



**TOWN OF LOS GATOS
COUNCIL MEETING AGENDA
AUGUST 16, 2022
TELECONFERENCE
7:00 PM**

*Rob Rennie, Mayor
Maria Ristow, Vice Mayor
Mary Badame, Council Member
Matthew Hudes, Council Member
Marico Sayoc, Council Member*

PARTICIPATION IN THE PUBLIC PROCESS

How to participate: The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item on the agenda, please follow the participation instructions on page 2 of this agenda. If you wish to speak to an item NOT on the agenda, you may do so during the “Verbal Communications” period, by following the participation instructions on page 2 of this agenda. The time allocated to speakers may change to better facilitate the Town Council meeting.

Effective Proceedings: The purpose of the Town Council meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town’s meeting guidelines while attending Town Council meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code. Disruptive conduct is not tolerated, including but not limited to: addressing the Town Council without first being recognized; interrupting speakers, Town Council or Town staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

Deadlines for Public Comment and Presentations are as follows:

- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email, to the Clerk’s Office no later than 3:00 p.m. on the day of the Council meeting.
- Persons wishing to submit written comments to be included in the materials provided to Town Council must provide the comments as follows:
 - For inclusion in the regular packet: by 11:00 a.m. the Thursday before the Council meeting
 - For inclusion in any Addendum: by 11:00 a.m. the Monday before the Council meeting
 - For inclusion in any Desk Item: by 11:00 a.m. on the day of the Council Meeting

***Town Council Meetings Broadcast Live on KCAT, Channel 15 (on Comcast) on the 1st and 3rd Tuesdays at 7:00 p.m.
Rebroadcast of Town Council Meetings on the 2nd and 4th Mondays at 7:00 p.m.
Live & Archived Council Meetings can be viewed by going to:
www.LosGatosCA.gov/TownYouTube***

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]

**TOWN OF LOS GATOS
COUNCIL MEETING AGENDA
AUGUST 16, 2022
TELECONFERENCE
7:00 PM**

IMPORTANT NOTICE

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.). Consistent with AB 361 and Town of Los Gatos Resolution 2021-044, this meeting will not be physically open to the public and the Council will be teleconferencing from remote locations. Members of the public can only participate in the meeting by joining the Zoom webinar (log in information provided below).

PARTICIPATION

To provide oral comments in real-time during the meeting:

- **Zoom webinar:** Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://losgatosca.gov.zoom.us/j/89591839805?pwd=a0FZdkdRaDZ2MU1HbmtrdHZVMWtEdz09>
Passcode: 459256. You can also type in 895 9183 9805 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- **Join by telephone:** Join by Telephone: Dial: USA 877 411 9748 US Toll-free or 636 651 3128 US Toll. Conference code: 363432

When the Mayor announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.

When called to speak, you will be asked to provide your full name and your town/city of residence. This identifying information is optional and not a requirement for participation. Please limit your comments to three (3) minutes, or such other time as the Mayor may decide, consistent with the time limit for speakers at a Council meeting.

If you wish to speak to an item or items on the Consent Calendar, please state which item number(s) you are commenting on at the beginning of your time.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non-Agenda Item.” Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

REMOTE LOCATION PARTICIPANTS *The following Council Members are listed to permit them to appear electronically or telephonically at the Town Council meeting: MAYOR ROB RENNIE, VICE MAYOR MARIA RISTOW, COUNCIL MEMBER MARY BADAME, COUNCIL MEMBER MATTHEW HUDES, and COUNCIL MEMBER MARICO SAYOC. All votes during the teleconferencing session will be conducted by roll call vote.*

RULES OF DECORUM AND CIVILITY

To conduct the business of the community in an effective and efficient manner, please follow the meeting guidelines set forth in the Town Code and State law.

The Town does not tolerate disruptive conduct, which includes but is not limited to:

- addressing the town Council without first being recognized;
- interrupting speakers, Town Council, or Town staff;
- continuing to speak after the allotted time has expired;
- failing to relinquish the microphone when directed to do so;
- repetitiously addressing the same subject.

Town Policy does not allow speakers to cede their commenting time to another speaker. Disruption of the meeting may result in a violation of Penal Code 403.

MEETING CALL TO ORDER

ROLL CALL

PRESENTATIONS

- i. Commendation for Cherie Strand, Outgoing Counter Technician.

CLOSED SESSION REPORT

COUNCIL / MANAGER MATTERS

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Council may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Mayor asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 2 of this agenda. If an item is removed, the Mayor has the sole discretion to determine when the item will be heard.)*

1. Approve Draft Minutes of the August 2, 2022 Closed Session Town Council Meeting.
2. Approve Draft Minutes of the August 2, 2022 Town Council Meeting.
3. Adopt a Resolution Reaffirming Resolution 2021-044 Regarding Brown Act Compliance and Teleconferencing and Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, During the COVID-19 Pandemic.

4. Receive the Fourth Quarter Investment Report (April through June 2022) for Fiscal Year 2021/22.
5. Authorize a Budget Adjustment in the Amount of \$15,480 to Cover the Additional Work for Rincon Consultants, Inc. as Proposed by Mintier Harnish for a Not To Exceed Total of \$319,562.
6. Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with Interwest Consulting Group to Include Supplemental Planning Division Consultant Services.
7. Approve an Amendment to the Temporary Salary Schedule for the Classification of Project Manager.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Town Council on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Mayor, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

8. Receive the Information Provided in the Police Services Information: January – July 2022.
9. Receive Information on Town Operational Efficiencies and Provide Potential Direction.
10. Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process to Specific Capital Projects and Approve a Budget Adjustment Transferring \$2,900,000 of General Fund Balance Anticipated to be Available in FY 22/23 from the American Rescue Plan Act (ARPA) Allocated “Replacement” Revenues Recognized in the General Fund in Accordance with the Lost Revenue Provisions of the Act to the General Fund Appropriated Reserve (GFAR).

ADJOURNMENT *(Council policy is to adjourn no later than midnight unless a majority of Council votes for an extension of time).*

Writings related to an item on the Town Council meeting agenda distributed to members of the Council within 72 hours of the meeting are available for public inspection at the front desk of the Los Gatos Town Library, located at 100 Villa Avenue, and are also available for review on the official Town of Los Gatos website.

Note: The Town of Los Gatos has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a decision of the Town Council must be brought within 90 days after the decision is announced unless a shorter time is required by State or Federal law.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 1

DRAFT

**Minutes of the Town Council Special Meeting - Closed Session
August 2, 2022**

The Town Council of the Town of Los Gatos conducted a special meeting utilizing teleconference and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Town of Los Gatos Resolution 2021-044 on Tuesday, August 2, 2022, to hold a Closed Session at 5:15 p.m.

MEETING CALLED TO ORDER AT 5:23 P.M.

ROLL CALL

Present: Mayor Rob Rennie, Vice Mayor Maria Ristow, Council Member Mary Badame, Council Member Matthew Hudes, Council Member Marico Sayoc (all participating remotely).

Absent: None

VERBAL COMMUNICATIONS

None.

THE TOWN MOVED TO CLOSED SESSION ON THE FOLLOWING ITEM:

1. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 case.
2. Public Employee Appointment, Employment, Evaluation of Performance, Discipline, and Dismissal
[Government Code Section 54957(b)(1)]
Titles: Town Manager and Town Attorney

Conference with Labor Negotiator
(Government Code Section 54957.6)
Town Negotiator: Salina Flores, Human Resources Director
Unrepresented Employees: Town Manager and Town Attorney

PAGE 2 OF 2

SUBJECT: Draft Minutes of the Town Council Special Meeting of August 2, 2022

DATE: August 3, 2022

ADJOURNMENT

Closed Session adjourned at 6:17 p.m.

Attest:

Submitted by:

Jenna De Long, Deputy Town Clerk

Laurel Prevetti, Town Manager



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 2

**DRAFT
Minutes of the Town Council Meeting
August 2, 2022**

The Town Council of the Town of Los Gatos conducted a regular meeting utilizing teleconference and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Town of Los Gatos Resolution 2021-044 on Tuesday, August 2, 2022 at 7:00 p.m.

MEETING CALLED TO ORDER AT 7:00 P.M.

ROLL CALL

Present: Mayor Rob Rennie, Vice Mayor Maria Ristow, Council Member Mary Badame, Council Member Matthew Hudes, Council Member Marico Sayoc (all participating remotely).

Absent: None

PRESENTATIONS

- i. Commendation for Shelley Neis, the outgoing Town Clerk

Mayor Rennie presented a commendation to Shelley Neis, outgoing Town Clerk.

CLOSED SESSION REPORT

Town Attorney Whelan stated Council met as duly noted on the agenda on August 2, 2022, and no action was taken deemed reportable under the Brown Act.

COUNCIL/TOWN MANAGER REPORTS

Council Matters

- Council Member Hudes stated he attended the Summer Promenades, Symphony in the Park, Senior Service Committee meeting, a community meeting on Business License Tax Modernization, Los Gatos-Saratoga Recreation Senior Picnic, Silicon Valley Regional Interoperability Authority (SVRIA) meeting, Finance Commission special meeting, and toured the Los Altos Community Center.
- Council Member Sayoc stated she attended the Sounds of Summer and announced the Cities Association will consider a draft Joint Power Authority (JPA) on a future agenda.
- Vice Mayor Ristow stated she attended the Summer Promenades, Jazz on the Plazz, Symphony in the Park, filled in for Mayor Rennie for the West Valley Mayors and Managers meetings, and the Symphony in the Park welcome announcement, and announced the Silicon Valley Bike Summit will be held on August 18.

Council Matters – continued

- Council Member Badame stated she attended the Summer Promenades, a community meeting on Business License Tax Modernization, Finance Commission special meeting as an observer, Drums in the Park, met with the Chair of the Community Health and Senior Services Commission (CHSSC), and met with the Chair of Senior Services Committee,
- Mayor Rennie stated he attended Cities Association Legislative Action Committee, Bay Area Air Quality Management District (BAAQMD) Board meetings, visited an accessory dwelling unit (ADU) model by SYMBiHOM, was a witness in court for the Roland Lebron Valley Transportation Agency case, chaired the BAAQMD Legislative Committee meeting, did the Polenteria Ribbon Cutting, attended Music in the Park, met with Los Gatos High School Superintendent, met with a Napa Council Member Liz Alessio regarding parklets, and attended Finance Commission and Silicon Valley Clean Energy Authority (SVCEA) Finance and Admin Committee.

Manager Matters

- Announced Coffee with a Cop will take place on August 11 from 7:30 am - 10 am at the Blvd Café.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Draft Minutes of the June 20, 2022 Special Town Council Meeting.
2. Approve Draft Minutes of the June 21, 2022 Town Council Meeting.
3. Approve Draft Minutes of the June 28, 2022 Special Town Council Meeting.
4. Approve Draft Minutes of the June 30, 2022 Closed Session Town Council Meeting
5. Approve Draft Minutes of the June 30, 2022 Special Town Council Meeting.
6. Approve Draft Minutes of the July 12, 2022 Town Council Closed Session Meeting.
7. Approve Draft Minutes of the July 12, 2022 Town Council Special Meeting.
8. Adopt a Resolution Reaffirming Resolution 2021-044 Regarding Brown Act Compliance and Teleconferencing and Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, During the COVID-19 Pandemic. **RESOLUTION 2022-050**
9. Appoint Council Member Marico Sayoc as the Town's Voting Delegate for the League of California Cities Annual Conference Scheduled for September 7 - 9, 2022 in Long Beach.
10. Adopt a Resolution to Rescind Resolution 2019-033 and Replace It for Consistency with Town Council Policy 04-06: Purchasing Policy, and Accept Report on Town Manager Approved Actions During the 2022 Town Council Legislative Recess. **RESOLUTION 2022-051**
11. Approve a Second Contract Amendment with AP&I Design, Inc in the Amount of \$23,808 for a Total Contract Amount Not to Exceed \$115,000 for Capital Improvement Project 813-0235 Downtown Streetscape Revitalization/Economic Recovery Efforts.
12. Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the Fiscal Year 2021/22 Curb, Gutter, and Sidewalk Maintenance Project (CIP No. 813-9921), Completed by Spencon Construction, and Authorize the Town Clerk to File for Recordation.

Consent Items – continued

13. Authorize the Town Manager to Execute a Four-Year Agreement for Services with Universal Site Services for Enhanced Downtown Garbage, Recycling, and Pizza Box Receptacle Collection and Cleaning Services in an Amount of \$45,961.06 for the Fiscal Year 2022/23, with a Succeeding Annual Base Amount of \$56,336.28, for a Total Agreement Base Amount Valued at \$214,969.90 Prior to Any Future Increase Adjustments Made for Consumer Price Index (CPI).
14. Authorize the Town Manager to Execute an Agreement for Services with S & H Construction Inc. for the Corporation Yard Building Replacement Project (CIP No. 821-2302) at 41 Miles Avenue for a Total Agreement Amount Not to Exceed \$999,180 Including 30% for Unanticipated Services.
15. Adopt a Resolution Summarily Vacating Public Utility Easement at 112 Wilder Avenue and 115 North Santa Cruz Avenue. **RESOLUTION 2022-052**

Opened public comment.

No one spoke.

Closed public comment.

MOTION: Motion by Vice Mayor Ristow to approve Consent Items 1 through 15. **Seconded** by Council Member Sayoc.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

Lee Quintana

- Requested the Council reconsider the adoption of the 2040 General Plan.

PUBLIC HEARINGS

16. Consider Objections to the 2022 Weed Abatement Program Assessment Report and Adopt a Resolution Confirming the Report and Authorizing Collection of the Assessment Charges.
RESOLUTION 2022-053

Meredith Johnston, Administrative Analyst, presented the staff report.

Opened public comment.

No one spoke.

Closed public comment.

Public Hearing Item #16 – continued

MOTION: Motion by Council Member Badame to adopt a resolution (attachment 2) confirming the report and authorizing the collection of the assessment charges.
Seconded by Council Member Hudes.

VOTE: Motion passed unanimously.

OTHER BUSINESS

17. Approve Revisions as Recommended by the Policy Committee to Town Council Policy 2- 11: Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum.

Laurel Prevetti, Town Manager, presented the staff report.

Opened public comment.

No one spoke.

Closed public comment.

MOTION: Motion by Council Member Hudes to adopt option 3 (attachment 3) as redlined.
Seconded by Council Member Sayoc.

VOTE: Motion passed unanimously.

18. Adopt a Resolution of the Council of the Town of Los Gatos for Model 3, Calling a Municipal Election for November 8, 2022, Requesting that the County Consolidate the Municipal Election with the General Election on November 8, 2022, and Submitting to the Qualified Electors of the Town at the November 8, 2022 Consolidated General Election a Measure to Amend Chapter 14 of the Los Gatos Town Code Relating to Business License Taxes.

Arn Andrews, Assistant Town Manager, presented the staff report.

Opened public comment.

Janet, Black Cat Hats

- Commented on the budget deficit.

Catherine Somers, Chamber of Commerce Executive Director

- Commented in support of a smaller tax than the Finance Commission recommendation.

PAGE 5 OF 5

SUBJECT: Draft Minutes of the Town Council Meeting of August 2, 2022

DATE: August 2, 2022

Other Business Item #18 – continued

Closed public comment.

MOTION: Motion by **Council Member Hudes** to return at a special meeting prior to August 12 with a draft resolution revising Model 3 to encompass a 120% tax increase in E-Commerce, Manufacturing, Wholesaling, and Jobbing gross receipts, a 40% increase in Retailing gross receipts, a 30% increase for flat fees, and implement an ongoing Bay Area Consumer Price Index (CPI) adjustment to account for future inflation on flat fees. **Seconded** by **Council Member Badame**.

