



**SPECIAL CITY COUNCIL MEETING  
COUNCIL RETREAT  
SUNDAY, JANUARY 27, 2019 – 1:00 P.M.**

Community Meeting Chambers  
Los Altos City Hall  
1 North San Antonio Road, Los Altos, California

*Note:* Councilmember Bruins may participate via teleconference call from the Redwood Conference Room at Los Altos City Hall, 1 North San Antonio Road, Los Altos, California.

**ESTABLISH QUORUM**

**PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

According to State Law (also known as “the Brown Act”), public comments at Special Meetings of the City Council are limited to those items on the agenda.

**DISCUSSION ITEMS**

1. Commission Handbook and Los Altos Municipal Code Section 2.08 – Commissions Generally
2. Review Status of 2018 Council Priorities and preparation for discussion of 2019 Council Strategic Priorities discussion

*Note:* The Council may take a brief break at this time or at any point during the meeting.

3. City Council Operating Procedures and Decorum
4. Identify 2019 Council Strategic Priorities

**ADJOURNMENT**

*The City of Los Altos requests that members of the public not smoke immediately before entering the Council Chambers and that members of the public refrain from wearing clothes smelling of smoke.*

**SPECIAL NOTICES TO THE PUBLIC**

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: [ada@losaltosca.gov](mailto:ada@losaltosca.gov).

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

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.



# City of Los Altos

## Commission Handbook

# TABLE OF CONTENTS

INTRODUCTION .....	1
THE BASICS .....	1
Government in the City of Los Altos	
City Council	
Commissions/Committees	
Staff	
MEMBERSHIP ON CITY COMMISSIONS .....	2
Appointment	
Reappointment	
Resignation/Removal	
Attendance and Participation	
Statement of Economic Interest	
Ethics Training	
THE BROWN ACT .....	4
Violations	
Types of meetings	
Agendas	
Meeting Minutes	
Adding items to a future agenda	
CONFLICT OF INTEREST .....	6
COMMISSION ORGANIZATION .....	6
Chair and Vice Chair	
Ad hoc Committees	
MEETING PROCEDURES .....	7
Rules of Order	
Consideration of agenda items	
Public comment	
Teleconferencing	
DECORUM .....	7
TRAINING .....	8
CONCLUSION .....	8
CHEAT SHEET FOR CHAIRS .....	9

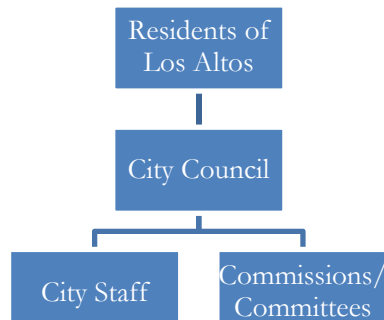
## INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

## THE BASICS

### Government in the City of Los Altos

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.



**Figure 1: City of Los Altos organization**

Commissions are integral to the City's commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by Council.

### City Council

The City Council is elected by registered voters of the City of Los Altos and serves as the 'Board of Directors' for the City. The

Council is the legislative body of the City. It sets policy and establishes the City's overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business and the City Attorney.

To facilitate the exchange of information between the Council and its Commissions, one Councilmember will be assigned as a liaison to each Commission. These liaisons may attend meetings, but will not participate as a member of the Commission. While Council liaisons may offer general guidance, liaisons do not speak for the Council on matters not previously considered by the Council as a whole.

### Commissions/Committees

Residents are appointed by Council to serve on Commissions to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff's recommendations on an issue may differ from that of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners should support actions taken by a majority of the Commission. Individuals should consult with their staff liaison regarding matters in which they may be construed as representing the City.

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council

action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

### **Staff**

The City Manager serves as the 'Chief Executive Officer' for the City implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training and experience, are competent to provide such assistance.

Commissions work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

### **Role of Staff Liaison**

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view of the Commission
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing its mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their assigned Commission or Commissions generally

**Figure 2: Role of Staff Liaison**

## **MEMBERSHIP ON CITY COMMISSIONS**

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, he/she shall become ineligible to continue as a member of that body.

Members are appointed by and serve at the pleasure of the City Council. With the exception of Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four-year terms, plus any portion of an unexpired term for which they have been appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

Ad hoc Committee members are appointed for the length of time the Committee is active or as established by the Council. These Committees are disbanded when the task has been completed or when deemed necessary by the City Council. Council members and Commissioners may serve on ad hoc Committees.

Two members of an immediate family, or persons residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointment to any Commission or Committee.

### **Appointment**

The City Council accepts applications for Commission positions year-round. Two times per year, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). With the exception of the Youth Commission, interviews are scheduled before the entire City Council at a special meeting. Between the two formal recruitments, the City may conduct recruitments for vacant positions as they arise. Interviews for these positions may be held either immediately before or during a regular Council meeting. Appointments are made by written ballot during a regular City Council meeting.

Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

### **Reappointment**

Upon completion of the first four-year term, or an unexpired term, Commissioners must notify the City Clerk, in writing, indicating interest in continuing on the Commission for another four-year term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as appointments to the Commission.

### **Resignation/Removal**

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review.

#### **Commission Member Responsibilities**

- Attend at least 75% of regular meetings annually
- Prepare for and participate in all Commission meetings
- File Form 700 on time, if required
- Complete two hours of Ethics Training every two years
- Attend Annual Commission Training

#### **Attendance and Participation**

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

**Figure 3: Commission Member Responsibilities**

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in formulating recommendations to the Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the

Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission.

### Statement of Economic Interest

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning and Transportation Commission must file Form 700s. In addition, the City identifies those positions which are subject to the City’s Biennial Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review.

Type of Filing	Occurrence
Assuming Office	Within 30 days of assuming office
Annual	Each year on or before April 1
Leaving Office	Within 30 days of leaving office

**Table 1: Deadlines for filing Form 700**

### Ethics Training

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within their first year of service. Ethics training courses must have been reviewed and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a Commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

### THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain subcommittees or ad hoc committees may be subject to the provisions of the Brown Act. Commissioners should



**Figure 4: Ralph M. Brown**

consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

#### Daisy Chain

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members has discussed an item within the Commission's subject matter jurisdiction.

#### Hub and Spoke

A hub and spoke meeting is when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a Commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails intended for the Commission should be sent through the staff liaison. Commissioners should take care to not reply all on emails.

#### **Violations**

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney's fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or "cures" may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

#### **Types of meetings**

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type are special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members the opportunity to discuss and better understand a particular item. Generally, no action is taken at study sessions.

#### **Agendas**

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that



members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City's website as set forth in the Brown Act and the City's Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City's website.

### **Meeting Minutes**

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as "action minutes" and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting.

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff liaison is responsible for posting the materials received within 48 hours of the meeting to the City's website.

### **Adding items to a future agenda**

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the "Potential Future Agenda Items" portion of the meeting or by emailing a request to the staff liaison. Requests must be for items that are under the purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission's work plan.

## **CONFLICT OF INTEREST**

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on a financial interest.

It is ultimately the responsibility of the Commission member to identify whether they have a conflict of interest or not. The City Attorney should be consulted as early as possible on any matters which may be a conflict of interest.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: 1) publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; 2) recuse himself or herself from discussing and voting on the matter; and 3) leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member may speak on the issue during the time that the general public speaks on the issue.

## COMMISSION ORGANIZATION

Each Commission consists of between five and eleven members. Each member has an equal voice and vote on the Commission.

### Chair and Vice Chair

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair rotate annually. Election of Chair and Vice Chair occurs at the first meeting in April or October, depending on when members are appointed to the Commission. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

### Subcommittees

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no more than one year. These subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions may not create standing committees.

## MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to treat their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

### Rules of Order

*Rosenberg's Rules of Order*, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the *Rules of Order* can be obtained from the City Clerk's Office.

### Consideration of agenda items

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Official action requires a majority vote of the entire Commission/Committee, not just those present.

### Public Comment

Persons present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on each item. If

### Consideration of an agenda item

1. Presentation by Staff, Commissioner or subcommittee
2. Commissioners ask clarifying questions
3. Members of the public are given an opportunity to speak on the item
4. Commissioners discuss the item
5. If needed, a motion is made upon which the Commission votes on the matter

**Figure 5: Procedures for considering agenda items**

there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker's time to two minutes.

The Chair has the right to ask a member of the public to step down from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. The Commission may not discuss nor take action on any item raised during the Public Comments on Items not on the Agenda portion of the meeting.

### **Teleconferencing**

Commission members shall not participate in meetings by teleconference.

### **DECORUM**

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for removal from the meeting.

### **TRAINING**

Commissioners are expected to stay current on issues related to their service as a public official. Members are provided brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual trainings are organized by the City Clerk and conducted by City staff to review roles and responsibilities and to provide information on any changes in laws or policies that may be relevant to conducting the work of the Commissions. Attendance at this training is required for all Commission members and staff liaisons. Individuals who are unable to attend the training session will be required to complete watch the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Travel and Expense Policy. Requests for use of City funds must be approved in accordance with City Policy.

### **CONCLUSION**

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help address any issue which may arise.

# Cheat sheet for Chair (and Vice Chair)

## (and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or a subcommittee, or to take no further action.

### **Applications**

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

### **Announcing votes**

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

### **Recess**

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.

## Los Altos Municipal Code Chapter 2.08 - CITY COMMISSIONS GENERALLY

### Sections:

#### 2.08.010 - Creation of commissions.

There are hereby established the following commissions in the city, with the following regular voting members:

- A. Environmental commission: Seven members;
- B. Financial commission: Seven members;
- C. Historical commission: Seven members;
- D. Library commission: Seven members;
- E. Parks and recreation commission: Seven members;
- F. Planning and transportation commission: Seven members;
- G. Design review commission: Five members;
- H. Youth commission: Eleven (11) members; from school grades seven through twelve (12);
- I. Senior Commission: Seven members, age fifty-five (55) or older. Exceptions may be made for individuals with special skills which may benefit seniors;
- J. Public arts commission: Seven members; and
- K. Bicycle and pedestrian advisory commission: Seven members.

(Ord. 08-326 § 1)

(Ord. No. 2011-369, § 1, 8-23-2011; Ord. No. 2011-374, §§ 1, 2, 11-22-2011; Ord. No. 2012-379, §§ 1, 2, 5-22-2012; Ord. No. 2013-391, § 1, 3-26-2013; Ord. No. [2016-420](#), § 1, 6-28-2016)

#### 2.08.020 - Membership.

- A. All voting members shall be appointed by the council, with the following exceptions:
  - 1. Five members of the library commission shall be appointed by the council and two members of the library commission shall be appointed by the Town of Los Altos Hills city council; and
  - 2. Five members of the senior commission shall be appointed by the council and two members of the senior commission shall be appointed by the Town of Los Altos Hills City Council.
- B. All voting commissioners shall be residents of the city, except that:
  - 1. Three voting members of the library commission need not be residents;
  - 2. Two voting members of the historical commission need not be residents provided the criteria of Section 2.12.010 are met; and
  - 3. Two voting members of the senior commission need not be residents.

(Prior code § 2-5.02)

(Ord. No. 2011-369, § 2, 8-23-2011; Ord. No. 2013-391, §§ 2, 3, 3-26-2013)

#### 2.08.030 - Terms, appointments, and vacancies.

- A. Commissioners, with the exception of senior and youth commissioners, shall serve for a term of four years and may be reappointed to one additional four-year term. Terms shall be staggered and expire on the last day of March or September. A commissioner shall be appointed by a majority vote of the Council and may be removed prior to the expiration of his or her term by a majority vote of the Council, and such removal may be with or without cause.
- B. Senior commissioners shall serve two-year terms with incumbents eligible to serve a total of four, two-year terms, in addition to an unexpired term. Terms shall be staggered and expire on the last day of March.
- C. Youth commissioners shall be appointed from school grades seven through twelve (12) and shall serve two-year terms with incumbents eligible to reapply for appointment for terms through and including their senior year. Terms shall be staggered and expire on June 30th.
- D. A commissioner appointed to fill an unexpired term may be eligible for reappointment to an additional two terms.
- E. The two term limit shall apply to consecutive terms only. After a lapse of two years, a former commissioner may reapply for an appointment to any commission desired as a new applicant. The two-year lapse between appointments shall apply only to service on one commission. Upon leaving one commission, an individual may apply for an appointment to any other commission at any time.
- F. Appointments to each commission shall be made as terms expire or when unanticipated vacancies occur.
- G. Vacancies on any commission shall be filled by a majority vote of the council, except that the Town of Los Altos Hills City Council may fill two vacancies on the library commission and two vacancies on the senior commission. An individual appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed shall serve for such unexpired term.

(Prior code § 2-5.03)

(Ord. No. 2011-369, § 3, 8-23-2011; Ord. No. 2013-391, § 4, 3-26-2013; Ord. No. [2016-420](#), § 2, 6-28-2016)

#### 2.08.040 - Compensation.

Commissioners shall serve without compensation. The council may approve payment to commissioners of expenses incurred by them in their official capacity.

(Prior code § 2-5.04)

#### 2.08.050 - Organization.

Annually, each commission shall elect one of its members as chair and one as vice-chair, each to serve a one-year term. Each commission shall provide the time, place, and manner for holding regular and special meetings. A majority of the authorized membership of a commission shall constitute a quorum of that commission. All meetings of the commission as a whole, or any standing subcommittees, shall be open to the public and noticed in accordance with the California "Ralph M. Brown Act."

(Prior code § 2-5.05)

(Ord. No. 2011-369, § 4, 8-23-2011)

2.08.060 - Powers and duties of the planning commission.

The planning commission shall have those powers and duties given it by the State Planning Act (Title 7 of Chapter 3 of the Government Code of the state, commencing with Section 65100), as amended from time to time, and such other powers as granted it by the other provisions of this Municipal Code, or as may be entrusted to it by the council from time to time, and shall submit an annual report to the council.

(Prior code § 2-5.06)

(Ord. No. 2012-379, § 3, 5-22-2012; Ord. No. [2017-434](#), § 1, 9-26-2017)

2.08.070 - Powers and duties of the library commission.

The library commission shall act in an advisory capacity to the council in all matters pertaining to the city library, shall cooperate with other governmental agencies and civic groups in the promotion of adequate and efficient library service to the citizens of the community, shall make budget recommendations to the council with regard to the library, and shall submit an annual report to the council.

(Prior code § 2-5.07)

2.08.080 - Powers and duties of the parks and recreation commission.

The parks and recreation commission shall act in an advisory capacity to the council in all matters pertaining to parks and public recreation and shall cooperate with all other governmental agencies and civic groups in the advancement of sound parks and recreational planning and programming, shall make budget recommendations to the council with regard to parks and recreation, and shall submit an annual report to the council.

(Ord. 00-388 § 2: prior code § 2-5.08)

(Ord. No. 2011-374, § 3, 11-22-2011)

2.08.090 - Powers and duties of the historical commission.

The historical commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.

(Prior code § 2-5.09)

2.08.100 - Powers and duties of the youth commission.

The youth commission shall act in an advisory capacity to the city council on matters relating to youth interests, youth concerns, and the need for outreach services. The city council's youth commission interview committee shall interview commission applicants and recommend appointments.

(Prior code § 2-5.10)

(Ord. No. [2016-420](#), § 3, 6-28-2016)

2.08.110 - Powers and duties of the design review commission.

The design review commission shall have those powers and duties granted it by other provisions of this Municipal Code, or as may be entrusted to it by the council from time to time, and shall submit an annual report to the council.

(Ord. 03-255 § 2)

(Ord. No. 2012-379, § 4, 5-22-2012)

2.08.120 - Powers and duties of the environmental commission.

The commission shall have those powers and duties entrusted to it by the council from time to time, and shall submit an annual report to the council. The environmental commission studies and makes recommendations to council on issues that affect the natural and built environment in the city and the region. Additional duties include special projects as directed by the council.

(Ord. 08-326 § 2)

2.08.130 - Powers and duties of the financial commission.

The commission shall have those powers and duties entrusted to it by the council including:

- A. Annual review of the investment policy;
- B. Annual review of independent financial audit;
- C. Review of auditor selection process;
- D. Review of financial projections and assumptions. This especially relates to review of revenue projections provided in the annual mid-year report which are used biennially as the basis for the service and financial plan;



- E. Special projects as directed by the council, city manager or finance director; and
- F. Submission of an annual report to the council.

The financial commission provides resident input to the council and staff regarding financial policy issues, and promotes resident participation and understanding regarding the financial condition of the city.

(Ord. 08-326 § 3)

2.08.140 - Powers and duties of the senior commission.

The joint Los Altos/Los Altos Hills senior commission shall act in an advisory capacity to the council in all matters relating to senior interests and concerns, shall make recommendations aimed at improving the life of seniors, and shall submit an annual report to the council.

(Ord. No. 2011-369, § 5, 8-23-2011; Ord. No. [2016-420](#), § 4, 6-28-2016)

2.08.150 - Powers and duties of the public arts commission.

- A. The public arts commission shall act in an advisory capacity to the council in all matters pertaining to public arts programs sponsored by the city. It shall take an active role in bringing about public awareness of the visual arts as well as in the definition, execution and promotion of those programs which include, but are not limited to, exhibition of sculpture, paintings, photography, video and other visual arts. The commission shall submit an annual report to the council.
- B. The primary focus of the commission is the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with city staff on placement and maintenance of sculptures. The commission will also assist the city with ensuring that all conditions and agreements are being met. In addition, the commission will promote artists' works through media exposure of the sculpture program.

(Ord. No. 2011-374, § 4, 11-22-2011)

2.08.160 - Powers and duties of the complete streets commission.

- Help to create multi-modal transportation solutions and policies that enable safe, attractive, comfortable and independent access and travel for pedestrians, bicyclists, transit users, and motorists of all ages and abilities, including connectivity across jurisdictional boundaries.
- Shall advise the council on existing and proposed city policies related to traffic calming and traffic enforcement.
- Shall advise the council on projects and budget priorities for transportation-related capital improvements.
- Provide for community engagement and serve as a conduit for community input.

(Ord. No. 2012-379, § 5, 5-22-2012; Ord. No. [2017-434](#), § 1, 9-26-2017)

2.08.170 - Role of staff liaison.

The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally.

(Ord. No. [2016-420](#), § 5, 6-28-2016)

**Downtown Visioning** The City of Los Altos will develop a plan for downtown that balances vibrancy with a village character.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
Interviews	Complete	5/1/2017	100%	✓
Economic analysis	Complete	3/14/2017	100%	✓ Economic analysis developed and reviewed; community engagement plan approved at CC meeting 3/14/17
Potential Projects	Complete	5/1/2017	100%	✓ CC discussion on potential projects that may impact Downtown
<b>Community Engagement</b>				
Project website	Complete	5/1/2017	100%	✓
Stakeholder meetings	Complete	6/1/2017	100%	✓ Chambers of Commerce, LA Community Coalition, LA Village Association, LA Property Owners Downtown, Public Arts Commission
Community workshop mailers	Complete	6/1/2017	100%	✓
Kickoff event	Complete	4/18/2017	100%	✓ Downtown vision Kick-off event, 4/18/17
Pop-up workshops	Complete	6/1/2017	100%	✓ Junior Olympics workshop @ Mountain View High School 4/29/17; workshops held 5/1/17 and 5/17/17
PTA presentations	Complete	6/2/2017	100%	✓
Questionnaire	Complete	7/1/2017	100%	✓ Launched 6/12/17
Present scenarios to Council	Complete	8/22/2017	100%	✓ Presentation 8/22/17- feedback sourced from CC, modifications made; RRM drafted 4 new scenarios and prepared report for CC retreat 1/20/18
Community feedback on scenarios	Complete	4/31/18	100%	✓ Scenarios presented to public for comment and feedback in October, RRM provided calendar for future community outreach events week of 12/4/17; Q&A with RRM at Community Coalition 12/19 and with LAPOD; OpenCity Hall survey online from 11/30/17 to 12/17/17; RRM reviewed scenario data with council
2 community workshops	Complete	12/31/2017	100%	✓ Big outreach effort with presentation and workshop- 11/29/17, 6-8pm, recorded and put online; Open City Hall- digital commenter provided feedback on each scenario (summary and image of each scenario, public reviewed and provided comment); customized menu; Kiosk at libraries; city-wide mailer; popup workshop at end of Jan 2018 in South Los Altos
<b>Review allowed uses in Downtown</b>				
Review allowed uses in Downtown	In Progress	4/1/2019	80%	PC to review draft ordinance Winter 2019
Evaluate FAR	Complete	7/30/2018	100%	✓ Council Reviewed on 10/9/2018
Draft Downtown Vision Plan	Complete	8/31/2018	100%	✓ Downtown Vision Adopted by City Council
Downtown Vision Implementation Schedule	Complete	6/30/2018	100%	✓ Implementation schedule included in 5/22/18 draft
<b>Parking Committee Study</b>				
PTC/Staff review recommendations	Complete	9/1/2017	100%	✓
PC/Staff recommendations to Council	Complete	12/31/2018	100%	✓ Recommendations provided to CC 6/12/18 Study Session with PC; Updating draft ordinance with input provided at study session
Parking recommendations from PC to CC	Complete	5/30/2018	100%	✓ CC reviewed at 6/12/18 study session with PC. Recommendations will come back to CC after adoption of Vision Plan
New day parking permit system	In Progress	5/1/2019	80%	Economic Development in Coordination with Police Department has Extended Contract with Iparq to allow presentation and evaluation for parking system providers

## Land Use Regulations

The City of Los Altos will complete improvements to the City's land use regulations for Loyola Corners and El Camino Real. The City Council will proactively review opportunities to expand affordable housing.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES/NEXT STEPS
<b>Loyola Corners</b>	Complete	7/31/2018	100%	✓ Adopted July 2017
Economic and traffic reports	Complete	1/15/2017	100%	✓ Reports incorporated in the draft specific plan that will be reviewed at a City Council/PTC study session
Draft plan review	Complete	4/20/2017	100%	✓ Reviewed at 4/20/17 Joint City Council/PTC Study session
Circulation analysis incorporated into plan	Complete	8/1/2017	100%	✓
Environmental analysis	Complete	4/30/2017	100%	✓ Released for public review
Moratorium expires	Complete	7/23/2017	100%	✓
PTC hearings on draft specific plan	Complete	9/7/2017	100%	✓
City Council hearing to adopt specific plan	Complete	10/10/2017	100%	✓ 10/10/17 City Council meeting, Council adopted a Negative Declaration of Environmental Impact and adopted Resolution No. 2017-41 updating the Loyola Corners Neighborhood Commercial Center Specific Plan, with the following amendments: 1) prohibit buildings with flat roofs; 2) change the additional residential development allowed from 22,500 square feet to 20 additional dwelling units; 3) change the minimum dwelling unit size to 800 square feet and add a maximum unit size of 1,500 square feet; 4) add that A Street shall remain as a two-way street; and 5) require that redevelopment of 1555-1579 Miramonte Avenue will provide appropriate screening of the California Water Service Company corporation yard.
Staff implementation	In Progress	6/30/2019	90%	Enlisted architect to create design guidelines; staff to update specific plan with all amendments to date and updated design guidelines; staff to assess bulletin boards and other features and replace/clean-up; J. Biggs to provide Economic Development with updates to OP-sites-will train CD staff on the software or bring in trainer
<b>El Camino Real</b>				
<b>El Camino Real</b>	Complete	12/31/2017	100%	✓ Adopt new regulations for development along ECR
Council considers extension of moratorium	Complete	3/14/2017	100%	✓ Moratorium extended to 11/14/17
PTC review of Ordinance	Complete	5/31/2017	100%	✓
Council to consider CT zone ordinance	Complete	9/31/17	100%	✓ Council adopted CT Zone changes and density bonus ordinance 10/10/17
Study Session with CC and architect in Q1	Complete	4/30/2018	100%	✓ Architect provided visual representation and explanation of density bonus scenarios Jan 16, 2018
<b>Affordable Housing</b>				
<b>Affordable Housing</b>	Complete	12/31/2018	100%	✓ Demonstrated by number of housing projects currently under review and the percentage of affordable housing units they include
General Plan review	Complete	5/9/2017	100%	✓ CC will receive a report on the recently adopted housing element of the Los Altos General Plan
Opportunity exploration	Complete	12/31/2017	100%	✓ Explore opportunities and constraints at listed opportunity sites
Secondary dwelling units	Complete	9/1/2018	100%	✓ ADU regulations adopted
SDU study session	Complete	12/31/2017	100%	✓ Study session 6/27/17 to discuss setbacks, heights, etc. for accessory structures
Accessory structure setback ordinance	Complete	6/30/2018	100%	✓ Introduced and waived further reading at 6/26/18 CC meeting; Adopted at 7/10/18 CC meeting
Commercial Linkage fees	Complete	5/9/2017	100%	✓ CC reviewed results of regional nexus study on commercial linkage fees for housing 5/9/17
Commercial Linkage fees ordinance	Complete	5/31/2018	100%	✓ Ordinance adopted
Impact fees	Complete	5/31/2018	100%	✓ Ordinance adopted
Inclusionary housing ordinance	Complete	7/31/2018	100%	✓ Council adopted new inclusionary regulations
Density bonus law ordinance review	Complete	8/17/2017	100%	✓ PTC reviewed 8/17/17; CC reviewed 9/12/17
Affordable Housing administrator	Complete	7/31/2018	100%	✓ Agreement Finalized - Palo Alto Housing has Files
Council to consider density bonus law ordinance	Complete	9/12/2017	100%	✓ At 10/9/17 City Council meeting, Council adopted Ordinance No. 2017-435 adopting density bonus regulations.
Housing Bill training session with City Attorney	Complete	1/30/2018	100%	✓ CA trained CC on new state housing bills January 16, 2018
Special meeting on affordable housing	Complete	12/19/2017	100%	✓ Workshop to discuss affordable housing and direction given by CC at 10/24/17 CC meeting- this meeting will inform council retreat in January 2018; Consultant onboard to create images for built environment dependent on specific regulations

## Community Center

By 2020 Los Altos will have a new/refurbished community center at Hillview

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
STRATAap Community Center Feasibility Assessment	Complete	4/25/2017	100%	Presented to Council 4/25/17; \$25M approved; Task Force created
Project Task Force formed	Complete	5/23/2017	100%	11 members appointed 5/23/17
Architect hired	Complete	8/22/2017	100%	RFP submitted, 8 responses reviewed, 4 shortlisted and interviewed, selected Noll & Tam 7/15/17; CC authorize City Manager to sign professional services agreement on 8/22/17
Study session with TF and CC	Complete	9/26/2017	100%	City Council selected Site Option 4 and increased budget to approximately \$34.7M as recommended to provide for increased building quality, increased building functionality, upgrading to LEED Gold standards, improving pedestrian connectivity, increasing the building area, increasing outdoor program space, and refinishing the parking lot.
Staff and Noll & Tam to develop new interior space allocation	Complete	10/19/2017	100%	Manny Hernandez worked with Noll & Tam to develop a new interior space allocation in light of additional funding from 9/26/17 Study Session
Timeline/schedule detail	Complete	11/4/2017	100%	Noll & Tam provided detailed schedule from design phase to opening
Children's Corner	In Progress	5/31/2018	70%	City Council assessed available funding at 10-yr capital plan review (11/14/17); considered Children's Corner and its impact on community center design; CC will decide after budget allocation and potential design implications; Staff and Children's Corner negotiating ENA per CC direction on 4/10/18
Architectural/landscape preferences community survey	Complete	11/20/2017	100%	Staff, Noll & Tam, and TF developed community preferences survey; launched 10/23/17, closed 11/13/17
Task Force meetings	Complete	12/12/2017	100%	2017 Meeting dates: 6/15, 6/22, 6/29, 7/13, 7/25, 8/8, 8/26, 9/11, 9/26, 10/18, 11/7, 11/30, 12/12
Environmental Review, Phase I Environmental Assessment	Complete	9/25/2017	100%	Completed by EMC 9/25/17
Parking study	Complete	5/30/2018	100%	Hexagon completed Traffic Study
Prelim design development	Complete	12/31/2017	100%	Noll & Tam presented to City Council at Study Session on 12/12/17; continuous process progressed following 1/9/18 CC meeting
Schematic design development	Complete	5/31/2018	100%	CC received schematic design at 3/13/18 meeting, provided direction
Continued design development	Complete	7/31/2018	100%	N&T continued with design development based on schematic design input from CC; Design team held 1-on-1 meetings with CC; Updated CC 7/10/18- CC also reviewed amendment to N&T agreement. Council approved project design in September 2018.
Continued Community Outreach	In Progress	12/31/2018	90%	Staff held several community meetings in February and March 2018 with a variety of stakeholders; LEED charette held 3/13/18; Staff attended EC meeting 4/9/18; Community Open House held in advance of July 10, 2018 Council update. Staff continues to coordinate with stakeholders. Several individual private meetings have been held with community members and neighbors to address questions and concerns. The design team presented to the Art Commission on 1/9/19 for ideas and locations in which art could be placed. Staff is scheduled to attend the Library Commission Meeting on 2/14/19 to provide update.
Design development teams	Complete	11/30/2018	100%	TF members to work with staff and N&T during design phase; meetings held every other Thursday at 3:30pm during entire process- will have workplan from N&T; LEED Charette held 3/22/18
Complete Streets Review	Complete	6/30/2018	100%	6/27/2018
Planning Commission Review	Complete	8/30/2018	100%	8/2/2018
Construction Documents phase	In Progress	11/30/2018	90%	The Construction Document (CD) Phase, 3rd of 3 design document preparation phases, is 90% complete and the design continues to be refined. Stakeholders have been and continue to be consulted to specify detail requirements.
Fundraising options	In Progress	12/31/2020	20%	CC to explore fundraising options, subcommittee formed 7/11/17; potential \$1M donation to Teen space in new community center. N&T developed a donation list for items that can be donated. Exploring options for donations.
Final design	In Progress	11/30/2018	80%	Staff and the design team have consulted with the Building Department and Council approved the project through land use process (Complete Streets, Planning, CC)
Groundbreaking	In Progress	12/31/2018	20%	Staff has started planning the logistics for a groundbreaking event estimated for Summer 2019.
Construction	Not Started	--	--	Demolition anticipated to begin Summer 2019

## 10-Year Capital Facilities Plan

Over the next four years, the City Council commits to reinvesting in community infrastructure and facilities. To better inform these decisions, the City will create and maintain a 10-year plan that includes resources and expenses for the improvement and maintenance of city facilities and infrastructure that will improve pride in the community's assets.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
<b>Update 10-yr plan</b>	<b>Complete</b>	<b>12/31/2017</b>	<b>100%</b>	✓ Staff updated City Council 11/14/17; City Council worked with staff to develop a soft list of priorities and schedules moving forward; PFM presented comprehensive update and interactive model to CC January 9, 2018
STRATAap report on City Hall and PD bldgs	Complete	10/31/2017	100%	✓ Public Works provided update
Adopt FY18-22 CIP	Complete	6/27/2017	100%	✓ CC reviewed the 10-yr prioritized project plan based on available financial and staffing resources
5-Yr Facilities Maintenance/Improvement Plan	Complete	2/27/2018	100%	✓ Staff presented Plan at 2/27/18 CC meeting detailing staff recommendations to prioritize facilities maintenance and improvements utilizing \$6.375M General Fund, Park In-Lieu, PEG funds, and other grants/donations
<b>Maintenance of City Street System</b>	<b>Complete</b>	<b>3/14/2017</b>	<b>100%</b>	✓ <b>The city will commit \$10M over 2017-2020 to improve maintenance of the city street system</b>
Annual Street Resurfacing Project	Complete	6/13/2017	100%	✓ Awarded \$1.4M (~ 18.5 miles of street)
Street Pavement Maintenance	Complete	7/11/2017	100%	✓ Awarded \$1.3M
<b>Park Improvements</b>	<b>Complete</b>	<b>5/1/2017</b>	<b>100%</b>	✓ <b>Park improvement projects will be prioritized using available park-in-lieu resources</b>
Hydration stations	Complete	6/1/2017	100%	✓ Installed at Marymeade, McKenzie, and Montclair
Tennis / Basketball Court Resurfacing	Complete	12/20/2018	100%	✓
LAYC / SAC Playground Renovations	Complete	1/8/2019	100%	✓
<b>Remodel/Refurbish of community facilities</b>	<b>In Progress</b>	<b>12/31/2019</b>	<b>77%</b>	
Grant park painting	Complete	4/18/2017	100%	✓ Interior/exterior
Grant park acoustics	Complete	6/1/2017	100%	✓ Improved acoustics
Grant Park- Multi-purpose room floor replacement	Complete	9/30/2017	100%	✓
Grant Park Classroom Refurbish	Complete	12/31/2018	100%	✓
Grant Park Restroom Refurbish	Complete	12/31/2018	100%	✓
Grant Park Kitchen	Terminated	--	--	City Council terminated the project following receipt of design proposal
City Hall Roof	Complete	7/1/2017	100%	✓ Replacement complete
City Hall HVAC	Complete	9/30/2017	100%	✓ Construction complete; final testing January 2018, punch list items and training February 2018
City Hall Restroom and Lobby Renovations	In Progress	6/30/2019	30%	Council awarded construction contract at January 8, 2019 meeting
Libraries	In Progress	12/31/2018	10%	Improvements will be reviewed during 4-yr period; NCLA Task Force formed and exploring redevelopment options for Main Library
Emergency Operations Center - design	In Progress	12/31/2019	40%	5-yr facilities maintenance/improvement plan includes constructing new EOC at PD site- RFP issued 6/21/18. The schematic design is 80% complete and construction documents are slated to be ready Summer 2019 for an estimated construction start date Spring/Summer 2020
Emergency Operations Center - construction	Not Started	--	0%	
Foothill Expressway Tree Planting	Complete	12/20/2018	100%	✓

**Traffic Safety**

The city will take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on safe routes to school.

