



SPECIAL CITY COUNCIL MEETINGS

TUESDAY, MAY 4, 2021 – 5:00 P.M.

Telephone/Video Conference only

Please Note: Per California Executive Order N-29-20, the City Council and Commissions will meet via teleconference only. Members of the Public may call (773) 231-9226 to participate in the conference call (Meeting ID: 148 634 9234) or by clicking here: <https://meetings.ringcentral.com/j/1486349234>. Members of the Public may only comment during times allotted for public comments. 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.

AGENDA

The City Council will meet in separate joint sessions with the following Commissions (in the listed order) beginning at 5:00 p.m.:

1. Senior Commission
2. Environmental Commission
3. Youth Commission
4. Parks and Recreation Commission
5. Complete Streets Commission

It is anticipated that each meeting will last between 30 and 45 minutes. Each meeting will follow the same schedule as outlined below:

ESTABLISH QUORUM

City Councilmembers
Commission Members

DISCUSSION ITEMS

1. Role of Commission and 2021/22 Work Plan topics

ADJOURNMENT

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) 947-2720.

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. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

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.

For other questions regarding the City Council meeting proceedings, please contact the City Clerk at (650) 947-2720.

SENIOR COMMISSION

FY 2021-22 (May 2021 to May 2022) Work Plan

Updated April 14, 2021

Priorities

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Increase participation by Seniors	Program Comparables	Review other Senior Programs in neighboring communities (Nagao, Cohen)	Fall 2021	Community Engagement	
	Prioritize Proposed Programs	Develop and prioritize program ideas. (O'Reilly, Nagao, Cohen)	Fall 2021	Community Engagement	In progress
	Senior Program Marketing	Develop strategies to promote senior programs and facilities including grassroots marketing. Meet with Marketing staff. (Yu, Nagao)	Fall 2021	Community Engagement	
Transportation needs for seniors	Senior Transportation (marketing)	Explore resources and options (transportation studies). Recommend (evaluate, check-in) ridesharing and reimbursement program improvements. Explore outreach strategies. Consider COVID impacts. (Basiji, O'Reilly)		Community Engagement	
Enhance Health and Wellness	Thriving in Place	Explore fitness-based activities, nutrition, immunization, advance directive programming (Buchholz, Cohen)		Community Engagement	
Participate in the Age Friendly City initiative	Senior Advocacy	Review Los Altos status and explore collaboration with World Health Organization (WHO). Network with other WHO cities. (Buchholz, Li)		Community Engagement	

TO City Council
FROM Environmental Commission
SUBJECT Environmental Commission
2020/21 Accomplishments and 2021/22 Work Plan

2020/21 Work Plan and Accomplishments

- Climate Action Plan
 - Building and Electric Vehicle Reach Codes. Assisted in development of Reach Code Ordinances. Council adopted Reach Code Ordinances on November 10, 2020. CA Energy Commission approved on January 25, 2021.
 - Update City's Climate Action Plan. Subcommittee working with City Staff and selected Consultant. Will assist with public outreach. To be completed November 2021.
- Water Conservation & Stormwater Management
 - Green Infrastructure and other Environmental Plans. Reviewed City's Integrated Pest Management Policy update. Policy finalized August 14, 2020.
- Solid Waste Diversion
 - Assist solid waste diversion communications. New Contract executed April 23, 2020. Mission Trails to present to Environmental Commission in March 2021.
 - Investigate initiatives on limiting single use plastics. Reviewed Staff development of ordinance. Ordinance presented to Council on November 10, 2020. Revised ordinance to be presented in 3rd or 4th Quarter 2021.
- Community Outreach & Education
 - Develop program(s) in collaboration with the Los Altos History Museum to utilize the Environmental Education Fund held by LACF (Approximately \$3,500 raised during publication of "Trees of Los Altos"). Completed. Evaluating additional education programs. Environmental Education Fund current balance \$1,636.85.
 - Continue Anti-Idling and gas-powered leaf blower ban outreach and education. Efforts being continued by Community groups.
 - Update environmental measures on City's web site. Limited progress, to be updated with new data developed with Climate Action Plan.
 - Assist Staff with outreach and education efforts related to the SVCEA, Climate Action Plan, Water Conservation & Stormwater Management, Solid Waste Diversion and issues of Community interest. Completed significant outreach related to Reach Codes (surveys, webinar, WEB information, etc.) SVCEA to present to Environmental Commission in May of 2021

