



CITY COUNCIL MEETING

TUESDAY, APRIL 27, 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/1445544841>

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: 144 554 4841). Please note that members of the public who call in using the telephone number will **NOT** be able to provide public comments.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda email PublicComment@losaltosca.gov with the subject line in the following format: PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE. Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Emails received prior to the meeting will be included in the public record. [*Please follow this link for more information on submitting written comments.*](#)

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

SPECIAL ITEMS

- Proclamation of April 22, 2021 as Earth Day (E. Ancheta)
- Proclamation Recognizing the Los Altos High School Green Team

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 April 13, 2021 Regular Meeting (A. Chelemengos)
2. Resolution Acknowledging Receipt of Annual Fire Inspection Report: Adopt 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 (SCCFD, A. Chelemengos)

PUBLIC HEARINGS - None

DISCUSSION ITEMS

3. 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)
4. 330 Distel Circle Update: Receive Affordable Housing Update and Introduction of the Affordable Housing Developer (J. Biggs)
5. Contract Amendment: Authorize the Interim City Manager to execute a contract amendment (Amendment #3) on behalf of the City with NOVA Partners for additional construction management services on the Los Altos Community Center Project, CF- 01002 through June 30, 2021, in the amount of \$120,884. (P. Maslo)
6. Contract Amendment: Authorize the Interim City Manager to execute a contract amendment (Amendment #5) on behalf of the City with Noll & Tam Architects for added scope of services on the Los Altos Community Center Project CF-01002 in the amount of \$117,581. (P. Maslo)
7. Design Options Update for the Los Altos Emergency Operations Center (EOC): Receive building layout and budget options for the proposed Emergency Operation Center (EOC) per Council's October 13, 2020 direction and provide direction to staff on which design option to select for the new Emergency Operations Center. 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. (P. Maslo, J. Sandoval)
8. Safe Firearm Storage: Consider request for City Council initiation of a Safe Firearms Storage Ordinance. (Initiated by Council Member Weinberg)
9. Council Legislative Subcommittee Update And Potential Council Action: Receive update from the City Council Legislative Subcommittee; discuss pending legislation including, but not limited to: AB 14, AB17, AB 34, AB 68, AB 115, AB 215, AB 339*, AB 415*, AB 617, AB 678, AB 1091, AB 1258, AB 1322, AB 1401, SB 4, SB 5, SB 6, SB 7, SB 8, SB 9, SB 10, SB 15, SB 16, SB 55, SB 210, SB 278*, SB 477, SB 478, SB 556*, SB 640, SB 695, SB 765, SB 785, SB 988 * indicates previous Council action taken- (Vice Mayor Enander, Council Member Weinberg)

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10. Tentative Council Calendar: Review and consider changes to the Council Tentative Calendar

INFORMATIONAL ITEMS ONLY

- Community Center Construction Monthly Update- March 2021

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

(Council Norms: It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.)

SPECIAL NOTICES TO THE PUBLIC

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

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

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council for the public record.



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

WHEREAS, the City of Los Altos is fortunate to have many local groups and partners that share the City's commitment to promoting environmental sustainability; and

WHEREAS, the Los Altos High School Green Team (the "Green Team") is a school club with approximately 30 active members that works to promote sustainability; and

WHEREAS, the Green Team has been active and engaged in the community from leading lobbying efforts at the local, state, and federal level to hosting events such as an E-Waste event that collected over 4000 pounds of e-waste; and

WHEREAS, the Green Team was instrumental in the anti-idling campaign to reduce unnecessary car idling by putting up signs, passing out flyers, and talking to drivers dropping off students, which resulted in an 80% reduction; and

WHEREAS, the Green Team works with GreenTown Los Altos to plant trees in the City, which aligns with the City's Climate Action Plan; and

WHEREAS, the Green Team was proactive in its support of the City's recently adopted Reach Codes Ordinances.

NOW THEREFORE, I, Neysa Fligor, Mayor of the City of Los Altos, and on behalf of the entire Los Altos City Council, do hereby recognize and thank Los Altos High School Green Team for their tireless efforts and commitment in promoting environmental sustainability and ultimately improving the quality of life for this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Los Altos this 27th day of April 2021.

Neysa Fligor, MAYOR



Proclamation

Of the Mayor

Of the City of Los Altos, California

WHEREAS, this year marks the 51st anniversary of the Earth Day movement; and

WHEREAS, the City Council recognizes the importance of caring for the planet, protecting the environment and preserving its resources; and

WHEREAS, on December 10, 2013, the City Council first adopted the Los Altos Climate Action Plan that sets measures to reduce greenhouse gas emissions within the City; and

WHEREAS, on October 25, 2016, the City Council adopted a Resolution endorsing the Carbon Fee and Dividend Legislation proposed by the Citizens' Climate Lobby; and

WHEREAS, on November 10, 2020, the City Council adopted Reach Codes that implemented requirements related to building electrification and EV infrastructure to help reduce carbon emissions, reduce costs in new construction, improve indoor air quality and safety of the City's building stock, support affordable housing, and increase adoption of electric vehicles; and

WHEREAS, Environmental Sustainability is one of the City Council's 2021 Priority Goals; and

WHEREAS, as we continue to live through the COVID-19 pandemic, we are reminded of the extraordinary importance of cultivating and preserving a clean and healthy environment; and

NOW THEREFORE, I, Neysa Fligor, Mayor of the City of Los Altos, and on behalf of the entire Los Altos City Council, do hereby proclaim **April 22, 2021**, as:

Earth Day

And strongly urge the people of Los Altos to celebrate Earth Day every day and encourage all to undertake the responsibility to heal, preserve and improve our earth for a sustainable quality of life for this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Los Altos this 27th day of April 2021.

Neysa Fligor, MAYOR



PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Meeting Date: April 27, 2021

The following is public comment received by the City Clerk's Office. Members of the public may bring to the Council's attention any item that is not on the agenda. Please be advised that, by law, the City Council is unable to discuss or act on issues presented during the Public Comment Period.

From: Bill Hough [REDACTED] >
Sent: Wednesday, April 21, 2021 2:51 PM
To: City Council <council@losaltosca.gov>
Cc: Andrea Chelemengos <achelemengos@losaltosca.gov>
Subject: public comment on items not on the agenda

A review of the draft minutes from the April 13, 2021 council meeting indicates that an issue involving Council Member Lynette Lee Eng involving a dispute dating back to November 2020 about a series of text messages refuses to die. For those who don't know, Lee Eng is being pressured to resign because she was disturbed by the text messages she received, which can be interpreted as threatening. As I said at the time, she should not resign. This issue was discussed to death last year; and it is annoying to have to keep submitting comments but here we are. I am not the one keeping the issue alive, but I will continue to submit comments as long as necessary.

For the thousandth time, I must state the obvious. Although the final text in the series reads, "I just want to be clear, this is in no way a threat of any kind. This is me expressing my disappointment," one has to ask why this statement was necessary if the texts in question were unambiguously NOT a threat? In light of recent events around the country, it is reasonable to fear doxxing, vandalism or physical harm. How difficult is this?

Apparently, no one has watched Paris Dennard's 5-minute video from Dennis Prager's Prager U. He explains that what once was the start of healthy debate is now just as often a catalyst for personal and professional destruction. The "Cancel Culture" crowd is working overtime to ruin the life of anyone who crosses it. Watch the video at [h@s://www.prageru.com/video/never-apologize-to-themob/](https://www.prageru.com/video/never-apologize-to-themob/).

It is unclear that city-wide anti bias training would solve this problem. The council's adoption of a resolution denouncing ongoing Anti-Asian Sentiment and Violence Against Asian American Community Members did nothing to resolve this.



AMENDED 04.26.2021

**MINUTES OF THE REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF LOS ALTOS
7:00 P.M., TUESDAY, APRIL 13, 2021**

HELD VIA VIDEO/TELECONFERENCE

MEETING CALLED TO ORDER

At 7:00 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

Karissa Zheng led the Council in the Pledge of Allegiance.

REPORT ON CLOSED SESSION

Mayor Fligor reported that there was no action taken and nothing to report from the Closed Session held earlier in the evening.

SPECIAL ITEM

- 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 provided an update and introduced Dr. William Buchholz who provided a presentation on COVID 19 and the vaccination.

Deputy City Manger Maginot and Dr. Buchholz answered questions from the Council.

The Council thanked Dr. Buchholz for his presentation.

Mayor Fligor reported that at the March 9th meeting it had been announced that Council Member Lee Eng and Kenan Moos, in an effort to resolve a situation stemming from the November 24 meeting, had agreed to mediation by an agreed upon mediator. Mayor Fligor continued to report that the City had been informed by the mediator that the agreed upon mediation had been terminated. Mayor Fligor stated that the reason for the termination of the mediation, as well as the mediation itself, is confidential and has not been disclosed. She stated that the City is hopeful that the parties will be able to seek other mediation or assistance in working toward a resolution.

CHANGES TO THE ORDER OF THE AGENDA

None.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following individuals commented: Frank Martin, Laura Schmidt, Cindy Sidaris, Maureen Griffin, Tara Roussel, Kenan Moos, Salim, Pierre Bedard, Tara Dhillion, Scott Spielman (with time ceded from Roberta Phillips, Nancy Ellickson and Al Rooney), Karen Solpon, Renee Rashid, Elaine Wang, Jill Woodford, Tanya Maluf, Christine Chyung Ghee, Corrine Machatzke, Ella Maluf, Joe Beninato (with time ceded from Anthony Chau), Nan Jacob, Jeanine Valadez, Vicki Moore, Ken, Bridget Madden, Jennifer Denebein, Matt Beyer, Toni Moos, and Amber Joy.

Council Member Meadows addressed comments made by Mr. Spielman and acknowledged and thanked him for his service on the Parks and Recreation Commission. She apologized for any pain resulting from him not being re-appointed to the Parks and Recreation Commission and spoke to her vote relative to recent Parks and Recreation Commission appointments.

Council Members Meadows and Weinberg expressed disappointment in the termination of the mediation and expressed a desire for City-wide anti bias training and actively pursuing resolution of the matter resulting from the November 24, 2020 meeting. Mayor Fligor reported that the City has in the past provided Anti Bias training to Council, Commissioners, and staff and that she has had discussions with the Interim City Manager about making the training available again.

CONSENT CALENDAR

1. Council Minutes: Approve the (amended) Minutes of the March 23, 2021 Regular Meeting

Vice Mayor Enander noted a typographical error on page 6 of the minutes and moved to approve the Consent Calendar, (Minutes as corrected). 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

2. Resolution 2021-18 - CUP19-0004 - 1074 Riverside Drive: -Hold Public Hearing and consider the request for City Council approval of a Conditional Use Permit application to create a flag lot at 1074 Riverside Drive subject to the recommended findings and conditions. In conjunction with a lot line adjustment request (administrative review), the proposal would create a 10,756 square-foot interior lot and a 16,982 square-foot flag lot.

Community Development Director Biggs introduced Senior Planner Golden who provided a staff report and answered questions from the Council.

Francis Pham, applicant, stated that he had no further information to add and offered to answer questions from the Council.

Mayor Fligor opened the Public Hearing at 8:26 p.m.

Joe Beninato commented. There were no other members of the public wishing to speak. The applicants had no closing comments. At 8:29 p.m. Mayor Fligor closed the Public Hearing.

Council Member Lee Eng moved that the Council adopt Resolution No. 2021-18 approving a Conditional Use Permit application to create a flag lot at 1074 Riverside Drive subject to the recommended findings and conditions.

Council Member Weinberg noted a correction to Exhibit A, paragraph 1a, reference to the single-family lot should be corrected to more accurately reference existing single-family lots.

Council Member Lee Eng moved approval as corrected (noted above). The motion was seconded by Council Member Meadows 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

DISCUSSION ITEMS

3. 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

Community Development Director Biggs and Planning Services Manager, Persicone, provided a report and presentation to the Council and answered questions relative to the matter,

At 9:14 p.m., Mayor Fligor called for a brief recess.

At 9:20 p.m. the meeting was reconvened, and the following individuals commented: Roberta Phillips, Salim, Adam Buchbinder, Anne Paulson, and Pete Dailey.

Council Member Meadows inquired about the public comment questioning the accuracy of past Housing Element reports and the process to correct prior years' submissions, if needed. Community

Director Biggs reported that staff is in contact with the HCD and working toward correcting any past reporting errors.

Council pointed out that the date in the 3rd paragraph beginning with Whereas should be corrected to April 13, 2021.

Council Member Weinberg moved to 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, as corrected. 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

4. **Withdrawn By Applicant** - Waiver Request of Utility, Maintenance and Repair Fees by the Los Altos Stage Company Consider request from the Los Altos Stage Company for a one-time waiver of the utility, maintenance, and repair fees in the amount of \$6,565.13, covering a period of 15 months from July 2019 to September 2020. Determine preferred action.

Mayor Fligor announced, as noted on the agenda, the (above) matter had been withdrawn.

5. Los Altos Community Center Phased Opening Plan: Receive and provide feedback on Community Center phased opening plan.

Parks and Recreation Director Legge, Recreation Manager Chew, and Recreation Supervisor Matheson, provided a staff report and presentation and answered questions from the Council.

Discussion commenced and Council provided staff with feedback with regard to the opening timeline and programming.

Mayor Fligor opened the floor for public comment.

Pete Dailey commented.

Mayor Fligor moved that the Council support the proposed summer and fall programming including a phased opening plan incorporating the feedback received from the Council for the Los Altos Community Center. 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

6. City Council Fiscal Years 2021-2023 Objectives: Approve the FY 2021-23 Objectives for the City Council's 2021 Strategic Priorities

Interim City Manager Kilger provide a staff report and a presentation and answered questions from the Council, as did City Attorney Houston, Parks and Recreation Director Legge and Maintenance Services Director Hernandez.

Council reviewed and discussed the proposed objectives individually and provided feedback to staff to be incorporated and brought back along with the upcoming budget discussion.

The following individuals commented: Roberta Phillips, Pete Dailey, Salim, and Jeanine Valadez.

Mayor Fligor moved that the Council adopt the objectives with the agreed upon amendments, as discussed, and authorize the City Manager and the City Attorney to make the necessary modifications to the Objectives as reflected per the Council discussion. The motion was seconded by Council Member Meadows 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

7. Council Legislative Subcommittee Update and Potential Council Action: Receive update from the City Council Legislative Subcommittee; discuss pending legislation including, but not limited to SB 556 (Dodd) Street Light Poles, Traffic Signal Poles, Utility Poles, And Support Structures; SB 16 (Skinner) Peace Officers: Release Of Records. SB 278 (Leyva) Public Employees' Retirement System: Disallowed Compensation: Benefit Adjustments; SB 765 (Stern) Accessory Dwelling Units: Setbacks; AB 339 (Lee And Garcia) State And Local Government: Open Meetings; AB 415 (Rivas) employment: workers' compensation; and provide direction/action.

Vice Mayor Enander and Council Member Weinberg provided a report and answered questions relative to above noted pending legislation.

There were no members of the public wishing to speak.

Following brief discussion, Vice Mayor Enander moved that the City Council approve the positions letters as presented. The motion was seconded by Council Member Weinberg and the motion passed 5-0 with the following roll call vote:

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

INFORMATIONAL ITEMS ONLY

- Tentative Council Calendar – no comments

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Council Member Weinberg stated that he would like the Council to discuss options for anti-bias training and make it a priority for the council to take an anti-bias training. Mayor Fligor commented.

Mayor Fligor reported on the recent MVLA and CUSD meetings.

Mayor Fligor requested that the Legislative Subcommittee include in their work a review of the upcoming VTA bill. This request was noted.

Council Member Meadows inquired about the scheduling of the discussion of the Council Norms and noted its absence from the Tentative Council Calendar.

ADJOURNMENT

At 12:05 a.m., Wednesday, April 14, 2021, Mayor Fligor adjourned the meeting.

ATTEST:

Neysa Fligor, MAYOR

Andrea M. Chelemengos MMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: April 27, 2021

Subject: Resolution Acknowledging Receipt Of The Report Of The Fire Chief Of The Santa Clara County Central Fire Protection District Regarding The Inspection Of Certain Occupancies Required Annually Inspections In Such Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health And Safety Code

Prepared by: Andrea M. Chelemengos, City Clerk

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Letter from Julie Linney, Deputy Chief, Fire Prevention, Santa Clara County Fire Department
2. Resolution No. 2021-19
3. State Mandated Inspection Report

Initiated by: Santa Clara County Fire Department

Previous Council Consideration: None

Fiscal Impact: None

Environmental Review: Not applicable

Policy Question(s) for Council Consideration: None – State Mandated

Summary:

- California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Santa Clara Central Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards and requires all fire departments, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3. The City of Los Altos is one of the administering authorities of the Santa Clara Central Fire Protection District. Fire Department personnel will be in attendance at the meeting to answer any questions.

Staff Recommendation:

Adopt Resolution acknowledging Receipt Of the 2020 Report Made By The Fire Chief Of The Santa Clara County Central Fire Protection District Regarding The Inspection Of Certain Occupancies as Required To

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Resolution Acknowledging Receipt Of The Report Of The Fire Chief Of The Santa Clara County Central Fire Protection District Regarding The Inspection Of Certain Occupancies Required Annually Inspections In Such Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health And Safety Code

Perform Annual Inspections In Such Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health And Safety Code



SANTA CLARA COUNTY FIRE DEPARTMENT

14700 Winchester Blvd., Los Gatos, CA 95032 | (408) 378-4010 | www.sccfd.org

Date: March 2, 2021

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

Ref: Fire Marshal Report for 2020 – State Mandated Inspections

Dear Council Members,

The purpose of this memo is to provide an update of the fire inspection practices related to the annual inspection of state regulated occupancies of public and private schools (E occupancies), hotels/motels (R-1 occupancies), and apartment buildings (R-2 occupancies). California Health and Safety Code stipulate the following inspection frequency for the referenced occupancies:

H & S Section 13146.2 (a): Requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including **hotels, motels, lodging houses, and apartment houses**, for compliance with building standards.

H & S Section 13146.3: Requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives shall inspect every building used as a **public or private school** within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than **once each year**.

Senate Bill No. 1205 (New): Requires every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill requires the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.



City of Los Altos State Mandated Inspections Completed for Calendar Year 2020:

Schools – (Group E Occupancies)

100% Completed (18 out of 18)

- See Attached Listing

Hotels/Motels & Apartment Buildings – (Group R-1 & R-2 Occupancies)

100% Completed (64 out of 64)

- See Attached Listing

Please feel free to contact me with any questions you may have regarding the data contained in this report.

Sincerely,

Julie Linney
Deputy Chief, Fire Prevention
Santa Clara County Fire Department
Office: 408-341-4440

RESOLUTION NO. 2021-19

**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**

WHEREAS, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018;

WHEREAS, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Santa Clara Central Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided;

WHEREAS, California Health & Safety Code Section 13146.2 requires all fire departments, including the Santa Clara Central Fire Protection District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the City Council of the City of Los Altos intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Santa Clara Central Fire Protection District's compliance with California Health and Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Los Altos expressly acknowledges the measure of compliance of the Santa Clara Central Fire Protection District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Fire District, as follows:

1. **EDUCATIONAL GROUP E OCCUPANCIES:** Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade.

During calendar year 2020, Santa Clara Central Fire Protection District completed the following State Mandated annual inspections for Group E:

City of Los Altos - Schools - (Group E Occupancies) 100% Completed (18 out of 18)* •
See Attachment A – Town of Los Altos State Mandated Report

2. **RESIDENTIAL GROUP R OCCUPANCIES:** Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units and

include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a several residential care facilities). These residential care facilities have a several different sub- classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden.

During calendar year 2020, Santa Clara Central Fire Protection District completed the following State Mandated annual inspections for Group R:

City of Los Altos - Hotels/Motels & Apartment Buildings - (Group R-1 & R-2 Occupancies) 100% Completed (64 out of 64)* • See Attachment A – City of Los Altos State Mandated Report

PASSED AND ADOPTED this 27th day of April, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK

Date: _____

APPROVED AS TO FORM AND LEGALITY:

JOLIE HOUSTON, City Attorney



FIRE DEPARTMENT
 SANTA CLARA COUNTY
 14700 Winchester Blvd.
 Los Gatos, CA 95032
 408.378.4010 Fax: 408.378.9342

State Mandate Report
LOS-2

Occupancy Address / Name:	State Mandated	Property Use	Bld/Occ Class	Stories	Occ ID:
201 ALMOND AV - LOS ALTOS HIGH SCHOOL	Yes	215	E	1	9146
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
ADMIN NA		07/01/2020	07/01/2020		
FIRE DFM		04/01/2020	12/16/2020		
550 ALMOND AV - ALMOND SCHOOL	Yes	213	E	1	8830
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/07/2020		
1175 ALTAMEAD DR - MIRAMONTE CHRISTIAN SCHOOL	Yes	213	E	1	9280
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	09/30/2020		
770 BERRY AV - LOYOLA SCHOOL	Yes	213	E	1	9242
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/06/2020		
1040 BORDER RD - VENTANA SCHOOL	Yes	213	E	1	8761
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		10/01/2020	11/02/2020		
205 COVINGTON RD - COVINGTON ELEM. SCHOOL	Yes	213	E	1	8771
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/07/2020		
1120 COVINGTON RD - BLACH INTERMEDIATE SCHOOL	Yes	215	E	2	9282
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/08/2020		
1124 COVINGTON RD - BULLIS CHARTER SCHOOL (SOUTH)	Yes	213	E	1	16578
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/08/2020		
101 N EL MONTE AV - CANTERBURY CHRISTIAN SCHOOL	Yes	213	E	1	10484
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		10/01/2020	10/26/2020		
ADMIN NA		07/01/2020	07/01/2020		
327 FREMONT AV - PINWOOD MIDDLE SCHOOL	Yes	213	E	1	8848
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/19/2020		
477 FREMONT AV - PINWOOD SCHOOL	Yes	213	E	2	9019
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/19/2020		
ADMIN NA		07/01/2020	07/01/2020		
700 LOS ALTOS AV - SANTA RITA ELEMENTARY SCHOOL	Yes	213	E	1	9017
<u>Inspection Inspection</u>					
<u>Type: Responsibility: Scheduled: Completed:</u>					
FIRE DFM		07/01/2020	10/07/2020		
625 MAGDALENA AV - LOS ALTOS CHRISTIAN SCHOOL	Yes	213	E	1	8886



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Occupancy Address / Name:	State Mandated	Property Use	Bld/Occ Class	Stories	Occ ID:
625 MAGDALENA AV - LOS ALTOS CHRISTIAN SCHOOL	Yes	213	E	1	8886
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>					
FIRE DFM					
<i>Scheduled: Completed:</i>					
10/01/2020 12/22/2020					
11311 MORA DR - WALDORF ELEMENTRY SCHOOL	Yes	213	E	1	8519
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>					
FIRE DFM					
<i>Scheduled: Completed:</i>					
07/01/2020 11/18/2020					
1501 OAK AV - OAK AVENUE ELEMENTARY SCHOOL	Yes	213	E	1	8904
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>					
FIRE DFM					
<i>Scheduled: Completed:</i>					
07/01/2020 10/06/2020					
100 W PORTOLA AV - ARDIS EGAN JUNIOR HIGH SCHOOL	Yes	213	E	1	9018
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>					
FIRE DFM					
<i>Scheduled: Completed:</i>					
07/01/2020 10/12/2020					
102 W PORTOLA Dr - BULLIS CHARTER SCHOOL	Yes	213	E	1	8845
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>					
FIRE DFM					
<i>Scheduled: Completed:</i>					
07/01/2020 10/12/2020					
1160 ST JOSEPH AV - MONTCLAIRE SCHOOL	Yes	213	E	1	9232
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>					
FIRE DFM					
<i>Scheduled: Completed:</i>					
07/01/2020 12/22/2020					



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Occupancy Address / Name:	State Mandated	Property Use	Bld/Occ Class	Stories	Occ ID:
1581 CAROB LN / #1581, 1583, 158 - LOYOLA PLAZA CONDO	Yes	429	R2	1	10566
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE DFM	10/01/2020	12/16/2020			
ADMIN NA	07/01/2020	07/01/2020			
2 CUESTA DR - THE VILLAGER APARTMENTS	Yes	429	R2	2	9200
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE EC	10/01/2020	11/28/2020			
108 CUESTA DR - QUINTESSENCE CONDO	Yes	429	R2	2	9177
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE EC	10/01/2020	11/28/2020			
1 W EDITH AV - PARC REGENT	Yes	429	R2	2	13929
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE DFM	04/01/2020	08/07/2020			
50 W EDITH AV - 50 W. EDITH CONDOMINIUMS	Yes	429	R2	3	8812
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE DFM	04/01/2020	07/17/2020			
120 W EDITH AV / #120, 130, 140 & - CONDO	Yes	429	R2	2	9151
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE EC	10/01/2020	11/28/2020			
150 W EDITH AV - EDITH AVENUE CONDOS	Yes	429	R2	2	8781
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
ADMIN NA	07/01/2020	07/01/2020			
FIRE DFM	04/01/2020	07/06/2020			
226 W EDITH AV - 226 W. EDITH CONDOMINIUMS	Yes	429	R2	2	9026
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
ADMIN NA	07/01/2020	07/01/2020			
FIRE DFM	04/01/2020	07/06/2020			
4320 EL CAMINO RL - MARRIOTT COURTYARD	Yes	449	R1	2	11063
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
ADMIN NA	07/01/2020	07/01/2020			
FIRE DFM	04/01/2020	07/20/2020			
4460 EL CAMINO RL - MARRIOTT'S RESIDENCE INN	Yes	449	R1	2	11982
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
FIRE DFM	04/01/2020	07/29/2020			
4460 EL CAMINO RL - MARRIOTT RESIDENCE INN	Yes	449	R1	3	8660
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
ADMIN NA	07/01/2020	07/01/2020			
FIRE DFM	04/01/2020	07/29/2020			
4880 EL CAMINO RL - CONDOS	Yes	429	R2	5	8680
<i>Inspection Inspection</i>					
<i>Type: Responsibility:</i>	<i>Scheduled:</i>	<i>Completed:</i>			
ADMIN NA	07/01/2020	07/01/2020			



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4880 EL CAMINO RL - CONDOS FIRE DFM 04/01/2020 08/12/2020	Yes	429	R2	5	8680
4388 EL CAMINO REAL - CONDOMINIUM COMPLEX <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> ADMIN NA 07/01/2020 07/01/2020 FIRE DFM 04/01/2020 12/22/2020	Yes	429	R2	2	15809
4750 EL CAMINO REAL - COLONNADE APARTMENTS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE DFM 07/01/2020 10/27/2020	Yes	429	R2	3	16482
666 S EL MONTE RD - EL PRADO APARTMENTS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 10/01/2020 11/28/2020	Yes	429	R2	2	9215
FARM RD - TOYON FARM CONDOMINIUMS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 07/01/2020 07/14/2020	Yes	429	R2	2	9236
100 FIRST ST - 100 FIRST STREET CONDOMINIUMS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE DFM 01/27/2020 02/06/2020	Yes	429	R2	3	8698
396 FIRST ST - FIRST STREET CONDOS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE DFM 04/01/2020 07/24/2020	Yes	429	R2	4	8742
26 FOURTH ST - MANOR HOUSE CONDOMINIUM'S <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE DFM 04/01/2020 07/02/2020	Yes	429	R2	3	9150
445 GABILAN ST - CASA L.A. APARTMENTS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 07/01/2020 09/30/2020	Yes	429	R2	1	9187
520 GABILAN ST - LOS ALTOS PINES APARTMENTS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 10/01/2020 11/28/2020	Yes	429	R2	2	9190
525 GABILAN ST - EL ESPANOL APARTMENTS <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 10/01/2020 11/28/2020	Yes	429	R2	1	9191
560 GABILAN ST - CONDO <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 10/01/2020 11/28/2020	Yes	429	R2	2	12860
111 GIFFIN RD / #111, 121, 131, - CONDO <u>Inspection</u> <u>Inspection</u> <u>Type:</u> <u>Responsibility:</u> <u>Scheduled:</u> <u>Completed:</u> FIRE EC 10/01/2020 11/28/2020	Yes	429	R2	2	9185



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Occupancy Address / Name:	State Mandated	Property Use	Bld/Occ Class	Stories	Occ ID:
144 GIFFIN RD / #144, 146, 148 - MEDITERRANEAN VILLAS	Yes	429	R2	2	9202
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	11/28/2020			
150 GIFFIN RD - HOMESTEAD APARTMENTS	Yes	429	R2	2	9203
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	11/28/2020			
2220 HOMESTEAD RD - SPRINGWOOD APARTMENTS	Yes	429	R2	2	10781
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	01/27/2020	02/12/2020			
2230 HOMESTEAD RD - SPRINGWOOD APARTMENTS	Yes	429	R2	2	8858
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	01/27/2020	02/12/2020			
2240 HOMESTEAD RD - SPRINGWOOD APARTMENTS	Yes	429	R2	2	8864
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	01/27/2020	02/12/2020			
2250 HOMESTEAD RD - SPRINGWOOD APARTMENTS	Yes	429	R2	2	8860
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	01/27/2020	02/12/2020			
2260 HOMESTEAD RD - SPRINGWOOD APARTMENTS	Yes	429	R2	2	8862
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	01/27/2020	02/12/2020			
848 JORDAN AV - LOS ALTOS COURT APARTMENTS	Yes	429	R2	2	9140
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	01/27/2020	09/30/2020			
850 JORDAN AV - LOS ALTOS COURT APARTMENTS	Yes	429	R2	2	9141
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	01/27/2020	09/30/2020			
852 JORDAN AV - LOS ALTOS COURT APARTMENTS	Yes	429	R2	2	9142
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	01/27/2020	09/30/2020			
854 JORDAN AV - LOS ALTOS COURT APARTMENTS	Yes	429	R2	2	9143
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	01/27/2020	09/30/2020			
877 JORDAN AV - NORMANDY PLACE	Yes	429	R2	2	9458
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	01/27/2020	09/30/2020			
430 LASSEN ST - CASA BELLA CONDO	Yes	429	R2	2	9163
<u>Inspection</u>					
<u>Type: Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	04/01/2020	08/19/2020			



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Occupancy Address / Name:	State Mandated	Property Use	Bld/Occ Class	Stories	Occ ID:
439 LASSEN ST - GREENBRIER APARTMENTS <i>Inspection Inspection</i>	Yes	429	R2	2	9165
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
449 LASSEN ST - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9166
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
451 LASSEN ST - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9167
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
455 LASSEN ST - THE MARIN APARTMENTS <i>Inspection Inspection</i>	Yes	429	R2	2	9168
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
460 LASSEN ST - LASSEN CONDOS <i>Inspection Inspection</i>	Yes	429	R2	2	9164
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
477 LASSEN ST - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9169
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
480 LASSEN ST - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9170
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
494 LASSEN ST - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9171
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 09/30/2020			
497 LASSEN ST - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9172
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 04/01/2020	<i>Completed:</i> 08/19/2020			
510 LASSEN ST - VILLA CUESTA APARTMENTS <i>Inspection Inspection</i>	Yes	429	R2	2	9178
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 10/01/2020	<i>Completed:</i> 11/28/2020			
527 LASSEN ST / #527, 529, 531 - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9179
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 10/01/2020	<i>Completed:</i> 11/28/2020			
ADMIN NA	<i>Scheduled:</i> 07/01/2020	<i>Completed:</i> 07/01/2020			
530 LASSEN ST / #530, 534, 540 - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	9180
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 10/01/2020	<i>Completed:</i> 11/28/2020			
543 LASSEN ST / #543, 545, 547, - CONDO <i>Inspection Inspection</i>	Yes	429	R2	2	10237
<i>Type: Responsibility:</i> FIRE EC	<i>Scheduled:</i> 10/01/2020	<i>Completed:</i> 11/28/2020			



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543 LASSEN ST / #543, 545, 547, - CONDO	Yes	429	R2	2	10237
ADMIN NA	07/01/2020	07/01/2020			
561 LASSEN ST - APARTMENTS	Yes	429	R2	2	9181
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	11/28/2020			
ADMIN NA	07/01/2020	07/01/2020			
568 LASSEN ST / #1-3 - APARTMENTS	Yes	429	R2	2	9182
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	11/28/2020			
ADMIN NA	07/01/2020	07/01/2020			
584 LASSEN ST - LASSEN GARDEN APARTMENTS	Yes	429	R2	2	9183
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	11/28/2020			
591 LASSEN ST - CONDOMINIUMS	Yes	429	R2	2	9184
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	11/28/2020			
1 MAIN ST - ENCHANTE BOUTIQUE HOTEL	Yes	449	R1	3	16621
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	04/01/2020	07/17/2020			
950 N SAN ANTONIO RD - LOS ALTOS GARDEN APARTMENTS	Yes	429	R2	2	9122
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE EC	10/01/2020	12/16/2020			
960 N SAN ANTONIO RD - LOS ALTOS GARDENS II	Yes	429	R2	3	16439
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	10/01/2020	12/16/2020			
80 SECOND ST - EL GRANADA APARTMENTS	Yes	429	R2	2	8966
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
ADMIN NA	07/01/2020	07/01/2020			
FIRE DFM	04/01/2020	07/20/2020			
101 SECOND ST - 101 SECOND ST. CONDOMINIUMS	Yes	429	R2	3	8967
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	04/01/2020	07/06/2020			
38 THIRD ST - CHARTWELL CONDOMINIUMS	Yes	429	R2	3	8995
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	04/01/2020	07/09/2020			
73 THIRD ST - 73 THIRD STREET HOA	Yes	429	R2	3	8815
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			
FIRE DFM	04/01/2020	07/09/2020			
86 THIRD ST - VILLAS ON THIRD	Yes	429	R2	2	10999
<u>Inspection</u> <u>Inspection</u>					
<u>Type:</u> <u>Responsibility:</u>	<u>Scheduled:</u>	<u>Completed:</u>			



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86 THIRD ST - VILLAS ON THIRD	Yes	429	R2	2	10999
FIRE DFM					
04/01/2020					
07/09/2020					
517 TYNDALL ST - TYNDALL STREET TOWNHOMES	Yes	429	R2	2	16614
<u>Inspection</u> <u>Inspection</u>					
<u>Type: Responsibility:</u>					
FIRE DFM					
<u>Scheduled:</u>					
04/01/2020					
<u>Completed:</u>					
12/16/2020					
550 TYNDALL ST - TYNDALL STREET APARTMENTS	Yes	429	R2	2	9225
<u>Inspection</u> <u>Inspection</u>					
<u>Type: Responsibility:</u>					
FIRE EC					
<u>Scheduled:</u>					
10/01/2020					
<u>Completed:</u>					
11/28/2020					



DISCUSSION ITEM

AGENDA ITEM #3

AGENDA REPORT SUMMARY

Meeting Date: April 27, 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 # 4

AGENDA REPORT SUMMARY

Meeting Date: April 27, 2021

Subject: 330 Distel Circle, Affordable Housing Update and Introduction of the Affordable Housing Developer

Prepared by: Jon Biggs, Community Development Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

None

Initiated by:

Staff

Previous Council Consideration:

October 27, 2020 Regular City Council Meeting

February 23, 2021 Regular City Council Meeting

Fiscal Impact:

The City has entered into a Memorandum of Understanding with the County of Santa Clara and as provided in the agreement, the City will provide this project a 100% discount in the City's Park In-Lieu Fee and the City's Traffic Impact fees. These impact fee reductions equate to the following estimates:

- \$4,392,000 in Park In-Lieu Fees
- \$252,344 in Traffic Impact Fees
- \$4,644,344 Total

Environmental Review:

This update has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) ("CEQA") and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Receiving an update on this project and the introduction of the affordable housing project developer will not be an activity with potential to cause significant adverse effect on the environment because it is related to the organizational or administrative activities of the City and will not result in direct or indirect physical changes in the environment, and therefore is exempt from CEQA.

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: 330 Distel Circle, Affordable Housing Update and Introduction of the Affordable Housing Developer

Policy Question(s) for Council Consideration:

In conjunction with the County of San Clara, does the City Council continue to support the development of an affordable housing project at 330 Distel Circle?

Summary:

This agenda report provides an update on the status of the affordable housing project at 330 Distel Circle and introduces the Affordable Housing Developer to the City Council and the Community

Staff Recommendation:

Receive report.