VOTE: Motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 8:49 p.m.

Respectfully submitted:

Jenna De Long, Deputy Clerk



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 3

DATE: August 10, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Adopt a Resolution Reaffirming Resolution 2021-044 Regarding Brown Act Compliance and Teleconferencing and Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, During the COVID-19 Pandemic

RECOMMENDATION:

Adopt a Resolution reaffirming Resolution 2021-044 and making findings pursuant to Government Code Section 54953, as amended by Assembly Bill 361, and authorizing the continued use of virtual meetings due to health and safety concerns for the public.

BACKGROUND:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings expired on September 30, 2021.

DISCUSSION:

AB 361 was signed into law by the Governor on September 16, 2021, and went into effect immediately upon signing. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021, expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on State or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees.

PREPARED BY: Wendy Wood
Town Clerk

Reviewed by: Town Manager, Assistant Town Manager, and Town Attorney

DISCUSSION (Cont):

AB 361 requires Public agencies to make findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter that a state of emergency

still exists and continues to directly impact the ability of the members to meet safely in person, or that officials continue to impose or recommend measures to promote social distancing.

Town Council adopted Resolution 2021-044 on October 5, 2021 regarding Brown Act compliance and teleconferencing pursuant to Government Code Section 54953, as amended by AB 361, and adopted resolutions on the following dates reaffirming Resolution 2021-044:

- November 2, 2021 adopted Resolution 2021-046
- November 16, 2021 adopted Resolution 2021-048
- December 7, 2021 adopted Resolution 2021-054
- December 21, 2021 adopted Resolution 2021-059
- January 18, 2022 adopted Resolution 2022-001
- February 1, 2022 adopted Resolution 2022-003
- February 15, 2022 adopted Resolution 2022-004
- March 1, 2022 adopted Resolution 2022-006
- March 15, 2022 adopted Resolution 2022-009
- April 5, 2022 adopted Resolution 2022-013
- April 19, 2022 adopted Resolution 2022-017
- May 3, 2022 adopted Resolution 2022-021
- May 17, 2022 adopted Resolution 2022-031
- June 7, 2022 adopted Resolution 2022-032
- June 21, 2022 adopted Resolution 2022-037
- July 12, 2022 adopted Resolution 2022-048
- August 2, 2022 adopted Resolution 2022-050

CONCLUSION:

Adopt a Resolution reaffirming Resolution 2021-044 making findings pursuant to Government Code Section 54953, as amended by Assembly Bill 361, and authorizing the continued use of virtual meetings. If adopted, virtual meetings may continue for all Town Boards, Commissions, and Committees.

COORDINATION:

This report was coordinated with the Town Attorney and Town Manager's offices.

PAGE 3 OF 3

SUBJECT: Adopt a Resolution Regarding Brown Act Compliance and Teleconferencing

DATE: July 26, 2022

FISCAL IMPACT:

There will be no fiscal impact to the Town at this time.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Draft Resolution

RESOLUTION 2022-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS REAFFIRMING RESOLUTION 2021-044 REGARDING BROWN ACT COMPLIANCE AND TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, DURING THE COVID-19 PANDEMIC

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 12, 2020, the Town Manager of Los Gatos acting in the capacity of Town of Director of Emergency Services, issued a Proclamation of Local Emergency; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Brown Act (California Government Code Section 54950 et seq.) so that local legislative bodies can hold public meetings via teleconference (with audio or video communications, without a physical meeting location), as long as the meeting agenda identifies the teleconferencing procedures to be used; and

WHEREAS, on March 17, 2020, the Town Council of the Town of Los Gatos ratified the Proclamation of Local Emergency as set forth in Resolution 2020-008 and remains in full force and effect to date; and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended the provision of N-29-20 concerning the conduct of public meetings through September 30, 2021, and the Governor subsequently signed legislation revising Brown Act requirements for teleconferenced public meetings (Assembly Bill 361, referred to hereinafter as “AB 361”); and

WHEREAS, on September 16, 2021 Governor Newsom signed AB 361, which added subsection (e) to Government Code section 54953 of the Brown Act, and makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

ATTACHMENT 1

WHEREAS, the Town Council of the Town of Los Gatos approved Resolution No. 2021-044 on October 5, 2021 declaring the need for the Town Council, Boards, Commissions, and Committees to continue to meet remotely in order to ensure the health and safety of the public; and

WHEREAS, the Town of Los Gatos remains in a state of emergency due to the continuing spread of COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated, or are at a higher risk of severe illness due to COVID-19; and

WHEREAS, that the Santa Clara County Public Health Department continues to recommend that public bodies meet remotely to the extent possible; and

WHEREAS, the Town's public meeting facility is indoor and not designed to ensure circulation of fresh/outdoor air, and not designed to ensure that attendees can remain six (6) feet apart; and

WHEREAS, holding in-person meetings would encourage community members to come to Town facilities to participate in local government, and some of them would be at high risk of severe illness due to COVID-19; and

WHEREAS, technology exists that allows full participation from members of the public without requiring in-person attendance at a Town Council, Board, Commission, or Committee meeting.

WHEREAS, the Town Council has considered all information related to this matter, including the associated staff report and other information relating to COVID-19 provided at prior public meetings of the Town Council; and

WHEREAS, the Town Council now desires to adopt a Resolution finding that the requisite conditions continue to exist for the legislative bodies of the Town of Los Gatos, as defined in the Brown Act, to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE:

1. The Town Council hereby finds that the fact set forth in the above recitals and as contained in Resolution 2021-044 are true and correct, and establish the factual basis for the adoption of this Resolution;
2. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19 and as a result of that emergency,

meeting in person would present imminent risks to the health or safety of attendees of in-person meetings of this legislative body and all Town advisory bodies within the meaning of California Government Code section 54953(e)(1).

3. Under the present circumstances, including the risks mentioned in the preceding paragraph, the Town Council determines that authorizing teleconferenced public meetings consistent with Assembly Bill 361 is necessary and appropriate.

4. Staff are directed to take all actions necessary to implement this Resolution for all Town meetings in accordance with the foregoing provisions and the requirements of Government Code section 54953, as amended by Assembly Bill 361, including but not limited to returning for ratification of this Resolution every 30 days after teleconferencing for the first time pursuant to Assembly Bill 361 for so long as either of the following circumstances exists: (a) the state of emergency continues to directly impact the ability of this legislative body to meet in person; and/or (b) state or local officials, including but not limited to the County Health Officer, continue to impose or recommend measures to promote social distancing.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 16th day of August 2022, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 4

DATE: August 1, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Receive the Fourth Quarter Investment Report (April through June 2022) for Fiscal Year 2021/22

RECOMMENDATION:

Receive the Fourth Quarter Investment Report (April through June 2022) for Fiscal Year 2021/22.

DISCUSSION:

The Finance Commission received this report on August 8, 2022 and had no comments.

As of June 30, 2022, the Town's weighted portfolio yield was 1.37% which trended approximately 51 basis points above the Local Agency Investment Fund (LAIF) yield of 0.86%. This favorable yield differential to LAIF was primarily due to the LAIF portfolio's lower weighted average maturity (WAM) of 311 days versus the Town's longer WAM of 453 days. The Town's weighted average rate of return of 1.37% for the close of the fourth quarter is 21 basis points better than the 1.16% return at the close of the third quarter.

During the fourth quarter, LAIF yields climbed from 37 basis points to 86 basis points through the end of June 2022. Staff in coordination with the Town's investment advisor continued primarily replacing maturing investments in shorter to medium term maturities in the two- to three-year maturity range. These investments capture current yields that exceed the rates expected to be earned in the State Local Agency Investment Fund (LAIF) pool during that same time period. The State LAIF pool typically lags the market when current market yields are either increasing or decreasing.

Interest rates rose across the yield curve in the quarter, especially in the short-term maturity range of six months to two years. The rise in short term rates was influenced by a 75-basis

PREPARED BY: Gitta Ungvari
Interim Finance Director

Reviewed by: Town Manager, Town Attorney and Assistant Town Manager

PAGE 2 OF 2

SUBJECT: Receive the Fourth Quarter Investment Report (April through June 2021) for
Fiscal Year 2021/22

DATE: August 9, 2022

DISCUSSION (continued):

point interest rate hike instead of a 50-basis point hike at the June 15 Federal Open Market Committee meeting.

It was the largest interest rate move by the Federal Reserve since 1994, taking the federal funds rate to a range of 1.5-1.75%. The Federal Open Market Committee statement offered “the Committee decided to raise the target range for the federal funds rate to 1-1/2 to 1-3/4 percent and anticipates that ongoing increases in the target range will be appropriate.”

CONCLUSION:

Staff recommends that the Finance Commission receive the Fourth Quarter Investment Report (April through June 2022) for Fiscal Year 2021/22.

Attachment:

1. Fourth Quarter Investment Report for FY 2021/22 (April through June 2022)

Town of Los Gatos
Summary Investment Information
June 30, 2022

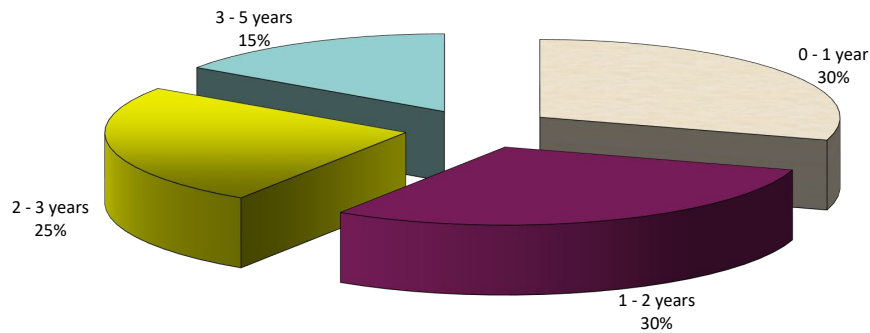
Weighted Average YTM Portfolio Yield: **1.37%** **Weighted Average Maturity (days)** **453**

	<u>This Month</u>	<u>Last Month</u>	<u>One year ago</u>
Portfolio Balance	\$72,886,943	\$76,336,706	\$67,951,235

Benchmarks/ References:

Town's Average Yield	1.37%	1.27%	1.37%
LAIF Yield for month	0.86%	0.68%	0.26%
3 mo. Treasury	1.71%	1.08%	0.05%
6 mo. Treasury	2.52%	1.58%	0.06%
2 yr. Treasury	2.96%	2.56%	0.25%
5 yr. Treasury (most recent)	3.04%	2.82%	0.89%
10 Yr. Treasury	3.02%	2.85%	1.50%

Portfolio Maturity Profile

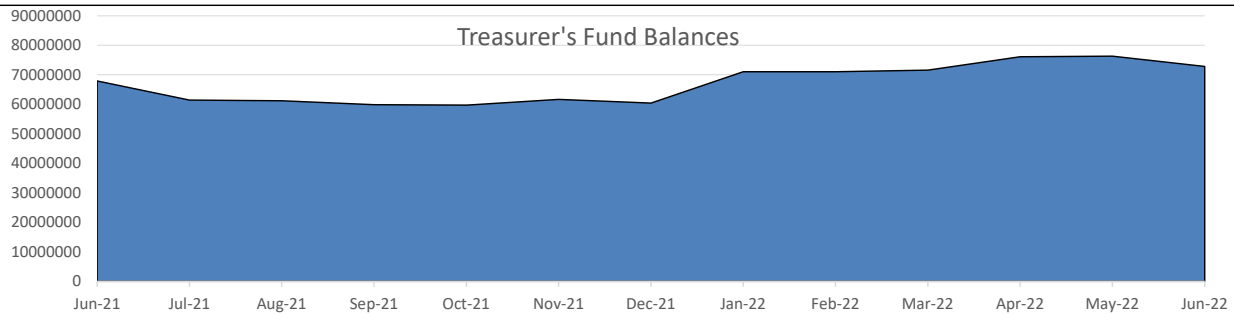
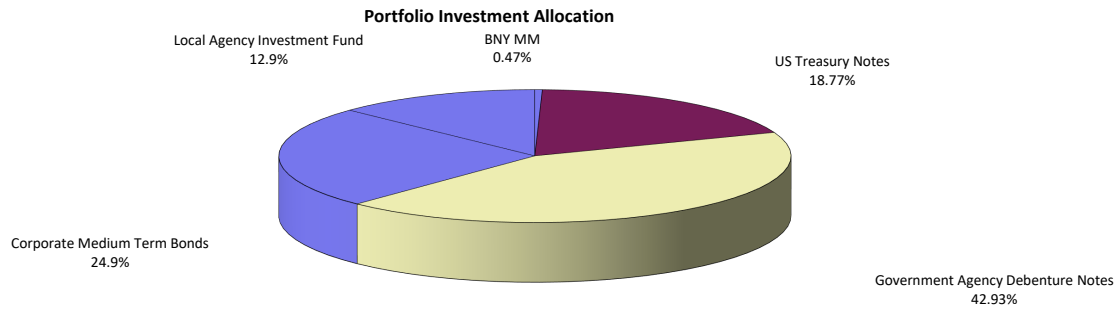


Compliance: The Town's investments are in compliance with the Town's investment policy dated September 21, 2021 and also in compliance with the requirements of Section 53601 of the California State Code. Based on the information available, the Town has sufficient funds to meet the cash demands for the next six months.

Town of Los Gatos
Portfolio Allocation & Treasurer's Fund Balances
June 30, 2022

	<u>Month</u>	<u>YTD</u>
Fund Balances - Beginning of Month/Period	\$76,336,706.30	\$67,951,235.09
Receipts	8,110,362.42	72,959,325.89
Disbursements	<u>(11,560,125.89)</u>	<u>(68,023,618.15)</u>
Fund Balances - End of Month/Period	<u>\$72,886,942.83</u>	<u>\$72,886,942.83</u>

<u>Portfolio Allocation:</u>	<u>% of Portfolio</u>	<u>Max. % Or \$ Allowed Per State Law or Policy</u>
BNY MM	\$253,598.98	0.47%
US Treasury Notes	\$10,046,915.87	18.77%
Government Agency Debenture Notes	\$22,975,336.40	42.93%
Corporate Medium Term Bonds	\$13,339,223.01	24.92%
Local Agency Investment Fund	\$6,905,470.30	12.90%
Subtotal - Investments	<u>53,520,544.56</u>	100.00%
Reconciled Demand Deposit Balances	<u>19,366,398.27</u>	
 Total Treasurer's Fund	 <u>\$72,886,942.83</u>	



Town of Los Gatos
Non-Treasury Restricted Fund Balances
June 30, 2022

	<u>Beginning Balance</u>	<u>JUNE 22 Deposits Realized Gain/Adj.</u>	<u>JUNE 22 Interest/ Earnings</u>	<u>JUNE 22 Withdrawals</u>	<u>Ending Balance</u>	
Non-Treasury Funds:						
Cert. of Participation 2002 Series A Reserve Fund	686,341.17		\$ 92.21		\$ 686,433.38	Note 1
Cert. Of Participation 2010 Ser A Lease Pymt Fund	0.65				\$ 0.65	Note 1
Cert. of Participation 2002 Lease Payment Fund	0.16				\$ 0.16	Note 1
Cert. of Participation 2010 Series Reserve Fund	<u>1,277,446.68</u>		<u>553.40</u>		<u>1,278,000.08</u>	Note 2
Total Restricted Funds:	<u>\$ 1,963,788.66</u>	<u>\$ -</u>	<u>\$ 645.61</u>	<u>\$ -</u>	<u>\$ 1,964,434.27</u>	
CEPPT IRS Section 115 Trust	<u>387,834.74</u>	<u>300,000.00</u>	<u>(11,684.71)</u>	<u>0.00</u>	<u>676,150.03</u>	
Grand Total COP's and CEPPT Trust	<u>\$ 2,351,623.40</u>	<u>\$ 300,000.00</u>	<u>\$ (11,039.10)</u>	<u>\$ -</u>	<u>\$ 2,640,584.30</u>	

These accounts are not part of the Treasurer's fund balances reported elsewhere in this report, as they are for separate and distinct entities.