2021/22 Work Plan

1. Climate Action Plan
 - a. Los Altos Climate Action Plan (CAP) Update (subcommittee Delagnaue, Humayun, Weiden)
 - i. Assist Staff and Consultant in review and outreach
 - ii. Council Adoption of CAP (December 2021 estimated)
 - b. Building Electrification
 - i. Work to implement CAP building electrification actions
 - ii. Council Adoption of Reach Codes Ordinance Update (Fall 2022)
 - c. Vehicle Miles Traveled Reduction
 - i. Work to implement CAP transportation actions
 - ii. Advance walking, biking, shared transit (cooperative efforts with Complete Streets Commission)
2. Solid Waste Diversion
 - a. Reduction
 - i. CA Senate Bill 1383 Compliance Ordinance (divert food wastes from landfill)

- ii. Council Adoption of Ordinance Limiting Plastic Use (Fall 2021) (subcommittee Delagnaeu, Teksler, Weiden)
 - iii. Advance Residential Composting
 - b. Reuse
 - i. Develop Repair Assistance (information resource, café, volunteers, solid waste hauler diversion, other)
 - c. Recycling and Composting
 - i. Assist Staff, Mission Trails Waste with education and implementation (set goals, measure, report)
 - 1. Commercial District
 - 2. Residential
- 3. Green/Sustainability Activities
 - a. City Streetscape (rain gardens, storm water quality, surface water infiltration)
 - b. Land Use and Public Spaces (cooperative efforts with Complete Streets Commission and Parks and Recreation Commission) – Trees, street closures, pest management, storm water, etc
- 4. Education and Outreach
 - a. Programs that utilize LACF Environmental Education Fund balance (subcommittee Klein, Teksler, Yuan)
 - b. Santa Clara County Healthy Cities Program assistance
 - c. Sustainability Lens (Assist Council in Project Evaluations)
 - i. Policy Resolutions
 - ii. City Web Site (Environmental measures, activities, news, education)
 - d. Native Landscaping
 - e. Water Conservation

ENVIRONMENTAL COMMISSION
2021/22 Targets & Work Plan
May 4, 2021 Joint Meeting with City Council

Targets	Projects	Assignments	Target Date	City Priority related to	Status
Climate Action Plan	Building Electrification	<ul style="list-style-type: none"> Subcommittee -Don Weiden, Laura Tekler and Lei Yuan 	Fall 2022	CAAP Goals	<ul style="list-style-type: none"> Reach Codes approved at the November 10, 2020 Council meeting On January 25, 2021, the CEC approved the Reach Code ordinances Reach Codes currently implemented and in effect Work to implement CAP building electrification actions Council adoption of Reach Code ordinance update (2.0) targeted for Fall 2022
	Update of City's CAP (Climate Action and Adaptation Plan- CAAP)	<ul style="list-style-type: none"> Subcommittee- Don Weiden, Bruno Delagneau, Raashina Humayun to work with staff and consultant 	Dec. 2021	CAAP Goals	<ul style="list-style-type: none"> EC to work with staff and consultant to update the CAP - Climate Action and Adaptation Plan Staff and CAAP subcommittee update the EC at regular commission meetings CAAP Adoption by Council targeted for December 2021
	Vehicle Miles Traveled (VMT) Reduction	<ul style="list-style-type: none"> EC cooperative with Complete Streets Commission 	Ongoing	CAAP Goals	<ul style="list-style-type: none"> Work to implement CAAP transportation actions Advance walking, biking, and shared transit

