



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

## MEMORANDUM

**DATE:** 12/14/21

**TO:** Councilmembers

**FROM:** City Manager

**SUBJECT: COUNCIL Q&A FOR THE DEC 14, 2021 CITY COUNCIL REGULAR MEETING**

### Study Session:

- Please provide a copy of the presentation

Please see Exhibit A below.

- Is there a state form on risks and hazards that we need to submit in order to apply for State or County grants?

Staff is not aware of any state forms or risks or hazards necessary in order to submit for State or County Grants. The City received \$35,000 in REAP funds that were applied to the Housing Element Update.

### Minutes

- The numbering for the first two public hearings is incorrect. Park in-Lieu Fee Update should be # 6 and Reconsideration of the Packard Foundation design review should be # 7.,
- Packard Foundation reconsideration: In the paragraph beginning with “Council Member Weinberg referenced the . . .” remove the word “the” before the word “sufficient” toward the end of the paragraph.
- Parklet program: The spacing next to the AYES in one of the motions is off.
- Item 12: In the first sentence, the word “council” should be capitalized (before the word “Member”).

Noted

### Agenda Item 2; (Alta Housing):

- What is the scope of Alta’s services? What, specifically, are they doing that staff cannot? The Alta Housing scope includes - Program set-up and monitoring of existing affordable housing units, Processing subordination and re-finance requests, Administering the sale and resale of affordable units, administering affordable rental units and outreach / tenant selection when these

units become available, and in conjunction with staff, developing an affordable housing waiting list program.

Current staff of the Community Development Department would not, without some significant training and re-arrangement of duties, be able to do the work being performed by Alta Housing. Managing and processing affordable housing programs requires a different skill set than processing planning and development applications, which is reflected in the fact that many Cities have separate housing divisions or departments that provide for a focus on their affordable programs housing.

- Has the City looked to see whether there are alternative vendors who could make competing bids for their services?

Yes. The current agreement is the product of a competitive bid process, and Alta Housing, (formerly Palo Alto Housing) submitted the successful proposal. The work they perform is the result of lengthy discussions and reflects the needs of Los Altos for the administration of its affordable housing. They have been a very good partner in the administration of our affordable housing units and have also assisted the City with other housing items that arise from time to time.

- Please provide a status report of the activities from the beginning of the contract to present so that we can measure the success of the program and see if further direction needs to be provided.

Staff will work with Alta Housing to provide this report.

#### Agenda Item 4; (Design Contract Award: Structural Reach Replacement):

- What were the conditions that MM wanted to insert into the contract that were unacceptable to the City?

Mott MacDonald proposed changes to the City's standard indemnification language, which would not have fully protected the City from financial losses and other damages caused by any negligence on the consultant's part. They also proposed an unusually high number of other changes to the standard agreement and scope of services.

- Why is the B&A bid so much more expensive than the MM bid?

The Engineering Services Staff requested that Bellecci & Associates (B&A) add a 10% contingency to their design proposal to account for unanticipated issues that may arise during design or construction support. Without the addition of 10% contingency, the B&A design proposal is \$176,574. Mott MacDonald's (MM) proposal did not include a contingency. For the same services (no contingency), B&A's proposal of \$176,574 is less than the \$186,368 proposed by MM. With the addition of 10% design contingency, the total is \$194,231, which is about \$8,000 greater than the total for MM.

- Please provide a copy of the proposals from Mott McDonald and Bellecci & Associates. This request was addressed in an Attorney-Client email sent to the City Council.

The proposal from Bellecci & Associates is an attachment to the current staff report. The proposal from Mott MacDonald was an attachment to the prior staff report and has been included here as

well noted as Exhibit B. Staff should not have included this detail of information in either of the staff reports, but have included them here as they are both now public records.

Agenda Item 5: (Openpath for the police station):

- Can these units be saved and used in the new police facility? If not, why should the city incur this expense for a building that may be demolished and replaced in the next few years?

Yes, the readers can be reused at a new police facility or in other City facilities.

Agenda Item 6: (Mothballing Halsey House):

- The City has been spending \$25,000 annually to maintain Halsey House. Over ten years, this is the same amount (\$250,000) as the fee staff now proposes to formally “mothball” the building. What is the advantage to paying \$250,000 now instead of continuing to pay only \$25,000 annually?

The allocations in previous budgets were to respond to issues as they arose or as items failed. The City was performing reactive maintenance as opposed to proactively securing the building. The mothballing work proposed would be completed per the Secretary of Interior Standards, and includes an extensive list of items that need to be addressed as part of the mothballing process. It is intended to protect the building from deterioration proactively as well as protect it from weather events and vandalism. Mothballing is a process that includes documentation and stabilization, in addition to securing the building and its components.

The funds allocated to the Halsey House to address specific issues include rodent abatement, fencing, and placing a tarp on the off and additional roofing repairs.

From the \$50,000 allocated for these items, \$32,790 has been spent to date between May 2019 and July 2021.

The \$250,000 includes the soft costs for the consultant services to prepare documents to go out with an RFP for mothballing services and the actual contractor’s

- Is any project being delayed by this proposed allocation of PIL fees?

Currently, the proposed allocation of \$250,000 will not delay Park-In-Lieu-funded projects.

- If the City spent \$250,000 to mothball HH, how much would it continue to have to spend annually to “winterize” or otherwise maintain the building?

The exact cost has not been determined and will be determined after the initial mothballing is completed.

- When will the moth balling process start? It is urgent to prevent further deterioration. Please provide a plan and a time table.

Staff will begin the mothballing process as soon as possible after Council approves the proposed \$250,000 for the first year. Engineering and Maintenance staff will meet with the architect (ARG) after the \$250,000 is approved by the Council and an amendment for ARG consulting services is

executed to discuss the preparation of the documents for the bidding of the mothballing work. The bid package will be advertised for 30 days, and staff will come back to Council to award the contract to the selected contractor. A plan and timetable will be discussed with the Architect, Contractor, Maintenance, and Engineering staff and can be provided to Council at a later date.

#### Agenda Item 7; (COLA Purchasing Policy):

- Who is considered a “city employee?” Anyone working full time? A city contractor? A part-time employee? The city attorney? Anyone in the city attorney’s office? An instructor running a class through the parks and rec. department? Council Members? Full Time, Parttime, Limited Duration and seasonal employees are City Employees, an instructor would be referred to as a contractor and the City Attorney is also a contractor.

- What is a “financial interest?” What if a “city employee” owns an interest in a mutual fund that holds stock in the vendor hired by the city?

Financial interest in the context here refers to a staff or his family members owning a stake in the company that is performing work. An investment in a mutual fund that owns shares in this company would not count.

- Why is the City attorney’s approval removed for a PCA?  
Since the City Attorney is a contract, the Finance Commission recommended they should not have to review everything. Instead, the City Attorney should review only legal issues or items Staff believes need clarity or would benefit from review.

