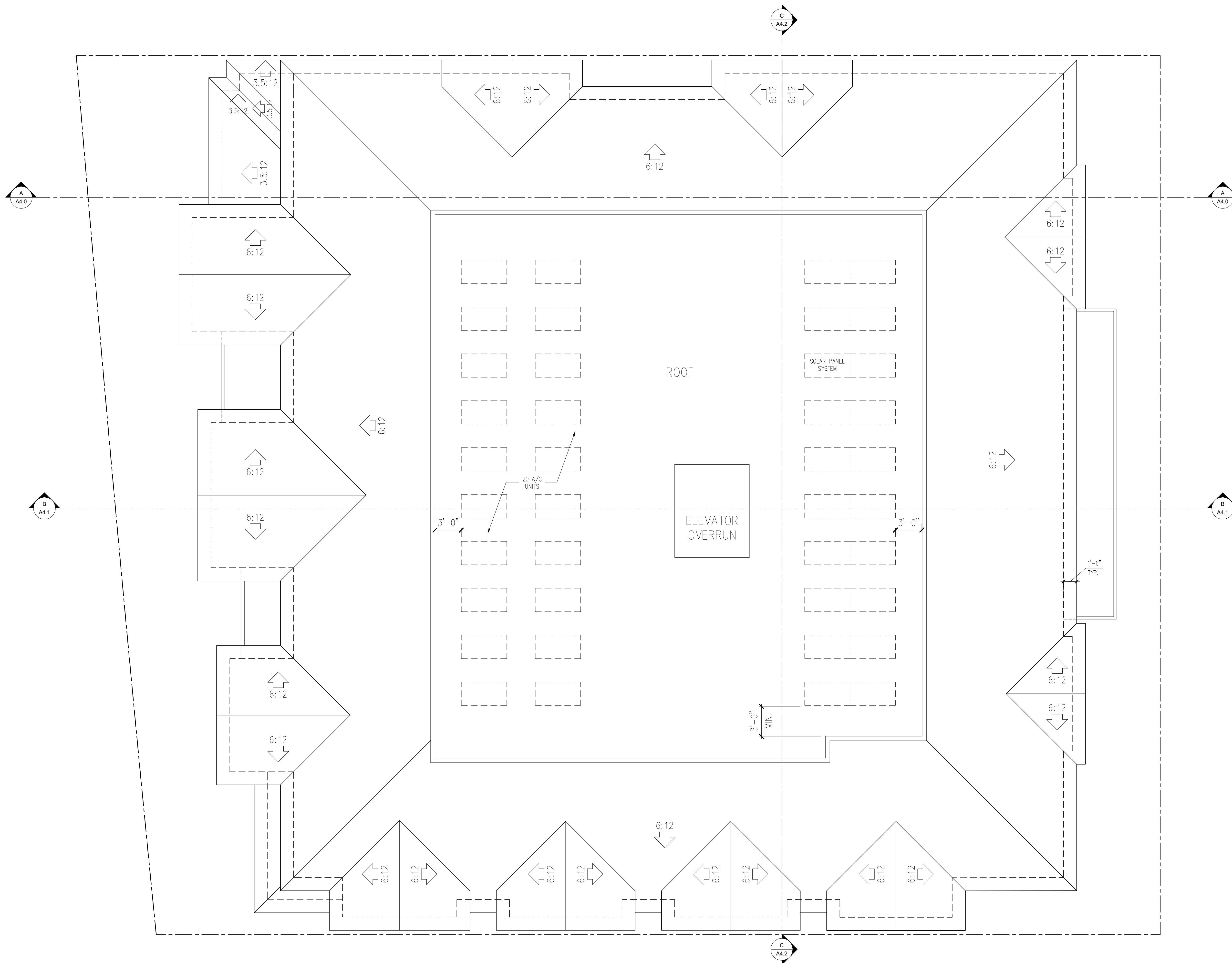


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ROOF PLAN

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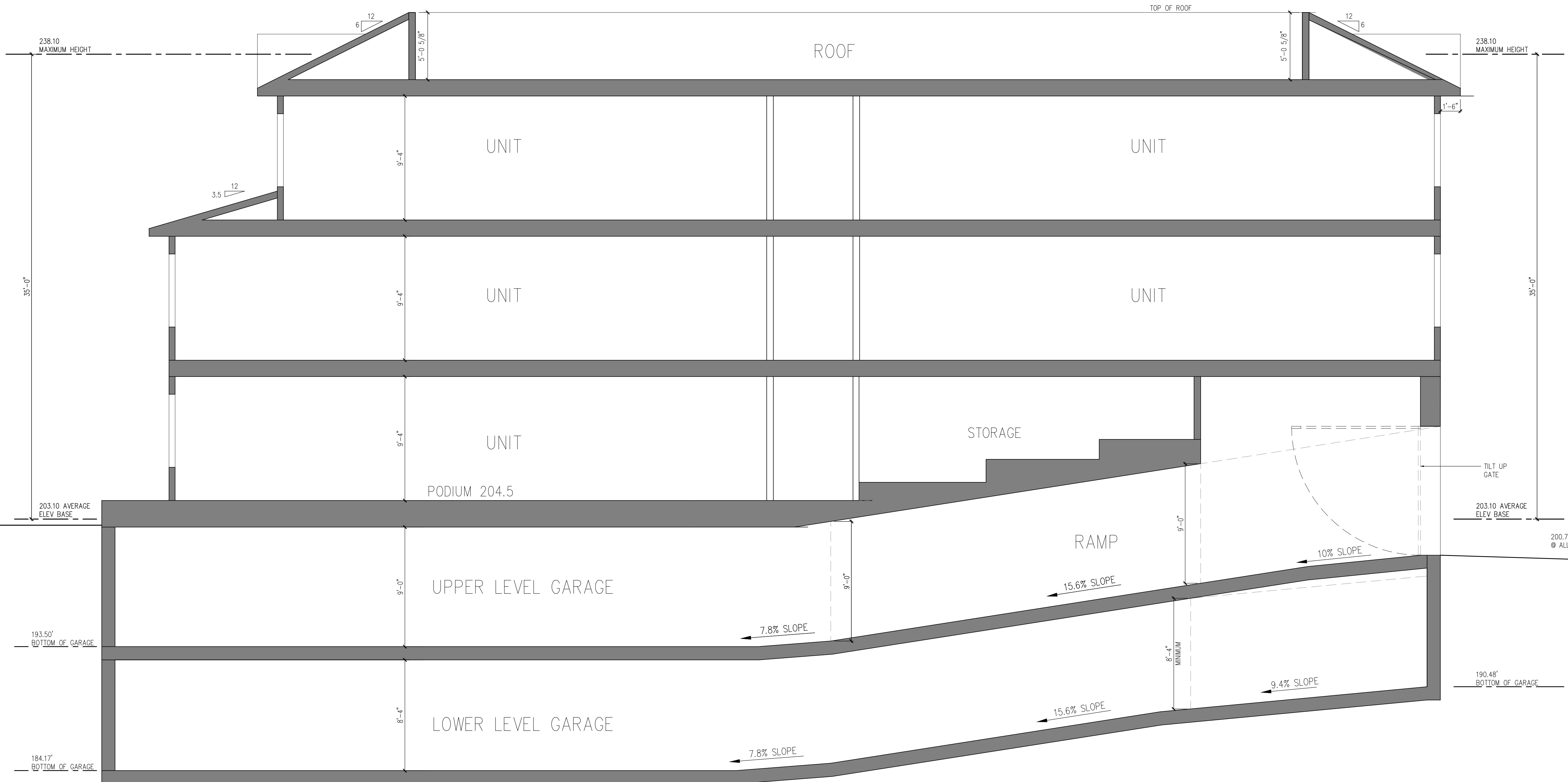


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BUILDING CROSS SECTION A-A

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A4.0





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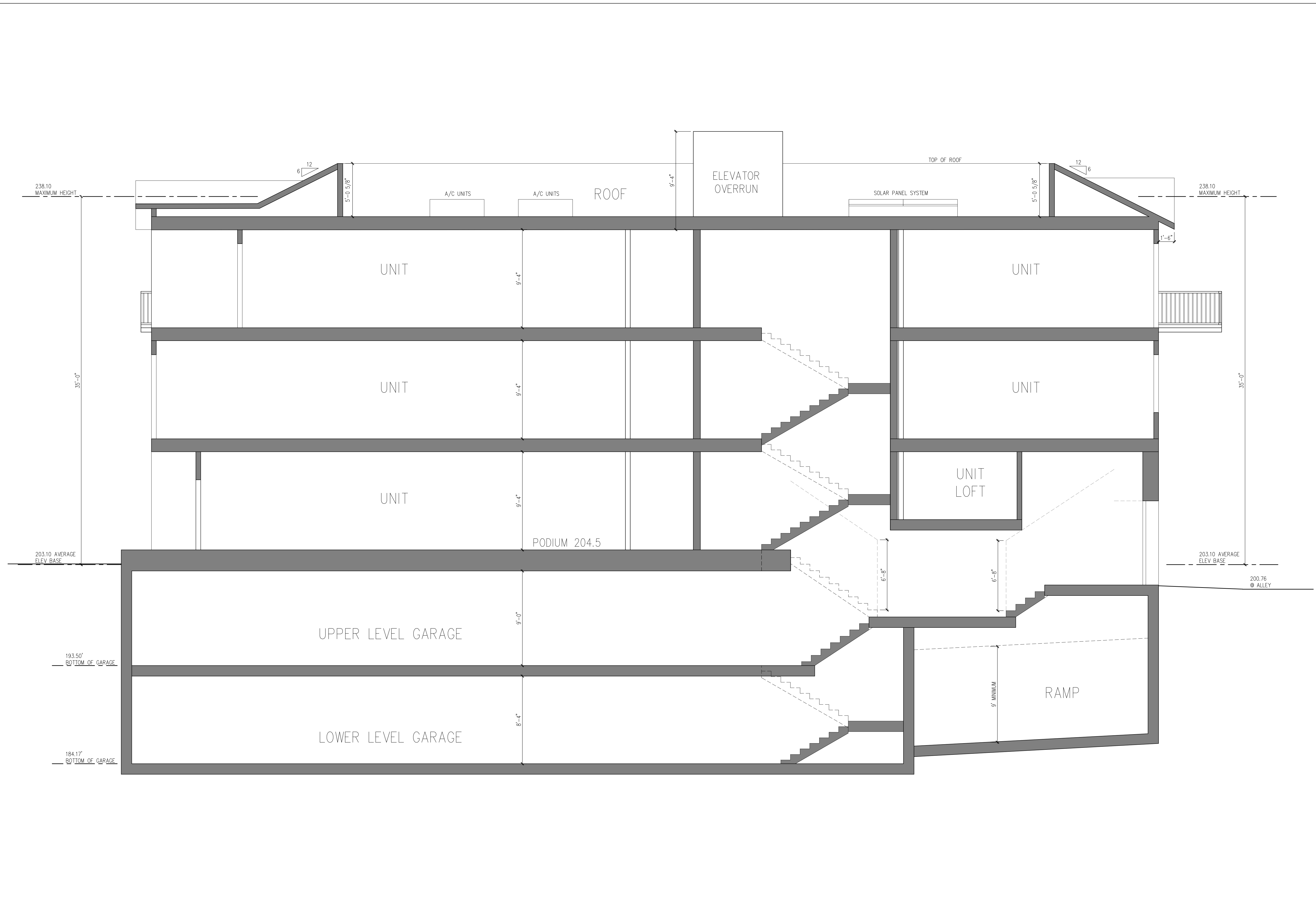


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BUILDING CROSS SECTION B-B

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A4.1



BUILDING CROSS SECTION B-B

SCALE: 1/4"=1'-0"



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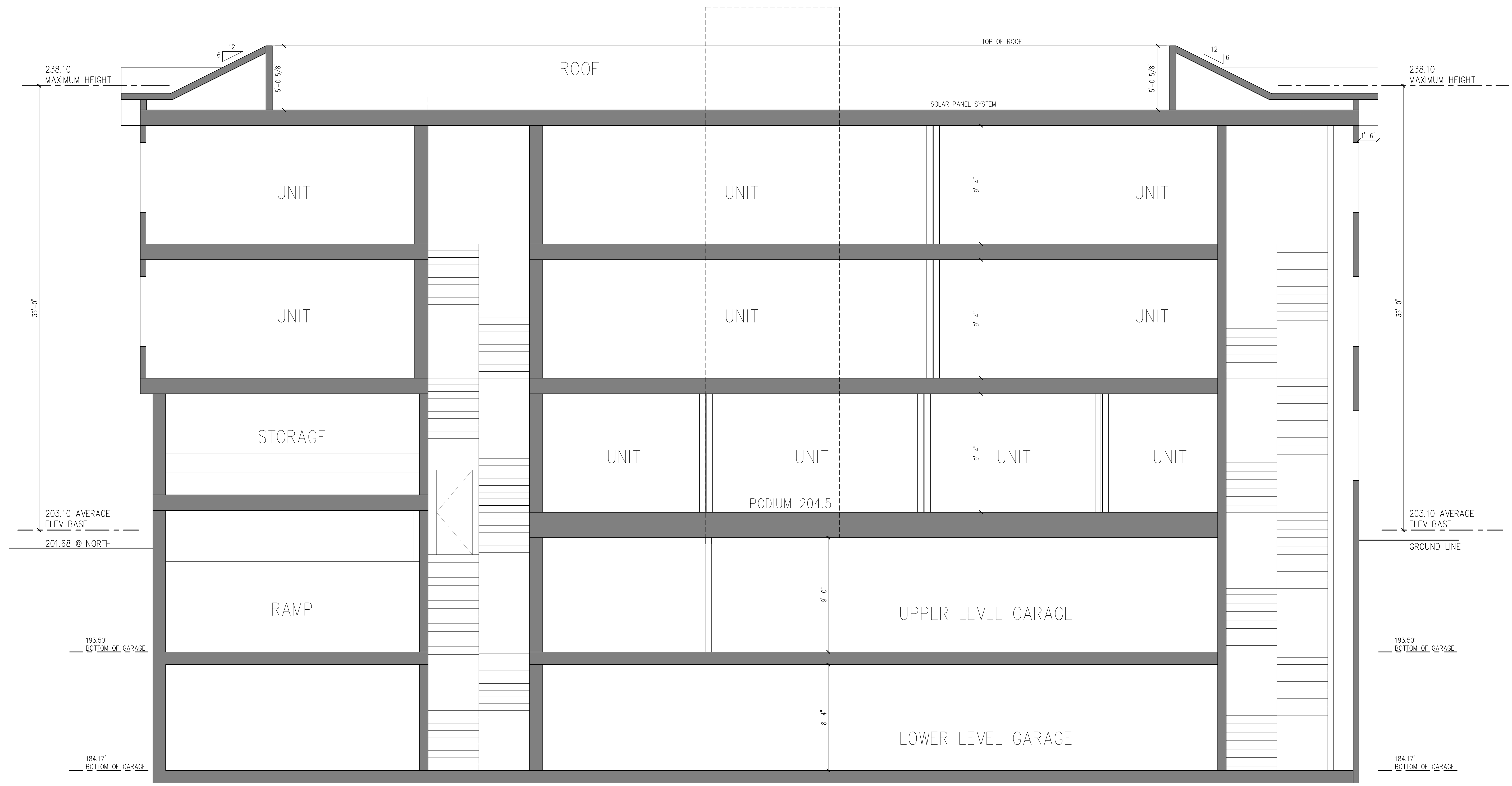


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BUILDING  
CROSS  
SECTION C-C

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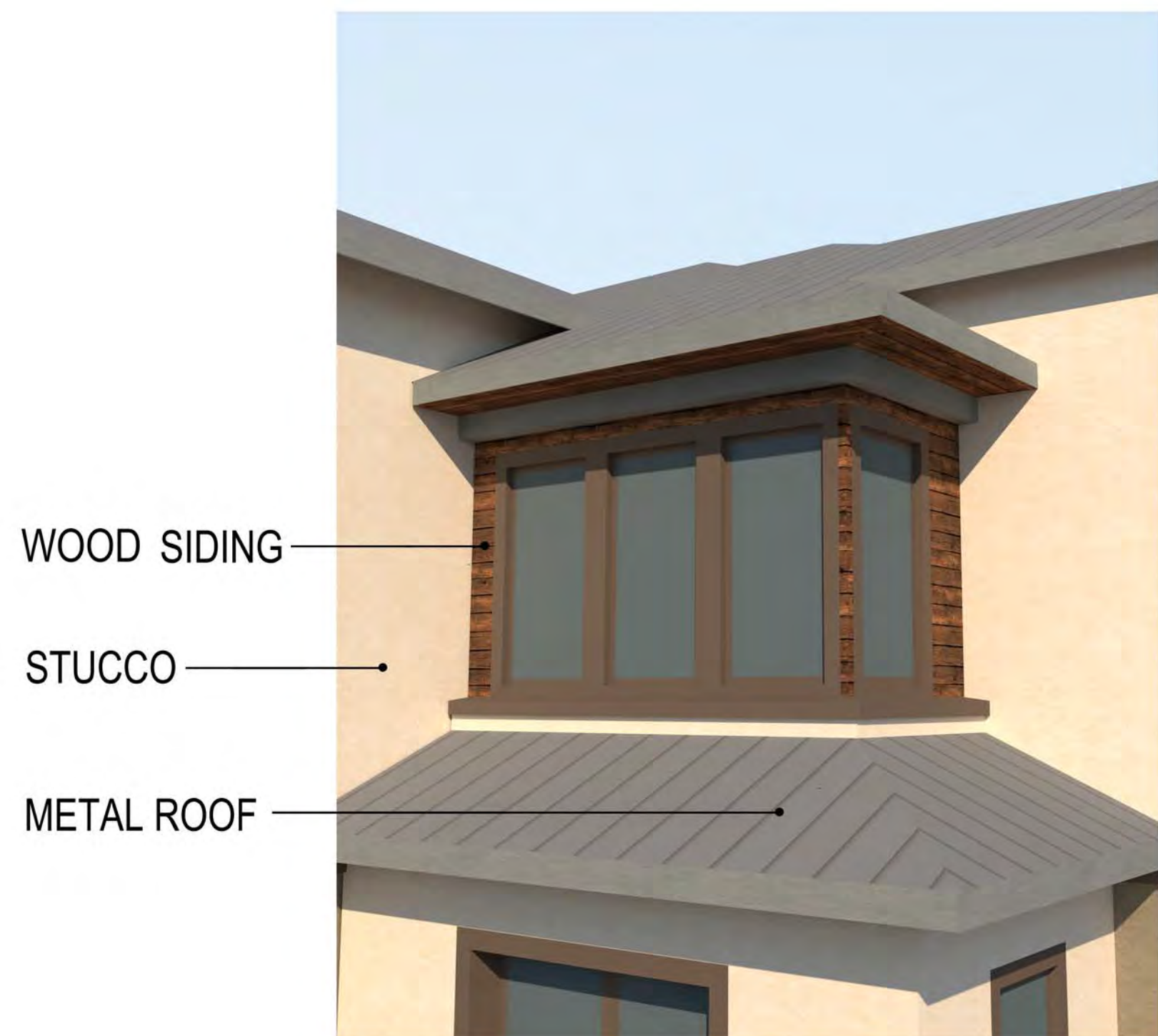
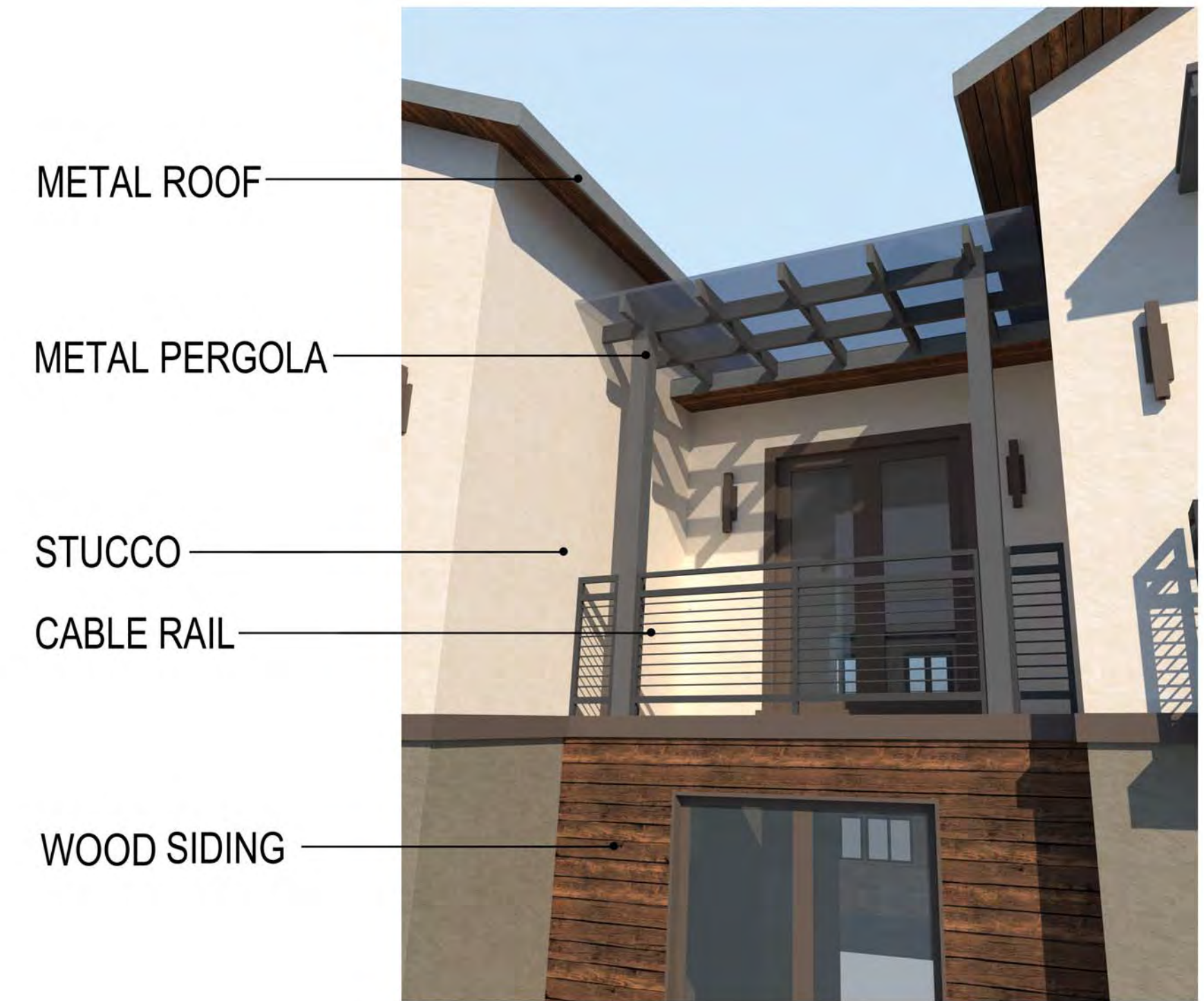
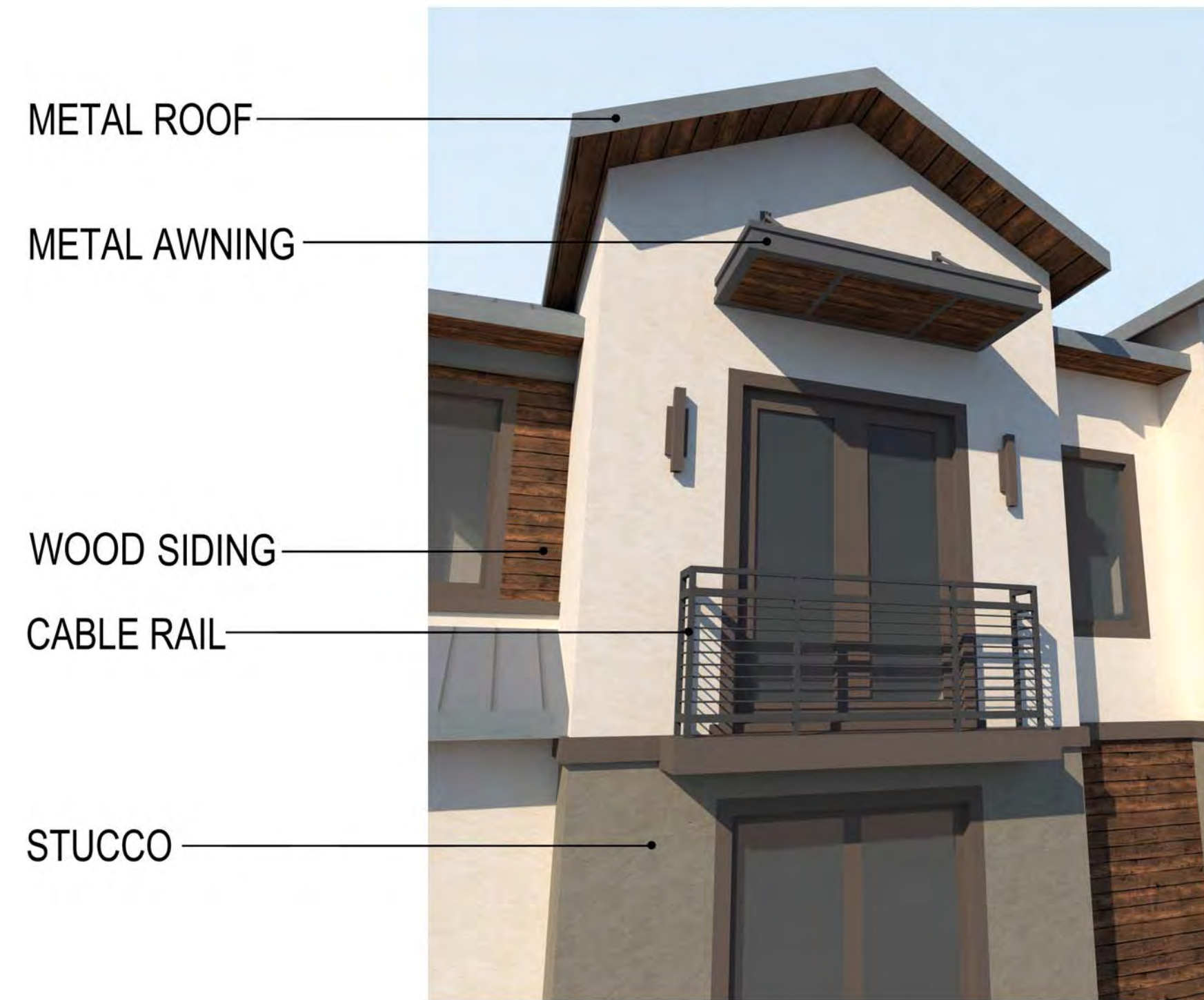
A4.2