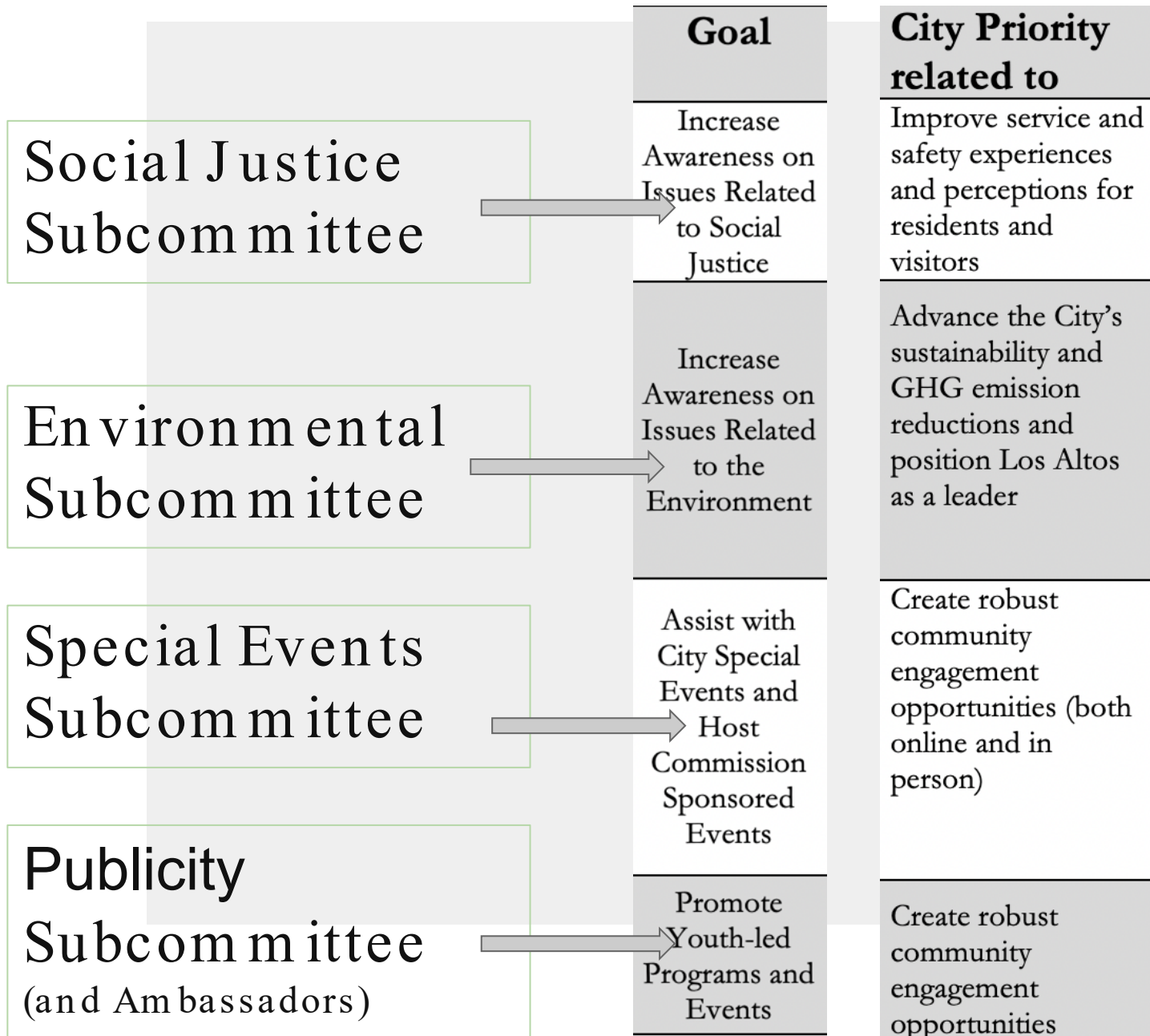
Green/Sustainability Activities	Green Infrastructure and Other Sustainability Activities	<ul style="list-style-type: none"> Assist staff in implementation of the Green/Sustainability Actions 	Ongoing	Storm Water Regional Discharge Permit and other Environmental Related Plans	<ul style="list-style-type: none"> City's Integrated Pest Management (IPM) Policy update finalized August 14, 2020 Assist with City Streetscape efforts such as rain gardens, storm water quality, surface water infiltration Assist with Land Use and Public Spaces efforts such as trees, street closures, pest management and storm water - cooperative with Complete Streets Commission and Parks and Recreation Commission
Solid Waste Diversion	Solid Waste Disposal Contract- Recycling and Composting	<ul style="list-style-type: none"> Subcommittee- Don Weiden, Laura Teksler and Bruno Delagneau 	Monthly	Recycling and Composting	<ul style="list-style-type: none"> The Amended and Restated Collection Service Agreement between the City of Los Altos and MTWS was executed on April 23, 2020 EC to assist staff and Mission Trail Waste System with education and implementation, set goals, measures and report for both Commercial and Residential
	Reduction- Investigate initiatives on limiting Single-Use Plastics and CA SB 1383 compliance	<ul style="list-style-type: none"> Subcommittee- Don Weiden, Laura Teksler and Bruno Delagneau 	Fall 2021	Recycling	<ul style="list-style-type: none"> Draft ordinance presented at EC meetings of Sept. 14, 2020 and Oct. 12, 2020 Staff presented Food Service Ware ordinances (option 1 and 2) to Council on Nov. 10, 2020 Council decided to put ordinance adoption on hold due to COVID-19 Assist with preparation of ordinance Limiting Plastic Use (upon Council request) Assist staff with SB 1383 compliance ordinance to divert food waste from landfills Advance residential composting programs
	Reuse- Develop Repair Assistance		Ongoing	Recycling	<ul style="list-style-type: none"> Develop repair assistance- information resource, café, volunteers, solid waste hauler diversion and more