Purpose

Provides the current status of the 330 Distel Circle affordable housing project

Background

In 2020, the County of Santa Clara entered into a Purchase and Sale Agreement (the “Purchase Agreement”) with Midpeninsula Regional Open Space District to acquire the property known as 330 Distel Circle in the City of Los Altos (the “Property”) for the purpose of developing affordable and supportive multifamily housing and utilizing funds from the County’s 2016 Measure ‘A’ Affordable Housing Bond (“Housing Bond”). The Purchase Agreement was contingent on the County’s due diligence review of the Property and its potential development.

The site is located in the CT “Commercial Thoroughfare” zone district and multiple-family housing projects are a conditional use in this zone district. Design review approval and CEQA review will be components of the project as well. The Project is anticipated to contain a minimum of 90 units, with 100% of the units restricted to occupants earning 120% or less of the area medium income (AMI) with a minimum of 75% earning 80% or less of the AMI. Households earning 80% or less of the area medium income are “low-income” households and those earning up to 120 % of the AMI are moderate income households.

In October of 2020, the City Council entered an MOU with the County of Santa Clara to form a partnership that provides an opportunity to expand affordable housing in Los Altos by way of developing the Distel Circle site. A component of the MOU was the City’s waiving the park in-lieu and traffic impact fees, which are the City’s financial contribution that support the development of this project.



Subject: 330 Distel Circle, Affordable Housing Update and Introduction of the
Affordable Housing Developer

Discussion/Analysis

In December of 2020, the County of Santa Clara Office of Supportive Housing released a Request for Offers (RFO) to its pre-qualified affordable housing developer list seeking proposals to develop the 330 Distel Circle site as an affordable housing project through a ground lease with the developer.

Five proposals were submitted and in February of this year, a developer review panel consisting of County and City staff members interviewed all five groups that submitted proposals. Following evaluations and interviews, this panel provided its recommendation on an affordable housing developer to the County of Santa Clara's Administrator.

The affordable housing developer recommended by the panel is EAH Housing. EAH Housing has developed, acquired, and/or is managing 27 rental communities within Santa Clara County. EAH Housing has worked in close partnership with the County of Santa Clara and other local governments in the County having developed 7 properties in Silicon Valley in the past 5 years. Current work by EAH Housing within the Silicon Valley includes 7 developments under construction. The 330 Distel Circle proposal will be designed and programmed to provide 90 affordable apartments that meet both the current as well as the emerging housing needs and demands of Los Altos and Santa Clara County's lower-income and workforce residents. The design program for the project is planned to provide apartments ranging from studio units to 3-bedroom units that are intended to meet the needs of the community and its diverse households.

The County Administrator has agreed with the recommendation of the panel and has scheduled the award to the recommended developer with the Santa Clara County Board of Supervisors for its meeting of April 20, 2021. The Board can either accept or reject the recommendation.

If the County of Santa Clara Board of Supervisors agrees and awards the developer with the 330 Distel Circle project, EAH and its team will be introduced to the City Council on the evening of April 27. This will provide EAH with an opportunity to provide the City Council and the Community with information about the affordable housing projects they have developed and share their concept for the 330 Distel Circle site.

Following the meeting, staff in conjunction with the County and EAH Housing, will be scheduling a community workshop where the developer will have an opportunity to hear and learn first-hand thoughts, ideas, and concerns the community has for an affordable housing project at this site. The EAH team will also be meeting with a broad range of City staff in the upcoming weeks so it can learn about the development regulations and policies it needs to be mindful of as it develops the plans for



Subject: 330 Distel Circle, Affordable Housing Update and Introduction of the Affordable Housing Developer

the formal submittal of the project.

Options

- 1) Option #1 – Receive an introduction to the 330 Distel Circle Housing Developer

Advantages: Results in the opportunity to increase the supply of affordable housing units in Los Altos

Disadvantages: None identified

- 1) Option #2 – Decline to receive an introduction to the 330 Distel Circle Housing Developer

Advantages: None identified

Disadvantages: Results in a missed opportunity to obtain affordable housing units in Los Altos

Recommendation

The staff recommends Option 1.



April 25, 2021

Mayor Fligor and Members of the City Council
City Hall
1 North San Antonio Road
Los Altos, CA 94022

Re: Council Meeting April 27, Item #4 – 330 Distel Circle Update

The League of Women Voters supports affordable housing developments as an important way to provide housing for all income levels. As we have written earlier, we are excited to see the first 100 percent affordable housing development being proposed for Los Altos at 330 Distel Circle, an ideal location for affordable housing.

We understand that the County has approved EAH as the developer of 330 Distel Circle. We know that EAH has a long and successful track record of building and managing this type of housing. We hope the Council will unanimously approve continued support of this project and we look forward to working with EAH as they share with the community their concept for the site and listen to the community's ideas.

(Please contact Sue Russell at susan.russell75@gmail.com if you have questions.)

Lisa McLain, President
Sue Russell, Co-Chair, Housing Committee
League of Women Voters Los Altos-Mountain View

Cc: Brad Kilger

Jon Biggs



DISCUSSION ITEM

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: April 27, 2021



Subject: Amendment No. 3 to the Agreement between the City of Los Altos, California and NOVA Partners, Inc. for the additional Construction Management Services for Hillview Community Center Redevelopment Project CF-01002.

Prepared by: Peter Maslo, Project Manager

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. NOVA's Partners Scope of Services

Initiated by:

City Council – CIP Project CF - 01002

Previous Council Consideration:

October 27, 2020; October 13, 2020; October 22, 2019; July 30, 2019; July 9, 2019; March 12, 2019

Fiscal Impact:

The following contract amendment will cost \$120,884 and would be funded by approved Los Altos Community Center Project CF – 01002 in the Capital Improvement Program. If approved, funds will be encumbered from available proceeds within the approved \$38.34M project budget. Including this amendment, the project remains under budget and no additional funding to the project is required.

- Breakdown of funds to be used:
 - o \$120,884 General Fund
- Amount already included in approved budget: Y
- Amount above budget requested: \$0

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- NOVA Partners is contracted with the City as the Construction Manager of the Los Altos Community Center.

Reviewed By:

City Manager

City Attorney

Finance Director

BK

JH

JM



Subject: Professional Design Services Agreement Amendment: Community Center Project

-
- NOVA Partners' Construction Management Services are essential and needed until completion of the Los Altos Community Center.
 - A proposed Amendment No. 3 to the Construction Management agreement with NOVA Partners would extend the original construction management contract from April 30, 2021 through the end of June 2021.

Staff Recommendation

Authorize the Interim City Manager to execute a contract amendment on behalf of the City with NOVA Partners for additional construction management services on the Los Altos Community Center project through June 30, 2021, in the amount of \$120,884.

Purpose

Execute an amendment for \$120,884 to the existing agreement with NOVA Partners for the Los Altos Community Center Project.

Background

On July 9, 2019, City Council authorized the execution of a professional services agreement between the City of Los Altos and NOVA Partners in an amount not to exceed \$938,525 for construction management services for the Community Project.

Amendment No. 1 was issued on October 22, 2019 to cover the cost for Special Testing and Inspection Services in the amount of \$70,218.

Amendment No. 2 was issued on October 27, 2020 to extend the original construction management contract from November 25, 2020 through April 2021 in the amount of \$241,768 to cover the additional construction management services needed from construction delays caused by COVID-19 and unforeseen conditions. At the time, staff foresaw the potential further delays to the construction schedule and recommended a longer extension. However, the Council felt more comfortable with staff returning to them once the need for additional time and funding was confirmed.

Discussion/Analysis

Amendment No. 3 includes essential construction management services needed to complete the construction of the Los Altos Community Center due to the project schedule being extended owing to delays caused by COVID-19 and other unforeseen circumstances. Currently, the projected date for Final Completion is June 21, 2021, which represents approximately six months extension of the original contract Final Completion date of December 20, 2020 (the original Substantial Completion date was November 25, 2020).

NOVA Partners will continue to provide services in accordance with the existing agreement.



Subject: Professional Design Services Agreement Amendment: Community Center Project

Tasks NOVA Partners will continue to perform during construction and project closeout shall include:

- Continue on-site Construction Management to monitor, manage and administer all construction activities in accordance with contract requirements.
- Act as the focal point for all activities and provide coordination between the City, Architect, General Contractor, and other stakeholders including City vendors (for example furniture suppliers).
- Conduct weekly construction progress meetings to coordinate and schedule activities of contractors, design professionals, City staff, and others as required. Prepare and distribute minutes of meetings.
- Coordinate and administer scheduling, sequencing, change order requests, submittals, shop drawings, inspections, testing, etc., and constructability issues among the Architect, City, and Contractor. Implement procedures for review, processing, and maintenance of project documentation, records, and decisions.
- Expeditiously resolve disputes between contractor and design professionals without disruption to the project.
- Assist the City in resolving all technical, architectural, engineering, testing, surveying, scheduling, sequencing, and estimating issues, including change order cost and validity evaluation relating to design during construction.
- Conduct periodic walk-throughs of the project with City's management, program, and project personnel, including at least two formal reviews by City staff at appropriate comment periods.
- Direct, manage, and coordinate testing and inspection services, including monitoring and reporting to the City of actual versus estimated costs budgeted for such services through the course of the project.
- Represent or assist the City in review and resolution of disputes with Contractors, subcontractors, and suppliers. Maintain documentation and records on all relevant decisions and facts relating to changes, clarifications, change orders, and disputes on an ongoing basis.
- Review and provide recommendations on construction schedules submitted by the General Contractor to provide the shortest possible project completion.
- Review all progress requests for payment for amount, prevailing wage compliance, etc., and approve or modify them before forwarding to the City for payment. Review and monitor subcontractor compliance with the California Public Contract Code and report any non-compliance to the City.
- Review all project-related vendor invoices.
- Coordinate and manage the submittal and shop drawing review and approval process and advise design professionals of any unusual site conditions affecting approvals. Coordinate with the contractor to allow sufficient time for review and approval for all parties. Verify and document that the shop drawing process is proceeding according to the submittal schedule.



Subject: Professional Design Services Agreement Amendment: Community Center Project

-
- Implement a field log system. This system will be used for tracking requests for information (RFI), submittals, and proposed and actual change orders and their status, and will provide a database which presents a chronology, including change orders completed, in progress, planned, and projected.
 - Review all RFIs for completeness, clarity, and appropriateness.
 - Provide analysis of change orders to include, but not be limited to, analyzing validity, analyzing contractor's estimate, determining the source of the change, analyzing, and reporting on the effects of proposed and approved change orders in a timely manner.
 - Maintain project budget and issue monthly updates or as requested by the City.
 - Coordinate with utility companies including PG&E, AT&T and Comcast as needed to ensure power and communications systems are installed in accordance with the City's requirements without delaying project completion.
 - Manage close-out procedures approved by the City to accomplish timely completion of the construction contract (e.g., change orders, punch list, recommendation for acceptance, final payment, receipt of warranties and guarantees, transition to operation and maintenance phase, etc.).
 - Coordinate final testing, inspections, and approvals.
 - Advise the City regarding when building is ready for occupancy, when project is at the substantial and final completion stage, and when final payment is appropriate.
 - Direct the initial startup, commissioning and testing of utilities, electrical and mechanical systems, and equipment. Coordinate training of the City's personnel in conjunction with City's designated representatives. Collect and distribute all Operation and Maintenance manuals and warranty documentation.

Gonsalves and Stronck's latest construction schedule has revised the project Final Completion date approximately two months from April 21, 2021 to June 21, 2021. The not-to-exceed fee request by NOVA Partners for this additional scope of services to cover a period of approximately two months is \$120,884. The scope of work includes NOVA Partners construction management services in the amount of \$120,884.

NOVA Partners' monthly expenditure rate for project construction management services has averaged \$60,442 to date.



Subject: Professional Design Services Agreement Amendment: Community Center Project

Options

- 1) Authorize the Interim City Manager to execute an amendment with NOVA Partners for professional construction services through June 2021 in the amount of \$120,884.

Advantages: Allows construction management services to continue to manage the remaining construction activities and closeout of the Los Altos Community Center project.

Disadvantages: None.

- 2) Do not authorize the Interim City Manager to execute an amendment with NOVA Partners for professional construction services in the amount of \$120,884.

Advantages: None

Disadvantages: NOVA Partners cease to provide services at the end of April 2021 and will not be able to continue supporting the project through the construction of the facility's finishes, site work, commissioning, punch list items, and close-out.

Recommendation

The staff recommends Option 1.

NOVA PARTNERS INCORPORATED

March 30, 2021

Mr. Peter Maslo
City of Los Altos
1 N San Antonio Road
Los Altos, CA 94022

Subject: Los Altos Community Center Contract Amendment #3 - Construction Schedule Extension

Peter:

Nova Partners is performing Construction Management of the Los Altos Community Center (Project Number CF-01002). Due to the Covid-19 pandemic and scope modifications impacting project progress, the duration of the project has extended past the original construction contract completion date of November 25, 2020. Contract Amendment #2 extended Nova's contract through April 2021. The latest schedule shows a revised substantial completion date of May 4, 2021, with FINAL completion anticipated in June 2021.

We are requesting to increase our contract by a Not-to-Exceed amount of \$120,884 to enable us to continue to manage the remaining construction activities and closeout of the project. Please reference the below fee schedule for details of our proposed fee. This amendment would enable us to continue providing services through June 2021, including project closeout activities.

BREAKDOWN - 2 MONTH EXTENSION							
		Principal	Sr. PM	PM	APM	Admin	
	2021 Rate	\$226	\$204	\$187	\$171	\$143	Total
May	Hours	9	52	173	87	4	
June	Hours	9	52	173	87	4	
Total Fee		\$4,068	\$21,216	\$64,702	\$29,754	\$1,144	\$120,884

If you have any questions, please do not hesitate to contact us to discuss this request further.



Joe Capps-Jenner
Nova Partners, Inc.
Cc: David Marks



DISCUSSION ITEM

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: April 27, 2021

Subject: Amendment No. 5 to the Agreement between the City of Los Altos, California and Noll and Tam Architects, Inc. for the additional Design / Professional Consulting Services for Hillview Community Center Redevelopment Project CF-01002.

Prepared by: Peter Maslo, Project Manager

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Noll and Tam's Architects Scope of Services

Initiated by:

City Council – CIP Project CF - 01002

Previous Council Consideration:

July 9, 2019; March 12, 2019; September 11, 2018; July 10, 2018; March 13, 2018; December 12, 2017; September 26, 2017; August 22, 2017, May 23, 2017; April 25, 2017; July 30, 2019; October 13, 2020; October 27, 2020

Fiscal Impact:

The following contract amendment will cost \$117,581 and is funded by the approved Los Altos Community Center Project CF – 01002 in the Capital Improvement Program. Funds would be encumbered from available proceeds within the approved \$38.34M project budget. Including this amendment, the project remains under budget and no additional funding to the project is required.

- Breakdown of funds to be used:
 - o \$117,581 General Fund
- Amount already included in approved budget: Y
- Amount above budget requested: \$0

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Professional Design Services Agreement Amendment: Community Center Project

Additional Service Requests

PROJECT ITEM	PROJECT BUDGET
ASR 17 – Extended Civil Services for Work nearby Museum	\$8,800
ASR 18 – Project Schedule Extension	\$108,781
TOTAL PROJECT BUDGET	\$117,581

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- Noll & Tam’s Design and Architectural Services are essential and needed until completion of the Los Altos Community Center.
- Noll & Tam is contracted with the City as the Architect for the design and architectural services of Los Altos Community Center.
- A proposed Amendment No. 5 includes essential design updates and consulting services that were unforeseen and necessary to construct the Los Altos Community Center with good quality and minimal schedule delays. Currently, the projected date for Final Completion is mid-June 2021, which represents approximately seven months extension of the original contract completion date of November 25, 2020.

Staff Recommendation:

Authorize the Interim City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects for added scope of services on the Los Altos Community Center Project in the amount of \$117,581.

Purpose

Execute an amendment for \$117,581 to the existing agreement with Noll & Tam Architects for the Los Altos Community Center Project.



Subject: Professional Design Services Agreement Amendment: Community Center Project

Background

On August 22, 2017, Council authorized the execution of a professional services agreement between the City of Los Altos and Noll & Tam Architects in an amount not to exceed \$2,804,597 for design services for the Community Center Project. Subsequent Amendment Nos. 1-3 were approved by the Council on June 4, 2018, August 7, 2018, and July 30, 2019, respectively.

Amendment No.4 was approved by the Council on October 27, 2020 in the amount of \$425,863 for design updates and consulting services that were unforeseen and necessary during construction through mid-October 2020. Amendment No. 4 also included a three-month extension of Noll and Tam's contract period to match the construction delays from COVID-19 and other unforeseen conditions. At the time, staff foresaw further the potential for delays to the construction schedule and recommended a longer extension. However, the Council felt more comfortable with staff returning to them once the need for additional time and funding was confirmed.

Discussion/Analysis

Similar to Amendment No. 4, Amendment No. 5 includes unforeseen design updates that occurred since October and a schedule extension to match the current construction schedule. A detailed breakdown of the request is shown below:

- **ASR 17 – Extended Civil Services \$8,800:** City staff requested that Noll & Tam provide design services for modifications to site work adjacent to the History Museum as documented and specified in ASI 078 and supplemental surveying and paving work as documented and specified in ASI 082. The work of ASI 078 modified the site design adjacent to the History Museum. Modifications in ASI 078 include re-alignment and coordination of paving with the new History Museum fence (work of another project), installation of a new drinking fountain to replace an existing drinking fountain, and minor adjustments to project grading to conform to existing conditions. ASI 082 specified adjustments to existing paving at the interface of new and existing driveways.
- **ASR 18 – Project Schedule Extension \$108,781:** Additional service request to cover a schedule extension of two months for Noll & Tam and its subconsultants (DSE, CE+G, MIG, BKF and OMM). Gonsalves and Stronck's latest construction schedule has revised the project Substantial Completion date from March 21, 2021 to May 21, 2021, for a period of two months. This additional service request provides an additional fee for extended Construction Administration services for that period for Noll and Tam and their subcontractors: BKF (Civil Engineering), OMM (Electrical Engineering) and MiG (Landscape Design). The scope and projected monthly fee during construction for the Noll and Tam team is consistent with hours invoiced in late 2020 and early 2021 and includes projected hours for continued design activities that may be needed to address unforeseen construction issues that arise prior to Substantial Completion.

ASR 18 also includes an additional fee of \$21,824 for CE+G (Geotechnical Consultant) because the projections set forth by CE+G in Amendment No. 4/ASR 12 fell short of the



Subject: Professional Design Services Agreement Amendment: Community Center Project

actual quantity of site observation visits and analysis required by the project's construction progress. Finally, ASR 18 includes additional fee for minor structural engineering scope additions associated with the Monument Sign on Hillview Avenue, and design updates for the rooftop fall protection system.

Options

- 1) Authorize the Interim City Manager to execute an amendment with Noll and Tam Architects for professional services in the amount of \$117,581.

Advantages: Allows the design team to continue to provide construction support services through project completion and closeout the Los Altos Community Center and allows Noll and Tam to be compensated for unforeseen design modifications that came up during construction since October.

Disadvantages: None

- 2) Do not authorize the Interim City Manager to execute an amendment with Noll and Tam Architects for professional services in the amount of \$117,581.

Advantages: None

Disadvantages: Noll and Tam Architects will be unable to continue providing construction support services through the construction of the facilities finishes, site work, commissioning, punch list items and close-out, and they will not be compensated for the unforeseen design modifications that came up during construction since October.

Recommendation

The staff recommends Option 1.

Los Altos Community Center

ASR #17- EXTENDED CIVIL

January 20, 2021

Peter Maslo

Project Manager, City of Los Altos

1 N. San Antonio Rd Los Altos, CA 94022

Re: Additional Service Request #17 Extended Civil Services

NOVA PARTNERS
INCORPORATED

Approved by: **Sam Tooley**
Date: **March 1, 2021**
Amount: **\$8,800.00**

Dear Mr. Maslo,

We respectfully submit this additional service proposal for design services associated with design and construction administration for modifications to site work adjacent to the History Museum and ASI 082 Supplemental surveying and paving work.

In addition to the owner requested changes, BKF is requesting additional fee for the extended project schedule. BKF was not included in the recently granted schedule extension request and the attached proposal includes and a narrative supporting the request.

For the above scope, we propose a total fee of \$ 8,800.00. The total proposed fee includes Noll and Tam standard 10% markup.

Please contact me if you have questions or need additional information.

Sincerely,



James Gwise

Project Manager

date

01/20/21

Approved:



Peter Maslo

Project Manager

City of Los Altos

3/2/2021

date

Attached: BKF Proposal

Fee Schedule:

Noll and Tam Proposed Fee			
Staff	Rate	Hours	Fee
Dora Pollak	140	0	\$0.00
James Gwise	180	0	\$0.00

BKF Proposed Fees		
ASI 082 Supplemental Surveying and Paving		\$1,500.00
History Museum Revisions		\$1,500.00
Additional Construction Support		\$5,000.00
Total		\$8,000.00
NT Markup		\$800.00
Total Proposed Fee Noll+Tam and BKF		\$8,800.00

January 13, 2021
BKF No. 20170208-11

Mr. James Gwise
Noll & Tam Architects
729 Heinz Avenue, #7
Berkeley, CA 94710
Email: james.gwise@nollandtam.com

SUBJECT: ADDITIONAL SERVICE REQUEST #05 LOS ALTOS COMMUNITY CENTER, LOS ALTOS

Dear James,

Thank you again for your continued use of BKF on your project. We would like to take this time to alert you to some additional services we are working on, which are outside of our original scope of work. The below additional scope items are the result of additional requests from the City and the demands of the project.

TASK 1: ASI 082 SUPPLEMENTAL SURVEY AND PAVING

Fee: \$1,500

Per request from Nova Partners, BKF provided supplemental topographic survey and civil engineering support associated with ASI 082, which included expanded paving/repaving limits at the Museum drive aisle conform. As part of this work, a BKF survey crew visited the site, tied into existing site control (as we are not surveyor of record for the project) and provided topographic survey mapping of the ASI 082 area, capturing both the as-built condition and surrounding existing conditions. The BKF civil team reviewed this survey data, along existing pavement conditions in order to define new expanded paving limits issued in ASI 082.

TASK 2: HISTORY MUSEUM REVISIONS

Fee: \$1,500

As part of ASI 078, BKF incorporated additional revisions to the site grading and utility plans in order to accommodate increased areas of new pavement in front to the museum and relocation of the existing drinking fountain. We made also made revisions to the site plan and horizontal control drawings.

TASK 3: ADDITIONAL CONSTRUCTION SUPPORT

Fee: \$5,000

To date BKF has attended (3) visits to the site to review construction in progress, attended several meetings both onsite and remotely, provided responses to RFIs in both formal and informal revisions, and reviewed contractor submittals for various aspects of the civil engineering scope of work, many of which required multiple submittals and resubmittals by the construction team. The extent of this work, along with the extended construction schedule has exhausted our construction support budget. In order to continue to provide construction support in the form of RFI responses and design sketches, design team coordination and onsite review, we are requesting the additional fee indicated above. We have budgeted for up to two additional onsite observations and final site punchwalk upon completion of the civil engineering scope of work, as well as general construction support through updated project completion, anticipated to be May 2021. We have not included additional budget for attendance at regular OAC meetings but can use said meeting time for team coordination as needed. This scope is in addition to Task 6: Project Closeout Phase, outlined in our original proposal.

Please provide your acceptance of this Additional Service Request by signing below. Should you have any questions regarding the additional scope of services or fees, please do not hesitate to contact me at (650) 482-6457.

Very truly yours,
BKF ENGINEERS



Dale Leda, PE, QSD/QSP
Project Manager

Approved: _____
James Gwise, Noll & Tam Architects

Date

Los Altos Community Center

ASR #18


April 12, 2021

Peter Maslo

Project Manager

City of Los Altos

1 N. San Antonio Rd Los Altos, CA 94022



Approved by: **Saul Flores**
 Date: **April 14, 2021**
 Amount: **\$108,781.00**

Re: Additional Service Request #18, Project Schedule Extension

Dear Mr. Maslo,

We respectfully submit this additional service proposal associated with the G+S extended construction schedule. G+S's February construction schedule update pushes Substantial Completion from March 21st to May 21st. In accordance with the extended schedule, we are requesting fee for an additional two months of construction administration activities.

Daedalus is requesting additional compensation for redesign of the fall protection system because the vendor would not provide engineering services for the installation of the system as specified in the contract documents. We are also requesting additional fee for Daedalus to design footings for the monument sign. The sign is indicated in the drawings without footing design.

Cal Engineering is requesting additional services for extended site visits (more than anticipated and CA activities.

Additional fee is proposed for other consultant activities associated with the delay of substantial completion.

A total fee of \$108,781.00 for Noll+Tam and Design Consultants is proposed; see the next page for the fee breakdown. Please contact me at your earliest convenience with questions or comments regarding this proposal.

Sincerely,



Approved:



James Gwise
Project Manager

date
04/12/2021

Peter Maslo
Project Manager
City of Los Altos

date

Fees

Noll and Tam	Hrs/Mth	Mths	Total Hrs	Rate	Fee
Dora Pollak	120	2	240	140	33,600.00
James Gwise	80	2	160	170	27,200.00
Janet Tam	6	2	12	210	2,520.00
Subtotal					63,320.00

Consultants		
DSE	Fall protection detailing	5,637.00
DSE	Monument Sign Footing (est. not to exceed)	1,500.00
CE+G	Extended/Continued CA	21,824.00
MIG	Continued CA	5,500.00
BKF	Continued CA	5,500.00
OMM	Continued CA	5,500.00
Total Consultant Fee (includes NT 10% markup)		45,461.00

Total Fee: Noll+Tam and Consultants **108,781.00**

Notes:

NT fee invoiced percent complete of lump sum

Consultant Fee invoiced time and materials not to exceed stated value without prior authorization



DISCUSSION ITEM

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: April 27, 2021

Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Prepared by: James Sandoval, Engineering Services Director

Reviewed by: Andy Galea, Chief of Police

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Exhibits 1-4—plan drawings of the four proposed design options
2. City of Los Altos Emergency Operations Plan, January 2021

Initiated by:

City Council – Capital Improvement Plan Project CF-01003

Previous Council Consideration:

- January 9, 2018 – Adoption of the Santa Clara County Operational Area Hazard Mitigation Plan Update
- September 25, 2018 – Professional Services Agreement: Police Station EOC and restrooms, and HVAC upgrades
- September 24, 2019 - Capital Improvement Plan Prioritization
- February 25, 2020 – EOC/Police Station Status Update for Emergency Operations Center (EOC) & Police Station Building Upgrades (Project CF-01003)
- June 16, 2020 – FY 2020-2021 Budget Study Session
- June 23, 2020 - Fiscal Year 2020-21 Operating Budget and Fiscal Year 2020-24 Capital Improvement Plan
- October 13, 2020 - Los Altos Emergency Operations Center (D20-0001): Hold Public Hearing to consider the Planning Commission’s recommendation for Design Review

Fiscal Impact:

The EOC has a budget approved by Council of \$2.5 million. It will be funded by the Annual Civic Facilities Improvement CIP (CF-01003) budget, which has available funds as follows:

- \$750,000 FY-2019/20 CIP budget
- \$1,200,000 FY 2020/21 CIP budget
- \$1,200,000 upcoming FY 2021/22 CIP budget

Interim City Manager

BK

Reviewed By:

City Attorney

JH

Interim Finance Director

JM



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Of these \$3,150,000 in funds available in CIP CF-01003, approximately \$200K will need to be set aside for the Police and Fire Stations Needs Assessment & Options Analysis Plan included in the Council’s draft Goals and Objectives for 2021. This leaves an approximate net budget of up to \$2,950,000 for the EOC.

Council previously approved use of the FYs 2019/20 and 2020/21 funds (\$1,950,000) and would approve a funding source for the balance (currently \$550,000, based on a \$2.5 million budget) at the time of awarding the construction bid. The current estimated budget cost estimates for four design options are summarized in the following table. The cost estimate for the option selected by Council will be updated when design is 100% complete.

Staff will need to return to Council with an amendment to the agreement with architect JKA once an option is selected by Council. JKA’s amendment would reflect the estimated cost in the Design Updates column of the following table for the Development Option selected by Council.

Should the Council consider approving Option D herein, there are an additional \$6.37M of unassigned CIP funds available in the General Fund, per staff’s presentation at the March 23, 2021, study session on the 2020/21 Mid-Year Budget Status.

Emergency Operations Center – Cost Estimates for Development Options

Development Option	Design Updates	Construction Estimate	Construction Soft Costs and Contingency (25%)	Total Budget Estimates (rounded up)
Option A - Current Design (65% Complete)	\$ 41,500	\$ 1,750,000	\$ 437,500	\$ 2,230,000
Option B - Current Design + 4' Width Expansion	\$ 54,500	\$ 1,900,000	\$ 475,000	\$ 2,430,000
Option C - Option B + PD Enhancements	\$ 93,000	\$ 1,900,000	\$ 475,000	\$ 2,470,000
Option D - Option C + City Servers + IT	\$ 169,500	\$ 3,360,000	\$ 840,000	\$ 4,370,000

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Which EOC design option does the Council wish to direct staff to complete?

Summary:

- The City Council has previously awarded a design contract for a new Emergency Operations Center to be located behind the Police Station
- Current design is now approximately 65% complete



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

-
- At the October 13, 2020 City Council Meeting, the Council directed staff to clarify the programming of the proposed EOC and work with the HAM amateur radio operators to verify the building is designed to meet their spatial and operational needs
 - Since the October 13th City Council Meeting, staff have identified two additional options that offer improvements that better serve emergency, Police, and Information Technology operations

Staff Recommendation:

City Council provide direction to staff on which design option(s) to select for the new Emergency Operations Center, which would be further considered during the upcoming Council FY-2021/22 CIP budget session in May 2021.



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Purpose

1. Present design options for the Emergency Operations Center (EOC) to the City Council that accommodate the HAM amateur radio operators (HAMs) radio operations and other needs of the Police Department and Information Technology (IT) Division
2. Receive direction from the City Council on their preferred design option for the EOC

Background

On January 9, 2018, the City Council adopted Resolution 2018-01 accepting all of Volume 1 and the City of Los Altos portion of Volume 2 of the Santa Clara County Operational Area Hazard Mitigation Plan. The plan recognized that the City's Emergency Operations Center (EOC) needs to be replaced. The current EOC is located at the Municipal Services Center approximately 2.5 miles from City Hall and the Civic Center Campus in a building that is not rated as an Essential Services Building. An Essential Services Building is defined in California Health & Safety Code Division 12.5, Chapter 2 as a critical facility

1. designed to be used, as a fire station, police station, emergency operations center, California Highway Patrol office, sheriff's office, or emergency communication dispatch center
2. capable of providing essential services to the public after a disaster, and
3. designed and constructed to minimize fire hazards and to resist, insofar as practical, the forces generated by earthquakes, gravity, and winds

The City's 55-year-old police station also does not meet this standard. The Police Station was selected as the site for the new EOC for its proximity to police and City Hall personnel who will lead and largely staff the EOC in the event of an emergency.

On September 25, 2018, the City Council authorized staff to hire Jeff Katz Architecture (JKA) to design a new EOC and a new heating ventilation and air conditioning (HVAC) system and minor miscellaneous improvement in the existing Police Station. The EOC's basis of design was developed during a series of workshops that JKA hosted for the Police Department and Public Works staff when the design project kicked off in late 2018. The programming of the EOC is detailed in the attached 2016 Emergency Operations Plan (EOP). The current new EOC design (Option A) is 1,740 square feet. It more than doubles the square footage of the existing EOC at the Maintenance Services Center, which is approximately 735 square feet. The new EOC size was based on the needs of the EOC programming and the operational needs and area constraints of the Police Station facility.

On September 24, 2019, the City Council ranked Police Station Renovations as the highest priority CIP project after the Community Center is constructed. The Police Station was built in 1967 and has not had any major interior renovations. The 2016 Citywide Facilities Condition Assessment identified the HVAC and other maintenance needs at the station. Recent inspections of the Police Station HVAC by JKA and PD and Engineering Services staff exposed additional facility issues and



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

constraints, including electrical, energy efficiency, plumbing, potential asbestos and lead, spatial and layout, parking, etc.

On February 25, 2020, staff recommended pausing the EOC design until a Police Station options analysis study (i.e., renovating the existing station versus developing a new one), including an assessment of the City's two fire stations, was completed. The City Council disagreed with this recommendation and directed staff to continue design of the new EOC. Mayor Pepper recommended working with the HAMs to assure their operational needs were met and pointed out that a Police Station options analysis (i.e., renovating the existing station versus developing a new one), including an assessment of the City's two fire stations, would be deferred.

At the June 16, 2020 City Council budget hearing, staff recommended completing the design work but not budgeting construction until the longer-range economic and budget impacts of the COVID-19 pandemic were understood. The Council disagreed and directed staff to continue moving forward with the EOC design, bidding, and construction. During the meeting, the Council and staff did a line-by-line assessment of the CIP budget and carved out \$1.95M in funding for the EOC through the deferment of other CIPs and the Technology Reserve Fund. Staff was directed to return to the Council with options to refund the remaining \$550K to the EOC's \$2.5M budget.

At the June 23, 2020 City Council Meeting, the City finance director indicated the remaining \$550K could be drawn from various funding sources without major impact, including general funds, emergency operations funds, technology funds, CALPERS funds, etc. A final decision on funding the EOC budget gap would be made upon award of the EOC construction contract.

In accordance with Section 14.78.060, Community Development staff presented the Planning Commission's Design Review recommendation on the EOC building to the City Council at the October 13, 2020 meeting. The Council did not address the Design Review recommendation and asked staff to develop the EOC's programming and again to engage the HAMs to assure the building's size and design accommodates their operational needs. Additionally, Mayor Pepper asked that a green energy or battery back-up power source be designed for the EOC's back-up generator in lieu of a traditional diesel or propane generator. JKA will continue to research and assess whether green back-up generation options are feasible and reliable for an Essential Services Building. Their research to date has found that it was not feasible.

The EOC project website (<https://www.losaltosca.gov/publicworks/project/los-altos-police-station-emergency-operations-center-eoc>) has been updated to include the background information discussed herein.



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Discussion/Analysis

EOC Programming

Programmatically, the EOC will be a multi-functional building that serves citywide emergency operations and day-to-day operations of PD, as follows.

Emergency Operations

The primary function of the EOC facility is to serve as the operations center for City emergency operations personnel during a citywide emergency or disaster. The attached EOP details the procedures, staffing, and logistics of activating, operating, and deactivating the EOC during an emergency event. If the police station becomes disabled or structurally unsafe during an event like an earthquake, PD dispatch operations would move into the building. PD dispatch has four layers of communication:

1. Los Altos radio communications (SVRIA digital system)
2. Back up Los Altos radio communications (legacy analog system)
3. Backup radio communications—should Los Altos radio communications become disabled, PD can immediately join the radio communications of Mountain View or Palo Alto
4. The nationwide FirstNet high-speed wireless broadband cellular phone network for first responders

In addition to these communication functions, staff is reviewing the practicality of satellite wireless phone systems.

Should there be a catastrophic event large enough to wipe out PD's four communication layers without compromising the structural integrity of the EOC, PD would deploy the HAMs to the EOC to carry out radio communications on behalf of the City. The EOC will be designed to be plug-and-play ready for the HAM radio equipment.

Day-to-Day PD Operations

Since the new EOC will displace the trailer that currently houses PD's Traffic and Parking Enforcement Officers, those operations will be moved into the existing Briefing Room of the police station and the EOC facility will be configured to accommodate the day-to-day Patrol Division and briefing room functions, and PD training. The facility will also provide PD with additional space for report writing, meetings, personnel training, and overflow storage for PD since they have functionally outgrown the police station.



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Recognizing that not every City emergency will require activation of the EOC (e.g., COVID-19), the facility will be designed to be flexible and reconfigurable to accommodate diverse emergency events and evolving day-to-day police operations. In the event of an emergency activation, the Patrol Division would move elsewhere. However, it is not feasible to have patrol operations displaced for events other than emergency EOC activation and scheduled drills.

Since the EOC will be in a secured area behind the existing police building, access by non-PD people will require use of the existing entrances with a PD escort. Staff reviewed the possibility of designing an additional access point that does not require PD escort, but it is not feasible because of ADA and environmental constraints and there being numerous entrance/exit points that would lead to the secured police station facility. Similarly, use of the EOC's Conference or Multi-Use Rooms as an occasional community gathering space would not be practicable.

Information Technology

Development of the new EOC will also displace the City IT Division's office trailer that is located within the police station facility. The trailer will be relocated to the north of the EOC building. EOC Option D below provides an alternative design that accommodates IT and the citywide servers in the EOC building.