- Council Discretion (page 14 – green text; deleted earlier in the document): Why does council only have discretion to reject all bids when an emergency requires a more local response? What if an RFP fails to solicit a bid that the Council wants to accept outside of an emergency situation?

This text existed in the original document and the placement has been moved to the appropriate place. Council retains full discretion.

- The old “Level of Signing Authority” pyramid needs to be deleted from page 16 of the policy.

Since this is a redline version all original text is retained however if you see that old level of signing authority it has red cross marks indicating it will not be part of the new document.

- Change Orders: Does the city maintain records of the basis for a change order? If we want to review or audit change orders, can the auditor review why a vendor asked for a change order?

Yes all change orders are created in the Financial system and go through an approval process. Many times change orders are requested not by vendors but by staff. This happens when they want to expand or reduce a scope of work. An example would be the Fremont pavement contact to Baluchi & Associates that council approved a few meetings ago increasing the amount of the contact. This is an example of a change order that would be in the system increasing the original PO to the new approved amount.

- First paragraph on page 20 (continuing from page 19): close the quotation.  
Noted.

- How does the city allocate funds from surplus property sales? Does it all just go into the general fund? Is there a review or audit to ensure that we are selling surplus property at a fair rate?

The proceeds from the sale of surplus property, or other city equipment or assets, will go into the General Fund, unless the purchase was made from a restricted fund.

The majority of sales of City assets are for retired vehicles and equipment that are sold at auction. The auction quotes provided show market value and the sale in relation to condition and compared to market value (Finance will look at this when booking the revenue). Moving forward, staff intends to create an internal service fund for replacements and any sale proceeds could then go into this fund.

- What is the CUCCA (page 23)? Why hasn't the City adopted it? Does staff have a recommendation as to whether the City should adopt the CUCCA?

CUCCA relates to California Uniform Construction Cost Accounting Commission. This is specific to public works projects. The benefits include increased force account limit for public agencies; simplified bidding for projects that are \$200,000 or less; reduced number of formal bids based on project size; and expedited contracting for projects under \$200,000.

The plan is to work on implementing this after we get all the requirements in place as it needs a Resolution and several new guidelines.

- Vendor insurance issues (page 37):
  - Does the City verify the authenticity of coverage certificates?
  - Is there a mechanism whereby the City will be informed by the carrier if a vendor's coverage lapses or is materially changed? If not, how can we ensure that a vendor maintains proper coverage through their services to the City?

Yes, the City verifies the authenticity of coverage certificates. Post initial verification we check manually, and there currently is not an automatic notification if the coverage lapses.

- Exhibit 6 (page 38) is hopeless. It's ten years out of date. It's a low resolution screen shot that is almost illegible.

The Redline across the page means it will be deleted from the final product, as mentioned above it was retained in this version so Council can see the changes.

- Page 39: Why is the 2021 calendar attached as an exhibit? The 2022 calendar would be more useful.

This can be done at the time of reworking the policy we were in Mid 2021

- Page 40: What is this? Why is this here? It looks like an out of date screenshot of . . . something. As far as I can tell, the only other reference to "Exhibit 7" is in the table of contents (page 2).

This is the Muni code reference to purchasing. Staff will add an actual link that takes us to the relevant Muni code.

[Agenda Item 11; \(SB9 Related Objective Standards\):](#)

- Is it correct to say that had SB 9 and these objective standards been in place at the time, the dispute regarding the Arroyo lot split would have been avoided and the City would not have been sued?

Possibly – however, staff speculates the property owner would have availed itself of the discretionary subdivision process, and the two lots created in this process could then further be subdivided in compliance with SB9, assuming all of the proposed objective standards could be met.

- If the Council adopts these plans, how will it affect the design review application for 41 Marvin Avenue?

Undetermined – if adopted, the residential objective standards would certainly give the owner of the 41 Marvin project the options that become available on January 1, 2022.

- With the new language the concept of having a daylight plane is very confusing, how do we correct this?

The language is consistent with the Municipal Code for single-family residential developments as well as ADUs. We also provided a diagram for clarification under the daylight plane requirements. The diagram may look confusing because staff also included the ADU and single-family residential development daylight plane regulations in the same diagram for Council's consideration. To simplify it, the other two daylight plane diagrams can be deleted.

- Are all single family remodels forced to be evaluated under SB9?

Remodels are not subject to SB 9. Rehabilitating a home to the substantial equivalence to new would be. A primary purpose of Appendix 3 of the Resolution is an attempt to provide staff w/ guidance on the distinction between rehabilitation and remodeling, pending guidance from HCD and the courts.

- How can we make it clear that landowners can still build a single family residence following current zoning codes?

In its consultation with homeowners, staff will explain to them they can choose this development route if the corresponding standards would be met. Staff will be consistently providing such responses to project inquiries via email, phone, and physical counter. Additionally, in the near future an SB 9 handout will be available and such caveat can also be included for clarification.

- We need to include language regarding CEQA requirements for homes that may possibly be assumed to be historic (50 years and older).

CEQA does not apply to SB 9. However, we have included language in Appendix 2 to clarify that an impact on a historic resource (as defined in CEQA, which defines "historic resource" more broadly than SB 9) is a significant impact on the physical environment that would justify denial of an SB 9 project. I do not want to draw attention to this provision.

#### Agenda Item 13; (ARPA funds):

- Why does staff recommend that the Council not allocate ARPA funds to the dental, storm drain, liability insurance, or equipment rental funds? How does staff envision the Council to balance these funds?

At this time, Staff is not recommending Council allocate ARPA funds to these funds. In the future, it may become necessary to use ARPA funds for these purposes. Currently, Staff is still working through the Annual Comprehensive Financial Report (ACFR) and the current changes to the mid-year budget and is still determining what adjustments and changes to expenditures, revenues, and planned CIP projects are necessary.

Council previously requested this item to discuss discretionary spending of ARPA funds and as such, staff is recommending Council provide further direction on the spending of a portion of the ARPA funds. The amounts listed are unbudgeted amounts for future fiscal years. During the FY 2021/22 mid-year budget review and the FY 2022/23 budget process, staff will further explore options and make recommendations on how to provide dollars for these funds.

- A Council member raised the question of what additional funds (outside of ARPA funds) were provided to the community organizations listed in the staff report.

As part of the FY 2021/22 Budget, Council approved providing the following General Fund dollars to organizations:

-WOMENSV - \$20,000  
-CHAC - \$49,000  
-History Museum - \$65,000

These funds are in addition to the amounts listed in the staff report and represent the amounts the City provides each year to these organizations.

Agenda Items 14; (Review of tentative calendar):

- Why are there two reorganization meetings in December?

It was inadvertently entered twice, below is the corrected calendar noted as Exhibit C.