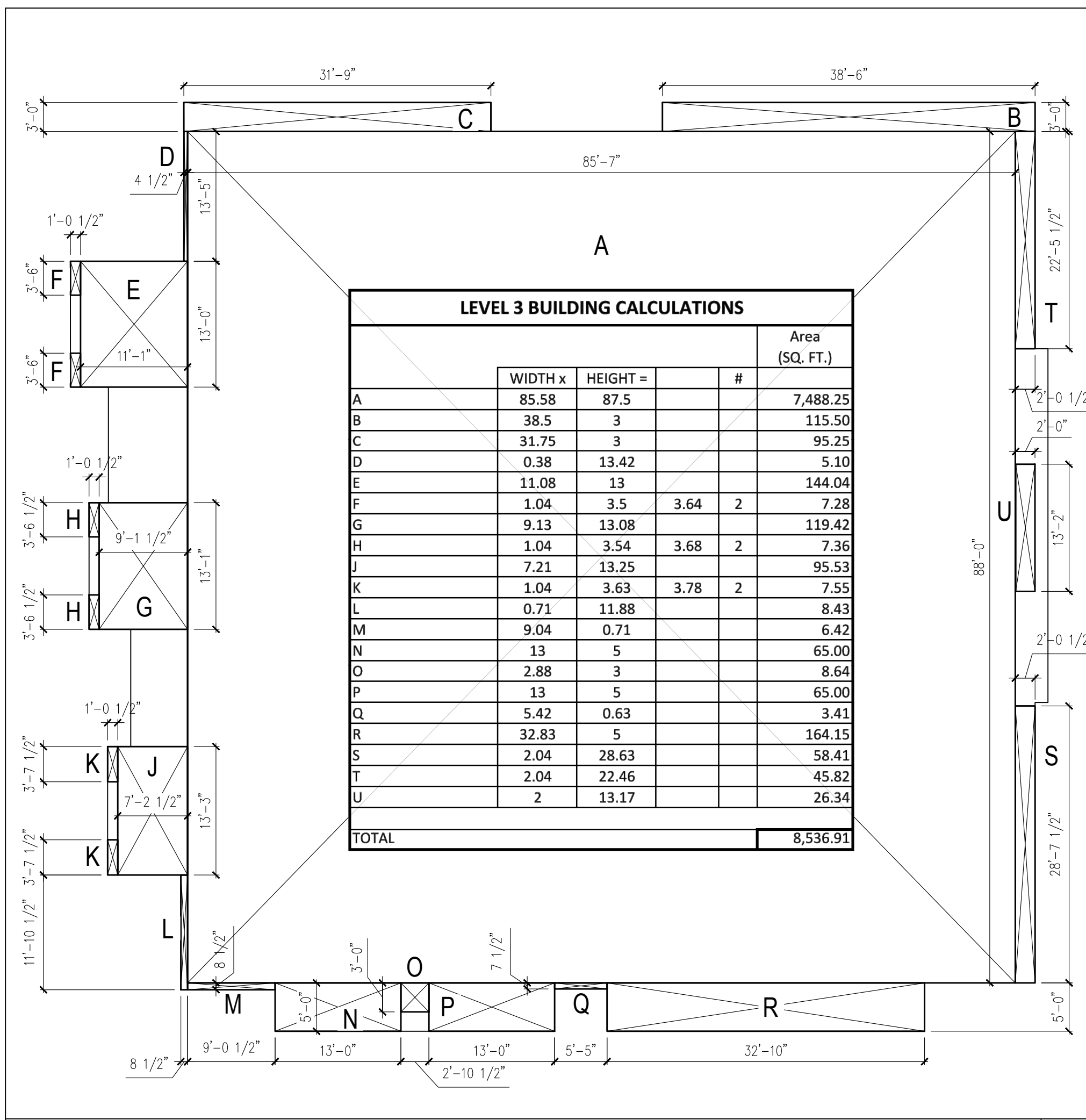
BUILDING CROSS SECTION C-C

SCALE: 1/4"=1'-0"





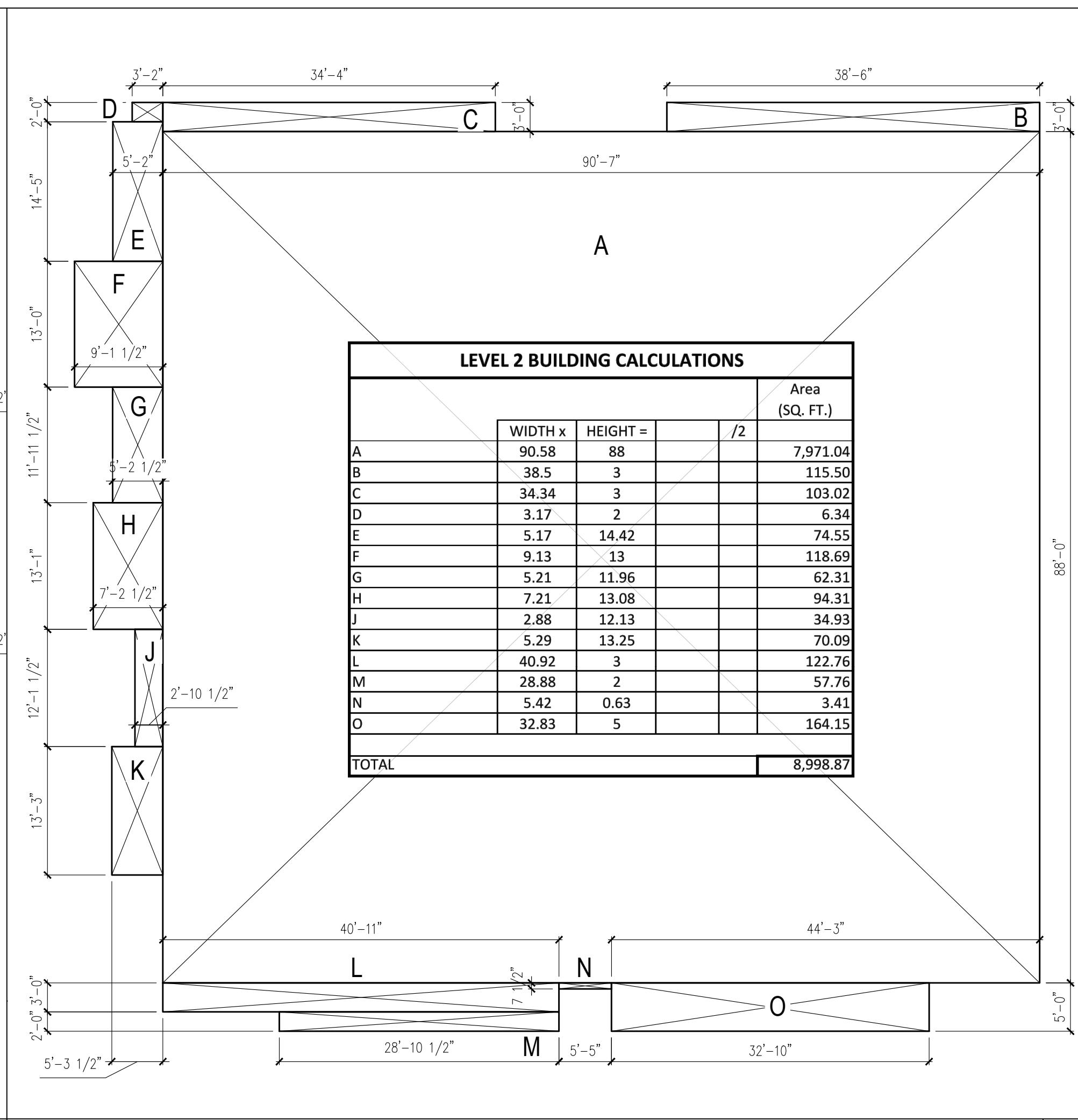




FLOOR AREA CALCULATIONS – LEVEL 3

SCALE: 3/32"=1'-0"

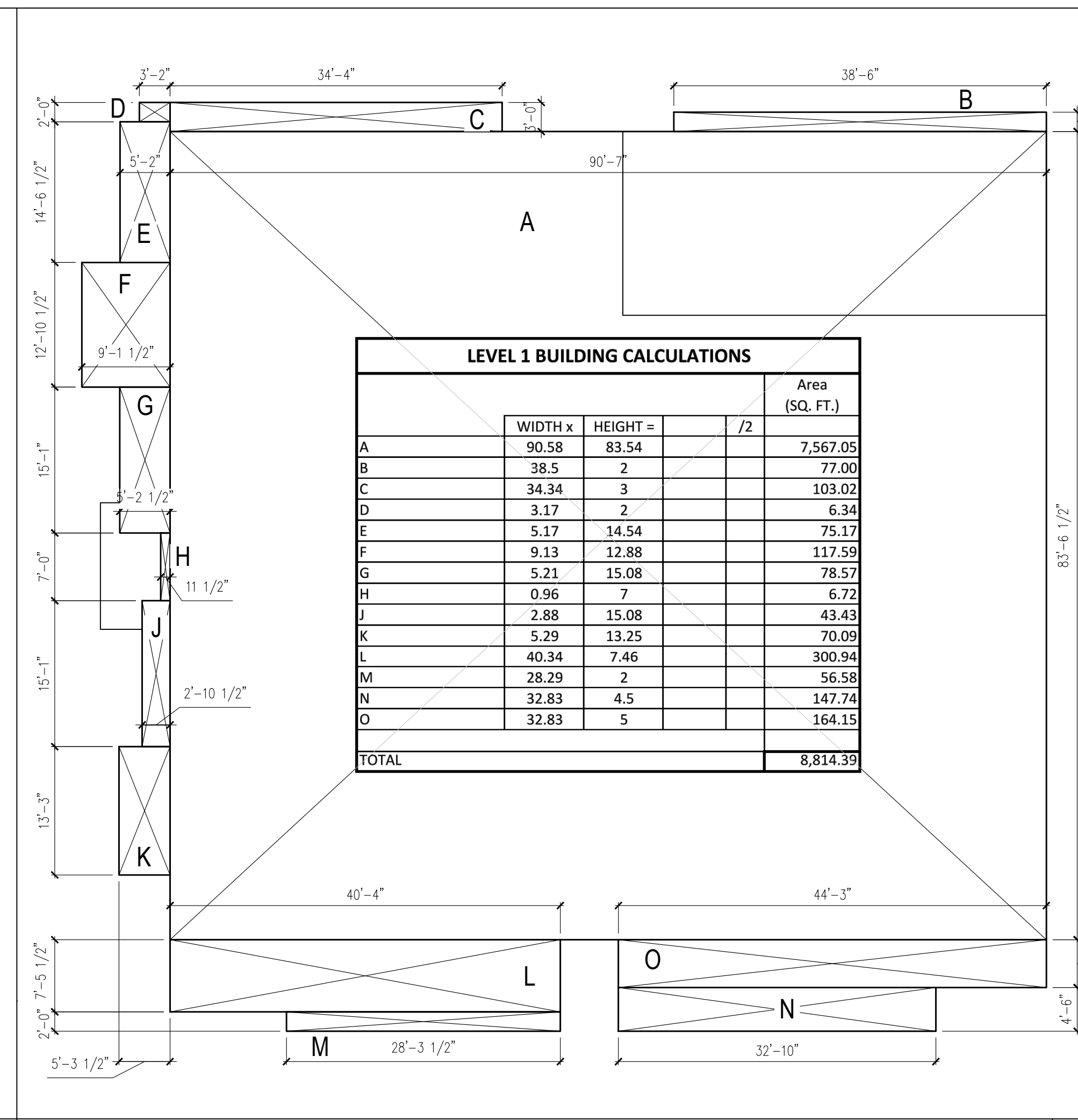
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FLOOR AREA CALCULATIONS – LEVEL 2

SCALE: 3/32"=1'-0"

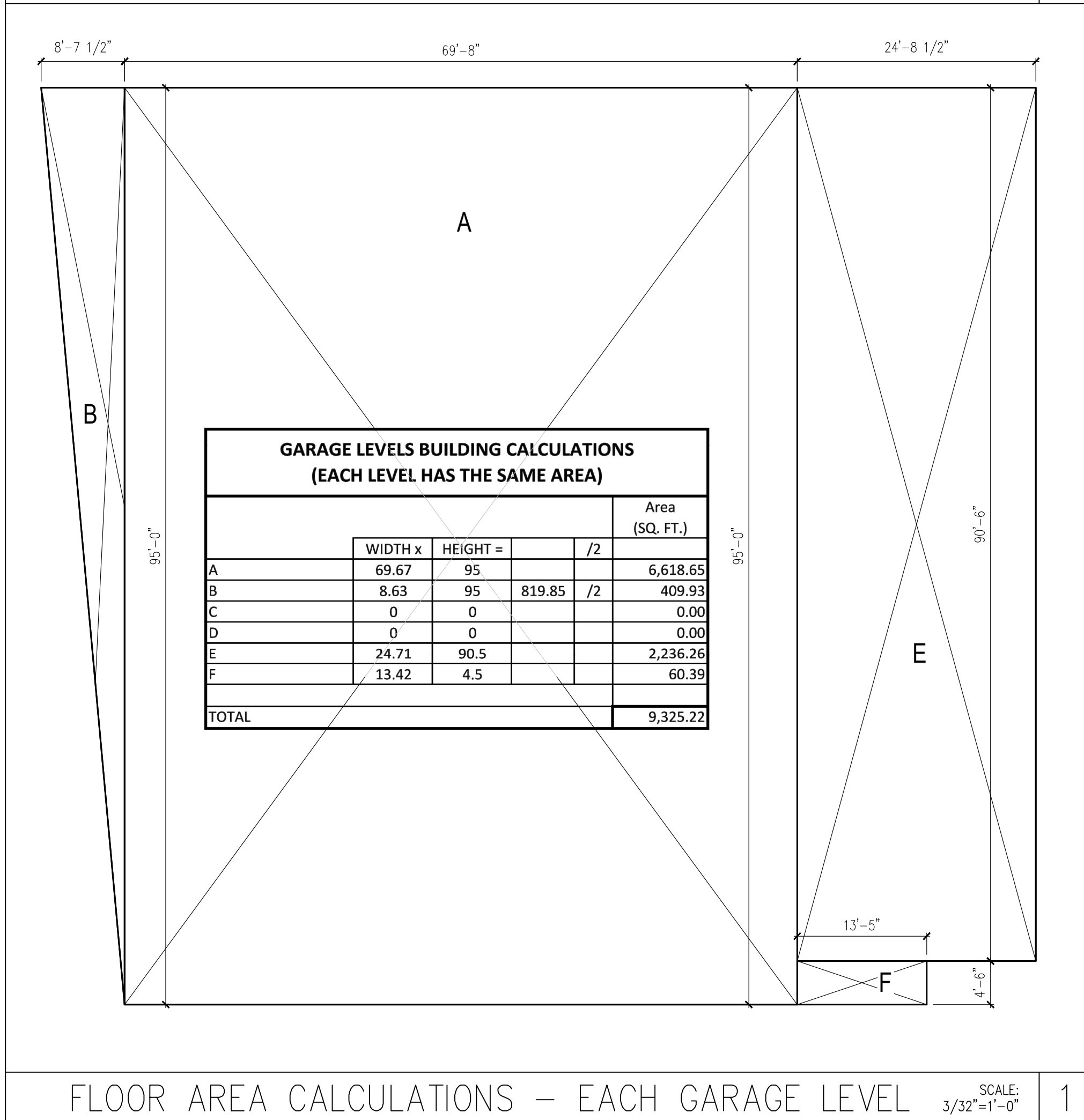
3



FLOOR AREA CALCULATIONS – LEVEL 1

SCALE: 3/32"=1'-0"

2



FLOOR AREA CALCULATIONS – EACH GARAGE LEVEL

SCALE: 3/32"=1'-0"

1

6518019 - 425 First Street													
Unit Mix & Area Tabulations													
Unit Type	Description	Unit Net (SF) Saleable Space			Open spaces (SF)	Area Gross (SF)	1/F	2/F	3/F	Total Units	%	Total Net Area (SF)	Total Net + Open spaces Area (SF)
		1/F	2/F	3/F									
Unit 1	1BR/1.5BA	840.2	-	-	-	840.2	1	0	0	1	5.00%	840.2	840.2
Unit 2	1BR/1.5BA	860.4	-	-	-	860.4	1	0	0	1	5.00%	860.4	860.4
Unit 3	1BR/1.5BA	884.3	-	-	-	884.3	1	0	0	1	5.00%	884.3	884.3
Unit 4	1BR/1.5BA/Loft	1,079.4	-	-	-	1,079.4	1	0	0	1	5.00%	1,079.4	1,079.4
Unit 5	Studio	581.4	-	-	-	581.4	1	0	0	1	5.00%	581.4	581.4
Unit 6	Studio	543.5	-	-	-	543.5	1	0	0	1	5.00%	543.5	543.5
Unit 7	Studio	601.4	-	-	-	601.4	1	0	0	1	5.00%	601.4	601.4
Unit 8	Studio	572.0	-	-	-	572.0	1	0	0	1	5.00%	572.0	572.0
Unit 9	2BR/2BA	-	1,136.8	-	-	1,136.8	0	1	0	1	5.00%	1,136.8	1,136.8
Unit 10	2BR/2.5BA	-	1,585.2	-	-	1,585.2	0	1	0	1	5.00%	1,585.2	1,585.2
Unit 11	1BR/2BA	-	1,354.0	-	-	1,354.0	0	1	0	1	5.00%	1,354.0	1,354.0
Unit 12	2BR/2BA	-	1,147.8	-	-	1,147.8	0	1	0	1	5.00%	1,147.8	1,147.8
Unit 13	2BR/2.5BA	-	1,312.6	-	211.9	1,524.5	0	1	0	1	5.00%	1,312.6	1,524.5
Unit 14	1BR/2BA	-	974.5	-	-	974.5	0	1	0	1	5.00%	974.5	974.5
Unit 15	2BR/2BA	-	-	1,079.4	-	1,079.4	0	0	1	1	5.00%	1,079.4	1,079.4
Unit 16	2BR/2.5BA	-	-	1,449.9	145.3	1,595.2	0	0	1	1	5.00%	1,449.9	1,595.2
Unit 17	1BR/2BA	-	-	1,224.1	-	1,224.1	0	0	1	1	5.00%	1,224.1	1,224.1
Unit 18	2BR/2BA	-	-	1,147.8	-	1,147.8	0	0	1	1	5.00%	1,147.8	1,147.8
Unit 19	2BR/2.5BA	-	-	1,312.6	211.9	1,524.5	0	0	1	1	5.00%	1,312.6	1,524.5
Unit 20	1BR/2BA	-	-	974.5	-	974.5	0	0	1	1	5.00%	974.5	974.5
<b>Total</b>							<b>8</b>	<b>6</b>	<b>6</b>	<b>20</b>	<b>100.00%</b>	<b>20,661.8</b>	<b>21,230.9</b>
												<b>1,033.1</b>	<b>1,061.5</b>
												<b>AVG.</b>	<b>AVG.</b>
First Street Entry Porch & Lyell Street Entry					109.5								
Total Unit Net per floor							5,962.6	7,510.9	7,188.3	20,661.8			
Total Open space per floor							0.0	211.9	357.2	569.1			
Total Levels 1, 2 & 3 (Net + Open spaces)										21,230.9			
Total Building SF (Levels 1, 2 & 3 Gross)							8,814.4	8,998.9	8,536.9	678.6			27,028.8
Garage													
Upper Garage Level										9,325.2			
Lower Garage Level										9,325.2			
Total										18,650.4			
Parking Summary													
Parking Provided:											Parking Spaces	Van Space	
Garage Level											27	1	
											<b>Total Required</b>	<b>28</b>	



