



CITY COUNCIL MEETING

TUESDAY, MARCH 23, 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/144-064-8383>

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:144-064-8383). 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 ITEM

- Presentation by CHAC

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 March 9, 2021 Regular Meeting (A. Chelemengos)
2. Professional Services Agreement: Temporary Office Assistance Services: Authorize the Interim City Manager to execute a professional services agreement with Robert Half International Inc. in an amount not to exceed \$100,000 each fiscal year for Fiscal Years 2019/20 and 2020/21 (\$200,000 total) for temporary office assistance services (J. Maginot)
3. Resolution No. 2021-13 Equal Pay Day March 21, 2021: Adopt Resolution Acknowledging March 24, 2021 as Equal Pay Day 2021 and Resolving To Ensure Pay Equity Standards In The City Government And To Encourage Pay Equity Standards Throughout The City's Business Community (A. Chelemengos)
4. Annual Development Impact Fees Report for Fiscal Year 2020(AB 1600): Receive the Annual Report on Development Impact Fees for Fiscal Year 2020 (R. Martinez)
5. Quarterly Investment Portfolio Report – Quarter Ended December 31, 2020: Receive the Investment Portfolio Report through December 31, 2020 (H. Lei)
6. Resolution No. 2021-16: Approving Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule: Adopt Resolution No. 2021-16, approving the Fiscal-year 2020-21 Mid-Year Financial Update, budget adjustments, and updated Salary Schedule, including assignment of fund balance as outlined (J. Maginot and R. Martinez)

PUBLIC HEARINGS

7. Resolution No. 2021-14 19-UP-02 - Los Altos Chinese School - 461 Orange Avenue: Hold Public Hearing and adopt Resolution No. 2021-14 granting City Council approval of a conditional use permit (CUP) for a new Chinese immersion school / educational program and an after-school program to use existing classrooms at the Foothills Congregational Church. The programs would include up to 75 students and operate between 12:00 pm 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, involving negligible expansion of use. (S. Gallegos)

DISCUSSION ITEMS

8. 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)
9. Halsey House Update and Future Direction: Receive an update on the Halsey House building, site, historical and program information gathered and Commission recommendations and input to date, review information and the questions raised, and discuss and agree upon a specific course of action that will result in a final decision on the building's future; direct staff to schedule a study session to allow Council and staff an opportunity to discuss this process in more detail; and provide to staff direction on any specific information or presentations needed as part of the study session.(D. Brees)

10. Los Altos Theater Working Group. Support the formation of a working group to develop a proposal for a Los Altos Theater, which will include conceptual plans, capital costs and potential revenue sources or commitments, operating models, critical success factors for theatre operations, potential partners, and possible site location(s). The working group will not be a Brown Act body, and City Council Members and City staff will not be members of the working group or be responsible for leading, managing, or scheduling meetings for the working group. If the proposal includes the use of City-owned land and/or resources, the working group will present the proposal or a progress update to the City Council no later than October 31, 2021. (Council Initiated - Mayor Fligor)
11. Resolution No. 2021-15 Housing Element Annual Status Report: Receive Housing Element Annual Report and adopt Resolution No. 2021-15 accepting the Housing Element Annual Progress Report for calendar year 2020 and authorizing staff to submit the report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development (J. Biggs)

INFORMATIONAL ITEMS ONLY

- Community Center Monthly Construction Update
- Police Task Force Recommendations Update (A. Galea)
- 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.



**MINUTES OF THE REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF LOS ALTOS
7:00 P.M., TUESDAY, MARCH 9, 2021**

HELD VIA VIDEO/TELECONFERENCE

MEETING CALLED TO ORDER

At 7:01 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

Punhal Chaudry led the Council in the Pledge of Allegiance.

Mayor Fligor commented on remarks made by Council Member Lee Eng at the November 24, 2020 meeting and the resulting public outcry. She reported on the actions agreed to by Council Member Lee Eng in an effort to remedy and address the matter.

REPORT ON CLOSED SESSION

Mayor Fligor reported that although the Council did not meet in Closed Session on March 9, 2021, Mayor Fligor gave an update on the ongoing City Manager recruitment and reported that the Council subcommittee, comprised of Mayor Fligor and Vice Mayor Enander, had interviewed, and chosen a recruitment firm, Ralph Anderson and Associates, and that the Interim City Manager had entered into an agreement with the firm on behalf of the City for City Manager Recruitment services.

SPECIAL ITEMS

- Presentation of Proclamations
 - American Red Cross Proclamation
 - Women's History Month Proclamation
 - Youth Arts Month Proclamation

Mayor Fligor presented the Proclamations.

Ann Hepenstal introduced David Wells and Neil Katin, representing the American Red Cross, who 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

The following individuals commented: Keenan Moos (with time ceded from Marie Young, Joe Beninato, Mike Abrams, and Howard Ki), Kioshi, Tara Dhillon, Christine Lenz, Deneva, Jill Woodford, Anthony Chau, Keven, Ella Maluf, Jen Aton, Joey Sangiacomo, Alex, Michelle Sturiale, Sunny, Salim, Stella Kalomiris, Renee Rashid (with time ceded from Natasha Khan), Kathy, Karen Solpon, Katherine Yen, Tanya Maluf, Cindy Sidaris. Maureen Griffin, Matt Beyer, Amber Joy, Travis Prater, Brigid Madder, Moira Huang, Premika Ratnam, Lestina, Anita Kapadia, Toni Moos, Jeanine Valadez (with time ceded from Brian Jones and Katie Cheng), Kevin Ma, and Elaine W.

CONSENT CALENDAR

Vice Mayor Enander removed from the Consent Calendar Item #4 *Resolution No. 2021-12 Supporting Cupertino Union School District Parcel Tax Measure on the May 4, 2021, ballot.*

Mayor Fligor announced that Item #4 would be considered following Item #10

1. Council Minutes: Approve the amended Minutes of the February 23, 2021, Regular Meeting
2. Grant Acceptance: Accept Grant in the amount of \$440 to the Youth Commission from Silicon Valley Clean Energy's Education Fund
3. Resolution No. 2021-11 Completion of FY 2019/20 Annual Street Resurfacing: Adopt Resolution accepting completion of the Fiscal Year 2019/20 Annual Street Resurfacing Project (Project TS-01001) and authorize the Engineering Services Director to record a Notice of Completion as required by law.
5. Contract Amendment: Financial Consulting Services: Authorize the Interim City Manager to execute a contract amendment with Eide Bailly LLP in an amount not to exceed \$446,880 (total contract amount not to exceed \$520,080) for financial consulting services.
6. Contract Amendment: Ongoing Accounting Services: Authorize the Interim City Manager to execute a contract amendment with Eide Bailly LLP in an amount not to exceed \$126,720 (total contract amount of \$195,400) for ongoing accounting services.

There were no members of the public wishing to comment on the Consent Calendar.

Vice Mayor Enander moved that the City Council approve Consent Calendar Items 1, as amended, 2,3,5, and 6. 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

PUBLIC HEARINGS

7. Ordinance No 2021-474 Regulation of Boardinghouses: Hold Public Hearing to Introduce, and Hold first reading, as read by title only, and waive further reading, of an ordinance of the City of Los Altos regulating boardinghouses by amending Chapter 14.02 (General Provisions) and adding Chapter 14.31 (Boardinghouses) to the Los Altos Municipal Code and further find that adoption of the ordinance is exempt from CEQA pursuant to 15061(b)(3) of the CEQA Guidelines. (G. Persicone)

Planning Services Manager, Persicone, provided a staff report and answered questions from the Council as did Community Development Director Biggs.

City Attorneys Houston and Ramakrishnan provided input and answered questions.

Mayor Fligor opened the Public Hearing and the following individuals provided input: Salim, Bryan Johnson, Mehruss Ahi, Roberta, Anne Paulson, Teresa, Terri Couture, Orta, Pete Dailey, Renee Rashid.

Mayor Fligor called for a recess at 9:32 p.m. The meeting was reconvened at 9:42 p.m.

Jim Darby and Nancy Martin provided comments. Since there was no one else wishing to speak, Mayor Fligor closed the Public Hearing.

Mayor Fligor noted that the two ordinances included in the Council packet provided for an option to prohibit boardinghouses and the other provided for regulation of boardinghouses. She inquired of the Council if there was support for the prohibition of boarding houses. Vice Mayor Enander and Council Member Lee Eng stated that they could support the prohibition of boardinghouses. The other three Council Members indicated that they could not at this time support prohibition of boardinghouses and instead would rather establish regulations for boardinghouses within the City.

Discussion commenced. Council reviewed the proposed Ordinance labeled "Attachment B" in the packet and discussed various methods for staff to gather public input and conduct outreach to the community relative to the matter. Council provided direction to staff for various amendments to be incorporated into the ordinance and brought back to Council for consideration.

8. 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 vaccine information specific to Los Altos.

9. Construction Contract Award: Award the Base Bid for the Annual Street Striping Project (TS-01003) to Chrisp Company and authorize the Interim City Manager to execute a

contract in the amount of \$157,300.00 and up to a 15% contingency on behalf of the City -
Continued from February 23, 2021

Jim Sandoval, Engineering Services Director, and Jaime Rodriguez, Engineering Services, provided a staff report and answered questions from the Council.

The following individuals commented: Premika Ratnam, Audrey Chang, Margaret Capetz, Stacy Banerjee read a statement from Nalim Maluf, Chairperson of the Complete Streets Commission, Yash Shahani, Roberta, and Salim.

Council Member Weinberg moved that the Council Award the Base Bid, Annual Street Striping Project to Chrisp Company, authorize the Interim City Manager to execute a contract in the amount of \$157,300.00 and up to 15% contingency on behalf of the City and direct staff to return to Council 6 months after the bicycle improvements have been made on Almond Avenue to report back on and provide an assessment of the improvements and their impacts. The motion was seconded by Vice Mayor Enander 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 12:16 a.m., Mayor Fligor called for a break. Mayor Fligor reconvened the meeting at 12:21 a.m.

4. Resolution No. 2021-12 Supporting School Parcel Tax Measure: Adopt Resolution in support of Cupertino Union School District Parcel Tax Measure on the May 4, 2021 ballot.

Vice Mayor Enander and Council Member Lee Eng both stated that they did not think they could support the measure at this time given the economic hardships some individuals have been facing due to the pandemic. There was also concern and questions relative to the success of the measure at this time given that a similar measure had been defeated in 2020.

Lori Cunningham, Cupertino School District Board Trustee, provided information on the proposed tax and answered questions from the Council.

Vice Mayor Enander moved to adopt Resolution No. 2021-12 in support of the Cupertino Union School District Parcel Tax Measure on the May 4, 2021 ballot. The motion was seconded by Mayor Fligor 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

-
10. Legislative Committee Update and Position Letters: Consider Update from Council Legislative Committee and authorize letters to be sent on behalf of the Council relative to pending legislation regarding SB 9 and COVID-19 Federal and State Relief Bills.

Vice Mayor Enander and Council Member Weinberg provided information on the proposed letter and their differing positions on the matter.

The following members of the public commented: Renee Rashid, Salim, Anne Paulson, Pete Daily, and Roberta.

Council reviewed the letter and provided input for amendments to the letter.

Mayor Fligor moved that the Council authorize the letter as amended be sent on behalf of the Council relative to pending legislation SB 9. The motion was seconded by Council member Meadows and passed with a 3-2 roll call vote as follows:

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

Council Member Lee Eng stated that she did not support the letter because she felt that the letter as amended seemed to support SB9.

Mayor Fligor suggested that item #11 Los Altos Theater Working Group be continued to the March 23rd meeting. There was Council support to defer the matter.

12. Commission Appointments: Discuss and make appointments to various City Commissions.

Council discussion commenced. Council Members emailed preprinted ballots to Deputy City Manager Maginot who tabulated the results.

Mayor Fligor called for public comment. Roberta Phillips commented. There were no other members of the public wishing to speak.

While Deputy City Manager Maginot calculated the votes, the Council moved on to Informational Items.

INFORMATIONAL ITEMS ONLY

- City's Response to the Californians for Homeownership's Letter dated February 12, 2021.

City Attorney Houston provided background information and provided her response.

- Tentative Council Calendar

There were no comments or action on this item.

12. Commission Appointments: Discuss and make appointments to various City Commissions.

Deputy City Manager reported that the votes of the Council resulted in the following appointments:

- Shiao Ping Lu voted to the Environmental Commission for a partial term expiring March 2022.
- John Claras voted onto the Financial Commission for one partial term expiring September 2021.
- Rita Pate and Rebecca Lowell voted onto the Joint Community Volunteer Service Awards Committee with terms expiring March 2025.
- Tanya Lindermeier, Teresa Morris, and Cindy Wang voted onto the Parks and Recreation Commission to terms expiring March 2025.
- William Buchholz voted onto the Senior Commission with a term expiring March 2023.

Deputy City Manager Maginot reported that two vacancies still existed - one on the Parks and Recreation Commission and one on the Senior Commission.

Mayor Fligor instructed the Council Members to email to Deputy City Manager Maginot 1 name for each of the two seats as their vote.

While Deputy City Manager Maginot calculated the votes, the Council moved on to the next agenda item.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Council Member Lee Eng reported that she had been chosen as the Alternate to the VTA Board.

There were no other reports.

Mayor Fligor stated that she would like an update at the next meeting from Chief Galea with regard to the implementation of the Police Task Force recommendations.

12. Commission Appointments: Discuss and make appointments to various City Commissions.

Deputy City Manager Maginot reported that the second round of Council voting resulted in Tony Li being voted onto the Senior Commission for a term expiring March 2023. He reported that 1 vacant seat remained on the Parks and Recreation Commission.

Mayor Fligor moved to appoint Jeanine Valadez to the Parks and Recreation Commission (with a term expiring March 2025). The motion was seconded by Council Member Weinberg and the motion passed 3-2 with the following roll call vote:

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

ADJOURNMENT

At 2:14 a.m., Wednesday, March 10, 2021, Mayor Fligor adjourned the meeting.

Neysa Fligor, MAYOR

Andrea M. Chelemengos MMC, CITY CLERK

DRAFT



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Professional Services Agreement: Temporary Office Assistance Services

Prepared by: Jon Maginot, Deputy City Manager

Approved by: Brad Kilger, Interim City Manager

Attachment(s): None

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The following action is for an amount not to exceed \$100,000 per year for Fiscal Years 2019/20 2020/21 (total not to exceed amount is \$200,000). The City has expended approximately \$85,000 total for FY 2019/20 and 2020/21. General Funds dollars will be used for this expense. No appropriation of dollars is needed as the expenses can be made within the approved Administrative Services Department budget.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- There are no policy questions as the City has already expended more than \$75,000 for this service and Council approval is required.

Summary:

- The City has been utilizing the services of Robert Half International Inc. to provide temporary office assistance services since 2019. The services utilized have been for assistance with business licensing.
- In reviewing the status of staffing within the Administrative Services Department and, in particular, the Finance Division, it was discovered that Council never approved an agreement with Robert Half for these services. As the services have exceeded \$75,000, Council approval is needed. The City has expended approximately \$85,000 since 2019 for these services.

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Professional Services Agreement: Temporary Office Assistance Services

Staff Recommendation:

Authorize the Interim City Manager to execute a professional services agreement with Robert Half International Inc. in an amount not to exceed \$100,000 each fiscal year for Fiscal Years 2019/20 and 2020/21 (\$200,000 total) for temporary office assistance services



Subject: Professional Services Agreement: Temporary Office Assistance Services

Purpose

To approve an agreement with Robert Half International Inc. for temporary office assistance services

Background

In 2019, the City began utilizing the services of Robert Half International Inc. for temporary office assistance in the Administrative Services Department to help fill existing vacancies in the department. The primary function of the temporary employee has been to help the City with business licensing. To date, the City has paid Robert Half approximately \$85,000 for this service.

Discussion/Analysis

In reviewing the current functions of the Administrative Services Department, and in particular the Finance Division, Staff came to the realization that Council had not approve an agreement with Robert Half International Inc. for these services. The City's Purchasing Policy states that any agreement over \$75,000 requires City Council approval.

To rectify this error, Staff recommends the City Council approve a contract for Fiscal Years 2019/20 and 2020/21 for an amount not to exceed \$100,000 per Fiscal Year (\$200,000 total). This will cover the amount expended thus far. This will also provide staff the flexibility to bring in temporary employees to assist during this transitional period for the Administrative Services Department. These employees would provide services not offered by the City's financial consultants Eide Bailly.

Options

- 1) Approve the proposed agreement with Robert Half International Inc.

Advantages: The City needs to approve an agreement as the amount expended is over the threshold requiring Council approval. In addition, the agreement will allow the City to utilize additional temporary employees for the remainder of the current Fiscal Year should the need arise.

Disadvantages: None identified

Recommendation

The staff recommends Option 1 as the City needs to approve an agreement.



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Resolution No. 2021-13 Resolution Proclaiming March 24, 2021 to be Equal Pay Day 2021

Prepared by Andrea Chelemengos, City Clerk
Reviewed by Jon Maginot, Deputy City Manager
Approved by: Brad Kilger Interim City Manager

Attachment(s):

1. Resolution No 2021-13

Initiated by:

Staff per a request from the member of the public.

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Background:

Prior to the March 9th City Council meeting staff was contacted by Claire Noonan of Los Altos-Mountain View American Association of University Women Board inquiring how to request an item be placed on the agenda for consideration. Staff had provided Ms. Noonan instructions. Allyson Johnson of Los Altos-Mountain View American Association of University Women attended the March 9th meeting to request the Council to consider, at its March 23rd meeting, a resolution declaring March 24, 2021 to be Equal Pay Day 2021. However, due to technical difficulties Ms. Johnson was unable to make the request. Given the time constraint that March 24 is the day immediately after the March 23 City Council meeting, staff has placed the matter on the agenda for Council's consideration.

Policy Question(s) for Council Consideration:

Does the City Council wish to adopt the proposed resolution declaring March 24, 2021 to be Equal Pay Day 2021?

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

N/A



Subject: Resolution No. 2021-13 Resolution Proclaiming March 24, 2021 to be Equal Pay Day 2021

Staff Recommendation:

Adopt Resolution No. 2021-13 declaring March 24, 2021 to be Equal Pay Day 2021.

RESOLUTION NO. 2021-13

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ACKNOWLEDGING MARCH 24, 2021 EQUAL PAY DAY 2021 RESOLVES TO ENSURE
PAY EQUITY STANDARDS IN THE CITY GOVERNMENT AND TO ENCOURAGE
PAY EQUITY STANDARDS THROUGHOUT THE CITY'S BUSINESS COMMUNITY**

WHEREAS, fifty-eight years after the passage of the 1963 Equal Pay Act women, especially women of color, continue to suffer the consequences of unequal pay, and

WHEREAS, passage of the Paycheck Fairness Act in Congress to update the 1963 Equal Pay Act will help close the pay gap by eliminating loopholes in the Equal Pay Act, and

WHEREAS, according to the U.S. Census Bureau, women working full-time year-round in 2020 typically earned 82¢ for every dollar paid to men, showing minor change in the gender pay gap from the past year, and

WHEREAS, Black women earn only 62¢ for every dollar earned by men, Native American women earn 60¢, and Latina women, the largest group of women workers after White and Asian women in Santa Clara County, earn only 55¢ and

WHEREAS, between February and April 2020, due to the pandemic economic distress, men were unemployed at 9.9%, while women's unemployment was 12.5% because of the "occupation segregation" factor for women who hold the highest number of jobs in the hard-hit hospitality and retail businesses, and due to women dropping out of work for caregiving responsibilities, and

WHEREAS, more women than men graduate from college, the women graduates hold two-thirds of the nation's outstanding student loan debt totaling over \$929 billion and are less likely to be able to pay off their debt due to wage disparities, and

WHEREAS, a lifetime of lower pay means women have less income to save for retirement and less income counted in Social Security or pension benefit formulas, and

WHEREAS, March 24 is Equal Pay Day 2021, marking the day that signals how far into 2021 women must work to make what men were paid in 2020,

NOW, THEREFORE, the City Council of Los Altos, proclaims March 24, 2021 to be Equal Pay Day 2021, and

FURTHERMORE, resolves to ensure pay equity standards in the city government and to encourage pay equity standards throughout the city's business community.

PASSED AND ADOPTED this 23rd day of March, 2021, by the following vote:
vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Annual Development Impact Fees Report for Fiscal Year 2020

Prepared by: Richard Martinez, Finance Consultant

Reviewed by: Jon Maginot, Interim Administrative Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Annual Report on Development Impact Fees for Fiscal Year 2020 Pursuant to AB1600

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None.

Summary:

- Accept Annual Development Impact Fees Report

Staff Recommendation:

Move to receive Annual Report on Development Impact Fees for Fiscal Year 2020



Subject: Annual Development Impact Fees Report for Fiscal Year 2020

Purpose

State law requires the City to make this report available for public inspection at least 10 days before the City Council accepts the report and 180 days after the last day of the fiscal year. The notice on the availability of this report was posted on March 11, 2021.

Background

The attached report provides information on the amount of park in-lieu fees and traffic impact fees collected in the amount of funds expended and the interest earned on unexpended funds from July 1, 2019 through June 30, 2020. If the City held developer fees for a period greater than five years, the City Council can make findings on an annual basis that uncommitted funds have a specified purpose and that there is a reasonable relationship between the fee and the purpose for which it was charged. As of June 30, 2020, there were no funds held by the City for a period greater than five years and as a result, no findings are needed for this year's report.

Discussion/Analysis

The City has two developer impact fees in place, a Park in-Lieu Fee and a Traffic Impact Fee. The City's Park in-Lieu Fee requires developers to contribute land or an in-lieu fee per parcel when developing or subdividing a property. The City has identified park and recreation facility improvements in its Capital Improvement Program to be funded with these dollars.

For the traffic impact fee, the City requires developers to pay a fee when a new development generates traffic and meets other requirements described in Section 3.48.040 of the City's Municipal Code. The fees collected are to be used for transportation improvements that are identified in the City's Capital Improvement Program and/or in the Traffic Impact Fee report in effect at the time the traffic impact fee is enacted or as subsequently amended.

Section 66001 of the Government Code requires the City to review and report on the status of the fees collected annually.

Options

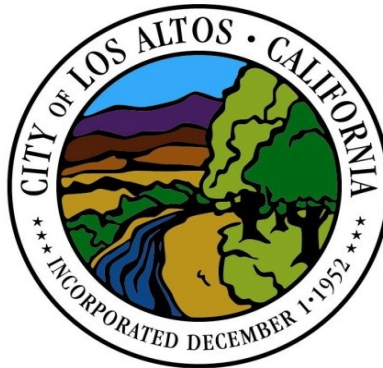
- 1) Receive the Annual Report on Development Impact Fees for Fiscal Year 2020

Advantages: To meet the state law requirement to make this report available to public

Disadvantages: Will not be in compliance with state law requirements

Recommendation

The staff recommends Option 1.



City of Los Altos

**Annual Report
on
the Traffic Impact Fee and the Park in-Lieu Fee**

**for
Fiscal Year Ended
June 30, 2020**

City of Los Altos
Park In-Lieu Fees and Traffic Impact Fees
For Year Ended June 30, 2020

Schedule of Park-In-Lieu Fees

Pursuant to City of Los Altos Municipal Code Chapter 13.24
 Per City Council Adopted Resolution No. 2017-32

New Single-family Residential Home	\$ 56,500 per Home
New Multiple-family Unit	\$ 35,500 per Unit

Schedule of Traffic Impact Fees
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Pursuant to City of Los Altos Municipal Code Chapter 3.48
 Per City Council Adopted Resolution No. 2017-32

Single-family Housing	\$ 6,152 per Residential Unit
Multiple-family Housing	\$ 3,777 per Residential Unit
Senior Housing	\$ 1,584 per Residential Unit
Commercial	\$ 11,269 per One Thousand Gross Square Feet
Office	\$ 9,076 per One Thousand Gross Square Feet

City of Los Altos
Park In-Lieu Fees
For Year Ended June 30, 2020

Fiscal Year	Beg Bal	Fees Collected	Interest Income	Transfers In	FY 19/20 Expenditures	Transfers Out	End Bal
2005	\$0	\$ 30,000	\$ 670		\$ 6,500		\$ 24,170
2006	24,170	60,000	2,757				86,927
2007	86,927	243,000	7,705				337,632
2008	337,632	867,000	23,890		211,780		1,016,742
2009	1,016,742		19,684		73,046		963,380
2010	963,380	468,000	7,868		154,257		1,284,991
2011	1,284,991	132,000	7,784		1,136,867		287,908
2012	287,908	756,000	6,027		100,185		949,750
2013	949,750	3,636,000.00	4,640.00				4,590,390
2014	4,590,390	1,260,000	21,574				5,871,964
2015	5,871,964	62,708	24,420			56,773	5,902,319
2016	5,902,319	198,500	56,633		145,102	467,476	5,544,874
2017	5,544,874		12,414		1,152,527	899	4,403,862
2018	4,403,862	1,092,500	24,575		267,602		5,253,335
2019	5,253,335	127,500	35,466		243,104		5,173,197
2020	5,173,197	-	136,292		19,238		5,290,251

City of Los Altos
Traffic Impact Fees
For Year Ended June 30, 2020

Fiscal Year	Beg Bal	Fees Collected	Interest Income	Transfers In	FY 19/20 Expenditures	Transfers Out	End Bal
2006	\$0	\$ 84,796	\$ 960				\$ 85,756
2007	85,756		4,467				90,223
2008	90,223	285,018	7,785				383,026
2009	383,026	24,842	8,974				416,842
2010	416,842	154,644	3,372				574,858
2011	574,858	185,795	5,935		47,793		718,795
2012	718,795	59,964	5,108		23,402		760,465
2013	760,465	651,705	1,758		18,336		1,395,592
2014	1,395,592	692,408	8,083		1,684	95,357	1,999,042
2015	1,999,042	249,589	8,819		320,225		1,937,224
2016	1,937,224	41,531	18,924		7,014	518,398	1,472,267
2017	1,472,267	-	3,867		105,434	114,529	1,256,171
2018	1,256,171	105,359	5,165		346,463	440,000	580,232
2019	580,232	21,053	4,447		70,895		534,837
2020	534,837	20,293	14,355		62,102	4,540	502,843

City of Los Altos
Park-in-Lieu Funds Expended
For Year Ended June 30, 2020

Project		Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
CF01017 Annual Park Improvement	Park-in-Lieu	\$ 4,714	\$ 4,714	100%
CF01019 Veterans Community Plaza Shade Structure	Park-in-Lieu	\$ 14,524	\$ 14,524	100%
Total		<u>\$ 19,238</u>	<u>\$ 19,238</u>	100%

As June 30, 2020, there were no loans made by the Fund

For fiscal year ending June 30, 2020, there were no fee refunds issued by the Fund

As of June 30, 2020, there were no incomplete public improvements for which sufficient funds have been collected. No approximate construction date can be identified at this time for incomplete public improvements.

City of Los Altos
Traffic Impact Fee Funds Expended
For Year Ended June 30, 2020

Project		Amount of Impact Fees Expended on Project	Amount of All Funds Expended on Project	Percent Share of Impact Fees
TS01022 Collector Street Traffic	Traffic Impact	\$ 62,102	\$ 62,102	100%
TS01052 Annual Bike/Pedestrian Access Improvements	Traffic Impact	\$ 4,540	\$ 4,540	100%
	Total	<u>\$ 66,642</u>	<u>\$ 66,642</u>	100%

As June 30, 2020, there were no loans made by the Fund

For fiscal year ending June 30, 2020, there were no fee refunds issued by the Fund

As of June 30, 2020, there were no incomplete public improvements for which sufficient funds have been collected. No approximate construction date can be identified at this time for incomplete public improvements.



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Quarterly Investment Portfolio Report – Quarter Ended December 31, 2020

Prepared by: Helen Lei, Management Analyst Fellow

Reviewed by: Jon Maginot, Acting Administrative Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Portfolio Mix Charts
2. Investment Policy Compliance Chart
3. Investment Performance Review Quarter Ended December 31, 2020

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- This report presents the status of the City's investment portfolio through December 31, 2020. The reporting model has been developed in coordination with PFM Asset Management LLC (PFM), the City's investment portfolio managers.

Staff Recommendation:

Receive the Investment Portfolio Report through December 31, 2020.

City Manager

BK

Reviewed By:

City Attorney

JH

Finance Director

JM



Subject: Quarterly Investment Portfolio Report – Quarter Ended December 31, 2020

Purpose

These quarterly reports are presented to both the City Council and the Financial Commission to keep both bodies apprised as to the status of the City’s investment holding and demonstrate compliance with the City’s Investment Policy.

Background

A review of the Investment Portfolio Report Quarter Ended December 31, 2020 was presented and discussed by the Financial Commission on February 16, 2021. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending December 31, 2020 and had a brief discussion on the LAIF yield, which is currently at .458% (for the month of January 2021).

Discussion/Analysis

The summary provided below presents the sum of all City investment holdings. The City’s portfolio book value, excluding operating cash, as of December 31, 2020, was \$54,646,352. The City’s operating cash, as of December 31, 2020, was \$12,198,575.80.

As of December 31, 2020, 23.1% of the City’s portfolio was placed in Federal Agency Securities (Fannie Mae, Federal Home Loan Bank, Federal Home Loan Mortgage and Federal Farm Credit), 12.0% in Asset-Backed Securities, 1.6% in Supra-National Agency Bond, 33.5% in US Treasuries, and 19.1% in medium-term Corporate Notes and Commercial Paper, 8.2% in Certificate of Deposits, 0.8% in Money Markets, with the balance of 1.7% in LAIF. This portfolio mix is illustrated as part of Attachment 1.

Full compliance with the City’s Investment Policy is monitored closely and on a per trade basis as illustrated in Attachment 2. In accordance with California Government Code 53646(b)(3), the City of Los Altos has the ability to meet its pool expenditure requirements for the next six months.

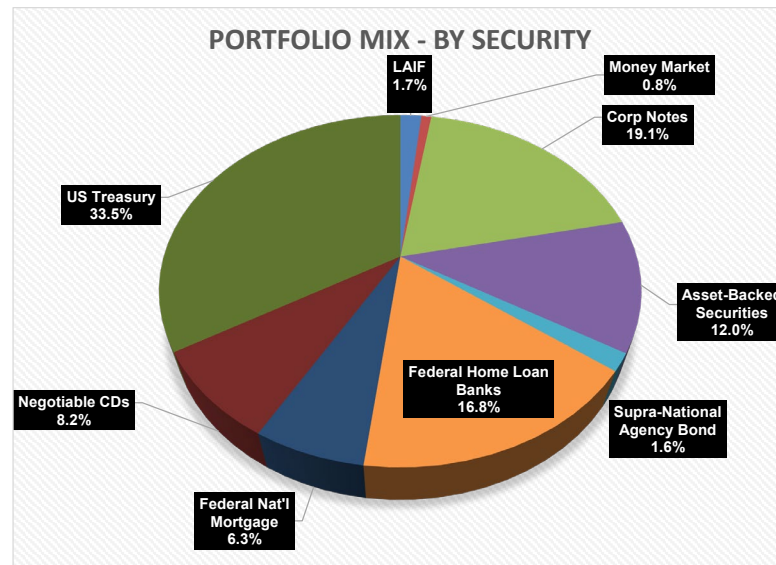
As part of these quarterly updates, a status report is prepared by PFM which is included as Attachment 3: Investment Performance Review for the Quarter Ended December 31, 2020. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with LAIF. This has been intentionally crafted to isolate the performance of the City’s independently managed investments. The total return of the portfolio since inception is 1.41%, which is highlighted on page 17 of the PFM Investment Performance Review Report (Attachment 3).

Recommendation

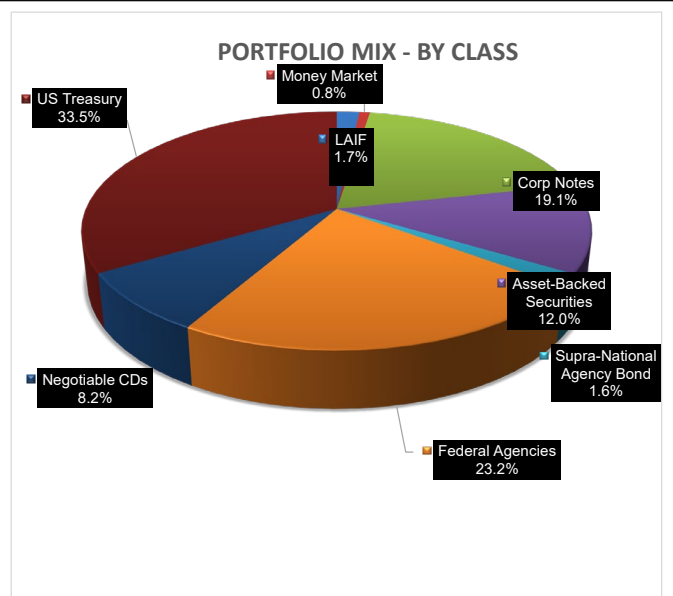
The staff recommends Council receive the Investment Portfolio Report through December 31, 2020.

**Attachment 1
Portfolio Mix Charts
December 2020**

Security Type	% of Total	Portfolio Mix By Security
LAIF	1.7%	915,477
Money Market	0.8%	415,744
Corp Notes	19.1%	10,435,000
Asset-Backed Securities	12.0%	6,558,931
Supra-National Agency Bond	1.6%	865,000
Federal Home Loan Banks	16.8%	9,196,199
Federal Nat'l Mortgage	6.3%	3,460,000
Negotiable CDs	8.2%	4,500,000
US Treasury	33.5%	18,300,000
Commercial Paper	0.0%	-
	100%	54,646,352



Security Type	% of Total	Portfolio Mix Par Value	Market Value
LAIF	1.7%	915,477	915,477
Money Market	0.8%	415,744	415,744
Corp Notes	19.1%	10,435,000	10,788,342
Asset-Backed Securities	12.0%	6,558,931	6,656,246
Supra-National Agency Bond	1.6%	865,000	868,152
Federal Agencies	23.2%	12,656,199	12,709,388
Negotiable CDs	8.2%	4,500,000	4,577,068
US Treasury	33.5%	18,300,000	18,732,391
	100%	54,646,352	55,662,808
Corp Notes		10,435,000	10,788,342
Asset-Backed Securities		6,558,931	6,656,246
Supra-National Agency Bond		865,000	868,152
US Treasury/Agencies		30,956,199	31,441,779
Negotiable CDs		4,500,000	4,577,068
Accrued Interest		-	201,776
		53,315,130	54,533,363
Margin Over (Under) Par			1,218,233



Attachment 2
Investment Policy Compliance Chart
December 2020

City Investment	% Mix	Par Value	Earliest Term	City Policy Term Limitation	City Policy \$ Limitation	City Policy % Limitation	CAPACITY	% Compliance Yes/No	Term Compliance Yes/No
LAIF	2%	915,477	12/31/20	No Term	65,000,000	100%	64,084,523	Yes	N/A
Money Market	1%	415,744	12/31/20	Overnight		20%	10,513,526	Yes	N/A
Corp Notes	19%	10,435,000	01/21/22	5 Years		30%	5,958,905	Yes	Yes
Asset-Backed Securities	12%	6,558,931	07/20/21	5 Years		20%	4,370,339	Yes	Yes
Supra-National Agency Bond	2%	865,000	05/24/23	5 Years		20%	10,064,270	Yes	Yes
Federal Agencies	23%	12,656,199	09/01/21	5 Years		100%	41,990,153	Yes	Yes
Commercial Paper	0%	-	-	270 Days		25%	13,661,588	Yes	-
Negotiable CDs	8%	4,500,000	04/02/21	5 Years		30%	11,893,905	Yes	Yes
US Treasury	33%	18,300,000	01/31/22	5 Years		100%	36,346,352	Yes	Yes
	<u>100%</u>	<u>54,646,352</u>							



CITY OF LOS ALTOS

Investment Performance Review For the Quarter Ended December 31, 2020

Client Management Team

Monique Spyke, Managing Director

PFM Asset Management LLC

44 Montgomery Street, 3rd Floor
San Francisco, CA 94104
415-982-5544

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Market Update

Markets Weigh Massive Policy Support Against Economic Challenges

◆ Coronavirus

- **Resurgence** in fourth quarter due to colder weather
- Initial distribution of **vaccines**

◆ Economy

- **Recovery** continues
- **Big business** built liquidity cushion
- **Consumers** generally in good shape to drive future spending
- **Impact of pandemic** not felt evenly

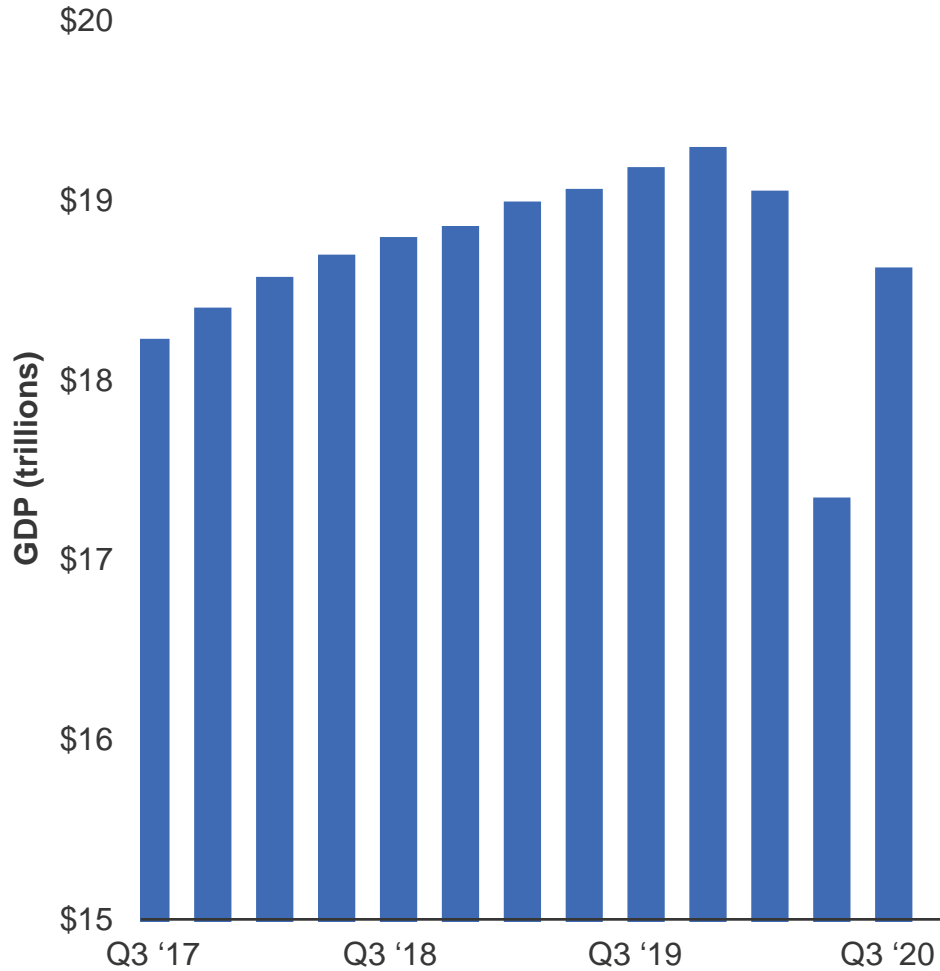
◆ Markets

- Markets rally after **presidential election**
- **Fed** committed to strong accommodation
- Additional **fiscal stimulus** on the way

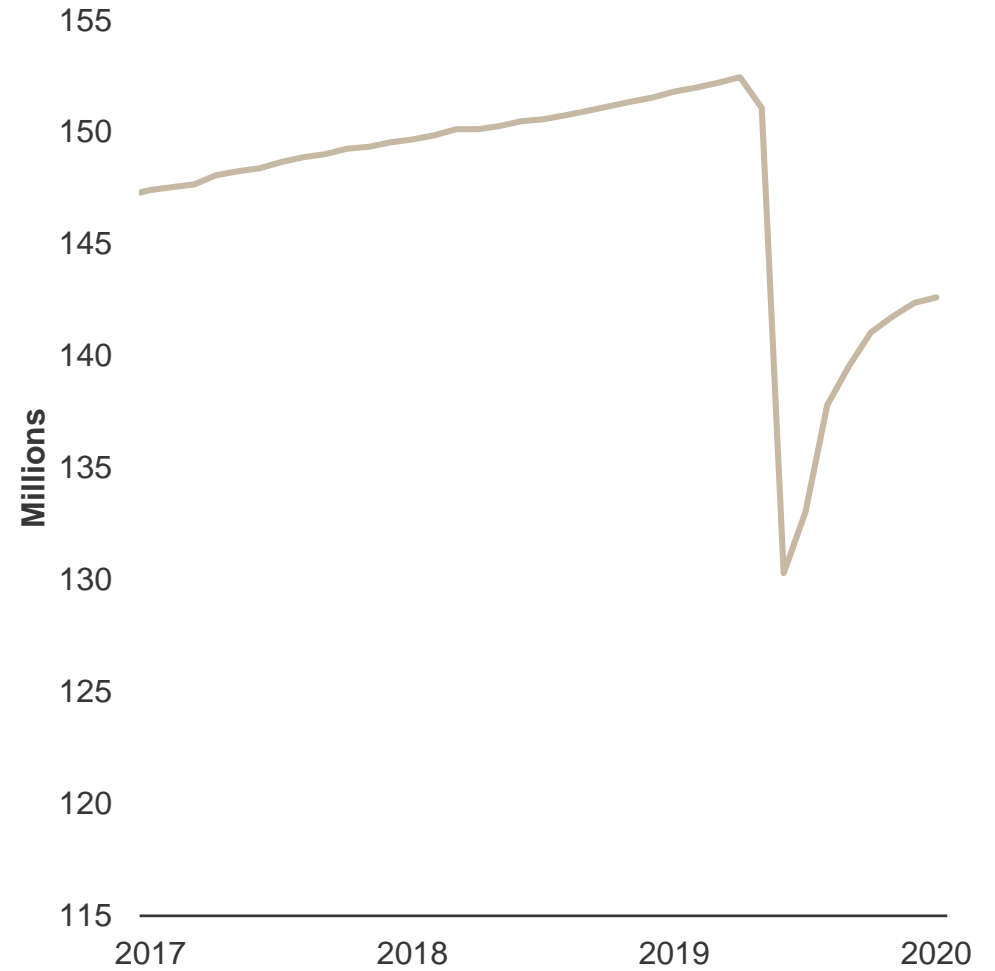


Economy Still Has a Long Road Ahead to Full Recovery

U.S. Real GDP



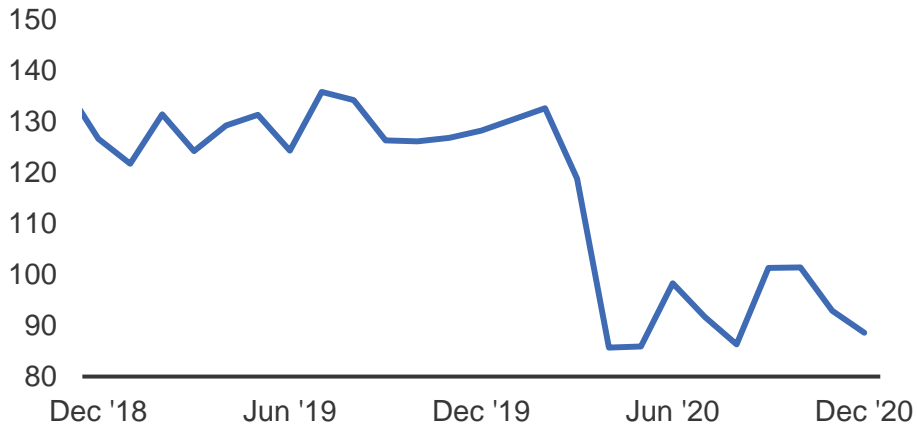
Total U.S. Employment



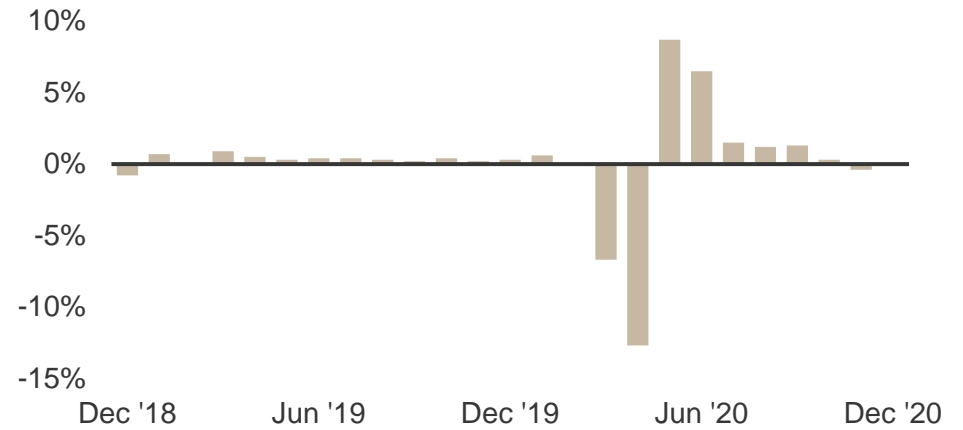
Source: Bloomberg, latest available data as of 12/30/2020. Total U.S. Employment is total non-farm payrolls.

Uptick in COVID-19 Cases Slows Economic Recovery

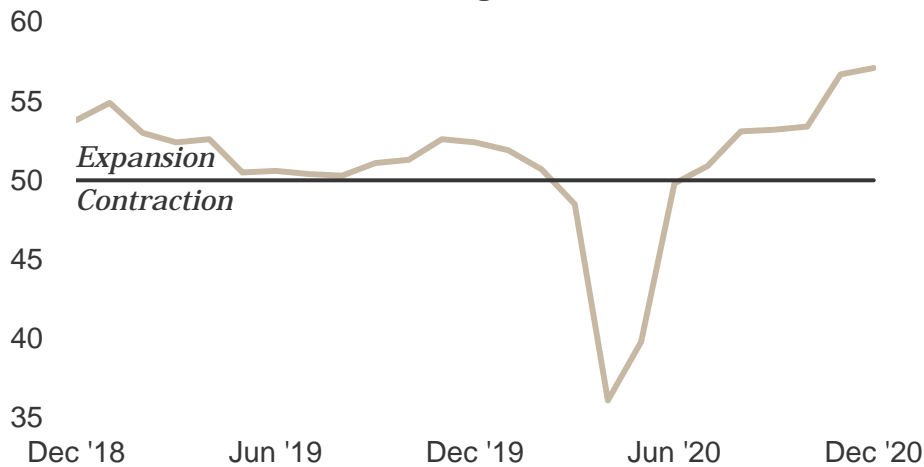
Conference Board Consumer Confidence



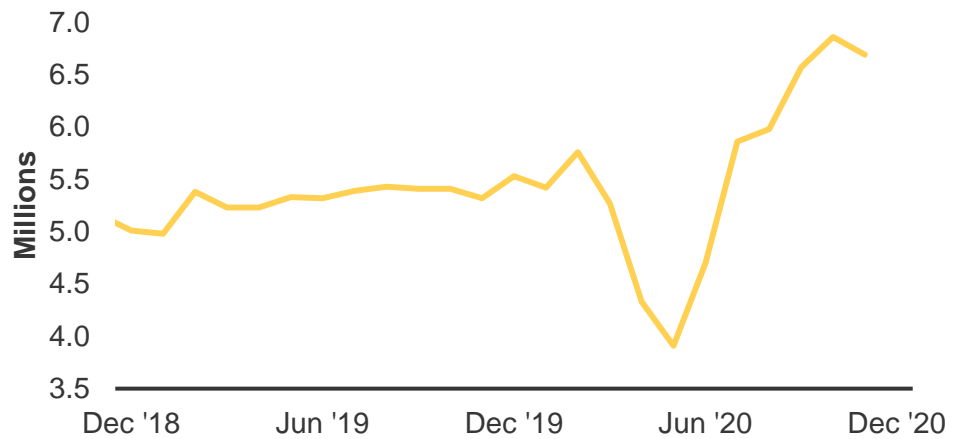
Personal Spending (MoM%)



Manufacturing Markit PMI



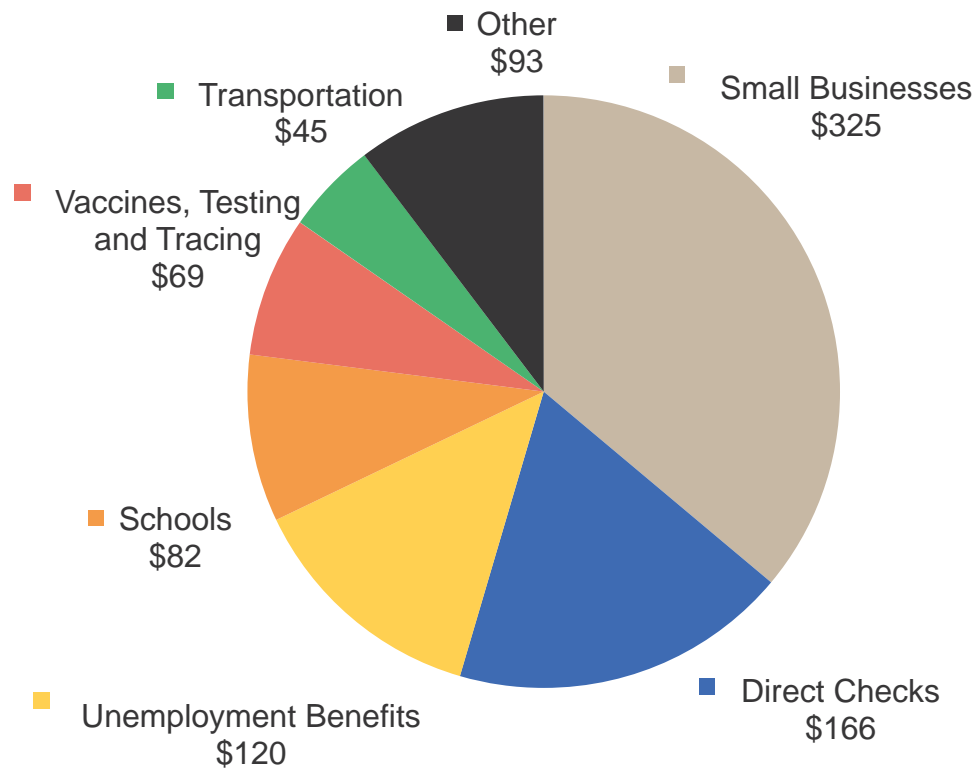
Existing Home Sales (SAAR)



Source: Bloomberg and FRED, latest available data as of 12/31/2020. SAAR is Seasonally Adjusted Annual Rate.

Congress Passes a New \$900 Billion Pandemic Relief Package

New Emergency Relief Package, in billions

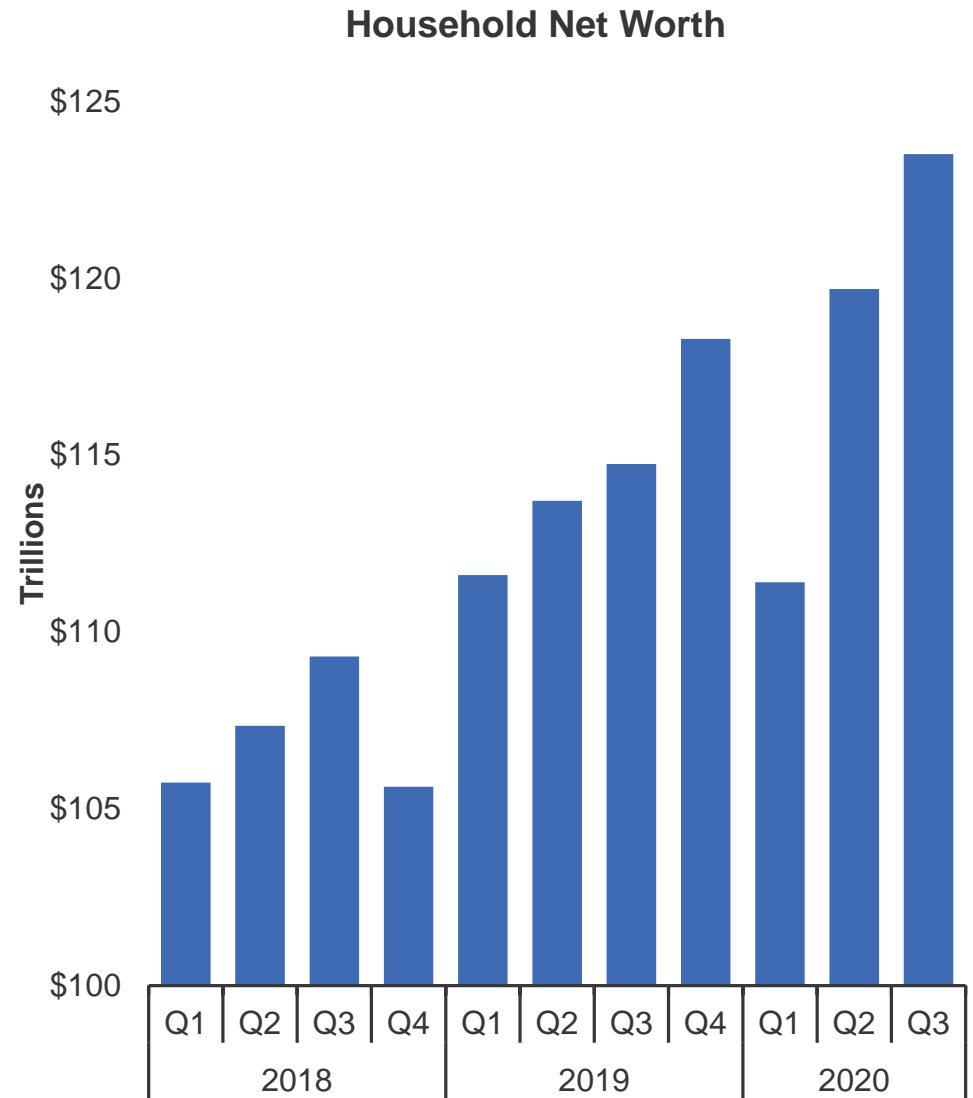
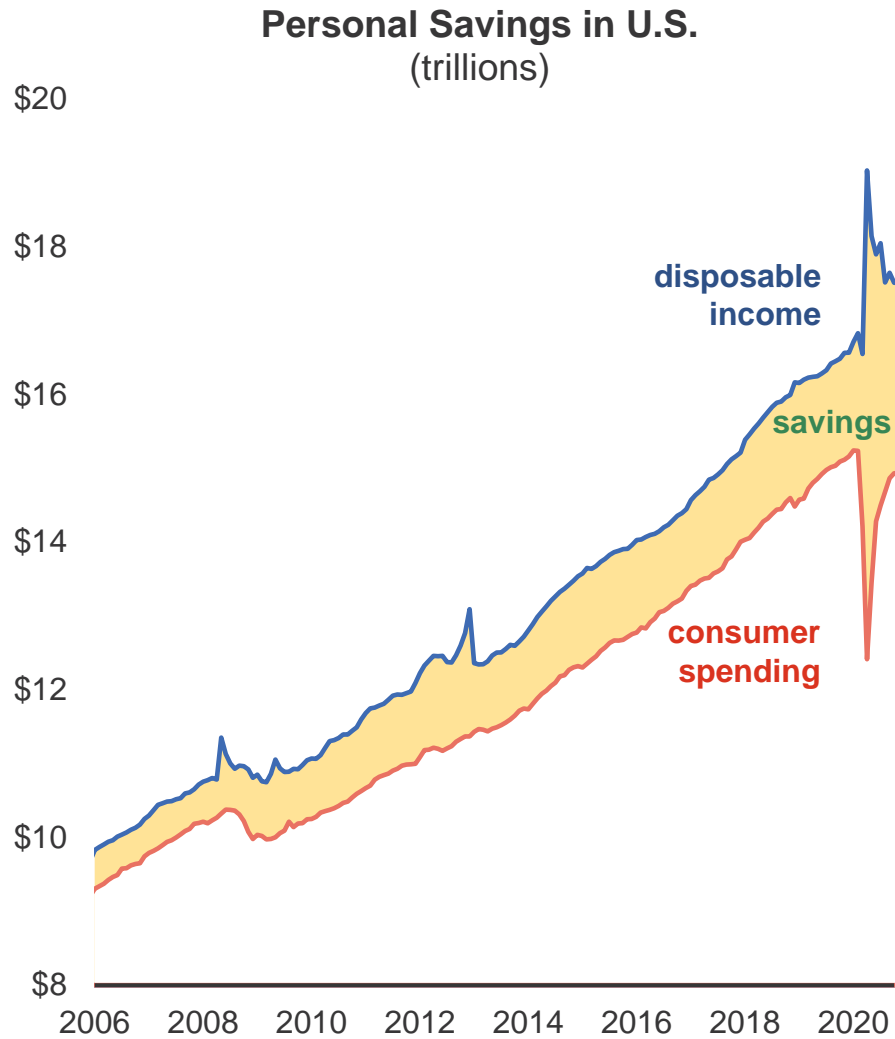


Other Ongoing Economic Support Measures

- Federal Reserve's near-zero interest rate target
- Federal Reserve's asset purchase programs and backstop of multiple asset classes
- CARES Act and Pandemic Unemployment Assistance programs
- Reduced bank reserve requirements, allowing looser financial conditions

Source: WSJ and Congressional aides, most recent data as of 12/31/2020. "Other" includes support for small banks that serve low-income and minority communities, childcare and broadband services, among other categories.

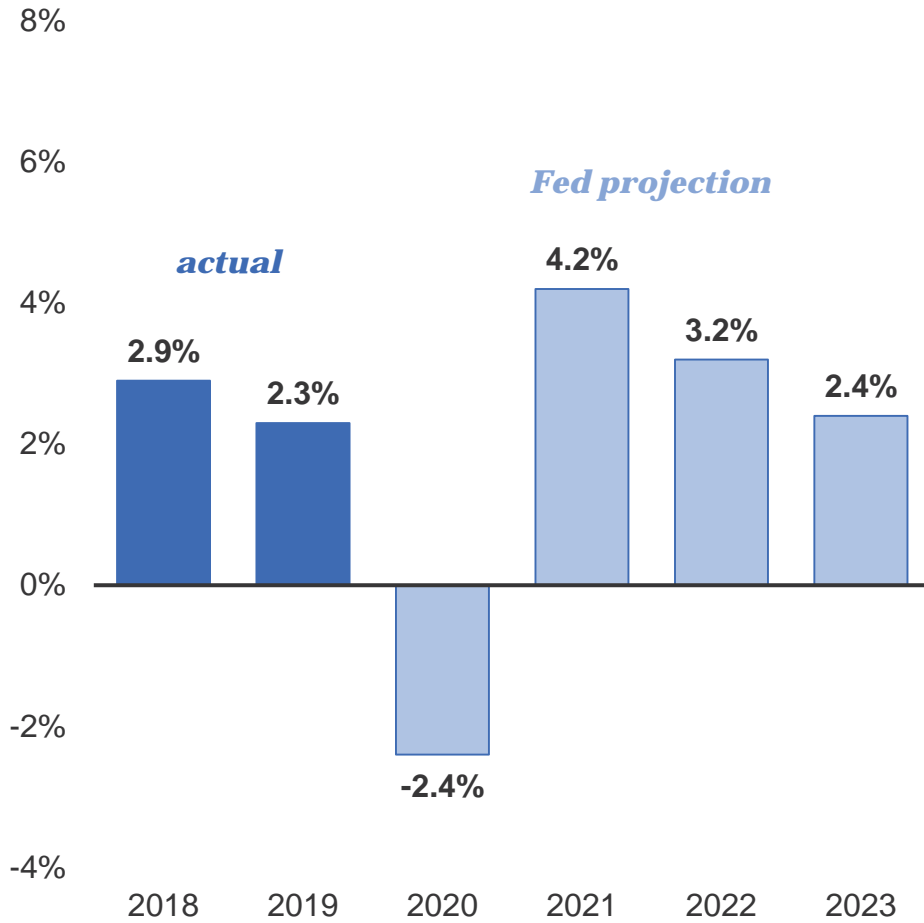
Accumulated Savings and Wealth Are Likely to Fuel Consumer Spending



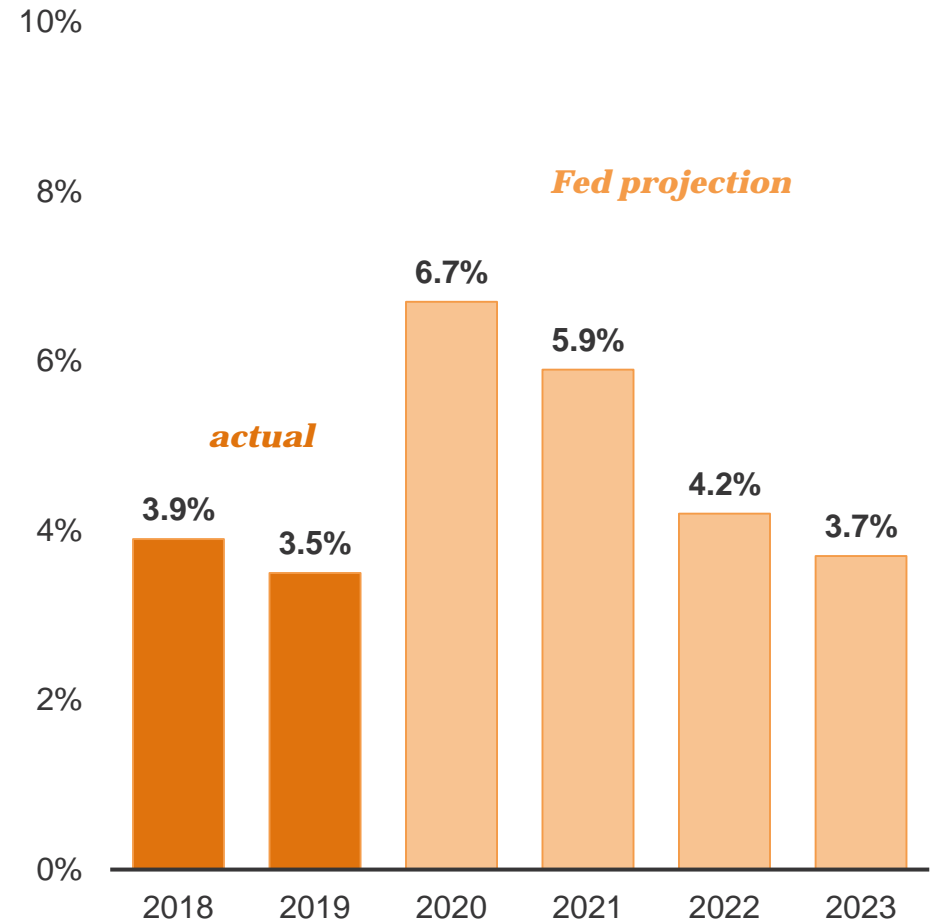
Source (left): Federal Reserve, as of December 2020. Sources (right): U.S. Bureau of Economic Analysis and FRED.

Fed Expects Economy to Recover Further in 2021

Change in Real GDP



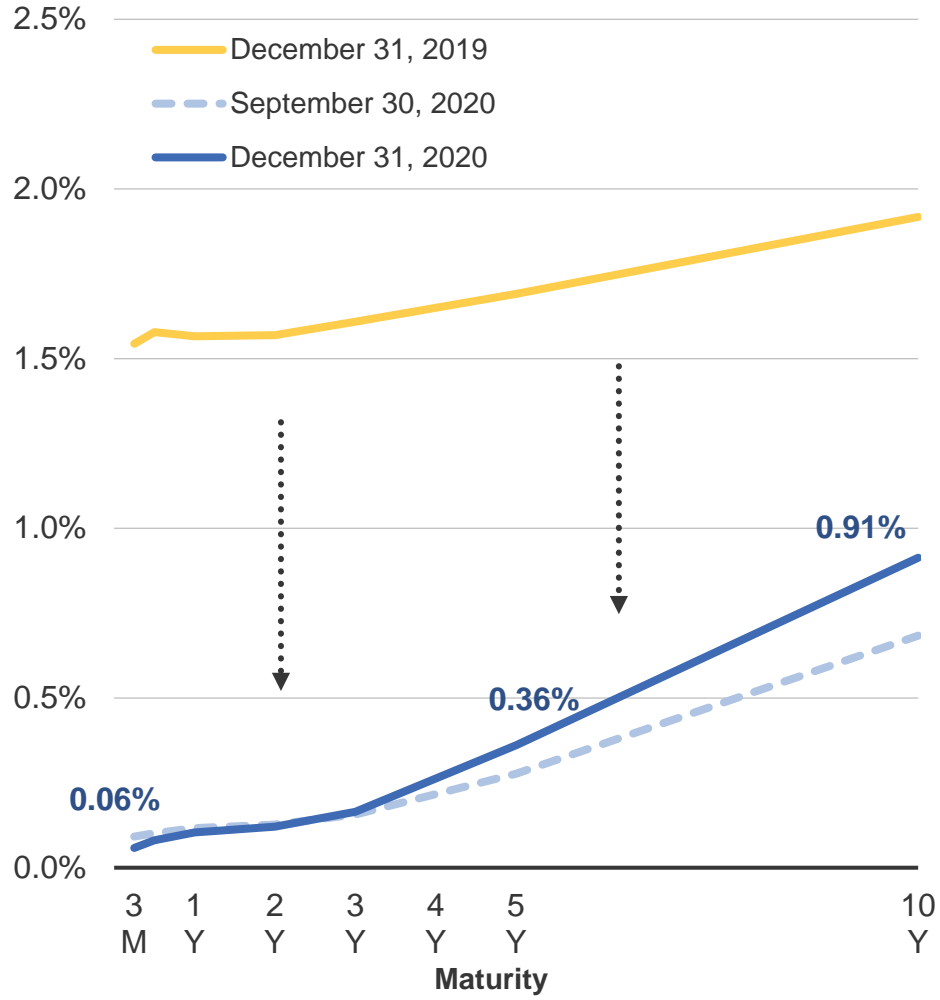
Unemployment Rate



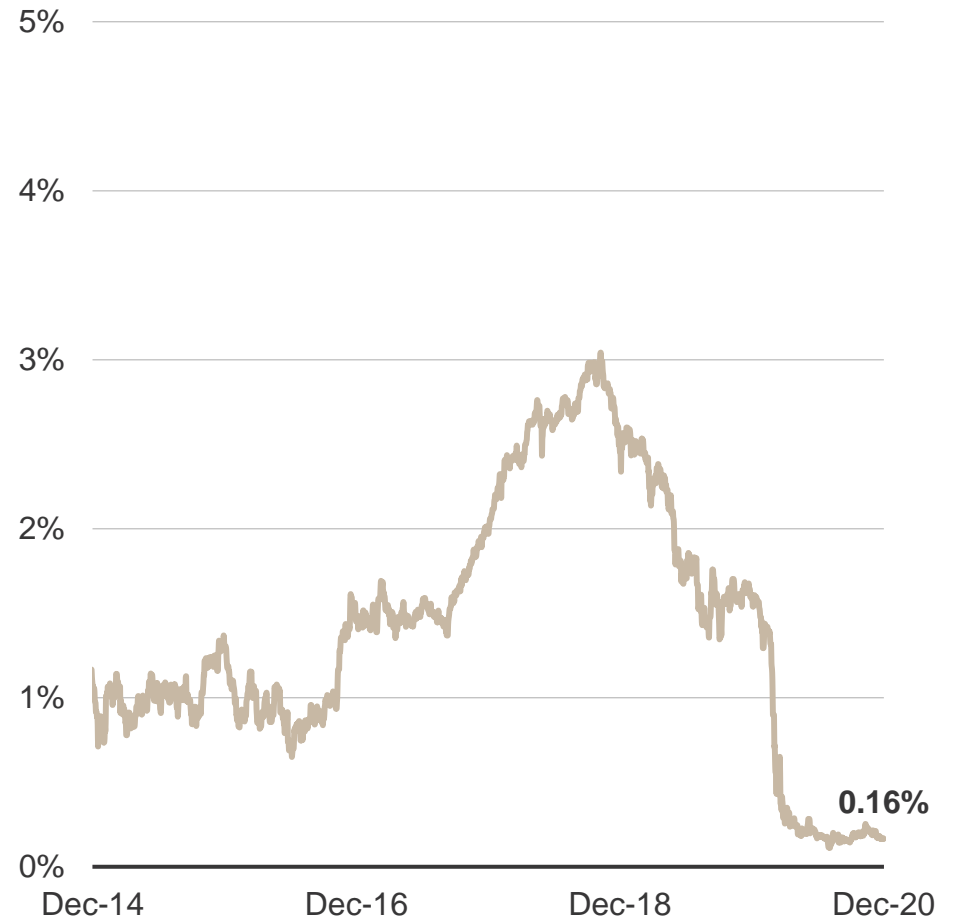
Source: Federal Reserve, economic projections as of December 2020.

Short Rates Were Steady, but the Yield Curve Steepened in Fourth Quarter

U.S. Treasury Yield Curve



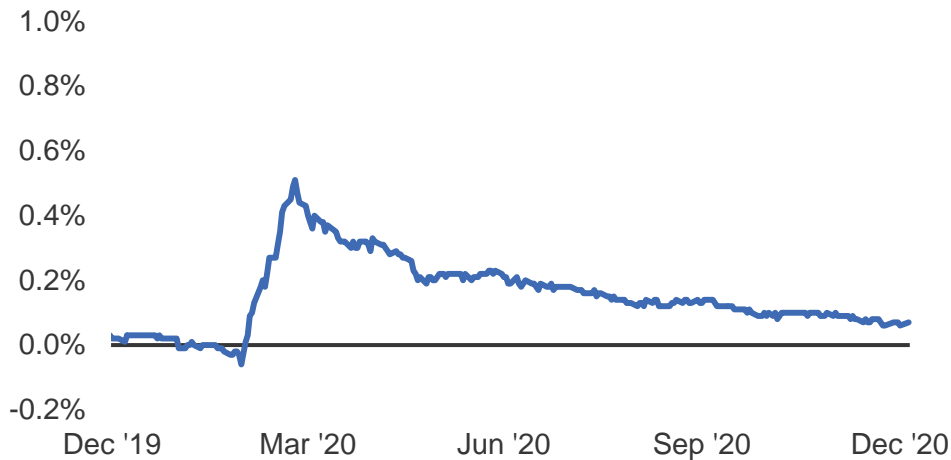
3-Year Treasury Yield



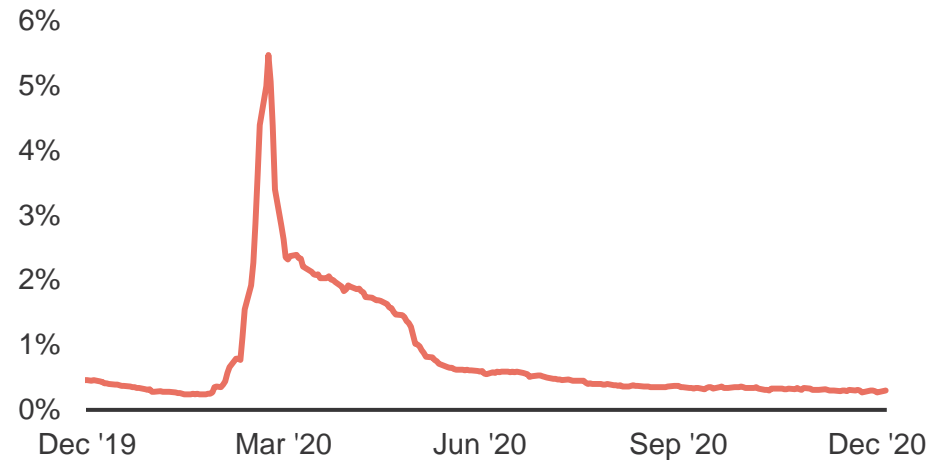
Source: Bloomberg as of 12/31/2020.

Yield Spread Narrowing Continued During Fourth Quarter

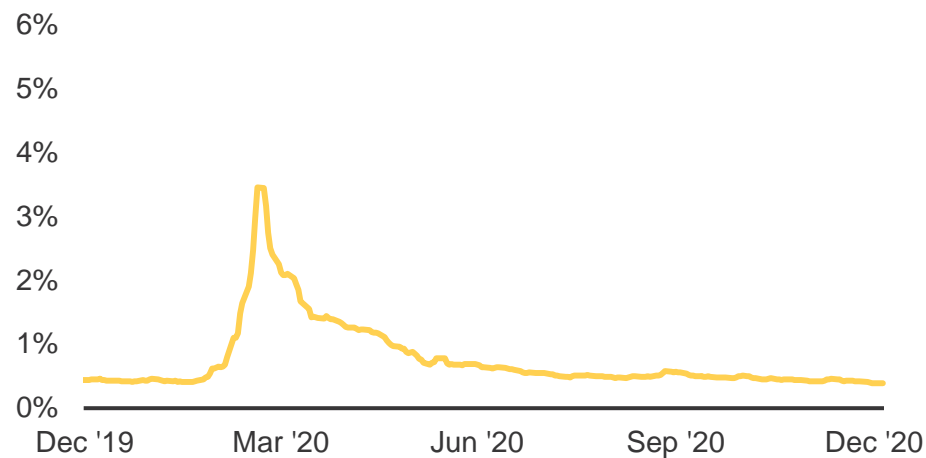
Federal Agency Yield Spreads



Asset-Backed Securities Yield Spreads



Corporate Notes A-AAA Yield Spreads



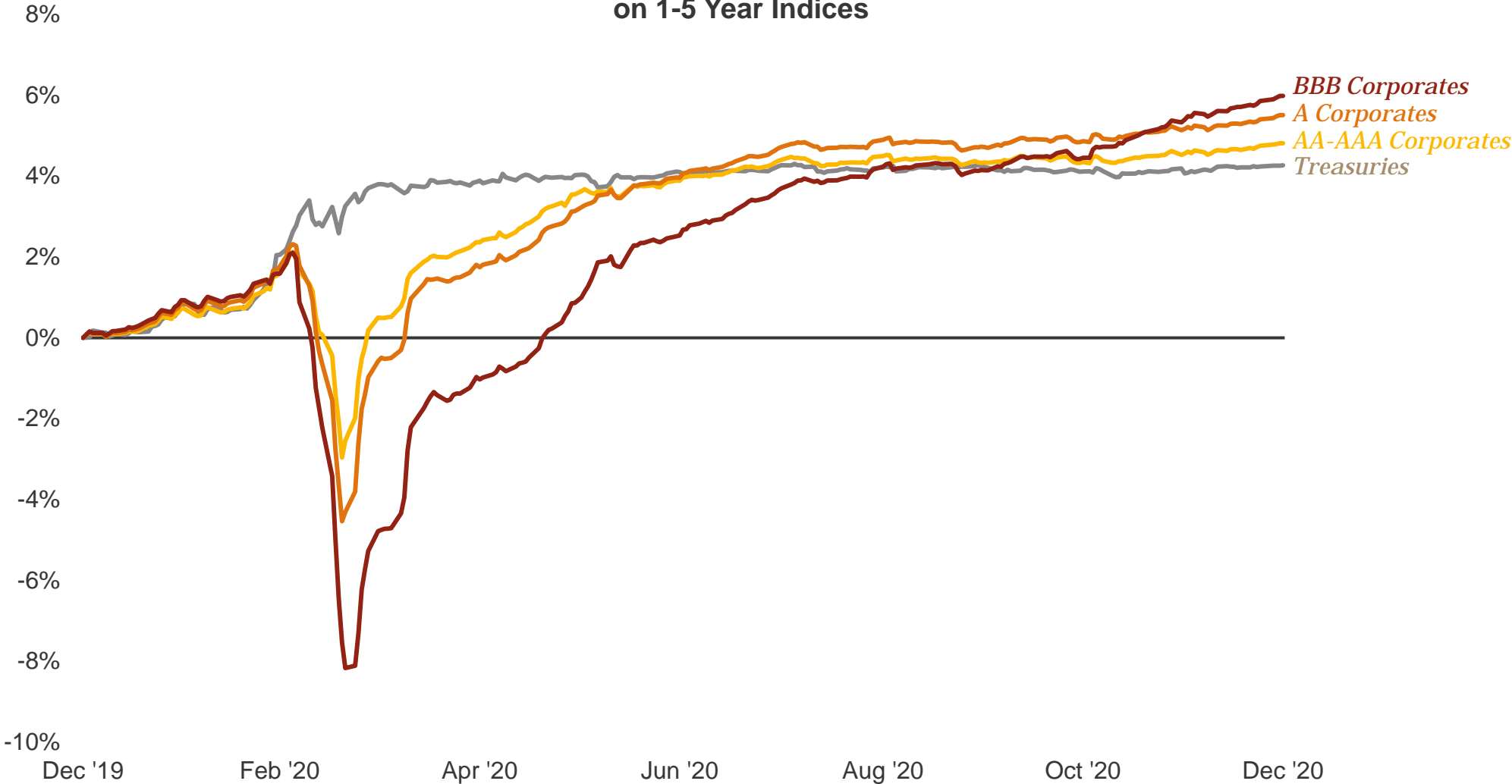
Corporate High Yield Spread



Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess and PFM as of 12/31/2020. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

After Big Decline in the First Quarter, Corporates Ultimately Lead Performance for 2020

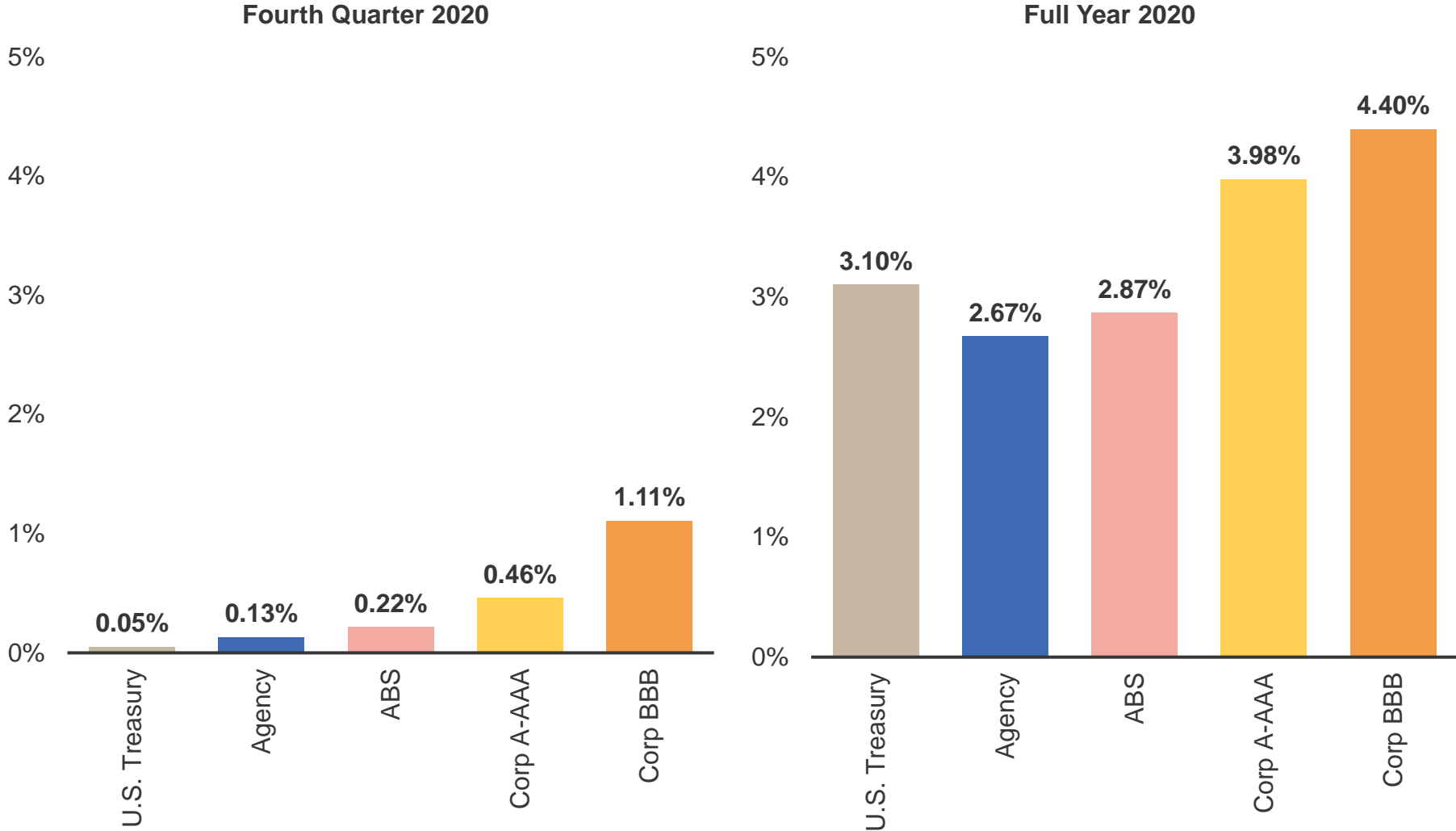
2020 Year-to-Date Return
on 1-5 Year Indices



Source: ICE BofAML 1-5 Year Indices, as of 12/31/2020.

Credit Sector Continues Strong Outperformance in the Fourth Quarter

1-3 Year Indices



Source: ICE BofAML Indices. ABS indices are 0-3 year, based on weighted average life. As of 12/30/2020.

Equities Rise to Record High on Vaccine News and Passing of New Stimulus

S&P 500 Price Chart



Source: Bloomberg, as of 12/31/2020.

Investment Strategy & Portfolio Review

Sector Allocation & Compliance

- The portfolio is in compliance with the City's Investment Policy and California Government Code.

Security Type	Market Value	% of Portfolio	% Change vs. 9/30/20	Permitted by Policy	In Compliance
U.S. Treasury	\$18,732,391	34.2%	-5.4%	100%	✓
Federal Agency	\$11,224,217	20.5%	6.3%	100%	✓
Federal Agency CMOs	\$1,485,171	2.7%	-0.2%	100%	✓
Supranationals	\$868,152	1.6%	0.8%	10%	✓
Negotiable CDs	\$4,577,068	8.4%	-1.1%	30%	✓
Corporate Notes	\$10,788,342	19.7%	0.9%	30%	✓
Asset-Backed Securities	\$6,656,246	12.2%	-1.8%	20%	✓
Securities Sub-Total	\$54,331,586	99.2%			
Accrued Interest	\$201,776				
Securities Total	\$54,533,362	99.2%			
Money Market Fund	\$415,744	0.8%	0.6%	20%	✓
Total Investments	\$54,949,106	100.0%			

Market values, excluding accrued interest. Detail may not add to total due to rounding.

Portfolio Recap

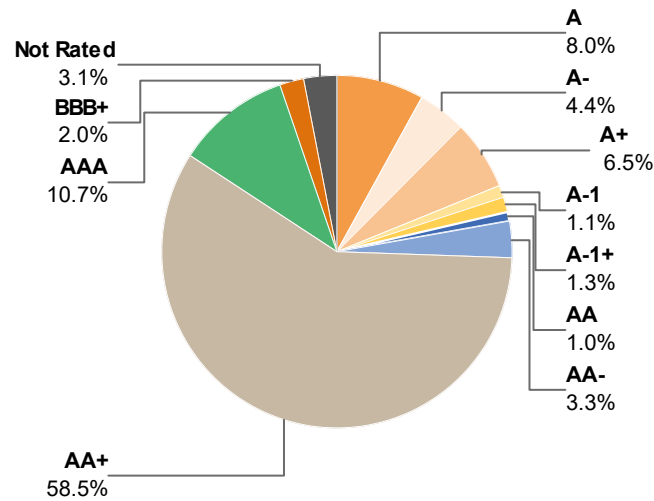
- Our strategy for the fourth quarter encompassed the following:
 - Approaches carried forward from the third quarter: maintain core allocations in most sectors, match benchmark durations, and carefully manage risk considering various headwinds caused by the uneven and decelerating recovery.
 - Yield spreads returned to near pre-pandemic levels in most sectors at the same time that new supply waned. This limited new investment opportunities in the fourth quarter. As a result, Treasury allocations generally inched higher.
 - After months of consistent supply and attractive value, the river began to run dry in the federal agency sector. Limited new issuance towards year-end slowed new purchases in the sector. However, meaningful additions in prior periods helped boost portfolio returns once again in the fourth quarter.
 - In the supranational sector, light seasonal issuance headlined a quiet close to the year. Excess returns were positive, adding modest value in government-focused portfolios.
 - Investment grade corporates outpaced the performance of most other sectors during the quarter. Corporates proved to be a valuable asset class for both the quarter and for all of 2020, despite significant market disruptions early in the year. Investors' strong demand for yield pushed spreads even tighter during the fourth quarter, which ended the year near 20-year lows.
 - Mortgage-backed securities (MBS) remained a core holding. While the sector's performance was generally positive for the quarter, returns were a mixed bag for the year. Structure, age of issuance, and coupon level drove performance. For example, 15-year collateral outperformed 30-year collateral, while issues with stronger prepayment protection, like agency commercial MBS, performed best. Our preference to avoid securities with heightened prepayment risk continued to be beneficial for portfolio performance.
 - Allocations of AAA-rated asset-backed securities (ABS) were reduced modestly during the final months of 2020. The sector posted strong absolute and relative returns for both the fourth quarter and the calendar year while providing diversification and incremental income to portfolios. The combination of quiet new issuance towards year end and robust demand limited new opportunities in the sector.

Portfolio Statistics

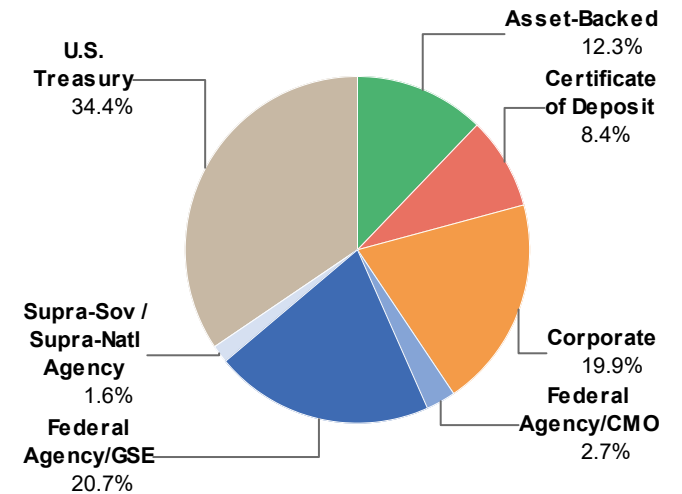
As of December 31, 2020

Par Value:	\$53,315,130
Total Market Value:	\$54,949,106
Security Market Value:	\$54,331,586
Accrued Interest:	\$201,776
Cash:	\$415,744
Amortized Cost:	\$53,475,541
Yield at Market:	0.44%
Yield at Cost:	1.41%
Effective Duration:	1.86 Years
Average Maturity:	2.16 Years
Average Credit: *	AA

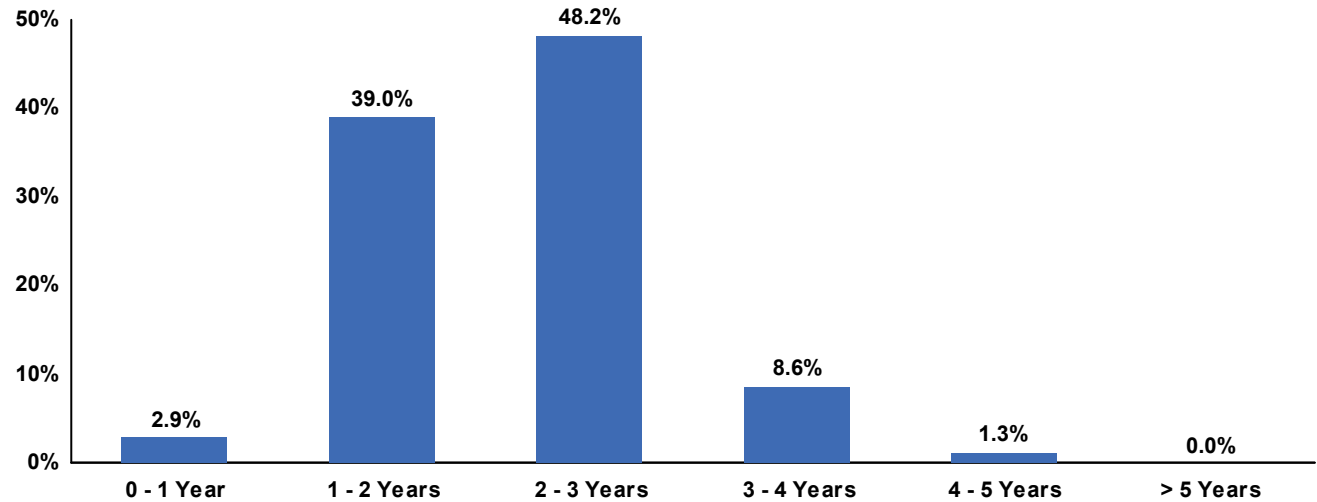
Credit Quality (S&P Ratings)**



Sector Allocation



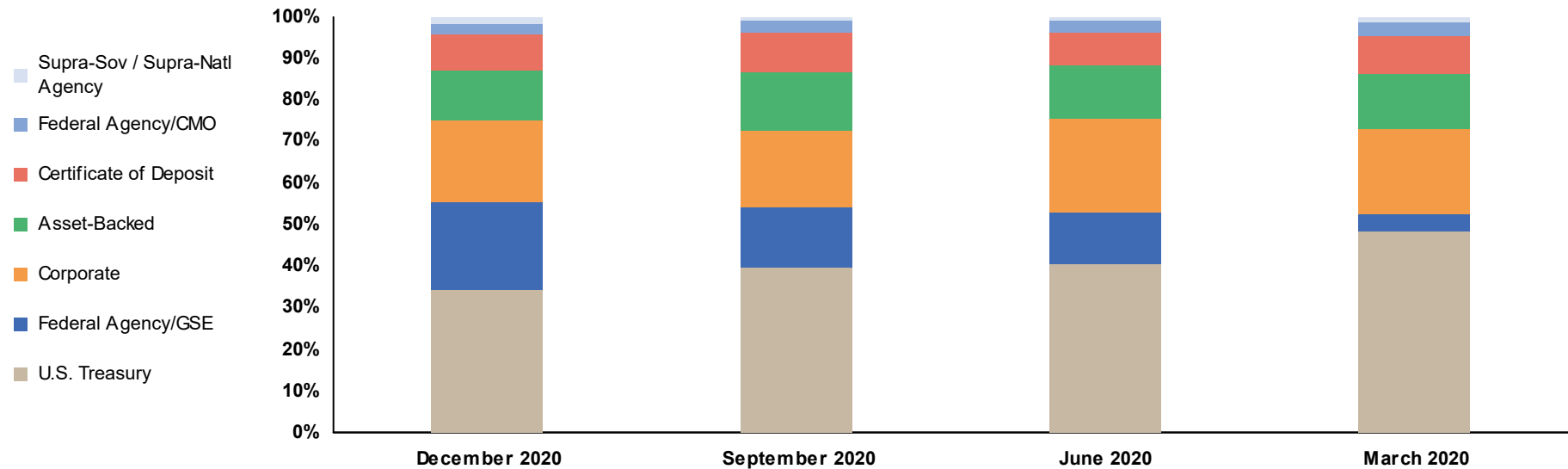
Maturity Distribution



*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.
**Securities held in the City's portfolio are in compliance with California Government Code and the City's investment policy.

Sector Allocation

Sector	December 31, 2020		September 30, 2020		June 30, 2020		March 31, 2020	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	18.7	34.4%	21.7	39.7%	24.1	40.5%	28.4	48.4%
Federal Agency/GSE	11.2	20.7%	7.8	14.2%	7.3	12.3%	2.3	3.9%
Corporate	10.8	19.9%	10.3	18.9%	13.5	22.7%	12.2	20.9%
Asset-Backed	6.7	12.3%	7.7	14.0%	7.5	12.7%	7.7	13.1%
Certificate of Deposit	4.6	8.4%	5.2	9.5%	4.9	8.2%	5.4	9.2%
Federal Agency/CMO	1.5	2.7%	1.6	2.9%	1.7	2.9%	1.8	3.1%
Supra-Sov / Supra-Natl Agency	0.9	1.6%	0.4	0.8%	0.4	0.7%	0.8	1.4%
Total	\$54.3	100.0%	\$54.8	100.0%	\$59.5	100.0%	\$58.5	100.0%

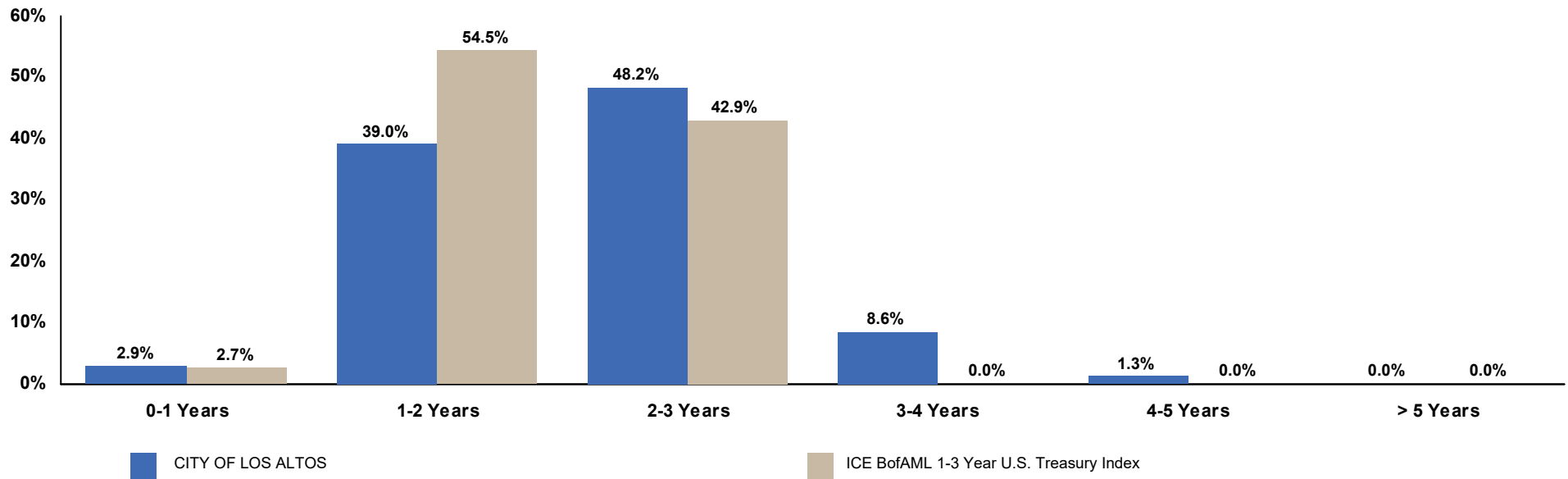


Detail may not add to total due to rounding.