EOC Design Options

Since October 2020, staff, JKA and members of the Council met with the HAMs several times to: 1) understand the HAMs' equipment, storage, and spatial needs when they are mobilized to the EOC and 2) get their input on the HAMs-related design elements. During this period, staff also identified additional improvements that would better serve PD and Information Technology operations. These meetings and the additional assessments of the spatial needs for PD and IT have yielded four design options for the EOC, as follows. All four options will accommodate the needs of a fully mobilized HAMs unit. The scope of work of every option also includes converting the existing Briefing Room in the police station into permanent workspaces to accommodate PD's Traffic and Parking Enforcement Officers that are being displaced by the EOC building.

Option A – Current Design

Option A preserves the EOC's design work completed by JKA to date, which is 65% complete. This option is depicted in attached Exhibit 1 and has a gross square footage of 1,740, which is over twice the current EOC's square footage of approximately 735. It fulfills the programmatic needs identified in the EOP during emergency operations, the day-to-day operations of PD during non-emergency



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

periods, and the operations of the HAMs when they are mobilized during a catastrophic emergency event that eliminates PD's four communication networks.

The key design changes in Option A include the installation of a retractable wall between the Multi-Use Room and the Conference Room; added services of a HAM radio antenna subject matter expert to assure the complexities of HAM telecommunications equipment (e.g., the antennas and cabling) are properly designed; and changes to the HVAC system design to accommodate best practices for COVID-19 protection (e.g., UV systems, increased filtration), as well as the ability to shut systems down to protect against outside air contamination intrusion (e.g., wildfire smoke). Neither were considered in the original mechanical design. The retractable door in the open position will allow the HAMs unit and their end-to-end table layout to be fully accommodated within the enlarged footprint of the Multi-Use and Conference Room. When the HAMs are not mobilized, the retractable door provides additional versatility with the EOC rooms during day-to-day and most EOC operations.

The budget estimate for Option A is \$2,230,000, including design updates and construction costs. This is \$270,000 less than the City's \$2.5 million budget. The cost table in the Fiscal Impact section above provides an estimated breakdown of the cost elements.

Option B – Current Design + 4-foot Width Expansion

Option B takes the existing design (i.e., Option A) and stretches the building width by 4-feet in the north direction to yield a total gross square footage of approximately 1,870. This option is depicted in attached Exhibit 2.

The advantage of this option is that both the Multi-Use and Conference Rooms will be widened enough to enable the HAMs operation to completely fit in the Multi-Use Room during catastrophic emergencies without the need to expand their tables into the Conference Room. The disadvantage would be the loss of one of the planned PD parking spaces and an increase to the project cost estimate of \$200,000 over the current design (Option A).

The budget estimate for Option B is \$2,430,000, including design updates and construction costs. This is \$70,000 less than the City's \$2.5 million budget. The cost table in the Fiscal Impact section above provides an estimated breakdown of the cost elements.

Option C – Option B Design + PD Enhancements

Option C takes the footprint of Option B and makes internal changes to the building requested by PD that reduce the amount of storage and increase the space and functionality of workspaces, and make minor adjustments to some of the doors, windows, plumbing fixtures, etc. This option is depicted in attached Exhibit 3.



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

This option provides the advantage of more space for social distancing during COVID-type events and provides more overall functional workspace during other types of emergencies and day-to-day non-emergency PD operations. The disadvantage of Option C would be the loss of one of the planned PD parking spaces and an increase to the project cost estimate of \$240,000 over the current design.

The budget estimate for Option C is \$2,470,000, including design updates and construction costs. This is on par with the City's \$2.5 million budget. The cost table in the Fiscal Impact section above provides an estimated breakdown of the cost elements.

Option D – Option C Design + IT Offices + Citywide Servers

Option D takes the Option C design and extends the building footprint 30 feet to the north, and expands Option C's square footage from 1,870 to approximately 2,800, to accommodate the IT Division offices and the citywide servers in a permanent, secure location. This option is depicted in attached Exhibit 4.

Staff is presenting this option for Council's consideration because there are long range advantages to the City, as follows.

- a. The citywide servers, network devices, and internet service entry point would be relocated into a building that meets the latest Essential Services Building code standards. This equipment and entry point are currently located on the first floor of the police department and partially in the basement, which is a damp environment with dated building infrastructure (i.e., leaky plumbing and unreliable electrical and mechanical systems) and limited room for expansion. The basement also houses the critical tri-cities 911, call recording, and radio equipment, which would be relocated to the first-floor area vacated by the servers and network devices.
- b. IT staff would have a permanent office space for its staff, including proximity to the citywide servers and necessities such as a bathroom and kitchenette. IT's current office trailer has approximately 5-10 years of remaining life and has no restrooms or running water.
- c. The City will need to build a permanent location for IT and the citywide servers within the next 5-10 years. Integrating them into the EOC building now would have economies of scale savings and eliminate the cost to relocate the existing trailer. IT staff can work remotely or temporarily in another city facility during construction (e.g., Shoup Park, LACY).
- d. The new IT space could serve as an overflow breakout room during emergency operations.

The disadvantage of Option D would be the loss of three to four of the planned PD parking spaces and an increase to the project cost estimate of \$2,460,000 over the current design and \$1,870,000 over the City's \$2.5 million budget. Thus, this additional cost would need to be funded by the unassigned CIP funds discussed in the above Fiscal Impact section.



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

The budget estimate for Option D is \$4,370,000, including design updates and construction costs. The cost table in the Fiscal Impact section above provides an estimated breakdown of the cost elements.

The construction cost estimate of the option selected by the Council will be updated when the design is 100% complete.

Options

- 1) Authorize the Interim City Manager to proceed with Option A - Current Design (Exhibit 1).

Advantages:

- This design is currently 65% complete and previously approved by the Planning Commission
- It will accommodate the HAMs operation when they need to be deployed
- The budget estimate is \$2,230,000, which is \$270,000 less than the City's \$2.5 million budget

Disadvantages:

- The HAM operators would take over both the Multi-Use and Conference Rooms when they are deployed

- 2) Authorize the Interim City Manager to proceed with Option B - Current Design + 4-foot Width Expansion (Exhibit 2).

Advantages:

- Both the Multi-Use and Conference Rooms will be widened enough to enable the HAMs operation to completely fit in the Multi-Use Room during catastrophic emergencies without the need to expand their tables into the Conference Room
- The budget estimate for Option B is \$2,430,000, which is \$70,000 less than the City's \$2.5 million budget

Disadvantages:

- Loss of one of the planned PD parking spaces
- Increase to the project cost estimate of \$200,000 over the current design (Option A)

- 3) Authorize the Interim City Manager to proceed with Option C - Option B Design + PD Enhancements (Exhibit 3).



Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Advantages:

- Incorporates the added space in Option B
- Incorporates more space for social distancing during COVID-type events and provides more overall functional workspace during other types of emergencies and day-to-day non-emergency PD operations
- The budget estimate is \$2,470,000, which is on par with the City's \$2.5 million budget

Disadvantages:

- Loss of one of the planned PD parking spaces
- The budget cost estimate is \$240,000 over the current design

- 4) Authorize the Interim City Manager to proceed with Option D - Option C Design + IT Offices + Citywide Servers (Exhibit 4).

Advantages:

- Incorporates the added space in Option C
- The citywide servers, network devices, and internet service entry point would be relocated into a building that meets the latest Essential Services Building code standards, which would maximize the protection of the city's invaluable IT infrastructure and modernize the environment it resides in
- IT staff would have a permanent office space for its staff, including a bathroom, breakroom, and efficient proximity to the citywide servers
- The new IT space could serve as an overflow breakout room during emergency operations
- Integrating IT into the EOC building now would have economies of scale construction savings and forego developing a new IT facility in 5-10 years
- The Council has the option of utilizing available unassigned CIP funds to cover the additional cost of integrating IT into the EOC building
- The relocation cost of the existing trailer would be avoided

Disadvantages:

- The budget cost estimate is \$4,370,000, which is \$2,460,000 over the current design and \$1,870,000 over the City's \$2.5 million budget
- Loss of three to four of the planned PD parking spaces
- IT Department would have to continue to operate out of the old trailer that has an estimated remaining life of 5-10 years. This facility is not equipped with bathroom, breakroom, and secure storage



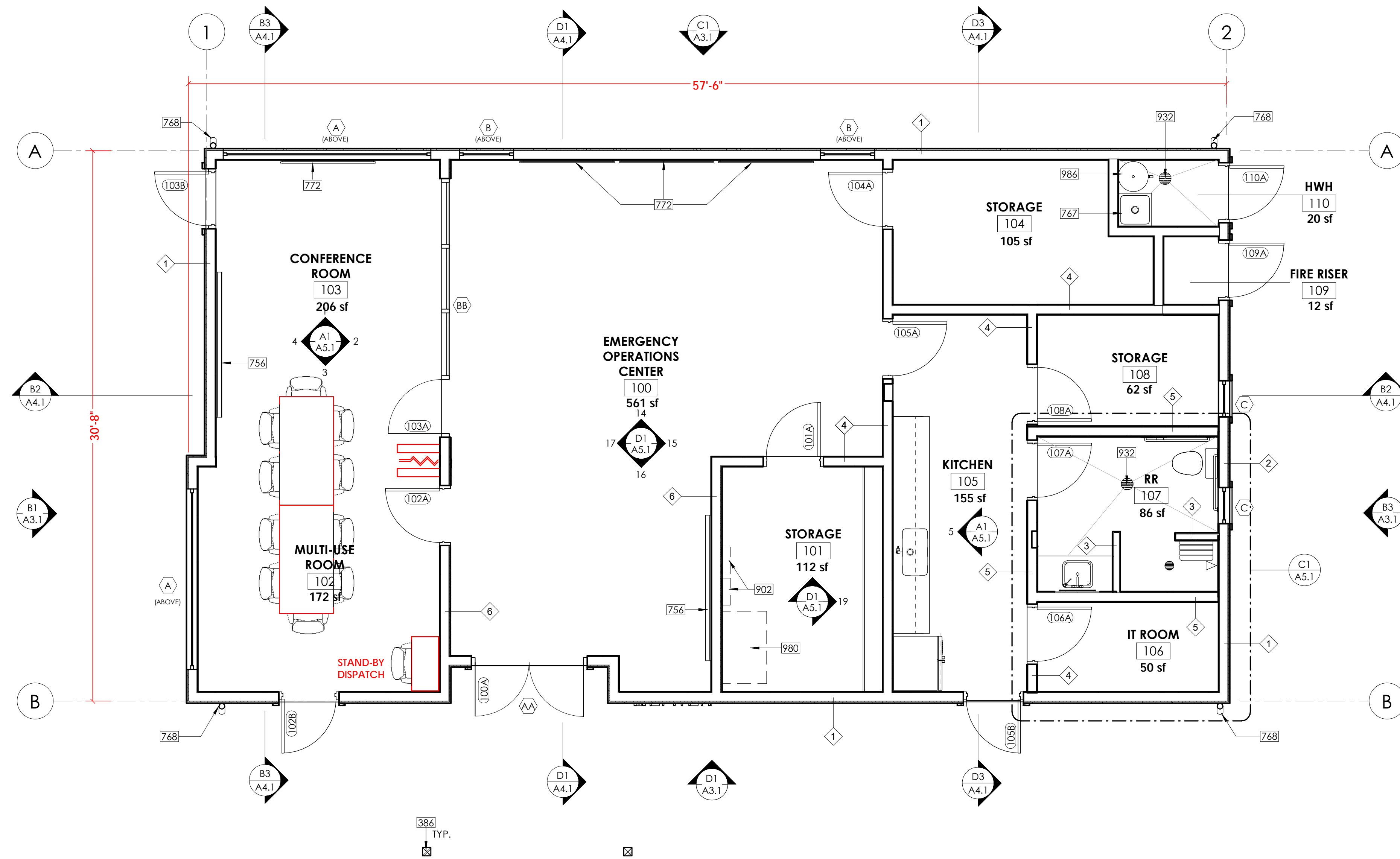
Subject: Design Options Update for the Los Altos Emergency Operations Center (EOC)

Recommendation

To optimize the spatial and functional needs for both EOC-activation and day-to-day Police Department operations, the staff recommends Option C. However, if the upcoming FY-21/22 CIP budget process can accommodate both the Council's priorities and Option D, staff recommends Option D to improve the work environment for the IT staff and maximize the protection of the City's invaluable IT infrastructure.

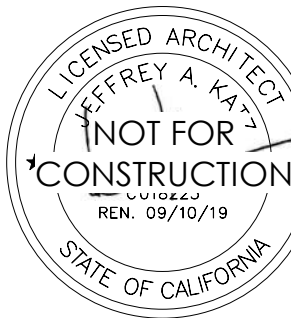
EXHIBIT 1 - OPTION A

1,509 SF NET



CONSTRUCTION NOTES

- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 756 WHITEBOARD
- 767 MOP SINK, SEE PLUMBING
- 768 DOWNSPOUT
- 772 WALL MOUNTED TV AND BRACKET, PROVIDE BLOCKING
- 902 ELECTRICAL PANEL, SEE ELECTRICAL
- 932 FLOOR DRAIN, SEE PLUMBING
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL
- 986 WATER HEATER, SEE PLUMBING

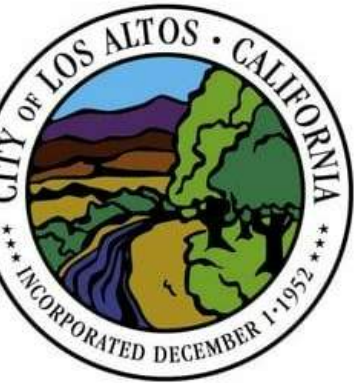


PROJECT:

CITY OF LOS ALTOS
EMERGENCY
OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022

NOTES

1. SEE A2.2 FOR DIMENSION PLANS
2. SEE ENLARGED PLANS FOR ADDITIONAL INFORMATION
3. SEE A2.3 FOR REFLECTED CEILING PLANS
4. SEE A4.9 & A4.10 FOR WALL TYPES
5. SEE A6.1 FOR ROOM FINISH SCHEDULE
6. SEE A6.2 FOR DOOR, WINDOW AND STOREFRONT SCHEDULE
7. STAINLESS STEEL CORNER GUARDS, TYP. ALL EXTERIOR CORNERS ON INTERIOR OF BUILDING
8. VERIFY LOCATION OF ALL STATION ALERTING EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH-IN
9. ACCESSIBLE RESTROOMS 102 AND 117 ON THE FIRST FLOOR SHALL COMPLY WITH ALL ACCESSIBLE REQUIREMENTS AND NOTES ON DETAILS A3/T-3 AND D3/T-3. LAVATORIES SHALL COMPLY WITH DETAILS C1/T-4 AND C2/T-4.
10. SEE DETAIL A1/A7.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/ STUD WALL.



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING RESUBMITTAL	08/05/20
CITY COUNCIL SUBMITTAL	10/01/20

LEGEND

- 2x4 STUD WALL
- 2x6 STUD WALL

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

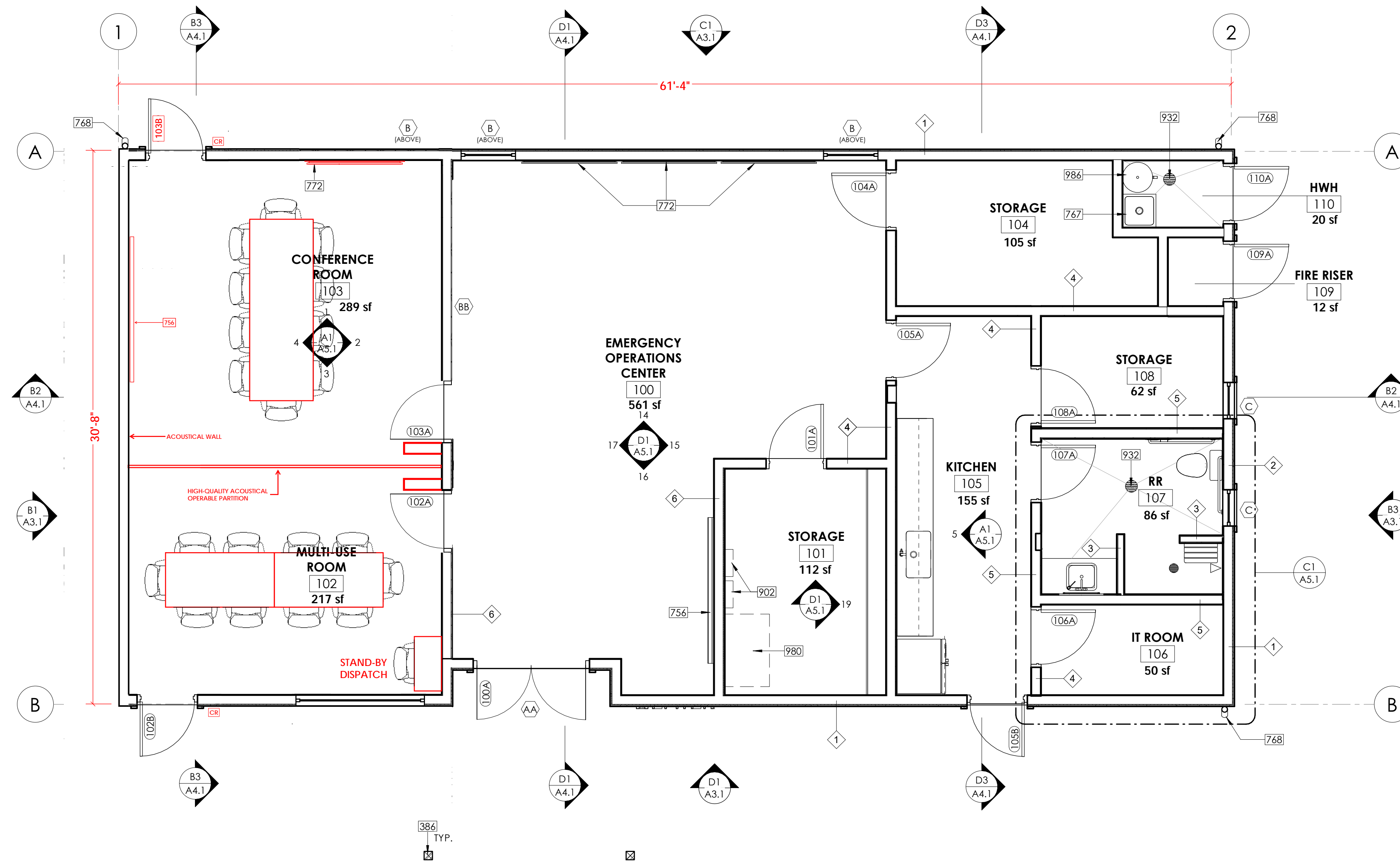
FLOOR PLAN

SHEET NUMBER:

A2.1

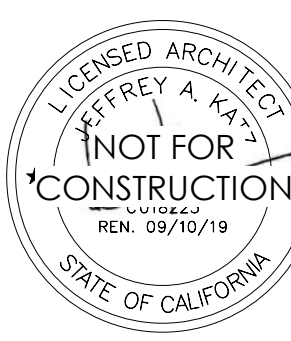
EXHIBIT 2 - OPTION B

1,637 SF NET



CONSTRUCTION NOTES

- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 756 WHITEBOARD
- 767 MOP SINK, SEE PLUMBING
- 768 DOWNSPOUT
- 772 WALL MOUNTED TV AND BRACKET, PROVIDE BLOCKING
- 902 ELECTRICAL PANEL, SEE ELECTRICAL
- 932 FLOOR DRAIN, SEE PLUMBING
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL
- 986 WATER HEATER, SEE PLUMBING

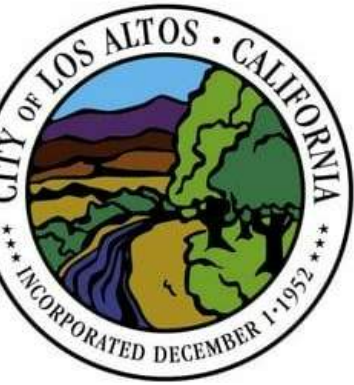


PROJECT:

CITY OF LOS ALTOS
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LOS ALTOS, CA 94022

NOTES

1. SEE A2.2 FOR DIMENSION PLANS
2. SEE ENLARGED PLANS FOR ADDITIONAL INFORMATION
3. SEE A2.3 FOR REFLECTED CEILING PLANS
4. SEE A4.9 & A4.10 FOR WALL TYPES
5. SEE A6.1 FOR ROOM FINISH SCHEDULE
6. SEE A6.2 FOR DOOR, WINDOW AND STOREFRONT SCHEDULE
7. STAINLESS STEEL CORNER GUARDS, TYP. ALL EXTERIOR CORNERS ON INTERIOR OF BUILDING
8. VERIFY LOCATION OF ALL STATION ALERTING EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH-IN
9. ACCESSIBLE RESTROOMS 102 AND 117 ON THE FIRST FLOOR SHALL COMPLY WITH ALL ACCESSIBLE REQUIREMENTS AND NOTES ON DETAILS A3/T-3 AND D3/T-3. LAVATORIES SHALL COMPLY WITH DETAILS C1/T-4 AND C2/T-4.
10. SEE DETAIL A1/A7.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/STUD WALL.



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING RESUBMITTAL	08/05/20
CITY COUNCIL SUBMITTAL	10/01/20

LEGEND

- 2x4 STUD WALL
- 2x6 STUD WALL

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

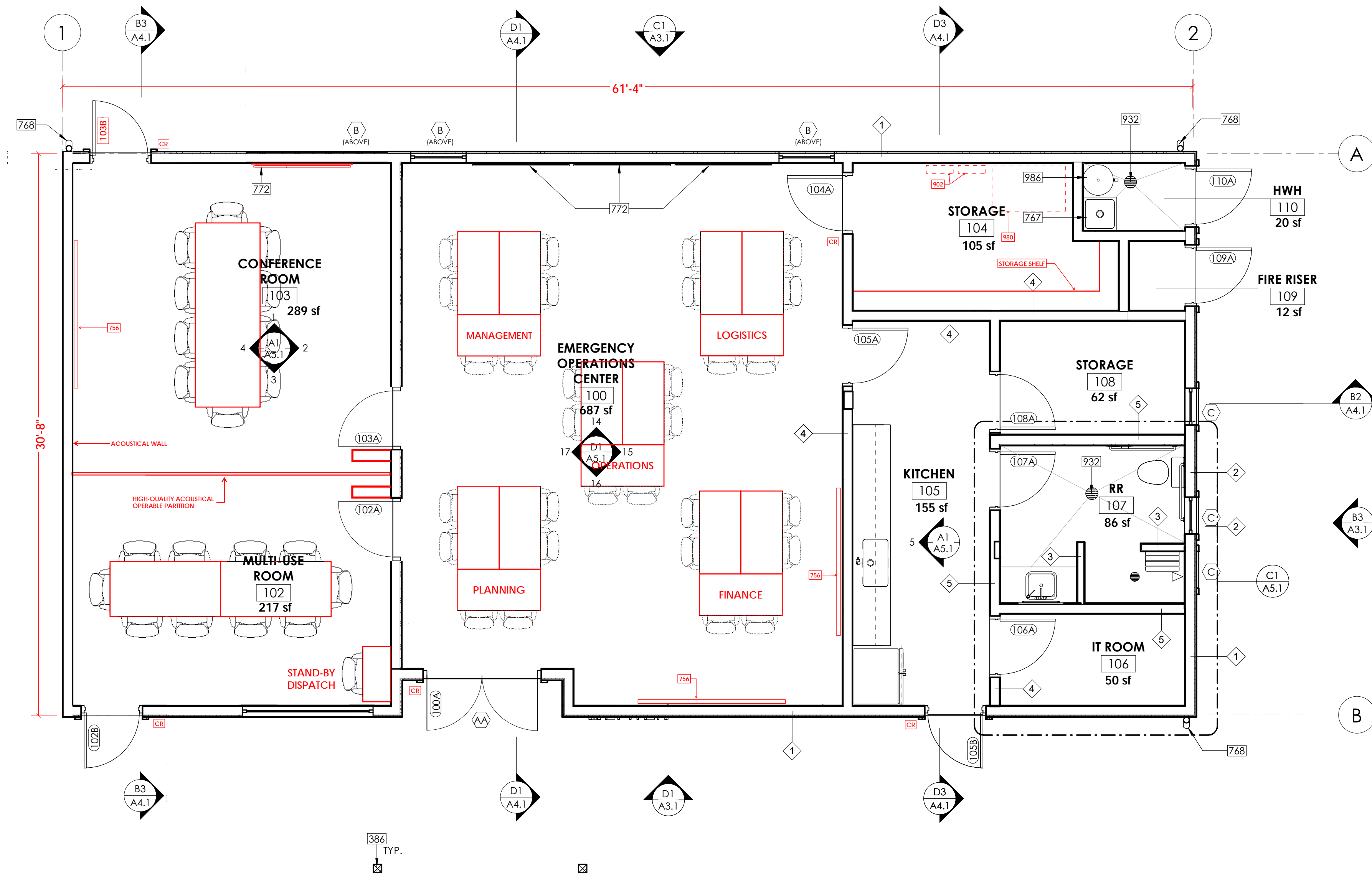
FLOOR PLAN

SHEET NUMBER:

A2.1

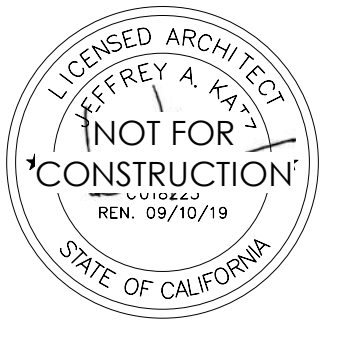
EXHIBIT 3 - OPTION C

1,763 SF NET



CONSTRUCTION NOTES

- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 756 WHITEBOARD
- 767 MOP SINK, SEE PLUMBING
- 768 DOWNSPOUT
- 772 WALL MOUNTED TV AND BRACKET, PROVIDE BLOCKING
- 902 ELECTRICAL PANEL, SEE ELECTRICAL
- 932 FLOOR DRAIN, SEE PLUMBING
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL
- 986 WATER HEATER, SEE PLUMBING

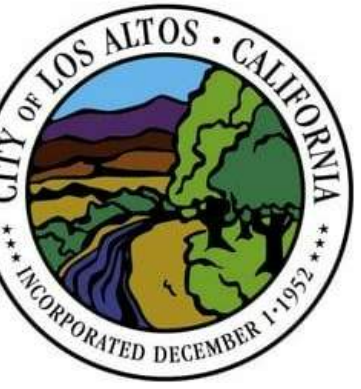


PROJECT:

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NOTES

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10. SEE DETAIL A1/A7.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/ STUD WALL.



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING RESUBMITTAL	08/05/20
CITY COUNCIL SUBMITTAL	10/01/20

LEGEND

- 2x4 STUD WALL
- 2x6 STUD WALL

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

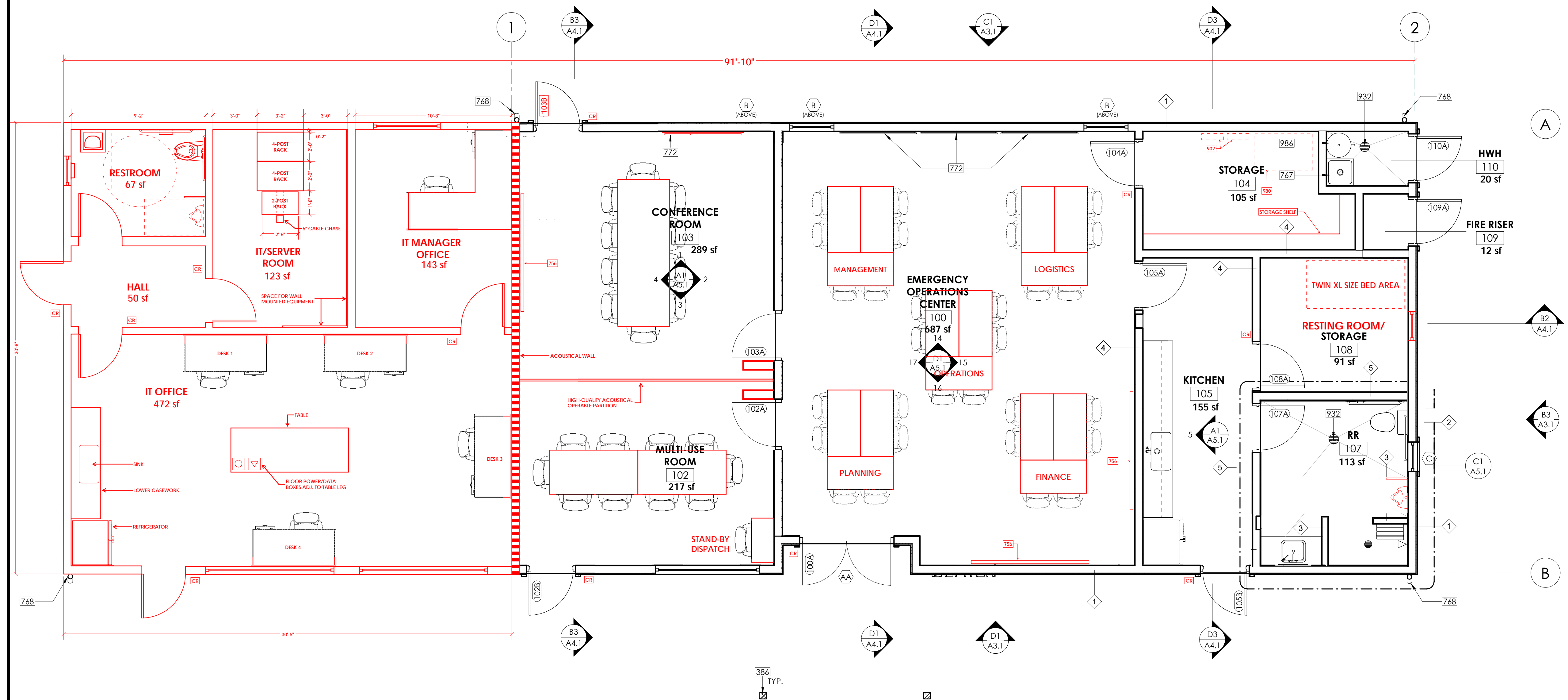
SHEET TITLE:
FLOOR PLAN

SHEET NUMBER:

A2.1

EXHIBIT 4 - OPTION D

2,653 SF NET



CONSTRUCTION NOTES

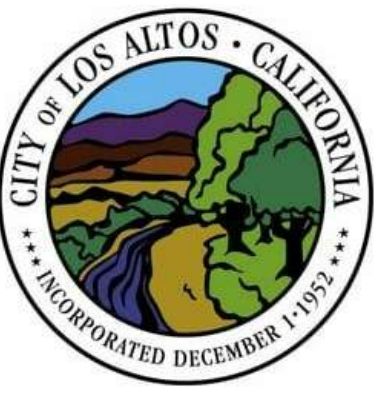
- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 756 WHITEBOARD
- 767 MOP SINK, SEE PLUMBING
- 768 DOWNSPOUT
- 772 WALL MOUNTED TV AND BRACKET, PROVIDE BLOCKING
- 902 ELECTRICAL PANEL, SEE ELECTRICAL
- 932 FLOOR DRAIN, SEE PLUMBING
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL
- 986 WATER HEATER, SEE PLUMBING



PROJECT:
CITY OF LOS ALTOS
EMERGENCY
OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022

NOTES

1. SEE A2.2 FOR DIMENSION PLANS
2. SEE ENLARGED PLANS FOR ADDITIONAL INFORMATION
3. SEE A2.3 FOR REFLECTED CEILING PLANS
4. SEE A4.9 & A4.10 FOR WALL TYPES
5. SEE A6.1 FOR ROOM FINISH SCHEDULE
6. SEE A6.2 FOR DOOR, WINDOW AND STOREFRONT SCHEDULE
7. STAINLESS STEEL CORNER GUARDS, TYP. ALL EXTERIOR CORNERS ON INTERIOR OF BUILDING
8. VERIFY LOCATION OF ALL STATION ALERTING EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH-IN
9. ACCESSIBLE RESTROOMS 102 AND 117 ON THE FIRST FLOOR SHALL COMPLY WITH ALL ACCESSIBLE REQUIREMENTS AND NOTES ON DETAILS A3/T-3 AND D3/T-3. LAVATORIES SHALL COMPLY WITH DETAILS C1/T-4 AND C2/T-4.
10. SEE DETAIL A1/A7.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/STUD WALL.



DESCRIPTION: DATE:
PLANNING SUBMITTAL 03/30/20
PLANNING RESUBMITTAL 08/05/20
CITY COUNCIL SUBMITTAL 10/01/20

LEGEND

- 2x4 STUD WALL
- 2x6 STUD WALL

NOT FOR CONSTRUCTION
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:
FLOOR PLAN

SHEET NUMBER:
A2.1

EMERGENCY OPERATIONS PLAN

City of Los Altos

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PREFACE

This Emergency Operations Plan (EOP) outlines how the City of Los Altos complies with and implements the requirement of the California Emergency Services Act (ESA) to protect the lives and property of the community.

The EOP is organized as follows:

- Section I – The Basic Plan: includes planning assumptions, policies, and concept of operations for emergency management.
- Section II – Attachments: includes pertinent information such as Authorities, Acronyms, and a Sample Proclamation.
- Section III – Functional Annexes: includes more detailed information on specific functions such as Direction and Control, Alert and Warning, etc.
- Section IV – Hazard Annexes: includes more detailed information required to address specific hazards.

DOCUMENT MANAGEMENT AND DISTRIBUTION

The Emergency Operations Plan (EOP) will be reviewed on an annual basis, or as necessary. The EOP may be modified as a result of a post-incident or post-exercise evaluation, and/or changes in responsibilities, procedures, laws, or regulations. The City's Police Department is responsible for the review, revisions, management, and distribution of the City of Los Altos EOP.

The EOP will be distributed to the following departments/agencies:

- City Council
- City Manager
- Community Development
- Administrative Services
- Police
- Public Works
- Recreation and Community Services

LETTER OF PROMULGATION

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The City of Los Altos has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS). The plan also meets requirements established by the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all agencies and personnel within the City into an efficient organization capable of responding to any emergency.

This emergency operations plan is an extension of the *California Emergency Plan*. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Los Altos.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System by the City of Los Altos. This emergency operations plan will become effective on approval by the City Council.

Marcia Somers
City Manager
Director of Emergency Services

Section I: Basic Plan

INTRODUCTION

The Emergency Operations Plan (EOP) for the City of Los Altos outlines authorities, organizational structures, and procedures used to coordinate activities related to local and regional emergencies or disasters.

The City and surrounding region are susceptible to a number of hazards such as natural disasters and human-caused events, as well as technological failures and pandemics. While the risk profiles for these hazards are quantified and assessed in related documents¹, the EOP utilizes an “all-hazards” approach to ensure the City is able to prepare for, respond to, recover from, and mitigate against all potential hazards and critical incidents.

PURPOSE

The primary purpose of the EOP is to:

- 1) Outline the City’s framework for managing preparedness, response, recovery, and mitigation activities inclusive of City departments, personnel, and elected officials.
- 2) Serve as a foundational document under which additional operational and tactical annexes, appendices, and plans can be attached
- 3) Codify the City’s understanding and adoption of state and federal response constructs² through which operational coordination, mutual aid, and other requests for support will be integrated
- 4) Demonstrate compliance with state and federal laws and regulations such as the California Emergency Services Act³

SCOPE

The EOP serves as the foundational element of the City’s approach to emergency management. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development of departmental plans, policies, and procedures as necessary to fulfill their assigned roles and obligations.

The EOP embraces the "Whole Community" approach to emergency management and, in addition to City resources, recognizes the roles of special districts, non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs), private-sector businesses, educational institutions, and other stakeholders. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs.

LIMITATIONS

While many of the organizational and operational constructs outlined in the EOP are designed for flexibility and can be utilized as-needed to address a number of emergency and non-emergency events, some activities require special activation or a formal disaster declaration by the City Manager or City Council. Similarly, the

¹ See the current City Annex to the Santa Clara County Hazard Mitigation Plan.

² For example: This EOP is based on the functional elements of California’s Standardized Emergency Management Systems (SEMS). SEMS is established by State Law (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations).

³ California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)

EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. As such, City assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in the EOP may be required based upon evolving needs and available resources. With this in mind, the EOP was designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the EOP and its associated annexes, appendices, or plans.