TASK	STATUS	DUE DATE	% COMPLETE	NOTES
Bike/pedestrian improvements; Master Plan schedule	Complete	2/28/2017	100%	✓ CC received status report of the implementation of bike/pedestrian improvements and schedule for Master Plan
Illuminated Crosswalk replacements	Complete	7/31/2017	100%	✓ Construction contract awarded; 11 crosswalk locations; 3 existing broken lighted crosswalks replaced, maintaining remaining lighted crosswalks
Covington Road Bike/Ped improvements	Complete	7/31/2017	100%	✓ Construction contract awarded
Foothill Expressway improvements	In Progress	12/31/2018	70%	Preliminary design completed; community meeting held 6/29/17; in design; added to project scope- signal improvement from Summer Hill to Cuesta; design funds secured and moving forward, County will go out to bid; County brought design to Complete Streets Commission as a combo community meeting Feb 2018 to review design before going to bid; some delay with construction funds due to Measure B- expected summer 2018; Design includes widening Foothill Expressway to 6 lanes, signal modifications at El Monte Ave and San Antonio Road intersection, final design presented at 2/28/18 CSC meeting, next steps are to advance to final design and have bid package ready for construction when Measure B funding is available
Cuesta Drive	In Progress	1/1/2019	40%	Implemented signage improvements; striping improvements scheduled in October. Continue to work with neighborhood reps to evaluate possible traffic calming options; provided neighborhood prelim design drawings for potential pedestrian pathway; talking to Fire department about raised crosswalks- FD met internally 1/4/18 regarding raised intersection at Clark and Arboleda as well as pedestrian pathway along one side of street; waiting on striping improvements- signage has been implemented, wanting improvements at entrance from Mtv- gateway treatment, small median treatment; Upon feedback from FD, staff will share with Complete Streets; Staff met with Cuesta Drive residents on 1/12/18; Based on feedback, staff moved forward with retaining consultant to assist with design of proposed improvements. Preliminary design to CSC on Jan 23, 2019. Current schedule aiming for Summer 2019 construction.
Linden Ave NTMP improvements design	In Progress	1/1/2019	50%	Final voting completed; design approved. Recommendation received from BPAC, staff finalized design, gathered quotes and shared cost information with neighborhood representative; awaiting neighborhood response. No neighborhood consensus to date.
<b>High priority school routes</b>	In Progress	7/1/2019	91%	consultant for design services RFP for San Antonio/W Portola; requesting quotes for RRFB installation after patent issue resolved; Quotes for RRFB installation requested for installation at Santa Rita school crossing and Fremont/Truman intersections; requested proposals for sidewalk gap closure on Carmel Terrace and University Avenue
W. Edith/University Ave	Complete	5/23/2018	100%	✓ Complete
University Ave/Burke Road crosswalk	Complete	6/13/2017	100%	✓ Appropriation of funds for and award of improvements
RRFB Install University Avenue/Lincoln Avenue	Complete	12/31/2017	100%	✓ \$35,000
10 school route projects	In Progress	12/31/2018	75%	Approved and funded as part of 2018-22 CIP, construction to take place summer 2018 (Miramonte Pathway (Covington to Berry) in design phase; 6 projects combined into 1 project and RFP issued, construction 2018- bringing contract to CC 1/9/18 ; Community meeting 1/22/18 on Miramonte Pathway Project Phase I, Project design presented to CSC 1/24/18, staff and consultant incorporating public feedback; Staff presented prelim design of 6 school route improvement projects at CSC special meeting 2/13/18, staff incorporated comments gathered at this meeting, revised design reviewed at 4/25/18 CSC meeting. Based on public comments, one of the six projects is on-hold, the remaining 5 projects are under construction. The Miramonte Pathway Project is on-hold per Council direction. Council update scheduled for 11/13/18.
Annual Pathway improvements	Complete	10/31/2017	100%	✓
Routes to Schools Maps	In Progress	12/31/2018	50%	Suggested maps and project updates provided to local schools; Staff working with Cupertino and Sunnyvale, Cupertino Union School District and Fremont Union High School District; No suggested route for Los Altos to Cupertino Schools (homestead HS funded school map routes that include CoLA- some issues with map (suggest that kids go against traffic)); City of Sunnyvale in process of updating pedestrian plan and will include SRTS- CoLA will partner with them to include route in the map for CoLA kids to go to Cupertino Middle School. The County allocated \$100,000 for feasibility study for Homestead Corridor. Staff continues to coordinate/work with all affected agencies; Homestead corridor study public meeting #1 in Nov 2018, public meeting #2 in Jan/Feb 2019
Grant funding	Complete	12/31/2018	100%	✓ 5/9/17- appropriation of Community Development Block Grant funds for University Avenue Crosswalk Improvements; Received \$1M grant for Miramonte Ave pathway project. Received additional Community Development Block Grant funds for the El Monte Sidewalk Gap Closure Project.
Additional Improvements	Complete	4/30/2018	100%	✓ Various signage and striping improvements along St. Joseph, Deodora, Fremont, and Grant, such as green bike lanes at high conflict areas, buffered biked lanes, piano key crosswalks, sharrows, edge striping, red curbing; supported council reps at joint city/school district meetings;
<b>Bike/pedestrian improvements; Master Plan schedule</b>	<b>In Progress</b>	<b>12/31/2018</b>	<b>68%</b>	\$3M+, Covington to Berry phase I in design; Funding for Phase I segment fits into school grant qualifications, tentative January public meeting (early 2018); This project is no longer valid as Council decided to return \$1M grant for phase 1 segment
CUSD support	In Progress	5/1/2019	50%	Montclair parent group conversation; Staff presented at meeting to discuss improvements by CoLA and County -2/9/18; attending ongoing meetings with CUSD staff
El Monte Gap Closure	In Progress	12/31/2018	75%	Held open house and presented project at 9/26/18 Complete Streets Commission meeting. Received support from CSC and public to move project to construction. Completing final design. Construction in Summer 2019
Aboretum speed feedback sign	Complete	6/30/2018	100%	✓ Completed
San Antonio and West Portola	In Progress	6/30/2019	30%	Involves changing signals, intersection improvement, coordinating with LASD, issued RFP; establishing contract with consultant for design services
Downtown signal upgrades	In Progress	6/30/2019	75%	Working with county to coordinate signals in downtown triangle, upgraded signal controllers where required, procured software
Stop signs in downtown	Complete	7/31/2018	100%	✓ Completed warrant study, presented to CSC in May 2018, installation of stop signs at 2nd & Main and 3rd & Main
Crossing guard requests	Complete	6/30/2018	100%	✓ Request for crossing guards at 5 locations, completed evaluation at all locations, 1-2 new crossing guards anticipated
Pedestrian improvements at Foothill and Edith & Main	In Progress	12/31/2018	10%	Coordinating with County

## **CITY COUNCIL NORMS AND PROCEDURES**



### **COUNCILMEMBERS**

**Jeannie Bruins**  
**Lynette Lee Eng**  
**Jean Mordo**  
**Jan Pepper**  
**Mary Prochnow**



**COUNCIL NORMS AND PROCEDURES  
TABLE OF CONTENTS**

SECTION 1: GENERAL

- 1.1 Purpose
- 1.2 Values
- 1.3 Review
- 1.4 Ralph M. Brown Act

SECTION 2: MAYOR AND VICE MAYOR SELECTION PROCESS

- 2.1 Reorganization
- 2.2 Election of Mayor
- 2.3 Election of Vice Mayor
- 2.4 Councilmembers Serving After a Break in Service
- 2.5 Appointment of Vacancy

SECTION 3: COUNCIL SUBCOMMITTEES

- 3.1 Responsibility
- 3.2 Instructions and Expectations
- 3.3 Reporting
- 3.4 Standing Subcommittees

SECTION 4: COMMISSIONS AND COMMITTEES

- 4.1 Responsibility
- 4.2 Governing
- 4.3 Commission Liaisons

SECTION 5: AD HOC COMMITTEES AND TASK FORCES

- 5.1 Instructions and Expectations
- 5.2 Reports
- 5.3 Redirection
- 5.4 Noticing

SECTION 6: ADMINISTRATIVE MATTERS

- 6.1 Attendance
- 6.2 Correspondence
- 6.3 Regional Boards
- 6.4 Response to Public
- 6.5 Proclamations
- 6.6 Reimbursement
- 6.7 Training
- 6.8 Use of Electronic Devices during Council meetings
- 6.9 City Mission and City Seal

SECTION 7: COUNCIL RELATIONSHIP WITH STAFF

- 7.1 City Manager
- 7.2 Agenda Item Questions
- 7.3 Complaints
- 7.4 Staff

SECTION 8: MEETINGS

- 8.1 Open to Public
- 8.2 Broadcasting of City Council Meetings
- 8.3 Regular Meetings
- 8.4 Cancelling Meetings
- 8.5 Special Meetings
- 8.6 Closed Sessions

- 8.7 Annual Retreat
- 8.8 Quorum
- 8.9 Minutes
- 8.10 Adjourned Meetings

SECTION 9: POSTING NOTICE AND AGENDA

- 9.1 Posting of Notice and Agenda
- 9.2 Location of Posting

SECTION 10: AGENDA CONTENTS

- 10.1 Mayor's Responsibility
- 10.2 Description of Matters
- 10.3 Availability to the Public
- 10.4 Limitation to Act Only on Items on the Agenda
- 10.5 "Timing" of Agenda
- 10.6 Order of Agenda
- 10.7 Change in Order of Business
- 10.8 Tentative Council Calendar
- 10.9 Placing items on a future agenda

SECTION 11: PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

- 11.1 Role of Mayor
- 11.2 Rules of Order
- 11.3 Appeal Procedures
- 11.4 Applicants
- 11.5 Staff and Consultant Reports
- 11.6 Public Comment
- 11.7 Motions
- 11.8 Reconsideration
- 11.9 Discussion
- 11.10 Councilmember Respect
- 11.11 Council and Staff Reports and Directions on Future Agenda Items

SECTION 12: CLOSED SESSIONS

- 12.1 Purpose
- 12.2 Rule of Confidentiality
- 12.3 Breach of Rule of Confidentiality
- 12.4 Agenda
- 12.5 Permissible Topics
- 12.6 Rules of Decorum
- 12.7 Conduct of Meeting
- 12.8 Public Disclosure After Final Action

SECTION 13: DECORUM

- 13.1 Councilmembers
- 13.2 City Employees
- 13.3 Public
- 13.4 Noise in the Chambers

SECTION 14: VIOLATIONS OF PROCEDURES

APPENDIX A: ROSENBERG'S RULES OF ORDER (SIMPLE PARLIAMENTARY PROCEDURES FOR THE 21<sup>ST</sup> CENTURY)

**CITY OF LOS ALTOS**  
**CITY COUNCIL NORMS AND PROCEDURES**

***SECTION 1. GENERAL***

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council and staff concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos.
- 1.2 Values. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, civility and courtesy. All Councilmembers shall respect each other's individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 Ralph M. Brown Act. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with State law, including the Ralph M. Brown Act.

***SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS***

- 2.1 Reorganization. The reorganization of the Council shall occur at a special meeting held on the first Tuesday of December. The seating of new Councilmembers shall occur at the same meeting that the Council reorganizes, which will be held on the earliest available Tuesday following the certification of election results.

Seating preferences on the dais shall be made by the Mayor, Vice Mayor and then by seniority of the rest of the members, in that order. If two members have equal seniority based on year elected, then the member with the higher vote count in their most recent election is considered to have higher seniority.

A community reception honoring the incoming and outgoing Mayor and Councilmembers will be held immediately following the reorganization meeting.

- 2.2 Election of Mayor. Only Councilmembers elected by the voters may serve as Mayor. Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Mayor.

The term of office shall be one year. The Councilmember must have served at least 23 months to be eligible for Mayor. A majority vote of the Council is necessary to designate the Mayor. If there is at least one elected Councilmember with a minimum of 23 months of service who has not served as Mayor, he or she shall be designated Mayor before those who have already served as Mayor.

If there are two or more such members who have served more than 23 months and have never served as Mayor, the one having served the longest time on the Council shall be designated as Mayor.

In the event there are two or more members, who have never served as Mayor and have served the same length of time, the one who received the greatest number of votes at his/her election or re-election to the Council shall become Mayor.

In the event there are two or more members, both of whom have served as Mayor, have served the same continuous length of time, and have been re-elected to the Council, the one who received the greatest number of votes at his/her re-election to the Council shall become Mayor.

In the event three new members are elected to the Council, then an exception to Sections 2.2 and 2.3 will apply, allowing the immediate appointment of a Vice Mayor without the normal 11 months of prior service, and the following year such person may be appointed as the Mayor without the normal 23 months of prior service. Any member re-elected to the Council after a break in service will be treated in the normal sequence for appointment as Vice Mayor and Mayor, without regard to such person's service prior to the break in service.

The Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Mayor should be made to the City Manager.

- 2.3 Election of Vice Mayor. Only Councilmembers elected by the voters may serve as Vice Mayor. Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Vice Mayor.

The selection process for determining who shall serve as Vice Mayor will follow that of Mayor, except the Councilmember must have served at least 11 months to be eligible to serve as Vice Mayor.

The Vice Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Vice Mayor should be made to the City Manager.

- 2.4 Councilmembers Serving After a Break in Service. The time of continuous service for any elected member of the Council who previously served on the Council prior to a break in service shall be considered to have started at his/her election after their break in service.

- 2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council shall determine the process for appointment prior to the application process and in accordance with State law.

### ***SECTION 3. COUNCIL SUBCOMMITTEES***

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by

the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.

- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee's efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. Four standing subcommittees of the Council exist: the Council Youth Commission Interview Committee, the City/Los Altos School District Schools Issues Committee, the City/Cupertino Union School District Schools Issues Committee and the Open Government Committee.

The Council Youth Commission Interview Committee consists of two members of the City Council and is responsible for conducting interviews of applicants for the Youth Commission and making recommendations to the City Council regarding the appointments. The Committee meets as needed.

The City/Los Altos School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Los Altos School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern by both legislative bodies, as directed by the City Council and/or School Board. Meetings are open to the public and are generally held at least bi-annually.

The City/Cupertino Union School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Cupertino Union School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern. Meetings are open to the public.

The Open Government Committee consists of two members of the City Council and advises the City Council and provides information to the City Manager on potential ways to implement the Open Government Policy. The Committee develops appropriate goals to ensure practical and timely implementation of the Open Government Policy and proposes any amendments to the Policy.

#### ***SECTION 4. COMMISSIONS AND COMMITTEES***

- 4.1 Responsibility. The Council will appoint residents of the community to the City's standing commissions and committees. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.
- 4.2 Governing. The City's Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council.

- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, as needed, but not taking a position on an item before the Commission; C) not voting at the Commission's meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

## ***SECTION 5. AD HOC COMMITTEES AND TASK FORCES***

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee's or Task Force's efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.
- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members of City Commissions and/or members of the public on the committee are subject to the provisions of the Ralph M. Brown Act.

## ***SECTION 6. ADMINISTRATIVE MATTERS***

- 6.1 Attendance. City Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings unless unable. Councilmembers will notify the Mayor or the City Clerk if they will be absent from a meeting.
- 6.2 Correspondence. With some exceptions, proposed correspondence (including electronic) from individual Councilmembers/Mayor on City stationery shall be reviewed by the Council in draft form prior to release. On occasion, there are urgent requests from the League of California Cities for correspondence concerning legislation directly affecting municipalities. Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council, the Mayor may send a letter without first obtaining Council review.

City letterhead will be made available for routine, discretionary correspondence (i.e., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council. E-mails from Councilmembers should be respectful, professional and consistent with the City's Electronic Use Policy.

- 6.3 Regional Boards. The Mayor shall appoint Councilmembers to Regional Committees/Commissions/Boards as required by the governing bodies. These appointments are subject to affirmation by the Council. The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Los Altos is appropriate on some boards; this is generally the case when other local governments have their own representation.

The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Los Altos. If an issue should arise that is specific to Los Altos, and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with the Council's position.

Council representatives to such boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council.

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. If a Councilmember is unable to attend, he/she should notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

- 6.4 Response to Public. It will be the responsibility of the City Manager to ensure a response is provided to all public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services and provide a copy of such correspondence to the City Council, as appropriate.
- 6.5 Proclamations. Proclamations are discretionary public announcements directing attention to a local resident, organization or event. The Mayor, without formal action of the Council, may issue proclamations. Requests for proclamations should be submitted at least one week in advance. This allows the Mayor to decide if a proclamation should be issued. Alternatively, the Mayor, at his/her discretion, may refer a request to Council.
- 6.6 Reimbursement. City Councilmembers may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Councilmember. Reimbursements shall be subject to the City's Travel and Expense Policy.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting. Reimbursement is conditioned on the submission of this report to the City Council.

- 6.7 Training.  
*Ethics:* Members of the City Council and commissions shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years. New members must receive this training within their first year of service. Members shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

*Sexual Harassment:* In addition, Councilmembers shall receive two hours of sexual harassment prevention training every two years, per State law. New members must receive this training within their first six months of service.

*Brown Act:* Those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time they begin their service.

The City Clerk is required to keep training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

- 6.8. Use of Electronic Devices during Council Meetings. City Councilmembers shall not use electronic devices to send or receive communications regarding agenda items or to access information which other Councilmembers do not have equal access to during a meeting of the City Council at which he or she is in attendance. This does not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. Councilmembers responding to such a message during the meeting shall do so in a manner that does not disrupt the meeting.
- 6.9. City Mission and City Seal. The Mission of the City of Los Altos is a strategic document that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval.
- 6.10. Use of email. City Councilmembers shall strive to use only their City email account for City business.

## ***SECTION 7. COUNCIL RELATIONSHIP WITH STAFF***

- 7.1. City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a Department or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.
- 7.2. Agenda Item Questions. The Council shall not abuse staff, nor embarrass staff in public. If a Councilmember has a question on a subject, the Councilmember should contact the City Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.
- 7.3. Complaints. Councilmembers shall encourage people to file all complaints directly with the appropriate staff member. Staff shall ensure that all people receive a response.
- 7.4. Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.



## ***SECTION 8. MEETINGS***

- 8.1 Open to Public. All meetings of the City Council whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.
- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming and simulcast on the City's Government Access Channel, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All Council meetings held in the Community Meeting Chambers shall be video-recorded.
- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary.

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.

- 8.4 Cancelling Meetings. Any meeting of the City Council may be cancelled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.
- 8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting and members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to resolve City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Councilmembers the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

- 8.6 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.
- 8.7 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The purpose of the retreat shall be to review accomplishments for the past year and to discuss and set priorities for the City Council for the following year.

- 8.8 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Councilmembers appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Councilmember in the absence of the Mayor and Vice Mayor, or in the absence of all Councilmembers, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

- 8.9 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.
- 8.10 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special or closed session meeting to a time and place specified in the order of adjournment and permitted by law.

## ***SECTION 9. POSTING NOTICE AND AGENDA***

- 9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to the City's Open Government Policy and State law.
- 9.2 Location of Posting. The notice and agenda shall be posted at City Hall and at the meeting location, if located away from City Hall, in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website.

## ***SECTION 10. AGENDA CONTENTS***

- 10.1 Mayor's Responsibility. The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor, in consultation with the City Manager or his/her designee, and the City Clerk shall organize the agenda.
- 10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.
- 10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:
- A. Upon a majority determination that an "emergency situation" (as defined by State Law) exists; or

- B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.
- 10.5 "Timing" of Agenda. Staff and/or the Mayor will "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.
- 10.6 Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports (limited to one minute per Councilmember), Future Agenda Items (limited to one minute per Councilmember), and Adjournment.
- 10.7 Change in Order of Business. The Mayor, or the majority of the Council, may decide to take matters listed on the agenda out of the prescribed order. All items removed from the Consent Calendar may be considered immediately after approval of the Consent Calendar or elsewhere in the agenda at the Mayor's discretion. Councilmembers shall be given the opportunity to ask questions about Consent Items for clarification without having them removed.
- 10.8 Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period.

Quarterly (first meeting in January, April, July and October), Council shall review the Tentative Council Calendar. At this time, Councilmembers may request new items be added. 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.

- 10.9 Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items." Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required.

## ***SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS***

### ***11.1 Role of Mayor.***

- A. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public.
- B. Communication with Councilmembers
1. Councilmembers shall request the floor from the Mayor before speaking.
  2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.

C. Communication with Members of the Public Addressing the Council

1. The Mayor shall open the floor for public comment as appropriate.
2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
4. Members of the public shall direct their questions and comments to the Council.

11.2 Rules of Order. The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *Rosenberg's Rules of Order*, as a guide for the conduct of meetings, with the following modifications:

- A. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
- D. A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Councilmembers present.

11.3 Appeal Procedures. Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.4 Applicants. Persons bringing to the City Council a request for approval shall be given a total of up to 10 minutes to present their positions/input prior to hearing public comments. An extension can only be granted by consent of a majority of the Councilmembers. Applicants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.5 Staff and Consultant Reports. Staff and consultant reports will be given a limit of up to 10 minutes. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

11.6 Public Comment.

- A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.

- B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers. If there are 10 or fewer requests to speak on any agenda item, the limit for each speaker will be 3 minutes. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion.

A group of speakers may designate a single speaker to represent the group. The designated speaker would be given the time which would have been allocated to others (to a maximum of 10 minutes) to speak. Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. Ceding of time will not be allowed during noticed public hearings.

- C. In order to facilitate an orderly meeting schedule, each speaker is requested to fill out a Request to Speak card before discussion on the agenda item begins, with the name and address of the speaker, and the subject or subjects upon which the speaker wishes to address the City Council. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.
- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.
- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

11.7 Motions. It will be the practice of the City Council for the Mayor to provide Councilmembers an opportunity to ask questions of staff, comment on, and discuss any agenda item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Councilmember may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Councilmember recognized by the Mayor. Customarily, the Mayor will take the floor after all other Councilmembers have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Councilmember may request the Mayor or moving party divide the motion into separate motions to provide Councilmembers an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Councilmembers are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter.

If a tie vote results at a time when less than all members of the Council, who may legally participate in the matter, are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

## 11.8 Reconsideration.

### A. Request for Reconsideration.

#### 1. Request by a member of the public.

Any member of the public may request that a member of the City Council that voted in the majority request reconsideration. In order for that member of Council to take action, such request must be received no later than 5:00 p.m. on the third day following the decision. The requestor should specify in writing the reason for the request to reconsider.

#### 2. Request by a member of the City Council.

Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or 24 hours in advance of the posting of the agenda for the next regular meeting. Meeting agenda postings are governed by the Open Government Policy or Brown Act, whichever requires the most notice.

#### 3. The City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

### B. Motion to Reconsider Any Council Action.

#### 1. Reconsideration at the same meeting.

A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting). A motion to reconsider an action may be made only by a Councilmember who voted on the prevailing side, but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council.

#### 2. Reconsideration at a subsequent meeting.

Requests for reconsideration not made at the same meeting must be made by a member of the prevailing party 24 hours to the City Manager prior to the posting of the next regular meeting agenda. If the request is supported by any two (2) other Councilmembers, then it shall be added to the agenda. A request added to an agenda shall be structured in a manner that the reconsideration may take place immediately following approval of the request for reconsideration.

At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, 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.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

11.9 Discussion.

- A. The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Councilmembers on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Councilmembers should disclose any ex parte communication prior to discussion on an item.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- B. Obtaining the Floor for Discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should limit his/her time to 3 minutes.

- C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Councilmember has already spoken, other Councilmembers wishing to speak shall then be recognized. No Councilmember shall be allowed to speak a second time until after all other Councilmembers have had an opportunity to speak.

D. Relevancy of Discussion.

All discussion must be relevant to the issue before the City Council. A Councilmember is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Councilmembers shall avoid repetition and strive to move the discussion along. Arguments, for or against a measure, should be stated as concisely as possible.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.

E. Mayor's Duties During Discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Councilmember who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

11.10 Councilmember Respect. At all times, Councilmembers in the minority on an issue shall respect the decision and authority of the majority.

11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.

## ***SECTION 12. CLOSED SESSIONS***

12.1 Purpose. It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Los Altos financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded.

Prior to convening the closed session meeting, the City Clerk shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to insure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other



than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

- 12.2 Rule of Confidentiality. The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Councilmembers and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to the Ralph M. Brown Act.

- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

12.6 Rules of Decorum.

- A. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Councilmembers to disagree. Councilmembers shall strive to make each other feel comfortable and safe to express their points of view. All Councilmembers have the right to insist upon strict adherence to this rule.
- B. Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Councilmembers.
- C. The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

12.7 Conduct of Meeting.

- A. The Mayor will call the closed session to order promptly at its scheduled time.
- B. The Mayor will keep discussion focused on the permissible topics.
- C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so

designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

12.8 Public Disclosure After Final Action.

- A. The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the City Council shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by the Ralph M. Brown Act.
- B. The report may be oral or written. The report will state only the action taken and the vote. Unless authorized by the majority of the City Council, the report will not state the debate or discussion that occurred. Except for the action taken and the vote, all closed session discussions will remain confidential.

***SECTION 13. DECORUM***

- 13.1 Councilmembers. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. When speaking, a Councilmember's tone should remain neutral and non-verbal communication aspects should be considerate and polite. Formal business attire is required only when Council meetings, workshops, or study sessions are held in Community Meeting Chambers and/or televised.
- 13.2 City Employees. Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Councilmembers and members of the public.
- 13.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. City Code Chapter 2.05, *Public Meeting Rules for Conduct*, shall apply to all City Council Meetings.
- 13.4 Noise in the Chambers. Noise emanating from the audience, whether expressing opposition or support within the Community Meeting Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cellular phones and other consumer electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

***SECTION 14. VIOLATIONS OF PROCEDURES***

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by the City Council.

AMENDED AND APPROVED: February 14, 2017.

APPENDIX A

*ROSENBERG'S RULES OF ORDER*





# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

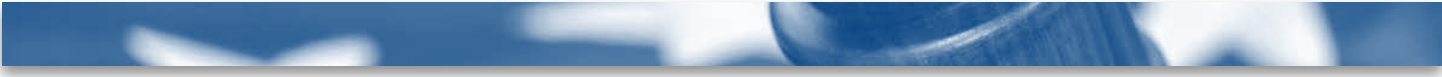
### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

*© 2011 League of California Cities. All rights reserved.*

### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



## TABLE OF CONTENTS

About the Author .....	ii
Introduction .....	2
Establishing a Quorum.....	2
The Role of the Chair.....	2
The Basic Format for an Agenda Item Discussion .....	2
Motions in General.....	3
The Three Basic Motions.....	3
Multiple Motions Before the Body.....	4
To Debate or Not to Debate.....	4
Majority and Super-Majority Votes .....	5
Counting Votes.....	5
The Motion to Reconsider.....	6
Courtesy and Decorum .....	7
Special Notes About Public Input .....	7

## INTRODUCTION

---

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be

as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

## Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

## Counting Votes

The matter of counting votes starts simple, but can become complicated.


Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

## The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.




1400 K Street, Sacramento, CA 95814  
(916) 658-8200 | Fax (916) 658-8240  
[www.cacities.org](http://www.cacities.org)

To order additional copies of this publication, call (916) 658-8200.

\$10

© 2011 League of California Cities. All rights reserved.

 Printed on recycled paper.

### Los Altos City Council Addendums to Rosenberg's Rules of Order

1. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.
2. All motions, except nominations, require a second.
3. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
4. A motion to amend may still be used



## 2019 Council Retreat

**Topic:** 2019 Council Strategic Priorities discussion – Open City Hall questionnaire

The City opened a topic on Open City Hall on December 18, 2018 to solicit input on the Council's 2019 Priorities. The deadline to submit to the Open City Hall portal was January 16, 2019. Attached is a collection of the raw questionnaire data received as by the City. Staff has reviewed the submissions and attempted to tabulate those suggestions which aligned. The following topics were mentioned most often in some form:

- Community Center – 102 responses
- Traffic calming – 94 responses
- Affordable/Work-Force Housing – 80 responses
- Downtown Vision – 70 responses
- Infrastructure/City facilities – 60 responses
- Aircraft noise – 54 responses
- Bicycle/Pedestrian safety – 52 responses
- Limiting development (commercial and residential) – 46 responses
- Downtown parking – 41 responses
- Increase Downtown vibrancy – 34 responses
- Maintaining Downtown village – 33 responses

Attachment: City Council Priorities 2019 Open City Hall data



# City Council Priorities 2019

January 17, 2019, 8:31 AM

## Contents

i.	Introduction	2
ii.	Summary of responses	3
iii.	Survey questions	4
iv.	Individual responses	5



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

## Introduction

Each year, City Council discusses and decides upon its annual priorities at its Council Retreat. A Council priority is defined as a topic that will receive particular, unusual and significant attention during the year. The priorities for 2018 included:

- \* DOWNTOWN: The City will complete the Downtown Visioning process with parallel steps to include review of allowed uses in Downtown, review of parking recommendations and evaluation of Floor Area Ratio to control density
- \* COMMUNITY CENTER: Continue to move the Community Center project forward with a goal to have the new center built by December 2020
- \* 10-YEAR CAPITAL FACILITIES AND OPERATIONS, AND FINANCIAL CAPACITY ANALYSIS: Address facility needs over the next 10-years with an analysis of how to finance
- \*HOUSING - INCREASE HOUSING AND AFFORDABLE HOUSING: The City Council wants to proactively review opportunities to expand affordable housing in Los Altos
- \*TRAFFIC SAFETY: The City will continue to take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on safe routes to schools

What are the top 3-5 priorities you would like to see the City Council address in 2019?

Please submit your suggestions by January 16, 2019. Suggestions and feedback will be incorporated into the information that the City Council considers at its retreat in early 2019.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

## Summary Of Responses

As of January 17, 2019, 8:31 AM, this forum had:	Topic Start	Topic End
Attendees:	740	December 17, 2018, 1:07 PM
Responses:	415	January 17, 2019, 8:30 AM
Hours of Public Comment:	20.8	

### QUESTION 1

**What are the top 3-5 priorities you would like to see the City Council address in 2019?**

Answered	401
Skipped	14

- **affordable** airplane all **altos** building buildings camino center **community** development do **downtown** el from  
housing increase keep **los** make more **new** noise other park **parking** plan public **reduce** residents s **safety** school  
small street streets t **town** traffic vision

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

# Survey Questions

QUESTION 1

**What are the top 3-5 priorities you would like to see the City Council address in 2019?**

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Individual Responses

---

**Name not available**

December 18, 2018, 4:55 AM

**Question 1**

- I would like to see Respect, friendliness and collaboration between the council members themselves. Already at the inauguration we are off to a sad start with negative judgements! comments from Ms Bruins. Very sad. This behavior only enhances the deep divisions in our community.
- "DO WITH what we have already" at the very heart and soul of our decisions...use creativity...being mindful of history of our dear, special town.
- Please please no more tall buildings.

---

**Name not shown**

inside Los Altos

December 18, 2018, 6:00 AM

**Question 1**

- Keep the small village feel of Los Altos at the heart of all your decisions (unlike the ridiculous First Street monstrosity and un-called for 2 story Safeway)
- Bring in more small businesses - shopping and cafes, especially cafes with food (not places like Morsey's or Cetrella.. too stuffy)
- SAFETY 1) green painted bike lanes everywhere possible 2) Create diagonal sidewalks on the 2 main intersections. Beverly Hills has this, it's amazing... gives walkers greater parity with drivers (a big thank you for adding stop signs by the way)
- Implement a power washing of sidewalks for businesses at least once a month: some sidewalks are absolutely filthy... ie: by the Safeway stairs on the corner; on the corner in front of Starbucks
- Please have the UPS store to change out their front door- why is it so impossibly heavy and hard to open

---

**Name not available**

December 18, 2018, 6:12 AM

**Question 1**

- Cleaning up the incessant trash, in parks, roads, etc.
- Slowing growth, e.g. using existing structures, maintaining open space & parks

- Safety, combating crime, disallowing marijuana transactions, 24-hour stores, etc.

---

**Barbara Kyser**

inside Los Altos

December 18, 2018, 6:52 AM

**Question 1**

- Build the Community Center!
- Focus on providing affordable housing for our teachers, employees, firefighters, people who serve Los Altos
- Give south Los Altos more attention, attractive landscaping, flowers, etc. similar to downtown
- Try to keep our downtown from being like Palo Alto and Mt. View where you cannot park and don't want to go.
- Try to solve the traffic tie-ups in town, which I know you are working on.

---

**Name not shown**

inside Los Altos

December 18, 2018, 6:54 AM

**Question 1**

- Encourage downtown development and vitality/help business thrive/encourage downtown activity
- Traffic safety/less big rig parking on University along Lincoln Park (creates a one-lane road)/more enhanced crosswalks
- Better main library with more room for books (lots of books unavailable in LA)
- No Measure C-like regulations. Just be open about decision-making process.
- Support the other city institutions - LASD, MVLA, CUSD, LAVA, etc

---

**Name not shown**

inside Los Altos

December 18, 2018, 6:54 AM

**Question 1**

- Jet Noise
- Downtown
- Community Center

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Library Update/Remodel

---

### Name not shown

inside Los Altos

December 18, 2018, 7:09 AM

#### Question 1

- More attention to environmental policies. Lead in small town climate change action.
- Engage restaurants to serve foods that produce the least methane gas. (Vegetarian & vegan)
- Parking structure with electric plug-ins that is 2 or 3 blocks from Main. Encourage walking/biking.
- Develop retail with organic, fair-trade merchandise.
- Community space for restoring and repairing toasters, cell phones, etc instead of throw-away and consume.

---

### Name not shown

inside Los Altos

December 18, 2018, 7:32 AM

#### Question 1

- Continued work on traffic safety, especially on Homestead Road corridor
- Continue to encourage a wide variety of retail/restaurants in downtown LA
- Work to heal wounds of distrust that led to Measure C
- Continue to develop other parts of LA than downtown, e.g. Rancho, Loyola Corners, etc.

---

### Name not shown

inside Los Altos

December 18, 2018, 7:33 AM

#### Question 1

- Traffic safety for kids -- educate kids how to not die on the way home from school, and aggressively ticket drivers.
- Increase affordable housing so we don't get some bad solution imposed on us from the county/state.
- Downtown -- take concrete steps toward making it more vibrant.

---

### Name not shown

inside Los Altos

December 18, 2018, 7:34 AM

#### Question 1

- Improve city maintenance, including historic sites and buildings
- Retain the small village feel of Los Altos with any actions taken by the city
- Increase honesty of council and city staff when communicating with residents
- Eliminate building variances unless GENUINELY essential

---

### Gary` Anderson

inside Los Altos

December 18, 2018, 7:41 AM

#### Question 1

- Define and implement first phases of Downtown Development Program
- Start construction of Community Center
- Evaluate commission responsibilities and activities
- Plan recreation programs in absence of Hillview facilities
- Begin General Plan update

---

### Name not shown

inside Los Altos

December 18, 2018, 7:49 AM

#### Question 1

- housing density and the resulting pressure on schools, traffic and public resources
- vacant storefronts on State and Main
- Identifying renewable energy sources to be purchased by the City
- highlighted bike lanes (green paint) on San Antonio Rd.
- traffic calming on Alvarado Ave. (speed bumps)

---

### Name not available

December 18, 2018, 7:50 AM

#### Question 1

- Later hours of downtown businesses encouraged
- Parking around school neighborhoods discouraged

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Better control of rush hour traffic on El Monte and San Antonio roads
- Cooperation with Mountain View on services, e.g. shuttle and sharing of senior facilities
- Continued summer concerts

---

### Name not shown

inside Los Altos

December 18, 2018, 8:06 AM

#### Question 1

- Take leadership in climate change and waste - raise awareness and give incentives for reducing carbon and waste.
- Promote diversity and inclusiveness
- Increase affordable housing
- More attention to community and public spaces in South Los Altos.

---

### John Graves

inside Los Altos

December 18, 2018, 8:09 AM

#### Question 1

- Reduce speeding and cut-through traffic in neighborhoods
- maintain small town rural character of Los Altos

---

### Name not available

December 18, 2018, 8:17 AM

#### Question 1

- Start building new community center & make sure considering opinions of youth & teens
- Work on major traffic intersections: El Monte & Covington & San Antonio & Foothill
- Build a few dog parks

---

### Name not available

December 18, 2018, 8:31 AM

#### Question 1

- Affordable housing
- Parking down town

- Keeping the "village" flavor instead of looking like every other city

---

### Name not available

December 18, 2018, 8:31 AM

#### Question 1

- Building height/density/parking impact on downtown. I believe in SLOW growth.
- Keeping/increasing open space.
- Address building more sidewalks instead of ugly asphalt (currently installed in front of many homes.)
- Do not allow bikes on sidewalks.

---

### Name not shown

inside Los Altos

December 18, 2018, 8:32 AM

#### Question 1

- increasing the stock of affordable housing
- replacing the end of life buildings at the civic center including the community center and city hall
- more vibrancy downtown, more mid-to-high end restaurants and fewer empty storefronts
- put in place regulations to require/encourage timely construction in residential neighborhoods (e.g. the house at 246 Covington has been under construction for 5 years)

---

### Name not shown

inside Los Altos

December 18, 2018, 8:35 AM

#### Question 1

- As part of the redevelopment and re-vitalization of our village, re-endorse NCLA and other interested groups to continue to explore how to upgrade our main library so that its capacity is expanded (for collections and for people) and it continues to be a destination spot for our residents of all ages.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Increase the technical infrastructure of our city hall meeting chambers by upgrading (or replacing) our streaming media access. Evaluate the technical and legal (Brown Act restrictions?) feasibility of allowing home-bound residents to engage in real-time in council meetings via Skype, Zoom or other technologies. This venue would give people the opportunity to comment on issues when they are unable to travel to the meetings.

---

### Name not shown

inside Los Altos

December 18, 2018, 8:39 AM

#### Question 1

- Improving Loyola Corners- revisit the plan to fix traffic and create pedestrian mall.
- Improve landscape in South Los Altos- 2 years after the new Loyola Corners bridge was completed and the berm is still covered with weeds
- Increase the size of the police force- we need more neighborhood coverage to prevent burglaries especially in South Los Altos

---

### Name not available

December 18, 2018, 8:40 AM

#### Question 1

- Begin executing the Downtown Vision
- Begin executing the Civic Center vision
- Improve affordable housing options

---

### Name not available

December 18, 2018, 8:43 AM

#### Question 1

- Community Center - finish it and learn from it before taking on any other large building projects.
- Advocate for regional plan to manage not just housing but office building. Office building is fueling the need for housing but few cities are providing the housing for the office buildings they are approving.
- Work with LACI replacement to get them to do something with their building on State Street. Figure out what the Costume Bank is doing with their property.

---

### Name not shown

inside Los Altos

December 18, 2018, 8:51 AM

#### Question 1

- ADUs - The zoning Los Altos picked for ADUs are much too lenient. Other cities require more setbacks and smaller units. We should not let people build out their lots so that they are all building and no land. Also having the ADUs so close to the fence lines allows more noise to affect neighbors.
- Rental restrictions. There have been problems in other cities with people renting out their houses to too many people causing noise, parking and traffic problems. Los Altos should have clear rental requirements for houses, apartments and ADUs that put reasonable restrictions on numbers of people and length of time for rentals.
- Example: In Sunnyvale there were problems with a 4 bedroom house being rented to 8 unrelated people resulting in frequent parties, noise, and parking problems. Neighbors had no recourse.

---

### Name not available

December 18, 2018, 8:55 AM

#### Question 1

1. Residential Parking Laws
2. Keep Los Altos from becoming "Little Palo Alto"
3. Fix your website

---

### Kate Disney

inside Los Altos

December 18, 2018, 8:56 AM

#### Question 1

- Jet flights over Los Altos
- Street trees
- Light abatement at night
- Preserving the small town character of Los Altos
- Fiscal responsibility - living within our means without selling off city's land assets

---

### Giovanni Cremona

inside Los Altos

December 18, 2018, 9:00 AM

---

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Traffic around LAHigh School block: high volume, parking regulation not always enforced
- Regulate and enforce proper use of pedestrian/traffic lights signals by cyclists, mopeds, skateboarding etc
- Regulate and enforce right use of pedestrians walkways by coffee shops (tables/ chairs/parked bicycles/etc)
- Have street clean just after garbage pickup rather than who knows when to avoid debris flying all over!
- Consider installing a roundabout at the challenging intersection of Main and State streets.

---

### Name not shown

inside Los Altos

December 18, 2018, 9:02 AM

#### Question 1

- Start implementation of the downtown vision
- Define affordable housing so we know what a real solution looks like (will anything in Los Altos be "affordable")
- Develop more effective ways for staff to listen to and incorporate desires of residents
- Build the civic center

---

### Name not shown

inside Los Altos

December 18, 2018, 9:17 AM

#### Question 1

- Community Center
- 10 year Capital
- Long-term infrastructure & capital facilities

---

### Name not shown

inside Los Altos

December 18, 2018, 9:17 AM

#### Question 1

- Community Center
- More vibrant downtown
- Traffic

### Dennis Young

inside Los Altos

December 18, 2018, 9:30 AM

#### Question 1

- 1. Complete the Community Center plans and break ground. 2. Begin implementation of the Vision with a Downtown live theare building and replace Bus Barn with a Gynmasium for the community (especially teens). 3. Improve the utility of the kitchen at Grant Park 4Revise zoning downtown to allow three story buildings outside the main core. 5. Do an El Camino Corridor specific plan

---

### Name not shown

inside Los Altos

December 18, 2018, 9:31 AM

#### Question 1

- Provide more affordable housing
- Proceed with Community Center
- Move forward with Downtown Vision

---

### Name not available

December 18, 2018, 9:51 AM

#### Question 1

No response

---

### Name not shown

inside Los Altos

December 18, 2018, 10:04 AM

#### Question 1

- Implement the Best Practice recommendations of the Parking Committee. Start with quick, cheap & easy items like: No commercial deliveries between 11AM & 2 PM; Restriping parking plazas; Stall dimension ; Parking In1Lieu etc...
- Advance the recommendations of the Downtown Vision Plan with an implementation Dated Plan, explaining to the community the reality of minimal immediate change.
- Bldg Height Limit Revision from an outcome of "Box Designs" to FAR with a Daylight Plane to increase Architectural Design.



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Advance the revision of the "Retail" definition to include appropriate services and REZONE Main & State to allow Office/Services in the back 40 ft. facing parking lots 1,2,3,7,8,9 & 10.
- Embrace the "Fred Kent" Placemaking concepts for the community at large: Include Parks; Community Centers/Senior Centers; Sidewalks of all Shopping Centers etc.

---

### Name not shown

inside Los Altos

December 18, 2018, 10:05 AM

#### Question 1

- Development phased plan for implementing DT visioning.
- Create BM Housing! Be part of the solution - stop punting.
- Support Staff during upheaval of construction
- Open Carmel Terrace, Eastwood (and stop the NIMBY wins in Los Altos game)

---

### Name not available

December 18, 2018, 10:13 AM

#### Question 1

- stop signs at 2nd and 3rd and state
- finish 1 st st between main and san antonio.

---

### Name not available

December 18, 2018, 10:25 AM

#### Question 1

- A more vibrant downtown - low rise. Think Los Gatos. We go there much more often than to our downtown.
- Low rise Loyola Corners.
- Calm traffic on Grant Road and Fremont Avenue.

---

### Name not available

December 18, 2018, 10:41 AM

#### Question 1

- Community Center
- 4 way stop signs on State Street and 2nd and 3rd Streets (This has been the greatest safety improvement at

- Main Street and 2nd and 3rd; as regular pedestrians this has been sooooo helpful!
- The residents of Los Altos need to be reminded how very fortunate we are; the collective 'we' live in such
- privileged place!

---

### Name not available

December 18, 2018, 10:48 AM

#### Question 1

- Same order as listed

---

### Name not shown

outside Los Altos

December 18, 2018, 10:57 AM

#### Question 1

- Implement Downtown Vision
- More housing, and affordable housing, in appropriate locations
- Be more functional and collaborative as a Council (be nice to each other)

---

### Mary Popek

inside Los Altos

December 18, 2018, 11:01 AM

#### Question 1

- A new or remodeled library
- A new or remodeled library in the current location overlooking the beautiful apricot orchard.