Community Outreach & Education

<p>Develop program in collaboration with the Los Altos History Museum</p>	<ul style="list-style-type: none"> • Environmental Education Fund held by LACF • Subcommittee- David Klein, Laura Tekler and Lei Yuan 	<p>Ongoing</p>	<p>Public outreach and education</p>	<ul style="list-style-type: none"> • EC coordinates with History Museum for the EnviroThon Challenge • Ed fund balance \$1,636.85 as of Jan. 13, 2021 • A Subcommittee was established February 2021 • Subcommittee to develop programs that utilize LACF Environmental Education Fund balance
<p>Sustainability Lens- assist Council in project evaluations and update environmental webpage on the City web site</p>	<ul style="list-style-type: none"> • EC to assist Council 	<p>Ongoing</p>	<p>Public outreach and education</p>	<ul style="list-style-type: none"> • The City's Public Information's Officer, Sonia Lee and staff will continue to update the City's website • Dashboard updated as of January 2021 • EC to work with staff on updates to the environmental webpage on the City web site as needed • Assist Council in project evaluations for Policy Resolutions
<p>Santa Clara County Healthy Cities Program assistance</p>		<p>Ongoing</p>	<p>Public outreach and education</p>	<ul style="list-style-type: none"> • Assist with Santa Clara County Healthy Cities Program
<p>Continue to support SVCEA community outreach and education</p>		<p>Ongoing</p>	<p>Public outreach and education</p>	<ul style="list-style-type: none"> • The City's Public Information's Officer and staff will continue to update the community with programs and opportunities offered by SVCE
<p>Assist staff with various outreach and education efforts</p>	<ul style="list-style-type: none"> • Climate Action Plan • Water Conservation • Storm Water Management • Solid Waste Diversion • Native Landscaping 	<p>Ongoing</p>	<p>Public outreach and education</p>	



Los Altos Youth Commission 2021



Goals:

Acts as the liaison between the commission and the public by managing publicity and social media.

Concrete Actions:

Created marketing materials for other subcommittee's events including, but not limited to, the Holiday Gift Drive, Holiday Meet and Greet, and "The Environment and Me" contest.

Currently working to compile a resource guide for local Youth organizations on the Los Altos City Website (TARGET DATE: May/June).

Publicity Subcommittee

Goals:

Works to educate the public on contemporary social justice issues and events.

Concrete Actions:

Attended the citizen's police task force meeting to gain awareness on the issues surrounding SROS at local schools.

Currently working to create a video-stream panelist event aimed at giving youth more insight into a variety of different careers involving promoting diversity and inclusion. (TARGET DATE - June 2021).

Social Justice
Subcommittee

Goals:

Increase Awareness on Issues Related to the Environment.

Concrete Actions:

Created an environmental-themed holiday tree for Downtown.

Hosted an art competition titled “The Environment and Me” with a grant from the Silicon Clean Energy Education Fund. Currently working with Public Arts Commission to judge entries.

Environmental
Subcommittee

Goals:

Assist with City Special Events and Host Commission Sponsored Events.

Concrete Actions:

Hosted an Holiday Gift Drive and Meet-and-Greet Event in December 2020.

Working to award the Teen Friendly Business Award to highlight local businesses that have served the Los Altos youth community.

Special Events
Subcommittee

Goals:

Advise the Grant Park and Complete Streets and represent the Youth Voice in these changes.

Complete Streets
Subcommittee

Goals:

Recruit youth to join the Ambassador group

Utilize the Ambassadors in marketing teen programs

Concrete Actions:

Youth Ambassadors have helped volunteer at our Event Planning Subcommittee's Holiday Wish Drive and Holiday Meet-and-Greet Event.

Currently also aiding in interviewing local businesses for the Teen Friendly Business Award.

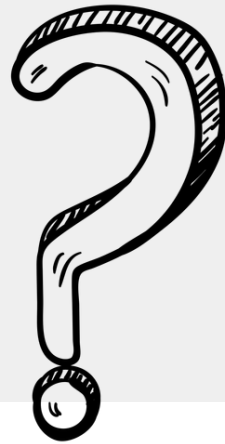
Youth Ambassador Program

Increased productivity. Inner-subcommittee communication has increased, and work has transitioned from being done asynchronously to synchronously.

In the pandemic, the Youth Commission has also worked to be more attentive to ways in which we can support the Youth during these difficult times (i.e. with the Publicity Subcommittee Resource Guide).