SITUATION

The City of Los Altos is small bedroom community located in the northwestern region of Santa Clara County, approximately 38 miles south of San Francisco, and 17 miles north of San Jose. The City encompasses an area of approximately 6.5 square miles, with an estimate of 30,000 residents⁴ and is considered one of the nation's most affluent zip codes.⁵

The City is most vulnerable to earthquake, drought, wildfire, flood, and disease outbreak. For more detailed information on hazards in the City of Los Altos, see the latest update to the City's annex to the Santa Clara County Local Hazard Mitigation Plan

PLANNING ASSUMPTIONS

The following assumptions were used during the development of the EOP:

- The City of Los Altos is susceptible to a number of hazards that may result in critical incidents
- Critical incidents include a variety of natural, technological, or man-made emergencies and disasters
- Some critical incidents will provide advanced warning while others will occur suddenly
- All departments will participate in planning and preparedness activities as required
- Personnel will be adequately trained to perform the roles in which they are assigned
- The EOC will be partially or fully activated to support operations during critical incidents
- City personnel may be unable or unavailable to report to work or as assigned
- Non-essential operations may be reduced or cancelled in order to prioritize resources for other needs
- Mutual aid and other assistance will be requested when City resources are inadequate
- Outside assistance and support may be unavailable for extended periods of time
- Communications equipment and infrastructure may be damaged or disrupted
- Transportation infrastructure may be damaged or disrupted and access to critical facilities may be blocked

⁴ U.S. Census Quick Facts: Los Altos. Retrieved from: <http://quickfacts.census.gov/qfd/states/06/0643280.html>

⁵ Forbes, America's Most Expensive Zip Codes (2012). Retrieved from: http://www.forbes.com/special-report/2012/1016_zip-codes_rank.html

- Critical infrastructure and utilities such as natural gas, water, and electricity may be severely impacted
- Residents may need to be self-sufficient for one week or more
- Additional planning, resources, and support will be needed to support people with disabilities and others with access and functional needs

EMERGENCY MANAGEMENT

The City actively maintains a program to promote, coordinate, and advance the four phases of emergency management: preparedness, response, recovery, and mitigation. The City Manager is the statutory director of the emergency management program and the Police Department has been delegated responsibility to coordinate these activities.

While the four phases of emergency management demonstrate the typical evolution of activities related to a specific hazard, they are not necessarily dependent upon each other and often overlap or are conducted concurrently to address a number of different hazards.

Figure 1



PREPAREDNESS

The Preparedness Phase includes activities undertaken prior to an emergency in order to improve the City’s ability to coordinate, respond, and recover from a critical incident. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. The City’s preparedness activities emphasize emergency planning and training as well as public education and outreach. The City also conducts drills and exercises regularly in order to validate ongoing activities, identify areas for improvement, and prioritize or justify future effort and funding.

In recognition of the number and wide variety of potential hazards facing the region, the City has adopted an “all-hazards” approach to planning and preparedness. While not restricting the development of specialty or tactical plans, this model focuses on the development of core capabilities through which the full spectrum of potential hazards and critical incidents can be addressed.

Planning

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the EOP and many of its associated hazard specific or functional annexes, while operational and tactical planning includes more granular information such as standard operating procedures (SOPs), checklists, personnel assignments, notification rosters, and resource lists. All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives.

Training

Training is an essential component of preparedness and greatly impacts the City’s ability to respond to, and recover from, a critical incident. City Departments regularly provide internal training while the Office of Emergency Services coordinates access to local, state, and federal training opportunities.

The City actively manages training activities and allocates funding in relation to fluctuating needs, personnel turnover, and course availability. In addition, the City consistently prioritizes training that promotes staff understanding and familiarity with the following concepts:

- Incident Command System (ICS)
- California Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)

Exercises

Exercises are the primary tool for assessing preparedness activities and identifying areas for improvement while allowing all levels of personnel to simulate their response and recovery roles in a learning environment. The City follows the best practices of the Homeland Security Exercise and Evaluation Program (HSEEP), including the building block concept of seminars, small-scale tabletop exercises, functional exercises, and full scale exercises.

The City uses a wide variety of exercises to regularly assess critical capabilities and prioritize future planning and training needs. By simulating potential response or recovery scenarios, the City is able to validate existing plans while determining if and where additional training is required.

Public Awareness and Education

The City actively promotes public awareness and education in order to strengthen overall preparedness and resiliency. By providing community education, outreach, training, and coordination, the City increases the ability of community members and organization to adequately prepare for and meet their own needs. By promoting self-reliance and individual preparedness, the City reduces the overall burden on limited resources and competing needs that emerge during critical incidents.

RESPONSE

The Response Phase includes any actions taken immediately before, during, or directly after a critical incident in order to minimize the potential or existing impacts of the incident.

Pre-Event Response

Some incidents, such as those related to severe weather, may provide sufficient warning to allow for pre-event or precautionary measures. Depending upon the probability and likelihood of significant impacts, pre-event response activities may include:

- Public Warning
- Evacuations
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

Emergency Response

Emergency response activities are actions taken during, or in the immediate aftermath, of a critical incident to reduce actual impacts. While these activities are most often associated with traditional response agencies including law enforcement, fire protection, emergency medical services (EMS), utilities, and public works, the size and complexity of an incident may require robust support from additional governmental agencies, nongovernmental organizations (NGOs), and other partners. As a result, comprehensive stakeholder participation during the development and socialization of relevant strategic, operational, and tactical plans can greatly enhance the efficiency and effectiveness of these emergency response activities.

When coordinating emergency response activities and addressing competing needs and objectives, the City utilizes the following prioritization hierarchy:

- 1) Support Life Safety
- 2) Protect Property
- 3) Reduce Impacts to the Environment

Emergency response may also include activities related to short-term recovery and often overlaps with long-term recovery operations.

RECOVERY

The Recovery Phase includes short- and long-term activities focused on returning the community to pre-incident conditions. In some instances when a state or federal disaster declaration has been made, recovery activities include the critical task of identifying, documenting, and quantifying response and recovery costs eligible for reimbursement.

Short-term Recovery

Short-term recovery operations begin during the response phase and may include activities such as the restoration of essential services, rapid debris removal, and the reestablishment of City services.

Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure. Activities include the restoration and reconstruction of public facilities and disaster response cost recovery.

Disaster Assistance Programs

Disaster assistance programs may be available for the following:

- **Individuals** – may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other Stafford Act Programs including crisis counseling, disaster unemployment assistance, and legal services may be available. In addition, various NGOs such as the American Red Cross, Mennonite Disaster Services, and the Salvation Army, provide recovery assistance to individuals, families, and community organizations. Assistance may include basic necessities such as food, shelter, clothing, and housing reconstruction.
- **Businesses** – may be eligible for low-interest loans to assist with uninsured physical damage through the U.S. Small Business Administration (SBA). Programs for agricultural assistance in the form of low-

interest loans for economic losses may be available through the U.S. Department of Agriculture (USDA).

- **Government** – assistance is available through state assistance under the California Disaster Assistance Act (CDAA), as well as several federal programs including the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program and the Hazard Mitigation Grant Program (HMGP).
- **Non-profit organizations** – assistance is available through state assistance under the CDAA, as well as several federal programs including FEMA PA Grant Program for eligible non-profit organizations.

Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to determine preliminary eligibility for certain state and federal financial assistance and reimbursement programs.

Recovery Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials utilized in response to the incident. To support the maximum recovery of eligible reimbursement, City departments and agencies must identify and support internal mechanisms for tracking and documenting appropriate costs.

Recovery Organization

Recovery operations will be managed and directed by the City Manager. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City Manager and their designated representatives. On a regularly scheduled basis, the City Manager will convene meetings with department managers, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. Other City departments will also be represented and responsible for certain functions throughout the recovery process.

After Action Report

As part of the recovery phase, and in accordance with SEMS, the State of California requires any city and/or county declaring a local emergency for which the governor proclaims a state of emergency, to complete and transmit an after action report to the California Office of Emergency Services (CalOES) within 90 days of the close of the incident period. The after action report should include the following information:

- Documentation of response activities
- Identification of both problems and successes during emergency operations
- Analysis of the effectiveness of the SEMS components
- Plan of action for implementing improvements

MITIGATION

The Mitigation Phase includes actions and measures taken to reduce or eliminate the degree of long-term risk from natural and technological hazards. Whereas preparedness activities increase the City’s ability to respond to the impacts of a hazard, mitigation activities reduce the potential for those impacts in the future, thereby reducing overall risk. A number of mitigation activities are available and may include the implementation, augmentation, or promotion of the following:

- Building and Safety Codes
- Disaster/Fire/Flood Insurance
- Land Use Planning and Management
- Hazard Research and Analysis
- Land and Repetitive Loss Acquisition
- Monitoring and Inspection
- Public Outreach and Education
- Relocation
- Risk Mapping
- Safety Codes, Statutes, and Ordinances
- Tax Incentives and Disincentives
- Seismic Strengthening or Retrofitting

Local Hazard Mitigation Plan

The City actively participates in formal mitigation activities including the development of the Santa Clara County Local Hazard Mitigation Plan (LHMP). The City’s current mitigation strategy has been codified as an annex to the County plan.

WHOLE COMMUNITY APPROACH

The City’s ability to respond and recover from significant emergencies and major disasters is highly dependent upon planning for the unique needs and specific requirements of the City’s residents and non-resident commuters and visitors. To further identify and meet these needs, the City has adopted a “Whole Community” approach in which the inclusion and integration of community partners, neighbors, and other stakeholders is actively promoted in all phases of emergency management. Through these collaborative efforts, the City will become more resilient and better prepared to meet the needs of its residents and daytime populace alike, especially those with disabilities and others with access and functional needs.

Private Sector

The City of Los Altos is home to a diverse and vibrant business community including traditional retail and entertainment sectors. The business community swells the City’s daytime population and serves as a foundation for economic prosperity. The City actively engages with the private sector to better understand their needs, identify resources, and develop partnerships. Many of the City’s private sector partners proactively address preparedness planning internally as a way to minimize business disruptions and to support the wellbeing of their employees and also offer their resources and technical capabilities to the larger community. The City acknowledges this valuable support and will continue collaborative efforts with the private sector as an integral component of the City’s overarching emergency management program.

People with Disabilities

People with disabilities often require additional planning and support to ensure they receive equal access and coverage as required under the Stafford Act⁶ as well as other state and federal legislation such as the Americans with Disabilities Act (ADA) of 1990⁷. Covered disabilities are not always apparent and may include impairments of mobility, vision, and hearing as well as some cognitive disorders and mental illnesses.

The City has a diverse population which includes a wide variety of people with disabilities. To meet the needs of these individuals, the City is committed to supporting efforts and activities designed to improve and validate capabilities in support of people with disabilities, including but not limited to:

- Notification and warning procedures
- Evacuation, transportation, and sheltering considerations
- Accommodations for Service Animals
- Accessibility to information

In addition, the City looks to integrate people with disabilities and their advocates directly into preparedness activities such as plan development and review. These efforts have included targeted outreach to publicize the development of this EOP and solicit input and participation in the subsequent development and review of associated operational annexes and appendices.

Individuals with Access and Functional Needs

In addition to people with disabilities, the City recognizes that additional support may also be needed to support those with “access and functional needs”. Access and functional needs are not necessarily related to a specific condition, diagnosis, or impairment and are based upon functional areas such as:

- Maintaining independence
- Effective communication
- Transportation
- Supervision
- Medical care

Individuals with access and functional needs may not have access to support networks outside of their immediate communities or be able to self-evacuate. As a result, they may have additional needs before, during, and after an incident. Those with functional needs often include children, the elderly, tourists, and other segments of the population, including:

- People with disabilities
- People living in institutionalized settings
- People from diverse cultures
- People with limited English proficiency
- People without transportation
- People who are economically disadvantaged

⁶ See Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, 42 U.S.C. 5121)

⁷ See Americans with Disabilities Act of 1990 (Pub. L. No. 101-336, 104 Stat. 328 [1990])

Considerations for Pets and Other Animals

As a result of deficiencies in emergency planning uncovered in the aftermath of Hurricane Katrina, the federal government passed the Pets Evacuation and Transportation Standards (PETS) Act in 2006 as an amendment to the Stafford Act. Recognizing the unwillingness of many displaced individuals to take advantage of evacuation or shelter resources without accommodating for their pets or companion animals, the PETS Act directs that state and local preparedness plans address the needs of individuals with pets and companion animals during a disaster or emergency.

The City works to include considerations for the needs of pets and companion animals in plans as appropriate. Furthermore, although not required under the PETS Act, additional resources for the evacuation of larger animals and livestock, such as horses, may be available through coordination and request through the County.

CONCEPT OF OPERATIONS

In accordance with state and federal laws, the City of Los Altos has officially adopted and integrated the following emergency management, response, and coordination systems:

- The Incident Command System (ICS)⁸
- The Standardized Emergency Management System (SEMS)⁹
- The National Incident Management System (NIMS)¹⁰

Together, these congruent operational systems outline how critical incidents, emergencies, and disasters will be coordinated in the field, at the local level, and up through the county, region, state, and federal levels.

FIELD LEVEL COORDINATION: ICS

As mandated by both SEMS and NIMS, the City utilizes the Incident Command System (ICS) to manage response activities in the field. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be expandable as the needs of an incident expand or contract. When utilized, the standardization of ICS principles and nomenclature is capable of integrating large numbers of personnel from disparate organizations.

LOCAL, REGIONAL & STATE LEVEL COORDINATION: SEMS

As the cornerstone of California's emergency response system, The Standardized Emergency Management System (SEMS), integrates the concepts and principles of both the National Incident Management System (NIMS) and ICS. Jurisdictions within the State are required to adopt its use and the system unifies all elements of California's emergency management community into a single integrated structure. SEMS ensures that local communities retain the authority and responsibility for managing and coordinating responses within their jurisdictions, while promoting situational awareness and facilitating the prioritization of resource requests.

The five SEMS coordination levels expand outward from the impacted area at the field level, with each successive level representing a larger geographic area. The five organizational levels include:

Field Response

Field response includes on-scene activities and coordination, consistent with ICS, and includes the use of an Incident Command Post (ICP). Depending upon the incident, multiple ICPs may be established at various sites throughout an impacted area and an Area Command may also be established. Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies, Department Operations Centers (DOC) or the local Emergency Operations Center (EOC) if activated.

⁸ More information can be found at <http://training.fema.gov/emiweb/is/icsresource/index.htm>

⁹ State authority is to be found, in part, in California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code). California state and local jurisdictions use the Standardized Emergency Management System as outlined in Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and the California Government Code §8607 et sec.

¹⁰ Federal authority is to be found in the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288) and in Homeland Security Presidential Directive 5, "Management of Domestic Incidents" and Homeland Security Presidential Directive 8, "National Preparedness." The emergency management system used nationally is the National Incident Management System (NIMS).

Local Government

Local governments, such as the City of Los Altos, retain the responsibility and authority for managing response activities within their jurisdictions. To support these efforts, local jurisdictions may activate their respective EOCs. Local EOCs provide agency coordination, provide logistical support, establish common operating procedures, identify overarching priorities, and prioritize available resources. Additionally, local EOCs coordinate with the Operational Area (OA)/County EOC.

Operational Area

The Operational Area (OA) provides coordination within the county and between all political subdivisions. The OA coordinates response activities within the county's geographic area through the County EOC, if activated. The OA also serves as a link to regional level and all other OAs within the region. The City of Los Altos is part of the Santa Clara County OA and coordinates closely with the Santa Clara County Office of Emergency Services (SCCOES). The City participates in OA planning and, during a critical incident, coordinates with the OA through either SCCOES or the Santa Clara County EOC, if activated.

Regional

The State of California is divided into three regions that each maintain Regional Emergency Operations Centers (REOC) to coordinate resource requests, support mutual aid, and promote situational awareness between their respective OAs. The City of Los Altos and the Santa Clara County OA are within the Coastal Administration Region.

State

When required, California's State Operations Center (SOC) is activated to facilitate state agency response, mobilize mutual aid, and coordinate with other regions, states, and the federal government. The SOC also serves as the liaison with the National Operations Center (NOC).

FEDERAL COORDINATION: NIMS

The National Incident Management System (NIMS) provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. The majority of NIMS requirements applicable to the City of Los Altos, including the adoption of ICS, are satisfied by the adoption of SEMS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.

ADDITIONAL COORDINATION: NORTH COUNTY JURISDICTIONS

Emergency management and response partners in the North County area of Santa Clara County, defined as the Cities of Los Altos, Mountain View, Palo Alto, and Sunnyvale ("North County"), have long recognized that mutual aid and cooperation in response to critical incidents can be enhanced and made more effective by sharing resources. Given the common hazards facing the area and the potential for large regional impacts, North County agencies and stakeholders will need to work together during extended incidents to meet evolving needs and provide critical services.

Building upon the success of ongoing coordination, North County cities have identified and integrated mutually beneficial activities that offer a number of synergies and potential economies of scale. These activities include preparedness elements, such as combined planning processes, shared stakeholder integration, and the development of common plan elements. Additionally, although each of the North County jurisdictions maintains and staffs their own EOCs, in some circumstances co-locating EOC functions within a common facility may provide benefits such as increased coordination, reduced staff requirements, and lower costs. However, regardless of potential co-location, each jurisdiction will always maintain individual control of their respective EOC functions.

MUTUAL AID

The California Mutual Aid System operates within the framework of the MMAA and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests systems within mutual aid are depicted in **Exhibit 1-A: Mutual Aid Resource Requests**.

The California Mutual Aid System includes a number of discipline-specific mutual aid systems, such as fire and rescue, law, medical, building and safety, coroners, emergency managers (EMMA), and public works.

In addition to the California Mutual Aid System, the state participates in interstate mutual aid through the Emergency Management Assistance Compact (EMAC).

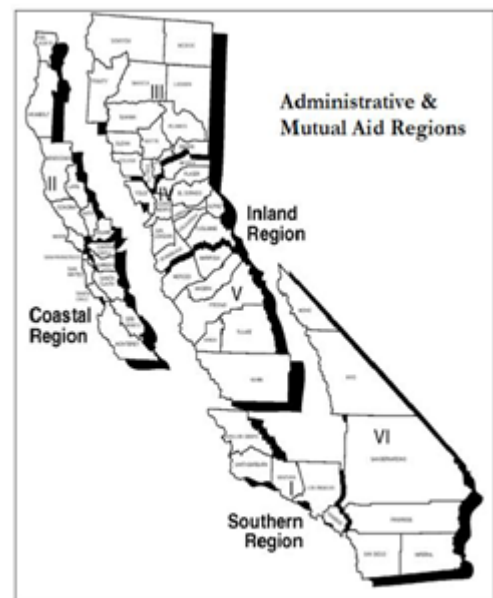
Mutual Aid Regions

California is divided into six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of the Coastal Administration Region, the Santa Clara County OA and the City are part of Mutual Aid Region II.

Mutual Aid Coordinators

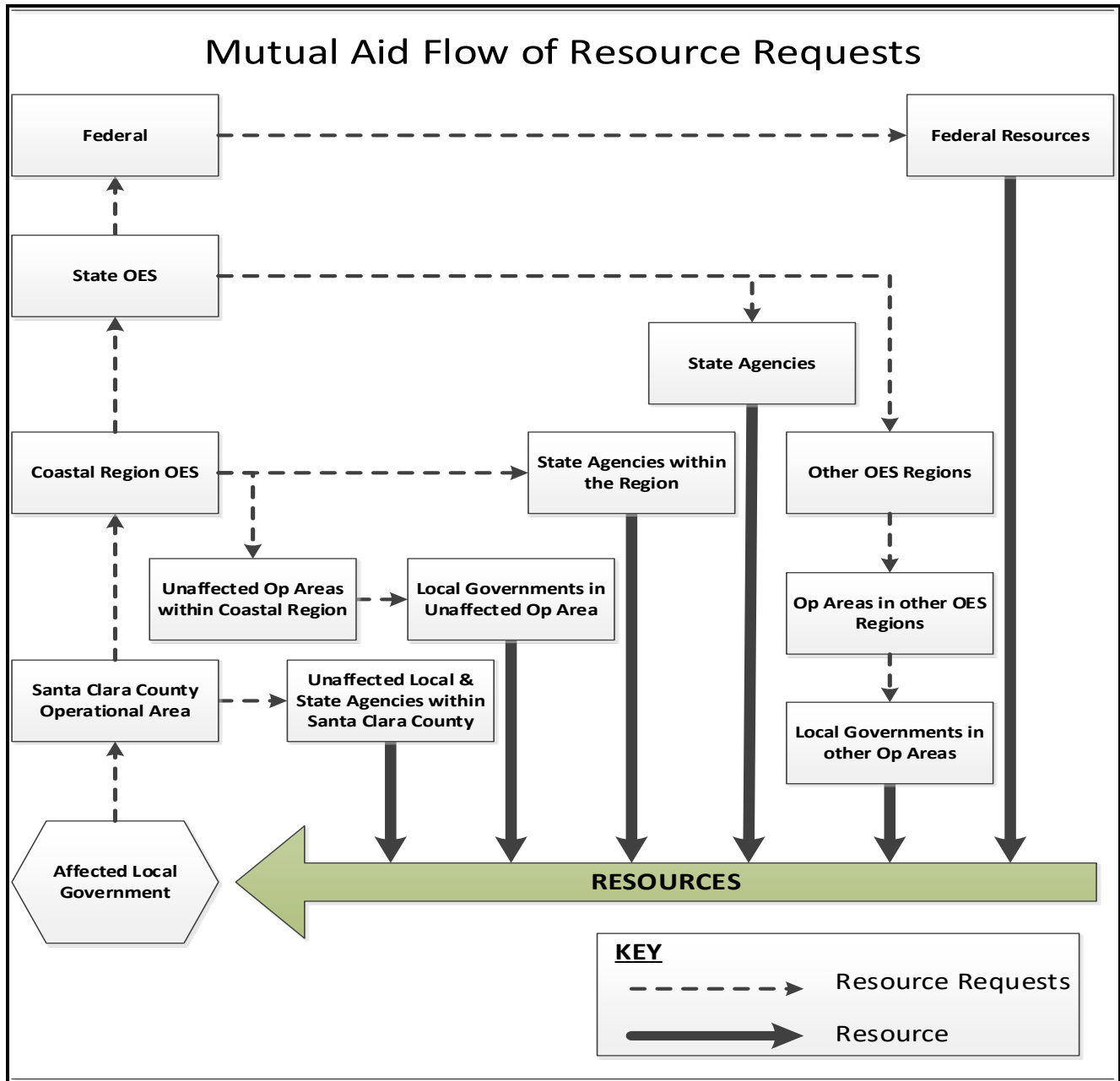
Discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, region, and state levels. The mutual aid coordinator receives mutual aid requests and coordinates the provision of resources from within the coordinator's geographic area of responsibility. All unfilled requests will be forwarded to the next higher level of government.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system and by emergency management staff at the local government, operational area, regional, and state levels. Depending upon the circumstances, mutual aid coordinators may operate from their existing department, an EOC, or other locations as required.



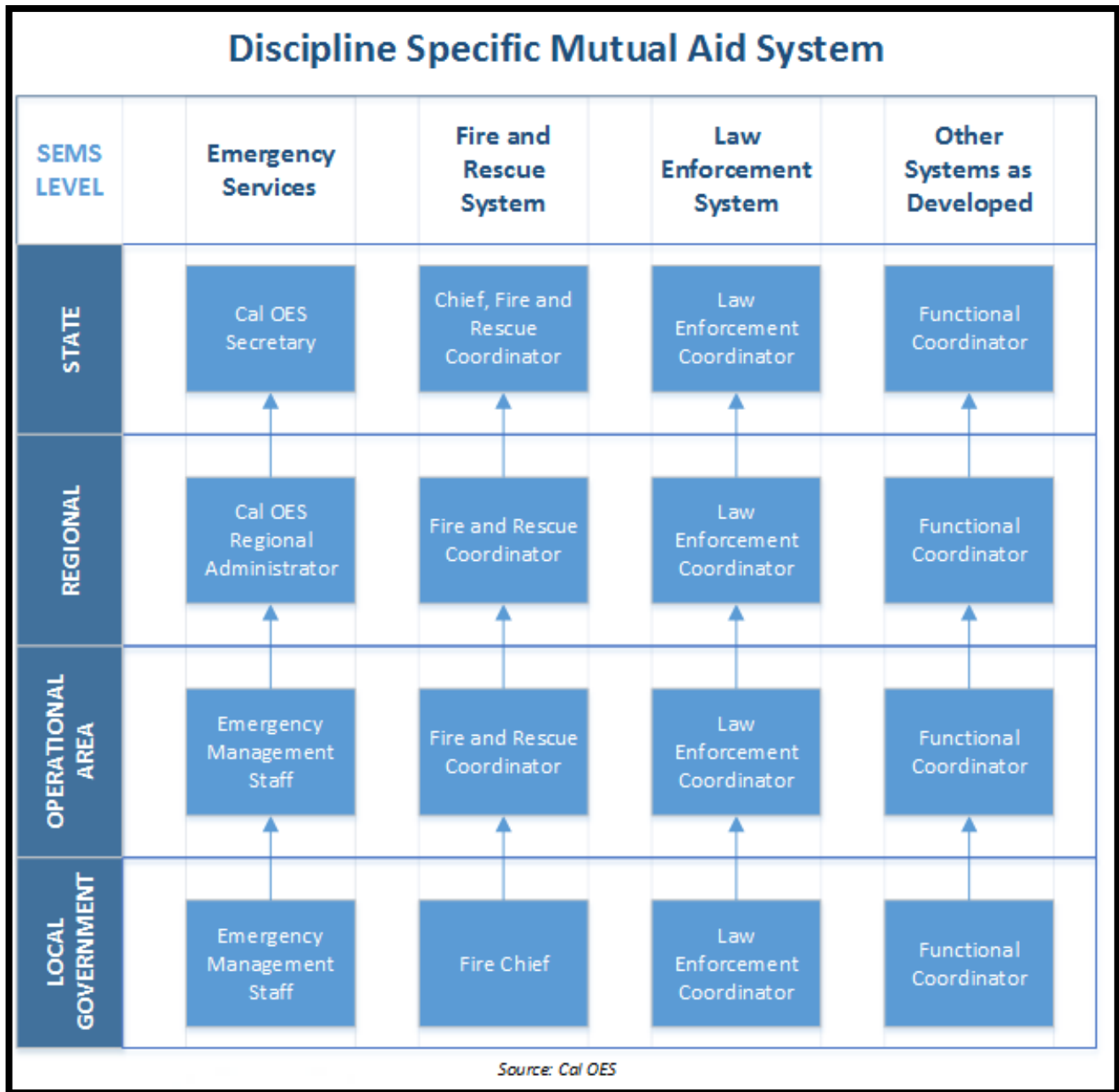
Source: Cal OES

EXHIBIT 1-A MUTUAL AID RESOURCE REQUESTS



Source: Cal OES

EXHIBIT 1-B: DISCIPLINE SPECIFIC MUTUAL AID SYSTEM



VOLUNTEER ORGANIZATIONS

The City of Los Altos supports a number of volunteer organizations that can be activated to provide support and specialized resources as required.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

The City encourages community preparedness through the development and support of organized neighborhood Community Emergency Response Teams (CERT) in coordination with the Santa Clara County Fire Department. These teams are composed of a core group of trained individuals and neighborhood volunteers. The groups provide an on-going source of disaster preparedness information to their neighborhood and conduct periodic drills to practice their CERT skills. Residents of Los Altos are encouraged to form CERTs to help themselves and their neighbors prepare for emergencies, and to provide assistance during and after an emergency. The long term result is a safer and supportive neighborhood where people want to come and live.

AMATEUR RADIO (ARES/RACES)

The City of Los Altos Amateur Radio Cadre supports functions related to the Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES) with a local team of more than 50 volunteer amateur radio operators dedicated to providing emergency communications support to local, county and state governments during disasters and other emergencies. When activated, these personnel support the Los Altos Police and Fire Departments and provide communications support for local city and charity events.

ARES / RACES volunteers are licensed by the Federal Communications Commission and are trained in emergency communications procedures. They drill frequently to maintain readiness and are certified in emergency management protocols. The Los Altos organization operates and maintains K6LOS.

COLLABORATIVE AGENCIES' DISASTER RELIEF EFFORT (CADRE)

Collaborating Agencies' Disaster Relief Effort (CADRE) is a leading network of organizations that provide community services that are essential in times of disaster. CADRE helps coordinate organizational preparedness planning in non-disaster times and activates to respond and provide essential services during and after a disaster. CADRE works closely with Los Altos and others within the Santa Clara County emergency management community to build disaster resilience among service organizations through communication, coordination and preparedness training. CADRE is the official local Voluntary Agencies Active in Disaster (VOAD) for Santa Clara County.

ALERT AND WARNING

EMERGENCY ALERT SYSTEM (EAS)

The Emergency Alert System is a public warning system that may also be used by federal, state, and local authorities to provide emergency information and notification to the public. This system allows use of existing media (radio, TV) resources to communicate to residence in the event of a widespread emergency situation.

NATIONAL WARNING SYSTEM (NAWAS)

The National Warning System (NAWAS) is a dedicated wire-line system that provides two-way voice communications between the federal warning center, state warning points, and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation.

NATIONAL WEATHER SERVICE (NWS)

The National Weather Service (NWS) transmits continuous weather information on 162.40, 162.475 and 162.55 Hz frequencies. Severe weather broadcasts are preceded with a 1,050 Hz tone that activates weather monitoring receivers equipped with decoders.

ALERTSCC

AlertSCC is a county-wide community alert and notification system. This system allows the City of Los Altos to provide critical information and instructions quickly to cell phones, emails, or landline phones of those who subscribe. To subscribe, please go to www.AlertSCC.org.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's alert and warning infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

EMERGENCY OPERATIONS CENTER

The City of Los Altos EOC provides a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communications, coordination, resource management, and executive leadership.

PRIMARY AND ALTERNATE EOC LOCATIONS

The primary EOC for the City of Los Altos is located at the Municipal Service Center.

If the primary EOC site is threatened, inoperable, or inaccessible, an alternate EOC can be designated. All City departments and personnel should be prepared for the possibility of sudden relocation to an alternate EOC or similar facility.

An alternate EOC location is located at the Los Altos Police Department.

EOC ACTIVATION AND DEACTIVATION

The EOC facility and equipment are used regularly by the Los Altos Police Department and other City departments, staff, and volunteers. The EOC space and equipment may be utilized for coordinating and monitoring activities at any time without the need for a formal activation. However, depending upon the need and circumstances, an official EOC activation may be appropriate to support a number of activities, including:

- Field response
- Pre-planned events
- Local Proclamations of Emergency

EOC Activation Levels

The magnitude of an emergency dictates the response level, and is scalable based on the changing needs of the event. **Exhibit 1-C: EOC Activation Levels** outlines EOC activation levels for the City.

EXHIBIT 1-C: EOC ACTIVATION LEVELS

Level	Operational Status	Description	Examples
Level 1	Minimum Activation	Monitoring an incident/event or potential situation/event.	<ul style="list-style-type: none"> ▪ Severe weather warning ▪ Flood watch ▪ Terrorism warning ▪ Minor earthquake
Level 2	Partial Activation	Necessary EOC positions are activated to manage the incident as needed.	<ul style="list-style-type: none"> ▪ Planned event ▪ Local emergency declared ▪ Oil spill ▪ Wildland fire affecting developed areas
Level 3	Full Activation	Full activation of the EOC with all position activated.	<ul style="list-style-type: none"> ▪ Catastrophic earthquake ▪ Major wildland fire ▪ Major local and/or regional disaster

EOC Deactivation

The EOC will be deactivated or the activation level will be lowered upon the recommendation of the EOC Manager/Director based upon the status of the incident and ongoing needs.

EOC Communication Resources

Communication resources available in the EOC include:

- Landline Telephones
- Cellular Telephones
- E-mail
- Fax
- Internet
- Fire/Police Radio
- Web EOC
- EOC to EOC Radio system
- Computer Aided Dispatch (CAD)
- Municipal Operations Center radio system
- Amateur radio

Internal Communications & Coordination

Communication with field elements may be coordinated through relevant DOCs or directly with an Incident Commander. If a DOC is not activated, the Incident Commander may communicate directly with their department specific representative located in the Operations Section of the EOC.

Additionally, the Los Altos EOC will communicate and coordinate with the Santa Clara County OA EOC and other cities within the Santa Clara County OA. Each city, including Los Altos, will provide relevant information pertaining to situational awareness and resource status to the OA EOC, and in turn the OA EOC will push aggregated county-wide information back to each city. Mutual aid requests outside of predetermined pathways (i.e. Law Enforcement, Fire and Rescue, etc.) will be communicated to the OA EOC.

External Communications & Coordination

The City EOC will coordinate with external entities such as special districts, public utilities, volunteer organizations and/or private agencies as required. These entities will usually communicate directly with the City and may provide a representative to the City EOC. The level of involvement of special districts, public utilities, volunteer organizations, and private agencies will vary considerably depending upon the type of incident.

Law Enforcement DOC

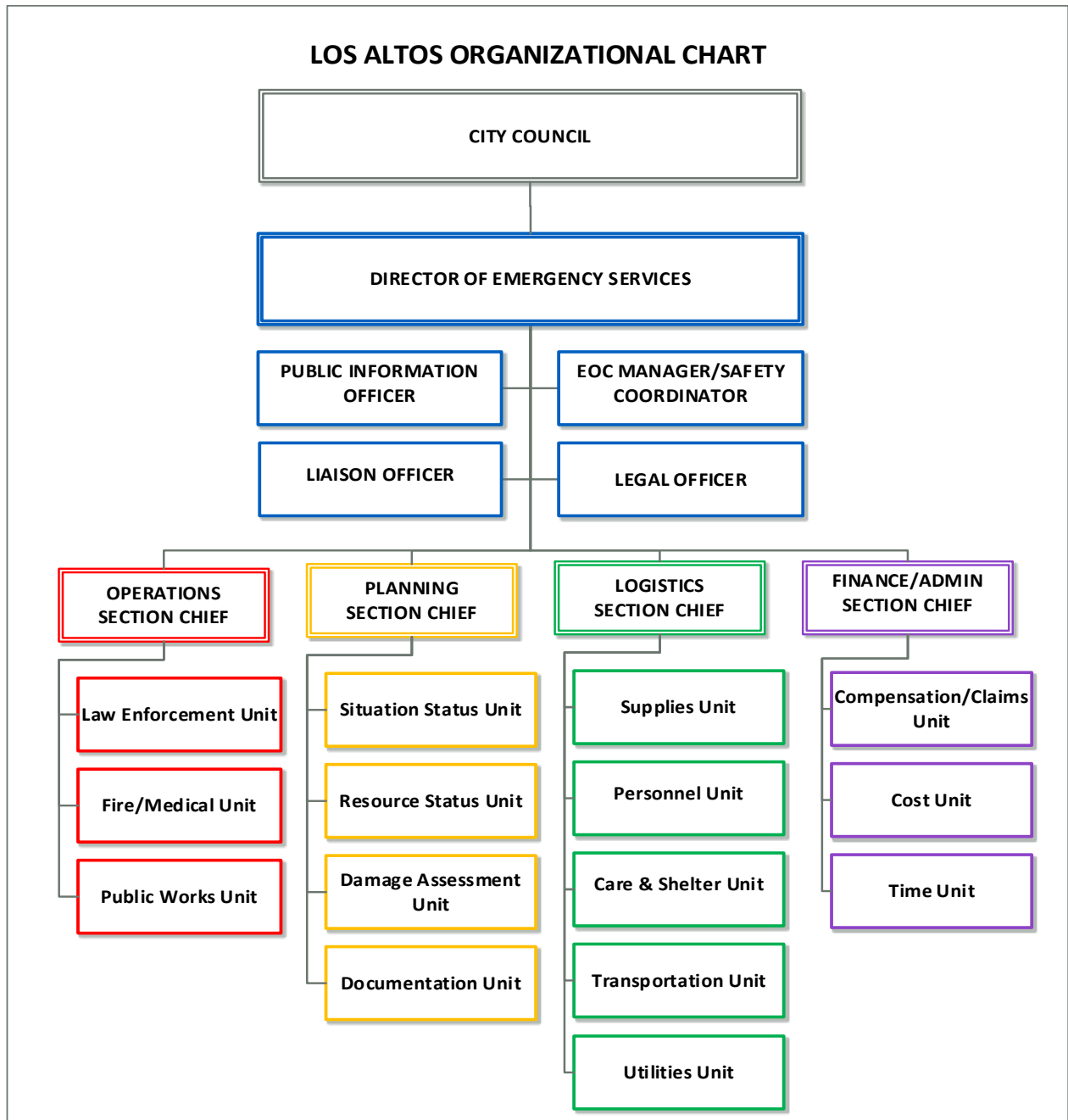
The Los Altos Police Department has a DOC which is activated for significant incidents in order to coordinate law enforcement resources. Communication resources available in the DOC include telephones, cellular phones, police radio, and the CAD system.