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425 FIRST STREET

LOS ALTOS CALIFORNIA

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PROJECT No.: 6518019  
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GROSS FLOOR AREA CALCULATIONS

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A5.0



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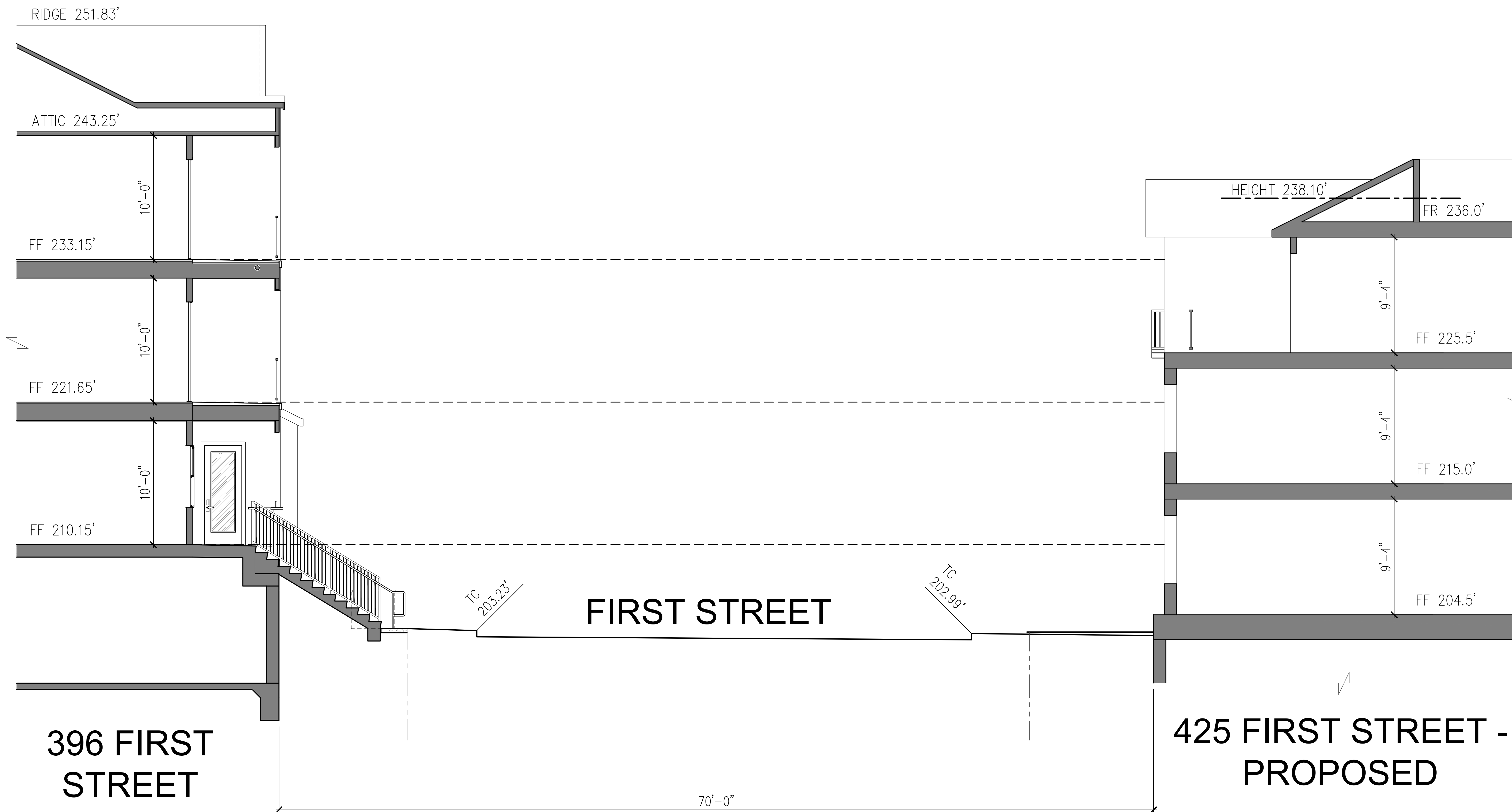


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CROSS SECTIONS  
ACROSS  
FIRST STREET

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A6.0



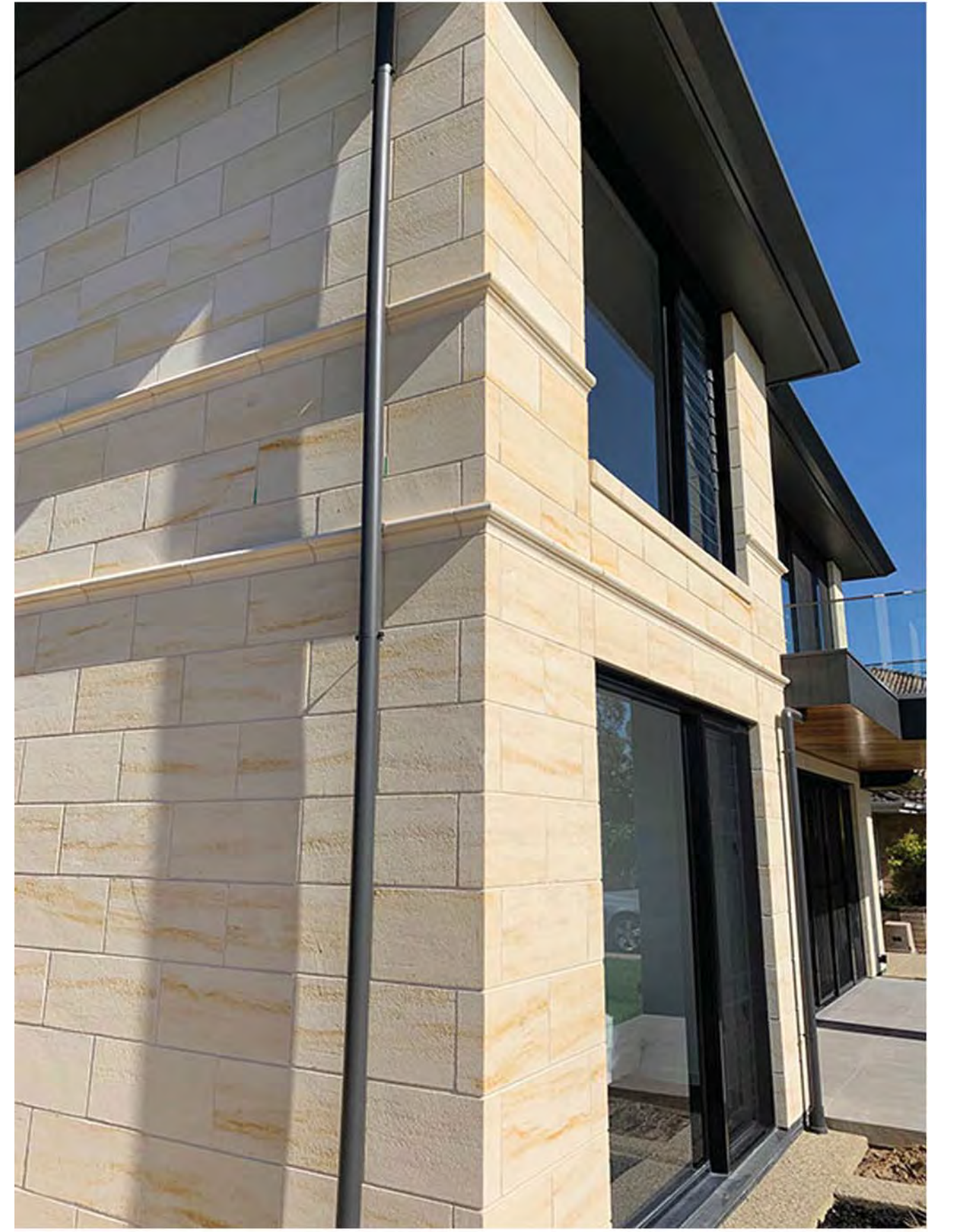




METAL AWNING



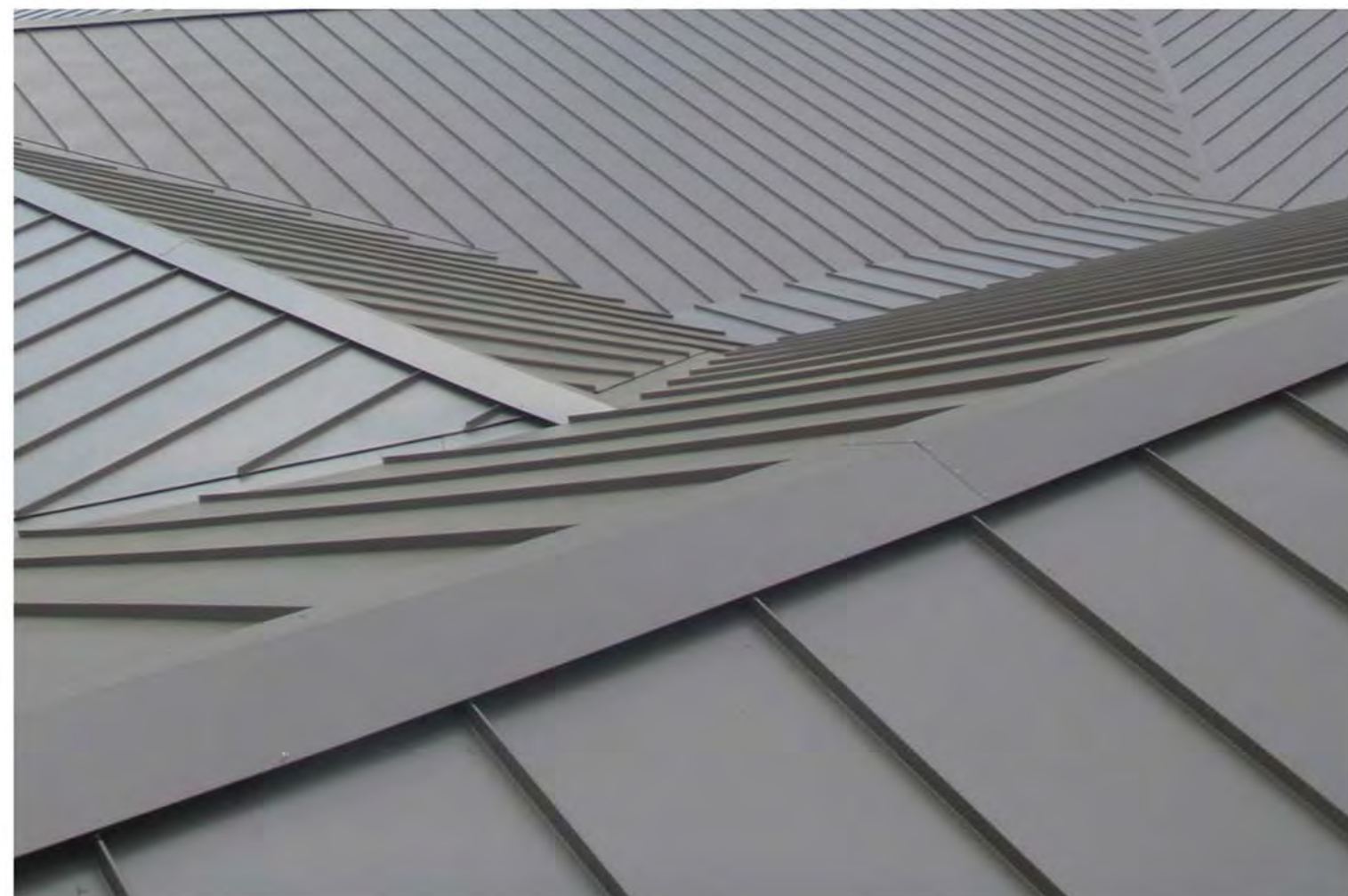
WOOD SIDING



STONE



PERGOLA



METAL ROOFING



CABLE RAILING

425 FIRST STREET  
Los Altos, CA  
June 12, 2019

A7.0  
IMAGES







**LANDSCAPE AREA CALCULATION – FRONT 10' SETBACK**

HARDSCAPE	354 SF
SOFTSCAPE	554 SF
<b>TOTAL</b>	<b>908 SF</b>
PERCENTAGE	61%

**LANDSCAPE AREA CALCULATION – REAR 10' SETBACK**  
EXCLUDES 2' EASEMENT & DRIVEWAY

HARDSCAPE	250 SF
SOFTSCAPE	393 SF
<b>TOTAL</b>	<b>643 SF</b>
PERCENTAGE	61%



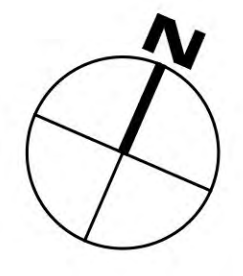
**425 FIRST STREET**  
  
LOS ALTOS CALIFORNIA

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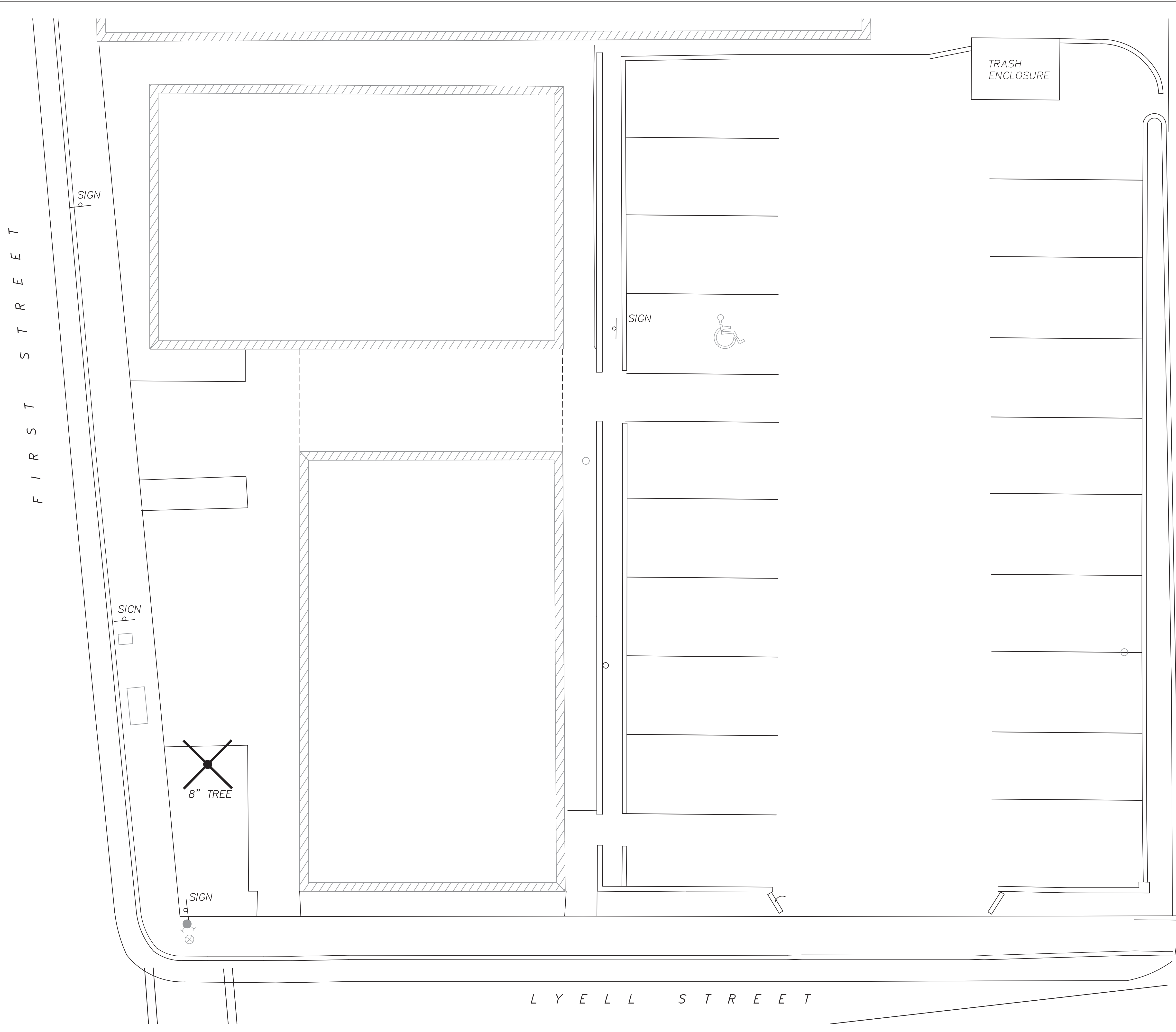
**LANDSCAPE PLAN**



SCALE: 3/16" = 1'-0"

**L1.01**





**LEGEND**



TREE TO BE REMOVED



8" TREE TREE DIAMETER

**PROTECTED TREES**

1. PER CITY OF LOS ALTOS TREE PROTECTION ORDINANCE 11.08 ALL TREES, REGARDLESS OF SPECIES, THAT ARE 48-INCHES OR LARGER IN CIRCUMFERENCE (APPROX. 15-INCHES IN DIAMETER) ARE PROTECTED AND REQUIRE A TREE REMOVAL PERMIT BEFORE THEY CAN BE REMOVED.
2. ANY TREE THAT IS 48-INCHES (FOUR FEET) OR GREATER IN CIRCUMFERENCE WHEN MEASURED AT 48-INCHES ABOVE THE GROUND.
3. ANY TREE DESIGNATED BY THE HISTORICAL COMMISSION AS A HERITAGE TREE OR ANY TREE UNDER OFFICIAL CONSIDERATION FOR A HERITAGE TREE DESIGNATION. (ALL CANARY ISLAND PALM TREES ON RINCONADA COURT ARE DESIGNATED AS HERITAGE TREES.)
4. ANY TREE WHICH WAS REQUIRED TO BE EITHER SAVED OR PLANTED IN CONJUNCTION WITH A DEVELOPMENT REVIEW APPROVAL (I.E. NEW TWO-STORY HOUSE).
5. ANY TREE LOCATED WITHIN A PUBLIC RIGHT-OF-WAY.
6. ANY TREE LOCATED ON PROPERTY ZONED OTHER THAN SINGLE-FAMILY RESIDENTIAL.
7. IN ACCORDANCE WITH CITY TREE PROTECTION ORDINANCE 11.08.090 SECTION C REPLACEMENT TREES SHALL BE PLANTED OF A SPECIES AND SIZE AND AT LOCATIONS AS DESIGNATED BY THE APPROVAL AUTHORITY.

