



CITY COUNCIL MEETING

TUESDAY, FEBRUARY 9, 2021 – 7:00 P.M.

Please Note: Per California Executive Order N-29-20, the City Council will meet via Telephone/Video Conference only.

Members of the Public may join and participate in the Council meeting at <https://webinar.ringcentral.com/j/1497570675>

TO COMMENT DURING THE MEETING members of the public will need to join the meeting using the above link and have a working microphone on their device. To request to speak please use the “Raise hand” feature located at the bottom of the screen. Public testimony will be taken at the direction of the Mayor and members of the public may only comment during times allotted for public comments.

TO LISTEN to the City Council Meeting, members of the public may call 1-650-242-4929 (Meeting ID: **149 757 0675**). Please note that members of the public who call in using the telephone number will **NOT** be able to provide public comments.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda email PublicComment@losaltosca.gov with the subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Emails received prior to the meeting will be included in the public record. [Please follow this link for more information on submitting written comments.](#)

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

SPECIAL ITEMS

- Proclamation recognizing February as Black History Month
- Proclamation recognizing House on First

CHANGES TO THE ORDER OF THE AGENDA

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. 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 January 26, 2021 Regular Meeting (A. Chelemengos)
2. Award Construction Contract Sewer System Repair Program Project WW0100121 Authorize the Interim City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc. for the not-to-exceed amount of \$189,982.00 and up to a 20% contingency amount of \$37,996.40 to provide professional design and consulting services for the realignment and replacement of five sewer main segments located along First Street. (T. Nguyen)
3. Resolution No. 2021-06: Adopt Resolution No. 2021-06 to add authorized users to City of Los Altos' LAIF Account (H. Lei)
4. Reaffirmation of Resolution 2017-07 - Reaffirming the City's commitment to a diverse, supportive, inclusive, and protective community and direct staff to distribute a copy of Resolution No. 2017-07 to every City Commission and include in the Commissioner Orientation, Handbook, and reference as a resource whenever appropriate. (D. Legge)
5. Ordinance No. 2021- 474 - ZTA 20-0002 – Zoning Code Amendments: Continue to March 9, 2021 - Public Hearing and Introduction of an Ordinance for a Zoning Text Amendment (ZTA 20-0002) modifying Section 14.02.070 (Definitions) and Chapter 14.30 (Short Term Rental) establishing regulations governing boarding houses and short-term rental of residential property within the City of Los Altos. This project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3). Adoption of the ordinance will not result in a foreseeable significant environmental effect. (J. Biggs/G. Persicone)
6. Resolution No. 2021-07 Master Contracts for Preparation of California Environmental Quality Act (CEQA) Documents: Adopt Resolution No. 2021-07 Authorizing the Interim City Manager to negotiate and execute agreements between the City of Los Altos and the EMC Planning Group and David J. Powers Inc., for \$220,000 for each firm (a total amount not to exceed \$440,000) for California Environmental Quality Act (CEQA) consulting services. (G. Persicone)

PUBLIC HEARINGS - None

DISCUSSION ITEMS

7. Emergency Measures for Addressing COVID-19: Receive an update from the Deputy City Manager and provide direction on additional potential measures to address COVID-19 (J. Maginot)
8. Ordinance No. 2021 -475 - Hillview Baseball Field Off-Leash Dog Pilot Program: Hold Public Hearing, Introduce, as read by title only, and waive further reading of an ordinance to consider the establishment of an off-leash dog pilot program located at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review. This pilot program allows dog owners to have their dogs off-leash during specific posted days and times. (D. Legge)

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9. Regional Housing Needs Allocation: Discuss and provide direction to staff regarding the City's potential response to the proposed Regional Housing Needs Allocation (RHNA) (Council Member Initiated)

INFORMATIONAL ITEMS ONLY

- Tentative Council Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

(Council Norms: 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.)

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610.

Agendas Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/online/index.html>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. 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.



Proclamation

Of the Mayor

Of the City of Los Altos, California

WHEREAS, since 1976, U.S. Presidents have officially designated the month of February as **BLACK HISTORY MONTH**;

WHEREAS, **BLACK HISTORY MONTH** is an annual celebration of the achievements by African-Americans, and a time to recognize their central role in U.S. History;

WHEREAS, the contributions to science, technology, business, arts, and cultural innovation by African-Americans have been essential to the progress of our nation;

WHEREAS, The City of Los Altos is proud to honor the history and contributions of African-Americans in our community, state, and nation;

WHEREAS, the observance of **BLACK HISTORY MONTH** calls our attention to be proactive and strive for an inclusive community in which all citizens are valued, respected, and recognized for their contributions and potential contributions to our community.

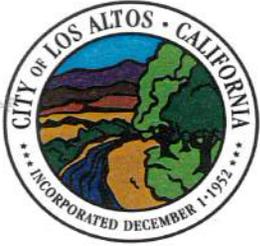
NOW THEREFORE BE IT RESOLVED that I, Neysa Fligor, Mayor of the City of Los Altos, and on behalf of the entire Los Altos City Council and the people of Los Altos, do hereby proclaim the month of February 2021 to be

BLACK HISTORY MONTH

and encourage all residents of the City to join in this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Los Altos this 9th day of February 2021.

Neysa Fligor, MAYOR



Proclamation
of the
Mayor of the City of Los Altos, California

WHEREAS, Jean Luc Kayigire was raised in France before to coming to the United States to study at U.C. Berkeley; and

WHEREAS, Jean Luc Kayigire has opened restaurants in Japan, New York, and San Francisco; and

WHEREAS, Jean Luc Kayigire become a resident of Los Altos Hills and discovered the true beauty of downtown Los Altos; and

WHEREAS, Jean Luc Kayigire initially opened the Amandine Project, a bar on First Street in Los Altos; and

WHEREAS, in 2020 the Amandine Project had to temporarily close due to the COVID-19 pandemic and County restrictions; and

WHEREAS, Jean Luc Kayigire looked around for options to assist his employees in staying sharp, engaged and gainfully employed; and

WHEREAS, Jean Luc Kayigire, decided that a French dining option would expand the variety of great dining choices in Los Altos ; and

WHEREAS, in 2020, Jean Luc Kayigire, in the midst of a global pandemic, opened House on First and gave his employees the opportunity to create their own restaurant and provide the community with a family friendly food destination and

WHEREAS, the City is thrilled to have House on First provide many delicious meals for our community for many years to come.

NOW THEREFORE, I, Neysa Fligor, Mayor of the City of Los Altos, and on behalf of the entire Los Altos City Council, do hereby congratulate and wish Jean Luc Kayigire, his employees and House on First much success

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Los Altos this 9th day of February 2021.



Neysa Fligor, MAYOR



**MINUTES OF THE REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF LOS ALTOS
7:00 P.M., TUESDAY, JANUARY 26, 2021**

HELD VIA VIDEO/TELECONFERENCE

MEETING CALLED TO ORDER

At 7:05 p.m., Mayor Fligor called the meeting to order.

ESTABLISH QUORUM

PRESENT: Mayor Fligor, Vice Mayor Enander, Council Members Lee Eng, Meadows, and Weinberg

ABSENT: None

PLEDGE OF ALLEGIANCE TO THE FLAG

Stella Berger-Morris led the Council in the Pledge of Allegiance.

REPORT ON CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: *Satish Ramachandran v. City of Los Altos, et al.*
United States District Court, Northern District of California
Case No. 5:18-cv-01223-HRL
2. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: *Satish Ramachandran v. Best, Best and Krieger, a limited liability Partnership; Christopher Diaz; Christina Hickey; Kirk Ballard; David Kornfeld; Christopher Jordan; Pamela Jacobs, and Does 1-20 United States District Court, Northern California District*
Case number: 5:20-cv-03963-NC
3. Conference with Labor Negotiators:
Pursuant to Government Code Section 54957.6:
Employee organizations: Los Altos Peace Officers Association
Agency designated representatives: Lisa Charbonneau of Liebert Cassidy Whitmore and Jennifer Leal, Human Resources Manager

Mayor Fligor reported that the City Council met in closed session prior to the meeting and had nothing to report.

SPECIAL ITEMS

- Recognition of Santa Clara Valley Science and Engineering Fair Association's 2020 Synopsys Championship Participants and Award Winners from the City of Los Altos

Mayor Fligor recognized the following Los Altos youth for their participation in the 2020 Synopsys Championship and presented each with certificates of recognition - Yash Golwala, Kallie Wang, Elie Meir Bodner, Arnav Swaroop, Aadit Golwala, Ben Freda-Eskenazi, Emma Biswas, Sidharth Ganapathi Dharmasanam, Nesyah Sarah Galatin, Vivek Bharati, Deven C Shah, Olivia Anne Colace, Russel James Michael Arbore, Audrey Xing-Yun Chang, Anushka Sanyal, Julia Biswas, Sophie Meiyang Wang, Josh Sanyal, Arthi Vaidyanathan, Sreoshi Sarkar, Michaela Ho-Young Yip, Alexander Guh-Siesel, Luke Almazan Sage and Carissa Wu.

Dr. Chaudhuri, Santa Clara Valley Science and Engineering Fair Association (SCVSEFA) Board Member, commented.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

CONSENT CALENDAR

1. Council Minutes: Approve the (corrected) Minutes of the January 12, 2021 Regular Meeting.
2. Final Map Approval: Authorize the Interim City Manager to execute the Subdivision Improvement Agreement and approve Tract Map #10547 of 389 First Street

Council Member Lee Eng noted the corrected minutes and moved that the City Council approve the Consent Calendar. The motion was seconded by Council Member Weinberg and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.
NOES: None
ABSENT: None
ABSTAIN: None

PUBLIC HEARINGS

3. Resolution No. 2021-04: Story Pole Policy Exception Request for 4350 El Camino Real Development: Adopt Resolution No. 2021-04 to grant or deny an exception from the City's Story Pole Policy to the proposed development at 4350 El Camino Real.

Council Member Lee Eng reported that she had had ex parte communications with the applicant and with Planning Commissioner Steinle

Vice Mayor Enander reported that she also had had ex parte communications with the applicant and with Planning Commissioner Steinle.

Sean Gallegos, Associate Planner, provided a staff report and answered questions from the Council.

Applicant Angela Galatolo provided information and answered questions from the Council as well as her architect Alex Seidel.

Mayor Fligor opened the Public Hearing.

The following individuals commented: Erik Forslin, Mehruss Ahi, Salim Damerdji, Pierre Bedard, Eric Steinle.

There were no further public comments. Mayor Fligor closed the Public Hearing.

The applicant was given an opportunity to respond to comments and answer additional questions from the Council.

Following discussion, Vice Mayor Enander moved that the Council make the following modifications (to the resolution) and adopt Resolution No. 2021-04 to granting an exception from the City's Story Pole Policy to the proposed development at 4350 El Camino Real with the following conditions, and with concurrence of the applicant, that the previously established subcommittee comprised of Council Member Lee Eng and Vice Mayor Enander work with the applicant and the staff with the goal of making several changes to the plan as presented by improving the flyover and the street level/pedestrian video; adding Quick Response (QR) codes to each billboard linking the videos; with respect to billboard #1 remove and replace the text with another photo to be discussed with the adjacent Homeowners Association; look at repositioning billboard # 1 to make it more proximate to and visible from the sidewalk with due respect for safety concerns and as determined and discussed with the staff and the applicant. The motion was seconded by Council Member Lee Eng and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.
NOES: None
ABSENT: None
ABSTAIN: None

At 8:50 p.m., Mayor Fligor called for a brief recess. At 9:00 p.m., Mayor Fligor reconvened the meeting.

DISCUSSION ITEMS

4. Emergency Measures for Addressing COVID-19: Receive an update from the Deputy City Manager and provide direction on additional potential measures to address COVID-19.

Deputy City Manager Maginot provided a presentation and answered questions from the Council.

Council Member Meadows provided additional information.

Resident Freddie Wheeler commented.

No action was taken.

5. Resolution No. 2021-05: North County Library Authority Joint Powers Agreement (JPA) Amendment: Adopt Resolution No. 2021-05 amending the North County Library Authority Joint Powers Agreement

Mayor Fligor provided background information on the matter.

Courtenay Corrigan and Pierre Bedard commented.

Discussion commenced.

Vice Mayor Enander moved to adopt Resolution No. 2021-05 amending the North County Library Authority Joint Powers Agreement. The motion was seconded by Council Member Weinberg and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.
NOES: None
ABSENT: None
ABSTAIN: None

Vice Mayor Enander moved to direct staff that should the North County Library Authority seek reimbursement related to third party consultants from any funds from the City of Los Altos that the matter be researched by staff and brought to Council for action. The motion was seconded by Council Member Lee Eng and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.
NOES: None
ABSENT: None
ABSTAIN: None

INFORMATIONAL ITEMS ONLY

- Police Department Memo – Police Radio Encryption

Police Chief Galea provided information and answered questions from the Council.

- Community Center Construction Monthly Update – Month of December

Jim Sandoval, Engineering Services, and Project Manager Maslo provided an update and answered questions from the Council.

- Tentative Council Calendar

Council Members commented on the calendar.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Vice Mayor Enander and Council Member Lee Eng expressed support for placing on a future agenda a presentation on housing by the Embarcadero Institute. Discussion commenced. Mayor Fligor, Council Members Meadows and Weinberg did not support, at this time, inviting the organization to a Council meeting for a housing presentation. Vice Mayor Enander requested that the Council Members watch a short video of a presentation by the Embarcadero Institute to which she would provide a link.

The Council Members reported on attendance at and matters related to their various Commissions, Committees and Boards, as assigned.

Council Member Lee Eng requested that the Legislative Committee review SB 9 and 10 and bring back a position letter to the Council. In addition, she requested a matter be placed on the agenda for discussion of the RHNA numbers assigned to Los Altos and the various options including appealing the numbers and/or providing staff direction.