---

### Name not available

December 18, 2018, 11:05 AM

#### Question 1

- Affordable housing
- Tenant protections
- Increase building heights in downtown

---

### Name not shown

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

inside Los Altos

December 18, 2018, 11:07 AM

### Question 1

- Community Center Completion
- Vision for El Camino and surrounding neighbors - balancing busy growth with no sidewalks or street lights?!?
- Downtown vision

---

### Name not available

December 18, 2018, 11:09 AM

### Question 1

- Gongs way to reduce the traffic backups on Fremont Ave to 85 ramps during rush hour.
- Obtain citizens vote before selling any public lands to developers
- Bring kitchen to code at the Senior Center at Grant Park so seniors can obtain meals there
- Stop ignoring south Los Altos community

---

### Debbie Crouse

inside Los Altos

December 18, 2018, 11:18 AM

### Question 1

- Cross jurisdictional Safe Routes to school
- Affordable housing
- Community Center
- Vibrant downtown in evenings

---

### Steve Hindman

inside Los Altos

December 18, 2018, 11:26 AM

### Question 1

- Reduce commuter through traffic on non-arterial and non-collector streets. I would love to see a park and ride lot near 280 with mass transit to downtown Mountain View.
- Increase the amount of lower-cost housing so that teachers and service workers can live in our community

- Work with LASD to make sure that Los Altos has the right amount of school facilities to match demand for the next 5-10 years

---

### Name not available

December 18, 2018, 11:47 AM

### Question 1

- Downtown - increasing vibrancy
- Streamlining permit processes for residential and business
- Increase effectiveness and efficiency of city council
- Increase community cohesiveness

---

### Name not available

December 18, 2018, 11:53 AM

### Question 1

- Street maintenance and repair.
- City center at Hillview location.
- Maintain city orchard.
- No more waivers to allow fewer parking spaces .
- Don't support Grant faculty over other places.

---

### Robert Sandor

outside Los Altos

December 18, 2018, 11:54 AM

### Question 1

- Increase vitality of downtown through encouragement of greater office space and higher density housing in downtown area.
- Increase vitality of downtown through less restrictive regulation and quicker approval process on business and development.

---

### Name not shown

outside Los Altos

December 18, 2018, 12:19 PM

### Question 1

- Major progress on building Community Center
- Progress toward visualizing how a renewed Library fits into Civic Center Plan and relates to the new Community Center

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Donald Gardner

inside Los Altos

December 18, 2018, 12:33 PM

#### Question 1

- Airplane noise caused by the increased amount and concentration of airplane traffic as well as the lowering of altitudes and the movement of one of the routes such that it flies right over downtown Los Altos. Help form and participate in a round table for the airplane issues in our county.
- Work with the Los Altos school district and the Bullis Charter School district to build the new school with the bond funds already approved.

### Name not shown

inside Los Altos

December 18, 2018, 12:51 PM

#### Question 1

- Adequate set backs and height restrictions for granny units on one's personal property
- If you are going to have a dog park have it at Hillview and not in residential parks. Example Lincoln Park
- Enforce ban on gas leaf blowers
- No cross bridge from downtown to new community Center
- Don't approve the Sorrenson building. Pass this on to the planning commission

### Name not shown

inside Los Altos

December 18, 2018, 12:54 PM

#### Question 1

- Affordable housing
- Limits to height and setback limits on construction
- By-law enforcement (noise, construction)
- Jet noise issue

### Name not shown

inside Los Altos

December 18, 2018, 12:58 PM

#### Question 1

- Reduce Airplane Noise
- No new Bonds or Property Taxes
- Fiscal Responsibility

### Name not available

December 18, 2018, 1:03 PM

#### Question 1

- Downtown revitalization
- Community center

### Name not shown

inside Los Altos

December 18, 2018, 1:28 PM

#### Question 1

- Airplane Noise and the concentration of airplanes

### Chad Hoke

inside Los Altos

December 18, 2018, 1:29 PM

#### Question 1

- Develop and execute a plan for the El Camino corridor that will benefit existing residents, not just developers.
- Develop and execute a plan to reduce traffic congestion on El Camino and San Antonio roads.
- Protect Egan School from pressures to change or move - All our kids had a fantastic experience there. It is one of the good things about Los Altos that must be preserved.
- Push harder to reduce airplane noise. It seems like previous efforts have lost momentum and the FAA is trying to run out the clock. This hugely impacts quality of life.
- We need more areas where dogs can run around off leash.

### Name not available

December 18, 2018, 1:33 PM

#### Question 1

- Residents-quality of life
- Housing- residents of Los Altos

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Small business
- Environmental impacts
- City services- need to be funded to meet growth demands

---

### Name not available

December 18, 2018, 1:49 PM

#### Question 1

- DOG PARK
- DOG PARK
- DOG PARK
- DOG PARK
- DOG PARK

---

### Name not shown

inside Los Altos

December 18, 2018, 2:34 PM

#### Question 1

- Airplane noise - I am tired of living with jet noise overhead and hearing jets all night - we need some rest. Also, jet fuel is contributing to environmental pollution and noise is causing physical pollution to body and soul. Tired of not getting response after 3 years of meeting and clicking Stop Jet Noise
- Senior Center/City recreational center/multi-use rooms: long overdue- current center is an unimaginable disgrace to a city such as Los Altos
- Housing density/traffic congestion needs to be scaled back- it is becoming very difficult to drive anywhere, esp on El Camino. A plan to ease traffic congestion and general overcrowding needs to be discussed and implemented before random housing and traffic choke us. The human/lifestyle side needs to be factored in. It now seems that it is not even an afterthought.
- Transportation: perhaps a shuttle along Los Altos Ave (from El Camino to Foothill/Rancho) and return might ease some of the downtown parking issues and help folks get to shopping without needing to drive
- Focus on expanding library, theater and more cultural events -

---

### Name not shown

inside Los Altos

December 18, 2018, 2:37 PM

#### Question 1

- Reduce burglaries
- Safe routes for kids during morning rush hour
- Promote environmentally friendly choices

---

### Name not available

December 18, 2018, 2:53 PM

#### Question 1

- Ensuring all pedestrian crosswalks on San Antonio Rd. between the Police Station/Library and El Camino have flashing lights
- Expanded parking
- Fewer chain stores

---

### Marko Radojicic

inside Los Altos

December 18, 2018, 2:55 PM

#### Question 1

- Reduce Airplane noise. We need strong Los Altos representation on regional bodies which requires City Council to dedicate time & money. Losing most involved council-member (Mordo) leaves a hole - who will step up? Teaming with Mountain View, Palo Alto, Sunnyvale, etc. to address common issues is important; we won't succeed by ourselves. Hold Anna Eshoo accountable to provide quarterly updates.
- Create plan to maintain/upgrade Grant Park facilities.

---

### Name not available

December 18, 2018, 3:21 PM

#### Question 1

- Housing density/traffic congestion needs to be scaled back
- Reduce Airplane noise by influencing routing
- Bldg Height Limit Revision

---

### David R

inside Los Altos

December 18, 2018, 3:22 PM

#### Question 1

- Housing density/traffic congestion needs to be scaled back
- Reduce Airplane noise by influencing routing

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Bldg Height Limit Revision

---

### Name not shown

inside Los Altos

December 18, 2018, 3:25 PM

#### Question 1

- Lack of parking downtown
- The nuisance of Pop up parks
- Keeping the small town feel of Los Altos and not allowing buildings over three floors

---

### Name not available

December 18, 2018, 3:32 PM

#### Question 1

- Downtown parking.
- Too much construction.
- New Community Center

---

### Name not shown

inside Los Altos

December 18, 2018, 3:35 PM

#### Question 1

- Aggressive plan to drive growth and diversity in downtown to increase appeal and attract new tenants
- Kickoff building new community center
- Increased support for non-car transport (including biking, scooters etc) and closing more of downtown to cars

---

### Name not available

December 18, 2018, 3:42 PM

#### Question 1

- Make the city services more resident friendly
- Make all city communications all electronics so there is a trail
- South Los Altos participants should be included in all priority
- Reduce special interest group in different committees and commissions

### Robert Simon

inside Los Altos

December 18, 2018, 4:05 PM

#### Question 1

- Maintain momentum toward a new main library for Los Altos.
- Press for completion of the Community Center.
- Press for implementation of majority preferences shown in Downtown Vision study.
- Keep affordable housing moving forward.

---

### Name not shown

inside Los Altos

December 18, 2018, 4:50 PM

#### Question 1

- Senior Center and rec center space during rebuild - for example, renting the empty Kiwi Crate space
- Safety for bikers and pedestrians on school routes where traffic is increasing, such as Mount Hamilton - for example paths along the edge of the street

---

### Name not available

December 18, 2018, 4:59 PM

#### Question 1

- Safety in Los Altos- make sure that the streets are safe for bikers and drivers and that the homes are safe from robberies
- Afternoon classes- allow high end classes for kids and adults at the afternoon

---

### Name not available

December 18, 2018, 5:01 PM

#### Question 1

- Community Center completion
- Two story height limits on all buildings downtown
- Height and setback enforcement on residential
- City needs to hire more staff especially building inspectors. I fear there is a lot of illegal construction going on but no one to catch them.
- Airplane noise

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Vijaya Raghavan

inside Los Altos

December 18, 2018, 5:01 PM

#### Question 1

- Downtown Parking
- Downtown Development

### Name not shown

inside Los Altos

December 18, 2018, 5:26 PM

#### Question 1

- Downtown
- Community Center
- Affordable Housing

### Name not available

December 18, 2018, 5:49 PM

#### Question 1

- Please address the insane non-local traffic in our city. It has become a cut through town, particularly on Fremont Ave. I'm also concerned with the traffic pattern of construction vehicles as the local high schools begin major construction this Spring.

### Name not shown

inside Los Altos

December 18, 2018, 6:50 PM

#### Question 1

- Road safety
- School quality
- bike lane

### Name not available

December 18, 2018, 7:01 PM

#### Question 1

- Aircraft Noise

- An out of control facilities group that is building the eyesore islands at riverside and cuesta. What were these people thinking when they should have started with a simple "no left turn sign" on Cuesta.

### Name not shown

inside Los Altos

December 18, 2018, 7:06 PM

#### Question 1

- Development of PROACTIVE PLAN to deal with the need to remove hundreds of dead trees throughout streets
- Survey sewer and pipe system and make plans for repairs--the clay pipes are failing in our neighborhood!
- Make more forms and submissions for paperwork available online
- Develop affordable and senior housing plan that helps retirees

### Name not available

December 18, 2018, 7:24 PM

#### Question 1

- Traffic safety and congestion, particularly mitigating University Ave. and Milverton Rd. flow during rush hours.
- Begin implementing downtown vision recommendations.
- Address the affordable housing shortage and what can be done in Los Altos.

### Name not available

December 18, 2018, 7:49 PM

#### Question 1

- Community Swimming Pool
- Downtown Vibrancy -- more eateries and family-friendly establishments
- More Affordable Housing

### Name not available

December 18, 2018, 7:58 PM

#### Question 1

- Downtown theatre

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Name not shown

inside Los Altos

December 18, 2018, 8:35 PM

#### Question 1

- Almost like the "dig once" initiative - please require the city staff to work with the utilities to be aware of which roads will be dug up AND THEN plan on repaving those streets. The system used now (or lack of one) means that roads that have recently been redone are being torn up. It's a waste of resources and shows lack of concern on the planners part.
- Seems like the area government is controlling our cities. Having affordable housing is one thing but using the developers as a piggy bank is wrong. Also adding more people to the neighborhoods without requiring parking makes our streets more crowded and dangerous for children, walkers and bicyclists.

### Name not shown

inside Los Altos

December 18, 2018, 8:48 PM

#### Question 1

- Contiguous Bike Lanes to school through the Homestead Corridor
- Connective transit from South Los Altos to Downtown

### Name not available

December 18, 2018, 9:00 PM

#### Question 1

- community center
- work with schools on shared issues - affordable housing, traffic, noise
- Vision - allow workout studios, etc. in more areas downtown

### Name not shown

inside Los Altos

December 18, 2018, 9:04 PM

#### Question 1

- Affordable housing: working families where both parents work and make six figures should be able to afford homes
- Designated bike lanes along commute routes
- Invigorating our downtown

### Laura Tekler

inside Los Altos

December 18, 2018, 9:12 PM

#### Question 1

- Determine which parts of Downtown Vision are top priority and begin implementation
- Work with school districts & residents to increase bike/ped safety
- Develop affordable/below market rate housing strategy & incentivize green building
- Hillview project oversight
- Ensure open staff positions are filled

### Name not shown

inside Los Altos

December 18, 2018, 10:26 PM

#### Question 1

- Traffic calming on streets leading to and around schools, such as Covington Rd.; traffic safety, particularly for bicyclists and pedestrians
- Taking a leadership role in addressing climate change and other environmental and public health issues
- Increasing affordable housing so service workers can live in our community
- Improving landscaping in South Los Altos

### Name not available

December 18, 2018, 10:30 PM

#### Question 1

- Improve traffic flow, especially at Springer/Foothill, Springer/Cuesta, and El Monte/Foothill
- Deal with petty crimes
- Streamline building permit process and provide adequate resources to lessen time involved

### Name not shown

inside Los Altos

December 18, 2018, 10:47 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Support a new library that meets the needs of all residents of Los Altos & Los Altos Hills
- Add four way stop signs on State Street
- Focus on making downtown a little more vibrant
- Add a few parking structures to reduce traffic on Main & State

---

### Name not available

December 18, 2018, 11:38 PM

#### Question 1

- Break ground on the new Hillview Center
- Improve traffic on Portloa near schools, eliminate parking on one side of road

---

### Name not shown

inside Los Altos

December 19, 2018, 8:50 AM

#### Question 1

- Implement the new DowntownVision
- Create a public-private partnership to build a new theater and parking structure by 2024.
- Expedite the building of the new Community Center while minimizing the impact on the other Hillview facilities
- Build a stronger commitment of trust, collegiality and willingness to forge solutions among the council.
- Work to defuse the hostility level and distrust of government among the citizens who saw Measure C as a "good thing."

---

### Ronald Koo

inside Los Altos

December 19, 2018, 10:22 AM

#### Question 1

- Develop affordable, non-subsidized housing for both lower income and middle income families
- Estimate all the deferred maintenance on city buildings and properties
- Implement a plan to fix all the deferred maintenance on city buildings and properties

---

### Name not shown

inside Los Altos

December 19, 2018, 11:11 AM

#### Question 1

- Downtown revitalization, parking, more things to do
- Affordable housing, increase housing density where possible and sensible while addressing accompanying increased traffic
- Community center including places and activities for teens, enlarged library, improved community spaces
- Traffic routing and calming: address current speeding problems; improve traffic choke points

---

### Name not shown

inside Los Altos

December 19, 2018, 12:12 PM

#### Question 1

- I would like to see the Los Altos City Council throw their support behind a new City Worker contract (Teamsters Local 350) that ensures a living wage and provides quantifiable benefits to recruit and retain qualified maintenance employees.
- The City Council should continue to focus on providing the amenities that new local residents expect; dog parks, Hillview Center, public swimming pool, bike lanes, improved street maintenance and traffic patterns, hotel development.
- What exactly does 'affordable housing' even mean? Entry level city workers start at a base salary: \$54,453. Affordable housing will emerge when developers are allowed to build. Market forces should dictate housing starts, NOT privileged NIMBY's who want to stop any/all development. What is needed are more thoughtfully designed apartment buildings, remove a height cap on downtown buildings, reduce/eliminate onerous permit processes and embrace progress! Increased housing REDUCES traffic, it does contribute to traffic.
- Concentrate on providing your existing city employees with an actual living wage and benefits.
- Current Los Altos Maintenance workers earn a COLA (cost of living adjustment) that is less than the local inflation rate. Long term, dedicated employees are living paycheck to paycheck. Interestingly enough, everyone seems to have an opinion as to how much a person is 'worth', especially when that person does the dirty work that most people wont or cant perform. Pay your workers a meaningful salary that allows them to feel dignified in devoting their lives to the City of Los Altos.

---

### Name not shown

inside Los Altos

December 19, 2018, 12:22 PM



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- Help to resolve / support LASD in resolving longstanding charter school site issue. As a parent of two children, it's been very draining to hear on/off that our local schools might be taken over by BCS, leaving us looking for alternatives.
- Maintain family focus for downtown businesses and development.

### Rowena Dodson

inside Los Altos

December 19, 2018, 1:07 PM

### Question 1

- Help downtown become more vital and alive
- Care for and preserve our trees; look at zoning policies that are harmful to trees and change them
- Ban/regulate motorized leaf blowers

### Name not available

December 19, 2018, 1:24 PM

### Question 1

- preserve parks and open space
- maintain (don't add) to town spaces and resources
- work with LASD

### Casey Roche

outside Los Altos

December 19, 2018, 1:27 PM

### Question 1

- Reduce home break-ins
- Reduce vehicles break-ins
- Reduce package thefts
- Improve traffic flow with better/higher-tech traffic system (visions systems, heuristics, etc.)
- Add more plantings, etc. to improve downtown appearance

### Name not shown

inside Los Altos

December 19, 2018, 1:28 PM

### Question 1

- Safe roads to school
- Affordable housing
- Support with solving remaining issues between the charter school and the district

### Name not shown

inside Los Altos

December 19, 2018, 1:29 PM

### Question 1

- Improved traffic flow including bicycle and pedestrian continuous safe routes
- Improved overall zone planning including low cost housing for local workers
- Improved vision for downtown using one-way traffic, wider walkways, protected bike routes and outside dining.

### roy lave

inside Los Altos

December 19, 2018, 1:36 PM

### Question 1

- A plan for a theatre in the downtown triangle suitable for live performances, movies and other events
- A plan for a permanent, downtown, landscaped green including public toilets & replacement parking
- A plan for a new or expanded library with adequate parking
- Construction of the community center including pedestrian crossing of San Antonio to downtown
- A plan for an improved Main, Edith, and San Antonio intersection

### Name not available

December 19, 2018, 1:59 PM

### Question 1

- Permit denser & taller development downtown and along El Camino
- More collaboration with LASD and MVLA

### Name not shown

inside Los Altos

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

December 19, 2018, 2:11 PM

### Question 1

- Move forward with the Climate Action Plan...fund it and commit making progress.
- Work with regional cities to set and achieve goals for housing and transportation.
- Build Hillview Community Center on schedule.
- Reduce dependence on one person vehicle transportation.
- Reduce parked cars on city streets, especially in neighborhoods.

---

### Brian Cilker

inside Los Altos

December 19, 2018, 2:11 PM

### Question 1

- Revised housing density ordinances for selected parts of the city, specifically, the El Camino Corridor, to make our zoning conform to that of neighboring Mountain View, to help solve the housing problem.
- Bicycle safety along the El Camino corridor, and the option of converting either on street parking, or one traffic lane to dedicated bicycle use.
- To enhance both pedestrian and bicycle safety, review and potentially lower, the speed limit on San Antonio Rd. from 35 mph to either 25 or 30 between Foothill Expressway and Almond Ave. A lower speed limit will be even more crucial as more space east of San Antonio is re-developed and more people seek to use those facilities.

---

### Name not available

December 19, 2018, 2:22 PM

### Question 1

- Traffic. Enforce the laws we have. No double parking at schools, speeding, illegal parking (under no parking signs near schools). Downtown traffic is managed. It is outside downtown that is terrible, particularly for children riding their bikes to school
- Downtown - controlled growth. Do not lose the charm with multistory buildings. Charm is what attracts shoppers.
- Community Center - if completed in a controlled manner.

---

### Name not available

December 19, 2018, 2:31 PM

### Question 1

- Mountain View
- Mountain View
- Mountain View
- Mountain View
- Mountain View

---

### Name not available

December 19, 2018, 3:53 PM

### Question 1

- Traffic mitigation to the surrounding streets when Foothill Expressway construction begins
- Develop 10 year development plan for the city
- Downtown Vision Process- Keep charm of the city with no three story buildings. Encourage more restaurants to come to Los Altos, encourage businesses to remain open late at night, downtown theatre,

---

### Nancy Lee

inside Los Altos

December 19, 2018, 5:20 PM

### Question 1

- Begin and complete the new community center, hopefully on time and under budget.
- Enable some other businesses to operate in our town. We don't want big box stores but some other known brands could help draw traffic and give exposure to our smaller retailers.
- Well designed parking structures on the periphery might ease the parking problems.
- If you can influence the city budget folks, it would be helpful if employees could alternate Fridays off and not have all the services shut down on a given day.

---

### Name not shown

inside Los Altos

December 19, 2018, 5:34 PM

### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- I believe there is a majority who wants a dynamic downtown, and a vocal minority who want to keep it how it is now. But, I could be wrong. The only way to know is to actively engage all Los Altos voters, and publish the results in an accessible way. This is a first step in breaking the impasse regarding future development plans.
- Support LASD. Let's be honest, a primary reason people move here is because of the schools. The city should support LASD and help resolve issues regarding site selection, charter schools, etc.
- More bike lanes that are well marked, and if possible, physically protected from passing cars.

---

### Name not available

December 19, 2018, 6:34 PM

#### Question 1

- Reduce airplane noise in North Los Altos
- Reduce concentrated remodels in one cup-de-sac area- impacts parking, noise, etc
- Reduce the amount spent on capital development

---

### Name not available

December 19, 2018, 7:57 PM

#### Question 1

- Community center
- Downtown
- Facilities

---

### Name not shown

outside Los Altos

December 19, 2018, 8:47 PM

#### Question 1

- Attract popular shops (no more nail salons, rock stores, etc.)
- Build an off-leash dog park
- More restaurants that appeal to kids

---

### Name not available

December 19, 2018, 10:17 PM

#### Question 1

- A new updated library with better entry on San Antonio
- Get the community center built

---

### Name not shown

inside Los Altos

December 19, 2018, 10:19 PM

#### Question 1

- Bike Safety: Particularly First St. between Edith and Main St. is extremely dangerous+no signs warning drivers to share that narrow road.
- Jet Noise: Everyday over 500 people file 6000 complaints. City council should officially express its position. Staying silent is ignoring those 500 disturbed residents.
- Tall Buildings: Los Altans have spoken clearly and they do not want tall buildings in Los Altos. The buildup along El Camino Real is clearly against the will of the residents. It needs to be stopped.

---

### Name not available

December 20, 2018, 7:32 AM

#### Question 1

- Community center plan
- 4 way stops AND painted cross walks on main and state at 2nd and 3rd intersections
- 3 way collaboration with LASD and city of mountain view to move forward on 10 school site in mountain view to serve local students in LASD school district boundary with 21century vision focused on prepping students for a path to the Freestyle academy high school program
- Screen paving companies for future work- the current paving work in Los Altos Ave and Loucks is abominable and the implementation was discourteous and dangerous to neighbors

---

### Name not shown

inside Los Altos

December 20, 2018, 1:04 PM

#### Question 1

- Keep the small town atmosphere
- limit large housing projects
- improve curb appeal in (add curbs, ....)

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Name not shown

inside Los Altos

December 20, 2018, 1:57 PM

#### Question 1

- Stop over development and increased density along the El Camino. Develop a Specific Plan to protect neighbors, protect privacy and increased traffic and parking problems.
- Update zoning to make City Own Lands which are currently not designated as Parks such as Hillview Soccer/ Baseball field, the Orchard. Grabnt park is made up of 4 parcels, but 3 are designated as residential.
- Update the general plan with input from the community residents, not just business interests.
- Apply all surplus monies to the new Community Center, so that the City does not need to borrow money. The only other place funds should go is to CALPERS.

### charles smith

outside Los Altos

December 20, 2018, 4:01 PM

#### Question 1

- traffic safety
- downtown development
- affordable housing

### Name not available

December 20, 2018, 9:28 PM

#### Question 1

- Housing - Increase Housing and Affordable Housing
- Traffic Safety:
- Downtown

### Name not shown

inside Los Altos

December 21, 2018, 8:43 AM

#### Question 1

- Review the Downtown Vision Plan for projects that can be done with less effort and create an implementation plan

- Plan for a permanent downtown green
- Plan for expanding the current library or building a downtown library (both need adequate parking)
- Continue to fulfill the dream of a Community Center
- Plan for parking structures on the edge of downtown to lessen vehicle congestion and enhance pedestrian safety on Main/State

### Name not shown

inside Los Altos

December 21, 2018, 10:18 AM

#### Question 1

- Airplane noise

### Name not shown

inside Los Altos

December 21, 2018, 10:38 AM

#### Question 1

- Infrastructure - roads, sewers, fiscal responsibility.
- Continue Hillview project, one time and on budget.
- Downtown plan, including parking.

### Name not shown

inside Los Altos

December 21, 2018, 10:41 AM

#### Question 1

1. Highest priority is the General Plan. It's a legal requirement, but it's also a blueprint for the future, driving budgets and community planning.
2. Local control. A regional issue. Los Altos is not the only city concerned about ABAG/MTC/CASA/SB50 and state interference in our quality of life. We should join with other cities to insist on local control.
3. Traffic/safety. Traffic is a regional problem, exacerbated by runaway growth. It's magical thinking to assume people are going to give up their cars any time soon.
4. Finish the Community Center to show that the city can actually complete a project.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Get real about the downtown "vision." We wasted \$330,000 on a consultant who did unscientific Post-It Note "research" and fed back ideas that have been on the table for years (theater, library, etc.). Let's look at what improvements can be made realistically.

---

### Pat Osborne

inside Los Altos

December 21, 2018, 11:37 AM

#### Question 1

- A Parking Garage without adding high rise buildings.
- Stop the development on El Camino RI. - the street is already overbuilt..
- Insist that the Bullis

---

### Bob Machlin

inside Los Altos

December 21, 2018, 12:09 PM

#### Question 1

- Bicycle Safety
- Pedestrian Safety
- Homeowner safety (from vandalism and other)
- Town and street cleanliness
- Power lines and telephone lines free from trees/branches interference (safety)

---

### Name not available

December 21, 2018, 12:23 PM

#### Question 1

- Please amend the public and institution land designation to park designation to protect the orchards, fields and playground
- Revisit the ADU requirements and reinstate owner occupancy and set backs
- Reform the pension system for city staff to buyout Calpers and set up 401K programs. System is not sustainable now
- Prioritize and add budget for street repair, city maintenance for medians, potted planters and other deferred projects. Enhance the beauty of our community with landscape maintenance. Repair sidewalks that are buckling. Trim trees, etc

### Name not shown

inside Los Altos

December 21, 2018, 12:23 PM

#### Question 1

- Please amend the public and institution land designation to park designation to protect the orchards, fields and playground at Hillview. Please correct errors at Grant Park that show this land as single family homes
- Revisit the ADU requirements and reinstate owner occupancy and set backs
- Reform the pension system for city staff to buyout Calpers and set up 401K programs. System is not sustainable now
- Prioritize and add budget for street repair, city maintenance for medians, potted planters and other deferred projects. Enhance the beauty of our community with landscape maintenance. Repair sidewalks that are buckling. Trim trees, etc
- Repair the Halsey House. Get grants or whatever is needed to get this historic site renovated

---

### Name not available

December 21, 2018, 12:24 PM

#### Question 1

- more recreational programs for seniors in Grant Park Community Center
- traffic signals in San Antonio Road to ease traffic conges

---

### Name not shown

inside Los Altos

December 21, 2018, 4:32 PM

#### Question 1

- Improve traffic flow at intersection of El Monte and Foothill (including Covington & El Monte)
- Establish a Dog Park -- the park next to Foothill Blvd between Edith and State Street is a fine place for a dog park
- Create dedicated Pickle Ball courts for Los Altos

---

### Name not available

December 21, 2018, 7:12 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Keep the community center as is - no replacement
- Lawn by the Woodland Library for kids to play and study after school
- mold removal in city facilities

---

### Marjorie Rauch

inside Los Altos

December 21, 2018, 7:41 PM

#### Question 1

- Name Hillview's Big Soccer Field and Little League Field and City Orchard as "Parks" in the General Plan.
- Maintain streets and walkways so that Pedestrians and Bikes as well as Autos are safe.
- Promise not to "monetize" any Los Altos land without asking the citizens first.
- If there is another office building downtown, I think there should be small stores and cafes at street level.
- New buildings should have setbacks at street to have space for cafe seating.

---

### Name not available

December 21, 2018, 8:03 PM

#### Question 1

- Infrastructure- roads and divets where water pools in front of homes
- Make sure parklands and other nondeveloped land is classified properly so not subject to sale or appropriation under SB50
- Scale down/get rid of the new Community Center plan. It is unreal that it is planned in excess of \$25mm allocated when hardly any of the community uses it. It is against councils' fiduciary duty to misspend funds like that.
- Keep \$ that don't need to be spent needlessly for a rainy day. Use what is budgeted for community center to fix out infrastructure!

---

### Name not available

December 21, 2018, 9:34 PM

#### Question 1

- Protect the small town character (and building development) in Los Altos
- Sensible growth
- Don't put all growth in one area (Down Town, Corners, or El Camino)

### Name not shown

inside Los Altos

December 22, 2018, 8:49 AM

#### Question 1

- Fixing and repaving streets ,especially the ones where sewer project and PG&E works have taken place
- Adding stop signs and making the existing one more visible , especially where school traffic is present
- Addressing the needs of seniors who do not drive any longer,by establishing a "go to down town" shuttle that will allow them to go to library, bank and meet a friend for lunch, or taking a class at the Hillview community center
- Maintaining our beautiful heirloom trees throughout the city, and planting many more. Many new homes that have been built the last few years have removed without mercy many old and beautiful trees. Also PG & E has injured many old trees by pruning them wrongly and cause them to break.
- Introducing a bill to forbid wood-burning fireplaces & replace existing ones with gas or electric fireplaces. The smoke [ especially in the morning] is so bad for children and old people , and people who suffer from respiratory disease. Some days are so bad that it prevents some of us to even go out.

---

### Name not shown

inside Los Altos

December 22, 2018, 11:24 AM

#### Question 1

- Maintenance and beautification of public lands, roadways and parks across Los Altos. Maintain ambiance, charm and character of a neighborhood residential community.
- Revision and updates to General Plan to address all public spaces and parks, trees and aesthetic building and views that hallmark our residential community. Restore and revitalize spaces like Halsey House as a Nature Center, Grant Park outdoor experiences, Shoup House, Landmark Orchard, Trails and Bike pathways.
- Define proper zoning, building development and allowances--- and advocate policy to support a residential-based community. Push back on development centric law making at county and state level. Find sustainable and manageable solutions in coordination with other cities. Appoint staff Director of Neighborhood Development as peer or replacement to Director of Economic Development (an unnecessary position)

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Hold City Manager and City Staff accountable to the bylaws, and provision for proper discussions, validated survey input and enforce requirement for complete and accurate staff recommendations prior to decisions.
- Put in place proper financial controls and city priorities ---instead of approving things that cannot be funded, or that require debt-based governance (loans and bonds).

---

### Name not shown

inside Los Altos

December 23, 2018, 8:18 AM

#### Question 1

- Finish the Community Center!! You are so close. Add a swimming pool to part 2. We lost our only community pool when our kids were little. Now they are gone and still no pool. Crazy!
- I'm excited about more vibrancy downtown and think you can do it with some taller buildings that do not crowd the street like some of First St buildings do. Underground parking is fine. But do something like LACI was proposing, perhaps with housing not office buildings but keep the park/stage/sidewalk dining ideas

---

### Name not available

December 23, 2018, 8:32 AM

#### Question 1

- bury power lines
- safe roads, parking
- reasonable approach to buildings - like Packard building, not like Safeway
- keep local, small town vibe
- parks

---

### Fred Haubensak

inside Los Altos

December 23, 2018, 9:17 AM

#### Question 1

- Smart growth that takes residents concerns into account: generous setbacks to R1and R3 bordering parcels and mixed use developments in the CT zone.
- Transparency in city govt- no more city council member and developer meetings behind closed doors

- Focus on infrastructure to support the growth we are seeing: traffic mitigation and safe and walkable streets
- Adding neighborhood parks in North Los Altos

---

### Marji Karlgaard

inside Los Altos

December 23, 2018, 9:47 AM

#### Question 1

- Redesignate areas "used as parks" (Hillview soccer and baseball fields, etc) to be official parks along with Community Center planning and funding.
- Evaluate civic building needs and costs and also realign pension plan to 401K for public workers.
- Stand up to resist state mandated zoning such as SB 50 while moving forward to create more housing options.

---

### Jim Jolly

inside Los Altos

December 23, 2018, 11:14 AM

#### Question 1

- Revise pension plan to a defined contribution type plan with employee contributions and employer matching contribution. Terminate existing defined benefit plan
- Update our General Plan and corresponding map to clarify areas classified as Parks, Open Space and Public/Institutional Lands
- Revise budget for new Community Center back to the original \$25 million level and make corresponding adjustments to the design plans currently in process
- Remove any floor space in the new Community Center designated for the exclusive use of the Children's Corner pre-school
- Eliminate "fluff expenses" in the city budget and focus on major activities that benefit the most number of residents - police/fire, road and public building maintenance, etc. Fluff includes donations to charity, public art, poorly attended recreation activities, etc.

---

### Name not shown

inside Los Altos

December 23, 2018, 12:15 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Adopt 2019 Reach Building Codes currently under development by SVCE for sustainable and environmentally sensitive development within our City.
- Keep the Community Center project on schedule
- Switch employee retirement system from CALPERS to a 401(k)
- Update the City's Climate Action Plan and use as a guide for decision making related to the General Plan, zoning, development, programs and projects

---

### Name not shown

inside Los Altos

December 23, 2018, 12:24 PM

#### Question 1

- Street maintenance, particularly on south side of Arboleda between Parma and Springer fill dip
- Street maintenance, resurface Glen Alto Drive

---

### Name not shown

inside Los Altos

December 23, 2018, 7:51 PM

#### Question 1

- Please build the new community center. We've lived here for over 20 years and are still waiting. Costs have marched upwards in the interim.
- Please show more careful consideration re: changes to ADU's. If we desired higher density none of us would have bought in Los Altos. Yes, affordable housing is a problem. Two homes on every minimum lot size is not the solution.
- Get the low flying airplanes back out of our skies. Despite the sales pitch, the history of how and why this happened has nothing to do with modernization and safety and everything to do with making more money for airlines and airports. And the consequences are far beyond being a mere irritant.
- Please do not let people pave over the area between the street and their yards. It is terrible for the environment and unsightly.
- I'd prefer more undergrounding of utilities and a few more streetlights to enhance safety and visibility.

---

### Name not shown

inside Los Altos

December 25, 2018, 3:31 PM

#### Question 1

- Develop a master plan for a coordinated look and approach to housing, especially on El Camino. (right now it seems and looks haphazard with
- Develop a plan for a coordinated plan for new restaurants and stores, especially along El Camino Real.
- Do a traffic study on the impact of apartment/condo developments on traffic on El Camino and surrounding neighborhoods.
- Plan playgrounds and green space for neighborhoods along El Camino and surrounding neighborhoods in this area.

---

### Name not available

December 26, 2018, 9:13 PM

#### Question 1

- fiscal responsibility and control of budget
- save our parks and lands
- slow down the development of downtown with more than 2 stories and commercial building such as law offices and banks, etc.
- keep and maintain the rural look and feel of our city
- extend restaurants and businesses hours in the evening and bring more life into the town

---

### Name not available

December 26, 2018, 9:24 PM

#### Question 1

- reduce and cut back on the budget for the new community center. It is too expensive and we should spend the money on other priorities
- focus on bringing people to downtown by real programs; not just expensive buildings
- reduce spending and focus on fiscal responsibility

---

### Cathy Lazarus

inside Los Altos

December 27, 2018, 9:55 AM

#### Question 1

- Keep moving forward on the new Community Center as currently designed.
- Develop implementation priorities and funding strategy for the downtown vision.
- Reach into the community to foster trust between the city and the community
- Act to fully preserve parkland in Los Altos



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Support inclusion of affordable housing in new developments.

---

### Name not available

December 27, 2018, 10:18 AM

#### Question 1

- Reduce funded, but not started CIP's by 80%. Adjust staff to facilitate meeting goal.
- Develop plan to provide affordable housing for Los Altos staff that insures retention.
- Develop five year plan and start funding reserve for California Public Retirement System [CalPERS] estimated cost increases to Los Altos

---

### Name not available

December 28, 2018, 11:09 AM

#### Question 1

- No more building down town. Downtown is a small area. More building brings more traffic. Headache for residents.
- Keep all the open spaces and parks for recreation and better air quality. Add more if possible. Keep the City orchard.
- Have ADEQUATE handicap parking at Hillview especially near the Senior Center.
- Keep Loyola Corners small. Remember this is primarily a residential area. Again, don't add to more traffic.
- Be frugal with the money. Stay within budget.

---

### Name not available

December 28, 2018, 3:15 PM

#### Question 1

- Revoke "Sanctuary City" status
- Limit commercial building heights in downtown and retail areas

---

### Name not shown

inside Los Altos

December 29, 2018, 11:28 AM

#### Question 1

- We have a "people overage" not a "housing shortage." Resist with max effort push to build more high density housing. I moved here for the "country feel" not to have SF and NY traffic and their other problems replicated.
- Share the pain. Build high density housing on Foothill Expressway rather than just El Camino. Nobody who can afford \$2M for a Los Altos condo is going to take the 22 bus to work. Don't shut Greg's 76 station on El Camino for yet another 5-story development. Instead, close his station on Foothill and offer to let him build an 8-story building there if it is affordable for teachers and first responders. They can BIKE to most Los Altos jobs from there (centrally located) and it won't add to San Antonio Rd gridlock.
- Make due with taxes you collect. I am semi retired now. I moved here to "retire" soon and hate having to pay more and more just because the rich moved here and want me to pay for their version of utopia.
- Find a compromise to get the community center built. Perhaps offer naming rights to get it sponsored by the billionaires here so we just pay for maintenance.
- Stop the bickering with the charter and regular school districts. I have no idea what the disagreements are and don't care other than it is wasting my tax dollars.

---

### Name not available

December 29, 2018, 12:23 PM

#### Question 1

- Meaningful traffic focus - expanding BPAC's role by adding complete streets, so far has been a bust. Add an alternative service level to increase the staffing of PD's motor cycle officers would be a good start, expanding coverage from 5 days a week to 7 and evening hours and earlier hours to include the school commute..
- Discuss and evaluate providing public transportation to downtown zone (including senior center, library,)- perhaps PA's service that can be scheduled by a phone application, Stanford's Margueite system, or even getting VTA to report is's Fremond Ave route.
- A pedestrian walkability assessment driven by seniors - for example, the recent city improvements being installed at Covington Rd at Riverside without curb cuts is a costly mistake (or even the new sidewalk on Covington at Russell without curb cuts). Obviously the P in BPAC is not working for challenged pedestrians.
- What is the rationale of installing 15 MPH speed limits around schools if one does not enforce the lower limit? The 15 MPH school zones are a joke (another way of saying 15 MPH is too low a speed - few drivers can effectively drive that slow).

---

### Name not available

December 29, 2018, 12:26 PM

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- Traffic along lower Deodara Dr. It is the only access many children have to school and they must travel it along with the parents driving their children to school and the early and late commute traffic of workers taking short cuts when Fouthill Expressway is busy
- I'd love to see the community center redone.
- One or two fast food resturants in Down Town. Especially one where you can stop and have a beer or wine in the afternoon.

### Name not available

December 29, 2018, 1:26 PM

### Question 1

- Jet noise. The City Council needs to be much more aggressive in addressing this issue. Since the Select Committee finished their work, nothing has happened.
- Traffic congestion at Miramonte and Covington. This could be alleviated by allowing drop-offs on Carmel Terrace/Altamead Dr.
- Relocate the Post Office to El Camino. It is an eyesore and inconveniently located. Move to El Camino and rezone the property for residential use.