The Police Department DOC is located at the Los Altos Police Department and when activated, telephones, cellular phones, and radio are used to communicate with the City EOC. The DOC communicates with the Field using police radios, cellular phones, and the CAD system.

POSITION DESCRIPTIONS AND RESPONSIBILITIES

EOC Structure

EXHIBIT 1-D: EOC ORGANIZATIONAL CHART



Management Section

The Management Section coordinates overarching EOC operations and has overall responsibility for the coordination of emergency operations. The Management Section consists of the following staff:

Director of Emergency Services –has overall responsibility for the City’s emergency response operations.

EOC Manager/ Safety Coordinator – has responsibility and authority for the operation of the EOC. The EOC Coordinator will ensure that the EOC is adequately staffed and operates at a level appropriate for the emergency.

Public Information Officer (PIO) – is responsible for interfacing with the public and media or with other agencies with incident-related information requirements. They serve as the conduit for information to and from internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Liaison Officer – is the point of contact for all agency representatives and oversees all liaison activities’ within the EOC. The Liaison Officer ensures external agency representatives are provided appropriate situation information and maintains records of all agency representatives.

Legal Officer – provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal officer also assists the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

Operations Section

The Operations Section answers and coordinates requests for tactical support made by the individual DOCs or IC. The need to expand the Operations Section is generally dictated by the number of tactical resources involved in the incident response, and is influenced by span-of-control considerations. Assets from City departments and jurisdictional entities/authorities, such as police, fire, public works, etc. performing field emergency response operations may request assistance from the operations section through the field operations authorized agent (i.e. Logistics Section or IC).

Planning and Intelligence Section

The Planning Section conducts planning activities for the EOC and oversees all incident-related data gathering and analysis regarding incident operations and assigned resources. Under the direction of the Planning Section Chief, the Planning Section collects, evaluates, and processes situation and resource status information for use in developing EOC action plans. Dissemination of information can be accomplished through an EOC action plan, a situation report (SITREP), formal briefings, or through map and status board displays.

Logistics Section

The Logistics Section fulfills support requests both from the field and internally from other City agencies, DOCs, and support partners. The Logistics Section also supports the operational needs of the EOC and requests may include:

- Facilities
- Communications

- Supplies
- Equipment maintenance and fueling
- Food services (for EOC staff and on-scene staff, if requested)
- Medical services (for EOC staff and on-scene staff, if requested)
- Other services as appropriate

The need for logistics considerations and planning exists at multiple levels. The City EOC must account for emergency power, food, water, communications, and other needs of the EOC. The DOCs and/or on-scene incident command posts must account for staffing to ensure the rotation of personnel through safe rest/work cycles; shelter, feeding, and restroom facilities for personnel; acquisition of proper equipment for performing operations during the day and at night; etc. The coordination of resource requests must be funneled through a singular process to eliminate duplicative asset requests and account for payment of the resources requested.

Finance and Administration Section

The Finance/Administration Section manages the financial elements of a response or activation including daily recording of personnel time, all financial matters pertaining to vendor contracts, and cost analyses and estimates as requested. Not all incidents will require the activation of a Finance/Administration Section during response operations; however, appropriate documentation and payment to resource vendors will still be required. It is imperative that local ICs, the DOCs, and City EOC personnel are familiar with the resource request process and follow the proper procedures for requesting a resource.

DEPARTMENTAL RESPONSIBILITIES

Exhibit 1-E: Departmental Responsibilities outlines the City departments' responsibilities during a disaster by functional areas, and identifies the lead (L) and support (S) departments for each function.

EXHIBIT 1-E: DEPARTMENTAL RESPONSIBILITIES

Department Responsibilities	Transportation	Communications	Public Works	Fire & Rescue	Emergency Management	Care & Shelter	Resources	HazMat	Utilities	Law Enforcement	Recovery	Public Information	Volunteer Mgmt.,
City Manager					S							L	
City Services													
Community Development			S				S		S		L		
Finance & Technology													
Human Resources						S							
Police Department	S	L		S	L			S		L		S	S
Fire Department				L	S			L					
Public Works	L		L				S		L		S		
Recreation & Community Services						L	L						L

EMERGENCY DECLARATIONS

LOCAL PROCLAMATION

A local emergency may be proclaimed by the City Council, or by the City Manager¹¹. The City council must ratify the proclamation within seven days, and must review the need to continue the local emergency every 14 days until a local emergency is terminated. A copy of the resolution must be provided to the State through the Santa Clara County OA. To qualify for assistance under the state CDAA, the proclamation must be made within 10 days of the event, and must be renewed every 14 days.

The proclamation of a local emergency provides the City with the legal authority to:

- Request the Governor to proclaim a state of emergency when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency
- Promulgate or suspend orders and regulations to provide for the protection of life and property
- Exercise full power to request mutual aid to any affected area, in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any City officer or employee
- Requisition necessary personnel and materials from any City department or agency
- Obtain vital supplies, equipment, and if required, commandeer the same for public use
- Conduct emergency operations without incurring legal liability for performance, or failure of performance

STATE OF EMERGENCY

After a proclamation of a local emergency, the governing body of the City, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency¹² in the area to fully commit state and mutual aid assistance and provide resources to assist local government. To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to the State through the Santa Clara County OA as quickly as possible. Estimates of loss are an important part of the criteria that the State considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster.

A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, to the Santa Clara County OA Coordinator for transmission to the State through the Cal OES Director:

- Copy of the local emergency proclamation
- Initial damage estimate summary that estimates the severity and extent of the damage

The Cal OES prepares a recommendation for the Governor, and if approved, prepares a proclamation. The Governor may also proclaim a State of Emergency without a local request if:

- The safety of persons and property in the state are threatened by conditions of extreme peril, or

¹¹ See Government Code Sections 8630-8634 and municipal code.

¹² See California Government Code (Sections 8625-8629) authorizing actions and power of the Governor to declare a State of Emergency.

- Emergency conditions are beyond the emergency response capacity and capabilities of the local authorities

STATE OF WAR EMERGENCY

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever the State or the nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers granted to the Governor under a State of War Emergency are the same as those granted under a State of Emergency.

PRESIDENTIAL DECLARATION

Following the proclamation of a State of Emergency, the Cal OES Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the President is submitted through FEMA. Supplementary information, such as an Initial Damage Assessment, may be required to accompany the state and local proclamations.

OTHER DECLARATIONS, POWERS, AND AUTHORITIES

Other local, state, and federal authorities may have broad powers to restrict movement or impose other restrictions, such as quarantines, during unusual events such as public health emergencies.

CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of Government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

LINES OF SUCCESSION

When the role is essential to the City's ability to complete its critical missions, a successor must be named to assume the duties and responsibilities of that role. **Exhibit 1-F: Lines of Succession** outlines the continuity of government lines of succession for essential government positions.

EXHIBIT 1-F: LINES OF SUCCESSION

Key Position	Primary Successor	Secondary Successor
Mayor	Mayor Pro Tem	Council Member
City Manager	Chief of Police	Administrative Services Director
Fire Chief	Assistant Fire Chief	Deputy Fire Chief
Police Chief	Operations Captain	Administrative Captain

City Council

The California Government Code¹³ provides guidance for appointing Council Members in the unlikely event that all Council and Emergency Standby Council Members are unavailable to serve. For example, if only one member of the Council or one member of the Emergency Standby Council is available, that person shall have the power to reconstitute the City Council. Should all members of the Council and the Emergency Standby Council be unavailable, members of the City Council could be appointed by the Chair of the Santa Clara County Board of Supervisors, by the Chair of a nearby County Board of Supervisors, or by the mayor of a nearby city, in that order.

ESSENTIAL FACILITIES: SEAT OF GOVERNMENT

The Primary Seat of Government for the City of Los Altos is the Los Altos City Hall, located at 1 North San Antonio Road.

If City Hall is no longer functional, an alternate seat of government is available using the Los Altos Community Center, located at 97 Hillview Avenue.

PRESERVATION OF VITAL RECORDS

City leadership will require certain vital records during a disaster. Protection of, and access to, these records requires planning. Such efforts are coordinated by the Los Altos City Clerk. Vital Records are the documents required to continue the mission of City departments and agencies during and after a disaster. The records

¹³ See Government Code Sections 8642-8644

will assist in providing services both to internal City departments and external customers, such as citizens, contractors, other government entities. Example documents may include:

- Public Records
- Computer system back-ups/servers
- Order of Succession Ordinances or Resolutions
- Plans, policies, and procedures for critical processes
- Payroll information
- Contracts and leases
- Legal and financial records
- Insurance documents

Protection of, and access to, these and other vital records requires planning and is coordinated by the Los Altos City Clerk. Each City department is responsible for identifying vital records, coordinating with the City Clerk, and assigning internal responsibility for their preservation.

Section II: Attachments

ATTACHMENT 1: AUTHORITIES AND REFERENCES

LOCAL AUTHORITIES & REFERENCES

The plan is promulgated under the authority of the City Manager and ratified by the City Council.

The following authorities and references may be applicable:

- Los Altos Municipal Code

STATE AUTHORITIES & REFERENCES

State authority is to be found, in part, in California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code). California state and local jurisdictions use the Standardized Emergency Management System as outlined in Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and the California Government Code §8607 et sec.

The following authorities and references are applicable:

- Standardized Emergency Management System Regulations: California Code of Regulations, Title 19, Division 2, Chapter 1
- Disaster Assistance Act Regulations: California Code of Regulations, Title 19, Division 2, Chapter 6
- Local Emergency Prevention Measures for County Health Official: California Health and Safety Code §101040
- California Master Mutual Aid Agreement
- Orders and Regulations that may be promulgated by the Governor during a State of Emergency or a State of War Emergency

FEDERAL AUTHORITIES & REFERENCES

Federal authority is to be found in the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288) and in Homeland Security Presidential Directive 5, “Management of Domestic Incidents” and Homeland Security Presidential Directive 8, “National Preparedness.” The emergency management system used nationally is the National Incident Management System (NIMS).

The following authorities and references are applicable:

- Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act (42 USC § 5121 et seq.)
- Federal Disaster Relief Regulations: 44 CFR Part 206
- National Incident Management System, HSPD-5, Management of Domestic Incidents
- National Response Plan, U.S. Department of Homeland Security, December 2004
- National Response Framework, U.S. Department of Homeland Security, March 2008

ATTACHMENT 2: SAMPLE PROCLAMATION

SAMPLE PROCLAMATION

WHEREAS, Ordinance No. _____ of the City of _____ empowers the Director of Emergency Services* to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council/County Board of Supervisors is not in session, and;

WHEREAS, the Director of Emergency Services* of the City of _____ does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said city/county, caused by _____ (fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes); which began on the _____th day of _____, 20____. and;

That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said City, and;

That the City Council of the City of _____ is not in session and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City, and;

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the City of _____.

Dated: _____

By: _____

Director of Emergency Services*

Print Name _____

Address _____

**Insert appropriate title and governing body*

Note: It may not be necessary for a city to proclaim a local emergency if the county has already proclaimed an emergency that applies to the entire geographic county area or for a specific area that includes the impacted city or cities.

(Source: Cal OES, Emergency Proclamations: A Quick Reference Guide for Local Government)

Agenda Item #8
Materials submitted by Council
Member Weinberg

The California Penal Code is deficient in two ways:

1. It does not define what "safe storage" means when it mandates guns be stored safely. This has led to numerous deaths where a parent believes the gun may be safe (in a closet or on top of a refrigerator, under a mattress or even in a purse) but it is clearly not safe. True safe storage is where the firearm is stored in a DOJ-approved locked container or disabled with a trigger lock.
2. It does not apply to all homes, only homes where children live or where "a child is likely to gain access to the firearm" which is too vague. Firearms in all homes should be securely stored in a locked container or disabled with a locking device.

California Penal Code 25100

Search Phrase:

CODE TEXT

PENAL CODE - PEN

PART 6. CONTROL OF DEADLY WEAPONS [16000 - 34370]

(Part 6 added by Stats. 2010, Ch. 711, Sec. 6.)

TITLE 4. FIREARMS [23500 - 34370]

(Title 4 added by Stats. 2010, Ch. 711, Sec. 6.)

DIVISION 4. STORAGE OF FIREARMS [25000 - 25225]

(Division 4 added by Stats. 2010, Ch. 711, Sec. 6.)

CHAPTER 2. Criminal Storage of Firearm [25100 - 25140]

(Chapter 2 added by Stats. 2010, Ch. 711, Sec. 6.)

25100.

(a) Except as provided in Section 25105, a person commits the crime of "criminal storage of a firearm in the first degree" if all of the following conditions are satisfied:

- (1) The person keeps any firearm within any premises that are under the person's custody or control.
- (2) The person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, or that a person prohibited from possessing a firearm or deadly weapon pursuant to state or federal law is likely to gain access to the firearm.
- (3) The child obtains access to the firearm and thereby causes death or great bodily injury to the child or any other person, or the person prohibited from possessing a firearm or deadly weapon pursuant to state or federal law obtains access to the firearm and thereby causes death or great bodily injury to themselves or any other person.

Agenda Item #8
Materials submitted by Council
Member Weinberg

(b) Except as provided in Section 25105, a person commits the crime of "criminal storage of a firearm in the second degree" if all of the following conditions are satisfied:

(1) The person keeps any firearm within any premises that are under the person's custody or control.

(2) The person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, or that a person prohibited from possessing a firearm or deadly weapon pursuant to state or federal law is likely to gain access to the firearm.

(3) The child obtains access to the firearm and thereby causes injury, other than great bodily injury, to the child or any other person, or carries the firearm either to a public place or in violation of Section 417, or the person prohibited from possessing a firearm or deadly weapon pursuant to state or federal law obtains access to the firearm and thereby causes injury, other than great bodily injury, to themselves or any other person, or carries the firearm either to a public place or in violation of Section 417.

(c) Except as provided in Section 25105, a person commits the crime of "criminal storage of a firearm in the third degree" if the person keeps any firearm within any premises that are under the person's custody or control and negligently stores or leaves a firearm in a location where the person knows, or reasonably should know, that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, unless reasonable action is taken by the person to secure the firearm against access by the child.

(Amended by Stats. 2019, Ch. 840, Sec. 6. (SB 172) Effective January 1, 2020.)

Search Phrase:

25105.

Section 25100 does not apply whenever any of the following occurs:

(a) The child obtains the firearm as a result of an illegal entry to any premises by any person.

(b) The firearm is kept in a locked container or in a location that a reasonable person would believe to be secure.

(c) The firearm is carried on the person or within close enough proximity thereto that the individual can readily retrieve and use the firearm as if carried on the person.

(d) The firearm is locked with a locking device, as defined in Section 16860, which has rendered the firearm inoperable.

(e) The person is a peace officer or a member of the Armed Forces or the National Guard and the child obtains the firearm during, or incidental to, the performance of the person's duties.

(f) The child obtains, or obtains and discharges, the firearm in a lawful act of self-defense or defense of another person.

Agenda Item #8
Materials submitted by Council
Member Weinberg

(g) The person who keeps a firearm on premises that are under the person's custody or control has no reasonable expectation, based on objective facts and circumstances, that a child is likely to be present on the premises.

(Amended by Stats. 2019, Ch. 840, Sec. 7. (SB 172) Effective January 1, 2020.)

Search Phrase:

25110.

(a) Criminal storage of a firearm in the first degree is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for 16 months, or two or three years, by a fine not exceeding ten thousand dollars (\$10,000), or by both that imprisonment and fine; or by imprisonment in a county jail not exceeding one year, by a fine not exceeding one thousand dollars (\$1,000), or by both that imprisonment and fine.

(b) Criminal storage of a firearm in the second degree is punishable by imprisonment in a county jail not exceeding one year, by a fine not exceeding one thousand dollars (\$1,000), or by both that imprisonment and fine.

(c) Criminal storage of a firearm in the third degree is punishable as a misdemeanor.

(Amended by Stats. 2013, Ch. 730, Sec. 2. (AB 231) Effective January 1, 2014.)

25115.

If a person who allegedly violated Section 25100 is the parent or guardian of a child who is injured or who dies as the result of an accidental shooting, the district attorney shall consider, among other factors, the impact of the injury or death on the person alleged to have violated Section 25100 when deciding whether to prosecute the alleged violation. It is the Legislature's intent that a parent or guardian of a child who is injured or who dies as the result of an accidental shooting shall be prosecuted only in those instances in which the parent or guardian behaved in a grossly negligent manner or where similarly egregious circumstances exist. This section shall not otherwise restrict, in any manner, the factors that a district attorney may consider when deciding whether to prosecute an alleged violation of Section 25100.

(Added by Stats. 2010, Ch. 711, Sec. 6. (SB 1080) Effective January 1, 2011. Operative January 1, 2012, by Sec. 10 of Ch. 711.)

25120.

(a) If a person who allegedly violated Section 25100 is the parent or guardian of a child who was injured or who died as the result of an accidental shooting, no arrest of the person for the alleged violation of Section 25100 shall occur until at least seven days after the date upon which the accidental shooting occurred.

(b) In addition to the limitation stated in subdivision (a), before arresting a person for a violation of Section 25100, a law enforcement officer shall consider the health status of a child who suffered great bodily injury as the result of an accidental

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Materials submitted by Council
Member Weinberg

shooting, if the person to be arrested is the parent or guardian of the injured child. The intent of this section is to encourage law enforcement officials to delay the arrest of a parent or guardian of a seriously injured child while the child remains on life-support equipment or is in a similarly critical medical condition.

(Added by Stats. 2010, Ch. 711, Sec. 6. (SB 1080) Effective January 1, 2011. Operative January 1, 2012, by Sec. 10 of Ch. 711.)

25125.

(a) The fact that a person who allegedly violated Section 25100 attended a firearm safety training course prior to the purchase of the firearm that was obtained by a child in violation of Section 25100 shall be considered a mitigating factor by a district attorney when deciding whether to prosecute the alleged violation.

(b) In any action or trial commenced under Section 25100, the fact that the person who allegedly violated Section 25100 attended a firearm safety training course prior to the purchase of the firearm that was obtained by a child in violation of Section 25100 is admissible.

(Added by Stats. 2010, Ch. 711, Sec. 6. (SB 1080) Effective January 1, 2011. Operative January 1, 2012, by Sec. 10 of Ch. 711.)

25135.

(a) A person who is 18 years of age or older, and who is the owner, lessee, renter, or other legal occupant of a residence, who owns a firearm and who knows or has reason to know that another person also residing therein is prohibited by state or federal law from possessing, receiving, owning, or purchasing a firearm shall not keep in that residence any firearm that he or she owns unless one of the following applies:

(1) The firearm is maintained within a locked container.

(2) The firearm is disabled by a firearm safety device.

(3) The firearm is maintained within a locked gun safe.

(4) The firearm is maintained within a locked trunk.

(5) The firearm is locked with a locking device as described in Section 16860, which has rendered the firearm inoperable.

(6) The firearm is carried on the person or within close enough proximity thereto that the individual can readily retrieve and use the firearm as if carried on the person.

(b) A violation of this section is a misdemeanor.

(c) The provisions of this section are cumulative, and do not restrict the application of any other law. However, an act or omission punishable in different ways by different provisions of law shall not be punished under more than one provision.

(Added by Stats. 2013, Ch. 737, Sec. 7. (AB 500) Effective January 1, 2014.)

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25140.

(a) Except as otherwise provided in subdivision (b), a person shall, when leaving a handgun in an unattended vehicle, lock the handgun in the vehicle's trunk, lock the handgun in a locked container and place the container out of plain view, lock the handgun in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or lock the handgun in a locked toolbox or utility box.

(b) A peace officer, when leaving a handgun in an unattended vehicle not equipped with a trunk, may, if unable to otherwise comply with subdivision (a), lock the handgun out of plain view within the center utility console of that motor vehicle with a padlock, keylock, combination lock, or other similar locking device.

(c) A violation of subdivision (a) is an infraction punishable by a fine not exceeding one thousand dollars (\$1,000).

(d) (1) As used in this section, the following definitions shall apply:

(A) "Locked container" means a secure container that is fully enclosed and locked by a padlock, keylock, combination lock, or similar locking device. The term "locked container" does not include the utility or glove compartment of a motor vehicle.

(B) "Locked toolbox or utility box" means a fully enclosed container that is permanently affixed to the bed of a pickup truck or vehicle that does not contain a trunk, and is locked by a padlock, keylock, combination lock, or other similar locking device.

(C) "Peace officer" means a sworn officer described in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, or a sworn federal law enforcement officer, who is authorized to carry a firearm in the course and scope of that officer's duties, while that officer is on duty or off duty.

(D) "Trunk" means the fully enclosed and locked main storage or luggage compartment of a vehicle that is not accessible from the passenger compartment. A trunk does not include the rear of a hatchback, station wagon, or sport utility vehicle, any compartment which has a window, or a toolbox or utility box attached to the bed of a pickup truck.

(E) "Vehicle" has the same meaning as specified in Section 670 of the Vehicle Code.

(2) For purposes of this section, a vehicle is unattended when a person who is lawfully carrying or transporting a handgun in a vehicle is not within close enough proximity to the vehicle to reasonably prevent unauthorized access to the vehicle or its contents.

(3) For purposes of this section, plain view includes any area of the vehicle that is visible by peering through the windows of the vehicle, including windows that are tinted, with or without illumination.

(e) This section does not apply to a peace officer during circumstances requiring immediate aid or action that are within the course of his or her official duties.

(f) This section does not supersede any local ordinance that regulates the storage of handguns in unattended vehicles if the ordinance was in effect before September 26, 2016.

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(Amended by Stats. 2018, Ch. 94, Sec. 1. (SB 1382) Effective January 1, 2019.)

Safe Storage Ordinance Towns and Cities in California

SF/Marin

- Belvedere
- Tiburon
- San Francisco

East Bay

- Berkeley
- Oakland
- Orinda
- Moraga
- Dublin
- Alameda

San Mateo County

- Redwood City
- San Carlos
- Millbrae
- San Mateo County (for unincorporated cities)
- Hillsborough
- Burlingame
- Belmont
- City of San Mateo
- Portola Valley
- Foster City
- Colma
- San Bruno
- South SF

Santa Clara County

- Morgan Hill
- Sunnyvale
- San Jose
- Santa Clara County (for unincorporated cities)
- Saratoga
- Palo Alto- ordinance is being drafted
- Los Altos Hills- ordinance is being drafted

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Santa Cruz County

- Santa Cruz

Los Angeles

- City of Los Angeles
- San Marino
- Culver City
- Cudahy

Riverside County

- Palm Springs

San Diego County

- City of San Diego
- Encinitas
- Solana
- Del Mar



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RESPONSIBLE STORAGE

WHEREAS, unsecured guns may increase the likelihood of crime and violence through an increased risk of gun theft;

WHEREAS, each year, an estimated 200,000 to 500,000 guns are stolen, and many are funneled into the underground market;

WHEREAS, access to unsecured firearms contributes to gun violence among children and teens;

WHEREAS, despite the safety risks, the majority of gun owners do not secure all of their firearms;

WHEREAS, contrary to popular belief, locking devices do not prevent owners from readily accessing their firearms;

WHEREAS, we are all safer when guns are stored unloaded, locked and separate from ammunition.

Sec. 1.

(a) As used in this section:

- (1) “Firearm” means [state code reference].
- (2) “Locked container” means a secure container that is fully enclosed and locked by a padlock, keylock, combination lock, or similar locking device. “Locked container” shall not include the utility or glove compartment of a motor vehicle.
- (3) “Locking device” means a trigger lock or other designed to prevent a firearm from functioning and, when applied to the firearm, renders the firearm inoperable.
- (4) “Unloaded” means without a cartridge
 - (i) in the chamber of the firearm;
 - (ii) in the cylinder of the firearm, if the firearm is a revolver; or
 - (iii) in the magazine of the firearm, if any part of the magazine is in or affixed to the firearm.

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(b) It shall be an offense for a person to store or keep any firearm on any premises unless the firearm is:

- (1) Unloaded and in a locked container, or unloaded and affixed with a locking device; or
- (2) carried on the person, or is otherwise in the immediate possession, of an individual in accordance with all applicable laws.

(c) Subsection (b) shall not apply to:

- (1) A firearm stored or kept on premises owned by or under the control of a law enforcement agency.
- (2) A firearm stored or kept on the business premise of federally licensed firearms dealer.

(d) A violation of subsection (b) is punishable by a fine not exceeding \$1,000.



VERSION: FEB 18, 2021 (CURRENT)



MORGAN HILL, CALIFORNIA modified

SUPPLEMENT HISTORY TABLE modified

- > Title 1 - GENERAL PROVISIONS
- > Title 2 - ADMINISTRATION AND PERSONNEL
- > Title 3 - REVENUE AND FINANCE
- > Title 5 - BUSINESS LICENSES GENERALLY
- > Title 6 - ANIMALS
- > Title 8 - HEALTH AND SAFETY
- ▼ Title 9 - PUBLIC PEACE, MORALS AND WELFARE
 - ▼ Chapter 9.04 - WEAPONS

9.04.010 - Discharge—Permit required—Fee.

9.04.020 - Licensed dealers—Posting of regulations.

9.04.030 - Duty to report theft or loss of firearms.

9.04.030 - Duty to report theft or loss of firearms.



Any person who owns or possesses a firearm (as defined in Penal Code Section 16520 or as amended) shall report the theft or loss of the firearm to the Morgan Hill Police Department within forty-eight hours of the time he or she knew or reasonably should have known that the firearm had been stolen or lost, whenever: (1) the person resides in the city of Morgan Hill; or (2) the theft or loss of the firearm occurs in the city of Morgan Hill.

(Ord. No. 2289 N.S., § 1, 11-28-2018)

9.04.040 - Safe storage of firearms.



No person shall leave a firearm (as defined in Penal Code Section 16520 or as amended) unattended in any residence owned or controlled by that person unless the firearm is stored in a locked container (as defined in Penal Code Section 16850 or as amended), or the firearm is disabled with a trigger lock that is listed on the California Department of Justice's list of approved firearms safety devices.

(Ord. No. 2289 N.S., § 1, 11-28-2018)

9.04.050 - Possession of large-capacity ammunition magazines prohibited.



A. No person may possess a large-capacity magazine in the city of Morgan Hill whether assembled or disassembled. For purposes of this section, "large-capacity magazine" means any detachable ammunition feeding device with the capacity to accept more than ten rounds, but shall not be construed to include any of the following:

1. A feeding device that has been permanently altered so that it cannot accommodate more than ten rounds; or



VERSION: FEB 25, 2021 (CURRENT)

- > Division B13 - OFFENSES— MISCELLANEOUS
- > Division B14 - PARKS AND RECREATION
- > Division B15 - PRIVATE PATROLS
- > Division B16 - SPECIAL SALES
- > Division B17 - STREETS AND HIGHWAYS
- > Division B18 - SWIMMING POOLS
- ▼ Division B19 - FIREARMS
 - > CHAPTER I. - FIREARMS LICENSES
 - > CHAPTER II. - REGULATION OF FIREARMS AND AMMUNITION ON COUNTY PROPERTY

CHAPTER III. - SAFE STORAGE OF FIREARMS

Sec. B19-16. - Definitions.

Sec. B19-17. - Prohibition on keeping firearms in a residence unless in locked container, disabled with a trigger lock, carried by an authorized

hold a valid hunting license from the state Department of Fish and Wildlife is present. A "seasonal hunting lodge" for the purposes of the previous sentence must be lawfully used for temporary human habitation, used by a given individual less than 90 days in a calendar year, and not located in an Urban Residential, Commercial, or Industrial District as defined by the Zoning Ordinance.

(e) *Trigger lock* means a trigger lock that is listed on the California Department of Justice's roster of approved firearms safety devices and that is identified as appropriate for that firearm by reference to either the manufacturer and model of the firearm or to the physical characteristics of the firearm that match those listed on the roster for use with the device under Penal Code section 23655(d).

([Ord. No. NS-644, § 1, 12-10-19, eff. 3-9-20](#))

Sec. B19-17. - Prohibition on keeping firearms in a residence unless in locked container, disabled with a trigger lock, carried by an authorized user, or in immediate control or possession of an authorized user.



(a) Except when carried on the person of an individual in accordance with all applicable laws or when in the close proximity and control of a person who is authorized to carry a firearm in accordance with all applicable laws, in the unincorporated area of the County no person shall keep a firearm in any residence unless the firearm is stored in a locked container or the firearm is disabled with a trigger lock. This provision does not apply to the storage or use of a firearm outside of a residence.

(b) Each day that a firearm is improperly stored shall constitute a separate violation of this Section.

(c) The first violation of this Section shall be an infraction punishable by a fine not to exceed \$500.00.

(d) All additional violations of this Section beyond the first violation shall constitute an infraction punishable by a fine not to exceed \$1,000.00.

([Ord. No. NS-644, § 1, 12-10-19, eff. 3-9-20](#))



VERSION: JAN 28, 2021 (CURRENT)



CODE OF THE CITY OF SARATOGA

SUPPLEMENT HISTORY TABLE

Chapter 1 - GENERAL PROVISIONS

Chapter 2 - ADMINISTRATION

Chapter 3 - CODE ENFORCEMENT

Chapter 4 - BUSINESS REGULATIONS

Chapter 5 - TAXATION

Chapter 6 - PUBLIC SAFETY

Article 6-05 - CIVIL

Article 6-10 - ALARM SYSTEMS

Article 6-15 - MISCELLANEOUS OFFENSES

Article 6-20 - CURFEW REGULATIONS AND OFFENSES AFFECTING MINORS

Article 6-25 - LOCKING MAILBOXES

Article 6-30 - MARIJUANA

Article 6-35 - FIREARMS

proceedings authorized in [Section 15-95.020](#) of the this Code. Nothing in this Section shall prevent the criminal enforcement of other violations of this Code or state law.

(Ord. No. 349, § 1(Att. A), 6-7-2017; Ord. No. 354, § 1(Exh. A), 12-20-2017)

Article 6-35 - FIREARMS



6-35.010 - Storage of firearms in a residence.



Except when carried on his or her person, or in his or her immediate control and possession, no person shall keep a firearm (as defined in California Penal Code 16520 or as amended) in any residence in Saratoga owned or controlled by that person unless the firearm is stored in a locked container (as defined in California Penal Code 16850 or as amended) or the firearm is disabled with a safety device that is listed on the California Department of Justice's roster of approved firearm safety devices.

(Ord. No. 358, § 1(Att. A), 11-21-2018)

6-35.020 - Violations.



The violation of any provision contained in this Article is hereby declared to be unlawful and shall constitute an infraction, subject to the penalties as prescribed in [Chapter 3](#) of this Code. In order to encourage reports to law enforcement agencies of lost or stolen firearms, a person who files a report with a law enforcement agency notifying the agency that a firearm has been lost or stolen shall not be subject to any code enforcement proceeding for any alleged violation of [section 6-35.010](#) above.

(Ord. No. 358, § 1(Att. A), 11-21-2018)

Sunnyvale Municipal Code

Sunnyvale, California



Sunnyvale

Current through Ordinance 3170-20 and the December 2020 code supplement. For more recent amendments to this code, refer to

Sunnyvale Municipal Code

[Up](#) [Previous](#) [Next](#) [Main](#) [Search](#) [Print](#) [No Frames](#)

[Title 9. PUBLIC PEACE, SAFETY OR WELFARE](#)
[Chapter 9.44. FIREARMS](#)

9.44.040. Safe storage of firearms.

Except when carried on his or her person, or in his or her immediate control and possession, no person shall keep a firearm (as defined in [Penal Code Section 16520](#) or as amended) in any residence owned or controlled by that person unless the firearm is stored in a locked container, or the firearm is disabled with a trigger lock that is listed on the California Department of Justice's list of approved firearms safety devices. (Ord. 3027-13 § 1).

View the [mobile version](#).

ORDINANCE NO. NS-644

**AN ORDINANCE OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
ADDING CHAPTER III TO DIVISION B19 OF THE COUNTY OF SANTA
CLARA ORDINANCE CODE RELATING TO THE SAFE STORAGE OF
FIREARMS IN UNINCORPORATED AREAS OF THE COUNTY**

Summary

This Ordinance requires persons keeping firearms in residences in the unincorporated area of the County to either have the firearms on their person, in their close proximity and control, disabled with a trigger lock, or in a locked container.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA
FINDS AS FOLLOWS:**

- (a) Firearm fatalities and injuries are of epidemic proportions in Santa Clara County and across the country, and that unsecured weapons in the home pose a threat to public health and safety:
 - (1) According to statistics from the County of Santa Clara Public Health Department, in 2016, 11 percent of injury deaths within the County were due to firearms.
 - (2) According to the United States Centers for Disease Control and Prevention, in 2017, in the United States 39,773 people lost their lives in firearm-related incidents including homicides, suicides, and unintentional shootings. Of those deaths, 23,854 (60%) were due to suicide, and 486 were due to accidental discharge of weapons.
 - (3) According to a study published in the New England Journal of Medicine, in 2016, firearms were the second-highest cause of death among youth aged 1 to 19. The rate of firearm deaths among youth in the United States is more than 35 times higher than the rate in other high-income countries.
 - (4) According to the United States Centers for Disease Control and Prevention, from 2013 to 2017, on average more than 1,000 children and teens in the United States committed suicide using firearms annually.

- (5) Studies have found that the vast majority of guns used in youth suicides, unintentional shootings among minors, and school shootings perpetrated by minors are acquired from the minor's home, or the homes of relatives or friends.
- (6) When firearms are left unsecured in homes, children are at risk of injury or death:
- i. In January 2019 in San José, California, a 15-year-old was fatally shot by a 14-year-old after the teenagers got ahold of two handguns that belonged to the grandfather of a friend.
 - ii. In April 2019 in Fallbrook, California, a 12-year-old shot his 12-year old cousin in the shoulder after the children came across his uncle's gun.
 - iii. In March 2019 in Miami Gardens, Florida, a 6-year-old fatally shot himself after coming across an unsecured firearm in his grandmother's home.
 - iv. In December 2018 in Madera, California, a 5-year-old shot a 9-year-old in the back with an unsecured rifle at a family gathering.
 - v. In June 2018 in Yakima, Washington, a 14-year-old shot his 14-year-old friend in the chest after the boys found an unsecured firearm in the shooter's home.
 - vi. In February 2018 in Los Angeles, California, a 12-year-old brought a gun to school and injured four classmates after accidentally discharging the gun.
 - vii. In January 2018 in Benton, Kentucky, a 15-year-old student opened fire on classmates, killing 2 and injuring 14 others, with a firearm he had found unsecured in his stepfather's closet.
 - viii. In August 2017 in Syracuse, New York, an 9-year-old fatally shot his 8-year-old brother after finding their father's unsecured gun.
 - ix. In July 2017 in Oakland, California, a 17-year-old boy visiting a relative's home fatally shot himself in the head while playing with an unsecured handgun.

- x. In July 2016 in Lemoore, California, a 3-year-old who was visiting an apartment with her family fatally shot herself in the head after coming across an unsecured gun.
 - xi. In January 2016 in Kokhanok, Alaska, an 11-year-old accidentally shot and killed a 5-year-old after finding an unsecured rifle.
 - xii. In May 2015 in Gilroy, California, a 13-year-old accidentally shot herself in the leg with her stepfather's gun.
 - xiii. In May 2015 in Perris, California, a 14-year-old accidentally shot and killed his 9-year-old brother after the boys came across their stepfather's unsecured handgun.
 - xiv. In March 2014 in Nuevo, California, a 5-year-old fatally shot himself after finding an unsecured firearm in his home.
 - xv. In January 2013 in Taft, California, a 16-year-old opened fire on his classmates, critically injuring one, after gaining access to his older brother's firearm.
- (7) Studies have found that the risk for suicide increases when firearms are kept loaded and/or unlocked.
 - (8) According to the FBI, over half of female victims of intimate partner homicide in the United States are killed with a gun. And, also according to FBI data, gun-related domestic killings increased by 26% from 2010 to 2017. Safely storing weapons may decrease the chances of a domestic dispute culminating in firearm related injury or death.
 - (9) There is a wide consensus among medical professionals, police chiefs, *and* gun rights advocates that applying trigger locks or using lock boxes to store unsupervised firearms in the home promotes health and safety:
 - i. The International Association of Chiefs of Police recommends that state and local governments mandate safe storage of firearms.