Several other matters were brought up and there was consensus to discuss the matters at the upcoming City Council retreat.

ADJOURNMENT

At 11:21 p.m., Mayor Fligor adjourned the meeting.

Neysa Fligor, MAYOR

Andrea M. Chelemengos MMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Design Contract Award: Sewer System Repair Program
Project WW0100121

Prepared by: Thanh Nguyen, Senior Civil Engineer
Reviewed by: James Sandoval, Engineering Services Director
Approved by: Brad Kilger, Interim City Manager

Attachment:
1. Consultant's Proposal

Initiated by:
City Council, CIP Project WW0100121

Previous Council Consideration:
None

Fiscal Impact:

\$232,478.40 (Project WW0100121 budget)
\$630,000.00 (Adopted CIP budget)

Based on the most qualified consultant fee proposal submitted, the estimated Project costs are:

Budget Elements	Budget
Total Design & Permitting Costs (Consultant's Fee Proposal)	\$189,982.00
Contingency (20%)	\$37,996.40
Printing/Advertising/Misc.	\$ 4,500.00
Total Project Expenses	\$ 232,478.40
Total Funds Available in Adopted CIP Budget	\$ 630,000.00

There are sufficient funds in the adopted CIP budget for Project WW0100121.

Environmental Review:

Categorically Exempt pursuant to CEQA Section 15301(b) for the repair and maintenance of existing public facilities.

Policy Question(s) for Council Consideration:

Not Applicable

Interim City Manager

BK

Reviewed By:

City Attorney

JH

Finance Director

SE



Subject: Design Contract Award: Sewer System Repair Program Project WW0100121

Summary:

The Sewer System Repair Program Project WW0100121, includes replacing and realigning five sewer main segments located along First Street in downtown Los Altos between San Antonio Road and Main Street. This project will replace 1,479 linear feet of sewer pipes in total. An agreement with a consultant is required to provide professional design and consulting services for the project.

Staff Recommendation:

Authorize the Interim City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc. for the not-to-exceed amount of \$189,982.00 and up to a 20% contingency amount of \$37,996.40 to provide professional design and consulting services for the realignment and replacement of five sewer main segments located along First Street.



Subject: Design Contract Award: Sewer System Repair Program Project WW0100121

Purpose

Authorize the Interim City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc. in the not-to-exceed amount of \$189,982.00 and up to a 20% contingency amount of \$37,996.40 to provide professional design and consulting services for the realignment and replacement of five sewer main segments located along First Street.

Background

This project scope includes realigning and replacing five sewer main segments, located along First Street between San Antonio Road and Main Street in Downtown Los Altos. This comprises a total of 1,479 linear feet of pipes replacement. The existing 6-inch pipes will be replaced with new 8-inch pipes to increase capacity. The consultant design services for the project includes completion of a preliminary design assessment, design, bid support, and construction support.

The sewer main segments were identified in the 2013 Sanitary Sewer Master Plan Update as segments that need replacement due to the existing sewer pipe materials. In addition, realigning the pipe segments will provide clearance from potential future sidewalks and curbs which resolve potential maintenance issues.

Discussion/Analysis

Through an RFP process, the City previously created a short-list of on-call firms for design and construction services for sanitary sewer projects. Bellecci & Associates was selected from the City's short list of firms to submit a proposal for this project. Bellecci & Associates has been in business for over 37 years and has satisfactorily completed similar projects for the City of Los Altos and other municipalities in the Bay Area. In 2019, Bellecci & Associates provided design and construction support services for the City of Los Altos Sewer System Replacement and Structural Reach Replacement projects, which included replacement of 20 sewer segments at 14 locations throughout the City. Attachment 1, Exhibit A, provides a detailed Scope of Work for this project. Bellecci's contract with the City for these services will be utilized to complete the following:

- Task I – Preliminary Design Assessment Report & Preliminary Plans
- Task II – 65% Design Submittal
- Task III – 100% Design Submittal
- Task IV – Final Design Submittal of Construction Drawings
- Task V – Bidding Phase Support
- Task VI – Construction Phase Support

It is recommended that the award of a design contract be made to Bellecci & Associates, Inc. in the not-to-exceed amount of \$189,982.00 and up to a 20% contingency amount of \$37,996.40 on behalf



Subject: Design Contract Award: Sewer System Repair Program Project WW0100121

of the City to provide professional design and consulting services for the realignment and replacement of five sewer main segments located along First Street.

Options

- 1) Authorize the Interim City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc. for the not-to-exceed amount of \$189,982.00 and up to a 20% contingency amount of \$37,996.40 to provide professional design and consulting services for the realignment and replacement of five sewer main segments located along First Street.

Advantages: Completion of the design project will realign and increase the sewer capacity to accommodate new development projects along First Street.

Disadvantages: None

- 2) Do not authorize the Acting City Manager to execute an agreement on behalf of the City with Bellecci & Associates, Inc.

Advantages: None

Disadvantages: Realignment and replacement of the sanitary sewer segments along First Street would be delayed.

Recommendation

The staff recommends Option 1.

Exhibit A: Scope of Work

UNDERSTANDING

The City of Los Altos seeks engineering services for the project administration, analysis, calculations, preliminary design report and preliminary design plans for the **Sewer System Repair Program, Project WW0100121**. Upon award of the contract we are prepared to immediately begin work on the 1st Street Sewer Realignment Feasibility Study and complete the preliminary design documents in preparation for the design and construction phase for the project. We understand that this project includes the following sewer segments listed below.

SEWER REALIGNMENT (6” to 8” or Larger)

Perform preliminary studies and field investigation to determine feasibility of realignment of the 1st Street sewer main between S. San Antonio Road and Main Street. The project includes following segments of existing sanitary sewer pipe:

1. 6” ACP, Sewer Segment F2S-512_F2S-514 (Length: 270 feet)
 2. 6” ACP, Sewer Segment F2S-514_F2S-501 (Length: 309 feet)
 3. 6” ACP, Sewer Segment F2S-501_F2S-502 (Length: 320 feet)
 4. 6” ACP, Sewer Segment F2S-502_F2S-111 (Length: 301 feet)
 5. 6” ACP, Sewer Segment F2S-111_F2S-109 (Length: 279 feet)
- Total = 1,479 feet**

The project site is shown below.



TECHNICAL APPROACH AND SCOPE OF WORK

Our first order of work will be a meeting with the City to discuss the project in detail and to obtain all existing information on the project. After our meeting with the City, the Bellecci design team will evaluate the sewer videotapes to identify the locations of the active sewer lateral locations.

The success of this project is dependent on the creation of a detailed project topographic base map which depicts the location of known existing utilities that could be encountered during construction. We will do an investigation of the locations of the existing utilities

Exhibit A: Scope of Work

by obtaining utility maps from the utility companies and City record maps. Known utility locations will be shown on the base map used for the replacement of the sewer mains.

Our subconsultant 360 Aerial Surveys prepare an aerial planimetric topographic survey for the project street. The planimetric topographic survey site base map will be supplemented with relevant ground shot survey information from the Bellecci survey crew. The survey work will be performed and tied into the NAD 1983 HARN State Plane system survey control network. Existing sewer manholes will be surveyed and information on the inverts will be obtained. Survey shots and visible utility locations will be added to the drawing file to complete the base information for the designers.

In addition, as part of the project investigation phase, our subconsultant, Cleary Consultants, Inc. will prepare a geotechnical investigation of the existing soil at the project site. The geotechnical field investigation will include soil boring(s) at the site. The investigation will identify the different types of soil that the contractor probably will encounter during construction so they can account for the soil conditions in their bid.

Based on the information collected and the performed studies, we will provide the City with a preliminary design assessment report showing possible alternative sewer alignments along with the associated construction cost estimates. After meeting with the City to discuss the preliminary design assessment report, we will prepare preliminary design drawings for the chosen sewer alignment.

Plans and specifications for the project will be prepared for the sewer repair based on the City chosen sewer alignment from the preliminary design report. Plans and specifications will be prepared and customized to the City's requirements and will contain information necessary to obtain comprehensive contractor bids.

After the project is out for bid, Bellecci will respond to all questions regarding the plans and specifications and prepare any addendums to the plans and specifications necessary to clarify the design. In addition, we will attend the pre-bid meeting for the project.

Bellecci will attend the preconstruction meeting with the contractor, City staff and utility companies. We will review the contractor submittals for compliance with the specifications and respond within ten days. We will also clarify questions regarding the plans (RFIs), perform site visits during construction and provide a write up of our observations to the City and review change order requests from the contractor.

SPECIFIC SCOPE OF WORK

Task I Preliminary Design Assessment Report & Preliminary Plans

SEWER VIDEO INVESTIGATION

Bellecci will review the City provided sewer line video inspection tapes for the sections of sewer lines to be replaced. The video review will be used to determine the distances from the manholes to the sewer laterals to be reconnected. The information obtained from our review will be shown on the plans.

Exhibit A: Scope of Work

COORDINATION WITH UTILITIES

Bellecci will coordinate with owners of the utilities (including City owned facilities) in the project areas to obtain their utility base maps for use in developing the plans. Utility locations will be shown on the base map used for the replacement of the sewer mains.

GEOTECHNICAL STUDY

Bellecci's subconsultant, Cleary Consultants, Inc. will prepare a geotechnical investigation of the existing soil at each of the project site. The geotechnical field investigation will include at four (4) soil borings at the site. The investigation will identify the different types of soil that the contractor probably will encounter during construction

TOPOGRAPHIC SURVEY

Bellecci's survey crews will set control points for the planimetric survey and collect necessary field topographic information, visible utility locations and street elevations in order to supplement and complete the base information. The aerial planimetric survey will be performed by our subconsultant 360 Aerial Surveys. The survey work will be performed and tied into the NAD 1983 HARN State Plane system. Sewer manholes, storm drain inlets and storm drain manholes will be surveyed and information on the inverts will be obtained.

POTHOLING

The project design budget includes an allowance for 20 potholes. Bellecci has worked extensively with various potholing companies in the past and will coordinate the potholing locations with the potholing company in the field. Potholing will be done at the locations where the proposed sewer pipe alignment crosses an existing utility and the invert or depth of that utility cannot be calculated or measured.

PRELIMINARY DESIGN ASSESSMENT REPORT

Bellecci will use existing project information, the results of discussions with the City, analysis of hydraulic parameters (pipe sizing), alternative sewer alignments based on existing utilities, and the proposed design solutions to produce a preliminary design assessment report. The Basis of Design Report will include the definition of the project, a description of the proposed design and an evaluation of the proposed sewer replacement.

PRELIMINARY PLANS AND ESTIMATE

The plans will be prepared in ACAD and use the aerial planimetric survey as the site base maps supplemented with relevant ground shot survey information. The plans will be at a 1"= 20' scale and will include a profile of the existing sewer line to be replaced showing the approximate locations of the utility crossings.

Exhibit A: Scope of Work

The engineer's estimate will be prepared in a format showing the anticipated bid items for the construction of the project and the estimated quantity and unit price for that item.

Deliverable: Electronic copies of: Topographic Survey, Geotechnical Study Report, Preliminary Design Assessment Report, Construction Cost Estimates, and Preliminary Design Drawings.

Schedule: The submittal of the preliminary design assessment report will be provided within the seventy-five (75) calendar days following the Notice to Proceed.

Task II 65% Submittal

65% PLANS, SPECIFICATIONS AND ESTIMATE

The plans, specifications and estimate will be compiled in standard City format providing sufficient information to obtain comprehensive contractor bids and to construct the project. The plans will be prepared in ACAD and use the aerial planimetric survey as the site base maps supplemented with relevant ground shot survey information. The plans will be at a 1" = 20' scale and will include a profile of the existing sewer line to be replaced showing the approximate locations of the utility crossings.

The engineer's estimate will be prepared in a format showing the anticipated bid items for the construction of the project and the estimated quantity and unit price for that item.

65% BASIS OF DESIGN REPORT

Bellecci will use existing project information, the results of discussions with the City and the proposed design solution to produce a Basis of Design Report. The Basis of Design Report will include the definition of the project, a description of the proposed design and an evaluation of the proposed sewer replacement.

Deliverable: Four (4) half-size to scale sets of the 65% design plans and two (2) full size sets of 65% design plans, and four (4) sets of the project specifications, basis of design report, geotechnical report and construction cost estimate.

Schedule: The submittal of the 65% design will be provided within the sixty (60) calendar days following the approval of Preliminary Design Assessment Report.

Task III 100% Submittal

100% PLANS, SPECIFICATIONS AND ESTIMATE

The 100% plans will incorporate the City's 65% design review comments. The specifications will utilize the City's Technical Specifications supported by the American Public Works Association Standard Specifications for Public works for construction (Green Book). The specifications will contain the testing and submittal requirements to be provided by the contractor.

Exhibit A: Scope of Work

The 100% engineer's estimate will fine tune the 65% estimate to include the items and quantities anticipated in the construction of the project.

100% BASIS OF DESIGN REPORT

The Basis of Design Report will be edited to discuss any changes to the design elements provided in the 65% Basis of Design Report. The 100% Basis of Design Report will include calculations used in the design.

Deliverable: Four (4) half-size to scale sets of 100% plans and two (2) full size sets of 100% plans, four (4) project specifications, Basis of Design Report, and construction cost estimate.

Schedule: Submittal shall be within forty (40) calendar days following receipt of comments on the 65% design submittal.

Task IV Final Design Submittal of Construction Drawings

FINAL PLANS, SPECIFICATIONS AND ESTIMATE

The final construction drawings, specifications, contract documents and bid items will incorporate the City's 100% design review comments. The final bid documents will include the final adjustments to the project as approved by the City.

The final engineer's estimate will include the bid items and quantities anticipated in the construction of the project.