Note 1: The three original funds for the Certificates of Participation 2002 Series A consist of construction funds which will be expended over the next few years, reserve funds which will guarantee the payment of lease payments, and a third fund for the disbursement of lease payments and initial delivery costs.

Note 2: The 2010 COP Funds are all for the Library construction, reserves to guarantee lease payments, and a lease payment fund for the life of the COP issue. The COI fund was closed in September 2010.

Note 3: The CEPPT Section IRS Section 115 Trust was established as an irrevocable trust dedicated to accumulate resources to fund the Town's unfunded liabilities related to pension and other p

Town of Los Gatos
Statement of Interest Earned
June 30, 2022

Interest by Month

July 2021	\$57,076.80
August 2021	56,600.18
September 2021	54,523.00
October 2021	54,951.68
November 2021	51,445.84
December 2021	55,030.55
January 2022	51,909.39
February 2022	46,264.19
March 2022	50,912.58
April 20202	52,989.32
May 2022	55,136.41
June 2022	<u>54,366.35</u>
	<u><u>\$641,206.29</u></u>

Town of Los Gatos Investment Schedule June 2022

Institution	CUSIP #	Security	Deposit Date	Par Value	Original Cost	Market Value	Purchased Interest	Maturity Date or Call Date	Yield to Maturity or Call	Interest Received to Date	Interest Earned Prior Yrs.	Interest Earned Current FY	Days to Maturity
Treasury	91282CAP6	US Treasury Note	6/30/2021	1,000,000.00	995,390.63	964,062.50		10/15/2023	0.33%	\$ 990.44	\$ -	\$ -	472
Toyota Motor Credit	89236THA6_1	Corporate Bond	04/12/21	500,000.00	510,580.00	488,839.09		8/25/2023	0.45%	\$ 5,868.75	\$ 494.69	\$ -	421
Toyota Motor Credit	89236THA6	Corporate Bond	1/11/2022	1,100,000.00	1,107,315.00	1,075,446.00		8/25/2023	0.94%	\$ 1,815.00	\$ -	\$ -	421
US Treasury	91282CDD0	US Treasury Note	1/13/2022	1,100,000.00	1,090,675.78	1,063,046.88		10/31/2023	0.85%	\$ 1,219.27	\$ -	\$ -	488
US Treasury	91282CCN9	US Treasury Note	1/13/2022	1,200,000.00	1,188,375.00	1,164,000.00		7/31/2023	0.75%	\$ 73.37	\$ -	\$ -	396
FFCB	3133EKMx1	Gov. Agency Debenture	8/2/2019	1,000,000.00	1,014,400.00	987,826.09		2/23/2024	1.90%	\$ 62,625.83	\$ 36,611.80	\$ 19,145.14	603
FFCB	3133EMBE1	Gov. Agency Debenture	10/8/2020	1,600,000.00	1,598,000.00	1,527,766.56		3/28/2024	0.34%	\$ 7,053.34	\$ 3,903.24	\$ 5,376.16	637
FFCB	3133EMCQ3	Gov. Agency Debenture	10/16/2020	2,000,000.00	1,998,000.00	1,933,503.54		10/13/2024	0.31%	\$ 8,353.33	\$ 4,295.55	\$ 6,100.69	836
BankAmerica Corp	06051GHC6	Corporate Bond	10/9/2020	1,300,000.00	1,366,287.00	1,295,738.43		12/20/2023	0.66%	\$ 66,279.92	\$ 13,250.31	\$ 18,319.56	538
IBM	459200HG9	Corporate Bond	8/8/2019	1,000,000.00	995,010.00	999,502.94		8/1/2022	2.05%	\$ 46,510.42	\$ 38,718.82	\$ 20,422.50	32
IBM	459200JY8	Corporate Bond	3/25/2021	1,000,000.00	1,071,040.00	991,990.68		5/15/2024	0.71%	\$ 34,166.67	\$ 1,964.86	\$ 7,393.55	685
US Treasury	912828R28	US Treasury Note	7/2/2019	500,000.00	497,246.09	494,941.41		4/30/2023	1.77%	\$ 22,984.04	\$ 17,663.79	\$ 8,844.01	304
Freddie Mac	3137EAE5	Gov. Agency Debenture	7/19/2019	2,000,000.00	2,072,358.00	1,995,292.76		6/19/2023	1.79%	\$ 160,416.67	\$ 71,285.65	\$ 36,543.91	354
FFCB	3133EKFV0	Gov. Agency Debenture	7/22/2019	1,000,000.00	999,630.00	995,726.02		1/17/2023	1.89%	\$ 46,614.58	\$ 36,626.98	\$ 18,855.92	201
Treasury	912828L57	US Treasury Note	7/22/2019	1,200,000.00	1,197,988.40	1,199,810.06		9/30/2022	2.09%	\$ 56,516.39	\$ 42,014.96	\$ 21,629.70	92
US Treasury	91282CDA6	Gov. Agency Debenture	1/31/2022	1,100,000.00	1,085,222.44	1,063,734.38		9/30/2023	1.07%	\$ 445.74	\$ -	\$ 4,781.92	457
US Treasury	91282CAW1	Gov. Agency Debenture	7/15/2021	1,200,000.00	1,199,437.50	1,156,406.26		11/15/2023	0.27%	\$ 2,502.72	\$ -	\$ 3,107.52	503
American Honda	02665WCZ2	Corporate Bond	11/27/2019	1,000,000.00	1,012,410.01	976,797.19		6/27/2024	2.12%	\$ 60,733.34	\$ 33,895.56	\$ 21,294.11	728
JP Morgan Chase	46625HJE1	Gov. Agency Debenture	2/11/2020	900,000.00	934,587.00	901,391.06		9/23/2022	1.74%	\$ 61,912.50	\$ 22,179.72	\$ 16,030.88	85
Honeywell Int'l.	438516BW5	Corporate Bond	11/20/2019	1,000,000.00	1,014,660.00	982,084.39		7/15/2024	1.64%	\$ 50,983.33	\$ 31,978.44	\$ 19,850.56	746
Caterpillar Financial Serv	14913QZV0	Corporate Bond	2/23/2021	1,000,000.00	1,077,370.00	990,983.47		5/17/2024	0.44%	\$ 35,150.00	\$ 1,582.27	\$ 4,547.46	687
FNMA	3135G0V75	Gov. Agency Debenture	10/17/2019	1,100,000.00	1,105,833.30	1,075,146.34		7/2/2024	1.63%	\$ 42,831.25	\$ 30,694.63	\$ 18,012.12	733
US Bancorp	91159HHV5	Corporate Bond	12/24/2019	1,000,000.00	1,049,040.00	997,723.43		1/5/2024	2.12%	\$ 71,343.75	\$ 32,781.93	\$ 21,598.20	554
FHLB	313834G3	Gov. Agency Debenture	3/11/2021	1,400,000.00	1,460,522.00	1,388,360.26		6/9/2023	0.19%	\$ 37,022.22	\$ 854.65	\$ 2,810.33	344
FFCB	3133EKAQ7	Gov. Agency Debenture	10/21/2019	1,000,000.00	1,019,780.00	978,930.17		9/10/2024	1.66%	\$ 49,631.11	\$ 28,373.17	\$ 16,757.61	803
PNC Financial	69349LAM0	Corporate Bond	2/7/2022	1,000,000.00	1,033,470.00	1,002,715.63	1,266.67	6/25/2023	1.49%	\$ (1,266.67)	\$ -	\$ 5,372.34	360
FHLB	3135G05X7	Gov. Agency Debenture	6/10/2022	1,200,000.00	1,102,952.40	1,102,108.69	1,312.50	8/25/2025	3.04%	\$ (1,312.50)	\$ -	\$ 1,902.68	1152
Treasury	912828XL7	Gov. Agency Debenture	4/12/2022	1,700,000.00	1,583,927.57	1,577,746.10		4/30/2025	2.72%	\$ 316.99	\$ -	\$ 9,611.14	1035
JP Morgan Chase	46625HJT8	Corporate Bond	9/23/2019	1,400,000.00	1,485,414.00	1,408,666.00		2/1/2024	2.39%	\$ 127,788.89	\$ 61,355.87	\$ 34,667.02	581
American Honda	02665WDH1	Corporate Bond	2/14/2020	600,000.00	603,756.00	593,717.56		5/10/2023	1.75%	\$ 28,145.00	\$ 14,494.97	\$ 10,539.17	314
Treasury	912828V23	US Treasury Note	11/29/2021	1,000,000.00	1,032,933.04	989,296.88		12/31/2023	0.66%	\$ 13,206.52	\$ -	\$ 3,924.44	549
Treasury	91282CBE0_2	Gov. Agency Debenture	10/7/2021	1,000,000.00	994,768.98	957,226.56		1/15/2024	0.36%	\$ 339.67	\$ -	\$ 2,587.41	564
FHLB	3130ALH98	Gov. Agency Debenture	2/26/2021	1,000,000.00	997,610.00	959,212.41		2/26/2024	0.33%	\$ 2,500.00	\$ 1,119.96	\$ 3,296.67	606
Treasury	912828M80	US Treasury Note	7/22/2019	1,000,000.00	1,006,175.23	998,437.50		11/30/2022	1.81%	\$ 57,158.47	\$ 35,281.07	\$ 18,163.03	153
Treasury	912828U57	US Treasury Note	7/31/2019	1,000,000.00	1,011,875.00	988,515.62		11/30/2023	1.84%	\$ 60,208.33	\$ 35,502.32	\$ 18,511.92	518
Treasury	912828X70	US Treasury Note	12/30/2019	1,000,000.00	1,010,589.29	982,539.06		4/30/2024	1.75%	\$ 51,703.30	\$ 29,364.36	\$ 19,558.38	670
Treasury	912828XT2	US Treasury Note	10/31/2019	1,000,000.00	1,015,667.41	981,914.06		5/31/2024	1.64%	\$ 51,639.34	\$ 27,624.64	\$ 16,583.87	701
American Honda	02665WCQ2	Corporate Bond	9/14/2021	950,000.00	1,012,871.00	952,517.20		10/10/2023	0.41%	\$ 19,705.90	\$ -	\$ 3,232.93	467
FFCB	3133EJ3Q0	Gov. Agency Debenture	8/28/2019	1,500,000.00	1,587,503.75	1,500,018.51		12/21/2023	2.12%	\$ 121,348.96	\$ 42,086.02	\$ 22,859.22	539
Freddie Mac	3133EKK72	Gov. Agency Debenture	6/24/2021	1,550,000.00	1,573,188.00	1,547,845.70		2/8/2023	1.82%	\$ 100,168.75	\$ 57,521.06	\$ 28,487.36	223
Treasury	91282CBE0	Gov. Agency Debenture	9/15/2021	650,000.00	647,615.46	622,197.26		1/15/2024	0.28%	\$ 269.37	\$ -	\$ 1,447.14	564
Subtotal				\$ 45,750,000.00	\$ 46,361,475.28	\$ 44,853,724.65	\$ 2,579.17			\$ 1,565,964.30	\$ 753,521.26	\$ 510,964.25	
BNY MM		Money Market			253,598.98	253,598.98			0.00%				1
LAIF		State Investment Pool			6,905,470.30	6,905,470.30			0.86%			29,469.56	1
					\$53,520,544.56	\$52,012,793.93				\$ 1,565,964.30	\$ 753,521.26	\$ 540,433.81	

Matured Assets													
US Treasury	912828Y20	Gov. Agency Debenture	1/31/2020	1,000,000.00	1,016,601.56			7/15/2021	1.47%	\$ 38,221.16	\$ 20,977.00	\$ 609.80	
Wells Fargo	94988J6A0	Corporate Bond	6/24/2020	1,350,000.00	1,370,749.50			9/9/2021	0.80%	\$ 46,023.53	\$ 10,139.92	\$ 1,940.52	
FNMA	3135G0Q89	Gov. Agency Debenture	2/10/2020	1,000,000.00	998,702.00			10/7/2021	1.38%	\$ 22,802.08	\$ 20,147.24	\$ 3,941.85	
FHLB	3130AABG2	US Treasury Note	4/15/2019	1,000,000.00	988,250.00			11/29/2021	2.34%	\$ 49,166.67	\$ 51,343.12	\$ 9,670.58	
Toyota Motor Credit	89236TDP7	Corporate Bond	05/20/2019	1,100,000.00	1,102,596.00			1/11/2022	2.50%	\$ 75,551.67	\$ 58,418.45	\$ 14,755.96	
Freddie Mac	3137EADB2	Gov. Agency Debenture	1/17/2020	2,100,000.00	2,132,039.70			1/13/2022	2.12%	\$ 99,195.84	\$ 49,063.54	\$ 18,236.83	
American Express Credit Corp.	0258M0EG0	Corporate Bond	4/5/2021	1,000,000.00	1,020,330.00			1/31/2022	0.46%	\$ 24,600.00	\$ 553.07	\$ 1,382.68	
PNC Financial	693476BN2	Corporate Bond	8/15/2019	1,000,000.00	1,029,280.00			2/6/2022	2.12%	\$ 84,608.33	\$ 39,793.76	\$ 12,838.57	
FNMA	3135G0V59	Gov. Agency Debenture	11/27/2019	1,540,000.00	1,562,924.44			4/12/2022	1.61%	\$ 82,293.75	\$ 39,792.92	\$ 19,588.25	
FHLB	313379Q69	Gov. Agency Debenture	7/22/2019	1,000,000.00	1,006,960.00			6/10/2022	1.87%	\$ 61,270.83	\$ 36,595.58	\$ 17,807.44	0
Total Investments "Matured"												\$ 100,772.47	
Total Interest FY 20_21 Matured and Current												\$ 641,206.29	

Maturity Profile		Amount
0-1 year		\$19,533,000.00
1-2 years		\$25,149,981.28
2-3 years		\$7,734,610.88
3-5 years		\$ 1,102,952.40
		\$53,520,544.56

Market to Cost Position Report

Institution	Amortized Cost
BNY Assets	\$46,361,475.28
BNY MM	253,598.98
LAIF	6,905,470.30
	\$53,520,544.56

Town of Los Gatos
Summary Investment Information
May 31, 2022

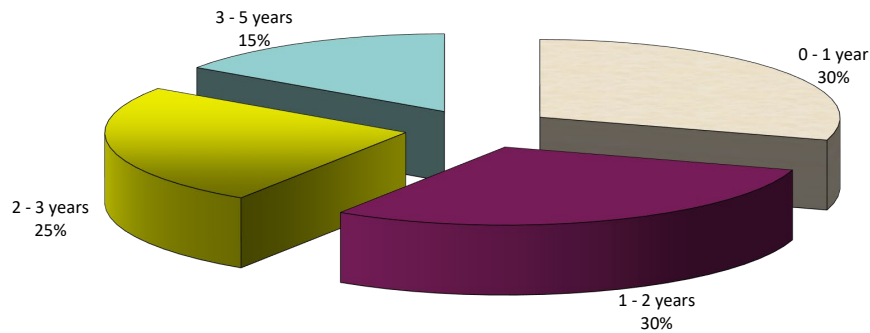
Weighted Average YTM Portfolio Yield: **1.27%** **Weighted Average Maturity (days)** **453**

