



CITY COUNCIL MEETING

AGENDA

7:00 PM - Tuesday, October 25, 2022
via Teleconference

Please Note: Per California Executive Order N-29-20, the City Council will meet via Telephone/Video Conference Only.

Telephone: 1-669-444-9171 / Webinar ID: 818 7892 2413

<https://losaltosca-gov.zoom.us/j/81878922413?pwd=MHZmT0tKYjRkWkxhTEVpT3QyWm1iUT09>

Passcode: 928877

TO PARTICIPATE VIA VIDEO: Follow the link above. Members of the public will need to have a working microphone on their device and **must have the latest version of ZOOM installed** (available at <https://zoom.us/download>). To request to speak, please use the “Raise hand” feature located at the bottom of the screen.

TO PARTICPATE VIA TELEPHONE: Members of the public may also participate via telephone by calling the number listed above. To request to speak, press *9 on your telephone.

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to PublicComment@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the City Council. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. .

Public testimony will be taken at the direction of the Mayor, and members of the public may only comment during times allotted for public comments.

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Council's attention any item that is not on the agenda. Speakers are generally given two or three minutes, at the discretion of the Mayor. Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action.

- A. Public comment on items not on the agenda

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Council or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Mayor.

1. **Approve the City Manager or Designee to Increase appropriations:** Adopt a resolution authorizing the City Manager, or his/her designee, to increase appropriations up to and including \$100,000 for grants, donations, and reimbursements received for costs not previously budgeted (S. Niederhofer)
2. **Approve the increase of appropriations in the Solid Waste Operating Budget:** Authorize an appropriation increase in the Solid Waste Operating Budget in the amount of \$65,120 to cover the costs of four (4) compost giveaways in Fiscal Year 22/23 (A. Fairman)
3. **Approve Contract Amendment for CivicPlus LLC:** Authorize the City Manager to execute the contract amendment with CivicPlus LLC for a three (3) year extension through FY 24/25 in the amount of \$93,885.08 (J. Chew)
4. **Approve Complete Streets Master Plan:** Adopt Resolution 2022-XX of the City Council of the City of Los Altos adopting the Complete Streets Master Plan: An Active Transportation Framework after Additional Round of Revisions Following Council Feedback at Second Study Session (M. Lee)
5. **Approve FY22/23 Budget Appropriations:** Adopt a resolution to appropriate \$250,000 for budget contingencies in the general fund non-department account (2410), \$90,000 for the November 2022 election in the general fund City Clerk account (1410), and \$100,000 for equipment replacement in the equipment replacement account (00065) (S. Niederhofer)
6. **Approve Contract Amendment with Maze & Associates:** Authorize the City Manager to execute a professional services agreement extension with Maze & Associates for Auditing Services (J. Du)
7. **Minutes:** Approve Minutes of the City Council Regular Meeting of October 11, 2022. (A. Rodriguez)

PUBLIC HEARINGS - NONE

DISCUSSION ITEMS

- 8. Prop 1 Constitutional Right to Reproductive Freedom:** Provide direction on City of Los Altos position regarding Proposition 1 on the November 2022 Ballot

INFORMATIONAL ITEMS ONLY

- 9.** Tentative Council Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

(Council Norms: It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.)

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610.

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

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body.

If you wish to provide written materials, please provide the City Clerk with 10 copies of any document that you would like to submit to the City Council for the public record.



PUBLIC CORRESPONDENCE

The following is public correspondence received by the City Clerk’s Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email PublicComment@losaltosca.gov

From: [Couture, Terri](#)
To: [Public Comment](#)
Cc: [Gabriel Engeland](#)
Subject: public comment - items not on the agenda - October 25, 2022
Date: Tuesday, October 18, 2022 2:26:41 PM

Dear Council Members

A person who has accomplished a lot in life and is happy will not feel the urge to turn down the accomplishments or true actions of another. Hater behavior always stems from the lack of a life well lived.

Those that seek to divide us are not good for our community and they should understand their actions do not show their love for their neighbors. This lack of honor dissolves communities and destroys trust.

Our leaders, the city council and their commissioners should lead by example and show their neighbors honor and respect.

Terri Couture

***Wire Fraud is Real*. Before wiring any money, call the intended recipient at a number you know is valid to confirm the instructions.** Additionally, please note that the sender does not have authority to bind a party to a real estate contract via written or verbal communication.

October 18, 2022

Dear city clerk please make sure this gets on the record for the city council meeting October 25, 2022. Too many of us want this to be broadcast, but we don't want the attacks we are seeing now, therefore the anonymity of this letter

****For Items not on the Agenda for City Council meeting October 25, 2022

To the Los Altos City Council:

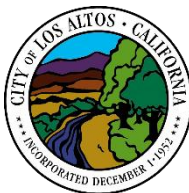
Your newly-appointed planning commissioner, along with a core group of Councilwoman Fligor and Commissioner Pete Dailey supporters, are spreading untruths and half-truths through print and social media. This does not reflect well on the City of Los Altos.

In resolution 2022-19 the Council resolved to improve community engagement to ensure residents are heard, informed, and engaged. Section 1 1.1 of your purpose is to "...promote communication, understanding, fairness and trust among council members, staff and members of the public."

The falsehoods and malicious tone are not promoting honesty, fairness or effective governance.

Will you stand up now and denounce the untruths or will you disregard the ethics you swore to uphold?

All constituents are watching you.



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject Adopt a resolution authorizing the City Manager, or his/her designee, to increase appropriations up to and including \$100,000 for grants, donations, and reimbursements received for costs not previously budgeted

Prepared by: Suzanne Niederhofer, Interim Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Resolution

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

There is no net Fiscal Impact. This authorization allows the City Manager, or his/her designee, to increase appropriations for unbudgeted grant, donation, or reimbursement revenue received (for costs not previously budgeted), for administrative efficiencies.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Would authorizing the City Manager, or his/her designee, be more administratively efficient?
- Is the authorization fiscally neutral?

Staff Recommendation:

Adopt the resolution authorizing the City Manager, or his/her designee, to increase appropriations with a set limit and under certain circumstances to improve efficiencies.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

SN



Subject: Adopt a resolution authorizing the City Manager, or his/her designee, to increase appropriations up to and including \$100,000 for grants, donations, and reimbursements received for costs not previously budgeted

Purpose

To provide administrative efficiency, staff is requesting Council to authorize the City Manager to increase appropriations up to and including \$100,000 for grants, donations, and reimbursements received for unbudgeted costs.

Background

The City may receive outside grants and/or donations which are unanticipated and, therefore, not budgeted. The City’s practice is to record these grants and donations as revenues. In order to spend the money received, staff must present the request for an appropriation increase to Council on Consent. Additionally, as unencumbered appropriations lapse at the end of the fiscal year, staff must then return to Council in the next fiscal year to reappropriate any unspent grant/donation funds received.

The City may also receive reimbursements for expenditures that were unanticipated and, therefore, not budgeted. The City’s practice (and accounting requirement) is to record expenditures as they occur and to record reimbursements as revenues. These situations occur when a citizen, developer, outside agency, etc. requests certain documents and/or services from the City and reimburses the City for the cost of the documents and/or services. An example is the recent receipt of funding from PG&E (\$40,000) to replace the HVAC unit at the Woodland Library. These costs that were not anticipated during budget preparation result in departments using budgeted funds and resources for unbudgeted purposes. Generally the appropriation request would go to Council with the Mid Year Budget. However, the large expense early in the fiscal year can be fiscally restraining..

Discussion/Analysis

Rather than return to Council for an appropriation increase each time a grant, donation or reimbursement for unbudgeted expenditures is received or wait until the Mid Year Budget, staff proposes Council adopt a resolution authorizing the City Manager, or his/her designee, to increase appropriations up to and including \$100,000 for each grant, donation, and reimbursement received for unbudgeted expense. The authorization would also provide for continuous appropriation of grant/donation funds until spent.

Recommendation

The staff recommends Council adopt the resolution authorizing the City Manager, or his/her designee, to increase appropriations up to and including \$100,000 for each grant, donation, and reimbursement received for unbudgeted expensed and to authorize continuous appropriation of grant and donation funds until spent.

RESOLUTION NO. 2022-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO AUTHORIZE THE CITY MANAGER, OR HIS/HER DESIGNEE, TO INCREASE APPROPRIATIONS UP TO AND INCLUDING \$100,000 FOR GRANTS, DONATIONS, AND REIMBURSEMENTS RECEIVED FOR COSTS NOT PREVIOUSLY BUDGETED.**

WHEREAS, the City Council has the authority to increase appropriations; and

WHEREAS, the City Council hereby wishes to grant a limited delegation of this authority under certain circumstances and subject to a specific limit, to the City Manager, or his/her designee, for administrative efficiencies; and

WHEREAS the authority is specifically for unbudgeted grants, donations, and reimbursements received and for which costs are not budgeted;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the City Manager, or his/her designee, to accept grants, donations, and reimbursement moneys for unbudgeted expenditures of the City, and increase appropriations for such grants, donations, and reimbursements for unbudgeted expenditures in amounts up to and including \$100,000. Additionally, the City Council of the City of Los Altos hereby authorizes continuous appropriations for grants and donations until spent.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of _____ 2022 by the following vote:

AYES:

NOES:

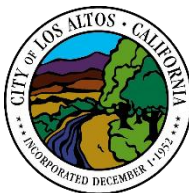
ABSENT:

ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, CMC, CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject Authorization to increase appropriations in the Solid Waste Operating Budget from Solid Waste Fund balance (fund #35) for compost giveaway events

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Reviewed by: Aida Fairman, Environmental Services and Utilities Director

Approved by: Gabriel Engeland, City Manager

Attachment:

- 1. Compost event flyer
- A. Resolution No. 2022-____

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The following action will cost \$65,120 for the City to provide four (4) free compost giveaway events to the City of Los Altos’ residents.

- Breakdown of funds to be used:
 - o \$65,120 Solid Waste Balance
 - o Current Solid Waste fund balance is \$5.2 million
- Amount already included in approved budget: N
- Amount above budget requested: 0

Environmental Review:

Not applicable

Policy Question for Council Consideration:

- Does the Council wish to increase appropriations in the Solid Waste Operating Budget to cover the cost of the four (4) compost giveaway events held by the City that prepares and distributes free compost to Los Altos residents?

City Manager

GE

Reviewed By:

City Attorney

JH

Interim Finance Director

SN



Subject: Authorization to increase appropriations in the Solid Waste Operating Budget for compost giveaway events

Summary:

- The compost giveaway events provide easy and convenient distribution of free compost to Los Altos residents.
- The events were created and previously run by the Maintenance Services Department
- The main cost for this giveaway is staff overtime to prepare the compost for distribution
- Public response to the event and how it functions has been all positive.

Staff Recommendation:

Staff recommends that City Council authorize an appropriation increase in the Solid Waste Operating Budget in the amount of \$65,120 to cover the costs of four (4) compost giveaways in Fiscal Year 22/23

Purpose

To provide funding from the Solid Waste Operating Budget to support the four (4) Compost Giveaway Events that are hosted by the City of Los Altos in April, June, August, and October.

Background

In the Summer of 2020, it came to the attention of City of Los Altos staff that the free compost available at the Smart Station in Sunnyvale was no longer providing it to residents outside of Sunnyvale, Mountain View, and Palo Alto. When this happened, City of Los Altos staff researched a possible solution to getting free compost to residents.

There were challenges in setting up a program in the middle of the COVID-19 pandemic, so the plan was to start a program in Spring of 2020. The program was for the City to receive compost from Mission Trail Waste Systems (MTWS) at no cost, per the City’s agreement with them, and have it available for the public to pick up as needed. Los Altos’ residents would contact staff to request bags of compost. The compost requested would be bagged and set aside for pick up by the requester. This system of distribution began in the Summer of 2020 and was managed through phone and email requests to the Maintenance Services Center (MSC).

Starting in 2021, there was a gradual increase in requests for compost through July when Mission Trail advertised the Los Altos program in their residential newsletter. The program was no longer manageable for maintenance staff or MTWS after that, as the requests skyrocketed, so the on-demand program was ended in August, and the “Event” program started in October.



Subject: Authorization to increase appropriations in the Solid Waste Operating Budget for compost giveaway events

The first compost giveaway events took place in October and November of 2021 at MSC. Crews would fill 15-20 pound bags of compost for easy pick-up by residents and have additional compost available for self-loading. The pre-filled bags make it easy for older residents to manage, and the staff doing the vehicle loading makes the line of cars go much quicker to get everyone through the event promptly. The event would take place on a Saturday, where residents would drive up, show proof of residency, open their trunk or hatch, where staff would load the number of bags requested, close up and drive away. If residents want more than the maximum number of bags, they can pull up to the compost pile and load as much as they want in containers that they supply and load themselves.

There were four events in fiscal year 21/22 and two events scheduled so far for fiscal year 22/23. The distribution system at events allows maintenance crews to do their daily work during the regular work week and focus on compost distribution at four times a year. The preparation takes two days of Maintenance Worker overtime in the week before each event and additional overtime on the day of the event. This is time spent filling the bags and prepping the distribution stations. Maintenance Worker overtime for past events was charged to the Maintenance Services Department, which is no longer a department after the reorganization of the City’s departments that went into effect on July 1, 2022.

