



CITY COUNCIL MEETING

AGENDA

TUESDAY, JUNE 8, 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/1480318380>

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: **148 031 8380**). 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. Correspondence 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

- Mid-Peninsula Regional Open Space District Presentation by Board President Curt Riffle
- [Ending Homelessness Presentation](#) (J. Biggs)

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 May 25, 2021 Regular Meeting (A. Chelemengos)
2. [Abandoned Vehicle Abatement Service Authority \(AVASA\) Program](#): Adopt Resolution No. 2021-25 to continue participation in the Santa Clara County Abandoned Vehicle Abatement Service Authority (AVASA) Program. (A. Galea)
3. [Contract Amendment](#): Authorize the City Manager to execute an amendment to the agreement dated September 13, 2018 with IMPEC Group to extend the agreement for an additional one-year term covering fiscal year 21/22 for janitorial services in the amount of \$376,366 on behalf of the City. (M. Hernandez)
4. [Contract Amendment](#): Authorize the City Manager to execute a second amendment in the amount not to exceed \$234,147 to the original agreement with Contract Sweeping Services for the total agreement amount of \$571,176.35 for the original agreement and the two extensions to provide regular street sweeping services through fiscal year 21/22 and 22/23 for the City of Los Altos. (M. Hernandez)
5. [Resolution No. 2021-26: Debt Management Policy Revisions](#): Adopt a resolution revising the Debt Management Policy. (H. Lei)
6. [Resolution No 2021-27: Senate Bill 1 \(SB-1\) Road Repair and Accountability Act](#): Adopt Resolution No. 2021-27 to incorporate a list of projects planned for funding with the Road Maintenance and Rehabilitation Account revenues created by Senate Bill 1 in Fiscal Year 2021-22. (G. Watanabe)
7. [Removal of Youth Commissioner](#): Remove Youth Commissioner Shay Manor from the Los Altos Youth Commission; declare a vacancy on the Youth Commission; and direct the Youth Commission Interview Committee to bring forth a recommendation to fill the vacancy.

PUBLIC HEARINGS

8. [Resolution No. 2021-28: Sewer Service Charges for FY 2021/22](#): Hold Public Hearing and Adopt Resolution No. 2021-28 approving the Report of Sewer Charges for Fiscal Year 2021/22 and directing the Filing of Charges for Collection by the County Tax Collector. (A. Fairman)

DISCUSSION ITEMS

9. [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)

-
10. Housing Element Update Consultant Agreement and Budget Amendment: Add the Housing Element Update to the list of CIP projects, allocate \$600,228 to the project from the unallocated funds account and authorize the City Manager to execute an agreement with Lisa Wise Consulting (LWC) in an amount not to exceed \$600,228 for the Housing Element Update and amend the budget for the Community Development Department as needed. (G. Persicone)
 11. Lehigh Hansen and Stevens Creek Quarry: Provide direction to the Environmental Commission and staff regarding Lehigh Hansen and Stevens Creek Quarry (Council Initiated)
 12. 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, AB 68, SB 215, AB 339, AB 473, AB 682, AB 989, AB 1401, AB 1322; SB 4, SB 6, SB 9, SB 10, SB 15, SB 16, SB 278, SB 477, SB 478, SB 556, SB 612, SB 640, SB 785 Vice Mayor Enander, Council Member Weinberg)

INFORMATIONAL ITEMS ONLY

- Tentative Council Calendar:

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

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

SPECIAL NOTICES TO THE PUBLIC

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

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

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



SANTA CLARA COUNTY

COMMUNITY PLAN TO END HOMELESSNESS

2020–2025



SANTA CLARA COUNTY COMMUNITY PLAN TO END HOMELESSNESS

PRESENTERS

Ray Bramson - Chief Operating Officer,
Destination: Home

Kathryn Kaminski - Acting Deputy
Director, County of Santa Clara Office of
Supportive Housing

ABOUT THE CONTINUUM OF CARE

- Broad group of stakeholders dedicated to ending and preventing homelessness
- Ensure a community-wide implementation of efforts & programmatic and systemic effectiveness



Santa Clara County Continuum of Care



Supportive Housing System Progress 2015-2019

Thanks to the collective efforts of partners throughout the community, over the past five years, we have done the following:

Helped **8,884 households** resolve their homelessness,



representing **14,132 people**



Doubled the number of supportive housing units in Santa Clara County



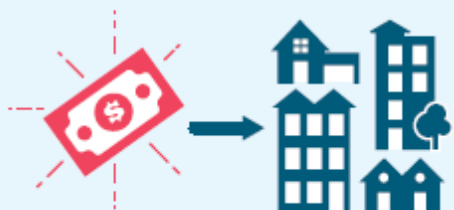
Doubled our temporary housing and emergency shelter capacity



Launched a new homelessness prevention system that now serves about **1,000 households annually**



Led a community-wide campaign that has successfully housed more than **1,600 veterans** and engaged nearly **800 private landlords** in the effort



Voters approved **\$950 million** to develop affordable housing through the 2016 Measure A Affordable Housing Bond and raised another **\$100 million** in private contributions to support the implementation of the community plan

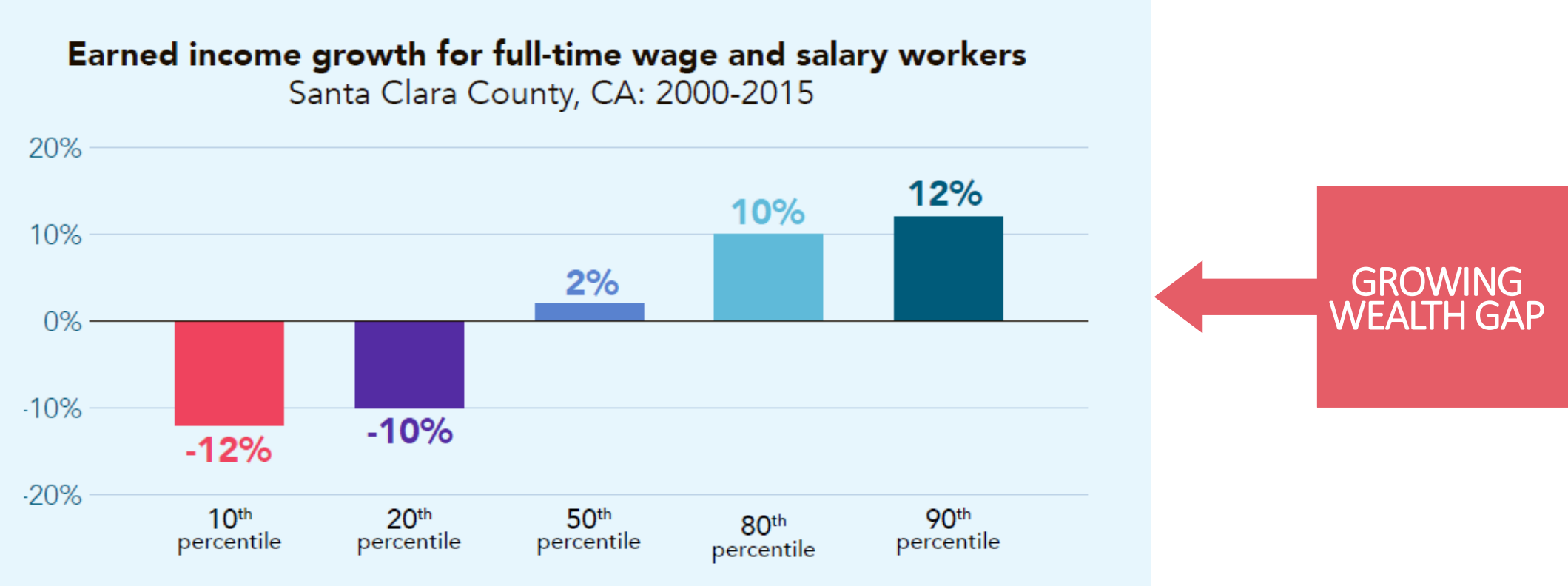
PROGRESS TO DATE

HOMELESSNESS CONTINUES TO GROW



For every homeless family or individual connected to housing in the county, two to three more are experiencing homelessness for the very first time

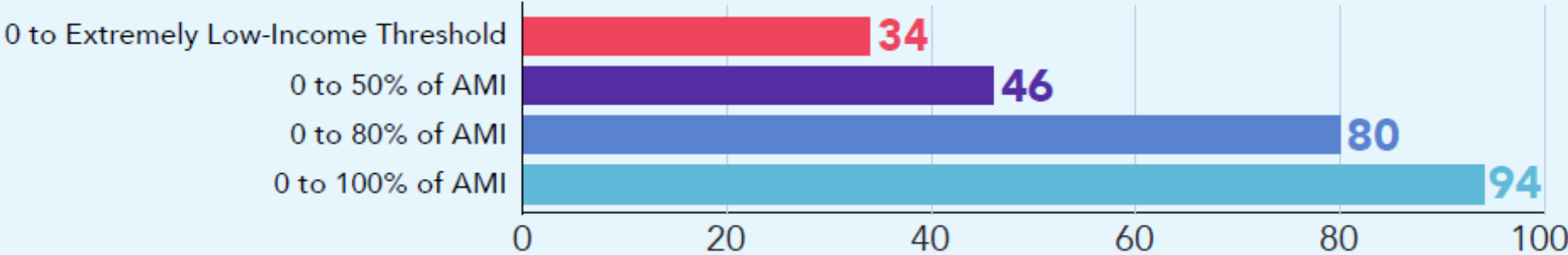
SYSTEMIC FACTORS DRIVING HOMELESSNESS



SYSTEMIC FACTORS DRIVING HOMELESSNESS

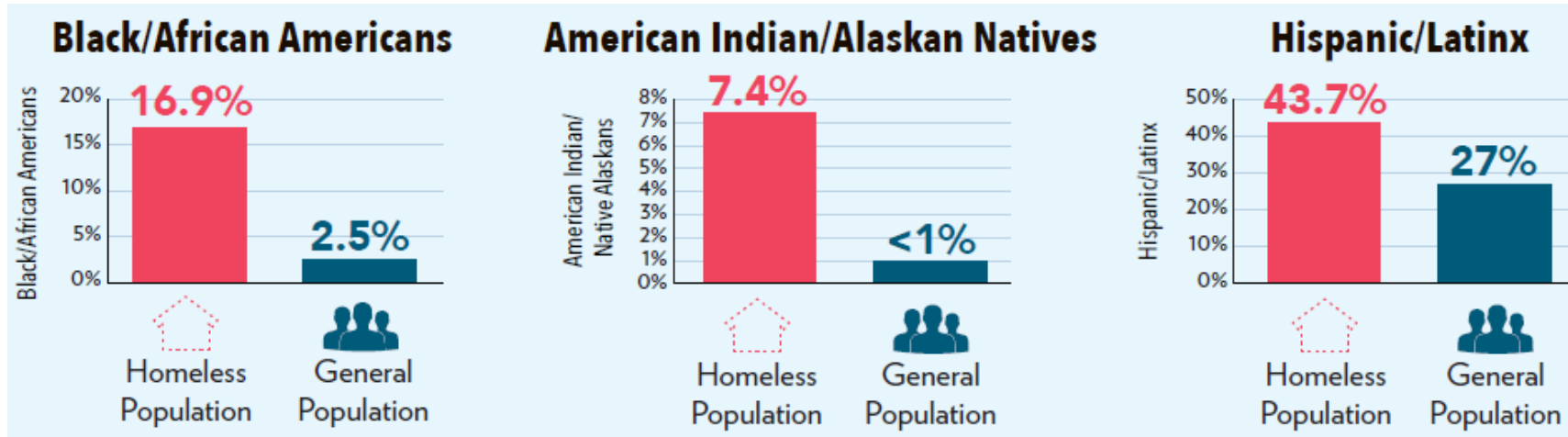
Affordable & Available Rental Homes "Per 100 Renter Households"

San Jose Metropolitan Area: 2018



↑
SHORTAGE OF
AFFORDABLE
HOMES

SYSTEMIC FACTORS DRIVING HOMELESSNESS



**RACIAL
DISPARITIES IN
HOMELESSNESS**

2020-2025 COMMUNITY PLAN TO END HOMELESSNESS

GUIDING VALUES

As we implement the strategies in this plan, we will **raise the voices of people with lived experience** and **share power** with our unhoused and recently-housed neighbors.

We will focus on policies and programs that reduce racial inequity, in an effort to **reverse the disproportionately high rates of people of color who are unhoused**.

THIS PLAN IS BUILT ON:

- ✓ Input from more than 8,000 community members
- ✓ Subject-matter expert convenings
- ✓ Voices of lived experience
- ✓ Evidence-based practices & data



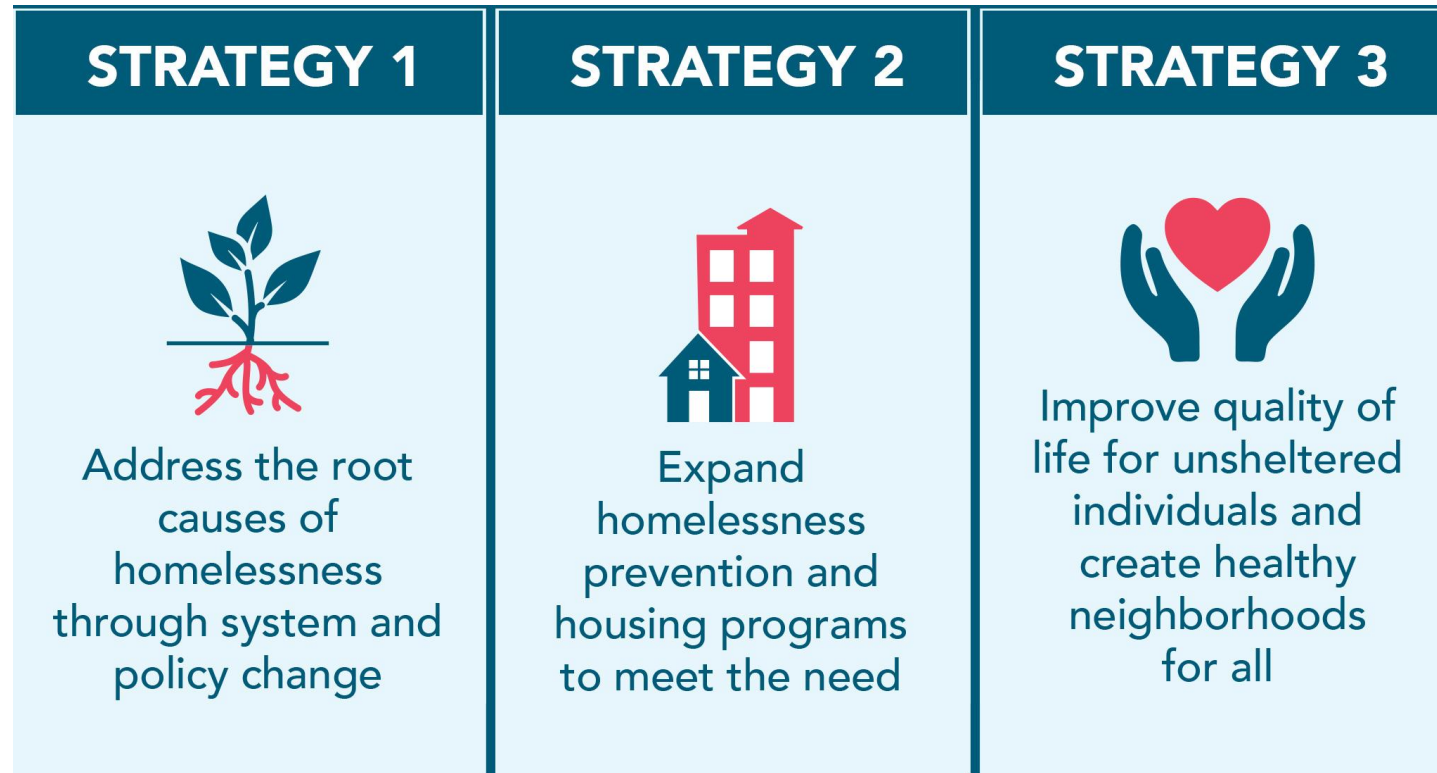
SANTA CLARA COUNTY

COMMUNITY PLAN
TO END HOMELESSNESS

2020–2025



PLAN BUILT ON 3 CORE STRATEGIES



STRATEGY 1

ADDRESS ROOT CAUSES



1. Ensure that people accessing safety net services have the support they need to obtain and maintain housing.
2. Ensure that people involved in the criminal justice system do not become homeless.
3. Create the conditions to develop enough affordable housing to meet the need in our community.
4. Protect residents from evictions, displacement, and housing discrimination.
5. Ensure all residents who are able to work have access to living wage employment.
6. Expand public and private sector support for ending and preventing homelessness.

STRATEGY 2

EXPAND PROGRAMS



1. Increase the capacity of supportive housing programs for people experiencing homelessness.
 - 7,000 people housed in Permanent Supportive Housing programs
 - 10,000 people housed through Rapid Rehousing programs
 - 3,000 people housed through Housing Problem Solving
2. Provide a broad range of supports to prevent homelessness.
 - Expand the Homelessness Prevention System to prevent homelessness for an additional 7,000 households who are at risk by providing targeted financial assistance and supportive services.
3. Create a state-of-the-art supportive housing system.
 - Center the voices of people who have lived experience of homelessness, especially people of color, in the policy and program design decisions of the supportive housing system.
 - Invest in professional development and competitive pay to attract and retain a highly qualified workforce of homeless service provider staff.

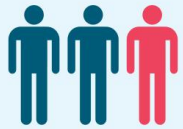
STRATEGY 3

IMPROVE QUALITY OF LIFE



1. Double the number of year-round temporary housing beds and offer a variety of welcoming temporary housing options throughout the county.
2. Increase street outreach, hygiene services, and transportation options to match the needs of unsheltered residents.
 - Increase access to basic hygiene resources, including bathrooms, showers, and laundry
3. Increase mental health and substance use services.
 - Increase the number of mobile crisis teams with clinical staff, and expand their hours, to support individuals experiencing severe mental health and substance use crises.
4. Engage a cross-section of community partners to address the needs of unsheltered residents.
5. Ensure that community spaces are safe and welcoming for housed and unhoused residents.

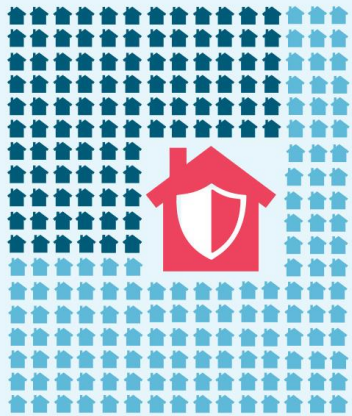
By 2025, we will:



Achieve a **30% reduction** in annual inflow of people becoming homeless*

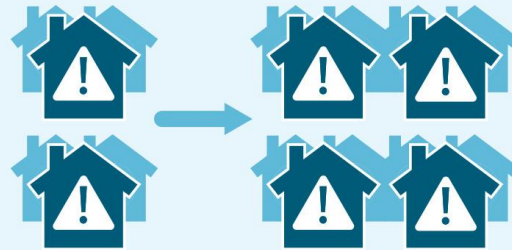


House **20,000 people** through the supportive housing system



Expand the Homelessness Prevention System and other early interventions to serve

2,500 people per year



Double temporary housing and shelter capacity to reduce the number of people sleeping outside



Address the **racial inequities present** among unhoused people and families and track progress toward reducing disparities

AGGRESSIVE TARGETS

WORK ALREADY UNDERWAY

- ✓ Created centralized shelter hotline which has connected over **4,000 households** into congregate and non-congregate shelter
- ✓ Destination: Home and Sacred Heart Community Service have distributed more than \$23 million in direct financial assistance to approximately **12,700 families** in Santa Clara County via a 70-agency partnership
- ✓ Distributed over **100,000 pieces of PPE**, and provided mobile shower and sanitation services for individuals living in encampments
- ✓ Connected **1,507 homeless households** to permanent housing
- ✓ Five temporary housing communities in development to provide interim housing for over **400 homeless households**

Next Steps



ENDORSEMENT TODAY



SHARE & PROMOTE THE PLAN

<https://bit.ly/CommPlan2020>



IMPLEMENTATION



REPORT ON PROGRESS



SANTA CLARA COUNTY

**COMMUNITY PLAN
TO END HOMELESSNESS**

2020–2025



Questions/Comments



SPECIAL ITEM

Agenda Item

PUBLIC CORRESPONDENCE

Meeting Date: June 8, 2021

Subject: SPECIAL ITEM - [Ending Homelessness Presentation](#)

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 send correspondence to the City Council, on matters listed on the agenda please email PublicComment@losaltosca.gov



June 6, 2021

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

Re: Council Meeting June 8, Presentation re 2020-2025 Santa Clara County Community Plan to End Homelessness

Dear Mayor Fligor and Members of the City Council:

The League of Women Voters supports an increased stock of affordable housing to decrease the number at risk of becoming homeless. The League also supports building of shelters, permanent supportive housing, and low-income/extremely low-income housing for those who are experiencing homelessness. Therefore, we are pleased that the Council is having this presentation on the Community Plan to End Homelessness and urge you to agendize a vote to formalize endorsement of this plan, as well as to develop a city-specific implementation plan to meet the Plan's goals and the needs of the Los Altos Community.

We expect that some of the issues and solutions discussed in this plan will be considered as the City adopts its new Housing Element. We are pleased that the City is proceeding with its partnership with the County, Midpeninsula Regional Open Space District and EAH Housing to build a minimum of 90 units of all-affordable housing at 330 Distel Circle, utilizing the County's Measure A housing bond for part of the financing. It's exciting to see that Los Altos will finally have a 100% deed-restricted affordable housing development; these developments are an important way of preventing homelessness.

(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



PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Meeting Date: June 8, 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: [REDACTED]
To: [Public Comment](#)
Cc: [Andrea Chelemengos](#); [City Council](#)
Subject: Public comment on items not on the June 8 agenda
Date: Monday, June 7, 2021 11:01:49 AM

I strongly object to Resolution 2021-24 regarding the Lee Eng/Moos conflict. The council should have stayed out of the political discourse between one of its members and that member's constituent, discourse that had no bearing on the council's conduct of its business. Instead, the council adopted a one-sided resolution that is clearly one-sided. It makes a mockery of Resolution 2021-17, which condemned intimidation, aggression and violence against Asian-Americans. Why ignore previous resolutions? Are you just blowing smoke?

We must recall Lee Eng's enemies have fabricated the facts: she did not allege anyone threatened her or mention anybody by name. However, she had every right to be concerned by the texts that were sent to her. 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? Considering recent events around the country, it is reasonable to fear doxxing, vandalism or physical harm. Last year, this happened to the mayors of San Jose and Oakland.

People have fanned the flames by demanding Lee Eng apologize but her enemies need to acknowledge that the texts could be interpreted as a threat. The existence of the final text admits that possibility. Lee Eng should not apologize or resign. Lee Eng's enemies owe the city an apology for keeping this issue alive. The council must rescind Resolution 2021-24.

Bill Hough
Los Altos



**MINUTES OF THE REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF LOS ALTOS
7:00 P.M., TUESDAY, MAY 25, 2021**

Held Via Video/Teleconference Per California Executive Order N-29-20

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

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.

PLEDGE OF ALLEGIANCE TO THE FLAG

Elodie Guy, accompanied by her brother, Julian Guy, led the Council in the Pledge of Allegiance.

SPECIAL ITEMS

- Presentation of Proclamation Honoring Daniil and Divya Reouk, Recipients of the 2021 Los Altos Historic Preservation Award (S. Gallegos)

Mayor Fligor read the Proclamation and congratulated the recipients.

Daniil Reouk thanked the council and provide a presentation on the restoration of his home.

Association Planner Gallegos provide additional information on the award-winning structure.

- Presentation of Proclamation to CHAC in Recognition of Mental Health Awareness Month and for the Mental Health Services CHAC provides to the Community.

Mayor Fligor read the proclamation into the record and thanked CHAC for the services the organization provides to the community.

Marsha Deslauriers, Executive Director of CHAC, thanked the Council and provide information on their services and their adaptation to address challenges resulting from the pandemic.

- Presentation on History House Museum by Dr. Elisabeth I. Ward, Executive Director

Due to technical problems the presentation was delayed to later in the evening.

CHANGES TO THE ORDER OF THE AGENDA

Council Member Lee requested that Agenda Item #5 Emergency Measures for Addressing COVID-19 after Agenda Item # 8. Mayor Fligor stated that she could support reordering the agenda so that Agenda Item #5 would be considered following Agenda Item # 7. There was no objection to this change.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

An individual identified as jdff provided comments.

SPECIAL ITEMS

- Presentation on History House Museum by Dr. Elisabeth I. Ward, Executive Director

Dr. Ward provided a presentation to the Council and answered questions.

CONSENT CALENDAR

1. Council Minutes: Approve the amended minutes of the May 11, 2021 Regular Meeting
2. Contract Amendment: Approve Amendment (Amendment No. 2) to Agreement with TRB + Associates for an additional amount of \$29,671.60 for professional plan review services.
3. Contract Amendment: Approve Amendment (Amendment No. 3) to Agreement with TRB + Associates for an additional amount of \$100,000 for professional plan review services.
4. Quarterly Investment Portfolio Report – Quarter Ended March 31, 2021: Receive the Investment Portfolio Report Quarter Ended March 31, 2021

There were no Council Members or members of the public wishing to comment on the Consent Calendar items.

Vice Mayor Enander moved to approve the Consent Calendar. 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 - None

DISCUSSION ITEMS

6. Halsey House Study Session Consultant Support: Approve the appropriation of \$40,480 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004; Approve contract amendment with the Architectural Resource Group in amount not to exceed \$18,890; Approve contract with David J. Powers & Associates in the amount not to exceed \$8,340; and Approve of a contract with Page & Turnbull in the amount not to exceed \$13,250.

City Manager introduced the staff member who worked on this item. Dave Brees, Project Manager provided a staff report and he along with Sean Gallegos, Associate Planner answered questions from the Council.

Jon Baer provided public comment.

Following discussion, Vice Mayor Enander moved that the Council authorize appropriation of \$40,480 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004; approve a contract amendment with the Architectural Resource Group in the amount not to exceed of \$18,890; approve a contract with David J. Powers & Associates in the amount not to exceed of \$8,340; and approve a contract with Page & Turnbull in the amount not to exceed \$13,250. 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

Council Member Lee Eng stated that it would be beneficial for staff to have a clear understanding of what information is expected by the Council from the consultant at the time of the study session on the matter including input from the City Attorney relative to legal risks and analysis of the identified available options.

7. Resolution No. 2021 – 24: Adopt Resolution of the City Council of the City of Los Altos Taking a Leadership Role on an Issue Negatively Impacting the Los Altos Community.

Mayor Fligor presented the proposed resolution and commented on events stemming from comments made at the November 24, 2020 City Council meeting.

The following members for the public commented; Joe, Kenan Moos (with time ceded from Pete), Randall Lowe, Kai Moos, Kevin Moos, Amber Joy, Seth D., Cindy Sidaris, Roy, Tanya Maluf, Aifra Ahmed, Taania Khan, Brigid M., Douglas Smith, Zoe, Raj M., Brian Jones, Larry Lang, Sam Blewis, Shakun Maheshwari, Maureen Griffin, Kathleen McShane, Christine Yum Lenz, Teresa, Elaine Wang, Jennifer D., Neil Mamman (with time cede from Freddie Parks, Teri Couture, and Liz Roberts), Michelle Lee, Maria B., A Zede, Renee Rashid, and Tara.

At 9:34 p.m. Mayor Fligor called for a brief recess. The meeting was reconvened at 9:42 p.m.

Public comment continued with the following individuals commenting: Bill, Karen Solpon, Owner, Mike Abrams, Jill W., Jeanine Bruins, Jim Jolly (with time cede from Al Rooney, Roberta Phillips And Walter Eng), Dave Hong, Crysta Krames, Kaizad, Michelle S., Nanj., Reynette Au, Jason, Kevin McGary (with time cede from Dotty Paliack, Dotty Monroe, and Frank Martin), Corinne Finigan, Ella, Seth Moss, Michelle Garcia, Ms. Kerr, Chinyere, Lydia Kou, Anita, Ken Girdley, Jim Connor, Phan Trong, Heather, Kevin Metcalf (with time ceded from Janet Corrigan and John Corrigan), Jen Aron, Celia, Jeremy Steele, James Chu, Margaret Petros, Deneva, Kemba T., Natasha Khan, Anne Paulson, Jeanine Valadez, Jan Pepper, Nathaniel Morris, Tara Roussel, Aisha, Kathleen Barzegar, Theresa, Inno, Michelle Lee, Feroze, Scott Spielman, Toni Moos, Katty, Jon, Lisa B., Lori Joseph, Connie, Peggy Doug, Betsy Schmidt, Salim, Kiyoshi, John, Langston T., LK Cox, Lestina Trainor, Candace, Arnold, Hazel W., letters read aloud by the City Clerk from Doug Krause, David Roode, Jane Yee, Jan Soule, Nirmalendu Das, Anna Krause, Rebecca Fallow, Sandy Hu, Maxine Tsai, Emily, June Darmanian, Bill Hough, James C., Tina, and Carol Ovelman.

Council discussion commenced and edits were made to the proposed resolution.

Council Member Lee Eng provided a statement.

Council Member Weinberg moved that the Council adopt Resolution No 2021-24 - Taking a Leadership Role on an Issue Negatively Impacting the Los Altos Community, as amended, and authorize the Mayor to review the final resolution for chronological accuracy in comparison to the recording of the meeting and to make any appropriate adjustments to the resolution to reflect the sequence of events most accurately. The motion was seconded by Council Member Meadows and the motion passed 3-2 with the following roll call vote:

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

5. 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.

Given the late hour, the matter was deferred.

8. 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)

Vice Mayor Enander provided an overview of various pending legislation. Council Member Weinberg also provided information. Council discussion commenced.

Salim provided public comments. There were no other members of the public wishing to comment.

Vice Mayor Enander moved that the Council authorize the Mayor to sign on behalf of the Council, and direct staff to resubmit the identical letter, as previously submitted by the Council, expressing opposition to SB9 to the appropriate recipients and local representatives; and authorize the Mayor to sign on behalf of the Council, the proposed letters for AB 215, SB 278, SB 612 and SB 640 and direct staff to send the letters to the appropriate recipients and local representatives; and delay sending letters relative to SB 16 and AB 1401. The motion was seconded by Council Member Lee Eng and the motion passed 4-0-1 with the following roll call vote:

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

Council Member Meadows abstained due to her brief absence, during the discussion of the letters, (due to internet connection loss) and difficulty in her ability to fully read the letters on the device by which she was participating in the meeting **after she lost internet connectivity..**

INFORMATIONAL ITEMS ONLY

- Tentative Council Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Council Member Lee Eng suggested an agenda item to discuss anti bias training and the scope of the training. There was support from Council Member Weinberg and Mayor Fligor.

Council Member Weinberg, with unanimous support, requested that a matter of removing a Youth Commission be placed on a future agenda.

ADJOURNMENT

At 2:19 a.m., Wednesday, May 26, 2021, Mayor Fligor adjourned the meeting.

Neysa Fligor, MAYOR

ATTEST:

Andrea M. Chelemengos MMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Abandoned Vehicle Abatement Service Authority (AVASA) Program

Prepared by: Scott McCrossin, Police Captain

Reviewed by: Andy Galea, Chief of Police

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Santa Clara County Abandoned Vehicle Abatement Service Authority Allowable Personnel Costs
2. Santa Clara County Abandoned Vehicle Abatement Service Authority Allowable Supply Costs
3. Santa Clara County Abandoned Vehicle Abatement Service Authority Ten Year Abatement Report.
4. Santa Clara County Abandoned Vehicle Abatement Service Authority Ten Year Funds Received Report
5. Los Altos Municipal Code Chapter 8.28 - ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES
6. Draft Resolution No. 2021-25

Initiated by:

Staff

Previous Council Consideration:

January 22, 2002

June 28, 2011

Fiscal Impact:

The city currently receives reimbursement funds from the County of Santa Clara, through the State Abandoned Vehicle Abatement Service Authority (AVASA) program. The City of Los Altos received \$125,516.33 between FY 2011 and FY 2020.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to Adopt Resolution No. 2021-25 to continue participation in the Santa Clara County Abandoned Vehicle Abatement Service Authority (AVASA) Program?

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Abandoned Vehicle Abatement Program

Summary:

- The State AVASA program provides reimbursement funding to counties with a majority of cities adopting resolutions to participate in the program for the following 10 years.
- Santa Clara County currently has 100% participation from all member Cities, Towns and the County Board of Supervisors.
- The current 10-year cycle will sunset on April 30, 2022.
- The city of Los Altos has participated in the county-wide program since 2002.
- The State Controller's Office has advised the counties to submit their intent to participate no later than August 1, 2021. The county has asked the cities to submit resolutions for participation no later than July 1, 2021.

Staff Recommendation:

Adopt Resolution No. 2021-25 to continue participation in the Santa Clara County Abandoned Vehicle Abatement Service Authority (AVASA) Program.

Purpose

The resolution will ensure continued reimbursement of costs associated with active participation in the vehicle abatement program.

Background

California Vehicle Code sections 9250.7 and 22710 provide for the establishment of a service authority and a one-dollar vehicle registration fee to fund abandoned vehicle abatement efforts if a county board of supervisors and a majority of the cities within that county adopt resolutions supporting such action. The one-dollar registration fee is imposed annually on each vehicle registered within the participating county for their expenses related to the abatement of abandoned vehicles. State law allows for the continuation of the service authority in ten-year increments. The City of Los Altos has participated in the county-wide program since 2002.

Los Altos City Council Resolution No. 2011-30 was passed and adopted on June 28, 2011 approving the current ten-year cycle which will expire on April 30, 2022.

Discussion/Analysis

The City of Los Altos is an active participant with all other cities in Santa Clara County as part of the Santa Clara County Abandoned Vehicle Abatement Service Authority (AVASA) program. Through participation in the Abandoned Vehicle Abatement Service Program, the State will reimburse the County and all participating incorporated cities within the County for expenses related to the removal of abandoned vehicles from public and private property.



Subject: Abandoned Vehicle Abatement Program

Reimbursement includes allowable personnel and supply costs for the removal of a vehicle. During the past ten years, the City of Los Altos has removed 255 abandoned vehicles throughout the City from both public and private property. These vehicles are typically found to be inoperative, wrecked or dismantled, and pose a health and safety hazard as well as being a public nuisance. Since FY 2011/2012, the City of Los Altos has received \$125,516.33 in reimbursement for expenses related to the removal of abandoned vehicles.

In order to continue to receive reimbursement costs for services related to the removal of abandoned vehicles after April 30, 2022, the Santa Clara County Vehicle Abatement Service Authority is requesting that all cities pass a resolution to extend the program April 30, 2032.

Options:

- 1.) Adopt Resolution No. 2021-25 to continue participation in the Santa Clara County Abandoned Vehicle Abatement Service Authority (AVASA) Program.

Advantages:

City staff actively participate in vehicle abatement efforts and the city receives reimbursement funds from the Abandoned Vehicle Abatement Service Authority (AVASA) Program.

Disadvantages:

None.

- 2.) Discontinue participation in the Santa Clara County Abandoned Vehicle Abatement Service Authority (AVASA) Program.

Advantages:

None

Disadvantages:

The city would no longer receive reimbursement funds for efforts related to the abatement of abandoned vehicles.

Recommendation

The staff recommends Option 1.



Santa Clara County

Abandoned Vehicle Abatement Service Authority

Allowable Personnel Costs

- **Any Labor and/or Man Hour Costs (including benefits) Associated with Your Vehicle Abatement Program:**
 - ✓ Time spent by dispatch responding to a call for service.
 - ✓ Time spent by field unit, from time of dispatch to clearing.
 - ✓ Time spent by Records personnel handling documents, DMV, etc.
 - ✓ Time spent conducting a Tow Hearing. (Validating your authority to tow and store the vehicle in question)
 - ✓ Time spent handling Tow disputes. (Damage to vehicle, fees charged by tow company, etc)
 - ✓ Time spent by supervisor reviewing tow documents.
 - ✓ Time spent compiling information for Quarterly AVASA Report.
 - ✓ Time spent by supervisor reviewing Quarterly AVASA Report.
 - ✓ Time spent attending AVASA Meetings, Conferences, etc.
 - ✓ Time spent in Squad Room Training related to AVASA.

- **Other Related Areas:**
 - ✓ Time spent inspecting Tow Company facilities.
 - ✓ Time spent negotiating Tow Company contracts, etc.

❖ *Retention of Documentation Records is Current Year plus Four (4) Years.*



Santa Clara County

Abandoned Vehicle Abatement Service Authority

Allowable Supply Costs

- **Depreciation of Equipment Used for Your Vehicle Abatement Program:**
 - ✓ Specific Vehicles
 - ✓ Specific Computers
 - ✓ Specific Radios
 - ✓ Road Cones, etc.

- **Expendable Items:**
 - ✓ Warning Notices, Report Forms, Paper Documents, etc.
 - ✓ Chalk, Spray Paint, etc.

- **Printing / Mailing Costs Associated With Vehicle Abatement Program:**
 - ✓ Warning Notices, Envelopes, Stamps, etc.
 - ✓ Notification of R/O of Vehicle Towed and Stored
 - ✓ AVASA Report Forms (To qualify the tow or voluntary abatement as meeting AVASA Guidelines)
 - ✓ Internal Time Capture Forms or Documents

- ❖ **Any planned major, single item or packaged item, purchase that will be in excess of \$2,500 must have “prior majority approval of the AVASA Board of Directors” before item(s) can be claimed as valid expense.**
 - ✓ Submit letter of intent to make a purchase.
 - ✓ Explain how item(s) relates to your vehicle abatement program.
 - ✓ Request AVASA Executive Board approval for the purchase.
 - ✓ If approved, list as Major Purchase Item in Quarterly Report.