Exhibit A

# City of Los Altos

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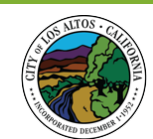
Housing Element Update  
City Council/Planning Commission Joint Study  
Session

December 14, 2021



# Agenda

1. Team Introductions
2. Housing Element Basics
3. FAQs
4. Key Planning Considerations
5. Next Steps





# Team Introductions



# Introductions

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## City of Los Altos

- **Jon Biggs** – Community Development Director
- **Laura Simpson** – Interim Planning Director



## Consultant Team

### Lisa Wise Consulting, Inc.

- **Jennifer Murillo** – Director/Project Manager
- **David Bergman** – Director
- **Stefano Richichi** – Associate

### Plan to Place

- **Dave Javid** – Principal, Founder
- **Paul Kronser** – Associate

# 2 Housing Element Basics



# Purpose and History

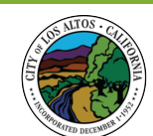
- Housing Element required by State law
- All local governments compelled to plan for their “fair share” of housing
- Government and private sector work together to address housing

## **CITY OF LOS ALTOS**

**2015–2023  
Housing Element**



**Adopted May 26, 2015**



# What is the Housing Element?

## A REQUIRED SECTION OF THE CITY'S GENERAL PLAN

- Assess housing needs and conditions
- Accommodate projected housing unit demand
- Set citywide housing goals, objectives, policies, and programs

### Other General Plan Elements



**Land Use**



**Mobility**



**Conservation**



**Open Space**



**Safety**



**Noise**

# Housing Element Components



Policy and Programs Review



Housing Needs Assessment



Housing Constraints Assessment



Adequate Sites Inventory



Housing Resources Assessment

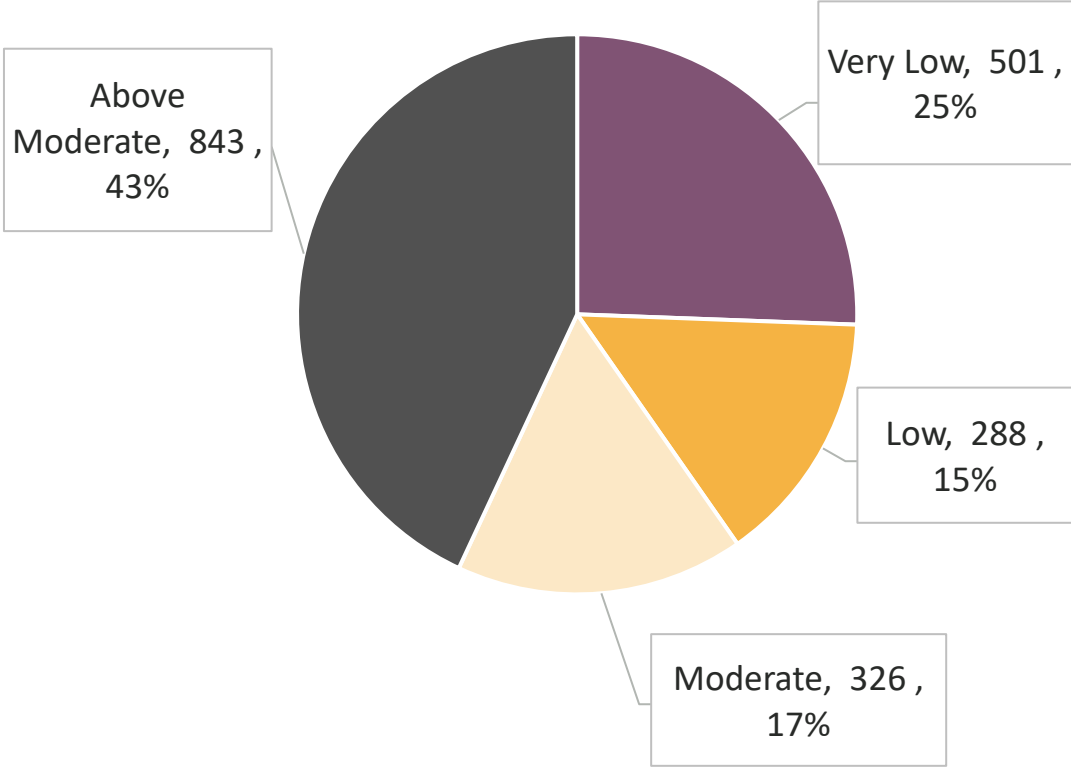


Implementation Plan

# Regional Housing Needs Allocation (RHNA)

- The Association of Bay Area Governments (**ABAG**) allocates the RHNA
- **RHNA** is the amount of housing each city must plan for in the Housing Element
- The City’s RHNA (2023-2031) is **1,958 total units**

Los Altos RHNA by Income Level



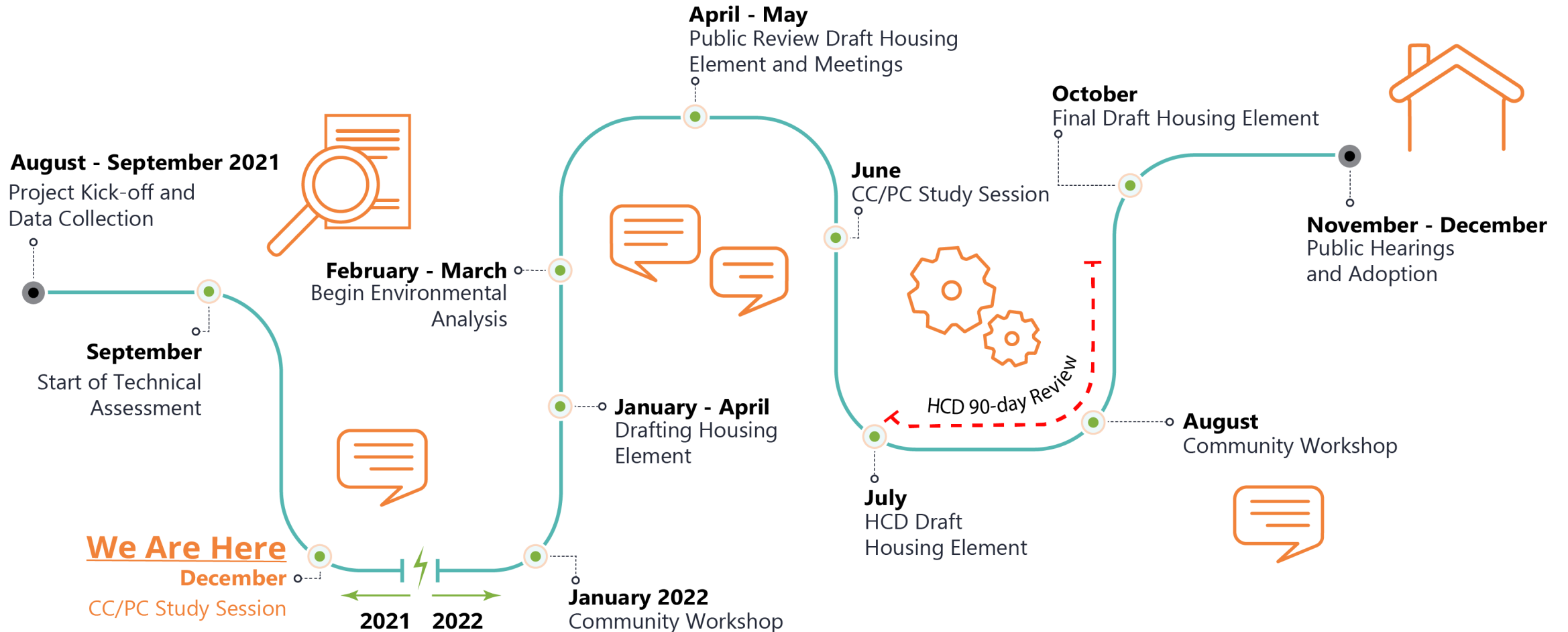
For more information see [losaltoshousing.org](http://losaltoshousing.org)