Discussion/Analysis

The compost giveaway events are currently happening four times a year. They are being scheduled for the first Saturday of the month in April, June, August, and October. The hours available for free compost pick-up are 8 am to 12pm. This event format is what has been manageable for the maintenance crews in successfully distributing the free compost to the residents. The response for this event has been nothing but positive.

The compost is provided for free by MTWS as part of the agreement with the City. Staff is ordering 60 to 80 cubic yards of compost per event and from that about 1,500- to 2,000 bags of compost are filled. Filling the compost bags takes several work hours over the week leading up to the event from maintenance crewmembers. Most of that time is filling the bags with compost in preparation for quick and easy loading to the residents at pick-up. Some of these work hours are done during the regular work week, but two full days of overtime hours are needed to complete the preparations for this event. The total cost for the preparation and execution of each event are as follows.

- Maintenance Worker Overtime (Preparation) \$5,200
 - Maintenance Worker Overtime (Day of the Event) \$7,280
 - Compostable compost bags (2000) \$3,800
- Total \$16,280**



Subject: Authorization to increase appropriations in the Solid Waste Operating Budget for compost giveaway events

For the four compost events the total of overtime and compost bags is \$65,120. This was previously covered in the available overtime budget of the Maintenance Services Department that has since been split between the new departments of Public Works, Environmental Services and Utilities, and Parks & Recreation. At this time there are two more events that are scheduled for FY 22-23 (October 2022 & April 2023).

Staff Recommendation:

Staff recommends that City Council authorize an appropriation increase in the Solid Waste Operating Budget in the amount of \$65,120 to cover the costs of four (4) compost giveaways in Fiscal Year 22/23.

CITY OF LOS ALTOS

COMPOST DAYS

Compost Days are back! No appointment is necessary. Just drive in and fill up your self-provided containers or quickly pick up 10 bags (maximum) of pre-bagged compost. Compost is limited to Los Altos Residents only.

WHAT: Free Compost Days

WHEN: April 2, June 4, August 6 & October 1
8:00am - 12:00pm (While supply lasts)

WHERE: City of Los Altos, Maintenance Service Center
707 Fremont Ave Los Altos, CA 94024

STAY INFORMED

Sign up for updates using this link or the QR code:
<https://www.losaltosca.gov/subscribe>

- City Manager Weekly Updates
- City of Los Altos News & Announcements



RESOLUTION NO. 2022-___**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO INCREASE APPROPRIATIONS IN
THE SOLID WASTE OPERATING BUDGET FROM SOLID WASTE FUND
BALANCE FOR COMPOST GIVEAWAY EVENTS**

WHEREAS, the compost giveaway events provide easy and convenient distribution of free compost to Los Altos residents: and

WHEREAS, the main cost for this giveaway is staff overtime to prepare the compost for distribution; and

WHEREAS, the funding from the Solid Waste Operating Budget will be used to support the four (4) Compost Giveaway Events that are hosted by the City of Los Altos in April, June, August, and October; and

WHEREAS, public response to the event and how it functions has been all positive.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby:

1. Affirms that the foregoing recitals are true and correct.
2. Authorizes the City Manager to increase appropriations in the Solid Waste Operating Budget in the amount of \$65,120 to cover the costs of four (4) compost giveaways in Fiscal Year 22/23.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 25th day of October, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject Approve Contract Amendment for CivicPlus LLC

Prepared by: Jaime Chew, Recreation Manager

Reviewed by: Manny Hernandez, Parks & Recreation Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. CivicRec – Renewal Quote

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The contract amendment will cost \$93,885.08 over the contract extension period for the next three (3) fiscal years—FY 22/23, FY 23/24, and FY 24/25. The FY 22/23 cost is \$29,781.15 and is included in the approved FY 22/23 budget. The remaining \$64,103.93, \$31,270.21 for FY 23/24 and \$32,833.72 for FY24/25 respectively, will be budgeted accordingly through the next 2-year budget process.

Environmental Review:

Not applicable

Summary:

- The recreation management software CivicRec is a cloud-based platform that provides registration and facility reservation management capabilities.
- CivicRec is: user-friendly for staff and the community; has enhanced online search functionality, reporting and communication; improved integration with finance; and better technical support.
- The City of Los Altos executed a contract with CivicPlus LLC on June 30, 2020 to provide and implement the recreation management software CivicRec.
- Implementation and system build occurred from August 2020 – March 2021 with a public launch of the new platform on March 22, 2021.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

SN



Subject: Approve Contract Amendment for CivicPlus LLC

-
- The department has successfully utilized the CivicRec platform for the past 1.5 years and is satisfied with the software’s performance, therefore staff is recommending the execution of a contract amendment for a three (3) year extension through FY 24/25 to continue use of the recreation management software.

Staff Recommendation:

Approve the contract amendment with CivicPlus LLC for a three (3) year extension through FY 24/25 in the amount of \$93,885.08.



Subject: Approve Contract Amendment for CivicPlus LLC

Purpose

Consider the contract amendment with CivicPlus LLC for a three (3) year extension through FY 24/25 in the amount of \$93,885.08.

Background

In March 2008, the Recreation Department selected and implemented Vermont Systems RecTrac 10.3 as their recreation management software. RecTrac provided registration management for both in-person and online transactions, as well as facility reservation management. The department continued to utilize the system for the next ten (10) years. In 2018, staff identified that an updated software was needed due to continuing challenges with the outdated RecTrac software:

1. Server-based versus cloud-based
2. Not user-friendly for staff or community
3. Limited search functionality in online registration
4. Limited technical support—support was slated to end in 2021

In February 2020, staff released a Request for Proposal (RFP) for a new recreation management software with a deadline to submit by April 10, 2020. Six (6) proposals were received, with the top three (3) being selected to provide in-depth demonstrations. CivicRec, provided by CivicPlus LLC, emerged as the top vendor based upon software functionality, customer service and technical support, fee structure and references.

On June 30, 2020, the City of Los Altos executed a two (2) year contract, with the option of a three (3) year contract extension for a total of five (5) years, with CivicPlus LLC to provide and implement the recreation management software CivicRec. Implementation and the system build began in August 2020 and continued through March 2021. On March 22, 2021, the Recreation Department publicly launched the new CivicRec platform to the Los Altos community, just in time for Spring registration.

Discussion/Analysis

Since launching CivicRec in March 2021, both the Los Altos community and staff have reported high satisfaction with the software. The cloud-based platform is easy to access through a web browser, although it is optimized for Google Chrome. It is also user-friendly for both staff and the community as it has improved search functionality, and provides AudioEye for an enhanced online



Subject: Approve Contract Amendment for CivicPlus LLC

experience. AudioEye provides online accessibility tools such as: larger cursor, reading guide, emphasize, contrast, keyboard focus, highlight headings/links/buttons, text size, text spacing, change font, disable animation, display alternate text, and audio player. Additionally, CivicRec has expanded reporting and communication options such as automated surveys to receive feedback on programs and facility reservations. These elements continue to provide staff with helpful data and information to better inform future program planning. CivicRec also provides improved integration with finance, and improved technical support. To date, support has been extremely responsive and timely in providing solutions to concerns or issues.

As a result of the high satisfaction and positive experience with CivicRec, provided by CivicPlus LLC, staff is recommending the continued use of the recreation management software through FY 24/25 to facilitate registration and facility reservation management for the City of Los Altos Parks & Recreation Department.

Recommendation

The staff recommends approval of the contract amendment with CivicPlus LLC for a three (3) year extension through FY 24/25 in the amount of \$93,885.08.



RENEWAL ESTIMATE

DATE: This estimate is provided to you as a best faith approximation of the annual fees for your next renewal period. It is subject to change based on contract amendments and any activity that occurs before the start of your next renewal period. A formal invoice will be sent per contractual terms.

**REMITTANCE ADDRESS
(FOR PAYMENTS ONLY)**
CivicPlus
PO Box 1572
Manhattan, KS 66505

Mailing Address:
CivicPlus
302 S 4th St
Manhattan, KS 66502

P 888-228-2233 ext 291
F 785-587-8951

This estimate is provided to you as a best faith approximation of the annual fees for your next renewal period. It is subject to change based on contract amendments and any activity that occurs before the start of your next renewal period. A formal invoice will be sent per contractual terms.

Description	Start Date	End Date	Qty	Amount
2023 Annual Fee Renewal	6/30/2022	6/29/2023	1.00	29,781.15
2024 Annual Fee Renewal	6/30/2023	6/29/2024		31,270.21
2025 Annual Fee Renewal	6/30/2024	6/29/2025		32,833.72
TOTAL				\$ 93,885.08

ESTIMATE

THANK YOU FOR YOUR BUSINESS!



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject: Updated Complete Streets Master Plan for Council Adoption Consideration

Prepared by: Marisa Lee, Transportation Services Manager

Reviewed by: James Sandoval, Public Works Director

Approved by: Gabriel Engeland, City Manager

Attachment:

A. Resolution 2022-_____

B. *Los Altos Complete Streets Master Plan: An Active Transportation Framework*
[downloadable at the following link: https://losaltoscompletestreets.com/wp-content/uploads/2022/10/LosAltos_CSMP_Final_Revised-compressed.pdf]

Initiated by: Transportation Services Division

Previous Council Consideration:

May 12, 2020, November 9, 2021, and March 22, 2022

Fiscal Impact:

The City awarded a contract to Alta Planning + Design on May 12, 2020, in the amount of \$165,426 for the development of the Complete Streets Master Plan (CSMP).

The project was reviewed at a Study Session on November 9, 2021, where the Council received an overview of the project and provided feedback. At that time, the project was on budget, with an amount of a remaining budget reserved to facilitate a final round of revisions after comments from the City Council and the public review period. The November 9, 2021 City Council Study Session resulted in feedback that required substantive changes to the structure of the CSMP, as well as an additional future Council Study Session requested by the Council, which required an additional budget outside of what was reserved for finalization of the report.

Amendment #2 for an amount of \$14,000 to make the revisions requested in the first Study Session expanded the total contract value to \$179,426 on January 11, 2022. This amount was funded by the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds were available within the approved CIP budget, and a fund transfer was not requested.

Reviewed By:

Interim City Manager

GE

City Attorney

JH

Interim Finance Director

SN



Subject: Updated Complete Streets Master Plan for Council Adoption Consideration

The CSMP Final Draft returned for the additional requested Study Session #2 on March 22, 2022. Staff recommended the adoption of the CSMP at that Study Session. Council requested additional edits. Staff worked with Alta Planning + Design to generate a cost estimate and scope for the additional edits, not scoped in Amendment #2.

Amendment #3 for an amount of \$10,000 was approved by Council on June 14, 2022 to make the additional revisions to the Final Draft of the CSMP. This expanded the total contract value to \$189,426. Amendment #3 in the not-to-exceed amount of \$10,000 was funded by the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds were available within the approved CIP budget. A fund transfer was not requested.

Project Amendment	Project Budget
Original Contract	\$165,426.00
Amendment #1 – Schedule change only	\$0.00
Amendment #2 – Revisions to Draft CSMP	\$14,000.00
Amendment #3 – Revisions to Final Draft CSMP	\$10,000.00
Total	\$189,426.00

Environmental Review:

The CSMP project is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines §15262 – Feasibility and Planning Studies, §15301 (c) – Existing Facilities, § 15304 (e) - Minor Alterations to Land, §15306- Information Collection, §15322 – Educational or Training Programs Involving No Physical Changes. The Amendment is also exempt pursuant to CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that the amendment to the Contract would have no environmental impacts, and none of the circumstances described in CEQA Guidelines § 15300.2 applies.

Summary:

Additional updates were completed on the Complete Streets Master Plan (CSMP) as requested by Council during the March 22, 2022 Study Session, following the previous round of revisions resulting from the first Study Session. The updated Plan is now eligible for adoption by Council.

Background

The Complete Streets Master Plan establishes a community-supported long-term vision for improving walking and bicycling in Los Altos by updating the previous Bicycle and Pedestrian Master Plans. The CSMP provides a strategy to develop a comprehensive bicycling and walking



Subject: Updated Complete Streets Master Plan for Council Adoption Consideration

network to provide access to transit, schools, and Downtown alongside support facilities like bicycle parking and pedestrian amenities. These network improvements are paired with education, encouragement, and evaluation programs. The document identifies a plan to implement these projects and programs through prioritization and phasing to ensure implementation is manageable and fundable.

The CSMP process was initiated in May of 2020 to merge and update the City’s existing Bicycle Plan and Pedestrian Plan, as well as expand Safe Routes to School programs and infrastructure recommendations. City Staff and Alta Planning + Design received comments from the Complete Streets Commission, City Council, the Climate Action Planning Commission, as well as residents. The public comment period was open from October through December of 2021. Mailers were sent to households city-wide to solicit feedback. Ads were placed in the Town Crier, and the Draft CSMP was publicized through the City Manager’s email update. Over 150 comments were logged and most were incorporated.