	<u>This Month</u>	<u>Last Month</u>	<u>One year ago</u>
Portfolio Balance	\$76,336,706	\$76,134,869	\$64,959,658

Benchmarks/ References:

Town's Average Yield	1.27%	1.27%	1.40%
LAIF Yield for month	0.68%	0.52%	0.32%
3 mo. Treasury	1.08%	0.85%	0.02%
6 mo. Treasury	1.58%	1.41%	0.04%
2 yr. Treasury	2.56%	2.72%	0.15%
5 yr. Treasury (most recent)	2.82%	2.96%	0.80%
10 Yr. Treasury	2.85%	2.94%	1.60%

Portfolio Maturity Profile

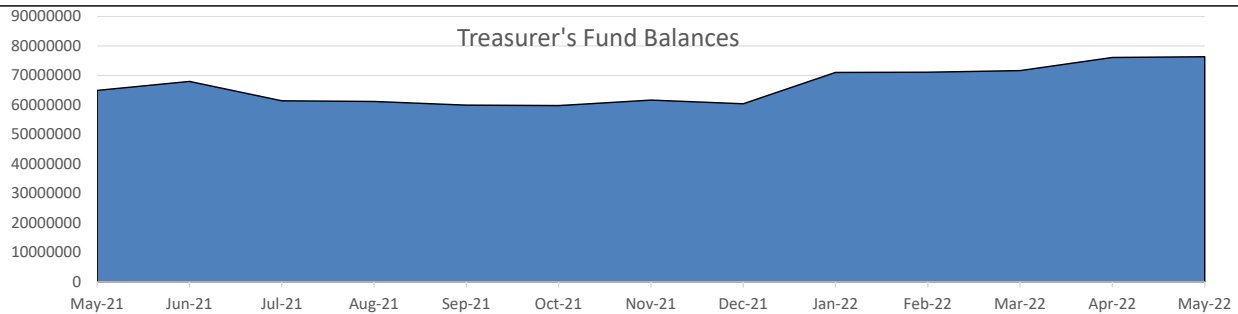
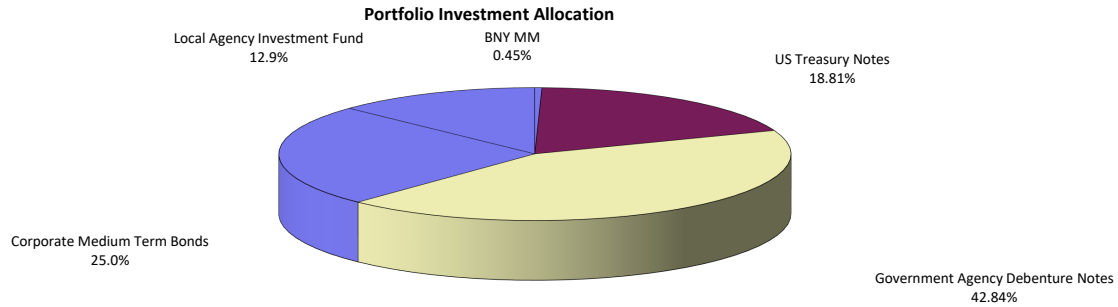


Compliance: The Town's investments are in compliance with the Town's investment policy dated September 21, 2021 and also in compliance with the requirements of Section 53601 of the California State Code. Based on the information available, the Town has sufficient funds to meet the cash demands for the next six months.

Town of Los Gatos
Portfolio Allocation & Treasurer's Fund Balances
May 31, 2022

	<u>Month</u>	<u>YTD</u>
Fund Balances - Beginning of Month/Period	\$76,134,869.43	\$67,951,235.09
Receipts	3,443,254.21	64,848,963.47
Disbursements	<u>(3,241,417.34)</u>	<u>(56,463,492.26)</u>
Fund Balances - End of Month/Period	<u>\$76,336,706.30</u>	<u>\$76,336,706.30</u>

<u>Portfolio Allocation:</u>	<u>% of Portfolio</u>	<u>Max. % Or \$ Allowed Per State Law or Policy</u>
BNY MM	\$240,447.60	0.45%
US Treasury Notes	\$10,046,915.87	18.81%
Government Agency Debenture Notes	\$22,879,344.00	42.84%
Corporate Medium Term Bonds	\$13,339,223.01	24.97%
Local Agency Investment Fund	\$6,905,470.30	12.93%
Subtotal - Investments	53,411,400.78	100.00%
Reconciled Demand Deposit Balances	<u>22,925,305.52</u>	
Total Treasurer's Fund	<u>\$76,336,706.30</u>	



Town of Los Gatos
Non-Treasury Restricted Fund Balances
May 31, 2022

	<u>Beginning Balance</u>	<u>MAY 22 Deposits Realized Gain/Adj.</u>	<u>MAY 22 Interest/ Earnings</u>	<u>MAY 22 Withdrawals</u>	<u>Ending Balance</u>	
Non-Treasury Funds:						
Cert. of Participation 2002 Series A Reserve Fund	686,335.47		\$ 5.70		\$ 686,341.17	Note 1
Cert. Of Participation 2010 Ser A Lease Pymt Fund	0.65				\$ 0.65	Note 1
Cert. of Participation 2002 Lease Payment Fund	0.16				\$ 0.16	Note 1
Cert. of Participation 2010 Series Reserve Fund	<u>1,277,223.26</u>		<u>223.42</u>		<u>1,277,446.68</u>	Note 2
Total Restricted Funds:	<u>\$ 1,963,559.54</u>	<u>\$ -</u>	<u>\$ 229.12</u>	<u>\$ -</u>	<u>\$ 1,963,788.66</u>	
CEPPT IRS Section 115 Trust	<u>387,511.56</u>	<u>0.00</u>	<u>323.18</u>	<u>0.00</u>	<u>387,834.74</u>	
Grand Total COP's and CEPPT Trust	<u>\$ 2,351,071.10</u>	<u>\$ -</u>	<u>\$ 552.30</u>	<u>\$ -</u>	<u>\$ 2,351,623.40</u>	

These accounts are not part of the Treasurer's fund balances reported elsewhere in this report, as they are for separate and distinct entities.

Note 1: The three original funds for the Certificates of Participation 2002 Series A consist of construction funds which will be expended over the next few years, reserve funds which will guarantee the payment of lease payments, and a third fund for the disbursement of lease payments and initial delivery costs.

Note 2: The 2010 COP Funds are all for the Library construction, reserves to guarantee lease payments, and a lease payment fund for the life of the COP issue. The COI fund was closed in September 2010.

Note 3: The CEPPT Section IRS Section 115 Trust was established as an irrevocable trust dedicated to accumulate resources to fund the Town's unfunded liabilities related to pension and other p

**Town of Los Gatos
Statement of Interest Earned
May 31, 2022**

Interest by Month

July 2021	\$57,076.80
August 2021	56,600.18
September 2021	54,523.00
October 2021	54,951.68
November 2021	51,445.84
December 2021	55,030.55
January 2022	51,909.39
February 2022	46,264.19
March 2022	50,912.58
April 20202	52,989.32
May 2022	55,136.41
June 2022	
	<u><u>\$586,839.94</u></u>

Town of Los Gatos Investment Schedule May 2022

Institution	CUSIP #	Security	Deposit Date	Par Value	Original Cost	Market Value	Purchased Interest	Maturity Date or Call Date	Yield to Maturity or Call	Interest Received to Date	Interest Earned Prior Yrs.	Interest Earned Current FY	Days to Maturity
Treasury	91282CAP6	US Treasury Note	6/30/2021	1,000,000.00	995,390.63	970,781.25		10/15/2023	0.33%	\$ 990.44	\$ -	\$ 2,992.11	502
Toyota Motor Credit	89236THA6_1	Corporate Bond	04/12/21	500,000.00	510,580.00	493,354.08		8/25/2023	0.45%	\$ 5,868.75	\$ 494.69	\$ 2,097.75	451
Toyota Motor Credit	89236THA6	Corporate Bond	1/11/2022	1,100,000.00	1,107,315.00	1,085,378.98		8/25/2023	0.94%	\$ 1,815.00	\$ -	\$ 3,963.06	451
US Treasury	91282CDD0	US Treasury Note	1/13/2022	1,100,000.00	1,090,675.78	1,070,609.38		10/31/2023	0.85%	\$ 1,219.27	\$ -	\$ 3,521.09	518
US Treasury	91282CCN9	US Treasury Note	1/13/2022	1,200,000.00	1,188,375.00	1,171,312.50		7/31/2023	0.75%	\$ 73.37	\$ -	\$ 3,411.54	426
FFCB	3133EKMx1	Gov. Agency Debenture	8/2/2019	1,000,000.00	1,014,400.00	995,364.44		2/23/2024	1.90%	\$ 62,625.83	\$ 36,611.80	\$ 17,571.57	633
FFCB	3133EMBE1	Gov. Agency Debenture	10/8/2020	1,600,000.00	1,598,000.00	1,535,626.24		3/28/2024	0.34%	\$ 7,053.34	\$ 3,903.24	\$ 4,934.29	667
FFCB	3133EMCQ3	Gov. Agency Debenture	10/16/2020	2,000,000.00	1,998,000.00	1,946,459.72		10/13/2024	0.31%	\$ 8,353.33	\$ 4,295.55	\$ 5,599.26	866
BankAmerica Corp	06051GHC6	Corporate Bond	10/9/2020	1,300,000.00	1,366,287.00	1,299,666.65		12/20/2023	0.66%	\$ 46,753.92	\$ 13,250.31	\$ 16,813.84	568
IBM	459200HG9	Corporate Bond	8/8/2019	1,000,000.00	995,010.00	1,000,354.41		8/1/2022	2.05%	\$ 46,510.42	\$ 38,718.82	\$ 18,743.94	62
IBM	459200JY8	Corporate Bond	3/25/2021	1,000,000.00	1,071,040.00	1,001,526.18		5/15/2024	0.71%	\$ 34,166.67	\$ 1,964.86	\$ 6,785.86	715
US Treasury	912828R28	US Treasury Note	7/2/2019	500,000.00	497,246.09	497,890.63		4/30/2023	1.77%	\$ 22,984.04	\$ 17,663.79	\$ 8,117.11	334
Freddie Mac	3137EAE5	Gov. Agency Debenture	7/19/2019	2,000,000.00	2,072,358.00	2,012,968.80		6/19/2023	1.79%	\$ 132,916.67	\$ 71,285.65	\$ 33,540.30	384
FFCB	3133EKFV0	Gov. Agency Debenture	7/22/2019	1,000,000.00	999,630.00	1,001,768.09		1/17/2023	1.89%	\$ 46,614.58	\$ 36,626.98	\$ 17,306.12	231
Treasury	912828L57	US Treasury Note	7/22/2019	1,200,000.00	1,197,988.40	1,201,546.87		9/30/2022	2.09%	\$ 56,516.39	\$ 42,014.96	\$ 19,851.92	122
US Treasury	91282CDA6	Gov. Agency Debenture	1/31/2022	1,100,000.00	1,085,222.44	1,071,382.82		9/30/2023	1.07%	\$ 445.74	\$ -	\$ 3,825.54	487
US Treasury	91282CAW1	Gov. Agency Debenture	7/15/2021	1,200,000.00	1,199,437.50	1,164,656.26		11/15/2023	0.27%	\$ 2,502.72	\$ -	\$ 2,841.16	533
American Honda	02665WCZ2	Corporate Bond	11/27/2019	1,000,000.00	1,012,410.01	986,274.10		6/27/2024	2.12%	\$ 60,733.34	\$ 33,895.56	\$ 19,543.91	758
JP Morgan Chase	46625HJE1	Gov. Agency Debenture	2/11/2020	900,000.00	934,587.00	903,801.28		9/23/2022	1.74%	\$ 61,912.50	\$ 22,179.72	\$ 14,713.28	115
Honeywell Int'l.	438516BW5	Corporate Bond	11/20/2019	1,000,000.00	1,014,660.00	989,975.65		7/15/2024	1.64%	\$ 50,983.33	\$ 31,978.44	\$ 18,219.01	776
Caterpillar Financial Serv	14913QZV0	Corporate Bond	2/23/2021	1,000,000.00	1,077,370.00	999,248.38		5/17/2024	0.44%	\$ 35,150.00	\$ 1,582.27	\$ 4,173.69	717
FNMA	3135G0V75	Gov. Agency Debenture	10/17/2019	1,100,000.00	1,105,833.30	1,082,632.19		7/2/2024	1.63%	\$ 42,831.25	\$ 30,694.63	\$ 16,531.67	763
US Bancorp	91159HHV5	Corporate Bond	12/24/2019	1,000,000.00	1,049,040.00	1,005,985.55		1/5/2024	2.12%	\$ 71,343.75	\$ 32,781.93	\$ 19,823.01	584
FHLB	3133834G3	Gov. Agency Debenture	3/11/2021	1,400,000.00	1,460,522.00	1,398,879.51		6/9/2023	0.19%	\$ 22,147.22	\$ 854.65	\$ 2,579.34	374
FFCB	3133EKAQ7	Gov. Agency Debenture	10/21/2019	1,000,000.00	1,019,780.00	986,997.83		9/10/2024	1.66%	\$ 49,631.11	\$ 28,373.17	\$ 15,380.28	833
PNC Financial	69349LAM0	Corporate Bond	2/7/2022	1,000,000.00	1,033,470.00	1,010,744.77	1,266.67	6/25/2023	1.49%	\$ (1,266.67)	\$ -	\$ 4,245.28	390
FHLB	313379Q69	Gov. Agency Debenture	7/22/2019	1,000,000.00	1,006,960.00	1,000,344.94		6/10/2022	1.87%	\$ 50,645.83	\$ 36,595.58	\$ 17,291.28	10
Treasury	912828ZL7	Gov. Agency Debenture	4/12/2022	1,700,000.00	1,583,927.57	1,588,371.10		4/30/2025	2.72%	\$ 316.99	\$ -	\$ 5,961.34	1065
JP Morgan Chase	46625HJT8	Corporate Bond	9/23/2019	1,400,000.00	1,485,414.00	1,422,367.04		2/1/2024	2.39%	\$ 127,788.89	\$ 61,355.87	\$ 31,817.67	611
American Honda	02665WDH1	Corporate Bond	2/14/2020	600,000.00	603,756.00	597,468.98		5/10/2023	1.75%	\$ 28,145.00	\$ 14,494.97	\$ 9,672.94	344
Treasury	912828V23	US Treasury Note	11/29/2021	1,000,000.00	1,032,933.04	998,046.88		12/31/2023	0.66%	\$ 1,956.52	\$ -	\$ 3,371.71	579
Treasury	91282CBE0_2	Gov. Agency Debenture	10/7/2021	1,000,000.00	994,768.98	964,218.75		1/15/2024	0.36%	\$ 339.67	\$ -	\$ 2,295.59	594
FHLB	3130ALH98	Gov. Agency Debenture	2/26/2021	1,000,000.00	997,610.00	965,996.38		2/26/2024	0.33%	\$ 2,500.00	\$ 1,119.96	\$ 3,025.71	636
Treasury	912828M80	US Treasury Note	7/22/2019	1,000,000.00	1,006,175.23	1,001,953.12		11/30/2022	1.81%	\$ 57,158.47	\$ 35,281.07	\$ 16,670.18	183
Treasury	912828U57	US Treasury Note	7/31/2019	1,000,000.00	1,011,875.00	996,914.06		11/30/2023	1.84%	\$ 60,208.33	\$ 35,502.32	\$ 16,990.40	548
Treasury	912828X70	US Treasury Note	12/30/2019	1,000,000.00	1,010,589.29	990,625.00		4/30/2024	1.75%	\$ 51,703.30	\$ 29,364.36	\$ 17,950.84	700
Treasury	912828XT2	US Treasury Note	10/31/2019	1,000,000.00	1,015,667.41	989,804.69		5/31/2024	1.64%	\$ 51,639.34	\$ 27,624.64	\$ 15,220.81	731
American Honda	02665WCQ2	Corporate Bond	9/14/2021	950,000.00	1,012,871.00	959,764.29		10/10/2023	0.41%	\$ 19,705.90	\$ -	\$ 2,897.33	497
FFCB	3133EJ3Q0	Gov. Agency Debenture	8/28/2019	1,500,000.00	1,587,503.75	1,513,594.17		12/21/2023	2.12%	\$ 99,786.46	\$ 42,086.02	\$ 20,980.38	569
Freddie Mac	3133EKKT2	Gov. Agency Debenture	6/24/2021	1,550,000.00	1,573,188.00	1,555,763.52		2/8/2023	1.82%	\$ 100,168.75	\$ 57,521.06	\$ 26,145.94	253
Treasury	91282CBE0	Gov. Agency Debenture	9/15/2021	650,000.00	647,615.46	626,742.19		1/15/2024	0.28%	\$ 269.37	\$ -	\$ 1,296.39	594
Subtotal				\$ 45,550,000.00	\$ 46,265,482.88	\$ 45,057,161.67	\$ 1,266.67			\$ 1,523,209.13	\$ 790,116.83	\$ 478,714.41	
BNY MM		Money Market			240,447.60	240,447.60			0.00%				1
LAIF		State Investment Pool			6,905,470.30	6,905,470.30			0.68%			25,160.49	1
					\$53,411,400.78	\$52,203,079.57				\$ 1,523,209.13	\$ 790,116.83	\$ 503,874.90	