County of Santa Clara
Abandoned Vehicle Abatement Service Authority



	2011	2012	2013	2014	2015	2016
Unincorporated	935.00	1,294	1,263	334	55	122
Campbell	1,983.00	1,877	1,579	1,709	1,374	1,573
Cupertino	105.00	89	80	137	189	176
Gilroy	800.00	634	551	1,219	1,374	1,392
Los Altos	57.00	32	66	22	11	10
Los Altos Hills	9.00	4	2	-	3	2
Los Gatos	483.00	490	314	406	363	442
Milpitas	395.00	486	429	338	506	545
Monte Sereno	13.00	18	8	17	6	11
Morgan Hill	500.00	294	349	703	839	958
Mountain View	387.00	334	381	594	504	689
Palo Alto	384.00	275	336	381	330	380
San Jose	4,143.00	5,421	5,744	7,126	8,304	11,603
Santa Clara	2,190.00	1,397	919	1,909	1,611	1,500
Saratoga	9.00	7	9	1	5	9
Sunnyvale	3,089.00	2,734	2,689	2,874	2,049	2,323
All County	15,482	15,386.00	14,719	17,770	17,523	21,735



	2017	2018	2019	2020	Grand Totals
Unincorporated	318	348	624	5	5,298
Campbell	1,545	1,530	441	70	13,681
Cupertino	245	336	76	17	1,450
Gilroy	1,765	1,674	1,072	159	10,640
Los Altos	-	20	33	4	255
Los Altos Hills	5	2	5	1	33
Los Gatos	617	602	396	42	4,155
Milpitas	909	1,146	695	66	5,515
Monte Sereno	17	13	2	1	106
Morgan Hill	843	955	676	100	6,217
Mountain View	962	1,159	638	100	5,748
Palo Alto	481	559	301	5	3,432
San Jose	10,970	13,378	8,699	118	75,506
Santa Clara	1,529	1,950	864	2	13,871
Saratoga	10	16	12	2	80
Sunnyvale	2,324	2,048	1,441	274	21,845
All County	22,540	25,736	15,975	966	167,832

County of Santa Clara
Abandoned Vehicle Abatement Service Authority



	2011	2012	2013	2014	2015	2016
Unincorporated	\$ 70,658.00	\$ 98,900.82	\$ 97,229.00	\$ 49,716.33	\$ 38,756.56	\$ 29,340.36
Campbell	\$ 96,656.00	\$ 106,821.98	\$ 90,779.00	\$ 84,859.16	\$ 77,478.86	\$ 72,140.64
Cupertino	\$ 23,706.00	\$ 28,256.11	\$ 26,791.00	\$ 28,882.49	\$ 32,887.97	\$ 30,807.95
Gilroy	\$ 51,394.00	\$ 51,460.96	\$ 47,440.00	\$ 70,612.49	\$ 83,307.12	\$ 71,014.08
Los Altos	\$ 12,184.00	\$ 13,665.86	\$ 14,868.00	\$ 12,344.28	\$ 10,160.15	\$ 10,926.79
Los Altos Hills	\$ 3,472.00	\$ 3,523.88	\$ 3,242.00	\$ 3,029.03	\$ 3,635.85	\$ 3,506.92
Los Gatos	\$ 30,462.00	\$ 36,507.62	\$ 27,120.00	\$ 28,393.95	\$ 29,252.21	\$ 28,154.63
Milpitas	\$ 39,764.00	\$ 41,962.48	\$ 46,480.00	\$ 40,948.83	\$ 52,454.73	\$ 49,041.41
Monte Sereno	\$ 1,715.00	\$ 2,321.97	\$ 1,785.00	\$ 2,065.65	\$ 1,719.84	\$ 1,818.72
Morgan Hill	\$ 34,881.00	\$ 30,650.36	\$ 32,744.00	\$ 44,256.70	\$ 54,107.18	\$ 51,068.55
Mountain View	\$ 42,164.00	\$ 47,757.93	\$ 47,923.00	\$ 54,335.83	\$ 54,838.89	\$ 56,253.53
Palo Alto	\$ 38,272.00	\$ 40,360.49	\$ 41,842.00	\$ 41,850.34	\$ 42,676.80	\$ 40,892.94
San Jose	\$ 517,987.00	\$ 659,187.95	\$ 660,582.00	\$ 675,163.61	\$ 787,180.85	\$ 827,918.78
Santa Clara	\$ 132,853.00	\$ 110,912.19	\$ 88,518.00	\$ 121,630.75	\$ 120,744.00	\$ 103,632.97
Saratoga	\$ 11,280.00	\$ 9,895.34	\$ 10,291.00	\$ 10,797.95	\$ 13,120.38	\$ 13,017.68
Sunnyvale	\$ 176,306.00	\$ 192,493.26	\$ 188,664.00	\$ 176,110.23	\$ 151,976.82	\$ 143,330.36
All County	\$ 1,283,754.00	\$ 1,474,679.20	\$ 1,426,298.00	\$ 1,444,997.62	\$ 1,554,298.21	\$ 1,532,866.31



	2017	2018	2019	2020	Grand Totals
Unincorporated	\$ 47,862.47	\$ 45,848.13	\$ 101,486.05	\$ 43,139.38	\$ 622,937.10
Campbell	\$ 70,814.20	\$ 63,009.69	\$ 47,572.40	\$ 66,930.91	\$ 777,062.84
Cupertino	\$ 32,314.96	\$ 33,929.05	\$ 26,125.52	\$ 57,960.29	\$ 321,661.34
Gilroy	\$ 83,462.42	\$ 71,949.10	\$ 115,439.13	\$ 164,342.37	\$ 810,421.67
Los Altos	\$ 9,758.87	\$ 8,742.50	\$ 15,220.57	\$ 17,645.31	\$ 125,516.33
Los Altos Hills	\$ 3,700.64	\$ 3,532.69	\$ 3,524.71	\$ 6,498.81	\$ 37,666.53
Los Gatos	\$ 34,815.44	\$ 30,749.06	\$ 83,293.34	\$ 40,455.01	\$ 369,203.26
Milpitas	\$ 62,246.64	\$ 64,700.60	\$ 107,627.20	\$ 70,185.98	\$ 575,411.87
Monte Sereno	\$ 2,030.81	\$ 1,802.38	\$ 1,519.56	\$ 2,264.94	\$ 19,043.87
Morgan Hill	\$ 47,609.37	\$ 46,541.18	\$ 92,451.88	\$ 114,108.53	\$ 548,418.75
Mountain View	\$ 66,185.93	\$ 66,555.29	\$ 59,043.07	\$ 109,838.36	\$ 604,895.83
Palo Alto	\$ 44,500.68	\$ 44,332.10	\$ 37,033.84	\$ 36,523.50	\$ 408,284.69
San Jose	\$ 807,028.99	\$ 826,477.53	\$ 620,298.59	\$ 518,777.24	\$ 6,900,602.54
Santa Clara	\$ 105,100.39	\$ 108,417.30	\$ 74,791.79	\$ 53,887.06	\$ 1,020,487.45
Saratoga	\$ 12,677.12	\$ 12,775.89	\$ 13,461.56	\$ 12,075.44	\$ 119,392.36
Sunnyvale	\$ 138,682.79	\$ 121,829.44	\$ 170,472.30	\$ 196,227.72	\$ 1,656,092.92
All County	\$ 1,568,791.72	\$ 1,551,191.93	\$ 1,569,361.51	\$ 1,510,860.85	\$ 14,917,099.35

Chapter 8.28 - ABANDONED, WRECKED, DISMANTLED OR INOPERATIVE VEHICLES

Sections:

8.28.010 - Findings and determinations.

In addition to and in accordance with the determination made and the authority granted by the state pursuant to the provisions of Section 22660 of the Vehicle Code of the state to remove abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, as public nuisances, the council hereby makes the following findings and declarations:

The accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, on private or public property, not including highways, is hereby found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for rodents and insects, and to be injurious to the health, safety, and general welfare. Therefore, the presence of an abandoned, wrecked, dismantled, or inoperative vehicle, or parts thereof, on private or public property, not including highways, except as expressly permitted by the provisions of this chapter, is hereby declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this chapter.

(Prior code § 4-11.01)

8.28.020 - Definitions.

For the purposes of this chapter, certain terms used herein are defined as follows:

- A. "Vehicle" shall mean a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved by human power or used exclusively upon stationary rails or tracks.
- B. "Highway" shall mean a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. "Highway" shall include street.
- C. "Public property" shall not include "highway."
- D. "Owner of the land" shall mean the owner of the land on which the vehicle, or parts thereof, is located as shown on the last equalized assessment roll.
- E. "Owner of the vehicle" shall mean the last registered owner and the legal owner of record.

(Prior code § 4-11.02)

8.28.030 - Exceptions.

- A. The provisions of this chapter shall not apply to:
 1. A vehicle, or parts thereof, which is completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property; or
 2. A vehicle, or parts thereof, which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler, licensed vehicle dealer, or a junk dealer or when such storage or parking is necessary to the operation of a lawfully conducted business or commercial enterprise.
- B. The provisions of this section shall not authorize the maintenance of a public or private nuisance as defined under provisions of law other than Chapter 10 (commencing with Section 22650) of Division 11 of the Vehicle Code of the state and this chapter.

(Prior code § 4-11.03)

8.28.040 - Effect on other laws.

The provisions of this chapter shall not be the exclusive regulation of abandoned, wrecked, dismantled, or inoperative vehicles within the city. The provisions of this chapter shall supplement and be in addition to the other regulatory codes, statutes, and laws heretofore or hereafter enacted by the city, the state, or any other legal entity or agency having jurisdiction.

(Prior code § 4-11.04)

8.28.050 - Administration and enforcement.

Except as otherwise provided in this chapter, the provisions of this chapter shall be administered and enforced by the chief of police. In the enforcement of the provisions of this chapter, the chief of police and his deputies may enter upon private or public property to examine a vehicle, or parts thereof, or to obtain information as to the identity of a vehicle and to remove, or cause the removal of, a vehicle, or parts thereof, declared to be a nuisance pursuant to the provisions of this chapter.

(Prior code § 4-11.05)

8.28.060 - Right of entry of certain persons.

When the council has contracted with or granted a franchise to any person, such person shall be authorized to enter upon private property or public property to remove, or cause the removal of, a vehicle, or parts thereof, declared to be a nuisance pursuant to the provisions of this chapter.

(Prior code § 4-11.06)

8.28.070 - Administrative costs.

The council shall from time to time determine and fix an amount to be assessed as administrative costs, excluding the actual cost of the removal of any vehicle, or part thereof, for the purposes of administering the provisions of this chapter.

(Prior code § 4-11.07)

8.28.080 - Abatement and removal—Authority.

Upon discovering the existence of an abandoned, wrecked, dismantled, or inoperative vehicle, or parts thereof, on private property or public property within the city, the chief of police shall have the authority to cause the abatement and removal thereof in accordance with the procedure set forth in this chapter.

(Prior code § 4-11.08)

8.28.090 - Abatement and removal—Notices of intention.

A ten (10) day notice of intention to abate and remove a vehicle, or parts thereof, as a public nuisance shall be mailed by registered or certified mail to the owner of the land and to the owner of the

vehicle, unless the vehicle is in such condition that identification numbers are not available to determine ownership. Such notices of intention shall be in substantially the following forms:

Notice of Intention to Abate and Remove an Abandoned, Wrecked, Dismantled, or Inoperative Vehicle, or Parts Thereof, as a Public Nuisance

(Name and address of owner of the land)

As owner shown on the last equalized assessment roll of the land located at (address), you are hereby notified that the undersigned, pursuant to the provisions of Chapter 8.28 of the Los Altos Municipal Code, has determined that there exists upon said land an (or parts of an) abandoned, wrecked, dismantled, or inoperative vehicle registered to _____, license number _____, which constitutes a public nuisance pursuant to the provisions of Chapter 8.28 of the Los Altos Municipal Code.

You are hereby notified to abate said nuisance by the removal of said vehicle (or said parts of vehicle) within ten (10) days after the mailing of this notice, and, upon your failure to do so, the same will be abated and removed by the city of Los Altos, and the costs thereof, together with administrative costs, shall be assessed to you as owner of the land on which said vehicle (or said parts of a vehicle) is located.

As owner of the land on which said vehicle (or said parts of a vehicle) is located, you are hereby notified that you may, within ten (10) days after the mailing of this notice of intention, request a public hearing, and if such a request is not received by the Chief Administrative Officer or his designee within such ten (10) day period, the Chief of Police shall have the authority to abate and remove said vehicle (or said parts of a vehicle) as a public nuisance and assess the costs as aforesaid without a public hearing.

You may submit a sworn written statement within such ten (10) day period denying responsibility for the presence of said vehicle (or said parts of a vehicle) on said land, with your reasons for denial, and such statement shall be construed as a request for a hearing at which your presence is required. You may appear in person at any hearing requested by you or the owner of the vehicle or, in lieu thereof, may present a sworn written statement as aforesaid in time for consideration at such hearing.

Notice Mailed (Date) /s/ Chief of Police

Notice of Intention to Abate and Remove an Abandoned, Wrecked, Dismantled, or Inoperative Vehicle, or Parts Thereof, as a Public Nuisance

(Name and address of last registered and/or legal owner of record of vehicle—notice should be given to both if different)

As last registered (and/or legal) owner of record of (description of vehicle - make, model, license, etc.), you are hereby notified that the undersigned, pursuant to the provisions of Chapter 8.28 of the Los Altos Municipal Code, has determined that said vehicle (or parts of a vehicle) exists as an abandoned, wrecked, dismantled, or inoperative vehicle at (describe location on public or private property) and constitutes a public nuisance pursuant to the provisions of Chapter 8.28 of the Los Altos Municipal Code.

You are hereby notified to abate said nuisance by the removal of said vehicle (or said parts of a vehicle) within ten (10) days from the date of the mailing of this notice.

As registered (and/or legal) owner of record of said vehicle (or said parts of a vehicle), you are hereby notified that you may, within ten (10) days after the mailing of this notice of intention, request a public hearing, and if such a request is not received by the Chief Administrative Officer or his designee within such ten (10) day period, the Chief of Police shall have the authority to abate and remove said vehicle (or said parts of a vehicle) without a hearing.

Notice Mailed (Date) /s/ Chief of Police

(Prior code § 4-11.09)

8.28.100 - Abatement and removal—Notices of intention—Requested hearings—Notices.

Upon a request by the owner of the vehicle or the owner of the land received by the chief administrative officer or his designee within ten (10) days after the mailing of the notices of intention to abate and remove, a public hearing shall be held by the chief administrative officer or his designee on the question of the abatement and removal of the vehicle, or parts thereof, as an abandoned, wrecked, dismantled, or inoperative vehicle and the assessment of the administrative costs and the cost of removal of the vehicle, or parts thereof, against the property on which the vehicle, or parts thereof, is located.

If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on his land within such ten (10) day period, such statement shall be construed as a request for a hearing which does not require his presence. Notice of the hearing shall be mailed, by registered or certified mail, at least ten (10) days before the hearing to the owner of the land and to the owner of the vehicle, unless the vehicle is in such condition that identification numbers are not available to determine ownership. If such a request for a hearing is not received within ten (10) days after the mailing of the notice of intention to abate and remove, the city shall have the authority to abate and remove the vehicle, or parts thereof, as a public nuisance without holding a public hearing.

(Prior code § 4-11.10)

8.28.110 - Abatement and removal—Notices of intention—Requested hearings—Determinations.

- A. All hearings held pursuant to the provisions of this chapter shall be held before the chief administrative officer or his designee who shall hear all facts and testimony he deems pertinent. Such facts and testimony may include testimony on the condition of the vehicle, or parts thereof, and the circumstances concerning its location on private property or public property. The chief administrative officer or his designee shall not be limited by the technical rules of evidence. The owner of the land may appear in person at the hearing, or present a sworn written statement in time for consideration at the hearing, and deny responsibility for the presence of the vehicle on the land, with his reasons for such denial.
- B. The chief administrative officer or his designee may impose such conditions and take such other action as he deems appropriate under the circumstances to carry out the purposes of this chapter. He may delay the time for the removal of the vehicle, or parts thereof, if, in his opinion, the circumstances so justify. At the conclusion of the public hearing, the chief administrative officer or his designee may find that a vehicle, or parts thereof, has been abandoned, wrecked, dismantled, or is inoperative on private or public property, order the same removed from the property as a public nuisance and disposed of as provided in this chapter, and determine the administrative costs and the costs of removal to be charged against the owner of the land. The order requiring removal shall include a description of the vehicle, or parts thereof, and the correct identification number and license number of the vehicle, if available at the site.
- C. If it is determined at the hearing that the vehicle was placed on the land without the consent of the owner of the land and that he has not subsequently acquiesced in its presence, the chief administrative officer or his designee shall not assess the costs of administration or removal of the vehicle against the property upon which the vehicle is located or otherwise attempt to collect such costs from the owner of the land.
- D. If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on his land but does not appear, or if an interested party makes a written presentation to the chief administrative officer or his designee but does not appear, such owner of the land or interested party shall be notified in writing of the decision.

(Prior code § 4-11.11)

8.28.120 - Abatement and removal—Notices of intention—Requested hearings—Determinations—Appeals.

- A. Any interested party may appeal the decision of the chief administrative officer or his designee by filing a written notice of appeal with such officer within five days after his decision.
- B. Such appeal shall be heard by the council which may affirm, amend, or reverse the order or take other action deemed appropriate.
- C. The city clerk shall give written notice of the time and place of the hearing to the appellant and to those persons specified in Section 8.28.090 of this chapter.
- D. In conducting the hearing, the council shall not be limited by the technical rules of evidence.

(Prior code § 4-11.12)

8.28.130 - Removal.

Five days after the adoption of the order declaring the vehicle, or parts thereof, to be a public nuisance, or five days after the date of the mailing of the notice of the decision, if such a notice is required by the provisions of Section 8.28.110 of this chapter, or fifteen (15) days after such action of the council authorizing removal following an appeal, the vehicle, or parts thereof, may be disposed of by removal to a scrapyard or automobile dismantler's yard. After a vehicle has been removed, it shall not thereafter be reconstructed or made operable.

(Prior code § 4-11.13)

8.28.140 - Removal—Notices.

Within five days after the date of the removal of the vehicle, or parts thereof, notice shall be given to the Department of Motor Vehicles of the state identifying the vehicle, or parts thereof, removed. At the same time there shall be transmitted to said Department of Motor Vehicles any evidence of registration available, including registration certificates, certificates of title, and license plates.

(Prior code § 4-11.14)

8.28.150 - Assessment of costs.

If the administrative costs and the costs of removal which are charged against the owner of a parcel of land pursuant to the provisions of Section 8.28.110 of this chapter are not paid within thirty (30) days after the date of the order, or the final disposition of an appeal therefrom, such costs shall be assessed against the parcel of land pursuant to the provisions of Section 38773.5 of the Government Code of the state and shall be transmitted to the tax collector for collection. Such assessment shall have the same priority as other city taxes.

(Prior code § 4-11.15)

RESOLUTION NO. 2021-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
TO CONTINUE PARTICIPATION IN THE SANTA CLARA COUNTY
ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY (AVASA)
PROGRAM FROM MAY 1, 2022 TO APRIL 30, 2032.**

WHEREAS the California Vehicle Code Sections 9250.7 and 22710 provide for an Abandoned Vehicle Trust fund and a method of disbursement of funds to local agencies that participate in the Abandoned Vehicle Abatement Program; and

WHEREAS, the City of Los Altos, California has adopted an ordinance in accordance with the California Vehicle Code providing for the abatement of abandoned vehicles; and

WHEREAS, the City of Los Altos, California desires to continue to participate in the Abandoned Vehicle Abatement Program and share in the monies in said Abandoned Vehicle Trust Fund.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby agrees to participate in the Abandoned Vehicle Abatement Program from May 1, 2022 to April 30, 2032.

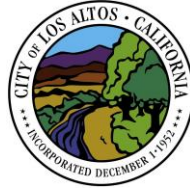
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 8th day of June, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Authorization for execution of Amendment 3 to the original agreement with IMPEC Group for Janitorial services

Prepared by: Manuel A. Hernandez, Maintenance Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Attachment 1 – IMPEC Group Service Agreement Extension Proposal to City for 2021-2022

Initiated by:

Staff

Previous Council Consideration:

June 9, 2020

Fiscal Impact:

The agreement will cost \$376,366 and is being requested in the amount of \$377,000 FY 2020/21 Maintenance Services Department operating budget.

- Breakdown of funds to be used: General Fund
 - o Regular daily janitorial service of all City facilities per schedule - \$376,366
- Amount included in proposed 21/22 budget: \$377,000

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- Janitorial services are an important aspect of a healthy work environment and inviting public spaces.
- The original agreement with IMPEC Group is renewable for three additional years.
- Amendment No. 3 would be the fourth year of the possible five-year total agreement term.
- Payments for janitorial services will not exceed \$376,366 for FY 21/22
- Staff feels IMPEC Group has provided satisfactory custodial services for the City.

Staff Recommendation:

Reviewed By:

City Manager

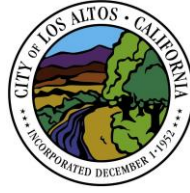
City Attorney

Finance Director

BK

JH

JM



Subject: Authorization for execution of Amendment 3 to the original agreement with IMPEC Group for Janitorial services

Authorize the City Manager to execute an amendment to the agreement with IMPEC Group for janitorial services in the amount of \$376,366 on behalf of the City.

Purpose

Authorize the City Manager to execute an amendment to the contract with IMPEC Group for janitorial services in the amount of \$376,366 on behalf of the City.

Background

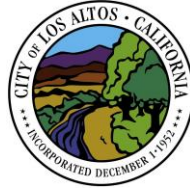
Janitorial services are an important aspect of a healthy work environment and inviting public spaces. The City contracts janitorial services for the cleaning of the buildings and facilities, parks and litter control within parks. Work is performed at the following locations, with scopes of services tailored to each unique location on daily, weekly, monthly and quarterly timeframes.

- Grant Park Community Buildings
- Municipal Services Center
- Los Altos Community Center
- Police Department
- PD Annex
- IT Annex
- City Hall
- Garden House
- Teen Center
- Gymnasiums (Blach, & Egan)
- City Parks

Discussion/Analysis

The City has been in a contract for janitorial cleaning services with IMPEC Group for four years. The first year was a completion of a terminated contract with a different vendor. The last three years are part of an amendable five-year term under the current agreement.

Amendment 3 is requesting a one-year contract extension that reflects a base contract amount slightly less than the most recent contract year amount. Working with City staff, the IMPEC Group did not increase costs to the City in 2021/22 from the last full-service year. Staff also anticipates a slight savings early in the fiscal year as a result of not all facilities being open, creating savings in the annual budgeted amount for janitorial services. Special COVID cleanings are not anticipated or budgeted in this amendment.



Subject: Authorization for execution of Amendment 3 to the original agreement with IMPEC Group for Janitorial services

Staff feels the IMPEC Group has provided satisfactory janitorial services to the City of Los Altos during their time under the current agreement. They have worked well with staff in making schedule adjustments as well as providing special services whenever needed. Complaints with the custodial services the IMPEC Group provides has been minimal during this agreement.

Options

- 1) Authorize the City Manager to execute an amendment to the agreement with the IMPEC Group to extend the agreement dated September 13, 2018 for an additional one-year term covering fiscal year 21/22 in the amount not to exceed \$376,366.

Advantages: Continue janitorial cleaning services with the IMPEC Group that has provided satisfactory service and worked well with staff.

Disadvantages: None

- 2) Do not authorize the City Manager to execute an amendment to the current agreement with the IMPEC Group.

Advantages: None

Disadvantages: This is not recommended as staff is not able to provide these regular services and it is not anticipated that going out to bid at this time would result in better proposals or service.

Recommendation

The staff recommends Option 1.



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

Date: 5/3/2021

Impec Group
3350 Scott Blvd., Bldg.8
Santa Clara, Ca 95054

Dear Impec Group:

The purpose of this letter of agreement is to outline the scope of services that Impec Group will provide for the City of Los Altos for term of July 1, 2021 to June 30, 2022 as an extension of contract 18-66 Custodial Cleaning Services.

All terms of said contract will be in effect inclusive of the alterations mentioned below,

- Underground Teen Center service frequency, 5 days a week
- Parks facilities servicing, and litter control, 7 days a week
- Hillview Community Center service frequency, 5 days a week

Charges will be base on services rendered for each location from rate sheet provided by Impec group, for total sum of \$376,365.36.

Approve as content:

Manuel Hernandez, Municipal Services Director

Date

18-66 Custodial Cleaning Services Contract Extension

5/3/2021

Page 2

Contractor:



4/28/21

Richard Peterson, Sr. Director of Customer Solutions

Date

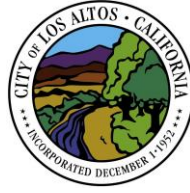
Impec Group- Authorized Signature

Breakdown of monthly fee by site:

Site	2021-2022
	Monthly Service Fee
Municipal Service Center	\$ 1,344.75
Grant Park Multi-Purpose Hall	\$ 1,613.70
Grant Park Rooms 1-4	\$ 504.28
Garden House Hall	\$ 672.37
Underground Teen Center	\$ 672.37
Los Altos Youth Center	\$ 1,613.70
City Hall	\$ 1,411.98
Police Department	\$ 1,210.27
PD Annex office PD Yard	\$ 403.42
IT Annex Office PD Yard	\$ 403.42
San Antonio Club	\$ 504.28
Community Center	\$ 2,017.12
Building/Facility Site	\$ 12,371.67
Montclair Park	\$ 505.80
Grant Park	\$ 1,011.58
Woodland Library	\$ 303.48
Marymeade Park	\$ 505.80
Heritage Oaks Park	\$ 505.80
Springer El Monte	\$ 505.80
McKenzie Park	\$ 1,011.58
Rosita Park	\$ 505.80



Shoup Park	\$	1,011.58
Old Lincoln	\$	303.48
New Lincoln	\$	303.48
Civic Center	\$	303.48
Library	\$	505.80
Hillview Soccer and Ball Fields	\$	1,011.58
Village Park	\$	404.63
Park Route	\$	8,699.67
Blach Gym	\$	3,145.34
Egan Gym	\$	3,145.34
Gym	\$	6,290.68
Monthly Supply (before tax)	\$	4,001.76
Total	\$	31,363.78



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Authorization for execution of Amendment 2 to the original agreement with Contract Sweeping Services for street sweeping services.

Prepared by: Manny A. Hernandez, Maintenance Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. None

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

Street sweeping services are budgeted in the solid waste fund.

- Breakdown of funds to be used :
 - o \$234,147 Solid Waste Fund
- Amount already included in proposed budget: Yes
- Amount above budget requested: 0

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- The original agreement allows for two extensions of up to 2 years each. This amendment represents the second and final amendment to this agreement.
- The amended funding amount will cover the 2021/2022 and 2022/2023 fiscal years.
- The amended amount for years 2021/2022 and 2022/2023 includes a CPI increase in accordance with the terms of the original contract dated October 3, 2019.

Staff Recommendation:

City Manager

BK

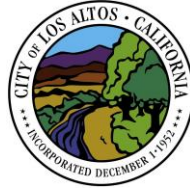
Reviewed By:

City Attorney

JH

Finance Director

JM



Subject: Authorization for execution of Amendment 2 to the original agreement with Contract Sweeping Services for street sweeping services.

Authorize the City Manager to execute a second amendment in the amount not to exceed \$234,147 to the original agreement with Contract Sweeping Services for the total agreement amount of \$571,176.35 for the original agreement and the two extensions to provide regular street sweeping services for the City of Los Altos.

Purpose

Authorize the City Manager to execute an amendment to the agreement on behalf of the City with Contract Sweeping Services to extend the original agreement dated October 3, 2018 for street sweeping services.

Background

Street sweeping is an effective debris control measure that significantly reduces the trash and leaves on the streets. In addition, street sweeping reduces sediments that may contain pollutants such as heavy metals, which can have water quality impacts when washed down storm drains and as such is a required maintenance operation under the City’s storm water municipal regional permit.

Street sweeping is currently managed via monthly residential street sweeping of eight (8) neighborhood routs and nine (9) commercial sweeping routes on a weekly basis.

Discussion/Analysis

Contract Sweeping Services was contracted in 2018 to provide street sweeping services to the City of Los Altos. During that time, they have met expectations for service and have also been responsive to special requests. Contract Sweeping Services also provides service to several other bay area agencies.

Options

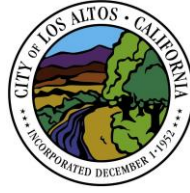
- 1) Authorize the City Manager to execute an amendment in the amount not to exceed \$234,147 to the original agreement with Contract Sweeping Services for the total agreement amount of \$571,176.35 for the original agreement and the two extensions to provide regular street sweeping services for the City of Los Altos through FY 21/22 and 22/23.

Advantages: Contract Sweeping Services will continue to provide street sweeping services to the City of Los Altos residential and commercial areas.

Disadvantages: None

- 2) Do not authorize City Manager to execute the amendment to the current contract with Contract Sweeping Services.

Advantages: None



Subject: Authorization for execution of Amendment 2 to the original agreement with Contract Sweeping Services for street sweeping services.

Disadvantages: Contract Sweeping Services will no longer provide street sweeping services.

Recommendation

The staff recommends Option 1.



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Resolution No. 2021-26: Debt Management Policy Revisions

Prepared by: Helen Lei, Management Analyst Fellow

Reviewed by: Jon Maginot, Deputy City Manager

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Resolution No. 2021-26
2. Debt Management Policy Revisions (November 2020)

Initiated by:

City Council

Previous Council Consideration:

November 24, 2020

Fiscal Impact:

There is no immediate fiscal impact. The Debt Management Policy governs how and when the City uses debt financing. Changes to the Debt Management Policy will affect future debt financing transactions.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

Not applicable

Summary:

- On November 24, 2020, the City Council considered and approved the Debt Management Policy,
- Council directed that members be provided the opportunity to submit potential revisions to the Policy. Former Councilmembers Bruins and Pepper provided suggested revisions. Their comments were reviewed by the Financial Commission during its April 19, 2021 meeting.

Staff Recommendation:

Adopt Resolution No. 2021-26 revising the Debt Management Policy.

Reviewed By:

City Manager

BK

City Attorney

JH

Deputy City Manager

JM



Subject: Resolution No. 2021-26: Debt Manage Policy Revision

Purpose

To adopt a resolution revising the Debt Management Policy.

Background

On November 24, 2020, the City Council reviewed and approved the City's Debt Management Policy. The Debt Management Policy is in accordance with Senate Bill 1029 which requires local agencies adopt a comprehensive written debt management policy pursuant to the recommendations of the Government Finance Officers Association (GFOA). The Debt Management Policy governs how and when the City utilizes debt financing.

As part of the November 24, 2020 discussion, Council directed that members be given the opportunity to provide suggested revisions. Former Councilmembers Bruins and Pepper provided revisions.

Discussion/Analysis

On April 19, 2021, the Financial Commission reviewed and provided input on the proposed changes and recommended adoption of the revised Policy. Per the discussion during the meeting, the Financial Commissioners recommended the following revisions;

- (1) Under Section 3. Policies, A. Purpose For Which Debt May Be Issued, the Commission recommended the removal of the paragraph, "The issuer will consider the use of debt financing ...".
- (2) Under Section 3. Policies, (ii) Short Term Debt, the Commission recommended removal of the term length of 7 years or less because that time frame contradicts with current definitions of short-term loan lengths.
- (3) Under Section 3. Policies, D. Policy Goals Related to Planning Goals and Objectives, the Commission recommended keeping the debt service savings equal to or greater than the suggested 3.0% of the refunded principal amount, 3.0% was the original suggested percentage recommended by the Loan Counsel on the initial policy.
- (4) Under Section 3. Policies, E. Internal Control Procedures, the Commission recommended amending the policy with "the City Manager or his/her designee" in addition to the Administrative Services Director with the responsibility of overseeing the internal controls for the Debt Management Policy.



Subject: Resolution No. 2021-26: Debt Manage Policy Revision

Options

1) Adopt resolution approving the revised Debt Management Policy.

Advantages: Incorporates further revisions to the previously adopted Debt Management Policy.

Disadvantages: None identified

2) Do not approve the resolution.

Advantages: The previously adopted Debt Management Policy will remain in place

Disadvantages: Certain revisions will not be incorporated into the Debt Management Policy.

Recommendation

The Financial Commission recommends Option 1.

RESOLUTION NO. 2021-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING REVISED DEBT MANAGEMENT POLICY IN COMPLIANCE
WITH SB 1029**

WHEREAS, SB 1029 (amending California Government Code section 8855) has been signed into law and imposes a new requirement on local government agencies who will issue debt in 2017 and thereafter; and

WHEREAS, on November 24, 2020, the City Council adopted a Debt Management Policy to facilitate and better manage the City's existing and future debt, and to comply with the requirements of State law; and

WHEREAS, the City Council wishes to revise the Debt Management Policy to incorporate changes as recommended by City Council members and the Financial Commission.

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

Section 1. Recitals. Each of the above recitals is true and correct and is adopted by the City Council.

Section 2. Debt Policy Approved. The "Debt Management Policy" attached hereto as Exhibit "A" is hereby approved and adopted as the debt management policy of the City, and supersedes all prior debt management policies of the City.

Section 3. Effective Date. This Resolution shall take effect upon its adoption by the City Council of the City.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 8th day of June, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea M. Chelemengos, MMC, CITY CLERK

DEBT MANAGEMENT POLICY

This Debt Management Policy (the “Debt Policy”) of the City of Los Altos (the “Issuer”) was approved by the Issuer’s City Council on November 24, 2020. The Debt Policy may be amended by the City Council as it deems appropriate from time to time in the prudent management of the debt of the Issuer. This Debt Policy applies to the Issuer and all subordinate entities of the Issuer for which the City Council serves as the governing board.

1. Findings

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the Issuer. The Issuer hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the Issuer’s sound financial position.
- Ensure the Issuer has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the Issuer’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the Issuer.
- Ensure that the Issuer’s debt is consistent with the Issuer’s planning goals and objectives and capital improvement program or budget, as applicable.

2. Overall Guiding Principles

The City should plan the use of debt in a manner that sustains financing payments at manageable levels.

The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.

The City will make every effort to use pay-as-you-go financing for capital improvement projects. Debt financing for a project can be used if the overall project cost exceeds anticipated available resources and/or if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.

The City will monitor all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to City Council.

The City will diligently monitor its compliance with bond covenants.

The City will not issue long-term debt to finance current operations. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt.

The City will use a lease-purchase method of financing for equipment if the lease rates are more favorable than the City’s expected overall investment rate of return.

The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

3. Policies

A. Purposes For Which Debt May Be Issued

The Issuer will consider the use of debt financing primarily for capital improvement projects (CIP) when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments which are to be used for prudent cash management purposes as described below. Bonded debt should not be issued for projects with minimal public benefit or support or to finance normal operating expenses.

- (i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the Issuer.
 - (a) Long-term debt financings are appropriate when the following conditions exist:
 - When the project to be financed is necessary to provide basic services.
 - When the project to be financed will provide benefit to constituents over multiple years.
 - When total debt does not constitute an unreasonable burden to the Issuer and its taxpayers and ratepayers.
 - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
 - (b) Long-term debt financings will not be considered appropriate for current operating expenses and routine maintenance expenses.
 - (c) The Issuer may use long-term debt financings subject to the following conditions:
 - The project to be financed must be approved by the City Council.
 - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be.
 - The Issuer estimates that sufficient revenues will be available to service the debt through its maturity.

- The Issuer determines that the issuance of the debt will comply with the applicable state and federal law.
- (ii) Short-term debt. Short-term debt may be issued to provide financing for the Issuer's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the Issuer may undertake lease-purchase financing for equipment.
- (iii) Financings on Behalf of Other Entities. The Issuer may also find it beneficial to issue debt on behalf of other governmental agencies in order to further the public purposes of Issuer. In such cases, the Issuer shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. **In no event will the Issuer incur any liability or assume responsibility for payment of debt service on such debt.**

B. Types of Debt

For purposes of this Debt Policy, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations. The use of the term "debt" in this Debt Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt in contravention of any statutory or constitutional debt limitation.

The following types of debt are allowable under this Debt Policy:

- general obligation bonds
- bond or grant anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase and lease-leaseback transactions
- other revenue bonds and certificates of participation
- loans
- tax and revenue anticipation notes
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- tax increment financing to the extent permitted under state law
conduit financings, such as financings for affordable housing and qualified 501c3 organizations

The Issuer may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy, **with except for derivatives. The Issuer shall not employ derivatives until the Debt Policy is amended and approved by City Council.** Debt shall be issued as fixed rate debt unless the Issuer makes a specific determination as to why a variable rate issue would be beneficial to the Issuer in a specific circumstance.

C. Relationship of Debt to Capital Improvement Program and Budget

The Issuer is committed to long-term capital planning. The Issuer intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the Issuer's capital budget and the capital improvement plan.

The Issuer shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The Issuer shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The Issuer shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the Issuer's public purposes.

The Issuer shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

The Issuer is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The Issuer intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the Issuer's annual operations budget.

It is a policy goal of the Issuer to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs. The Issuer will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the Issuer to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than **5.0%** of the refunded principal amount, and (ii) present value debt service savings equal to or greater than **100%** of any escrow fund negative arbitrage.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the Issuer shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. **The Administrative Services Director has the responsibility to oversee the internal controls.**

The Issuer will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12 or annual disclosure obligations under Government Code section 8855(k),
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the Issuer's investment policies as they relate to the investment of bond proceeds. Proceeds of debt will be held either (a) by a third-party trustee, which will disburse such proceeds to the Issuer upon the submission of one or more written requisitions, or (b) by the Issuer, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the Issuer.

The Issuer shall be vigilant in using bond proceeds in accordance with the state purpose at the time that such debt was issued.

Quarterly status reports will be provided to the Financial Commission and semi-annual status reports will be provided to the City Council that provide detailed reports on the disbursement of debt by the third-party trustee or by the Issuer, including full documentation of such disbursements and other relevant information.

