



CITY COUNCIL MEETING

AGENDA

TUESDAY, NOVEMBER 30, 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/1441160554>

TO PARTICIPATE VIA THE LINK ABOVE - Members of the public will need to have a working microphone on their device and **must have the latest version of Ringcentral available at this link <http://www.ringcentral.com/download.html>**. To request to speak please use the “Raise hand” feature located at the bottom of the screen.

TO PARTICIPATE VIA TELEPHONE - Members of the public may also participate via telephone by calling 1-650-242-4929 (Meeting ID: 144 116 0554). Press * 9 on your telephone to indicate a desire to speak.

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. Once called to speak, speakers will be asked to state their name and place of residence. Providing this information is optional.

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.

Emails sent to the above email address are sent to/received immediately by the City Council.

Correspondence submitted in hard copy/paper 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 PRESENTATION

- Recognition of Outgoing Los Altos Commissioners and Committee Members

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. **City Council Minutes:** Approve the Minutes of the November 2, 2021, Regular Meeting (A. Chelemengos)
2. **Quarterly Investment Portfolio Report:** Receive the Investment Portfolio Report through September 30, 2021 (J. Furtado)
3. **Contract Amendment:** Approve and authorize the City Manager to execute Amendment #1 to the existing Professional Services Agreement between the City of Los Altos and Bellecci & Associates for inspection services for the Annual Street Resurfacing and City Alley Resurfacing Project. The agreement will amend the not-to-exceed amount from \$64,688 to \$82,516 (G. Watanabe)
4. **Ordinance No. 2021-477 - Restriction on the Los Altos Community Center Site:** Adopt Ordinance No 2021-477 an ordinance of the City Council of the City of Los Altos adding a new Chapter, 11.13, entitled “Restriction on the Los Altos Community Center Site” to Title 11, Miscellaneous Property Regulations, of the Los Altos Municipal Code that will prohibit: (1) the sale or transfer of title of the Los Altos Community Center Site without voter approval. (J. Biggs)
5. **Resolution No. 2021-58 -Suicide Prevention Policy** – Adopt Resolution No. 2021- 58 establishing a Suicide Prevention Policy (I. Silipin)

PUBLIC HEARINGS

6. **Park in-Lieu Fee Update:** 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)
7. **Reconsideration of D20-0008 - Packard Foundation - 374 Second Street:** Reconsideration of Design Review Approval (D20-0008) for parking lot modifications and installation of carport structure at 374 Second Street and affirm the October 26, 2021, Council approval to allow the modification of the existing parking lot and construction of the carport structure. (Council Member Initiated/S. Golden)

-
8. **Resolution No. 2021-57 Objective Standards for Single Family Residences:** Hold Public Hearing and Adopt Resolution of the City Council of the City of Los Altos establishing Objective Standards for Single Family Residences to implement Senate Bill 9 (J. Liu, E. Ramakrishnan).

DISCUSSION ITEMS

9. **City of Los Altos Parklet Program Guide:** Approve the City of Los Altos Parklet Program allowing restaurants to continue outdoor dining. (A. Carnesecca)
10. **Memorandum of Understanding - Los Altos Stage Co.** Consider and approve execution of a Memorandum of Understanding (MOU) wherein the City of Los Altos agrees to hold certain Downtown Parking Plaza(s) for a period of up to five-years to allow for exploration of a downtown theater. (J. Houston)
11. **American Rescue Plan Act Expenditures:** Discuss potential uses of the American Rescue Plan Act dollars; identify projects or programs for which American Rescue Plan Act dollars can be used, if any, and provide direction to staff as necessary. (J. Maginot)
12. **Formation of Council Subcommittee for a New Police Facility:** Consider formation of a City Council Police Facility Subcommittee, and if formed, appoint no more than two Council Members, and provide direction to the Subcommittee on its role and scope. (Council Initiated)
13. **Tentative Council Calendar:** Conduct Quarterly Review of Tentative Council Calendar and provide direction to staff. (A. Chelemengos)

INFORMATIONAL ITEMS ONLY - None

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.



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Autumn Looijen

For Outstanding Service as a Member of the City of Los Altos Environmental Commission
2020 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

James Martin

For Outstanding Service as a Member of the City of Los Altos Financial Commission
2016 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Dhana Pawar

For Outstanding Service as a Member of the City of Los Altos Joint Community Volunteer Service
Awards Committee
2017 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Katherine Mandel

For Outstanding Service as a Member of the City of Los Altos Joint Community Volunteer Service
Awards Committee
2019 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Scott Spielman

For Outstanding Service as a Member of the City of Los Altos Parks and Recreation Commission
2019 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Tanya Lindermeier

For Outstanding Service as a Member of the City of Los Altos Parks and Recreation Commission
2017 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Amina Yee

For Outstanding Service as a Member of the City of Los Altos Public Arts Commission
2020 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

David Horine

For Outstanding Service as a Member of the City of Los Altos Public Arts Commission
2019 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Ginny Strock

For Outstanding Service as a Member of the City of Los Altos Public Arts Commission
2019 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Nancy Ellickson

For Outstanding Service as a Member of the City of Los Altos Public Arts Commission
2012 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Paula Rini

For Outstanding Service as a Member of the City of Los Altos Public Arts Commission
2013 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Doris Hawks Torbeck

For Outstanding Service as a Member of the City of Los Altos Senior Commission
2016 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Ashlynn Tusneem

For Outstanding Service as a Member of the City of Los Altos Youth Commission
2020 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Connie Hong

For Outstanding Service as a Member of the City of Los Altos Youth Commission
2020 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Jessica Young

For Outstanding Service as a Member of the City of Los Altos Youth Commission
2019 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



CITY OF LOS ALTOS

CERTIFICATE OF APPRECIATION

Presented to:

Tom Harpaz

For Outstanding Service as a Member of the City of Los Altos Youth Commission
2019 - 2021

Dated this 30th day of November 2021

Neysa Fligor, Mayor



PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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, according to State law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period.

Individual contact information has been redacted for privacy.

From: [Frank Martin](#)
To: [City Council](#); [Public Comment](#); [Frank Martin](#)
Subject: NEW OFF LEASH PARKS
Date: Friday, November 12, 2021 6:30:27 PM

City council, city manager, and staff,

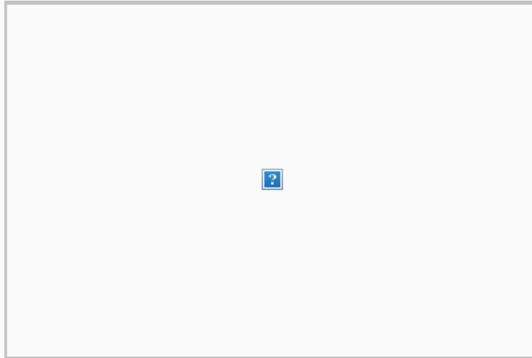
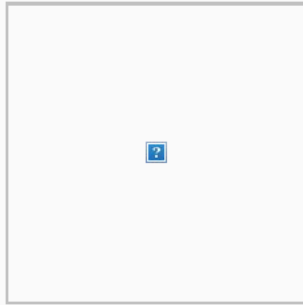
Just another example of how other towns are creating off leash parks. As noted before, our pilot program was running at the same time as Cupertino. They now have off-leash but we anxiously are waiting.

I would ask that Grant Park and/or Marymeade be included. Another good option would be to expand Heritage Oaks by including the adjacent empty lot when we have funds. We need to just do at almost every park.

Frank Martin

----- Forwarded message -----

From: Peninsula Dog PAC <info@peninsuladogpac.org>
Date: Wed, Nov 10, 2021 at 2:09 PM
Subject: VICTORY: Board of Supervisors Vote 4-1 in Favor of Off-leash Trails



VICTORY: Supervisors Vote in Favor of Off-leash Trails

Dear Friends of Peninsula Dog PAC,

Yesterday the San Mateo County Board of Supervisors voted 4 to 1 in favor of off-leash pilot programs at Quarry Park and Pillar Point Bluff (pending a Coastal Development Permit). **THANK YOU** to everyone who sent emails and attended yesterday's meeting! The 103 emails sent supporting the pilot program and the 22 public comments made a **HUGE DIFFERENCE**. Special thanks to those of you who copied us on your emails.

The "YES" votes came from Supervisors Don Horsley, David Canepa, Warren Slocum, and Dave Pine. The "No" vote came from Carole Groom.

Please consider taking a minute to email the supportive Supervisors thanking them for voting "yes" for the off-leash programs (mail to: dhorsley@smcgov.org, dcanepa@smcgov.org, wslocum@smcgov.org, dpine@smcgov.org). We also encourage you to email San Mateo County Parks Director Nicholas Calderon (ncalderon@smcgov.org) to thank him for all the work that went into the off-leash recommendation. Telling people "Thank you" makes them more likely to be helpful next time, and there will be many next times as we fight for more dog access at parks around the County.

We will keep you posted on the Coastal Development Permit.

Your dog will thank you,



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www.peninsuladogpac.org

Peninsula Dog PAC was founded to provide a voice for dog owners living on the San Francisco Bay Area Peninsula. We are a group of concerned dog enthusiasts who advocate for increased dog access to parks, trails, and open spaces. We seek to inform and influence politicians and the political process, promoting fair access for responsible dog owners and their families.

Thank you for your support! You can [unsubscribe from this list](#).

This email was sent to pan2938@gmail.com
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)
Peninsula Dog PAC 1616 Kentucky St Redwood City, CA 94061-2544 USA

From: [Ken Girdley](#)
To: [Public Comment](#)
Subject: Public Comment - Not on the Agenda - 12-Foot Menorah At Veterans Community Plaza?
Date: Thursday, November 18, 2021 12:49:23 PM

Dear Mayor and Councilmembers,

I just noticed in this week's supplement to the Town Crier that the city has approved a 12-foot Menorah to be placed on government-owned property. Who approved that religious display on government land?

Years ago Los Altos banned the mention of Christmas in all communications because Christmas is a religious event celebrating the birth of Christ. The Christmas Tree is now the Holiday Tree. My understanding is the city encourages their employees to say "Happy Holidays" instead of, "Merry Christmas" to not offend non-Christians. Am I to understand that the City Of Los Altos bans just Christian religious displays? If one of our Christian churches approached the city to display a life-size Nativity Scene would that display be approved? Please don't consider that a rhetorical question. I would like an official answer. If the answer is Yes, a Nativity Scene will be allowed, I will contact all Christian churches in town suggesting they provide a display.

Don't get me wrong. I don't believe "separation of church and state" means a total ban of everything religious on government land. I'm not against the display of a Menorah celebrating Hanukkah at the Veterans Community Plaza. What I am against is allowing the celebration of one religious event on government land while banning even the mention of another religion's event. If the city allows a Menorah, it must also allow a Nativity Scene. All religions must be treated equally.

Sincerely,

Ken Girdley



PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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, according to State law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period.

Individual contact information has been redacted for privacy.

From: [Heidi Peterson](#)
To: [Public Comment](#)
Cc: [Heidi Peterson](#)
Subject: Traffic tables on Cuesta between Springer and El Monte
Date: Sunday, November 28, 2021 9:18:39 PM

So glad to have a chance to comment on these speed bumps. I live off of Cuesta on Begen Ave in Mountain View and frequently use this corridor to go to the library, shop in downtown LA, etc..I grew up in Los Altos and have lived in the same house on Begen in Mountain View for 45 years. I understand the NIMBY attitude of LA but I have to say, this does not create warm feelings about your 'precious' city. My father Harold Johan Bakke designed Rancho Shopping Center in 1951, the Garden Center at Shoup Park as a courtesy, Creekside Oaks in Los Altos on El Monte, medical buildings and many other buildings/homes in the city. Plus he had an office on Distel Drive he built in the 60s, just recently sold. I have always had a special place in my heart and deep roots to this 'place' called Los Altos in large part because of my history.. However, this project has created in me a bad feeling every time I travel on this road. And a heavy heart. If they were even typical speed bumps like on Cuesta between Miramonte and Springer they could be tolerated. Which are effective by the way. These however are horrendous. Even at 5 miles an hour they are awkward and maddening. I hope you will consider my feelings as you decide whether to call this project completed.

Sincerely,

Kristi Bakke Peterson



**MINUTES OF THE REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF LOS ALTOS
7:00 P.M., TUESDAY, NOVEMBER 9, 2021**

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

MEETING CALLED TO ORDER

At 7:07 p.m., Mayor Fligor called the meeting to order.

ESTABLISH QUORUM

Present: Mayor Fligor, Vice Mayor Enander, Council Members Lee Eng, Meadows, and Weinberg

Absent: None

PLEDGE OF ALLEGIANCE TO THE FLAG

Emmy Mosley led the Council in the Pledge of Allegiance.

REPORT ON CLOSED SESSION

1. Public Employment: City Attorney Performance Review
Pursuant to Government Code Section 54957 (b)

Mayor Fligor reported that the Council held a Closed Session at 5:30 p.m., there was no action taken and nothing to report.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes made.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Anne Paulson, Gary Hedden, Roberts Phillips, Pilar Furlong, Jeanine Valadez, and Joe Beninato provided comments.

CONSENT CALENDAR

1. City Council Minutes: Approve the Minutes of the October 26, 2021, Regular Meeting and November 2, 2021, Special Meeting.
2. Ordinance Nos. 2021-482 and 2021-483 California Senate Bill 1383: 1.) Adopt, as read by title only, Ordinance No. 2021- 482 amending Chapter 6.12 - Solid Waste Collection, Removal, Disposal, Processing and Recycling; and 2.) Adopt, as read by title only, Ordinance No. 2021- 483 adding Chapter 6.13 Edible Food Recovery Ordinance.

3. Contract Amendment: Authorize the City Manager to execute a contract amendment to the existing on-call engineering service agreement with BKF Engineers, Inc., which adds \$170,784.56 for a total not-to-exceed project budget of \$240,784.56.
4. Emergency Declaration Resolution: Adopt Resolution No. 2021-55 Extending the declaration of a local emergency due to the COVID-19 Pandemic.

Council Member Lee Eng moved to approve the Consent Calendar. The motion was seconded by Council Member Meadows. 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

5. Park in-Lieu Fee Update: Adopt a Resolution 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 - To Be Continued To The Meeting of November 30, 2021.

Council Member Weinberg moved to continue to the meeting of November 30, 2022, the Public Hearing on Park in-Lieu Fee Update: Resolution 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. 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

DISCUSSION ITEMS

6. Senate Bill 9 (SB 9) Implementation: Receive and discuss informational memorandum to the City Council regarding the adoption of single family residential objective zoning standards.

Guido Persicone, Planning Services Manager along with Community Development Director Biggs and City Attorneys Houston and Ramakrishnan provided a report and answered questions from the Council.

The following individuals commented: Freddie Wheeler, Teresa Morris, Salim Damerджи, Frank Martin, and Anne Paulson

Council discussion ensued. Council provided feedback and input. Staff responded to questions from the Council. No action was taken.

7. Ordinance No. 2021-477 Restriction On The City-Owned Property Commonly Known As The Los Altos Community Center Site: Introduce and hold first reading, as read by title only and waive further readings of An Ordinance of the City Council of the City of Los Altos adding a new Chapter, 11.13 , Entitled “Restriction on the City-Owned Property commonly known as the Los Altos Community Center Site” to Title 11 , Miscellaneous Property Regulations, of the Los Altos Municipal Code that will prohibit: (1) the sale or transfer of title of Hillview Los Altos Center Site without voter approval

Community Development Director Biggs provided a report and answered questions from the Council.

Frank Martin and Roberta Phillips provided public comment.

Council discussion commenced.

Following discussion, Vice Mayor Enander moved that the City Council introduce and hold first reading, as, read by title only, and waive further readings of An Ordinance of the City Council of the City of Los Altos adding a new Chapter, 11.13 , Entitled “Restriction on the City-Owned Property commonly known as the Los Altos Community Center Site” to Title 11 , Miscellaneous Property Regulations, of the Los Altos Municipal Code that will prohibit: (1) the sale or transfer of title of Hillview Los Altos Center Site without voter approval with the following modifications: deletion of the subdivision references throughout the document; inclusion of the Nuetra House and the adjacent green spaces and play area, as well as the Los Altos Youth Center, as restricted City Owned Property. The motion was seconded by Council Member Lee Eng and the motion passed 3-2 with the following roll call vote:

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

Mayor Fligor called for a brief recess at 9:12 p.m. The meeting was reconvened at 9:20 p.m.

-
8. Los Altos Theater Working Group Presentation: Provide update on work and actions the group has taken since the Council voted to support the formation of the Theater Working Group and present any formal requests that involve the use of City-owned land and/or resources.

Vicki Reeder, representing a working group of residents interested in a new Los Altos Theater, provided a presentation, and answered questions from the Council relative to their proposal.

City Attorney Houston answered questions from the Council.

All Council Members disclosed meeting individually with various members of the citizens' group.

The following individuals provided public comment: Pat Marriot, Ying Lui, Claudia Coleman, Petrita Lipkin, Jon Baer, Teresa Morris, Curtis Cole, Scott Hunter, Joe Beninato, Bill Sheppard, Freddie Wheeler (with time ceded from Terri Couture and Roberta Phillips), Scott Spielman (with time ceded from Al Rooney and Nancy) and Frank Martin with time ceded from Xiameng and Mike Menning).

Council discussion commenced. Following discussion, Mayor Fligor moved that the Council direct staff to work with the Los Altos Stage Company to bring forth for Council consideration a Memorandum of Understanding expressing the City's commitment to reserve, for up to 5 years, the use of the City's parking plaza(s) parcels (appropriately identified in the MOU) to allow time for fundraising the non-profit (Los Altos Stage Company) to conduct the necessary feasibility studies relative to the construction of a new Los Altos Theater.

The motion was seconded by Council Member Weinberg and the motion passed 3-2 with the following roll call vote:

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

9. Reconsideration of Council Action D20-0008 - Packard Foundation - 374 Second Street Consider Council Members' request for Motion for Reconsideration of Council action on October 26, 2021, to adopt Resolution No. 2021-53 approving Design Review Application D20-0008 - Packard Foundation - 374 Second Street subject to the recommended findings and conditions; Motion for Reconsideration to immediately follow if request is approved. If a motion for reconsideration is made and approved, the rehearing shall be scheduled for consideration at the November 30, 2021, City Council meeting. (Council Member Weinberg)

City Attorney Houston provided information on the matter and answered questions from the Council.

Council Member Weinberg moved the Council approve his request to place on the agenda the matter of reconsideration of Council action taken on October 26, 2021, approving the Packard Foundation Application D20-0008 by adopting Resolution No 2021-53. The motion was seconded by Vice Mayor Enander and the motion passed 3-2 with the following roll call vote:

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

Council Member Weinberg moved that the Council reconsider at the November 30, 2021, City Council meeting the Packard Foundation Application D20-0008 based on facts and circumstances relative to the proposed removal of protected trees and the required findings. The motion was seconded by Vice Mayor Enander.

Mayor Fligor called for public comment.

Teresa Morris and Roberta Phillips provided comments.

The motion, as stated above, passed (3-2) with the following roll call vote:

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

10. Lehigh Stevens Creek Quarry Subcommittee Update: Receive and discuss update from City Council Lehigh Subcommittee. (Council Members Lee Eng and Meadows)

Council Members Lee Eng and Meadows provided an update and answered questions from the Council.

There were no members of the public wishing to comment.

Following discussion, Vice Mayor Enander moved that the Council expand the subcommittee's focus to include Stevens Creek Quarry and to involve the assistance of the Environmental Commission as the subcommittee deems appropriate. The motion was seconded by Mayor Fligor and the motion passed 5-0 with the following roll call vote:

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

INFORMATIONAL ITEMS ONLY

- Tentative Council Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Mayor Fligor noted the upcoming City of Los Altos Veteran's Day recognition and thanked all Veterans for their service. In addition, with support from Council Member Lee Eng and Weinberg, Mayor Fligor requested the placement of a Suicide Prevention policy on the November 30th agenda.

Council Member Lee Eng inquired about development of a policy on the use of public or City owned land. It was agreed that this matter would be a topic at the 2022 Council retreat.

Vice Mayor Enander asked the Council Members to inform staff of their availability on either January 8th or 15th, 2022 for the Council retreat.

ADJOURNMENT

At 11:54 p.m., 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: November 30, 2021

Subject: Quarterly Investment Portfolio Report – Quarter Ended September 30, 2021

Prepared by: John Furtado, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Portfolio Mix Charts
2. Investment Policy Compliance Chart
3. Investment Performance Review Quarter Ended September 30, 2021

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- This report presents the status of the City's investment portfolio through September 30, 2021. The reporting model has been developed in coordination with PFM Asset Management LLC (PFM), the City's investment portfolio managers.

Staff Recommendation:

Receive the Investment Portfolio Report through September 30, 2021.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JF



Subject: Quarterly Investment Portfolio Report – Quarter Ended June 30, 2021

Purpose

These quarterly reports are presented to both the City Council and the Financial Commission to keep both bodies apprised as to the status of the City’s investment holding and demonstrate compliance with the City’s Investment Policy.

Background

A review of the Investment Portfolio Report Quarter Ended September 30, 2021 was presented and discussed by the Financial Commission on November 15, 2021. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending September 30, 2021 and had a brief discussion on the LAIF yield, which is currently at 0.2031% (for the month of October 2021).

Discussion/Analysis

The summary provided below presents the sum of all City investment holdings. The City’s portfolio book value, excluding operating cash, as of September 30, 2021, was \$54,427,500. The City’s operating cash, as of September 30, 2021, was \$4,711,292.

As of September 30, 2021 19.9% of the City’s portfolio was placed in Federal Agency Securities (Fannie Mae, Federal Home Loan Bank, Federal Home Loan Mortgage and Federal Farm Credit), 8.8% in Asset-Backed Securities, 3.2 % in Supra-National Agency Bond, 45.5% in US Treasuries, and 14.7% in medium-term Corporate Notes and Commercial Paper, 4.6% in Certificate of Deposits, 0.4% in Money Markets, with the balance of 2.8% in LAIF. This portfolio mix is illustrated as part of Attachment 1.

Full compliance with the City’s Investment Policy is monitored closely and on a per trade basis as illustrated in Attachment 2. In accordance with California Government Code 53646(b)(3), the City of Los Altos has the ability to meet its pool expenditure requirements for the next six months.

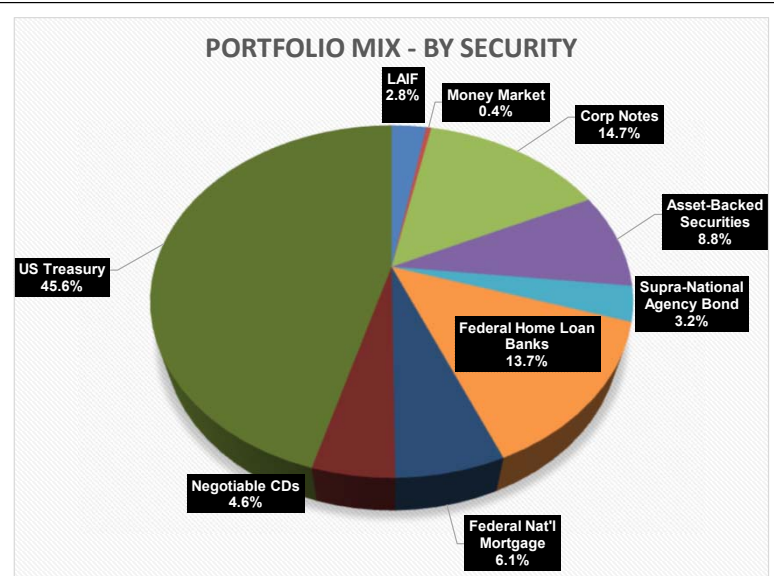
As part of these quarterly updates, a status report is prepared by PFM which is included as Attachment 3: Investment Performance Review for the Quarter Ended September 30, 2021. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with LAIF. This has been intentionally crafted to isolate the performance of the City’s independently managed investments. The total return of the portfolio since inception is 1.34%, which is highlighted on page 25 of the PFM Investment Performance Review Report (Attachment 3).

Options

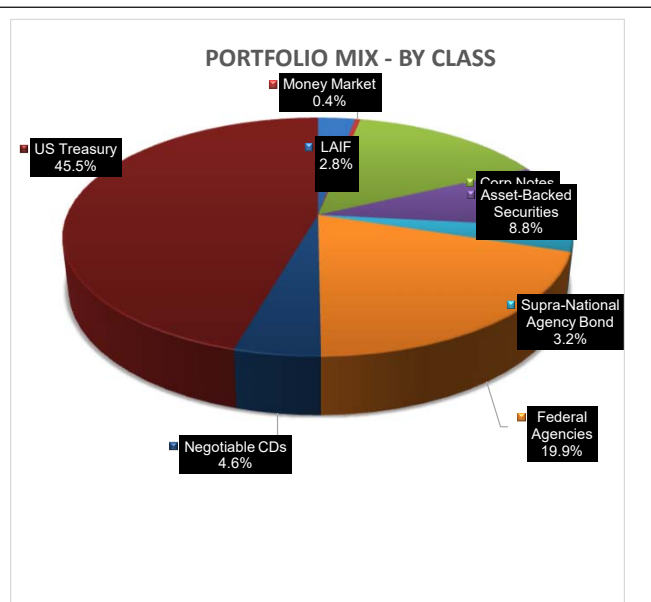
1. Receive the Investment Portfolio Report Quarter Ended September 30, 2021

Attachment 1 Portfolio Mix Charts September 2021

Security Type	% of Total	Portfolio Mix	
		% of Total	By Security
LAIF	2.8%		1,593,563
Money Market	0.4%		249,088
Corp Notes	14.7%		8,283,000
Asset-Backed Securities	8.8%		4,970,353
Supra-National Agency Bond	3.2%		1,785,000
Federal Home Loan Banks	13.7%		7,712,147
Federal Nat'l Mortgage	6.1%		3,460,000
Negotiable CDs	4.6%		2,600,000
US Treasury	45.5%		25,617,000
Commercial Paper	0.0%		-
* Totals	100%		56,270,151.52



Security Type	% of Total	Portfolio Mix		Market Value
		% of Total	Par Value	
LAIF	2.8%	1,593,563	1,593,563	
Money Market	0.4%	249,088	249,088	
Corp Notes	14.7%	8,283,000	8,432,425	
Asset-Backed Securities	8.8%	4,970,353	4,997,591	
Supra-National Agency Bond	3.2%	1,785,000	1,784,521	
Federal Agencies	19.9%	11,172,147	11,190,237	
Negotiable CDs	4.6%	2,600,000	2,632,210	
US Treasury	45.5%	25,617,000	25,829,721	
	100%	56,270,152	56,709,357	
Corp Notes		8,283,000	8,432,425	
Asset-Backed Securities		4,970,353	4,997,591	
Supra-National Agency Bond		1,785,000	1,784,521	
US Treasury/Agencies		36,789,147	37,019,958	
Negotiable CDs		2,600,000	2,632,210	
Accrued Interest		-	147,589	
		54,427,500.07	55,014,294	
Margin Over (Under) Par			586,794	



Attachment 2
Investment Policy Compliance Chart
September 2021

City Investment	% Mix	Par Value	Earliest Term	City Policy Term Limitation	City Policy \$ Limitation	City Policy % Limitation	City Policy CAPACITY	% Compliance Yes/No	Term Compliance Yes/No
LAIF	3%	1,593,563	09/30/21	No Term	65,000,000	100%	63,406,437	Yes	N/A
Money Market	0%	249,088	09/30/21	Overnight			11,004,942	Yes	N/A
Corp Notes	15%	8,283,000	09/15/22	5 Years		30%	8,598,045	Yes	Yes
Asset-Backed Securities	9%	4,970,353	11/21/22	5 Years		20%	6,283,677	Yes	Yes
Supra-National Agency Bond	3%	1,785,000	04/20/23	5 Years		20%	9,469,030	Yes	Yes
Federal Agencies	20%	11,172,147	06/01/22	5 Years		100%	45,098,005	Yes	Yes
Commercial Paper	0%	-	-	270 Days		25%	14,067,538	Yes	-
Negotiable CDs	5%	2,600,000	07/08/22	5 Years		30%	14,281,045	Yes	Yes
US Treasury	46%	25,617,000	08/31/22	5 Years		100%	30,653,152	Yes	Yes
	100%	56,270,152							



POOLED MONEY INVESTMENT ACCOUNT

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203		



CITY OF LOS ALTOS

Investment Performance Review For the Quarter Ended September 30, 2021

Client Management Team

Monique Spyke, Managing Director
Allison Kaune, Senior Analyst

PFM Asset Management LLC

44 Montgomery Street, 3rd Floor
San Francisco, CA 94104
415-982-5544

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Agenda

- Market Update
- Account Summary
- Portfolio Review

Market Update

Current Market Themes



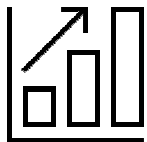
- COVID-19 continues to overshadow the economic and market landscape



- The U.S. economy is characterized by:
 - Continued recovery aided by supportive monetary policy
 - Potentially stagnating labor market growth
 - Heightened inflationary pressures



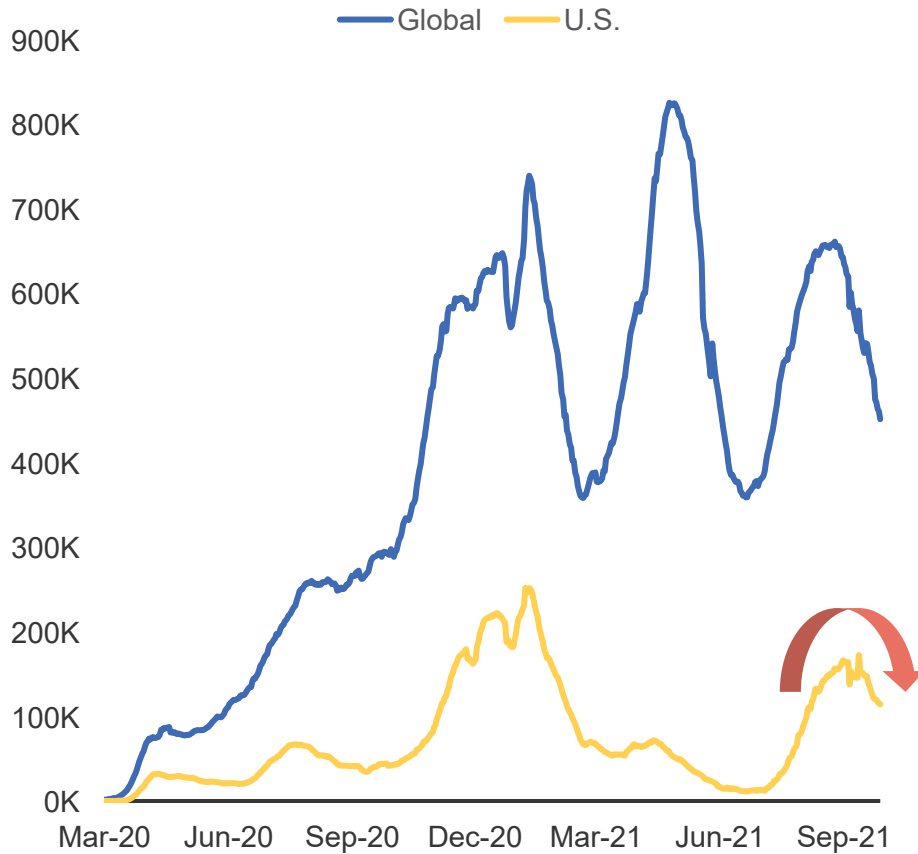
- Federal Reserve is contemplating the end of unprecedented support
 - Near-term tapering of asset purchases
 - Fed Funds Rate hike now seen possible in late 2022
 - Significant turnover of FOMC leadership



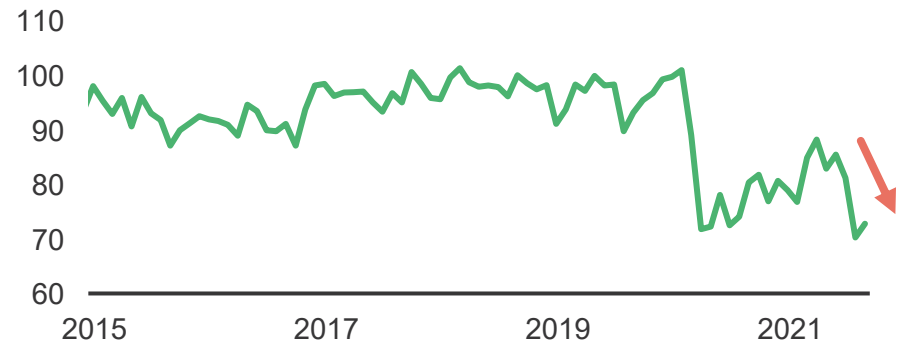
- Fixed income market reacting to changing market dynamics
 - Short-term yields anchored by Fed rate policy
 - Long-term yields rising due to inflationary pressures and tapering

As COVID Goes, So Goes the Economy

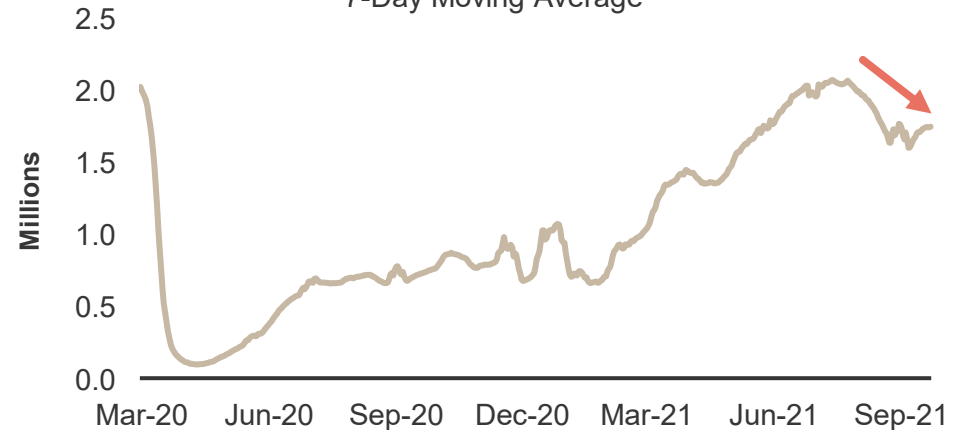
U.S. New Cases Reported Daily 7-Day Moving Average



University of Michigan Consumer Sentiment Index



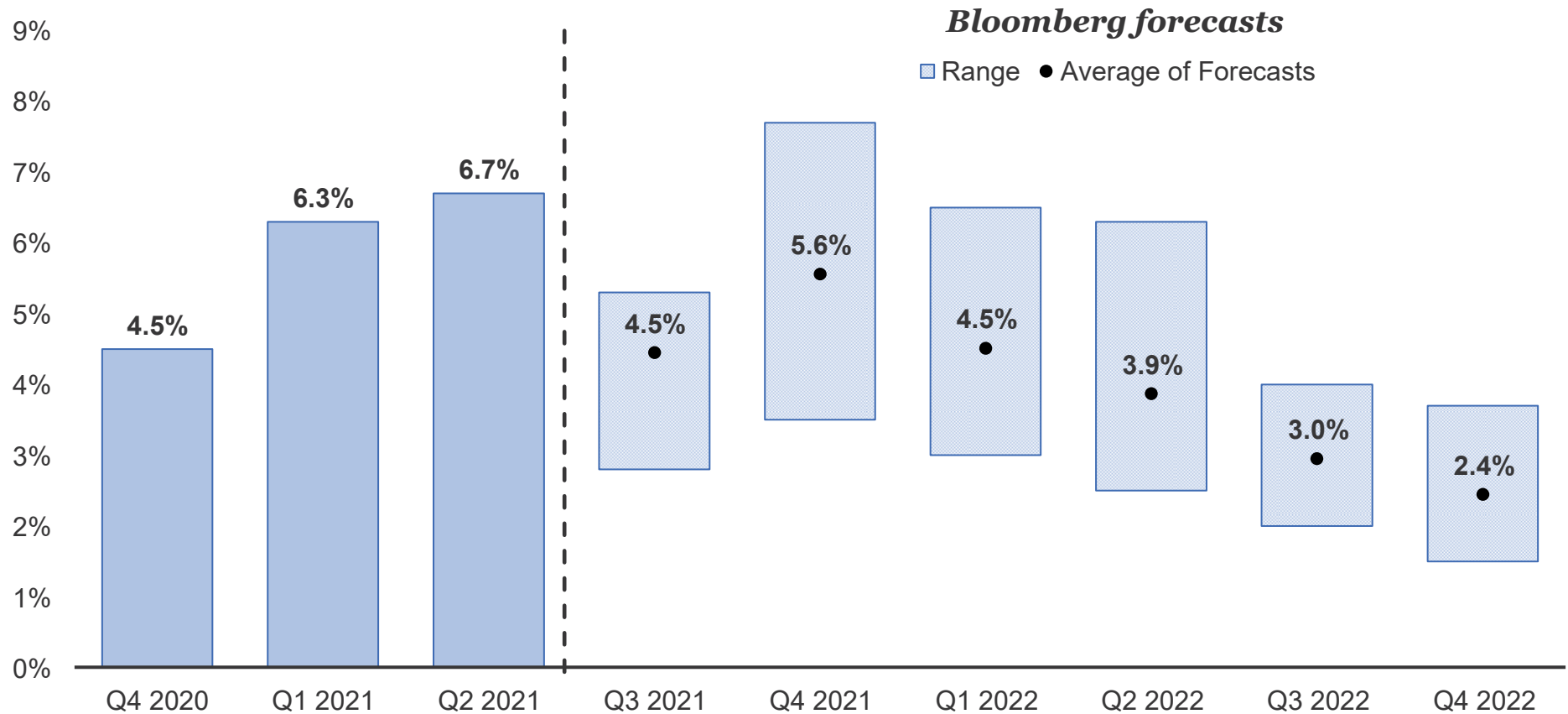
TSA Checkpoint Travel Numbers 7-Day Moving Average



Source: John Hopkins University Coronavirus Resource Center, PFM calculations (left); Bloomberg (top right, bottom right) as of 9/30/2021.

U.S. Economic Growth Expected to Moderate, but Uncertainty Is High

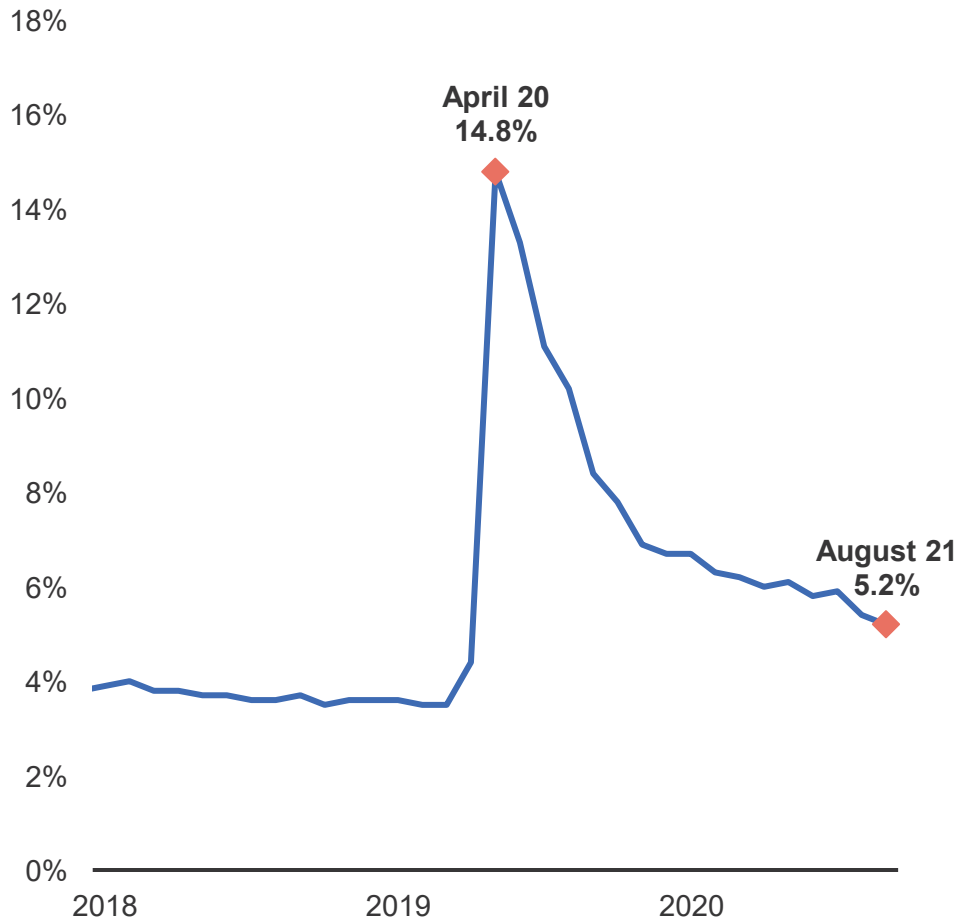
U.S. GDP Forecasts Annualized Rate



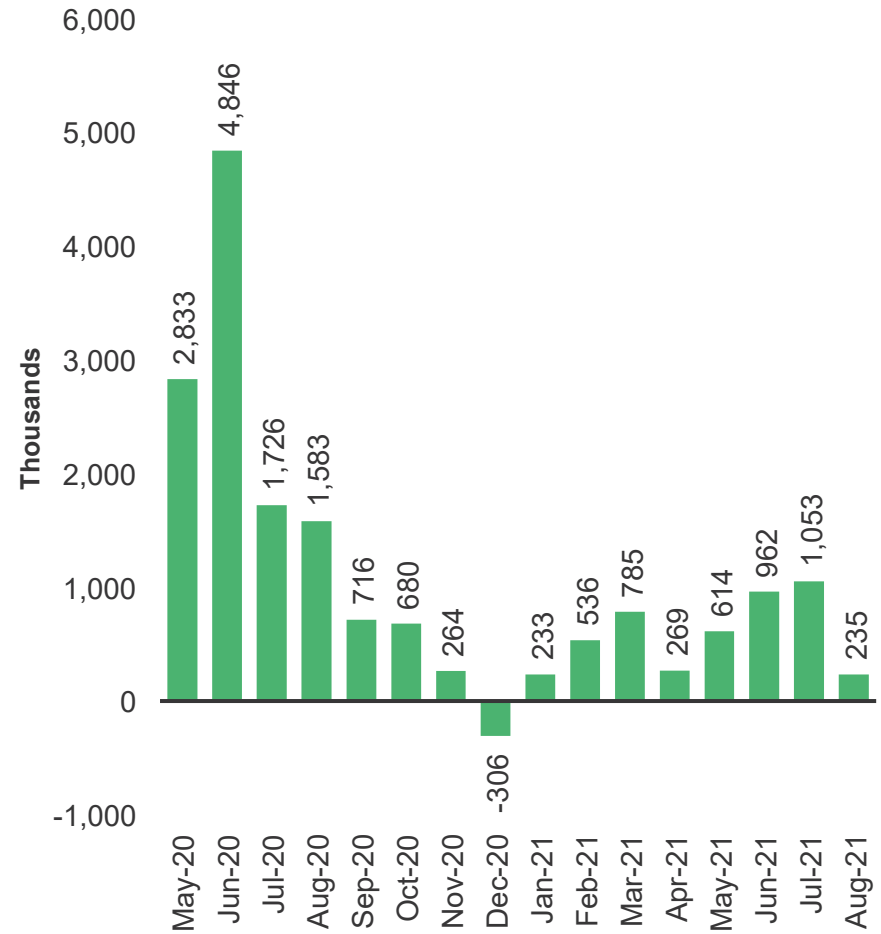
Source: Bloomberg, as of September 2021. Forecasts by Goldman Sachs Group, Deutsche Bank, ING Group, JPMorgan Chase, BMO Capital, Barclays, UBS, Morgan Stanley, and Wells Fargo.

U.S. Hiring Slowed in August as New Covid-19 Cases Impede Job Gains

Unemployment Rate



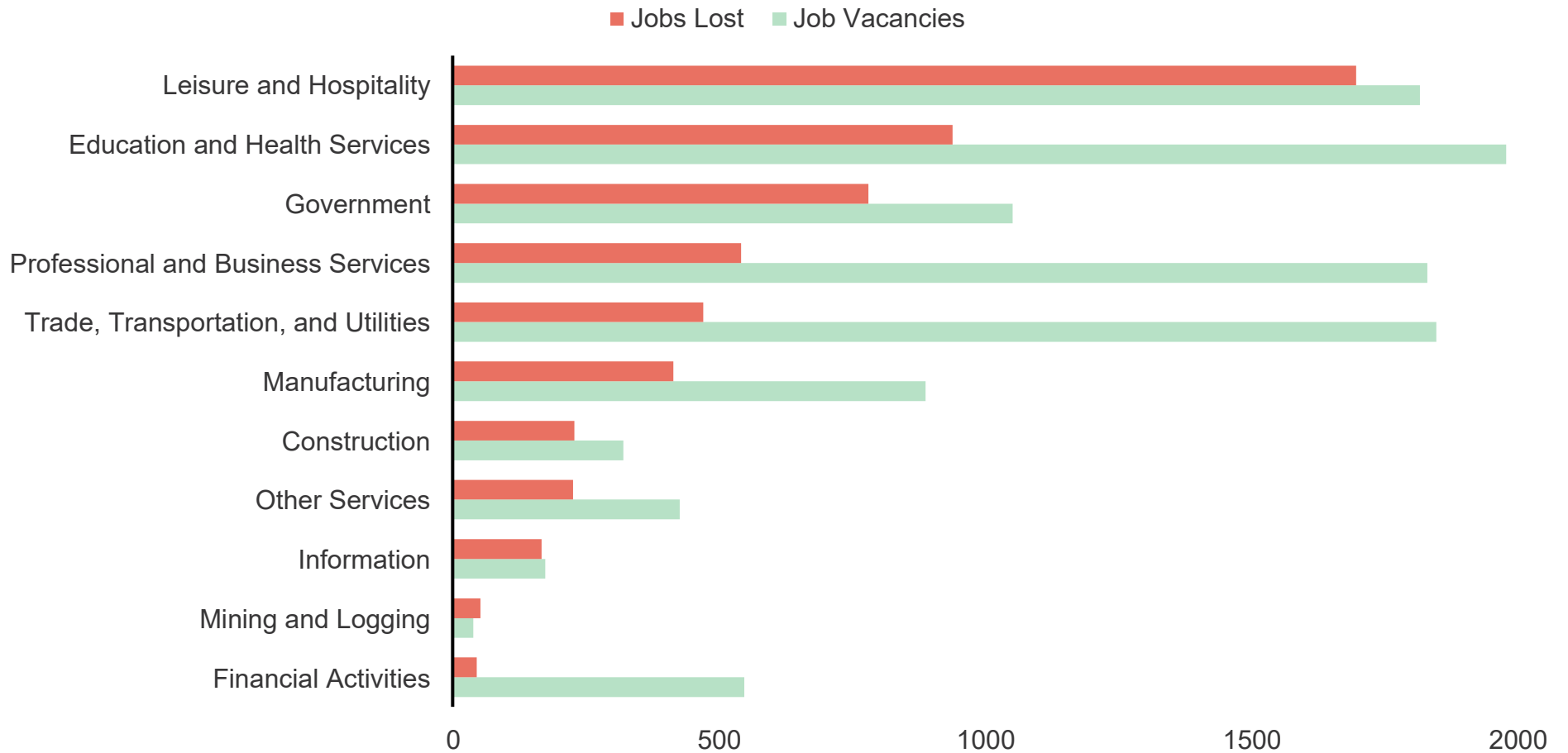
Monthly Change In Nonfarm Payrolls



Source: Bloomberg, as of September 2021. Data is seasonally adjusted.

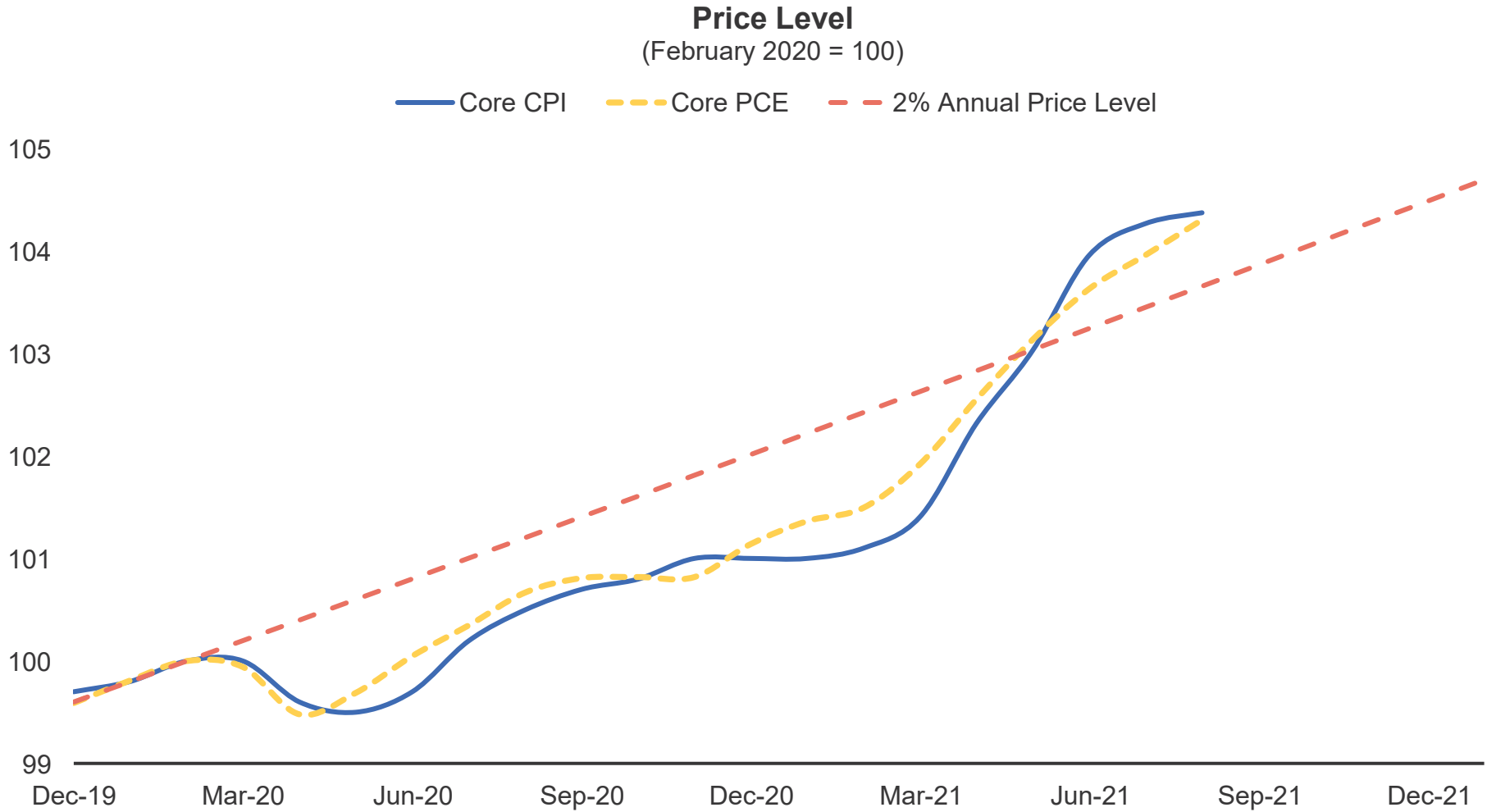
Labor Shortages Are More Dramatic in Select Industries

Jobs Lost to the Pandemic vs. Current Job Openings (in '000s)



Source: Bureau of Labor Statistics, PFM calculations; as of 9/30/2021. Jobs Lost represents a change in payroll employment numbers from February 2020 to July 2021.

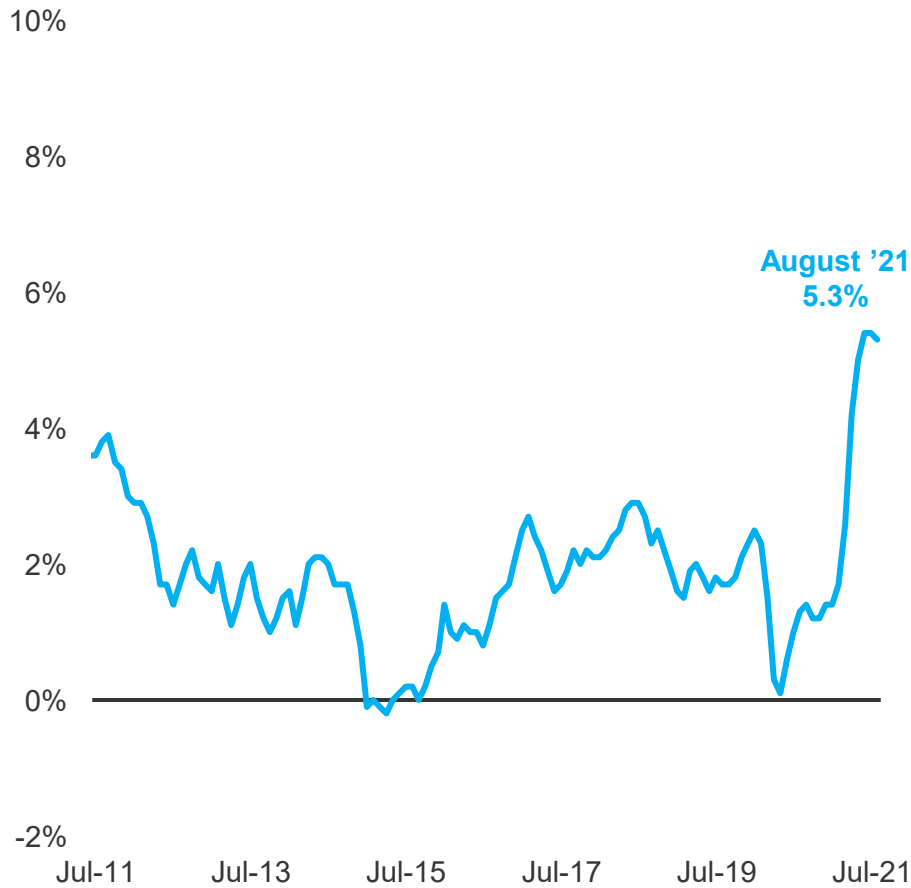
Inflation Indicators Surpass Pre-Covid Trend



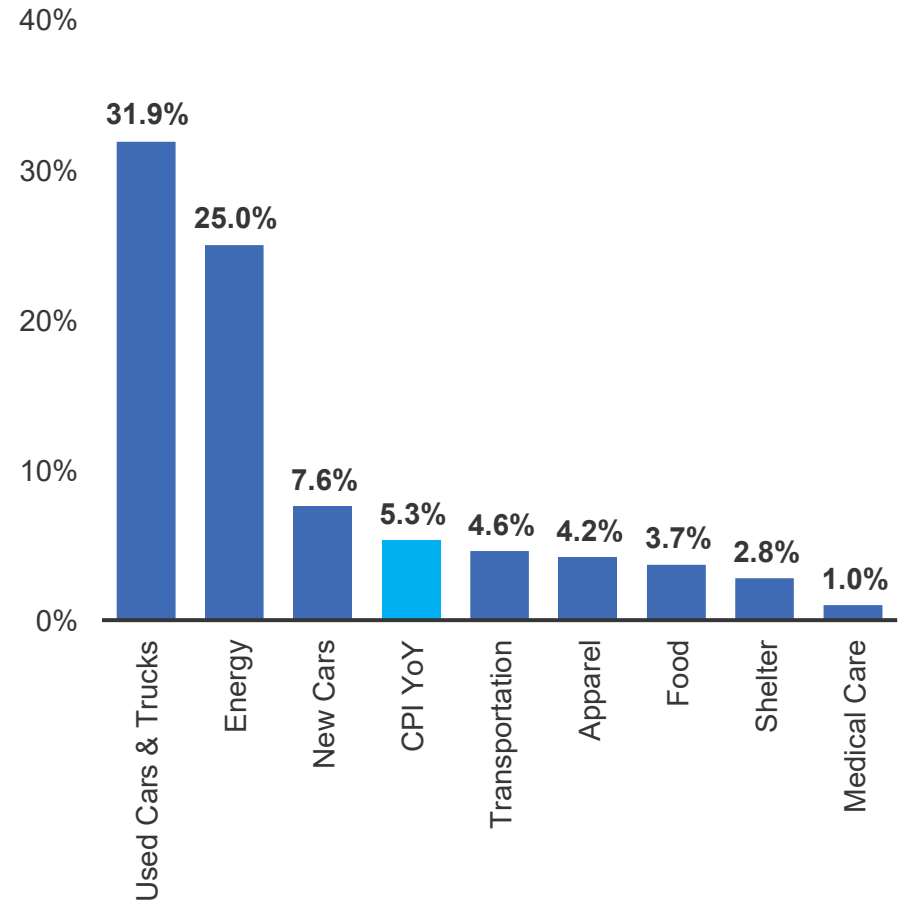
Source: Bloomberg, as of 9/30/2021.

Consumer Prices High; Investors Still Appear to Believe It Is Transitory

Consumer Price Index
% Change YoY



Key Consumer Price Index Components
% Change YoY



Source: Bloomberg, as of September 2021.

FOMC Acknowledges Economic Progress, Queues Up Taper

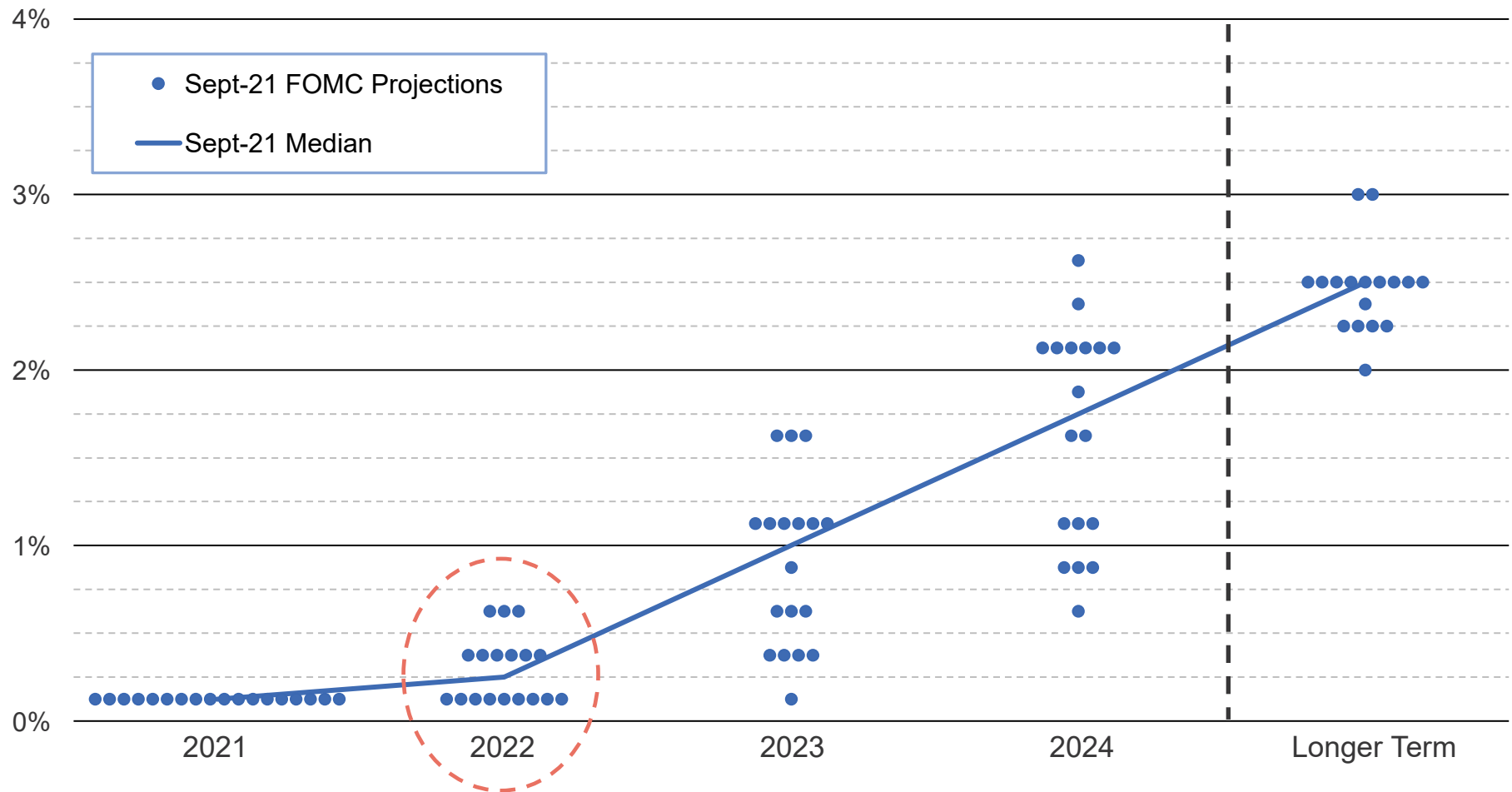
September

22

- With progress on vaccinations and strong policy support, ***indicators of economic activity and employment have continued to strengthen***. The sectors most adversely affected by the pandemic have improved in recent months, but the rise in COVID-19 cases has slowed their recovery.
 - ***Inflation is elevated, largely reflecting transitory factors***. Overall financial conditions remain accommodative, in part reflecting policy measures to support the economy and the flow of credit to U.S. households and businesses.
 - The path of the economy ***continues to depend on the course of the virus***.
- The Committee ***decided to keep the target range for the federal funds rate at 0 to 1/4 percent*** and expects it will be appropriate to maintain this target range ***until*** labor market conditions have reached levels consistent with the Committee's assessments of ***maximum employment and inflation has risen to 2 percent and is on track to moderately exceed 2 percent for some time***.
 - Last December, the Committee indicated it would continue to increase its holdings of Treasury ... and of agency mortgage-backed securities...until substantial further progress has been made toward its maximum employment and price stability goals. Since then, the economy has made progress toward these goals. ***If progress continues broadly as expected, the Committee judges that a moderation in the pace of asset purchases may soon be warranted***.

Fed's September "Dot Plot" Signals Rate Liftoff in 2022

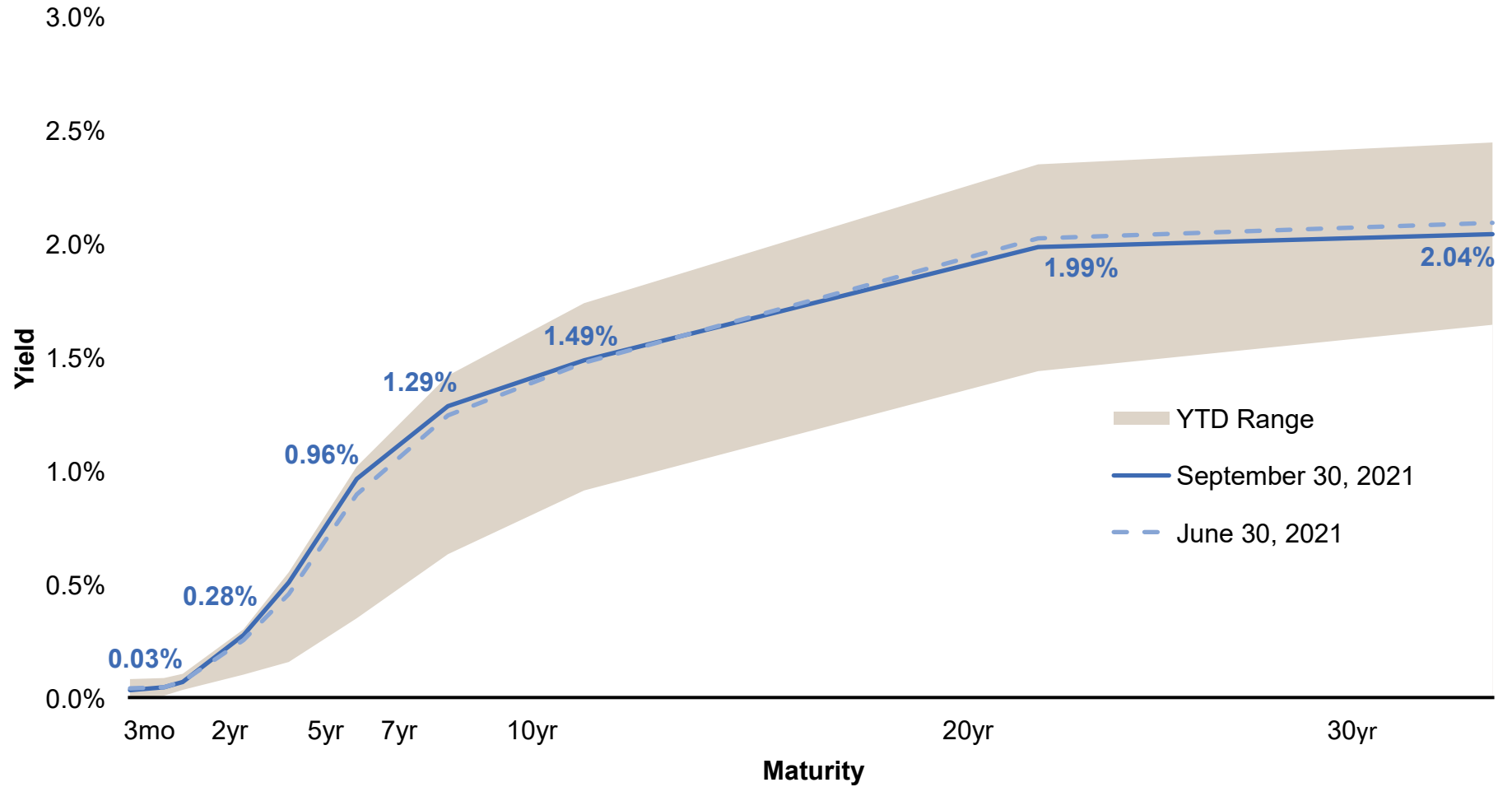
Fed Participants' Assessments of "Appropriate" Monetary Policy



Source: Federal Reserve and Bloomberg. Individual dots represent each Fed member's judgement of the midpoint of the appropriate target range for the federal funds rate at each year-end.

Despite Volatility, Yields Changed Little Quarter-Over-Quarter

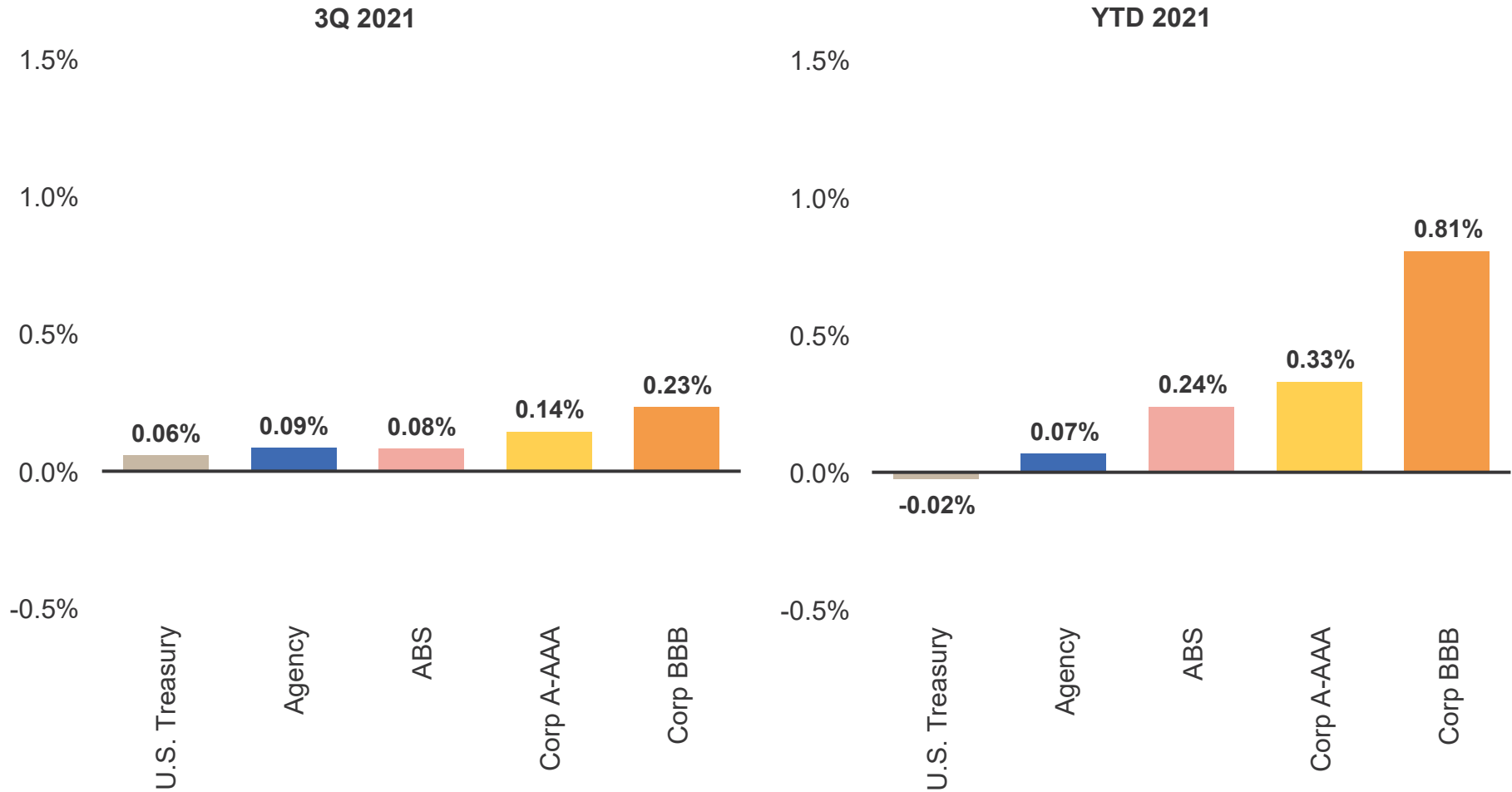
U.S. Treasury Yield Curve



Source: Bloomberg, as of 9/30/2021.

Credit Sectors Continue to Outperform

1-3 Year Indices



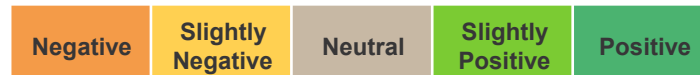
Source: ICE BofAML Indices. ABS indices are 0-3 year, based on weighted average life. As of 9/30/2021.

Fixed-Income Sector Outlook – Third Quarter 2021

Sector	Our Investment Preferences
COMMERCIAL PAPER / CD	
TREASURIES	
T-Bill	
T-Note	
FEDERAL AGENCIES	
Bullets	
Callables	
SUPRANATIONALS	
CORPORATES	
Financials	
Industrials	
SECURITIZED	
Asset-Backed	
Agency Mortgage-Backed	
Agency CMBS	
MUNICIPALS	

● Current outlook

○ Outlook one quarter ago



Fixed-Income Sector Commentary – Third Quarter 2021

- ◆ **U.S. Treasury Bills** were under pressure near the end of the quarter from debt ceiling concerns. Short-term yields remain range-bound due to Fed policy, while longer-term yields have climbed due to changing policy and economic expectations, offering extension and roll-down opportunities.
- ◆ **Federal Agency/GSE** securities offer essentially zero additional yield benefit against Treasury securities out to seven years. There is little room for further spread narrowing.
- ◆ **Supranational** debt issuance increased during the quarter, widening spreads, and creating good investment opportunities.
- ◆ **Corporate Notes** have benefited from economic tailwinds, strong profits, improving credit fundamentals, and supportive global monetary policy. Overall, valuations remain rich and spreads have narrowed, approaching June tights.
- ◆ **Asset-Backed Securities** issuance has picked up ahead of forecasts. Collateral performance continues to be strong and yield spreads remain narrow. Shorter tranches offer good relative value.
- ◆ **Mortgage-Backed Securities** have experienced some spread widening, especially in lower coupon issues where collateral is most susceptible to rising Treasury yields.
- ◆ **Taxable Municipal** yield spreads narrowed as issuance slowed. Short maturities are especially tight. Proposed legislation that would again permit advance refundings could shift issuance to tax-exempts.
- ◆ **Commercial Paper and CD** rates have remained range-bound and near historical lows. Value can selectively be found in longer maturities, although rates remain anchored by Fed rate policy which is not expected to change in the near term.

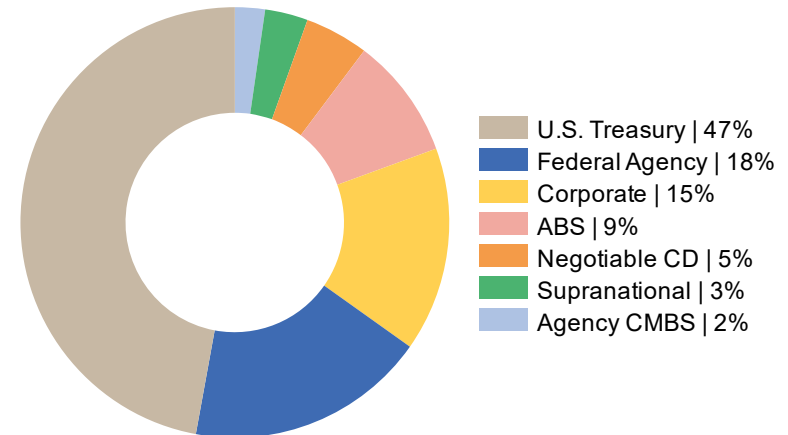
Account Summary

Consolidated Summary

Account Summary¹

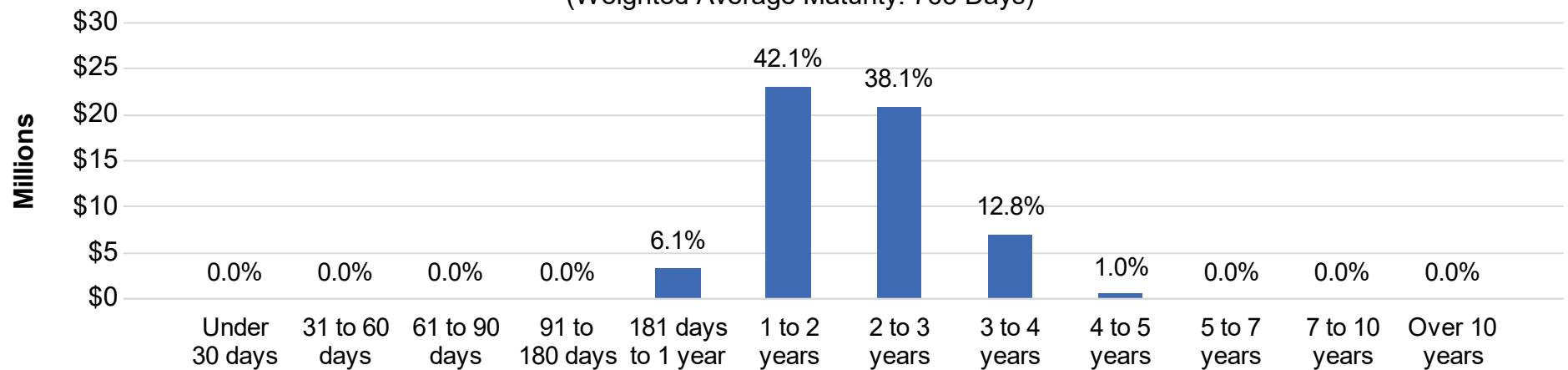
PFM Managed Account	\$54,866,705
Total Program	\$54,866,705

Sector Allocation



Maturity Distribution

(Weighted Average Maturity: 765 Days)



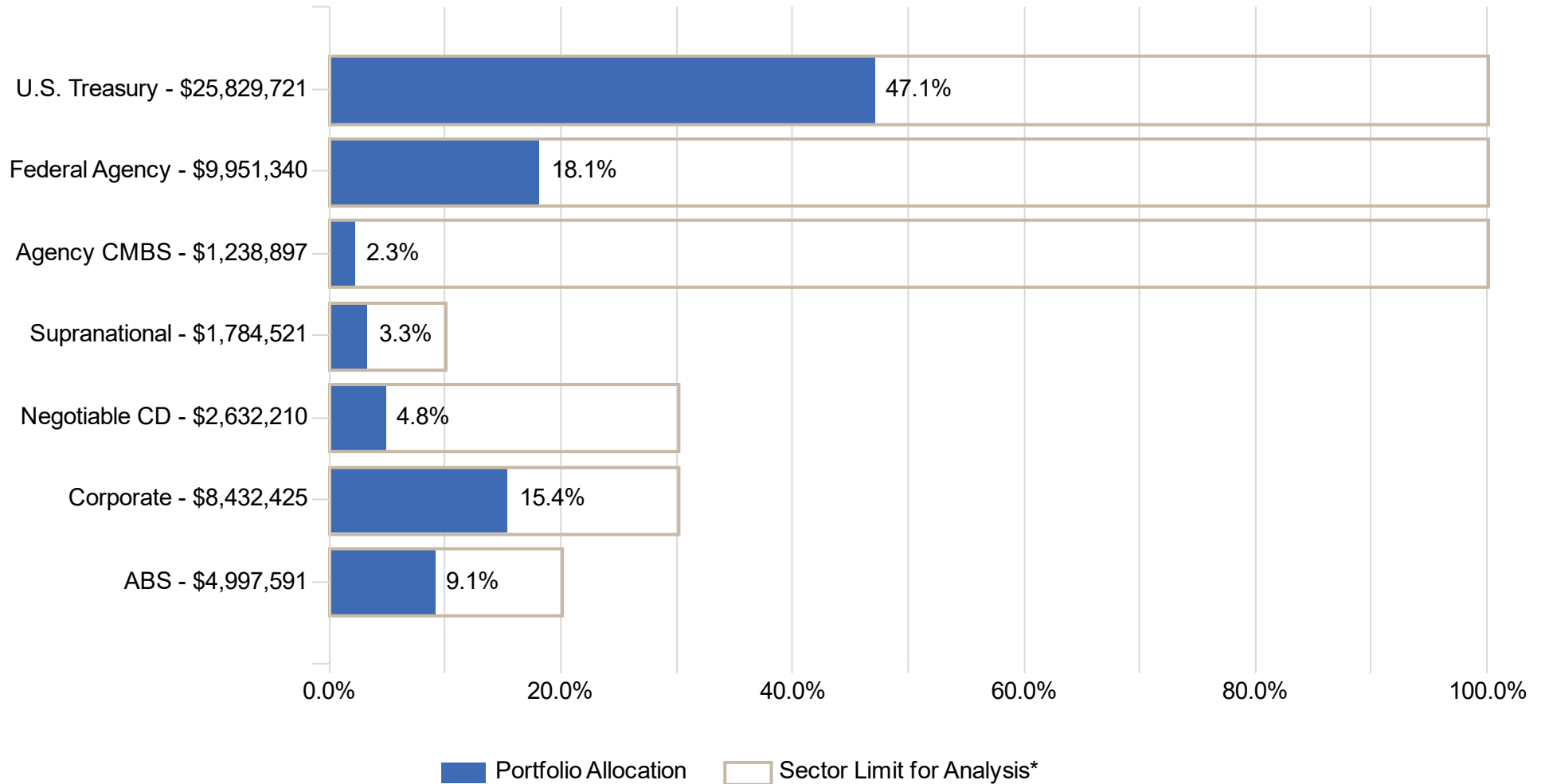
1. Market values exclude accrued interest, as of September 30, 2021.

Account Summary

CITY OF LOS ALTOS INVESTMENT PORTFOLIO			
Portfolio Values	September 30, 2021	Analytics ¹	September 30, 2021
PFM Managed Account	\$54,866,705	Yield at Market	0.46%
Amortized Cost	\$54,657,727	Yield on Cost	0.79%
Market Value	\$54,866,705	Portfolio Duration	1.84
Accrued Interest	\$122,383		

1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s).

Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance.

*Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	47.1%	
UNITED STATES TREASURY	47.1%	AA / Aaa / AAA
Federal Agency	18.1%	
FANNIE MAE	6.3%	AA / Aaa / AAA
FREDDIE MAC	11.8%	AA / Aaa / AAA
Agency CMBS	2.3%	
FANNIE MAE	0.5%	AA / Aaa / AAA
FREDDIE MAC	1.7%	AA / Aaa / AAA
Supranational	3.3%	
INTER-AMERICAN DEVELOPMENT BANK	1.8%	AAA / Aaa / AAA
INTL BANK OF RECONSTRUCTION AND DEV	1.5%	AAA / Aaa / AAA
Negotiable CD	4.8%	
CREDIT SUISSE GROUP RK	0.8%	A / A / A
DNB ASA	1.1%	AA / Aa / NR
NORDEA BANK ABP	1.1%	AA / Aa / AA
SKANDINAVISKA ENSKILDA BANKEN AB	1.1%	A / Aa / AA
SUMITOMO MITSUI FINANCIAL GROUP INC	0.8%	A / Aa / A
Corporate	15.4%	
ADOBE INC	0.4%	A / A / NR
AMAZON.COM INC	1.4%	AA / A / AA
AMERICAN HONDA FINANCE	0.3%	A / A / NR
APPLE INC	0.3%	AA / Aa / NR
ASTRAZENECA PLC	0.5%	A / A / NR
BANK OF AMERICA CO	0.9%	A / A / AA
BRISTOL-MYERS SQUIBB CO	0.6%	A / A / NR
BURLINGTON NORTHERN SANTA FE	0.2%	AA / A / NR
CATERPILLAR INC	0.8%	A / A / A

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	15.4%	
CHARLES SCHWAB	0.3%	A / A / A
CHEVRON CORPORATION	0.7%	AA / Aa / NR
CITIGROUP INC	0.7%	BBB / A / A
CLOROX COMPANY	0.4%	A / Baa / NR
COMCAST CORP	0.4%	A / A / A
DEERE & COMPANY	0.4%	A / A / A
EXXON MOBIL CORP	0.5%	AA / Aa / NR
GENERAL DYNAMICS CORP	0.4%	A / A / NR
GOLDMAN SACHS GROUP INC	0.9%	BBB / A / A
IBM CORP	0.2%	A / A / NR
JP MORGAN CHASE & CO	1.2%	A / A / AA
MERCK & CO INC	0.3%	A / A / A
MORGAN STANLEY	0.6%	BBB / A / A
PACCAR FINANCIAL CORP	0.4%	A / A / NR
PEPSICO INC	0.3%	A / A / NR
PNC FINANCIAL SERVICES GROUP	0.5%	A / A / A
THE BANK OF NEW YORK MELLON CORPORATION	0.4%	A / A / AA
TOYOTA MOTOR CORP	0.7%	A / A / A
UNILEVER PLC	0.2%	A / A / A
UNITEDHEALTH GROUP INC	0.3%	A / A / A
ABS	9.1%	
ALLY AUTO RECEIVABLES TRUST	0.1%	NR / Aaa / AAA
BMW FINANCIAL SERVICES NA LLC	0.2%	AAA / Aaa / NR
BMW VEHICLE OWNER TRUST	0.2%	AAA / NR / AAA
CAPITAL ONE FINANCIAL CORP	0.2%	AAA / Aaa / AAA
CARMAX AUTO OWNER TRUST	1.5%	AAA / Aaa / AAA

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Excludes balances invested in money market funds.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
ABS	9.1%	
DISCOVER FINANCIAL SERVICES	0.7%	AAA / Aaa / AAA
FIFTH THIRD AUTO TRUST	0.2%	AAA / Aaa / NR
GM FINANCIAL CONSUMER AUTOMOBILE TRUST	0.6%	AAA / Aaa / AAA
GM FINANCIAL LEASINGTRUST	0.6%	AAA / Aaa / AAA
HARLEY-DAVIDSON MOTORCYCLE TRUST	0.4%	AAA / Aaa / AAA
HONDA AUTO RECEIVABLES	0.4%	AAA / NR / AAA
HYUNDAI AUTO RECEIVABLES	0.7%	AAA / NR / AAA
MERCEDES-BENZ AUTO LEASE TRUST	0.1%	AAA / NR / AAA
NISSAN AUTO RECEIVABLES	0.6%	AAA / Aaa / AAA
TOYOTA MOTOR CORP	0.4%	AAA / Aaa / NR
VERIZON OWNER TRUST	1.5%	AAA / Aaa / AAA
VOLKSWAGEN AUTO LEASE TURST	0.2%	AAA / NR / AAA
VOLKSWAGEN OF AMERICA	0.1%	AAA / Aaa / NR
WORLD OMNI AUTO REC TRUST	0.3%	AAA / NR / AAA
Total	100.0%	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Excludes balances invested in money market funds.

Certificate of Compliance

During the reporting period for the quarter ended September 30, 2021, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management LLC*

Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Asset and Investment Management ("AIM").