Maturity Distribution

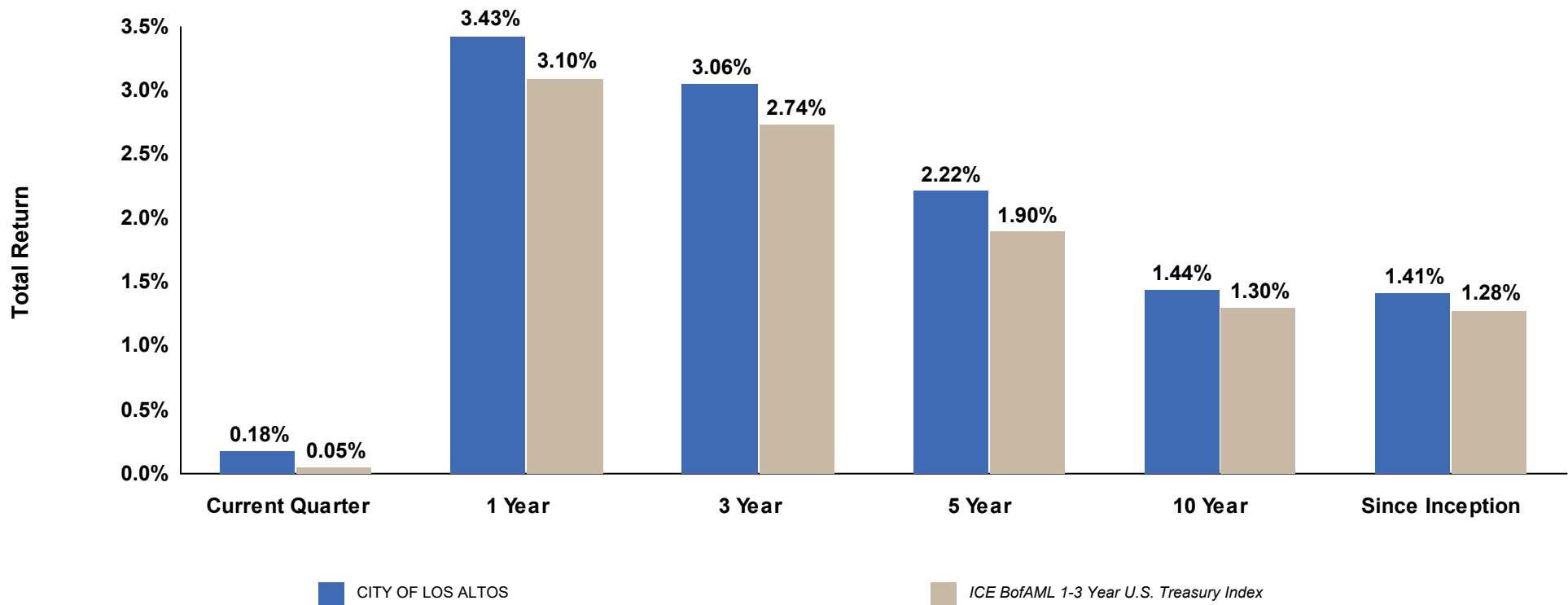
As of December 31, 2020

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF LOS ALTOS	0.44%	2.16 yrs	2.9%	39.0%	48.2%	8.6%	1.3%	0.0%
ICE BofAML 1-3 Year U.S. Treasury Index	0.13%	1.94 yrs	2.7%	54.5%	42.9%	0.0%	0.0%	0.0%



Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				
			1 Year	3 Year	5 Year	10 Year	Since Inception (06/30/10)
CITY OF LOS ALTOS	1.86	0.18%	3.43%	3.06%	2.22%	1.44%	1.41%
ICE BofAML 1-3 Year U.S. Treasury Index	1.83	0.05%	3.10%	2.74%	1.90%	1.30%	1.28%
Difference		0.13%	0.33%	0.32%	0.32%	0.14%	0.13%



Portfolio performance is gross of fees unless otherwise indicated.

Portfolio Earnings
Quarter-Ended December 31, 2020

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (09/30/2020)	\$54,764,243.34	\$53,638,027.02
Net Purchases/Sales	(\$308,926.89)	(\$308,926.89)
Change in Value	(\$123,730.01)	\$146,440.46
Ending Value (12/31/2020)	\$54,331,586.44	\$53,475,540.59
Interest Earned	\$220,871.58	\$220,871.58
Portfolio Earnings	\$97,141.57	\$367,312.04

Investment Strategy Outlook

- As 2020 ends, the uncertainties of 2021 now come into focus. Significant central bank intervention is expected to continue, and we expect interest rates will remain low for the foreseeable future. The speed of vaccine rollouts will ultimately drive the pace of the anticipated “return to normalcy.” Considering the economic uncertainties that remain, we plan on structuring the portfolio to have a neutral duration relative to the benchmark.
- Our outlook for major investment-grade sectors includes the following:
 - Agencies: Strong demand for agency bonds has pushed incremental yield spreads in basis points down to single digits. While portfolios currently include larger allocations relative to prior years when spreads were consistently tight to similar-duration Treasuries, holdings for 2021 will be more strategic—reduced holdings of shorter maturities where spreads may be narrower while continuing to participate in attractive longer new issues.
 - Supranationals: Due to collapsed yield spreads, portfolio allocations stand near cyclical lows relative to historical levels. While expectations are tempered in 2021, we remain on the lookout for opportunities to add income relative to Treasuries and agencies, especially if issuance picks up in the first quarter of 2021 as forecasted.
 - Corporates: Continued economic recovery, vaccine rollouts, and supportive monetary policies around the world serve as primary tailwinds. Due to incremental income potential, corporates will remain a core, long-term holding. Modestly reduced allocations may provide “dry powder” to add to the sector should spreads widen. This may be challenging, though, as market demand seems insatiable while issuance is expected to fall from the record new supply seen in 2020.
 - Asset-Backed Securities (ABS): ABS spreads are on the tighter side of their historical ranges. However, demand for ABS remains elevated as investors look for income return in high-quality sectors. Collateral delinquency rates and net losses may increase over the short term but should remain well within expected performance bands as the economy recovers. For example, used vehicle prices remain elevated, which is a positive for residual and recovery values for auto ABS. We will likely maintain core holdings in the sector while opportunistically investing in new issues in 2021.
 - Agency MBS: The combination of the 10-year Treasury yield below 1%, securities trading at a premium, and elevated refinancing activity creates challenges for the MBS sector. As a result, attractive investment opportunities may be limited. Like in other sectors, however, core allocations will be maintained as MBS can provide incremental income and diversification benefits.

Issuer Distribution

Sector/Issuer Distribution

As of December 31, 2020

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Asset-Backed			
ALLY AUTO RECEIVABLES TRUST	136,325	2.0%	0.3%
BMW FINANCIAL SERVICES NA LLC	12,975	0.2%	- %
BMW VEHICLE OWNER TRUST	130,588	2.0%	0.2%
CAPITAL ONE FINANCIAL CORP	589,046	8.8%	1.1%
CAPITAL ONE PRIME AUTO REC TRUST	177,981	2.7%	0.3%
CARMAX AUTO OWNER TRUST	731,164	11.0%	1.3%
DISCOVER FINANCIAL SERVICES	226,429	3.4%	0.4%
FIFTH THIRD AUTO TRUST	218,295	3.3%	0.4%
FORD CREDIT AUTO LEASE TRUST	7,548	0.1%	- %
FORD CREDIT AUTO OWNER TRUST	93,863	1.4%	0.2%
GM FINANCIAL AUTO LEASING TRUST	135,278	2.0%	0.2%
GM FINANCIAL SECURITIZED TERM	560,508	8.4%	1.0%
HARLEY-DAVIDSON MOTORCYCLE TRUST	435,969	6.5%	0.8%
HONDA AUTO RECEIVABLES	378,865	5.7%	0.7%
HYUNDAI AUTO RECEIVABLES	439,216	6.6%	0.8%
JOHN DEERE OWNER TRUST	16,123	0.2%	- %
MERCEDES-BENZ AUTO LEASE TRUST	173,461	2.6%	0.3%
NISSAN AUTO LEASE TRUST	12,662	0.2%	- %
NISSAN AUTO RECEIVABLES	562,088	8.4%	1.0%
TOYOTA MOTOR CORP	200,709	3.0%	0.4%
VERIZON OWNER TRUST	826,755	12.4%	1.5%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
VOLKSWAGEN AUTO LEASE TURST	147,031	2.2%	0.3%
VOLKSWAGEN OF AMERICA	267,227	4.0%	0.5%
WORLD OMNI AUTO REC TRUST	176,143	2.6%	0.3%
Sector Total	6,656,246	100.0%	12.2%

Certificate of Deposit

CREDIT AGRICOLE SA	603,929	13.2%	1.1%
CREDIT SUISSE GROUP RK	450,809	9.8%	0.8%
DNB ASA	595,365	13.0%	1.1%
NORDEA BANK ABP	590,775	12.9%	1.1%
ROYAL BANK OF CANADA	709,703	15.5%	1.3%
SKANDINAVISKA ENSKILDA BANKEN AB	590,869	12.9%	1.1%
SOCIETE GENERALE	584,436	12.8%	1.1%
SUMITOMO MITSUI FINANCIAL GROUP INC	451,182	9.9%	0.8%
Sector Total	4,577,068	100.0%	8.4%

Corporate

3M COMPANY	195,111	1.8%	0.4%
ADOBE INC	205,703	1.9%	0.4%
AMAZON.COM INC	316,683	2.9%	0.6%
AMERICAN HONDA FINANCE	282,595	2.6%	0.5%
APPLE INC	356,297	3.3%	0.7%
BANK OF AMERICA CO	494,329	4.6%	0.9%
BRISTOL-MYERS SQUIBB CO	390,649	3.6%	0.7%
CATERPILLAR INC	459,368	4.3%	0.8%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
CHEVRON CORPORATION	378,433	3.5%	0.7%
CITIGROUP INC	424,100	3.9%	0.8%
CLOROX COMPANY	233,614	2.2%	0.4%
COMCAST CORP	219,789	2.0%	0.4%
DEERE & COMPANY	383,794	3.6%	0.7%
EXXON MOBIL CORP	152,818	1.4%	0.3%
GENERAL DYNAMICS CORP	240,585	2.2%	0.4%
GOLDMAN SACHS GROUP INC	468,056	4.3%	0.9%
HOME DEPOT INC	160,318	1.5%	0.3%
HONEYWELL INTERNATIONAL	403,813	3.7%	0.7%
IBM CORP	447,525	4.1%	0.8%
JP MORGAN CHASE & CO	620,651	5.8%	1.1%
MERCK & CO INC	281,192	2.6%	0.5%
MORGAN STANLEY	214,429	2.0%	0.4%
NATIONAL RURAL UTILITIES CO FINANCE CORP	126,935	1.2%	0.2%
NORTHERN TRUST	284,183	2.6%	0.5%
PACCAR FINANCIAL CORP	442,504	4.1%	0.8%
PEPSICO INC	217,059	2.0%	0.4%
PFIZER INC	180,239	1.7%	0.3%
PNC FINANCIAL SERVICES GROUP	295,246	2.7%	0.5%
THE BANK OF NEW YORK MELLON CORPORATION	595,766	5.5%	1.1%
TOYOTA MOTOR CORP	488,571	4.5%	0.9%
TRUIST FIN CORP	518,719	4.8%	1.0%
US BANCORP	309,268	2.9%	0.6%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Sector Total	10,788,342	100.0%	19.9%
Federal Agency/CMO			
FANNIE MAE	469,583	31.6%	0.9%
FREDDIE MAC	1,015,588	68.4%	1.9%
Sector Total	1,485,171	100.0%	2.7%
Federal Agency/GSE			
FANNIE MAE	3,466,927	30.9%	6.4%
FREDDIE MAC	7,757,290	69.1%	14.3%
Sector Total	11,224,217	100.0%	20.7%
Supra-Sov / Supra-Natl Agency			
INTER-AMERICAN DEVELOPMENT BANK	442,878	51.0%	0.8%
INTL BANK OF RECONSTRUCTION AND DEV	425,274	49.0%	0.8%
Sector Total	868,152	100.0%	1.6%
U.S. Treasury			
UNITED STATES TREASURY	18,732,391	100.0%	34.5%
Sector Total	18,732,391	100.0%	34.5%
Portfolio Total	54,331,586	100.0%	100.0%

Portfolio Transactions

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
9/28/20	10/1/20	200,000	06051GHL6	BANK OF AMERICA CORP NOTES	3.86%	7/23/24	218,289.73	1.58%	
10/2/20	10/6/20	75,000	172967MR9	CITIGROUP INC CORPORATE NOTES	1.67%	5/15/24	77,349.66	0.98%	
10/2/20	10/6/20	175,000	172967HD6	CITIGROUP INC CORP NOTES	3.87%	10/25/23	195,007.73	0.66%	
10/2/20	10/6/20	200,000	61744YAQ1	MORGAN STANLEY CORP NOTES	3.73%	4/24/24	218,597.30	1.52%	
10/2/20	10/6/20	125,000	459200HU8	IBM CORP NOTES	3.62%	2/12/24	138,095.94	0.62%	
10/5/20	10/7/20	65,000	713448FB9	PEPSICO INC CORPORATE NOTES	0.40%	10/7/23	64,962.95	0.42%	
10/5/20	10/7/20	130,000	110122CM8	BRISTOL MYERS SQUIBB CO CORP NOTES (CALL	2.90%	7/26/24	141,493.23	0.69%	
10/7/20	10/8/20	650,000	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/23	650,163.22	0.26%	
10/7/20	10/8/20	625,000	3137EAEW5	FREDDIE MAC NOTES	0.25%	9/8/23	624,947.57	0.26%	
10/16/20	10/21/20	275,000	06051GJH3	BANK OF AMERICA CORP CORPORATE NOTES	0.81%	10/24/24	275,000.00	0.81%	
11/3/20	11/5/20	1,250,000	3137EAEZ8	FREDDIE MAC NOTES	0.25%	11/6/23	1,248,875.00	0.28%	
11/9/20	11/13/20	250,000	110122DT2	BRISTOL-MYERS SQUIBB CO (CALLABLE) CORP	0.53%	11/13/23	250,000.00	0.54%	
11/16/20	11/19/20	165,000	38141GXL3	GOLDMAN SACHS GROUP INC CORPORATE NOTES	0.62%	11/17/23	165,000.00	0.63%	
11/17/20	11/24/20	425,000	459058JM6	INTL BK RECON & DEVELOP CORPORATE NOTES	0.25%	11/24/23	424,086.25	0.32%	
12/1/20	12/3/20	2,150,000	91282CAW1	US TREASURY N/B NOTES	0.25%	11/15/23	2,152,282.90	0.22%	
12/2/20	12/4/20	900,000	3137EAF2	FREDDIE MAC NOTES	0.25%	12/4/23	899,109.00	0.28%	
Total BUY		7,660,000					7,743,260.48		

INTEREST

10/1/20	10/1/20	600,000	46647PBB1	JPMORGAN CHASE & CO BONDS	3.20%	4/1/23	9,621.00		
10/1/20	10/1/20	0	MONEY0002	MONEY MARKET FUND			23.25		
10/1/20	10/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
10/1/20	10/25/20	111,359	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	194.14		
10/1/20	10/25/20	38,570	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	347.57		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
10/1/20	10/25/20	164,038	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	488.42		
10/1/20	10/25/20	73,110	3137FKK39	FHMS KP05 A	3.20%	7/1/23	195.14		
10/1/20	10/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
10/1/20	10/25/20	327,984	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	641.85		
10/1/20	10/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
10/15/20	10/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
10/15/20	10/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
10/15/20	10/15/20	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	18.33		
10/15/20	10/15/20	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
10/15/20	10/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
10/15/20	10/15/20	1,250,000	912828M7	UNITED STATES TREASURY NOTES	2.25%	4/15/22	14,062.50		
10/15/20	10/15/20	245,277	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	656.12		
10/15/20	10/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
10/15/20	10/15/20	3,050,000	912828YK0	UNITED STATES TREASURY NOTES	1.37%	10/15/22	20,968.75		
10/15/20	10/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
10/15/20	10/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
10/15/20	10/15/20	89,290	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	237.36		
10/15/20	10/15/20	37,998	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	84.23		
10/15/20	10/15/20	212,133	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	553.31		
10/15/20	10/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
10/15/20	10/15/20	97,494	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	264.05		
10/15/20	10/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
10/15/20	10/15/20	150,000	30231GBL5	EXXON MOBIL CORPORATION CORPORATE NOTES	1.57%	4/15/23	1,178.25		
10/15/20	10/15/20	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
10/15/20	10/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
10/15/20	10/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
10/15/20	10/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
10/15/20	10/15/20	200,000	20030NCR0	COMCAST CORP (CALLABLE) CORPORATE NOTES	3.70%	4/15/24	3,700.00		
10/15/20	10/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
10/15/20	10/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
10/15/20	10/15/20	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
10/15/20	10/15/20	133,150	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	336.20		
10/16/20	10/16/20	175,577	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	441.87		
10/16/20	10/16/20	264,447	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	654.51		
10/16/20	10/16/20	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
10/18/20	10/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
10/18/20	10/18/20	52,092	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	130.66		
10/18/20	10/18/20	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	35.15		
10/20/20	10/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
10/20/20	10/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
10/20/20	10/20/20	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
10/20/20	10/20/20	24,890	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	65.96		
10/20/20	10/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
10/20/20	10/20/20	56,412	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	153.25		
10/20/20	10/20/20	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	35.44		
10/20/20	10/20/20	335,167	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	907.74		
10/24/20	10/24/20	200,000	61744YAQ1	MORGAN STANLEY CORP NOTES	3.73%	4/24/24	3,737.00		
10/25/20	10/25/20	130,000	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/24	52.00		
10/25/20	10/25/20	175,000	172967HD6	CITIGROUP INC CORP NOTES	3.87%	10/25/23	3,390.63		
10/26/20	10/26/20	300,000	38141GWC4	GOLDMAN SACHS GROUP INC (CALLABLE) NOTE	3.00%	4/26/22	4,500.00		
10/30/20	10/30/20	160,000	097023BG9	BOEING COMPANY NOTE	2.35%	10/30/21	1,880.00		
11/1/20	11/1/20	150,000	713448EY0	PEPSICO INC CORPORATE NOTES	0.75%	5/1/23	562.50		
11/1/20	11/25/20	72,981	3137FKK39	FHMS KP05 A	3.20%	7/1/23	194.80		
11/1/20	11/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
11/1/20	11/25/20	111,139	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	193.75		
11/1/20	11/25/20	155,255	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	461.71		
11/1/20	11/25/20	325,572	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	618.59		
11/1/20	11/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
11/1/20	11/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
11/2/20	11/2/20	0	MONEY0002	MONEY MARKET FUND			2.11		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
11/5/20	11/5/20	1,610,000	3137EAER6	FREDDIE MAC NOTES	0.37%	5/5/23	2,985.21		
11/10/20	11/10/20	250,000	69371RP83	PACCAR FINANCIAL CORP CORP NOTES	2.65%	5/10/22	3,312.50		
11/11/20	11/11/20	190,000	037833DV9	APPLE INC CORPORATE NOTES	0.75%	5/11/23	712.50		
11/11/20	11/11/20	85,000	166764BV1	CHEVRON CORP CORPORATE NOTES	1.14%	5/11/23	484.93		
11/13/20	11/13/20	300,000	459200JX0	IBM CORP	2.85%	5/13/22	4,275.00		
11/15/20	11/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
11/15/20	11/15/20	119,375	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	301.42		
11/15/20	11/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
11/15/20	11/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
11/15/20	11/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
11/15/20	11/15/20	197,950	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	516.32		
11/15/20	11/15/20	225,000	369550BD9	GENERAL DYNAMICS CORP NOTES	3.37%	5/15/23	3,796.88		
11/15/20	11/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
11/15/20	11/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
11/15/20	11/15/20	225,000	172967MR9	CITIGROUP INC CORPORATE NOTES	1.67%	5/15/24	1,898.24		
11/15/20	11/15/20	153,779	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	372.91		
11/15/20	11/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
11/15/20	11/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
11/15/20	11/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
11/15/20	11/15/20	66,758	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	180.80		
11/15/20	11/15/20	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
11/15/20	11/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
11/15/20	11/15/20	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
11/15/20	11/15/20	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
11/15/20	11/15/20	203,888	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	570.89		
11/15/20	11/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		
11/15/20	11/15/20	31,513	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	69.85		
11/15/20	11/15/20	61,020	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	162.21		
11/15/20	11/15/20	196,505	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	525.65		
11/15/20	11/15/20	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
11/16/20	11/16/20	247,283	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	612.03		
11/16/20	11/16/20	162,209	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	408.23		
11/16/20	11/16/20	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
11/18/20	11/18/20	46,060	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	115.53		
11/18/20	11/18/20	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
11/18/20	11/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
11/20/20	11/20/20	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
11/20/20	11/20/20	41,781	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	113.50		
11/20/20	11/20/20	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
11/20/20	11/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
11/20/20	11/20/20	2,918	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	7.73		
11/20/20	11/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
11/20/20	11/20/20	308,936	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	836.70		
11/20/20	11/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
11/22/20	11/22/20	1,675,000	3135G04Q3	FANNIE MAE NOTES	0.25%	5/22/23	2,093.75		
11/24/20	11/24/20	440,000	4581X0DM7	INTER-AMERICAN DEVEL BK CORPORATE NOTES	0.50%	5/24/23	1,100.00		
11/25/20	11/25/20	130,000	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/24	52.00		
12/1/20	12/1/20	0	MONEY0002	MONEY MARKET FUND			1.42		
12/1/20	12/25/20	110,944	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	242.00		
12/1/20	12/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
12/1/20	12/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
12/1/20	12/25/20	149,493	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	444.37		
12/1/20	12/25/20	324,904	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	617.32		
12/1/20	12/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
12/1/20	12/25/20	72,853	3137FKK39	FHMS KP05 A	3.20%	7/1/23	194.46		
12/2/20	12/2/20	575,000	23341VZT1	DNB BANK ASA/NY LT CD	2.04%	12/2/22	5,962.75		
12/3/20	12/3/20	315,000	023135BP0	AMAZON.COM INC CORPORATE NOTES	0.40%	6/3/23	630.00		
12/7/20	12/7/20	700,000	78012UEE1	ROYAL BANK OF CANADA NY CD	3.24%	6/7/21	11,340.00		
12/8/20	12/8/20	275,000	69353RFL7	PNC BANK NA CORP NOTES	3.50%	6/8/23	4,812.50		
12/8/20	12/8/20	50,000	69371RQ82	PACCAR FINANCIAL CORP CORPORATE NOTES	0.80%	6/8/23	200.00		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
12/15/20	12/15/20	31,939	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	84.90		
12/15/20	12/15/20	105,561	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	266.54		
12/15/20	12/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
12/15/20	12/15/20	143,281	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	347.46		
12/15/20	12/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		
12/15/20	12/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
12/15/20	12/15/20	183,718	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	479.20		
12/15/20	12/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
12/15/20	12/15/20	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
12/15/20	12/15/20	38,372	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	103.92		
12/15/20	12/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
12/15/20	12/15/20	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
12/15/20	12/15/20	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
12/15/20	12/15/20	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
12/15/20	12/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
12/15/20	12/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
12/15/20	12/15/20	146,035	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	390.64		
12/15/20	12/15/20	21,367	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	47.36		
12/15/20	12/15/20	294,357	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	711.36		
12/15/20	12/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
12/15/20	12/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
12/15/20	12/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
12/15/20	12/15/20	191,430	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	536.00		
12/16/20	12/16/20	229,795	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	568.74		
12/16/20	12/16/20	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
12/16/20	12/16/20	148,082	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	372.67		
12/18/20	12/18/20	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
12/18/20	12/18/20	40,325	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	101.15		
12/18/20	12/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
12/20/20	12/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
12/20/20	12/20/20	284,644	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	770.91		
12/20/20	12/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
12/20/20	12/20/20	500,000	05531FBG7	BRANCH BANKING & TRUST CORP NOTES	3.05%	6/20/22	7,625.00		
12/20/20	12/20/20	26,761	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	72.70		
12/20/20	12/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
12/20/20	12/20/20	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
12/20/20	12/20/20	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
12/24/20	12/24/20	275,000	166764AH3	CHEVRON CORP	3.19%	6/24/23	4,387.63		
12/25/20	12/25/20	130,000	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/24	52.00		
12/26/20	12/26/20	1,080,000	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/23	1,350.00		
12/27/20	12/29/20	275,000	02665WCY5	AMERICAN HONDA FINANCE	2.20%	6/27/22	3,025.00		
Total INTEREST		41,067,774					170,053.86		

PAYDOWNS

10/1/20	10/25/20	220	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	220.05		0.00
10/1/20	10/25/20	8,783	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	8,783.25		0.00
10/1/20	10/25/20	38,570	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	38,569.92		0.00
10/1/20	10/25/20	1,042	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	1,041.90		0.00
10/1/20	10/25/20	1,370	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	1,369.90		0.00
10/1/20	10/25/20	129	3137FKK39	FHMS KP05 A	3.20%	7/1/23	129.23		0.00
10/15/20	10/15/20	6,112	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	6,111.56		0.00
10/15/20	10/15/20	30,736	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	30,736.33		0.00
10/15/20	10/15/20	28,269	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	28,269.26		0.00
10/15/20	10/15/20	6,485	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	6,484.94		0.00
10/15/20	10/15/20	48,772	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	48,772.43		0.00
10/15/20	10/15/20	14,183	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	14,183.39		0.00
10/15/20	10/15/20	13,775	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	13,775.38		0.00
10/15/20	10/15/20	6,221	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	6,220.70		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
10/16/20	10/16/20	13,368	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	13,367.66		0.00
10/16/20	10/16/20	17,163	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	17,163.43		0.00
10/18/20	10/18/20	6,032	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	6,031.97		0.00
10/20/20	10/20/20	26,231	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	26,231.31		0.00
10/20/20	10/20/20	21,971	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	21,971.47		0.00
10/20/20	10/20/20	14,631	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	14,630.83		0.00
11/1/20	11/25/20	379	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	379.28		0.00
11/1/20	11/25/20	5,762	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	5,762.00		0.00
11/1/20	11/25/20	128	3137FKK39	FHMS KP05 A	3.20%	7/1/23	127.95		0.00
11/1/20	11/25/20	195	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	195.09		0.00
11/1/20	11/25/20	288	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	288.47		0.00
11/15/20	11/15/20	14,233	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	14,232.53		0.00
11/15/20	11/15/20	28,386	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	28,386.14		0.00
11/15/20	11/15/20	29,081	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	29,081.48		0.00
11/15/20	11/15/20	13,814	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	13,814.48		0.00
11/15/20	11/15/20	10,146	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	10,146.42		0.00
11/15/20	11/15/20	12,458	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	12,458.28		0.00
11/15/20	11/15/20	10,498	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	10,498.16		0.00
11/15/20	11/15/20	50,470	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	50,469.57		0.00
11/15/20	11/15/20	643	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	642.61		0.00
11/16/20	11/16/20	14,127	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	14,126.80		0.00
11/16/20	11/16/20	17,488	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	17,488.49		0.00
11/18/20	11/18/20	5,735	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	5,735.33		0.00
11/20/20	11/20/20	15,020	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	15,020.08		0.00
11/20/20	11/20/20	24,291	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	24,291.19		0.00
11/20/20	11/20/20	2,918	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	2,918.20		0.00
12/1/20	12/25/20	36,550	3137FKK39	FHMS KP05 A	3.20%	7/1/23	36,550.46		0.00
12/1/20	12/25/20	398	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	398.43		0.00
12/1/20	12/25/20	303	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	303.03		0.00
12/1/20	12/25/20	11,268	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	11,268.45		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
12/1/20	12/25/20	3,476	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	3,475.60		0.00
12/15/20	12/15/20	47,888	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	47,888.37		0.00
12/15/20	12/15/20	18,095	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	18,095.31		0.00
12/15/20	12/15/20	5,282	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	5,281.76		0.00
12/15/20	12/15/20	12,547	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	12,546.68		0.00
12/15/20	12/15/20	11,701	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	11,701.07		0.00
12/15/20	12/15/20	9,989	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	9,989.22		0.00
12/15/20	12/15/20	9,311	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	9,310.54		0.00
12/15/20	12/15/20	24,397	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	24,396.89		0.00
12/15/20	12/15/20	12,916	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	12,916.39		0.00
12/15/20	12/15/20	25,720	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	25,719.83		0.00
12/16/20	12/16/20	16,086	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	16,085.76		0.00
12/16/20	12/16/20	12,180	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	12,180.18		0.00
12/18/20	12/18/20	5,269	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	5,269.04		0.00
12/18/20	12/18/20	9,484	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	9,484.20		0.00
12/20/20	12/20/20	13,802	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	13,802.31		0.00
12/20/20	12/20/20	22,068	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	22,067.59		0.00
Total PAYDOWNS		868,859					868,858.57		0.00
SELL									
10/1/20	10/1/20	125,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	127,187.07		2,112.62
10/2/20	10/6/20	125,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	127,183.89		2,080.87
10/2/20	10/6/20	300,000	172967LC3	CITIGROUP INC CORP (CALLABLE) NOTE	2.90%	12/8/21	311,020.67		8,563.58
10/2/20	10/6/20	250,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	254,377.54		4,171.50
10/5/20	10/7/20	223,023	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	226,537.84		3,105.77
10/7/20	10/8/20	750,000	9128285V8	US TREASURY NOTES	2.50%	1/15/22	776,772.25		22,656.18
10/7/20	10/8/20	475,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	483,238.29		7,803.40
10/19/20	10/21/20	275,000	30231GAJ1	EXXON MOBIL CORP (CALLABLE) NOTE	2.39%	3/6/22	282,784.22		10,463.47

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
11/3/20	11/5/20	750,000	9128285V8	US TREASURY NOTES	2.50%	1/15/22	776,763.33		21,207.67
11/10/20	11/13/20	160,000	097023BG9	BOEING COMPANY NOTE	2.35%	10/30/21	162,412.58		2,923.49
11/10/20	11/13/20	135,000	097023CL7	BOEING CO NOTES	2.30%	8/1/21	137,317.50		1,439.68
11/17/20	11/24/20	375,000	912828V72	US TREASURY NOTES	1.87%	1/31/22	384,906.80		10,334.20
12/1/20	12/3/20	500,000	9128285V8	US TREASURY NOTES	2.50%	1/15/22	517,972.99		13,309.49
12/1/20	12/3/20	1,375,000	912828V72	US TREASURY NOTES	1.87%	1/31/22	1,411,525.77		37,260.88
12/1/20	12/3/20	150,000	254687FJ0	WALT DISNEY COMPANY/THE	1.65%	9/1/22	153,914.50		3,472.05
12/3/20	12/4/20	600,000	55379WZT6	MUFG BANK LTD/NY CERT DEPOS	2.97%	2/26/21	617,771.05		3,812.05
12/3/20	12/4/20	250,000	912828V72	US TREASURY NOTES	1.87%	1/31/22	256,653.79		6,770.64
Total SELL		6,818,023					7,008,340.08		161,487.54

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	250,000.00	AA+	Aaa	1/7/2019	1/9/2019	245,449.22	2.50	1,961.62	248,392.17	254,726.55
US TREASURY NOTES DTD 02/15/2019 2.500% 02/15/2022	9128286C9	1,850,000.00	AA+	Aaa	3/1/2019	3/5/2019	1,847,976.56	2.54	17,469.43	1,849,230.42	1,899,140.63
UNITED STATES TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	1,250,000.00	AA+	Aaa	5/1/2019	5/3/2019	1,250,878.91	2.23	6,026.79	1,250,382.38	1,284,179.75
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	875,000.00	AA+	Aaa	7/1/2019	7/3/2019	877,973.63	1.76	6,865.66	876,523.85	899,062.50
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	1,875,000.00	AA+	Aaa	6/3/2019	6/5/2019	1,876,538.09	1.85	14,712.13	1,875,769.04	1,926,562.50
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	250,000.00	AA+	Aaa	6/11/2019	6/13/2019	249,941.41	1.88	1,961.62	249,970.50	256,875.00
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	1,500,000.00	AA+	Aaa	10/3/2019	10/4/2019	1,512,304.69	1.34	8,282.11	1,507,032.91	1,537,031.25
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	300,000.00	AA+	Aaa	12/20/2019	12/20/2019	297,562.50	1.67	883.93	298,457.04	306,656.25
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	550,000.00	AA+	Aaa	12/2/2019	12/4/2019	546,218.75	1.62	1,620.54	547,643.04	562,203.12
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	850,000.00	AA+	Aaa	10/31/2019	11/4/2019	846,845.70	1.50	2,504.47	848,088.66	868,859.38
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	1,350,000.00	AA+	Aaa	12/2/2019	12/4/2019	1,340,507.81	1.63	3,977.68	1,344,083.26	1,379,953.13
UNITED STATES TREASURY NOTES DTD 01/15/2020 1.500% 01/15/2023	912828Z29	1,600,000.00	AA+	Aaa	2/3/2020	2/5/2020	1,607,875.00	1.33	11,086.96	1,605,450.23	1,644,500.00
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,500,000.00	AA+	Aaa	1/2/2020	1/6/2020	1,506,093.75	1.61	10,985.05	1,504,131.36	1,550,156.25
UNITED STATES TREASURY NOTES DTD 02/15/2020 1.375% 02/15/2023	912828Z86	2,150,000.00	AA+	Aaa	3/2/2020	3/4/2020	2,187,373.05	0.78	11,166.27	2,176,868.38	2,206,437.50
US TREASURY N/B NOTES DTD 11/15/2020 0.250% 11/15/2023	91282CAW1	2,150,000.00	AA+	Aaa	12/1/2020	12/3/2020	2,152,015.63	0.22	697.86	2,151,961.36	2,156,046.88

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total		18,300,000.00					18,345,554.70	1.49	100,202.12	18,333,984.60	18,732,390.69
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVEL BK CORPORATE NOTES DTD 04/24/2020 0.500% 05/24/2023	4581X0DM7	440,000.00	AAA	Aaa	4/17/2020	4/24/2020	439,850.40	0.51	226.11	439,883.91	442,877.60
INTL BK RECON & DEVELOP CORPORATE NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	425,000.00	AAA	Aaa	11/17/2020	11/24/2020	424,086.25	0.32	109.20	424,117.96	425,274.13
Security Type Sub-Total		865,000.00					863,936.65	0.42	335.31	864,001.87	868,151.73
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	138,224.67	AA+	Aaa	4/11/2018	4/30/2018	140,974.10	2.93	410.07	138,772.30	138,530.81
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2015 2.716% 06/01/2022	3137BLUR7	300,000.00	AA+	Aaa	3/13/2019	3/18/2019	299,626.76	2.76	679.00	299,835.53	305,373.83
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.355% 07/01/2022	3137AVXN2	275,000.00	AA+	Aaa	6/12/2019	6/17/2019	275,859.38	2.25	539.69	275,422.72	279,906.52
FHLMC MULTIFAMILY STRUCTURED P DTD 05/01/2013 2.510% 11/01/2022	3137B1BS0	275,000.00	AA+	Aaa	8/13/2019	8/16/2019	279,554.69	1.98	575.21	277,597.69	282,609.54
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	140,055.70	AA+	Aaa	9/11/2019	9/16/2019	140,928.38	2.08	266.11	140,576.18	143,014.53
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	184,147.31	AA+	Aaa	9/4/2019	9/9/2019	186,559.80	1.86	349.88	185,577.62	188,037.62
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	36,302.82	AA+	Aaa	12/7/2018	12/17/2018	36,302.71	3.20	96.90	36,302.76	37,257.19
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	107,468.23	AA+	Aaa	11/20/2019	11/26/2019	107,465.64	2.09	187.35	107,466.26	110,441.12
Security Type Sub-Total		1,456,198.72					1,467,271.46	2.31	3,104.21	1,461,551.06	1,485,171.16

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	500,000.00	AA+	Aaa	6/3/2020	6/4/2020	500,400.00	0.35	291.67	500,320.75	502,534.00
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	1,110,000.00	AA+	Aaa	5/5/2020	5/7/2020	1,109,533.80	0.39	647.50	1,109,635.74	1,115,625.48
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	1,175,000.00	AA+	Aaa	5/20/2020	5/22/2020	1,171,463.25	0.35	318.23	1,172,186.75	1,177,582.65
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	500,000.00	AA+	Aaa	6/3/2020	6/4/2020	498,380.00	0.36	135.42	498,695.91	501,099.00
FREDDIE MAC NOTES DTD 06/26/2020 0.250% 06/26/2023	3137EAES4	1,080,000.00	AA+	Aaa	6/24/2020	6/26/2020	1,076,846.40	0.35	37.50	1,077,390.72	1,082,199.96
FANNIE MAE NOTES DTD 07/10/2020 0.250% 07/10/2023	3135G05G4	1,135,000.00	AA+	Aaa	7/8/2020	7/10/2020	1,132,559.75	0.32	1,347.81	1,132,949.74	1,137,063.43
FANNIE MAE NOTES DTD 07/10/2020 0.250% 07/10/2023	3135G05G4	650,000.00	AA+	Aaa	10/7/2020	10/8/2020	649,766.00	0.26	771.88	649,785.79	651,181.70
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,075,000.00	AA+	Aaa	8/19/2020	8/21/2020	1,073,903.50	0.28	970.49	1,074,036.32	1,076,766.23
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	735,000.00	AA+	Aaa	9/2/2020	9/4/2020	734,757.45	0.26	597.19	734,783.71	736,029.00
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	465,000.00	AA+	Aaa	9/2/2020	9/4/2020	465,084.91	0.24	377.81	465,075.72	465,651.00
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	625,000.00	AA+	Aaa	10/7/2020	10/8/2020	624,800.00	0.26	507.81	624,815.96	625,875.00
FREDDIE MAC NOTES DTD 11/05/2020 0.250% 11/06/2023	3137EAEZ8	1,250,000.00	AA+	Aaa	11/3/2020	11/5/2020	1,248,875.00	0.28	486.11	1,248,933.51	1,251,500.00
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	900,000.00	AA+	Aaa	12/2/2020	12/4/2020	899,109.00	0.28	168.75	899,131.78	901,109.70
Security Type Sub-Total		11,200,000.00					11,185,479.06	0.31	6,658.17	11,187,742.40	11,224,217.15

Corporate Note

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
NATIONAL RURAL UTIL COOP CORP NOTE DTD 02/05/2020 1.750% 01/21/2022	63743HET5	125,000.00	A	A2	1/22/2020	2/5/2020	124,890.00	1.79	1,008.68	124,940.85	126,934.75
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.350% 02/10/2022	58933YAQ8	275,000.00	AA-	A1	1/14/2019	1/16/2019	269,890.50	2.99	2,531.15	273,154.02	281,191.63
3M COMPANY BONDS DTD 02/22/2019 2.750% 03/01/2022	88579YBF7	190,000.00	A+	A1	2/12/2019	2/22/2019	189,910.70	2.77	1,741.67	189,965.67	195,111.00
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	130,000.00	A+	A1	2/22/2019	3/1/2019	129,885.60	2.88	1,235.00	129,955.74	133,891.55
HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	155,000.00	A	A2	11/27/2018	12/6/2018	154,575.30	3.34	1,679.17	154,847.53	160,318.21
PFIZER INC CORP BONDS DTD 03/11/2019 2.800% 03/11/2022	717081ER0	175,000.00	A+	A2	3/4/2019	3/11/2019	174,989.50	2.80	1,497.22	174,995.84	180,239.15
US BANCORP (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	300,000.00	A+	A1	6/14/2019	6/18/2019	305,295.00	2.33	2,650.00	302,231.19	309,268.20
GOLDMAN SACHS GROUP INC (CALLABLE) NOTE DTD 01/26/2017 3.000% 04/26/2022	38141GWC4	300,000.00	BBB+	A3	2/13/2019	2/15/2019	296,706.00	3.36	1,625.00	298,643.98	302,503.80
PACCAR FINANCIAL CORP CORP NOTES DTD 05/10/2019 2.650% 05/10/2022	69371RP83	250,000.00	A+	A1	5/3/2019	5/10/2019	249,865.00	2.67	938.54	249,939.15	258,111.00
IBM CORP DTD 05/15/2019 2.850% 05/13/2022	459200JX0	300,000.00	A	A2	11/1/2019	11/5/2019	306,726.00	1.93	1,140.00	303,633.50	310,641.90
BRANCH BANKING & TRUST CORP NOTES DTD 03/18/2019 3.050% 06/20/2022	05531FBG7	500,000.00	A-	A3	3/11/2019	3/18/2019	499,985.00	3.05	465.97	499,993.26	518,719.00
AMERICAN HONDA FINANCE DTD 06/27/2019 2.200% 06/27/2022	02665WCY5	275,000.00	A-	A3	6/24/2019	6/27/2019	274,747.00	2.23	67.22	274,874.89	282,594.68
NORTHERN TRUST COMPANY CORP NOTES DTD 08/02/2012 2.375% 08/02/2022	665859AN4	275,000.00	A+	A2	8/9/2019	8/13/2019	278,338.50	1.95	2,703.21	276,778.48	284,182.53

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
HONEYWELL INTERNATIONAL (CALLABLE) NOTE DTD 08/08/2019 2.150% 08/08/2022	438516BT2	120,000.00	A	A2	7/30/2019	8/8/2019	119,878.80	2.19	1,024.83	119,935.42	123,406.56
HONEYWELL INTERNATIONAL CORPORATE NOTES DTD 08/19/2020 0.483% 08/19/2022	438516CC8	280,000.00	A	A2	8/17/2020	8/19/2020	280,000.00	0.48	495.88	280,000.00	280,406.84
BANK OF NY MELLON CORP CORP NOTES DTD 08/23/2019 1.950% 08/23/2022	06406RAK3	325,000.00	A	A1	9/3/2019	9/5/2019	325,897.00	1.85	2,253.33	325,496.12	333,729.50
BANK OF NY MELLON CORP CORP NOTES DTD 08/23/2019 1.950% 08/23/2022	06406RAK3	180,000.00	A	A1	8/20/2019	8/23/2019	179,942.40	1.96	1,248.00	179,968.52	184,834.80
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 09/06/2019 1.900% 09/06/2022	14913Q3A5	300,000.00	A	A3	9/3/2019	9/6/2019	299,583.00	1.95	1,820.83	299,766.77	308,237.70
TOYOTA MOTOR CREDIT CORP NOTES DTD 09/08/2017 2.150% 09/08/2022	89236TEC5	300,000.00	A+	A1	7/19/2019	7/23/2019	299,760.00	2.18	2,024.58	299,870.87	309,159.60
APPLE INC DTD 09/11/2019 1.700% 09/11/2022	037833DL1	160,000.00	AA+	Aa1	9/4/2019	9/11/2019	159,972.80	1.71	831.11	159,984.66	163,946.72
CLOROX COMPANY CORP NOTE (CALLABLE) DTD 09/13/2012 3.050% 09/15/2022	189054AT6	225,000.00	A-	Baa1	5/7/2020	5/11/2020	235,287.00	1.07	2,020.63	232,126.94	233,614.13
BANK OF NY MELLON CORP NOTES DTD 01/28/2020 1.850% 01/27/2023	06406RAM9	75,000.00	A	A1	1/21/2020	1/28/2020	74,947.50	1.87	593.54	74,963.75	77,202.00
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	135,000.00	A	A2	1/23/2020	2/3/2020	134,981.10	1.70	956.25	134,986.85	138,849.25
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	65,000.00	A	A2	1/22/2020	2/3/2020	64,910.95	1.75	460.42	64,938.06	66,853.35
JOHN DEERE CAPITAL CORP DTD 03/04/2016 2.800% 03/06/2023	24422ETG4	225,000.00	A	A2	5/12/2020	5/14/2020	236,452.50	0.96	2,012.50	233,862.85	237,341.25

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	600,000.00	A-	A2	3/15/2019	3/22/2019	600,000.00	3.21	4,810.50	600,000.00	620,650.80
EXXON MOBIL CORPORATION CORPORATE NOTES DTD 04/15/2020 1.571% 04/15/2023	30231GBL5	150,000.00	AA	Aa1	5/11/2020	5/13/2020	151,935.00	1.12	497.48	151,512.46	152,818.05
PEPSICO INC CORPORATE NOTES DTD 05/01/2020 0.750% 05/01/2023	713448EY0	150,000.00	A+	A1	4/29/2020	5/1/2020	149,703.00	0.82	187.50	149,769.45	151,876.80
CHEVRON CORP CORPORATE NOTES DTD 05/11/2020 1.141% 05/11/2023	166764BV1	85,000.00	AA	Aa2	5/7/2020	5/11/2020	85,000.00	1.14	134.70	85,000.00	86,597.07
APPLE INC CORPORATE NOTES DTD 05/11/2020 0.750% 05/11/2023	037833DV9	190,000.00	AA+	Aa1	5/4/2020	5/11/2020	189,483.20	0.84	197.92	189,594.11	192,350.68
GENERAL DYNAMICS CORP NOTES DTD 05/11/2018 3.375% 05/15/2023	369550BD9	225,000.00	A	A2	5/8/2020	5/12/2020	240,777.00	1.00	970.31	237,320.24	240,585.30
AMAZON.COM INC CORPORATE NOTES DTD 06/03/2020 0.400% 06/03/2023	023135BP0	315,000.00	AA-	A2	6/1/2020	6/3/2020	314,559.00	0.45	98.00	314,644.38	316,683.05
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 06/08/2020 0.800% 06/08/2023	69371RQ82	50,000.00	A+	A1	6/1/2020	6/8/2020	49,930.50	0.85	25.56	49,943.64	50,501.30
CHEVRON CORP DTD 06/24/2013 3.191% 06/24/2023	166764AH3	275,000.00	AA	Aa2	2/25/2020	2/27/2020	288,950.75	1.62	170.63	285,396.93	291,835.78
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/04/2020 0.700% 07/05/2023	24422EVH9	145,000.00	A	A2	6/1/2020	6/4/2020	144,881.10	0.73	583.62	144,903.38	146,452.32
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	150,000.00	A	A3	7/6/2020	7/8/2020	149,916.00	0.67	468.54	149,929.59	151,130.70
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 05/26/2020 1.350% 08/25/2023	89236THA6	175,000.00	A+	A1	5/20/2020	5/26/2020	174,935.25	1.36	826.88	174,947.26	179,411.58

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
PEPSICO INC CORPORATE NOTES DTD 10/07/2020 0.400% 10/07/2023	713448FB9	65,000.00	A+	A1	10/5/2020	10/7/2020	64,962.95	0.42	60.67	64,965.86	65,182.59
CITIGROUP INC CORP NOTES DTD 10/25/2013 3.875% 10/25/2023	172967HD6	175,000.00	BBB+	A3	10/2/2020	10/6/2020	191,975.00	0.66	1,243.23	190,649.30	192,251.33
BRISTOL-MYERS SQUIBB CO (CALLABLE) CORP DTD 11/13/2020 0.537% 11/13/2023	110122DT2	250,000.00	A+	A2	11/9/2020	11/13/2020	250,000.00	0.54	179.00	250,000.00	250,129.75
GOLDMAN SACHS GROUP INC CORPORATE NOTES DTD 11/19/2020 0.627% 11/17/2023	38141GXL3	165,000.00	BBB+	A3	11/16/2020	11/19/2020	165,000.00	0.63	120.70	165,000.00	165,552.26
IBM CORP NOTES DTD 02/12/2014 3.625% 02/12/2024	459200HU8	125,000.00	A	A2	10/2/2020	10/6/2020	137,416.25	0.62	1,749.57	136,533.72	136,883.13
COMCAST CORP (CALLABLE) CORPORATE NOTES DTD 10/05/2018 3.700% 04/15/2024	20030NCR0	200,000.00	A-	A3	5/7/2020	5/11/2020	219,118.00	1.20	1,562.22	215,918.05	219,789.00
MORGAN STANLEY CORP NOTES DTD 04/24/2018 3.737% 04/24/2024	61744YAQ1	200,000.00	BBB+	A2	10/2/2020	10/6/2020	215,234.00	1.52	1,390.99	214,211.35	214,428.60
CITIGROUP INC CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	75,000.00	BBB+	A3	10/2/2020	10/6/2020	76,853.25	0.98	160.81	76,730.83	77,282.78
CITIGROUP INC CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	150,000.00	BBB+	A3	5/7/2020	5/14/2020	150,000.00	1.68	321.62	150,000.00	154,565.55
BANK OF AMERICA CORP NOTES DTD 07/23/2018 3.864% 07/23/2024	06051GHL6	200,000.00	A-	A2	9/28/2020	10/1/2020	216,830.00	1.58	3,391.73	215,758.36	217,024.00
BRISTOL MYERS SQUIBB CO CORP NOTES (CALL DTD 07/15/2020 2.900% 07/26/2024	110122CM8	130,000.00	A+	A2	10/5/2020	10/7/2020	140,749.70	0.69	1,738.38	140,068.94	140,519.73
BANK OF AMERICA CORP CORPORATE NOTES DTD 10/21/2020 0.810% 10/24/2024	06051GJH3	275,000.00	A-	A2	10/16/2020	10/21/2020	275,000.00	0.81	433.12	275,000.00	277,305.05
Security Type Sub-Total		10,160,000.00					10,310,627.10	1.78	56,348.41	10,287,652.76	10,493,096.30

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
CREDIT AGRICOLE CIB NY CERT DEPOS DTD 04/04/2019 2.830% 04/02/2021	22535CDU2	600,000.00	A-1	P-1	4/3/2019	4/4/2019	600,000.00	2.83	12,735.00	600,000.00	603,929.40
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	700,000.00	A-1+	P-1	6/7/2018	6/8/2018	700,000.00	3.24	1,512.00	700,000.00	709,703.40
CREDIT SUISSE NEW YORK CERT DEPOS DTD 08/07/2020 0.520% 02/01/2022	22549L6F7	450,000.00	A+	Aa3	8/5/2020	8/7/2020	450,000.00	0.52	955.50	450,000.00	450,809.10
SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	575,000.00	A	A1	2/14/2020	2/19/2020	575,000.00	1.80	3,938.75	575,000.00	584,435.75
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	450,000.00	A	A1	7/10/2020	7/14/2020	450,000.00	0.70	1,496.25	450,000.00	451,181.70
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	575,000.00	A+	Aa2	8/29/2019	9/3/2019	575,000.00	1.85	3,802.67	575,000.00	590,868.85
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	575,000.00	AA-	Aa3	8/27/2019	8/29/2019	575,000.00	1.84	3,782.22	575,000.00	590,774.55
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	575,000.00	AA-	Aa2	12/4/2019	12/6/2019	575,000.00	2.03	977.50	575,000.00	595,364.78
Security Type Sub-Total		4,500,000.00					4,500,000.00	1.97	29,199.89	4,500,000.00	4,577,067.53
Bank Note											
PNC BANK NA CORP NOTES DTD 06/08/2018 3.500% 06/08/2023	69353RFL7	275,000.00	A	A2	2/11/2020	2/13/2020	289,891.25	1.81	614.93	282,316.65	295,245.78
Security Type Sub-Total		275,000.00					289,891.25	1.81	614.93	282,316.65	295,245.78
Asset-Backed Security											

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
BMWLT 2018-1 A3 DTD 10/17/2018 3.260% 07/20/2021	05586CAC8	12,958.51	AAA	Aaa	10/10/2018	10/17/2018	12,956.71	3.27	12.91	12,958.15	12,974.67
MBALT 2018-B A3 DTD 11/20/2018 3.210% 09/15/2021	58769LAC6	98,146.99	AAA	NR	11/15/2018	11/20/2018	98,144.79	3.21	140.02	98,146.44	98,305.09
NISSAN AUTO LEASE TRUST DTD 10/24/2018 3.250% 09/15/2021	65478BAD3	12,651.80	AAA	Aaa	10/16/2018	10/24/2018	12,650.70	3.25	18.27	12,651.53	12,662.28
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	7,541.96	NR	Aaa	9/18/2018	9/21/2018	7,541.32	3.19	10.69	7,541.77	7,547.52
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	16,085.03	NR	Aaa	2/21/2018	2/28/2018	16,083.87	2.66	19.02	16,084.67	16,122.59
HAROT 2018-2 A3 DTD 05/30/2018 3.010% 05/18/2022	43814UAG4	35,055.69	AAA	NR	5/22/2018	5/30/2018	35,054.92	3.01	38.10	35,055.42	35,338.77
FORDO 2018-A A3 DTD 05/22/2018 3.030% 11/15/2022	34528FAD0	93,013.92	AAA	NR	5/15/2018	5/22/2018	92,998.87	3.03	125.26	93,007.64	93,862.77
VWALT 2019-A A3 DTD 10/04/2019 1.990% 11/21/2022	92867XAD8	145,000.00	AAA	NR	10/1/2019	10/4/2019	144,997.71	1.99	88.17	144,998.62	147,030.73
HAROT 2019-1 A3 DTD 02/27/2019 2.830% 03/20/2023	43814WAC9	160,515.80	AAA	NR	2/19/2019	2/27/2019	160,511.49	2.83	164.04	160,513.45	163,232.72
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	262,576.90	AAA	Aaa	11/15/2018	11/21/2018	262,565.87	3.25	260.75	262,571.16	267,226.80
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	135,902.00	AAA	NR	7/11/2018	7/18/2018	135,870.30	3.03	171.01	135,886.45	137,689.17
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	170,801.13	AAA	NR	7/18/2018	7/25/2018	170,777.84	3.13	237.60	170,789.46	173,656.58
HYUNDAI AUTO RECEIVABLES TRUST DTD 04/10/2019 2.660% 06/15/2023	44932NAD2	240,010.78	AAA	NR	4/3/2019	4/10/2019	239,979.19	2.66	283.75	239,992.26	243,436.81
GMALT 2020-3 A3 DTD 09/29/2020 0.450% 08/21/2023	362569AC9	135,000.00	AAA	Aaa	9/22/2020	9/29/2020	134,987.07	0.45	18.56	134,988.22	135,278.18
ALLYA 2019-1 A3 DTD 02/13/2019 2.910% 09/15/2023	02004WAC5	133,970.60	NR	Aaa	2/5/2019	2/13/2019	133,954.41	2.91	173.27	133,961.06	136,324.70

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	179,729.09	AAA	NR	10/17/2018	10/24/2018	179,727.44	3.36	268.40	179,728.18	183,554.82
NAROT 2019-A A3 DTD 02/13/2019 2.900% 10/15/2023	65479KAD2	276,262.08	NR	Aaa	2/5/2019	2/13/2019	276,220.23	2.90	356.07	276,237.12	281,299.50
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	175,000.00	AAA	Aaa	5/21/2019	5/30/2019	174,964.55	2.51	195.22	174,977.21	177,981.32
MBALT 2020-B A3 DTD 09/23/2020 0.400% 11/15/2023	58769EAC2	75,000.00	AAA	NR	9/15/2020	9/23/2020	74,996.20	0.40	13.33	74,996.53	75,156.38
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	213,709.12	NR	Aaa	1/8/2019	1/16/2019	213,685.47	2.97	264.47	213,695.06	217,120.77
FIFTH THIRD AUTO TRUST DTD 05/08/2019 2.640% 12/15/2023	31680YAD9	215,000.00	AAA	Aaa	4/30/2019	5/8/2019	214,952.74	2.65	252.27	214,969.71	218,295.07
HDMOT 2019-A A3 DTD 06/26/2019 2.340% 02/15/2024	41284WAC4	300,000.00	NR	Aaa	6/19/2019	6/26/2019	299,976.78	2.34	312.00	299,984.38	303,617.46
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	205,000.00	AAA	NR	4/9/2019	4/17/2019	204,979.05	2.68	244.18	204,986.35	209,791.28
VZOT 2019-C A1A DTD 10/08/2019 1.940% 04/22/2024	92348AAA3	365,000.00	AAA	NR	10/1/2019	10/8/2019	364,971.86	1.94	216.36	364,979.51	372,787.90
NAROT 2019-C A3 DTD 10/23/2019 1.930% 07/15/2024	65479JAD5	275,000.00	AAA	Aaa	10/16/2019	10/23/2019	274,985.48	1.93	235.89	274,989.15	280,788.70
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	140,000.00	AAA	Aaa	1/21/2020	1/29/2020	139,983.61	1.85	79.14	139,987.00	143,035.40
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	575,000.00	AAA	NR	8/28/2019	9/5/2019	574,855.22	1.73	439.56	574,894.02	589,046.04
HDMOT 2020-A A3 DTD 01/29/2020 1.870% 10/15/2024	41284UAD6	130,000.00	AAA	Aaa	1/21/2020	1/29/2020	129,971.65	1.87	108.04	129,977.22	132,351.05
TAOT 2020-C A3 DTD 07/27/2020 0.440% 10/15/2024	89237VAB5	200,000.00	AAA	Aaa	7/21/2020	7/27/2020	199,984.60	0.44	39.11	199,986.18	200,708.78
DCENT 2019-A3 A DTD 10/31/2019 1.890% 10/15/2024	254683CM5	220,000.00	NR	Aaa	10/24/2019	10/31/2019	219,952.74	1.89	184.80	219,963.91	226,428.75

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
HAROT 2020-3 A3 DTD 09/29/2020 0.370% 10/18/2024	43813KAC6	180,000.00	AAA	NR	9/22/2020	9/29/2020	179,973.56	0.37	24.05	179,975.24	180,293.51
BMWOT 2020-A A3 DTD 07/15/2020 0.480% 10/25/2024	09661RAD3	130,000.00	AAA	NR	7/8/2020	7/15/2020	129,990.19	0.48	10.40	129,991.26	130,587.98
CARMX 2020-1 A3 DTD 01/22/2020 1.890% 12/16/2024	14315XAC2	160,000.00	AAA	NR	1/14/2020	1/22/2020	159,968.61	1.89	134.40	159,974.66	164,161.10
HART 2020-B A3 DTD 07/22/2020 0.480% 12/16/2024	44933FAC0	195,000.00	AAA	NR	7/14/2020	7/22/2020	194,963.50	0.48	41.60	194,967.20	195,778.95
VZOT 2020-B A DTD 08/12/2020 0.470% 02/20/2025	92290BAA9	310,000.00	NR	Aaa	8/4/2020	8/12/2020	309,934.90	0.47	44.52	309,940.49	310,931.55
GMCAR 2020-3 A3 DTD 08/19/2020 0.450% 04/16/2025	362590AC5	205,000.00	NR	Aaa	8/11/2020	8/19/2020	204,953.10	0.46	38.44	204,956.82	205,697.78
WOART 2020-B A3 DTD 06/24/2020 0.630% 05/15/2025	98163WAC0	175,000.00	AAA	NR	6/16/2020	6/24/2020	174,986.28	0.63	49.00	174,987.75	176,142.63
Security Type Sub-Total		6,558,931.40					6,558,052.82	1.98	5,312.67	6,558,291.25	6,656,246.10
Managed Account Sub Total		53,315,130.12					53,520,813.04	1.41	201,775.71	53,475,540.59	54,331,586.44
Securities Sub-Total		\$53,315,130.12					\$53,520,813.04	1.41%	\$201,775.71	\$53,475,540.59	\$54,331,586.44
Accrued Interest											\$201,775.71
Total Investments											\$54,533,362.15

Bolded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.
- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

GLOSSARY

- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Resolution No. 2021-16: Approving Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule

Prepared by: Richard Martinez, Finance Consultant

Reviewed by: Jon Maginot, Interim Administrative Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Resolution No. 2021-16
2. Updated Salary Schedule

Initiated by:

Staff

Previous Council Consideration:

N/A

Fiscal Impact:

The proposed budget amendments for the Operating Budget total a reduction of \$2.75 million in General Fund revenues and a reduction of \$1.45 million in General Fund Expenditures. In addition, the proposed adjustments include the assignment of \$7.8 million in unassigned fund balances.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council concur with the Mid-year Financial Update and budget adjustments?

Summary:

- Property tax revenues continue to be strong, however they are trending slightly under the amount budgeted. All other revenues, with the exception Community Development and Police fees, continue to struggle as a result of the current economic conditions. Expenses City-wide are under budget at the mid-year point.
- The proposed budget adjustments include a reduction of \$2.75 million in General Fund revenues and a reduction of \$1.45 million in General Fund Expenditures.
- \$7.8M in fund balance from FY 2019-20 is being added to our reserves. The recommended appropriation to the Operating Reserve and CIP fund is also highlighted.



Subject: Resolution No. 2021-16: Approving Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule

Staff Recommendation:

Adopt Resolution No. 2021-16, approving the Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule, including assignment of fund balance as outlined



Subject: Resolution No. 2021-16: Approving Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule

Purpose

To review revenues and expenses for the first half of FY 2020-21 in comparison to the Adopted FY 2020-21 Budget and to make adjustments, if necessary. The mid-year review is also when the Council assigns fund balance when applicable and reviews its reserves.

Background

The City Council-approved Operating Budget serves as the annual plan and resource allocation that guides and ensures implementation of City Council policies and priorities. The budget implements the vision and direction for the range of services that meet the needs of the community.

The financial review, as of December 31, 2020, provides the mid-year budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through December 31, 2020 measures the budget's adherence to the established resource allocation plan. Proposed budget amendments make the necessary adjustments identified during the mid-year financial review.

On March 15, 2021, the Financial Commission received a presentation on the Mid-year Budget and recommended 6-0 (one member absent) that the City Council approve the recommended revenue and expenditure adjustments, the proposed allocation of FY 2019/20 unassigned fund balance and the updated Salary Schedule.

Discussion/Analysis

City finances, as expected have been negatively affected by the economic downturn at the mid-year point of the City budget. Hardest hit of the revenues are the Transient Occupancy Tax and Recreation Fees, followed by Utility User Tax. On the bright side, property tax continues to show solid growth and Sales Tax is holding steady and is expected to meet or slightly exceed budget. Property Tax and Sales tax tend to always be below the 50% mark at mid-year due to timing delays in when the City receives the tax dollars. City expenditures demonstrate prudent fiscal management as departments are operating within their allocated budget amounts and in most cases below the 50% mark at mid-year.

General Fund

The FY 2020-21 General Fund budget was approved on June 23, 2020 for \$44.9 million in revenues with expenditures and debt service transfers out of \$43.6. The approved budget had planned for a surplus of approximately \$1.3 million. Even though revenue estimates were lowered at the time due to the current economic conditions, it appears at the 50% juncture they will come in even lower. While it is difficult to precisely estimate what the final revenues will be, due to uncertainties as to when things will resume to normal, a rough estimate at this time is that General Fund revenues will be \$2.8M lower than budgeted.



Subject: Resolution No. 2021-16: Approving Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule

As mentioned, the FY 2020-21 General Fund expenditures and debt service transfers out were approved for \$43.6 million. As of December 31, 2020, expenditures were at 43% of budget (44% last year), below the expected 50% level. A more detailed breakdown of revenues and expenses is outlined below:

General Fund Revenue

General Fund Revenues	Approved FY 19/20 Budget	YTD Actual FY 19/20	Approved FY 20/21 Budget	YTD Actual as of 12/31/20	FY 20/21 Budget to Actual %	FY 19/20 Budget to Actual %
Property Tax	25,639,810	25,786,599	27,687,029	8,899,601	32%	101%
Sales Tax	3,301,400	3,373,391	2,641,120	1,002,068	38%	102%
Utility Users Tax	2,781,000	2,838,664	2,864,430	1,118,793	39%	102%
Motor VLF	-	24,686	-	-	0%	0%
Transient Occupancy Tax	3,360,000	2,359,762	1,882,200	220,364	12%	70%
Business License Tax	510,000	517,818	468,180	81,804	17%	102%
Construction Tax	190,600	115,994	190,600	67,508	35%	61%
Documentary Transfer Tax	540,350	579,948	551,157	399,439	72%	107%
Interest Income	362,900	1,770,568	381,045	394,606	104%	488%
Rental Income	24,000	24,106	24,000	-	0%	100%
Recreation Fees	1,477,000	846,586	738,500	21,120	3%	57%
Community Development Fees	3,623,600	3,383,733	3,261,240	1,863,191	57%	93%
Franchise Fees	2,284,540	2,286,957	2,353,076	662,327	28%	100%
Administrative Fees	918,500	1,148,700	918,500	459,250	50%	125%
Police Fees	329,690	386,390	815,066	444,514	55%	117%
Miscellaneous Revenue	131,226	129,944	131,126	53,753	41%	99%
Total General Fund Revenue	45,474,616	45,573,846	44,907,270	15,688,340	35%	100%

Revenue items of note are:

- The FY 2020-21 actual property tax revenues collected are \$479,000 higher than the prior year as of the mid-year point. As per the latest FY 20-21 Assessed Valuation figures from the County, property values in the City have increased 6.9%. While it is projected that total property tax revenues will exceed prior year's amount by \$1.4 million, it is possible that the final year end revenues will come in under the budgeted amount by approximately \$400,000.
- Sales tax revenues continue to remain steady and are expected to exceed the current year budget estimate, providing that the current economic conditions remain the same or improve but not get any worse. UUT revenues are also expected to come in under budget at year-end by approximately \$400,000, however staff continues to monitor this category closely.
- Transient Occupancy Tax revenues, as mentioned before, is the hardest hit of all the General Fund revenues. If current restrictions continue for the remainder of the fiscal year, the



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projected year end revenues are expected to be approximately \$1.3 million short of the budgeted amount. This could all change, however, if current restrictions are eased and the economy improves during the last quarter of the fiscal year. TOT revenues as of the mid-year mark represent roughly 5 months of receipts due to the timing delays in the receipt of revenues.

- Recreation fees are another General Fund revenue source that has been hardest hit due to the COVID-19 restrictions. At the mid-year point, revenues are at a mere 3% of budget and will most likely come in approximately \$700,000 under budget.
- Community Development fees and revenues continue to trend a little higher (57% at mid-year) than expected due to robust construction and various projects throughout the City.

General Fund Expenditures

General Fund	Approved FY 19/20 Budget	YTD Actual FY 19/20	Approved FY 20/21 Budget	YTD Actual as of 12/31/20	FY 20/21 Budget to Actual %	FY 19/20 Budget to Actual %
Expenditures						
Legislative	\$ 318,017	\$ 369,547	\$ 298,684	\$ 115,801	39%	116%
Executive	3,134,408	4,122,654	3,746,394	2,108,118	56%	132%
Administrative Services	3,971,672	4,022,857	3,546,622	1,467,301	41%	101%
Public Safety	19,615,686	18,795,499	20,593,895	8,471,891	41%	96%
Community Development	3,840,000	3,157,421	3,638,580	1,758,130	48%	82%
Recreation and Community Services	2,696,978	2,313,249	2,545,024	812,736	32%	86%
Public Works	8,898,803	7,832,967	8,564,196	3,901,492	46%	88%
Total General Fund Expenditures	\$ 42,475,564	\$ 40,614,195	\$ 42,933,395	\$ 18,635,469	43%	96%

- For the most part, all departments are currently spending within or below their approved budgets and trending as expected at the mid-year point. Total General Fund Expenditures are at 43% of the annual budget for FY 2020-21.
- The Executive Department is at 56% of budget for the year due additional litigation and election costs incurred in the first half of the fiscal year.

General Fund Summary

The FY 2020-21 Mid-Year review is one piece in the overall effort of providing sound financial management. It is an integral part in accomplishing fiscal sustainability and it also promotes a transparent and open government. As pointed out earlier, the City began the budget year with the anticipation of having a surplus of \$1.3 million at year end. Given that several revenue sources are projected to come in substantially below budget, that surplus will be eliminated. The total for property



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tax, UUT, TOT and Recreation fees alone are \$2.8 million. In other words, the City could be facing a \$1.5 million deficit for FY 20-21 if all departments expended their entire allotted budget. It is possible that some General Fund revenues could come in higher, and departmental expenditures could come in under budget. Not to mention the possibility of reductions in COVID-19 restrictions which would positively impact revenues in the last quarter of the fiscal year. With the upcoming preparation of the FY 21-22 & 22-23 budget, further scrutiny of current year revenues and expenditures will shed additional light on this. It is worth noting that on March 11, 2021 President Biden signed into law, the American Rescue Plan Act. The relief effort will provide billions in aid to state and local governments and is designed to assist with the budget gaps created by the crisis and its economic shutdowns. Funds the City of Los Altos may receive from this Act are not being considered as part of the mid-year budget review, but, assuming the City receives additional information regarding these funds, will be included in the two-year budget cycle.

Other Funds

The Sewer Fund revenues typically lag at mid-year and are at 2% of budget due to timing while expenditures are at 51% of budget.

Enterprise Funds	Adopted FY 19/20 Budget	YTD Actual FY 19/20	FY 19/20 Budget to Actual %	Adopted FY 20/21 Budget	YTD Actual as of 12/31/20	FY 20/21 Budget to Actual %
Sewer Revenues	6,483,183	8,321,808	128%	6,483,183	140,320	2%
Sewer Maintenance	7,875,379	5,527,276	70%	5,513,696	2,788,722	51%
Solid Waste Revenues	828,223	1,046,132	126%	852,653	334,442	39%
Solid Waste Administration	477,224	426,098	89%	605,881	157,079	26%

- Solid Waste revenue is at 39% of budget and expenses are at 26% of budget for the year.

Reclassification of Administrative Services Director

As the City Council is aware both the Administrative Services Director (ASD) and Finance Manager resigned in January of this year. In response, staff acquired the services of Edie Bailey, LLP to provide interim financial services. As a result of the vacancies, staff conducted an assessment of the City’s Finance Division to determine if the current staffing levels and reporting structure are adequate to meet the needs of the City. The conclusion reached was that the overall number of staff in the Finance Division and the individual job specifications were sufficient, with the exception of the Administrative Services Director (ASD).

As defined, the ASD is responsible for overseeing the City’s Finance, Human Resources (HR), and Information Technology (IT) divisions. Each division has a manager that supervises the daily activities



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of the staff and reports to the director. In concept, this structure can function adequately depending on the size of the organization, the skill level of the staff in each division, and the percentage of administrative versus technical work that must be performed by the director. In larger organizations which may have numerous skilled positions in specific areas of expertise, the ASD can function as more of a true administrator and does not necessarily need to have experience in one or more of the subject areas under their responsibility. This becomes more challenging in smaller organizations where the director is more of a “working manager”. They will most likely have their own projects and tasks to accomplish, as well as a need to function as a subject expert to the staff, making it difficult for them to give the division managers the support they need.

In addition, given the high level of expectations that the City Council and community have regarding the quality and frequency of fiscal reporting and analysis, it would be judicious to have an experienced public sector financial expert overseeing the City’s financial services function on a fulltime basis. To accomplish this the Interim City Manager will be restructuring the division and replacing the ASD position with a Finance Director. This will allow the City to recruit an experienced professional with a strong public sector finance background. It will also emphasize the commitment of the City to vigorous financial management within the organization. Finally, it will provide the City with high level managerial oversight of the City’s finance activities on a daily basis.

As to the IT and HR divisions, they will be placed under the supervision of the City Manager’s Office. These two divisions do not require the same level of day-to-day management oversight, nor have the same breadth of activities as Financial Services and so should function adequately in this new structure. Once the City’s new City Manager is on board, he or she can conduct their own assessment and determine if further adjustments need to be made.

It is important that the process for hiring a Finance Director begins now and does not wait for a new City Manager to come on board. It can take between four to six months to hire a qualified management professional, so the City cannot afford to wait until late in 2021 to fill this important position. However, while the recruitment will begin now, it can be left open until the new City Manager is announced and filled by new manager.

This restructuring will be cost neutral as the Finance Director will be at the same salary range as the ASD. Therefore, to implement this restructuring the following steps must be taken.

- Reclassification of the Administrative Services Director to Finance Director
- Updating Salary Schedule as part of mid-year budget item on March 23, 2021 to include Finance Director (same salary range as Admin Services Director)
- Securing services of firm to conduct recruitment for Finance Director, beginning after March 23rd.



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Proposed Mid-year Budget Adjustments

Operating Budget: The following are proposed adjustments are recommended for the General Fund. With the adjustments to both revenues and expenditures, the budget for FY 2020-21 is balanced.

Revenues:

General Fund Revenues	Approved FY 20-21 Budget	Proposed Adjustments	Revised FY 20-21 Budget
Property Tax	27,687,029	(400,000)	27,287,029
Sales Tax	2,641,120		2,641,120
Utility Users Tax	2,864,430	(400,000)	2,464,430
Transient Occupancy Tax	1,882,200	(1,300,000)	582,200
Business License Tax	468,180		468,180
Construction Tax	190,600		190,600
Documentary Transfer Tax	551,157		551,157
Interest Income	381,045		381,045
Rental Income	24,000		24,000
Recreation Fees	738,500	(700,000)	38,500
Community Development Fees	3,261,240	50,000	3,311,240
Franchise Fees	2,353,076		2,353,076
Administrative Fees	918,500		918,500
Police Fees	815,066		815,066
Miscellaneous Revenue	131,126		131,126
Total General Fund Revenue	44,907,270	(2,750,000)	42,157,270

- **Reduce Property Tax \$400,000**
- **Reduce Utility User Tax \$400,000**
- **Reduce Transient Occupancy Tax - \$1,300,000**
- **Reduce Recreation Fees - \$700,000**
- **Increase Community Development - Plan Checking Revenue (\$50K)** – An increase in Plan Checking revenues is requested so that it will offset the increase in expenditures as a result of the current level of development activity.



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Expenditures:

General Fund	Approved FY 20-21 Budget	Proposed Adjustments	Revised FY 20-21 Budget
Expenditures			
Legislative	\$ 298,684		\$ 298,684
Executive	\$ 3,746,394	\$ (125,000)	\$ 3,621,394
Administrative Services	\$ 3,546,622	\$ (125,000)	\$ 3,421,622
Public Safety	\$ 20,593,895	\$ (250,000)	\$ 20,343,895
Community Development	\$ 3,638,580	\$ (75,000)	\$ 3,563,580
Recreation and Community Services	\$ 2,545,024	\$ (750,000)	\$ 1,795,024
Public Works	\$ 8,564,196	\$ (125,000)	\$ 8,439,196
Total General Fund Expenditures	\$ 42,933,395	\$ (1,450,000)	\$ 41,483,395

- **Reduce Executive Department (\$125,000)**
- **Reduce Administrative Services Department \$125,000)**
- **Reduce Public Safety (\$250,000)**
- **Reduce Community Development (\$75,000)**
- **Reduce Recreation and Community Services (750,000)**
- **Reduce Public Works (\$125,000)**

All proposed reductions in expenditures come from the purchase of supplies or services for FY 2020/21. No reductions in staffing are being proposed beyond six positions previously frozen as part of the FY 2020/21 Budget in June 2020.

- **Updated Salary Schedule (No fiscal impact)**
An updated salary schedule for the current fiscal year is included as Attachment 2 in this report. The only change to the Salary Schedule is to add a new classification of Finance Director. Any costs are offset by current vacancy savings.

Allocation of Unassigned Fund Balance (\$7.86M):

Currently the City has \$7.86M in unassigned fund balance from the revenue over expenses achieved in FY 2019-20. Staff's recommendation is to assign this amount to the City's reserves as follows:

- Emergency and Operating Reserve – Add \$1.48 million to meet the 20% reserved per policy
- Add \$6.37 million to the Capital Improvement Projects (CIP) fund – to fund CIP costs for this year and future projects.



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Assigned Fund Balance	As of June 30, 2020	Proposed Allocation	Reserves after Allocation
Emergency and Operating	\$ 7,206,207	\$ 1,487,400	\$ 8,693,607
OPEB	\$ 1,500,000		\$ 1,500,000
PERS Reserves	\$ 5,000,000		\$ 5,000,000
Technology Reserves	\$ 1,412,090		\$ 1,412,090
CIP Reserves	\$ 3,864,566	\$ 6,373,896	\$ 10,238,462
Community Center Reserve	\$ 10,654,976		\$ 10,654,976
Equipment Reserve	\$ 663,202		\$ 663,202
Total Assigned Fund Balances	\$ 30,301,041	\$ 7,861,296	\$ 38,162,337

Capital Improvement Program

The City's Capital Improvement Program (CIP) consists of a multitude of projects at varying phases of the project cycle. The entire CIP plan will be reviewed and discussed in detail at a future City Council study session.



Subject: Resolution No. 2021-16: Approving Fiscal-year 2020-21 Mid-year Financial Update, budget adjustments, and updated Salary Schedule

Options

- 1) Adopt Resolution No. 2021-16, approving the mid-year report and proposed budget adjustments and updated salary schedule

Advantages: Adjustments made will ensure proper funding and spending within budgeted amounts. Reserves will be properly assigned

Disadvantages: None identified

- 2) Do not adopt Resolution No. 2021-16 approving the mid-year report and proposed budget adjustments and updated salary schedule

Advantages: None identified

Disadvantages: Expenditures may not be properly aligned with current budget. Fund balances will remain unassigned

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
TO APPROVE FY 2020-21 MID-YEAR FINANCIAL UPDATE, BUDGET
ADJUSTMENTS AND UPDATED SALARY SCHEDULE**

WHEREAS, the Council has reviewed the Fiscal Year 2020-21 Mid-Year Financial Update and recommended adjustments at the City Council meeting held on March 23, 2021.

WHEREAS, the Council has directed staff to update the Salary Schedule to include the classification of Finance Director.

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

- Adopt the FY 2020-21 Mid-Year Financial Update with the following budget adjustments:

REVENUES:

- Property Tax Revenues – Reduce \$400,000
- Utility User/Communication User Tax – Reduce \$400,000
- Transient Occupancy Tax – Reduce \$1,300,000
- Recreation Fees – Reduce \$700,000
- Community Development Fees – Plan Checking Increase \$50,000

EXPENDITURES:

- Executive Department – Reduce \$
- Administrative Services Department – Reduce \$
- Public Safety Department - \$
- Community Development Department -Reduce \$
- Recreation & Community Services Department – Reduce \$
- Public Works Department - \$
- Allocation of Unassigned Fund Balance (\$7.86M)
 - a. \$1.48M to the Emergency and Operating Reserve
 - b. \$6.37M to the CIP Reserve
- Adopt the Updated Salary Schedule for FY 2020-21

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 23rd day of March 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTACHMENT 1

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MCC, CITY CLERK

City of Los Altos -- Salary Schedule FY 20/21
 Resolution 2021-XX

			Biweekly					Monthly					Annual				
<i>Legislative & Executive</i>	<i>Union</i>	<i>Salary Range</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
City Manager	N/A		\$9,426.73	Open Range			\$8,500.33	\$20,424.58	Open Range			\$18,417.39	\$245,095.00	Open Range			\$221,008.62
Assistant City Manager	N/A	56	\$6,993.28	Open Range			\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Deputy City Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07
Assistant to the City Manager	N/A	40	\$4,710.82	\$4,946.36	\$5,193.68	\$5,453.37	\$5,726.04	\$10,206.78	\$10,717.12	\$11,252.98	\$11,815.63	\$12,406.41	\$122,481.41	\$128,605.48	\$135,035.75	\$141,787.54	\$148,876.92
City Clerk	N/A	41	\$4,828.59	\$5,070.02	\$5,323.52	\$5,589.70	\$5,869.19	\$10,461.95	\$10,985.05	\$11,534.30	\$12,111.02	\$12,716.57	\$125,543.44	\$131,820.62	\$138,411.65	\$145,332.23	\$152,598.84
Public Information Officer	N/A		\$4,688.31	\$4,922.73	\$5,168.86	\$5,427.31	\$5,698.67	\$10,158.01	\$10,665.91	\$11,199.20	\$11,759.16	\$12,347.12	\$121,896.10	\$127,990.91	\$134,390.45	\$141,109.98	\$148,165.48
Public Information Coordinator	LAMEA		\$3,604.60	\$3,784.83	\$3,974.07	\$4,172.77	\$4,381.41	\$7,809.96	\$8,200.46	\$8,610.48	\$9,041.01	\$9,493.06	\$93,719.56	\$98,405.54	\$103,325.81	\$108,492.10	\$113,916.71
Executive Assistant to the City Manager	N/A	25	\$3,265.47	\$3,428.74	\$3,600.18	\$3,780.19	\$3,969.20	\$7,075.18	\$7,428.94	\$7,800.38	\$8,190.40	\$8,599.92	\$84,902.14	\$89,147.25	\$93,604.61	\$98,284.84	\$103,199.09
Deputy City Clerk	LAMEA		\$2,937.36	\$3,084.22	\$3,238.43	\$3,400.36	\$3,570.37	\$6,364.27	\$6,682.48	\$7,016.61	\$7,367.44	\$7,735.81	\$76,371.24	\$80,189.80	\$84,199.29	\$88,409.25	\$92,829.71
<i>Administrative Services</i>	<i>Union</i>	<i>Salary Range</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Administrative Services Director	N/A	56	\$6,993.28	Open Range			\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Finance Director*	N/A	56	\$6,993.28	Open Range			\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Financial Services Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07
Senior Accountant	N/A	34	\$4,078.12	\$4,282.03	\$4,496.13	\$4,720.93	\$4,956.98	\$8,835.93	\$9,277.73	\$9,741.61	\$10,228.69	\$10,740.13	\$106,031.14	\$111,332.70	\$116,899.34	\$122,744.30	\$128,881.52
Management Analyst II	LAMEA		\$3,858.13	\$4,051.04	\$4,253.59	\$4,466.27	\$4,689.58	\$8,359.28	\$8,777.24	\$9,216.11	\$9,676.91	\$10,160.76	\$100,311.37	\$105,326.94	\$110,593.28	\$116,122.95	\$121,929.10
Management Analyst I	LAMEA		\$3,508.07	\$3,683.47	\$3,867.64	\$4,061.02	\$4,264.08	\$7,600.81	\$7,980.85	\$8,379.89	\$8,798.89	\$9,238.83	\$91,209.71	\$95,770.19	\$100,558.70	\$105,586.64	\$110,865.97
Accounting Technician II	LAMEA		\$2,925.69	\$3,071.97	\$3,225.57	\$3,386.85	\$3,556.19	\$6,338.99	\$6,655.94	\$6,988.73	\$7,338.17	\$7,705.08	\$76,067.85	\$79,871.24	\$83,864.80	\$88,058.04	\$92,460.94
Accounting Technician I	LAMEA		\$2,540.62	\$2,667.65	\$2,801.03	\$2,941.08	\$3,088.13	\$5,504.67	\$5,779.90	\$6,068.90	\$6,372.34	\$6,690.96	\$66,056.02	\$69,358.82	\$72,826.76	\$76,468.10	\$80,291.50
Accounting Office Assistant I	LAMEA		\$2,234.04	\$2,345.75	\$2,463.03	\$2,586.19	\$2,715.50	\$4,840.43	\$5,082.45	\$5,336.57	\$5,603.40	\$5,883.57	\$58,085.16	\$60,989.42	\$64,038.89	\$67,240.84	\$70,602.88
Information Technology Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07
Network Systems Administrator	LAMEA		\$4,299.42	\$4,514.39	\$4,740.11	\$4,977.12	\$5,225.97	\$9,315.42	\$9,781.19	\$10,270.25	\$10,783.76	\$11,322.95	\$111,784.98	\$117,374.23	\$123,242.94	\$129,405.09	\$135,875.34
Information Technology Analyst	LAMEA		\$4,094.69	\$4,299.42	\$4,514.39	\$4,740.11	\$4,977.12	\$8,871.82	\$9,315.42	\$9,781.19	\$10,270.25	\$10,783.76	\$106,461.89	\$111,784.98	\$117,374.23	\$123,242.94	\$129,405.09
Information Technology Technician	LAMEA		\$3,109.20	\$3,264.67	\$3,427.90	\$3,599.29	\$3,779.26	\$6,736.61	\$7,073.44	\$7,427.11	\$7,798.47	\$8,188.39	\$80,839.32	\$84,881.29	\$89,125.36	\$93,581.62	\$98,260.70
Human Resources Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07
Human Resources Analyst	N/A	31	\$3,786.94	\$3,976.29	\$4,175.10	\$4,383.86	\$4,603.05	\$8,205.04	\$8,615.29	\$9,046.05	\$9,498.36	\$9,973.28	\$98,460.46	\$103,383.48	\$108,552.65	\$113,980.29	\$119,679.30
Human Resources Technician	N/A	23	\$3,108.12	\$3,263.52	\$3,426.70	\$3,598.04	\$3,777.94	\$6,734.26	\$7,070.97	\$7,424.52	\$7,795.74	\$8,185.53	\$80,811.08	\$84,851.64	\$89,094.22	\$93,548.93	\$98,226.38
<i>Police Services</i>	<i>Union</i>	<i>Salary Range</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Police Chief	N/A	56	\$6,993.28	Open Range			\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Police Captain	N/A	52	\$6,335.53	\$6,652.31	\$6,984.93	\$7,334.17	\$7,700.88	\$13,726.99	\$14,413.34	\$15,134.01	\$15,890.71	\$16,685.24	\$164,723.88	\$172,960.07	\$181,608.08	\$190,688.48	\$200,222.90
Police Services Manager	N/A	45	\$5,329.86	\$5,596.36	\$5,876.18	\$6,169.98	\$6,478.48	\$11,548.04	\$12,125.44	\$12,731.71	\$13,368.30	\$14,036.71	\$138,576.47	\$145,505.30	\$152,780.56	\$160,419.59	\$168,440.57
Executive Assistant	LAMEA		\$2,761.26	\$2,899.33	\$3,044.29	\$3,196.51	\$3,356.33	\$5,982.74	\$6,281.87	\$6,595.97	\$6,925.76	\$7,272.05	\$71,792.82	\$75,382.46	\$79,151.59	\$83,109.17	\$87,264.62
Police Records Supervisor	LAMEA		\$3,378.65	\$3,547.58	\$3,724.96	\$3,911.21	\$4,106.77	\$7,320.40	\$7,686.42	\$8,070.75	\$8,474.28	\$8,898.00	\$87,844.85	\$92,237.09	\$96,848.94	\$101,691.39	\$106,775.96
Lead Records Specialist	LAMEA		\$2,577.74	\$2,706.63	\$2,841.96	\$2,984.06	\$3,133.26	\$5,585.11	\$5,864.37	\$6,157.59	\$6,465.47	\$6,788.74	\$67,021.34	\$70,372.41	\$73,891.03	\$77,585.58	\$81,464.86
Records Specialist	LAMEA		\$2,341.19	\$2,458.24	\$2,581.16	\$2,710.21	\$2,845.73	\$5,072.57	\$5,326.20	\$5,592.51	\$5,872.13	\$6,165.74	\$60,870.83	\$63,914.37	\$67,110.09	\$70,465.59	\$73,988.87
Police Sergeant	POA		\$4,705.26	\$4,940.52	\$5,187.55	\$5,446.93	\$5,719.27	\$10,194.73	\$10,704.47	\$11,239.69	\$11,801.67	\$12,391.76	\$122,336.76	\$128,453.60	\$134,876.28	\$141,620.09	\$148,701.10
Police Agent	POA		\$4,186.08	\$4,395.38	\$4,615.15	\$4,845.91	\$5,088.21	\$9,069.84	\$9,523.33	\$9,999.50	\$10,499.47	\$11,024.45	\$108,838.08	\$114,279.98	\$119,993.98	\$125,993.68	\$132,293.37
Police Officer	POA		\$3,987.18	\$4,186.54	\$4,395.87	\$4,615.66	\$4,846.44	\$8,638.89	\$9,070.83	\$9,524.38	\$10,000.60	\$10,500.62	\$103,666.68	\$108,850.01	\$114,292.51	\$120,007.14	\$126,007.50
Lead Communications Officer	POA		\$3,942.30	\$4,139.42	\$4,346.39	\$4,563.71	\$4,791.89	\$8,541.65	\$8,968.73	\$9,417.17	\$9,888.03	\$10,382.43	\$102,499.80	\$107,624.79	\$113,006.03	\$118,656.33	\$124,589.15
Police Officer Trainee	POA		\$3,796.44	\$3,986.26	\$4,185.58	\$4,394.85	\$4,614.60	\$8,225.62	\$8,636.90	\$9,068.75	\$9,522.18	\$9,998.29	\$98,707.44	\$103,642.81	\$108,824.95	\$114,266.20	\$119,979.51
Communications Officer	POA		\$3,582.24	\$3,761.35	\$3,949.42	\$4,146.89	\$4,354.24	\$7,761.52	\$8,149.60	\$8,557.08	\$8,984.93	\$9,434.18	\$93,138.24	\$97,795.15	\$102,684.91	\$107,819.16	\$113,210.11
Community Service Officer	POA		\$2,874.36	\$3,018.08	\$3,168.98	\$3,327.43	\$3,493.80	\$6,227.78	\$6,539.17	\$6,866.13	\$7,209.43	\$7,569.91	\$74,733.36	\$78,470.03	\$82,393.53	\$86,513.21	\$90,838.87

From: [REDACTED]
To: [Public Comment](#)
Subject: Foothill Congregational School Proposal
Date: Tuesday, March 16, 2021 4:13:30 PM

Dear Los Altos City Council,

If you have a moment to see for yourself, you'll be as surprised as I was at the idea of Foothill Congregational Church housing a school and after school care on their property. I have never personally been inside of any of the classrooms that are being proposed for usage by the school, but I know that the building sits directly at the public sidewalks I frequent. The space does not have safety fencing, no dedicated parking lot, no outdoor play area and no buffer for the dense neighborhoods surrounding. Many church's in our area that are renting to schools and daycares have the setbacks, parking, outdoor play areas and buffering from neighbors critical for the safety and well-being of the children and the community. Putting a school at FCC is a poorly conceived idea that unfairly burdens our public streets, sidewalks and already overused parks. Please check it out for yourself, there is simply not enough room!

Sincerely,
Chris and Robert Hon
Sent from my iPad

From: [REDACTED]
To: [Public Comment](#)
Subject: 461 Orange Ave
Date: Thursday, March 18, 2021 12:17:55 PM

We oppose the CUP submitted by the Los Altos Chinese School for occupancy at 461 Orange Ave. The addition of 75 students plus faculty/staff to the Foothills Congregational Church will negatively impact the already worsening traffic and congestion on University, Sherman and surrounding roads. Just because this project may not be happening in your backyard doesn't mean that it isn't adversely affecting the town of Los Altos as a whole.

Respectfully,

Marc and Bridget Allard
495 University Avenue

From: [REDACTED]
To: [Public Comment](#)
Subject: Opposition to school use at FCC
Date: Thursday, March 18, 2021 11:18:57 AM

I am writing to express my opposition to the use of the Foothills Congregational Church as a school.

I am a former school board member, and have been deeply involved in site discussions over the years, so I appreciate how difficult this could be. There's a lot of NIMBYism in our community. However, my concerns extend well beyond simply proximity to my home on Orange Ave.

State law allows a "heritage school" to operate on a non-confirming site. The intent of that statute is to provide a bit of flexibility to these schools to operate in places that might not check all of the boxes for a public school. It is not meant to be a free-for-all, where schools operate with no safeguards whatsoever. The FCC site has far too many shortcomings to be a suitable school. Our neighborhood is already a "cut through" for people going from El Monte to Foothill, which sends busy motorists past the entrances of Shoup Park, Redwood Grove and yes, the Foothill Congregational Church. Adding the estimated 186 car trips per day to that existing traffic is begging for a problem. The issue is compounded because the FCC site lacks any sort of driveway or protected area for drop-off and pick-up. Drop-offs are bad enough, when parents may let their child out of the car a block away. Pickups are even worse. Once kids walk out the front door, they're standing right on the street. A child is going to get hit by a car, and that is 100% avoidable. I am aware that the school has made representations that they'll police this aggressively, and I believe they would do their best. However, having done this for LASD, I can tell you that it just isn't possible to be 100%. We've had a number of instances of kids getting hit by cars (including my own daughter), and those took place at sites that were already deemed to meet the higher state standard. This site lacks the essential elements needed to mitigate danger to these children.