F. Amendment and Waivers of Debt Policy

The Debt Policy will be reviewed and amended from time to time as appropriate, subject to City Council approval. Should circumstances arise when strict adherence to a provision of this Debt Policy is not possible or not in the best interest of the Issuer and City staff has determined that a waiver of one or more provisions of this Debt Policy should be considered by the City Council, staff will prepare an analysis for the City Council describing the rationale for the waiver and the impact of the waive on the proposed debt issuance and on taxpayers, if applicable.

G. Professional Assistance

The Issuer shall utilize the services of independent Municipal Advisors and Bond Counsel (or General Counsel as appropriate) on all debt financings. The Administrative Services Director shall have the authority to periodically select service providers as necessary to meet legal requirements and minimize net Issuer debt costs. Such services, depending on the type of financing many include financial advisory, underwriting, trustee, bond counsel, disclosure

ATTACHMENT 2

counsel, and special tax consulting. The goal in selecting service providers, whether through a competitive process or when appropriate, a sole-source selection, is to achieve an appropriate balance of service and cost.



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Resolution No 2021-27: Senate Bill 1 (SB-1) Road Repair and Accountability Act

Prepared by: Gaku Watanabe, Assistant Engineer

Reviewed by: James Sandoval, Engineering Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. Resolution 2021-27 List of Street Repairs for Fiscal Year 2021-22 for use of SB1 Funds
2. Local Streets and Roads – Projected Revenues

Initiated by:

Staff

Previous Council Consideration:

April 23, 2019

May 12, 2020

Fiscal Impact:

The current FY 2021-22 State of California budget estimates \$609,599 for street improvements from the State's Road Maintenance and Rehabilitation Account revenues created by Senate Bill 1 (SB-1).

The City must front the complete cost of projects for use of SB-1 funds and the state provides reimbursement upon completion of the projects.

Environmental Review:

Exempt

Policy Question(s) for Council Consideration:

None

Summary:

- Senate Bill 1 generates funding through gas taxes for cities and counties to address road improvement needs. The Fiscal Year 2021-22 SB-1 estimated allocation for the City of Los Altos is \$609,599.
- To be eligible to receive SB-1 funds, a list of projects to be funded through the program must be provided annually to the State of California via resolution.

Reviewed By:

Interim City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Adopt Resolution No. 2021-27: Senate Bill 1 Road Repair and Accountability Act

-
- A total of 44 street segments are included in the list of streets to be eligible for SB1 funding. Street list is based from the Pavement Management Program Budget Options Report presented to City Council in March 10, 2020.

Staff Recommendation:

Adopt Resolution No. 2021-27 to incorporate a list of projects planned for funding with the Road Maintenance and Rehabilitation Account revenues created by Senate Bill 1 in Fiscal Year 2021-22.

Purpose

Adopt Resolution No. 2021-27 to incorporate a list of projects planned for funding with the Road Maintenance and Rehabilitation Account revenues created by Senate Bill 1 in Fiscal Year 2021-22.

Background

Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide. SB-1 is intended to enable cities and counties to better address significant maintenance, rehabilitation, and safety needs on the local street system.

The City of Los Altos will receive approximately \$609,599 in SB-1 funding in the Fiscal Year 2021-22.

Discussion/Analysis

Accountability and transparency measures are built into SB-1, including a requirement that cities and counties adopt project lists at the start of every fiscal year via resolution and provide year-end reporting on completed projects by December 1st. The City must include a list of all projects proposed to receive funding through SB-1 in the City's budget, which will include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement.

As part of the FY 2021-22 budget, the City allocated \$1,900,000 for street maintenance and rehabilitation. The City is also considering an addition of \$1,600,000 to this fund to support the City Council goal of improving citywide pavement condition index (PCI). Funding sources include General Fund, Gas Tax, County Measure B, and \$609,599 from the SB-1 program. The list of proposed street sections for use of SB-1 funds in the FY 2021-22 is attached in the Council resolution. *Note that this list includes more streets than SB1 funding will cover. A larger list was developed to provide more flexibility in prioritizing projects depending on changes in funding.* The City may reprioritize its project list at any time. The Project Expenditure Report to be submitted to the California Transportation Commission (CTC) will give the City an opportunity to communicate any changes to the list proposed.



Subject: Adopt Resolution No. 2021-27: Senate Bill 1 Road Repair and Accountability Act

Options

- 1) Adopt Resolution No. 2021-27 to incorporate a list of projects planned to be funded with the Road Maintenance and Rehabilitation Account (RMRA) revenues created by SB-1.

Advantages: City maintains eligibility for funding for FY 2021-22 from State's RMRA created by SB-1.

Disadvantages: None.

- 2) Do not approve Resolution No. 2021-27

Advantages: None.

Disadvantages: City will not be eligible for funding for FY 2021-22 from the state's RMRA created by SB-1.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-27**A RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY SB-1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City/County are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$609,599 in RMRA funding in Fiscal Year 2021-22 from SB 1; and

WHEREAS, this is the fourth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate up to 44 roads throughout the City this year and hundreds of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an "good" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "very good" to "excellent" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Los Altos, State of California as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2021-22 Road Maintenance and Rehabilitation Account revenues:

Project Title: Annual Street Resurfacing Project

Project Description: Complete pavement maintenance work including digout repairs, microsurfacing and asphalt-concrete overlay.

Project Location: Various streets within the City of Los Altos. See list below.

Estimated Project Schedule: Start (June/2022)– Completion (September/2022) based on the component being funded with RMRA funds

Estimated Project Useful Life: 6-15 years

Proposed streets for 2021-22 Annual Street Resurfacing Project

Project Street (Section)	Proposed Pavement Treatment and Description	Proposed Schedule	Estimated Useful Life
St Joseph Avenue (Foothill Expressway to End)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
S. Clark Avenue (El Monte Avenue to Cuesta Drive)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Angela Drive (Cielito Drive to Gordon Way)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Arbuelo Way (San Antonio Road to Panchita Way)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Bellevue Court (Fremont Avenue to Covington Road)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Churton Avenue (Neston Way to Farndon Avenue)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Del Monte Avenue (Carmel Avenue to San Antonio Road)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Edith Avenue E. (Cielito Drive to Eleanor Avenue)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Evemarie Avenue (Fallen Leaf Lane to Christina Drive)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Hollingsworth Drive (Spargur Drive to El Monte Avenue S.)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Lee Street (University Avenue to Palm Avenue)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Panchita Way (Jardin Drive to Alverado Avenue)	2" Mill & Overlay	Jun-Sep 2022	12-15 years

Project Street (Section)	Proposed Pavement Treatment and Description	Proposed Schedule	Estimated Useful Life
Russel Avenue (Berry Avenue to Covington Road)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Seena Ave (Covington Road to End)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
St Charles Ct (St Matthew Way to End)	2" Mill & Overlay	Jun-Sep 2022	12-15 years
Altamead Drive (Lammy Place to Grant Road)	Microsurfacing	Jun-Sep 2022	6-8 years
Amber Lane (University Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Briarwood Ct (Berry Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Clark Ct (Clark Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Cody Lane (Angela Drive to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Dixon Way (Van Buren Street to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Estrellita Way (Lunada Drive to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Eureka Ave (Grant Road to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Eva Ave (St Joseph Avenue to Granger Avenue)	Microsurfacing	Jun-Sep 2022	6-8 years
Fallen Leaf Lane (Homestead Road to Jones Lane)	Microsurfacing	Jun-Sep 2022	6-8 years
Farndon Ave (Crist Drive to Morton Way)	Microsurfacing	Jun-Sep 2022	6-8 years
Fredrick Ct (Merritt Road to Almond Avenue)	Microsurfacing	Jun-Sep 2022	6-8 years
Harwalt Drive (Oak Avenue to Joel Way)	Microsurfacing	Jun-Sep 2022	6-8 years
Havenhurst Drive (Fallen Leal Lane to Ravenwood Drive)	Microsurfacing	Jun-Sep 2022	6-8 years
Hollidale Ct (Austin Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Holt Ave (Fallen Leaf Lane to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Joel Way (E End to W End)	Microsurfacing	Jun-Sep 2022	6-8 years

Project Street (Section)	Proposed Pavement Treatment and Description	Proposed Schedule	Estimated Useful Life
Knollwood Lane (St Joseph Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Los Pajaros Ct (End to Campbell Avenue)	Microsurfacing	Jun-Sep 2022	6-8 years
Marinovich Way (Oak Ave to Oak Avenue)	Microsurfacing	Jun-Sep 2022	6-8 years
Morton Ave (Fallen Leaf Lane to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Pine Lane (Los Altos Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Queensbury Ave (Wakefield Terrace to Elmhurst Drive)	Microsurfacing	Jun-Sep 2022	6-8 years
Rosemont Ct (Oakhurst Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Scott Lane (Kent Drive to St Joseph Avenue)	Microsurfacing	Jun-Sep 2022	6-8 years
Valley Street (Eleanor Avenue to Gordon Way)	Microsurfacing	Jun-Sep 2022	6-8 years
Vernal Ct (Los Altos Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Victoria Ct (Fallen Leaf Lane to End)	Microsurfacing	Jun-Sep 2022	6-8 years
Yerba Buena Place (Los Altos Avenue to End)	Microsurfacing	Jun-Sep 2022	6-8 years

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 8th day of June, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK

Local Streets and Roads - Projected Revenues

Estimated January 2021

	2020-21			2021-22		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
SANTA BARBARA COUNTY						
BUELLTON	129,554	97,314	226,868	142,029	106,577	248,606
CARPINTERIA	315,754	244,133	559,887	347,051	267,371	614,422
GOLETA	748,246	584,616	1,332,862	823,191	640,265	1,463,455
GUADALUPE	183,266	139,895	323,160	201,199	153,211	354,410
LOMPOC	993,393	778,959	1,772,353	1,093,252	853,106	1,946,358
SANTA BARBARA	2,117,822	1,669,170	3,786,992	2,331,802	1,828,054	4,159,856
SANTA MARIA	2,431,518	1,915,873	4,347,391	2,677,123	2,098,240	4,775,363
SOLVANG	137,860	103,899	241,760	151,180	113,789	264,969
County of Santa Barbara	9,849,869	7,161,201	17,011,070	10,837,329	7,842,857	18,680,186
Total Cities & County: Santa Barbara	16,907,282	12,695,061	29,602,343	18,604,156	13,903,470	32,507,626
SANTA CLARA COUNTY						
CAMPBELL	1,004,646	771,839	1,776,485	1,105,229	845,308	1,950,537
CUPERTINO	1,388,266	1,068,599	2,456,865	1,527,521	1,170,317	2,697,838
GILROY	1,297,475	998,090	2,295,565	1,427,542	1,093,095	2,520,638
LOS ALTOS	727,518	556,616	1,284,134	800,054	609,599	1,409,653
LOS ALTOS HILLS	208,671	156,777	365,448	229,102	171,700	400,802
LOS GATOS	722,877	553,011	1,275,888	794,943	605,651	1,400,593
MILPITAS	1,764,020	1,360,417	3,124,437	1,941,304	1,489,911	3,431,215
MONTE SERENO	92,822	67,583	160,405	101,629	74,016	175,645
MORGAN HILL	1,061,910	816,311	1,878,221	1,168,288	894,013	2,062,302
MOUNTAIN VIEW	1,896,403	1,463,228	3,359,630	2,087,084	1,602,508	3,689,593
PALO ALTO	1,606,981	1,238,457	2,845,439	1,768,371	1,356,343	3,124,714
SAN JOSE	23,993,341	18,614,392	42,607,733	26,419,086	20,386,246	46,805,332
SANTA CLARA	2,972,602	2,297,081	5,269,683	3,271,947	2,515,734	5,787,681
SARATOGA	732,505	560,489	1,292,993	805,545	613,840	1,419,385
SUNNYVALE	3,589,591	2,776,246	6,365,836	3,951,379	3,040,509	6,991,888
County of Santa Clara	32,484,145	22,398,117	54,882,262	35,740,617	24,530,134	60,270,751
Total Cities & County: Santa Clara	75,543,773	55,697,252	131,241,025	83,139,642	60,998,924	144,138,566



CONSENT CALENDAR

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Action to Remove Shay Manor from the Youth Commission and Declaring a Vacancy

Prepared by: William Wells, Recreation Coordinator

Reviewed by: Donna Legge, Recreation & Community Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

None

Initiated by:

City Staff

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Is the request to remove Commissioner Manor from the Youth Commission consistent with the Commission Handbook and therefore, Council's established position on required attendance?

Summary:

- Commissioner Manor has missed six (6) consecutive commission meetings.
- City Staff have made multiple attempts to contact Commissioner Manor by phone, email, and in-person, with no response.

Staff Recommendation:

Remove Commissioner Manor from the Youth Commission and declare a vacancy.

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Action on Removal of Commissioner Shay Manor from the Youth Commission and Declaring a Vacancy

Purpose

Seek Council approval for the removal of Commissioner Shay Manor from the Youth Commission and declare a vacancy.

Background

Per the Municipal Code, the Youth Commission is an eleven-member body (LAMC 2.08.010) that shall act in an advisory capacity to the city council on matters relating to youth interests, youth concerns, and the need for outreach services. The city council's youth commission interview committee shall interview commission applicants and recommend appointments (LAMC 2.08.100).

Regular attendance at Commission meetings is important to the functioning and effectiveness of the of the Youth Commission. Page three (3) of the Commission Handbook states that:

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, he/she should advise the staff liaison as soon as possible.

Discussion/Analysis

In June 2020, the City Council appointed Shay Manor to a two-year term on the Youth Commission expiring on in June 2022. Following his appointment, Commissioner Manor missed the following Commission meetings:

December 6, 2020
January 4, 2021
February 1, 2021
March 1, 2021
April 5, 2021
May 3, 2021

On November 16, 2020, the Staff Liaison reached out to Commissioner Manor after his subcommittee members indicated that he was not responding to emails. No response was received from Commissioner Manor.

On November 18, 2020, the Staff Liaison requested a virtual meeting with Commissioner Manor via email. Staff followed up with a phone call and voice message. No response was received from Commissioner Manor.



Subject: Action on Removal of Commissioner Shay Manor from the Youth Commission and Declaring a Vacancy

On November 23, 2020, Commissioner Manor was invited to participate in a virtual subcommittee meeting via email. No response was received from Commissioner Manor.

On January 14, 2021, the City Clerk called Commissioner Manor's phone number and spoke with a person who answered and identified themselves as his friend. The City Clerk was informed that Commissioner Manor was no longer interested in serving on the Youth Commission. His friend took a message, but Commissioner Manor never called back. The City Clerk sent a follow up email which recounted the phone call and indicated her outreach with regard to Commissioner Manor's continued absence from the Youth Commission meetings. The City Clerk encouraged him to participate again, however if he was no longer interested in serving on the Youth Commission until the end of the term in June 2022, to please notify the City by submitting a letter of resignation so that the seat can be opened to another interested Los Altos youth. No response was received from Commissioner Manor. Commissioner Manor continues to receive all correspondence sent to the Commission including volunteer opportunities and monthly meeting invitations.

Again, on May 7, 2021, late afternoon, the City Clerk attempted to speak with Commissioner Manor at his residence, but he was not available. The City Clerk left a letter with the teen who answered the door. The letter requested that Commissioner Manor resume participating with the Youth Commission or sign and return in the addressed, stamp envelope provided, the preprinted letter of resignation. To date the City has had no response.

Options

- 1) Remove Commissioner Manor from the Youth Commission

Advantages: Commissioner Manor's seat can be opened to another interested Los Altos youth

Disadvantages: Commissioner Manor will no longer be able to serve as a member of the Youth Commission

- 2) Allow Commissioner Manor to remain on the Youth Commission.

Advantages: Commissioner Manor will remain on the Youth Commission

Disadvantages: Commissioner Manor's seat will not be filled by another interested Los Altos youth

Recommendation



Subject: Action on Removal of Commissioner Shay Manor from the Youth Commission and Declaring a Vacancy

The staff recommends Option 1.



PUBLIC HEARING

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Resolution No. 2021-28: Sewer Service Charges for FY 2021/22

Prepared by: Aida Fairman, Engineering Services Manager

Reviewed by: James Sandoval, Engineering Services Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

1. NBS Sewer Service Charge Report dated June 2021 without Listing of Sewer Service Charges
2. Resolution No. 2021-28

Initiated by:

City Council, Ordinance No. 2018-445

Previous Council Consideration:

March 13, 2018; June 26, 2018; July 10, 2018; June 25, 2019; October 22, 2019; June 9, 2020

Fiscal Impact:

The rate report and expected revenues resulting from the posted rates are included in the City's proposed FY 2021/2022 budget.

Environmental Review:

Statutorily Exempt – CEQA Section 15273 Rates Fares Tolls and Charges

Policy Question(s) for Council Consideration:

Not Applicable

Summary:

- Conduct a Hearing regarding the Report of Sewer Charges to be collected on the Fiscal Year 2021/2022 Tax Roll
- Resolution No. 2021-28 approving the Report of Sewer Service Charges for Fiscal Year 2021/2022 and directing the Filing of Charges for Collection by the County Tax Collector

Staff Recommendation:

Conduct a Hearing regarding the Report of Sewer Charges to be collected on the Fiscal Year 2021/2022 Tax Roll; and adopt Resolution No. 2021-28 approving the Report of Sewer Service Charges for Fiscal Year 2021/22 and directing the Filing of Charges for Collection by the County Tax Collector

Reviewed By:

Interim City Manager

BK

City Attorney

JH

Interim Finance Director

JM



Subject: Resolution No. 2021-28: Sewer Service Charges for FY 2021/22

Purpose

Conduct a Hearing regarding the Report of Sewer Charges to be collected on the Fiscal Year 2021/22 Tax Roll; and adopt Resolution No. 2021-28 approving the Report of Sewer Service Charges for Fiscal Year 2021/22 and directing the Filing of Charges for Collection by the County Tax Collector.

Background

Los Altos Municipal Code Chapter 10.12 authorizes the City to impose sewer service charges to fund costs associated with the City's sanitary sewer system. The City Council passed Ordinance No. 2018-445 in July 2018 that established sewer rates to be applied for the five-year period beginning FY2018/19. The rates increase annually through the five-year period to reflect historic trends in inflation associated with the sewer system.

In accordance with Municipal Code sections 10.12.135 and 10.12.140 and Ordinance No. 2018-445, the rate structure for the sewer service charges is comprised of two components: (1) a fixed annual per parcel base charge that is determined on the basis of the number of equivalent dwelling units ("EDU") assigned to a property; and (2) a variable quantity charge. One EDU equates to the quantity of wastewater an average single-family residential customer contributes to the sewer system. One EDU is assigned to each single-family residential home. The number of EDUs assigned to other customers is based on their expected wastewater flows relative to an average single-family residential customer. The quantity charge is imposed on a per unit basis, with one unit equal to one hundred cubic feet, or 745 gallons, of metered water use. The total amount of the quantity charge is based on a customer's average winter water use from the prior year (using the three wettest months of the prior year) and multiplied by 12 and is designed to reflect a customer's estimated wastewater flow. Estimated average winter water usage is used because individual sewer flows are not metered, and winter months' water usage, when outdoor water use is least likely to occur, best reflects actual flows into the sewer system. The Sewer Rate Study establishes the FY2021/22 per-parcel base sewer service charge of \$292.51 per dwelling unit plus a quantity charge of \$2.35 per estimated sewer unit.

Discussion/Analysis

In order to levy sewer service charges on property tax bills for FY2021/22, the Council must hold a hearing on the report of charges to be submitted to the County for collection for the fiscal year. That report, prepared by NBS, is on file with the City Clerk and the body of the report (excluding the parcel list) is included here as Attachment 1. Following the hearing, the Council may adopt Resolution No. 2021-28 and direct the Filing of Charges for Collection by the County Tax Collector.

The percent increase for sewer rates for FY2021/22 is 3.0%.

Notices of the hearing to consider the Annual Sewer Service Charge Report were published in the Los Altos Town Crier on May 12, and May 19, 2021.



Subject: Resolution No. 2021-28: Sewer Service Charges for FY 2021/22

Options

- 1) Approve Resolution No. 2021-28 approving the Report of Sewer Service Charges for Fiscal Year 2021/22

Advantages: The rate report and expected revenues resulting from the posted rates are consistent with the City's FY 2021/22 budget

Disadvantages: None

- 2) Do not approve the Report of Sewer Service Charges for Fiscal Year 2021/22

Advantages: None

Disadvantages: The City would not have adequate funding to finance O&M and CIP Projects of the Sewer Fund

Recommendation

The staff recommends Option 1.

CITY OF LOS ALTOS

Fiscal Year 2021/22 Annual Report For:

Sewer Service Charge

June 2021

**CITY OF LOS ALTOS
SEWER SERVICE CHARGE
Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022
Phone - (650) 947-2700**

CITY COUNCIL

Neysa Fligor, Mayor

Anita Enander, Vice Mayor

Lynette Lee Eng, Councilmember

Sally Meadows, Councilmember

Jonathan Weinberg, Councilmember

CITY STAFF

Brad Kilger, Interim City Manager

Jim Sandoval, Engineering Services Director

Aida Fairman, Engineering Services Manager

NBS

Tim Seufert, Client Services Director

Adina McCargo, Project Manager

Kristin Harvey, Administrator

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1. INTRODUCTION

The City of Los Altos (the “City”) imposes a Sewer Service Charge to fund costs associated with the City’s sanitary sewer system in accordance with its Municipal Code Chapter 10.12. The City restructured the Sewer Service Charge in July 2013 to ensure a flow-of-funds for the on-going operation and maintenance, and to fund the upgrading and refurbishing of the City’s sanitary sewer system. The main objectives for updating the rate structure were to ensure a fair and equitable charge to all sewer users and to stabilize the charges to provide needed revenue.

A study was completed in February 2018 to support increased rates beginning July 1, 2018 and ending June 30, 2023. The City Council adopted an Ordinance in July 2018 establishing the Sewer Service Charge to be applied to each of the succeeding five fiscal years, which is comprised of a base charge per equivalent dwelling unit, plus a usage charge per estimated sewer unit. The adopted rate structure is designed to reduce volatility in the City’s sewer revenue stream and equitably allocate costs to each customer class of sewer use.

The Sewer Service Charge is levied pursuant to the California Health and Safety Code, Sections 5471 et seq. and the City’s Municipal Code Chapter 10.12. Payment of the Sewer Service Charge for each parcel will be made in the same manner and at the same time as payments are made for property taxes. This report contains the necessary data required to establish the Sewer Service Charge and is submitted for filing in the office of the City Clerk, where it shall remain open for public inspection.

2. SEWER SERVICE CHARGE CALCULATION

The total annual Sewer Service Charge for a parcel will be the sum of the base charge plus the usage charge. The calculation for each charge is described in this section.

2.1 Base Charge (Per EDU)

The base charge is determined by multiplying the per equivalent dwelling unit (EDU) rate by the number of EDUs on each parcel. For residential parcels, 1.0 EDU is assigned for each dwelling unit (multi-family residential parcels included).

Parcels with non-residential structures or improvements shall also be assigned 1.0 EDU for the first 110 water units (or fraction thereof) of estimated sewer use for non-residential improvements on the parcel plus a number of additional EDUs (or fractions thereof) equal to the remaining estimated sewer use for non-residential improvements on the parcel divided by 110. A minimum of 1.0 EDU is assigned to each non-residential parcel or group of parcels associated with a shared meter.

Where multiple non-residential parcels share a common water meter, the equivalent dwelling units calculated based on water use measured by that meter shall be divided equally amongst the parcels sharing the meter.

2.2 Usage Charge (Per Unit of Estimated Sewer Use)

The usage charge is based on water consumption data provided by the California Water Service Company for the previous year. The three monthly billing periods which indicate the lowest total water consumption are selected as the wet seasons in that they represent a reasonable approximation of the amount of sewer usage. Water usage from the wet season months is averaged and multiplied by 12 to calculate estimated annual sewer usage.

Where actual monthly water consumption data is not available for a water account on a parcel (as when a structure(s) on the parcel is recently connected to a water system), sewer use is estimated as the average estimated sewer use for the prior year of all parcels in the same land use. For purposes of this section, land uses are classified as follows:

- Single-Family Home
- Condominium Unit
- Multi-Family Residence (two dwelling units)
- Multi-Family Residence (three to four dwelling units)
- Multi-Family Residence (five or more dwelling units)
- Church
- Commercial/Industrial
- Institutional
- Park
- School
- Government

3. SEWER SERVICE CHARGE CALCULATION

To provide the revenue to keep up with the increase in projected revenue needs, the City adopted an updated five-year rate structure in July 2018. Both the base charge and the usage charge per sewer unit will be increased annually each year. The following table shows the adopted rates through Fiscal Year 2022/23 based on the rate study.

Adopted Rates	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Per EDU (Base Charge)	\$267.69	\$275.72	\$283.99	\$292.51	\$301.29
Per Unit of Estimated Sewer Use (Usage Charge)	\$2.15	\$2.21	\$2.28	\$2.35	\$2.42
Percentage Increase over Prior Fiscal Year	2.5%	3.0%	3.0%	3.0%	3.0%

4. WET SEASON MONTHS

The “wet season months” are the three monthly billing periods for which the records of the California Water Service Company indicate the lowest total water consumption during that calendar year by parcels connected to the City’s sewer system that are serviced by the California Water Service Company.

In 2020, the City’s three lowest months for water use were January, February, and April. Therefore, these are the months used to calculate each individual parcel’s estimated annual sewer usage for Fiscal Year 2021/22.

The following table provides the total annual sewer usage for calendar year 2020, as provided by the California Water Service Company.

Calendar Year 2020 Total Water Consumption for the City of Los Altos ^(1,2)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
117,564	124,292	180,432	177,569	230,167	326,119	381,885	372,544	340,023	331,956	281,368	225,267

(1) Data provided by the California Water Service Company for the City of Los Altos and certain parcels located within the Town of Los Altos Hills and unincorporated areas of the County that are connection to the City’s sewer system.

(2) One unit = 100 cubic feet of sewer use.

5. SUMMARY OF LAND USE CLASSIFICATIONS

The following summarizes the estimated annual sewer usage for properties that are connected to the City's sewer system for Fiscal Year 2021/22.

Land Use Classification	Number of Parcels ⁽¹⁾	Total Estimated Yearly Sewer Use (in Units) ⁽¹⁾	Average Sewer Use Per Parcel ⁽²⁾
Single-Family Home	10,364	1,327,924	128
Condominium Unit	1,033	59,235	57
Multi-Family Residence (two units)	65	8,232	127
Multi-Family Residence (three to four dwelling units)	11	1,424	129
Multi-Family Residence (five or more dwelling units)	68	26,710	393
Church	22	12,004	546
Commercial/Industrial	460	93,834	204
Institutional	6	31,108	5,185
Park	4	6,356	1,589
School	10	11,972	1,197
Government	10	9,620	962

- (1) Usage data includes all parcels in the City of Los Altos and in unincorporated Santa Clara County served by the City of Los Altos's sewer program. The City's program uses capacity and facilities provided to the program by the City of Mountain View to serve some parcels in the City of Los Altos. These parcels are charged a Sewer Service Charge by the City of Los Altos, and data for these parcels is included in the above table. The City of Los Altos compensates the City of Mountain View for access to the Mountain View sewer system by providing the Mountain View's sewer program with access to a similar volume of service from the Los Altos system. Parcels located in Mountain View, but connected to the City's sewer system, are receiving service from the Mountain View sewer program and are not included in the above table or subject to City's Sewer Service Charge. Additionally, the City of Los Altos sells sewer services, in bulk, to the Town of Los Altos Hills, and the Town uses these services to serve parcels located in Los Altos Hills. Usage by parcels in Los Altos Hills is not shown in the above table because these parcels are not subject to the Sewer Service Charge. Instead, the full cost of the services indirectly provided by the Town of Los Altos Hills parcels is covered by the direct payment to the City from the Town of Los Altos Hills. Costs of these services are not spread to parcels directly served by the City of Los Altos sewer program.
- (2) Average consumption based upon parcels where actual usage data was available. Developed properties that are connected to the City's sewer system, which water consumption information is not available, are charged at the average sewer use per parcel identified above.

6. LISTING OF SEWER SERVICE CHARGES

A list of parcels subject to the Sewer Service Charge as shown on the last equalized Property Tax Roll of the Assessor of Santa Clara County is on file in the office of the City Clerk of the City of Los Altos. The list contains a description of each parcel receiving such services and the amount of the charge for each parcel for Fiscal Year 2021/22.

7. RESOLUTION FOR FISCAL YEAR 2021/22

The following page presents the Resolution approving the report of Sewer Service Charges for Fiscal Year 2021/22 and directing the filing of charges for collection by the Santa Clara County Tax Collector.

RESOLUTION NO. 2021-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING THE REPORT OF SEWER SERVICE CHARGES FOR FISCAL
YEAR 2021/22 AND DIRECTING THE FILING OF CHARGES FOR
COLLECTION BY THE COUNTY TAX COLLECTOR**

WHEREAS, pursuant to Chapter 10.12 of Los Altos Municipal Code, the City of Los Altos imposes Sewer Service Charges upon parcels connected to the sewer system; and

WHEREAS, pursuant to section 5473 of the California Health and Safety Code, the City Council has elected to annually collect the Sewer Service Charges on the property tax roll; and

WHEREAS, the Engineering Services Director has caused to be prepared a report (the "Report") containing a description of each parcel of real property subject to the Sewer Service Charges and the amount of the Sewer Service Charges to be imposed on each such parcel for Fiscal Year 2021/22, computed in conformity with the rates prescribed by Ordinance of this City Council, which report is filed with the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, on June 8, 2021, following publication of notice as required by law, the City Council held a full and fair public hearing with respect to the Report, and at such hearing the City Council heard and considered all protest and objections to the Report; and

WHEREAS, the City Council desires to approve the Report and to submit the Sewer Service Charges described therein to the Santa Clara County Tax Collector for collection on the Fiscal Year 2021/22 tax roll.

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

1. The City Council hereby overrules all protests and objections to the Report on the Sewer Service Charges and confirms and approves the Report and the Sewer Service Charges to be imposed on each parcel within the City subject to such charges as submitted; and
2. The City Clerk is instructed and authorized to transmit the Report to the Santa Clara County Tax Collector and to file the necessary documents with the Tax Collector that the Sewer Service Charges set forth in the Report will be included on the Santa Clara County Tax Roll for Fiscal Year 2021/22.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 8th day of June, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK



DISCUSSION ITEM
AGENDA ITEM #9

AGENDA REPORT SUMMARY

Meeting Date: June 8, 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 ITEMS

Agenda Item # 10

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Housing Element Update Consultant Recommendation

Prepared by: Guido F. Persicone, Planning Services Manager

Reviewed by: Jon Biggs, Community Development Director

Approved by: Brad Kilger, Interim City Manager

Attachments:

1. Draft Resolution
2. Lisa Wise Consulting (LWC) Proposal
3. Updated LWC Cost Estimate
4. Update Project Schedule

Initiated by:

City Council Goal

Fiscal Impact:

The agreement is for a not-to-exceed amount of \$600,228 (\$552,228 with a \$48,000 contingency) and staff is requesting that this project be added to the Capital Improvement Project (CIP) program and that \$600,228 be allocated from the Capital Improvement Fund to this project

Environmental Review

No environmental review is required for the authorization to enter into an agreement to prepare a land use document. It is anticipated that the update to the Housing Element will require the preparation of a Mitigated Negative Declaration (MND).

Policy Question(s) for Council Consideration:

Will enlisting a consultant result in a Housing Element that will help the City of Los Altos refine and achieve its housing goals and be certified by the State of California?

Summary:

This is a request authorizing the Interim City Manager to enter into an agreement with Lisa Wise Consulting (LWC) for preparation of an update to the Housing Element.

Staff Recommendation:

Add this project to the CIP and appropriate \$600,228 from the Capital Improvement Fund to this project and authorize the Interim City Manager to execute an agreement with Lisa Wise Consultant (LWC), in an amount not to exceed \$600,228 (\$552,228 with a \$48,000 contingency) for the preparation of the Housing Element update.



Subject: Housing Element Update Consultant Recommendation

Purpose

Achieve a Housing Element update that reflects the City's goals and can be certified by the State of California in compliance with State law.

Housing Element Background

As previously discussed at the January 26, 2021 study session, the sixth cycle Housing Element update must be completed by January 2023. The update, which is the only element of the Los Altos General Plan that requires review and certification by the State of California, will present several challenges for the City. First, the City must demonstrate that it is combating discrimination and overcoming historic patterns of segregation and is taking active steps to further affirm fair housing (AFFH). The requirement to affirm fair housing also mandates the City clearly document outreach to special housing needs groups and provide said documentation to State HCD. Second, new changes in State laws related to no-net loss zoning (SB 166) create new pressures for the City to ensure that sites identified for lower-income housing are not lost to market-rate housing.

Third, the City will also face higher scrutiny for non-vacant and vacant sites during this cycle. For non-vacant site, cities must identify any applicable leases and existing contracts for current uses, market demand for the existing use, and prior experience converting non-vacant sites to higher density residential. If a vacant site was identified in the site inventory in two previous housing elements, or a non-vacant site was identified in one previous housing element, it will not be considered suitable for lower income housing unless it is zoned to permit 'by right' development at the default density for a project with 20 percent lower income housing. (§ 65583.2(c). For vacant sites, in a recent review of a housing element, HCD indicated that the following sites were not 'vacant':

- A large vacant site that had not yet been subdivided from the non-vacant part of the site.
- A large vacant site containing one vacant, abandoned single-family home.

In addition, sites smaller than 0.5 acre or larger than 10 acres are not considered to be suitable for lower income housing without evidence that the site can be developed for lower income housing. (§ 65583.2(c)(2).) Finally, the City will need to accommodate a much higher number of lower-income housing units, which may require the City to amend its general plan and zoning code to allow for more housing opportunities. As such, it is critical that the City work with a consultant team with statewide experience in the preparation of Housing Elements and who is familiar with



Subject: Housing Element Update Consultant Recommendation

challenges and opportunities facing local agencies during this sixth cycle Housing Element planning period.

Request for Proposals Process

On December 17, 2020, a Request for Proposals (RFP) was sent out and posted on the City website to all interested parties and consulting firms with experience in preparing Housing Element Updates. After the release of the RFP, City staff organized a pre-bid conference call. Eight consulting firms participated in this pre-bid meeting to ask questions and receive direction from City staff regarding the information needed in the RFP submittal package. On January 14, 2021, all questions addressed at the pre-bid conference were posted to the City website: <https://bids.losaltosca.gov/rfp/housing-element>. January 21, 2021 was the deadline to submit a proposal to Los Altos. On this date, the City received three proposals. On February 4, 2021, a staff panel met and interviewed with each consultant team, and the panel asked relevant questions regarding the submitted proposals. At the conclusion of the interviews, staff made a recommendation to move forward on the most qualified proposal to the City Council for authorization of the City Manager to enter into an agreement with this consultant.

Analysis

The most qualifying proposal was presented by Lisa Wise Consultant (LWC), a multi-discipline firm with architects, designers, and planners on staff with offices that are in the Bay Area and other cities in the State. LWC is highly regarded within the urban planning community, has a thorough understanding of State housing law, and has worked with over 25 jurisdictions on State certification of Housing Elements in the 4th, 5th, and 6th (current) Housing Element cycles. LWC has successfully delivered Housing Element Updates in cities like Los Altos in which the community (elected and appointed officials, community groups, property owners, business owners and operators, and housing advocacy groups) has actively participated, in the process. Those jurisdictions include Livermore, Benicia, Vallejo, Pacific Grove, and Monte Sereno. Additionally, LWC is working with similar jurisdictions in southern California like Temple City and San Gabriel, both of which are relatively built out communities like Los Altos with RHNA allocations of 2,182 and 3,017, respectively.

Familiarity with Los Altos

LWC has been working in Los Altos for 12 months, creating Objective Design Standards which has provided the firm with a detailed understanding of the City's development codes, design standards and development patterns, particularly the corridors and neighborhoods that support multi-family development (Downtown, El Camino Real Corridor, Foothill Corridor and Downtown-adjacent areas). This will provide significant efficiencies initiating the Housing Element Update process and in meeting timelines and budgets.



Subject: Housing Element Update Consultant Recommendation

Community Outreach

The Los Altos community prioritizes and values community engagement, and the LWC Community Outreach and Engagement (Task 7) approach fits with communities that have a very high interest and organized involvement in the planning process. Their approach draws on our 15 years of experience in the ABAG region and our 9 Housing Element Updates, which is currently in the 6th Cycle. Furthermore, LWC includes an outreach specialist, San Anselmo-based Plan to Place, the same firm that that also worked on the Downtown Vision Plan for Los Altos. While all the submitted bids presented community outreach, LWC had a more extensive and detailed plan that included the following action steps:

- Stakeholder and Focus Group Meetings
- Community Surveys
- Community Workshops
- Study Sessions with the Planning Commission and Council
- Creation of a Project Website

It should be noted that the community outreach portion of the project is approximately one fourth of the total bid as City staff is anticipating a significant amount of community interest in this project and wants to include, as it should, a wide spectrum of stakeholders and interest groups.

Cost

The base contract amount is a total of \$600,228, (\$552,228 for the base cost of the project with a contingency of \$48,000) for preparation of the Housing Element. This amount includes the preparation of a Mitigated Negative Declaration (MND), which is the anticipated level of environmental review that will be needed. However, if preparation of an Environmental Impact Report (EIR) is required, there will be a need to adjust the fee by an additional \$94,000 (current estimate) and staff would need to return to Council with a request to amend the agreement. If an EIR is necessary, the Council will be advised on how this will affect the schedule. As of now, it is anticipated that an EIR could add four months to the update process.

The current fee for this update reflects an adjustment to the original cost proposal provided by LWC after City staff requested that the consultant “sharpen their pencils” and identify ways to reduce the overall budget. This was done by reducing the number of surveys and public meetings.

- Tasks 6.2 and 6.4 - Changed the number of hearings on the Draft and Final Housing Element from six to three for each task.
- Task 7.5 - Changed the number of surveys to 1.