### Name not available

December 30, 2018, 5:35 PM

### Question 1

- Managed growth
- Traffic Control
- Community Building
- School Integrity

### Name not available

December 31, 2018, 11:12 AM

### Question 1

No response

### Name not shown

inside Los Altos

December 31, 2018, 11:38 AM

### Question 1

- More outreach to residents before staff invests time and resources.
- Less use of outside consultants. Expensive and feel compelled to make radical suggestions.
- Avoid knee jerk decisions based on meaningless words such as vibrant, vitality.
- Ensure that all City Council decisions are made with environmental best practices.

### Name not shown

inside Los Altos

December 31, 2018, 6:40 PM

### Question 1

1. Clean air. Reduce carbon emissions. Thanks to the City for the anti-idling signs in parking lots. A similar campaign is needed to eliminate gas leaf blowers as each blower emits the equivalent toxic exhaust of 17 cars. (CA Air Resources Board.)
2. Clean Water. Thanks to the City Council for the new shoulder paving policy which will reduce storm water runoff pollution. Public education is needed to introduce residents to rain gardens, bioswales, and other stormwater diversion projects.
3. A sustainably built Hillview Community Center. Solar panels are essential.

### Name not shown

inside Los Altos

December 31, 2018, 6:54 PM

### Question 1

- Complete Community Center
- Environmental action (e.g., incentivize restaurants to serve plant-based options better for environment and health, electric car plug-in parking spots, bicycle "kitchen" spaces for teaching and working on bicycles as well as other DIY projects)
- Affordable housing options

### Name not available

January 1, 2019, 1:53 PM

### Question 1

- Downtown visioning
- Loyola Corners development plan
- Involvement with LASD/BCS dispute

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Tangibly show results through collaboration and solving problems. The City Council continues to show limited ability to get anything done.

---

### Name not available

January 2, 2019, 10:11 AM

#### Question 1

- Manage development to encourage Los Altos-friendly projects and avoid monster, out-of-character buildings
- Revisit downtown visioning to more thoroughly plan the future with more resident input
- Provide residents with clear, transparent plans for proposals for streets, new projects, etc. with sufficient resident notification

---

### Name not shown

inside Los Altos

January 2, 2019, 10:58 AM

#### Question 1

- Community Center -- focus on path to development/construction
- Affordable housing plan/rental unit development
- Fire prevention guidelines around private properties and fire management planning for vulnerable areas

---

### Name not available

January 2, 2019, 3:54 PM

#### Question 1

- Build a community swimming pool

---

### Name not shown

inside Los Altos

January 2, 2019, 8:12 PM

#### Question 1

- Traffic flow: fixing backups at problem intersections
- Growth and zoning: limiting density, especially preventing replacing retail with condos/apartments
- Downtown vitality: greater variety of restaurants, stores

---

### Name not available

January 2, 2019, 10:32 PM

#### Question 1

- Increased parking
- Limit building height
- Upgrade city government buildings

---

### Name not available

January 3, 2019, 3:11 PM

#### Question 1

No response

---

### Name not shown

inside Los Altos

January 3, 2019, 4:31 PM

#### Question 1

- Fire the drunken Planning Commission chairman. His irresponsibility put lives at risk. He has no role in deciding matters for others.
- Pause the Hillview Community Center, and redesign with multi-story buildings with a smaller footprint to maximize open space
- Devise and recommend solutions to downtown parking and traffic flow throughout the city
- Consider a Spring "Annual Report" to the citizens of Los Altos from the City Council and staff.

---

### Name not available

January 3, 2019, 6:10 PM

#### Question 1

- Easier parking facilities for the Library. Better marked so that people don't just sit there in their cars obstructing traffic as they wait to load their kids or wait for a space to be available. It's difficult and dangerous to maneuver in that parking lot
- The City could study the possibility of more 'Stop' signs in the downtown area to slow down traffic and make it safer. The 'Stop' signs on Main St. were a good start.

---

### Name not available

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

January 3, 2019, 8:46 PM

### Question 1

- move forward with community center
- build a 3 story parking structure in the plaza where the costume bank, old fire station

### Name not shown

inside Los Altos

January 3, 2019, 8:57 PM

### Question 1

- Overall carry forward and implement 2018 priorities but in different order as follows:
- 1. Complete Downtown Visioning process.
- 2. Begin construction of Community Center.
- 3. Develop a plan to build affordable workforce housing.
- 4. Infrastructure improvements.

### Name not available

January 3, 2019, 11:43 PM

### Question 1

- affordable housing
- downtown development
- facilities upgrades and community center

### Name not available

January 4, 2019, 10:29 AM

### Question 1

- Downtown Vision
- Affordable Housing
- Traffic Safety

### Thomas Powell

inside Los Altos

January 4, 2019, 10:52 AM

### Question 1

- More vibrant and economically active/sustainable downtown
- Increase housing density
- Traffic improvements - reduce street congestion

### Cori Mehring

inside Los Altos

January 4, 2019, 2:31 PM

### Question 1

- Traffic easing - widen Fremont Ave at approach to Bellevue/85
- Designate off-leash hours at 3 parks designated in previous survey
- Improve parking in downtown

### Name not shown

inside Los Altos

January 4, 2019, 2:43 PM

### Question 1

- Affordable housing plan as #1 priority
- Executing on the plan for a new community center as #2 priority
- Consistently applied in-lieu parking fees from developers, with an achievable comprehensive parking plan

### Name not available

January 4, 2019, 2:46 PM

### Question 1

- Provide affordable housing opportunities in Los Altos
- Continue to enliven the downtown, implement the Downtown Vision
- Ensure the long-term fiscal health of the City

### Charles Pow

inside Los Altos

January 4, 2019, 4:45 PM

### Question 1

- Housing. Increase the supply of housing.
- Facility needs. Plan and budget for facility needs, to determine funds available for capital improvements such as community center.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Traffic safety. Given the increased traffic through Los Altos, what can we do to mitigate the impacts?

---

### William Moniz

inside Los Altos

January 4, 2019, 8:08 PM

#### Question 1

- Resist the bay area and state government attempts to increase affordable housing in Los Altos, keep zoning as is, no granny houses or rentals in our neighborhoods.
- Keep the village feel- stop allowing large buildings to be built, limit the influence of outside developers by having full disclosure of those that own or will benefit from proposed projects
- Stop putting bump outs on our street corners to "slow down" traffic, they only create frustration on the part of drivers
- Stop allowing Google, Waymo and other self driving cars to practice their driverless cars on our streets. They are unproved and an accident or death waiting to happen. These companies are not being truthful about the number and types of accidents these types of cars have had.

---

### Name not available

January 5, 2019, 6:24 AM

#### Question 1

- Move the community center project ahead with a moderate budget commensurate with the size of Los Altos
- Advance the correction of the intersection of El Monte with Foothill so that it becomes usable again
- Curb overdevelopment of the downtown to retain the character of the area
- Expand the city focus on earthquake preparedness and disaster recovery to get the whole community involved with the effort. We will be on our own if disaster strikes

---

### Name not shown

inside Los Altos

January 5, 2019, 2:57 PM

#### Question 1

- Traffic, public safety, enforcement of existing laws i.e. pedestrian right of way, left turns into parking spaces on Main, speed limits

- Continue defining vision and address/acknowledge concerns of folks who voted Yes on measure C
- Maintenance on Halsey House and other historic structures

---

### Name not shown

inside Los Altos

January 5, 2019, 5:47 PM

#### Question 1

- Hillview Community Center
- Traffic Safety
- Housing

---

### Name not available

January 6, 2019, 2:36 PM

#### Question 1

- Figure out 10th School Site
- Focus on very moderate development in the downtown that will preserve its special character
- Traffic Safety for Bikers and Pedestrians

---

### Name not shown

inside Los Altos

January 7, 2019, 10:57 AM

#### Question 1

- This is the suburbs where one town rolls into another. Define what distinguishes Los Altos from neighboring communities and double down on those answers to inform decisions. Think beyond how things have been done, both here in Los Altos and other towns, to how things should be done for sustainability of our top schools, our residential character, a vibrant downtown and the environment. Mentor and inspire city staff to be progressive. And most importantly, rebuild trust with residents. Be it apathy on the part of residents who only speak up when something is wrong or the lack of council/city outreach to residents, it is clear there is frustration and mistrust. And the commission process is broken
- Downtown vision
- Resolve LASD and Bullis Charter school issue
- Affordable housing
- Jet noise - this is a critical quality of life issue for Los Altos. Also - Underground utilities. This is a wish list item.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Name not available

January 7, 2019, 12:50 PM

#### Question 1

- Environmental Sustainability: Please future-proof our city for the sake of the children, who need a livable climate.

### Name not available

January 7, 2019, 2:24 PM

#### Question 1

- Keep downtown building height as is
- Community center
- Limit setback line to 10 feet even for underground basement.

### Name not available

January 7, 2019, 5:26 PM

#### Question 1

- Support for the library, including the commission.
- Support for the Friends of the Library, including sorting and storage areas and proving a place for the 4 sales per year.
- Decision on whether Los Altos is to remain its 'charming village atmosphere' or be a mall calling itself a city.

### Name not available

January 7, 2019, 8:03 PM

#### Question 1

- Reducing airplane noise overhead
- Bring more restaurants to downtown

### Name not available

January 7, 2019, 8:22 PM

#### Question 1

- Work with LASD and BCS to find a long-term solution for BCS. Ideally, find one site for BCS.
- Create high-density housing in south Los Altos. Covington, Springer, Loyola and Oak all have declining enrollment.

- Reduce the airplane/jet noise.
- Create underground parking in downtown. Turn above ground parking into parks and/or pedestrian walks, dog parks, etc.
- Better manage traffic.

### Name not shown

inside Los Altos

January 7, 2019, 8:25 PM

#### Question 1

- More parks
- Reduce aircraft noise
- More bike lanes

### Name not shown

inside Los Altos

January 7, 2019, 9:06 PM

#### Question 1

- airplane noise and the concentration of air traffic should be one of the top priorities for the city of Los Altos

### Name not available

January 8, 2019, 1:45 PM

#### Question 1

- Airplane noise!
- Affordable Housing
- Air pollution

### Name not available

January 8, 2019, 2:53 PM

#### Question 1

- Planning that increases housing without negative impacts on current residents - i.e. adjacent to CT Zone
- Open transparent government
- Safe walkable bikeable streets, traffic mitigation, reduce "Cut Through" traffic

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Name not shown

inside Los Altos

January 8, 2019, 2:54 PM

#### Question 1

- protecting neighborhood character from hi rise residential/commercial and mixed use development
- preserving charm and character of downtown while encouraging thoughtful development
- addressing downtown workers parking in residential neighborhoods
- addressing speed and amount of traffic on major collector streets including san antonio road, el monte etc
- taking a critical look at the absurd parking ratios and parking in lieu fees that were proposed by the downtown parking committee

### Name not shown

inside Los Altos

January 8, 2019, 3:27 PM

#### Question 1

- Airplane noise
- Airplane noise
- Airplane noise
- Airplane noise
- Airplane noise

### Phan Truong

inside Los Altos

January 8, 2019, 3:34 PM

#### Question 1

- Smart growth that takes residents concerns into account generous setbacks to R1 and R3 Bordering parcels and mixed use developments in the CT Zone.
- Look into Mountain View El Camino Real Precise Plan Vision and create Los Altos El Camino Real Precise Plan Vision to make sure a clear cut to developer standard and guidelines, which helps City Planner have a baseline to deal with new developing projects for CT Zone in the future.
- Transparency in city government - no more city council member and developer meetings behind closed door
- Focus on infrastructure to support the growth we are seeing: traffic mitigation and safe and walk able streets
- Adding neighborhood parks in North Los Altos

### Name not available

January 8, 2019, 3:46 PM

#### Question 1

- 1) rationalize CT to residential zoning rules that are currently benefit developers far more than residents and beneficiaries of affordable housing
- 2) traffic safety along key school routes at peak school start/end times (speed abatement, traffic flow redirection, fines)
- 3) bicycle lanes and markings along key school routes for better children safety
- 4) City council can do better at listening to residents first and foremost, vs. outside or external community groups. City Council serves Los Altos Residents
- 5) Control street parking, in particular limit neighborhood street parking in adjacent areas to CT zones

### Morgan Bricca

inside Los Altos

January 8, 2019, 3:52 PM

#### Question 1

- downtown
- Affordable housing
- community center

### Name not available

January 8, 2019, 4:39 PM

#### Question 1

- Jet noise / force FAA to return to BSUR
- Keep the Village feel of Los Altos- do not exceed height limits currently in effect. Do not build on parking litsc
- Keep current sized parking spaces. The alternative is to ban all SUV's!
- Gice residents a voice in decisions affecting our town.

### Name not available

January 8, 2019, 6:06 PM

#### Question 1

- Addressing Jet Noise

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Stopping turning our downtown parking lots into poorly planned developments

---

**Name not available**

January 8, 2019, 7:06 PM

**Question 1**

No response

---

**Name not available**

January 8, 2019, 8:37 PM

**Question 1**

- Increase housing
- Reduce greenhouse gases

---

**Name not available**

January 9, 2019, 12:44 AM

**Question 1**

No response

---

**Name not available**

January 9, 2019, 12:47 AM

**Question 1**

No response

---

**Ron Packard**

inside Los Altos

January 9, 2019, 7:13 AM

**Question 1**

- 1 – Protect existing charm of downtown. The Downtown Vision plan has some significant flaws that need correcting, such as (a) developments on most of the parking plazas without contemporaneous replacement of the parking requirements, (b) proposed parking ratios would allow all property owners on Main Street and State Street to add a second floor for offices without providing any additional parking, (c) raiding the public land at the civic center to fund downtown developments.
- 2 – Commission a professional survey that includes the various “tradeoffs” of goals. Prior surveys show a strong support for maintaining our small-town character, and also the desire for more downtown vibrancy. Downtown developers only see the vibrancy result as justification for great height, so they can generate more rents. No city sponsored survey has asked about the tradeoffs between those.
- 3 – Fight regional and state government on their efforts to re-define our community.

---

**Name not available**

January 9, 2019, 7:54 AM

**Question 1**

- Repair roads with many potholes
- Increase downtown parking
- Ensure budget is maintained with long term outlook

---

**Name not available**

January 9, 2019, 7:54 AM

**Question 1**

No response

---

**Name not shown**

inside Los Altos

January 9, 2019, 8:17 AM

**Question 1**

- Airplane noise - This continues to be an issue, and nothing seems to be moving on this.
- Ensuring business stability downtown
- Finalize and get moving on Hillview plans

---

**Name not available**

January 9, 2019, 8:46 AM



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- Los Altos Senior Center construction
- Los Altos Traffic Control to save lives
- Los Altos Senior center at Grant Park Upgrade with Kitchen
- Los Altos Dog Park Commission proposal for Grant Park should be closed. Park is for Soccer and other children's play
- Los Altos

---

### Name not available

January 9, 2019, 9:05 AM

### Question 1

- Revitalising empty properties downtown
- Making sure that historic, green, and public areas are protected from development
- Downgrading by staff of the apparently overemphasised public concerns about downtown parking
- Working with schools to place a new school in a useable location, NOT in the downtown area

---

### Name not available

January 9, 2019, 9:32 AM

### Question 1

1. Airplane Noise
2. Crime / Break-Ins
3. Traffic
4. Downtown / Community Center Development

---

### Name not shown

inside Los Altos

January 9, 2019, 9:46 AM

### Question 1

- Revise downtown plan : do not sell parking lots or city orchard or parkland to developers.
- Affordable housing (meaning condos or apts of over 2 stories) should be on El Camino Real, not on residential streets.
- Community Center at Grant Park should have kitchen updated to code. Didn't leave seniors without a kitchen!
- Consider South Los Altos as a part of Los Altos and not just as an "annexed County area."

### Angelo De Giuli

inside Los Altos

January 9, 2019, 11:03 AM

### Question 1

- Start implementing the vision of a Los Altos, especially downtown, more pedestrians and bikers friendly
- Introduce a legislation to reduce or eliminate single-use plastic
- Find way to provide affordable housing for our city public employees and other medium or low income residents

---

### Name not shown

outside Los Altos

January 9, 2019, 11:14 AM

### Question 1

- Stay the course: Advance & begin implementing Downtown Vision plan and parking solutions/reforms
- Community Center: Continue to move the Community Center project forward with a goal to have the new center built by December 2020
- Increase workforce and affordable housing
- Traffic Safety: The City will continue to take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on safe routes to schools
- 10-year Capital Facilities and Operations, and Financial Capacity Analysis: Address facility needs over the next 10-years with an analysis of how to finance

---

### Name not shown

inside Los Altos

January 9, 2019, 11:16 AM

### Question 1

- Revitalizing community properties (parks/community center) all over the city
- Crosswalk safety for elementary age children
- Mix of businesses in our downtown

---

### Name not available

January 9, 2019, 11:44 AM

### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Traffic Safety
- Downtown growth
- Capital Facilities & Operations analysis

---

### Mark Goodman

inside Los Altos

January 9, 2019, 12:26 PM

#### Question 1

- Giving citizens clearly defined notices about projects. Vague notices are not supported by Ca, Law
- more transparency. the city needs to reach out for community input and not expect the community to find out for themselves what to do
- downtown vision. I want slow growth. don't lose the small town feeling of los altos, move slowly and ask the citizens
- don't make using govt grants the big priority while ignoring what would be best
- show more respect for the elderly population that lives here. we made the city what it is.

---

### Name not available

January 9, 2019, 1:06 PM

#### Question 1

- A sidewalk washing program that will keep the town looking better than any in the area!
- Add one more feature/each month to high lite a part of the town
- Expand the Library and add the capability that will make it the very best in the Bay Area!

---

### George Estill

inside Los Altos

January 9, 2019, 1:17 PM

#### Question 1

- keep small town feeling that attracted residents in first place
- NO high rises
- put money into employees retirement insted of downtown development
- get rid of the undue influence of developers
- start a meaningful future view for Los Altos; no more misleading questionnaires

### Name not available

January 9, 2019, 1:40 PM

#### Question 1

- The new community center
- Keep the town the same. It's good the way it is.
- Promote businesses in the vacant buildings with lower rent
- Keep home building to appropriate size not these monster homes.
- There is too much traffic here now we don't need more housing

---

### Name not available

January 9, 2019, 1:52 PM

#### Question 1

- Downtown parking structure
- Downtown public restrooms
- Ticketing of cars crossing double yellow to park
- Affordable housing

---

### Name not shown

inside Los Altos

January 9, 2019, 2:07 PM

#### Question 1

- Truly determining what residents want for their city. No outside input and no developer driven campaigns against the majority of residents. Part of accomplishing this would mean finding a different way to survey the residents. Maybe not using Godbe and insted looking to a group that generates their own questions in a scientific manner to determine accurate input from residents. Even staff cannot be relied on for determining best questions because they are not researchers trained in developing accurate surveys and they are also biased. It is human nature to be biased. Hence needing research professionals that know exactly how to determine this sort of information.
- Developing a housing task force that is comprised of residents only. We need fresh, not hidden agenda people on the comissions and committees. In that same vein of thinking, start to really ask merchants what they want. Most are unfamiliar with the proposed plans to change downtown. It seems they should be consulted because they are the reason people go to downtown and they pay taxes.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Consider the outcome of Measure A and Measure C. There is a strong opinion in town that people want Los Altos to remain Los Altos. This cannot be denied when one looks at the outcome of these campaigns. Measure C lost by a very narrow margin. Measure A won overwhelming. Also, take the latest effort to stop the flashing signs as a communication about what residents want. Stop creating situations where residents have to continually fight to maintain the town as they want it. It is time to go back to representing residents in a more accurate manner. Teach and manage staff to follow what the majority wants.
- Figure out if we can meet the state mandated housing requirements, and if not, how to push back and stop being dictated to by the state.
- Make online surveys and other city sponsored surveys (of all kinds) more secure and accurate. Meaning they cannot be gamed and submitted twice and that they accurately convey the voice/opinions of residents. Institute ways to separate opinions of property owners and visitors from residents.

---

### Eric SENESI

inside Los Altos

January 9, 2019, 2:16 PM

#### Question 1

- Affordable housing for city employees first and then for general population
- Finishing Downtown envisioning project with emphasis on environmental issues
- Completing the community center project

---

### Natalie Elefant

inside Los Altos

January 9, 2019, 2:16 PM

#### Question 1

- Begin working toward using one of our parking plazas for workforce housing
- Work toward Main Street being open only to foot traffic
- Realize that the year is 2019 and we cannot continue to be the small village of the 1990's--move forward

---

### Name not shown

inside Los Altos

January 9, 2019, 3:49 PM

#### Question 1

- parking committee findings - adopt the proposed rules
- increase height limits on Main Street so as to encourage new buildings
- amend retail definition to allow wider variety of tenants in Downtown

---

### Name not available

January 9, 2019, 3:50 PM

#### Question 1

- Implementing Downtown Vision Plan
- Hillview Community Center
- Traffic Safety
- Affordable Housing

---

### Name not available

January 9, 2019, 4:20 PM

#### Question 1

- To solve traffic problems, especially at the intersection of Grant road and Homestead
- To enforce cars speed limits
- To reduce residence break-in problems

---

### Name not shown

inside Los Altos

January 9, 2019, 4:22 PM

#### Question 1

- Improve Los Altos with more pedestrians and bikers friendly areas
- Introduce a legislation to reduce or eliminate single-use plastic
- Find way to provide affordable housing for our city public employees and other medium or low income residents
- Improve public transportation options

---

### Name not shown

inside Los Altos

January 9, 2019, 4:36 PM

#### Question 1

- More (affordable) housing

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- 10-year analysis of facility needs and funding
- Community Center progress

---

### Name not shown

inside Los Altos

January 9, 2019, 6:50 PM

#### Question 1

- Traffic management, especially on school routes where we should focus on safety and less congestion.
- Find a 10th site for BCS, preferably avoid adding more traffic by situating it at existing school locations that already have lots of local traffic from multiple nearby schools
- airplane noise

---

### Name not available

January 9, 2019, 6:56 PM

#### Question 1

- Bicycle/Pedestrian safety improvement projects
- Finish the Community Center

---

### Name not available

January 9, 2019, 7:28 PM

#### Question 1

- Join other cities that are working to reduce AIRPLANE NOISE!!
- Maintain small town feel and don't overbuild the downtown or any other part of Los Altos
- More Trees
- More open space

---

### Name not available

January 9, 2019, 7:46 PM

#### Question 1

- Pedestrian and bike safety, particularly near schools
- Keeping the cost of the new community center to its budgeted amount (which felt too high for me)
- Pro-actively adopting progressive environmental systems, infrastructure, and processes

### Dawn Belt

inside Los Altos

January 9, 2019, 7:47 PM

#### Question 1

- Safe routes to school, particularly to Montclaire Elementary, Cupertino Middle School and Homestead High.

---

### Name not available

January 9, 2019, 8:07 PM

#### Question 1

- build new community center
- keep Los Altos the way it is
- avoid grotesque mega mansions
- no high density housing
- encourage landlords to attract tenants to vacant storefronts by lowering rents.

---

### Name not shown

inside Los Altos

January 9, 2019, 8:12 PM

#### Question 1

- Safe Routes to School throughout the community.
- Parity by percentage of tax base for South Los Altos public works! (Infrastructure like crosswalks inside neighborhoods (ie Deodara & Arboretum or Grant & Morton North/South across Morton for kids to access raised Grant crosswalk safely), advocacy w/ County for crossings on BOTH sides - North & South - at each crossing on Foothill Expy, Parks, Grant Park Community Center, Woodland Library, etc.)
- Address cut-through traffic during rush hour through Grant Park (1. Restrict interior streets to residents only during commute hours, 2. Enforce Keep Clear areas at Austin, Newcastle, and especially Fallen Leaf aggressively so that residents can ingress/egress Fremont Ave. safely & fairly.)
- Ensure city prioritizes, funds and carries out all recommendations of the Homestead Corridor Taskforce in an expedient manner.
- Grant Frontage Rd - the businesses South of Lucky's can utilize Lucky's ample parking lot, street parking should not be at the expense of Safe Routes for kids to/from school. The "sharrows" and lane share portion of Grant Frontage south of Lucky continually put kids at risk.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Gail Ostendorf

outside Los Altos

January 9, 2019, 8:56 PM

#### Question 1

- I feel there should be a method to distinguish people at meetings into categories. Priority being residents, next special interest groups and then developers.
- Airplane noise over Los Altos
- Try to retain the small village atmosphere that we all enjoy so much.

### Name not shown

inside Los Altos

January 9, 2019, 9:10 PM

#### Question 1

1. Safe Routes to School (Homestead corridor from Foothill Shopping Center to Homestead High School)
2. Lessening heavy (bumper-to-bumper) traffic on Fremont Avenue and Homestead Rd. at school start times, and rush hour. Add additional lanes if necessary (may be possible on Fremont Ave. to remove center greenery to make room for another lane)
3. Beautification of the St. Joseph/Grant Rd. + Foothill Expressway intersection concrete walls. The walls were repainted beige a couple of years ago. They are now dirty and bring down the look of the entire Highlands neighborhood. They should be re-painted DIRT color so dirt won't show on the walls.
4. Address climate change by doing what we can -- incentivize people to recycle, compost, use less water, etc. Require local businesses to provide recycling containers that customers can use to recycle their product containers. Gas stations in particular should have recycle bins next to trash bins where we fuel up. Many people clean out their car (soda cans, paper, etc.) while they fill up. Good to be able to recycle.
5. Coyotes are becoming a major issue in portions of the Highlands neighborhood. They are sighted nearly every week. We need to deal with this issue, in a humane way, before a small child or adult is hurt/killed. Multiple pets have already been killed.

### Name not shown

inside Los Altos

January 9, 2019, 9:44 PM

#### Question 1

- Airplane noise and the concentration of air traffic should be the number one priorities for the city of Los Altos Council.

### Name not available

January 9, 2019, 10:41 PM

#### Question 1

- Air traffics noise pollution for SFO, especially during late nights and early mornings
- Downtown traffics safety with stop signs as downtown gets more crowded

### Name not available

January 9, 2019, 11:16 PM

#### Question 1

- Airplane noise
- Number of planes flying late at night
- Number of planes flying close together over neighborhoods at all times of the day

### Name not shown

inside Los Altos

January 10, 2019, 8:51 AM

#### Question 1

- Traffic REDUCTION - explore options such as city shuttles, school buses, improved ped & bike safety, etc.
- Community Center - complete! Waited too long and should be on par with neighboring cities
- Inclusion of pickleball court lines and nets on outdoor courts to supplement current Rec indoor options
- Traffic enforcement, especially around schools with speeding cars & illegal u turns
- Gas blower enforcement - bad for the enviornment & noise necessitates shutting windows & doors

### Fred Linker

inside Los Altos

January 10, 2019, 9:17 AM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Encourage visual aids to be presented for the benefit of all attendees at study sessions and CC meetings. Otherwise the attendees and speakers are "blind" to what is being discussed. For example, proposed zoning, construction, traffic. Both sides of any of these issues can then be more productive in their comments.
- Posting CC topics on Next Door is easy but inadequate, especially for the general target LA citizenry. There must be a better way.

---

### SHARON SMITH

inside Los Altos

January 10, 2019, 9:22 AM

#### Question 1

- I'd like to see traffic safety around schools -- and in particular -- cooperation across city borders with other jurisdictions.

---

### Name not shown

inside Los Altos

January 10, 2019, 11:40 AM

#### Question 1

- Traffic
- Better shops/restaurants in Downtown Los Altos
- Street cleaning

---

### Name not shown

inside Los Altos

January 10, 2019, 11:46 AM

#### Question 1

- Traffic congestion on Fremont
- I'd like a dog park somewhere in Los Altos
- A downtown that stays open later
- Facilities for children
- More community events

---

### Name not shown

inside Los Altos

January 10, 2019, 11:49 AM

#### Question 1

- traffic in residential streets
- parking downtown
- relatable shops and restaurants in downtown and loyola corners

---

### Name not shown

inside Los Altos

January 10, 2019, 11:50 AM

#### Question 1

- Traffic calm our streets: Find ways to address the impact of increased traffic on St. Joseph Ave. Speed bumps would help to slow traffic down.

---

### Name not available

January 10, 2019, 11:55 AM

#### Question 1

- Parking in downtown. Don't allow new developments to build with reduced parking requirements.
- Avoid new large developments. The character of Los Altos is dependent on its small-town feel.
- Don't overspend on the new community center. We should not budget more than we can afford - unlike some past proposals have suggested we do.

---

### Name not available

January 10, 2019, 11:59 AM

#### Question 1

- Undo the new permissions to build second units of substantial height and size practically up against property lines.
- Beef up police activity to combat the increase in local burglaries and breakins.
- Work to maintain our downtown's "village" motif, to prevent it from becoming another Palo Alto

---

### Name not shown

inside Los Altos

January 10, 2019, 12:01 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Transit - Ensure adequate transit connections within Los Altos to reduce the need to drive and park
- Housing - Enable new residential development that can increase the property tax base to the city to fund services and invigorate activity in the city
- Services and Activities - Activities throughout the city help increase the vitality and movement of citizens, which in turn helps reduce crime by having more eyes about.

---

### Name not shown

inside Los Altos

January 10, 2019, 12:13 PM

#### Question 1

- Repeal the ill-advised total ban on Airbnb rentals and replace it with reasonable restrictions on such rentals
- Improve downtown parking; do not develop the parking plazas if there is no gain in parking spaces
- Revitalize the Loyola corners business area
- Proceed with a new community center that can be built in incremental stages as funds become available
- Maintain our streets

---

### Name not shown

inside Los Altos

January 10, 2019, 12:14 PM

#### Question 1

- Develop a plan to become a net zero city within the next 10-15 years
- Increase attractiveness of downtown especially in the evening
- Continue to make the city more biker and pedestrian friendly
- Limit new developments of large buildings

---

### Name not available

January 10, 2019, 12:17 PM

#### Question 1

- Sidewalks and street lights on streets that have none.

---

### Name not shown

inside Los Altos

January 10, 2019, 12:32 PM

#### Question 1

- Bicycle safety, and make the city more bicycle friendly
- Vital downtown and other shopping areas
- Traffic - but realize that calming on one street creates a secondary mess on other streets.
- Housing - more apartments, ADUs to accommodate a broader income range.
- Include a full range of citizens in decision making- not just (very) vocal minorities.

---

### Name not available

January 10, 2019, 12:34 PM

#### Question 1

- Traffic on busy streets, such as San Antonio Rd.
- Not allowing big resident housing to dwarf neighborhoods
- Los Gatos has a big, busy downtown; a good model for ours
- The library is way too small for our size community

---

### Name not available

January 10, 2019, 12:37 PM

#### Question 1

- Reducd taxes
- Do not build "gold-plated" projects
- maintain basic infrastructure
- Don't waste time and money on trendy but meaningless fads

---

### wemin chow

inside Los Altos

January 10, 2019, 12:41 PM

#### Question 1

- Traffic issues
- Downtown business and parking

---

### Name not available

January 10, 2019, 12:42 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Change resident notice requirements of city projects to whole neighborhoods (or similar ) beyond the current 500 feet
- Budget transparency, I mean real transparency in long term goals, city funds versus public funds
- Civility - such snarky treatment, mean comments and city manager bullying and defensiveness
- Traffic calming on neighborhood streets. Get our residents motivated to drive safely and at the limit even when pedestrians aren't visible

---

### Name not available

January 10, 2019, 12:43 PM

#### Question 1

- open space
- downtown sprawl
- cut through traffic

---

### Name not available

January 10, 2019, 1:00 PM

#### Question 1

- Housing growth - Los Altos is a mature city (built-out) with pleasant city guidelines for setbacks, per-capita lot sizes. Please maintain the nice atmosphere. Do not remove rules regarding setbacks, granny units, etc.
- Please be fiscally responsible in building out our city plans/buildings.

---

### Name not available

January 10, 2019, 1:02 PM

#### Question 1

- Calm traffic on all streets
- Retain all existing downtown parking
- Retain our neighborhoods — block big/tall developments

---

### Name not available

January 10, 2019, 1:04 PM

#### Question 1

No response

### Name not available

January 10, 2019, 1:05 PM

#### Question 1

No response

---

### Name not available

January 10, 2019, 1:20 PM

#### Question 1

- Approve the construction of the new Community Center
- Provide Affordable Housing for City staff, teachers, etc
- Traffic Calming
- Investigate rebuilding the Library
- Increase Downtown vibrancy

---

### Name not shown

inside Los Altos

January 10, 2019, 1:20 PM

#### Question 1

- Traffic safety including safe school routes
- Speed bumps at major residential intersections in South Los Altos (for example, Newcastle and Morton)
- More police presence in neighborhoods to discourage the bad guys from coming into Los Altos

---

### Alon Golan

outside Los Altos

January 10, 2019, 1:38 PM

#### Question 1

- Complete roads and safe routes to school, including routes to Cupertino schools
- Develop a safely walkable downtown with limited traffic access and no parking minimums
- Build higher density homes and more affordable housing

---

### Name not available

January 10, 2019, 1:41 PM



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- parking in neighborhoods and in city parks
- monster houses
- downtown development

---

### FRANK MARTIN

inside Los Altos

January 10, 2019, 1:46 PM

### Question 1

- Update the list of city owned property to correct mistakes and to make sure that 100% of all parks are designated as park lands. I would also want the Hillview ball fields, whistle-stop playground, and apricot orchard changed to park lands. Not to mention changing the 3 lots at Grant Park from Residential property to Park Land.
- Adopt Hard limits on downtown building heights so that compliance with state law for affordable housing limits does not exceed 35 feet.
- Adopt a workout plan over time to buyout the unstainable Calpers pension system and convert to a 401k pension plan. The first priority should be employees that are not police or fire because these jobs will be easier to fill once converted.
- Adopt a regulation to prevent excessive aggregation of real estate [especially downtown] that has already occurred in the case of LACI. Having one person or entity in control of most of our downtown commercial real estate is very dangerous.
- Adopt "Smart User Fees" that encourages resident use of our parks and buildings or consider making all such use free to residents.

---

### KIRK PAIGE

inside Los Altos

January 10, 2019, 1:49 PM

### Question 1

- Making Los Altos a Destination Spot
- Downtown Parking
- Mixed Use on El Camino Real
- Encouraging Retail Downtown

---

### Name not shown

inside Los Altos

January 10, 2019, 1:50 PM

### Question 1

- Priority 1: Your TOP priority, above all others, are all the tax-paying, law-abiding residents. Stop putting us last behind every chance to prove your faux virtues with our money.
- Priority 2: Our schools.
- Priority 3: Our streets. Put in impediments to slow the interlopers who race through residential streets to avoid gridlock while our children on their way to/from school do all they can to jump out of the way.
- Priority 4: Enforce the laws. People soliciting to sell scams well past dark, homeless shooting up drugs in the parks, constant bike thefts from the schools, vagrants cursing at young children walking home from school? Is this the great sanctuary city you promised?
- Priority 5: Remember why you're there. Google doesn't own you. This isn't a company town. This current real estate bubble, like every one before, will pop. It's already started. If you don't get this ship turned around, you're going to lose much of the base that made Los Altos independent. Then, you'll either become part of Mountain View or you will be a Googletown.

---

### Name not available

January 10, 2019, 1:57 PM

### Question 1

- Traffic calming (especially on neighborhood streets like Morton)
- Swimming facilities
- Downtown refresh

---

### Name not shown

inside Los Altos

January 10, 2019, 2:08 PM

### Question 1

- Impliment downtown revitalization based on the studies and suggestions made by the consulting firm
- Move forward with plans for multi level parking garages.
- Build the Civic Center
- Allow low and medium income, multi level housing to be built along the El Camino Real corridor and public transportation routes.
- Continue to upgrade city infrastructure, coordinate projects with the utility companies to avoid repaving streets.

---

### Name not shown

inside Los Altos

January 10, 2019, 2:22 PM

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- Safety - more police surveillance
- Keeping the small town feel
- Working to solve the housing crisis with unique solutions - tiny house rentals, granny units
- Building the senior center
- Keeping downtown village-y

---

### Val Carpenter

inside Los Altos

January 10, 2019, 2:27 PM

### Question 1

- Preserve the charm of downtown Los Altos by maintaining the 2-story, 30-foot height limit and the mature Chinese Pistache trees on Main Street between 1st and 3rd Streets
- Increase the parking supply in downtown before reducing parking requirements for new developments to protect the surrounding neighborhoods from downtown employees using those residential areas for parking
- Renovate and adaptively reuse the Halsey House in Redwood Grove

---

### Name not available

January 10, 2019, 2:41 PM

### Question 1

- Downtown Vision - next steps
- Community Center construction
- Increase affordable housing
- Traffic calming measures

---

### Name not shown

inside Los Altos

January 10, 2019, 3:03 PM

### Question 1

- Stop wasting money on outside consultants. Make decisions and act on them, with resident input only.
- Do not allow streets to be closed in the summer unless it's for a one time event or the farmers' market

- Power wash downtown sidewalks at least once every three months. This includes the Safeway parking garage, which is so filthy I stopped going there
- Keep the charm of downtown by restricting height and design limits.
- Stop acting like South Los Altos is the unwanted child. They are as much a part of this town as other areas.

---

### Bill Bares

inside Los Altos

January 10, 2019, 3:04 PM

### Question 1

- Air traffic noise
- Traffic pattern modifications for increase in housing
- Trimming/cutting down trees on LA/PA bike path

---

### Name not shown

outside Los Altos

January 10, 2019, 3:06 PM

### Question 1

- More parking in downtown Los Altos
- More restaurants and stores in downtown Los Altos
- Greater number of office buildings in downtown Los Altos

---

### Name not shown

inside Los Altos

January 10, 2019, 3:14 PM

### Question 1

- Traffic calming and safety - can measures be taken to discourage apps like Waze from sending drivers down the "residential thoroughfares" such as Los Altos Avenue?
- Develop the Community Center and Library
- Manage downtown growth very carefully. Increased vibrancy sounds good but not if it means trouble parking or buildings that dwarf the streets. We want to be able to get a parking spot easily in our downtown.

---

### Name not available

January 10, 2019, 3:19 PM

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- More focus on traffic congestion in south Los Altos. All the council cares about is downtown
- Trees along bike paths on Foothill Expressway haven't been trimmed in at least 5 years it appears
- Developers seem to have free reign in downtown planning. Starting to look like Manhattan.

---

### Name not available

January 10, 2019, 3:20 PM

### Question 1

- Parking downtown.
- Parking before any other projects are approved

---

### Janet Harding

inside Los Altos

January 10, 2019, 4:13 PM

### Question 1

- A commitment to cooperative leadership & always respectful interface with fellow Council members & City Staff. Bring North & South Los Altos together.
- Environmental considerations: fuel efficiency, air & soil quality, safe paths to encourage safe walking
- Downtown Enlivenment--open space for gatherings & meetings, opening plazas via under grounding parking. Downtown theater.
- Affordable housing available for our police, firefighters, teachers & city staff
- Major progress on a welcoming, beautiful, on-time Community Center

---

### Name not available

January 10, 2019, 4:18 PM

### Question 1

- Traffic safety for kids and students
- More attention to South Los Altos area and development (Loyola Corner)
- High personal and property tax, but Cupertino School District being the lowest funded schools?