2021 Changes

Questions



PARKS AND RECREATION COMMISSION
FY 2021-22 (March 2021 to March 2022) WORK PLAN

Updated April 14, 2021

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Engage Community	Community Outreach	PARC representation at virtual special events. Explore Farmers Market (All)	Ongoing	Community Engagement	Pending COVID
Increase Park participation	Naturescape	Attend (virtual) ribbon-cutting (All)	Summer 2021	Asset Mgt	Design Phase
	Skatepark Feasibility	Explore possibility of a skatepark Subcommittee: Corrigan, Yeh	Summer 2021	Asset Management	Subcommittee to meet
	Performing Arts in the Park	Work with staff to schedule performing arts in various parks Subcommittee: Morris, Wang	Spring 2022	Community Engagement	Pending COVID & priorities
Aim for high quality parks, facilities and programs	Dog Park & Off-leash Hours Feasibility	Evaluation Off-leash Pilot Program present to Council. Continue to explore fenced-in/dedicated dog park options Subcommittee: Morris, Corrigan	Fall 2021	Asset Management	Evaluate Pilot Program
	Open Space	Redwood Grove, Halsey House & Shoup Park improvements Subcommittee: Dailey, Lindermeier, Yeh	TBD	Asset Management	Awaiting Council Direction
	JEDI Subcommittee	Apply JEDI principles to facilities and programs Subcommittee: Morris, Valadez	Ongoing	Transitioning through Change	Subcommittee to meet

GOAL	PROJECTS	ASSIGNMENTS	TARGET DATE	CITY PRIORITY RELATED TO	STATUS
Aim for high quality parks, facilities and programs	Outdoor Adult Fitness Project	Determine placement for inclusive outdoor fitness components and equipment for adults (Master Plan Update and pocket parks) Subcommittee: Wang	Fall 2022	Asset Management	Meet with Staff
	School District Collaboration	Explore pool use at Los Altos High School with MVLA District (Schedule YMCA Meeting) Montclair School Joint Use Agreement, Block/Egan, Explore different amenities, example Oak School ballfields Subcommittee: Corrigan, Dailey, Lindermeier	Fall 2021	Asset Management	Subcommittee to meet
	Sustainable & Energy Independence	Attain sustainable and energy independence in parks and facilities Subcommittee: Lindermeier, Yeh, Dailey	Spring 2021	Environmental Sustainability	Appointed Dailey to CAAP
	Grant Park	Grant Park Master Scope of Work Task Force (Dailey, Morris) Subcommittee: Dailey, Morris, Yeh	Spring 2021	Asset Management	Meeting TBD
	Program Resources	Research, provide ideas, engage community Subcommittee: Wang	on-going	Community Engagement	Meet with Staff
	Cost Recovery Review	Review Cost Recovery Options Subcommittee: Valadez, Dailey	Summer 2021	Fiscal Sustainability, Transitioning through Change	Coordinate with Staff

FY 2020-21 Parks and Recreation Commission Accomplishments

The following is a summary of accomplishments facilitated by the PARC, to be shared with City Council:

1. Halsey House review including joint meeting with Historical Commission
2. Review of Bocce Ball donation leading to support to do a Grant Park Master Plan
3. Reaffirmed Resolution no. 2017-07, supporting the City's commitment to a diverse, supportive, inclusive, and protective community
4. Community Center update & virtual tour with the Youth, Senior, Library, Parks and Recreation Commission & Design Development Working Group
5. Hillview Baseball Field Off-Leash Pilot Program launched on April 1, 2021
6. Community center assessment and opening plan
7. 2012 Park Plan update leading to recommendation to conduct a comprehensive parks and recreation master plan update
8. Park and facility maintenance update
9. Complete Streets Task Force (Morris)
10. Earth Day Hug a Tree Celebration Community Photo Exhibit (Morris)
11. Informational Special Presentations:
 - a. Grassroots Ecology
 - b. GreenTown Los Altos
 - c. Jon Baer: Insights to Halsey House Background, Landmark Status, Considerations and Recommendations
 - d. Park in Lieu Fee Update
 - e. Complete Streets Master Plan

April 28, 2021

Subject: Los Altos – Complete Streets Commission
Letter to City Council for Joint Council-Commission Study Session (May 4, 2021)

Honorable Los Altos Mayor, Vice-Mayor, and Councilmembers,

The Complete Streets Commission looks forward to reviewing our workplan with you during our annual joint session currently scheduled for May 4, 2021. The Complete Streets Commission believes it is in alignment with the City Council regarding the advancement of complete streets initiatives in the City.

In advance of our joint session, the Complete Streets Commission would like to reiterate its own priorities for your review. These are the same priorities we shared with you in a letter earlier this year:

1. Create safe multi-modal transportation solutions that align community needs with city priorities.

This includes focusing on the completion of the Complete Streets Master Plan and aligning it with the Annual Pavement Maintenance Program to build safe, multi-modal streets that support Suggested Routes to School and Neighborhood Traffic Calming initiatives where feasible. The commission also supports advancing Safe Routes to School Education and Encouragement Programs under development by the City.

