



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: 4/27/21
TO: Councilmembers
FROM: City Manager
SUBJECT: COUNCIL Q&A FOR APRIL 27, 2021 REGULAR COUNCIL MEETING

Study Session

- Is the Rotary planning to relocate to the community center?

Rotary made an initial request for the Community Room (Grand Oak) but it was not available. We offered a different day but it appears they are not interested. As a reminder, City programs receive priority of use and scheduling.

- If items are in progress and still being planned, how do we determine what our cost recovery should be? What criteria have you used in the past? Staff will go over different cost recovery approaches/options.

Staff is seeking feedback from Council using previous actuals as a baseline for discussion.

Considerations include what City Council's vision is, what is needed to support that vision (staffing) and how it can be funded.

- When would we see a program fee and schedule?

June

-

Please provide the policy on exemptions for organizations. Please send a list of organizations exempt from fees.

Underway

Minutes

- "Council Member Meadows addressed comments made by Mr. Spielman and acknowledged and thanked him for his service..."
- Page 3, First paragraph under Discussion Items: "question" should be plural (after the word "answered").
- Discussion item 3:
I'm not going to suggest the specific wording but I think it is important that the minutes reflect staff's agreement to clarify with HCD the process to correct prior years' erroneous submissions, determine how far back our submissions were in error (i.e. when we needed to report "net new" units) and to correct the erroneous submissions. Director Biggs agreed that

they would do this. My vote to support the resolution was based on the assurance that our past years' numbers would be corrected, so that agreed action item should be reflected in the minutes.

Noted

Agenda Item 2:

- Regarding LOS - 2 State Mandated Annual Fire Report, I noticed there are buildings that are 5 stories high, what is the plan in the event of an earthquake as we locally do not house fire trucks with ladders that exceed 25 feet? I have a concern because other jurisdictions may not be able to respond because of the needs of other cities in which they are located.

Santa Clara County Fire has (2) Fire Trucks each with 100 ft. ladders within our jurisdiction. When needed, we also can rely on mutual aid from neighboring fire departments, which also have Fire Trucks with extended ladders

- What is the point of this? Does the resolution simply acknowledge that the fire chief visited all these institutions? Why does the statute require Council acknowledgment? Is it a rubber stamp? What oversight and/or input by the Council is anticipated with this process.

The resolution acknowledges receipt of the Fire Marshal's report – (See item (c) below). In many cities/towns the fire department is part of that city's municipal government. If state mandated inspections were not completed due to insufficient staffing, council would have the opportunity to fund more positions. This is why the report is typically submitted in the March/April time-frame, so that it can be discussed during annual budgets - (See item (b) below). Other than the resolution, no oversight or input is required by Council. This is merely a report.

Senate Bill SB 1205 added the following Section to the Health and Safety Code

SECTION 1.

Section 13146.4 is added to the Health and Safety Code, to read:

Health and Safety Code 13146.4.

13146.4 (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

Agenda Item 4

- Please share the MOU we've signed with the County. Please find it attached to this document noted as Exhibit A.

- How can we be assured that the concerns and recommendations from the city of Los Altos were conveyed and kept in mind when selecting the developer?

The developer has listened in to the two community workshops held earlier this year and listened to all the comments and questions from the community. Also, two staff members from Los Altos participated in the interviews and listened carefully to the presentations and answers to questions provided by the developers. In addition, there will be future opportunities for the community to engage with the developers before a formal application for the project is submitted – that way they have an opportunity to listen and learn of the communities questions and concerns.

Agenda Item 5

- Is this the final request for additional funds?

The current funding proposals by Nova Partners and Noll and Tam are based on general contractor G&S' current final completion date of June 21, 2021. And as explained in the staff report, additional funding is required for Noll and Tam for unforeseen design issues they had to address, which arose since the prior contract amendment approved by Council last October. If unforeseen circumstances arise that push the completion date past June 30th, or require additional design updates by Noll and Tam, then additional amendments for each consultant would likely be needed.

Agenda Item 7

- Since the Planning Commission hasn't reviewed any option other than Option A, does this need to go back to the Commission if we select a different option?

Only Option D with the IT addition would need to return to the Planning Commission (PC) because the footprint is over 25% larger than the design version reviewed by the PC (i.e., Option A) in 2020.

- What does the "current design is 65% complete" mean? When PC saw this wasn't the design essentially complete? What is remaining to be done to complete the design?

60-65% complete typically a stage in design used to

- Finalize the expectations and objectives of a project
- Confirm its constructability
- Determine construction permit requirements
- Begin to identify preferred materials and equipment

The PC reviewed the EOC at the 60-65% stage. Taking a complete design to the PC would be risky because if they recommended significant design changes, it would be very expensive to redesign all of the details, including plumbing, electric, mechanical, architectural finishes, site work, etc. Design of all of these details is what remains to be completed.

- What accommodations were made in the design(s) to accommodate the HAM amateur radio operators' input?

The key design elements to accommodate the HAM amateur radio operators' (HAMs) operational needs were

- adequate operating space for up to eight HAMs, their required table setup, and their equipment
- adequate and accessible space to store the HAMs' equipment in between the emergency events they are mobilized to at the EOC
- a tower or areas on the EOC building that can accommodate the mounting of the antenna(s)
- assurance that the antenna(s) and all supporting equipment (i.e., ports, cabling, etc.) are designed and located outside and inside the EOC building respectively to assure optimal radio transmission and reception

All four design options proposed will adequately accommodate the HAMS' operations. Options B-D provide additional space that would provide the HAMS with a separate room, while giving City emergency staff additional space during emergency operations and optimize the space for day-to-day Police operations. The elements of items c) and d) above will be designed during the post-65% design stage.