Discussion/Analysis

The CSMP can be viewed and downloaded at https://losaltoscompletestreets.com/wp-content/uploads/2022/10/LosAltos_CSMP_Final_Revised-compressed.pdf. Alta facilitated the following revisions under Amendment #3, following the Second Study Session:

- Design Guidelines – fourth typology in addition to the original three scoped in Amendment #2
- Collision Maps – Creation of figures 17 and 19 at Council Request
- Title Change – Requested by Council in Study Session #2
 - The proposed updated title is *Los Altos Complete Streets Master Plan: An Active Transportation Framework*
- Street Plans – Additional language in the Executive Summary stating that the CSMP is meant as a companion document to the City’s Collector Traffic Calming Plan and Neighborhood Traffic Management Plan
- Vision – Additional language from the Introduction added to the Executive Summary
- Housing Element Update – Addition of disclaimer regarding updates that may be necessary due to forthcoming update of the Housing Element of the City’s General Plan
- Project Delivery Process – update to the graphic that shows the inclusion of Public Input at every stage
- Collision maps – addition of the word “Reported”
- New Mobility Devices – addition of statement to the effect that new mobility devices should be operated according to CA Vehicle Code
- School Maps – addition of Egan to the Bullis Charter map
- Blach School and Carmel Terrace – addition of notes regarding the 2019 planning process for these areas



Subject: Updated Complete Streets Master Plan for Council Adoption Consideration

In addition to the above changes scoped as part of the amendment, the following edits were also made:

- Addition of a statement on Vision Zero, an international campaign to eliminate severe injury and fatal pedestrian traffic collisions. This was added to be in alignment with industry best practice for visioning and strategy in transportation safety, and in light of recent severe injury pedestrian-vehicle collisions in Los Altos.
- Removal of the proposed Class I trail segment on Hetch Hetchy ROW between Los Altos Avenue and El Camino Real. This segment was removed because the City received communications from the adjacent neighborhood expressing a strong lack of support for this project. This was a short segment of Class I trail, in the location where an existing informal dirt path already exists. The network was amended to accommodate this removal by suggesting alternate routes along City streets instead. The existing informal dirt path will not be impacted by this edit to the CSMP.

Staff plans to update the Los Altos Transportation Services website to incorporate all the transportation plans for the City, including the Complete Streets Master Plan, Collector Traffic Calming Plan, Neighborhood Traffic Management Plan, and the planned Congestion Management Plan. All plans and appropriate reference links would be integrated under one umbrella, including reference to how they relate to each other.

Recommendation

Staff recommends that the City Council adopt the *Los Altos Complete Streets Master Plan: An Active Transportation Framework*.

RESOLUTION NO. 2022-___**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE COMPLETE STREETS MASTER PLAN: AN ACTIVE
TRANSPORTATION FRAMEWORK**

WHEREAS, on May 12, 2020, The City of Los Altos and Alta Planning + Design entered into an agreement on May 12, 2020, in the amount of \$165,426, for the development of the Complete Streets Master Plan: An Active Transportation Framework (CSMP); and

WHEREAS, the CSMP establishes a community-supported long-term vision for improving walking and bicycling in Los Altos and was initiated to merge and update the existing Pedestrian Plan and Bicycle Plan; and

WHEREAS, the CSMP provides a strategy to develop a comprehensive bicycling and walking network to provide access to transit, schools, and Downtown; support facilities like bicycle parking and pedestrian amenities; programs for education, encouragement, and evaluation; and strategy for prioritization, implementation and funding; and

WHEREAS, the City Council has held two (2) study sessions on the CSMP and provided feedback which has been incorporated by Staff and consultant Alta Planning + Design; and

WHEREAS, on January 11, 2022, The City of Los Altos and Alta Planning + Design executed Amendment #2 for an amount of \$14,000 to make the revisions requested in the first Study Session (11/9/2021) for the CSMP; and

WHEREAS, on June 14, 2022, The City of Los Altos and Alta Planning + Design executed Amendment #3 for an amount of \$10,000 to make the revisions requested in the second Study Session (3/22/2022) for the CSMP; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby finds that the foregoing recitals are true and correct and adopts the Complete Streets Master Plan: An Active Transportation Framework,

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 25th day of October 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Resolution No. 2022-___

Page 1

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK

City Council Letter from CSC in support of CSMP adoption

April 27, 2022

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

After nearly three years of considerable effort and extensive outreach with the Los Altos community to create the Complete Streets Master Plan, the Complete Streets Commission provided feedback last fall on the final draft of the Complete Streets Master Plan (CSMP) and recommended the advancement of the final draft to City Council for review and thereafter adoption. City Council provided thoughtful and detailed feedback on the final draft during its study session on November 9, 2021. Staff working in conjunction with the vendor on this project, Alta Planning and Design, incorporated the feedback. On March 22, 2022 at its second study session for the CSMP, City Council provided additional feedback to staff/vendor on the updated final draft, and deferred the adoption to a consent item at a future city council meeting.

The Complete Streets Commission writes this letter in full support of the adoption of the Complete Streets Master Plan. This Commission notes that an unanimous vote by City Council would convey a message of unity for our future planning and advancement of complete streets initiatives in the city.

This Commission would like to emphasize that the Complete Streets Master Plan is not a design document or construction plan. Every individual project will always go through the City's standard and extensive review process – including opportunity for public input, engineering attention, and thorough review by the Complete Streets Commission – after the Complete Streets Master Plan is adopted.

The City needs to have an adopted Master Plan to support and be successful in transportation-related grant applications. In addition, the City recently completed development of new Transportation Analysis and infrastructure improvement guidelines for private development that reference the Complete Streets Master Plan. The CSMP needs to be adopted before these guidelines can be required of developers.

After adoption of the Complete Streets Master Plan, the Commission supports future on-going development of the plan to add other topics including transit, traffic calming, and congestion management. The Commission recognizes that the current plan is purposely focused on bicycle and pedestrian modes; this was done to prioritize suggested routes to school, community connectivity, and safety. Research shows that streets that are safer for people walking and biking are safer for motorists as well. The Commission's work plan already includes future initiatives to update the 2008 Neighborhood Traffic Calming Plan and the 2011 Collector Traffic Calming Plan, continue to develop the citywide traffic model, and develop Transportation Analysis and VMT policy and implementation to address congestion management.

Thank you for this opportunity to advise the City Council on complete streets solutions. We remain committed to provide Complete Streets that are streets for everyone: streets that are planned, designed and operated for the safe mobility for all users including pedestrians, bicyclists, motorists, and transit users of all ages and abilities. We look forward to the immediate, unanimous, adoption of the Complete Streets Master Plan.

Stacy Banerjee
Los Altos -- Complete Streets Commission, Chair



PUBLIC CORRESPONDENCE

The following is public correspondence received by the City Clerk’s Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email PublicComment@losaltosca.gov

From: [Jane Osborn](#)
To: [Public Comment](#)
Cc: [Transportation](#); [Marisa Lee](#); [Jim Sandoval](#); [Jaime Rodriguez](#); [Jane Osborn](#); [Jonathan Shores](#)
Subject: Public Comment, October 25, 2022, Item #4, Complete Streets Master Plan
Date: Tuesday, October 25, 2022 3:19:15 PM

Dear City Council Members and Honorable Mayor, Complete Streets Commissioners, and City Staff,

I just very recently learned that the Complete Street Master Plan is on the agenda for tonight's meeting.

I am re-sending a letter that I sent previously on March 22, 2022, (below), since that letter still appears to be relevant.

My impression is that the plan continues to be primarily a bicycle and pedestrian plan, and wonder if it would be more appropriate to call it a bicycle and pedestrian plan, in order to clarify for the community what is the nature of the plan.

The latest draft of the CSMP now contains a reference to the Collector Street Traffic Calming Master Plan, (which was developed and approved in 2011). This at least alerts the community to the fact that this plan exists and to the fact that there is an interest in traffic calming and that there has been some attempt to address this issue, at least in the past.

On the other hand, I would like to point out that it appears that there was no attempt to implement the traffic calming plan for at least seven years, until the city revisited this plan in 2018, and subsequently revised the plan and implemented traffic calming on Cuesta and some adjacent streets. I attended all of the community meetings that were held throughout this process, and was very impressed with the degree of community outreach that was conducted. It was very disheartening that there were unexpected problems with the outcome of the project.

Many of us who live on other streets have been waiting patiently (for eleven years) for our turn to have the traffic calming plan revisited and revised (as appropriate), or at least considered on our streets. I have to confess that some of my neighbors and I were a little envious of the fact that our neighbors in another part of the city were being given the opportunity to have a traffic calming project, while at the same time we were very happy for them since we were aware that they needed it badly.

I have mentioned in previous letters and comments over the years that many of us are hoping that the Traffic Calming Master Plan will be revisited and revised, as appropriate.

In addition, many of us would like to see the city attempt to address (or continue to address) the other two transportation issues I noted in my first letter, including to address cut through traffic, especially from heavy trucks; as well as to continue to address school traffic circulation issues and inequities.

Thank you very much for your consideration.

Respectfully,

Jane Osborn, Los Altos Resident

E. Jane Osborn, Ph.D. Nationally Certified School Psychologist, NCSP 24709. Licensed Educational Psychologist, LEP 1610. Cognitive and Developmental Psychology. Land Line: [REDACTED]

----- Forwarded Message -----

From: Jane Osborn [REDACTED]
To: City Council <council@losaltosca.gov>; publiccomment@losaltosca.gov <publiccomment@losaltosca.gov>; Transportation <transportation@losaltosca.gov>
Cc: Marisa Lee <mlee@losaltosca.gov>; Gabriel Engeland <gengeland@losaltosca.gov>; Jim Sandoval <jsandoval@losaltosca.gov>; Jaime Rodriguez <jrodriguez@losaltosca.gov>
Sent: Tuesday, March 22, 2022, 4:16:24 AM PDT
Subject: Public Comment, Study Session, March 22, 2020, Discussion of Complete Streets Master Plan

Dear City Council Members and Honorable Mayor, Complete Streets Commissioners, and City Staff,

For the past two and a half years, I have been following the evolution of the Complete Streets Master Plan. I have attended numerous (most) Complete Streets Commission meetings and public outreach meetings, both in-person and virtually.

I appreciate all the work that has gone into creating this plan, including the time devoted by Complete Streets Commission members in some of their meetings.

My impression at this time is that this current plan primarily is a Bicycle and Pedestrian Plan.

I have been disappointed that the plan does not seem quite "complete," due to not addressing some other transportation issues that I know are important to residents, based on having communicated with numerous residents over the years. Perhaps the city plans to address these issues in another manner. At this time, I would like to call attention to three issues:

1) In particular, it is my impression that the plan does not yet sufficiently address the apparent need for "traffic calming" that I believe is desired by many, many residents in various parts of the city.

In his reports to the CSC, the lead consultant from Alta explained that he used the projects listed in the prior Bicycle and Pedestrian Plans from 2012 and 2013 as a starting point for picking and prioritizing projects. My impression is that some of the projects already had been vetted and analyzed, and in some cases revised and/or already implemented. In some cases, this process seemed to involve going over some old ground, although I realize that this probably was related to the turnover of city staff, and loss of institutional memory for projects that had been previously hashed out or revised projects that presumably were still in the pipeline.

I have been wondering why the projects in the Collector Street Traffic Calming Master Plan of 2011 were not also included as a starting point in this process for determining projects and priorities..

Will the city be revisiting the Traffic Calming Master Plan at a future time?

I know for a fact that numerous residents in my own neighborhood repeatedly have requested that the city consider traffic calming measures, especially on Miramonte Ave., but also on Covington. Residents have made these requests repeatedly in written communications, and during public meetings, including formal meetings, informal meetings, and private conversations, such as during council meetings and open office hours.

I know that there is a desire on the part of many residents who live on Miramonte Ave. to have the street further considered for traffic calming. Most recently, this was expressed in entries, comments and up-voting done on the interactive map on the CSMP website. For example, a neighbor put an entry on the interactive map suggesting a raised speed table on Miramonte, at the intersection with Berry; and added that traffic calming is needed on Miramonte Ave. This entry received at least 12 "up-votes." It should be noted that in the Traffic Calming Master Plan of 2011, it was recommended that there be a traffic circle on Miramonte at the intersection with Eastwood, and a raised intersection on Miramonte, at Berry. At a council meeting in November 2011, staff was directed to construct a raised crosswalk at Berry, and work with residents on traffic calming elements.

It should be noted that residents in my neighborhood had been told for the previous 10 or 11 years that there would be a raised speed table at the location of Berry and Miramonte, (either a raised intersection, or a raised crosswalk). to make the crosswalk safer and more visible, as well as to provide a traffic calming measure or device at one of the locations that had been recommended in the Collector Street Traffic Calming Master Plan of 2011.

To be accurate, there were a few references in the recent draft plan to consider placement of traffic calming devices on some isolated locations or on part of a street segment, at a future time. I appreciated that there was a recommendation to consider placing some speed tables on Covington, in the vicinity of Blach School, at a future time, which I believe will be mostly well received by residents.

It seems likely that the city is unable to afford traffic calming projects at this time. However I wonder if it would have been advantageous and desirable to have such projects included in the CS Master Plan, for future consideration and possible implementation.

2) There is another issues that appear to have been somewhat overlooked in the proposed master plan, specifically to address some of the school vehicle traffic circulation patterns that are believed to be problematic.

Many residents believe that there is a problematic school traffic circulation pattern in my own neighborhood, which is in the Blach Jr. High attendance area, which provides a good example of this issue.