This site also lacks any kind of playground space or outdoor space, which means these kids are going to end up using Lincoln Park as their recreation area- not exactly ideal, given that it borders Foothill Expressway. The site is also not fenced in any way. Once a child leaves a classroom (to go to the bathroom, etc.) they are unhindered in any way- they can just wander into the street.

I could go on at length, but I think the most important thing is that we aren't using the space we already have available. I would implore the school to work with LASD to lease space on LASD sites. This would reduce/eliminate the need to move these kids around, and could leverage facilities already approved to the higher standard for school use.

Regards,
Douglas J Smith
580 Orange Ave

Sent from my iPad



PUBLIC HEARING

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Use Permit New Chinese Culture Immersion School at 461 Orange Avenue

Prepared by: Sean K. Gallegos, Associate Planner

Reviewed by: Jon Biggs, Community Development Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Resolution No. 2021-14
2. Draft Planning Commission Meeting Minutes, November 21, 2019
3. Planning Commission Agenda Report & Late Correspondence, November 21, 2019
4. Updated Applicant Cover Letter and Traffic Management Plan
5. Updated Traffic Impact Analysis
6. Project Plans

Initiated by:

Los Altos Chinese School, Applicant

Previous Council Consideration:

None

Fiscal Impact:

There is no negative fiscal impact to the City for this project. Should the project be approved, the developer will pay the required fees to the City.

Environmental Review:

The project is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act (CEQA), as amended, because it involves the occupancy and use of an existing church facility.

Policy Question(s) for Council Consideration:

- Are the Chinese culture immersion school provided by a private school in existing classrooms of the Foothills Congregational Church at 461 Orange Avenue an appropriate use at this location?

Summary:

- The use permit would allow new Chinese culture immersion school to occupy existing classrooms at Foothills Congregational Church at 461 Orange Avenue.

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

- The programs would include up to 75 students, ten employees/teachers, and operate between 12:00 pm and 6:00 pm, Monday through Friday.
- The church building is located in the PCF (Public and Community Facilities) District and private schools are allowed as a conditional use.

Staff Recommendation:

Move to adopt the Resolution No. 2021-___ to approve Use Permit 19-UP-02.

Purpose

Consider a use permit to allow a private school use with up to 75 students to operate at the Los Altos Lutheran Church at 460 S. El Monte Avenue.

Background

The Foothills Congregational Church is located at the corner of Lincoln Avenue and Orange Avenue. The site is designated as Public and Institutional in the General Plan and is zoned Public and Community Facilities (PCF). The church was originally approved and constructed in 1914, a two-story classroom building was added in 1969 and a 1,300 square-foot second floor expansion of the existing second story was added for additional classrooms in 1990.

The private school use (Chinese culture immersion) is to be located on the lower level of the classroom building. The front of the classroom building faces internally toward the church's sanctuary and offices, the rear is oriented towards a neighboring religious institution which are also designated Public and Community Facilities and the east and west sides of the building abuts public right-of-ways (Orange Avenue and Lincoln Avenue).

The PCF District allows for private school uses, per Chapter 14.58.030 of the Zoning Code (Community Facilities), as a conditional use. As required in Chapter 14.58.050, the minimum site area shall be one acre for each of the conditional uses.

According to Section 14.66.030 (Nonconforming lots) of the Los Altos Municipal Code, a "site, lot, or other parcel of real property having an area or dimensions less than the minimum site area or dimensions prescribed for the district within which the site, lot, or other parcel of real property is located which either (1) is shown on a duly approved and recorded map, and for which a deed or valid contract of sale was of record in the office of the county recorder prior to February 4, 1958, and which had a legal area or dimensions at the time the deed or contract of sale was recorded, or (2) is shown on a duly approved and recorded map which was approved by the city or another authorized legislative body, may be used but shall be subject to the regulations for the district within which the site, lot, or other parcel of real property is located."



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

The existing site has a site area of 19,564 square feet, where the minimum required site area for a conditional use permit is one acre. Since the subject site is a nonconforming lot that complies with Section 14.66.030, the pre-existing non-conforming lot in the PCF District is subject to the regulations for the district within which the site, lot, or other parcel of real property is located. Therefore, a conditional use permit, allowed per Section 14.58.030 of the Los Altos Municipal Code, may be considered. In this case, the private school use will occupy an existing facility if a conditional use permit is granted.

Planning Commission

On November 21, 2019, the Planning Commission held a public hearing for a Use Permit for a new Chinese culture immersion school to use existing classrooms at the Foothills Congregational Church. Following public comment and Commission discussion of the proposal, the Commission unanimously voted to recommend approving the conditional use permit subject to the listed findings and conditions contained in the draft resolution and recommended the following additional conditions:

- Provide an annual compliance report submitted to the Community Development Department;
- Develop a traffic management plan that addresses drop-off/pick-up and a carpool van;
- Use appropriate signage, staffing and monitoring that shall be outlined in the traffic management plan;
- Acknowledgement or check in by those taking students to or from the site with drop-off/pick-up locations limited to Lincoln Avenue and applicant discouraging the use of Orange Avenue;
- Complete Streets Commission to review use permit prior to consideration by the City Council;
- Develop a plan for outdoor activities; and
- Any student population increase beyond approved enrollment number requires a use permit amendment.

The final meeting minutes for the November 21, 2019 Planning Commission are provided as attachment 2.

On February 26, 2020, the Complete Streets Commission held a public hearing for a Use Permit for a new Chinese culture immersion school to use existing classrooms at the Foothills Congregational Church. Following public comment and Commission discussion of the proposal, the Commission unanimously voted to recommend approving the Project subject to the following directions and conditions:



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

Directions:

1. The applicant shall investigate measures to install fencing to secure the entry, exit and courtyard for the safety of the children attending the school;
2. Prior to Council review, the applicant shall revise the project description to incorporate the Operations Description in Section 3.0 of the Traffic Impact Analysis report; and
3. The Transportation Management Plan shall be revised to show it is rigorously enforced with specific metrics and standards for compliance and enforcement.

Conditions:

1. One year after project approval, the Planning Commission shall conduct a review of the use permit to confirm compliance with the Conditions of Approval; and
2. The private school should consider issuing parking permits/tags for parents/guardian and employee parking.

Discussion/Analysis

Proposed Conditional Use

The private school (Chinese culture immersion) was previously located at the Hillview Community Center at 97 Hillview Avenue in Los Altos Avenue. A total of 3,211 square feet of floor area on the first level of the classroom building in the existing church school buildings would be occupied by the school.

Within the lower level of the classroom building, the Use Permit for private school (Chinese culture immersion) would allow the use of room 102 for a kindergarten program, and rooms 101, 112, 113, and 117 for after-school programs in the classroom building.

After extensive discussions between the applicant and residents of the neighborhood, the applicant revised the use permit application to limit enrollment at the private school. The revisions included eliminating the kindergarten classes in the morning and reducing the total enrollment for the school from 90 students to 75 students. The initial enrollment will include a maximum of 20 kindergarten children from 12:00 p.m. to 6:00 p.m., 20 after-school program students from 12:00 p.m. to 3:00 p.m., and a maximum of 55 after-school program students from 3:00 p.m. to 6:00 p.m. The ultimate enrollment for the private school could be a maximum of 75 children/students at any one time. The private school will operate Monday through Friday.

There will be two (2) teachers for each kindergarten class, plus eight (8) teachers for the after-school program. An updated cover letter with additional information about Los Altos Chinese School and the existing uses on the site is included as Attachment 4.



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

In response to the Planning Commission's direction to develop an outdoor plan for outdoor play, the private school proposes an outdoor play area in the courtyard. A plan for outdoor activities is outlined in the cover letter, and it limits the outdoor play area to the courtyard and requires staff oversight of students when they are outside the classroom. The Complete Streets Commission requested the applicant investigate measures to install fencing to secure the entry, exit and courtyard for the safety of the children attending the school. The applicant addressed the Complete Streets Commission's request to secure the entry, exit and courtyard for improved safety by proposing temporary barriers to enclose the courtyard area, as outlined in the Traffic Management Plan (Attachment 4). However, the applicant did not install permanent fences or barriers for the courtyard due to potential impacts to the internal circulation of the church site.

Traffic

To evaluate any potential traffic impacts related to the proposed use, a traffic impact analysis (TIA) was prepared, and it is located as Attachment 3 in the Planning Commission Agenda report. An update TIA was prepared to respond to Complete Streets Commission request to add the Operations Description in Section 3.0 into the TIA, and it was updated to provide an evaluation of the potential Vehicle Miles Traveled (VMT) impacts per the City's "Interim Department Policy for VMT & LOS Project Review.

The private school is a new use on the site that will add traffic to the surrounding streets that provide access to the site. The primary street that will provide access to the site is Lincoln Avenue. A potential secondary entrance provides access from Orange Avenue. However, the Traffic Management Plan restricts parking to only Lincoln Avenue for child drop-off and pick-ups, and Condition No. 8 does not permit parking on Orange Avenue

Table 4 of the TIA indicates the private school with afternoon kindergarten & after school program (75 children/students) will generate 47 trips during the PM peak hour (22 in and 25 out). The private school is estimated to generate a total of approximately 224 daily trips. The results of the level of service analysis for existing plus project scenarios are shown in Table 4 of the traffic impact analysis (Attachment 5).

The traffic impact analysis includes an analysis of the nearby street network and the intersections of Foothill Expressway/Main Street, Main Street-Burke Road/University Avenue, University Avenue/Lincoln Avenue, Lincoln Avenue/Orange Avenue, Lincoln Avenue/Sherman Street and Orange Avenue/Sherman Street that will receive additional traffic from the project, and evaluated the traffic conditions for two scenarios as follows:

- Existing Conditions. Existing AM and PM peak-hour traffic volumes at study intersections were based on new traffic counts collected in August 2019.



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

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- Existing Plus Project Conditions. Existing plus project conditions reflect the projected traffic volumes on the existing roadway network with completion of the project.

The TIA found that the project would not create a significant impact at the study intersections under any scenario. The intersection level of service calculation sheets are located in Table 5 of the TIA (Attachment 5). The TIA found that the private school use would have a negligible impact on study intersections, with an increase in critical delay of only 1.4 seconds during the worst-case scenario (AM peak at Orange/Sherman). Therefore, based on the findings outlined in the TIA, it does not appear that the new private school use will result in any significant traffic impacts.

The Foothills Congregational Church is accessed via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. A review of the existing plus project PM peak hour volumes at the study intersections adjacent to the project site (Orange Avenue/Lincoln Avenue, Lincoln Avenue/Sherman Street and Orange Avenue/Sherman Street) demonstrates the individual movements are less than 60 vehicles per hour (vph) in all cases. In addition, the LOS data in Table 5 of the TIA indicates that vehicle delays at these study are in the LOS A range under the existing plus project scenario. Therefore, the TIA concludes that the project traffic will not have a significant negative impact on the circulation of the local street system.

In response to public comments regarding roadway descriptions in the TIA, the traffic consultant provided a response to public comments. The letter indicates the roadway classification descriptions in the TIA referenced the City's General Plan Circulation Element. Foothill Expressway is an Expressway within the study area and El Monte Avenue is classified as an Arterial between I-280 and Foothill Expressway. Main Street is a designated collector street east of Foothill Expressway. Burke Road, University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street are local residential collector streets.

In response to direction from the Complete Streets Commission, the applicant revised the project description in the Traffic Impact Analysis to incorporate the Operations Description in Section 3.0

Project VMT Evaluation

The City of Los Altos draft VMT policy includes the following screening criteria relevant to the project:

- **Map-Based Screening:** Residential and employment land use projects located in areas of low VMT, defined as exhibiting VMT that is 15 percent or greater below the existing citywide average VMT, shall be presumed to have a less than significant transportation impact. Citywide average VMT per capita or per employee baseline values are obtained from the



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

- Valley Transportation Authority (VTA) and may be amended periodically to reflect the best available data and most relevant base year.

The “Updated” TIA (Attachment 5) presents an evaluation of the potential project Vehicle Miles Traveled (VMT) impacts per the City’s “Interim Department Policy for VMT & LOS Project Review.” A VMT analysis is intended to determine if a project will have a significant environmental impact and if any TDM measures should be considered to reduce a project’s VMT. The VMT analysis concluded the trips associated with picking up a child or student from the After School Program will have a negligible environmental VMT impact. The project analysis estimated the VMT for the ten (10) new teachers associated with the After School Program based on their actual home locations. The project VMT is estimated at 11.40 per teacher (employee), which is 25.64% below the 9-County regional average (15.33 VMT per job). Therefore, the project will not have a significant environmental VMT impact.

Traffic Management Plan

In response to Planning Commission’s and the Complete Streets Commission’s direction, the applicant prepared a Traffic Management Plan. The proposed plan includes the following:

- Specifications of the drop-off and pick-up locations and parking restrictions along Orange Avenue.
- A requirement that staff members shall monitor the traffic management plan weekdays from 4:30 pm to 6:00 p.m.
- A requirement that the private school may not use promotional signage along Orange Avenue or Lincoln Avenue.
- A requirement that staff will supervise students in the Foothills Congregational Church (FCC) Parish Hall or courtyard area during play.
- An enrollment agreement stipulating a parent’s agreement to follow the traffic management plan or face penalties for noncompliance. (A copy of the enrollment agreement that outlines the standards for compliance and enforcement is attached to the Traffic Management Plan)
- A requirement that the applicant shall submit an annual compliance report to the City of Los Altos. The resolution includes condition No. 6, which requires “an annual compliance report shall be provided to the Community Development Director. The report shall provide the annual enrollment of the school and it shall report the school’s compliance with Traffic Management Plan.”

The resolution includes condition No. 9, which requires that “Foothills Congregational Church and the private school shall comply with the Traffic Management Plan.” The Traffic Management Plan is provided in Attachment 4.



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

Parking

As outlined in Section 14.74.120 of the Zoning Code, community facilities are subject to the following parking requirements:

“For private schools...one parking space for every two employees, including teachers and administrators, plus sufficient space for the safe, convenient loading and unloading of students, and such additional area for student and visitor parking as may be prescribed by the commission.”

The adjacent 139 parking spaces along Lincoln Avenue, which serves Foothills Congregational Church and the neighboring St. Nicholas Catholic Church, were created through a joint effort between the City and the churches. A total of eight parking spaces are required for staff, which includes parking for the two kindergarten school instructors, the eight after-school teachers, and the two full-time and four part-time church administrators. Using the ITE Parking Generation rates (average) the project would require 27 parking spaces, and it is expected that during weekdays there will be sufficient parking spaces among the 139 to accommodate this parking demand. The off-site parking lot provides sufficient short-term parking spaces for drop-off and pick-up, and its design allows for sufficient parking for the staggered drop-off and pick-up periods.

The TIA includes an evaluation of parking in the general vicinity of the project site (Foothills Congregational Church). The parking survey recorded the total number of existing on-street and surface lot parking spaces with access on Lincoln Avenue, Orange Avenue, and Sherman Street. The parking survey recorded the actual number of vehicles parked in each area between 2:30 p.m. and 6:30 p.m. on August 29, 2019. The parking survey data in Table 3 in the TIA indicates that the peak demand period was documented at 5:00 p.m. (17 of the 139 spaces occupied along Lincoln Avenue, 12%). (The TIA is located in Attachment 5)

Under a worst-case scenario, the private school use could use the remaining 122 spaces of the 139 parking spaces along Lincoln Avenue, if the drop-off and pick-up users all parked at once. However, the staggered drop-off and pick-up times for the private school and church programming do not create a demand for all parking spaces on the site at one time or for all of the 139 parking spaces immediately adjacent to the site along Lincoln Avenue. Due to limited parking and no loading areas available along Orange Avenue, the Planning Commission recommends the following condition (No. 8):

- No parking shall be permitted on Orange Avenue.

Church services and ancillary community meetings are primarily held outside the pick-up and drop off hours, or on nights and weekends when the Los Altos Chinese School programs are closed. The



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

parking analysis demonstrates there is sufficient off-site parking along Lincoln Avenue to support the existing and proposed uses.

Use Permit Findings

The PCF (Public and Community Facilities) District regulations allow a variety of uses, some that are permitted by right and others that require a conditional use permit, such as the proposed private school programs.

The applicant is seeking approval of a use permit to allow a private school (Chinese culture immersion) with kindergarten and after-school programs to occupy existing classrooms at their facility at 460 S. El Monte Avenue. The private school would include a maximum of 20 kindergarten children (afternoon) from 12:00 p.m. to 6:00 p.m., 20 after-school program students from 12:00 p.m. to 3:00 p.m., and a maximum of 55 after-school program students from 3:00 p.m. to 6:00 p.m. and operate between 8:00 am to 8:00 pm, Monday to Saturday. The ultimate enrollment for the private school would be a maximum of 75 children/students. The private school will operate Monday through Friday.

The Planning Commission found that the use permit is consistent with the specific purposes of the PCF zoning district related to permitting educational uses that preserve the semipublic character of the area. A private school would not be detrimental to the surrounding residential uses. The hours of operation and 75 students for a kindergarten and after-school program is not a significant intensification of the use, and the use permit would comply with the regulations prescribed for the district as well as the general provisions of Chapter 14.02.

Options

- 1) Adopt the Resolution No. 2021-14 and approve Use Permit 19-UP-02

Advantages: Provides additional Chinese culture immersion and after-school programs in existing classroom space that can help meet the needs of families in the community.

Disadvantages: None identified.

- 2) Deny Use Permit 19-UP-02

Advantages: None identified.

Disadvantages: There will be fewer Chinese culture immersion and after-school program options available to families in the community.



Subject: Use Permit for Chinese Culture Immersion and After-School program at 461 Orange Avenue

Recommendation

The Planning Commission recommends Option 1.

RESOLUTION NO. 2021-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS GRANTING A USE PERMIT FOR A PRIVATE SCHOOL USE TO OPERATE AT THE FOOTHILLS CONGREGATIONAL CHURCH AT 461 ORANGE AVENUE AND MAKING FINDINGS OF EXEMPTION FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

WHEREAS, the City of Los Altos received a conditional Use Permit Application (19-UP-02) from Los Altos Chinese School, to allow Chinese immersion and after-school programs to operate at the Foothills Congregational Church at 461 Orange Avenue; and

WHEREAS, the use permit is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act of 1970 (CEQA), Cal. Pub. Res. Code Section 21000, *et seq.*, as amended, because it allows for the occupancy of an existing church facility and involves negligible or no expansion of use beyond that currently existing use; none of the exceptions to the use of a categorical exemption under CEQA Guidelines Section 15301 apply; and

WHEREAS, the use permit has been processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code, including without limitation Section 14.80, *et seq.*; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the use permit on November 21, 2019, at which all public comment was considered, and voted to recommended approval to the City Council; and

WHEREAS, the City Council held a duly noticed public meeting on the use permit on March 23, 2021 at which all public comment was duly considered; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves Use Permit 19-UP-02 subject to the findings and conditions attached hereto as “Exhibit A” and incorporated herein by this reference.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of March 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, CITY CLERK

EXHIBIT A

FINDINGS

With regard to Use Permit 19-UP-02 for the private school use, Los Altos Chinese School, to operate at the Foothills Congregational Church at 461 Orange Avenue, based upon substantial evidence in the record before the City, the City Council finds in accordance with Section 14.80.060 of the Los Altos Municipal Code that:

1. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity or welfare because it is an educational use being located in an existing religious institution building that was designed to provide for this type of use.
2. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of Title 14, Zoning, because it is an appropriate location for a needed community facility, a private use, and it is an appropriate business activity to be located in an existing church facility.
3. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity because a preschool use already exists on the site, the use will occupy existing classrooms, and the private school schedule will ensure that a minimal amount of additional traffic will be added to the neighborhood street network during the morning (PM) peak hour and the transportation impact analysis conducted for this use has documented this.
4. The proposed conditional use will comply with the regulations prescribed in Chapter 14.70, community facilities in an Public and Community Facilities District, and the general provisions of Chapter 14.58 because it is a private school use that is occupying existing space in a church facility, it will maintain the existing character and appearance of the Foothills Congregational Church, it has adequate available parking to meet the needs of the new private school use as well as the existing uses, it meets all other regulations prescribed for public and community facilities.

CONDITIONS

1. **Approved Plans**

The use permit approval is based upon the plans and materials received on August 14, 2019, except as modified by these conditions.

2. **Hours of Operation**

The private school is permitted to operate between the hours of 8:30 a.m. and 6:00 p.m., Monday through Friday.

3. **Occupancy**

The private school is permitted to have up to 75 students and 10 staff members. The enrollment shall be limited to a maximum of 20 kindergarten chinese immersion children from 12:00 pm to 6:00 pm, 20 afterschool program students from 12:00 pm to 3:00 pm, and 55 after-school programs students from 3:00 pm to 6:00 pm.

4. **Outdoor Activities**

The private school will not permit students outdoors for activities or play periods during the hours of operation.

5. **Use Permit Review**

One year after project approval, the Planning Commission shall conduct a review of the use permit to confirm compliance with the Conditions of Approval

6. **Annual Compliance Report**

An annual compliance report shall be provided to the Community Development Director. The report shall provide the annual enrollment of the school and it shall report the school's compliance with Traffic Management Plan.

7. **Private School Location**

The private school may only operate in the lower level rooms of the detached class room building as shown in the site plan.

8. **Orange Avenue Parking**

No parking shall be permitted on Orange Avenue.

9. **Traffic Management Plan**

Foothills Congregational Church and the private school shall comply with the Traffic Management Plan

10. **Indemnification**

The applicant agrees to indemnify, defend, protect and hold City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal Court, challenging any of the City's action with respect to this use permit.



MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF LOS ALTOS, HELD ON THURSDAY, NOVEMBER 21, 2019 BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ESTABLISH QUORUM

- PRESENT: Vice-Chair Lee Commissioners Ahi, Bodner, Bressack and Marek
- ABSENT: Chair Samek and Commissioner Meadows
- STAFF: Community Development Director Biggs and Assistant City Attorney Kara Ueda

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

CONSENT CALENDAR

1. **Planning Commission Minutes**
Approve minutes of the regular meeting of November 7, 2019.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Ahi, the Commission approved the minutes from the November 7, 2019 Regular Meeting as amended by Commissioner Bodner.

The motion was approved (5-0) by the following vote:

AYES: Lee, Ahi, Bodner, Bressack and Marek

NOES: None

ABSENT: Samek and Meadows

SPECIAL ITEM

2. **Commission Reorganization**
Election of Chair and Vice Chair

This item has been continued to the next Planning Commission meeting.

PUBLIC HEARING

3. **CUP19-0003 and VCMF19-0002 – Melissa Bryant-Neal, Los Altos Veterinary Clinic – 1150 Riverside Drive:** Conditional use permit and variance to allow an animal clinic in the Commercial Neighborhood to be located adjacent to an R1 District where a 50-foot minimum separation is required. *Project Planner: Niday*

Assistant Planner Niday presented the staff report recommending approval of Conditional Use Permit and Variance applications CUP19-0003 and VCMF19-0002 subject to the suggested findings and recommended conditions.

Veterinarians Dr. Echerd, Dr. Melissa Bryant-Neal and resident Abby Ahrens presented the project.

Public Comment

Resident Don Durr gave his support for the project.

Resident Nancy Ellickson gave her support for the project.

Resident Karina Nilsen gave her support for the project and said this is the perfect location.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Ahi, the Commission approved Conditional Use Permit and Variance applications CUP19-0003 and VCMF19-0002 subject to the suggested findings and recommended conditions.

The motion was approved (5-0) by the following vote:

AYES: Lee, Ahi, Bodner, Bressack and Marek

NOES: None

ABSENT: Samek and Meadows

4. 19-UP-02 – Los Altos Chinese School – 461 Orange Avenue

Use Permit 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. *Project Planner: Gallegos*

Community Development Director Biggs presented the staff report recommending approval to the City Council of Use Permit 19-UP-02 subject to the listed findings and conditions contained in the resolution.

John Miller representing Foothills Congregational Church presented the project stating that if a school, Lincoln Park might be utilized for outdoor space.

Project Circulation Engineer Keith Higgins gave an overview of the Circulation Study and that he came to the same conclusion as Jamie Rodriguez.

Public Comment

Resident David Hurd gave his support for the project and said last year the church policy was no driving on Orange Avenue.

Resident Lei Huang gave his support for the project.

Resident Charlie Golden stated his support for the well-designed program that is meeting a need in the community.

Resident David Nudell stated concerns over safety and traffic.

Resident Harry Guy stated that this was not an appropriate location for a school; the project was not looked at by the Complete Streets Commission; and 224 trips feels like a large impact.

Resident Grant Bowen stated concerns with traffic and notices a lot of speeding on the neighboring streets.

Resident Iris Roth stated concerns with safety and traffic; mentioned the current location at Los Altos Lutheran Church; the details related to the proposed school are unclear; 600 students by 2020; and the traffic study between 4-6 p.m. with a 244-vehicle impact.

Resident Dana Tasic expressed concerns over traffic.

Resident Mark Homan stated he lives directly across the street and asked the recommend denial of the use permit since church goers flood the neighborhood.

Resident Tim Fitzgibben stated he is a member of Foothills Congregational Church and his children attend this school.

Resident Jill Curcio asked for denial of the use permit and to consider old Los Altos at large.

Resident Stacey Walter said a school is not appropriate; noted the school operated without the use permit and saw the activity in violation of the use permit; has parking concerns; and said no outdoor play seems infeasible.

Resident John Curcio stated his opposition for his family's quality of life; said the school will have a negative impact and others will profit at the City's expense; the site is inappropriate for 90 students; and the buildings do not meet standards for schools.

Resident Dan Arra stated traffic concerns; noting traffic has increased over the years; and a car regularly gets hit on the street.

Resident Janet Corrigan stated a lack of notice and transparency; trusts that an added 216 vehicle trips will impact University and Orange Avenues; said she was almost hit by a vehicle in the area; and asked why the applicant can't find another school to locate in.

Resident Braden Beck stated he found out about the meeting a few days ago and said he has a petition in opposition to the school because it will impact the area from 4:30-6:30 p.m. five days a week.

Commission Discussion

Commissioner Ahi

- Trying to maximize an underutilized space;
- Noted traffic report inconsistencies; and
- Should clearly demonstrate an accurate vehicle count appropriate for drop-off/pick-up.

Commissioner Bodner:

- Lack of space in the City of Los Altos for schools like this with no affordable space available to help serve a public need/service;
- Should use underutilized spaces – that's how community space is made affordable by design;
- This has been done before and remembers many examples;
- Doesn't see why this neighborhood can't accommodate this use;
- Neighbor concerns become very alarmist;
- Underutilized spaces can accommodate more;
- Gave her support for the use permit;
- Understands the traffic and said parking issues can be managed; and
- Neighbors are affected but not detrimentally impacted and the impact is actually quite minimal.

Commissioner Bressack:

- Traffic an issue in the City of Los Altos;
- Child care is a hidden issue in town that needs lots of good quality childcare that is readily available;
- The Building Official will address code compliance of the building;
- Lots of trips in the mornings for drop-off and pick-ups, could be a bit more staggered;
- The sound of kids playing is a joyous sound;
- Using underutilized space is a good thing; and

- You pay for child care and it's okay to have a for profit program in some underutilized spaces in the City.

Commissioner Marek:

- Traffic issues have been relayed; and
- This is not a school problem, but a circulation issue.

Vice-Chair Lee:

- Gave his support for the use permit; and
- The traffic report is a technical report.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Bodner, the Commission recommended to the City Council approval of Use Permit 19-UP-02 subject to the listed findings and conditions contained in the resolution and the following recommended conditions:

- Provide an annual compliance report submitted to the Community Development Department;
- Develop a traffic management plan that addresses drop-off/pick-up and a carpool van;
- Use appropriate signage, staffing and monitoring that shall be outlined in the traffic management plan;
- Acknowledgement or check in by those taking students to or from site with drop-off/pick-up locations limited to Lincoln Avenue and applicant discouraging the use of Orange Avenue;
- Complete Streets Commission to review use permit prior to consideration by the City Council;
- Develop a plan for outdoor activities; and
- Any student population increase beyond approved enrollment number requires a use permit amendment.

The motion was approved (5-0) by the following vote:

AYES: Lee, Ahi, Bodner, Bressack and Marek

NOES: None

ABSENT: Samek and Meadows

COMMISSIONERS' REPORTS AND COMMENTS

Community Development Director Biggs reported on the November 12, 2019 City Council meeting and November 19, 2019 Special City Council meeting.

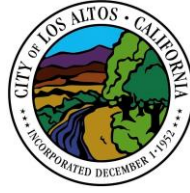
POTENTIAL FUTURE AGENDA ITEMS

Staff provided an overview of upcoming projects on the Commissioner's meeting agendas.

ADJOURNMENT

Vice-Chair Lee adjourned the meeting at 9:08 P.M.

Jon Biggs
Community Development Director



PLANNING COMMISSION AGENDA REPORT

Meeting Date: November 21, 2019

Subject: 19-UP-02 – New Chinese Immersion and After-School program at 461 Orange Avenue

Prepared by: Sean K. Gallegos, Associate Planner

Initiated by: Los Altos Chinese School, Applicant

Attachments:

- A. Draft Resolution
- B. Applicant Cover Letter
- C. Traffic Impact Analysis, Pinnacle Traffic Engineering
- D. Public Correspondence
- E. Site Plan and Floor Plans

Recommendation:

Recommend to the City Council approval of Use Permit 19-UP-02 subject to the listed findings and conditions

Environmental Review:

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.

Summary:

This conditional use permit is for a new Chinese immersion and after-school program that propose to occupy existing classrooms at Foothills Congregational Church facility at 461 Orange Avenue. The programs would include up to 90 students, ten employees/teachers, and operate between 8:30 am and 6:00 pm, Monday to Friday. The church building is located in the PCF (Public and Community Facilities) District and private schools are allowed as a conditional use.

Background

The Foothills Congregational Church is located at the corner of Lincoln Avenue and Orange Avenue. The site is designated as Public and Institutional in the General Plan and is zoned Public and Community Facilities (PCF). The church was originally approved and constructed in 1914, a two story classroom building was added in 1969 and a 1,300 square-foot second floor addition was added for additional classrooms in 1990.

The private school use (Chinese immersion and after-school program) is to be located on the lower level of the class room building. The front of the classroom building faces internally toward the

Subject: 19-UP-02 – New Chinese Immersion and After-School Programs at 461 Orange Avenue

church's sanctuary and offices, the rear is oriented towards a neighboring religious institution which is also designated Public and Community Facilities and the east and west sides of the building abuts public right-of-ways (Orange Avenue and Lincoln Avenue).

Discussion/Analysis

Proposed Use

Los Altos Chinese School is seeking a use permit to locate at 461 Orange Avenue and use a portion of the existing church facility. The private school (Chinese immersion and after-school programs) was previously located at the Hillview Community Center at 97 Hillview Avenue in Los Altos Avenue. A total of 3,211 square feet of floor area in the existing church school buildings would be occupied, with no outdoor play areas proposed for the use. The school's hours of operation would be 8:30 a.m. to 6:00 p.m., Monday through Friday. A cover letter with additional information about Los Altos Chinese School and the existing uses on the site is included as Attachment B.

The private school use is to be located on the lower level of the class room building. The Use Permit is requesting the use of room 102 for kindergarten program, and rooms 101, 112, 113, and 117 for after-school programs in the classroom building. A kindergarten class will occur in the morning (Monday to Friday, 8:30 a.m. to 11:30 a.m.) and afternoon (12:15 p.m. to 4:30-6:00 p.m.), and an after-school program for first to fourth grade students occurs in the afternoon (3:30 p.m. to 4:30-6:00 p.m.).

The initial enrollment includes 12 kindergarten children (morning and afternoon each) and 46 after school program students (total of 70 children/students). There will be two (2) teachers for each kindergarten class, plus eight (8) teachers for the after-school program. The 2019 church room assignment schedule for the initial enrollment is included in the Project Trip Generation Analysis. The Los Altos Chinese School anticipates a potential modest growth for a maximum of no more than 15 children/students per class (kindergarten - 4th grade). Ultimately, there could be 15 kindergarten children in each of the morning and afternoon classes, and 15 students in each class of the after-school program. The ultimate enrollment for the Kindergarten & After School Program could include up to 90 children/students. The private school will not include outdoor play programs for either of the new private school uses.

Traffic

The private school is a new use on the site that will add traffic to the surrounding streets that provide access to the site. The primary street that will provide access to the site is Lincoln Avenue, with a secondary access located on Orange Avenue. To evaluate any potential traffic impacts related to the proposed use, a traffic impact analysis (TIA) was prepared (Attachment C).

The private school is anticipated to generate 224 average daily trips, with 14 occurring during the AM peak hour and 47 during the PM peak hour. It is anticipated that the majority of traffic related to the Los Altos Chinese School will come from Lincoln Avenue using University Avenue or University Avenue/Sherman Street, but a small percentage of traffic may come from Orange Avenue or Orange Avenue/Sherman Street. A trip distribution exhibit is included on page 14 of the TIA.

Subject: 19-UP-02 – New Chinese Immersion and After-School Programs at 461 Orange Avenue

Based on this anticipated traffic pattern, the intersections at Foothill Expressway/Main Street, Main Street-Burk Road/ University Avenue, University Avenue/Lincoln Avenue, Lincoln Avenue/Orange Avenue, Lincoln Avenue/Sherman Street and Orange Avenue/Sherman Street, were studied in the TIA.

The TIA found that the project would not create a significant impact at the study intersections under any scenario. The intersections of Lincoln Avenue/University Avenue, or Orange Avenue/Lincoln Avenue, or Orange Avenue/Sherman Street, or Lincoln Avenue/Sherman Street would operate at LOS A during the AM and LOS A during the PM peak hours under existing plus project conditions. The intersections of Main Street-Burke Road/University Avenue, or University Avenue/Sherman Street would operate at LOS A during the AM and LOS B during the PM peak hours under existing plus project conditions. The intersection of Foothill Expressway/Main Street would maintain an LOS B-, with no change in LOS. The intersection of El Monte Avenue would maintain an LOS C, with no change in LOS. The intersection level of service calculation sheets are included in Attachment C. The TIA found that the private school use would have a negligible impact on study intersections, with an increase in critical delay of only 1.4 seconds during the worst-case scenario (AM peak at Orange/Sherman). Therefore, based on the findings outlined in the TIA, it does not appear that the new private school use will result in any significant traffic impacts.

Parking

As outlined in Section 14.74.120 of the Zoning Code, community facilities are subject to the following parking requirements:

“For private schools...one parking space for every two employees, including teachers and administrators, plus sufficient space for the safe, convenient loading and unloading of students, and such additional area for student and visitor parking as may be prescribed by the commission.”

The adjacent 193 parking spaces along Lincoln Avenue which serves Foothills Congregational Church and the neighboring St. Nicholas Catholic Church were created through a joint effort between the City and the churches. A total of eight parking spaces are required for staff, which includes parking for two kindergarten school instructors, eight after-school teachers, and two full-time and four part-time church administrators. The parking lot provides sufficient short-term parking spaces for drop-off and pick-up, and its design allows for sufficient parking for the staggered drop-off and pick-up periods.

The TIA includes an evaluation of parking in the general vicinity of the project site (Foothills Congregational Church). The parking survey recorded the total number of existing on-street and surface lot parking spaces with access on Lincoln Avenue, Orange Avenue, and Sherman Street. The parking survey recorded the actual number of vehicles parked in each area between 2:30 p.m. and 6:30 p.m. on August 29, 2019. The survey was conducted every 15 minutes to identify peak demand period and any patterns related to parking space turn-over-rates. The parking survey data in Table 3 in the TIA indicates that the peak demand period was documented at 5:00 p.m. (34 of the 193 spaces occupied, 18%). It's noted that the peak demand period for the on-street parking along Lincoln

Subject: 19-UP-02 – New Chinese Immersion and After-School Programs at 461 Orange Avenue

Avenue (Areas 1-4) was also at 5:00 p.m. (17 of the 139 spaces occupied, 12%). A summary of the table is provided in Table 3 in the TIA (Attachment C)

Under a worst-case scenario, the private school use could use the remaining 122 spaces of the 139-parking spaces along Lincoln, if the drop-off and pick-up users all parked at once. However, the staggered drop-off and pick-up times for the private school and church programming do not require all parking spaces on the site at one time of the 139 parking spaces immediately adjacent to the site along Lincoln Avenue.

Church services and ancillary community meetings are held outside the pick-up and drop off hours, or on nights and weekends when the Los Altos Chinese School programs are closed. The parking analysis demonstrates there is sufficient off-site parking along Lincoln Avenue to support the existing and proposed uses.

Noise

The Los Altos General Plan identifies maximum noise thresholds, depending on use, that are acceptable for uses to receive. The normally acceptable exterior noise level for a school is up to 60 decibels and for a playground is up to 70 decibels. According to the General Plan's existing noise contour map, the site has the potential for exterior noise of up to 70 decibels, which is within acceptable limits for both a school and playground.

In regard to noise that may be generated by the proposed use, the private school will not permit students outdoors for activities or play periods during the hours of operation. Due to no outdoor activities occurring with the private school use, it is not expected to impact nearby residential properties and is separated by the street in relationship to the nearest neighbors.

Use Permit Findings

In order to add a new private school use to this existing church facility, a use permit is required. The proposed private school facility is being located on the site of an existing community facility, is adjacent to a public/community facility – St. Nicholas Catholic Church, will be occupying an existing church facility and will not be generating any significant new traffic or parking impacts. The addition of the private school to the site reflects the needs of different operators and the growing needs of families in the area. Therefore, with the recommended conditions, staff finds that the proposed conditional use permit is consistent with the General Plan and zoning ordinance and does not create any negative impacts with regard to the public health, safety or welfare. The draft resolution (Attachment A) contains the suggested findings and recommended conditions for this use permit.

Public Correspondence

Staff received comments from five residents supporting the private school and three nearby property owners that raised parking, traffic and operational concerns regarding the operation of the private school. The letters are included in Attachment D.

RESOLUTION NO. 2019-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
GRANTING A USE PERMIT FOR A PRIVATE SCHOOL USE TO OPERATE
AT THE FOOTHILLS CONGREGATIONAL CHURCH AT 461 ORANGE
AVENUE AND MAKING FINDINGS OF EXEMPTION FROM CALIFORNIA
ENVIRONMENTAL QUALITY ACT (“CEQA”)**

WHEREAS, the City of Los Altos received a conditional Use Permit Application (19-UP-02) from Los Altos Chinese School, to allow Chinese immersion and after-school programs to operate at the Foothills Congregational Church at 461 Orange Avenue; and

WHEREAS, the use permit is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act of 1970 (CEQA), Cal. Pub. Res. Code Section 21000, *et seq.*, as amended, because it allows for the occupancy of an existing church facility and involves negligible or no expansion of use beyond that currently existing use; none of the exceptions to the use of a categorical exemption under CEQA Guidelines Section 15301 apply; and

WHEREAS, the use permit has been processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code, including without limitation Section 14.80, *et seq.*; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the use permit on November 21, 2019, at which all public comment was considered, and voted to recommended approval to the City Council; and

WHEREAS, the City Council held a duly noticed public meeting on the use permit on _____, 2019 at which all public comment was duly considered; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves Use Permit 19-UP-02 subject to the findings and conditions attached hereto as “Exhibit A” and incorporated herein by this reference.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of _____, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lynette Lee Eng, MAYOR

Attest:

Dennis Hawkins, CMC, CITY CLERK

ATTACHMENT 1

EXHIBIT A**FINDINGS**

With regard to Use Permit 19-UP-02 for the private school use, Los Altos Chinese School, to operate at the Foothills Congregational Church at 461 Orange Avenue, based upon substantial evidence in the record before the City, the City Council finds in accordance with Section 14.80.060 of the Los Altos Municipal Code that:

1. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity or welfare because it is an educational use being located in an existing religious institution building that was designed to provide for this type of use;
2. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title because it is an appropriate location for a needed community facility, a private use, and it is an appropriate business activity to be located in an existing church facility;
3. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity because a preschool use already exists on the site, the use will occupy existing classrooms, and the private school schedule will ensure that a minimal amount of additional traffic will be added to the neighborhood street network during the morning (PM) peak hour; and
4. The proposed conditional use will comply with the regulations prescribed in Chapter 14.70, community facilities in an Public and Community Facilities District, and the general provisions of Chapter 14.58 because it is a private school use that is occupying existing space in a church facility, it will maintain the existing character and appearance of the Foothills Congregational Church, it has adequate available parking to meet the needs of the new private school use as well as the existing uses, it meets all other regulations prescribed for public and community facilities.

CONDITIONS**1. Approved Plans**

The use permit approval is based upon the plans and materials received on August 14, 2019, except as modified by these conditions.

2. Hours of Operation

The private school is permitted to operate between the hours of 8:30 a.m. and 6:00 p.m., Monday through Friday.

3. Occupancy

The private school is permitted to have up to 90 students and 10 staff members. The enrollment shall be limited to a maximum of 15 kindergarten children in morning classes, 15 kindergarten children in afternoon classes, and 60 students in the after-school program.

4. Outdoor Activities

The private school will not permit students outdoors for activities or play periods during the hours of operation.

5. Private School Location

The private school may only operate in the lower level rooms of the detached class room building as shown in the site plan.

5. Indemnification

The applicant agrees to indemnify, defend, protect and hold City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal Court, challenging any of the City's action with respect to this use permit.

Los Altos Chinese School

Our Mission

To deliver the highest quality immersion Chinese program and after-school program in Silicon Valley. To provide children a supportive environment to learn Chinese speaking, listening, reading and writing with a focus on the practical application of the language for everyday life.

Our goals

- To deliver the highest quality Chinese immersion afterschool program in Los Altos.
- To promote children's successful Chinese learning through workbooks, audio-visuals, and interactive class sessions.
- To provide a pleasant and natural environment where students can learn Chinese language and enjoy the rich culture with teachers, students build their vocabulary and language capability in a fun environment.

Curriculum

- Chinese immersion classes at Los Altos Chinese School are taught in Mandarin and HanYu Pinyin phonics by native Chinese speaking teachers
- Lessons Include Chinese language, literature, traditional and modern poetry, and calligraphy
- Children will build a solid Mandarin language foundation, which enables them to gradually and fully develop their Chinese listening, speaking, reading and writing skills.

Current Situation

LACS, a highly demanded and recommended Chinese enrichment afterschool program, currently located at Los Altos Community Center, 97 Hillview Ave, Los Altos. Our after-school program ranges from kindergarten to 5th grade. **About 95+ % of our students are from Los Altos Unified Schools.** Because our excellent Chinese immersion program, LACS enrolls students from diverse ethnic backgrounds, where about 20% are non-Chinese Speaking families.

Los Altos Chinese School offers daily enrichment program that includes Chinese language immersion, Chinese Culture, Story Telling classes thought by native Chinese speaker teachers; However, Los Altos Community Center was approved for a tear-down renovation. Our afterschool program was asked to vacate. We are now using facilities at Grant Park.

We plan to partner with Foothills Congregational Church, 461 Orange Avenue, Los Altos, a new location for our afterschool kinder – 5th grade students not far from the community center. This location will minimize drop-off and pick-up driving for our families, continue to provide a safe, challenging and enrichment program to our existing Los Altos School students and serve our community, we feel strongly

that the church will provide seamless transition for our afterschool program, where our school families can feel at ease attending classes and drop-off / pick up routine.

Description of Usage

- Number of Employees: We anticipate maximum of 10 teachers and teaching assistances for kindergartener to 5th grade student
- Number of Students: We estimate about 85 students from kindergarten to 5th grade
- Hours of Operation: Monday – Friday afternoons from 2:30 – 6pm. After school calendar will match los Altos School District calendar.
- Pick up & Drop off: Will be confined to the Lincoln Avenue side of the church buildings.
- (See Table on Page 3.) Additional parking is available across the median on the Lincoln Park side of Lincoln Avenue.
- Building usage: We plan to use the church building as classrooms for the language instruction and related enrichment classes for our students.
- Outside play: There is no outside playground on the church grounds. The students will go to Shoup Park for grade level recess.
- Starting Date: LACS hope to move to Foothills Congregational Church by the second week of January, 2020.

Room Assignments at Foothills Congregational Church

Room Name	Grade	Time	Number of Students	Number of Staff
Maple Room #101	K	2:30 – 6pm	15	2
Nursery #102	K	8:30am – 11:30 am	15	2
Nursery #102	K	12:15 pm-6 pm	15	Same as am
Room 112	1	2:30 – 6pm	15	2
Room 113	4	2:30 – 6pm	15	2
Room 117	3	2:30 – 6pm	15	2
Total			90	10

Pick-up and Drop-off Schedule

1. Majority (~80%) of the students are picked up from their regular schools by independent contracted drivers so during arrival time, there are about 6 - 8 cars with 4 – 8 students per vehicle.
2. Students are picked up by their own parents or care givers at a variety of times between 4:30 – 6pm.
3. All pick-up and drop-off will be escorted to class and signed-in and out by caregivers or parents.

Grade	Arrival ¹	Depart ²	Number of Students/Staff
Kinder – noon class	12pm	4:30 - 6pm	17
Kinder – afternoon class	2:30pm	4:30 - 6pm	15
1st – 2nd	2:50pm	4:30 - 6pm	20

ATTACHMENT 3

3 rd – 4 th	3:15pm	4:30 - 6pm	20
5 th	3:30pm	4:30 - 6pm	20
Staff – noon kinder class	12pm	6pm	2
Staff – afternoon K – 5 th classes	2pm	6pm	6
Total			100

For additional information about Los Altos Chinese School, please contact

Jane Bai



Director of Los Altos Chinese School

650-564-4183

Los Altos Chinese School

乐山中文学校 (樂山中文學校)

<http://after.losaltoschinese.school/>

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	Organization	Number of attendees	Day/Time
Room # 102/19: NURSERY	FCC Church use	2-5	Sunday: 8:30am - 12:00pm
	LACS Kindergarten	15	Mon-Thurs: 8:30am - 11:30 pm
	LACS Kindergarten	15	Mon-Fri: 12:15pm- 6:00 pm
Room #101/15 MAPLE ROOM	FCC Church use	5-8	2 nd Sunday: 11:15 – 12:15pm
	FCC Church use	6-11	Sunday: 11:15 – 12:15pm - 5 times/year
	FCC Church use	2-4	Sunday: 11:15 – 12:15pm - 4 times/year
	FCC Church use	2-3	Mon: 9:00-10:30 am
	LACS	15	Mon-Fri 2:30pm - 6:00pm
	FCC Church use	2-12	2 nd Mon: 7:30pm -9:00pm
	FCC Church Use	2-10	2 nd Sat: 9:00-10:30 am
Room #108 ASSOCIATE MINISTER OFFICE	FCC Church Use	1-3	Mon -Thurs., Sunday: 8:00-2:00pm plus other irregular hours
Room #112/19 MIDDLE MEETING CLASSROOM		5-20	
	FCC Church use		Sunday: 8:30am -12:00pm
	FCC Church use	3-6	Mon: 10:00-12:00pm
	LACS	18	Mon-Fri 2:30-6:00
	FCC Church use	8-12	4 th Mon: 7:00-9:00pm
	Parkinson Support	10-20	2 nd Tues: 10:30 -12:30pm
	Deep Peninsula Dog Training Club	18-35	3 rd Tues: 7:00pm -8:30pm
	FCC Church use	10-20	Wed: 6:00pm -7:30pm

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	Organization	Number of attendees	Day/Time
Room #113/21 MIDDLE MEETING ROOM/LIBRARY	LACS	20	Mon-Fri 2:30-6:00
	Parkinson Support	10-20	2 nd Tues: 10:30 -12:30pm
	Deep Peninsula Dog Training Club	18-35	3 rd Tues: 7:00pm -8:30pm
	FCC Church use	5-12	Thurs: 11:00am -12:15pm
	FCC Church use	5-16	2 nd Thurs: 7:00pm-8:30pm
	FCC Church use	12-18	3 rd Thurs: 7:15pm-8:45pm
Room #117/ 20 CHOIR ROOM	FCC Church use	10-20	Sunday 8-12:00
	LACS	19	Mon-Fri 2:30-6:00
	FCC Church use	1-25	Wed: 6:00-9:30pm
	Cantabile	2-4	Fri 12:00-7:00
Learning Center SECOND Floor	Organization	# of attendees	Day/Time
Rm #201/ 14 PF-YOUTH ROOM	FCC Church use	4-10	Sunday: 8:00 – 1:00pm
	Cantabile	10-12	Mon & Tues: 4:00-8:30
	Cantabile	10-12	Thurs: 3:30-7:30
Room #204/ 14 UPPER MEETING ROOM	FCC Church use	varies	Sunday: available for use
	LACS OFFICE SPACE	1-3	Mon – Fri: 9:00 am -5:00 pm
	Cantabile	6-8	Wed: 5:00pm -7:30pm THIRD WEEK OF THE MONTH

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	Organization	# of attendees	Day/Time
Rm #205&206/ 20 UPPER CLASSROOM	FCC Church use	varies	Sun: 8:00 – 12:00 pm
	FCC Church use	3-5	2 nd Sun: 11:15-12:15pm
	Cantabile	14-20	Mon, Tues, Thurs: 3:30-6:30
	Cantabile	2-4	Fri: 12:00-7:00
	FCC Church use	4-6	2 nd Tu 7:30 pm – 9:00 pm
Room #209/ 16 MIDDLE SCHOOL RM	FCC Church use	4-10	Sunday: 11:45-1:00pm
SANCTUARY/Office Building	Organization	# of attendees	Day/Time
Room #300/ 155 SANCTUARY	FCC Church use	80-155	Sunday: 9-12
	Peninsula Women's Chorus	15-20	Irregular meeting times
Room 402 SENIOR MINISTER OFFICE	FCC Church use	1-6	Mon, Wed-Friday, Sunday: 9:30- 2:00pm plus other irregular hours
Room 400 ADMINISTRATIVE ASSISTANT OFFICE	FCC Church use	1	Monday-Friday: 9-4
Room # 404/ FIRESIDE MEETING ROOM	FCC Church use	1-20	Sunday 8:00 - 12:00pm
	Pilgrimage Home Meditation	20-35	Tues 6:30 am-8:30 am
	FCC Church use	6-9	Monday: 3:00 – 4:00pm
	FCC Church use	10-12	4 th Tues 10:30-11:30pm
	FCC Church use	3-6	Wed: 8:00-9:30am
	FCC Church use	2-10	1 st Wed: 2:00pm -3:30 pm
	FCC Church use	2-5	2 nd Wed: 1:00 2:30pm

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

COMMUNITY PARISH HALL Room # 600/ PARISH HALL	Organization	# of attendees	Day/Time
	FCC Church use	40	Sunday; 8:00-12:00pm
	Boy Scouts Troop 76	6-17	Tues 7:30-9:00 pm
	Cantabile Youth Singers	30-50	Mon-Thurs: 3:30-9:00 pm
	A-Sharp Chorus	60	Fri: 7:30-9:30
	INSIGHT Meditation Group	10-20	Sat: 9:00-6:30 Monthly
	Discovery Shop/Los Altos	20-35	Irregular meeting times
	Discovery Shop/Los Altos	60-70	Christmas Party
Room # 607/ BALCONY	Cantabile Youth Singers	Storage	Sun - Sat

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

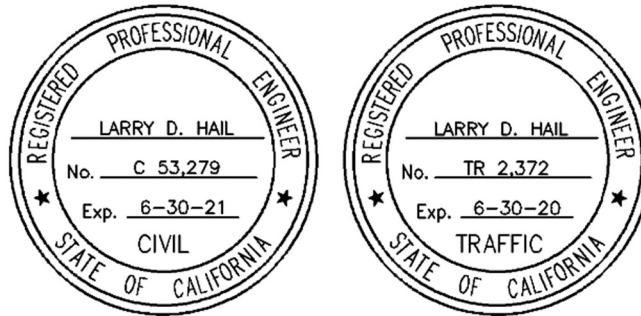
Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

**LOS ALTOS CHINESE SCHOOL
KINDERGARTEN & AFTER SCHOOL PROGRAM**
City of Los Altos, California

TRAFFIC IMPACT ANALYSIS

Prepared for:
MR. JOHN MILLER
27462 Sunrise Farm Road
Los Altos Hills, CA 94022



Handwritten signature of Larry D. Hail in black ink.

Larry D. Hail, CE, TE, PTOE
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Nov. 4, 2019

EXECUTIVE SUMMARY

The Project Traffic Impact Analysis (TIA) presents an evaluation of the potential impacts associated with the proposed Kindergarten & After School Program. The Los Altos Chinese School has submitted a Use Permit application for a Kindergarten & After School Program at the Foothills Congregational Church (461 Orange Avenue). Access to the church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. On-street parking along Lincoln Avenue (University Avenue to Sherman Street) is available for 139 vehicles, which includes 78 stalls adjacent to the Foothills Congregational Church and Saint Nicholas Catholic Church.

The initial phase of the Project TIA included preparing a detailed trip generation analysis. The Project Trip Generation Analysis (Aug. 12, 2019) presents a description of the operations and quantified the potential number of vehicle trips associated with the Kindergarten & After School Program. The program will have a morning (Monday - Friday, 8:30 to 11:30 AM) and afternoon kindergarten class (12:15 to 4:30-6:00 PM), and an after school program for 1st through 4th grade students (Monday-Friday, 3:30 PM to 4:30-6:00 PM). The initial enrollment includes a total of 70 children / students (12 kindergarten children in the morning & afternoon class, and 46 students in the after school program). The Los Altos Chinese School anticipates a potential modest growth for a maximum of no more than 15 children / students per class (total up to 90 children / students).

A shuttle van service operated by the Los Altos Chinese School will be used to transport kindergarten children during the mid-day period. The Kindergarten & After School Program is estimated to generate 47 trips during the PM peak hour (based on ITE “private” school trip rates). It’s noted the ITE trip generation rates may over-estimate the trips since the Kindergarten & After School Program will not function as a new stand-alone private school and many families will carpool (63% based on current enrollment). Therefore, the analysis in the Project TIA presents a worse case scenario. Based on the City’s Ordinance, the Kindergarten & After School Program will require at least 6 parking spaces. Using the ITE Parking Generation rates (average) the project would require 27 parking spaces. No on-street parking spaces will be dedicated or reserved for the existing church use or proposed school operations.

The Project TIA scope was defined in consultation with City staff. The evaluation of potential project impacts focuses on the analysis of traffic operations during the afternoon (PM) commuter peak hour at eight (8) study intersections. The evaluation of existing conditions was based on new traffic count data collected at the study intersections and methodologies consistent with the City of Los Altos and Santa Clara County Valley Transportation Authority (VTA) guidelines. The study intersections currently operate within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). The analysis of existing plus project conditions demonstrates that the study intersections will continue to operate within acceptable limits during the PM peak hour (no change in the LOS). Therefore, the project will not significantly impact operations on the local street system based on the City’s “level of significance” criteria.

On-street parking is available along Lincoln Avenue, Orange Avenue and Sherman Street. A parking survey was conducted of the on-street and surface lots in the vicinity of the Foothills Congregational Church (2:30-6:30 PM). The parking survey identified the existing peak demand period on Lincoln Avenue at 5:00 PM (only 12% occupied). The parking survey area adjacent to the Foothills Congregational Church was only 29% occupied during the same period (27 spaces unoccupied). This demonstrates that there is sufficient on-street parking available on Lincoln Avenue to accommodate the parking demands associated with the proposed Los Altos Chinese School Kindergarten & After School Program. Therefore, the project will not significantly impact parking on the local street system.

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APPENDIX MATERIAL

- Study Intersection Traffic Count Data (August 29, 2019) - NDS
- Level of Service (LOS) LOS Descriptions
- TRAFFIC “Level of Service” (LOS) Worksheets (Existing & Existing Plus Project)
- Parking Survey Exhibit and Data (August 29, 2019) - NDS
- Project Trip Generation Analysis (Aug. 12, 2019) - Pinnacle Traffic Engineering

1.0 INTRODUCTION

The Project Traffic Impact Analysis (TIA) presents an evaluation of the potential impacts associated with the proposed Kindergarten & After School Program. The Los Altos Chinese School has submitted a Use Permit application for a Kindergarten & After School Program at the Foothills Congregational Church (461 Orange Avenue). The existing Foothills Congregational Church is located within the residential neighborhood west of Foothill Expressway, south of Main Street - Burke Road, and north of El Monte Avenue. Access to the existing church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. On-street parking along Lincoln Avenue (University Avenue to Sherman Street) is available for 139 vehicles, which includes 78 stalls adjacent to the Foothills Congregational Church and Saint Nicholas Catholic Church. On-street parking is also provided along Orange Avenue (+/-14 stalls on the east side adjacent to the churches). The general location of the project site (Foothills Congregational Church) is illustrated on Figure 1 (Project Location Map).

Scope of Project TIA

The Project TIA scope was defined in consultation with City staff. The initial phase included a detailed trip generation analysis. The Project Trip Generation Analysis (Aug. 12, 2019) provided a description of the proposed operations and quantified the potential number of the vehicle trips associated with the Use Permit (Kindergarten & After School Program). The project trips were assigned to the local street system and the required project parking was estimated. As requested by City staff, the Project Trip Generation Analysis included a discussion regarding weekday activities at the local Saint Nicholas Catholic Church (473 Lincoln Avenue) and First Church of Christ Scientist (401 University Avenue). The Project TIA includes a summary of the data presented in the Project Trip Generation Analysis. A copy of the Project Trip Generation Analysis is included with the Appendix Material.

Per the City's TIA scope, the evaluation of potential project impacts focuses on the analysis of traffic operations during the afternoon (PM) commuter peak hour at the following study intersections:

- Foothill Expressway / Main Street
- Main Street - Burke Road / University Avenue
- University Avenue / Lincoln Avenue
- Lincoln Avenue / Orange Avenue
- Lincoln Avenue / Sherman Street
- Orange Avenue / Sherman Street
- University Avenue / Sherman Street
- El Monte Avenue / University Avenue

The evaluation of potential impacts focuses on the "existing" and "existing plus project" scenarios (as agreed by City staff). The Project TIA also presents an evaluation of on-street and surface lot parking in the general vicinity of the project site (Foothills Congregational Church).



LEGEND

 = Project Site



2.0 EXISTING CONDITIONS

The local roadway network serving the project site includes Foothill Expressway, El Monte Avenue, Main Street, Burke Road, University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. The following is a description of the local network and an evaluation of existing traffic operations.

Network Description

Foothill Expressway is a north-south regional facility that parallels I-280 through the City of Los Altos. In the vicinity of the project site, Foothill Expressway has two (2) travel lanes in each direction, Class II bike lanes and a posted speed limit of 45 miles-per-hour (mph). Foothill Expressway is signalized at Edith Avenue, Main Street, San Antonio Road and El Monte Avenue.

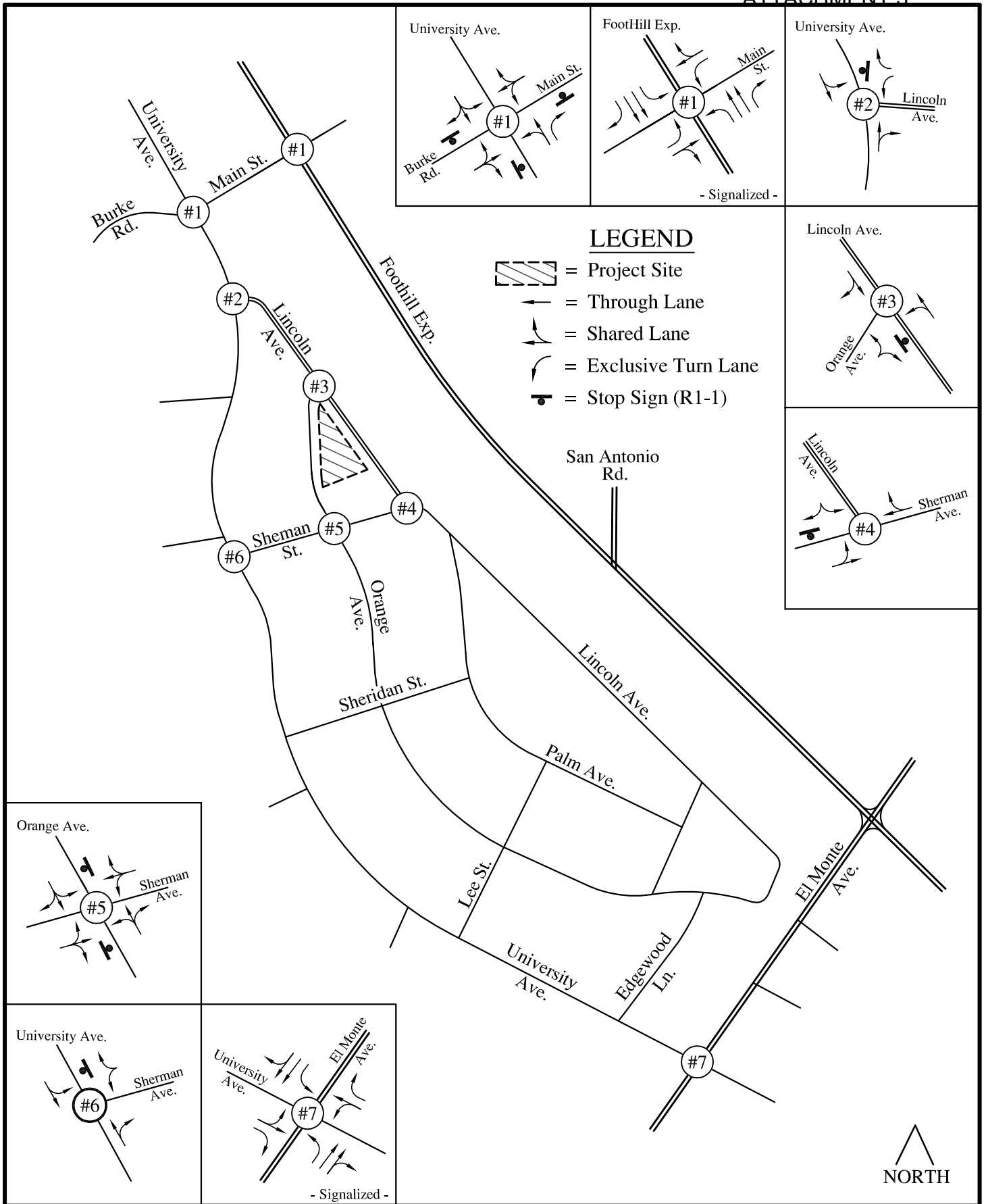
El Monte Avenue is an east-west arterial through the City of Los Altos. In the vicinity of the project site, El Monte Avenue has two (2) travel lanes in each direction, Class II bike lanes and a posted speed limit of 30 mph. El Monte Avenue is signalized at Foothill Expressway, University Avenue and Summerhill Avenue.

Main Street is an east-west collector street that extends east from Burke Road (at University Avenue) through the downtown area to San Antonia Road. Main Street has a single travel lane in each direction with on-street parking (angled) in the downtown area (west of Foothill Expressway). The westbound approach on Main Street at the Burke Road / University Avenue intersection is free-flowing, while the other three (3) legs of the intersection are stop sign controlled. Main Street is signalized at Foothill Expressway and 1st Street.

Burke Road is a local residential collector street that extends west from Main Street (at University Avenue). Burke Road has a single travel lane in each direction. Burke Road is stop sign controlled at the University Avenue intersection.

University Avenue is a local residential collector street that extends south from Edith Avenue to Anita Avenue (south of El Monte Avenue). University Avenue has a single travel lane in each direction with a posted 25 mph speed limit. There is a raised crosswalk on University Avenue south of Lincoln Avenue, and speed humps west of Milverton Road, east of Lee Street and west of Edgewood Lane. University Avenue is stop sign controlled at Edith Avenue and Main Street - Burke Road. University Avenue is signalized at El Monte Avenue.

The existing traffic control and approach lane geometrics at the study intersections are graphically illustrated on Figure 2A.



Traffic Volumes

New traffic count data was collected at the study intersections to document existing conditions during the afternoon commuter peak period (4:00-6:00 PM). The existing PM peak hour traffic volumes are illustrated on Figure 2B. It's noted that the traffic count data also includes the number of bikes and pedestrians. Copies of the new traffic count data are included with the Appendix Material.

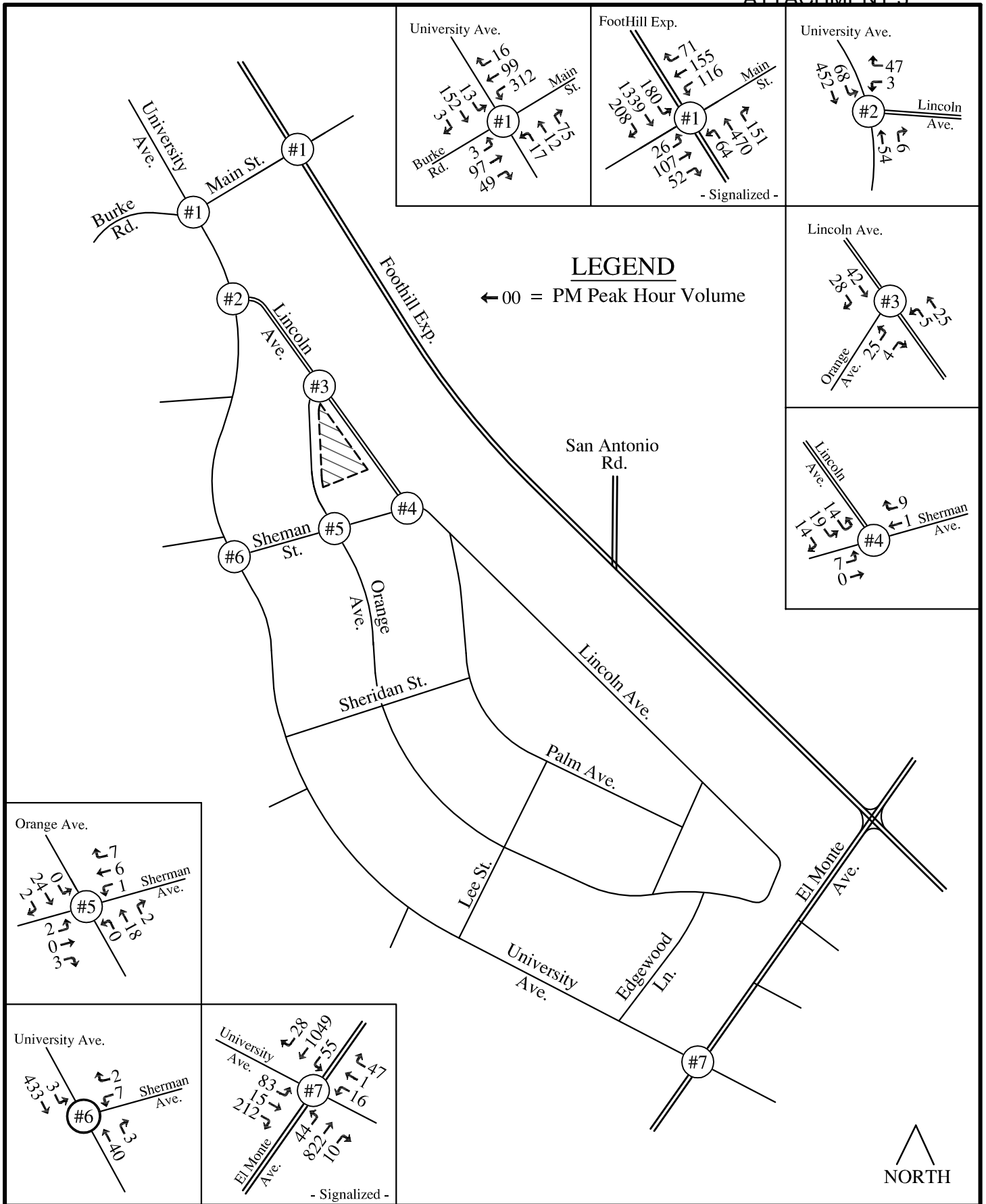
Intersection Analysis Methodology

Various "level of service" (LOS) methodologies are used to evaluate traffic operations. Operating conditions range from LOS "A" (free-flowing) to LOS "F" (forced-flow). The City of Los Altos has adopted the LOS D threshold as the lower limit for acceptable peak hour intersection operations. A brief description of the LOS values is included in the Appendix Material.

Vehicle delays at signalized intersections are evaluated for the overall peak hour as an "average." The LOS analysis for un-signalized intersections also reports average delay and delay for the "critical" movements (e.g. stop sign controlled approaches & main line left turn). The Santa Clara County Valley Transportation Authority (VTA) has guidelines for preparing traffic analyses (Transportation Impact Analysis Guidelines, Oct. 2014) and performing LOS analyses (Traffic Level of Service Analysis Guidelines, June 2003). Per the City's and VTA requirements, the evaluation of "peak hour" operations was conducted using the TRAFFIX software (2000 HCM). The LOS analysis assumes the County's Congestion Management Program (CMP) default parameters for the signalized intersections (e.g. saturation flow rates). Table 1 presents the LOS and average delay criterion for signalized and un-signalized intersections.

Table 1 - LOS and Delay Criterion

LOS Value	Signalized	Two-Way & All-Way Stop Control
	Average Delay (seconds/vehicle)	
A	< or = 10.0	< or = 10.0
B+	10.1 - 12.0	10.1 - 15.0
B	12.1 - 18.0	
B-	18.1 - 20.0	
C+	20.1 - 23.0	15.1 - 25.0
C	23.1 - 32.0	
C-	32.1 - 35.0	
D+	35.1 - 39.0	25.1 - 35.0
D	39.1 - 51.0	
D-	51.1 - 55.0	
E+	55.1 - 60.0	35.1 - 50.0
E	60.1 - 75.0	
E-	75.1 - 80.0	
F	> 80.0	> 50.0



Existing Intersection Level of Service Analysis

The LOS analysis for the study intersections was performed using the actual signal timing observed in the field and “peak hour factor” (PHF) data obtained from the new traffic count data. The existing bike and pedestrian volume data were also included in the LOS calculations. As previously described, the westbound approach on Main Street at the Burke Road / University Avenue intersection is free-flowing, while the other three (3) legs are stop sign controlled. Limitations of the TRAFFIX software doesn’t allow the coding of stop sign control on three (3) legs of an intersection and free-flowing traffic on the 4th leg. Therefore, the Main Street - Burke Road / University Avenue intersection was analyzed with “all-way” stop control. The results of the existing PM peak hour LOS analysis are presented in Table 2, with copies of the TRAFFIX worksheets included with the Appendix Material. It’s noted that the highest delay of the stop sign controlled approaches is reported in parenthesis for the unsignalized study intersections.

Table 2 - Existing PM Peak Hour Intersection LOS Analysis

Study Intersection	Traffic Control	Count Date	Avg. Delay (Sec.)	LOS Value
Foothill Exp. / Main St.	Signal	8/29/19	18.6	B-
<u>Main St.-Burke Rd. / University Ave.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	7.5 (14.3)	A (B)
<u>University Ave. / Lincoln Ave.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	1.5 (9.2)	A (A)
<u>Lincoln Ave. / Orange Ave.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	2.4 (9.3)	A (A)
<u>Lincoln Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	7.3 (8.8)	A (A)
<u>Orange Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	2.6 (9.0)	A (A)
<u>University Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	0.3 (11.3)	A (B)
El Monte Ave. / University Ave.	Signal	8/29/19	23.7	C

(a) Highest stop-sign controlled approach delay reported in parenthesis

The data in Table 2 indicates that the study intersections currently operate within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). Delays on the stop sign controlled approaches at the unsignalized study intersections are within the LOS A-B range. Observations of actual operations did not notice any significant operational issues during the PM peak hour. The majority of vehicle queues at the signalized study intersections cleared every cycle.

Parking Survey Data

As previously stated, the Project TIA includes an evaluation of parking in the general vicinity of the project site (Foothills Congregational Church). To document the current availability of parking for the proposed project a detailed parking survey was conducted. The parking survey recorded the total number of existing on-street and surface lot parking spaces with access on Lincoln Avenue, Orange Avenue and Sherman Street. The parking survey areas are illustrated on Figure 3. It's noted that the surface lot on the south side of Sherman Street (Area #5) and west side of the Saint Nicholas Catholic Church (Area #7) are reserved for church parking.

The parking survey recorded the actual number of parked vehicles in each area between 2:30 and 6:30 PM (Aug. 29, 2019). The survey was conducted every 15 minutes to identify the peak demand period and any patterns related to parking space turn-over rates. A summary of the parking survey data is displayed in Table 3. Copies of the parking survey area exhibit and detailed survey data are included in the Appendix Material.

Table 3 - Project Parking Survey Data Summary

Survey Times	Parking Survey Area								Total	Percent Occupied
	1	2	3	4	5	6	7	8		
Capacity	44	17	38	40	19	12	9	14	193	
2:30 PM	4	1	2	5	1	5	2	8	28	15%
2:45 PM	4	1	1	5	1	4	3	8	27	14%
3:00 PM	4	1	1	5	1	4	2	6	24	12%
3:15 PM	4	1	1	5	1	4	3	6	25	13%
3:30 PM	3	2	1	6	1	4	3	6	26	13%
3:45 PM	2	1	2	6	1	4	3	8	27	14%
4:00 PM	3	1	2	6	1	4	3	8	28	15%
4:15 PM	3	1	4	3	2	4	3	7	27	14%
4:30 PM	3	1	5	3	2	3	3	7	27	14%
4:45 PM	3	1	6	3	2	3	4	7	29	15%
5:00 PM	3	1	11	2	2	3	4	8	34	18%
5:15 PM	3	1	7	2	2	3	4	8	30	16%
5:30 PM	2	1	6	1	2	3	3	7	25	13%
5:45 PM	2	1	6	1	2	3	3	7	25	13%
6:00 PM	3	0	6	3	2	3	2	6	25	13%
6:15 PM	3	0	7	1	2	3	1	6	23	12%
6:30 PM	3	0	6	0	2	3	1	6	21	11%



LEGEND

#X = Survey Area



The parking survey data in Table 3 indicates that the peak demand period was documented at 5:00 PM (34 of the 193 spaces occupied, 18%). It's noted that the peak demand period for the on-street parking along Lincoln Avenue (Areas 1-4) was also at 5:00 PM (17 of the 139 spaces occupied, 12%). Field observations noticed that 3 of the vehicles parked in Area 1 appeared to be related to "parking and ride" activities for local residences (vehicles did not move throughout the survey period). The turn-over of parking spaces along Lincoln Avenue was approximately 15-30 minutes.

3.0 PROJECT CONDITIONS

The following is a brief description of the proposed project operations, an estimate of the project trip generation quantities, an assignment of project trips to the local street system, and an evaluation of the potential impacts on existing operations.

Operations Description

As stated in the Introduction (Section 1.0), the Project Trip Generation Analysis (Aug. 12, 2019) presents a description of the operations associated with the Los Altos Chinese School Kindergarten & After School Program at the Foothills Congregational Church. The church will have a morning (Monday - Friday, 8:30 to 11:30 AM) and afternoon kindergarten class (12:15 to 4:30-6:00 PM), and an after school program for 1st through 4th grade students (Monday-Friday, 3:30 PM to 4:30-6:00 PM). The initial enrollment includes 12 kindergarten children (morning and afternoon) and 46 after school program students (total of 70 children / students). There will be two (2) teachers for each kindergarten class, plus eight (8) teachers for the after school program. The 2019 church room assignment schedule for the initial enrollment is included in the Project Trip Generation Analysis. The Los Altos Chinese School anticipates a potential modest growth for a maximum of no more than 15 children / students per class (kindergarten - 4th grade). Ultimately, there could be 15 kindergarten children in the morning and afternoon class, and 15 students in each class of the after school program. The ultimate enrollment for the Kindergarten & After School Program could include up to 90 children / students. A layout of the existing Foothills Congregational Church is provided on Figure 4A (Project Site Plan).

The drop-off and pickup of children / students will occur on Lincoln Avenue adjacent to the existing classroom building, as space is available. The “general” location of the drop-off and pickup area is shown on Figure 4B (hatched area). Refer to the project plans prepared by March Design for additional details. There is no plan or need for a dedicated drop-off or pickup area since peak weekday (Monday through Friday) parking demands along Lincoln Avenue (Parking Survey Areas 1-4) only occupy 12% of the available parking spaces. Therefore, no signs will be used to designate a specific area for drop-off and/or pickup activities.

The morning kindergarten children will be dropped off at the church at around 8:15 AM. The morning children will then be transported to the Bullis Charter School using two (2) shuttle vans operated by the Los Altos Chinese School (around 11:35 AM). The shuttle vans will then bring back the afternoon kindergarten children to the church (+/- 12:10 PM). The after school program students will be dropped off at the church at around 3:15 PM. All the afternoon kindergarten children and after school program students will be picked up at the church between 4:30 and 6:00 PM (depending on individual family schedules). It's noted that based on the current enrollment (70 children / students) there will be 16 families with 2 children / students (32) and 4 families with 3 children / students (12) that will attend the Kindergarten & After School Program. This demonstrates that at least 63% (44/70) of the families essentially carpool. It's anticipated that many more families will eventually carpool.

**CONDITIONAL USE PERMIT for
LOS ALTOS CHINESE SCHOOL
at FOOTHILL CONGREGATIONAL CHURCH**

461 ORANGE AVENUE
LOS ALTOS CA 94022
APN: 175-15-060

PROJECT SUMMARY

APN: 175-15-060
 ZONING DISTRICT: P.U.C.
 EXISTING USE: APPROVED BY ORIGINAL PERMIT
 PROPOSED USE: CLASSROOM
 CONSTRUCTION TYPE: 1-2 (SPRINKLERED)
 OCCUPANCY GROUP: APPROVED BY ORIGINAL PERMIT A
 VIBRATION: 1-2
 USE OF EXISTING CLASSROOM BUILDING FLOOR AREA: 10,500 SF
 USE OF EXISTING PARKING AREA: 10,500 SF
 TOTAL EXISTING CLASSROOM BUILDING: 10,500 SF

LOCATION MAP

PROJECT CONTACT

GRANIERE LOS CONGREGATIONAL CHURCH
 461 ORANGE AVENUE
 LOS ALTOS, CA 94022
 (408) 972-4811 FAX: (408) 972-4811
 EMAIL: info@granierelc.org

APPLICABLE CODES

2006 CALIF. CIVIL CODE, CALIFORNIA ENERGY CODE AND CITY OF LOS ALTOS
 2006 CALIFORNIA BUILDING CODE (CBC)
 2006 CALIFORNIA FIRE CODE (FC)
 2006 CALIFORNIA ELECTRICAL CODE (CEC)
 2006 CALIFORNIA MECHANICAL CODE (CMC)
 2006 CALIFORNIA PLUMBING CODE (CPC)
 2006 CALIFORNIA SOILS AND FOUNDATION CODE (CSF)
 2006 CALIFORNIA WOOD PRESERVATION CODE (CWP)
 2006 CALIFORNIA ENVIRONMENTAL CODE (CEC)
 2006 CALIFORNIA FIRE PREVENTION AND LIFE SAFETY CODE (CALIF. FIRE PREVENTION AND LIFE SAFETY CODE)

PROJECT SCOPE

CONDITIONAL USE PERMIT FOR AFTER SCHOOL CARE/SCHOOL BY GRAD THE EXISTING CLASSROOM

DRAWING INDEX

ARCHITECTURAL	TITLE SHEET / SITE PLAN
A-21	EXISTING CLASSROOM BUILDING FLOOR PLAN

PARKING

PARKING NEEDED	PARKING AVAILABLE
8 STALLS	89 STALLS
	37 STALLS
	12 STALLS
	28 STALLS

CLIENT

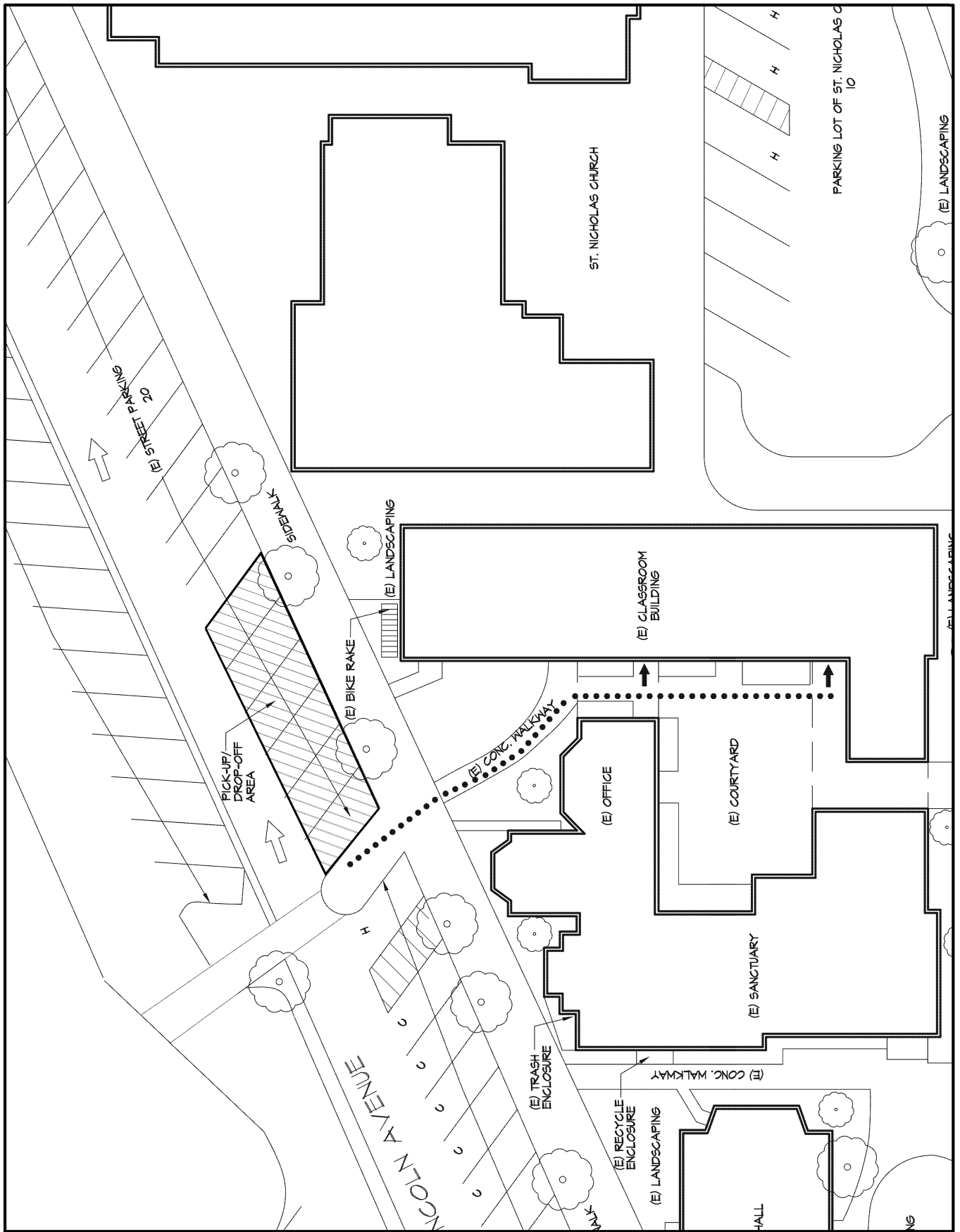
LOS ALTOS CHINESE SCHOOL
 461 ORANGE AVENUE
 LOS ALTOS, CA 94022
 APN: 175-15-060

TITLE SHEET & SITE PLAN

A1.0

ARCHITECT

MATCH DESIGN
 1000 UNIVERSITY AVENUE, SUITE 200
 LOS ALTOS, CA 94022
 (408) 943-8888
 WWW.MATCHDESIGN.COM



PINNACLE
TRAFFIC
ENGINEERING

Los Altos Chinese School
 - Kindergarten & After School Program -

FIGURE 4B
DROP-OFF &
PICKUP AREA

Project Trip Generation Estimates and Volumes

The number of new vehicle trips associated with the Los Altos Chinese School Kindergarten & After School Program have been estimated using data in the ITE Trip Generation Manual (10th Edition). The ITE Trip Generation Manual includes various related land use categories (e.g. public schools, private schools, charter schools). Based on a review of the various trip generation rates, the “private school” category was selected for the project trip generation purposes. It’s noted that the “PM peak hour of the generator” rates reflect the highest hour of generation in the afternoon after classes have ended. Detailed discussions regarding the ITE trip generation rates and project trip generation estimates are included in the Project Trip Generation Analysis (copy in Appendix Material). The ITE trip generation rates and project trip generation estimates are provided in Table 4.

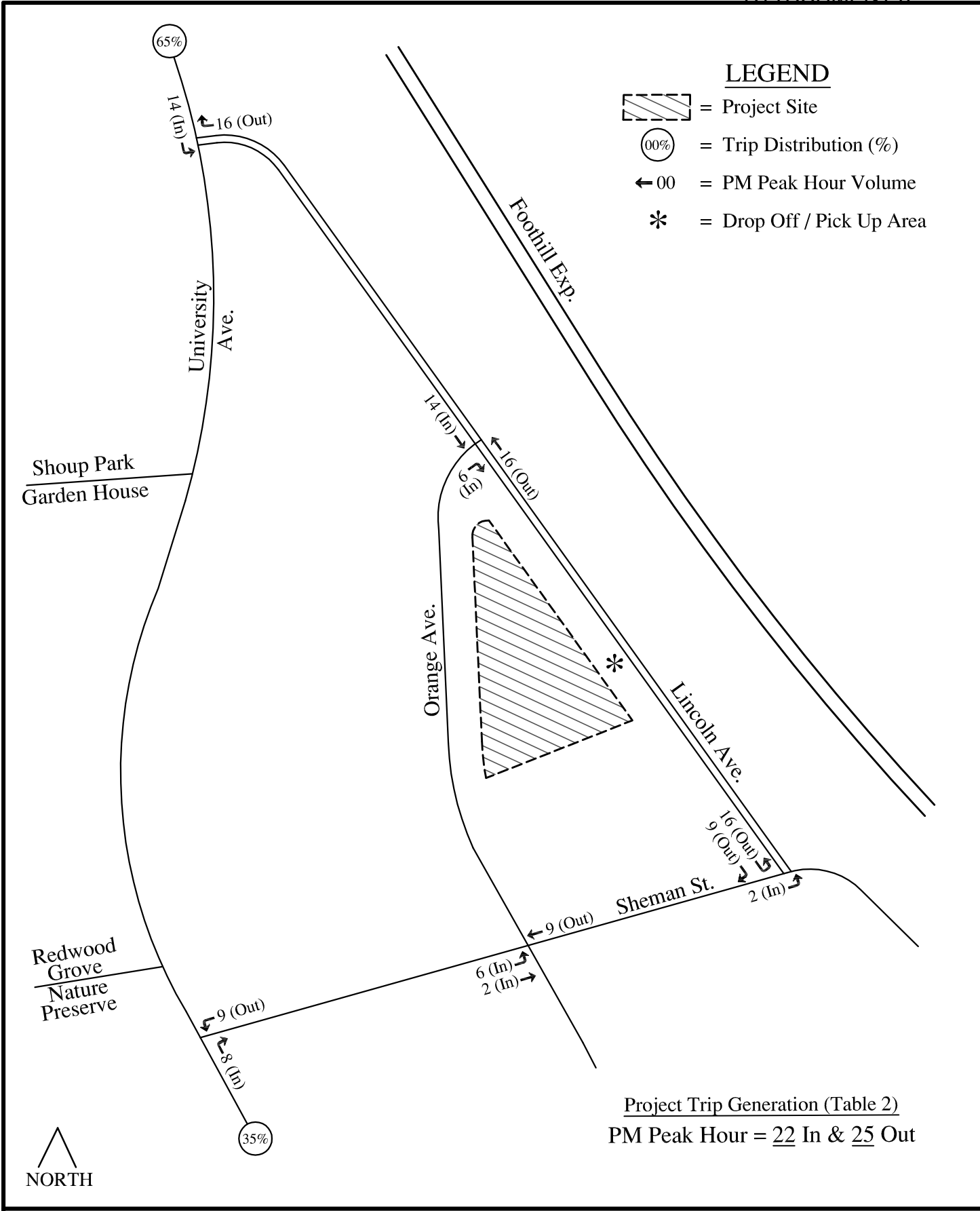
Table 4 - Project Trip Generation Rates and Estimates

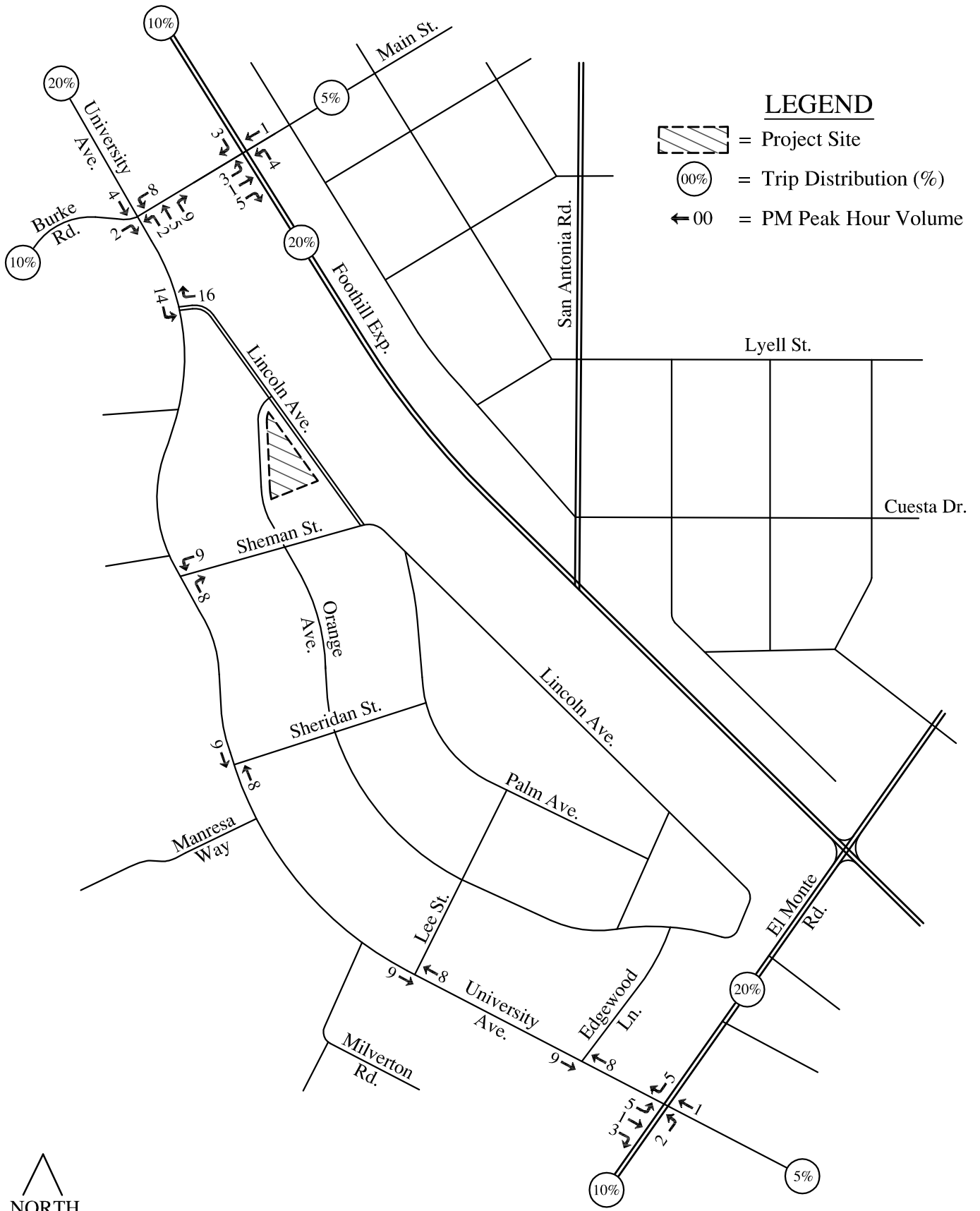
Ultimate Enrollment	Number of Vehicle Trips				Daily (d)
	Morning Peak Hour (a & b)		Afternoon Peak Hour (a & c)		
	In	Out	In	Out	
ITE Trip Generation Rates (Private School)	(0.50)	(0.41)	(0.29)	(0.33)	(2.48)
Morning Kindergarten Classes (15 Children)	8	6	0	0	224
After School Program (75 Students)	0	0	22	25	

- (a) Peak hour trips based on private school (K-8) rates, ITE LU #534
- (b) Represents peak hour of adjacent street system (highest hour between 7 & 9 AM)
- (c) Represents afternoon PM peak hour of the “generator”
- (d) Daily trips based on private school (K-12) rates, ITE LU #536 (total of 90 students)

The data in Table 4 indicates the morning kindergarten class (15 children) will generate 14 trips during the AM peak hour (8 in & 6 out) and the afternoon kindergarten & after school program (75 children / students) will generate 47 trips during the PM peak hour (22 in & 25 out). The morning kindergarten classes and after school program are estimated to generate a total of approximately 224 daily trips. It’s noted the ITE rates may over-estimate the project trips since the proposed Kindergarten & After School Program will not function as a new stand-alone private school.