EXISTING TREES	
8" TREE	CUPRESSUS WEeping CYPRESS

TREE REMOVAL	
EXISTING ON-SITE TREES	1
TREES TO REMAIN	0
TREES TO BE REMOVED	1
PROTECTED TREES TO BE REMOVED	1

ALLEY



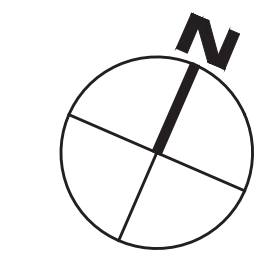
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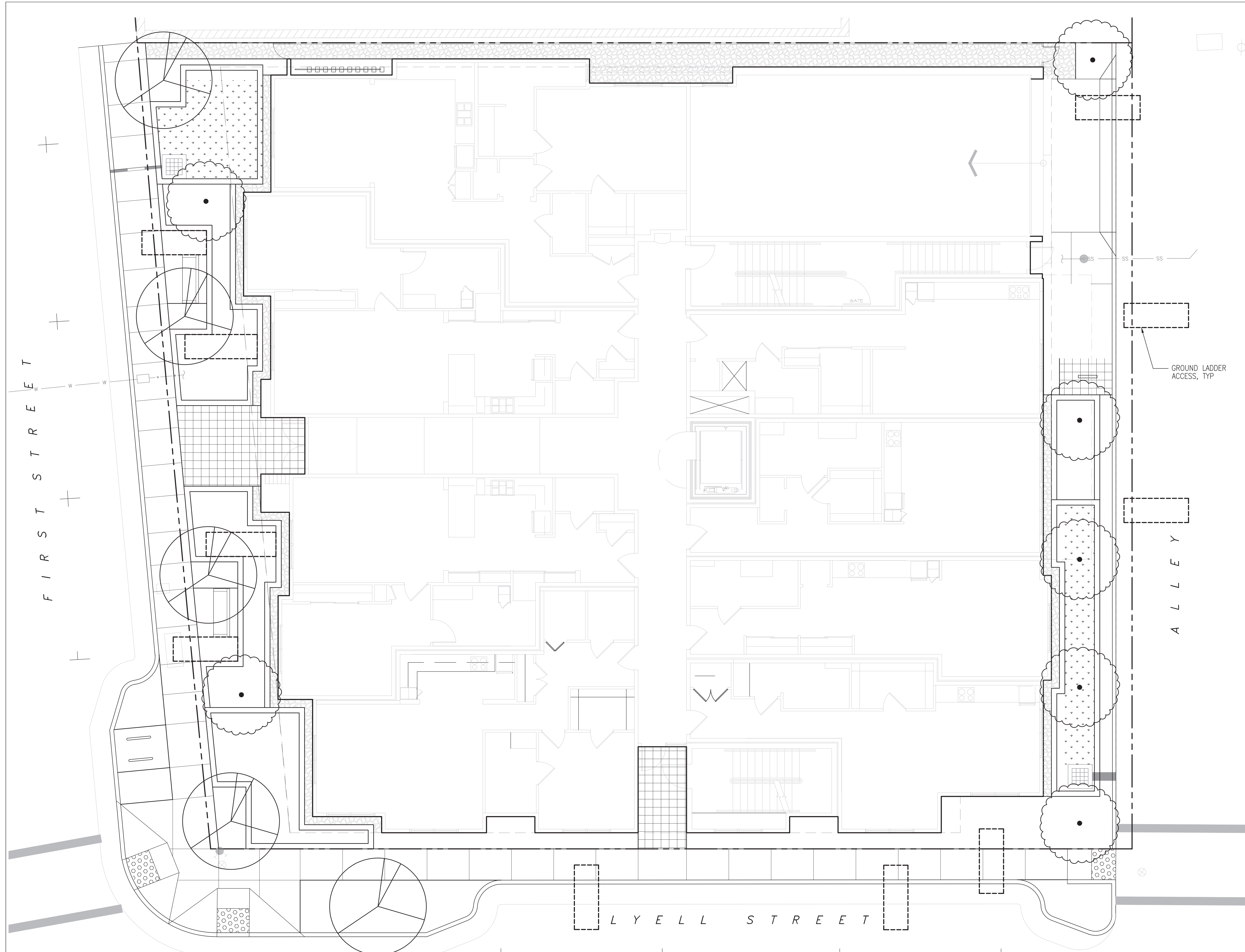
**TREE REMOVAL PLAN**



SCALE: 3/16" = 1'-0"

**L1.02**





425 FIRST STREET

LOS ALTOS CALIFORNIA

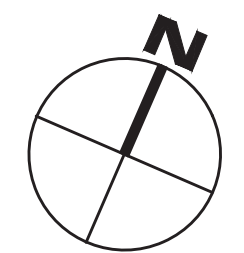
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GROUND LADDER ACCESS

L1.03

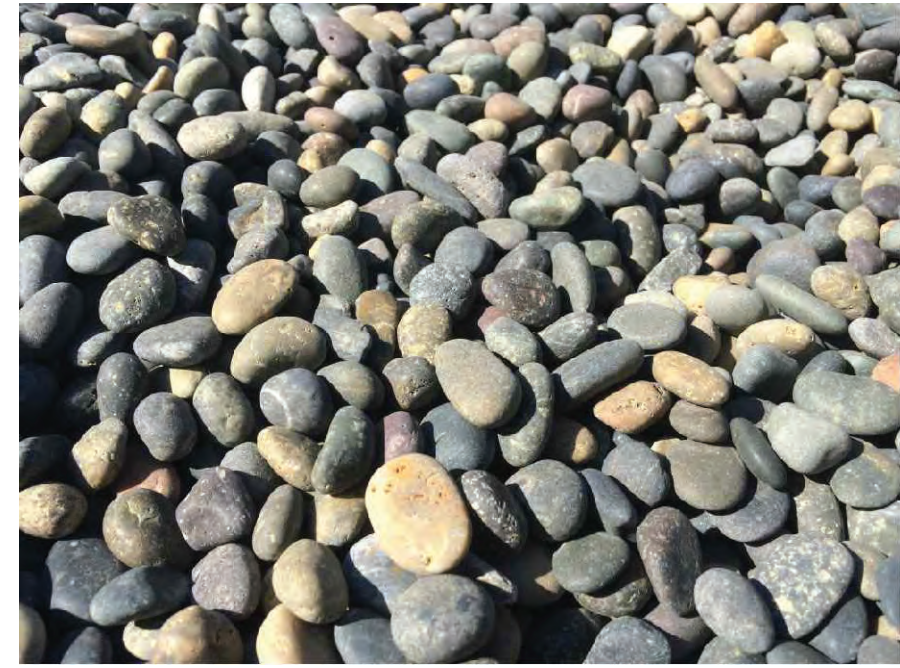


SCALE: 3/16" = 1'-0"





CIRCULAR BIKE RACK



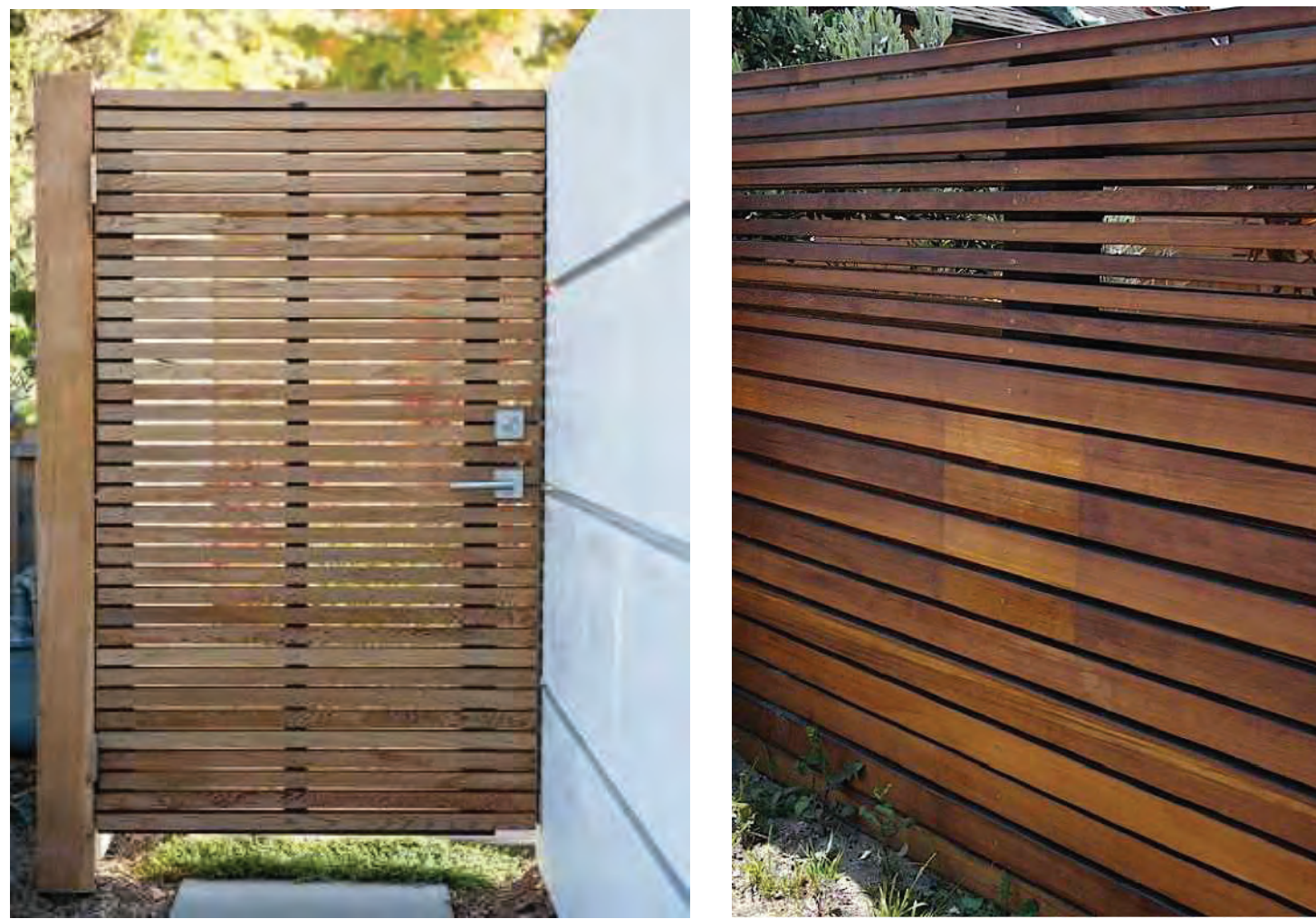
DECORATIVE COBBLE



STANDARD LOS ALTOS DOWNTOWN AREA BENCH



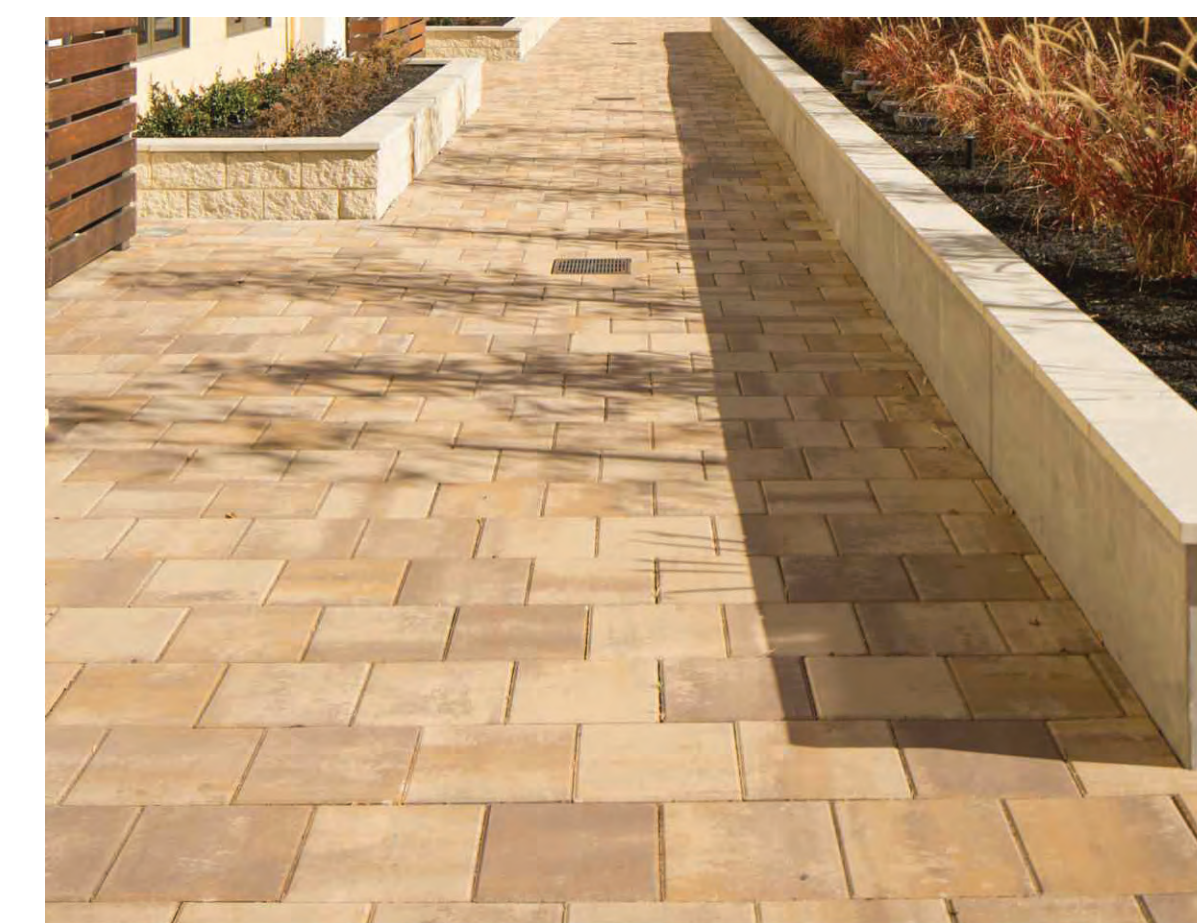
U-SHAPED BIKE RACK



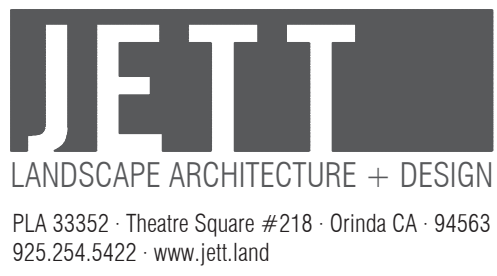
GATE & FENCE



RAISED PLANTERS W/DECORATIVE FINISH SIMILAR TO ARCHITECTURE



DECORATIVE PAVING



425 FIRST STREET

LOS ALTOS CALIFORNIA

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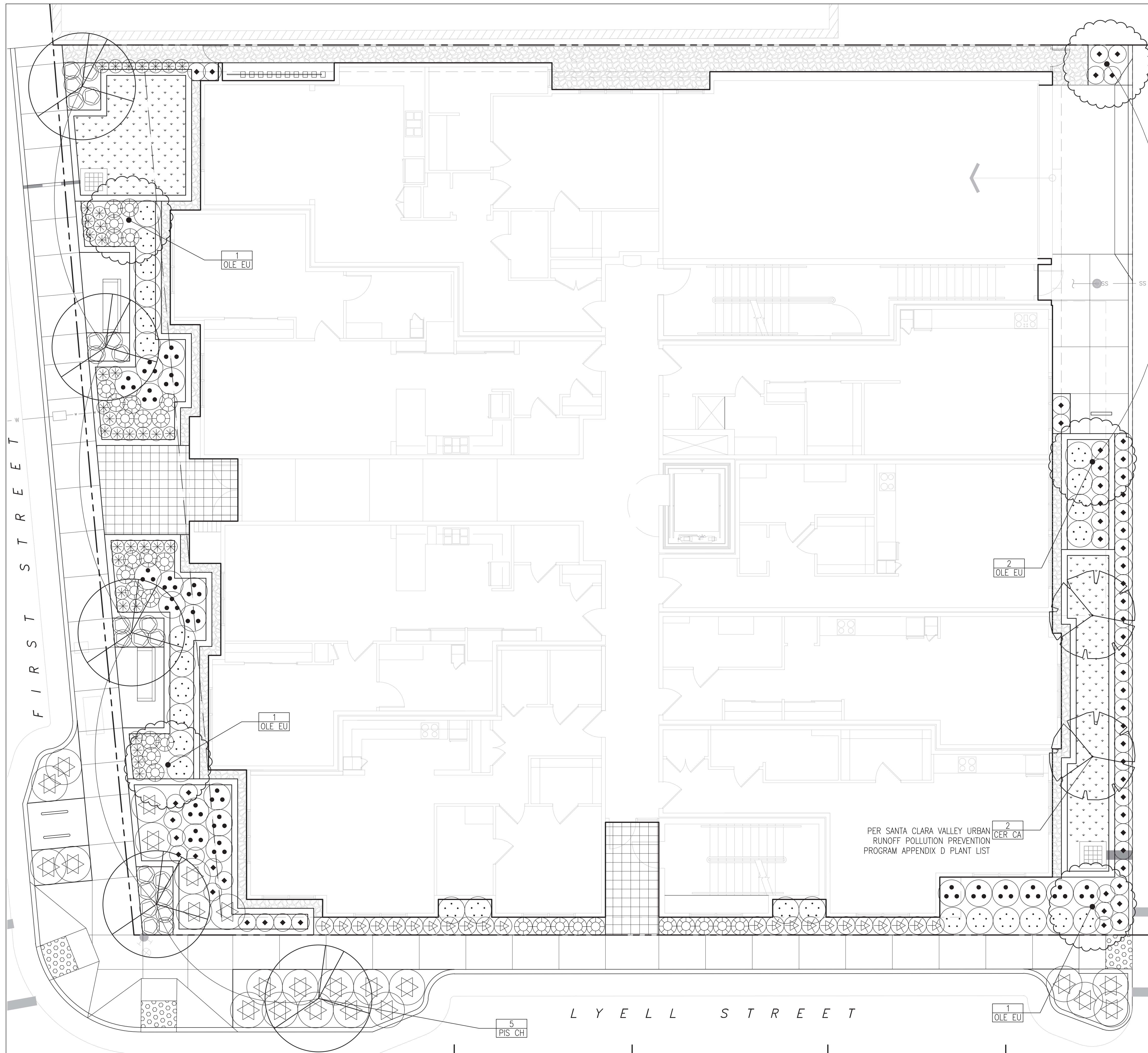
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PRECEDENT IMAGES

L2.01





**PLANT LIST**

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	OC SPACING	QTY	WTR USE
<b>TREES</b>						
CER CA	CERCIS CANADENSIS 'FOREST PANSEY'	EASTERN REDBUD	36" BOX	PER PLAN	2	M
OLE EU	OLEA EUROPEA 'SWAN HILL'	FRUITLESS OLIVE	36" BOX	PER PLAN	5	VL
PIS CH	PISTACIA CHINENSIS	CHINESE PISTACHE	36" BOX	PER PLAN	5	L
<b>SHRUBS</b>						
☼	AGAVE ATTENUATA	FOXTAIL AGAVE	5 GAL	3'-0"		L
⊗	ROSMARINUS OFFICINALIS 'ROMAN BEAUTY'	ROSEMARY	5 GAL	2'-0"		L
<b>GRASS &amp; GRASS-LIKE PLANTS</b>						
⊗	ALOE 'JOHNSON'S HYBRID'	JOHNSON'S ALOE	1 GAL	1'-6"		L
⊗	BULBINE FRUTESCENS	BULBINE	1 GAL	2'-0"		L
⊗	CAREX DIVULSA	BERKELEY SEDGE	1 GAL	2'-0"		L
⊗	LOMANDRA LONGIFOLIA 'BREEZE'	DWARF MAT RUSH	5 GAL	3'-0"		L
<b>GROUNDCOVER</b>						
⊗	CEANOTHUS 'CENTENNIAL'	CALIFORNIA LILAC	5 GAL	4'-0"		L
⊗	SENECIO MANDRALISCAE	KLEINIA	1 GAL	2'-0"		L
<b>STORMWATER AREA PLANTING</b>						
⊗	CAREX DIVULSA	BERKELEY SEDGE	1 GAL	2'-0"		L
⊗	JUNCUS PATENS	GRAY RUSH	1 GAL	2'-0"		L
⊗	SISYRINCHIUM BELLUM	BLUE-EYED GRASS	1 GAL	1'-0"		L



**425 FIRST STREET**

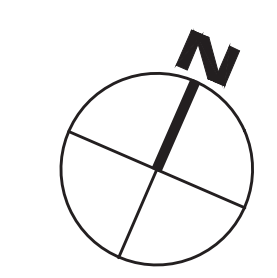
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**PLANTING PLAN**



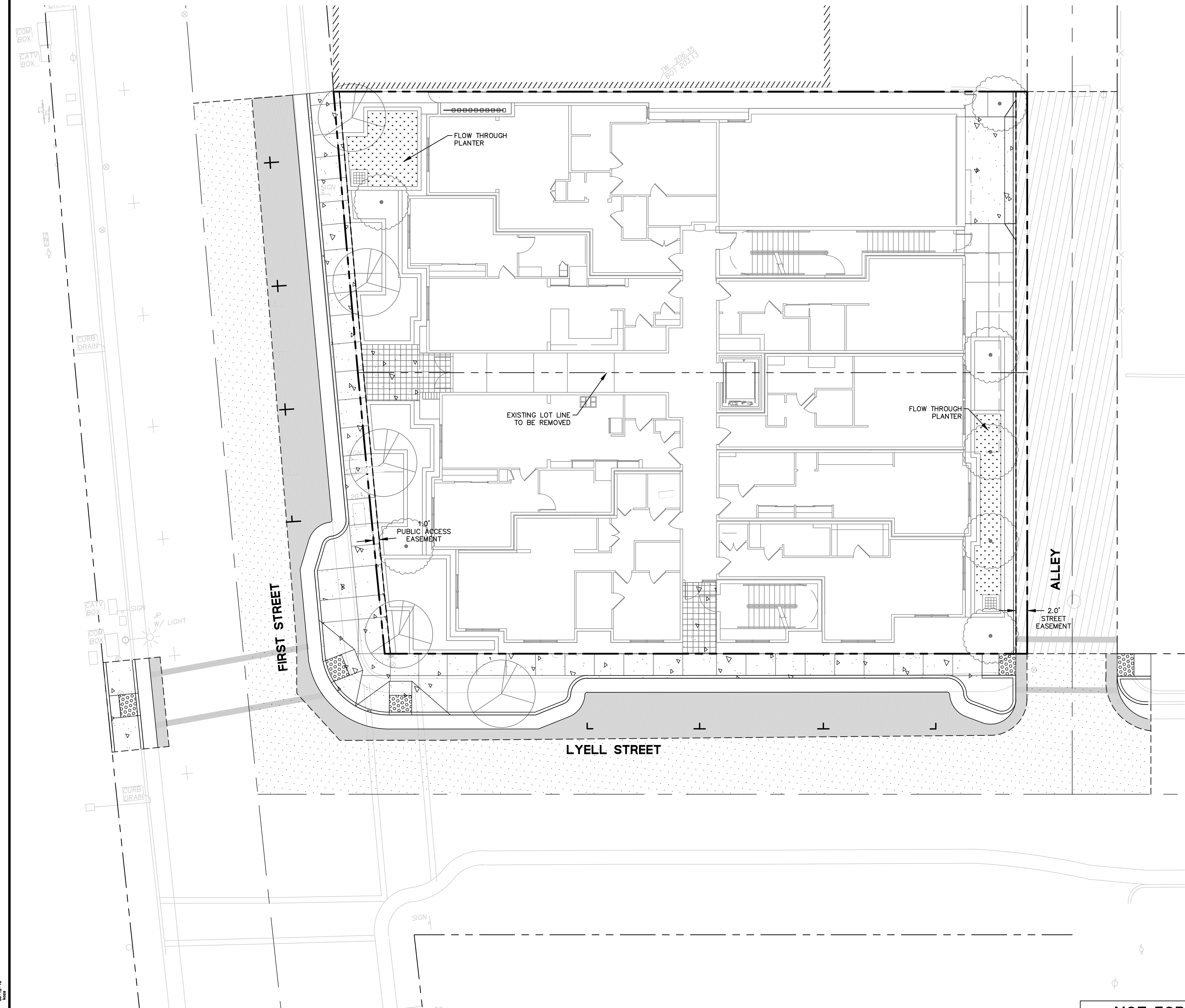
SCALE: 3/16" = 1'-0"

**L3.01**



# VESTING TENTATIVE MAP

## ONE-LOT MAP FOR CONDOMINIUM PURPOSES



**NOT FOR CONSTRUCTION**

SHEET	TITLE
CO.0	TITLE SHEET
C1.0	EXISTING CONDITIONS
C2.0	PRELIMINARY SITE PLAN
C3.0	PRELIMINARY GRADING AND UTILITY PLAN
C4.0	PRELIMINARY STORMWATER CONTROL PLAN

### SITE INFORMATION

- OWNER: 425 FIRST LOS ALTOS, LLC.
- CONTACT: JEFF WARMOTH
- CIVIL ENGINEER: BKF ENGINEERS  
1730 N. FIRST STREET,  
SUITE 600  
SAN JOSE, CA 95112  
CONTACT: ISAAC KONTOROVSKY  
(408) 467-9100
- PROPERTY: 425 FIRST ST., LOS ALTOS
- ASSESSORS PARCEL NO. 167-41-019
- GENERAL PLAN: DOWNTOWN LAND USE AND ECONOMIC REVITALIZATION PLANS
- EXISTING ZONING: COMMERCIAL DOWNTOWN/MULTIPLE FAMILY (CD/R-3)
- PROPOSED ZONING: COMMERCIAL DOWNTOWN/MULTIPLE FAMILY (CD/R-3)
- EXISTING USE: COMMERCIAL
- PROPOSED USE: RESIDENTIAL
- GROSS AREA: 11,879 SQUARE FEET
- NET AREA: 11,879 SQUARE FEET
- NUMBER OF UNITS: 20-RESIDENTIAL
- NUMBER OF LOTS: EXISTING-2  
PROPOSED-1
- UTILITIES:
  - A. WATER: CALIFORNIA WATER SERVICE COMPANY
  - B. SANITARY SEWER: CITY OF LOS ALTOS
  - C. STORM DRAIN: N/A
  - D. GAS/ELECTRIC: PACIFIC GAS & ELECTRIC
  - E. TELEPHONE: AT&T
  - F. CABLE TV: COMCAST
- BENCHMARK: 2-1/2" BRASS DISK IN CONCRETE BASE, STAMPED CS061013, INSIDE MONUMENT WELL AT THE INTERSECTION OF FIRST STREET AND MAIN STREET.  
  
