

DATE: 5/28/2024

TO: COUNCILMEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL Q&A FOR MAY 28, 2024 CITY COUNCIL REGULAR MEETING

Study Session:

- Please provide the CIP, Major Maintenance Programs, and Council Priorities report prior to the meeting.
Answer: Staff reviewed the proposed FY24/25 Operating and Capital Improvement and Major Maintenance Program (CIMMP) Budget with the Financial Commission on May 20th. Here is the link to the staff report(s) and attachments for that meeting:
<https://mccmeetings.blob.core.usgovcloudapi.net/losaltosca-pubu/MEET-Packet-b8b5103c997f4199905c5e417238360b.pdf>
- Please provide a copy of the presentation
Answer: Please see the attached presentation.

Agenda Item 1 (Minutes):

- Please see the accompanying pdf
Answer: Updated. Suggestion was to move Item 6 vote to directly after Consent Calendar.

Agenda Item 2 (Support for Childcare for All):

- The title of the Resolution, as well as the text in the first *Now Therefore be it Resolved* states, "Los Altos supports **all** efforts to provide universal child care to **all** children and families in the County of Santa Clara and the State of California". I advocate striking out both uses of the word "all" in the title and the body of the resolution.
Answer: The resolution wording was supplied by Working Partnerships USA and the Council has authority to amend the language contained in the resolution to best fit the City of Los Altos
- Who will be assigned to undertake the responsibility of seeking grants?
Answer: The resolution asks the City of Los Altos to support and promote public funding and policies around universal childcare for children and families in Santa Clara County and the State of California, staff will not be assigned responsibility to seek grants for these purposes.
- How much will this cost the City in staff time and other miscellaneous expenses?

Answer: Promotion of the activities or policies listed in the resolution will take minimal staff time.

- Which commission will be designated to work with staff on this effort?

Answer: The City Council may designate a Commission to work on these efforts if it chooses.

- Could we expand this to include universal care for senior program as well?

Answer: The City Council could expand the resolution to include universal care for senior programs if it chooses.

Agenda Item 3 (SB9):

- Can you clarify that the changes made by the majority of Council will accommodate for a possible total of six individual potential rental or living spaces/units.

Answer: Allow JADUs to not be counted towards the overall unit count, allowing for 4 units, plus 2 JADUs for a total of 6 units. Removal of FAR (Floor Area Ratio) limitations.

- How will the City tend to manage the garbage, yard waste, recycling receptacle pickups for the multiple units?

Answer: This is managed in partnership with Mission Trails.

- How will the City manage the circulation and parking of delivery and emergency vehicles with the increased receptacles on the street?

Answer: This is managed in partnership with Mission Trails and County Fire.

- With the potential increase units when would it be appropriate to conduct a residential neighborhood parking study?

Answer: When there is an existing parking deficiency.

Agenda Item 4 (Adoption of the Nexus Study):

- Have any changes been made to the document since we last reviewed it? If so, what are those changes?

Answer: Only minor wording changes were made. No modifications to calculation were made.

- The Nexus study claims states that the average size of a multi-family unit in Los Altos is 873 square feet. According to the study (p. 12, fn. 14), that number was calculated as follows:

The average square footage is based on the total sq. ft. of multi-family projects over the last five years, and the number of units. The overall average square footage per unit was 1,746. 50% of that was used, to reduce the extra sq. ft. associated with hallways, storage, elevators, lobby space, etc.

Why is this method used when we know the true average square footage of units in a multi-family project over the last five years? Accompanying this question is a spreadsheet with

actual square footage. Please explain why these figures are inferior to the method adopted in the nexus study.

Answer: This is based on the multi-family units that were developed rather than those coming down the pipeline or a combination of the two; additionally, the permit data that was looked at was beyond five year, the footnote should reflect over the last ten years instead of five years since Los Altos has not had significant redevelopment over the last five years a longer lookback was completed. In general, the average size is more based upon the size of the unit and not the common spaces and more in alignment with regional average multi-family units.

- In Attachment 3, The scenarios reference total difference. What number is there a difference from. Is this a difference from what we are collecting now and what we are collecting.

Answer: Total (DIF) = Total Development Impact Fee

- Please provide a chart with a breakdown with what we are collecting now and a column that would have an estimate of what we would collect if we change the fees as recommended.