It is the impression of many residents that there are imbalances in traffic circulation patterns around Blach School, that resulted from redistributing and funneling all the traffic primarily onto one street (Covington) several years ago. This has created increased traffic circulation problems and congestion, especially on Covington, and particularly in front of Blach Junior High. The lopsided redistribution of traffic was orchestrated more than ten years ago, in response to requests from two different resident groups, who wished to have vehicle traffic

eliminated or reduced on their streets, by having the traffic re-directed to other streets. This (seemingly) inequitable and out of whack re-distribution of vehicle traffic appears to have improved the circumstances for students and residents traveling and living on some streets, such as Altamead and Carmel Terrace. However, this has been at the expense of the much larger number of students traveling on another street (specifically Covington), as well as at the expense of residents living on Covington.

The history and origins of this problem started several years ago, when the vehicle traffic was restricted (and reduced) on Eastwood by instituting a no right turn restriction for three hours in the morning. This was done in response to requests made by some residents of that street. (I recall this may have been around 2007, possibly earlier,) Then, two or three years later, school vehicle traffic was restricted or reduced also on Carmel Terrace and Altamead Road, at the request of some residents on those streets. This was accomplished by instituting a no student drop-off restriction about 12 years ago on the two streets at the back of Blach School. It should be noted that the no drop-off restriction was just supposed to be temporary, for about a year and then re-evaluated. Then in 2010, (as I recall), it was recommended that the restrictions should be lifted and that drop-offs be resumed once some improvements were made to the street--which was supposed to be in about 6 months time, as I recall. Several years later, these restrictions, which were supposed to be temporary, still are in place.

This redistribution of school traffic resulted in all (or most) of the vehicle traffic being pushed onto Covington Road. This had consequences, such as increasing congestion and chaos on Covington, especially in front of the school. I am aware of at least two accidents that occurred directly in front of the school in 2012 which involved a student being hit by a car. Fortunately, the cars were moving at very slow speeds.

The re-routing of most or all of the school, vehicle traffic onto Covington did not seem to make sense and seemed very inequitable for the students who use Covington and the residents who live there.

Covington is just as narrow and windy (or windier) than Eastwood or Carmel Terrace and Altamead. Rd. Also, Covington is the route that serves the largest number of students traveling to schools either on bikes or on foot. The number of students who come from Berry and then go down Eastwood to Muir is a fraction of the number who use Covington. Similarly, the number of students who use Carmel Terrace and Altamead Rd., although substantial, appears to be half or less the number of students who use Covington. In view of these factors, what is the justification for dumping all of the school vehicle traffic onto Covington? Covington already has substantial commuter traffic that does not exist on the other streets. Furthermore, the amount of school vehicle traffic using Covington has increased since 2012, due to a Charter School campus for students in kinder through 5th grades having been placed on part of a field that fronts on Covington. It should be noted that the South Campus of the Charter School largely is a commuter school, rather than a typical neighborhood school. The children are brought from all over Los Altos and the hills--from North and South. Most of these children are brought to school in vehicles, since most are too young to walk or bike to school by themselves, especially from the longer distances.

In sum, the number of students walking and biking on Covington appears to have increased in the past several years. At the same time, the amount of vehicle traffic also has increased. It seems as if it is time to redistribute the school vehicle traffic more equitably and naturally, particularly in the interest of safety, including safety for the much larger number of students

using Covington. It seems as if it time for the other streets to share at least some of the school traffic load. Furthermore, this would help reduce Vehicle Miles Traveled (VMT), since some of the parents would be able to take a much shorter and more direct route, if they have the option to drive and drop off students on streets (such as on Carmel Terrace and Altamead.) that may be closer to their homes.

It is my impression that several people who live on Covington still are deeply concerned about the huge imbalance in the amount of school vehicle traffic on their street, which is in addition to all the commuter traffic. Many people in the greater neighborhood have concerns about the inequitable circumstances created for the much larger number of students who use Covington for school travel. Also, it is my impression that some of the residents on Covington are reaching a breaking point, due to this issue that has dragged on for years, and created an inordinate amount of traffic on their street. Many people feel there was no justification for redistributing the traffic in this manner in the first place. Prior to the changes being made several years ago, there were just as many issue with congestion and potentially dangerous situations, if not more so, on Covington, especially in front of the school, as on the other streets, including at the back of the school. Many people still are baffled and upset at the lack of rationale, justification and lack of fairness involved in creating some semi privatized streets, which provide special privileges and advantage to some residents and students, but at the expense of an even larger number of students who use another street--i.e.,Covington, who have been placed in greater potential peril as a result..

3) I believe there also is a great deal of interest on the part of residents throughout the city in reducing cut-through traffic, including the dramatic, rather sudden increase many residents have seen in the past 6 years or so of very heavy trucks that now are rumbling and roaring down our streets, sometimes at excessive speeds. Based on observations made by several residents, many (perhaps most) of these trucks appear to be using our residential streets (including collector streets, local collector streets, and sometimes local roads) as a short cut to get to destinations that are not within the Los Altos city limit, such as in Mountain View or beyond. Based on observations made by residents, many of these trucks appear to be violating the city's truck ordinance, since they do not appear to have either an origin or a destination in Los Altos. In some cases, this is very obvious, such as when you observe a big rig hauling a shipping container that appears to be destined for a seaport or an off loading site, and obviously does not make local deliveries.

Residents also see evidence of cut-through traffic from long distance commuters, who appear to jump off the highways, and use our city streets as a faster, more pleasant alternative to reach destinations that many of us believe are miles away on the other side of another city, rather than nearby, (which is the definition of cut through traffic). These long distance commuters tend to speed, since they are in commute mode. There probably is not much we can do about them cutting through our neighborhoods, since they are entitled to use our public roads. However, it would be nice if they at least could have the courtesy to not speed through our neighborhoods on their way to the far side of Mountain View. (or beyond). Perhaps some traffic calming devices could at least help slow down their vehicle speeds.

It should be noted that there has been an apparent decrease in cut through traffic from heavy trucks and long distance commuters on our street since COVID-19, in comparison to pre-COVID-19 numbers--which were quite high. However, there could be returns to previous levels of traffic in the future.

In sum, I am hoping that the city will consider addressing some of the transportation concerns that do not appear to be included in the current proposed master plan, which I believe are important to residents. I know of many residents that are hoping that the city will revisit the Collector Street Traffic Calming Master Plan, and perhaps expand these efforts to other streets, as needed, in a holistic manner. Also, I know of many residents that would appreciate the city trying to address some of the school traffic circulation issues and inequities, as well as attempting to reduce the number of heavy trucks that appear to be violating the city's truck ordinance and cutting through our residential neighborhoods.

Thank you very much for your consideration.

Respectfully,
Jane Osborn, Los Altos Resident

E. Jane Osborn, Ph.D. Nationally Certified School Psychologist, NCSP 24705. Licensed Educational Psychologist, LEP 1510 Cognitive and Developmental Psychology.

From: [Gabriel Engeland](#)
To: [Public Comment](#)
Subject: FW: Public Comment Agenda Item #4 - October 25, 2022 Approve Complete Streets Master Plan
Date: Tuesday, October 25, 2022 3:47:45 PM

This was caught in spam. Please add it to the public record.

Thanks,

Gabe

Gabriel Engeland
City Manager
City of Los Altos
(650) 947-2740 | www.losaltosca.gov
1 N. San Antonio Road | Los Altos, CA 94022

-----Original Message-----

From: Safe Routes DTLA [REDACTED]
Sent: Tuesday, October 25, 2022 8:53 AM
To: Public Comment <publiccomment@losaltosca.gov>; City Council <council@losaltosca.gov>
Subject: Re: Public Comment Agenda Item #4 - October 25, 2022 Approve Complete Streets Master Plan

The intended attachments were not included! Please find them attached, below.

Safe Routes to Downtown Los Altos

On Mon, Oct 24, 2022 at 7:58 PM Safe Routes DTLA <[REDACTED]> wrote:

October 24, 2022

<https://lh5.googleusercontent.com/7RqOhCyzbyjeqhBvOO9t6KcqN1rgSU8Xw2IJQRxdUfFe9nYE7k424KjOO_ITdyWE6qzMw-9d3MLKiv5SbCytct4gnfsHWSQ19HrKfOz-yG8d4wzDNWP_hE-Ce8bLXJg2S4wXxcO_CmhQ07S0n1R1F4rxFOpS4xAzMGWooHzY8XpnDeILjv5bCDsIAA>

Dear Mayor Enander and Councilmembers Meadows, Filgor, Lee Eng, and Weinberg,

Safe Routes to Downtown Los Altos, a newly formed group of concerned local residents, would like to express our full support of the Complete Streets Master Plan (CSMP) being proposed by the Complete Streets Commission at the October 25th City Council Meeting. The master plan is a huge step towards improving safety in our City. We applaud the Commission for their excellent work and ask that the Council approve the plan with the following notes.

While we find that the CSMP puts forth an excellent set of recommendations, it does not fully address our concerns about the lack of safety and perceived safety at the W. Edith and Main Street crossings of Foothill Expressway. Local residents have already experienced severe accidents or near misses at these intersections while traveling to and from Downtown. Additionally, the W. Edith intersection is on a Safe Routes to School for children attending Gardner Bullis Elementary School, Egan Jr. High, and Los Altos High School where many children and families walk or bike to school on a daily basis.

Attached you will find a marked up plan of the Edith intersection including the immediate, short-term suggestions gathered from our community meeting on September 21, 2022. These suggestions were gathered from over 30 participants, many of whom have been waiting for decades for improvements, have previously provided feedback to the City and County regarding Foothill Expressway intersections, and are looking forward to tangible improvements that place a higher priority on bikers and pedestrians. While we acknowledge that we are not traffic engineers and that our suggestions may not be possible to implement, we hope that these ideas can be a springboard for finding additional safety enhancements for the W Edith intersection with

Foothill Expressway. Our notes and participant surveys were shared with City staff soon after the September meeting and we've asked them to be shared with the Complete Streets Commission as well.

We also acknowledge that the City Council and Complete Streets Commission have been working on these plans for many years, and this may seem like a last minute addition. While many in our group wish we had provided feedback earlier in the genesis and review of the CSMP, our feedback is still valuable to the City and should not be discounted due to timing. We want to ensure that the passage of this CSMP does not preclude the implementation of additional suggestions and changes that will immediately address near-term fixes as well as planning for long-term, big picture solutions.

As such, with that caveat, we support the adoption of the CSMP. We request that, after the Master Plan's passage, the Los Altos City Council directs staff to continue working with the Safe Routes to Downtown Los Altos team and the Santa Clara County Roads and Airports Department on additional short-term and long-term safety enhancements for the Foothill Expressway intersections adjacent to Downtown Los Altos. We also request that near-term improvements at the W. Edith at Foothill Expressway intersection will be included and installed before the end of 2022.

Please take action to keep our children, seniors, and families safe!

Sincerely,

Jill Woodford - Los Altos Resident

Harry Guy - Los Altos Resident

Marc Sidel - Downtown Los Altos Property Owner

Pilar Parducci - Los Altos Resident

Pete Dailey - Los Altos Resident

Taylor Robinson - Community Volunteer

Andrew Gutow, Los Altos Resident

David Smith, Los Altos Resident on the west side of Foothill

Kim Cranston, Downtown Los Altos Property Owner

Jennifer Denebeim, Los Altos Resident

Robert Hindman, Los Altos Resident

Shannon Geary, Los Altos Resident

From: [Jane Osborn](#)
To: [Public Comment](#)
Cc: [Marisa Lee](#); [Jim Sandoval](#); [Jonathan Shores](#); [Jane Osborn](#)
Subject: Comments regarding Item #4, Council Meeting, October, 25, 2022, Complete Streets Master Plan
Date: Tuesday, October 25, 2022 6:59:34 PM

Dear City Council, City Staff, and Complete Streets Commissioners,

I am re-sending an email I sent to the Complete Streets Commission and city staff on May 25, 2022, in regards to a discussion of routes to school that was on the agenda for the CSC meeting that evening. I copied the city council on that email.

I just recently learned that the CSMP is on the agenda for tonight's council meeting. The original letter to the CSC (below) still seems relevant. Please forgive that this is very last minute, but it took me a long time to find the original email (below).

I would like to add a few additional comments:

- On page 226 of the latest CSMP, there is a line drawing of one of the two options considered--the option that specified a raised crosswalk at the corner of Miramonte and Berry. It states that this option was abandoned due to lack of community support. I respectfully disagree that there is lack of community support from people in the neighborhood for a raised crosswalk, for the reasons I documented in my original email, below. Also, I would like to note additionally, that one of my neighbors posted a suggestion on the CS interactive map recommending a raised speed table at that intersection, and commented that we need traffic calming on Miramonte. As of December 2021, this suggestion received 12 up-votes (or likes) from people in the community. Looking at other posts on this interactive map, this may take the prize for the most up-votes of any suggestion made on the interactive map.
- The consultant concluded that community support for the all-way stop option at the Berry/Miramonte intersection was demonstrated at the January 2021 community meeting.. As I recall, this assessment was based on the opinion of two community members who called into the meeting to state (orally) that they liked the option with the all-way stop controls. A third person, who lives on that corner, stated that either option would OK, but she wanted to have *something* there. At that meeting the attendees were encouraged to express their opinions or ask questions in writing using the chat, since there was limited time, and there were four different projects all over town that were being discussed. My husband and I chose to use the "chat" for making comments and asking questions. (Due to lack of time, our questions were not answered.) We expressed skepticism and concerns regarding the stop signs, and I documented the history of support for the original idea of a raised speed table at that intersection. The circumstances of this meeting were difficult. I for one was still getting used to the virtual format, including writing in the chat. The community meeting was scheduled for 4 pm, prior to a 5:30 CSC meeting. I assume some people were unable to attend at this early time. It may not have been the most ideal circumstances for assessing resident's opinions. My impression is that the conclusion that there was strong community support for the all-way stop may have been an over-statement or over-assessment to some degree. It does not seem to mesh with my impressions from years of speaking with my neighbors. I do need to add one caveat, which is that in the past, the residents have not been supportive of the idea of using an RRFB as the pedestrian alerting system, due to concerns regarding noise and overly bright lights that have been observed first-hand by some neighbors in other locations that were using RRFBs.