Deliverable: One (1) set of 24" X 36" original reproducible vellum or bond copy of plans signed and sealed by the appropriate design engineer(s), architect(s), and/or surveyor(s). One (1) set of 11" X 17" half size (to scale) bond copy of plans signed and sealed by the appropriate design engineer(s), architect(s), and/or surveyor(s). Provide electronic copy of plans in a format readable by AutoCAD Map 3D 2015 for personal computers. Provide one (1) hard copy of the final specification and cost estimate, and an electronic copy of the final specification and cost estimate in Microsoft Office Word 2010 for Windows or compatible format.

Schedule: Submittal shall be within twenty-one (21) calendar days following receipt of 100% design review comments.

Task V Bidding Phase

During the bidding phase, Bellecci will assist the City with the bidding process, attend the prebid meeting (if a meeting is held) and provide the City with assistance to answer any Contractor questions pertaining to the plans and specifications. We will prepare and issue contract addenda, as needed.

Deliverable: Copies of all addenda and correspondence

Exhibit A: Scope of Work

Task VI Construction Phase

Bellecci will attend the preconstruction meeting as required. We will review the contractor submittals for compliance with the specifications and respond within ten days. We will also clarify questions regarding the plans (RFIs), review change order requests from the contractor and prepare as-needed plan modifications for the change orders. In addition, we will perform up to four (4) site visits during construction and provide a write up of our observations to the City.

Deliverable: Copies of all correspondence, change order plan & specification modifications, submittal reviews and site visit reports.

EXHIBIT B - FEE SCHEDULE

CITY OF LOS ALTOS

Sewer System Repair Program, Project WW0100121 - 1st Street Sewer Realignment Feasibility Study and Final Design

October 9, 2020

PROJECT BUDGET ESTIMATE

TAS #	RATE	240	206	198	174	146	198	278	138	74	1.1	1.1	1.1	HRS.	DIREC	TOTAL	
#	TASKS DESCRIPTION	PIC*	PROJ. MNGR.	PROF. ENGR.	SENIOR ENGR.	ASSNT. ENGR.	PROF. SURVEY	SURVE CREW	SURVE TECH	CLER.	GEOTECH (Cleary)	Potholing Sub-	Aerial Mapping 360	/TAS	COST	COST	
Task I - Preliminary Design Assessment Report & Preliminary Plans																	\$101,704.00
Task 1 - Project Management																	
1	Project Meetings		4	4										8		\$1,616.00	
2	Project Administration		8											8		\$1,648.00	
3	Project Progress Summaries		4											4		\$824.00	
4	QA/QC				4									4		\$696.00	
	Sub-Total	0	16	4	4	0	0	0	0	0	0	0	0	24		\$4,784.00	
Task 2 - Site Investigation, Data Collection, Record Research																	
1	Record Data Collection		1	4		4								9		\$1,582.00	
2	Utility Research & Coordination (PG&E, Comcast, AT&T, City, etc.)		1	2		8								11		\$1,770.00	
3	Review CCTV Sewer Inspection Tapes from the City		1	2		8								11		\$1,770.00	
4	Site Investigation		8	8		8								24		\$4,400.00	
5	Geotechnical Investigation (Cleary)		2	4							\$16.00			6		\$18,804.00	
6	Aerial Topographic Mapping (360 Degree)		2				2	8	4				\$3,900	16		\$7,874.00	
7	Potholing (Allowance for 20 Potholes)		2	4		8						\$25.00		14		\$29,872.00	
	Sub-Total	0	17	24	0	36	2	8	4		\$16.00	\$25.00	\$3,900	91		\$66,072.00	
Task 3 - Develop Design Base Map																	
1	Base Map Preparation		2	2		8								12		\$1,976.00	
2	Supplemental Topographic Mapping		2				2	8	4					16		\$3,584.00	
3	Right of Way & Easement Determinations from Record Data						2		4					6		\$948.00	
	Sub-Total	0	4	2	0	8	4	8	8	0	0	0	0	34	0	\$6,508.00	
Task 4 - Prepare Preliminary Design Assessment Report and																	
1	Alternative Alignment Plans		2	8	4	80				4				94		\$14,668.00	
2	Preliminary Cost Estimate		2	2	4	8								16		\$2,672.00	
3	Preliminary Design Assessment Report		4	12		24				4				40		\$7,000.00	
	Sub-Total	0	8	22	8	112	0	0	0	8	0	0	0	150		\$24,340.00	
Task II - 65% Submittal																	\$27,146.00
1	Project Meetings		3	3										6		\$1,212.00	
2	Project Administration		3											3		\$618.00	
3	Project Progress Summaries													0		\$0.00	
4	Project Cost Estimates													0		\$0.00	
5	QA/QC													0		\$0.00	
	Sub-Total	0	6	3	0	0	0	0	0	0	\$0	\$0		9		\$1,830.00	
Task 5 - Prepare Bid Documents																	
1	65% Plans & Estimate (PS&E)		4	18		100								122		\$18,988.00	
2	Preliminary Cost Estimate		2	4		16								22		\$3,540.00	
3	Basis of Design Report for 65% PS&E		2	12										14		\$2,788.00	
	Sub-Total															\$25,316.00	
Task III - 100% Submittal																	\$25,292.00
1	Project Meetings		4		4									8		\$1,520.00	
2	Project Administration		4											4		\$824.00	
4	100% Draft Final Design - Plans, Specifications & Estimate (PS&E)		2	24		100								126		\$19,764.00	
5	Detailed Preliminary Cost Estimate			8										8		\$1,584.00	
6	Basis of Design Report for 100% PS&E		2	6										8		\$1,600.00	
	Sub-Total															\$25,292.00	
Task IV - Final Design Submittal of Construction Drawings																	\$16,216.00
1	Project Meetings		4	4										8		\$1,616.00	
2	Project Administration		4											4		\$824.00	
7	100% Final Design Bid Documents (PS&E)		2	30	0	40								72		\$12,192.00	
8	QA/QC			8										8		\$1,584.00	
	Sub-Total	0	30	114	4	256	0	0	0		\$0			404		\$16,216.00	
Task V- Bidding Phase																	\$2,596.00
1	Bid Support		2	4	8									14		\$2,596.00	
Task VI - Construction Phase																	\$15,828.00
2	Respond to RFI's		2	8	8									18		\$3,388.00	
3	Submittal Review			4	20									24		\$4,272.00	
4	Pre-Construction and Other Site Meetings		4	16	24									44		\$8,168.00	
5	Change Order Review													0		\$0.00	
6	Final Inspection													0		\$0.00	
7	As-Built Drawings													0		\$0.00	
	Sub-Total	0	8	32	60	0	0	0	0		\$0			100		\$15,828.00	
1	Miscellaneous Expenses (Mileage, Prints, Postage, etc.)														\$1.20	\$1,200.00	
PROJECT TOTAL		0	45	52	12	156	6	16	12	8	\$16,000	\$25,000	\$3,900	299	\$1,200	\$189,982.00	



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Resolution to add Authorized Titles to Local Authority Investment Fund Account

Prepared by: Helen Lei, Management Analyst Fellow

Reviewed by: Jon Maginot, Deputy City Manager

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Resolution No. 2021-06

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- The resolution adds additional titles to the City's LAIF account. This process is necessary to prevent future delays with accessing and transferring funds, when multiple positions within the City's executive team is left vacant.

Staff Recommendation:

Adopt Resolution No. 2021-06 to add authorized titles to the Local Authority Investment Fund Account

Reviewed By:

City Manager

BK

City Attorney

JH

Deputy City Manager

JM



Subject: Resolution to add Authorized Titles to Local Authority Investment Fund Account

Purpose

The LAIF program offers the City of Los Altos the opportunity to participate in a major investment portfolio, using the expertise of the State Treasurer's Office investment staff. This resolution's purpose is to add additional authorized titles to the account to ensure that multiple executive positions within the organizations have authority to manage this account to reduce risk of delays on financial matters.

Background

Due to the number of executive vacancies in the last several months, staff was advised by LAIF to submit a resolution with new authorized titles within the organization to prevent future delays of accessing and transferring funds.

Discussion/Analysis

While the City has not experienced a situation where it was not able to access funds in a timely manner, adoption of this resolution will ensure that the City will always have the ability to transfer funds from LAIF when needed. Staff discussed the proposed addition of positions with the City's independent, third-party auditors, who emphasized the need to have different individuals initiating and approving transfers. The auditors expressed comfort with the positions listed in the Resolution.

Options

1. Adopt the Resolution for the City of Los Altos to add authorized titles to Local Authority Investment Fund Account

Advantages: Would prevent delays of future financial transactions between the City and LAIF.

Disadvantages: None

2. Do not adopt Resolution for the City of Los Altos to add authorized titles to the Local Authority Investment Fund Account

Advantages: None

Disadvantages: The City may find itself in a situation where the City cannot access funds from LAIF when designated staff leave the City.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-06

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF LOS ALTOS
AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY
INVESTMENT FUND (LAIF)**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council of Los Altos hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City of Los Altos.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the deposit and withdrawal of City of Los Altos monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following City of Los Altos officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions completed hereby:

The following titles:

City Manager, Assistant/Deputy City Manager, City Clerk, Administrative Services/Finance Director,

Section 2. This resolution shall remain in full force and effect until rescinded by City of Los Altos City Council resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

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 ____, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Parks and Recreation Commission's Support of Resolution no. 2017-07 - Reaffirming the City's Commitment to a Diverse, Supportive, Inclusive, and Protective Community

Prepared by: Donna Legge, Recreation and Community Services Director
Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Resolution No. 2017-07 – Reaffirming the City's Commitment to a Diverse, Supportive, Inclusive, and Protective Community

Initiated by:

Parks and Recreation Commission

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Consider directing staff to distribute a copy of Resolution No. 2017-07 to every City Commission and include in the Commissioner Handbook.

Summary:

- The Parks and Recreation Commission is committed to equal access to public places and recreational opportunities
- The Parks and Recreation Commission values the intent and spirit of Resolution No. 2017-07
- The Parks and Recreation Commission recommends that City Council direct staff to distribute a copy of Resolution No. 2017-07 to every City Commission and include in the Commissioner Handbook.

Staff Recommendation:

Direct staff to distribute a copy of Resolution No. 2017-07 to every City Commission and include in the Commissioner orientation, Handbook, and reference as a resource whenever appropriate.

Reviewed By:

Interim City Manager

BK

City Attorney

JH

Finance Director

JL



Subject: Support of Resolution no. 2017-07 - Reaffirming the City’s Commitment to a Diverse, Supportive, Inclusive, and Protective Community

Purpose

To reaffirm and support the City Council’s commitment to a being a diverse, supportive, inclusive, and protective community, including equal access to public places and recreational opportunities.

Background

On January 10, 2017, a group of Los Altos residents addressed the City Council requesting that the City reaffirm its commitment to being a diverse, supportive, inclusive, and protective community. At its regular meeting of February 14, 2017 (Valentine’s Day), staff proposed a resolution based on a sample from the City of Palo Alto that reaffirms that the City of Los Altos is committed to maintaining a community which is diverse, supportive, inclusive, and protective of all individuals regardless of religion, ancestry, ethnicity, disability, gender, sexual orientation, or gender identity. City Council adopted Resolution No. 2017-07 (Attachment 1).

At its regular meeting of July 8, 2020, the Parks and Recreation Commission (PARC) approved Commissioner Dailey’s recommendation to place the “Role of Parks and Recreation and Social Justice” on the next PARC agenda to discuss and show support for Black Lives Matter art in Lincoln Park that appeared on July 3, 2020.

At its regular meeting of August 12, 2020, the PARC reviewed a proposed Resolution that was drafted by Commissioner Dailey. The PARC recommended that a Subcommittee be formed to further explore the topic of social justice, equity, diversity, and inclusion (JEDI) and report back to the commission. The PARC supported Commissioner Dailey to work with Commissioner Morris on a JEDI approach to offering equal access to public places and recreational opportunities.

At its regular meeting of November 16, 2020, the Social JEDI Subcommittee shared a revised resolution to be considered by the PARC. The PARC recommended that the proposed Resolution be given to staff to check that the language/wording comports with best practices in this domain before bringing it back to the Parks & Recreation Commission for consideration.

Discussion/Analysis

At its regular meeting of January 13, 2021, staff shared a revised resolution to be considered. It was the intent of the PARC to provide current and future commissions with guidelines and considerations when making recommendations to City Council that are applicable to providing “equal access to public places and recreational opportunities.” Considering the existing Resolution No. 2017-07 adopted by City Council and the intent of the PARC, staff recommended that the PARC consider one of the following recommendations to City Council:

1. Approve proposed Resolution initiated by the PARC, with finals edits



Subject: Support of Resolution no. 2017-07 - Reaffirming the City's Commitment to a Diverse, Supportive, Inclusive, and Protective Community

2. Update and revise existing Resolution No. 2017-07, as a city-wide initiative
3. Consider amending Los Altos Municipal Code, Ordinance 2.08.080: "Powers and Duties of the Parks and Recreation Commission" as highlighted below:

The parks and recreation commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, ~~and shall~~ submit an annual report to the council, **and be committed to equal access to public places and recreational opportunities.**

4. Other

The PARC recommended to forward the following statement and recommendation to the City Council:

The Parks & Recreation Commission values the City Council Resolution No. 2017-07 for all parks and recreation activities and recommends that City Council forward its Resolution to all (City) Commissions and includes the Resolution in the Commissioner Orientation Packets moving forward.

Options

- 1) Direct staff to distribute a copy of Resolution No. 2017-07 to every City Commission and include in the Commissioner orientation, Handbook, and reference as a resource whenever appropriate.

Advantages: To reaffirm and support the City Council's commitment to a being a diverse, supportive, inclusive, and protective community, including equal access to public places and recreational opportunities. An opportunity to emphasize to the community the intent of the Resolution, given the current events in society.