193.13 FEET BASED ON CITY OF LOS ALTOS DATUM.
- TOPOGRAPHY: THE INFORMATION SHOWN IS BASED ON A GROUND SURVEY PREPARED BY BKF ENGINEERS DATED SEPTEMBER 18, 2018.
- FLOOD ZONE: THIS PROPERTY IS LOCATED WITHIN ZONE X AS SHOWN IN FLOOD INSURANCE RATE MAP COMMUNITY PARCEL NO. 06085C038H.
- (E) LOT SIZE: 11,879 SQUARE FEET (NET)

### LEGEND

---	PROPERTY LINE
- - - -	ADJACENT PROPERTY LINE
---	STREET CENTER LINE
- - - -	EASEMENT
=====	NEW CITY STANDARD VERTICAL CURB
=====	NEW CITY STANDARD VERTICAL CURB AND GUTTER
⊘	TRUNCATED DOMES
▭	CONCRETE
▭	AC GRIND & OVERLAY
▭	AC PAVEMENT
▭	SLURRY SEAL
⊘	FLOW THROUGH PLANTER

- ### GENERAL NOTES
- THIS PROJECT CREATES AND/OR REPLACES MORE THAN 10,000 SQUARE FEET OF IMPERVIOUS SURFACE.
  - PEDESTRIAN DETOURS ARE TO BE IN PLACE WHEN WORKING ALONG THE PROJECT FRONTAGE. DETOUR SIGNED DIRECTING PEDESTRIANS TO USE THE SOUTH WEST SIDE OF 1ST STREET ARE TO BE PLACE AT THE CROSSWALKS OF THE INTERSECTIONS OF 1ST STREET/LYELL STREET & 1ST STREET/WHITNEY STREET.
  - DURING CONSTRUCTION, ALL EQUIPMENT AND PARKING SHALL REMAIN ON-SITE UNLESS THE CONTRACTOR HAS APPROVAL FROM THE CITY.

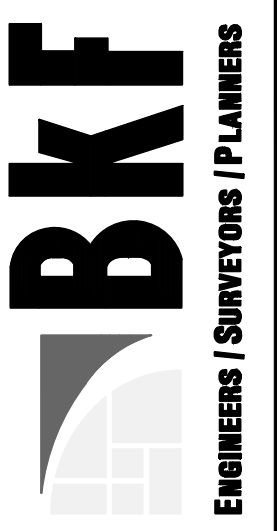
### ABBREVIATIONS

C	CENTER LINE
P	PROPERTY LINE
SW	SIDEWALK
VCG	VERTICAL CURB AND GUTTER
TYP.	TYPICAL
R	RADIUS
(N)	NEW

### SCALE & NORTH ARROW

GRAPHIC SCALE

1730 N. FIRST STREET  
SUITE 600  
SAN JOSE, CA 95112  
408-467-9100 (PHONE)  
408-467-9199 (FAX)



CALIFORNIA  
SANTA CLARA COUNTY  
LOS ALTOS

**425 FIRST STREET  
TENTATIVE MAP SUBMITTAL  
TITLE SHEET**

No.	Date	Revisions
	6/12/19	

Date: 6/12/19  
Scale: AS SHOWN  
Design: JB  
Drawn: NK  
Approved: IK  
Job No: 20180994

Drawing Number:  
**CO.0**





**CLIENT**  
 425 FIRST STREET, LLC  
 425 FIRST STREET  
 LOS ALTOS, CA 94022

**SITE ADDRESS**  
 425 FIRST STREET,  
 LOS ALTOS, CA 94022

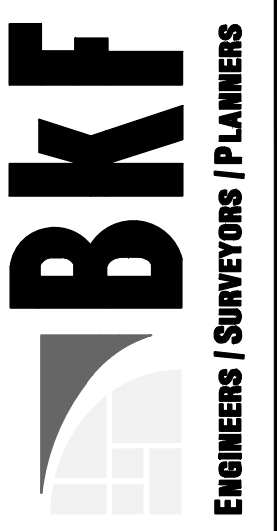
- SURVEY NOTES**
1. ALL DISTANCES, DIMENSIONS AND ELEVATIONS ARE IN FEET AND DECIMALS THEREOF.
  2. DATE OF FIELD SURVEY WAS MAY 17 & 30, AND SEPTEMBER 19, 2018.
  3. TITLE REPORT DATED MAY 4, 2018 PREPARED BY FIRST AMERICAN TITLE COMPANY.
  4. BOUNDARY LINES SHOWN ON THIS SURVEY ARE APPROXIMATE (PAPER BOUNDARY) AND IS NOT THE RESULT OF A BOUNDARY SURVEY.
  5. HORIZONTAL CONTROL IS ON AN ASSUMED COORDINATE SYSTEM.
  6. NO UNDERGROUND UTILITIES AND SERVICES SHOWN ON THIS SURVEY.
  7. ASSESSOR'S PARCEL NO. 167-41-019.
  8. SITE AREA = 11,895 S.F.±

**REFERENCE ELEVATION**  
 2-1/2" BRASS DISK IN CONCRETE BASE, STAMPED CS061013, INSIDE MONUMENT WELL AT THE INTERSECTION OF FIRST STREET AND MAIN STREET.  
 ELEVATION = 193.13 FEET BASED ON CITY OF LOS ALTOS DATUM.

**SURVEYOR'S STATEMENT**  
 THIS TOPOGRAPHIC SURVEY WAS PREPARED BY ME OR UNDER MY DIRECTION, AT THE REQUEST OF JEFF WARMOTH OF 425 FIRST LOS ALTOS, LLC ON SEPTEMBER 18, 2018.

*John Koroan*  
 JOHN KOROYAN  
 P.L.S. NO. 8883  
**SEPTEMBER 28, 2018**  
 DATED

1730 N. FIRST STREET  
 SUITE 600  
 SAN JOSE, CA 95112  
 408-467-9100  
 408-467-9199 (FAX)



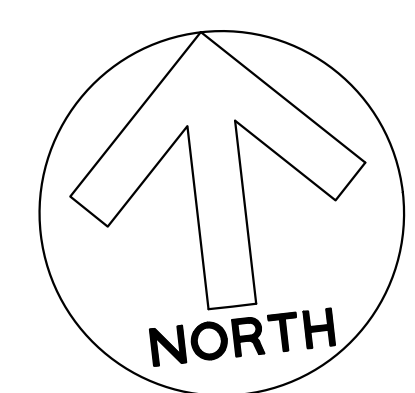
CALIFORNIA

**425 FIRST STREET  
 TENATIVE MAP SUBMITTAL  
 EXISTING CONDITIONS**

SANTA CLARA COUNTY  
 LOS ALTOS

Revisions	No.	Date	Scale	AS SHOWN	Design	Drawn	Approved	Job No.
		6/12/19	AS SHOWN					20180984

Drawing Number:  
**C1.0**









NOT FOR CONSTRUCTION

LEGEND

- PROPERTY LINE
- - - ADJACENT PROPERTY LINE
- GB GRADE BREAK
- STREET CENTER LINE
- ==== FLUSH CURB
- ==== NEW CITY STANDARD VERTICAL CURB AND GUTTER
- ▨ TRUNCATED DOMES
- ▨ CONCRETE SIDEWALK
- 1.8% NEW HARDSCAPE SLOPE
- SS SANITARY SEWER LINE
- FLOW THROUGH CURB DRAIN
- GAS LINE
- W WATER LINE
- FW FIRE WATER LINE
- WV WATER VALVE
- SANITARY SEWER CLEANOUT
- ⊠ BACKFLOW PREVENTER
- ▨ FIRE STAGING AREA

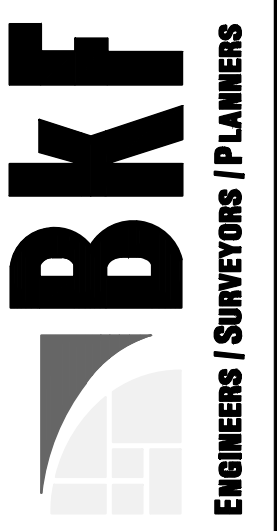
GENERAL NOTES

- 1) THE WALKWAYS LEADING FROM THE TWO PEDESTRIAN ACCESS POINTS WILL HAVE SLOPING WALKWAYS UNTIL THEY INTERSECT. SEE ARCHITECTURAL PLANS FOR INTERIOR GRADING.

ABBREVIATIONS

- BW BACK OF WALK
- FF FINISHED FLOOR
- FG FINISHED GRADE
- FL FLOW LINE
- PV PAVEMENT
- TC TOP OF CURB
- TW TOP OF WALL
- VC VERTICAL CURVE
- VCHP VERTICAL CURVE HIGH POINT
- SS SANITARY SEWER
- SSCO SANITARY SEWER CLEAN OUT
- SSMH SANITARY SEWER MANHOLE

1730 N. FIRST STREET  
 SUITE 600  
 SAN JOSE, CA 95112  
 408-467-9100  
 408-467-9199 (FAX)

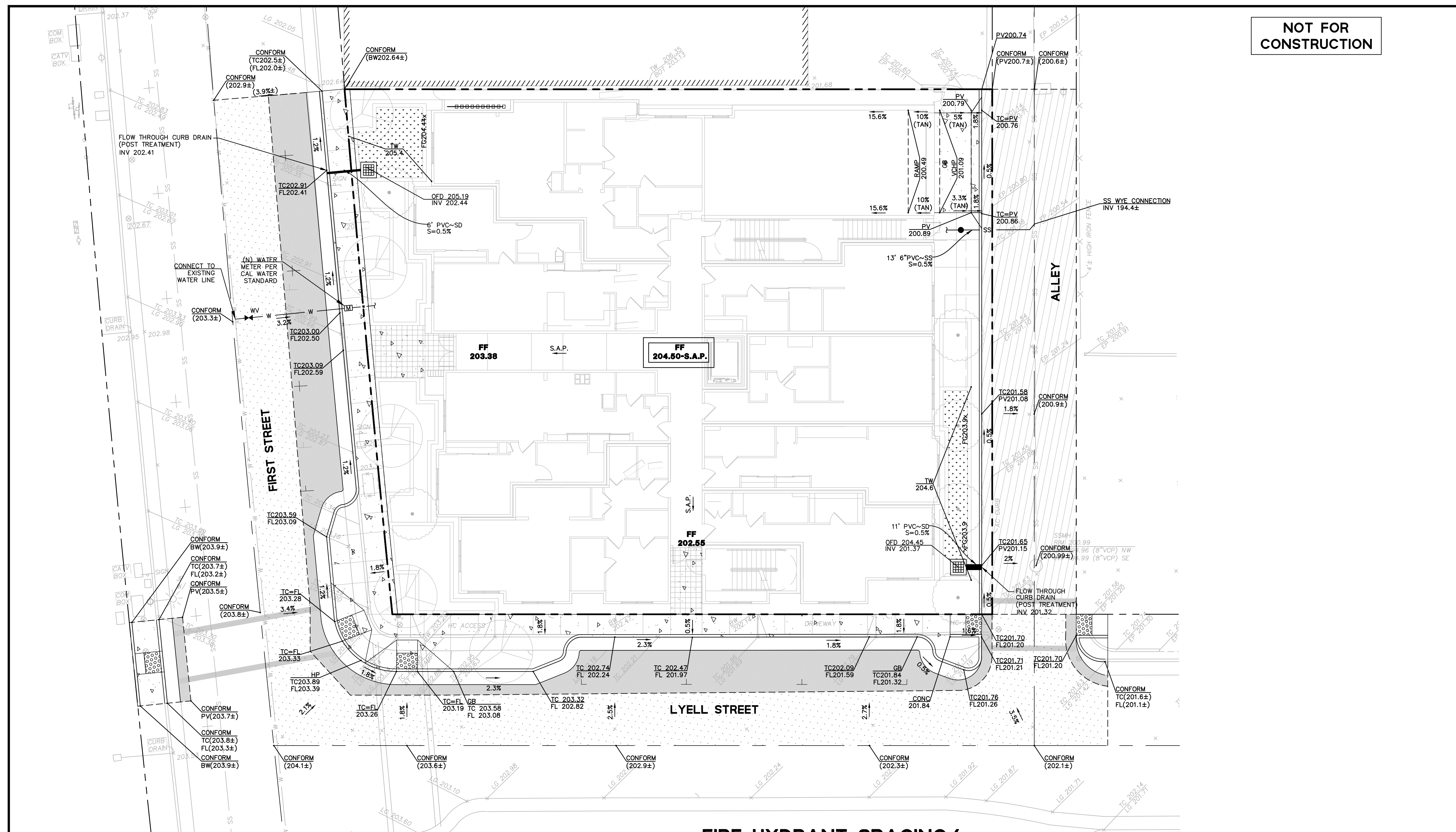


425 FIRST STREET  
 TENATIVE MAP SUBMITTAL  
 PRELIMINARY GRADING & UTILITY PLAN  
 LOS ALTOS SANTA CLARA COUNTY CALIFORNIA

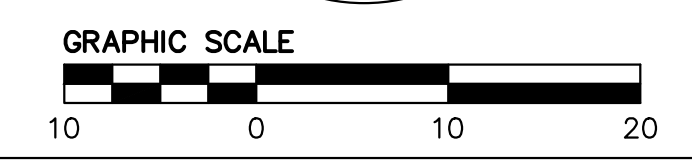
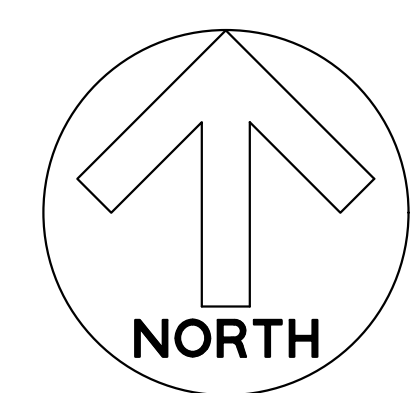
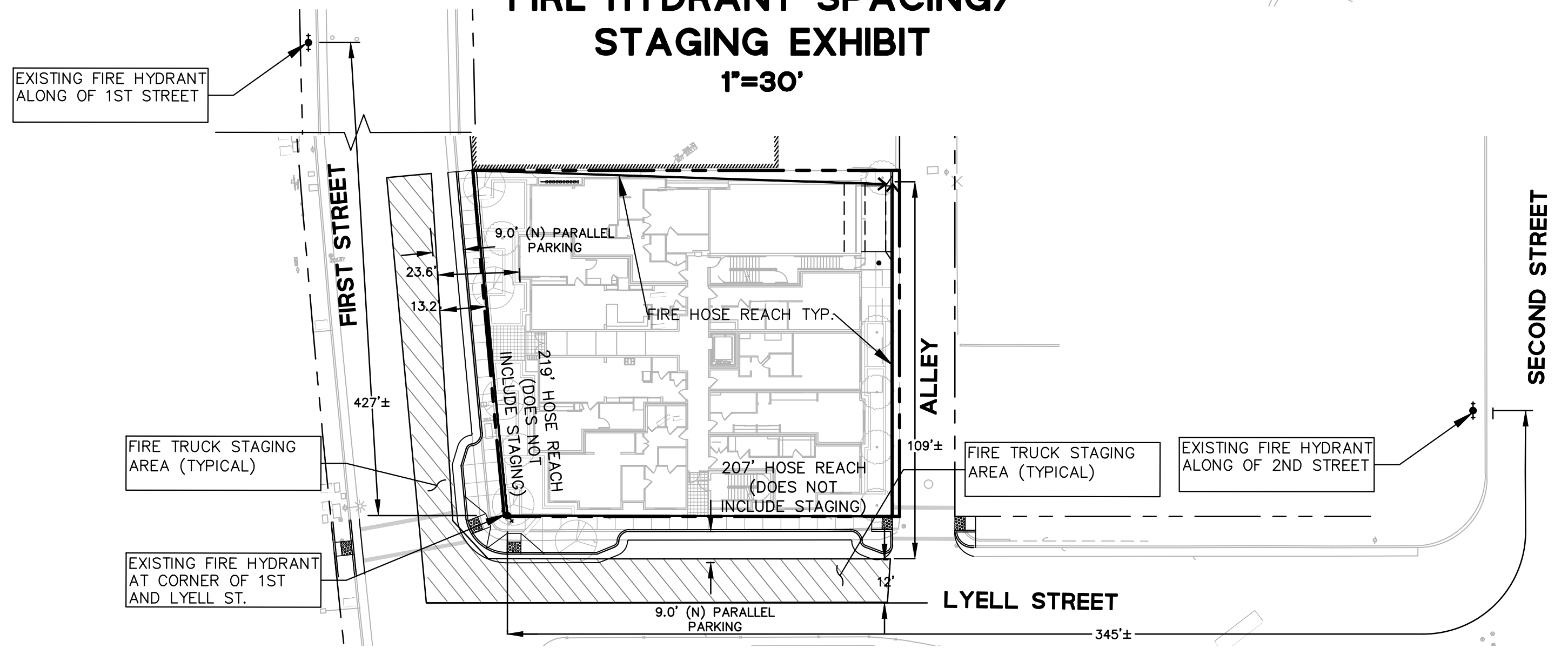
No.	Revisions

Date: 6/12/19  
 Scale: AS SHOWN  
 Design: JB  
 Drawn: NK  
 Approved: IK  
 Job No: 20180984

Drawing Number: C3.0

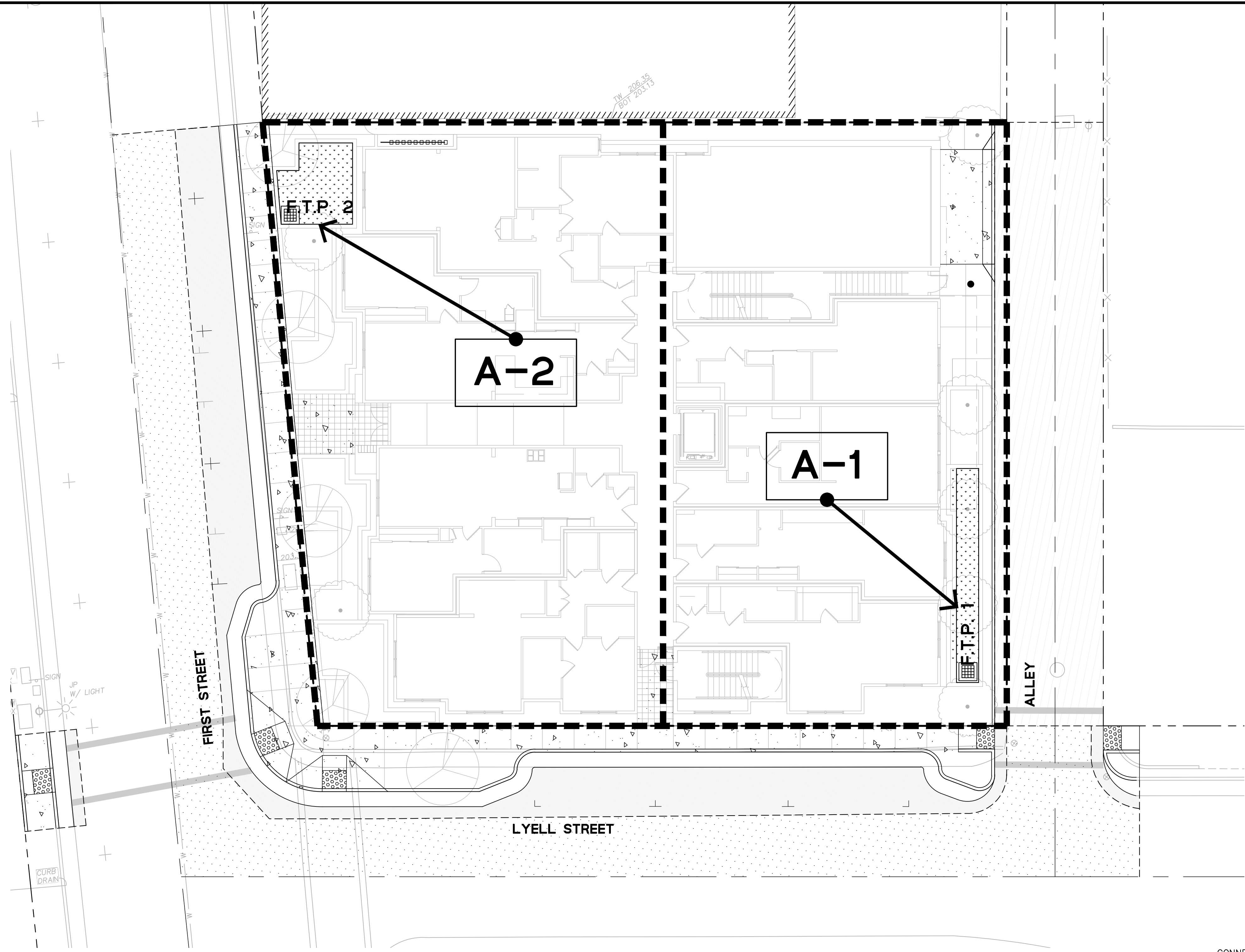


**FIRE HYDRANT SPACING/  
STAGING EXHIBIT  
1"=30'**



DATE PLOTTED: 6/12/19 10:52 AM  
 PLOT FILE: C:\PROJECTS\425 FIRST STREET\425 FIRST STREET.dwg  
 PLOT SCALE: 1"=30'  
 PLOT SHEET: 1 OF 1