2. Manage long-term cumulative impacts from public and private development projects, and regional traffic.

This includes identifying and implementing technologies to monitor and identify traffic trends, measure and mitigate traffic impacts. Upon completion of the Complete Streets Master Plan project, the commission also supports reviewing the existing Traffic Impact Fee (TIF) program to better align with goals and initiatives identified in the plan and its vision.

3. Achieve effective community engagement with residents.

This includes developing effective outreach strategies to promote a higher public participation in transportation projects, and integration with the city-school issues subcommittees.

For each of these three priorities, we have detailed specific goals with underlying projects and programs that are outlined in the attached Work Plan document along with our tentative meeting calendar for this year. Since sharing our draft workplan with you in January of this year, we have built out key performance indicators and updated our tentative meeting agenda topics. This is a multi-year plan, which our commission will review and update annually.

All seven seats on the commission are filled and we have a robust, engaged commission contributing complementary skills and varying perspectives. We are thankful to work with a talented transportation team but do recognize the impacts created by the vacant Transportation Services Manager position and other transportation team vacancies over the past several years. We are concerned that the City is asking too much of too few on the transportation team and seek your support to remain focused on relevant priorities, and to use/fund consultants/vendors for defined projects.

To: Los Altos City Council
Subject: Letter to City Council for Joint Study Session (May 4, 2021)
Date: April 28, 2021
Page: 2

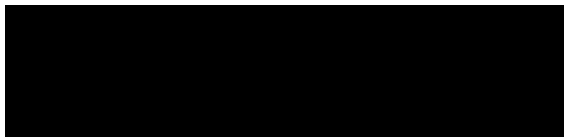
In addition to outlining our workplan, we would like to raise a few important items for your consideration:

- Our goal is to have the council adopt the Complete Streets Master Plan this Fall including the plan's vision statement. Once adopted, the commission would like to start implementation of the plan including quick-build signage and striping improvements along school routes. This is a specific deliverable of the plan that was noted to residents as improvements to be completed within 24 months of adoption of the plan.

The commission recommends supporting City Staff recommendations for a new Capital Improvement Program project in the Fiscal Year 2021-22 to be funded over two years to fulfill this commitment. The commission also requests an update during our study session on possible funding levels for existing and future CIP projects, and council's consistent commitment to support implementation of the plan.

- The commission urges the city to take more aggressive action-orientated steps to mitigate the long-term cumulative impact of traffic as the region exists out of the current COVID-19 environment. Once a Vehicle Miles Traveled (VMT) / Level of Service (LOS) policy and checklist are in place, the commission requests resources to fund its implementation (i.e., Transportation Demand Management program, TIF reassessment, etc.), and continued funding for regular traffic data collection/traffic model and measurement.
- The city has not been competitive in recent county, regional and federal transportation grant applications - as the scoring criteria has weighed in the favor of 'communities of concern', with little priority to geographic equity within the county or funding for smaller cities, etc. The commission would like to bring this to the attention of the council and ask that this be raised at the Valley Transportation Authority (VTA) Board of Directors and Metropolitan Transportation Commission (MTC) levels. Communities such as Los Altos are heavily impacted by regional traffic trends and volume growth, and our roadways have become less safe and comfortable for residents to bike and walk. To successfully provide sustainable transportation choices, modal equity, safer routes to school, and traffic calming in our centrally located and smaller city, Los Altos will need adequate grant funding support. The current grant restrictions showing preferences towards Priority Development Areas (PDAs) and Communities of Concern (COC) limit the opportunity for communities such as Los Altos to compete for grant funds.

The commission would welcome your feedback, input, or questions. We will be reviewing the content of this letter with you during our annual joint session currently scheduled for May 4, 2021.



Nadim Maluf
Los Altos -- Complete Streets Commission, Chair

Los Altos – Complete Streets Commission
DRAFT 5-Year Work Plan - 2021

CSC Vision: Our community-focused and sustainable streets empower people of all ages and abilities to access destinations comfortably, safely, and conveniently, regardless of their mode of transportation.

Overall KPIs: Increase multi-modal activity, safety, connectivity and sustainability with effective community engagement and ongoing impact evaluation. (See CSMP performance measures.)

Goal 1: Create safe multi-modal transportation solutions that align community needs with city priorities.