# How does the Housing Element help?



# Process 2021-2022



# 3 FAQs



# Frequently Asked Questions (FAQs)

- RHNA
- Accessory Dwelling Units (ADUs)
- Others

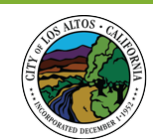


*For more FAQs see [losaltoshousing.org](https://www.losaltoshousing.org)*



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# Key Planning Considerations



# Key Planning Considerations

## SITES INVENTORY

- Non-vacant sites
- Rezoning
- No net loss / RHNA buffer



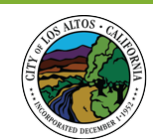
# 5

# Next Steps



# Next Steps

- Continue outreach and education
- Continue technical analysis
- January: Community Workshop
- January-April: Drafting the Housing Element





# Stay Informed and Involved

***Losaltoshousing.org***

Sign up for project emails!

[housingelement@losaltosca.gov](mailto:housingelement@losaltosca.gov)





<b>CONSENT CALENDAR</b>
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<b>Agenda Item # 3</b>
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### AGENDA REPORT SUMMARY

**Meeting Date:** September 14, 2021

**Subject:** Design Contract Award: Structural Reach Replacement, Project WW-01002

**Prepared by:** Andrea Trese, Associate Civil Engineer

**Reviewed by:** Aida Fairman, Engineering Services Manager  
James Sandoval, Engineering Services Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment:**

1. Consultant's Proposal

**Initiated by:**

Capital Improvement Plan – Project WW-01002

**Previous Council Consideration:**

None

**Fiscal Impact:**

\$186,368 (For FY 2021-2022, \$800,000 has been allocated to this Project Budget.)

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use.”

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- The Structural Reach Replacement Program, Project WW-01002 will consist of replacement of eight sewer main segments as identified in the Sanitary Sewer Master Plan, which are owned by the City of Los Altos and located within the unincorporated area in Santa Clara County

**Staff Recommendation:**

Authorize the City Manager to execute an agreement on behalf of the City with Mott MacDonald Group in the not-to-exceed amount of \$186,368 to provide design and consulting services for the Structural Reach Replacement Project WW-01002

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**Reviewed By:**

City Manager

GE

City Attorney

JH

Acting Finance Director

GE

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**Subject:** Design Contract Award: Structural Reach Replacement Program, Project WW-01002

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**Purpose**

Authorize the City Manager to execute an agreement for design and consulting services for the Structural Reach Replacement Project WW-01002.

**Background**

The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes in the City’s system that have structural defects. This project consists of replacement of eight sewer segments that range in size from 6 to 8 inches in diameter. The pipes are owned by the City of Los Altos, but they are located within the unincorporated area of Santa Clara County. These lines will be replaced with 8-inch HDPE pipe, and where feasible, will be replaced using trenchless methods.

**Discussion/Analysis**

It is recommended that the award of the design contract be made to Mott MacDonald Group in the amount of \$186,368. Through the Request for Statements of Qualifications (SOQ) process in 2020, the City created a shortlist of firms for design and construction support services for sanitary sewer projects. Mott MacDonald Group was on the City’s shortlist of firms and was requested to submit a proposal for this project. Mott MacDonald Group has been in business for more than 30 years and has completed similar projects for the City of Mountain View, the City of Santa Clara, the City of San Carlos, and other municipalities in the Bay Area.

**Options**

- 1) Authorize the City Manager to execute the agreement with Mott MacDonald Group for design services for the Structural Reach Replacement Project WW-01002.

**Advantages:** Completion of the Structural Reach Replacement project provides necessary repairs of the City’s sanitary sewer system to ensure its proper functioning.

**Disadvantages:** None

- 2) Do not authorize the City Manager to execute the agreement with Mott MacDonald Group.

**Advantages:** None

**Disadvantages:** Repair of the sanitary sewer segments would be delayed.

**Recommendation**

The staff recommends Option 1.



## Exhibit “A”

### Proposed Scope of Services

#### Structural Reach Replacement, Project WW0100221 City of Los Altos, California August 3, 2021

#### Objective

Mott MacDonald will provide engineering services for the design of sewer mains in the Structural Reach Replacement, Project WW0100221, as is appropriate for each project site, and preparation of associated Contract Documents (plans, specifications, engineer’s estimate) and construction support for the City of Los Altos.

The following scope of work is based upon undertaking the engineering work necessary to assess the condition of the sewers and complete the design and Contract Documents for sanitary sewers. The work includes sewer segments with City-designated structural defects, which were included in the City’s Capital Improvement Program.

The project sewers are as listed below in Table 1 by order of priority:

**Table 1: 2020 Sewer Replacement Project Lists**

Street Name	Sewer Segment	Existing Dia. (inches)	Existing Material	Proposed Diameter (inches)	Pipe Length (feet)
Nandell Lane	J4S-414_J4S-407	6	VCP	8	239
Plateau Avenue	J3S-513_J3S-512	6	VCP	8	179
Country Club Drive	K4S-202_K4S-207	6	VCP	8	200
Whitham Avenue	K3S-309_K3S-307	6	VCP	8	189
Esberg Road	K4S-503_K4S-502	6	VCP	8	316
Mora Court	K4S-602_K4S-603	6	VCP	8	64
Oakridge Drive	L4S-107_K4S-411	6	VCP	8	155
Fairway Drive	J3S-604_J3S-605	8	VCP	8	233
					Total = 1,575 LF

The general tasks included in the Structural Reach Replacement, Project WW0100221 are as follows:



- Development of plans, specifications, and opinions of probable construction cost, ready for bid, which include:
  - Project management, including meetings, site visits, agency coordination, QA/QC reviews, schedule maintenance, Project Plan of Work preparation, progress reports and invoicing.
  - Data collection including review of utility company and City provided plans including City Engineering Services Department internal television (CCTV) records for the sewers included within the project.
  - Assessment of sewer replacement alternatives, including trenchless methods, viable for use on this project, based upon field conditions and pipe condition.
  - Field surveying and base map preparation.
  - Drilling and logging of eight (8) geotechnical borings (one per proposed sewer segment).
  - Preparation of 65%, 100%, and final bid package design submittals. Each design submittal will include one (1) digital pdf copy of plans and specifications (outline specifications with 65% design submittal). Engineer's estimate of probable construction costs to be submitted with 65%, 100%, and final bid package.
- Bid period assistance.
- Construction support.