---

### Name not shown

inside Los Altos

January 10, 2019, 4:21 PM

### Question 1

- Complete the Downtown Visioning process
- Attract more downtown retail businesses and restaurants
- Invest in infrastructure improvements
- Begin construction of a new Community Center

---

### Name not available

January 10, 2019, 4:22 PM

### Question 1

- How Los Altos will participate in addressing climate change.
- How Los Altos will increase affordable housing.
- Continue with downtown visioning and community center.

---

### Name not shown

inside Los Altos

January 10, 2019, 4:26 PM

### Question 1

- More outdoor gathering spots
- Consideration of a shuttle bus to downtown
- Close LAHS campus at lunch. Buying lunch off campus unfairly affects poorer students
- More bike racks around downtown
- More affordable housing options

---

### Name not available

January 10, 2019, 4:27 PM

### Question 1

- Keep our small town atmosphere.
- Don't sell city owned land at any price.
- Explore more effective downtown parking options
- Keep the developers out of city policies
- A better design for the Community Center

---

### Name not available

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

January 10, 2019, 4:30 PM

### Question 1

- No more expansion of businesses and shopping centers. There is already too much traffic and too many people.

### Name not shown

inside Los Altos

January 10, 2019, 4:31 PM

### Question 1

- Traffic Safety and Safe Routes to School
- Affordable housing
- 10-year plan for facilities

### Name not available

January 10, 2019, 4:40 PM

### Question 1

- Keep the neighborhood safe by keeping away homeless and burglary crimes intruding the city
- keep affordable housing available for teachers and public workers within our city vicinity
- Make the city more family friendly by having events for families and a community center

### Name not available

January 10, 2019, 4:46 PM

### Question 1

- Community center
- 10 year financial analysis
- Downtown

### Name not available

January 10, 2019, 5:12 PM

### Question 1

- Community center
- Traffic safety

- Down town

### Name not shown

inside Los Altos

January 10, 2019, 5:25 PM

### Question 1

- Housing, affordable housing, and low-income housing
- Bicycle safety

### Name not available

January 10, 2019, 5:27 PM

### Question 1

- Prevent higher density on Stevens Pl/Marshall Ct that planning commission is considering
- Safe route to school for south Los Altos children/traffic on Fremont & Homestead
- Dog park at Grant Park

### Name not available

January 10, 2019, 5:38 PM

### Question 1

- Traffic safety downtown
- Continued growth to keep downtown vibrant

### Name not available

January 10, 2019, 6:37 PM

### Question 1

- Affordable senior housing close to Downtown
- Ticket drivers making u-turns or speeding on Main St.
- Provide additional free services to residents (sharps disposal, shredding)
- Build a parking structure at long last!
- Keep stores open longer in the evening!

### Bill Sheppard

inside Los Altos

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

January 10, 2019, 6:44 PM

### Question 1

- Implementing aspects of the Downtown Vision to bring culture and nightlife to downtown Los Altos
- Resolving the traffic issues around Blach (eliminating the Carmel Terrace and Eastwood Dr restrictions)
- Ensuring the Community Center is successfully implemented

### Name not available

January 10, 2019, 7:18 PM

### Question 1

- Pedestrian and bicycle safety
- More office space and jobs in Los Altos
- Put a community pool in at Grant Park

### Name not available

January 10, 2019, 7:30 PM

### Question 1

- More vibrant downtown
- Businesses open later
- Community swimming pool for all ages
- Senior center improvements
- Cinema

### Name not available

January 10, 2019, 7:50 PM

### Question 1

- Bike/pedestrian safety
- Downtown development
- More attention paid to South Los Altos

### Name not shown

inside Los Altos

January 10, 2019, 7:50 PM

### Question 1

- More vibrant downtown - bars, restaurants, shops
- Better water quality - why does Los Altos have the hardest water of any town on the peninsula
- Better awareness and enforcement of vaping and pot use in junior high and high schools

### Name not shown

inside Los Altos

January 10, 2019, 7:54 PM

### Question 1

- Senior Center
- Improve Library
- Bicycle safety
- Parking
- Traffic

### Name not shown

inside Los Altos

January 10, 2019, 8:02 PM

### Question 1

- Downtown parking
- Keeping downtown businesses viable and stable
- Supporting Boy Scouts

### Name not available

January 10, 2019, 8:18 PM

### Question 1

- affordable housing
- street maintenance, upgrade traffic lights to be timed
- school safety and quality

### Name not shown

inside Los Altos

January 10, 2019, 9:02 PM

### Question 1

- More focus and services in South Los Altos

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Consider shuttle service to downtown from several city locations (eg. Loyola Corners, Grant Park, El Camino. Will reduce traffic and unify the community.
- Must increase affordable housing/BMR units, some areas with higher density.

---

### Name not shown

inside Los Altos

January 10, 2019, 9:52 PM

#### Question 1

- Traffic Safety: The City will continue to take steps to improve traffic/pedestrian and bicycle safety throughout the City with a specific focus on safe routes to schools
- Downtown: The City will complete the Downtown Visioning process with parallel steps to include review of allowed uses in Downtown, review of parking recommendations and evaluation of Floor Area Ratio to control density
- Community Center: Continue to move the Community Center project forward with a goal to have the new center built by December 2020
- Stop/slowdown flow through traffic from commuters heading to 280

---

### Paola Zeni

inside Los Altos

January 10, 2019, 10:28 PM

#### Question 1

- Make downtown more bike- and pedestrian-friendly
- Affordable housing for teachers, city employees, low and medium income people
- Abolish plastic straws and reduce single use plastic
- Facilitate the establishment of small businesses

---

### Name not shown

inside Los Altos

January 10, 2019, 10:51 PM

#### Question 1

- sustainability and the environment
- keeping downtown quaint

---

### Name not available

January 10, 2019, 11:01 PM

#### Question 1

- Keep the "Village". Stop expansion, stop construction, don't change our laws/regulations.

---

### Pat Brodkey

inside Los Altos

January 11, 2019, 8:01 AM

#### Question 1

- Increase the housing stock - both low income and market rate housing
- We need to increase housing to reduce commute times and to impact affordability
- I am embarrassed by the NIMBY attitudes that I am hearing from our city council
- We need to be responsible for the environmental impacts we create by not supporting more housing within our community

---

### Name not shown

inside Los Altos

January 11, 2019, 9:02 AM

#### Question 1

- Maintain the small town feel of Los Altos. It emphasizes its uniqueness (ie San Anselmo) in the Bay Area.
- Incentivise building owners in the downtown area that rent to businesses who provide family services and/or promote the Los Altos "feel".
- Traffic control with input/oversight from the residents that who live adjacent to the control measures

---

### Name not shown

inside Los Altos

January 11, 2019, 9:14 AM

#### Question 1

- Increasing AFFORDABLE downtown restaurants and bars, you don't have to make it seem like Mountain View or Palo Alto but having more than one option that families or younger adults can go to

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Increasing Affordable housing: there are a lot of people who grew up in Los Altos and would like to be able to live there but are priced out by people coming in buying with cash at insane prices. This doesn't mean we have to make a bunch of apartment buildings like Mountain View has been doing but it would be nice to see some sort of brainstorm on possible other solutions
- Somehow increasing salaries for public elementary school employees
- Don't let the charter schools take over the public school grounds. We have amazing public elementary and middle schools and there is no reason why we should be letting these charter schools push out the great accessible education we already are working to provide

---

### Name not available

January 11, 2019, 10:56 AM

#### Question 1

No response

---

### Name not shown

inside Los Altos

January 11, 2019, 11:39 AM

#### Question 1

- The City employee pension plan needs to be replaced with 401k plan options; the current plan is not affordable nor sustainable in any way.
- Finish the City Hall rebuild and continue with downtown vision planning.
- Work with other cities on the affordable housing initiative. Do not dwell on what Los Altos can do here in the small town. This is not a town that is set to build five-story buildings to accommodate affordable housing. It has to be a regional approach.

---

### Marshall Yacoe

inside Los Altos

January 11, 2019, 1:12 PM

#### Question 1

- Increase bicycle parking downtown.
- Control speeding and other traffic violations, especially running stop signs and red lights.
- Improve pedestrian access throughout the city.

---

### Name not shown

inside Los Altos

January 11, 2019, 1:16 PM

#### Question 1

- Reduce the cost of city government. Let's get economical.
- Create a new high-end fenced-in dog park. Provide electronic badges (similar to hotel rooms) for admission to dog park. Annual fee is OK.
- Underground the unsightly PG&E wires. Improve atmosphere around town.

---

### Name not available

January 11, 2019, 2:19 PM

#### Question 1

- Traffic/Pedestrian/Bicycle safety with a focus on safe routes to school, congestion reduction, and connectivity across jurisdictions. Get something done on this, we need action-oriented outcomes! This priority will require the city to step-up more and negotiate outcomes and funding with other jurisdictions.
- Community Safety - Let's keep the crime rate down (burglaries, theft, vandalism, graffiti, driving under influence, etc.). Let's prepare for natural disasters (earthquake, fire, etc.)
- Efficient and transparent government - Stop spinning wheels, spending money (and staff time) and not getting things done. Let's define what is the right formula for community outreach on city projects, and let's get residents engaged to provide timely community input. We can't keep revisiting the same projects, please make efficient/responsible decisions, and do more with our money, time and resources!
- Housing needs to be primarily addressed as a regional problem, and with that recognition that it is actually [also] a major regional transportation problem (the lack of an extensive public transportation system that is time-efficient getting from door-to-door).
- Facilities (& operational) master plan - projects, priorities and budget. Let's understand everything that needs to be done over next 10-20 years, prioritize it, budget for it, finance it?, plan for it ... and stick to it. (No council green-lighting of extra \$10 million (or even \$1M) on one project without understanding the trade-offs on other projects/needs.)  
Downtown - If there were more in-demand restaurants, cafes, take-out counters, needed services/retail in downtown many of us would go there much more often - as long as you don't make the parking spaces smaller. It's a simple supply and demand equation. Additional development without a plan for parking and street infrastructure in place doesn't make sense.

---

### Name not available

January 11, 2019, 2:33 PM

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- Preservation and Protection:

---

#### Name not shown

inside Los Altos

January 11, 2019, 2:34 PM

### Question 1

- Prevent overflow parking in residential neighborhoods adjacent to downtown
- prevent cut-through traffic in residential neighborhoods
- Scale back the Downtown Vision to maintain the very unique small town, family-safe feel of our downtown
- Take account of jobs-housing imbalance by discouraging/limiting further office development downtown

---

#### Name not shown

inside Los Altos

January 11, 2019, 3:05 PM

### Question 1

- Preserve and Protect those things that make Los Altos unique. The things which are unique to our town is what draws residents and non-residents to our downtown. Parking structures, high-rise office buildings and condos do NOT make us unique. What is unique is that we still have a good amount of varied small retail businesses left in town. I would ask that council do it's best to support and protect those businesses. We also have (despite the continual removal of spaces) plenty of FREE parking with nice wide spaces so that you don't have to worry about door dings or turning yourself into a pretzel to enter and exit your vehicle. We have plenty of shaded parking in our plazas thanks to the beautiful and plentiful Chinese pistache trees. BTW our street level open air parking adds to the safety of our downtown. We have 46 restaurants (I recently did the walk and count) in our downtown core so adding additional restaurants as some respondents have called for would do more to make us "Restaurant Row" then it would add to our uniqueness. Downtown also enjoys a unique location with a view of the coastal mountain range now sadly mostly obliterated by the high rises on First Street. Please do not allow it to disappear completely! Since downtown is surrounded by residential (excepting the interruption of Foothill Expressway) it enjoys a more peaceful atmosphere than most downtowns. The absence of high volume cut through traffic (think Los Gatos, Mtn. View, Palo Alto) means you can enjoy a conversation while eating or having a cup of coffee on the sidewalk. Now I realize that lots of traffic and noise and crowded sidewalks is what some consider "vibrant". This type of "vibrancy" is often accompanied by crime. Read the crime reports of downtown Palo Alto and Mtn. View.
- End the practice of deferred maintenance. Buildings don't have to be torn down and rebuilt if they receive regular maintenance. Waiting until the roof leaked at City Hall to replace it is unacceptable! The "lifespan" of a building is only outlived when there is a purposeful lack of maintenance. Any building can be repurposed, remodeled, or expanded if necessary. Letting buildings (Hillview) deteriorate to the extent that tearing down and rebuilding is the only option does not fly!
- Stand up to State and Regional (ABAG) government on their efforts to define our community. We are a town of 7 square miles which is built out. We should have control over the density we allow. Every suburb does not have to become a version of San Jose or San Francisco. STOP hiring consultants from other regions and even other states to tell you how to make Los Altos better. Allow the residents to decide what we want our town to look like and what improvements are really needed. Change is inevitable but can take place without forgetting our past and destroying our character and quality of life.
- Enforce the leaf blower ban!



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Require property owners downtown to maintain their buildings.  
Example: The once lovely Spanish style buiding with central courtyard on State St. formerly known as La Feria has been allowed to go to seed by first painting it cheap 'paint box' colors totally out of keeping with the style of building. It remains empty and unmaintained with no apparent attempt to lease. Of course we all know the owner is waiting for the go ahead from Council to tear down and build multi-story building much more profitable for owner but another assault on charm and livability of the town I live in.

---

### Name not shown

inside Los Altos

January 11, 2019, 3:45 PM

#### Question 1

- Preserve open space and public parks
- Keep current zoning laws and against State bill 50

---

### Name not available

January 11, 2019, 6:32 PM

#### Question 1

- Overcrowding. I want to be sure our town stays a small town.
- Let housing be built off the grid. Codes don't allow us to be off the electrical grid. It's ridiculous in an age of renewables and energy at the source.
- Severely limit chains or large stores downtown. Again. Keep us a small town

---

### Name not shown

outside Los Altos

January 11, 2019, 6:38 PM

#### Question 1

- Keep our small town a small town please continue to restrict the amount of homes able to be built within town limits
- Keep our small town a small town please continue to restrict the amount of homes able to be built within town limits
- Please continue to limit the existence of chains or large stores downtown
- Please make it possible for housing to be built off the electrical grid, it is ridiculous to be required to be connected to the grid in this age of on-site energy production

### Name not available

January 11, 2019, 6:48 PM

#### Question 1

- reduce the airplane noise
- make Mountain View take over the burden of schools as a result of over building in Mountain View
- better planning of street trees for better city appeal. Palo Alto is a good example.

---

### Name not available

January 11, 2019, 7:12 PM

#### Question 1

- Airplane Noise
- Stop approving tall 2 story and 3 story bldgs in downtown
- Fund the paving on neighborhood streets that have been slurried. They currently look awful with huge black odd shaped sections

---

### Randall Lowe

inside Los Altos

January 11, 2019, 8:40 PM

#### Question 1

- Adding neighborhood parks in North Los Altos, instead of depending on Mountain View parks to satisfy needs.
- Creating a Precise Vision Plan for El Camino Real similar to that of Mountain View, allowing the City Planner to have a baseline for projects in the CT Zone and for Developers to follow regulations for each part of the CT Zone based on neighboring zones.
- More Transparency in City Government, such as Documenting Closed Door Meetings in detail that can be requested by the public.
- Smart growth that takes residents concerns into account: generous setbacks to R1 and R3 bordering parcels and mixed use developments in the CT zone.
- Focus on infrastructure to support housing growth, such as safe and walk-able streets, traffic mitigation, and increased public transit.

---

### Name not available

January 11, 2019, 9:22 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Aircraft Noise
- Noise from 280 Freeway
- Traffic Congestion and speeding

---

### Name not available

January 11, 2019, 9:24 PM

#### Question 1

- airplane noise
- help BCS and LASD find permanent siting in Los Altos for the charter school with a reasonable parking and traffic solution
- traffic calming
- bike and pedestrian safety
- vibrant downtown

---

### Name not available

January 12, 2019, 5:23 AM

#### Question 1

- Ensuring that nothing delays the Community Center
- Maximizing Council appreciation / impleof staff input
- Council's emphasis on Policy issues

---

### Name not shown

inside Los Altos

January 12, 2019, 5:33 AM

#### Question 1

- Complete the Community Center Project
- Empower staff to use their knowledge and experience
- Learn how to focus on Policy
- Look at each issue with the lens of the Community good not simply the desires of those immediately impacted by a decision
- Listen more Talk less

---

### Name not available

January 12, 2019, 6:32 AM

#### Question 1

- Preserve open space and public parks

- Traffic safety - bicycle safety and more/better bike routes
- Keep current zoning laws and against State bill 50
- Keep our small town a small town please continue to restrict the amount of homes able to be built within town limits
- What happens to Steven Creek trail? Can it proceed so that the trail can pass Los Altos and Cupertino?

---

### Dong Zheng

inside Los Altos

January 12, 2019, 6:43 AM

#### Question 1

- Preserve and increase open space and public park
- Keep current zoning laws and fight against State bill 50
- Traffic safety - increase bike lanes and bike parking
- Keep Los Altos small town character

---

### Name not available

January 12, 2019, 6:49 AM

#### Question 1

- airplane noise
- residential-street repair/maintenance

---

### Name not available

January 12, 2019, 8:17 AM

#### Question 1

- AIRPLANE NOISE- This is getting worse and worse to the point of utter frustration

---

### Name not available

January 12, 2019, 9:06 AM

#### Question 1

- More retail establishments. Try to get more nationally recognized chain stores which will fit in retail space allocated; such as Talbots
- I don't agree with making the parking area between Main and

---

### Greg Ross

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

inside Los Altos

January 12, 2019, 9:32 AM

### Question 1

- Parking
- Dog Park
- More shopping, less salons and jewelry stores.
- More community involvement programs for seniors who want to volunteer
- What does the city need from us, the citizens.

---

### Name not available

January 12, 2019, 10:01 AM

### Question 1

- traffic calming in heavy traffic neighborhoods
- Housing for lower income
- More available parking in downtown
- Continued or increased police monitoring of traffic during school hours
- Improving traffic flow on major city streets during commute time

---

### Name not shown

outside Los Altos

January 12, 2019, 10:04 AM

### Question 1

- address wildfire issues in Los Altos Hills - my dead trees are not being removed by the town
- Lower air plane noise in Los Altos Hills and Los Altos
- More public funding for public schools

---

### Name not available

January 12, 2019, 10:13 AM

### Question 1

- Solution to traffic congestion at San Antonio/Foothill/ First St in afternoon hours. It is total chaos
- Better control of jay walking downtown

---

### Name not shown

inside Los Altos

January 12, 2019, 11:11 AM

### Question 1

- Climate Change - Lawn equipment emissions, traffic volume, idling (use roundabouts not stop signs), incentives to reduce school commutes (especially BCS)
- Bike/Pedestrian Safety - priority to bikes/peds w/barriers for safety, enforcement of speeding, driving in bike lanes, make it easier to get speed bumps and stop signs on lower volume, residential streets.
- Water Conservation- limit new pool permits, revise building code to mandate low water, require permits for lawns (limit their size)

---

### Name not available

January 12, 2019, 11:21 AM

### Question 1

- Parking
- Housing
- Downtown development

---

### Gary Hedden

inside Los Altos

January 12, 2019, 11:28 AM

### Question 1

- Community Center. Finish it. We have waited so long and it will be beautiful. Keep all of the sustainability features making it a showcase for good environmental stewardship. Provide generous EV charging to prepare us for a clean driving future. Provide a demonstration garden with low-water use landscaping.
- Downtown Vision. Prepare an implementation plan. The community worked hard on this vision, now is the time to prepare a timeline, set priorities, evaluate the feasibility of each aspect of the vision and begin to make it a reality. Keep an open mind to the affordable housing element. This is critical to the people who work in our community and make it a success for all of us.
- Bike/Pedestrian Safety. Continue to make this a top priority. We need safe streets to encourage more people to bike and walk. This is critical for kids going to school.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Historic Preservation. Protect our historic charm. Keep the scale of downtown in keeping with our village character, while allowing enough change to maintain economic vitality. We all benefit from thriving business districts. Recognize homeowners who restore historic homes. Protect City property, the Halsey House should be restored and it could become a Nature Center in keeping with its location in a Nature Preserve.
- Kindness. We must treat each other with respect, civility and kindness. There is a dark cloud of divisiveness in our community. The leaders bear great responsibility and must work diligently to heal the divisions.

---

### Name not shown

inside Los Altos

January 12, 2019, 11:35 AM

#### Question 1

- Traffic Safety that extends to students going to CUSD schools.
- Robust Downtown that is teen friendly (that means, not shut down at 10 so the teens are now wandering streets or in someone's house being "teens")
- Affordable housing options so that non-senior level tech admins can live here too
- Have a vision for the city without adding bonds/taxes to an already stressed economy
- Community center only benefits the community once the ENTIRE community feels vested.

---

### Name not available

January 12, 2019, 12:20 PM

#### Question 1

- Upgrade Grant park and Community Center
- More adult activities at Grant Park
- Making city ecologically green
- New community center at grant Park
- Grant Lawn area in poor repair also too much dog poop

---

### Name not shown

inside Los Altos

January 12, 2019, 12:46 PM

#### Question 1

- Pro-active enforcement of the gas-powered leaf blower ban. Currently the police do not cite when they observe.
- Develop education programs, working with schools, to reduce greenhouse emissions locally.
- Enact a ban on gas-powered gardening equipment on properties less than 1 acre in size.
- Reduce city fees on solar installations to \$0.00 to promote solar photovoltaic and solar water heating uptake.
- Increase green open space.

---

### Name not shown

inside Los Altos

January 12, 2019, 1:10 PM

#### Question 1

- My one and only and huge priority is airplane noise. It's low and it's loud and needs to be controlled as an environmental hazard. Thank you.

---

### Name not available

January 12, 2019, 1:12 PM

#### Question 1

- Airplane Noise

---

### Name not available

January 12, 2019, 5:32 PM

#### Question 1

No response

---

### Name not available

January 12, 2019, 5:38 PM

#### Question 1

- Keep small town Village look
- Bicycle friendly lanes
- Exorbitant rents

---

### Name not available

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

January 12, 2019, 8:15 PM

### Question 1

- Restrictions on building permits and zoning to better manage/limit/freeze commercial business growth.
- Penalty/rewards for businesses based on the average weekly commute distance of their employees. Use this to reduce congestion by encouraging the hiring of locals, car pooling, 4 day work weeks, telecommuting, & video conferencing.
- Issue building permits with no parking requirements for multi-story structures wherein residents are not permitted to own or use private automobiles., ie. lower rent for using alternate transportation and giving up all parking requirements.
- Requirements for drop-off & pick-up lanes for business remodels to encourage Uber, Lyft, Taxi services.
- Require businesses to include provisions for low cost, on-campus housing for their business expansions.

---

### Michael Menning

inside Los Altos

January 12, 2019, 8:27 PM

### Question 1

- Restrictions on building permits and zoning to manage/limit/freeze commercial business growth.
- Penalty/rewards for businesses based on the average weekly commute distance of their employees. Use this to encourage hiring locals, promote car pools, public transportation, 4 day work week, telecommuting, & video conferencing.
- Building permits with no parking requirements for multi-story structures where residents are not permitted to own or use private automobiles., ie. lower rent for using alternate transportation and giving up the need for parking space.
- Requirements for drop-off & pick up lanes for business remodels. Do this to encourage ride sharing, Uber, Lyft, and Taxi services
- Reward businesses for incorporating low cost, on-campus housing for employees in their building plans.

---

### Name not shown

inside Los Altos

January 12, 2019, 9:57 PM

### Question 1

- Illegal gas-powered leaf blowers, they are illegal for good reason but there is no enforcement and we cannot walk or bike anywhere in the entire town without inhaling their toxic fumes.
- Traffic safety, especially for children walking and biking to school.
- Illegal gas-powered leaf blowers, which are harming our childrens' lungs as they walk home from school.
- Clean air -- an ordinance against wood burning, which causes far more harmful pollution than people smoking downtown.
- Illegal gas-powered leaf blowers -- PLEASE make the police do their job and enforce this ordinance!!

---

### Name not available

January 13, 2019, 12:44 AM

### Question 1

- City Council must be more responsive to airplane noise over our community
- Maintaining our village feel. Most of us do not want to be like Mt. View or Palo Alto, especially on the weekends.
- Council needs to encourage businesses to move here, but not in 3,4 or 5 story buildings.
- No five story apartment buildings, not downtown on or El Camino.
- No attempts to remove above ground parking lots, or parcel them out.

---

### TT Ramgopal

outside Los Altos

January 13, 2019, 7:05 AM

### Question 1

- Airplane noise

---

### Name not shown

inside Los Altos

January 13, 2019, 8:45 AM

### Question 1

- No Pot Shops in Los Altoa
- Allow trees over the 48" circumference guideline to be removed on private property when they endanger dwellings.

---

### Name not available

January 13, 2019, 10:37 AM

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

No response

---

### Patti Shen

inside Los Altos

January 13, 2019, 10:50 AM

### Question 1

- Airplane noise issues
- Airplane noise issues
- Airplane noise issues

---

### Name not shown

inside Los Altos

January 13, 2019, 12:10 PM

### Question 1

- Traffic issues as a result of all the apartment and condo construction along El Camino and San Antonio
- New multi-unit housing development and their impact on Los Altos schools
- Need to retain Egan school in its existing location and how to ensure that by partnering with LASD to resolve it
- Community center plans at hillview for senior citizens and revitalize downtown with quality restaurants and retail
- Ensure multi-unit developers include retail on the ground floor so that it would be pedestrian friendly as well as a requiring public school building fees

---

### Edmond Kyser

inside Los Altos

January 13, 2019, 2:09 PM

### Question 1

- inequality (living wage, for example)
- transportation
- immigration

---

### Name not shown

outside Los Altos

January 13, 2019, 2:23 PM

### Question 1

- Enforce the existing ban on gas powered leaf blowers. Start by ensuring that all City landscaping contractors do not use gas powered leaf blowers.
- Lengthen the Stevens Creek Trail so that it reaches Fremont.

---

### Name not available

January 13, 2019, 2:53 PM

### Question 1

- Smart density (e.g., change setback rules to allow "granny units", which aren't practical with current rules; allow smaller than 1/4 acre lots; get rid of single-family zoning.)
- Infrastructure/zoning to encourage non-automobile mobility (walking, bicycles, even buses). Improve "walkability" scores everywhere.
- Redesign roads to discourage speeding (if there's a sign "drive like your kids lived here", it's an indicator that the road encourages driving too fast. Speed limit signs don't help either.
- Get rid of useless stop signs. Maybe "yield" signs. Maybe roundabouts?
- Lobby Sacramento to change Prop 13 --- if the mill rate were determined by city budget divided by property values, there'd be no need for Prop 13.

---

### Name not shown

inside Los Altos

January 13, 2019, 2:58 PM

### Question 1

- Smart density (e.g., change setback rules to allow "granny units", which aren't practical with current rules; allow smaller than 1/4 acre lots; get rid of single-family zoning.)
- Improve walkability scores. It's pretty bad right now: [https://www.walkscore.com/CA/Los\\_Altos](https://www.walkscore.com/CA/Los_Altos)
- Lobby to change Prop 13. E.g., if the mill rate were determined by dividing the city budget by property values, there'd be no reason for Prop 13.
- Try to get a regional forum for things like transit, housing, parks (with Mountain View, Cupertino, Sunnyvale, Palo Alto, etc.) Here's a model: [https://en.wikipedia.org/wiki/Metro\\_Vancouver\\_Regional\\_District](https://en.wikipedia.org/wiki/Metro_Vancouver_Regional_District)
- Allow non-citizens to vote in local elections.

---

### Name not available

January 13, 2019, 5:55 PM

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Question 1

- Unfunned pensions
- Imbalance of city sponsored child care. Currently north 2 south 0
- Ugly apricot mess at civic center

---

### Marie Backs

inside Los Altos

January 13, 2019, 6:32 PM

### Question 1

- Taking action to preserve and move forward with the adaptive reuse renovation of the Halsey House Nature Center at Redwood Grove and
- Building a restroom facility with overhang for picnic tables to accommodate general public and Redwood Grove participants.
- Research and plant appropriate redwood trees to take the place of the removed redwoods.
- Research an appropriate pathway between Shoup Park and Redwood Grove for handicapped visitors

---

### Name not available

January 13, 2019, 7:00 PM

### Question 1

- Fixing streets
- Traffic flow- remove restrictions at the back of Blach
- Safety- Increased overnight patrols
- Better relationship with school district

---

### Name not shown

inside Los Altos

January 13, 2019, 7:25 PM

### Question 1

- Fix airplane noise
- Keep the small village atmosphere of Los Altos - no variances!
- Focus on city maintenance of buildings, streets, parks, historic buildings
- Eliminate excessive street markers which obstruct traffic and are not safe and distract drivers
- Serve the residents rather than developers

### Julie Mahowald

inside Los Altos

January 13, 2019, 7:47 PM

### Question 1

- Affordable Housing is number 1
- Traffic - especially school related which is the low hanging fruit to solve
- Community Center - get it done

---

### Name not shown

inside Los Altos

January 13, 2019, 8:08 PM

### Question 1

- Traffic congestion and safety
- Upgrades/improvements to city parks and playgrounds

---

### Kai Xu

inside Los Altos

January 13, 2019, 10:04 PM

### Question 1

- Implement the downtown vision ASAP, starting with the central dining plaza.
- Build the new Hillview community center.
- Improve bicyclist and pedestrian safety to downtown, schools, and along Los Altos Ave.

---

### Tiffany Liu

inside Los Altos

January 13, 2019, 10:16 PM

### Question 1

- Implement the downtown vision now. Would like to see the downtown transformation before the next city council election.
- Get the Hillview community center project done.
- Improve bicyclist and pedestrian safety along Los Altos Ave (between downtown and El Camino) and Linden Ave

---

### Name not shown

inside Los Altos

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

January 14, 2019, 12:05 AM

### Question 1

- Protect our historic apricot orchard from development.
- I would like to see Halsey House at Redwood Grove renovated but not in a big way just simply as the house used to look. It's historic.
- Lets put some height limits on 1st street - 2 stories only.
- Ensure building heights on Main Street limited to 2 stories
- Keep our parking stalls at the current size and not made smaller.

### Name not shown

inside Los Altos

January 14, 2019, 8:29 AM

### Question 1

- Airplane noise, the FAA needs to move back to BSR
- Parking space downtown
- Internet and cell phone service

### Name not shown

inside Los Altos

January 14, 2019, 11:05 AM

### Question 1

- Have relevent committees reactivate pressure on FAA and congressional representatives regarding airplane noise.
- Reduce speeding on our streets, such as El Monte, Cuesta, etc.
- Enact codes regarding trees, such as mandatory cutting down of hazardous trees which could topple on the public
- Repave 1st Street between Main Street and San Antonio

### Name not available

January 14, 2019, 11:49 AM

### Question 1

- Historic Preservation

### Name not available

January 14, 2019, 1:14 PM

### Question 1

- Affordable housing options including putting limits on rent increases for housing rentals
- Downtown revitalization including better quality affordable dining options
- Increased parking availability downtown to visit restaurants and shops during peak times
- Traffic issues related to commuter traffic cutting into residential neighborhoods

### Name not available

January 14, 2019, 1:43 PM

### Question 1

- Finish a decent Sr Ctr.

### Dean Samos

outside Los Altos

January 14, 2019, 3:25 PM

### Question 1

- Enforcement of Gas Leaf Blower ban that has been in effect since 1991. Help gardeners obtain electric leaf blowers.
- Increase housing, such as proposed building at San Antonio Road and Los Altos Ave (76 gas station)
- Improvements to downtown, including pedestrian mall

### Name not available

January 14, 2019, 6:35 PM

### Question 1

- Keeping the village character of the downtown.
- Air traffic noise control.
- Housing design allowed not in character with most neighborhoods.
- Opening-up down town store fronts that are setting vacant.
- Providing more lighting on our streets.

### Name not available

January 14, 2019, 8:09 PM

### Question 1



## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Community Center
- Traffic Safety
- Capital Expenditure Analysis

---

### Name not available

January 14, 2019, 9:25 PM

#### Question 1

No response

---

### Name not shown

inside Los Altos

January 14, 2019, 10:00 PM

#### Question 1

- Airplane noise. The FAA needs to bring back BSR, and Council needs to work with SJC on their routes also
- Rehabilitation of the Fremont Avenue wooden pedestrian bridge. Phase 1 was begun, but no progress since.
- Actively enforce speed limits where enforceable, and other measures to slow down drivers everywhere.
- Fight the CASA housing compact and its threat to remove local control of our city
- Preserve and/or add more downtown parking

---

### Name not available

January 15, 2019, 9:48 AM

#### Question 1

- Los Altos: The City isn't particularly pedestrian-friendly. Sidewalks would help.
- Los Altos: affordable housing
- Los Altos: completing the new Community Center on schedule
- Los Altos
- Los Altos

---

### Name not shown

inside Los Altos

January 15, 2019, 2:10 PM

#### Question 1

- safety
- good neighborhood environment

---

### Name not shown

inside Los Altos

January 15, 2019, 3:53 PM

#### Question 1

- Increase city salaries so employees can live closer rather than put major dollars toward buildings.
- I support affordable housing that respects the R-1, R-3 neighbors by reducing windows that look into their bedrooms.
- Keep small businesses along El Camino with lower height rental business units and housing set back.
- Developer fees go to maintaining a green barrier between R-1/R-3 and new affordable housing as trees have died!
- Develop affordable units: 550ft studios, 1Bd 950ft for young professionals & get a new developers!

---

### Name not shown

inside Los Altos

January 15, 2019, 8:13 PM

#### Question 1

- Protect our city from developers who seek to maximize their profits, seriously compromising the attributes that make Los Altos one of "the last best places" to live/raise a family
- Do not make downtown Los Altos shopping difficult

---

### Name not available

January 15, 2019, 8:20 PM

#### Question 1

- Develop a realistic plan to increase housing units and price opportunities for more of the working population
- Put before Council, vote on, a timeline to execute that housing unit plan
- Tighten and adopt the Downtown Vision plan, with benchmark dates to execute
- Work with the Chamber of Commerce to develop viable ways to keep the retail areas outside of the the triangle financially healthy

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Name not shown

inside Los Altos

January 15, 2019, 9:12 PM

#### Question 1

- Reduce crime, esp residential burglaries

---

### Name not available

January 15, 2019, 10:58 PM

#### Question 1

- Historic Preservation. Protect our historic charm. Keep the scale of downtown in keeping with our village character, while allowing enough change to maintain economic vitality. We all benefit from thriving business districts. Recognize homeowners who restore historic homes. Protect City property, the Halsey House should be restored and it could become a Nature Center in keeping with its location in a Nature Preserve.
- Improve communication with the community/constituents- we should be able to opt in for regular updates and surveys from City Council. Many never know about the issues City Council is dealing with & would be great to be able to engage without having to attend in person meetings.
- Many projects such as the downtown vision and the community center have seemingly stalled over the course of years. It is discouraging and gives the illusion that little is accomplished.

---

### Name not available

January 16, 2019, 3:07 PM

#### Question 1

- Library
- Implement Vision
- Implement simple Parking improvements

---

### Marie Young

inside Los Altos

January 16, 2019, 3:19 PM

#### Question 1

- Figure out how to work constructively together (accomplish SOMETHING) despite policy and political differences, and in the process model civility for a divided city.
- Agree to talk proactively (don't just say no) about affordable housing, including state/regional proposals (e.g., CASA, SB 50) with the goal of finding common ground on what Los Altos can do to help address the shortage
- Support and respect the expertise of the city manager and staff, providing constructive criticism/feedback privately when necessary
- Make significant progress on the 2018 goal to build a new community center. DO NOT go back to the drawing board
- Choose some short term priorities for realizing the downtown vision, create an action plan and begin to implement

---

### Barbara O'Reilly

inside Los Altos

January 16, 2019, 3:28 PM

#### Question 1

1. The first was to require solar energy systems on new buildings. Today we read our Los Altos city manager's update of Dec 21, 2018. We were very pleased to read this item titled: Solar Power Requirement for New Homes California has become the first state in the nation to require homes built in 2020 and later to be solar powered (photo-voltaic panels installed). On Wednesday December 5, 2018, the Building Standards Commission, which is responsible for mandating the most sophisticated codes and standards, unanimously finalized a previous vote by the Energy Commission. This decision fulfills a decades-old goal to make the state reliant on cleaner energy. Encouraging adoption of Electric Vehicles, would take us a step farther in reducing green house gase
2. A strategy re: single use plastic as described in this link from Sunnyvale. <https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?BlobID=26097> Create a plan that aligns city purchasing with current environmental best practices and policies, e.g. no: styrene, plasticized cups, plates, cutlery etc. No need for expensive consultants - we have lot's of environmental groups in the Bay Area that have already done the research on what products are compostable or recyclable.
3. Eliminate chemical pesticides on city owned or leased properties. And educate residents on why they might also want to reconsider use of pesticides.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- 4. Reach out to Sunnyvale and Cal Trans who are already working to improve traffic operations at the intersection of Fremont Ave., Hwy 85 and Bernardo Ave. Fremont continues West crossing Grant Rd. and through Loyola Corners onto Foothill Expwy. It has become a traffic nightmare in recent years. Apparently the Sunnyvale Council has a list of about 40 suggestions and told residents that can contact them online to give their input. Will you also be able to offer that option to Los Altos residents after you've compiled a list of the suggestions you received.

---

### Name not available

January 16, 2019, 3:47 PM

#### Question 1

- traffic enforcement, especially speeding
- crime prevention, especially more outreach to residents on crime info and home protection
- move forward on community center
- complete the downtown vision

---

### Name not shown

inside Los Altos

January 16, 2019, 4:07 PM

#### Question 1

- El Camino Specific Plan
- Safe routes to school
- Park for North Los Altos
- Change law asking for 500 foot radius for notification on public hearing invitation

---

### Name not available

January 16, 2019, 4:09 PM

#### Question 1

- Downtown Development
- Commercial/Retail Development
- Events targeting Millennials

---

### Name not available

January 16, 2019, 4:12 PM

#### Question 1

- Traffic calming and speed enforcement near all schools in Los Altos. Specifically, on Almond Avenue, I frequently observe drivers going 30+ mph on the radar speed sign when children are present and the speed limit is 15 mph.
- Allow no ADUs except as required by state law.
- Airplane noise reduction by enforcing the Select Committee's recommendation to return the SERFR flight path for SFO to the original BSR flight path.

---

### Name not available

January 16, 2019, 4:15 PM

#### Question 1

- Traffic calming and speed enforcement near all schools in Los Altos. Specifically, on Almond Avenue, I frequently observe drivers going 30+ mph on the radar speed sign when children are present and the speed limit is 15 mph.
- Allow no ADUs except as required by state law.
- Airplane noise reduction by enforcing the Select Committee's recommendation to return the SERFR flight path for SFO to the original BSR flight path.