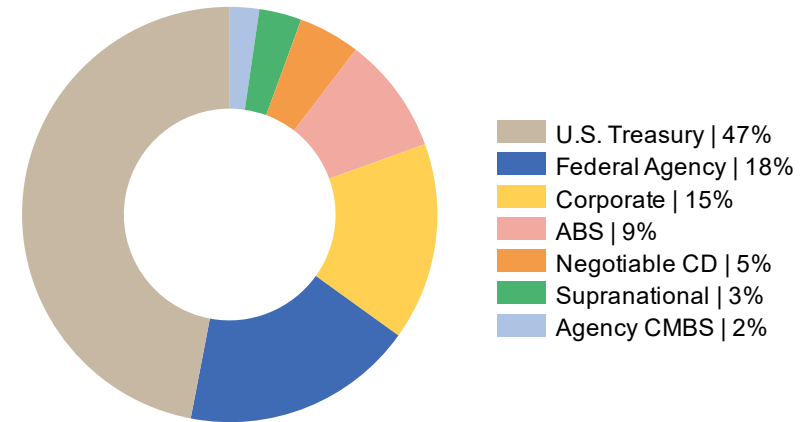
Portfolio Review:
CITY OF LOS ALTOS INVESTMENT PORTFOLIO

Portfolio Snapshot - CITY OF LOS ALTOS INVESTMENT PORTFOLIO¹

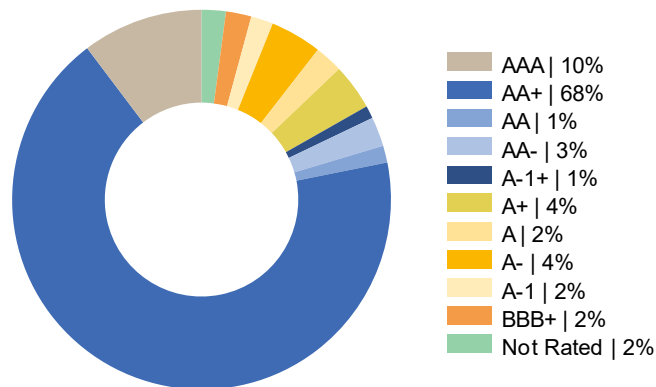
Portfolio Statistics

Total Market Value	\$55,006,629.09
Portfolio Effective Duration	1.84 years
Benchmark Effective Duration	1.83 years
Yield At Cost	0.79%
Yield At Market	0.46%
Portfolio Credit Quality	AA

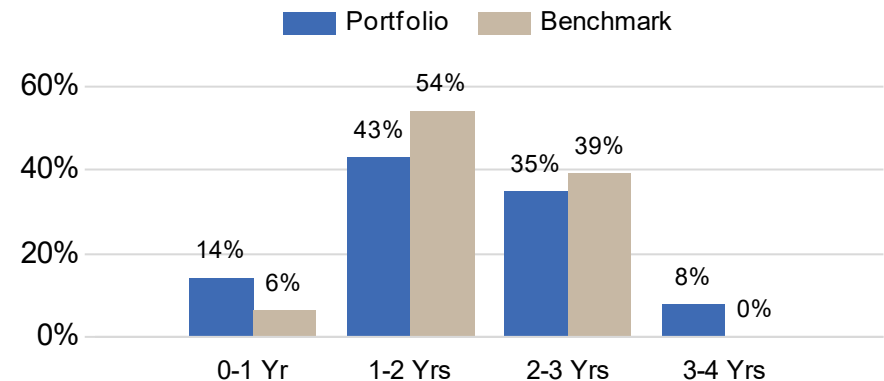
Sector Allocation



Credit Quality - S&P



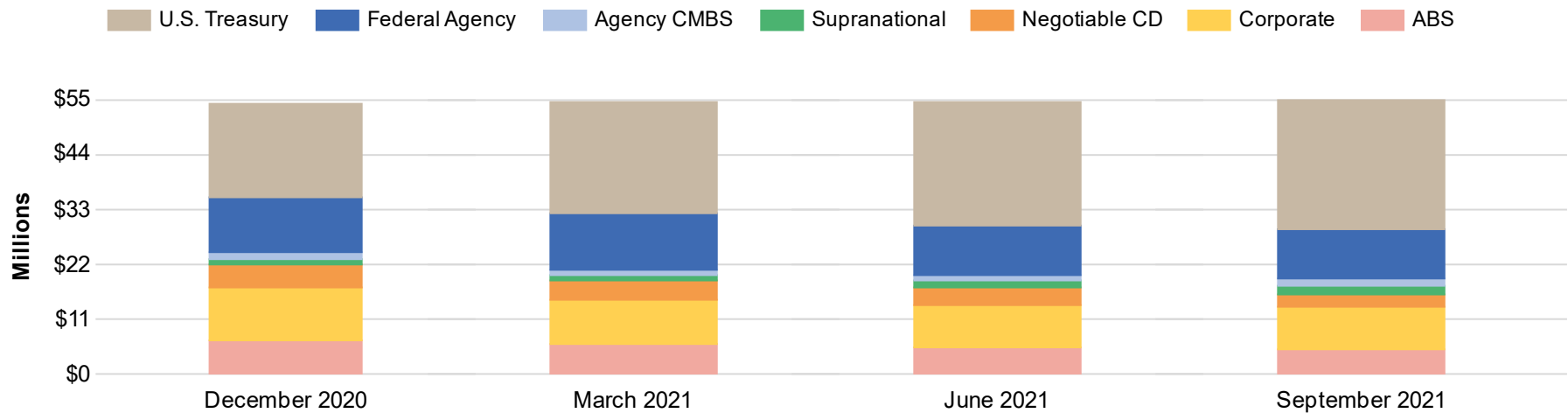
Duration Distribution



1. The portfolio's benchmark is the ICE BofAML 1-3 Year U.S. Treasury Index. Source: Bloomberg.
An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Sector Allocation Review - CITY OF LOS ALTOS INVESTMENT PORTFOLIO

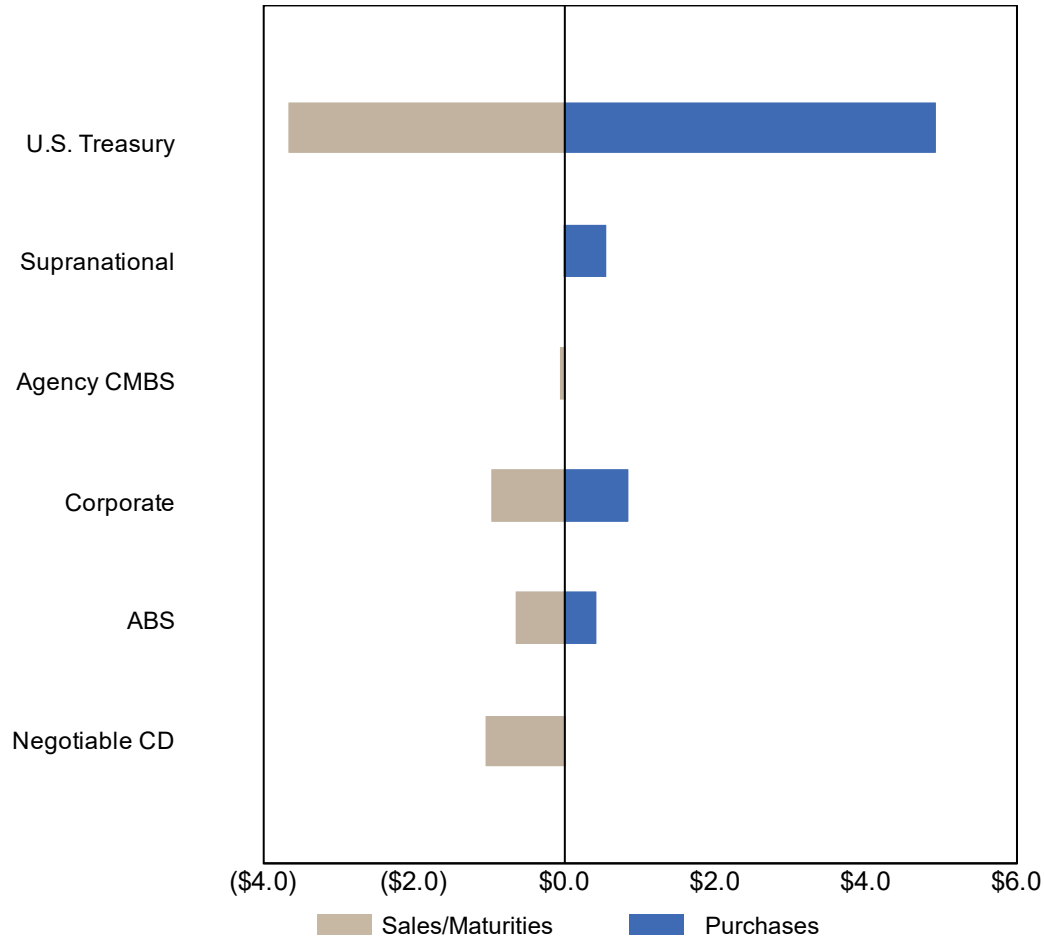
Security Type	Dec-20	% of Total	Mar-21	% of Total	Jun-21	% of Total	Sep-21	% of Total
U.S. Treasury	\$18.7	34.4%	\$22.4	40.9%	\$24.6	45.1%	\$25.8	47.0%
Federal Agency	\$11.2	20.7%	\$11.2	20.5%	\$10.0	18.2%	\$10.0	18.1%
Agency CMBS	\$1.5	2.7%	\$1.4	2.5%	\$1.3	2.4%	\$1.2	2.3%
Supranational	\$0.9	1.6%	\$0.9	1.6%	\$1.2	2.3%	\$1.8	3.3%
Negotiable CD	\$4.6	8.4%	\$4.0	7.4%	\$3.7	6.7%	\$2.6	4.8%
Corporate	\$10.8	19.9%	\$8.8	16.1%	\$8.6	15.7%	\$8.4	15.4%
ABS	\$6.7	12.3%	\$6.0	11.0%	\$5.2	9.6%	\$5.0	9.1%
Total	\$54.3	100.0%	\$54.7	100.0%	\$54.6	100.0%	\$54.9	100.0%



Market values, excluding accrued interest. Only includes investments held within the separately managed account(s). Detail may not add to total due to rounding.

Portfolio Activity - CITY OF LOS ALTOS INVESTMENT PORTFOLIO

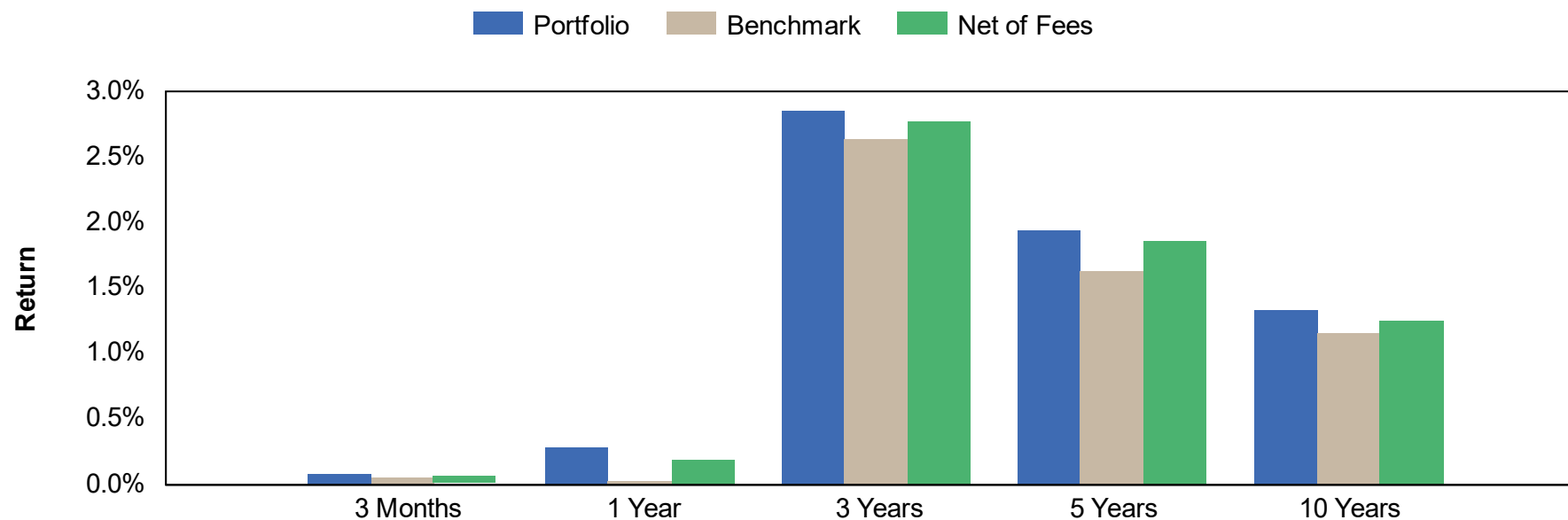
Net Activity by Sector
(\$ millions)



Sector	Net Activity
U.S. Treasury	\$1,257,730
Supranational	\$534,604
Agency CMBS	(\$38,476)
Corporate	(\$112,975)
ABS	(\$228,583)
Negotiable CD	(\$1,038,112)

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

Portfolio Performance¹



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	10 Years
Interest Earned ²	\$140,622	\$707,082	\$3,343,998	\$4,921,893	\$6,080,063
Change in Market Value	(\$96,197)	(\$552,417)	\$1,577,609	\$632,115	\$452,940
Total Dollar Return	\$44,425	\$154,665	\$4,921,607	\$5,554,008	\$6,533,003
Total Return³					
Portfolio	0.08%	0.28%	2.86%	1.95%	1.34%
Benchmark ⁴	0.06%	0.03%	2.64%	1.63%	1.16%
Basis Point Fee	0.02%	0.09%	0.09%	0.09%	0.09%
Net of Fee Return	0.06%	0.19%	2.77%	1.86%	1.25%

1. The lesser of 10 years or since inception is shown. Performance inception date is June 30, 2010.

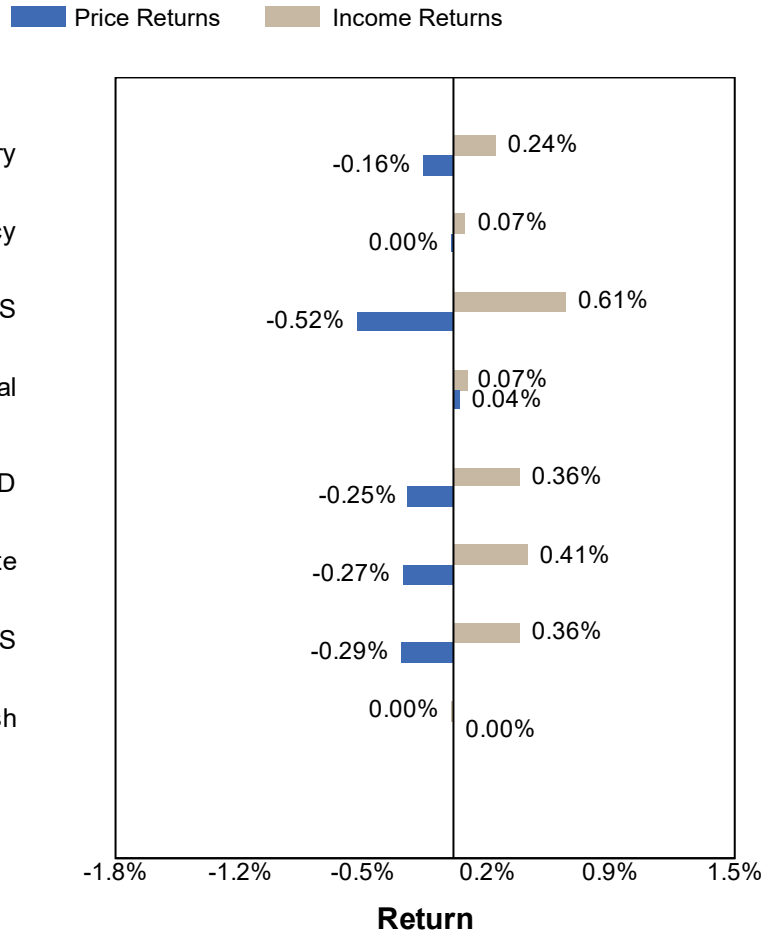
2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.

3. Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.

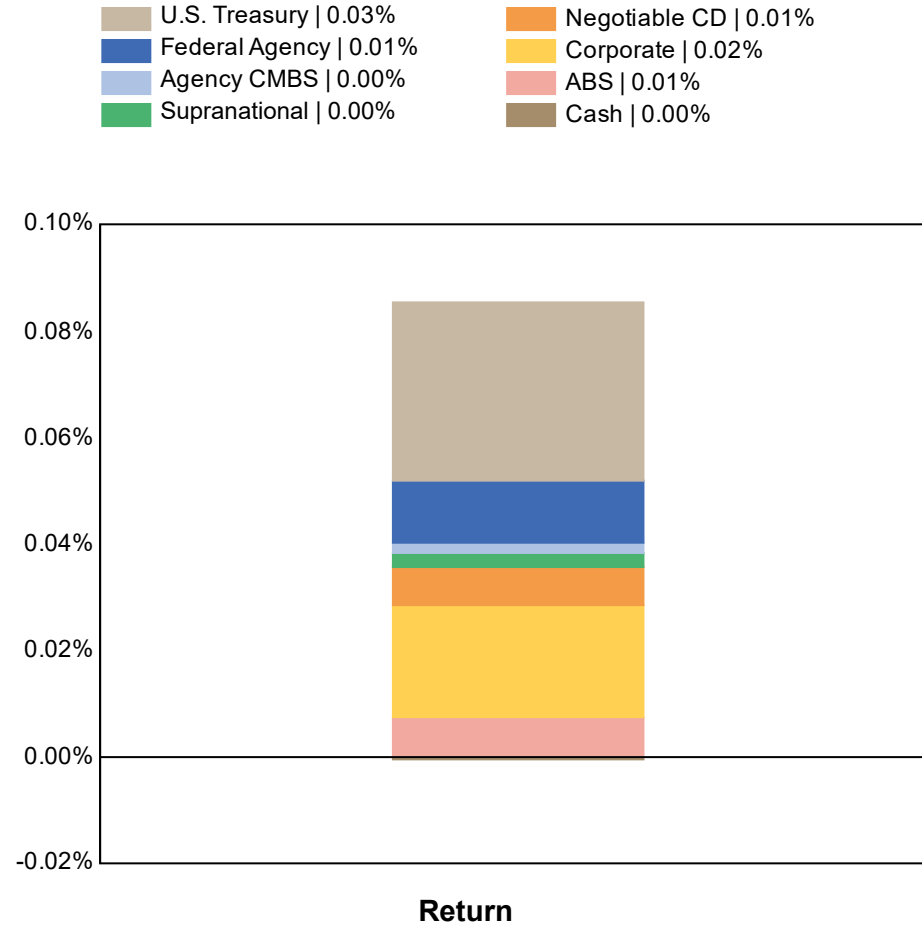
4. The portfolio's benchmark is the ICE BofAML 1-3 Year U.S. Treasury Index. Source: Bloomberg.

Quarterly Sector Performance

Total Return by Sector

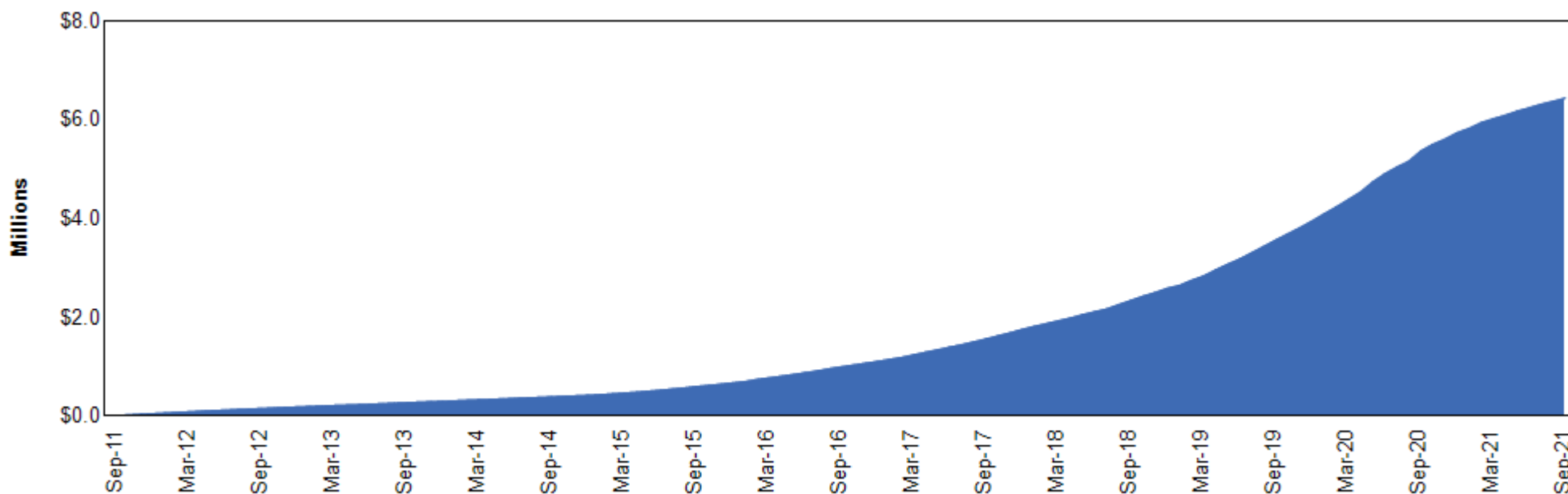


Contribution to Total Return



1. Performance on trade-date basis, gross (i.e., before fees), in accordance with the CFA Institute's Global Investment Performance Standards (GIPS).
2. Income returns calculated as interest earned on investments during the period.
3. Price returns calculated as the change in market value of each security for the period.
4. Returns are presented on a periodic basis.

Accrual Basis Earnings - CITY OF LOS ALTOS INVESTMENT PORTFOLIO



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	10 Year
Interest Earned	\$140,622	\$707,082	\$3,343,998	\$4,921,893	\$6,080,063
Realized Gains / (Losses)	\$82,128	\$448,922	\$786,417	\$560,610	\$622,764
Change in Amortized Cost	(\$25,934)	(\$84,101)	(\$31,442)	(\$38,060)	(\$273,660)
Total Earnings	\$196,817	\$1,071,903	\$4,098,972	\$5,444,443	\$6,429,167

1. The lesser of 10 years or since inception is shown. Performance inception date is June 30, 2010.
2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
3. Realized gains / (losses) are shown on an amortized cost basis.

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
7/1/21	7/7/21	2,000,000	91282CCG4	US TREASURY N/B NOTES	0.25%	6/15/24	1,987,331.80	0.47%	
7/21/21	7/28/21	260,000	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/26	259,957.23	0.55%	
8/3/21	8/9/21	145,000	69371RR40	PACCAR FINANCIAL CORP CORPORATE NOTES	0.50%	8/9/24	144,921.70	0.52%	
8/4/21	8/6/21	750,000	91282CCL3	US TREASURY N/B NOTES	0.37%	7/15/24	751,047.05	0.33%	
8/9/21	8/12/21	100,000	904764BN6	UNILEVER CAPITAL CORP (CALLABLE) CORPORA	0.62%	8/12/24	100,000.00	0.63%	
8/9/21	8/10/21	600,000	91282CCL3	US TREASURY N/B NOTES	0.37%	7/15/24	599,526.16	0.41%	
9/1/21	9/3/21	1,575,000	91282CCT6	US TREASURY N/B NOTES	0.37%	8/15/24	1,573,582.28	0.41%	
9/7/21	9/9/21	185,000	02665WDY4	AMERICAN HONDA FINANCE CORPORATE NOTES	0.75%	8/9/24	184,877.90	0.77%	
9/8/21	9/13/21	200,000	89236TJN6	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES	0.62%	9/13/24	199,906.00	0.64%	
9/15/21	9/23/21	535,000	4581X0DZ8	INTER-AMERICAN DEVEL BK NOTES	0.50%	9/23/24	534,604.10	0.52%	
9/20/21	9/27/21	155,000	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/26	154,966.81	0.58%	
9/23/21	9/27/21	200,000	89236TGT6	TOYOTA MOTOR CREDIT CORP CORP NOTES	1.80%	2/13/25	205,982.00	0.96%	
Total BUY		6,705,000					6,696,703.03		
INTEREST									
7/1/21	7/25/21	21,366	3137FKK39	FHMS KP05 A	3.20%	7/1/23	57.03		
7/1/21	7/25/21	7,320	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	21.72		
7/1/21	7/25/21	273,296	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	536.34		
7/1/21	7/25/21	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
7/1/21	7/25/21	94,168	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	222.16		
7/1/21	7/1/21	0	MONEY0002	MONEY MARKET FUND			0.63		
7/1/21	7/25/21	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
7/1/21	7/25/21	289,472	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	550.00		
7/5/21	7/5/21	145,000	24422EVH9	JOHN DEERE CAPITAL CORP CORPORATE NOTES	0.70%	7/5/23	507.50		

CITY OF LOS ALTOS INVESTMENT PORTFOLIO

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
7/7/21	7/7/21	150,000	14913R2D8	CATERPILLAR FINL SERVICE CORPORATE NOTES	0.65%	7/7/23	487.50		
7/8/21	7/8/21	450,000	86565CKU2	SUMITOMO MITSUI BANK NY CERT DEPOS	0.70%	7/8/22	1,583.75		
7/10/21	7/10/21	1,785,000	3135G05G4	FANNIE MAE NOTES	0.25%	7/10/23	2,231.25		
7/15/21	7/15/21	130,649	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	287.43		
7/15/21	7/15/21	169,988	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	410.80		
7/15/21	7/15/21	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
7/15/21	7/15/21	125,000	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/26	54.17		
7/15/21	7/15/21	115,000	44933LAC7	HART 2021-A A3	0.38%	9/15/25	36.42		
7/15/21	7/15/21	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
7/15/21	7/15/21	1,600,000	912828Z29	US TREASURY NOTES	1.50%	1/15/23	12,000.00		
7/15/21	7/15/21	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
7/15/21	7/15/21	90,570	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	236.24		
7/15/21	7/15/21	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
7/15/21	7/15/21	177,183	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	345.51		
7/15/21	7/15/21	25,113	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	63.41		
7/15/21	7/15/21	109,006	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	305.22		
7/15/21	7/15/21	136,645	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	302.90		
7/15/21	7/15/21	77,968	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	189.07		
7/15/21	7/15/21	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
7/15/21	7/15/21	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
7/15/21	7/15/21	156,880	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	350.36		
7/15/21	7/15/21	112,512	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	235.34		
7/15/21	7/15/21	2,300,000	91282CBE0	US TREASURY NOTES	0.12%	1/15/24	1,437.50		
7/15/21	7/15/21	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
7/15/21	7/15/21	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
7/16/21	7/16/21	69,049	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	173.77		
7/16/21	7/16/21	122,855	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	304.07		
7/16/21	7/16/21	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
7/18/21	7/18/21	91,420	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	215.60		
7/18/21	7/18/21	5,406	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	13.56		

CITY OF LOS ALTOS INVESTMENT PORTFOLIO

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
7/18/21	7/18/21	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
7/20/21	7/20/21	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
7/20/21	7/20/21	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
7/20/21	7/20/21	143,373	92867XAD8	VWALT 2019-AA A3	1.99%	11/21/22	237.76		
7/20/21	7/20/21	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
7/20/21	7/20/21	130,244	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	352.74		
7/20/21	7/20/21	210,000	380144AC9	GMALT 2021-2 A3	0.34%	5/20/24	59.50		
7/20/21	7/20/21	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
7/23/21	7/23/21	200,000	06051GHL6	BANK OF AMERICA CORP NOTES	3.86%	7/23/24	3,864.00		
7/25/21	7/25/21	130,000	09661RAD3	BMWOT 2020-AA A3	0.48%	10/25/24	52.00		
7/25/21	7/25/21	105,000	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/24	25.38		
7/26/21	7/26/21	83,000	110122CM8	BRISTOL MYERS SQUIBB CO CORP NOTES (CALL	2.90%	7/26/24	1,203.50		
7/27/21	7/27/21	75,000	06406RAM9	BANK OF NY MELLON CORP NOTES (CALLABLE)	1.85%	1/27/23	693.75		
7/31/21	7/31/21	1,275,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	11,953.13		
7/31/21	7/31/21	1,500,000	912828P38	US TREASURY NOTES	1.75%	1/31/23	13,125.00		
8/1/21	8/25/21	288,808	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	568.99		
8/1/21	8/25/21	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	658.66		
8/1/21	8/25/21	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
8/1/21	8/25/21	272,535	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	534.85		
8/1/21	8/25/21	21,314	3137FKK39	FHMS KP05 A	3.20%	7/1/23	56.89		
8/1/21	8/25/21	3,116	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	9.24		
8/1/21	8/1/21	200,000	00724PAA7	ADOBE INC CORP NOTE	1.70%	2/1/23	1,700.00		
8/1/21	8/25/21	85,456	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	148.98		
8/2/21	8/2/21	0	MONEY0002	MONEY MARKET FUND			0.81		
8/2/21	8/2/21	275,000	665859AN4	NORTHERN TRUST COMPANY CORP NOTES	2.37%	8/2/22	3,265.63		
8/8/21	8/8/21	120,000	438516BT2	HONEYWELL INTERNATIONAL (CALLABLE) NOTE	2.15%	8/8/22	1,290.00		
8/10/21	8/10/21	130,000	58933YAR6	MERCK & CO INC CORP NOTES	2.75%	2/10/25	1,787.50		
8/12/21	8/12/21	125,000	459200HU8	IBM CORP NOTES	3.62%	2/12/24	2,265.63		
8/15/21	8/15/21	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
8/15/21	8/15/21	260,000	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/26	67.53		

CITY OF LOS ALTOS INVESTMENT PORTFOLIO

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
8/15/21	8/15/21	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
8/15/21	8/15/21	158,261	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	308.61		
8/15/21	8/15/21	98,010	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	274.43		
8/15/21	8/15/21	78,217	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	204.02		
8/15/21	8/15/21	144,305	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	322.28		
8/15/21	8/15/21	153,479	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	370.91		
8/15/21	8/15/21	125,000	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/26	54.17		
8/15/21	8/15/21	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
8/15/21	8/15/21	1,600,000	91282CBM2	US TREASURY NOTES	0.12%	2/15/24	1,000.00		
8/15/21	8/15/21	120,954	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	268.11		
8/15/21	8/15/21	69,723	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	169.08		
8/15/21	8/15/21	267,234	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	429.80		
8/15/21	8/15/21	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
8/15/21	8/15/21	117,234	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	257.91		
8/15/21	8/15/21	14,997	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	37.87		
8/15/21	8/15/21	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
8/15/21	8/15/21	2,150,000	912828Z86	US TREASURY NOTES	1.37%	2/15/23	14,781.25		
8/15/21	8/15/21	115,000	44933LAC7	HART 2021-A A3	0.38%	9/15/25	36.42		
8/15/21	8/15/21	123,041	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	191.74		
8/15/21	8/15/21	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
8/15/21	8/15/21	101,979	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	213.31		
8/16/21	8/16/21	108,393	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	268.27		
8/16/21	8/16/21	170,000	46647PB1	JPMORGAN CHASE & CO CORP NOTES (CALLABLE	0.56%	2/16/25	478.55		
8/16/21	8/16/21	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
8/16/21	8/16/21	58,967	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	148.40		
8/18/21	8/18/21	81,497	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	192.20		
8/18/21	8/18/21	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
8/18/21	8/18/21	1,271	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	3.19		
8/20/21	8/20/21	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
8/20/21	8/20/21	130,209	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	215.93		

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8/20/21	8/20/21	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
8/20/21	8/20/21	111,317	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	301.48		
8/20/21	8/20/21	210,000	380144AC9	GMALT 2021-2 A3	0.34%	5/20/24	59.50		
8/20/21	8/20/21	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
8/20/21	8/20/21	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
8/24/21	8/24/21	1,075,000	3137EAEV7	FREDDIE MAC NOTES	0.25%	8/24/23	1,343.75		
8/25/21	8/25/21	130,000	09661RAD3	BMWOT 2020-AA3	0.48%	10/25/24	52.00		
8/25/21	8/25/21	105,000	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/24	25.38		
8/25/21	8/25/21	175,000	89236THA6	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES	1.35%	8/25/23	1,181.25		
8/26/21	8/26/21	575,000	83050PDR7	SKANDINAV ENSKILDA BANK LT CD	1.86%	8/26/22	5,377.21		
8/26/21	8/26/21	575,000	65558TLL7	NORDEA BANK ABP NEW YORK CERT DEPOS	1.85%	8/26/22	5,348.30		
8/31/21	8/31/21	1,500,000	9128282S8	US TREASURY NOTES	1.62%	8/31/22	12,187.50		
9/1/21	9/25/21	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
9/1/21	9/25/21	283,678	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	538.99		
9/1/21	9/25/21	290,499	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	657.50		
9/1/21	9/25/21	21,263	3137FKK39	FHMS KP05 A	3.20%	7/1/23	56.75		
9/1/21	9/1/21	0	MONEY0002	MONEY MARKET FUND			0.88		
9/1/21	9/25/21	85,284	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	195.06		
9/1/21	9/25/21	271,806	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	533.42		
9/3/21	9/3/21	150,000	38141GVM3	GOLDMAN SACHS CORP NOTES	4.00%	3/3/24	3,000.00		
9/6/21	9/6/21	130,000	30231GAF9	EXXON MOBIL CORP CORPORATE NT (CALLABLE)	2.70%	3/6/25	1,760.85		
9/8/21	9/8/21	1,825,000	3137EAEW5	FREDDIE MAC NOTES	0.25%	9/8/23	2,281.25		
9/8/21	9/8/21	200,000	89236TEC5	TOYOTA MOTOR CREDIT CORP NOTES	2.15%	9/8/22	2,150.00		
9/10/21	9/10/21	150,000	38141GYE8	GOLDMAN SACHS GROUP INC CORPORATE NOTES	0.65%	9/10/24	246.38		
9/11/21	9/11/21	110,000	037833DL1	APPLE INC CORPORATE NOTES	1.70%	9/11/22	935.00		
9/15/21	9/15/21	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
9/15/21	9/15/21	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
9/15/21	9/15/21	132,698	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	296.36		
9/15/21	9/15/21	138,059	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	333.64		
9/15/21	9/15/21	225,000	189054AT6	CLOROX COMPANY CORP NOTE (CALLABLE)	3.05%	9/15/22	3,431.25		

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9/15/21	9/15/21	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
9/15/21	9/15/21	260,000	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/26	119.17		
9/15/21	9/15/21	247,329	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	397.79		
9/15/21	9/15/21	61,945	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	150.22		
9/15/21	9/15/21	139,633	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	272.28		
9/15/21	9/15/21	87,809	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	245.86		
9/15/21	9/15/21	105,044	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	231.10		
9/15/21	9/15/21	106,359	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	235.76		
9/15/21	9/15/21	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
9/15/21	9/15/21	91,599	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	191.59		
9/15/21	9/15/21	115,000	44933LAC7	HART 2021-A A3	0.38%	9/15/25	36.42		
9/15/21	9/15/21	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
9/15/21	9/15/21	125,000	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/26	54.17		
9/15/21	9/15/21	66,601	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	173.72		
9/15/21	9/15/21	5,665	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	14.30		
9/15/21	9/15/21	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
9/15/21	9/15/21	113,124	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	176.29		
9/16/21	9/16/21	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
9/16/21	9/16/21	49,199	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	123.82		
9/16/21	9/16/21	95,117	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	235.41		
9/18/21	9/18/21	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
9/18/21	9/18/21	175,000	808513BN4	CHARLES SCHWAB CORP NOTES (CALLABLE)	0.75%	3/18/24	656.25		
9/18/21	9/18/21	71,794	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	169.31		
9/20/21	9/20/21	113,117	92867XAD8	VWALT 2019-AA A3	1.99%	11/21/22	187.59		
9/20/21	9/20/21	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
9/20/21	9/20/21	92,584	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	250.75		
9/20/21	9/20/21	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
9/20/21	9/20/21	140,000	92348TAA2	VZOT 2020-AA A1A	1.85%	7/22/24	215.83		
9/20/21	9/20/21	210,000	380144AC9	GMALT 2021-2 A3	0.34%	5/20/24	59.50		
9/20/21	9/20/21	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		

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9/25/21	9/25/21	105,000	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/24	25.38		
9/25/21	9/25/21	130,000	09661RAD3	BMWOT 2020-AA A3	0.48%	10/25/24	52.00		
Total INTEREST		40,398,007					142,640.20		
MATURITY									
9/1/21	9/1/21	11	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	11.07		0.00
Total MATURITY		11					11.07		0.00
PAYDOWNS									
7/1/21	7/25/21	287	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	286.78		0.00
7/1/21	7/25/21	377	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	377.06		0.00
7/1/21	7/25/21	761	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	761.40		0.00
7/1/21	7/25/21	53	3137FKK39	FHMS KP05 A	3.20%	7/1/23	52.56		0.00
7/1/21	7/25/21	8,712	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	8,712.45		0.00
7/1/21	7/25/21	4,204	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	4,204.32		0.00
7/15/21	7/15/21	7,766	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	7,765.62		0.00
7/15/21	7/15/21	10,533	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	10,533.18		0.00
7/15/21	7/15/21	8,245	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	8,244.96		0.00
7/15/21	7/15/21	10,997	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	10,996.70		0.00
7/15/21	7/15/21	15,691	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	15,690.66		0.00
7/15/21	7/15/21	10,116	34528FAD0	FORDO 2018-AA A3	3.03%	11/15/22	10,115.81		0.00
7/15/21	7/15/21	12,354	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	12,353.62		0.00
7/15/21	7/15/21	13,415	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	13,414.68		0.00
7/15/21	7/15/21	6,959	41284UAD6	HDMOT 2020-AA A3	1.87%	10/15/24	6,958.57		0.00
7/15/21	7/15/21	12,574	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	12,574.46		0.00
7/15/21	7/15/21	18,923	41284WAC4	HDMOT 2019-AA A3	2.34%	2/15/24	18,922.50		0.00

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7/15/21	7/15/21	16,508	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	16,508.41		0.00
7/16/21	7/16/21	14,462	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	14,462.09		0.00
7/16/21	7/16/21	10,082	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	10,081.82		0.00
7/18/21	7/18/21	9,923	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	9,922.85		0.00
7/18/21	7/18/21	4,135	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	4,134.77		0.00
7/20/21	7/20/21	13,164	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	13,164.16		0.00
7/20/21	7/20/21	18,927	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	18,926.51		0.00
8/1/21	8/25/21	3,105	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	3,105.03		0.00
8/1/21	8/25/21	171	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	171.44		0.00
8/1/21	8/25/21	51	3137FKK39	FHMS KP05 A	3.20%	7/1/23	50.90		0.00
8/1/21	8/25/21	8,986	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	8,985.67		0.00
8/1/21	8/25/21	728	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	728.33		0.00
8/1/21	8/25/21	2,216	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	2,216.21		0.00
8/1/21	8/25/21	2,914	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	2,913.91		0.00
8/1/21	8/25/21	515	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	515.38		0.00
8/15/21	8/15/21	18,628	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	18,627.93		0.00
8/15/21	8/15/21	9,332	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	9,331.95		0.00
8/15/21	8/15/21	10,380	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	10,379.92		0.00
8/15/21	8/15/21	9,917	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	9,917.31		0.00
8/15/21	8/15/21	12,190	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	12,189.94		0.00
8/15/21	8/15/21	15,421	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	15,420.53		0.00
8/15/21	8/15/21	11,616	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	11,615.52		0.00
8/15/21	8/15/21	7,779	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	7,778.61		0.00
8/15/21	8/15/21	19,905	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	19,905.34		0.00
8/15/21	8/15/21	11,607	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	11,607.46		0.00
8/15/21	8/15/21	14,595	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	14,594.54		0.00
8/15/21	8/15/21	10,201	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	10,200.93		0.00
8/16/21	8/16/21	13,276	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	13,276.15		0.00
8/16/21	8/16/21	9,768	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	9,768.31		0.00
8/18/21	8/18/21	9,703	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	9,703.32		0.00

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8/18/21	8/18/21	1,271	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	1,270.92		0.00
8/20/21	8/20/21	17,092	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	17,091.72		0.00
8/20/21	8/20/21	18,733	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	18,733.31		0.00
9/1/21	9/25/21	731	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	730.75		0.00
9/1/21	9/25/21	2,766	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	2,765.90		0.00
9/1/21	9/25/21	1,210	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	1,209.81		0.00
9/1/21	9/25/21	356	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	355.69		0.00
9/1/21	9/25/21	51	3137FKK39	FHMS KP05 A	3.20%	7/1/23	51.17		0.00
9/1/21	9/25/21	271	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	270.52		0.00
9/15/21	9/15/21	9,387	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	9,387.37		0.00
9/15/21	9/15/21	9,408	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	9,408.38		0.00
9/15/21	9/15/21	7,481	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	7,481.27		0.00
9/15/21	9/15/21	11,008	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	11,007.88		0.00
9/15/21	9/15/21	18,988	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	18,987.65		0.00
9/15/21	9/15/21	11,336	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	11,336.30		0.00
9/15/21	9/15/21	17,640	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	17,639.65		0.00
9/15/21	9/15/21	9,995	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	9,995.09		0.00
9/15/21	9/15/21	13,791	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	13,790.88		0.00
9/15/21	9/15/21	14,674	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	14,673.75		0.00
9/15/21	9/15/21	5,665	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	5,665.12		0.00
9/15/21	9/15/21	11,900	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	11,899.89		0.00
9/16/21	9/16/21	8,937	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	8,937.28		0.00
9/16/21	9/16/21	12,558	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	12,557.68		0.00
9/18/21	9/18/21	8,839	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	8,839.32		0.00
9/20/21	9/20/21	18,460	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	18,459.64		0.00
9/20/21	9/20/21	17,255	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	17,254.95		0.00
Total PAYDOWNS		681,972					681,972.46		0.00

CITY OF LOS ALTOS INVESTMENT PORTFOLIO

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
SELL									
7/1/21	7/7/21	1,725,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	1,771,708.20		32,202.84
8/4/21	8/6/21	250,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	254,529.55		4,471.51
8/4/21	8/9/21	150,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	152,734.80		2,627.99
8/4/21	8/6/21	475,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	483,606.15		7,945.35
8/9/21	8/10/21	575,000	83369XDL9	SOCIETE GENERALE NY CERT DEPOS	1.80%	2/14/22	584,905.45		4,845.45
8/10/21	8/12/21	100,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	101,803.33		1,635.46
9/1/21	9/3/21	450,000	22549L6F7	CREDIT SUISSE NEW YORK CERT DEPOS	0.52%	2/1/22	453,206.34		658.34
9/1/21	9/3/21	500,000	9128282S8	US TREASURY NOTES	1.62%	8/31/22	507,762.64		6,297.23
9/1/21	9/3/21	300,000	9128282P4	US TREASURY NOTES	1.87%	7/31/22	305,441.58		4,621.64
9/8/21	9/9/21	50,000	037833DL1	APPLE INC CORPORATE NOTES	1.70%	9/11/22	51,182.78		765.35
9/8/21	9/9/21	120,000	438516BT2	HONEYWELL INTERNATIONAL (CALLABLE) NOTE	2.15%	8/8/22	122,228.57		2,043.22
9/9/21	9/13/21	200,000	89236TEC5	TOYOTA MOTOR CREDIT CORP NOTES	2.15%	9/8/22	203,913.72		3,904.39
9/16/21	9/23/21	25,000	9128282S8	US TREASURY NOTES	1.62%	8/31/22	25,390.07		298.22
9/21/21	9/23/21	275,000	665859AN4	NORTHERN TRUST COMPANY CORP NOTES	2.37%	8/2/22	281,109.01		4,220.66
9/22/21	9/23/21	110,000	037833DL1	APPLE INC CORPORATE NOTES	1.70%	9/11/22	111,681.53		1,625.22
9/23/21	9/27/21	175,000	89236THA6	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES	1.35%	8/25/23	178,547.25		3,375.30
9/27/21	9/27/21	50,000	9128282S8	US TREASURY NOTES	1.62%	8/31/22	50,781.30		590.16
Total SELL		5,530,000					5,640,532.27		82,128.33

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	925,000.00	AA+	Aaa	10/3/2019	10/4/2019	932,587.89	1.34	1,287.21	927,386.40	937,863.24
US TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	1,350,000.00	AA+	Aaa	12/2/2019	12/4/2019	1,340,507.81	1.63	8,571.21	1,346,560.67	1,367,718.75
US TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	850,000.00	AA+	Aaa	10/31/2019	11/4/2019	846,845.70	1.50	5,396.69	848,888.96	861,156.25
US TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	300,000.00	AA+	Aaa	12/20/2019	12/20/2019	297,562.50	1.67	1,904.71	299,103.09	303,937.50
US TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	550,000.00	AA+	Aaa	12/2/2019	12/4/2019	546,218.75	1.62	3,491.97	548,629.93	557,218.75
US TREASURY NOTES DTD 01/15/2020 1.500% 01/15/2023	912828Z29	1,600,000.00	AA+	Aaa	2/3/2020	2/5/2020	1,607,875.00	1.33	5,086.96	1,603,450.35	1,627,750.08
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,500,000.00	AA+	Aaa	1/2/2020	1/6/2020	1,506,093.75	1.61	4,422.55	1,502,647.33	1,531,640.70
US TREASURY NOTES DTD 02/15/2020 1.375% 02/15/2023	912828Z86	2,150,000.00	AA+	Aaa	3/2/2020	3/4/2020	2,187,373.05	0.78	3,775.65	2,167,403.78	2,185,609.38
US TREASURY NOTES DTD 11/15/2020 0.250% 11/15/2023	91282CAW1	2,150,000.00	AA+	Aaa	12/1/2020	12/3/2020	2,152,015.63	0.22	2,030.23	2,151,450.43	2,146,976.67
US TREASURY NOTES DTD 12/15/2020 0.125% 12/15/2023	91282CBA8	1,500,000.00	AA+	Aaa	1/6/2021	1/7/2021	1,496,425.78	0.21	553.28	1,497,316.00	1,492,968.75
US TREASURY NOTES DTD 01/15/2021 0.125% 01/15/2024	91282CBE0	2,300,000.00	AA+	Aaa	2/2/2021	2/3/2021	2,296,316.41	0.18	609.38	2,297,138.03	2,287,781.25
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	1,250,000.00	AA+	Aaa	3/1/2021	3/3/2021	1,244,580.08	0.27	199.55	1,245,644.98	1,242,968.75
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	350,000.00	AA+	Aaa	2/23/2021	2/25/2021	349,015.63	0.22	55.88	349,213.41	348,031.25
US TREASURY NOTES DTD 05/01/2017 2.000% 04/30/2024	912828X70	575,000.00	AA+	Aaa	4/1/2021	4/5/2021	603,547.85	0.37	4,812.50	598,989.36	598,359.38
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	142,000.00	AA+	Aaa	6/22/2021	6/24/2021	141,173.52	0.45	104.75	141,248.79	141,201.25

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	2,000,000.00	AA+	Aaa	7/1/2021	7/7/2021	1,987,031.25	0.47	1,475.41	1,988,069.72	1,988,750.00
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	600,000.00	AA+	Aaa	8/9/2021	8/10/2021	599,367.19	0.41	476.90	599,397.94	598,312.50
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	750,000.00	AA+	Aaa	8/4/2021	8/6/2021	750,878.91	0.33	596.13	750,833.08	747,890.63
US TREASURY N/B NOTES DTD 08/15/2021 0.375% 08/15/2024	91282CCT6	1,575,000.00	AA+	Aaa	9/1/2021	9/3/2021	1,573,277.34	0.41	754.33	1,573,322.13	1,569,585.94
US TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	1,650,000.00	AA+	Aaa	5/4/2021	5/6/2021	1,710,263.67	0.44	10,357.34	1,703,262.87	1,698,468.75
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	575,000.00	AA+	Aaa	6/15/2021	6/17/2021	595,911.13	0.44	2,898.56	594,154.73	591,890.62
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	975,000.00	AA+	Aaa	6/2/2021	6/7/2021	1,011,181.64	0.42	4,914.96	1,007,882.06	1,003,640.63
Security Type Sub-Total		25,617,000.00					25,776,050.48	0.69	63,776.15	25,741,994.04	25,829,721.02
Supra-National Agency Bond / Note											
INTL BK OF RECON AND DEV NOTE DTD 04/20/2021 0.125% 04/20/2023	459058JV6	385,000.00	AAA	Aaa	4/13/2021	4/20/2021	384,203.05	0.23	215.23	384,382.09	384,381.69
INTER-AMERICAN DEVEL BK NOTES DTD 04/24/2020 0.500% 05/24/2023	4581X0DM7	440,000.00	AAA	Aaa	4/17/2020	4/24/2020	439,850.40	0.51	776.11	439,920.21	441,803.12
INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	425,000.00	AAA	Aaa	11/17/2020	11/24/2020	424,086.25	0.32	374.83	424,345.77	424,192.08
INTER-AMERICAN DEVEL BK NOTES DTD 09/23/2021 0.500% 09/23/2024	4581X0DZ8	535,000.00	AAA	Aaa	9/15/2021	9/23/2021	534,604.10	0.52	59.44	534,606.99	534,144.54
Security Type Sub-Total		1,785,000.00					1,782,743.80	0.41	1,425.61	1,783,255.06	1,784,521.43
Federal Agency Commercial Mortgage-Backed Security											

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Commercial Mortgage-Backed Security											
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2015 2.716% 06/01/2022	3137BLUR7	287,733.05	AA+	Aaa	3/13/2019	3/18/2019	287,375.07	2.76	651.24	287,658.76	290,446.09
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.355% 07/01/2022	3137AVXN2	271,075.66	AA+	Aaa	6/12/2019	6/17/2019	271,922.78	2.25	531.99	271,284.01	274,400.61
FHLMC MULTIFAMILY STRUCTURED P DTD 05/01/2013 2.510% 11/01/2022	3137B1BS0	275,000.00	AA+	Aaa	8/13/2019	8/16/2019	279,554.69	1.98	575.21	276,537.64	280,381.37
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	122,278.50	AA+	Aaa	9/11/2019	9/16/2019	123,040.41	2.08	232.33	122,555.44	123,652.08
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	160,773.58	AA+	Aaa	9/4/2019	9/9/2019	162,879.87	1.86	305.47	161,534.63	162,579.60
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	21,211.43	AA+	Aaa	12/7/2018	12/17/2018	21,211.36	3.20	56.62	21,211.40	21,772.37
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	84,074.46	AA+	Aaa	11/20/2019	11/26/2019	84,072.42	2.09	146.57	84,073.24	85,665.19
Security Type Sub-Total		1,222,146.68					1,230,056.60	2.24	2,499.43	1,224,855.12	1,238,897.31
Federal Agency Bond / Note											
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	500,000.00	AA+	Aaa	6/3/2020	6/4/2020	500,400.00	0.35	760.42	500,218.22	501,159.00
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	1,110,000.00	AA+	Aaa	5/5/2020	5/7/2020	1,109,533.80	0.39	1,688.12	1,109,752.18	1,112,572.98
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	1,175,000.00	AA+	Aaa	5/20/2020	5/22/2020	1,171,463.25	0.35	1,052.60	1,173,068.51	1,175,399.50
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	500,000.00	AA+	Aaa	6/3/2020	6/4/2020	498,380.00	0.36	447.92	499,104.66	500,170.00
FREDDIE MAC NOTES DTD 06/26/2020 0.250% 06/26/2023	3137EAES4	1,080,000.00	AA+	Aaa	6/24/2020	6/26/2020	1,076,846.40	0.35	712.50	1,078,176.96	1,080,200.88
FANNIE MAE NOTES DTD 07/10/2020 0.250% 07/10/2023	3135G05G4	650,000.00	AA+	Aaa	10/7/2020	10/8/2020	649,766.00	0.26	365.62	649,849.36	650,065.00

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FANNIE MAE NOTES DTD 07/10/2020 0.250% 07/10/2023	3135G05G4	1,135,000.00	AA+	Aaa	7/8/2020	7/10/2020	1,132,559.75	0.32	638.44	1,133,558.14	1,135,113.50
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,075,000.00	AA+	Aaa	8/19/2020	8/21/2020	1,073,903.50	0.28	276.22	1,074,308.95	1,074,707.60
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	735,000.00	AA+	Aaa	9/2/2020	9/4/2020	734,757.45	0.26	117.39	734,843.96	734,512.70
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	465,000.00	AA+	Aaa	9/2/2020	9/4/2020	465,084.91	0.24	74.27	465,054.62	464,691.71
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	625,000.00	AA+	Aaa	10/7/2020	10/8/2020	624,800.00	0.26	99.83	624,867.23	624,585.62
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	900,000.00	AA+	Aaa	12/2/2020	12/4/2020	899,109.00	0.28	731.25	899,353.92	898,161.30
Security Type Sub-Total		9,950,000.00					9,936,604.06	0.32	6,964.58	9,942,156.71	9,951,339.79
Corporate Note											
CLOROX COMPANY CORP NOTE (CALLABLE) DTD 09/13/2012 3.050% 09/15/2022	189054AT6	225,000.00	A-	Baa1	5/7/2020	5/11/2020	235,287.00	1.07	305.00	228,455.89	229,373.10
BANK OF NY MELLON CORP NOTES (CALLABLE) DTD 01/28/2020 1.850% 01/27/2023	06406RAM9	75,000.00	A	A1	1/21/2020	1/28/2020	74,947.50	1.87	246.67	74,976.84	76,447.65
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	65,000.00	A+	A2	1/22/2020	2/3/2020	64,910.95	1.75	184.17	64,960.28	66,222.46
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	135,000.00	A+	A2	1/23/2020	2/3/2020	134,981.10	1.70	382.50	134,991.57	137,538.94
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	125,000.00	A-	A2	3/15/2019	3/22/2019	125,000.00	3.21	2,004.38	125,000.00	126,709.13
EXXON MOBIL CORPORATION CORPORATE NOTES DTD 04/15/2020 1.571% 04/15/2023	30231GBL5	150,000.00	AA-	Aa2	5/11/2020	5/13/2020	151,935.00	1.12	1,086.61	151,017.37	152,841.30

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
PEPSICO INC CORPORATE NOTES DTD 05/01/2020 0.750% 05/01/2023	713448EY0	150,000.00	A+	A1	4/29/2020	5/1/2020	149,703.00	0.82	468.75	149,843.50	151,190.55
APPLE INC CORPORATE NOTES DTD 05/11/2020 0.750% 05/11/2023	037833DV9	190,000.00	AA+	Aa1	5/4/2020	5/11/2020	189,483.20	0.84	554.17	189,722.96	191,395.93
CHEVRON CORP CORPORATE NOTES DTD 05/11/2020 1.141% 05/11/2023	166764BV1	85,000.00	AA-	Aa2	5/7/2020	5/11/2020	85,000.00	1.14	377.16	85,000.00	86,184.22
GENERAL DYNAMICS CORP NOTES DTD 05/11/2018 3.375% 05/15/2023	369550BD9	225,000.00	A-	A3	5/8/2020	5/12/2020	240,777.00	1.00	2,868.75	233,287.36	235,412.55
AMAZON.COM INC CORPORATE NOTES DTD 06/03/2020 0.400% 06/03/2023	023135BP0	315,000.00	AA	A1	6/1/2020	6/3/2020	314,559.00	0.45	413.00	314,754.33	315,657.41
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 06/08/2020 0.800% 06/08/2023	69371RQ82	50,000.00	A+	A1	6/1/2020	6/8/2020	49,930.50	0.85	125.56	49,960.97	50,325.85
CHEVRON CORP DTD 06/24/2013 3.191% 06/24/2023	166764AH3	275,000.00	AA-	Aa2	2/25/2020	2/27/2020	288,950.75	1.62	2,364.44	282,257.15	286,619.58
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/04/2020 0.700% 07/05/2023	24422EVH9	145,000.00	A	A2	6/1/2020	6/4/2020	144,881.10	0.73	242.47	144,932.21	145,869.57
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	150,000.00	A	A2	7/6/2020	7/8/2020	149,916.00	0.67	227.50	149,950.55	150,408.15
BRISTOL-MYERS SQUIBB CO (CALLABLE) CORP DTD 11/13/2020 0.537% 11/13/2023	110122DT2	250,000.00	A+	A2	11/9/2020	11/13/2020	250,000.00	0.54	514.63	250,000.00	250,029.00
GOLDMAN SACHS GROUP INC CORPORATE NOTES DTD 11/19/2020 0.627% 11/17/2023	38141GXL3	165,000.00	BBB+	A2	11/16/2020	11/19/2020	165,000.00	0.63	385.08	165,000.00	165,212.19
IBM CORP NOTES DTD 02/12/2014 3.625% 02/12/2024	459200HU8	125,000.00	A-	A2	10/2/2020	10/6/2020	137,416.25	0.62	616.75	133,764.41	133,745.13

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
GOLDMAN SACHS CORP NOTES DTD 03/03/2014 4.000% 03/03/2024	38141GVM3	150,000.00	BBB+	A2	1/21/2021	1/25/2021	165,336.00	0.67	466.67	161,965.60	161,597.85
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	175,000.00	A	A2	3/16/2021	3/18/2021	174,912.50	0.77	47.40	174,928.23	175,636.13
MORGAN STANLEY CORP NOTES (CALLABLE) DTD 04/22/2021 0.731% 04/05/2024	61772BAA1	105,000.00	BBB+	A1	4/19/2021	4/22/2021	105,000.00	0.73	339.00	105,000.00	105,269.12
COMCAST CORP (CALLABLE) CORPORATE NOTES DTD 10/05/2018 3.700% 04/15/2024	20030NCR0	200,000.00	A-	A3	5/7/2020	5/11/2020	219,118.00	1.20	3,412.22	212,200.66	214,991.40
MORGAN STANLEY CORP NOTES DTD 04/24/2018 3.737% 04/24/2024	61744YAQ1	200,000.00	BBB+	A1	10/2/2020	10/6/2020	215,234.00	1.52	3,259.49	211,002.33	209,890.20
AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	470,000.00	AA	A1	5/10/2021	5/12/2021	469,313.80	0.50	816.63	469,402.71	469,061.88
UNITEDHEALTH GROUP INC (CALLABLE) CORP N DTD 05/19/2021 0.550% 05/15/2024	91324PEB4	190,000.00	A+	A3	5/17/2021	5/19/2021	189,802.40	0.59	383.17	189,826.83	189,314.10
CITIGROUP INC CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	75,000.00	BBB+	A3	10/2/2020	10/6/2020	76,853.25	0.98	475.43	76,346.67	76,496.33
CITIGROUP INC CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	150,000.00	BBB+	A3	5/7/2020	5/14/2020	150,000.00	1.68	950.87	150,000.00	152,992.65
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/17/2021 0.450% 05/17/2024	14913R2L0	275,000.00	A	A2	5/10/2021	5/17/2021	274,631.50	0.50	460.63	274,677.56	273,936.85
ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 0.700% 05/28/2024	04636NAC7	290,000.00	A-	A3	5/25/2021	5/28/2021	289,973.90	0.70	693.58	289,976.90	289,980.86
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/10/2021 0.450% 06/07/2024	24422EVQ9	80,000.00	A	A2	6/7/2021	6/10/2021	79,900.00	0.49	111.00	79,910.34	79,440.56

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BANK OF AMERICA CORP NOTES DTD 07/23/2018 3.864% 07/23/2024	06051GHL6	200,000.00	A-	A2	9/28/2020	10/1/2020	216,830.00	1.58	1,459.73	212,510.24	211,498.60
BRISTOL MYERS SQUIBB CO CORP NOTES (CALL DTD 01/26/2020 2.900% 07/26/2024	110122CM8	83,000.00	A+	A2	10/5/2020	10/7/2020	89,863.27	0.69	434.60	88,048.90	88,138.28
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 09/09/2021 0.750% 08/09/2024	02665WDY4	185,000.00	A-	A3	9/7/2021	9/9/2021	184,877.90	0.77	84.79	184,880.42	185,015.73
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	145,000.00	A+	A1	8/3/2021	8/9/2021	144,921.70	0.52	104.72	144,925.49	144,318.21
UNILEVER CAPITAL CORP (CALLABLE) CORPORA DTD 08/12/2021 0.626% 08/12/2024	904764BN6	100,000.00	A+	A1	8/9/2021	8/12/2021	100,000.00	0.63	85.21	100,000.00	100,155.40
GOLDMAN SACHS GROUP INC CORPORATE NOTES DTD 06/10/2021 0.657% 09/10/2024	38141GYE8	150,000.00	BBB+	A2	6/7/2021	6/10/2021	150,000.00	0.66	57.49	150,000.00	149,976.30
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 09/13/2021 0.625% 09/13/2024	89236TJN6	200,000.00	A+	A1	9/8/2021	9/13/2021	199,906.00	0.64	62.50	199,907.54	199,504.80
BANK OF AMERICA CORP (CALLABLE) CORPORAT DTD 10/21/2020 0.810% 10/24/2024	06051GJH3	275,000.00	A-	A2	10/16/2020	10/21/2020	275,000.00	0.81	971.44	275,000.00	276,059.58
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.750% 02/10/2025	58933YAR6	130,000.00	A+	A1	3/9/2021	3/11/2021	138,819.20	0.98	506.46	137,476.58	137,605.39
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	200,000.00	A+	A1	9/23/2021	9/27/2021	205,542.00	0.96	480.00	205,524.05	205,240.00
JPMORGAN CHASE & CO CORP NOTES (CALLABLE DTD 02/16/2021 0.563% 02/16/2025	46647PBY1	170,000.00	A-	A2	2/9/2021	2/16/2021	170,000.00	0.56	119.64	170,000.00	169,148.30

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
EXXON MOBIL CORP CORPORATE NT (CALLABLE) DTD 03/06/2015 2.709% 03/06/2025	30231GAF9	130,000.00	AA-	Aa2	3/26/2021	3/30/2021	138,049.60	1.10	244.56	136,944.05	137,100.34
BURLINGTN NORTH SANTA FE CORP NOTES (CAL DTD 03/09/2015 3.000% 04/01/2025	12189LAV3	125,000.00	AA-	A3	3/5/2021	3/9/2021	134,578.75	1.07	1,875.00	133,163.24	133,310.38
BANK OF NY MELLON (CALLABLE) CORP NOTES DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	135,000.00	A	A1	3/9/2021	3/11/2021	138,202.20	1.01	942.00	137,759.02	137,684.21
CITIGROUP INC CORPORATE NOTES DTD 05/04/2021 0.981% 05/01/2025	172967MX6	175,000.00	BBB+	A3	4/28/2021	5/4/2021	175,458.50	0.91	701.01	175,411.33	175,423.33
JPMORGAN CHASE & CO CORPORATE NOTES DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	345,000.00	A-	A2	5/24/2021	6/1/2021	345,000.00	0.82	947.60	345,000.00	343,637.25
Security Type Sub-Total		8,008,000.00					8,169,802.82	0.92	33,860.43	8,119,664.08	8,143,606.74
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	450,000.00	A-1	P-1	7/10/2020	7/14/2020	450,000.00	0.70	743.75	450,000.00	451,736.55
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	575,000.00	A-1	P-1	8/29/2019	9/3/2019	575,000.00	1.85	1,069.50	575,000.00	583,538.18
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	575,000.00	A-1+	P-1	8/27/2019	8/29/2019	575,000.00	1.84	1,063.75	575,000.00	583,486.43
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	575,000.00	AA-	Aa2	12/4/2019	12/6/2019	575,000.00	2.03	3,942.58	575,000.00	587,175.05
CREDIT SUISSE NEW YORK CERT DEPOS DTD 03/23/2021 0.590% 03/17/2023	22552G3C2	425,000.00	A+	A1	3/19/2021	3/23/2021	425,000.00	0.59	1,337.33	425,000.00	426,273.30

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total		2,600,000.00					2,600,000.00	1.49	8,156.91	2,600,000.00	2,632,209.51
Bank Note											
PNC BANK NA CORP NOTES DTD 06/08/2018 3.500% 06/08/2023	69353RFL7	275,000.00	A	A2	2/11/2020	2/13/2020	289,891.25	1.81	3,021.18	275,914.58	288,818.48
Security Type Sub-Total		275,000.00					289,891.25	1.81	3,021.18	275,914.58	288,818.48
Asset-Backed Security											
VWALT 2019-A A3 DTD 10/04/2019 1.990% 11/21/2022	92867XAD8	94,657.69	AAA	NR	10/1/2019	10/4/2019	94,656.20	1.99	57.56	94,657.15	95,009.86
HAROT 2019-1 A3 DTD 02/27/2019 2.830% 03/20/2023	43814WAC9	62,954.58	AAA	NR	2/19/2019	2/27/2019	62,952.90	2.83	64.34	62,953.97	63,470.78
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	75,329.14	AAA	Aaa	11/15/2018	11/21/2018	75,325.98	3.25	74.81	75,328.03	75,807.62
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	40,261.75	AAA	NR	7/11/2018	7/18/2018	40,252.35	3.03	50.66	40,258.59	40,457.37
HYUNDAI AUTO RECEIVABLES TRUST DTD 04/10/2019 2.660% 06/15/2023	44932NAD2	92,568.48	AAA	NR	4/3/2019	4/10/2019	92,556.30	2.66	109.44	92,563.52	93,238.28
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	55,264.86	AAA	NR	7/18/2018	7/25/2018	55,257.32	3.13	76.88	55,262.23	55,597.96
GMALT 2020-3 A3 DTD 09/29/2020 0.450% 08/21/2023	362569AC9	135,000.00	AAA	Aaa	9/22/2020	9/29/2020	134,987.07	0.45	18.56	134,991.56	135,210.40
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	77,813.77	AAA	NR	10/17/2018	10/24/2018	77,813.05	3.36	116.20	77,813.48	78,645.82
ALLYA 2019-1 A3 DTD 02/13/2019 2.910% 09/15/2023	02004WAC5	54,463.28	NR	Aaa	2/5/2019	2/13/2019	54,456.70	2.91	70.44	54,460.48	54,905.46
NAROT 2019-AA A3 DTD 02/13/2019 2.900% 10/15/2023	65479KAD2	123,384.95	NR	Aaa	2/5/2019	2/13/2019	123,366.26	2.90	159.03	123,376.79	124,540.08
MBALT 2020-B A3 DTD 09/23/2020 0.400% 11/15/2023	58769EAC2	75,000.00	AAA	NR	9/15/2020	9/23/2020	74,996.20	0.40	13.33	74,997.43	75,111.83

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	82,211.73	AAA	Aaa	5/21/2019	5/30/2019	82,195.06	2.51	91.71	82,203.80	82,951.58
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	82,558.96	NR	Aaa	1/8/2019	1/16/2019	82,549.82	2.97	102.17	82,554.94	83,179.18
FIFTH THIRD AUTO TRUST DTD 05/08/2019 2.640% 12/15/2023	31680YAD9	93,144.14	AAA	Aaa	4/30/2019	5/8/2019	93,123.67	2.65	109.29	93,134.34	93,926.73
BMWLT 2021-1 A3 DTD 03/10/2021 0.290% 01/25/2024	05591RAC8	105,000.00	AAA	Aaa	3/2/2021	3/10/2021	104,996.67	0.29	5.08	104,997.32	105,074.84
HDMOT 2019-A A3 DTD 06/26/2019 2.340% 02/15/2024	41284WAC4	121,993.09	NR	Aaa	6/19/2019	6/26/2019	121,983.65	2.34	126.87	121,988.26	122,877.09
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	121,689.84	AAA	NR	4/9/2019	4/17/2019	121,677.40	2.68	144.95	121,683.63	123,304.82
VZOT 2019-C A1A DTD 10/08/2019 1.940% 04/22/2024	92348AAA3	365,000.00	AAA	NR	10/1/2019	10/8/2019	364,971.86	1.94	216.36	364,984.15	368,590.25
GMALT 2021-2 A3 DTD 05/26/2021 0.340% 05/20/2024	380144AC9	210,000.00	AAA	NR	5/18/2021	5/26/2021	209,967.03	0.35	21.82	209,970.90	209,990.34
NAROT 2019-C A3 DTD 10/23/2019 1.930% 07/15/2024	65479JAD5	228,341.39	AAA	Aaa	10/16/2019	10/23/2019	228,329.33	1.93	195.87	228,334.28	230,958.96
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	140,000.00	AAA	Aaa	1/21/2020	1/29/2020	139,983.61	1.85	79.14	139,989.73	141,840.64
DCENT 2019-A3 A DTD 10/31/2019 1.890% 10/15/2024	254683CM5	220,000.00	NR	Aaa	10/24/2019	10/31/2019	219,952.74	1.89	184.80	219,971.03	223,862.58
TAOT 2020-C A3 DTD 07/27/2020 0.440% 10/15/2024	89237VAB5	200,000.00	AAA	Aaa	7/21/2020	7/27/2020	199,984.60	0.44	39.11	199,988.91	200,360.14
HDMOT 2020-A A3 DTD 01/29/2020 1.870% 10/15/2024	41284UAD6	103,715.74	AAA	Aaa	1/21/2020	1/29/2020	103,693.12	1.87	86.20	103,701.15	104,582.09
HAROT 2020-3 A3 DTD 09/29/2020 0.370% 10/18/2024	43813KAC6	180,000.00	AAA	NR	9/22/2020	9/29/2020	179,973.56	0.37	24.05	179,980.12	180,213.25
BMWOT 2020-A A3 DTD 07/15/2020 0.480% 10/25/2024	09661RAD3	130,000.00	AAA	NR	7/8/2020	7/15/2020	129,990.19	0.48	10.40	129,992.97	130,267.42

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
HART 2020-B A3 DTD 07/22/2020 0.480% 12/16/2024	44933FAC0	195,000.00	AAA	NR	7/14/2020	7/22/2020	194,963.50	0.48	41.60	194,973.40	195,321.13
CARMX 2020-1 A3 DTD 01/22/2020 1.890% 12/16/2024	14315XAC2	160,000.00	AAA	NR	1/14/2020	1/22/2020	159,968.61	1.89	134.40	159,979.45	162,147.14
VZOT 2020-B A DTD 08/12/2020 0.470% 02/20/2025	92290BAA9	310,000.00	NR	Aaa	8/4/2020	8/12/2020	309,934.90	0.47	44.52	309,951.24	310,704.97
GMCAR 2020-3 A3 DTD 08/19/2020 0.450% 04/16/2025	362590AC5	205,000.00	NR	Aaa	8/11/2020	8/19/2020	204,953.10	0.46	38.44	204,964.35	205,287.66
WOART 2020-B A3 DTD 06/24/2020 0.630% 05/15/2025	98163WAC0	175,000.00	AAA	NR	6/16/2020	6/24/2020	174,986.28	0.63	49.00	174,989.84	175,649.02
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	115,000.00	AAA	NR	4/20/2021	4/28/2021	114,987.90	0.38	19.42	114,989.08	114,927.33
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	125,000.00	AAA	NR	4/13/2021	4/21/2021	124,973.06	0.52	28.89	124,975.55	125,199.28
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	260,000.00	AAA	Aaa	7/21/2021	7/28/2021	259,957.23	0.55	63.56	259,958.79	259,775.80
DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	155,000.00	AAA	Aaa	9/20/2021	9/27/2021	154,966.81	0.58	9.99	154,966.88	154,603.09
Security Type Sub-Total		4,970,353.39					4,969,684.03	1.37	2,678.89	4,969,887.34	4,997,590.79
Managed Account Sub Total		54,427,500.07					54,754,833.04	0.79	122,383.18	54,657,726.93	54,866,705.07
Securities Sub-Total		\$54,427,500.07					\$54,754,833.04	0.79%	\$122,383.18	\$54,657,726.93	\$54,866,705.07
Accrued Interest											\$122,383.18
Total Investments											\$54,989,088.25

Bolded items are forward settling trades.

Important Disclosures

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee the accuracy, completeness, or suitability of information provided by third party sources. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- **Repurchase Agreements:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **Settle Date:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **Supranational:** A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- **Trade Date:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **Unsettled Trade:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. Treasury:** The department of the U.S. government that issues Treasury securities.
- **Yield:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM at Cost:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM at Market:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Amendment#1 for Professional Services Agreement with Bellecci & Associates
Construction Inspection Services for Annual Street Resurfacing Project
CIP Projects TS-01001, TS-01003, TS-01004, and TS-01009

Prepared by: Gaku Watanabe, Assistant Engineer

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Gabriel Engeland, City Manager

Attachment: None.

Initiated by:

City Council – CIP Projects TS-01001, TS-01003, TS-01004, and TS-01009

Previous Council Consideration:

May 11, 2021 for Original Professional Service Agreement.

Fiscal Impact:

There is no fiscal impact to the General Fund. The additional contract amendment of \$17,828 is already appropriated and available in the CIP budget for the Street Resurfacing Project (TS-01001)

Interim City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



Subject: Amendment #1 for Professional Services Agreement with Bellecci & Associates
Construction Inspection Services for Annual Street Resurfacing Project

**Annual Street Resurfacing and City Alley Resurfacing Project
(TS-01001, TS-01003, TS-01004, TS-01009)**

Project Item	Project Budget
Construction	\$ 2,068,666.92
Construction Contingency (15%)	\$ 310,300.04
Inspection	\$ 64,688.00
Inspection Amendment (NEW)	\$ 17,828.00
Printing/Advertising/Mailing/Misc.	\$ 10,000
Estimated Total Cost	\$ 2,471,482.96
Breakdown of Funds to be used	
Approved Project Budget for TS-01001	\$ 2,083,236.53
Approved Project Budget for TS-01004	\$ 308,012.80
Approved Project Budget for TS-01009	\$ 100,000.00
Approved Project Budget for TS-01003	\$ 104,832.57
Total Project Budget	\$ 2,596,081.90

Environmental Review:

Categorically Exempt pursuant to CEQA Section 15301(c) consisting of the operation, repair and maintenance of existing facilities such as streets and involves negligible or no expansion of existing or former use.

Summary:

Additional service is required to conduct construction inspection for additional work and post-construction inspection. There are adequate funds in the resurfacing CIP budgets to pay for the added inspection services.

Staff Recommendation:

Move to authorize the City Manager to execute Amendment #1 to the existing professional services agreement between the City of Los Altos and Bellecci & Associates inspection services for the Annual Street Resurfacing and City Alley Resurfacing Project. The agreement will amend the not-to-exceed amount from \$64,688 to \$82,516.

Background

The Annual Street Resurfacing and City Alley Resurfacing Project combines four of the City Council approved annual pavement projects, Street Resurfacing (TS-01001), Slurry Seal TS-01003, Striping TS-01004, and City Alley Resurfacing TS-01009. These annual pavement projects



Subject: Amendment #1 for Professional Services Agreement with Bellecci & Associates
Construction Inspection Services for Annual Street Resurfacing Project

are dedicated to repairing and maintaining asphalt concrete (AC) and striping on streets and alleyways in the city.

The Annual Street Resurfacing and City Alley Resurfacing Project will complete various street segments and alleyways selected for resurfacing treatments in coordination with the City's pavement management program. A few examples of the City's preventative maintenance include AC patch repairs, overlays and slurry sealing or microsurfacing. Street striping will also be completed as a part of this project to restore thermoplastic pavement striping and markings on these segments.

Professional Services Agreement between the City of Los Altos and Bellecci & Associates was approved on May 11, 2021 City Council Meeting with a not-to-exceed amount of \$64,688.

Discussion/Analysis

Annual Street Resurfacing project began construction activity in August 2021 and is expected to complete all work by the end of November. City staff will need additional service from Bellecci & Associates to conduct construction inspection for the remainder of the project scope, including additional street resurfacing work scope funded through construction contingency and post-construction inspection. City received a proposal of \$17,828 from Bellecci & Associates for the additional inspection services. The additional work scope by the paving contractor is intended to maximize the area of streets to be resurfaced in the effort to increase the City's Pavement Condition Index and improve safety for all modes of transportation.

Recommendation

Authorize the City Manager to execute Amendment #1 between the City of Los Altos and Bellecci & Associates for the Annual Street Resurfacing Project to increase the not-to-exceed amount to \$82,516.



AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Restrictions on the City Owned Property Commonly Known as the Los Altos Community Center Site

Prepared by: Jon Biggs, Community Development Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Draft Ordinance Adding a New Chapter 11.13, Entitled “Restrictions on the City-Owned Property Commonly Known as the Los Altos Community Center Site” - in Track Changes
2. Draft Ordinance Adding a New Chapter 11.13, Entitled “Restrictions on the City-Owned Property Commonly Known as the Los Altos Community Center Site” - Clean Version

Initiated by:
City Council

Previous Council Consideration

September 8, 2020, November 10, 2020, September 21, 2021, and November 9, 2021

Fiscal Impact:

No fiscal impact has occurred as work on the ordinance has been accomplished using existing resources.

Environmental Review:

Based on all the evidence presented in the administrative record, including but not limited to the staff reports, 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.

Policy Question for Consideration:

Shall the Los Altos Municipal Code be amended by the addition of regulations that will put in place a Voter approval requirement for the sale or transfer of title of all or portions of the Los Altos Community Center site unless this ordinance is repealed by a future City Council?



Subject: Restrictions on the City Owned Property Commonly Known as the Los Altos Community Center Site

Summary:

The addition Chapter 11.13, entitled “Restrictions on the City-Owned properties collectively referred to as the Los Altos Community Center site, to Title 11, Miscellaneous Property Regulations puts in place a requirement for voter approval of the sale or transfer of title of all or a portion of the site, unless the ordinance is repealed or amended by a future City Council.

Staff Recommendation:

Staff recommends adoption of this ordinance.

Purpose

The City Council has expressed an interest in enacting rules that would limit the City’s ability to sell or transfer title of any portion of the Los Altos Community Center site, including the portion of the site known as Hillview Park.

Background

At its meeting on November 9, 2021, the City Council introduced an ordinance that adds Chapter 11.13, entitled “Restrictions on the City-Owned properties collectively referred to as the Los Altos Community Center Site”, to Title 11, Miscellaneous Property Regulations, which puts in place a requirement for voter approval of the sale or transfer of title of all or a portion of the Community Center site, unless the ordinance is repealed or amended by a future City Council.

In introducing the ordinance, the following amendments were made:

1. Deletion of the subdivision references.
2. Addition of “Whereas” statements for the following existing buildings/uses found on the Community Center site:
 - The Los Altos Youth Center (LAYC)
 - The Green Spaces and Playfields
 - The Neutra House

The ordinance attached with this agenda report, in both a track changes and clean version, has these amendments.

This ordinance is specific to Los Altos Community Center site and is not applicable to other properties the City owns. To further demonstrate Chapter 11.13 applies only the Los Altos



Subject: Restrictions on the City Owned Property Commonly Known as the Los Altos Community Center Site

Community Center site, an exhibit that includes a diagram of all portions of the Los Altos Community Center site is included as part of the ordinance. For the above reasons, staff believes the draft ordinance accomplishes the direction of the City Council and puts in place protections for this important City owned property.

Discussion

The City Council is being asked to adopt the attached ordinance.

Note that no substantive changes may be made between the time that an ordinance is introduced and its adoption. Making substantive changes to the ordinance, and introducing the new ordinance, would require that the ordinance return at a future Council meeting for adoption.

Staff Recommendation

Staff recommends adoption of this ordinance.

ORDINANCE NO. 2021-477

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADDING A NEW CHAPTER, 11.13, ENTITLED “RESTRICTION ON THE
LOS ALTOS COMMUNITY CENTER SITE” TO TITLE 11,
MISCELLANEOUS PROPERTY REGULATIONS, OF THE LOS ALTOS
MUNICIPAL CODE THAT WILL PROHIBIT: (1) THE SALE, OR
TRANSFER OF TITLE ~~OR SUBDIVISION~~ OF THE LOS ALTOS
COMMUNITY CENTER SITE WITHOUT VOTER APPROVAL**

WHEREAS, the City of Los Altos (City) has a unique arrangement of land uses that require regulations and standards that are important to preserve the character of the Los Altos community and provide for compatibility of adjacent uses; and

WHEREAS, pursuant to the California Constitution, article XI, § 7, the City may make and enforce such laws and regulations that promote the public health, morals, safety or general welfare of the community and adopt such other ordinances and regulations not in conflict with general law, and

WHEREAS, since incorporation of the City, the City-owned property commonly known as the Los Altos Community Center Site was designed and used to provide for public parks, open space and public facilities and services that ensure a high quality of living for residents of and visitors to Los Altos; and

WHEREAS, the Los Altos Community Center Site has a variety of uses, available to the public, that may change over time including, government service buildings, recreation areas, open space area, meeting spaces, sports fields, and their various ancillary uses; and

WHEREAS, these various uses include a City Hall and City Council Chambers where the civic business of the City and its City meetings, such as those of the City Council, are held; and

WHEREAS, a police department is located on the Los Altos Community Center Site where the day to day functions of the city police department take place and provide for the safety and protection of the citizens of Los Altos and its visitors; and

WHEREAS, a newly constructed community center on the site provides a variety of recreational, educational, and extracurricular activities for all segments of the community; and

WHEREAS, a history museum has been built and maintained on the site where the history and past events of importance in Los Altos are recognized, can be observed, and experienced; and

WHEREAS, a working historic orchard demonstrating and showcasing the city’s and region’s historic agricultural roots and heritage is maintained and kept productive; and

WHEREAS, a library, in partnership with other agencies, has been developed on the site and provides a depository for literature and media in all its various forms for the community to enjoy

and spaces for meetings along with areas where one can enjoy quiet contemplation and respite;
and

WHEREAS, a community theater has been established on the site that provides a venue for thespians and all those that enjoy artistic expressions displayed in a live setting; and

WHEREAS, in the 1960 the Los Altos Youth Center (LAYC) was constructed on the Community Center site and since that time has provided a venue where events for the youth of Los Altos could enjoy and experience activities and programs in a safe and secure setting in addition to being a space that has the flexibility to serve numerous city and private functions that have furthered Los Altos; and

WHEREAS, there are a number of green spaces and playfields in the Community Center that have provided a breadth of opportunities where citizens and visitors of all ages have numerous opportunities to enjoy the out of doors and experience elements that help create a sense of community; and

WHEREAS, the Neutra House, designed by Richard Neutra one of this Nation's leading modernist architects of the 20th Century, has been sited on the grounds and demonstrates a commitment to this city's architectural heritage, its preservation efforts, and adaptive re-use endeavors; and

WHEREAS, the City Council desires to amend the City of Los Altos Municipal Code to prohibit the sale, or transfer of title, ~~or subdivision~~ of the collected parcels known as the Los Altos Community Center Site without voter approval, except that voter approval shall not be required for leases (including ground leases), licenses and/or any other instruments which do not convey fee title interest; and

WHEREAS, by adding a new Chapter 11.13, entitled a "Restriction on the Los Altos Community Center Site," would require voter approval of the sale, or transfer of title, ~~or subdivision~~ of any portion of the property, except that voter approval shall not be required for leases (including ground leases), licenses and/or any other instruments which do not convey fee title interest.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. FINDINGS. After considering the record before it, including but not limited to the agenda report, presentation of staff, public comment, and discussion, the City Council hereby finds that adoption of this Ordinance will help protect and promote public health, safety, comfort, convenience, prosperity and welfare by adding this Chapter 11.12 to the City's existing regulations.

SECTION 2. AMENDMENT OF CODE. The following new Chapter 11.12, "Restriction on the Los Altos Community Center Site" is hereby added to Title 11, Miscellaneous Property Regulations, of the Los Altos Municipal Code, is amended to read as follows:

11.13.010. The purpose of this Chapter is to place a “Restriction on the Los Altos Community Center Site,” that will require voter approval for the sale, or transfer of title, ~~or subdivision~~ of any portion of this property except that voter approval shall not be required for leases (including ground leases), licenses and/or any other instruments which do not convey fee title interest.

11.13.020. The restriction set forth in this Chapter shall only apply to the Los Altos Community Center Site as described in the map, attached hereto as Exhibit “A”, and incorporated by this reference.

11.13.030. For purposes of this Chapter 11.12, voter approval is accomplished when a City measure is placed on the ballot at a general or special election as authorized by the California Elections Code, and a majority of the voters voting on the measure vote in favor of it.

11.13.040. The voter approval requirement may be waived by the City Council at a duly noticed public hearing and when it is necessary to comply with State or Federal law governing the provision of housing, including but not limited to affordable housing requirements.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT. Based on all the evidence presented in the administrative record, including but not limited to the staff reports, 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

SECTION 5. CUSTODIAN OF RECORDS. The documents and materials associated with this Ordinance that constitute the record of proceedings on which the City Council’s findings and determinations are based are located at Los Altos City Hall, One North San Antonio Road, Los Altos, California. The City Clerk is the custodian of the record of proceedings.

SECTION 6. NOTICE OF EXEMPTION. The City Council hereby directs City staff to prepare and file a Notice of Exemption with the Santa Clara County Clerk.

SECTION 7. PUBLICATION. This Ordinance shall be published as provided in Government Code section 36933.

SECTION 8. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on XXXXXX and was thereafter, at a regular meeting held on XXXXXX passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR


Attest:

Andrea Chelemengos, MMC, CITY CLERK

EXHIBIT "A"

CIVIC COMMUNITY CENTER PROPERTY SITE



	DRAWN	VW	PLANNING DIVISION CITY OF LOS ALTOS SANTA CLARA COUNTY, CALIFORNIA	
	CHECKED	JB		
	APPROVED	JB	<u>APN</u> 170-42-029 170-43-001	<u>ZONING</u> PCF PCF
	DATE	10/25/2021		
	SCALE	1" = 300'		
	DWG NO.			

ORDINANCE NO. 2021-477

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADDING A NEW CHAPTER, 11.13, ENTITLED “RESTRICTION ON THE
LOS ALTOS COMMUNITY CENTER SITE” TO TITLE 11,
MISCELLANEOUS PROPERTY REGULATIONS, OF THE LOS ALTOS
MUNICIPAL CODE THAT WILL PROHIBIT: (1) THE SALE OR TRANSFER
OF TITLE OF THE LOS ALTOS COMMUNITY CENTER SITE WITHOUT
VOTER APPROVAL**

WHEREAS, the City of Los Altos (City) has a unique arrangement of land uses that require regulations and standards that are important to preserve the character of the Los Altos community and provide for compatibility of adjacent uses; and

WHEREAS, pursuant to the California Constitution, article XI, § 7, the City may make and enforce such laws and regulations that promote the public health, morals, safety or general welfare of the community and adopt such other ordinances and regulations not in conflict with general law, and

WHEREAS, since incorporation of the City, the City-owned property commonly known as the Los Altos Community Center Site was designed and used to provide for public parks, open space and public facilities and services that ensure a high quality of living for residents of and visitors to Los Altos; and

WHEREAS, the Los Altos Community Center Site has a variety of uses, available to the public, that may change over time including, government service buildings, recreation areas, open space area, meeting spaces, sports fields, and their various ancillary uses; and

WHEREAS, these various uses include a City Hall and City Council Chambers where the civic business of the City and its City meetings, such as those of the City Council, are held; and

WHEREAS, a police department is located on the Los Altos Community Center Site where the day to day functions of the city police department take place and provide for the safety and protection of the citizens of Los Altos and its visitors; and

WHEREAS, a newly constructed community center on the site provides a variety of recreational, educational, and extracurricular activities for all segments of the community; and

WHEREAS, a history museum has been built and maintained on the site where the history and past events of importance in Los Altos are recognized, can be observed, and experienced; and

WHEREAS, a working historic orchard demonstrating and showcasing the city’s and region’s historic agricultural roots and heritage is maintained and kept productive; and

WHEREAS, a library, in partnership with other agencies, has been developed on the site and provides a depository for literature and media in all its various forms for the community to enjoy

and spaces for meetings along with areas where one can enjoy quiet contemplation and respite; and

WHEREAS, a community theater has been established on the site that provides a venue for thespians and all those that enjoy artistic expressions displayed in a live setting; and

WHEREAS, in the 1960 the Los Altos Youth Center (LAYC) was constructed on the Community Center site and since that time has provided a venue where events for the youth of Los Altos could enjoy and experience activities and programs in a safe and secure setting in addition to being a space that has the flexibility to serve numerous city and private functions that have furthered Los Altos; and

WHEREAS, there are a number of green spaces and playfields in the Community Center that have provided a breadth of opportunities where citizens and visitors of all ages have numerous opportunities to enjoy the out of doors and experience elements that help create a sense of community; and

WHEREAS, the Neutra House, designed by Richard Neutra one of this Nation's leading modernist architects of the 20th Century, has been sited on the grounds and demonstrates a commitment to this city's architectural heritage, its preservation efforts, and adaptive re-use endeavors; and

WHEREAS, the City Council desires to amend the City of Los Altos Municipal Code to prohibit the sale or transfer of title of the collected parcels known as the Los Altos Community Center Site without voter approval, except that voter approval shall not be required for leases (including ground leases), licenses and/or any other instruments which do not convey fee title interest; and

WHEREAS, by adding a new Chapter 11.13, entitled a "Restriction on the Los Altos Community Center Site," would require voter approval of the sale or transfer of title of any portion of the property, except that voter approval shall not be required for leases (including ground leases), licenses and/or any other instruments which do not convey fee title interest.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. FINDINGS. After considering the record before it, including but not limited to the agenda report, presentation of staff, public comment, and discussion, the City Council hereby finds that adoption of this Ordinance will help protect and promote public health, safety, comfort, convenience, prosperity and welfare by adding this Chapter 11.12 to the City's existing regulations.