The afternoon peak hour trips associated with the Kindergarten & After School Program were assigned to the local street system based the student population distribution in the City of Los Altos. It’s again noted that there are speed humps on University Avenue, which somewhat limits the number of trips assigned to the El Monte Avenue / University Avenue intersection. The trip assignment percentages and afternoon (PM) peak hour traffic volumes associated with the project (Kindergarten & After School Program) are illustrated on Figures 5A and 5B.





Transportation Demand Management

As previously stated, a shuttle van service operated by the Los Altos Chinese School will be used to transport kindergarten children to and from the Bullis Charter School during the mid-day period. Also, many families will have more than 1 child / student attending classes at the Kindergarten & After School Program (63% based on current enrollment). It's anticipated that many more families will eventually carpool. Therefore, it's reasonable to conclude that the trip generation estimates in Table 4 over-estimate the number of trips associated with the Kindergarten & After School Program.

Project Parking Generation Estimates

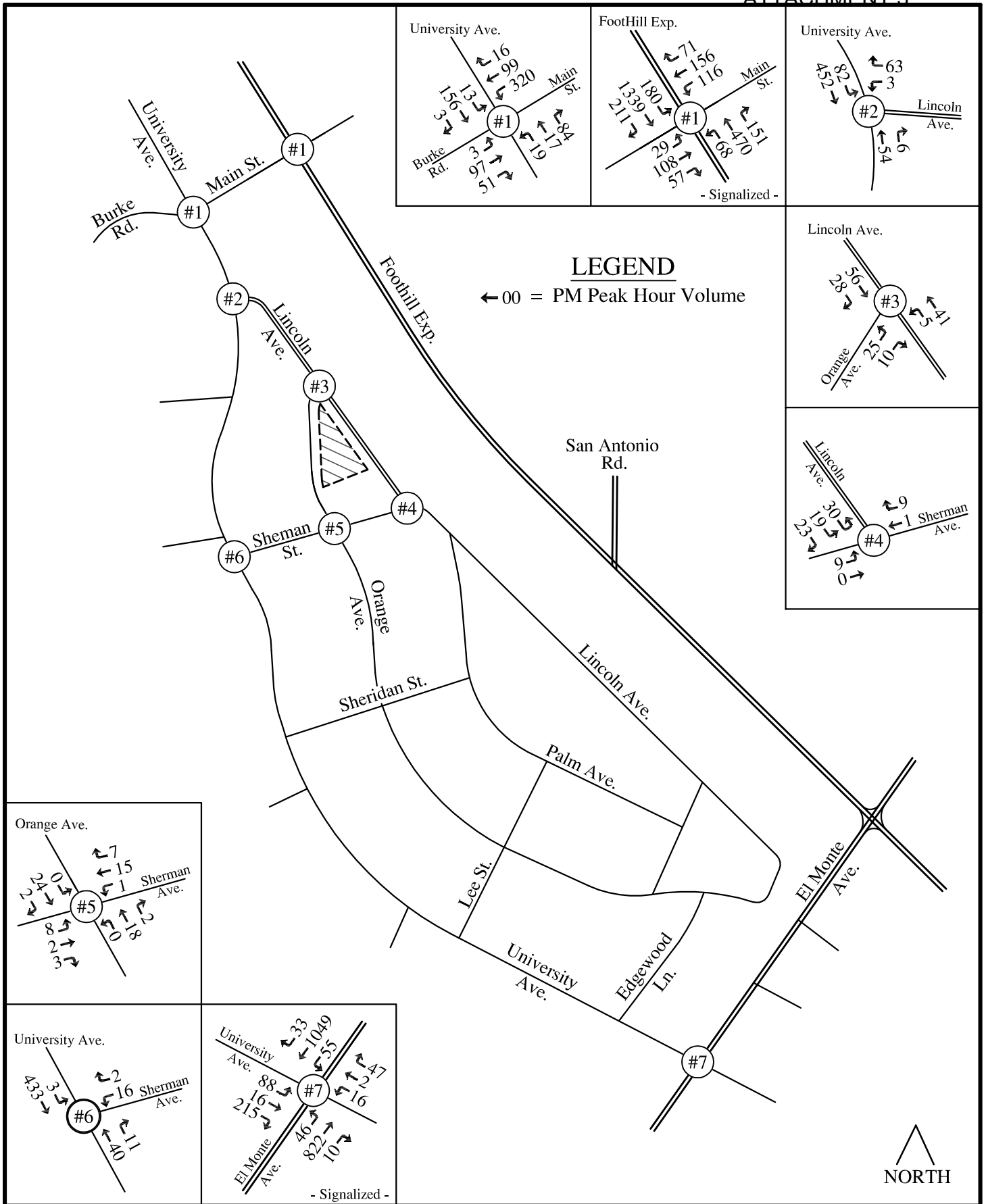
The project parking generation estimates are included in the Project Trip Generation Analysis (copy in Appendix Material). The weekday parking demands associated with the proposed Kindergarten & After School Program have been estimated using the City's Ordinance and data contained in the ITE Parking Generation Manual (5th Edition). The City's Ordinance (12.74.120.A) indicates a private school should provide one space for every two (2) employees (teacher & administrators). The project description indicates there will be two (2) teachers for the kindergarten classes and eight (8) teachers for the after school program. There will also be one (1) administrator for the activities associated with the Kindergarten & After School Program. Therefore, the Kindergarten & After School Program will require at least 6 parking spaces (11/2). Though the City's Ordinance (12.74.120.D) for churches focuses on the peak demands for the Sunday worship services, it does require weekday parking for employees (1 space for each church official resident and 1 space for every 2 employees). There are three (3) employees on weekdays at the church (2 parking spaces required). However, it's noted that typically if there is sufficient parking for the Sunday worship services there is more than adequate parking for weekday activities. The ITE Parking Generation Manual indicates the average peak parking demand for a private school (K-12) is 0.35 spaces per student, which is one (1) space for every 2.86 students (no data available for private school, K-8). Therefore, the Kindergarten & After School Program (75 afternoon children / students) would require 27 parking spaces (75 / 2.86). No on-street parking spaces will be dedicated or reserved for the existing church use or proposed school operations.

Existing Plus Project Traffic Volumes

The existing traffic volumes on Figures 2B were combined with the project traffic volumes on Figures 5A and 5B to derive the existing plus project traffic volumes. The existing plus project traffic volumes are illustrated on Figure 6.

City of Los Altos Level of Significance Criterion

The evaluation of potential project impacts is based on applicable "level of significance" criterion defined by the City of Los Altos. The following criteria was used to identify potentially significant impacts at the study intersections associated with the project traffic:



- The level of service at the intersection drops below its respective level of service standard (LOS D or better for local intersections) when project traffic is added, or
- An intersection that operates below its LOS standard under no-project conditions experiences an increase in critical-movement delay of four (4) or more seconds, and the volume-to-capacity ratio (v/c) is increased by one percent (0.01) or more when project traffic is added

For unsignalized intersections, a potentially significant impact may be attributable to a project if the intersection volumes exceed the minimum “peak hour” volume traffic signal warrant criteria in the California Manual on Uniform Traffic Control Devices (MUTCD, Warrant #3).

Existing Plus Project Intersection Level of Service Analysis

Similar to the existing conditions LOS analysis, the existing plus project traffic volumes at the study intersections (Figure 6) were evaluated using the TRAFFIX software. The results of the existing plus project intersection LOS analysis are presented in Table 5. The existing LOS data is also provided for comparison purposes. Copies of the TRAFFIX worksheets are included with the Appendix Material.

Table 5 - Existing Plus Project PM Peak Hour Intersection LOS Analysis

Study Intersection	Traffic Control	Existing		Exist. Plus Project		Project Impact
		Avg. Delay (Sec.)	LOS Value	Avg. Delay (Sec.)	LOS Value	
Foothill Exp. / Main St.	Signal	18.6	B-	18.8	B-	No
<u>Main St.-Burke Rd. / University Ave.</u> Stop Controlled Approach (a) -	Stop Control	7.5 (14.3)	A (B)	7.8 (14.6)	A (B)	No
<u>University Ave. / Lincoln Ave.</u> Stop Controlled Approach (a) -	Stop Control	1.5 (9.2)	A (A)	1.9 (9.2)	A (A)	No
<u>Lincoln Ave. / Orange Ave.</u> Stop Controlled Approach (a) -	Stop Control	2.4 (9.3)	A (A)	2.4 (9.5)	A (A)	No
<u>Lincoln Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	7.3 (8.8)	A (A)	7.9 (9.0)	A (A)	No
<u>Orange Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	2.6 (9.0)	A (A)	4.0 (9.2)	A (A)	No
<u>University Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	0.3 (11.3)	A (B)	0.5 (11.9)	A (B)	No
El Monte Ave. / University Ave.	Signal	23.7	C	24.1	C	No

(a) Highest stop-sign controlled approach delay reported in parenthesis

The data in Table 5 indicates that the study intersections will continue to operate within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). Delays on the stop sign controlled approaches at the unsignalized intersections will remain within the LOS A-B

range (no change in LOS). It's noted that the existing plus project PM peak hour traffic volumes at the unsignalized intersections will remain well below the California MUTCD minimum "peak hour" volume signal warrant criteria. Therefore, it's concluded the project will not impact peak hour traffic operations at the local study intersections.

Existing Plus Project Parking Demands

The parking survey data (Table 3, Page 8) indicates that the existing peak demand period on Lincoln Avenue (Areas 1-4) was documented at 5:00 PM, with only 12% (17) of the 139 parking spaces being occupied. The parking survey area adjacent to the Foothills Congregational Church (Area 3) was only 29% occupied during the same period (11 of 38 spaces), with 27 parking spaces unoccupied. This demonstrates that there is sufficient on-street parking available on Lincoln Avenue to accommodate the project parking demands associated with the proposed Kindergarten & After School Program. The shuttle vans operated by the Los Altos Chinese School will not stay in the parking stalls on Lincoln Avenue. Therefore, it's concluded the project will not impact parking on the local street system.

Project Site Access and Circulation

As previously noted, access to the Foothills Congregational Church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. A review of the existing plus project PM peak hour volumes at the study intersections adjacent to the project site (#3, #4 & #5) demonstrates the individual movements are less than 60 vehicles per hour (vph) in all cases. In addition, the LOS data in Table 5 indicates that vehicles delays at these study intersections are in the LOS A range under the existing plus project scenario. Therefore, it's concluded the project traffic will not impact circulation on the local street system.

Other Local Church Activities

City staff requested information regarding the weekday activities at the St. Nicholas Catholic Church (473 Lincoln Avenue) and First Church of Christ Scientist (401 University Avenue). A discussion of the weekday activities at these churches is included in the Project Trip Generation Analysis (copy in Appendix Material). Essentially, weekday activities at both churches are limited.

4.0 CONCLUSIONS

The Project TIA presents an evaluation of the potential impacts associated with the proposed Los Altos Chinese School Kindergarten & After School Program at the Foothills Congregational Church (461 Orange Avenue). The church will have a morning (Monday - Friday, 8:30 to 11:30 AM) and afternoon kindergarten class (12:15 to 4:30-6:00 PM), and an after school program with an ultimate enrollment of 90 children / students. A shuttle van service operated by the Los Altos Chinese School will be used to transport kindergarten children during the mid-day period. The Kindergarten & After School Program is estimated to generate 47 trips during the PM peak hour. It's noted the ITE trip generation rates may over-estimate the project trips since the Kindergarten & After School Program will not function as a new stand-alone private school and many families will carpool (63% based on current enrollment). Based on the City's Ordinance, the Kindergarten & After School Program will require at least 6 parking spaces. Using the ITE Parking Generation rates (average) the project would require 27 parking spaces. It's noted that typically if there is sufficient parking for the Sunday worship services at a church there is more than adequate parking for weekday activities. No on-street parking spaces will be dedicated or reserved for the existing church use or proposed school operations.

Access to the existing church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. An evaluation of existing conditions at the selected study intersections indicates that vehicles delays are within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). The analysis of existing plus project traffic conditions demonstrates that the study intersections will continue to operate within acceptable limits during the PM peak hour (no change in the LOS). Therefore, the project will not significantly impact operations on the local street system based on the City's "level of significance" criteria.

On-street parking is available along Lincoln Avenue, Orange Avenue and Sherman Street. A parking survey was conducted of the on-street and surface lots in the vicinity of the Foothills Congregational Church (2:30-6:30 PM). The survey identified the existing peak demand period on Lincoln Avenue at 5:00 PM (only 12% occupied). The survey area adjacent to the Foothills Congregational Church was only 29% occupied during the same period (27 parking spaces unoccupied). This demonstrates that there is sufficient on-street parking available on Lincoln Avenue to accommodate the project parking demands associated with the proposed Kindergarten & After School Program. Therefore, the project will not significantly impact parking on the local street system.

END

APPENDIX MATERIAL CONTENTS

- Study Intersection Traffic Count Data (August 29, 2019) - NDS
- Level of Service (LOS) LOS Descriptions
- TRAFFIC “Level of Service” (LOS) Worksheets (Existing & Existing Plus Project)
- Parking Survey Exhibit and Data (August 29, 2019) - NDS
- Project Trip Generation Analysis (Aug. 12, 2019) - Pinnacle Traffic Engineering

National Data & Surveying Services Intersection Turning Movement Count

Location: Foothill Expy & Main St
City: Los Altos
Control: Signalized

Project ID: 19-08413-001
Date: 2019-08-29

Total

NS/EW Streets:	Foothill Expy				Foothill Expy				Main St				Main St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	1	2	1	0	1	2	1	0	1	0.5	0.5	0	1	0.5	0.5	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	10	82	46	0	53	292	54	0	8	31	4	0	19	31	18	0	648
4:15 PM	19	134	43	0	38	364	33	0	3	26	10	0	31	31	26	0	758
4:30 PM	10	101	22	1	37	302	56	0	9	25	15	0	29	29	13	0	649
4:45 PM	18	143	43	2	51	351	59	0	6	29	14	0	24	42	16	0	798
5:00 PM	10	92	43	0	54	322	47	0	7	23	11	0	32	44	16	0	701
5:15 PM	5	100	39	1	40	326	55	0	3	37	12	0	17	50	29	0	714
5:30 PM	11	97	23	0	45	318	52	0	7	30	7	0	22	39	24	0	675
5:45 PM	26	120	42	0	43	319	44	0	4	33	13	0	22	28	14	0	708
TOTAL VOLUMES:	109	869	301	4	361	2594	400	0	47	234	86	0	196	294	156	0	5651
APPROACH %'s:	8.50%	67.73%	23.46%	0.31%	10.76%	77.32%	11.92%	0.00%	12.81%	63.76%	23.43%	0.00%	30.34%	45.51%	24.15%	0.00%	
PEAK HR:	04:15 PM - 05:15 PM																
PEAK HR VOL:	57	470	151	3	180	1339	195	0	25	103	50	0	116	146	71	0	2906
PEAK HR FACTOR:	0.750	0.822	0.878	0.375	0.833	0.920	0.826	0.000	0.694	0.888	0.833	0.000	0.906	0.830	0.683	0.000	0.910
	0.826				0.930				0.908				0.905				

National Data & Surveying Services Intersection Turning Movement Count

Location: Foothill Expy & Main St
City: Los Altos
Control: Signalized

Project ID: 19-08413-001
Date: 2019-08-29

Bikes

NS/EW Streets:	Foothill Expy				Foothill Expy				Main St				Main St				TOTAL
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	1 NL	2 NT	1 NR	0 NU	1 SL	2 ST	1 SR	0 SU	1 EL	0.5 ET	0.5 ER	0 EU	1 WL	0.5 WT	0.5 WR	0 WU	
4:00 PM	0	2	0	0	0	3	1	0	0	0	0	0	0	0	0	0	6
4:15 PM	0	2	2	0	0	2	2	0	0	4	0	0	0	1	1	0	14
4:30 PM	0	4	0	0	0	4	0	0	1	0	0	0	0	2	0	0	11
4:45 PM	0	4	0	0	2	1	0	0	0	0	0	0	1	1	0	0	9
5:00 PM	1	4	0	0	0	7	0	0	0	1	0	0	0	1	0	0	14
5:15 PM	0	3	0	0	0	15	1	0	0	2	2	0	0	1	0	0	24
5:30 PM	0	2	0	0	1	10	1	0	0	0	1	0	0	0	0	0	15
5:45 PM	2	8	0	0	0	8	2	0	0	2	3	0	1	3	0	0	29
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	3	29	2	0	3	50	7	0	1	9	6	0	2	9	1	0	122
	8.82%	85.29%	5.88%	0.00%	5.00%	83.33%	11.67%	0.00%	6.25%	56.25%	37.50%	0.00%	16.67%	75.00%	8.33%	0.00%	
PEAK HR :	04:15 PM - 05:15 PM																TOTAL
PEAK HR VOL :	1	14	2	0	2	14	2	0	1	5	0	0	1	5	1	0	48
PEAK HR FACTOR :	0.25	0.875	0.250	0.000	0.250	0.500	0.250	0.000	0.250	0.313	0.000	0.000	0.250	0.625	0.250	0.000	0.857
	0.850				0.643				0.375				0.875				

National Data & Surveying Services

Intersection Turning Movement Count

Location: Foothill Expy & Main St
City: Los Altos

Project ID: 19-08413-001
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Foothill Expy		Foothill Expy		Main St		Main St		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	2	0	1	1	0	0	0	4
4:15 PM	0	3	5	0	0	0	0	1	9
4:30 PM	4	1	4	1	0	0	0	0	10
4:45 PM	2	1	11	2	0	0	0	0	16
5:00 PM	5	3	3	1	0	0	3	0	15
5:15 PM	3	4	1	1	0	0	3	1	13
5:30 PM	0	4	0	3	0	1	0	2	10
5:45 PM	3	5	3	6	0	0	0	3	20
TOTAL VOLUMES :	EB 17	WB 23	EB 27	WB 15	NB 1	SB 1	NB 6	SB 7	TOTAL 97
APPROACH %'s :	42.50%	57.50%	64.29%	35.71%	50.00%	50.00%	46.15%	53.85%	
PEAK HR :	04:15 PM - 05:15 PM								TOTAL
PEAK HR VOL :	11	8	23	4	0	0	3	1	50
PEAK HR FACTOR :	0.550	0.667	0.523	0.500			0.250	0.250	0.781
	0.594		0.519				0.333		

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Burke Rd
City: Los Altos
Control: 3-Way Stop (NB/SB/EB)

Project ID: 19-08413-002
Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				Burke Rd				Burke Rd				TOTAL	
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND					
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
4:00 PM	0.5	0.5	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	179
4:15 PM	3	4	19	0	6	32	1	0	1	19	5	0	59	23	7	0	175	
4:30 PM	5	4	14	0	8	29	0	0	0	21	8	0	63	21	2	0	197	
4:45 PM	1	2	12	0	2	31	2	0	1	27	12	0	77	27	3	0	220	
5:00 PM	7	1	30	0	2	45	1	0	0	18	13	0	79	22	2	0	210	
5:15 PM	3	4	16	0	3	32	1	0	0	25	12	0	83	29	2	0	204	
5:30 PM	3	2	15	0	5	37	0	0	2	26	6	0	83	22	3	0	214	
5:45 PM	4	5	14	0	3	38	1	0	1	28	18	0	67	26	9	0	201	
5:45 PM	4	6	14	0	13	37	1	0	0	23	8	0	52	35	8	0		
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
APPROACH %'s:	30	28	134	0	42	281	7	0	5	187	82	0	563	205	36	0	1600	
	15.63%	14.58%	69.79%	0.00%	12.73%	85.15%	2.12%	0.00%	1.82%	68.25%	29.93%	0.00%	70.02%	25.50%	4.48%	0.00%		
PEAK HR:	04:45 PM - 05:45 PM																TOTAL	
PEAK HR VOL:	17	12	75	0	13	152	3	0	3	97	49	0	312	99	16	0	848	
PEAK HR FACTOR:	0.607	0.600	0.625	0.000	0.650	0.844	0.750	0.000	0.375	0.866	0.681	0.000	0.940	0.853	0.444	0.000	0.964	
	0.684				0.875				0.793				0.936					

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Burke Rd
City: Los Altos
Control: 3-Way Stop (NB/SB/EB)

Project ID: 19-08413-002
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				Burke Rd				Burke Rd				TOTAL
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	0.5 NL	0.5 NT	1 NR	0 NU	0 SL	1 ST	0 SR	0 SU	0 EL	1 ET	0 ER	0 EU	0 WL	1 WT	0 WR	0 WU	
4:00 PM	0	0	2	0	0	0	0	0	0	1	0	0	3	0	0	0	6
4:15 PM	1	0	0	0	0	0	0	0	0	1	1	0	1	0	0	0	4
4:30 PM	0	2	0	0	0	0	0	0	0	0	1	0	2	0	0	0	5
4:45 PM	1	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	4
5:00 PM	2	0	2	0	0	0	0	0	0	0	0	0	2	1	0	0	7
5:15 PM	1	0	0	0	0	1	0	0	0	3	0	0	1	0	0	0	6
5:30 PM	0	0	0	0	1	2	0	0	0	1	1	0	1	0	0	0	6
5:45 PM	0	0	3	0	0	2	0	0	0	1	0	0	4	1	2	0	13
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	33.33%	20.00%	46.67%	0.00%	16.67%	83.33%	0.00%	0.00%	0.00%	72.73%	27.27%	0.00%	73.68%	15.79%	10.53%	0.00%	51
PEAK HR :	04:45 PM - 05:45 PM																
PEAK HR VOL :	4	1	2	0	1	3	0	0	0	5	1	0	4	2	0	0	23
PEAK HR FACTOR :	0.50	0.250	0.250	0.000	0.250	0.375	0.000	0.000	0.000	0.417	0.250	0.000	0.500	0.500	0.000	0.000	0.821
	0.438				0.333				0.500				0.500				

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Burke Rd
City: Los Altos

Project ID: 19-08413-002
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		Burke Rd		Burke Rd		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	1	2	0	0	0	0	0	0	3
4:15 PM	3	1	1	0	0	0	1	1	7
4:30 PM	13	0	0	1	0	0	1	1	16
4:45 PM	9	1	3	0	0	0	1	5	19
5:00 PM	1	2	3	1	0	0	0	1	8
5:15 PM	1	5	0	0	1	0	1	1	9
5:30 PM	0	2	1	4	0	0	2	2	11
5:45 PM	5	1	0	3	0	0	3	1	13
TOTAL VOLUMES :	EB 33	WB 14	EB 8	WB 9	NB 1	SB 0	NB 9	SB 12	TOTAL 86
APPROACH %'s :	70.21%	29.79%	47.06%	52.94%	100.00%	0.00%	42.86%	57.14%	
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	11	10	7	5	1	0	4	9	47
PEAK HR FACTOR :	0.306	0.500	0.583	0.313	0.250		0.500	0.450	0.618
	0.525		0.600		0.250		0.542		

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Lincoln Ave
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-003
Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				Lincoln Ave				Lincoln Ave				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	1	0	0	0	1	0	0	0	0	0	0	1	0	1	0	125
4:15 PM	0	17	0	0	10	93	0	0	0	0	0	0	0	0	8	0	128
4:30 PM	0	8	0	0	9	98	0	0	0	0	0	0	1	0	8	0	124
4:45 PM	0	20	4	0	28	123	0	0	0	0	0	0	0	0	13	0	188
5:00 PM	0	10	2	0	20	98	0	0	0	0	0	0	1	0	16	0	147
5:15 PM	0	11	0	0	10	105	0	0	0	0	0	0	0	0	9	0	135
5:30 PM	0	13	0	0	10	126	0	0	0	0	0	0	2	0	9	0	160
5:45 PM	0	16	0	0	13	88	0	0	0	0	0	0	0	0	7	0	124
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	0	114	6	0	105	820	0	0	1	0	0	0	6	0	79	0	1131
	0.00%	95.00%	5.00%	0.00%	11.35%	88.65%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	7.06%	0.00%	92.94%	0.00%	
PEAK HR:	04:45 PM - 05:45 PM																
PEAK HR VOL:	0	54	6	0	68	452	0	0	0	0	0	0	3	0	47	0	630
PEAK HR FACTOR:	0.000	0.675	0.375	0.000	0.607	0.897	0.000	0.000	0.000	0.000	0.000	0.000	0.375	0.000	0.734	0.000	0.838
			0.625			0.861									0.735		

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Lincoln Ave
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-003
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				Lincoln Ave				Lincoln Ave				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	1	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	4
4:15 PM	0	3	0	0	2	1	0	0	0	0	0	0	0	0	1	0	7
4:30 PM	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
4:45 PM	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
5:00 PM	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
5:15 PM	0	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0	5
5:30 PM	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0	3
5:45 PM	0	3	0	0	0	6	0	0	0	0	0	0	0	0	0	0	9
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	13	0	0	6	16	0	0	0	0	0	0	0	0	2	0	37
	0.00%	100.00%	0.00%	0.00%	27.27%	72.73%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	
PEAK HR :	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL :	0	6	0	0	2	6	0	0	0	0	0	0	0	0	1	0	15
PEAK HR FACTOR :	0.00	0.375	0.000	0.000	0.500	0.500	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.250	0.000	0.750
	0.375				0.667								0.250				

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Lincoln Ave
City: Los Altos

Project ID: 19-08413-003
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		Lincoln Ave		Lincoln Ave		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	1	2	0	0	0	3
4:15 PM	0	0	0	2	0	0	0	0	2
4:30 PM	0	0	0	0	3	0	0	0	3
4:45 PM	0	0	0	0	3	2	0	0	5
5:00 PM	0	0	4	1	3	0	0	0	8
5:15 PM	0	0	2	2	0	0	0	0	4
5:30 PM	0	0	1	0	3	1	0	0	5
5:45 PM	0	0	0	0	0	4	0	0	4
TOTAL VOLUMES :	EB	WB	EB	WB	NB	SB	NB	SB	TOTAL
APPROACH %'s :	0	0	7	6	14	7	0	0	34
			53.85%	46.15%	66.67%	33.33%			
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	0	0	7	3	9	3	0	0	22
PEAK HR FACTOR :			0.438	0.375	0.750	0.375			0.688
			0.500		0.600				

National Data & Surveying Services Intersection Turning Movement Count

Location: Lincoln Ave & Orange Ave
City: Los Altos
Control: 1-Way Stop (EB)

Project ID: 19-08413-004
Date: 2019-08-29

Total

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Orange Ave				Orange Ave				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	16
4:15 PM	0	4	0	0	0	7	4	1	3	0	0	1	0	0	0	0	20
4:30 PM	0	5	0	0	0	4	5	0	5	0	0	0	0	0	0	0	19
4:45 PM	1	7	0	0	0	17	11	0	9	0	3	0	0	0	0	0	48
5:00 PM	2	11	0	0	0	16	6	0	5	0	1	0	0	0	0	0	41
5:15 PM	1	2	0	1	0	4	6	1	6	0	0	0	0	0	0	0	21
5:30 PM	1	3	0	0	0	6	4	0	5	0	0	0	0	0	0	0	19
5:45 PM	1	2	0	0	0	6	6	0	3	0	0	0	0	0	0	0	18
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	6	39	0	1	0	60	46	3	41	0	5	1	0	0	0	0	202
	13.04%	84.78%	0.00%	2.17%	0.00%	55.05%	42.20%	2.75%	87.23%	0.00%	10.64%	2.13%					
PEAK HR:	04:30 PM - 05:30 PM																TOTAL
PEAK HR VOL:	4	25	0	1	0	41	28	1	25	0	4	0	0	0	0	0	129
PEAK HR FACTOR:	0.500	0.568	0.000	0.250	0.000	0.603	0.636	0.250	0.694	0.000	0.333	0.000	0.000	0.000	0.000	0.000	0.672
		0.577				0.625					0.604						

National Data & Surveying Services

Intersection Turning Movement Count

Location: Lincoln Ave & Orange Ave
City: Los Altos
Control: 1-Way Stop (EB)

Project ID: 19-08413-004
Date: 2019-08-29

Bikes

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Orange Ave				Orange Ave				TOTAL			
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND							
	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU				
4:00 PM	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0				2
4:15 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0				2
4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0
4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0
5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0
5:30 PM	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0				2
5:45 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0				1
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU				TOTAL
APPROACH %'s :	0	2	0	0	0	2	3	0	0	0	0	0	0	0	0	0				7
	0.00%	100.00%	0.00%	0.00%	0.00%	40.00%	60.00%	0.00%												
PEAK HR :	04:30 PM - 05:30 PM																TOTAL			
PEAK HR VOL :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0
PEAK HR FACTOR :	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				

National Data & Surveying Services

Intersection Turning Movement Count

Location: Lincoln Ave & Orange Ave
City: Los Altos

Project ID: 19-08413-004
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Lincoln Ave		Lincoln Ave		Orange Ave		Orange Ave		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	0	0	0	0	0	0
4:15 PM	0	0	0	0	0	0	0	0	0
4:30 PM	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	1	0	0	0	0	0	1
5:00 PM	0	0	0	0	0	0	0	0	0
5:15 PM	0	0	2	0	0	0	0	0	2
5:30 PM	0	0	0	0	0	0	0	0	0
5:45 PM	0	0	0	1	0	0	0	0	1
TOTAL VOLUMES :	EB	WB	EB	WB	NB	SB	NB	SB	TOTAL
APPROACH %'s :	0	0	3	1	0	0	0	0	4
			75.00%	25.00%					
PEAK HR :	04:30 PM - 05:30 PM								TOTAL
PEAK HR VOL :	0	0	3	0	0	0	0	0	3
PEAK HR FACTOR :			0.375	0.375					0.375

National Data & Surveying Services Intersection Turning Movement Count

Location: Lincoln Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (SB)

Project ID: 19-08413-005
Date: 2019-08-29

Total

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Sherman St				Sherman St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	2	0	0	0	0	1	1	2	0	0	0	0	0	0	0	6
4:15 PM	0	4	0	0	0	6	1	0	1	0	0	0	0	0	0	0	12
4:30 PM	0	3	0	0	0	2	2	0	1	0	0	0	0	0	0	0	8
4:45 PM	0	2	0	0	0	2	6	5	2	0	0	0	0	0	0	0	17
5:00 PM	1	1	0	0	0	8	5	8	2	0	0	0	0	0	0	0	25
5:15 PM	0	2	0	0	0	5	1	1	1	0	0	0	0	0	0	0	10
5:30 PM	0	4	0	0	0	4	2	0	2	0	0	0	0	0	0	0	12
5:45 PM	0	2	0	0	0	3	1	1	2	0	0	0	0	0	0	0	9
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	1	20	0	0	0	30	19	16	13	0	0	0	0	0	0	0	99
	4.76%	95.24%	0.00%	0.00%	0.00%	46.15%	29.23%	24.62%	100.00%	0.00%	0.00%	0.00%					
PEAK HR:	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL:	1	9	0	0	0	19	14	14	7	0	0	0	0	0	0	0	64
PEAK HR FACTOR:	0.250	0.563	0.000	0.000	0.000	0.594	0.583	0.438	0.875	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.640
		0.625				0.560				0.875							

National Data & Surveying Services Intersection Turning Movement Count

Location: Lincoln Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (SB)

Project ID: 19-08413-005
Date: 2019-08-29

Bikes

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Sherman St				Sherman St				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0 NL	1 NT	0 NR	0 NU	0 SL	1 ST	0 SR	0 SU	0 EL	1 ET	0 ER	0 EU	0 WL	0 WT	0 WR	0 WU	
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:15 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:45 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
5:00 PM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
5:45 PM	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	2
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	2	0	0	0	2	0	0	1	0	2	0	0	0	0	0	7
	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	33.33%	0.00%	66.67%	0.00%					
PEAK HR :	04:45 PM - 05:45 PM																
PEAK HR VOL :	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	3
PEAK HR FACTOR :	0.00	0.500	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.250	0.000	0.000	0.000	0.000	0.000	0.750
		0.500									0.250						

National Data & Surveying Services

Intersection Turning Movement Count

Location: Lincoln Ave & Sherman St
City: Los Altos

Project ID: 19-08413-005
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Lincoln Ave		Lincoln Ave		Sherman St		Sherman St		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	2	0	0	0	0	2
4:15 PM	0	0	3	1	0	0	0	0	4
4:30 PM	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	1	0	0	0	0	0	1
5:00 PM	0	1	3	0	0	0	0	0	4
5:15 PM	0	0	0	1	0	0	0	0	1
5:30 PM	0	0	0	1	0	0	0	0	1
5:45 PM	0	0	0	1	0	0	0	0	1
TOTAL VOLUMES :	EB	WB	EB	WB	NB	SB	NB	SB	TOTAL
APPROACH %'s :	0	1	7	6	0	0	0	0	14
	0.00%	100.00%	53.85%	46.15%					
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	0	1	4	2	0	0	0	0	7
PEAK HR FACTOR :		0.250	0.333	0.500					0.438
		0.250		0.500					

National Data & Surveying Services Intersection Turning Movement Count

Location: Orange Ave & Sherman St
City: Los Altos
Control: 2-Way Stop (NB/SB)

Project ID: 19-08413-006
Date: 2019-08-29

Total

NS/EW Streets:	Orange Ave				Orange Ave				Sherman St				Sherman St				TOTAL	
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND					
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
4:00 PM	0	3	0	0	0	4	1	0	2	1	0	0	0	0	1	0	0	12
4:15 PM	0	3	0	0	0	5	0	0	0	0	1	0	1	1	1	0	0	12
4:30 PM	0	4	0	0	0	4	0	0	1	0	0	0	0	0	1	0	0	10
4:45 PM	0	8	1	0	0	8	2	0	1	0	1	0	0	2	2	0	0	25
5:00 PM	0	3	1	0	0	7	0	0	0	0	1	0	0	3	3	0	0	18
5:15 PM	0	2	0	0	0	5	0	1	2	0	0	0	0	0	1	0	0	11
5:30 PM	0	2	0	0	0	5	0	0	1	1	0	0	0	1	0	0	0	10
5:45 PM	1	4	0	0	0	10	0	0	0	0	0	0	0	1	0	0	0	16
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
APPROACH %'s:	1	29	2	0	0	48	3	1	7	2	3	0	1	8	9	0	114	
	3.13%	90.63%	6.25%	0.00%	0.00%	92.31%	5.77%	1.92%	58.33%	16.67%	25.00%	0.00%	5.56%	44.44%	50.00%	0.00%		
PEAK HR:	04:15 PM - 05:15 PM																	
PEAK HR VOL:	0	18	2	0	0	24	2	0	2	0	3	0	1	6	7	0	65	
PEAK HR FACTOR:	0.000	0.563	0.500	0.000	0.000	0.750	0.250	0.000	0.500	0.000	0.750	0.000	0.250	0.500	0.583	0.000	0.650	
	0.556				0.650				0.625				0.583					

National Data & Surveying Services Intersection Turning Movement Count

Location: Orange Ave & Sherman St
City: Los Altos
Control: 2-Way Stop (NB/SB)

Project ID: 19-08413-006
Date: 2019-08-29

Bikes

NS/EW Streets:	Orange Ave				Orange Ave				Sherman St				Sherman St				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0	1	0	0	0	1	0	0	0	1	0	0	0	0	1	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
4:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 PM	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
5:45 PM	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	0	0	0	2	1	0	0	0	1	0	0	0	0	0	0	4
PEAK HR :	04:15 PM - 05:15 PM				66.67%	33.33%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0	0	0	0	TOTAL
PEAK HR VOL :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PEAK HR FACTOR :	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0

National Data & Surveying Services

Intersection Turning Movement Count

Location: Orange Ave & Sherman St
City: Los Altos

Project ID: 19-08413-006
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Orange Ave		Orange Ave		Sherman St		Sherman St		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	1	0	0	2	0	3
4:15 PM	0	0	0	0	0	0	0	0	0
4:30 PM	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	0	0	0	0	1	0	1
5:00 PM	0	1	0	1	0	0	2	1	5
5:15 PM	0	0	0	0	2	1	0	0	3
5:30 PM	0	0	0	1	0	0	0	0	1
5:45 PM	0	0	0	1	2	0	0	0	3
TOTAL VOLUMES :	0	1	0	4	4	1	5	1	16
APPROACH %'s :	0.00%	100.00%	0.00%	100.00%	80.00%	20.00%	83.33%	16.67%	
PEAK HR :	04:15 PM - 05:15 PM								
PEAK HR VOL :	0	1	0	1	0	0	3	1	6
PEAK HR FACTOR :		0.250		0.250			0.375	0.250	0.300
	0.250		0.250				0.333		

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-007
Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				Sherman St				Sherman St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	16	0	0	5	85	0	0	0	0	0	0	0	0	1	0	107
4:15 PM	0	15	0	0	3	74	0	0	0	0	0	0	0	0	1	0	93
4:30 PM	0	8	0	0	2	94	0	0	0	0	0	0	0	0	1	0	105
4:45 PM	0	12	1	0	1	108	0	0	0	0	0	0	3	0	1	0	126
5:00 PM	0	8	0	0	0	96	0	0	0	0	0	0	3	0	0	0	107
5:15 PM	0	6	0	0	1	114	0	0	0	0	0	0	0	0	0	0	122
5:30 PM	0	14	1	0	1	115	0	0	0	0	0	0	1	0	1	0	133
5:45 PM	0	11	0	0	0	87	0	0	0	0	0	0	1	0	2	0	101
TOTAL VOLUMES:	0	90	3	0	13	773	0	0	0	0	0	0	8	0	7	0	TOTAL 894
APPROACH %'s:	0.00%	96.77%	3.23%	0.00%	1.65%	98.35%	0.00%	0.00%					53.33%	0.00%	46.67%	0.00%	
PEAK HR:	04:45 PM - 05:45 PM																TOTAL 488
PEAK HR VOL:	0	40	3	0	3	433	0	0	0	0	0	0	7	0	2	0	488
PEAK HR FACTOR:	0.000	0.714	0.750	0.000	0.750	0.941	0.000	0.000	0.000	0.000	0.000	0.000	0.583	0.000	0.500	0.000	0.917
			0.717			0.940									0.563		

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-007
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				Sherman St				Sherman St				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0 NL	1 NT	0 NR	0 NU	0 SL	1 ST	0 SR	0 SU	0 EL	0 ET	0 ER	0 EU	0 WL	1 WT	0 WR	0 WU	
4:00 PM	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
4:15 PM	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4
4:30 PM	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
4:45 PM	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
5:00 PM	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 PM	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
5:45 PM	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	2
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	8	0	0	1	10	0	0	0	0	0	0	0	0	0	0	19
	0.00%	100.00%	0.00%	0.00%	9.09%	90.91%	0.00%	0.00%									
PEAK HR :	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL :	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	8
PEAK HR FACTOR :	0.00	0.250	0.000	0.000	0.000	0.333	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.500
		0.250				0.333											

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Sherman St
City: Los Altos

Project ID: 19-08413-007
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		Sherman St		Sherman St		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	0	2	0	0	0	2
4:15 PM	0	0	0	0	4	0	0	0	4
4:30 PM	0	0	0	0	2	0	0	0	2
4:45 PM	0	0	0	0	2	2	0	0	4
5:00 PM	0	1	0	0	2	0	0	0	3
5:15 PM	0	1	0	0	1	0	0	0	2
5:30 PM	0	0	0	0	3	0	0	0	3
5:45 PM	0	0	0	0	0	1	0	0	1
TOTAL VOLUMES :	EB	WB	EB	WB	NB	SB	NB	SB	TOTAL
APPROACH %'s :	0	2	0	0	16	3	0	0	21
	0.00%	100.00%			84.21%	15.79%			
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	0	2	0	0	8	2	0	0	12
PEAK HR FACTOR :		0.500			0.667	0.250			0.750
	0.500				0.625				

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & S El Monte Ave
 City: Los Altos
 Control: Signalized

Project ID: 19-08413-008
 Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				S El Monte Ave				S El Monte Ave				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	4	1	12	0	14	3	52	0	9	235	2	3	11	291	14	0	651
4:15 PM	3	0	7	0	13	4	43	0	7	201	2	1	9	259	1	0	550
4:30 PM	4	0	11	0	25	4	49	0	10	209	4	0	18	228	7	1	570
4:45 PM	5	0	17	0	31	4	68	0	13	177	2	1	14	271	6	2	611
5:00 PM	2	1	12	0	31	7	44	0	6	186	3	0	10	253	1	0	556
5:15 PM	1	0	13	0	18	3	56	0	9	164	1	0	10	263	5	1	544
5:30 PM	3	0	13	0	20	11	69	0	10	193	4	1	22	262	5	0	613
5:45 PM	7	2	16	0	9	4	46	0	11	200	7	1	31	297	7	0	638
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	29	4	101	0	161	40	427	0	75	1565	25	7	125	2124	46	4	4733
	21.64%	2.99%	75.37%	0.00%	25.64%	6.37%	67.99%	0.00%	4.49%	93.60%	1.50%	0.42%	5.44%	92.39%	2.00%	0.17%	
PEAK HR:	04:00 PM - 05:00 PM																
PEAK HR VOL:	16	1	47	0	83	15	212	0	39	822	10	5	52	1049	28	3	2382
PEAK HR FACTOR:	0.800	0.250	0.691	0.000	0.669	0.938	0.779	0.000	0.750	0.874	0.625	0.417	0.722	0.901	0.500	0.375	0.915
	0.727				0.752				0.880				0.896				

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & S El Monte Ave
City: Los Altos
Control: Signalized

Project ID: 19-08413-008
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				S El Monte Ave				S El Monte Ave				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0.5 NL	0.5 NT	1 NR	0 NU	1 SL	1 ST	0 SR	0 SU	1 EL	2 ET	0 ER	0 EU	1 WL	2 WT	0 WR	0 WU	
4:00 PM	0	0	0	0	1	1	0	0	0	1	0	0	3	0	0	0	6
4:15 PM	0	2	0	0	0	0	0	0	0	1	0	0	0	1	1	0	5
4:30 PM	0	1	0	0	1	0	0	0	0	1	0	0	0	1	0	0	4
4:45 PM	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
5:00 PM	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	4
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2
5:30 PM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
5:45 PM	0	0	0	0	1	0	0	0	0	0	0	0	1	1	1	0	4
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	6	1	0	4	2	1	0	0	3	0	0	5	4	3	0	29
	0.00%	85.71%	14.29%	0.00%	57.14%	28.57%	14.29%	0.00%	0.00%	100.00%	0.00%	0.00%	41.67%	33.33%	25.00%	0.00%	
PEAK HR :	04:00 PM - 05:00 PM																TOTAL
PEAK HR VOL :	0	3	0	0	2	2	1	0	0	3	0	0	3	2	1	0	17
PEAK HR FACTOR :	0.00	0.375	0.000	0.000	0.500	0.500	0.250	0.000	0.000	0.750	0.000	0.000	0.250	0.500	0.250	0.000	0.708
	0.375				0.625				0.750				0.500				

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & S El Monte Ave
City: Los Altos

Project ID: 19-08413-008
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		S El Monte Ave		S El Monte Ave		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	0	0	0	1	1	2
4:15 PM	0	0	0	0	0	0	0	0	0
4:30 PM	0	1	0	0	0	0	0	1	2
4:45 PM	0	0	0	0	0	0	0	0	0
5:00 PM	0	0	0	0	2	1	0	0	3
5:15 PM	1	1	0	0	0	0	0	1	3
5:30 PM	0	0	0	0	0	0	0	0	0
5:45 PM	0	0	0	1	0	0	0	0	1
TOTAL VOLUMES :	EB 1	WB 2	EB 0	WB 1	NB 2	SB 1	NB 1	SB 3	TOTAL 11
APPROACH %'s :	33.33%	66.67%	0.00%	100.00%	66.67%	33.33%	25.00%	75.00%	
PEAK HR :	04:00 PM - 05:00 PM								TOTAL
PEAK HR VOL :	0	1	0	0	0	0	1	2	4
PEAK HR FACTOR :	0.250						0.250	0.500	0.500
	0.250						0.375		

The ability of a highway system to carry traffic is expressed in terms of its "Service Level" at critical locations, usually intersections. Service levels are defined as follows:

- "LOS A" Conditions primarily describe free-flowing operations. Vehicles are completely unimpeded in their ability to maneuver within the traffic stream. Control delay at the boundary intersections is minimal. The travel speed exceeds 85% of the base free-flow speed.
- "LOS B" Conditions describe reasonably unimpeded operations. The ability to maneuver within the traffic stream is only slightly restricted and control delay at the boundary intersections is not significant. The travel speed is between 67% and 85% of the base free-flow speed.
- "LOS C" Conditions describe stable operations. The ability to maneuver and change lanes at mid-segment locations may be more restricted than at LOS B. Longer queues at the boundary intersections may contribute to lower travel speeds. The travel speed is between 50% and 67% of the base free-flow speed.
- "LOS D" Conditions describe less stable operations in which small increases in flow may cause substantial increases in delay and decreases in travel speed. This operation may be due to adverse signal progression, high volume, or inappropriate signal timing at the boundary intersections. The travel speed is between 40% and 50% of the base free-flow speed.
- "LOS E" Conditions describe unstable operations and significant delay. Such operations may be due to some combination of adverse progression, high volume, and inappropriate signal timing at the boundary intersections. The travel speed is between 30% and 40% of the base free-flow speed.
- "LOS F" Conditions describe flow at extreme low speed. Congestion is likely occurring at the boundary intersections, as indicated by high delay and extensive queuing. The travel speed is 30% or less of the base free-flow speed. Also, LOS F is assigned to the subject direction of travel if the through movement at one or more boundary intersections has a volume-to-capacity (V/C) ratio greater than 1.0.

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 Foothill Expressway & Main Street

Cycle (sec): 95 Critical Vol./Cap.(X): 0.598
 Loss Time (sec): 12 Average Delay (sec/veh): 18.6
 Optimal Cycle: 80 Level Of Service: B

Street Name: Foothill Exp. Main St.

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

Control:	Protected			Protected			Permitted			Permitted					
Rights:	Ovl			Ovl			Ovl			Include					
Min. Green:	7	10	10	7	10	10	10	10	10	10	10	10			
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0			
Lanes:	1	0	2	0	1	1	0	2	0	1	1	0	0	1	0

Volume Module: >> Count Date: 29 Aug 2019 <<

Base Vol:	64	470	151	180	1339	208	26	107	52	116	155	71
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	64	470	151	180	1339	208	26	107	52	116	155	71
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
PHF Volume:	70	516	166	198	1471	229	29	118	57	127	170	78
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	70	516	166	198	1471	229	29	118	57	127	170	78
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	70	516	166	198	1471	229	29	118	57	127	170	78

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.95	0.95	0.79	0.95	0.95	0.81	0.27	0.95	0.94	0.44	0.95	0.95
Lanes:	1.00	2.00	1.00	1.00	2.00	1.00	1.00	0.67	0.33	1.00	0.69	0.31
Final Sat.:	1750	3800	1750	1750	3800	1750	1750	1800	1800	1750	1800	1800

Capacity Analysis Module:

Vol/Sat:	0.04	0.14	0.09	0.11	0.39	0.13	0.02	0.07	0.03	0.07	0.09	0.04
Crit Moves:	****			****						****		
Green/Cycle:	0.07	0.39	0.39	0.33	0.64	0.64	0.16	0.16	0.23	0.16	0.16	0.16
Volume/Cap:	0.55	0.35	0.24	0.35	0.60	0.20	0.10	0.42	0.14	0.46	0.60	0.28
Uniform Del:	42.5	20.4	19.4	24.4	9.9	7.0	34.3	36.1	29.0	36.4	37.3	35.3
IncrcmntDel:	4.8	0.1	0.2	0.4	0.4	0.1	0.2	0.7	0.0	1.2	2.5	0.2
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Delay/Veh:	47.3	20.5	19.6	24.7	10.3	7.1	34.5	36.8	29.1	37.6	39.8	35.4
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	47.3	20.5	19.6	24.7	10.3	7.1	34.5	36.8	29.1	37.6	39.8	35.4
LOS by Move:	D	C	B	C	B	A	C	D	C	D	D	D
HCM2kAvgQ:	2	5	3	4	13	3	1	5	4	4	8	6

Note: Queue reported is the number of cars per lane.

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Level Of Service Computation Report
1994 HCM 4-Way Stop Method (Base Volume Alternative)
*****
Intersection #0 University Ave. & Burke St. - Main St.
*****
Cycle (sec):          1          Critical Vol./Cap.(X):          0.700
Loss Time (sec):      0          Average Delay (sec/veh):          7.5
Optimal Cycle:        0          Level Of Service:          B
*****
Street Name:          Universtiy Ave.          Burke Rd. - Main St.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:             L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Stop Sign          Stop Sign          Stop Sign          Stop Sign
Rights:               Include          Include          Include          Include
Lanes:                0 1 0 0 1          0 0 1! 0 0          0 0 1! 0 0          0 0 1! 0 0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2019 << PM Peak
Base Vol:             17 12 75 13 152 3 3 97 49 312 99 16
Growth Adj:           1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse:           17 12 75 13 152 3 3 97 49 312 99 16
User Adj:             1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj:              0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96
PHF Volume:           18 12 78 13 158 3 3 101 51 324 103 17
Reduct Vol:           0 0 0 0 0 0 0 0 0 0 0 0 0
Reduced Vol:          18 12 78 13 158 3 3 101 51 324 103 17
PCE Adj:              1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
MLF Adj:              1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
FinalVolume:          18 12 78 13 158 3 3 101 51 324 103 17
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             206 206 206 249 249 249 469 469 469 839 839 839
Adjustment:           1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Lanes:                0.59 0.41 1.00 0.08 0.90 0.02 0.02 0.65 0.33 0.73 0.23 0.04
Final Sat.:           121 85 206 19 225 4 9 305 154 613 195 31
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.15 0.15 0.38 0.70 0.70 0.70 0.33 0.33 0.33 0.53 0.53 0.53
Crit Moves:           ****          ****          ****          ****
ApproachV/S:          0.26          0.70          0.33          0.53
Delay/Veh:            1.7 1.7 4.2 14.3 14.3 14.3 3.5 3.5 3.5 7.4 7.4 7.4
Delay Adj:            1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
AdjDel/Veh:           1.7 1.7 4.2 14.3 14.3 14.3 3.5 3.5 3.5 7.4 7.4 7.4
LOS by Move:          A A A C C C A A A B B B
ApproachDel:          2.7          14.3          3.5          7.4
Delay Adj:            1.00          1.00          1.00          1.00
ApprAdjDel:           2.7          14.3          3.5          7.4
LOS by Appr:          A C A A B
*****

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Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #2 University Ave. & Lincoln Ave.

Average Delay (sec/veh): 1.5 Worst Case Level Of Service: A[9.2]

Street Name: University Ave. Lincoln Ave.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 -----|-----|-----|-----|-----|
 Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
 Rights: Include Include Include Include
 Lanes: 0 0 0 1 0 0 1 0 0 0 0 0 0 0 0 1 0 0 0 1
 -----|-----|-----|-----|-----|

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 54 6 68 452 0 0 0 0 3 0 47
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 54 6 68 452 0 0 0 0 3 0 47
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84
 PHF Volume: 0 64 7 81 539 0 0 0 0 4 0 56
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 64 7 81 539 0 0 0 0 4 0 56
 -----|-----|-----|-----|-----|

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 xxxx 6.2
 FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 xxxx 3.3
 -----|-----|-----|-----|-----|

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 72 xxxx xxxxx xxxx xxxx xxxxx 770 xxxx 68
 Potent Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxx xxxx xxxx xxxxx 372 xxxx 1001
 Move Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxx xxxx xxxx xxxxx 356 xxxx 1001
 Volume/Cap: xxxx xxxx xxxx 0.05 xxxx xxxx xxxx xxxx xxxx 0.01 xxxx 0.06
 -----|-----|-----|-----|-----|

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx 0.2 xxxx xxxxx xxxx xxxx xxxxx 0.0 xxxx 0.2
 Control Del:xxxxx xxxx xxxxx 7.5 xxxx xxxxx xxxxx xxxx xxxxx 15.2 xxxx 8.8
 LOS by Move: * * * A * * * * * C * A
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 SharedQueue:xxxxx xxxx xxxxx 0.2 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx 7.5 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
 Shared LOS: * * * A * * * * * * * * *
 ApproachDel: xxxxxx xxxxxx xxxxxx 9.2
 ApproachLOS: * * * A

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #3 Lincoln Ave. & Orange Ave.

Average Delay (sec/veh): 2.4 Worst Case Level Of Service: A[9.3]

Street Name: Lincoln Ave. Orange Ave.
Approach: North Bound South Bound East Bound West Bound
Movement: L - T - R L - T - R L - T - R L - T - R
Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
Rights: Include Include Include Include
Lanes: 0 1 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0

Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol: 5 25 0 0 42 28 25 0 4 0 0 0
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 5 25 0 0 42 28 25 0 4 0 0 0
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67
PHF Volume: 7 37 0 0 62 42 37 0 6 0 0 0
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 7 37 0 0 62 42 37 0 6 0 0 0

Critical Gap Module:
Critical Gp: 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 6.5 6.2 xxxxx xxxx xxxxx
FollowUpTim: 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3 xxxxx xxxx xxxxx

Capacity Module:
Cnflct Vol: 104 xxxx xxxxx xxxx xxxx xxxxx 135 135 83 xxxx xxxx xxxxx
Potent Cap.: 1500 xxxx xxxxx xxxx xxxx xxxxx 863 759 982 xxxx xxxx xxxxx
Move Cap.: 1500 xxxx xxxxx xxxx xxxx xxxxx 860 755 982 xxxx xxxx xxxxx
Volume/Cap: 0.00 xxxx xxxx xxxx xxxx xxxxx 0.04 0.00 0.01 xxxx xxxx xxxxx

Level Of Service Module:
2Way95thQ: 0.0 xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
Control Del: 7.4 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
LOS by Move: A * * * * * * * * * * * * * * * *
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 875 xxxxx xxxx xxxx xxxxx
SharedQueue: 0.0 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.2 xxxxx xxxxx xxxx xxxxx
Shrd ConDel: 7.4 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 9.3 xxxxx xxxxx xxxx xxxxx
Shared LOS: A * * * * * * * A * * * * *
ApproachDel: xxxxxx xxxxxx 9.3 xxxxxx
ApproachLOS: * * A *

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #4 Lincoln Ave. & Sheman St.

Average Delay (sec/veh): 7.3 Worst Case Level Of Service: A[8.8]

Street Name: Lincoln Ave. Sherman St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 Control: Stop Sign Stop Sign Uncontrolled Uncontrolled
 Rights: Include Include Include Include
 Lanes: 0 0 0 0 0 0 0 1! 0 0 1 0 0 0 0 0 0 0 0 1 0

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 0 0 33 0 14 7 0 0 0 1 9
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 0 0 33 0 14 7 0 0 0 1 9
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64
 PHF Volume: 0 0 0 52 0 22 11 0 0 0 2 14
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 0 0 52 0 22 11 0 0 0 2 14

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 6.4 6.5 6.2 4.1 xxxx xxxxx xxxxx xxxx xxxxx
 FollowUpTim:xxxxx xxxx xxxxx 3.5 4.0 3.3 2.2 xxxx xxxxx xxxxx xxxx xxxxx

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 30 30 9 16 xxxx xxxxx xxxx xxxx xxxxx
 Potent Cap.: xxxx xxxx xxxxx 989 866 1079 1615 xxxx xxxxx xxxx xxxx xxxxx
 Move Cap.: xxxx xxxx xxxxx 984 860 1079 1615 xxxx xxxxx xxxx xxxx xxxxx
 Volume/Cap: xxxx xxxx xxxx 0.05 0.00 0.02 0.01 xxxx xxxx xxxx xxxx xxxx

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx xxxx xxxx xxxxx 0.0 xxxx xxxxx xxxx xxxx xxxxx
 Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 7.2 xxxx xxxxx xxxxx xxxx xxxxx
 LOS by Move: * * * * * A * * * * *
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx 1010 xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 SharedQueue:xxxxx xxxx xxxxx xxxxx 0.2 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx xxxxx 8.8 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shared LOS: * * * * * A * * * * *
 ApproachDel: xxxxxx 8.8 xxxxxx xxxxxx
 ApproachLOS: * A * *

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #5 Orange Ave. & Sherman St.

Average Delay (sec/veh): 2.6 Worst Case Level Of Service: A[9.0]

Street Name: Orange Ave. Sherman St
Approach: North Bound South Bound East Bound West Bound
Movement: L - T - R L - T - R L - T - R L - T - R
-----|-----|-----|-----|-----|
Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
Rights: Include Include Include Include
Lanes: 0 0 0 1 0 0 0 0 1 0 0 0 0 1! 0 0 0 0 1! 0 0

Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol: 0 18 2 0 24 2 2 0 3 1 6 7
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 0 18 2 0 24 2 2 0 3 1 6 7
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65
PHF Volume: 0 28 3 0 37 3 3 0 5 2 9 11
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 0 28 3 0 37 3 3 0 5 2 9 11

Critical Gap Module:
Critical Gp:xxxxx xxxx xxxxx xxxxx xxxx xxxxxx 7.1 6.5 6.2 7.1 6.5 6.2
FollowUpTim:xxxxx xxxx xxxxx xxxxx xxxx xxxxxx 3.5 4.0 3.3 3.5 4.0 3.3

Capacity Module:
Cnflct Vol: xxxx xxxx xxxxx xxxx xxxx xxxxxx 78 69 38 70 69 29
Potent Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxxx 916 825 1039 927 825 1051
Move Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxxx 899 825 1039 923 825 1051
Volume/Cap: xxxx xxxx xxxxx xxxx xxxx xxxxxx 0.00 0.00 0.00 0.00 0.01 0.01

Level Of Service Module:
2Way95thQ: xxxx xxxx xxxxx xxxx xxxx xxxxxx xxxx xxxx xxxxx xxxx xxxx xxxxxx
Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxxx
LOS by Move: *
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxxx xxxx 978 xxxxx xxxx 933 xxxxxx
SharedQueue:xxxxx xxxx xxxxx xxxxx xxxx xxxxxx xxxxxx 0.0 xxxxx xxxxx 0.1 xxxxxx
Shrd ConDel:xxxxx xxxx xxxxx xxxxx xxxx xxxxxx xxxxxx 8.7 xxxxx xxxxx 9.0 xxxxxx
Shared LOS: *
ApproachDel: xxxxxx xxxxxx 8.7 9.0
ApproachLOS: * * A A

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #6 University Ave. & Sherman St.

Average Delay (sec/veh): 0.3 Worst Case Level Of Service: B[11.3]

Street Name: University Ave. Sherman St.

Table with columns for Approach (North Bound, South Bound, East Bound, West Bound) and Movement (L, T, R). Rows include Control, Rights, and Lanes.

Volume Module: >> Count Date: 29 Aug 2018 <<
Base Vol: 0 40 3 3 433 0 0 0 0 7 0 2
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 0 40 3 3 433 0 0 0 0 7 0 2
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92
PHF Volume: 0 44 3 3 472 0 0 0 0 8 0 2
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 0 44 3 3 472 0 0 0 0 8 0 2

Critical Gap Module:
Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxxx xxxxxx xxxx xxxxxx 6.4 6.5 6.2
FollowUpTim:xxxxx xxxx xxxxxx 2.2 xxxx xxxxxx xxxxxx xxxx xxxxxx 3.5 4.0 3.3

Capacity Module:
Cnflct Vol: xxxx xxxx xxxxx 47 xxxx xxxxxx xxxx xxxx xxxxxx 524 524 45
Potent Cap.: xxxx xxxx xxxxxx 1574 xxxx xxxxxx xxxx xxxx xxxxxx 517 461 1030
Move Cap.: xxxx xxxx xxxxxx 1574 xxxx xxxxxx xxxx xxxx xxxxxx 516 460 1030
Volume/Cap: xxxx xxxx xxxxx 0.00 xxxx xxxxxx xxxx xxxx xxxxxx 0.01 0.00 0.00

Level Of Service Module:
2Way95thQ: xxxx xxxx xxxxxx 0.0 xxxx xxxxxx xxxx xxxx xxxxxx xxxx xxxx xxxxxx
Control Del:xxxxx xxxx xxxxxx 7.3 xxxx xxxxxx xxxxxx xxxx xxxxxx xxxxxx xxxx xxxxxx
LOS by Move: * * * A * * * * * * * * * * * * * * *
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxxx xxxx xxxx xxxxxx xxxx xxxx xxxxxx xxxx 581 xxxxxx
SharedQueue:xxxxx xxxx xxxxxx 0.0 xxxx xxxxxx xxxxxx xxxx xxxxxx xxxxxx 0.1 xxxxxx
Shrd ConDel:xxxxx xxxx xxxxxx 7.3 xxxx xxxxxx xxxxxx xxxx xxxxxx xxxxxx 11.3 xxxxxx
Shared LOS: * * * A * * * * * * * * * * * B *
ApproachDel: xxxxxx xxxxxx xxxxxx 11.3
ApproachLOS: * * * B

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

 Intersection #7 El Monte Ave. & University Ave.

Cycle (sec): 75 Critical Vol./Cap.(X): 0.904
 Loss Time (sec): 12 Average Delay (sec/veh): 23.7
 Optimal Cycle: 90 Level Of Service: C

Street Name: University Ave. El Monte Ave.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R

Control:	Permitted			Permitted			Protected			Protected					
Rights:	Include			Include			Include			Include					
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0			
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0			
Lanes:	0	1	0	0	1	1	0	0	1	0	1	0	1	1	0

Volume Module: >> Count Date: 29 Aug 2018 <<

Base Vol:	16	1	47	83	15	212	44	822	10	55	1049	28
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	16	1	47	83	15	212	44	822	10	55	1049	28
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
PHF Volume:	17	1	51	91	16	232	48	898	11	60	1146	31
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	17	1	51	91	16	232	48	898	11	60	1146	31
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	17	1	51	91	16	232	48	898	11	60	1146	31

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.51	0.51	0.84	0.75	0.86	0.85	0.95	0.95	0.95	0.95	0.95	0.95
Lanes:	0.94	0.06	1.00	1.00	0.07	0.93	1.00	1.97	0.03	1.00	1.95	0.05
Final Sat.:	1800	1800	1750	1750	1800	1800	1750	1900	1800	1750	1900	1800

Capacity Analysis Module:

Vol/Sat:	0.01	0.00	0.03	0.05	0.01	0.13	0.03	0.47	0.01	0.03	0.60	0.02
Crit Moves:						****	****				****	
Green/Cycle:	0.14	0.14	0.14	0.14	0.14	0.14	0.03	0.65	0.65	0.05	0.67	0.67
Volume/Cap:	0.07	0.00	0.21	0.36	0.06	0.90	0.90	0.73	0.01	0.73	0.90	0.03
Uniform Del:	27.9	27.6	28.4	29.1	27.8	31.7	36.3	8.7	4.6	35.3	10.5	4.2
IncrcmntDel:	0.1	0.0	0.4	0.9	0.0	30.7	88.6	2.2	0.0	27.4	9.1	0.0
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Delay/Veh:	28.0	27.6	28.8	30.0	27.8	62.3	124.8	10.9	4.6	62.6	19.6	4.2
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	28.0	27.6	28.8	30.0	27.8	62.3	124.8	10.9	4.6	62.6	19.6	4.2
LOS by Move:	C	C	C	C	C	E	F	B	A	E	B	A
HCM2kAvgQ:	0	0	1	2	5	9	2	8	3	2	14	4

Note: Queue reported is the number of cars per lane.

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Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)
*****
Intersection #1 Foothill Expressway & Main Street
*****
Cycle (sec):          95          Critical Vol./Cap.(X):          0.601
Loss Time (sec):      12          Average Delay (sec/veh):        18.8
Optimal Cycle:        80          Level Of Service:                B
*****
Street Name:          Foothill Exp.          Main St.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:             L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Protected          Protected          Permitted          Permitted
Rights:               Ovl              Ovl              Ovl              Include
Min. Green:           7  10  10          7  10  10          10  10  10          10  10  10
Y+R:                  4.0 4.0  4.0          4.0 4.0  4.0          4.0 4.0  4.0          4.0 4.0  4.0
Lanes:                1  0  2  0  1          1  0  2  0  1          1  0  0  1  0          1  0  0  1  0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol:             68  470  151          180 1339  211          29  108  57  116  156  71
Growth Adj:           1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
Initial Bse:          68  470  151          180 1339  211          29  108  57  116  156  71
User Adj:             1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
PHF Adj:              0.91 0.91  0.91          0.91 0.91  0.91          0.91 0.91  0.91  0.91 0.91  0.91
PHF Volume:           75  516  166          198 1471  232          32  119  63  127  171  78
Reduct Vol:           0  0  0          0  0  0          0  0  0          0  0  0
Reduced Vol:          75  516  166          198 1471  232          32  119  63  127  171  78
PCE Adj:              1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
MLF Adj:              1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
FinalVolume:          75  516  166          198 1471  232          32  119  63  127  171  78
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             1900 1900  1900          1900 1900  1900          1900 1900  1900  1900 1900  1900
Adjustment:           0.95 0.95  0.79          0.95 0.95  0.81          0.27 0.95  0.94  0.43 0.95  0.95
Lanes:                1.00 2.00  1.00          1.00 2.00  1.00          1.00 0.65  0.35  1.00 0.69  0.31
Final Sat.:           1750 3800  1750          1750 3800  1750          1750 1800  1800  1750 1800  1800
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.04 0.14  0.09          0.11 0.39  0.13          0.02 0.07  0.03  0.07 0.10  0.04
Crit Moves:          ****              ****
Green/Cycle:          0.07 0.39  0.39          0.32 0.64  0.64          0.16 0.16  0.23  0.16 0.16  0.16
Volume/Cap:           0.58 0.35  0.24          0.35 0.60  0.21          0.12 0.42  0.15  0.46 0.60  0.27
Uniform Del:          42.6 20.4  19.5          24.4 9.9  7.0          34.3 36.1  29.1  36.3 37.2  35.2
IncrcmntDel:          6.5  0.1  0.2          0.4 0.4  0.1          0.2 0.7  0.1  1.2 2.5  0.2
InitQueueDel:         0.0  0.0  0.0          0.0 0.0  0.0          0.0 0.0  0.0  0.0 0.0  0.0
Delay Adj:            1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
Delay/Veh:            49.0 20.5  19.7          24.8 10.4  7.1          34.5 36.7  29.1  37.5 39.7  35.4
User DelAdj:          1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
AdjDel/Veh:           49.0 20.5  19.7          24.8 10.4  7.1          34.5 36.7  29.1  37.5 39.7  35.4
LOS by Move:          D    C    B    C    B    A    C    D    C    D    D    D
HCM2kAvgQ:            2    5    3    4   13    3    1    5    4    4    8    6
*****
Note: Queue reported is the number of cars per lane.
*****

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Level Of Service Computation Report
1994 HCM 4-Way Stop Method (Base Volume Alternative)
*****
Intersection #0 University Ave. & Burke St. - Main St.
*****
Cycle (sec):          1          Critical Vol./Cap.(X):          0.705
Loss Time (sec):      0          Average Delay (sec/veh):          7.8
Optimal Cycle:        0          Level Of Service:          B
*****
Street Name:          Universtiy Ave.          Burke Rd. - Main St.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:             L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Stop Sign          Stop Sign          Stop Sign          Stop Sign
Rights:               Include          Include          Include          Include
Lanes:                0 1 0 0 1          0 0 1! 0 0          0 0 1! 0 0          0 0 1! 0 0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2019 << PM Peak
Base Vol:             19 17 84 13 156 3 3 97 51 320 99 16
Growth Adj:           1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse:          19 17 84 13 156 3 3 97 51 320 99 16
User Adj:             1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj:              0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96
PHF Volume:           20 18 87 13 162 3 3 101 53 332 103 17
Reduct Vol:           0 0 0 0 0 0 0 0 0 0 0 0
Reduced Vol:          20 18 87 13 162 3 3 101 53 332 103 17
PCE Adj:              1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
MLF Adj:              1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
FinalVolume:          20 18 87 13 162 3 3 101 53 332 103 17
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             212 212 212 253 253 253 462 462 462 834 834 834
Adjustment:           1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Lanes:                0.53 0.47 1.00 0.07 0.91 0.02 0.02 0.64 0.34 0.73 0.23 0.04
Final Sat.:           112 100 212 19 229 4 9 297 156 614 190 31
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.18 0.18 0.41 0.71 0.71 0.71 0.34 0.34 0.34 0.54 0.54 0.54
Crit Moves:           ****          ****          ****          ****
ApproachV/S:          0.29          0.71          0.34          0.54
Delay/Veh:            2.0 2.0 4.8 14.6 14.6 14.6 3.6 3.6 3.6 7.8 7.8 7.8
Delay Adj:            1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
AdjDel/Veh:           2.0 2.0 4.8 14.6 14.6 14.6 3.6 3.6 3.6 7.8 7.8 7.8
LOS by Move:          A A A C C C A A A B B B
ApproachDel:          3.1          14.6          3.6          7.8
Delay Adj:            1.00          1.00          1.00          1.00
ApprAdjDel:           3.1          14.6          3.6          7.8
LOS by Appr:          A C A B
*****

```

```

-----
Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)
*****
Intersection #2 University Ave. & Lincoln Ave.
*****
Average Delay (sec/veh):      1.9      Worst Case Level Of Service: A[ 9.2]
*****
Street Name:      University Ave.      Lincoln Ave.
Approach:      North Bound      South Bound      East Bound      West Bound
Movement:      L - T - R      L - T - R      L - T - R      L - T - R
-----|-----|-----|-----|-----|
Control:      Uncontrolled      Uncontrolled      Stop Sign      Stop Sign
Rights:      Include      Include      Include      Include
Lanes:      0 0 0 1 0      0 1 0 0 0      0 0 0 0 0      1 0 0 0 1
-----|-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol:      0 54 6 82 452 0 0 0 0 3 0 63
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 0 54 6 82 452 0 0 0 0 3 0 63
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84
PHF Volume: 0 64 7 98 539 0 0 0 0 4 0 75
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 0 64 7 98 539 0 0 0 0 4 0 75
-----|-----|-----|-----|-----|
Critical Gap Module:
Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 xxxx 6.2
FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 xxxx 3.3
-----|-----|-----|-----|-----|
Capacity Module:
Cnflct Vol: xxxx xxxx xxxxx 72 xxxx xxxxx xxxx xxxx xxxxx 803 xxxx 68
Potent Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxx xxxx xxxx xxxxx 355 xxxx 1001
Move Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxx xxxx xxxx xxxxx 337 xxxx 1001
Volume/Cap: xxxx xxxx xxxxx 0.06 xxxx xxxxx xxxx xxxx xxxxx 0.01 xxxx 0.08
-----|-----|-----|-----|-----|
Level Of Service Module:
2Way95thQ: xxxx xxxx xxxxx 0.2 xxxx xxxxx xxxx xxxx xxxxx 0.0 xxxx 0.2
Control Del:xxxxx xxxx xxxxx 7.5 xxxx xxxxx xxxxx xxxx xxxxx 15.8 xxxx 8.9
LOS by Move: * * * A * * * * * C * A
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
SharedQueue:xxxxx xxxx xxxxx 0.2 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
Shrd ConDel:xxxxx xxxx xxxxx 7.5 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
Shared LOS: * * * A * * * * * * * *
ApproachDel: xxxxxx xxxxxx xxxxxx 9.2
ApproachLOS: * * * A
*****
Note: Queue reported is the number of cars per lane.
*****

```

Level of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #3 Lincoln Ave. & Orange Ave.

Average Delay (sec/veh): 2.2 Worst Case Level Of Service: A[9.5]

Street Name: Lincoln Ave. Orange Ave.
Approach: North Bound South Bound East Bound West Bound
Movement: L - T - R L - T - R L - T - R L - T - R
Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
Rights: Include Include Include Include
Lanes: 0 1 0 0 0 0 0 0 1 0 0 0 0 1! 0 0 0 0 0 0 0 0

Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol: 5 41 0 0 56 28 25 0 10 0 0 0
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 5 41 0 0 56 28 25 0 10 0 0 0
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67 0.67
PHF Volume: 7 61 0 0 83 42 37 0 15 0 0 0
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 7 61 0 0 83 42 37 0 15 0 0 0

Critical Gap Module:
Critical Gp: 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 6.5 6.2 xxxxx xxxx xxxxx
FollowUpTim: 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3 xxxxx xxxx xxxxx

Capacity Module:
Cnflict Vol: 125 xxxx xxxxx xxxx xxxx xxxxx 180 180 104 xxxx xxxx xxxxx
Potent Cap.: 1474 xxxx xxxxx xxxx xxxx xxxxx 814 717 956 xxxx xxxx xxxxx
Move Cap.: 1474 xxxx xxxxx xxxx xxxx xxxxx 811 714 956 xxxx xxxx xxxxx
Volume/Cap: 0.01 xxxx xxxx xxxx xxxx xxxxx 0.05 0.00 0.02 xxxx xxxx xxxxx

Level of Service Module:
2Way95thQ: 0.0 xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
Control Del: 7.5 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
LOS by Move: A * * * * * * * * * * * * * * * * * *
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 848 xxxxx xxxx xxxx xxxxx
SharedQueue: 0.0 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.2 xxxxx xxxxx xxxx xxxxx
Shrd ConDel: 7.5 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 9.5 xxxxx xxxxx xxxx xxxxx
Shared LOS: A * * * * * * * A * * * *
ApproachDel: xxxxxx xxxxxx 9.5 xxxxxx
ApproachLOS: * * A *

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #4 Lincoln Ave. & Sheman St.

Average Delay (sec/veh): 7.9 Worst Case Level Of Service: A[9.0]

Street Name: Lincoln Ave. Sherman St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 Control: Stop Sign Stop Sign Uncontrolled Uncontrolled
 Rights: Include Include Include Include
 Lanes: 0 0 0 0 0 0 0 1! 0 0 1 0 0 0 0 0 0 0 1 0

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 0 0 49 0 23 9 0 0 0 1 9
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 0 0 49 0 23 9 0 0 0 1 9
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64
 PHF Volume: 0 0 0 77 0 36 14 0 0 0 2 14
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 0 0 77 0 36 14 0 0 0 2 14

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 6.4 6.5 6.2 4.1 xxxx xxxxx xxxxx xxxx xxxxx
 FollowUpTim:xxxxx xxxx xxxxx 3.5 4.0 3.3 2.2 xxxx xxxxx xxxxx xxxx xxxxx

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 37 37 9 16 xxxx xxxxx xxxx xxxx xxxxx
 Potent Cap.: xxxx xxxx xxxxx 981 860 1079 1615 xxxx xxxxx xxxx xxxx xxxxx
 Move Cap.: xxxx xxxx xxxxx 974 852 1079 1615 xxxx xxxxx xxxx xxxx xxxxx
 Volume/Cap: xxxx xxxx xxxx 0.08 0.00 0.03 0.01 xxxx xxxx xxxx xxxx xxxx

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx xxxx xxxx xxxxx 0.0 xxxx xxxxx xxxx xxxx xxxxx
 Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 7.2 xxxx xxxxx xxxxx xxxx xxxxx
 LOS by Move: * * * * * A * * * * *
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx 1006 xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 SharedQueue:xxxxx xxxx xxxxx xxxxx 0.4 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx xxxxx 9.0 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shared LOS: * * * * * A * * * * *
 ApproachDel: xxxxxx 9.0 xxxxxx xxxxxx
 ApproachLOS: * A * *

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #5 Orange Ave. & Sherman St.

Average Delay (sec/veh): 4.0 Worst Case Level Of Service: A[9.2]

Street Name:	Orange Ave.			Sherman St		
Approach:	North Bound		South Bound	East Bound		West Bound
Movement:	L	T	R	L	T	R
Control:	Uncontrolled		Uncontrolled	Stop Sign		Stop Sign
Rights:	Include		Include	Include		Include
Lanes:	0	0	1	0	1!	0

Volume Module:	>>	Count	Date:	29 Aug 2019	<<
Base Vol:	0	18	2	0	24
Growth Adj:	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	18	2	0	24
User Adj:	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.65	0.65	0.65	0.65	0.65
PHF Volume:	0	28	3	0	37
Reduct Vol:	0	0	0	0	0
FinalVolume:	0	28	3	0	37

Critical Gap Module:	Critical Gp:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	7.1	6.5	6.2	7.1	6.5	6.2
FollowUpTim:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	3.5	4.0	3.3	3.5	4.0	3.3

Capacity Module:	Cnflict Vol:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	85	69	38	72	69	29
Potent Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxxx	907	825	1039	925	825	1051
Move Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxxx	878	825	1039	918	825	1051
Volume/Cap:	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	0.01	0.00	0.00	0.00	0.03	0.01

Level Of Service Module:	2Way95thQ:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx
Control Del:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxxx	xxxxx
LOS by Move:	*	*	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT	
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	902	xxxxx	xxxx	887	xxxxx	
SharedQueue:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	0.1	xxxxx	xxxxx	0.1	xxxxx	
Shrd ConDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	9.1	xxxxx	xxxxx	9.2	xxxxx	
Shared LOS:	*	*	*	*	*	*	*	A	*	*	A	*	
ApproachDel:	xxxxxx			xxxxxx				9.1			9.2		
ApproachLOS:	*			*				A			A		

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #6 University Ave. & Sherman St.

Average Delay (sec/veh): 0.5 Worst Case Level Of Service: B[11.9]

Street Name: University Ave. Sherman St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 -----|-----|-----|-----|
 Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
 Rights: Include Include Include Include
 Lanes: 0 0 0 1 0 0 1 0 0 0 0 0 0 0 0 0 0 1! 0 0
 -----|-----|-----|-----|

Volume Module: >> Count Date: 29 Aug 2018 <<
 Base Vol: 0 40 11 3 433 0 0 0 0 16 0 2
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 40 11 3 433 0 0 0 0 16 0 2
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92
 PHF Volume: 0 44 12 3 472 0 0 0 0 17 0 2
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 44 12 3 472 0 0 0 0 17 0 2
 -----|-----|-----|-----|

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 6.5 6.2
 FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3
 -----|-----|-----|-----|

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 56 xxxx xxxxx xxxx xxxx xxxxx 528 528 50
 Potent Cap.: xxxx xxxx xxxxx 1562 xxxx xxxxx xxxx xxxx xxxxx 514 458 1025
 Move Cap.: xxxx xxxx xxxxx 1562 xxxx xxxxx xxxx xxxx xxxxx 513 457 1025
 Volume/Cap: xxxx xxxx xxxxx 0.00 xxxx xxxxx xxxx xxxx xxxxx 0.03 0.00 0.00
 -----|-----|-----|-----|

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx 0.0 xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 Control Del:xxxxx xxxx xxxxx 7.3 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
 LOS by Move: * * * A * * * * * * * * * *
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 543 xxxxx
 SharedQueue:xxxxx xxxx xxxxx 0.0 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.1 xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx 7.3 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 11.9 xxxxx
 Shared LOS: * * * A * * * * * * * B *
 ApproachDel: xxxxxx xxxxxx xxxxxx 11.9
 ApproachLOS: * * * B

Note: Queue reported is the number of cars per lane.