## Proposed Tasks

The proposed scope of services will include the following tasks:

### TASK I – 65% PS&E Submittal

#### *TASK IA: Field Visit with City (performed prior to proposal)*

- a. Perform up to two (2) additional site visits as needed to verify field conditions.

#### *TASK IB: 65% Submittal (PS&E)*

- a. Prepare 65% Preliminary Drawings and Specifications.
  - Drawings of 24"x36" size using City of Los Altos drawing template (Plan & Profile sheets and general sheets).
  - Eight (8) Sheets, including four (4) plan and profile sheets are assumed.
- b. Prepare Basis of Design Memo Report.
  - Brief (5 pages, maximum) memorandum report to include segment locations, basis of evaluation, available defect information, listing of viable construction method(s).



- c. Prepare 65% draft Engineer's opinion of probable construction cost.
- d. Prepare a topographic survey and base maps of the project areas for site designs.
  - Establish horizontal and vertical control. Horizontal Control will be on California Coordinates, Zone 3. Vertical Control will be City of Los Altos 1988 Datum.
  - Perform topographic survey and data reduction to include three-point cross-sections every 250 feet.
  - Field locate and plot existing visible utility piping, inlets, manholes, cleanouts, valves, vaults, boxes, and fences and utility poles for overhead lines. Obtain depth to invert for manholes and inlets.
  - Compile base mapping at 1" = 20' horizontal scale, for full size drawings.
  - Utilize County of Santa Clara GIS data for delineation of approximate right-of-way, property lines, and roadways. Utilize City-provided record maps for approximate limits of existing utility easements.
- e. Perform a geotechnical study for the project streets/locations, including:
  - Review of publicly available geotechnical data, geologic maps, and additional relevant geologic/geotechnical publications.
  - Preparation and submittal of City of Los Altos excavation permit (if required).
  - A site reconnaissance to assess site conditions and geomorphology, identify potential logistical issues, and locate proposed investigation locations for Underground Service Alert North (USAN).
  - A subsurface investigation consisting of eight (8) borings to a maximum planned depth of approximately 15 feet below ground surface.
  - Geotechnical laboratory testing to evaluate the physical and engineering characteristics of the materials encountered during the site investigation.
  - Preparation of boring records and site plans depicting the approximate investigation location for each sewer segment.
  - Preparation of a summary letter (delivered electronically in PDF format) describing the results of the geotechnical investigation and laboratory testing.
- f. Coordination with other jurisdictions (e.g. Santa Clara County, Valley Water, and others as applicable) and incorporate their requirements into the bid documents.
- g. Submit plans and specifications to various jurisdictions as required.
- h. Field inspection of existing alignment and manholes
  - Field walk of alignments and topside visual assessment of all existing manholes that can be opened without City Sewer Maintenance assistance.



- Determine condition of existing manholes and if replacement or rehabilitation is required in the future.
- i. Review and evaluate available CCTV logs and videos of existing sewers.
- j. Collection and review of City record drawings including those which may provide relevant information on backfill and pavement subgrades within the streets.
- k. Collection of City Standard drawings and specifications.
- l. Data review for trenchless evaluation.
- m. Utility Coordination. Coordination with CalWater, PG&E, AT&T, Comcast Cable, and other known utility companies directly for their records and provide the City with a list of utility facilities that will need relocation by others as a result of the proposed sewer construction.

*Deliverables:* Four (4) sets of 65% design plans, Basis of Design Report, and construction cost estimate and electronic copy of each.

*Schedule:* Submittal within sixty (60) calendar days following Notice to Proceed.

#### TASK II – 100% Design Submittal of Construction Drawings

- a. Prepare, for review by the City, 100% construction ready drawings and other related documents including specifications.
- b. Provide a 100% Basis of Design Report, including calculations, to support the design elements of construction documents.
- c. Prepare 100% Engineer’s opinion of probable construction costs.
- d. Provide a complete list of the testing and the submittals required for this project.
- e. Assist the City in obtaining permits from other jurisdictions as needed (e.g. County).
- f. Review and address City comments on 65% submittal.

*Deliverables:* Four (4) sets of 100% design plans, Basis of Design Report, and construction cost estimate and electronic copy of each.

*Schedule:* Submittal within sixty (60) calendar days following receipt of all comments on the 65% design submittal.

#### TASK III – Final Design Submittal of Construction Drawings

- a. Prepare final construction drawings and contract specifications based upon approved 100% design documents and any adjustments to the project approved by the City.
- b. Prepare final Engineer’s opinion of probable construction costs.



Deliverables: One (1) set of 24" X 36" original reproducible vellum or bond copy of plans signed and sealed by the appropriate design engineer(s) and/or surveyor(s). Provide electronic copy of plans in a format readable by AutoCAD Map 3D 2018. Provide one (1) hard copy of the final specification and cost estimate, and an electronic copy of the final specification and cost estimate in Word compatible format.

Schedule: Submittal within twenty-one (21) calendar days following receipt of all comments on the 100% design submittal.

#### TASK IV – Bidding Phase

Following the City's approval of the Final Construction Documents and engineer's opinion of probable construction cost, Mott MacDonald will assist the City as follows:

- a. Assist City in responding to bidder inquiries (RFIs) for clarification (assume up to four (4) RFIs).
- b. Prepare Bid Addenda (assume one (1) addendum).

Deliverables: Bid Addenda and written responses to RFIs as required.

#### TASK V – Construction Phase

Mott MacDonald will be a representative of the City and consult with the City during construction until final payment to the Contractor is due. We will provide the following construction support services:

- a. Provide clarifications, as required, of construction documents and respond to contractor RFIs (assume up to four (4) RFIs).
- b. Review and comment on sample and material submittals specified in Contract Documents (assume 20 submittals, including resubmittals).
- c. Attend Construction Progress meetings (assume two (2) meetings).
- d. Perform site visits and provide site visit reports to the City (assume two (2), two-hour site visits).

Deliverables: Modifications to plans and specifications as necessary change orders and site visit reports.

#### TASK VI – Project Management

- a. Attendance at project meetings by the project and design managers and preparation of meeting minutes for the following:
  - i. Design kick-off meeting
  - ii. 65% design review meeting





- iii. 100% design review meeting
- b. Preparation of project schedule.
- c. Preparation of Project Plan of Work.
- d. Quality control/quality assurance (QA/QC) of Contract Documents for all submittals.
- e. General project management includes project coordination, maintaining project schedule, internal filing, assigning team member responsibilities, invoicing, and monthly progress reports.