SECTION 2. AMENDMENT OF CODE. The following new Chapter 11.12, "Restriction on the Los Altos Community Center Site" is hereby added to Title 11, Miscellaneous Property Regulations, of the Los Altos Municipal Code, is amended to read as follows:

11.13.010. The purpose of this Chapter is to place a "Restriction on the Los Altos Community Center Site," that will require voter approval for the sale or transfer of title of any portion of this

property except that voter approval shall not be required for leases (including ground leases), licenses and/or any other instruments which do not convey fee title interest.

11.13.020. The restriction set forth in this Chapter shall only apply to the Los Altos Community Center Site as described in the map, attached hereto as Exhibit “A”, and incorporated by this reference.

11.13.030. For purposes of this Chapter 11.12, voter approval is accomplished when a City measure is placed on the ballot at a general or special election as authorized by the California Elections Code, and a majority of the voters voting on the measure vote in favor of it.

11.13.040. The voter approval requirement may be waived by the City Council at a duly noticed public hearing and when it is necessary to comply with State or Federal law governing the provision of housing, including but not limited to affordable housing requirements.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT. Based on all the evidence presented in the administrative record, including but not limited to the staff reports, 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

SECTION 5. CUSTODIAN OF RECORDS. The documents and materials associated with this Ordinance that constitute the record of proceedings on which the City Council’s findings and determinations are based are located at Los Altos City Hall, One North San Antonio Road, Los Altos, California. The City Clerk is the custodian of the record of proceedings.

SECTION 6. NOTICE OF EXEMPTION. The City Council hereby directs City staff to prepare and file a Notice of Exemption with the Santa Clara County Clerk.

SECTION 7. PUBLICATION. This Ordinance shall be published as provided in Government Code section 36933.

SECTION 8. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

ATTACHMENT 2

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on XXXXXX and was thereafter, at a regular meeting held on XXXXXX passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

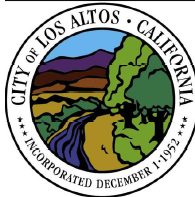
Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK

EXHIBIT "A"

COMMUNITY CENTER PROPERTY SITE



DRAWN	VW
CHECKED	JB
APPROVED	JB
DATE	10/25/2021
SCALE	1" = 300'
DWG NO.	

PLANNING DIVISION	
CITY OF LOS ALTOS	SANTA CLARA COUNTY, CALIFORNIA
<u>APN</u>	<u>ZONING</u>
170-42-029	PCF
170-43-001	PCF



AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Adoption of a Suicide Prevention Policy

Prepared by: Irene Barragan-Silipin, Human Resources Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):
Resolution No. 2021-58

Initiated by:
Mayor Fligor

Previous Council Consideration
None

Fiscal Impact:
No fiscal impact is anticipated as part of this resolution and policy adoption.

Environmental Review:
This policy is exempt from California Environmental Quality Act (“CEQA”) CEQA Guidelines.

Policy Question for Consideration:
Shall the City of Los Altos adopt and implement a suicide prevention policy through Resolution?

Summary:

- The City of Los Altos recognizes suicide as a public health issue
- A suicide prevention policy will allow for community education on suicide risk factors, warning signs, and how to report threats of suicide or those showing signs of becoming at risk
- The policy will also seek to remove the stigma around mental health treatment, recovery, and resiliency

Recommendation:
Staff recommends the adoption of Resolution 2021-58

Purpose
This resolution reflects an ongoing commitment to increase awareness of suicide as a public health problem. The framework in this policy promotes the planning, implementation, and evaluation of strategies for suicide prevention and intervention, as well as encouraging mental health care.



Subject: Restrictions on the City Owned Property Commonly Known as the Los Altos Community Center Site

Background

Suicide is the 10th leading cause of death in the United States, according to the Centers for Disease Control and Prevention (CDC). Suicide is a serious public health problem that affects people of all ages. This policy shall advance current strategies and best practices of the Santa Clara County Behavioral Health Services, National Council for Behavioral Health, National Alliance on Mental Illness, and the World Health Organization.

Discussion

The City of Los Altos is committed to supporting mental health of Los Altos residents and City Employees. This policy shall call for the collaboration between the City of Los Altos and local and regional organizations, to educate residents and employees to gain a better understanding of the causes of suicide, learning the appropriate methods for identifying those at risk, and how to report threats of suicide or those showing signs of becoming at risk to the appropriate parental, familial, and/or professional authorities.

Staff Recommendation

Staff recommends the adoption of Resolution No. 2021-58

RESOLUTION NO. 2021-58

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING A SUICIDE PREVENTION POLICY**

WHEREAS, the City of Los Altos recognizes suicide as a public health issue, evidenced by Santa Clara County Behavioral Health Services data which shows that after a three-year decline in the suicide rate in the County, suicide rates increased in 2018 and 2019; and

WHEREAS, the Suicide Prevention Policy seeks to support the strategies recommended by the Santa Clara County Suicide Prevention Strategic Plan; and

WHEREAS, suicide prevention is a component of mental wellness, and by implementing this Suicide Prevention Policy, the city aims to help citizens be more informed about healthy behaviors, coping skills, parenting skills, health of the whole child and skills for healthy families, which align with the culture and interests of Los Altos.; and

WHEREAS, educating the community on suicide risk factors, warning signs, how to report threats of suicide or those showing signs of becoming at risk, and removing the stigma about mental health treatment, recovery, and resiliency, is good public policy; and

WHEREAS, the Suicide Prevention Policy formalizes a process by which general resources are shared and safe messaging best practices are followed when communicating with employees and the community; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Altos adopts and approves the attached Suicide Prevention Policy, as the official suicide prevention policy of the City of Los Altos.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Los Altos this 30th day of November 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Angel Rodriguez, Deputy City Clerk

SUICIDE PREVENTION POLICY

PURPOSE

This policy reflects an ongoing commitment to increase awareness of suicide as a public health problem. The framework in this policy promotes the planning, implementation, and evaluation of strategies for suicide prevention and intervention, as well as encouraging mental health care.

POLICY SCOPE

This policy shall advance current strategies and best practices of the Santa Clara County Behavioral Health Services, National Council for Behavioral Health, National Alliance on Mental Illness, and the World Health Organization.

This policy shall call for the collaboration between the City of Los Altos and local and regional organizations, to educate employees and residents to gain a better understanding of the causes of suicide, learning the appropriate methods for identifying those at risk, and how to report threats of suicide or those showing signs of becoming at risk to the appropriate parental, familial, and/or professional authorities.

The City will promote strategies and resources provided by the County as well as the SuicidePrevention Resource Center under the following guiding framework:

CITY EMPLOYEES

Annually, the Human Resources Manager or his/her designee will share with its current employees and retirees information that helps staff and retirees gain a better understanding of the causes of suicide and learn the appropriate methods for identifying and preventing the loss of life. The Human Resources division will work with the County's Behavioral Health Services Suicide Prevention Program to ensure that information shared reflects current research.

CITY FACILITIES

The Human Resources Manager will ensure that the City's public safety protocols governing a response to a suicide attempt on City facilities is reviewed regularly. This review of protocols will seek to update internal procedures and address any needed support for employees that may witness such events. The Human Resources Manager will further ensure an appropriate communications strategy is in place if a suicide attempt occurs in a City facility. The communication strategy will reflect best practices for reporting on suicide, as shared by the County.

CITY RESIDENTS

The City will link to the County's Behavioral Health Services webpage and actively

collaborate with the County to disseminate information including event information and resources as they become available. The City Council will also raise awareness by recognizing National Suicide Prevention Month (September) via a proclamation annually and supporting state and/or federal legislation aimed at increasing awareness and reducing deaths by suicide.

GENERAL RESOURCES FOR IMPLEMENTATION

Implementation of this policy will occur through communication with the County's Behavioral Health Services. Employees will be provided the following resources to learn more about suicide prevention:

- Santa Clara County Behavioral Health Services - Suicide Prevention & Crisis www.sccbhd.org/suicideprevention
- Santa Clara County Suicide Prevention Strategic Plan <https://www.sccgov.org/sites/bhd/Services/SP/Documents/2018/sp-strategic-plan-rev-03-2011-final.pdf>
- California Mental Health Services Authority <https://calmhsa.org/>
- Centers for Disease Control and Prevention - Violence Prevention - Suicide <https://www.cdc.gov/violenceprevention/suicide/index.html>
- U.S. Department of Health & Human Services - Office of the Surgeon General <https://www.hhs.gov/surgeongeneral/reports-and-publications/suicide-prevention/index.html>
- Suicide Prevention Resource Center <https://www.sprc.org/>
- American Foundation for Suicide Prevention <https://afsp.org/>
- National Suicide Prevention Lifeline 800-273-8255 (800-273-TALK)
- Suicide Prevention Chat Services (www.SuicidePreventionLifeline.org)
- Veterans Crisis Line 800-273-8255, 1, Text: 838255



PUBLIC CORRESPONDENCE

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

From: [Melissa Seligman](#)
To: [Public Comment](#)
Cc: [Mary Ojakian](#)
Subject: Public comment agenda item, mtg Nov 30, 2021
Date: Friday, November 26, 2021 6:30:23 PM

I am thankful to the mayors, city staff, and all Los Altos citizens that have encouraged and promoted approval of a suicide prevention policy.

Wishing you the best,
Melissa Seligman

CAPITOL OFFICE
STATE CAPITOL, ROOM 3076
SACRAMENTO, CA 95814
(916) 651-4013

DISTRICT OFFICE
1528 S. EL CAMINO REAL
SAN MATEO, CA 94402
(650) 212-3313

SENATOR.BECKER@SENATE.CA.GOV
WWW.SENATE.CA.GOV/BECKER

California State Senate

SENATOR
JOSH BECKER

THIRTEENTH SENATE DISTRICT



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CLIMATE CHANGE POLICIES
VICE CHAIR
LEGISLATIVE AUDIT COMMITTEE

November 29, 2021

Honorable Neysa Fligor
Mayor, Los Altos City Council
Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022

Dear Mayor Fligor,

I respectfully urge the Los Altos City Council to adopt a Suicide Prevention Policy. In doing so, the City of Los Altos would join nine other cities in the County of Santa Clara that have already adopted such a policy.

The challenges imposed by the COVID-19 pandemic have ignited a mental health crisis across the country. According to data from the U.S. Census Bureau and the Centers for Disease Control and Prevention, more than one-third of Americans are showing signs of clinical anxiety or depression during the pandemic. The findings among young people and children are even more striking: in 2020, nearly half (49%) of Americans between the ages of 18-29 exhibited symptoms of anxiety or depression, and the proportion of mental health-related emergency department visits among adolescents aged 12-17 years increased by 31% from 2019.

During a time when mental health challenges have grown for so many, especially our youth, we must expand existing support systems while creating new ones to meet the additional need. In recognition of the mental health crisis, the State invested hundreds of millions of dollars to support immediate mental health needs as well as early intervention services, which play a crucial role in suicide prevention.

The City of Los Altos has a timely opportunity to promote awareness of suicide prevention resources among its community members by adopting a Suicide Prevention Policy that aligns with the Santa Clara County Suicide Prevention Strategic Plan. It is our duty as elected officials to ensure the health and wellbeing of our communities. As such, I strongly support the adoption of a Suicide Prevention Policy by the City of Los Altos.

Thank you for your time and consideration.

Sincerely,



Josh Becker
California State Senate, 13th District
senator.becker@sen.ca.gov
sd13.sen.ca.gov

From: [Linda Lenoir](#)
To: [Public Comment](#)
Subject: Suicide Prevention Policy Adoption
Date: Monday, November 29, 2021 9:59:31 PM

Dear Los Altos City Council ,

Thank you for your consideration of adopting a Suicide Prevention Policy. As a former District Nurse in a local school district I can't emphasize enough the importance to schools and communities of having such a policy. The policy will be extremely helpful in the implementation of important measures to help educate the community about early identification of young and older members of the Community who are trying to deal with mental health issues. A policy also helps to let the Community know and understand the importance of recognition and early intervention for a person with mental health issues. In addressing education you help to decrease the stigma around suicide by encouraging community members to reach out for help when it is most needed.

Sincerely,

Linda Lenoir RN, BSN, MSN, CNS, PHN
Suicide Prevention Training Manager
HEARD Alliance
Stanford



PUBLIC HEARING

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Park In-Lieu Fee Increase

Prepared by: Jim Sandoval, Engineering Services Director

Reviewed by: John Furtado, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. *Appraisal Report, Unentitled Residential Land, Los Altos, Santa Clara County, CA* (February 16, 2021)
2. Resolution

Initiated by:

Staff

Previous Council Consideration:

April 8, 2014; April 22, 2014; May 27, 2014; January 8, 2019; October 27, 2020

Fiscal Impact:

Based on the attached February 16, 2021, independent real estate appraisal commissioned by the City, the fair market value of an acre of land available for purchase in the City of Los Altos is \$11.2M (\$257.50 per square foot). Staff used this appraisal to calculate an update to the existing Park In-Lieu fees from the current amount of \$77.5K/household to \$90.9K/household for single family/detached homes and from \$48.8K/household to \$57.2K/household for multi-family/attached homes. The proposed update will increase the two current fees by 17.2%. The last time the Park In-Lieu fees were updated by the Council was January 8, 2019 nearly three years ago.

Currently, the Park In-Lieu Fund has \$5.5M in fund balance with a projected \$4M revenue over the next two years. Approximately \$6.0M of it is budgeted in the approved 5-year CIP Budget (FY22-26) to support parks projects.

Over the next several years the City is anticipating up to \$10.4M in additional Park In-Lieu Fee revenue from pending multi-family residential projects proposed for development. Table 1 below provides a breakdown of these pending projects.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Park In-Lieu Fee Update

TABLE 1								
Park In-Lieu Fees								
Approved and Pending¹ Multiple-Family Residential Projects								
Location	Status	CC Approval Date	Number of Units	Actual or Anticipated In-Lieu Fee per Unit³	Pending Projects Anticipated Revenue	Approved Project Anticipated Revenue	Revenue Received	Payment Received Date+
385-389 First St	Under Construction	7/9/2019	10	\$ 48,800	-	-	\$ 488,000	10/22/2020
425 First St	Under Construction	6/25/2019	20	\$ 48,800	-	-	\$ 976,000	10/22/2020
4898 El Camino Real	Approved	10/1/2019	28	\$ 48,800	-	\$ 1,366,400	TBD	TBD
5150 El Camino Real	Approved	10/22/2019	196	\$ 48,800	TBD	TBD	TBD	TBD
4856 El Camino Real	Approved	11/27/2018	50	\$ 48,800	-	\$ 2,440,000	TBD	TBD
4350 El Camino Real	In Process	N/A	47	\$ 57,200	\$ 2,688,400	N/A	TBD	TBD
4896 El Camino Real	In Process	N/A	4	\$ 48,800	\$ 195,200	N/A	TBD	TBD
376 First St	In Process	N/A	15	\$ 57,200	\$ 858,000	N/A	TBD	TBD
440 First St	In Process	N/A	4	\$ 48,800	\$ 195,200	N/A	TBD	TBD
444-450 First St	Under Construction	3/10/2020	27	\$ 48,800	-	-	\$ 1,317,600	9/16/2021
140 Lyell Ave ²	Approved	N/A	4	\$ 48,800	-	\$ 195,200	TBD	TBD
355 First St	In Process	N/A	50	\$ 48,800	\$ 2,440,000	N/A	TBD	TBD
330 Distel Cir ⁴	In Process	N/A	90	\$ 48,000	TBD	N/A	TBD	TBD
TOTAL			545		\$ 6,376,800	\$ 4,001,600	\$ 2,781,600	
Notes:					Anticipated Revenue	\$ 10,378,400		
1. A Pre-application and Formal Application Submitted								
2. The project is five units, but is replacing an existing unit.								
3. The Park In-Lieu Fee reflects the value when the SB 330 Pre-application is submitted or Vesting Tentative Map is approved (for non-SB 330 projects) and is paid at the time of map recordation or building permit (per condition of approval).								
4. May seek exemption for Park In-Lieu Fee payment.								

Environmental Review:

This action is exempt from environmental review pursuant to Section 15273(a)(4) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended, because it consists of modifying existing fees that are for the purpose of obtaining funds for capital projects, park and recreational improvements, necessary to maintain service within existing service areas.

Policy Question for Council Consideration:

- Does the Council wish to increase Park In-Lieu Fees to reflect current fair market value of land available for park purchase?

Summary:

- As a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in-lieu thereof, or a combination of both at the option of the City, for park or recreational purposes.
- The fair market value of lands available for park purchase can be used to establish in-lieu fees, by formula, for both new single family and multi-family projects.



Subject: Park In-Lieu Fee Update

-
- Each fiscal year, the Engineering Services Director makes a determination on the City's current fee and whether it is commensurate with the fair market value of the lands available for park purchase or existing park lands.

Staff Recommendation:

Move to adopt Resolution No. 2021-56 modifying Park In-Lieu Fee on the FY 2021/22 Fee Schedule for the City of Los Altos.



Subject: Park In-Lieu Fee Update

Purpose

To increase Park In-Lieu Fees to reflect current fair market value of land to ensure that the fees will continue to generate sufficient funds to acquire land and construct the park and recreational facilities needed to serve new development.

Background

Park In-Lieu fees are authorized by the Quimby Act and allow cities to charge new residential development for community park land. The park land valuation calculation is based on state law parameters and formulas of three acres of park land per 1,000 residents, the value of real estate in Los Altos, and the number of residents per household. As a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in-lieu thereof, or a combination of both at the option of the City, for park or recreational purposes, according to the provisions of Los Altos Municipal Code, Section 13.24.010.

Per the muni code, Park In-Lieu fees shall be used only for the purpose of providing park or recreational facilities reasonably related to serving the subdivision from which fees are collected. Fees so collected shall be used to purchase land or, if the City Council finds that there is sufficient land available for the subdivision, for improving such land for park and recreational purposes, buying equipment, or constructing improvements in neighborhood and district park and recreational facilities.

The Planning Commission shall, upon approving a tentative map, recommend the conditions necessary to comply with the requirements for park land dedication or fees in-lieu thereof as set forth in the muni code, and such conditions shall be attached as conditions of approval of the map. Park In-Lieu fees are calculated based on the following formulas for additional units on a subject property as set forth in Section 13.24.010(D) of the muni code:

Single Family/Detached:

3 acres/1,000 residents = 0.003 acres per resident

0.003×2.7 residents per household = 0.0081

$0.0081 \times$ one acre of land, or value thereof (*i.e.*, $0.0081 \times$ appraised value [\$] per acre)

Multiple Family/Attached:

3 acres/1,000 residents = 0.003 acres per resident

0.003×1.7 residents per household = 0.0051

$0.0051 \times$ one acre of land, or value thereof (*i.e.*, $0.0051 \times$ appraised value [\$] per acre)



Subject: Park In-Lieu Fee Update

Discussion/Analysis

Pursuant to Section 13.24.010(D) of the muni code, the Public Works Director (now the Public Works Engineering Services Director) shall make an annual determination of the fair market value of the lands available for park purchase or existing park lands.

Based on the attached February 16, 2021, independent real estate appraisal commissioned by the City, the average fair market value of an acre of vacant unentitled residential land within Los Altos was estimated at \$11.2M (i.e., \$257.50 per square foot (sf) multiplied by 43,560 sf/acre).

Per the Value Conclusion on page 67 of the appraisal, vacant unentitled residential land sites within Los Altos have a value range for single family residential (SFR) properties of \$150-\$200 per square foot (psf) and a value range for multi-family residential (MFR) of \$310-\$370 psf. Thus, the overall average value psf is calculated as follows:

$$[(\$150+\$200)/2 + (\$310+\$370)/2]/2 = (\$175+\$340)/2 = \$257.50 \text{ psf}$$

City staff used this appraisal to calculate an update to the Park In-Lieu fees, as follows:

Single Family/Detached

3 acres/1,000 residents = 0.003 acres per resident

0.003 acres/resident x 2.7 residents per household = 0.0081 acres/household

0.0081 acres/household x \$257.50/SF x 43,560 SF/acre = \$90,855/household

Multiple Family/Attached

3 acres/1,000 residents = 0.003 acres per resident

0.003 acres/resident x 1.7 residents per household = 0.0051 acres/household

0.0051 acres/household x \$257.50/SF x 43,560 SF/acre = \$57,205/household

The above calculations will be rounded to the nearest hundredth to \$90,900/household for Single Family/Detached residential units and \$57,200/household for Multiple Family/Attached residential units.

Based on a November 28, 2018, independent real estate appraisal, the existing Park In-Lieu fees are currently set at \$77.5K for single family/detached homes and \$48.8K for multi-family/attached homes. For reference and comparison, current park land dedication/in-lieu fees of some nearby local agencies will be presented at the November 30, 2021 City Council Meeting.



Subject: Park In-Lieu Fee Update

Affordable or Inclusionary Housing

At the October 27, 2020, City Council Meeting, Council asked about the possibility of reducing or eliminating the Park In-Lieu fee for affordable or inclusionary housing. Per the City Attorney, the Council has the flexibility to alter, reduce or eliminate various fees for affordable or inclusionary housing. However, charging no fees or reduced fees to affordable units would need to be part of a citywide policy and built into the City's fee schedule at "\$0" or as "No Fee" or at the reduced fee amount rather than referring to a "waiver" or "reduction" of fees. Standard fee revenue not collected for the affordable units cannot be passed on to the market rate units in the housing development.

Recommendation

The staff recommends that the Council *move to adopt Resolution No. 2021-56, modifying the Park In-Lieu Fees on the FY 2021/22 City of Los Altos Fee Schedule from the existing amount of \$77.5K/household to \$90.9K/household for single family/detached homes and from \$48.8K/household to \$57.2K/household for multi-family/attached homes.* This action will keep the City's Park In-Lieu Fees in synch with existing Los Altos land values and maximize the revenue needed to provide park or recreational facilities for population increases that occur with every new housing development in Los Altos.



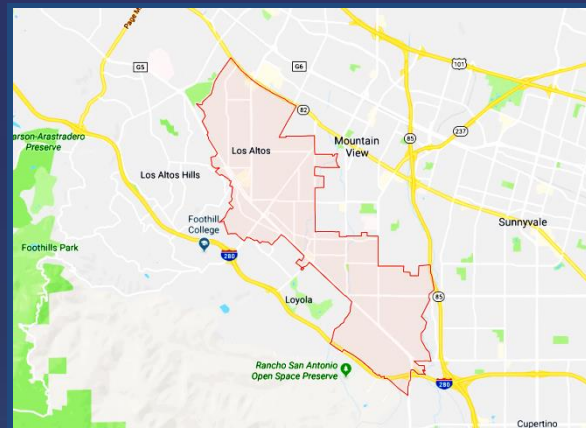
Valbridge

PROPERTY ADVISORS

Appraisal Report

Unentitled Residential Land
Los Altos, Santa Clara County, California 94022

Report Date: February 16, 2021



FOR:

City of Los Altos
Mr. Dave Brees
1 North San Antonio Road
Los Altos, CA 94022

Valbridge Property Advisors | Northern California

55 South Market Street, Suite 1210
San Jose, CA 95113
408.279.1520 phone
408.279.3428 fax
valbridge.com

Valbridge File Number:
CA02-21-0040



55 South Market Street, Suite 1210
San Jose, CA 95113
408.279.1520 phone
408.279.3428 fax
valbridge.com

February 16, 2021

Maria Aji, PhD
408.279.1520, ext. 7120
maji@valbridge.com

Mr. Dave Brees
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

RE: Appraisal Report
Unentitled Residential Land
Los Altos, Santa Clara County, California 94022

Dear Mr. Brees:

In accordance with your request, we have provided appraisal consulting services regarding the range of current land values for unentitled land located in Los Altos for residential development. Our research and analysis is presented in this report. The attached report sets forth the most pertinent data gathered and our analysis.

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them.

The purpose of this assignment is to develop an opinion of the range in market value of residential land in Los Altos. The land value range is provided on a per square foot unit value for the land. We are providing a range of values; the values are based on a site that is physically vacant and ready for development.

Unentitled residential land values are dependent on a variety of factors and are specific to individual properties. The range of values reported in this appraisal are not specific to any single piece of property in Los Altos but rather reflect a range of values expected for land purchased in Los Altos that has residential development potential. The actual value for any specific property is dependent on factors such as the ease in which entitlements can be obtained, its location, school district, size, likely development density, etc. The values reported herein bracket a variety of these factors, as reflected in the current market.

The client in this assignment is City of Los Altos and the intended user of this report is the City of Los Altos and no others. The sole intended use is for setting a park-in-lieu fee. The value opinions reported herein are subject to the definitions, assumptions, limiting conditions, and certifications contained in this report.

The findings and conclusions are further contingent upon the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results:

Extraordinary Assumptions:

- None

Hypothetical Conditions:

- None

Based on the analysis contained in the following report, our value conclusions are summarized as follows:

Value Conclusion

Component	Unentitled - As Is
Value Type	Market Value
Property Rights Appraised	Fee Simple
Effective Date of Value	February 1, 2021
Value Range- Single Family Residential	\$150-\$200 psf
Value Range- Multi Family Residential	\$310-\$370 psf

The above range reflects the value of most vacant, unentitled residential land sites within Los Altos. Most land purchased in Los Altos is for condominium and mixed-use development. The adjusted range for such land is between \$310 to \$370 per square foot, while for single family residential land the value is much lower, between \$150 and \$200 per square foot of site area.

Respectfully submitted,
 Valbridge Property Advisors | Northern California



Maria Aji, Ph.D.
 Senior Appraiser
 California Certified License #AG027130



Yvonne J. Broszus, MAI
 Director
 California Certified License #AG019587

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Introduction

Client and Intended Users of the Appraisal

The client in this assignment is the City of Los Altos and the sole intended user of this report is the City of Los Altos and no others.

Intended Use of the Appraisal

The sole intended use of this report is for setting a park-in-lieu fee.

Type and Definition of Value

The appraisal problem is to develop an opinion of the range in market value for land located in Los Altos. "Market Value," as used in this appraisal, is defined as "the most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus." Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- *Buyer and seller are typically motivated.*
- *Both parties are well informed or well advised, each acting in what they consider their own best interests;*
- *A reasonable time is allowed for exposure in the open market;*
- *Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and*
- *The price represents the normal consideration for the property sold unaffected by special or creative financing or sale concessions granted by anyone associated with the sale."*¹

The value conclusions apply to the value of residential land under the market conditions presumed on the effective date of value.

Please refer to the Glossary in the Addenda section for additional definitions of terms used in this report.

Date of Report

The date of this report is February 16, 2021.

¹ *The Dictionary of Real Estate Appraisal*, Sixth Edition, (Appraisal Institute, 2015), 141

Special Note

Unentitled residential land values are dependent on a variety of factors and are specific to individual properties. The range of values reported in this report are not specific to any single piece of property in Los Altos but rather reflect a range of values expected for land purchased in Los Altos that has residential development potential. The actual value for any specific property is dependent on factors such as the ease in which entitlements can be obtained, its location, school district, size, likely development density, etc. The values reported herein bracket a variety of these factors, as reflected in the current market.

List of Items Requested but Not Provided

- None

Assumptions and Conditions of the Appraisal

This appraisal assignment and the opinions reported herein are subject to the General Assumptions and Limiting Conditions contained in the report and the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results.

Extraordinary Assumptions

- None

Hypothetical Conditions

- None

Scope of Work

The elements addressed in the Scope of Work are (1) the extent to which the subject property is identified, (2) the type and extent of data researched, (3) the type and extent of analysis applied, and (4) the type of appraisal report prepared. These items are discussed as below.

Type and Extent of Data Researched

In preparation for this report, we reviewed the residential zoning designations in the city of Los Altos, as well as the application of the park in-lieu fee. We researched and analyzed regional and local economic trends, and analyzed and reported market trends relevant to Los Altos. Land sales that were purchased for residential development, located in and around Los Altos, were researched and analyzed. Adjustments were made to these sales to reflect factors such as entitlements and current market conditions, so that a current range of values for unentitled land could be concluded. These sales formed the basis for the opinions concluded in this report. The scope of work also included preparation of this report.

Appraisal Conformity and Report Type

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them. This is an Appraisal Report as defined by the Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2a.

Type and Extent of Analysis Applied (Valuation Methodology)

Appraisers develop an opinion of property value with specific appraisal procedures that reflect three distinct methods of data analysis: the cost approach, sales comparison approach, and income capitalization approach. When appraising land, one or more of the approaches below are used.

- Sales Comparison Approach - In the sales comparison approach, value is indicated by recent sales and/or listings of comparable properties in the market, with the appraiser analyzing the impact of material differences in both economic and physical elements between the subject and the comparables.
- Direct Capitalization: Land Residual Method - The land residual methodology involves estimating the residual net income to the land by deducting from total potential income the portion attributable to the improvements, assuming development of the site at its highest and best use. The residual income is capitalized at an appropriate rate, resulting in an indication of land value.
- Direct Capitalization: Ground Rent Capitalization - A market derived capitalization rate is applied to the net income resulting from a ground lease. This can represent the leased fee or fee simple interest, depending on whether the income potential is reflective of a lease in place or market rental rates.
- Yield Capitalization: Subdivision Development Method - Also known as Discounted Cash Flow Analysis (DCF), the methodology is most appropriate for land having multiple lot development in the near term as the highest and best use. The current site value is represented by discounting the anticipated cash flow to a present value, taking into consideration all necessary

costs of development, maintenance, administration, and sales throughout the absorption period.

We assessed the availability of data and applicability of each approach to value within the context of the characteristics of this valuation assignment and the needs and requirements of the client. Based on this assessment, we relied upon the sales comparison approach. Further discussion of the extent of our analysis and the methodology of each approach is provided later in the respective valuation sections.

Appraisal Conformity and Report Type

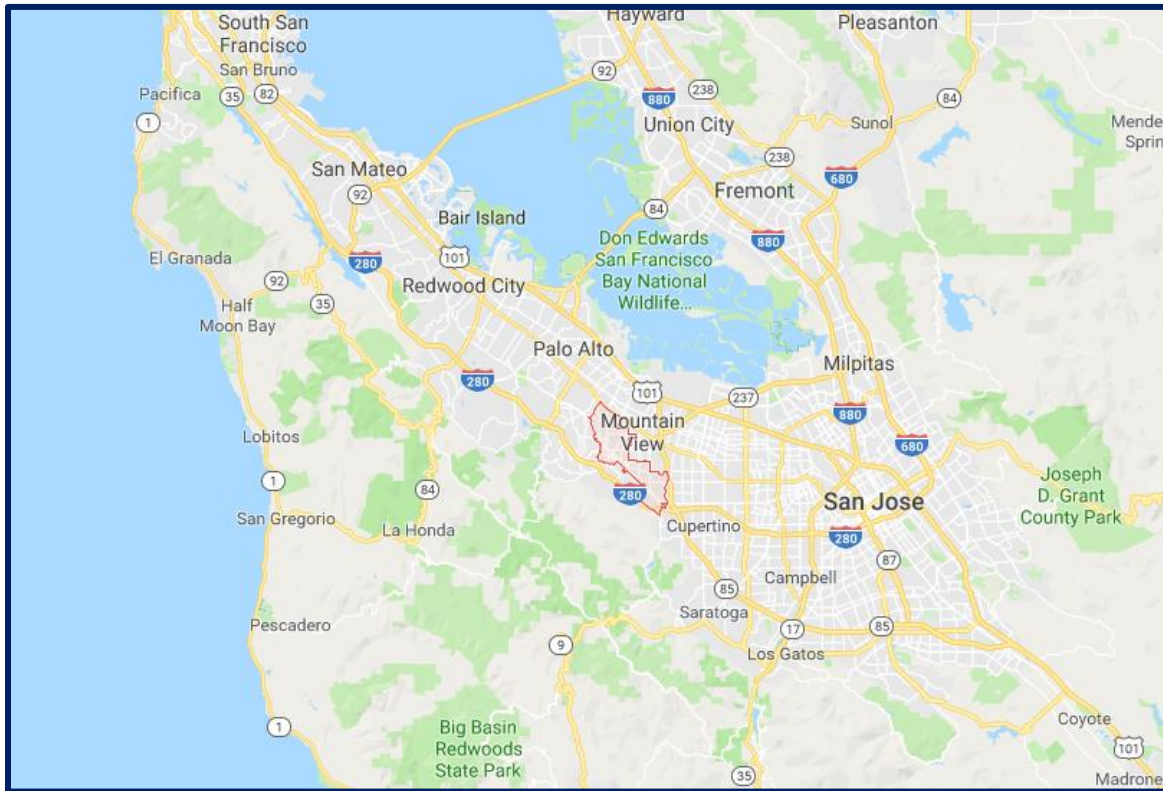
We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them. This is an Appraisal Report as defined by the Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2a.

Personal Property/FF&E

All items of non-realty are excluded from this analysis. The opinion of market value developed herein is reflective of real estate only.

Regional and Market Area Analysis

REGIONAL MAP



Overview

The subject property is located in the San Francisco Bay Region, an area which is comprised of the nine counties bordering the San Francisco Bay. According to the State of California Department of Finance, the area had a combined population of approximately 7.79 million as of January 1, 2020. The Department of Finance characterizes the San Francisco Bay Area by a moderate climate, diversified economy and one of the highest standards of living in the United States.

Population

Santa Clara County is the most populous of the nine counties comprising the San Francisco Bay Region, with an estimated 1,961,969 residents as of January 1, 2020 according to the State of California Department of Finance. This was an increase of 0.37% from the previous year. San Jose is the largest city in the county and the third largest in California, surpassing San Francisco.

According to the Site to Do Business projections, presented on the following page, the county's population is expected to increase annually 0.7% between 2020 and 2025, while Los Altos will increase approximately 0.3% annually over the same period.

Population

Area	2010	Estimated 2020	Annual %	Projected 2025	Annual %
			Change 2010 - 20		Change 2020 - 25
United States	308,745,538	333,793,107	0.8%	346,021,282	0.7%
California	37,253,956	39,648,525	0.6%	40,742,448	0.6%
Santa Clara County	1,781,642	1,920,646	0.8%	1,984,503	0.7%
Los Altos	29,001	30,523	0.5%	31,052	0.3%

Source: Site-to-Do-Business (STDB Online)

Transportation

Excellent transportation routes and linkages to all major cities within the region and throughout the state are primary reasons for the advancement of business activity in the Bay Area, including Santa Clara County.



Air service in the area is provided by Norman Y. Mineta San Jose International Airport, which accommodated more than 15 million passengers from April 2019 to March 2020. San Francisco and Oakland airports are also within an hour's drive from most portions of the county. In 2010, San Jose International Airport completed the first phase of a two-phase expansion with the goal of increasing service to 17.3 million travelers a year, at a cost of \$1.3 billion. Planning for the second phase, nine additional gates and a new concourse extension at the south end of Terminal B, began early in 2018.

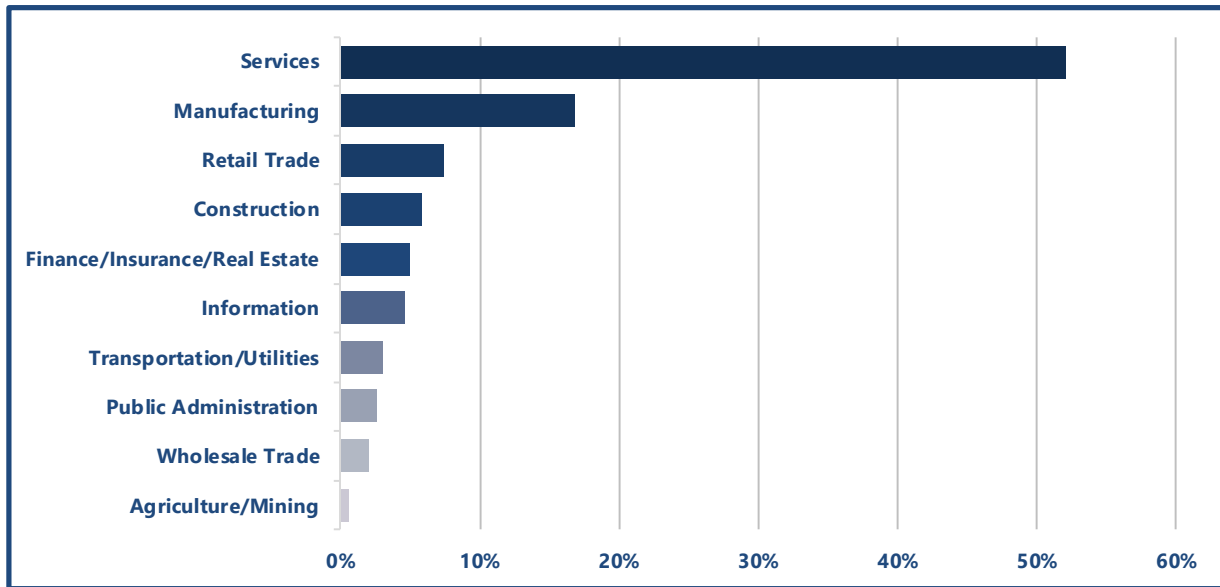
The area has a well-developed freeway system although traffic congestion is unquestionably one of the negative aspects. The county's transportation network also includes multiple expressways, which provide streamlined access to most interior locations. Lawrence Expressway, San Tomas Expressway and Foothill Expressway run north-south, while Central Expressway and Montague Expressway run roughly east-west.

Employment

High-technology employment and a skilled workforce translate into relatively high-income levels, and Santa Clara County is one of the most affluent metropolitan regions in the nation. Silicon Valley's economy is stable, although its narrow range of driving industries has kept recent growth very slow.

Significant employment sectors within Santa Clara County include manufacturing; professional, scientific, and technical services; health care; retail; and educational services. Some of the largest employers are associated with the computer industry such as Adobe, Apple, AMD, and Hewlett-Packard; hospitals such as the VA Medical Center, Kaiser Permanente, and the San Jose Medical Center;

space and aerotech including NASA and Lockheed Martin; and educational facilities such as San Jose State University and Stanford University School of Medicine.



Source: Site-to-Do-Business (STDB Online)

Unemployment

The unemployment rate in Santa Clara County is currently less than the rates of the state and nation. The County unemployment rate was 5.1% as of November 2020 (most recent available). The State of California was at 8.2% while the nation was at 6.7% for the same period.

Unemployment rates locally and nationwide had been on a decreasing trend over the last several years and more recently have increased as a result of the coronavirus pandemic and the efforts in place to contain it; these trends are shown in the following table. During the COVID-19 crisis, California experienced one of the largest employment declines in the country, with a loss of 2.3 million jobs.²

Unemployment Rates

Area	2015	2016	2017	2018	2019	Nov-20
United States	6.7%	4.7%	4.1%	3.9%	3.5%	6.7%
California	5.7%	5.3%	4.4%	4.3%	3.9%	8.2%
Santa Clara County	3.7%	3.4%	2.7%	2.5%	2.2%	5.1%
Los Altos	2.4%	3.1%	2.7%	2.3%	2.0%	3.4%

Source: Bureau of Labor Statistics - Year End - National & State Seasonally Adjusted

National Economic Overview

In April 2020, UCLA Anderson revised its earlier economic forecast, reporting that the U.S. economy had entered a recession, effectively ending the expansion that began in July 2009. Their June forecast was rather bleak, stating that the national economy had fallen into a “depression-like” crisis and would

² “Jobless Rate Rose in All 50 States in April, Labor Department Says,” *Wall Street Journal*, May 22, 2020.

not rebound for a while. By September, the forecast shifted toward a “cautiously optimistic” outlook, as result of reopening of businesses, adaptation to e-commerce and social distancing, unprecedented funding by the Federal Reserve, and the fiscal stimulus approved at the recession’s onset.

Their December forecast calls for “a gloomy COVID winter,” as the anticipated economic recovery is dependent on a widespread administration of an effective vaccine. According to senior economist Leo Feler, the national economic forecast is for two more quarters of slower growth, at 1.2% for the Fourth Quarter (Q4) of 2020 and at 1.8% for Q1-2021, before a robust GDP growth at 6.0% in Q2-2021, followed by a consistent 3.0% growth each quarter thereafter into 2023. Implicit within the forecast is that the vaccine would foster a “strong surge” in consumption; this coupled with a continued strength in the housing markets will thrust the economy forward. It is anticipated that housing markets will remain strong through at least 2023.

Even with the national economy poised for recovery by the second half of 2021, Feler expects a modest inflation rate, between 2.1% to 2.2% per year. In addition, unemployment is expected to improve “only gradually,” with the rate hovering above 5% through 2021, before decreasing to 4% by 2023. Feler also acknowledges that as the economy adjusts to a “new normal,” post-pandemic recovery, some parts of the economy remain uncertain as more people continue to telecommute and purchase goods through e-commerce portals, and that some areas of the economy may never recover.

For now, the focus remains on how to make it through to the Spring 2021 recovery. Even with the promise of a mass vaccination by mid-2021, Feler writes, “These next few months will be dire, with rising COVID-19 infections, continued physical distancing, and the expiration of social assistance programs. Additional timely fiscal relief would prevent unnecessary hardship and allow the economy to maintain the structural relationships that will help us recover more quickly once vaccines become widely available.”

Economic Relief Packages

Since March 2020, Congress has passed several economic-relief packages which are expected to inject up to \$5 trillion into the national economy. The “Coronavirus Aid, Relief, and Economic Security” (CARES) Act, a \$2.2 trillion stimulus package, was signed into law on March 27, 2020.

Key components of the CARES Act include: (1) a one-time payment of \$1,200 per individual, and an additional \$500 per child, with certain income requirements; (2) an extended unemployment insurance program which expands eligibility and offers applicants an additional \$600 per week for four months, in addition to local State programs; (3) a “Payroll Protection Program” (PPP) available to qualifying small businesses to provide funds for up to eight weeks of payroll costs, interests on mortgages, rent, and utilities, with the caveat that borrowers must use 75% of the loan for payroll expenses.

On May 15, 2020, the House of Representatives passed the “Health and Economic Recovery Omnibus Emergency Solutions” (HEROES) Act. The legislation as proposed consists of the following: (1) a second round of relief payments to individuals; (2) an extension of the weekly \$600 booster to all eligible unemployed workers until the end of January 2021; (3) an allocation of \$875 million for state and local governments, earmarked for hazard pay for certain essential workers, child and family care assistance for essential workers, funding for COVID-19 testing, and rental assistance – among others.

On December 21, 2020, Congress approved a \$900 billion COVID-relief plan, including a \$600 stimulus payment per individual, and an additional \$600 per child – again with income requirements. The relief bill also included an extension of unemployment insurance, with an additional federal unemployment insurance bonus of \$300 per week; \$284 billion in available loans to business owners; \$51 billion allocated towards testing and vaccine distribution funds; and \$82 billion in funding for colleges and schools. The bill also included \$25 billion in rental assistance, along with a one-month extension on the eviction moratorium. The bill was signed by the President on December 27, 2020. Although the President signed the relief bill, an increase to the stimulus payment is being discussed.

Federal Funds Rate

To maximize employment and stabilize inflation, the Federal Reserve Bank raised the federal funds rate nine times from 2015, when interest rates were almost zero, to 2018. The table to the right summarizes the previous rate changes occurring over the past several years.

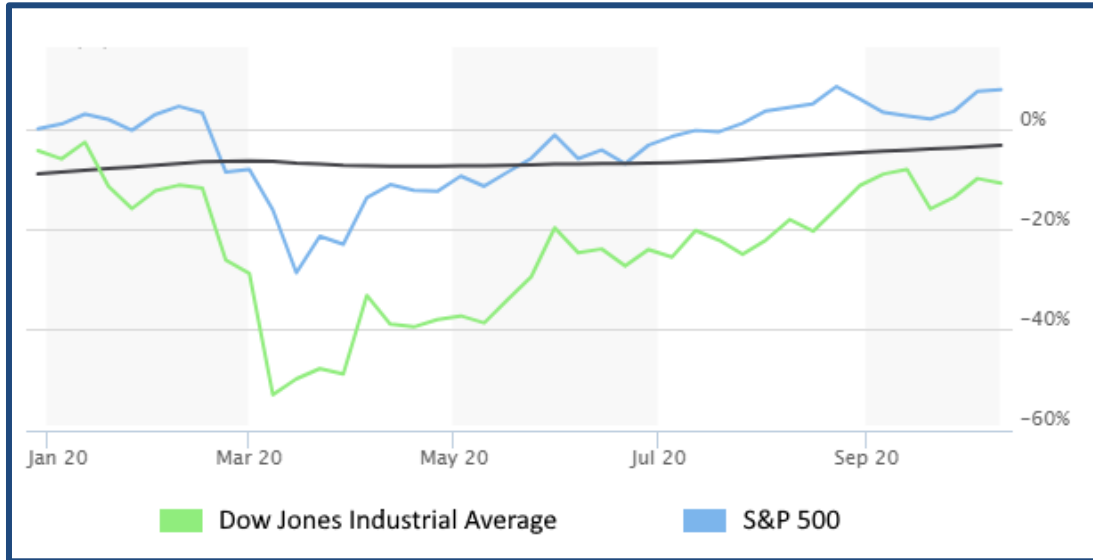
The Fed initially lowered the target range for the federal funds rate this year on March 3, 2020 in response to the recession. Then in an emergency action to revive the economy during the pandemic, the Federal Reserve Bank cut rates again by 100 basis points on March 15, 2020.

At their April 29, 2020 policy meeting, the Federal Reserve decided to hold the funds rate at near zero until inflation reaches a targeted rate of 2% and the national unemployment rate returns to pre-pandemic levels. In June, they projected interest rates staying near zero through 2022.

On Monday, March 16, 2020 the US stock market

tumbled, with the Dow dropping almost 13%, closing at its lowest level since May 2017, and the S&P 500 dropping 12%, its worst day since 1987. However, the markets have quickly rebounded with the Dow and S&P 500 approaching pre-pandemic levels in October as shown in the following graph.

Federal Funds Rate		
Date	Target Range (%)	Basis Point Change
Dec-15	0.25% - 0.50%	+25
Dec-16	0.50% - 0.75%	+25
Mar-17	0.75% - 1.00%	+25
Jun-17	1.00% - 1.25%	+25
Dec-17	1.25% - 1.50%	+25
Mar-18	1.50% - 1.75%	+25
Jun-18	1.75% - 2.00%	+25
Sep-18	2.00% - 2.25%	+25
Dec-18	2.25% - 2.50%	+25
Aug-19	2.00% - 2.25%	-25
Sep-19	1.75% - 2.00%	-25
Oct-19	1.50% - 1.75%	-25
Mar-20	1.00% - 1.25%	-50
Mar-20	0.00% - 0.25%	-100
Apr-20	0.00% - 0.25%	0



Source: MarketWatch

After the December 2020 meeting, Federal Reserve Chair Jerome Powell reveals he is hopeful that the economy should perform better again in 2021. He is anticipating revisions to a more positive outlook. Key factors include the distribution of the COVID-19 vaccinations and US fiscal policies to complement the continued low-interest rate and asset purchase policies by global central banks.

The California Forecast

The statewide economic recovery is expected to follow the national trajectory, according to the latest UCLA Anderson forecast. As of the date of the forecast, the statewide unemployment rate was higher than the national level, and it is influenced by a loss of international tourism and tighter restrictions on businesses than in many other parts of the country.

As expected, the leisure and hospitality industries have struggled, and are anticipated to remain at rates 20% below the January 2020 peak level – even through 2023. The high-technology industry, however, remains strong. Santa Clara County, for instance, boasts the nation’s largest technology workforce with 349,000. Although growth in this field is expected to continue, the pace will be influenced by whether or how quickly the workforce returns to the office.

The residential market suffered a substantial decline in sales in the first quarter but rebounded in the second quarter. As a result, residential construction is projected to approach pre-pandemic levels by the end of 2020 with 117,000 units.

Expectations are for statewide unemployment to drop from 8.9% (at year end 2020) to 6.9% in 2021, and then to 5.2% in 2022 and to 4.4% in 2023. Total nonfarm payroll (wages) will drop this year by 6.8%, but is anticipated to grow by 3.6% in 2021, and then by 3.8% in 2022 and by 2.5% in 2023 – according to Jerry Nickelsburg and Leila Bengali, the authors of the California portion of the UCLA Anderson forecast report.

The authors also point out that labor markets in California are weaker than those in the US overall. Non-pharmaceutical interventions tend to be more restrictive in California. State with more restrictive non-pharmaceutical interventions tend to have higher unemployment rates, although these

restrictions might help in the long run. The forecast for the State is that the technology and residential construction sectors, along with the logistics sector, will lead the recovery efforts, and California will grow at a faster rate than the U.S. once the largely more-restrictive statewide efforts to minimize the effects of the COVID-19 pandemic are lifted.

Median Household Income

In Santa Clara County, San Jose, the county seat, ranks first out of the entire nation in terms of median household income for major metropolitan areas. San Francisco, about 50 miles to the north of San Jose, also ranked as one of the wealthiest cities in the nation: it holds the number two spot with a median household income of about 9% less than San Jose.

Total median household income for the region is presented in the following table. Overall, the subject compares quite favorably to the state and the country.

Median Household Income

Area	Estimated 2020	Projected 2025	Annual % Change 2020 - 25
United States	\$62,203	\$67,325	1.6%
California	\$77,500	\$84,782	1.9%
Santa Clara County	\$128,034	\$143,752	2.5%
Los Altos	\$200,001	\$200,001	0.0%

Source: Site-to-Do-Business (STDB Online)

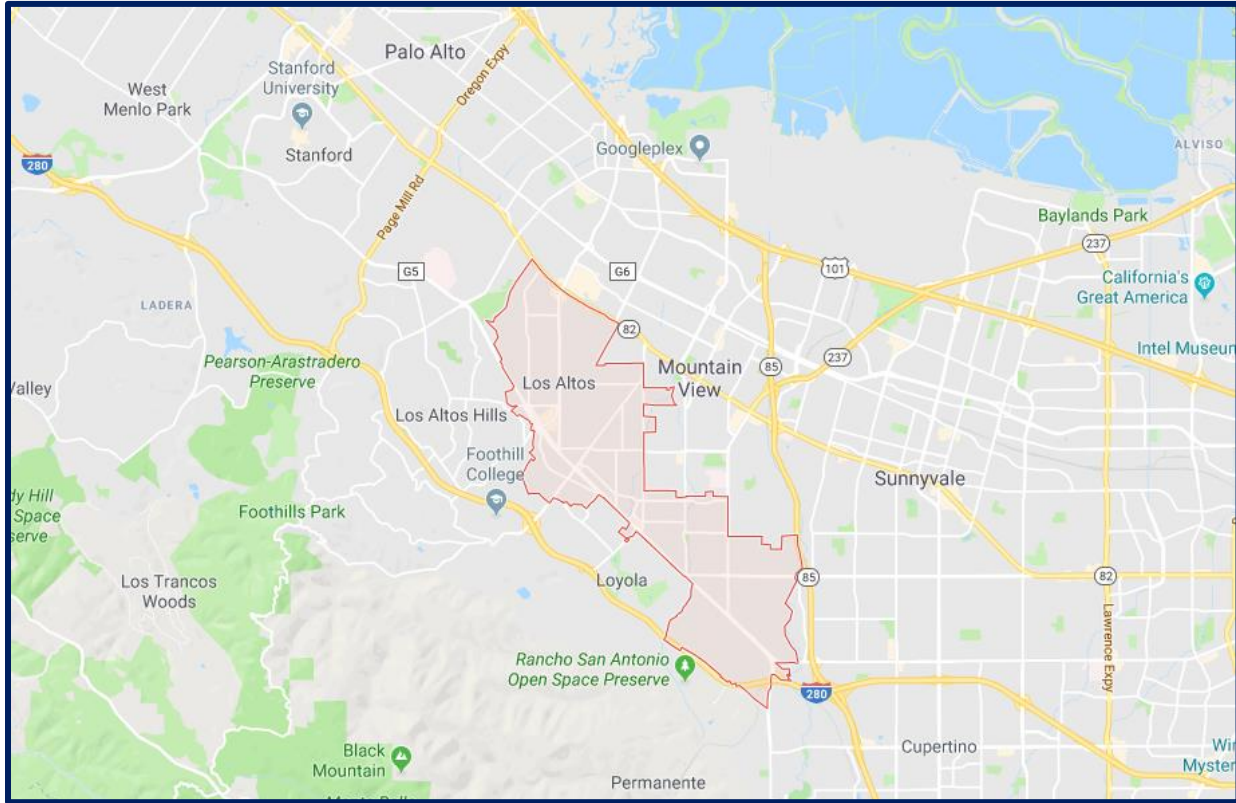
Conclusions

Historically, the Santa Clara County region has been considered a desirable place to both live and work. Physical features and a strong local economy attract both businesses and residents. It is a worldwide leader in technology and a regional employment center, with an increasingly diversified economy. While traffic congestion will continue to be a problem, residents remain among the most affluent in the country.

Until just recently, the real estate market in general was several years into positive trends after a period of deep recession. The outlook for at least the early part of 2021 is clouded by the unknowns associated with COVID-19. There are increasing impacts on many businesses as people continue to curb their activity, and certain industries have been severely affected. The outlook is for the market to improve perhaps as early as late 2021 or early 2022 once more restrictive regional efforts to minimize the effects of the pandemic are lifted, but as is the case for other disasters, any extended marketing times or negative impacts on values will subsequently tend to wane before they return to some degree of normalcy. The actual timeline remains unknown, however the historic reasons for growth in the region are the same reasons that will continue that growth.

City and Neighborhood Analysis

NEIGHBORHOOD MAP



Incorporated in December 1952, the City of Los Altos is a relatively small, suburban community. Located 37 miles south of San Francisco and 16 miles northwest of San Jose, the city encompasses seven square miles and is bordered by Los Altos Hills, Palo Alto, Mountain View, Sunnyvale, and Cupertino. Los Altos is a General Law City, with five elected council members serving four-year terms. The city's climate is considered Mediterranean with average temperatures ranging from a low of 37.5 to a high of 83.9 degrees and a mean average yearly rainfall of 17.47 inches. Los Altos is a desirable upscale community with tree-lined streets and high-quality public schools.

Situated in the western portion of Santa Clara County, Los Altos has excellent access to local and regional transportation networks. It is home to numerous recreational and shopping opportunities. Annual events include Los Altos Kiwanis Club Pet Parade, Los Altos Rotary Club Fine Art Show, Downtown Los Altos Arts and Wine Festival, Los Altos Fall Festival, and Festival of Lights Parade.

The City is known for its exceptional schools. As ranked by California's Academic Performance Index, all eight schools, six elementary and two junior-high, in the Los Altos School District are among the top 1% of schools in the state. The vast majority of kindergarten through eighth grade students in Los Altos and Los Altos Hills are served by the Los Altos School District. Serving students in grades nine through twelve from Los Altos, Los Altos Hills, and Mountain View is the Mountain View-Los Altos Union High School District. Students residing in the most southern portion of Los Altos attend an elementary and junior high school located in the highly desirable Cupertino Union School District. With

Foothill College located in nearby Los Altos Hills, Los Altos is within a short distance of numerous colleges and universities including De Anza as well as Mission Colleges along with San Jose State, Santa Clara, and Stanford Universities.

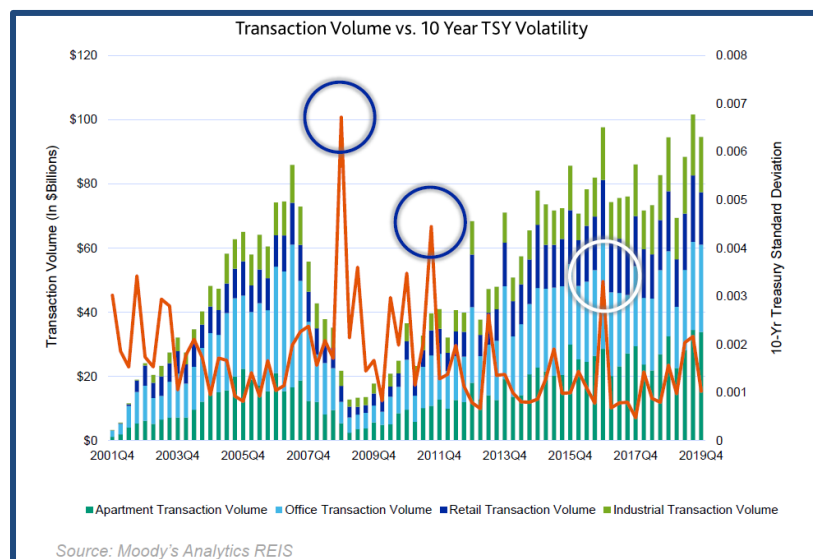
Market Analysis

Financial markets are seeing dramatic impacts due to the novel coronavirus pandemic, and while the pandemic continues to be fought, no metric will be reliable to predict with certainty what value impacts will be. However, using trusted analytics resources we can better understand the ways in which past economic shocks have progressed which will help us better assess true risk associated with a particular CRE asset.

China’s Q1 GDP contracted 6.8% year over year, then rebounded for a 3.2% growth in Q2, year over year. In the third quarter, China’s GDP grew by 4.9% bringing that country’s Q1-Q3 overall growth to 0.7%. A record annualized drop of 32.9% for the United States was reported at the end of July for Q2, followed by a dramatic rebound in Q3, with a stunning 33.1% growth. This figure represents a 7.4% growth quarter-over-quarter. Unemployment as of September was 7.9% nationwide.

CRE markets have been reporting drops in transaction volumes due to travel restriction, quarantines and “stay at home” orders. Movements in the stock market and interest rates as well as stimulus packages and legislation have caused deals in progress to be put on hold while participants reconstruct return expectations and yield estimates. According to Real Capital Analytics, Q3 dollar volume of properties changing hands dropped 57% from a year prior but was stronger than Q2 levels by 37%. Distressed sales of commercial properties totaled 1% of the overall market in Q3. A higher share of distressed sales was seen in the hotel and retail sectors, which were 9% and 3% of deal volume, respectively.

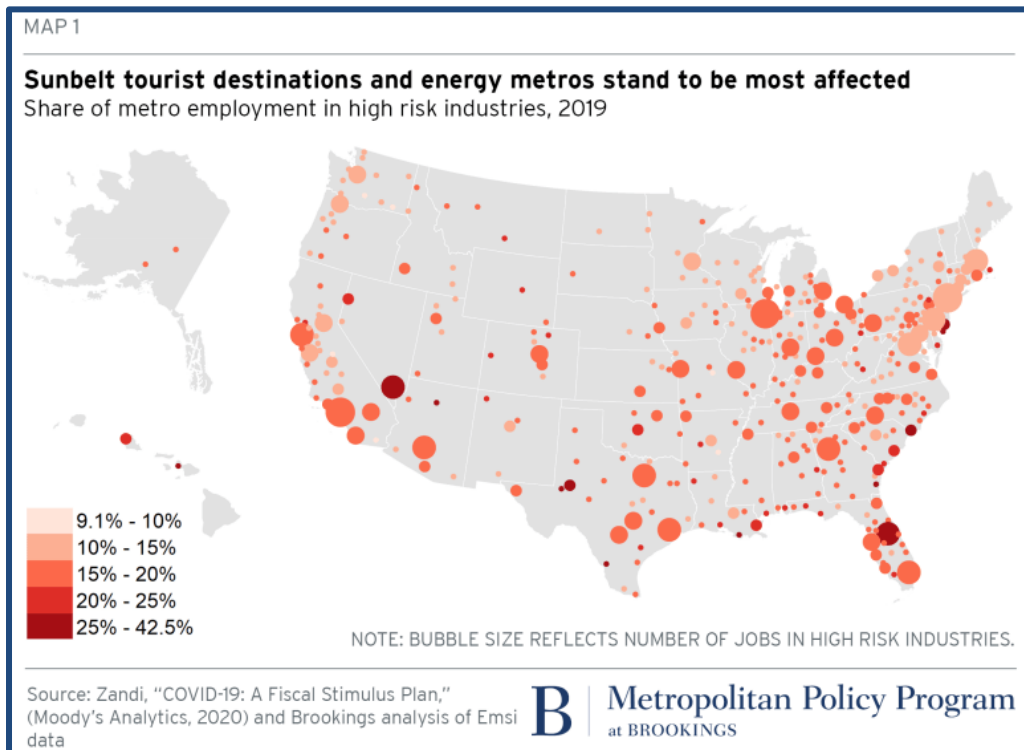
The end date of this period of volatility is impossible to foresee, but a historical picture of the relationship between volatility (as measured by deviations in the 10-Yr Treasury prices) and the transaction volume of commercial real estate from the end of 2001 to the end of 2019 may provide some insight.



The preceding graph shows that transactional volume may drop anywhere from 20 to 40% during periods of extreme volatility.

The National Council of Real Estate Investment Fiduciaries (NCREIF) tracks the values and returns for institutionally owned commercial real estate. NCREIF compared the recession in the early 1990's to the financial crisis that began in 2007-08. They found a 27% decline in values across 40,000 individual office, industrial, retail, multi-family and hotel properties for the 2007-08 period. While this was slightly higher than the 25% value drop during the recession of the early 1990's, the recovery was much quicker. The NCREIF study attributes the faster recovery in values to better data for valuation being available and a desire by investment managers to get the properties in their funds marked to market quickly. The addition of more frequent outside appraisals likely also helped. In the current crisis, we have even more data available (now nearly in real time), as well as stronger analytic models and the benefit of a financial stimulus playbook from which to act more quickly to respond to systemic shocks. The strong federal response has been well received and has kept many markets solvent. The second half of 2020 has seen some volatility again as legislators argue over additional stimulus options, eviction moratoria end and substantial government unemployment programs have run out.

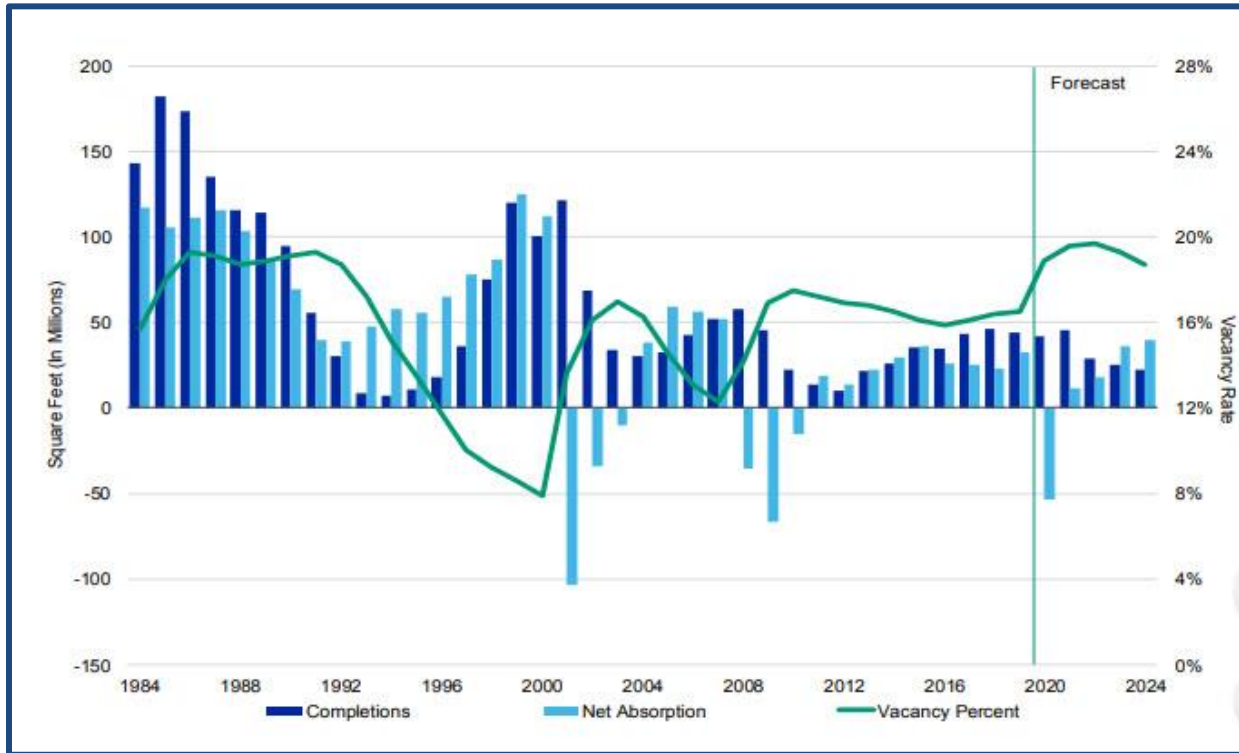
Impacts to values have not been consistent across sectors, asset classes and markets. Study and analysis on micro levels is critical. Moreover, the analysis of markets and properties prior to the downturn is important as is the market's vulnerability to recession. The Brookings Institution used Moody's Analytics to identify "most at risk" industry groups, from which it compiled a list of five particularly vulnerable sectors: mining/oil and gas, transportation, employment services, travel arrangements, and leisure/hospitality. The following map illustrates areas most affected by employment in these sectors.



Property types will also be asymmetrically affected. In the multi-family sector, markets that are oversupplied, or which have a history of rising vacancy or low to flat rent growth are indications of areas that may be harder hit by the new crisis. Markets with volatility in rent growth are still vulnerable, even if vacancy was stable in the past 12 months.

For office and retail properties, Moody's predicts a protracted slump.

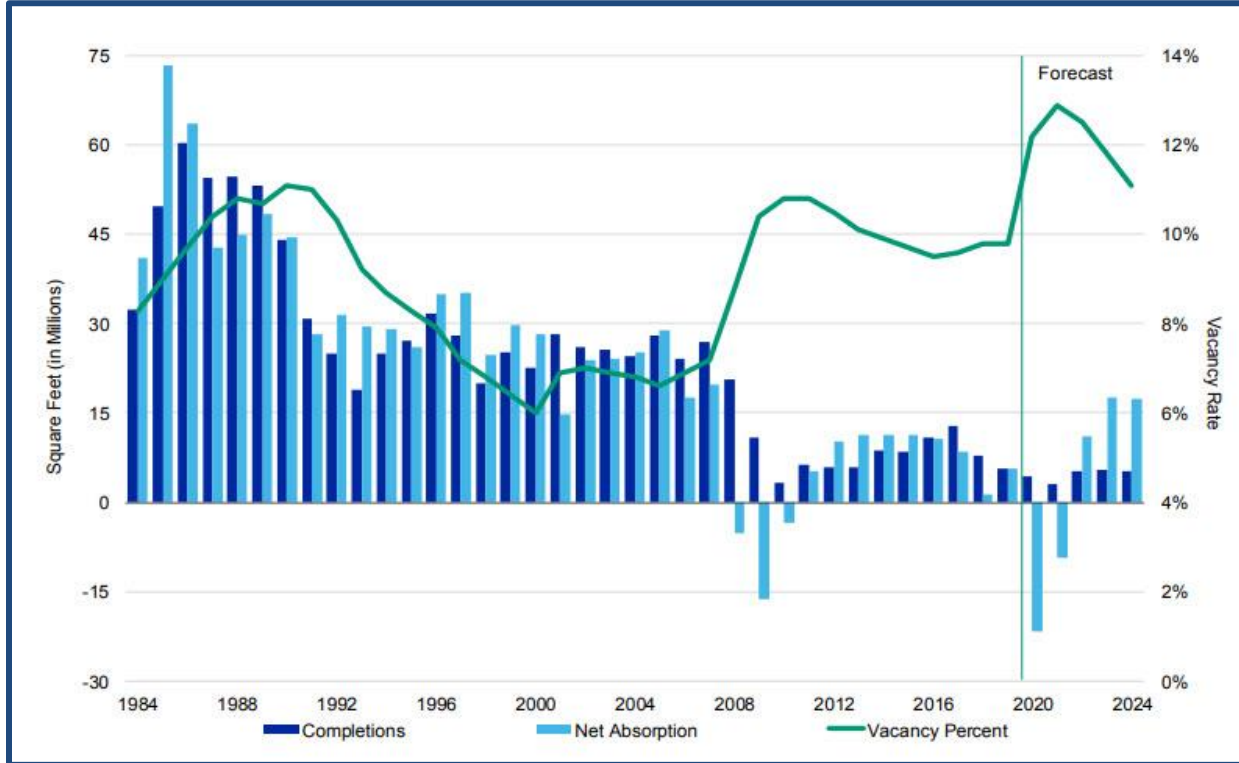
OFFICE MARKET FORECAST



Source: REIS/Moody's Analytics

Moody's expects office vacancy to peak just under 20% in 2021-22 and come down to 18% through 2024. This is an historic high, but long-term leases in place will help the sector overall weather some of the short-term shock. Systemic change to office space use remains a variable. Remote working is likely to reduce overall footprints, and workers used to saving commuting times may press for smaller suburban office locations over large unified spaces in city centers.

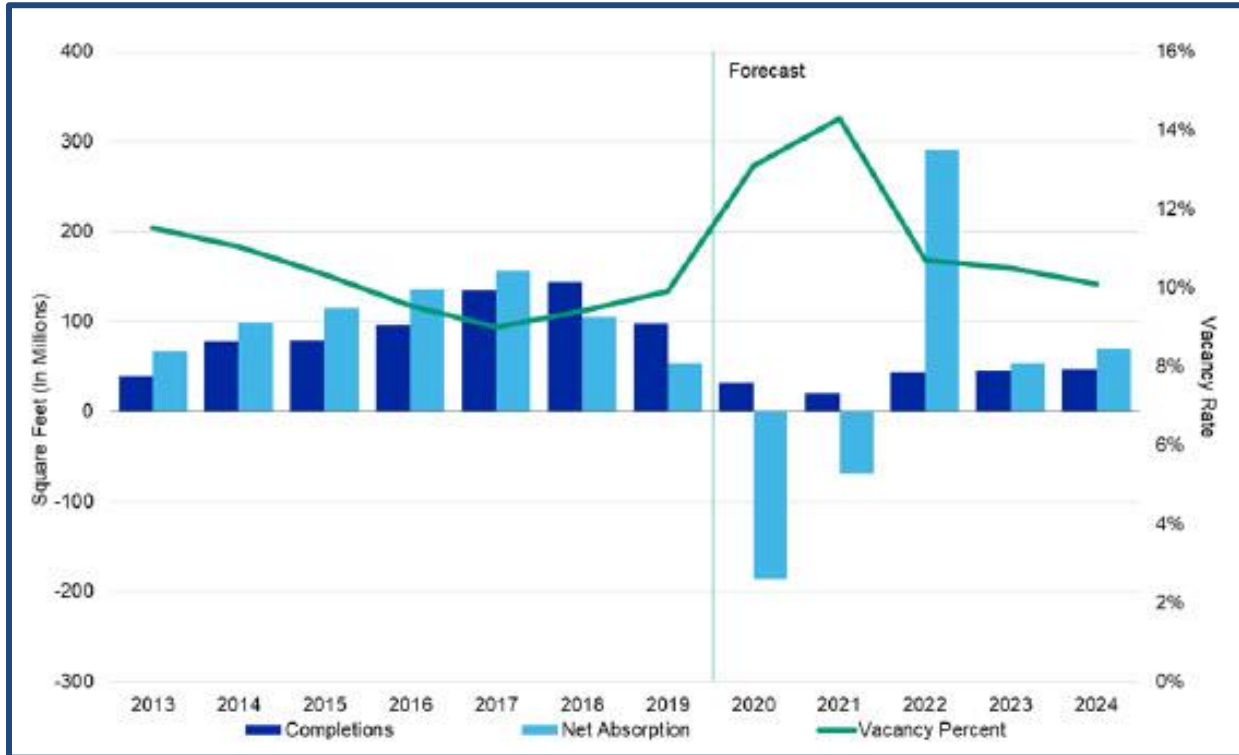
RETAIL FORECAST



Source: REIS/Moody's Analytics

Retail, according to the models, will top out in 2021 at just under 13% vacancy and gradually improve to 11% by 2024. Net absorption drops precipitously in 2020 and 2021 and begins to recover after that. It's important to note that rents and vacancies in both office and retail are expected to track with GDP performance, so the model is sensitive to future changes in that metric. Retail must also be considered in its specific iteration. Grocery stores and pharmacies have not seen impacts to their business, nor is one expected. Tenants concentrated in malls, however, are experiencing high bankruptcies. This sector especially necessitates more granular identification when looking for trends. Location also plays a role in performance as surges in infection have and may still cause additional shutdowns to retailers such as bars, restaurants, theaters and gyms creating a longer recovery arc for the sector.

INDUSTRIAL FORECAST

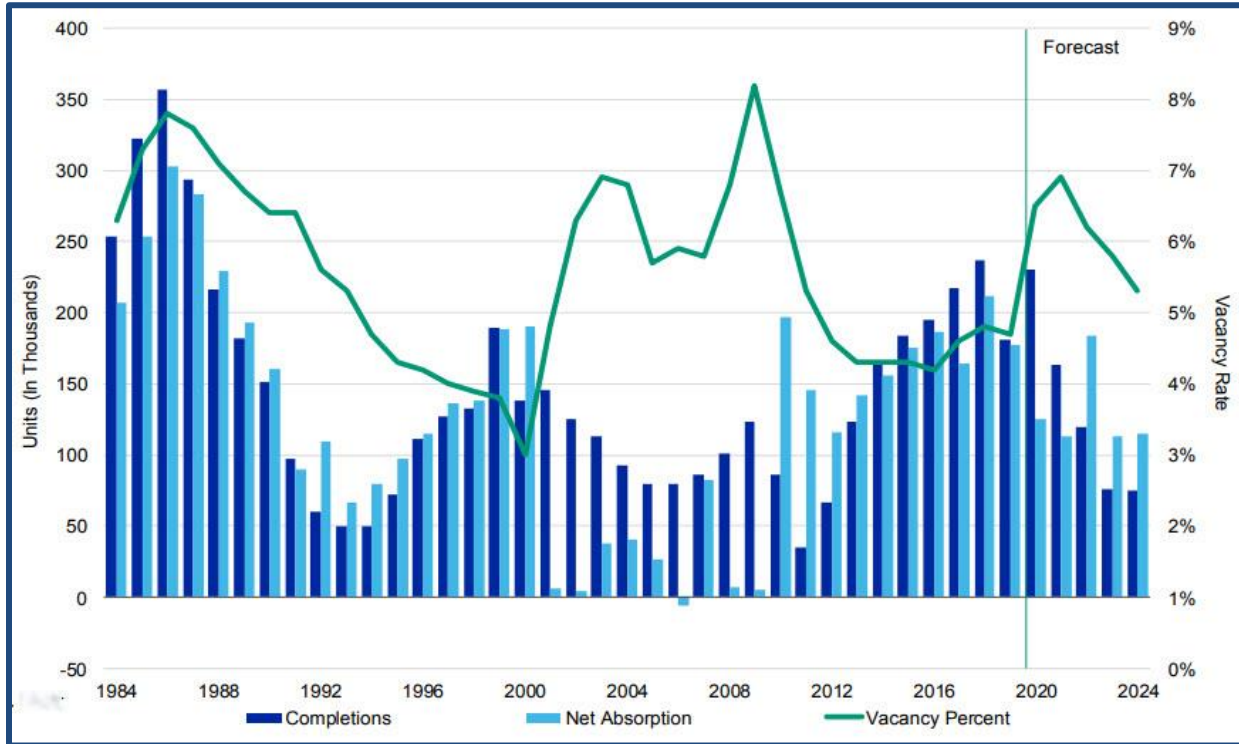


Source: REIS/Moody's Analytics

Industrial follows the same pattern. Absorption drops in the next 24 months, through 2021, vacancy peaks at just over 14%, and improves to 10% by 2024. This trend is higher than in 2019, but is less severe than impacts to retail and office.

Multi-family has yet to see a significant impact to vacancies and rents. It is unclear to what extent this will continue through the year. As we enter into the period where the CARES Act's eviction moratorium has ended and some states have no protections in place for renters outside of the federal programs, we may see vacancies begin to rise. As of October 20, the National Multifamily Housing Council (NMHC) reported that 90.6% of apartment households paid full or partial rent. Vacancies are expected to peak at just under 7% in 2021. For comparison, this is a less dramatic impact than what was seen in 2008 and 2009.

MULTI-FAMILY FORECAST



Source: REIS/Moody's Analytics

Secondary property types are also being impacted by the pandemic. Occupancy for self-storage properties improved in the second quarter by 70 basis points and rents fell by 5.4% year over year for 10 by 10 foot non-climate controlled units. Student housing in certain geographic areas has been unevenly affected as schools chose virtual, hybrid or in person instruction for the fall and possibly spring semesters. Moody's is predicting a -5.6% rent growth for by-the-bed properties and 80 basis point vacancy increases for rent-by-the-unit.

Senior housing has seen a dramatic impact. This is not surprising given the disproportional impact of the virus on elderly populations. Vacancies in the sector rose to 12.3% in the second quarter of 2020. Rates for Q3 are not available at this time but are expected to continue to rise. The property type will have substantial challenges both creating safe environments for residents and staff and then convincing residents and their families of that safety.

Affordable housing, on the other hand, does not appear to have been impacted by the downturn. Vacancies in the sector are only at 2.4% and asking rents increased by 0.2% in Q2. As families continue to feel the employment strain the demand is unlikely to slacken, however, investors are watching closely as there is talk of issuing rent waivers in certain locales and/or extending eviction moratoria.

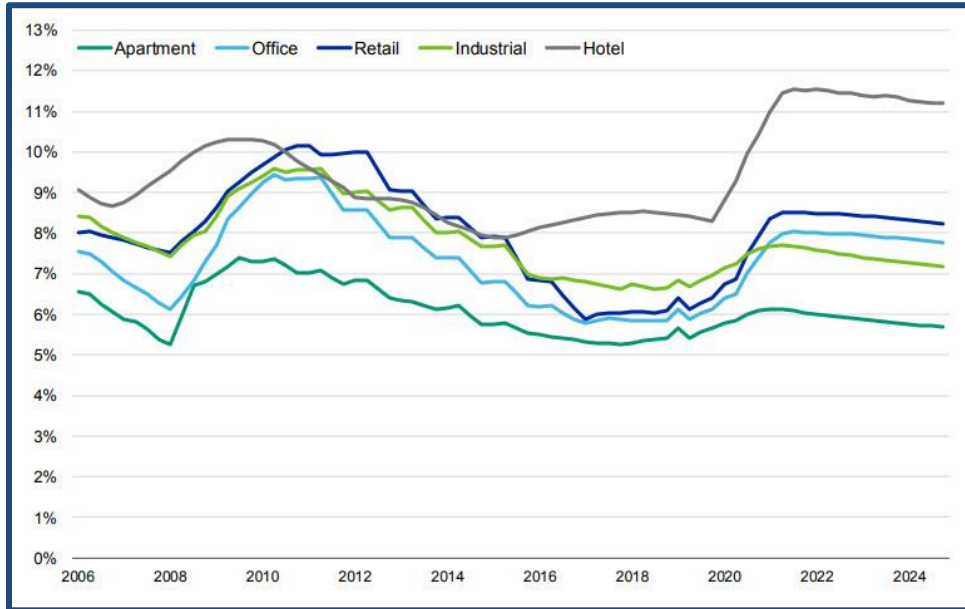


Source: STR.com

The U.S. hotel industry showed slightly lower performance from the month prior, according to September 2020 data from STR. Occupancy for September was 48.3%, down -28.2% from a year prior. ADR for is at \$99.12, down -24.9%. RevPAR shows the steepest drop. The September reported rate was \$47.87, a -46.1% decline from the previous year’s number.

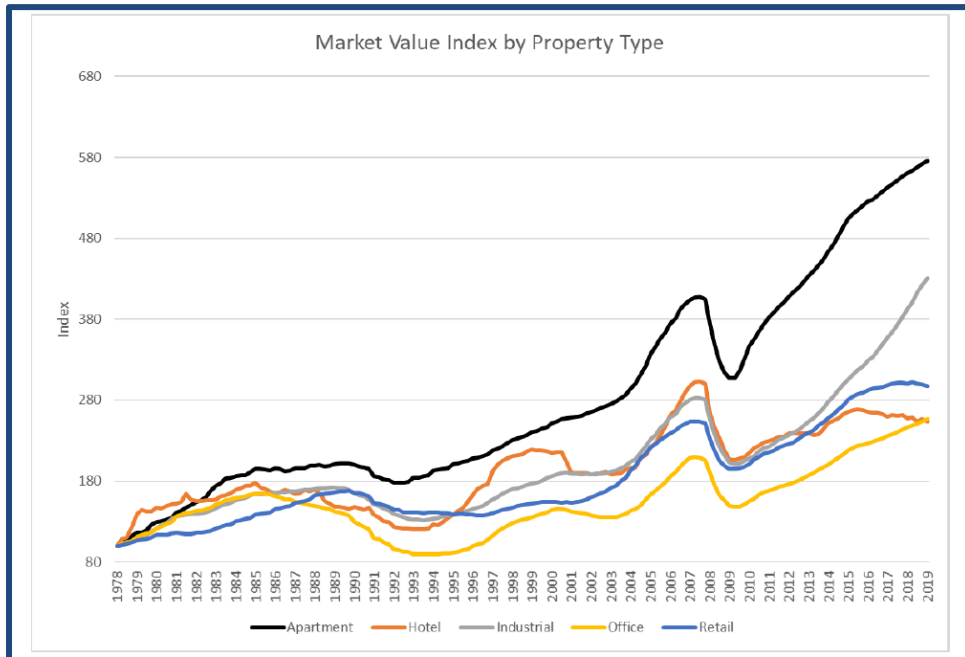
Across all asset classes, investors are also watching the interest rate landscape closely. Rates are expected to remain low for the foreseeable future. Conversely, cap rates are expected to rise over the next couple of years and stay level through the forecasting period. Hotel rates are the highest, expected to peak near 11.5% in late 2021, and multifamily is steadier, staying around 6% for the duration of the period forecasted.

CAP RATE FORECAST



Source: REIS/Moody's Analytics

To complement the Moody's predictive modeling, NCREIF published a breakdown of impact on market value by property sector, tracking from 1978 to the end of Q4 2019.



As the graph illustrates, multi-family saw one of the largest value drops in 2007-09, but was also the first to recover, and that recovery was the largest and fastest.

Industrial followed the curve, even surging in recent years.

Hotels never returned to their pre-recession peak, even as the economy as a whole was growing.

Office and retail both recovered around seven years after the low point. Office however, had the second most dramatic drop in value and was last to recover (after hotels). This is likely to repeat in the recovery from this crisis as firms may discover that their employees and clients can be served by work-from-home models, allowing them to consolidate square footage.

Local Market Overview-Residential Market

The Bay Area residential market has historically experienced demand and value levels amongst the strongest in the nation. From 2012 to 2018, prices steadily increased as the economy fully recovered from the recession and tech companies in the Bay Area continued to pay top dollar for top talent. In late 2018 and into 2021, some cooling was noted in the market; however, prices remain stable.

Sustained demand for for-sale and rental housing has fueled an increase in demand for land suitable for residential development. Land values have increased significantly over the past few years, as higher sale prices and rents make development both feasible and profitable. Throughout 2020, the housing market weathered the economic uncertainty posed by COVID-19 due to shelter-in-place policies, the shuttering of businesses, and a spike in unemployment. However, the surge of COVID-19 cases in the Fall of 2020 has dampened the market, particularly with an exodus of Bay Area residents moving to more affordable areas, including Sacramento, San Diego, and even Tennessee. This prolongs uncertainty and extends the forecasted recovery. Still, the historical strength of fundamentals in the Bay Area position the market to rebound in 2021. An overview of the various residential markets is provided below and on the following pages.

Santa Clara County and Los Altos For-Sale Market

Residential land values are directly tied to supply and demand of current housing product. Land values vary depending on location, size, permitted uses, and allowable density. Due to the limited number of true land sales, it is difficult to infer meaningful data from sales statistics in this category. However, with the prices of homes generally going up, land prices have also experienced an upward trend over the past years. Historically, the Bay Area and Santa Clara County have experienced explosive growth, in large part due to the various tech companies located in the area, and thus, these areas command some of the highest home prices in the region. We note, however, that by the end of 2020, some high-tech giants, including Oracle, Hewlett Packard Enterprise, and Tesla moved their headquarters to Texas. The locational shift is prompted in part from the adjustment to working remotely, which offers more flexibility to staff and allows companies to reduce costs. The impact is yet to be fully seen, but has slowed the pace of the market, which is expected to put downward pressure on land values.

The Bay Area marketplace has historically been characterized as among the most expensive housing markets in the nation. The following table highlights median prices for housing within the City of Los Altos and Santa Clara County, as reported by the local Multiple Listing Service. We note that the pool of townhome in the Los Altos submarket was too small to be statistically meaningful and have therefore concentrated on the statistics for single-family homes and condominiums.

Historical Median Single-Family and Condominium Housing Prices City of Los Altos and Santa Clara County

		2018	2019	2020	2021 YTD	2018-2019 % Change	2019-2020 % Change	2020-2021 % Change
SFR	Los Altos	\$3,400,000	\$3,284,000	\$3,350,000	\$3,880,600	-3.4%	2.0%	16%
	County	\$1,325,000	\$1,250,000	\$1,370,000	\$1,375,000	-5.7%	9.6%	0%
Condo	Los Altos	\$1,592,500	\$1,619,444	\$1,511,000	\$992,500	1.7%	-6.7%	-34%
	County	\$760,000	\$720,000	\$700,000	\$716,000	-5.3%	-2.8%	2%

The preceding table shows median sale prices for both single-family homes and condominiums have fluctuated over the past few years; however, demand endures for single-family housing with prices either increasing or remaining stable. Following a decrease in 2019, sale prices for Los Altos single-family homes increased modestly in 2020 and show a spike in the beginning of 2021. Sale prices for single-family homes within the county peaked in 2020 at 9.6% and remain stable in 2021.

Sale prices for condominiums, on the other hand, have generally declined, particularly in Los Altos. This represents a considerable shift as higher density condominium development had been the preferred type of development both in Los Altos as well as in the Bay Area as a whole, especially in downtown areas. However, in the pandemic, the lure of downtown living has lost its luster as many employees have adjusted to working from home and opt for less crowded, more affordable areas. Condominium sale prices in Los Altos increased slightly in 2019, but then fell and plummeted by 34% in January 2021. Condominium sale prices county-wide decreased as well, but less severely, and rebounded conservatively in 2021 at 2%. We note that the disparity may be attributed to fewer condominium sales in Los Altos, which can skew statistics.

Los Altos/Mountain View Multifamily Overview

Below is a summary of the Fourth Quarter 2020 Multifamily market report published by CoStar Analytics.

The Mountain View/Los Altos submarket is home to some of the area's largest employers, including Google, Intuit, and Microsoft. This concentration of employers and jobs has led to strong demand for housing, especially multifamily units. Developers have responded to the demand, adding more than 2,300 units to the submarket since 2013. The surge in construction has led to sporadic vacancy rates, but robust demand has tightened the market with quick lease-up times for new apartment complexes.

Despite the pandemic, new construction projects continue to break ground with more projects on the horizon in the next several years. However, the impact of the pandemic is weakening demand as observed in higher vacancy, longer lease-up times, and lower rental rates. The Mountain View/Los Altos submarket, known as a higher cost area, is now experiencing some of the sharpest declines in asking rental rates. No longer tethered to workplace locations, many renters are dispersing, which drives rental rates downward. Sales activity in the submarket has remained stable, however, with most transactions in transpiring with value-add deals in the older stock of inventory.