Thank you very much for all of your time and hard work and for your consideration.

Respectfully,
Jane Osborn, Los Altos Resident

E. Jane Osborn, Ph.D. Nationally Certified School Psychologist, NCSP 24709. Licensed Educational Psychologist, LEP 1610. Cognitive and Developmental Psychology. Land Line: [REDACTED]

----- Forwarded Message -----

From: Jane Osborn <[REDACTED]>
To: Transportation <transportation@losaltosca.gov>; Marisa Lee <mlee@losaltosca.gov>; Jaime Rodriguez <jrodriguez@losaltosca.gov>; Jim Sandoval <jsandoval@losaltosca.gov>
Cc: Gabriel Engeland <gengeland@losaltosca.gov>; City Council <council@losaltosca.gov>; Jonathan Shores <[REDACTED]>; Jane Osborn <[REDACTED]>
Sent: Wednesday, May 25, 2022, 5:28:04 PM PDT
Subject: Comments regarding Item #4, School Route Improvement Project. CSC meeting, May 25, 2022

Dear Complete Streets Commissioners and City Staff,

Jon and I would like to provide some input in regard to the route to school improvement projects, specifically in regard to the proposed improvements at the intersection of Berry Ave. and Miramonte Ave. Also, we have some questions.

I should note that we live on Miramonte, two doors down from the Miramonte/Berry intersection, and we are knowledgeable about the school travel patterns used by students. Jon in particular spends a great deal of time out on the streets, bicycling around Los Altos (and beyond).

In December 2021 and March 2022, I submitted a number of comments using the CSMP website. I have been wondering, who monitors or reads these comments? Since I am not sure who sees these comments, and there is limited time to write this email, I am copying and pasting the various comments I submitted via the CSMP website to a wider group of people. Some comments were made on the interactive map, in response to suggestions made by other people. Other comments were submitted using the "comment" feature on the CSMP website. I am hoping this will provide some historical context for that intersection, as well as document some of the concerns, (which I believe are shared by other residents).

We are surprised that the proposed project at Berry and Miramonte still is being listed as a Loyola School project, rather than a Blach Junior High School Project. This gives the incorrect impression that there are elementary aged (Loyola) students crossing at this location. Everyone in the neighborhood knows that this crossing is used predominantly by Blach students (as noted below). In addition to my written comments, this was clarified during a public comment made by my neighbor who lives at that corner, and has a "ringside seat" to what goes on at that intersection. This public comment was made at a previous CSC meeting during which school route improvements were discussed. **I was wondering, is there a reason why this project still is being listed as a Loyola School project?**

If someone has knowledge that there are (or will be) elementary aged students crossing at this intersection, then it is my professional and personal opinion that the city should provide a crossing guard at this intersection. I am aware that there is a shortage of crossing guards. I would like to suggest that city consider providing crossing guards with better financial compensation for their service. They provide an invaluable service to the community. There is research that shows that they not only increase safety at an intersection, but they also provide an educational benefit by modeling correct crossing behavior.

Also, we had some concerns regarding the manner in which it was determined that there was community support for placing stop signs at this intersection, rather than implementing the original, long standing concept and plan for putting a raised speed table (such as a raised crosswalk) at that location, and bringing the SW curb forward--in order to improve visibility and provide some traffic calming, all of which improve safety. I should note that at several neighborhood meetings attended by groups of 6 to about 35 residents, there was universal support for this original concept. I have documented this history in my comments submitted to the CSMP website, (below). **We believe that the stop signs will have some negative consequences, such as increasing vehicle speeds between signs, substantially increasing air pollution and noise (which are harmful to health), and possibly increasing congestion and back-ups.**

My impression is that some of the city staff preferred the stop sign option right from when the idea was first introduced in January 2021, probably since this would provide the quickest, easiest and cheapest solution. I am aware that the city is experiencing financial challenges, and that this probably is the primary motivation for dropping the original concept and replacing it with the stop sign option. **We are hoping that the original concept (including the raised crosswalk or raised intersection) could still be kept on the back burner for such a time in the future that there would be more funding available and this concept could be revisited.**

.....

As noted above, below, I have copied and pasted several comments I submitted to the city via the CSMP website. Some comments were written on the interactive map, and other comments were submitted using the "comment" option on the website. Most of the comments are in reference to the Berry/Miramonte Intersection. A couple of the comments are in reference to the Miramonte/Covington intersection.

Comments submitted via the CSMP website on Dec. 10th, 2021:

• **Regarding the intersection of Berry and Miramonte Avenue:** Residents have been told for 11 years that there would be a raised speed table at this intersection. Originally, a raised intersection was recommended, as specified in the Collector Street Traffic Calming Master Plan of 2011. More recently, a raised crosswalk was recommended. A plan (TS-01036) was presented to BPAC and residents for also bringing the SW corner forward to improve visibility. These plans were never implemented. Everyone I know on Miramonte would like traffic calming.

• Followup to earlier comment: **TS-01036 was presented to the BPAC & residents on Feb. 22, 2017.** A "high visibility" crosswalk at this location had been funded in the CIP--I think for \$250,000-- in the CIP for at least 3 years, as I recall. Plan included raised crosswalk, to

improve visibility and safety for students crossing, as well as to provide some traffic calming. Plan also included bringing forward the SW corner and stop line, to improve visibility, e.g, for turning left from Berry.

• The plan for this intersection is listed as a Loyola School improvement. It is more correct to list this as a Blach School Improvement. This is predominantly a route for Blach students, who go down the multi-use path and then turn down Eastwood to Muir. Theoretically, there would not be Loyola students (and they are not observed) crossing here, since students who live on the Eastside of Miramonte--from Fremont down to Covington--are in the Oak School attendance area.

• Regarding the Miramonte/Covington Intersection: There is a resident on this corner who has observed extensively. She has suggested that a speed table on the Southbound approach to this intersection could significantly improve safety.

Submitted on the master plan website at 4:54 PM on Dec. 10th, 2021. Did not receive confirmation.

• BERRY/MIRAMONTE AVE. CROSSING: Residents have been told for 11 years that there would be a raised speed table at this intersection--either a raised intersection or a raised crosswalk. Originally, a raised intersection was recommended, as specified in the Collector Street Traffic Calming Master Plan of 2011. More recently, residents were told that a raised crosswalk was being recommended--- starting in June 2016; again in February 2017, (when BPAC and residents were presented with plan #TS-01036); and continuing through 2018. The expectation that there would be a raised crosswalk continued until January/February 2021. From June 2016 until Jan 2021, residents assumed that the plan was for a raised crosswalk, which also including structural changes to the SW corner (building it out) in order to improve visibility and shorten the crossing distance. Then "out of the blue," in Jan. 2021, another alternatives was suggested, which included the suggestion for an all way stop--which was very unexpected. By February, 2021, when the list of "hot spots" was updated, the only treatment specified was for an all-way stop. The raised crosswalk was no longer even listed as a possible alternative. Anyone looking at this list. would assume that an all-way stop is the only alternative being recommended, and was a "done deal.". On a list of Loyola School Improvements, it is the only treatment listed. **BTW. It is more accurate to put this on the list of Blach School Improvements, since it is used predominantly by Blach students, and Loyola students are not observed to be crossing there, and would not be expected to cross there, since the students on the East side of Miramonte are assigned to Oak School**

A "high visibility" crosswalk at the Berry.Miramonte location had been funded in the CIP for at least three years, starting. around 2014 (to the best of my recollection). As I recall, it was funded for \$250,000.

• At a BPAC meeting on February 22. 2017, a specific project plan (TS-01036) was presented to the BPAC & residents . This plan included a raised crosswalk, to improve visibility and safety for students crossing, as well as to provide some traffic calming. The plan also included bringing forward the SW corner and stop line (or stop bar), to improve visibility, and shorten the crossing distance. An RRFB also was recommended--although residents had concerns about the RRFB, and also felt it was not necessary since the other changes would be sufficient to make the intersection safer.



Residents were told that construction for TS-01036 would begin around March or April 2017.
. This never happened. This project was never implemented

It should be noted that residents of the area, including on Miramonte, are very interested in (and supportive of) traffic calming --and have expressed a desire to have traffic calming for years. At a council meeting in November 2018, staff were given some directions from council, which included a raised crosswalk at Berry, and traffic calming elements on Miramonte Ave.

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Comments Added March 7, 2022:

RE. Miramonte/Covington intersection:

There used to be a sign at this intersection reminding people of the State Law giving right of way to pedestrians. This appeared to have a traffic calming affect. It was removed during a construction project about three years ago, but never replaced. Residents of the area noticed an increase in running the sign, vehicle speeds., and heavy trucks speeding down the street in late PM and early AM. Please re-install this sign.

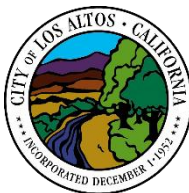
.....

In sum, Jon and I appreciate all the time the CSC and city staff have invested in creating and refining the master plan.

Thank you very much for your time and consideration.

Best regards,
Jane Osborn

E. Jane Osborn, Ph.D. Nationally Certified School Psychologist, NCSP 24709. Licensed Educational Psychologist, LEP 1610. Cognitive and Developmental Psychology. **Cell: 650-346-6390. Land Line: 650-967-5167 (Preferred Option)**



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject Adopt a resolution to appropriate \$250,000 for budget contingencies in the general fund non-department account (2410), \$90,000 for the November 2022 election in the general fund City Clerk account (1410), and \$100,000 for equipment replacement in the equipment replacement account (00065)

Prepared by: Suzanne Niederhofer, Finance
Reviewed by: June Du, Finance Director
Approved by: Gabriel Engeland, City Manager

Attachment(s):
1. Resolution

Initiated by:
Staff

Previous Council Consideration:
None

Fiscal Impact:
Appropriates the budget contingency reserve of \$250,000 in the general fund non-department account (2410). This reserve was identified at the June 14, 2022 budget hearing as a potential use of the FY23 budgeted revenue over expenditure balance (see attachment 1). Appropriates \$90,000 in the general fund City Clerk account (1410) for the November 2022 election. Appropriates \$100,000 of the \$300,000 transferred to the equipment replacement fund in the FY23 budget.

- Breakdown of funds to be used:
 - o \$340,000 General Fund
 - o \$100,000 Equipment Replacement
- Amount already included in approved budget: N
- Amount above budget requested: \$440,000
- General Fund budgeted revenue over expenditure balance is reduced from \$2.53M to \$2.19M

Environmental Review:
Not applicable

City Manager <i>GE</i>	Reviewed By: City Attorney <i>JH</i>	Finance Director <i>JD</i>
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Subject: Adopt a resolution to appropriate \$250,000 for budget contingencies in the general fund non-department account (2410), \$90,000 for the November 2022 election in the general fund City Clerk account (1410), and \$100,000 for equipment replacement in the equipment replacement account (00065)

Policy Question(s) for Council Consideration:

- Does appropriating \$250,000 for budget contingency uses, \$90,000 for the November 2022 election, and \$100,000 for equipment replacement meet the City Manager’s and City Council goals?
- Does appropriating \$250,000 for unbudgeted needs provide flexibility for the City Manager to be more nimble in managing operations?
- Does appropriating \$100,000 for equipment replacement provide needed replacement of resources for ongoing operations?

Summary:

- The \$250,000 budget contingency reserve was identified at the June 14th Budget hearing as a potential use of the FY23 budgeted revenue over expenditure balance. Staff’s intention was to appropriate these funds to be able to move swiftly when needs were identified.
- The November 2022 election will cost an estimated \$90,000. It was staff’s intention to include this cost in the FY23 budget.
- The FY23 budget includes a \$300,000 transfer to the equipment replacement fund as identified at the June 14th Budget hearing. It was staff’s intention to appropriate part of this funding for identified needs.

Staff Recommendation:

Adopt the resolution appropriating \$250,000 for budget contingencies in the general fund non-department account (2410), appropriate \$90,000 for the November 2022 election in the general fund City Clerk account (1410), and appropriate \$100,000 in the equipment replacement fund account (00065).



Subject: Adopt a resolution to appropriate \$250,000 for budget contingencies in the general fund non-department account (2410), \$90,000 for the November 2022 election in the general fund City Clerk account (1410), and \$100,000 for equipment replacement in the equipment replacement account (00065)

Purpose

To appropriate the identified budget contingency reserve of \$250,000 in order to allow swift action when unbudgeted needs are identified, appropriate \$90,000 for the required November 2022 election, and to appropriate \$100,000 of the \$300,000 transferred to the equipment replacement fund for identified replacement needs.