Disadvantages: Possible opposition from residents

- 1) Take no Action

Advantages: Status Quo



Subject: Support of Resolution no. 2017-07 - Reaffirming the City's Commitment to a Diverse, Supportive, Inclusive, and Protective Community

Disadvantages: Missed opportunity to reinforce the commitment by City Council to reaffirm and support the City Council's commitment to a being a diverse, supportive, inclusive, and protective community, including equal access to public places and recreational opportunities.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2017-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REAFFIRMING THE CITY'S COMMITMENT TO A DIVERSE, SUPPORTIVE,
INCLUSIVE AND PROTECTIVE COMMUNITY**

WHEREAS, Los Altans value a community characterized by diversity, multiculturalism and unity; and

WHEREAS, many Los Altans are active as volunteers in preparing for and responding to emergencies, both natural and man-made, and in ensuring the physical and emotional needs of all are considered and met whenever possible; and

WHEREAS, each person is naturally and legally entitled to live a life unmolested by harassment, discrimination, persecution or assault, whether perpetrated by individuals, groups, businesses or governments; and

WHEREAS, there exists significant and growing concern in Los Altos based upon recent national and regional incidents of hate crimes, discrimination, sexual harassment and assault, and the fear of a trend toward more of these crimes in the future; and

WHEREAS, there also exists concern in our community of risks to marginalized communities of persecution, denial of constitutional and human rights, and relaxation of laws protecting people from discrimination, harassment and assault; and

WHEREAS, many Los Altans continually communicate their rejection of bigotry and affirm their commitment to a diverse, supportive, inclusive, and protective community; and

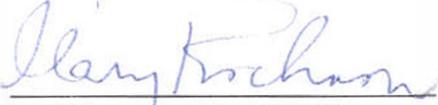
WHEREAS, Los Altans value all members of the community, regardless of religion, ancestry, ethnicity, disability, gender, sexual orientation, or gender identity.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby reaffirms its commitment to a diverse, supportive and inclusive community and resolves as follows:

1. The City of Los Altos rejects bigotry in all its forms, including, but not limited to, Islamophobia, anti-Semitism, racism, nativism, misogyny and homophobia; and
2. The City of Los Altos does not tolerate discrimination, hate crimes, harassment or assault; and
3. The City of Los Altos will oppose any attempts to undermine the safety, security and rights of members of our community; and
4. The City of Los Altos recognizes, values and will proactively work to ensure the rights and privileges of everyone in Los Altos, regardless of religion, ancestry, country of birth, immigration status, disability, gender, sexual orientation or gender identity; and
5. The City of Los Altos will promote actual safety, a sense of security and equal protection of constitutional and human rights, leading by example through equitable treatment of all by City officials and departments.

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 14th day of February, 2017 by the following vote:

AYES: BRUINS, MORDO, PEPPER, PROCHNOW
NOES: NONE
ABSENT: NONE
ABSTAIN: LEE ENG


Mary Prochnow, MAYOR

Attest:


Jon Maginot, CMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Continue to March 9, 2021 the Public Hearing, Introduction and First Reading of Ordinance No. 2021- 474 - ZTA 20-0002 – Proposed Zoning Code Amendments

Staff is requesting that Consent Calendar Item# 5 Ordinance No. 2021- 474 - ZTA 20-0002 – Zoning Code Amendments be continued to a date certain, March 9, 2021.

City Manager

CJ

Reviewed By:

City Attorney

JH

Finance Director

SE



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Master Contracts for Preparation of California Environmental Quality Act (CEQA) Documents

Prepared by: Guido F. Persicone, Planning Services Manager

Reviewed by: Jon Biggs, Community Development Director

Approved by: Brad Kilger, Interim City Manager

Attachments:

1. Resolution
2. EMC Planning Group Proposal
3. David J. Powers Proposal

Initiated by:

City staff

Fiscal Impact:

\$440,000 is anticipated for this effort with the cost paid for by project applicants.

Environmental Review:

Preparation of contracts is not a project under California Environmental Quality Act (CEQA) and therefore is exempt from additional environmental review per Section 15061(b)(3) of the California Environmental Quality Act (CEQA) as the activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Policy Question(s) for Council Consideration:

- Will this effort result in preparation of environmental documents that will ensure development is compliant with CEQA?

Summary:

- This is a request authorizing the City Manager to enter into an agreement with the EMC Planning Group and David J. Powers for preparation of environmental documents.

Staff Recommendation:

Authorizing the City Manager to execute an agreement with EMC Planning and David J. Powers in an amount not to exceed \$440,000 (220,000 per firm) for preparation of CEQA documents.



Subject: Master CEQA Consultant Contracts

Purpose

To prepare environmental documents to ensure CEQA documents are prepared and represent the City's independent evaluation of a project pursuant to state law.

Background

Pursuant to the City's Procurement and Policies Manual contracts over \$75,000 require City Council authorization. Additionally, per the City's Purchasing Policy, a Request for Proposals (RFP) should be released every 3-5 years to ensure the best possible pricing, service and availability. On May 17, 2017 an RFP was released for environmental consulting services. At the conclusion of this process EMC Planning and David J. Powers were chosen as the two preferred environmental consultant vendors.



Table 1-City of Los Altos Contracting Authority

In 2021 the Planning Division will be processing several projects that will require a consultant to prepare CEQA documents. As opposed to having to take the individual contracts for each development to the City Council for authorization, it is prudent to take two master contracts for review by the City Council and then to draw down from this Master Purchase Order (PO) amount. It should be noted the City is not paying for the preparation of these CEQA documents, but rather applicants are providing the funds to cover the costs. The Planning Division is merely the pass through for contracting purposes. It is important for the City to act as the contracting authority because per the CEQA Guidelines, the final adopted document must represent the lead agency's independent



Subject: Master CEQA Consultant Contracts

judgment and analysis.¹ Below is a list of the projects that City staff will need to have contract authority for:

Table 2-Anticipated CEQA Projects for Calendar Year 2021		
Address	Project Description	CEQA Scope of Work-Estimates
355 First Street	SB 330 Project for 38 units	Mitigated Negative Declaration or Infill Exemption
420-428 S. San Antonio (Pancake House) SB 330	SB 330 Project for 23 units	Mitigated Negative Declaration
110 Second Street	6-11 Units	Infill Exemption
2310 Homestead Rd J, Los Altos, CA 94024 (Foothill Crossing Shopping Center)	Foothill Crossing Shopping Center Retain 40,000 sq. ft. of retail and propose construction of 200 units.	Environmental Impact Report (EIR)
330 Distel	90 Unit Affordable Housing Project with the County of Santa Clara	Mitigated Negative Declaration CEQA/NEPA FONSI
376 First Street	15-unit project	Infill Exemption
	EMC Proposal Total	\$426,987
	David J. Powers Proposal Total	\$440,459

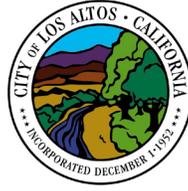
Preparation of these contracts does not lock the City into approving the projects nor does it prohibit the City for asking for additional studies if warranted. In authorizing the City Manager to enter into these agreements, City staff will have the ability to quickly engage consultants to ensure compliance with the California Environmental Quality Act (CEQA). In the interest of efficiency, the contracts for the preparation of the appropriate environmental documents will be evenly distributed among the two firms and City will enter into agreements with each for approximately half of their total proposed fees.

Options

- 1) Authorize the City Manager to execute agreements with EMC Planning and David J. Powers in an amount not to exceed \$220,000 for each firm for CEQA consulting services.

Advantages: Allows an agreement with the recommended consulting firm to be executed so that the CEQA efforts can begin to ensure compliance with state law.

¹ See Section 150074(b) of the CEQA Guidelines.



Subject: Master CEQA Consultant Contracts

Disadvantages: NA

2) Decline authorization to execute an agreement with EMC Planning and David J. Powers.

Advantages: Would provide an opportunity for an alternate course of action.

Disadvantages: Individual contracts for projects would have to be approved by the City Council.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE
AGREEMENTS BETWEEN THE CITY OF LOS ALTOS AND THE EMC
PLANING GROUP AND DAVID J. POWERS INC., FOR \$220,000 FOR EACH
FIRM FOR CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
CONSULTING SERVICES**

WHEREAS, the City of Los Altos released a Request for Proposals in 2017 for environmental planning services; and

WHEREAS, at the conclusion of this process the City of Los Altos selected David J. Powers Inc., and the EMC Planning Group as the preferred consultants; and

WHEREAS, the City of Los Altos requires specialized services and/or advice pertaining to environmental assessment and compliance services, including the California Environmental Quality Act (CEQA) and;

WHEREAS, both environmental planning firms have indicated their willingness and commitment to provide specialized services to the City of Los Altos;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Altos hereby authorizes the City Manager to negotiate and execute agreements with both the EMC Planning Group and David J. Powers Inc., for professional services in an amount not to exceed \$220,000 for each consulting firm.

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___, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea M. Chelemengos, MMC, CITY CLERK

Proposal

CEQA Projects – Calendar Year 2021

City of Los Altos

December 29, 2020

Prepared by
EMC Planning Group

PROPOSAL

CEQA PROJECTS – CALENDAR YEAR 2021

City of Los Altos

PREPARED FOR

City of Los Altos

Guido F. Persicone, AICP

Planning Services Manager

1 N. San Antonio Road

Los Altos, CA 94022

Tel 650.947.2633

PREPARED BY

EMC Planning Group Inc.

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Monterey, CA 93940

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PROJECT #1 355, 365, 371, 373 FIRST STREET CONDOS

Setting

The project site is located at 355, 365, 371, and 373 First Street in Downtown Los Altos. The three-acre site is developed with commercial and residential buildings. The site has a general plan designation of Downtown Commercial and is zoned CD/R3 (Commercial Downtown/Multiple-Family). It is located within the First Street District of Downtown.



Project Description

The proposed project is a four-story, 50-unit condominium building with two levels of underground parking.

CEQA Approach

The project exceeds the vehicle miles traveled (VMT) residential infill screening threshold and would require a VMT analysis. Based on the preliminary assessment, the project would have a significant VMT impact, but transportation demand management (TDM) measures can be implemented to mitigate the impact to a less-than-significant level. Therefore, this project would not qualify for a categorical exemption. This scope of work includes preparation of an initial study and mitigated negative declaration, as well as response to public comments and preparation of a mitigation monitoring program. It does not include noticing and distribution, but can be added if the City desires.

Note: This scope of work does not include an historic property report. Should it be determined that any of the buildings to be demolished are 45 years or older and may be significant, structural historic resources, a scope and budget for this task can be provided.

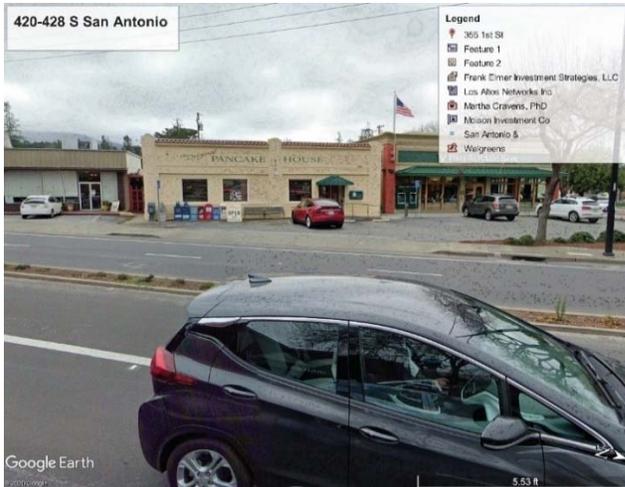
355, 365, 371, 373 First Street Condo Project CEQA Budget									
Task	EMC Planning Group Inc.							Total Hours	Total Cost
Staff	Senior Principal	Principal Planner	Senior Planner	Associate Planner	Associate Biologist	Graphics	Admin./ Production		
Billing Rate (Per Hour)	\$250.00	\$200.00	\$175.00	\$150.00	\$130.00	\$125.00	\$115.00		
Technical Analysis									
<i>Transportation</i>	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0	\$400.00
<i>Air Quality (Health Risk Assessment)</i>	0.0	5.0	40.0	0.0	0.0	1.0	1.0	47.0	\$8,240.00
Initial Study/MND	8.0	10.0	0.0	70.0	6.0	4.0	4.0	102.0	\$16,240.00
Response to Comments/MMRP	2.0	4.0	0.0	10.0	0.0	0.0	1.0	17.0	\$2,915.00
Management, Meetings, Site Visit, Communication	2.0	16.0	0.0	0.0	0.0	0.0	4.0	22.0	\$4,160.00
Subtotal (Hours)	12.0	37.0	40.0	80.0	6.0	5.0	10.0	Total Hours	Total Cost
Subtotal (Cost)	\$3,000.00	\$7,400.00	\$7,000.00	\$12,000.00	\$780.00	\$625.00	\$1,150.00	190.0	\$31,955.00
Additional Costs									
Production Costs									\$50.00
Travel Costs									\$110.00
Postal/Deliverables									\$25.00
Miscellaneous									\$100.00
Administrative Overhead 10%									\$28.50
Total									\$313.50
Subconsultant Fees									
Hexagon Transportation Consultants									\$18,000.00
Subconsultant Overhead 10%									\$1,800.00
Total									\$19,800.00
Total Costs									\$52,068.50
20% Contingency									\$10,414.00
Total with Contingency									\$62,482.50

NOTE: This proposal is valid for 90 days

PROJECT #2 420-428 S. SAN ANTONIO MULTI-FAMILY

Setting

The project site is located at 420-428 S. San Antonio in Downtown Los Altos. The approximate one-third acre site is developed with a single-story restaurant (Pancake House), and Pilates Studio with approximately seven surface parking spaces. The site has a general plan designation of Downtown Commercial and is zoned CD (Commercial Downtown). It is located within the Mixed Commercial District of Downtown.



Project Description

The proposed project is anticipated to be a 23-unit multi-family complex.