KEY INDICATORS

KEY INDICATORS							
Current Quarter	Units	Vacancy Rate	Asking Rent	Effective Rent	Absorption Units	Delivered Units	Under Constr Units
4 & 5 Star	2,762	21.7%	\$3,679	\$3,554	61	0	642
3 Star	4,184	15.5%	\$2,745	\$2,694	(3)	0	211
1 & 2 Star	7,061	8.9%	\$2,203	\$2,183	(11)	0	0
Submarket	14,007	13.4%	\$2,745	\$2,689	47	0	853
Annual Trends	12 Month	Historical Average	Forecast Average	Peak	When	Trough	When
Vacancy Change (YOY)	7.0%	5.3%	14.6%	13.7%	2020 Q4	2.4%	2000 Q2
Absorption Units	(307)	44	214	510	2017 Q3	(392)	2020 Q3
Delivered Units	727	126	259	787	2020 Q2	0	2016 Q3
Demolished Units	5	8	7	74	2014 Q4	0	2019 Q3
Asking Rent Growth (YOY)	-12.4%	1.4%	-0.5%	22.1%	2001 Q1	-13.2%	2002 Q3
Effective Rent Growth (YOY)	-13.3%	1.2%	-0.2%	22.1%	2001 Q1	-16.7%	2020 Q3
Sales Volume	\$191 M	\$90.5M	N/A	\$496.6M	2020 Q1	\$5.6M	2010 Q4

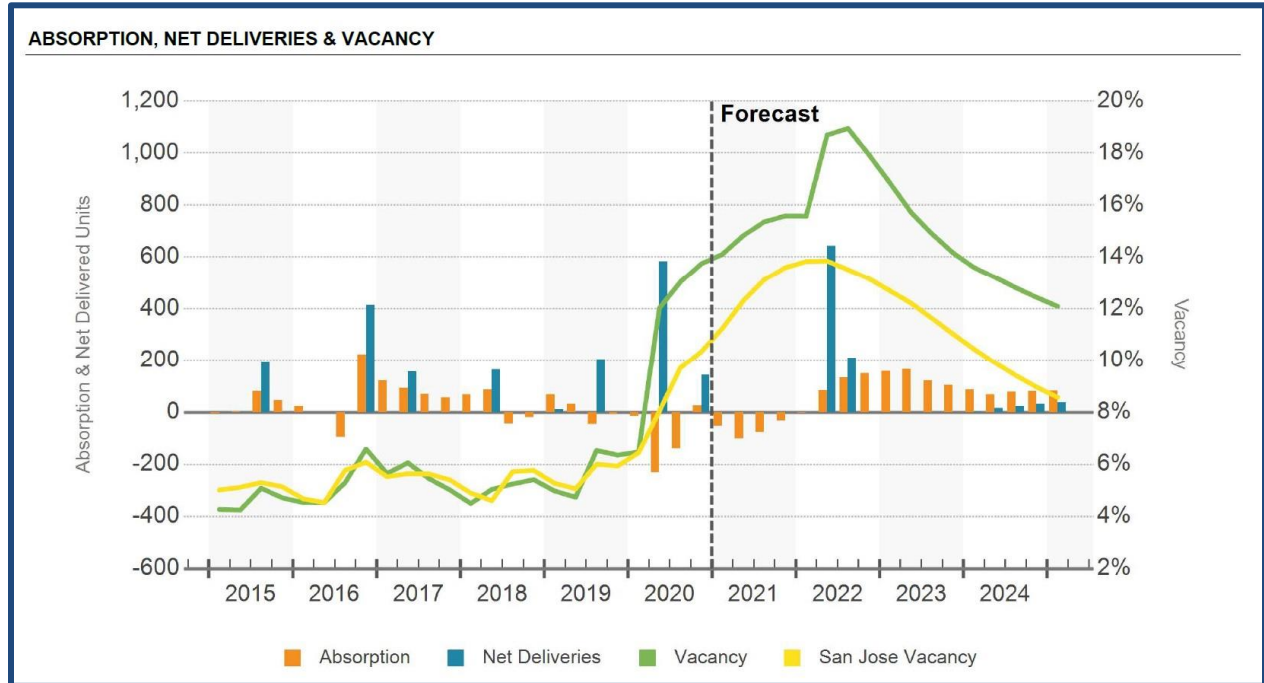
Source: CoStar

Vacancy

The Mountain View/Los Altos submarket is at the center of one of the world's hottest economies; however, it is not immune to the challenges imposed by COVID-19. Compared to the San Jose Metro, vacancy in the Los Alto submarket rose more steeply. By the fourth quarter (Q4) of 2020, the vacancy rate had more than doubled over the year, rising from 6.5% in the first quarter to 13.7% in the fourth quarter. Year to date, the vacancy rate stands at 13.4%.

Vacancy in the submarket is forecast to remain elevated into 2021 and 2022 peaking in Q3 2021 at 18.9%. By Q4 2022, vacancy is expected to fall but will take years to return to pre-pandemic levels. Part of the upswing in vacancy is due to long-term demand that drives development even in a pandemic. The City of Mountain View is continuing to capitalize on the strong presence of Google and LinkedIn, which establishes Mountain View/Los Altos as one of the highest-paying submarkets in the metro. With single-family home prices still averaging more than \$1 million, rental housing remains a preferred option, even for highly paid employees.

The City of Mountain View recently finalized plans for its North Bayshore community where nearly 10,000 housing units and 5 million square feet of commercial space are slated for development through 2030. The new neighborhoods in the North Bayshore will be dense - apartment buildings will be as tall as 15 stories, and the City has targeted 70% of the units for studio or one-bedroom apartments. Google owns slightly more than half of the land reserved for residential development.



Source: CoStar

Rent

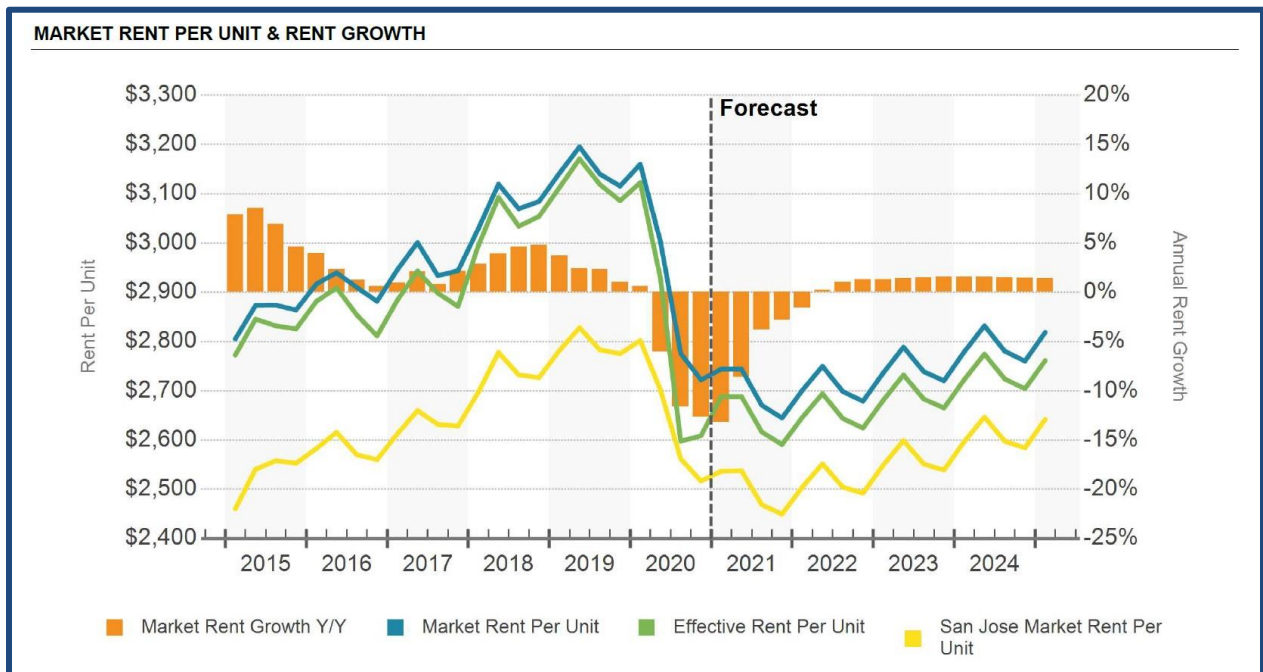
Historically, in the submarket apartment rents have come at a premium due to the central location in Silicon Valley and proximity to the headquarters of leading technology firms. Mountain View/Los Altos ranks in the top fourth in terms of asking rent. However, the pandemic changed this dynamic by driving employees away from the office and spiking unemployment, which compelled many residents to consider more affordable housing options outside the metro. As a result, Mountain View/Los Altos asking rent crashed in 2020, from \$3,160 in Q1 to \$2,776 in Q3.

In Q1 2021, asking rent for apartments in Mountain View/Los Altos averages \$2,745/unit, which is still 8.2% higher than the San Jose metro average. However, the submarket ranks in the bottom third for annual rent growth. The submarkets with the greatest rent growth are more affordable areas, including Morgan Hill and East San Jose, which are more appealing to workers on a tighter budget in the pandemic. Rent growth is anticipated to recover in mid-2022 but will continue to be low through 2025. Average asking rent is projected to increase slowly and with a rocky trajectory.

Most of the inventory within the submarket is older and of lower quality. Only around 15% of the submarket's apartment stock is rated 4 & 5-star quality, compared to 30% in the broader market. This may explain why average rent levels are lower in Mountain View than in neighboring Cupertino, where around a quarter of units are 4- & 5-Star. Units in 4- & 5-Star buildings rent for a significant premium over 1- and 2-Star units at an average of \$3,680 per unit compared to \$2,200 per unit for 1- and 2-Star units. For newly constructed buildings, rents have been especially high; average asking rents in buildings delivered since 2013 range from \$4,000 to \$5,000/month. Upcoming residential projects, including the North Bayshore master plan, are envisioned to revitalize inventory and support a rebound in rent growth.

SB 91 Eviction Moratorium

We note that the impact of COVID-19 on the multifamily market has created considerable uncertainty to both renters and landlords particularly in the wake of exceedingly high job loss and devastating hardship, leading too many residents unable to pay rent. In response, the State of California issued an eviction moratorium to aid renters and landlords most affected. Further, following surges in COVID-19, the State of California recently extended its qualified residential eviction moratorium to June 30, 2021. The new law, SB 91, replaces California’s COVID-19 Tenant Relief Act of 2020 (AB 3088), signed by Governor Newsom on August 31, 2020, and adds several new benefits to both landlords and tenants. Through SB 91, \$1.4 billion in federal emergency rental assistance funds is allocated to provide residential landlords the option to apply for government funding covering up to 80% of rent accumulated from April 1, 2020 to March 31, 2021, for tenants who demonstrated they could not pay their rent due to the COVID-19 pandemic. This recent state legislation will likely influence the rental housing market, yet to what extent and how it will affect the submarket lies to be determined.



Source: CoStar

Construction

As mentioned previously, developers have responded to the tight market conditions in Mountain View/Los Altos with a surge in construction and have delivered 2,300 units since 2013. More units are set to come online in the next few years, although at a slower pace with an estimated 850 units currently being built. Other areas of the metro are adding even more units, and more units as a percentage of their total inventory, than this submarket.

Between Mountain View and Los Altos, construction is primarily taking place in Mountain View, which comprises most of the submarket with an estimated population of 80,000. Los Altos, with a smaller population of about 30,000, also has much more restrictive zoning. The city has added just 325 units since 2009, the most recent being Colonnade, a 167-unit 4 Star building that exemplifies the difficulty that employers may face in retaining their workforces amid the area’s housing crunch. To secure

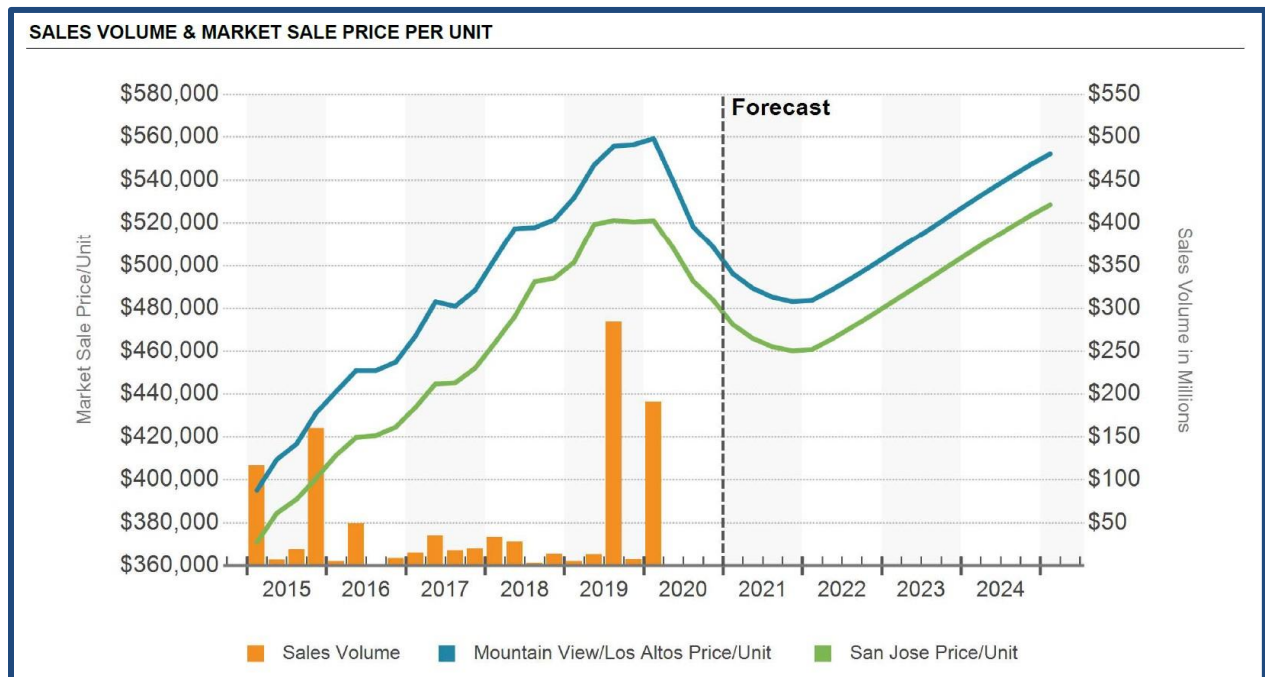
housing, Stanford University has preleased the entire complex and plans to rent the apartments to faculty.

Sales

High rents and steady rent growth due to strong demand in this submarket have resulted in some of the highest pricing in the metro. Pricing for Mountain View/Los Altos multifamily assets average roughly \$510,000, which trails only a few other submarkets in this metro, such as Palo Alto. However, sales volume declined substantially in 2020 and continues downward in 2021 as investors tread the market cautiously amid economic uncertainty and dampened fundamentals. In the submarket and metro, asset appreciation is projected to drop.

Ownership turnover in Mountain View/Los Altos is slow in comparison to surrounding areas. The submarket contains nearly 30 apartment properties with more than 100 units, yet only six of those have changed hands since the 1990s.

Lower-end, older properties have sold more often in the past few years. Many older properties in the area are ripe for redevelopment or value-add investment. One example is the sale of the Village Lake complex in February 2020 for \$191 million or \$918,000 per unit. Village Lake is a 208-unit asset constructed in the 1970s. Miramar Capital Advisors purchased the complex and obtained full entitlements for more than 700 residential units over 9.84 acres. The redevelopment represents the largest residential project within proximity of Google’s main campus.



Source: CoStar

Land Market Overview

Residential land values are directly tied to supply and demand of current housing product. Land values vary depending on location, size, permitted uses, and allowable density. Unfortunately, there are no meaningful statistics for residential land values in Santa Clara County and the subject’s submarket of

Los Altos. However, with the prices of homes going up, land prices have also experienced a notable upward trend over the past years. The Bay Area and Santa Clara County are both experiencing growth, in large part due to the various tech companies located in the area, and, thus, these areas command some of the highest home prices in the region. While home prices appear to be stabilizing at present, they are expected to continue to increase over the next year, which puts upward pressure on land values.

Residential land is typically purchased contingent on project approval or with entitlements (tentative or final map) in place. When contingent upon approvals, the risk to a developer is significantly reduced, putting upward pressure on the price. Prices for land purchased without this contingency are typically lower than for land purchased on a contingency. The price differential is especially large as the risk increases. We note that citizen participation in planning activities is very high in certain municipalities; thus, the approval process for residential projects can become political, long and arduous. It is not uncommon for new projects to take three to four years for development approval.

Buyer types range from the individual developer to the large-scale national housing developer, depending on the size of the site. Well-located, small sites are still in demand from small local buyers, while national builders are very actively seeking land sites that are over three acres in size. If a property has easy access, no topographic or geologic issues, and has infrastructure available, the property will be in higher demand. In addition, higher density land for affordable developments is exhibiting equal demand than for-sale housing at this time.

Residential land in Santa Clara County sells in the \$80-to-\$500+-per-square-foot range. The upper end of the range is indicated by urban markets such as downtown San Jose or in markets with major high-technology employers such as Palo Alto/ Menlo Park (headquarters of Facebook), Cupertino (headquarters of Apple), and Mountain View (headquarters of Google). These markets, easily accessible and usually fronting more than one major freeway benefit from excellent access and are proximate to both demand as well as employment generators.

Oftentimes, residential land is valued on the basis of price per unit as opposed to price per square foot, particularly for entitled sites. High-density residential land throughout the Bay Area currently ranges between \$75,000 up to \$500,000+ per unit. The higher end of this range is indicative of primary markets or "A" locations within Santa Clara and San Mateo County. The "B" locations, which are usually proximate to employment centers, in San Jose, Santa Clara, Milpitas, generally range from \$75,000 to over \$180,000 per unit. According to our survey of market participants, Los Altos is considered to be an "A" type location given its proximity to employment centers, natural setting and the reputation of the school district.

Los Altos Land Market

The Los Altos residential market was fairly active in 2018-2019 and there have been several properties that sold for higher density residential development. Most of these properties were improved sites, where the improvements contributed limited to no value to the land and the intention was to redevelop the sites. Sales along the El Camino Real corridor were mixed-use sales, with a retail component requirement on the ground floor. However, the market stalled in 2020, and we were able to find only a handful of new sales for townhome, condo or single-family residential development to base our value conclusions. Thus, we expanded our research to other nearby cities.

Land values have increased over the past several years, as demand has increased for new space, and as rental rates have climbed upwards. The increase in land values in downtown Los Altos is also associated with the increased FAR/ density currently envisioned by the City. Values for residential/ mixed-use sites reflect a wide range of value, depending in large part on the development costs and challenges to be faced by the developer. The feasibility of a project is evaluated based on the total development costs. Costs for items such as parking garage, impact fees, etc., therefore can negatively impact the underlying land value. Therefore, the cost to develop a site significantly impacts the land value.

Land values typically range from \$300-\$550+ per square foot of land area, depending on location, FAR, construction costs and land use entitlements, among other factors. Commercial land is strongest for well-located sites. Primary locations such as sites in the downtown area or fronting El Camino Real and along other major commercial corridors have the highest demand with secondary locations seeing more tempered demand.

The vast majority of development projects occurring in the subject area are mixed-use or standalone residential. There is very strong demand for more housing. Development projects along El Camino Real in Los Altos have a typical density range between 30 and 70 units per acre. The maximum density per the zoning code is 38 dwellings per acre; however, the city offers density bonus if a developer is willing to include affordable housing within their project and we see that many developers are taking advantage of this. Density within the downtown area is typically lower, based on height limitations.

Market Summary/Conclusions

Although the Los Altos submarket is a relatively small market, it has generally kept up with and even outpaced many core Bay Area markets. Due to the strong demand for both commercial and residential land in the area, as well as a very limited supply of land available for development, developers in the Silicon Valley are increasingly turning to redevelopment projects that involve the demolition of an older, existing property in favor of their new developments.

All else being equal, land values track home values and rents although not necessarily in the same proportion. Land values of sites with entitlements are higher than those without entitlements due to the level of risk involved in obtaining entitlements. Many times, a buyer will agree to purchase a site contingent on receiving entitlements, then proceed with obtaining the entitlements, and finally close escrow only after the entitlements are secured. Again, this reduces risk to a developer/buyer and puts upward pressure on the purchase price. These factors are considered in our analysis.

Park in Lieu Fee

According to Section 13.24.010 of the Los Altos Municipal Code, as a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in lieu thereof, or a combination of both at the option of the city, for park or recreational purposes. The planning commission shall, upon approving a tentative map, recommend the conditions necessary to comply with the requirements for park land dedication or fees in lieu thereof as set forth in this section, and such conditions shall be attached as conditions of approval of the map. Table B-44, reproduced below, presents the current Park Land Dedication in-Lieu Fees.

According to our client, the City of Los Altos raised the Park Land Dedication In-Lieu Fees in 2019. The current fees are \$77,500 for single family residential units and \$48,000 for multiple family residential units. This is a significant (35%+) increase from the previous 2014 fee structure but is a result of increasing land values in Los Altos and the Bay Area in general. The inlieu fees will be updated in 2021, following this appraisal.

Since the fee for both subdivisions and multifamily rental housing is based on the fair market value of the land that otherwise would have been required, the fee is based on the value of land that is purchased for residential development, not for commercial or industrial development. As this report will be used to establish the park in-lieu fee, the most appropriate land sales to research and analyze, therefore, are those for residential development.

We note, however, that most of the projects that are currently approved are for mixed use projects that contain a retail component alongside the residential component. The retail component often represents a small portion of the development, and the value is created by the residential component. There have been cases, however, that the residential is only a small portion of the larger development. This element will be considered in our analysis.

Land Valuation

Introduction

The estimation of market value involves a systematic process in which the problem is defined and the data required is gathered, analyzed, and interpreted into an estimate of value. The best way to estimate the value required for this report is to research and analyze actual sales of residential land, both land for low density as well as higher density projects. These sales can then provide a range of value for residential land in Los Altos. This method is known as the Sales Comparison Approach.

Sales Comparison Approach

The most common way of valuing land is the Sales Comparison Approach, in which recent sales or offerings of vacant land are gathered and analyzed. Typically, the values indicated by the comparable transactions are reduced to a unit of comparison, such as sale price per square foot of land area. This is the most common unit of analysis for unentitled land, where the number of units to be constructed on a site is unknown.

In a typical appraisal, each comparable sale is adjusted to the subject for differences in market conditions, sale conditions, location, physical characteristics, zoning, or other significant differences. For this assignment, however, there is no single subject property. The purpose of this assignment is to provide a range of values for unentitled, residential land in Los Altos. The values reported herein, therefore, bracket a variety of the factors mentioned above, as reflected in the current market.

Analysis of Los Altos Residential Land Sales

An investigation was made of recent sales of unentitled, residential land located in Los Altos. As noted earlier, however, residential land is typically sold contingent on project entitlements. Sites sold with this contingency sell at higher prices than land that is sold "as is," without this contingency.

Another challenge we were presented with in our search for comparable residential land sales is that it was difficult to find "pure" residential land sales. Most cities currently require a retail component on the ground floor of high-density residential projects, especially those located along main thoroughfares or within downtown areas.

Given that we were unable to find sufficient pure residential land sales without contingencies, we included sales of sites that sold with contingencies or entitlements, but made adjustments for this factor so as to provide an appropriate range of value for unentitled land. We similarly adjusted mixed-use land sales for the ground floor commercial component, if appropriate.

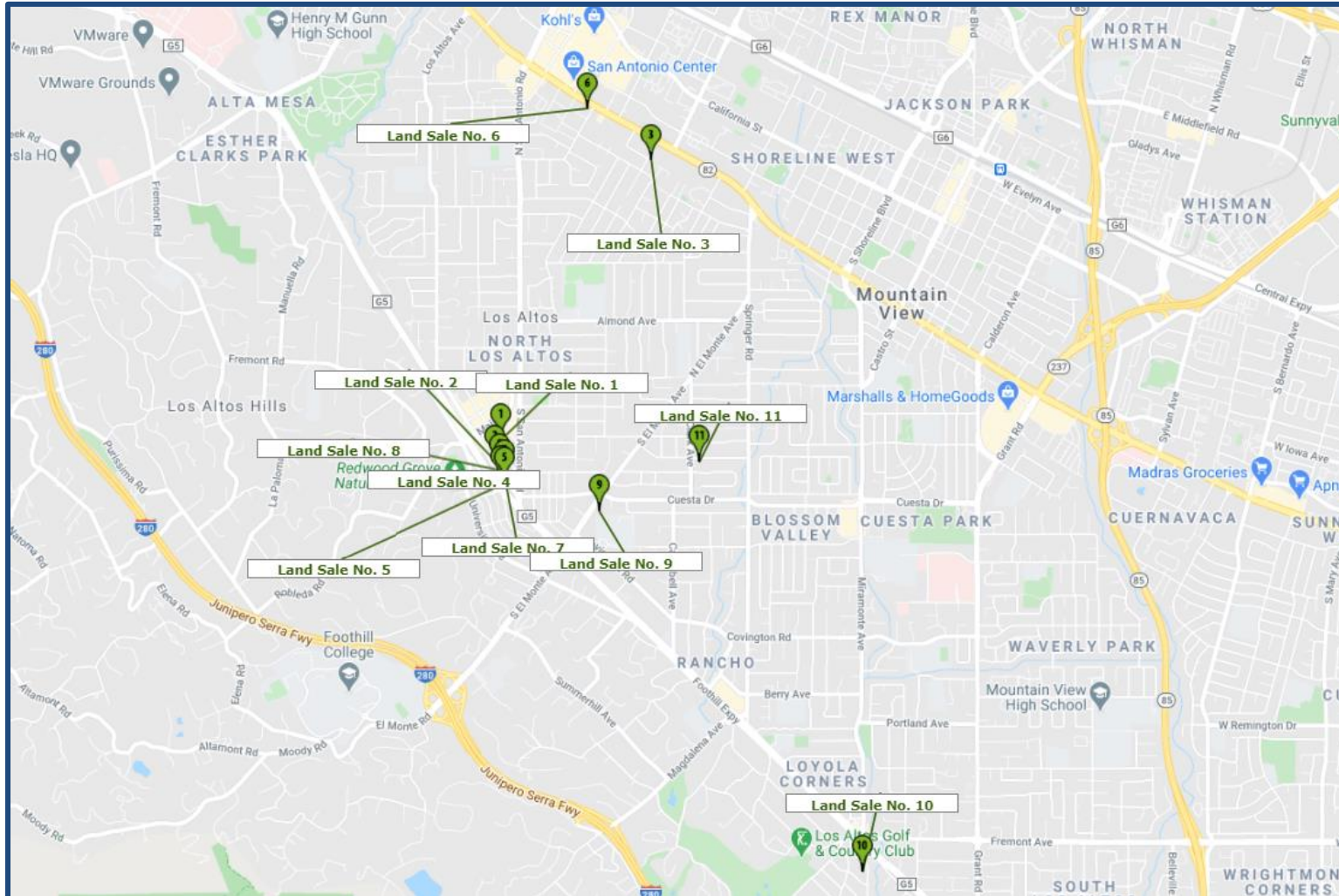
The most recent sales that we were able to research and confirm are summarized in the table on the following page. As discussed earlier, the Los Altos residential land market picked up in 2018-2019, as several sales occurred during this time frame. However, the market has slowed down significantly, perhaps as a result of the pandemic, over the past year. As a result, we were able to find only a couple of new sales in Los Altos. We have, however, supplemented the sales located in Los Altos with additional, more recent sales located in the areas surrounding Los Altos, namely Mountain View, Palo Alto, Sunnyvale and Cupertino. After adjusting these sales for their general locations relative to Los Altos, these additional sales support the land value range indicated by the Los Altos sales. The locational adjustments are based on the mean and median home price and rental rates within each comparable city, as compared to Los Altos.

First, the sales located in Los Altos are summarized in the table on the next page, followed by a Location Map. Details of each sale follow the Location Map. As discussed, later in the report we also present and analyze additional sales from the surrounding area.

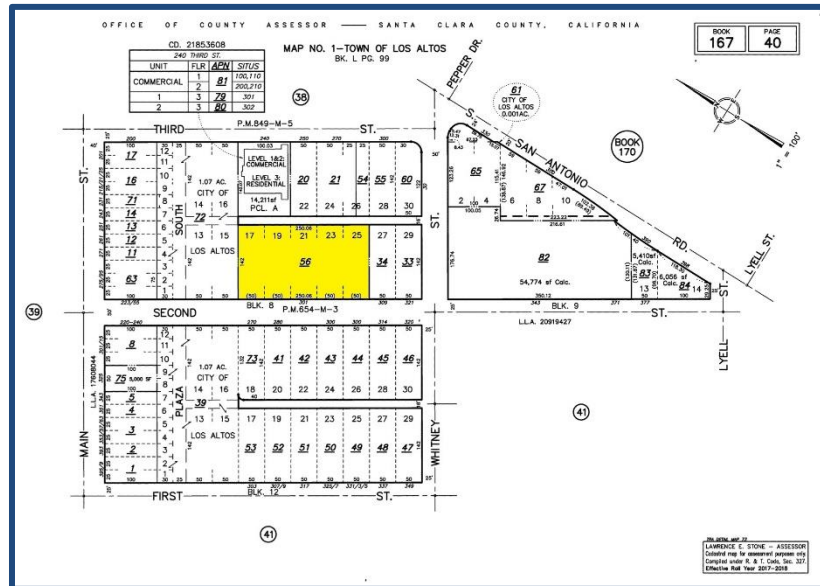
Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location		Zoning	Proposed Use	Sales Price Actual	Per Sq. Ft.
1	April-20	0.815	301-307 2nd Street	Los Altos, California	CD	Mixed Use	\$12,100,000	\$340.85
2	October-19	0.160	365 First Street	Los Altos, California	CD/ R3	Multi-family	\$3,100,000	\$444.44
3	July-19	0.551	745 Distel Drive	Los Altos, California	OA-1CT	Multifamily Residential	\$4,700,000	\$195.83
4	June-19	0.126	440 First Street	Los Altos, California	CD/R3	Multifamily Residential	\$3,300,000	\$600.55
5	November-18	0.350	444-450 First Street	Los Altos, California	CD/R3	Multifamily Residential	\$7,500,000	\$491.74
6	August-18	0.840	4896 El Camino Real	Los Altos, California	CT	Mixed-Use Building	\$11,700,000	\$319.67
7	June-18	0.271	425 1st Street	Los Altos, California	CD/R-3	Multi-Family Development	\$5,700,000	\$483.05
8	January-17	0.224	389 1st Street	Los Altos, California	CD/R3	Hold for future redevelopment	\$3,515,000	\$360.51
9	September-17	0.650	555 S El Monte Avenue	Los Altos, California	R1-10	Residential subdivision	\$3,600,000	\$127.15
10	February-18	0.460	961 Lundy Lane	Los Altos, California	R1-10	Single-family residence	\$2,960,000	\$147.72
11	February-20	0.301	606 Paco Drive	Los Altos, California	R1	SFR	\$3,300,000	\$251.33

LOS ALTOS COMPARABLE SALES MAP



LAND SALE COMPARABLE 1



Property Identification

Property/Sale ID	11116297/1515666
Property Type	Mixed Use Land
Address	301-307 2nd Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.377492/-122.115656
Tax ID	167-40-056

Transaction Data

Sale Date	April 30, 2020	Recording Number	0024467818
Sale Status	Recorded	Days on Market	60
Grantor	Duc-han Corp	Sale Price	\$12,100,000
Grantee	Samantha Chien		

Property Description

Gross Acres	0.81	Use Designation	Downtown Commercial
Gross SF	35,500	Zoning Jurisdiction	City of Los Altos
Corner/Interior	Mid-Block	Zoning Code	CD
Shape	Rectangular	Zoning Description	Commercial Downtown

Indicators

\$/Gross SF	\$340.85
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Remarks

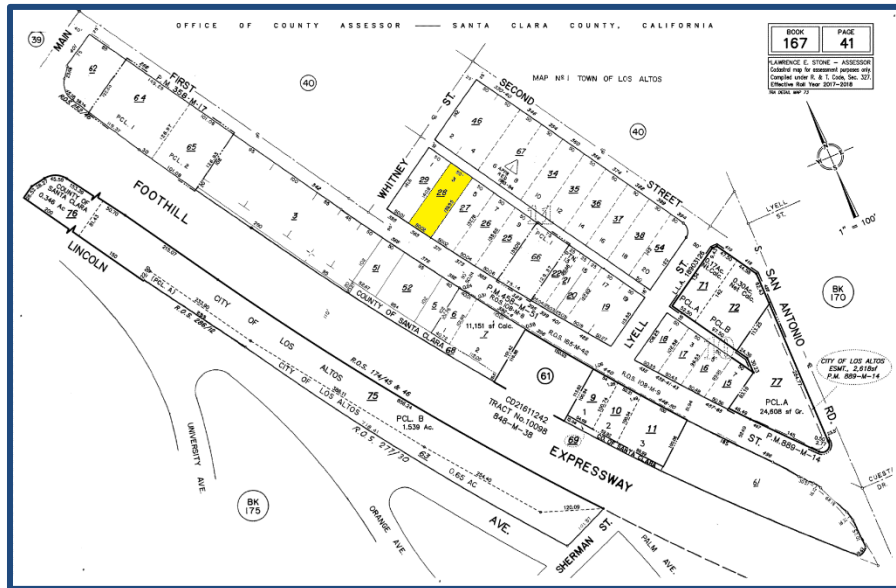
The improvements consist of a 14,875-square-foot retail building, constructed in 1963 and fully renovated in 1993. The improvements are single-story, of average quality concrete and masonry construction and are in average condition. Interior space is typical of drug stores in the submarket, and consists of retail areas, pharmacy, offices, and storage. A small portion of the building has been sectioned off and is subleased to a nail salon. The FAR is 42%. Onsite parking is provided for approximately 50 cars at a ratio of 3.36/1,000. There is also a City parking lot adjacent to the subject's parking lot as well as street parking.

The property is leased by Walgreens on a lease that commenced in 1993. Current rent is at \$1.60 per square foot per month until February 28, 2021, when the current term expires. Walgreens has one remaining 7-year option to extend the lease until February 29, 2028, at a rate of \$1.90 per square foot, or \$28,258.75 per month. Contract rent is below market. According to the lease, the tenant pays for the maintenance of the parking lot and also reimburses the landlord for property insurance. The current real estate taxes are paid by the tenant; however, Walgreens is not responsible for increases in the real property taxes that result from a change of ownership. The tenant pays for their own utilities and maintenance.

It is our understanding that Walgreens subleases a 1,170-square-foot portion of the property to Forever Nail Spa. Information on this sublease was not provided to us. It is assumed that the sublease expires when the subject lease terminates in 2028.

The subject property was listed for sale unpriced. It was on the market for approximately two months and received significant interest. The listing agents include Steve Henry, Jack Troedson, and Randy Gabrielson of Newmark Knight Frank as well as Jon Goldman of Premier Properties. The buyer of the property purchased it for future redevelopment.

LAND SALE COMPARABLE 2



Property Identification

Property/Sale ID	10780058/1468262
Property Type	Mixed Use Land
Address	365 First Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.376130/-122.116162
Tax ID	167-41-028

Transaction Data

Sale Date	October 2019	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24370187
Grantor	Robert Perruso Trust	Sale Price	\$3,500,000
Grantee	Liem Nguyen		

Property Description

Gross Acres	0.16	Use Designation	Downtown Commercial
Gross SF	6,975	Zoning Jurisdiction	City of Los Altos
No. of Units	2	Zoning Code	CD/ R3
Density (Units/Ac)	12.49	Zoning Description	Commercial Downtown/ Multifamily Residential
Corner/Interior	Interior		
Shape	Rectangular		

Indicators

\$/Gross Acre	\$21,858,606.00	\$/Unit	\$1,750,000
\$/Gross SF	\$501.80		

Remarks

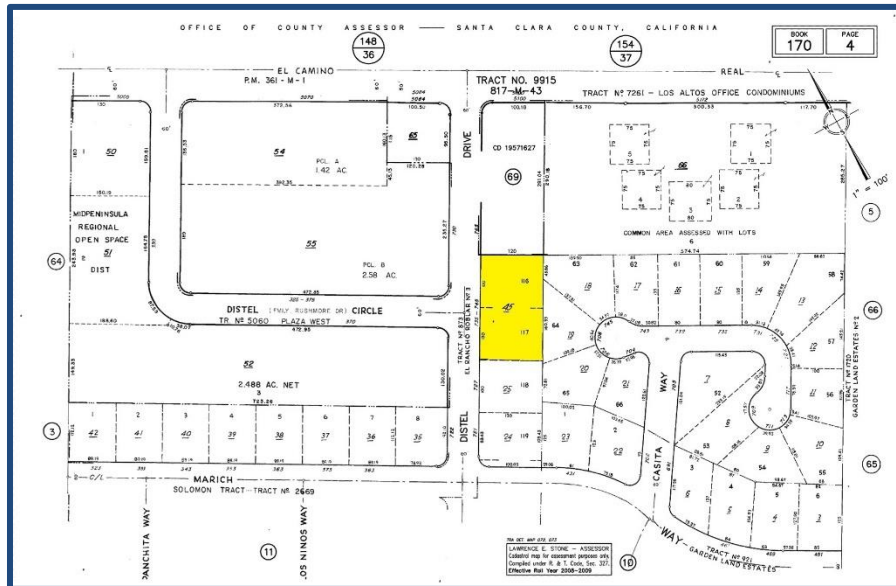
The property consists of a single parcel improved with a multi-tenant retail building located east of First Street in Downtown Los Altos. The parcel has a rectangular shape and an interior lot configuration with approximately 50 feet of frontage along First Street with a depth of 140 feet. An alley runs adjacent to the property, providing access to the site's rear parking lot, although parking is limited within the area. The site's downtown location is conveniently less than a mile from Foothill Expressway and approximately 1.5 miles from Interstate 280.

The underlying site measures approximately 6,975 square feet or 0.16 acres. Under the jurisdiction of the City of Los Altos, the property is zoned Commercial Downtown/ Multifamily Residential (CD/R3) and has a General Plan designation of Downtown Commercial. The site is surrounded by a diverse mix of retailers and single-family homes.

Constructed in 1938, the retail building had below-average functional utility, significant deferred maintenance, and a dated appearance. The value, therefore, was clearly in the land, and the property was marketed as a redevelopment opportunity.

The buyer of the property is the adjacent owner who intends to assemble and redevelop the site. He is considering a mixed-use project with residential uses on upper floors. The property was listed on the market for sale at \$3,100,000 for two months and had two offers both of which were above market.

LAND SALE COMPARABLE 3



Property Identification

Property/Sale ID	10985430/1426664
Property Type	Commercial
Address	745 Distel Drive
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.395130/-122.103760
Tax ID	170-04-045

Transaction Data

Sale Date	July 2019	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24241101
Grantor	Kim N. Bakke	Sale Price	\$4,700,000
Grantee	DD 5150 ECR Partners LLC		

Property Description

Gross Acres	0.55	Shape	Rectangular
Gross SF	24,000	Use Designation	Thoroughfare Commercial
No. of Units	N/A	Zoning Jurisdiction	City of Los Altos
Density (Units/Ac)	N/A	Zoning Code	OA-1CT
Corner/Interior	Interior	Zoning Description	Office Administrative

Indicators

\$/Gross Acre	\$8,530,565.00	\$/Unit	N/A
\$/Gross SF	\$195.83		

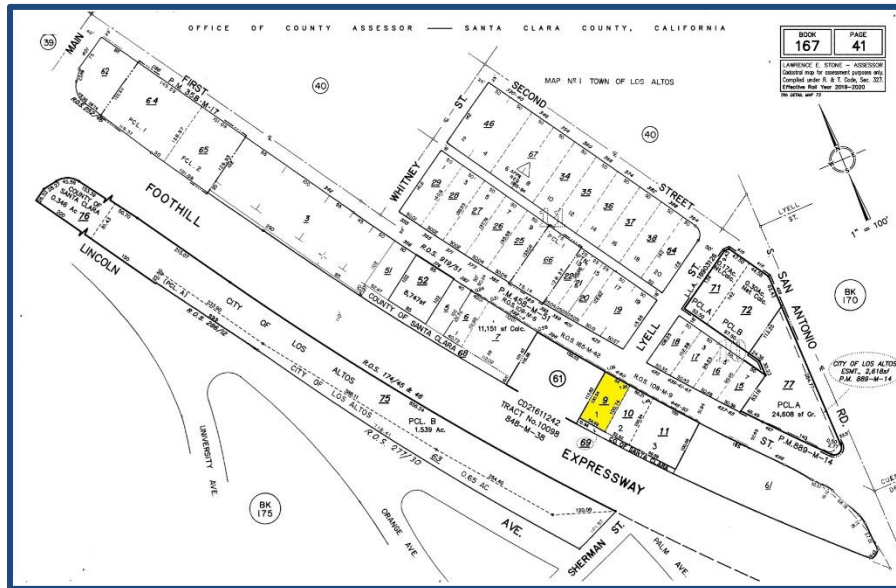
Remarks

This property consists of a single parcel improved with an office building located along the east side of Distel Drive in Los Altos. The site has a rectangular shape and a T-intersection lot configuration one parcel south of El Camino Real and across from Distel Circle. The site has approximately 200 feet of frontage along Distel Drive (with two curb cuts) and an average depth of 120 feet.

The underlying site contains 24,000 square feet or 0.55 acres. The existing improvements contain 8,676 square feet and were originally constructed circa 1963. The property zoning is Office Administrative, and the General Plan land use designation is Thoroughfare Commercial.

DD 5150 ECR Partners LLC purchased this property in July 2019 from Kim N. Bakke. This property sold for \$4,700,000 or approximately \$195.83 per square foot of land. The property sold below the asking price of \$6,500,000 and was exposed to the market for 236 days. The property sold without entitlements. There is a deed restriction limiting redevelopment to office; however, the buyer expressed interest in redeveloping the site with residential and will seek to have the deed restriction removed. The buyer also owns the adjacent parcel to the north developed with multifamily residential uses.

LAND SALE COMPARABLE 4



Property Identification

Property/Sale ID	10985113/1426423
Property Type	Multi-Family
Address	440 First Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.374876/-122.115719
Tax ID	167-41-009

Transaction Data

Sale Date	June 2019	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24213237
Grantor	Echerd Family Trust	Sale Price	\$3,300,000
Grantee	Bourgan Family Trust		

Property Description

Gross Acres	0.13	Use Designation	Downtown Commercial
Gross SF	5,495	Zoning Jurisdiction	City of Los Altos
No. of Units	7	Zoning Code	CD/R3
Density (Units/Ac)	55.49	Zoning Description	Commercial
Corner/Interior	Interior		Downtown/Multiple Family
Shape	Rectangular		

Indicators

\$/Gross Acre	\$26,159,334.00	\$/Unit	\$471,429
\$/Gross SF	\$600.54		

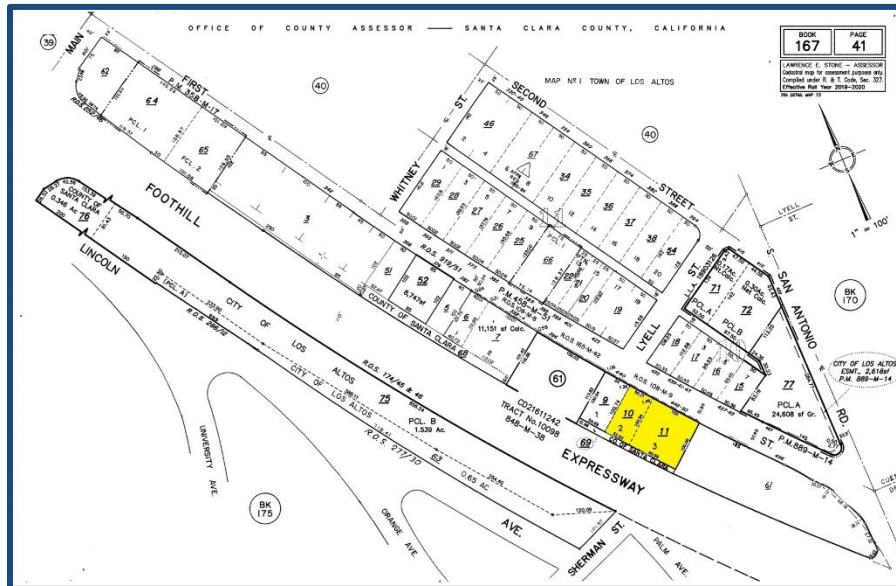
Remarks

This property consists of a parcel improved with a single-story medical office building located in downtown Los Altos. The site has a rectangular shape and an interior lot configuration with approximately 54 feet of frontage along First Street and a depth of 95 feet. The property benefits from its downtown location and nearby commercial uses.

The underlying site contains approximately 5,495 square feet or 0.13 acres. The improvements were constructed in 1980. The property is zoned Commercial Downtown/ Multiple Family, and the General Plan land use designation is Downtown Commercial.

This property sold for \$3,300,000 or approximately \$600 per square foot of land area. The buyer is a developer who intends on redeveloping the site with a residential condominium project. The buyer paid cash, and there were no entitlements in place at the time of sale. The buyer had, however, submitted plans for the development of a four-story, 7-unit, multi-family building with one level of underground parking. However, significant work was needed until project approval.

LAND SALE COMPARABLE 5



Property Identification

Property/Sale ID	10985111/1426420
Property Type	Multi-Family
Address	444-450 First Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.374769/-122.115429
Tax ID	167-41-010 and 167-41-011

Transaction Data

Sale Date	November 2018	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24066419
Grantor	Los Altos Fields LLC	Sale Price	\$7,500,000
Grantee	DD 1st Street Group LLC		

Property Description

Gross Acres	0.35	Use Designation	Downtown Commercial
Gross SF	15,252	Zoning Jurisdiction	City of Los Altos
No. of Units	26	Zoning Code	CD/R3
Density (Units/Ac)	74.26	Zoning Description	Commercial
Corner/Interior	Interior		Downtown/Multiple Family
Shape	Rectangular		

Indicators

\$/Gross Acre	\$21,420,003.00	\$/Unit	\$288,462
\$/Gross SF	\$491.74		

Remarks

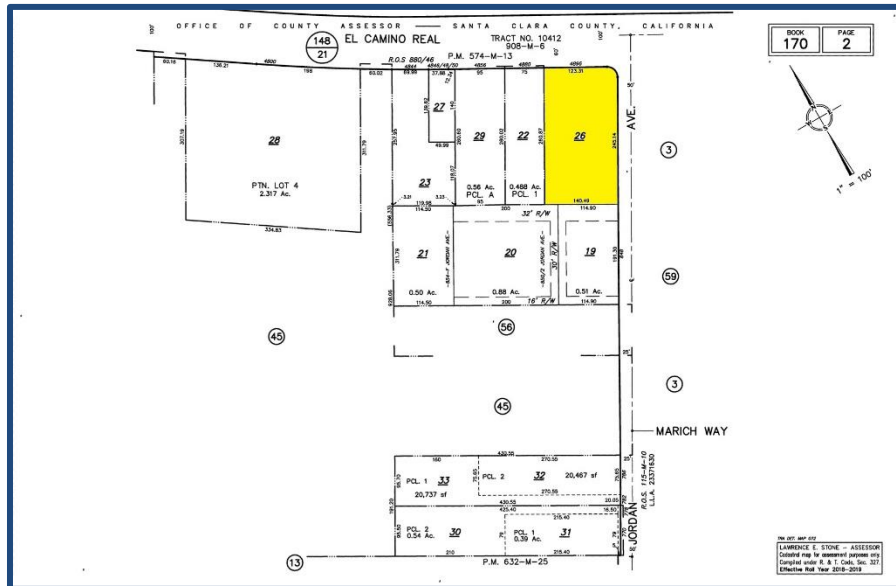
This property consists of two contiguous parcels improved with a partial two-story, multi-tenant office building located in downtown Los Altos. The site has a rectangular shape and an interior lot configuration with approximately 153 feet of frontage along First Street and a depth of 95 feet. The property benefits from its downtown location and nearby commercial uses.

The underlying site contains approximately 15,252 square feet or 0.35 acres. The site is improved with two office buildings constructed in 1957. The property is zoned Commercial Downtown/ Multiple Family, and the General Plan land use designation is Downtown Commercial.

The combined site sold for \$7,500,000 or approximately \$492 per square foot of land area. The buyer is a developer who intends to redevelop the site with a four-story multi-family (26 units) residential condominium project. The buyer paid cash, and there were no entitlements in place at the time of sale.

The improvements were leased at the time of sale and generated some interim income, until entitlements were received for redevelopment. The value was, however, in the land.

LAND SALE COMPARABLE 6



Property Identification

Property/Sale ID	10720536/1426425
Property Type	Commercial
Address	4896 El Camino Real
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.398364/-122.108809
Tax ID	170-02-026

Transaction Data

Sale Date	August 2018	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24000141
Grantor	Rielli Cecile 1990 Trust	Sale Price	\$11,700,000
Grantee	Doheny-Vidovich Partners/De Anza Properties		

Property Description

Gross Acres	0.84	Shape	Rectangular
Gross SF	36,600	Use Designation	Thoroughfare Commercial
No. of Units	28	Zoning Jurisdiction	City of Los Altos
Density (Units/Ac)	33.32	Zoning Code	CT
Corner/Interior	Corner	Zoning Description	Commercial Thoroughfare

Indicators

\$/Gross Acre	\$13,924,924.00	\$/Unit	\$417,857
\$/Gross SF	\$319.67		

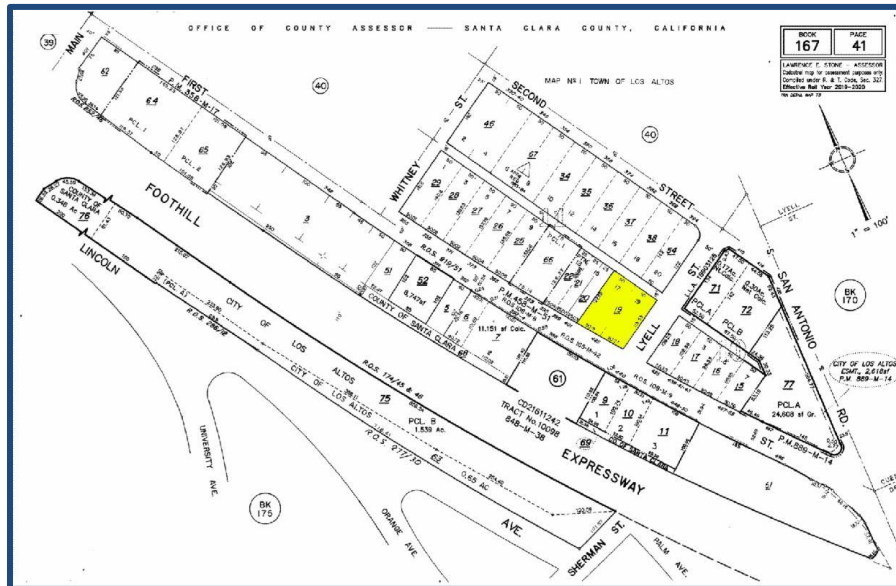
Remarks

This property consists of a single parcel improved with a fastfood restaurant (Jack in the Box) and a single-family residence located along the south side of West El Camino Real in Los Altos. The site has a rectangular shape and a corner lot configuration at the signalized intersection of West El Camino Real and Jordan Avenue. The site has approximately 140 feet of frontage along West El Camino Real (with two curb cuts) and 260 feet of frontage along Jordan Avenue (with two curb cuts).

The underlying site contains 36,600 square feet or 0.84 acres. The improvements were originally constructed circa 1968. The property zoning is Commercial Thoroughfare, and the General Plan land use designation is Thoroughfare Commercial.

Doheny-Vidovich Partners/De Anza Properties purchased this property in August 2018 from Rielli Cecile 1990 Trust. The sale price was \$11,700,000 or approximately \$320 per square foot of land. The property sold above the asking price of \$11,500,000 and was exposed to the market for 38 days. The property sold without entitlements, and the buyer intends on redeveloping the site with a four-story mixed-use building with three floors of office and four residential condo units on the 4th floor.

LAND SALE COMPARABLE 7



Property Identification

Property/Sale ID	10780965/1425211
Property Type	Planned Development (PUD)
Address	425 1st Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.375270/-122.115408
Tax ID	167-41-019

Transaction Data

Sale Date	June 2018	Property Rights	Leased Fee
Sale Status	Recorded	Recording Number	23956278
Grantor	Los Altos Fields LLC	Sale Price	\$5,700,000
Grantee	425 First Los Altos LLC		

Property Description

Gross Acres	0.27	Use Designation	Downtown Commercial
Gross SF	11,800	Zoning Jurisdiction	City of Los Altos
No. of Units	20	Zoning Code	CD/R-3
Density (Units/Ac)	73.83	Zoning Description	Commercial
Corner/Interior	Corner		Downtown/Multiple Family
Shape	Irregular		

Indicators

\$/Gross Acre	\$21,041,751.00	\$/Unit	\$285,000
\$/Gross SF	\$483.05		

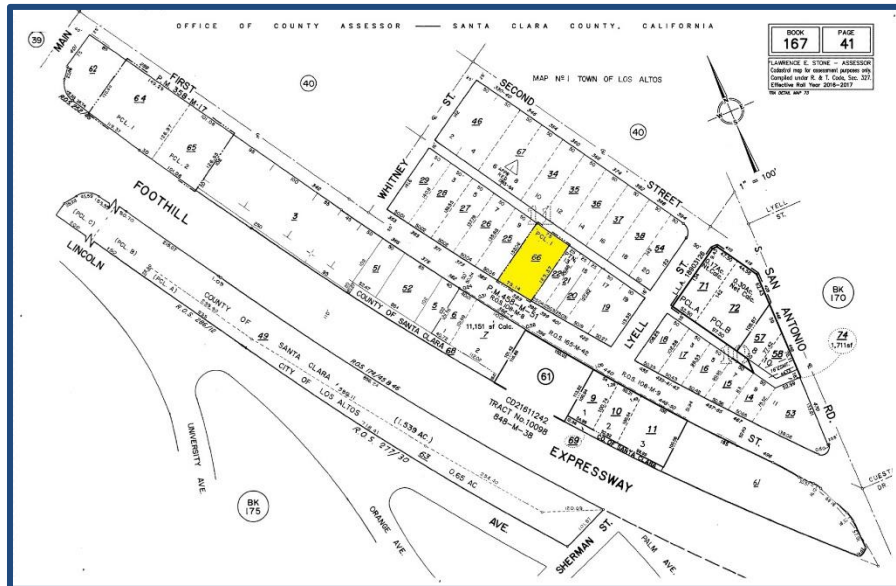
Remarks

This is an irregularly-shaped corner parcel located in Downtown Los Altos. The site measures 11,800 square feet or 0.27 acres. The improvements consist of a two-story office building with a gross building area of 4,913 square feet and net rentable area of 4,722 square feet. The building was constructed in 1975 and appears to be in adequate condition. The improvements represent a floor area ratio of 42%. However, the value of these improvements was interim, until entitlements are received for redevelopment.

This property sold for \$5,700,000 or approximately \$337 per square foot of site area. The property was reportedly 29% occupied at the time of sale by one tenant with a lease through December 2020. The buyer intended on occupying the remaining ground-floor unit, and eventually redevelop in 2020. The buyer put \$2.7M down and financed the remainder through Technology Credit Union.

In June of 2019 the site received entitlements for a new three-story, 20-unit multi-family building with one level of underground parking. The project will provide three affordable units but did not seek any development incentives.

LAND SALE COMPARABLE 8



Property Identification

Property/Sale ID	10777228/1318422
Property Type	Mixed Use Land
Address	389 1st Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.375602/-122.115744
Tax ID	167-41-066

Transaction Data

Sale Date	January 2017	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	23590261
Grantor	Sandridge Trust	Sale Price	\$3,515,000
Grantee	1st Place Village, LLC		

Property Description

Gross Acres	0.22	Use Designation	Downtown Commercial
Gross SF	9,750	Zoning Jurisdiction	City of Los Altos
No. of Units	6	Zoning Code	CD/R3
Density (Units/Ac)	26.81	Zoning Description	Commercial Downtown/ Multiple Family
Corner/Interior	Interior		
Shape	Generally Rectangular		

Indicators

\$/Gross Acre	\$15,703,882.00	\$/Unit	\$585,833
\$/Gross SF	\$360.51		

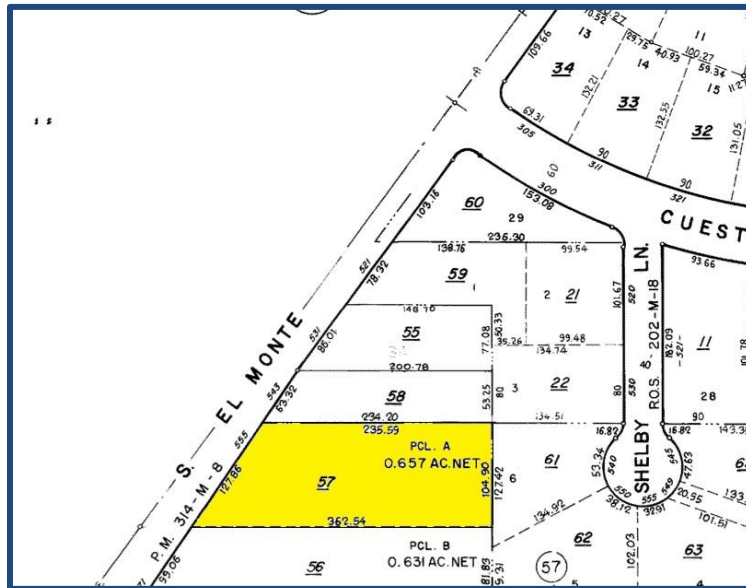
Remarks

This property consists of a single parcel improved with two contiguous commercial buildings located along the northeast side of 1st Street in downtown Los Altos. The site has a generally rectangular shape with approximately 75 feet of frontage along 1st Street and an average depth of 130 feet. There is an alleyway which runs along the rear of the property and connects Lyell Street and Whitney Street. The property benefits from its downtown Los Altos location.

The underlying site measures 9,750 gross square feet or 0.22 gross acres. The improvements contain approximately 3,140 square feet, were constructed circa 1980, and are demised into two retail units and one office unit. The floor area ratio is 32%. The property is zoned Commercial Downtown/ Multiple Family, and the General Plan land use designation is Downtown Commercial. The property sold fully leased with long-term tenants on month-to-month leases.

1st Place Village, LLC purchased this property in February 2017 from Sandridge Trust. The property sold below the asking price of \$2,500,000. The sale price was \$3,515,000 or \$360.51 per square foot of land. The buyer is a tenant who will continue to occupy a portion of the property. His eventual plans are, however, to redevelop the property in the future. The site received entitlements along with the adjacent 385 First Street site for the development of 10 condo units over 2,800 square feet of office in July of 2019. There will also be a one level ground garage with a mechanical lift system and a rooftop deck. The project received development incentives for increased height in exchange of providing one affordable unit. We estimate that 6 of the units will be located on this portion of the assembled site, based on the project density of 27 du/ac.

LAND SALE COMPARABLE 9



Property Identification

Property/Sale ID	10782488/1321407
Property Type	Subdivision-Residential
Address	555 S El Monte Avenue
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.373055/-122.107909
Tax ID	189-51-057

Transaction Data

Sale Date	September 2017	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	0023766123
Grantor	Padori Trust	Sale Price	\$3,600,000
Grantee	Bauhaus LLC		

Property Description

Gross Acres	0.65	Use Designation	Single-Family Medium Lot (SF-4)
Gross SF	28,314	Zoning Jurisdiction	City of Los Altos
No. of Units	2	Zoning Code	R1-10
Density (Units/Ac)	3.08	Zoning Description	Single-Family
Corner/Interior	Interior		
Shape	Trapezoidal		

Indicators

\$/Gross Acre	\$5,538,462.00	\$/Unit	\$1,800,000
\$/Gross SF	\$127.15		

Remarks

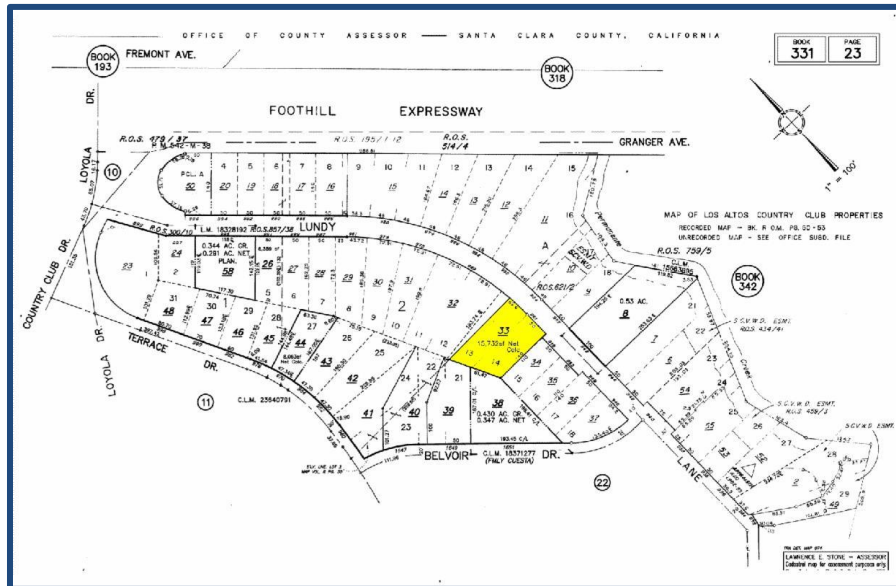
The property consists of a single parcel improved with an older single-family residence located northeast of the intersection of Foothill Expressway and El Monte Avenue in Los Altos. The site is composed of two legal lots with an interior lot configuration. The parcel has approximately 128 feet of frontage along a divided portion of El Monte Avenue, which restricts the flow of traffic one-way north from the property. Foothill Expressway is approximately half a mile west, which connects to Interstate 280 approximately 3.6 miles west of the property. Downtown Los Altos is conveniently located less than 2 miles north.

The underlying site measures 28,314 gross square feet or 0.65 acres. Under the jurisdiction of the City of Los Altos, the site has a zoning of R1-10, or Single Family, and a General Plan land use designation of Single-Family Medium Lot (SF-4), which permits a maximum density of 4 dwelling units per net acre.

The single-family home was built circa 1907 and was of little to no value. The value was in the land for subdivision and redevelopment.

Padori Trust purchased this property from Bauhaus LLC in September 2017. The property was listed for a week and sold above the asking price of \$3,250,000.

LAND SALE COMPARABLE 10



Property Identification

Property/Sale ID	11017207/1468416
Property Type	Residential (Single-Family)
Address	961 Lundy Lane
City, State Zip	Los Altos, California 94024
County	Santa Clara
Latitude/Longitude	37.350301/-122.086957
Tax ID	331-23-033

Transaction Data

Sale Date	February 2018	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	0023880074
Grantor	Jo Alida Wilcox	Sale Price	\$2,960,000
Grantee	West Valley Ventures LLC		

Property Description

Gross Acres	0.46	Use Designation	Single-Family Medium Lot (SF-4)
Gross SF	20,038	Zoning Jurisdiction	City of Los Altos
No. of Units	1	Zoning Code	R1-10
Density (Units/Ac)	2.17	Zoning Description	Single-Family
Corner/Interior	Interior		
Shape	Trapezoidal		

Indicators

\$/Gross Acre	\$6,434,783.00	\$/Unit	\$2,960,000
\$/Gross SF	\$147.72		

Remarks

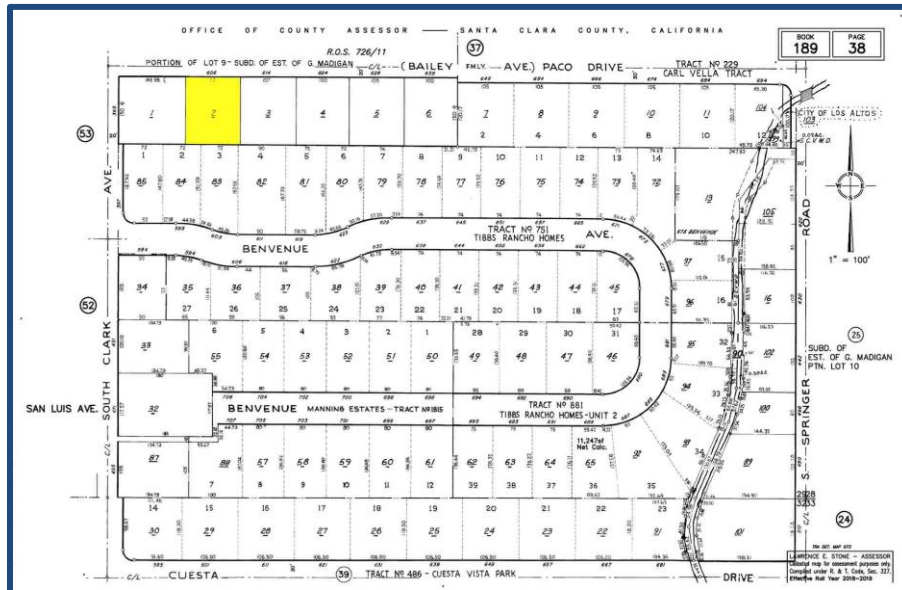
The property consists of one parcel improved with a single-family home located west of Foothill Expressway in Loyola, a census-designated place nestled between the city of Los Altos and the Los Altos Hills. The parcel has an interior lot configuration and is composed of two lots that form a trapezoidal shape. Along Lundy Avenue, the parcel has approximately 120 feet of frontage and a depth of 184 feet. The property is less than a quarter of a mile from Foothill Expressway and less than two miles from Interstate 280, providing adequate access. Both El Camino Hospital and Downtown Los Altos are within 2.5 miles north, and the property also benefits from being near the Los Altos Golf and Country Club.

The underlying site measures approximately 20,038 square feet or 0.46 gross acres, although the title company shows a slightly smaller size of 17,765 square feet or 0.4 acres to the middle of the road and the Assessor's plat map shows a net square footage of 15,732 square feet or 0.36 acres. Under the jurisdiction of the City of Los Altos, the site has a zoning of R1-10, or Single Family, and a General Plan land use designation of Single-Family Medium Lot (SF-4), which permits a maximum density of 4 dwelling units per net acre.

The site is improved with a single-family home originally constructed in 1944 and in fair condition. The home was expanded by the owner in the past, but it is unclear if the expansion was approved. The property's value is in the land.

The property sold in March 2018 for a reported \$2,960,000 and involved a conventional loan of \$2,368,000. The buyer, West Valley Ventures LLC, is a luxury home builder who is planning a 6,000-square-foot home onsite.

LAND SALE COMPARABLE 11



Property Identification

Property/Sale ID	11122210/1518917
Property Type	Residential (Single-Family) Land
Address	606 Paco Drive
City, State Zip	Los Altos, California 94024
County	Santa Clara
Latitude/Longitude	37.376170/-122.099921
Tax ID	189-38-002

Transaction Data

Sale Date	February 2020	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24416383
Grantor	18598 McCoy	Sale Price	\$3,300,000
Grantee	OACO1 LLC		

Property Description

Gross Acres	0.30	Use Designation	Single-Family Medium Lot (SF-4)
Gross SF	13,130	Zoning Jurisdiction	City of Los Altos
No. of Units	1	Zoning Code	R1-10
Density (Units/Ac)	3.32	Zoning Description	Single-Family Residential
Corner/Interior	Interior		
Shape	Rectangular		

Indicators

\$/Gross Acre	\$10,948,178	\$/Unit	\$3,300,000
\$/Gross SF	\$251.33		

Remarks

The site consists of an interior parcel of residential land, located in a quiet residential neighborhood of Los Altos. The parcel measures 13,130 square feet, or 0.3 acres, with 130 feet of frontage along Paco Drive (one curb cut) and a depth of 150 feet.

The property is approximately two miles from Interstate 280, El Camino Real, and Highways 237 and 85, providing convenient regional access. The site is also within proximity of schools, parks, El Camino Real Hospital, shopping centers, and Downtown.

As of the date of value, the site was improved with a three-bedroom, two-bathroom, single-family home, measuring 1,185 square feet. The house was built in 1947 of wood frame construction and was reported in fair condition. The value of the property lies in the land for expansion or rebuild a SFR.

The site has a zoning of R1-10, Single-Family Residential, which requires a minimum 10,000-square-foot site area for internal parcels. The site's land use designation is Single-Family Medium Lot (SF-4), which permits up to four dwelling units per net acre.

In February 2020, the property was purchased for \$3,300,000, or \$251.33 per square foot. The buyer bought to rebuild and expand. The property was on the market for 11 days and sold for the full asking price.

Multi-Family Residential Land

Comparables 1 through 8 in the table presented earlier, represent the best comparables to value high-density, multi-family residential land in Los Altos. These sales are summarized in the table below:

Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location		Zoning	Proposed Use	Sales Price Actual	Per Sq. Ft.
1	April-20	0.815	301-307 2nd Street	Los Altos, California	CD	Mixed Use	\$12,100,000	\$340.85
2	October-19	0.160	365 First Street	Los Altos, California	CD/ R3	Multi-family	\$3,100,000	\$444.44
3	July-19	0.551	745 Distel Drive	Los Altos, California	OA-1CT	Multifamily Residential	\$4,700,000	\$195.83
4	June-19	0.126	440 First Street	Los Altos, California	CD/R3	Multifamily Residential	\$3,300,000	\$600.55
5	November-18	0.350	444-450 First Street	Los Altos, California	CD/R3	Multifamily Residential	\$7,500,000	\$491.74
6	August-18	0.840	4896 El Camino Real	Los Altos, California	CT	Mixed-Use Building	\$11,700,000	\$319.67
7	June-18	0.271	425 1st Street	Los Altos, California	CD/R-3	Multi-Family Development	\$5,700,000	\$483.05
8	January-17	0.224	389 1st Street	Los Altos, California	CD/R3	Hold for future redevelopment	\$3,515,000	\$360.51

The residential land sales presented above bracket a variety of locations within Los Altos, densities, sizes, project types and other physical characteristics. Overall, they bracket current residential land values in Los Altos well.

Summary of Adjustments

The purpose of this assignment is to provide a range of values for vacant, unentitled, residential land in Los Altos. The comparable sales bracket current residential land values in Los Altos. We have adjusted the sales for interim income and other factors that affect the sale price, so that the final range concluded represents current, unentitled land values.

Comparable 2 was downward adjusted under conditions of sale as it was purchase by a motivated adjacent owner for assemblage. The price paid was believed to be slightly above market. Comparable 8 was purchased by the tenant, a motivated buyer. It warrants a downward adjustment for motivation, under conditions of sale.

We note that the land market in Los Altos had been very active between 2018 and 2019, although it is slowed down a bit as a result of COVID-19 pandemic. Our adjustment for current market conditions is based on an approximately annual increase of 5% per year. Each of the sales was adjusted accordingly, to reflect current market conditions. No adjustment was made past March 2020, due to the uncertainty associated with the pandemic.

All of the comparables were purchased for residential development. While some of the comparable sales were located along major commercial thoroughfares, and within zoning districts that encouraged mixed-use development, the buyers' intentions were to develop the sites residentially. This is the case with Comparables 1 and 6. However, an adjustment for the likely mixed-use development was not evident from these comparables, and, thus, no adjustment was warranted.

Comparable 3 had inferior Office zoning and general plan. While the buyer intends to develop the site residentially, he would have to proceed with a zoning change and a general plan amendment, a discretionary process with uncertain outcome. Considering that office land commands lower prices than residential land, an upward adjustment for zoning was supported.

All of the comparable sales were unentitled land sales and no adjustments were warranted in this category. However, partial entitlements were in place for Comparables 4 and 7, and as such they required a downward adjustment in this category.

Most of the comparables had improvements on site that were either attributed some value or contributed interim income; this interim income could carry the properties through the entitlements process. Along these lines, a downward adjustment was made to Comparables 1, 2, 4, 5, 7 and 8.

Finally, Comparable 3 was encumbered with a deed restriction that presented significant uncertainty to the buyer. We have made an upward adjustment to this comparable, in account of the significant risk associated with redevelopment.

After these adjustments, the sales reflect a broad range of current, unentitled land values in Los Altos. The adjustments made to the sales are summarized in the adjustment grid on the following page. We note that the adjustment grid is not intended to be a scientific method in adjusting the land sales. It is merely presented as an explanation to help the reader follow the appraiser's judgment and the adjustment process. While the amount of individual adjustments can be argued, they do help provide an order of magnitude and an adjustment direction based on the market data presented.

Land Sales Adjustment Grid

Subject		Sale # 1	Sale # 2	Sale # 3	Sale # 4	Sale # 5	Sale # 6	Sale # 7	Sale # 8
Sale ID		1515666	1468262	1426664	1426423	1426420	1426425	1425211	1318422
Date of Value & Sale	February-21	April-20	October-19	July-19	June-19	November-18	August-18	June-18	January-17
Unadjusted Sales Price		\$12,100,000	\$3,100,000	\$4,700,000	\$3,300,000	\$7,500,000	\$11,700,000	\$5,700,000	\$3,515,000
Usable Acres	0.000	0.815	0.160	0.551	0.126	0.350	0.840	0.271	0.224
Unadjusted Sales Price per Usable Sq. Ft.		\$340.85	\$444.44	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$360.51
Transactional Adjustments									
Property Rights Conveyed	<i>Fee Simple</i>	<i>Leased Fee</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Leased Fee</i>	<i>Fee Simple</i>
Adjustment		-	-	-	-	-	-	-	-
Adjusted Sales Price		\$340.85	\$444.44	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$360.51
Financing Terms	<i>Cash to Seller</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Cash</i>	<i>Cash</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Conventional</i>
Adjustment		-	-	-	-	-	-	-	-
Adjusted Sales Price		\$340.85	\$444.44	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$360.51
Conditions of Sale	<i>Typical</i>	<i>None</i>	<i>Assemblage</i>	<i>Typical</i>	<i>Typical</i>	<i>Typical</i>	<i>Typical</i>	<i>Typical</i>	<i>Purchased by tenant</i>
Adjustment		-	-5.0%	-	-	-	-	-	-5.0%
Adjusted Sales Price		\$340.85	\$422.22	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$342.49
Expenditures after Sale									
Adjustment		-	-	-	-	-	-	-	-
Adjusted Sales Price		\$340.85	\$422.22	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$342.49
Market Conditions Adjustments									
Elapsed Time from Date of Value		<i>0.76 years</i>	<i>1.27 years</i>	<i>1.54 years</i>	<i>1.62 years</i>	<i>2.21 years</i>	<i>2.49 years</i>	<i>2.64 years</i>	<i>4.05 years</i>
Market Trend Through	April-20	-	2.1%	3.5%	3.9%	6.8%	8.3%	9.0%	16.1%
Subsequent Trend Ending	February-21	-	-	-	-	-	-	-	-
Analyzed Sales Price		\$340.85	\$431.25	\$202.73	\$623.99	\$525.35	\$346.08	\$526.46	\$397.57
Physical Adjustments									
Location	<i>Unentitled Residential Land Los Altos, California</i>	<i>301-307 2nd Street</i>	<i>365 First Street</i>	<i>745 Distel Drive</i>	<i>440 First Street</i>	<i>444-450 First Street</i>	<i>4896 El Camino Real</i>	<i>425 1st Street</i>	<i>389 1st Street</i>
Adjustment		-	-	-	-	-	-	-	-
Size	<i>0.000 acres</i>	<i>0.815 acres</i>	<i>0.160 acres</i>	<i>0.551 acres</i>	<i>0.126 acres</i>	<i>0.350 acres</i>	<i>0.840 acres</i>	<i>0.271 acres</i>	<i>0.224 acres</i>
Adjustment		-	-	-	-	-	-	-	-
Zoning		<i>CD</i>	<i>CD/R3</i>	<i>OA-1CT</i>	<i>CD/R3</i>	<i>CD/R3</i>	<i>CT</i>	<i>CD/R-3</i>	<i>CD/R3</i>
Adjustment		-	-	10.0%	-	-	-	-	-
Entitlements					<i>Preliminary</i>			<i>Preliminary</i>	
Adjustment		-	-	-	-20.0%	-	-	-20.0%	-
Other		<i>Interim Income</i>	<i>Interim Use</i>	<i>Deed Restricted</i>	<i>Interim</i>	<i>Interim</i>		<i>Interim</i>	<i>Interim</i>
Adjustment		-10.0%	-20.0%	50.0%	-20.0%	-20.0%	-	-20.0%	-20.0%
Net Physical Adjustment		-10.0%	-20.0%	60.0%	-40.0%	-20.0%	-	-40.0%	-20.0%
Adjusted Sales Price per Usable Square Foot		\$306.76	\$345.00	\$324.36	\$374.40	\$420.28	\$346.08	\$315.88	\$318.05

Value Conclusions

After adjustment, the sales indicate a range from \$307 to \$420 per square foot of land area. The range of values reflects a variety of other factors, such as the underlying zoning/ density of development, the specific location within Los Altos, the size of the lot etc. The average of the comparables is \$344 per square foot and the median is \$335 per square foot.

Land Sale Statistics

Metric	Unadjusted	Adjusted
Min. Sales Price per Usable Square Foot	\$195.83	\$306.76
Max. Sales Price per Usable Square Foot	\$600.55	\$420.28
Median Sales Price per Usable Square Foot	\$402.48	\$334.68
Mean Sales Price per Usable Square Foot	\$404.58	\$343.85

All of the comparables analyzed in this section reflect higher density sales, proposed for condo or multi-family residential(apartment) development. This is a very desirable product/ density range for most developers today.

We note that Comparable 5 is an outlier, with a much higher adjusted per square foot price. Excluding this comparable, the rest of the comparable sales provide for a tighter range of \$307 to \$375 per square foot. Giving more weight to these comparables, as well as the average of the comparable sales, a range of value of \$310 to \$370 is considered more appropriate for medium to high-density residential land.

Most land purchased in Los Altos is for condominium or apartment development. The value for this type of land most commonly ranges between **\$310 and \$370** per square foot.

Analysis of Additional Residential Land Sales

As noted previously, we have also researched and analyzed additional land sales located in the communities surrounding Los Altos, in an effort to provide additional support for the land value range concluded above. These sales are summarized in the table on the next page.

Prior to adjustment, the sales range between \$240 and \$487 per square foot. As with the sales located in Los Altos, they reflect a variety of physical characteristics, densities and development potential.

Summary of Nearby Residential Land Values

We have adjusted the comparable sales under various categories that affect the sale price, so that the final range concluded represents current, unentitled land values reflective of the Los Altos market. Upon adjustment, the additional sales from the broader market area, suggest a range of value of \$260 to \$340 per square foot, and provides additional support for the value ranges indicated by the Los Altos land sales.

Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location	Zoning	Proposed Use	Sales Price Actual	Per Sq. Ft.
1	May-20	0.195	129 Fair Oaks Street	Mountain View, California	R1	Residential Subdivision	\$2,300,000 \$271.19
2	January-19	0.654	1926-1938 Gamel Way	Mountain View, California	R3	Condo Development	\$6,830,000 \$239.79
3	December-20	5.696	1555 W. Middlefield Road	Mountain View, California	Multi-family	Townhomes	\$81,000,000 \$326.49
4	November-19	3.050	2310 Rock Street	Mountain View, California	R3	Townhomes	\$40,500,000 \$304.84
5	June-20	6.035	1090 E. Duane Ave.	Sunnyvale, California	R-3, Residential	Townhomes	\$73,000,000 \$277.69
6	February-19	0.360	4115 El Camino Real	Palo Alto, California	CN	Mixed Use	\$7,650,000 \$487.26
7	March-19	0.878	410-414 Sierra Vista Avenue	Mountain View, California	R3-22	Townhomes	\$10,000,000 \$261.53

Land Valuation Single Family Land

Comparables 9 through 11 presented earlier, represent single family residential land sales. Unfortunately, there have not been many such sales in Los Altos, the majority being lots with single family homes on site. While they were purchased for eventual redevelopment, the improvements contributed some interim value to the buyers. These three sales are again presented below.

Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location		Zoning	Proposed Use	Sales Price Actual	Per Sq. Ft.
9	September-17	0.650	555 S El Monte Avenue	Los Altos, California	R1-10	Residential subdivision	\$3,600,000	\$127.15
10	February-18	0.460	961 Lundy Lane	Los Altos, California	R1-10	Single-family residence	\$2,960,000	\$147.72
11	February-20	0.301	606 Paco Drive	Los Altos, California	R1	SFR	\$3,300,000	\$251.33

Summary of Adjustments

Comparables 9 and 10 were older sales and required an upward adjustment for time, while Comparables 10 and 11 had improvements in place that added interim value and required a downward adjustment as appropriate. No other adjustments were warranted to these sales.

Land Sales Adjustment Grid

		Subject	Sale # 9	Sale # 10	Sale # 11
Sale ID			1321407	1468416	1518917
Date of Value & Sale	February-21		September-17	February-18	February-20
Unadjusted Sales Price			\$3,600,000	\$2,960,000	\$3,300,000
Usable Acres	0.000		0.650	0.460	0.301
Unadjusted Sales Price per Usable Sq. Ft.			\$127.15	\$147.72	\$251.33
Transactional Adjustments					
Property Rights Conveyed	<i>Fee Simple</i>		<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>
Adjustment			-	-	-
Adjusted Sales Price			\$127.15	\$147.72	\$251.33
Financing Terms	<i>Cash to Seller</i>		<i>Cash</i>	<i>Conventional</i>	<i>Cash</i>
Adjustment			-	-	-
Adjusted Sales Price			\$127.15	\$147.72	\$251.33
Conditions of Sale	<i>Typical</i>		<i>Typical</i>	<i>Typical</i>	<i>Typical</i>
Adjustment			-	-	-
Adjusted Sales Price			\$127.15	\$147.72	\$251.33
Expenditures after Sale					
Adjustment			-	-	-
Adjusted Sales Price			\$127.15	\$147.72	\$251.33
Market Conditions Adjustments					
Elapsed Time from Date of Value			<i>3.36 years</i>	<i>2.97 years</i>	<i>0.97 years</i>
Market Trend Through	April-20		12.6%	10.7%	0.6%
Subsequent Trend Ending	February-21		-	-	-
Analyzed Sales Price			\$143.20	\$163.46	\$252.95
Physical Adjustments					
Location	<i>Unentitled Residential Land Los Altos, California</i>	<i>555 S El Monte Avenue Los Altos, California</i>	<i>961 Lundy Lane Los Altos, California</i>	<i>606 Paco Drive Los Altos, California</i>	
Adjustment			-	-	-
Size	<i>0.000 acres</i>	<i>0.650 acres</i>	<i>0.460 acres</i>	<i>0.301 acres</i>	
Adjustment			-	-	-
Zoning		<i>R1-10</i>	<i>R1-10</i>	<i>R1</i>	
Adjustment			-	-	-
Entitlements					
Adjustment			-	-	-
Other				<i>Improvement Value</i>	<i>Improvement value</i>
Adjustment			-	-10.0%	-20.0%
Net Physical Adjustment			-	-10.0%	-20.0%
Adjusted Sales Price per Usable Square Foot			\$143.20	\$147.12	\$202.36

Value Conclusions

The three comparables analyzed in this section reflect SFR lots. After adjustment, the sales indicate a range from \$143 to \$202 per square foot of land area. The range of values reflects a variety of other factors, such as the specific location within Los Altos, the size of the lot etc. The average of the comparables is \$164 per square foot and the median is \$147 per square foot.

Land Sale Statistics

Metric	Unadjusted	Adjusted
Min. Sales Price per Usable Square Foot	\$127.15	\$143.20
Max. Sales Price per Usable Square Foot	\$251.33	\$202.36
Median Sales Price per Usable Square Foot	\$147.72	\$147.12
Mean Sales Price per Usable Square Foot	\$175.40	\$164.23

In summary, the Los Altos sales surveyed indicate an adjusted range of \$143 to \$202 per square foot, which reflects the value of most vacant, single family residential land within Los Altos. Therefore, we conclude to a value for low density residential land in the **\$150 to \$200** per square foot range.

Because the sample for low density residential land sales in Los Altos is very small, we have also researched and analyzed additional land sales located in the communities surrounding Los Altos, in an effort to provide additional support for the land value ranges concluded above.

Analysis of Additional Residential Land Sales

Several recent low density residential land sales were found in the broader market area. These sales are summarized in the table below. A location map follows.

Prior to adjustment, the sales range between \$113 and \$171 per square foot. As with the sales located in Los Altos, they reflect a variety of physical characteristics.

Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location	Zoning	Proposed Use	Sales Price Actual	Per Sq. Ft.
1	June-20	0.465	19820 Homestead Road Cupertino, California	A	Subdivision Residential	\$2,640,000	\$130.43
2	October-19	0.742	2003 Sunnyview Lane Mountain View, California	R1	3 Lot Subdivision	\$4,000,000	\$123.70
3	July-20	0.870	466 Bryant Avenue Mountain View, California	R1-8	Residential Subdivision	\$6,520,000	\$171.43
4	May-19	0.239	211 Fairchild Drive Mountain View, California	P	Multi-Family Development	\$1,175,000	\$112.81
5	January-21	0.471	1991 Colony Street Mountain View, California	R-3-2	SFR Development	\$2,850,000	\$139.00
6	September-18	0.580	715 Sleeper Avenue Mountain View, California	R1-10	Two home subdivision	\$3,350,000	\$132.59

Summary of Nearby Residential Land Values

The residential land sales presented above bracket current residential land values in Los Altos well.

We have adjusted the comparable sales under various categories that affect the sale price, so that the final range concluded represents current, unentitled land values reflective of the Los Altos market.

In summary, the additional sales surveyed, from the broader market area, suggest an adjusted range of value in the \$142 to \$205 per square foot, which reflects the value of most vacant, unentitled residential land sites within the submarket. Therefore, these sales drawn from the broader market area provide additional support for the value ranges indicated by the Los Altos land sales.

Conclusion of Land Value

Based on the research and analysis contained in this report, the range of current land values for vacant, unentitled land purchased in Los Altos for residential development, as of February 1, 2021, is as follows:

Value Conclusion	
Component	Unentitled - As Is
Value Type	Market Value
Property Rights Appraised	Fee Simple
Effective Date of Value	February 1, 2021
Value Range- Single Family Residential	\$150-\$200 psf
Value Range- Multi Family Residential	\$310-\$370 psf

The above range reflects the value of most vacant, unentitled residential land sites within Los Altos. These values are generally supported by land sales drawn from surrounding cities/ broader market area.

We note that current, unentitled residential land values are dependent on a variety of factors and are specific to individual properties. The range of values reported in this report is not specific to any single piece of property in Los Altos but rather reflects a range of values expected for land purchased in Los Altos that has residential development potential. The actual value for any specific property is dependent on factors such as the ease in which entitlements can be obtained, its location, school district, size, likely development density, etc. The values reported herein bracket a variety of these factors, as reflected in the current market.