No.	Initiative	KPIs	Projects & Programs	Deliverables
1A	Create Complete Streets Master Plan to Prioritize Projects and Programs (2021)	<ul style="list-style-type: none"> • Adoption of plan in fall 2021 • Implement X deliverables within Y years 	Update bike & ped plan	Maintain proposed Bike & Ped Plan deliverables schedule
			Improve SR2S Walk n Roll maps and create hot spots list	Complete 18 Walk n Roll Maps and Hot Spots Lists
			Develop Conceptual Plan Line Drawings for Priority Locations	Complete 18 plan line drawings for priority locations
1B	Align and Execute Pavement Program to increase PCI and Simultaneously Add Multi-Modal Safety Amenities	<ul style="list-style-type: none"> • Achieve PCI of 76 by 2026 	PCI pavement program	Annual PCI report update (2022)
			Implement Priority Bicycle and Pedestrian Facilities and Traffic Calming with Pavement Program	Develop and present to City pavement program identifying streets with PCI and 2 corridor goal per year for Bike-Plan implementation goal

Los Altos – Complete Streets Commission
DRAFT 5-Year Work Plan - 2021

No.	Initiative	KPIs	Projects & Programs	Deliverables
1C	Develop Safe Routes to School Education & Encouragement Program with School Communities	<ul style="list-style-type: none"> Increase share of students walking/biking to school by 10% 	Create and implement education programs to expand bike/ped safety knowledge with students/families	(Pending outcomes of Stakeholder interviews) <ul style="list-style-type: none"> Future SR2S EE Program Bike-Ped Counts
			Create and implement encouragement programs to increase bike/ped use	<ul style="list-style-type: none"> Future SR2S EE Program Bike-Ped Counts
			Manage implementation of Hot Spot Improvements on school routes	Hot spot mitigation along SR2S routes, as outlined in CSMP
1D	Enhance City's Traffic Calming Program	<ul style="list-style-type: none"> Reduce traffic impact in downtown, arterial/collector streets and neighborhood streets 	Evaluate Open Street Measures for Residential Streets to limit Vehicle Cut-Thru Traffic and implement Pilot Projects	<ul style="list-style-type: none"> Policy for Residential Open Streets Implementation Demonstration Project in 2022
			Develop New Traffic Calming Toolkit for Collector and Arterial Streets	Release RFP for Traffic Calming Toolkit (2022)
			Continue to evaluate and modify Downtown Open Streets/Parklet Programs	Quarterly update on status of Downtown Open Streets/Parklet Program

Los Altos – Complete Streets Commission
DRAFT 5-Year Work Plan - 2021

No.	Initiative	KPIs	Projects & Programs	Deliverables
1E	Align CIP Transportation Program to CSC Work Plan	<ul style="list-style-type: none"> • At least 25% of CIP projects advance CSMP and CSC priorities each year 	Annual Street Resurfacing program review to advance priority CIP projects	CSC input & review of Annual Street Resurfacing Program (CIP) street selection by Feb each year
			Annual Transportation CIP project selection	CSC review & prioritize annual transportation project (CIP) selection by March each year
			Conduct quarterly update/review of CIP transportation projects	CSC quarterly update report delivery in Jan, April, July, and Oct.
1F	Coordinate Regional Transportation to Advance Los Altos interests	<ul style="list-style-type: none"> • Incremental funding for CSC / CSMP projects (target?) • Attendance at regional forums • Meetings and communications with neighboring jurisdictions 	Coordinate with partner government agencies to represent City of Los Altos needs	<p>Participation in VTA regional meetings and other agency meetings that impact Los Altos</p> <p>Proactively coordinate multimodal transportation projects at jurisdictional borders</p>
			Seek VTA funding and other outside funding aggressively	Grant proposals submittals following CSMP plan adoption

Los Altos – Complete Streets Commission
DRAFT 5-Year Work Plan - 2021

No.	Initiative	KPIs	Projects & Programs	Deliverables
1G	Manage Downtown Parking Facilities to Promote Successful Business Operations		Maintain existing parking assets	Develop parking inventory. (Summer 2021).
			Introduce Technology Options to Manage Parking Inventory	RFP for On-Street and Lot Parking Sensors Downtown (2022 Pending Funding)
			Identify and Implement EV Charging Stations for Vehicles and eBikes	RFP for private sector e-charging facilities. (2022 Pending Funding)
			Expand Bicycle Parking Opportunities	(2022 Pending CSMP Adoption)
	Future Interests		Transit Plan	
			Bicycle and Pedestrian Technology Enhancements (i.e., Wave Push Buttons)	

Goal 2: Manage Long-Term Cumulative Impacts from Public and Private Development Projects and Regional Traffic

No.	Initiative	KPIs	Projects & Programs	Deliverables
2A	Utilize Citywide Traffic Model to Monitor Traffic Trends	<ul style="list-style-type: none"> Collect baseline data by 2021 Set and manage toward targets by X? 	Collect traffic data regularly to identify changes in traffic patterns	Semi-annual citywide traffic count (88 locations)
			Track changes in LOS and Bicycle Pedestrian stress level on local roads	<ul style="list-style-type: none"> Develop VMT/LOS Policy Use CSMP to develop Bike-Ped Stress Measures