- ii. The American Academy of Pediatrics recommends that if families must have firearms in their homes, the firearms should be stored locked, unloaded, and separate from locked ammunition.
 - iii. The National Rifle Association, the nation's leading gun rights advocacy organization, advises on its "NRA Family" website that gun owners "[s]tore guns so they are inaccessible to unauthorized persons. What does this really mean? It means you need to take all possible steps to make sure that only you and trusted family members are able to get to your firearm."
- (10) Keeping unsecured firearms in the home increases the flow of illegal guns into the community. According to the Center for American Progress, hundreds of thousands of firearms are stolen each year in the United States and many are subsequently sold illegally. The Center recommends that gun owners store firearms securely to help protect against theft.
- (b) While government at all levels has an important, substantial, and compelling interest in protecting the public from firearm-related injuries and death, local governments are the entities primarily responsible for the protection of public health, safety, and welfare in their communities. The Board of Supervisors, therefore, has a responsibility to ensure that it protects public health and safety.
- (1) The County owns and operates an integrated health and hospital system, the County of Santa Clara Health and Hospital System, which includes three hospitals, including Santa Clara Valley Medical Center (SCVMC), which is a Level I trauma hospital. SCVMC, and the County's entire health and hospital system, incurs costs associated with treating and caring for those injured by firearms-related incidents. According to a 2018 analysis by the County of Santa Clara Public Health Department, the economic cost associated with firearm deaths, hospitalizations, and emergency department visits in Santa Clara County amounts to over \$126,000,000 annually, including the cost of medical bills and lost work. According to SCVMC, from January 1, 2016 to December 31, 2017, there were over 100 firearm injuries treated in the trauma center.
- (2) The County and its Board of Supervisors respects the right of Santa Clara County residents to possess and lawfully use firearms. This ordinance applies only to firearms that are not being carried or in the close proximity and control of their lawful owners or other authorized users. Further, secure gun storage does not preclude swift access to firearms in the home

by authorized users. The National Rifle Association notes that a modern gun lock box can be opened by its owner in less than two seconds, even in the dark.

- (3) Requiring firearms to be stored with trigger locks or in locked containers does not substantially burden a person's right and ability to use firearms for self-defense in the home.
- (c) For the foregoing reasons, the Board of Supervisors wishes to protect the health, safety, and wellbeing of residents in the unincorporated areas of the County, and the broader community, by reducing the potential for firearm related fatalities and injuries, including suicides, and diminishing the risk of theft by requiring gun owners to store their firearms in locked containers or with a disabling trigger lock except when being carried by or within the close proximity and control of an authorized person.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CLARA
ORDAINS AS FOLLOWS:**

SECTION 1. Division B19 of the Ordinance Code of the County of Santa Clara relating to the storage of firearms in the unincorporated area of the County is hereby amended to add a new Chapter to be numbered and titled and to read as follows:

**CHAPTER III.
SAFE STORAGE OF FIREARMS**

Sec. B19-16. Definitions.

- (a) "*Firearm*" means any gun, pistol, revolver, rifle, or any device that is designed or modified to be used as a weapon, from which is expelled through a barrel a projectile by the force of an explosion or other form of combustion. "Firearm" does not include imitation firearms, BB guns, or air rifles as defined in Government Code section 53071.5 or any successor legislation.
- (b) "*Close proximity and control,*" as used here, means within arm's reach of a person who is actively paying attention to the firearm such that they could gain control of the weapon before an unauthorized person could access the weapon.
- (c) "*Locked container*" means a locked container as defined in Penal Code section 16850, as amended from time to time and as listed on the California Department of Justice Bureau of Firearms roster of approved firearm safety devices.

- (d) “*Residence*” means any structure intended or used for human habitation, including but not limited to houses, condominiums, rooms, in-law units, motels, hotels, single room occupancies, time shares, and recreational and other vehicles where human habitation occurs, whether on a temporary or permanent basis, and whether owned, leased, rented, or used with or without compensation, and regardless of the lawful status of the structure or its occupancy. Notwithstanding the foregoing, “residence” shall not include a seasonal hunting lodge when used by an individual with a valid hunting license from the state Department of Fish and Wildlife and when no child who does not also hold a valid hunting license from the state Department of Fish and Wildlife is present. A “seasonal hunting lodge” for the purposes of the previous sentence must be lawfully used for temporary human habitation, used by a given individual less than 90 days in a calendar year, and not located in an Urban Residential, Commercial, or Industrial District as defined by the Zoning Ordinance.
- (e) “*Trigger lock*” means a trigger lock that is listed on the California Department of Justice’s roster of approved firearms safety devices and that is identified as appropriate for that firearm by reference to either the manufacturer and model of the firearm or to the physical characteristics of the firearm that match those listed on the roster for use with the device under Penal Code section 23655(d).

Sec. B19-17. Prohibition on keeping firearms in a residence unless in locked container, disabled with a trigger lock, carried by an authorized user, or in immediate control or possession of an authorized user.

- (a) Except when carried on the person of an individual in accordance with all applicable laws or when in the close proximity and control of a person who is authorized to carry a firearm in accordance with all applicable laws, in the unincorporated area of the County no person shall keep a firearm in any residence unless the firearm is stored in a locked container or the firearm is disabled with a trigger lock. This provision does not apply to the storage or use of a firearm outside of a residence.
- (b) Each day that a firearm is improperly stored shall constitute a separate violation of this Section.
- (c) The first violation of this Section shall be an infraction punishable by a fine not to exceed \$500.00.

Section 2. Severability. If any provision, clause or word of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision, clause, word or application of this Ordinance that can be given effect without the invalid provision, clause, word, or application. To this end, the provisions of this Ordinance are declared to be severable.

Section 3. Effective Date. This Ordinance shall not be effective until 90 days after its final adoption.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on DEC 10 2019 by the following vote:

AYES: CHAVEZ, CORTESE, ELLENBERG
SIMITIAN, WASSERMAN

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



S. JOSEPH SIMITIAN, President
Board of Supervisors

Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

ATTEST:



MEGAN DOYLE
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:



H. LUKE EDWARDS
Deputy County Counsel



DISCUSSION ITEM

Agenda Item # 8

PUBLIC CORRESPONDENCE

Meeting Date: April 27, 2021

Subject: Safe Firearm Storage

The following is public correspondence received by the City Clerk's Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda please email PublicComment@losaltosca.gov . Your email will be received by the City Council, the City Manager, and the City Clerk

Emails received prior to the meeting will be included in the public record and will be uploaded to the online packet according to the City's established timeline.

From: Maureen Griffin <[REDACTED]>
Sent: Thursday, April 22, 2021 8:19 AM
To: City Council <council@losaltosca.gov>; Anita Enander <aenander@losaltosca.gov>; Neysa Fligor <nfligor@losaltosca.gov>; Lynette Lee Eng <leeeng@losaltosca.gov>; Sally Meadows <smeadows@losaltosca.gov>; Jonathan Weinberg <jweinberg@losaltosca.gov>
Subject: Los Altos City Council -- safe firearm storage ordinance on the Agenda for April 27

To Los Altos City Council Mayor Fligor and Council Members
Please support the safe firearm storage ordinance that you have on the agenda for Tuesday, April 27th.
Thank you
Maureen Griffin
Los Altos resident

From: Jerry Lopatin [redacted]
Sent: Monday, April 19, 2021 4:37 PM
To: City Council <council@losaltosca.gov>
Subject: FW: Regular City Council Meeting

Council,

I have no idea what Agenda item #8 actually represents. It contains no resolution, other than a resolution template from Moms Demand Action. The advance material appears to be only a collection of random information.

For the record, I do not support the Moms Demand Action template, because it goes much further than necessary to correct the issues identified by Councilmember Weinberg on the first page of his packet. Requiring guns to be locked is perhaps a wise move, going slightly beyond California law (as Morgan Hill and Saratoga have done). Requiring guns to be stored locked, unloaded, and away from ammunition is not reasonable.

Thank you.

Jerry

Jerry Lopatin
1059 Fremont Avenue, Los Altos

From: [Jonathan Weinberg](#)
To: [Public Comment](#)
Subject: FW: Safe Storage for Guns
Date: Thursday, April 22, 2021 1:34:24 PM

From: [REDACTED]
Sent: Thursday, April 22, 2021 1:31 PM
To: [Neysa Fligor](#); [Anita Enander](#); [Lynette Lee Eng](#); [Sally Meadows](#); [Jonathan Weinberg](#)
Cc: [REDACTED]
Subject: Safe Storage for Guns

To the Los Altos City Council —

I strongly support a city ordinance to require safe storage for guns. I count on the council to do the right thing and move quickly to adopt such an ordinance.

Best,
—Richard

Richard Probst
46 Woods Lane
Los Altos CA 94024

[REDACTED]
[REDACTED]

From [REDACTED]

Sent: Wednesday, April 21, 2021 7:01 PM

To: [Neysa Fligor](#); [Anita Enander](#); [Lynette Lee Eng](#); [Sally Meadows](#); [Jonathan Weinberg](#)

Subject: Safe Firearm Storage in Los Altos

Dear Mayor, Vice Mayor and Councilmembers,

I am a Los Altos resident, a physician and a volunteer with Scrubs Addressing the Firearm Epidemic (SAFE). SAFE is a nonprofit organization of physicians, nurses and medical students dedicated to reducing firearm injury through education, research and evidence-based policies. SAFE was founded at Stanford University School of Medicine in 2018 and we now have chapters at over 50 medical centers nationwide. Our website is at www.standsafe.org

I understand that you are considering a city ordinance requiring firearm owners to store their firearms secured with a locking device or in a safe to prevent unauthorized access. I want to bring to your attention several studies that show that safe firearm storage reduces unintentional childhood injury and adolescent suicide. At the end of this letter I have provided citations and links to three articles about these studies in *JAMA* (Journal of the American Medical Association) and *JAMA Pediatrics*.

California state law is considered fairly strict with respect to firearms. However, I believe it fails to adequately define safe firearm storage, and that local ordinances can help clarify what people should do to store their firearms safely. Penal Code Section 25100(c) states, in relevant part:

[A] person commits the crime of “criminal storage of a firearm in the third degree” if the person keeps any firearm within any premises that are under the person’s custody or control and negligently stores or leaves a firearm in a location where the person knows, or reasonably should know, that a child is likely to gain access to the firearm without the permission of the child’s parent or legal guardian, unless reasonable action is taken by the person to secure the firearm against access by the child.

What does this mean? If I am a firearm owner and I keep my firearm hidden in the top shelf of my closet, is that a location I “reasonably should know” that a child is likely to gain access? What about my bedside table? The attic? Should I reasonably know that my 10-year-old son and his cousin will go up in the attic to play and find my firearm?

Studies show children often know where the firearms are hidden. It would be better to give clear direction about what is considered safe firearm storage. A local ordinance can provide that clarity.

Consider California law for child car restraints in Vehicle Code Sections 27360-27368. The law does not state a person must restrain a child in a manner the person “reasonably should know” would restrain the child in the event of a sudden stop. The law gives specific direction and detail about the car seats that should be used for child restraint. For example, Section 27360(b) defines the type of seat suitable for children under a certain weight and height, incorporating federal motor vehicle safety standards, and Section 27363 provides specifics as to how a child is to be transported in various circumstances, how seats are to be placed and secured, among other things, taking into account the age, height, and weight of the child.

The California firearm storage law, by contrast, lacks such particular guidance on what firearm owners should do. We need more specificity to help the public understand what constitutes safe firearm storage to prevent unauthorized access.

Thank you for your attention. I look forward to discussing this with you further, and to working with you to reduce firearm injury and death in our communities through improved safe firearm storage.

Sincerely,

Susie MacLean, MD
Los Altos Resident
SAFE Legislative Affairs Director

References:

1. Grossman, D. C., Mueller, B. A., Riedy, C., et al. (2005). Gun storage practices and risk of youth suicide and unintentional firearm injuries. *JAMA*. <https://pubmed.ncbi.nlm.nih.gov/15701912/>
2. Monuteaux, M. C., Azrael, D., & Miller, M. (2019). Association of Increased Safe Household Firearm Storage With Firearm Suicide and Unintentional Death Among US Youths. *JAMA Pediatrics*. <https://pubmed.ncbi.nlm.nih.gov/31081861/>
3. Hooman Alexander Azad, BS; Michael C. Monuteaux, ScD; Chris A. Rees, MD, MPH; et al. (2020). Child Access Prevention Firearm Laws and Firearm Fatalities Among Children Aged 0 to 14 Years, 1991–2016. *JAMA Pediatrics*, <https://jamanetwork.com/journals/jamapediatrics/fullarticle/2761305>



DISCUSSION ITEM

Agenda Item # 8

PUBLIC CORRESPONDENCE

Meeting Date: April 27, 2021



Subject: Safe Firearm Storage

The following is public correspondence received by the City Clerk's Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

TO SUBMIT WRITTEN COMMENTS, prior to the meeting, on matters listed on the agenda please email PublicComment@losaltosca.gov . Your email will be received by the City Council, the City Manager, and the City Clerk

Emails received prior to the meeting will be included in the public record and will be uploaded to the online packet according to the City's established timeline.

From: [Jonathan Weinberg](#)
To: [Public Comment](#)
Subject: FW: Please support Safe Firearm Storage Ordinance for Los Altos - Item #8, 4/27/21
Date: Saturday, April 24, 2021 2:19:01 PM

 
Sent: Saturday, April 24, 2021 11:38 AM

To: [Neysa Fligor](#); [Anita Enander](#); [Lynette Lee Eng](#); [Sally Meadows](#); [Jonathan Weinberg](#); [Cindy Sidaris](#)

Subject: Please support Safe Firearm Storage Ordinance for Los Altos - Item #8, 4/27/21

To: Los Altos City Council:

Mayor Fligor, Vice Mayor Enander, Councilmembers Lee Eng, Meadows, Weinberg



Re: Safe Firearm Storage Ordinance Proposal (April 27, 2021, Item #8)

I'm writing to strongly urge you to vote "YES" to implement the Safe Firearm Storage Ordinance proposed by Councilmember Weinberg. The list of nearby cities that have enacted such an ordinance shows that our city is remiss in not having such an ordinance. Ever-increasing gun violence, increasing prevalence of guns, and ongoing accidental gun deaths make it ever more important to enact this ordinance. This ordinance does not infringe on anyone's right to own guns and properly places the responsibility on gun owners to safely store their guns and ammunition.

I strongly urge you to vote to enact this ordinance. Opposition to this ordinance (as is or slightly modified) is irresponsible and dangerous.

Thank you,
Cindy Sidaris, Los Altos resident

From: [Jonathan Weinberg](#)
To: [Public Comment](#)
Subject: FW: Please pass Safe Storage in Los Altos
Date: Monday, April 26, 2021 8:55:42 AM

 
Sent: Monday, April 26, 2021 7:09 AM

To: [Neysa Fligor](#); [Anita Enander](#); [Lynette Lee Eng](#); [Sally Meadows](#); [Jonathan Weinberg](#)

Subject: Please pass Safe Storage in Los Altos

Dear Mayor and City Council of Los Altos,

I hope I am only one of an overwhelming number of local residents asking you to pass a Safe Storage of Firearms ordinance in Los Altos. This will save lives and reject the false equation of "freedom" and unfettered gun violence that has been so disastrous to America for the last thirty years (and is getting worse).

Sincerely,
Don Veith

From: [Jonathan Weinberg](#)
To: [Public Comment](#)
Subject: FW: Safe firearm storage in the home ordinance
Date: Monday, April 26, 2021 2:44:53 PM

From: [REDACTED]
Sent: Monday, April 26, 2021 2:39 PM
To: [Neysa Fligor](#); [Anita Enander](#); [Lynette Lee Eng](#); [Sally Meadows](#); [Jonathan Weinberg](#)
Subject: Safe firearm storage in the home ordinance

Dear Mayor Fligor, Vice Mayor Enander and Councilmembers Eng, Weinberg and Meadows,
I am writing to strongly support the adoption of the Safe firearms storage in the home ordinance. I feel this is a sensible approach to improving gun safety in our community. As a 40 year resident of Los Altos I hope you will consider this input to our city's agenda this week. Thank you, Sincerely,
Rona Giffard



City of Los Altos Tentative Council Agenda Calendar
As of April 23, 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.
May 4, 2021	JOINT MEETINGS WITH COMMISSIONS - Senior Commission, Youth Commission, Environmental Commission, Parks and Recreation Commission, Complete Streets Commission		
May 11, 2021	Study Session – Council Norms.		
	REGULAR COUNCIL MEETING		
	Presentation - Board President from the Midpeninsula Regional Open Space District, Curt Riffle (tentative)		
	A Resolution Of The City Council Of The City Of Los Altos Endorsing The Carbon Fee And Dividend Legislation Proposed By The Citizens' Climate Lobby(2016-34)		
	Adopt Resolution No. 2021-XX, authorizing the City Manager to execute the Program Supplement No. F011 and the Master Agreement No.04-5309F15 for Fremont Avenue Pavement Rehabilitation Project TS-01056, Federal Project No. STPL-5309(019)	CC	KKim
	Contract Amendment - Objective Standards	CC	
	Construction Contract Award: Annual Street Resurfacing and City Alley Resurfacing, Project TS-01001, TS-01003, TS-01004, and TS-01009.	CC	

	Professional Service Agreement: Construction Inspection Service for CIP Projects TS-01001, TS-01003, TS-01004, and TS-01009.	CC	
	Construction Contract Award: Fremont Avenue Pavement Rehabilitation, Project TS01056, Federal Project No. STPL-5309(019)	CC	
	Professional Service Agreement: Construction Inspection Service for CIP project TS01056, Federal Project No. STPL-5309(019)	CC	
	Contract Amendment: Consider Approval Of Contract Amendment: Approval of the ARG contract amendment (D. Brees)	Disc. Item	
	2021 Solid Waste Rate Adjustment	CC	
	HHW Agreement (Household Hazardous Waste)	CC	
May 18, 2021	STUDY SESSION – BUDGET- 5:00 p.m.		
May 20, 2021	Youth Commission Interviews 4-9 (Subcommittee)		
May 25, 2021	REGULAR COUNCIL MEETING		
	Presentation on Ending Homelessness		
	Contract Amendment Approval -Contract Plan Checking Services		
	Quarterly Investment Report 3/31/2021		
	Commercial Park Ordinance		
	Community Center Construction Monthly Update	Info Item	
	Project Acceptance for Cuesta Drive Traffic Calming Project TS01022		
	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	CC	ES
	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)		
	Updated Debt Policy	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 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
	Presentation of Proclamation to Michael Handel Proclamation, Retired Los Altos Firefighter		
	Council Financial Subcommittee Recommendations: Discuss recommendations of the Council Financial Subcommittee regarding reporting of City financial information (Vice Mayor Enander)		
	Museum's plans for a new main exhibition in our permanent 2nd floor gallery		
	Review of Council Norms and Procedures	Study Session	
	<p>City of Los Altos – Title 14, Zoning Amendment – Public Land Protection Ordinance First Reading</p> <p>Proposed ordinance adding a Public Land Protection (PLP) overlay district to Title 14, Zoning, of the Los Altos Municipal Code that will provide for the protection of City owned property by requiring voter approval of the sale or transfer of title of any City-owned land to which the PLP overlay designation is applied and voter approval to remove the PLP designation once it has been applied. The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act (“CEQA”) CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment. <i>Project Manager: Community Development Director Biggs</i></p>	Public Hearing	
	BMR waitlist process proposal by Alta Housing		
	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. Svcs/Planning
	Off-street EV charging stations in front of homes – include in Reach Codes; refer to Environmental Commission?		Planning
	Schedule City/LASD meeting		
	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



City of Los Altos

Los Altos Community Center



MONTHLY REPORT #19

MARCH 2021

PREPARED BY NOVA PARTNERS, INC.

Contents

Los Altos Community Center Background	3
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 March 2020, final installation of interior mechanical systems continues. Windows installation is largely completed throughout building. Installation of fixtures and finishes is underway. On the exterior, progress on parking lots, grading, and sitework continues.

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

March 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 millwork and finishes.
- Installation of Stretched Fabric Ceiling.
- Construction of exterior cedar canopies.

Upcoming Activities:

During April 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 resilient flooring and carpet.
- Finished concrete floor polishing.
- Continued installation of millwork and final finishes.
- Continued installation of fixtures and equipment.
- Installation of play structure.

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

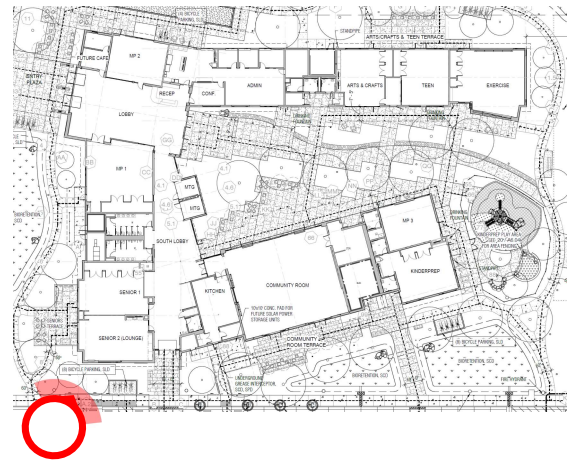
Progress photographs from March, 2021.



Exterior at Main Entrance

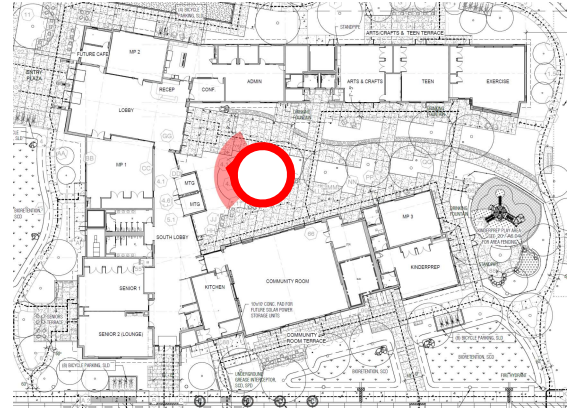


Exterior Progress at Western Site

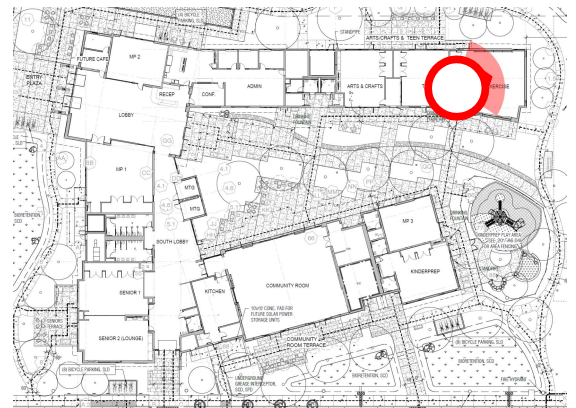


Project Photos

Progress photographs from March, 2021.



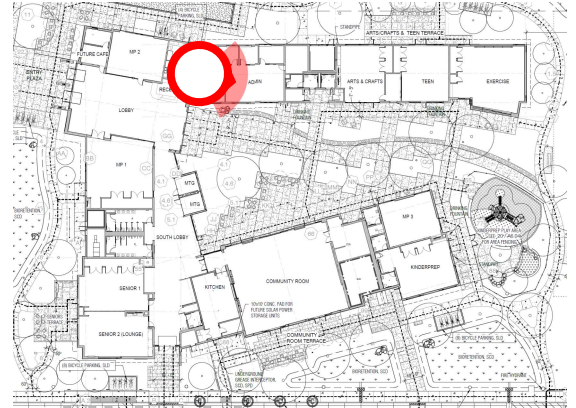
Exterior Progress at Courtyard



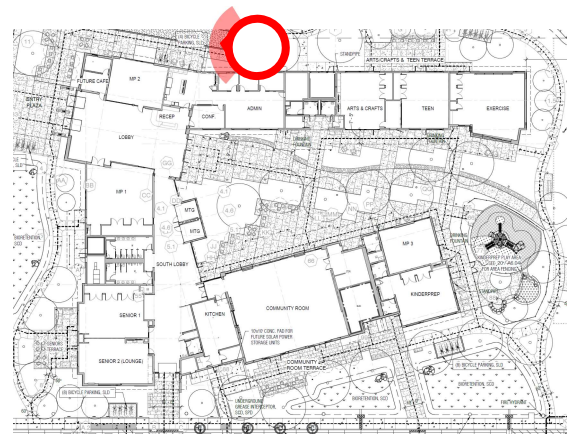
Interior progress at Exercise Room

Project Photos

Progress photographs from March, 2021.



Interior Progress in North Wing



Bocce courts at Northern Site

Project Budget



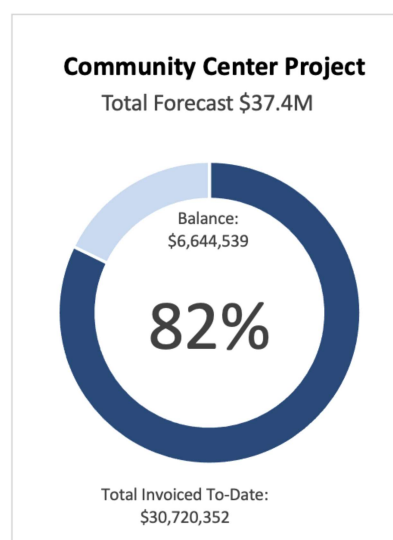
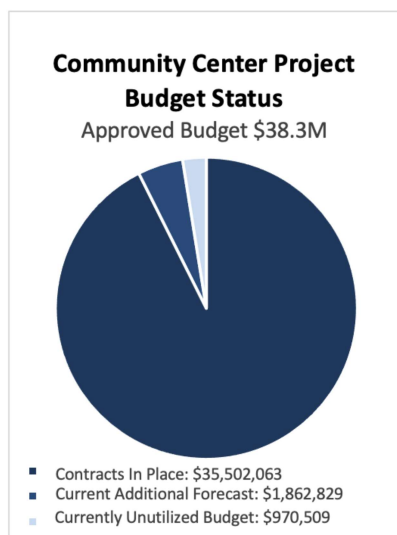
LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Project Budget Report
March 2021



A	B	C	D	E	F = D + E	G = C - F	H
Item #	Category	Approved Budget	Contracts In Place	Current Additional Forecast	Total Contract and Forecasted	Currently Unutilized Budget	Total Invoiced To-Date
1	Soft Cost	\$ 5,535,443	\$ 5,497,172	\$ 316,268	\$ 5,813,440	\$ (277,997)	\$ 5,090,387
2	Construction	\$ 31,035,400	\$ 29,184,188	\$ 1,096,394	\$ 30,280,582	\$ 754,818	\$ 25,251,877
3	FF&E + Expenses	\$ 1,764,557	\$ 820,702	\$ 450,167	\$ 1,270,869	\$ 493,688	\$ 378,088
	Total	\$ 38,335,400	\$ 35,502,063	\$ 1,862,829	\$ 37,364,891	\$ 970,509	\$ 30,720,352

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	3/11/21
14	Exterior Wall Finishes	266	5/18/20	2/8/21	6/1/20	3/3/21
15	Interior Finishes	403	3/9/20	4/16/21	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	311	5/26/20	4/2/21	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	91	1/19/21	4/20/21		
21	Substantial Completion	21	4/23/21	5/14/21		
22	Temporary Certificate of Occupancy	23	4/21/21	5/14/21		
23	Furniture Move-in	21	5/17/21	6/7/21		
24	Final Occupancy	11	6/10/21	6/21/21		

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
 March 2021



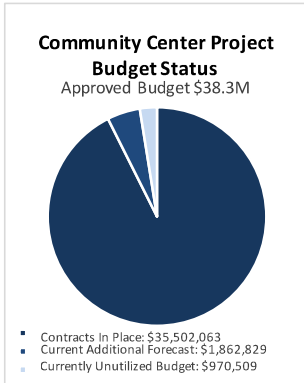
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Item #	Category	Approved Budget	Contracts In Place	Current Additional Forecast	Total Contract and Forecasted	Currently Unutilized Budget	Total Invoiced To-Date
1	Soft Cost	\$ 5,535,443	\$ 5,497,172	\$ 316,268	\$ 5,813,440	\$ (277,997)	\$ 5,090,387
2	Construction	\$ 31,035,400	\$ 29,184,188	\$ 1,096,394	\$ 30,280,582	\$ 754,818	\$ 25,251,877
3	FF&E + Expenses	\$ 1,764,557	\$ 820,702	\$ 450,167	\$ 1,270,869	\$ 493,688	\$ 378,088
	Total	\$ 38,335,400	\$ 35,502,063	\$ 1,862,829	\$ 37,364,891	\$ 970,509	\$ 30,720,352

Key Notes

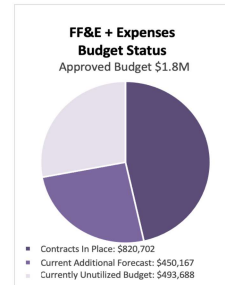
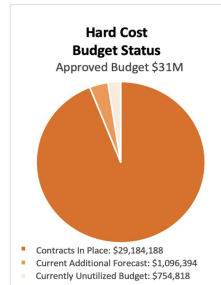
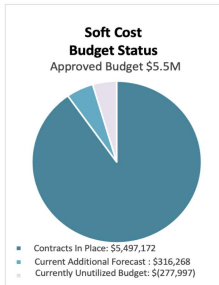
- Column D Includes Change Orders and other Contract Amendments executed to date
- Column E Includes Pending Contract Amendments and Anticipated Costs
- Column G Current forecasted unspent reserve to cover unforeseen expenses (i.e., forecasted amount to-date under \$38.3M budget)
- Soft Costs Costs for 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

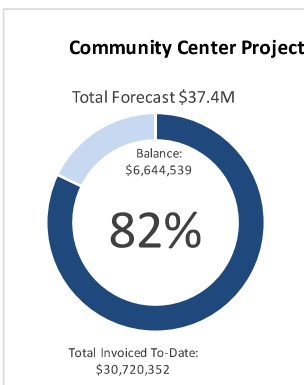


Category Breakdown

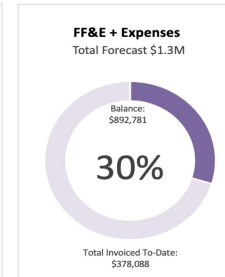
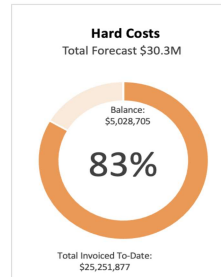
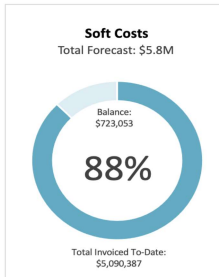


Billing Status

Total Invoices Received To-Date of Total Contract and Forecasted Amount



Category Breakdown





LOS ALTOS COMMUNITY CENTER
97 Hillview Avenue, Los Altos
Construction Cost Breakdown
March 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	\$3,171,375.00	\$26,808.00	\$0.00	\$3,198,183.00	96%	\$143,223.00	\$319,818.30
DIVISION 2 - DEMO	\$352,380.00	\$330,872.00	\$4,301.00	\$0.00	\$335,173.00	95%	\$17,207.00	\$33,517.30
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	\$866,546.00	\$197,286.00	\$0.00	\$1,063,832.00	79%	\$278,883.00	\$106,383.20
DIVISION 7 - THERMAL AND MOISTURE PROTECTION	\$2,163,548.00	\$1,913,602.00	\$76,537.00	\$0.00	\$1,990,139.00	92%	\$173,409.00	\$199,013.90
DIVISION 8 - WINDOWS AND DOORS	\$1,585,619.00	\$1,373,431.00	\$100,771.00	\$0.00	\$1,474,202.00	93%	\$111,417.00	\$147,420.20
DIVISION 9 - FINISHES	\$1,726,493.00	\$533,566.00	\$194,930.00	\$0.00	\$728,496.00	42%	\$997,997.00	\$72,849.60
DIVISION 10 - SPECIALTIES	\$396,209.00	\$257,305.00	\$20,226.00	\$0.00	\$277,531.00	70%	\$118,678.00	\$27,753.10
DIVISION 11 - EQUIPMENT	\$164,566.00	\$43,283.00	\$11,700.00	\$0.00	\$54,983.00	33%	\$109,583.00	\$5,498.30
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	\$556,006.00	\$24,989.00	\$0.00	\$580,995.00	93%	\$43,731.00	\$58,099.50
DIVISION 22 - PLUMBING	\$1,744,176.00	\$1,639,525.00	\$17,442.00	\$0.00	\$1,656,967.00	95%	\$87,209.00	\$165,696.70
DIVISION 23 - HVAC	\$4,500,000.00	\$3,645,000.00	\$450,000.00	\$0.00	\$4,095,000.00	91%	\$405,000.00	\$409,500.00
DIVISION 26 - ELECTRICAL	\$1,363,346.00	\$932,806.00	\$256,368.00	\$0.00	\$1,189,174.00	87%	\$174,172.00	\$118,917.40
DIVISION 31 - EARTHWORK	\$810,775.00	\$493,529.00	\$121,616.00	\$0.00	\$615,145.00	76%	\$195,630.00	\$61,514.50
DIVISION 32 - EXTERIOR IMPROVEMENTS	\$1,472,055.00	\$791,098.00	\$62,037.00	\$0.00	\$853,135.00	58%	\$618,920.00	\$85,313.50
DIVISION 33 - UTILITIES	\$1,600,000.00	\$1,291,850.00	\$92,550.00	\$0.00	\$1,384,400.00	87%	\$215,600.00	\$138,440.00
SUB-TOTAL	\$28,001,000.00	\$22,604,016.00	\$1,657,561.00	\$0.00	\$24,261,577.00	87%	\$3,739,423.00	\$2,426,157.70
CHANGE ORDERS	\$970,188.00	\$682,497.00	\$94,803.00	\$0.00	\$777,300.00	80%	\$192,888.00	\$77,730.00
GRAND TOTAL	\$28,971,188.00	\$23,286,513.00	\$1,752,364.00	\$0.00	\$25,038,877.00	86%	\$3,932,311.00	\$2,503,887.70



LOS ALTOS COMMUNITY CENTER
 97 Hillview Avenue, Los Altos
 Budget Transfer and Contingency Log
 March 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 - Coiling 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.