General Assumptions and Limiting Conditions

This assignment is subject to the following general assumptions and limiting conditions:

1. No responsibility is assumed for legal matters, questions of survey or title, soil or subsoil conditions, engineering, availability or capacity of utilities, or other similar technical matters. The appraisal does not constitute a survey of the property appraised. All existing liens and encumbrances have been disregarded and the property is appraised as though free and clear, under responsible ownership and competent management unless otherwise noted.
2. Unless otherwise noted, the appraisal will value the property as though free of contamination. Valbridge Property Advisors | Northern California will conduct no hazardous materials or contamination inspection of any kind. It is recommended that the client hire an expert if the presence of hazardous materials or contamination poses any concern.
3. The stamps and/or consideration placed on deeds used to indicate sales are in correct relationship to the actual dollar amount of the transaction.
4. The appraiser is not required to give testimony or attendance in court by reason of this appraisal, unless previous arrangements have been made.
5. Unless expressly specified in the engagement letter, the fee for this appraisal does not include the attendance or giving of testimony by Appraiser at any court, regulatory or other proceedings, or any conferences or other work in preparation for such proceeding. If any partner or employee of Valbridge Property Advisors | Northern California is asked or required to appear and/or testify at any deposition, trial, or other proceeding about the preparation, conclusions or any other aspect of this assignment, client shall compensate Appraiser for the time spent by the partner or employee in appearing and/or testifying and in preparing to testify according to the Appraiser's then current hourly rate plus reimbursement of expenses.
6. The values for land and/or improvements, as contained in this report, are constituent parts of the total value reported and neither is (or are) to be used in making a summation appraisal of a combination of values created by another appraiser. Either is invalidated if so used.
7. The dates of value to which the opinions expressed in this report apply are set forth in this report. We assume no responsibility for economic or physical factors occurring at some point at a later date, which may affect the opinions stated herein. The forecasts, projections, or operating estimates contained herein are based on current market conditions and anticipated short-term supply and demand factors and are subject to change with future conditions. Appraiser is not responsible for determining whether the date of value requested by Client is appropriate for Client's intended use.
8. The information, estimates and opinions, which were obtained from sources outside of this office, are considered reliable. However, no liability for them can be assumed by the appraiser.
9. Possession of this report, or a copy thereof, does not carry with it the right of publication. Neither all, nor any part of the content of the report, or copy thereof (including conclusions as to property value, the identity of the appraisers, professional designations, reference to any professional appraisal organization or the firm with which the appraisers are connected), shall be disseminated to the public through advertising, public relations, news, sales, or other media without prior written consent and approval.

10. No claim is intended to be expressed for matters of expertise that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers. We claim no expertise in areas such as, but not limited to, legal, survey, structural, environmental, pest control, mechanical, etc.
11. This appraisal was prepared for the sole and exclusive use of the client for the function outlined herein. Any party who is not the client or intended user identified in the appraisal or engagement letter is not entitled to rely upon the contents of the appraisal without express written consent of Valbridge Property Advisors | Northern California and Client. The Client shall not include partners, affiliates, or relatives of the party addressed herein. The appraiser assumes no obligation, liability or accountability to any third party.
12. Distribution of this report is at the sole discretion of the client, but third-parties not listed as an intended user on the face of the appraisal or the engagement letter may not rely upon the contents of the appraisal. In no event shall client give a third-party a partial copy of the appraisal report. We will make no distribution of the report without the specific direction of the client.
13. This appraisal shall be used only for the function outlined herein, unless expressly authorized by Valbridge Property Advisors | Northern California.
14. This report shall be considered in its entirety. No part thereof shall be used separately or out of context.
15. Unless otherwise noted in the body of this report, this appraisal assumes that the subject property does not fall within the areas where mandatory flood insurance is effective. Unless otherwise noted, we have not completed nor have we contracted to have completed an investigation to identify and/or quantify the presence of non-tidal wetland conditions on the subject property. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
16. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures which would render it more or less valuable. No responsibility is assumed for such conditions or for engineering which may be required to discover them.
17. This consulting assignment does not guarantee compliance with building code and life safety code requirements of the local jurisdiction. It is assumed that all required licenses, consents, certificates of occupancy or other legislative or administrative authority from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value conclusion contained in this report is based unless specifically stated to the contrary.
18. We have attempted to reconcile sources of data discovered or provided during the appraisal process, including assessment department data. Ultimately, the measurements that are deemed by us to be the most accurate and/or reliable are used within this report. While the measurements and any accompanying sketches are considered to be reasonably accurate and reliable, we cannot guarantee their accuracy. Should the client desire more precise measurement, they are urged to retain the measurement services of a qualified professional (space planner, architect or building engineer) as an alternative source. If this alternative measurement source reflects or reveals substantial differences with the measurements used within the report, upon request of the client, the appraiser will submit a revised report for an additional fee.

19. Unless otherwise stated in this report, the value conclusion is predicated on the assumption that the property is free of contamination, environmental impairment or hazardous materials. Unless otherwise stated, the existence of hazardous material was not observed by the appraiser and the appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required for discovery. The client is urged to retain an expert in this field, if desired.
20. No changes in any federal, state or local laws, regulations or codes (including, without limitation, the Internal Revenue Code) are anticipated, unless specifically stated to the contrary.
21. The data gathered in the course of this assignment (except data furnished by the Client) shall remain the property of the Appraiser. The appraiser will not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential information furnished to the appraiser. Notwithstanding the foregoing, the Appraiser is authorized by the client to disclose all or any portion of the appraisal and related appraisal data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable the appraiser to comply with the Bylaws and Regulations of such Institute now or hereafter in effect.
22. You and Valbridge Property Advisors | Northern California both agree that any dispute over matters in excess of \$5,000 will be submitted for resolution by arbitration. This includes fee disputes and any claim of malpractice. The arbitrator shall be mutually selected. If Valbridge Property Advisors | Northern California and the client cannot agree on the arbitrator, the presiding head of the Local County Mediation & Arbitration panel shall select the arbitrator. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, by agreeing to binding arbitration, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury. In the event that the client, or any other party, makes a claim against Valbridge Property Advisors | Northern California or any of its employees in connections with or in any way relating to this assignment, the maximum damages recoverable by such claimant shall be the amount actually received by Valbridge Property Advisors | Northern California for this assignment, and under no circumstances shall any claim for consequential damages be made.
23. Valbridge Property Advisors | Northern California shall have no obligation, liability, or accountability to any third party. Any party who is not the "client" or intended user identified on the face of the appraisal or in the engagement letter is not entitled to rely upon the contents of the appraisal without the express written consent of Valbridge Property Advisors | Northern California. "Client" shall not include partners, affiliates, or relatives of the party named in the engagement letter. Client shall hold Valbridge Property Advisors | Northern California and its employees harmless in the event of any lawsuit brought by any third party, lender, partner, or part-owner in any form of ownership or any other party as a result of this assignment. The client also agrees that in case of lawsuit arising from or in any way involving these appraisal services, client will hold Valbridge Property Advisors | Northern California harmless from and against any liability, loss, cost, or expense incurred or suffered by Valbridge Property Advisors | Northern California in such action, regardless of its outcome.

24. The Valbridge Property Advisors office responsible for the preparation of this report is independently owned and operated by Valbridge Property Advisors | Hulberg & Associates, Inc. Neither Valbridge Property Advisors, Inc., nor any of its affiliates has been engaged to provide this report. Valbridge Property Advisors, Inc. does not provide valuation services, and has taken no part in the preparation of this report.
25. If any claim is filed against any of Valbridge Property Advisors, Inc., a Florida Corporation, its affiliates, officers or employees, or the firm providing this report, in connection with, or in any way arising out of, or relating to, this report, or the engagement of the firm providing this report, then (1) under no circumstances shall such claimant be entitled to consequential, special or other damages, except only for direct compensatory damages, and (2) the maximum amount of such compensatory damages recoverable by such claimant shall be the amount actually received by the firm engaged to provide this report.
26. This report and any associated work files may be subject to evaluation by Valbridge Property Advisors, Inc., or its affiliates, for quality control purposes.
27. Acceptance and/or use of this appraisal report constitutes acceptance of the foregoing general assumptions and limiting conditions.

Certification – Maria Aji, PhD

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. The undersigned has performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
9. Maria Aji has personally inspected the subject property.
10. No one provided significant real property appraisal assistance to the person signing this certification, unless otherwise noted.
11. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
12. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
13. As of the date of this report, the undersigned has completed the Standards and Ethics Education Requirement for Candidates/Practicing Affiliates of the Appraisal Institute.



Maria Aji, Ph.D.
Senior Appraiser
California Certified License #AG027130

Certification – Yvonne J. Broszus, MAI

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. The undersigned has performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
9. Yvonne J. Broszus, MAI did not personally inspect the subject property.
10. No one provided significant real property appraisal assistance to the person signing this certification.
11. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
12. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
13. As of the date of this report, the undersigned has completed the continuing education program for Designated Members of the Appraisal Institute.



Yvonne J. Broszus, MAI
Managing Director
California Certified License #AG019587

Addenda

Glossary

Qualifications

- Maria Aji, PhD - Senior Appraiser
- Yvonne J. Broszus, MAI – Managing Director

Information on Valbridge Property Advisors

Office Locations

Glossary

Definitions are taken from The Dictionary of Real Estate Appraisal, 6th Edition (Dictionary), the Uniform Standards of Professional Appraisal Practice (USPAP), and Building Owners and Managers Association International (BOMA).

Absolute Net Lease

A lease in which the tenant pays all expenses including structural maintenance, building reserves, and management; often a long-term lease to a credit tenant. (Dictionary)

Amortization

The process of retiring a debt or recovering a capital investment, typically through scheduled, systematic repayment of the principal; a program of periodic contributions to a sinking fund or debt retirement fund. (Dictionary)

As Is Market Value

The estimate of the market value of real property in its current physical condition, use, and zoning as of the appraisal date. (Dictionary)

Base Rent

The minimum rent stipulated in a lease. (Dictionary)

Base Year

The year on which escalation clauses in a lease are based. (Dictionary)

Building Common Area

In office buildings, the areas of the building that provide services to building tenants but which are not included in the office area or store area of any specific tenant. These areas may include, but shall not be limited to, main and auxiliary lobbies, atrium spaces at the level of the finished floor, concierge areas or security desks, conference rooms, lounges or vending areas, food service facilities, health or fitness centers, daycare facilities, locker or shower facilities, mail rooms, fire control rooms, fully enclosed courtyards outside the exterior walls, and building core and service areas such as fully enclosed mechanical or equipment rooms. Specifically excluded from building common area are floor common areas, parking space, portions of loading docks outside the building line, and major vertical penetrations. (BOMA)

Building Rentable Area

The sum of all floor rentable areas. Floor rentable area is the result of subtracting from the gross measured area of a floor the major vertical penetrations on that same floor. It is generally fixed for the life of the building and is rarely affected by changes in corridor size or configuration. (BOMA)

Certificate of Occupancy (COO)

A formal written acknowledgment by an appropriate unit of local government that a new construction or renovation project is at the stage where it meets applicable health and safety codes and is ready for commercial or residential occupancy. (Dictionary)

Common Area Maintenance (CAM)

The expense of operating and maintaining common areas; may or may not include management charges and usually does not include capital expenditures on tenant improvements or other improvements to the property. (Dictionary)

The amount of money charged to tenants for their shares of maintaining a [shopping] center's common area. The charge that a tenant pays for shared services and facilities such as electricity, security, and maintenance of parking lots. Items charged to common area maintenance may include cleaning services, parking lot sweeping and maintenance, snow removal, security and upkeep. (ICSC – International Council of Shopping Centers, 4th Ed.)

Condominium

A multiunit structure, or a unit within such a structure, with a condominium form of ownership. (Dictionary)

Conservation Easement

An interest in real estate restricting future land use to preservation, conservation, wildlife habitat,

or some combination of those uses. A conservation easement may permit farming, timber harvesting, or other uses of a rural nature as well as some types of conservation-oriented development to continue, subject to the easement. (Dictionary)

Contributory Value

A type of value that reflects the amount a property or component of a property contributes to the value of another asset or to the property as a whole.

The change in the value of a property as a whole, whether positive or negative, resulting from the addition or deletion of a property component. Also called deprival value in some countries. (Dictionary)

Debt Coverage Ratio (DCR)

The ratio of net operating income to annual debt service ($DCR = NOI/Im$), which measures the relative ability of a property to meet its debt service out of net operating income; also called *debt service coverage ratio (DSCR)*. A larger *DCR* typically indicates a greater ability for a property to withstand a reduction of income, providing an improved safety margin for a lender. (Dictionary)

Deed Restriction

A provision written into a deed that limits the use of land. Deed restrictions usually remain in effect when title passes to subsequent owners. (Dictionary)

Depreciation

In appraisal, a loss in property value from any cause; the difference between the cost of an improvement on the effective date of the appraisal and the market value of the improvement on the same date.

In accounting, an allocation of the original cost of an asset, amortizing the cost over the asset's life; calculated using a variety of standard techniques. (Dictionary)

Disposition Value

The most probable price that a specified interest in property should bring under the following conditions:

- Consummation of a sale within a specified time, which is shorter than the typical exposure time for such a property in that market.
- The property is subjected to market conditions prevailing as of the date of valuation;
- Both the buyer and seller are acting prudently and knowledgeably;
- The seller is under compulsion to sell;
- The buyer is typically motivated;
- Both parties are acting in what they consider to be their best interests;
- An adequate marketing effort will be made during the exposure time;
- Payment will be made in cash in U.S. dollars (or the local currency) or in terms of financial arrangements comparable thereto; and

The price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. (Dictionary)

Easement

The right to use another's land for a stated purpose. (Dictionary)

EIFS

Exterior Insulation Finishing System. This is a type of exterior wall cladding system. Sometimes referred to as dry-vit.

Effective Date

The date on which the appraisal or review opinion applies. (SVP)

In a lease document, the date upon which the lease goes into effect. (Dictionary)

Effective Gross Income (EGI)

The anticipated income from all operations of the real estate after an allowance is made for vacancy and collection losses and an addition is made for any other income. (Dictionary)

Effective Rent

Total base rent, or minimum rent stipulated in a lease, over the specified lease term minus rent concessions; the rent that is effectively paid by a tenant net of financial concessions provided by a landlord. (TIs). (Dictionary)

EPDM

Ethylene Propylene Diene Monomer Rubber. A type of synthetic rubber typically used for roof coverings. (Dictionary)

Escalation Clause

A clause in an agreement that provides for the adjustment of a price or rent based on some event or index. e.g., a provision to increase rent if operating expenses increase; also called *escalator clause*, *expense recovery clause* or *stop clause*. (Dictionary)

Estoppel Certificate

A signed statement by a party (such as a tenant or a mortgagee) certifying, for another's benefit, that certain facts are correct, such as that a lease exists, that there are no defaults, and that rent is paid to a certain date. (Black's) In real estate, a buyer of rental property typically requests estoppel certificates from existing tenants. Sometimes referred to as an *estoppel letter*. (Dictionary)

Excess Land

Land that is not needed to serve or support the existing use. The highest and best use of the excess land may or may not be the same as the highest and best use of the improved parcel. Excess land has the potential to be sold separately and is valued separately. (Dictionary)

Excess Rent

The amount by which contract rent exceeds market rent at the time of the appraisal; created by a lease favorable to the landlord (lessor) and may reflect unusual management, unknowledgeable or unusually motivated parties, a lease execution in an earlier, stronger rental market, or an agreement of the parties. (Dictionary)

Expense Stop

A clause in a lease that limits the landlord's expense obligation, which results in the lessee paying operating expenses above a stated level or amount. (Dictionary)

Exposure Time

The time a property remains on the market. The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal;

Comment: Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market. (Dictionary)

Extraordinary Assumption

An assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

Comment: Uncertain information might include physical, legal, or economic characteristics of the subject property; or conditions external to the property, such as market conditions or trends; or the integrity of data used in an analysis. (USPAP)

Fee Simple Estate

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat. (Dictionary)

Floor Common Area

In an office building, the areas on a floor such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of tenants on that floor. (BOMA)

Full Service (Gross) Lease

A lease in which the landlord receives stipulated rent and is obligated to pay all of the property's

operating and fixed expenses; also called a *full service lease*. (Dictionary)

Furniture, Fixtures, and Equipment (FF&E)

Business trade fixtures and personal property, exclusive of inventory. (Dictionary)

Going-Concern Value

An outdated label for the market value of all the tangible and intangible assets of an established and operating business with an indefinite life, as if sold in aggregate; more accurately termed the *market value of the going concern* or *market value of the total assets of the business*. (Dictionary)

Gross Building Area (GBA)

Total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls of the above-grade area. This includes mezzanines and basements if and when typically included in the market area of the type of property involved.

Gross leasable area plus all common areas.

For residential space, the total area of all floor levels measured from the exterior of the walls and including the superstructure and substructure basement; typically does not include garage space. (Dictionary)

Gross Measured Area

The total area of a building enclosed by the dominant portion (the portion of the inside finished surface of the permanent outer building wall which is 50 percent or more of the vertical floor-to-ceiling dimension, at the given point being measured as one moves horizontally along the wall), excluding parking areas and loading docks (or portions of same) outside the building line. It is generally not used for leasing purposes and is calculated on a floor by floor basis. (BOMA)

Gross Up Method

A method of calculating variable operating expenses in income-producing properties when less than 100% occupancy is assumed. Expenses reimbursed based on the amount of occupied space, rather than on the total building area, are described as "grossed up." (Dictionary)

Gross Retail Sellout

The sum of the separate and distinct market value opinions for each of the units in a condominium, subdivision development, or portfolio of properties, as of the date of valuation. The aggregate of retail values does not represent the value of all the units as though sold together in a single transaction; it is simply the total of the individual market value conclusions. Also called the *aggregate of the retail values*, *aggregate retail selling price* or *sum of the retail values*. (Dictionary)

Ground Lease

A lease that grants the right to use and occupy land. Improvements made by the ground lessee typically revert to the ground lessor at the end of the lease term. (Dictionary)

Ground Rent

The rent paid for the right to use and occupy land according to the terms of a ground lease; the portion of the total rent allocated to the underlying land. (Dictionary)

HVAC

Heating, ventilation, air conditioning (HVAC) system. A unit that regulates the temperature and distribution of heat and fresh air throughout a building. (Dictionary)

Highest and Best Use

The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

The use of an asset that maximizes its potential and that is possible, legally permissible, and financially feasible. The highest and best use may be for continuation of an asset's existing use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid. (IVS)

[The] highest and most profitable use for which the property is adaptable and needed or likely to

be needed in the reasonably near future. (Uniform Appraisal Standards for Federal Land Acquisitions) (Dictionary)

Hypothetical Condition

A condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

Comment: Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis. (USPAP)

Industrial Gross Lease

A type of modified gross lease of an industrial property in which the landlord and tenant share expenses. The landlord receives stipulated rent and is obligated to pay certain operating expenses, often structural maintenance, insurance and real property taxes, as specified in the lease. There are significant regional and local differences in the use of this term. (Dictionary)

Insurable Value

A type of value for insurance purposes. (Typically this includes replacement cost less basement excavation, foundation, underground piping and architect's fees). (Dictionary)

Investment Value

The value of a property to a particular investor or class of investors based on the investor's specific requirements. Investment value may be different from market value because it depends on a set of investment criteria that are not necessarily typical of the market. (Dictionary)

Just Compensation

In condemnation, the amount of loss for which a property owner is compensated when his or her property is taken. Just compensation should put the owner in as good a position pecuniarily as he or she would have been if the property had not been taken. (Dictionary)

Leased Fee Interest

The ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires. (Dictionary)

Leasehold Interest

The right held by the lessee to use and occupy real estate for a stated term and under the conditions specified in the lease. (Dictionary)

Lessee (Tenant)

One who has the right to occupancy and use of the property of another for a period of time according to a lease agreement. (Dictionary)

Lessor (Landlord)

One who conveys the rights of occupancy and use to others under a lease agreement. (Dictionary)

Liquidation Value

The most probable price that a specified interest in property should bring under the following conditions:

- Consummation of a sale within a short time period.
- The property is subjected to market conditions prevailing as of the date of valuation.
- Both the buyer and seller are acting prudently and knowledgeably.
- The seller is under extreme compulsion to sell.
- The buyer is typically motivated.
- Both parties are acting in what they consider to be their best interests.
- A normal marketing effort is not possible due to the brief exposure time.
- Payment will be made in cash in U.S. dollars (or the local currency) or in terms of financial arrangements comparable thereto.

The price represents the normal consideration for the property sold, unaffected by special or

creative financing or sales concessions granted by anyone associated with the sale. (Dictionary)

Loan to Value Ratio (LTV)

The ratio between a mortgage loan and the value of the property pledged as security, usually expressed as a percentage. (Dictionary)

Major Vertical Penetrations

Stairs, elevator shafts, flues, pipe shafts, vertical ducts, and the like, and their enclosing walls. Atria, lightwells and similar penetrations above the finished floor are included in this definition. Not included, however, are vertical penetrations built for the private use of a tenant occupying office areas on more than one floor. Structural columns, openings for vertical electric cable or telephone distribution, and openings for plumbing lines are not considered to be major vertical penetrations. (BOMA)

Market Rent

The most probable rent that a property should bring in a competitive and open market reflecting the conditions and restrictions of a specified lease agreement, including the rental adjustment and revaluation, permitted uses, use restrictions, expense obligations; term, concessions, renewal and purchase options and tenant improvements (TIs). (Dictionary)

Market Value

The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their own best interests;
- A reasonable time is allowed for exposure in the open market;

- Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and

The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. (Dictionary)

Marketing Time

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Appraisal Standards Board of the Appraisal Foundation)

Master Lease

A lease in which the fee owner leases a part or the entire property to a single entity (the master lease) in return for a stipulated rent. The master lessee then leases the property to multiple tenants. (Dictionary)

Modified Gross Lease

A lease in which the landlord receives stipulated rent and is obligated to pay some, but not all, of the property's operating and fixed expenses. Since assignment of expenses varies among modified gross leases, expense responsibility must always be specified. In some markets, a modified gross lease may be called a *double net lease*, *net net lease*, *partial net lease*, or *semi-gross lease*. (Dictionary)

Operating Expense Ratio

The ratio of total operating expenses to effective gross income (TOE/EGI); the complement of the net income ratio, i.e., $OER = 1 - NIR$ (Dictionary)

Option

A legal contract, typically purchased for a stated consideration, that permits but does not require the holder of the option (known as the *optionee*) to buy, sell, or lease real estate for a stipulated period of time in accordance with specified

terms; a unilateral right to exercise a privilege. (Dictionary)

Partial Interest

Divided or undivided rights in real estate that represent less than the whole, i.e., a fractional interest such as a tenancy in common, easement, or life interest. (Dictionary)

Pass Through

A tenant's portion of operating expenses that may be composed of common area maintenance (CAM), real property taxes, property insurance, and any other expenses determined in the lease agreement to be paid by the tenant. (Dictionary)

Potential Gross Income (PGI)

The total income attributable to property at full occupancy before vacancy and operating expenses are deducted. (Dictionary)

Prospective Future Value Upon Completion

A prospective market value may be appropriate for the valuation of a property interest related to a credit decision for a proposed development or renovation project. According to USPAP, an appraisal with a prospective market value reflects an effective date that is subsequent to the date of the appraisal report. ... The prospective market value –as completed- reflects the property's market value as of the time that development is expected to be complete. (Dictionary)

Prospective Future Value Upon Stabilization

A prospective market value may be appropriate for the valuation of a property interest related to a credit decision for a proposed development or renovation project. According to USPAP, an appraisal with a prospective market value reflects an effective date that is subsequent to the date of the appraisal report ...The prospective market value – as stabilized – reflects the property's market value as of the time the property is projected to achieve stabilized occupancy. For an income-producing property, stabilized occupancy is the occupancy level that a property is expected to achieve after the property is exposed to the market for lease over a reasonable period of time and at comparable

terms and conditions to other similar properties. (Dictionary)

Replacement Cost

The estimated cost to construct, at current prices as of a specific date, a substitute for a building or other improvements, using modern materials and current standards, design, and layout. (Dictionary)

Reproduction Cost

The estimated cost to construct, at current prices as of the effective date of the appraisal, an exact duplicate or replica of the building being appraised, using the same materials, construction standards, design, layout, and quality of workmanship and embodying all of the deficiencies, superadequacies, and obsolescence of the subject building. (Dictionary)

Retrospective Value Opinion

A value opinion effective as of a specified historical date. The term *retrospective* does not define a type of value. Instead, it identifies a value opinion as being effective at some specific prior date. Value as of a historical date is frequently sought in connection with property tax appeals, damage models, lease renegotiation, deficiency judgments, estate tax, and condemnation. Inclusion of the type of value with this term is appropriate, e.g., "retrospective market value opinion." (Dictionary)

Sandwich Leasehold Estate

The interest held by the sandwich leaseholder when the property is subleased to another party; a type of leasehold estate. (Dictionary)

Sublease

An agreement in which the lessee in a prior lease conveys the right of use and occupancy of a property to another, the sublessee, for a specific period of time, which may or may not be coterminous with the underlying lease term. (Dictionary)

Subordination

A contractual arrangement in which a party with a claim to certain assets agrees to make his or her

claim junior, or subordinate, to the claims of another party. (Dictionary)

Surplus Land

Land that is not currently needed to support the existing use but cannot be separated from the property and sold off for another use. Surplus land does not have an independent highest and best use and may or may not contribute value to the improved parcel. (Dictionary)

TPO

Thermoplastic polyolefin, a resilient synthetic roof covering.

Triple Net (Net Net Net) Lease

An alternative term for a type of net lease. In some markets, a net net net lease is defined as a lease in which the tenant assumes all expenses (fixed and variable) of operating a property except that the landlord is responsible for structural maintenance, building reserves, and management; also called *NNN lease*, *net net net lease*, or *fully net lease*. (Dictionary)

(The market definition of a triple net lease varies; in some cases tenants pay for items such as roof repairs, parking lot repairs, and other similar items.)

Usable Area

The measured area of an office area, store area, or building common area on a floor. The total of all the usable areas for a floor shall equal floor usable area of that same floor. (BOMA)

Value-in-Use

The value of a property assuming a specific use, which may or may not be the property's highest and best use on the effective date of the appraisal. Value in use may or may not be equal to market value but is different conceptually. (Dictionary)

VTAB

Value of the Total Assets of a Business. The value of a going concern (i.e. the business enterprise). (Dictionary)

Qualifications

Qualifications of Maria Aji, PhD Senior Appraiser

Valbridge Property Advisors | Northern California



Independent Valuations for a Variable World

State Certifications

Certified General
State of California

Education

Ph.D.
Urban and Regional Planning
University of Southern California,
Los Angeles, CA,

Master of Community Planning
University of Cincinnati

Diploma in Economics
National University of Greece
Athens, Greece

Certificate in International
Marketing and Export Techniques
Organization for the Promotion of
Exports
Athens, Greece

Contact Details

408-279-1520 ext. 7120 (p)
408-279-3428 (f)
maji@valbridge.com (e)

Valbridge Property Advisors |
Northern California
55 S. Market Street
Suite 1210
San Jose, CA 95113

www.valbridge.com

Experience

Senior Appraiser

Valbridge Property Advisors | Northern California
(2015-Present)

Appraiser

Valbridge Property Advisors | Northern California
(2013-2014)

Hulberg & Associates, Inc. (2001-2013)
(joined to create Valbridge in 2013)
San Jose, CA

Associate Appraiser

The Property Sciences Group, Inc. (1998-2001)
San Jose, CA

Researcher

Nanyang Technological University, Business School
(1994-1995)
Singapore

Market Research Director

Grubb & Ellis Company (1993-1994)
San Jose, CA

Economic/Planning Consultant

Gruen Gruen & Associates (1992-1993)
San Francisco, CA

Research Associate

Practical Research for Planning, Inc., Pasadena, CA
(1991-1992)
Pasadena, CA

Appraisal/valuation and consulting assignments include: professional/ medical offices, shopping centers, mixed-use projects, gas stations, oil-changing facilities, vacant land, single family homes, apartments, condominiums, vacant land, light industrial, manufacturing, and research and development buildings, condominiums, warehouses, industrial parks, mini-storage facilities, vacant land, and special purpose properties.

Qualifications of Yvonne J. Broszus, MAI
Managing Director
Valbridge Property Advisors | Northern California



Independent Valuations for a Variable World

State Certifications

Certified General
State of California

Education

Bachelor of Science,
Marketing
Santa Clara University

Contact Details

408-279-1520 ext. 7135 (p)
408-279-3428 (f)
ybroszus@valbridge.com (e)

Valbridge Property Advisors |
Northern California
55 South Market, Suite 1210
San Jose, CA 95113

www.valbridge.com

Membership/Affiliations

Member: Appraisal Institute MAI Designation
Chairman: AI Fall Conference Committee (2006)
AI Spring Litigation Conference (2017)

Committee Member: AI Spring Litigation Conference (2014-current)
AI Silicon Valley Subchapter (2006-07)
AI Fall Conference (2004, 2005, 2018-current))

Award: AI Claudia B. Carleton Leadership Award

Appraisal Institute & Related Courses

Continuing education courses taken through the Appraisal Institute and other real estate organizations.

Experience

Managing Director

Valbridge Property Advisors | Northern California (2018-Present)

Director

Valbridge Property Advisors | Northern California (2013-2018)

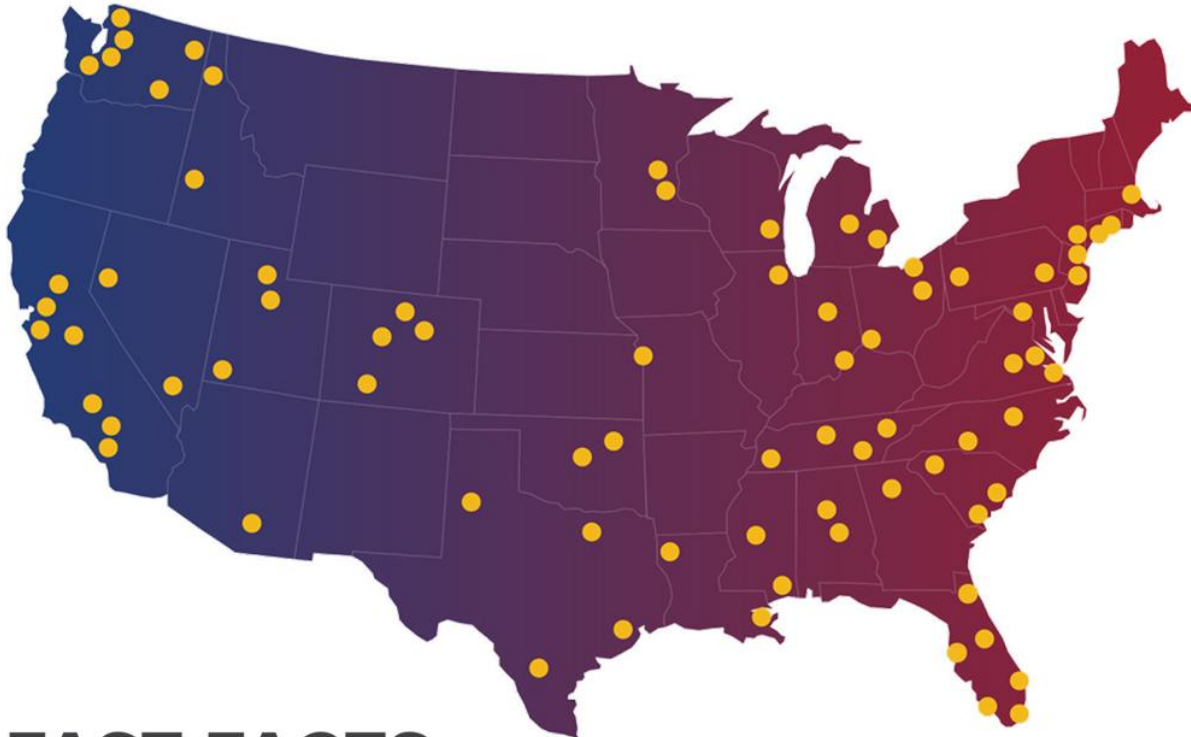
Vice President

Hulberg & Associates, Inc. (1988-2013)
(joined to create Valbridge in 2013)

Appraisal/valuation and consulting assignments include: retail buildings (community, specialty, neighborhood and strip), office buildings (professional and medical/dental), vacant and agricultural land, warehouses, manufacturing, light industrial, research and development, apartments, single-family residential, mobile home parks, auto dealerships, service stations, worship facilities, truck stops, food processing and cold storage facilities, fixed base operators at airports, professional sports stadiums, and other special purpose properties.

Ms. Broszus has provided valuation services in a wide variety of complex civil litigation cases involving real estate. These matters have included condemnation issues, contract disputes, bankruptcy/creditors matters, and environmental lawsuits, among other issues. She also specializes in property tax appeals, having helped clients recover millions of dollars in property tax refunds.

Qualified as an expert witness, Ms. Broszus has testified in state and federal courts, major arbitrations, and at Assessment Appeal Board hearings. She is a highly experienced forensic appraiser.



FAST FACTS

COMPANY INFORMATION

- Valbridge is the largest independent national commercial real estate valuation and advisory services firm in North America.
 - Total number of MAI-designated appraisers: 200+ on staff
 - Total number of office locations: 70+ across U.S.
 - Total number of staff: 675+ strong
- Valbridge covers the entire U.S. from coast to coast.
- Valbridge services all property types, including special-purpose properties.
- Valbridge provides independent valuation services. We are not owned by a brokerage firm or investment company.
- Every Valbridge office is led by a senior managing director who holds the MAI designation of the Appraisal Institute.
- Valbridge is owned by our local office leaders.
- Valbridge welcomes single-property assignments as well as portfolio, multi-market and other bulk-property engagements.

Valbridge

PROPERTY ADVISORS

ALABAMA

4732 Woodmere Boulevard
Montgomery, AL 36106
334.277.5077

200 Cahaba Park Circle
Suite 213
Birmingham, AL 35242
205.440.2998

ARIZONA

6061 E. Grant Road
Suite 121
Tucson, AZ 85712
520.321.0000

CALIFORNIA

4915 Calloway Drive
Suite 101
Bakersfield, CA 93312
661.587.1010

1370 N. Brea Boulevard
Suite 255
Fullerton, CA 92835
714.449.0852

2813 Coffee Road
Suite E-2
Modesto, CA 95355
209.569.0450

99 S. Lake Avenue
Suite 21
Pasadena, CA 91101
626.744.0428

3090 Fite Circle
Suite 202
Sacramento, CA 95827
916.361.2509

55 South Market Street
Suite 1210
San Jose, CA 95113
408.279.1520

3160 Crow Canyon Place
Suite 245
San Ramon, CA 94583
925.327.1660

COLORADO

7445 E. Peakview Avenue
Centennial, CO 80111
303.443.9600

5345 Arapahoe Avenue
Suite 7
Boulder, CO 80303
303.443.9600

23272 Two Rivers Road
Unit 101
Basalt, CO 81621
970.340.1016

1099 Main Avenue
Suite 311
Durango, CO 81301
970.340.1016

CONNECTICUT

15 Concord Street
Glastonbury, CT 06033
860.246.4606

17 Covewood Drive
Norwalk, CT 06853
203.286.6520

FLORIDA

2240 Venetian Court
Naples, FL 34109
239.514.4646

301 Almeria Avenue,
Suite 350
Coral Gables, FL 33134
305.639.8029

10950 San Jose Boulevard
Jacksonville, FL 32223
844.822.7825

734 Rugby Street
Orlando, FL 32804
844.822.7825

2601 W Horatio Street
Unit 6
Tampa, FL 33609
844.822.7825

2711 Poinsettia Avenue
West Palm Beach, FL 33407
561.833.5331

GEORGIA

2675 Paces Ferry Road
Suite 145
Atlanta, GA 30339
678.644.4853

IDAHO

1459 Tyrell Lane
Suite B
Boise, ID 83706
208.336.1097

1875 N. Lakewood Drive
Suite 100
Coeur d'Alene, ID 83814
208.292.2965

ILLINOIS

566 W. Lake Street
Suite 240
Chicago, IL 60661
312.288.8687

INDIANA

820 Fort Wayne Avenue
Indianapolis, IN 46204
317.687.2747

KANSAS

10990 Quivira Road
Suite 100
Overland Park, KS 66210
913.451.1451

KENTUCKY

9000 Wessex Place
Suite 306
Louisville, KY 40222
502.585.3651

LOUISIANA

2030 Dickory Avenue
Suite 200
New Orleans, LA 70123
504.541.5100

MARYLAND

11100 Dovedale Court
Marriottsville, MD 21104
443.333.5522

MASSACHUSETTS

260 Bear Hill Road
Suite 106
Waltham MA 02451
781.790.5645

MICHIGAN

1420 Washington Blvd.
Suite 301
Detroit, MI 48226
313.986.3313.

2127 University Park Drive
Suite 390
Okemos, MI 48864
517.336.0001

MINNESOTA

255 East Kellogg Boulevard
Suite 102A
St. Paul, MN 55101
651.370.1475

MISSISSIPPI

1010 Ford Street
Gulfport, MS 39507
228.604.1900

737 Highway 51
Suite 1C
Madison, MS 39110
601.853.0736

501 Highway 12 West
Suite 150-M
Starkville, MS 39759
662.617.2350

MISSOURI

10990 Quivira Road
Suite 100
Overland Park, KS 66210
913.451.1451

NEVADA

3034 S. Durango Drive
Suite 100
Las Vegas, NV 89117
702.242.9369

6490 S McCarran Blvd
#51
Reno, NV 89509
775.204.4100

NEW JERSEY

2740 Route 10 West, Suite 204
Morris Plains, NJ 07950
973.970.9333

3500 Route 9 South, Suite 202
Howell, NJ 07731
732.807.3113

NEW YORK

424 West 33rd Street
Suite 630
New York, NY 10001
212.268.1113

NORTH CAROLINA

412 E. Chatham Street
Cary, NC 27511
919.859.2666

5950 Fairview Road, Suite 405
Charlotte, NC 28210
704.376.5400

OHIO

1655 W. Market Street
Suite 130
Akron, OH 44313
330.899.9900

8291 Beechmont Ave.,
Suite B
Cincinnati, OH 45255
513.785.0820

1422 Euclid Avenue
Suite 616
Cleveland, OH 44115
216.367.9690

OKLAHOMA

5909 NW Expressway
Suite 104
Oklahoma City, OK 73132
405.603.1553

6666 South Sheridan Road
Suite 104
Tulsa, OK 74133
918.712.9992

PENNSYLVANIA

150 S. Warner Road
Suite 440
King of Prussia, PA 19406
215.545.1900

4701 Baptist Road
Suite 304
Pittsburgh, PA 15227
412.881.6080

SOUTH CAROLINA

11 Cleveland Court
Greenville, SC 29607
864.233.6277

920 Bay Street
Suite 26
Beaufort, SC 29902
843.342.2302

1250 Fairmont Avenue
Mt. Pleasant, SC 29464
843.881.1266

TENNESSEE

5205 Maryland Way
Suite 300
Brentwood, TN 37027
615.369.0670

701 Broad Street
Suite 209
Chattanooga, TN 37402
423.285.8435

213 Fox Road
Knoxville, TN 37922
865.522.2424

756 Ridge Lake Blvd
Suite 225
Memphis, TN 38120
901.753.6977

TEXAS

High Point Center
12225 Greenville Avenue
Suite 490
Dallas, TX 75243
214.446.1611

TEXAS (cont'd)

974 Campbell Road
Suite 204
Houston, TX 77024
713.467.5858

2731 81st Street
Lubbock, TX 79423
806.744.1188

9901 IH-10 West
Suite 1035
San Antonio, TX 78230
210.227.6229

UTAH

321 North County Boulevard
Unit D
American Fork, UT 84003
801.492.9328

1100 East 6600 South
Suite 201
Salt Lake City, UT 84121
801.262.3388

20 North Main
Suite 304
St. George, UT 84770
435.773.6300

VIRGINIA

656 Independence Parkway
Suite 220
Chesapeake, VA 23320
757.410.1222

4914 Fitzhugh Avenue
Suite 102
Richmond, VA 23230
757.345.0010

5107 Center Street
Unit 2B
Williamsburg, VA 23188
757.345.0010

WASHINGTON

18728 Bothell Way, NE
Suite B
Bothell, WA 98011
425.450.0040

2927 Colby Avenue
Suite 100
Everett, WA 98201
425.258.2611

419 Berkeley Avenue
Suite A
Fircrest, WA 98466
253.274.0099

8378 W. Grandridge Boulevard
Suite 110-D
Kennewick, WA 99336
509.221.1540

506 Second Avenue
Suite 1001
Seattle, WA 98104
206.209.3016

324 N. Mullan Road
Spokane Valley, WA 99206
509.747.0999

WISCONSIN

12660 W. North Avenue
Brookfield, WI 53005
262.782.7990

RESOLUTION NO. 2021-56

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
UPDATING PARK IN LIEU FEES**

WHEREAS, Chapter 13.24 of the Los Altos Municipal Code requires as a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land or pay a fee in lieu thereof; and

WHEREAS, Los Altos Municipal Code, Section 13.24.010, subdivision (F), provides that each fiscal year the Director of Public Works (now the Public Works Engineering Services Director) shall make a determination of the fair market value of the lands available for park purchase to be used in calculating a Park In-Lieu Fee to be paid; and

WHEREAS, the Engineering Services Director has made a determination of the fair market value of lands available for park purchase is \$11.2 million per acre, resulting in Park In-Lieu Fees of \$90,855 for Single Family Residential Units and \$57,205 for Multiple Family Residential Units; and

WHEREAS, the City Council desires to increase the Park In-Lieu Fees to ensure that the fees will continue to generate sufficient funds to acquire land and construct the park and recreational facilities needed to serve new development.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Park In-Lieu Fees in the rounded amounts of 90,900 per Single Family/Detached Residential Unit and \$57,200 per Multiple Family/Attached Residential Unit and these fees shall become effective immediately. The City Clerk is hereby directed to update the FY 2021/22 City of Los Altos Fee Schedule, which was approved on October 26, 2021, by Resolution 2021-54, to reflect the Park In-Lieu Fees as modified herein.

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 30th day of November, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea M. Chelemengos, MMC, CITY CLERK



PUBLIC HEARING

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Reconsideration of Design Review Approval (D20-0008) for parking lot modifications and installation of carport structure at 374 Second Street

Prepared by: Steve Golden, Senior Planner

Reviewed by: Jon Biggs, Community Development Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Resolution No. 2021-53
2. Approved Packard Foundation Design Review Landscape/Tree Planting Plan (2008 Design Review application)
3. Approved Design Plans (D20-0008)

Initiated by:

Ryan Martini, The David and Lucile Packard Foundation

Previous Council Considerations:

- October 26, 2021 – Public hearing and Council approval (3-2) of the Design Review (D20-0008) for parking lot modifications and installation of a carport structure
- November 9, 2021 – The Council voted to reconsider the approval of the design review application.

Fiscal Impact:

There is no negative fiscal impact to the city for this project.

Environmental Review:

This design review application is categorically exempt from environmental review pursuant to Section 15301 (Class 1), Existing Facilities and 15303 New Construction or Conversion of Small Structures (Class 3) of the California Environmental Quality Act (CEQA) Guidelines, as amended, and none of the circumstances listed in CEQA Guidelines Section 15300.2 applies. Class 1 categorical exemptions consists of the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, etc. involving negligible or no expansion of existing or former use. Class 3 categorical exemptions consists of construction and location of limited numbers of new, small facilities or structures and the installation of small new equipment and facilities in small structures, which lists accessory (appurtenant) structures including garages and carports. The applicant requests to modify the existing surface parking lot to include carports and an additional 28 parking spaces. The proposed changes to the existing parking lot do not expand the use of the building (Packard Foundation) that

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: Reconsideration of Design Review (D20-0008) at 374 Second St

it is associated with, and the proposed carports are specifically listed as a Class 3 categorical exemption.

Policy Question(s) for Council Consideration:

- Is there any new evidence or facts not previously presented with regard to the item or a claim of error in applying the facts to justify overturning the approval of the design review application?

Staff Recommendation:

Reaffirm previous approval for design review application D20-0008.

Purpose

Reconsider City Council’s October 26, 2021 approval for the design review application to allow for the modification of an existing parking lot and the construction of a carport structure.

Background

The request for design review approval for modifications to the existing parking lots at 374 Second Street that is associated with the David and Lucile Packard Foundation Building (Packard Foundation) at 343 Second Street was reviewed and approved at the October 26, 2021 City Council meeting (Attachment 1). At the request of Council Member Weinberg and supported by Vice Mayor Enander, an item was placed on the November 9, 2021 meeting for Council’s motion to reconsider the design review approval per the Council’s adopted Norms and Procedures. The motion to reconsider the approval was approved by the Council and scheduled for today’s meeting.

As previously advised by the City Attorney and pursuant to Council Norm and Procedures Section 11.8.C, that states, “*the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts*” the reconsideration of the application approval is not a *de novo* review. At the November 9, 2021 meeting, Council Member Weinberg expressed that new information might include the fact that there might be trees in the existing parking lot that were incorporated into approved design plans from the Packard Foundation’s previous design review approval and therefore would be considered protected trees and should not be removed. Other new evidence or facts not presented previously could also be considered, but this specific information was brought forward by Council Member Weinberg who requested the reconsideration.

Discussion/Analysis

As stated previously, Council Member Weinberg expressed concern that trees planted in the existing parking lot areas may have been incorporated into previous design review approvals and therefore should have been considered as protected trees. To clarify what trees are considered



Subject: Reconsideration of Design Review (D20-0008) at 374 Second St

protected trees, Section 11.08.040 of the municipal code states that a protected tree is any of the following:

- A. Any tree that is forty-eight (48) inches in circumference measured at forty-eight (48) inches above grade;*
- B. Any tree designated by the historical commission as a heritage tree or any tree under official consideration by the historical commission for heritage tree designation;*
- C. Any tree which was required by the city to be either saved or planted in conjunction with a development review application.*

Street trees are also considered protected trees under Chapter 9.20 Trees and Shrubs of Title 9 Streets, Sidewalks, and Public Places and require a permit for tree removal.

Staff reviewed the approved landscape plans for design review application 08-D-06 associated with the Packard Foundation’s application submitted in 2008 for the new office building project at 343 Second Street (see Attachment 2). Staff determined that 13 trees were proposed and approved to be planted¹ and should be considered protected trees per subsection C above (see trees highlighted in yellow in Attachment 2). However, since these trees did not measure at least 48 inches in circumference, which is a more common visual indicator of a protected tree by definition, they were not considered protected trees. Staff has reviewed the existing site plan (See Attachment 3, Sheet C1.1) and has identified 13 tristanias as the trees planted in compliance with the previously approved design plans² (circled in blue) and should have been identified as protected trees per the municipal code definition. In total, there are 18 protected trees per the municipal code protected tree definitions that are proposed to be removed as follows:

Protected Tree Type	Count	Notes
Street Tree	1	Proposed to be replaced
Over 48” in Circumference	5	Two of these trees are 45.5”; one tree is 47” in circumference (survey was performed May 2021), but included since they are close to the threshold
Tree planted as part of approved design review plan	12	All are tristania tree species

Pursuant to Chapter 11.08 Tree Protection Regulations of the municipal code, a tree removal permit is required in order to remove any protected tree and the municipal code considers the

¹ Based on the available electronic plans from the 2008 design review application; however, the building permit plans included a total of 15 tristanias. The two additional trees may have been optionally planted by the applicant.

² Some of the existing trees are in different locations as compared to the approved plans, which could have resulted from field conflicts when planting.



Subject: Reconsideration of Design Review (D20-0008) at 374 Second St

approval authority for tree removal requests in conjunction with another development review application shall be the same approval authority as established by this code for the accompanying development review application. Therefore, in this situation, any of the protected tree types could be removed under the design review application as determined by the City Council. The municipal code does not distinguish the types of protected trees differently in this case; however, there might be more concern and sensitivity with the proposed removal of a tree over 48 inches in circumference as compared to a tree under 48 inches in circumference, but was required to be planted as part of an approved landscape plan.

In lieu of the new parking lot layout, it is infeasible to protect all of the previously approved tree planting locations. Also, the Council should be aware that the Planning Commission continued this item from their first meeting with direction to the applicant to revise the plan to preserve more trees and include additional on-site tree planting, which the applicant did to the Planning Commission's satisfaction. In general, a one-to-one tree replacement scenario is desirable, but not always feasible. In total, the applicant is requesting to remove 22 trees and plant 14 trees (including the street tree; see Sheet L1.01A, Attachment 3) and has committed to coordinate with GreenTown Los Altos the planting of an additional 27 trees off-site which is included in the conditions of approval.

In addition to the above information, other information which is "new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts" could be brought forward at the meeting; however, is unknown at this time.

Options

- 1) Deny the reconsideration of the design review application affirming the approval to allow the modification of the existing parking lot and construction of the carport structure approved by Council on October 26, 2021

Advantages: The parking lot would increase the overall number of parking spaces available to the Packard Foundation, the number of EV parking spaces, and would provide for covered parking that supports the installation of a new photovoltaic system to off-set energy demand.

Disadvantages: Affirming the approval of the parking lot modification would remove some protected trees, but would be off-set by tree replacement planting on-site and off-site.

- 2) Approve the reconsideration of the design review permit approval and deny the modification of the parking lot and installation of the carport structure.



Subject: Reconsideration of Design Review (D20-0008) at 374 Second St

Advantages: Maintains the existing parking lot as is.

Disadvantages: Rejects approval of ancillary structures that could be used to install photovoltaic systems to off-set energy demands and new EV parking spaces, maintains less efficient on-site circulation pattern and related surrounding public streets, and maintains conflicts at the parking lot driveway entrances with pedestrians and bicyclists.

3) Continue the reconsideration of the design review approval subject to new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts so that the applicant may address any deficiencies in the plans prior to final consideration by the Council.

Advantages: Allows the applicant address deficiencies in the design or information not known to them at this time.

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2021-53

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A DESIGN REVIEW FOR A RECONFIGURED PARKING LOT
AND CARPORT STRUCTURE AT THE DAVID AND LUCILE PACKARD
FOUNDATION BUILDING AT 374 SECOND STREET AND MAKING
FINDINGS OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (“CEQA”)**

WHEREAS, the City of Los Altos received a Design Review application (D20-0008) from the David and Lucile Packard Foundation to reconfigure the existing surface parking lots to provide 86 parking spaces and construct a carport structure covering approximately 5,610 square feet at 374 Second Street; and

WHEREAS, the design review application is categorically exempt from environmental review pursuant to Section 15301 (Class 1), Existing Facilities and 15303 New Construction or Conversion of Small Structures (Class 3) of the California Environmental Quality Act (CEQA) Guidelines, and none of the circumstances listed in CEQA Guidelines Section 15300.2 applies. Class 1 categorical exemptions consists of the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, etc. involving negligible or no expansion of existing or former use. Class 3 categorical exemptions consists of construction and location of limited numbers of new, small facilities or structures and the installation of small new equipment and facilities in small structures, which lists accessory (appurtenant) structures including garages and carports. The applicant requests to modify the existing surface parking lot to include carports and an additional 28 parking spaces. The proposed changes to the existing parking lot do not expand the use of the building (Packard Foundation) that it is associated with, and the proposed carports are specifically listed as a Class 3 categorical exemption.

WHEREAS, the Planning Commission held a duly noticed public hearing on the design review application on August 5, 2021 and September 2, 2021, at which all public comment was considered, and voted to recommend approval to the City Council; and

WHEREAS, the City Council held a duly noticed public meeting on the design review application on October 26, 2021 at which all public comment was duly considered; and

WHEREAS, the location and custodian of the documents or other materials which constitute the record of proceedings upon the City Council’s decision was made are located in the Office of City Clerk.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves Design Review (D20-0008) subject to the findings and conditions attached hereto as “Exhibit A” and incorporated herein by this reference.

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 26th day of October, 2021 by the following vote:

EXHIBIT A

FINDINGS

1. DESIGN REVIEW FINDINGS. With regard to Design Review Application D20-0008, the City Council finds, in accordance with Section 14.78.060 of the Los Altos Municipal Code, as follows:
 - a. The project meets the goals, policies and objectives of the General Plan and complies with any Zoning Code design criteria for the CD District in that the proposed project is ancillary to the existing Packard Foundation building that was previously approved and the proposed design complies with zoning district standards as described in the agenda report;
 - b. The project has architectural integrity and an appropriate relationship with other structures in the immediate area in terms of height, bulk and design in that the carport structure is limited to one story and has an interior location on the site;
 - c. The existing Packard Foundation building combined with the proposed carport have horizontal and vertical building mass that is articulated to relate to the human scale; it has variation and depth of building elevations to avoid large blank walls;
 - d. The metal exterior material of the carport structure convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements and the one-story structure reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;
 - e. The existing landscaping of the Packard Building is generous and inviting, and the proposed landscaping and hardscape of the modified parking lot compliments the building and is well integrated with the building architecture. The existing streetscape will be retained and the existing landscape includes retaining substantial street tree canopy and the project will replace a street tree proposed to be removed;
 - f. Signage is designed to complement the building architecture in terms of style, materials, colors and proportions; however, since no new signage is proposed, this finding does not apply;
 - g. Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing; however, since no new mechanical equipment is proposed, this finding does not apply; and
 - h. Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing; however, since no new service, trash, and utility area proposed, this finding does not apply.

CONDITIONS

GENERAL

1. Expiration

The Design Review Approval will expire on October 26, 2023 (24-months from approval date) unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.78.080 of the Zoning Code.

1. Approved Plans

The design review approval is based upon the plans and materials received on August 23, 2021 except as modified by these conditions and as specified below.

2. Tree Protection

The building plans shall incorporate the tree protection plan included in the arborist report by Urban Tree Management (dated May 17, 2021). All tree protection measures shall be carried out by the contractor in coordination with the consulting arborist. Documentation by letter(s) or reports from the consulting arborist shall be submitted prior to final inspection that demonstrates the tree protection plan was implemented by the contractor and consulting arborist.

3. Tree Removal and Replacement Mitigation

The trees shown to be removed on the site plan are approved per Section 11.08.070 of the Municipal Code. Replacement trees shall be provided as shown on the approved landscape plans and shall be a minimum 15 gallon or 24-inch box container size. In addition, the applicant shall provide documentation from GreenTown Los Altos that the Packard Foundation completed its commitment to contribute towards the planting of 27 trees off-site trees (Category II type trees or larger) per the City's Street Tree Planting List. GreenTown Los Altos should acknowledge the contribution will only go towards the planting of trees, the type of trees that the contribution paid for, and the time frame for when the trees will be planted.

4. Indemnification

The applicant agrees to indemnify, defend, protect and hold City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal Court, challenging any of the City's action with respect to the conditional use permit, design review, and variance.

5. Encroachment Permit

An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

6. Public Utilities

The applicant shall contact electric, gas, communication, and water utility companies regarding the installation of new utility services to the site.

7. Americans with Disabilities Act

All improvements shall comply with Americans with Disabilities Act (ADA).

8. **Municipal Regional Stormwater Permit**

The project shall be in compliance with the City of Los Altos Municipal Regional Stormwater (MRP) NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015.

9. **Transportation Permit**

A Transportation Permit, per the requirements specified in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the construction site. Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.

INCLUDED WITH THE BUILDING PERMIT APPLICATION

10. **Green Building Standards**

The applicant shall provide verification that the project will comply with the City's Green Building Standards (Section 12.26 of the Municipal Code) from a qualified green building professional.

11. **Tree Protection Note**

On the grading plan and/or the site plan, all tree protection fencing shall be shown, and the following note shall be added: "All tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground."

12. **Property Address**

The applicant shall provide an address signage plan as required by the Building Official.

13. **Water Efficient Landscape Plan**

The application shall provide a landscape documentation package prepared by a licensed landscape professional showing how the project complies with the City's Water Efficient Landscape Regulations.

14. **Pollution Prevention**

The improvement plans shall include the "Blueprint for a Clean Bay" plan sheet in all plan submittals.

15. **Storm Water Management Plan**

The Applicant shall submit a Storm Water Management Plan (SWMP) in compliance with the MRP. The SWMP shall be reviewed and approved by a City approved third party consultant at the Applicant's expense. The recommendations from the SWMP shall be shown on the building plans.

16. **Public Utility Dedication**

The applicant shall dedicate public utility easements as required by the utility companies to serve the site.

PRIOR TO ISSUANCE OF BUILDING PERMIT

17. **Final Lot Line Adjustment Application and Recordation**

Plats and legal descriptions of the lot line adjustment shall be submitted for review by the City Land Surveyor. Applicant shall provide a sufficient fee retainer to cover the cost of the map review by the City. The lot line adjustment shall be recorded prior to issuance of the building permit. The recordation for a two-foot wide public access easement along the public alley as offered and shown in the approved plans shall be recorded by separate

instrument. Conforming copies of the above documents shall be provided to the City of Los Altos to demonstrate recording in the Official Records of Santa Clara County.

18. Payment of Fees

The applicant shall pay all applicable fees, including but not limited to map check fee plus deposit as required by the City of Los Altos Municipal Code.

19. Storm Water Filtration Systems

The Applicant shall insure the design of all storm water treatment systems and devices are without standing water to avoid mosquito/insect infestation. The applicant shall install equal size of rain garden that is proposed to be replaced by the new driveway. The new location of rain garden shall be approved by Engineering Service Department.

20. Cost Estimate and Performance Bonds

The applicant shall submit a cost estimate for the improvements in the public right-of-way and shall submit a 100 percent performance bond or cash deposit (to be held until acceptance of improvements) and a 50 percent labor and material bond (to be held 6 months after acceptance of improvements) for the work in the public right-of-way.

21. Grading and Drainage Plan

The Applicant shall submit on-site grading and drainage plans that include drain swale, drain inlets, drip lines of major trees, elevations at property lines, all trees and screening to be saved for approval by City Engineer. No grading or building pads are allowed within two-thirds of the drip line of trees unless recommended by a certified arborist and authorized by the Planning Division.

22. Tree Protection

Tree protection fencing shall be installed around the dripline(s), or as required by the project arborist, of trees the trees to remain as shown on the site plan. Tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground and shall not be removed until all building construction has been completed unless approved by the Planning Division.

23. Construction Management Plan

The Applicant shall submit a construction management plan for review and approval by the Community Development Director and the City Engineer. The construction management plan shall address any construction activities affecting the public right-of-way, including but not limited to excavation, traffic control, truck routing, pedestrian protection, material storage, earth retention and construction vehicle parking. The plan shall provide specific details with regard to how construction vehicle parking will be managed to minimize impacts on nearby property owners, residences, and businesses. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site. Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.

PRIOR TO FINAL BUILDING PERMIT INSPECTION

24. Public Alleyway

The Applicant shall improve the entire width of the alleyway along the rear of the project with the treatment approved by the City Engineer.

25. Green Building Verification

The applicant shall submit verification that the structure was built in compliance with the California Green Building Standards pursuant to Section 12.26 of the Municipal Code (if required).

26. Tree Protection and Mitigation Verification

The applicant shall provide a letter or reports from the consulting arborist that documents that tree protection measures were implemented throughout the project consistent with Condition #2 and a letter from GreenTown Los Altos consistent with Condition #3.

27. Public Infrastructure Repairs

The Applicant shall repair any damaged right-of-way infrastructure and otherwise displaced curb, gutter and/or sidewalks and City's storm drain inlet shall be removed and replaced as directed by the City Engineer or his designee. The Applicant is responsible to resurface (grind and overlay) half of the street along the frontage of Second Street if determined to be damaged during construction, as directed by the City Engineer or his designee.

28. Maintenance Bond

A one-year, ten-percent maintenance bond shall be submitted upon acceptance of improvements in the public right-of-way.

29. SWMP Certification

The Applicant shall have a final inspection and certification done and submitted by the Engineer who designed the SWMP to ensure that the treatments were installed per design. The Applicant shall submit a maintenance agreement to City for review and approval for the stormwater treatment methods installed in accordance with the SWMP. Once approved, City shall record the agreement.

30. Landscape and Irrigation Installation

All on- and off-site landscaping and irrigation shall be installed and approved by the Community Development Director and the City Engineer. Provide a landscape WELO Certificate of Completion, signed by the project's landscape professional and property owner, verifying that the trees, landscaping and irrigation were installed per the approved landscape documentation package.

31. Label Catch Basin Inlets

The Applicant shall label all new or existing public and private catch basin inlets which are on or directly adjacent to the site with the "NO DUMPING - FLOWS TO ADOBE CREEK" logo as required by the City.

32. Release Obligations for ATMP Monitoring

The applicant shall record a document in a form approved by the City Attorney affirming the property owner's obligations under the Development Agreement recorded in the Official Records of Santa Clara County on September 29, 2010 as Document No. 20893608 and Deed Restriction recorded in the Official Records of Santa Clara County on September 29, 2010 as Document No. 20893609. These obligations include the obligation to comply with an Alternative Transportation Demand Management Program (ATMP), except that the recorded document will release the applicant from the obligation to monitor the effectiveness of the ATMP and the additional reserve parking area, as described in the development agreement and deed restriction.

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

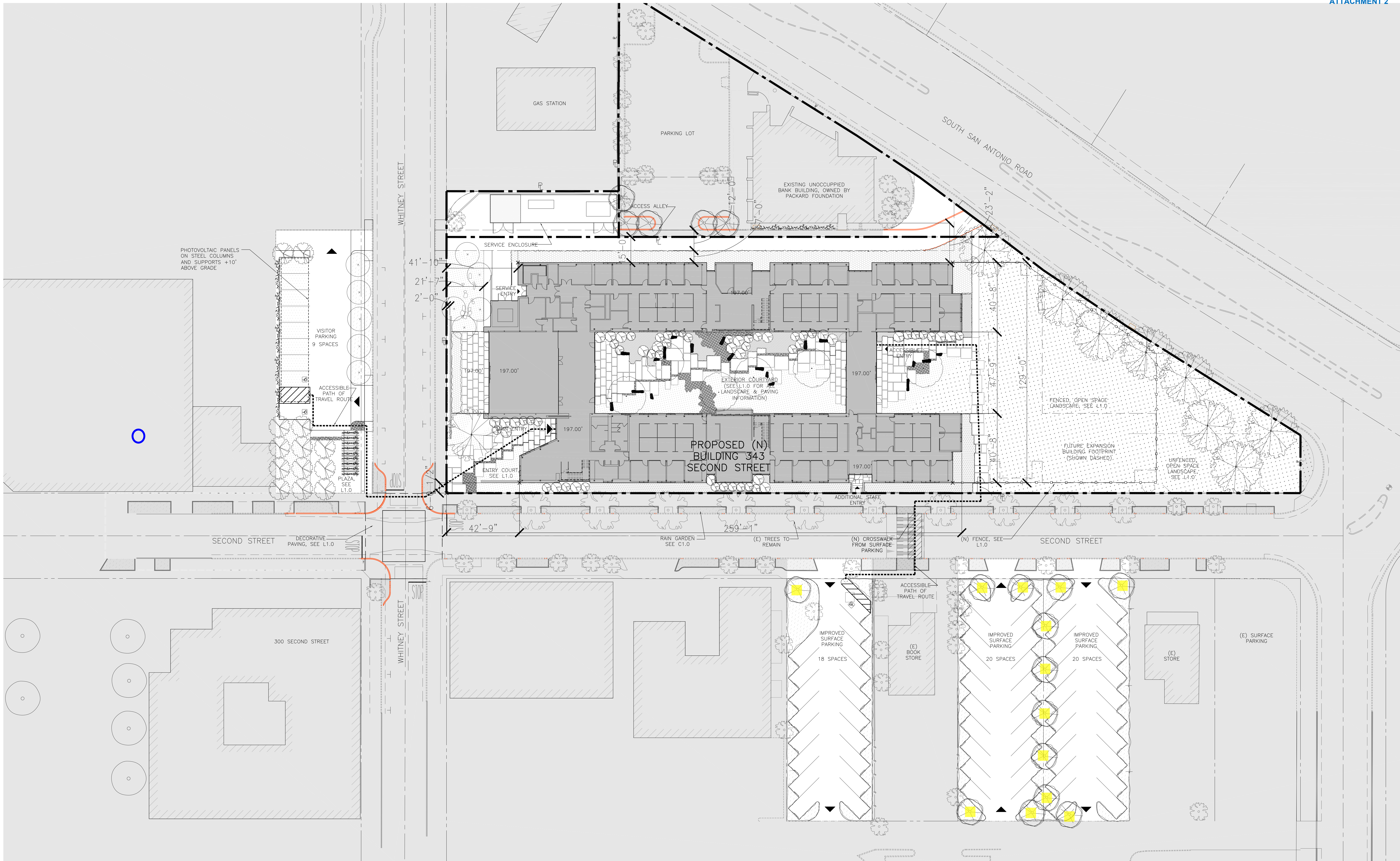


Neysa Fligor, MAYOR

Attest:



Andrea Chelemengos, MMC, CITY CLERK

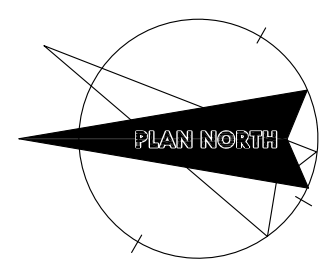


LEGEND

LOTS NOT EFFECTED BY PROJECT

PROPERTY LINES

NOTE:
SEE C.30 & L1.0 FOR ROADWAY / DRIVEWAY DIMENSIONS & SURFACE MATERIALS & FULL SCOPE OF SITE WORK IMPROVEMENTS



Architect:
EHDD ARCHITECTURE
Esherrick Homsey Dodge & Davis
500 Treat Avenue, San Francisco, CA 94110
(415) 285-9193, fax (415) 285-3866
Consultant:

PACKARD FOUNDATION
343 SECOND STREET Los Altos, CA

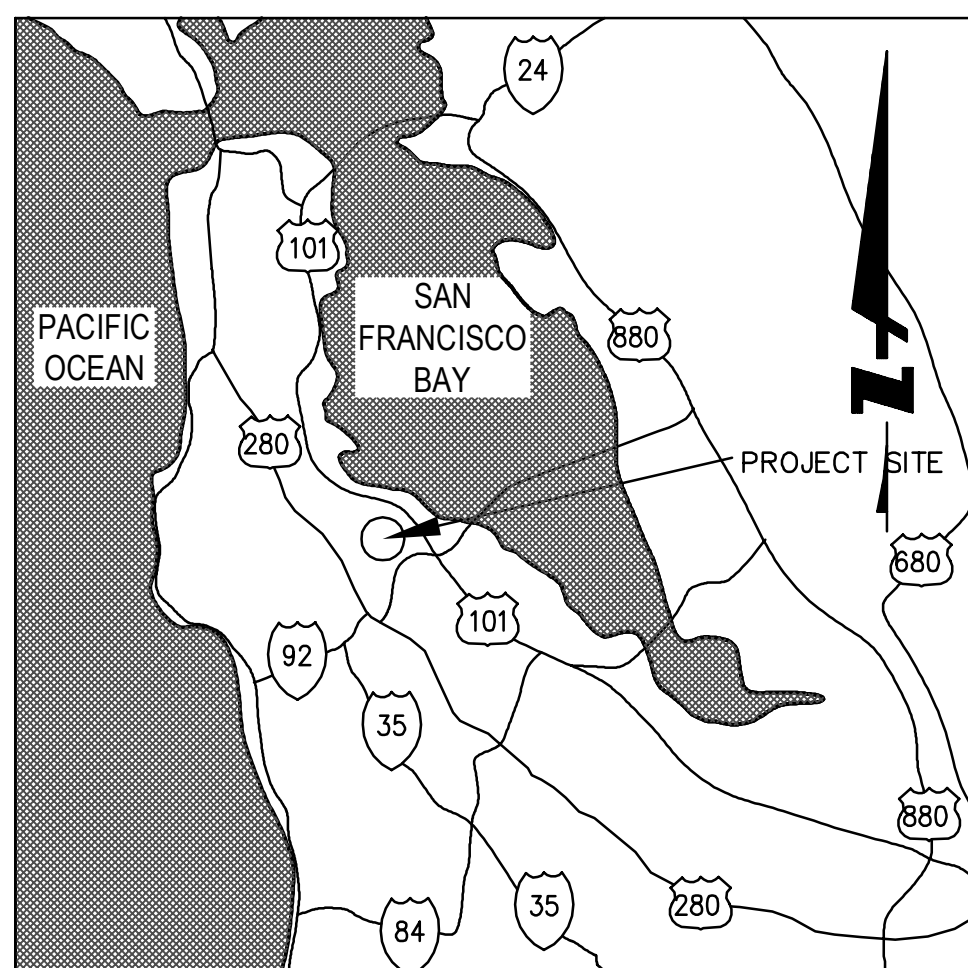
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50% Schematic Design	03/20/08		
Preliminary Design Review	07/24/08		
100% Schematic Design	09/18/08		
50% Design Development	11/07/08		
Los Altos Design Review	12/19/08		

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SITE PLAN

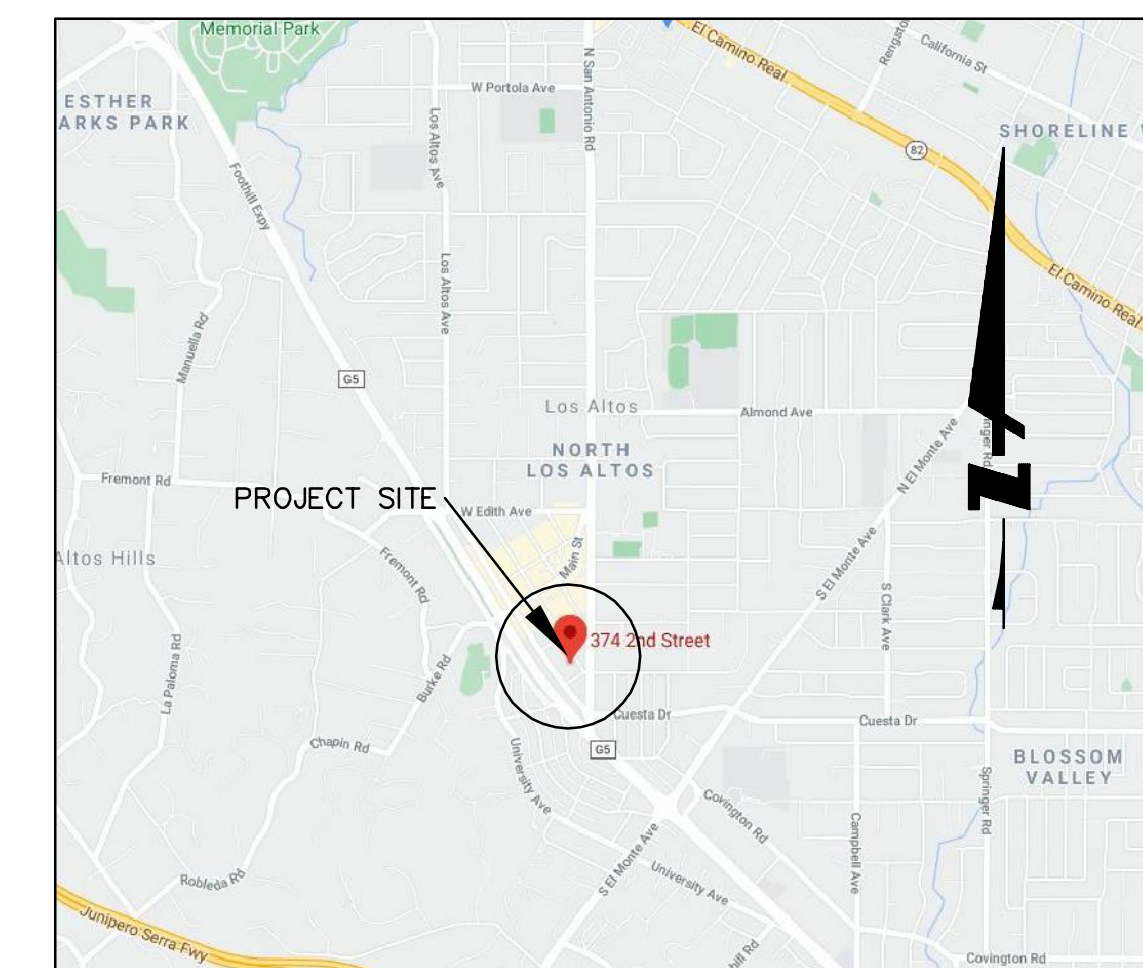
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Sheet No.:
A1.01

Date	Revisions	No.
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	Drawn DJP	
	Approved D.J.L.	
	Job No. 20191214-10	



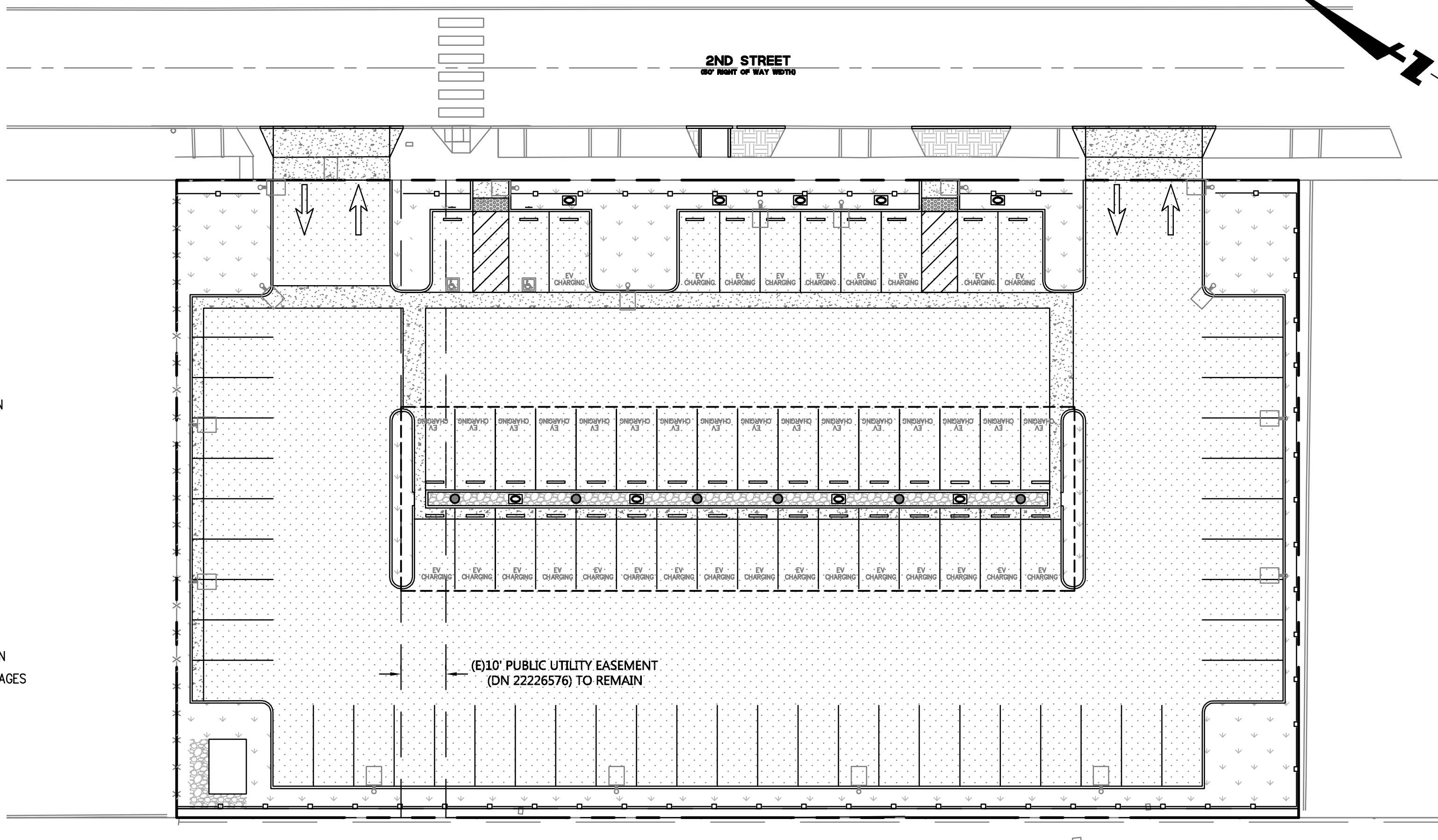
VICINITY MAP
N.T.S.



LOCATION MAP
N.T.S.

PACKARD FOUNDATION PARKING LOT 374 SECOND STREET LOS ALTOS, CA

APN: 167-41-034, -035, -036, -037, -038



ABBREVIATIONS:

AB	AGGREGATE BASE
AC	ASPHALT CONCRETE
AD	AREA DRAIN
ATD	ATRIUM DRAIN
BFPD	BACK FLOW PREVENTION DEVICE
BSTD	BRICKSLOT TRENCH DRAIN
BW	BOTTOM OF WALL ELEVATION
CB	CATCH BASIN
COA	CONDITIONS OF APPROVAL
CL	CENTER LINE
CS	CRAWL SPACE ELEVATION
CIP	CAST IRON PIPE
CONC	CONCRETE
DD	DECK DRAIN
DDCV	DOUBLE DETECTOR CHECK VALVE
DIP	DUCTILE IRON PIPE
DS	ROOF DOWN SPOUT
DW	DOMESTIC WATER LINE
DWL	DRYWELL CATCH BASIN
DWY	DRIVEWAY
(E)	EXISTING
EG	EXISTING GRADE
ELEC	ELECTRICAL
EM	ELECTRICAL METER
EP	EDGE OF PAVEMENT
FC	FACE OF CURB ELEVATION
FDC	FIRE DEPARTMENT CONNECTION
FF	FINISHED FLOOR ELEVATION
FG	FINISHED GROUND ELEVATION
FL	FLOW LINE ELEVATION
FM	FORCE MAIN LINE
FS	FINISHED SURFACE ELEVATION
FP	FINISHED PAVEMENT ELEVATION
FW	FIRE WATER LINE
GB	GRADE BREAK
GM	GAS METER
GR	GRATE ELEVATION
GV	GATE VALVE
HP	HIGH POINT
INV	INVERT ELEVATION
JT	JOINT TRENCH
JP	JOINT POLE
LD	LANDSCAPE DRAIN
LF	LINEAR FEET
LP	LOW POINT
(N)	NEW
PIV	POST INDICATOR VALVE
PKG	PARKING
RET	RETAINING WALL
RIM	RIM ELEVATION
S	SLOPE
SAP	SEE ARCHITECTURAL PLANS
SBD	STORM SUB DRAIN
SBDCCO	STORM SUB DRAIN CLEANOUT
SD	STORM DRAIN
SDCO	STORM DRAIN CLEANOUT
SGR	SEE GEOTECHNICAL REPORT
SIB	SIDE INLET CATCH BASIN
SIP	SEE LANDSCAPE PLANS
SPP	SEE PLUMBING PLANS
SS	SANITARY SEWER
SSCO	SANITARY SEWER CLEANOUT
SSP	SEE STRUCTURAL PLANS
TW	TOP OF WALL ELEVATION
TYP	TYPICAL
USD	UNDERSLAB DRAIN
VD	PIPE VERTICAL DROP
W	DOMESTIC WATER LINE
WM	WATER METER

SHEET INDEX

CIVIL	
SHEET NO.	DESCRIPTION
CO.0	TITLE SHEET
C1.1	EXISTING CONDITIONS
C2.0	LOT LINE ADJUSTMENT PLAN
C2.1	SITE PLAN
C2.2	ALTERNATIVE SITE PLAN
C3.1	GRADING AND DRAINAGE PLAN
C3.2	CONSTRUCTION MANAGEMENT PLAN
C3.3	CONSTRUCTION BMP SHEET
C4.1	STORMWATER CONTROL PLAN
C5.1	CARPORT ELEVATIONS
C5.2	SITE RENDERINGS
C5.3	SITE RENDERINGS
C5.4	CARPORT MATERIAL BOARD

LANDSCAPE	
SHEET NO.	DESCRIPTION
L1.00	MATERIALS PLAN
L1.01A	PLANTING PLAN
L1.01B	ADD ALTERNATE - PLANTING PLAN
L1.02	PLANT OPTIONS & CHARACTER IMAGES

ELECTRICAL	
SHEET NO.	DESCRIPTION
E1.0	ELECTRICAL SITE PLAN

LIGHTING	
SHEET NO.	DESCRIPTION
LD-1	LIGHTING DESIGN PLAN
LD-2	LIGHTING DESIGN NOTES

PROJECT INFORMATION:

- PROJECT PARCELS:
167-41-034 7,101.7 SF (0.163 ACRES)
167-41-035 7,101.7 SF (0.163 ACRES)
167-41-036 7,101.7 SF (0.163 ACRES)
167-41-037 7,101.7 SF (0.163 ACRES)
167-41-038 7,101.7 SF (0.163 ACRES)
TOTAL AREA: 35,508 SF (0.815 ACRES)
- ZONING: CD - COMMERCIAL DOWNTOWN
- GENERAL PLAN LAND USE: DOWNTOWN COMMERCIAL
- CARPORT STRUCTURE LOT COVERAGE 6,150 SF (0.14 AC)
MAX LENGTH: 41 FT
MAX WIDTH: 150 FT
MAX HEIGHT: 16 FT

PROJECT DESCRIPTION:

THE PROJECT PROPOSES TO EXPAND AND RECONFIGURE EXISTING PARKING FACILITIES SERVING THE DAVID AND LUCILE PACKARD FOUNDATION LOCATED AT 343 2ND STREET. THREE (3) PARCELS WITH EXISTING ONE WAY PARKING LOTS AND (2) ADJACENT UNDEVELOPED PARCELS WOULD BE MERGED. EXISTING FACILITIES ARE PROPOSED TO BE DEMOLISHED AND/OR SALVAGED AND PARKING IS TO BE RECONFIGURED FOR TWO-WAY CIRCULATION ONTO 2ND STREET. EXISTING ACCESS TO/FROM THE ALLEY WOULD BE REMOVED AND A COMBINATION OF NEW AND EXISTING FENCING WOULD ENCLOSE THE PARKING LOT. AS PART OF IMPROVEMENTS, ACCESSIBLE AND EV CHARGING STALLS WOULD BE CONSOLIDATED AND PEDESTRIAN ACCESS TO 2ND STREET FRONTAGE WOULD BE IMPROVED AND BROUGHT UP TO CURRENT ACCESSIBILITY STANDARDS: A MAXIMUM 16 FT TALL, 6,150 SF CANOPY STRUCTURE IS PROPOSED FOR PHOTOVOLTAIC PANELS. ADDITIONAL SITE AMENITIES WOULD INCLUDE NEW LANDSCAPING, TREES, LIGHTING, AND DRAINAGE IMPROVEMENTS TO COMPLY WITH C.3 STORMWATER REQUIREMENTS.

ENGINEER'S STATEMENT

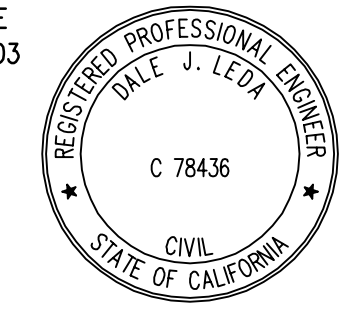
THIS SITE IMPROVEMENT PLAN SUBMITTAL HAS BEEN PREPARED UNDER MY DIRECTION.

BRIAN K. SCOTT
PRINCIPLE
P.E. #61034
BKF ENGINEERS



ENGINEER OF WORK

I HEREBY DECLARE THAT I AM THE CIVIL ENGINEER OF WORK FOR THIS PROJECT AND THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THIS PROJECT AS DEFINED IN SECTION 6703 OF THE STATE OF CALIFORNIA, BUSINESS PROFESSIONAL CODES, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS.



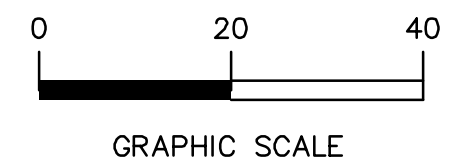
DALE LEDA
PROJECT MANAGER
P.E. #78436
BKF ENGINEERS

PROJECT DESIGN TEAM:

- OWNER:** DAVID AND LUCILE PACKARD FOUNDATION
343 2ND STREET
LOS ALTOS, CA, 94022
CONTACT: RYAN MARTINI
(650) 917-7162
- ARBORIST:** URBAN TREE MANAGEMENT
P.O. BOX 971 LOS GATOS, CA 95031
CONTACT: MICHAEL YOUNG
(650) 321-0202
- CIVIL:** BKF ENGINEERS
255 SHORELINE DR, SUITE 200
REDWOOD CITY, CA 94065
CONTACT: DALE LEDA
(650) 482-6300
- ELECTRICAL:** POWERFLEX
392 1ST STREET
LOS ALTOS, CA 94022
CONTACT: CALE SKAGEN
(253) 720-3720
- LANDSCAPE ARCHITECT:** JONI L JANECKI & ASSOCIATES INC
515 SWIFT STREET
SANTA CRUZ, CA 95060
CONTACT: JONI L JANECKI
(253) 720-3720
- LIGHTING:** BENYA BURNETT CONSULTANCY
501 FILMORE COURT
DAVIS, CA 95616
CONTACT: BENYA BURNETT
(503) 519-9631

PRIOR TO FINAL OCCUPANCY COA:

- PUBLIC ALLEYWAY - THE APPLICANT SHALL IMPROVE THE ENTIRE WIDTH OF THE ALLEYWAY ALONG THE REAR OF THE PROJECT WITH THE TREATMENT APPROVED BY THE CITY ENGINEER
- PUBLIC INFRASTRUCTURE REPAIRS - THE APPLICANT SHALL REPAIR ANY DAMAGED RIGHT-OF-WAY INFRASTRUCTURES AND OTHERWISE DISPLACED CURB, GUTTER AND/OR SIDEWALKS AND CITY'S STORM DRAIN INLET SHALL BE REMOVED AND REPLACED AS DIRECTED BY THE CITY ENGINEER OR HIS DESIGNEE. THE APPLICANT IS RESPONSIBLE TO RESURFACE (GRIND AND OVERLAY) HALF OF THE STREET ALONG THE FRONTAGE OF SECOND STREET IF DETERMINED TO BE DAMAGED DURING CONSTRUCTION, AS DIRECTED BY THE CITY ENGINEER OR HIS DESIGNEE.
- MAINTENANCE BOND - A ONE-YEAR, TEN-PERCENT MAINTENANCE BOND SHALL BE SUBMITTED UPON ACCEPTANCE OF IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY.
- SWMP CERTIFICATION - THE APPLICANT SHALL HAVE A FINAL INSPECTION AND CERTIFICATION DONE AND SUBMITTED BY THE ENGINEER WHO DESIGNED THE SWMP TO ENSURE THAT THE TREATMENTS WERE INSTALLED PER DESIGN. THE APPLICANT SHALL SUBMIT A MAINTENANCE AGREEMENT TO CITY FOR REVIEW AND APPROVAL FOR THE STORMWATER TREATMENT METHODS INSTALLED IN ACCORDANCE WITH THE SWMP. ONCE APPROVED, CITY SHALL RECORD THE AGREEMENT.
- LANDSCAPE AND IRRIGATION INSTALLATION - ALL ON- AND OFF-SITE LANDSCAPING AND IRRIGATION SHALL BE INSTALLED AND APPROVED BY THE COMMUNITY DEVELOPMENT DIRECTOR AND THE CITY ENGINEER
- LABEL CATCH BASIN INLETS - THE APPLICANT SHALL LABEL ALL NEW OR EXISTING PUBLIC AND PRIVATE CATCH BASIN INLETS WHICH ARE ON OR DIRECTLY ADJACENT TO THE SITE WITH THE NO DUMPING - FLOWS TO ADOBE CREEK LOGO AS REQUIRED BY THE CITY.