Subject: Housing Element Update Consultant Recommendation

- Task 7.6 - Changed the number of community workshops from 4 to 3.

Even with these revisions, the proposal still has a very robust number of meetings and community outreach approach. The revised budget has over 1,000 hours (about \$186,000) allocated to these tasks. Additionally, it should be noted that per the regional REAP funds being administrated by ABAG/MTC, the City is eligible to receive approximately \$35,000 in reimbursement for Housing Element related expenses, so the true cost to the City is closer to \$517,000 (or a total of 565,000 if the contingency is needed).

So, the overall project budget breaks down in the following way:

Table 1-Contract Breakdown	
Base Contract	\$552,228
Contingency	\$48,000
Total Consultant Contract	\$600,228
Less REAP Funds	(\$35,000)
True City Cost with Contingency	\$565,228

This consultant cost is within the range of the other proposals that were received and in keeping with proposals submitted on Housing Element updates for neighboring jurisdictions, including the City of Palo Alto.

Table 2-Housing Element Cost Comparison		
City	Cost	CEQA REVIEW
San Carlos	\$800,000	EIR
Palo Alto	\$630,000	Supplemental EIR
Los Altos	\$600,228	MND

Additional/Optional Tasks

The proposal does list some additional and optional tasks. One of the additional tasks is the preparation of an in-lieu fee study. Based on feedback from the City Council at recent Budget and Priorities/Objectives meeting, there appears to be some interest in having this study included with this update. The fee for preparing the housing in lieu fee study for is \$27,680. Additionally, given City Council feedback, it may desire to have a commercial and housing development impact fee study completed for an additional cost of \$47,140 (item 10.5 of the submitted proposal).

If Council would like to include these studies, staff recommends that the appropriate fee amount be added to the authorized budget amount so this task can be undertaken with the Housing Element



Subject: Housing Element Update Consultant Recommendation

Update. In the alternative, staff has included funds to cover an in-lieu/ impact fee study in the next two-year budget (currently in process). If made part of the upcoming budget, staff could begin soliciting proposals for this study in the near term and begin work on such a study this year. If these the additional services are made a part of this agreement, work on these can begin this year as well.

Project Schedule

If approved by the City Council on May 25, 2021, a kickoff meeting with the consultant will occur in July. Attachment 4 to this staff report is the overall revised project schedule showing completion of the project by August 2023.

Recommendation

Staff is recommending that the City Council provide authorization for the Interim City Manager to execute an agreement with Lisa Wise Consultant (LWC). Attachment 2 is the proposal submitted by LWC for the City Council's information.

Options

- 1) Add the Housing Element Update to the list of CIP projects, allocate \$600,228 to the project from the unallocated funds account and Authorize the City Manager to execute an agreement with Lisa Wise Consulting (LWC) in an amount not to exceed \$600,228 for the Housing Element Update and amend the budget for the Community Development Department as needed.

Advantages: Allows an agreement with the recommended consulting firm to be executed so that the Housing Element Update effort can begin.

Disadvantages: Results in expenditure of City funds.

- 2) Decline authorization to execute an agreement with Lisa Wise Consulting (LWC).

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

Disadvantages: Delays the Housing Element Update process.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-29

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE INTERIM CITY MANAGER TO NEGOTIATE AND EXECUTE
AN AGREEMENT BETWEEN THE CITY OF LOS ALTOS AND LISA WISE
CONSULTING INC., FOR \$600,228 FOR THE 2023-2031 HOUSING ELEMENT
UPDATE AND AUTHORIZE A BUDGET AMENDMENT TO REFLECT THIS
INCREASED EXPENDITURE**

WHEREAS, California Government Code Section 65300 requires the City to adopt and maintain a comprehensive, long-term General Plan for the physical development of the City; and

WHEREAS, California Government Code Section 65580, requires the General Plan to address housing issues (referred to as the Housing Element); and

WHEREAS, the City of Los Altos desires to employ a consultant to provide services related to the completion of the City's 6th Cycle Housing Element Update which must be certified by the California Department of Housing and Community Development (HCD) by January 2023.

WHEREAS, the City of Los Altos released a Request for Proposals on December 17, 2020 for Housing Element planning services; and

WHEREAS, at the conclusion of this process staff recommended Lisa Wise Consulting as the preferred consultant; and

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

1. The Interim City Manager to execute an agreement with Lisa Wise Consulting for professional planning services in an amount not to exceed \$600,228.
2. The Budget for the Community Development Department is amended to reflect this increased expenditure.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 8th day of June 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea M. Chelemengos, CMC, CITY CLERK



CITY OF LOS ALTOS

2023-2031 HOUSING ELEMENT UPDATE

RESPONSE TO REQUEST FOR PROPOSALS

JANUARY 21, 2021 | REVISED 5-26-21

Prepared for:



City of Los Altos
1 North San Antonio Rd
Los Altos, CA 94022

Prepared by:



Lisa Wise Consulting, Inc.
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(805) 595 - 1345



Rincon
449 15th Street, Suite 303
Oakland, CA 94612
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(510) 834 - 4455



Plan to Place
25 San Anselmo Avenue
San Anselmo, CA 94960
www.plantoplace.com
(415) 889 - 0580

January 21, 2021



Guido F. Persicone
 Planning Services Manager
 City of Los Altos
 1 North San Antonio Rd.
 Los Altos, CA 94022
gpersicone@losaltos.gov

RE: LWC Proposal to Prepare the City of Los Altos 2023 – 2031 Housing Element Update (6th Cycle)

Dear Guido,

On behalf of our highly qualified and motivated team, we are pleased to submit our proposal to complete the 2023 – 2031 Housing Element Update, environmental review, and additional tasks for the City of Los Altos. As a firm that is dedicated to understanding and implementing State housing legislation and working with cities to ensure safe, attractive and affordable housing, this is a target project for us.

LWC's resume features 20 HCD-certified 4th and 5th Cycle Housing Element Updates. LWC also has hands-on experience in the 6th Cycle, leading seven Housing Element Updates across the State. Our team includes Rincon Consultants, Inc. and Plan to Place. Both of these firms have direct experience in Los Altos and we share a long history of successful collaboration.



LWC is dedicated to working closely with our clients to ensure compliance with State housing law and to develop policies and programs that enable and encourage a diversity of housing types, designs, and forms of ownership. LWC is also a leader in zoning code audits and updates and financial feasibility analysis.



Rincon brings a staff of over 250 environmental science and land use planning professionals with experience on dozens of Housing Element Updates and providing clear, compliant CEQA documentation and review.



Plan to Place is a Bay Area leader in community engagement strategies and facilitating outreach programs aimed at assuring the community's perspective is evident in the findings and final recommendations.

We understand the City's priorities to amend site development standards and densities at key housing opportunity sites, implement AB 1851, and streamline the review of proposals for affordable housing and housing across all income levels. We also understand that the City is taking a holistic approach by assessing in-lieu fees and addressing appropriate areas for rezoning focused on an adequate housing sites inventory and consistency across planning documents. To this end, we will work closely with City staff, City Council, and the community to create policies aimed at accommodating housing demand while preserving the City's "eclectic, small town" ethos. We will also apply our familiarity with the unique character of, and opportunities in, the Downtown and the Foothill and El Camino Real corridors.

Our proposal includes all the tasks and outcomes prescribed by HCD in this 6th Cycle, taking the project from initiation to certification, including evaluation of 5th Cycle policies and programs, sites and constraints analyses, responsive coordination with the HCD, and adoption hearing support.

As LWC's President and CEO, I will be ultimately responsible for the quality and timeliness of all deliverables and our adherence to the budget and contract. I will work closely with David Bergman, who as Project Director brings over 25 years of experience in California housing and project management. David and I will support Jen Murillo, our most experienced Senior Associate. Jen will serve as Project Manager, responsible for the day-to-day operations, work production and workflow, and communication with the City and among the Consultant Team. Jen has dedicated her career to housing and is currently leading three 6th Cycle Housing Element Updates. The LWC team also includes Karen Huynh, who is working on all of LWC's 6th Cycle Housing Element Updates and financial feasibility efforts. Jen, David and Karen will be supported by our entire staff of very qualified and committed urban planners and 6th Cycle housing experts.

We appreciate the opportunity to submit our proposal and continue our relationship with the City. We look forward to next steps and will be happy to make refinements at the City's discretion. LWC has read and is able to comply with the tenets of the contract and insurance requirements as attached to the RFP.

Sincerely,



Lisa Wise, AICP, CPA (inactive)
President, CEO
Lisa Wise Consulting, Inc.
870 Market, Suite 977
San Francisco, CA 94108
P: (805) 595-1345
F: (805) 595-1978
lisa@lisawiseconsulting.com

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1

Project Understanding and Approach

Understanding of the Assignment

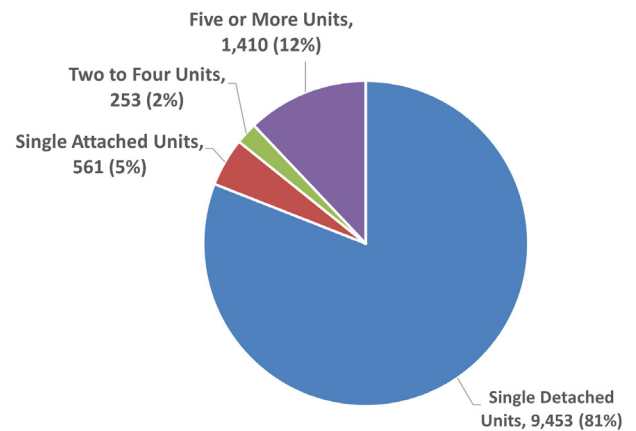
With the update to the Housing Element, the City of Los Altos aims to establish legislative policies and programs to ensure the City can accommodate required RHNA requirements in the site inventory, address upcoming challenges and capitalize on future opportunities. The City is seeking a State (HCD)-certified 6th Cycle Housing Element that is clear, concise, and legally defensible. The City will also use the opportunity to meet its 6th Cycle obligations and consider housing policies for key areas, including El Camino Real, as well as the assessment the financial gap for producing affordable housing in Los Altos. LWC will work closely with the City to address all of these goals.

Los Altos is one of the 100 ABAG jurisdictions that must submit their Housing Element Update (HEU) to HCD by January 31, 2023. The 6th Cycle requires a much higher level of examination and commitment than previous Cycles. Los Altos' current draft allocation at 2,270 units is more than three times the previous, 5th Cycle RHNA. The 6th Cycle also includes new and heightened requirements for identifying eligible sites, policies and programs that consider overpayment, overcrowding, jobs/housing balance and greenhouse gas performance, as well as increased scrutiny from HCD.

Our Understanding Informs Our Approach

We understand the City's ongoing efforts to build and maintain a more beautiful, stronger, healthier, and more resilient Los Altos. Our previous experience working with the community has led us to appreciate the exceptional care the City devotes to securing a high quality of life for its residents. We recognize that engagement with the community will be a critical factor for success and, as a Consultant Team, we are prepared to address these needs with a thorough and efficient approach that prioritizes robust community engagement, close collaboration with the City, and a clear understanding of existing conditions and HCD's requirements for certification. Our Team will draw on our deep and diverse experience and expertise in 6th Cycle housing elements, community engagement, and CEQA as well as our enthusiasm, attention to detail, and commitment to the highest industry standards.

Los Altos Housing Mix



Source: California Department of Finance, Table E-5, 2020

Los Altos' distinct advantages lie in its proximity to the vibrant economies, employment centers, diverse populations, and educational and research institutions in the Bay Area as well as beautiful parks and open space. Los Altos has an attractive downtown, well established residential neighborhoods and access to regional transportation services.

Approach

Approach

LWC's approach to Housing Element Updates in the 6th Cycle is rooted in: (1) compliance with State law, (2) effective project management, (3) a strong working relationship with HCD, and (4) seamless communication with the City.

LWC has developed successful approaches for the complex 6th Cycle:

- *Strict guidelines on how sites can be included*
 - *Greater emphasis on racial and economic equity*
 - *Criteria for realistic development potential determinations*
-

Compliance with State Law

The HEU must comply with statewide housing statutes, as established by California Government Code §65580 - 65589.11, HCD requirements, and recent State housing legislation, which includes:

- Adequate Housing Element Sites (AB 1397)
- Housing Crisis Act (SB 330)
- No Net Loss (SB 166)
- Affirmatively Furthering Fair Housing (AB 686)

LWC has a strong working knowledge of HCD requirements and the new laws impacting the 6th Cycle, some of which have not yet been fully tested. LWC is currently updating Housing Elements for seven jurisdictions. This includes Housing Elements in Woodland and Long Beach, which require Administrative Draft 6th Cycle Housing Elements in early 2021.

Effective Project Management

LWC's successful project management approach relies on frequent internal progress updates, consistent communication with the City and subconsultants, systematic and hierarchical review of all deliverables, and the use of BigTime, an online time management platform. The combination of the frequent evaluation and communication among the team and with the client, coupled with a robust project management software, enables LWC to forecast needs and capacity through the life of the project and make adjustments before issues arise.

A Strong Working Relationship With HCD

LWC brings over 14 years of housing policy experience and has delivered over 20 adopted and HCD-certified HEUs in the 4th and 5th Cycles through a close, communicative working relationship with City staff and HCD. This approach enables us to anticipate HCD's priorities and ensure compliance. Our partnership is particularly crucial in this 6th Cycle as Los Altos and all the jurisdictions in which we are working are contending with a substantially greater RHNA obligation, stricter site selection criteria, additional reporting requirements, and State mandates that are in the process of being defined.

Seamless Communication With The City

LWC believes the success of a project is predicated on clear and effective communication with City staff. As a 19-person firm, LWC is capable of managing large, complex projects while maintaining a swift response time and personalized attention to client needs. LWC will communicate with City staff on a regular basis to review and evaluate project status to ensure expectations are met.

2 Scope of Services

Scope of Work

Task 1: Project Initiation

Task 1.1 Kick-Off Meeting

The Consultant Team will prepare for and attend one kickoff meeting (via video or teleconference) with City staff. The meeting objectives are to:

- Confirm project goals and objectives
- Refine the work program
- Discuss the outreach strategy
- Identify potential stakeholders
- Clarify the roles and responsibilities of all parties involved
- Establish communication expectations and paths of communication
- Review and receive available project information
- Identify major milestones and dates for intermediate deliverables

Task 1.2 Data Collection

LWC will identify and gather key information, reports, maps, and databases, as well as submit a data request to the City for relevant material that has not been previously compiled. Plan to Place will research background material related to previous outreach engagement activities, interest groups, and project related material in preparation for producing a tailored project engagement strategy.

Task 1.3 Project Schedule

LWC will work closely with the City to develop a preferred timeline with Housing Element Update certification by January 2023.

Task 1 Deliverables:

- *Kickoff meeting agenda and summary notes with follow-up items*
- *Refined project schedule documenting key milestones and deliverables*
- *Document/data request*

Task 2: Technical Studies and Issues Evaluation

Task 2.1 Existing Housing Element

LWC will review the City's current Housing Element, Annual Housing Element Progress Reports, and other supporting materials as needed to gain insight and understanding of Los Altos' housing progress. This review will include an evaluation of previous housing policies and programs, including a summary of the progress towards meeting its goals (e.g., discussing goals, policies, or programs that are in progress, have been abandoned, or have not proven effective).

Scope of Work

Task 2.2 Housing and Special Housing Needs

In accordance with Government Code §65583(a), LWC will utilize available U.S. Census data and will prepare an assessment of housing needs. Data and content provided through ABAG's Regional Housing Technical Assistance Program will be incorporated as appropriate (e.g., jurisdiction-specific tables, charts, and text summaries for all required data, such as population, demographic, housing, market conditions and regional comparisons). Since this data is not available yet, an optional task is included to tailor this content as needed. LWC will analyze key data characteristics and their implications to identify the City's specific housing needs and evaluate its housing conditions. LWC will establish the nature and extent of housing needs for Los Altos including existing and projected housing needs (the City's 6th Housing Element cycle RHNA) and the housing needs of special groups. The needs assessment will also provide data to assist the City in meeting the State's Affirmatively Furthering Fair Housing goals.

Key data characteristics include:

- Demographics (e.g., age, race/ethnicity, population growth, employment trends)
- Household size, tenure, and income (by race and ethnicity)
- Housing stock characteristics (e.g., type, vacancy, age/condition, and cost/affordability, including what households are most significantly impacted by costs)
- Assessment of overcrowding and cost burden
- Special needs (e.g., large households, persons with disabilities, elderly)

Task 2.3 Housing Constraints

In accordance with Government Code §65583(a), LWC will conduct a constraints analysis for the preservation, protection, or production of housing across income levels within the City. LWC assumes that ABAG's Regional Housing Technical Assistance Program will provide all cross-jurisdictional comparisons necessary for this task (e.g., comparison of fees and processing time) and narratives of typical countywide non-governmental constraints, including community opposition to housing, cost of construction, limited availability of land, and other topics. This analysis will differentiate between governmental constraints (such as land use, zoning regulations, and impact fees), non-governmental constraints (such as mortgage lending availability), and environmental constraints to inform the most effective and appropriate policies to reduce constraints and facilitate housing production.

Task 2.4 Housing Resources

In accordance with Government Code §65583(a), LWC will identify housing resources, including programmatic and financial. The analysis will include a review of funding sources for housing development and improvement, regulatory incentives for affordable housing, and opportunities for residential energy conservation.

Task 2.5 At-Risk Housing Analysis

In accordance with Government Code §65583(a), LWC will identify and analyze multifamily rental housing units that are currently affordable and at-risk of converting to market-rate in the next 10 years. This analysis will include an assessment of conversion risk and an estimate of the cost of replacement versus preservation under current market conditions. LWC will also identify local entities that are qualified to acquire and manage at-risk units and local, state, and federal

Scope of Work

financing and subsidy programs to support the preservation of these at-risk units. The current Housing Element (2015) did not identify any housing units at-risk.

Task 2.6 Implementation Plan

In accordance with Government Code §65583(b), LWC will produce an implementation plan that outlines policies and programs that will satisfy the housing goals and objectives of the City during the eight-year planning period, including quantifiable programs that address the City's RHNA and effectively respond to the housing needs, constraints, and key priorities identified through the update process. This plan will include revisions to existing Housing Element goals, policies, and programs as appropriate, and will provide actionable steps the City is already taking or will undertake to accommodate its housing need.

This task also includes identification of other General Plan policy updates or revisions necessary to ensure consistency. LWC will summarize recommended amendments in a concise memo (table format recommended). Based on comments from the City at the pre-bid meeting, it is assumed that any General Plan amendments or rezonings would occur after adoption of the Housing Element.

Task 1 Deliverables:

- *Analysis from Task 2 will be included in Task 6.1 (Administrative Draft Housing Element)*
- *General Plan Amendment Recommendations Memo (draft and final) (Word, PDF)*

Task 3: Sites Inventory

Task 3.1 Residential Land Inventory

In accordance with Government Code §65583(a)(3) and §65583.2, in collaboration with City staff, LWC will update the City's residential land inventory to identify land suitable for residential development, including vacant sites and sites having the potential for redevelopment, consistent with HCD's requirements. The assessment will also include an analysis of the availability of infrastructure for sites included in the inventory. As part of this task, LWC will review recent multi-family project applications to determine realistic achievable densities to support the sites analysis and methodology. LWC will work closely with City staff to develop the assumptions and methodology for this inventory and produce a parcel-level inventory of sites with near-term residential development potential at appropriate densities. LWC will prepare an assumptions and methodology memo for review with City staff. LWC will utilize the ABAG Housing Element Site Selection Tool to the extent feasible. The budget reflects some anticipated efficiencies using this tool and working with City staff.

LWC and City staff will work closely with HCD to ensure the sites inventory complies with HCD requirements. The inventory must be adequate to accommodate the City's RHNA within the planning period. LWC will work with City staff to analyze potential policy strategies to increase site capacity (e.g., amending development standards and densities at key housing opportunity sites, etc.). The sites inventory work will begin early in the process to ensure adequate time for consideration of potential areas for rezoning or other changes to development standards need to achieve the RHNA.

This task assumes the City will obtain and provide adequate citywide parcel-level GIS data (including APN, address, parcel size, existing use, ownership, General Plan land use designation,

Scope of Work

zoning, land value, improvement value, and building square footage) to LWC. Additionally, LWC assumes that any rezonings required by the City's current Housing Element have been completed. Pursuant to SB 6, LWC will prepare an electronic copy of the residential land inventory using HCD's Electronic Housing Element Sites Inventory Form.

Task 3 Deliverables:

- *Residential Land Inventory Assumptions and Methodology Memo (draft and final - Word)*
- *Updated Residential Land Inventory Map and Table (draft; final will be included in the Administrative Draft Housing Element)*
- *Completed Electronic Housing Element Sites Inventory Form*

Task 4: Affirmatively Furthering Fair Housing

Task 4.1 Affirmatively Furthering Fair Housing

Consistent with State law, LWC will include an Assessment of Fair Housing (AFH) in the Housing Element. This will be considered during the sites inventory and preparation of goals, policies, and programs to combat discrimination, overcome patterns of segregation, and foster inclusive communities. This assessment will be included in the Administrative Draft Housing Element for City review.

Task 4 Deliverables:

- *Assessment from Task 4 will be included in Task 6.1 (Administrative Draft Housing Element)*

Task 5: Rezonings

Task 5.1 Recommendations Memo

Based on the sites analysis, LWC will work with City staff to identify potential areas for rezoning, if necessary. LWC will prepare identify parcels recommended to rezone and summarize in a concise memo (table/map format recommended). Considerations include the State requirement to maintain an adequate housing sites inventory throughout the eight-year planning period (i.e., no net loss). Based on comments from the City at the pre-bid meeting, it is assumed that any rezonings or General Plan amendments would occur after adoption of the Housing Element.

Task 5 Deliverables

- *Rezoning Recommendations Memo (draft, final) (Word, PDF)*

Task 6: Housing Element and Public Hearings

Task 6.1 Administrative Draft Housing Element

LWC will prepare an Administrative Draft Housing Element. For all Housing Element drafts, LWC assumes City staff will submit a single set of non-conflicting comments for LWC to incorporate into the next version.

Scope of Work

Task 6.2 Public Review Draft Housing Element and Hearings (3)

LWC will prepare a Public Review Draft (PRD) Housing Element, incorporating comments from City staff review of the Administrative Draft. LWC will present the PRD Housing Element to the Planning Commission and City Council at public hearings. LWC assumes up to three public hearings. LWC will prepare presentations for each hearing and summary notes. Due to social distancing restrictions in the context of the current COVID-19 crisis, meetings are assumed to be virtual, but the budget includes options for in-person meetings.

Task 6.3 HCD Review Draft Housing Element

LWC will revise the PRD in response to feedback from City staff, Planning Commission, and City Council. LWC will submit this revised draft to HCD for review.

Task 6.4 Final Draft Housing Element and Hearings (3)

LWC will coordinate with City staff to revise the HCD Review Draft in response to any HCD's comments. LWC will present the Final Draft Housing Element to the Planning Commission and City Council at public hearings. LWC assumes up to three public hearings. LWC will prepare presentations for each hearing and summary notes.

Task 6.5 Final Adoption and Certification

LWC will make any revisions directed by Planning Commission and City Council and submit the Final Adopted Housing Element to HCD for certification. LWC will also submit the Final Adopted Housing Element to the water/sewer district and the California Office of Planning and Research.

Task 6 Deliverables:

- *Administrative Draft Housing Element (Word, PDF)*
- *Public Review Draft Housing Element (Word, PDF)*
- *HCD Review Draft Housing Element (Word, PDF)*
- *Final Draft Housing Element (Word, PDF)*
- *Final Adopted Housing Element (Word, PDF)*
- *Hearings: presentations (draft and final; PPT and PDF); summaries (draft and final; Word and/or PDF)*

Task 7: Community Outreach and Engagement

Task 7.1 Engagement Strategy

Plan to Place will prepare an Engagement Strategy that will be refined throughout the project to course correct as needed. The strategy will be designed to:

- Outline project goals and objectives;
- Develop a program that will reach, educate, and engage the community throughout the Housing Element update;
- Confirm schedule, format, and resources for all engagement activities through a shared live resource;

Scope of Work

- Identify social media outlets to reach specific audiences (e.g., Facebook, Instagram, LinkedIn along with newsletters, blogs, videos) and virtual platforms for engagement (e.g., ZOOM, Miro, Padlet, YouTube Live Townhalls, Mentimeter or equivalent) in addition to traditional mailing and survey tools;
- Identify target demographic and interest groups and identify methods of communication and engagement with hard to reach groups and special needs populations; and
- Confirm coordination, facilitation and communication responsibilities

Task 7.2 Project Messaging

In an effort to set proper expectations about the project, Plan to Place will collaborate with the City of Los Altos' staff in an iterative process to prepare project messaging templates (Fact Sheets or FAQs) that will continue to evolve throughout the duration of the project. This important collateral will be critical in helping to identify the overall project objectives and provide answers to common questions, how information will be disseminated, and how the input gathered will be used to inform the process. Its anticipated that City staff and the Consultant Team will co-create the language for these documents, and the Plan to Place team will maintain, organize, and simplify the language to ensure the messaging is up-to-date and user-friendly.

Task 7.3 Outreach Campaign and Branding

In order to prepare an identifiable and consistent brand for this project, Plan to Place will lead the following tasks:

- **Style Guide** - The first step to creating branding materials will be to prepare a Style Guide that identifies the fonts, color schemes, and graphic design elements. The proposed Style Guide will build from existing branding resources.
- **Outreach templates** – Once the Style Guide is approved, Plan to Place can create a project logo if desired and related icons, outreach (digital / physical postcard, social media posts), document templates, and graphic style guidelines.

Task 7.4 Stakeholder/Focus Group Meetings (2)

Plan to Place will prepare for and facilitate up to two one-hour stakeholder/focus group meeting during the Housing Element project process. This meeting will include members identified by the City that include experts in housing, specific non-profits, developers, community groups and community members. These stakeholders identified will act as a conduit to segments of the community that may be difficult to access. As potential community partners, stakeholders can help share accurate project messaging and encourage typically unrepresented members of the community to attend community-wide meetings.

It is anticipated that this meeting will be facilitated (using hand raising, chat and whiteboard functions) through a virtual meeting platform such as Zoom. Anticipated roles and responsibilities:

- City staff to identify stakeholders and meeting formats (one-on-one or focus groups).
- City staff to coordinate stakeholder meeting schedules.
- Plan to Place will work with LWC and City staff to draft meeting objectives and agendas.
- Plan to Place to prepare for and co-facilitate meetings with LWC.
- Plan to Place will assist with meeting logistics related to the virtual platform set up.

Scope of Work

- Plan to Place will summarize the key takeaways from each meeting.
- Plan to Place can assist with translation of materials as needed (note that interpretation and translation services would incur an additional cost not accounted for in the submitted budget).

Task 7.5 Surveys (1)

Plan to Place will collaborate with LWC and City staff on initial intent and content for one survey and assist in preparing and analyzing surveys to extend the reach of the engagement effort. Particularly during the pandemic, the on-line survey will provide a convenient and interactive access to the project and mirror other engagement activities. The survey is anticipated to be administered and analyzed through SurveyMonkey, Google Forms, or an equivalent software. Access to the survey can be advertised on the City's website, social media platforms and utilizing postcard mailers with survey link and QR code.

Task 7.6 Community Workshops (4)

Plan to Place will collaborate with LWC and City staff in the preparation for and execution of up to three Community Workshops to provide the community and decision makers with basic knowledge focused on the Housing Element Update. The team will be prepared to implement digital virtual meeting formats to share information about the project, answer questions and gather feedback to address community concerns. It is anticipated that live polling and other interactive tools will be used to complement virtual meeting platforms to share and gather input. Community workshops will be advertised digitally on social media platforms and the City's website along with physical mailers that can be mailed directly to residents.

Anticipated roles and responsibilities:

- Plan to Place will work with City staff to prepare an overall purpose, approach, objective and anticipated outcome of the community workshops.
- LWC will prepare meeting materials.
- Plan to Place will facilitate each workshop and introduce interactive activities to get input on the strategies and deliverables.
- Plan to Place will assist with meeting logistics including virtual platform set up.
- Plan to Place will prepare summary notes.
- Plan to Place can assist with translation of materials as needed (note that interpretation and translation services would incur an additional cost not accounted for in the submitted budget).

Task 7.7 Study Sessions with Planning Commission and Council (2)

The Plan to Place team will work with LWC and staff to coordinate and facilitate up to two Study Sessions with the Planning Commission and City Council which may occur during regularly scheduled or special meetings to provide project updates.

Anticipated roles and responsibilities:

- Plan to Place will work with LWC and City staff to prepare an overall purpose, approach, objective and anticipated outcome of the Study Sessions.
- LWC will prepare meeting materials.
- Plan to Place will co-facilitate each Study Session with LWC.

Scope of Work

- Plan to Place will assist with meeting logistics including virtual platform set up.
- Plan to Place will prepare summary notes.

Task 7.8 Project Website

Plan to Place will work with City staff to create a dedicated project website which can be linked from the City's Housing Element Update webpage, created by the City. Using Squarespace, a web-based content management system (CMS), the site will serve as the primary portal for the engagement effort and will include:

- Project objectives and timeline;
- Project updates and news;
- Upcoming events and meeting summaries;
- Resources; and
- Opportunities to submit ideas and subscribe to project mailing lists.

The website can integrate social networking tools that are already in use and also accommodate additional applications customized for project-specific functions as needed. The website can also be linked to online survey and interactive tools to administer opinion surveys, and gather topic specific feedback.

Task 7 Deliverables:

- *Draft and final Engagement Strategy*
- *Draft and final Project Messaging*
- *Draft and final Branding and Outreach Materials*
- *Meeting and Workshop agendas (annotated and public facing), outreach (e.g., traditional and digital postcards), and presentation materials*
- *Meeting and Workshop summary notes*
- *Project Website*

Task 8: CEQA

Task 8.1 Environmental Determination

Rincon will conduct an initial environmental review of the project and complete an initial study checklist on the Housing Element in compliance with local requirements, California Environmental Quality Act (CEQA) requirements (Public Resources Code 21000 et. seq), and the State CEQA Guidelines (California Code of Regulations, Section 15000 et. seq).

The initial review will involve preparing an Initial Study, including completion of the CEQA checklist and providing supporting analysis to determine whether the Housing Element will or may have significant environmental effects that cannot be mitigated to below a level of significance. Rincon will use the City's preferred format, which we anticipate will be the suggested checklist from Appendix G of the CEQA Guidelines. The Administrative Draft Initial Study will address each of the items on the environmental checklist.

If it is determined that all impacts can be reduced to a less than significant level, the appropriate

Scope of Work

level of CEQA documentation for the project will be a Negative Declaration or Mitigated Negative Declaration (ND or MND). If one or more impacts cannot be mitigated to below a level of significance, the CEQA document will be a focused Environmental Impact Report (EIR). Scopes of work for both an (M)ND or an EIR are provided in this Task; however, the cost for the preparation of an EIR is included as an optional task in the budget.

Task 8.2 Draft Environmental Analysis

Rincon will prepare the draft environmental document in compliance with CEQA and submit for a minimum 30-day internal staff review period. The basic steps for a draft (M)ND and a draft focused EIR are described below.

Draft (M)ND

- Upon completion of the draft Initial Study, the remaining steps in the preparation of an (M)ND would be as follows:
- Finalize the Initial Study, including the (M)ND. This step will involve responding to two rounds of consolidated City comments on the draft Initial Study.
- Circulate the Public Review Draft (M)ND for the required 30-day public review period.

Draft EIR

- Finalize the Initial Study and circulate it along with a Notice of Preparation (NOP) of a Draft EIR.
- Prepare the Administrative Draft EIR. Each topical section in the environmental analysis will be introduced with a brief statement of its context in the Administrative Draft Program EIR. The setting for each topical section will describe existing conditions relevant to the topic and provide the groundwork for impact analysis. Rincon will clearly state the thresholds used to determine the significance of project impacts and will include thresholds in the CEQA Guidelines, Appendix G, as well as existing regulatory standards, if applicable. For some sections, the analysis will be supported by technical analysis that will be included as appendices to the Administrative Draft Program EIR. Technical analysis is anticipated for the air quality, biological resources, cultural and paleontological resource, energy, greenhouse gas, noise, public services, transportation, and utilities and service systems topic areas. For all topic areas Rincon will identify impacts and prepare mitigation measures to reduce significant impacts to a less-than-significant level, when feasible. For each potentially significant impact identified in the Administrative Draft Program EIR, Rincon will identify mitigation measures to avoid or reduce identified impacts. The Draft EIR will include the following sections:
 - Executive Summary – summary of the Housing Element, alternatives, identified impacts, and mitigation measures, overview of areas of known controversy
 - Introduction – overview of the CEQA environmental review process and EIR contents, legal authority and requirements, input received during EIR scoping, and lead, responsible, and trustee agencies
 - Environmental Setting – overview of current environmental conditions in the City and the cumulative projects list and/or forecast
 - Project Description – overview of the proposed Housing Element, including the project proponent (City), key project components with emphasis on those that may result in physical environmental changes, housing growth forecasts, and project objectives

Scope of Work

- Environmental Impact Analysis – identification of the significant environmental effects associated with the Housing Element; each individual subsection to include:
 - Description of the environmental and regulatory setting for the specific issue
 - Description of the analysis methodology
 - Listing of thresholds of significance used in the analysis
 - Discussion of project and cumulative impacts
 - Listing of mitigation measures proposed to address identified significant effects
 - Discussion of the level of significance of each impact after imposition of proposed mitigation measures
- Other CEQA Requirements – discussion of impacts related to growth inducement and significant irreversible environmental changes
- Alternatives – analysis of up to three alternatives to the proposed Housing Element, including the required No project Alternative, focusing on alternatives that reduce or avoid one or more of the Element’s significant environmental effects
- References and Preparers – listing of sources used and individuals involved in preparing the EIR
- Prepare the Draft EIR, which will involve responding to City comments on the Administrative Draft EIR and publishing the document for the 45-day public review period.

Task 8.3 CEQA Noticing, Outreach, and Filing

Rincon will conduct all required outreach, noticing, and filing of notices and documents for the environmental review of the Housing Element update.

For the (M)ND scenario, notices will include:

- SB 18 and AB 52 letters to Native American tribes – Rincon will assist the City with consultation for SB 18 and AB 52 by providing the City with letter templates, checklists, and detailed instructions to ensure meaningful consultation with interested Native American groups can be completed. We assume that the City will provide Rincon with a list of tribal groups to contact to satisfy SB 18 and AB 52. Rincon will not be responsible for coordinating with Native American tribes.
- Notice of Intent (NOI) to adopt an (M)ND – Rincon will prepare and will revise the NOI per one round of consolidated comments and will be responsible for filing with the State Clearinghouse (SCH) and the Alameda County Clerk.
- Notice of Completion (NOC) form that will accompany State Clearinghouse submittal – Rincon will prepare and will revise the NOC per one round of consolidated comments and will be responsible for filing with the State Clearinghouse (SCH) and the Alameda County Clerk.
- Notice of Determination (NOD) - Rincon will prepare and will revise the NOD per one round of consolidated comments and will be responsible for filing with the SCH and the Alameda County Clerk. The City shall be responsible for payment of CDFW fees, if any.
- Public Review Notification - The City will be responsible for distributing the NOI and (M)ND to

Scope of Work

responsible agencies and other interested parties, as well as radius label and other noticing required under CEQA or City procedures, including newspaper advertisement. Rincon can advise the City on these requirements if needed. The City will also be responsible for the payment of applicable filing fees.

For the EIR scenario, the noticing requirements will be completed as described above. The names of the notices may differ, but the preparation/review process and responsibilities described above will remain the same. Notices will include:

- SB 18 and AB 52 letters to Native American tribes
- Notice of Preparation (NOP) of a Draft EIR
- Notice of Availability (NOA) of a Draft EIR
- NOC form that will accompany the SCH submittals for the NOP and Draft EIR
- NOD

For the EIR scenario, we will also prepare materials for, attend, and present at an EIR scoping meeting.

Task 8.4 Final Draft Environmental Analysis

Rincon prepare the final environmental analysis, which will involve either a Final (M)ND or a Final EIR. Rincon will respond to one round of consolidated City comments on the (M)ND or EIR. Rincon will inventory all public comments on a comment/proposed response sheet for review/concurrence by the City's project lead. We will flag conflicting comments and consult with City staff to rectify them. The steps for each are described below.

Final (M)ND

- Prepare written responses to all written comments on the Public Review Draft (M)ND. All responses will include reasoned analysis and will cite appropriate provisions of the Public Review Draft (M)ND, the CEQA Guidelines, and applicable legal decisions. Although CEQA does not technically require written responses to comments on MNDs, we recommend preparing written responses to show that comments have been "considered" as required by CEQA. Rincon will be responsible for distributing copies of the Responses to Comments to all who commented on the Draft IS-MND and have assumed a budget of \$150 for reproduction costs and mailing associated with the distribution of Responses to Comments. If responses are delivered via email, this cost will not be billed.
- Prepare a Mitigation Monitoring and Reporting Plan (MMRP) if appropriate, which will be presented as a table listing all mitigation measures, indicating what monitoring actions are required, the department(s) and or agencies responsible for monitoring, and when monitoring is to occur.
- Prepare the Final (M)ND, including final responses, and any revisions to the text of the Public Review Draft (M)ND.

Final EIR

- Prepare written responses to comments received on the Draft EIR. As discussed above, Rincon will be responsible for distributing copies of the Responses to Comments to all who commented on the Draft IS-MND and have assumed a budget of \$150 for reproduction costs and mailing associated with the distribution of Responses to Comments. If responses are

Scope of Work

delivered via email, this cost will not be billed.

- Prepare a MMRP as described above
- Prepare either revised EIR text or an errata section
- Prepare the Final EIR, which will incorporate City comments on the administrative Final EIR.