Los Altos – Complete Streets Commission
DRAFT 5-Year Work Plan - 2021

No.	Initiative	KPIs	Projects & Programs	Deliverables
2B	Measure Traffic Impacts in the Los Altos Community to Evaluate and Improve the Effectiveness of Existing Programs	<ul style="list-style-type: none"> Adoption of consistent study methodology by 2022 	Establish a Vehicle Miles Traveled (VMT) and Level of Service (LOS) Policy to help better evaluate projects	Contract consultant team to develop VMT/LOS policy and checklist. (Summer 2021)
			Traffic Study Checklists for Transportation Consultants by Land Use Type to ensure Consistency in Study Methodologies	<ul style="list-style-type: none"> Traffic Study Checklists for Transportation Consultants by Land Use Type Contract consultant team to develop VMT/LOS policy and checklist. (Summer 2021)
			Develop Complete Streets Commission Development Review Checklist to Streamline Commission Participation in Private Development Approval Process	Contract consultant team to develop VMT/LOS policy and checklist. (Summer 2021)
			Study Telecommuting Strategies for Use in Community to provide Local and Regional Leadership	City policy on telecommuting strategies (2022)
2C	Overhaul Traffic Impact Fee (TIF) Program to Help Fund Priority Transportation Projects	<ul style="list-style-type: none"> Increase incremental TIF fee by X% 	Align TIF program with Complete Streets Master Plan and other Local and Regional Transportation Project Interests	
			Evaluate existing TIF Rates to Ensure Fees Reflect Existing Construction Costs	Report on TIF rates and fees

Los Altos – Complete Streets Commission
 DRAFT 5-Year Work Plan - 2021

No.	Initiative	KPIs	Projects & Programs	Deliverables
Future Interests	Transportation Demand Management Program			
	Parking Related Initiatives: <ul style="list-style-type: none"> - Parking Monitoring - Parking Preservation Program, - Residential Parking Permit (RPP) Program 			

Los Altos – Complete Streets Commission
DRAFT 5-Year Work Plan - 2021

Goal 3: Achieve Effective Community Engagement with Residents

No.	Initiative	KPIs	Projects & Programs	Deliverables
3A	Develop Effective Outreach Strategies to Promote Public Participation in Transportation Projects	<ul style="list-style-type: none"> • Community satisfaction with level of engagement • Increase community participation in CSC projects by X% • Pre- and post-engagement surveys by 2025 	Identify Better Methods of Engaging with Residents	Following CSMP identify successful engagement strategies for future use
			Incorporate Public Input into each Project Evaluation	Capture and share/summarize public input received while planning projects (from surveys, comment cards, emails, etc.) Develop online post construction surveys
			Include Post-Project Data Collection to Monitor Project Effectiveness	Introduce post construction reporting in CSC Quarterly Reports. (2022)
3B	Integrate with City-School District - School Issues Subcommittee			

**Complete Streets Commission
Proposed Schedule of Activities 2021**

Month	Scheduled Discussion Topics
April	<ul style="list-style-type: none"> - Study Session: CSMP Workshop (concept plan line drawings) - Cuesta Dr Traffic Calming Project, Post Construction Update - El Camino Real – Bike Lane and Parking Removals - CSC Letter to CC for Joint Study Session
May	<ul style="list-style-type: none"> - Study Session: CSMP Concept Plan Lines - SR2S EE Program Draft Recommendations to CC - VRF/LOS Check Lists (Part 1) - CIP Program Recommendations - Quarterly CIP Update
June	<ul style="list-style-type: none"> - Study Session: CSMP Project Prioritization - CSMP: Bike Ped Plan Draft - County of Santa Clara - Expressway Bicycle Design Guidelines - County of Santa Clara - Bicycle & Pedestrian Design Guidelines - VRF/LOS Check Lists (Part 2) - St Joseph Avenue (HOLD)
July	<ul style="list-style-type: none"> - CSMP: Draft Master Plan - Study Session: Safe Routes to School EE
August	<ul style="list-style-type: none"> - Quarterly CIP Update - SR2S School Improvement Maps Project Input - Phase 1
September	<ul style="list-style-type: none"> - CSMP: Final Plan - Police Department Coordination Meeting - Form Work Plan Subcommittee
October	<ul style="list-style-type: none"> - Measure B Project, Foothill Exp Widening (Homestead to I-280) - Work Plan Subcommittee Updates - SR2S School Improvement Maps Input – Phase 2
November & December (Combined)	<ul style="list-style-type: none"> - Annual CSC letter to Council for Council Priorities with Work Plan Attachment