PROPOSED LOT MERGER PLAN
PACKARD FOUNDATION PARKING LOT
374 SECOND STREET



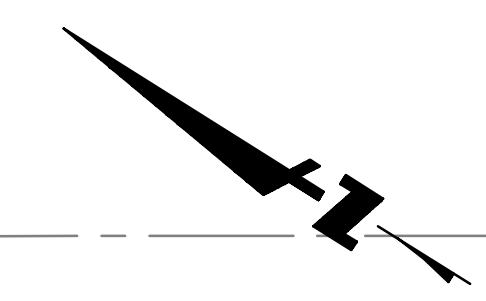
Date	08/23/2021
Scale	1" = 10'
Design	DJP
Drawn	DJP
Approved	D.J.L.
Job No.	20191214-10
Drawing Number:	C2.0

LOT MERGER / EASEMENT NOTES:

- PROJECT PROPOSES TO MERGE APNS: 167-41-034, 167-41-035, 167-41-036, 167-41-037 AND 167-41-038 INTO A SINGLE PARCEL.
- EXISTING PUBLIC UTILITY EASEMENT (DN 22226576) TO REMAIN.

MERGING LOTS RECORDATION:

- SUBMIT FINAL LOT LINE ADJUSTMENT APPLICATION - PLATS AND LEGAL DESCRIPTIONS OF THE LOT LINE ADJUSTMENT MAP SHALL BE SUBMITTED FOR REVIEW BY THE CITY LAND SURVEYOR. APPLICANT SHALL PROVIDE A SUFFICIENT FEE RETAINER TO COVER THE COST OF THE MAP REVIEW BY THE CITY.



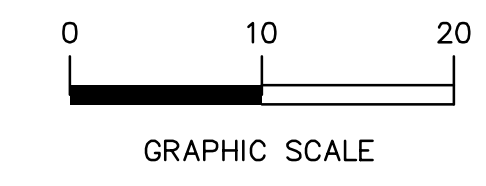
2ND STREET
(60' RIGHT OF WAY WIDTH)

N32°03'W 250'

MERGED LOT
(35,508 SF)
ZONING: CD

N32°03'W 250'

ALLEY
(18' RIGHT OF WAY WIDTH)



SEE SHEET C0.0
FOR ABBREVIATIONS
AND LEGENDS



S89°59'32"W 549.96'

6" TREE

4.5" TREE

7" TREE

14.25" TREE

7.25" TREE

7.5" TREE

8" TREE

29" TREE

11" TREE

23" TREE

15" TREE

(E) LOT LINE TO BE REMOVED TO FORM THE PROPOSED MERGED LOT

(E) 10' PUBLIC UTILITY EASEMENT (DN 22226576) TO REMAIN

(E) LOT LINE TO BE REMOVED TO FORM THE PROPOSED MERGED LOT

(E) LOT LINE TO BE REMOVED TO FORM THE PROPOSED MERGED LOT

(E) LOT LINE TO BE REMOVED TO FORM THE PROPOSED MERGED LOT

PROPOSED 2' EASEMENT OFFERED FOR PUBLIC ACCESS

DRAWING NAME: K:\2019\191214_Packard_Parking_Expansion\ENG\posheets.dwg
PLOT DATE: 08-21-21 PLOTTED BY: polt

PARKING STALL COUNT

TOTAL PARKING STALLS: 86		
TYPE OF STALL	REQUIRED	PROVIDED
STANDARD	-	43
ACCESSIBLE ¹	2	2
EV ^{2,3}	5	39
EV ACCESSIBLE ^{2,3}	2	2

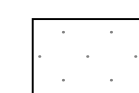

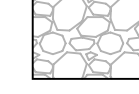


¹ FOR 26-50 TOTAL STANDARD PARKING STALLS, 2 STALLS ARE REQUIRED TO BE ACCESSIBLE STALLS WITH 1 OF THE 2 STALLS BEING VAN ACCESSIBLE PER THE 2019 CALIFORNIA BUILDING CODE.
² FOR 76-100 TOTAL PARKING STALLS, 5 STALLS ARE REQUIRED TO BE EV STALLS PER THE 2019 CALGREEN REQUIREMENTS.
³ FOR 26-50 TOTAL EV STALLS PROVIDED, 2 STALLS ARE REQUIRED TO BE ACCESSIBLE STALLS WITH 1 OF THE 2 STALLS BEING VAN ACCESSIBLE. 1 STALL IS ALSO REQUIRED TO BE AN AMBULATORY STALL PER THE 2019 CALIFORNIA BUILDING CODE.

TREE COUNT

	ONSITE	OFFSITE
(E) TREES	28	7
(E) TREES REMOVED	21	1
(N) TREES ¹	13	1
TOTAL	20	7

¹ SEE LANDSCAPE PLANS FOR NEW TREES AND PLANTING PLAN.

HATCH LEGEND:

	AC PARKING LOT PAVING
	CONCRETE WALKWAY, GUTTER AND DRIVEWAY APRON
	CRUSHED GRANITE PER LANDSCAPE PLANS
	LANDSCAPE AREA PER LANDSCAPE PLANS
	OFFSITE RAIN GARDEN TO MATCH EXISTING STREET RAIN GARDENS

ARBORIST NOTES:

- REFER TO TREE SURVEY PERFORMED BY URBAN TREE MANAGEMENT, INC. ON 05/17/2021 FOR TREE SURVEY INFORMATION AND TREE PROTECTION RECOMMENDATIONS.
- ALL WORK ONSITE SHALL BE IN CONFORMANCE WITH THE PROJECT TREE SURVEY REPORT REGARDING PROTECTION OF EXISTING TREES TO REMAIN.

LANDSCAPE REQUIREMENTS:

MINIMUM LANDSCAPE REQUIREMENTS PER LOS ALTOS HILLS MUNICIPAL CODE SECTION 14.44 FOR CD COMMERCIAL DOWNTOWN DISTRICT:

• LANDSCAPE BUFFER:	FRONT	REAR	SIDE
	MINIMUM REQUIRED	5.0 FT	2.0 FT
PROPOSED	6.5 FT	4.5 FT	3.0 FT

• INTERIOR LANDSCAPING FOR PARKING AREA < 15,000 SF:	MINIMUM REQUIRED	725 SF (5% X 14,500 SF PARKING AREA)
	PROPOSED	5,258 SF (36% OF PARKING AREA)

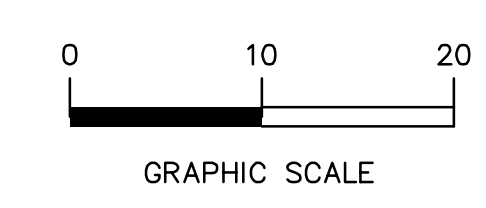
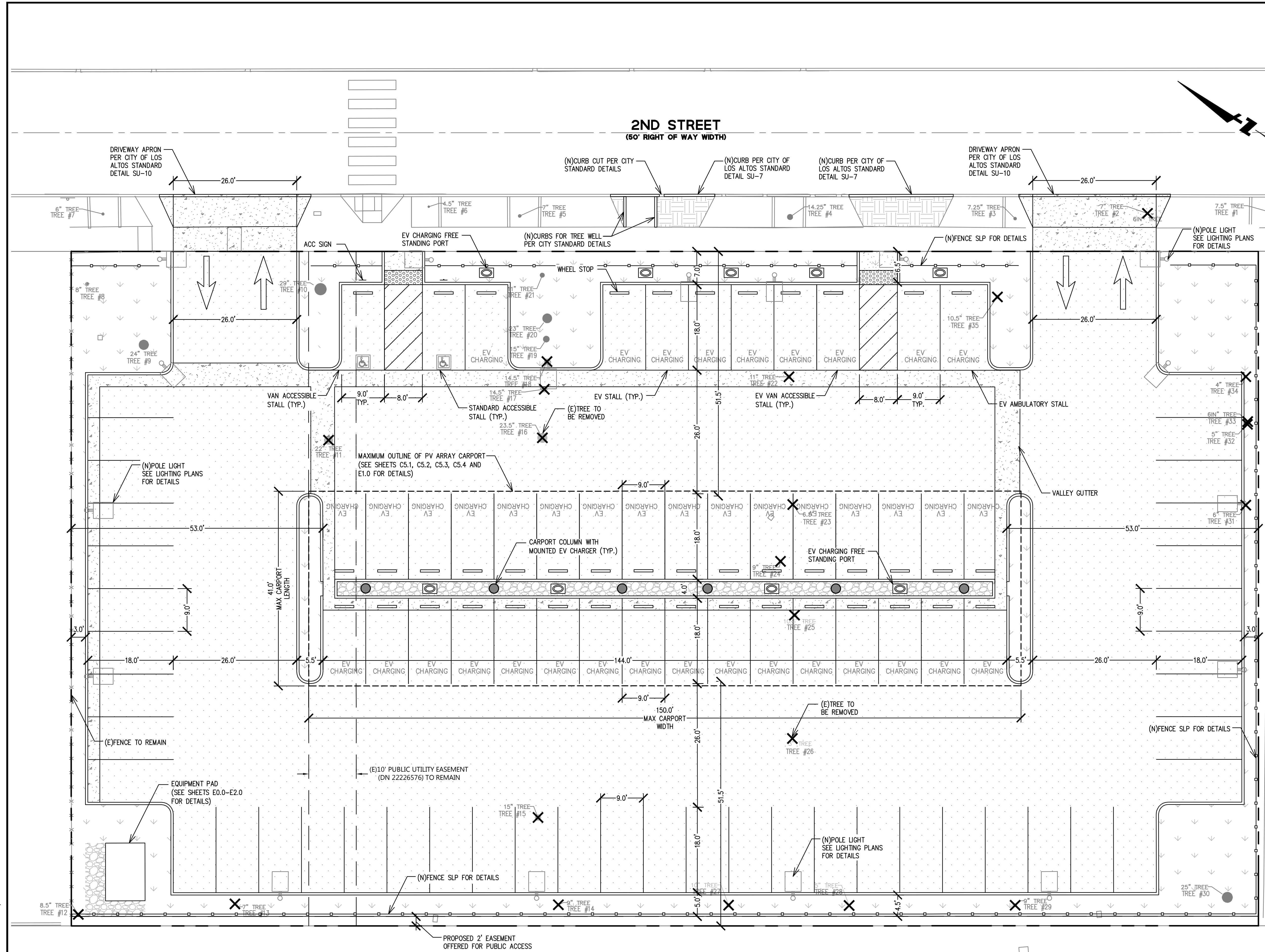
LOT COVERAGE AND SETBACKS:

MINIMUM STRUCTURE SETBACK REQUIREMENTS PER LOS ALTOS HILLS MUNICIPAL CODE SECTION 14.44 FOR CD COMMERCIAL DOWNTOWN DISTRICT:

• STRUCTURE SETBACKS:	FRONT	REAR	SIDE
	MINIMUM REQUIRED	2.0 FT	10.0 FT
PROPOSED	51.5 FT	51.5 FT	53.0 FT

• LOT COVERAGE:	CARPORT STRUCTURE
MAXIMUM COVERAGE	6,150 SF

*MAXIMUM CANOPY WIDTH = 150 FT, LENGTH = 41 FT, AND HEIGHT = 16 FT. FINAL CANOPY STRUCTURE MAY BE REDUCED DEPENDING ON FINAL DESIGN. PROPOSED REVISIONS SHALL MEET MINIMUM SETBACK REQUIREMENTS AS INDICATED ABOVE.



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FOR ABBREVIATIONS
AND LEGENDS**



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PARKING STALL COUNT

TOTAL PARKING STALLS: 86		
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ACCESSIBLE ¹	2	2
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TREE COUNT

	ONSITE	OFFSITE
(E) TREES	28	7
(E) TREES REMOVED	21	1
(N) TREES ¹	17	1
TOTAL	24	7

¹ SEE LANDSCAPE PLANS FOR NEW TREES AND PLANTING PLAN.

HATCH LEGEND:

[Hatch Pattern]	AC PARKING LOT PAVING
[Hatch Pattern]	CONCRETE WALKWAY, GUTTER AND DRIVEWAY APRON
[Hatch Pattern]	CRUSHED GRANITE PER LANDSCAPE PLANS
[Hatch Pattern]	LANDSCAPE AREA PER LANDSCAPE PLANS
[Hatch Pattern]	OFFSITE RAIN GARDEN TO MATCH EXISTING STREET RAIN GARDENS

ARBORIST NOTES:

- REFER TO TREE SURVEY PERFORMED BY URBAN TREE MANAGEMENT, INC. ON 05/17/2021 FOR TREE SURVEY INFORMATION AND TREE PROTECTION RECOMMENDATIONS.
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LANDSCAPE REQUIREMENTS:

MINIMUM LANDSCAPE REQUIREMENTS PER LOS ALTOS HILLS MUNICIPAL CODE SECTION 14.44 FOR CD COMMERCIAL DOWNTOWN DISTRICT:

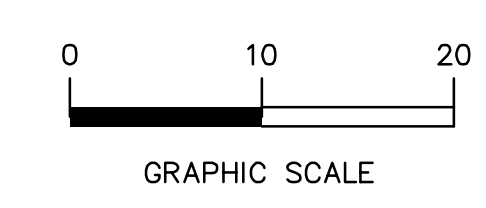
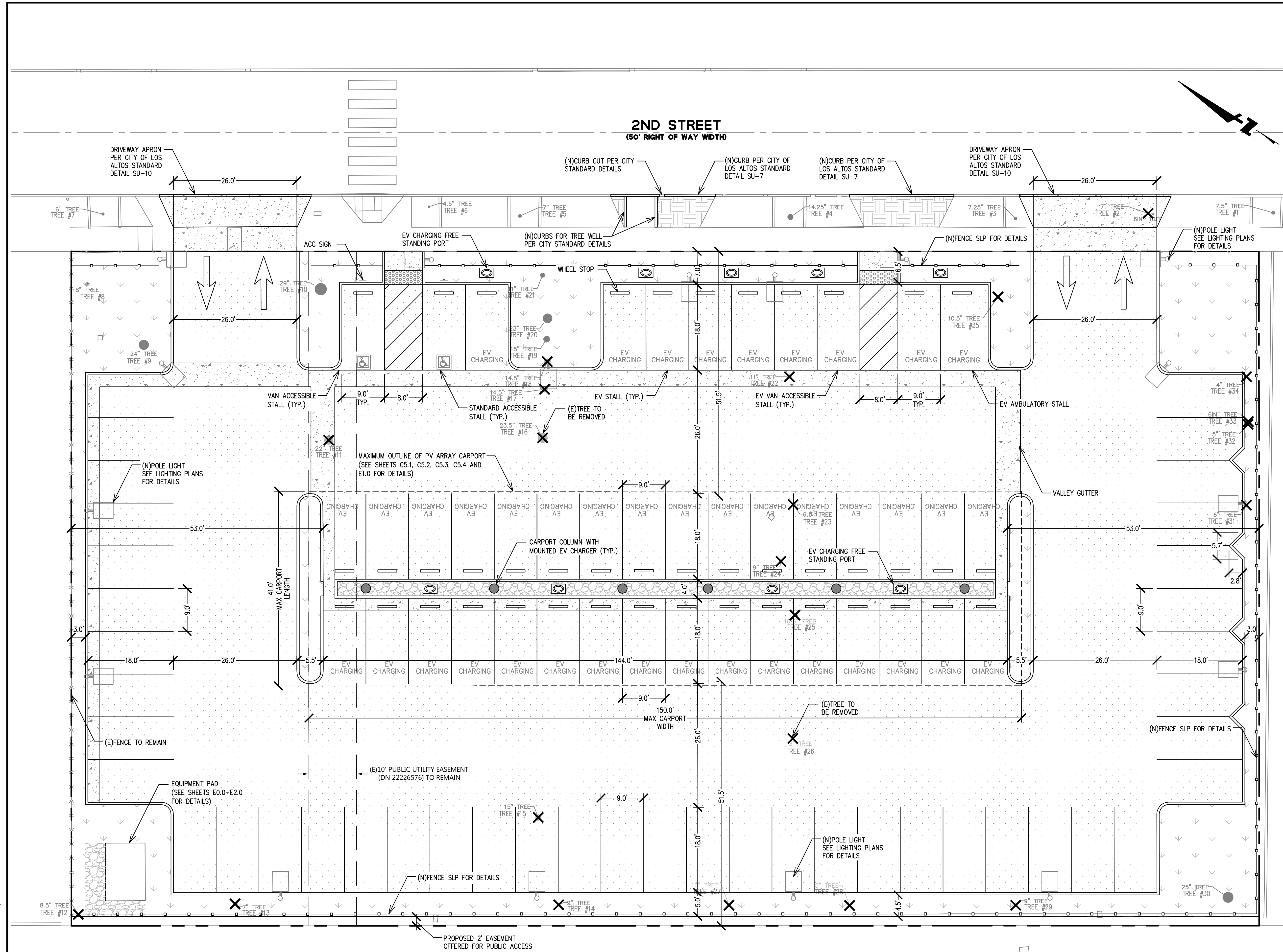
	FRONT	REAR	SIDE
LANDSCAPE BUFFER:			
MINIMUM REQUIRED	5.0 FT	2.0 FT	2.0 FT
PROPOSED	6.5 FT	4.5 FT	3.0 FT
INTERIOR LANDSCAPING FOR PARKING AREA < 15,000 SF:			
MINIMUM REQUIRED	725 SF (5% X 14,500 SF PARKING AREA)		
PROPOSED	5,258 SF (36% OF PARKING AREA)		

LOT COVERAGE AND SETBACKS:

MINIMUM STRUCTURE SETBACK REQUIREMENTS PER LOS ALTOS HILLS MUNICIPAL CODE SECTION 14.44 FOR CD COMMERCIAL DOWNTOWN DISTRICT:

	FRONT	REAR	SIDE
STRUCTURE SETBACKS:			
MINIMUM REQUIRED	2.0 FT	10.0 FT	2.0 FT
PROPOSED	51.5 FT	51.5 FT	53.0 FT
LOT COVERAGE:			
MAXIMUM COVERAGE	CARPORT STRUCTURE 6,150 SF		

*MAXIMUM CANOPY WIDTH = 150 FT, LENGTH = 41 FT, AND HEIGHT = 16 FT. FINAL CANOPY STRUCTURE MAY BE REDUCED DEPENDING ON FINAL DESIGN. PROPOSED REVISIONS SHALL MEET MINIMUM SETBACK REQUIREMENTS AS INDICATED ABOVE.



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AND LEGENDS



C2.2
OF

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Date	Revisions	No.
08/23/2021	Scale 1" = 10'	
	Design: DJP	
	Drawn: DJP	
	Approved: D.J.L.	
	Job No. 20191214-10	
	Drawing Number:	

GRADING NOTES:

- ALL PAVED AREAS ARE TO SLOPE A MINIMUM OF 1% AND MAXIMUM OF 8% ACCESSIBLE STALLS AND LOADING ZONES ARE TO SLOPE AT A MAXIMUM OF 2% IN ALL DIRECTIONS. ACCESSIBLE PATHWAYS ARE TO SLOPE AT A MAXIMUM OF 5% IN THE DIRECTION OF TRAVEL, AND THE SLOPE CROSSWAYS TO THE DIRECTION OF TRAVEL SHALL BE AT A MAXIMUM OF 2%. ANY AREAS ON THE SITE NOT CONFORMING TO THESE BASIC RULES DUE TO EXISTING CONDITIONS OR DISCREPANCIES IN THE DOCUMENTS ARE TO BE REPORTED TO THE PROJECT MANAGER PRIOR TO PROCEEDING WITH PLACEMENT OF ROCK BASE, FORMWORK FOR CURBS AND/OR FLATWORK.

CONTRACTOR SHALL DETERMINE EARTHWORK QUANTITIES BASED ON THE TOPOGRAPHIC SURVEY, THE GEOTECHNICAL INVESTIGATION AND THE PROPOSED SURFACE THICKNESS AND BASE THE BID ACCORDINGLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM IF A SEPARATE DEMOLITION CONTRACT HAS BEEN ISSUED TO TAKE THE SITE FROM THE WAY IT IS AT THE TIME OF THE BID TO THE CONDITIONS DESCRIBED IN THESE DOCUMENTS. ANY DIFFERENCES BETWEEN THE STATE IN WHICH THE SITE IS DELIVERED TO THE CONTRACTOR AND THESE DOCUMENTS SHOULD BE NOTED TO THE ENGINEER/ARCHITECT.

- DO NOT ADJUST GRADES ON THIS PLAN WITHOUT PRIOR WRITTEN APPROVAL OF THE ENGINEER/ARCHITECT.

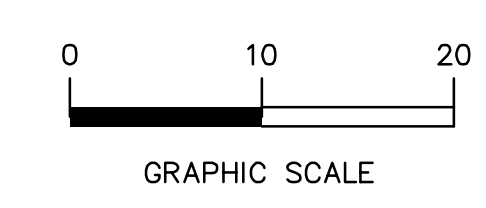
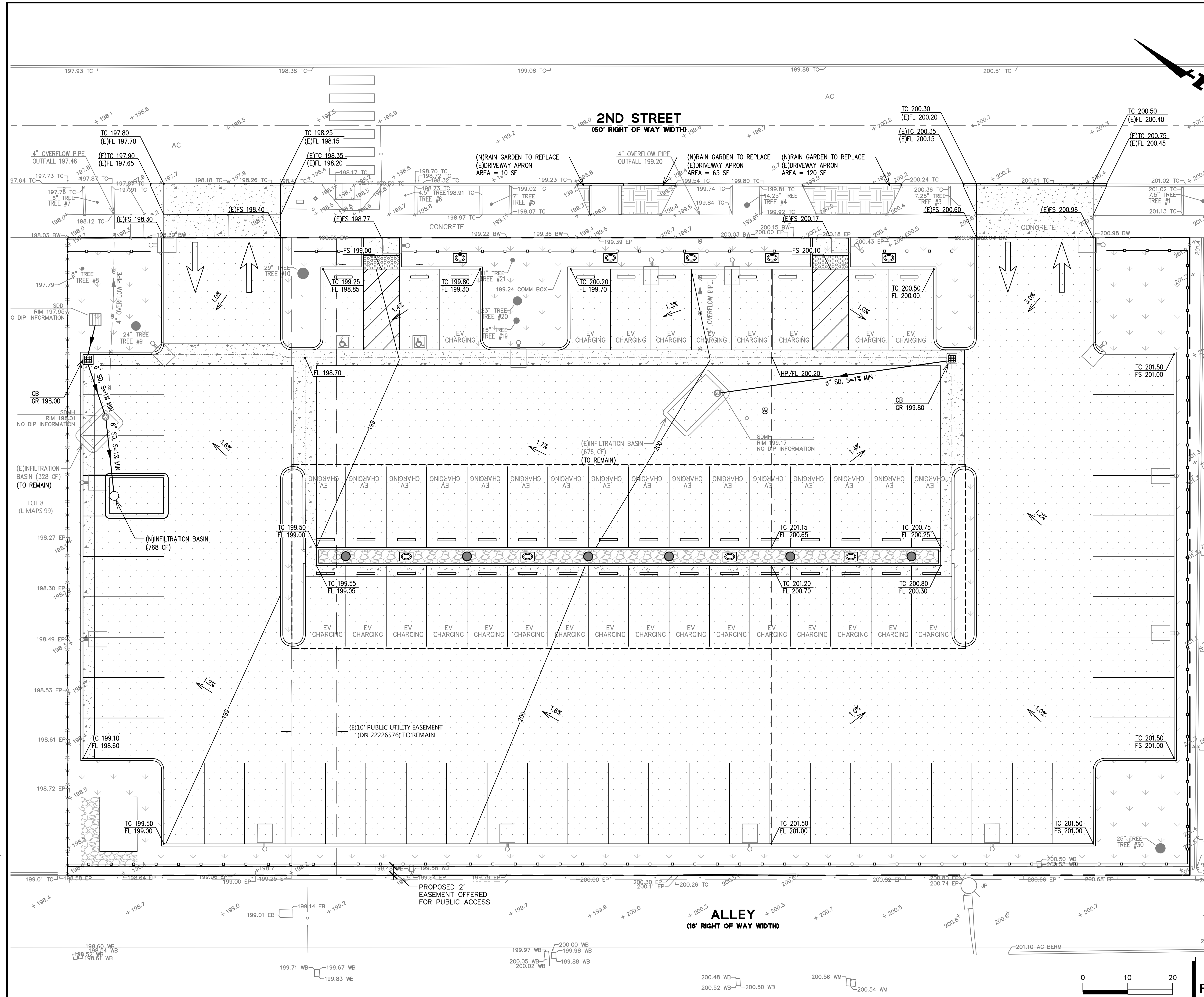
STORM DRAIN NOTES:

- PRIVATE STORM DRAIN LINES SHALL BE INSTALLED WITH THE FOLLOWING MINIMUM REQUIREMENTS:

PIPE DIAMETER	PIPE MATERIAL	PIPE COVER	SLURRY ENCASEMENT REQUIRED?
4" TO 10"	PVC SDR 35	1.00' TO 2.99'	YES - TRAFFIC AREAS ONLY
4" TO 10"	PVC SDR 35	3.00'+	NO
	HDPE	1.00' TO 2.99'	YES - TRAFFIC AREAS ONLY
	HDPE	3.00'+	NO
- 4 INCH TO 10 INCH DIAMETER STORM DRAIN PIPE SHALL BE POLYVINYL CHLORIDE (PVC) SDR 35 WHITE PIPE AND SHALL CONFORM TO THE REQUIREMENTS OF ASTM DESIGNATION D3034-73 WITH GLUED JOINTS. ALL DIRECTION CHANGES SHALL BE MADE WITH WYE CONNECTIONS, 22.5° ELBOWS, 45° ELBOWS, OR LONG SWEEP ELBOWS. 90° ELBOWS AND TEE'S ARE PROHIBITED.
- 12 INCH AND LARGER DIAMETER STORM DRAIN PIPE SHALL BE DUAL-WALLED ANNULAR CORRUGATED HIGH DENSITY POLYETHYLENE (HDPE) PIPE AND SHALL CONFORM TO THE REQUIREMENTS OF ASTM DESIGNATION F2648 WITH GASKETED BELL AND SPIGOT JOINTS.
- WHERE STORM DRAIN PIPES ARE INSTALLED IN TRAFFIC RATED AREAS WITH LESS THAN 3.00 FEET OF COVER, PIPE TRENCH AND COVER SHALL BE ENCASED IN A MINIMUM 12 INCH WIDE 2-SACK SLURRY MIX, EXTENDING THE FIRST 12 INCHES OF COVER ABOVE THE PIPE.
- STORM DRAIN LINES WITH LESS THAN 12" OF COVER IN TRAFFIC AREAS SHALL BE CAPPED WITH STEEL REINFORCED CONCRETE.
- USE DETECTABLE METALIZED WARNING TAPE APPROXIMATELY 6" BELOW THE SURFACE. TAPE SHALL BE A BRIGHT COLOR AND IMPRINTED WITH "CAUTION-STORM DRAIN LINE BELOW", CALIFICO TYPE 2 OR EQUAL.
- PAINT THE TOP OF THE CURBS ADJACENT TO EACH CATCH BASIN INSTALLED UNDER THIS WORK OR ADJACENT TO THIS SITE WITH THE WORDS "NO DUMPING" ACCORDING TO BE BLUE 4" HIGH LETTERS ON A PAINTED WHITE BACKGROUND.
- ALL AREA DRAINS AND CATCH BASIN GRATES WITHIN PEDESTRIAN ACCESSIBLE AREAS SHALL MEET ADA REQUIREMENTS.
- FOR GRAVITY FLOW SYSTEMS CONTRACTOR SHALL VERIFY (POTHOLE IF NECESSARY) SIZE, MATERIAL, LOCATION AND DEPTH OF ALL SYSTEMS THAT ARE TO BE CONNECTED TO OR CROSSED PRIOR TO THE TRENCHING OR INSTALLATION OF ANY GRAVITY FLOW SYSTEM.
- COMPLETE SYSTEMS: ALL UTILITY SYSTEMS ARE DELINEATED IN A SCHEMATIC MANNER ON THESE PLANS. CONTRACTOR IS TO PROVIDE ALL FITTINGS, ACCESSORIES, AND WORK NECESSARY TO COMPLETE THE UTILITY SYSTEM SO THAT IT IS FULLY FUNCTIONING FOR THE PURPOSE INTENDED.

ENGINEERING DIVISION NOTES (COA):

- ENCROACHMENT PERMIT - AN ENCROACHMENT PERMIT, AND/OR AN EXCAVATION PERMIT SHALL BE OBTAINED PRIOR TO ANY WORK DONE WITHIN THE PUBLIC RIGHT-OF-WAY AND IT SHALL BE IN ACCORDANCE WITH PLANS TO BE APPROVED BY THE CITY ENGINEER.
- PUBLIC UTILITIES - THE APPLICANT SHALL CONTACT ELECTRIC, GAS, COMMUNICATION AND WATER UTILITY COMPANIES REGARDING THE INSTALLATION OF NEW UTILITY SERVICES TO THE SITE.
- MUNICIPAL REGIONAL STORMWATER PERMIT - THE PROJECT SHALL COMPLY WITH CITY OF LOS ALTOS MUNICIPAL REGIONAL STORMWATER (MRP)NPDES PERMIT NO. CA S612008, ORDER NO. R2-2015-0049 DATED NOVEMBER 19, 2015.
- MUNICIPAL REGIONAL STORMWATER PERMIT C.3.B. REGULATED PROJECTS - THE PROJECT FALLS UNDER REGULATED PROJECTS CATEGORY AS DESCRIBED IN THE CITY OF LOS ALTOS MUNICIPAL REGIONAL STORMWATER (MRP)NPDES PERMIT NO. CA S612008, ORDER NO. R2-2015-0049 DATED NOVEMBER 19, 2015, SECTION C.3.B. AND SHALL COMPLY WITH ALL REQUIREMENTS LISTED IN ABOVE LISTED CATEGORY.
- AMERICANS WITH DISABILITIES ACT - ALL IMPROVEMENTS SHALL COMPLY WITH AMERICANS WITH DISABILITIES ACT (ADA).
- TRANSPORTATION PERMIT - A TRANSPORTATION PERMIT, PER THE REQUIREMENTS SPECIFIED IN CALIFORNIA VEHICLE CODE DIVISION 15, IS REQUIRED BEFORE ANY LARGE EQUIPMENT, MATERIALS OR SOIL IS TRANSPORTED OR HAULLED TO OR FROM THE CONSTRUCTION SITE. APPLICANT SHALL PAY THE APPLICABLE FEES BEFORE THE TRANSPORTATION PERMIT CAN BE ISSUED BY THE TRAFFIC ENGINEER.
- POLLUTION PREVENTION - THE IMPROVEMENT PLANS SHALL INCLUDE THE BLUEPRINT FOR A CLEAN BAY PLAN SHEET IN ALL PLAN SUBMITTALS.
- STORM WATER MANAGEMENT PLAN - THE APPLICANT SHALL SUBMIT A STORM WATER MANAGEMENT PLAN (SWMP) IN COMPLIANCE WITH THE MRP. THE SWMP SHALL BE REVIEWED AND APPROVED BY A CITY APPROVED THIRD PARTY CONSULTANT AT THE APPLICANT'S EXPENSE. THE RECOMMENDATIONS FROM THE STORM WATER MANAGEMENT PLAN (SWMP) SHALL BE SHOWN ON THE BUILDING PLANS.



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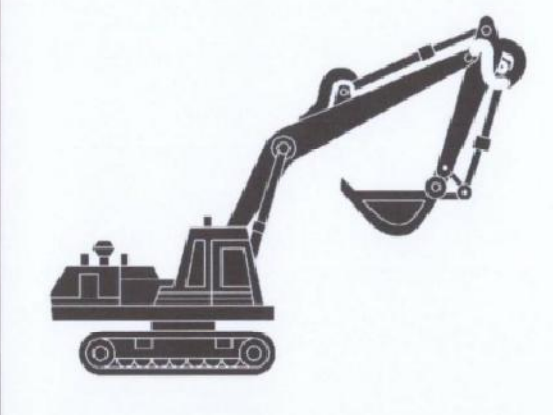


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Revisions											
No.											

Heavy Equipment Operation

Best Management Practices for the Construction Industry



- Doing The Job Right**
- Site Planning and Preventive Vehicle Maintenance**
- Maintain all vehicles and heavy equipment. Inspect frequently for and repair leaks.
 - Perform major maintenance, repair jobs, and vehicle and equipment washing off site where cleanup is easier.
 - If you must drain and replace motor oil, radiator coolant, or other fluids on site, use drip pans or drop cloths to catch drips and spills. Collect all spent fluids, store in separate containers, and properly dispose as hazardous waste (recycle whenever possible).
 - Do not use diesel oil to lubricate equipment parts, or clean equipment. Use only water for any onsite cleaning.
 - Cover exposed fifth wheel hitch and other oily or greasy equipment during rain events.

Storm water Pollution from Heavy Equipment on Construction Sites

Poorly maintained vehicles and heavy equipment that leak fuel, oil, antifreeze or other fluids on the construction site are common sources of storm drain pollution. Prevent spills and leaks by isolating equipment from runoff channels, and by watching for leaks and other maintenance problems. Remove construction equipment from the site as soon as possible.

- Best Management Practices for the**
- Vehicle and equipment operators
 - Site supervisors
 - General contractors
 - Home builders
 - Developers

Roadwork and Paving

Best Management Practices for the Construction Industry



- Doing The Job Right**
- General Business Practices**
- Develop and implement erosion/sediment control plans for roadway embankments.
 - Schedule excavation and grading work during dry weather.
 - Check for and repair leaking equipment.
 - Perform major equipment repairs at designated areas in your maintenance yard, where cleanup is easier. Avoid performing equipment repairs at construction sites.
 - When refueling or when vehicle/equipment maintenance must be done on site, designate a location away from storm drains and creeks.
 - Do not use diesel oil to lubricate equipment parts or clean equipment.
 - Recycle used oil, concrete, broken asphalt, etc. whenever possible, or dispose of properly.

Storm Drain Pollution from Roadwork

Road paving, surfacing, and pavement removal happen right in the street, where there are numerous opportunities for asphalt, saw-cut slurry, or excavated material to legally enter storm drains. Extra planning is required to store and dispose of materials properly and guard against pollution of storm drains, creeks, and the Bay.

- Best Management Practices for the**
- Road crews
 - Driveway/sidewalk/parking lot construction crews
 - Seal coat contractors
 - Operators of grading equipment, paving machines, dump trucks, concrete mixers
 - Construction inspectors
 - General contractors
 - Home builders
 - Developers

Fresh Concrete and Mortar Application

Best Management Practices for the Construction Industry



- Doing The Job Right**
- General Business Practices**
- Wash out concrete mixers only in designated wash-out areas in your yard, away from storm drains and waterways, where the water will flow into a temporary waste pit in a dirt area. Let water percolate through soil and dispose of settled, hardened concrete as garbage. Whenever possible, recycle washout by pumping back into mixers for reuse.
 - Wash out chutes onto dirt areas at site that do not flow to creeks or drains.
 - Always store both dry and wet materials under cover, protected from rainfall and runoff and away from storm drains or waterways. Protect dry materials from wind.
 - Secure bags of cement after they are open. Be sure to keep wind-blown cement powder away from streets, gutters, storm drains, rainfall, and runoff.
 - Do not use diesel fuel as a lubricant on concrete forms, tools, or trailers.

Storm Drain Pollution from Fresh Concrete and Mortar Applications

Fresh concrete and cement-related mortars that wash into lakes, streams, or estuaries are toxic to fish and the aquatic environment. Disposing of these materials in the storm drains or creeks can block storm drains, cause serious problems, and is prohibited by law.

- Best Management Practices for the**
- Masons and bricklayers
 - Sidewalk construction crews
 - Patio construction workers
 - Construction inspectors
 - General contractors
 - Home builders
 - Developers
 - Concrete delivery/pumping workers

Landscaping, Gardening, and Pool Maintenance

Best Management Practices for the Construction Industry



- Doing The Job Right**
- General Business Practices**
- Protect stockpiles and landscaping materials from wind and rain by storing them under tarps or secured plastic sheeting.
 - Store pesticides, fertilizers, and other chemicals indoors or in a shed or storage cabinet.
 - Schedule grading and excavation projects during dry weather.
 - Use temporary check dams or ditches to divert runoff away from storm drains.
 - Protect storm drains with sandbags or other sediment controls.
 - Re-vegetation is an excellent form of erosion control for any site.

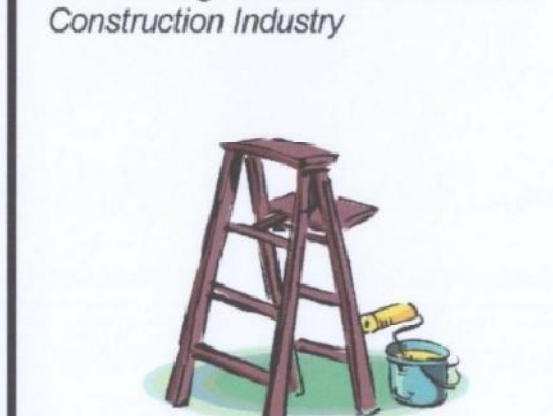
Storm Drain Pollution from Landscaping and Swimming Pool Maintenance

Many landscaping activities expose soils and increase the likelihood that earth and garden chemicals will run off into the storm drains during irrigation or when it rains. Swimming pool water containing chlorine and copper-based algaecides should never be discharged to storm drains. These chemicals are toxic to aquatic life.

- Best Management Practices for the**
- Landscapers
 - Gardeners
 - Swimming pool/spa service and repair workers
 - General contractors
 - Home builders
 - Developers
 - Homeowners

Painting and Application of Solvents and Adhesives

Best Management Practices for the Construction Industry



- Doing The Job Right**
- Handling Paint Products**
- Keep all liquid paint products and wastes away from the gutter, street, and storm drains. Liquid residues from paints, thinners, solvents, glues, and cleaning fluids are hazardous wastes and must be disposed of at a hazardous waste collection facility (contact your local stormwater program listed on the back of this brochure).
 - When thoroughly dry, empty paint cans, used brushes, rags, and drop cloths may be disposed of as garbage in a sanitary landfill. Empty, dry paint cans also may be recycled as metal.
 - Wash water from painted buildings constructed before 1978 can contain high amounts of lead, even if paint chips are not present. Before you begin stripping paint or cleaning pre-1978 building exteriors with water under high pressure, test paint for lead by taking paint scrapings to a local laboratory. See Yellow Pages for a state-certified laboratory.
 - If there is loose paint on the building, or if the paint tests positive for lead, block storm drains. Check with the wastewater treatment plant to determine whether you may discharge water to the sanitary sewer, or if you must send it offsite for disposal as hazardous waste.

Storm Drain Pollution from Paints, Solvents, and Adhesives

All paints, solvents, and adhesives contain chemicals that are harmful to wildlife in local creeks, San Francisco Bay, and the Pacific Ocean. Toxic chemicals may come from liquid or solid products or from cleaning thinners, sludge and unwanted paint, as hazardous waste. Unopened cans of paint may be able to be returned to the paint vendor. Check with the vendor regarding its "buy-back" policy.

- Best Management Practices for the**
- Homeowners
 - Painters
 - Painter/hangers
 - Plasterers
 - Graphic artists
 - Dry wall crews
 - Floor covering installers
 - General contractors
 - Home builders
 - Developers

Los Altos Municipal Code Requirements

Los Altos Municipal Code Chapter 10.08.390 Non-storm water discharges

- Unlawful discharge. It shall be unlawful to discharge any domestic waste or industrial waste into storm drains, gutters, creeks, or San Francisco Bay. Unlawful discharges to storm drains shall include, but not be limited to, discharge from toilets; sinks; industrial processes; cooling systems; boilers; fabric cleaning; equipment cleaning; vehicle cleaning; construction activities, including, but not limited to, painting, paving, concrete placement, saw cutting and grading; swimming pools; spas; and fountains, unless specifically permitted by a discharge permit or unless exempted pursuant to guidelines published by the superintendent.
- Threatened discharges. It shall be unlawful to cause hazardous materials, domestic waste, or industrial waste to be deposited in such a manner or location as to constitute a threatened discharge into storm drains, gutters, creeks or San Francisco Bay. A "threatened discharge" is a condition creating a substantial probability of harm, when the probability and potential extent of harm make it reasonably necessary to take immediate action to prevent, reduce or mitigate damages to persons, property or natural resources. Domestic or industrial wastes that are no longer contained in a pipe, tank or other container are considered to be threatened discharges unless they are actively being cleaned up.

- Paint Removal**
- Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
 - Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury or tributyl tin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.
 - When stripping or cleaning building exteriors with high-pressure water, block storm drains. Direct wash water onto a dirt area and spade into soil. OR, check with the local wastewater treatment authority to find out if you can collect (map or vacuum) building cleaning water and dispose to the sanitary sewer. Sampling of the water may be required to assist the wastewater treatment authority in making its decision.

- Recycle/Reuse Leftover Paints Whenever Possible**
- Recycle or donate excess water-based (latex) paint, or return to supplier.
 - Reuse leftover oil-based paint. Dispose of non-recyclable thinners, sludge and unwanted paint, as hazardous waste.
 - Unopened cans of paint may be able to be returned to the paint vendor. Check with the vendor regarding its "buy-back" policy.

- Los Altos Municipal Code Section 10.08.430 Requirements for construction operations.**
- A spill response plan for hazardous waste, hazardous materials and uncontained construction materials shall be prepared and available at the construction sites for all projects where the proposed construction site is equal to or greater than one acre of disturbed soil and for any other projects for which the city engineer determines it is necessary to protect surface waters. Preparation of the plan shall be in accordance with guidelines published by the city engineer.
 - A storm water pollution prevention plan shall be prepared and available at the construction sites for all projects greater than one acre of disturbed soil and for any other projects for which the city engineer determines that a storm water management plan is necessary to protect surface waters. Preparation of the plan shall be in accordance with guidelines published by the city engineer.
 - Prior approval shall be obtained from the city engineer or designee to discharge water pumped from construction sites to the storm drain. The city engineer or designee may require gravity settling and filtration upon a determination that either or both would improve the water quality of the discharge. Contaminated groundwater or water that exceeds state or federal requirements for discharge to navigable waters may not be discharged to the storm drain. Such water may be discharged to the sewer, provided that the requirements of Section 10.08.240 are met and the approval of the superintendent is obtained prior to discharge.
 - No cleanup of construction debris from the streets shall result in the discharge of water to the storm drain system; nor shall any construction debris be deposited or allowed to be deposited in the storm drain system. (Prior code § 5-5-643)

Criminal and judicial penalties can be assessed for non-compliance.

General Construction And Site Supervision

Best Management Practices For Construction



- Doing The Job Right**
- General Principals**
- Keep an orderly site and ensure good housekeeping practices are used.
 - Maintain equipment properly.
 - Cover materials when they are not in use.
 - Keep materials away from streets, storm drains and drainage channels.
 - Ensure dust control water doesn't leave site or discharge to storm drains.
- Advance Planning To Prevent Pollution**
- Schedule excavation and grading activities for dry weather periods. To reduce soil erosion, plant temporary vegetation or place other erosion controls before rain begins. Use the Erosion and Sediment Control Manual, available from the Regional Water Quality Control Board, as a reference.
 - Control the amount of runoff crossing your site (especially during excavation) by using berms or temporary or permanent drainage ditches to divert water flow around the site. Reduce storm water runoff velocities by constructing temporary check dams or berms where appropriate.
 - Train your employees and subcontractors. Make these best management practices available to everyone who works on the construction site. Inform subcontractors about the storm water requirements and their own responsibilities.

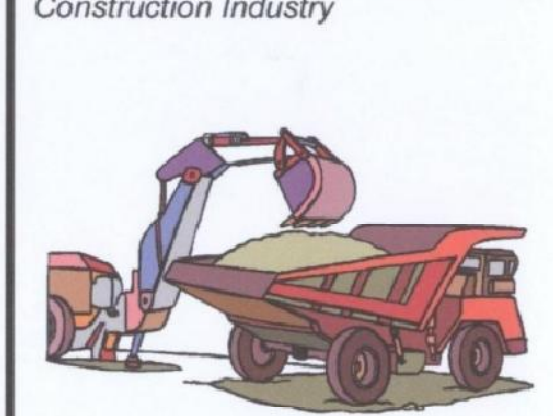
Storm Drain Pollution from Construction Activities

Construction sites are common sources of storm water pollution. Materials and wastes that blow or wash into a storm drain, gutter, or street have a direct impact on local creeks and the Bay. As a contractor, or site supervisor, owner or operator of a site, you may be responsible for any environmental damage caused by your subcontractors or employees.

- Best Management Practices for the**
- General contractors
 - Site supervisors
 - Inspectors
 - Home builders
 - Developers

Earth-Moving And Dewatering Activities

Best Management Practices for the Construction Industry



- Doing The Job Right**
- General Business Practices**
- Schedule excavation and grading work during dry weather.
 - Perform major equipment repairs away from the job site.
 - When refueling or vehicle/equipment maintenance must be done on site, designate a location away from storm drains.
 - Do not use diesel oil to lubricate equipment parts, or clean equipment.
- Practices During Construction**
- Remove existing vegetation only when absolutely necessary. Plant temporary vegetation for erosion control on slopes or where construction is not immediately planned.
 - Protect down slope drainage courses, streams, and storm drains with wattles, or temporary drainage swales. Use check dams or ditches to divert runoff around excavations. Refer to the Regional Water Quality Control Board's Erosion and Sediment Control Field Manual for proper erosion and sediment control measures.

Storm Drain Pollution from Earth-Moving Activities and Dewatering

Soil excavation and grading operations loosen large amounts of soil that can flow or blow into storm drains when handled improperly. Sediments in runoff can clog storm drains, smother aquatic life, and destroy habitats in creeks and the Bay. Effective erosion control practices reduce the amount of runoff crossing a site and slow the flow with check dams or roughened ground surfaces.

- Best Management Practices for the**
- Bulldozer, back hoe, and grading machine operators
 - Dump truck drivers
 - Site supervisors
 - General contractors
 - Home builders
 - Developers

Blueprint for a Clean Bay

Remember: The property owner and the contractor share ultimate responsibility for the activities that occur on a construction site. You may be held responsible for any environmental damage caused by your subcontractors or employees.

Best Management Practices for the Construction Industry



Santa Clara Urban Runoff Pollution Prevention Program

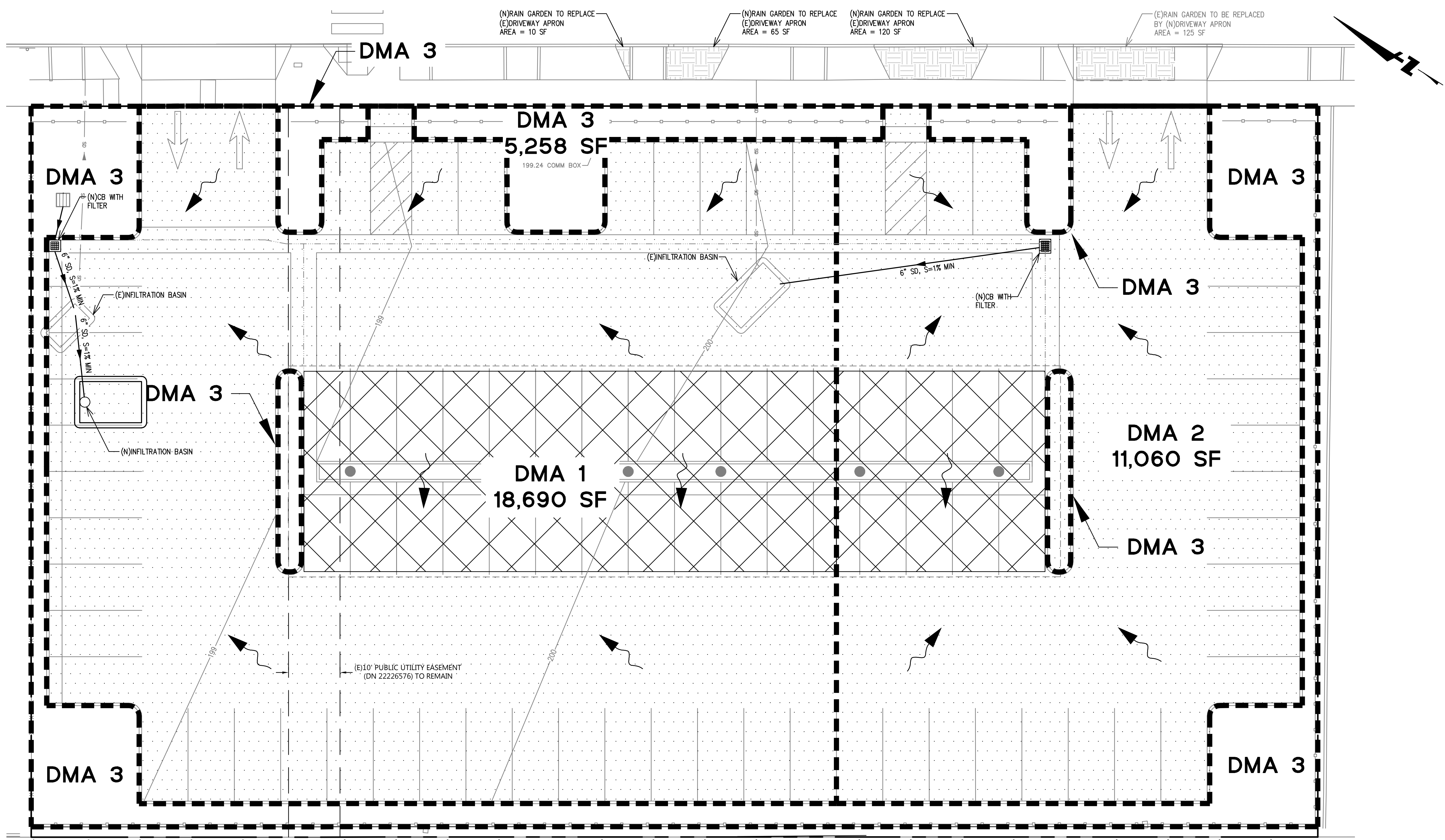
DESIGNED BY: LARRY LIND
DRAWN BY: VICTOR CHEN
CHECKED BY: JIM GUSTAFSON

APPROVED BY: [Signature]
CITY ENGINEER
SHEET OF SHEETS

CITY OF LOS ALTOS
R.C.E.
48056

DATE: OCTOBER, 2003
SCALE: N.T.S.
DRAWING NO:

Date	Revisions	No.
08/23/2021		
Scale 1" = 10'		
Design: DJP		
Drawn: DJP		
Approved: D.J.L.		
Job No. 20191214-10		

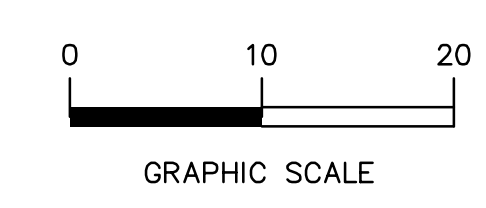


LEGEND

	(P) PERVIOUS LANDSCAPE
	(P) IMPERVIOUS HARDSCAPE
	(P) IMPERVIOUS SOLAR STRUCTURE

	DMA 1	DMA 2	DMA 3 ¹	TOTAL
TOTAL AREA	18,865 SQ FT	11,080 SQ FT	5,063 SQ FT	35,008 SQ FT
(P) PERVIOUS AREA				
PERVIOUS LANDSCAPE	0 SQ FT	0 SQ FT	5,258 SQ FT	5,258 SQ FT
TOTAL:	0 SQ FT	0 SQ FT	5,258 SQ FT	5,258 SQ FT
(P) IMPERVIOUS AREA				
HARDSCAPE:	14,660 SQ FT	9,480 SQ FT	0 SQ FT	24,140 SQ FT
BUILDINGS:	4,030 SQ FT	1,580 SQ FT	0 SQ FT	5,610 SQ FT
TOTAL:	18,690 SQ FT	11,060 SQ FT	0 SQ FT	29,750 SQ FT
REQUIRED LID TREATMENT VOLUME ²	1,002 CU FT	592 CU FT	0 SQ FT	1,594 CU FT
PROVIDED LID TREATMENT VOLUME	1,096 CU FT	676 CU FT	0 SQ FT	1,772 CU FT

¹ DMA 3 IS SELF-TREATING AND BYPASSES ONSITE STORM DRAIN SYSTEM
² REQUIRED LID TREATMENT VOLUME IS SIZED PER THE SCVURPPP C3 HANDBOOK VOLUME-BASED SIZING CRITERIA



SEE SHEET C0.0
FOR ABBREVIATIONS
AND LEGENDS



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PLOT DATE: 08-21-21 PLOTTED BY: polt



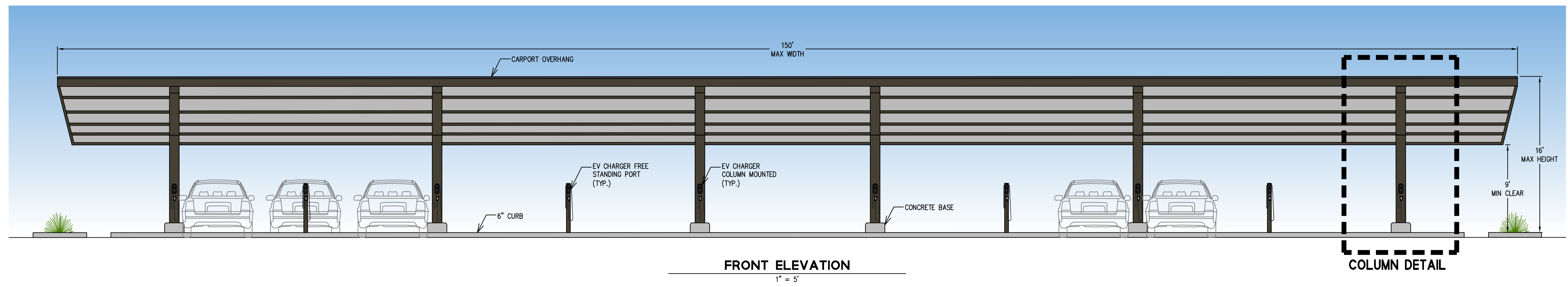
255 SHORELINE DRIVE
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

CALIFORNIA

CARPORT ELEVATIONS
PACKARD FOUNDATION PARKING LOT
374 SECOND STREET
SANTA CLARA COUNTY
LOS ALTOS

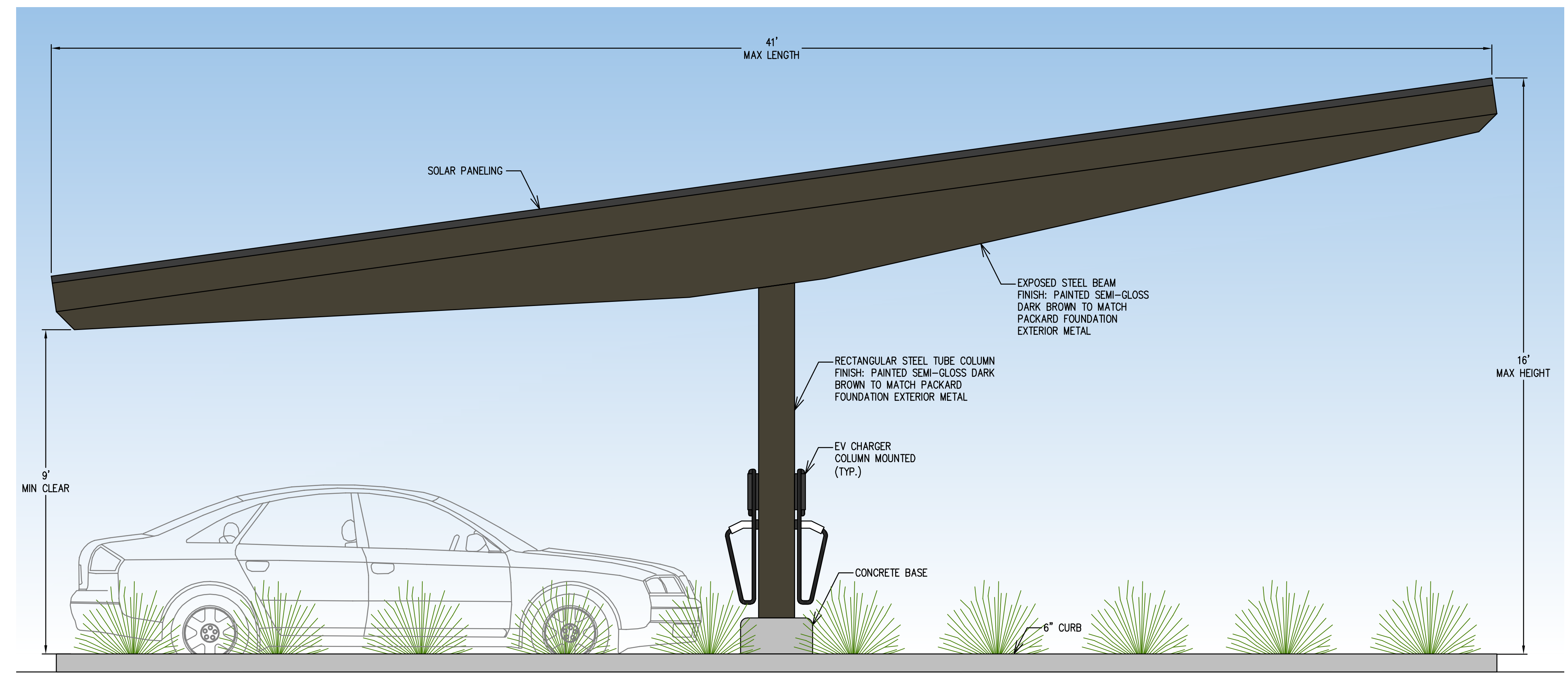


Date	Revisions	No.	Date
08/23/2021	Scale AS SHOWN		
	Design DJP		
	Drawn DJP		
	Approved D.J.L.		
	Job No. 20191214-10		

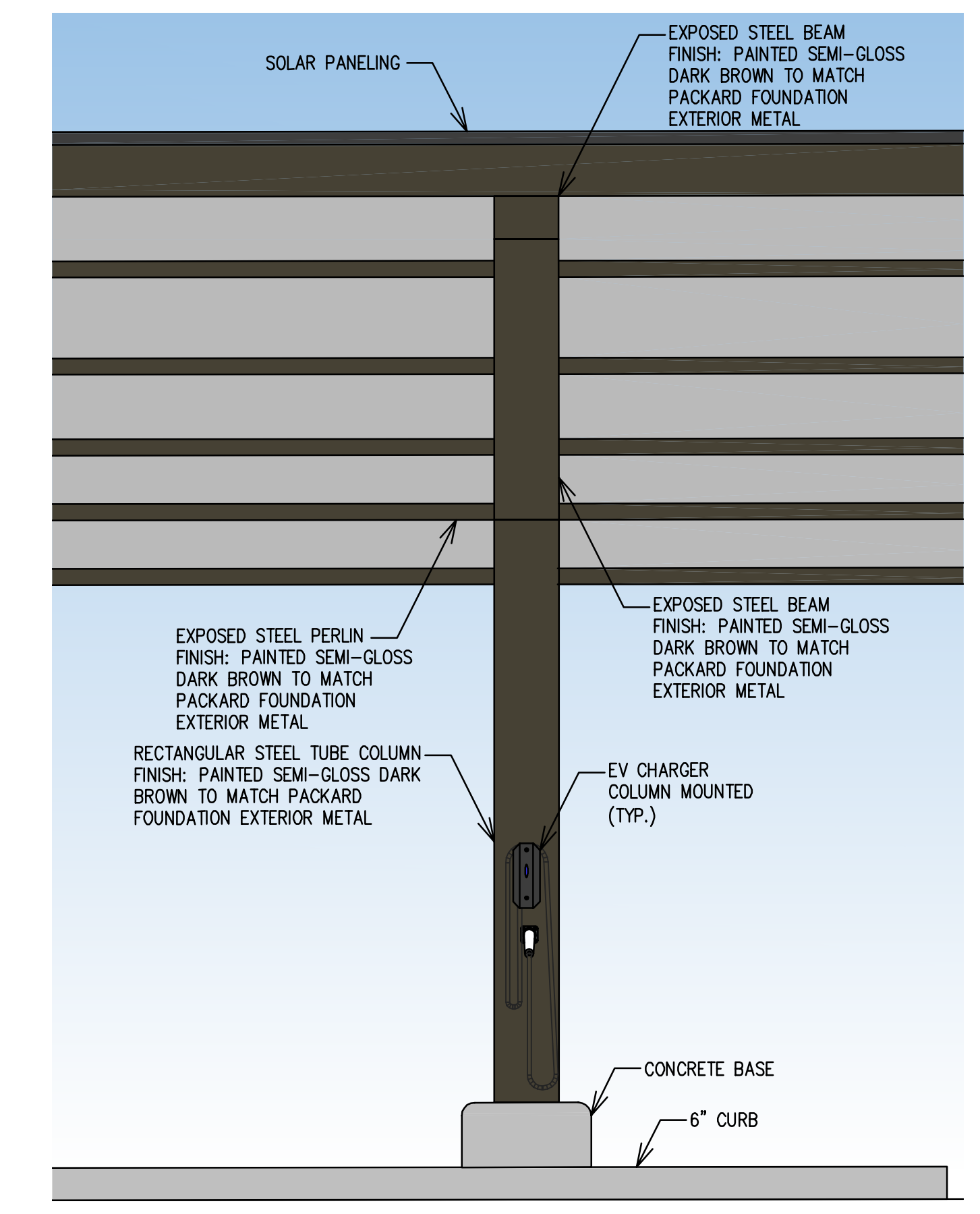


FRONT ELEVATION
1" = 5'

COLUMN DETAIL



SIDE ELEVATION
1/2" = 1'



CARPORT COLUMN
1/2" = 1'

**SEE SHEET C0.0
FOR ABBREVIATIONS
AND LEGENDS**



C5.1
OF

DRAWING NAME: K:\2019\191214_Packard_Parking_Expansion\ENG\posheets.dwg
PLOT DATE: 08-23-21 PLOTTED BY: polt

No.	Revisions	Date



VIEW FROM SOUTH CORNER



VIEW FROM WEST CORNER



VIEW FROM 2ND STREET (EAST)



VIEW FROM 2ND STREET (NORTH)

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PLOT DATE: 08-23-21 PLOTTED BY: polt



Date	Revisions	No.
08/23/2021	Scale	NO SCALE
	Design	DJP
	Drawn	DJP
	Approved	D.J.L.
	Job No.	20191214-10



VIEW OF PARKING STALLS ALONG 2ND STREET FRONTAGE



VIEW BELOW SOLAR CANOPY



VIEW OF VEGETATION SCREENING ALONG SOUTH PROPERTY LINE



VIEW OF BACK ALLEY

DRAWING NAME: K:\2019\191214_Packard_Parking_Expansion\ENG\posheets.dwg
PLOT DATE: 08-23-21 PLOTTED BY: polt



255 SHORELINE DRIVE
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

CALIFORNIA

CARPORT MATERIAL BOARD
PACKARD FOUNDATION PARKING LOT
374 SECOND STREET
SANTA CLARA COUNTY
LOS ALTOS



Date	08/23/2021
Scale	NO SCALE
Design	DUP
Drawn	DUP
Approved	D.J.L.
Job No.	20191214-10
Revisions	
No.	

Drawing Number:
C5.4
OF



EV CHARGER COLUMN MOUNTED



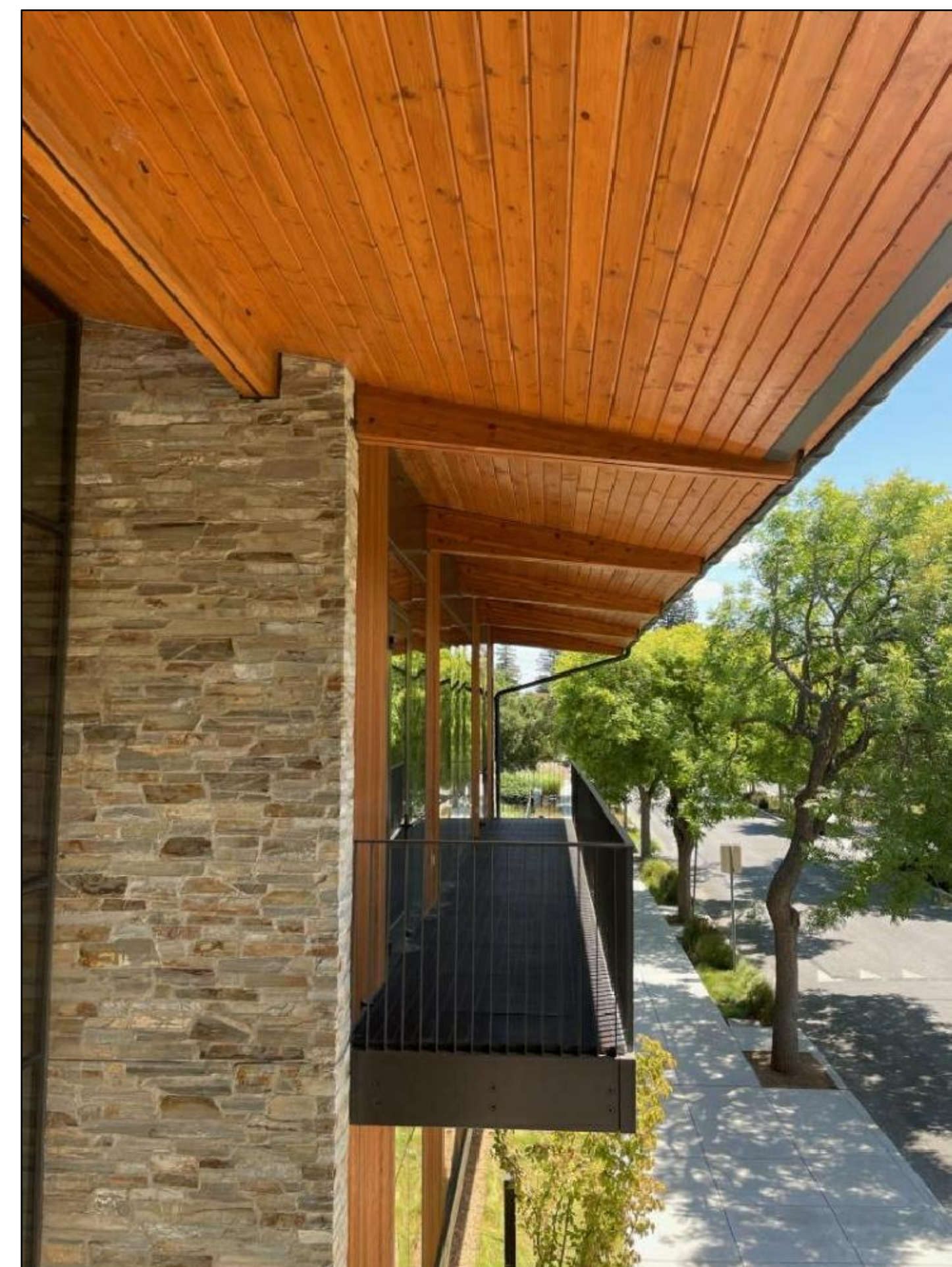
EV CHARGER FREE STANDING PORT



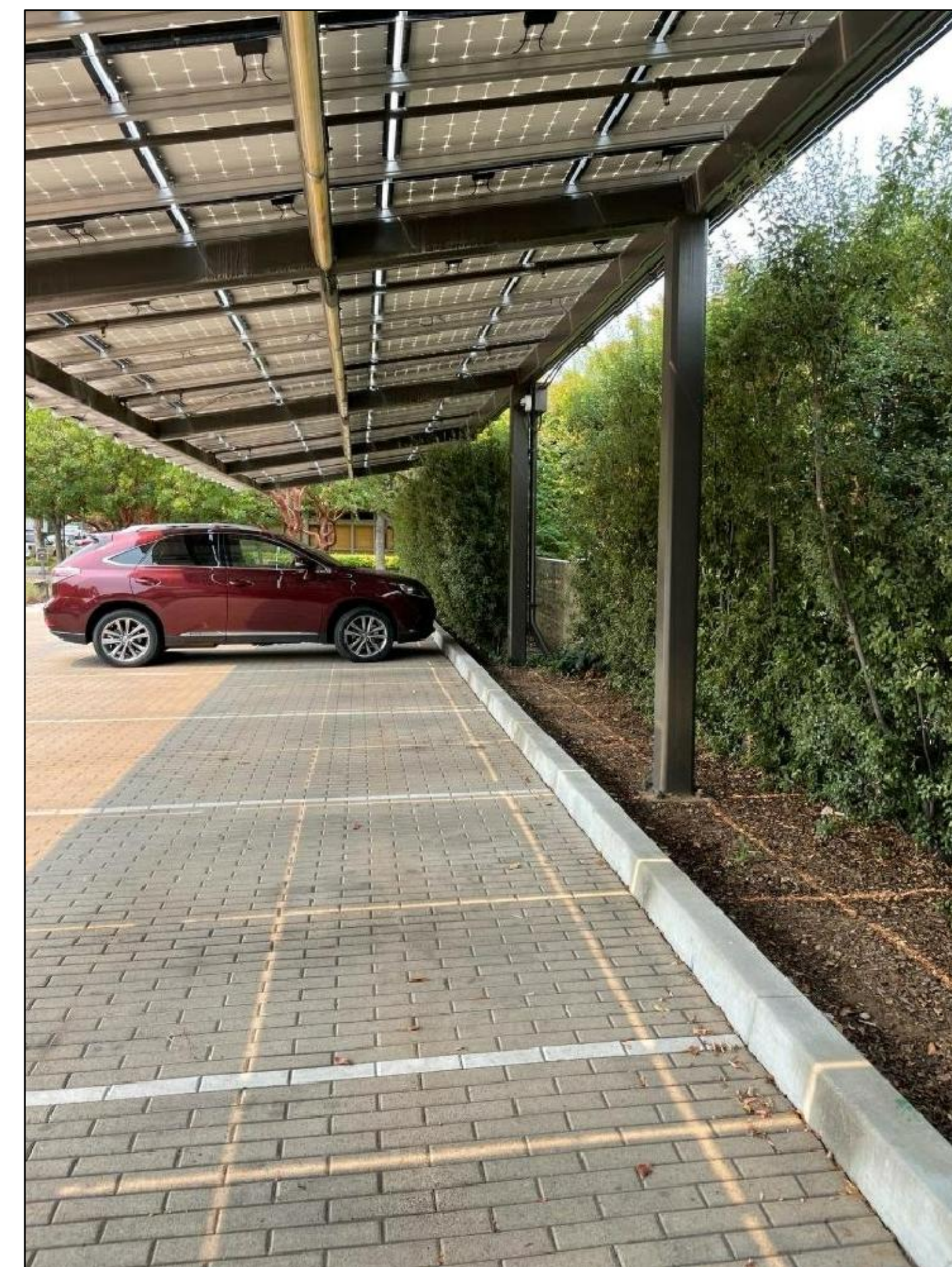
SHALLOW PITCH ROOF WITH FLUSH MOUNTED PV PANELS



EXISTING PACKARD FOUNDATION OFFICE
AT 343 2ND STREET: DARK BROWN EXTERIOR
METAL FINISH



EXISTING PACKARD FOUNDATION OFFICE
AT 343 2ND STREET: TAPERED CANTILEVER BEAM

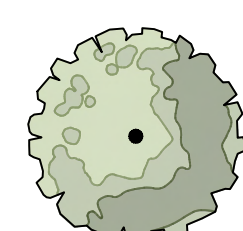
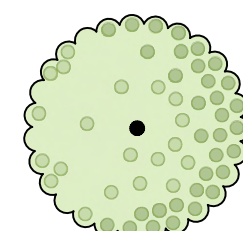
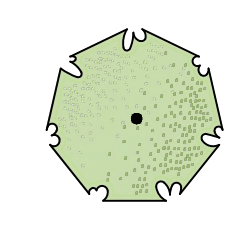
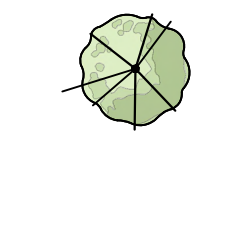
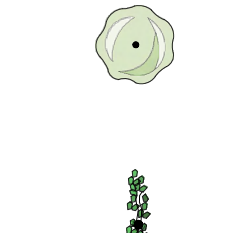
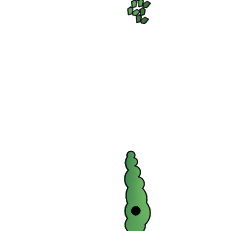
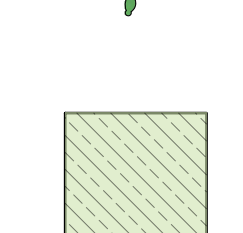
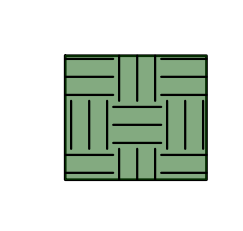



EXISTING PACKARD FOUNDATION PARKING LOT
AT 323 2ND STREET: EXPOSED CANOPY FRAMING



EXISTING PACKARD FOUNDATION PARKING LOT
AT 323 2ND STREET: RECTANGULAR STEEL TUBE
COLUMN

PLANT OPTIONS

-  **LARGE-CANOPY EVERGREEN TREE**
 QUERCUS AGRIFOLIA (COAST LIVE OAK)
-  **LARGE-CANOPY DECIDUOUS TREE**
 PISTACIA CHINENSIS (CHINESE PISTACHE)
-  **SMALL-CANOPY DECIDUOUS TREES**
 CERCIS CANADENSIS 'ACE OF HEARTS' (ACE OF HEARTS REDBUD)
 ACER PALMATUM (JAPANESE MAPLE)
-  **TALL UPRIGHT SCREENING SHRUBS**
 PITTOSPORUM TENUIFOLIUM (TAWHIWHI)
 PRUNUS CAROLINIANA 'COMPACTA' (COMPACT CAROLINA LAUREL CHERRY)
 RHAMNUS CALIFORNICA 'LEATHERLEAF' (CALIFORNIA COFFEEBERRY)
-  **LOW EVERGREEN GROUND COVER**
 ARCTOSTAPHYLOS 'EMERALD CARPET' (EMERALD CARPET MANZANITA)
-  **EVERGREEN VINE TRAINED TO FENCE**
 JASMINUM POLYANTHUM (PINK JASMINE)
 TRACHELOSPERMUM JASMINOIDES (STAR JASMINE)
 VITIS CALIFORNICA 'ROGER'S RED' (CALIFORNIA WILD GRAPE)
-  **EVERGREEN FLOWERING ESPALIER**
 GREWIA OCCIDENTALIS (LAVENDER STARFLOWER)
 TECOMARIA CAPENSIS (CAPE HONEYSUCKLE)
-  **LOW GROWING NATIVE AND LOCALLY ADAPTED PLANTINGS**
 CAREX PANSA (SANDDUNE SEDGE)
 HEUCHERA MAXIMA (ISLAND ALUM ROOT)
 RIBES VIBURNIFOLIUM (EVERGREEN CURRANT)
-  **RAIN GARDEN PLANTING MIX**
 HEUCHERA MAXIMA (ISLAND ALUM ROOT) - 35%
 IRIS DOUGLASIANA (DOUGLAS IRIS) - 15%
 RIBES SANGUINEUM (RED FLOWERING CURRANT) - 50%










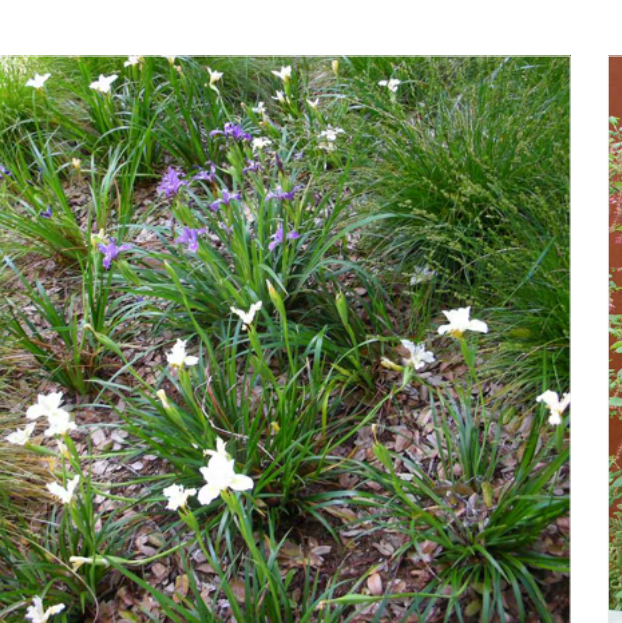
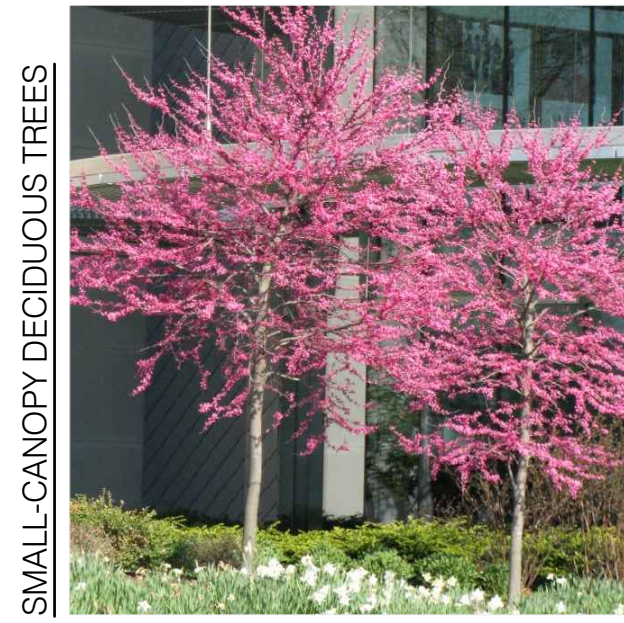



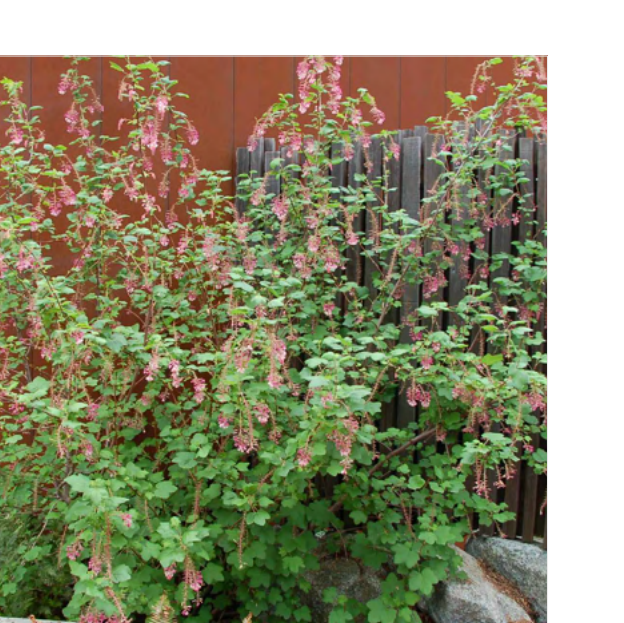







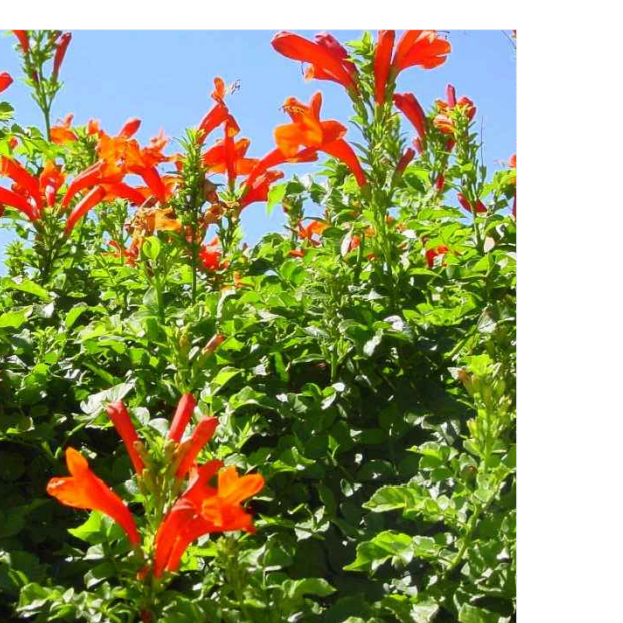






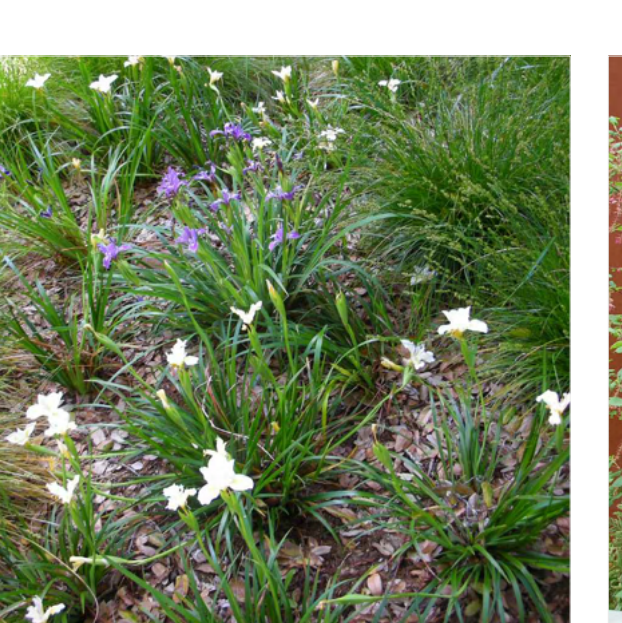
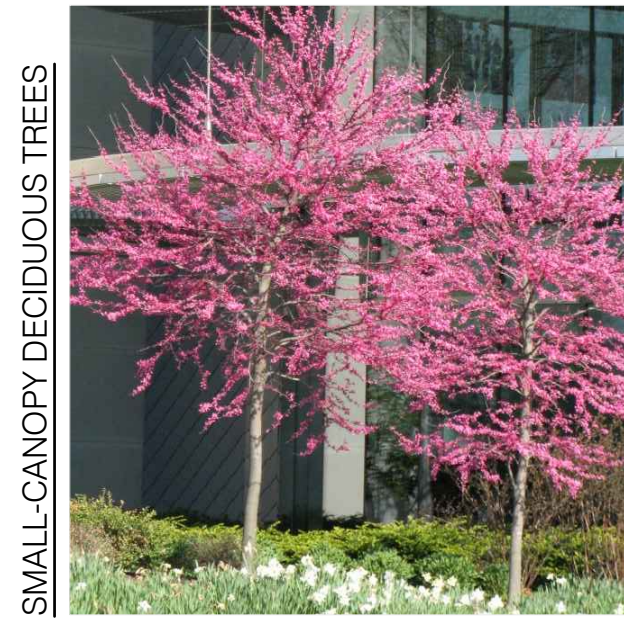



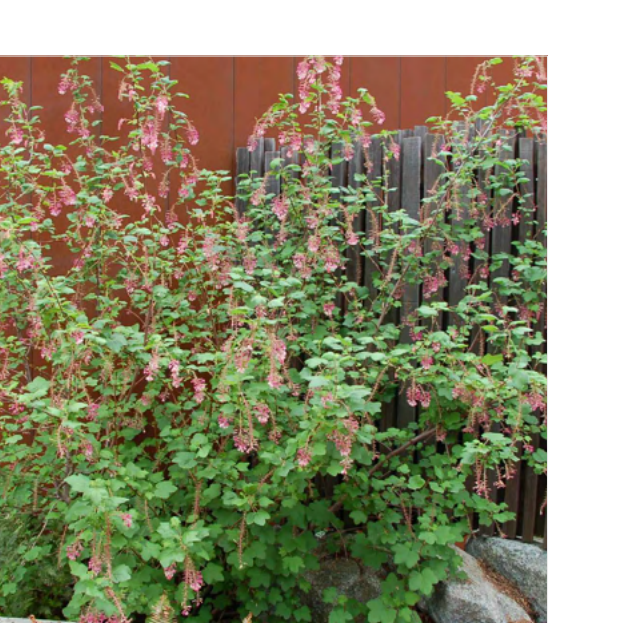







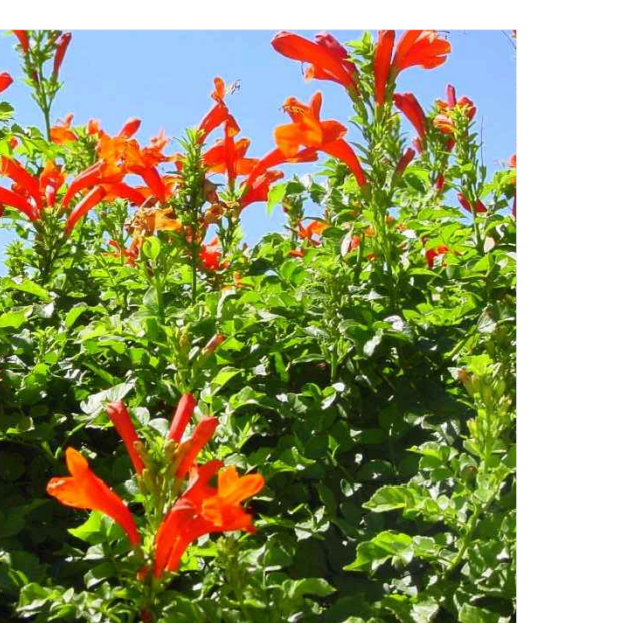






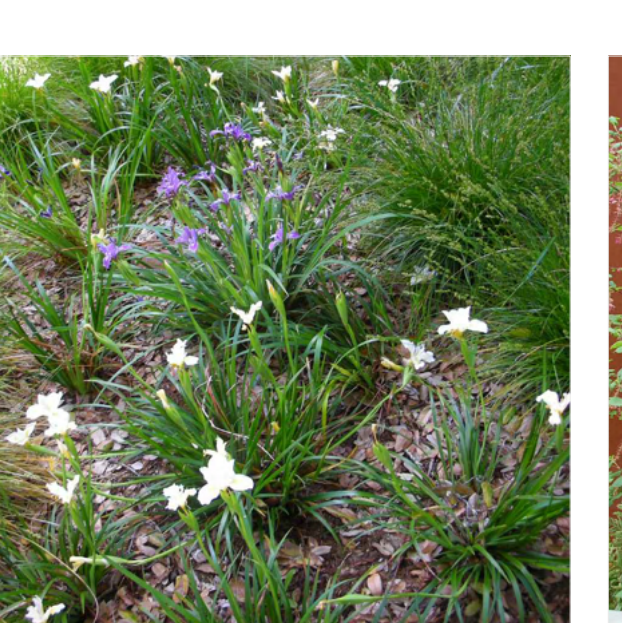
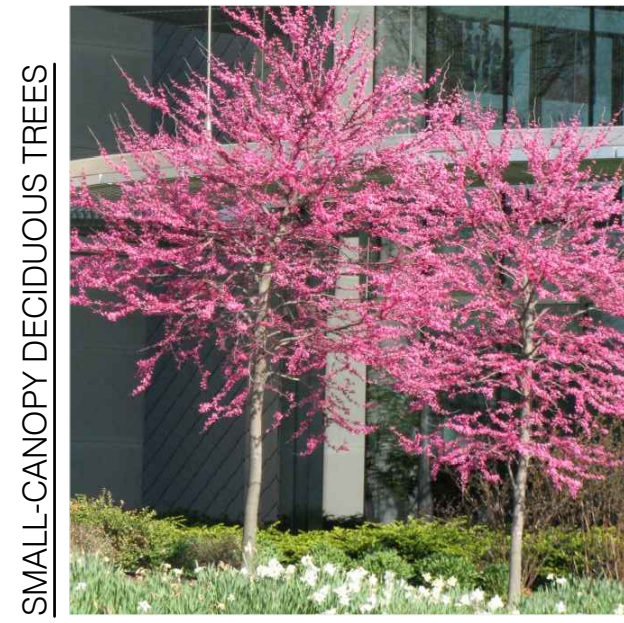