Task 8.5 Adoption

As needed for the EIR scenario, Rincon will prepare final findings of fact and a statement of overriding considerations and provide these to the City for review prior to distribution. Upon receipt of City comments on the draft version we will prepare the final findings and overriding considerations. As noted above, Rincon will file the NOD with the SCH and/or County. We assume the City will pay applicable NOD filing fees. Rincon's principal in charge and project manager will also attend up to four public hearings on either the MND or EIR.

Task 8 Deliverables: [Note – see budget optional tasks for EIR costs]

- One (1) electronic copy of the Draft MND or EIR in both PDF and Microsoft Word Format
- One (1) electronic copy of each notice in both PDF and Microsoft Word Format, and scoping meeting materials for the EIR scenario
- One (1) electronic copy of the Responses to Comments, Final MND or Final EIR, and MMRP in both PDF and Microsoft Word Format
- One (1) electronic copy of the findings and overriding considerations in both PDF and Microsoft Word

Task 9: Project Management and Coordination

Task 9.1 Project Management and Coordination

LWC will maintain a close working relationship with the City through open and frequent email, phone, and videoconference communication. Monthly calls will be scheduled with the Consultant Team and City staff to provide status updates and collaborate on key issues and strategies. The City is expected to participate in the monthly calls and review the draft agendas and summary action notes from these calls.

LWC will provide progress reports and memos at various project stages as necessary to communicate updates and/or technical information. LWC will also maintain the project schedule and regularly distribute to the team as revisions occur to ensure deadlines are adhered to. This task also includes the Consultant Team's coordination and project administration not included in other tasks; obtaining needed documents and data; and ensuring compliance with pertinent legislation not included in other tasks.

Task 9.2 Coordination with HCD

LWC will assist the City in achieving State certification of the Housing Element after adoption by City Council. LWC will work closely with HCD and the City throughout the process to ensure that the City meets State requirements and will recommend modifications to the Housing Element, if required to obtain certification. LWC recommends initiating communication with HCD early in the process and contacting HCD when any relevant questions or ambiguities arise.

Scope of Work

Task 9 Deliverables

- *Monthly call agendas and summary action notes (Word)*
- *Progress reports (Word)*

Task 10: Additional Tasks

Task 10.1 AB 1851 Sites

LWC will identify large parcels within Los Altos that could potentially be utilized to implement AB 1851 (Religious institutions affiliated housing – Yes in God’s Back Yard (YIGBY)). LWC will also draft policies to facilitate implementation of AB 1851 in the near term. LWC will work with City staff to determine appropriate timing of this task, but it may be conducted concurrently with the sites inventory analysis and development of goals, policies, programs, and quantified objectives.

Task 10.2 El Camino Real Tax Credit Allocation Committee Sites Analysis

LWC will identify properties along El Camino Real that are most suitable for TCAC funding in the next three to five years. Map(s) of the properties will be submitted to the City along with documentation prepared by LWC that reflect TCAC’s criteria and competitive application scoring for each property. LWC will work with City staff to determine appropriate timing of this task, but it may be conducted concurrently with the sites inventory analysis.

Task 10.3 Affordable Housing Overlay Zone

LWC will provide the City specific examples of successful Affordable Housing Overlay Zones that can be replicated in Los Altos. Based on these examples, LWC will prepare policies within the Housing Element for the creation of an effective Affordable Housing Overlay Zone. LWC will work with City staff to determine appropriate timing of this task, but it may be conducted concurrently with the sites inventory analysis and/or development of goals, policies, programs, and quantified objectives. (Note: The Scope and Budget does not anticipate drafting the overlay zone.)

Task 10.4 Housing In Lieu Fee Study

LWC will review the City’s Inclusionary Housing Ordinance and prepare a Housing In Lieu Fee study that measures the true gap financing that is needed to actually build affordable housing units in Los Altos. For this task, LWC will establish the cost of providing affordable units in Los Altos based on existing conditions. These costs will be established based on an analysis of the cost of land, capital costs for development including hard and soft costs. Based on these inputs, LWC will prepare a static proforma model with up to four housing prototypes representing both ownership and rental products. The identified financing gap by prototypes will be documented in a concise memo with supplemental tables supporting the findings.

LWC will work with City staff to determine appropriate timing of this task, but it may be conducted during the housing constraints assessment.

Task 10.5 Housing Impact Fee Study

- **Labor Market Analysis:** Using data from the California Employment Development Department (EDD) and US Census LEHD data, LWC will identify employment levels and types by major sector within Los Altos. LWC will prepare wage estimates on a sector-by-sector basis using Bureau of Labor Statistics (BLS) data. Sectors will be decomposed into occupational classifications using Standard Occupation Codes (SOC).

Scope of Work

- **Development Impacts:** Using employment densities for each job type, LWC will estimate the number of workers that would be accommodated on a per square foot basis, the percentage of those workers who would form households, and the number of new households that would form by income category.
- **Affordability Analysis:** Based on the housing market data and the labor market analysis, LWC will develop pro forma and determine affordability gap per unit for each income level by industry and occupation. This will be used to determine the per-unit affordability gap by number of households in each job type, by income level to determine linkage fee on a per square foot basis by category of nonresidential development.
- **Draft Recommendations for Linkage Program:** LWC will prepare recommendations for the amounts and classifications for a housing linkage fee for Los Altos. The linkage fee serves as a fee on non-residential development. LWC will provide a recommended fee schedule

Deliverables

- *AB 1851 sites map (draft and final) (PDF)*
- *El Camino Real TCAC sites map and documentation (draft and final) (PDF)*
- *Affordable Housing Overlay Zone examples (PDF)*
- *Housing In Lieu Fee Study Memo (administrative draft, public review draft, final) (Word, PDF)*
- *Housing Impact Fee Study Memo (administrative draft, public review draft, final) (Word, PDF)*

Optional Task A: Traffic Analysis

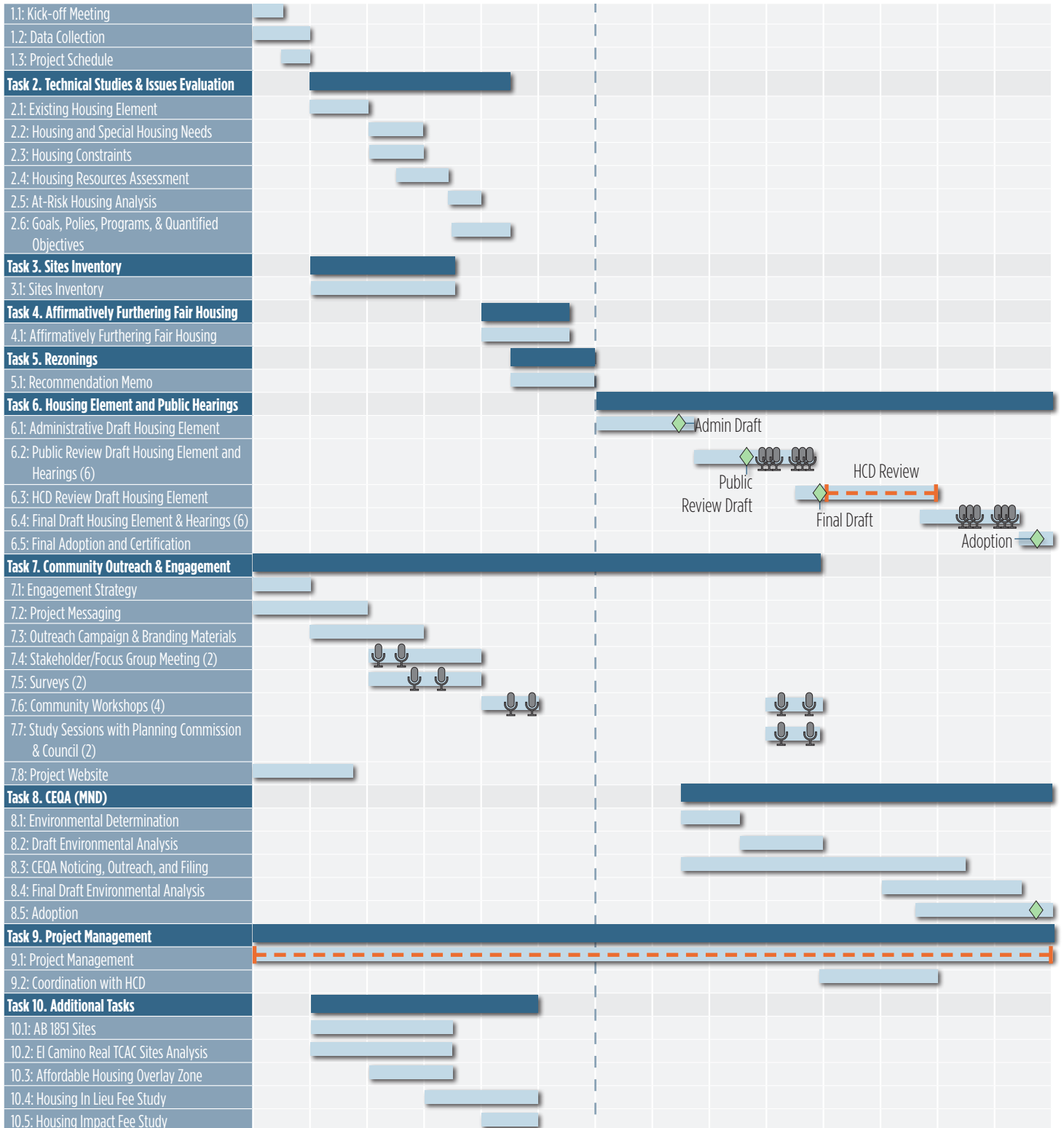
If this optional task is authorized, our team will engage Hexagon Transportation Consultants, Inc. (Hexagon) to prepare a stand-alone transportation analysis for the project. In our experience, a transportation analysis is not typically required when a jurisdiction can satisfy their RHNA allocation through sites that will not require re-zoning. In this case, land use and zoning designations would not change and the transportation impacts resulting from housing development on these sites were considered as part of the CEQA analysis prepared for the General Plan (2002). If this is not the case, or if re-zoning is required to meet the RHNA allocation, a transportation analysis would be required to address transportation impacts resulting from the Housing Element update.

If this task is authorized, Hexagon will calculate the vehicle miles traveled (VMT) for each site that is identified in the housing element for a possible redevelopment with increased density. This analysis will be done using the Los Altos VMT policy, which includes heat maps and a VMT tool. If any sites would have a significant impact, Hexagon will identify the required mitigation for the VMT impact. In addition, we will prepare a cumulative analysis that calculates the change in citywide VMT as a result of the housing element. This analysis will be done with the VTA travel demand forecasting model. The forecasts will show whether citywide VMT would increase or decrease as a result of the Housing Element. The final work product will be a memo that describes the impacts and mitigation measures for the individual housing sites and for the plan as a whole.

Optional Task B: Environmental Impact Report

See scope of work described in Task 8 associated with an EIR.

Schedule



◆ Deliverable 🎤 Public Hearing/Workshop

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3

Consultant Description of Qualifications

Firm Profile

LISA WISE CONSULTING, INC. (LWC)



LWC is an urban planning and economics firm that specializes in preparing feasible, equitable housing strategies and modern zoning codes that facilitate sustainable, well-designed places to live, work, and recreate. LWC has a strong resume in housing policy and implementation, zoning code updates, land use economics, real estate finance, and fiscal analysis, with a constant focus on community involvement and feasible implementation.

LWC core capabilities:

- Housing Element Updates, Affordable Housing, and Anti-Displacement Strategies
- Inclusionary Housing Ordinances, Density Bonus Programs, Objective Design Standards
- Zoning Ordinances, Development Codes, and Form-Based Codes
- Specific Plans, Master Plans, and Community Plans
- Market Analyses, Revitalization Strategies, and Financial Feasibility Studies
- Public Engagement, Visioning, and Community Consensus Modeling

LWC was founded in 2006, and has grown to a staff of 19 with offices in San Francisco, San Luis Obispo, and Los Angeles. LWC is a Disadvantaged Business Enterprise (DBE) in California and a certified California Small Business Enterprise (SBE).

Our work is grounded in extensive coordination with city staff, civic leaders and the community, as well as in thorough, objective research and best practice analysis. Each LWC project is unique, and reflects the needs, desires, character, and economic realities of the community.



LWC - Plan to Place Partnership

LWC and Plan to Place are currently working closely in Piedmont and in Marin County with 10 jurisdictions to develop Objective Design Standards. Joining forces on this project will enable us to conduct an inclusive outreach with multiple opportunities for public participation and tracking project progress.



LWC - RINCON PARTNERSHIP

LWC and Rincon have been working closely and consistently for over 10 years. Our partnership includes 6th Cycle Housing Element Updates in Santa Maria, Temple City, San Gabriel, and Woodland as well as code updates, specific plans and Objective Design Standards projects. Our practiced communication, mutual trust and protocol for creating and refining project deliverables will enable us to work quickly and efficiently in Los Altos.

Firm Profile

PLAN TO PLACE



Plan to Place is a community engagement and communication firm based in Marin County. At Plan to Place we value highly collaborative and inclusive community-based, neighborhood and urban planning efforts. As a full-service engagement firm, we are continually exploring and innovating new outreach tools that are tailored to meet the needs of our clients and the communities we work with. We implement an array of communication, facilitation and engagement platforms designed to provide access to a wide range of participants.

Plan to Place specializes in:

- Comprehensive community engagement strategies
- Customized outreach tools that spark imagination and intrigue
- Interactive and approachable visioning exercises
- Inclusive processes that prioritize equitable integration of all voices and aspirations
- Genuine and active listening to and empowering of stakeholders
- Creative community-facing design and branding
- Thoughtful translation of complex planning challenges into collaborative community-supported actions

RINCON CONSULTANTS, INC.



Rincon Consultants is a multi-disciplinary environmental science, planning, and engineering consulting firm that provides quality professional services to government and industry. Our principal service is to provide planning and environmental support to create and sustain innovative solutions to land use, natural resource, sustainability, and environmental impacts. Rincon prides itself on the considerable depth of its staff, which includes certified urban planners, public engagement specialists, and environmental specialists. Our approach to every project is centered upon the design and development of innovative solutions that respond to our clients' specific needs in a cost-effective manner.

We have categorized our environmental consulting services into six core areas:

- Environmental Sciences and Land Use Planning
- Natural Resources
- Water Resources
- Cultural Resources
- Site Assessment and Remediation
- Sustainability Services

We also maintain a Geographic Information Systems (GIS) and Graphics Communications group to enhance our documents and support our data analyses.

Firm Profile

Organizational Chart



Lisa Wise, AICP
President, CEO
Principal-In-Charge



Jennifer Murillo, AICP
Project Manager



David Bergman
Director



Karen Huynh
Associate



rincon



Abe Leider, AICP CEP
Principal



Karly Kaufman, MESM
Senior Environmental
Planner



Kari Zajac
Project Manager



Dave Javid, AICP
Founder, Principal



Paul Kronser
Sr. Community
Engagement Specialist



Suhaila Sikand
Outreach and Graphic
Design Specialist

Project Team



Lisa Wise | AICP, CPA (inactive) | President, CEO | LWC

As a certified planner, Lisa has over 30 years of professional experience in housing policy, zoning codes, economic development strategies, financial analysis and managing complex engagements. Lisa is considered a national expert on housing policy and code reform and presents on the topics regularly at State and National APA, League of California Cities, ULI and the New Partners for Smart Growth conferences. Lisa is adjunct faculty at the California Polytechnic State University in San Luis Obispo focusing on courses in housing and real estate finance. Lisa has been directly responsible for over 20 housing policy engagements, 34 code updates, 23 master and specific plans, and 35 economic projects. Lisa holds a Master's degree in City and Regional Planning from California Polytechnic State University, San Luis Obispo, Master's in Accountancy from DePaul University in Chicago and a Bachelor of Science in Business Administration from University of Cincinnati.

Role: As the **Owner and President** of LWC, Lisa will be ultimately responsible for LWC's adherence to scope, budget, timeline and to the tenets of the contract. Lisa will work closely with David Bergman (Project Director) and Jennifer Murillo (Project Manager) to guide LWC's approach and review and approval of final deliverables.

David Bergman | AICP | Director | LWC



With over 25 years of experience, David has focused on community development, real estate and urban planning projects, with an emphasis on the formation and implementation of urban and regional development strategies, and public-private partnerships. David's strengths and expertise include public policy and alternatives analysis that balance economic feasibility, fiscal performance and community vision. He also brings an understanding of California Housing Law, earned working directly with California cities and counties on the identification and assessment of financing options for affordable housing, student and workforce housing and inclusionary housing, and strategies for improved jobs/housing balance and anti-displacement programs. As the Director of Planning for the City of South Pasadena, he oversaw the successful approval of the City's first density bonus application and adoption of an Accessory Dwelling Unit (ADU) Ordinance, that was approved by the California Department of Housing and Community Development (HCD). David holds a Master of Geography and Urban Planning from the University of California, Los Angeles, and a Bachelor of Arts degree in Geography and Classical History from the University of Wisconsin in Madison.

Role: David will serve as **Project Director**, working closely with Jennifer Murillo (Project Manager) and Karen Huynh (Associate) to set the framework for deliverables, guide technical analysis, review draft documents, and track project milestones and performance.

Project Team

Jennifer Murillo | AICP | Senior Associate, Project Manager | LWC

Jen brings over 13 years hands-on experience managing complex, long-range planning, housing, and economic development projects and assures that LWC deliverables are produced on time, within budget, and exceed client expectations. Jen's resume showcases housing experience with strong economic development and fiscal impact assessment capabilities. She leads the LWC team in developing land use strategies for affordable housing, short-term rental impact assessments and ordinances, market analysis, financial modeling, pro forma development, and fiscal impact analysis. Jen also has strong public engagement skills grounded in empathy, maintaining open lines of communication, and assuring community feedback is reflected in final policies, programs, and regulation. Jen combines her MBA and public sector experience for a strategic and balanced approach to planning and the economics of land use. She holds a Master of Business Administration from Indiana University and Bachelor of Arts degrees in Environmental Studies and Geography from University of California, Santa Barbara.



Role: As **Project Manager**, Jen will be responsible for day-to-day communication with the City. She will work closely with David Bergman, Karen Huynh, and LWC staff to conduct site analyses, and draft, review, and edit the Housing Element. She will coordinate review and submittal to HCD. Jen will be responsible for ensuring deliverables are complete, accurate, and submitted on time and within budget to meet and exceed client expectations. She will also work with the LWC Business Manager to assure invoices are complete, correct, and timely.

Karen Hunyh | Associate | LWC

Karen brings 10 years of experience to LWC in affordable housing, real estate finance, land use economics, and fiscal analysis. She has a deep understanding of local government program management, funding, and implementation. Her strengths include housing feasibility studies, market analysis, housing policy analysis as well as fiscal impact analysis, development feasibility, and community engagement techniques. She works closely with each client to deliver tailored research and recommendations aimed at creating more livable, accessible, equitable, and resilient places. Karen holds a Master of Public Policy degree from University of California, Berkeley, where she specialized in homelessness/housing policy and economic inequality and a Bachelor of Arts degree in Neuroscience from Columbia University.



Role: As **Project Associate**, Karen will work closely with Jen Murillo to review and summarize archival documents, conduct socio-economic research and policy assessment, evaluate existing programs, prepare materials for outreach events, and develop draft deliverables and informative and attractive graphics. Karen will also be responsible for project file management and archiving.

Project Team



Abe Leider | AICP CEP | Principal | Rincon

Mr. Leider has over 20 years of experience in the planning field and has managed or primarily authored successful planning and environmental documents on subjects ranging from regional resource management and land use regulation to complex public and private development projects. He is proficient at interpreting state and federal planning and environmental regulations and guidelines as well as developing thorough and clear environmental documentation. Mr. Leider is experienced at providing professional contract planning support in all facets of the project review and permitting process to small, mid-sized and large jurisdictions throughout California. He has prepared informational and technical reports on a range of planning and environmental topics, including general land use trends, agriculture, biology and aesthetics/visual resources. His recent project experience includes overseeing several CEQA assignments for cities in the south bay and on the Peninsula, including project and program documents for Redwood City, San Jose, San Mateo UHSD, Millbrae, South San Francisco, Mountain View, and Palo Alto, where He is the Principal-in-Charge of the current City of Palo Alto contract for on-call environmental consulting services and where Rincon has prepared a number of EIRs including, recently, for the Housing Incentive Program expansion.



Karly Kaufman | MESM | Senior Environmental Planner, Project Manager | Rincon

Karly Kaufman is involved in managing and preparing CEQA and NEPA documentation and technical air quality, GHG, and noise impact analyses. Ms. Kaufman manages and prepares environmental documents for a diverse range of projects including general plans, specific plans, residential and commercial development projects, and infrastructure projects. She has prepared EIRs, Initial Studies, Negative Declarations, and Categorical Exemptions. Her recent project experience has involved managing EIRs for many plans and programs focused on housing production, including the Adeline Corridor Specific Plan EIR, Southside Rezoning for Housing EIR, and BART Stations Rezones for Housing EIR for the City of Berkeley; the Housing Incentive Program Expansion EIR for the City of Palo Alto, the Ashland and Cherryland Business District Specific Plan EIR for Alameda County, and numerous CEQA documents for the cities of San Leandro, Hayward, and Mountain View, among others. She is experienced with the CalEEMod land use emissions model and a variety of other air pollutant and GHG emissions models including EMFAC 2011 and CALINE4. Ms. Kaufman also specializes in organizing outreach and educational campaigns for a variety of audiences on national and local levels.

Project Team

Kari Zajac | Project Manager | Rincon

Ms. Zajac has a strong background in environmental science and has experience in CEQA and NEPA compliance and permitting working as an environmental planner. Ms. Zajac's professional experience includes preparing exemptions and exclusions, initial studies, EIRs, and technical studies, such as acoustical analysis. Ms. Zajac leads Rincon's noise technical team and is experienced California Emissions Estimator Model (CalEEMod), Roadway Construction Noise Model (RCNM), Traffic Noise Model (TNM), and Extech sound level meter operation and computer software. In addition, she is experienced in air quality and GHG modeling and has written numerous technical studies on those topics.



Dave Javid | Founder, Principal | PLAN to PLACE

Dave from Plan to Place will be the point of contact and conduit between the Plan to Place team and LWC and City staff to review strategy, timeline and deliverables. Dave has over 18 years of experience leading a diverse range of award-winning community-based planning efforts. Dave's experience as a project manager on vision, corridor, strategic specific plan and placemaking projects has provided invaluable insight on the opportunities and the challenges of balancing client objectives while meeting community expectations. By implementing a range of engagement and communication platforms, Dave has forged relationships with key community leaders to establish partnerships and a common dialogue that has led to successful policy outcomes.



Paul Kronser | Sr. Community Engagement and Design Specialist | PLAN to PLACE

Paul will collaborate with the project team on both outreach materials and communication templates along with assisting with facilitating meeting activities. Paul has over 10 years of experience in planning, urban design and community engagement. He has lead community outreach efforts to engage the public on various projects ranging from high density urban developments to rural active transportation grants. His experience has allowed him to gather skills in various community engagement methods, creating productive conversations around key issues facing communities today.



Suhaila Sikand | Outreach and Graphic Design Specialist | PLAN to PLACE

Paul will collaborate with the project team on both outreach materials and communication templates along with assisting with facilitating meeting activities. Paul has over 10 years of experience in planning, urban design and community engagement. He has lead community outreach efforts to engage the public on various projects ranging from high density urban developments to rural active transportation grants. His experience has allowed him to gather skills in various community engagement methods, creating productive conversations around key issues facing communities today.



Relevant Project Experience

HOUSING ELEMENT UPDATES & CYCLES

Arroyo Grande	4th & 5th
Atascadero	4th & 5th
Beaumont	6th
Benicia	4th & 5th
Coachella	6th
El Dorado	4th
Grover Beach	4th
King City	4th
Livermore	5th
Long Beach	6th
Loomis	3rd, 4th, & 5th
Monte Sereno	4th
Pacific Grove	4th
Pismo Beach	4th
Placer County	4th
Richmond	4th & 5th
San Gabriel	6th
Santa Maria	6th
Tehachapi	4th & 5th
Temple City	6th
Tulare	4th
Vallejo	5th
Woodland	6th

HOUSING PROGRAMS

Atascadero, CA, Equity Sharing Ability to Pay Analysis and Criteria

Richmond, CA, Richmond, CA, Fair Housing Ordinance Evaluation and Update

Livermore, CA, Development Code Update, Form-Based Code, Density Bonus Program

Mammoth Lakes, CA, Affordable Housing Conceptual Land Use Plan

Pismo Beach, CA, 360 Park Affordable Housing RFP Process Management

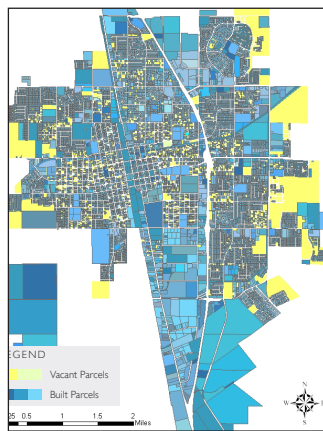
Housing Elements & Policy Development

For over 14 years, LWC has worked with cities and counties to comply with State housing law and assure eligibility for planning and implementation funding, by:

- Understanding the community vision;
- Assessing local housing needs;
- Inventorying available sites for housing development;
- Analyzing constraints to housing development;
- Proposing programs to reduce constraints, making additional sites available; and
- Attaining HCD approval of the Housing Element Update.

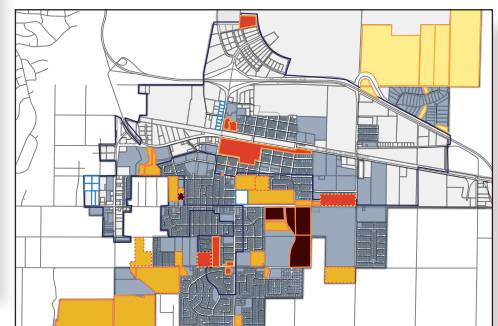
LWC has a thorough understanding of State housing law and has worked with over 25 jurisdictions on State certification in the 4th, 5th, and 6th (current) Housing Element cycles. LWC’s approach to Housing Element Updates and housing policy prioritizes streamlining the approval process, facilitating affordability and enabling a diversity of housing types that are consistent with the community vision and State Planning Priorities. LWC’s approach also relies on substantive online and in-person public engagement.

LWC’s housing resume also includes the assessment and development of Fair Housing Ordinances, Density Bonus Programs, MU/MF Objective Design Standards, Short Term Rental Ordinances and Inclusionary Housing Ordinances.



City of Tehachapi Housing Element Update - Vacant Land Inventory

City of Tulare Housing Element Update - Vacant Land Inventory



Relevant Project Experience

LWC

CITY OF LIVERMORE Housing Element Update, 5th Cycle

STATUS:

Adopted in March and Certified in April 2015

TIMEFRAME:

May 2014 - April 2015

BUDGET:

\$41,000

REFERENCE:

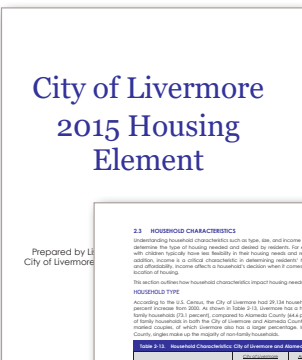
Christine Rodrigues
Assistant to the City Manager
City of Livermore
1052 South Livermore Ave.
Livermore, CA 94550
(925) 960-4410
cnrodrigues@ci.livermore.ca.us

LWC was hired by the City of Livermore to lead the 5th Cycle update to the Housing Element for the planning period 2015 through 2022. The goals, policies, and programs of the Housing Element are designed to reduce barriers to housing development of all types and facilitate and encourage creation and preservation of affordable housing.

As part of the update, LWC assessed housing needs for all socio-economic classes in the community including special needs groups; evaluated performance and effectiveness of 4th cycle Housing Element policies and program; and identified housing resources, opportunities, and constraints. A key part of the constraints analysis was determining achievable densities to estimate projected growth and future housing demand. LWC was able to simplify layers of regulations, including form-based zoning standards, inclusionary policies, and density bonus program, to demonstrate the City has adequate sites to meet housing targets.

LWC also worked to understand and clarify the City's growth management programs, including the "Housing Implementation Program (HIP)", ensuring the policies are not overly restrictive to housing production. The competitive HIP allocates a limited number of housing permits over a 3-year period to focus growth in certain areas, promote a variety of housing types, and ensure adequate infrastructure and services. Projects with affordable housing are given priority, and certain projects are exempt.

LWC worked closely with the City and the State Department of Housing and Community Development (HCD) staff to ensure compliance with recently adopted state requirements and streamline review. The Housing Element complies with all State requirements, was adopted in March 2015, and certified by HCD in April 2015.



2.3 HOUSING CHARACTERISTICS

Understanding housing characteristics such as type, size, and income level further helps to determine the type of housing needed and desired by residents. For example, households with children typically have less flexibility in their housing needs and require larger units. In addition, income is a critical characteristic in determining housing opportunities and constraints. Income affects housing's desirability when it comes to tenure, type, and location of housing.

The section addresses how housing characteristics impact housing needs.

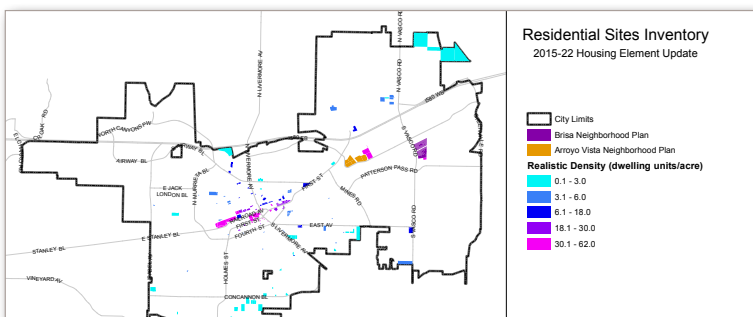
HOUSING TYPE

According to the U.S. Census, the City of Livermore had 28,138 households in 2010, an 11.5 percent increase from 2000. As shown in Table 2.3-1, Livermore has a higher percentage of family households (61 percent) compared to Alameda County (56 percent). The majority of family households in both the City of Livermore and Alameda County were composed of nuclear families, of which Livermore also has a larger percentage. In both the City and County single units are the majority of family households.

Table 2.3-1	Number of Households	Percentage of Households	Number of Units	Percentage of Units
Alameda County	21,244	77.5	220,021	72.6
City of Livermore	28,138	100	281,338	100
Family Households	17,174	61.0	174,174	61.9
Non-Family Households	10,964	39.0	107,164	38.1
Single Units	11,517	41.3	114,117	40.6
Multi-Units	9,447	33.7	92,047	32.5
Apartment Units	2,134	7.6	20,134	7.2
Other Units	7,313	26.0	71,913	25.3
Source: U.S. Census Bureau				

HOUSING INCOME

Table 2.3-2 shows the median household income for Livermore and the neighboring cities of Dublin and Pleasanton, as well as Alameda County. According to data from the U.S. Census and the ACS, the City of Livermore ranks highest in income and higher than Alameda County, but lower than Pleasanton and Dublin. Based on information from the State of California's Economic Recovery Board in 2012, Alameda County ranked fourth among all counties.



Relevant Project Experience

LWC

CITY OF LONG BEACH Housing Element Update, 6th Cycle

STATUS:

Anticipated Adoption
September 2021

TIMEFRAME:

February 2020 - September
2021

BUDGET:

\$927,000

REFERENCE:

Linda Tatum, FAICP
Assistant City Manager
City of Long Beach
411 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802
(562) 570-6140
linda.tatum@longbeach.gov

PARTNERS:

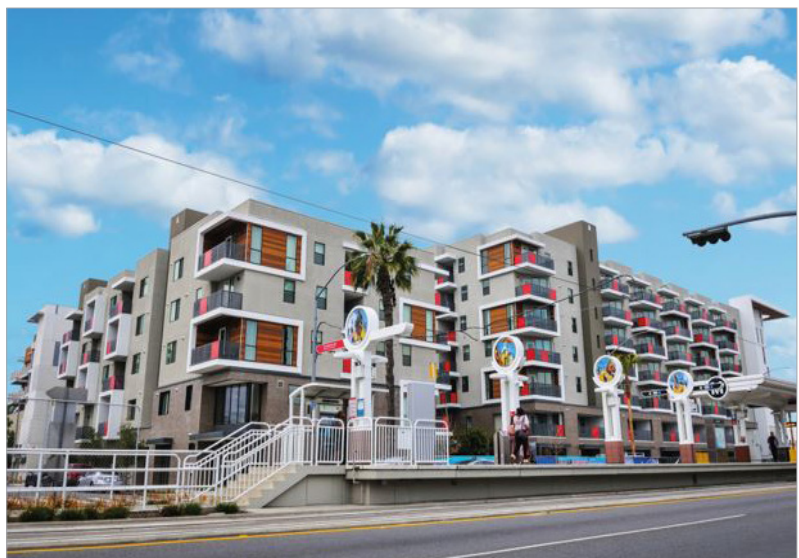
The Roberts Group
Veronica Tam & Associates

LWC is currently leading the 6th Cycle update of the City of Long Beach Housing Element. With a population of over 460,000, Long Beach is the 7th largest city in California and represents diverse community conditions, a range of housing opportunities and impediments, and complex land use regulations.

Given the COVID-19 crisis and City health and safety protocols, the LWC-led team is working closely with City staff to collaborate and conduct virtual outreach. Online community-wide forums, digital focus group meetings, and a project website provide information about the project, background on housing law and local housing conditions, and solicit feedback on the City’s Housing Element goals and potential policy solutions.

The GIS driven site inventory and analysis process that examined over 86,000 parcels to identify eligible opportunity sites. This work was supported by a detailed assessment of current and past projects to understand realistic and feasible development capacity. Ongoing work includes evaluating governmental and non-governmental constraints to housing production, 5th Cycle program evaluation, current and future needs assessment, resource assessment, and the preparation of policies that will conform to the State of California’s requirements for Housing Elements.

Critical issues focus on the need to strengthen fair housing and to identify suitable sites for below-market rate housing in a heavily “built-out” city. City Council adoption and HCD certification are expected in Fall 2021.



Relevant Project Experience

LWC

COUNTY OF MARIN

Objective Design and Development Standards, Financial Feasibility Analysis

STATUS:

Anticipated Adoption
Spring 2021

TIMEFRAME:

February 2020 - Spring 2021

BUDGET:

\$1.15M

REFERENCE:

Jillian Nameth Zeiger, AICP
Planner
Housing & Federal Grants
3501 Civic Center Drive
San Rafael, CA 94903
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JZeiger@marincounty.org

LWC was hired as part of the team led by Opticos Design, Inc. to work directly with 10 Marin County jurisdictions to assess how their multifamily and mixed-use development is regulated, reviewed, and entitled, test the financial feasibility of building prototypes and update the regulations in response to state housing legislation.

LWC was responsible for developing financial models and conducting pro forma analysis of prototype buildings options that conform to the new design guidelines in each jurisdiction. LWC also tested the financial feasibility of various building typologies on specific sites, corridors, neighborhoods. The analysis estimates total project value and cost to determine feasibility across industry standard metrics that indicate the likelihood and key driver of development: developer profit and returns on cost.

The ultimate goal of the project is to streamline the housing and infill production process while assuring the development outcomes reflect each community's desired characteristics. Throughout the project, the County sought to address individual preferences while leveraging similarities such as physical conditions, development patterns, community character, and common regulatory contexts among the jurisdictions.

The project is being addressed in 3 phases:

- 1. Understanding** - meetings with individual Planning Directors and County staff, and an online visual preference survey to gather input on desired characteristics of core, suburban and edge development,
- 2. Place Types and Building Types Atlas** – drawing community feedback, the consultant team developed a Place Types and Buildings Atlas to illustrate the physical characteristics of aspirational places in Marin County,
- 3. Drafting and Review** – the consultant team is developing general Objective Design Standards, Review Procedures, and Architectural Styles, as a toolkit which can be refined and adopted by individual communities,
- 4. Financial Feasibility** - to assure the calibration of market realities and community vision and the production of safe, attractive and affordable housing.

Relevant Project Experience

LWC

CITY OF MOUNTAIN VIEW

Update R3 Zoning, Financial Feasibility Analysis and Anti-Displacement Strategy

STATUS:

Anticipated Adoption for Spring 2021

TIMEFRAME:

March 2020 - Spring 2021

BUDGET:

\$1.145M

REFERENCE:

Martin Alkire
Advanced Planning Manager
City of Mountain View
500 Castro Street
Mountain View, CA 94039
(650) 903-6306,
Martin.Alkire@mountainview.gov

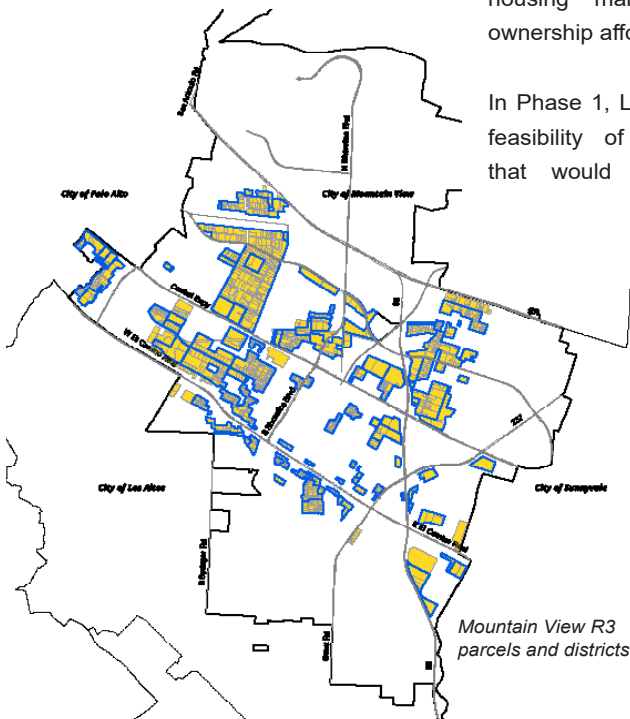
LWC is currently providing development finance and economic advisory services to support the City of Mountain View as part of a team led by Opticos Design, Inc. in the update its R3 (Multifamily Residential) zoning. LWC is also responsible for an anti-displacement response strategy. The objective of the zoning code update is to increase the quantity, diversity, and affordability of housing through the incorporation of form-based zoning standards and the incentivization of stacked-flat and higher-density development.