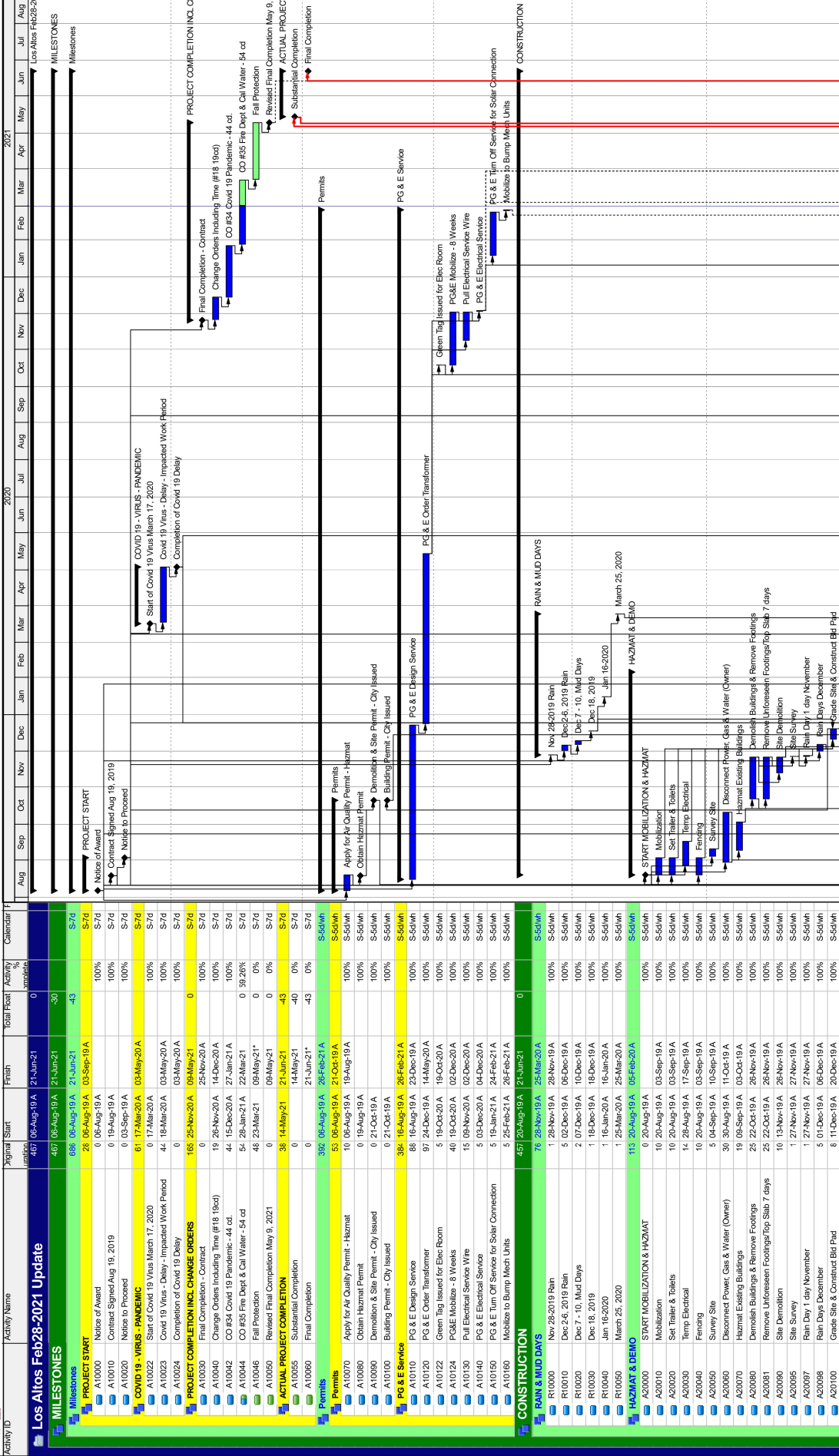
Appendix B. Construction Schedule Details



GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
97 Hillview Ave. Los Altos, California
February 28-2021 Schedule Update

Current Date 02-Mar-21
Data Date 01-Mar-21



TASK filter: All Activities

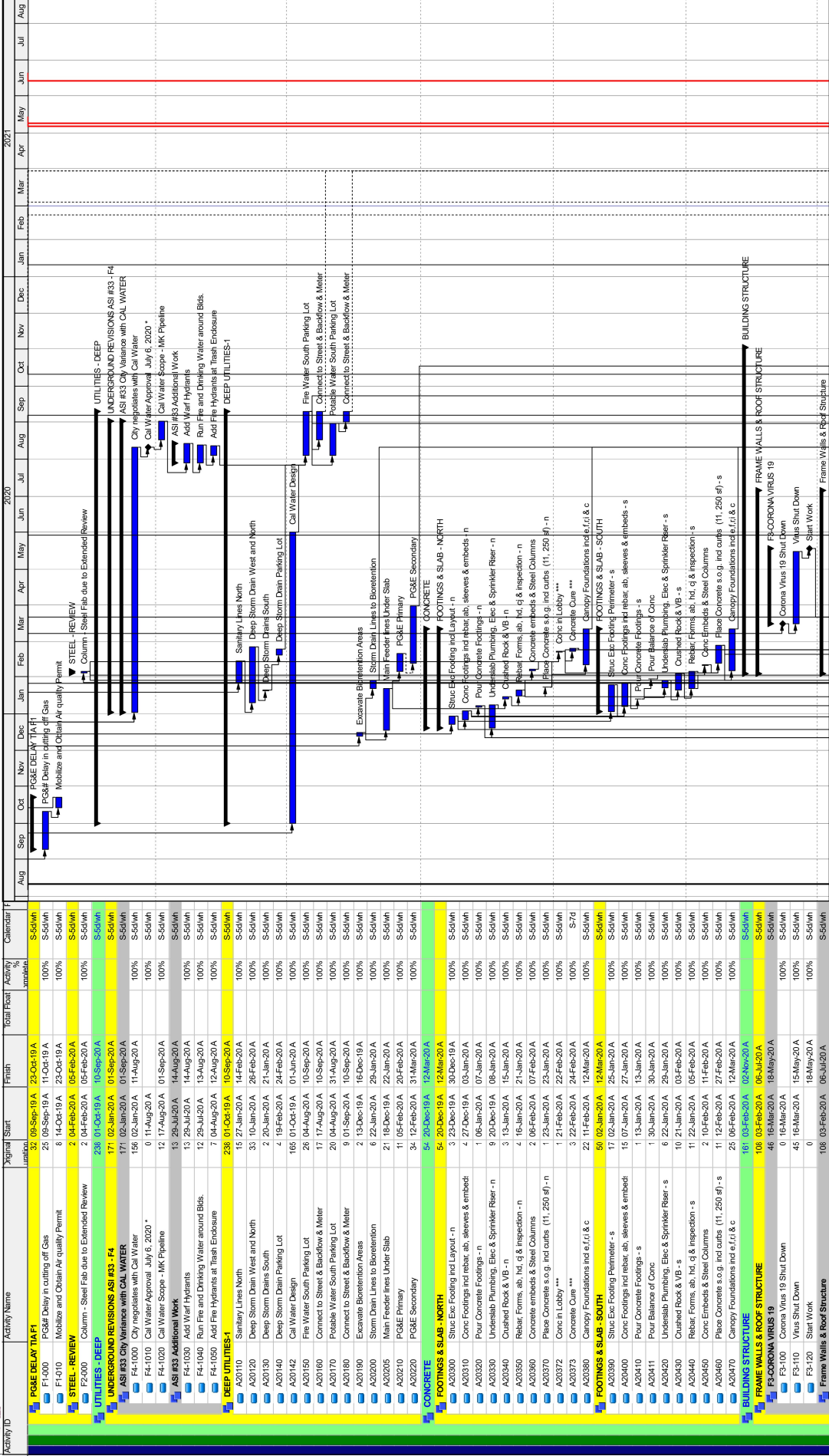
■ Remaining Level of Effort
 ■ Actual Work
 ■ Critical Remaining Work
 ◆ Milestone



GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
97 Hillview Ave. Los Altos, California
February 28-2021 Schedule Update

Current Date 02-Mar-21
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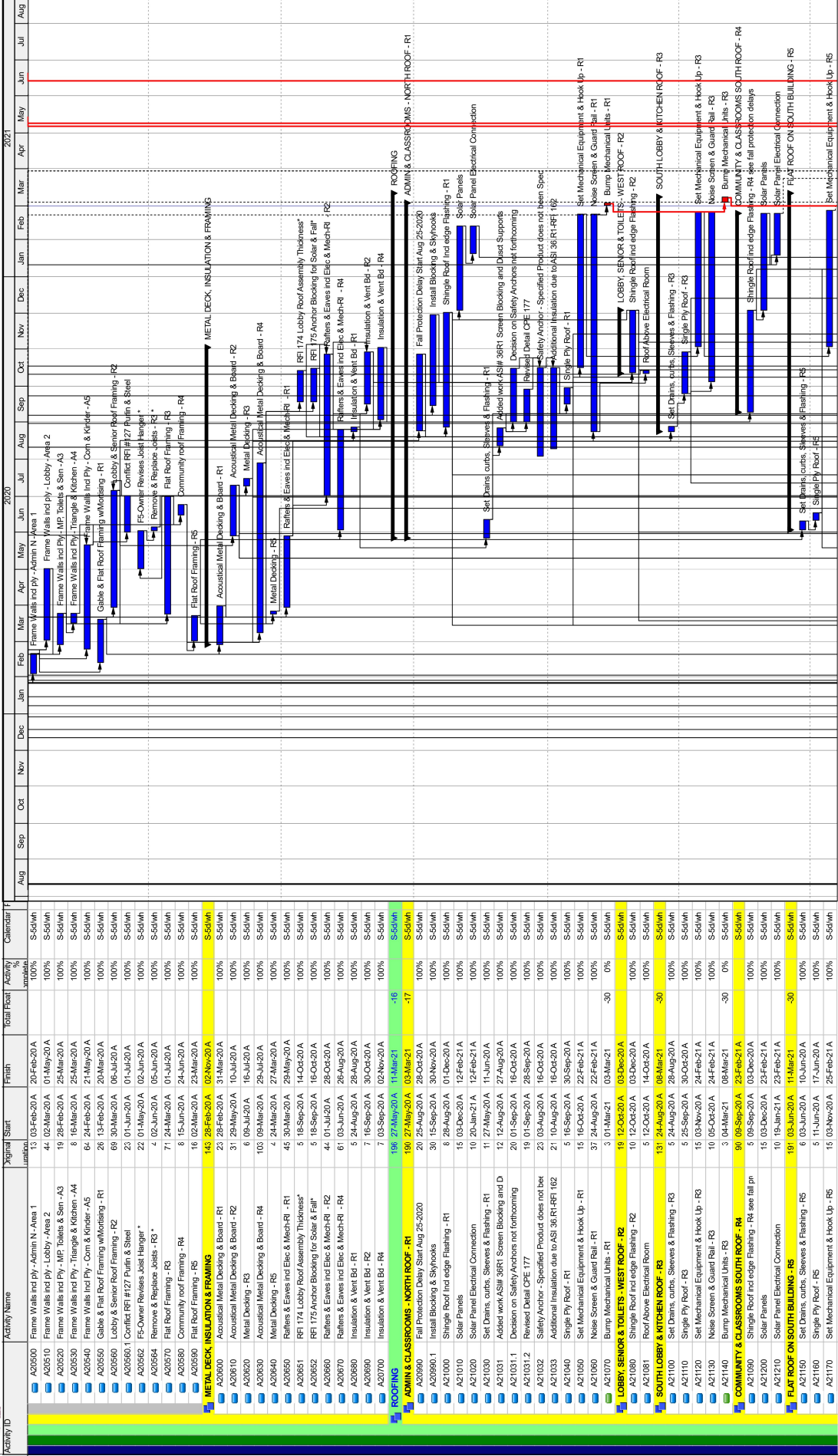




GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
 97 Hillview Ave. Los Altos, California
 February 28-2021 Schedule Update

Current Date 02-Mar-21
 Data Date 01-Mar-21



TASK filter: All Activities

Page 3 of 13

Remaining Level of Effort (Green bar) | Actual Level of Effort (Blue bar) | Actual Work (Red bar) | Remaining Work (Orange bar) | Critical Remaining Work (Red diamond) | Milestone (Black diamond)

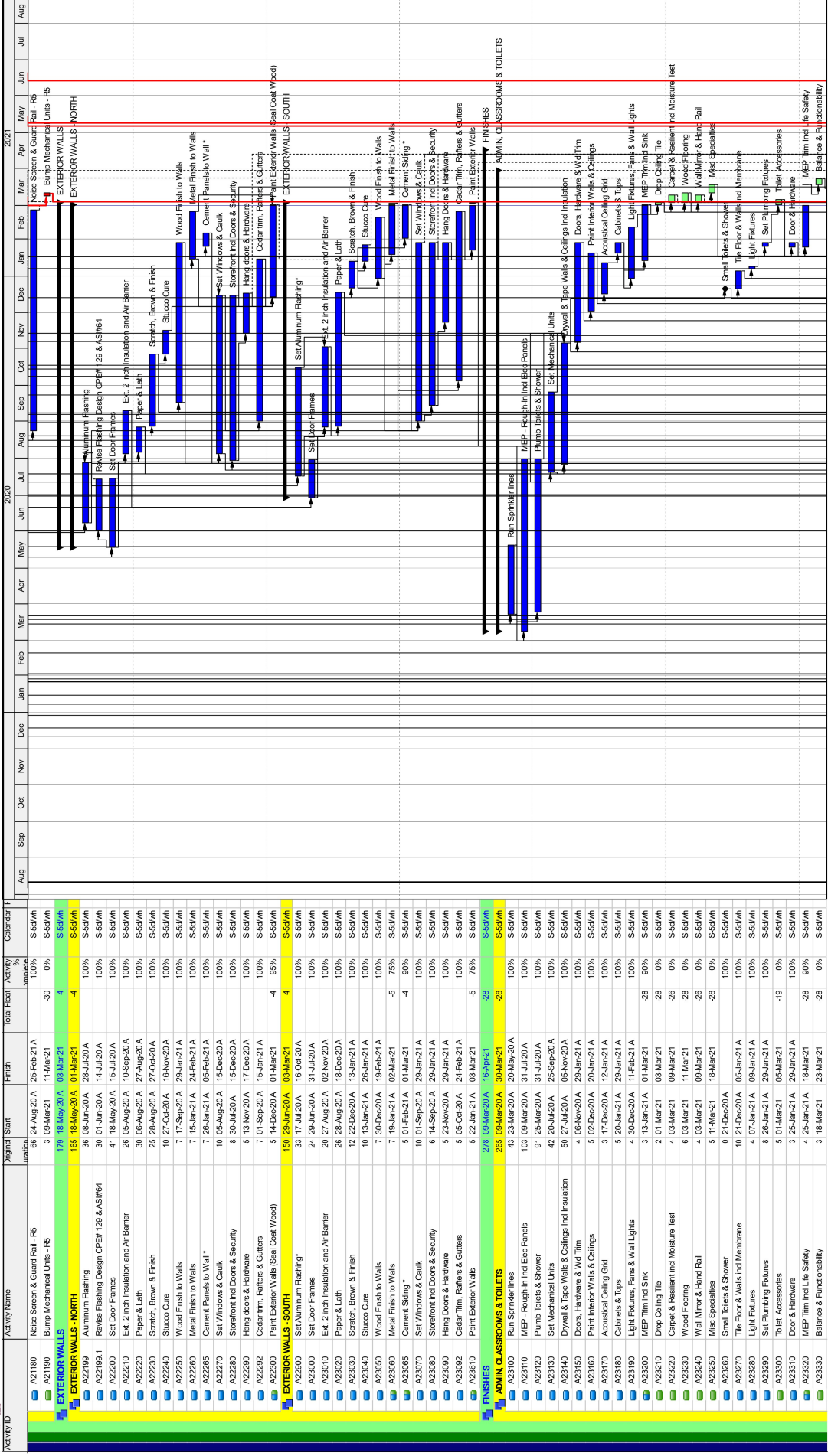
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GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
 97 Hillview Ave. Los Altos, California
 February 28-2021 Schedule Update

Current Date 02-Mar-21
 Data Date 01-Mar-21



Activity ID	Activity Name	Signal Start	Finish	Total Point	Activity	Calendar
A21180	Noise Screen & Guard Rail - RS	66 24-Aug-20 A	25-Feb-21 A	100%	S-50W	
A21190	Bump Mechanical Units - RS	3 09-Mar-21	11-Mar-21	0%	S-50W	
EXTERIOR WALLS - NORTH						
179	18-May-20 A	03-Mar-21	4	S-50W		
165	18-May-20 A	01-Mar-21	-4	S-50W		
A22189	Aluminum Flashing	36 08-Jun-20 A	28-Jul-20 A	100%	S-50W	
A22190	Revised Flashing Design CPE# 129 & ASI#64	30 01-Jun-20 A	14-Jul-20 A	100%	S-50W	
A22200	Set Door Frames	41 18-May-20 A	15-Jul-20 A	100%	S-50W	
A22210	Exk 2 inch Insulation and Air Barrier	26 05-Aug-20 A	10-Sep-20 A	100%	S-50W	
A22220	Paper & Lath	30 06-Aug-20 A	27-Aug-20 A	100%	S-50W	
A22230	Scratch, Brown & Finish	25 28-Aug-20 A	27-Oct-20 A	100%	S-50W	
A22240	Stucco Cure	10 17-Oct-20 A	16-Nov-20 A	100%	S-50W	
A22250	Wood Finish to Walls	7 15-Jan-21 A	29-Jan-21 A	100%	S-50W	
A22260	Metal Panels to Wall *	7 26-Jan-21 A	05-Feb-21 A	100%	S-50W	
A22270	Set Windows & Caulk	10 05-Aug-20 A	15-Dec-20 A	100%	S-50W	
A22280	Storefront Inl Doors & Security	8 30-Jul-20 A	15-Dec-20 A	100%	S-50W	
A22290	Hang Doors & Hardware	5 13-Nov-20 A	17-Dec-20 A	100%	S-50W	
A22292	Cedar trim, Rollers & Gutters	7 01-Sep-20 A	15-Jan-21 A	100%	S-50W	
A22300	Paint Exterior Walls (Seal Coat Wood)	5 14-Dec-20 A	01-Mar-21	95%	S-50W	
EXTERIOR WALLS - SOUTH						
35	12-Jul-20 A	16-Oct-20 A	4	S-50W		
A23000	Set Door Frames	24 29-Jun-20 A	31-Jul-20 A	100%	S-50W	
A23010	Exk 2 inch Insulation and Air Barrier	20 27-Aug-20 A	02-Nov-20 A	100%	S-50W	
A23020	Paper & Lath	26 28-Aug-20 A	18-Dec-20 A	100%	S-50W	
A23030	Scratch, Brown & Finish	10 13-Jan-21 A	26-Jan-21 A	100%	S-50W	
A23040	Stucco Cure	7 30-Dec-20 A	19-Feb-21 A	100%	S-50W	
A23050	Wood Finish to Walls	5 01-Feb-21 A	02-Mar-21	75%	S-50W	
A23060	Metal Panels to Wall *	5 01-Feb-21 A	01-Mar-21	90%	S-50W	
A23070	Set Windows & Caulk	10 14-Sep-20 A	29-Jan-21 A	100%	S-50W	
A23080	Storefront Inl Doors & Security	6 11-Sep-20 A	29-Jan-21 A	100%	S-50W	
A23090	Hang Doors & Hardware	5 23-Nov-20 A	29-Jan-21 A	100%	S-50W	
A23092	Cedar Trim, Rollers & Gutters	5 05-Oct-20 A	24-Feb-21 A	100%	S-50W	
A23094	Paint Exterior Walls	5 22-Jan-21 A	03-Mar-21	75%	S-50W	
FINISHES						
278	09-Mar-20 A	16-Apr-21	-28	S-50W		
265	09-Mar-20 A	30-Mar-21	-28	S-50W		
ADMIN CLASSROOMS & TOILETS						
A23100	Run Spinnler lines	40 25-Mar-20 A	20-May-20 A	100%	S-50W	
A23110	MEP - Rough-In Inl Elec Panels	100 09-Mar-20 A	31-Jul-20 A	100%	S-50W	
A23120	Plumb Toilets & Shower	91 25-Mar-20 A	31-Jul-20 A	100%	S-50W	
A23130	Set Mechanical Units	47 20-Jul-20 A	25-Sep-20 A	100%	S-50W	
A23140	Drywall & Tjps Walls & Ceilings Inl Insulation	50 27-Jul-20 A	05-Nov-20 A	100%	S-50W	
A23150	Doors, Hardware & Wid Trim	4 06-Nov-20 A	29-Jan-21 A	100%	S-50W	
A23160	Paint Interior Walls & Ceilings	5 02-Dec-20 A	20-Jan-21 A	100%	S-50W	
A23170	Acoustical Ceiling Grid	3 17-Dec-20 A	12-Jan-21 A	100%	S-50W	
A23180	Cabinets & Tjps	5 20-Jan-21 A	29-Jan-21 A	100%	S-50W	
A23190	Light Fixtures, Fans & Wall Lights	4 30-Dec-20 A	11-Feb-21 A	100%	S-50W	
A23200	MEP Trim and Shk	3 15-Jan-21 A	01-Mar-21	28	S-50W	
A23210	Drop Ceiling Tile	2 01-Mar-21	03-Mar-21	-28	S-50W	
A23220	Carpet & Resilient Inl Moisture Test	4 03-Mar-21	09-Mar-21	-26	S-50W	
A23230	Wood Flooring	6 03-Mar-21	11-Mar-21	-26	S-50W	
A23240	Wall Mirror & Hand Rail	4 03-Mar-21	09-Mar-21	-26	S-50W	
A23250	Misc. Specialties	5 11-Mar-21	18-Mar-21	-28	S-50W	
A23260	Small Toilets & Shower	0 21-Dec-20 A		100%	S-50W	
A23270	Tile Floor & Walls Inl Membrane	10 21-Dec-20 A	05-Jan-21 A	100%	S-50W	
A23280	Light Fixtures	4 07-Jan-21 A	09-Jan-21 A	100%	S-50W	
A23290	Set Plumbing Fixtures	8 26-Jan-21 A	29-Jan-21 A	100%	S-50W	
A23300	Toiler Accessories	9 01-Mar-21	05-Mar-21	-19	S-50W	
A23310	Door & Hardware	3 25-Jan-21 A	29-Jan-21 A	100%	S-50W	
A23320	MEP Trim Inl Life Safety	4 25-Jan-21 A	18-Mar-21	-28	S-50W	
A23330	Balance & Functionality	3 18-Mar-21	23-Mar-21	-28	S-50W	

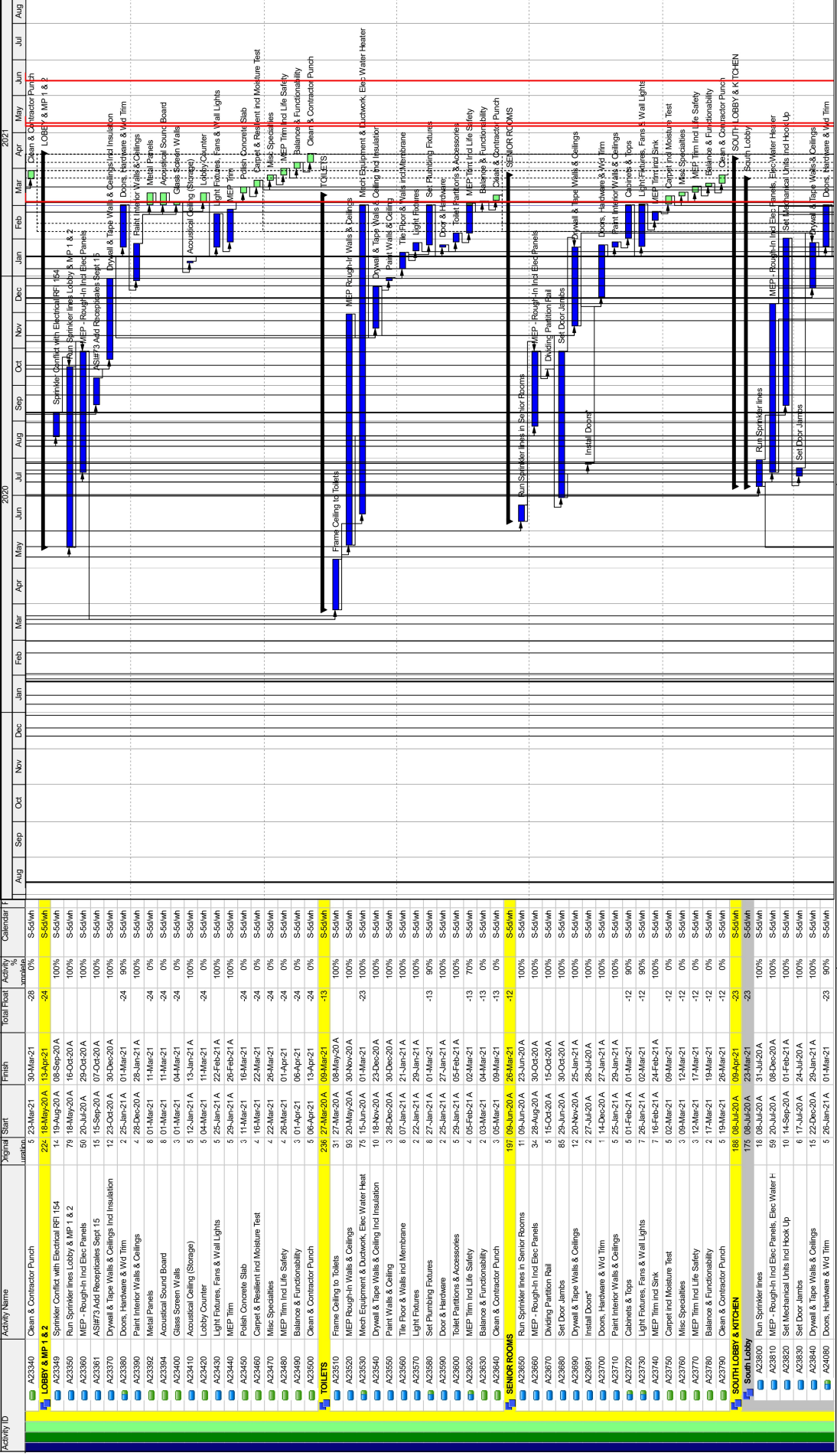
TASK filter: All Activities

■ Remaining Level of Effort
■ Actual Work
■ Remaining Work
◆ Milestone
■ Critical Remaining Work



GONSALVES & STRONCK CONSTRUCTION CO.
 LOS ALTOS COMMUNITY CENTER
 97 Hillview Ave. Los Altos, California
 February 28-2021 Schedule Update

Current Date 02-Mar-21
 Data Date 01-Mar-21

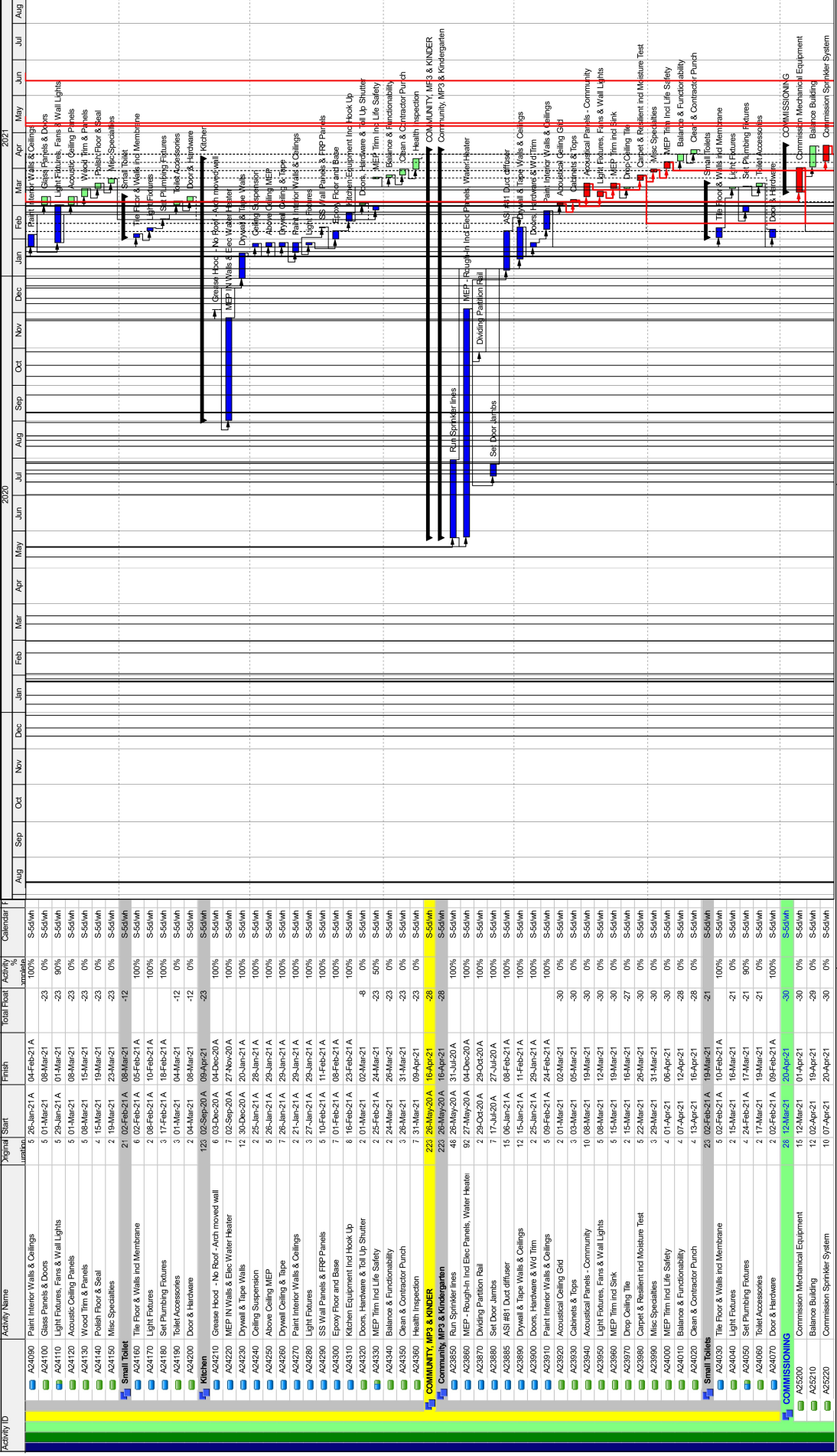




GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
97 Hillview Ave. Los Altos, California
February 28-2021 Schedule Update

Current Date 02-Mar-21
Data Date 01-Mar-21



TASK filter: All Activities

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Remaining Level of Effort (Green bar) Actual Work (Blue bar) Remaining Work (Red bar) Critical Remaining Work (Red bar with diamond)

Actual Level of Effort (Green bar) Remaining Work (Red bar) Milestone (Diamond)

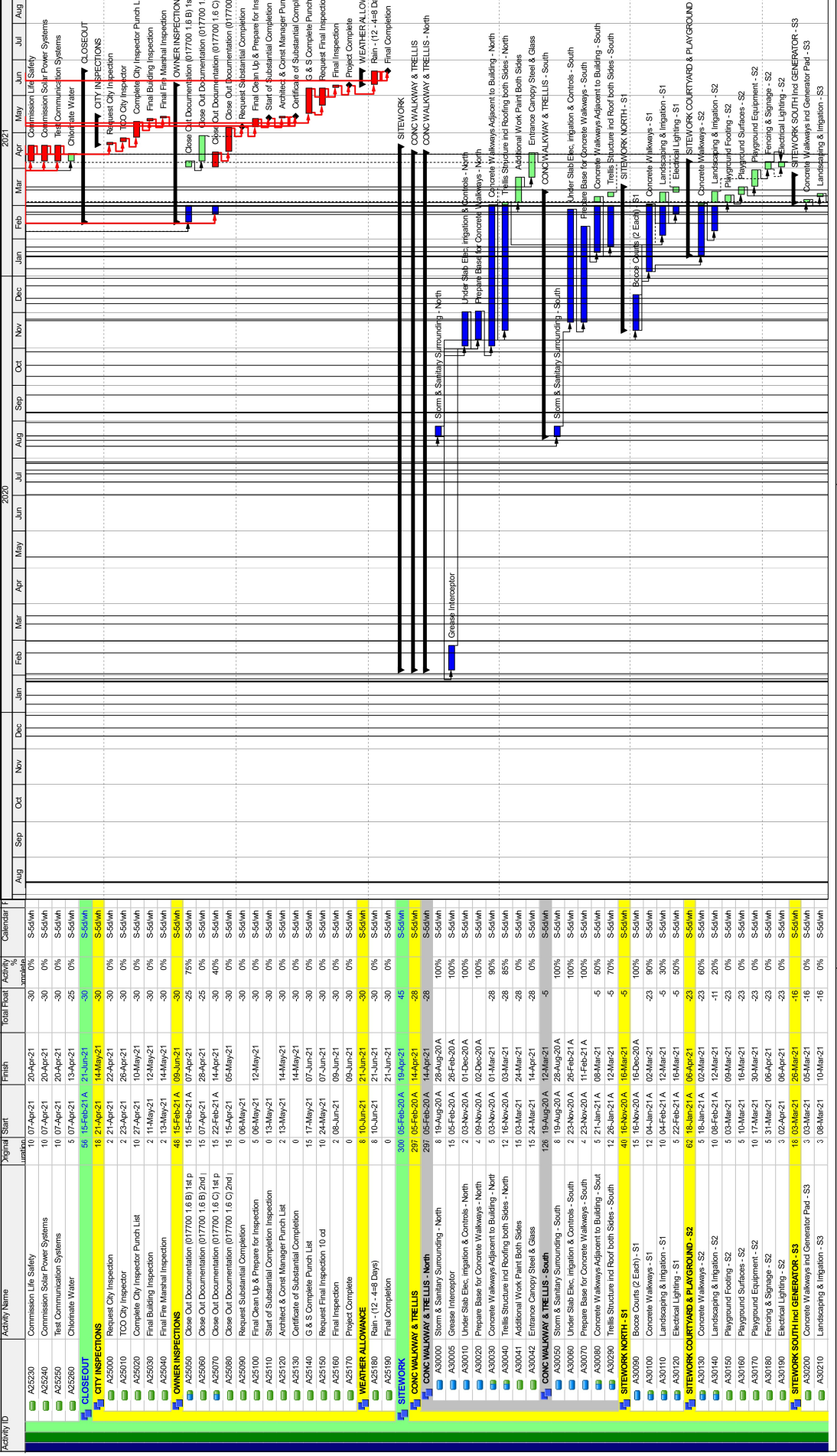
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GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
 97 Hillview Ave. Los Altos, California
 February 28-2021 Schedule Update