Background

On June 14, 2022, City Council was presented with the FY23 MidTerm Budget. A budget contingency reserve in the amount of \$250,000 was identified as a potential use of the FY23 budgeted revenue over expenditure balance (see attachment 1). It was staff’s intention that this be appropriated to allow swift action when unbudgeted needs were identified. However, the appropriation was overlooked and not included in the FY23 budget.

The cost of the November 2022 election was identified in a budget spreadsheet. However, it was missed in identifying it to Council with the FY23 MidTerm Budget and was not included in the final budget numbers.

A transfer of \$300,000 to the equipment replacement fund was also identified and included in the FY23 budget. It was staff’s intention that part of this transfer be appropriated for identified replacement needs. However, the appropriation for the expenditure was overlooked and not included in the FY23 budget.

Discussion/Analysis

Staff is now asking that Council appropriate the \$250,000 budget contingency, \$90,000 for the November 2022 election, and \$100,000 for equipment replacement that should have been appropriated in the FY23 budget as intended.

Recommendation

The staff recommends Council adopt the resolution appropriating \$250,000 for budget contingencies in the general fund non-department account (2410) , \$90,000 for the November 2022 election in the general fund City Clerk account (1410), and \$100,000 in the equipment replacement fund account (00065).

General Fund Summary

General Fund Summary (in Millions)					
	FY 21 Actuals	FY 22 Final Budget	FY 23 Original	FY 23 Mid Term	Estimated change
Total Revenue	\$48.51	\$49.97	\$49.82	\$53.43	\$3.62
Total Expense	(40.87)	(46.38)	(47.75)	(48.26)	(0.51)
Net Change	7.64	3.58	2.07	5.18	3.11
Net of Transfers In/ (Out)	(8.54)	(9.03)	(2.07)	(2.65)	(0.58)
Planned use of Reserves	2.11	6.50			
Net Available (Deficit)	1.21	1.05	(0.00)	2.53	2.53

Proposed uses

- Operating Reserve top up \$894K
- Contingency Reserve \$250K
- Covid Stabilization Reserve \$1.38M



RESOLUTION NO. 2022-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO INCREASE APPROPRIATIONS \$250,000 FOR BUDGET CONTINGENCIES, \$90,000 FOR THE NOVEMBER 2022 ELECTION, AND \$100,000 FOR EQUIPMENT REPLACEMENT.**

WHEREAS, the City Council has the authority to increase appropriations; and

WHEREAS at the June 14, 2022 Budget hearing, a budget contingency reserve in the amount of \$250,000 was identified as a potential use of the FY23 budgeted revenue over expenditure balance and a transfer of \$300,000 to the equipment replacement fund was identified and included in the FY23 budget;

WHEREAS the cost for the November 2022 election was identified by staff but was not identified to Council or included in the final FY23 budget numbers;

WHEREAS it was staff's intention the \$250,000 budget contingency reserve be appropriated in order to allow swift action when unbudgeted needs were identified, \$90,000 be appropriated for the November 2022 election, and part of the \$300,000 transfer to the equipment replacement fund be appropriated for identified replacement needs;

WHEREAS these appropriations were overlooked and not included in the FY23 budget;

WHEREAS, the City Council hereby wishes to increase appropriations \$250,000 in the General Fund non-department account (2410) for budget contingencies, \$90,000 in the General Fund City Clerk account (1410) for the November 2022 election, and \$100,000 in the equipment replacement account (00065) for identified replacement needs; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the increase in appropriations of \$250,000 in the General Fund non-department account (2410), \$90,000 in the General Fund City Clerk account (1410), and \$100,000 in the equipment replacement account (00065).

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of _____ 2022 by the following vote:

AYES:

NOES:

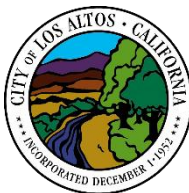
ABSENT:

ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, CMC, CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject Authorized the City Manager to Approve Maze & Associates for the City’s FY22 and FY23 Annual Audit Services

Prepared by: June Du, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. FY22 Audit Engagement Letter
- 2. FY23 Audit Service Proposal

Initiated by:

Staff

Previous Council Consideration:

Not Applicable

Fiscal Impact:

There is no fiscal impact to the General Fund.

The FY22 Audit Services of \$54,440 is budgeted in the FY23 finance department appropriated budget (2110-5270). The FY23 audit services of \$55,343 will be budgeted in the FY24 finance department budget during the FY24 budget process.

- Amount already included in approved budget: Y
- Amount above budget requested: 0

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Background and Discussion:

Reviewed By:

City Manager

City Attorney

Finance Director

GE

JH

JD



Subject: Approve Maze Associates for City’s FY22 and FY23 Annual Audit Services

The Government Code of the State of California requires general law cities, which includes the City of Los Altos, to have its financial statements audited by an independent certified public accountant.

In FY15, a Request for Proposal (RFP) was developed and distributed to a pool of qualified auditing firms, and Maze & Associates was selected to perform City’s audit services. During the FY21 audit, Maze & Associates rotated the lead auditor to comply with the United State Audit Standard.

An RFP for audit services should be done every five years. However, due to key finance staff turnover in FY21 and FY22, the RFP was not done due to lack of resources and time to perform the RFP for the audit services without delaying the annual audit progress. Staff reached out to Maze to extend audit services for FY22 and FY23 in order to continue audit services and provide staff more time to prepare an RFP for FY24 through FY28 services. Staff has been very satisfied with the delivery of services that Maze & Associates has provided.

Staff Recommendation:

The staff recommends the City Council authorize the City Manager to approve Maze & Associates for the City’s FY22 and FY23 audit services.



August 1, 2022

Suzy Niederhofer
City of Los Altos
One North San Antonio Road
Los Altos, CA 94022

Dear Suzy:

We are pleased to confirm our understanding of the services we are to provide for the City of Los Altos as of and for the year ended June 30, 2022.

Audit Scope and Objectives

The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

- 1) Audit of the basic financial statements, preparation of Memorandum on Internal Control, assistance with the preparation of the Annual Comprehensive Financial Report (ACFR), and review of Management's Discussion & Analysis.
- 2) Testing of compliance with Proposition 111 Appropriation Limit Increment and issuance of our report thereon.
- 3) Testing one program for compliance with the Single Audit Act amendments and applicable laws and regulations and issuance of our report thereon.
- 4) Testing of compliance for the Transportation Development Act Programs and preparation of required reports, if required.
- 5) Preparation of the City's Annual Report of Financial Transactions (Controller's Report) and issuance of a compilation report. (See **Compilation Attachment** for Our Responsibilities and Your Responsibilities related to the compilation report)

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the City’s financial statements are accompanied by supplementary information other than RSI, we will read the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements.

In connection with our audit of the basic financial statements, we will read the other information accompanying the financial statements and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the accompanying supplementary information when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- If applicable, internal control over compliance related to major programs for Single Audit, and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor’s Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of waste and abuse is subjective, *Governmental Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material

misstatements or noncompliance may exist and not be detected by us, even though the audit is properly performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, funding sources, creditors and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill the City for responding to this inquiry.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures - Internal Control

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and the Council internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City’s compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If applicable, for Single Audit, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each major program. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement, identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Agreed-Upon Procedures

The City agrees to the procedures related to the Appropriations Limit Worksheet (Worksheet) for the year ended June 30, 2022, as suggested by the League of California Cities and presented in their Article XIII B Appropriations Limitation Uniform Guidelines, and will acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is to assist you in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. Our engagement to apply agreed-upon procedures to the Worksheet will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgement that those procedures are appropriate for the intended purpose of the engagement. The agreement and acknowledgement are contained within this letter. A refusal to provide such agreement and acknowledgement will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the procedures requested do not constitute an examination or review, we will not express an opinion or conclusion on the Worksheet. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the City. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgement, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict that the Worksheet is in accordance with Article XIII B of the California Constitution, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the Worksheet and that it is in accordance with Article XIII B of the California Constitution. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management’s responsibility for the presentation of the Worksheet in accordance with Article XIII B of the California Constitution.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes in conformity with GAAP and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and the related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management’s responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Management’s responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which management is aware is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. We understand that the City will provide us with the Closing Checklist information required for our audit and that the City is responsible for the accuracy and completeness of that information. At the conclusion of our audit, we will require certain written representations from management about responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Management’s responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that it complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings must be made available for our review.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maze & Associates, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement. With regard to an exempt offering document with which Maze & Associates is not involved, you agree to clearly indicate in the exempt

Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Management also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. Management is also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide prior to their issuance and have accepted responsibility for them, as applicable. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management’s responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor’s reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report to you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors’ reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will retain audit documentation for this engagement for seven years after the report release date pursuant to state regulations. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in May 2022 and to issue our reports no later than December 31, 2022. Grace Zhang is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Maze & Associates' independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are billed based on our contract with the City. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the City's account becomes thirty days or more overdue and may not be resumed until the City's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from City personnel, the completion of schedules and data requested on our Checklists by City personnel, preparation of audit confirmations we request by City personnel, location of any documents selected by us for testing, and the assumption that there will be no unexpected increases in work scope, such as new Single Audit Act major programs, new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with City management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our most recent peer review report accompanies this letter.

Reporting

We will issue a written report upon completion of our audit of the City’s financial statements, which, if the financial statements include information other than RSI and supplemental information, will also address other information in accordance with AU-C 720, *The Auditor/s Responsibilities Relating to Other Information Included in Annual Reports*. Our reports will be addressed to the City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with City management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

Maze & Associates

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the City.

By: _____

Title: _____

Date: _____

**City of Los Altos
Engagement Letter
Fees Attachment
June 30, 2022**

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below.

Service	Total
ACFR & MOIC	\$39,853
Gann Limit Agreed Upon Procedures	1,085
Single Audit Act Program (one program)	5,379
Transportation Development Act Program	2,623
SCO City Report	5,500
Total	\$54,440

2022 Fees – Our fee was based on the extension letter with City dated February 16, 2022.

Implementation of GASB Pronouncements – Please note there will be an audit scope increase required for GASB #87, *Leases*, which will include the cost of expanded audit scope and testing related to implementation and related footnote disclosures. Once the City’s staff provides us with a complete inventory of its leases, we will provide the quote of additional fees for this implementation.

If the finalization of the audit is further delayed after 12/30/2022, due to unexpected events or complications on City side, such as staff turnover, delay in providing essential audit items, a significant number of closing entries and/or audit adjustments, resulting additional audit involvement to complete the audit, we would expect to be compensated with **a minimum of 10% of the CAFR & MOIC fees listed above, but not to exceed \$5,000.**

Additional Services - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the City require assistance beyond audit services we will provide a cost estimate before proceeding.

Report Finalization - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of Annual Comprehensive Financial Reports, this includes all the materials and information required to print the Annual Comprehensive Financial Report. As in the past, we will provide final drafts of all our reports before we leave your offices. We will schedule a Final Changes Meeting with you for a date no more than two weeks after we complete our fieldwork. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

Post-Closing Client Adjusting Entries - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

Recurring Audit Adjustments - Each year we include the prior year's adjusting entries as new steps in our Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

Single Audit Act - Additional programs will each cost \$5,379 in 2022, unless there are other factors which add to that program's cost; in that case, we will provide a cost estimate before proceeding.

Grant Programs Requiring Separate Audit - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

Changes in City Personnel - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.

**City of Los Altos
Engagement Letter
Compilation Attachment
June 30, 2022**

The services we have been engaged to provide are outlined below.

- Prepare and Electronically File the following Reports for the City:
 - Annual Report of Financial Transactions for the City

We will prepare and electronically file the Annual Financial Transactions Report(s) for the year ended June 30, 2022 in accordance with the requirements of Government Code Section 53891 and the California State Controller’s Office’s Cities and Special Districts, as applicable, Financial Transactions Report Instructions dated 10/2021 and perform a compilation engagement with respect to the Financial Transactions Report. City staff will provide us with a detailed trial balance and any supporting general ledger reports or schedules required to prepare the Report(s).

The supplementary information accompanying the Report(s), including the U.S. Bureau of the Census Survey and any others required by the California State Controller’s Office, will be presented for purposes of additional analysis. Such supplementary information is the responsibility of management and will not be subject to our compilation engagement.

Our Responsibilities

The objective of our engagement is to-

1. prepare the Report(s) in accordance with the format prescribed by the California State Controller’s Office based on information provided by you and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America, and
2. apply accounting and financial reporting expertise to assist you in the presentation of the Report(s) without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Report(s) in order for them to be in accordance with the format prescribed by the California State Controller’s Office.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA’s *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when performing the preparation and electronic filing of the Report(s), and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the Report(s).

Our engagement cannot be relied upon to identify or disclose any Report misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare the Report(s) in accordance with the format prescribed by the California State Controller’s Office and assist you in the presentation of the Report(s) in accordance with the format prescribed by the California State Controller’s Office. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the format prescribed by the California State Controller’s Office as the financial reporting framework to be applied in the preparation of the Report(s).
2. The preparation and fair presentation of the Report(s) in accordance with the format prescribed by the California State Controller’s Office.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Report(s) that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that the City complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with-
 - a. access to all information of which you are aware that is relevant to the fair presentation of the Report(s), such as records, documentation, and other matters.
 - b. additional information that we may request from you for the purpose of the compilation engagement.
 - c. unrestricted access to persons within the entity of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation and electronic filing of your Report(s). You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the Report(s) and that, accordingly, we do not express an opinion, a conclusion, or provide any assurance on it(them). There may be circumstances in which the Report(s) differ from the expected form and content. If, for any reason, we are unable to complete the compilation of your Report(s), we will not issue a report on such Report(s) as a result of this engagement.