---

### Caroline Bedard

inside Los Altos

January 16, 2019, 4:33 PM

#### Question 1

- El Camino specific plan
- Protect current R1 neighborhoods from being overwhelmed by massive adjacent buildings
- Housing development that is affordable by design, not designed to make developers wealthier.
- Protect bicyclists and pedestrians from increased traffic and reckless drivers
- North Los Altos park

---

### Name not shown

inside Los Altos

January 16, 2019, 4:44 PM

#### Question 1

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Parking downtown and the new developments that keep getting approved yet require no parking and remove existing
- More small businesses and restaurants to liven up the downtown. Los Gatos has an incredibly lively downtown yet no massive big box to draw. Good ideas from them.
- Large housing developments along El Camino corridor are fine - we need housing. But traffic will be hugely impacted and there seems to be no care or attention.

---

### Name not available

January 16, 2019, 4:47 PM

#### Question 1

- Managing development to preserve neighborhood character and quality of life in Los Altos.
- Managing neighborhood traffic and keeping commute / "cut-through traffic on the larger streets and roads
- Building without damaging views from homes - especially in places like along El Camino corridor
- Good pay for public safety employees in Los Altos

---

### Name not shown

inside Los Altos

January 16, 2019, 4:49 PM

#### Question 1

- Housing. We need to figure out how to add affordable housing but at the same time protect the quality of the housing we have (put in place regulations for building sizes and rentals in order to avoid congestion and noise)
- Traffic. Traffic is getting worse and worse. Housing solutions MUST be done in conjunction with consideration of traffic.
- South Los Altos. Needs fair attention.
- Light pollution. Let's keep it down.

---

### Name not available

January 16, 2019, 4:49 PM

#### Question 1

- Community center and pool
- Traffic safety for kids biking to Egan / LAHS
- Revitalize downtown. It shouldn't be more enticing to go to MV or PA

### Name not available

January 16, 2019, 5:20 PM

#### Question 1

- Roads safety for cyclists. For instance, Jordan Ave sees many children using this road to go to school. The road is not organized, it needs a cyclist path, and the road needs to be more consistent. Also the road needs to be repaired at the edges. It is very dangerous to have uneven pavement for cyclist.
- Senior center built

---

### Name not available

January 16, 2019, 6:11 PM

#### Question 1

- Downtown vision: I keep reading that a vibrant downtown is desired and the City keeps pontificating on how to accomplish that. Does City Council or even Los Altos citizens know how vibrant they want downtown to be? I've also read complaints/concerns about lack of parking. Well, a vibrant downtown will likely mean more cars.
- Decide on what to do with land around City Hall, police station, library, Hillview, etc. Citizens voted down a plan that included a community pool a couple of years ago. It's time to resurrect those discussions, although I'm still not enamored with a community pool.
- Density in housing: How much money would Los Altos lose if we didn't increase density through 3+ story housing complexes? I'm in favor of affordable housing for our emergency first responders, public school teachers, and perhaps City staff. How many of these folks (who might have families) would want to live in a 3-bedroom apartment or condo?
- Crime in neighborhoods: Either it's increasing or more neighbors are reporting it. Some people still insist on not locking their homes or car doors, and they wonder why their car or home was burglarized. Please create PSA campaign urging folks to lock their doors.
- Communications: I found out about this poll through Nextdoor. City Council needs to modernize its communications channels.

---

### Name not shown

inside Los Altos

January 16, 2019, 7:48 PM

#### Question 1

- Control traffic to enhance safety, especially for children walking and biking to school.
- Scale back the Downtown Vision to maintain the unique small town, family-safe feeling of our downtown.

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

- Protect the open space around the city hall area and include an off-leash dog park.
- Allow large trees to be removed from private property when they endanger dwellings.

---

### Name not shown

inside Los Altos

January 16, 2019, 7:58 PM

#### Question 1

- Develop a set of minimum and maximum requirements that developments on El Camino must meet, e.g., 2 parking spots per unit, height limitations that differ by setback from single family houses
- Plan to develop downtown such that it can contribute to housing density and affordable housing needs
- Work with stakeholders (especially residents) on how changes in Los Altos can balance preserving current vs. future needs without unduly impacting residents—e.g., increasing housing density
- Reassess current restrictions and permit approval process for second floor single family home remodels/new construction
- Overall parking and traffic study to inform a comprehensive development plan

---

### Name not shown

inside Los Altos

January 16, 2019, 7:58 PM

#### Question 1

- work with the residents to establish an overall development plan to reflect the residents and community's needs
- Established More consistent housing guidelines along el Camino corridor taking into account impact on surrounding residents -building heights, min number of parking spaces, noise and traffic safety impacts.
- Work w residents n merchants to have a more vibrant and commercially viable downtown. No more vanity projects, better restaurants, stores
- Need to upgrade senior/community center to provide better services to the residents. Better facilities/heating/air conditioning, parks or open spaces
- Year round Swimming pool proposal for our aquatic team and residents

---

### Name not shown

inside Los Altos

January 16, 2019, 8:13 PM

#### Question 1

- Focus on improving student traffic safety near schools where drop off zones were moved away from schools.
- Do not go into debt when revitalizing the downtown area. Pay as you go, so to not pay unproductive interest.
- Help the library to go more digital with fewer physical books; so a new building is not needed. Space is fine now.
- Direct communications companies to optimize (minimize) new 4-5G cell transmitter locations and dimensions.

---

### Name not available

January 16, 2019, 8:17 PM

#### Question 1

No response

---

### Bowen Payson

inside Los Altos

January 16, 2019, 8:19 PM

#### Question 1

- Pedestrian walkability and safety
- Downtown park or playspace for young kids
- Complete streets

---

### Name not available

January 16, 2019, 8:22 PM

#### Question 1

- Retention of City staff and talent
- Create Housing opportunities for teachers, first responders, City staff, early career professionals
- Create a culture in Los Altos community that is Positive, welcoming, respectful, diverse
- Creative collaboration with other jurisdictions to address overflowing traffic, create new recreation opportunities, establish new/expanded programs for seniors and teens, especially for grandparents isolated by language during the day while their families are at work/school

## City Council Priorities 2019

What are the top priorities you would like to see the City Council adopt in 2019?

### Name not shown

inside Los Altos

January 16, 2019, 9:20 PM

#### Question 1

- Increase the housing supply in the city. Use corridors along El Camino and other similar zones to increase the housing density.
- Build a community pool. This has fallen off the plate and it should be back on. A community pool builds community.
- Fill the long standing vacancies in the Rancho shopping center. There used to be a nice hardware store. Now the space has been vacant with a "Fulfillment" sign on it for years. It is not giving back to the community.

---

### Name not available

January 16, 2019, 10:00 PM

#### Question 1

- Development: Need to control development appropriately while still addressing issues in our area. For example, how do we provide affordable housing in our community while not overdeveloping -- we need to ensure that building sizes are not too large, and that increased traffic would be managed appropriately
- Transportation/parking: what is the long-term vision in the Bay Area and is Los Altos part of the discussion on how to address traffic congestion, parking, and alternative solutions

---

### Name not available

January 16, 2019, 10:51 PM

#### Question 1

- More art and beauty in the city
- Complete the new community center making it useful and flexible to address our community's needs
- Fix the timing on traffic lights within the city to speed traffic through and have card idle less
- Fix the intersection of El Monte and Foothill Expressway so traffic flows as it did through the intersection 10+ years ago
- More vibrancy in downtown, less of the same (ie nail shops and Italian restaurants)

---

### Jane Osborn

inside Los Altos

January 16, 2019, 11:07 PM

#### Question 1

- 1) Improve the manner of communications between city hall and residents. This is especially crucial when projects are being considered or other changes are being proposed that will have a significant impact on residents in the affected areas. For example, with regard to projects being considered in a neighborhood, it would be helpful for city staff to meet with groups of residents in the affected area, informally and interactively, earlier in the process, in order to get meaningful input prior to starting the preliminary design phase of a project. This will better ensure that the actual needs and problems in the neighborhood have been properly identified, so that these can be addressed appropriately. Communications and notifications should not be limited to just residents who live within 500 feet of a project. Most likely there will be interest from residents who live further up or down a street than just 500 feet. Over the years, there have been several breakdowns in this process, including lack of specificity and clarity when referencing the proposed "improvements, and unexpected, unwanted changes to the project without the residents being properly informed. Initially, meetings with residents will required some additional time and effort for staff, but this type of front loading will likely save time, money and hassles down the road
- 2) Traffic calming. There is evidence that slowing down traffic would be the single most effective way to increase safety on our streets, reduce noise (which is known to have harmful effects), and generally improve the livability of our streets. Perhaps the city officials could have another look at the collector street master traffic plan from 2011, to determine if some of the traffic calming elements suggested in that plan would be feasible or appropriate, assuming they do not compromise emergency responding, and after determining that they are acceptable to the residents.



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

MEMORANDUM

**DATE:** January 10, 2019

**TO:** Lynnette Lee Eng, Mayor  
Members, Los Altos City Council

**FROM:** Chris Jordan, City Manager *CJ*

**SUBJECT:** Project Information for the City Council Retreat

---

The City Council is scheduled to meet in a retreat format January 18-19. To assist in preparing the Council for that session, staff has prepared the attached summary of projects. Some of these projects are City Council priorities, others may not rise to that level, but are consuming significant staff resources.

When the Council discusses its priorities for 2019, I believe it is imperative that two topics (neither of which have been Council priorities in the past) be discussed. Both are consuming staff time and will require political support from the Council to be successful.

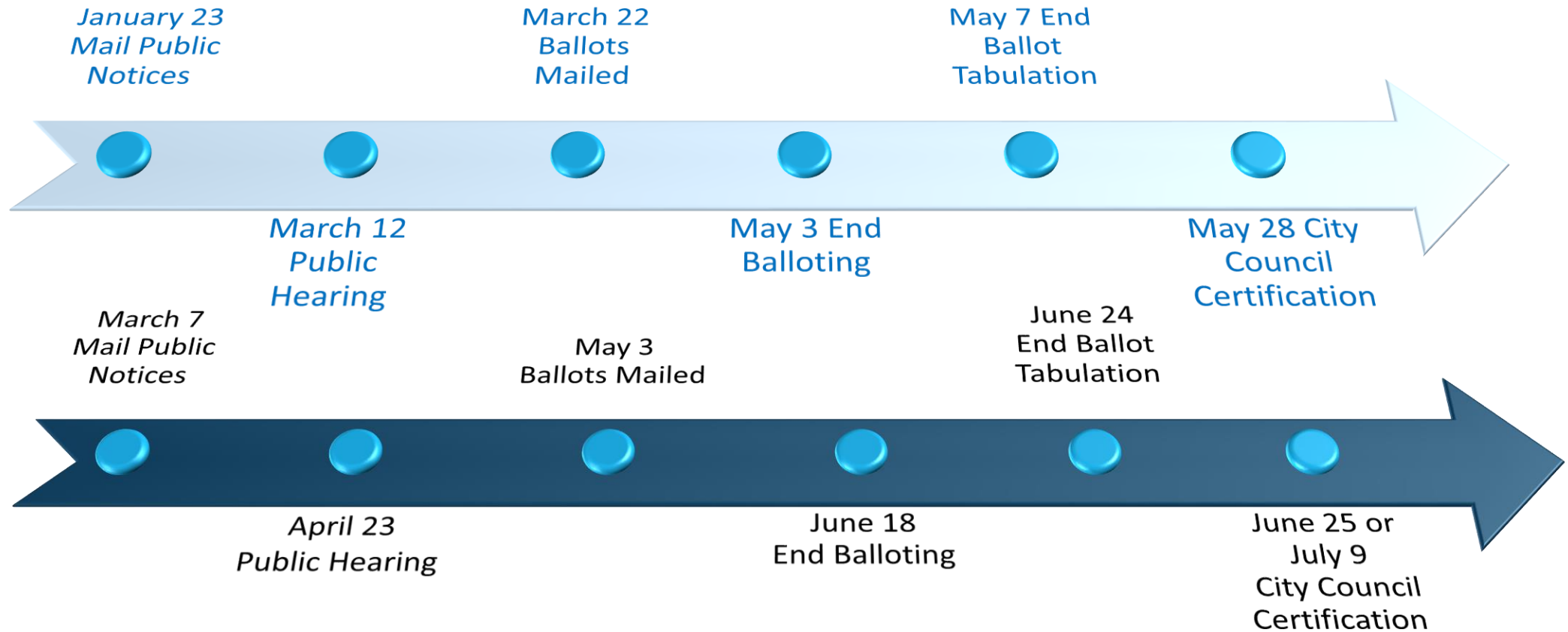
- 1) Library Redevelopment: As the Council is aware, the North County Library Authority has taken the lead on this project. Working with both the Los Altos Library Endowment and the Friends of the Library, NCLA has appointed a Task Force (modeled after the highly successful Community Center Task Force) to educate the community and plan the design process for a new library. Because the City owns the library facility, and because support of the Council will be critical to the success (or failure) of a funding campaign for this project, I believe the Council needs to determine how this project fits into your priorities for the next two years.
- 2) Stormwater funding/Proposition 218 process: staff and our consultant received the green light last from the Council to move forward with a process that will result in the mailing of ballots to every home in Los Altos requesting approval of a new tax to be used for funding stormwater operations and capital. The notice for this ballot is scheduled to be mailed January 23. There are several community meetings planned to discuss this project and a public hearing scheduled for the March 12 Council meeting. Staff wants to make sure the Council is supportive of this program prior to the mailing of the notices on January 23. (For your additional information, I've attached the schedule.) If notices are not mailed at that time, we will not be able to proceed with this tax until 2020.

In addition to the information provided here, I will also provide you with a brief status report of the Council's 2018 Strategic Priorities.

Please let us know if you have any questions or need additional information.



# Prop 218 Schedule





## 2019 Council Retreat Project Summaries

Topic	Department(s)
10-year Budget Forecast Model and Financial Update	Administrative Services
Annual Capital Projects	Engineering
City-owned facilities	Administration, Engineering
City-wide Parking Recommendations	Community Development
Community Center	Engineering
Cost Allocation Plan and User Fee Study	Administrative Services
Diamond Court	Engineering
Downtown Buildings Committee Recommendations	Community Development
Downtown Vision	Community Development
Electronic Permit Tracking System	Community Development
Employee Groups – Labor Negotiations	Administrative Services
Financial Enterprise Resource Platform Upgrade	Administrative Services
First Street Streetscape	Engineering
Foothill Expressway/El Monte Avenue Improvements	Engineering
Green Stormwater Infrastructure Plan	Engineering
Lincoln Park Utility Undergrounding Project	Engineering
Main Library Redevelopment (NCLA)	Administration, Recreation and Community Services
Park Improvement Projects	Engineering
Pedestrian and Traffic Safety Projects	Engineering
Stormwater Fee	Engineering



## 2019 Council Retreat Project Summary

**Topic:** 10-year Budget Forecast Model and Financial Update

**Department/Staff:** Administrative Services – Sharif Etman

### **Prior Council Consideration:**

- *September 27, 2016* – Received a presentation on the 10-year Budget Forecast Model and provided direction on assumption scenarios to be evaluated
- *November 15, 2016* – Received a presentation on the updated 10-year Budget Forecast Model and needed Capital Improvement Projects
- *November 14, 2017* – Held Study Session on the 10-year Capital Improvement Plan and Priorities
- *January 9, 2018* – Received a presentation on the updated 10-year Budget Forecast Model

### **Commission Involvement**

- Financial Commission – October 17, 2016; October 16, 2017; November 13, 2017; January 4, 2018

### **Fiscal Impact**

The model reflects current anticipated revenues and expenditures.

### **Background**

In 2016, the City worked with PFM Group to develop a 10-year financial forecast modeling system to help the City in planning long-term financial expenses. The forecast takes into account different factors which affect revenues and allows the City to model future growth based on different assumptions. The model then allows the City to plan out future projects based on the various potential scenarios. It is important to note that the 10-year budget forecast model is just a model and any number of external and internal factors may impact the City's actual finances at any given time. As such, it is important to adjust and update the model frequently to allow for continued planning efforts.

Staff will present the updated financial model to the Council in January 2019.

### **Status/Next Steps**

- Receive a presentation on the updated financial model: **January 2019**
- Make adjustments to Capital Improvement Program: **Spring 2019**



## 2019 Council Retreat Project Summary

**Topic:** Annual Capital Projects

**Department/Staff:** Engineering – Multiple Staff Members

**Prior Council Consideration:**

- *June 12, 2018* – Adopted the Capital Improvement Plan and appropriated funds for Fiscal Year 2018/19

**Commission Involvement (if any):**

- Individual projects are brought before various commissions as needed when public outreach or input is required.

**Fiscal Impact**

Each annual project has a fiscal impact as outlined below. Amounts given are those approved as part of the Fiscal Year 2018/19 Capital Improvement Plan.

**Background**

Each year, the City appropriates funds for annual Capital projects. These projects are intended to maintain the various aspects of the City’s infrastructure. Each project seeks to address the highest priority, routine maintenance needs.

Funding for these projects is accounted for in the five-year Capital Improvement Plan and has been included in the 10-year budget forecast model. Annual projects for the current year include:

<b>Project</b>	<b>Amount Budgeted FY 18/19</b>
Storm Drain Improvements	\$300,000
Pathway Rehabilitation	\$50,000
Park Improvements	\$100,000
Civic Facilities Improvement	\$1,200,000
Street Resurfacing	\$1,300,000
Street Striping	\$100,000
Street Slurry Seal	\$250,000
Concrete Repair	\$200,000
Traffic Sign Replacement	\$25,000
ADA Improvements (Streets and Roadways)	\$75,000
Bicycle/Pedestrian Access Improvements	\$500,000
Sewer System Repair	\$600,000

<b>Project</b>	<b>Amount Budgeted FY 18/19</b>
Structural Reach Replacement	\$800,000
Root Foaming	\$274,000
CIPP Corrosion Replacement	\$320,000
Fats, Oils, Grease Program	\$60,000
GIS Updates	\$60,000
Sanitary Sewer Video Inspection	\$380,000

**Status/Next Steps**

Each annual project has various next steps, including, but not limited to design and construction. Projects will come before Council as needed, including for award of both design and construction contracts and acceptance of certain projects.



## 2019 Council Retreat Project Summary

**Topic:** City-owned facilities (City Council Strategic Priority 2018)

**Department/Staff:** Engineering, Administration

### **Prior Council Consideration:**

- *January 23, 2018* – Directed staff to use \$25,000 to take protective measures for the Halsey House and directed the Historical Commission to develop an application for the 2018 Santa Clara County Historical Heritage Grant for a project towards preserving Halsey House
- *February 27, 2018* – Reviewed Five-year Facilities Maintenance Improvement Plan and approved adjusted Capital Improvement Plan, which included City Hall Restroom and Lobby Improvement, Council Chambers A/V Upgrade, and Police Station EOC projects
- *January 8, 2019* – Awarded construction contract for City Hall Restroom and Lobby Improvement and awarded design contract for Council Chambers A/V Upgrade

### **Commission Involvement**

- Historical Commission (Halsey House) – February 26, 2018; March 26, 2018; April 23, 2018; September 24, 2018; October 22, 2018

### **Fiscal Impact**

The current projects identified in this report have the following fiscal impacts:

- City Hall Restroom and Lobby Improvement – This project has been awarded for construction in an amount not to exceed \$367,818
- Police Station EOC and Restrooms and HVAC Upgrades – The design contract is for \$290,000; cost of construction will be dependent on bids received
- Council Chambers A/V Upgrade – The design contract is for \$92,450; cost of construction will be dependent on bids received
- Halsey House – A total of \$25,000 has been allocated and expended thus far; additional restoration efforts will require additional funds

### **Background**

In 2016, the City conducted a comprehensive assessment of all City-owned facilities. This work was divided into two phases. [Phase I](#) looked at Hillview Community Center, Bus Barn Theater and the adjacent restrooms. Phase II was further separated into two groups, with [Phase IIA](#) looking at City Hall, Los Altos Youth Center, the Police Department and the Grant Park buildings, and [Phase IIB](#) looking at all other City-owned buildings. These assessments serve as guidance documents for identifying and allocating resources for the maintenance and repair of the City's facilities.

In recent years, the City has begun to address the various maintenance needs of our City facilities. The following projects have been completed since 2016:

- Grant Park Community Center Roof Replacement (February 2016)
- Grant Park Community Center Exterior Painting (September 2016)
- City Hall Roof Replacement (August 2017)
- City Hall HVAC Upgrade (March 2018)
- Police Department Roof Replacement (September 2018)

In addition, a number of minor projects have been completed to repair and/or upgrade portions of various City-owned facilities (e.g., Grant Park classrooms).

Currently, there are a handful of projects that are in various stages of development.

*Community Center (\$34.7 million)*

The Community Center is summarized in a separate report.

*City Hall Restroom and Lobby Improvement (\$368,000)*

The City Hall Restroom and Lobby Improvement project is intended to modernize and expand the front lobby of City Hall to allow more room for those members of the public who use the services provided at the front counter, as well as the restrooms in City Hall. Changes will include ADA improvements to the entrance of City Hall and the restrooms used by the public and staff. A construction contract was approved by Council on January 8, 2019 and construction is scheduled to begin in April 2019. Construction is anticipated to last six to eight weeks.

*Police Station EOC and Restrooms and HVAC Upgrades (\$290,000)*

On September 25, 2018, Council approved a contract to design a new Emergency Operations Center (EOC) located next to the Police Department. The current EOC is located at the Municipal Services Center in a building that is not rated as an Essential Facility, meaning it is not designed to be protected against natural disasters to a greater level than average. The new EOC will be designed to withstand most, if not all, natural disasters to allow the City to provide essential services in the event of a disaster. The new EOC will also be used as a flexible space for the Police Department to use as a briefing/training room and a conference room. The new EOC will also replace one of the portable buildings currently located behind the Police Department.

The contract also includes an upgrade of the Police Department HVAC system which is near the end of its useful life.

*Council Chambers Audio/Visual Upgrade (\$92,450)*

The current Council Chambers A/V system was installed in 2008 and most of the components are beyond their useful life and are no longer supported by their respective manufacturers. In recent years, the technology in the Council Chambers has begun to fail. In addition, the Chambers has several elements that were identified in the City's ADA Self Evaluation and Transition Plan. This project will address both the technological needs as well as some of the ADA upgrades. Funding for this project comes from the Public, Educational and Governmental (PEG) Funds which can only be used for projects such as this one.

### *Halsey House (\$25,000)*

The Halsey House is located in Redwood Grove and has been closed for public use since 2008. A Feasibility Study was conducted on the building and presented to Council in January 2018. At that time, Council directed staff to use \$25,000 to take protective measures for the structure, directed the Historical Commission to work with community members and staff to develop an application for the 2018 Santa Clara County Historical Heritage Grant for an initial project towards preserving the Halsey House, and directed the Historical Commission to make a recommendation on the next steps following the initial preservation measures. A subcommittee of the Historical Commission has been working with representatives from the History Museum on grant applications. The City was successful in receiving a Historic Preservation Fund Grant from the Department of Parks and Recreation Office of Historic Preservation to conduct an Historic Structures Report for the Halsey House. This report will be the guiding document to allow the City to apply for construction grants from Santa Clara County and other awarding agencies. A consultant to perform the historic structures report will be brought on board in January/February of 2019.

### **Status/Next Steps**

#### *City Hall Restroom and Lobby Improvement*

- Start of construction: **February 2019**
- Project completion: **May 2019**

#### *Police Station EOC and Restrooms and HVAC Upgrades*

- Completion of design: **Summer 2019**
- Bid opening: **Winter 2019**
- Start of construction: **Spring 2020**

#### *Council Chambers Audio/Visual Upgrade*

- Completion of design: **March 2019**
- Bid qualifications: **April 2019**
- Bid opening: **May 2019**
- Award of construction contract: **May 2019**
- Start of construction: **July 2019**
- Project completion: **September 2019**

#### *Halsey House*

- Preliminary preservation measures: **Completed**
- Grant application: **Completed October 2019 / Received December 2019**
- Decision on further restoration steps: **Pending determination of grant funding**





## 2019 Council Retreat Project Summary

**Topic:** City-wide Parking Recommendations

**Department/Staff:** Community Development – Jon Biggs, Project Manager

### **Prior Council Consideration:**

- *February 24, 2015* – Formed the City-wide Parking Committee
- *May 10, 2016* – Adopted a Resolution disbanding the City-wide Parking Committee and directed the recommendations of the Committee be reviewed by staff and/or an independent consultant and the Planning Commission
- *January 24, 2017* – Reviewed the City-wide Parking Committee recommendations and directed staff to take those recommendations to the Planning Commission for a recommendation
- *June 12, 2018* – Held joint Study Session with Planning Commission to review draft ordinance regarding development standards for off-street parking and truck loading spaces
- *August 28, 2018* – Considered an ordinance containing recommendations from the City-wide Parking Committee and Planning Commission regarding development standards for off-street parking and truck loading spaces; ordinance was not introduced nor adopted

### **Commission Involvement**

- City-wide Parking Committee – Met regularly from April 2015 to January 2016
- Planning Commission – January 4, 2018; March 1, 2018; March 15, 2018; May 3, 2018

### **Fiscal Impact**

Currently, there is no fiscal impact; if the Council chooses to implement particular strategies or projects there could be in the future.

### **Background**

The City-wide Parking Committee was formed in early 2015 to review existing parking ratios, investigate mechanisms to evolve the Downtown Parking District and analyze a parking in-lieu program. The Committee met until February 2016 and formulated a series of draft recommendations to be considered by the City. These recommendations were reviewed by Walker Parking Consultants and forwarded to the Planning Commission. The Planning Commission reviewed the recommendations and forwarded an ordinance to the City Council regarding development standards for off-street parking and truck loading spaces. The ordinance was not introduced by the Council.

On August 28, 2018, Council directed staff to revisit the proposed amendments to the Municipal Code, specifically looking at the following:

- Establishing a nine-foot width minimum for parking stalls but adding the ability for an applicant to request consideration for eight-feet, six-inches
- Establishing double striping as the universal standard
- Updating the Parking Standards Exhibit to make it a Specification Document to address construction specifications (e.g.; striping width, how stall width is measured, drive aisle measurement, etc.)
- Rewording the previously proposed ordinance Item b to reflect the actual intent
- Bringing forward net floor area calculation in which staff considers and evaluates a single net floor area calculation rather than two different calculations based on development type

Council further directed staff to consider the merits of each of the previously described directions in the fuller context of the Zoning Code.

#### **Status/Next Steps**

- Revision of draft ordinance: **Underway**
- Planning Commission review: **Winter 2019**
- Council introduction of draft ordinance: **Spring 2019**
- Adoption of ordinance: **Spring 2019**
- Effective date of ordinance: **31 days following adoption**



## 2019 Council Retreat Project Summary

**Topic:** Community Center (City Council Strategic Priority 2017-18)

**Department/Staff:** Engineering – Theresa Yee, Project Manager

### **Prior Council Consideration:**

- *April 25, 2017* – Approved CIP for design and construction of new Community Center; established Task Force
- *August 22, 2017* – Approved Noll & Tam Architects contract
- *September 26, 2017* – Study Session on interior space allocation and site placement; approved additional \$9.7 million for project budget
- *December 12, 2017* – Received Task Force concluding report
- *March 13, 2018* – Reviewed schematic design
- *July 10, 2018* – Received Design development update
- *September 11, 2018* – Approved final Design Review

### **Commission Involvement**

- Community Center Project Task Force – met from June 15, 2017 to November 30, 2017
- Complete Streets Commission – July 26, 2017; June 27, 2018
- Design Review Commission – August 16, 2017
- Environmental Commission – August 14, 2017; September 11, 2017; March 12, 2018; April 9, 2018; August 13, 2018
- Financial Commission – September 18, 2017; October 16, 2017; July 16, 2018; August 20, 2018; September 17, 2018
- Parks and Recreation Commission – March 8, 2017; August 16, 2017; September 13, 2017; November 8, 2017
- Planning Commission – September 7, 2017; August 2, 2018
- Public Arts Commission – August 24, 2017; July 26, 2018; August 23, 2018
- Senior Commission – February 6, 2017; March 6, 2017; July 10, 2017; August 7, 2017; November 6, 2017
- Youth Commission – September 11, 2017

### **Fiscal Impact**

The Community Center currently has an approved Capital Improvement Project with an overall budget of \$34.7 million

## **Background**

The Hillview Community Center has long been a priority project for the City. On February 28, 2017, the Council approved their priorities for 2017, which included a goal to have a new or refurbished community center built by December 2020. During summer and fall of 2017, the Council convened the Community Center Project Task Force made up entirely of residents to provide a recommendation on the interior space allocation and exterior design and layout of the Community Center. In addition, a number of Commission meetings were held during 2017 and 2018 regarding the Community Center project.

On September 11, 2018, the Council adopted the necessary environmental documents and approved the design review of the new community center.

## **Status/Next Steps**

- Preparation of construction documents: **Underway**
- Bid qualifications: **May 2019**
- Bid opening: **June 2019**
- Award of construction contract: **June 2019**
- Start of construction: **Summer 2019**
- Grand opening: **Winter 2020/2021**



## 2019 Council Retreat Project Summary

**Topic:** Cost Allocation Plan and User Fee Study

**Department/Staff:** Administrative Services – Sharif Etman

**Prior Council Consideration:**

- *Fiscal Year 2013-14*

**Commission Involvement**

- Financial Commission will review and approve the Cost Allocation Plan and User Fee Study along with making recommendations to the Council for approval

**Fiscal Impact**

Potential to increase revenue received by the City for its fees and services.

**Background**

In 2013, the City worked with a consulting firm to review and update its Cost Allocation Plan and User Fee Study. The results of the study were presented to Council and new and / or updated fees were adopted for the following fiscal year. It is important to adjust and update the costs and fees incurred by the City to allow for cost recovery purposes. These fees include Engineering Fees, Community Development Fees, Recreation costs and fees, and business licenses.

The City has contracted with the consulting firm Willdan to complete the Cost Allocation Plan and User Fee Study for FY 2019-20. Staff will present the updated Cost Allocation Plan to the Financial Commission and Council in late March/early April of 2019.

**Status/Next Steps**

- Receive and review the updated Cost Allocation Plan and User Fee Study: **March / April 2019**
- Present Plan and User Fee Study to Council: **April / May 2019**
- Implement Council adopted new plan and fees for FY 2019-20: **July 1, 2019**



## 2019 Council Retreat Project Summary

**Topic:** Diamond Court

**Department/Staff:** Engineering – Victor Chen, Project Manager

**Prior Council Consideration:**

- *October 24, 2017* – Directed staff to analyze the legal process and cost to facilitate the transfer of Diamond Court to the City and to discuss options with the homeowners
- *March 27, 2018* – Approved an agreement with residents of Diamond Court to share the cost to reconstruct the street, with residents paying up to \$20,000 for legal fees and 50% of construction costs and to designate Diamond Court as a City street

**Commission Involvement:** None

**Fiscal Impact**

It is estimated that the cost to the City to reconstruct Diamond Court is approximately \$100,000, plus the amount of legal fees that exceed \$20,000. Once the City takes ownership of the street, there will be on-going maintenance costs.

**Background**

Diamond Court is a small, private street. In 2017, residents of Diamond Court approached the City regarding a potential partnership for the reconstruction of Diamond Court provided the City take on the street as a City-owned and maintained street.

The Council has expressed support for the City taking ownership of Diamond Court and entering into an agreement with the homeowners to reconstruct the street. Since March 2018, staff has been negotiating an agreement with the homeowners to move forward with dedicating Diamond Court as a City street and to share the cost to reconstruct the street.

**Status/Next Steps**

The next step in the process is to finalize the agreement with the homeowners. Once this is done, the City will move forward with the necessary legal processes to designate Diamond Court as a City-street and to design a project to reconstruct the street.



## 2019 Council Retreat Project Summary

**Topic:** Downtown Buildings Committee Recommendations

**Department/Staff:** Community Development – Jon Biggs, Project Manager

### **Prior Council Consideration:**

- *November 25, 2014* – Formed the Downtown Buildings Committee
- *January 26, 2016; April 12, 2016; April 21, 2016* – Study Sessions with Downtown Buildings Committee
- *May 24, 2016* – Received the final report from the Downtown Buildings Committee
- *October 25, 2016* – Considered an ordinance modifying roof structure classifications, their height limits, and their coverage limits; adding definitions for penthouse and tower; and amending the design review findings
- *October 9, 2018* – Council directed that the Planning Commission hold a study session on the recommendations provided by the Downtown Buildings Committee prior to further analysis of Floor Area Ratios (FAR's) to identify lessons learned and to evaluate options and develop draft recommendations on various tools that can be implemented to achieve the desired look and feel of future development in the Downtown

### **Commission Involvement (if any)**

- Downtown Buildings Committee – Met regularly from Spring 2015 to May 2016
- Planning Commission – September 1, 2016; September 15, 2016; October 13, 2016

### **Fiscal Impact**

Undetermined – Staff anticipates the need to release an request for proposals to enlist a graphic design consultant to assist with an update to the Downtown Design Guidelines.

### **Background**

In November 2014, the Council formed the Downtown Buildings Committee (DBC) to review recently completed buildings in Downtown Los Altos within the context of zoning regulations, adopted Downtown Design Guidelines and the Downtown Design Plan. The DBC completed its work and presented its recommendations to the City Council in May 2016. At that time, Council directed that the recommendations move forward for implementation.

Many of the recommendations of the DBC have been implemented or are in the process of being implemented. A complete accounting of the various recommendations can be found as Attachment 1.

**Status/Next Steps**

- A Study Session of the Planning Commission slated for its first meeting in February 2019
- Prepare RFP for a graphic design consultant February 2019

**Attachment**

1. Summary of Downtown Buildings Committee recommendations



## TABLE of DOWNTOWN BUILDINGS COMMITTEE RECOMMENDATIONS

DOWNTOWN BUILDINGS COMMITTEE RECOMMENDATIONS	IMPLEMENTATION	NOTES
1. A. Revise the Design Guidelines.	In-Process	With the adoption of the Downtown Vision, staff has started preparations for updating this document.
1. B. Revise and update existing planning documents to ensure consistent terminology throughout.	On-Going	Cautiously updating – terminology in documents has been found to have a specific intent and carefully selected to make intent clear.
1. C. Discard obsolete documents and keep all documents current.	On-Going	On-going effort to update handouts and instructional documents codes/policies and practices change
1. D. Make zoning code the single source for explicit, measurable requirements. Don't duplicate requirements across multiple documents.	Implemented as it relates to Zoning Code requirements	Note - there are numerous regulatory documents that provide measurable requirements, some are law others are policy, each of which provide measurable requirements such as densities and affordable housing unit numbers – staff relies on the zoning code for site development standards.
1. E. Make more use of illustrations and diagrams in all documents.	On-Going	Updating documents as opportunities present themselves and where illustrations and diagrams enhance guidance – Accessory Structure Handout for example.
1. F. Put all documents online and make them <i>interactive with links to each other and relevant city codes</i>	Planning Documents Are On-Line	When updating or changing a document, evaluating opportunity to insert interactive links – evaluating the new permit tracking system and the GIS system to determine if appropriate for assisting accomplishing this. On-going maintenance of any inserted links will be a maintenance issue given resources.
2. A. Revise the existing planning page on the city website to include all steps in the process and provide links to relevant documents ...	To Be Finalized	This will be an element of the City's Webpage refresh. Some modifications to the existing web page have been completed.