Current Date 02-Mar-21
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Activity ID	Activity Name	Original Start	Original Finish	Total Float	Activity	Calendar
A2520	Commission Life Safety	10/07-Apr-21	20-Apr-21	-30	0%	S-50W
A2524	Commission Solar Power Systems	10/07-Apr-21	20-Apr-21	-30	0%	S-50W
A2525	Test Communication Systems	10/07-Apr-21	20-Apr-21	-30	0%	S-50W
A2526	Chlorinate Water	5/07-Apr-21	13-Apr-21	-25	0%	S-50W
CLOSEOUT		5/15-Feb-21 A	21-Jun-21	-30	0%	S-50W
CITY INSPECTIONS		18/21-Apr-21	14-May-21	-30	0%	S-50W
A2500	Request City Inspection	2/21-Apr-21	22-Apr-21	-30	0%	S-50W
A2501	TOO City Inspector	2/23-Apr-21	26-Apr-21	-30	0%	S-50W
A2502	Complete City Inspector Punch List	10/27-Apr-21	10-May-21	-30	0%	S-50W
A2503	Final Building Inspection	2/11-May-21	12-May-21	-30	0%	S-50W
A2504	Final Fire Marshal Inspection	2/13-May-21	14-May-21	-30	0%	S-50W
OWNER INSPECTIONS		4/15-Feb-21 A	09-Jun-21	-30	0%	S-50W
A2505	Close Out Documentation (017700 1.6 B) 1st P	15/15-Feb-21 A	07-Apr-21	-25	75%	S-50W
A2506	Close Out Documentation (017700 1.6 B) 2nd P	15/07-Apr-21	28-Apr-21	-25	0%	S-50W
A2507	Close Out Documentation (017700 1.6 C) 1st P	15/22-Feb-21 A	14-Apr-21	-30	40%	S-50W
A2508	Close Out Documentation (017700 1.6 C) 2nd P	15/15-Apr-21	05-May-21	-30	0%	S-50W
A2509	Request Substantial Completion	0/06-May-21	12-May-21	-30	0%	S-50W
A2510	Final Clean Up & Prepare for Inspection	0/13-May-21	14-May-21	-30	0%	S-50W
A2511	Start of Substantial Completion Inspection	0/14-May-21	14-May-21	-30	0%	S-50W
A2512	Architect & Const Manager Punch List	2/13-May-21	14-May-21	-30	0%	S-50W
A2513	Certificate of Substantial Completion	0/14-May-21	14-May-21	-30	0%	S-50W
A2514	G & S Complete Punch List	15/17-May-21	07-Jun-21	-30	0%	S-50W
A2515	Request Final Inspection 10 cd	10/24-May-21	07-Jun-21	-30	0%	S-50W
A2516	Final Inspection	2/08-Jun-21	09-Jun-21	-30	0%	S-50W
A2517	Project Complete	0/09-Jun-21	09-Jun-21	-30	0%	S-50W
WEATHER ALLOWANCE		6/10-Jun-21	21-Jun-21	-30	0%	S-50W
A2518	Rain - (12 - 48 Days)	6/10-Jun-21	21-Jun-21	-30	0%	S-50W
A2519	Final Completion	0/21-Jun-21	19-Apr-21	-45	0%	S-50W
SITENWORK		3/00/05-Feb-20 A	19-Apr-21	-45	0%	S-50W
CONC WALKWAY & TRELIS - North		2/97/05-Feb-20 A	14-Apr-21	-28	0%	S-50W
CONC WALKWAY & TRELIS - South		2/97/05-Feb-20 A	14-Apr-21	-28	0%	S-50W
A3000	Storm & Sanitary Surrounding - North	8/19-Aug-20 A	28-Aug-20 A	100%	100%	S-50W
A3001	Grease Interceptor	15/05-Feb-20 A	26-Feb-20 A	100%	100%	S-50W
A3002	Under Slab Elec, Irrigation & Controls - North	2/03-Nov-20 A	01-Dec-20 A	100%	100%	S-50W
A3003	Prepare Base for Concrete Walkways - North	4/09-Nov-20 A	02-Dec-20 A	100%	100%	S-50W
A3004	Concrete Walkways Adjacent to Building - North	5/03-Nov-20 A	01-Mar-21	-28	90%	S-50W
A3005	Trellis Structure and Roofing both Sides - North	12/16-Nov-20 A	03-Mar-21	-28	85%	S-50W
A3006	Additional Work Paint Both Sides	15/03-Mar-21	24-Mar-21	-28	0%	S-50W
A3007	Entrance Canopy Steel & Glass	15/24-Mar-21	14-Apr-21	-28	0%	S-50W
CONC WALKWAY & TRELIS - South		12/19-Aug-20 A	12-Mar-21	-5	0%	S-50W
A3008	Storm & Sanitary Surrounding - South	8/19-Aug-20 A	28-Aug-20 A	100%	100%	S-50W
A3009	Under Slab Elec, Irrigation & Controls - South	2/23-Nov-20 A	26-Feb-21 A	100%	100%	S-50W
A3010	Prepare Base for Concrete Walkways - South	4/23-Nov-20 A	11-Feb-21 A	100%	100%	S-50W
A3011	Concrete Walkways Adjacent to Building - South	5/21-Jan-21 A	08-Mar-21	-5	50%	S-50W
A3012	Trellis Structure and Roof both Sides - South	12/26-Jan-21 A	12-Mar-21	-5	70%	S-50W
SITENWORK NORTH - S1		4/16-Nov-20 A	16-Mar-21	-5	0%	S-50W
A3013	Booze Courts (2 Each) - S1	15/16-Nov-20 A	16-Dec-20 A	100%	100%	S-50W
A3014	Concrete Walkways - S1	12/04-Jan-21 A	02-Mar-21	-23	90%	S-50W
A3015	Landscaping & Irrigation - S1	10/04-Feb-21 A	12-Mar-21	-5	30%	S-50W
A3016	Electrical Lighting - S1	5/22-Feb-21 A	16-Mar-21	-5	50%	S-50W
SITENWORK COURTYARD & PLAYGROUND - S2		6/16-Jan-21 A	06-Apr-21	-23	0%	S-50W
A3017	Concrete Walkways - S2	9/16-Jan-21 A	02-Mar-21	-23	60%	S-50W
A3018	Landscaping & Irrigation - S2	10/08-Feb-21 A	12-Mar-21	-11	20%	S-50W
A3019	Playground Footing - S2	5/03-Mar-21	09-Mar-21	-23	0%	S-50W
A3020	Playground Surfaces - S2	5/10-Mar-21	16-Mar-21	-23	0%	S-50W
A3021	Playground Equipment - S2	10/17-Mar-21	30-Mar-21	-23	0%	S-50W
A3022	Fencing & Signage - S2	5/31-Mar-21	06-Apr-21	-23	0%	S-50W
A3023	Electrical Lighting - S2	3/02-Apr-21	06-Apr-21	-23	0%	S-50W
SITENWORK SOUTH IND GENERATOR - S3		18/03-Mar-21	26-Mar-21	-16	0%	S-50W
A3024	Concrete Walkways and Generator Pad - S3	3/03-Mar-21	05-Mar-21	-16	0%	S-50W
A3025	Landscaping & Irrigation - S3	3/09-Mar-21	10-Mar-21	-16	0%	S-50W

TASK filter: All Activities

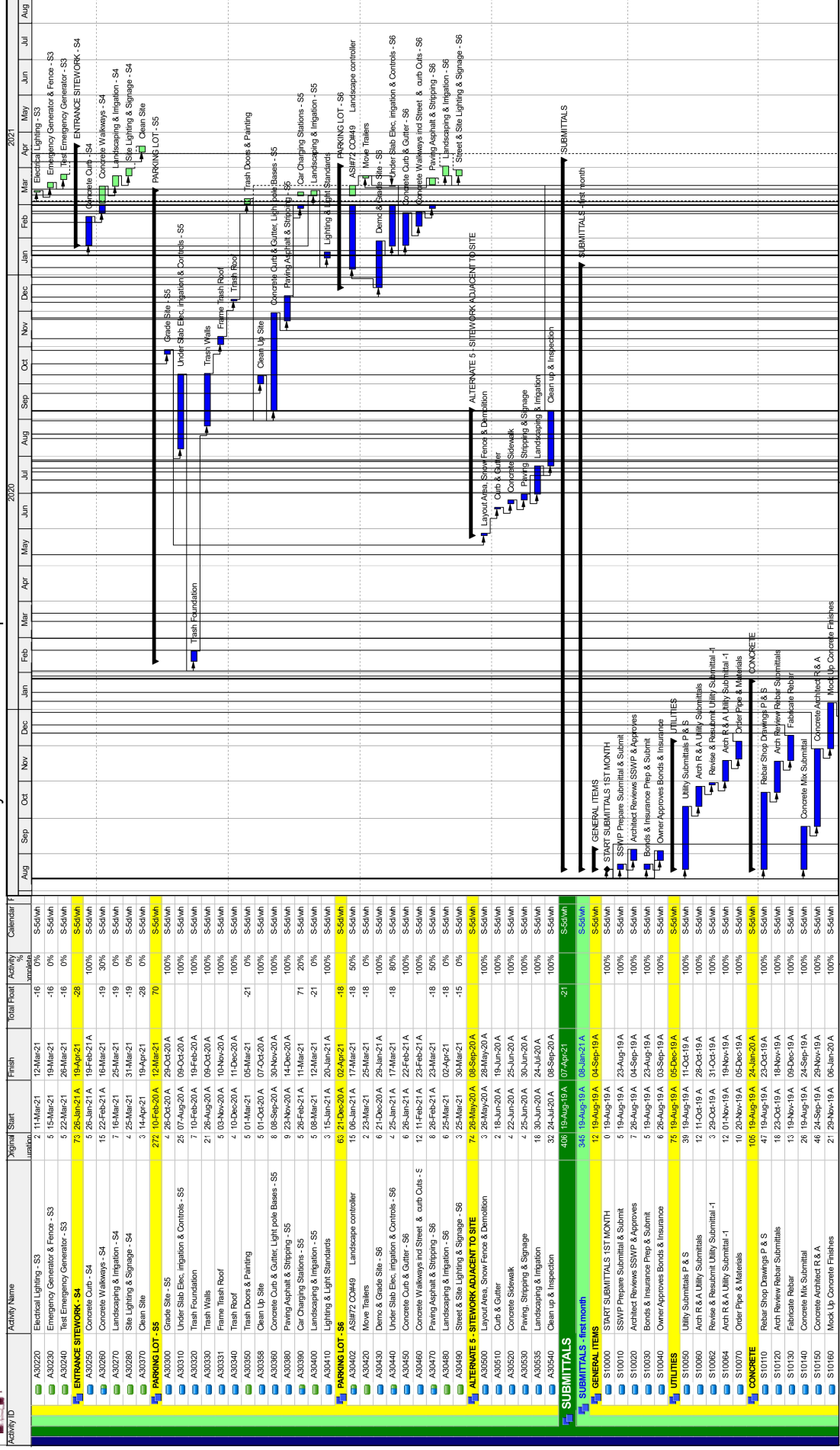
█ Remaining Level of Effort
█ Actual Level of Effort
█ Critical Remaining Work
◆ Remaining Work
◆ Milestone



GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
 97 Hillview Ave. Los Altos, California
 February 28-2021 Schedule Update

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 Data Date 01-Mar-21



Legend:

- Remaining Level of Effort (Green bar)
- Actual Work (Blue bar)
- Critical Remaining Work (Red bar)
- Actual Work (Blue diamond)
- Remaining Work (Green diamond)
- Milestone (Black diamond)

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TASK filter: All Activities

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LOS ALTOS COMMUNITY CENTER
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Activity ID	Activity Name	Original Start	Original End	Calendar	Total Float	Activity	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000
S10170	Arch R & A Concrete Finishes	15-Oct-2019	24-Jan-2020	S-50W	100%	100%																						
S10180	Struct Steel Submittal P & S	19-Aug-19	01-Feb-20	S-50W	100%	100%																						
S10190	Arch R & A Struct Steel Submittals	14-Oct-19	18-Oct-19	S-50W	100%	100%																						
S10192	Reverse Steel - RFTs	15-Oct-19	07-Nov-19	S-50W	100%	100%																						
S10194	Arch Review	08-Nov-19	19-Nov-19	S-50W	100%	100%																						
S10200	Fabricate Structural Steel	19-Nov-19	05-Feb-20	S-50W	100%	100%																						
S10210	Metal Deck Submittal P & S - Insulated	19-Aug-19	23-Oct-19	S-50W	100%	100%																						
S10220	Arch R & A Metal Deck Submittal - Insulated	22-Oct-19	06-Dec-19	S-50W	100%	100%																						
S10230	Order Metal Decking - Insulated	09-Dec-19	07-Feb-20	S-50W	100%	100%																						
S10235.1	Metal Deck Submittal P & S - Plain	19-Aug-19	04-Nov-19	S-50W	100%	100%																						
S10235.2	Arch R & A Metal Deck Submittal - Plain	04-Nov-19	26-Nov-19	S-50W	100%	100%																						
S10235.3	Order Metal Decking - Plain	26-Nov-19	11-Feb-20	S-50W	100%	100%																						
S10240	Misc Metal Submittal P & S	31-Aug-19	01-Oct-19	S-50W	100%	100%																						
S10250	Arch R & A Misc Metal Submittal	14-Oct-19	18-Oct-19	S-50W	100%	100%																						
S10252	Reverse & Resubmit Misc Metal -1	18-Oct-19	20-Dec-19	S-50W	100%	100%																						
S10254	Arch R & A Misc Metal Submittal -1	18-Dec-19	27-Dec-19	S-50W	100%	100%																						
S10260	Fabricate Misc Steels	30-Dec-19	31-Dec-19	S-50W	100%	100%																						
S10270	Framing Submittal P & S	19-Aug-19	17-Sep-20	S-50W	100%	100%																						
S10280	Arch R & A Framing Submittal	15-Oct-19	14-Nov-19	S-50W	100%	100%																						
S10290	Deliver Wood	11-Nov-19	03-Feb-20	S-50W	100%	100%																						
S10300	Prepare Trills & Exterior Mock Up	06-Jul-20	05-Aug-20	S-50W	100%	100%																						
S10310	Architect Approves Trills Mock Up	10-Aug-20	06-Aug-20	S-50W	100%	100%																						
S10320	Wood Siding Mock Up	31-Jul-20	31-Aug-20	S-50W	100%	100%																						
S10330	Architect Approves Wood Siding Mock Up	28-Aug-20	17-Sep-20	S-50W	100%	100%																						
S10340	Eng Lumber & Glu-Lam Submittals P & S	18-Aug-19	22-Oct-19	S-50W	100%	100%																						
S10350	Arch R & A Eng Lumber & Glu-Lam Subm	22-Oct-19	11-Nov-19	S-50W	100%	100%																						
S10360	Fabricate Eng Lumber	13-Nov-19	29-Jan-20	S-50W	100%	100%																						
S10370	Woodwork & Paneling submittal P & S	19-Aug-19	27-May-20	S-50W	100%	100%																						
S10380	Arch R & A Woodwork & Paneling submittals	28-Aug-19	11-Jun-20	S-50W	100%	100%																						
S10390	Fabricate Arch Wood & Paneling	11-Jun-20	11-Sep-20	S-50W	100%	100%																						
S10400	Dr Frames & Hdw Submittal P & S	19-Aug-19	15-Dec-20	S-50W	100%	100%																						
S10410	Architect R & A Dr Frame & Hdw	04-Nov-19	04-Nov-19	S-50W	100%	100%																						
S10420	Reverse & Resubmit Dr Frame Hdw Sub-1	26-Nov-19	18-Dec-19	S-50W	100%	100%																						
S10430	Arch Review Dr Frame & Hdw Sub-1	19-Dec-19	16-Apr-20	S-50W	100%	100%																						
S10414	Arch Review Dr Frame & Hdw Sub-2	20-Dec-20	27-Mar-20	S-50W	100%	100%																						
S10416	Security Issues P & S Drs & Frames-2	02-Mar-20	27-Mar-20	S-50W	100%	100%																						
S10417	Arch Reviews Dr & Frame-2	16-Mar-20	16-Apr-20	S-50W	100%	100%																						
S10420	Order Doors, Frames & Hdw (60-5)	16-Apr-20	19-Jun-20	S-50W	100%	100%																						
S10430	Supply Door Frames	29-Feb-20	02-Apr-20	S-50W	100%	100%																						
S10440	Storefront Submittal P & S	19-Aug-19	19-Dec-19	S-50W	100%	100%																						
S10450	Architect R & A Storefront Submittal	27-Feb-20	26-Feb-20	S-50W	100%	100%																						
S10460	Order Storefront Material	27-Feb-20	11-Jun-20	S-50W	100%	100%																						
S10470	Window Submittal P & S	19-Aug-19	19-Dec-19	S-50W	100%	100%																						
S10480	Architect R & A Window Submittal	19-Dec-19	20-Jun-20	S-50W	100%	100%																						
S10452	ASI # 21 Jamb & Header Detail	0	03-Feb-20	S-50W	100%	100%																						
S10453	ASI # 26R1 Hardware Revisions	0	21-Feb-20	S-50W	100%	100%																						
S10454	ASI#29 Jamb Trim at South Entry	0	21-Feb-20	S-50W	100%	100%																						
S10455	ASI#29 Store front Sunshade Revision	0	21-Feb-20	S-50W	100%	100%																						
S10456	ASI#31 Storefront Hinge Finish	0	25-Feb-20	S-50W	100%	100%																						
S10457	Reverse & Resubmit Window -1	03-Feb-20	16-Mar-20	S-50W	100%	100%																						
S10458	Arch Reviews and Approves Window -1	15-Mar-20	03-Apr-20	S-50W	100%	100%																						
S10488	Reverse & Resubmit Window -2	06-Apr-20	02-Jun-20	S-50W	100%	100%																						
S10489	Arch R & A Window -2	02-Jun-20	30-Jun-20	S-50W	100%	100%																						
S10489	Fabricate Frames (Metal Glass Later)	30-Jun-20	03-Nov-20	S-50W	100%	100%																						
S10490	Order Window Glass	03-Aug-20	15-Dec-20	S-50W	100%	100%																						
S10452.0	Drywall Submittal P & S	19-Aug-19	15-Oct-19	S-50W	100%	100%																						
S10452.1	Architect R & A Drywall Submittal	15-Oct-19	04-Feb-20	S-50W	100%	100%																						
S10452.2	Order Drywall Material	10-Feb-20	18-Feb-20	S-50W	100%	100%																						

Legend:

- Remaining Level of Effort (Green bar)
- Actual Level of Effort (Blue bar)
- Actual Work (Blue bar)
- Remaining Work (Green bar)
- Critical Remaining Work (Red bar)
- Milestone (Diamond)

Task Filter: All Activities

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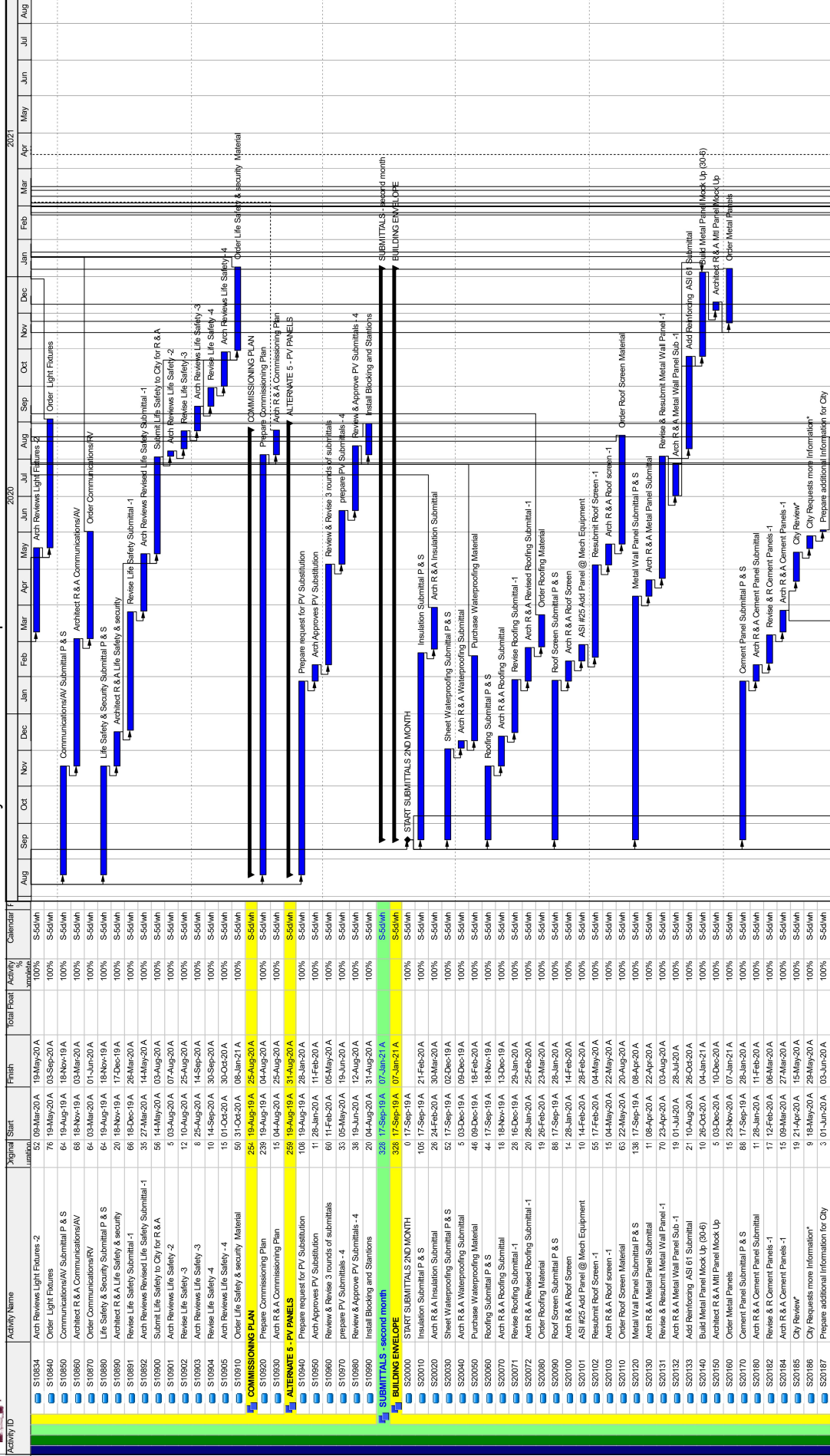
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LOS ALTOS COMMUNITY CENTER
 97 Hillview Ave. Los Altos, California
 February 28-2021 Schedule Update

Current Date 02-Mar-21
 Data Date 01-Mar-21



Activity ID	Activity Name	Signal	Start	Finish	Total Float	Activity % complete	Calendar
S10834	Arch Reviews Light Pictures - 2	52	09-Mar-20	19-May-20		100%	S-50wh
S10840	Order Light Fixtures	76	19-May-20	03-Sep-20		100%	S-50wh
S10840	Communications/AV Submittal P & S	64	19-Aug-19	18-Nov-19		100%	S-50wh
S10860	Architect R & A Communications/AV	68	18-Nov-19	03-Mar-20		100%	S-50wh
S10870	Order Communications/AV	64	03-Mar-20	01-Jun-20		100%	S-50wh
S10880	Life Safety & Security Submittal P & S	64	18-Aug-19	18-Nov-19		100%	S-50wh
S10890	Architect R & A Life Safety & Security	20	18-Nov-19	17-Dec-19		100%	S-50wh
S10891	Revised Life Safety Submittal-1	66	18-Dec-19	26-Mar-20		100%	S-50wh
S10892	Arch Reviews Revised Life Safety Submittal - 1	35	27-Mar-20	14-May-20		100%	S-50wh
S10900	Submit Life Safety to City for R & A	56	14-May-20	03-Aug-20		100%	S-50wh
S10901	Arch Reviews Life Safety - 2	5	03-Aug-20	07-Aug-20		100%	S-50wh
S10902	Revised Life Safety - 3	12	10-Aug-20	25-Aug-20		100%	S-50wh
S10903	Arch Reviews Life Safety - 3	8	25-Aug-20	14-Sep-20		100%	S-50wh
S10904	Revised Life Safety - 4	10	14-Sep-20	30-Sep-20		100%	S-50wh
S10905	Arch Reviews Life Safety - 4	15	01-Oct-20	30-Oct-20		100%	S-50wh
S10910	Order Life Safety & security Material	50	31-Oct-20	08-Jan-21		100%	S-50wh
S10920	COMMISSIONING PLAN	25	18-Aug-19	25-Aug-20		100%	S-50wh
S10930	Prepare Commissioning Plan	15	04-Aug-20	04-Aug-20		100%	S-50wh
S10930	Arch R & A Commissioning Plan	29	18-Aug-19	31-Aug-20		100%	S-50wh
S10940	ALTERNATE 5 - PV PANELS	105	19-Aug-19	28-Jan-20		100%	S-50wh
S10950	Prepare request for PV Substitution	11	28-Jan-20	11-Feb-20		100%	S-50wh
S10960	Arch Approves PV Substitution	60	11-Feb-20	05-May-20		100%	S-50wh
S10970	Review & Revise 3 rounds of submittals	35	05-May-20	19-Jun-20		100%	S-50wh
S10980	prepare PV Submittals - 4	38	19-Jun-20	12-Aug-20		100%	S-50wh
S10990	Review & Approve PV Submittals - 4	20	04-Aug-20	31-Aug-20		100%	S-50wh
S10990	Install Blocking and Stairbars	328	17-Sep-19	07-Jan-21		100%	S-50wh
S20000	SUBMITTALS - second month	328	17-Sep-19	07-Jan-21		100%	S-50wh
S20000	BUILDING ENVELOPE	0	17-Sep-19	07-Jan-21		100%	S-50wh
S20010	START SUBMITTALS 2ND MONTH	0	17-Sep-19	07-Jan-21		100%	S-50wh
S20020	Insulation Submittal P & S	105	17-Sep-19	21-Feb-20		100%	S-50wh
S20020	Arch R & A Insulation Submittal	26	24-Feb-20	30-Mar-20		100%	S-50wh
S20030	Sheet Waterproofing Submittal P & S	50	17-Sep-19	02-Dec-19		100%	S-50wh
S20040	Arch R & A Waterproofing Submittal	5	03-Dec-19	09-Dec-19		100%	S-50wh
S20050	Purchase Waterproofing Material	46	09-Dec-19	18-Feb-20		100%	S-50wh
S20060	Roofing Submittal P & S	44	17-Sep-19	18-Nov-19		100%	S-50wh
S20070	Arch R & A Roofing Submittal	15	18-Nov-19	13-Dec-19		100%	S-50wh
S20071	Revised Roofing Submittal - 1	20	15-Dec-19	29-Jan-20		100%	S-50wh
S20072	Arch R & A Revised Roofing Submittal - 1	19	26-Feb-20	23-Mar-20		100%	S-50wh
S20080	Order Roofing Material	88	17-Sep-19	28-Jan-20		100%	S-50wh
S20090	Roof Screen Submittal P & S	14	28-Jan-20	14-Feb-20		100%	S-50wh
S20100	Arch R & A Roof Screen	10	14-Feb-20	28-Feb-20		100%	S-50wh
S20101	ASI #25 Add Panel @ Mech Equipment	55	17-Feb-20	04-May-20		100%	S-50wh
S20102	Resubmit Roof Screen - 1	15	04-May-20	22-May-20		100%	S-50wh
S20103	Arch R & A Roof screen - 1	65	22-May-20	20-Aug-20		100%	S-50wh
S20110	Order Roof Screen Material	138	17-Sep-19	09-Apr-20		100%	S-50wh
S20120	Metal Wall Panel Submittal P & S	70	25-Apr-20	22-Apr-20		100%	S-50wh
S20130	Arch R & A Metal Wall Panel Submittal	19	01-Jul-20	28-Jul-20		100%	S-50wh
S20131	Revised Resubmit Metal Wall Panel - 1	21	10-Aug-20	26-Oct-20		100%	S-50wh
S20133	Arch R & A Metal Wall Panel Sub - 1	20	26-Oct-20	04-Jan-21		100%	S-50wh
S20140	Build Metal Panel Mock Up (30x6)	5	03-Dec-20	10-Dec-20		100%	S-50wh
S20150	Architect R & A Mill Panel Mock Up	15	23-Nov-20	07-Jan-21		100%	S-50wh
S20160	Order Metal Panels	86	17-Sep-19	28-Jan-20		100%	S-50wh
S20170	Comment Panel Submittal P & S	11	28-Jan-20	11-Feb-20		100%	S-50wh
S20180	Arch R & A Comment Panel Submittal	17	12-Feb-20	06-Mar-20		100%	S-50wh
S20182	Revised R Comment Panels - 1	19	09-Mar-20	27-Mar-20		100%	S-50wh
S20184	Arch R & A Comment Panels - 1	9	18-May-20	29-May-20		100%	S-50wh
S20185	City Review	3	01-Jun-20	03-Jun-20		100%	S-50wh
S20186	City Requests more information*						
S20187	Prepare additional information for City						

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TASK filter: All Activities

Remaining Level of Effort (Green bar)
 Actual Level of Effort (Blue bar)
 Critical Remaining Work (Red diamond)
 Remaining Work (Green diamond)
 Milestone (Black diamond)

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Activity ID	Activity Name	Original Start	Signal	Start	Finish	Total Pct	Activity	Calendar	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
S20190	Cement Panel Mock-up - modified	9	27-Aug-20	04-Jan-21	A	100%	S-50wh	S-50wh													
S20200	Arch Approves Comment Panel Mock up	15	02-Oct-20	23-Oct-20	A	100%	S-50wh	S-50wh													
S20210	Order Cement Panels	55	27-Mar-20	12-Jun-20	A	100%	S-50wh	S-50wh													
S20220	Metal Roofing Submittal P & S	109	17-Sep-19	27-Feb-20	A	100%	S-50wh	S-50wh													
S20230	Arch R & A Metal Roofing Submittal	9	27-Feb-20	10-Mar-20	A	100%	S-50wh	S-50wh													
S20240	Order Metal Roofing	25	11-Mar-20	14-Apr-20	A	100%	S-50wh	S-50wh													
S20250	File Shipping & Caulking Submittal P & S	114	17-Sep-19	05-Mar-20	A	100%	S-50wh	S-50wh													
S20260	Arch R & A Caulking Materials	1	05-Mar-20	06-Apr-20	A	100%	S-50wh	S-50wh													
S20270	Order Caulking Materials	19	05-Mar-20	03-Apr-20	A	100%	S-50wh	S-50wh													
S20280	Order Caulking Materials	181	17-Sep-19	09-Jun-20	A	100%	S-50wh	S-50wh													
S20290	Fabric Panel Submittal P & S	100	17-Sep-19	26-Feb-20	A	100%	S-50wh	S-50wh													
S20300	Arch R & A Fabric Panel Submittal	12	26-Feb-20	12-Mar-20	A	100%	S-50wh	S-50wh													
S20310	Order Fabric Panels	61	16-Mar-20	09-Jun-20	A	100%	S-50wh	S-50wh													
S20320	Painting Submittal P & S	88	17-Sep-19	28-Jan-20	A	100%	S-50wh	S-50wh													
S20330	Architect R & A Painting	13	26-Jan-20	13-Feb-20	A	100%	S-50wh	S-50wh													
S20340	Order Painting Material	16	13-Feb-20	06-Mar-20	A	100%	S-50wh	S-50wh													
S20350	Order Painting Material	263	17-Sep-19	19-Oct-20	A	100%	S-50wh	S-50wh													
S20360	Playground Equip Submittal P & S	191	17-Sep-19	23-Jun-20	A	100%	S-50wh	S-50wh													
S20370	Arch R & A Playground Equip Submittal	21	24-Jun-20	23-Jul-20	A	100%	S-50wh	S-50wh													
S20380	Order Playground Equipment	51	24-Jul-20	19-Oct-20	A	100%	S-50wh	S-50wh													
S20390	Order Playground Equipment	188	17-Sep-19	14-Mar-20	A	100%	S-50wh	S-50wh													
S20400	Painting Submittal P & S	13	17-Sep-19	03-Oct-19	A	100%	S-50wh	S-50wh													
S20410	Arch R & A Painting Submittal	15	03-Oct-19	23-Oct-19	A	100%	S-50wh	S-50wh													
S20420	Site Concrete Submittals P & S	74	17-Sep-19	08-Jun-20	A	100%	S-50wh	S-50wh													
S20430	Arch R & A Site Conc Submittal	45	08-Jun-20	11-Mar-20	A	100%	S-50wh	S-50wh													
S20440	Arch R & A Site Conc Submittal	368	15-Oct-19	07-Apr-21	A	21	S-50wh	S-50wh													
S20450	START SUBMITTALS 3RD MONTH	0	15-Oct-19	09-Jan-20	A	100%	S-50wh	S-50wh													
S20460	Plaster Submittal P & S	55	15-Oct-19	07-Feb-20	A	100%	S-50wh	S-50wh													
S20470	Architect R & A Plaster Submittals	27	09-Jan-20	07-Feb-20	A	100%	S-50wh	S-50wh													
S20480	Revise & R Plaster Submittal -1	30	10-Feb-20	23-Mar-20	A	100%	S-50wh	S-50wh													
S20490	Arch Reviews Plaster Submittal -1	7	23-Mar-20	31-Mar-20	A	100%	S-50wh	S-50wh													
S20500	Order Plaster Material	24	01-Apr-20	04-May-20	A	100%	S-50wh	S-50wh													
S20510	Acoustic Ceiling Submittal P & S	90	15-Oct-19	28-Feb-20	A	100%	S-50wh	S-50wh													
S20520	Arch R & A Acoustic Ceiling Submittal	12	28-Feb-20	16-Mar-20	A	100%	S-50wh	S-50wh													
S20530	Order Acoustic Ceiling	41	16-Mar-20	11-May-20	A	100%	S-50wh	S-50wh													
S20540	Wood Ceiling Submittal P & S	107	15-Oct-19	24-Mar-20	A	100%	S-50wh	S-50wh													
S20550	Arch R & A Wood Ceiling	45	24-Mar-20	26-May-20	A	100%	S-50wh	S-50wh													
S20560	Revise & Resubmit Wood Ceiling Submitt -1	66	26-May-20	28-Aug-20	A	100%	S-50wh	S-50wh													
S20570	Arch R & A Wood Ceiling Submittal -1	8	28-Aug-20	03-Nov-20	A	100%	S-50wh	S-50wh													
S20580	Order Wood Ceiling Material	60	10-Sep-20	21-Dec-20	A	100%	S-50wh	S-50wh													
S20590	Fabric Ceiling Submittal P & S	89	15-Oct-19	27-Feb-20	A	100%	S-50wh	S-50wh													
S20600	Arch R & A Fabric Ceiling Submittal	8	27-Feb-20	09-Mar-20	A	100%	S-50wh	S-50wh													
S20610	Order Fabric Ceiling Material	25	09-Mar-20	13-Apr-20	A	100%	S-50wh	S-50wh													
S20620	Wood Flooring Submittal P & S	15	15-Oct-19	04-Nov-19	A	100%	S-50wh	S-50wh													
S20630	Arch R & A Wood Flooring Submittal	74	04-Nov-19	26-Feb-20	A	100%	S-50wh	S-50wh													
S20640	Order Wood Flooring	40	27-Feb-20	22-Apr-20	A	100%	S-50wh	S-50wh													
S20650	Order Wood Flooring	172	15-Oct-19	24-Jun-20	A	100%	S-50wh	S-50wh													
S20660	Marker Bd Submittals P & S	25	24-Jun-20	29-Jul-20	A	100%	S-50wh	S-50wh													
S20670	Order Marker Boards	43	30-Jul-20	13-Oct-20	A	100%	S-50wh	S-50wh													
S20680	Signage Submittal P & S	57	15-Oct-19	13-Jan-20	A	100%	S-50wh	S-50wh													
S20690	Architect R & A Signage	30	13-Jan-20	24-Feb-20	A	100%	S-50wh	S-50wh													
S20700	Revise Signage Submittal -1	24	25-Feb-20	27-Mar-20	A	100%	S-50wh	S-50wh													
S20710	Arch Reviews Signage Submittal-1	111	30-Mar-20	01-Sep-20	A	100%	S-50wh	S-50wh													
S20720	ASI 60 - CO approved Oct 9	25	01-Sep-20	08-Oct-20	A	100%	S-50wh	S-50wh													
S20730	Order Signage Material	40	08-Oct-20	10-Feb-21	A	100%	S-50wh	S-50wh													
S20740	Order Signage Material	88	15-Oct-19	27-Feb-20	A	100%	S-50wh	S-50wh													
S20750	Architect R & A Toilet Accessories	12	29-Feb-20	16-Mar-20	A	100%	S-50wh	S-50wh													
S20760	Order Toilet & Partitions Accessories	49	17-Mar-20	22-May-20	A	100%	S-50wh	S-50wh													
S20770	Fire Prot Specialties Submittal P & S	76	15-Oct-19	12-Feb-20	A	100%	S-50wh	S-50wh													
S20780	Arch R & A Fire Prot Submittal	10	12-Feb-20	26-Feb-20	A	100%	S-50wh	S-50wh													

Legend: █ Remaining Level of Effort █ Actual Work █ Critical Remaining Work ◆ Milestone

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TASK filter: All Activities

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GONSALVES & STRONCK CONSTRUCTION CO.

LOS ALTOS COMMUNITY CENTER
97 Hillview Ave. Los Altos, California
February 28-2021 Schedule Update

Current Date 02-Mar-21
Data Date 01-Mar-21

Activity ID	Activity Name	Signal	Start	Finish	Total Post	Activity	Calendar	2020	2021
S30420	Order Fire Prot Specialties Material	34	28-Feb-20 A	15-Apr-20 A		100%	S-5d/wh	Aug	Aug
S30430	Metal Shelving Submittals P & S	220	15-Oct-19 A	01-Feb-21 A		100%	S-5d/wh	Aug	Aug
S30431	Design & Quantity Unknown	9	01-Feb-21 A	08-Feb-21 A		100%	S-5d/wh	Aug	Aug
S30440	Arch R & A Metal shelving Submittal	5	08-Feb-21 A	03-Mar-21	-21	50%	S-5d/wh	Aug	Aug
S30450	Order Metal Shelving	23	03-Mar-21	07-Apr-21	-21	0%	S-5d/wh	Aug	Aug
S30460	Misc Furnishings Submittal	222	15-Oct-19 A	05-Oct-20 A		100%	S-5d/wh	Aug	Aug
S30470	Arch R & A Misc Furnishings Submittal	15	05-Oct-20 A	01-Dec-20 A		100%	S-5d/wh	Aug	Aug
S30480	Order Misc Specialties	40	04-Dec-20 A	26-Feb-21 A		100%	S-5d/wh	Aug	Aug
S30530	Site Furnishings Submittal P & S	260	15-Oct-19 A	04-Aug-20 A		100%	S-5d/wh	Aug	Aug
S30540	Arch R & A Site Furnishings	15	04-Aug-20 A	25-Aug-20 A		100%	S-5d/wh	Aug	Aug
S30550	Order Site Furnishings	52	25-Aug-20 A	20-Oct-20 A		100%	S-5d/wh	Aug	Aug
S30560	Landscaping & Irig Submittal P & S	140	15-Oct-19 A	08-May-20 A		100%	S-5d/wh	Aug	Aug
S30570	Architect R & A Landscaping & Irig	10	08-May-20 A	21-May-20 A		100%	S-5d/wh	Aug	Aug
S30571	Revise & Resubmit Landscape Submittals-1	4	21-May-20 A	27-May-20 A		100%	S-5d/wh	Aug	Aug
S30572	Arch R & A Landscape Submittals -1	41	28-May-20 A	24-Jul-20 A		100%	S-5d/wh	Aug	Aug
S30590	Order Landscaping Material	40	27-Jul-20 A	12-Oct-20 A		100%	S-5d/wh	Aug	Aug