CEQA Approach

The project exceeds the vehicle miles traveled (VMT) residential infill screening threshold and would require a VMT analysis. Based on the preliminary assessment, the project would have a significant VMT impact, but transportation demand management (TDM) measures can be implemented to mitigate the impact to a less-than-significant level. Therefore, this project would not qualify for a categorical exemption. This scope of work includes preparation of an initial study and mitigated negative declaration, as well as response to public comments and preparation of a mitigation monitoring program. It does not include noticing and distribution, but can be added if the City desires.

Note: This scope of work does not include an historic property report. Should it be determined that any of the buildings to be demolished are 45 years or older and may be significant, structural historic resources, a scope and budget for this task can be provided.

420-428 S. San Antonio Multi-Family CEQA Budget									
Task	EMC Planning Group Inc.							Total Hours	Total Cost
Staff	Senior Principal	Principal Planner	Senior Planner	Associate Planner	Associate Biologist	Graphics	Admin./ Production	Total Hours	Total Cost
Billing Rate (Per Hour)	\$250.00	\$200.00	\$175.00	\$150.00	\$130.00	\$125.00	\$115.00		
Technical Analysis									
<i>Transportation</i>	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0	\$400.00
<i>Air Quality (Health Risk Assessment)</i>	0.0	5.0	40.0	0.0	0.0	1.0	1.0	47.0	\$8,240.00
Initial Study/MND	8.0	10.0	0.0	70.0	6.0	4.0	4.0	102.0	\$16,240.00
Response to Comments/MMRP	2.0	4.0	0.0	10.0	0.0	0.0	1.0	17.0	\$2,915.00
Management, Meetings, Site Visit, Communication	2.0	16.0	0.0	0.0	0.0	0.0	4.0	22.0	\$4,160.00
Subtotal (Hours)	12.0	37.0	40.0	80.0	6.0	5.0	10.0	Total Hours	Total Cost
Subtotal (Cost)	\$3,000.00	\$7,400.00	\$7,000.00	\$12,000.00	\$780.00	\$625.00	\$1,150.00	190.0	\$31,955.00
Additional Costs									
Production Costs									\$50.00
Travel Costs									\$110.00
Postal/Deliverables									\$25.00
Miscellaneous									\$100.00
Administrative Overhead 10%									\$28.50
Total									\$313.50
Subconsultant Fees									
Hexagon Transportation Consultants									\$12,000.00
Subconsultant Overhead 10%									\$1,200.00
Total									\$13,200.00
Total Costs									\$45,468.50
20% Contingency									\$9,094.00
Total with Contingency									\$54,562.50

NOTE: This proposal is valid for 90 days

PROJECT #3 110 SECOND STREET MULTI-FAMILY

Setting

The project site is located at 110 Second Street in Downtown Los Altos. The approximate 0.20-acre site appears to be developed with one single-family home.

The site has a general plan designation of Medium Density Multi-Family (MDMF) and is zoned Multiple-Family (R3-1).



Project Description

The proposed project is anticipated to be multi-family complex with 6 to 11 units.

CEQA Approach

This project is likely categorically exempt under CEQA Guidelines section 15332, In-Fill Development Projects. This scope of work would include documentation addressing the issues required by 15332: biological resources, transportation-VMT analysis not required (Hexagon Transportation Consultants), noise, air quality (not including a construction health risk assessment), and water quality. The budget does not include preparation of an initial study and mitigated negative declaration, as it is anticipated that the project will be categorically exempt.

Note: This scope of work does not include an historic property report. Should it be determined that any of the buildings to be demolished are 45 years or older and may be significant, structural historic resources, a scope and budget for this task can be provided.

110 Second Street Mult-Family Project CEQA Budget									
Task	EMC Planning Group Inc.							Total Hours	Total Cost
Staff	Senior Principal	Principal Planner	Senior Planner	Associate Planner	Associate Biologist	Graphics	Admin./ Production	Total Hours	Total Cost
Billing Rate (Per Hour)	\$250.00	\$200.00	\$175.00	\$150.00	\$130.00	\$125.00	\$115.00		
Technical Reports/Memos									
<i>Biological Resources</i>	0.0	0.0	0.0	0.0	6.0	0.0	0.0	6.0	\$780.00
<i>Transportation</i>	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	\$200.00
<i>Noise</i>	0.0	2.0	0.0	6.0	0.0	0.0	0.0	8.0	\$1,300.00
<i>Air Quality (No Health Risk Assessment)</i>	0.0	2.0	8.0	0.0	0.0	0.0	1.0	11.0	\$1,915.00
<i>Water Quality</i>	0.0	0.0	0.0	12.0	0.0	0.0	0.0	12.0	\$1,800.00
Findings for a Categorical Exemption	1.0	2.0	0.0	2.0	0.0	0.0	0.0	5.0	\$950.00
Management, Meetings, Site Visit, Communication	2.0	16.0	0.0	0.0	0.0	0.0	4.0	22.0	\$4,160.00
Subtotal (Hours)	3.0	23.0	8.0	20.0	6.0	0.0	5.0	Total Hours	Total Cost
Subtotal (Cost)	\$750.00	\$4,600.00	\$1,400.00	\$3,000.00	\$780.00	\$0.00	\$575.00	65.0	\$11,105.00
Additional Costs									
Production Costs									\$50.00
Travel Costs									\$110.00
Postal/Deliverables									\$25.00
Miscellaneous									\$100.00
Administrative Overhead 10%									\$28.50
Total									\$313.50
Subconsultant Fees									
Hexagon Transportation Consultants									\$9,000.00
Subconsultant Overhead 10%									\$900.00
Total									\$9,900.00
Total Costs								\$21,318.50	
20% Contingency								\$4,264.00	
Total with Contingency								\$25,582.50	

NOTE: This proposal is valid for 90 days

PROJECT #4 2310 HOMESTEAD ROAD J MULTI-FAMILY Setting

The project site is located at 2310 Homestead Road J in Los Altos at the Foothill Crossing Shopping Center. The undetermined sized site is developed with a single-story restaurant (Red Pepper Grill) and possibly other commercial/retail uses. The site has a general plan designation of Neighborhood Commercial and is zoned Commercial Neighborhood (CN).



Project Description

The proposed project is anticipated to retain 40,000 square feet of existing retail and include construction of 200 units. The exact boundaries of the site and details of the project will be necessary.

CEQA Approach

The project exceeds the residential infill screening threshold and would require a VMT analysis. Based on the preliminary assessment, the project would have a significant VMT impact, and the impact may be significant and unavoidable even with mitigation measures. Therefore, this project may require an EIR focused on limited issues (transportation, air quality, and greenhouse gas emissions). This scope of work would include preparation of an initial study to focus the scope of work for the EIR. The initial study will be an attachment to the notice of preparation (NOP).

If, after completion of the VMT analysis and the initial study, impacts can be mitigated to a less-than-significant level, a mitigated negative declaration, rather than an EIR, would be prepared. The scope of work and budget would be reduced under this scenario.

Note: This scope of work does not include an historic property report. Should it be determined that any of the buildings to be demolished are 45 years or older and may be significant, structural historic resources, a scope and budget for this task can be provided.

2310 Homestead Rd J Multi-Family Project EIR Budget

Task	EMC Planning Group Inc.										
Staff	Senior Principal	Principal	Principal Planner	Senior Planner	Associate Planner	Associate Biologist	Graphics	Admin./ Production	Total Hours	Total Cost	
Billing Rate (Per Hour)	\$250.00	\$225.00	\$200.00	\$175.00	\$150.00	\$130.00	\$125.00	\$115.00			
Management, Meetings, Site Visit, Communication	4	0	24	0	0	0	0	4	32	\$6,260.00	
Initial Study and NOP	8	0	10	0	60	6	4	4	92	\$14,740.00	
Admin Draft EIR	16	12	42	94	83	8	16	8	279	\$47,960.00	
Screencheck Draft EIR	4	0	16	4	8	0	2	6	40	\$7,040.00	
Draft EIR	2	0	4	0	4	0	0	6	16	\$2,590.00	
Administrative Final EIR	4	0	8	4	40	0	0	6	62	\$9,990.00	
Final EIR	2	0	6	0	8	0	0	6	22	\$3,590.00	
Mitigation Monitoring Program	0	0	2	0	8	0	0	1	11	\$1,715.00	
CEQA Findings	4	0	36	0	0	0	0	0	40	\$8,200.00	
Public Hearings (2)	0	0	16	0	0	0	0	0	16	\$3,200.00	
Subtotal (Hours)	44	12	164	102	211	14	22	41	Total Hours	Total Cost	
Subtotal (Cost)	\$11,000.00	\$2,700.00	\$32,800.00	\$17,850.00	\$31,650.00	\$1,820.00	\$2,750.00	\$4,715.00	610	\$105,285.00	

Additional Costs	
Production Costs	\$463.00
Travel Costs	\$220.00
Postal/Deliverables	\$150.00
Miscellaneous	\$200.00
Administrative Overhead 10%	\$103.30
Total	\$1,136.30

Subconsultant Fees	
Hexagon Transportation Consultants	\$24,000.00
Subconsultant Overhead 10%	\$2,400.00
Total	\$26,400.00

Total Costs	\$132,821.30
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20% Contingency	\$26,564.00
Total with Contingency	\$159,385.30

NOTE: This proposed budget is valid for 90 days

PROJECT #5 330 DISTEL MULTI-FAMILY AFFORDABLE HOUSING

Setting

The project site is located at 330 Distel Circle off of El Camino Real near the northern boundary of Los Altos. The existing use is a one-story office building with a surface parking lot occupied by the Midpeninsula Regional Open Space District. The site has a general plan designation of Thoroughfare Commercial and is zoned Commercial Thoroughfare (TC). Multi-family housing is a conditional use in the TC zoning district.



Project Description

The proposed project is anticipated to be a 90-unit affordable housing project sponsored by the County of Santa Clara. Federal funding is likely involved and therefore, NEPA compliance will also be required.

CEQA and NEPA Approach

This project is likely to require a mitigated negative declaration under CEQA and a finding of no significant impact (FONSI) under NEPA. This scope of work would include preparation of an initial study and mitigated negative declaration, as well as an environmental assessment and FONSI focusing on the following issues: air quality (including a construction health risk assessment), transportation including VMT (Hexagon Transportation Consultants), construction noise, energy, land use and planning, public services (fire, police, schools), and utilities (water and sewer). All environmental issues in the initial study checklist will be addressed and all issues required by NEPA to be addressed in an environmental assessment will be addressed.

Note: This scope of work does not include an historic property report. Should it be determined that any of the buildings to be demolished are 45 years or older and may be significant, structural historic resources, a scope and budget for this task can be provided.

330 Distel 90-Unit Affordable Housing Project CEQA - NEPA Budget

Task	EMC Planning Group Inc.							Total Hours	Total Cost
	Senior Principal	Principal Planner	Senior Planner	Associate Planner	Associate Biologist	Graphics	Admin./ Production		
Staff									
Billing Rate (Per Hour)	\$250.00	\$200.00	\$175.00	\$150.00	\$130.00	\$125.00	\$115.00		
Technical Analysis									
<i>Transportation</i>	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0	\$400.00
<i>Air Quality (Health Risk Assessment)</i>	0.0	5.0	40.0	0.0	0.0	1.0	1.0	47.0	\$8,240.00
Initial Study/MND	8.0	10.0	36.0	70.0	6.0	4.0	4.0	138.0	\$22,540.00
Response to Comments/MMRP	2.0	4.0	0.0	10.0	0.0	0.0	1.0	17.0	\$2,915.00
Environmental Assessment/FONSI	4.0	16.0	0.0	40.0	0.0	0.0	0.0	60.0	\$10,200.00
Management, Meetings, Site Visit, Communication	4.0	24.0	0.0	0.0	0.0	0.0	4.0	32.0	\$6,260.00
Subtotal (Hours)	18.0	61.0	76.0	120.0	6.0	5.0	10.0	Total Hours	Total Cost
Subtotal (Cost)	\$4,500.00	\$12,200.00	\$13,300.00	\$18,000.00	\$780.00	\$625.00	\$1,150.00	296.0	\$50,555.00

Additional Costs	
Production Costs	\$50.00
Travel Costs	\$110.00
Postal/Deliverables	\$25.00
Miscellaneous	\$100.00
Administrative Overhead 10%	\$28.50
Total	\$313.50

Subconsultant Fees	
Hexagon Transportation Consultants	\$15,000.00
Subconsultant Overhead 10%	\$1,500.00
Total	\$16,500.00

Total Costs	\$67,368.50
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20% Contingency	\$13,473.70
Total with Contingency	\$80,842.20

NOTE: This proposal is valid for 90 days

PROJECT #6 376 FIRST STREET MULTI-FAMILY

Setting

The project site is located at 376 First Street in Downtown Los Altos. The 0.20-acre site is developed with a single-story restaurant (Bella Vita Italian Restaurant Bar and Grill), approximately 3,500 square feet in area with ten surface parking spaces.

The site has a general plan designation of Downtown Commercial and is zoned CD/R3 (Commercial Downtown/Multiple-Family). It is located within the First Street District of Downtown.



Project Description

The proposed project is anticipated to be a 15-unit multi-family complex.

CEQA Approach

This project is likely categorically exempt under CEQA Guidelines section 15332, In-Fill Development Projects. This scope of work would include documentation addressing the issues required by 15332: biological resources, transportation (Hexagon Transportation Consultants), noise, air quality, and water quality. The budget also includes preparation of an initial study and mitigated negative declaration, should it be required.

Note: This scope of work does not include an historic property report. Should it be determined that any of the buildings to be demolished are 45 years or older and may be significant, structural historic resources, a scope and budget for this task can be provided.