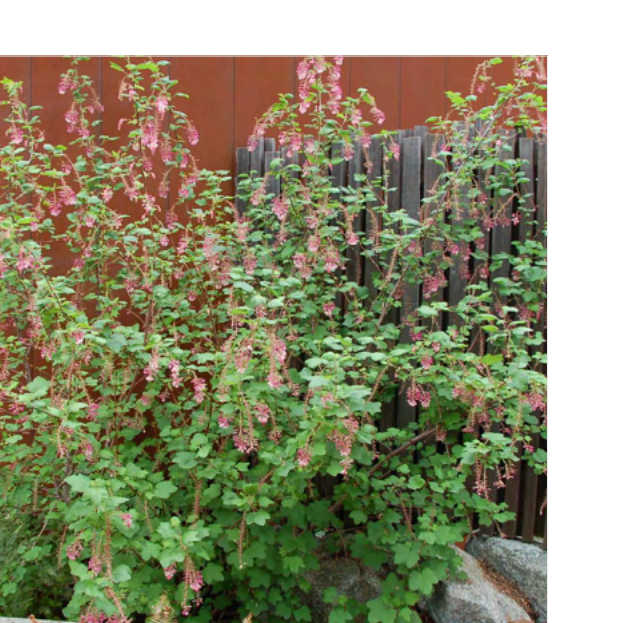







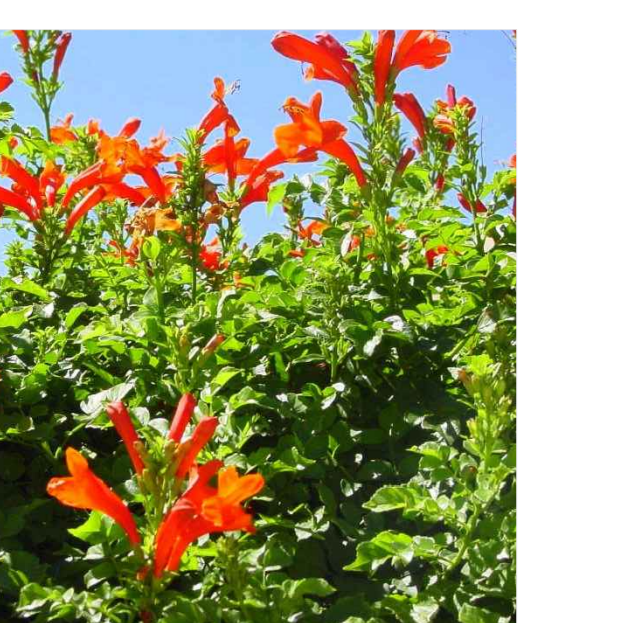











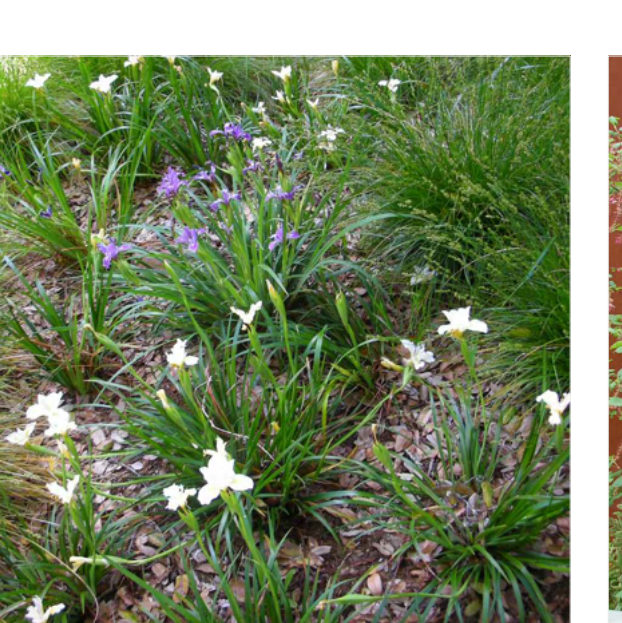
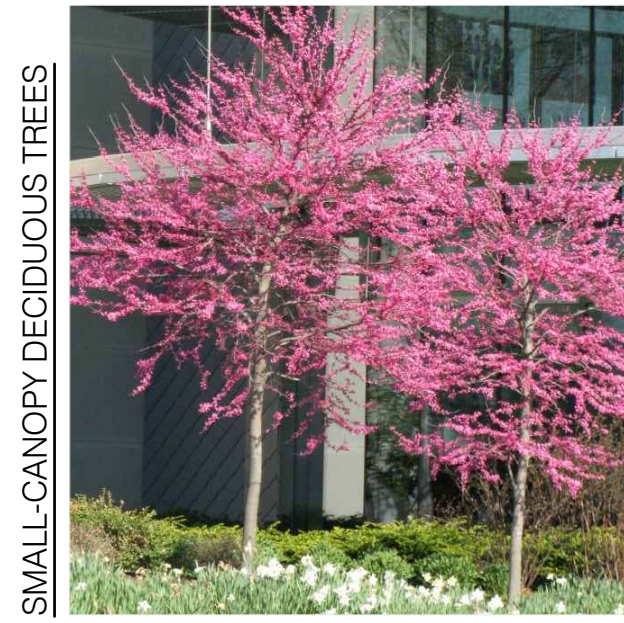



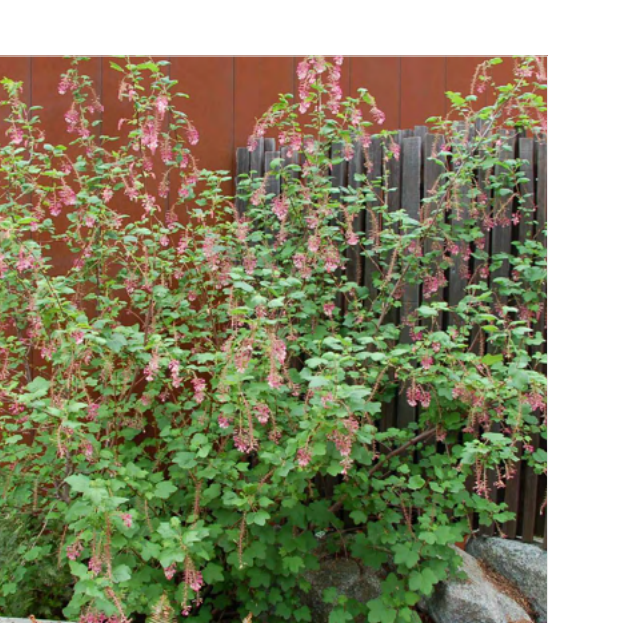


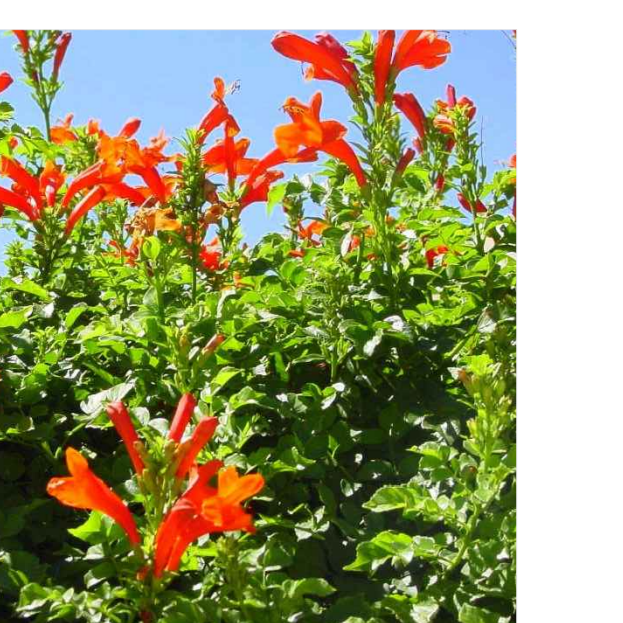






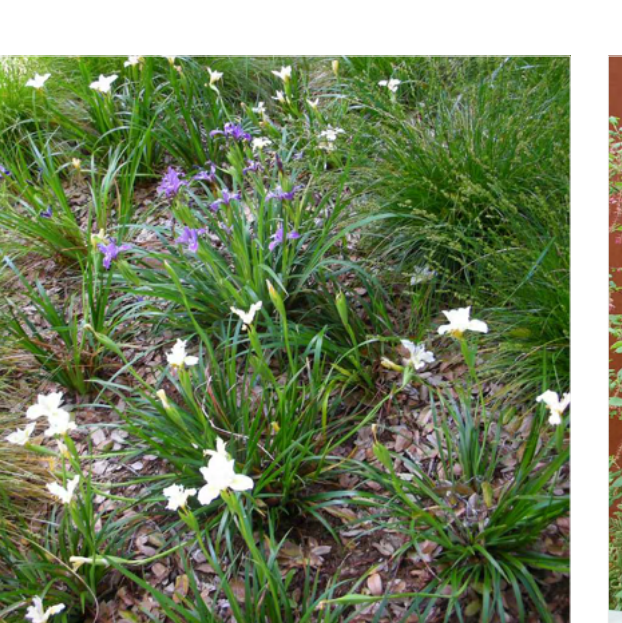
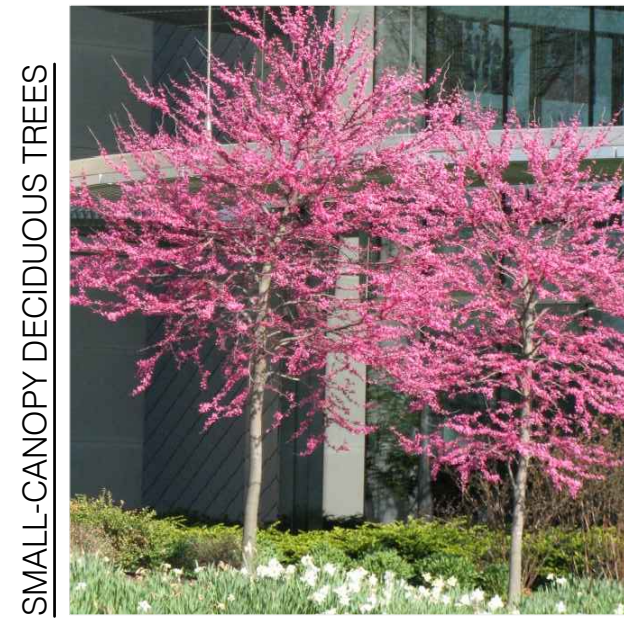



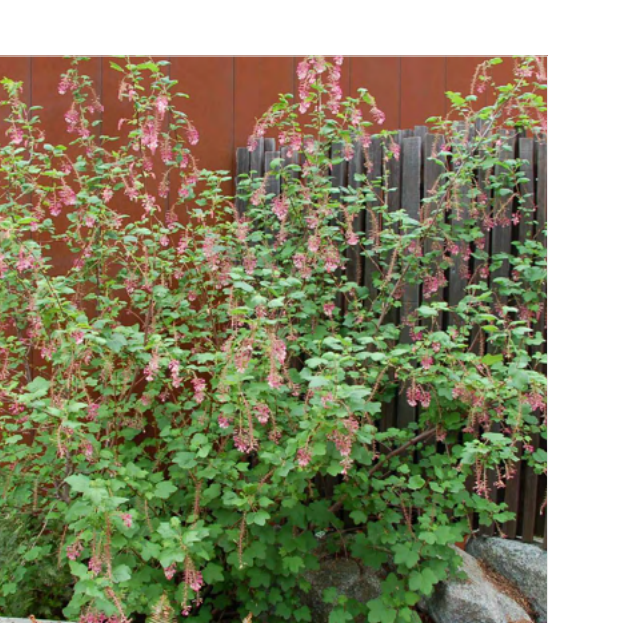
DESIGN NARRATIVE

THE DESIGN INTENTION IS TO ENHANCE THE EDGES OF THE PARKING LOT WITH PLANTS THAT ARE ADAPTED TO THE LOCAL CLIMATE AND COMPATIBLE WITH THE NEIGHBORHOOD CONTEXT AND LANDSCAPE. THE PLANT SUGGESTIONS INCLUDE PLANTS THAT ARE BENEFICIAL TO BEES, BUTTERFLIES AND BIRDS, ARE VISUALLY INTERESTING, AND PROVIDE A FUNCTION SUCH AS VISUAL SCREENING.

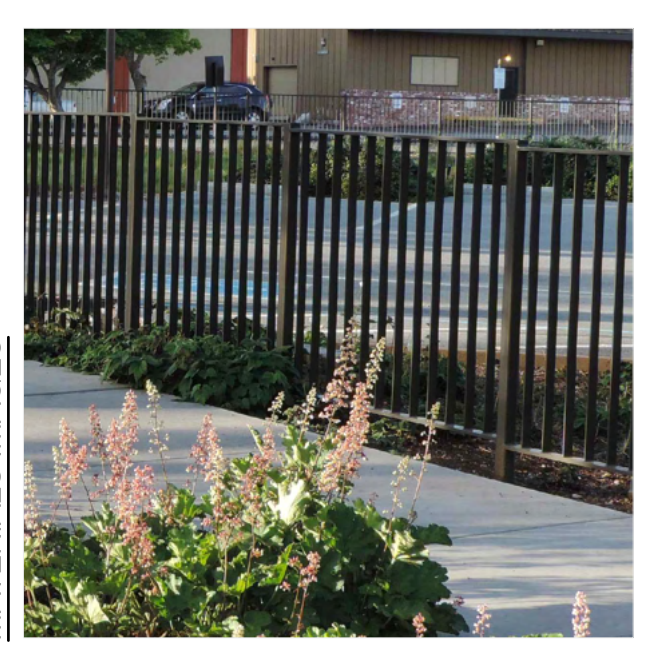
WATER EFFICIENT LANDSCAPING NOTE

THE LANDSCAPE WILL COMPLY WITH THE WATER EFFICIENT LANDSCAPE ORDINANCE PURSUANT TO CHAPTER 12.36 OF THE MUNICIPAL CODE. THE LANDSCAPE PACKAGE WILL SHOW THE SPECIFIC PLANT SPECIES, PLANT LOCATIONS, AND CONTAINER SIZES AS WELL AS AN IRRIGATION PLAN WITH HYDROZONES, MAXIMUM APPLIED WATER ALLOWANCE, AND ESTIMATED TOTAL WATER USE. THE PLANTING AREAS WILL BE IRRIGATED WITH LOW-FLOW MATCHED-PRECIPITATION-RATE EMITTERS AND OPERATED BY A WATER-CONSERVING AUTOMATIC CONTROLLER.

CHARACTER IMAGES

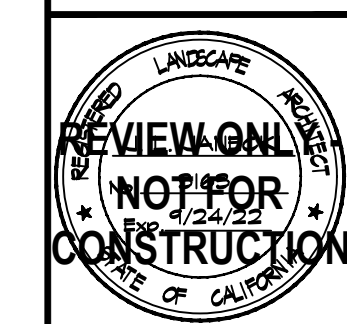
LARGE-CANOPY EVERGREEN TREE					
	QUERCUS AGRIFOLIA (COAST LIVE OAK)				
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	TRACHELOSPERMUM JASMINOIDES (STAR JASMINE)				
EVERGREEN FLOWERING ESPALIER					
	VITIS CALIFORNICA 'ROGER'S RED' (CALIFORNIA WILD GRAPE)				
					
	GREWIA OCCIDENTALIS (LAVENDER STARFLOWER)				
					
	TECOMARIA CAPENSIS (CAPE HONEYSUCKLE)				
LOW GROWING NATIVE/LOCALLY ADAPTED					
	CAREX PANSA (SANDDUNE SEDGE)				
					
	HEUCHERA MAXIMA (ISLAND ALUM ROOT)				
					
	RIBES VIBURNIFOLIUM (EVERGREEN CURRANT)				
RAIN GARDEN PLANTING MIX					
	HEUCHERA MAXIMA (ISLAND ALUM ROOT)				
					
	IRIS DOUGLASIANA (DOUGLAS IRIS)				
					
	RIBES SANGUINEUM (RED FLOWERING CURRANT)				

MATERIALS IMAGES



STREET VIEW - METAL PICKET FENCE

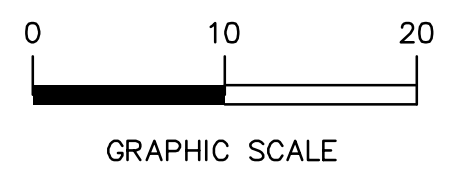
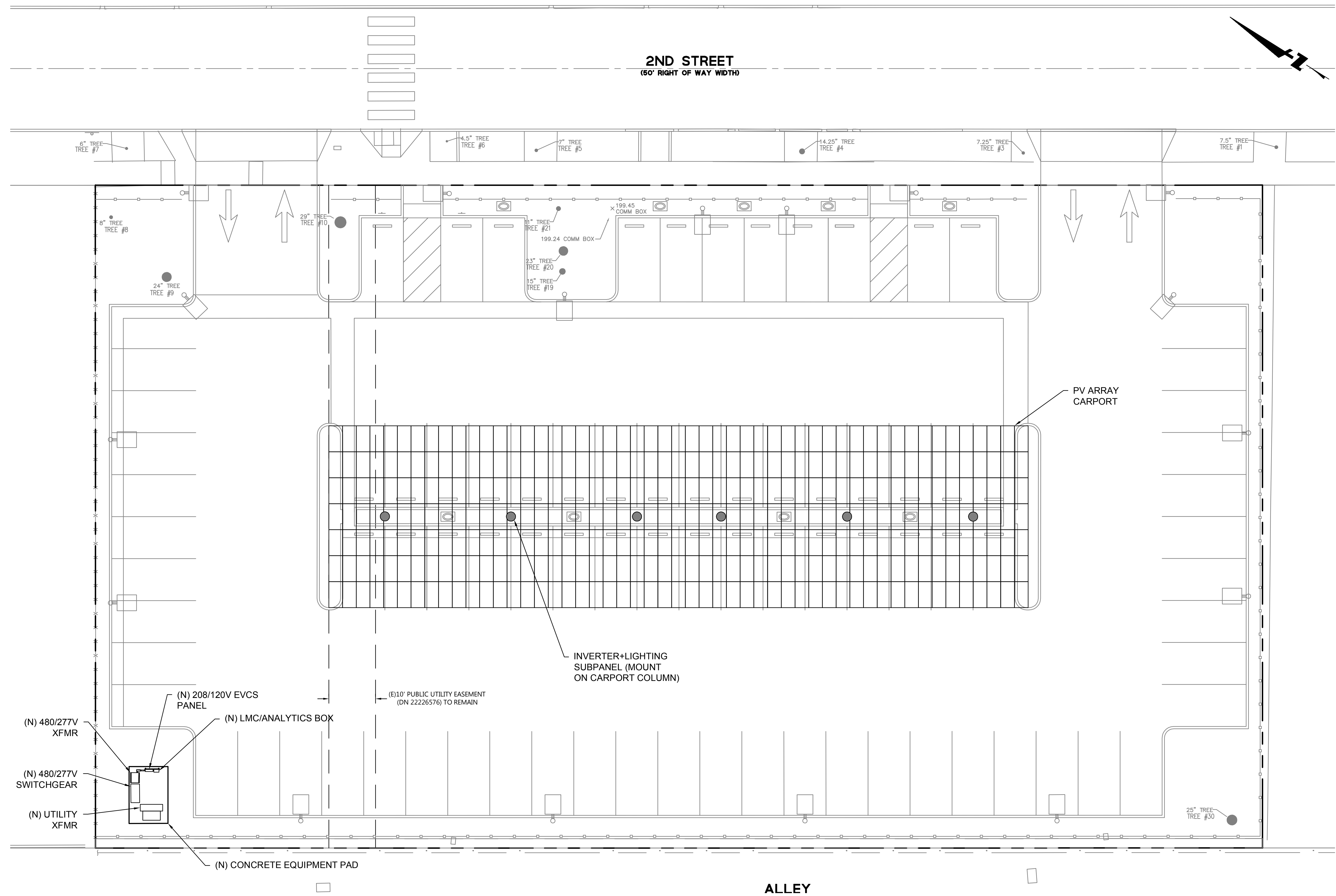
PLANT OPTIONS & CHARACTER IMAGES
 PACKARD FOUNDATION PARKING LOT
 374 SECOND STREET
 SANTA CLARA COUNTY
 CALIFORNIA
 LOS ALTOS



No.	Revisions	Date

Date: 08/23/2021
 Scale: AS NOTED
 Design: OW/JLJ
 Drawn: MN/ND
 Approved: JLJ
 Job No: 20-270
 Drawing Number:
L1.02
 OF

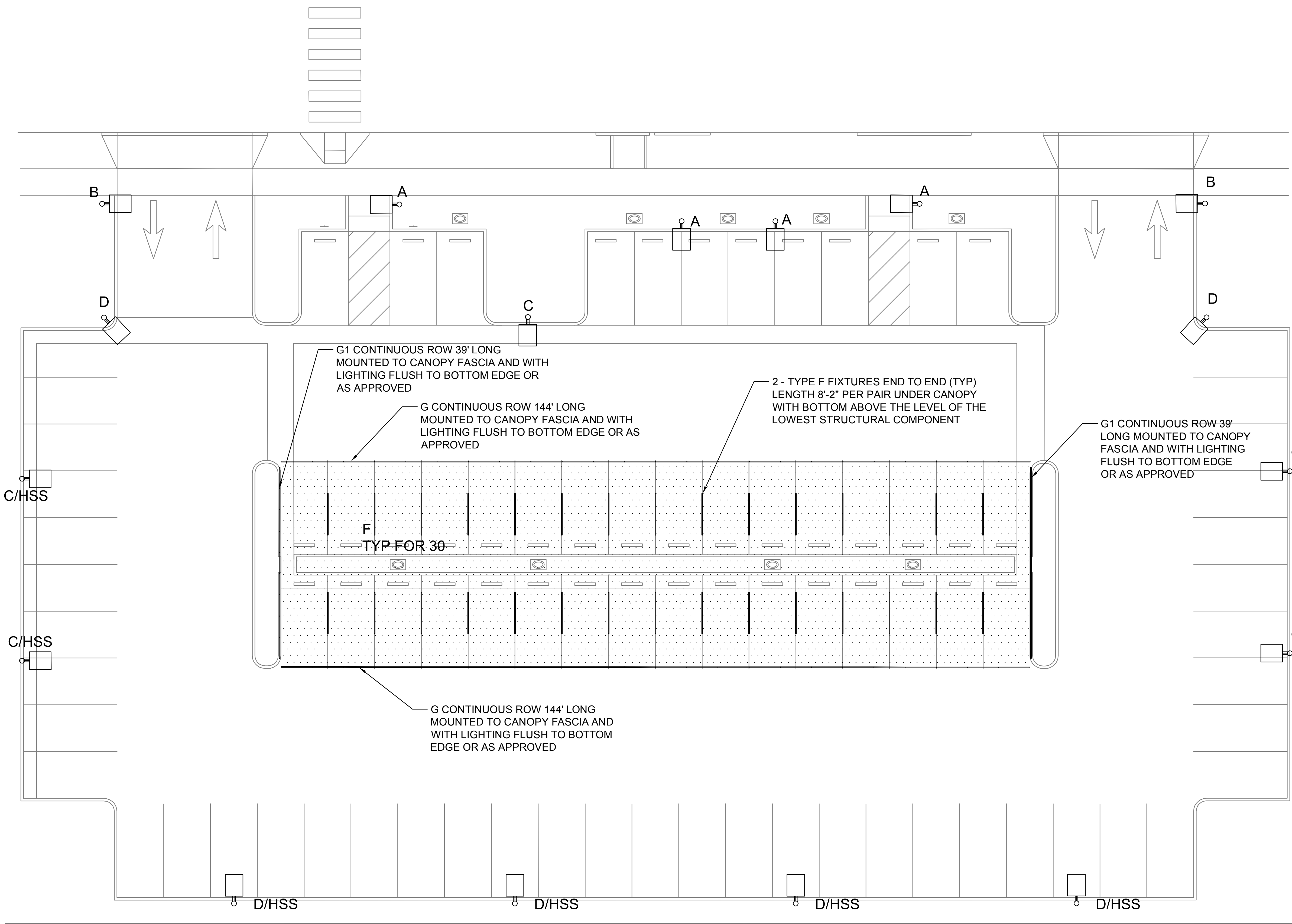
SITE LAYOUT - PV CARPORT



1 SITE PLAN
 Scale: 1"=10'-0"

DRAWING NAME: K:\2019\191214_Packard_Parking_Expansion\ENG\posheets_powerflex.dwg
 PLOT DATE: 08-19-21 PLOTTED BY: polt

Date	Revisions	No.	Date
08/23/2021			
Scale 1" = 10'			
Design: DJP			
Drawn: DJP			
Approved: D.J.L.			
Job No: 20191214-10			



LIGHTING FIXTURES

TYPE	DESCRIPTION	DESCRIPTION
A	NOM. 8' POLE WITH LIGMAN VK-900001-T3W40 LUMINAIRE	TYPE 3 WIDE DISTR. 2700K NOTE 1
B	NOM. 8' POLE WITH LIGMAN VK-900001-T4W40 LUMINAIRE	TYPE 4 FWD THROW 2700K NOTE 1
C	NOM. 16' POLE WITH LIGMAN VK-90001-T2-W40 LUMINAIRE	TYPE 2 WIDE DISTR. 2700K NOTE 1, 4
D	NOM. 16' POLE WITH LIGMAN VK-90001-T4W40 LUMINAIRE	TYPE 4 FWD THROW 2700K NOTE 1, 4
F	LED LINEAR ADONIS TC-WHITE-HYDRA-HD10-W9-927 4'	STRIP DOWNLIGHT WET LABEL (30 8' ASSEMBLIES) NOTE 3, 5
G	LED LINEAR ADONIS TC-WHITE-HYDRA-HD10-W9-927 6'	STRIP DOWNLIGHT WET LABEL IN 2 ROWS OF 144' NOTE 2, 3, 5
G1	AS TYPE G	IN 2 ROWS OF 39' NOTE 2, 3, 5

NOTES

1. POLES AND LUMINAIRES TO MATCH STYLE AND COLOR OF EXISTING
2. TYPES G AND G1 LUMINAIRES FIELD MEASURE BEFORE ORDERING.
3. SUBMIT INSTALLATION DETAILS FOR REVIEW AND APPROVAL.
4. HSS INDICATES HOUSE SIDE SHIELD ADDED TO LUMINAIRES
5. REMOTE DRIVER(S) IN OUTDOOR ENCLOSURES AND LOW VOLTAGE WIRING TO LUMINAIRES

LIGHTING CONTROLS

PROVIDE SEPARATE ON-OFF AND 0-10 VOLT DIMMING CONTROL FOR FOUR (4) LIGHTING CIRCUITS, 16A MAXIMUM 120 OR 277 VAC. TO INCLUDE A LUTRON QSN-4T16S IN A WEATHERTIGHT SECURED CABINET. THE FOUR LIGHTING CIRCUITS SHALL BE :

1. POLE LIGHTS TYPES A AND B ONLY
2. POLE LIGHTS TYPES C AND D ONLY
3. FIXTURES TYPES F ONLY
4. FIXTURES TYPES G AND G1 ONLY

PROVIDE (6) OUTDOOR PIR SENSORS LOCATED AS FOLLOWS:
 *ONE ON EACH OF 3 TYPE A LUMINAIRES
 *THREE LOCATED UNDER THE CANOPY

SENSORS TO BE WIRED TO THE QSN INCLUDING POWER AND SIGNAL WIRING PER LUTRON.

PROVIDE SIGNAL WIRING TO HEADQUARTERS BUILDING QUANTUM CONTROL SYSTEM. PROGRAM THE QSN AND ITS FUNCTIONS AS REQUIRED BY TITLE 24 PART 6 SECTIONS 130 AND 140 AND AS DIRECTED BY THE FACILITIES MANAGER FOR THE FOUNDATION.

GENERAL

STRUCTURAL AND CIVIL ENGINEERING TO DETERMINE POLE BASES AND FOUNDATIONS AND ATTACHMENT OF LIGHTING TO OVERHEAD STRUCTURE.

WIRING DESIGN, TITLE 24 LIGHTING ENERGY CALCULATIONS AND TITLE 24 CALGREEN COMPLIANCE DOCUMENTS BY ELECTRICAL ENGINEER.

SUBMIT FINAL PLANS AND ALL PROJECT DATA AND SHOP DRAWINGS FOR REVIEW AND APPROVAL.

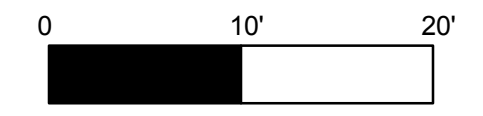
LIGHTING DESIGN NARRATIVE

- THE DESIGN PROPOSES FOUR TYPES OF LIGHT.
1. PEDESTRIAN SCALE (8' TALL) POLE LIGHTS TO ILLUMINATE DRIVEWAY ENTRANCES AND CROSSWALK/PEDESTRIAN ENTRANCES.
 2. PARKING LOT SCALE (16' TALL) POLE LIGHTS FOR GENERAL ILLUMINATION OF THE OPEN AREAS OF THE PARKING LOT AND DRIVE AISLES.
 3. LINEAR LIGHTING ALONG THE OUTSIDE EDGE OF THE PHOTOVOLTAIC CANOPY TO ILLUMINATE THE DRIVE AISLE ALL AROUND THE CANOPY
 4. LINEAR LIGHTING UNDER THE CANOPY.

ALL LIGHTING IS FULLY SHIELDED AND DOWNWARD ONLY. THE COLOR TEMPERATURE OF ALL LIGHTING IS WARM (2700K). LIGHTING IS DIMMED AND WILL PROGRAMMED TO LOW LEVEL AFTER NORMAL BUSINESS HOURS, AND TURNED OFF AFTER CURFEW (NOMINALLY 10 PM). THE LIGHTING COMPLIES WITH TITLE 24 PART 6 (ENERGY EFFICIENCY AND LIGHTING CONTROLS) AND TITLE 24 PART 11 (OFF SITE IMPACTS AND LIGHT TRESPASS MITIGATION).

PERIMETER POLE LIGHTS ARE ADDITIONALLY EQUIPPED WITH HOUSE SIDE (BACK) SHIELDS TO PREVENT LIGHT TRESPASS ONTO ADJACENT PROPERTIES.

IN GENERAL, THE PROPOSED LIGHTING WILL NOT AFFECT ADJOINING PROPERTIES. SOME LIGHT WILL PURPOSELY ILLUMINATE THE ROADWAY CURB AREA AT CROSSWALKS AND DRIVEWAY ENTRANCES TO IMPROVE SAFETY, BUT WILL HAVE NO EFFECT ON ADJOINING PROPERTIES.



SCALE

CALIFORNIA
 SANTA CLARA COUNTY
PACKARD FOUNDATION PARKING LOT
 374 SECOND STREET
 LOS ALTOS

Lighting Design by
BENYA BURNETT
 CONSULTANCY
 501 Fillmore Court
 Davis, CA 95616
 +1 (503) 519 9631
 www.benyaburnett.com
 James Benya, PE

Date	Scale	Design	Drawn	Approved	No.	Issued and Revisions
08/23/2021	AS NOTED	BENYA	BENYA	BENYA		FOR OWNER REVIEW AND ENGINEERING
08/23/2021						

Drawing Number:
LD-1

-----Original Message-----

From: Rowena Dodson <[REDACTED]>

Sent: Sunday, November 21, 2021 8:42 PM

To: Steve Golden <sgolden@losaltosca.gov>

Subject: Packard Foundation proposed project--writing to Oppose

Hello,

I saw in the paper that there is going to be reconsideration of the David and Lucille Packard project on 2nd street. I am very much opposed to the proposed changes on this site as outlined in the materials and am much in favor of reconsideration. I unfortunately did not comment in the time period given. However, I am hopeful that this reconsideration will allow my voice to be heard.

From the rendering, it is clear that the amazing mature trees and green space that are currently on this site are going to be replaced by concrete and small new trees. I want to add my voice into the mix as opposed to this project. I walk by regularly as I work just a couple of doors down on 2nd Street. I enjoy watching squirrels and birds in this space. Even though there are currently parking spots and concrete, the green space and trees in between give this spot a sense of oasis and calm. It would be tragic to lose this in favor of parking spaces and charging stations for cars. I myself am a Tesla owner and believe in electric power. But it seems like a big mistake to trade this beautiful environment that we still have with us for the electric power and concrete that is proposed. Let us preserve and keep what we have, and especially the mature trees that are absorbing carbon and providing improved mental health for Los Altos.

Thank you very much for still considering my comments.

Respectfully,

Rowena Dodson, Licensed Marriage and Family Therapist
340 2nd Street, Los Altos
[REDACTED]



PUBLIC CORRESPONDENCE

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

Reconsideration Packard Foundation #7

Dear Council Members

Please have the Packard Foundation go back and present a new plan for their proposed parking lot, charging stations and Solar structure.

The Climate Action Plan developed by the Environmental Commission and the City says the KEY ACTION needed is to “Increase urban tree canopy*Create water efficient buildings and landscape* Implement water recycling and natural water harvesting systems”

The current plan removes 27 trees, has a huge five lot slab of asphalt, and a tremendous solar structure spanning the bulk of the area. It is completely opposite than what is needed to meet the key goals of the Climate action plan.

The Packard foundation has given inadequate reasons for this current plan as they do not need more parking spaces for employees who work remotely.

The ATMP needs to be reinstated or a new one drawn up as this is a new project with new challenges that need to be monitored. It was the recommendation of the Complete Streets Commission to do so. The Packard foundation certainly can have 21 charging stations instead of 41. It would then allow for a much smaller solar panel structure and provide more space for more trees and native plants.

The Packard Foundation Claims on their Web Page to care about the native environment. They say the “plantings provide familiar food and shelter for local birds and insects and attract native pollinators. “ Yet they seek City to destroy this valuable asset .

The Packard Foundation sits at the entrance to downtown next to other parking lots. As a resident of Los Altos, I do not want to see all concrete and asphalt at the entrance to our town.

Please see attached photo of the tree canopy that was sliced in half by the Packard Foundation Protected trees need to be protected.

Sincerely

Roberta Phillips



From: [carol little](#)
To: [City Council](#); [Public Comment](#)
Subject: The Packard Foundation parking lot
Date: Saturday, November 27, 2021 6:39:46 PM

Dear Council Members,

There are at least two things to consider when contemplating the proposed Packard Foundation parking lot. One, does it meet the downtown design guidelines as well as other Los Altos planning documents? Two, does it present a good match for an entrance to our downtown shopping and business district? In addition to those two considerations, I ask that you consider the environment.

Does the proposed parking lot design meet the downtown guidelines? No, it does not meet them.

The following pages and details are provided to highlight how the proposed project fails to meet the guidelines and more.

Downtown Design Guidelines

Page 54, 4.1 Pedestrian Environment:

“A strong pedestrian orientation is expected.

- a) Underground parking is strongly encouraged
- c) Limit the exposure of surface parking lots along street
- d) Provide access to parking from passages and less traveled pedestrian routes whenever possible.
- e) Limit the width of parking access drives as much as possible.
- f) Limit access and parking lot paving to those areas that are functionally required, and provide landscaping in all other areas.
- g) Where parking lots must abut a public street or a pedestrian walkway, provide a minimum landscaped setback of 5 feet, and provide low walls or box hedges to screen

parked cars from direct view.

h) Special textured paving that is porous and minimizes water runoff in surface parking lots I strongly encouraged.”

Page 66 also addresses the design expectations for parking lots. Again, consistent with all of the guidelines, minimizing the impact of parking lots is at the top of the list.

Page 70,

5.3 LANDSCAPE

Substantial landscaping is expected in the First Street District to ensure that the area becomes a visual part of the larger downtown village.

b) Tree landscaping should be provided to create an orchard canopy effect in surface parking lots with more than one drive aisle. Utilize landscape fingers placed parallel to the parking spaces to break up expanses of parking lot paving. Space the islands with intervals not exceeding 6 parking spaces in length.

c) Utilize hedges, trees, and other landscaping between facing parking spaces as shown in the example to the left.

5.3.4 Add Street trees along all parcel street frontages

Over and over again, the guidelines provide the precise details of what a parking lot is supposed to look like in our downtown district.

This particular project has even more requirements because it abuts a dense (more coming soon) residential area and is a major entrance to our downtown area.

That means this particular parking lot proposal must meet the requirements for the impact on residential areas and entrance to downtown. The current proposal does not.

Yet another document provides guidance for how the downtown is intended to look. The Los Altos Downtown Design Plan.

The document is also meant for the following: “City Planning, Staff and Planning Commission will also use this Plan as a conceptual basis for evaluating the merits of new projects and proposed rehabilitation projects.” (p2) The rest of the document reinforces trees, trees and more trees, as well as small and village character goals.

Of course, design is only part of the conversation regarding any development in the downtown, or elsewhere in Los Altos.

Next, consider the environment.

The environment is another major component of doing the right thing for Los Altos and in an even more impactful way, the world.

If there is any doubt that saving mature trees and requiring low impact design guidelines with regard to a parking lot is frivolous, please follow this link to a video featuring Greta Thunberg. <https://www.conservation.org/video/nature-now-video-with-greta-thunberg>

If the video isn't convincing enough to save all mature trees, consider how much water it requires to water in a newly tree when compared to what an established tree requires. Established trees require water one to two times per month, whereas new trees require water every few days. With drought being the new normal, there is no water to spare. It also takes at least 30 to 50 years for a tree to mature, the planet and the children cannot wait for such growth.

It is time to be good stewards of the environment. Council members are in a position to set an example by holding everyone to the same standards. There are guidelines for parking lots in Los Altos and the current Packard Foundation proposed parking lot does not meet them. Please, consider all aspects of this project and consider alternatives. All alternatives must include keeping the mature trees. Any good architect can manage that task.

Some alternatives.

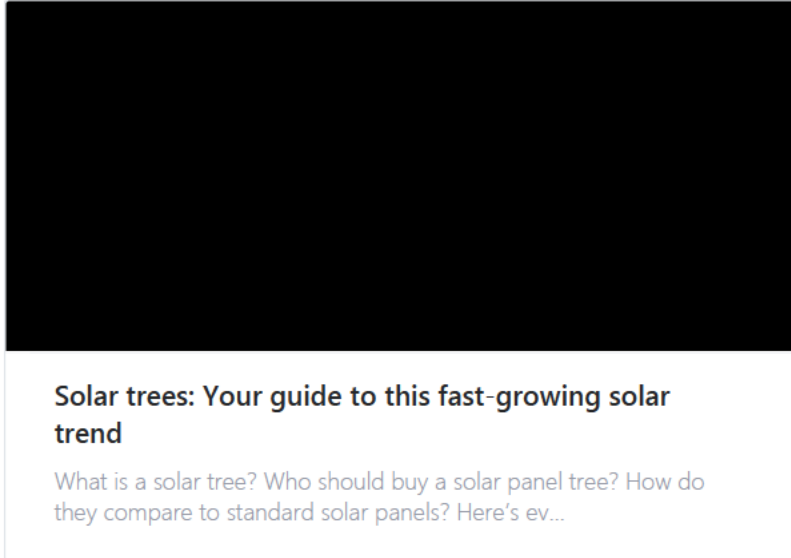
Alternative one:

Underground parking lot with a living roof and/or some solar panels. Of course, also significant landscaping all around in order to address required landscaping for residential areas.

Alternative two:

Surface lot with permeable surface and solar trees. See picture below and link here for solar tree examples.

[Solar trees: Your guide to this fast-growing solar trend](#)



Option three:

Reduce the number of charging stations, so the size of the solar panel can also be reduced in size. That would possibly allow for more trees and native plants

All options should include working with a LEED certified architect and an experienced arborist.

Enough hand wringing about the environment and what we can all do to protect it. Do the right thing. Save the planet by saving the trees and by following correct design guidelines for Los Altos. Ask the Packard Foundation to live up to their own high standards and LEED Certification reputation.

Require a parking plaza that is appropriate as an entrance to Los Altos, meets the design guidelines, downplays the space as a parking lot, protects the mature trees that are already thriving, and matches the Packard Foundation.

This can be done with a little creativity and planning.

Thank you for considering my input.

Respectfully yours,

Teresa Morris

From: [Bill Hough](#)
To: [City Council](#); [Public Comment](#)
Cc: [Andrea Chelemengos](#)
Subject: PUBLIC COMMENT Item #7, November 30, 2021
Date: Wednesday, November 24, 2021 7:05:11 PM

This project still stinks out loud because it will needlessly remove mature trees and destroy land that should be converted into a small public park into just another unattractive parking lot.

The currently vacant space on the west side of 2nd Street could be improved at minimal expense into two attractive parks, something seriously lacking in downtown. Is it really necessary for the Packard Foundation to add an additional 28 parking spaces? In this time of COVID, it has become obvious that most white collar work can be performed from home, which should reduce the demand for parking downtown. Lets encourage more working from home going forward.

It is not too late to vote "no" on this proposal.

Bill Hough
Los Altos

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT Item 7 November 30, 2021
Date: Tuesday, November 23, 2021 4:09:47 PM

Council Members:

Thank you, Councilman Weinberg and Councilwoman Enander for bringing this item back for another look.

There are unanswered questions about the plan to pave over all the Packard parking area and remove many trees that made this project so attractive when it was first built.

Back in 2015, Councilwoman Megan Satterlee conducted walking tours to get feedback on the many new buildings that went up downtown. Some of the comments on the Packard building were:

Beautiful design.
I love going by Packard. Like a little forest. Wonderful.
I like the Packard bldg. open space & setbacks. Proper way to do redevelopment.
Doing well with parking management. Good. Living in limit. CAN be done. Useful public benefit, cheaper than building parking structure.
Like landscaping of Packard. Peaceful feeling Birds, nature downtown that's missing elsewhere.
Beautiful design: long, low flowing buildings. The architect obviously developed the plan with Los Altos in mind.
Gorgeous and fits with our town very nicely.
It is a stellar project. The building is fitting for Los Altos and the drought resistant landscaping is a guide for using less water.
I like it <u>a lot</u> .
I like the Packard building a lot. It has a great site and the landscaping softens the space.

This project did everything right and set an example for green downtown development. The agreement said, "The development rights conferred hereby are justified in part by Owner's unique philanthropic business operation, its unusually **low employee counts and vehicular parking demand**, its innovative demonstration of the feasibility of commercial-scale "LEED Platinum" construction methods, and its successful Alternative Transportation."

It's not clear why Packard now wants more parking and so many EV chargers. Do they have more employees? How many employees drive electric cars? How many work from home?

Replacing trees in unspecified places will not save us from a barren parking lot overshadowed by a solar panel roof.

Pat Marriott



DISCUSSION ITEM

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: City Council resolution establishing objective residential site development and design standards pursuant to recent changes to state law; find project exempt from review under CEQA per CEQA Guidelines Sections 15061(b)(3) and 15308.

Prepared by: Jia Liu, Associate Planner, AICP
Erik Ramakrishnan, City Attorney's Office

Reviewed by: Gabriel Engeland, City Manager

Attachment(s):

- 1-SB 9 Special Consideration Parcels
- 2-SB 9 Implementation Resolution

Initiated by:

The City Council due to recent changes to state law.

Previous Council Consideration:

October 26, 2021, November 9, 2021

Fiscal Impact:

No fiscal impact. The initial effort will be undertaken by city staff. Additional single-family objective standards could require assistance of consultants, which will have an undetermined fiscal impact.

Environmental Review:

The adoption of the resolution is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15061(b)(3) (Common Sense Exemption) and 15308 (Actions by Regulatory Agencies for the Protection of the Environment), in that the regulations imposed by the resolution are intended to preserve scenic quality for the City of Los Altos by establishing design guidelines to protect the existing community character, and because it can be seen with certainty that the adoption of the regulations will not have a significant effect on the environment (or that any such effect is wholly speculative), and none of the circumstances in CEQA Guidelines Section 15300.2 applies.

Summary:

Recent changes to state law require immediate attention prior to January 1st, so that the City has in place appropriate site development and design standards governing the review



Subject: SB 9 Implementation - Resolution establishing objective residential site development and design standards pursuant to recent changes to state law; find project exempt from review under CEQA per CEQA Guidelines Sections 15061(b)(3) and 15308

of land division and certain residential development proposals to ensure these type of permits can be appropriately managed.

Staff Recommendation:

City staff are recommending the City Council adopt the single-family objective design standards (Attachment 2).

Background

On September 16, 2021, Governor Newsom signed Senate Bills 8, 9 and 10 and several other housing related pieces of legislation. SB 9 will have an immediate implication as it requires after January 1, 2021, that single family residential development projects be approved ministerially. Since more than 75% of Los Altos is zoned for single-family residential use, this will have an immediate impact on the review of design review applications by the Community Development Department. After adoption of the immediate standards by the City Council, a more detailed set of regulations can be prepared in 2022 to enhance the criteria Los Altos uses to review single family homes. The schedule to accomplish this is as follows:

Phase I Project Schedule

October 26, 2021-the City Attorney's office (Erik Ramakrishnan) gave an SB 8 and SB 9 presentation to the City Council. City staff were directed to work with a subcommittee of the Design Review Commission (DRC) as a resource to create single family objective zoning standards and to provide the City Council a project update on November 9th.

On November 3rd, the City Attorney's office gave an SB 8 and SB 9 presentation to the Design Review Commission (DRC). At this meeting city staff asked that a DRC Ad Hoc Subcommittee composed of two members be formed so input can be given on the design standards.

On November 9th, City staff also met with the DRC Ad Hoc Subcommittee to discuss the draft single-family objective standards. Additionally, on November 9th city staff gave a project update to the City Council. At this meeting, several follow up items were requested of staff:



Subject: SB 9 Implementation - Resolution establishing objective residential site development and design standards pursuant to recent changes to state law; find project exempt from review under CEQA per CEQA Guidelines Sections 15061(b)(3) and 15308

GIS Map-the City Council requested a GIS map identifying those parcels that require additional consideration by the city when reviewing an SB 9 project. Please see Attachment 1 for said map.

Severability Clause-a severability clause has been added to the resolution to ensure if one portion of the resolution is found to have fault that the remainder of the document will still be upheld in court. See Section 6 of the draft resolution. An administrative remedy has also been added at Section 7 of the draft resolution for any individual aggrieved by the regulations who believes that a particular regulation is invalid.

State HCD Input-City staff reached out to HCD staff for guidance and direction. Currently, the State HCD staff are still developing their SB 9 Guidance memorandum and were unable to provide direction on the draft resolution.

Impact Fees-a sample of impact fees for a standard SB 9 project will be shared with the Council at the November 30, 2021 meeting.

Cupertino and Palo Alto Ordinances-A request for the draft documents from Cupertino and Palo Alto have been placed by city staff. Some of the draft Palo Alto standards have been incorporated into the resolution. Palo Alto staff indicated they are going to their City Council on December 6th and will share the final version of their document in the near term with Los Altos staff. As of the preparation of this report, Cupertino staff have not responded to a request for information from Los Altos.

Phase II Project Schedule

January-March 2022-City staff will contract with a consultant firm to prepare detailed graphics and charts to enhance the standards adopted in December.

March 2022-June 2023-City staff will engage community members and the City Council in a more detailed and through project review similar to what occurred for the Multi-Family/Mixed-Use Objective Standards Project.

Options



Subject: SB 9 Implementation - Resolution establishing objective residential site development and design standards pursuant to recent changes to state law; find project exempt from review under CEQA per CEQA Guidelines Sections 15061(b)(3) and 15308

1) Adopt the Single-Family Objective Design Standards Resolution (Attachment 2).

Advantages: Allows the City to control development in single-family zoned properties after January 1, 2022, considering SB 9

Disadvantages: No disadvantage to controlling development on 75% of the land zoned for single family in Los Altos.

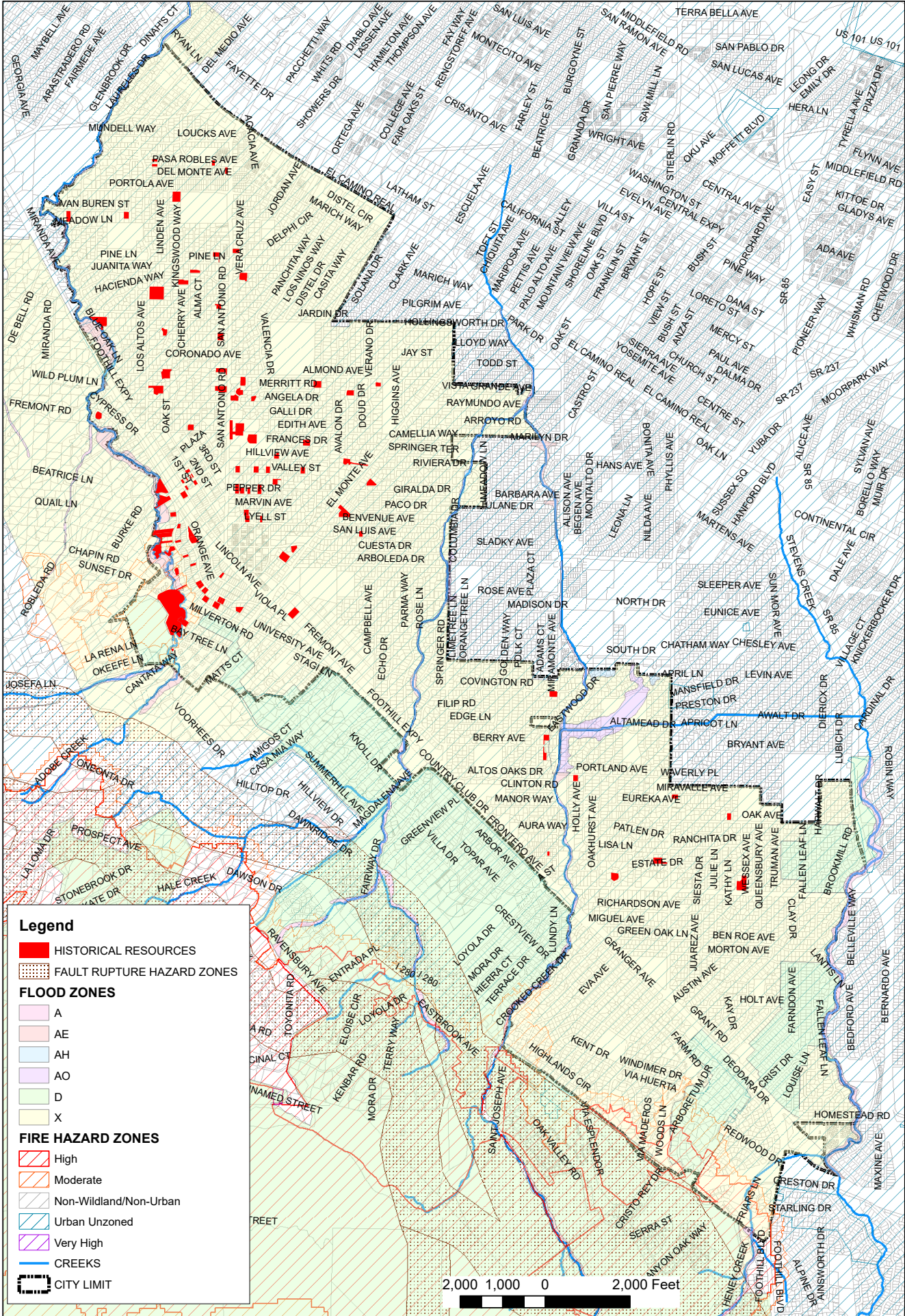
2) Remand the project back to city staff for additional edits and direct the item be brought back to the City Council by the December 14, 2021, meeting.

Advantages: Provides additional time for city staff to further refine the single-family objective zoning standards.

Disadvantages: Delays the adoption of said standards.

Recommendation

The staff recommends Option 1.



RESOLUTION NO. 2021-57**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING OBJECTIVE STANDARDS FOR SINGLE FAMILY
RESIDENCES TO IMPLEMENT SENATE BILL 9**

WHEREAS, on September 16, 2021, the Governor signed Senate Bill 9 (Stats. 2021, Ch. 162) (“SB 9”); and

WHEREAS, SB 9 allows for streamlined ministerial approval for certain residential dwelling units in single-family residential zones; and

WHEREAS, SB 9 requires the City to apply objective design standards to residential dwelling units approved pursuant to the legislation and prohibits discretionary design review for such units; and

WHEREAS, the City of Los Altos has adopted Single-Family Residential Design Guidelines (the “SFRDG”) pursuant to Section 14.76.020 of the Los Altos Municipal Code; and

WHEREAS, to implement SB 9, it is necessary or convenient that the City Council amend the SFRDG to specify objective design criteria applicable to new single-family homes; and

WHEREAS, SB 9 allows cities to impose certain standards for projects approved under that legislation, which the City Council desires to adopt; and

WHEREAS, certain ambiguities in SB 9 require resolution pending guidance from the judiciary and the Department of Housing and Community Development.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Los Altos, as follows:

1. Effective January 1, 2022, the SFRDG are hereby amended to include as APPENDIX D-1 thereof the objective single-family design guidelines (the “Objective Standards”) attached to this Resolution as **Appendix 1**. After January 1, 2022, applications to remodel existing single-family residences and applications to construct new single-family residences not subject to approval under SB 9 shall continue to be subject to the SFRDG. Applications to construct new single-family residences subject to approval under SB 9 shall comply with the Objective Standards. Applicants for projects subject to approval under SB 9 are strongly encouraged to comply with all provisions of the SFRDG to ensure high quality design and neighborhood compatibility.

2. As soon as practicable, Staff is directed to hold one or more study sessions with the Planning Commission and with the Design Review Commission to obtain feedback concerning the Objective Standards from both commissions and from the public. Relying on such feedback and the experience of Staff in implementing SB 9, Staff is hereby directed to return to the City Council no later than May 2022 to report on the implementation of SB 9 and to recommend any amendments to the Objective Standards.
3. SB 9 authorizes local agencies to impose certain standards and requirements outlined in **Appendix 2** to this Resolution. Those standards and requirements are hereby adopted, and the SFRDG is hereby amended to incorporate the standards as APPENDIX D-2 thereof.
4. SB 9 contains certain ambiguities that require interpretation. Pending further guidance from the Department of Housing and Community Development and the judiciary, Staff are hereby directed to follow the guidance included in the interpretive guidance document attached as **Appendix 3** to this Resolution.
5. The City Council hereby finds that the adoption of this Resolution is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15061(b)(3) (Common Sense Exemption) and 15308 (Actions by Regulatory Agencies for the Protection of the Environment), in that the regulations hereby imposed are intended to preserve scenic quality for the City of Los Altos by establishing design guidelines to protect the existing community character, and because it can be seen with certainty that the adoption of the regulations hereby imposed will not have a significant effect on the environment (or that any such effect is wholly speculative), and none of the circumstances in CEQA Guidelines Section 15300.2 applies.
6. If any section, sentence, clause, or phrase of this Resolution (including its appendices), is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof.
7. Any person wishing to challenge the validity of any provision of this Resolution (including its appendices), whether facially or as applied, may, if aggrieved by such provision, appeal to the City Council pursuant to Chapter 1.12 of the Los Altos Municipal Code. As used herein, a person is “aggrieved” if, (a) a provision of this Resolution would prevent the individual from seeking approval of a housing development project for which the individual would like to apply, and (b) in the opinion of the individual, the challenged provision is invalid or unconstitutional. If the City Council grants an appeal a facial challenge, then it shall direct staff to propose appropriate amendments to this Resolution, consistent with the City Council’s decision on the appeal. If the City Council grants an as-applied challenge, then it may allow an exception to standards to the limited extent necessary to avoid the invalidity or unconstitutionality.

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 ___ day of ____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Neysa Fligor, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK

APPENDIX 1
OBJECTIVE STANDARDS ADOPTED AS
APPENDIX D-1 TO THE SFRDG

Objective Standards for Single-Family Residential Zone

It is intent that the following standards shall not be applied to prevent an applicant from constructing at least two, 800 square-foot single-family residential units with four-foot rear and side setbacks. As used here, a residential dwelling unit includes living space only and not parking or accessory structures. Nothing herein is intended to prevent an applicant from constructing ADUs per the City’s ADU Ordinance and state law.

1. Definition – any term not defined in this section has the meaning given in the City Municipal Code unless otherwise specified.

“Secondary front lot line” means a lot line abutting a street which is not a front lot line.

“Plate height” means the vertical distance measured from the top of the finished floor to the top of the plates.

“Exterior finish” refers to the exterior façade of a house, excluding the roofs, trim, windows, doors, and shutters.

“Exterior trim” refers to the finish materials on the exterior of a building, such as moldings applied around openings (window trim, door trim), siding, windows, exterior doors, attic vents, and crawl space vents.

“Earth tone” means is a color that draws from a color palette of browns, tans, warm grays, greens, oranges, whites, and some reds, and some blues. The colors in an earth tone scheme are muted and flat in an emulation of the natural colors found in dirt, moss, trees and rocks. Many earth tones originate from clay earth pigments, such as umber, ochre, and sienna. In case of doubt, the following definition shall be applied to determine whether a color is an earth tone: Earth tone means a color with a lightness (light reflective) value of 25 to 60 that is composed of a mixture of any shade of brown and any shade of any other color or colors.

“Lines of sight” means with a 60-degree angle beginning at the starting point, 30 degrees to the left and 30 degrees to the right in horizontal perspective.

“High-quality transit corridor” means corridor with fixed route bus service with service intervals no longer than fifteen minutes during peak commute hours.

“Major transit stop” means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

2. SB 9 – Development Standards

A. Lot Split and Minimum Site Area

An existing parcel shall not be subdivided into more than two parcels. One subdivided parcel shall not be less than forty percent (40%) of the original parcel provided that both newly subdivided parcels are no smaller than one thousand and two hundred (1,200) square feet.

B. All development standards under Government Code Section 66411.7 are hereby adopted.

C. Site Frontage and Site Width

- a. The minimum width of the access corridor for each flag lot shall be twenty (20) feet, and shall provide direct access to a public or private street.
- b. Easements for the provision of public services and facilities and egress and ingress are required.

D. Coverage. The following coverage standards apply unless two single-family units with 4-foot rear and side-yard setbacks and 800 square feet each in floor area are precluded.

- a. The maximum coverage for all structures in excess of six feet in height shall be thirty-five (35) percent of the total area of the site where the height of one-story development does not exceed twenty (20) feet.
- b. A minimum of fifty (50) percent of the required front yard area shall be a combination of pervious landscape material.
- c. On sites where the lot coverage exceeds thirty (30) percent, two-story structures shall not be allowed.

E. Floor Area Ratio. The following coverage standards apply unless two single-family units with 4-foot rear and side-yard setbacks and 800 square feet each in floor area are precluded.

- a. For lots with a net site area not exceeding eleven thousand (11,000) square feet, the maximum floor area shall be thirty-five (35) percent of the net lot area.
- b. For lots with a net site area exceeding eleven thousand (11,000) square feet, the maximum floor area shall be three thousand eight hundred fifty (3,850) square feet plus ten (10) percent times the net lot area minus eleven thousand (11,000) square feet.

F. Setbacks.

- a. Except as noted below, the minimum setbacks shall be as follows:

Front*	
First Story	25 feet

Second Story	30 feet
Secondary Front*	
First Story	10 feet
Second Story	13 feet
Side	
First Story	4 feet. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the setbacks to be ten (10) feet from the side property lines.
Second Story*	11.5 feet. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the second story setback to be 17.5 feet from the side property lines.
Rear	4 feet. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the rear setback to be (10) feet from the rear property line.

- b. No architectural features (i.e. cantilevers, bay windows, and/or any other architectural projections) shall be allowed within the side and rear required setback areas except for 12-inch maximum eaves with four-inch maximum gutters.
- c. When two primary single-family residential units are proposed on one parcel, the two units shall be attached and designed subject to Section 2 of this policy.
- d. Notwithstanding these rules, the applicant shall be allowed to construct within the dimensions of an existing legal building.

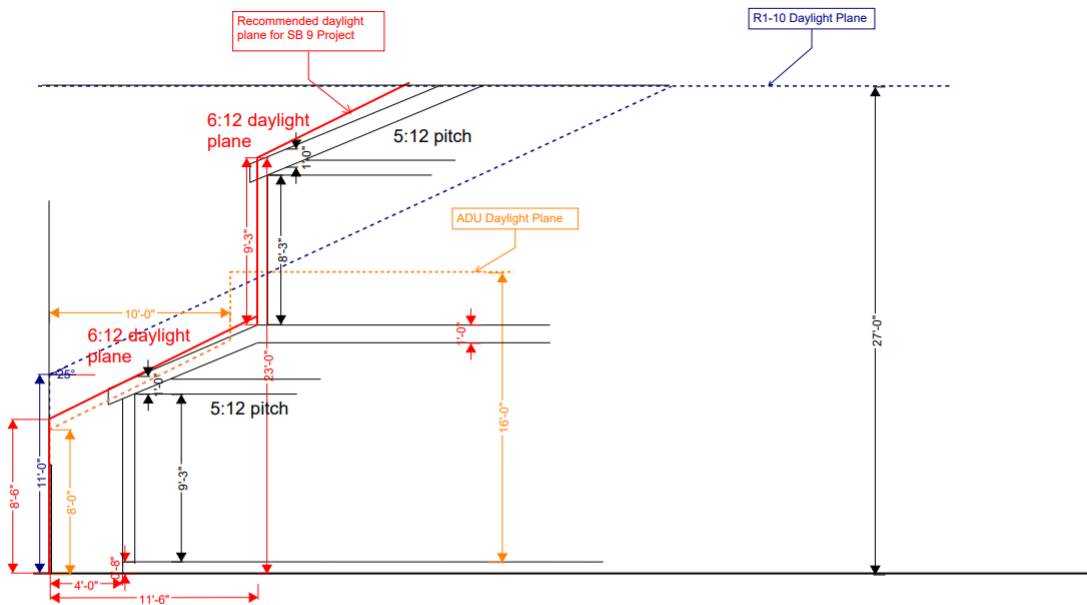
*Unless two single-family units with 4-foot rear- and side-yard setbacks and 800 square feet each in floor area are precluded.

G. Height of Structures

No structure shall exceed two stories or twenty-seven (27) feet in height from the natural grade. On flag lots the height of structures shall be limited to one story and twenty (20) feet in height. Basements shall not be considered a story. When the lot coverage exceeds or is proposed to exceed thirty (30) percent, the maximum height of structures shall be twenty (20) feet.

H. Daylight Plane

- a. No portion of any residential units shall extend above or beyond a daylight plane as follows:
- b. The daylight plane starts at a height of eight feet and six inches (8'-6") at the property line and proceeds inward at 6:12 slope. At eleven feet and six inches from the property line, the daylight plane increases to twenty three feet (23') and proceeds inward at 6:12 slope. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the daylight plane shall not be enforced if it prohibits two single-family units with 4-foot rear and side-yard setbacks and 800 square feet each in floor area. Notwithstanding this requirement, the maximum required rear and side yard setback shall be four feet.



The daylight plane starts at a height of eight feet and six inches (8'-6") at the property line and proceeds inward at 6:12 slope. At eleven feet and six inches from the property line, the daylight plane increase to twenty three feet (23') and proceeds inward at 6:12 slope. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the daylight plane shall not be enforced if it prohibits two single-family units with 4-foot rear and side-yard setbacks and 800 square feet each in floor area .

I. Basements.

Basements shall be regulated as follows:

- a. Basements shall not extend beyond the floor area of the first floor of the main or accessory structure above;
- b. Light wells, ingress and egress wells, patio wells, and other similar elements shall not be permitted within a required setback yards.
- c. Light wells, ingress and egress wells, patio wells, and other similar elements shall utilize vertical retaining walls. Contour graded slopes, which expose the basement as a story, are prohibited.
- d. Light wells, ingress and egress wells, patio wells, and other similar elements shall be at least seventy-five (75) percent open in area to light and air above.

J. Outdoor kitchen, barbeques, fireplaces and swimming pools.

Outdoor kitchen barbeques, fireplaces, and swimming pools shall be subject to zoning standards of the underlying zoning district.

K. Off-street parking.

- a. One covered parking for each unit with minimum dimensions of nine (9) feet in width and eighteen (18) feet in depth is required. Uncovered parking shall be allowed only to the extent necessary to facilitate the construction of two units at least 800 square feet in size.
- b. No off-street parking is required in either of the following instances:
 - 1) The subject parcel is located within one-half mile walking distance of either a high-quality transit corridor or a major transit stop.
 - 2) A car share vehicle program is located within one block of the parcel.

L. Signs.

Signs shall be subject to zoning standards of the underlying zoning district.

M. Fences.

Fences shall be subject to zoning standards of the underlying zoning district.

N. Nonconforming use regulations

Corrections on nonconforming zoning conditions shall not be required for the ministerial approval of a parcel map application for the creation of a lot split pursuant to SB 9.

O. Accessory Structures.

Accessory structures shall be subject to zoning standards of the underlying zoning district.

3. SB 9 – Objective Design Standards

A. Plate Heights.

- a. Plate height is limited to 9'-3" for the first floor except for an entry porch may have a maximum plate height of 12' and a garage may have a maximum plate height of 10'.
- b. Plate height is limited to 8'-3" for the second floor.

B. Second Floor Windows.

Second floor windows shall be regulated as follows:

- a. On elevations that are facing interior side property lines, a minimum sill height of 4'-6" is required for all second-floor windows.
- b. On elevations that are facing rear property lines adjacent to a neighboring property, a minimum sill height of the California Building Code (CBC) minimum required sill height for egress or light and ventilation shall be provided.
- c. For any windows within ten feet of rear or interior side property lines adjacent to a neighboring property, the maximum second story window size shall be no larger than the CBC minimum required size.

C. Balcony and Rooftop Deck.

Balconies and rooftop decks shall be regulated as follows:

- a. Balcones and/or roof decks are prohibited when facing interior side yards and rear yard adjacent to a neighboring property.
- b. A balcony or a roof deck is allowed only on front elevations facing public and private streets; and a minimum of twenty-five (25) feet side setback shall be provided from the side property lines to the edge of the balcony or roof deck.
- c. The maximum depth for any balconies and rooftop decks shall be four (4) feet.
- d. The maximum size for any balconies and rooftop decks shall be 25 square feet.
- e. Screening devices shall include solid railing walls instead of open railings, and latticework above the required railing height to obscure sight lines from a balcony or a roof deck.

D. Screening Vegetation.

Screening vegetation shall be regulated as follows:

- a. Screening vegetation is required in either of the following situations:
 - 1) Within lines of sight for any proposed balcony and roof deck projected to any side property line, screening vegetation shall be planted.
 - 2) Within lines of sight from each jamb of any windows with a sill height of less than 4'-6" at second floor, screening vegetations shall be planted.
- b. Any required screening vegetation shall be evergreen species reaching to fifteen feet through twenty feet in height at their mature age with permanent irrigation and shall be maintained for the life of the project.
- c. At least twenty-four-inch (24-inch) box screening vegetation shall be planted prior to occupancy of the residence.

E. Landscaping

Onsite landscaping shall be regulated as follows:

- a. Trees selected from the [Street Tree Planting List](#) are required to be planted on site following the standards below:
 - 1) For lots five thousand (5,000) square feet in size or greater, at least two, Category II trees shall be planted with at least one, Category II tree planted in the front yard. For each additional five thousand (5,000) square-foot lot size, one more Category II tree shall be planted onsite.
 - 2) For lots with less than five thousand (5,000) square feet in size, at least one, Category II tree or two Category III trees shall be planted onsite.
 - 3) If there are existing trees onsite, an arborist report, prepared by an ISA certified arborist, may be required to determine the equivalent value of existing trees compared to the Street Tree Planting List.
- b. Water Efficiency Landscape Ordinance (WELo) and its submittal requirements apply to the following projects:
 - 1) New construction projects with new or rebuilt landscape areas that exceed five hundred (500) square feet.
 - 2) Remodels and/or additions to existing single-family houses with new or rebuilt landscape areas that exceed twenty-five thousand (2,500) square feet.

F. Construction Materials and Colors.

All construction materials shall be long-term (30 years) durability and appearance, as per manufacture's specifications. Specifically, the construction materials shall be subject to the following:

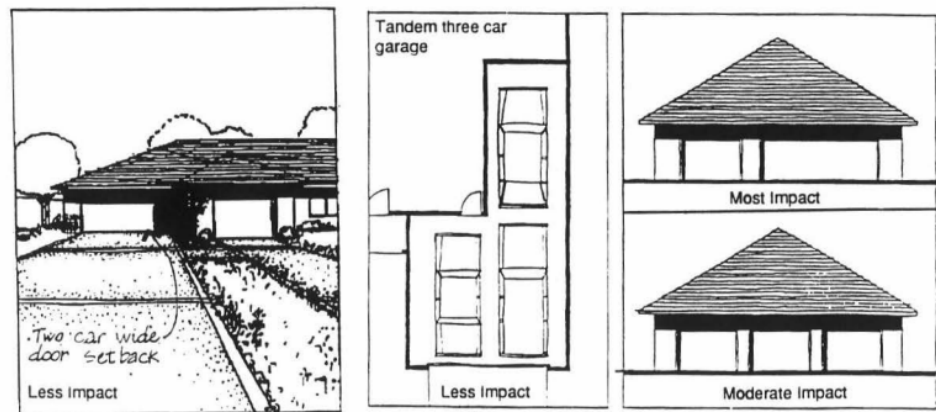
- a. Foam trim with a painted stucco finish is prohibited throughout the structure(s).
- b. Mixing roof materials and colors are not allowed except for curved dormers and shed roof structures.
- c. Exterior finish including wainscoting used for one structure shall be no greater than three different materials. Each material may be a different color, but every part of exterior finish comprised of a single material shall be a single color.
- d. Window and door trims shall be limited to one material and one color. The material and color shall be the same for both windows and door trims.
- e. Architectural detailing shall be incorporated such as window and door trim, belly bands, cornices, shutters, column accents to the entry porch, and railings in an integrated composition. No more than three distinct materials and colors shall be used.
- f. Exterior finish shall be earth tones.
- g. Exterior trim shall be in a shade of white, black, grey, brown, or an earth tone.

G. Site and Building Design.

The site and building design shall be subject to the following standards to create visual variety and avoid a large-scale appearance:

- a. Driveway shall be designed per the following standards:
 - 1) Each property is prohibited from more than one curb cut or driveway accessing a street unless the subject site is fronting a City's Arterial or Collector road.
 - 2) A curb cut or driveway width connecting to a public or private street shall be no greater than twenty-two (22) feet.
 - 3) For corner lots, driveway connections shall be at least thirty (30) feet from the intersecting corner property lines at the street intersection.
 - 4) If the project impacts a street shoulder, then it shall be improved accordingly per City's Street Shoulder Improvement Policy.
- b. Façade articulation shall be provided with at least six corners on the first floor.

- c. Building entrances shall have a roofed projection (such as a porch) or recess with a minimum depth of at least five feet and a minimum horizontal area of thirty (30) square feet. Any corners within the building entrances shall not count as part of the corners as required above.
- d. Downspout shall be painted to match or accent the exterior finish color.
- e. Attached garage shall be subject to the following standards:
 - 1) Attached garage shall be recessed at least one foot from the front elevation wall plane of the residence.
 - 2) When a three-car attached garage is proposed, visual impact shall be reduced by, (i) using a tandem parking layout inside a two-car-wide garage; (ii) using three single-car-wide garage doors instead of a double and a single garage door; or (iii) setting back one of the doors from the others.



- f. Windows and doors shall either be trimmed or recessed.
 - 1) When trimmed, the trim material shall not be less than 3.5” in width by ¾” in depth when protruding from the wall.
 - 2) When recessed, the building primary siding material shall cover the recessed edge faces and wrap toward the interior face of the window glazing or door face by not less than 2 inches in depth.
- g. The design of roof shall be regulated as follows:
 - 1) No more than two types of roof forms shall be used.
 - 2) No more than two roof pitches shall be used.
- g. First floor finished elevation shall be no more than twenty-two (22) inches above existing natural grade on a non-hillside lot. In a flood zone or flood way, the first-floor level may be set at the minimum allowed above grade to meet code requirements.

- h. For a hillside property, a stepped foundation is required where the average slope beneath the proposed structure is 10% or greater.
- i. No mechanical equipment shall be located in any required side and rear yards. The placement of the mechanical equipment must be consistent with the City's Noise Ordinance.
- j. **No** exterior staircases above grade shall be allowed.
- k. Except for pathway lighting, outdoor lighting fixtures shall be downward facing and fully shielded or recessed.

APPENDIX 2
STANDARDS ADOPTED PURSUANT TO SB 9 AS
APPENDIX D-2 TO THE SFRDG

- 1) **Objective Zoning/Subdivision/Design Standards.** SB 9 authorizes the City to impose objective zoning standards, objective subdivision standards, and objective design review standards applicable to structures and parcels created by an urban lot split that do not conflict with SB 9 or preclude the construction of two 800 square foot minimum primary dwelling units. Accordingly, all such existing objective City standards shall apply to SB 9 projects, in addition to any additional objective standards that the City may adopt.
- 2) **Maximum Units and Lots.** The City shall not approve more residential dwelling units or lots for any SB 9 project than required under state law.
- 3) **Parking.** SB 9 allows the City to choose to require parking consistent with the terms thereof. Accordingly, the City shall require off-street parking of one space per unit, unless the lot is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code, or unless there is a car share vehicle located within one block of the parcel.
- 4) **Setbacks.** SB 9 allows the City to choose to require setbacks consistent with the terms thereof. Accordingly, the City shall require setbacks of four feet from the side and rear lot lines in all SB 9 projects, except as otherwise specified in SB 9.
- 5) **Applicant Residency; Short-Term Rental.** SB 9 requires every applicant for a ministerial lot split to provide an affidavit confirming that the applicant intends to reside in one of the SB 9 units for three years. The City shall enforce this requirement. No units created under SB 9 shall be used for short-term rental.
- 6) **Impact/Development Fees.** Applicants for SB 9 projects shall pay all applicable development impact fees imposed by the City.
- 7) **Historic Properties.** An SB 9 project may not be located at a property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or at a site that is designated by the City as a historic landmark or listed in the City's historic resource inventory, pursuant to Los Altos Municipal Code Chapter 12.44.
- 8) **Unavoidable Adverse Impacts.** SB 9 authorizes the Building Official to deny a project upon written findings, based on a preponderance of evidence, that the project will have a specific, adverse impact upon public health and safety or the physical environment for which there is no feasible method to mitigate or avoid. The Building Official shall assess every SB 9 application for such unavoidable adverse impacts and shall, in consultation with the City Attorney, deny a

project if an unavoidable adverse impact is identified. For greater clarity, a project would have a specific, adverse impact on the physical environment if it would have an unavoidable impact on historic resources, as defined in CEQA Guidelines Section 15064.5

APPENDIX 3 INTERPRETIVE GUIDANCE DOCUMENT

SB 9 applies in “single-family residential zones.” The term “single-family residential zone” as used in Government Code Sections 65852.21(a) and 66411.7(a)(3)(A) is not defined. Within the City of Los Altos, the term “single-family residential zone” shall be construed to mean an R1 zoning designation.

SB 9 allows for ministerial approval of certain “new” residential dwelling units. The term “new unit” as used in Government Code Section 65852.21(i)(1) is not defined, but provisions of SB 9 appear to assume that a new residential dwelling unit could include a reconstructed residential dwelling unit. Therefore, the term “new unit,” as used in SB 9, shall be construed to mean any of the following:

- (1) A new residential dwelling unit (other than an accessory dwelling unit)¹ proposed to be constructed on previously vacant ground;
- (2) A new residential dwelling unit (other than an accessory dwelling unit) constructed in place of a demolished residential dwelling unit;²
- (3) A residential dwelling unit (other than an accessory dwelling unit) reconstructed to the substantial equivalence of new.

As used above, a residential dwelling unit is reconstructed to the “substantial equivalence of new” if any of the following three sets of criteria apply:

- (1) The residential dwelling unit is stripped to the studs and/or foundation and reconstructed;
- (2) A substantial remodel is proposed in connection with a substantial addition so that the home will have the appearance of a new home and a remaining physical and economic life comparable to that of a new home. These criteria shall be deemed to be met if all the following apply:
 - a. An addition is proposed to an existing residential dwelling unit equal to or greater in size than 50% of the floor area of the existing residential dwelling unit (excluding garages, accessory dwelling units, other accessory structures, crawl spaces, unfinished attics, and basement floor areas);

¹ Reference to accessory dwelling units here is not meant to exclude construction of such units as allowed under Government Code Sections 65852.2 and 65852.22. Rather, the intent here is merely to define the term “new unit” for purposes of Section 65852.21(i)(1).

² Nothing herein is intended to exempt an applicant from the requirements of Government Code Section 65852.21(a)(3)-(5).

- b. At least 25% (or more, if necessary to bring the structure into compliance with applicable building codes) of the existing roof will be demolished, repaired, or replaced, and the entire roof covering will be replaced;
 - c. At least 25% (or more, if necessary to bring the structure into compliance with applicable building codes) of the existing façade will be demolished, repaired, or replaced, the entire façade will be repainted or otherwise resurfaced, and the entire façade for the residential dwelling unit in its completed condition is designed to match;
 - d. All existing floor coverings and plumbing fixtures will be removed and, as applicable, replaced;
 - e. Sprinklers will be installed if not already provided;
 - f. At least 25% (or more, if necessary to bring the structure into compliance with applicable building codes) of existing drywall or other wall coverings will be demolished, repaired, or replaced, and all retained wall covering will be repainted or otherwise resurfaced; and
 - g. All exterior doors and windows will be replaced.
- (3) All the major systems of the home are repaired or replaced so that the home will have the appearance of a new home and a remaining physical and economic life comparable to that of a new home. These criteria shall be deemed to be met if all the following apply:
- a. All existing plumbing, electrical, and HVAC systems will be replaced or rehabilitated consistent with modern building standards to ensure an estimated remaining physical life of at least 50 years for plumbing and electrical systems and 20 years for HVAC systems; and
 - b. The circumstances described in Item Nos. 2(b) to 2(g) apply.

For greater clarity, a lot developed under SB 9 may contain no more than four total residential dwelling units. These shall be limited to the following:

- (1) On a lot that is not split pursuant to Government Code Section 66411.7 and for which an existing primary residential dwelling unit is retained: one existing primary residential dwelling unit, one new primary residential dwelling unit, one accessory dwelling unit, and one junior accessory dwelling unit, for four units in total.
 - (2) On a lot that is not split pursuant to Government Code Section 66411.7 and for which an existing primary dwelling unit does not exist or is demolished or reconstructed: two new primary residential dwelling units, one accessory dwelling unit, and one junior accessory dwelling unit, for four units in total.
 - (3) On a lot that is split pursuant to Government Code section 66411.7: not more than two existing primary and/or accessory residential dwelling units (including junior accessory dwelling units) per newly created lot and not more than two new primary residential dwelling units per newly created lot, for an ultimate total of not more than two residential
-

dwelling units per newly created lot and four residential dwelling units total. In lieu of two new primary residential dwelling units, an applicant may propose one new primary residential dwelling unit together with either a new accessory dwelling unit or a new junior accessory dwelling unit, provided that the applicant submits a written statement with the application for the housing development project indicating the applicant's understanding that providing the accessory dwelling unit or junior accessory dwelling unit will prevent the applicant from constructing a second primary residential dwelling unit. It is the intent of this provision that not more than four units may be constructed per original lot.



PUBLIC CORRESPONDENCE

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

From: [Jim Wing](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM 08-MEETING DATE 11-30-21
Date: Tuesday, November 23, 2021 12:06:03 PM

Los Altos Mayor Fligor and Distinguished Council Members,

Subject: Council 11-30-21 Meeting Agenda Item 8, Resolution 2021-57 Objective Standards

Please approve following recommended changes to ensure Objective Standards for Single Family Residents include requirements that are unique to Los Altos and help residents to better understand.

- **1. Definition – Minimum lot size is 10,000 square feet except for properties filed with Santa Clara County prior to Los Altos incorporation or annexation.**
- **F. Setbacks Table – Car garage door to side walk or street drainage swale minimum setback is 20 feet.**
- **I. Basements – e. Light wells for bedrooms to provide door / ladder for emergency exit.**
- **3.C. Balcony and Rooftop Deck – f. All outside lighting to be “down lighting”.**
- **E. Landscaping a.2) – “shall be planted onsite per Los Altos procedure LI -1 to enhance growth with minimum water.**
- **G. Site and Building Design a.1) – “Arterial or Collector road. Driveway fronting Arterial road to be designed such that cars exiting driveway are always driving forward.**
- **G. Site and Guiding Design a.4) – “impacts a street shoulder (no curb or gutter) then”**
- **G. Site and Building Design a.4) – “Improvement Policy SU-20A. For Lots less than 70 feet wide, Rain Garden feature is optional.**
- **G. Site and building Design k. – “downward facing and fully shielded or recessed. Motion sensing security lighting are exempted**

Thank you for your consideration! Jim Wing, Milverton Road, Los Altos

From: [Anne Paulson](#)
To: [Sally Meadows](#); [Lynette Lee Eng](#); [Anita Enander](#); [Jonathan Weinberg](#); [Neysa Fligor](#)
Cc: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM 8 - Nov. 30, 2021
Date: Friday, November 26, 2021 10:08:57 PM

Dear Mayor Fligor and City Council members,

Staff is to be commended for coming up with the new objective standards so quickly. However, one of the proposed standards restricts appealing housing options to no purpose. It requires that two houses on a Los Altos lot be attached. That would mean more huge residences in single family areas, and fewer cottages and modest-sized homes, the opposite of what many residents would prefer.

If someone is building two houses on one of our very expensive lots, they'll almost certainly use all the floor area they're allowed. That means for a typical unsplit Los Altos lot, they'd be choosing between building one huge duplex house, or two modest-sized houses. The standards as written would make that choice for them: they'd have to build the huge duplex house. But many Los Altans don't like huge houses. I'm not a fan of them myself. If I had to choose for my neighbor, I'd pick the two modest houses rather than the larger one. Instead, the standards would put the big duplex house next to me, even if that is not what the builder or the neighbors would prefer. Los Altos should not be promoting huge duplex houses over modest single family houses.

Similarly, if someone wanted to build two houses on a split Los Altos lot, under the standards as proposed they'd be forced to build a modest-sized duplex house, even when they preferred two small cottages. Again, Los Altos shouldn't make this decision for them.

Some defenders of this change might argue that it is necessary to prevent houses sprawling over the lots. But it doesn't do that. The objective standards specify the same building envelope and maximum total size, whether there are one or two houses on a lot. The standards specify the front, side and rear setbacks for first and second stories, and the maximum height of houses, based on what the city allows now, with the changes the city believes the law requires. The standards also specify the floor area ratio, which in most cases would be the same as what we allow now.

So all the attached duplex requirement accomplishes is to force Los Altans to build big bulky buildings instead of smaller ones.. We don't need objective standards to promote McMansions. We should instead leave the decision to individual Los Altans.

I urge you to omit from the standards the rule that two houses on a lot must be attached.

Sincerely,

Anne Paulson

From: [Salim Damerdj](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM #8 - November 30, 2021
Date: Monday, November 29, 2021 7:35:01 PM

Hi Mayor Fligor and Members of City Council,

It's remarkable how quickly the city has put together solid standards for sb 9 projects. There are not enough "thanks" to go around to all involved.

To go into the weeds,

1. Here is section 2 ("SB 9 – Development Standards"), paragraph D, sub-paragraph (a):
"The maximum coverage for all structures in excess of six feet in height shall be thirty-five (35) percent of the total area of the site where the height of one-story development does not exceed twenty (20) feet."

I find the above paragraph hard to parse, and I hope it can be clarified.

2. Here is section 2 ("SB 9 – Development Standards"), paragraph F, subparagraph (c):
"When two primary single-family residential units are proposed on one parcel, the two units shall be attached and designed subject to Section 2 of this policy."

I share Anne's concern about this provision. For one, duplexes can often be quite cute as cottages. For two, forcing families to share a wall is inconsistent with the city's longstanding concern for privacy and quality of life.

3. It's unclear to me why duplexes are referred to as two single family units in this resolution; it might be clearer to refer to duplexes as two primary dwelling units. But I'm not a lawyer, so perhaps I'm missing the rationale here

4. There's a typo in "balconies" – spelled "balcones" – in Section 3 ("SB 9 – Objective Design Standards," paragraph C, subparagraph (a).

5. For consistency's sake, Section 3 ("SB 9 - Objective Design Standards") should apply to all single family homes regardless of whether SB 9 is used. Why would we require privacy mitigation & improved landscaping for single family homes that pull SB 9 permits, but not for single family homes that don't pull an SB 9 permit? This seems arbitrary.

Anyways, it's incredible staff & DRC turned this around so quickly. It's great work

Thanks,
Salim



DISCUSSION ITEM

Agenda Item # 9

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: City of Los Altos Parklet Program

Prepared by: Anthony Carnesecca, Economic Development Coordinator

Reviewed by: Jim Sandoval, Engineering Services Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. City of Los Altos Parklet Program Guide

Initiated by:

City Council directed staff to bring a permanent parklet program back for review at their City Council meeting on November 19, 2019.

Previous Council Consideration:

November 19, 2019 & August 28, 2020

Fiscal Impact:

None.

Environmental Review:

Not applicable.

Policy Question(s) for Council Consideration:

- Does the City Council wish to approve this Parklet Program that will go into effect at the termination of the local emergency order?

Summary:

- City Council approved the Pilot Parklet Program in November 2019 through Fall 2021 and the City manager authorized the COVID Parklet Program through the end of the local emergency declaration under his emergency powers while notifying City Council in August 2020.
- This program will allow restaurants to continue outdoor dining in parklets after the local emergency declaration is lifted.
- The City conducted outreach and site walks with the Chamber of Commerce and Los Altos Village Association to create the program guidelines and they have provided letters of support for long-term parklets.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE



Subject: City of Los Altos Parklet Program

Staff Recommendation:

Approve the City of Los Altos Parklet Program allowing restaurants to continue outdoor dining.