Our report will disclose that the Report(s) are presented in a prescribed form in accordance with the requirements of the California State Controller’s Office and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

You agree to include our accountant's compilation report in any document containing the Report(s) that indicates we have performed a compilation engagement on such Report(s) and, prior to inclusion of the report, to obtain our permission to do so.

Grace Zhang is the engagement partner and is responsible for supervising the compilation portion of the engagement and signing the report or authorizing another individual to sign it.



Report on the Firm’s System of Quality Control

February 9, 2021

To Maze & Associates Accountancy Corporation and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm’s Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer’s Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687
Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

August 30, 2022

Suzy Niederhofer
City of Los Altos
One North San Antonio Road
Los Altos, CA 94022

Dear Suzy:

Pursuant to the City's recent request, coupled with the terms of the City's most recent Engagement Letter dated August 1, 2022, we are pleased to offer to extend our audit contract to include the fiscal year ended June 30, 2023, at the following prices:

	<u>Total</u>
CAFR & MOIC	\$42,643
GANN Limit Agreed Upon Procedures	1,200
SCO Report for City	5,700
Single Audit OR ARPA Examination Program (One Program)	<u>5,800</u>
Total	<u><u>\$55,343</u></u>

We look forward to continuing to improve our service to you.

Yours very truly,

Maze & Associates

Maze & Associates

RESPONSE:

If you agree with the terms of this contract modification, please sign below and return a copy to our office.

By: _____

Title: _____

Date: _____



**CITY COUNCIL MEETING
MINUTES
7:00 PM - Tuesday, October 11, 2022
via Videoconference**

CALL MEETING TO ORDER

At 7:01 p.m. Mayor Enander called the meeting to order.

ESTABLISH QUORUM

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

ABSENT: None

PLEDGE ALLEGIANCE TO THE FLAG

Caroline Ramko with Troop 62568 led the pledge of allegiance.

REPORT ON CLOSED SESSION

No closed session, nothing to report.

CHANGES TO THE ORDER OF THE AGENDA

Council Member Lee Eng asked for Item 14 to be moved up to after Item 11, which was accepted.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public addressed the Council: Dorit Perry, Mary Beth Bykowsky, Roberta Philips, and Joe Beninato.

SPECIAL ITEMS

B. Proclamations by the Mayor

Mayor Enander presented Compassion Week and Diwali Proclamations on behalf of the City of Los Altos.

CONSENT CALENDAR

- 1. Approve the 151 Hawthorne Avenue Historic Preservation Agreement:** Authorize the City Manager to execute a Historic Preservation (Mills Act) Agreement with the owners of 151 Hawthorne Avenue. The project is considered categorically exempt from further environmental review under Section 15301 of the California Environmental Quality Act, and the project is classified as a historic resource restoration/rehabilitation/preservation project and is categorically exempt from environmental review under Section 15331 of the California Environmental Quality Act (J. Liu)

2. **Approve the Agreement for Transportation Engineering Support with Traffic Patterns, LLC:** Authorize the City Manager to execute and agreement with Traffic Patterns, LLC, in an amount not to exceed \$312,800 to provide additional consulting services for the Engineering Services Department through FY 23-24 (M. Lee)
3. **Approve Emergency Declaration Resolution:** Adopt a resolution extending the declaration of a local emergency due to the COVID-19 pandemic (J. Maginot)
4. **Minutes:** Approve Minutes of the City Council Regular Meeting of September 20, 2022. (A. Rodriguez)
5. **Approve a Memorandum of Understanding between City of Los Altos Police Officers Association:** Adopt Resolution 2022-XX to adopt the and the terms outlined in the side letter agreement between City of Los Altos & Police Officers Association (I. Silipin)
6. **Approve a Memorandum of Understanding between City of Los Altos Municipal Employee Association:** Adopt Resolution 2022-XX to adopt the terms outlined in the side letter agreement between City of Los Altos & Los Altos Municipal Employee Association (I. Silipin)
7. **Approve the Fiscal Year 2022/23 Salary Schedule:** Adopt Resolution 2022-XX to adopt the Fiscal Year 2022/23 Salary Schedule to Comply with California Public Employees' Retirement System (CalPERS) Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Salary Schedules (I. Silipin)

Following a motion by Council Member Lee Eng, seconded by Council Member Weinberg, Items 1-7 were approved with the following roll call vote:

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

PUBLIC HEARINGS - NONE

DISCUSSION ITEMS

8. **Updated License Agreement with SFPUC for Hetch Hetchy Trail in Los Altos:** Approve the updated License Agreement with SFPUC for Hetch Hetchy Trail in Los Altos; find that the approval of the agreement is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15301 (Existing Facilities) (M. Hernandez)

City Manager Engeland presented the item to Council.

The following members of the public spoke: Todd Basche, Don Gardner, and Aris.

A motion by Council Member Lee Eng, seconded by Vice Mayor Meadows, to authorize the City Manager to execute the updated license agreement with the San Francisco Public Utilities Commission for the continued use of the Hetch Hetchy Trail as a publicly accessible recreation trail that connects with

Palo Alto across the Adobe Creek pedestrian bridge and direct staff to work with SFPUC to maintain as much current vegetation as possible while complying with the updated license agreement and vegetation management policy.

Mayor Enander offered a friendly amendment indicating the agreement to be exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301 (Existing Facilities), which was accepted.

Council engaged in discussion and City Manager Engeland responded to inquiries.

Council Member Fligor offered a second friendly amendment to delegated authority to the City Manager to negotiate her proposed contractual language into the agreement, which was accepted.

The motion was approved with the following roll call vote:

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

Council asked staff to start working on the process for determining the use of the land once the agreement is executed.

9. City of Los Altos Non-Profit and Civic Organization Contributions Policy: Adopt Resolution 2022-XX of the City of Los Altos defining a Non-Profit and Civic Organization Contributions Policy (A. Carnesecca)

Anthony Carnesecca, Economic Development Coordinator, presented to Council.

The following members of the public spoke: Ruthven Darlene, Roberta Philips, Jeanine Valadez.

Council engaged in discussion and Economic Development Coordinator Carnesecca and City Manager Engeland responded to inquiries.

City Attorney Houston assured Council and the public that there will be no personally identifiable information of recipients of services provided by non-profits that receive funds from the City.

Following a motion by Council Member Weinberg, seconded by Council Member Lee Eng, to approve a resolution defining a non-profit and civic organization contributions policy as amended during Council discussion. Motion passed with the following roll call vote:

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

10. City of Los Altos Fee Waiver Policy: Adopt Resolution 2022-XX of the City of Los Altos defining a Fee Waiver Policy (A. Carnesecca)

Anthony Carnesecca, Economic Development Coordinator, presented to Council.

The following members of the public spoke: Cindy Hill, Freddie Wheeler, Roberta Philips.

Council engaged in discussion and Parks and Recreation Manager Jaime Chew and City Manager Engeland responded to inquiries.

Following a motion by Mayor Enander, seconded by Council Member Lee Eng, to approve a resolution of the City Council of the City of Los Altos creating a Fee Waiver Policy with the following additional direction to staff:

- A twice a year generated report to Council covering amounts and organizations that have received a fee waiver, one at midyear budget and once at the following year adjustments
- Request staff to identify possible uses at Grant Park where a similar policy can be offered

Council Member Weinberg requested the application to be amended to include requestor's Tax Identifiable Number, which was accepted. Motion passed with the following roll call vote:

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

At 9:00 pm, Mayor Enander called for a recess and returned the meeting back to order at 9:10 pm.

11. Hybrid City Council meetings: The staff request Council provide direction on holding hybrid meetings or continuing to hold entirely virtual meetings (J. Maginot)

Assistant City Manager Jon Maginot presented the item to Council.

Council asked clarifying questions to which Assistant City Manager Maginot and City Manager Engeland responded.

The following members of the public commented: Roberta Philips and Joe Beninato.

Council engaged in discussion.

Following a motion by Council Member Weinberg, seconded by Council Members Fligor, to have City Council Meetings move to a hybrid format of meetings as soon as reasonably possible for staff to accommodate with the understand that meetings will be held at the Community Center until the Council Chamber becomes available. Motion passed with the following roll call vote:

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

- 12. Contract Amendment: City Manager Employment Agreement:** Approve Amendment No. 1 to the City Manager Employment Agreement which amends the City Manager's contract to include an increase of \$12,500 in the City Manager's annual salary for a base salary of \$257,595

Mayor Enander presented to the item.

The following member of the public spoke: Jeanine Valadez, Roberta Philips, and Joe Beninato.

A motion by Council Member Lee Eng, seconded by Vice Mayor Enander, to approve the City Manager employment contract amendment as presented.

The Council engaged in discussion. Motion passed with the following roll call vote:

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

INFORMATIONAL ITEMS ONLY

13. Tentative Council Calendar

Council Member Fligor called out a typo on an upcoming Assembly Bill number.

Council Member Weinberg inquired as to when the Open Government Policy would return to Council. Mayor Enander responded indicating the second meeting in October or in November.

Vice Mayor Meadows requested a notice for when we Council meeting will be conducted in a hybrid format.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Council Member Fligor thanked Chief Averiett for attended the Teen Substance Abuse session cohosted by the Santa Clara County, Los Altos School District and the City of Los Altos.

Mayor Enander thanked Chief Averiett and Captain Krauss Katie for attending a saft planning meeting at Montclair School. Mayor Enander shared that she attended a meeting with the former Mayor of Los Angeles Antonio Villaraigosa discussing the Government budgeted amount for infrastructure for next year.

Council Member Lee Eng reported that the new Teen Center is open and the Youth Commission is working on bringing attention to this space soon.

Council Member Lee Eng inquired as to the Cities Association JPA. City Attorney Houston indicated that the Cities Association JPA is still a draft but that it is slated to come to Council for their review and approval. Council requested to have this brought as a Discussion Item.

Council Member Lee Eng asked for a review of all City ordinances or policies that provide benefits to any group or person such as waivers, grants, or aid, which was supported by Mayor Enander.

Council Member Lee Eng asked for review of the pedestrian safety traffic congestion at Foothill Expressway, Main and 1st Street intersection. City Manager Engeland indicated that this will come back to Council as an Informational Item. Council Member Weinberg requested for City Manager England to research all intersections at Foothill Expressway.

Vice Mayor Meadows requested the Council take a position on the issue of reproductive rights addressed within Proposition 1, which received support from Council Member Fligor and Weinberg.

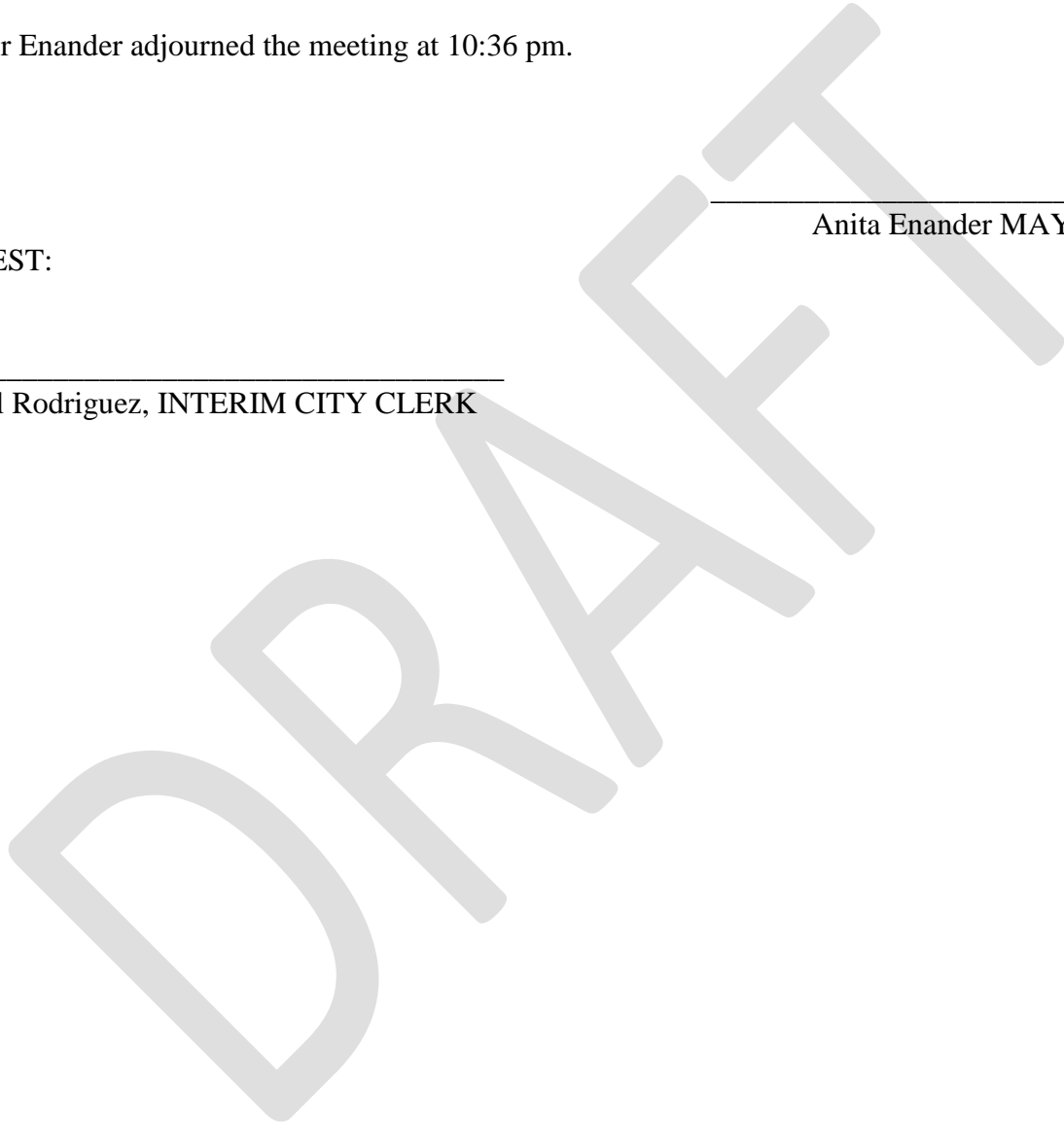
ADJOURNMENT

Mayor Enander adjourned the meeting at 10:36 pm.