376 First Street Multi-Family Project CEQA Budget									
Task	EMC Planning Group Inc.							Total Hours	Total Cost
Staff	Senior Principal	Principal Planner	Senior Planner	Associate Planner	Associate Biologist	Graphics	Admin./ Production		
Billing Rate (Per Hour)	\$250.00	\$200.00	\$175.00	\$150.00	\$130.00	\$125.00	\$115.00		
Technical Reports/Memos									
<i>Biological Resources</i>	0.0	0.0	0.0	0.0	6.0	0.0	0.0	6.0	\$780.00
<i>Transportation</i>	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	\$200.00
<i>Noise</i>	0.0	2.0	0.0	6.0	0.0	0.0	0.0	8.0	\$1,300.00
<i>Air Quality (No Health Risk Assessment)</i>	0.0	2.0	8.0	0.0	0.0	0.0	1.0	11.0	\$1,915.00
<i>Water Quality</i>	0.0	0.0	0.0	12.0	0.0	0.0	0.0	12.0	\$1,800.00
Findings for a Categorical Exemption	1.0	2.0	0.0	2.0	0.0	0.0	0.0	5.0	\$950.00
Initial Study/Mitigated Negative Declaration (if required)	8.0	10.0	0.0	70.0	0.0	4.0	4.0	96.0	\$15,460.00
Management, Meetings, Site Visit, Communication	2.0	16.0	0.0	0.0	0.0	0.0	4.0	22.0	\$4,160.00
Subtotal (Hours)	11.0	33.0	8.0	90.0	6.0	4.0	9.0	Total Hours	Total Cost
Subtotal (Cost)	\$2,750.00	\$6,600.00	\$1,400.00	\$13,500.00	\$780.00	\$500.00	\$1,035.00	161.0	\$26,565.00
Additional Costs									
Production Costs									\$50.00
Travel Costs									\$110.00
Postal/Deliverables									\$25.00
Miscellaneous									\$100.00
Administrative Overhead 10%									\$28.50
Total									\$313.50
Subconsultant Fees									
Hexagon Transportation Consultants									\$9,000.00
Subconsultant Overhead 10%									\$900.00
Total									\$9,900.00
Total Costs									\$36,778.50
20% Contingency									\$7,355.70
Total with Contingency									\$44,134.20

NOTE: This proposal is valid for 90 days



PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
355 First Street	Categorical Exemption (Infill Development)	NA	\$51,535
420-428 S. San Antonio Road	Initial Study/ Mitigated Negative Declaration	NA	\$84,290
110 Second Street	Categorical Exemption (Infill Development)	NA	\$47,050
2310 Homestead Road	Environmental Impact Report	NA	\$120,057
330 Distel Circle	Initial Study/ Mitigated Negative Declaration	Environmental Assessment/FONSI	\$95,508
376 First Street	Categorical Exemption (Infill Development)	NA	\$42,019

PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
355 First Street	Categorical Exemption (Infill Development)	NA	\$51,535

Reports to be Prepared Under Contract to DJP&A

Transportation Impact Analysis (Hexagon Transportation Consultants, \$20,700)

Air Quality Report (Illingworth & Rodkin, \$7,475)

Noise and Vibration Report (Illingworth & Rodkin, 8,050)

Air Quality Community Risks Assessment (Illingworth & Rodkin, \$1,725)

Reports to be Provided to DJP&A

Phase I/Phase II Environmental Site Assessment (ESA)

Geotechnical Report

Arborist Report

PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
420-428 S. San Antonio Road	Initial Study Mitigated Negative Declaration	NA	\$84,290

Reports to be Prepared Under Contract to DJP&A

Transportation Impact Analysis (Hexagon Transportation Consultants, \$13,800)

Air Quality Report (Illingworth & Rodkin, \$7,475)

Noise and Vibration Report (Illingworth & Rodkin, \$8,050)

Historic Resources Report (Urban Programmers, \$7,590)

Archaeological Resources Report (Cultural Resources Practitioners, \$6,325)

Reports to be Provided to DJP&A

Phase I/Phase II Environmental Site Assessment

Geotechnical Report

Arborist Report

PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
110 Second Street	Categorical Exemption (Infill Development)	NA	\$47,050

Reports to be Prepared Under Contract to DJP&A

Transportation Impact Analysis (Hexagon Transportation Consultants, \$10,350)

Air Quality Report (Illingworth & Rodkin, \$7,475)

Noise and Vibration Report (Illingworth & Rodkin, 7,475)

Historic Resources Report (Urban Programmers, \$4,715)

Archaeological Resources Report (Cultural Resources Practitioners, \$2,875)

Reports to be Provided to DJP&A

Phase I/Phase II Environmental Site Assessment

Geotechnical Report

Arborist Report

PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
2310 Homestead Road	Environmental Impact Report	NA	\$120,057

Reports to be Prepared Under Contract to DJP&A

Transportation Impact Analysis (Hexagon Transportation Consultants, \$27,600)

Air Quality Report (Illingworth & Rodkin, \$11,500)

Noise and Vibration Report (Illingworth & Rodkin, \$10,925)

Archaeological Resources Report (Cultural Resources Practitioners, \$8,050)

Reports to be Provided to DJP&A

Phase I/Phase II Environmental Site Assessment

Geotechnical Report

Arborist Report

PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
330 Distel Circle	Initial Study/ Mitigated Negative Declaration	Environmental Assessment /FONSI	\$95,508

Reports to be Prepared Under Contract to DJP&A

Transportation Impact Analysis (Hexagon Transportation Consultants, \$17,250)

Air Quality Report (Illingworth & Rodkin, \$9,200)

Noise and Vibration Report (Illingworth & Rodkin, \$8,970)

Section 106 Historic Resources Report (Archaeological Historical Consultants, \$8,096)

HUD Explosives and Fire Hazards (Running Moose Environmental, \$3,163)

Reports to be Provided to DJP&A

Phase I/Phase II Environmental Site Assessment

Geotechnical Report

Arborist Report

PROJECT	CEQA CLEARANCE	NEPA CLEARANCE	COST ESTIMATE
376 First Street	Categorical Exemption (Infill Development)	NA	\$42,019

Reports to be Prepared Under Contract to DJP&A

Transportation Impact Analysis (Hexagon Transportation Consultants, \$10,350)

Air Quality Report (Illingworth & Rodkin, \$8,050)

Noise and Vibration Report (Illingworth & Rodkin, \$7,475)

Air Quality Community Risks Assessment (Illingworth & Rodkin, \$1,984)

Reports to be Provided to DJP&A

Phase I/Phase II Environmental Site Assessment

Geotechnical Report

Arborist Report



DISCUSSION ITEM

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Emergency Measures for Addressing COVID-19: Receive an update from the Acting City Manager and provide direction on additional potential measures to address COVID-19 (J. Maginot)

PRESENTATION TO BE MADE AT MEETING

City Manager

CJ

Reviewed By:

City Attorney

JH

Finance Director

SE



DISCUSSION ITEM

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: Ordinance No. 2021 - 475 - Hillview Baseball Field Off-Leash Pilot Program: Hold Public Hearing and introduce first reading of an ordinance to consider the establishment of an off-leash pilot program located at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review. This pilot program allows dog owners to have their dogs off-leash during specific posted days and times.

Prepared by: Donna Legge, Recreation and Community Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Ordinance No. 2021 - 475: Authorizing an off-leash pilot program at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review.

Initiated by:

City Council and staff

Previous Council Consideration:

February 12, 2019, November 10, 2020

Fiscal Impact:

The Off-Leash Pilot Program will cost \$6,275 and will include community outreach, initial installation of off-leash rules and hour signs, designation of off-leash area with A-frames, dog bag dispensers, and dog bag refills for a 6-month period to be absorbed by the Park Maintenance operations budget.

- Breakdown of funds to be used:
 - o \$6,275 General Fund
- Amount already included in approved budget: Yes
- Amount above budget requested: 0

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does Council want to consider the adoption of Ordinance No. 2021 - XXX: authorizing an off-leash pilot program at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review.

Reviewed By:

City Manager

City Attorney

Finance Director

BK

JH

HL



Subject: Hillview Baseball Field Off-Leash Pilot Program

Summary:

- In accordance with LAMC 5.08.010, dogs are prohibited to be off-leash in Los Altos parks
- Residents do not have a place to take dogs, legally, within the Los Altos community
- The Council recommends a 6-month pilot off-leash hours program at the Hillview Baseball Field as soon as it is feasible
- Legal recommends suspending enforcement of LAMC 5.08.010 related to the off-leash dogs, with appropriate signage during the pilot period and recommend the adoption of Ordinance No. 2021 - XXX: authorizing an off-leash pilot program at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review.

Staff Recommendation:

Consider approval of Ordinance No. 2021 - 475: authorizing an off-leash pilot program at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review.

Purpose

Provide the ability to enforce the recommended Ordinance during a 6-month pilot program that will allow dog owners to have their dogs off-leash during specific posted days and times at the Hillview Baseball Field.

Background

At its regular meeting of November 10, 2021, City Council received a presentation and recommendations from the Parks and Recreation Commission including the establishment of an off-leash hours pilot program at the Hillview Baseball Field for a trial period of nine (9) operational months, subject to public health [COVID] guidelines.

City Council directed staff to develop and return to Council to approve a 6 month, off-leash pilot program at the Hillview Park (Baseball Field), including staff and the Parks and Recreation Commission's recommendations for program hours for the pilot program to begin as soon as feasible and return to the Council after 6 months of operation for an update on the program and Council evaluation. Council further directed staff to inspect the back of the designated area at Hillview Park (Baseball Field) and evaluate the need for fencing and proceed with installation.

Discussion/Analysis

All City park turf areas are closed for annual maintenance from Mid-November through January, including the Hillview Baseball Field. Due to existing park uses and enforcement recommendations



Subject: Hillview Baseball Field Off-Leash Pilot Program

from the Police Department and Animal Control, the pilot off-leash program will be scheduled accordingly, as soon as it is feasible:

April to September (6 months)

<u>Days</u>	<u>Morning</u>	<u>Afternoon/Evening</u>
Monday thru Friday	7 to 9 am	7 pm to 9pm
Saturday and Sunday	7 to 9 am	5 pm to 9pm

Per Council direction, staff has contacted the City of Cupertino and will adopt the same temporary fencing methodology used at their off-leash dog park, protecting the infield, and maintaining the 200-foot outfield distance as required by International Little League. The City of Cupertino is utilizing A-Frame signs to designate the off-leash area and has not installed a fence enclosure.

Options

- 1) Adopt Ordinance No. 2021 - 475: Authorizing an off-leash pilot program at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review.

Advantages: Provides the ability to enforce the Ordinance. Model after other successful neighboring off-leash hour programs; flexible use; minimum expense. May justify additional programs in other Los Altos parks to expand the impact and use over additional parks. The pilot program is temporary and can be measured and adjusted or terminated, accordingly.

Disadvantages: Opposition from neighbors and residents. Save additional time, cost, and resources.

- 2) Do not adopt Ordinance No. 2021 - 475: authorizing an off-leash pilot program at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review.

Advantages: Potential impacts to the Hillview Baseball Field will be limited. No opposition from concerned neighbors and residents. Save additional time, cost, and resources.



Subject: Hillview Baseball Field Off-Leash Pilot Program

Disadvantages: Residents will not have a legal option within the city of Los Altos to take their dogs off-leash or an opportunity for an expanded program in the future. Existing challenges of unlawful dogs off-leash in parks will continue. Dog-owners will have to go outside of Los Altos to run their dogs off-leash, reducing the opportunity to socialize dogs and owners within community.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2021-475

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING AN OFF-LEASH PILOT PROGRAM AT THE HILLVIEW
BASEBALL FIELD AND MAKING FINDINGS PURSUANT TO CEQA THAT
THE ORDINANCE IS CATEGORICALLY EXEMPT FROM
ENVIRONMENTAL REVIEW**

WHEREAS, the California Constitution, Article XI, Section 7, confers on the City the power to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, in accordance with Los Altos Municipal Code Section 5.08.010, dogs are prohibited off-leash in Los Altos parks; and

WHEREAS, residents have expressed an interest in having a public place within the Los Altos community where dogs may be allowed off-leash; and

WHEREAS, the City's Parks and Recreation Commission has recommended an off-leash pilot program during specific days and hours; and

WHEREAS, City staff recommend a limited, temporary suspension of Los Altos Municipal Code Section 5.08.010 to facilitate a pilot program as recommended by the Parks and Recreation Commission; and

WHEREAS, the City Council desires to suspend Los Altos Municipal Code Section 5.08.010 as recommended by staff to facilitate a pilot off-leash program at the Hillview Baseball Field; and

WHEREAS, the proposed pilot program is not anticipated to have any significant adverse effect upon the health, safety, welfare, or physical environment of the Los Altos community; and

WHEREAS, the purpose of the temporary pilot program is to gauge the likely success and potential impacts of a more permanent community wide off-leash policy.

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

SECTION 1. AUTHORIZATION OF PILOT PROGRAM: Notwithstanding any provision of the Los Altos Municipal Code including, without limitation, provisions of Los Altos Municipal Code Section 5.08.010, a pilot off-leash program is hereby established at the Hillview Baseball Field. Beginning on the effective date of this ordinance, as set forth in Section 8 hereof, dogs shall be allowed off-leash at the Hillview Baseball Field subject to the rules and regulations set forth in Section 2 of this ordinance.

SECTION 2. OFF-LEASH RULES AND REGULATIONS: The limited, temporary suspension of Los Altos Municipal Code Section 5.08.010 authorized in Section 1, above, shall be subject to compliance with the following rules and regulations:

- A. Dogs shall be allowed without physical restraint only in the outfield turf area of the Hillview Baseball Field generally depicted in **Exhibit A** hereto.
- B. Off-leash use shall be limited to the hours of 7 a.m. and 9 a.m. Sunday through Saturday, 7 p.m. to 9pm Monday through Friday, and 5 p.m. to 9pm on Saturdays and Sundays.
- C. No pet or domesticated animal shall be allowed to participate in the off-leash pilot program established by this ordinance except for dogs that are: (1) subject to the reasonable control of their owners or handlers, (2) properly licensed pursuant to applicable law, and (3) not “vicious” as defined by Los Altos Municipal Code Section 5.04.005.
- D. Owners and handlers shall clean up after their own dogs and shall keep their dogs under reasonable control as necessary to ensure the safety of people and pets and to prevent destruction of property.
- E. Owners and handlers shall comply with every regulation for use of the park established by the City Manager as set forth in Section 3.
- F. In the use of the park as authorized by this ordinance, owners and handlers shall obey every lawful instruction of any peace officer or of the City Manager or designee.