Matured Assets													
US Treasury	912828Y20	Gov. Agency Debenture	1/31/2020	1,000,000.00	1,016,601.56			7/15/2021	1.47%	\$ 38,221.16	\$ 20,977.00	\$ 609.80	
Wells Fargo	94988J6A0	Corporate Bond	6/24/2020	1,350,000.00	1,370,749.50			9/9/2021	0.80%	\$ 46,023.53	\$ 10,139.92	\$ 1,940.52	
FNMA	3135G0Q89	Gov. Agency Debenture	2/10/2020	1,000,000.00	998,702.00			10/7/2021	1.38%	\$ 22,802.08	\$ 20,147.24	\$ 3,941.85	
FHLB	3130AABG2	US Treasury Note	4/15/2019	1,000,000.00	988,250.00			11/29/2021	2.34%	\$ 49,166.67	\$ 51,343.12	\$ 9,670.58	
Toyota Motor Credit	89236TDP7	Corporate Bond	05/20/19	1,100,000.00	1,102,596.00			1/11/2022	2.50%	\$ 75,551.67	\$ 58,418.45	\$ 14,755.96	
Freddie Mac	3137EADB2	Gov. Agency Debenture	1/17/2020	2,100,000.00	2,132,039.70			1/13/2022	2.12%	\$ 99,195.84	\$ 49,063.54	\$ 18,236.83	
American Express Credit Corp.	0258M0EG0	Corporate Bond	4/5/2021	1,000,000.00	1,020,330.00			1/31/2022	0.46%	\$ 24,600.00	\$ 553.07	\$ 1,382.68	
PNC Financial	693476BN2	Corporate Bond	8/15/2019	1,000,000.00	1,029,280.00			2/6/2022	2.12%	\$ 84,608.33	\$ 39,793.76	\$ 12,838.57	
FNMA	3135G0V59	Gov. Agency Debenture	11/27/2019	1,540,000.00	1,562,924.44			4/12/2022	1.61%	\$ 82,293.75	\$ 39,792.92	\$ 19,588.25	

Total Investments "Matured"												\$ 82,965.04	
Total Interest FY 20_21 Matured and Current												\$ 586,839.94	

Maturity Profile				Amount
	0-1 year			\$15,960,458.62
	1-2 years			\$28,700,663.87
	2-3 years			\$8,750,278.29
	3-5 years		\$ -	
			\$53,411,400.78	

Market to Cost Position Report				Amortized
Institution				Cost
BNY Assets				\$46,265,482.88
BNY MM				240,447.60
LAIF				6,905,470.30
				\$53,411,400.78

Town of Los Gatos
Summary Investment Information
April 30, 2022

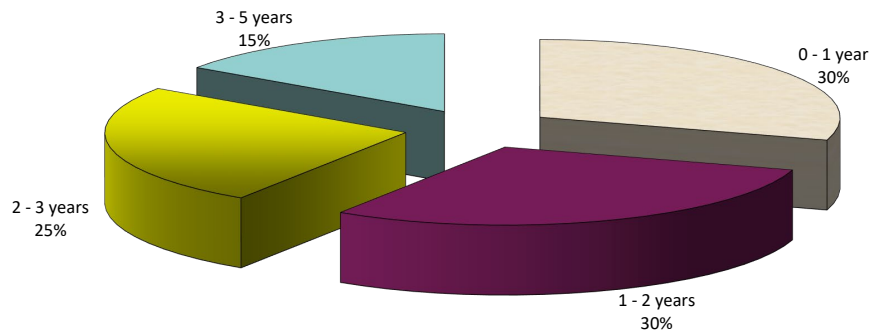
Weighted Average YTM Portfolio Yield: **1.27%** **Weighted Average Maturity (days)** **481**

	<u>This Month</u>	<u>Last Month</u>	<u>One year ago</u>
Portfolio Balance	\$76,134,869	\$71,616,902	\$66,219,351

Benchmarks/ References:

Town's Average Yield	1.27%	1.16%	1.41%
LAIF Yield for month	0.52%	0.37%	0.34%
3 mo. Treasury	0.85%	0.51%	0.02%
6 mo. Treasury	1.41%	1.03%	0.04%
2 yr. Treasury	2.72%	2.34%	0.16%
5 yr. Treasury (most recent)	2.96%	2.46%	0.85%
10 Yr. Treasury	2.94%	2.34%	1.63%

Portfolio Maturity Profile

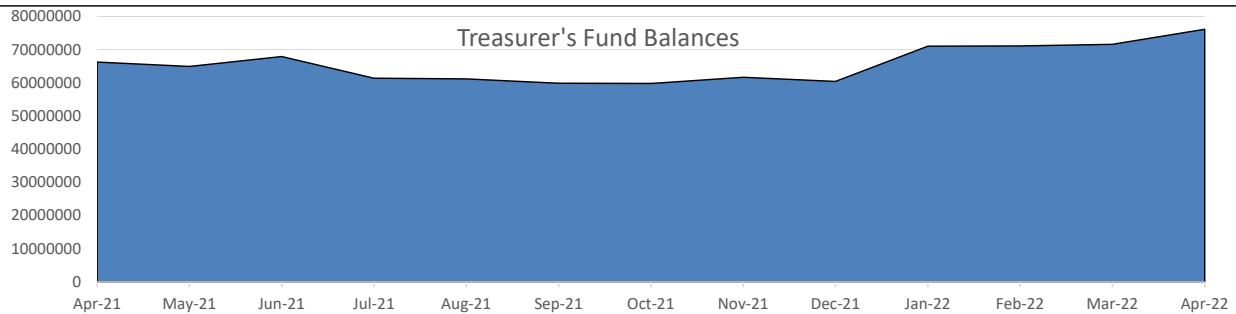
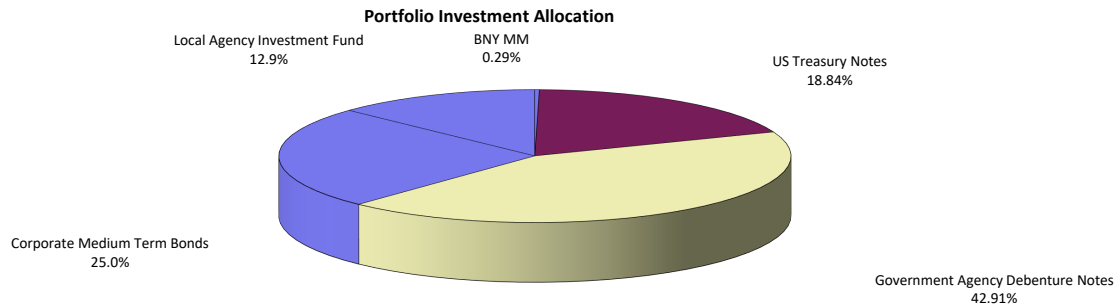


Compliance: The Town's investments are in compliance with the Town's investment policy dated September 21, 2021 and also in compliance with the requirements of Section 53601 of the California State Code. Based on the information available, the Town has sufficient funds to meet the cash demands for the next six months.

Town of Los Gatos
Portfolio Allocation & Treasurer's Fund Balances
April 30, 2022

	<u>Month</u>	<u>YTD</u>
Fund Balances - Beginning of Month/Period	\$71,616,901.74	\$67,951,235.09
Receipts	8,289,913.05	61,405,709.26
Disbursements	<u>(3,771,945.36)</u>	<u>(53,222,074.92)</u>
Fund Balances - End of Month/Period	<u>\$76,134,869.43</u>	<u>\$76,134,869.43</u>

<u>Portfolio Allocation:</u>	<u>% of Portfolio</u>	<u>Max. % Or \$ Allowed Per State Law or Policy</u>
BNY MM	\$153,893.45	0.29%
US Treasury Notes	\$10,046,915.87	18.84%
Government Agency Debenture Notes	\$22,879,344.00	42.91%
Corporate Medium Term Bonds	\$13,339,223.01	25.02%
Local Agency Investment Fund	\$6,905,470.30	12.95%
Subtotal - Investments	<u>53,324,846.63</u>	100.00%
Reconciled Demand Deposit Balances	<u>22,810,022.80</u>	
 Total Treasurer's Fund	 <u>\$76,134,869.43</u>	



Town of Los Gatos
Non-Treasury Restricted Fund Balances
April 30, 2022

	<u>Beginning Balance</u>	<u>APR 22 Deposits Realized Gain/Adj.</u>	<u>APR 22 Interest/ Earnings</u>	<u>APR 22 Withdrawals</u>	<u>Ending Balance</u>	
Non-Treasury Funds:						
Cert. of Participation 2002 Series A Reserve Fund	686,329.58		\$ 5.89		\$ 686,335.47	Note 1
Cert. Of Participation 2010 Ser A Lease Pymt Fund	0.65				\$ 0.65	Note 1
Cert. of Participation 2002 Lease Payment Fund	0.16				\$ 0.16	Note 1
Cert. of Participation 2010 Series Reserve Fund	<u>1,277,148.48</u>		<u>74.78</u>		<u>1,277,223.26</u>	Note 2
Total Restricted Funds:	<u>\$ 1,963,478.87</u>	<u>\$ -</u>	<u>\$ 80.67</u>	<u>\$ -</u>	<u>\$ 1,963,559.54</u>	
CEPPT IRS Section 115 Trust	<u>0.00</u>	<u>390,000.00</u>	<u>(2,488.44)</u>	<u>0.00</u>	<u>387,511.56</u>	
Grand Total COP's and CEPPT Trust	<u>\$ 1,963,478.87</u>	<u>\$ 390,000.00</u>	<u>\$ (2,407.77)</u>	<u>\$ -</u>	<u>\$ 2,351,071.10</u>	

These accounts are not part of the Treasurer's fund balances reported elsewhere in this report, as they are for separate and distinct entities.

Note 1: The three original funds for the Certificates of Participation 2002 Series A consist of construction funds which will be expended over the next few years, reserve funds which will guarantee the payment of lease payments, and a third fund for the disbursement of lease payments and initial delivery costs.

Note 2: The 2010 COP Funds are all for the Library construction, reserves to guarantee lease payments, and a lease payment fund for the life of the COP issue. The COI fund was closed in September 2010.

Note 3: The CEPPT Section IRS Section 115 Trust was established as an irrevocable trust dedicated to accumulate resources to fund the Town's unfunded liabilities related to pension and other p

Town of Los Gatos
Statement of Interest Earned
April 30, 2022

Interest by Month

July 2021	\$57,076.80
August 2021	56,600.18
September 2021	54,523.00
October 2021	54,951.68
November 2021	51,445.84
December 2021	55,030.55
January 2022	51,909.39
February 2022	46,264.19
March 2022	50,912.58
April 20202	52,989.32
May 2022	
June 2022	
	<u><u>\$531,703.53</u></u>