```

-----
Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)
*****
Intersection #7 El Monte Ave. & University Ave.
*****
Cycle (sec):          75          Critical Vol./Cap.(X):          0.908
Loss Time (sec):      12          Average Delay (sec/veh):        24.1
Optimal Cycle:        96          Level Of Service:                C
*****
Street Name:          University Ave.          El Monte Ave.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:            L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Permitted          Permitted          Protected          Protected
Rights:               Include            Include            Include            Include
Min. Green:           0  0  0            0  0  0            0  0  0            0  0  0
Y+R:                  4.0 4.0 4.0        4.0 4.0 4.0        4.0 4.0 4.0        4.0 4.0 4.0
Lanes:                0  1  0  0  1        1  0  0  1  0        1  0  1  1  0        1  0  1  1  0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2018 <<
Base Vol:             16  2  47          88  16  215          46  822  10          55 1049  33
Growth Adj:           1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00
Initial Bse:          16  2  47          88  16  215          46  822  10          55 1049  33
User Adj:             1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00
PHF Adj:              0.92 0.92 0.92        0.92 0.92 0.92        0.92 0.92 0.92        0.92 0.92 0.92
PHF Volume:           17  2  51          96  17  235          50  898  11          60 1146  36
Reduct Vol:           0  0  0            0  0  0            0  0  0            0  0  0
Reduced Vol:          17  2  51          96  17  235          50  898  11          60 1146  36
PCE Adj:              1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00
MLF Adj:              1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00
FinalVolume:          17  2  51          96  17  235          50  898  11          60 1146  36
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             1900 1900 1900        1900 1900 1900        1900 1900 1900        1900 1900 1900
Adjustment:           0.51 0.52 0.84        0.75 0.86 0.85        0.95 0.95 0.95        0.95 0.95 0.95
Lanes:                0.89 0.11 1.00        1.00 0.07 0.93        1.00 1.97 0.03        1.00 1.94 0.06
Final Sat.:           1800 1800 1750        1750 1800 1800        1750 1900 1800        1750 1900 1800
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.01 0.00 0.03        0.05 0.01 0.13        0.03 0.47 0.01        0.03 0.60 0.02
Crit Moves:          ****          ****          ****          ****
Green/Cycle:          0.14 0.14 0.14        0.14 0.14 0.14        0.03 0.65 0.65        0.05 0.66 0.66
Volume/Cap:           0.07 0.01 0.20        0.38 0.07 0.91        0.91 0.73 0.01        0.73 0.91 0.03
Uniform Del:          27.8 27.5 28.3        29.1 27.8 31.6        36.2 8.8 4.6        35.3 10.6 4.3
IncramntDel:          0.1 0.0 0.4          1.0 0.0 31.1        87.7 2.2 0.0        27.7 9.5 0.0
InitQueueDel:         0.0 0.0 0.0          0.0 0.0 0.0          0.0 0.0 0.0          0.0 0.0 0.0
Delay Adj:            1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00
Delay/Veh:            27.9 27.5 28.7        30.1 27.8 62.7        123.9 11.0 4.6        62.9 20.1 4.3
User DelAdj:          1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00        1.00 1.00 1.00
AdjDel/Veh:           27.9 27.5 28.7        30.1 27.8 62.7        123.9 11.0 4.6        62.9 20.1 4.3
LOS by Move:          C  C  C            C  C  E            F  B  A            E  C  A
HCM2kAvgQ:            0  0  1            2  5  9            2  8  3            2  14  4
*****
Note: Queue reported is the number of cars per lane.
*****

```




001 East Side

001

001 West Side

002

003 East Side

003

003 West Side

008

004 East Side

004

004 West Side

007

006

005

University Ave

Oranger Ave

Lincoln Ave

Sherman St

Foothill Expy

Prepared by National Data & Surveying Services

Parking Study Los Altos Chinese School - Kindergarten & After School Project

Location: Multiple Areas
City: Los Altos, CA

Date: 8/29/2019
Day: Thursday

Area	Type	Side	Inventory	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM	4:00 PM	4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM	6:00 PM	6:15 PM	6:30 PM
1	Reg		44	4	4	4	4	3	2	3	3									
	Reg	East	24									2	2	2	2	2	2	2	2	2
	Reg	West	20									1	1	1	1	0	0	1	1	1
2	Reg		17	1	1	1	1	2	1	1	1	1	1	1	1	1	1	0	0	0
3	Reg		30	1	1	1	1	0	1	1	1									
	Compact		7	1	0	0	0	1	1	1	3									
	HC		1	0	0	0	0	0	0	0	0									
	Reg	East	17									1	1	2	1	1	1	2	2	1
	Reg	West	13									1	2	5	5	4	4	3	4	4
	Compact	West	7									3	3	4	1	1	1	1	1	1
HC	West	1									0	0	0	0	0	0	0	0	0	
4	Reg		40	5	5	5	5	6	6	6	3									
	Reg	East	20									1	1	0	0	0	0	0	0	0
	Reg	West	20									2	2	2	2	1	1	3	1	0
5	Reserved (Church Parking Only)		19	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2
6	Reg	North	7	2	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
	Reg	South	5	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
7	Reg		4	2	3	2	3	3	3	3	3	3	4	4	4	3	3	2	1	1
	HC		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Compact		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Reg	East	11	8	8	6	6	6	7	7	7	7	7	8	8	7	7	6	6	6
	20 Min	East	3	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
	Reg	West	23	5	4	5	6	7	7	7	5	5	5	6	7	7	7	8	9	9

Note: East/West separation of lots 1,3, and 4 began at 4:30PM.

		33																		
Areas 1-4	139	12	11	11	11	11	12	11	12	11	12	13	17	13	10	10	12	11	9	
Areas 1-4 Percent Occupied (%):		9%	8%	8%	8%	9%	8%	9%	8%	9%	9%	9%	12%	9%	7%	7%	9%	8%	6%	
Total (Areas 1-8, east side of Orange):	193	28	27	24	25	26	27	28	27	27	29	34	30	25	25	25	23	21		
Total Percent Occupied (%):		15%	14%	12%	13%	13%	14%	15%	14%	14%	15%	18%	16%	13%	13%	13%	12%	11%		

PINNACLE TRAFFIC ENGINEERING

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Hollister, California 95023
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August 12, 2019

Mr. John E. Miller
27462 Sunrise Farm Road
Los Altos Hills, CA 94022

RE: Los Altos Chinese School Kindergarten & After School Program; City of Los Altos, CA
Use Permit Application (19-UP-20) - Project Trip Generation Analysis

Dear Mr. Miller,

Pinnacle Traffic Engineering is pleased to submit the following material regarding the potential project trip generation and related traffic issues. The Los Altos Chinese School has submitted a Use Permit application for a Kindergarten & After School Program at the Foothills Congregational Church (461 Orange Avenue). The Foothills Congregational Church is located in the residential neighborhood west of Foothill Expressway, south of Main Street - Burke Road, and north of El Monte Road. Primary access is provided via University Avenue, Lincoln Avenue and Sherman Street. Approximately 140 parking stalls are located along Lincoln Avenue (University Avenue to Sherman Street), with 80 of the stalls located adjacent to the Foothills Congregational Church and St. Nicholas Church. Ten (10) parking stalls are located in the lot west of the St. Nicholas Church and 14 stalls are located in the lot south of Sherman Street. On-street parking is also provided along Orange Avenue (+/-16 stalls on the east side adjacent to the Foothills Congregational Church and St. Nicholas Catholic Church). A copy of the project site plan is attached.

Letters received from City staff indicate the initial Use Permit application was deemed incomplete and a Traffic Impact Analysis (TIA) is required to evaluate access and circulation at the University Avenue / Lincoln Avenue intersection. The City's General Plan Circulation Element Policy (C 8) requires the preparation of a TIA for projects resulting in 50 or more net new daily trips. The initial TIA scope focused on an evaluation of local intersections to analyze access and circulation. Subsequently, City staff expanded the TIA scope to include an evaluation of intersections on Foothill Expressway and El Monte Road. The Santa Clara County Valley Transportation Authority (VTA) also has guidelines for preparing traffic analyses (Transportation Impact Analysis Guidelines, Oct. 2014). The VTA scoping approach is similar to the City's, but only requires a formal TIA for projects that generate 100 or more net new weekday (AM or PM peak hour) trips. The VTA guidelines also state an intersection should be studied when a project is expected to add 10 or more new peak hour vehicles per lane to any

Mr. John E. Miller

August 12, 2019

Kindergarten & After School Program

Page 2 of 6

intersection movement. Based on the City and VTA guidelines, the project applicant has elected to submit a detailed trip generation analysis to illustrate the assignment of project trips on the local street system and address the traffic related issues.

Project Operations Description

The Foothills Congregational Church currently has various weekday events (e.g. meetings, support groups, music & choir practice, etc). There are a few outside groups that also use the church on weekday nights (e.g. Boy Scouts, dog training club, etc.), most of which do not occur on a regular weekly basis. The proposed project will have a morning (Monday-Friday, 8:30 to 11:30 AM) and afternoon kindergarten class (12:15 to 4:30-6:00 PM), and an After School Program for 1st through 4th grade students (Monday-Friday, 3:30 PM to 4:30-6:00 PM). The initial enrollment includes 12 kindergarten children (morning & afternoon) and 46 after school program students (12 - 1st grade, 12 - 2nd grade, 12 - 3rd grade, & 10 - 4th grade). The initial enrollment includes a total of 70 children/students (12+12+12+12+12+10). There will be two (2) teachers for each kindergarten class, plus eight (8) teachers for the after school program (1st - 4th grades). A copy of the 2019 church room assignment schedule for the initial enrollment is included with the attachment material.

The Los Altos Chinese School anticipates a potential modest growth for a maximum of no more than 15 children / students per class (kindergarten - 4th grade). Ultimately, there could be 15 kindergarten children in the morning and afternoon class, 15 - 1st grade students, 15 - 2nd grade students, 15 - 3rd grade students, & 15 - 4th grade students). The ultimate enrollment for the proposed Kindergarten & After School Program could include up to 90 children / students (15+15+15+15+15+15).

A drop-off and pick up area will be provided on Lincoln Avenue immediately adjacent to the existing classroom building at the Foothills Congregational Church. The morning kindergarten children will be dropped off at the church by their parents or care givers (around 8:15 AM). At about 11:35 AM, the morning kindergarten children will be transported to the Bullis Charter School using two (2) shuttle vans operated by the Los Altos Chinese School. The same two (2) shuttle vans will then bring back the afternoon kindergarten children at about 12:10 PM (afternoon class starts at 12:15 PM). The 1st, 2nd, 3rd and 4th grade after school program students will be dropped off at the church by the parents or caregivers around 3:15 PM (classes start at 3:30 PM). All the afternoon kindergarten children and after school program students will be picked up by their parents or care givers between 4:30 and 6:00 PM (depending on individual family schedules). It's noted that based on current enrollment (total of 70 children / students) there will be 16 families with 2 children / students (32) and 4 families with 3 children / students (12) that will attend the Kindergarten & After School Program. This demonstrates that at least 63% (44/70) of the families essentially carpool. It's anticipated that many more families will eventually carpool.

Project Trip and Parking Generation

As suggested by City staff, the number of new vehicle trips associated with the proposed Kindergarten & After School Program have been estimated using data in the ITE Trip Generation Manual (10th

Edition). The ITE Trip Generation Manual includes various related land use categories (e.g. public schools, private schools, charter schools). The number of students (or children) is typically the most reliable independent variable when estimating the trips associated with educational institutions. In many cases, the morning trip generation rates are very close for the “peak hour on the adjacent street, between 7:00 & 9:00 AM” and the “AM peak hour of the generator” (as most school classes begin between 7:00 & 9:00 AM). However, the afternoon trip generation rates are much lower for the “peak hour on the adjacent street, between 4:00 & 6:00 PM” than the “PM peak hour of the generator” (most schools end classes during the early afternoon, 2:30 to 3:30 PM). The “PM peak hour of the generator” rates reflect the highest hour during the afternoon after classes have ended.

As previously noted, a private shuttle van service operated by the Los Altos Chinese School will be used to transport kindergarten children from and to the church during the mid-day period. However, the morning kindergarten children will be dropped off at the church and all the afternoon kindergarten children and afternoon school program students will be picked up at the church. Since the afternoon children / students will be picked up by their parents (or care givers) it’s considered reasonable to reference the “PM peak hour of the generator” rates to estimate the afternoon peak hour trips (highest hour between 4:00 & 6:00 PM). The ITE trip generation rates for the various land use categories are provided in Table 1 (for reference purposes).

Table 1 - ITE Trip Generation Rates

ITE Code - Land Use	Number of Vehicle Trips per Student / Child						
	Morning Peak Hour (a)		Afternoon Peak Hour (b)		Afternoon Peak Hour (c)		Daily
	In	Out	In	Out	In	Out	
#520 - Elementary School	0.36	0.31	0.15	0.19	0.08	0.09	1.89
#534 - Private School (K-8)	0.50	0.41	0.29	0.33	0.12	0.14	(d)
#536 - Private School (K-12)	0.49	0.31	0.24	0.34	0.07	0.10	2.48
#537 - Charter Elementary School	0.59	0.52	0.32	0.37	0.05	0.09	1.85

(a) Morning peak hour of adjacent street system (between 7 & 9 AM)

(b) Afternoon peak hour of the generator

(c) Afternoon peak hour of adjacent street system (between 4 & 6 PM)

(d) ITE rates considered not applicable (NA), since the rate is based on only 1 study

The data in Table 1 demonstrates that the morning (AM) peak hour trip rates for the Private School (K-8) category are higher than the other potentially related land uses (except the charter elementary school). The afternoon trips rates (PM peak hour of the generator) associated with the Private School (K-8) category are also higher than the most of the other related land uses (except the charter elementary school). It’s noted the ITE land use description for the charter elementary school category indicates these are typically public funded and privately managed educational institutions, and not considered applicable to proposed Kindergarten & After School Program. Therefore, it’s reasonable

to use the “Private School (K-8)” rates to estimate the number of trips associated with the proposed Kindergarten & After School Program at the Foothills Congregational Church.

The morning trip generation rates for the “peak hour on the adjacent street, between 7:00 & 9:00 AM” were used to estimate the trips associated with the morning kindergarten class (ultimate enrollment of 15 children). The “PM peak hour of the generator” rates were used for the afternoon peak hour on the “adjacent street system” (highest hour between 4:00 & 6:00 PM), since all children / students (ultimate enrollment of 75) will be picked up between 4:30 & 6:00 PM. Again, this represents the highest hour of trip generation after the afternoon classes have concluded at the Foothills Congregational Church. The project trip generation estimates are presented in Table 2. It’s noted that the daily trips are based on the rates associated with the private school (K-12) category since the daily rates for the private school (K-8) use are only based on one (1) study.

Table 2 - Project Trip Generation Estimates

Ultimate Enrollment	Number of Vehicle Trips				Daily (c)
	Morning Peak Hour (a)		Afternoon Peak Hour (b)		
	In	Out	In	Out	
Morning Kindergarten Classes (15 Children)	8	6	0	0	224
After School Program (75 Students)	0	0	22	25	

(a) Represents peak hour of adjacent street system (highest hour between 7 & 9 AM)

(b) Represents peak hour of adjacent street system (highest hour between 4 & 6 PM)

(c) Daily trips based on private school (K-12) rates (total of 90 students)

The data in Table 2 indicates the morning kindergarten class (15 children) will generate 14 trips during the AM peak hour (8 inbound & 6 outbound) and the afternoon kindergarten & after school program classes (75 children / students) will generate 47 trips during the PM peak hour (22 inbound & 25 outbound). The afternoon peak hour trip estimates seem reasonable since the afternoon children / students will be picked up over a one and one-half hour period (between 4:30 & 6:00 PM), and many families (at least 63%) will have more than one child / student attending classes. The morning kindergarten classes and after school program are estimated to generate a total of approximately 224 daily trips.

It’s reasonable to conclude the ITE rates over-estimate the daily trips since the proposed Kindergarten & After School Program will not function as a new stand-alone private school. Typically, there are 2-3 weekday employees at the church which will not change. In addition, the activities associated the Kindergarten & After School Program will not increase the miscellaneous daily trips associated with the existing church (e.g. mail & supply deliveries, trash pickup, landscaping, building maintenance, etc). As previously stated, a shuttle van service will transport the kindergarten children during the mid-day period and many families attending classes will have more than 1 child / student. The majority of daily trips associated with the Kindergarten & After School Program will be related to the LACS After School_R01R

Mr. John E. Miller

August 12, 2019

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drop-off and pickup activities (during the early morning & late afternoon). Based on the peak hour trip generation in Table 2, it's anticipated the Kindergarten & After School Program will generate approximately 65 daily trips on a regular basis (14 during the early morning, 4 during the mid-day period, & 47 during the late afternoon).

The afternoon peak hour trips (highest 60-minute period between 4:00 & 6:00 PM) associated with the Kindergarten & After School Program were assigned to the local street system based the student population distribution in the City of Los Altos (current enrollment). It's noted that there are speed humps on University Avenue (west of Edgewood Lane), which somewhat limits the number of trips assigned to the El Monte Road / University Avenue intersection. The afternoon (PM) peak hour traffic volumes associated with the project (Kindergarten & After School Program) are illustrated on Figures 1A and 1B (included with the attachment material). The trip assignment distribution percentages are also provided on Figures 1A and 1B.

The distribution assignment percentages on Figure 1A demonstrate that the majority of trips (65%) associated with the proposed Kindergarten & After School Program will use Lincoln Avenue and University Avenue (north of Lincoln Avenue). The majority of exiting trips will continue south on Lincoln Avenue after picking up their children / students then turn around at Sherman Street and head back north on Lincoln Avenue. The only locations that will experience an increase of 10 or more new peak hour trips per lane (VTA traffic guidelines) will be the University Avenue / Lincoln Avenue, Lincoln Avenue / Orange Avenue, and Lincoln Avenue / Sherman Street intersections. The proposed Kindergarten & After School Program will add fewer than 10 new peak hour trips (per approach lane) to intersections on Foothill Expressway and El Monte Road. The City's General Plan Circulation Element (Figure C-2, copy attached) does not indicate that either the Foothills Expressway / Main Street - Burke Road or El Monte Road / University Avenue intersection are currently or are projected to be congested in the future. Therefore, it's anticipated a detailed evaluation of peak hour operations at these intersections may only detect a minor change (if any) attributable to the project (Kindergarten & After School Program).

The weekday parking demands associated with the proposed Kindergarten & After School Program have been estimated using the City's Ordinance and data contained in the ITE Parking Generation Manual (5th Edition). The City's Ordinance (12.74.120.A) indicates private schools should provide one space for every two (2) employees (teacher & administrators). As previously stated, the project description indicates there will be two (2) teachers for the kindergarten classes and eight (8) teachers for the after school program (1st - 4th grades). There will also be one (1) administrator for the related activities associated with the Kindergarten & After School Program. Therefore, the Kindergarten & After School Program will require at least 6 parking spaces (11/2). Though the City's Ordinance (12.74.120.D) for churches mainly focuses on the peak demand periods for Sunday worship services, it does require weekday parking for employees (1 space for each church official resident and 1 space for every 2 employees). There are three (3) employees on weekdays at the church (needs 2 spaces). However, typically if there is sufficient parking for the Sunday worship services there is more than

Mr. John E. Miller

August 12, 2019

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adequate parking for weekday activities. The ITE Parking Generation Manual indicates the average peak parking demand for a private school (K-12) is 0.35 spaces per student, which is one (1) space for every 2.86 students (there is no data available for private school, K-8). However, the 85th percentile peak parking demand is 0.42 spaces per student (1 space for every 2.38 students). Therefore, the Kindergarten & After School Program (75 afternoon children / students) would require 32 parking spaces (75 / 2.38) based on the 85th percentile demand.

As previously stated, the morning and afternoon kindergarten classes will use a shuttle van service to transport children during the mid-day period. In addition, many families (63%) will have more than one (1) child or student attending the Kindergarten & Afternoon School Program at the Foothills Congregational Church. It's also noted that some local students (3-4) will actually walk home from the church in the afternoon.

Other Local Church Activities

City staff has also requested information regarding weekday activities at the St. Nicholas Catholic Church (473 Lincoln Avenue) and First Church of Christ Scientist (401 University Avenue). The St. Nicholas Catholic Church website (stnicholasandstwilliam.org) indicates there are limited weekday activities on Wednesday (Irish Dance Academy, 5:30-7:30 PM) and Thursday (8:00 AM morning & 7:00 PM evening mass, & 7:00 PM band practice). However, some of the other weekday functions only occur on a limited monthly basis (e.g. Liturgy Council and Adoration & Benediction). Copies of the August and September calendars for the St. Nicholas Catholic Church are attached. The First Church of Christ Scientist website (christiansciencelosaltos.org) indicates the only weekday activity occurs on Wednesday nights (7:30-8:30 PM).

Please contact my office with any questions regarding the Project Trip Generation Analysis.

Pinnacle Traffic Engineering



Larry D. Hail, CE, TE
President



ldh:msw

- attachments: Foothills Congregational Church Site Plan
- Foothills Congregational Church Room Assignment Schedule
- Figures 1A & 1B - Project (After School Program) PM Peak Hour Traffic Volumes
- City's General Plan Circulation Element - Figure C-2

CONDITIONAL USE PERMIT for LOS ALTOS CHINESE SCHOOL at FOOTHILL CONGREGATIONAL CHURCH

461 ORANGE AVENUE
LOS ALTOS CA 94022
APN: 175-15-060

PROJECT SUMMARY

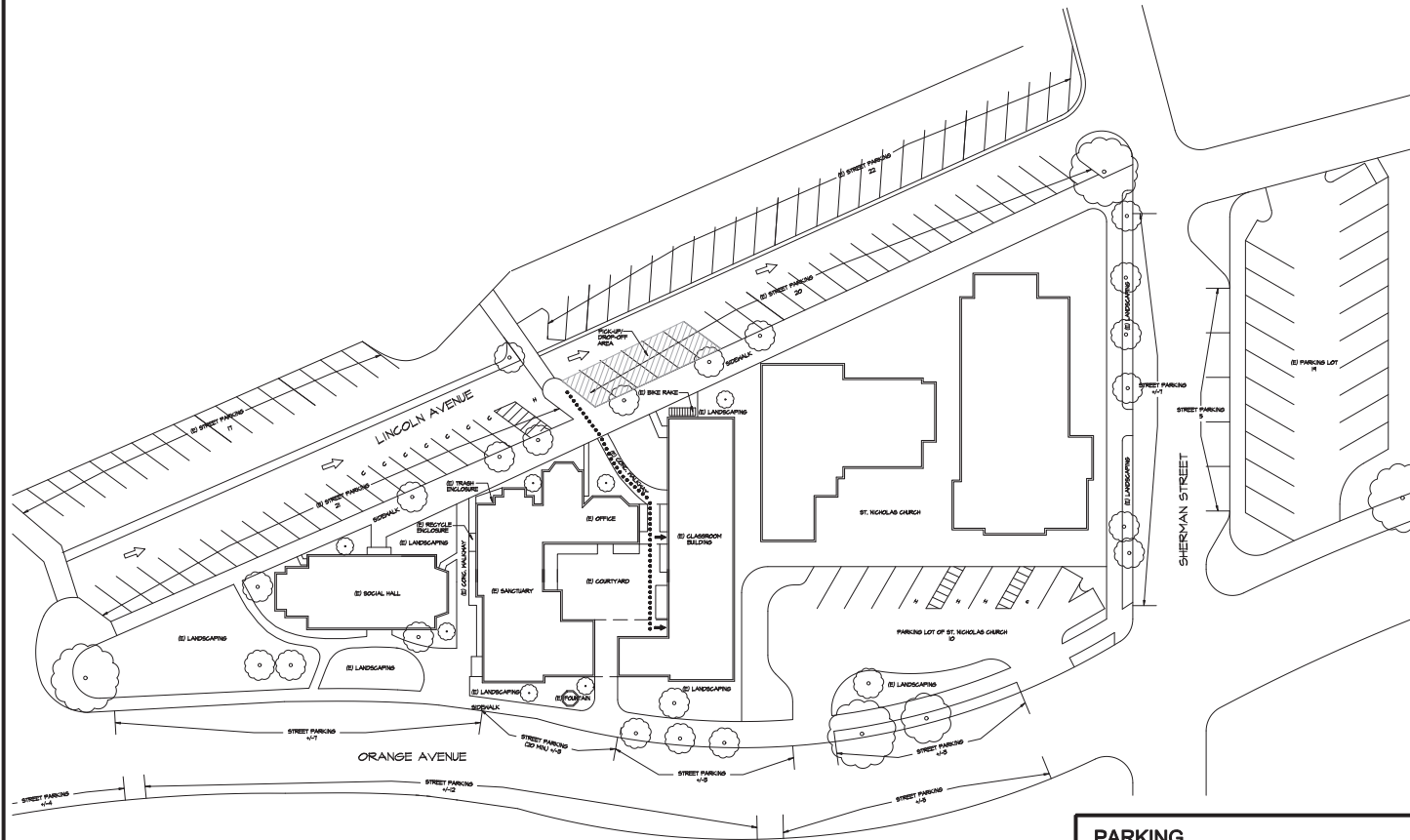
APN:	175-15-060
ZONING DISTRICT:	P.E.F. (PUBLIC & COMMUNITY FACILITIES)
EXISTING USE (APPROVED BY ORIGINAL PERMIT):	CLASSROOM
PROPOSED USE:	CLASSROOM
CONSTRUCTION TYPE:	V-B (SPRINKLERED)
OCCUPANCY GROUP (APPROVED BY ORIGINAL PERMIT):	A
SIZE OF LOT:	1/4-1/1664 S.F.
EXISTING CLASSROOM BUILDING FLOOR AREA:	1/4-1/231 S.F.
EXISTING GROUND FLOOR AREA:	1/4-1/491 S.F.
EXISTING 2ND FLOOR AREA:	1/4-1/491 S.F.
TOTAL EXISTING CLASSROOM BUILDING:	1/4-1/818 S.F.



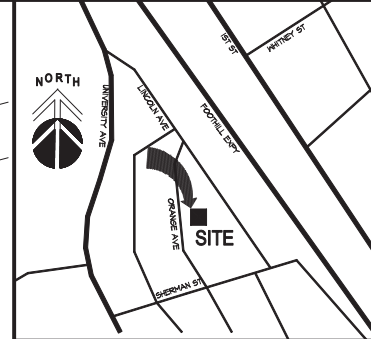
MARCH DESIGN
ARCHITECTURE | INTERIOR | PLANNING
111 MAIN STREET, SUITE 23
LOS ALTOS, CA 94022
800.362.1907
info@marchdesign.com

REVISIONS

SITE PLAN (FOR REFERENCE ONLY; NO EXTERIOR OR SITE WORK)



LOCATION MAP



PROJECT CONTACT

OWNER
FOOTHILLS CONGREGATIONAL CHURCH
461 ORANGE AVENUE
LOS ALTOS, CA 94022
CONTACT: KATY HAUGH
(408) 472-8548
EMAIL: kathy@khaugh.com

ARCHITECT
MARCH DESIGN
111 MAIN STREET, SUITE 23
LOS ALTOS, CA 94022
(650) 302-1801
(650) 848-2906 FAX
EMAIL: mmc@mc@gmail.com

APPLICABLE CODES

2016 CBC, CFC, CPG, CHG, CEG, CALIFORNIA ENERGY CODE AND CITY OF LOS ALTOS ORDINANCES
2016 CALIFORNIA BUILDING CODE (CBC);
2016 CALIFORNIA FIRE CODE (CFC);
2016 CALIFORNIA PLUMBING CODE (CPC);
2016 CALIFORNIA MECHANICAL CODE (CMC);
2016 CALIFORNIA ELECTRICAL CODE (CEC);
2016 CALIFORNIA ENERGY EFFICIENCY STANDARDS (CEES);
2016 CALIFORNIA GREEN BUILDING STANDARDS (CGBS)

PROJECT SCOPE

CONDITIONAL USE PERMIT FOR AFTER SCHOOL CHINESE SCHOOL BY USING THE EXISTING CLASSROOMS.

PARKING

	PARKING NEEDED	PARKING AVAILABLE
PARKING NEEDED (STAFF)	8 STALLS	
STREET PARKING LINCOLN AVE		80 STALLS
STREET PARKING ORANGE AVE		31 STALLS
STREET PARKING SHERMAN STREET		12 STALLS
PARKING LOTS ST. NICHOLAS CHURCH		24 STALLS

DRAWING INDEX

ARCHITECTURAL	TITLE SHEET # SITE PLAN
A1.0	TITLE SHEET # SITE PLAN
A2.1	EXISTING CLASSROOM BUILDING FLOOR PLANS

**CONDITIONAL USE PERMIT for
LOS ALTOS CHINESE SCHOOL**
 461 ORANGE AVENUE
 LOS ALTOS, CA 94022
 APN: 175-15-060

CLIENT

DATE 08/05/19

CHECKED

DRAWN MM

JOB NO.

TITLE SHEET & SITE PLAN

A1.0

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	THIS Column for Church Use ONLY	Organization	Number of attendees	Day/Time
Room # 102/19: NURSERY	Nursery	FCC Church use	2-5	Sunday: 8:30am - 12:00pm
		LACS Kindergarten	12	Mon-Thurs: 8:30am - 11:30pm
		LACS Kindergarten	12	Mon-Fri: 12:15pm -6:00 pm
Room #101/15 MAPLE ROOM	Communications Team	FCC Church use	5-8	2 nd Sunday: 11:15 – 12:15pm
	Fellowship Board	FCC Church use	6-11	Sunday: 11:15 – 12:15pm - 5 times/year
	Music Board	FCC Church use	2-4	Sunday: 11:15 – 12:15pm - 4 times/year
	Counters	FCC Church use	2-3	Mon: 9:00-10:30 am
		LACS	12	Mon-Fri 3:30pm - 6:00pm
	Human Resources	FCC Church use	2-12	2 nd Mon: 7:30pm -9:00pm
	Property Management Board	FCC Church Use	2-10	2 nd Sat: 9:00-10:30 am
Room #108 ASSOCIATE MINISTER OFFICE	Melanie Weiner	FCC Church Use	1-3	Mon -Thurs., Sunday: 8:00-2:00pm plus other irregular hours
Room #112/19 MIDDLE MEETING CLASSROOM	Sunday School		5-20	
		FCC Church use		Sunday: 8:30am -12:00pm
	Cards	FCC Church use	3-6	Mon: 10:00-12:00pm
		LACS	12	Mon-Fri 3:30-6:00
	Circle of Women	FCC Church use	8-12	4 th Mon: 7:00-9:00pm
		Parkinson Support	10-20	2 nd Tues: 10:30 -12:30pm
		Deep Peninsula Dog Training Club	18-35	3 rd Tues: 7:00pm -8:30pm
	Bells Practice	FCC Church use	10-20	Wed: 6:00pm -7:30pm

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	THIS Column for Church Use ONLY	Organization	Number of attendees	Day/Time
Room #113/21 MIDDLE MEETING ROOM/LIBRARY		LACS	12	Mon-Fri 3:30-6:00
		Parkinson Support	10-20	2 nd Tues: 10:30 -12:30pm
		Deep Peninsula Dog Training Club	18-35	3 rd Tues: 7:00pm -8:30pm
	Truth-seekers	FCC Church use	5-12	Thurs: 11:00am -12:15pm
	Diaconate	FCC Church use	5-16	2 nd Thurs: 7:00pm- 8:30pm
	Executive Board	FCC Church use	12-18	3 rd Thurs: 7:15pm-8:45pm
Room #117/ 20 CHOIR ROOM	Choir, Elementary Choir	FCC Church use	10-20	Sunday 8-12:00
		LACS	10	Mon-Fri 3:30-6:00
	Organist/choir Director/choir	FCC Church use	1-25	Wed: 6:00-9:30pm
Learning Center SECOND Floor		Organization	# of attendees	Day/Time
Rm #201/ 14 PF-YOUTH ROOM	Sunday School/	FCC Church use	4-10	Sunday: 8:00 – 1:00pm
	need piano	Cantabile	10-12	Mon & Tues: 4:00-8:30
		Cantabile	10-12	Thurs: 3:30-7:30
Room #204/ 14 UPPER MEETING ROOM		FCC Church use	varies	Sunday: available for use
	Office Staff/ move copier here	Cantabile	1-3	Mon-Fri: 3:30-6:00
	STAFF MTG	Cantabile	6-8	Wed: 5:00pm -7:30pm THIRD WEEK OF THE MONTH
	LACS OFFICE SPACE	LACS OFFICE SPACE	1	

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

Key: does not include one-time only or occasional room use by church or community members

Room regularly reserved for FCC Church use

Room regularly reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School (LACS) use

Learning Center FIRST Floor Rm # /Occupancy Limit/ROOM NAME	THIS Column for Church Use ONLY	Organization	# of attendees	Day/Time
Rm #205&206/ 20 UPPER CLASSROOM	Sunday School/	FCC Church use	varies	Sun: 8:00 – 12:00 pm
	Faith Development Board	FCC Church use	3-5	2 nd Sun: 11:15-12:15pm
	move piano here	Cantabile	14-20	Mon, Tues, Thurs: 3:30- 6:30
	Private Lessons	Cantabile	2-4	Fri: 12:00-7:00
	Finance Board	FCC Church use	4-6	2 nd Tu 7:30 pm – 9:00 pm
Room #209/ 16 MIDDLE SCHOOL ROOM	YELLOW YOUTH ROOM	FCC Church use	4-10	Sunday: 11:45-1:00pm
	Keyboard/piano	Cantabile	6-8	M-F: 3:30-6:00
SANCTUARY/Office Building		Organization	# of attendees	Day/Time
Room #300/ 155 SANCTUARY		FCC Church use	80-155	Sunday: 9-12
		Peninsula Women's Chorus	15-20	Irregular meeting times
Room 402 SENIOR MINISTER OFFICE	Chris Breedlove	FCC Church use	1-6	Mon, Wed-Friday, Sunday: 9:30-2:00pm plus other irregular hours
Room 400 ADMINISTRATIVE ASSISTANT OFFICE	Susana Leung	FCC Church use	1	Monday-Friday: 9-4
Room # 404/ FIRESIDE MEETING ROOM	Choir, Lounge	FCC Church use	1-20	Sunday 8:00 - 12:00pm
		Pilgrimage Home Meditation	20-35	Tues 6:30 am-8:30 am
	Lectionary Bible Study	FCC Church use	6-9	Monday: 3:00 – 4:00pm
	Book Club	FCC Church use	10-12	4 th Tues 10:30-11:30pm
	Staff Meeting	FCC Church use	3-6	Wed: 8:00-9:30am
	Justice Study Issues	FCC Church use	2-10	1 st Wed: 2:00pm -3:30 pm
	Knitting Group	FCC Church use	2-5	2 nd Wed: 1:00 2:30pm

FOOTHILLS CONGREGATIONAL CHURCH:
CHURCH SITE ROOM Assignments 2019

For Church Members, Community Members and future Los Altos Chinese School use

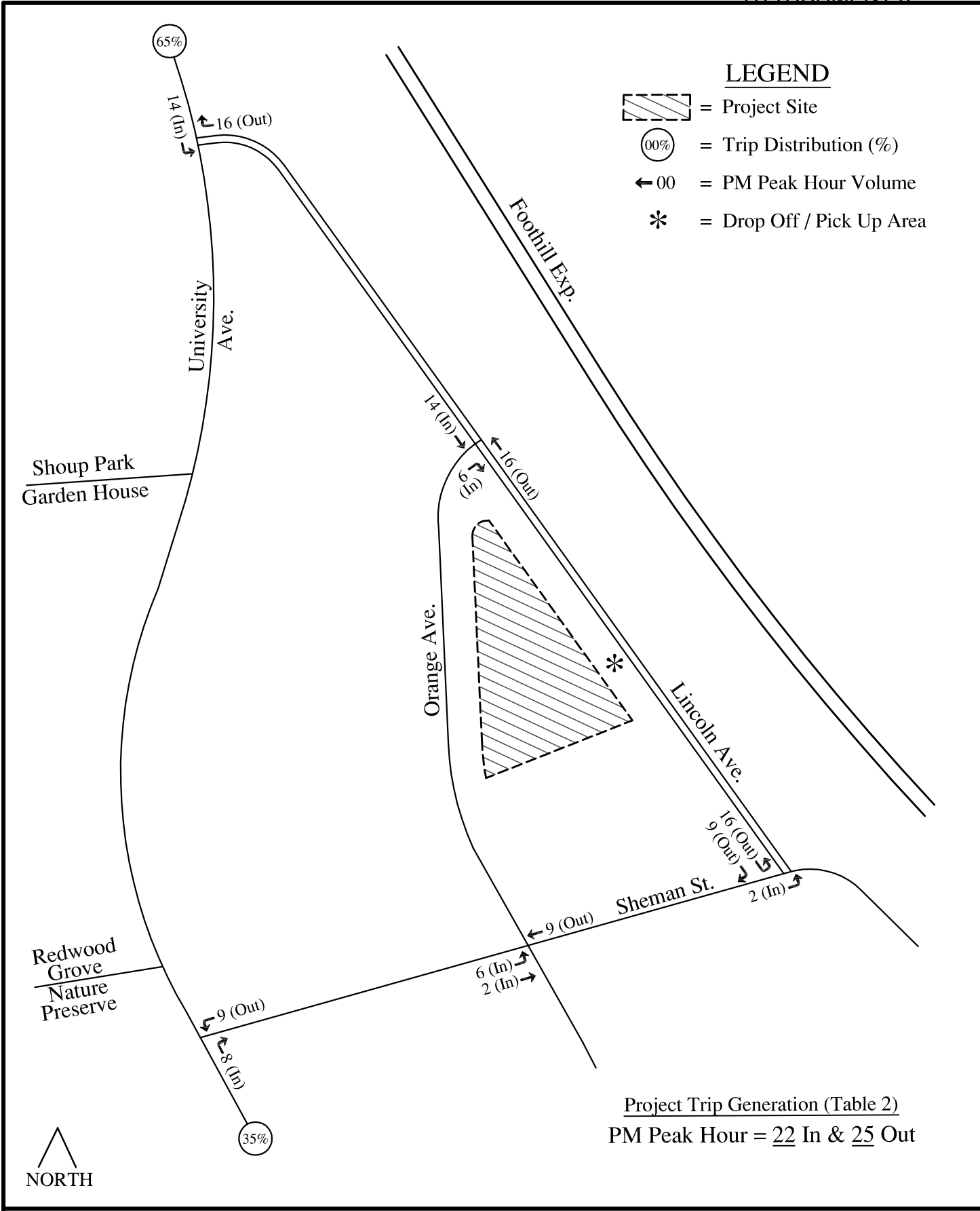
COMMUNITY PARISH HALL		Organization	# of attendees	Day/Time
Room # 600/ PARISH HALL	Coffee Hour/ Forums	FCC Church use	40	Sunday; 8:00-12:00pm
		Boy Scouts Troop 76	6-17	Tues 7:30-9:00 pm
		Cantabile Youth Singers	30-50	Mon-Thurs: 3:30-9:00 pm
		A-Sharp Chorus	60	Fri: 7:30-9:30
		INSIGHT Meditation Group	10-20	Sat: 9:00-6:30 Monthly
		Discovery Shop/ Los Altos	20-35	Irregular meeting times
		Discovery Shop/ Los Altos	60-70	Christmas Party
Room # 607/ BALCONY		Cantabile Youth Singers	Storage	Sun - Sat

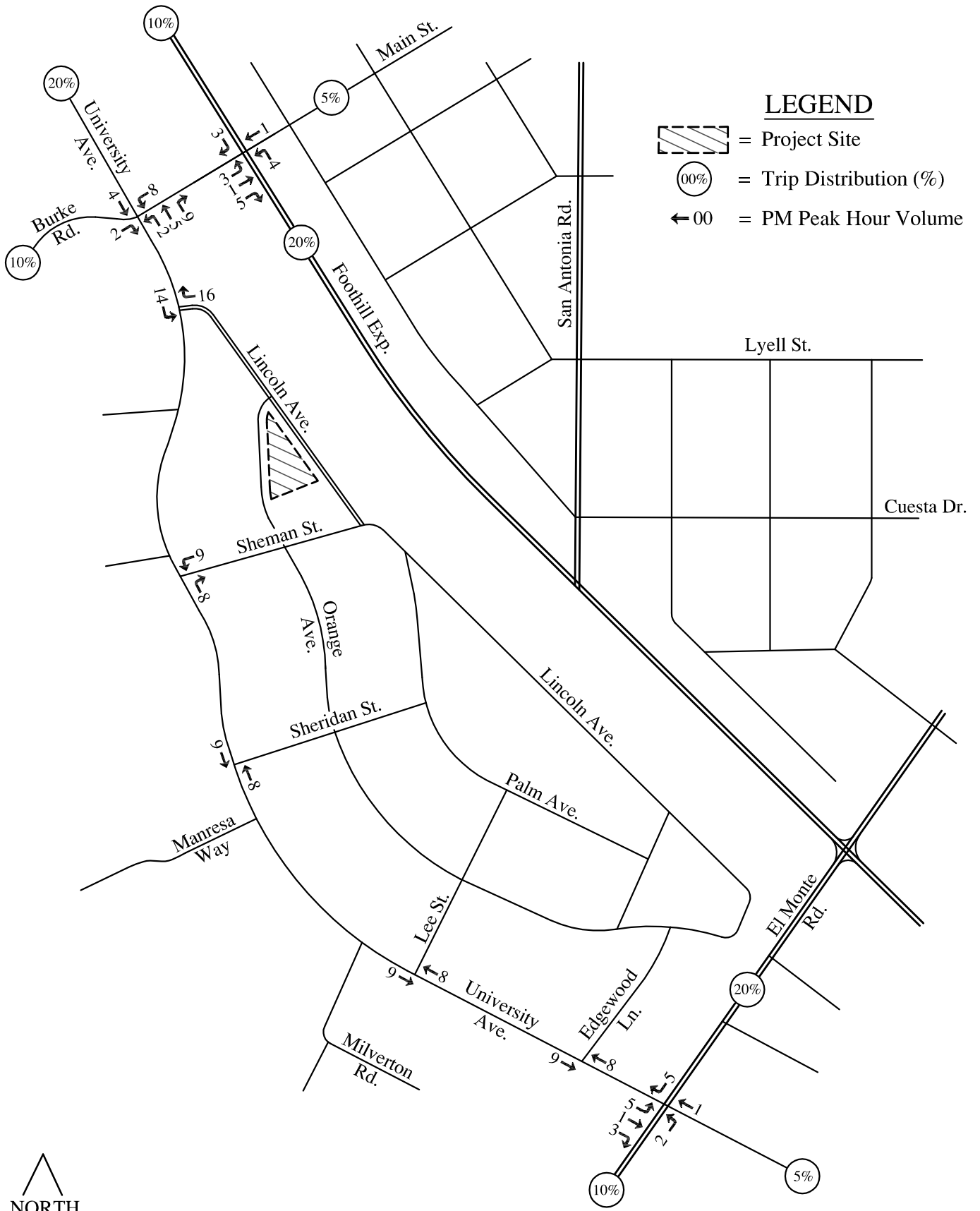
Key:

Room reserved for FCC Church use

Room reserved for current community program use

Proposed Room reservation for future Los Altos Chinese School use





Event Calendar

St. Nicholas and St. William

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Band Practice 7:00pm - 9:00pm @ SW Hall - Classroom 3	2 First Friday - Adoration & Benediction 8:30am - 9:30am @ SN Church	3 2nd collection: Missionary Co-Op 8am Mass w/Anointing of the Sick 8:00am - 8:30am @ SN Church
4 2nd collection: Missionary Co-Op SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room Sunday Hospitality 10:00am - 12:00pm @ SW Church	5 MSDYR @ Offsite Liturgy Council 6:30pm - 8:00pm @ SN Hall	6 MSDYR @ Offsite	7 MSDYR @ Offsite Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4	8 MSDYR @ Offsite	9	10 Second collection: Church in Africa Quinceañera Mass 9:30am - 12:00pm @ SN Church
11 Second Collection: Church in Africa SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room ARISE 7:00pm - 9:00pm @ SW Conference Room - Large	12	13	14 Holy Day Vigil 5:00pm @ SN Church Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4	15 Assumption of Mary Holy Day Mass 8:00am @ SN Church Holy Day Mass 7:00pm @ SW Church	16	17
18 SN Choir Rehearsal 9:15am - 10:45am @	19	20	21 Irish Dance Academy 5:30pm - 7:00pm @	22	23	24

ATTACHMENT 3

SN Upper Room			SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4			
25 SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room ARISE 7:00pm - 9:00pm @ SW Conference Room - Large	26	27	28 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4	29	30	31

Legend:

Community Building (Lunch Bunch, Hospitality, etc.)
 Holidays
 Outside groups
 Stewardship/Collections

Faith Formation/Word
 Liturgy/Worship
 Pastoral Care

Funerals
 Music Ministry
 Social Justice/Witness

Event Calendar

St. Nicholas and St. William

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room Sunday Hospitality 10:00am - 12:00pm @ SW Church ARISE 7:00pm - 9:00pm @ SW Conference Room - Large	2 Labor Day Holiday-Office closed	3	4 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4	5	6 First Friday - Adoration & Benediction 8:30am - 9:30am @ SN Church	7 Second Collection: Catholic Education 8am Mass w/Anointing of the Sick 8:00am - 8:30am @ SN Church
8 Second Collection: Catholic Education SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room ARISE 7:00pm - 9:00pm @ SW Conference Room - Large	9 Liturgy Council 6:30pm - 8:00pm @ SN Hall	10	11 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4	12 (Cancelled) Band Practice 7:00pm - 9:00pm @ SW Hall - Classroom 3	13	14
15 SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room ARISE 7:00pm - 9:00pm @ SW Conference Room - Large	16	17	18 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2	19	20	21
22	23	24	25	26	27	28

ATTACHMENT 3
Second

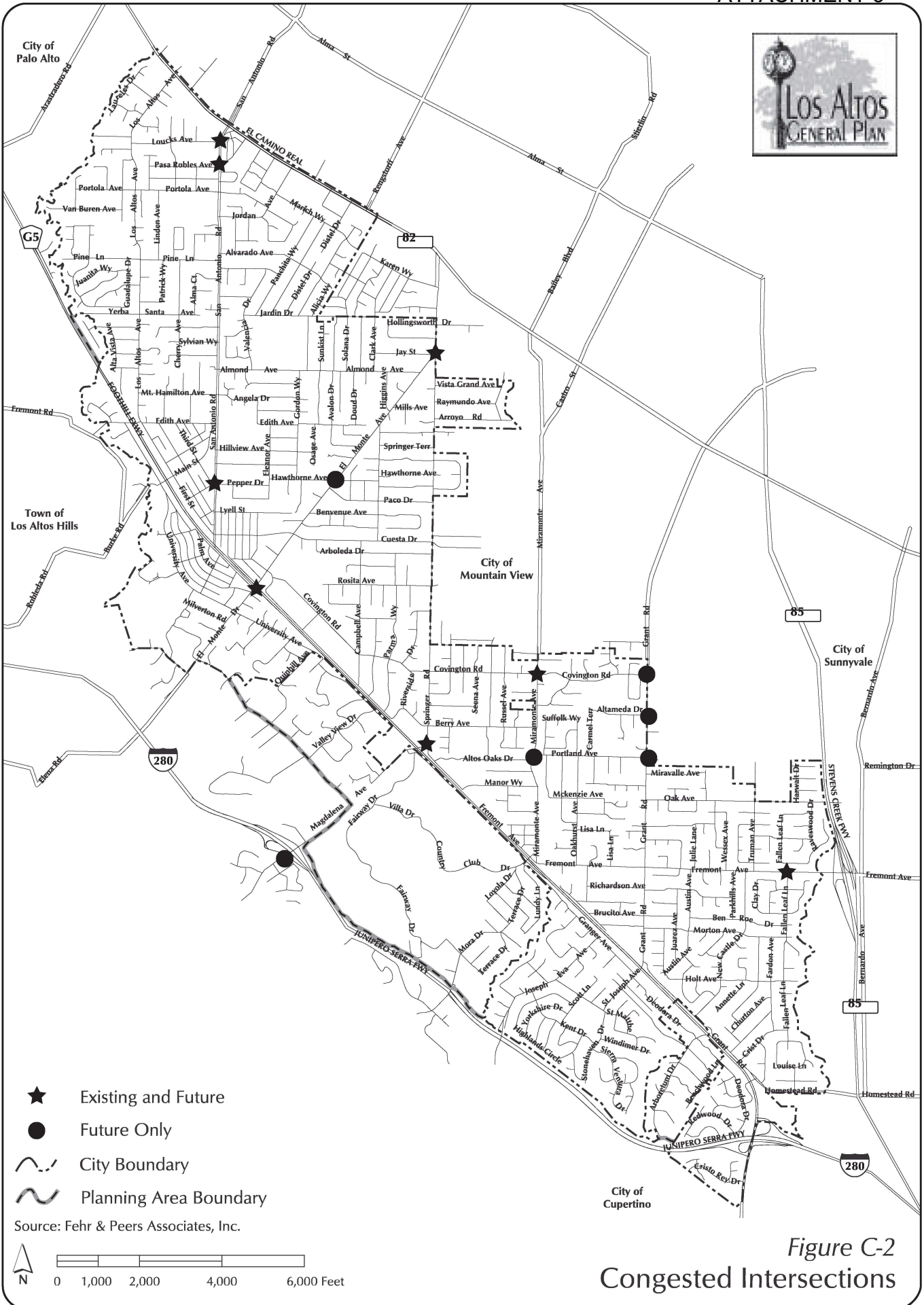
SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room ARISE 7:00pm - 9:00pm @ SW Conference Room - Large			Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 2 Irish Dance Academy 5:30pm - 7:00pm @ SW Hall - Classroom 4	Band Practice 7:00pm - 9:00pm @ SW Hall - Classroom 3		
29 Second Collection: SVDP & Parish Outreach SN Choir Rehearsal 9:15am - 10:45am @ SN Upper Room ARISE 7:00pm - 9:00pm @ SW Conference Room - Large	30					

Legend:

Community Building (Lunch Bunch, Hospitality, etc.)
 Holidays
 Outside groups
 Stewardship/Collections

Faith Formation/Word
 Liturgy/Worship
 Pastoral Care

Funerals
 Music Ministry
 Social Justice/Witness



- ★ Existing and Future
- Future Only
- City Boundary
- ~ Planning Area Boundary

Source: Fehr & Peers Associates, Inc.

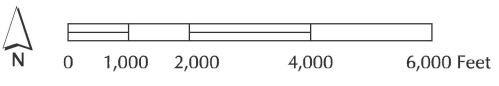


Figure C-2
Congested Intersections

Los Altos Chinese School
P. O. Box 582
Los Altos, California 94023

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

Re: 461 Orange Avenue (Application No. 19-UP-02)

Dear Members:

We the undersigned residents in the neighborhood of 461 Orange Avenue, hereby support the application of the Los Altos Chinese School for a Use Permit, allowing them to use the facilities of Foothills Congregational Church at 461 Orange Avenue for the before school and after school program. For many years the Los Altos Chinese School has been active in our community, and was located at the Hillview Community Center. The School provides a valuable resource for our community by providing child care and an opportunity for children to learn or improve their knowledge of the Chinese language.

There is an abundance of unused parking spaces on the Lincoln Ave side of the Church. The traffic study shows there will not significantly impact operations on our street system. There will be no disturbance of our peace and quiet, because the pick up and drop off of children will be on Lincoln Avenue and the limited outdoor activity will be in Lincoln Park area.

Sincerely

Iryna & Wulf Vogler
701 Orange Ave., Los Altos



Los Altos Chinese School
P. O. Box 582
Los Altos, California 94023

Planning Commission
City of Los Altos
One North San Antonio Road
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Sincerely

Bessie Ng & Andrew Chang

679 orange Ave, Los Altos, CA 94022



NOV. 9th 2019

Los Altos Chinese School
P. O. Box 582
Los Altos, California 94023

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City of Los Altos
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Sincerely

Ernie Schmidt + Anne Schmidt



713 Orange Ave Los Altos CA 94022

Los Altos Chinese School
P. O. Box 582
Los Altos, California 94023

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One North San Antonio Road
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Sincerely

Behnaz & Ramin Shahidi

502 Palm Ave, Los Altos

650-823-4221



Los Altos Chinese School
P. O. Box 582
Los Altos, California 94023

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

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Sincerely

Dorothy and Terry Hayes
660 Orange Ave, Los Altos

Dorothy Hayes

Sean Gallegos

From: Brent Beagle <brent474@gmail.com>
Sent: Tuesday, November 12, 2019 9:07 PM
To: Sean Gallegos
Subject: Foothills Congregational Church Public Hearing Notice

Mr Sean Gallegos, Project Manager,

I have been a property owner on Orange Avenue since 1988. I chose this area for it's small town atmosphere and neighborhood appeal. I love my community and am an active participant.

I moved into my house with the knowledge that three churches existed in the neighborhood and Sunday services were part of the disclosure. Property values reflected this.

I did not accept the additional use of a PRIVATE school with ninety students and after-school care attending 8:30 AM -6 PM Monday through Friday across from my residence!

We have seen increased activity at the church throughout the years. We, as a neighborhood, have tried to live a symbiotic relationship with the church, but the last few years have been much more challenging.

I have noticed many more cars parked waiting for children(students) at peak evening hours. Parents will park anywhere they can find regardless of sidewalks and driveways. Many are standing in the street on their cell phones , with no regard to residents or through traffic.

As a community, we have watched Foothill Expressway evolve from an easy thoroughfare through our community to a stop and go congested freeway! Overflow traffic has increased significantly through Los Altos Hills(Burke Avenue) and University Avenue. I cannot fathom the idea of another potentially NINETY cars in this area during the most congested hours of the day!

There are numerous questions that must be addressed prior to granting a use permit for Foothills Congregational Church.

- 1.) Has the church been operating a private school on the premises without a use permit?(in addition to renting space for choirs and other activities?)
- 2.) What are the actual zoning restrictions on the property?
- 3.) What are the parking requirements for the PUBLIC and COMMUNITY FACILITY?
 (As a professional and business property owner in Los Altos, I am required to have a ratio of parking spaces per square footage)
 Churches must have not less than 1 parking space for every 3 1/2 seats in the main Sanctuary plus additional space for staff.
 If granting this use permit reclassifies this property into a mixed use facility, I understand that the parking requirements must reflect the sum total of all uses.
 There are three churches in addition to a public park. Are all of these parking requirements being met even before a school and choir facility?
- 4.)What are the demographics of the student population. Who is it benefiting?
- 5.)Lastly, What is the mission statement of the church other than LANDLORD?
 It appears to me the only benefit of the use permit is to the coffers of the church!!!

ATTACHMENT 3

I would appreciate any answers to these essential questions prior to the public hearing Thursday, November 21, at 7 pm so that I may better educate myself as to the legitimacy of this request.

Thanking you in advance for your knowledge, Brent Beagle

Sent from my iP

Sean Gallegos

From: JILL CURCIO <jill.curcio@sbcglobal.net>
Sent: Tuesday, November 12, 2019 5:11 PM
To: Sean Gallegos
Subject: Foothills Congregational Church Public Hearing Notice

Hi Mr. Gallegos,

My family has lived in the 400 block of Orange Avenue across the street from Foothills Congregational Church for 25 years. We've watched the non-church after-school activities grow over time so that during certain times of the year there is one group or another renting space almost every night of the week. Over the years, it has been an inconvenience at times but the addition of a 90 student private school simply would be too much for the neighborhood to absorb. It crosses the line.

I will be interested in understanding project plans and information because I would like to know why the church is even considering such a full-use rental of their facilities. With this move, FCC becomes more of a rental property than a church and in no way do we favor transitioning the property from church to school.

Other than attending the meeting on Nov. 21, how do we make sure that our voice and concerns are adequately addressed?

**Thank you for this consideration,
Jill Curcio**

Sean Gallegos

From: stacey walter <stacey.walter@att.net>
Sent: Monday, November 11, 2019 2:31 PM
To: Sean Gallegos
Subject: Los Altos Chinese School

Dear Mr. Gallegos,

My family lives directly across the street from Foothills Congregational Church. I was surprised to receive the Public Hearing Notice regarding a Use Permit, as from my own observations the Los Altos Chinese School occupied the space starting last spring. Were they provided a conditional use permit?

Foothills Congregational Church has always been a good neighbor and we enjoy the sounds of choir practice, church bells, boy scout meetings, piano recitals, wedding receptions, etc. (the FCC Parish Hall is currently rented to groups of up to 170 people). But all of that activity already brings a steady stream of cars to our neighborhood. Adding 200 cars/day (90 at school drop-off, 90 at pick-up + staff) would have a significant negative impact on our already affected neighborhood.

While I am not opposed to utilizing the space for a school, I believe 90 students is simply too much. I hope you will consider reducing the number of students allowed under the Use Permit and, if approved, specifically limiting drop-off and pick-up to Lincoln Avenue to avoid further disruption to the residential neighbors on Orange Avenue.

Stacey Walter
464 Orange Avenue

Sean Gallegos

From: Planning Division (FAX)
Sent: Thursday, November 21, 2019 7:41 AM
To: Sean Gallegos
Subject: FW: Automatic reply: Chinese School Use Permit

Importance: High

From: Dave Backs <dbacks@mindspring.com>
Sent: Wednesday, November 20, 2019 6:43 PM
To: Planning Service <planning@losaltosca.gov>
Subject: Fwd: Automatic reply: Chinese School Use Permit

Dear Los Altos Planning,

I am forwarding the following to you after an earlier email I sent to Sean Gallegos was returned, indicating he would be out of the office for the next several weeks.

Dear Mr. Gallegos,

I'm a Los Altos resident living in the 500 block of Orange Ave. Last week I was approached by Jean Golden, a neighbor and member of Foothills Congregational Church, and asked to sign a letter of support for the subject use permit.

I did sign that letter of support last week, however in the intervening days it's become clear that this issue is becoming a source of divisiveness in our community. With that in mind, and more importantly because I don't feel I've studied the issue sufficiently to make an informed decision, I've asked Charlie and Jean Golden to remove my name from any list of supporters of this use permit that they may be keeping and may forward to you, members of the Los Altos Planning Commission, or other Los Altos representatives or officials.

I'm sending this email to you to ask that you do the same and **remove my name as a supporter of this issue** on any documents you may be keeping or forwarding to other Los Altos Officials.

Thank you and Best Regards,

Dave Backs

Begin forwarded message:

From: Sean Gallegos <sgallegos@losaltosca.gov>
Subject: Automatic reply: Chinese School Use Permit
Date: November 20, 2019 at 6:10:04 PM PST
To: Dave Backs <dbacks@mindspring.com>

Hello,

I will be out of the office for a medical leave from Thursday, November 21, 2019 through Tuesday, December 3, 2019. I will return to the office on Wednesday, December 4, 2019.

If you need immediate assistance during my absence, please contact planning@losaltosca.gov

Sincerely,
Sean K. Gallegos, Associate Planner

As a reminder, City Hall will be closed from Wednesday, November 27 through Friday, November 29, 2019 for the Thanksgiving Holiday. .

Sean Gallegos

From: Planning Division (FAX)
Sent: Thursday, November 21, 2019 7:39 AM
To: Sean Gallegos
Subject: FW: 461 Orange - Church/School project

Importance: High

From: Robin Vasan <rvasan@gmail.com>
Sent: Wednesday, November 20, 2019 9:30 PM
To: Planning Service <planning@losaltosca.gov>
Subject: Fwd: 461 Orange - Church/School project

Robin

m: 650-868-8141

----- Forwarded message -----

From: Robin Vasan <rvasan@gmail.com>
Date: Nov 20, 2019, 9:20 PM -0800
To: sgallegos@losaltosca.gov
Subject: 461 Orange - Church/School project

Sean -

My name is Robin Vasan and I live on Burke Road with my wife and 3 little kids.

I was recently made aware of the project plan to turn the Foothills Church into a school. We are strongly opposed to having the additional traffic in the neighborhood. In particular, the corner of Burke, University and Foothill would face MASSIVE congestion. Since there is a stop sign from the Los Altos Hills side and the traffic coming off Foothill doesn't stop, this would mean that the traffic at that stop sign would back up considerably onto Burke as well as onto both sides of University. In addition, the street parking is already crowded and so the additional load of teachers and administrators would make this much more complicated.

We love the neighborhood and we constantly walk, ride bikes or scooters down Burke Road into downtown. I fear that the all additional activity would make these activities increasingly dangerous.

We also are frequent visitors to Shoup Park and I worry that the additional traffic and parking would significantly negatively impact that experience.

Overall, the Orange Ave, University Ave and Burke Road area is NOT AT ALL well suited for a new school. Please do not allow this project to proceed in our residential neighborhood.

Thank you,

Robin
m: 650-868-8141

Sean Gallegos

From: Dan Arra <arra.dan@gmail.com>
Sent: Wednesday, November 20, 2019 3:46 PM
To: Sean Gallegos
Subject: Use Permit 19-UP-02

Dear Los Altos Planning Commission,

Please do not approve the Use Permit 19-UP-02 to operate a private, for profit school at the Foothills Congregational Church. My concern is that the Planning Commission's **approval will create a dangerous environment** due to increased traffic and parking.

The [City of Los Altos 2015 Pedestrian Master Plan](#) has a goal to "improve pedestrian safety by reducing risk factors, such as vehicle speeds, crossing distance and conflict points". Why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

My family has lived on Orange Avenue and now on University Avenue since 1994. During that time we have seen:

- speed humps added twice, on University Avenue to slow traffic
- a new, high visibility crosswalk on University Avenue
- the City of Los Altos purchase property behind Shoup Park and along Adobe Creek to [move traffic and parking off the streets to create a safer](#) environment for visitors to Shoup Park and for summer campers attending Redwood Grove Camp
- the Los Altos Community Center relocate to the Garden House at Shoup Park creating more unplanned traffic in our area
- eight (8) accidents involving passing and parking cars smashing our vehicles' mirrors, cars doors, and fenders on University Avenue in front of our house
- last month in October 2019, a drunk driver crash into a parked vehicle on University Avenue. The vehicle ended up on the sidewalk. This occurred at 6pm, during expected school drop off and pick up times.

Again, why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

Commercial Use

El Monte Avenue between Foothill Expressway and 280 is considered an "Arterial" and University Avenue has become a "Local Collector". [Per this report from the City of Los Altos](#) a Local Collector " is not intended for use as a through street or link between higher capacity facilities such as collector or arterial roadways. Local collectors are fronted by residential uses and **do not typically serve commercial uses**". Adding a for profit, commercial use, 90 student school to the neighborhood will make a bad situation worse.

Requests:

1. Do not approve the church as a use for a for profit, 90 student school as it contradicts the intended purpose of our local neighborhood streets.

Sean Gallegos

From: Dave Backs <dbacks@mindspring.com>
Sent: Wednesday, November 20, 2019 6:10 PM
To: Sean Gallegos
Subject: Chinese School Use Permit

Dear Mr. Gallegos,

I'm a Los Altos resident living in the 500 block of Orange Ave. Last week I was approached by Jean Golden, a neighbor and member of Foothills Congregational Church, and asked to sign a letter of support for the subject use permit.

I did sign that letter of support last week, however in the intervening days it's become clear that this issue is becoming a source of divisiveness in our community. With that in mind, and more importantly because I don't feel I've studied the issue sufficiently to make an informed decision, I've asked Charlie and Jean Golden to remove my name from any list of supporters of this use permit that they may be keeping and may forward to you, members of the Los Altos Planning Commission, or other Los Altos representatives or officials.

I'm sending this email to you to ask that you do the same and **remove my name as a supporter of this issue** on any documents you may be keeping or forwarding to other Los Altos Officials.

Thank you and Best Regards,

Dave Backs

Sean Gallegos

From: Dr. David M. Nudell <dr.nudell@gmail.com>
Sent: Wednesday, November 20, 2019 5:55 PM
To: Sean Gallegos
Subject: Chinese immersion school proposal

Mr. Gallegos,

I am writing to you regarding the proposed use permit the city is considering to place a immersion school at the current Foothills Church in Old Los Altos. I may not be able to attend the council meeting tomorrow but wanted to express a few opinions.

There are innumerable reasons that this is a bad idea. Firstly, the Old Los Altos area streets are far from set up for this type of daily traffic. We have multiple streets with no stop signs at small intersections as well as an already terrible build up of traffic at the tight intersection at Burke and Foothill Blvd which abuts University and Burke where most of this traffic will have to egress. This will make it very difficult to get out of this area in this direction even for those coming down Burke from Los Altos Hills. Secondly, although I don't not have small children any longer, there are and have always been many children who walk and more importantly bike to Gardner Bullis or other established Los Altos schools who will be put in undue danger from the added traffic, especially since there are no dedicated bike lanes in this neighborhood and likely the streets are too narrow to support those. I am frankly afraid that we will have accidents and children will get hurt. Thirdly, I understand that the traffic impact study was done in the Thursday prior to Labor Day weekend which is likely a non-representative time to do such a study. Finally, I understand that this permit was filed for in January 2019 - I find it in very bad faith and frankly subversive that the school and/or the church did not reach out to the neighborhood and hoped to railroad this through the city council despite all of the above. The school's own web site states they have hopes to grow their school so I have very little faith that the numbers of students will stay the same either. Additionally, their claim that they plan to keep kids inside the entire day is ludicrous and likely illegal so I suspect they will be taking these kids across to Shoup Park!

For all of these reasons it is clear to me that this is not a good location for this school. If you do not plan to vote no on this I implore the City to at least address much of the above (safety, bike lanes, actual traffic issues, effect on Shoup Park, etc) and revisit this proposal at a later date when more realistic information is available.

I find it hard to believe having gone through the building process (single residential home) myself in Los Altos that this would even be considered in its current form. I found the city in that instance to be thorough and detail oriented. I don't see anything close to that here. I hope that this is not all about making money for the church and the city that would be sad.

Thanks for your time and thoughts

David Nudell
667 Orange Ave.

From: Jon Biggs
Sent: Wednesday, November 20, 2019 5:38 AM
To: Sean Gallegos
Subject: FW: Chinese school at Foothills Church on Lincoln.

-----Original Message-----

From: Wendy Reynolds <xskyhag@aol.com>
Sent: Tuesday, November 19, 2019 9:49 PM
To: Jon Biggs <jbiggs@losaltosca.gov>
Subject: Chinese school at Foothills Church on Lincoln.

I signed a letter in favor of this school in my neighborhood before researching it. Please disregard my letter for approval.

Wendy Reynolds
536 Palm Ave
Sent from my iPad

Sean Gallegos

From: Jill Curcio <jillcurcio5@gmail.com>
Sent: Wednesday, November 20, 2019 5:31 PM
To: Jon Biggs
Cc: Sean Gallegos
Subject: 19-UP-02_ - Los Altos Chinese School - 461 Orange Avenue
Attachments: Petition to Deny Use Permit 19-UP-02.pdf

To: Los Altos Planning Commission" a reference it to tomorrow night's Discussion Item #3 19-UP-02_ - Los Altos Chinese School - 461 Orange Avenue

Please see attached petition of names gathered in favor of **denying** this Use Permit. We're up to 55 names and counting. Many neighbors are just learning about this week's Hearing. I may have fumbled by not realizing that the petition template I chose from an online search doesn't request a signature, just a name. If necessary, I will go back to these neighbors for signatures. We walked the neighborhood on Saturday and Sunday and no one even pointed it out until Sunday evening. At that point there was no turning back. Many have email-requested that their names are added. I will have printed copies of those emails on hand tomorrow night at the Hearing.

Most everyone on the petition is expressing concern about inviting more traffic through the neighborhood where it is well known problem already. Additional concerns include quality of life, safety, property values, etc.

Thank you for putting this in the hands of the Planning Commission.

Respectfully,
Jill Curcio

At Risk: Property Values, Increased Traffic & Neighborhood Character!

We the undersigned property owners in the Lincoln/Palm/Orange/University Avenue Neighborhood, call on the City of Los Altos to deny Use Permit 19-UP-02 New Chinese Immersion and After-School program at 461 Orange Avenue.

This Conditional Use Permit is for a new Chinese immersion and after-school program that proposes to occupy existing classrooms at Foothills Congregational Church at 461 Orange Avenue. The programs would include up to 90 students 10 employees, and operate between 8:30am and 6pm, Monday to Friday.

According to the Planning Commission Agenda Report:

1. "the private school is anticipated to generate 224 average daily trips" in and out of our neighborhood.
2. "The number of students (or children) is typically the most reliable independent variable when estimating the trips associated with educational institutions." According to the "Room Assignments", there will be 75 children picked up at 6pm. That means 75 cars at 6pm, Monday through Friday coming through the neighborhood in addition to the 452 cars (according to the TIA) already using University Avenue during PM Peak hours.

Homeowners in the 400 block of Orange Avenue, and the surrounding area, purchased their houses with knowledge of the churches, and Sunday services were part of the purchase disclosure. Property values reflected this. If Use Permit 19-UP-02 is granted, Sunday services plus the Monday - Friday school program will precipitate additional disclosure and negative impact to property values.

Please support our neighborhood by signing this petition to deny Use Permit 19-UP-02. Thank you!

Name:	Street Address	Zip Code
Michael SHARRAN	444 ORANGE AV	94022
W. SCOTT PRATER	585 ORANGE AVE	94022
Edm. Ruyark	672 Palm Ave	94022
Dan Arra	416 University Ave.	94022
Fathy Arra	416 University Ave.	94022
Michael Malcolm	490 Orange Ave	94022
Bruce W. Beck	691 Milverton Rd	94022
Joyce A. Beck	691 Milverton Rd	94022
Brent Beagle	474 Orange Avenue	94022
madeleine Beagle	474 Orange ave	94022
Tavin Beagle	474 orange ave	94022
Jason Curcio	482 Orange Ave.	94022
Jill Curcio	482 Orange Ave.	94022

Feel free to contact Jill Curcio at jillcurcio5@gmail.com for information regarding this petition.

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Name:	Street Address	Zip Code
Joe Nemeth	360 University Ave.	94022
Stacy Nemeth	360 University Ave.	94022
Jamie Wasson	718 Orange Ave.	94022
Richard Zazo	718 Orange Ave.	94022
Jane Wasson	718 Orange Ave.	94022
James Wasson	718 Orange Ave.	94022
Kate Curcio	482 Orange Ave.	94022
Stacey Walter	464 Orange Ave	94022
Steve Brown	464 Orange Ave.	94022
Emily Curcio	482 Orange Ave.	94022
John Curcio	482 Orange Ave.	94022
Kathy Bagby	470 University Ave.	94022
Mark Bagby	470 University Ave.	94022

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Please support our neighborhood by signing this petition to deny Use Permit 19-UP-02. Thank you!

Name:	Street Address	Zip Code
Joy A. Prater	585 Orange Avenue, L.A. CA	94022
Travis Prater	585 Orange Avenue, Los Altos CA	94022
Shelly Potvin	577 Orange Ave, Los Altos	94022
MISE SUTHER	577 ORANGE AVE, LOSALTOS	94022

Feel free to contact Jill Curcio at jillcurcio5@gmail.com for information regarding this petition.

Sean Gallegos

From: Joe Nemeth <joseph.j.nemeth@gmail.com>
Sent: Wednesday, November 20, 2019 6:04 PM
To: Sean Gallegos
Cc: Stacy Nemeth cell
Subject: Use Permit 19-UP-02

Dear Los Altos Planning Commission,

Please do not approve the Use Permit 19-UP-02 to operate a private, for profit school at the Foothills Congregational Church. My concern is that the Planning Commission's **approval will create a dangerous environment** due to increased traffic and parking.

The [City of Los Altos 2015 Pedestrian Master Plan](#) has a goal to "improve pedestrian safety by reducing risk factors, such as vehicle speeds, crossing distance and conflict points". Why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

My family has lived on Orange Avenue and now on University Avenue since 1993. During that time we have seen:

- speed humps added twice, on University Avenue to slow traffic
- a new, high visibility crosswalk on University Avenue
- the City of Los Altos purchase property behind Shoup Park and along Adobe Creek to [move traffic and parking off the streets to create a safer](#) environment for visitors to Shoup Park and for summer campers attending Redwood Grove Camp
- the Los Altos Community Center relocate to the Garden House at Shoup Park creating more unplanned traffic in our area
- last month in October 2019, a drunk driver crash into a parked vehicle on University Avenue. The vehicle ended up on the sidewalk. This occurred at 6pm, during expected school drop off and pick up times.

Again, why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

Commercial Use

El Monte Avenue between Foothill Expressway and 280 is considered "Arterial" and University Avenue has become a "Local Collector". [Per this report from the City of Los Altos](#) a Local Collector " is not intended for use as a through street or link between higher capacity facilities such as collector or arterial roadways. Local collectors are fronted by residential uses and **do not typically serve commercial uses**". Adding a for profit, commercial use, 90 student school to the neighborhood will make a bad situation worse.

Requests:

1. Do not approve the church as a use for a for profit, 90 student school as it contradicts the intended purpose of our local neighborhood streets.

Sean Gallegos

From: Robin Vasan <rvasan@gmail.com>
Sent: Wednesday, November 20, 2019 9:21 PM
To: Sean Gallegos
Subject: 461 Orange - Church/School project

Sean -

My name is Robin Vasan and I live on Burke Road with my wife and 3 little kids.

I was recently made aware of the project plan to turn the Foothills Church into a school. We are strongly opposed to having the additional traffic in the neighborhood. In particular, the corner of Burke, University and Foothill would face MASSIVE congestion. Since there is a stop sign from the Los Altos Hills side and the traffic coming off Foothill doesn't stop, this would mean that the traffic at that stop sign would back up considerably onto Burke as well as onto both sides of University. In addition, the street parking is already crowded and so the additional load of teachers and administrators would make this much more complicated.

We love the neighborhood and we constantly walk, ride bikes or scooters down Burke Road into downtown. I fear that the all additional activity would make these activities increasingly dangerous.

We also are frequent visitors to Shoup Park and I worry that the additional traffic and parking would significantly negatively impact that experience.

Overall, the Orange Ave, University Ave and Burke Road area is NOT AT ALL well suited for a new school. Please do not allow this project to proceed in our residential neighborhood.

Thank you,

Robin
m: 650-868-8141

Sean Gallegos

From: Jon Biggs
Sent: Wednesday, November 20, 2019 5:38 AM
To: Sean Gallegos
Subject: FW: Chinese school at Foothills Church on Lincoln.

-----Original Message-----

From: Wendy Reynolds <xskyhag@aol.com>
Sent: Tuesday, November 19, 2019 9:49 PM
To: Jon Biggs <jbiggs@losaltosca.gov>
Subject: Chinese school at Foothills Church on Lincoln.

I signed a letter in favor of this school in my neighborhood before researching it. Please disregard my letter for approval.
Wendy Reynolds
536 Palm Ave
Sent from my iPad

Jon Biggs

From: Brent Beagle <brent474@gmail.com>
Sent: Thursday, November 21, 2019 6:36 AM
To: Sean Gallegos
Cc: Jon Biggs
Subject: Fwd: Chinese School plans

Mr Sean Gallegos, Project Planner

Please find below the emails from John Miller, Member, Executive Committee, Foothills Congregational Church, with his response regarding my questions about the Use Permit for Foothills Congregational Church. I initially had expressed my concerns to a church member to which he responded back to me through her.

On Fri, Nov 15, 2019 at 2:20 PM

Following is the response I received from John Miller regarding the questions raised in my email which can be found at the end of this email:

Per Foothills Congregational Church member John Miller:

The current application proposal is for the same group which was at our church from January to June. The use was terminated by the City which required a formal Use Permit Application to be approved before allowing the use. This is not an application for a school but for a small pre school care program serving a maximum of 15 kindergarten children who are enrolled in an afternoon session of kindergarten and a group of 15 kindergarten students who have morning kindergarten who need after school care, The rest of the program involves a maximum of 60 children enrolled in after school care. The arrival and departure is as follows:

!5 kindergarten children and 2 staff arrive at 8:30

!5 Kindergarten leave by two vans at about 11:30

15 Kindergarten children arrive in two vans at 12:15

30 Primary children arrive in vans at about 2:30

30 4rth to 6th grade children arrive in vans at 3:15

75 children leave between 4:30 and 6:00. There are several car pools covering and some who live nearby just walk home.

The arrivals and departures are all on the Lincoln Avenue side of the church. Out of doors activities are in Lincoln Park, or Shoup Park.

There is no parking problem. Our current use and that of St Nicholas is about 34 spaces out of the available 193 spaces. The City required a \$12,000.00 traffic impact study which determined that there would be no impact on traffic. The basic reason is that the trips generated by departing children are spread out over a 1 and 1/2 hour period and some head toward the El Monte intersection and some head toward Main Street and some live in Los Altos Hills. In addition 44 of the 70 families involved will car pool and may families have more than one child enrolled, so that there will not be 70 cars picking up students. We estimate 48 cars will depart in that 90 minute period

The children are all Los Altos public school students. The need was created by The City's decision to close Hillview Community Center for a major rebuild. That is where this operation was located. There is no room in the planned new facility for them. They are currently operating in temporary facilities at Grant and the Lutheran Church.

The second email below, dated Nov 16th is his response to the email that I sent directly to you (which is on record). You shared the 2nd email with Mr. Miller for comment.

Los Altos Chinese School / Foothills Congregational Church
November 16, 2019 at 1:36 PM

Sean Gallegos shared your message of concern and (member's name deleted) also called me. I include Dee Cunningham in her role on the Property Management Board. First of all I want to answer the questions you asked. The proposed use is for an after school day care program. A maximum of 15 kindergarten students will also have a before school day care program. The bulk of the students being cared for will arrive between 2:30 pm and 3:30 pm and leave between 4:30pm and 6:00 pm.

1. No the Church has not been operating or providing space for any private school on our premises. Specifically the Los Altos Chinese School students are not using our facilities. If the Use permit is granted, it will not permit students to be at the Church past 6:00 pm. To the extent you have been seeing parents in the evening hours, those parents would have been from Cantabile, a choir organization. I will speak to the director of that organization. The parents should not be using the Orange Avenue side of the Church facilities.
2. According to the City of Los Altos Planning Commission staff, "The Foothills Congregational Church is located at the corner of Lincoln Avenue and Orange Avenue. The site is designated as Public and Institutional in the General Plan and is zoned Public and Community facilities (PCF)." This zoning permits the operations contemplated in the USE Permit Application.
3. There are, according to the Planning commission staff report, 193 parking spaces available adjacent to the churches on Lincoln Ave. At peak use, a maximum of 18% of those spaces are utilized during week days (Monday through Friday). There is no possible parking issue created by the contemplated operation of the Los Altos Chinese School. There is plenty of parking for the churches and the parking spaces comply with the parking rules established by the City of Los Altos.
4. The children to be served by the Los Altos Chinese School are all Los Altos public school elementary students, kindergarten through sixth grade. These days in Los Altos, it is normal for both parents to have full time jobs outside the home and thus there is a great need for after school day care for the children. Many churches in Los Altos have either schools or after school day care program utilizing their facilities. The Los Altos Chinese School was previously located at the Hillview Community Center. They were forced out of that facility due to the City's decision to demolish and rebuild the Community center. There will be no place for them in the new facility as planned. They are now in temporary quarters at Grant Park with some overflow in the Lutheran Church.
5. If you are serious about wanting to know more about Foothills Congregational Church, please visit our website at foothills-church.org. We are an open and affirming congregation of the United Church of Christ (UCC). The UCC is a progressive denomination and a national leader in human rights issues. We have a strong commitment to outreach and favor as personal and relevant faith as expressed by our covenant and in our Bylaws: "We covenant with you, O God, and with one another, and do bind ourselves in your presence, to walk together in all your ways, according as you are pleased to reveal yourself to us." In 2018 we gave \$69,300.00 to 16 different local charities, including Ecumenical Hunger Program, Community Services Agency Community Health Awareness, and Child Advocates. 2018 was not an unusual year. Over the past few years our donations to local charities have exceeded \$1,000,000.00. In addition we provided funding to build a solar powered water delivery system, providing clean water for a village of 14,000.00 people in Kenya. Our members and our children regularly extend themselves to provide their physical labor for community organizations both here in our local area and in distant locations such as Indian reservations in Arizona and Northern California.

I am happy to meet with you personally prior to the Planning Commission hearing if you would like to discuss any aspect of our Church and/or the Use Permit Application. My telephone number is 650-917-1514. When I am out and about, you can normally reach me on my cell phone, 650-804-2421.

John E. Miller, Member, Executive Committee, Foothills Congregational Church

I am finding it hard to get the facts before the public hearing on November 21, 2019.

Sean, would you, not Mr. Miller, please clarify?

Thank you for your timely response.

Brent Beagle
474 Orange Avenue
Los Altos



Jon Biggs

From: J. Corrigan <jc2tc@aol.com>
Sent: Thursday, November 21, 2019 11:54 AM
To: Sean Gallegos; Jon Biggs
Subject: Use Permit 19-UP-02

Dear Los Altos Planning Commission,

Please do not approve the Use Permit 19-UP-02 to operate a private, for profit school at the Foothills Congregational Church.

Granting this permit will have a serious and permanent negative impact on our neighborhood. The permit should be denied.

And, at a minimum, any decision should be delayed because there has not been adequate notice to those of us who will be negatively impacted. I, for example, just learned of the general nature of this application 3 days ago.

Thank you for your consideration,

Janet Corrigan
591 University Avenue
650-947-4067

Jon Biggs

From: Michelle Galbraith <michellergalbraith@gmail.com>
Sent: Thursday, November 21, 2019 1:09 PM
To: Sean Gallegos; Jon Biggs
Subject: Use Permit 19-UP-02

Dear Los Altos Planning Commission,

Please do not approve the Use Permit 19-UP-02 to operate a private, for profit school at the Foothills Congregational Church.

I first learned of this proposal when a neighbor brought it to my attention about a week ago. A day or so later, I received a notice from the City that it was scheduled for review tonight. I'm unable to attend tonight's meeting, and am frankly surprised that such a dramatic change to our neighborhood (which has clearly been in the planning phase for months) could potentially occur on such limited notice.

My primary concern is that the Planning Commission's approval will create a dangerous environment due to increased traffic. I walk my dog through the University/Lincoln and University/Burke intersections most mornings around 8:00 a.m., and often drive through those intersections in the afternoons and evenings for school and sports pickups. I have seen firsthand the complicated pedestrian, bike, and vehicular traffic our neighborhood encounters with our current traffic load, and do not believe it can support further strain. Specific issues I've witnessed include:

- cars and bikes traveling east on Burke (from Los Altos Hills) failing to stop at the stop sign so they can make the light at Foothill. One of those cars hit my neighbor's son (riding his bike), and sped off without stopping;
- drivers confused by the University/Lincoln intersection, turning the wrong way onto the one-way portion of Lincoln Ave.;
- huge numbers of cars cutting through (and typically speeding down) University Ave. from Burke to El Monte at peak commute times to avoid the backed-up traffic on Foothill Expressway;
- speeding drivers passing slower cars on University, either while they're in transit or when they're stopped at the University/Burke intersection.

I fail to understand how the addition of an estimated 224 daily pickups/dropoffs will not further strain our neighborhood's traffic load; to the contrary, I fully expect it to lead to increases in these types of risky incidents.

At a minimum, our neighborhood is entitled to more time to review materials related to the proposal and evaluate alternatives. For example, University/Orange neighbors might feel more comfortable with the school site if the City:

- redesigned the intersections at University/Burke and/or University/Lincoln to improve pedestrian/cyclist safety;
- installed more speed bumps, "no through traffic" signs, or other traffic calming measures on University Ave. to balance the increased school traffic with a reduction in Foothill cut-through traffic;
- required the school to implement traffic-mitigating processes. The City could consider looking to Castilleja in Palo Alto as an example; that school offers several bus and shuttle services to reduce dropoffs, uniformed traffic monitors, "no left turn" requirements, and "no parking" signs around neighboring curbs.

Thank you for your consideration,
 Michelle Galbraith
 465 University Ave.

Jon Biggs

From: Connie Miller <cmiller1119@gmail.com>
Sent: Wednesday, November 20, 2019 1:27 PM
To: Jon Biggs
Subject: Preschool permit at the Foothill Church in Old Los Altos

Hello Mr. Biggs:

Please make sure all the Planning Commission Members receive this email prior to their meeting on the subject tomorrow evening. Thank you.

I am a resident of Los Altos for over 18 years, a realtor in our community and an advocate for the special characteristics that make Los Altos so special a place in which to live. When I consider the true 'gems' that differentiate our city from neighboring communities, one of the items I always bring up to homebuyers is the Old Los Altos neighborhood. It is so rich in history from the days of when Sarah Winchester asked for its establishment, when she sold the railroad barons her land, to the grand historic homes of Los Altos who are largely concentrated in that neighborhood that still stand today. It is the singular neighborhood rich in a variety of architecture and history about which our city can boast.

I see it as a neighborhood at or above capacity as it is, without adding to it the preschool being proposed at the Foothill Congregational church in that neighborhood. The neighborhood already gets its fair share of traffic to/from Shoup Park and Redwood Grove, but it also suffers as a cut through street thanks to commuters finding it via the Waze app. The streets are narrow and it is difficult to see with the slight bend in their streets with the parked cars that usually line all the streets of University, Orange and Palm. I'm not sure adding more children darting about to that neighborhood is prudent from a safety standpoint or a capacity standpoint (increased traffic, at capacity parking). Not to mention, it 'feels' like every few months there is an accident at the Main/Burke and University/Foothill Expressway intersections.

The more people we have in that neighborhood besides those who reside there, the less valuable those properties will become. The historic homes in that neighborhood are already at risk due to the reduced demand for that type of home as well as the real traffic problem that neighborhood gets during commute traffic. Reduce the demand for that neighborhood much more and those historic properties will not be worth owning for all their upkeep.

I urge a no vote to granting that permit in that neighborhood for a preschool there. At a minimum, I urge further study. I'm not sure why they are moving from the Lutheran Church at Cuesta and El Monte or why they can't use the building on the Covington Campus that formerly housed the Parent Preschool there. It seems a shame to throw this wrench into an already fragile neighborhood that is so beloved.

Thank you for your consideration.

Connie Miller
Private citizen and Realtor at Compass Real Estate Los Altos.
650-279-7074

Jon Biggs

From: john curcio <johncurcio1@gmail.com>
Sent: Wednesday, November 20, 2019 2:55 PM
To: Jon Biggs
Subject: Planning Commission Mtg 11/21/19 re Item #3 19-UP-02- Los Altos Chinese School - 461 Orange Avenue

To: Los Altos Planning Commission,

First, I would like to start by thanking the Planning Commission for your service in protecting the Los Altos community with the work you do each and every day. I have been a resident of Los Altos for 31 years and a property owner at 482 Orange Avenue for 29 years. I am a licensed Professional Engineer and very familiar with land development, entitlement, permitting, construction, compliance and real estate operations.

I am writing today to urge you **NOT to approve the Use Permit 19-UP-02** which would grant a permit to operate a private, for profit school at the Foothills Congregational Church located at 461 Orange Avenue. I oppose this proposed use for reasons I will outline below. These reasons include a **fundamental inappropriate use** and application of the facilities, **material inaccuracies** in the Planning Commission's report and draft Resolution, **noise, traffic and parking impact** and evidence of both the Church and the Los Altos Chinese School **acting in bad faith**.

In addition, it is also important to recognize that the proposed Use Permit represents, not simply a modification of an existing use, but rather a complete and indefinite change and a fundamental wholesale conversion of the facility from its historic and primary use as a church, with limited Sunday worship and Sunday school operation, to a full time for profit private school with a secondary and subservient use as a church. **Simply put, if the facility at 461 Orange Avenue was not zoned as a Church, i.e. Public and Community Facilities (PCF) there would be no practical way possible to utilize it to run a 90 student, 9.5 hour per day, 47.5 hour per week full time, for profit, private school out of this facility.** If the possibility of this proposed use permit is a loophole or inadequacy of the current zoning laws, then I would urge the Planning Commission and the City Council to review and consider this application in the larger context of the intent of the laws, rules and regulations of our City and decline this application.

I would ask that you consider the following in your deliberation:

Inappropriate Use:

1. The use of this facility as a full time school is simply inappropriate.
 - a. There is **no on-site parking** available at this facility.
 - b. At this facility, this private for profit school is only logistically feasible by utilizing **free City parking** provided by the City at no cost to the school which, in my opinion is a **misappropriation of city resources**. The school is directly profiting at the expense of the City and its residents.
 - c.. The **stated hours of operation are 8:30AM to 6:00PM**. From a traffic, parking and impact perspective to the immediate neighbors, when considering drop off and pick up and staff arrival/departure etc, the **actual operating hours are closer to 7:00AM to 7:00PM or 12 hours a day**, which is much greater than typical schools in Los Altos. This is an unfair burden to ask the neighborhood to endure.
 - d. From the Commission Report, "The school **does not permit the student out doors for activities or play periods** during the hours of operation" While this school was operating illegally earlier in the year, they did in fact conduct outdoor activities for the students. This is evidence of the need and desire to do so, and evidence that not having the facilities to allow it is a detriment to the students and speaks to why this facility is inappropriate as a full time school.
2. The report does not address or confirm that the facility meets all the requirements for a school at the proposed scale and type for operations in Santa Clara County and the State of California including appropriate fire alarm and

suppression systems, handicap accessibility, egress and access, notification systems and basic compliance with all current California Building Code requirements for Seismic, electrical and mechanical systems and any required emergency and back up systems.

Inaccuracies or Inadequacies in the Planning Commission Report