Any violation of the foregoing rules shall constitute an unlawful violation of Los Altos Municipal Code Section 5.08.010.

SECTION 3. CITY MANAGER AUTHORITY: The City Manager may establish additional rules and regulations for off-leash use of the Hillview Baseball Field. Such rules shall become effective immediately upon being posted at the park and made available for review by members of the public at the official website of the City’s Recreation and Community Services Department and Municipal Maintenance Services Department. If the City Manager finds that the off-leash pilot program is creating a significant adverse effect upon the health, safety, welfare, or physical environment of the Los Altos community, the City Manager may suspend the off-leash pilot program by posting notice of such suspension at the baseball field and online at the official website of the City’s Recreation and Community Services Department and Municipal Maintenance Services Department. Unless sooner rescinded by the City Manager or overruled or extended by the City Council, such suspension shall remain in effect until the later of 21 days following the suspension or the day after the next regular meeting of the City Council.

SECTION 4. SUNSET: Unless extended by resolution of the City Council, this ordinance shall expire automatically and shall be of no further force and effect beginning on the 181st day after the effective date hereof. Nothing herein is intended to prohibit the City Council from repealing this ordinance sooner.

SECTION 5. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 6. CEQA. The City Council finds the adoption of this ordinance to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15061(b)(3) (Common Sense Exemption), 15301 (Existing Facilities), 15304 (Minor Alterations to Land), 15305 (Minor Alterations to Land Use Restrictions), and 15306 (Information Collection), in that the pilot program established hereby is not anticipated to have any significant adverse impact upon the existing environment, will be temporary in nature, will involve the use of an existing recreational facility, will not significantly alter existing facilities or existing land use restrictions, and is intended primarily to study the impacts of off-leash programs to inform future policy choices. The City Council also finds that none of the exceptions set forth in CEQA Guidelines Section 15300.2 to the availability of the foregoing categorical exemptions applies to the program or project authorized by this ordinance. The City Manager or designee is hereby directed to prepare and file a notice of exemption in connection with this ordinance, pursuant to CEQA Guidelines Section 15062.

SECTION 7. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 8. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2021 and was thereafter, at a regular meeting held on _____, 2021 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

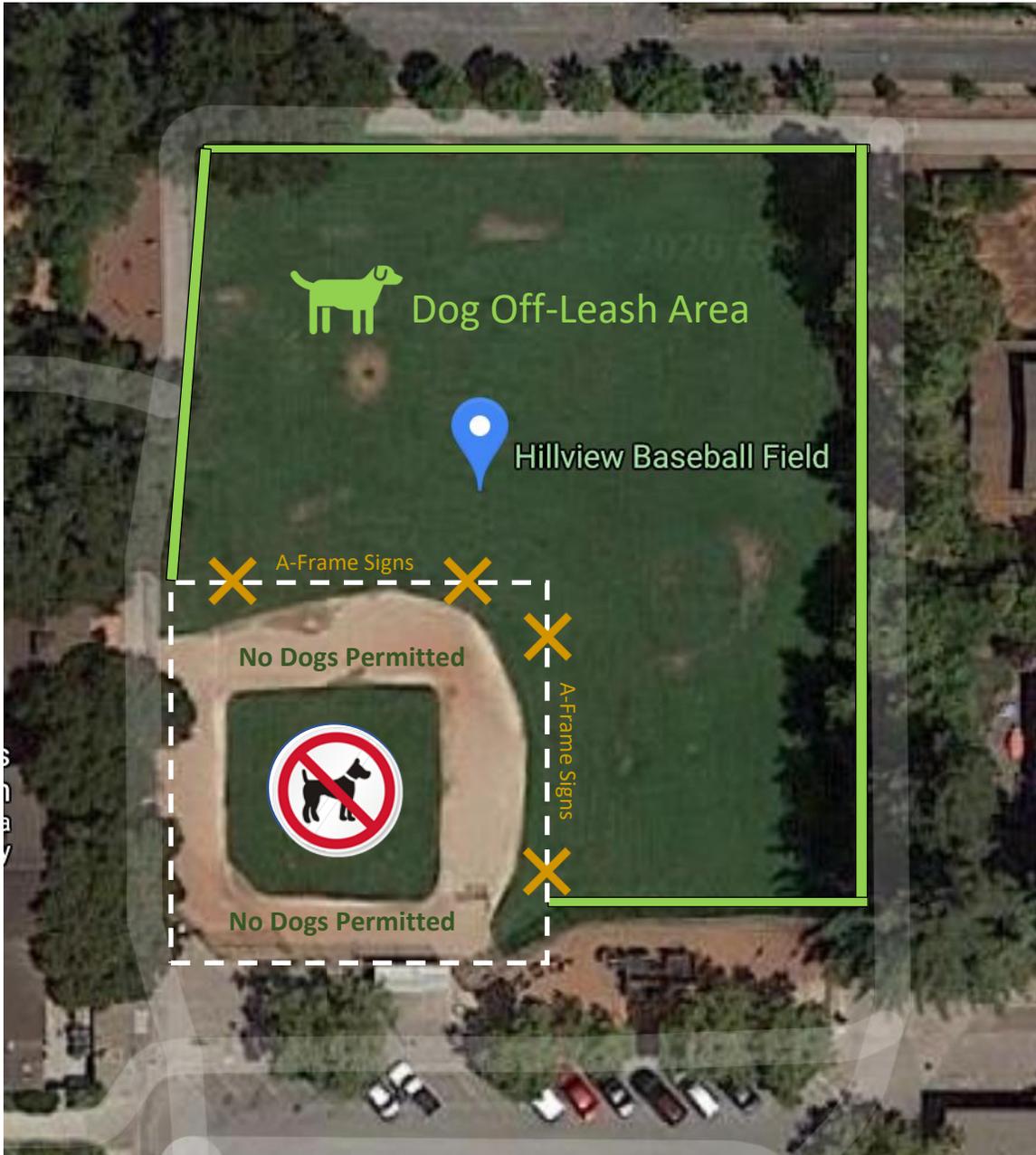
Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, CITY CLERK

EXHIBIT A

Hillview Baseball Field - Off-Leash Program Area



- Dog Off-Leash Area 
- No Dogs Area 
- A-Frame Signs 



City Council Meeting

February 9, 2021



Public Hearing and introduction of the first reading of an ordinance to consider the establishment of an off-leash pilot program located at the Hillview Baseball Field and making findings pursuant to CEQA that the ordinance is categorically exempt from environmental review. This pilot program allows dog owners to have their dogs off-leash during specific posted days and times.

Hillview Baseball Field Off-Leash Pilot Program Proposed Schedule



April to September (6 months)

Days

Monday thru Friday

Saturday and Sunday

Morning

7 to 9 am

7 to 9 am

Afternoon/Evening

7 pm to 9pm

5 pm to 9pm



**CITY OF
CUPERTINO**

**Jollyman Park
1000 S. Stelling Road**

Dog Off-Leash Area

**Trial Period:
October 2019 - June 2021
(9 months)**



City of Cupertino - Sample of Off-Leash Area Trial Signs

Jollyman Park Dog Off-Leash Area Trial

October 1, 2019 – June 30, 2021

DOLA Hours:
One hour before sunset to one
hour after sunset

All dogs must be on a leash at all times except when in the designated DOLA during permitted times.



NOW ENTERING DOG OFF-LEASH AREA

DOLA Hours:
One hour before sunset to
one hour after sunset

All dogs must be on a leash at all times except when in the designated DOLA during permitted times.



DOLA Rules

- All dogs must be on a leash at all times except when in the designated DOLA during permitted times.
- Respect other park users. Stop bothersome behavior immediately.
- Owners must be in control of their dogs at all times. Dogs with a known history of dangerous behavior are not allowed.
- Cleaning up after your dog is mandatory.
- Dogs must have current licenses and vaccinations; licenses must be on the dog's collar; collar must be on the dog.
- Consumption of food and the use of glass containers is not allowed during DOLA hours.
- Dogs in heat are not allowed.
- No puppies less than 4 months of age allowed.
- Owners must provide their own drinking bowls.
- Leaving dogs unsupervised is prohibited.
- Owners must stop their dogs from digging and fill any holes caused by their dogs.

Violation of posted rules and regulations can be reported to Code Enforcement– 408-777-3182 or the Sheriff's Non-Emergency Dispatch– 408-299-2311

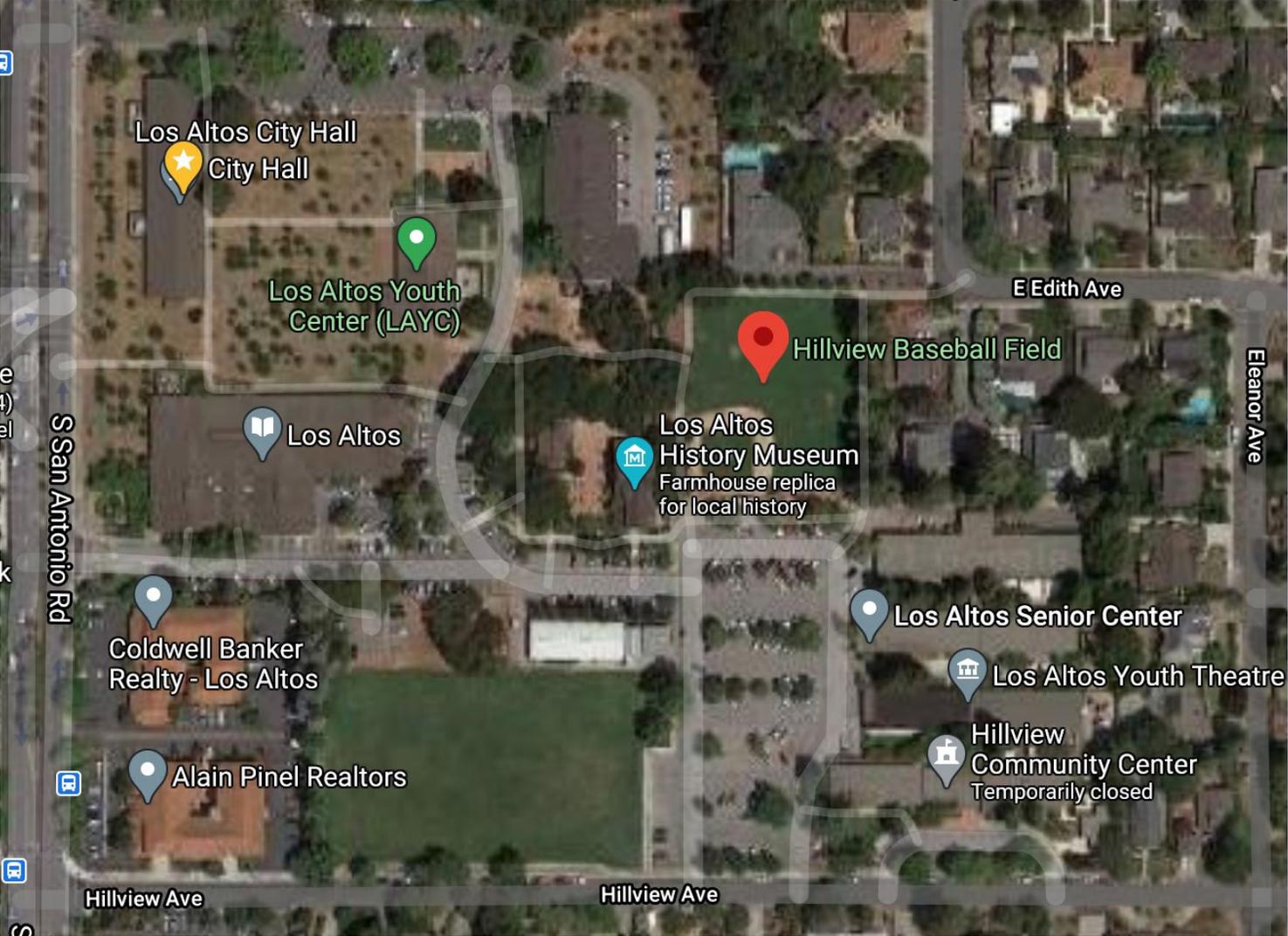
Report dog bites/incidents immediately to the Silicon Valley Animal Control Authority– 408-764-0344

Comments & concerns can be shared with the City through Cupertino.org/311

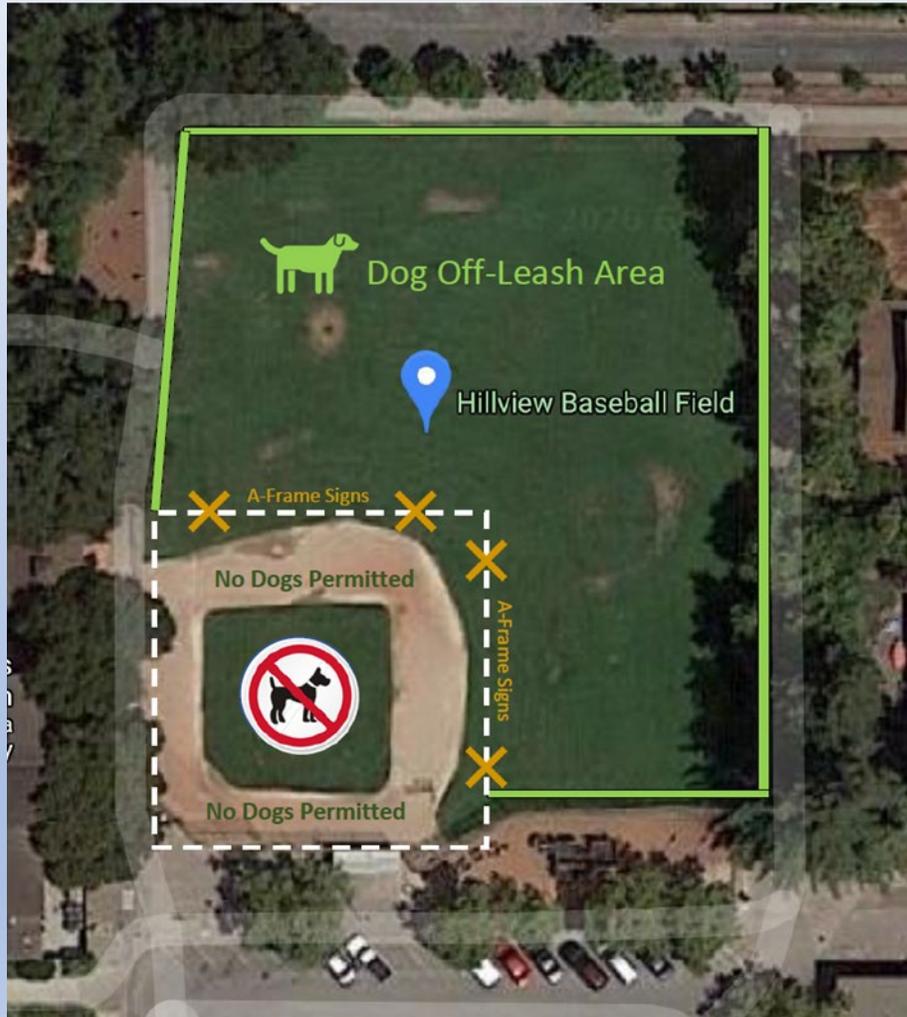
Owners are legally responsible and liable for the action of their dogs and injuries or damage caused by their dogs. The City of Cupertino assumes no liability for the users of the DOLA.