The city has experienced high employment growth but fallen short in housing development, further exacerbating the pressures of the housing market and rental and ownership affordability.

In Phase 1, LWC tested the financial feasibility of prototypical buildings that would conform to potential

form-based building types to inform the development of various design standards across the R3 subareas. The analysis used a static pro forma model to estimate the financial returns of a range of building prototypes and relied on industry standard metrics that indicate the likelihood of development: developer profit and returns on cost.

In Phase 2, as part of a larger city-wide anti-displacement response strategy, LWC will perform a replacement analysis to model the impacts of SB 330 and ultimately a potential long-term unit replacement requirement for developments that demolish existing rent-stabilized units. LWC will also support ODI in estimating the potential yield of units that could come online given the proposed zones and standards and develop an illustrative parking analysis to understand the cost- and feasibility-implications of adding parking on a per-project and per-unit basis.



Thursday night live in downtown Mountain View

Shoreline Ampetheatre and Recreational Area

Relevant Project Experience

LWC

CITY OF RICHMOND

Housing Element Update, 4th and 5th Cycle

STATUS:

4th Cycle: Adopted and Certified in November 2012

5th Cycle: Adopted in May and Certified in June 2015

TIMEFRAME:

4th Cycle: March - November 2012

5th Cycle: March - June 2015

BUDGET:

4th Cycle: \$28,000

5th Cycle: \$35,000

REFERENCE:

Lina Velasco
 Director of Planning and Building Services
 City of Richmond
 450 Civic Center Plaza
 Richmond, CA 94804
 (510) 620-6706
Lina_Velasco@ci.richmond.ca.us

PARTNERS:

Seifel Consulting (4th Cycle)

LWC was hired by the City of Richmond to update its 4th Cycle and 5th Cycle Housing Elements (HEU). The City of Richmond has a history of working hard to provide equitable housing opportunities and protect its most vulnerable residents.

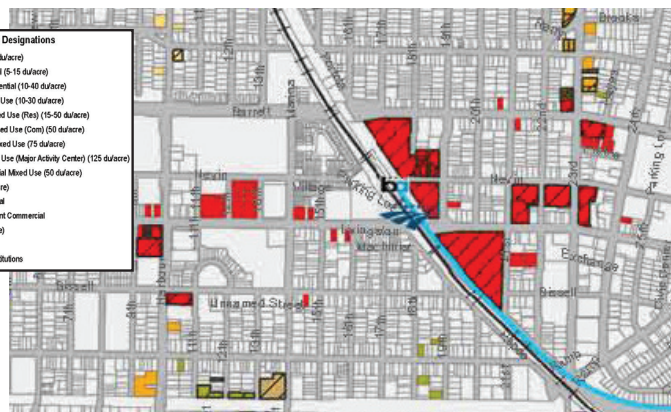
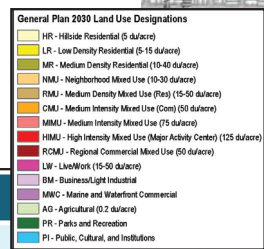
LWC worked closely with the City to review and update housing goals, policies, and programs in response to community input received through public workshops, small group interviews with community housing advocates, and public hearings. A major element of the 4th Cycle Housing Element update was an expanded outreach program focused on primary housing issues, such as foreclosures, development of a Community Land Trust, rent control, blight, and inclusionary housing requirements.

LWC worked quickly to address HCD comments on the draft 4th Cycle Housing Element, prioritizing an updated vacant land inventory, and prepared an element that met

State requirements. LWC also made recommendations to update City's Zoning Code to be in compliance with Senate Bill 2 (SB2) related to transitional and supportive housing and emergency shelters.

For the 5th Cycle, LWC built on work done for the 4th Cycle to develop an efficient two-month update timeline, focusing on components that were out of date, such as the vacant land inventory and needs assessment, as well as ensure additional outreach in compliance with State law. LWC supported the City through close coordination and communication with HCD on the review, edit and certification process.

The 4th Cycle HEU was adopted by the City and certified by HCD in November of 2012, and the 5th Cycle HEU was adopted and certified in June of 2015.



Relevant Project Experience

LWC CITY OF WOODLAND 6th Cycle Housing Element Update

STATUS:

Anticipated Adoption
September 2021

TIMEFRAME:

October 2020 - September
2021

BUDGET:

\$107, 200

REFERENCE:

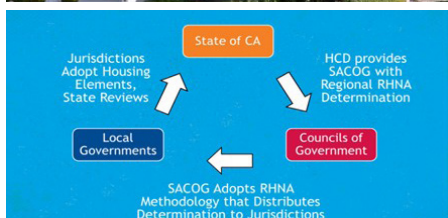
Cindy Norris
Principal Planner
Community Development
Department
300 First Street
Woodland, CA 95695
(530) 661-5911
Cindy.Norris@cityofwoodland.org
cityofwoodland.org

LWC was hired by the City of Woodland to update the 6th Cycle Housing Element. The project is funded by the HCD’s Local Early Action Planning (LEAP) grant program. LWC is concurrently leading a comprehensive code update in Woodland and has an excellent understanding of the City’s regulatory framework, development opportunities and constraints, and community vision. This project has required an expedited schedule as Woodland is a Sacramento Area Council of Governments (SACOG) community.

Woodland is 15 miles from the State capital and part of the Sacramento - Arden-Arcade - Roseville Metropolitan Statistical Area. The City’s vision is to accommodate a broader range of development types that protect and reflect the City’s historic character and neighborhood contexts while meeting affordability, and diversity targets and State 6th Cycle mandates.

LWC worked closely with the City to expedite the work plan, ensuring coordination between the Housing Element and Code Update in identifying sites to accommodate the RHNA and modifying development regulations, as needed, to reduce constraints and accommodate housing for a variety of income levels. The work plan also includes a series of focus group meetings and one virtual public workshop, designed to accommodate social distancing requirements while also facilitating a diverse and inclusive process.

The project is on track for public review, HCD, review and certification and City adoption before September 2021.



Relevant Project Experience

Rincon

County of Sonoma - Rezoning Sites for Housing Project Environmental Impact Report

REFERENCE:

Jane Riley, AICP,
Comprehensive Planning
Manager
County of Sonoma
2550 Ventura Avenue
Santa Rosa, California
95403
(707) 565-7388
jane.riley@sonoma-county.
org

TIMEFRAME:

November 2019 to Present

Rincon is currently preparing a Program EIR for the County's Rezone Sites for Housing Project. The proposed project will identify sites to be added to the County's General Plan Housing Element site inventory to comply with State law and will implement current General Plan Policies and Programs that require the County to identify urban sites near jobs and transit which may appropriately accommodate additional housing. It will also identify appropriate sites on which to place the Workforce Housing Combining Zone, which would allow the development of jobs and/or housing on the same site or within walking distance from one another. Specifically, project implementation would rezone up to 59 urban sites in designated Urban Service Areas throughout unincorporated Sonoma County. The project would add sites to the County's Housing Element site inventory to comply with new inventory requirements in Housing Element law; it would implement current General Plan policies and programs to consider a variety of sites for higher-density and affordable housing, and encourage the identification of urban sites near jobs and transit to appropriately accommodate additional housing.

Rincon held a virtual public scoping meeting and will provide support for additional virtual public meetings as the CEQA process continues. Key environmental issues include historic resources, vehicle miles traveled and wildfire impacts.



Relevant Project Experience

City of Berkeley - Southside Area Rezoning for Housing Production Environmental Impact Report

Rincon is preparing a program EIR for the proposed Southside Zoning Updates in the City of Berkeley. The Southside Area encompasses approximately 28 full city blocks and several more partial city blocks, directly south of the main campus of the University of California at Berkeley. Project objectives are focused on increasing the availability and production of housing at all income levels. Key issues include historic resources, land use/planning, noise, population and housing, recreation, public services, and utilities.



REFERENCE:

Alisa Shen, Principal Planner
 City of Berkeley
 1947 Center Street, 2nd Floor
 Berkeley, California 94704
 (510) 981-7409
 ashen@cityofberkeley.info

TIMEFRAME:

December 2019 to Present

City of Redwood City - Mixed-Use Live/Work and Emergency Shelter Zoning Amendment Project EIR Addendum

Rincon prepared an Addendum EIR for Redwood City’s Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project. The proposed project involves amendments to the mixed-use live/work (MULW) zoning district and the mixed-use emergency shelter (MUES) combining district on 30 blocks totaling 37.5 acres. Rincon prepared the Addendum to the previously certified A New General Plan for Redwood City Final EIR (State Clearinghouse # 2010052034). The zoning amendment would alter the required floor area ratios, density, stories and height on MULW and MUES zoning district and provide intensity bonuses for developments which include certain qualifying community benefits. Qualifying community benefits include but are not limited to childcare facilities, publicly accessible open space, shared/ connected parking, affordable housing, community facilities or services, live/work units and or new streets or pathways.’

REFERENCE:

Lindy Chan, Principal Planner
 City of Redwood City
 1017 Middlefield Road
 Redwood City, California 94063
 (650) 780-7237
 lchan@redwoodcity.org

TIMEFRAME:

November 2018 to Present

STAFF:

Abe Leider

Relevant Project Experience

City of Carlsbad - Housing Element Update, General Plan Maintenance, and Supplemental EIR

REFERENCE:

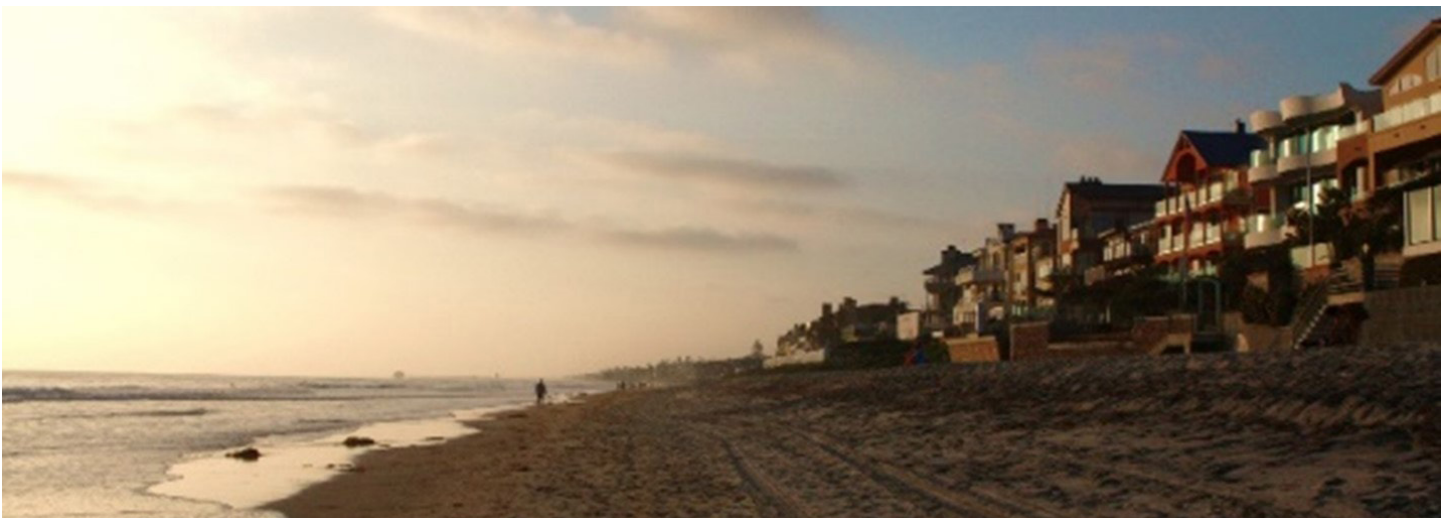
Scott Donnell, Senior
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City of Carlsbad
1200 Carlsbad Village Drive
Carlsbad, California 92008
(760) 602-4618 | scott.
donnell@carlsbadca.gov

TIMEFRAME:

January 2020 to Present

Rincon is assisting the City of Carlsbad in the preparation of their 6th Cycle Housing Element Update. This includes community engagement and updates to the General Plan and Zoning Code to address land use changes and recent housing legislation. The project kicked off in January 2020, with the initial priority of inventorying the existing, but underutilized, and available housing sites and conducting environmental constraints analyses for air quality, biological resources, cultural resources, GHG emissions, noise, and transportation. Rincon assisted in the identification of sites suitable to meet the RHNA allocation and coordinated with HCD to address concerns regarding re-zoning and up zoning. We prepared revisions to existing goals, policies, and actions and propose new goals, policies, and actions, as appropriate to ensure consistency with recent State legislation and the update Housing Element and to promote implementation of the Housing Element goals.

Throughout the project Rincon has led public outreach and information management, including overseeing the citizen housing advisory committee meetings, maintaining the project website, and developing surveys and informational materials. Rincon also reviewed legislation including those related to environmental justice, GHG emissions, infill and affordable housing development, vehicle miles traveled, climate change adaptation and resiliency including threats from wildfire and sea level rise and made recommendations to the City regarding required updates to the General Plan. Rincon will also prepare a Supplemental EIR to address environmental impacts that have not already been addressed in the existing General Plan EIR.



Relevant Project Experience

City of Burbank - Housing Element Update, Safety Element Update, Environmental Justice, and EIR

Rincon is assisting the City of Burbank with their Housing Element Update by providing outreach support and updating the other General Plan Elements, like the Safety Element and Environmental Justice identify to ensure the General Plan is up-to-date and complies with State regulations. All outreach is being conducted virtually with the utilization of the MetroQuest Survey Platform to engage the community on topics related to Housing and Environmental Justice. The City has received over 500 survey responses. Virtual outreach meetings are also being live translated to Spanish and Armenian.

Rincon will prepare a program level Environmental Impact Report (EIR) and associated technical studies analyzing the updates to the Housing and Safety elements. Although not required for CEQA compliance, Rincon will also prepare a Health Risk Assessment (HRA) for the housing sites as required by the Burbank2035 General Plan and EIR. The Program EIR will serve two primary purposes: (1) compliance with CEQA’s environmental review requirements for the Housing and Safety element updates; and (2) serving as a first tier environmental document that will allow for streamlined environmental review of the future development of individual housing sites identified in the Housing Element.

REFERENCE:

Lisa Frank
 City of Burbank
 275 East Olive Avenue
 Burbank, CA 91502
 (818) 238-5250
 LFrank@burbankca.gov

TIMEFRAME:

March 2020 to Present



Relevant Project Experience

PLAN to PLACE

DOWNTOWN VISION PLAN

Los Altos, CA

www.plantoplace.com



The visioning effort for Downtown Los Altos included over 40 engagement activities to gather input on community aspirations and support for land use and circulation vision scenarios. Plan to Place lead the engagement process through intercept/"pop-up" workshops, walking tours, and focus group meetings. To elevate the perspective of traditionally under-represented community members, the team held targeted neighborhood meetings with Community and Minority Coalitions; Faith-Based organizations; PTAs; Little League, Soccer League commissions and Junior Olympics committees, High Schools and Senior groups. Hands-on interactive workshops were held throughout the downtown area, paired with a project website (losaltosca.gov) and online engagement tools and surveys (mailed to every household and business and administered through the City's Open City Hall platform) that received over 1,500 responses.

KEY ELEMENTS AND ACCOMPLISHMENTS

- Targeted meetings and strategies to elevate a range of community perspectives, particularly those are typically not included in the process.
- Digital and in-person outreach strategies to meet the community where they were and provide convenient access to the project.
- A Vision Plan that was unanimously approved by the City Council, and praised by both city leaders and community members as the most comprehensive and successful community engagement process the City has ever experienced.

CLIENT

City of Los Altos

SERVICES

Comprehensive Engagement Strategy
 Targeted Focus Group Meetings
 Visioning Exercises
 Branding/Communication Tools

TIMELINE

2017 - 2018

REFERENCE

Jon Biggs

Community Development Director,
 City of Los Altos
 email: jbiggs@losaltosca.gov
 phone: 650-281-6301

"It has been a pleasure to work with you on the Downtown Los Altos Vision project. Your guidance and expertise in public outreach have truly helped the effort be a successful one. all of the Los Altos participants that helped form the vision, we're able to do so because of your great work!"

- Jon Biggs, Community Development Director, City of Los Altos



Relevant Project Experience

DIRIDON STATION AREA CIVIC ENGAGEMENT

San Jose, CA

Plan to Place, in partnership with Raimi + Associates, is collaborating with the City of San Jose a civic engagement strategy to input related to a transit hub in the heart of the Downtown San Jose, targeted by Google for a mixed-use campus. Outreach activities include regular meetings with a 38-person advisory group (representing perspectives ranging from the formerly homeless and housing advocates, to major business and development interests), focus/solution group meetings, pop-up/intercept and stakeholder meetings, walking tours, and regional workshops. Many meetings and workshops have been held solely in Spanish and all meeting materials have been translated in multiple languages, accessible by the diverse San Jose community. Surveys were also administered to provide convenient access to all, specifically targeted at segments of the community that are typically unable to attend meetings and workshops. Branding materials and digital tools including a custom project website (<https://www.diridonsj.org/>) have also been prepared to gather and share information through a transparent process.

www.plantoplace.com



CLIENT

City of San Jose

SERVICES

Community Engagement Strategy
Advisory Group Facilitation
Branding/Communication Tools
Bi-Lingual Outreach
Capacity Building

TIMELINE

2017 – present

REFERENCE

Lee Wilcox

Chief of Staff, Office of the City Manager, City of San Jose
email: lee.wilcox@sanjoseca.gov
phone: 408.535.4873

KEY ELEMENTS AND ACCOMPLISHMENTS

- Co-produced engagement strategies through an iterative and flexible stakeholder and community-led process, that led to approximately 70 community meetings.
- Facilitation of multiple perspectives and management of expectations represented through a large community advisory group.
- Branding materials that reinforce project identity and establish consistent communication templates, and preparation of a project website that reached close to 40,000 unique visitors.
- Messaging, training and capacity building with community ambassadors.



Relevant Project Experience

DOWNTOWN ENGAGEMENT + SPECIFIC PLAN

San Mateo, CA

The “Engage Downtown San Mateo” project kicked off in 2015 through a variety of digital and in-person outreach strategies to thoughtfully engage the community. Outreach included hands on and informed discussions with local stakeholders, regional experts and decision makers through “Taste and Task / Downtown Future Forums”, surveys, walking tours, and pop-up workshops. The project culminated in an Assets and Opportunities Report which launched the Downtown Plan Update, that Plan to Place is currently collaborating with the City on. A project website (engagedowntownsanmateo.org) was prepared to host information on upcoming events, summaries and pictures/videos from events, and to link to the City’s social media outlets.

KEY ELEMENTS AND ACCOMPLISHMENTS

- Multi-pronged outreach strategy designed to engage traditionally under-represented members of the community.
- Educational and engaging forums that brought regional experts together with the community to respectfully share insights on the latest land use, circulation and market trends impacting the area.
- Use of various high-tech and high-touch hands-on engagement exercises to spark creativity and idea-generation.
- A project website and branding materials that created a recognizable identity for the project and connected the community to key events and resources.
- Set the foundation for the Downtown Specific Plan and provided a clear direction of objectives for future updates to Downtown San Mateo.

www.plantoplace.com



CLIENT

City of San Mateo

SERVICES

Community Engagement Strategy
 Forum Facilitation
 Branding/Communication Tools
 Stakeholder Outreach
 Capacity Building

TIMELINE

2015 – present

REFERENCE

Marcus Clarke

Former Economic Development Manager, City of San Mateo
 email: mclarke707@gmail.com

“Dave is by far the best project manager I have worked with. His management of our Downtown San Mateo Engagement project was exceptional, and is still being talked about as a model community engagement strategy for the community and beyond. I highly recommend Plan to Place for any of your planning or project management endeavors.”

- **Marcus Clarke**, Former Economic Development Manager, City of San Mateo



Relevant Project Experience

SOUTH SAN FRANCISCO GENERAL PLAN UPDATE

South San Francisco, CA

Plan to Place, in partnership with Raimi + Associates, is working closely with the South San Francisco community to implement a comprehensive engagement plan to reach all segments of the community. Thoughtfully planned and executed engagement activities included advisory group and stakeholder meetings with residents, youth groups/committees, faith-based organizations, the business and development community, and regional agencies. Initially interactive in-person meetings and workshops were held city-wide and in sub-areas throughout the city to define the unique character of neighborhoods. Plan to Place also helped prepare virtual platforms to provide access to the planning effort through online media, surveys and feedback forms to engage diverse perspectives. To bridge the digital divide, postcards and paper surveys were also mailed and distributed at locations throughout the city to ensure equal access for all who wanted to contribute. Most importantly, we teamed with community partners that helped extend the reach of the project.

www.plantoplace.com



CLIENT

City of South San Francisco

SERVICES

Community Engagement Strategy
Stakeholder Meeting Facilitation
Virtual Online Platforms
Interactive Engagement Activities

TIMELINE

2019 – present

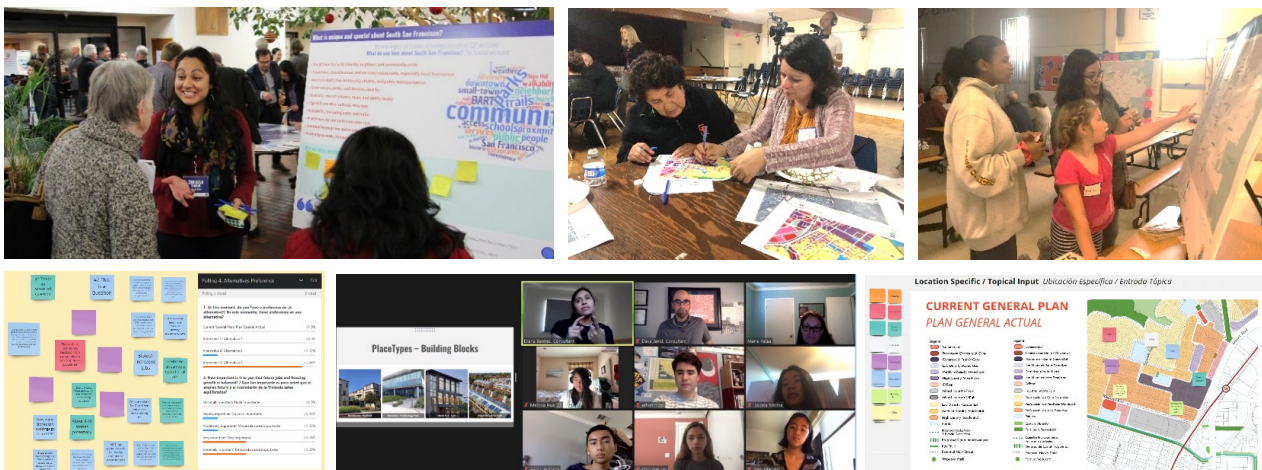
REFERENCE

Billy Gross

Senior Planner, City of San Francisco
email: Billy.Gross@ssf.net
phone: 650.877.8535

KEY ELEMENTS AND ACCOMPLISHMENTS

- Highly collaborative effort with city staff and community leaders to co-produce and implement a range of engagement strategies.
- Preparation of high and low tech, inclusive outreach activities and platforms that engaged with a diverse cross section of the community.
- Thoughtful facilitation of conversation with residents and stakeholders to uncover key concerns and opportunities.
- Building trust and support from community members for the goals, objectives and policy measures that will guide the future of the city.



List of References

City of Livermore

Services: Housing Element Update, 5th Cycle

Timeframe: May 2014 - April 2015

Christine Rodrigues

Assistant to the City Manager

(925) 960-4410

cnrodrigues@ci.livermore.ca.us

City of Long Beach

Services: Housing Element Update, 6th Cycle

Timeframe: February 2020 - September 2021

Linda Tatum, FAICP

Assistant City Manager

(562) 570-6140

linda.tatum@longbeach.gov

County of Marin

Services: Objective Design and Development Standards, Financial Feasibility Analysis

Timeframe: February 2020 - Spring 2021

Jillian Nameth Zeiger, AICP

Planner; Housing & Federal Grants

(415) 473-7549

ljzeiger@marincounty.org

City of Mountain View

Services: Update R3 Zoning, Financial Feasibility Analysis and Anti-Displacement Strategy

Timeframe: March 2020 - February 2021

Martin Alkire

Advanced Planning Manager

(650) 903-6306

martin.alkire@mountainview.gov

City of Richmond

Services: Housing Element Update, 4th and 5th Cycle

Timeframe:

4th Cycle: March 2012 - November 2012

5th Cycle: March 2015 - June 2015

Lina Velasco

Director of Planning and Building Services

(510) 620-6706

lina_velasco@ci.richmond.ca.us

City of Woodland

Services: Housing Element Update, 6th Cycle

Timeframe: October 2020 - September 2021

Cindy Norris

Principal Planner

(530) 661-5911

cindy.norris@cityofwoodland.org

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4 Cost Proposal

Based on the tasks identified in the Scope of Services, we are pleased to submit a cost proposal for the City of Los Altos Housing Element. We have budgeted for all of the tasks with a level of effort that we believe is necessary to meet the project objectives and achieve success.

City of Los Altos 6th Cycle Housing Element Update	LWC								Plan to Place		Rincon		PROJECT TOTAL			
	Principal \$285		Director \$225		Senior Associate \$185		Associate \$150		LWC Total		Plan to Place Total		Rincon Total			
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Task 1 Project Initiation																
1.1 Kickoff Meeting	2	\$ 570	4	\$ 900	8	\$ 1,480	8	\$ 1,200	22	\$ 4,150	18	\$ 3,310	-	\$ -	40	\$ 7,460
1.2 Data Collection		\$ -	2	\$ 450	8	\$ 1,480	8	\$ 1,200	18	\$ 3,130	24	\$ 4,040	-	\$ -	42	\$ 7,170
1.3 Project Schedule	1	\$ 285	2	\$ 450	8	\$ 1,480	4	\$ 600	15	\$ 2,815	-	\$ -	-	\$ -	15	\$ 2,815
Task 2 Technical Studies and Issues Evaluation																
2.1 Existing Housing Element		\$ -	4	\$ 900	16	\$ 2,960	32	\$ 4,800	52	\$ 8,660	-	\$ -	-	\$ -	52	\$ 8,660
2.2 Housing and Special Housing Needs	4	\$ 1,140	4	\$ 900	15	\$ 2,775	32	\$ 4,800	55	\$ 9,615	-	\$ -	-	\$ -	55	\$ 9,615
2.3 Housing Constraints	4	\$ 1,140	8	\$ 1,800	16	\$ 2,960	32	\$ 4,800	60	\$ 10,700	-	\$ -	-	\$ -	60	\$ 10,700
2.4 Housing Resources Assessment	4	\$ 1,140	4	\$ 900	16	\$ 2,960	16	\$ 2,400	40	\$ 7,400	-	\$ -	-	\$ -	40	\$ 7,400
2.5 At-Risk Housing Analysis	4	\$ 1,140	8	\$ 1,800	16	\$ 2,960	8	\$ 1,200	36	\$ 7,100	-	\$ -	-	\$ -	36	\$ 7,100
2.6 Goals, Polies, Programs, and Quantified Objectives	4	\$ 1,140	6	\$ 1,350	20	\$ 3,700	32	\$ 4,800	62	\$ 10,990	-	\$ -	-	\$ -	62	\$ 10,990
Task 3 Sites Inventory																
3.1 Sites Inventory	20	\$ 5,700	80	\$ 18,000	80	\$ 14,800	90	\$ 13,500	270	\$ 52,000	-	\$ -	-	\$ -	270	\$ 52,000
Task 4 Affirmatively Furthering Fair Housing																
4.1 Affirmatively Furthering Fair Housing	2	\$ 570	8	\$ 1,800	16	\$ 2,960	16	\$ 2,400	42	\$ 7,730	-	\$ -	-	\$ -	42	\$ 7,730
Task 5 Rezonings																
5.1 Recommendation Memo	4	\$ 1,140	4	\$ 900	16	\$ 2,960	16	\$ 2,400	40	\$ 7,400	-	\$ -	-	\$ -	40	\$ 7,400
Task 6 Housing Element and Public Hearings																
6.1 Administrative Draft Housing Element	8	\$ 2,280	20	\$ 4,500	60	\$ 11,100	60	\$ 9,000	148	\$ 26,880	-	\$ -	-	\$ -	148	\$ 26,880
6.2 Public Review Draft Housing Element and Hearings (3)	8	\$ 2,280	30	\$ 6,750	60	\$ 11,100	60	\$ 9,000	158	\$ 29,130	-	\$ -	-	\$ -	158	\$ 29,130
6.3 HCD Review Draft Housing Element	4	\$ 1,140	16	\$ 3,600	24	\$ 4,440	32	\$ 4,800	76	\$ 13,980	-	\$ -	-	\$ -	76	\$ 13,980
6.4 Final Draft Housing Element and Hearings (3)	8	\$ 2,280	30	\$ 6,750	40	\$ 7,400	40	\$ 6,000	118	\$ 22,430	-	\$ -	-	\$ -	118	\$ 22,430
6.5 Final Adoption and Certification	8	\$ 2,280	8	\$ 1,800	32	\$ 5,920	16	\$ 2,400	64	\$ 12,400	-	\$ -	-	\$ -	64	\$ 12,400
Task 7 Community Outreach and Engagement																
7.1 Engagement Strategy	2	\$ 570	2	\$ 450	4	\$ 740	4	\$ 600	12	\$ 2,360	32	\$ 5,560	-	\$ -	44	\$ 7,920
7.2 Project Messaging	2	\$ 570	2	\$ 450	4	\$ 740	4	\$ 600	12	\$ 2,360	42	\$ 7,350	-	\$ -	54	\$ 9,710
7.3 Outreach Campaign and Branding Materials	2	\$ 570	2	\$ 450	4	\$ 740	4	\$ 600	12	\$ 2,360	62	\$ 10,730	-	\$ -	74	\$ 13,090
7.4 Stakeholder/Focus Group Meeting (2)	2	\$ 570	16	\$ 3,600	16	\$ 2,960	12	\$ 1,800	46	\$ 8,930	36	\$ 6,500	-	\$ -	82	\$ 15,430
7.5 Survey (1)	1	\$ 285	4	\$ 900	12	\$ 2,220	12	\$ 1,800	29	\$ 5,205	24	\$ 4,240	-	\$ -	53	\$ 9,445
7.6 Community Workshops (3)	6	\$ 1,710	24	\$ 5,400	36	\$ 6,660	24	\$ 3,600	90	\$ 17,370	91	\$ 15,825	-	\$ -	181	\$ 33,195
7.7 Study Session with Planning Commission & Council (2)	2	\$ 570	24	\$ 5,400	24	\$ 4,440	16	\$ 2,400	66	\$ 12,810	50	\$ 8,910	-	\$ -	116	\$ 21,720
7.8 Project Website	8	\$ 2,280	8	\$ 1,800	16	\$ 2,960	16	\$ 2,400	48	\$ 9,440	90	\$ 14,650	-	\$ -	138	\$ 24,090
Task 8 CEQA (MIND)																
8.1 Environmental Determination	2	\$ 570	4	\$ 900	8	\$ 1,480	8	\$ 1,200	22	\$ 4,150	-	\$ -	220	\$ 30,970	242	\$ 35,120
8.2 Draft Environmental Analysis		\$ -	2	\$ 450	4	\$ 740	2	\$ 300	8	\$ 1,490	-	\$ -	57	\$ 8,595	65	\$ 10,085
8.3 CEQA Noticing, Outreach, and Filing		\$ -	2	\$ 450	2	\$ 370	2	\$ 300	6	\$ 1,120	-	\$ -	45	\$ 7,865	51	\$ 8,985
8.4 Final Draft Environmental Analysis		\$ -	2	\$ 450	4	\$ 740	2	\$ 300	8	\$ 1,490	-	\$ -	76	\$ 11,488	84	\$ 12,978
8.5 Adoption		\$ -		\$ -		\$ -		\$ -	-	\$ -	-	\$ -	30	\$ 6,522	30	\$ 6,522
Task 9 Project Management																
9.1 Project Management	80	\$ 22,800	160	\$ 36,000	40	\$ 7,400	18	\$ 2,700	298	\$ 68,900	60	\$ 11,100	58	\$ 10,358	416	\$ 90,358
9.2 Coordination with HCD	8	\$ 2,280	8	\$ 1,800	24	\$ 4,440	8	\$ 1,200	48	\$ 9,720	-	\$ -	-	\$ -	48	\$ 9,720
TOTAL HEU TASKS	200	57,000	498	112,050	649	120,065	634	95,100	1,981	384,215	529	92,215	486	75,798	2,996	552,228
Contingency															\$ 48,000	
GRAND TOTAL															\$ 600,228	
Task 10 Additional Tasks																
10.1 AB 1851 Sites		\$ 9,300														
10.2 El Camino Real TCAC Sites Analysis		\$ 20,800														
10.3 Affordable Housing Overlay Zone		\$ 14,200														
10.4 Housing In Lieu Fee Study		\$ 27,680														
10.5 Housing Impact Fee		\$ 47,140														
OPTIONAL TASKS																
Traffic Analysis		\$ 15,000														
Environmental Impact Report		\$ 165,000														
In-person meeting instead of virtual: additional \$2,000 per meeting (Note: This is the total cost for an EIR. If an EIR is needed, the additional fee would be about \$90,000.)																

Hourly Rate

The table below lists hourly rates per staff level.



Lisa Wise Consulting, Inc	
Principal	\$285
Director	\$225
Senior Associate	\$185
Associate	\$150



Rincon Consultants	
Principal I	\$227
Senior Supervisor II	\$211
Senior Professional I	\$165
Professional IV	\$149
Professional II	\$118
GIS/CADD Specialist II	\$129
Technical Editor	\$115
Production Specialist	\$91
Clerical	\$77



PLAN to PLACE	
Principal	\$215
Engagement Specialist + Urban Designer	\$165
Graphic Designer	\$135

5

Conflict of Interest

As LWC's President and CEO, I attest that the firm will have no real or perceived conflicts of interest providing urban planning services to the City of Los Altos.



Lisa Wise, AICP, CPA (inactive)
President, CEO
Lisa Wise Consulting, Inc.
983 Osos Street
San Luis Obispo, CA 93401
P: (805) 595-1345
lisa@lisawiseconsulting.com

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Appendix A: Resumes

LISA WISE, AICP

President, Owner



As a certified planner and public accountant, Lisa has over 30 years of professional experience in land use planning, real estate finance, and the management of complex projects. Lisa is considered a national expert on housing policy and code reform, and presents on the topics regularly at State and National APA, League of California Cities, ULI and the New Partners for Smart Growth conferences. Lisa is a part-time lecturer at the California Polytechnic State University in San Luis Obispo focusing on courses in housing and real estate finance.

Lisa has been directly responsible for a breadth of large-scale projects that assess land use policy and economic performance and make recommendations for more vibrant and resilient communities. These include 20 housing elements, 23 master and specific plans, 34 code updates, 35 economic projects, and several inclusionary and employee housing studies.

Prior to starting LWC in 2006, Lisa worked for land use planning firm Crawford, Multari & Clark Associates. From 1990 to 1999, Lisa was a Manager at PricewaterhouseCoopers (PwC), one of the “Big Four” international accounting, financial services and management consulting firms. At PwC, Lisa’s responsibilities included managing large financial services engagements, building client relationships, mentoring staff, and teaching in-house classes.

Relevant Project Experience:

- Arroyo Grande, CA, Housing Element Update, 4th and 5th Cycle
- Atascadero, CA, Affordable Housing Short sale Policy, Housing Element Implementation and Housing Element 4th and 5th Cycle
- Benicia, CA, Housing Element Update, 4th and 5th Cycle
- Flagstaff, AZ, Zoning Ordinance Update
- Grover Beach, CA, Zoning Code Update, West Grand Avenue Masterplan, and 4th Cycle Housing Element Update
- King City, CA, Housing Element, 4th Cycle
- Livermore, CA, Development Code Update and 5th Cycle Housing Element Update
- Loomis, CA, Housing Element Update 3rd, 4th and 5th Cycle
- Malibu, CA, Zoning Code and Local Implementation Plan Update
- Merced, CA, Bellevue Corridor Plan
- Mesa, AZ, Form-Based Code and Regulating Plan
- Petaluma, CA SMART Rail Station Areas: TOD Master Plan
- Pismo Beach, CA, Housing Element, 4th Cycle
- Richmond, CA, Livable Corridors Plan, South Shore Specific Plan, and 4th and 5th Cycle Housing Element Update
- Vallejo, CA, Housing Element Update 5th Cycle
- Tehachapi, CA, Housing Element Update 4th and 5th Cycle



PAST WORK EXPERIENCE

California Polytechnic State University
San Luis Obispo, CA, Adjunct Faculty, 2002 - Present

Crawford, Multari & Clark Associates
San Luis Obispo, CA, Professional Consultant,
2001 - 2006

San Luis Obispo County
San Luis Obispo, CA, Staff Planner, 2000 - 2001

Governor’s Office of Planning & Research
Sacramento, CA, Intern, 1999 - 2000

PricewaterhouseCoopers, LLP
New York, NY, Financial Services Manager, 1990 -
1999

EDUCATION

California Polytechnic State University
San Luis Obispo, CA, Master of City & Regional
Planning, 2001

DePaul University
Chicago, IL, M.S. Accountancy, 1990

University of Cincinnati
Cincinnati, OH, B.S. Business Administration in
Marketing & Finance, 1987

CERTIFICATIONS & MEMBERSHIPS

American Planning Association (APA)
2001 - Present

Certified Public Accountant, 1991

Congress for New Urbanism
2003 - Present
Paul Crawford Award for Excellence in Planning, 2017

Form-Based Code Institute
Chair, 2015 - 2018; Treasurer, 2014 - 2015

Dean’s Leadership Council
California Polytechnic, School of Architecture
2018-Present

LWC

DAVID BERGMAN, AICP

Director

With over 25 years of experience, David has focused on community development, real estate and urban planning projects, with an emphasis on the formation and implementation of urban and regional development strategies, and public private-partnerships. David's strengths and expertise include public policy and alternatives analysis that balance economic feasibility, fiscal performance and community vision. He also brings an understanding of California Housing Law, earned working directly with California cities and counties on the identification and assessment of financing options for affordable housing, student and workforce housing and inclusionary housing, and strategies for improved jobs/housing balance and anti-displacement programs. As the Director of Planning for the City of South Pasadena, he oversaw the successful approval of the City's first density bonus application and adoption of an Accessory Dwelling Unit (ADU) Ordinance, that was approved by the California Department of Housing and Community Development (HCD).