**NOT FOR CONSTRUCTION**

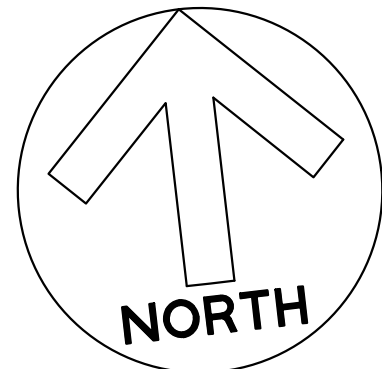
### LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- DRAINAGE AREA BOUNDARY
- DIRECTION OF FLOW
- FLOW THROUGH PLANTER
- STORM DRAIN OVERFLOW DRAIN

### ABBREVIATIONS

- A AREA
- BB BIORETENTION BASIN

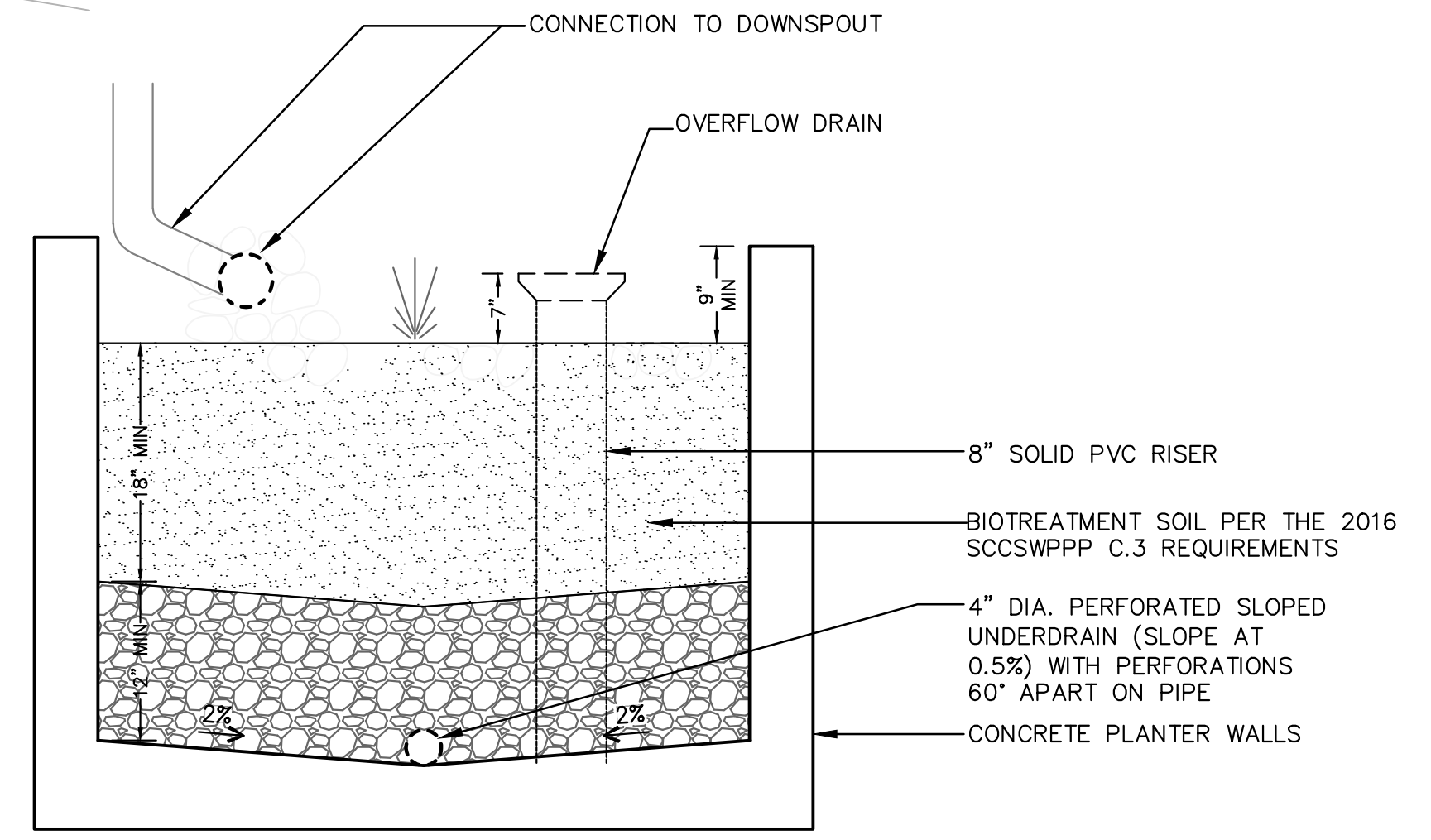
### SCALE & NORTH ARROW



**TABLE A**  
TREATMENT CONTROL MEASURE SUMMARY

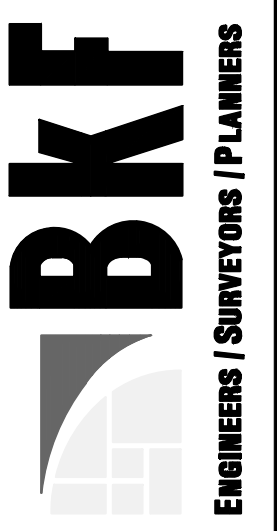
DRAINAGE AREAS	DRAINAGE AREA SIZE (SQ. FT.)	PERVIOUS SURFACE (SQ. FT.)	TYPE OF PERVIOUS SURFACE	IMPERVIOUS SURFACE (SQ. FT.)	TYPE OF IMPERVIOUS SURFACE	WATER QUANTITY (FLOW AND/OR VOLUME GENERATED)		PROPOSED TREATMENT CONTROLS	CONFORMS TO SIZE STANDARD?
						REQUIRED (SF)	PROVIDED (SF)		
A-1	5285	1026	LANDSCAPE	4259	ROOF	124 (ø 7')	126	F.T.P. 1 FLOW THROUGH PLANTER 1	YES
A-2*	6621	1188	LANDSCAPE	5433	CONCRETE	149 (ø 9')	150	F.T.P. 2 FLOW THROUGH PLANTER 2	YES

\* THIS PROJECT QUALIFIES FOR A C.3 SPECIAL PROJECT UNDER CATEGORY C ALLOWING FOR 65% OF THE SITE TO BE TREATED BY A MEDIA FILTER. THIS CREDIT WILL NOT BE USED AS CURRENTLY DESIGNED.



**F.T.P. DETAIL**  
FLOW-THROUGH PLANTER

1730 N. FIRST STREET  
SUITE 600  
SAN JOSE, CA 95112  
408-467-9100  
408-467-9199 (FAX)



**425 FIRST STREET**  
**TENATIVE MAP SUBMITTAL**  
**PRELIMINARY STORMWATER CONTROL PLAN**  
 LOS ALTOS SANTA CLARA COUNTY CALIFORNIA

Revisions	No.	Date	Scale	Design	Drawn	Approved	Job No.
		6/12/19	AS SHOWN	IB	NK	IK	20190994

Drawing Number: **C4.0**

DATE PLOTTED: 6/12/19 10:58 AM  
 PLOT FILE: C:\PROJECTS\425 FIRST STREET\425 FIRST STREET\425 FIRST STREET.dwg  
 PLOTTER: HP DesignJet T1100e



**DISCUSSION ITEMS**

**Agenda Item # 15**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution No. 2019-29: Story Pole Policy Exception Request: 5150 El Camino Real

**Prepared by:** Zachary Dahl, Planning Services Manager

**Reviewed by:** Jon Biggs, Community Development Director

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

**Attachment(s):**

1. Resolution No. 2019-29
2. Story Pole Policy Exception Request Letter and Plans

**Initiated by:**

Applicant

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Exempt pursuant to CEQA Guidelines Sections 15303 and/or 15061(b)(3).

**Policy Question(s) for Council Consideration:**

- Does the request for an exception from certain story pole requirements meet the criteria outlined in the City's Story Pole Policy?

**Summary:**

- The applicant for the development proposal at 5150 El Camino Real is requesting a partial exception from the Story Pole Policy due to safety concerns related to placing story poles adjacent to drive aisles required for emergency vehicles access and impairment of the use of the existing 89,500 square-foot office building on the site
- The request is proposing to install story poles for the proposed development, but would not be able to meet all requirements in the Story Pole Policy

**Staff Recommendation:**

Per the findings specified in Resolution No. 2019-29, staff recommends approval of this request

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Resolution No. 2019-29: Story Pole Policy Exception Request: 5150 El Camino Real

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### **Purpose**

Consider a request from the applicant of the development proposal at 5150 El Camino Real for an exemption from the City's Story Pole Policy due to safety concerns and impairment of the use of existing office building on the site. The applicant's request with support information is included as Attachment 2.

### **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 exceptions to the Policy must be reviewed and approved by the Council. The criteria for reviewing and approving an exception 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.

Since adoption of the Story Pole Policy, the Council has considered story poles exception requests for development applications at 4856 El Camino Real, 385-389 First Street and 425 First Street. For all three projects, partial exceptions were ultimately granted by the City Council.

### **Discussion/Analysis**

The applicant has submitted a development application for a project that includes two five-story multiple-family buildings with 172 condominium units and two three-story townhouse buildings with 24 units at 5150 El Camino Real. The application has been deemed complete, has been reviewed by the Complete Streets Commission and is anticipated for review by the Planning Commission in August 2019. However, as specified in the Story Pole Policy, story poles must be installed at least 20 days





**Subject:** Resolution No. 2019-29: Story Pole Policy Exception Request: 5150 El Camino Real

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before the Planning Commission’s public hearing date. Accordingly, the City Council must render its decision on the exception request before the Planning Commission can consider the project.

As outlined in the applicant’s request and shown on their plans (Attachment 2), the proposed story pole plan will be able to illustrate the proposed development’s height and massing. However, due to the fact that the site has an 88,950 square-foot office building that is almost 90% occupied (20 businesses with approximately 115 employees), the surrounding parking lot needs to be kept open and accessible in order to serve the building. In addition, emergency access around the building is required in order for the building to be occupied. If this emergency access cannot be maintained, then some or all of the building may need to be vacated. As a result of this constraint, it does not appear feasible to place all of the story poles in a way that meets all of the Story Pole Policy’s requirements.

In addition, there are public health and/or safety concerns due to the fact that the site receives a significant amount of traffic (1,110 average daily trips per traffic engineer’s traffic counts conducted last October and November 2018). Thus, the applicant is seeking to avoid the placement of any story poles, guy wires or other support structures in, or directly adjacent to, an actively used vehicle drive aisle.

Given these constraints, a modified story pole plan has been proposed. This plan seeks to meet the intent of the Story Pole Policy even though it is unable to place every pole in accordance with the Policy’s requirements. Based on the information provided, it does appear that there is a basis to approve a partial exception from the Story Pole Policy and allow the applicant to install story poles per the modified plan. This will allow the development application to continue with the public review process while also being consistent with the intent of the Story Pole Policy, which is to help demonstrate for the public and decision-makers a proposed project’s height, massing and profile in the context of the actual environment and provide a “visual notice” of the project.

## Options

- 1) Approve the story pole exception request with the modified story pole plan per Resolution No. 2019-29

**Advantages:** Allows for the installation of story poles that will illustrate the proposed development’s height, massing and profile

**Disadvantages:** None identified

- 2) Deny the story pole exception request

**Advantages:** None identified



**Subject:** Resolution No. 2019-29: Story Pole Policy Exception Request: 5150 El Camino Real

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**Disadvantages:** Will delay the Planning Commission review of the proposed development and may result in the installation of story poles that could create a public health and/or safety concern, and displace existing businesses and their employees

**Recommendation**

Staff believes the applicant's request complies with the criteria for an exception and recommends approval of the modified story pole plan (Option 1).

**RESOLUTION NO. 2019-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
TO APPROVE AN EXCEPTION FROM THE CITY'S STORY POLE POLICY  
FOR THE PROPOSED DEVELOPMENT AT 5150 EL CAMINO REAL AND  
MAKING FINDING OF CEQA EXEMPTION**

**WHEREAS**, the City Council adopted an Open Government Policy that included a requirement for all multi-story commercial, multiple-family, mixed-use and public facility development projects subject to Planning Commission and City Council review to erect story poles as part of the application and public review process (the "Story Pole Policy"); and

**WHEREAS**, the purpose of the Story Pole Policy is to help demonstrate for the public and decision-makers a proposed project's height, massing and profile in the context of the actual environment and provide a "visual notice" of the same; and

**WHEREAS**, the Story Pole Policy establishes specific, minimum objective standards and requirements for installation and duration of such poles' erection; and

**WHEREAS**, the City Council may grant exceptions to the Story Pole Policy due to a public health or safety concern, or if 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; and

**WHEREAS**, by letter dated May 24, 2019, the applicant for the proposed development at 5150 El Camino Real submitted a request for a partial exception from the City's Story Pole Policy due to public health and safety concerns related to placement of story poles in close proximity to on-site drive aisles around the existing building that are used by vehicles and delivery trucks, and required to be kept free and clear for emergency vehicles access; and due to concerns that the installation would impair the use of the parking lot for the office building to the extent it could not be occupied by the existing tenants and use of the site would be infeasible; and

**WHEREAS**, this action is exempt from CEQA each as a separate and independent basis, pursuant to CEQA Guidelines Section 15303 (new construction of small structures) and CEQA Guidelines Section 15061(b)(3), in that there is no possibility that the action will have a significant effect on the environment.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves the application's request for an exemption from some of the requirements in City's Story Pole Policy per the modified story pole plan contained in Exhibit A and based on the following findings:

1. There is a public health and safety concern due to the placement of the story poles and guy wires in close proximity to on-site drive aisles that experience a high volume of traffic, 1,110 average daily trips to and from the site, and are required to be kept free and clear for

emergency vehicles access, and where placement of poles, guy wires and other support structures may pose a threat of physical harm to vehicles and pedestrians; and

2. Installation of story poles per the City's Story Pole Policy would impair the use of the parking lot that serves the existing 88,950 square-foot office building on the site to the extent that it would not be able to be occupied by the existing business tenants, 20 businesses with approximately 115 employees, and use of the building would be infeasible.

**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 25<sup>th</sup> day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Lynette Lee Eng, MAYOR

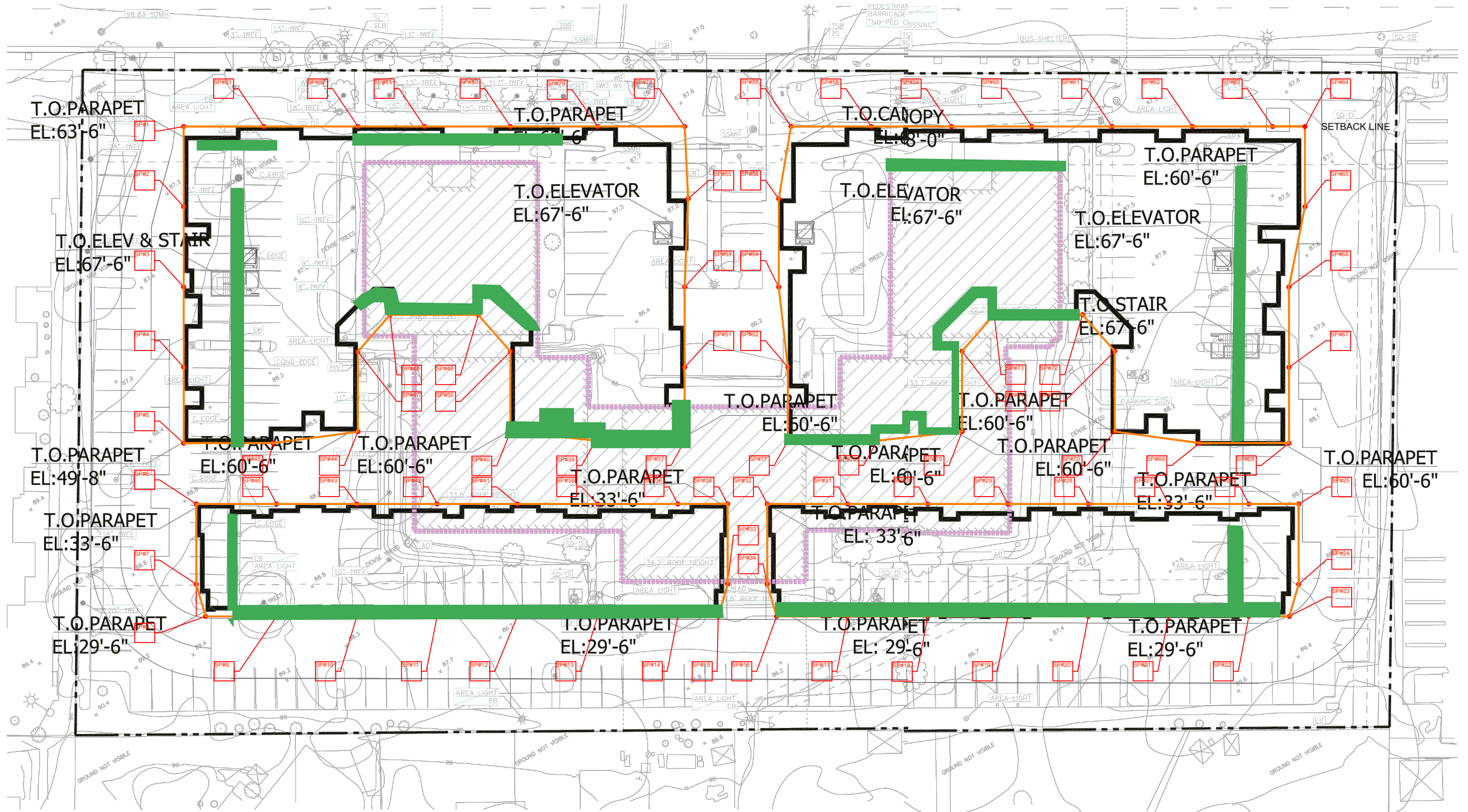
Attest:

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Jon Maginot, CMC, CITY CLERK



**EXISTING & PROPOSED BUILDING FOOTPRINTS**



**STORY POLE PLAN - NOVEMBER 30, 2018**

**LEGEND:**

- SP#XX STORY POLE
- PROPOSED ALTERNATIVE POLE LINES
- 24" ORANGE MESH



# DUTCHINTS DEVELOPMENT LLC

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May 24<sup>th</sup> 2019

Vahe Tashjian, Managing Director  
Dutchints Development, LLC  
5150 El Camino Real, Suite E-20  
Los Altos, CA, 95022

Ms. Lynette Lee Eng, Mayor  
Ms. Jan Pepper, Vice Mayor  
Ms. Jeannie Bruins, Councilmember  
Ms. Anita Enander, Councilmember  
Ms. Neysa Fligor, Councilmember

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

Re: Story Pole Exception Request

Dear Mayor Eng, Vice Mayor Pepper & Honorable Councilmembers,

I am writing as the owner of 5150 El Camino Real in Los Altos. Dutchints Development plans to demolish the existing building and replace it with 196 residential units in the form of two condominium buildings (172) and a row of townhomes (24). That application has been made to the city planning department and has been deemed complete. We have gone through the Complete Streets Commission process and are nearing a planning commission hearing.

This letter shall serve as our formal request to the City Council to review and grant an exception to the “City of Los Altos Story Pole Policy (“Policy”)” published in September of 2017. A story pole plan has been completed and is included with this letter for your information and review. The basis of our request, as described in the “Policy” under “Exceptions, item 1” are as follows:

The site is currently in use as a for-lease office building with a “loop road” through the site and associated perimeter parking (see ‘Exhibit A – Existing Conditions’). There are currently twenty tenants, Dutchints Development included, with uses including law practice, accounting, technology, biosciences, education, and health care. The existing lot coverage (existing building) is roughly half of the proposed area occupied by the proposed residential use. With that, the story poles, required per the “Policy”, will severely encumber the access and use of the site by the current tenants.

**Exception item “a”** cites “*a public health and/or safety concern*”. We believe that, if required as stated in the “Policy”, story poles would present a very clear safety concern given the proximity of them to vehicular uses (driving, parking, deliveries, emergency services, etc.). Of the 83 story poles required to meet the “Policy”, 55 of them fall in areas frequently used by vehicles. The required story poles range in height from 29.0’ to 68.0’ and are made of steel. They are heavy enough to cause great bodily harm, or worse, if hit by a vehicle and knocked over.

**Exception item “b”** cites *“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...use would be infeasible”*. The plan provided clearly shows that the existing uses would become significantly fractured as access to the site, parking on-site, and general site logistics would be greatly impacted by the required locations of the story poles. While the building could technically be “occupied” the, either written per a lease, or implied, use would be greatly impacted and have a potential for tenant/owner issues. As previously mentioned, of the 83 proposed poles, 55 fall in high traffic areas, six fall on/near existing paths (pedestrian, ADA) and/or building entrances, and only 22 are located on the existing building.