Answer:

Parks and Recreation Impact Fee		
Category	PROPOSED	EXISTING
Single-Family	\$12.12/sqft.	\$77,500.00/per unit
Multi-Family	\$44.15/sqft.	\$48,800.00/per unit
Public Art Development Fee		
All Development	1% of Construction Cost	1% of Construction Cost
Public Safety Impact Fee		
Single-Family	\$0.09/sqft.	No Existing Fee
Multi-Family	\$0.34/sqft.	No Existing Fee
Commercial/Retail	\$1.22/sqft.	No Existing Fee
Office	\$1.62/sqft.	No Existing Fee
General Government Impact Fee		
Single-Family	\$0.13/sqft.	No Existing Fee
Multi-Family	\$0.48/sqft.	No Existing Fee
Commercial/Retail	\$2.14/sqft.	No Existing Fee
Office	\$2.86/sqft.	No Existing Fee
Transportation Impact Fee		
Single-Family	\$1.55/sqft.	\$6,774.20/per unit
Multi-Family	\$6.29/sqft.	\$4,159.00/per unit
Commercial/Retail	\$10.71/sqft.	\$12,408.73/per 1000 sqft
Office	\$9.45/sqft.	\$9,993.93/per 1000 sqft
Commercial Linkage Fee		
Commercial/Retail	\$35.10/sqft.	No Existing Fee
Office	\$12.25/sqft.	No Existing Fee
*Commercial Linkage Fee is set at 5% of the Full Cost allowed.		

- A member of the public asserts that we are continuing to use the incorrect (too low) average size of multifamily units, resulting in maximum impact fees that are too high. They contend that if we assume the average unit size is 873 sq ft when in reality it's higher, then most projects are going to be above average (>873 sq ft), and we'll charge that project too much in every impact fee that is based on a square footage valuation. Can you please clarify what

our actual average size multi-family unit is and how the fees are affected if we use an average that is too low, or too high, vs. the actual average? I think this might be a concern about the validity of the assumption in footnote 14, pg 12 of the report, which says, "The overall average square footage per unit was 1,746. 50% of that was used, to reduce the extra sq. ft. associated with hallways, storage, elevators, lobby space, etc."

Answer: Because the concept of sq ft is meant to be proportional the 873 is used more as a baseline. Anything above would be charged proportionately more the concept being it does have a greater impact on the infrastructure. The use of 873 was based on actual data as well as taking into account regional averages for these types of projects so as to not overly burden multi-family projects.

Agenda Item 5 (City Fund Donation Requests):

- LAMVCF makes grants of their own. Is there a restriction on our ability to make grants to an organization that itself makes grants?

Answer: There is no such restriction. The grants would only be allowed to be spent on outlined activities in their application.

- Regarding Arts Los Altos, how does this funding request fit in with potential funding that Arts Los Altos might get out of the Public Art in Lieu fee which Council is considering? Isn't this request duplicative if they also have a source of city funding through the Public Art in Lieu fee?

Answer: Staff believes the request from Arts Los Altos is the only request for funding the organization is seeking from the City of Los Altos. However, the only information available is what was included in the application for funding. The City Council is encouraged to ask clarifying questions from applicants during the meeting.

The City Council should consider the amount of funding and if it complies with the program requirements. Staff can determine the specific source of funding, if approved, based on total budget obligations.

- Compassion Week: I know we support Compassion Week already. Can you please summarize the value of the staff activities and staff support as well as the facility usage we provided to Compassion Week last year?

Answer: The City provides support to Compassion week in the following ways:

- 1. Use of City banner space without fee**
- 2. Use of rooms at the Community Center and Grant Park with waived fees (compliant with fee waiver program), and**
- 3. Employees are offered paid time off to participate in Compassion Week (pursue other volunteer opportunities during this time) individually and as teams of City employees.**

Due to Monday's holiday closure, staff is unable to calculate the dollar value of the support provided to Compassion Week by the deadline for question-and-answer responses to Council.

- LAMV Community Foundation:

- How much funding, if any, do the cities of LAH or MV give to the Community Foundation?

Answer: City staff has provided this question to the Community Foundation and they will have someone present at the meeting to provide an answer.

- The Community Foundation application wasn't signed, does that make it ineligible, or is it just incomplete?

Answer: The Community Foundation provided an additional signature page on Page 3 of Attachment 4 which means their application is eligible and complete.

- RLA

- In the RLA application, it seems that some of the items would perhaps be better in PD's budget so PD could do the administration and purchasing, and then RLA could implement, such as the "Emergency supplies container at Grant Park". I assume Council could give direction along these lines if we choose to?

Answer: City staff agrees with this approach. In place of funding through this program, the City Council could provide direction that they would like City staff to incorporate some of these items into the proposed operating budget that could be implemented in partnership with Resilient Los Altos rather than an external grant.

The City currently has line items for the following emergency preparedness initiatives and programs in the FY24-25 budget totaling \$55,500:

- \$2,000 for EOC supplies
- \$5,000 for AED maintenance of units at City facilities
- \$20,000 for RLA and City staff to host trainings
- \$20,000 for an emergency alert system
- \$3,000 for trauma and first aid kits for all Police vehicles
- \$5,500 for annual NIXLE subscription

This is in addition to the budgeted position for Emergency Operations Center Coordinator. Human Resources is currently preparing the recruitment for this position.