### Assumptions

- The City of Los Altos will provide the following:
  - i. Coordination of plan reviews by different City departments and committees.
  - ii. Print Construction Bid Documents for advertising.
  - iii. Provide available utility information for City owned utilities in improvement areas and any available as-built information.
  - iv. Provide copies of available sewer logs and CCTV inspections from the sewer system televising projects.
  - v. Provide a template for the Front-End Contract Specifications and General Provisions.
- The City of Los Altos will coordinate site access/permission to enter private properties and easements.
- Geotechnical investigations will be located to avoid conflicts with buried structures and underground utilities based on available construction records and responses from USAN member utilities. If private utility location/scanning is required at any of the proposed investigation location, modification to the project scope and budget may be required.
- The City of Los Altos is not aware of any detectable concentrations of hazardous contaminants at the proposed locations for the geotechnical investigation.
- Geotechnical borings will be backfilled in accordance with Santa Clara Valley Water District and California Department of Water Resources standards. Borings advanced through existing asphalt concrete pavement will be finished with cold patch asphalt matching the existing pavement section thickness.
- The specific requirements and working hours to be allowed by the County of Santa Clara related to the geotechnical investigation are currently unknown. Assumptions for anticipated requirements have been incorporated into this proposal.
- Geotechnical Investigation drilling activities will take place after initial utility investigation.
- No weekend, City holiday, or night work is required.



- The City of Los Altos will designate a site to stage drums containing soil cuttings from the geotechnical investigation for up to two weeks pending the results of analytical testing. Mott MacDonald assumes that investigation derived waste may be classified as non-hazardous and not subject to handling and disposal as hazardous waste.
- Assessment of environmental characteristics at the project sites, particularly those involving hazardous substances, is not anticipated.
- Preparation of property acquisition maps, preparation of plats and legal descriptions, surveying for easements and description for additional rights-of-way for implementation of the proposed project will not be required.
- Aerial topographic mapping is excluded.
- Caltrans Standard Plan traffic control plans will be sufficient for geotechnical investigation permitting, site-specific traffic management plans will not be required.
- Geotechnical boring permits from Valley Water will not be required (borings are less than 45 feet in depth and groundwater is not anticipated).
- Santa Clara County encroachment permits are anticipated to be required for execution of the geotechnical site investigation.
- Permit fees or other fees that may be required by local or regulatory agencies will be waived or paid by the City of Los Altos.
- Approval of contractor samples and materials submittals is excluded. Review and comments on submittals will be provided.
- It is assumed that the construction contract which will result from the design effort will be considered rehabilitation to existing sewer lines and facilities under the linear underground project (LUP) category and that coverage by the NPDES general permit for stormwater discharges associated with construction activity is not required. Therefore, preparation of a stormwater pollution prevention plan (SWPPP) is not included in this scope.
- It is assumed that the project is a modification to an existing facility and therefore qualifies for a CEQA Categorical Exemption.
- It is assumed that sewer work is sufficient distance from water bodies and Creeks to not impact or influence Agency jurisdictional areas. Coordination with, permits from, or incorporation of requirements of permitting agencies are not anticipated.

### **Proposed Budget**

The above Scope of Services will be performed on a time and materials, reimbursable, Not-to-Exceed fee basis. The fee proposed to perform the basic services described above is \$186,368.



## Proposed Schedule

The Contract Documents for the project will be completed approximately twelve (12) months after initiating design, after the project start-up meeting.

The above schedule allows two weeks for City review of the 65% and 100% submittals. After the project start-up meeting, the schedule will be updated to reflect submittal and review dates.

## Schedule of Charges

### Mott MacDonald 2021 Hourly Rates\*

Project Role	Corporate Job Position	Hourly Rate
Principal-in-Charge	Principal Project Manager	\$315.00
Technical Design Advisor/QA-QC	Principal Project Manager	\$285.00
Project Manager	Principal Project Manager	\$230.00
Project Engineer	Senior Project Engineer	\$165.00
Senior Geotechnical Engineer	Senior Project Engineer	\$210.00
Traffic Control Engineer	Senior Project Manager	\$200.00
Engineer III (Geotechnical)	Engineer III	127.00
Design Engineer	Engineer III	125.00
CAD/Draftsperson	Engineer II/III	\$115.00
CAD/Draftsperson	Engineer II/III	\$125.00
Administrative Staff	Administrative Assistant	\$95.00

\*Hourly rates effective through December 31, 2021 and are subject to 3% annual increase.

Subconsultant costs will be reimbursed at actual cost plus 5%. Other direct costs will be reimbursed at actual cost plus 10%.