Dutchints Development proposes altering the plan to pull the pole lines out of the parking areas and into landscape areas anywhere possible. See attached photos in ‘Exhibit B – Proposed Story Pole Alignment’. We are asking for variances ranging from 10’-20’ horizontally from the required locations at the proposed building faces. This will allow us to maintain the existing parking and pathway areas while still showing the vertical massing. In locations where the required poles fall in non-traffic areas, away from doorways, etc. they will be installed per the plan and per the “Policy”.

I ask the Council to review and grant an exception to the “Policy” on the basis that Dutchints Development will install the story poles to the best of its abilities while maintaining safe and practical use of the building in addition to providing alternate means of a visual presentation of the massing of the project to the public by way of digital models and renderings.

Attached to this letter is a draft Story Pole Plan. The plan shows the existing building (in purple), the proposed buildings (in black), the required story pole locations, heights and alignment (in orange), and proposed revisions to the alignment of the story poles (in green). Also attached are elevation renderings showing the proposed story pole spans over the existing building from the perspective of all neighbors.

Respectfully,



Vahe Tashjian  
Managing Member  
Dutchints Development

Enclosures: 5150 El Camino Real Story Pole Plan

cc: Zach Dahl (City of Los Altos Planning Department)  
Erik Hayden (Hayden Land Company)



**Exhibit 'A' – Existing Conditions**



*Aerial view of 5150 El Camino Real existing conditions including parking lot uses*



**Exhibit 'B' – Proposed Story Pole Alignment (typical)**



*Looking southwest through parking lot. Orange line represents approximate story pole line per the Policy. Green represents the proposed exception to the alignment (typical throughout attached “Story Pole Plan”)*



*Looking west along road parallel to El Camino Real*



**DISCUSSION ITEMS**

**Agenda Item # 16**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** City Council Fall Meeting Calendar

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

**Attachment(s):** None

**Initiated by:**  
City Council

**Previous Council Consideration:**  
June 5, 2019

**Fiscal Impact:**  
Not applicable

**Environmental Review:**  
Not Applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to set aside one additional Tuesday evening each month to plan for Special Meetings or Study Sessions?

**Summary:**

- By Ordinance, the City Council holds two regular meetings each month – on the second and fourth Tuesday at 7:00 p.m.
- The Council has had a series of lengthy meetings and is exploring opportunities to reduce the length of its regular meetings
- During its mid-year retreat on June 5, 2019, the Council discussed the possibility of scheduling one additional meeting each month for either a Special Meeting or Study Session
- Staff would suggest the Council set aside the first Tuesday of each month for a Special Meeting or Study Session
- It would be expected that such a session would begin no later than 6:00 p.m. and would be expected to last no longer than 2 hours

**Staff Recommendation:**

The Council should discuss this concept and determine if, and under what conditions, it would like to add meetings to its schedule

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

---



**DISCUSSION ITEMS**

**Agenda Item # 17**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Resolution No. 2019-30: Open Government Policy

**Prepared by:** Jon Maginot, Deputy City Manager

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

**Attachment(s):**

1. Resolution No. 2019-30
2. Council Norms and Procedures with recommended changes
3. Commission Handbook with recommended changes

**Initiated by:**

City Council

**Previous Council Consideration:**

August 26, 2014; September 9, 2014; December 9, 2014; January 13, 2015; March 24, 2015; May 26, 2015; May 23, 2017; August 22, 2017; and May 22, 2018

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council concur with the recommendations of the Open Government Standing Committee?

**Summary:**

- The Open Government Policy was adopted in 2015 and provides for additional governmental transparency measures
- The Open Government Standing Committee recommends additional measures to be included in the Open Government Policy and codified by Ordinance

**Staff Recommendation:**

Move to receive the report from the Open Government Standing Committee; adopt Resolution No. 2019-30 amending the Open Government Policy and consider changes to the Council Norms and Procedures and Commission Handbook

---

**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

---



**Subject:** Resolution No. 2019-30: Open Government Policy

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### **Purpose**

To conduct the annual review of the Open Government Policy and to consider the recommendations of the Open Government Standing Committee.

### **Background**

On May 26, 2015, the City Council adopted Resolution No. 2015-12 establishing an Open Government Policy. This Policy calls for posting of regular Council meeting agendas and accompanying materials at least eight calendar days before the meeting, increased requirements for noticing of design review projects, including the construction of story poles for multiple-family, commercial and mixed-use projects, recording of Council and Commission meetings, publishing an index of records on the City's website, publishing a list of requests for records on the City's website, and establishment of an Open Government Standing Committee.

The Policy also states that the Council will review the Policy each year and will discuss the cost and impact on City staff of implementing the Policy, consideration of additional sections to the Policy, and a determination as to when it might be appropriate to adopt the Policy as an Ordinance.

### **Discussion/Analysis**

The Open Government Standing Committee met on May 14, 2019 to review the policy. Changes recommended by the Committee are included for Council consideration in Attachment 1. In addition, the Committee recommended changes to the Council Norms and Procedures and Commission Handbook, which are included as Attachments 2 and 3 respectively.

### **Options**

- 1) Adopt Resolution No. 2019-30 amending the Open Government Policy

**Advantages:** Amends the Open Government Policy to provide additional clarification on certain requirements

**Disadvantages:** None identified

- 2) Do not implement the recommendations of the Open Government Standing Committee

**Advantages:** None identified

**Disadvantages:** Will not provide additional clarity on noticing requirements

### **Recommendation**

The Open Government Standing Committee recommends Option 1.



**RESOLUTION NO. 2019-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
AMENDING THE OPEN GOVERNMENT POLICY**

**WHEREAS**, transparency in decision making is a cornerstone of democracy; and

**WHEREAS**, elected officials, commissions, and other policy bodies of the City undertake the people's business and in so doing commit themselves to the highest principles of transparency so that every citizen can know and participate in democracy at the local levels; and

**WHEREAS**, California has a long tradition of laws designed to protect the public's access to the workings of government, and each generation of elected officials and municipal employees should commit themselves to the principles of transparency and seek to implement new approaches that keep the public informed about policy decisions. Experience teaches that as government evolves, so must the laws designed to ensure that the workings of local government remain visible to all; and

**WHEREAS**, transparency in governmental policy decisions is paramount and only in rare and unusual circumstances should decisions made on behalf of the people take place out of public view. Those circumstances should be carefully and narrowly defined; and

**WHEREAS**, openness in government is the basis for accountability, improved decision-making, public trust and informed participation; and

**WHEREAS**, the City Council enacts this Policy to affirm and expand on a culture of open, transparent and collaborative government in the City of Los Altos; and

**WHEREAS**, private entities, individuals, employees and officials of the City have rights to privacy that must be respected. However, when a person or entity is before a policy body, that person and the public have the right to an open and public process; and

**WHEREAS**, on January 13, 2015, the City Council adopted Resolution No. 2015-02 establishing the Open Government Policy and adopted Resolution Nos. 2015-12, 2017-33 and 2018-33 amending the Open Government Policy.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adopts the "Policy of the City of Los Altos Regarding Openness in City Government" attached hereto as Exhibit A and incorporated by this reference, as amended.

**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 \_\_\_\_ 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK

# A POLICY OF THE CITY OF LOS ALTOS REGARDING OPENNESS IN CITY GOVERNMENT

## Section 1 The Brown Act

All meetings of city policy bodies (City Council, Commissions, and Committees) shall be open and public, and governed by the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et. seq.). The Brown Act serves as a floor, not a ceiling, for transparency and openness. Policies are provided here that go beyond the minimum requirements of law to instill public confidence and increase transparency.

The City will maintain an “Open Government” page on the City website. This policy will be available on that site as well as a brief summary of the Brown Act.

## Section 2 Posting of Agendas

At least eight (8) calendar days before a regular City Council meeting, a final agenda and accompanying materials shall be posted on the City’s website. The agenda will be provided to the media. This final agenda shall contain a meaningful description of each item of business to be transacted or discussed at the meeting and all related items, including staff reports, proposals and contracts that will be considered for action. Agendas shall specify for each item of business the proposed action or a statement the item is for discussion only. The agenda shall also be made available for public inspection and copying at both public libraries and City Hall during normal business hours.

Agendas for Special Meetings, including Study Sessions and Closed Sessions, shall be posted in accordance with the Brown Act.

## Section 3 Public Noticing

Notices for single-family residential design reviews shall be provided in accordance with Los Altos Municipal Code Section 14.76. In addition, notices posted on the project site shall be no smaller than 11” x 17” and shall include a graphic representing the proposed project as well as allowed construction hours.

Notices for multiple-family, public and community facilities, office and administrative, commercial and mixed-use design reviews shall be provided in accordance with Los Altos Municipal Code Section 14.78 and shall be sent to all properties within 500-1,000 feet of the proposed development and to the media 14 days in advance of the meeting. Notices shall be mailed for Pre-application study session design review (14.78.040), if held, as well as the first

public hearing of the Planning Commission and the first public hearing of the City Council (14.78.030). In addition, notices posted on the project site shall be no smaller than 4' x 6' and shall include a graphic representing the proposed project as well as allowed construction hours. Multiple-story multiple-family, commercial and mixed-use projects, and public facilities shall erect story poles which reflect the outline of the proposed building on the site. Story poles complying with the City's specifications must be erected at least 20 days in advance of the first public hearing for the project. No project shall have a hearing until proper story poles are installed. Story poles shall be removed within ~~60-30~~ days of the first public hearing of the City Council. If the project is withdrawn by the applicant for substantial revision, the poles may be removed immediately and re-installed 20 days prior to the public hearing on the revised proposal.~~final determination on the project.~~

#### **Section 4**

### **Recording of Meetings and Retention of Recordings**

All Regular and Special Meetings of the City Council and Planning and Transportation Commission that are held in the Community Chambers shall be video recorded. All regular meetings of Commissions and Committees shall be audio recorded. All other public meetings of the City Council and other Commissions and Committees meetings shall be audio recorded as practical. Each such video and audio recording shall be a public record subject to inspection pursuant to the California Public Records Act. The video recording of meetings of the City Council and Planning and Transportation Commission shall be made available within one week of the meeting by webcast on the City's website and shall remain on the City's website permanently. The audio and video record of all meetings under this section shall be kept permanently.

#### **Section 5**

### **Index of City Records**

The City shall maintain a public records index that identifies the types of information and documents maintained by the City and its departments, agencies, task forces, commissions and elected officers. The index shall be for the use of City officials, staff and the general public, and shall be organized to permit a general understanding of the types of information maintained, by which officials and departments, for which purposes and for what periods of retention. The City Clerk shall be responsible for the preparation and maintenance of this records index. The index shall be continuously maintained on the City's website and the two Los Altos libraries.

#### **Section 6**

### **Public Records Requests**



Requests for public records, including a brief description of the request, identification of the requester, the date requested, whether the request was granted, partially granted or denied, and the date the request was fulfilled, shall be posted on the City's website. This list shall be updated at least quarterly.

### **Section 7 Open Government Standing Committee**

The Mayor shall appoint two City Council members to serve on an ad hoc Open Government Committee during the piloting of this Open Government policy. Upon adoption of a final policy or an ordinance, the Mayor shall appoint two City Council members to serve on a standing Open Government Committee. The term of each appointed member shall be two years. The Committee shall advise the City Council and provide information to the City Manager on potential ways in which to implement the Open Government Policy. The Committee shall develop appropriate goals to ensure practical and timely implementation of this Policy. The Committee shall propose to the City Council amendments to this Policy. The Committee shall report to the City Council at least once annually on any practical or policy problems encountered in the administration of this Policy.

### **Section 8 Open Government Policy Annual Review**

This Open Government Policy will be reviewed by the City Council at the first meeting in May each year. The review may also be called earlier at the request of the Open Government Committee. The review will include discussion about the cost and impact on City staff of implementing this policy, consideration of additional open government and transparency sections to the policy, and a determination as to when it might be appropriate to adopt the policy as a City ordinance.

## **CITY COUNCIL NORMS AND PROCEDURES**



### **COUNCILMEMBERS**

**Jeannie Bruins  
Anita Enander  
Neysa Fligor  
Lynette Lee Eng  
Jan Pepper**

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# CITY OF LOS ALTOS

## CITY COUNCIL NORMS AND PROCEDURES

### *SECTION 1. GENERAL*

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos.
- 1.2 Values. Council members shall represent the best interests of the City and community at large. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, civility and courtesy. All Councilmembers shall respect each other's individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 Ralph M. Brown Act. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with State law, including the Ralph M. Brown Act.

### *SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS*

- 2.1 Reorganization. The reorganization of the Council shall occur at a special meeting held on the first Tuesday of December. The seating of new Councilmembers shall occur at the same meeting that the Council reorganizes, which will be held on the earliest available Tuesday following the certification of election results.

Seating preferences on the dais shall be made by the Mayor, Vice Mayor and then by seniority of the rest of the members, in that order. If two members have equal seniority based on year elected, then the member with the higher vote count in their most recent election is considered to have higher seniority.

A community reception honoring the incoming and outgoing Mayor and Councilmembers will be held immediately following the reorganization meeting.

- 2.2 Election of Mayor. Only Councilmembers elected by the voters may serve as Mayor. Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Mayor.

The term of office shall be one year. The Councilmember must have served at least 23 months to be eligible for Mayor. A majority vote of the Council is necessary to designate the Mayor. If there is at least one elected Councilmember with a minimum of 23 months of service who has not served as Mayor, he or she shall be designated Mayor before those who have already served as Mayor.

If there are two or more such members who have served more than 23 months and have never served as Mayor, the one having served the longest time on the Council shall be designated as Mayor.

In the event there are two or more members, who have never served as Mayor and have served the same length of time, the one who received the greatest number of votes at his/her election or re-election to the Council shall become Mayor.

In the event there are two or more members, ~~both of whom~~ who have served as Mayor, who have served the same continuous length of time, and who have been re-elected to the Council, the one who received the greatest number of votes at his/her re-election to the Council shall become Mayor.

In the event three new members are elected to the Council, then an exception to Sections 2.2 and 2.3 will apply, allowing the immediate appointment of a Vice Mayor without the normal 11 months of prior service, and the following year such person may be appointed as the Mayor without the normal 23 months of prior service. Any member re-elected to the Council after a break in service will be treated in the normal sequence for appointment as Vice Mayor and Mayor, without regard to such person's service prior to the break in service.

The Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Mayor should be made to the City Manager.

- 2.3 Election of Vice Mayor. Only Councilmembers elected by the voters may serve as Vice Mayor. Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Vice Mayor.

The selection process for determining who shall serve as Vice Mayor will follow that of Mayor, except the Councilmember must have served at least 11 months to be eligible to serve as Vice Mayor.

The Vice Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Vice Mayor should be made to the City Manager.

- 2.4 Councilmembers Serving After a Break in Service. The time of continuous service for any elected member of the Council who previously served on the Council prior to a break in service shall be considered to have started at his/her election after their break in service.

- 2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council shall determine the process for appointment prior to the application process and in accordance with State law.

### ***SECTION 3. COUNCIL SUBCOMMITTEES***

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by

the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.

- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee's efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. Four standing subcommittees of the Council exist: the Council Youth Commission Interview Committee, the City/Los Altos School District Schools Issues Committee, the City/Cupertino Union School District Schools Issues Committee and the Open Government Committee.

The Council Youth Commission Interview Committee consists of two members of the City Council and is responsible for conducting interviews of applicants for the Youth Commission and making recommendations to the City Council regarding the appointments. The Committee meets as needed.

The City/Los Altos School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Los Altos School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern by both legislative bodies, as directed by the City Council and/or School Board. Meetings are open to the public and are generally held at least bi-annually.

The City/Cupertino Union School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Cupertino Union School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern. Meetings are open to the public.

The Open Government Committee consists of two members of the City Council and advises the City Council and provides information to the City Manager on potential ways to implement the Open Government Policy. The Committee develops appropriate goals to ensure practical and timely implementation of the Open Government Policy and proposes any amendments to the Policy.

#### ***SECTION 4. COMMISSIONS AND COMMITTEES***

- 4.1 Responsibility. The Council will appoint residents of the community to the City's standing commissions and committees. Commission and committee members shall represent the interests of the community when serving on these bodies. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.
- 4.2 Governing. The City's Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council.

- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, as needed, but not taking a position on an item before the Commission; C) not voting at the Commission's meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

- 4.4 Commissioners serve at the pleasure of the City Council. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendaize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

## ***SECTION 5. AD HOC COMMITTEES AND TASK FORCES***

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee's or Task Force's efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.
- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members of City Commissions and/or members of the public on the committee are subject to the provisions of the Ralph M. Brown Act.

## ***SECTION 6. ADMINISTRATIVE MATTERS***

- 6.1 Attendance. City Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings unless unable. Councilmembers will notify the Mayor or the City Clerk if they will be absent from a meeting.



- 6.2 Correspondence. With some exceptions, proposed correspondence (including electronic) from individual Councilmembers/Mayor on City stationery shall be reviewed by the Council in draft form prior to release. On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review.

City letterhead will be made available for routine, discretionary correspondence (i.e., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council. E-mails from Councilmembers should be respectful, professional and consistent with the City's Electronic Use Policy.

- 6.3 Regional Boards. The Mayor shall appoint Councilmembers to Regional Committees/Commissions/Boards as required by the governing bodies. These appointments are subject to affirmation by the Council. The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Los Altos is appropriate on some boards; this is generally the case when other local governments have their own representation.

The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Los Altos. If an issue should arise that is specific to Los Altos, and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with the Council's position.

Council representatives to such boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council.

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. If a Councilmember is unable to attend, he/she should notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

- 6.4 Response to Public. It will be the responsibility of the City Manager to ensure a response is provided to all public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services and provide a copy of such correspondence to the City Council, as appropriate.
- 6.5 Proclamations. Proclamations are discretionary public announcements directing attention to a local resident, organization or event. The Mayor, without formal action of the Council, may issue proclamations. Requests for proclamations should be submitted at least one week in advance. This allows the Mayor to decide if a proclamation should be issued. Alternatively, the Mayor, at his/her discretion, may refer a request to Council.
- 6.6 Reimbursement. City Councilmembers may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Councilmember. Reimbursements shall be subject to the City's Travel and Expense Policy.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting. Reimbursement is conditioned on the submission of this report to the City Council.

6.7 Training.

*Ethics:* Members of the City Council and commissions shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years. New members must receive this training within their first year of service. Members shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

*Sexual Harassment:* In addition, Councilmembers shall receive two hours of sexual harassment prevention training every two years, per State law. New members must receive this training within their first six months of service.

*Brown Act:* Those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time **they begin their service (or within 60 days of them beginning their service).**

The City Clerk is required to keep training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

- 6.8. Use of Electronic Devices during Council Meetings. City Councilmembers shall not use electronic devices to send or receive communications regarding agenda items or to access information which other Councilmembers do not have equal access to during a meeting of the City Council at which he or she is in attendance. This does not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. Councilmembers responding to such a message during the meeting shall do so in a manner that does not disrupt the meeting.

- 6.9 City Mission and City Seal. The Mission of the City of Los Altos is a **strategie documentstatement** that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval.

- 6.10 Use of email. City Councilmembers shall strive to use only their City email account for City business.

## ***SECTION 7. COUNCIL RELATIONSHIP WITH STAFF***

- 7.1 City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a Department or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.

- 7.2 Agenda Item Questions. The Council shall not abuse staff, nor embarrass staff in public. If a Councilmember has a question on a subject, the Councilmember should contact the City Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.

- 7.3 Complaints. Councilmembers shall encourage people to file all complaints directly with the appropriate staff member. Staff shall ensure that all people receive a response.
- 7.4 Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.

## ***SECTION 8. MEETINGS***

- 8.1 Open to Public. All meetings of the City Council whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.
- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming and simulcast on the City's Government Access Channel, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All Council meetings held in the Community Meeting Chambers shall be video-recorded.
- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary.

It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.

- 8.4 Cancelling Meetings. Any meeting of the City Council may be cancelled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.
- 8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting and the identities of members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to ~~resolve~~ attend to City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Councilmembers the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

- 8.6 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is

authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.

8.7 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The purpose of the retreat shall be to review accomplishments for the past year and to discuss and set priorities for the City Council for the following year.

8.8 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Councilmembers appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Councilmember in the absence of the Mayor and Vice Mayor, or in the absence of all Councilmembers, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

8.9 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.

8.10 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special or closed session meeting to a time and place specified in the order of adjournment and permitted by law.

## ***SECTION 9. POSTING NOTICE AND AGENDA***

9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to the City's Open Government Policy and State law.

9.2 Location of Posting. The notice and agenda shall be posted at City Hall and at the meeting location, if located away from City Hall, in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

## ***SECTION 10. AGENDA CONTENTS***

10.1 Mayor's Responsibility. The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor, in consultation with the City Manager or his/her designee, and the City Clerk shall organize the agenda.

10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.



- 10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.
- 10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:
- A. Upon a majority determination that an “emergency situation” (as defined by State Law) exists; or
  - B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.
- 10.5 "Timing" of Agenda. Staff and/or the Mayor will "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.
- 10.6 Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports (limited to one minute per Councilmember), Future Agenda Items (limited to one minute per Councilmember), and Adjournment.
- 10.7 Change in Order of Business. The Mayor, or the majority of the Council, may decide to take matters listed on the agenda out of the prescribed order. All items removed from the Consent Calendar may be considered immediately after approval of the Consent Calendar or elsewhere in the agenda at the Mayor’s discretion. Councilmembers shall be given the opportunity to ask questions about Consent Items for clarification without having them removed.
- 10.8 Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period.

Quarterly (first meeting in January, April, July and October), Council shall review the Tentative Council Calendar. At this time, Councilmembers may request new items be added. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.

- 10.9 Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, “Future City Council Agenda Items.” Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required.

10.10 Council questions. Councilmembers shall strive to provide questions to city staff on agenda items as early as possible before a council meeting to allow adequate time to respond to the questions. Staff will provide all questions and answers to Council questions to all Councilmembers and to the public. Councilmembers shall notify staff if they plan to raise a specific, asked and answered question at the Council meeting. If a Councilmember feels they need additional information to make a decision on an item, and the item is not time sensitive, the Councilmember shall request the item be continued at the beginning of the meeting.

## ***SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS***

### **11.1 Role of Mayor.**

- A. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public.
- B. Communication with Councilmembers
  - 1. Councilmembers shall request the floor from the Mayor before speaking.
  - 2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.
- C. Communication with Members of the Public Addressing the Council
  - 1. The Mayor shall open the floor for public comment as appropriate.
  - 2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
  - 3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
  - 4. Members of the public shall direct their questions and comments to the Council.