Town of Los Gatos Investment Schedule April 2022

Institution	CUSIP #	Security	Deposit Date	Par Value	Original Cost	Market Value	Purchased Interest	Maturity Date or Call Date	Yield to Maturity or Call	Interest Received to Date	Interest Earned Prior Yrs.	Interest Earned Current FY	Days to Maturity
Treasury	91282CAP6	US Treasury Note	6/30/2021	1,000,000.00	995,390.63	966,132.81		10/15/2023	0.33%	\$ 990.44	\$ -	\$ 2,715.23	533
Toyota Motor Credit	89236THA6_1	Corporate Bond	04/12/21	500,000.00	510,580.00	491,172.32		8/25/2023	0.45%	\$ 5,868.75	\$ 494.69	\$ 1,903.63	482
Toyota Motor Credit	89236THA6	Corporate Bond	1/11/2022	1,100,000.00	1,107,315.00	1,080,579.09		8/25/2023	0.94%	\$ 1,815.00	\$ -	\$ 3,085.53	482
US Treasury	91282CDD0	US Treasury Note	1/13/2022	1,100,000.00	1,090,675.78	1,065,195.32		10/31/2023	0.85%	\$ 1,219.27	\$ -	\$ 2,730.12	549
US Treasury	91282CCN9	US Treasury Note	1/13/2022	1,200,000.00	1,188,375.00	1,166,671.87		7/31/2023	0.75%	\$ 73.37	\$ -	\$ 2,645.18	457
FFCB	3133EKMx1	Gov. Agency Debenture	8/2/2019	1,000,000.00	1,014,400.00	995,245.79		2/23/2024	1.90%	\$ 62,625.83	\$ 36,611.80	\$ 15,945.54	664
FFCB	3133EMBE1	Gov. Agency Debenture	10/8/2020	1,600,000.00	1,598,000.00	1,529,209.34		3/28/2024	0.34%	\$ 7,053.34	\$ 3,903.24	\$ 4,477.68	698
FFCB	3133EMCQ3	Gov. Agency Debenture	10/16/2020	2,000,000.00	1,998,000.00	1,939,193.82		10/13/2024	0.31%	\$ 8,353.33	\$ 4,295.55	\$ 5,081.12	897
BankAmerica Corp	06051GHC6	Corporate Bond	10/9/2020	1,300,000.00	1,366,287.00	1,296,952.06		12/20/2023	0.66%	\$ 46,753.92	\$ 13,250.31	\$ 15,257.94	599
IBM	459200HG9	Corporate Bond	8/8/2019	1,000,000.00	995,010.00	998,784.83		8/1/2022	2.05%	\$ 46,510.42	\$ 38,718.82	\$ 17,009.42	93
IBM	459200JY8	Corporate Bond	3/25/2021	1,000,000.00	1,071,040.00	995,199.15		5/15/2024	0.71%	\$ 19,166.67	\$ 1,964.86	\$ 6,157.91	746
US Treasury	912828R28	US Treasury Note	7/2/2019	500,000.00	497,246.09	497,343.75		4/30/2023	1.77%	\$ 22,984.04	\$ 17,663.79	\$ 7,365.97	365
Freddie Mac	3137EAE5	Gov. Agency Debenture	7/19/2019	2,000,000.00	2,072,358.00	2,009,389.52		6/19/2023	1.79%	\$ 132,916.67	\$ 71,285.65	\$ 30,436.57	415
FFCB	3133EKFV0	Gov. Agency Debenture	7/22/2019	1,000,000.00	999,630.00	1,001,799.63		1/17/2023	1.89%	\$ 46,614.58	\$ 36,626.98	\$ 15,704.66	262
Treasury	912828L57	US Treasury Note	7/22/2019	1,200,000.00	1,197,988.40	1,202,109.37		9/30/2022	2.09%	\$ 56,516.39	\$ 42,014.96	\$ 18,014.88	153
US Treasury	91282CDA6	Gov. Agency Debenture	1/31/2022	1,100,000.00	1,085,222.44	1,066,054.68		9/30/2023	1.07%	\$ 445.74	\$ -	\$ 2,837.27	518
US Treasury	91282CAW1	Gov. Agency Debenture	7/15/2021	1,200,000.00	1,199,437.50	1,158,515.63		11/15/2023	0.27%	\$ 1,002.72	\$ -	\$ 2,565.92	564
American Honda	02665WCZ2	Corporate Bond	11/27/2019	1,000,000.00	1,012,410.01	984,225.82		6/27/2024	2.12%	\$ 60,733.34	\$ 33,895.56	\$ 17,735.37	789
JP Morgan Chase	46625HJE1	Gov. Agency Debenture	2/11/2020	900,000.00	934,587.00	905,157.17		9/23/2022	1.74%	\$ 61,912.50	\$ 22,179.72	\$ 13,351.75	146
Honeywell Int'l.	438516BW5	Corporate Bond	11/20/2019	1,000,000.00	1,014,660.00	987,393.49		7/15/2024	1.64%	\$ 50,983.33	\$ 31,978.44	\$ 16,533.07	807
Caterpillar Financial Serv	14913QZV0	Corporate Bond	2/23/2021	1,000,000.00	1,077,370.00	997,013.34		5/17/2024	0.44%	\$ 20,900.00	\$ 1,582.27	\$ 3,787.47	748
FNMA	3135G0V75	Gov. Agency Debenture	10/17/2019	1,100,000.00	1,105,833.30	1,077,166.83		7/2/2024	1.63%	\$ 42,831.25	\$ 30,694.63	\$ 15,001.87	794
US Bancorp	91159HHV5	Corporate Bond	12/24/2019	1,000,000.00	1,049,040.00	1,003,818.76		1/5/2024	2.12%	\$ 71,343.75	\$ 32,781.93	\$ 17,988.64	615
FHLB	3133834G3	Gov. Agency Debenture	3/11/2021	1,400,000.00	1,460,522.00	1,397,657.32		6/9/2023	0.19%	\$ 22,147.22	\$ 854.65	\$ 2,340.66	405
FFCB	3133EKAQ7	Gov. Agency Debenture	10/21/2019	1,000,000.00	1,019,780.00	982,541.48		9/10/2024	1.66%	\$ 49,631.11	\$ 28,373.17	\$ 13,957.03	864
PNC Financial	69349LAM0	Corporate Bond	2/7/2022	1,000,000.00	1,033,470.00	1,009,129.89	1,266.67	6/25/2023	1.49%	\$ (1,266.67)	\$ -	\$ 3,080.64	421
FHLB	313379Q69	Gov. Agency Debenture	7/22/2019	1,000,000.00	1,006,960.00	1,001,659.44		6/10/2022	1.87%	\$ 50,645.83	\$ 36,595.58	\$ 15,691.19	41
Treasury	912828XL7	Gov. Agency Debenture	4/12/2022	1,700,000.00	1,583,927.57	1,577,812.50		4/30/2025	2.72%	\$ 316.99	\$ -	\$ 2,189.88	1096
JP Morgan Chase	46625HJT8	Corporate Bond	9/23/2019	1,400,000.00	1,485,414.00	1,419,328.36		2/1/2024	2.39%	\$ 127,788.89	\$ 61,355.87	\$ 28,873.35	642
American Honda	02665WDH1	Corporate Bond	2/14/2020	600,000.00	603,756.00	595,307.03		5/10/2023	1.75%	\$ 22,295.00	\$ 14,494.97	\$ 8,777.83	375
Treasury	912828V23	US Treasury Note	11/29/2021	1,000,000.00	1,032,933.04	994,179.69		12/31/2023	0.66%	\$ 1,956.52	\$ -	\$ 2,800.54	610
Treasury	91282CBE0_2	Gov. Agency Debenture	10/7/2021	1,000,000.00	994,768.98	958,515.62		1/15/2024	0.36%	\$ 339.67	\$ -	\$ 1,994.05	625
FHLB	3130ALH98	Gov. Agency Debenture	2/26/2021	1,000,000.00	997,610.00	961,171.45		2/26/2024	0.33%	\$ 2,500.00	\$ 1,119.96	\$ 2,745.72	667
Treasury	912828M80	US Treasury Note	7/22/2019	1,000,000.00	1,006,175.23	1,002,304.69		11/30/2022	1.81%	\$ 47,158.47	\$ 35,281.07	\$ 15,127.57	214
Treasury	912828U57	US Treasury Note	7/31/2019	1,000,000.00	1,011,875.00	993,320.31		11/30/2023	1.84%	\$ 49,583.33	\$ 35,502.32	\$ 15,418.15	579
Treasury	912828X70	US Treasury Note	12/30/2019	1,000,000.00	1,010,589.29	986,210.94		4/30/2024	1.75%	\$ 51,703.30	\$ 29,364.36	\$ 16,289.72	731
Treasury	912828XT2	US Treasury Note	10/31/2019	1,000,000.00	1,015,667.41	985,078.12		5/31/2024	1.64%	\$ 41,639.34	\$ 27,624.64	\$ 13,812.32	762
American Honda	02665WCQ2	Corporate Bond	9/14/2021	950,000.00	1,012,871.00	957,143.80		10/10/2023	0.41%	\$ 19,705.90	\$ -	\$ 2,550.55	528
FFCB	3133EJ3Q0	Gov. Agency Debenture	8/28/2019	1,500,000.00	1,587,503.75	1,510,227.23		12/21/2023	2.12%	\$ 99,786.46	\$ 42,086.02	\$ 19,038.91	600
Freddie Mac	3133EKK72	Gov. Agency Debenture	6/24/2021	1,550,000.00	1,573,188.00	1,555,915.02		2/8/2023	1.82%	\$ 100,168.75	\$ 57,521.06	\$ 23,726.46	284
Treasury	91282CBE0	Gov. Agency Debenture	9/15/2021	650,000.00	647,615.46	623,035.15		1/15/2024	0.28%	\$ 269.37	\$ -	\$ 1,140.63	625
Subtotal				\$ 45,550,000.00	\$ 46,265,482.88	\$ 44,924,862.43	\$ 1,266.67			\$ 1,455,984.13	\$ 790,116.83	\$ 427,887.93	
BNY MM					153,893.45	153,893.45			0.00%				1
LAIF					6,905,470.30	6,905,470.30			0.52%			20,850.57	1
					\$53,324,846.63	\$51,984,226.18				\$ 1,455,984.13	\$ 790,116.83	\$ 448,738.50	

Matured Assets													
US Treasury	912828Y20	Gov. Agency Debenture	1/31/2020	1,000,000.00	1,016,601.56			7/15/2021	1.47%	\$ 38,221.16	\$ 20,977.00	\$ 609.80	
Wells Fargo	94988J6A0	Corporate Bond	6/24/2020	1,350,000.00	1,370,749.50			9/9/2021	0.80%	\$ 46,023.53	\$ 10,139.92	\$ 1,940.52	
FNMA	3135G0Q89	Gov. Agency Debenture	2/10/2020	1,000,000.00	998,702.00			10/7/2021	1.38%	\$ 22,802.08	\$ 20,147.24	\$ 3,941.85	
FHLB	3130AABG2	US Treasury Note	4/15/2019	1,000,000.00	988,250.00			11/29/2021	2.34%	\$ 49,166.67	\$ 51,343.12	\$ 9,670.58	
Toyota Motor Credit	89236TDP7	Corporate Bond	5/20/2019	1,100,000.00	1,102,596.00			1/11/2022	2.50%	\$ 75,551.67	\$ 58,418.45	\$ 14,755.96	
Freddie Mac	3137EADB2	Gov. Agency Debenture	1/17/2020	2,100,000.00	2,132,039.70			1/13/2022	2.12%	\$ 99,195.84	\$ 49,063.54	\$ 18,236.83	
American Express Credit Corp.	0258M0EG0	Corporate Bond	4/5/2021	1,000,000.00	1,020,330.00			1/31/2022	0.46%	\$ 24,600.00	\$ 553.07	\$ 1,382.68	
PNC Financial	693476BN2	Corporate Bond	8/15/2019	1,000,000.00	1,029,280.00			2/6/2022	2.12%	\$ 84,608.33	\$ 39,793.76	\$ 12,838.57	
FNMA	3135G0V59	Gov. Agency Debenture	11/27/2019	1,540,000.00	1,562,924.44			4/12/2022	1.61%	\$ 82,293.75	\$ 39,792.92	\$ 19,588.25	

Total Investments "Matured"												\$ 82,965.04	
Total Interest FY 20_21 Matured and Current												\$ 531,703.53	

Maturity Profile				Amount
	0-1 year			\$15,270,148.47
	1-2 years			\$26,145,420.58
	2-3 years			\$10,325,350.01
	3-5 years		\$	1,583,927.57
				\$53,324,846.63

Market to Cost Position Report				Amortized
Institution				Cost
BNY Assets				\$46,265,482.88
BNY MM				153,893.45
LAIF				6,905,470.30
				\$53,324,846.63

Town of Los Gatos

Insight ESG Ratings as of June 30, 2022

Security Description	Maturity Date	Par/Shares	Moody Rating	S&P Rating	Insight ESG Rating	Environment	Social	Governance
IBM CORP 1.875% 01AUG2022	8/1/2022	\$ 1,000,000	A3	A-	2	1	2	4
JPMORGAN CHASE & CO 3.25% 23SEP2022	9/23/2022	\$ 900,000	A2	A-	3	1	2	4
AMERICAN HONDA FINANCE 1.95% 10MAY2023	5/10/2023	\$ 600,000	A3	A-	3	1	3	3
PNC BANK NA 3.8% 25JUL2023 (CALLABLE 25JUN23)	7/25/2023	\$ 1,000,000	A3	A-	3	2	3	2
TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023	8/25/2023	\$ 1,600,000	A1	A+	3	2	3	5
AMERICAN HONDA FINANCE 3.625% 10OCT2023	10/10/2023	\$ 950,000	A3	A-	3	1	3	3
BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22)	12/20/2023	\$ 1,300,000	A2	A-	3	1	3	3
JPMORGAN CHASE & CO 3.875% 01FEB2024	2/1/2024	\$ 1,400,000	A2	A-	3	1	2	4
US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24)	2/5/2024	\$ 1,000,000	A2	A+	3	3	4	3
IBM CORP 3.0% 15MAY2024	5/15/2024	\$ 1,000,000	A3	A-	2	1	2	4
CATERPILLAR FIN SERVICES 2.85% 17MAY24	5/17/2024	\$ 1,000,000	A2	A	3	3	2	4
AMERICAN HONDA FINANCE 2.4% 27JUN2024	6/27/2024	\$ 1,000,000	A3	A-	3	1	3	3
HONEYWELL INTERNATIONAL 2.3% 15AUG2024 (CALLABLE 15JUL24)	8/15/2024	\$ 1,000,000	A2	A	3	3	4	3
Total/Average		\$ 13,750,000			2.8	1.6	2.8	3.5

*ESG ratings are from 1 to 5, with 1 as the highest rating and 5 as the lowest. All ratings are weighted by industry rankings, based on the importance of the category within the individual industry.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 5

DATE: August 11, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize a Budget Adjustment in the Amount of \$15,480 to Cover the Additional Work for Rincon Consultants, Inc. as Proposed by Mintier Harnish for a Not To Exceed Total of \$319,562.

RECOMMENDATION:

Authorize a budget adjustment in the amount of \$15,480 to cover the additional work for Rincon Consultants, Inc. as proposed by Mintier Harnish for a not to exceed total of \$319,562.

BACKGROUND:

On July 9, 2018, the Town Council authorized the Town Manager to enter into an Agreement with Mintier Harnish for the preparation of the General Plan update and Environmental Impact Report (EIR). Rincon Consultants, Inc. is one of the subconsultants for the General Plan update specifically tasked with preparing the EIR.

The term of the original Agreement that was executed had an expiration date of July 31, 2020. On August 1, 2020, the Town approved a First Amendment to the Agreement to extend the term expiration to July 31, 2021.

On August 1, 2021, the Town approved a Second Amendment to the Agreement to extend the term expiration to March 31, 2022.

On April 1, 2022, the Town approved a Third Amendment to the Agreement to extend the term expiration to August 31, 2022.

PREPARED BY: Jennifer Armer, AICP
Planning Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Interim Finance Director

PAGE 2 OF 2

SUBJECT: Mintier Harnish Scope and Budget Amendment

DATE: August 11, 2022

DISCUSSION:

Staff is requesting a budget adjustment in the amount of \$15,480 to cover the cost for additional work by Rincon Consultants, Inc. This additional work was needed to finalize the Final EIR for Town Council consideration with the 2040 General Plan.

CONCLUSION:

Staff recommends that the Town Council authorize a budget adjustment in the amount of \$15,480 to cover the cost for the additional work for Rincon Consultants, Inc. as identified by Mintier Harnish.

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's Office, and Finance Department.

FISCAL IMPACT:

Funding for the General Plan update, including this budget amendment, come from the General Plan Update Fund. Sufficient funds are available in this account.

ENVIRONMENTAL ASSESSMENT:

Environmental review is not required for this agreement as it is not a project defined by the California Environmental Quality Act (CEQA).

Attachments:

1. Third Amendment to Mintier Harnish Agreement

THIRD AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

THIS THIRD AMENDMENT AGREEMENT is dated for identification this 6th day of April 2022 and is made by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Mintier Harnish, LP, ("Consultant"), whose address is 1415 20th Street, Sacramento, CA 95811. This Agreement is made with reference to the following facts.

RECITALS

- A. The Town and Consultant entered into an Agreement dated July 9, 2018 to provide Consultant Services for preparation of the General Plan update and Environmental Impact Report (Exhibit A).
- B. The Town and Consultant entered into a First Amendment to the Agreement dated August 1, 2020 to extend the term to July 31, 2021.
- C. The Town and Consultant entered into a Second Amendment to the Agreement dated August 1, 2021 to extend the term to March 31, 2022.
- D. The Town desires to extend the Agreement to August 31, 2022.

AMENDMENT

1. Time of Performance of the Third Amendment Agreement is hereby amended to provide that the term of the Agreement is for the period of April 1, 2022 through August 31, 2022.
2. All other terms and conditions of the Agreement dated July 9, 2018, remain in full force and effect. IN

WITNESS WHEREOF, the Town and Consultant have executed this Third Amendment Agreement as of the date indicated above.

Town of Los Gatos:

DocuSigned by:

Laurel Prevetti 5/16/2022

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Laurel Prevetti

Town Manager

Consultant:

Jim Harnish

Jim Harnish (May 6, 2022 14:33 PDT)

Jim Harnish,

Mintier Harnish, LP

Department Approval:

DocuSigned by:

Joel Paulson

5035A0632FET477...