2. B. As a long term goal, provide the means for developers to make submissions online.	An element of permit tracking software	Contract signed - staff is in the early stages of the application and implementation of this software for City systems.
3. A. Provide detailed checklists for developers at every step of the planning process for consistency and accountability.	Completed – additional updates pending given code amendments under consideration	General Checklists for different types of development projects are available – note that each development application, especially the larger applications
3. B. Attach the completed Design Guidelines checklist to each staff report.	Completed	Requiring applicants to complete the checklist as an element of their early planning for a project
3. C. Create a standard template for staff reports	Completed & On-Going	The agenda reports will be going through another series of changes in the near future.
3. D. Require an early stage design review for new commercial and multi-family projects and major remodels in the downtown triangle. This design review to be done with consulting professional having specific expertise, paid for by the developer.	Implemented	Staff has implemented. An agreement with an Architectural consultant has been signed to review and provide comment on projects in the Downtown. Continuing to enlist the assistance of the design consultant as projects in the Downtown come forward.
4. A. Amend the height limits for the CD and CD/R3 zones so that commercial and mixed-use structures do not exceed 30 feet in height and entirely residential projects do not exceed 35 feet in height.	Completed	
4. B. Adopt an ordinance establishing a temporary moratorium on new construction in the CD and CD/R3 zones that does not meet the height limits recommended above, pending completion of the process needed to act on and implement the zoning changes.	Implementation Not Approved by City Council	

<p>5. A. Amend 14.66.240 (A) and (E) to group structures that are related to building design, equipment or mechanical screening separate from other structures (e.g. flag pole and antennae). Make the maximum height for such structures 8 feet instead of 15.</p>	<p>Completed</p>	
<p>5. B. Remove language in guidelines and plans that encourage towers (Downtown Design Plan p. 11, 22, 35). Direct staff to prepare and add definition for “penthouse” and “tower” to the general definitions at 14.02.070. Specify that penthouse in not a habitable or commercial space but is intended to provide an architecturally pleasing cover to stairwells, elevator equipment, etc.</p>	<p>Completed</p>	
<p>6. A. Amend Design Control to require articulation for every building over 50 feet wide and require changes of plane in the horizontal and vertical aspects.</p>	<p>In-Process</p>	<p>With the adoption of the Downtown Vision, staff has started preparations for updating this document.</p>
<p>6. B. Through development requirements and guidelines, encourage variation in building-entrance configuration <u>and other aspects</u> of the front of the building, upper levels, and roofline, to avoid a “tunnel” that would result from having all buildings constructed to the minimum setback. Instruct Staff and the PTC to encourage creative articulations at street level rather than building to the minimum setback.</p>	<p>In-Process</p>	<p>With the adoption of the Downtown Vision, staff has started preparations for updating this document.</p>
<p>7. A. Require minimum sidewalk width of 6 feet that is generally clear of all obstructions such as signage and utility poles (consistent with streetscape plan previously implemented for the north end of First Street).</p>	<p>In- Process</p>	<p>With the adoption of the Downtown Vision, staff has started preparations for updating this document.</p> <p>Staff of the Engineering and Planning Divisions are preparing an RFP for release to enlist the assistance of a</p>

		consultant to develop street standards for the South end of First Street (San Antonio to Main).
7. B. Where sidewalks are not more than 6 feet wide, prohibit walls or any obstructing hedges or similar plantings within the first two feet of setback. This is advisable because pedestrians avoid the 24 inch area next to a wall of any height and also avoid 18 inches near the curb. This effectively leaves only 18 inches of a 5-foot wide sidewalk for walking. (See <i>EXHIBIT 7.2.</i> )	Under Review	Evaluating with Engineering Division and in the Downtown Vision Effort.
7. C. Where code currently requires side or rear setback of 2 feet where property adjoins public right of way, change language to require setback of at least 2 feet and as much as 5 feet if needed to create safe pedestrian walkways, supplemented with suitable landscaping.	Under Review	Evaluation with Engineering Division and in the Downtown Vision Effort.
8. A. When full landscape plans are submitted for city review, city staff should convene a small group composed of a landscape designer or architect, arborist (if plan involves trees), and city maintenance employee with plant-care expertise to review the plan and provide input to the planning staff and subsequent reviewers.	On-Going	Landscape Plans provided to Public Works – Engineering and Maintenance for review, feedback, recommendations and conditions.
8. B. Task the city arborist to develop a list of recommended trees and minimum sizes for each.	Completed – Also Need to Develop an Appropriate Tree – Site Constraints Selection Guide	City is relying on the Street Tree Planting List Tree size is dependent on species and proposed location.  Site constraints selection guide (table) is an item staff is exploring.
8. C. Require that plans for care and maintenance be submitted along with landscaping plans.	Completed	In addition, staff is including as a condition on projects for which a homeowner’s association is created that an element of the documents forming the association provide provisions for appropriate maintenance and

		replacement planting of landscaping – including landscaping used for screening.
8. D. Implement companion plantings that will contribute to the desired Downtown Guideline that recommends an appearance of abundant and substantial landscaping.	Completed	An element of project review.
8. E. Enforce current Design Guidelines (Section 3.1.2a) that recommend “use [of] abundant landscaping” for wall covering and store front landscaping. Provide “now” and “later” (+5 years) landscaping photos plus photos of desirable landscapes and those that are unattractive.	Complete and On-going	Projects in Downtown must provide landscape plans to reflect this guideline and future appearance of proposed project with landscaping.
8. F. Increase landscaping in the front of buildings. (Also refer to Recommendation 7B.).	Completed and On-Going	This is an issue brought up with developers in the early contact stage of project evaluation.
8. G. Create a list of suggested plants for the developer to consider when creating the landscape design. The suggested list should be developed by the city arborist and gardening staff, with experience derived from caring for plantings in downtown.	Street Tree List Available – See 8 B. above as well	Minimum tree size dependent on species – Also an element of the Downtown Design Guidelines update.
8. H. Incorporate requirements for amenities and landscaping in the setback and along building fronts in any future streetscape plan for First Street between Main and San Antonio, and encourage additional setbacks for landscaping	On-Going	An Element of the Downtown Design Guidelines update.
9. A. Modify the required finding as follows:  “Exterior materials and finishes <u>convey high quality</u> , integrity, permanence and durability, and materials are used effectively to define building elements such as base, boy, parapets, bays, arcades and structural elements. <u>Materials</u> ,	Completed	

<p><u>finishes, and colors used serve to reduce perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area and in the downtown village.”</u></p>		
<p>9. B. Amend “Submittal Requirements Commercial or Multi-Family Design Review, item 7 Color Renderings and 3D Model” and/or the Design Guidelines to require that proposed buildings in the Downtown district be modeled using 3D and other forms of digital simulation that depict the Materials Board and allow for closer consideration of proposed colors and textures of exterior finishes in context.</p>	<p>Completed &amp; On-Going</p>	<p>An element of the Downtown Vision included the development of a 3D model using Sketch-Up, which staff and decision makers, will be using to evaluate new projects in the Downtown. Applicants are required to submit a file in the appropriate drawing format of the project they are proposing.</p>
<p>9. C. Require submission of a physical Materials Board of samples of colors, materials and finishes in the submission requirement checklist.</p>	<p>Completed &amp; On-Going</p>	
<p>9. D. Require submission of larger scale samples and/or examples of uses of the materials and finishes in prior projects for materials and finishes not in common use in the Downtown district.</p>	<p>Completed &amp; On-Going</p>	
<p>10. A. As neither staff nor PTC have such expertise, the city should engage a specialist with knowledge of standard practice for evaluating daylight/shadow impacts in a commercial setting. Scope of work should include identifying the tools and recommending a process for evaluating the impact of proposed developments on the streetscape, sidewalks, adjacent/opposing buildings, and landscape plans. Create a process for including such evaluation in the decision making process.</p>	<p>Completed &amp; On-Going</p>	<p>Shadow evaluation is an element of the software for the Downtown 3D model.</p>

10. B. Generalized modeling should be done of the light and shadows for the downtown area as currently built and at full build-out under specified zoning. (See Section 12, Physical and Digital Models.)	Completed & On-Going	These evaluations are a feature of the software for the Downtown 3D model.
10. C. If warranted based on the full-city model, establish light plane guidelines for commercial development. [Note: There are light plane guidelines in place for residential buildings.]	On-Going	Light plane guidelines were not recommended in the Downtown Vision as, given setback requirements and height limits in the Downtown, a light plane would not be easy to achieve and may not be appropriate for the level of development in a Downtown.
11. A. Make preservation of existing views of the surrounding hills and downtown tree canopy a part of the Design Review process for buildings in the Downtown triangle.	On-Going	Not an element of the Downtown Vision – will need to evaluate further.
11. B. Specify views to protect, with emphasis on the foothills as seen from Southbound San Antonio Road and treescape from State and Main. Document the selected views in the design guidelines and include photographs. Specify how submittals should address the issue of views.	On-Going	An element of the Downtown Visioning effort.
12. A. Undertake a project to identify 3D modeling software.	Completed	An element of the Downtown Vision included the development of a 3D model using Sketch-Up.
12. B. Develop digital and physical model of the downtown triangle using parameters specified by Council.	Completed	An element of the Downtown Vision included the development of a 3D model using Sketch-Up.
12. C. Require developers to provide data necessary to model their proposal to the digital system described above.	Completed	For project in the Downtown a model of their project is one of the submittal requirements.



## 2019 Council Retreat Project Summary

**Topic:** Downtown Vision (City Council Strategic Priority 2017-18)

**Department/Staff:** Community Development – Jon Biggs, Project Manager

### **Prior Council Consideration:**

- *September 13, 2016* – Approved the hiring of RRM Design Group to develop the Downtown Vision
- *November 15, 2016* – Provided feedback on the Community Engagement Strategy and Economic Analysis
- *March 14, 2017* – Reviewed the Community Engagement Plan for the Downtown Vision Process
- *August 22, 2017* – Reviewed the draft future vision scenarios
- *May 22, 2018* – Reviewed the draft Downtown Vision Plan
- *August 28, 2018* – Adopted the revised Downtown Vision Plan

**Commission Involvement:** None

### **Fiscal Impact**

The fiscal impact is currently undetermined and will depend on those projects and programs Council wishes to implement.

### **Background**

The Downtown Vision Plan was adopted by City Council in August 2018. It is intended to guide change over the long-term for Downtown Los Altos and sets the stage for future regulatory documents the City may choose to implement or change.

The Vision contains overviews of each Downtown District and many ideas and potential projects for the Downtown. The Plan is intended to be implemented over the long-term with many of the projects being constructed or implemented 10 to 20 years in the future. The Plan categorizes elements to be implemented in three phases, Short- (1-5 years), Mid- (5-10 years) and Long- (10+ years) terms.

### **Status/Next Steps**

- Determine which Short-term recommendations to begin implementing: **January 2019**
- Develop schedule for Mid- and Long-term recommendations: **Summer / Fall 2019**

### **Attachment**

1. Downtown Vision Plan Implementation Schedule



## IMPLEMENTATION

The Downtown Vision Plan will be implemented over a 20-year time frame as feasible. The plan will be implemented through both public and private investment. Many components could be grant funded due to their pedestrian and bicycle friendly nature. The plan components have been categorized into three phases in response to community priorities, costs, and the goal of adding vitality to Downtown. If Phase 2: Mid-Term or Phase 3: Long-Term items can be funded and parking provided, they could be moved to an earlier implementation phase.

### ACTION PLAN/PHASING

The following action items discussed elsewhere in this Vision Plan document have been organized below in three phases to allow for the short, mid, and long-term implementation of the Downtown Vision.

#### PHASE 1: SHORT-TERM (1-5 YEARS)

- Implement land use and parking policy recommendations;
- Implement height recommendations;
- **Prepare First Street streetscape plan;**
- Design/plan for primary entry features and elements;
- Implement “Downtown Dining Hub”;
- Design/install bicycle enhancements;
- Implement parking management recommendations;
- Install neighborhood connections – *Lower cost improvements such as signage and crossing enhancements;* and
- **Study expansion of parking district and feasibility of public parking at the Civic Center.**

#### PHASE 2: MID-TERM (5-10 YEARS)

- Construct parking facilities (*above or below ground facilities*);
- Install Downtown Central Plaza Short-Term Vision (*Parking Plaza 5*);
- Design/install façade improvements and renovations along San Antonio Road;
- Design/plan for activity nodes;
- **Implement First Street streetscape plan;**
- Install shared streets (*2nd and 3rd Street*);
- Construct affordable housing; and
- **Design and install pedestrian bridge connection to Civic Center.**

### PHASE 3: LONG-TERM (10+ YEARS)

- Construct parking facilities;
- Install Downtown Plaza Long-Term Vision;
- Construct roundabout (this will require a circulation study);
- Design/plan for paseos;
- Construct live theater (*Parking Plaza 2*);
- Construct hotel (*Parking Plaza 2*); and
- Construct office (*Parking Plaza 3*).

### RECOMMENDED AMENDMENTS

It is recommended that the City create a comprehensive or specific plan for Downtown to more precisely capture the Vision Plan recommendations and fine tune land uses, standards, and guidelines for the Downtown. Implementation of the short-term action can be accomplished through Zoning Ordinance amendments. This Vision Plan becomes the primary guidance document to guide change in Downtown, replacing the Downtown Design Plan.



## 2019 Council Retreat Project Summary

**Topic:** Electronic Permit Tracking System

**Department/Staff:** Community Development – Steve Golden, Project Manager

**Prior Council Consideration:**

- *May 23, 2017* – Approved contract with Superior to develop and implement an electronic permit tracking system

**Commission Involvement:** None

**Fiscal Impact**

The agreement with Superior for implementation of the electronic permit tracking system is for an amount not to exceed \$430,149, funded by CIP Project CD-01008.

**Background**

In 2015, the City Council adopted the IT Roadmap, which prioritized the technology needs of the City. Included in the Roadmap was replacement of the permit/planning software and establishment of a code enforcement application for Community Development; a new cashiering system for Finance; and establishment of a permit management and tracking application for Engineering Services.

The City currently uses multiple software platforms (or in some cases no software at all) for land use and application management/tracking, permitting, code enforcement, inspections, and business licensing. Most of the software applications are outdated and do not provide adequate support (software updates) or service to staff and the public.

In 2017, the City contracted with Superior to provide the TRAKiT system. TRAKiT will provide a modern, centralized permitting system for the City that will expand online services, provide staff additional tools to manage workflow and improve the City's processing and review of applications and issuance of permits.

For the past 14 months, the City has been working with Superior to complete the migration of data in its existing systems, customize and test the various components of the system as it prepares for going live with this new TRAKiT system's implementation.

**Status/Next Steps**

- Underway with roll out anticipated for February 2019



## 2019 Council Retreat Project Summary

**Topic:** Employee Groups – Labor Negotiations

**Department/Staff:** Administrative Services

**Prior Council Consideration:**

- *July 12, 2016* – Approved the current Memorandum of Understanding with Sanitary Truck Drivers and Helpers Teamsters Union Local 350

**Commission Involvement:** None

**Fiscal Impact**

Dependent upon negotiations

**Background**

The City has three employee bargaining groups: Los Altos Municipal Employees Association (LAMEA), Los Altos Peace Officers' Association (LAPOA) and Sanitary Truck Drivers and Helpers Teamsters Union Local 350 (Teamsters). The current contract with Teamsters expires on June 30, 2019, while the contracts with LAMEA and LAPOA expire in 2020. It is anticipated that negotiations with representatives from Teamsters will begin in the coming months.

**Status/Next Steps**

Staff will begin negotiations in the coming months. Sessions with Council will be scheduled as needed. Approval of a new contract is anticipated to be brought to the Council in May or June 2019.



## 2019 Council Retreat Project Summary

**Topic:** Financial Enterprise Resource Platform (ERP) Upgrade

**Department/Staff:** Administrative Services – Sharif Etman

### **Prior Council Consideration:**

- More than 10 years ago (last upgraded 2006)

### **Commission Involvement**

- Financial Commission will receive a product demonstration and provide input as needed, especially in regards to the public portal and reports desired

### **Fiscal Impact**

The total cost of replacing / upgrading the financial system ERP is approximately \$300-400K, which has already been approved and funds set aside in the City's Technology Fund.

### **Background**

The City currently has a Financial System ERP, called IFAS (owned by Superion) that has been in use for more than 10 years. After much research with various available vendors and systems, Financial Services is upgrading its current system this fiscal year to Superion's newest platform called One Solution which is a web-based, cloud hosted financial software program. The system will be rolled out in two phases, the first anticipated in Summer of 2019.

One Solution will significantly improve the City's ability to provide:

- Greater financial controls
- Improved reporting and budget entry
- Online access and public access to reports and financial information
- Electronic purchase orders, workflow approvals, and other major technological advances

One of the biggest advantages to utilizing One Solution is the anticipated migration and communication with our online permitting system and business licensing through TRAK-IT, which is also owned by Superion.

### **Status/Next Steps**

- Financial Commission to receive a presentation on One Solution: **January 2019**
- Test and Migrate existing data into new system: **late Spring / early Summer**
- Go Live: **Summer 2019**
- Second Phase: **TBD**



## 2019 Council Retreat Project Summary

**Topic:** First Street Streetscape

**Department/Staff:** Engineering

**Prior Council Consideration:**

- *June 12, 2018* – Included in Fiscal Year 2019-23 Capital Improvement Plan

**Commission Involvement:** None

**Fiscal Impact**

The City has appropriated \$268,000 for design of the First Street Streetscape. Actual construction costs will depend upon the scope of the project and bids received.

**Background**

In 2014, the City completed the First Street Streetscape Phase 1 project. This project included widening the pedestrian sidewalk, constructing new landscape areas with street trees, improving ADA facilities and installing other public amenities and furnishings along First Street from Main Street to West Edith Avenue. This followed the undergrounding of utilities along this stretch of First Street.

Phase 2 of the First Street Streetscape project proposes to make similar improvements along First Street from Main Street to San Antonio Road.

**Status/Next Steps**

- Award of design contract: **TBD**
- Preparation of construction documents: **TBD**
- Bid qualifications: **TBD**
- Bid opening: **TBD**
- Award of construction contract: **TBD**
- Completion of construction: **TBD**



## 2019 Council Retreat Project Summary

**Topic:** Foothill Expressway/El Monte Avenue Improvements

**Department/Staff:** Engineering

**Prior Council Consideration:**

- *August 22, 2017* – Received an update on the proposed project and provided input to Santa Clara County staff on the proposed improvements

**Commission Involvement**

- Complete Streets Commission – June 28, 2017; February 28, 2018; August 22, 2018

**Fiscal Impact**

The City has allocated \$440,000 as a matching fund for the design of the project. The estimated \$2.2 million construction cost will be funded by the VTA 2016 Measure B program.

**Background**

The Santa Clara County Expressway Plan 2040 includes improvements to Foothill Expressway between El Monte Avenue and San Antonio Road as a Tier 1 priority project. The County is leading the project to construct these improvements with assistance from City staff. Funding for the project has been delayed by legal challenges to Measure B. It is anticipated that once these challenges have been resolved, funds will be allocated, and the project will move forward.

**Status/Next Steps**

As the County is acting as the lead for the project, most of the next steps are actions that will need to be taken by the County. The project is currently on hold pending determination on the Measure B funds. It is anticipated that once this issue is resolved, it will take four to six months for the County to engage a contractor to perform the work. Construction is anticipated to last 18 months.



## 2019 Council Retreat Project Summary

**Topic:** Green Stormwater Infrastructure Plan

**Department/Staff:** Engineering – Aida Fairman, Project Manager

**Prior Council Consideration:**

- *July 11, 2017* – Received presentation on Green Infrastructure Plan Framework

**Commission Involvement:** None

**Fiscal Impact**

Potential to increase revenue received by the City for its fees and services.

**Background**

A Green Stormwater Infrastructure (GSI or GI) Plan is required by section C.3.j. of the City's Municipal Regional NPDES stormwater permit. Each permittee is required to submit its completed GSI Plan to the California Regional Water Quality Control Board with their FY 2018-19 annual report. The GSI Plan is intended to utilize data mapping and analysis to set goals and projections for GSI implementation. The Plan is also intended to describe how the City will shift their impervious surfaces and storm drain infrastructure from gray, or traditional storm drain infrastructure, to green, more-resilient and sustainable systems that slow, disperse, and treat runoff.

In 2017, the City worked with a consulting firm, EOA Inc., to produce the GI Plan Framework, which described tasks and timeframes for development of the GSI Plan. The Framework was presented to Council on July 11, 2017. The City has again contracted with EOA Inc. for assistance in preparation of the GSI Plan. Staff has reviewed memos containing data and content to be used in the GSI Plan. Staff anticipates presenting the GSI Plan to the Council in June 2019.

**Status/Next Steps**

- Preparation of Draft GSI Plan: **October 2018 – January 2019**
- Engineering Services and Planning Departments to review and approve draft GSI Plan: **February 2019**
- Public input and Environmental Commission review of draft GSI Plan: **March 2019**
- City Manager to review final draft GSI Plan: **May 2019**
- Present Plan to Council for approval and begin implementation: **June 2019**
- Submit GSI Plan to Water Board with annual report: **September 30, 2019**





## 2019 Council Retreat Project Summary

**Topic:** Lincoln Park Utility Undergrounding Project

**Department/Staff:** Engineering – Dave Brees, Project Manager

### **Prior Council Consideration:**

- *April 16, 2016* – Council approved the purchase of Lincoln Park from the County of Santa Clara. Terms in the Purchase Agreement included the County providing up to \$4 million Rule 20A funds for the conversion of aerial utilities to underground facilities in Lincoln Park
- *February 14, 2017* – Council adopted the ordinance for the creation of the Lincoln Park Underground Utility District requiring all parcels within the District to have utility service undergrounded as part of the Rule 20A conversion project

**Commission Involvement:** None

### **Fiscal Impact**

The project will be completed utilizing a combination of Santa Clara County Rule 20A funds (paid directly by PG&E) and the City's Capital Improvement Project fund. The City is responsible for costs associated with the formation of the underground utility district and other site-specific construction costs not allowed under Rule 20A funds. The Lincoln Park Utility Undergrounding Project CD-01015 has a budget of \$225,000.

### **Background**

The project will underground the existing aerial electrical distribution and communication lines located within and adjacent to Lincoln Park from West Edith Avenue to Sherman Street. While the formation of the underground utility district occurred in February 2017, PG&E estimates actual construction of the project will begin in five to seven years. The aerial transmission electrical lines located at the top of several poles are not eligible for use of Rule 20A funds and are not included in the scope of this project.

### **Status/Next Steps**

In August 2018, PG&E notified the City it was moving up the start of the Lincoln Park Rule 20A project and project design would begin in September 2018 with the anticipated construction start date of Spring 2019. Staff continues to work with PG&E, AT&T, and Comcast Cable for the design of the project. The current start date estimate is early June 2019 with completion by December 2019.



## 2019 Council Retreat Project Summary

**Topic:** Main Library Redevelopment (NCLA)

**Department/Staff:** Executive – Jon Maginot, Project Manager  
Recreation and Community Services – Jaime Chew

### **Prior Council Consideration:**

- *November 16, 2017* – Met in joint session with Los Altos Hills City Council; both bodies agreed the project should be headed up by NCLA and agreed to issue a joint letter to Los Altos Library Endowment and Friends of the Los Altos Library regarding their participation in the study
- *June 26, 2018* – Received an update on the project from staff and the Chair of the Library Redevelopment Task Force

### **Commission Involvement**

- Library Redevelopment Task Force – December 19, 2017 to the present

### **Fiscal Impact**

A new library is estimated to cost between \$45 to \$60 million. No City funds (outside of staff time) have been expended on this project. It is currently anticipated that any funds for the redevelopment of the Library will come from outside sources (existing LALE dollars, existing NCLA dollars, private fundraising dollars, potential NCLA revenue measure). As the City of Los Altos provides staff support for NCLA, staff time during 2018 has been used on this project.

### **Background**

On December 19, 2017, NCLA initiated a Task Force to explore redevelopment of the Main Library. The purpose of the Task Force was to begin to explore options for redeveloping the Library, either through expansion and remodel or a complete re-build. As part of the initial steps, the Task Force and NCLA underwent a process to update the 2008 Library Services and Space Needs Assessment and to conduct an architectural feasibility study to determine the advantages/disadvantages (including cost) of remodel/expansion of the existing facility compared to building a new library. This process led the Task Force and NCLA to the conclusion to move forward with exploration of the redevelopment of the Main Library, specifically to tear down the existing building and replace it with a 40,000 square-foot two-story building.

The Task Force was expanded to include 11 members and has begun to explore options for financing construction of the new library. The Task Force has recommended to NCLA to allocate funds for an

education and outreach consultant to help the Task Force educate the community regarding the project. NCLA is scheduled to consider the recommendation on January 28, 2019.

### **Status/Next Steps**

The immediate next steps for the project lie entirely with NCLA. The following are the next steps for the City Council, presuming the project continues to move forward:

- Support future revenue action/consent to redevelopment of library: **To be determined**
- Approve design review: **To be determined (this step is anticipated to be 2021 or later)**



## 2019 Council Retreat Project Summary

**Topic:** Park Improvement Projects

**Department/Staff:** Engineering – Multiple staff members

### **Prior Council Consideration:**

- *December 8, 2015* – Accepted the Redwood Grove Bank Stabilization project
- *July 10, 2018* – Approved the contract for the Playground Equipment Renovations project
- *January 8, 2019* – Accepted the Playground Equipment Renovations project

### **Commission Involvement**

- Parks and Recreation Commission – reviews projects as they are being created, designed and developed

### **Fiscal Impact**

Each park improvement project has related expenses. Projects are funded through the Capital Improvement Program and dollars come from the City's General Fund, Park in-Lieu dollars, grants and potentially other sources.

### **Background**

The City's park system is comprised of 11 parks, one trail, one nature preserve, and one open space property. The park system is well-used by residents, community groups, City programs, and sports leagues. As the park system ages, improvements are needed to provide excellent parks and open space for residents.

In recent years, the City has budgeted funds in the Capital Improvement Program (CIP) for annual projects to improve the parks. Using these and other funds, the City has completed the following parks related projects in the past few years:

- Redwood Grove Bank Stabilization (December 2015)
- Park Hydration Station Installation (2017)
- Montclair and McKenzie Parks tennis court resurfacing (May 2018)
- Marymeade tennis court and Grant Park basketball court resurfacing (September 2018)
- Playground Equipment Renovations – Los Altos Youth Center and San Antonio Club (January 2019)

Additional projects have been completed on facilities located in parks and those projects are discussed in a separate report.

In addition, a number of projects are planned in the coming year to continue improving and upgrading the parks. These include:

- Rosita Park Turf and Irrigation Replacement (FY 2019/20)
- Redwood Grove Restroom (FY 2020/21)
- Naturescape at Hillview Park (FY 2020/21)
- Playground Replacement at Grant Park and Hillview (FY 2021/22)

On December 11, 2018, the Council considered a potential project to construct shade sails in the Veterans Community Plaza. At that time, Council directed staff to scope out the project and engage a landscape architect to prepare design options.

### **Status/Next Steps**

Each year, the Council adopts the Capital Improvement Program (CIP), which prioritizes all capital improvements, including those related to park improvements. The adopted Fiscal Year 2019-23 CIP includes funds for general park improvements. These funds are used for various projects throughout all of the City's parks.



## 2019 Council Retreat Project Summary

**Topic:** Pedestrian and Traffic Safety Projects (City Council Strategic Priority 2017-18)

**Department/Staff:** Engineering – Multiple staff members

### **Prior Council Consideration:**

- *January 4, 2011* – Received the Blach School Neighborhood Traffic Study
- *June 14, 2011* – Adopted the Collector Traffic Calming Plan
- *April 10, 2012* – Adopted the Bicycle Transportation Plan
- *August 25, 2015* – Adopted the Pedestrian Master Plan

In addition to these dates, there have been numerous times in which Council has considered either one of these plans as a whole or individual projects included in one or more of the plans

### **Commission Involvement**

- Complete Streets Commission – reviews projects as they are being designed and developed

### **Fiscal Impact**

Each pedestrian and traffic safety project has related expenses. Projects are funded through the Capital Improvement Program and dollars come from the City's General Fund, Gas Tax dollars, grants and potentially other sources.

### **Background**

Traffic safety has long been a priority of the City, particularly for pedestrians and cyclists. The City has adopted a number of plans and studies to help address needed traffic, pedestrian and bicycle improvements. Please note that the lists included in this report are not intended to include every project related to pedestrian and traffic safety.

#### *Blach School Neighborhood Traffic Study*

In January 2011, the Council received a presentation on the Blach School Neighborhood Traffic Study ([Meeting Link](#)). The purpose of the study was to evaluate traffic around Blach School and recommend needed pedestrian and traffic safety improvements. Recommended improvements included pathways, bike lanes, sidewalk gap closures, a traffic signal at the intersection of Miramonte Avenue and Covington Road and corner bulb outs. Some of the projects recommended were also included in the Pedestrian Master and Bicycle Transportation Plans.

Since January 2011, the following projects have been proposed, and ultimately, modified or rejected by Council:

- Intersection improvements for Miramonte Avenue and Covington Road, including building out corners to improve pedestrian and bicycle refuge, adding a crosswalk across the north leg of the intersection and installing a traffic signal. Following completion of the design of the project, Council directed staff to remove plans for the traffic signal.
- Construction of a Class I Pathway along Covington Road. Following completion of the design of the project, Council approved staff's recommendation of establishing a Restricted Hours Bike Lane and installation of improved sidewalks.
- Construction of a Class I Pathway along Carmel Terrace from Portland Avenue to Altamead Drive. The Council adopted a CIP project to close an approximately 550' sidewalk gap along the western portion of Carmel Terrace. No further improvements are proposed.
- Construction of a Class I Pathway along Miramonte Avenue (also listed in the Pedestrian Master Plan and Bicycle Transportation Plan). A design was completed and grant funding secured for this project. In late 2018, the Council directed staff to return the grant funding and to re-design the project to address residents' concerns.
- Improvements at Miramonte Avenue and Berry Avenue, including installation of a high visibility crosswalk and pole mounted actuated flashing beacons. This project was included in the proposed Miramonte Path project, but based on Council direction is now being re-scoped to only install the raised crosswalk without the flashing beacons.

Since the adoption of the Blach School Neighborhood Traffic Study, the City has completed the following projects:

- Installation of pedestrian refuge curb returns (bulb-outs), ADA-compliant curb ramps, signing and striping plans, utility relocations, electrical conduits and pull boxes (2015)
- Sidewalk gap closure along the southern portion of Covington Road between Miramonte Avenue and Eastwood Drive, striping for bike lanes and 10-ft wide driving lanes (2017)

#### *Collector Traffic Calming Plan*

The Collector Traffic Calming Plan was adopted in June 2011 ([Meeting Link](#)) to “develop a strategy to reduce 85<sup>th</sup> percentile speeds on the collectors [streets] to allow enforcement of the current posted speed limits which range between 25 and 30 miles per hour.” Many of the City's collector streets (Almond Avenue, Covington Road, Cuesta Drive, El Monte Avenue, Fremont Avenue, Grant Road, Los Altos Avenue, Main Street, Miramonte Avenue, Springer Road, St. Joseph Avenue, West Edith Avenue) are used as cut-throughs for commute traffic. The projects in the Collector Traffic Calming Plan are intended to reduce speeds on these streets to allow for radar enforcement of posted speed limits.

Since June 2011, the following projects have been proposed, and ultimately, modified or rejected by Council:

- Construction of a roundabout on Fremont Avenue at Fallen Leaf Lane. Following completion of the design of the project in 2013, Council rejected the roundabout proposal and directed staff to evaluate alternatives for calming traffic along this section of Fremont Avenue

Since the Collector Traffic Calming Plan was adopted in 2011, the City has completed a small handful of projects listed in the Plan. These include:

- Installation of raised crosswalks on Almond Avenue, Grant Road and Springer Road
- Improvements to the Almond Avenue/N. Gordon Way intersection

#### *Bicycle Transportation Plan*

In April 2012, the Council adopted the Bicycle Transportation Plan (BTP) ([Meeting Link](#)), which presents strategies to improve bicycling conditions and increase bicycling rates in Los Altos. Some of the projects recommended in the BTP align with recommendations in the Pedestrian Master Plan.

#### *Pedestrian Master Plan*

In August 2015, the Council adopted the Pedestrian Master Plan (PMP) ([Meeting Link](#)). The PMP identifies policies, programs, guidelines and infrastructure projects to make the City more walkable. Many of the recommendations included in the PMP align with recommendations in the Bicycle Transportation Plan.

A number of pedestrian related projects have been completed around the City since 2015, including intersection improvements, crosswalk improvements, and sidewalk gap closures. Many of these completed projects have been small in nature and typically have been low or medium priority projects as outlined in the PMP. Several projects have been completed, including:

- El Monte Avenue Sidewalk Gap Closure – Almond Avenue to Clark Avenue (currently in design)
- Safe Routes to School Projects
  - Grant Road / Morton Avenue (currently in construction)
  - Springer Avenue/Fremont Road (currently in construction)
  - Los Altos Avenue / West Portola Avenue (currently in construction)
  - Covington Road at Riverside Drive (currently in construction)
  - St. Joseph Avenue at Deodara Drive (currently in construction)
- Main Street at Second Street stop warrant analysis (stop signs installed)
- Intersection Improvements at West Edith Avenue and University Avenue (completed)
- Intersection Improvements at Burke Avenue and University Avenue (completed)
- Raised crosswalk and flashing beacons at University Avenue at Lincoln Avenue (completed)

#### **Status/Next Steps**

Each year, the Council adopts the Capital Improvement Program (CIP) which prioritizes all capital improvements, including those related to pedestrian and traffic safety. The adopted Fiscal Year 2019-23 CIP includes a number of these pedestrian and traffic safety projects. Projects for which funds have been appropriated are moving forward and will be brought to Council for contract approval, as needed.

#### **Attachments**

1. Capital Improvement Program Pedestrian and Bicycle Safety projects adopted schedule
2. Bicycle Transportation Plan recommendations list
3. Collector Traffic Calming Plan recommendations list
4. Pedestrian Master Plan recommendations list



Fiscal Year 2019-23 Proposed Capital Improvement Program Summary

Project #	Project Name	Funding Sources	Prior Appropriations	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
<b><i>Civic Facilities</i></b>									
<b><i>Parks and Trails</i></b>									
CF-01009	Annual Pathway Rehabilitation	in-Lieu Park Fund	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 325,000
CF-01017	Annual Park Improvement Project	in-Lieu Park Fund	\$ 400,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,500,000
<b><i>Buildings</i></b>									
CF-01002	Los Altos Community Center Redevelopment	CIP	\$ 3,273,500	\$ 1,626,500	\$ 11,400,000	\$ 14,000,000			\$ 30,300,000
		General Fund	\$ 400,000						\$ 400,000
		in-Lieu Park Fund		\$ 4,000,000					\$ 4,000,000
CF-01003	Annual Civic Facilities Improvement Project		\$ 1,625,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 7,625,000
CF-01010	Annual ADA Improvements (Facilities)	CIP	\$ 225,000		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 525,000
CF-01011	City Hall Emergency Backup Power Generator	CIP		\$ 55,000					\$ 55,000
CF-01016	Waterline Backflow Preventers	CIP	\$ 220,000						\$ 220,000
CF-01018	MSC Parking Lot Resurfacing	CIP		\$ 300,000					\$ 300,000
<b><i>Community Development</i></b>									
<b><i>Infrastructure</i></b>									
CD-01007	First Street Utility Undergrounding Phase II	CIP	\$ 240,000						\$ 240,000
CD-01015	Lincoln Park Utility Undergrounding	CIP	\$ 25,000			\$ 200,000			\$ 225,000
CD-01017	First Street Streetscape Design -- Phase II	CIP	\$ 268,000						\$ 268,000
CF-01018	Downtown Lighting Cabinet Replacement	CIP	\$ 20,000						\$ 20,000
<b><i>General</i></b>									
CD-01003	Public Arts Projects	CIP	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
CD-01009	Walter Singer Bust Relocation	CIP	\$ 10,000						\$ 10,000
CD-01010	Foothill Expressway Median Trees	CIP	\$ 49,500						\$ 49,500



**Fiscal Year 2019-23 Proposed Capital Improvement Program Summary**

Project #	Project Name	Funding Sources	Prior Appropriations	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
		CIP	\$ 8,456						\$ 8,456
TS-01004	Street Slurry Seal	Gas Tax	\$ 750,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,000,000
		CIP	\$ 151,670						\$ 151,670
TS-01008	Annual ADA Improvements (Streets and Roadways)	CIP	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 525,000
TS-01009	City Alley Resurfacing	Gas Tax	\$ 295,000	\$ 100,000		\$ 100,000		\$ 100,000	\$ 595,000
TS-01056	Fremont Asphalt Concrete Overlay	OBAG	\$ 336,000						\$ 336,000
		CIP	\$ 179,000						\$ 179,000
<b><i>Pedestrian and Bicycle Safety</i></b>									
TS-01005	Concrete Repair	CIP	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,400,000
TS-01006	Traffic Sign Replacement	CIP	\$ 25,000	\$ 25,000					\$ 50,000
TS-01007	Neighborhood Traffic Management Plan	CIP	\$ 75,000						\$ 75,000
		Traffic Impact Fees	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000
		Donations	\$ 7,000						\$ 7,000
TS-01013	Transportation Enhancements	CIP	\$ 50,000			\$ 25,000			\$ 75,000
TS-01018	Foothill Expressway Improvement between El Monte Ave & San Antonio Rd	Traffic Impact Fees	\$ 440,000						\$ 440,000
		VRF	\$ 52,000						\$ 52,000
		CIP	\$ 270,000						\$ 270,000
TS-01022	Collector Street Traffic Calming	Traffic Impact Fees	\$ 222,900	\$ 500,000					\$ 722,900
TS-01030	El Monte/Springer Intersection Improvements	Traffic Impact Fees	\$ 100,000	\$ 211,000					\$ 311,000
TS-01033	Miramonte Ave Path	CIP	\$ 331,200	\$ 250,000					\$ 581,200
		OBAG		\$ 1,000,000					\$ 1,000,000
TS-01036	Miramonte Ave/Berry Ave Intersection Improvements (School Route Project)	CIP	\$ 250,000						\$ 250,000

**Fiscal Year 2019-23 Proposed Capital Improvement Program Summary**

<b>Project #</b>	<b>Project Name</b>	<b>Funding Sources</b>	<b>Prior Appropriations</b>	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>	<b>2020/21 Budget</b>	<b>2021/22 Budget</b>	<b>2022/23 Budget</b>	<b>Total</b>
TS-01037	San Antonio Road/West Portola Avenue Improvements (School Route Project)	Traffic Impact Fees	\$ 167,125	\$ 670,000	\$ -				\$ 837,125
TS-01038	El Monte Ave Sidewalk Gap Closure - Edith Ave to Almond Ave (School Route Project)	CIP	\$ 191,000						\$ 191,000
		CDBG		\$ 470,000					\$ 470,000
TS-01039	Arboretum Drive Speed Feedback Sign (School Route Project)	CIP	\$ 30,000						\$ 30,000
TS-01040	Fremont Ave/Truman Ave Intersection Improvements (School Route Project)	Traffic Impact Fees	\$ 40,000						\$ 40,000
TS-01041	Los Altos Ave/Santa Rita School Crossing Improvements (School Route Project)	CIP	\$ 40,000						\$ 40,000
TS-01042	Los Altos Ave/W. Portola Ave Crosswalk Improvements (School Route Project)	CIP	\$ 77,000						\$ 77,000
TS-01043	Santa Rita Avenue Bike Boulevard (School Route Project)	CIP	\$ 65,000						\$ 65,000
TS-01044	El Monte Walkway Improvement (School Route Project)	CIP	\$ 200,500						\$ 200,500
TS-01045	Covington Rd at Riverside Ave Pedestrian Improvements (School Route Project)	CIP	\$ 45,000						\$ 45,000
TS-01046	Springer Road/Fremont Ave Pedestrian Improvements (School Route Project)	CIP	\$ 112,500						\$ 112,500
TS-01047	Grant Rd/Morton Ave Pedestrian Improvements (School Route Project)	CIP	\$ 80,000						\$ 80,000

Fiscal Year 2019-23 Proposed Capital Improvement Program Summary

Project #	Project Name	Funding Sources	Prior Appropriations	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
TS-01048	Bicycle Count Stations (School Route Project)	CIP		\$ 143,000					\$ 143,000
TS-01049	Traffic Signal Control Upgrades	VRF-ITS	\$ 363,000						\$ 363,000
TS-01050	Carmel Terrace Sidewalk Gap Closure Project	CIP		\$ 350,000					\$ 350,000
TS-01051	University Ave/Milverton Rd Sidewalk Gap Closure Project	CIP		\$ 55,000					\$ 55,000
TS-01052	Annual Bicycle/Pedestrian Access Improvements	CIP		\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
		TDA Article III Grant		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
		Traffic Impact Fees		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
TS-01053	Traffic Sign Battery Backup Systems	CIP	\$ 250,000						\$ 250,000
TS-01054	Crosswalk Improvements at St. Joseph Ave and Deodora Dr	CIP	\$ 150,000						\$ 150,000
TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	CIP	\$ 250,000						\$ 250,000
TS-01057	In-Road Light System Maintenance	CIP	\$ 75,000						\$ 75,000
TS-01058	Intersection Access Barrier Removal	CDBG		\$ 280,000					\$ 280,000
<b>TOTAL</b>			\$ 24,778,931	\$ 14,530,500	\$ 16,135,000	\$ 19,060,000	\$ 4,735,000	\$ 4,835,000	\$ 84,074,431
<b>Wastewater</b>									
<i>Sever</i>									