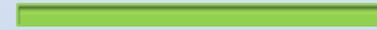
City of Los Altos Civic Center



Hillview Baseball Field – Dog Off-Leash Pilot Program Area



Dog Off-Leash Area



No Dogs Area



A-Frame Signs





Parks
Make
Life
Better!

Questions?



We Create Community through People, Parks and Programs

From: Wes Brinsfield [REDACTED]
Sent: Friday, January 22, 2021 10:07 AM
To: City Council <council@losaltosca.gov>
Subject: FW: Hillview Park "dog park"

On November 20th 2020 I sent the attached letter to Council, outlining my concerns about the upcoming dog park pilot program at the Hillview baseball field. The letter describes my concern that the area will not be fenced off, and that may lead to unfortunate encounters between unleashed dogs and either humans or other, leashed, dogs attempting to pass through the area. I conclude the letter with my opinion "... that the Hillview Park choice is ill-informed and subject to future litigation due to injury to animals or humans. "

Today, at approximately 9:15 AM, our dog, on leash, was attacked, unprovoked, by an off-leash dog (whose owner was present). Fortunately, no puncture or other wounds were inflicted on our dog or on me. I reported this incident to the Los Altos police (Log # L210122006). In addition to the dog being off-leash in violation of the municipal code, my fear of a dog on dog (or dog on human) attack was realized.

I can tell you that I now am very hesitant to walk through that area, whether with or without our dog. I should not have to go out of my way, nor should anyone else.

I am now even more opposed to that area being used as a dog park, pilot program or not, and especially so because there is no physical barrier proposed that I am aware of.

Please, rethink, and rescind, this program. There are other much more suitable locations.

Do this now, before actual injury occurs.

You may contact me at [REDACTED], if you have questions or would like to discuss this topic.

I am concerned and fearful.

Wes Brinsfield



DISCUSSION ITEM

Agenda Item # 9

AGENDA REPORT SUMMARY

Meeting Date: February 9, 2021

Subject: City response to Regional Housing Needs Allocation

Prepared by: Jon Maginot, Deputy City Manager

Approved by: Brad Kilger, Interim City Manager

Attachment(s): None

Initiated by:

Vice Mayor Enander and Councilmember Lee Eng

Previous Council Consideration:

None

Fiscal Impact:

There is no fiscal impact for this discussion

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to prepare for a response to the Regional Housing Needs Allocation (RHNA) assignment to the City?

Summary:

- The Association of Bay Area Governments (ABAG) is the body which will assign the RHNA numbers to the City and is in the process of assigning those numbers
- The RHNA allocation will be the number of housing units the City will be expected to add
- Should the City wish to appeal its numbers, the timeframe to do so will be Summer 2021

Staff Recommendation:

Discuss potential City responses to the proposed Regional Housing Needs Allocation for the City of Los Altos

Reviewed By:

City Manager

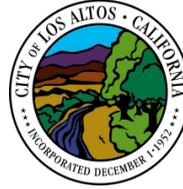
BK

City Attorney

JH

Finance Director

N/A



City of Los Altos Tentative Council Agenda Calendar
As of February 4, 2021

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
February 23, 2021	5:00 p.m. CLOSED SESSION		
	STUDY SESSION Objective Standards – Zoning Text amendment	STUDY SESSION	
	REGULAR COUNCIL MEETING		
	Special Presentation of CAFR		
	Quarterly Investment Report Ending December 31, 2020	CC?	
	SECOND READING/ADOPTION Hillview Off Leash Pilot Program Ord. - Resolution No. 2021 - XX - Hillview Baseball Field Off-Leash Dog Pilot Program: Hold Public Hearing and introduce first reading of an ordinance to consider the establishment of an off-leash dog pilot program located at the Hillview Baseball Field, and making findings pursuant to CEQA. This pilot program allows dog owners to have their dogs off-leash during specific posted times of the day. (D. Legge)	CC	ES
	Construction Contract Award: Annual Street Striping Project TS-01003	CC	
	Final Map Approval: Approve the Final Map for Tract Map #____, 831 Arroyo Road	CC	
	Final Map Approval: Approve the Final Map for Tract Map #____, 450 1st St. Final Map	CC	
	140 Lyell- 5 Unit Subdivision	PUBLIC HEARING - Pub'd 2/10	
Los Altos Emergency Operations Center (DR20-0001): To present building layout and budget options to the City Council for the proposed Emergency Operation Center (EOC) per direction received from the City Council at the October 13, 2020 meeting. The project is exempt from environmental	Discussion Item ES Jim S		

	review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended. Project Manager & Director: Maslo & Sandoval		
	Review and approve the 2021 City Council Priorities	Discussion Item	
	Community Center Construction Monthly Update	Info. Item	
March 2, 2021	SPECIAL MEETING – COMMISION INTERVIEWS		
March 9, 2021	REGULAR COUNCIL MEETING		
	Special Item Michael Handel Proclamation La Firefighter		
	Updated Debt Policy		
	Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the Fiscal Year 2019/20 Annual Street Resurfacing Project, TS-01001	CC	
	Project Acceptance for Cuesta Drive Traffic Calming Project TS01022	CC	
	Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the Fiscal Year 2019/20 Annual Street Resurfacing Project, TS-01001	CC	
	Los Altos Housing Element APR		
	EOC Design Review/Update	(DISCUSSION)	
	Mid Year Budget Report	Discussion Item	
	Council Financial Subcommittee Recommendations: Discuss recommendations of the Council Financial Subcommittee regarding reporting of City financial information (Vice Mayor Enander)		
	Ordinance 2021-474 - ZTA 20-0002 – Zoning Code Amendments Introduce and Hold First Reading and waive further reading of an Ordinance 2021-474 adopting a Zoning Text Amendment (ZTA 20-0002) modifying Section 14.02.070 (Definitions) and Chapter 14.30 (Short Term Rental) of the Los Altos Municipal Code establishing regulations governing boarding houses and the short-term rental of residential property within the City of Los Altos. This project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3) because the adoption of the ordinance will not result in a foreseeable significant environmental effect. Project Managers: Community Development Director Biggs/Planning Services Manager Persicone	PUBLIC HEARING	
March 23, 2021	REGULAR COUNCIL MEETING		
	Special Item – Commission Appointments		
	SECOND READING Ordinance 2021-474 - ZTA 20-0002 – Zoning Code Amendments Introduce and Hold First Reading and waive further reading of an Ordinance 2021-474 adopting a Zoning Text Amendment (ZTA 20-0002) modifying Section 14.02.070 (Definitions) and Chapter 14.30 (Short Term Rental) of the Los Altos Municipal Code establishing regulations governing boarding houses and the short-term rental of residential property within the City of Los Altos. This project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3) because the adoption of the ordinance will not result in a foreseeable significant environmental effect. Project Managers: Community Development Director Biggs/Planning Services Manager Persicone	cc	
	Halsey House		

	19-UP-02_- Los Altos Chinese School - 461 Orange Avenue Requesting approval from the City Council for a conditional use permit(CUP) for a new Chinese immersion program and after-school program to use existing classrooms at the Foothills Congregational Church. The programs would include up to 90 students and operate between 8:30am to 6:00pm, Monday to Friday. This is a conditional use permit and is exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines, as amended, because it involves the occupancy of an existing religious institution classroom building. Project Planner: Gallegos	Public Hearing	
	Public land preservation ordinance (if recommended by the PC at its February 4 meeting)	PUBLIC HEARING	
	Council Norms and Procedures	Discussion	
	Community Center Construction Monthly Update	Info Item	
April 13, 2021	REGULAR COUNCIL MEETING		
	Construction Contract Award: Fremont Avenue Pavement Rehabilitation Project, TS-01056 (4/13/21- tentative)	CC	ES
	Ordinance 2020-XXX – FIRST READING Amending Los Altos Municipal Code Adding Chapter 9.04.120, “STREET CUT MORATORIUM ON NEWLY PAVED STREETS”(No PH Notice req per CA)		
	Construction Contract Award: Annual Street Resurfacing and Slurry Projects, TS-01001 and TS-01004 (4/13/21- tentative)	CC	ES
	Proposed City policy that modifies the environmental analysis standard for circulation impacts from a Level of Service (LOS) analysis to a Vehicle Miles Traveled (VMT) analysis.	Public Hearing*	
April 27, 2021	REGULAR COUNCIL MEETING		
	Community Center Construction Monthly Update	Info Item	
	Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the El Monte Sidewalk Gap Closure Project, TS-01038, and authorize the Engineering Services Director to record a Notice of Completion as required by law (4/20/21 – tentative) (CONSENT)	CC	ES
	BMR waitlist process proposal by Alta Housing		
	330 Distel – Check in with City Council		
May 4, 2021	JOINT MEETINGS WITH COMMISSIONS - Senior Commission, Youth Commission, Environmental Commission, Parks and Recreation Commission, Complete Streets Commission		
May 11, 2021	REGULAR COUNCIL MEETING		
	3rd Quarter Report		
May 25, 2021	REGULAR COUNCIL MEETING		
	Community Center Construction Monthly Update	Info Item	
June 8, 2021	REGULAR COUNCIL MEETING		
	Adopt Resolution No. 2021-XX approving the Report of Sewer Service Charges and directing the Filing of Charges for Collection by the Tax Collector	Public Hearing 5/12/2021 &	

		5/19/2021- not less than 10 days - published once a week for two consecutive weeks	
June 22, 2021	REGULAR COUNCIL MEETING		
July 13, 2021	REGULAR COUNCIL MEETING		
August 24, 2021	REGULAR COUNCIL MEETING		
September 14, 2021	REGULAR COUNCIL MEETING		
	Construction Contract Award: Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055 (9/7/21 – tentative)	CC	ES
September 21, 2021	REGULAR COUNCIL MEETING – in place of 9/28 mtg which falls on holiday		
	Year End tentative report – September (if needed)		
October 12, 2021	REGULAR COUNCIL MEETING		
October 26, 2021	REGULAR COUNCIL MEETING		
November 2, 2021	JOINT WITH COMMISSION		
November 9, 2021	REGULAR COUNCIL MEETING		
	1st Quarter report FY 2021/2022		
November 30, 2021	REGULAR COUNCIL MEETING – in place of 11/23 mtg the week of Thanksgiving		
DECEMBER 7, 2021	COUNCIL REORGANIZATION		
December 14, 2021	REGULAR COUNCIL MEETING		
	CAFR and Year End – 1st meeting December		

Future Agenda Topics

To be scheduled	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if Public Hearing)	Department
	Review Council Norms		
	461 Orange Ave (CUP for school)	Public Hearing	Community Development
	5150 El Camino Road - Modification	Public Hearing ?	
	831 Arroyo Road final map (Tentative)	Consent item	
	See Me Flags		Engineering
	Pavement Management Program Update – 2019 Pavement Condition Index - The staff recommends Scenario 5 – Increase Current PCI to 75 by 2026	Discussion Item	James Sandoval, Engineering Services Director
	440 First Street Design Review		Community Development
	4350 El Camino Real Design Review		Community Development
	Climate Action Plan update		Community Development
	Healthy Cities Initiative		Recreation & Community Services
	Housing Impact vs. Housing in-Lieu Discussion		Community Development
	BAT/Neighborhood Watch program expansion		PD/CMO
	Complete Streets Master Plan		Engineering Services
	Community Engagement program		CMO
	Comprehensive multi-modal traffic study (analysis of recent projects projected parking, trip generation, & traffic impacts to actuals; ECR impacts should include adjacent streets)		Engr. Svcs/Planning
	Off-street EV charging stations in front of homes – include in Reach Codes; refer to Environmental Commission?		Planning
	Schedule City/LASD meeting		
	Reschedule City/CUSD meeting (April/May)		
	Schedule Joint Los Altos/Los Altos Hills Council meeting (6-9 months: August – October)		
	Housing Element Update		Community Development
	San Francisco PUC permit		Engineering Services