### **11.2 Rules of Order.** The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *Rosenberg's Rules of Order*, as a guide for the conduct of meetings, with the following modifications:

- A. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
- D. A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Councilmembers present.

### **11.3 Appeal Procedures.** Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.4 Applicants. Persons bringing to the City Council a request for approval shall be given a total of up to 10 minutes to present their positions/input prior to hearing public comments. An extension can only be granted by consent of a majority of the Councilmembers. Applicants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.5 Public Hearing Procedures. All land use public hearing items shall follow the following procedures:

A. Staff presentation and/or report followed by clarifying questions from the Council

B. Disclosure of communications: Councilmembers shall disclose all personal communications with any individual, including, but not limited to, the project applicant, prospective project applicants, neighboring property owners, residents or any other party regarding development projects. These disclosures shall include a full description of the nature of the discussion, and in particular, any information not presented as part of the public record

C. The Mayor shall open the public hearing

a. Applicant presentation; the applicant shall be given a total of up to 10 minutes to the City Council

b. The Council shall take public comments

c. Applicant rebuttal period; the applicant shall be given a total of up to 5 minutes rebuttal time. If there are no public comments, the applicant shall not be given time for rebuttal

D. The Mayor shall close the public hearing

E. Council discussion, consideration and decision

11.5 Staff and Consultant Reports. Staff and consultant reports will be given a limit of up to 10 minutes. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

11.6 Public Comment.

A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.

B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers. If there are 10 or fewer requests to speak on any agenda item, the limit for each speaker will be 3 minutes. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.

A group of speakers may designate a single speaker to represent the group. The designated speaker would be given the time which would have been allocated to others (to a maximum of 10 minutes) to speak. Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. ~~Ceding of time will not be allowed during noticed public hearings.~~

C. In order to facilitate an orderly meeting schedule, each speaker is requested to fill out a Request to Speak card before discussion on the agenda item begins, with the name and address of the speaker, and the subject or subjects upon which the speaker wishes to

address the City Council. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.

- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.
- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

11.7 Motions. It will be the practice of the City Council for the Mayor to provide Councilmembers an opportunity to ask questions of staff, comment on, and discuss any agenda item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Councilmember may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Councilmember recognized by the Mayor. Customarily, the Mayor will take the floor after all other Councilmembers have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Councilmember may request the Mayor or moving party divide the motion into separate motions to provide Councilmembers an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Councilmembers are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter.

If a tie vote results at a time when less than all members of the Council, who may legally participate in the matter, are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

11.8 Reconsideration.

A. Request for Reconsideration.

1. Request by a member of the public.

Any member of the public may request that a member of the City Council that voted in the majority request reconsideration. In order for that member of Council to take action, such request must be received no later than 5:00 p.m. on the third

day following the decision. The requestor should specify in writing the reason for the request to reconsider.

2. Request by a member of the City Council.

Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or 24 hours in advance of the posting of the agenda for the next regular meeting. Meeting agenda postings are governed by the Open Government Policy or Brown Act, whichever requires the most notice.

3. The City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

B. Motion to Reconsider Any Council Action.

1. Reconsideration at the same meeting.

A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action may be made only by a Councilmember who voted on the prevailing side, but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council.

2. Reconsideration at a subsequent meeting.

Requests for reconsideration not made at the same meeting must be made by a member of the prevailing party 24 hours to the City Manager prior to the posting of the next regular meeting agenda. If the request is supported by any two (2) other Councilmembers, then it shall be added to the agenda. A request added to an agenda shall be structured in a manner that the reconsideration may take place immediately following approval of the request for reconsideration.

At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.



If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

#### 11.9 Discussion.

- A. The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Councilmembers on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Councilmembers should disclose any ex parte communication prior to discussion on an item.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- B. Obtaining the Floor for Discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should limit his/her time to 3 minutes.

- C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Councilmember has already spoken, other Councilmembers wishing to speak shall then be recognized. No Councilmember shall be allowed to speak a second time until after all other Councilmembers have had an opportunity to speak.

- D. Relevancy of Discussion.

All discussion must be relevant to the issue before the City Council. A Councilmember is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Councilmembers shall avoid repetition and strive to move the discussion along. Arguments, for or against a measure, should be stated as concisely as possible.

A motion, its nature, or consequences, may be ~~attacked-debated~~ vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.

E. Mayor's Duties During Discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Councilmember who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

F. After the Vote.

Once a majority of the Council has approved a motion, no further discussion shall be made unless the item is brought for reconsideration as described previously. Councilmembers shall abide by the majority decision of the Council, even if in the minority. Councilmembers appointed to serve on regional boards and committees shall maintain the Council's position on an item even if the Councilmember disagrees with that position.

~~11.10 Councilmember Respect. At all times, Councilmembers in the minority on an issue shall respect the decision and authority of the majority.~~

11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.

***SECTION 12. CLOSED SESSIONS***

12.1 Purpose. It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Los Altos financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded.

Prior to convening the closed session meeting, the City Clerk shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

12.2 Rule of Confidentiality. The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Councilmembers and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.
- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to the Ralph M. Brown Act.
- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.
- 12.6 Rules of Decorum.
- A. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Councilmembers to disagree. Councilmembers shall strive to make each other feel comfortable and safe to express their points of view. All Councilmembers have the right to insist upon strict adherence to this rule.
  - B. Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Councilmembers.
  - C. The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.
- 12.7 Conduct of Meeting.
- A. The Mayor will call the closed session to order promptly at its scheduled time.
  - B. The Mayor will keep discussion focused on the permissible topics.
  - C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
  - D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.
- 12.8 Public Disclosure After Final Action.
- A. The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final.

Accordingly, the City Council shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by the Ralph M. Brown Act.

- B. The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. Except for the action taken and the vote, all closed session discussions will remain confidential.

### ***SECTION 13. DECORUM***

- 13.1 Councilmembers. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. When speaking, a Councilmember's tone should remain neutral and non-verbal communication aspects should be considerate and polite. Formal business attire is required only when Council meetings, workshops, or study sessions are held in Community Meeting Chambers and/or televised.
- 13.2 City Employees. Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Councilmembers and members of the public.
- 13.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. City Code Chapter 2.05, *Public Meeting Rules for Conduct*, shall apply to all City Council Meetings.
- 13.4 Noise in the Chambers. Noise emanating from the audience, whether expressing opposition or support within the Community Meeting Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cellular phones and other consumer electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

### ***SECTION 14. VIOLATIONS OF PROCEDURES***

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by the City Council.

AMENDED AND APPROVED: February 26, 2019.

APPENDIX A

*ROSENBERG'S RULES OF ORDER*







# City of Los Altos

## Commission Handbook

ATTACHMENT 3



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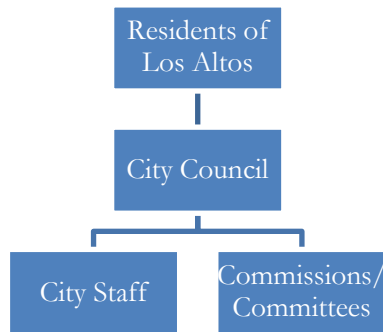
## INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

## THE BASICS

### Government in the City of Los Altos

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.



**Figure 1: City of Los Altos organization**

Commissions are integral to the City’s commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by Council.

### City Council

The City Council is elected by registered voters of the City of Los Altos and serves as the ‘Board of Directors’ for the City. The Council is the legislative body of the City. It sets policy and establishes the City’s overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business, and the City Attorney.

To facilitate the exchange of information between the Council and its Commissions, one Councilmember will be assigned as a liaison to each Commission. These liaisons may attend meetings, but will not participate as a member of the Commission. While Council liaisons may offer general guidance, liaisons do not speak for the Council on matters not previously considered by the Council as a whole.

### Commissions/Committees

Residents are appointed by Council to serve on Commissions to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff’s recommendations on an issue may differ from that of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners should support actions taken by a majority of the Commission. Individuals should consult with their staff liaison regarding matters in which they may be construed as representing the City.

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

### Staff

The City Manager serves as the 'Chief Executive Officer' for the City and implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training and experience, are competent to provide such assistance.

Commissions work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

## MEMBERSHIP ON CITY COMMISSIONS

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, he/she shall become ineligible to continue as a member of that body.

Members are appointed by and serve at the pleasure of the City Council. With the exception of Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four-year terms, plus any portion of an unexpired term for which they have been appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

### Role of Staff Liaison

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view of the Commission, even if the majority view differs from staff opinion.
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing its mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their

**Figure 2: Role of Staff Liaison**

Ad hoc Committee members are appointed for the length of time the Committee is active or as established by the Council. These Committees are disbanded when the task has been completed or when deemed necessary by the City Council. Council members and Commissioners may serve on ad hoc Committees.

Two members of an immediate family, or persons residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointment to any Commission or Committee.

### **Appointment**

The City Council accepts applications for Commission positions year-round. Two times per year, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). With the exception of the Youth Commission, interviews are scheduled before the entire City Council at a special meeting. Between the two formal recruitments, the City may conduct recruitments for vacant positions as they arise. Interviews for these positions may be held either immediately before or during a regular Council meeting. Appointments are made by written ballot during a regular City Council meeting.

Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

### **Reappointment**

Upon completion of the first four-year term, or an unexpired term, Commissioners must notify the City Clerk, in writing, indicating interest in continuing on the Commission for another four-year term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as appointments to the Commission. Upon completion of their service, Commissioners shall meet, either in person or via telephone, with the Council Liaison assigned to their respective Commission. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

### **Resignation/Removal**

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

### **Attendance and Participation**

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number



of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, he/she should advise the staff liaison as soon as possible. If a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absences caused the cancellation shall be charged with an absence for that meeting. e.

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in formulating recommendations to the Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission. A commission member shall be designated to attend any City Council meeting when that Commission has an item of interest on the Council agenda so as to be available to answer Council questions.

**Statement of Economic Interest**

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning and Transportation Commission must file Form 700s. In addition, the City identifies those positions which are subject to the City’s Biennial Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review.

**Commission Member Responsibilities**

- ~~Attend at least 75% of regular meetings annually.~~
- Prepare for and participate in all Commission meetings
- Attend at least 75% of regular meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training within 60 days of appointment as a new Commissioner
- Complete two hours of Ethics Training every two years
- Attend Annual Commission Training

Type of Occurrence Filing	
Assuming Office	Within 30 days of assuming office
Annual	Each year on or before April 1
Leaving Office	Within 30 days of leaving office

**Table 1: Deadlines for filing Form 700**

**Ethics Training**

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within their first year of service. Ethics training courses must have been reviewed

**Figure 3: Commission Member Responsibilities**

and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a Commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

## **THE BROWN ACT**

The Ralph M. Brown Act (Brown Act) is the State of California's open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency's decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain subcommittees or ad hoc committees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.



**Figure 4: Ralph M. Brown**

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

### Daisy Chain

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members has discussed an item within the Commission's subject matter jurisdiction.

### Hub and Spoke

A hub and spoke meeting is when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a Commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails from Commissioners that are intended for the entire Commission should be sent through the staff liaison. Commissioners should take care to not reply all on emails.

## **Violations**

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney's fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or “cures” may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

### **Types of meetings**

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type are special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members the opportunity to discuss and better understand a particular item. Generally, no action is taken at study sessions.

### **Agendas**

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City’s website as set forth in the Brown Act and the City’s Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City’s website.

### **Meeting Minutes**

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as “action minutes” and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting.

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff liaison is responsible for posting the materials received within 48 hours of the meeting to the City’s website.

### **Adding items to a future agenda**

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the “Potential Future Agenda Items” portion of the meeting or by emailing a request to the staff liaison. Requests must be for items that are under the purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission’s work plan.

## **CONFLICT OF INTEREST**

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on a financial interest.

It is ultimately the responsibility of the Commission member to identify whether they have a conflict of interest or not. The City Attorney should be consulted as early as possible on any matters which may be a conflict of interest.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: 1) publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; 2) recuse himself or herself from discussing and voting on the matter; and 3) leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member may speak on the issue during the time that the general public speaks on the issue.

## COMMISSION ORGANIZATION

Each Commission consists of between five and eleven members. Each member has an equal voice and vote on the Commission.

### Chair and Vice Chair

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair rotate annually. Election of Chair and Vice Chair occurs at the first meeting in April or October, depending on when members are appointed to the Commission. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

### Subcommittees

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no more than one year. These subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions may not create standing committees.

## MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to treat their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

### Rules of Order

*Rosenberg's Rules of Order*, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the *Rules of Order* can be obtained from the City Clerk's Office.

### Consideration of agenda items

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Official action requires a majority vote of the entire Commission/Committee, not just those present.

### Public Comment

Persons present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on

### Consideration of an agenda item

1. Presentation by Staff, Commissioner or subcommittee
2. Commissioners ask clarifying questions
3. Members of the public are given an opportunity to speak on the item
4. Commissioners discuss the item
5. If needed, a motion is made upon which the Commission votes on the matter

**Figure 5: Procedures for considering agenda items**



each item. If there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker's time to two minutes.

The Chair has the right to ask a member of the public to step down from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. The Commission may not discuss nor take action on any item raised during the Public Comments on Items not on the Agenda portion of the meeting.

### **Teleconferencing**

Commission members shall not participate in meetings by teleconference.

### **DECORUM**

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for removal from the meeting.

### **TRAINING**

Commissioners are expected to stay current on issues related to their service as a public official. Members are provided brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual trainings are organized by the City Clerk and conducted by City staff to review roles and responsibilities and to provide information on any changes in laws or policies that may be relevant to conducting the work of the Commissions. Attendance at this training is required for all Commission members and staff liaisons. Individuals who are unable to attend the training session will be required to ~~complete~~ watch the video of the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Travel and Expense Policy. Requests for use of City funds must be approved in accordance with City Policy.

### **CONCLUSION**

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help address any issue which may arise.

# Cheat sheet for Chair (and Vice Chair)

## (and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or a subcommittee, decision to continue the item to a date certain or not certain, or to take no further action.

### **Applications**

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

### **Announcing votes**

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

### **Recess**

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.



**DISCUSSION ITEMS**

**Agenda Item # 18**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** City Council Authorization for Mayor to send letter regarding SB 592

**Prepared by:** Jon Maginot, Deputy City Manager

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

**Attachment(s):** None

**Initiated by:**

Mayor Lee Eng and Councilmember Enander

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to take a position on SB 592? If so, does the Council wish to authorize the Mayor to send a letter to the City's State Legislators reflecting that position?

**Summary:**

- Senator Scott Weiner has amended SB 592 to be retitled Housing Accountability Act and has included a number of changes to State law regarding housing

**Staff Recommendation:**

Authorize the Mayor to send a letter to the City's State Legislators regarding the City's position on SB 592

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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## **Background and Analysis – SB 50 becomes SB 592**

The original SB 592 was introduced by Senator Wiener on February 22, 2019, as a simple amendment to change the due date for HCD to deliver its annual report to the Governor and both houses of the Legislature per Health & Safety Code sec. 50408 from December 31 to June 30.

On March 27, Sen. Wiener amended the bill by fully replacing the title and text so that the bill amended Business & Professions Code sec. 7400 to require the Board of Barbering and Cosmetology to update the public profile of a licensee if notified of a licensee's address change. The revised bill – one sentence – was noncontroversial. It went through the Business Professions and Economic Development Committee (April 8) and the Senate Appropriations Committees (May 16) with unanimous approval and was also approved with a unanimous vote on the Senate Floor (May 23).

Separately, SB 50 had been held in the Senate Appropriations Committee on May 16. On June 4, Sen. Wiener substantially amended SB 50. On June 13, he then amended SB 592, replacing it in its entirety with some of the text from SB 50 as amended on June 4.

SB 592 is now titled "Housing Accountability Act" and carries the first part but, as of yet, not the second of SB 50 and amends Gov. Code Sec. 65589.5 (AB 3194, passed in the last session and effective January 1, 2019). SB 592 also includes some language in proposed SB 330.

Some of its provisions:

### **Definitions**

The bill expands the definition of a "housing development project" to include single-family houses, additions to single-family houses, and ADUs.

### **Affordability**

- Paragraph (d) requires the approval of any project for "*very-low, low-, or moderate-income households or any emergency shelter*" unless the project fails on narrowly defined grounds related to public health and safety, no matter how inconsistent the project may be with local zoning.
- Paragraph (i) restricts conditions and lower density "*that have a substantial adverse effect on the viability or affordability of a housing development for very low, low-, or moderate-income households.*"

These are the only provisions that actually have to do with “affordable housing.”

### **Market Rate Housing**

A city cannot disapprove any project (not just low or moderate, but including low or moderate) based on density unless the city finds (within 30 days) that ALL 3 of the following apply.

1. The density proposed is inconsistent with MANDATORY provisions of the general plan and zoning that CANNOT be varied by the appropriate city authority (e.g. staff, Planning Commission, City Council). Sec. (j)(1)(B)

*(B) For purposes of this section, a general plan, zoning, or subdivision standard or criterion is not “applicable” if its applicability to a housing development project is discretionary or if the project could be approved without the standard or criterion being met.*

Note: Because most provisions of our General Plan and Code can be excepted via variance, the practical effect is that this clause could not be used to disapprove a project.

Also, because a city has discretion, under the Density Bonus Law, to approve density greater than that to which an applicant is entitled by right under that law, it is likely that any application which includes greater density than the formula in the Density Bonus Law would have to be approved, unless the provisions of 2 and 3 below could be met. In essence, the city can no longer control the density of any project under the Density Bonus Law, and nothing in SB 592 requires the additional density to increase the amount of affordable units.

2. The project has “*a specific, adverse impact upon the public health or safety.*”

Note: This is nearly identical to language in the Density Bonus Law – a standard that is very difficult to meet.

3. There is no “*feasible method to satisfactorily mitigate or avoid the adverse impact*” except disapproval or lower density for the project.

Note: As #2 is unlikely to be applied, this clause is also unlikely to be applied. If it could be, the bill does not indicate who is financially responsible for doing so.



## **Elimination of Use and Density Restrictions**

SB 592 goes further than SB 330 by expressly defining a *“housing development project”* (covered under these provisions) by adding two new elements:

*(B) A “housing development project” may solely be, or may include, a single unit, including an accessory dwelling unit as defined in Section 65852.2.*

*(C) A “housing development project” may solely be, or may include, the addition of one or more bedrooms to an existing residential unit.*

The bill adds a new definition ((h)(6) for *“Conditions that have the same effect or impact on the ability of the housing development project to provide housing”* to include, but are not limited to:

*(A) Reduction in the number of bedrooms or other normal residential features, such as a living room or kitchen.*

*(B) The substantial impairment of the housing development project’s economic viability.*

Taken together, these allow developments with dense, dorm-style or communal-living and home-sharing type arrangements, in single-family (and other) zones with no affordability requirements.

Summary of some effects:

The Housing Accountability Act, including required timeframes for review and the potential for prospective residents to claim penalties for \$10,000 per day, will now apply to single-family, ADU, or other low-density zones (new construction or additions).

All housing development projects – including single-family homes, an addition to that home, or and ADU – can no longer be required to meet General Plan or zoning code requirements, if they provide higher density and if the project could be approved via a variance (e.g. setbacks, height). This will include allowing dorm-style development in single-family zones and greater density above the “by right” provisions of the Density Bonus Law.

Architectural, design, historic, or other aesthetic standards can no long be imposed. Much of the work of the Design Review Commission and Planning Commission becomes voluntary or disappears.

## Draft Letter

Assemblymember Berman, Senator Jerry Hill, Assembly Committee on Housing and Community Development (submit via portal), Assembly Committee on Local Government (submit via portal), Supervisor Joe Simitian, League of California Cities, Cities Association of Santa Clara County

The City Council of Los Altos opposes SB 592 for the following reasons:

1. Although the bill seems to limit local decisions to “objective standards,” it gives housing development projects “by right” approval of variances and other discretionary factors. This effectively eliminates regulations related to zoning, planning, design, and subdivision.

A core principle of land-use planning is that no plan or code can account for all circumstances. Our code recognizes this challenge with the following language for single-family, multi-family, office, public facilities, and commercial zones. Such language is essential to assure that application of the General Plan and zoning codes to specific projects meet the stated objectives. This authority would be removed by SB 592.

In order to avoid such practical difficulties, unnecessary physical hardships and results inconsistent with the objectives of the zoning plans stated in Article 1 of [Chapter 14.02](#), as would result from a strict or literal application of the provisions of this chapter, the planning and transportation commission may approve or recommend variances to the regulations controlling site area, width, depth and coverage, yards, and other open spaces, parking spaces, loading spaces, height of structures, allowable building floor area and fences. (LAMC 14.76 and 14.78)

2. The current Density Bonus Law (Calif. Gov. Code sec. 65915 et seq) gives local jurisdictions the authority to approve density greater than the “by right” limit available from the bonuses under that law. By giving development projects under SB 592 the right to any density that could be granted, SB 592 effectively negates 65915 (n). Because we have such language in our municipal code, the city would have no control, absent a health and safety finding, over the density of a proposed development that otherwise meets the requirements of 65915.

65915.(n) If permitted by local ordinance, nothing in this section shall be construed to prohibit a city, county, or city and county from granting a density bonus greater than what is described in this section for a development that meets the requirements of this section or from granting a proportionately lower density bonus than what is required by this section for developments that do not meet the requirements of this section.

3. By eliminating use clauses for residential zones, commercial uses such as bars, hotels, medical clinics, car repair, pet grooming, office space and other “non-residential use” is available “by right” in residential areas, provided it does not occupy more than 1/3 of the development space. This violates the long-standing planning principle that commercial uses must be compatible with shared and adjacent residential uses.

4. Voiding limits on the number of bedrooms in residential zones allows for dorm-style developments in lower density zones, including single-family areas. This may be the intent of the author, but it is opposed vigorously by this council.

5. Other than paragraphs (d) and (i), nothing in this bill promotes affordable housing. Its effect, rather, is to abolish sound planning principles and remove the ability of the city to execute the approved General Plan and related Housing Element.

For these reasons, we oppose SB 592. We also note that the process by which this bill is before the Assembly allowed it to bypass all Senate Committee review, where its problematic provisions might well have been identified. That process, in our view, is also completely antithetical to transparency and open government.