David's commitment to client service centers around providing strategy alternatives based on market-driven research and consideration of local, regional and state law and precedent. His experience features large-scale mixed-use and urban infill developments, and planned communities. He has provided feasibility analysis and funding strategies across all major property sectors including residential, retail, office, industrial, hospitality, and institutional.

Recent examples of David's work include:

- Artesia, CA, Mixed-Use Overlay Zone Analysis and Recommendations
- Beverly Hills, CA, Fiscal Impacts
- Coachella Music and Arts Festival, Marketing and Promotion Programs, and Economic Impacts
- Long Beach, CA, 6th Cycle Housing Element Update and Housing Feasibility Study
- Long Beach, CA, Low- and Moderate-Income Housing Site Analysis
- Los Angeles, CA, Economic and Fiscal Impact Study, Los Angeles International Airport (LAX)
- Pasadena, CA, General Plan Economics and Land Use Element
- San Diego, CA, Barrio Logan Affordable Housing Strategy
- San Fernando, CA, Workforce Housing Economic Analysis and Strategy Alternatives
- Santa Clarita, CA, General Plan Economics and Land Use Element
- Santa Maria, CA, 6th Cycle Housing Element Update, Market Analysis and Annexation Strategy
- Santa Rosa, CA, Jobs Housing Balance Study
- State of California General Services Division, Community College and Residential Master Plan
- Sun Cal, Anaheim, CA, Inclusionary Housing Strategy, Palatium Triangle



PAST WORK EXPERIENCE

- Metropolitan Research and Economics
Santa Monica, CA, Principal, Director and Owner
2009 - 2020
- City of South Pasadena, CA
Director, Planning and Building
2018 - 2019
- City of Santa Cruz, CA
Manager of Special Projects, Economic
Development
2014 - 2017
- Economics Research Associates
Los Angeles, CA, Principal
1996 - 2009

EDUCATION

- University of California
Los Angeles, CA, Master of Arts, Geography
Urban Planning
- University of Wisconsin
Madison, WI, B.A., Geography and Classical
History

ACADEMIC EXPERIENCE

- University of Southern California
School of Architecture, 2016 - 2019
- Southern California Institute of Architecture
2001 - 2016
- University of Michigan
School of Architecture, 2009 - 2010

LWC

JEN MURILLO, AICP

Senior Associate

Jen brings over 13 years' experience managing long-range planning and economic development projects with a focus on providing diverse housing alternatives and assuring deliverables exceed client expectations. Her career combines 5 years in the fast-paced consulting industry with 10 years in the Community and Economic Development Department at the Town of Mammoth Lakes which gives her a comprehensive perspective and balanced approach to planning and the economics of land use. Jen's has taken housing element updates, housing code and fee assessments, grant programs, and environmental review from start to finish. She has also been responsible for leading comprehensive code updates, specific plans, market analyses and economic and fiscal elements. Jen has strong public engagement skills grounded in empathy, maintaining open lines of communication and assuring community feedback is reflected in final policies, programs and regulation. She is an expert in tracking project performance, making adjustments where necessary and maintaining close communication with the client.

Jen's recent project management experience includes leading a Conceptual Land Use Plan for the Town of Mammoth Lakes which established a development program of 450 affordable units and opportunities for rental and ownership. She holds a Master of Business Administration from Indiana University and Bachelor of Arts degrees in Environmental Studies and Geography from University of California, Santa Barbara.

Relevant Project Experience:

- Beaumont, CA, General Plan Update, Market Analysis, Fiscal Model, Code Update
- Beaumont, CA, Housing Element Update
- Hayward, CA, Downtown Specific Plan Market Analysis
- Livermore, CA, General Plan Land Use Conversion Fiscal Impact Analysis
- Local Government Commission, Local Funding Guidebook
- Lompoc, CA, Zoning Code Update
- Long Beach, CA, Short Term Rental Ordinance
- Mammoth Lakes, CA, 2014-2019 Housing Element Update
- Mammoth Lakes, CA, General Plan Update
- Marin County, CA, Code Amendments
- Marin County, CA, Short Term Rental Ordinance
- Morgan Hill, CA, Commercial Capacity Analysis Monterey Corridor
- Morgan Hill, CA, Form Based Code Monterey Corridor
- Santa Maria, CA, Housing Element Update
- San Pablo, CA, Priority Development Area Implementation Plan
- UCSF, Comparative Financial Performance Analysis Infrastructure Alternatives
- University of Hawaii Infrastructure Master Plan Financial Analysis
- Temple City, CA, Housing Element Update
- Westerville, OH, Zoning Code Update



PAST WORK EXPERIENCE

- California Polytechnic State University
San Luis Obispo, CA, Part-time Faculty, 2018 - Present
- Town of Mammoth Lakes, CA
Senior Planner
March 2014 - August 2015
- Town of Mammoth Lakes, CA
Associate Planner
December 2007 - February 2014
- Town of Mammoth Lakes, CA
Assistant Planner
June 2006 - November 2007

EDUCATION

- Indiana University
Bloomington, IN, Master of Business Administration
- University of California, Santa Barbara
B.A., Environmental Studies
B.A., Geography

CERTIFICATIONS & MEMBERSHIPS

- American Institute of Certified Planners
2015 - Present
- American Planning Association
2013 - Present
- Association of Environmental Professionals
2013 - Present

LWC

KAREN HUYNH

Associate

Karen brings 10 years of experience to LWC in fiscal analysis, real estate finance, land use economics and manipulating large complex databases. Her strengths include housing feasibility studies, market analysis, long-range planning, and housing policy analysis. She brings expertise across multiple practice areas, such as affordable housing, economic development, fiscal impact analysis and development feasibility. She is adept in effective online and in-person community engagement techniques such as personal interviews, focus groups, workshops, and surveys. Combined with quantitative analyses, Karen brings a more holistic understanding of market conditions and regulatory frameworks to help cities address existing and anticipated challenges. She works closely with each client to deliver tailored research and recommendations aimed at creating more liveable, accessible, equitable and resilient places. In addition to policy and planning, Karen also brings a deep understanding of local government program management, funding and implementation.

Karen holds a Master of Public Policy degree from University of California, Berkeley, where she specialized in homelessness/housing policy and economic inequality. During graduate school, Karen conducted research on homeless policy in San Francisco and assessed performance of economic development incentives in U.S. cities before and after the 2008 depression.

Relevant Project Experience:

- Beaumont, CA, 6th Cycle Housing Element Update
- Culver City, CA, General Plan Update
- Gary, IN, Knight Foundation Financial Sustainability Strategy for Local Nonprofit
- La Cañada Flintridge, CA, Descanso Gardens Business Strategy
- Long Beach, CA, 6th Cycle Housing Element Update
- Los Angeles, CA, Taylor Yards G2 Park Financial Sustainability Strategy
- Mountain View, CA, R3 "Missing Middle" Zoning Update
- Santa Maria, CA, General Plan Update, Market Analysis, Housing Element Update and Annexation Study
- Santa Monica, CA, Affordable Housing Production Program Update
- Temple City, CA, 6th Cycle Housing Element Update
- Woodland, CA, 6th Cycle Housing Element Update



PAST WORK EXPERIENCE

HR&A Advisors, Inc.

Housing and Economic Development Analyst
2018 - 2020

Los Angeles County, Dept. of Health Services

Program Manager, Housing for Health
2017 - 2018

Tipping Point

Graduate Student Consultant, Homeless Policy
2017

Institute for Research on Labor & Employment,

U.C. Berkeley, Graduate Student Researcher
2016

EDUCATION

University of California, Berkeley

Berkeley, CA, Master of Public Policy

Columbia University

New York, NY, B.A., Neuroscience

COMMUNITY INVOLVEMENT

Emerging LA, Participant

Salon series hosted by Molly Rysman, Housing and Homelessness Deputy, to address homelessness in LA County

New Leaders Council - LA, Fellow

Program aimed at developing leadership in politics, government, and law

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Abe Leider, AICP CEP

Principal Planner

Mr. Leider has over 20 years of experience in the planning field and has managed or primarily authored successful planning and environmental documents on subjects ranging from regional resource management and land use regulation to complex public and private development projects. He is proficient at interpreting state and federal planning and environmental regulations and guidelines as well as developing thorough and clear environmental documentation. Mr. Leider is experienced at providing professional contract planning support in all facets of the project review and permitting process to small, mid-sized and large jurisdictions throughout California. He has prepared informational and technical reports on a range of planning and environmental topics, including general land use trends, agriculture, biology and aesthetics/visual resources.

EDUCATION

BA, English and Environmental Studies, University of California at Santa Barbara

CERTIFICATIONS/REGISTRATIONS

Professional Certificate in Land Use and Environmental Planning, UCSB Extension

American Institute of Certified Planners, Certified Environmental Planner (no. 021413)

SELECT PROJECT EXPERIENCE

Principal-in-Charge, City of Union City – Housing Element Rezone IS-MND, Union City

Mr. Leider is the Principal-in-Charge of Rincon's contract with Union City to provide a Housing Element Rezone IS-MND. Rincon prepared an MND for the City's for rezoning to allow increased residential density on several key parcels. Rincon successfully completed this assignment within budget despite achieving an expedited schedule. Key issues included aesthetics, agricultural resources, biological resources and traffic.

Principal-in-Charge, City of Redwood City – Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project Addendum Environmental Impact Report, Redwood City

Mr. Leider served as the Principal-in-Charge for an Addendum Environmental Impact Report for Redwood City's Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project. The proposed project involves amendments to the mixed-use live/work zoning district and the mixed-use emergency shelter combining district on 30 blocks totaling 37.5 acres. Rincon prepared the Addendum to the previously certified A New General Plan for Redwood City Final EIR. The zoning amendment would alter the required floor area ratios, density, stories and height on mixed-use live/work zoning district and the mixed-use emergency shelter zoning district and provide intensity bonuses for developments which include certain qualifying community benefits.

Principal-in-Charge, City of San Leandro (subconsultant to Raimi & Associates) – Bay Fair BART Transit-oriented Development Specific Plan Environmental Impact Report, San Leandro

Rincon prepared a programmatic Environmental Impact Report for the Bay Fair BART Transit-oriented Development Specific Plan for the City of San Leandro as part of the Raimi & Associates team. The Specific Plan addressed a wide range of development, planning and economic issues, including identifying existing and future opportunities for transit-oriented mixed-use and residential development within the study area and transportation and infrastructure improvements to accommodate a preferred land use alternative. Mr. Leider's role included overall management of the CEQA document and process for the project.

Principal-in-Charge, City of Berkeley (subconsultant to Raimi & Associates) – Adeline Corridor Specific Plan Environmental Impact Report, Berkeley

Mr. Leider served as the Principal-in-Charge. Mr. Leider's role included overall management of the CEQA document and process for the project. Rincon completed



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Karly Kaufman, MESM

Supervising Environmental Planner/Project Manager

Karly Kaufman is involved in managing and preparing CEQA and NEPA documentation and technical air quality, greenhouse gas, and noise impact analyses. Ms. Kaufman manages and prepares environmental documents for a diverse range of projects including general plans, specific plans, residential and commercial development projects, and infrastructure projects. She has prepared Environmental Impact Reports, Initial Studies, Negative Declarations, and Categorical Exemptions. She is experienced with the CalEEMod land use emissions model and a variety of other air pollutant and greenhouse gas emissions models including EMFAC 2011 and CALINE4. Ms. Kaufman previously organized outreach and educational campaigns for a variety of audiences on both the national and local levels. Previous outreach campaigns have included: grassroots and community organizing, legislative and issue advocacy, fundraising and member recruitment, survey design, and educational campaigns for K-12 students and senior citizens. She is also a proficient public presenter.

EDUCATION

MESM with emphases in Energy and Climate as well as Water Resources Management, Bren School of Environmental Science & Management, University of California, Santa Barbara

BS, Environmental Policy Analysis and Planning, University of California, Davis

TRAININGS

AEP Spring 2018, 2019, and 2020 CEQA Advanced Workshops

AEP Summer 2013 CEQA Legislative Update Workshop

HUD Winter 2014 NEPA Training

YEARS OF EXPERIENCE

14

SELECT PROJECT EXPERIENCE

Project Manager, City of Palo Alto – Housing Incentive Program Expansion and 788-796 San Antonio Road Mixed Use Project Environmental Impact Report, Palo Alto

Ms. Kaufman is the project manager for the EIR for the City's proposed effort to expand their Housing Incentive Program to a portion of the San Antonio Road corridor. This involves increasing the allowed residential density on some parcels to encourage and incentive housing. One proposed project, the 788 San Antonio Road Mixed Use project, would be allowed under the proposed program expansion. The EIR covers both the programmatic zoning code changes and the project-level impacts associated with the individual 788 San Antonio Road project. This project involves demolition of an eligible historic resource. Key issues analyzed in the EIR include historical resources, air quality, energy, greenhouse gas emissions, noise, and transportation.

Project Manager, City of Berkeley – Adeline Corridor Specific Plan Environmental Impact Report, Berkeley

Ms. Kaufman is the project manager for the EIR for the proposed Adeline Corridor Specific Plan in the City of Berkeley. The Plan Area is in the southern portion of the City of Berkeley and extends approximately 1.3 miles north from the Berkeley/Oakland border along Adeline Street and Shattuck Avenue to the intersection of Shattuck Avenue and Dwight Way. The Plan Area abuts Downtown Berkeley to the north and extends to the City of Oakland border to the south. The Adeline Corridor Specific Plan is intended to direct changes in land uses and development and right-of-way improvements for the Plan Area. The vision for the Plan Area is to champion equitable, transit-oriented development that supports a thriving community and provide safe, "complete streets." Key issues analyzed in the EIR include traffic/circulation, cultural resources, population and housing, noise, air quality, and GHG emissions.

Project Manager, County of Alameda – Ashland Cherryland Business District Specific Plan Environmental Impact Report, Alameda County

The ACBDSP area encompasses two corridors in Ashland and Cherryland, two unincorporated communities within the County of Alameda. The project



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Kari Zajac, MESM

Project Manager

Ms. Zajac has a strong background in environmental science and has experience in CEQA and NEPA compliance and permitting working as an environmental planner. Ms. Zajac's professional experience includes preparing exemptions and exclusions, initial studies, Environmental Impact Reports, and technical studies, such as acoustical analysis. Ms. Zajac leads Rincon's noise technical team and is experienced California Emissions Estimator Model (CalEEMod), Roadway Construction Noise Model (RCNM), Traffic Noise Model (TNM), and Extech sound level meter operation and computer software. In addition, she is experienced in air quality and GHG modeling and has written numerous technical studies on those topics.

EDUCATION

MESM, Bren School of Environmental Science & Management, University of California, Santa Barbara, Specialization: Conservation Planning

BS, Wildlife, Fisheries, and Conservation Biology, University of California, Davis

AFFILIATIONS

Member, Association of Environmental Professionals

SELECT PROJECT EXPERIENCE

Technical Analyst, City of Berkeley (subconsultant to Raimi & Associates) – Adeline Corridor Specific Plan Environmental Impact Report, Berkeley

As an analyst, Ms. Zajac prepared the air quality and greenhouse gas Environmental Impact Report sections for the Adeline Corridor Specific Plan. Ms. Zajac modeled the project in the California Emissions Estimator Model and compared project emissions to applicable Bay Area Air Quality District thresholds. As part of the analysis it was determined that a health risk assessment policy should be added to the Specific Plan as a mitigation measure to account for residential projects near high traffic roadways and stationary sources.

Analyst, City of San Leandro (subconsultant to Raimi & Associates) – Bay Fair BART Transit-oriented Development Specific Plan Environmental Impact Report, San Leandro

Ms. Zajac served as an analyst for the project which was a programmatic Environmental Impact Report for the Bay Fair BART Transit-oriented Development Specific Plan for the City of San Leandro as part of the Raimi & Associates team. The Specific Plan addressed a wide range of development, planning and economic issues, including identifying existing and future opportunities for transit-oriented mixed-use and residential development within the study area and transportation and infrastructure improvements to accommodate a preferred land use alternative.

Project Manager, City of Union City (subconsultant to Mintier Harnish) – Union City General Plan Update Environmental Impact Report, Union City

The Union City 2040 General Plan updated focused on specific areas in the City for future development and prioritizes infill and mixed-use development. Key issue areas in the Environmental Impact Report included aesthetics, greenhouse gas emissions, noise, and transportation. As project manager, Ms. Zajac oversaw the Rincon team, analyzed various environmental impacts, and participated in client coordination.

Project Manager, City of Novato –Novato General Plan 2035 Update Environmental Impact Report, Novato

The City of Novato is updating their General Plan to include current regulatory changes and incorporate land use changes in the City. The majority of use changes in the General Plan are concentrated in four focus areas as well as the Bel Marin Keys industrial park which would permit 500,000 square feet of life sciences development. As project manager, Ms. Zajac is working with the City to complete the Environmental Impact Report where the main issue areas are development in the industrial park and traffic.



DAVE JAVID, AICP, LEED AP

Founder + Principal

Dave has over 18 years of experience leading a diverse range of award-winning community-based planning efforts. Dave's experience as a project manager on vision, corridor, strategic, specific plan and resilient placemaking projects has provided invaluable insight on the opportunities and the challenges of balancing client objectives while meeting community expectations. By implementing a range of engagement and communication platforms, Dave has forged relationships with key community leaders to establish partnerships and a common dialogue that has led to successful policy outcomes.

FEATURED PROJECTS

DIRIDON STATION AREA COMMUNITY ENGAGEMENT | SAN JOSE, CA

Leading a comprehensive engagement strategy through collaboration with City staff to facilitate a range of community and passionate stakeholder input related to the transformation of a transit hub in the heart of the downtown, targeted by Google for a mixed-use campus. Outreach includes monthly meetings with a 38-person advisory group, stakeholder meetings, pop-up events, surveys, digital tools and a custom project website. Creative solutions have been implemented to ensure all community members have an equal opportunity to share their perspectives, while navigating large protests that often occur during community meetings.

DOWNTOWN VISION PLAN | LOS ALTOS, CA

Implemented a range of community engagement tools (e.g., stakeholder and focus group meetings, pop-up workshops, neighborhood and committee meetings, surveys and online engagement) to garner support for a comprehensive vision for the downtown area.

DOWNTOWN SPECIFIC PLAN AND EIR | SAN MATEO, CA

Led community engagement activities on a that included a range of informational community forums, interactive workshops, neighborhood meetings, pop-up events and online/mobile tools. Housing affordability and climate adaptation are a couple of the major community focused topics discussed. Input gathered informed land use and circulation design standards along with an implementation action plan.

ADELINE CORRIDOR PLAN - RACIAL EQUITY LENS TOOL | BERKELEY, CA

Managed an outreach effort to prepare a racial equity lens or assessment tool to minimize unanticipated adverse impacts of proposed policies and institutional practices on traditionally underserved groups, refined through multiple stakeholder and focus group meetings.

ADDITIONAL RELEVANT PROJECTS

GENERAL PLAN UPDATE + EIR | South San Francisco, CA

NORTH VENTURA COORDINATED AREA PLAN | Palo Alto, CA

OBJECTIVE MULTI-FAMILY DESIGN STANDARDS | Marin County, CA

COMPREHENSIVE PLAN | Memphis, TN

MTC REGIONAL "PLANNING INNOVATIONS" FORUMS | Bay Area, CA



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EXPERIENCE

PLAN TO PLACE

Founder + Principal, 2016 – present

M-GROUP

Principal Planner + Designer, 2013 – 2016

PMC

Senior Urban Planner, 2011 – 2013

MIG INC.

Project Manager, 2009 – 2011

RRM DESIGN GROUP

Senior Planner, 2004 – 2009

EDUCATION

MASTER OF ARTS

City and Regional Planning
California Polytechnic State University
San Luis Obispo, CA

BACHELOR OF ARTS

Urban Studies and Planning,
Visual Arts Minor
University of California, San Diego
San Diego, CA

PRESENTATIONS

"Retooling the Outreach Toolkit"
CCAPA Conference, Oakland, CA

"Achieving Sustainable Results: Public and Private Efforts & Coordination"
CCAPA Conference, Hollywood, CA

"The Planner's Guide to Implementing Green Principles"
CCAPA Conference, San José, CA

MEMBERSHIPS +

ACCREDITATIONS

Co-Director, Sustainability Committee,
APA, Cal Northern - 2012-2015

American Institute of Certified Planners
(AICP)

Leadership in Energy and Environmental
Design Accredited Professional (LEED AP)
San Francisco Bay Area Planning and
Urban Research (SPUR)

PAUL KRONSER

Sr. Community Engagement and Design Specialist

Paul has over 10 years of experience in planning, urban design and community engagement. He has lead community outreach efforts to engage the public on various projects ranging from high density urban developments to rural active transportation grants. His experience has allowed him to gather skills in various community engagement methods, creating productive conversations around key issues facing communities today.

FEATURED PROJECTS

TRUCKEE TRANSIT STUDY | TRUCKEE, CA

Assisted with outreach and engagement for the Transit Center Feasibility study which included community meetings, informational community forums, interactive workshops, pop-up meetings, online surveys, and website creation which provided access to diverse sub populations of Truckee, CA.

TCTC ACTIVE TRANSPORTATION PLAN/PROGRAM | TUOLUMNE, CA

Led community outreach and engagement for a series of Caltrans Active Transportation Grant applications where community members were engaged to provide feedback on various project elements and goals. These meetings were held digitally in a series of webinars and live interactive presentations from County and City staff. Other outreach tools included interactive project specific website, online surveys, and pop-up events.

ACTIVE OROVILLE | OROVILLE, CA

Led the preparation and implementation of an engagement strategy with the City of Oroville to prepare a state funding application for pedestrian and bicycle improvements along a heavily traveled commercial corridor. The community engagement efforts included digital community workshops, stakeholder interviews, online surveys, mailers, and project overview video footage.

EL MONTE SPECIFIC PLAN | EL MONTE, CA

Led the community outreach efforts through a series of in person interactive workshops that included reviewing project design alternatives, design guidelines and policies along with managing smaller breakout sessions for specific Citywide issues and solutions. Comments and input received were used to create a Specific Plan that encompassed the community's vision for future growth and development.

ADDITIONAL RELEVANT PROJECTS

VALLEY'S EDGE SPECIFIC PLAN | Chico, CA

SAN LUIS RANCH SPECIFIC PLAN | San Luis Obispo, CA

PISMO BEACH VISION PLAN | Pismo Beach, CA

TRAVER PARK COMMUNITY VISIONING PROJECT | Traver, CA

EAGLE RANCH SPECIFIC PLAN | Atascadero, CA

FORT BRAGG MILL SITE SPECIFIC PLAN | Fort Bragg, CA



EXPERIENCE

PLAN TO PLACE

Sr. Community Engagement and Design Specialist,
2020 – present

GREENDOT TRANSPORTATION SOLUTIONS

Transportation Planner, 2019 – 2020

FRAYJI DESIGN GROUP

Senior Planner, 2017 – 2019

RRM DESIGN GROUP

Planner, 2013-2016

REC SOLAR

Account Manager, 2009-2013

RRM DESIGN GROUP

Assistant Planner, 2007-2009

EDUCATION

BACHELOR OF SCIENCE COMMUNITY AND REGIONAL PLANNING

Iowa State University, Ames IA

SOFTWARE

Adobe InDesign
Adobe Illustrator
Sketch-Up
Adobe Photoshop
Word
Excel
PowerPoint



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SUHAILA SIKAND

Community Engagement Specialist

Suhaila Sikand is a creative thinker drawing on her background in design, community participation, and sustainable behavior. She has managed both local and remote teams made up of diverse backgrounds. Suhaila's unique experience allows her to approach problems from multiple perspectives to gain a holistic view of the challenge and collaboratively respond with solutions. Her growing capabilities in management and social skills make her an approachable and empathetic team member and community organizer.

FEATURED PROJECTS

SSF GENERAL PLAN + EIR | SOUTH SAN FRANCISCO, CA

Assisting with outreach and engagement for a General Plan effort. The Engagement Strategy includes neighborhood meetings, informational community forums, interactive workshops, pop-up meetings, online surveys, and social equity meetings to provide access for diverse sub populations.

DIRIDON STATION AREA COMMUNITY ENGAGEMENT | SAN JOSE, CA

Assisting with outreach and engagement for a comprehensive engagement strategy through collaboration with City staff to facilitate a range of community and passionate stakeholder input related to the transformation of a transit hub in the heart of the downtown, targeted by Google for a mixed-use campus.

MULTI-FAMILY OBJECTIVE DESIGN STANDARDS | MARIN COUNTY, CA

Assisting with preparation and implementation of an engagement strategy with every jurisdiction in Marin County to prepare county wide objective design and development standards to incentivize multi-family housing.

NORTH VENTURA COORDINATED AREA PLAN | PALO ALTO, CA

Assisting the engagement team in preparation and facilitation of interactive meetings with an advisory group, community and stakeholders.

DATABASE MIGRATION WEBINAR | DATOMETRY, INC.

Drove marketing efforts for a technical webinar on database migration. Project managed senior staff to develop scripts, anticipate questions, and conduct customer follow-ups. Created visual material throughout campaign.

WEST VILLAGE ENERGY DASHBOARD | CONSUMER ENERGY INTERFACES

Led a redesign of the feedback system based on focus group and survey data. Extracted key statistics and visually dissected feedback to be meaningful for a wide range of technical and scientific comprehension.

POP-UP DAVIS | UC DAVIS

Collaborated with the city of Davis to pitch how to retain young-adults post-college as residents of the city. Conducted interviews with young-adults and prototyped various components of the project to test its feasibility.



EXPERIENCE

PLAN TO PLACE

Community Engagement Specialist,
2019 – present

HTM.ELLE

Creative Advisor and Program Facilitator,
2019 – present

COHERE DESIGN LAB

Design Assistant, 2019 – present

DATOMETRY, INC.

Marketing Designer, 2018 – 2019
Digital Marketing Intern, 2018-2018

SEE CHANGE INSTITUTE

Lead Designer, 2017-2018

APPLIED RESEARCH WORKS

Design Consultant, 2017-2018

CONSUMER ENERGY INTERFACES

Lead Designer, 2015-2017

EDUCATION

BACHELORS OF DESIGN

University of California, Davis

PUBLICATIONS

Information, timing, and display: A design-behavior framework for improving the effectiveness of eco-feedback. 2018

Keeping track to stay on track for zero net energy: Modeling building and end use consumption targets for a ZNE community. 2018.

A Typology of In-Vehicle Eco-Driving Feedback. 2017.

GreenFLY. 2017.

SOFTWARE

Adobe InDesign
Adobe Illustrator
Sketch
Adobe Photoshop
Word
Excel
PowerPoint



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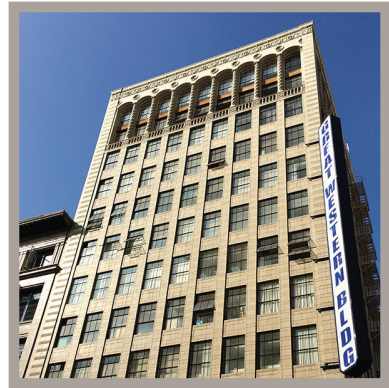
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SAN LUIS OBISPO



SAN FRANCISCO



LOS ANGELES

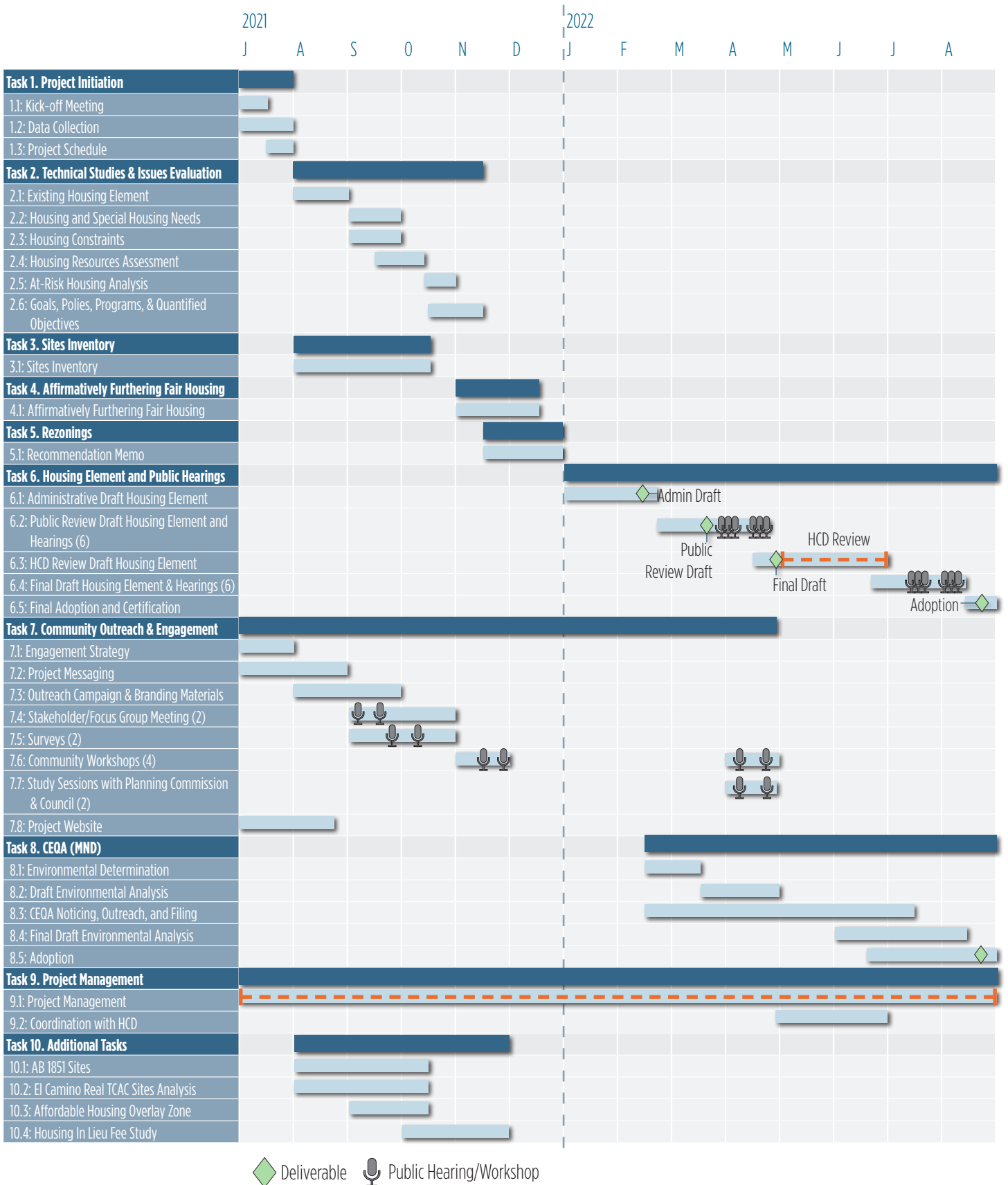


4 Cost Proposal

Based on the tasks identified in the Scope of Services, we are pleased to submit a cost proposal for the City of Los Altos Housing Element. We have budgeted for all of the tasks with a level of effort that we believe is necessary to meet the project objectives and achieve success.

City of Los Altos 6th Cycle Housing Element Update	LWC								Plan to Place		Rincon		PROJECT TOTAL			
	Principal \$285		Director \$225		Senior Associate \$185		Associate \$150		LWC Total		Plan to Place Total		Rincon Total			
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Task 1 Project Initiation																
1.1 Kickoff Meeting	2	\$ 570	4	\$ 900	8	\$ 1,480	8	\$ 1,200	22	\$ 4,150	18	\$ 3,310	-	\$ -	40	\$ 7,460
1.2 Data Collection		\$ -	2	\$ 450	8	\$ 1,480	8	\$ 1,200	18	\$ 3,130	24	\$ 4,040	-	\$ -	42	\$ 7,170
1.3 Project Schedule	1	\$ 285	2	\$ 450	8	\$ 1,480	4	\$ 600	15	\$ 2,815	-	\$ -	-	\$ -	15	\$ 2,815
Task 2 Technical Studies and Issues Evaluation																
2.1 Existing Housing Element		\$ -	4	\$ 900	16	\$ 2,960	32	\$ 4,800	52	\$ 8,660	-	\$ -	-	\$ -	52	\$ 8,660
2.2 Housing and Special Housing Needs	4	\$ 1,140	4	\$ 900	15	\$ 2,775	32	\$ 4,800	55	\$ 9,615	-	\$ -	-	\$ -	55	\$ 9,615
2.3 Housing Constraints	4	\$ 1,140	8	\$ 1,800	16	\$ 2,960	32	\$ 4,800	60	\$ 10,700	-	\$ -	-	\$ -	60	\$ 10,700
2.4 Housing Resources Assessment	4	\$ 1,140	4	\$ 900	16	\$ 2,960	16	\$ 2,400	40	\$ 7,400	-	\$ -	-	\$ -	40	\$ 7,400
2.5 At-Risk Housing Analysis	4	\$ 1,140	8	\$ 1,800	16	\$ 2,960	8	\$ 1,200	36	\$ 7,100	-	\$ -	-	\$ -	36	\$ 7,100
2.6 Goals, Polies, Programs, and Quantified Objectives	4	\$ 1,140	6	\$ 1,350	20	\$ 3,700	32	\$ 4,800	62	\$ 10,990	-	\$ -	-	\$ -	62	\$ 10,990
Task 3 Sites Inventory																
3.1 Sites Inventory	20	\$ 5,700	80	\$ 18,000	80	\$ 14,800	90	\$ 13,500	270	\$ 52,000	-	\$ -	-	\$ -	270	\$ 52,000
Task 4 Affirmatively Furthering Fair Housing																
4.1 Affirmatively Furthering Fair Housing	2	\$ 570	8	\$ 1,800	16	\$ 2,960	16	\$ 2,400	42	\$ 7,730	-	\$ -	-	\$ -	42	\$ 7,730
Task 5 Rezonings																
5.1 Recommendation Memo	4	\$ 1,140	4	\$ 900	16	\$ 2,960	16	\$ 2,400	40	\$ 7,400	-	\$ -	-	\$ -	40	\$ 7,400
Task 6 Housing Element and Public Hearings																
6.1 Administrative Draft Housing Element	8	\$ 2,280	20	\$ 4,500	60	\$ 11,100	60	\$ 9,000	148	\$ 26,880	-	\$ -	-	\$ -	148	\$ 26,880
6.2 Public Review Draft Housing Element and Hearings (3)	8	\$ 2,280	30	\$ 6,750	60	\$ 11,100	60	\$ 9,000	158	\$ 29,130	-	\$ -	-	\$ -	158	\$ 29,130
6.3 HCD Review Draft Housing Element	4	\$ 1,140	16	\$ 3,600	24	\$ 4,440	32	\$ 4,800	76	\$ 13,980	-	\$ -	-	\$ -	76	\$ 13,980
6.4 Final Draft Housing Element and Hearings (3)	8	\$ 2,280	30	\$ 6,750	40	\$ 7,400	40	\$ 6,000	118	\$ 22,430	-	\$ -	-	\$ -	118	\$ 22,430
6.5 Final Adoption and Certification	8	\$ 2,280	8	\$ 1,800	32	\$ 5,920	16	\$ 2,400	64	\$ 12,400	-	\$ -	-	\$ -	64	\$ 12,400
Task 7 Community Outreach and Engagement																
7.1 Engagement Strategy	2	\$ 570	2	\$ 450	4	\$ 740	4	\$ 600	12	\$ 2,360	32	\$ 5,560	-	\$ -	44	\$ 7,920
7.2 Project Messaging	2	\$ 570	2	\$ 450	4	\$ 740	4	\$ 600	12	\$ 2,360	42	\$ 7,350	-	\$ -	54	\$ 9,710
7.3 Outreach Campaign and Branding Materials	2	\$ 570	2	\$ 450	4	\$ 740	4	\$ 600	12	\$ 2,360	62	\$ 10,730	-	\$ -	74	\$ 13,090
7.4 Stakeholder/Focus Group Meeting (2)	2	\$ 570	16	\$ 3,600	16	\$ 2,960	12	\$ 1,800	46	\$ 8,930	36	\$ 6,500	-	\$ -	82	\$ 15,430
7.5 Survey (1)	1	\$ 285	4	\$ 900	12	\$ 2,220	12	\$ 1,800	29	\$ 5,205	24	\$ 4,240	-	\$ -	53	\$ 9,445
7.6 Community Workshops (3)	6	\$ 1,710	24	\$ 5,400	36	\$ 6,660	24	\$ 3,600	90	\$ 17,370	91	\$ 15,825	-	\$ -	181	\$ 33,195
7.7 Study Session with Planning Commission & Council (2)	2	\$ 570	24	\$ 5,400	24	\$ 4,440	16	\$ 2,400	66	\$ 12,810	50	\$ 8,910	-	\$ -	116	\$ 21,720
7.8 Project Website	8	\$ 2,280	8	\$ 1,800	16	\$ 2,960	16	\$ 2,400	48	\$ 9,440	90	\$ 14,650	-	\$ -	138	\$ 24,090
Task 8 CEQA (MIND)																
8.1 Environmental Determination	2	\$ 570	4	\$ 900	8	\$ 1,480	8	\$ 1,200	22	\$ 4,150	-	\$ -	220	\$ 30,970	242	\$ 35,120
8.2 Draft Environmental Analysis		\$ -	2	\$ 450	4	\$ 740	2	\$ 300	8	\$ 1,490	-	\$ -	57	\$ 8,595	65	\$ 10,085
8.3 CEQA Noticing, Outreach, and Filing		\$ -	2	\$ 450	2	\$ 370	2	\$ 300	6	\$ 1,120	-	\$ -	45	\$ 7,865	51	\$ 8,985
8.4 Final Draft Environmental Analysis		\$ -	2	\$ 450	4	\$ 740	2	\$ 300	8	\$ 1,490	-	\$ -	76	\$ 11,488	84	\$ 12,978
8.5 Adoption		\$ -		\$ -		\$ -		\$ -	-	\$ -	-	\$ -	30	\$ 6,522	30	\$ 6,522
Task 9 Project Management																
9.1 Project Management	80	\$ 22,800	160	\$ 36,000	40	\$ 7,400	18	\$ 2,700	298	\$ 68,900	60	\$ 11,100	58	\$ 10,358	416	\$ 90,358
9.2 Coordination with HCD	8	\$ 2,280	8	\$ 1,800	24	\$ 4,440	8	\$ 1,200	48	\$ 9,720	-	\$ -	-	\$ -	48	\$ 9,720
TOTAL HEU TASKS	200	57,000	498	112,050	649	120,065	634	95,100	1,981	384,215	529	92,215	486	75,798	2,996	552,228
Contingency															\$ 48,000	
GRAND TOTAL															\$ 600,228	
Task 10 Additional Tasks																
10.1 AB 1851 Sites		\$ 9,300														
10.2 El Camino Real TCAC Sites Analysis		\$ 20,800														
10.3 Affordable Housing Overlay Zone		\$ 14,200														
10.4 Housing In Lieu Fee Study		\$ 27,680														
10.5 Housing Impact Fee		\$ 47,140														
OPTIONAL TASKS																
Traffic Analysis		\$ 15,000														
Environmental Impact Report		\$ 165,000														
In-person meeting instead of virtual: additional \$2,000 per meeting (Note: This is the total cost for an EIR. If an EIR is needed, the additional fee would be about \$90,000.)																