**City of Los Altos  
STRUCTURAL REACH REPLACEMENT,  
PROJECT WW0100221  
Fee Estimate**

Mott MacDonald											Alexander & Associates	Pitcher Services (Drilling sub)	ISI (Geotechnical lab)	Statewide (Traffic Control)								
Task No.	Task Description	Principal-in-Charge	Project Manager	QA/QC	Senior Geotechnical Engineer	Project Engineer	Engineer III (Geotechnical)	Engineer III	Admin. Assistant	Total MM Hours	Total MM Labor/Other Direct Costs (ODCs)					Total Subs Fee & Direct Costs	Mark-up on Subs- 5%	Total Subs	MM Subtotal	Totals		
		Hourly Rate	\$ 315	\$ 230	\$ 285	\$ 210	\$ 165	\$ 127	\$ 125	\$ 95	Hours	Cost				Cost	Cost	Cost	Cost	Cost		
I	Field Meeting and 65% PS&E Submittal																					
IA	Field visit					4		4			8	\$ 1,160				\$ -	\$ -	\$ -	\$ 1,160	\$ 1,160		
IB	65% Submittal (PS&E)																					
IB.a	Prepare Preliminary Drawings (assume 8 sheets)		8			40		88			136	\$ 19,440				\$ -	\$ -	\$ -	\$ 19,440	\$ 19,440		
	Utility RFIs					1		6			7	\$ 915				\$ -	\$ -	\$ -	\$ 915	\$ 915		
	Review CCTV logs and videos					1		6			7	\$ 915				\$ -	\$ -	\$ -	\$ 915	\$ 915		
IB.b	Basis of Design Report Memo					8		12	1		21	\$ 2,915				\$ -	\$ -	\$ -	\$ 2,915	\$ 2,915		
IB.c	Prepare 65% Engineer's Estimate of Probable Construction Cost					2		2			4	\$ 580				\$ -	\$ -	\$ -	\$ 580	\$ 580		
IB.d	Topographic Survey					1					1	\$ 165	18,600			\$ 18,600	\$ 930	\$ 19,530	\$ 165	\$ 19,695		
IB.e	Geotechnical Study																					
IB.e.	Pre-Investigation (Data Collection and Review)				4			16			20	\$ 2,872				\$ -	\$ -	\$ -	\$ 2,872	\$ 2,872		
IB.e.	Geotechnical Investigation and Laboratory Testing (Assumes 8 Borings)				5			78			83	\$ 10,956	32,000	5,050	6,400	\$ 43,450	\$ 2,173	\$ 45,623	\$ 10,956	\$ 56,579		
IB.e.	Geotechnical Reporting				8			36			44	\$ 6,252				\$ -	\$ -	\$ -	\$ 6,252	\$ 6,252		
IB.f	Coordination with other Jurisdictions		2			2					4	\$ 790				\$ -	\$ -	\$ -	\$ 790	\$ 790		
IB.g	Submit 65% Plans, Estimate, and BOD Report Memo to City; Plans and Est to County					2		2	2		6	\$ 770				\$ -	\$ -	\$ -	\$ 770	\$ 770		
	<b>Task 1 Subtotal</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>17</b>	<b>61</b>	<b>130</b>	<b>120</b>	<b>3</b>	<b>341</b>			<b>32,000</b>	<b>5,050</b>	<b>6,400</b>							
	<b>Task 1 Cost per Staff</b>	<b>\$ -</b>	<b>\$ 2,300</b>	<b>\$ -</b>	<b>\$ 3,570</b>	<b>\$ 10,065</b>	<b>\$ 16,510</b>	<b>\$ 15,000</b>	<b>\$ 285</b>			<b>\$ 47,730</b>	<b>\$ 18,600</b>	<b>\$ 32,000</b>	<b>\$ 5,050</b>	<b>\$ 6,400</b>	<b>\$ 62,050</b>	<b>\$ 3,103</b>	<b>\$ 65,153</b>	<b>\$ 47,730</b>	<b>\$ 112,883</b>	
II	100% PS&E Submittal																					
II.a	Prepare 100% Plans and Specifications		6			40		80			126	\$ 17,980				\$ -	\$ -	\$ -	\$ 17,980	\$ 17,980		
	Review and Respond to City comments		1			2		2			5	\$ 810				\$ -	\$ -	\$ -	\$ 810	\$ 810		
II.b	Prepare 100% BOD Report Memo		1			4		6	1		12	\$ 1,735				\$ -	\$ -	\$ -	\$ 1,735	\$ 1,735		
II.c	Prepare 100% Engineer's Estimate of Probable Construction Cost					2		2			4	\$ 580				\$ -	\$ -	\$ -	\$ 580	\$ 580		
II.d	Prepare list of Submittals and Testing		1			2		4			7	\$ 1,060				\$ -	\$ -	\$ -	\$ 1,060	\$ 1,060		
II.e	Assist with Permits		1			2		4			7	\$ 1,060				\$ -	\$ -	\$ -	\$ 1,060	\$ 1,060		
	Submit 100% PS&E, and BOD Report Memo to City; Plans and Est to County					2		4	1		7	\$ 925				\$ -	\$ -	\$ -	\$ 925	\$ 925		
	<b>Task 2 Subtotal</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>0</b>	<b>102</b>	<b>2</b>	<b>168</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>						
	<b>Task 2 Cost per Staff</b>	<b>\$ -</b>	<b>\$ 2,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,910</b>	<b>\$ -</b>	<b>\$ 12,750</b>	<b>\$ 190</b>			<b>\$ 24,150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,150</b>	<b>\$ 24,150</b>	
III	Final (Bid Set) Submittal																					
III.a	Prepare Final Plans and Specifications		4			24		50	4		82	\$ 11,510				\$ -	\$ -	\$ -	\$ 11,510	\$ 11,510		
	Review and respond to City Comments		1			2		2			5	\$ 810				\$ -	\$ -	\$ -	\$ 810	\$ 810		
III.b	Prepare Final Engineer's Estimate of Probable Construction Cost					1		1			2	\$ 290				\$ -	\$ -	\$ -	\$ 290	\$ 290		
	Prepare Electronic and Hard Copy files for Submittal		1			2		4	1		8	\$ 1,155				\$ -	\$ -	\$ -	\$ 1,155	\$ 1,155		
	<b>Task 3 Subtotal</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>57</b>	<b>5</b>	<b>97</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>						
	<b>Task 3 Cost per Staff</b>	<b>\$ -</b>	<b>\$ 1,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,785</b>	<b>\$ -</b>	<b>\$ 7,125</b>	<b>\$ 475</b>			<b>\$ 13,765</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,765</b>	<b>\$ 13,765</b>	
IV	Bidding Phase																					
IV.a	Provide clarifications and responses to Bidder RFIs (assume 4)		2			4		4			6	\$ 1,120				\$ -	\$ -	\$ -	\$ 1,120	\$ 1,120		
	Prepare Addenda (assume 1)		1			1		4			6	\$ 895				\$ -	\$ -	\$ -	\$ 895	\$ 895		
	<b>Task 3 Subtotal</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>12</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>						
	<b>Task 3 Cost per Staff</b>	<b>\$ -</b>	<b>\$ 690</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 825</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>			<b>\$ 2,015</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,015</b>	<b>\$ 2,015</b>	
V	Construction Phase																					
V.a	Provide clarifications and responses to Contractor RFIs (assume 4)		2			4		4			10	\$ 1,620				\$ -	\$ -	\$ -	\$ 1,620	\$ 1,620		
V.b	Review of sample and material submittals (assume 20, incl. resubmittals) - approval excluded		6			20		40			66	\$ 9,680				\$ -	\$ -	\$ -	\$ 9,680	\$ 9,680		
V.c	Attend Construction Progress meetings (assume 2)		1			4					5	\$ 890				\$ -	\$ -	\$ -	\$ 890	\$ 890		
V.d	Perform Site visits and provide writeup to City (assume 2, 2-hour site visits)					6					6	\$ 990				\$ -	\$ -	\$ -	\$ 990	\$ 990		
	Prepare Change Orders (assume 2)		1			2		8			11	\$ 1,560				\$ -	\$ -	\$ -	\$ 1,560	\$ 1,560		
	<b>Task 3 Subtotal</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>98</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>						
	<b>Task 3 Cost per Staff</b>	<b>\$ -</b>	<b>\$ 2,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,940</b>	<b>\$ -</b>	<b>\$ 6,500</b>	<b>\$ -</b>			<b>\$ 14,740</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,740</b>	<b>\$ 14,740</b>	
VI	Project Management																					
	Project Setup and Coordination		8	12							20	\$ 5,280				\$ -	\$ -	\$ -	\$ 5,280	\$ 5,280		
	Meetings (assume 3 - kickoff, 65% review, 100% review) and minutes		4			5			4		13	\$ 2,125				\$ -	\$ -	\$ -	\$ 2,125	\$ 2,125		
	QA/QC of Documents (65%, 100%, Final)				22						22	\$ 6,270				\$ -	\$ -	\$ -	\$ 6,270	\$ 6,270		
	Invoicing, Design Team coordination (assume 9 months)			18							18	\$ 4,140				\$ -	\$ -	\$ -	\$ 4,140	\$ 4,140		
	<b>Task 5 Subtotal</b>	<b>8</b>	<b>34</b>	<b>22</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>73</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>						
	<b>Task 5 Cost per Staff</b>	<b>\$ 2,520</b>	<b>\$ 7,820</b>	<b>\$ 6,270</b>	<b>\$ -</b>	<b>\$ 825</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380</b>			<b>\$ 17,815</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,815</b>	<b>\$ 17,815</b>	
	<b>MANHOUR TOTAL</b>	<b>8</b>	<b>73</b>	<b>22</b>	<b>17</b>	<b>190</b>	<b>130</b>	<b>335</b>	<b>14</b>	<b>789</b>			<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ 5,050</b>	<b>\$ 6,400</b>						
	<b>LABOR COST TOTAL</b>	<b>\$ 2,520</b>	<b>\$ 16,790</b>	<b>\$ 6,270</b>	<b>\$ 3,570</b>	<b>\$ 31,350</b>	<b>\$ 16,510</b>	<b>\$ 41,875</b>	<b>\$ 1,330</b>			<b>\$ 120,215</b>	<b>\$ 18,600</b>	<b>\$ 32,000</b>	<b>\$ 5,050</b>	<b>\$ 6,400</b>	<b>\$ 62,050</b>	<b>\$ 3,103</b>	<b>\$ 65,153</b>	<b>\$ 120,215</b>	<b>\$ 186,368</b>	
	<b>Other Direct Costs (ODCs)/Reimbursables @ 10% markup</b>																					
	Mileage and Tolls											\$ 500								\$ 500	\$ 500	
	Reproduction											\$ 500								\$ 500	\$ 500	
	<b>TOTAL PROPOSED FEE</b>											<b>\$ 121,215</b>								<b>\$ 65,153</b>	<b>\$ 121,215</b>	<b>\$ 186,368</b>