Joel Paulson

Community Development Director

Approved as to Form:

DocuSigned by:

Robert W. Schultz 5/14/2022

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Robert Schultz

Town Attorney

Attest:

DocuSigned by:

Shelley Neis 5/16/2022

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Shelley Neis, MMC, CPMC,

Town Clerk

AGR 18.165
IHH _____**AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is dated for identification this 9th day of July 2018 and is made by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Mintier Harnish, LP, ("Consultant"), whose address is 1415 20th Street, Sacramento, CA 95811. This Agreement is made with reference to the following facts.

I. RECITALS

- 1.1 Town desires to engage Consultant to provide Consultant Services for preparation of the General Plan update and Environmental Impact Report.
- 1.2 Consultant represents and affirms that they are qualified and willing to perform the desired work pursuant to this Agreement
- 1.3 Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain Consultant.

II. AGREEMENTS

- 2.1 Scope of Services. Consultant shall provide the services as described in the Scope of Services attached as Exhibit A-1 and the schedule attached as Exhibit A-2.
- 2.2 Term and Time of Performance. This contract will remain in effect from the date of execution through July 31, 2020.
- 2.3 Compliance with Laws. Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state, and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.
- 2.4 Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- 2.5 Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to the Town upon the completion of Consultant's services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of these documents or information available to any

FOA

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individual or organization not employed by, or under contract with, the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

- 2.6 Compensation. Compensation for Consultant's professional services **shall not exceed the \$1,174,975** inclusive of all costs. Payment shall be made against tasks at costs as set forth in Exhibit B Fee Schedule. Consultant shall be compensated for services in addition to those described in Exhibit A-1 only if Consultant and Town execute a written amendment to this Agreement describing the additional services to be performed and the compensation to be paid for such services. Fees for additional services will be allocated from the ten percent contingency identified on Exhibit B Fee Schedule.
- 2.7 Flexibility. As noted in Exhibit B Fee Schedule, the distribution of hours between firms, staff categories, and tasks are an estimate. While the total costs shall not exceed amount in Section 2.6 above, the distribution of hours/costs may vary depending on actual execution.
- 2.8 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed, by whom, at what rate, and on what date.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:

Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655

- 2.9 Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant's offices during business hours upon written request of the Town.
- 2.10 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.

- 2.11 Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.
- 2.12 Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.
- 2.13 Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

3.1 Minimum Scope of Insurance.

- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage.

- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy insuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than one million dollars (\$1,000,000) which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

General Liability

- i. The Town, its officers, officials, employees, and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant; and premises owned or used by the Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. The Consultant's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees, and volunteers. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or volunteers.
- iv. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- 3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has

been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

- 3.3 Workers' Compensation. Consultant shall maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town. Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
- 3.4 Indemnification. The Consultant shall save, keep, hold harmless, and indemnify and defend the Town its officers, agent, employees, and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant.

IV. GENERAL TERMS

- 4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- 4.3 Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.
- 4.4 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.
- 4.5 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.

- 4.6 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To Town:

Joel Paulson
Community Development Director
Town of Los Gatos
110 E. Main Street
Los Gatos, CA 95030
Fax: (408) 354-7593
Phone: (408) 354-6879
E-mail: jpaulson@losqatosca.gov

To Consultant:

Jim Harnish
Mintier Harnish
1415 20th Street
Sacramento, CA 95811

Phone: (916) 446-0522
E-mail: jim@mintierharnish.com

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

- 4.7 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect to the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.
- 4.8 Entire Agreement. This Agreement, including Exhibits A-1, A-2, and B, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

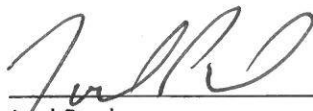
In WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

Town of Los Gatos



Laurel R. Prevetti, Town Manager
Town of Los Gatos

Department Approval:



Joel Paulson
Community Development Director

Consultant:



Jim Harnish
Mintier Harnish, LP

Approved as to Form:



Robert W. Schultz
Town Attorney

Scope of Work

The following section provides our work program for the preparation of the Town of Los Gatos General Plan Update. This program is designed to respond to the scope items included in the Town's Request of Proposal (RFP) and provides for the formulation of a thoughtful and user-friendly General Plan and comprehensive program-level Environmental Impact Report (EIR) that can be used to streamline subsequent project-level proposals. The work program includes appropriate technical studies and community engagement opportunities that explore issues, opportunities, and solutions to guide the community to the year 2040.

In this work program, the term "Consultants" refers to members of the Consultant Team assembled for the project.

Details on community engagement activities are described under Task H, with placeholders shown under each task to show their relationship to the overall work program.

Task A Project Initiation

During this task, the Consultants will work with Town staff to lay the foundation for the General Plan Update, including developing tools to be used throughout the Update, meeting with the General Plan Advisory Committee (GPAC), the Planning Commission, and Town Council, and initiating the community engagement program.

Task A.1 Project Scoping Meeting, Kick-off Meeting, and Town Tour

The Consultants will meet with Town staff to discuss expectations for the schedule, process, and work products and to refine the scope of work to address Town comments.

Following execution of the contract, the Consultants and Town staff will hold a project kick-off meeting. This meeting will confirm roles and responsibilities, establish communication protocols, refine and detail the project schedule based on actual start date, and discuss the initial ideas and strategies for community engagement (which will be refined and documented under Task H.1). Immediately following the kick off, the Consultants will tour the community with Town staff to examine key issues and opportunities that will be addressed in the General Plan Update.

Task A.2 Assemble GIS Data and Prepare Base Maps

The Consultants will work with Town staff to confirm the Planning Area and gather and format information for a Geographic Information Systems (GIS) database covering the Planning Area. The Consultants will prepare base maps suitable for reports and display presentation, including establishing a uniform legend and title block.

During the project kick-off meeting (Task A.1), the Consultants will work with Town staff to identify and obtain existing GIS resources from the Town and other identified agencies with GIS data covering the Planning Area. We will develop new GIS data and maps consistent with Town protocols and data formats to ensure easy integration into the Town's information system. At the end of the project, the Consultants will provide the Town the native files of all original data as well as project-specific GIS layers modified or created by the Consultants for the General Plan Update.

Exhibit A-1

As described in Task H.3, the Consultants will also present selected geographic data online using ESRI ArcGIS Online and/or ESRI Story Map.

Task A.3 Existing Data Collection and Compilation

Knowledge of existing conditions within the Town of Los Gatos will give the Consultants, and the community, a more thorough understanding of how the Town can move forward and what has changed since the last General Plan was prepared. At the beginning of the Update process, and prior to initiation of public engagement, the Consultants will compile (including native format files whenever possible) the following:

Applicable plans, studies, and analysis documents that currently exist within the various departments in the Town of Los Gatos that pertain to the General Plan. Documents may include, but are not limited to:

- General Plan
- Specific Plans
- Hazard mitigation plan
- Parks, open space, trails and recreation plans
- Municipal Code
- Any other pertinent information, documents, plans, and other items identified by Town Staff
- Applicable plans, studies, and analysis documents concerning Infrastructure and utilities
- Geographic information system (GIS) data
- Transportation plans

Pertinent information that is contained in these documents will be reviewed and used by the Consultants to develop the Existing Conditions Background Report (see Task B) that will be provided with the General Plan Update.

The Consultants will use and rely upon these existing resources to develop the General Plan and EIR information. The scope of work and budget are based on the availability and use of secondary data and the development of planning level qualitative assessments that are typical for a general plan update. This information will be supplemented with data collected by our team as described in Task B, Existing Conditions Background Report

GPAC Meeting #1 will be held during this task to facilitate data identification and collection (see Task H.5).

Engagement Activities During Task A:

- Task H.1: Community Engagement Strategy
- Task H.2: Branding and Project Logo
- Task H.3: Set Up Online Engagement
- Task H.4: Newsletter #1, General Plan Update Overview
- Task H-5: GPAC #1
- Task H-7: Community Workshop #1, Project Initiation
- Task H.8: Joint Study Session #1, Introduction to the General Plan Update

Products:

- Kick-off Meeting Summary (digital version)
- GIS Base Maps (digital version)

The term “digital version” is used in this scope of work as the provision of deliverables in both their native format for staff use (e.g., MS Word, MS Excel) and a PDF format that is both print ready and bookmarked for online use.

Task B Prepare Existing Conditions Background Report

During this task, the Consultants will compile information on existing conditions within the town and Planning Area organized by the topics to be covered in the General Plan Update. The Existing Conditions Background Report (Background Report) will focus on identifying and evaluating existing conditions and future trends that will influence the development of the General Plan Update, the EIR, and the future of the community.

Task B.1 Administrative Draft Background Report

The Consultants will prepare an Administrative Draft Background Report and submit it to Town staff for review and comment. The Report will highlight current conditions and trends, and identify future opportunities and constraints, which will lay the groundwork for subsequent policy development. The report will address, at a minimum, the topics described in the request for proposals (RFP), although some reorganization and combinations are proposed.

- Land Use
- Population, Employment, and Housing
- Circulation and Transportation
- Biological Resources
- Cultural Resources
- Economics
- Infrastructure
- Public Services
- Noise
- Air Quality
- Safety and Hazards
- Geology
- Hydrology and Water Quality

During this task, the Consultants will compile information on existing conditions within the Planning Area organized by the topics identified above. This assessment will not only support the development of goals, policies, and programs, but will also serve as the setting information sections in the EIR.

Compiling existing conditions information will involve reviewing existing and draft documents (e.g., existing General Plan elements, zoning, other plans, special studies, EIRs) and contacting appropriate agencies and organizations serving the community. The Existing Conditions Report will include maps, charts, graphs, and photographs to illustrate conditions and trends in an easy-to-read format. Each topic area of the report will address the following:

- Introduction to the topic;
- Key terms (as appropriate to topic);
- Regulatory setting outlining key Federal, State, and local regulations and policies that are pertinent to the topic;
- A summary of existing conditions and setting;
- A brief description of key constraints and opportunities; and
- References (i.e., document citations, websites, and personal communications).

Land Use. The Consultants will analyze the existing General Plan land uses and adopted plans that affect development in Los Gatos. The Consultant will map and analyze existing land uses based on available GIS and/or Assessor's data and identify opportunities and constraints for future development and reuse. The Consultants will also describe regional planning efforts affecting the town.

This section will also summarize the community character of Los Gatos neighborhoods and districts and the design characteristics of each. This will include describing architectural patterns, community gateways, and major geographic features that define the character of Los Gatos.

Population, Employment, Housing, and Fiscal Stability. The Consultants will examine the demographic, employment, and market demand data for different land uses, including retail, industrial, and office development. For the demographic information, the Consultants will use a combination of primary data from the U.S. Census of Population, the American Community Survey, the Local Employment Dynamics database, Association of Bay Area Governments (ABAG), and the California Department of Finance. This data, supplemented by information provided by Town staff, will include measures and trends such as population, housing characteristics, income distribution, educational attainment, ethnicity, commute patterns, and tenure.

We will prepare an overview of economic characteristics and analyze the recent employment trends to verify the leading sectors in the Los Gatos economic base. This analysis will address the types of office and light industrial uses that may be attracted to Los Gatos. For the local demand component, the Consultants will analyze the retail market in Los Gatos, including household demand, business-to-business transactions, and visitor spending. Using sales data provided by the Town sales tax audit firm, we will prepare the retail leakage analysis and provide recommendations on potential commercial development opportunities. We will also prepare a projection of future market growth for Los Gatos based on anticipated household growth and trends in the regional market area. Based on this analysis, the Consultants will develop recommendations for strategic actions and policies to help support the town's retail sector and address potential market threats related to changing market conditions.

The Consultants will also look at the current job-housing balance and use the labor force data and commute patterns to assess housing needs. We will look at how the existing labor force patterns compare with the employment base. The distribution of occupational employment and labor force by occupation can serve as an indicator for the types of housing that the labor force and job base will demand. The Consultants will also identify the existing service levels for various institutions in Los Gatos, such as education and health care facilities, and compare them with other communities. This will help assess future needs, based on population and/or employment growth.

Based on the market analysis above and factoring in the potential supply of land for different uses (employment-generating and residential), we will produce a market projection that addresses future demand for different land uses, as well as forecasts that will identify a range of potential needs for different types of spaces.

The Consultants will also prepare an analysis of the Town budget and how land uses affect Town revenues and costs. This will provide a foundation for later fiscal analysis of land use alternatives or changes in development capacity through the General Plan process.

Circulation and Transportation (Mobility). The Consultants will compile data and information on the existing transportation system, including roadways, transit services, and bicycle and pedestrian facilities. The Consultants will prepare a detailed description accompanied with maps and graphics illustrating the roadway system, bicycle and pedestrian facilities, peak hour traffic counts, pedestrian/bicycle counts, and transit routes/stops. We will use available Census and travel survey data to describe the travel behavior of Los Gatos residents and employees. Federal, State, regional, and local regulations pertaining to multimodal circulation in Los Gatos.

The Consultants will review collision data available through the California Highway Patrol's SWITRS reports to identify specific "hot spots" that have experienced high rates of automobile, pedestrian, and/or bicyclist collisions.

The Consultants will determine existing intersection levels of service using the collected traffic volume data, intersection geometric configurations, and signal phasing (to be provided by the Town). The Consultants will conduct weekday AM and PM peak period traffic counts (vehicles, bikes, and pedestrians) for 10 key study intersections and 24-hour counts on 20 roadway segments (for informational purposes). We will develop the exact list of locations in cooperation with Town staff. To represent typical conditions, we will collect all data during a typical non-holiday weekday and while local schools are in session.

Using transit ridership data from VTA and input from Town staff, we will map key transit trip origins and destinations and used to assess connectivity of transit service. Transit operations will include the peak load factors for bus routes serving Los Gatos.

We will map key pedestrian and bicycle origins and destinations to assess the pedestrian and bicycle network completeness. We will identify gaps in the pedestrian and bicycle networks.

Biological Resources. The Consultant will summarize sensitive habitats, principal vegetation cover types, and special-status and endangered species. This will include primary source material from the Santa Clara Valley Habitat Plan, supplemented with limited windshield surveys and review of existing biology studies completed for the town.

Cultural Resources. The Consultant will summarize historic structures and locations and conduct archeological sensitivity analyses for both prehistoric and historic sites using records maintained at the regional information center and in published research papers. The Consultant will ensure that appropriate individuals are contacted with the surrounding Native American Tribes to ensure sensitive cultural resources are documented appropriately. This section will include areas for the protection of cultural resources consistent with recent State mandates (SB 18).

Economics. See Economics, Population, Employment, and Housing description, above.

Public Facilities, Services, and Infrastructure. The Consultant will summarize infrastructure, resources, services, and facilities related to: water supply and delivery, wastewater collection and disposal, stormwater drainage, solid waste and recycling, energy and telecommunications, law enforcement, fire protection, health care, schools and education, and government services. For each of the topical areas described, the Consultant will identify planned facility improvements and estimate future demands based on projected development compared to available capacity and planned improvements, identifying potential facility and/or service shortfalls. The Consultant will also assess if the General Plan must include information related to recent State mandates that require cities to identify service needs for unincorporated disadvantaged communities (SB 244).

Noise. The Consultant will review existing noise data, including recent EIRs and studies, and summarize the existing noise environment in Los Gatos resulting from major roadways and highways, and stationary noise sources and activities. The Consultant will also document existing noise-sensitive areas and sites. The Consultant will also summarize current information on ground vibration. The Consultant will also update existing noise contours based on the data collected during the noise monitoring survey and traffic data developed/collected.

Air Quality. The Consultant will summarize existing air quality conditions within Los Gatos and the nearby vicinity. This will specifically include the location of existing sensitive receptors and emission sources, existing mass emissions, ambient air quality concentration data from the most applicable monitoring station(s), attainment designations, and natural factors that relate to the transport and dispersion of air pollutants. This summary will include applicable Federal, State, and local regulations, as well as thresholds of significance recommended by Bay Area Air Quality Management District (BAAQMD) and rules for which compliance will be required.