- The RLA asks adds up to \$73K but they are asking for \$50K, any explanation of the discrepancy and what are the priorities for the money?

Answer: City staff has provided this question to the Resilient Los Altos and they will have someone present at the meeting to provide an answer.

- When the Non-Profit and Civic Organization Contribution Policy was created, what was the criteria for approval of a grant?

Answer: The criteria are that applicants must be non-profits or civic organizations and provide a direct benefit to the Los Altos community. Additionally, current recipients may be given priority.

- Please provide a copy of the policy.

Answer: The policy is located on the City website here:

https://www.losaltosca.gov/sites/default/files/fileattachments/economic_developm

ent/page/84148/resolution_2022-xx_city_of_los_altos_non-profit_and_civic_organization_contributions_policy.pdf

- Where are the funds for the this program coming from?
Answer: Currently all funds are included and come from the General Fund.
- What would the funds potentially be utilized for if we do not allocate it to a Civic Organization Contribution Program?
Answer: These dollars would return to the General Fund.
- Is the purpose of this program to service the Los Altos Community?
Answer: The criteria are that applicants must be non-profits or civic organizations and provide a direct benefit to the Los Altos community. Additionally, current recipients may be given priority.
- People who contribute to non-profits receive a tax write off. What in comparison does the city receive?
Answer: The City provides this program as financial support to non-profits or civic organizations that provide a direct benefit to the Los Altos community. There is no tax benefit to these contributions.
- Shouldn't we table this agenda item till after we review our budget?
Answer: City staff present this item annually in preparation of the budget so that the final budget presented to City Council incorporates the proposed grants provided by the City of Los Altos.
- Please provide a copy of a complete application submitted by Reve Warfield. Because the two description paragraphs and the use of funds table have text missing.
Answer: The complete paragraphs and tables are on Page 4 and 5 of Attachment 4.
- How much expendable funds does the city have to support non-profits?
Answer: The City does not have a defined expendable fund for this purpose.
- Is their an allocated line item in the budget and how much money is allocated for next year?
Answer: City staff has incorporated all requests into the budget so that City staff is prepared should Council approve all requests.
- What is the total amount the city provides for Festival fee waivers, staff time, space rental waivers, and police security for the year.
Answer: Because staff received this on the morning of the Council meeting, staff cannot pull together this much information in time.
- Will this effect how much the city can offer when funds are being utilized by applicants of non-profits and Civic organizations?
Answer: These are all General Fund dollars, but they do not impact each other.

Agenda Item 6 (Move to District Elections):

- Resolution: The seventh “now therefore” has two calendars. Is staff’s expectation that the Council select one of the calendars?

Answer: There are two calendars listed in Item 7 of the Resolution. There are two columns within the calendars: Date and Event. The date is the proposed meeting date, the event is the topic for the meeting. The bottom calendar has a proposed change in Public Hearings, to include one more, equaling six hearings total. The bottom calendar proposes a third public hearing scheduled for July 2, 2024 (special meeting), where the top calendar does not include this hearing date and only contains the required five hearings in total.

- In the Background section, the last paragraph of that section on page 228 of the PDF, the paragraph is unclear and seems to have gotten messed up in editing. Can you please share the correct text.

Answer: The paragraph has been edited and will now read as:

The CVRA is violated when there is racially polarized voting and dissolution of minority voting power due in an at-large election system jurisdiction. If the City were to adopt a by-district method of election, the City would be immune from challenge. The City Council would have the option to retain an at-large mayor under a by-district method of election (with four Councilmembers elected by district under a district-based election system), or have five Councilmembers elected by district, with a rotating mayor.

The packet has been updated to reflect this change.

- The Resolution before us lays out a process for public input, public hearings, the drafting of maps and other matters. However it does not cover the question of 4 or 5 districts. So I have 2 questions:

- When and how will the City Council take public input on whether we should proceed with 5 districts with a rotating Mayor or 4 districts and a separately elected Mayor?

Answer: This type of discussion should take place during the first of the Public Hearings, so the Council may receive public input on the topic for consideration of public desires.

- When and how will the Council make such a final decision on whether to have 4 districts or 5 districts?

Answer: The final decision will occur during the process of holding the five Public Hearings (at a minimum, five). This will be decided by the time the final ordinance is adopted, at the end of the process.

- In the draft resolution, item 7 beginning on page 2 has two different schedules. Which one are we following? And Why?

Answer: This question was posed previously and the answer is in the QA; however, there are two calendars listed in Item 7 of the Resolution. There are two columns within the calendars: Date and Event. The date is the proposed meeting date, the event is the topic for the meeting. The bottom calendar has a proposed change in

Public Hearings, to include one more, equaling six hearings total. The bottom calendar proposes a third public hearing scheduled for July 2, 2024 (special meeting), where the top calendar does not include this hearing date and only contains the required five hearings in total.