1. The report findings state that the use of the facility as a school "**will not be generating any significant new traffic or parking impacts**" This is **simply not true**. At 224 average daily trips with no ability to control, limit or monitor how the neighborhood is accessed and where the school's customers park, there will absolutely be significant and new traffic and parking impacts. **In the context of a quiet residential neighborhood, this impact is undeniable**. Neither the City, School or Church have the ability to require or enforce the parents to "drop" their children curbside as opposed to parking and walking their children into the school. If curbside drop off could even be required and enforced, it would certainly create an **unsafe condition** as we could have up to 30 or 40 cars lined up to pick up or drop off children, inevitably blocking intersections, double parking or creating other unsafe conditions.

2. The Report failed to address the fact that this **neighborhood has a total of three (3) churches immediately adjacent** to this site as well as **Shoup Park and the Redwood Grove** directly around the corner. The neighborhood is already significantly impacted and there is no question that this proposed use would make the situation worse. I believe that the Planning Commission has the responsibility to review this proposed use holistically and in the context of the neighborhood and all other known relevant conditions.

3. The Report also **failed to address a well known City recognized problem of University Avenue being used as a "cut through" street** for commuters frustrated by the long delays and traffic back ups that Foothill Expwy has become during commuting hours. The morning and afternoon pick up times of the proposed school will exacerbate this well known and documented problem that was not addressed in the traffic study provided and paid for by the school.

4. While it may or may not be true that the non-independent traffic study "checks the box" for the City requirements in filing for a use permit, the **study is deficient** in addressing the practical and real concerns of the actual people in our neighborhood that will be impacted. In addition, we have had the report available to us for less than one week, which is not ample time to conduct a review of the integrity of the report by a licensed engineer. **We request a minimum of one month to review the existing report or to conduct our own report and submit it as a part of the record prior to the commission making any recommendation to the City Council.**

5. The report also fails to address the **almost certain damage that local property owners may experience due to a decrease in resale value of their homes** as a direct result of close proximity to a school. As you are probably aware, any seller in the neighborhood that may be impacted by the proposed change in use and the additional traffic, noise and parking impacts related to the operation of a school, will be required by California law to disclose these conditions to any future buyer. Although it is difficult to assess the exact amount of financial damages that would be experienced, very experienced local real estate agents have provided us an estimate of somewhere **between 8-10% loss in value if the proposed use is changed to allow a school to operate at this location.**

Acting in Bad Faith or Poor Judgment

1. It is documented that both the **Church and School violated City laws by knowingly and illegally operating this school out of this facility at 461 Orange Avenue in the past**. This brings into question the integrity of the school, who has been operating in Los Altos at various other locations, and the competency of the church as a landlord and their ability to manage their tenant. This **breach of trust** is not a foundation on which to build an **indefinite** grant of a conditional use permit and will strain relationships indefinitely if the proposed use is approved. If the use permit was to be granted, it would **by default put the burden of the enforcement, of any of the proposed or other conditions of use, on the neighborhood**. **Neither the City, Church nor School have any inherent mechanism for monitoring and enforcement of the conditions of proposed use.**

2. It has been brought to my attention that the **Use permit was originally filed on January 29th 2019**. **Neither the Church nor the School acted in good faith by notifying the neighbors of their intentions**, especially to the home owners most directly impacted by the proposed use. This can only be an indication of a lack of sensitivity to the impact of their proposed use on the neighborhood, a disregard for the opinions or sensitivities of the neighborhood, an attempt to hide their intentions in the hopes that the 2 week notification process would not be enough time for neighbors to protest the

proposed use, or an ignorance or disregard to the overall context of the situation. **None of the scenarios are the foundation for trust that is needed in a neighborhood.**

3. Although I am sure that the City notification date to property owners of November 7th 2019 and making the Planning Commissions preliminary report available on November 14th meets all the statutory requirements for Notice, I do not believe this is adequate time for us to properly address our concerns. We respectfully request that we be treated fairly in this process and that an extension to any decision be granted in order for our neighborhood to properly have its individual and collective voice be heard. I think this is a fair request since the Church and the School have been planning this for at least 10 months, and likely considerably longer.

Thank you in advance for full and thoughtful consideration in this matter.

Best Regards,
John Curcio

Jon Biggs

From: Dan Arra <arra.dan@gmail.com>
Sent: Wednesday, November 20, 2019 3:59 PM
To: Jon Biggs
Subject: Fwd: Use Permit 19-UP-02

----- Forwarded message -----

From: Dan Arra <arra.dan@gmail.com>
Date: Wed, Nov 20, 2019 at 3:46 PM
Subject: Use Permit 19-UP-02
To: <sgallegos@losaltosca.gov>

Dear Los Altos Planning Commission,

Please do not approve the Use Permit 19-UP-02 to operate a private, for profit school at the Foothills Congregational Church. My concern is that the Planning Commission's **approval will create a dangerous environment** due to increased traffic and parking.

The [City of Los Altos 2015 Pedestrian Master Plan](#) has a goal to "improve pedestrian safety by reducing risk factors, such as vehicle speeds, crossing distance and conflict points". Why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

My family has lived on Orange Avenue and now on University Avenue since 1994. During that time we have seen:

- speed humps added twice, on University Avenue to slow traffic
- a new, high visibility crosswalk on University Avenue
- the City of Los Altos purchase property behind Shoup Park and along Adobe Creek to [move traffic and parking off the streets to create a safer](#) environment for visitors to Shoup Park and for summer campers attending Redwood Grove Camp
- the Los Altos Community Center relocate to the Garden House at Shoup Park creating more unplanned traffic in our area
- eight (8) accidents involving passing and parking cars smashing our vehicles' mirrors, cars doors, and fenders on University Avenue in front of our house
- last month in October 2019, a drunk driver crash into a parked vehicle on University Avenue. The vehicle ended up on the sidewalk. This occurred at 6pm, during expected school drop off and pick up times.

Again, why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

Commercial Use

ATTACHMENT 4

El Monte Avenue between Foothill Expressway and 280 is considered an "Arterial" and University Avenue has become a "Local Collector". [Per this report from the City of Los Altos](#) a Local Collector " is not intended for use as a through street or link between higher capacity facilities such as collector or arterial roadways. Local collectors are fronted by residential uses and **do not typically serve commercial uses**". Adding a for profit, commercial use, 90 student school to the neighborhood will make a bad situation worse.

Requests:

1. Do not approve the church as a use for a for profit, 90 student school as it contradicts the intended purpose of our local neighborhood streets.
2. If request 1 is not accepted, conduct another TIA (Traffic Impact Analysis) prior to issuing Use Permit. The Los Altos Planning committee should select and manage the vendor that conducts the TIA, rather than the for profit school. This would be reasonable and prudent.
3. If the Use Permit is granted, require that a follow-up TIA be conducted once per year at the expense of the for profit school. The Los Altos Planning committee should select and manage the vendor that conducts the TIA.
4. If any TIA determines traffic levels of service are outside acceptable limits, revoke the Use Permit.
5. Require as a condition of Use Permit that all drop off and pickup occur on the Lincoln Avenue side of the church by the parking spaces. If this condition is ignored, revoke the Use Permit.

Thank you,

--
Dan Arra
416 University Ave
650-218-4444

--
-Dan
650-218-4444

Jon Biggs

From: Dr. David M. Nudell <dr.nudell@gmail.com>
Sent: Wednesday, November 20, 2019 6:03 PM
To: Jon Biggs
Cc: Lynette Lee Eng; Jan Pepper; Jeannie Bruins; Anita Enander; Neysa Fligor
Subject: Proposed immersion school Old Los Altos

Dear Mr Biggs (and city council members)

I am writing to you regarding the proposed use permit the city is considering to place a immersion school at the current Foothills Church in Old Los Altos. I may not be able to attend the council meeting tomorrow but wanted to express a few opinions.

There are innumerable reasons that this is a bad idea. Firstly, the Old Los Altos area streets are far from set up for this type of daily traffic. We have multiple streets with no stop signs at small intersections as well as an already terrible build up of traffic at the tight intersection at Burke and Foothill Blvd which abuts University and Burke where most of this traffic will have to egress. This will make it very difficult to get out of this area in this direction even for those coming down Burke from Los Altos Hills. Secondly, although I don't not have small children any longer, there are and have always been many children who walk and more importantly bike to Gardner Bullis or other established Los Altos schools who will be put in undue danger from the added traffic, especially since there are no dedicated bike lanes in this neighborhood and likely the streets are too narrow to support those. I am frankly afraid that we will have accidents and children will get hurt. Thirdly, I understand that the traffic impact study was done in the Thursday prior to Labor Day weekend which is likely a non-representative time to do such a study. Finally, I understand that this permit was filed for in January 2019 - I find it in very bad faith and frankly subversive that the school and/or the church did not reach out to the neighborhood and hoped to railroad this through the city council despite all of the above. The school's own web site states they have hopes to grow their school so I have very little faith that the numbers of students will stay the same either. Additionally, their claim that they plan to keep kids inside the entire day is ludicrous and likely illegal so I suspect they will be taking these kids across to Shoup Park!

For all of these reasons it is clear to me that this is not a good location for this school. If you do not plan to vote no on this I implore the City to at least address much of the above (safety, bike lanes, actual traffic issues, effect on Shoup Park, etc) and revisit this proposal at a later date when more realistic information is available.

I find it hard to believe having gone through the building process (single residential home) myself in Los Altos that this would even be considered in its current form. I found the city in that instance to be thorough and detail oriented. I don't see anything close to that here. I hope that this is not all about making money for the church and the city that would be sad.

Thanks for your time and thoughts

David Nudell
667 Orange Ave.

Jon Biggs

From: Joe Nemeth <joseph.j.nemeth@gmail.com>
Sent: Wednesday, November 20, 2019 6:05 PM
To: Jon Biggs
Cc: Stacy Nemeth cell
Subject: Use Permit 19-UP-02

Dear Los Altos Planning Commission,

Please do not approve the Use Permit 19-UP-02 to operate a private, for profit school at the Foothills Congregational Church. My concern is that the Planning Commission's **approval will create a dangerous environment** due to increased traffic and parking.

The [City of Los Altos 2015 Pedestrian Master Plan](#) has a goal to "**improve pedestrian safety by reducing risk factors, such as vehicle speeds, crossing distance and conflict points**". Why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

My family has lived on Orange Avenue and now on University Avenue since 1993. During that time we have seen:

- speed humps added twice, on University Avenue to slow traffic
- a new, high visibility crosswalk on University Avenue
- the City of Los Altos purchase property behind Shoup Park and along Adobe Creek to [move traffic and parking off the streets to create a safer](#) environment for visitors to Shoup Park and for summer campers attending Redwood Grove Camp
- the Los Altos Community Center relocate to the Garden House at Shoup Park creating more unplanned traffic in our area
- last month in October 2019, a drunk driver crash into a parked vehicle on University Avenue. The vehicle ended up on the sidewalk. This occurred at 6pm, during expected school drop off and pick up times.

Again, why now is it a good idea to allow a for profit school that adds an estimated 224 daily pickup/drop off trips into our neighborhood?

Commercial Use

El Monte Avenue between Foothill Expressway and 280 is considered "Arterial" and University Avenue has become a "Local Collector". [Per this report from the City of Los Altos](#) a Local Collector " is not intended for use as a through street or link between higher capacity facilities such as collector or arterial roadways. Local collectors are fronted by residential uses and **do not typically serve commercial uses**". Adding a for profit, commercial use, 90 student school to the neighborhood will make a bad situation worse.

Requests:

1. Do not approve the church as a use for a for profit, 90 student school as it contradicts the intended purpose of our local neighborhood streets.

ATTACHMENT 4

2. If request 1 is not accepted, conduct another TIA (Traffic Impact Analysis) prior to issuing Use Permit. The Los Altos Planning committee should select and manage the vendor that conducts the TIA, rather than the for profit school. This would be reasonable and prudent.
3. If the Use Permit is granted, require that a follow-up TIA be conducted once per year at the expense of the for profit school. The Los Altos Planning committee should select and manage the vendor that conducts the TIA.
4. If any TIA determines traffic levels of service are outside acceptable limits, revoke the Use Permit.
5. Require as a condition of Use Permit that all drop off and pickup occur on the Lincoln Avenue side of the church by the parking spaces. If this condition is ignored, revoke the Use Permit.

Thank you,
Joe and Stacy Nemeth
360 University Avenue
Los Altos, CA 94022

--

Joe Nemeth
m +1 408-421-1295

Jon Biggs

From: Dana Tasic <danaritchie@yahoo.com>
Sent: Wednesday, November 20, 2019 11:02 PM
To: Jon Biggs
Cc: Branimir
Subject: New Chinese Immersions and After School Program at 461 Orange Avenue

Dear Mr. Biggs,

We are writing about Agenda item 3:19-UP-02, set to be heard by the Planning Commission tomorrow evening at 7:00PM.

For the past 11 years, we have lived down the street from Foothills Congressional Church (FCC) located at 461 orange Avenue.

In 2008, after seeing hundreds of homes during our year-long search, we finally settled on the one we bought on Orange Avenue. At the time, our son was less than a year old, and our goal was to find a home in a safe neighborhood, with a good school district on a small, traffic-free street. We were so concerned about the traffic, that when we arrived at open houses and saw that they were built on busy streets, we just drove on and didn't even go inside. When we saw the house at 657 Orange Ave, we made an offer right away and were quickly in escrow. For us, it was all about the quiet neighborhood, small street, very little traffic, and neighborhood schools to which our son could walk and bike with other neighborhood kids.

Our son attended Gardner Bullis, and now attends Egan. He bikes to and from school with his friends who live on Orange Avenue, and they go by FCC every day.

On Tuesday of this week, we discovered that 11 months ago, FCC started seeking a use permit to allow the Chinese School to use FCC facilities for Chinese immersion and after-school programs. Despite a TIA that was commissioned by the School / Church, that looked at traffic data on one day, it is a no-brainer to any resident in our neighborhood, that adding drop-offs and pick-ups for 90 kids daily will greatly increase the traffic in our neighborhood. We already have bad traffic in the area, and this would only make things worse. Our kids are walking and riding their bikes, including to and from school when this additional traffic would be funneled into the neighborhood, and it is not a matter of IF, but WHEN, there will be an accident with a child on a bike.

No matter what conditions the Chinese school agrees to now, we have no guarantee that they will not ask for more in the future, such as to increase the number of students, change the hours of operation, etc. We should not be asked to endure more traffic, accidents, and delays in getting in and out of our neighborhood, and then to repeat having to oppose again in the Planning Commission and City Council when the numbers are increased by the Chinese School, as inevitably they will be. This School wants to benefit a certain demographic of the population, by burdening an entire neighborhood that is already over-burdened.

LASD schools have allowed these programs at their schools, so that, conveniently, kids who attend an LASD school, can walk over to the Chinese school on campus for after-school care. This does not add additional traffic. Immersion students can also be in these programs in the LASD schools that are already situated in areas that are equipped to deal with student traffic. The Chinese School needs to pursue the same accommodations at non-LASD schools, such as Bullis Charter and Pinewood, rather than trying to tax a small neighborhood with their additional students, when that neighborhood already has traffic problems.

ATTACHMENT 4

Additionally, there are two other churches on Orange Ave, right near FCC, and a precedence should not be set for them to set up schools as well.

In view of all of the above, we respectfully request that the Planning Commission not recommend to the City council approval of this permit.

Best,

Dana and Branimir Tasic
657 Orange Avenue
Los Altos, CA

Jon Biggs

From: Harry Guy <harrypguy@gmail.com>
Sent: Thursday, November 21, 2019 12:30 AM
To: Jon Biggs
Subject: Planning Commission Mtg 11/21/19 re Item #3 19-UP-02 at 461 Orange Avenue
Attachments: CalTrans CRS Map_road classifications near downtown Los Altos_20191119.pdf

To: Jon Biggs and Planning Commissioners

I am writing to you to urge you NOT to support the application for a conditional use permit for the Los Altos Chinese School at the Foothills Congregational Church (FCC).

My wife and I have lived in our home at 521 University Ave for 36 years. Our house is at the corner of Sherman St, about a block from the FCC. We purchased our home knowing about the nearby three churches and feel that despite periods of heavy traffic on Sundays and some other occasions, all the churches have been good neighbors...to this point. We did not purchase our home with any consideration that one of the churches might want to (or feel they need to) make money by leasing some of their facility to a private school to operate every weekday with attendance of up to 90 children and ten staff members.

I feel strongly that this facility and its location are completely inappropriate for the proposed conditional use as a private school, for the following reasons:

- The facility owns no parking; they rely solely on the city-owned public parking spaces along Lincoln and Orange, and although there may currently be sufficient unused public parking spaces, an approved conditional use permit decision would be forever, and since the private school staff would be the first to arrive in the morning, the result would be that the private school would receive the benefit of taxpayer-supported parking for its employees, permanently; this would not be in the strategic, long-term interest of our city
- The facility has no playground; to avoid creating a noise problem for nearby homes in the area and address the fact that the FCC facility has no playground, the school is agreeing to operate with the condition that it "will not permit students outdoors for activities or play periods during the hours of operation;" this seems either unrealistic or cruel; members of the church have indicated that the school intends to walk the kids to Shoup Park for recess; to get to Shoup, they would need to cross University Ave, a very busy and dangerous street despite being greatly improved by the cross-walk installed by the city a few years ago at Lincoln; it would also be tempting for the school to take recess with the children across Lincoln Ave to Lincoln Park, however this is a popular dog-walking area and could easily result in a dangerous encounter
- The proposed classroom area (first floor) does not appear to have adequate bathroom facilities for the proposed number of children and staff; on the first floor, there appears to be only one, single-stall women's bathroom and one, single-stall men's bathroom; I inquired of Planning if this was code compliant, and they referred the question to Building; after some discussion and review, the Building inspector's conclusion was that it didn't look adequate, but that it likely met existing code when the facility was built under E-occupancy, and according to Table 422.1 of the Plumbing Code, the two bathrooms were likely compliant for up to 100 persons; I would ask the Commission to consider requesting a re-evaluation of the bathroom code compliance question as well as a re-assessment of the building for fire and building code compliance for this kind of requested use
- There will be increased traffic congestion and increased hazards for children, older adults, AFN individuals and bicyclists who live in or travel through the neighborhood; the TIA estimates 224 additional daily trips into the neighborhood if the conditional use permit is approved as proposed; although the TIA concluded that there was no significant traffic impact from the proposed project, I believe that all of the factors associated with traffic movement were not considered; University Ave is a designated Suggested (Safe) Route to School (SR2S) and many neighborhood children walk and bike to and from school along

this route; in addition, University Ave is designated as a bicycle route, sharing the street with cars (street is marked with sharrows on the full length from Burke to El Monte); as the Commissioners know, University Ave has become heavily trafficked with cut-through traffic, especially during commute times when commuters are bailing off of I-280 to avoid backups, following WAZE instructions to a congested Foothill Expressway, and then diverting onto University Ave in an effort to travel faster, even though many are unfamiliar with the route; the complex factors and timing of these conditions, interacting with bicyclists and neighborhood pedestrians, is not addressed by the minimal algorithms and analysis conducted by Pinnacle for this project; although the TIA was reviewed by Los Altos traffic staff, neither the TIA or this project have been reviewed by the Complete Streets Commission, and I urge you to make that referral to the Complete Streets Commission for a review; the majority of the CSC members are very familiar with this traffic area and were closely involved for nearly three years to help obtain approval for the two flashing beacon, pedestrian-activated crosswalks added to this area; they should directly weigh in on this proposed new school permit

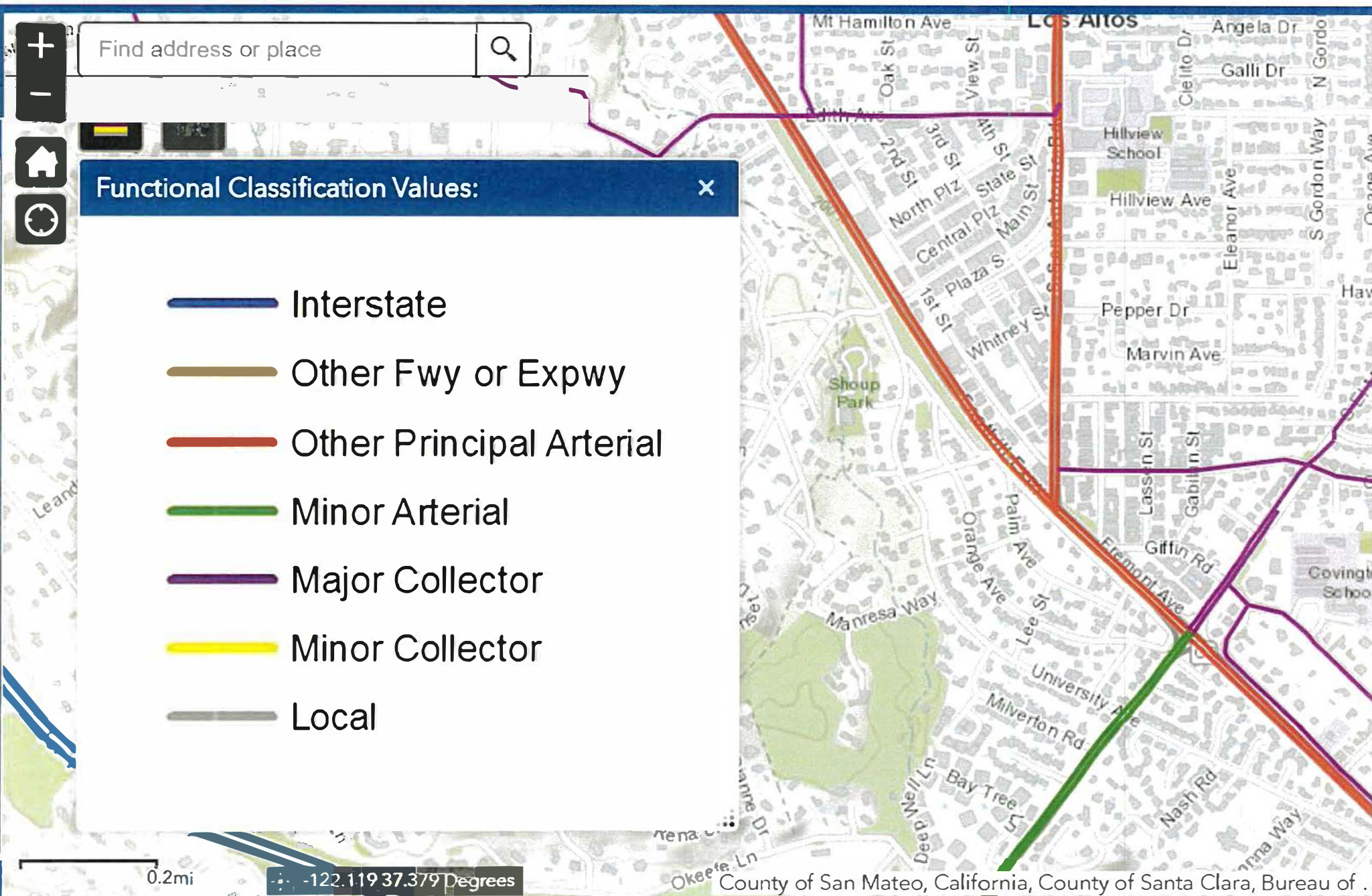
As a matter of record, I'd like to highlight an area of specific and important technical mistakes in the Pinnacle TIA report having to do with their stated descriptions and road classifications (Caltrans CRS) for several of the streets involved in their analysis. Pinnacle incorrectly identified in Section 2.0, pg 3 of the TIA, the road classifications for: Main St, Burke Rd, University Ave and El Monte Rd. They identified Main, Burke and University as "collector" streets, when they are actually "local" streets (a very important traffic engineering distinction), and they identified El Monte simply as an "arterial" when the correct classification is "major collector" for the section between Foothill Expressway and El Camino and "minor arterial" for the section between Foothill Expressway and I-280. Please see the attached pdf Caltrans CRS map for reference. This error is significant from a public records standpoint for the city and should be corrected by Pinnacle with a corrected report being documented in the public record. Interestingly, Pinnacle provided no description of the streets directly adjacent to the subject property: Lincoln Ave and Orange Ave, and this should be corrected, as well as any other findings from a review by the Complete Streets Commission.

For the above reasons, I urge the Commission to not support this conditional use permit application. I feel strongly that this facility and this site are not compatible with the proposed use. That said, if for some reason, the Commission decides to support approving the application to the City Council, then at a minimum, I believe that the following written conditions should be added to those already listed in the staff report:

- Install and maintain clear signage along Lincoln Ave designating the specific location for all drop-off and pick-up of school participants
- Stipulation that all drop-off and pick-up of school participants may only occur at the designated Lincoln Ave location; the Orange Ave side of the facility may not be accessed
- An annual compliance report, signed by the highest ranking officials for the property owner and the school must be submitted to the City of Los Altos by each anniversary date of the final approval of the conditional use permit; the report must provide the current student and staff counts following the same categories and format as the approved conditional use; the signatories must certify that the facility and the school are in full compliance with the conditions of the use permit

Thank you for your service to our community by contributing your expertise and considerable time and effort to participate as Planning Commissioners.

Best wishes,
Harry
Harry Guy – Los Altos Resident



Jon Biggs

From: Harry Guy <harrypguy@gmail.com>
Sent: Thursday, November 21, 2019 12:58 AM
To: Jon Biggs
Subject: Fwd: Delete support letters for conditional use permit application of Foothills Congregational Church

Jon,

I also wanted you to know that my wife and I had originally signed support letters for the Chinese School conditional use permit, based on information we were given by neighborhood friends who are long-time members of the Foothills Congregational Church. As soon as the cards from the City announcing the public hearing were hitting our mailboxes, church members were out asking friends and neighbors to sign the support letters. Unfortunately, Kelly and I both violated an important process rule, and because we trusted the friends giving us the information, we signed the letters.

We have since requested that our letters of support be removed and destroyed (see email exchange below). As you know from my previous email, having now reviewed the details of the project, the staff report and spent time with Sean this week to be sure I had all the details of the staff report and the proposal correct, it seems clear to us that this facility and location are not suitable for the proposed use by the Los Altos Chinese School.

Thank you,
 Harry
 Harry Guy

----- Forwarded message -----

From: Charlie Golden <cgolden@latd-llc.com>
Date: Wed, Nov 20, 2019 at 7:18 AM
Subject: Re: Delete support letters for conditional use permit application of Foothills Congregational Church
To: Harry Guy <harrypguy@gmail.com>
Cc: Charlie Golden <cgolden@latd-llc.com>, Kelly Guy <guyhp@aol.com>

Harry
 Yes. We will do so.
 -Charlie

On Nov 19, 2019, at 11:38 PM, Harry Guy <harrypguy@gmail.com> wrote:

Jean and Charlie,

Kelly and I request that you delete our previously signed support letters from your inventory for the City and to shred any copies you have retained. If you have submitted any copies of these letters, or a count that includes us to the City, we request that you notify the City in writing that we have requested to be removed from the count and ask that our previously signed letters be destroyed.

Sincerely,

Harry & Kelly Guy

Jon Biggs

From: Jill Curcio <jillcurcio5@gmail.com>
Sent: Wednesday, November 20, 2019 5:31 PM
To: Jon Biggs
Cc: Sean Gallegos
Subject: 19-UP-02_- Los Altos Chinese School - 461 Orange Avenue
Attachments: Petition to Deny Use Permit 19-UP-02.pdf

To: Los Altos Planning Commission" a reference it to tomorrow night's Discussion Item #3 19-UP-02_- Los Altos Chinese School - 461 Orange Avenue

Please see attached petition of names gathered in favor of **denying** this Use Permit. We're up to 55 names and counting. Many neighbors are just learning about this week's Hearing. I may have fumbled by not realizing that the petition template I chose from an online search doesn't request a signature, just a name. If necessary, I will go back to these neighbors for signatures. We walked the neighborhood on Saturday and Sunday and no one even pointed it out until Sunday evening. At that point there was no turning back. Many have email-requested that their names are added. I will have printed copies of those emails on hand tomorrow night at the Hearing.

Most everyone on the petition is expressing concern about inviting more traffic through the neighborhood where it is well known problem already. Additional concerns include quality of life, safety, property values, etc.

Thank you for putting this in the hands of the Planning Commission.

Respectfully,
Jill Curcio

At Risk: Property Values, Increased Traffic & Neighborhood Character!

We the undersigned property owners in the Lincoln/Palm/Orange/University Avenue Neighborhood, call on the City of Los Altos to deny Use Permit 19-UP-02 New Chinese Immersion and After-School program at 461 Orange Avenue.

This Conditional Use Permit is for a new Chinese immersion and after-school program that proposes to occupy existing classrooms at Foothills Congregational Church at 461 Orange Avenue. The programs would include up to 90 students 10 employees, and operate between 8:30am and 6pm, Monday to Friday.

According to the Planning Commission Agenda Report:

1. "the private school is anticipated to generate 224 average daily trips" in and out of our neighborhood.
2. "The number of students (or children) is typically the most reliable independent variable when estimating the trips associated with educational institutions." According to the "Room Assignments", there will be 75 children picked up at 6pm. That means 75 cars at 6pm, Monday through Friday coming through the neighborhood in addition to the 452 cars (according to the TIA) already using University Avenue during PM Peak hours.

Homeowners in the 400 block of Orange Avenue, and the surrounding area, purchased their houses with knowledge of the churches, and Sunday services were part of the purchase disclosure. Property values reflected this. If Use Permit 19-UP-02 is granted, Sunday services plus the Monday - Friday school program will precipitate additional disclosure and negative impact to property values.

Please support our neighborhood by signing this petition to deny Use Permit 19-UP-02. Thank you!

Name:	Street Address	Zip Code
Michael Shaffran	444 Orange Ave	94022
W. Scott Prater	585 Orange Ave	94022
Edm. Ruyark	672 Palm Ave	94022
Dan Arca	416 University Ave.	94022
Patty Arca	416 University Ave.	94022
Michael Malcolm	490 Orange Ave	94022
Bruce W. Beck	691 Milverton Rd	94022
Joyce A. Beck	691 Milverton Rd	94022
Brent Beck	474 Orange Avenue	94022
Madeleine Beagle	474 Orange Ave	94022
Tavin Beagle	474 Orange Ave	94022
Jason Curcio	482 Orange Ave.	94022
Jill Curcio	482 Orange Ave.	94022

Feel free to contact Jill Curcio at jillcurcio5@gmail.com for information regarding this petition.

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Name:	Street Address	Zip Code
Shannon Geary	454 Orange Ave	94022
Tabitha Jordan	484 Orange Ave	94022
Jesse [Signature]	435 University Ave.	94022
Michelle Galbraith	465 University Ave.	94022
Mitch Galbraith	465 University Ave	94022
Butt Stern	516 Orange	94022
[Signature]	511 Orange Ave	94022
Maki Imoto-Tar	511 Orange Avenue	94022
Krystina Beagre	474 Orange Ave	94022
PARISA NASERALAVI	434 ORANGE AV	94022
MARK HOMAN	434 ORANGE AVE	94022
Deb Blackburn	424 Orange Ave	94022
Daryl Shafran	444 Orange Ave	94022

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Name:	Street Address	Zip Code
Joe Nemeth	360 University Ave.	94022
Stacy Nemeth	360 University Ave.	94022
Jamie Wasson	718 Orange Ave.	94022
Richard Zazo	718 Orange Ave.	94022
Jane Wasson	718 Orange Ave.	94022
James Wasson	718 Orange Ave.	94022
Kate Curcio	482 Orange Ave.	94022
Stacey Walter	464 Orange Ave	94022
Steve Brown	464 Orange Ave.	94022
Emily Curcio	482 Orange Ave.	94022
John Curcio	482 Orange Ave.	94022
Kathy Bagby	470 University Ave.	94022
Mark Bagby	470 University Ave.	94022

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Name:	Street Address	Zip Code
Nicole Arna	416 University Avenue, Los Altos	94022
Jeanette LaCorte	461 Heather Ct., Los Altos, CA	94022
Ron Buckley	615 Orange Ave, Los Altos CA	94022
Patricia Arna	416 University Ave, Los Altos, CA	94022
Meg Burns	725 Orange Avenue	94022
Karen O'Connell	615 University Avenue	94022
Jim Burns	725 Orange Ave	94022
Sheela Pai	680 Orange Ave.	94022
Marcia Bieber	740 Orange Ave.	94022

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Name:	Street Address	Zip Code
Joy A. Prater	585 Orange Avenue, L.A. CA	94022
Travis Prater	585 Orange Avenue, Los Altos CA	94022
Shelly Potvin	577 Orange Ave, Los Altos	94022
MILISE SUTHER	577 ORANGE AVE, LOSALTOS	94022

Feel free to contact Jill Curcio at jillcurcio5@gmail.com for information regarding this petition.

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Name:	Street Address	Zip Code
Harry Guy Harry	521 University Ave	94022
Jillian Wasson	461 Orange Ave.	94022
Branimir Tasic	657 Orange Ave.	94022
Dana Tasic	657 Orange Ave.	94022

Feel free to contact Jill Curcio at jilcurcio5@gmail.com for information regarding this petition.

Los Altos Chinese School
P.O. Box 582
Los Altos, California 94023

March 16, 2020

Mr. Sean Gallegos, Associate Planner
City of Los Altos Community Development Department
One North San Antonio Road
Los Altos, California 94022

Re: 461 Orange Ave (Application No. 19-UP-02)

Dear Mr. Gallegos:

With this letter you will find the submittal document you requested which have been revised to add additional details and to reflect that we have deleted from the application the request for approval of a morning kindergarten session. It incorporates the recent requests from the Complete Streets Commission as well. We are actively considering and investigating measures for entry and exit for the courtyard and school safety as requested by the Complete Streets Commission. As a result the maximum number of students is reduced to 75 and the number of trips needed is also reduced.

I am also delivering a revised Traffic Impact Analysis which incorporates the reduction in the number of students and the elimination of the morning kindergarten session.

Sincerely



Jane Bai, Director



Los Altos Chinese School

Our Mission

To deliver the highest quality immersion Chinese program and after-school program in Silicon Valley. To provide children a supportive environment to learn Chinese speaking, listening, reading and writing with a focus on the practical application of the language for everyday life.

Our goals

- To deliver the highest quality Chinese immersion afterschool program in Los Altos.
- To promote children's successful Chinese learning through workbooks, audio-visuals, and interactive class sessions.
- To provide a pleasant and natural environment where students can learn Chinese language and enjoy the rich culture with teachers, students build their vocabulary and language capability in a fun environment.

Curriculum

- Chinese immersion classes at Los Altos Chinese School are taught in Mandarin and Han Yu Pinyin phonics by native Chinese speaking teachers
- Lessons Include Chinese language, literature, traditional and modern poetry, and calligraphy
- Children will build a solid Mandarin language foundation, which enables them to gradually and fully develop their Chinese listening, speaking, reading and writing skills.

Current Situation

LACS, a highly demanded and recommended Mandarin enrichment afterschool program, currently located at Los Altos Community Center, 97 Hillview Ave, Los Altos. Our after-school program ranges from kindergarten to 6th grade. **About 95+ % of our students are from Los Altos Community.** Because our excellent Mandarin immersion program, LACS enrolls students from diverse ethnic backgrounds, where more than 20% are non-Chinese Speaking families.

Los Altos Chinese School offers daily enrichment program that includes Chinese language immersion, Chinese Culture, Story Telling classes thought by native Chinese speaker teachers; However, Los Altos Community Center was approved for a tear-down renovation. Our afterschool program was asked to vacate. We are now using facilities at Grant Park.

To ensure no-interruption for our afterschool enrichment program, we plan to partner with Foothills Congregational Church, 461 Orange Avenue, Los Altos, a new location for our afterschool kinder – 6th grade students not far from the community center. This location will minimize drop-off and pick-up



driving for our families, continue to provide a safe, challenging and enrichment program to our existing Los Altos School students and serve our community, we feel strongly that the church will provide seamless transition for our afterschool program, where our school families can feel at ease attending classes and drop-off / pick up routine.

Description of Usage

- Number of Employees:
We anticipate about 10 teachers and teaching assistances for kindergartener to 6th grade student.
- Number of Students:
We have no more than 75 students from kindergarten to 6th grade.
- Hours of Operation:
Monday – Friday afternoons from 12:00 – 6pm. After school calendar will match Los Altos School District calendar.
- Pick up & Drop off:
Will be confined to the Lincoln Ave side of the church building (see attached Traffic Management Plan and diagram prepared by Pinnacle Traffic Engineering).
- Building Usage:
We plan to use the church building as classrooms for the language instruction and related enrichment classes for our students.
- Outside Play:
There is a courtyard for activities on the church grounds.
- Starting Date:
LACS hopes to move to Foothills Congregational Church in the Spring 2020.

For completeness we attach a chart showing Room Assignments of Foothills Congregational Church and times during which the students will be at the church. We also attach a copy of the revised Los Altos Chinese School Transportation Plan which shows the deletion of the previously proposed morning kindergarten sessions. We plan to deliver the afternoon kindergarten students to the church facilities between 12:00pm and 12:45pm, using up to four vans. All the afternoon kindergarten children and after school program students will be picked up at the church between 4:30pm and 6:00pm (depending on individual family schedules). The plan includes a chart showing a number of vans needed to deliver the students to the church and the times of arrival of students, a chart showing our estimation a number of children to be picked up a half increment between 4:00 pm and 6:00pm, a chart showing a number of cars need and times of arrival of our staff.

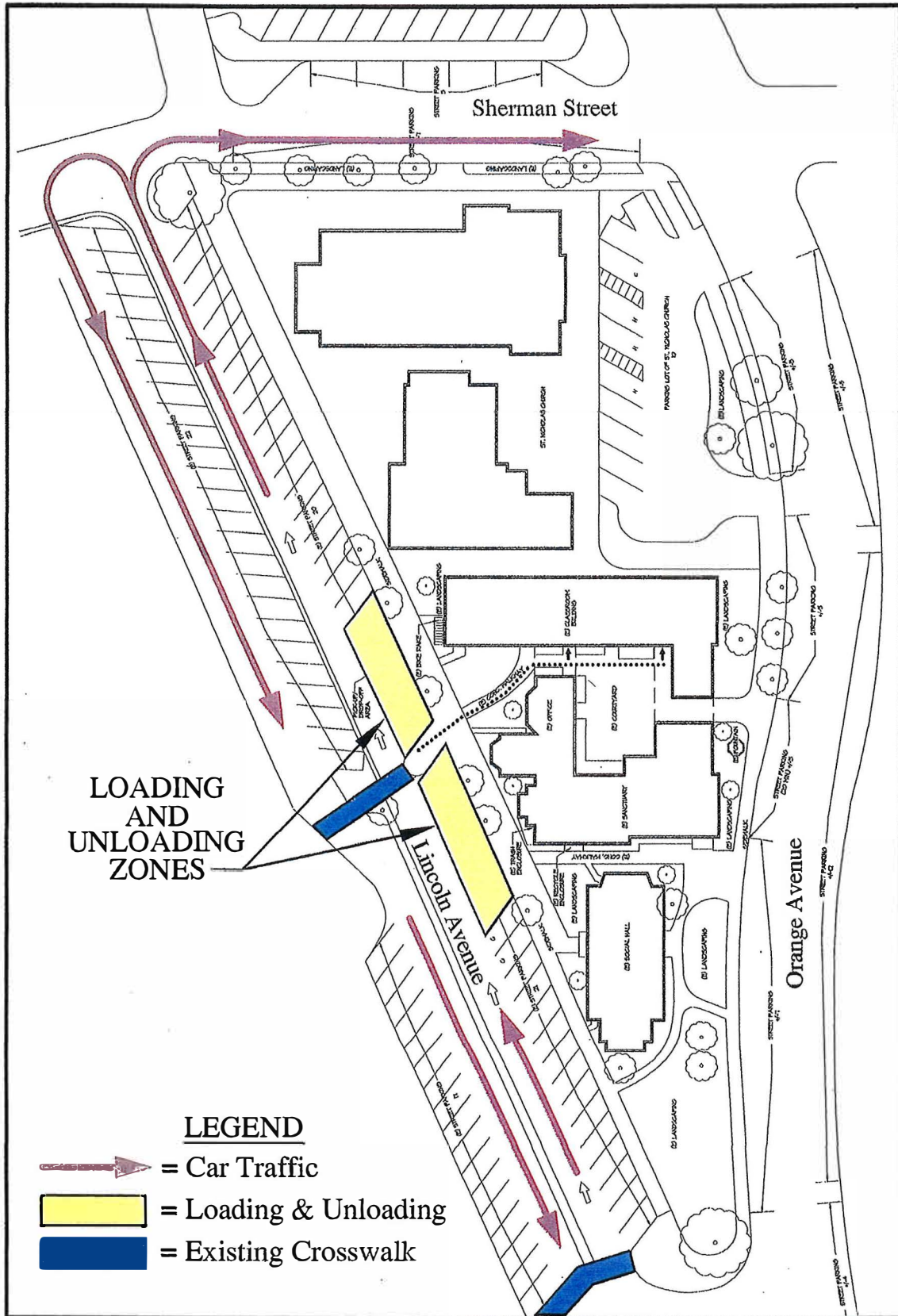
Date: March 14, 2020

Jane Bai, Director




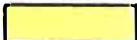

Room Assignments at Foothills Congregational Church

Room Name	Grade	Time	Number Students
Room 117	K	12:00 - 6:00pm	20
Nursery Room	1st	3:00 - 6:00pm	14
Maple Room	2nd	3:00 - 6:00pm	12
Room 112	3rd	3:00 - 6:00pm	12
Room 113	4th & 5th & 6th	3:00 - 6:00pm	17



LOADING AND UNLOADING ZONES

LEGEND

-  = Car Traffic
-  = Loading & Unloading
-  = Existing Crosswalk

PINNACLE
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Los Altos Chinese School
- Kindergarten & After School Program -

TRAFFIC
MANAGEMENT
PLAN

Los Altos Chinese School Transportation Plan

This document outlines Los Altos Chinese School's proposed traffic plan for student drop-off and pick-up.

Los Altos Chinese School (LACS) offers driver pick-up services from students' regular schools; drivers are assigned to pick up a set of students from designated schools and bring the students to LACS after school location at Foothills Congregational Church. This proposed traffic plan contains the following:

- * Traffic Management Plan and diagram (page 2-5)
- * Driver drop-off schedule (page 6)
- * Parent pick-up schedule (page 7)
- * LACS staff arrival schedule (page 8)

During the drop-off time, LACS will have staff standing by the church sidewalk entrance on Lincoln street side to assist the drivers with drop-off and ensure student safety. LACS will also have staff to assist parents in following traffic exit routes for the first two weeks of the school to ensure all parents understand and follow the proposed parking and traffic plan. It is LACS's goal to ensure all students safety and minimize disturbance to the nearby residents during student drop-off and pick-up time.

Date: March 16, 2020



Jane Bai, Director

Los Altos Chinese School Amended Traffic Management Plan

1. Traffic Management Plan. The Following is the traffic management plan that will be put in place for the LACS after-school Chinese Program.
 - a. Drop-off and pick-up will occur on the Lincoln Avenue side of FCC. The proposed preferred pickup and drop off areas are shown on the attached diagram. Page 8 of the Pinnacle Traffic and parking study shows that the highest parking usage occupies 34 of the 193 parking spaces near the Church. Therefore, because the current usage is so light during the weekdays, it is not contemplated that there is a need to provide marked spaces for delivering and picking up the students. If it is determined that this assumption is not correct, then temporary signage, installed and removed daily can be utilized.
 - b. Except for any students that live in the surrounding neighborhood, drop of and pick up will be done by vehicles that enter via Lincoln Avenue southbound and park as near to FCC as reasonably possible on Lincoln Avenue. Departing cars will leave FCC via Lincoln Avenue northbound, or by making a right turn onto Sherman Ave. The referred drop off and pick up areas and the direction of traffic flow are shown on the attached diagram.
 - c. No cars shall park on Orange Avenue (the only exception being if Lincoln Avenue is closed for an unforeseen reason).
2. Oversight of the Traffic Management Plan.
 - a. Parents enrolling their students with LACS at FCC will sign an enrollment agreement that stipulates their agreement to follow the traffic management plan, and their understanding of the penalties for noncompliance.

- b. LACS and FCC contract for use of the premises shall provide that LACS will have a staff member monitoring (the "Staff Monitor") the traffic Management from 4:30pm until 6pm every day the school is operating.
- c. The Staff Monitor will be at a position to reasonably ensure that parents or caregivers picking up students are following the Traffic Management Plan. In the unlikely event that it is necessary for a parent to park in an area that requires a student to cross Lincoln Ave, the monitor shall ensure that the student and parent cross using the marked pedestrian crosswalk. Those crosswalks are shown on the attached diagram.
- d. All parents must sign-out children with the Staff Monitor, which will then alert the appropriate teacher that the student is to be dismissed.
- e. The Staff Monitor when not signing out children will reasonably observe compliance with the traffic management plan.
- f. The Staff Monitor will report any violations of the Traffic Management Plan.
- g. The Staff Monitor will request any parents that park on Orange Ave, to immediately move their car to Lincoln Ave before signing out the student.
- h. Penalties will apply to those who do not follow the traffic management plan up to and including expulsion of the student from the program after four violations.
- i. LACS will keep a report of all violations and will reasonably update FCC on all violations through a summary report.
- j. FCC will also receive any reports of violations of the Traffic Management plan and alert LACS immediately. LACS shall then take reasonable

measures to determine the parents/caregiver responsible for the violation.

3. Signage.

- a. No promotional signage for LACS will be displayed fading Orange or Lincoln Avenues.
- b. Reasonably sized directional signage will be allowed.

4. Outside activities.

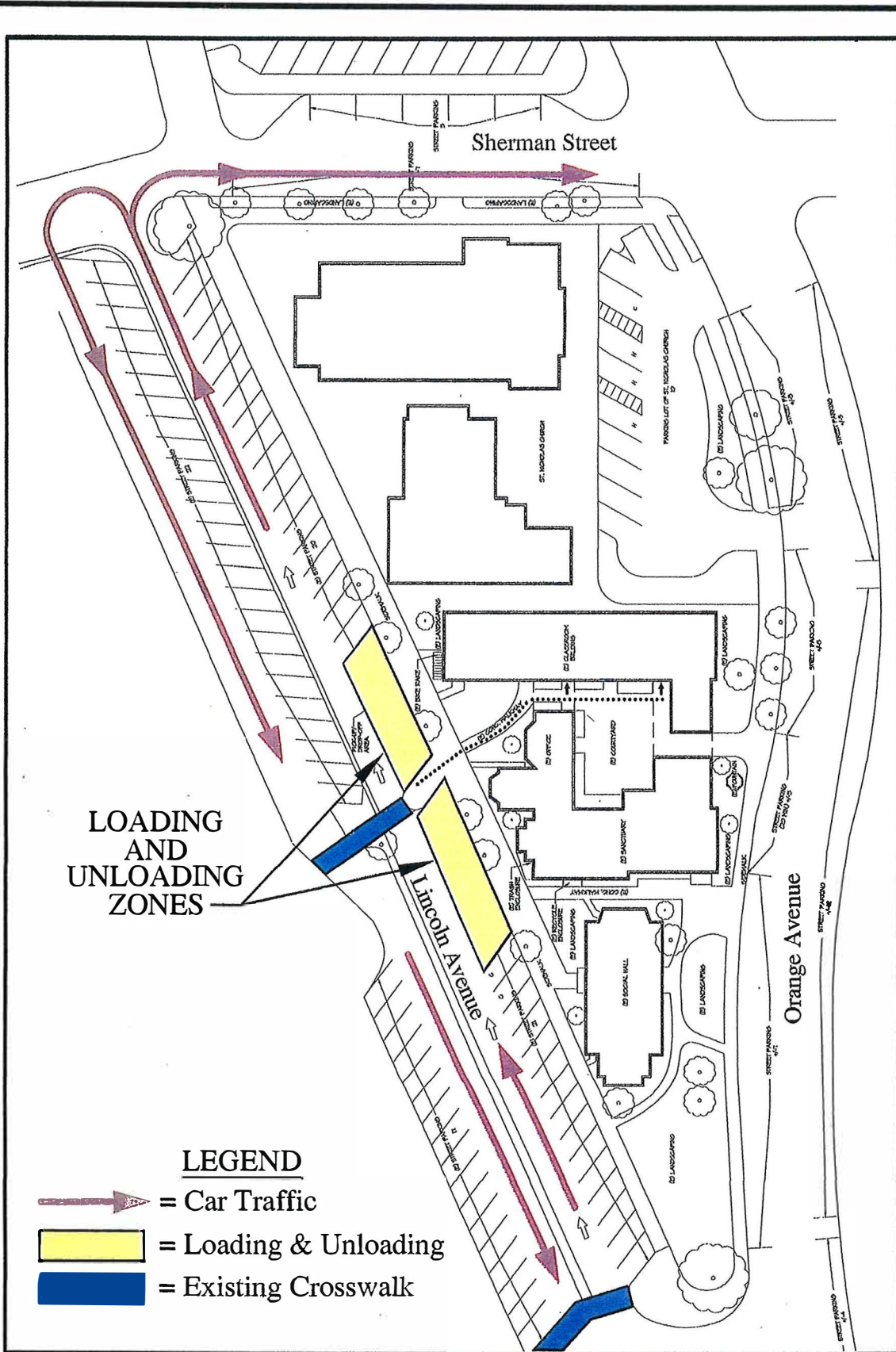
- a. The LACS after school program will typically include outdoor playtime. When movement activities are desired, LACS will supervise students in the FCC Parish Hall or courtyard area.
- b. When students are using the courtyard area, temporary barriers may be used to enclose the space.

5. Annual Compliance Report.

- a. FCC shall submit and keep on record an annual compliance report with the above conditions, including reasonable information necessary to ensure compliance with the above conditions. No private or confidential information shall be required to be submitted.
- b. The Annual compliance report shall be signed by the Moderator at FCC.
Dated March 16.2020.



Jane Bai, Director
Los Altos Chinese School



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Los Altos Chinese School
- Kindergarten & After School Program -

TRAFFIC
MANAGEMENT
PLAN

Los Altos Chinese School Drivers Drop-off Schedule

	# of Students	# of Vans/cars for Drop-off by Drivers
12:00-12:45pm for Kindergarten	20	4
3:15-3:30pm for 1st & 2nd grade	26	5
3:30-3:50pm for 3rd grade and up	29	5

Los Altos Chinese School Parents Pick-up Schedule

	Total of Students Max Enrollment	(Monday to Friday) # of Students for Pick-up by Parents			
		4:00 - 4:30pm	4:30 - 5:00pm	5:00 - 5:30pm	5:30 - 6:00pm
Kindergartner	20	6	5	5	4
1st Grade	14	2	3	5	4
2nd Grade	12	2	3	3	4
3rd Grade	12	2	4	4	2
4th Grade	9	1	3	3	2
5th & 6th Grade	8	1	2	2	3
Total # of Students	75	14	20	22	19

Los Altos Chinese School Staff Arrival Schedule

	# of Staff	# of Cars
9:30-10:30am	3	3
11:50-12:00pm	2	2
1:50-2:00pm	5	5

**LOS ALTOS CHINESE SCHOOL
AFTER SCHOOL PROGRAM**
City of Los Altos, California

FINAL TRAFFIC IMPACT ANALYSIS

Prepared for:
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March 16, 2020

EXECUTIVE SUMMARY

The Final Traffic Impact Analysis (TIA) presents an evaluation of the potential impacts associated with the proposed After School Program. The Los Altos Chinese School has submitted a Use Permit application for an After School Program at the Foothills Congregational Church (461 Orange Avenue). Access to the church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. On-street parking along Lincoln Avenue (University Avenue to Sherman Street) is available for 139 vehicles, which includes 78 stalls adjacent to the Foothills Congregational Church and Saint Nicholas Catholic Church.

The initial phase of the project TIA included preparing a detailed project trip generation analysis. The Project Trip Generation Analysis (Aug. 12, 2019) presents a description of the operations and quantified the potential number of vehicle trips associated with the After School Program. The church will have an afternoon school program for kindergarten children and 1st through 6th grade students (Monday-Friday, 12:00 PM to 6:00 PM). The initial enrollment includes 12 kindergarten children and 46 after school program students (total of 58 children / students). The Los Altos Chinese School anticipates a potential modest growth for a maximum up to 75 children / students.

A private shuttle van service operated by the Los Altos Chinese School will be used to transport the kindergarten children and 1st through 6th grade school students to the church. The After School Program is estimated to generate 47 trips during the PM peak hour (based on ITE “private” school trip rates). It’s noted that the ITE trip generation rates significantly over-estimate the number of daily trips since the proposed After School Program will use a shuttle van service to transport the children and students to the church, many families will carpool and the program will not function as a new stand-alone private school. Therefore, the analysis in the Final TIA presents a worse case scenario. Based on the City’s Ordinance, the After School Program will require at least 6 parking spaces. Using the ITE Parking Generation rates (average) the project would require 27 parking spaces. No on-street parking spaces will be dedicated or reserved for the existing church use or proposed school operations.

The Final TIA scope was defined in consultation with City staff. The evaluation of potential project impacts focuses on the analysis of traffic operations during the afternoon (PM) commuter peak hour at eight (8) study intersections. The evaluation of existing conditions was based on new traffic count data collected at the study intersections and methodologies consistent with the City of Los Altos and Santa Clara County Valley Transportation Authority (VTA) guidelines. The study intersections currently operate within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). The analysis of existing plus project conditions demonstrates that the study intersections will continue to operate within acceptable limits during the PM peak hour (no change in the LOS). Therefore, the project will not significantly impact operations on the local street system based on the City’s “level of significance” criteria.

On-street parking is available along Lincoln Avenue, Orange Avenue and Sherman Street. A parking survey was conducted of the on-street and surface lots in the vicinity of the Foothills Congregational Church (2:30-6:30 PM). The parking survey identified the existing peak demand period on Lincoln Avenue at 5:00 PM (only 12% occupied). The parking survey area adjacent to the Foothills Congregational Church was only 29% occupied during the same period (27 spaces unoccupied). This demonstrates that there is sufficient on-street parking available on Lincoln Avenue to accommodate the parking demands associated with the proposed Los Altos Chinese School After School Program. Therefore, the project will not significantly impact parking on the local street system.

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APPENDIX MATERIAL

- Study Intersection Traffic Count Data (August 29, 2019) - NDS
- Level of Service (LOS) LOS Descriptions
- TRAFFIC “Level of Service” (LOS) Worksheets (Existing & Existing Plus Project)
- Parking Survey Exhibit and Data (August 29, 2019) - NDS

1.0 INTRODUCTION

The Final Traffic Impact Analysis (TIA) presents an evaluation of the potential impacts associated with the proposed After School Program. The Los Altos Chinese School has submitted a Use Permit application for an After School Program at the Foothills Congregational Church (461 Orange Avenue). The Foothills Congregational Church is located within the residential neighborhood west of Foothill Expressway, south of Main Street - Burke Road, and north of El Monte Avenue. Access to the existing church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. On-street parking along Lincoln Avenue (University Avenue to Sherman Street) is available for 139 vehicles, which includes 78 stalls adjacent to the Foothills Congregational Church and Saint Nicholas Catholic Church. On-street parking is also available along Orange Avenue (+/-14 stalls on the east side adjacent to the churches). The general location of the project site (Foothills Congregational Church) is illustrated on Figure 1 (Project Location Map).

Scope of TIA

The Final TIA scope was defined in consultation with City staff. The initial phase included a detailed trip generation analysis. The Project Trip Generation Analysis (Aug. 12, 2019) provided a description of the proposed operations and quantified the potential number of the vehicle trips associated with the Use Permit (After School Program). The project trips were assigned to the local street system and the required parking was estimated. As requested by City staff, the Project Trip Generation Analysis included a discussion regarding weekday activities at the local Saint Nicholas Catholic Church (473 Lincoln Avenue) and First Church of Christ Scientist (401 University Avenue). The Final TIA includes a summary of the data presented in the Project Trip Generation Analysis.

Per the City's TIA scope, the evaluation of potential project impacts focuses on the analysis of traffic operations during the afternoon (PM) commuter peak hour at the following study intersections:

- Foothill Expressway / Main Street
- University Avenue / Lincoln Avenue
- Lincoln Avenue / Sherman Street
- University Avenue / Sherman Street
- Main Street - Burke Road / University Avenue
- Lincoln Avenue / Orange Avenue
- Orange Avenue / Sherman Street
- El Monte Avenue / University Avenue

The evaluation of potential impacts focuses on the "existing" and "existing plus project" scenarios (as agreed by City staff). The Final TIA also presents an evaluation of on-street and surface lot parking in the general vicinity of the project site (Foothills Congregational Church). The Final TIA is an update to the original Project TIA (Nov. 4, 2019). The project evaluated in the original Project TIA included a morning kindergarten class, which has been eliminated.



LEGEND

 = Project Site



2.0 EXISTING CONDITIONS

The local roadway network serving the project site includes Foothill Expressway, El Monte Avenue, Main Street, Burke Road, University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. The following is a description of the local network and an evaluation of existing traffic operations.

Network Description

Foothill Expressway is a north-south regional facility that parallels I-280 through the City of Los Altos. In the vicinity of the project site, Foothill Expressway has two (2) travel lanes in each direction, Class II bike lanes and a posted speed limit of 45 miles-per-hour (mph). Foothill Expressway is signalized at Edith Avenue, Main Street, San Antonio Road and El Monte Avenue.

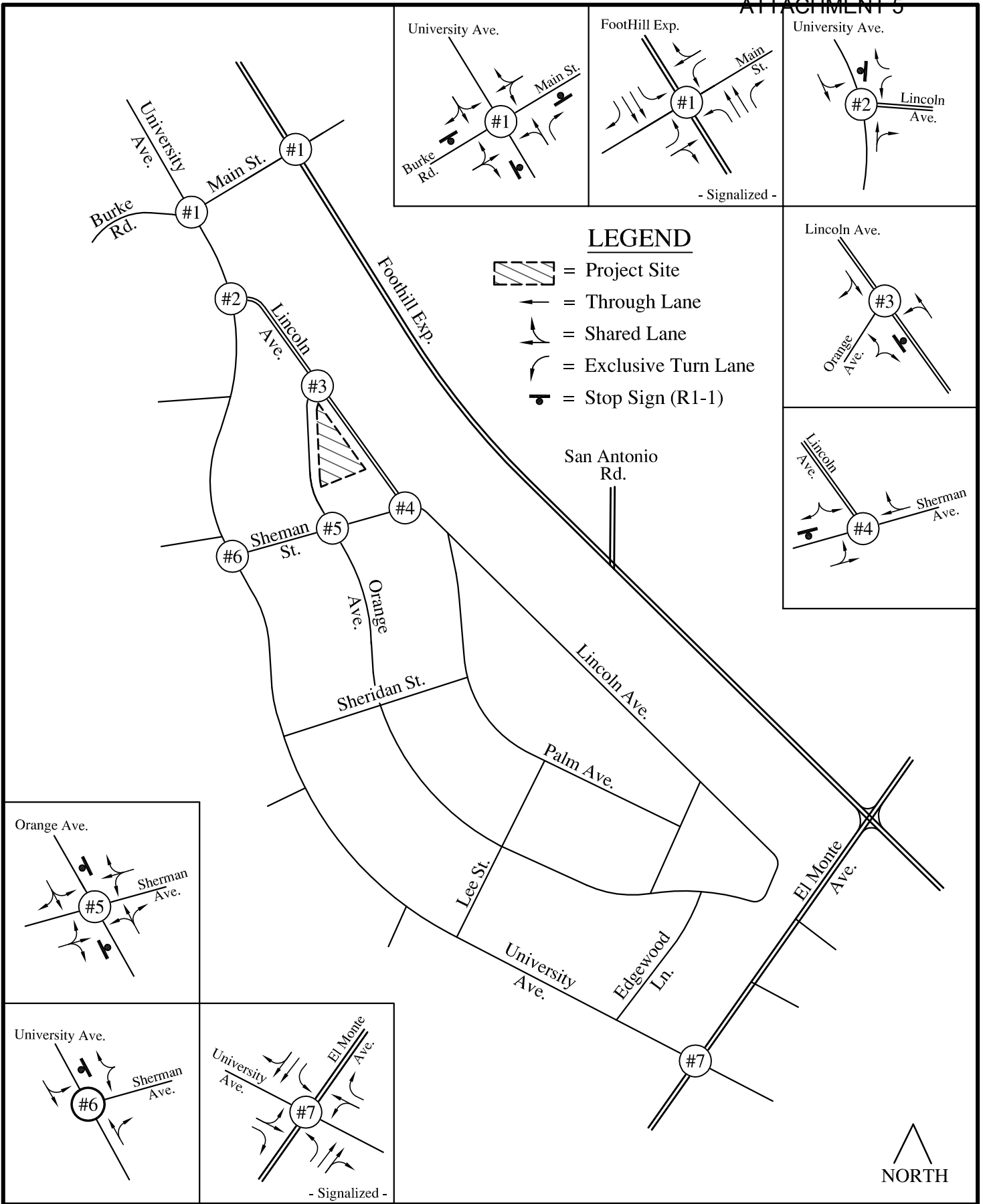
El Monte Avenue is an east-west arterial through the City of Los Altos. In the vicinity of the project site, El Monte Avenue has two (2) travel lanes in each direction, Class II bike lanes and a posted speed limit of 30 mph. El Monte Avenue is signalized at Foothill Expressway, University Avenue and Summerhill Avenue.

Main Street is an east-west collector street that extends east from Burke Road (at University Avenue) through the downtown area to San Antonia Road. Main Street has a single travel lane in each direction with on-street parking (angled) in the downtown area (west of Foothill Expressway). The westbound approach on Main Street at the Burke Road / University Avenue intersection is free-flowing, while the other three (3) legs of the intersection are stop sign controlled. Main Street is signalized at Foothill Expressway and 1st Street.

Burke Road is a local residential collector street that extends west from Main Street (at University Avenue). Burke Road has a single travel lane in each direction. Burke Road is stop sign controlled at the University Avenue intersection.

University Avenue is a local residential collector street that extends south from Edith Avenue to Anita Avenue (south of El Monte Avenue). University Avenue has a single travel lane in each direction with a posted 25 mph speed limit. There is a raised crosswalk on University Avenue south of Lincoln Avenue, and speed humps west of Milverton Road, east of Lee Street and west of Edgewood Lane. University Avenue is stop sign controlled at Edith Avenue and Main Street - Burke Road. University Avenue is signalized at El Monte Avenue.

The existing traffic control and approach lane geometrics at the study intersections are graphically illustrated on Figure 2A.



Traffic Volumes

New traffic count data was collected at the study intersections to document existing conditions during the afternoon commuter peak period (4:00-6:00 PM). The existing PM peak hour traffic volumes are illustrated on Figure 2B. It's noted that the traffic count data also includes the number of bikes and pedestrians. Copies of the new traffic count data are included with the Appendix Material.

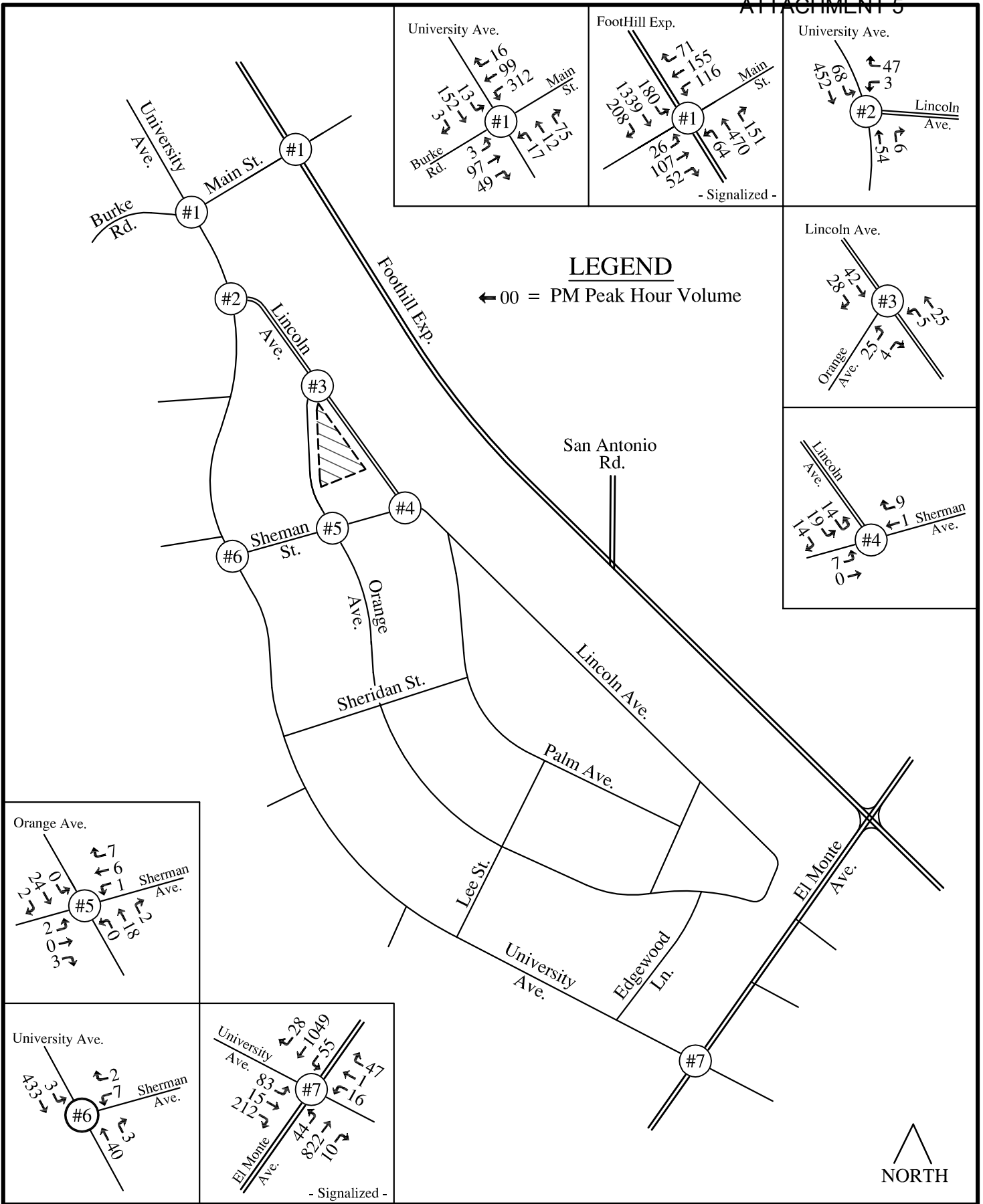
Intersection Analysis Methodology

Various "level of service" (LOS) methodologies are used to evaluate traffic operations. Operating conditions range from LOS "A" (free-flowing) to LOS "F" (forced-flow). The City of Los Altos has adopted the LOS D threshold as the lower limit for acceptable peak hour intersection operations. A brief description of the LOS values is included in the Appendix Material.

Vehicle delays at signalized intersections are evaluated for the overall peak hour as an "average." The LOS analysis for un-signalized intersections also reports average delay and delay for the "critical" movements (e.g. stop sign controlled approaches & main line left turn). The Santa Clara County Valley Transportation Authority (VTA) has guidelines for preparing traffic analyses (Transportation Impact Analysis Guidelines, Oct. 2014) and performing LOS analyses (Traffic Level of Service Analysis Guidelines, June 2003). Per the City's and VTA requirements, the evaluation of "peak hour" operations was conducted using the Traffix software (2000 HCM). The LOS analysis assumes the County's Congestion Management Program (CMP) default parameters for the signalized intersections (e.g. saturation flow rates). Table 1 presents the LOS and average delay criterion for signalized and un-signalized intersections.

Table 1 - LOS and Delay Criterion

LOS Value	Signalized	Two-Way & All-Way Stop Control
	Average Delay (seconds/vehicle)	
A	< or = 10.0	< or = 10.0
B+	10.1 - 12.0	10.1 - 15.0
B	12.1 - 18.0	
B-	18.1 - 20.0	
C+	20.1 - 23.0	15.1 - 25.0
C	23.1 - 32.0	
C-	32.1 - 35.0	
D+	35.1 - 39.0	25.1 - 35.0
D	39.1 - 51.0	
D-	51.1 - 55.0	
E+	55.1 - 60.0	35.1 - 50.0
E	60.1 - 75.0	
E-	75.1 - 80.0	
F	> 80.0	> 50.0



Existing Intersection Level of Service Analysis

The LOS analysis for the study intersections was performed using the actual signal timing observed in the field and “peak hour factor” (PHF) data obtained from the new traffic count data. The existing bike and pedestrian volume data were also included in the LOS calculations. As previously described, the westbound approach on Main Street at the Burke Road / University Avenue intersection is free-flowing, while the other three (3) legs are stop sign controlled. Limitations of the Traffix software doesn’t allow the coding of stop sign control on three (3) legs of an intersection and free-flowing traffic on the 4th leg. Therefore, the Main Street - Burke Road / University Avenue intersection was analyzed with “all-way” stop control. The results of the existing PM peak hour LOS analysis are presented in Table 2, with copies of the Traffix worksheets included with the Appendix Material. It’s noted that the highest delay of the stop sign controlled approaches is reported in parenthesis for the unsignalized study intersections.

Table 2 - Existing PM Peak Hour Intersection LOS Analysis

Study Intersection	Traffic Control	Count Date	Avg. Delay (Sec.)	LOS Value
Foothill Exp. / Main St.	Signal	8/29/19	18.6	B-
<u>Main St.-Burke Rd. / University Ave.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	7.5 (14.3)	A (B)
<u>University Ave. / Lincoln Ave.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	1.5 (9.2)	A (A)
<u>Lincoln Ave. / Orange Ave.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	2.4 (9.3)	A (A)
<u>Lincoln Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	7.3 (8.8)	A (A)
<u>Orange Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	2.6 (9.0)	A (A)
<u>University Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	8/29/19	0.3 (11.3)	A (B)
El Monte Ave. / University Ave.	Signal	8/29/19	23.7	C

(a) Highest stop-sign controlled approach delay reported in parenthesis

The data in Table 2 indicates that the study intersections currently operate within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). Delays on the stop sign controlled approaches at the unsignalized study intersections are within the LOS A-B range. Observations of actual operations did not notice any significant operational issues during the PM peak hour. The majority of vehicle queues at the signalized study intersections cleared every cycle.

Parking Survey Data

As previously stated, the Project TIA includes an evaluation of parking in the general vicinity of the project site (Foothills Congregational Church). To document the current availability of parking for the proposed project a detailed parking survey was conducted. The parking survey recorded the total number of existing on-street and surface lot parking spaces with access on Lincoln Avenue, Orange Avenue and Sherman Street. The parking survey areas are illustrated on Figure 3. It's noted that the surface lot on the south side of Sherman Street (Area #5) and west side of the Saint Nicholas Catholic Church (Area #7) are reserved for church parking.

The parking survey recorded the actual number of parked vehicles in each area between 2:30 and 6:30 PM (Aug. 29, 2019). The survey was conducted every 15 minutes to identify the peak demand period and any patterns related to parking space turn-over rates. A summary of the parking survey data is displayed in Table 3. Copies of the parking survey area exhibit and detailed survey data are included in the Appendix Material.

Table 3 - Project Parking Survey Data Summary

Survey Times	Parking Survey Area								Total	Percent Occupied
	1	2	3	4	5	6	7	8		
Capacity	44	17	38	40	19	12	9	14	193	
2:30 PM	4	1	2	5	1	5	2	8	28	15%
2:45 PM	4	1	1	5	1	4	3	8	27	14%
3:00 PM	4	1	1	5	1	4	2	6	24	12%
3:15 PM	4	1	1	5	1	4	3	6	25	13%
3:30 PM	3	2	1	6	1	4	3	6	26	13%
3:45 PM	2	1	2	6	1	4	3	8	27	14%
4:00 PM	3	1	2	6	1	4	3	8	28	15%
4:15 PM	3	1	4	3	2	4	3	7	27	14%
4:30 PM	3	1	5	3	2	3	3	7	27	14%
4:45 PM	3	1	6	3	2	3	4	7	29	15%
5:00 PM	3	1	11	2	2	3	4	8	34	18%
5:15 PM	3	1	7	2	2	3	4	8	30	16%
5:30 PM	2	1	6	1	2	3	3	7	25	13%
5:45 PM	2	1	6	1	2	3	3	7	25	13%
6:00 PM	3	0	6	3	2	3	2	6	25	13%
6:15 PM	3	0	7	1	2	3	1	6	23	12%
6:30 PM	3	0	6	0	2	3	1	6	21	11%



LEGEND

#X = Survey Area



The parking survey data in Table 3 indicates that the peak demand period was documented at 5:00 PM (34 of the 193 spaces occupied, 18%). It's noted that the peak demand period for the on-street parking along Lincoln Avenue (Areas 1-4) was also at 5:00 PM (17 of the 139 spaces occupied, 12%). Field observations noticed that 3 of the vehicles parked in Area 1 appeared to be related to "parking and ride" activities for local residences (vehicles did not move throughout the survey period). The turn-over of parking spaces along Lincoln Avenue was approximately 15-30 minutes.

3.0 PROJECT CONDITIONS

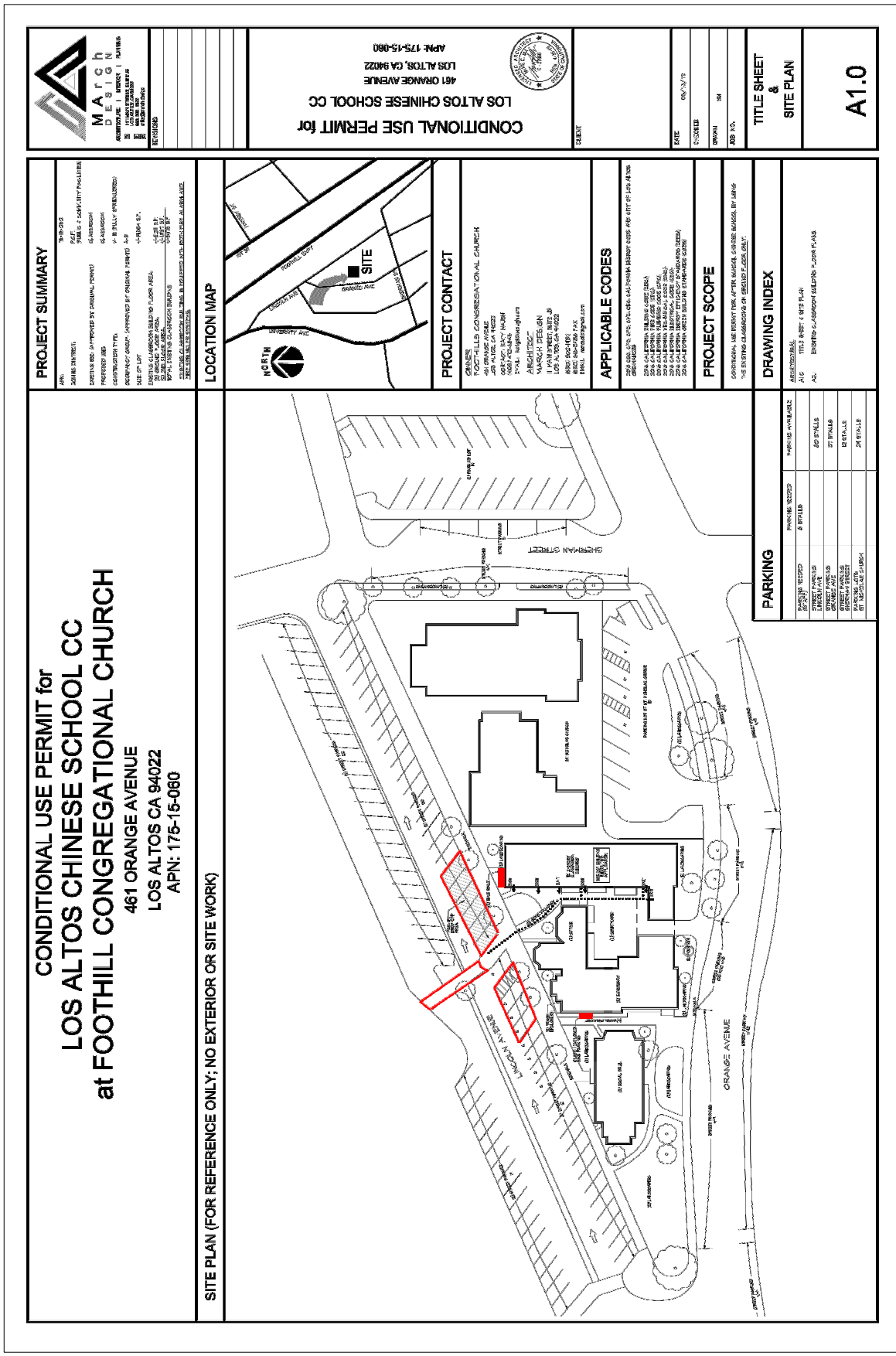
The following is a brief description of the proposed project operations, an estimate of the project trip generation quantities, an assignment of project trips to the local street system, and an evaluation of the potential impacts on existing operations.

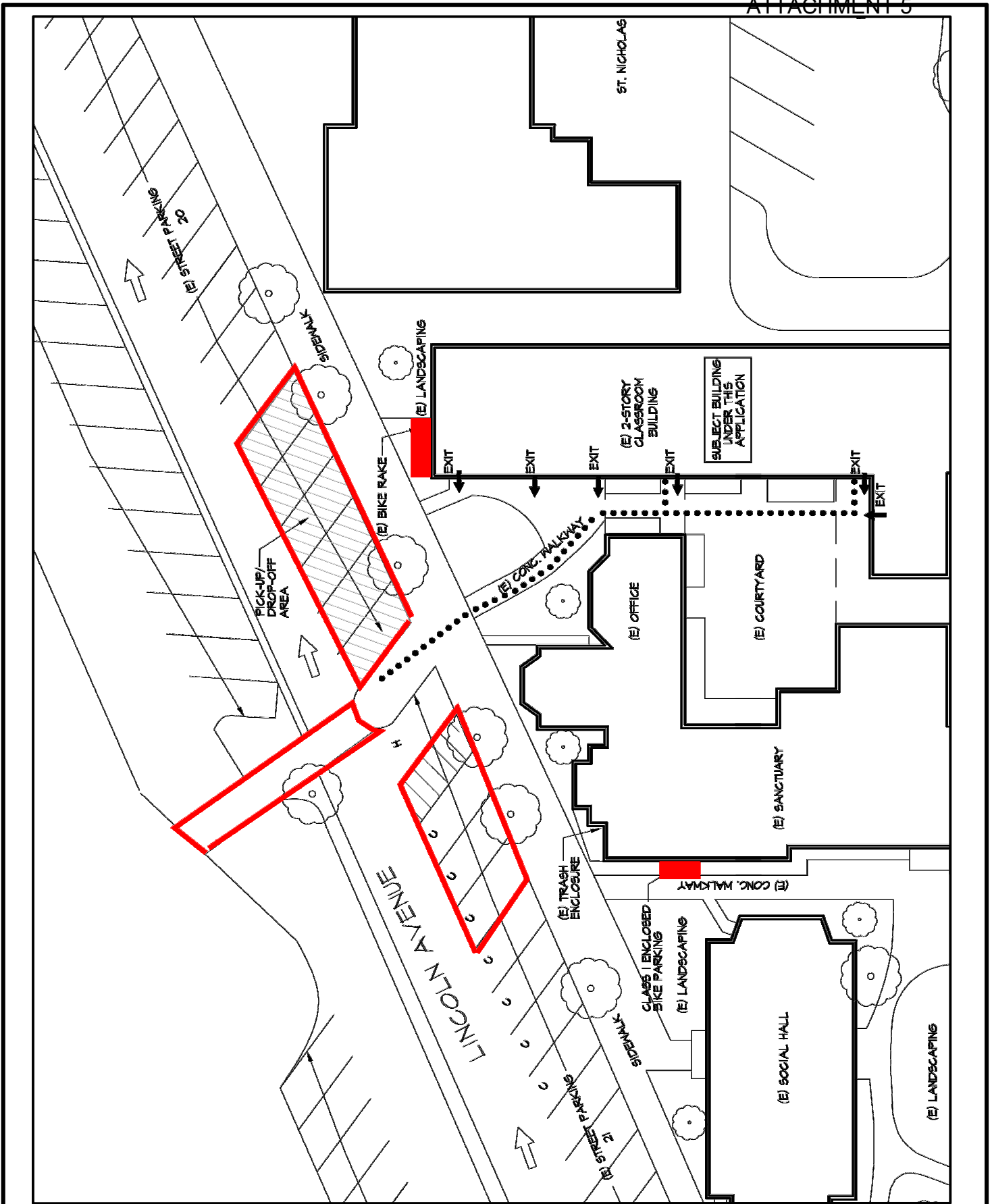
Operations Description

As stated in the Introduction (Section 1.0), the Project Trip Generation Analysis presents a description of the operations associated with the Los Altos Chinese School After School Program at the Foothills Congregational Church. The church will have an afternoon school program for kindergarten children and 1st through 6th grade students (Monday-Friday, 12:00 PM to 6:00 PM). The initial enrollment includes 12 kindergarten children and 46 after school program students (total of 58 children / students). There will be ten (10) teachers and teaching assistance for the after school program. The Los Altos Chinese School anticipates a potential modest growth for a maximum up to 75 children / students (kindergarten - 6th grade). A layout of the existing Foothills Congregational Church is provided on Figure 4A (Project Site Plan).

The drop-off and pickup of children / students will occur on Lincoln Avenue adjacent to the existing classroom building, as space is available. The “general” location of the drop-off and pickup area is shown on Figure 4B (hatched area). Refer to the project plans for additional details. There is no plan or need for a dedicated drop-off or pickup area since peak weekday (Monday through Friday) parking demands along Lincoln Avenue (Parking Survey Areas 1-4) only occupy 12% of the available parking spaces. No signs will be used to designate a specific area for drop-off and/or pickup activities.

The kindergarten children will arrive at the church between 12:10 and 12:45 PM. The kindergarten children will be transported to the church using 4-5 shuttle vans (depending on the number of daily children) operated by the Los Altos Chinese School. The 1st and 2nd grade students will be dropped off around 3:15 PM (4-5 shuttle vans), while the 3rd through 6th grade students will arrive at about 3:30 PM (4-5 shuttle vans). All after school program children and students will be picked up at the church between 4:00 and 6:00 PM (depending on individual family schedules). It's noted that based on the current enrollment there will be 16 families with 2 children / students (32) and 4 families with 3 children / students (12) that will attend the Kindergarten & After School Program. This demonstrates that approximately 75% of the families essentially carpool. It's anticipated that many more families will eventually carpool.





Project Trip Generation Estimates and Volumes

The number of new vehicle trips associated with the Los Altos Chinese School After School Program have been estimated using data in the ITE Trip Generation Manual (10th Edition). The ITE Trip Generation Manual includes various related land use categories (e.g. public schools, private schools, charter schools). Based on a review of the various trip generation rates, the “private school” category was selected for the project trip generation purposes. It’s noted that the “PM peak hour of the generator” rates reflect the highest hour of trip generation during the afternoon period after classes have ended. A detailed discussion regarding the ITE trip generation rates and project trip generation estimates are included in the Project Trip Generation Analysis. The ITE trip generation rates and project trip generation estimates are provided in Table 4.

Table 4 - Project Trip Generation Rates and Estimates





Ultimate Enrollment	Number of Vehicle Trips		
	Afternoon Peak Hour (a & b)		Daily (c)
	In	Out	
ITE Trip Generation Rates (Private School)	(0.29)	(0.33)	(2.48)
After School Program (75 Students)	22	25	186

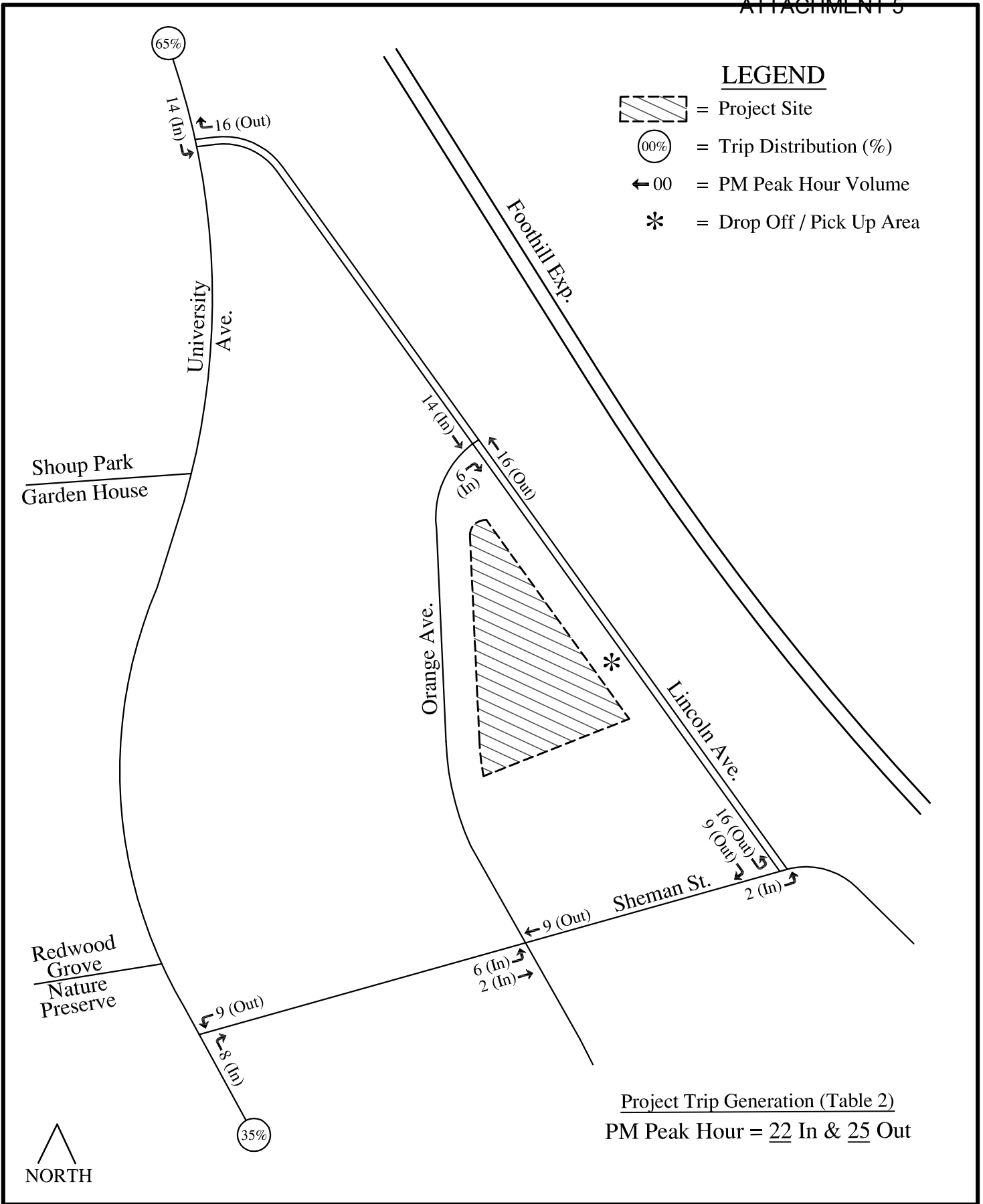
- (a) Peak hour trips based on private school (K-8) rates, ITE LU #534
- (b) Represents afternoon PM peak hour of the “generator”
- (c) Daily trips based on private school (K-12) rates, ITE LU #536 (total of 75 students)

The data in Table 4 indicates that the afternoon school program will generate approximately 47 trips during the PM peak hour (22 in & 25 out). The after school program is estimated to generate a total of approximately 186 daily trips (two-way trip ends). ***It’s noted that the ITE rates significantly over-estimate the number of daily trips since the proposed After School Program will use a shuttle van service to transport the children and students to the church, many families will carpool and the program will not function as a new stand-alone private school.***

The afternoon peak hour trips associated with the After School Program were assigned to the local street system based the student population distribution in the City of Los Altos. It’s again noted that there are speed humps along University Avenue (south of Sherman Street), which somewhat limits the number of trips assigned to the El Monte Avenue / University Avenue intersection. The trip assignment percentages and afternoon (PM) peak hour traffic volumes associated with the project are illustrated on Figures 5A and 5B.

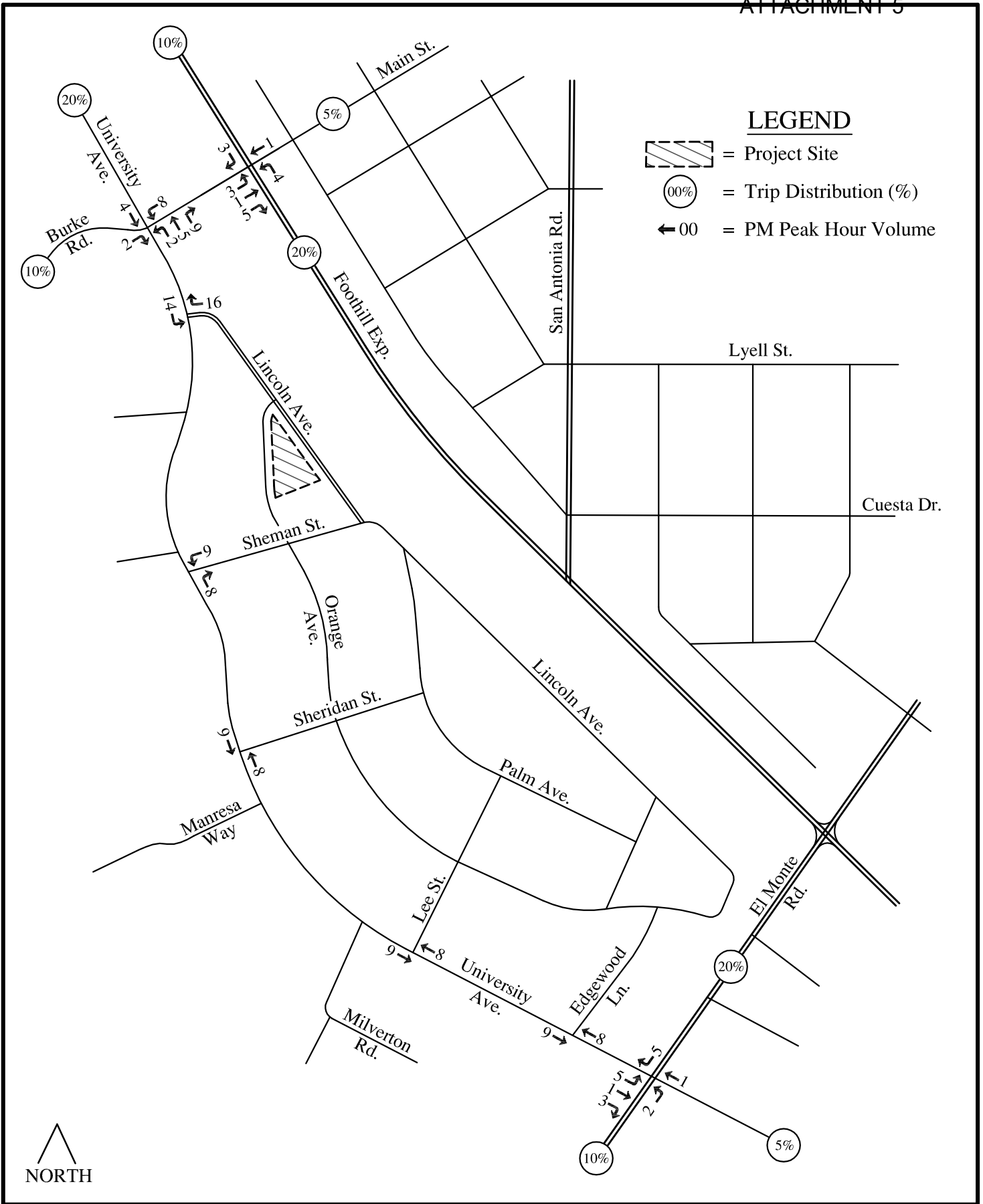
LEGEND

-  = Project Site
-  = Trip Distribution (%)
-  = PM Peak Hour Volume
-  = Drop Off / Pick Up Area



Project Trip Generation (Table 2)

PM Peak Hour = 22 In & 25 Out



Transportation Demand Management

As previously stated, a shuttle van service operated by the Los Altos Chinese School will be used to transport the kindergarten children and 1st through 6th grade students to the church. Also, many families will have more than 1 child / student attending classes at the Kindergarten & After School Program. It's anticipated that many more families will eventually carpool. Therefore, it's reasonable to conclude that the trip generation estimates in Table 4 significantly over-estimate the number of daily trips associated with the After School Program.

Project Parking Generation Estimates

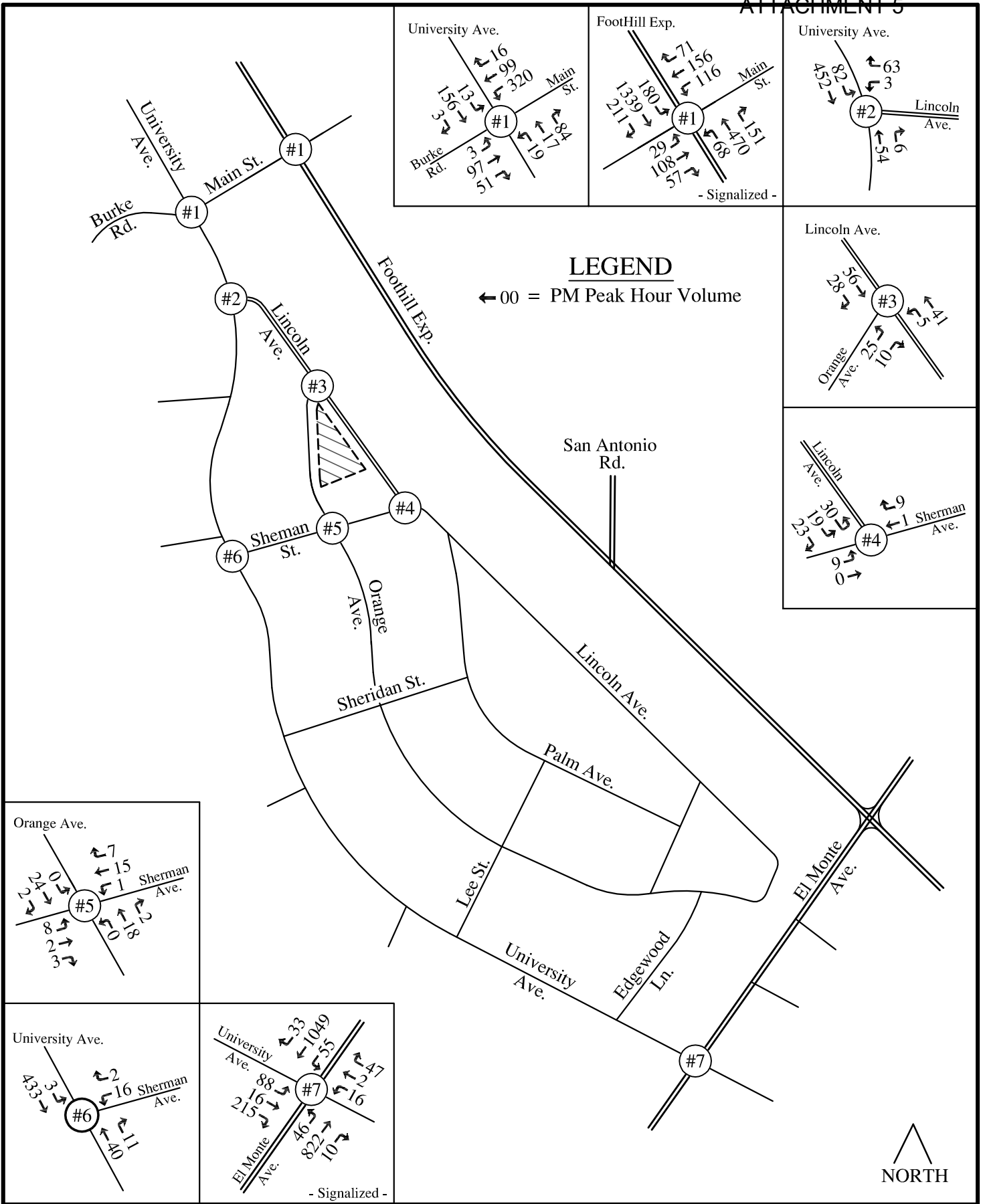
The project parking generation estimates are included in the Project Trip Generation Analysis (copy in Appendix Material). The weekday parking demands associated with the proposed After School Program have been estimated using the City's Ordinance and data in the ITE Parking Generation Manual (5th Edition). The City's Ordinance (12.74.120.A) indicates a private school should provide one space for every two (2) employees (teacher & administrators). The project description indicates there will be two (2) teachers for the kindergarten classes and eight (8) teachers for the after school program. There will also be one (1) administrator for the activities associated with the After School Program. Therefore, the After School Program will require at least 6 parking spaces (11/2). Though the City's Ordinance (12.74.120.D) for churches focuses on the peak demands for the Sunday worship services, it does require weekday parking for employees (1 space for each church official resident and 1 space for every 2 employees). There are three (3) employees on weekdays at the church (2 parking spaces required). However, it's noted that typically if there is sufficient parking for the Sunday worship services there is more than adequate parking for any anticipated weekday activities. The ITE Parking Generation Manual indicates the average peak parking demand for a private school (K-12) is 0.35 spaces per student, which is one (1) space for every 2.86 students (no data available for private school, K-8). Therefore, the After School Program (75 afternoon children / students) would require 27 parking spaces (75 / 2.86). No on-street parking spaces will be dedicated or reserved for the existing church use or proposed school operations.

Existing Plus Project Traffic Volumes

The existing traffic volumes on Figures 2B were combined with the project traffic volumes on Figures 5A and 5B to derive the existing plus project traffic volumes. The existing plus project traffic volumes are illustrated on Figure 6.

City of Los Altos Level of Significance Criterion

The evaluation of potential project impacts is based on applicable "level of significance" criterion defined by the City of Los Altos. The following criteria was used to identify potentially significant impacts at the study intersections associated with the project traffic:



- The level of service at the intersection drops below its respective level of service standard (LOS D or better for local intersections) when project traffic is added, or
- An intersection that operates below its LOS standard under no-project conditions experiences an increase in critical-movement delay of four (4) or more seconds, and the volume-to-capacity ratio (v/c) is increased by one percent (0.01) or more when project traffic is added

For unsignalized intersections, a potentially significant impact may be attributable to a project if the intersection volumes exceed the minimum “peak hour” volume traffic signal warrant criteria in the California Manual on Uniform Traffic Control Devices (MUTCD, Warrant #3).

Existing Plus Project Intersection Level of Service Analysis

Similar to the existing conditions LOS analysis, the existing plus project traffic volumes at the study intersections (Figure 6) were evaluated using the Traffix software. The results of the existing plus project intersection LOS analysis are presented in Table 5. The existing LOS data is also provided for comparison purposes. Copies of the Traffix worksheets are included with the Appendix Material.

Table 5 - Existing Plus Project PM Peak Hour Intersection LOS Analysis

Study Intersection	Traffic Control	Existing		Exist. Plus Project		Project Impact
		Avg. Delay (Sec.)	LOS Value	Avg. Delay (Sec.)	LOS Value	
Foothill Exp. / Main St.	Signal	18.6	B-	18.8	B-	No
<u>Main St.-Burke Rd. / University Ave.</u> Stop Controlled Approach (a) -	Stop Control	7.5 (14.3)	A (B)	7.8 (14.6)	A (B)	No
<u>University Ave. / Lincoln Ave.</u> Stop Controlled Approach (a) -	Stop Control	1.5 (9.2)	A (A)	1.9 (9.2)	A (A)	No
<u>Lincoln Ave. / Orange Ave.</u> Stop Controlled Approach (a) -	Stop Control	2.4 (9.3)	A (A)	2.4 (9.5)	A (A)	No
<u>Lincoln Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	7.3 (8.8)	A (A)	7.9 (9.0)	A (A)	No
<u>Orange Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	2.6 (9.0)	A (A)	4.0 (9.2)	A (A)	No
<u>University Ave. / Sherman St.</u> Stop Controlled Approach (a) -	Stop Control	0.3 (11.3)	A (B)	0.5 (11.9)	A (B)	No
El Monte Ave. / University Ave.	Signal	23.7	C	24.1	C	No

(a) Highest stop-sign controlled approach delay reported in parenthesis

The data in Table 5 indicates that the study intersections will continue to operate within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). Delays on the stop sign controlled approaches at the unsignalized intersections will remain within the LOS A-B

range (no change in LOS). It's noted that the existing plus project PM peak hour traffic volumes at the unsignalized intersections will remain well below the California MUTCD minimum "peak hour" volume signal warrant criteria. Therefore, it's concluded the project will not impact peak hour traffic operations at the local study intersections.

Existing Plus Project Parking Demands

The parking survey data (Table 3, Page 8) indicates that the existing peak demand period on Lincoln Avenue (Areas 1-4) was documented at 5:00 PM, with only 12% (17) of the 139 parking spaces being occupied. The parking survey area adjacent to the Foothills Congregational Church (Area 3) was only 29% occupied during the same period (11 of 38 spaces), with 27 parking spaces unoccupied. This demonstrates that there is sufficient on-street parking available on Lincoln Avenue to accommodate the project parking demands associated with the proposed After School Program. The shuttle vans operated by the Los Altos Chinese School will not stay in the parking stalls on Lincoln Avenue. Therefore, it's concluded the project will not impact parking on the local street system.

Project Site Access and Circulation

As previously noted, access to the Foothills Congregational Church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. A review of the existing plus project PM peak hour volumes at the study intersections adjacent to the project site (#3, #4 & #5) demonstrates the individual movements are less than 60 vehicles per hour (vph) in all cases. In addition, the LOS data in Table 5 indicates that vehicles delays at these study intersections are in the LOS A range under the existing plus project scenario. Therefore, it's concluded the project traffic will not impact circulation on the local street system.

Other Local Church Activities

City staff requested information regarding the weekday activities at the St. Nicholas Catholic Church (473 Lincoln Avenue) and First Church of Christ Scientist (401 University Avenue). A discussion of the weekday activities at these churches is included in the Project Trip Generation Analysis (copy in Appendix Material). Essentially, weekday activities at both churches are limited.

4.0 CONCLUSIONS

The Final TIA presents an evaluation of the potential impacts associated with the proposed Los Altos Chinese School After School Program at the Foothills Congregational Church (461 Orange Avenue). The church will have an after school program for kindergarten children and 1st through 6th grade students (Monday-Friday, 12:00 PM to 6:00 PM), with an ultimate enrollment of 75 children / students. A shuttle van service operated by the Los Altos Chinese School will be used to transport children and students to the church. The After School Program is estimated to generate 47 trips during the PM peak hour. It's noted that the ITE trip generation rates significantly over-estimate the number of daily trips since the proposed After School Program will use a shuttle van service to transport the children and students to the church, many families will carpool and the program will not function as a new stand-alone private school. Based on the City's Ordinance, the After School Program will require at least 6 parking spaces. Using the ITE Parking Generation rates (average) the project would require 27 parking spaces. It's noted that typically if there is sufficient parking for the Sunday worship services at a church there is more than adequate parking for weekday activities. No on-street parking spaces will be dedicated or reserved for the existing church use or proposed school operations.

Access to the existing church is provided via University Avenue, Lincoln Avenue, Orange Avenue and Sherman Street. An evaluation of existing conditions at the selected study intersections indicates that vehicles delays are within acceptable limits during the PM peak hour, as defined by the City of Los Altos (LOS D or better). The analysis of existing plus project traffic conditions demonstrates that the study intersections will continue to operate within acceptable limits during the PM peak hour (no change in the LOS). Therefore, the project will not significantly impact operations on the local street system based on the City's "level of significance" criteria.

On-street parking is available along Lincoln Avenue, Orange Avenue and Sherman Street. A parking survey was conducted of the on-street and surface lots in the vicinity of the Foothills Congregational Church (2:30-6:30 PM). The survey identified the existing peak demand period on Lincoln Avenue at 5:00 PM (only 12% occupied). The survey area adjacent to the Foothills Congregational Church was only 29% occupied during the same period (27 parking spaces unoccupied). This demonstrates that there is sufficient on-street parking available on Lincoln Avenue to accommodate the project parking demands associated with the proposed After School Program. Therefore, the project will not significantly impact parking on the local street system.

END

APPENDIX MATERIAL CONTENTS

- Study Intersection Traffic Count Data (August 29, 2019) - NDS
- Level of Service (LOS) LOS Descriptions
- TRAFFIC “Level of Service” (LOS) Worksheets (Existing & Existing Plus Project)
- Parking Survey Exhibit and Data (August 29, 2019) - NDS

National Data & Surveying Services

Intersection Turning Movement Count

Location: Foothill Expy & Main St
City: Los Altos
Control: Signalized

Project ID: 19-08413-001
Date: 2019-08-29

Total

NS/EW Streets:	Foothill Expy				Foothill Expy				Main St				Main St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	1	2	1	0	1	2	1	0	1	0.5	0.5	0	1	0.5	0.5	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	10	82	46	0	53	292	54	0	8	31	4	0	19	31	18	0	648
4:15 PM	19	134	43	0	38	364	33	0	3	26	10	0	31	31	26	0	758
4:30 PM	10	101	22	1	37	302	56	0	9	25	15	0	29	29	13	0	649
4:45 PM	18	143	43	2	51	351	59	0	6	29	14	0	24	42	16	0	798
5:00 PM	10	92	43	0	54	322	47	0	7	23	11	0	32	44	16	0	701
5:15 PM	5	100	39	1	40	326	55	0	3	37	12	0	17	50	29	0	714
5:30 PM	11	97	23	0	45	318	52	0	7	30	7	0	22	39	24	0	675
5:45 PM	26	120	42	0	43	319	44	0	4	33	13	0	22	28	14	0	708
TOTAL VOLUMES:	109	869	301	4	361	2594	400	0	47	234	86	0	196	294	156	0	5651
APPROACH %'s:	8.50%	67.73%	23.46%	0.31%	10.76%	77.32%	11.92%	0.00%	12.81%	63.76%	23.43%	0.00%	30.34%	45.51%	24.15%	0.00%	
PEAK HR:	04:15 PM - 05:15 PM																