Schedule



Dear City Council,

I am very concerned about the mandate that requires Los Altos to create about 1,958 income housing units because it is estimated to require finding 40 acres of land. Each unit is estimated to cost an average of \$700,000 to build. The end result would be to increase our population by 15-20%; something that has not occurred since the 1960's when Los Altos empty land was readily available.

The strain on our sewers, schools, and parks may be too to absorb and the increase in population would surely change the character of the village atmosphere that I enjoy. Equally important, if you do the math it will cost about \$1.37 billion dollars for the housing units. Where are these funds or land going to come from?

I do not personally believe that low income housing is a right that everyone should have like clean air or water or health care because it simply does not fit our form of government or culture. In my 78 years on this planet there are many places I would like to live that I cannot afford. Growing up in a small town in New Jersey the vast majority of my high school classmates could not afford to live in the town where they grew up. Instead they found housing up to 60 miles away and lived with daily car or rail commutes. This is the reality of life for most Americans over the generations. What makes it different now?

A far better solution to creating less expensive housing is to use trains to allow people to live further away where the cost of land and housing is far less expensive. A good example is that one of the engineers that worked for me moved to Tracy and took the train into Mountain View to work. In New Jersey this is the way people get to and from South Jersey to North Jersey or to NYC.

I am willing to help you oppose this impossible mandate if you want my support.

Respectfully,

Frank Martin



DISCUSSION ITEM

Agenda Item # 11

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Lehigh Hansen and Stevens Creek Quarry

Prepared by: Emiko Ancheta, Sustainability Coordinator

Reviewed by: Jon Biggs, Community Development Director

Approved by: Brad Kilger, Interim City Manager

Attachment(s):

None

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

This request for City Council direction 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. Providing direction to a City Commission and/or City Staff 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.

Policy Question(s) for Council Consideration:

- Does the City Council wish to provide direction to the Environmental Commission and staff regarding Lehigh Hansen and Stevens Creek Quarry?

Summary:

- The Lehigh Hansen and Stevens Creek Quarry is within the County of Santa Clara jurisdictional boundaries

Reviewed By:

City Manager

BK

City Attorney

JH

Finance Director

JM



Subject: Lehigh Hansen and Stevens Creek Quarry

-
- The Lehigh Hansen and Stevens Creek Quarry applied for a permit with County of Santa Clara to amend its reclamation plan and increase mining production
 - The County has not approved the permit and there is an active lawsuit between Lehigh Hansen and Stevens Creek Quarry and the County of Santa Clara

Staff Recommendation:

Discuss and provide direction to the Environmental Commission and City staff.

Purpose

This will provide the City Council with an opportunity to provide direction to the Environmental Commission and City Staff on how it should monitor and report on permitting activities for the Lehigh Hansen and Stevens Creek Quarry

Background

The Lehigh Hansen and Stevens Creek Quarry is a cement plant, limestone and aggregate mining operation located in the Santa Clara County foothills, west of the jurisdictional limits of the City of Cupertino. The mine has been in operation since May 8, 1939, under the County of Santa Clara's jurisdiction. An approved Reclamation Plan was established in 1984 (amended in 2012) and it documents a plan to restore quarried lands. Since the establishment of the Reclamation Plan the following amendments have been filed:

- 2007 Reclamation Plan Amendment for Permanente Quarry (File 2250-13-66-07P)
- 2009 Reclamation Plan Amendment for Permanente Quarry - East Materials Storage Area (File No. 2250-13-66-09P)
- 2010 Reclamation Plan Amendment for Permanente Quarry - Superseded (File No. 2250-13-66-10P)
- 2011 Reclamation Plan Amendment for Permanente Quarry (File No. 2250-13-66-10P/M1)
- 2012 Reclamation Plan Amendment for Permanente Quarry
- 2018 Minor Reclamation Plan Amendment for Haul Road – Superseded
- 2019 Reclamation Plan Amendment for Utility Road (Superseded/combined with PLN19-0106)
- 2019 Reclamation Plan Amendment for Quarry Expansion (File PLN19-0106)

The last amendment, 2019 Reclamation Plan Amendment for Quarry Expansion, was submitted to the County on May 22, 2019. The 2019 Reclamation Plan Amendment includes the following modifications (per the Santa Clara County website):

- Retain in place the overburden material currently stored in the West Materials Storage Area (“WMSA”) rather than use it to backfill the main quarry pit. Lehigh proposed to backfill the



Subject: Lehigh Hansen and Stevens Creek Quarry

pit with clean fill (approximately 20 million cubic yards) which will be trucked in from off-site. This would require approximately 600 new truck trips per day, five days a week for the next 30 years, depending on available supply.

- Decrease the lower ridge crest along a portion of the North Quarry highwall by approximately 100 feet, necessitating modification of the 1972 Ridgeline Protection Easement held by the County.
- Expand the reclamation plan area by 73.4 acres, increasing the total reclamation plan area from 1,238.6 acres to 1,312 acres. Additionally, the operator proposes to expand mining activities into a new 30-acre area, referred to as the “Rock Plant Reserve”.
- Use an existing Pacific Gas & Electric, Co. utility access road, or establish a new haul road between Leigh and Stevens Creek Quarry (“Utility Haul Road”).
- Reclaim an approximately 3,600-foot segment of the existing Plant Quarry Road and adjacent areas.

Discussion/Analysis

Based on comments made during prior meetings, staff is seeking direction from the City Council on how it and the Environmental Commission should monitor and report on permitting activities for the Lehigh Hansen and Stevens Creek Quarry.

Options

- 1) Provide direction to staff and the Environmental Commission to monitor permit activities for the Lehigh Hansen and Stevens Creek Quarry.

Advantages: Developments of the Lehigh Hansen and Stevens Creek Quarry expansion will continue to be monitored by the City

Disadvantages: Depending on the level and intensity of permit activity, additional staff resources may be needed

- 2) Decline to monitor permitting activities in some format.

Advantages: Avoids potential exposure due to permit challenges

Disadvantages: City will not have current information related to permit activities at the site

Recommendation

The staff recommends Option 1.



DISCUSSION ITEM
AGENDA ITEM # 12

AGENDA REPORT SUMMARY

Meeting Date: June 8, 2021

Subject: Materials under Agenda Item #12 - Council Legislative Subcommittee Update And Potential Council Action

From: **Andrea Chelemengos, City Clerk**

Please note the following materials have been provide by Vice Mayor Enander and have not yet been reviewed by the Council Legislative Subcommittee

Legislative Committee Report
June 4, 2021

All of the bills listed in the most recent report (May 25, 2021 Agenda report) that were going to floor votes passed their original houses. Draft letters for 13 of those bills and a separate letter regarding the State budget are presented for consideration.

Most of the bills have not yet been scheduled for committee hearings in the second house, but those hearings will likely happen in short order between now and late August. The legislative committee is seeking concurrence on the positions for these bills, for authority to customize each of the draft letters for the various committees that will hear the bills between now and late August, and for floor vote letters to Assemblymember Berman and Senator Becker for any bills that move to floor votes before late August.

Council has previously approved letters for 7 of the 13 bills (AB 215, SB 9, SB 15, SB 278, SB 556, SB 612, and SB 640) and deferred action on 2 others (AB 1401 and SB 16). Council previously approved letters for 2 others for which further action is not warranted: AB 415 failed to move from the Assembly, and AB 339 was amended to apply only to cities of more than 250,000. Of the 7 bills for which the City has previously sent letters, CalCities has changed its position only on SB 9, from “Oppose Unless Amended” to a straight “Oppose.” The new draft letter for SB 9 reflects that change, but has not been discussed by the committee.

Letters on AB 14, AB 602, AB 989, and SB 4 are new and represent the evolving recommendations of CalCities from “watch” to having a specific position. AB 14 and SB 4 are virtually identical bills. There is also a new letter regarding the state budget, as requested in an alert by CalCities; it was drafted by the Vice Mayor and is being reviewed by Council member Weinberg and the staff.

AB 14 – New recommendation

[Senate Committees, as assigned]

**RE: AB 14 (Aguiar-Curry) Broadband Services: California Advanced Services Fund.
Notice of SUPPORT**

Dear Senator _____

The City of Los Altos is pleased to support AB 14 (Aguiar-Curry), which would prioritize deployment of broadband infrastructure in unserved and underserved communities throughout California through the ongoing collection of the California Advanced Services Fund (CASF) surcharge.

As local governments mobilized to address the spread of COVID-19, lack of access to reliable and affordable broadband service was highlighted as communities struggled to stay connected to school, work, and healthcare in the new digital environment. While Californians are increasingly using the internet to connect with others, local governments have taken to online platforms to ensure civic engagement during these unprecedented times.

AB 14 is a step in the right direction, ensuring the continued collection of an essential source of broadband funding. This measure not only authorizes the ongoing collection of the existing CASF surcharge but also makes it easier for local governments to access these grants. Additionally, AB 14 would create a Broadband Bond Financing and Securitization Account to fund broadband infrastructure deployment by local governments. These funding opportunities would allow local governments to continue to play a vital role in deploying broadband infrastructure in their communities.

In addition to these essential funding opportunities, AB 14 also would expand the definition of "unserved." Expanding this definition increases eligibility for CASF grants, which are currently reserved for areas with internet at dial-up speeds or lower leaving out many communities where Californians struggle to stay connected with slightly faster but still obsolete speeds. This measure would also take important steps to address local education agencies' connectivity needs, increase service plan transparency by internet service providers, and ensure anchor institutions are eligible for CASF funding.

While Los Altos generally has access to good quality broadband, it is important to sustain the ability of cities to access CASF grants for the expansion and upgrade of services. Further, AB 14 is critical to giving students and others equitable access – something that will benefit all Californians.

For these reasons, the City of Los Altos supports AB 14.

Sincerely,

AB 215 – No change in position from prior letter

[Senate Committees, as assigned]

**Re: AB 215 (Chiu): Housing Element; Regional Housing Need; Relative Progress Determination
Notice of Opposition (As amended April 5, 2021)**

Dear Senator _____

The City of Los Altos respectfully opposes AB 215, which would create a new, mid-cycle regional housing needs progress determination process and mandates cities and counties with “low progress” in meeting those housing targets to consult with the California Department of Housing and Community Development (HCD) and adopt pro-housing policies. Our chief concern is regarding the mandate to achieve HCD’s designation as a pro-housing jurisdiction.

As you know, the 2019 Budget Act directed HCD to promulgate emergency regulations no later than July 1, 2021, to establish a prohousing designation program. AB 215 turns what was intended to be an incentive program into a mandatory requirement for cities to adopt state supported policies and strategies regardless of whether those policies and strategies would result in increased housing development and whether those policies and strategies are appropriate for our community.

We also question whether the “relative progress” metric is truly calibrated to produce the intended outcome. The cycle of moving from development proposal to entitlement to building permit – the point at which a project would be “counted” in reporting to HCD – takes at least 18 months, assuming the developer moves forward. This leaves little time for cities to show the required progress mid-cycle. Further, the bill takes no account of possible economic forces outside the city’s control that might deter developers from moving to the permitting stage and actual construction.

Several recent changes in the law have given the State new enforcement tools. HCD can review any action or failure to act by a jurisdiction that is inconsistent with the jurisdiction’s adopted housing element; revoke the Department’s prior findings that a city’s housing element is compliant; and refer a non-compliant city to the Attorney General, who can in turn bring the city to court to compel compliance. The State should remain focused on using the tools in existing law to promote housing element adoption and implementation.

Los Altos remains committed to increasing affordable housing. However, we cannot support the transition of an incentive-based approach to a mandatory program, especially considering that the prohousing program has yet even to be implemented.

For these reasons, the City of Los Altos opposes AB 215. If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

AB 602 – New recommendation

[Senate Committees, as assigned]

RE: Assembly Bill 602 (Grayson): Development Fees – Impact Fee Nexus Study Oppose Unless Amended (As amended May 4, 2021)

Dear Senator _____:

The City of Los Altos respectfully asks that you oppose AB 602, by Assembly Member Grayson, which would make significant changes to laws governing local development impact fee programs. Given the complexities of taxation and public finance in California, and the significant limitations on local taxation imposed by the state constitution, development impact fees are a vital tool that we must rely upon to ensure the new developments are supported necessary infrastructure.

While some concerns regarding exactions were dealt with in the most recent amendments in the Assembly, we remain opposed to development of a nexus fee template by the Housing and Community Development Department (HCD). While HCD has extensive experience in funding housing, and has occasionally provided grant funding to support infrastructure improvements on a project-by-project basis, the Department does not have experience related to planning, building and funding infrastructure at a community scale. We also note that the Mitigation Fee Act extends beyond residential projects, to include commercial developments, which have very different infrastructure impacts and needs.

We support the proposal by the League of California Cities to create a clearinghouse through the Office of Planning and Research for nexus studies. This would allow smaller cities to learn from peers with similar infrastructure needs and provide an opportunity for interested parties in the development community, public works officials, and academic researchers to analyze trends and recommend changes in public policy.

For these reason, we respectfully ask that you oppose AB 602 and hope you can persuade the author to work with the Local Government Committee, the Assembly Housing and Community Development Committee, and other stakeholders to improve California development impact fee programs while protecting public infrastructure needed by our constituents who will live in new developments.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

AB 989 – New recommendation

[Senate Committees, as assigned]

**RE: Assembly Bill 989 (Grayson) Appeals. Housing Accountability Committee.
Notice of Opposition (As Amended May 3, 2021)**

Dear Senator _____:

The City of Los Altos joins the League of California Cities in strongly opposing AB 989 (Gabriel), which would create a new state appeals committee within the California Department of Housing and Community Development (HCD) composed of eight members, all appointed by the Governor, with a panel of five members hearing each appeal.

Housing affordability is a critical issue, and we are working to expand the opportunities for housing projects consistent with the numerous State laws that govern our Housing Element and relevant zoning standards. These laws include the Housing Accountability Act which allows a city – subject to proper notice, public hearings, and strict time limits – to impose conditions to mitigate the environmental impact of the project under CEQA and to require compliance with “objective quantifiable, written development standards, conditions and policies.” AB 989 allows a majority of the panel to overturn either or both of these actions if a developer argues they violate the HAA.

The HAA further allows a city – again with proper notice, public hearings, and strict time limits – to deny a project because it would have a specific, adverse impact upon the public health or safety. AB 989 again allows majority of the panel to substitute their judgment about the public health or safety of a community and overturn the denial following procedures that are not subject to public review and comment.

Adding a hearing by the Executive Branch of State Government will not get housing built faster. Rather, it will slow development, increase conflict, and add time to the process. For these reason, the City of Los Altos OPPOSES AB 989.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

AB 1401 – Provided previously; held for further Council discussion

[Senate Committees, as assigned]

**RE: AB 1401 (Friedman) Residential and Commercial Development. Parking Requirements.
Notice of Opposition (As Amended April 19, 2021)**

Dear Senator _____ :

The City of Los Altos respectfully opposes AB 1401 (Friedman), which would prohibit a local government from imposing a minimum automobile parking requirement, or enforcing a minimum automobile parking requirement, on residential, commercial, or other development if the development is located on a parcel within one-half mile walking distance of public transit.

AB 1401 would essentially allow developers to dictate parking requirements in large areas of our city because the definition of public transit includes entire bus corridors, not just high frequency bus stops or major transit stops. Restricting parking requirements within one half- mile walking distance of a high-quality transit corridor does not guarantee that individuals living, working, or shopping on those parcels will have access to public transit since proximity to a corridor does not equate to a convenient bus stop.

Further, AB 1401 would give both developers and transit agencies the power to determine parking requirements. Transit agencies would be able to dramatically alter local parking standards by shifting transit routes and adjusting service intervals, with no guarantee that such service would even be in place at the time a given project is completed or thereafter.

AB 1401 could negatively impact the application of the State's Density Bonus Law by providing developers parking concessions without also requiring developers to include affordable housing units in the project. The purpose of the Density Bonus Law is to provide concessions and waivers to developers in exchange for affordable housing units. Such a reduction in our ability to compel the inclusion of affordable housing is contrary to the interests of California to increase the availability of such housing.

We recognize that amendments have allowed for imposition of some requirements regarding electric vehicles. However, as amended, and while well intended, AB 1401 prevents local jurisdictions from establishing appropriate parking requirements based on community needs. A one-size fits all approach to an issue that is project and location specific just does not work. For these reasons, we ask for your NO vote on AB 1401 on the Assembly Floor.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

SB 4 - New recommendation (nearly identical to AB 16)

[Assembly Committees, as assigned]

SB-4 Communications: California Advanced Services Fund: deaf and disabled telecommunications program: surcharges

Dear Assemblymember _____

The City of Los Altos is pleased to support SB 4 (Gonzalez), which would prioritize deployment of broadband infrastructure in unserved and underserved communities throughout California through the ongoing collection of the California Advanced Services Fund (CASF) surcharge.

As local governments mobilized to address the spread of COVID-19, lack of access to reliable and affordable broadband service was highlighted as communities struggled to stay connected to school, work, and healthcare in the new digital environment. While Californians are increasingly using the internet to connect with others, local governments have taken to online platforms to ensure civic engagement during these unprecedented times.

SB 4 is a step in the right direction, ensuring the continued collection of an essential source of broadband funding. This measure not only authorizes the ongoing collection of the existing CASF surcharge but also makes it easier for local governments to access these grants. These funding opportunities would allow local governments to continue to play a vital role in deploying broadband infrastructure in their communities.

In addition to these essential funding opportunities, SB 4 also would expand the definition of "unserved." Expanding this definition increases eligibility for CASF grants, which are currently reserved for areas with internet at dial-up speeds or lower leaving out many communities where Californians struggle to stay connected with slightly faster but still obsolete speeds. This measure would also take important steps to address local education agencies' connectivity needs, increase service plan transparency by internet service providers, and ensure anchor institutions are eligible for CASF funding.

While Los Altos generally has access to good quality broadband, it is important to sustain the ability of cities to access CASF grants for the expansion and upgrade of services. Further, SB 4 is critical to giving students and others equitable access – something that will benefit all Californians.

For these reasons, the City of Los Altos supports SB 4.

Sincerely,

SB 9 – Revised to conform to CalCities change from Oppose Unless Amended to Oppose

[Assembly Committees, as assigned]

**RE: SB 9 (Atkins) Increased Density in Single-Family Zones
Notice of Opposition (As Amended April 27, 2021)**

Dear Assemblymember _____:

The City of Los Altos writes to express our opposition on SB 9, which would require a local government to ministerially approve, without condition or discretion, a housing development containing two or more residential units in on an individual parcel in single-family residential zones. Additionally, this measure would require local governments to ministerially approve urban lot splits, thus creating two independent lots that may be sold separately.

Housing affordability and homelessness are among the most critical issues facing California cities. Affordably priced homes are out of reach for many people, and housing is not being built fast enough to meet the current or projected needs of people living in the state. Cities lay the groundwork for housing production by planning and zoning new projects in their communities based on extensive public input and engagement, state housing laws, and the needs of the building industry.

While the City of Los Altos appreciates President pro Tempore Atkin’s desire to pursue a housing production proposal, unfortunately, SB 9 as currently drafted would not spur much needed housing construction in a manner that supports local flexibility, decision-making, and community input. State driven ministerial or by-right housing approval processes fail to recognize the extensive public engagement associated with developing and adopting zoning ordinances and housing elements that are certified by the California Department of Housing and Community Development (HCD). None of the current provisions of SB 9 would assure that any of the units created would be affordable – our most crucial housing need.

Los Altos is a charming and unique city that is almost fully developed. Our community, staff, and City Council recognize that California faces a housing crisis and that the solution must be regional. We stand ready to do our part to cooperate with the State and our Council of Governments (ABAG). However, we respectfully request that you and your colleagues take note of the fact that we have the least parkland and green space of all our neighbors, that our community is one of the more mature in Santa Clara County, and that SB 9 will change the longstanding character of our neighborhoods significantly. We know that other cities are facing their own challenges in balancing the goals of SB 9 with their own, unique circumstances. SB 9 is, regrettably, another attempt to impose a one-size-fits-all requirement that will not necessarily achieve the beneficial results sought. We believe giving local jurisdictions incentives is the better approach and would best achieve the intended goals of SB 9.

The City of Los Altos is committed to being part of the solution to the housing shortfall and will

continue to work collaboratively with you to spur much needed housing construction.

For the above reasons, the City of Los Altos opposes SB 9 (Atkins). If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

SB 15 - No change in position from prior letter

[Assembly Committees, as assigned]

**RE: SB 15 (Portantino) Housing Development Incentives. Rezoning of Idle Retail Sites.
Support**

Dear Assemblymember _____:

The City of Los Altos writes in support of SB 15 (Portantino). SB 15 would provide strong incentives for cities to rezone idle big box retail sites or commercial shopping centers to accommodate much needed housing. By providing additional resources to help address the revenue shortfall associated with such rezoning, SB 15 allows cities to make such sites available for housing, rather than redeveloping them to high-density offices that exacerbate the unfavorable ration of jobs to housing.

For these reasons, we SUPPORT SB 15 as a important tool to increase the amount and diversity of housing by providing important financial support to cities that are able to facilitate the conversion of retail sites.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

SB 16 – Held from prior meeting for further Council discussion

[Assembly Committees, as assigned]

**SB 16 (Skinner) Peace Officers. Release of Records
Notice of Opposition (As Amended May 20, 2021)**

Dear Assemblymember _____:

The City of Los Altos respectfully opposes SB 16. While the overly punitive imposition of fines and other monetary damages have been removed from the original bill, the measure remains excessive in the types of personnel records it makes subject to disclosures.

We support maintaining the confidentiality of personnel matters and protecting public safety personnel discipline records from public disclosure, as appropriate.

As amended, SB 16 would unjustifiably expand SB 1421 by providing for the disclosure of police personnel records for every incident alleging use of force, regardless of whether the officer was exonerated or if a complaint was not sustained. This provision is neither practical from an administrative standpoint nor helpful toward to objective of fostering trust between law enforcement and the communities they serve. The release of officer records for every single incident involving any use of force, or an allegation of unreasonable or excessive force – especially those in which the officer is entirely within departmental policy – will generate the misperception that there was “something wrong” with the officer’s conduct.

Our communities can benefit from continued dialogue around law enforcement review and discipline. Unfortunately, this measure is not limited in how it would open police officer personnel records to the public. This policy imbalance that prioritizes public disclosure of records over an officer’s privacy, regardless of whether they were proven to have exhibited proper conduct, is disconcerting.

For these reasons, the City of Los Altos opposes SB 16.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

SB 278 – No change in position from prior letter

RE: SB 278 (Leyva) Public Employees' Retirement System. Disallowed Compensation. Benefit Adjustments. Notice of Opposition (As Amended March 23, 2021)

Dear Assemblymember _____:

The City of Los Altos respectfully opposes SB 278 (Leyva), which would require public agencies to directly pay retirees and/or their beneficiaries, disallowed retirement benefits using general fund dollars. Our objections to this measure are rooted in policy, operational cost, and legal concerns that will inevitably face virtually every state and local government agency should this measure be signed into law.

CalPERS has no Incentive to Properly Calculate Benefit Payments:

SB 278 would place 100 percent of the total liability for disallowed retirement benefits on public agencies—abdicating all responsibility previously held by CalPERS to ensure that retirement benefits are calculated and administered correctly. As such, SB 278 is a de facto and retroactive benefit enhancement measure that would further strain our budget at a time where the impacts of COVID-19 and retirement obligations are making it exceedingly difficult to effectively provide critical services for the public. This would place an undefinable liability on city funds, causing uncertainty in budgeting for services, infrastructure, and otherwise-predictable retirement obligations. The uncertainty might well lead to audit notes that could impede bonding and financing mechanisms.

Requirements under SB 278 will Create Compliance and Implementation Issues:

SB 278 would require us to issue direct General Fund payments to retirees, which would trigger GASB 68 reporting requirements. Given the unique circumstances surrounding these overpayments, we would have to track and report these liabilities. Such additional responsibilities will require us to hire costly outside actuarial and legal experts to ensure that they follow federal reporting laws.

This measure also fails to consider the common practice of employees moving from jurisdiction to jurisdiction throughout their careers. Under normal circumstances, CalPERS pays out the benefit if an employee works for multiple agencies that enjoy reciprocity. However, under SB 278 it is unclear. Such confusion will lead to compliance, legal and implementation challenges. The lack of accountability by the administrator of public retirement benefits would lead to more confusion and compliance challenges for public agencies.

Gift of Public Funds is a Violation of the California Constitution:

Under SB 278, the City of Los Altos would issue unlawful payments to former employees and/or their beneficiaries. Continued payment of a disallowed benefit to a retiree would constitute a gift of public funds, in violation of Section 6, Article 16 of the California Constitution. Such

violations would leave a public agency left to defend itself from costly lawsuits filed by members of the public.

SB 278 would create an unfunded mandate by transferring legal and financial obligations from CalPers to cities and requiring us to attempt to administer retirement benefits to employees who will likely relocate during their retirement – a task far beyond the scope that can be expected of small-city staffs.

For these reasons, the City of Los Altos opposes SB 278 (Leyva). If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

SB 612 – No change in position from first letter

[Assembly Committees, as assigned]

**RE: SB 612 (Portantino) Electrical Corporations and Other Load-Serving Entities.
Allocation of Legacy Resources
Notice of Support (As Amended May 20, 2021)**

Dear Assemblymember _____:

The City of Los Altos continues to support SB 612. SB 612 would ensure that resources held in the Investor Owned Utility (IOU) portfolios are managed to maximize value for all customers, and that fair and equal access to the benefits of these legacy resources.

Over the last ten years, millions of utility customers have transitioned from IOUs to Community Choice Aggregators (CCAs). The majority of Santa Clara County is served by two CCAs, Silicon Valley Clean Energy and San Jose Clean Energy. The City of Los Altos is a proud member of Silicon Valley Clean Energy.

When a customer transitions to a CCA, the customer continues to pay for resources, like energy, that were procured on their behalf through the Power Charge Indifference Adjustment (or PCIA). However, unlike a utility customer, CCA customers receive no benefits from these resources. This inequity has been exacerbated in recent years as the cost of this payment has increased by hundreds of millions of dollars, with no sign of decreasing. The impacts of COVID-19 have made the importance of righting this inequity and lowering costs for all customers even more urgent.

This bill would also ensure that these legacy contracts are managed in a way that maximizes benefits for everyone. The bill would also require the California Public Utilities Commission (CPUC) to recognize the value of clean energy in legacy contracts. However, time is of the essence. The longer the legislature takes to act, the less valuable these legacy contracts will be, and the less value customers will gain from access to them.

Accordingly, the City of Los Altos strongly supports this bill and encourages your aye vote.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

SB 640 - No change in position from first letter

[Assembly Committees, as assigned]

**RE: SB 640 (Becker) Transportation Financing: Jointly Proposed Projects.
Notice of Support (As Amended 5/20/21)**

Dear Assemblymember _____:

The City of Los Altos strongly supports Senator Becker's efforts through SB 640 to provide for cooperative action that will allow local jurisdictions voluntarily to combine resources and simplify reporting on important transportation infrastructure projects. SB 640 will help cities maximize their SB 1 dollars on regional projects and create added flexibility for spending of that funding. We particularly appreciate that SB 640 enhances autonomy for local transportation decisionmaking, while retaining maximum flexibility for the timely and cost-effective completion of these important public works projects.

If you have questions, or wish to discuss our position, please do not hesitate to contact me at nfligor@losaltosca.gov.

Sincerely,

New letter re: State Budget, at request of CalCities

The Honorable Nancy Skinner
Chair, Senate Budget Committee
State Capitol, Room 5019
Sacramento, CA 95814

The Honorable Phillip Ting
Chair, Assembly Budget Committee
State Capitol, Room 6026
Sacramento, CA 95814

The Honorable Anna Caballero
Chair, Senate Budget Subcommittee #4
#4
State Capitol, Room 5019
Sacramento, CA 95814

The Honorable Wendy Carrillo
Chair, Assembly Budget Subcommittee
State Capitol, Room 6026
Sacramento, CA 95814

Dear Chairs Skinner, Ting, Caballero, and Carrillo:

The City of Los Altos respectfully requests a budget commitment to cities of at least \$10 billion in the 2021-2022 State Budget to help cities recover from the pandemic, bolster investment towards meaningful solutions to homelessness, improve housing affordability, and advance critical infrastructure.

The fiscal consequences of the pandemic have had real world impacts on the city services Californians depend on daily. Nine out of 10 cities are currently experiencing a revenue shortfall due to the pandemic, 7 out of 10 cities anticipate that this shortfall will continue into next year, and 3 out of 4 cities will not, or are unsure if they can, balance their next budget without cutting services and staff.

The pandemic most significantly reduced revenues from three sources: sales tax, transient occupancy tax, and business license tax. The total loss over the second part of FY 19/20 and for FY 20/21 in these three categories will exceed \$3.2 million dollars. Additional impacts were felt as construction activity slowed and city-operated recreation activities were curtailed. The city does not anticipate a return to pre-pandemic revenue levels until at least FY 23/24.

The City of Los Altos was able to avoid layoffs by reducing city services and leaving positions vacant. We also reduced or deferred crucial infrastructure expenditures, including road improvements and construction of a critical Emergency Operations Center.

While the local relief included in the American Rescue Plan will help Los Altos continue to fight the pandemic and begin to rebuild our local economy, we anticipate a difficult revenue gap for at least two more years that will exceed the anticipated relief.

The City has made a significant commitment to affordable housing, entering into an agreement with Santa Clara County to build our first 100% affordable project. The City will forego more than \$5 million in fees to bring that project to reality – funds that will have to come from other city commitments. Flexible State aid will help replace those funds so that we can support additional affordable housing projects, restore city services, and return to a cost-effective infrastructure plan.

The state budget surplus presents a historic opportunity to invest in cities, to ensure an equitable and comprehensive recovery, and address generational crises that were exacerbated by the pandemic.

While our needs are most urgent in flexible aid to restore services, to complete critical infrastructure projects, and for affordable housing, we urge the State and Legislature to appropriate at least \$10 billion to cities as outlined by the League of California Cities, specifically:

- **\$2 BILLION IN DIRECT AND FLEXIBLE STATE AID.** To address local budget gaps left by the American Rescue Plan Coronavirus State and Local Fiscal Recovery Fund and to prevent sustained cuts to good government jobs and jumpstart core services including the easing of municipal hiring freezes.
- **\$5 BILLION FOR EVIDENCE-BASED HOMELESSNESS AND HOUSING SOLUTIONS.** To support cities in their efforts towards ending homelessness and increasing the construction of housing that is affordable to all Californians.
- **AT LEAST \$3 BILLION FOR BROADBAND INFRASTRUCTURE.** To support expansion and related infrastructure upgrades in unserved and underserved communities to help cities catalyze projects statewide.
- **\$225 MILLION TO HELP FUND THE MANDATES TO DIVERT ORGANIC WASTE FROM LANDFILLS.** To enable cities and the State stay on course to meet our ambitious goals to reduce landfill disposal

All levels of government have worked together to combat this pandemic. As our work together shifts to recovery for all, let us continue that strong partnership by ensuring that no community is left behind. Thank you for considering our request for assistance to protect local government operations and jobs, and to help the City of Los Altos.

Sincerely,

Senator Josh Becker
Assemblymember Marc Berman
Seth Miller, Peninsula Division, League of California Cities
League of California Cities, cityletters@cacities.org

Dear City Council Members,

I am very concerned about the attack on local zoning control that is embedded in our state constitution. Unless you take immediate action our beloved state and town will no longer be livable for most of us.

- (1) Vote to oppose the top-down housing bills (SB-9 and SB10) that would convert single-family neighborhoods into high-density housing. Somehow, each of these bills has provisions to override the local zoning that is allowed in our constitution without amending it. How can this happen?
- (2) SB-9 is being rushed thru the state assembly Wednesday, June 9. Please ask each council member to call Mark Berman to tell him to vote NO on SB-9.
- (3) Vote to oppose SB-10, which together with SB-9 will destroy the quality of life for every town in California by allowing every lot to be sub-divided into 2 lots and then allow to housing units on each lot.

My opinion is that if a poll were taken the vast majority of resident have no idea about in the words of Bob Dylan "What kind of shit is about to go down" and would be shocked if you let this happen.

I supported the rebellion that created Proposition 13 and if SB9 and SB10 should pass voters should take action to create a ballot proposition to undo the damage that otherwise will happen. This will be very expensive and difficult but could be doable and affordable if you ask other cities to join and fund this effort.

I am willing to do my part in case you need help.

Respectfully,

Frank Martin



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

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

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
June 22, 2021	STUDY SESSION – Commercial Park Ordinance		
	REGULAR COUNCIL MEETING		
	Parks Make Life Better - Month July - Proclamation	Special Item	
	Introduction of Traffic Services Manager - Marisa Lee	Special Item	
	Budget Adoption	Discussion Item 2	
	<u>Construction Contract Award - Fremont Avenue Pavement Rehabilitation Project, TS-Award the Base Bid for the Fremont Avenue Pavement Rehabilitation Project, TS-01056 to CONTRACTOR. and authorize the Interim City Manager to execute a contract in the amount of \$X and authorize the Interim City Manager or his designee to execute change orders up to 15% contingency on behalf of the City.</u>	CC	
	Youth Commission Appointments	CC	
	MOU LAMEA	CC	
	MOU POA	CC	
	Urgency Ordinance relative to Personnel Ordinance (1 reading 4/5 vote)	Discussion Item	
	Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the Sewer System Repair Program, Project WW0100119 & Structural Reach Replacement, and authorize the Engineering Services Director to record a Notice of Completion as required by law	CC	

	An Appeal of the City's RHNA allocation (Councilmember Enander will provide the specific agenda title language based on her research)	Discussion Item 3	
	Environmental Commission Endorsement: AB 1346, Prohibiting Small Off-Road Engines (SORE)	CC	
July 13, 2021	STUDY SESSION for Community Center Operational Implementation Plan		
	STUDY SESSION – Council Norms (Tentative)		
	REGULAR COUNCIL MEETING		
	Project Acceptance for Cuesta Drive Traffic Calming Project TS01022	Discussion Item	
	Program for Public Information (PPI) It is recommended that the City Council adopt the attached resolution adopting a Program for Public Information Plan (PPI Plan) to be part of the City's participation in the Community Rating System (CRS) which provides premium discounts for policies in the National Flood Insurance Program (Steve Golden, Senior Planner)	CC	
	Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the El Monte Sidewalk Gap Closure Project, TS-01038, and authorize the Engineering Services Director to record a Notice of Completion as required by law	CC	ES
	City of Los Altos – Title 14, Zoning Amendment – Public Land Protection Ordinance First Reading 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>	Public Hearing	
JK Contract Amendment. For EOC Option C	CC		

August 24, 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*	
August 31, 2021	SPECIAL METING- COMMISISON INTERVIEWS		
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 Commission Appointments Year End tentative report – September (if needed)		
October 12, 2021	REGULAR COUNCIL MEETING		
October 26, 2021	REGULAR COUNCIL MEETING		
November 2, 2021	JOINT WITH COMMISSION		
November 9, 2021	REGULAR COUNCIL MEETING 1st Quarter report FY 2021/2022		
November 30, 2021	REGULAR COUNCIL MEETING – in place of 11/23 mtg the week of Thanksgiving		
DECEMBER 7, 2021	COUNCIL REORGANIZATION		
December 14, 2021	REGULAR COUNCIL MEETING CAFR and Year End – 1st meeting December		

Future Agenda Topics

To be scheduled	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if Public Hearing)	Department
	Parklet Program Discussion/ Update		
	Presentation of Proclamation to Michael Handel Proclamation, Retired Los Altos Firefighter	Special Presentation	
	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		
	BMR waitlist process proposal by Alta Housing		
	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 Joint Los Altos/Los Altos Hills Council meeting (6-9 months: August – October)		
	Housing Element Update		Community Development
	San Francisco PUC permit		Engineering Services