**Fiscal Year 2019-23 Proposed Capital Improvement Program Summary**

<b>Project #</b>	<b>Project Name</b>	<b>Funding Sources</b>	<b>Prior Appropriations</b>	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>	<b>2020/21 Budget</b>	<b>2021/22 Budget</b>	<b>2022/23 Budget</b>	<b>Total</b>
WW-01001	Sewer System Repair Program	Sewer	\$ 1,707,728	\$ 600,000	\$ 610,000	\$ 620,000	\$ 630,000	\$ 640,000	\$ 4,807,728
WW-01002	Structural Reach Replacement	Sewer	\$ 2,454,129	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 6,454,129
WW-01003	Root Foaming	Sewer	\$ 1,029,136	\$ 274,000	\$ 281,000	\$ 288,000	\$ 295,000	\$ 305,000	\$ 2,472,136
WW-01004	South Sewer Replacement	Sewer	\$ 938,495						\$ 938,495
WW-01005	CIPP Corrosion Replacement	Sewer	\$ 1,303,568	\$ 320,000	\$ 333,000	\$ 340,000	\$ 350,000	\$ 360,000	\$ 3,006,568
WW-01006	Fats, Oils, Grease Program (FOG)	Sewer	\$ 232,464	\$ 60,000	\$ 62,000	\$ 64,000	\$ 66,000	\$ 68,000	\$ 552,464
WW-01008	GIS Updates	Sewer	\$ 275,681	\$ 60,000	\$ 62,000	\$ 64,000	\$ 66,000	\$ 68,000	\$ 595,681
WW-01009	Sewer System Management Plan Update	Sewer	\$ 24,000	\$ 26,000		\$ 28,000		\$ 28,000	\$ 106,000
WW-01010	SCVWD Sewer Main	Sewer	\$ 65,000						\$ 65,000
WW-01011	Sanitary Sewer Video Inspection	Sewer		\$ 380,000	\$ 400,000				\$ 780,000
<b>TOTAL</b>			<b>\$ 8,030,202</b>	<b>\$ 2,520,000</b>	<b>\$ 2,548,000</b>	<b>\$ 2,204,000</b>	<b>\$ 2,207,000</b>	<b>\$ 2,269,000</b>	<b>\$ 19,778,202</b>
<b><i>Equipment Replacement</i></b>									
	Marked Patrol Vehicles (3)	Equipment Replacement Fund		\$ 145,000					\$ 145,000
	Support Services Vehicle (court vehicle)	Equipment Replacement Fund		\$ 30,000					\$ 30,000
	Multi-Purpose Utility Vehicle	Equipment Replacement Fund		\$ 65,000					\$ 65,000
<b>TOTAL</b>				<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240,000</b>
<b>GRAND TOTAL</b>			<b>\$ 32,809,132</b>	<b>\$ 17,290,500</b>	<b>\$ 18,683,000</b>	<b>\$ 21,264,000</b>	<b>\$ 6,942,000</b>	<b>\$ 7,104,000</b>	<b>\$ 104,092,632</b>

**New CIP projects for FY 2019-23**

Project #	Project Name	Funding Sources	Prior Appropriations	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
CD-01022	Asset Management System	CIP		\$ 150,000					\$ 150,000
		Sewer		\$ 150,000					\$ 150,000
TS-01058	Intersection Access Barrier Removal	CDBG		\$ 280,000					\$ 280,000
<b>TOTAL</b>				<b>\$ 580,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 580,000</b>

**Updated CIP projects for FY19-23**

Project #	Project Name	Funding Sources	Prior Appropriations	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
CF-01009	Annual Pathway Rehabilitation	in-Lieu Park Fund	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 325,000
CF-01002	Los Altos Community Center Redevelopment	CIP	\$ 3,273,500	\$ 1,626,500	\$ 11,400,000	\$ 14,000,000			\$ 30,300,000
		General Fund	\$ 400,000						\$ 400,000
		in-Lieu Park Fund		\$ 4,000,000					\$ 4,000,000
CF-01017	Annual Park Improvement Project	in-Lieu Park Fund	\$ 400,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,500,000
CF-01003	Annual Civic Facilities Improvement Project	CIP	\$ 1,625,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 7,625,000
CF-01010	Annual ADA Improvements (Facilities)	CIP	\$ 225,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 600,000
CD-01003	Public Arts Projects	CIP	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 90,000
CD-01012	Annual Storm Drain Improvements	CIP	\$ 1,000,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 2,500,000
TS-01001	Street Resurfacing	CIP	\$ 2,656,530	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 3,906,530
		Gas Tax	\$ 1,425,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,175,000
		Road Maint. & Acct Act	\$ 300,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,800,000
		Measure B			\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 2,200,000
		VRF	\$ 550,000	\$ 550,000					\$ 1,100,000
TS-01003	Street Striping	Gas Tax	\$ 391,544	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 891,544
		CIP	\$ 8,456						\$ 8,456
TS-01004	Street Slurry Seal	Gas Tax	\$ 750,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,000,000
		CIP	\$ 151,670						\$ 151,670
TS-01008	Annual ADA Improvements (Streets and Roadways)	CIP	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 525,000
TS-01005	Concrete Repair	CIP	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,400,000
TS-01007	Neighborhood Traffic Management Plan	CIP	\$ 75,000						\$ 75,000
		Traffic Impact Fees	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 450,000
		Donations	\$ 7,000						\$ 7,000
TS-01022	Collector Street Traffic Calming	Traffic Impact Fees	\$ 222,900	\$ 500,000					\$ 722,900
TS-01038	El Monte Ave Sidewalk Gap Closure - Edith Ave to Almond Ave (School Route Project)	CIP	\$ 191,000						\$ 191,000
		CDBG		\$ 470,000					\$ 470,000

**Fiscal Year 2019-23 Proposed Capital Improvement Program Summary**

<b>Funding Source</b>	<b>Prior Appropriations</b>	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>	<b>2020/21 Budget</b>	<b>2021/22 Budget</b>	<b>2022/23 Budget</b>	<b>Total Project Funding</b>
CIP/General Fund	15,955,349	6,524,500	14,360,000	17,185,000	2,960,000	2,960,000	59,944,849
Community Development Block Grant	0	750,000	0	0	0	0	750,000
Downtown Parking Fund	100,000	0	0	0	0	0	100,000
Equipment Replacement Fund	1,164,000	240,000	0	0	0	0	1,404,000
Gas Tax	2,470,000	800,000	700,000	800,000	700,000	800,000	6,270,000
in-Lieu Park Fund	475,000	4,150,000	300,000	300,000	300,000	300,000	5,825,000
Measure B	0	0	550,000	550,000	550,000	550,000	2,200,000
Other Funding	7,000	0	0	0	0	0	7,000
Sewer Fund	8,030,202	2,670,000	2,548,000	2,204,000	2,207,000	2,269,000	19,928,202
TDA Article III Grant	0	50,000	50,000	50,000	50,000	50,000	250,000
Technology Reserve	2,597,557	0	0	0	0	0	2,597,557
Traffic Impact Fees	1,045,025	1,556,000	175,000	175,000	175,000	175,000	3,301,025
Vehicle Registration Fee	965,000	550,000	0	0	0	0	1,515,000
<b>Total</b>	<b>\$ 32,809,132</b>	<b>\$ 17,290,500</b>	<b>\$ 18,683,000</b>	<b>\$ 21,264,000</b>	<b>\$ 6,942,000</b>	<b>\$ 7,104,000</b>	<b>\$ 104,092,632</b>



## CIP CLOSED PROJECTS FY2017/18

### Summary of Savings by Fund

CIP	\$	543,672.28
In Lieu Park	\$	510,399.44
Traffic Impact	\$	168,431
<b>TOTAL</b>	<b>\$</b>	<b>1,222,502.88</b>

Project #	Project Name	Funding Sources	Prior Appropriations	YTD Expenditures	SAVINGS
CF-01005	Covington Bicycle and Pedestrian Improvements	CIP	\$ 446,000	\$ 398,584.04	\$ 47,415.96
CF-01015	Park Hydration Station Installation	in-Lieu Park Fund	\$ 40,000	\$ 29,159.56	\$ 10,840.44
CF-01007	City Hall HVAC System Upgrades	CIP	\$ 946,158	\$ 797,818.39	\$ 148,339.61
CF-01008	Grant Park Community Center Improvement Project	in-Lieu Park Fund	\$ 674,344	\$ 174,785	\$ 499,559
CF-01014	City Hall Roof Replacement	CIP	\$ 330,000	\$ 160,616	\$ 169,384
CD-01002	Commercial Wayfinding Sign Program	CIP	\$ 165,000	\$ 136,230	\$ 28,770
TS-01031	Illuminated Crosswalk Replacement	Traffic Impact Fees	\$ 493,620	\$ 345,189	\$ 148,431
TS-01032	Speed Feedback Sign at Fremont	Traffic Impact Fees	\$ 20,000	\$ -	\$ 20,000
TS-01034	W. Edith Avenue/University Avenue Crosswalk Improvements (School Route Project)	TDA Article III Grant	\$ 45,429.00	\$ 45,429.00	\$ -
		CIP	\$ 250,764.00	\$ 229,168.00	\$ 21,596
TS-01035	University Ave/Lincoln Crosswalk Improvements (School Route Project)	CIP	\$ 250,618.00	\$ 122,451.25	\$ 128,167
		CDBG	\$ 170,000.00	\$ 170,000.00	\$ -

**\$ 1,222,502.88**

Table F-4: Project Scoring and Cost

Project Name	From	To	Bikeway Type	Safe Routes to School	Community Destination Access	Safety	Cross-Town Connectivity	Existing City Support	Score Total	Cost
Newcastle Rd	Fremont Ave	Grant Rd	III	2	3	2	3	3	13	\$1,900
Portola Ave	Los Altos Ave	Jordan Ave	III	3	1	3	3	3	13	\$1,600
Stevens Creek Multi-Use Path	Fremont Ave	Homestead Rd	I	3	3	3	0	3	12	\$6,700,000
Gabilan St	Lyell St	Giffin Rd	III	2	2	1	3	3	11	\$600
Giffin Rd	Gabilan St	El Monte Ave	III	2	2	1	3	3	11	\$200
Grant Rd	Homestead Rd	St. Joseph Ave	II	2	3	3	0	3	11	\$21,600
Casita Ave	Marich Way	Jardin Dr	III	3	1	0	3	3	10	\$1,100
Fremont Ave	Dolores Ave	Miramonte Ave	II	2	2	3	0	3	10	\$4,900
Marich Way	Jordan Ave	Eastern City Limit	III	2	2	0	3	3	10	\$1,200
Miramonte Ave	Fremont Ave	Loraine Ave	II	2	2	3	0	3	10	\$11,500
S. Clark Ave	Cuesta Dr	El Monte Ave	III	3	0	1	3	3	10	\$1,500
St. Joseph Ave	Eva Ave	Rancho San Antonio Open Space	II	3	2	2	0	3	10	\$16,700
St. Joseph Ave	Montclair School	Eva Ave	III	3	2	2	0	3	10	\$700
Truman Ave	Fremont Ave	Oak Ave	II	1	0	3	3	3	10	\$17,300
Covington Path	Miramonte Ave	Blach Intermediate	I	3	3	0	0	3	9	\$312,000

City of Los Altos

Bicycle Transportation Plan

Project Name	From	To	Bikeway Type	Safe Routes to School	Community Destination Access	Safety	Cross-Town Connectivity	Existing City Support	Score Total	Cost
Gordon Way	Almond Ave	End of Cul-de-Sac	III	3	0	0	3	3	9	\$1,700
Miramonte Ave	Loraine Ave	City Limit	I	2	2	2	0	3	9	\$1,656,000
Campbell Ave	Fremont Ave	Cuesta Dr	III	3	1	1	3	0	8	\$1,700
Hillview Ave	Eleanor Ave	San Antonio Rd	SLM	3	2	0	3	0	8	\$1,400
Alicia Way	Jardin Dr	Almond Ave	III	2	0	2	3	0	7	\$600
Camellia Way	Springer Rd	Clark Ave	III	2	0	2	3	0	7	\$600
Jordan Ave	San Antonio Rd	El Camino Real	III	2	2	0	3	0	7	\$1,200
Morton Ave	Fallen Leaf Ln	Grant Rd	III	2	1	1	3	0	7	\$1,600
St. Joseph Ave	Montclair School	Foothill Expwy	I	3	1	3	0	0	7	\$390,000
Valencia Dr	Jardin Dr	Almond Ave	III	2	0	2	0	3	7	\$600
W. Edith Ave (Eastbound)	San Antonio Rd	First St	SLM	1	3	3	0	0	7	\$1,000
1st St	W. Edith Ave	San Antonio Rd	SLM	0	2	1	0	3	6	\$3,600
A St	Fremont Ave	Miramonte Ave	II	0	3	3	0	0	6	\$1,200
Altamead Dr	Carmel Terrace	Grant Rd	III	3	0	0	0	3	6	\$700
E. Edith Ave	S. Clark Ave Connector	Gordon Way	III	3	0	0	3	0	6	\$800
E. Edith Ave Path	San Antonio Rd	Civic Center	I	3	3	0	0	0	6	\$234,000
Grant Rd Multi-Use Path	Bryant Ave	Altamead Dr	I	3	0	3	0	0	6	\$124,800

Project Name	From	To	Bikeway Type	Safe Routes to School	Community Destination Access	Safety	Cross-Town Connectivity	Existing City Support	Score Total	Cost
Oakhurst Ave	Fremont Ave	Portland Ave	III	2	1	0	0	3	6	\$1,200
University Ave	El Monte Ave	Anita Ave	II	2	0	1	0	3	6	\$26,500
Carmel Terrace	Altamead Dr	Portland Ave	I	2	0	0	0	3	5	\$312,000
Distel Dr	Marich Way	El Camino Real	SLM	0	2	3	0	0	5	\$800
Dolores Ave	Fremont Ave	Miramonte Ave	II	0	2	3	0	0	5	\$4,000
Dolores Ave	Fremont Ave	Miramonte Ave	III	0	2	3	0	0	5	\$150
Los Altos Ave	El Camino Real	Lunada Dr	SLM	0	2	3	0	0	5	\$1,400
Oak Ave	Truman Ave	Grant Rd	III	3	0	2	0	0	5	\$1,300
State St	1st St	Main St	SLM	1	2	2	0	0	5	\$1,400
University Ave	Lincoln Ave	El Monte Ave	SLM	2	2	1	0	0	5	\$4,000
3rd St	W. Edith Ave	Whitney St	SLM	0	2	2	0	0	4	\$1,900
Arboleda Dr	Cuesta Dr	Springer Rd	III	3	1	0	0	0	4	\$1,500
Eva Ave	Granger Ave	St. Joseph Ave	II	1	0	0	0	3	4	\$15,600
Fallen Leaf Ln	Homestead Rd	Fremont Ave	III	0	1	0	0	3	4	\$2,800
Hillview Ave	Gordon Way	Eleanor Ave	III	1	0	0	3	0	4	\$300
Panchita Way	Marich Way	Jardin Dr	III	2	2	0	0	0	4	\$1,300
Pine Ln	Los Altos Ave	San Antonio Rd	III	1	0	3	0	0	4	\$900
Rosita Ave	Campbell Ave	Springer Rd	III	3	1	0	0	0	4	\$800
2nd St	W. Edith Ave	Lyell St	SLM	0	2	1	0	0	3	\$2,800

Project Name	From	To	Bikeway Type	Safe Routes to School	Community Destination Access	Safety	Cross-Town Connectivity	Existing City Support	Score Total	Cost
Cuesta Dr	San Antonio Rd	Springer Rd	SLM	1	2	0	0	0	3	\$6,000
Lyell - Gordon Path	Lyell St	S Gordon Way	I	0	0	0	3	0	3	\$15,600
Alvarado Ave	San Antonio Rd	Panchita Way	III	0	0	2	0	0	2	\$800
Delphi-Portola Route	Jordan Ave	Panchita Connector	III	2	0	0	0	0	2	\$600
Eleanor Ave	Lyell St	Hillview Ave	III	2	0	0	0	0	2	\$700
Hawthorne Ave	Eleanor Ave	Springer Rd	III	2	0	0	0	0	2	\$1,900
Lyell St	Gordon Cul-de-Sac	Gabilan St	III	0	2	0	0	0	2	\$400
Lyell St	Gabilan St	San Antonio Rd	III	0	2	0	0	0	2	\$500
Pepper Dr	San Antonio Rd	Eleanor Ave	III	0	2	0	0	0	2	\$600
Seena Ave	Berry Path Connector	Covington Rd	III	2	0	0	0	0	2	\$500
Whitney St	1st St	3rd St	SLM	0	2	0	0	0	2	\$800
Dalehurst Ave	Morton Ave	Austin-Dalehurst Connector Path	III	0	1	0	0	0	1	\$400
Elnora Ct	Newcastle Dr	Elnora-Hollidale Connector Path	III	0	1	0	0	0	1	\$100
Golden Way	Berry Ave	Covington Rd	III	1	0	0	0	0	1	\$600

Project Name	From	To	Bikeway Type	Safe Routes to School	Community Destination Access	Safety	Cross-Town Connectivity	Existing City Support	Score Total	Cost
Austin-Hollidale Rte	Morton Ave	Elnora-Hollidale Connector Path	III	0	0	0	0	0	0	\$600
<b>Total</b>										<b>\$9,925,050</b>





### 4.22 Traffic Calming Plan Element Costs

The following table presents an opinion of probable costs of typical traffic calming devices identified for the collector streets included in the plan. Where improvements have been implemented, costs have not been included in the sub-totals. Several improvements on Springer Road can be shared with the City of Mountain View. A 50/50 split in costs is calculated as noted in the table.

Table 4.2: Estimated Costs of Traffic Calming Devices

Location		Preferred Traffic Calming Measure (Most Effective)	Alternative Traffic Calming Measure (Less Effective)	Preferred Measure Cost	Alternative Measure Cost	Comments
Collector	Nearest Cross Street					
Almond	San Antonio	Surface Treatment		\$5,000		
Almond	San Antonio	Surface Treatment		\$5,000		
Almond	Valencia	Surface Treatment		\$5,000		
Almond	Valencia	Bulb-Out		\$40,000		
Almond	Valencia	Raised Crosswalk	Median	\$15,000	\$15,000	
Almond	Valencia	Raised Crosswalk	Median	\$15,000	\$15,000	
Almond	N Gordon	Raised Crosswalk	Median	\$15,000	\$15,000	
Almond	Alicia	Raised Intersection		\$150,000		
Almond	N Avalon	Raised Intersection		\$150,000		
Almond	N Clark	Raised Crosswalk	Median	\$15,000	\$15,000	
Almond	N Clark	Raised Crosswalk	Median	\$15,000	\$15,000	Constructed
Almond	Higgins	Bulb-Out		\$40,000		
Almond	El Monte	Bulb-Out		\$40,000		
Almond	El Monte	Mini-Roundabout		\$25,000		
Covington	Fremont	Raised Crosswalk	Median	\$15,000	\$15,000	
Covington	Bellevue	Median		\$15,000		
Covington	Bellevue	Raised Intersection		\$150,000		
Covington	Bellevue	Median		\$15,000		
Covington	Bellevue	Median		\$15,000		
Covington	Campbell	Median		\$15,000		
Covington	Echo	Mini-Roundabout		\$25,000		
Covington	Riverside	Mini-Roundabout		\$25,000		
Covington	Leonello	Raised Intersection		\$150,000		
Covington	Leonello	Median		\$15,000		



Location		Preferred Traffic Calming Measure (Most Effective)	Alternative Traffic Calming Measure (Less Effective)	Preferred Measure Cost	Alternative Measure Cost	Comments
Covington	Seena	Raised Intersection		\$150,000		
Covington	Golden	Raised Crosswalk	Median	\$15,000	\$15,000	
Covington	Eastwood	Median		\$15,000		
Covington	Eastwood	Median		\$15,000		
Covington	Hayman	Median		\$15,000		
Covington	Hayman	Raised Crosswalk		\$15,000		
Covington	Thatcher	Raised Crosswalk		\$15,000		
Cuesta	Tyndall	Mini-Roundabout		\$25,000		
Cuesta	Gabilan	Mini-Roundabout		\$25,000		
Cuesta	Arboleda	Raised Intersection		\$150,000		
Cuesta	Arboleda	Median		\$15,000		
Cuesta	S Clark	Median		\$15,000		
W. Edith	2nd	Median		\$15,000		
W. Edith	2nd	Bulb-Out		\$40,000		
W. Edith	3rd	Bulb-Out		\$40,000		
W. Edith	View	Raised Crosswalk		\$15,000		
W. Edith	4th	Bulb-Out		\$40,000		
W. Edith	Plaza	Surface Treatment		\$5,000		
El Monte	Springer	Standard Roundabout	Bulb-Out	\$300,000	\$40,000	
El Monte	El Monte Ct	Median		\$15,000		
El Monte	Higgins	Bulb-Out		\$40,000		
El Monte	Santa Barbara	Bulb-Out		\$40,000		
El Monte	Hawthorne	Mini-Roundabout		\$25,000		
El Monte	Paco	Mini-Roundabout		\$25,000		
El Monte	Edna	Median		\$15,000		
El Monte	Edna	Raised Intersection		\$150,000		
El Monte	Shirlynn	Meandering Roadway		\$40,000		
El Monte	Shirlynn	Median		\$15,000		
Fremont	Altos Oaks	Bulb-Out		\$40,000		
Fremont	Altos Oaks	Raised Crosswalk		\$15,000		
Fremont	Manor	Raised Intersection		\$150,000		
Fremont	Loraine	Raised Crosswalk		\$15,000		
Fremont	Loraine	Bulb-Out		\$40,000		





Location		Preferred Traffic Calming Measure (Most Effective)	Alternative Traffic Calming Measure (Less Effective)	Preferred Measure Cost	Alternative Measure Cost	Comments
Fremont	Loraine	Bulb-Out		\$40,000		
Fremont	Kensington	Raised Crosswalk		\$15,000		
Fremont	Lisa	Bulb-Out		\$40,000		
Fremont	Grant	Median		\$15,000		
Fremont	Julie / Austin	Median		\$95,000		
Fremont	Kathy	Median	<i>Meandering Roadway</i>	\$15,000	\$40,000	
Fremont	Randolph	Standard Roundabout		\$300,000		
Fremont	New Castle	Standard Roundabout		\$300,000		
Fremont	Truman	Standard Roundabout		\$300,000		
Fremont	Fallen Leaf	Standard Roundabout		\$300,000		
Fremont	Belleville	Bulb-Out		\$40,000		
Fremont	Fallen Leaf	Median	<i>Meandering Roadway</i>	\$15,000	\$40,000	
Grant	Eureka	Standard Roundabout		\$300,000		
Grant	Oak	Raised Intersection		\$150,000		
Grant	Garthwick	Bulb-Out		\$40,000		
Grant	Richardson	Median		\$15,000		
Grant	Green Oak	Standard Roundabout		\$300,000		
Grant	Morton	Raised Crosswalk		\$15,000		<i>Constructed</i>
Los Altos	Santa Rita Ct	Bulb-Out		\$40,000		
Los Altos	Lunada	Median		\$15,000		
Los Altos	Lunada	Raised Crosswalk	<i>Median</i>	\$15,000	\$15,000	
Los Altos	Santa Rita Ave	Median		\$15,000		
Los Altos	W Portola	Bulb-Out		\$40,000		
Los Altos	W Portola	Surface Treatment		\$5,000		
Los Altos	Vernal	Raised Crosswalk	<i>Median</i>	\$15,000	\$15,000	
Los Altos	Alba	Bulb-Out		\$40,000		
Los Altos	Becker	Median		\$15,000		
Los Altos	Hacienda	Raised Intersection		\$150,000		
Los Altos	Yerba Buena	Median		\$15,000		
Los Altos	Yerba Buena	Bulb-Out		\$40,000		
Los Altos	Surrey	Bulb-Out		\$40,000		
Los Altos	W. Edith	Median		\$15,000		



Location		Preferred Traffic Calming Measure (Most Effective)	Alternative Traffic Calming Measure (Less Effective)	Preferred Measure Cost	Alternative Measure Cost	Comments
Main	1st	Surface Treatment		\$5,000		
Main	State	Surface Treatment		\$5,000		
Main	State	Bulb-Out		\$40,000		
Main	San Antonio	Surface Treatment		\$5,000		
Miramonte	Eastwood	Mini-Roundabout		\$25,000		
Miramonte	Berry	Raised Intersection		\$150,000		
Miramonte	Portland	Median		\$15,000		
Miramonte	Altos Oaks	Median		\$15,000		
Miramonte	Clinton	Bulb-Out		\$40,000		
Miramonte	Loraine	Raised Intersection		\$150,000		
Springer	Vista Grande	Bulb-Out		\$40,000		
Springer	Raymundo	Median		\$60,000		
Springer	Camellia	Standard Roundabout		\$300,000		Cost Shared with Mountain View 50/50
Springer	San Martin	Bulb-Out		\$40,000		
Springer	Paco	Median		\$60,000		Cost Shared with Mountain View 50/50
Springer	Rosita	Raised Crosswalk	Median	\$15,000	\$15,000	Constructed
Springer	Riverside	Choker		\$15,000		Cost Shared with Mountain View 50/50
Springer	Edge	Choker		\$15,000		
Springer	Berry	Median		\$60,000		
Springer	Berry	Surface Treatment		\$5,000		
St. Joseph	Granger	Bulb-Out		\$40,000		
St. Joseph	Granger	Raised Crosswalk		\$15,000		
St. Joseph	Robles Ranch	Raised Intersection		\$150,000		

	Sub-total		\$6,312,500	\$6,007,500
Contingencies	20%		\$1,262,500	\$1,201,500
Engineering & Design	15%		\$946,875	\$901,125
Administration	15%		\$946,875	\$901,125
	Grand Total		\$9,468,750	\$9,011,250

## 7.5. Project List

**Table 7-6: High Priority Projects**

High Priority Projects (18 points or above)					
Location	Start	End	Treatment	Score (1-30)	Cost Estimate
<b>South Los Altos - East of Miramonte Avenue</b>					
Miramonte Ave	Alegre Ave	Loraine Ave	Multi-Use Path	27	\$697,788
Grant Road	Crist Dr	Grant Rd	Multi-Use Path	26	\$530,150
Fremont Ave at Truman Ave	--	--	RRFB, re-stripe crosswalk	22	\$49,400
Miramonte Ave at Covington Rd	--	--	curb extensions at crosswalk	19	\$156,000
Fremont Ave at Bright Oaks Ct	--	--	Curb extension/trail extension	19	\$44,200
<b>Central Los Altos - Miramonte Ave to El Monte Ave</b>					
Springer Rd at El Monte Ave	--	--	Reconfigure intersection	26	\$165,230
Cuesta Dr	Arboleda Ave	Springer Rd	Sidewalk Gap Closure	23	\$250,946
Springer Rd at Fremont Ave	--	--	Reconfigure intersection, add median, lighting, consider trail to connect to Berry Ave path	20	\$111,150
El Monte Ave	Edith Ave	Almond Ave	Sidewalk Gap Closure	20	\$206,310
El Monte Ave	Foothill Expy	Cuesta Dr	Repair/expand sidewalk	19	\$200,460
Covington Rd at Campbell Ave	--	--	Skewed intersection with blind corner especially SW) obscured further by vegetation; consider with proposed walkway/pathway options	19	\$67,535
Covington Rd	Miramonte Ave	Blach Jr High	Multi-Use Path	19	\$148,200
Covington Rd at Riverside Ave	--	--	Pedestrian refuge island or curb bulbs; possible traffic circle; gateway to Rancho from north	18	\$41,340
<b>Downtown Los Altos</b>					
Foothill Expy at Edith St/1st St	--	--	Remove slip lanes	21	\$329,340
Main St at 2nd St	--	--	Stop warrant analysis	18	\$2,080
<b>North Los Altos - Northwest of El Monte Ave</b>					
Marich Way	Distel Dr	Panchita Way	Possible phasing, low cost walkway concept (Sidewalk Gap Closure)	22	\$29,744
San Antonio Rd at Sherwood Ave	--	--	Square up SE corner; supports gateway function identified in Sherwood Area Specific Plan	21	\$39,000
San Antonio Road at Portola Ave	--	--	Traffic Calming Study	20	\$20,000

High Priority Projects (18 points or above)					
Location	Start	End	Treatment	Score (1-30)	Cost Estimate
Hawtorne Ave	El Monte Ave	Eleanor Ave	Repair existing sidewalk and fill gaps. Supports access to Los Altos High School, and pedestrians traveling to downtown	19	\$87,880
San Antonio Road	Almond Ave	El Camino Real	Opportunities for opportunistic sidewalk widening, tree root repair, and vegetation maintenance should be explored. Extents may be revised based on feedback	19	TBD
San Antonio Rd at Paso Robles Ave	--	--	Traffic Calming Study	19	\$20,000
San Antonio Rd at Loucks Ave	--	--	Add RRFBs	18	\$19,500

**Table 7-7: Medium Priority Projects**

<b>Medium Priority Projects (14 to 17 points)</b>					
<b>Location</b>	<b>Start</b>	<b>End</b>	<b>Treatment</b>	<b>Score (1-30)</b>	<b>Cost Estimate</b>
<b>South Los Altos - East of Miramonte Avenue</b>					
Fremont Ave at Fallen Lean Ln	--	--	RRFB, new crosswalk	17	\$66,560
Fremont Ave at Miramonte Ave	--	--	Corners, remove SB slip lane	17	\$58,630
St Joseph Ave	Granger Ave	Robles Ranch Rd	Sidewalk Gap Closure	17	\$60,840
St Joseph Ave	Montclair Elementary	I-280	Multi-Use Path	17	\$313,300
Altamead Drive	Grant Rd	Miramonte Christian School	Sidewalk Gap Closure	16	\$106,730
Fremont Ave	Grant Rd	Lisa Ln	Widen Sidewalk	16	\$97,500
Truman Ave	Oak Ave	Fremont Ave	Sidewalk Gap Closure	16	\$164,675
Grant Rd	Fremont Ave	Grant Rd	Multi-Use Path	15	\$381,576
Carmel Terrace	Portland Ave	500' north of Portland Ave	Sidewalk Gap Closure	15	\$55,250
Fremont Ave	Lisa Ln	Permanente Creek	Sidewalk Gap Closure	15	\$153,816
Miramonte Ave at Portland Ave	--	--	Traffic Calming Study	15	\$20,000
Fremont Ave	Stevens Creek	Grant Rd	Multi-Use Path	14	\$711,516
Miramonte Ave at Covington Rd	--	--	Traffic Calming Study	14	\$20,000
<b>Central Los Altos - Miramonte Ave to El Monte Ave</b>					
Berry Ave	Loyola Elementary	Miramonte Ave	Re-construct curb ramps on existing multi-use path.	17	\$41,600
B Street	Fremont Ave	Miramonte Ave	Sidewalk Gap Closure	17	\$25,090
Springer Rd at Foothill Expy	--	--	Close slip lanes, reconfigure crossings	17	\$202,020
Seena Avenue	Covington Rd	Berry Ave	Sidewalk Gap Closure	16	\$128,700
El Monte Ave at Almond Ave	--	--	Square up intersection with curb extensions, consider traffic circle	16	\$120,120
El Monte Ave at Cuesta Dr	--	--	Curb extensions	16	\$124,020
El Monte Ave at Clark Ave	--	--	Square up intersection	16	\$86,255
Loyola Drive/A Street	--	--	Curb extensions, median islands, ADA access upgrades	15	\$195,130
Campbell Ave	Rosita Ave	Covington Rd	Sidewalk Gap Closure	15	\$158,236
Springer Rd	Covington Rd	Cuesta Dr	Multi-Use Path	15	\$520,728
Russel Ave	Berry Ave	Covington Rd	Sidewalk Gap Closure	15	\$109,055
El Monte Ave	Hawthorne Ave	Edith Ave	Repair/expand sidewalk	14	\$87,360
Camellia Way	Clark Ave	Springer Rd	Sidewalk Gap Closure	14	\$171,860

Medium Priority Projects (14 to 17 points)					
Location	Start	End	Treatment	Score (1-30)	Cost Estimate
University Avenue	Redwood Grove	--	High-visibility crosswalk	16	\$14,000
University Avenue	Milverton Rd	160' north of Milverton Rd	Sidewalk Gap Closure	16	\$55,000
<b>Downtown Los Altos</b>					
1st St at San Antonio Rd/Cuesta Dr	--	--	Remove slip lane, square intersection, curb extension, new crosswalk	17	\$94,705
Foothill Expy at Main St	--	--	Improve crossings at slip-lanes	15	\$126,120
W Edith Ave at 4th St	--	--	Curb extension	14	\$39,000
<b>North Los Altos - Northwest of El Monte Ave</b>					
Los Altos Square	--	--	Consider easement options or alternative corridor access with improvements along ECR prioritized. Possible signalized pedestrian crossing through median to northwest. Planned BRT stop/existing bus stops.	17	
Cuesta Dr	El Monte Ave	Gabilan St	Sidewalk Gap Closure	17	\$85,150
El Camino Real	Palo Alto border	Mountain View border	Repair/expand sidewalk	17	\$416,000
W Portola Ave	Egan Jr High	Los Altos Ave	Repair/expand sidewalk	17	\$93,925
Eleanor Ave	Lyell St	Frances Dr	Sidewalk Gap Closure	17	\$167,518
San Antonio Rd at Cuesta Dr	--	--	Traffic Calming Study	15	\$20,000
E Edith Ave at Gordon Way	--	--	Curb extension or refuge island	15	\$58,110
Cuesta Dr at Gabilan St	--	--	Intersection Improvement	15	\$63,011
E Portola Ave	San Atonio Rd	Jordan Ave	Repair and widen existing sidewalk / berm-protected walkway.	15	\$65,988
San Antonio Rd	Sherwood Ave	El Camino Real	Intermittent existing sidewalk; angled parking on private property; likely to occur with redevelopment and/or with significant changes to parking	15	\$71,500
Los Altos Ave at Portola Ave	--	--	Traffic Calming Study	15	\$20,000
N Gordon Way	Edith Ave	Almond Ave	Sidewalk Gap Closure	15	\$179,400
Edith Ave	Eleanor Ave	El Monte Ave	Sidewalk Gap Closure	14	\$189,800
Alicia Way	Almond Ave	Jardin Dr	Sidewalk Gap Closure	14	\$171,600
Marich Way	Jordan Way	Panchita Way	Possible phasing, low cost walkway concept (Sidewalk Gap Closure)	14	\$54,444
Hawthorne Ave	El Monte Ave	Eleanor Ave	Repair/expand sidewalk	14	\$87,880
Los Altos Ave at Pine Ln	--	--	Traffic Calming Study	14	\$20,000

Table 7-8: Low Priority Projects

Low Priority Projects (13 points or lower)					
Location	Start	End	Treatment	Score (1-30)	Cost Estimate
<b>South Los Altos - East of Miramonte Avenue</b>					
St Joseph Ave at Stonehaven Dr			Traffic Calming Study	13	\$20,000
Grant Rd	Oak Ave	Fremont Ave	Multi-Use Path	13	\$270,088
Portland Ave	Carmel Terr	200' east of Carvo St	Sidewalk Gap Closure	13	\$69,290
Foothill Expy at Arboretum Dr	--	--	Intersection Improvement	12	\$117,910
Grant Rd	Eureka Ave	Miravelle Ave	Sidewalk Gap Closure	11	\$21,372
Grant Rd	Portland Ave	Altamead Dr	Sidewalk Gap Closure	11	\$59,540
Farndon Ave at Crist Dr	--	--	Intersection Improvement	9	\$39,000
Oak Avenue	Grant Rd	Marinovich Way	Sidewalk Gap Closure, traffic calming	9	\$44,311
<b>Central Los Altos - Miramonte Ave to El Monte Ave</b>					
Covington Rd	Miramonte Ave	Springer Rd	Multit-use Path	13	\$426,400
Springer Rd	Berry Ave	Covington Rd	Sidewalk Gap Closure	13	\$160,700
Cuesta Dr	Clark Ave	Campbell Ave	Sidewalk Gap Closure	12	\$50,830
Springer Rd at Cuesta Dr	--	--	Intersection Improvement	11	\$56,420
Dolores Ave at Fremont Ave	--	--	Intersection Improvement	11	\$97,630
Springer Rd at Camellia Way	--	--	Traffic Calming Study	11	\$20,000
El Monte Ave at Hawthorne Ave	--	--	Reconfiguration; also supports low performing bus stop	10	\$81,510
Clark Ave	Cuesta Dr	El Monte Ave	Repair/expand sidewalk	9	\$144,664
Springer Rd	Cuesta Dr	Todd St	Sidewalk Gap Closure	9	\$573,170
El Monte Ave at Hawthorne Ave	--	--	Traffic Calming Study	9	\$20,000
El Monte Ave at University Ave	--	--	Intersection Improvement	8	\$202,020
S El Monte Ave	Woodstock Ln	Bay Tree Ln	Repair/expand sidewalk	7	\$26,988
<b>North Los Altos - Northwest of El Monte Ave</b>					
San Antonio Rd at Almond Ave	--	--	Traffic Calming Study	13	\$20,000
Marich Way	Distel Dr	Casita Way	Possible phasing, low cost walkway concept	13	\$18,252
Sherwood Ave	San Antonio Rd	El Camino Real	Intermittent existing sidewalk; gap closure needed	13	\$92,950
San Antonio Rd at Lyell St	--	--	Traffic Calming Study	13	\$20,000
Almond Ave at Gordon Way	--	--	Traffic Calming Study	13	\$20,000
Distel Dr	Marich Way	Distel Cir	Sidewalk Gap Closure	12	\$37,180
Casita Way	Jardin Way	Marich Way	Sidewalk Gap Closure	11	\$280,410

Low Priority Projects (13 points or lower)					
Location	Start	End	Treatment	Score (1-30)	Cost Estimate
Jordan Ave	Portola Ave	El Camino Real	Sidewalk Gap Closure	11	\$63,650
Portola Ct	Jordan Ave	Delphi Cir	Sidewalk Gap Closure	11	\$91,390
Panchita Way	Alvarado Way	Marich Way	Sidewalk Gap Closure	10	\$123,110
Cuesta Dr	San Antonio Rd	Tyndall St	Repair/expand sidewalk	10	\$91,130
Los Altos Ave	Mariposa Ave	Yerba Santa Ave	Sidewalk Gap Closure	9	\$140,920
Delphi Cr	Portola Ct	Panchita Way	Sidewalk Gap Closure	8	\$188,890
Los Altos Ave at W Edith Ave	--	--	Traffic Calming Study	8	\$20,000





## 2019 Council Retreat Project Summary

**Topic:** Stormwater Fee

**Department/Staff:** Engineering – Aida Fairman, Project Manager

### **Prior Council Consideration:**

- *April 26, 2016* – Adopted the Stormwater Master Plan
- *May 22, 2018* – Received a report on public opinion survey results and directed staff to move forward with developing a property-related fee for stormwater systems
- *June 12, 2018* – Approved a contract amendment with SCI for additional consulting services
- *October 9, 2018* – Approved the Stormwater Fee Report and adopted two resolutions related to the establishment of a property-related fee

### **Commission Involvement**

- Environmental Commission – September 10, 2018
- Financial Commission – September 17, 2018

### **Fiscal Impact**

The City has expended approximately \$150,000 on the contract with SCI. If the stormwater fee is approved, revenues could potentially reach \$1,133,000 annually for stormwater related maintenance, operations and capital investment.

### **Background**

The City's stormwater management program is a series of stormwater conveyance facilities that deliver stormwater runoff to the four creeks in Los Altos and is currently funded by the General Fund. In April 2016, the Council adopted the Stormwater Master Plan, which identified service levels for operation and maintenance as well as needed capital improvements. As part of adopting the Master Plan, Council expressed interest in exploring a dedicated revenue source to fund at least a portion of the stormwater program.

In 2017, the City contracted with SCI Consulting Group to provide technical assistance in evaluating available funding options, provide public outreach and education, and implement the preferred funding mechanism. In May 2018, the Council directed staff to move forward with developing a property related fee for stormwater systems at a rate less than \$100.

### Status/Next Steps

- Council approval of the Fee Report: **Completed October 9, 2018**
- Public Outreach: **Underway**
- Printing and mailing of notices: **January 2019**
- Council Public Hearing: **March 2019**
- Council authorization of mailing of ballots: **March 2019**
- Printing and mailing of ballots: **March 2019**
- Tabulation of ballots: **45 days after mailing of ballots**
- Council certification of results of balloting: **May 2019**
- Implementation of Stormwater Fee: **July 1, 2019**