PEAK HR VOL:	57	470	151	3	180	1339	195	0	25	103	50	0	116	146	71	0	2906
PEAK HR FACTOR:	0.750	0.822	0.878	0.375	0.833	0.920	0.826	0.000	0.694	0.888	0.833	0.000	0.906	0.830	0.683	0.000	0.910
	0.826				0.930				0.908				0.905				

National Data & Surveying Services Intersection Turning Movement Count

Location: Foothill Expy & Main St
City: Los Altos
Control: Signalized

Project ID: 19-08413-001
Date: 2019-08-29

Bikes

NS/EW Streets:	Foothill Expy				Foothill Expy				Main St				Main St				TOTAL
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	1	2	1	0	1	2	1	0	1	0.5	0.5	0	1	0.5	0.5	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	0	2	0	0	0	3	1	0	0	0	0	0	0	0	0	0	6
4:15 PM	0	2	2	0	0	2	2	0	0	4	0	0	0	1	1	0	14
4:30 PM	0	4	0	0	0	4	0	0	1	0	0	0	0	2	0	0	11
4:45 PM	0	4	0	0	2	1	0	0	0	0	0	0	1	1	0	0	9
5:00 PM	1	4	0	0	0	7	0	0	0	1	0	0	0	1	0	0	14
5:15 PM	0	3	0	0	0	15	1	0	0	2	2	0	0	1	0	0	24
5:30 PM	0	2	0	0	1	10	1	0	0	0	1	0	0	0	0	0	15
5:45 PM	2	8	0	0	0	8	2	0	0	2	3	0	1	3	0	0	29
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	3	29	2	0	3	50	7	0	1	9	6	0	2	9	1	0	122
	8.82%	85.29%	5.88%	0.00%	5.00%	83.33%	11.67%	0.00%	6.25%	56.25%	37.50%	0.00%	16.67%	75.00%	8.33%	0.00%	
PEAK HR :	04:15 PM - 05:15 PM																TOTAL
PEAK HR VOL :	1	14	2	0	2	14	2	0	1	5	0	0	1	5	1	0	48
PEAK HR FACTOR :	0.25	0.875	0.250	0.000	0.250	0.500	0.250	0.000	0.250	0.313	0.000	0.000	0.250	0.625	0.250	0.000	0.857
	0.850				0.643				0.375				0.875				

National Data & Surveying Services

Intersection Turning Movement Count

Location: Foothill Expy & Main St
City: Los Altos

Project ID: 19-08413-001
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Foothill Expy		Foothill Expy		Main St		Main St		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	2	0	1	1	0	0	0	4
4:15 PM	0	3	5	0	0	0	0	1	9
4:30 PM	4	1	4	1	0	0	0	0	10
4:45 PM	2	1	11	2	0	0	0	0	16
5:00 PM	5	3	3	1	0	0	3	0	15
5:15 PM	3	4	1	1	0	0	3	1	13
5:30 PM	0	4	0	3	0	1	0	2	10
5:45 PM	3	5	3	6	0	0	0	3	20
TOTAL VOLUMES :	17	23	27	15	1	1	6	7	97
APPROACH %'s :	42.50%	57.50%	64.29%	35.71%	50.00%	50.00%	46.15%	53.85%	
PEAK HR :	04:15 PM - 05:15 PM								TOTAL
PEAK HR VOL :	11	8	23	4	0	0	3	1	50
PEAK HR FACTOR :	0.550	0.667	0.523	0.500			0.250	0.250	0.781
	0.594		0.519				0.333		

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Burke Rd
City: Los Altos
Control: 3-Way Stop (NB/SB/EB)

Project ID: 19-08413-002
Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				Burke Rd				Burke Rd				TOTAL	
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND					
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
4:00 PM	0.5	0.5	1	0	0	1	0	0	0	1	0	0	0	1	0	0	0	179
4:15 PM	3	4	19	0	6	32	1	0	1	19	5	0	59	23	7	0	175	
4:30 PM	5	4	14	0	8	29	0	0	0	21	8	0	63	21	2	0	197	
4:45 PM	1	2	12	0	2	31	2	0	1	27	12	0	77	27	3	0	220	
5:00 PM	7	1	30	0	2	45	1	0	0	18	13	0	79	22	2	0	210	
5:15 PM	3	4	16	0	3	32	1	0	0	25	12	0	83	29	2	0	204	
5:30 PM	3	2	15	0	5	37	0	0	2	26	6	0	83	22	3	0	214	
5:45 PM	4	5	14	0	3	38	1	0	1	28	18	0	67	26	9	0	201	
5:45 PM	4	6	14	0	13	37	1	0	0	23	8	0	52	35	8	0		
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL	
APPROACH %'s:	30	28	134	0	42	281	7	0	5	187	82	0	563	205	36	0	1600	
	15.63%	14.58%	69.79%	0.00%	12.73%	85.15%	2.12%	0.00%	1.82%	68.25%	29.93%	0.00%	70.02%	25.50%	4.48%	0.00%		
PEAK HR:	04:45 PM - 05:45 PM																	
PEAK HR VOL:	17	12	75	0	13	152	3	0	3	97	49	0	312	99	16	0	848	
PEAK HR FACTOR:	0.607	0.600	0.625	0.000	0.650	0.844	0.750	0.000	0.375	0.866	0.681	0.000	0.940	0.853	0.444	0.000	0.964	
	0.684				0.875				0.793				0.936					

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Burke Rd
City: Los Altos
Control: 3-Way Stop (NB/SB/EB)

Project ID: 19-08413-002
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				Burke Rd				Burke Rd				TOTAL
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	0.5 NL	0.5 NT	1 NR	0 NU	0 SL	1 ST	0 SR	0 SU	0 EL	1 ET	0 ER	0 EU	0 WL	1 WT	0 WR	0 WU	
4:00 PM	0	0	2	0	0	0	0	0	0	1	0	0	3	0	0	0	6
4:15 PM	1	0	0	0	0	0	0	0	0	1	1	0	1	0	0	0	4
4:30 PM	0	2	0	0	0	0	0	0	0	0	1	0	2	0	0	0	5
4:45 PM	1	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	4
5:00 PM	2	0	2	0	0	0	0	0	0	0	0	0	2	1	0	0	7
5:15 PM	1	0	0	0	0	1	0	0	0	3	0	0	1	0	0	0	6
5:30 PM	0	0	0	0	1	2	0	0	0	1	1	0	1	0	0	0	6
5:45 PM	0	0	3	0	0	2	0	0	0	1	0	0	4	1	2	0	13
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	33.33%	20.00%	46.67%	0.00%	16.67%	83.33%	0.00%	0.00%	0.00%	72.73%	27.27%	0.00%	73.68%	15.79%	10.53%	0.00%	51
PEAK HR :	04:45 PM - 05:45 PM																
PEAK HR VOL :	4	1	2	0	1	3	0	0	0	5	1	0	4	2	0	0	23
PEAK HR FACTOR :	0.50	0.250	0.250	0.000	0.250	0.375	0.000	0.000	0.000	0.417	0.250	0.000	0.500	0.500	0.000	0.000	0.821
	0.438				0.333				0.500				0.500				

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Burke Rd
City: Los Altos

Project ID: 19-08413-002
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		Burke Rd		Burke Rd		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	1	2	0	0	0	0	0	0	3
4:15 PM	3	1	1	0	0	0	1	1	7
4:30 PM	13	0	0	1	0	0	1	1	16
4:45 PM	9	1	3	0	0	0	1	5	19
5:00 PM	1	2	3	1	0	0	0	1	8
5:15 PM	1	5	0	0	1	0	1	1	9
5:30 PM	0	2	1	4	0	0	2	2	11
5:45 PM	5	1	0	3	0	0	3	1	13
TOTAL VOLUMES :	EB 33	WB 14	EB 8	WB 9	NB 1	SB 0	NB 9	SB 12	TOTAL 86
APPROACH %'s :	70.21%	29.79%	47.06%	52.94%	100.00%	0.00%	42.86%	57.14%	
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	11	10	7	5	1	0	4	9	47
PEAK HR FACTOR :	0.306	0.500	0.583	0.313	0.250		0.500	0.450	0.618
	0.525		0.600		0.250		0.542		

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Lincoln Ave
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-003
Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				Lincoln Ave				Lincoln Ave				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	1	0	0	0	1	0	0	0	0	0	0	1	0	1	0	125
4:15 PM	0	17	0	0	10	93	0	0	0	0	0	0	0	0	8	0	128
4:30 PM	0	8	0	0	9	98	0	0	0	0	0	0	1	0	8	0	124
4:45 PM	0	20	4	0	28	123	0	0	0	0	0	0	0	0	13	0	188
5:00 PM	0	10	2	0	20	98	0	0	0	0	0	0	1	0	16	0	147
5:15 PM	0	11	0	0	10	105	0	0	0	0	0	0	0	0	9	0	135
5:30 PM	0	13	0	0	10	126	0	0	0	0	0	0	2	0	9	0	160
5:45 PM	0	16	0	0	13	88	0	0	0	0	0	0	0	0	7	0	124
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	0	114	6	0	105	820	0	0	1	0	0	0	6	0	79	0	1131
	0.00%	95.00%	5.00%	0.00%	11.35%	88.65%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	7.06%	0.00%	92.94%	0.00%	
PEAK HR:	04:45 PM - 05:45 PM																
PEAK HR VOL:	0	54	6	0	68	452	0	0	0	0	0	0	3	0	47	0	630
PEAK HR FACTOR:	0.000	0.675	0.375	0.000	0.607	0.897	0.000	0.000	0.000	0.000	0.000	0.000	0.375	0.000	0.734	0.000	0.838
		0.625				0.861								0.735			

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Lincoln Ave
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-003
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				Lincoln Ave				Lincoln Ave				TOTAL
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
	0	1	0	0	0	1	0	0	0	0	0	0	1	0	1	0	
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	
4:00 PM	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	4
4:15 PM	0	3	0	0	2	1	0	0	0	0	0	0	0	0	1	0	7
4:30 PM	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
4:45 PM	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
5:00 PM	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
5:15 PM	0	2	0	0	1	2	0	0	0	0	0	0	0	0	0	0	5
5:30 PM	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0	3
5:45 PM	0	3	0	0	0	6	0	0	0	0	0	0	0	0	0	0	9
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	13	0	0	6	16	0	0	0	0	0	0	0	0	2	0	37
	0.00%	100.00%	0.00%	0.00%	27.27%	72.73%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	
PEAK HR :	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL :	0	6	0	0	2	6	0	0	0	0	0	0	0	0	1	0	15
PEAK HR FACTOR :	0.00	0.375	0.000	0.000	0.500	0.500	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.250	0.000	0.750
		0.375				0.667									0.250		

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Lincoln Ave
City: Los Altos

Project ID: 19-08413-003
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		Lincoln Ave		Lincoln Ave		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	1	2	0	0	0	3
4:15 PM	0	0	0	2	0	0	0	0	2
4:30 PM	0	0	0	0	3	0	0	0	3
4:45 PM	0	0	0	0	3	2	0	0	5
5:00 PM	0	0	4	1	3	0	0	0	8
5:15 PM	0	0	2	2	0	0	0	0	4
5:30 PM	0	0	1	0	3	1	0	0	5
5:45 PM	0	0	0	0	0	4	0	0	4
TOTAL VOLUMES :	EB	WB	EB	WB	NB	SB	NB	SB	TOTAL
APPROACH %'s :	0	0	7	6	14	7	0	0	34
			53.85%	46.15%	66.67%	33.33%			
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	0	0	7	3	9	3	0	0	22
PEAK HR FACTOR :			0.438	0.375	0.750	0.375			0.688
			0.500		0.600				

National Data & Surveying Services Intersection Turning Movement Count

Location: Lincoln Ave & Orange Ave
City: Los Altos
Control: 1-Way Stop (EB)

Project ID: 19-08413-004
Date: 2019-08-29

Total

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Orange Ave				Orange Ave				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	16
4:15 PM	0	4	0	0	0	7	4	1	3	0	0	1	0	0	0	0	20
4:30 PM	0	5	0	0	0	4	5	0	5	0	0	0	0	0	0	0	19
4:45 PM	1	7	0	0	0	17	11	0	9	0	3	0	0	0	0	0	48
5:00 PM	2	11	0	0	0	16	6	0	5	0	1	0	0	0	0	0	41
5:15 PM	1	2	0	1	0	4	6	1	6	0	0	0	0	0	0	0	21
5:30 PM	1	3	0	0	0	6	4	0	5	0	0	0	0	0	0	0	19
5:45 PM	1	2	0	0	0	6	6	0	3	0	0	0	0	0	0	0	18
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	6	39	0	1	0	60	46	3	41	0	5	1	0	0	0	0	202
	13.04%	84.78%	0.00%	2.17%	0.00%	55.05%	42.20%	2.75%	87.23%	0.00%	10.64%	2.13%					
PEAK HR:	04:30 PM - 05:30 PM																TOTAL
PEAK HR VOL:	4	25	0	1	0	41	28	1	25	0	4	0	0	0	0	0	129
PEAK HR FACTOR:	0.500	0.568	0.000	0.250	0.000	0.603	0.636	0.250	0.694	0.000	0.333	0.000	0.000	0.000	0.000	0.000	0.672
		0.577				0.625					0.604						

National Data & Surveying Services

Intersection Turning Movement Count

Location: Lincoln Ave & Orange Ave
City: Los Altos
Control: 1-Way Stop (EB)

Project ID: 19-08413-004
Date: 2019-08-29

Bikes

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Orange Ave				Orange Ave				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0 NL	1 NT	0 NR	0 NU	0 SL	1 ST	0 SR	0 SU	0 EL	1 ET	0 ER	0 EU	0 WL	0 WT	0 WR	0 WU	
4:00 PM	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
4:15 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 PM	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2
5:45 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	2	0	0	0	2	3	0	0	0	0	0	0	0	0	0	7
	0.00%	100.00%	0.00%	0.00%	0.00%	40.00%	60.00%	0.00%									
PEAK HR :	04:30 PM - 05:30 PM																TOTAL
PEAK HR VOL :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PEAK HR FACTOR :	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0

National Data & Surveying Services

Intersection Turning Movement Count

Location: Lincoln Ave & Orange Ave
City: Los Altos

Project ID: 19-08413-004
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Lincoln Ave		Lincoln Ave		Orange Ave		Orange Ave		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	0	0	0	0	0	0
4:15 PM	0	0	0	0	0	0	0	0	0
4:30 PM	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	1	0	0	0	0	0	1
5:00 PM	0	0	0	0	0	0	0	0	0
5:15 PM	0	0	2	0	0	0	0	0	2
5:30 PM	0	0	0	0	0	0	0	0	0
5:45 PM	0	0	0	1	0	0	0	0	1
TOTAL VOLUMES :	EB 0	WB 0	EB 3	WB 1	NB 0	SB 0	NB 0	SB 0	TOTAL 4
APPROACH %'s :			75.00%	25.00%					
PEAK HR :	04:30 PM - 05:30 PM								TOTAL
PEAK HR VOL :	0	0	3	0	0	0	0	0	3
PEAK HR FACTOR :			0.375	0.375					0.375

National Data & Surveying Services Intersection Turning Movement Count

Location: Lincoln Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (SB)

Project ID: 19-08413-005
Date: 2019-08-29

Total

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Sherman St				Sherman St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	2	0	0	0	0	1	1	2	0	0	0	0	0	0	0	6
4:15 PM	0	4	0	0	0	6	1	0	1	0	0	0	0	0	0	0	12
4:30 PM	0	3	0	0	0	2	2	0	1	0	0	0	0	0	0	0	8
4:45 PM	0	2	0	0	0	2	6	5	2	0	0	0	0	0	0	0	17
5:00 PM	1	1	0	0	0	8	5	8	2	0	0	0	0	0	0	0	25
5:15 PM	0	2	0	0	0	5	1	1	1	0	0	0	0	0	0	0	10
5:30 PM	0	4	0	0	0	4	2	0	2	0	0	0	0	0	0	0	12
5:45 PM	0	2	0	0	0	3	1	1	2	0	0	0	0	0	0	0	9
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	1	20	0	0	0	30	19	16	13	0	0	0	0	0	0	0	99
	4.76%	95.24%	0.00%	0.00%	0.00%	46.15%	29.23%	24.62%	100.00%	0.00%	0.00%	0.00%					
PEAK HR:	04:45 PM - 05:45 PM																TOTAL
PEAK HR VOL:	1	9	0	0	0	19	14	14	7	0	0	0	0	0	0	0	64
PEAK HR FACTOR:	0.250	0.563	0.000	0.000	0.000	0.594	0.583	0.438	0.875	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.640
		0.625				0.560				0.875							

National Data & Surveying Services Intersection Turning Movement Count

Location: Lincoln Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (SB)

Project ID: 19-08413-005
Date: 2019-08-29

Bikes

NS/EW Streets:	Lincoln Ave				Lincoln Ave				Sherman St				Sherman St				TOTAL			
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND							
	0	1	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU				
4:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:15 PM	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:45 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 PM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 PM	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:45 PM	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU				
APPROACH %'s :	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	33.33%	0.00%	66.67%	0.00%	0	0	0	0				
PEAK HR :	04:45 PM - 05:45 PM																TOTAL			
PEAK HR VOL :	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
PEAK HR FACTOR :	0.00	0.500	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.250	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	0.500								0.250								0.750			

National Data & Surveying Services

Intersection Turning Movement Count

Location: Lincoln Ave & Sherman St
City: Los Altos

Project ID: 19-08413-005
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Lincoln Ave		Lincoln Ave		Sherman St		Sherman St		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	2	0	0	0	0	2
4:15 PM	0	0	3	1	0	0	0	0	4
4:30 PM	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	1	0	0	0	0	0	1
5:00 PM	0	1	3	0	0	0	0	0	4
5:15 PM	0	0	0	1	0	0	0	0	1
5:30 PM	0	0	0	1	0	0	0	0	1
5:45 PM	0	0	0	1	0	0	0	0	1
TOTAL VOLUMES :	EB 0	WB 1	EB 7	WB 6	NB 0	SB 0	NB 0	SB 0	TOTAL 14
APPROACH %'s :	0.00%	100.00%	53.85%	46.15%					
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	0	1	4	2	0	0	0	0	7
PEAK HR FACTOR :		0.250	0.333	0.500					0.438

National Data & Surveying Services Intersection Turning Movement Count

Location: Orange Ave & Sherman St
City: Los Altos
Control: 2-Way Stop (NB/SB)

Project ID: 19-08413-006
Date: 2019-08-29

Total

NS/EW Streets:	Orange Ave				Orange Ave				Sherman St				Sherman St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	3	0	0	0	4	1	0	2	1	0	0	0	0	1	0	12
4:15 PM	0	3	0	0	0	5	0	0	0	0	1	0	1	1	1	0	12
4:30 PM	0	4	0	0	0	4	0	0	1	0	0	0	0	0	1	0	10
4:45 PM	0	8	1	0	0	8	2	0	1	0	1	0	0	2	2	0	25
5:00 PM	0	3	1	0	0	7	0	0	0	0	1	0	0	3	3	0	18
5:15 PM	0	2	0	0	0	5	0	1	2	0	0	0	0	0	1	0	11
5:30 PM	0	2	0	0	0	5	0	0	1	1	0	0	0	1	0	0	10
5:45 PM	1	4	0	0	0	10	0	0	0	0	0	0	0	1	0	0	16
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	1	29	2	0	0	48	3	1	7	2	3	0	1	8	9	0	114
	3.13%	90.63%	6.25%	0.00%	0.00%	92.31%	5.77%	1.92%	58.33%	16.67%	25.00%	0.00%	5.56%	44.44%	50.00%	0.00%	
PEAK HR:	04:15 PM - 05:15 PM																
PEAK HR VOL:	0	18	2	0	0	24	2	0	2	0	3	0	1	6	7	0	65
PEAK HR FACTOR:	0.000	0.563	0.500	0.000	0.000	0.750	0.250	0.000	0.500	0.000	0.750	0.000	0.250	0.500	0.583	0.000	0.650
	0.556				0.650				0.625				0.583				

National Data & Surveying Services

Intersection Turning Movement Count

Location: Orange Ave & Sherman St
City: Los Altos

Project ID: 19-08413-006
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	Orange Ave		Orange Ave		Sherman St		Sherman St		TOTAL
	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		
PM	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	1	0	0	2	0	3
4:15 PM	0	0	0	0	0	0	0	0	0
4:30 PM	0	0	0	0	0	0	0	0	0
4:45 PM	0	0	0	0	0	0	1	0	1
5:00 PM	0	1	0	1	0	0	2	1	5
5:15 PM	0	0	0	0	2	1	0	0	3
5:30 PM	0	0	0	1	0	0	0	0	1
5:45 PM	0	0	0	1	2	0	0	0	3
TOTAL VOLUMES :	0	1	0	4	4	1	5	1	16
APPROACH %'s :	0.00%	100.00%	0.00%	100.00%	80.00%	20.00%	83.33%	16.67%	
PEAK HR :	04:15 PM - 05:15 PM								
PEAK HR VOL :	0	1	0	1	0	0	3	1	6
PEAK HR FACTOR :		0.250		0.250			0.375	0.250	0.300
	0.250		0.250				0.333		

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & Sherman St
City: Los Altos
Control: 1-Way Stop (WB)

Project ID: 19-08413-007
Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				Sherman St				Sherman St				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	0	16	0	0	5	85	0	0	0	0	0	0	0	0	1	0	107
4:15 PM	0	15	0	0	3	74	0	0	0	0	0	0	0	0	1	0	93
4:30 PM	0	8	0	0	2	94	0	0	0	0	0	0	0	0	1	0	105
4:45 PM	0	12	1	0	1	108	0	0	0	0	0	0	3	0	1	0	126
5:00 PM	0	8	0	0	0	96	0	0	0	0	0	0	3	0	0	0	107
5:15 PM	0	6	0	0	1	114	0	0	0	0	0	0	0	0	0	0	122
5:30 PM	0	14	1	0	1	115	0	0	0	0	0	0	1	0	1	0	133
5:45 PM	0	11	0	0	0	87	0	0	0	0	0	0	1	0	2	0	101
TOTAL VOLUMES:	0	90	3	0	13	773	0	0	0	0	0	0	8	0	7	0	TOTAL 894
APPROACH %'s:	0.00%	96.77%	3.23%	0.00%	1.65%	98.35%	0.00%	0.00%					53.33%	0.00%	46.67%	0.00%	
PEAK HR:	04:45 PM - 05:45 PM																TOTAL 488
PEAK HR VOL:	0	40	3	0	3	433	0	0	0	0	0	0	7	0	2	0	488
PEAK HR FACTOR:	0.000	0.714	0.750	0.000	0.750	0.941	0.000	0.000	0.000	0.000	0.000	0.000	0.583	0.000	0.500	0.000	0.917
			0.717			0.940									0.563		

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & Sherman St
City: Los Altos

Project ID: 19-08413-007
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		Sherman St		Sherman St		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	0	2	0	0	0	2
4:15 PM	0	0	0	0	4	0	0	0	4
4:30 PM	0	0	0	0	2	0	0	0	2
4:45 PM	0	0	0	0	2	2	0	0	4
5:00 PM	0	1	0	0	2	0	0	0	3
5:15 PM	0	1	0	0	1	0	0	0	2
5:30 PM	0	0	0	0	3	0	0	0	3
5:45 PM	0	0	0	0	0	1	0	0	1
TOTAL VOLUMES :	EB	WB	EB	WB	NB	SB	NB	SB	TOTAL
APPROACH %'s :	0	2	0	0	16	3	0	0	21
	0.00%	100.00%			84.21%	15.79%			
PEAK HR :	04:45 PM - 05:45 PM								TOTAL
PEAK HR VOL :	0	2	0	0	8	2	0	0	12
PEAK HR FACTOR :		0.500			0.667	0.250			0.750
	0.500				0.625				

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & S El Monte Ave
 City: Los Altos
 Control: Signalized

Project ID: 19-08413-008
 Date: 2019-08-29

Total

NS/EW Streets:	University Ave				University Ave				S El Monte Ave				S El Monte Ave				TOTAL
	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				
PM	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
4:00 PM	4	1	12	0	14	3	52	0	9	235	2	3	11	291	14	0	651
4:15 PM	3	0	7	0	13	4	43	0	7	201	2	1	9	259	1	0	550
4:30 PM	4	0	11	0	25	4	49	0	10	209	4	0	18	228	7	1	570
4:45 PM	5	0	17	0	31	4	68	0	13	177	2	1	14	271	6	2	611
5:00 PM	2	1	12	0	31	7	44	0	6	186	3	0	10	253	1	0	556
5:15 PM	1	0	13	0	18	3	56	0	9	164	1	0	10	263	5	1	544
5:30 PM	3	0	13	0	20	11	69	0	10	193	4	1	22	262	5	0	613
5:45 PM	7	2	16	0	9	4	46	0	11	200	7	1	31	297	7	0	638
TOTAL VOLUMES:	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s:	29	4	101	0	161	40	427	0	75	1565	25	7	125	2124	46	4	4733
	21.64%	2.99%	75.37%	0.00%	25.64%	6.37%	67.99%	0.00%	4.49%	93.60%	1.50%	0.42%	5.44%	92.39%	2.00%	0.17%	
PEAK HR:	04:00 PM - 05:00 PM																TOTAL
PEAK HR VOL:	16	1	47	0	83	15	212	0	39	822	10	5	52	1049	28	3	2382
PEAK HR FACTOR:	0.800	0.250	0.691	0.000	0.669	0.938	0.779	0.000	0.750	0.874	0.625	0.417	0.722	0.901	0.500	0.375	0.915
	0.727				0.752				0.880				0.896				

National Data & Surveying Services Intersection Turning Movement Count

Location: University Ave & S El Monte Ave
City: Los Altos
Control: Signalized

Project ID: 19-08413-008
Date: 2019-08-29

Bikes

NS/EW Streets:	University Ave				University Ave				S El Monte Ave				S El Monte Ave				
PM	NORTHBOUND				SOUTHBOUND				EASTBOUND				WESTBOUND				TOTAL
	0.5 NL	0.5 NT	1 NR	0 NU	1 SL	1 ST	0 SR	0 SU	1 EL	2 ET	0 ER	0 EU	1 WL	2 WT	0 WR	0 WU	
4:00 PM	0	0	0	0	1	1	0	0	0	1	0	0	3	0	0	0	6
4:15 PM	0	2	0	0	0	0	0	0	0	1	0	0	0	1	1	0	5
4:30 PM	0	1	0	0	1	0	0	0	0	1	0	0	0	1	0	0	4
4:45 PM	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
5:00 PM	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	4
5:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2
5:30 PM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
5:45 PM	0	0	0	0	1	0	0	0	0	0	0	0	1	1	1	0	4
TOTAL VOLUMES :	NL	NT	NR	NU	SL	ST	SR	SU	EL	ET	ER	EU	WL	WT	WR	WU	TOTAL
APPROACH %'s :	0	6	1	0	4	2	1	0	0	3	0	0	5	4	3	0	29
	0.00%	85.71%	14.29%	0.00%	57.14%	28.57%	14.29%	0.00%	0.00%	100.00%	0.00%	0.00%	41.67%	33.33%	25.00%	0.00%	
PEAK HR :	04:00 PM - 05:00 PM																TOTAL
PEAK HR VOL :	0	3	0	0	2	2	1	0	0	3	0	0	3	2	1	0	17
PEAK HR FACTOR :	0.00	0.375	0.000	0.000	0.500	0.500	0.250	0.000	0.000	0.750	0.000	0.000	0.250	0.500	0.250	0.000	0.708
		0.375				0.625				0.750				0.500			

National Data & Surveying Services

Intersection Turning Movement Count

Location: University Ave & S El Monte Ave
City: Los Altos

Project ID: 19-08413-008
Date: 2019-08-29

Pedestrians (Crosswalks)

NS/EW Streets:	University Ave		University Ave		S El Monte Ave		S El Monte Ave		
PM	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG		TOTAL
	EB	WB	EB	WB	NB	SB	NB	SB	
4:00 PM	0	0	0	0	0	0	1	1	2
4:15 PM	0	0	0	0	0	0	0	0	0
4:30 PM	0	1	0	0	0	0	0	1	2
4:45 PM	0	0	0	0	0	0	0	0	0
5:00 PM	0	0	0	0	2	1	0	0	3
5:15 PM	1	1	0	0	0	0	0	1	3
5:30 PM	0	0	0	0	0	0	0	0	0
5:45 PM	0	0	0	1	0	0	0	0	1
TOTAL VOLUMES :	1	2	0	1	2	1	1	3	11
APPROACH %'s :	33.33%	66.67%	0.00%	100.00%	66.67%	33.33%	25.00%	75.00%	
PEAK HR :	04:00 PM - 05:00 PM								TOTAL
PEAK HR VOL :	0	1	0	0	0	0	1	2	4
PEAK HR FACTOR :		0.250					0.250	0.500	0.500
		0.250					0.375		

The ability of a highway system to carry traffic is expressed in terms of its "Service Level" at critical locations, usually intersections. Service levels are defined as follows:

- "LOS A" Conditions primarily describe free-flowing operations. Vehicles are completely unimpeded in their ability to maneuver within the traffic stream. Control delay at the boundary intersections is minimal. The travel speed exceeds 85% of the base free-flow speed.
- "LOS B" Conditions describe reasonably unimpeded operations. The ability to maneuver within the traffic stream is only slightly restricted and control delay at the boundary intersections is not significant. The travel speed is between 67% and 85% of the base free-flow speed.
- "LOS C" Conditions describe stable operations. The ability to maneuver and change lanes at mid-segment locations may be more restricted than at LOS B. Longer queues at the boundary intersections may contribute to lower travel speeds. The travel speed is between 50% and 67% of the base free-flow speed.
- "LOS D" Conditions describe less stable operations in which small increases in flow may cause substantial increases in delay and decreases in travel speed. This operation may be due to adverse signal progression, high volume, or inappropriate signal timing at the boundary intersections. The travel speed is between 40% and 50% of the base free-flow speed.
- "LOS E" Conditions describe unstable operations and significant delay. Such operations may be due to some combination of adverse progression, high volume, and inappropriate signal timing at the boundary intersections. The travel speed is between 30% and 40% of the base free-flow speed.
- "LOS F" Conditions describe flow at extreme low speed. Congestion is likely occurring at the boundary intersections, as indicated by high delay and extensive queuing. The travel speed is 30% or less of the base free-flow speed. Also, LOS F is assigned to the subject direction of travel if the through movement at one or more boundary intersections has a volume-to-capacity (V/C) ratio greater than 1.0.

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 Foothill Expressway & Main Street

Cycle (sec): 95 Critical Vol./Cap.(X): 0.598
 Loss Time (sec): 12 Average Delay (sec/veh): 18.6
 Optimal Cycle: 80 Level Of Service: B

Street Name: Foothill Exp. Main St.

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

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Control:	Protected			Protected			Permitted			Permitted					
Rights:	Ovl			Ovl			Ovl			Include					
Min. Green:	7	10	10	7	10	10	10	10	10	10	10	10			
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0			
Lanes:	1	0	2	0	1	1	0	2	0	1	1	0	0	1	0

-----|-----|-----|-----|

Volume Module: >> Count Date: 29 Aug 2019 <<

Base Vol:	64	470	151	180	1339	208	26	107	52	116	155	71
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	64	470	151	180	1339	208	26	107	52	116	155	71
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
PHF Volume:	70	516	166	198	1471	229	29	118	57	127	170	78
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	70	516	166	198	1471	229	29	118	57	127	170	78
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	70	516	166	198	1471	229	29	118	57	127	170	78

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Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.95	0.95	0.79	0.95	0.95	0.81	0.27	0.95	0.94	0.44	0.95	0.95
Lanes:	1.00	2.00	1.00	1.00	2.00	1.00	1.00	0.67	0.33	1.00	0.69	0.31
Final Sat.:	1750	3800	1750	1750	3800	1750	1750	1800	1800	1750	1800	1800

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Capacity Analysis Module:

Vol/Sat:	0.04	0.14	0.09	0.11	0.39	0.13	0.02	0.07	0.03	0.07	0.09	0.04
Crit Moves:	****				****						****	
Green/Cycle:	0.07	0.39	0.39	0.33	0.64	0.64	0.16	0.16	0.23	0.16	0.16	0.16
Volume/Cap:	0.55	0.35	0.24	0.35	0.60	0.20	0.10	0.42	0.14	0.46	0.60	0.28
Uniform Del:	42.5	20.4	19.4	24.4	9.9	7.0	34.3	36.1	29.0	36.4	37.3	35.3
IncrcmntDel:	4.8	0.1	0.2	0.4	0.4	0.1	0.2	0.7	0.0	1.2	2.5	0.2
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Delay/Veh:	47.3	20.5	19.6	24.7	10.3	7.1	34.5	36.8	29.1	37.6	39.8	35.4
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	47.3	20.5	19.6	24.7	10.3	7.1	34.5	36.8	29.1	37.6	39.8	35.4
LOS by Move:	D	C	B	C	B	A	C	D	C	D	D	D
HCM2kAvgQ:	2	5	3	4	13	3	1	5	4	4	8	6

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

1994 HCM 4-Way Stop Method (Base Volume Alternative)

 Intersection #0 University Ave. & Burke St. - Main St.

Cycle (sec): 1 Critical Vol./Cap.(X): 0.700
 Loss Time (sec): 0 Average Delay (sec/veh): 7.5
 Optimal Cycle: 0 Level Of Service: B

Street Name: Universtiy Ave. Burke Rd. - Main St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R

Control: Stop Sign Stop Sign Stop Sign Stop Sign
 Rights: Include Include Include Include
 Lanes: 0 1 0 0 1 0 0 1! 0 0 0 0 1! 0 0 0 0 1! 0 0

Volume Module: >> Count Date: 29 Aug 2019 << PM Peak
 Base Vol: 17 12 75 13 152 3 3 97 49 312 99 16
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 17 12 75 13 152 3 3 97 49 312 99 16
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96
 PHF Volume: 18 12 78 13 158 3 3 101 51 324 103 17
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 Reduced Vol: 18 12 78 13 158 3 3 101 51 324 103 17
 PCE Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 MLF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 FinalVolume: 18 12 78 13 158 3 3 101 51 324 103 17

Saturation Flow Module:
 Sat/Lane: 206 206 206 249 249 249 469 469 469 839 839 839
 Adjustment: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Lanes: 0.59 0.41 1.00 0.08 0.90 0.02 0.02 0.65 0.33 0.73 0.23 0.04
 Final Sat.: 121 85 206 19 225 4 9 305 154 613 195 31

Capacity Analysis Module:
 Vol/Sat: 0.15 0.15 0.38 0.70 0.70 0.70 0.33 0.33 0.33 0.53 0.53 0.53
 Crit Moves: **** *
 ApproachV/S: 0.26 0.70 0.33 0.53
 Delay/Veh: 1.7 1.7 4.2 14.3 14.3 14.3 3.5 3.5 3.5 7.4 7.4 7.4
 Delay Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 AdjDel/Veh: 1.7 1.7 4.2 14.3 14.3 14.3 3.5 3.5 3.5 7.4 7.4 7.4
 LOS by Move: A A A C C C A A A B B B
 ApproachDel: 2.7 14.3 3.5 7.4
 Delay Adj: 1.00 1.00 1.00 1.00
 ApprAdjDel: 2.7 14.3 3.5 7.4
 LOS by Appr: A C A B

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #2 University Ave. & Lincoln Ave.

Average Delay (sec/veh): 1.5 Worst Case Level Of Service: A[9.2]

Street Name: University Ave. Lincoln Ave.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 -----|-----|-----|-----|-----|
 Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
 Rights: Include Include Include Include
 Lanes: 0 0 0 1 0 0 1 0 0 0 0 0 1 0 0 0 1
 -----|-----|-----|-----|-----|

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 54 6 68 452 0 0 0 0 3 0 47
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 54 6 68 452 0 0 0 0 3 0 47
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84
 PHF Volume: 0 64 7 81 539 0 0 0 0 4 0 56
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 64 7 81 539 0 0 0 0 4 0 56
 -----|-----|-----|-----|-----|

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 xxxx 6.2
 FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 xxxx 3.3
 -----|-----|-----|-----|-----|

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 72 xxxx xxxxx xxxx xxxx xxxxx 770 xxxx 68
 Potent Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxx xxxx xxxx xxxxx 372 xxxx 1001
 Move Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxx xxxx xxxx xxxxx 356 xxxx 1001
 Volume/Cap: xxxx xxxx xxxx 0.05 xxxx xxxx xxxx xxxx xxxx 0.01 xxxx 0.06
 -----|-----|-----|-----|-----|

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx 0.2 xxxx xxxxx xxxx xxxx xxxxx 0.0 xxxx 0.2
 Control Del:xxxxx xxxx xxxxx 7.5 xxxx xxxxx xxxxx xxxx xxxxx 15.2 xxxx 8.8
 LOS by Move: * * * A * * * * * C * A
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 SharedQueue:xxxxx xxxx xxxxx 0.2 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx 7.5 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
 Shared LOS: * * * A * * * * * * * * *
 ApproachDel: xxxxxx xxxxxx xxxxxx 9.2
 ApproachLOS: * * * A

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #3 Lincoln Ave. & Orange Ave.

Average Delay (sec/veh): 2.4 Worst Case Level Of Service: A[9.3]

Street Name: Lincoln Ave. Orange Ave.

Approach: North Bound South Bound East Bound West Bound
Movement: L - T - R L - T - R L - T - R L - T - R

Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
Rights: Include Include Include Include
Lanes: 0 1 0 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0

Volume Module: >> Count Date: 29 Aug 2019 <<

Table with columns for traffic volume metrics: Base Vol, Growth Adj, Initial Bse, User Adj, PHF Adj, PHF Volume, Reduct Vol, Final Volume. It shows values for four approaches: North Bound, South Bound, East Bound, and West Bound.

Table for Critical Gap Module showing Critical Gp (4.1, 2.2) and FollowUpTim (2.2, 3.5, 4.0, 3.3) for the four approaches.

Table for Capacity Module showing Cnflct Vol, Potent Cap., Move Cap., and Volume/Cap. for the four approaches.

Table for Level of Service Module showing 2Way95thQ, Control Del, LOS by Move, Movement, Shared Cap., SharedQueue, Shrd ConDel, Shared LOS, ApproachDel, and ApproachLOS for the four approaches.

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #4 Lincoln Ave. & Sheman St.

Average Delay (sec/veh): 7.3 Worst Case Level Of Service: A[8.8]

Street Name: Lincoln Ave. Sherman St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 Control: Stop Sign Stop Sign Uncontrolled Uncontrolled
 Rights: Include Include Include Include
 Lanes: 0 0 0 0 0 0 0 1! 0 0 1 0 0 0 0 0 0 0 0 1 0

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 0 0 33 0 14 7 0 0 0 1 9
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 0 0 33 0 14 7 0 0 0 1 9
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64
 PHF Volume: 0 0 0 52 0 22 11 0 0 0 2 14
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 0 0 52 0 22 11 0 0 0 2 14

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 6.4 6.5 6.2 4.1 xxxxx xxxxx xxxxx xxxx xxxxx
 FollowUpTim:xxxxx xxxx xxxxx 3.5 4.0 3.3 2.2 xxxxx xxxxx xxxxx xxxx xxxxx

Capacity Module:
 Cnflct Vol: xxxxx xxxxx xxxxx 30 30 9 16 xxxxx xxxxx xxxxx xxxx xxxxx
 Potent Cap.: xxxxx xxxxx xxxxx 989 866 1079 1615 xxxxx xxxxx xxxxx xxxx xxxxx
 Move Cap.: xxxxx xxxxx xxxxx 984 860 1079 1615 xxxxx xxxxx xxxxx xxxx xxxxx
 Volume/Cap: xxxxx xxxxx xxxxx 0.05 0.00 0.02 0.01 xxxxx xxxxx xxxxx xxxx xxxxx

Level Of Service Module:
 2Way95thQ: xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx 0.0 xxxxx xxxxx xxxxx xxxx xxxxx
 Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 7.2 xxxxx xxxxx xxxxx xxxx xxxxx
 LOS by Move: * * * * * A * * * * *
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxxx xxxxx xxxxx xxxxx 1010 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 SharedQueue:xxxxx xxxxx xxxxx xxxxx 0.2 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shrd ConDel:xxxxx xxxxx xxxxx xxxxx 8.8 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shared LOS: * * * * * A * * * * *
 ApproachDel: xxxxxx 8.8 xxxxxx xxxxxx
 ApproachLOS: * A * *

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #5 Orange Ave. & Sherman St.

Average Delay (sec/veh): 2.6 Worst Case Level Of Service: A[9.0]

Street Name: Orange Ave. Sherman St
Approach: North Bound South Bound East Bound West Bound
Movement: L - T - R L - T - R L - T - R L - T - R
Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
Rights: Include Include Include Include
Lanes: 0 0 0 1 0 0 0 0 1 0 0 0 0 1! 0 0 0 0 1! 0 0

Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol: 0 18 2 0 24 2 2 0 3 1 6 7
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 0 18 2 0 24 2 2 0 3 1 6 7
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65
PHF Volume: 0 28 3 0 37 3 3 0 5 2 9 11
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 0 28 3 0 37 3 3 0 5 2 9 11

Critical Gap Module:
Critical Gp:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 7.1 6.5 6.2 7.1 6.5 6.2
FollowUpTim:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3 3.5 4.0 3.3

Capacity Module:
Cnflict Vol: xxxx xxxx xxxxx xxxx xxxx xxxxx 78 69 38 70 69 29
Potent Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx 916 825 1039 927 825 1051
Move Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx 899 825 1039 923 825 1051
Volume/Cap: xxxx xxxx xxxxx xxxx xxxx xxxxx 0.00 0.00 0.00 0.00 0.01 0.01

Level Of Service Module:
2Way95thQ: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
LOS by Move: *
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 978 xxxxx xxxx 933 xxxxx
SharedQueue:xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.0 xxxxx xxxxx 0.1 xxxxx
Shrd ConDel:xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx 8.7 xxxxx xxxxx 9.0 xxxxx
Shared LOS: *
ApproachDel: xxxxxx xxxxxx 8.7 9.0
ApproachLOS: * * A A

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #6 University Ave. & Sherman St.

Average Delay (sec/veh): 0.3 Worst Case Level Of Service: B[11.3]

Street Name: University Ave. Sherman St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
 Rights: Include Include Include Include
 Lanes: 0 0 0 1 0 0 1 0 0 0 0 0 0 0 0 0 0 1! 0 0

Volume Module: >> Count Date: 29 Aug 2018 <<
 Base Vol: 0 40 3 3 433 0 0 0 0 7 0 2
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 40 3 3 433 0 0 0 0 7 0 2
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92
 PHF Volume: 0 44 3 3 472 0 0 0 0 8 0 2
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 44 3 3 472 0 0 0 0 8 0 2

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 6.5 6.2
 FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 47 xxxx xxxxx xxxx xxxx xxxxx 524 524 45
 Potent Cap.: xxxx xxxx xxxxx 1574 xxxx xxxxx xxxx xxxx xxxxx 517 461 1030
 Move Cap.: xxxx xxxx xxxxx 1574 xxxx xxxxx xxxx xxxx xxxxx 516 460 1030
 Volume/Cap: xxxx xxxx xxxxx 0.00 xxxx xxxxx xxxx xxxx xxxxx 0.01 0.00 0.00

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx 0.0 xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 Control Del:xxxxx xxxx xxxxx 7.3 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
 LOS by Move: * * * A *
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 581 xxxxx
 SharedQueue:xxxxx xxxx xxxxx 0.0 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.1 xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx 7.3 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 11.3 xxxxx
 Shared LOS: * * * A *
 ApproachDel: xxxxxx xxxxxx xxxxxx 11.3
 ApproachLOS: * * * B

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

 Intersection #7 El Monte Ave. & University Ave.

Cycle (sec): 75 Critical Vol./Cap.(X): 0.904
 Loss Time (sec): 12 Average Delay (sec/veh): 23.7
 Optimal Cycle: 90 Level Of Service: C

Street Name: University Ave. El Monte Ave.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R

Control:	Permitted			Permitted			Protected			Protected					
Rights:	Include			Include			Include			Include					
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0			
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0			
Lanes:	0	1	0	0	1	1	0	0	1	0	1	0	1	1	0

Volume Module: >> Count Date: 29 Aug 2018 <<

Base Vol:	16	1	47	83	15	212	44	822	10	55	1049	28
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	16	1	47	83	15	212	44	822	10	55	1049	28
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
PHF Volume:	17	1	51	91	16	232	48	898	11	60	1146	31
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	17	1	51	91	16	232	48	898	11	60	1146	31
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	17	1	51	91	16	232	48	898	11	60	1146	31

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.51	0.51	0.84	0.75	0.86	0.85	0.95	0.95	0.95	0.95	0.95	0.95
Lanes:	0.94	0.06	1.00	1.00	0.07	0.93	1.00	1.97	0.03	1.00	1.95	0.05
Final Sat.:	1800	1800	1750	1750	1800	1800	1750	1900	1800	1750	1900	1800

Capacity Analysis Module:

Vol/Sat:	0.01	0.00	0.03	0.05	0.01	0.13	0.03	0.47	0.01	0.03	0.60	0.02
Crit Moves:						****	****				****	
Green/Cycle:	0.14	0.14	0.14	0.14	0.14	0.14	0.03	0.65	0.65	0.05	0.67	0.67
Volume/Cap:	0.07	0.00	0.21	0.36	0.06	0.90	0.90	0.73	0.01	0.73	0.90	0.03
Uniform Del:	27.9	27.6	28.4	29.1	27.8	31.7	36.3	8.7	4.6	35.3	10.5	4.2
IncrcmntDel:	0.1	0.0	0.4	0.9	0.0	30.7	88.6	2.2	0.0	27.4	9.1	0.0
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Delay/Veh:	28.0	27.6	28.8	30.0	27.8	62.3	124.8	10.9	4.6	62.6	19.6	4.2
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	28.0	27.6	28.8	30.0	27.8	62.3	124.8	10.9	4.6	62.6	19.6	4.2
LOS by Move:	C	C	C	C	C	E	F	B	A	E	B	A
HCM2kAvgQ:	0	0	1	2	5	9	2	8	3	2	14	4

Note: Queue reported is the number of cars per lane.

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Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)
*****
Intersection #1 Foothill Expressway & Main Street
*****
Cycle (sec):          95          Critical Vol./Cap.(X):          0.601
Loss Time (sec):      12          Average Delay (sec/veh):        18.8
Optimal Cycle:        80          Level Of Service:                B
*****
Street Name:          Foothill Exp.          Main St.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:             L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Protected          Protected          Permitted          Permitted
Rights:               Ovl              Ovl              Ovl              Include
Min. Green:           7  10  10          7  10  10          10  10  10          10  10  10
Y+R:                  4.0 4.0  4.0          4.0 4.0  4.0          4.0 4.0  4.0          4.0 4.0  4.0
Lanes:                1  0  2  0  1          1  0  2  0  1          1  0  0  1  0          1  0  0  1  0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol:             68  470  151          180 1339  211          29  108  57  116  156  71
Growth Adj:           1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
Initial Bse:           68  470  151          180 1339  211          29  108  57  116  156  71
User Adj:             1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
PHF Adj:              0.91 0.91  0.91          0.91 0.91  0.91          0.91 0.91  0.91  0.91 0.91  0.91
PHF Volume:           75  516  166          198 1471  232          32  119  63  127  171  78
Reduct Vol:           0  0  0          0  0  0          0  0  0          0  0  0
Reduced Vol:          75  516  166          198 1471  232          32  119  63  127  171  78
PCE Adj:              1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
MLF Adj:              1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
FinalVolume:          75  516  166          198 1471  232          32  119  63  127  171  78
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             1900 1900  1900          1900 1900  1900          1900 1900  1900  1900 1900  1900
Adjustment:           0.95 0.95  0.79          0.95 0.95  0.81          0.27 0.95  0.94  0.43 0.95  0.95
Lanes:                1.00 2.00  1.00          1.00 2.00  1.00          1.00 0.65  0.35  1.00 0.69  0.31
Final Sat.:           1750 3800  1750          1750 3800  1750          1750 1800  1800  1750 1800  1800
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.04 0.14  0.09          0.11 0.39  0.13          0.02 0.07  0.03  0.07 0.10  0.04
Crit Moves:          ****              ****
Green/Cycle:          0.07 0.39  0.39          0.32 0.64  0.64          0.16 0.16  0.23  0.16 0.16  0.16
Volume/Cap:           0.58 0.35  0.24          0.35 0.60  0.21          0.12 0.42  0.15  0.46 0.60  0.27
Uniform Del:          42.6 20.4  19.5          24.4 9.9  7.0          34.3 36.1  29.1  36.3 37.2  35.2
IncrcmntDel:          6.5  0.1  0.2          0.4 0.4  0.1          0.2 0.7  0.1  1.2 2.5  0.2
InitQueueDel:         0.0  0.0  0.0          0.0 0.0  0.0          0.0 0.0  0.0  0.0 0.0  0.0
Delay Adj:            1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
Delay/Veh:            49.0 20.5  19.7          24.8 10.4  7.1          34.5 36.7  29.1  37.5 39.7  35.4
User DelAdj:          1.00 1.00  1.00          1.00 1.00  1.00          1.00 1.00  1.00  1.00 1.00  1.00
AdjDel/Veh:           49.0 20.5  19.7          24.8 10.4  7.1          34.5 36.7  29.1  37.5 39.7  35.4
LOS by Move:          D  C  B  C  B  A  C  D  C  D  D  D
HCM2kAvgQ:            2  5  3  4  13  3  1  5  4  4  8  6
*****
Note: Queue reported is the number of cars per lane.
*****

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Level Of Service Computation Report
1994 HCM 4-Way Stop Method (Base Volume Alternative)
*****
Intersection #0 University Ave. & Burke St. - Main St.
*****
Cycle (sec):          1          Critical Vol./Cap.(X):          0.705
Loss Time (sec):      0          Average Delay (sec/veh):          7.8
Optimal Cycle:        0          Level Of Service:          B
*****
Street Name:          Universtiy Ave.          Burke Rd. - Main St.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:             L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Stop Sign          Stop Sign          Stop Sign          Stop Sign
Rights:               Include          Include          Include          Include
Lanes:                0 1 0 0 1          0 0 1! 0 0          0 0 1! 0 0          0 0 1! 0 0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2019 << PM Peak
Base Vol:             19 17 84 13 156 3 3 97 51 320 99 16
Growth Adj:           1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse:          19 17 84 13 156 3 3 97 51 320 99 16
User Adj:             1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj:              0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96 0.96
PHF Volume:           20 18 87 13 162 3 3 101 53 332 103 17
Reduct Vol:           0 0 0 0 0 0 0 0 0 0 0 0
Reduced Vol:          20 18 87 13 162 3 3 101 53 332 103 17
PCE Adj:              1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
MLF Adj:              1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
FinalVolume:          20 18 87 13 162 3 3 101 53 332 103 17
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             212 212 212 253 253 253 462 462 462 834 834 834
Adjustment:           1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Lanes:                0.53 0.47 1.00 0.07 0.91 0.02 0.02 0.64 0.34 0.73 0.23 0.04
Final Sat.:           112 100 212 19 229 4 9 297 156 614 190 31
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.18 0.18 0.41 0.71 0.71 0.71 0.34 0.34 0.34 0.54 0.54 0.54
Crit Moves:           ****          ****          ****          ****
ApproachV/S:          0.29          0.71          0.34          0.54
Delay/Veh:            2.0 2.0 4.8 14.6 14.6 14.6 3.6 3.6 3.6 7.8 7.8 7.8
Delay Adj:            1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
AdjDel/Veh:           2.0 2.0 4.8 14.6 14.6 14.6 3.6 3.6 3.6 7.8 7.8 7.8
LOS by Move:          A A A C C C A A A B B B
ApproachDel:          3.1          14.6          3.6          7.8
Delay Adj:            1.00          1.00          1.00          1.00
ApprAdjDel:           3.1          14.6          3.6          7.8
LOS by Appr:          A C A B
*****

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Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #2 University Ave. & Lincoln Ave.

Average Delay (sec/veh): 1.9 Worst Case Level Of Service: A[9.2]

Street Name: University Ave. Lincoln Ave.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
 Rights: Include Include Include Include
 Lanes: 0 0 0 1 0 0 1 0 0 0 0 0 0 0 0 1 0 0 0 1

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 54 6 82 452 0 0 0 0 3 0 63
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 54 6 82 452 0 0 0 0 3 0 63
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84 0.84
 PHF Volume: 0 64 7 98 539 0 0 0 0 4 0 75
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 64 7 98 539 0 0 0 0 4 0 75

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxxx xxxxx xxxx xxxxx 6.4 xxxx 6.2
 FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxxx xxxxx xxxx xxxxx 3.5 xxxx 3.3

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 72 xxxx xxxxxx xxxx xxxx xxxxxx 803 xxxx 68
 Potent Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxxx xxxx xxxx xxxxxx 355 xxxx 1001
 Move Cap.: xxxx xxxx xxxxx 1541 xxxx xxxxxx xxxx xxxx xxxxxx 337 xxxx 1001
 Volume/Cap: xxxx xxxx xxxx 0.06 xxxx xxxx xxxx xxxx xxxx 0.01 xxxx 0.08

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx 0.2 xxxx xxxxxx xxxx xxxx xxxxxx 0.0 xxxx 0.2
 Control Del:xxxxx xxxx xxxxx 7.5 xxxx xxxxxx xxxxx xxxx xxxxxx 15.8 xxxx 8.9
 LOS by Move: * * * A * * * * * C * A
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxxx xxxx xxxx xxxxxx xxxx xxxx xxxxxx
 SharedQueue:xxxxx xxxx xxxxx 0.2 xxxx xxxxxx xxxxxx xxxx xxxxxx xxxxxx xxxx xxxxxx
 Shrd ConDel:xxxxx xxxx xxxxx 7.5 xxxx xxxxxx xxxxxx xxxx xxxxxx xxxxxx xxxx xxxxxx
 Shared LOS: * * * A * * * * * * * * * * * * * * *
 ApproachDel: xxxxxx xxxxxx xxxxxx 9.2
 ApproachLOS: * * * A

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #3 Lincoln Ave. & Orange Ave.

Average Delay (sec/veh): 2.2 Worst Case Level Of Service: A[9.5]

Street Name:		Lincoln Ave.					Orange Ave.					
Approach:	North Bound		South Bound			East Bound			West Bound			
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled		Uncontrolled			Stop Sign			Stop Sign			
Rights:	Include		Include			Include			Include			
Lanes:	0	1	0	0	0	0	1	0	0	0	0	0

Volume Module: >> Count Date: 29 Aug 2019 <<

Base Vol:	5	41	0	0	56	28	25	0	10	0	0	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	5	41	0	0	56	28	25	0	10	0	0	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67
PHF Volume:	7	61	0	0	83	42	37	0	15	0	0	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
FinalVolume:	7	61	0	0	83	42	37	0	15	0	0	0

Critical Gap Module:

Critical Gp:	4.1	xxxx	xxxxx	xxxxx	xxxx	xxxxx	6.4	6.5	6.2	xxxxx	xxxx	xxxxx
FollowUpTim:	2.2	xxxx	xxxxx	xxxxx	xxxx	xxxxx	3.5	4.0	3.3	xxxxx	xxxx	xxxxx

Capacity Module:

Cnflct Vol:	125	xxxx	xxxxx	xxxx	xxxx	xxxxx	180	180	104	xxxx	xxxx	xxxxx
Potent Cap.:	1474	xxxx	xxxxx	xxxx	xxxx	xxxxx	814	717	956	xxxx	xxxx	xxxxx
Move Cap.:	1474	xxxx	xxxxx	xxxx	xxxx	xxxxx	811	714	956	xxxx	xxxx	xxxxx
Volume/Cap:	0.01	xxxx	xxxx	xxxx	xxxx	xxxx	0.05	0.00	0.02	xxxx	xxxx	xxxx

Level Of Service Module:

2Way95thQ:	0.0	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx
Control Del:	7.5	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	848	xxxxx	xxxx	xxxx	xxxxx
SharedQueue:	0.0	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	0.2	xxxxx	xxxxx	xxxx	xxxxx
Shrd ConDel:	7.5	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	9.5	xxxxx	xxxxx	xxxx	xxxxx
Shared LOS:	A	*	*	*	*	*	*	A	*	*	*	*
ApproachDel:	xxxxxx			xxxxxx				9.5		xxxxxx		
ApproachLOS:	*			*				A		*		*

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

 Intersection #4 Lincoln Ave. & Sherman St.

Average Delay (sec/veh): 7.9 Worst Case Level Of Service: A[9.0]

Street Name: Lincoln Ave. Sherman St.
 Approach: North Bound South Bound East Bound West Bound
 Movement: L - T - R L - T - R L - T - R L - T - R
 Control: Stop Sign Stop Sign Uncontrolled Uncontrolled
 Rights: Include Include Include Include
 Lanes: 0 0 0 0 0 0 0 1! 0 0 1 0 0 0 0 0 0 0 0 1 0

Volume Module: >> Count Date: 29 Aug 2019 <<
 Base Vol: 0 0 0 49 0 23 9 0 0 0 1 9
 Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 Initial Bse: 0 0 0 49 0 23 9 0 0 0 1 9
 User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
 PHF Adj: 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64 0.64
 PHF Volume: 0 0 0 77 0 36 14 0 0 0 2 14
 Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
 FinalVolume: 0 0 0 77 0 36 14 0 0 0 2 14

Critical Gap Module:
 Critical Gp:xxxxx xxxx xxxxx 6.4 6.5 6.2 4.1 xxxx xxxxx xxxxx xxxx xxxxx
 FollowUpTim:xxxxx xxxx xxxxx 3.5 4.0 3.3 2.2 xxxx xxxxx xxxxx xxxx xxxxx

Capacity Module:
 Cnflct Vol: xxxx xxxx xxxxx 37 37 9 16 xxxx xxxxx xxxx xxxx xxxxx
 Potent Cap.: xxxx xxxx xxxxx 981 860 1079 1615 xxxx xxxxx xxxx xxxx xxxxx
 Move Cap.: xxxx xxxx xxxxx 974 852 1079 1615 xxxx xxxxx xxxx xxxx xxxxx
 Volume/Cap: xxxx xxxx xxxx 0.08 0.00 0.03 0.01 xxxx xxxx xxxx xxxx xxxx

Level Of Service Module:
 2Way95thQ: xxxx xxxx xxxxx xxxx xxxx xxxxx 0.0 xxxx xxxxx xxxx xxxx xxxxx
 Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 7.2 xxxx xxxxx xxxxx xxxx xxxxx
 LOS by Move: * * * * * A * * * * *
 Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
 Shared Cap.: xxxx xxxx xxxxx xxxx 1006 xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
 SharedQueue:xxxxx xxxx xxxxx xxxxx 0.4 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shrd ConDel:xxxxx xxxx xxxxx xxxxx 9.0 xxxxx xxxxx xxxxx xxxxx xxxx xxxxx
 Shared LOS: * * * * * A * * * * *
 ApproachDel: xxxxxx 9.0 xxxxxx xxxxxx
 ApproachLOS: * A * *

 Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #5 Orange Ave. & Sherman St.

Average Delay (sec/veh): 4.0 Worst Case Level Of Service: A[9.2]

Street Name: Orange Ave. Sherman St
Approach: North Bound South Bound East Bound West Bound
Movement: L - T - R L - T - R L - T - R L - T - R
Control: Uncontrolled Uncontrolled Stop Sign Stop Sign
Rights: Include Include Include Include
Lanes: 0 0 0 1 0 0 0 0 1 0 0 0 0 1! 0 0 0 0 1! 0 0

Volume Module: >> Count Date: 29 Aug 2019 <<
Base Vol: 0 18 2 0 24 2 8 2 3 1 15 7
Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
Initial Bse: 0 18 2 0 24 2 8 2 3 1 15 7
User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
PHF Adj: 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65 0.65
PHF Volume: 0 28 3 0 37 3 12 3 5 2 23 11
Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0
FinalVolume: 0 28 3 0 37 3 12 3 5 2 23 11

Critical Gap Module:
Critical Gp:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 7.1 6.5 6.2 7.1 6.5 6.2
FollowUpTim:xxxxx xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3 3.5 4.0 3.3

Capacity Module:
Cnflct Vol: xxxx xxxx xxxxx xxxx xxxx xxxxx 85 69 38 72 69 29
Potent Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx 907 825 1039 925 825 1051
Move Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx 878 825 1039 918 825 1051
Volume/Cap: xxxx xxxx xxxxx xxxx xxxx xxxxx 0.01 0.00 0.00 0.00 0.03 0.01

Level Of Service Module:
2Way95thQ: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx
Control Del:xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx
LOS by Move: * * * * * * * * * * * * * * * *
Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT
Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 902 xxxxx xxxx 887 xxxxx
SharedQueue:xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.1 xxxxx xxxxx 0.1 xxxxx
Shrd ConDel:xxxxx xxxx xxxxx xxxxx xxxx xxxxx xxxxx 9.1 xxxxx xxxxx 9.2 xxxxx
Shared LOS: * * * * * * * * * * * * * * * *
ApproachDel: xxxxxx xxxxxx 9.1 9.2
ApproachLOS: * * A A

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report

2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #6 University Ave. & Sherman St.

Average Delay (sec/veh): 0.5 Worst Case Level Of Service: B[11.9]

Street Name: University Ave. Sherman St.

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

Control: Uncontrolled Uncontrolled Stop Sign Stop Sign

Rights: Include Include Include Include

Lanes: 0 0 0 1 0 0 1 0 0 0 0 0 0 0 0 0 0 1! 0 0

Volume Module: >> Count Date: 29 Aug 2018 <<

Base Vol: 0 40 11 3 433 0 0 0 0 16 0 2

Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Initial Bse: 0 40 11 3 433 0 0 0 0 16 0 2

User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Adj: 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92 0.92

PHF Volume: 0 44 12 3 472 0 0 0 0 17 0 2

Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0

FinalVolume: 0 44 12 3 472 0 0 0 0 17 0 2

Critical Gap Module:

Critical Gp:xxxxx xxxx xxxxx 4.1 xxxx xxxxx xxxxx xxxx xxxxx 6.4 6.5 6.2

FollowUpTim:xxxxx xxxx xxxxx 2.2 xxxx xxxxx xxxxx xxxx xxxxx 3.5 4.0 3.3

Capacity Module:

Cnflct Vol: xxxx xxxx xxxxx 56 xxxx xxxxx xxxx xxxx xxxxx 528 528 50

Potent Cap.: xxxx xxxx xxxxx 1562 xxxx xxxxx xxxx xxxx xxxxx 514 458 1025

Move Cap.: xxxx xxxx xxxxx 1562 xxxx xxxxx xxxx xxxx xxxxx 513 457 1025

Volume/Cap: xxxx xxxx xxxxx 0.00 xxxx xxxxx xxxx xxxx xxxxx 0.03 0.00 0.00

Level Of Service Module:

2Way95thQ: xxxx xxxx xxxxx 0.0 xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx

Control Del:xxxxx xxxx xxxxx 7.3 xxxx xxxxx xxxxx xxxx xxxxx xxxxx xxxx xxxxx

LOS by Move: * * * A * * * * * * * * * * * * * * *

Movement: LT - LTR - RT LT - LTR - RT LT - LTR - RT LT - LTR - RT

Shared Cap.: xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx xxxx xxxxx xxxx 543 xxxxx

SharedQueue:xxxxx xxxx xxxxx 0.0 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 0.1 xxxxx

Shrd ConDel:xxxxx xxxx xxxxx 7.3 xxxx xxxxx xxxxx xxxx xxxxx xxxxx 11.9 xxxxx

Shared LOS: * * * A * * * * * * * * * * * B *

ApproachDel: xxxxxx xxxxxx xxxxxx 11.9

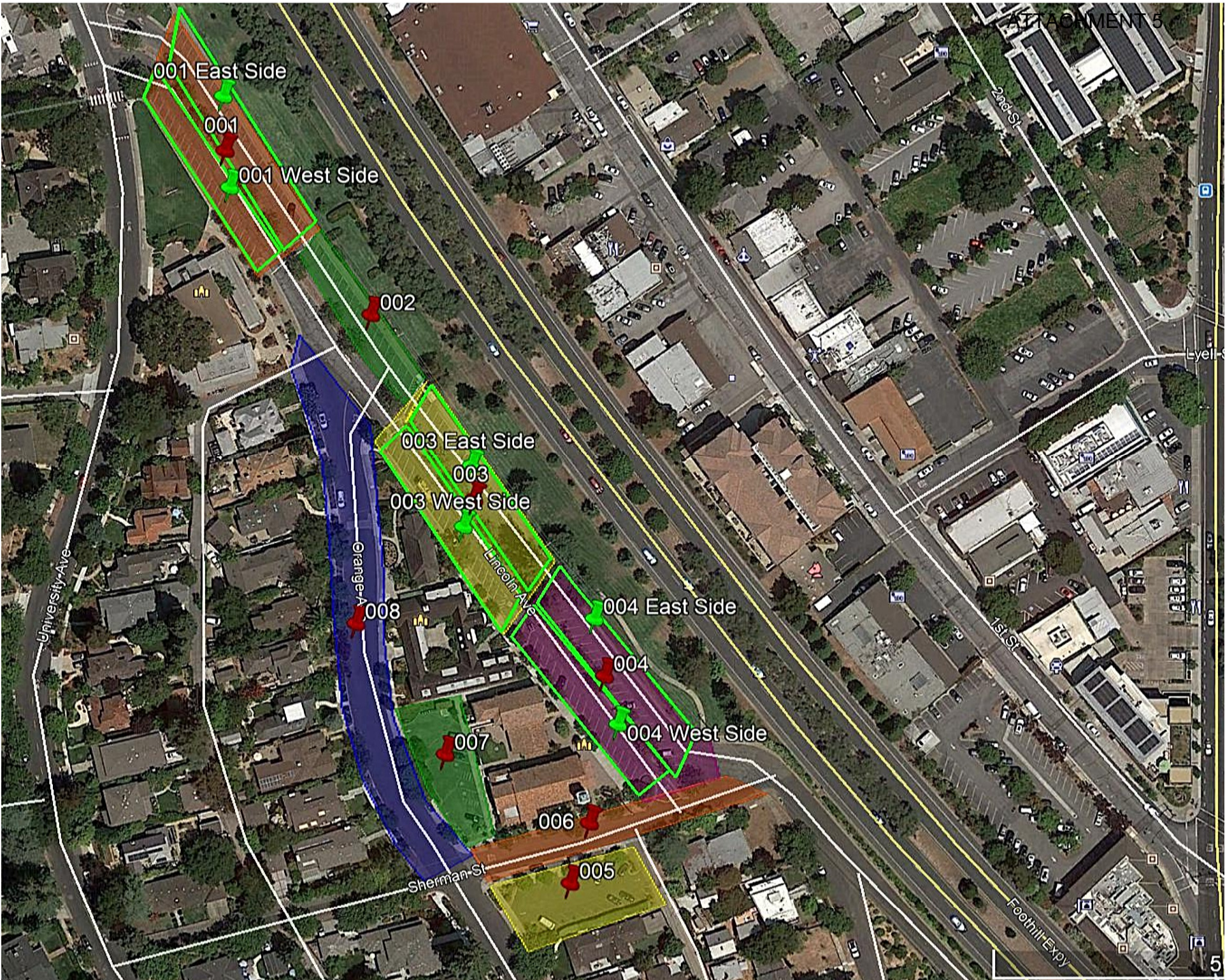
ApproachLOS: * * * B

Note: Queue reported is the number of cars per lane.

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Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)
*****
Intersection #7 El Monte Ave. & University Ave.
*****
Cycle (sec):          75          Critical Vol./Cap.(X):          0.908
Loss Time (sec):      12          Average Delay (sec/veh):        24.1
Optimal Cycle:        96          Level Of Service:                C
*****
Street Name:          University Ave.          El Monte Ave.
Approach:             North Bound          South Bound          East Bound          West Bound
Movement:             L - T - R          L - T - R          L - T - R          L - T - R
-----|-----|-----|-----|
Control:              Permitted          Permitted          Protected          Protected
Rights:               Include            Include            Include            Include
Min. Green:           0 0 0            0 0 0            0 0 0            0 0 0
Y+R:                  4.0 4.0 4.0      4.0 4.0 4.0      4.0 4.0 4.0      4.0 4.0 4.0
Lanes:                0 1 0 0 1        1 0 0 1 0        1 0 1 1 0        1 0 1 1 0
-----|-----|-----|-----|
Volume Module: >> Count Date: 29 Aug 2018 <<
Base Vol:             16 2 47          88 16 215        46 822 10        55 1049 33
Growth Adj:           1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00
Initial Bse:          16 2 47          88 16 215        46 822 10        55 1049 33
User Adj:             1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00
PHF Adj:              0.92 0.92 0.92  0.92 0.92 0.92  0.92 0.92 0.92  0.92 0.92 0.92
PHF Volume:          17 2 51          96 17 235        50 898 11        60 1146 36
Reduct Vol:           0 0 0            0 0 0            0 0 0            0 0 0
Reduced Vol:          17 2 51          96 17 235        50 898 11        60 1146 36
PCE Adj:              1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00
MLF Adj:              1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00
FinalVolume:          17 2 51          96 17 235        50 898 11        60 1146 36
-----|-----|-----|-----|
Saturation Flow Module:
Sat/Lane:             1900 1900 1900  1900 1900 1900  1900 1900 1900  1900 1900 1900
Adjustment:           0.51 0.52 0.84  0.75 0.86 0.85  0.95 0.95 0.95  0.95 0.95 0.95
Lanes:                0.89 0.11 1.00  1.00 0.07 0.93  1.00 1.97 0.03  1.00 1.94 0.06
Final Sat.:           1800 1800 1750  1750 1800 1800  1750 1900 1800  1750 1900 1800
-----|-----|-----|-----|
Capacity Analysis Module:
Vol/Sat:              0.01 0.00 0.03  0.05 0.01 0.13  0.03 0.47 0.01  0.03 0.60 0.02
Crit Moves:           ****          ****          ****          ****
Green/Cycle:          0.14 0.14 0.14  0.14 0.14 0.14  0.03 0.65 0.65  0.05 0.66 0.66
Volume/Cap:           0.07 0.01 0.20  0.38 0.07 0.91  0.91 0.73 0.01  0.73 0.91 0.03
Uniform Del:          27.8 27.5 28.3  29.1 27.8 31.6  36.2 8.8 4.6  35.3 10.6 4.3
IncrcmntDel:          0.1 0.0 0.4  1.0 0.0 31.1  87.7 2.2 0.0  27.7 9.5 0.0
InitQueueDel:         0.0 0.0 0.0  0.0 0.0 0.0  0.0 0.0 0.0  0.0 0.0 0.0
Delay Adj:            1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00
Delay/Veh:            27.9 27.5 28.7  30.1 27.8 62.7  123.9 11.0 4.6  62.9 20.1 4.3
User DelAdj:          1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00  1.00 1.00 1.00
AdjDel/Veh:           27.9 27.5 28.7  30.1 27.8 62.7  123.9 11.0 4.6  62.9 20.1 4.3
LOS by Move:          C C C          C C E          F B A          E C A
HCM2kAvgQ:            0 0 1          2 5 9          2 8 3          2 14 4
*****
Note: Queue reported is the number of cars per lane.
*****

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Prepared by National Data & Surveying Services

Parking Study Los Altos Chinese School - Kindergarten & After School Project

Location: Multiple Areas
City: Los Altos, CA

Date: 8/29/2019
Day: Thursday

Area	Type	Side	Inventory	2:30 PM	2:45 PM	3:00 PM	3:15 PM	3:30 PM	3:45 PM	4:00 PM	4:15 PM	4:30 PM	4:45 PM	5:00 PM	5:15 PM	5:30 PM	5:45 PM	6:00 PM	6:15 PM	6:30 PM
1	Reg		44	4	4	4	4	3	2	3	3									
	Reg	East	24									2	2	2	2	2	2	2	2	2
	Reg	West	20									1	1	1	1	0	0	1	1	1
2	Reg		17	1	1	1	1	2	1	1	1	1	1	1	1	1	1	0	0	0
3	Reg		30	1	1	1	1	0	1	1	1									
	Compact		7	1	0	0	0	1	1	1	3									
	HC		1	0	0	0	0	0	0	0	0									
	Reg	East	17									1	1	2	1	1	1	2	2	1
	Reg	West	13									1	2	5	5	4	4	3	4	4
	Compact	West	7									3	3	4	1	1	1	1	1	1
HC	West	1									0	0	0	0	0	0	0	0	0	
4	Reg		40	5	5	5	5	6	6	6	3									
	Reg	East	20									1	1	0	0	0	0	0	0	0
	Reg	West	20									2	2	2	2	1	1	3	1	0
5	Reserved (Church Parking Only)		19	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2
6	Reg	North	7	2	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
	Reg	South	5	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
7	Reg		4	2	3	2	3	3	3	3	3	3	4	4	4	3	3	2	1	1
	HC		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Compact		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Reg	East	11	8	8	6	6	6	7	7	7	7	7	8	8	7	7	6	6	6
	20 Min	East	3	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
	Reg	West	23	5	4	5	6	7	7	7	5	5	5	6	7	7	7	8	9	9

Note: East/West separation of lots 1,3, and 4 began at 4:30PM.

		33																		
Areas 1-4	139	12	11	11	11	11	12	11	12	11	12	13	17	13	10	10	12	11	9	
Areas 1-4 Percent Occupied (%):		9%	8%	8%	8%	9%	8%	9%	8%	9%	9%	9%	12%	9%	7%	7%	9%	8%	6%	
Total (Areas 1-8, east side of Orange):	193	28	27	24	25	26	27	28	27	27	29	34	30	25	25	25	23	21		
Total Percent Occupied (%):		15%	14%	12%	13%	13%	14%	15%	14%	14%	15%	18%	16%	13%	13%	13%	12%	11%		

CONDITIONAL USE PERMIT for LOS ALTOS CHINESE SCHOOL CC at FOOTHILL CONGREGATIONAL CHURCH

461 ORANGE AVENUE
LOS ALTOS CA 94022
APN: 175-15-060



PROJECT SUMMARY	
APN:	175-15-060
ZONING DISTRICT:	P.C.F. (PUBLIC & COMMUNITY FACILITIES)
EXISTING USE: (APPROVED BY ORIGINAL PERMIT)	CLASSROOM
PROPOSED USE:	CLASSROOM
CONSTRUCTION TYPE:	V- B (FULLY SPRINKLERED)
OCCUPANCY GROUP: (APPROVED BY ORIGINAL PERMIT)	A-3
SIZE OF LOT:	4-14564 SF.
EXISTING CLASSROOM BUILDING FLOOR AREA:	4-521 SF.
(B) GROUND FLOOR AREA:	4-181 SF.
(B) 2ND FLOOR AREA:	4-340 SF.
TOTAL EXISTING CLASSROOM BUILDING:	4-521 SF.
EXISTING CLASSROOM BUILDING IS EQUIPPED WITH BOTH FIRE ALARM AND FIRE SPRINKLER SYSTEMS.	



PROJECT CONTACT	
OWNER:	FOOTHILLS CONGREGATIONAL CHURCH 461 ORANGE AVENUE LOS ALTOS, CA 94022
CONTACT:	KATY HAUGH (408) 412-8545 EMAIL: kathy@fohills.com
ARCHITECT:	MARCH DESIGN 111 MAIN STREET, SUITE .B LOS ALTOS, CA 94022 (650) 302-1987 (650) 618-3866 FAX EMAIL: mmc@arch1.com

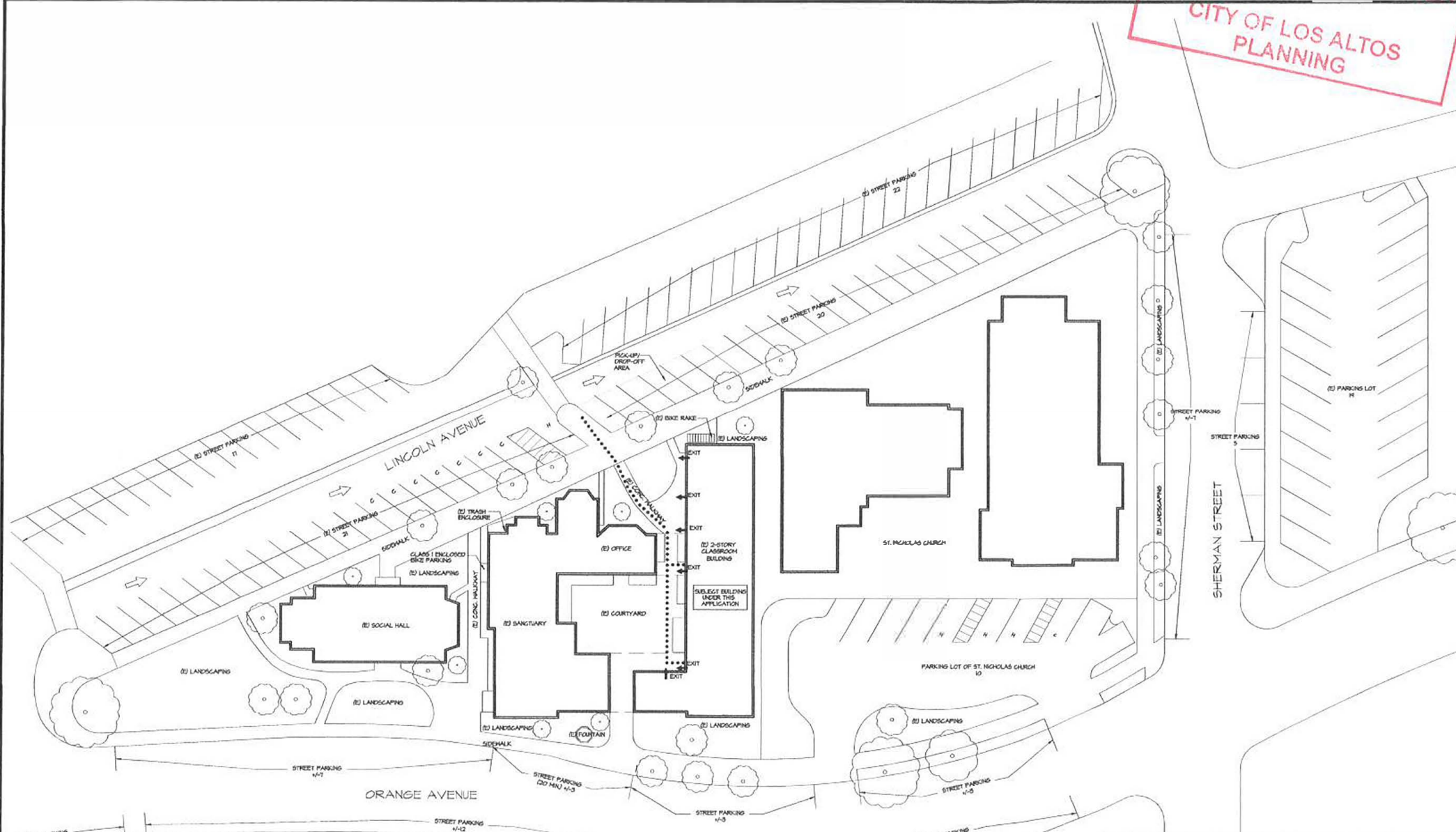
APPLICABLE CODES	
2018 CBC, CFG, CFG, CHC, CEG, CALIFORNIA ENERGY CODE AND CITY OF LOS ALTOS ORDINANCES	
2016 CALIFORNIA BUILDING CODE (CBC)	
2016 CALIFORNIA FIRE CODE (FC)	
2016 CALIFORNIA PLUMBING CODE (CPC)	
2016 CALIFORNIA MECHANICAL CODE (CMC)	
2016 CALIFORNIA ELECTRICAL CODE (CEC)	
2016 CALIFORNIA ENERGY EFFICIENCY STANDARDS (CEES)	
2016 CALIFORNIA GREEN BUILDING STANDARDS (CGS)	

PROJECT SCOPE	
CONDITIONAL USE PERMIT FOR AFTER SCHOOL CHINESE SCHOOL BY USING THE EXISTING CLASSROOMS ON GROUND FLOOR ONLY.	

DRAWING INDEX	
ARCHITECTURAL	
A1.0	TITLE SHEET & SITE PLAN
A2.1	EXISTING CLASSROOM BUILDING FLOOR PLANS

PARKING		
	PARKING NEEDED	PARKING AVAILABLE
PARKINGS NEEDED (STAFF)	8 STALLS	
STREET PARKING LINCOLN AVE		80 STALLS
STREET PARKING ORANGE AVE		31 STALLS
STREET PARKING SHERMAN STREET		12 STALLS
PARKING LOTS ST. NICHOLAS CHURCH		24 STALLS

SITE PLAN (FOR REFERENCE ONLY; NO EXTERIOR OR SITE WORK)



REVISIONS	

**CONDITIONAL USE PERMIT for
LOS ALTOS CHINESE SCHOOL CC**

461 ORANGE AVENUE
LOS ALTOS, CA 94022
APN: 175-15-060

CLIENT	
DATE	08/13/19
CHECKED	
DRAWN	MM
JOB NO.	

**TITLE SHEET
&
SITE PLAN**

A1.0



REVISIONS

CONDITIONAL USE PERMIT for
LOS ALTOS CHINESE SCHOOL CC
 461 ORANGE AVENUE
 LOS ALTOS, CA 94022
 APN: 175-15-060



CLIENT

DATE 05/13/19

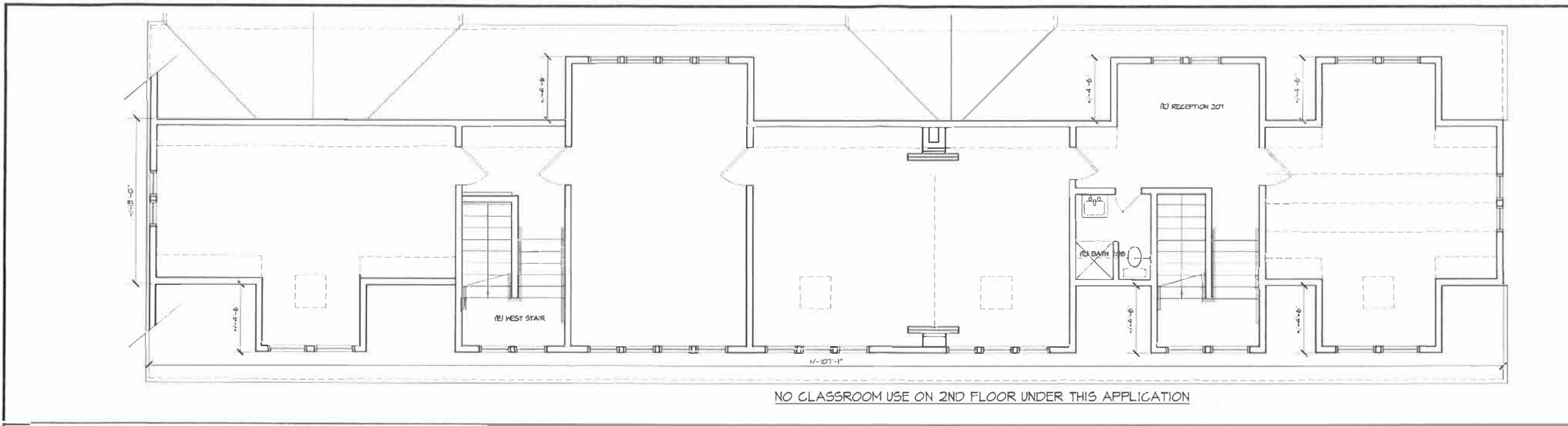
CHECKED

DRAWN MM

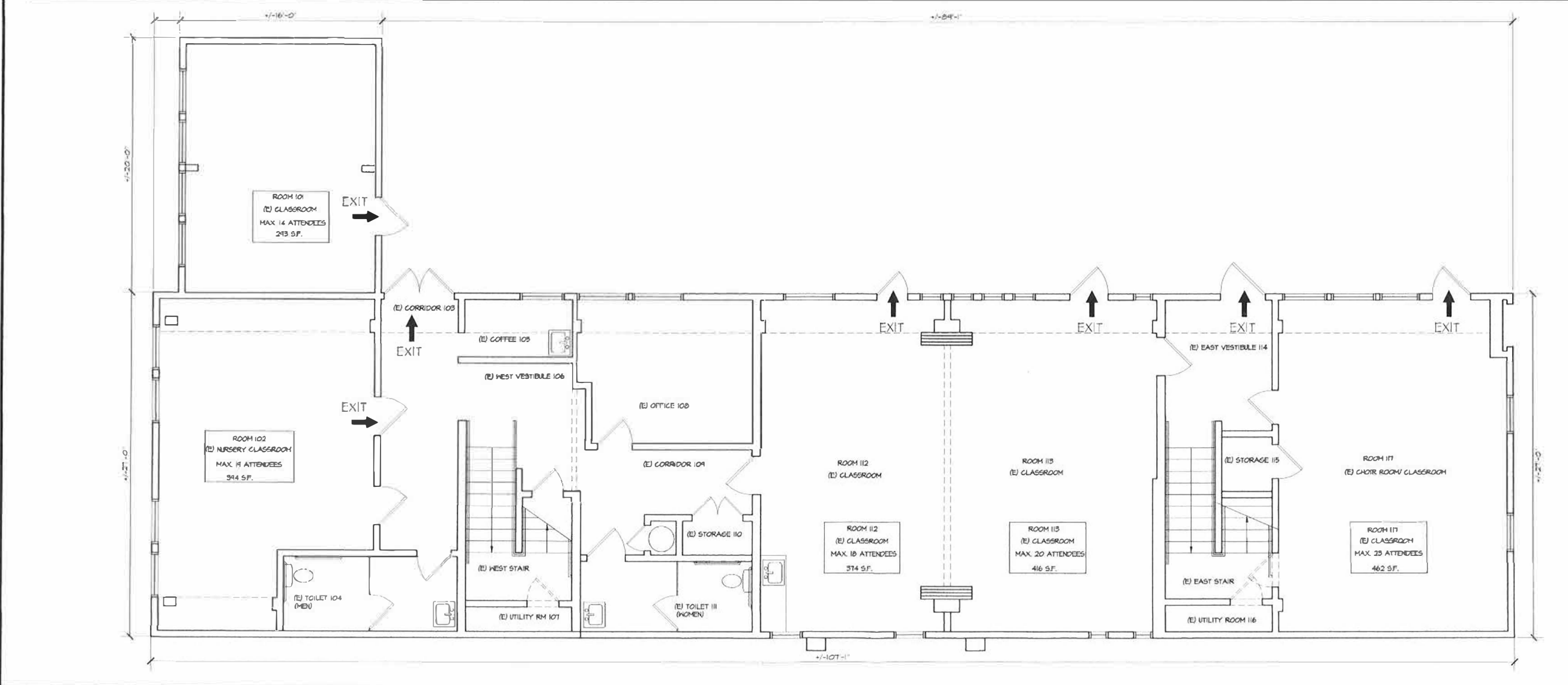
JOB NO.

EXISTING CLASSROOM FLOOR PLANS

A2.1



1 EXISTING CLASSROOM BUILDING 2ND FLOOR PLAN (NO INTENDED USE; FOR REFERENCE ONLY) 1/4" = 1'-0"



2 EXISTING CLASSROOM BUILDING GROUND FLOOR PLAN 1/4" = 1'-0"



DISCUSSION ITEM

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: March 23, 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

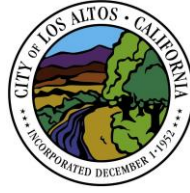
Reviewed By:

City Attorney

JH

Finance Director

SE



DISCUSSION ITEM

Agenda Item # 9

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Process for Determining the Future of the Halsey House

Prepared by: Dave Brees, Special Projects Manager

Reviewed by: Jim Sandoval, Engineering Services Manager

Approved by: Brad Kilger, Interim City Manager

Attachments:

1. Redwood Grove Recreation Programming
2. Architectural Resources Group Proposal, December 4, 2020

Initiated by:

City Council

Previous Council Consideration:

January 12, 2021, December 15, 2020, January 28, 2018, November 15, 2016 (continued); June 14, 2016; December 8, 2015, April 23, 2013

Fiscal Impact:

The cost of the following expenditure recommendations is to be determined.

Environmental Review:

This effort is Statutorily Exempt pursuant to CEQA Guidelines Section 15262 – Feasibility and Planning Studies and CEQA Guidelines Section 15331- Historic Resource Restoration and Rehabilitation.

Policy Questions for Council Consideration:

- Does the City Council desire to provide any additional clarifying direction to the staff and Commissions to assist them in their development of a recommendation?
- Does the City Council desire to consider a different approach to assist them in their development of a recommendation?

Summary:

Setting a course of action for the future of the Halsey House needs to be guided by Council priorities, community input, relevant facts, and information. The purpose of this agenda report is to give Council an update on the status of the decision-making process directed by Council at the January 12, 2021 meeting and to allow Council to provide any additional input and direction on that process. To assist the Council in providing this direction, staff is presenting the relevant information and community input that has been gathered to date. In addition, staff poses several questions that have been raised

Reviewed By:

City Manager

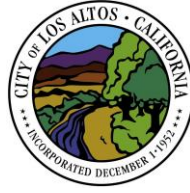
BK

City Attorney

JH

Finance Director

JM



Subject: Halsey House Future Option Consideration Study Session

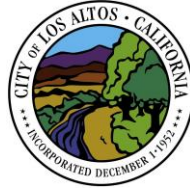
by the commissions, community, and staff on the future of the Halsey House that the City Council should consider as it sets in place a direction that establishes future actions.

Key points for Council consideration include:

- Policy decisions that establish a direction for the future of the Halsey House
- What key decision-making drivers should be considered?
- The need for additional structural and site conditions analysis and historic restoration expertise

Staff Recommendation:

Receive an update on the Halsey House building, site, historical and program information gathered and Commission recommendations and input to date, review this information and the questions raised, and then agree upon a specific course of action that will result in a final decision on the building's future. Furthermore, based on the number of policy considerations and questions staff has received from the commissions and community, staff recommends that Council direct staff to schedule a study session to allow Council and staff an opportunity to discuss this process in more detail. Council should also direct staff on any specific information or presentations Council would appreciate having as part of the study session discussion.



Subject: Halsey House Future Option Consideration Study Session

Purpose

To provide an update on the process for determining the future of the Halsey House that Council approved on January 12, 2021 and seek City Council direction regarding the process based on this update.

Background

At the January 12, 2021 meeting, City Council “*directed staff to share the historical study conducted by (ARG) and any other past studies relative to Halsey House that has not yet been shared with Parks and Recreation Commission, Historical Commission and Financial Commission and work with the Commissions to formulate recommendations for Council on the direction they would like the Council to proceed relative to Halsey House, including such options of the options of renovation, partial renovation (adaptive reuse), demolition, partial demolition/ restoration (mothballing), and bring back all recommendations, if there is not a consensus of the recommendations by the Commission, to the Council for consideration by March 2021.*”

Staff presented its report and Council direction to the Parks and Recreation Commission (PARC) on February 10, 2021. Due to the volume of legislative meeting reports, Minutes, Agendas, staff reports, consultant studies relating to the Halsey House, a webpage was developed to gather all the information in one location on the City’s website, www.losaltosca.gov/halseyhouselegislativehistory .

In addition to the staff presentation, the Commission received over 40 written public comments, 11 public speakers, and two individual commissioner presentations. After much discussion, the Commission considered a motion for a full or substantial renovation of the Halsey House with the desire for additional information before making a final Commission recommendation. The requested information included the following:

- Historical assessment
- Engineering facts and/or clarification
- Cost of four options
- Legal obligation
- California Environmental Quality Act (CEQA) process
- Outreach to long-time and new residents
- Delisting process, criteria, and cost
- Funding options
- Programs that require a building

The motion failed and a second motion was made to simply forward the recommendation for either a full or substantial restoration of the Halsey House. The recommendation was favored by a three to two vote. Staff subsequently learned that the motion was not official. Per the Commission Handbook, an official action requires a majority vote: (four) of the entire Commission (seven seats), not just of those present. Based on a lack of motion and confusion surrounding the decision-making process,



Subject: Halsey House Future Option Consideration Study Session

staff determined that it was necessary to return to the City Council for additional direction before proceeding further.

Discussion/Analysis

While there were many varying opinions regarding the Halsey House expressed at the PARC meeting, several factors were clear:

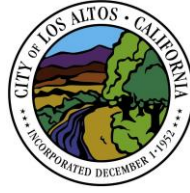
- Redwood Grove is a treasured resource and highly valued by members of the community.
- Past programming in the Halsey House and Redwood Grove is highly valued by members of the community.
- Making a decision on the Halsey House is a difficult task due to the many competing interests and the lack of a readily available source of funding.
- There is a desire for the City to be a good steward of a limited resource both from the historical integrity and fiscally responsible perspectives.
- The realization there is no one answer that will address all the desires and demands from the community.

Since 2008, there have been numerous public outreach efforts as well as commission and Council meetings attempting to address the future of the Halsey House structure with no clear, final decision being achieved. This has been complicated by trying to address competing policy, technical and funding issues simultaneously. While it is common practice to make policy decisions with sound technical and funding information, the challenge that has been faced in deciding the future of the Halsey House is that these issues are not mutually exclusive, each has some facet of the other embedded in it. Therefore, there are several different options available to the Council on how to proceed. One clear fact, however, is that while the City struggles to find an answer, the condition of the house has continued to deteriorate.

Therefore, the following areas need to be addressed:

- Council direction on policy related issues
- Agreeing upon what are the key decision-making drivers (historical, programming, funding, other) that should be considered and the relative importance each should be given in making a decision.
- The need for any additional technical information.
- The process for determining a future direction of the Halsey House and whether this includes further input from the commissions and/or the community.

As stated, there are several key policy related decisions that need to be made to establish a clear and agreed upon direction for the future of the Halsey House. Also as discussed above, there have been many questions raised by the commissions, community members, and staff during discussions on the future of the Halsey House. These questions will be presented and discussed at the conclusion of this report.



Subject: Halsey House Future Option Consideration Study Session

Key Decision-Making Drivers

In examining the history of the discussions held and issues raised as part of the deliberations over the future of the Halsey House, staff observed that there were some reoccurring subject areas that were discussed; these included 1) the historic value of the Halsey House, 2) was the recreation programming provided at the Redwood Grove dependent on having the Halsey House as a location, and 3) how much was the cost of each alternative and who would fund it. Staff also recognized that there was a clear connection between the future of the Halsey House and the community's perception and concerns for the future development and use of the Redwood Grove. Below are brief discussions of each of these "key drivers" as staff has identified and defined them.

Historic Value/Integrity: The Halsey House, constructed in 1923, was designated a Historic Landmark in May 1981. The Spanish Revival style residence was constructed for Theodore Vail Halsey and Emma Wright Halsey, early residents of Los Altos. Emma Wright Halsey planted dozens of redwood trees from the Santa Cruz Mountains on the property, creating what is today known as Redwood Grove. The property is significant for its association with the Halsey family, early Los Altos residents, and as a good local example of the Spanish Revival style of architecture popular in California during the early 20th century.

As outlined in the Los Altos General Plan, it is a goal of the City to preserve and enhance historic and cultural structures and resources within the community. To support that goal, the General Plan identified specific historic preservation policies:

- Ensure that the integrity of historic structures and the parcels on which they are located are preserved through the implementation of applicable design, building and fire codes.
- The City shall regard demolition of landmark and historic resources listed in the Historic Resources Inventory as a last resort. Demolition would be permitted only after the City determines that the resource has lost its physical integrity, retains no reasonable economic use, that demolition is necessary to protect health, safety, and welfare, or that demolition is necessary to proceed with a new project where the benefits of the new project outweigh the loss of the historic resource.
- Work with property owners to preserve historic resources within the community.

These goals and policies are implemented through the City's Historical Preservation Ordinance. The primary purpose of the Ordinance is to ensure the protection of irreplaceable historic resources, enhance visual character through architectural compatibility, and encourage appreciation and recognition of the City's past. Both the City's General Plan and Historic preservation ordinance call out the interest in and value of historic structures in Los Altos.

The proposal by the Architectural Resource Groups, included as an attachment to this report, was intended to provide additional information on the process, timeline and estimate the cost of the three potential treatment options: rehabilitation and adaptive reuse, full or partial demolition, and mothballing.



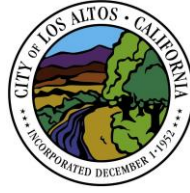
Subject: Halsey House Future Option Consideration Study Session

The full or partial demolition scope of work would include an EIR with a potential historic resource evaluation to evaluate the potential “significant adverse effect” of demolition or partial demolition of a historic resource. The California Environmental Quality Act (CEQA) is California’s main legal protection for historic structures. Alterations to, or demolition of, a “historically significant” structure, must comply with CEQA. This is because making some alterations or the issuance of a demolition permit, which are normally a “ministerial” decision outside the purview of CEQA, are considered a “discretionary” decision when they could cause a “significant adverse effect” on a historic resource like the Halsey House. As of today, additional information and analysis would be required through the EIR process to determine if the Halsey House should maintain its local historic significance status or possibly be expanded to include registration on another list of historically significant structures or sites. This information from the ARG study would be helpful in addressing questions by some regarding the historical value integrity of Halsey House.

The rehabilitation and adaptive reuse alternative would procedurally include a Secretary of the Interior's Standards for Rehabilitation evaluation to assist with the long-term preservation of the property's significance through the preservation of historic materials and features. An effort to restore and preserve a historic structure in compliance with the Secretary of the Interior’s Standards is entitled to request a specific “categorical exemption” from CEQA. Use of any otherwise applicable CEQA categorical exemption is prohibited if demolition or alteration would cause a substantial adverse change in the significance of a historic resource.

The mothballing option would comply with the Preservation Brief 31: Mothballing Historic Buildings. An ARG study would use Brief 31 from the Nation Parks Services to outline the process to secure the historic building and its component features to reduce vandalism or break-ins. It would also provide adequate ventilation to the interior, and secure or modify utilities and mechanical systems. The study would include procedures for mothballing will also require developing and implementing a maintenance and monitoring plan for protection of the historic structure.

Programming: One of the key considerations discussed by the PARC was Redwood Grove programming and whether the Halsey House structure is necessary to offer environmental, nature-based, or other recreation programs. As noted earlier, programming in the Grove is highly desired and valued in the community. What level of programming should be offered, how it would be delivered (i.e., contractor and/or city staff), indoor/outdoor class/exhibit needs? These are just some of the complicated questions that arise in the discussion. Attachment 1 contains an outline of recreation programs currently being offered in the Grove and a listing of programs from the past, as well as program opportunities in the future. In staff’s professional opinion, the delivery of the desired programs is not dependent on the availability of the Halsey House, most if not all can be provided outdoors or in adjoining structures. However, it is undeniable that many members of the community have a deep emotional attachment to the Halsey House from their own experiences and that providing certain programs within or tied to the structure are enhanced from an historical perspective.



Subject: Halsey House Future Option Consideration Study Session

Funding: Full or partial restoration of the Halsey House structure will require a significant amount of capital funding. If one of these options is selected as the desired outcome, funds will need to be identified. There are numerous projects that have been discussed as priority improvements in recent years, all of which compete for limited capital improvement dollars. During the annual budget process, the Council prioritizes how to use these limited dollars. Most recently, the Council has placed construction of an Emergency Operations Center as the top priority.

Should the City Council wish to use City dollars for this project, Halsey House will need to be prioritized among the other demands for these dollars. Should the Council wish to provide the community the opportunity to fund one of the options, the Council will need to set parameters around the process for community funding, including a specific time period for the securing of community funding, as past efforts have been unsuccessful.

Other Possible Drivers: Three key decision drivers have been identified above; however, there are other possible drivers to consider. These include annual maintenance and operating costs associated with any improvements; traffic and noise impacts on neighboring properties; increase usage of the park (Palo Alto's Foothills Park opening for example: "if you build it, they will come"); demand for access via Los Altos Hills.

A fundamental step in establishing a clear process for making a decision on the future of the Halsey House requires that the Council agree upon how much influence or significance these drivers will impact the decision-making process.

Decision-making Process

Over the years, Council has referred the future of the Halsey House to the PARC, Historical, and Financial Commissions for consideration. Several reports and studies have been submitted to the commissions and to Council regarding the house, yet additional questions arise with each pass through of these advisory bodies. Often there is a blending of policy decisions, such as those noted above, with a desire to get specific technical questions answered (i.e., what is the condition of the roof?) or policy direction from the Council before a recommendation can be made.

At the February 10, 2021 PARC meeting, some of the commissioners were uncertain by what the Council was specifically requesting from them. Did Council desire the PARC's recommendation from the recreation perspective only or was it to include the historical perspective as well? Or, from the capital cost of restoration or operational perspective? What exactly were the limits, boundaries, and factors available to the Commission to be used in developing a recommendation?

Therefore, before proceeding further staff recommends Council decide on what specific policy issues need to be answered and decision-making drivers will be used and what additional technical information and commission/community input may be desired. Key decision points are as follows:



Subject: Halsey House Future Option Consideration Study Session

1. Does the Council agree that the key decision-making drivers identified by staff are programming, historic value, and cost?
2. Of the three identified key drivers, which is the primary driver?
3. Does the Council believe that the Halsey House either fully or partially restored is essential to providing certain desired programs at the Redwood Grove that cannot be provided outdoors or in another existing structure?
4. Can a decision on the Halsey House be made without consideration of the whole park (Redwood Grove Preserve/Shoup Park) and its programming?
5. Does the Council feel that the historic value/integrity of the Halsey House needs to be further assessed?
6. In terms of cost/funding does the Council wish to evaluate the Halsey House in relation to other Council priorities?
7. Does the Council wish to consider individual proposals from private individuals?