Anita Enander MAYOR

ATTEST:

Angel Rodriguez, INTERIM CITY CLERK





AGENDA REPORT SUMMARY

October 25, 2022

This item was placed on the Council agenda per Council’s request. Staff requests that Council provide direction to Staff regarding Proposition 1 on the November 2022 Election Ballot.

City Manager

CJ

Reviewed By:

City Attorney

JH

Finance Director

SE



PROPOSITION 1

Constitutional Right to Reproductive Freedom. Legislative Constitutional Amendment.

ANALYSIS OF MEASURE

BACKGROUND

Federal Law

Due to Recent Court Case, Right to Abortion No Longer Protected by U.S. Constitution. In the past, the U.S. Supreme Court found that the U.S. Constitution generally protected the right to abortion. As a result, states had limited ability to place restrictions on abortions. However, in June 2022, the U.S. Supreme Court decided that the U.S. Constitution does not protect the right to abortion. As such, states now have more flexibility to decide whether to allow, limit, or ban abortions.

Federal Law Protects Rights to Contraceptives. The U.S. Supreme Court has found that the U.S. Constitution protects the right to buy and use contraceptives (such as condoms, birth control pills, and other birth control products). In addition, federal law requires most health insurance plans to pay for contraceptives.

State Law

State Law Provides Right to Reproductive Privacy. The California Constitution guarantees everyone the right to privacy but does not define what this right includes. However, the California Supreme Court has found that this right to privacy includes the right to make reproductive choices, such as whether or not to have an abortion or use contraceptives. In addition, state law was later passed to expressly protect these rights.

State Law Places Some Restrictions on Abortions. Because of the way California courts have interpreted the right to privacy, the state can only restrict abortions when needed to meet certain state interests such as public health and safety. For example, California law requires abortion providers to be licensed. In addition, abortions can only be performed on a viable fetus if the pregnancy puts the health or life of the person who is pregnant at risk. Under state law, a fetus is considered viable if the fetus likely would be able to survive outside the uterus.

State Helps Pay for Health Care for Many Californians

California Provides Health Care to Many Low-Income Californians. The federal-state Medicaid program, known as Medi-Cal in California, provides health coverage to eligible low-income California residents. Health care services covered by Medi-Cal include abortions and contraceptives. The state and federal government share the cost of most Medi-Cal services including contraceptives. However, the state pays the full cost of abortions provided through Medi-Cal.

Many Californians Purchase Health Insurance Through Covered California. About 2 million Californians buy health insurance plans through the state's health insurance market, Covered California. Health care services covered by these plans include abortions and contraceptives. For most people enrolled in Covered California, the state and federal government help pay for at least some of the cost of buying these plans. However, the state alone pays for the cost of the plans to cover abortions for these people.

PROPOSAL

Proposition 1 changes the California Constitution to say that the state cannot deny or interfere with a person's reproductive freedom and that people have the fundamental right to choose:

- Whether or not to have an abortion.
- Whether or not to use contraceptives.

FISCAL EFFECTS

No Direct Fiscal Effect. Proposition 1 would change the California Constitution to expressly include existing rights to reproductive freedom. Because these rights already exist in California, the proposition would have no direct fiscal effect. However, whether a court might interpret the proposition to expand reproductive rights beyond existing law is unclear. If a court finds that the proposition expands these rights, there could be fiscal effects to the state.

YES/NO STATEMENT

A **YES** vote on this measure means: The California Constitution would be changed to expressly include existing rights to reproductive freedom—such as the right to choose whether or not to have an abortion and use contraceptives.

A **NO** vote on this measure means: The California Constitution would not be changed to expressly include existing rights to reproductive freedom. These rights, however, would continue to exist under other state law.

SUMMARY OF LEGISLATIVE ANALYST'S ESTIMATE OF NET STATE AND LOCAL GOVERNMENT FISCAL IMPACT

- No direct fiscal effect because reproductive rights already are protected by state law.

BALLOT LABEL

Fiscal Impact: No direct fiscal effect because reproductive rights already are protected by state law.

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of October 4, 2022

RESOLUTION NO. 22-120

Resolution Support Access to Reproductive Health Services and California Proposition 1 - Right to Reproductive Freedom Amendment

WHEREAS, the County of Humboldt supports the ability of all residents to access appropriate and affordable healthcare; and

WHEREAS, the County of Humboldt, through its County-Organized Health System and the public health programs it administers, strives to improve the lives of everyone in Humboldt County, and to provide services and outreach to build trust with women, particularly women of color, low-income women and gender nonconforming individuals, and these programs and efforts would be impaired by government actions that criminalize abortion and deter women from seeking needed health care; and

WHEREAS, with the recent U.S. Supreme Court decision *Dobbs v. Jackson Women’s Health Organization*, which overturned the long-standing precedent of *Roe v. Wade*, the ability of individuals to safely access reproductive and other healthcare services is now significantly threatened across the United States; and

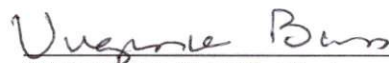
WHEREAS, with the continued proliferation of laws restricting, prohibiting, and even criminalizing abortion in multiple states, individuals will now be forced to leave their home communities and primary health care providers to travel to other states including California to receive necessary reproductive health care services in the coming months and years; and

WHEREAS, California has a history of assuring safe access to abortion and contraception through structural supports, such as Medicaid and public health programs, that assist all residents with the reproductive health care and contraceptive services they need, and these programs have resulted in a significant reduction in teen pregnancy, as well as reduced disparities in reproductive health care based on race, ethnicity, and socio-economic status; and

WHEREAS, the Humboldt County Board of Supervisors supports efforts that ensure individuals have access to abortions, including supporting and encouraging voters to vote in favor of California’s Proposition 1.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Supervisors supports California’s Proposition 1, and supports the rights of all residents to access reproductive health services.

Dated: October 4, 2022



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Madrone, seconded by Supervisor Wilson, and the following vote:

AYES: Supervisors -- Bohn, Bushnell, Bass, Wilson, Madrone
 NAYS: Supervisors --
 ABSENT: Supervisors --
 ABSTAIN: Supervisors --

STATE OF CALIFORNIA)
 County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

By NICOLE TURNER
 Deputy Clerk of the Board of Supervisors of the
 County of Humboldt, State of California

RESOLUTION NO. 2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
SUPPORTING PROPOSITION 1 ON THE NOVEMBER 2022 ELECTION
BALLOT**

WHEREAS, limiting access to reproductive healthcare, including systematically stripping birthing people of access to abortion, is not only a transgression against basic human reproductive rights but is also an assault on dignity and autonomy; and

WHEREAS, *Roe v. Wade*, the landmark SCOTUS decision recognizing and confirming the “right to privacy” in the federal Constitution protects the right for pregnant people to choose to have an abortion prior to viability was overturned on June 24, 2022; and

WHEREAS, dozens of states have already taken legal action to limit or ban abortion, potentially stripping millions of people of reproductive care and endangering thousands of healthcare workers, including nurses and doctors who have dedicated their lives to caring for those in need; and

WHEREAS, the demand for abortion access will not change, which is why this healthcare procedure should be made available to for birthing mothers in the state of California; and

WHEREAS, no public funds shall be used in the campaign for or against the proposition.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos declares its full support of Proposition 1 allowing the California Constitution to be changed to expressly include existing rights to reproductive freedom.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 25th day of October 2022 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK

RESOLUTION NO. 2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
OPPOSING PROPOSITION 1 ON THE NOVEMBER 2022 ELECTION BALLOT**

WHEREAS, *Roe v. Wade*, the United States Supreme Court decision recognizing and confirming the “right to privacy” in the federal Constitution protects the right for pregnant people to choose to have an abortion prior to viability was overturned on June 24, 2022; and

WHEREAS, dozens of states have already taken action to limit or ban abortion; and

WHEREAS, no public funds shall be used in the campaign for or against the proposition.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos urges a NO vote on Proposition 1 leaving the California Constitution unchanged to not expressly include existing rights to reproductive freedom.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 25th day of October 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK



PUBLIC CORRESPONDENCE

The following is public correspondence received by the City Clerk’s Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email PublicComment@losaltosca.gov

From: [Cindy Sidaris](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM 8 - 10/25/2022
Date: Thursday, October 20, 2022 3:57:32 PM

A person's right to control their own body, their own life, and their own health is vitally important. NO government official or entity should EVER be involved in any decision related to a person's health, body, reproduction, or contraceptive choices.

Since the City Council has chosen to make a statement about Proposition 1, "Constitutional Right To Reproductive Freedom", I strongly urge you to support the **Resolution in Favor of Prop 1.**

Thank you,
Cindy Sidaris
Los Altos resident



PUBLIC CORRESPONDENCE

The following is public correspondence received by the City Clerk’s Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

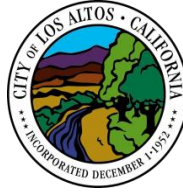
To send correspondence to the City Council, on matters listed on the agenda please email PublicComment@losaltosca.gov

From: [Brigid Madden](#)
To: [Public Comment](#)
Subject: Public Comment - Agenda Item #8 - Council Meeting October 25 2022
Date: Tuesday, October 25, 2022 6:13:49 PM

A person's right to control their own body, their own life, and their own health is supremely important. No government official or entity should be involved in any decision related to a person's health, body, reproduction, or contraceptive choices.

I urge members of the City Council of the City of Los Altos to support the Resolution in Favor of Prop 1.

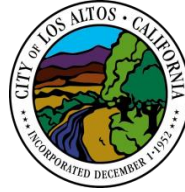
Thank you,
Brigid Madden
Resident



City of Los Altos 2022 Tentative Council Agenda Calendar
October 17, 2022

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept/ Date of request to add.
November 15, 2022	Closed Session @ 6 pm		
	REGULAR COUNCIL MEETING		
	Commission Appointments Process	Discussion	Anthony C
	Current Reach Code extension	Public Hearing	Nick
	Assembly Bill AB 1276	Public Hearing	Aida
	MRP 3.0 Overview of new reqs	Consent	Aida
	Updated to Dec Council Meeting dates	Discussion	Angel
	Conflict interest code update	Consent	Angel & HR
	Developer Fee Report	Info Only	June
	Cities Association JPA	Discussion	Jon
	1st Quarter report FY 2022/2023 – Investment Report	Consent	June
November 29, 2022	Study Session – Downtown Vision; – 6 pm start	Study Session	Anthony C
November 29, 2022	REGULAR COUNCIL MEETING		
	Raising Flag Policy	Discussion	Anthony C
	Ceding time	Consent	Anthony
	Developer Fee Report	Consent	June



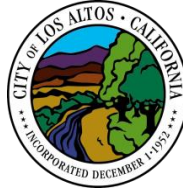
City of Los Altos Tentative Council Agenda Calendar
October 17, 2022

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Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
	Current Reach Code extension (second reading)	Public Hearing	Nick
	Contract Award: Construction Documents and Construction administration for EOC	Consent	Jim
	Design Contract for S 1 st street scape	Consent	Jim
	December 13, 2022	Special meeting REORG.	
	Stale Check Report	Consent	June

Future Agenda Topics To Be Scheduled....

Proposed City policy that modifies the environmental analysis standard for circulation impacts from a Level of Service (LOS) analysis to a Vehicle Miles Traveled (VMT) analysis.	Public Hearing	
League of California Cities – Role and Representation	Presentati on/Discu ssion	Council Initiated



City of Los Altos Tentative Council Agenda Calendar
October 17, 2022

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
	Subcommittee on Grants		NF 03.25.2022
	Comprehensive multi-modal traffic study (analysis of recent projects projected parking, trip generation, & traffic impacts to actuals; ECR impacts should include adjacent streets)		ES
	PCI Report		
	Funding mechanisms for housing and housing programs		
	Open Government Cmte		
	MWENDO		
	Dark Skies Ordinance (LLE/AE/NF 7/12)		
	Holidays to be referenced on employee rules	Consent	HR
	Request for Park in Lieu funds; Shade Structure	Consent	Manny
	Restriction of Fire Arms on Public Property (JW/NF/AE 7/12)	Discussion	January 2022