City of Los Altos Tentative Council Agenda Calendar  
**December 13, 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.
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**All 2022 Meeting Dates are tentative pending Council adoption of 2022 City Council Meeting schedule**

January 11, 2022	STUDY SESSION ) <i>joint with PC 330 Distel (1.5 hours)</i>		
	REGULAR COUNCIL MEETING CAFR and Year End		
	Dog Park Options		JChew
January 25, 2022	REGULAR COUNCIL MEETING		
February 8, 2022	REGULAR COUNCIL MEETING		
February 22, 2022	REGULAR COUNCIL MEETING Budget CIP review		
March 1, 2022	SPECIAL MEETING -- COMMISSION INTERVIEWS		
March 8, 2021	REGULAR COUNCIL MEETING		
March 22, 2022	REGULAR COUNCIL MEETING		
April 12, 2022	REGULAR COUNCIL MEETING		
April 26, 2022	REGULAR COUNCIL MEETING		
May 3, 2022	Joint Meeting w/Commissions		
May 10, 2022	REGULAR COUNCIL MEETING		

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
	3rd Quarter Report		
May 24, 2022	REGULAR COUNCIL MEETING		
June 14, 2022	REGULAR COUNCIL MEETING		
	Adopt Resolution No. 2022-XX approving the Report of Sewer Service Charges and directing the Filing of Charges for Collection by the Tax Collector	2 Printed Public Hearing - - not less than 10 days - published once a week for two consecutive weeks	
June 28, 2022	REGULAR COUNCIL MEETING		
July 12, 2022	REGULAR COUNCIL MEETING		
August 23, 2022	REGULAR COUNCIL MEETING		
August 30, 2022	Commission Interviews		
September 6, 2022	REGULAR COUNCIL MEETING		
September 20, 2022	REGULAR COUNCIL MEETING		
	Year End tentative report – September (if needed)		
October 11, 2022	REGULAR COUNCIL MEETING		
October 25, 2022	REGULAR COUNCIL MEETING		
November 1, 2022	Joint w/Commissions		
November 15, 2022 in place of 11.08.2022* Election Day	REGULAR COUNCIL MEETING		
	1st Quarter report FY 2021/2022		
November 29, 2022	REGULAR COUNCIL MEETING		
December 6, 2022	REGULAR COUNCIL MEETING		
	CAFR and Year End – 1st meeting December		
December 13, 2022	SPECIAL COUNCIL MEETING - Reorg		

**Future Agenda Topics To Be Scheduled....**

<b>Park in-Lieu Fee Update:</b> Adopt Resolution No. 2021-56 of the City Council of the City of Los Altos modifying Park in-Lieu Fee on the FY 2021/22 Fee Schedule for the City of Los Altos. Continued from the meeting of November 9, 2021. (J. Sandoval)		
<b>El Camino Bike Lanes:</b> Consider and approve Class IIB - Buffered Bicycle Lane Installation on El Camino Real – City Limits between Adobe Creek and ~500-FT South of Rengstorff Avenue as part of Caltrans Street Resurfacing Improvements scheduled for Summer 2022; and find the work categorically exempt from review under the California Environmental Quality Act (“CEQA”) per CEQA Guidelines Exemption. (M. Lee)		
Discuss ARPA Funds allocation		
<b>STUDY SESSION</b> for Community Center Operational Implementation Plan		
<b>Study Session - Community Center post construction review (Tent.)</b>		
<b>STUDY SESSION - Maintenance of Tree Canopy</b>		
Presentation of Proclamation to Michael Handel Proclamation, Retired Los Altos Firefighter	Special Presentation	
Discussion regarding anti-bias training - Diversity and Empathy Training	x	Council Int.
<b>City of Los Altos – Title 14, Zoning Amendment – Public Land/Hillview Property Protection Ordinance</b> <i>Project Manager: Community Development Director Biggs</i>		CD
policy on use of City land by non-profits.		
Los Altos EOC Design Review		
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	GP
COVID Safe Meeting Protocols TBD		
Council Strategic Priorities Implementation Plan (Tent.)		
info on Cuesta speed tables		
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?	

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
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League of California Cities – Role and Representation	Presentation/Discussion	Council Initiated
See Me Flags		ES
Pavement Management Program Update – 2019 Pavement Condition Index - The staff recommends Scenario 5 – Increase Current PCI to 75 by 2026	Discussion Item	JS ES
440 First Street Design Review		CD
4350 El Camino Real Design Review		CD
Healthy Cities Initiative		Rec
Housing Impact vs. Housing in-Lieu Discussion		CD
BAT/Neighborhood Watch program expansion		PD/CMO
Complete Streets Master Plan		ES
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)		ES
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)		
San Francisco PUC permit		ES