8. If the Council desires the community to fund the preferred option, when would the funding need to be secured, given that the structure is rapidly deteriorating?
9. Does the Council agree with staff's recommendation to hire a consultant to provide additional structural and site conditions and historic restoration analysis? Is there any additional information the Council feels is needed to assist in deciding the future of the Halsey House? Attachment 2 contains the proposed scope of Services from the Architectural Resources Group (ARG).
10. What role should the commissions have in making a final decision? What issues/questions should they be asked? Are the issues/questions policy or technical in nature, or both?
11. Does the City Council desire any additional information or community input before a determination on a course of action for the Halsey House can be made?

Recommendation

Receive an update on the Halsey House building, site, historical and program information gathered and Commission recommendations and input to date, review this information and the questions raised, and then agree upon a specific course of action to date that will result in a final decision on the building's future. Furthermore, based on the number of policy considerations and questions staff has received from the commissions and community, staff recommends that Council directs staff to schedule a study session to allow Council and staff an opportunity to discuss this process in more detail. Council should also direct staff on any specific information or presentations Council would appreciate having as part of the study session discussion.

Redwood Grove - Previous Programs

- Nature Center
- Redwood Grove Nature Camp
- Nature Programs
- Yoga Classes
- Ohlone History Lectures Artifacts
- Building of Ohlone Shelters
- Boy and Girl Scout Merit Badge Programs
- Guitar classes
- Children's Birthday Parties
- Archery classes
- Rose pruning demonstrations & lectures
- Rose Garden
- Ceramics Studio by Pinetree Pottery
- Blacksmithing
- Survival Skills Classes
- Teen program



Classes were operated by a full-time contractor who was living onsite and served as a caretaker of the preserve.



Pre-Pandemic Programs

- Redwood Grove Nature Camp
- Counselor In Training Program
- Archery Birthday Parties
- Archery Lessons
- The Underground Drop-in Teen program
- Adult/Yoga/Pilates Classes

Potential Programs

- Nature programs for School-age Children
- Seasonal Nature/Ecological Classes/Camps including water conservation, creek habitat, Native American programming, history of Santa Clara Valley and Los Altos
- Scout Merit Badge Programs
- Photography Classes
- Yoga, Pilates/Tai Chi/Meditation
- Hiking
- Birdwatching
- Gardening and Ikebana





Potential Programs (Continued)

- Mommy & Me park exploration classes
- Nature and environmental inspired art classes
- Music classes and family camp sing-a-longs
- Cooking classes
- Small events and rentals
- Seminars & lectures
- Ohlone education
- Bohemian Forest Festivals
- Creek Talks regarding the connection between the community and historic homes along the creek
- Apricot STEM Event
- Volunteer program
- Interpretive programs, exhibits and signage





Potential Collaborations

Reached out to 18 different agencies to discuss future partnerships including the Los Altos History Museum, Grassroots Ecology, Hidden Villa, YMCA, Los Altos GreenTown and Foothill College.

Los Altos GreenTown class examples:

- Electrify Your Home
- Good Urban Planning
- Why People Drive
- Let's Bike
- Waste and Recycling
- Regenerative Agriculture
- Backyard Cover Cropping
- Plant-Based Eating
- Can Art Change our Environmental Consciousness?
- The Circular Economy
- Environmental Initiatives

Most partners are hesitant to enter into an agreement due existing COVID-19 Pandemic impacts.

There are fifteen (15) contract instructors that will be available to teach different classes at Redwood Grove when the pandemic is under control and the County Health Department allows in-person programming.



Architectural
Resources Group

Pier 9, The Embarcadero, Suite 107
San Francisco, California 94111

argsf.com

December 4, 2020

Sean K. Gallegos
Associate Planner
Community Development Department
City of Los Altos
Via email to sgallegos@losaltosca.gov

RE: Halsey House RFP – Pricing and Feasibility Study

Dear Sean:

Architectural Resources Group (ARG) is pleased to submit this proposal for further study at the Halsey House. Based on our review of your RFP dated 11/2/2020 and our conference call on 11/19/20, we understand that you are interested in studying the process, time frame, and costs for 3 potential treatment options: rehabilitation and adaptive reuse, full or partial demolition, and mothballing. For each of those 3 options, we propose the following tasks:

- ARG will outline the scope of work necessary to complete the treatment option. For the rehabilitation option, this will follow the recommendations made in the Historic Structure Report (HSR), with some expanded site work recommendations. For the demolition and mothballing options, a recommended scope of work will be identified. Maintenance tasks will also be identified and priced, based on the rehabilitation and mothballing options.
- The scope of work for each option will be reviewed by a cost estimator, who will provide estimated pricing for each task. For the demolition option, which may have substantial bureaucratic or administrative costs, ARG will advise on a potential range of costs.
- A potential timeline for each option, including construction, will be outlined.
- We have included a budget for consultation with our preservation planning team. They will advise on the EIR process for the demolition option, propose potential mitigation measures, and can analyze any partial demolition or new design proposals for compliance with *The Secretary of the Interior's Standards*.
- A budget for meetings or participation in public hearings has been included.

The same ARG team that prepared the HSR will lead this effort, including myself as project manager and project architect. ARG has also added KPJ Consulting as cost estimator to complete our team. KPJ Consulting is a cost consulting firm based in Southern California, and we frequently work together on

similar, small historic preservation projects throughout California. The estimates will be broken down as much as possible to allow you to consider smaller projects or phasing options.

Our proposed fees are detailed on the following page, and total \$16,240. We anticipate being able to kick this project off as early as mid-December, with deliverables ready in late January, if a contract can be executed quickly. ARG would be thrilled to continue working with you on this important project and I would be happy to discuss any revisions or additions to this proposed scope of work.

Sincerely,



Lacey Bubnash, AIA
Senior Associate



Architectural
Resources Group

Halsey House Feasibility Study

Los Altos, California

Client: City of Los Altos

December 4, 2020

ARG Project No. 190326

Proposed Scope and Fee	Principal	Project Manager/Architect	Historian	Totals
Update code study and develop scopes of work		20		
Coordination with estimator		8		
Develop timelines and maintenance tasks		8		
Compile report	2	8		
Budget for meetings or public hearings	2	4	4	
Planning consultation budget - mitigation and SOIS analysis	4	4	24	
Total Hours (Task 1)	8	32	28	
Rate/Hr.	\$230	\$155	\$155	
Subtotal Labor (Task 1)	\$1,840	\$4,960	\$4,340	\$11,140
Total, Labor	\$11,140			
Reimbursables* (estimated)	\$100			
Cost Estimator	\$5,000			
TOTAL	\$16,240			

Notes

Any meetings not covered by the proposed scope will be billed hourly at the rates above.

Reimbursable expenses shall be billed based on the attached rate sheet.

Billing will occur monthly based on percentage of work completed.

*Reimbursables may include, but are not limited to: communication, delivery, postage, copying, reproduction, travel, and research fees.



Architectural
Resources Group

STANDARD BILLING RATES

1. Direct personnel expense shall be billed at the following rates, including time for meetings, public meetings, and presentations:

Principal	\$220 to \$250/hour
Project Manager	\$150 to \$180/hour
Senior Architect	\$170 to \$200/hour
Senior Designer, Senior Historian/ Planner, or Senior Conservator	\$150 to \$170/hour
Architect	\$150 to \$170/hour
Designer, Historian/ Planner, or Conservator	\$130 to \$150/hour
Junior Architect, Junior Designer, Junior Historian/ Planner, or Junior Conservator	\$120 to \$130/hour
Intern	\$75 to \$100/hour
Administrative Staff	\$85/hour

2. Reimbursable Expenses shall be billed at cost plus 15% and shall include the following:
 - a. Reproduction costs such as printing or duplication of drawings, specifications, written reports, and cost estimates, etc.
 - b. Lodging, subsistence, and out-of-pocket expenses for authorized travel in connection with work.
 - c. Travel: (including local) IRS allowable rate plus tolls and parking, or cost of air travel.
 - d. Teleconference charges and database access charges.
 - e. Cost of models, special renderings, photography, special process printing, special printed reports or publications and maps.
 - f. Postage and delivery charges.
 - g. Professional consultants retained with client approval.
 - h. Specialized equipment rental (required by the project) and equipment fees.
3. Rates shall increase 5% each year until the project is completed.
4. Rates effective January 1, 2020 thru December 31, 2020.

From: Jim Wing [REDACTED]
Sent: Wednesday, March 17, 2021 11:25 AM
To: Brad Kilger <bkilger@losaltosca.gov>; Jim Sandoval <jsandoval@losaltosca.gov>; Dave Brees <DBrees@losaltosca.gov>
Subject: [External Sender]Halsey House Direction

Los Altos Mayor and Distinguished Council Members

Council 3-23-21 Meeting Agenda Item 9, Halsey House Direction

Halsey Redwood Trees have more historical significance than Halsey House

Invest in saving Redwood Trees from dying instead of Halsey House

I support PARC Commissioner Dailey recommendation to remove Halsey House from Historic Resource Inventory and starting CEQA process for full demolition.

Over programming will damage Los Altos “gem” of Nature Preserve

My recommendations are based on following considerations:

- **Saving Redwoods is high priority investment;** All Coastal Redwoods in Redwood Grove are in various stages of dying. Thirty-three have been lost or drastically cutback in the past 10 years. Root cause of problem is Coastal Redwoods above 50/60 feet tall must get 50% of daily water [50 gallons] from high humidity morning fog that Los Altos does not have. Todd Dawson, UC Berkeley and Steve Sillett, Humboldt State have researched this problem and published mitigation options. The wrong species of Redwood tree was planted in Redwood Grove, but with investment in forestry restoration many of 128 left, may be saved.
- **Programming damages our “gem” of Nature Preserve.** Parks Master plan classifies Redwood Grove as a Nature Preserve with the understanding that it is very fragile and heavy programming will do damage. Every year after summer youth camps, I see damage to creekbanks that cause erosion, native grass and plants beaten into ground, damage to animal nests, and broken tree limbs. Programming several years ago allowed children to damage Adobe Creek bank next to north Sycamore Tree and erosion from annual flooding has now formed diversion channel that bypasses car bridge. Any expansion of programming must always consider what damage will be caused.
- **Flooding** – I saw standing water in Halsey House gathering room during 1976 heavy rain storms. Flood water covered both lower and upper west side porches and was above gathering room glass door bottom frame. Adobe Creek is at high risk of increased future extreme flooding due to chance of fire in its watershed that extends almost up to highway 35 [Skyline Drive]. August 2020 CZU fire came within 0.4 mile

of Adobe Creek watershed. Our floods have been limited for past 100 years because watershed has thick layer of “duff” [dried grass] that soaks up rain water and then does a very slow downhill release. Watershed fire will destroy “duff” and during rain storms we will experience extreme “flash floods” in Redwood Grove.

Thank you for your consideration! Jim Wing, Milverton Road, Los Altos

From: [Donna Legge](#)
To: [Public Comment](#)
Subject: FW: Halsey House in Redwood Grove
Date: Sunday, February 28, 2021 9:28:50 PM

Andrea, for the Halsey House item on March 23, 2021.

Sincerely, Donna

From: John Love [REDACTED]
Sent: Saturday, February 27, 2021 9:00 AM
To: newsroom@latc.com
Cc: Recreation (FAX) <recreation@losaltosca.gov>; Holly Love [REDACTED]
Subject: Halsey House in Redwood Grove

We're writing in response to your article about the Halsey House in Redwood Grove. To us, the discussion is not about the house in and of itself, but about what programs do we want to have at Redwood Grove. And if those programs require a structure of some type, and as per your article, it's less expensive to renovate the Halsey House than to tear it down and build something new, then renovate it.

All three of our children were fortunate enough to participate in many educational programs led by Keith Gutierrez and they loved it! (Here's a photo of our eldest with Keith learning about the Ohlone Indians in Halsey House.) Those were wonderful programs and we strongly encourage getting those going again as part of our Parks and Rec curriculum. Once that commitment has been made, then the decision about the house is much easier, driven by the needs of the educational programs, such as a place for restrooms, a kitchen, a place for in-door classes and activities, or simply for a rainy day.

We know that children benefit greatly from spending time in nature and our community is fortunate to have such a beautiful and unique setting for that right here in Los Altos! We encourage Parks and Rec to focus their time and effort on creating enriching programs for learning about and enjoying nature, our environment and local history, and that lovely grove of redwoods, and let the decision about the Halsey House follow suit.

Best regards,
John & Holly Love



From: [Donna Legge](#)
To: [Public Comment](#)
Subject: FW: Redwood Grove and Halsey House suggestions
Date: Tuesday, February 16, 2021 1:39:00 PM

Andrea, for March 23 Halsey House item. Thanks, Donna

From: Peter Moran [REDACTED]
Sent: Tuesday, February 16, 2021 10:06 AM
To: City Council <council@losaltosca.gov>; Donna Legge <dlegge@losaltosca.gov>; Casey Richardson <crichardson@losaltosca.gov>
Subject: Redwood Grove and Halsey House suggestions

Dear Parks and Recreation Commission and City Council members,

Please utilize Garden House in Shoup Park for Redwood Grove Recreation Programs and tear down Halsey House

There has been a lot of discussion over the years about restoring the Halsey House in Redwood Grove. Recent posts from local groups advocate for having recreation programs in Redwood Grove and to do those programs a restored Halsey House is necessary to support them.

Having programs in Redwood Grove and the Halsey House are independent decisions.

By utilizing the Garden house in the connected Shoup Park, the City could have Recreation department programs at Redwood Grove and/or rent out the space to other groups, just like rooms will be rented in the Community Center and park spaces are rented. *In this way, Redwood Grove could be a revenue generator,* in addition to a wonderful local asset. I fully support using Redwood Grove as a venue for City-run and/or for third-party programs.

Regarding the Halsey House, I believe it is not economical, feasible, or reasonable to restore it and it should be demolished.

As you know, the City has spent thousands on studies of the Halsey House, which all say it would cost several million to re-do it. With current ADA requirements, parking, a bridge/road down to the parking, environmental requirements, etc., it would be extremely expensive and it would need to effectively become a new structure.

The studies of Halsey House have been mixed on its historic significance. It is not a historic resource or landmark. It does not have the historic significance to warrant spending a significant amount of City money on restoring it.

I suspect that if the City got serious about re-doing the Halsey House the neighbors owning properties adjoining Redwood Grove would complain about the noise and crime potential of having that facility there. It does not have a good drop-off spot so parents need to park on University to walk their children down into the Grove OR they need to drop their kids off and hope they get safely

down to the program.

However, I believe Redwood Grove does need an appropriate structure for outdoor programs which would enable them to happen year round. Instead of the Halsey House, the City would spend **far** less money and have a more flexible and cheaper-to-maintain structure if **instead, we renovated** the ground floor of the Garden House to be a year-round space that supported programs operating in Redwood Grove or Shoup Park. This has the advantages of serving both parks and having parking drop-off which is not feasible in Redwood Grove. Obviously the building already exists and thus creation of a program/nature center could be done incrementally without a lot of cost. **This facility will not be well utilized once the new Community Center comes on line.**

Thank you,

--

- Pete Moran

From: [Donna Legge](#)
To: [Public Comment](#)
Subject: FW: Halsey House
Date: Tuesday, February 9, 2021 2:25:09 PM

Andrea, please see correspondence for Halsey House item at City Council meeting on March 23, 2021

Thanks, Donna

From: Pat Marriot [REDACTED]
Sent: Tuesday, February 9, 2021 12:55 PM
To: Los Altos Parks & Recreation Commission <PARCommission@losaltosca.gov>
Cc: City Council <council@losaltosca.gov>
Subject: Halsey House

Dear Commissioners:

Thank you for the extensive reports on Halsey House.

I urge you to tear the house down and plant more redwood trees. Redwood Grove is a treasure. Halsey House is not.

I know many residents remember happy times at the old house. But now is not the time to make decisions based on memories and emotion.

We have to borrow \$10M to finish our new community center. We have to build an Emergency Ops Center. Our police department is a 55-year-old disaster and we have no funds to fix it.

Commissioners and Council have a fiduciary responsibility to residents, so please vote to demolish Halsey House in the most economical way possible.

Thank you,

Pat Marriott

From: [Donna Legge](#)
To: [Public Comment](#)
Subject: FW: Redwood Grove and Halsey House suggestions
Date: Monday, February 8, 2021 10:48:19 PM

For City Council Meeting on March 23 – Halsey House

From: Joe Eyre [REDACTED]
Sent: Monday, February 8, 2021 8:49 PM
To: City Council <council@losaltosca.gov>; Donna Legge <dlegge@losaltosca.gov>; Casey Richardson <crichardson@losaltosca.gov>
Subject: Redwood Grove and Halsey House suggestions

Dear Parks and Recreation Commission and City Council members,

There has been a lot of discussion over the years about restoring the Halsey House in Redwood Grove. Recent posts from local groups advocate for having recreation programs in Redwood Grove and to do those programs a restored Halsey House is necessary to support them.

Having programs in Redwood Grove and the Halsey House are independent decisions.

The City could have Recreation department programs at Redwood Grove and/or rent out the space to other groups, just like rooms will be rented in the Community Center and park spaces are rented, such as Patriot's Corner. *In this way, Redwood Grove could be a revenue generator*, in addition to a wonderful local asset. I fully support using Redwood Grove as a venue for City-run and/or for third-party programs.

Regarding the Halsey House, I believe it is not economical, feasible, or reasonable to restore it and it should be demolished.

As you know, the City has spent thousands on studies of the Halsey House, which all say it would cost several million to re-do it. With current ADA requirements, parking, a bridge/road down to the parking, environmental requirements, etc., it would be extremely expensive and it would need to effectively become a new structure.

The studies of Halsey House have been mixed on its historic significance. It is not a historic resource or landmark. It does not have the historic significance to warrant spending a significant amount of City money on restoring it.

I suspect that if the City got serious about re-doing the Halsey House the neighbors owning properties adjoining Redwood Grove would complain about the noise and crime potential of having that facility there. It does not have a good drop-off spot so parents need to park on University to walk their children down into the Grove OR they need to drop their kids off and hope they get safely down to the program.

However, I believe Redwood Grove does need an appropriate structure for outdoor programs which would enable them to happen year round. Instead of the Halsey House, the City would spend less money and have a more flexible and cheaper-to-maintain structure if one of the following options were pursued:

1. Renovate the ground floor of the Garden House to be a year-round space that supported programs operating in Redwood Grove or Shoup Park. This has the advantages of serving both parks and having parking drop-off which is not feasible in Redwood Grove. Obviously the building already exists and thus creation of a program/nature center could be done incrementally without a lot of cost.
2. Create a shelter in Redwood Grove similar to the one at Arastradero preserve. This shelter enables all types of programs year round, has large doors that can be opened in the warm weather or closed in rainy/cool weather. A couple of restrooms are nearby. Attached are three photos of the Arastradero shelter + one of the restrooms. Something like this would work very well in Redwood Grove.

Either one of the above options would be more flexible, more economical to build and maintain than a renovated Halsey House.

Thank you,

Joe

[REDACTED]

|







LIFE
Bison
The bison is a large mammal that once roamed the western United States. It is a keystone species, meaning it has a large effect on its environment. Bison are important for the ecosystem because they graze on grasses, which helps maintain the health of the grasslands. They also provide food and shelter for other animals.

THE PRESERVE HAS THREE MAJOR PLANT COMMUNITIES

Green and Golden Grasslands
The Green and Golden Grasslands are the most diverse and productive of the three major plant communities. They are characterized by a mix of grasses and forbs, and they support a wide variety of wildlife. The grasslands are important for the bison, which graze on the vegetation. They are also important for the birds and small mammals that live in the area.

Sustaining Oak Woodlands
The Sustaining Oak Woodlands are a mix of oak trees and grasses. They are important for the bison, which graze on the grasses. They are also important for the birds and small mammals that live in the area.

Cool Season Grasslands
The Cool Season Grasslands are a mix of grasses and forbs. They are important for the bison, which graze on the vegetation. They are also important for the birds and small mammals that live in the area.

MANY PEOPLE HAVE USED THIS LAND

Early Settlers
The preserve was first settled by early settlers in the 1800s. They used the land for agriculture and ranching. The preserve was later designated as a national monument in 1908.

The Gold Rush
The Gold Rush brought thousands of people to the preserve in the 1850s. They searched for gold in the area, but most did not find it. The Gold Rush had a significant impact on the preserve's history and culture.

The Modern Era
The preserve was established as a national monument in 1908. It was later designated as a national preserve in 1936. The preserve is now managed by the National Park Service and is open to the public.

Map of the Preserve

Map of the Preserve

Map of the Preserve



From: [Andrea Chelemengos](#)
To: [Public Comment](#)
Subject: FW: march 23 city council comments re agenda item 9 halsey house
Date: Thursday, March 18, 2021 2:40:54 PM

From: Jon Baer [REDACTED]
Sent: Thursday, March 18, 2021 1:52 PM
To: Anita Enander <aenander@losaltosca.gov>; Neysa Fligor <nfligor@losaltosca.gov>; Jonathan Weinberg <jweinberg@losaltosca.gov>; Lynette Lee Eng <lleeeng@losaltosca.gov>; Sally Meadows <smeadows@losaltosca.gov>
Cc: Brad Kilger <bkilger@losaltosca.gov>
Subject: march 23 city council comments re agenda item 9 halsey house

Council-I am delighted that you will be discussing next steps with regard to Halsey House. I would like to offer the following comments:

1. The staff report does not provide clarity on the differences between renovation and adaptive reuse, nor does it fully explain how the Secretary of Interior standards get applied. Based upon prior conversations with several of you, there are some misconceptions about what those entail. Unfortunately the subcommittee report by Pete Dailey only serves to reinforce those misunderstanding since there are numerous glaring errors which I previously outlined in a report that was forwarded to each of you. Restoration would involve bringing the house back to the way it was circa 1921. There has been no discussion by those interested in preserving Halsey House about restoration, so I would encourage that word be stricken from any future discussions.

In fact adaptive reuse gives the city the flexibility to change the interior in whatever ways that are necessary to meet programmatic needs. While the exterior does need to meet SOI standards (which are not onerous), the interior can be changed and selective changes to the exterior can be made as well. Adaptive reuse could include all or part of the building, with other alternatives for the unused portions (such as mothballing or simply not building out in the short term).

Given the overall lack of knowledge and exposure to adaptive reuse of historic structures, it would serve the Council and community to have a presentation by a qualified professional on what is involved in adaptive reuse and a walk thru of some successful examples that could model possible alternatives for Halsey House.

2. The staff reports discusses the process for demolition, but gives the impression that doing so is a straightforward process. It is not and more importantly even if the Council were to vote to demo the building it would be subject to challenge. While I have no way to handicap if any individuals or organization might bring such a challenge, based upon my extensive experience with Griffin House on the Foothill College campus I would not bet on the City prevailing if someone were to bring suit. The facts do not bode well for the City; economic

infeasibility is a very hard to justify in the best of situations. But rather than take my word, I would encourage the Council to have someone with the appropriate expertise to explain how the delisting process works, what is involved in a CEQA evaluation, what kind of circumstances would withstand a court challenge of the CEQA report, the cost/time for such as process, and the financial risks associated with going down that path..

3. There continues to be a major disconnect as to what facilities are required in order to bring back the same level and quality of programming that was in place at Redwood Grove prior to the closure of Halsey House. Just as a reminder that program served over 2500 Los Altos children and included over 900 who annually participated in summer camps at RG/HH.

While I do respect staff's professional expertise as described on page 6 of the report, in fact all of the staff who were directly involved in the prior programming at Redwood Grove/Halsey House are no longer with the city. The assertion that "the delivery of the desired programming is not dependent upon the availability of Halsey House, most can be provided outdoors or in adjoining structures". This is simply not correct and is not consistent of what took place previously. It is predicated, in part, on the impractical proposal to use the Community Center or Garden House for the indoor portion of the programs. This "solution" has been made by people who don't understand the logistics of programming and the value of an appropriate venue to co-exist with the outdoor activities. And it is inconsistent with the PARC prior recommendations made in 2010-2014 that included those who in fact did have that experience. In conversations with Keith Gutierrez, who ran the programming at RG/HH, he did confirm that the original PARC facilities recommendations are valid (2 classrooms, storage, office space, bathrooms etc) and the alternatives proposed by the current staff are not suitable for running robust programs similar to those run for 20 years while Halsey House was in use.

There also appears to be an institutional bias by City staff against efforts to adaptively reuse Halsey House. The staff response to facilities needs at Redwood Grove continues to oscillate- as mentioned above, staff is claiming no need for facilities. On the other hand Donna Legge's input in early 2021 to an independent effort by Jeff LaBoskey, funded by an anonymous donor to evaluate options at Redwood Grove, was the need for approximately 1000 square feet of indoor space. At a PARC meeting in September 2020 Legge stated that the Recreation Department could fill whatever space was made available. Another data point is that it took almost two years from the date of council approval of funding, for those funds to be spent on urgent, time sensitive repairs at Halsey House. Those included securing tarps on the roof, diverting hillside runoff water and securing the site from rodents and vandalism. We know from other directives that the former city manager gave staff (not to solicit input from community members on the EOC, etc), the best interests of the community have not always being front and center.

4. While there is some discussion on the cost of adaptive reuse (which one could peg at something north or south of the 2016 estimate of \$3.2M), in fact that sum is actually less than the contingency budget put in place for the Community Center project. Further, it is a small fraction of the 10 year projected revenues that the city will collect as part of the park-

in-lieu fees charged for commercial development, some of which can be used for Halsey House. I am disappointed that a sources and uses of PIL funds over the next decade has not been prepared and updated on a regular basis.

5. The staff report brings up the “concern” that bringing Halsey House back could risk overuse of Redwood Grove. The implication of this statement is that we should not properly maintain our parks since if we do people will want to visit. Adaptive reuse of Halsey House will not bring more people to Redwood Grove than it did during period that HH was operational. And if there is too much attendance, that can be managed. Others have suggested that parking is a problem if Halsey House is reopened. This is not a valid argument and given that there is now a path between Shoup Park and Redwood Grove, the issues around parking have been addressed. There is however the need to upgrade that path so it is ADA compliant, but that requirements exists regardless of the plans for Halsey House.
6. Best I can determine, the greatest argument against adaptive reuse of Halsey House is the cost of doing so. The city has claimed for several decades that it lacks funds, yet during that same period of time has undertaken numerous multimillion dollar capital improvement projects and allocated almost no money to maintaining Halsey House, much less undertaking the necessary steps to ensure its longevity. There are numerous other owners of landmark buildings in Los Altos who are held to a higher standard than the City has done for its landmark structure. Is the city council therefore saying that those of us who own landmark buildings no longer have an obligation to maintain our structures and be subject to penalties for such failures?

Further, the City does have money, from park-in-lieu fees and other sources which I would be happy to discuss with council members once there is a commitment to proceed with adaptive reuse. My reluctance to discuss this ahead of time is that it would be tempting to raid those funds for other purposes while continuing to claim there is no money to fix up Halsey House.

I would hope that all Council members will focus on getting good information, validated facts and appreciate the communities desire to bring back the extraordinary programming (and supporting facilities) at Redwood Grove. Halsey House was an integral part of the programs that enriched the lives of approximately 18,000 children who attended summer programs at Redwood Grove/Halsey House and tens of thousands who participated in other programming at the preserve during the 20 years that Halsey House was an integral part of that experience.



DISCUSSION ITEM
AGENDA ITEM #10

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Los Altos Theater Working Group

No packet materials

From: [REDACTED]
To: [Andrea Chelemengos](#)
Subject: Regular City Council meeting Item #10 for March 23rd
Date: Monday, March 15, 2021 5:38:15 PM

Hi Andrea

I looked at the agenda for March 23rd on item 10 and my correspondence is not there. I have sent it several times. This is the discussion on the Theater. I am sending it again

What's up ?

Roberta Phillips <

Mar 6, 2021, 9:22 PM (3 days ago)



to City



Dear Council Members

I do not understand why this item is on the agenda for this Tuesday's Council meeting. It is Item # 11

I listened to the Retreat Council Meetings where you set priorities and the priority for Downtown is economic recovery.

I don't understand why this is necessary or time would be spent by the City Council if no staff report or staff work is going to be done.

What are you trying to accomplish? If people are interested in getting together to work on a theater downtown, they do not need the blessing of the City Council in advance. If it is not a Brown Act Committee, no public input is required, nor do public meetings need to be held.

"Brown Act, located at **California** Government Code 54950 et seq., is an **act** of the **California** State Legislature, authored by Assemblymember Ralph M. **Brown** and passed in 1953, that guarantees the public's right to attend and participate in meetings of local legislative bodies."

Please do not deny us of our right to attend or participate in decisions that affect our Downtown.

I would not like to see a Theater Working group working in a non-public forum or manner. The Brown Act protects transparency.

Sincerely

Roberta Phillips

[REDACTED]

From: [Brad Kilger](#)
To: [Andrea Chelemengos](#)
Subject: FW: Item #11
Date: Thursday, March 4, 2021 9:42:33 AM

FYI

From: Megan Satterlee [REDACTED]
Sent: Wednesday, March 3, 2021 2:16 PM
To: City Council <council@losaltosca.gov>
Subject: Item #11

Dear Coucil,

I am baffled by agenda item 11. As there is no additional report, all we have is what is on the agenda:

Los Altos Theater Working Group. Support the formation of a working group to develop a proposal for a Los Altos Theater, which will include conceptual plans, capital costs and potential revenue sources or commitments, operating models, critical success factors for theatre operations, potential partners, and possible site location(s). The working group will not be a Brown Act body, and City Council Members and City staff will not be members of the working group or be responsible for leading, managing, or scheduling meetings for the working group. If the proposal includes the use of City-owned land and/or resources, the working group will present the proposal or a progress update to the City Council no later than October 31, 2021. (Council Initiated - Mayor Fligor)

Why is this before Council at all?

What is it even asking for? What support would Council provide for a non Brown Act body with no City staff or Councilmember members?

Let any group of people who want to come together, join together to discuss whatever topic they want. They don't need Council's blessing, and I certainly don't want to see this become a trend. What group is next...New Library Working Group? Save Halsey House Working Group? Create a Lacrosse League Working Group?

Please don't waste time even discussing the matter. If the item can't be removed, then just expeditiously affirm forming a group doesn't require Council's permission.

Sincerely,

Megan Satterlee



DISCUSSION ITEM

Agenda Item # 11

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Housing Element Annual Status Report

Prepared by: Guido F. Persicone, Planning Services Manager

Reviewed by: Jon Biggs, Community Development Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Housing Element Annual Progress Report Resolution
2. Annual Housing Element Progress Report (2020)

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

None anticipated

Environmental Review:

This is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3) because there is no possibility that receiving an update on the Housing Element's Programs status will have a significant effect on the environment. As a separate and independent basis, this report is also exempt under CEQA Guidelines Section 15378(b)

Policy Question(s) for Council Consideration:

- None as this agenda item provides the public with an opportunity to comment on the status of the Housing Element's Programs and the City Council is being asked to receive the report.

Summary:

- Provides a Status Update on the Adopted Programs of the Housing Element
- Gives the Public an opportunity to provide oral testimony and written comment.

Staff Recommendation:

Provide the public with an opportunity to provide oral testimony or written comment and receive status report.

Reviewed By:

City Manager

City Attorney

Finance Director



Subject: Housing Element Annual Progress Report

Purpose

Provides the Public with an opportunity to give oral testimony and written comment and the City Council with an update on the status of the Housing Element's Programs.

Background

Pursuant to Government Code Section 65400, each city and county is required to prepare a Housing Element Annual Progress Report (APR) on the status of implementation of the jurisdiction's housing element. The APR must be prepared using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The APR is meant to serve as a tool for implementing a jurisdiction's Housing Element. Los Altos's 2015-2023 Housing Element was adopted by City Council in March 2015 and certified by HCD the following October. The housing element is to be updated on an eight-year cycle as provided for by the regional planning oversight of the Association of Bay Area Government's compliance with SB 375 the Sustainable Communities and Climate Protection Act. Without this structure, housing elements must be updated on five-year cycles. State Legislations as part of the 2017 Housing Package (AB 879 and SB 35) added new reporting requirements which took effect with last year's 2018 APR.

Discussion

The Los Altos's 2020 APR is attached. To ensure accountability with respect to housing production, each site is identified by assessor's parcel number, and all milestones occurring in 2020 are indicated by date including submittal for planning entitlements, approval of planning entitlements, issuance of building permits, and issuance of certificates of occupancy/final inspections. The report also tracks affordability and if units are deed restricted to specified affordability levels. The report acknowledges if sites are considered to be infill or not and also tracks applications seeking new streamlining requirements. Progress on Housing Element program implementation is summarized toward the end of the APR (Table D). Housing element programs are listed with a brief explanation regarding progress made in the reporting year. Note that many programs continue to be addressed on an on-going basis, while other are complete.

Options

- 1) Give the public an opportunity to provide oral testimony and written comment; receive status report.

Advantages: Provides the public and the City Council with an update on the adopted programs of the Housing Element.

Disadvantages: None

- 2) No other feasible options were identified.

Advantages: Not applicable.



Subject: Housing Element Annual Progress Report

Disadvantages: Not applicable.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ACCEPTING THE HOUSING ELEMENT ANNUAL PROGRESS REPORT
FOR CALENDAR YEAR 2020 AUTHORIZING STAFF TO SUBMIT THE
REPORT TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH
AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT**

WHEREAS, California Government Code Section 65400(2) requires the planning agency to provide an annual report to the City Council, the Governor' s Office of Planning and Research and the State Department of Housing and Community Development (HCD) regarding progress toward implementation of the housing element of the general plan; and

WHEREAS, planning staff has prepared an annual progress report for the calendar year 2020, utilizing the prescribed forms and instructions provided by the State Department of Housing and Community Development; and

WHEREAS, the City Council held a duly noticed public meeting on March 23, 2021; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby receives and accepts the annual progress report on the Housing Element, attached and incorporated by reference herein, and authorizes staff to forward the report to the Governor' s Office of Planning and Research and the State Department of Housing and Community Development pursuant to Government Code Section 65400(2).

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 23rd day of March 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK



DISCUSSION ITEM
AGENDA ITEM #11

AGENDA REPORT SUMMARY

Meeting Date: March 23, 2021

Subject: Housing Element Annual Status Report

Please click on the following link for the 2020 Housing Element Progress Report

https://cityoflosaltos-my.sharepoint.com/:f/g/person/achelemengos_losaltosca_gov/ErZiOLgikN9LqK8ngYllEAkBqMymyzNTeeRIfr1kY46QQw?e=zxIz46

From: [REDACTED]
To: [Public Comment](#)
Subject: Fwd: PUBLIC COMMENT AGENDA ITEM 11 - March 23, 2021
Date: Tuesday, March 16, 2021 4:34:53 PM

Dear City Council,

I want to commend the Planning Staff for producing a timely RHNA Annual Progress Report (APR), with correct data for this year.

However, there remain errors from previous years. Since we will use past years' data for planning as we go forward with the Housing Element, it is vital that we understand exactly what our progress has been.

In Table B, Regional Housing Needs Allocation Progress, Permitted Units Issued by Affordability, we are supposed to list the net new units that have received permits in each year in each income category. In previous years, the Planning Department was under the misimpression that we could count teardown/rebuilds as net new units. In fact, replacing an old house with a new house does not create any net new housing; such newly constructed homes should not be counted. HCD did not catch the error.

Therefore, the reported number of net new units is incorrect for the years 2019 and before; it includes 205 teardowns that should not be included. Moreover, the total for 2015 appears to include 17 affordable and 150 market-rate units in the Colonnade at 4750 El Camino. The Colonnade received its permit in 2013, in the 4th RHNA Cycle, and should not be counted in the 5th RHNA Cycle .

These errors need to be corrected before the APR is submitted. Not only should we submit correct data to the state, but we also need correct data for our own planning. The report as submitted to the City Council says we have permitted 558 above-market rate units so far, which would mean we'd be producing at a rate that would just about satisfy our 6th RHNA Above Market allotment. In fact, removing the 355 units that were included in error, we have only permitted 205 above market units so far, and we'll need 843 next cycle. We're way off the pace we'll need to achieve for the 6th RHNA Cycle.

I urge you to instruct staff to correct the APR before submitting it to the state. Thank you for your attention.

--

-- Anne Paulson



March 12, 2021

Mayor Fligor and Members of the City Council
City Hall
1 North San Antonio Road
Los Altos, CA 94022

Re: March 23rd Council Agenda Item - Housing Element Update Consultant Recommendation

As we have written earlier, the League of Women Voters supports an overall state plan for development with integration of housing, land use and transportation with attention to factors such as natural resources and basic human needs. As part of this position, we support the Regional Housing Needs Allocation (RHNA) system set out by the state of California.

We once again urge the Council to create a task force/advisory committee as some other cities are doing in order to work with the consultant you hope to retain at the March 23rd Council meeting. We believe there will be a need to rezone many sites in Los Altos to prepare a compliant Housing Element and think that having a diverse community group actively involved in the process will lead to more acceptance of the final Housing Element.

(Please submit any questions about this letter to Sue Russell at susan.russell75@gmail.com)

Lisa McLain, President
Sue Russell, Co-Chair, LWV Housing Committee
League of Women Voters Los Altos-Mountain View

Cc: Brad Kilger Jon Biggs Guido Persicone



City of Los Altos

Los Altos Community Center



MONTHLY REPORT #18

FEBRUARY 2021

PREPARED BY NOVA PARTNERS, INC.

Contents

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Project Summary	4
Activities Summary	5
Project Photos	6
Project Budget Status	9
Milestone Schedule	10
Appendix A. Budget Details	11
Appendix B. Construction Schedule Details	15

Los Altos Community Center

OWNER

City of Los Altos
Donna Legge
Manuel Hernandez
Peter Maslo
James Sandoval

ARCHITECT

Noll & Tam
Architects, Inc.
Janet Tam
James Gwise
Dora Pollak
Gavin Ross
Trina Goodwin

GENERAL CONTRACTOR

Gonsalves & Stronck
Construction, Inc.
Keith Gonsalves
Ken Gendotti
Lance Zurfluh
Craig Muhlenhaupt
Kyle Walker
Melanie Rivera

CONSTRUCTION MANAGER

Nova Partners, Inc.
David Marks
Joe Capps-Jenner
Saul Flores
Sam Tooley

The Los Altos Community Center will support play, learning and community gatherings and will be configured to maximize connections to existing amenities on the Civic Center campus and downtown.

The building will contain modern amenities, be sustainably designed and provide facilities that are both adequate and useful to the community. The architecture will be inviting and showcase the unique character of the City of Los Altos, with the building located in a beautiful park-like setting.



Project Summary

The Hillview Community Center located at 97 Hillview Avenue, Los Altos was constructed in the 1940s and 1950s as an elementary school and has served as a community center since 1975. The buildings were originally constructed as wood-frame and steel structures and had undergone numerous additions, renovations, and upgrades over more than 70 years. The scope of this project is to demolish the existing 30,362 square-foot community center, re-designing the site, retaining 71 existing trees, and constructing a new one-story 24,500 square-foot community center building occupying a location at the north end of the present community center site. Pedestrian pathways and crosswalks will be provided throughout the site to connect the parking lots and existing sidewalks to the new buildings, recreational facilities, and existing buildings surrounding the site such as the History Museum and Library. The driveway connections to Hillview Avenue will be realigned, with a total of two driveway connections rather than the existing four driveway entrances. The site will function more efficiently and provide a better connection to the existing buildings within the Civic Center.

The construction phase of the project began with bidding and subsequent City Council approval of the construction contract in July 2019. The project budget approved by City Council for the entire project is \$38,335,400 which includes all soft costs, hard costs and furniture for the new building.

The construction work is being performed by Gonsalves & Stronck Construction Company, Inc. Demolition of the site began in September 2019 and the buildings were demolished in October 2019. Through February 2020, installation of interior mechanical systems, electrical systems, and drywall is continues. Windows installation is progressing throughout building. On the exterior, progress continues on the building exterior and parking lots, grading, and sitework are continuing.

In accordance with the shelter-in-place order issued by Santa Clara County, on March 31, 2020, in response to COVID-19, work on-site was suspended until the revised County order on April 29, 2020. Work resumed, with new health and safety requirements, on May 4, 2020. Following a confirmed case of COVID-19, the site was voluntarily closed for sanitization on September 11, 2020 and reopened September 15, 2020 in accordance with the contractor's protocols.

The original November 25, 2020 substantial completion date reflected in the bid will be extended. Substantial completion is currently anticipated in May, 2021. The completion date may continue to be adjusted as impacts from COVID-19 are realized. For more details on the budget and schedule, see pages 9 & 10 and Appendices A & B enclosed.

Activities Summary

February 2021 Activities:

Construction activities performed by Gonsalves & Stronck Construction include:

- Continued implementation of COVID-19 health and safety plan protocols in accordance with Santa Clara County.
- Continued installation of mechanical ductwork and plumbing.
- Installation of commercial kitchen equipment.
- Installation of millwork and finishes.
- Continued electrical and drywall installation.
- Paving at main entrance parking lot.

Upcoming Activities:

During March 2021, Gonsalves & Stronck Construction expects to perform the following activities:

- Continued COVID-19 implementation of health and safety protocols in accordance with Santa Clara County.
- Installation of finished flooring materials.
- Installation of ceiling finishes.
- Install building exterior finishes: cement board, plaster, and cedar siding.
- site sidewalks.

A detailed construction schedule is included in Appendix B. Please note, further adjustments may be required due to COVID-19 and other unforeseen circumstances.

Project Photos

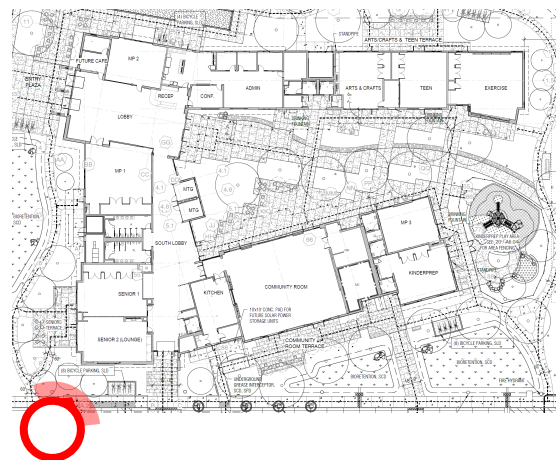
Progress photographs from February, 2021.



Exterior at Main Entrance

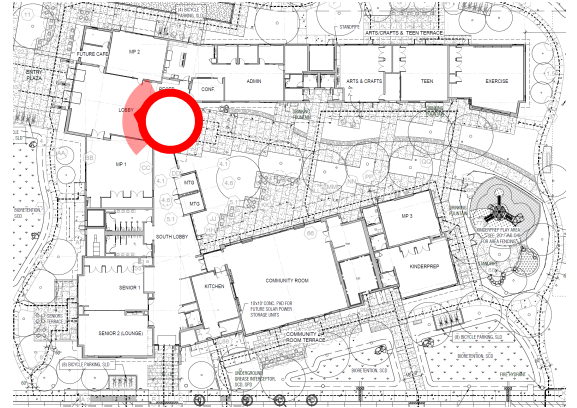


Exterior Progress at South Entrance

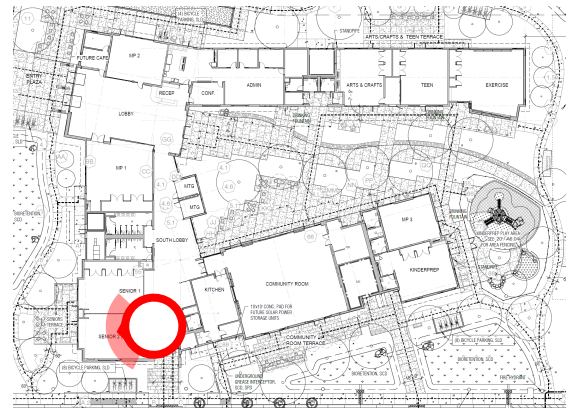


Project Photos

Progress photographs from February, 2021.



Fixtures and drywall progress at Main Lobby



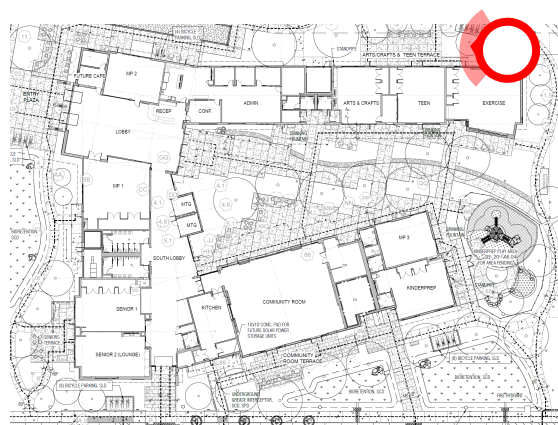
Fixtures and drywall progress at Seniors' Room

Project Photos

Progress photographs from February, 2021.



Exterior Progress at Main Courtyard



Exterior progress at Northern Site

Project Budget



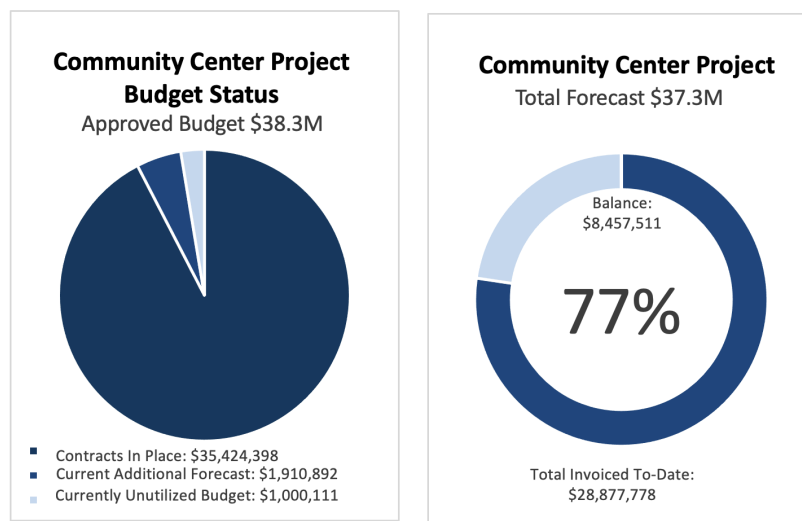
LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Project Budget Report
Feb 2021



A	B	C	D	E	F = D + E	G = C - D	H = C - F	I
Item #	Category	Approved Budget	Contracts In Place	Current Additional Forecast	Total Contract and Forecasted	Currently Uncommitted Budget	Currently Forecasted Unutilized Budget	Total Invoiced To-Date
1	Soft Cost	\$ 5,535,443	\$ 5,497,172	\$ 258,800	\$ 5,755,972	\$ 38,271	\$ (220,529)	\$ 5,003,017
2	Construction	\$ 31,035,400	\$ 29,106,523	\$ 1,201,925	\$ 30,308,448	\$ 1,928,877	\$ 726,952	\$ 23,499,513
3	FF&E + Expenses	\$ 1,764,557	\$ 820,702	\$ 450,167	\$ 1,270,869	\$ 943,855	\$ 493,688	\$ 375,248
	Total	\$ 38,335,400	\$ 35,424,398	\$ 1,910,892	\$ 37,335,289	\$ 2,911,002	\$ 1,000,111	\$ 28,877,778

Key Notes

Column D	Includes Change Orders and other Contract Amendments executed to date
Column E	Includes Pending Contract Amendments and Anticipated Costs
Column G	Current forecasted unspent reserve to cover unforeseen expenses (i.e., forecasted amount to-date under \$38.3M budget)
Soft Costs	Costs for permitting and professional consultants including architect and construction manager
Construction	Contract with General Contractor Gonsalves & Stronck
FF&E + Expenses	Furniture, fixtures, equipment, and project expenses



Total project budget of \$38,335,400 approved by Los Altos City Council on July 30, 2019.

Refer to Appendix A for budget details:

- Project Budget Metrics
- Construction Cost Details
- Contingency Transfers (approved to date)

Milestone Schedule

Item	Description	Duration	Scheduled Start	Scheduled Finish	Actual Start	Actual Finish
1	Execute Contract	0	8/3/19	8/3/19	8/3/19	8/19/19
2	Notice to Proceed	0	8/21/19	8/21/19	8/21/19	8/21/19
3	Start of Construction	0	9/3/19	9/3/19	9/3/19	9/3/19
4	Building Abatement	23	9/9/19	10/2/19	9/9/19	10/2/19
5	Building & Site Demolition	22	10/3/19	10/25/19	10/11/19	11/25/19
6	Site Preparation and Layout for Building	13	10/25/19	11/7/19	12/11/19	12/20/19
7	Excavate for Site Utilities: Storm/Bio-ret.	24	10/25/19	11/18/19	12/13/19	1/20/20
8	Excavate for Site Utilities: Sanitary	12	11/8/19	11/20/19	1/27/20	2/26/20
9	Footings/Slab: North Portion; New Bldg.	67	11/8/19	1/14/20	12/23/19	2/21/20
10	Footings/Slab: South Portion; New Bldg.	74	11/15/19	1/28/20	1/2/20	2/21/20
11	Frame Walls/Roof Structures	231	2/3/20	9/21/20	2/4/20	7/6/20
12	Roof Decking and Gables/Flat Roofs	206	2/28/20	9/21/20	2/28/20	9/11/20
13	Roofing Shingles/Flat Roof Membrane	265	5/27/20	2/16/21	5/27/20	
14	Exterior Wall Finishes	266	5/18/20	2/8/21	6/1/20	
15	Interior Finishes	389	3/9/20	4/2/21	3/9/20	
16	Library Connector Sitework	105	5/26/20	9/8/20	5/26/2020	9/8/20
17	Parking Lot Construction/Paving	315	5/26/20	4/6/21	5/26/20	
18	Exterior Sitework; Landscape/Lights	115	11/16/20	3/11/21	11/16/20	
19	Concrete Sidewalk & Trellis Systems	121	11/3/20	3/4/21	11/3/20	
20	Commissioning of Systems	77	1/19/21	4/6/21		
21	Substantial Completion	11	4/23/21	5/4/21		
22	Temporary Certificate of Occupancy	24	4/6/21	4/30/21		
23	Furniture Move-in	23	5/4/21	5/27/21		
24	Final Occupancy	13	5/27/21	6/9/21		

To date, four issues have been encountered that delayed progress:

1. PG&E delay in capping off the gas line in the street delayed progress by **7 working days**.
2. Unforeseen below-grade conditions encountered during demolition delayed progress by an additional **7 working days**.
3. Due to the COVID-19 Pandemic, the construction site was closed between **March 30, 2020** and **May 4, 2020**. Ongoing impacts to construction productivity, material and equipment fabrication, deliveries, manpower availability, and external organizations such as Cal Water, PG&E, Santa Clara County Fire Department that are required for reviews and inspections, are all being impacted. Schedules are being evaluated and adjusted in accordance with the construction contract.
4. Following a confirmed case of COVID-19, the site was voluntarily closed for sanitization on September 11, 2020 and reopened on September 15, 2020 in accordance with the contractor's protocols. This closure resulted in a delay of **2 working days**.

Dates, durations and sequence indicated for each activity are subject to a variety of factors including weather, construction timing, and phasing of the construction and may be adjusted as the project progresses. The baseline schedule assumes 20 weather delay days. Accordingly, rain days do not push-out the overall completion date. The project has encountered 8 inclement weather delay days to date. The substantial completion date is currently anticipated to be May, 2021, and the completion date may be further revised as impacts related to COVID-19 are experienced, evaluated, and addressed. A detailed construction schedule is included in Appendix B.

The original contractual completion for the project was 450 calendar days from Start of Construction date, with anticipated Completion in November, 2020. Currently, executed change orders have extended the contract duration 19 days. A contract extension to address delays due to COVID-19 is under negotiation.

Appendix A. Budget Details

- Project Budget Metrics
- Construction Cost Details
- Contingency Transfers
(approved to date)



LOS ALTOS COMMUNITY CENTER
 97 Hillview Avenue, Los Altos
 Project Budget Report
 Feb 2021



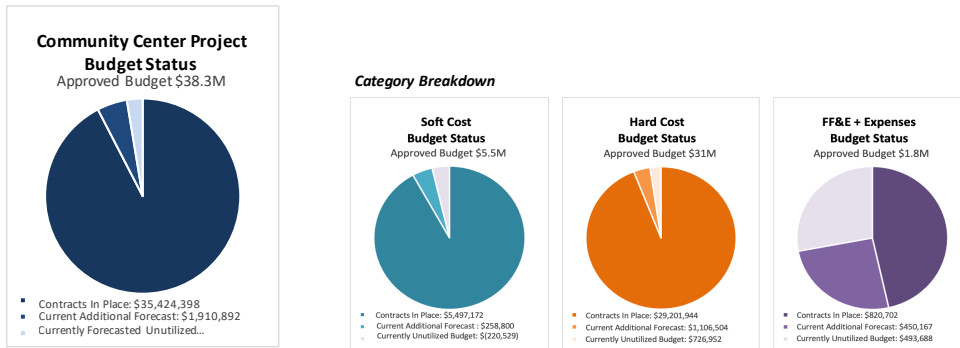
A	B	C	D	E	F = D + E	G = C - D	H = C - F	I
Item #	Category	Approved Budget	Contracts In Place	Current Additional Forecast	Total Contract and Forecasted	Currently Uncommitted Budget	Currently Forecasted Unutilized Budget	Total Invoiced To-Date
1	Soft Cost	\$ 5,535,443	\$ 5,497,172	\$ 258,800	\$ 5,755,972	\$ 38,271	\$ (220,529)	\$ 5,003,017
2	Construction	\$ 31,035,400	\$ 29,106,523	\$ 1,201,925	\$ 30,308,448	\$ 1,928,877	\$ 726,952	\$ 23,499,513
3	FF&E + Expenses	\$ 1,764,557	\$ 820,702	\$ 450,167	\$ 1,270,869	\$ 943,855	\$ 493,688	\$ 375,248
	Total	\$ 38,335,400	\$ 35,424,398	\$ 1,910,892	\$ 37,335,289	\$ 2,911,002	\$ 1,000,111	\$ 28,877,778

Key Notes

- Column D Includes Change Orders and other Contract Amendments executed to date
- Column E Includes Pending Contract Amendments and Anticipated Costs
- Column G Current forecasted unspent reserve to cover unforeseen expenses (i.e., forecasted amount to-date under \$38.3M budget)
- Soft Costs Costs for permitting and professional consultants including architect and construction manager
- Construction Contract with General Contractor Gonsalves & Stronck
- FF&E + Expenses Furniture, fixtures, equipment, and project expenses

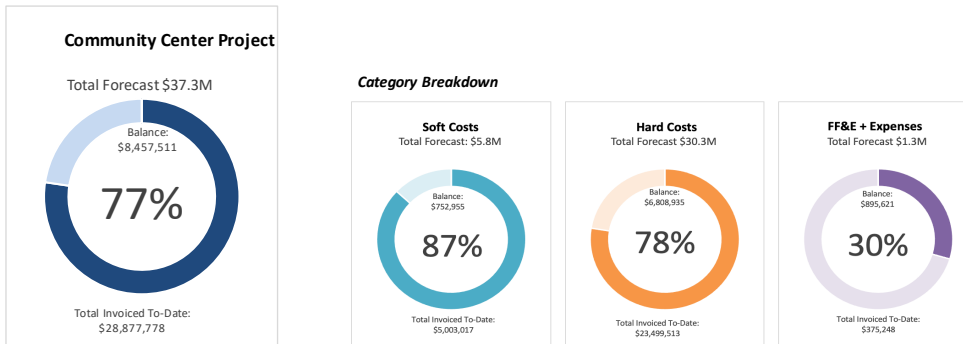
Budget Status

Approved Project Budget and Total Contracts and Forecasts To-Date



Billing Status

Total Invoices Received To-Date of Total Contract and Forecasted Amount





LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Construction Cost Breakdown
Feb 2021



	BASE CONTRACT	WORK PREVIOUSLY COMPLETED	COMPLETED THIS PERIOD	MATERIALS STORED	TOTAL COMPLETED AND STORED	% COMPLETE	BALANCE TO FINISH	RETENTION (10%)
DIVISION 1 - GENERAL CONDITIONS & FEE	\$3,341,406.00	\$3,141,238.00	\$30,137.00	\$0.00	\$3,171,375.00	95%	\$170,031.00	\$317,137.50
DIVISION 2 - DEMO	\$352,380.00	\$330,872.00	\$0.00	\$0.00	\$330,872.00	94%	\$21,508.00	\$33,087.20
DIVISION 3 - CONCRETE	\$752,945.00	\$716,168.00	\$0.00	\$0.00	\$716,168.00	95%	\$36,777.00	\$71,616.80
DIVISION 5 - METALS	\$3,783,830.00	\$3,783,830.00	\$0.00	\$0.00	\$3,783,830.00	100%	\$0.00	\$378,383.00
DIVISION 6 - WOOD AND PLASTICS	\$1,342,715.00	\$703,037.00	\$163,509.00	\$0.00	\$866,546.00	65%	\$476,169.00	\$86,654.60
DIVISION 7 - THERMAL AND MOISTURE PROTECTION	\$2,163,548.00	\$1,702,330.00	\$211,272.00	\$0.00	\$1,913,602.00	88%	\$249,946.00	\$191,360.20
DIVISION 8 - WINDOWS AND DOORS	\$1,585,619.00	\$1,188,466.00	\$184,965.00	\$0.00	\$1,373,431.00	87%	\$212,188.00	\$137,343.10
DIVISION 9 - FINISHES	\$1,726,493.00	\$350,679.00	\$171,038.00	\$11,849.00	\$533,566.00	31%	\$1,192,927.00	\$53,356.60
DIVISION 10 - SPECIALTIES	\$396,209.00	\$197,985.00	\$34,900.00	\$24,420.00	\$257,305.00	65%	\$138,904.00	\$25,730.50
DIVISION 11 - EQUIPMENT	\$164,566.00	\$43,283.00	\$0.00	\$0.00	\$43,283.00	26%	\$121,283.00	\$4,328.30
DIVISION 12 - FURNISHINGS	\$276,211.00	\$264,224.00	\$0.00	\$0.00	\$264,224.00	96%	\$11,987.00	\$26,422.40
DIVISION 21 - FIRE SUPPRESSION	\$624,726.00	\$524,770.00	\$31,236.00	\$0.00	\$556,006.00	89%	\$68,720.00	\$55,600.60
DIVISION 22 - PLUMBING	\$1,744,176.00	\$1,587,200.00	\$52,325.00	\$0.00	\$1,639,525.00	94%	\$104,651.00	\$163,952.50
DIVISION 23 - HVAC	\$4,500,000.00	\$3,285,000.00	\$360,000.00	\$0.00	\$3,645,000.00	81%	\$855,000.00	\$364,500.00
DIVISION 26 - ELECTRICAL	\$1,363,346.00	\$815,340.00	\$117,466.00	\$0.00	\$932,806.00	68%	\$430,540.00	\$93,280.60
DIVISION 31 - EARTHWORK	\$810,775.00	\$427,621.00	\$65,908.00	\$0.00	\$493,529.00	61%	\$317,246.00	\$49,352.90
DIVISION 32 - EXTERIOR IMPROVEMENTS	\$1,472,055.00	\$722,168.00	\$68,930.00	\$0.00	\$791,098.00	54%	\$680,957.00	\$79,109.80
DIVISION 33 - UTILITIES	\$1,600,000.00	\$1,207,350.00	\$84,500.00	\$0.00	\$1,291,850.00	81%	\$308,150.00	\$129,185.00
SUB-TOTAL	\$28,001,000.00	\$20,991,561.00	\$1,576,186.00	\$36,269.00	\$22,604,016.00	81%	\$5,396,984.00	\$2,260,401.60
CHANGE ORDERS	\$892,523.00	\$617,059.00	\$65,438.00	\$0.00	\$682,497.00	76%	\$210,026.00	\$68,249.70
GRAND TOTAL	\$28,893,523.00	\$21,608,620.00	\$1,641,624.00	\$36,269.00	\$23,286,513.00	81%	\$5,607,010.00	\$2,328,651.30

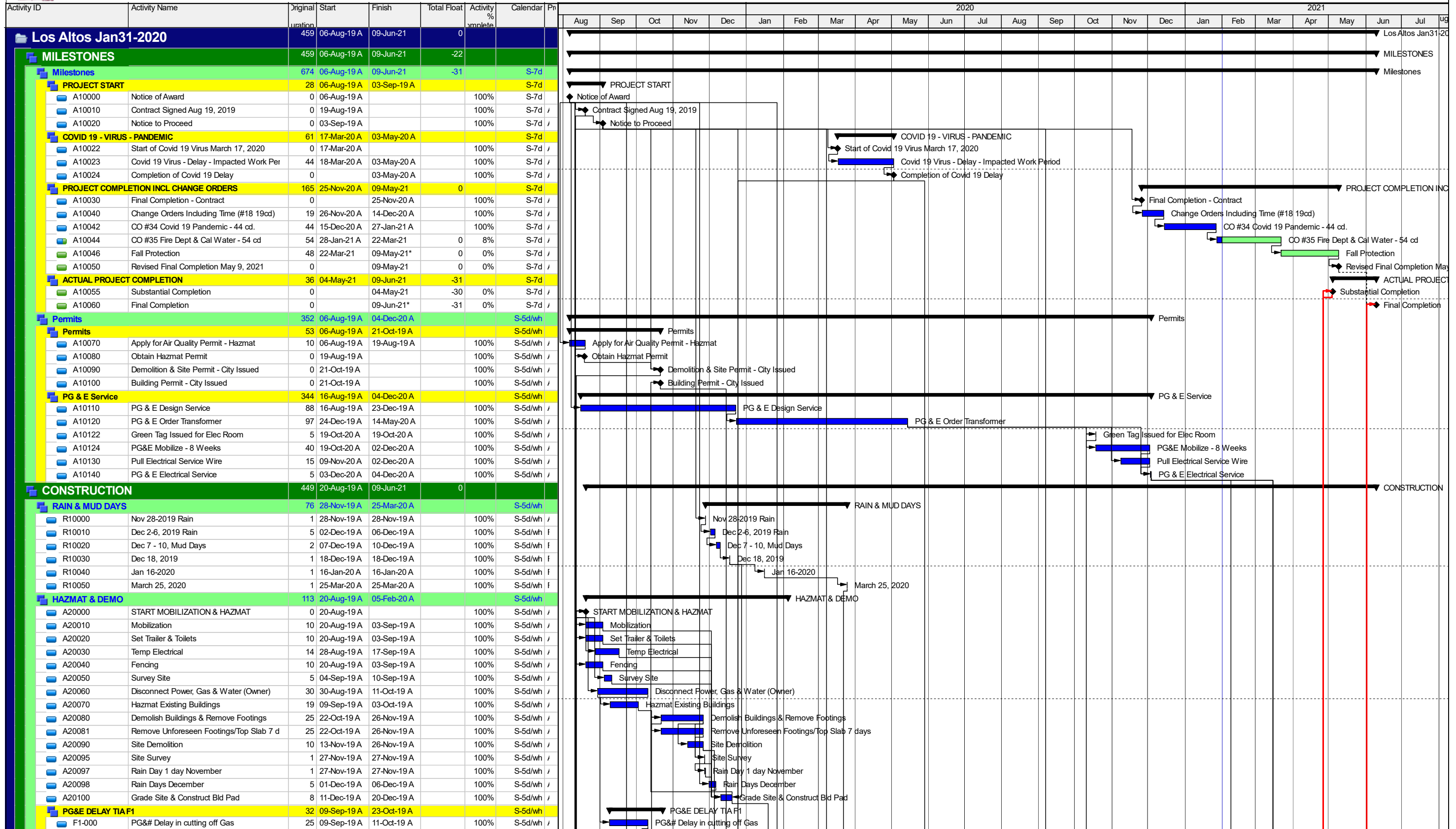


LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Budget Transfer and Contingency Log
Feb 2021



DATE	DESCRIPTION OF CHANGE	PROJECT BUDGET LINE NUMBER *	AMOUNT	TYPE OF CHANGE	INTER BUDGET TRANSFER	SOFT COST CONTINGENCY	HARD COST CONTINGENCY	FF&E CONTINGENCY	COMMENTS
*Project Budget Line Numbers are an internal NOVA tracking tool.					Inter-Budget Transfer	Soft Cost Conting.	Hard Cost Conting.	FF&E Conting.	
Beginning Contingency Balance:						\$ 498,390	\$ 2,821,400	\$ 135,800	
11/18/19	Removal of Special Inspections Testing as separate budget line item	S-510	\$ (74,876)	Soft Cost Conting.	\$ -	\$ (74,876)	\$ -	\$ -	Special Testing & Inspection added to Nova's contract
11/18/19	Special Inspection & Testing added to Nova's contract	S-350	\$ 70,218	Soft Cost Conting.	\$ -	\$ 70,218	\$ -	\$ -	Special Testing & Inspection added to Nova's contract (Amendment #1)
10/4/19	Removal of Abatement Monitoring as separate budget line item because already captured in Znapfly contract	S-570	\$ (68,000)	Soft Cost Conting.	\$ -	\$ (68,000)	\$ -	\$ -	Separate budget line item because already captured in Znapfly contract
11/13/19	Move funds from Contingency to CEQA Consultant	S-245	\$ 38,194	Soft Cost Conting.	\$ -	\$ 38,194	\$ -	\$ -	Move funds from Contingency to CEQA Consultant
10/30/19	Move funds from Contingency to G&S contract	H-200	\$ 103,713	Hard Cost Conting.	\$ -	\$ -	\$ 103,713	\$ -	COR-001 - Shoup Park renovation for relocated staff
11/30/19	Move funds from Contingency to G&S contract	H-200	\$ 9,545	Hard Cost Conting.	\$ -	\$ -	\$ 9,545	\$ -	COR-002 - Analysis of soils prior to haul-off / disposal
1/7/20	Move funds from Contingency to G&S contract	H-200	\$ 17,347	Hard Cost Conting.	\$ -	\$ -	\$ 17,347	\$ -	COR-003 - Pitzl Hangers. Improved aesthetic at exposed beam connections @ 48 locations
1/21/20	Move funds from Contingency to G&S contract	H-200	\$ 9,005	Hard Cost Conting.	\$ -	\$ -	\$ 9,005	\$ -	COR-005 - Design clarification at Café for under-slab grease waste and vent pipe
2/13/20	Move funds from Contingency to G&S contract	H-200	\$ 9,867	Hard Cost Conting.	\$ -	\$ -	\$ 9,867	\$ -	COR-006 - Added Sprinklers at Trash Enclosure
2/20/20	Move funds from Contingency to G&S contract	H-200	\$ 18,919	Hard Cost Conting.	\$ -	\$ -	\$ 18,919	\$ -	COR-004 - Bulletin 1: Design clarification structural and plumbing for PV panel maintenance
2/20/20	Move funds from Contingency to G&S contract	H-200	\$ 41,395	Hard Cost Conting.	\$ -	\$ -	\$ 41,395	\$ -	COR-008 - Overtime Schedule Acceleration Efforts Nov to Jan
2/23/20	Move funds from Contingency to G&S contract	H-200	\$ 90,492	Hard Cost Conting.	\$ -	\$ -	\$ 90,492	\$ -	COR-007 - Demo Unforeseen Conditions
3/6/20	Move funds from Contingency to G&S contract	H-200	\$ 8,788	Hard Cost Conting.	\$ -	\$ -	\$ 8,788	\$ -	COR-009 - Utility Changes
3/12/20	Move funds from Contingency to G&S contract	H-200	\$ 3,612	Hard Cost Conting.	\$ -	\$ -	\$ 3,612	\$ -	COR-010 - Rebar Changes
3/30/20	Move funds from Contingency to G&S contract	H-200	\$ 3,322	Hard Cost Conting.	\$ -	\$ -	\$ 3,322	\$ -	COR-011 - Colling Door Changes
5/26/20	Reduction of Utility Fees and balance placed back in Soft Cost Contingency. Cal Water doing less work.	S-125	\$ (101,760)	Soft Cost Conting.	\$ -	\$ (101,760)	\$ -	\$ -	Cal Water doing less work
5/27/20	Reduction of Haz Mat Survey and balance placed back in Soft Cost Contingency.	S-340	\$ (36,165)	Soft Cost Conting.	\$ -	\$ (36,165)	\$ -	\$ -	No other haz mat work expected
5/27/20	Reduction of Biologist and balance placed back in Soft Cost Contingency.	S-380	\$ (17,611)	Soft Cost Conting.	\$ -	\$ (17,611)	\$ -	\$ -	No other biologist work expected
5/27/20	Move funds from Contingency to City Utility Inspections	S-590	\$ 22,012	Soft Cost Conting.	\$ -	\$ 22,012	\$ -	\$ -	5/27: Requested by the City. Could not do in house
5/27/20	Move funds from Contingency to G&S contract	H-200	\$ 2,008	Hard Cost Conting.	\$ -	\$ -	\$ 2,008	\$ -	COR-012 - Wood Door Veneer
5/27/20	Move funds from Contingency to G&S contract	H-200	\$ 2,940	Hard Cost Conting.	\$ -	\$ -	\$ 2,940	\$ -	COR-013 - Soils
5/27/20	Move funds from Contingency to G&S contract	H-200	\$ 16,012	Hard Cost Conting.	\$ -	\$ -	\$ 16,012	\$ -	COR-014 - 2" Rat Slab
5/27/20	Move funds from Contingency to G&S contract	H-200	\$ 1,994	Hard Cost Conting.	\$ -	\$ -	\$ 1,994	\$ -	COR-015 - Floor Boxes and Recep
5/27/20	Move funds from Contingency to G&S contract	H-200	\$ 4,991	Hard Cost Conting.	\$ -	\$ -	\$ 4,991	\$ -	COR-016 - Light Pole
7/8/20	Move funds from Contingency to G&S contract	H-200	\$ (3,668)	Hard Cost Conting.	\$ -	\$ -	\$ (3,668)	\$ -	COR-017 - Remove VGA
9/25/20	Move funds from Contingency to G&S contract	H-200	\$ 76,247	Hard Cost Conting.	\$ -	\$ -	\$ 76,247	\$ -	COR-018 - Schedule Ex #1
9/25/20	Move funds from Contingency to G&S contract	H-200	\$ 10,410	Hard Cost Conting.	\$ -	\$ -	\$ 10,410	\$ -	COR-019 - Concrete Blockouts
9/29/20	Reduction of Furniture and balance placed back in FF&E Cost Contingency.	F-130	\$ (290,235)	FF&E Conting.	\$ -	\$ -	\$ -	\$ (290,235)	No other furniture work expected
10/21/20	Reduction of Plan Check Fees and balance placed back in Soft Cost Contingency.	S-105	\$ (38,104)	Soft Cost Conting.	\$ -	\$ (38,104)	\$ -	\$ -	No additional plan check fees anticipated
11/10/20	Move funds from Contingency to Construction Management	S-350	\$ 241,768	Soft Cost Conting.	\$ -	\$ 241,768	\$ -	\$ -	Per City, Amendment #2R1 is approved.
11/10/20	Move funds from Contingency to Architect	S-200	\$ 425,863	Soft Cost Conting.	\$ -	\$ 425,863	\$ -	\$ -	Per City, ASR 8 to ASR 16, Amendment #4 Approved

Appendix B. Construction Schedule Details



█ Remaining Level of Effort
 █ Actual Work
 █ Critical Remaining Work
█ Actual Level of Effort
 █ Remaining Work
 ◆ Milestone



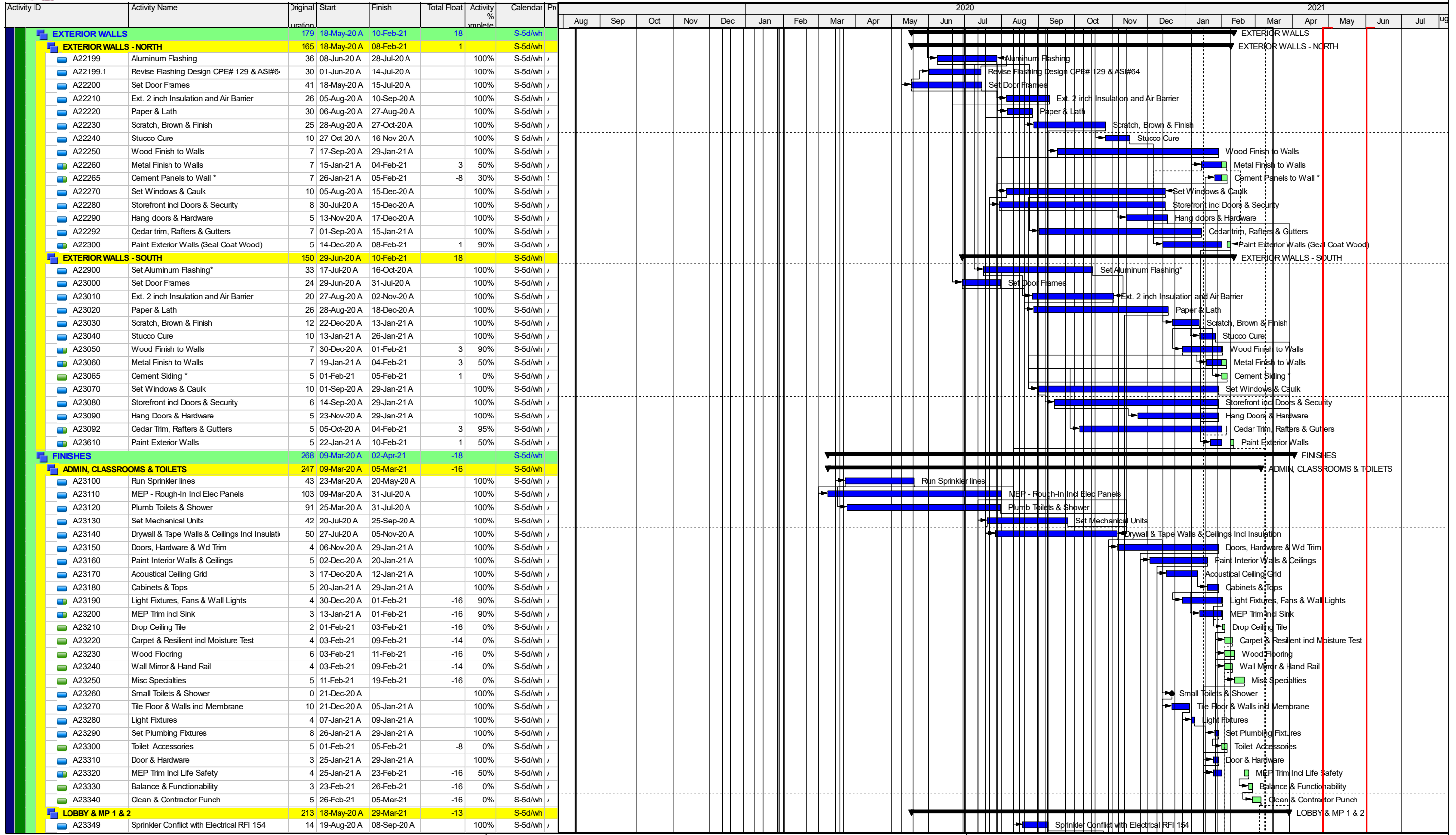
Activity ID, Activity Name, Original, Start, Finish, Total Float, Activity % complete, Calendar, Prn. Includes activity details like 'Mobilize and Obtain Air quality Permit', 'STEEL - REVIEW', 'UTILITIES - DEEP', 'CONCRETE', 'BUILDING STRUCTURE' with Gantt chart bars.

Legend: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (black diamond).



Activity ID, Activity Name, Original, Start, Finish, Total Float, Activity % complete, Calendar, Pr, 2020 (Aug-Jul), 2021 (Jan-Jul) grid with Gantt chart bars and activity labels.

Legend: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (diamond).



Legend for Gantt chart: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (diamond symbol).



Activity ID, Activity Name, Original duration, Start, Finish, Total Float, Activity % complete, Calendar, Prn, Gantt chart showing activity bars from Aug 2020 to Jul 2021. Includes sections for TOILETS, SENIOR ROOMS, and SOUTH LOBBY & KITCHEN.

Legend for Gantt chart: Remaining Level of Effort (green), Actual Work (blue), Critical Remaining Work (red), Actual Level of Effort (dark blue), Remaining Work (light green), Milestone (black diamond).



Activity ID | Activity Name | Original duration | Start | Finish | Total Float | Activity % complete | Calendar | Pr | 2020 (Aug-Jul) | 2021 (Jan-Jul) | Gantt chart showing activity progress and dependencies across months.

Legend for activity status: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (diamond symbol).



Activity ID, Activity Name, Original duration, Start, Finish, Total Float, Activity % complete, Calendar, Prn, 2020 (Aug-Jul), 2021 (Aug-Jul) columns with Gantt chart bars for each activity.

Legend: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (black diamond).



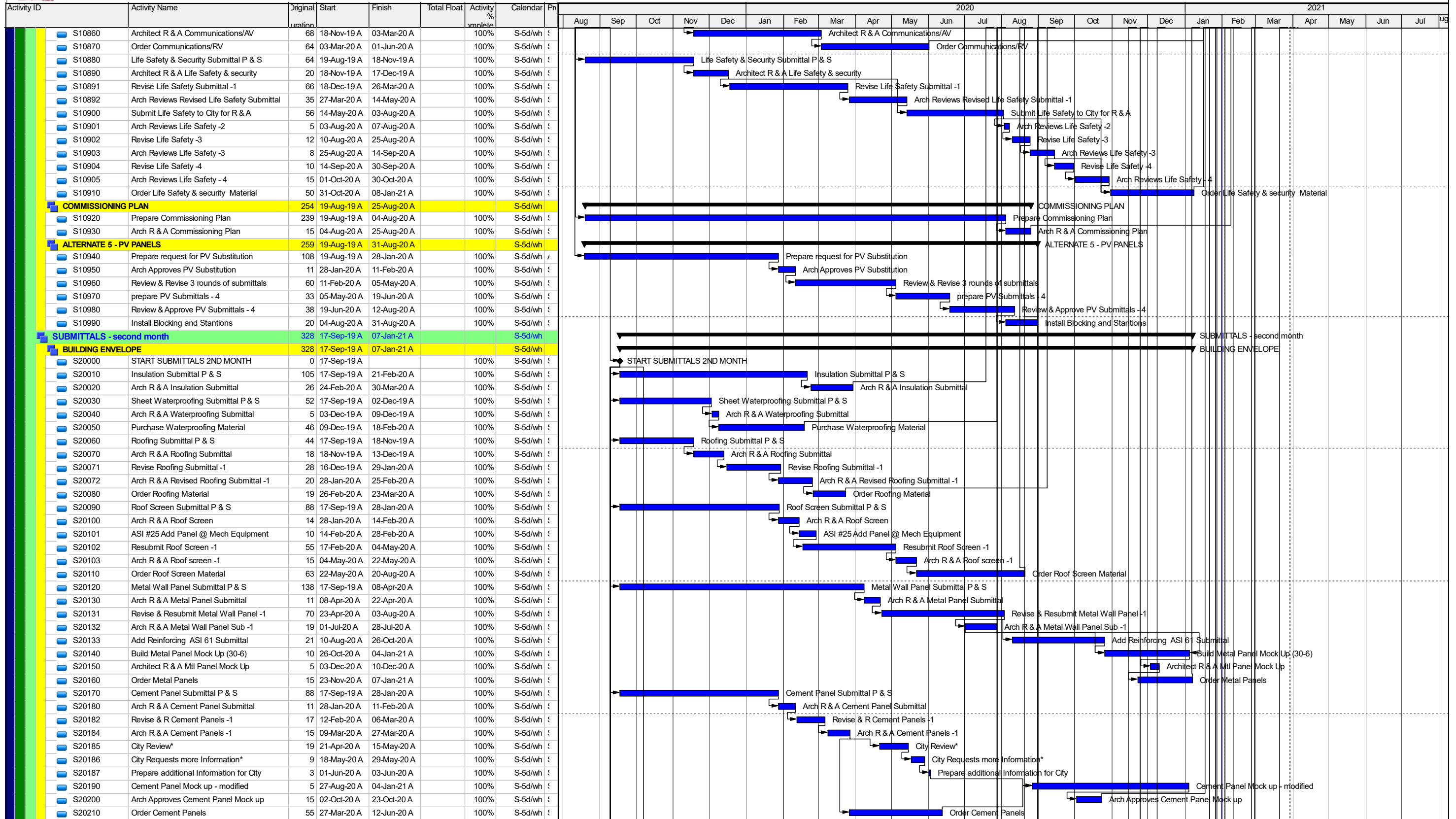
Activity ID, Activity Name, Original duration, Start, Finish, Total Float, Activity % complete, Calendar, Prn, Gantt chart grid for 2020 and 2021 with activity bars and labels.

Legend for activity bars: Remaining Level of Effort (green), Actual Work (blue), Critical Remaining Work (red), Actual Level of Effort (dark blue), Remaining Work (light green), Milestone (diamond).



Activity ID, Activity Name, Original duration, Start, Finish, Total Float, Activity % complete, Calendar, Prn, Gantt chart showing project schedule from August 2019 to August 2021. Includes sections for CARPENTRY, WINDOWS & DOORS, and FINISHES.

Legend: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (diamond)



Remaining Level of Effort Actual Work Critical Remaining Work
Actual Level of Effort Remaining Work Milestone



Activity ID, Activity Name, Original duration, Start, Finish, Total Float, Activity % complete, Calendar, Pn, 2020 (Aug-Jul), 2021 (Jan-Jul) - Gantt chart showing project schedule with bars for actual work and remaining effort.

Legend: Remaining Level of Effort (green bar), Actual Work (blue bar), Critical Remaining Work (red bar), Actual Level of Effort (dark blue bar), Remaining Work (light green bar), Milestone (diamond)



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: February 22, 2021
TO: Los Altos City Council
FROM: Andy Galea, Chief of Police
SUBJECT: POLICE TASK FORCE RECOMMENDATIONS UPDATE

City Council provided direction to City Staff regarding the Police Task Force recommendations at the November 10, 2020 City Council Meeting. The approved minutes can be found at the following link: [Minutes approved from November 24, 2020 City Council Meeting](#)

This summary encompasses City Council's direction regarding the Police Task Force recommendations and the actions taken thus far by Police Department administrative staff.

- 1.) Staff directed to implement an online complaint/commendation submission form, submitted to both the Police Department and an Independent Intake Portal.

Action Taken: Completed. The online submission form has been created. This form will be submitted to the Police Administration email (PoliceFeedback@losaltosca.gov) and to the Independent Intake Official. We are referring to the third party receiving complaints as the Independent Intake Official to be clear that this is an individual and is outside of the Police Department.

- 2.) In addition to the Police Department, submissions of hard-copy, online complaints and phone calls may be made to the Independent Intake Official. The Police Department and Independent Intake Official will, within a reasonable amount of time, share information received with the other.

Action Taken: Completed. The agreement with the Independent Intake Official has been signed. The contact information for the Independent Intake Official has been added to the department website. All complaints entered on the webform will be automatically sent to the Independent Intake Official and Police Administration. The Independent Intake Official has been added to the distribution list for PoliceFeedback@losaltosca.gov.

3.) Staff directed to:

- a. Ensure the City has a tracking data base that would track both formal and informal complaints.

Action Taken: Completed. A new tracking database has been installed and is being utilized. This database is capable of tracking both formal and informal complaints.

- b. Retain an **Independent Intake Official** to do intake for informal and formal complaints about Los Altos Police Officers. The Independent Intake Official will share all informal and formal complaints received with the Police Department within a reasonable amount of time and will also receive informal and formal complaints that are initiated at the Police Department. This independent intake official will track all informal and formal complaints according to the list recommended by the Task Force presented in the staff report.

Action Taken: Completed

- i. The City has entered into an agreement with an Independent Intake Official. The tasks of this official will align with the Council's direction noted above.
 - ii. All complaints initiated via the online submission form will be sent to both the Police Admin staff and the Independent Intake Official.
 - iii. Complaints initiated in person, by email or by phone at the PD will be entered into the internal database and shared within a reasonable period. (Two business days)
 - iv. A list of open complaints will be shared with the Independent Intake Official regularly and upon request.
- c. All formal complaints (investigation and resolution) shall not exceed one-year from the submission date or within the time frame set forth by current law.

Action Taken: Completed. The tracking data base is capable of tracking milestones and due dates. These dates will be monitored by both Police Administration and Independent Intake Official.

- d. The Independent Intake Official will receive copies of all reports from the Police Department of the results of their investigation and produce an annual report of informal and formal complaints to the City Council and the information deemed appropriate for public disclosure be made available online including demographic information.

Action Taken: Completed. This process was outlined in the agreement with the Independent Intake Official.

- e. The Police Department will collect additional data about the complainants and the nature of their complaints.

Action Taken: Completed. This information will be collected within the database of the new software, and has been included as optional information on the complaint webform

- 4.) Staff directed to consider modifications to the complaint brochure per the following Task Force recommendations as follows:

PTF recommended that the City Attorney and police department review the language in the "Civilian Complaint & Commendation Procedure" brochure to determine whether or not it is appropriate to change "may" to "will" in the following sentences under the heading "The Complaint Procedure":

- a. "An investigator will be assigned to investigate the complaint."
- b. "If the investigation proves that the employee violated any laws or policy of the Los Altos Police Department, he/she may (will?) be subject to the Department's discipline process*. In addition, investigations that disclose potential criminal activity may (will?) be referred to the District Attorney for criminal prosecution." (*explanation of why behavior would not be subject to discipline)

Action Taken:

- a. "An investigator will be assigned to investigate the complaint." The language will remain the same. Not all complaints are retained and investigated internally.
- b. "If the investigation proves that the employee violated any laws or policy of the Los Altos Police Department, he/she may (will?) be subject to the Department's discipline process*. This language will remain the same. The Department is not able to impose discipline if employees terminate employment prior to the administration of the discipline. In addition, investigations that disclose potential criminal activity may (will?) be referred to the District Attorney for criminal prosecution." This section will be changed from may to will. Investigations that disclose potential criminal activity will be referred to the District Attorney's Office for review.

- 5.) Staff directed to provide outreach education to the community on how to file a complaint and prominently display information on how to file a complaint as outlined below:

- a. Deliver information/education about the existing complaint process to Los Altos High School students, parents, staff, and faculty

Action Taken: On Hold. School is still operating remotely, limiting our ability to provide outreach.

- b. Prominently display of information on the complaint procedure in all police premises, particularly in custody areas:

Action Taken: Completed. Current complaint brochures have been placed in the police holding facility. Complaint information is readily displayed in PD lobby. The brochures are currently being updated to include Independent Intake Official contact information and revised language. Once completed, they will replace the current brochures displayed.

- c. Display of information in non-police public spaces: city hall, community center, library, high school:

Action Taken: Pending. Library and Community Center are not currently open to the public. City Hall has been provided the complaint brochures for display.

- d. Display clearly on the city website the complaint process with a flow chart of all the steps involved in different circumstances.

Action taken: Completed. Complaint/Commendation link is on first page of Police website. Flow chart was added to the “How Are We Doing” segment of the website, along with all other complaint/commendation information.

- e. At every traffic stop and pedestrian stop, officers are strongly encouraged to give information about how to file a complaint/commendation on a business card and/or brochure.

Action taken: Completed. Business cards were modified to provide a feedback link. The cards and instruction have been provided to all officers. In addition, the Police Department website has been added to back of patrol vehicles.

6.) Staff directed to:

- a. Eliminate the School Resource Officer program from Los Altos High School by the end of the 2019/2020 school year and inform the school administration of the Council action in order to determine and start the appropriate termination process

Action Taken: Completed. The Police Department School Resource Officer Program at the Los Altos High School has ended. This has been communicated to both the District Superintendent and the Los Altos High School Principal.

- b. Inform the school district that the City is ready to partner with the school administration to develop an alternative program to foster overall student well-being and create a safe and equitable environment preferably by the start of the 2021/2022 school year; and form a Council/Mountain View Los Altos Union High School District task force.

To be completed by Los Altos City Councilmembers and Los Altos Union High School District. Police Administration personnel are available to assist if our participation is requested.



City of Los Altos Tentative Council Agenda Calendar
As of March 17, 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.
March 30	CLOSED SESSION – 5:00 - POA – Labor Negotiations(1hr)		
	STUDY SESSION Council Norms and Procedures (2 hr)		
April 13, 2021	CLOSED SESSION - LAMEA		
	5 p.m. STUDY SESSION - Community Center Assessment – Assessment of Operations, Public Opening (1hr)		
	REGULAR COUNCIL MEETING		
	Special Item Michael Handel Proclamation La Firefighter		
	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 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	Discussion Item ES Jim S	
	Council FY – 21-23 Objectives (Two Year Strategic Objectives)	Discussion Item	

	Housing Element Update Consultant Recommendation: Authorize the City Manager to execute an agreement with Lisa Wise Consulting (LWC) in an amount not to exceed \$700,000 for the Housing Element Update and amend the budget for the Community Development Department as needed. (G. Persicone) (Tentative – Possibly 4/13/2021)	Discussion Item	
April 27, 2021	CLOSED SESSION – 6 p.m.		
	REGULAR COUNCIL MEETING		
	Community Center Construction Monthly Update	Info Item	
	Resolution Of The City Council Of The City Of Los Altos Acknowledging Receipt Of A Report Made By The Fire Chief Of The Santa Clara County Central Fire Protection District Regarding The Inspection Of Certain Occupancies Required To Perform Annual Inspections In Such Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health And Safety Code	CC	
	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
	Project Acceptance for Cuesta Drive Traffic Calming Project TS01022	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		
	Objective Standards Action ? – tentative??	PUBLIC HEARING	
	Updated Debt Policy		
	Council Financial Subcommittee Recommendations: Discuss recommendations of the Council Financial Subcommittee regarding reporting of City financial information (Vice Mayor Enander)		
May 25, 2021	REGULAR COUNCIL MEETING		
	Community Center Construction Monthly Update	Info Item	
	Construction Contract Award: Fremont Avenue Pavement Rehabilitation Project, TS-01056 (4/13/21- tentative)	CC	

	Construction Contract Award: Annual Street Resurfacing and Slurry Projects, TS-01001 and TS-01004 (4/13/21- tentative)	CC	
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		
	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*	
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
	Public land preservation ordinance (if recommended by the PC at its February 4 meeting)	PUBLIC HEARING	
	5150 El Camino Road - Modification	Public Hearing?	
	League of California Cities – Role and Representation	Presentation/Discussion	Council Initiated
	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. Svc/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