Purpose

The goals of the Los Altos Parklet Program are to:

1. Create a long-term parklet program.
2. Increase the vibrancy and atmosphere of Downtown Los Altos.
3. Stimulate the local economy through increased dining areas.
4. Encourage creative use of public spaces.
5. Limit bureaucracy, red tape, and cost to businesses.

Background

On August 28, 2018, the Los Altos City Council adopted the Downtown Vision. The vision provides the City of Los Altos with many approaches, long-term improvements, and short-term programs that would increase vibrancy in the downtown triangle. Parklets are an easy and effective way to provide outdoor dining opportunities for residents and visitors in Downtown Los Altos.

On November 19, 2019, the Los Altos City Council unanimously approved the City of Los Altos Pilot Parklet Program. This pilot program was intended to allow restaurant owners to build parklets that would expand outdoor seating opportunities through Fall 2021, which would allow restaurants to have two full years with their parklets before a Council review of the program. These parklets were required to be built-out deck structures with significant design and construction specifications. Furthermore, this program limited the number of parklets on any given block downtown and prevented parklets from being installed across the street from one another.

In early 2020, City staff had preliminary meetings with numerous restaurants that were interested in a parklet installation. Many restaurants were interested, but some were hesitant to spend a significant amount of money on a parklet installation for a two-year period with an uncertain long-term timeline. No parklet applications were received from restaurants.

In March 2020, City Council ratified a local state of emergency due to the COVID-19 pandemic. Shortly thereafter, the County of Santa Clara issued a shelter-in-place order that limited restaurant operations. This order prevented restaurants from serving customers indoors or outdoors, but through delivery or pick-up only.

The City of Los Altos, Los Altos Chamber of Commerce, and Los Altos Village Association started WhatsOpenLosAltos.org in March 2020 for restaurants to advertise their menu, hours of operation, contact information, order methods, and their own GoFundMe campaigns. This created a singular location for interested diners to identify how best to support their favorite local restaurants, especially during the closure of on-site dining.



Subject: City of Los Altos Parklet Program

Heading into summer 2020, Santa Clara County reopened outdoor dining and many jurisdictions began exploring potential options for restaurants to expand their outdoor dining space. Through many meetings with community stakeholders, visiting different restaurant locations, and working with an architectural firm, the City decided to close sections of downtown streets for Open Streets Los Altos allowing restaurants to expand their outdoor seating area into the public right-of-way by signing a permit application and providing proof of insurance documents. This program closed Main and State streets for pedestrian-only traffic every Thursday morning through Sunday night from June 2020 through September 2020.

This program was successful in allowing restaurants to expand their outdoor dining space as the guidelines required tables to be ten feet apart from one another and keep diners six feet apart from one another at all times. However, some neighboring businesses were frustrated with the sections of the block that did not have restaurants and there were large sections of the block that were not properly utilized, while some other businesses were frustrated with the loss of on-street parking spaces adjacent to their businesses. The City met with restaurants, retailers, and personal service businesses who indicated that parklets may be a middle ground solution allowing restaurants to have their dining space while re-opening the street to vehicular traffic and open additional parking spaces near storefronts.

As Open Streets Los Altos was coming to a close, the City created the COVID Parklet Program that was approved through Fall 2021 in alignment with the Pilot Parklet Program under the emergency powers of City Manager Chris Jordan with the support of City Council. After speaking with the City Attorney, the City's emergency powers remain in effect until further notice. At its meeting on August 24, the City Council voted to extend the local emergency order through the end of the 2021 calendar year.

Through the COVID Parklet Program, City staff presented three options for restaurants to continue with outdoor dining in the public right-of-way. Two of the options were to install either K-rail or water filled barriers that would be rented or purchased from a company through the City. Neither of these options were adopted by restaurants. The third option was to install a protective barrier of wine barrels filled with 500 lbs. of water, sand or concrete along the perimeter of the parklet that would provide a safer environment for restaurant patrons dining adjacent to the street. All restaurants selected the wine barrel option, which presented clear parameters for the parklet with diagrams and specifications utilizing the barrels. A gracious community member connected with a winery in Sonoma County that donated 200 barrels to support the effort and lowered the cost of installation for restaurants. These barrels have created a unique and uniform feel to the parklets that make them unique to Los Altos.

Prior to an application, City staff met with restaurants on-site to walk through their plan and identify the best way to utilize their space. The restaurants were required to submit an application, cost and



Subject: City of Los Altos Parklet Program

timeline breakdown, site plan, elevation drawings, Americans with Disability Act (ADA) access plan, letters of support from any neighboring businesses that would lose parking in front of their business, signed City permit agreement, and insurance documents. Upon review and approval of the documentation, City staff would conduct one final inspection to verify that everything was installed appropriately and the parklet met the guidelines of the program along with the COVID guidelines for outdoor dining. As winter set-in and restaurants wanted to add canopies and heaters, SCC Fire Department became involved in helping us develop Outdoor Dining Winterization Guidelines that assured parklets would comply with the State and County fire codes.

As of June 16, 2021, the City received 20 parklet applications under the COVID Parklet Program with 18 approved parklets and two applications withdrawn by the restaurant owner. These 18 parklets are located at various restaurants around downtown that have allowed them to serve diners outdoors as most were installed shortly after the end of Open Streets Los Altos.

Only a few parklets have deck-like structures as specified in the Pilot Parklet Program, but this was not required in order to keep cost and installation at a minimum under the COVID Parklet Program. Of the current 18 parklets installed in downtown, only two would meet some of the guidelines for the pilot program because they have a deck-like structure for the entire portion of the outdoor dining space, but those parklets still do not meet the size requirements as they extend in front of neighboring businesses. None of the current parklets would meet the entire guidelines for the Parklet Pilot Program, but all 18 meet the guidelines for the COVID Parklet Program. City staff has learned through the COVID Parklet Program that these parklets can maintain safety and appearance without some of the guidelines presented in the previous iteration.

Discussion/Analysis

Moving forward, many jurisdictions are evaluating extensions of current parklet programs or the creation of a long-term parklet program as residents and visitors have appreciated the new outdoor dining opportunities in the community. Through these parklet programs and continued outreach with the business community, staff have learned a great deal about what will allow restaurants to build and sustain great outdoor dining parklets in the Los Altos community.

In Downtown Los Altos, there are a total of 1,468 parking spaces with 242 on-street parking spaces and 1,177 off-street parking spaces. Current parklets occupy a total of 68 parking spaces with 60 on-street parking spaces and 8 off-street parking spaces, which means that parklets occupy 4.6% of the total parking spaces downtown.

Below is a breakdown of the parking spaces occupied by current parklets along with whether the parklet encroaches in front of their neighboring business and whether the parklet is located across the street from another parklet.



Subject: City of Los Altos Parklet Program

Main Street

Restaurant	Parking Spaces	In front of neighboring business?	Across from parklet?
Bari Bar Bistro	4	Yes	Yes
The Post	6	Yes	Yes
Opa (Closed, but may be occupied later)	Was 3, now 0	Yes	
Rustic House	6	Yes	Yes
Café Nur	3.5	Yes	Yes
Tre Monti	5.5	Yes	Yes
Casa Lupe	3	Yes	
Lisa's Tea Treasures	4	Yes	
Lulu's	3	Yes	
RedBerry	3	Yes	
Total	38		

State Street

Restaurant	Parking Spaces	In front of neighboring business?	Across from parklet?
Sumo Sushi	1		
ASA	4	Yes	Yes
Urfa Bistro	3	Yes	Yes
Rick's Café	3	Yes	Yes
State Street Market	8		
Aurum	3		
Total	22		

Parking Plazas

Restaurant	Parking Spaces	In front of neighboring business?	Across from parklet?
State of Mind	5		
Sumika Grill	3		
Total	8		



Subject: City of Los Altos Parklet Program

Below is a breakdown comparing the major components of the Pilot Parklet Program and COVID Parklet Program:

Program Component	Pilot Parklet Program (2019)	COVID Parklet Program (2020)	Staff recommendation moving forward
Deck-like structure requirement?	Yes	No	No
Cannot be across from another parklet?	Yes	No	No
Limit on quantity per block?	Yes (2 per block)	No	No
Cost-recovery application fee?	Yes	No	Yes
Able to expand with neighbor approval?	No	Yes	Yes
Able to visually block signage of neighboring business with approval?	No	Yes	Yes
Common design guidelines?	No	Yes	Yes
Weatherization guidelines?	No	Yes	Yes
Maintain the aesthetic of parklet?	Yes	Yes	Yes

Staff recommends that the City keep the current parklets as-is under the current COVID guidelines through the end of the local emergency declaration to allow restaurants to continue their economic recovery and allow diners to continue outdoor dining safely. This would allow restaurants to continue generating revenue in recovery while allowing them to expand their outdoor dining facilities as necessary if restrictions increase.

This long-term parklet program incorporates many of the lessons learned through crafting both programs, seeing parklets built out under the COVID Parklet Program, and identifies some of the shortcomings in the programs that may be improved moving forward to maintain the high-level of parklets in the community. Here are the major components of the Los Altos Parklet Program:

- Two parklet design standards for all restaurants to create a common aesthetic unique to Los Altos.
- Dining area will be protected with 500-pound wine barrels maximum of 7.5 feet apart.
- Allow multiple parklets on the same block and adjacent from one another.



Subject: City of Los Altos Parklet Program

-
- Allow parklets to expand in front of neighboring businesses with prior approval.
 - Require a one-time application fee and subsequent annual renewal fee.
 - Increase the expectations for high-level aesthetics in the parklet through increased design guidelines.
 - Program is approved indefinitely, but each individual parklet will require an annual administrative renewal with staff.
 - Restaurants must provide insurance and sign indemnification waiver protecting the City.

This program would go into effect at the conclusion of the local emergency declaration to give restaurant owners adequate time to submit their new application submittal documents. City staff will conduct an initial application review and on-site inspection along with regular checks to verify that the parklets are being maintained and comply with the Program Guide and applicable code requirements.

Options

- 1) City Council approves the Los Altos Parklet Program that will go into effect at the conclusion of the local emergency order and approve the initial parklet program fees outlined in this document.

Advantages: Restaurants will be able to continue outdoor dining in the public right-of-way downtown.

Disadvantages: Continued change in use for some on-street parking spaces.

- 2) City Council does not approve the Los Altos Parklet Program that will go into effect at the conclusion of the local emergency order.

Advantages: Recover some on-street parking spaces currently used in parklet program.

Disadvantages: No outdoor dining parklets, creating a potential hardship or slowing the economic recovery for restaurants.

- 3) City Council may opt to make no changes to the current regulations approved in 2019 and create a permanent program based upon those guidelines.

Advantages: Restaurants will build deck-like parklets to expand their outdoor dining operations.

Disadvantages: Loss of some on-street parking spaces and limit parklets to the frontage of each restaurant.



Subject: City of Los Altos Parklet Program

The parklets would not have the safety barrier protection offered by the 500-lb wine barrels in the COVID Parklet Program.
It is likely fewer restaurants would participate under the rules established initially as was the case when the program was first announced.

Recommendation

The staff recommends Option 1.



City of Los Altos Parklet Program Guide

November 2021

Description

This program guide describes the procedures downtown restaurant owners that would like to install parklets in adjacent public parking spaces must follow to be granted permission to use the public right of way. These restaurant owners must present a complete submittal with all required documents and the initial application fee.

Subsequently, all parklet agreements terminate December 31 every year so each restaurant will need to provide a new signed copy of the application, signed permit agreement, updated insurance documents, and fee. City staff will complete an annual inspection to verify that the aesthetics and cleanliness of the parklet are maintained to the high standard expected. Any inspections performed by the City are for its sole and exclusive benefit and for the benefit of the general public, and a restaurant owner should not rely on the fact that the City has performed an inspection as evidence that the restaurant's parklet is safe or compliant with applicable accessibility standards including but not limited to the Americans with Disabilities Act Accessibility Standards and Chapter 11B of the California Building Code, Los Altos Municipal Code, or other applicable laws.

The City of Los Altos will evaluate the parklets on a regular basis to ensure that they are being properly utilized and regularly maintained by the applicant and compliant with all pertinent rules and regulations. The City of Los Altos reserves the right to alter conditions of approval or to revoke a permit for an individual parklet at any time and for any reason in its sole and absolute discretion.

Design Specifications

The parklets are required to meet the following specifications, which may be updated by the City from time-to-time:

Location

- Be located within the parking space within the frontage of the projected property lines where the business is located. Use of any parking spaces within the frontage of another business is allowed with that business owner's written support and the City's approval.
- Maintain a minimum distance from the centerline of the street to the most outer edge of the parklets barriers to enable safe flow of vehicular traffic (i.e., 10-feet on State St. and 11-feet on Main St.)
- Not cover utility access panels or storm drains.
- Demonstrate the parklet does not interfere with storm water drainage or create flooding.

Barriers

- Utilize wine barrel barriers that weigh at least 500 pounds to enclose the parklet space on all sides, except the sidewalk, and only allow people to enter and exit the parklet via the sidewalk.
- Connect the wine barrels with items that are substantial, not easily movable, and of high quality, such as a fence, stained wood, two strands of at least 1" thick rope, hardscape, or planters.
- All parklets shall be constructed to meet the following requirements in Figures 1 and 2, at a minimum, with regards to wine barrel spacing along the perimeter of the parklet.

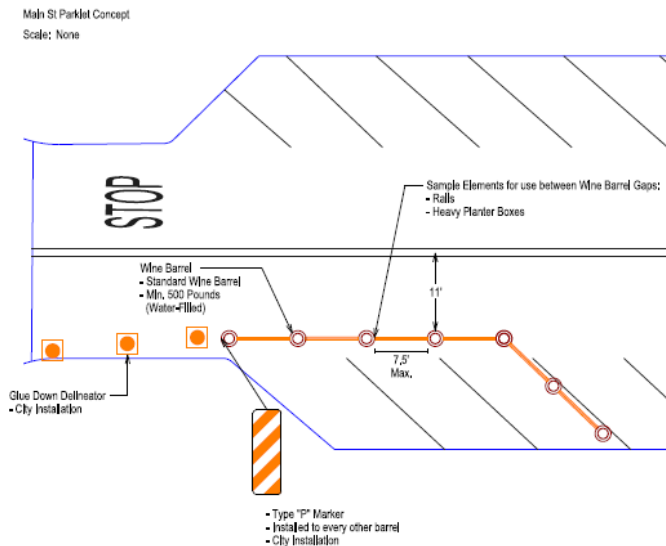


Figure 1. Typical layout plan for a 3-angled parking stall wine barrel parklet on Main Street.

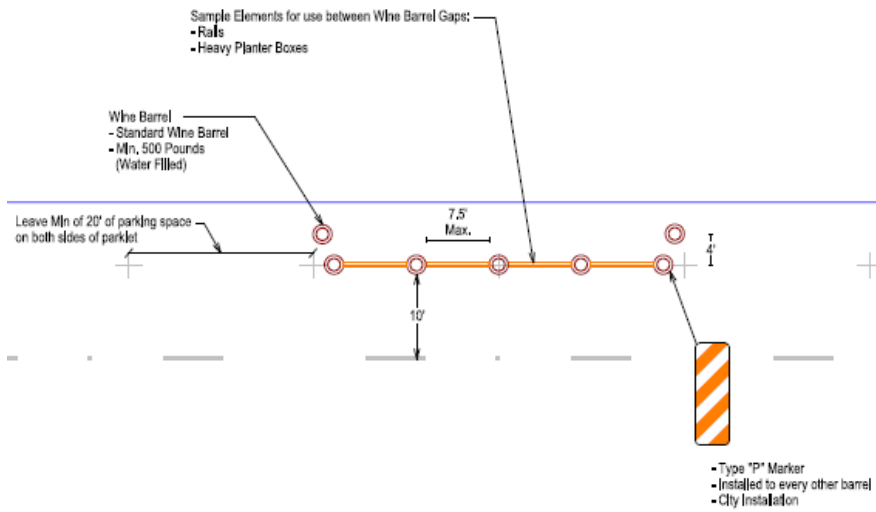


Figure 2. Typical layout plan for a 2-parallel parking stall wine barrel parklet on State Street

Accessibility

- Provide access to and throughout the seating areas by meeting the minimum requirements for accessibility based on the Americans with Disabilities Act 2010 Accessibility Standards, the current California Building Code (CBC), Chapter 11B – Accessibility, as well as other applicable standards and guidelines. A restaurant owner is strongly encouraged to engage the services of a Certified Access Specialist. The City does not guarantee that a parklet designed in accordance with City standards will comply with applicable disability access laws.
- Maintain at least a 5' wide minimum clearance along the sidewalk to provide an accessible route along the existing public right of way.
- All restaurants must install bright tape that will warn customers about the curb line.
- 5% of all outdoor seating to be accessible and identify all of the accessible tables with the International Symbol of Accessibility.
- Comply with CBC 11B-303.5 to provide edge protection in the form of a railing or warning curb if the drop off to the adjacent grade is greater than 4".
- Provide the specific requirements for accessible routes leading to and through the parklets including clear width, slope, cross slope, vertical transitions, protruding object/headroom hazards, and openings along the circulation path.

Lighting

- All outdoor lighting or electrical appliances used outdoors must be rated for outdoor use.
- Ensure adequate lighting is provided to ensure good visibility for people within the parklet as well as nearby pedestrians and motorists moving past the parklet.
- Lighting shall be LED.

- Lighting and power sources shall be installed in accordance with state and local electric code requirements and manufacturer's instructions and not create obstructions or tripping hazards.
- All electrical lighting, and electric appliances placed outside must be listed for outdoor use and must be heavy duty type with sufficient capacity to safely carry the electric load and plugged into weather-rated GFCI receptacles.
- All electrical connections must be connected to an outlet directly; extension cords are prohibited.

Heating

- Heat lamps shall meet fire and municipal code requirements.
- Heating appliances shall not be located within 5 feet of exits or exit discharges of tents, canopies, and membrane structures.
- Heaters must be secured and stabilized to prevent tipping over.
- Heaters shall be placed on flat surfaces. Heaters shall not be placed on sloped surfaces.
- Heaters are not allowed within tents or canopies.
- No fuel-based heating or lighting appliances or generators are allowed within 20 feet of tents or umbrellas.

Tent (or Canopies)

- Tents will be reviewed on a case-by-case basis by City staff and the City reserves the right to approve or deny individual tents separately from the parklet process.
- Tents must be made of a high-quality cloth material that must be cleaned on a monthly basis.
 - Tent color must be green, brown, or gray.
 - Tent material must be approved by City staff prior to installation.
- Tents shall not be located within 20 feet of buildings, lot lines, parked vehicles.
- Tents shall have a headroom clearance of 80" minimum high.
- Certificate of Flame Resistance for tent and canopy fabrics or materials used is required and must be displayed.
- Tents shall not impact sight distances for vehicles, cyclists, and pedestrians. Tents shall not be secured directly into the ground or sidewalk.
- If there are no manufacturer's specifications available for wind resistance, the tent structure shall be designed by a California Professional Engineer to verify that the tent will be secured in place. Tents may be secured to weighted wine barrels to resist wind if the design complies with the tent manufacturer's guidelines or a Professional Engineer's design.
- No cooking in tents and canopies.
- Must comply with [California Fire Code](#).

Umbrellas

- Secure umbrellas down with umbrella stand.

- Umbrellas shall have a headroom clearance of 80” minimum high.
- Umbrellas shall be closed when the business is not serving patrons.
- No fuel-based heating or lighting appliances or generators are allowed within 20 feet of umbrellas.

Other requirements

- Demonstrate that the parklet is regularly used by customers and maintained by the restaurant owner.
- Abide by all other restrictions placed by the City of Los Altos not outlined in this guide.

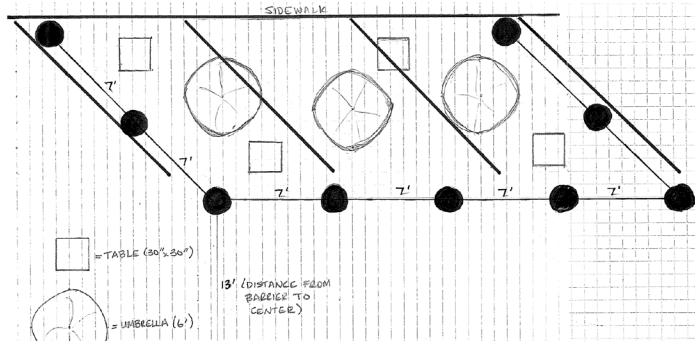


Figure 4. Diagram example of an existing parklet.

Option 2: Deck Parklets

This option allows restaurant owners to build a quality deck structure that will be surrounded by wine barrels. These parklets must meet the requirements above, but will need to provide additional drawings that clearly articulate the specifications for the deck-like structure. Below is an example of a drawing presenting all the necessary specifications and a rendering of a potential deck-like structure.

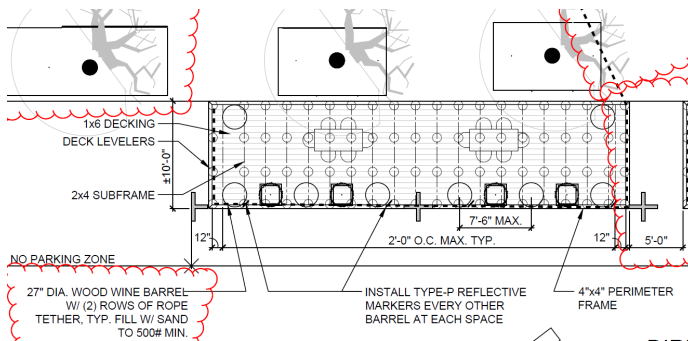


Figure 5. Schematic drawing of deck parklet.



Figure 6. Rendering of deck parklet.

Submittal Fee

Applicants must submit a one-time initial application fee of \$500 approved by City Council to cover the cost for application review, City inspections, and the subsequent installations by City staff.

By every December 31st, in alignment with the business license and downtown parking permit deadlines, applicants will need to provide a new signed copy of the application, signed permit agreement, updated insurance documents, and a check for the Council-approved fee.

The annual parklet renewal fee will start at \$100 for the 2023 calendar year. After the initial approval, the annual parklet renewal fee shall increase per City Council direction in the Los Altos Fee Schedule.

Submittal Requirements

- Completed copy of the Los Altos Parklet Program Application in Appendix A
- Detailed timeline to install parklet
- Plans for the proposed parklet project, including the parking spaces proposed for the parklet, selection of the desired option, description and schematic of the objects proposed for the barrier gaps, a table and canopy layout schematic, and a lighting and power plan that includes details of the wiring and power source
- Disability access plan¹
- Letter(s) of support from the adjacent or nearby businesses for the parklet to expand into the parking spaces in their frontage
- Signed copy of the Agreement and Permit in Appendix B
- Proof of insurance

Please submit all the above required documents to the City of Los Altos for review through email to acarnesecca@losaltosca.gov or by mail to:

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

Every applicant is required to schedule an on-site meeting with a City staff representative prior to submitting an application. If you have any questions regarding the parklets or parklet application process, please contact the City of Los Altos Economic Development team at (650) 947-2620 or acarnesecca@losaltosca.gov.

¹ The City is not responsible for determining whether the disability access plan complies with the Americans with Disabilities Act or other applicable disability access laws. Every restaurant owner that participates in the parklet program is strongly encouraged to engage the services of a Certified Access Specialist.

Appendix A

Los Altos Parklet Program Application

Los Altos Parklet Program Application

Business

Name: _____

Business type: _____ Business license number: _____

Physical address: _____

Number of parking spaces to be occupied by parklet: _____

Encroachment in front of neighboring business? Yes No

Option 1: Street-level Parklets Option 2: Deck Parklets

Business Owner

Name: _____

Phone number: _____ Email: _____

Mailing address: _____

Signature: _____ Date: _____

Property Owner

Name: _____

Phone number: _____ Email: _____

Mailing address: _____

Signature: _____ Date: _____

Attached Documents Checklist

- Detailed timeline to install parklet
- Plans for the proposed parklet project, including the parking spaces proposed for the parklet, schematic of the objects proposed for the barrier gaps, a table and canopy layout schematic, and a lighting and power plan that includes details of the wiring and power source
- Disability access plan
- Letter(s) of support from the adjacent businesses for the parklet to expand into the parking spaces in their frontage (if applicable)
- Signed copy of the Agreement and Permit in Appendix B
- Proof of insurance

For City/County Use Only

Economic Development Approval: _____ Date: _____

Engineering Approval: _____ Date: _____

Building Approval: _____ Date: _____

County Fire Approval: _____ Date: _____

Appendix B

Los Altos Parklet Program Permit and Agreement

City of Los Altos
Parklet Program Permit and Agreement

This PARKLET PROGRAM PERMIT AND AGREEMENT (this "Agreement") is entered into as of _____, 202__ (the "Effective Date"), by and between the City of Los Altos (the "City") and _____ ("Permittee") with respect to the following facts:

- A. Permittee operates a dining facility within the City.
- B. To facilitate outdoor dining, Permittee desires to locate displays, furniture, and other property ("Outdoor Property") in front of Permittee's dining facility in parking spaces within the public right-of-way (the "ROW").
- C. The City desires to grant Permittee the privilege of using the ROW on terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Permittee may locate outdoor dining furniture within the ROW subject to the requirements of the City's Parklet Program Guide, which may be amended at any time by the City in its sole and absolute discretion with or without notice. The precise location and arrangement of such outdoor dining furniture shall be in accordance with the approved plans submitted by Permittee with its application for this Agreement, as shown for reference in **Exhibit A** hereto. City staff may, from time to time in their sole and absolute discretion, require changes to these approved plans as may be necessary or conducive to the health, safety, or convenience of the general public.
- 2. Permittee's use of the ROW pursuant to this Agreement is conditioned as follows:
 - a. Permittee shall comply with all applicable laws in its operations under this Agreement, including, without limitation, the Americans with Disabilities Act and other applicable disability access laws.
 - b. Permittee shall hold harmless, indemnify, and defend (with counsel reasonably acceptable to the City) the City, its elected and appointed officers, agents, employees, and volunteers from all damages, costs, and expenses whatsoever in law or equity (including, without limitation, reasonable attorneys' fees), arising from Permittee's operations under this Agreement, unless caused by the City's own gross negligence or willful misconduct. Without limiting the generality of the foregoing, Permittee's indemnification and defense obligations extend to, (i) claims for any property damage or personal injury arising from an alleged dangerous condition of any public property used by Permittee in its operations under this Agreement; (ii) claims for any property damage or personal injury arising from any condition of public or private property created or maintained by Permittee in connection with its operations under this Agreement; and (iii) claims under the Americans with Disabilities Act or other applicable disability access laws that arise in connection with Permittee's operations under this Agreement. The obligations under this Paragraph shall survive the termination of this Agreement.
 - d. Permittee shall obtain and maintain insurance in amounts and on such terms and conditions as set forth in **Exhibit B** hereto.
 - e. Permittee shall not cause or allow its Outdoor Property to cause any public or private nuisance or otherwise to result in any adverse effect on nearby public or private property. Such

Outdoor Property, including any railings or similar enclosures, shall be appropriately designed, executed, and maintained to be complementary to the appearance and operation of the surroundings. Outdoor Property shall be made generally from metal or wood, but not from plastic. Signs shall be limited to restaurant menu boards and shall not simply advertise a business address or phone number.

- f. Permittee shall keep the ROW and Permittee's Outdoor Property in a neat, clean, safe, and sanitary condition, free from debris and food and drink stains.
3. Permittee expressly agrees and understands that the City has no duty to ensure that Permittee's operations will comply with applicable laws. If the City does or has done anything to ensure that Permittee's operations will comply with any applicable laws, including, without limitation, the Americans with Disabilities Act or other disability access laws, it is agreed and understood that the City has done so exclusively for its own benefit and for the benefit of the general public, and Permittee shall not rely thereon. Permittee is encouraged to have its operations under this Agreement inspected by a certified access specialist.
4. This Agreement constitutes a nonexclusive license and may be revoked at any time by the City with or without cause and without prior notice. Permittee acknowledges that by entering into this Agreement and by making use of the ROW, Permittee is not acquiring any estate whatsoever in the ROW or any other public property.
5. Unless terminated sooner by the City, this Agreement shall terminate on December 31, 202___. This Agreement shall also terminate automatically if Permittee ceases its restaurant operations at the subject location for a period of 30 days or more. Unless the City in its sole and absolute discretion agrees to enter into a subsequent permit and agreement with Permittee for use of the ROW, immediately upon the termination of this Agreement Permittee shall remove its Outdoor Property from the ROW and shall cease its use of the ROW for outdoor dining.
6. A breach by Permittee of the terms and conditions of this Agreement shall constitute both a breach of contract that may be enjoined by a court of competent jurisdiction and a public nuisance that may be abated pursuant to Part 3 of Division 4 of the California Civil Code and Chapter 11.10 of the Los Altos Municipal Code. These remedies shall be cumulative of all other remedies available to the City at law or in equity. The City shall be entitled to recover from Permittee any attorneys' fees, legal costs, or other expenses incurred in enforcing this Agreement.
7. PERMITTEE ACCEPTS THE USE OF THE ROW **AS-IS**. THE CITY MAKES NO REPRESENTATION WHATSOEVER ABOUT THE SUITABILITY OF THE ROW FOR THE USES ALLOWED UNDER THIS AGREEMENT. IN CONSIDERATION OF THE CITY'S WILLINGNESS TO ALLOW PERMITTEE TO USE THE ROW, PERMITTEE EXPRESSLY ASSUMES ALL RISK OF LOSS OF EVERY KIND AND NATURE ARISING FROM OR IN CONNECTION WITH SUCH USE.
8. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be modified without the City's written consent. No waiver of this Agreement shall be valid unless in writing, and no waiver shall operate as a continuing waiver. There are no third-party intended beneficiaries of this Agreement. This Agreement may be signed in counterparts, each of which shall be deemed an original. Electronic signatures may be used in place of original signatures.
9. It is agreed and understood that the paramount purpose of this Agreement is to protect the City and its taxpayers from liability in connection with Permittee's operations under this Agreement. Any ambiguity in this Agreement shall be construed in the manner that best achieves its

purposes, and this Agreement shall not be construed against its drafter. This Agreement shall be of no further force or effect if any obligation of Permittee hereunder is found by a court of competent jurisdiction to be invalid or unenforceable. Notwithstanding the forgoing, and to the maximum extent allowed under applicable law, if any provision of this Agreement is found by a court of competent jurisdiction to be void or unenforceable, Permittee's indemnification, defense, and insurance obligations hereunder shall nonetheless be fully enforceable and shall survive the termination of this Agreement. It is further agreed and understood that this Agreement confers an encroachment permit on Permittee, and this Agreement shall be construed not only as a contract, but also as a regulatory permit. Any fees paid in connection with this Agreement have been paid to defray the cost of permit processing.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

PERMITTEE

CITY

By: _____

By: _____

EXHIBIT A
APPROVED LAYOUT PLAN

EXHIBIT B
INSURANCE PROVISIONS

Permittee shall provide its insurance broker(s)/agent(s) with a copy of this Agreement, including this Exhibit B, and shall request that certificates of insurance and required endorsements be provided to: **Economic Development Manager, City of Los Altos, 1 N. San Antonio Road, Los Altos, CA 94022.** Coverage shall be at least as broad as follows:

Commercial General Liability. Commercial General Liability (“CGL”) insurance, or its equivalent, with limits no less than One Million Dollars (\$1,000,000) **per occurrence**. Insurance shall be placed with a carrier with a current A.M. Best rating of no less than A-VII. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be twice the required occurrence limit.

Additional Insured Status. The CGL policy shall be endorsed to name the City, its elected and appointed officers, agents, employees, and volunteers as additional insureds with respect to any liability arising in connection with Permittee’s operations under this Agreement, including but not limited to liability arising out of death, injuries, or damage to persons or property in connection with this Agreement.

Notice of Cancellation. Permittee is responsible to provide notice within thirty (30) days before the expiration of the above policy to the City should any policies be cancelled.

Verification of Coverage. Permittee shall furnish City with certificates and endorsements affecting coverage required by this Exhibit. All certificates and endorsements must be received and approved by the City before Permittee may exercise any rights under this Agreement. However, failure to obtain the required documents prior to the work beginning shall not waive Permittee’s obligations to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances. The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



PUBLIC CORRESPONDENCE

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

Parklet Program / Council Meeting Nov30,2021Item #9

The Parklet Program in downtown has been enjoyed by some people. There are however several issues that need to be addressed.

I would be in favor of extending the program for a year but not longer. We are still in the middle of the Covid pandemic and the future is uncertain. Making the program permanent is unwise at this time

The parklet program may have helped some restaurants, but it hurt the other small businesses whose storefronts and signs are blocked. Places like the Discovery Shop (which is a non-profit) has been told they cannot use the sidewalks or parking spots in front of their shop.

The Restaurant owners are getting thousands of square feet of free space, yet other businesses are being discriminated against and suffering.

The sidewalks and streets need to be cleaned. Either the restaurants should pay for cleaning or there should be a monthly fee for the city to clean the streets and sidewalks. Food on the ground is unsanitary and unsightly and a health hazard.

The original Parklet program limited the number of restaurants that could participate, but now it is a free for all. A restaurant was not allowed to have the parking spots in front of their business unless it was not across from another parklet. Now the staff report recommends that it is O.K. to have Parklets across from each other. No one is monitoring the situation. People can't walk on the sidewalk and all ADA rules are being ignored. Tables and chairs are not 6-10 feet apart. The current set up is dangerous as drivers can't see beyond the barrels for oncoming traffic. The streets are very narrow making it difficult for fire or emergency vehicles to drive down the street.

It was very surprising to see that there was no financial data in the staff report. The Economic Development Coordinator should have provided the numbers to show if the parklet program is indeed a success and has added tax revenue to the city or not. There should be a cost recovery analysis prior to making a final decision.

The \$500-dollar annual fee suggested in the report is extremely low. Rental space in Downtown Los Altos is \$3.50 a square foot each month. The Parklet Program should be one which benefits restaurant owners, retail stores, other business owners as well as the city finances. We need a fairer and more balanced program where everyone wins.

Sincerely

Roberta Phillips

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT Item 9 November 30, 2021 parklets
Date: Sunday, November 28, 2021 2:17:46 PM
Attachments: [downtown sales tax 5.xlsx](#)

Council Members:

The parklet staff report was written by our economic development coordinator, but there is no economic information in the report.

One of the goals of the parklet program is to “Stimulate the local economy through increased dining areas.”

How much stimulation are we hoping for?

I’m not arguing for or against parklets, but someone at City Hall should be able to quantify the financial advantages (and disadvantages) of the program.

Our quarterly sales tax reports come from the county and do not break out sales tax from downtown. The report does show that most of the “top 25” are not in the downtown

When I was on the Downtown Buildings Committee, several of us wondered how the new construction downtown – e.g., Safeway, condos – impacted sales tax revenue. I checked with LAVA and the Chamber of Commerce. Neither tracked downtown sales tax.

I put together my own spreadsheet (attached).

Regardless of COVID aberrations, someone at City Hall should be tracking and analyzing downtown economics in a way that lets us determine what changes help or hurt city finances.

Council should have economic information specific to downtown before making decisions on parklets, a theater or any other proposals.

Pat Marriott

From HdL consultant 9-9-16 Sales Tax Revenues by Geographic Area - 1Q 2016

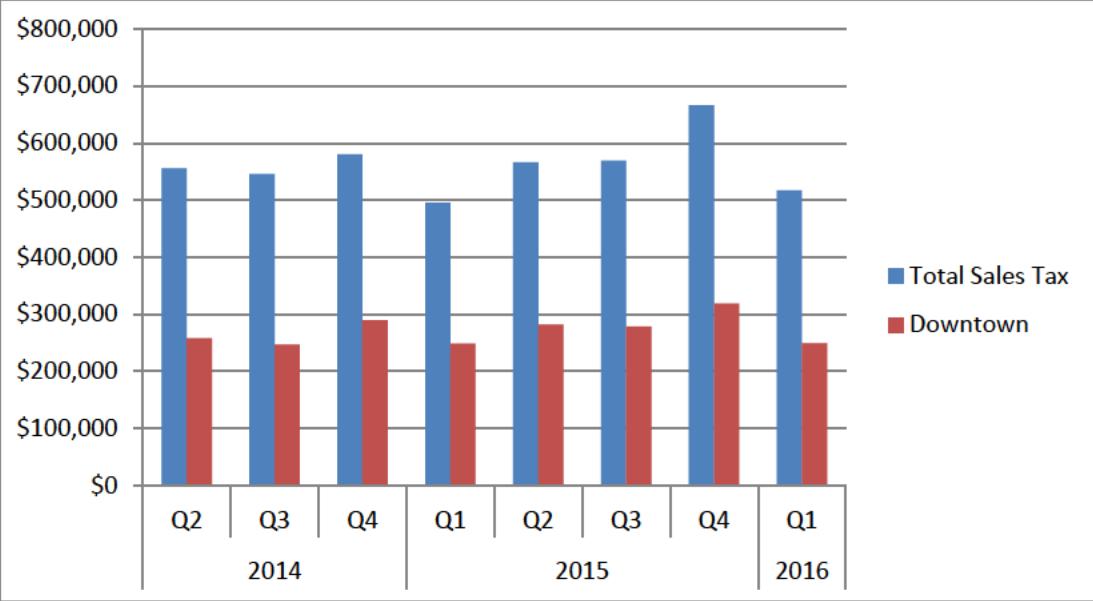
Total sales tax revenue: 1390 outlets

Downtown Triangle sales tax revenue: 456 outlets

ADJUSTED FOR ECONOMIC DATA

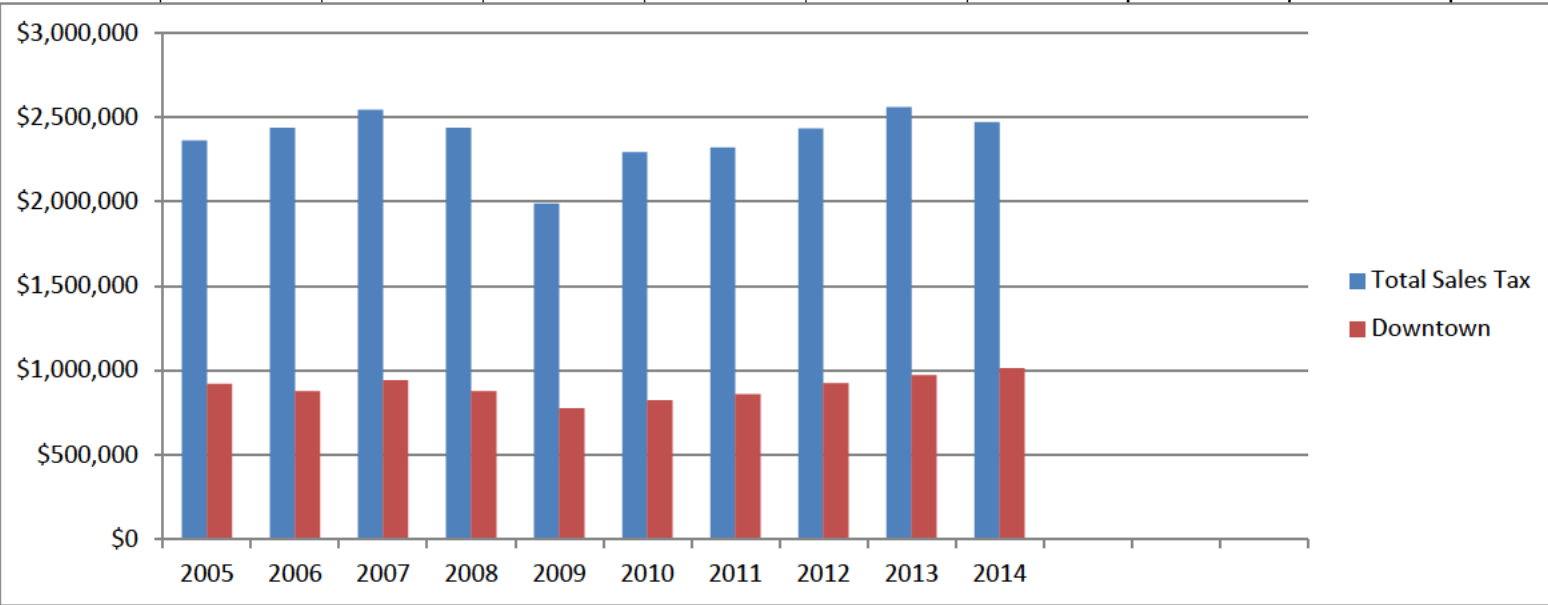
Geographic Area	Count	Current Year			Prior Year 4Q 2015	4Q 2016	3Q 2016	2Q 2016	1Q 2016	4Q 2015	3Q 2015	2Q 2015	1Q 2015
		4Q 2016	% Chg.	% of Ttl.									
0003 - Downtown Triangle	559	299,929	-3.7%	49.4%	311,608	299,929	274,131	260,195	244,794	311,608	274,254	276,976	244,059
Totals For Listed Geo Areas	559	299,929	-3.7%	49.4%	311,608	299,929	274,131	260,195	244,794	311,608	274,254	276,976	244,059
Totals For All Outlets	1,467	607,329	-8.8%	100.0%	666,027	607,329	571,218	568,030	515,983	666,027	569,420	566,417	495,512

	2014			2015			2016	
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Total Sales Tax	\$556,308	\$545,827	\$580,758	\$495,340	\$566,360	\$569,371	\$666,701	\$517,172
Downtown	\$258,687	\$247,263	\$289,886	\$248,810	\$282,392	\$279,039	\$319,316	\$249,457
% of Total	47%	45%	50%	50%	50%	49%	48%	48%



- June 2010: Safeway demolition
- Aug 2010: Main Street sewers
- Aug 2010: First Street utility undergrounding
- Aug 2010: San Antonio streetscape
- Aug 2010: State & Main crosswalks, benches, etc.
- Jan 2011: Water mains
- Apr 2011: More utility undergrounding
- July 2011: First Street streetscape
- June 2013 Safeway demolition
- July 2014: Safeway opened
- Jan 2015? First Street condos open
- April 2015: Pharmaca opened
- July 2015: Cetrella opened

From Marcia Somers: Given = Downtown Sales Tax and % of Total through 2014						Downtown outlets = 389					From
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
Total Sales Tax	\$2,363,108	\$2,436,586	\$2,544,559	\$2,436,661	\$1,988,864	\$2,292,256	\$2,321,568	\$2,433,376	\$2,560,068	\$2,470,676	
Downtown	\$921,612	\$877,171	\$941,487	\$877,198	\$775,657	\$825,212	\$858,980	\$924,683	\$972,826	\$1,012,977	
% of Total	39%	36%	37%	36%	39%	36%	37%	38%	38%	41%	



Downtown sales tax increase between 2005 and 2014 =		\$91,365
Percent increase =		9.91%
Consumer Price Index (CPI) rose 21.40% between 2005 and 2014. This would make 2014 downtown tax =		\$1,118,837
Thus, accounting for inflation, the downtown sales tax increase would only be:		-\$105,860
This is an increase over 2005 of only		

From: [Salim Damerdj](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM #9 - November 30, 2021
Date: Monday, November 29, 2021 3:54:26 PM

Hi City Council,

I support the staff recommendation on agenda item #9 because outdoor dining creates a more vibrant, lively downtown with a real atmosphere of community.

Thanks,
Salim

From: [carol little](#)
To: [Public Comment](#); [City Council](#)
Subject: Comments for item number 9
Date: Monday, November 29, 2021 5:22:51 PM

November 29, 2021

Dear City Council Members,

I'll say one thing for Council meetings this year, they've been jam packed with items that require resident attention. I appreciate that Council is making an effort to get things done.

Please consider the following when determining next steps for the downtown parklets. Item number 9.

One cannot really define them as parklets as they do not serve the public with any green space or enticing places to sit if not dining at the restaurant where the space is located.

According to the Oxford Languages Dictionary and Google, parklets are defined as "a small seating area or green space created as a public amenity on or alongside a sidewalk, especially in a former roadside parking space." None of the current so called parklets are there for that purpose. They are there to allow the restaurants to survive the covid 19 situation. There is nothing wrong with that! However, due to the definitions of parklets, I will now refer to the spaces as pop outs.

I am really enjoying being able to support or local restaurants by dining outdoors as we slog our way through the covid situation. My husband and I have been dining outside in Los Altos an average of once a week thanks to the available outdoor areas. Therefore, I fully understand the need for pop outs during this particular time. For this reason, I encourage extending the program for another 4-6 months. However, I do not feel making it permanent is a wise idea, at least not yet.

I think it is important to consider what is needed and allowed, after the pandemic. Here are my observations and suggestions regarding the pop outs in downtown Los Altos.

- The pop outs will become worn after a bit. There will need to be a requirement to keep them looking fresh and inviting as they are front and center visually. Essentially, as the city is the landlord to the restaurants using the pop out spaces,

all angles must be considered. Tidiness and good representation, according to precise rules, must be enacted.

- Many restaurants will continue to be challenged in staffing the extra space. Having frantic servers, as is the case right now in many restaurants, running across the sidewalks is hazardous to pedestrians. It is also distracting pedestrians from the nearby shops.
- Any nearby business must not be adversely affected by the pop outs. I imagine one of the goals is to create an inclusive business district that offers diverse options, and to lose any additional businesses in our downtown area would not support goals such as these. Therefore, no blocking of signs or storefronts in any way.
- It would be wise to spend time determining best layout for traffic flow. As long as cars can safely pass and the fire department can easily get through in a timely manner, the pop outs are probably not a big issue. I have noticed actual cruising of loud vehicles since the pop outs have been in place. These two things may or may not be related, but they seem linked and worth investigating. The cruising and noise, makes dining outdoors less than pleasant. In addition, when cars are stacked up due to traffic, dining outdoors can become an issue for one's health. Clearly, breathing in vehicle exhaust is never a healthy option.
- The sidewalks are far too impacted by the pop outs. This creates a safety challenge, as well as an ADA compliance challenge.
- There must be tracking to determine if the pop outs are helping all businesses. I've mentioned the need to track sales revenue each and every time something is tried in downtown, or other areas. It doesn't matter if it is a pop up park or the pop outs, we need to know how the changes affect, both positively and negatively, the tax revenue and the efforts of the small business owners to survive. What good is it if bringing folks into downtown doesn't equal spending their money, or ends in the loss of businesses? Yes, I am aware that sometimes an event brings people into the area and that despite not spending money at the event, they come back later to spend money. That sort of outcome is visible with appropriate tracking methods.
- Absolutely every business owner in downtown must be surveyed in a thorough manner, to determine what effect the pop ups are having on their businesses. As a benefit to the city, most business owners will likely be able to provide data that shows how they have been affected. It is appropriate to ask them for their input. Not every business is a member of the Chamber of Commerce or LAVA. That means their voices may not be heard. Therefore, a thorough assessment will require a business to business system of consulting the business owners. Allowing a 4-6 month extension should surely allow plenty of time to accomplish this goal.
- There needs to be a uniform size. Perhaps 2-3 parking spaces maximum. That helps maintain fairness and attractiveness in our downtown area. What is working well now will likely not work in the future, particularly if more restaurants join the

outdoor dining scene.

- No blocking of any nearby business, even if the nearby space is empty. Why? Because at some point the space will be filled. Including this as a requirement will prevent any future territorial behavior that is part of human nature.
- There needs to be a limit to the amount of total pop outs in the downtown area.
- After the proposed 4-6 month extension period, and if the pop outs are to become permanent, there needs to be a fair fee for allowing the parking spaces to be removed from service as parking spaces. Not having the spaces may actually stop some folks from parking and spending their money in our downtown area. Residents do benefit from the outdoor dining, but so do the restaurants. Once winter is over and covid settles down again, it is time for a fair, to tax payers, assessment of actual costs to the city and tax payers, of the pop outs. All time spent by any staff or police as a result of the pop outs must be considered. Perhaps a square footage based fee is a good idea. That is where a set size limit will also help.

Thank you very much for all of your efforts and for considering my input.

Respectfully yours,

Teresa Morris

From: [Roberta Phillips](#)
To: [City Council](#); [Public Comment](#)
Subject: Parklet Fee in Carmel -- Re Item #9 Los Altos Parklet Program
Date: Monday, November 29, 2021 7:13:26 PM

Dear Council

Please see the attached article. Carmel is charging \$28 dollars a day (\$850 a month per single parking space) to have a parklet.

<https://www.montereyherald.com/2021/09/10/carmel-extends-life-of-parklets-for-another-month-with-rental-fee-attached/>

Sincerely
Roberta Phillips





DISCUSSION ITEM

Agenda Item # 10

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Memorandum of Understanding between the City of Los Altos and the Los Altos Stage Company

Prepared by: Jolie Houston, City Attorney
Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Draft Memorandum of Understanding between the City of Los Altos (City) and the Los Altos Stage Company (LASC)

Initiated by:
City Council

Previous Council Consideration:
November 9, 2021

Fiscal Impact:
None at this time.

Environmental Review:

The adoption of the MOU is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15061(b)(3) Adoption of the MOU will not have a significant effect on the environment.

Policy Question(s) for Council Consideration:

- Does the Council wish to adopt a Memorandum of Understanding to set forth the City's and LASC's preliminary support for a theater to be located on one of the City's downtown parking plazas?

Summary:

- The purpose of this MOU is limited and will set forth the City's and LASC's preliminary support for a theater to be located on one of the City's downtown parking plazas (Project).
- LASC is considering options to utilize a City-owned Downtown parking plaza to be later identified (Project Property) for the Project.

Reviewed By:

City Manager
4887-905-2580
JH\00000999
GE

City Attorney
JH

Finance Director
JE



Subject: Memorandum of Understanding between the City of Los Altos and the Los Altos Stage Company

- If approved, this MOU will:
 - allow LASC sufficient time to raise funding for a downtown theater;
 - require that the City refrain from selling or otherwise disposing of the Project Property for a period of not to exceed five (5) years;
 - not require the City to contribute any financial or staff resources and in no event will it be deemed or construed as a guaranty by the City that Project can or will be successfully developed for use by LASC or a community theater;
 - be expressly non-binding and will not commit the City to approving the Project; and
 - be subject to or superseded by any Federal, State, or local laws, including but not limited to, laws governing affordable housing and CEQA.

Staff Recommendation:

None. This was a Council direction.

**MEMORANDUM OF UNDERSTANDING
THE LOS ALTOS STAGING COMPANY AND THE CITY OF LOS ALTOS**

This Memorandum of Understanding (MOU) is made as of _____, 2021, by and between the City of Los Altos, a municipal corporation of the State of California (City) and the Los Altos Stage Company, a 501(c)(3) Corporation (LASC), or hereinafter the Parties.

WHEREAS, on November 9, 2021, the Los Altos City Council (“City Council”) directed City staff to prepare a MOU under which the City would reserve a specified City-owned parking plaza for a certain number of years as a potential site for a community theater, in order to give LASC an opportunity to raise funds towards building a community theater;

WHEREAS, the City Council believes that a community theater would be a benefit to the community; and

WHEREAS, LASC currently has a Use Agreement with the City for the Bus Barn Theater, which is owned by the City and located at the Los Altos Civic Center site.

NOW THEREFORE the Parties hereby declare the following:

1. LASC is considering options to utilize the City-owned Downtown parking plaza (NEED TO INSERT SPECIFIC DESCRIPTION OF PARKING PLAZA NEXT TO WALGREENS attached hereto as Exhibit “A”) to develop a downtown theater (Project).
2. The City shall refrain from selling or otherwise disposing of the Property for a period of _____ years (not to exceed five (5) years after the date hereof), it being the intent of the Parties that the Property shall be reserved for the potential future construction of the Project.
3. LASC is expected to solicit funding for the Project, and the use of any such solicited funds that involves the City or any City-owned property would need to be covered in a separate agreement.
4. This MOU does not require the City to contribute any financial or staff resources and in no event shall the foregoing be deemed or construed as a guaranty by the City that Project can or will be successfully developed for use by LASC or a community theater.
5. This MOU does not sell, lease, license or in any way dispose of the Property.
6. The Parties further declare and further acknowledge that the City’s and LASC’s commitments are subject to the compliance with all legal requirements, including and but not limited to compliance with the California Environmental Quality Act (CEQA). Nothing in this MOU shall be construed to compel LASC or the City to approve or make any particular findings with respect to any environmental documentation that is prepared, pursuant to CEQA, for any portion of the Project.

The City retains full discretion to approve any CEQA documents prepared or to analyze environmental impacts or the Project.

7. This MOU is expressly non-binding and does not commit the City to approving the Project nor does it contain all of the terms and conditions related to the transaction contemplated herein.
8. This MOU or Project may be subject to or superseded by any Federal, State, or local laws, including but not limited to, laws governing affordable housing.

CITY OF LOS ALTOS

LASC

Name: Gabriel Engeland
Title: City Manager

Name: Vicki Reeder
Title: Board President

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Name: Jolie Houston
Title: City Attorney, Los Altos

Name:
Title:

From: [Nancy](#)
To: [Public Comment](#)
Cc: [Roberta Phillips](#)
Subject: Fwd: Letter for Nov 30 meeting
Date: Sunday, November 21, 2021 8:26:04 PM

Dear Members of City Council

I would like to ask that you decline the opportunity to consider a theater on the public land that is now a parking lot downtown. I viewed the video presentation at the last council meeting.

This venue is so very small only accommodating 190 seats for the audience. This is not a community wide public value and will attract very little in the way of foot traffic or revenue. Only a privileged few will get to partake of a theater that is subsidized by public land. The public gives up all the parking spots that thousands use on a rotating basis for a theater that seats less than 200 a few times a year. This is not right. It's not a reasonable ask. In addition, the video claimed a million dollars in new revenue with their theater and that is inaccurate. That figure was something that the Downtown Vision plan estimated based on IF ALL the elements of the plan were implemented, not just the theater.

The video itself is very misleading. For one thing, Kim Cranston is NOT a resident of the city of Los Altos even though the video states in the printed tag line under his image that he is. He lives in Los Altos Hills unless he has moved since the last election. Why are they trying to fool people? He is a business owner in town but that doesn't mean he's a resident.

The presenter did not give a business plan for the the ongoing maintenance costs or even tell the council what the other theaters in the area are costing their respective cities. I think the presentation was incomplete and left out gaping details. This is very unprofessional. They are trying to push through an idea without giving the whole picture.

The main focus of the presentation was the student and youth theater programs. Has the theater group even approached the school district to determine if the Los Altos High theater can be rented out for practices and productions? Clearly this theater is very seasonal and this might be a more appropriate option. I think that council should suggest that the group complete their homework and look at more than one option.

Finally, there are a lot of private and empty spaces in downtown Los Altos. Why can't the theater group approach the owners of these lots and get them to rent or sell their land to them for this venture? On the opening slide of the video, the presenter showed the Los Altos movie Theater of days gone by. This theater was on private land. The theater owner was not asking the city for free land to put a business on. The idea that a small non profit group would make a play for the public's land is very offensive.

Claudia Coleman made comments at the 11/9 meeting. She is a wealthy philanthropist so why can't she help the theater group buy land for their venture and make the whole thing a private endeavor? Anne Wojcicki is a wealthy philanthropist as well and owns a lot of

downtown property. Why can't they approach her to donate land or space for this endeavor? Why is the answer to come to the city and try to get land for free? I am concerned that public land is just viewed as a free good for people to claim for their own purposes to enrich their own groups and cheat the public out of access and use. It seems very unfair. Your job as council members is to protect public assets, not allow them to be re-purposed by private groups. What group is going to "need" the next parking lot for their project?

Finally, I think it is totally unfair of this council to dangle the hint of a promise to let a non profit private group use public land for their small pet project that does not serve the wide community at large. Giving them hope that this project will go forward at this time with such an incomplete presentation that gives no details on ongoing costs is really inappropriate and will cause a lot of frustration and wasted effort. I urge you to pull the plug on this and stop giving energy to a project that is not in the interests of the wider community.

Respectfully,
Nancy Phillips
Resident of Los Altos



PUBLIC CORRESPONDENCE

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

From: [Jerry Lopatin](#)
To: [Public Comment](#)
Subject: Public Comment - agenda item 10
Date: Sunday, November 28, 2021 10:44:47 PM

Nancy Phillips makes excellent points in her letter objecting to committing public funds for a theater group facility.

I agree with her.

To summarize:

1. The public benefit of such a theater is minimal. Maybe a few hundreds of patrons a year could be accommodated in such a limited space, and it is very difficult to achieve quality performances in small spaces.
2. At the same time, the loss of hundreds of parking spaces will have a dramatically negative impact on the entire community.
3. If groups want to create a theater in Los Altos, they are of course free to do so -- on their dime. They can build or adapt their own building, at their own expense. Why should scarce public resources be spent on a pet project of a few wealthy individuals? And if it can't be self sustaining financially, then is the City going to support it forever?
4. This would create a terrible precedent. What will the next group want the City to subsidize?

I urge you to put an end to this now.

Jerry Lopatin
Los Altos

Jerry

Jerry Lopatin

From: [jim jolly](#)
To: [Public Comment](#)
Subject: Item 10 memo of understanding Los Altos Stage Company
Date: Sunday, November 28, 2021 2:41:32 PM

I am 110% against this proposal. Los Altos has many more critical issues to deal with. Jim Jolly
Sent from my iPhone

From: [M Satterlee](#)
To: [Public Comment](#)
Subject: Theater MOU
Date: Sunday, November 28, 2021 12:11:16 PM

Dear Council,

The concept of an MOU to give this group time makes sense. However, I believe it is premature.

Vicki Reeder is quoted as saying it would take a 1,500 seat theater to be self-sufficient. If she can calculate that, then she should be able to use the same assumptions to calculate the needed subsidy for the theater of the much smaller size her group is proposing.

The community deserves to know what that possible subsidy is before tying up public property for any length of time. Is it small enough that the community would support it or so large that the project will collapse under the weight of it? I don't know. Do you?

It also appears some terms of the MOU are yet to be completed.

Is it the intent to tie-up one single parking plaza for 5 years? I certainly hope the scope is limited to a single parking plaza.

Is the time to be a full 5 years? I certainly hope not, unless there are some specific milestones that must be passed for the MOU to continue. The group should propose what those milestones are as they are in the best position to know how they plan to spend the up to 5 years of time the Council is considering granting them. If those milestones are not met, the City Council should be able to terminate the MOU should there be a higher need for the land or it has become clear the proposed project will not come to fruition.

There have been 3 prior groups I can think of that have promised to raise money to build or refurbish public amenities or buildings. All believed the money would be easy to raise and their project was fully supported by the community. None of those projects have been built because none of the groups were able to raise the money. Please keep that in mind when considering how to proceed.

Sincerely,

Megan Satterlee

MOU Los Altos Stage Company Item#10 Nov 30,2021 Council Meeting

Dear Council Members.

Please do not sign an MOU with the Los Altos Stage Company.

Our parking lots are public land that is a city asset having a value of ten to twelve million dollars an acre. Currently the Los Altos Stage Company enjoys free land, free rent and subsidized utilities at their Current location. Now they want more.

I had a conversation with Pete Dailey who is on the Theater working group. He told me a new theater and all of the amenities would cost thirty-five million dollars. He said the groups expectations was that the city would provide six million in money or land or a combination of both.

The strategy being used by the State Company is to get a commitment from the city to give them a parking lot downtown, with out a business plan, feasibility study, parking plan or having raised any money of their own. According to Gabe Engeland a feasibility study as described by the Los Altos Stage company could run as high as \$400,000. The theater working group is asking for the city to pick up 25% of the cost.

The city has already lost 71 parking spots, as restaurants have tables and chairs in our parking spots. Does the Los Altos Stage Company expect us tax payers to build a parking structure for them? It seems like they want a commitment for a gift of a parking lot, before they have done any due diligence or brought a plan to the city.

According to the Surplus Land Act, surplus land needs to go for housing first. Council needs to follow State law.

Our City Finances are in trouble. Although we do not have the numbers as yet we do know that our expenditures are far exceeding our revenues. According to Jon Maginot we will have a shortfall in revenues of over twenty-five million dollars from 2020 to 2023. Kuljeet Kalkat stated at a council meeting that we have no money for CIP projects for at least the next two years. A commitment to any non-profit at this time is premature, before Council can see the operating budget and CIP budget so the fiscally responsible decisions can be made. Just to name a few--we have law suits to pay for. We have the Grant Park facility with desperately needed electrical upgrades. Our Police are understaffed and need to replace aging police cars, we need to pave our roads and fix sidewalks. The Council has established clear priorities, and a theater downtown is not one of them.

I understand that the city needs a new Police Station desperately. If the city was to float a bond, the rating agencies such as Standard and Poor's would need to look at our finances (liabilities, assets such as land and buildings and our revenues over expenses) The city cannot afford to have a bad bond rating because that makes the interest higher making the bond harder to sell to raise the needed money.

Please be fiscally responsible and let the Los Altos Stage Company pay for a feasibility study, then present it to Council, before any pen goes to paper, It is easier to do it right from the start, then try to undo mistakes.

The claims made by the los Altos Stage company that a theater downtown would generate a million dollars in sales tax revenue is absurd. There are far better ways for the city to raise sales tax revenues.

Currently among the top sources of sales tax revenues are Armadillo Willy's, BevMo, Chef Chu's, Lucky Supermarket, Ranch 76, Whole Foods Market and Trader Joe's (Information provided by Anthony Carnesecca)

. The Downtown Visioning Plan was accepted not adopted. It said that if a hotel, two high-rise apartment buildings, a theater, and an office building was built, the sales tax revenues might increase to a million dollars.

I am afraid that the Los Atos Stage Company is taking advantage of your generosity.

If the Los Altos Stage Company wants a new theater, they can pay for their own pet project. The uber-wealthy can spend their money anyway they wish, but until all our essential city needs and CIP projects are met, unfortunately you need to stand strong and deny the MOU.

Sincerely

Roberta Phillips

Dear Los Altos City Council

Priorities for the Los Altos City Council were approved by Council at the July 13, 2021 Regular meeting.

- By taking an oath of office, the Council members promised to uphold all 8 priorities, even though the community has heard at least 2 council members deny ever making any promises.

Fiscal Sustainability

The City of Los Altos will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability by practicing sound financial management and fiscal transparency, while providing fiscally sustainable government services that address the needs of the community.

Asset Management

The City of Los Altos will set clear expectations and allocate the necessary funding to maintain and improve City facilities and infrastructure that are necessary to provide high-quality services for the well-being of residents.

Continually, there are many community members voicing serious concerns re: fiscal soundness of Los Altos. And yet, the Council does not seem to be doing a thorough analysis to provide decisions for fiscal soundness, nor do they appear to be listening to the community.

The City Council should NOT recommend or approve any non-vital projects, until together the new finance manager and city manager are able to do a full analysis of the City budget assets and liabilities.

Why does Major Fligor call herself a “partner in crime” at the recent Veteran memorial service in Los Altos?

Why does Council member Meadows think there is “money to play with” at a recent council meeting?

Why does Council member Weinberg want to “cut the ribbon” for the new theatre?

Where is the hard financial scrubbing that the Citizens of Los Altos were promised? Council members Enander and Lee Eng asked for more data and research at the last council meeting regarding an MOU.

Would Fligor, Meadows, and Weinberg be as frivolous with their own hard-earned money! Wouldn't they want a business plan, projections, and commitments of financial support from the theatre supporters? Or, do they want to play the old worn-out game of greasing the palms of a few well heeled?

All essential services must be funded and completed, before any non-essential projects requested by special groups.

The City Council of Los Altos were elected to protect the assets and the people of Los Altos. This is a promise that must be kept.

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: [External Sender]PUBLIC COMMENT Item 10 November 30, 2021 second comment
Date: Friday, November 26, 2021 8:21:06 PM

Council Members:

In a November 16 letter to the editor in the Town Crier, Curtis Cole says his wife asked him “why people oppose a theater downtown.” He said he didn’t know, but “they are the kind of people who don’t build community.”

If Cole bothered to ask, he might find people who oppose the theater have a different concept of community.

My ideal community would have a police station that doesn’t flood, safe and well-maintained streets, a kitchen for the seniors at Grant Park, affordable housing for our teachers and clerks. It would have a fiscally-responsible city council that wouldn’t play favorites with their friends who beg for public land and public money to fund pet projects. It would be a community where public outreach ensured the average resident would be heard over the voices of a handful of former mayors who think they still run the town.

Cole might also find those opposed to the theater are rational people with business experience who make decisions based on facts and financial analyses. He might even discover that many of us love the performing arts, but don’t see it as our responsibility to provide public resources for a theater that will never pay for itself and will be an ongoing financial burden to the city.

Pat Marriott

From: [Bill Hough](#)
To: [City Council](#); [Public Comment](#)
Cc: [Andrea Chelemengos](#)
Subject: PUBLIC COMMENT Item #10, November 30, 2021
Date: Wednesday, November 24, 2021 7:12:02 PM

I am OK with on having a theater in downtown Los Altos, as long as it is privately funded and no city resources (including land) are given to the project. There are plenty of more important things for the City to spend scarce resources.

The existing Bus Barn theater is close enough to downtown that replacing it is duplication of effort. Perhaps an upgrade is in order?

Additionally, has any consideration been given to working out an arrangement with Foothill College and/or LA High for use of their theaters?

If the Bus Barn people raise funds for a new theater, fine. But there should be no public resources devoted to any theater.

Bill Hough
Los Altos

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT Item 10 November 30, 2021 theater MOU
Date: Tuesday, November 23, 2021 4:35:30 PM

Council Members:

In the video of the theater group's Oct 18, 2021 meeting, Mike Kasperzak, says, "We have to get a yes, a 5 year commitment, and if you do all this stuff we'll make this happen. The city's going to have to go out on a limb and say we are going to work with you to make this [theater] happen."

It makes no sense for the city of Los Altos – the residents of Los Altos – to go out on a limb for a small group of theater enthusiasts.

This is a classic example of mission creep: You "support" them, you sign an MOU, and the asks will continue. An elephant is eaten one bite at a time.

If this group sincerely believes they've got a winning plan, why aren't they putting up their own money? Or is it too risky for them to make a financial commitment? If they can't ante up, we should not be putting valuable public land on the table.

A responsible council would say, "You go out on a limb, present a feasibility study and get funding commitment for construction. Then we'll talk."

I urge you to not make any commitments to this group in the form of an MOU or any other legal document until they deliver a feasibility study and pledges for at least \$30M - \$40M construction costs.

Given your fiduciary responsibility to your constituents, you have no right to go out on a limb for the theater group or any other entity asking for public resources.

Pat Marriott

LA's Rush to a Theater

Dear Los Altos City Council Members,

Council seems to be in a hurry to establish an MOU with a private group that wants to build a theater downtown. The MOU would earmark a downtown parking plaza for five years while the group attempts to collect donations for construction.

Council has clearly not done its homework.

1 – The city financial system is broken, with an estimated budget shortfall of about \$25 million over 4 years. The chairman of the financial commission stated the city does not have money for capital improvement projects for two years. This is not the time to invest staff time and public money on a private, lower priority project.

2 – City priorities are being neglected. The police station floods, state-mandated housing requirements have not been allocated, city infrastructure is deteriorating, and park improvements are shelved. How does a theater rise to the top of the list?

3 – Without a business plan, Council is reacting blindly. The theater group wants the city to contribute 25% of a feasibility study, which could cost \$200 thousand or more. Theater construction could be in the \$25-\$35 million range. Operational and maintenance costs also have to be considered. How much of that will the city be on the hook for?

Good governance demands due diligence, fiscal responsibility and focus on priorities – not a rush to a long term obligation with unknown consequences.

To delay this a few months is prudent and will show that Council seeks to do this in the right order. Otherwise, this looks like a decision of favoritism, lacking in the proper background work.

Scott Spielman

From: [Cathy Lazarus](#)
To: [Public Comment](#)
Subject: Fwd: Agenda Item 10: MOU Between the City and Los Altos Stage-Support
Date: Monday, November 29, 2021 3:39:08 PM

Sent from my iPad

Begin forwarded message:

From: Cathy Lazarus [REDACTED]
Date: November 29, 2021 at 9:26:24 AM PST
To: council@losaltosca.gov
Cc: gengeland@losaltosca.gov
Subject: **Agenda Item 10: MOU Between the City and Los Altos Stage-Support**

Honorable Mayor and City Council,

I support the concept of the MOU with Los Altos Stage Company to enable further exploration of the feasibility of such an initiative. If proven feasible, relocation of the theater will support downtown businesses, give the Company a modern, safe facility and free-up land in the Civic Center for open space or other public use.

When I was Public Works Director of Mountain View the City entered into a similar arrangement with historical museum advocates for a location in Cuesta Park. In that case the museum advocates did not meet the fundraising target of the MOU and the MOU lapsed. In my view, the Los Altos Stage Company team is much stronger and better positioned for a successful project. Los Altos Stage should be authorized to take the next step by entering into the MOU.

Best Regards,

Cathy Lazarus
2062 Cynthia Way
Los Altos 94024

[REDACTED]

From: [carol little](#)
To: [Public Comment](#); [City Council](#)
Subject: public comment item number 10, 11/29/21 agenda
Date: Monday, November 29, 2021 5:25:13 PM

November 29, 2021

Dear City Council Members,

Please consider the following when discussing the proposed MOU for the LASC. Item number 10 on the agenda. Thank you.

I watched the theater presentation during the last City Council meeting, as presented by Ms. Reeder. An interesting fact was shared during her presentation. According to Ms. Reeder, the theater used to be housed in a storefront on Main Street in downtown. What a fantastic idea for the proposed new theater! It's a terrific idea as a way for the Los Altos Stage Company to move forward. Please do not enter into a Memorandum of Understanding with the Los Altos Stage Company. Instead of creating dependence on the City of Los Altos, allow the LASC to head out on its own to explore all alternatives for a potential theater in downtown. Los Altos has allowed the Bus Barn Theater space to be used by LASC for many years. If they have outgrown it, or feel it is not up to their standards, as with any tenant they should not be held back and they should be strongly encouraged to find a better space for themselves.

I am more than confident the theater folks can negotiate with one of the many property owners that have empty storefronts and create a state of the art theater. Such a solution would help fill our currently empty downtown spaces and allow the theater group to see if they can manage the costs of a theater on their own. Perhaps they can even get the space donated and then only need to cover all other costs on their own. I imagine there are many civic minded property owners who may be willing to participate in such an endeavor. Who knows, maybe the theater might even be dedicated to them. I know many property owners have already spoken up on support of the theater, as have many of the past mayors of Los Altos. With such support there ought to be plenty of energy available to make a theater happen. This could be a good litmus test regarding the viability of a potential theater. For example, if no property owner is willing to contribute the space or land, it begs the question as to why the city would risk taxpayer money (land is money).

Perhaps a few property owners could work together to make this happen. Certainly, spending less by using an existing building would save money and that saved money could be utilized in the transformation process.

Plenty of thriving businesses have managed to transform existing spaces into

marvelous new use spaces. The new Marketplace on State Street is a terrific example of just such a feat. It is a gorgeous remodel. By not tearing up a parking lot and not tearing down perfectly fine buildings, we preserve our very scarce natural resources. It is a winning proposition.

Finally, all of the theaters used as examples in the presentation, are *owned and operated* by the city, or college where they are located. They are used for many events beyond plays. They also do not make money as small theaters. For example, according to the City of Mountain View's website, in the city budget section, the theater there brought in a million less than they spent. Additionally, many small theaters are closing, and have been for the last 5 plus years. Making it in the theater business is a tough road and one that most are failing on.

By all means, allow the theater to continue using the tax payer supported Bus Barn space or encourage them to go out on their own to create the theater they desire.

Thank you for your time,

Teresa Morris

From: [Alpana Hayhoe](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM #10 - November 30, 2021.
Date: Monday, November 29, 2021 5:32:08 PM

Dear members of the City council,

My email comes in support of the new Theatre location proposed by the Los Altos Stage Company, and a plea that the City council considers financially helping with the Feasibility study.

Local public theatre creates a sense of civic pride along with its immense benefits: raising awareness on delicate subjects, tackling social issues, creating a sense of cultural diversity, and togetherness.

I hope you agree with me that an investment in performing art is an investment in our high street. It brings vibrance and custom to our high street.

I urge you to fully support the Los Altos Stage company proposals - it's a creative legacy, from which our youth and community directly benefit.

Sincerely,
Alpana Hayhoe

Resident of Los Altos
Board member Los Altos Stage Company



DISCUSSION ITEM

Agenda Item # 11

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: American Rescue Plan Act Expenditures

Prepared by: Jon Maginot, Deputy City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s): None

Initiated by:
City Council

Previous Council Consideration:
September 21, 2021

Fiscal Impact:

The City of Los Altos received a funding allocation of \$7,197,928 in American Rescue Plan Act dollars. The first payment equal to one half of the City of Los Altos' allocation in the amount of \$3,598,964 was received by the City in mid-July 2021 and a second payment of \$3,598,964 will be received in July 2022. Upon receipt of the first payment, these funds were placed in the City's General Fund as lost revenue replacement. A preliminary calculation using the Department of Treasury formula showed that the City lost approximately \$5.7 million in revenue during 2020 and will have lost approximately \$6.1 million of additional revenue during 2021.

Environmental Review:
Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to identify projects or programs which can be funded using American Rescue Plan Act dollars?

Summary:

- The City will receive approximately \$7.2 million dollars in two payments as part of the American Rescue Plan Act (ARPA)
- The expected revenue loss to the City in 2020 and 2021 is estimated at \$11.8 million dollars
- On September 21, 2021, the City Council accepted the deposit of ARPA dollars into the City's General Fund
- A portion of ARPA dollars have already been identified as needed to "balance" the City's budget and another portion has been identified by Council to be used for specific uses

City Manager

GE

Reviewed

City Attorney

JH

Finance Director

JE



Subject: American Rescue Plan Act Expenditures

Staff Recommendation:

Discuss potential uses of the American Rescue Plan Act dollars and provide direction to staff as necessary



Subject: American Rescue Plan Act Expenditures

Purpose

For the Council to discuss potential uses of American Rescue Plan Act dollars and to provide direction to staff as necessary

Background

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by President Biden. ARPA includes funds for each city in the Country, including Los Altos. The City has received a funding allocation of \$7,197,928. The first payment equal to one half of the City of Los Altos' allocation in the amount of \$3,598,964 was received by the City in mid-July 2021 and it is anticipated that the City will receive the second payment in mid-July 2022.

On September 21, 2021, the City Council received a presentation on the receipt of ARPA funds and accepted the deposit of the entirety of ARPA dollars into the City's General Fund as lost revenue replacement. At that meeting, Council requested a future agenda item to discuss how to use ARPA funds.

Discussion/Analysis

As previously reported, there are a number of eligible uses for ARPA funds. As the City previously indicated, since the City has identified ARPA funds as lost revenue replacement, the funds received from ARPA can be used to cover most General Fund expenditures.

In response to the COVID-19 pandemic, the City made a number of expenditures for hand sanitizer, masks, air purifiers, additional cleaning and other needed supplies. ARPA funds can be used for these expenditures. This amounted to \$151,730.

The FY 2021/22 – 2022/23 Budget identified the need to use a portion of ARPA funds to make up for lost revenue and “balance” the budget. In addition, as part of the budget process, Council directed staff to include additional funds for several local non-profits. These funds are in addition to General Fund dollars normally contributed to these organizations:

- WOMENSV: \$20,000
- History Museum: \$10,000
- CSA: \$35,000

Staff also recommends the City use \$60,000 of ARPA funds for contributions to the Chamber of Commerce for the promotion of Los Altos businesses. The City provided \$60,000 in funding for the Chamber to support and market local businesses in 2019 and 2020. The Chamber had anticipated receiving these funds in 2021, however, they were not included in the adopted budget.



Subject: American Rescue Plan Act Expenditures

Staff further recommends the City use \$350,000 of ARPA funds to implement a new Financial Enterprise system. In 2019, the City began implementation of a new Financial Enterprise system from Central Square. After two plus years, and despite staff's best efforts, it is apparent that the system the City purchased does not meet the needs of the City and a new system is needed.

A breakdown of ARPA funds for FY 2021/22 is below.

ARPA Funds Received	\$3,598,964
Amount used to balance the budget	\$2,680,735
COVID-19 Response	\$151,730
ARPA Funds expended	\$65,000
Chamber of Commerce contribution	\$60,000
New Financial Enterprise system	\$350,000
Remaining Funds	\$291,499

As indicated, the City has approximately \$291,500 of ARPA funds that were not included in the current fiscal year budget or being recommended for specific uses. As these funds have been transferred to the General Fund as lost revenue replacement, they can be used for almost any purpose.

As the City approaches the FY 2021/22 mid-year financial revenue (to occur during the first quarter of 2022), Staff will be able to provide more accurate revenue and expenditure projections. There is a distinct possibility that additional ARPA funds will be needed to ensure that the budget remains balanced. There are several funds which staff has identified as being unbudgeted for coming fiscal years, including:

	Amount Unbudgeted
Dental Fund	\$95,000
Storm Drain Fund	\$24,00
Liability Insurance Fund	\$600,000
Equipment Replacement Fund	\$375,000
Total	\$1,094,000

Staff is not recommending ARPA dollars be transferred to these funds at this time. Rather, this information is provided to highlight the potential for future budgetary needs.

As discussed during the FY 2021/22 budget process, there are a number of projects and programs facing the City for which ARPA funds could be used. Potential uses that could address City priorities include:



Subject: American Rescue Plan Act Expenditures

- Infrastructure improvements – The City has a goal to improve the overall Pavement Condition Index (PCI) of the City and is currently supplementing improvements to City streets using General Fund dollars. A portion of the ARPA funds could be used to free up some of these dollars for other uses. The FY 2021/22 CIP includes \$1.4 million in General Fund dollars for street resurfacing.
- Local business support – At the start of the COVID-19 pandemic, the City provided General Fund dollars as small business grants to local businesses. The City could use a portion of the ARPA funds to do a second grant program. In addition, ARPA funds could be used for improvements to business districts or to implement the Downtown Parklet Program. The City contributed \$250,000 towards small business grants at the beginning of the COVID-19 pandemic.
- Local non-profit assistance – As noted above, throughout the COVID-19 pandemic, the City has provided funding to local non-profits. Additional ARPA funds could be used to provide additional funding to organizations which serve the community such as CSA or CHAC.
- Other capital projects – There are a number of projects in the City’s Capital Improvement Program (CIP) that are priorities for the City to complete and could be funded using ARPA dollars. Generally allowable uses of ARPA funds include investments in water and sewer infrastructure.

Should Council wish to identify specific projects or programs for a portion of the remaining ARPA funds, staff will include these projects and programs in the report on the use of ARPA funds. Should Council not identify additional projects or programs, staff will identify eligible uses for the funds in the report.

Ineligible uses of ARPA

The ARPA prohibits recipients from using the funds for deposit into a pension fund. Other ineligible uses include contributions to rainy day funds, payments on outstanding debt, and fees or issuance costs of new debt.

Recommendation

The staff recommends Council discuss potential uses of American Rescue Plan Act dollars. Should Council identify projects or programs for which American Rescue Plan Act dollars can be used, Council should provide direction to staff to implement those projects and programs.



PUBLIC CORRESPONDENCE

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

American Rescue Plan Act Expenditures Item #11 Nov 30 Council Meeting

Dear Council Members

I wish there was a pot of gold at the end of the rainbow.

All funds that are not restricted go into the General Fund. There is no magic pot of money. It is premature to discuss where to spend the money before you receive a report from staff letting you know where we stand financially. We know that our expenditures far exceed our revenues. You have over 60 CIP projects that have already been identified. Before you spend any American Rescue Plan funds, please look at the CIP and decide for example, if you want to pave the roads, fix the sidewalks, address the Grant Park facility electrical and kitchen projects, purchase police cars or any of the fifty some odd projects that need your attention. You might want to add to staff or police services as you have six positions frozen and low morale. You have an obligation to the residents of Los Altos to use common sense, knowing there are tradeoffs. You need to take care of City Business first. I know I don't need to remind you of your fiduciary responsibilities. I am confident that you will be looking at what the city needs, not what would be icing on the cake or pet projects.

Good Government is paramount.



DISCUSSION ITEM

Agenda Item # 12

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Formation of a City Council New Police Facility Subcommittee

Prepared by: Andrea Chelemengos, City Clerk

Reviewed by: Jon Maginot, Deputy City Manager

Approved by: Gabe Engeland, City Manager

Attachment(s):

None

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

This request for appointment of a City Council Police Facility Subcommittee and direction of the City Council to the Subcommittee is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3) (Common Sense Exemption) and 15306 (Information Gathering) in that the proposed activity is intended solely for purposes of information gathering. At this time the City is not adopting, approving, or funding any activity with the potential to result in significant environmental effects, and none of the circumstances described in CEQA Guidelines Section 15300.2 applies.

Policy Question(s) for Council Consideration:

Does the Council want to form a subcommittee to explore options to build a new police facility?

- Which members of the Los Altos City Council shall be appointed to serve on this subcommittee?
- What shall be the role or scope of the City Council Police Facility Subcommittee?

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JM



Subject: Formation of a City Council Police Facility Subcommittee

Summary:

This item has been agendaized to allow the City Council an opportunity to discuss the formation a City Council Police Facility Subcommittee to be composed of no more than two of its members and provide direction on the role or scope of the subcommittee.

Staff Recommendation:

Discuss and appoint no more than two City Councilmembers to serve on this subcommittee and provide direction on the role and scope of the subcommittee.

Purpose:

1. Explore (physically) what the community needs in new police facility.
2. Seek rough ranges of anticipated costs, to the extent possible.
3. Identify options to fund the construction of a new police facility; and
4. Report back to Council (a) for consideration of the subcommittee's report; and (b) for the Council to establish its policy and to give direction to staff.

And any other tasks as determined by Council.

Background:

At its October 26, 2021, meeting, Council Member Weinberg, with support from Council Member Meadows, requested placement of a discussion item on a future agenda relative to the formation of a Council subcommittee to work with staff to accomplish its goals and information on the following:

- At a minimum, what does Los Altos need from its police facility?
- Identify features and amenities of a new police facility:
 - What are the minimum requirements needed for an adequate police facility?
 - What features and amenities are preferred but not strictly needed?
 - What additional features and amenities in a police facility would benefit the City?
- Find examples of new or recent police facilities other communities have built.
 - What designs worked well?
 - What designs should be avoided?
 - What challenges did those communities face? How did they overcome them?



Subject: Formation of a City Council Police Facility Subcommittee

- How did they fund the cost of construction?
- Where should the new police facility be located?
 - Pros and cons of each potential location
- How much will it cost to build a new police facility?
- How can the City of Los Altos fund the construction of a new police facility?
 - Bond?
 - Loan?
 - Other financing options?
- If the new police Facility will replace the existing facility, how will public safety operate during construction?

Discussion/Analysis:

The City Council is being asked whether to form a City Council Police Facility Subcommittee, and if so, appoint a City Council Subcommittee having no more than two members and provide direction to the Subcommittee on its role and scope.

Recommendation:

Decide whether or not to form a City Council Police Facility Subcommittee, and if so, make a finding that the formation of the committee is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15061(b)(3) and 15306; appoint no more than two Council Members and provide direction to the Subcommittee on its role and scope.



DISCUSSION ITEM

Agenda Item # 13

AGENDA REPORT SUMMARY

Meeting Date: November 30, 2021

Subject: Quarterly Review of Tentative Council Calendar

Prepared by: Andrea Chelemengos, City Clerk

Reviewed by: Jon Maginot, Deputy City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Tentative Council Calendar dated November 22, 2021

Initiated by:

City Council Norms and Procedures

Previous Council Consideration:

April 27, 2021

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to make any changes to the Tentative Council Calendar?

Summary:

Section 10.8 of the Los Altos City Council Norms and Procedures requires the Tentative Council Calendar to be brought to the City Council each quarter, as a Discussion Item for Council's review, discussion, and possible action. At this time, Councilmembers may request new items be added with the required support from other Councilmembers depending on whether a staff report is required. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.

Since the Tentative Council Calendar is listed as an informational item on every agenda and each agenda has a section which Council members per the criteria describe above can add agenda items, the Tentative Council Calendar is ever changing.

Staff Recommendation:

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



Subject: Quarterly Review of Tentative Council Calendar

Review, discuss and provide direction to staff relative to the Council Tentative Calendar.



City of Los Altos Tentative Council Agenda Calendar
 November 22, 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.
DECEMBER 7, 2021	COUNCIL REORGANIZATION		
December 14, 2021	STUDY SESSION joint with PC Housing Element 1.5 hours		
	Amendment to the City’s Purchasing Policy		
	Budget CIP review		
	Housing Mandate Compliance Strategy		
	Extension of the Emergency Declaration		
	CAFR and Year End		
	Council Retreat Planning for 2022		
	2022 City Council Meeting Calendar – Receive Board and Commission calendars		CM
El Camino Bike Lanes: 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)			



City of Los Altos Tentative Council Agenda Calendar
November 22, 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.
	CALPERS Unfunded Accrued Liability Paydown: Adopt Resolution No. 2021-XX approving the transfer of \$5 million to CALPERS to pay down the City's unfunded accrued liability. (J. Furtado)		
	OPEB Funding		

2022

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		
	Construction Contract Award: Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055 (1)	CC	
January 25, 2022	REGULAR COUNCIL MEETING		
February 8, 2022	REGULAR COUNCIL MEETING		
February 22, 2022	REGULAR COUNCIL MEETING		
March 1, 2022	SPECIAL MEETING -- COMMISSION INTERVIEWS		



City of Los Altos Tentative Council Agenda Calendar
November 22, 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.
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		
	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 5/11/2022 & 5/18/2022	
June 28, 2022	REGULAR COUNCIL MEETING		
July 12, 2022	REGULAR COUNCIL MEETING		
August 23, 2022	REGULAR COUNCIL MEETING		



City of Los Altos Tentative Council Agenda Calendar
November 22, 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.
August 30, 2022	Commission Interviews		
September 13, 2022	REGULAR COUNCIL MEETING		
September 27, 2022* (Jewish Holiday)	REGULAR COUNCIL MEETING		
	Year End tentative report – September (if needed)		
October 11, 2022	REGULAR COUNCIL MEETING		
October 25, 2022	REGULAR COUNCIL MEETING		
November 1, 2021	Joint w/Commissions		
November 8, 2022 * Election Day	REGULAR COUNCIL MEETING		
	1st Quarter report FY 2021/2022		
November 22, 2022	REGULAR COUNCIL MEETING		
December 13, 2022	REGULAR COUNCIL MEETING - Reorg		
	CAFR and Year End – 1st meeting December		
December 20, 2022	Special meeting instead of 12/27????		
December 27, 2021	REGULAR COUNCIL MEETING????		

Future Agenda Topics To Be Scheduled....

Discussion on subcommittee for new police station		
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City of Los Altos Tentative Council Agenda Calendar
November 22, 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.
	Other Dog Park Options- Mtn View Collaborative – Ltr to Mayor of MV		
	Discuss ARPA Funds allocation		
	STUDY SESSION for Community Center Operational Implementation Plan		
	Study Session - Community Center post construction review (Tent.)		
	STUDY SESSION - Maintenance of Tree Canopy		
	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.
	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)		



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	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		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



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Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
Schedule Joint Los Altos/Los Altos Hills Council meeting (6-9 months: August – October)			
San Francisco PUC permit			ES