- What is the cost associated with relocating the IT trailer north on the property, i.e. NOT incorporating IT into the new EOC building but moving the existing trailer out of the way for the project?

This cost of relocating the existing IT trailer to accommodate Option D is unknown at this time. Estimating the cost is not in the current scope of work of the architect. It would require a site inspection to inventory all of the logistics involved, including extending the utilities. We estimate the cost to relocate it could range from \$5K to \$20K, depending on the findings of the inspection.

- What are the costs if Options C & D are added to a base of Option A rather than to Option B, i.e. we compromise and know that we will have to combine the Multi-use and Conference rooms during the rare HAM-required emergencies. Specifically, what is the cost of Option C(+A) instead of Option C(+B) and likewise for Option D(+A) rather than Option D(+B)?

The project team does not see a need to consider these additional design scenarios because

- i. Option C is the optimal design for emergency and PD operations
 - j. Option D has all of the benefits of Option C and provides a more secure space for the City's computer servers and a proper working environment for IT staff. It also provides additional breakout meeting space during an emergency event.
 - k. Option A is presented because it's the most economical option and does not require any design updates to move forward. Option B provides the same functions as Option A and requires the least amount of redesign to give the HAMS and emergency personnel a little more floor space to accommodate separate meeting rooms for each group respectively.
- We were thinking of the EOC as a potential project to use to apply for the Community Project Funding (CPF) grant offered through Anna Eshoo. What is the status of that application?

Option 4 was proposed in the City's CPF grant application through Congress Member Anna Eshoo's office. If she and her staff recommend our project, it would then be forwarded to the U.S. Congress Appropriations Subcommittee on Homeland Security. If they recommend the EOC project, it would then be forwarded to the Congressional Appropriations Committee for final approval prior to the next Federal fiscal year—October 1st. Last Friday, Anna Eshoo's staff indicated their recommendations will be forthcoming in "the coming days".

- Please give an accounting of the funds that are currently allocated (750k and 1.2 Million). Are you then asking for an additional 1.2 million in the next CIP budget coming up that we have not had an opportunity to see as yet?

Yes, that's correct. These funds are set aside for the EOC in the Annual Civic Facilities Improvement CIP (CF-01003) budget. The remaining funding would have to be allocated from the upcoming FY-2021/22 budget for CF-01003.

- Has the Police Department weighed in on the different options?

Yes

- Can we have a larger map of the landscaping and current facilities of the surrounding area?

Please see the attached site map labeled Exhibit B. A larger building will have no impact to police operations or ingress and egress. As shown in the drawing, it will remove 2-3 more parking spaces than Options B and C. Option D may require the removal of one apricot tree. However, removing

the IT trailer and building the additional IT space of Option D will yield a net increase in landscaping area.

- How will EOC be accessed when the police department is under construction?

Since we do not know if and how a new police station would be designed, it's difficult to answer this question with certainty. Here are a few scenarios:

1. If a future new police station is sited in a different location than the current police station, then access to the EOC will not be interrupted.
 2. If a new police station will replace the existing station at the same location, and it will be physically connected to the new EOC, then EOC operations would need to temporarily move back to the MSC during construction of the police station.
 3. If a new police station will replace the existing station at the same location, and it will not be physically connected to the new EOC, then the contractor will be required to allow access to the EOC during an emergency or EOC operations would need to temporarily move back to the MSC if the contractor needs the space.
 4. If the existing police station is remodeled instead of building a new facility, then the contractor will be required to allow access to the EOC during an emergency or EOC operations would need to temporarily move back to the MSC if the contractor needs the space.
- The City's website should be updated so that the words "police station" are removed from "Police Station Emergency Operations Center"
<https://www.losaltosca.gov/publicworks/project/los-altos-police-station-emergency-operations-center-eoc>

Noted

- The Emergency Operations Plan does not include any of the attachments. The same is true of the copy on the City's website.
https://www.losaltosca.gov/sites/default/files/fileattachments/public_works/project/56151/los_altos_eop_base_plan_january_2021_final.pdf

Noted

Agenda Item 8

- Please clarify what specific wording Councilmember Weinberg is suggesting to add to our municipal code? I see the examples of other cities but would like to understand his specific request.

Council member Weinberg did not specify what specific language he would ask Council to consider in an ordinance, only that it involves the safe storage of firearms.

- Has the City Attorney weighed in on exceeding the current state law on firearm storage?

Since this is a Council member request to discuss the possible initiation of an ordinance the City Attorney has not been asked to provide input on it. If after discussing the matter, the Council desires the City Attorney provide input that can be requested.

Tentative Calendar:

- May 25: Is \$700,000 for LWC the best bid the City received for helping us with our housing element? Should we send this out for another RFP?

The budget for the work has been revised to about \$600,000, which is in-line with the other proposals. This consultant team did respond best overall to the questions raised during the interview

process and they also have experience successful assisting Cities develop Housing Element Updates and obtain certification from State HCD. I do not believe we will get a better pool of respondents if we release an additional RFP.