Safety and Hazards (including Geology). The Consultant will summarize existing natural and manmade hazards. As part of this evaluation, the Consultant will summarize the geological environment and associated hazards. This section will address Seismic Hazard Zones (i.e., Seismic Hazards Mapping Act of 1990 and the Alquist-Priolo Earthquake Fault Zoning Act of 1972) and soil strength properties. The Consultant will describe major creeks, streams, and drainages, and will summarize the latest FEMA floodplain mapping to illustrate potential safety and development constraints. The Consultant will summarize urban and wildland fire risks, fire hazard risk areas, and fire protection resources. The Consultant will also summarize major users and producers of hazardous materials within or adjacent to the Town.

Hydrology and Water Quality. The Consultant will summarize sources of groundwater and surface water, water consumption rates, measures used to conserve water, and renewable water facilities and resources. This section will document potential pollution sources, areas susceptible to water quality degradation, and source issues and capacity constraints.

Greenhouse Gas Emissions and Climate Change Adaptation. The Consultants will prepare a climate change background report and existing GHG inventory that includes a discussion of climate change and how the General Plan Update should address this issue, including both the reduction of GHG emissions and climate change vulnerability and adaptation. The report will briefly summarize relevant background information regarding these topics and lay out a framework for the General Plan Update to address climate change, including how the General Plan can implement the existing Sustainability Plan (2012) to serve as a “plan for the reduction of GHG emission” to achieve streamlining benefits per Section 15183.5 of the State CEQA Guidelines.

- **GHG Emissions.** The Consultants will summarize relevant legislation and guidance regarding preparation of a GHG reduction strategy or climate action plan, including the five-step process of preparing an inventory (updates since the 2012 inventory was conducted) and forecasts (including through 2030 and the General Plan horizon year), setting new GHG targets, and developing updated and/or new GHG reduction measures.
The Consultants will also prepare an inventory of recent annual GHG emissions for communitywide activities within Los Gatos, building off of the data contained in the 2012 Sustainability Plan, using information provided by the Town, energy utilities, the traffic consultant, and other sources such as Plan Bay Area or other regional planning documents. The Consultants will prepare the inventory in accordance with established GHG inventory protocols that are appropriate for local municipalities (e.g., Local Government Operations Protocol [LGOP] and ICLEI Communitywide Protocol). The inventory will be focused primarily on emissions that are within the Town’s jurisdictional control or influence. The inventory will not attempt to quantify emissions that are outside the scope of the effort, such as lifecycle/carbon footprint analysis or changes in carbon sequestration or storage in natural or working lands. The inventory will serve as the reference point from which emissions forecasts and reduction targets can be prepared during later phases of the project.
- **Climate Change Adaptation.** The Consultants will prepare a communitywide, planning-level climate change vulnerability assessment, using tools and methods established by the Governor’s Office of Planning and Research (OPR), the California Natural Resources Agency (CNRA), and the California Energy Commission (CEC), including the Cal-Adapt web-based tool, the Adaptation Planning Guide, the 2017 General Plan Guidelines, and other resources. The assessment will examine the adverse effects of climate change relevant to Los Gatos, building on townwide work already completed as part of the Sustainability Plan and existing policies/programs contained in the existing Environment and Sustainability Element. Key issues that will be addressed include extreme heat, changes in precipitation and drought, increased risk of flooding and wildfire, and other impacts. The assessment will help inform SB 379 adaptation measures to be included in the General Plan Policy Document.

Healthy Communities. The Healthy Communities chapter will examine public health challenges facing Los Gatos and identify opportunities for improving health and well-being of residents through a variety of land use, transportation, and other built environment strategies. Our analyses will shed light on key public health issues impacted by the built environment including: obesity, chronic diseases, lack of physical activity and unhealthy eating, injuries, asthma, and health disparities. The Consultant will look at the impact of these issues on special populations such as children, youth, and seniors. The Consultant will also identify a set of healthy community indicators that will be used to describe community factors in Los Gatos that support or act as barriers to active and healthy lifestyles. The Consultant will use GIS maps and graphics to present these findings and illustrate the local “place-health” connections.

Environmental Justice. Community health, environmental justice, and social equity are emerging as important issues that communities are addressing in general plans. SB 1000 requires jurisdictions that have disadvantaged communities to adopt an environmental justice (EJ) element or incorporate EJ policies into their general plans. Based on a review of CalEnviroscreen 3.0, which is considered the default tool used to identify disadvantaged communities, there are not currently any areas identified that would require special treatment as part of the General Plan Update, but this fact will be documented as part of the Background Report.

Task B.2 Public Draft Background Report

Following review by Town staff, the Consultants will revise the Background Report and provide a Public Draft document for review with the GPAC, the Planning Commission, Town Council, and community (see Tasks H.9 and H.11).

Task B.3 General Plan Audit Report

An initial step in the update of the General Plan will be an assessment (audit) of the current General Plan. This assessment will look at the current plan and revisions and additions needed to address changes in State law, the new 2017 OPR General Plan Guidelines, and contemporary planning practice and content.

In addition to meeting current requirements and planning practice, we will also work with Town staff to evaluate the existing General Plan to determine what works, what does not work, and where the plan is not providing adequate or current guidance. This will be done using our proprietary General Plan Evaluation Tool. This Tool provides insights on the existing General Plan clarity; linkages to other plans; progress in achieving desired outcomes; and whether goals, policies, and actions should be carried forward, modified, or removed. The results of this review will be documented in a General Plan Audit Report.

Engagement Activities During Task B:

- Task H.3: Online Existing Conditions Story Map (digital version)
- Task H.9: GPAC Meeting #2, Review Existing Conditions Report
- Task H.10: Newsletter #2, Existing Conditions and Trends
- Task H.11: Joint Study Session #2, Review Existing Conditions Report

Products:

- Administrative Draft Background Report (8 hard copies and digital version)
- Public Draft Background Report (30 hard copies, CD, and digital version)
- General Plan Audit Report (digital version)

Task C Identify Issues, Opportunities, and Constraints

The objective of this task will be to work with the community on the identification of the issues, opportunities, and constraints that should be addressed as part of the General Plan Update. The items to be addressed will be identified by:

- Items identified by the Town Council for the Update (RFP page 3)
- Findings from the Background Report and technical input from the Consultants
- Input from the community (Community Workshop #2)
- Input from stakeholder interviews
- Updated input from the Town Council and Planning Commission

Task C.1 Administrative Draft Issues, Opportunities, and Constraints Summary

The Consultants will summarize the key issues, opportunities, and constraints identified based on the findings in the Draft Background Report, input from community workshops, stakeholder interviews, and Joint Town Council/Planning Commission study sessions.

Task C.2 Public Draft Issues, Opportunities, and Constraints Summary

Following review by Town staff, the Consultants will revise the Administrative Draft and prepare a Public Draft Issues, Opportunities, and Constraints Summary for review with the GPAC, the Planning Commission, Town Council, and community (Tasks H.12, H.13, and H.14).

Task C.3 Final Issues, Opportunities, and Constraints Summary

Following review by the Town Council and Planning Commission, the Consultants will revise the document and prepare a final Issues, Opportunities, and Constraints Summary.

Engagement Activities During Task C:

- Task H.12: Community Workshop #2, Issues, Opportunities, and Constraints Identification
- Task H.13: GPAC Meeting #3, Review Issues, Opportunities, and Constraints Report
- Task H.14: Joint Study Session #3, Review Issues, Opportunities, and Constraints Report

Products:

- Administrative Draft Issues, Opportunities, and Constraints Report (digital version)
- Public Draft Issues, Opportunities, and Constraints Report (30 hard copies, digital version)
- Final Issues, Opportunities, and Constraints Report (digital version)

Task D Development of a General Plan Vision

A General Plan vision statement and guiding principles are intended to reflect what community members value most about their community and the shared aspirations of what they envision their community being in the future. The vision statement should be inspirational and set the key values and aspirations for the General Plan's guiding principles, goals, policies, and implementation measures. The guiding principles should provide more specific guidance that provides the fundamental rules or doctrine that the Town will use to guide General Plan goals, policies, and implementation measures.

During this task, the Los Gatos Vision Statement and Guiding Principles will be developed to guide the preparation of the General Plan Update.

Task D.1 Administrative Draft Vision and Guiding Principles

The Consultants will prepare the Administrative Draft Vision Statement that represents the ideal future for the community and a set of Guiding Principles that support the Vision and represent the Town's core values. We will base the Vision and Guiding Principles on public input gathered at the stakeholder interviews, community workshops, GPAC meetings, and Town Council/Planning Commission study sessions, as well as input from Town staff.

Task D.2 Public Draft Vision and Guiding Principles

Following review by Town staff, the Consultants will revise the Administrative Draft and prepare a Public Draft Vision and Guiding Principles for review with the GPAC, the Planning Commission, Town Council, and community (Tasks H.15, H.16, and H.17).

Task D.3 Final Vision and Guiding Principles

Following review by the Town Council and Planning Commission, the Consultants will revise the document and prepare the final Vision and Guiding Principles that the Town will use to guide development of the General Plan Update.

Engagement Activities During Task D:

- Task H.15: Community Workshop #3, Vision and Guiding Principles
- Task H.16: GPAC Meeting #4, Review Draft Vision and Guiding Principles
- Task H.17: Joint Study Session #4, Vision and Guiding Principles

Products:

- Administrative Draft Vision and Guiding Principles (digital version)
- Public Draft Vision and Guiding Principles (30 hard copies, digital version)
- Final Vision and Guiding Principles (digital version)

Task E Development of Alternatives

During this task, the Consultants will work with Town staff and the community to prepare, evaluate, and ultimately define a preferred policy and land use alternative that will be the basis of the General Plan Update. This task involves developing alternative scenarios for special planning areas and other key locations in the community and evaluating the implications of each alternative. We will also evaluate each alternative based on responsiveness to the key issues, opportunities, and constraints (from Task C) and the Vision and Guiding Principles developed in Task D.

Task E.1 Administrative Draft Alternatives Report

Based on inputs received from the community as well as ideas from the Consultant team, the Consultants will prepare an Administrative Draft Alternatives Report for review by Town staff and the GPAC. This Report will contain a mix of land use and circulation alternatives as well as key policy alternatives. Based on the RFP, the land use and circulation alternatives may potentially address: land use mix, development options for key sites, approaches to commercial corridors, circulation options, and interactions between land use and transportation systems.

The Alternatives Report will include maps and descriptions for land use, circulation, and policy alternatives that cover each of the areas and topics identified earlier. We will group location-specific alternatives into alternative packages that achieve the Vision and Guiding Principles. The assessment conducted will include an evaluation of alternatives in terms of implications for land use and community character, economic development, fiscal health, mobility and connectivity, public facilities and services, and the natural environment. For each policy alternative, the Consultants will identify the issues for which there is clear policy choice and direction, as well as issues where choice and direction is not as clear. We will complete a

qualitative comparative assessment of the policy implications of each alternative based on clarity and congruence with key issues.

The Consultants will prepare an Alternatives Report that clearly communicates the potential implications of each alternative, supporting a more informed choice. We will base the assessment of each alternative choice primarily on a qualitative look at factors that can be used to differentiate the alternatives and their potential impacts on the community relative to achieving the Vision and Guiding Principles. There are two areas where we will provide more quantifiable information: fiscal impacts and the transportation system.

The work done at this stage is designed to help the community evaluate the alternatives presented and is not intended to be a full CEQA alternatives analysis (which will be performed as part of a later task).

Subtask E.1a Fiscal Impact Analysis

The Consultants will prepare an analysis of the fiscal and economic impact of proposed land use changes being considered as part of the General Plan Update. This may be in the form of an alternatives analysis or an analysis of the preferred land use plan, as needed in the overall process. The fiscal analysis will project Town tax revenues and other revenues normally affected by growth in population, jobs, and development. The Consultants will estimate the increases in service capacity needed to support the proposed growth levels or from changes in the land use mix. The fiscal model allows us to evaluate land uses separately to assist in identifying an optimal land use mix from the standpoint of generating sufficient tax base to support Town services.

Subtask E.1b Transportation System Alternatives

The Consultants will develop trip generation and VMT estimates using our MainStreet tool for each of the land use alternatives. These trip generation and VMT estimates will be used in the selection of the preferred alternative. The Consultants will also provide qualitative assessments of each alternative using criteria developed in concert with Town staff to reflect Los Gatos community values. They may include items such as the availability of transportation services, the potential to increase traffic congestion, and the potential to reduce average VMT.

Task E.2 Public Draft Alternatives Report

Following review by Town staff, the Consultants will revise the Administrative Draft and prepare a Public Draft Alternatives Report for review with the GPAC, Planning Commission, Town Council, and community (Tasks H.19, H.20, H.21, and H.22).

Engagement Activities During Task E:

- Task H.18: Newsletter #3: Alternatives
- Task H.19: Community Workshop #4, Alternative Choices
- Task H.20: GPAC Meeting #5, Review Draft Alternatives Report
- Task H.21: Planning Commission Study Session #5, Alternatives Report
- Task H.22: Town Council Study Session #5, Alternatives Report

Products:

- Administrative Draft Alternatives Report (digital version)
- Public Draft Alternatives Report (30 hard copies and digital version)

Task F General Plan Goals and Policy Development

Based on the extensive work resulting from the Background Report, technical studies, visioning, and alternatives planning in previous tasks, the Consultants will prepare the draft General Plan. The Consultants will prepare a General Plan document that is attractive, contemporary, and user-friendly, using extensive photos, illustrations, and maps. We are also proposing to include the development of a web-based General Plan at the end of the project.

Task F.1 Administrative Draft General Plan

For the Update, the Consultants will address all the requirements of State law, such as complete streets, flood risk reduction, and environmental justice, using the 2017 OPR General Plan Guidelines as a guide. The Plan will reflect best practices for addressing contemporary planning issues, such as retail trends, transportation technology, and community health. It is expected that the cross-cutting topics of climate change, sustainability, resiliency, and healthy communities would be themes addressed throughout the Plan, rather than separate, standalone elements; however, we will discuss options with Town staff.

The General Plan will include an Introduction and Table of Contents, and at a minimum, will update the content of the elements that make up the current Los Gatos General Plan:

- Land Use Element;
- Community Design;
- Transportation Element (Circulation);
- Vasona Light Rail Element;
- Open Space, Parks, and Recreation Element (Open Space);
- Environment and Sustainability Element (Conservation);
- Noise Element;
- Safety Element; and
- Human Services Element.

Prior to the start of this task, and considering the results of the General Plan Audit conducted earlier, the Consultants will work with Town staff to determine the outline (framework) for the General Plan Update. To support this, the Consultants will review with Town staff a selection of plan formats that could be used. This could include the combination of existing elements or the addition of new elements to meet current and projected needs.

As part of this task, the Consultants will develop policies and programs to reduce GHG emissions as part of an integrated GHG reduction strategy.

The current Housing Element will be integrated into the General Plan Update when the final documents are prepared at the end of the project. The Town's current Housing Element will not be updated as part of this project.

Implementation Strategy

The Consultants will prepare a comprehensive implementation strategy that includes discrete, tangible actions the Town will undertake to implement the goals and policies. The Consultants will also review current implementation ordinances/regulations (e.g., zoning, subdivision, historic preservation, public arts, and other

implementing ordinances) and include recommendations as a part of the implementation programs for ordinance revisions needed to maintain consistency with the General Plan.

As part of the Update, the Consultants will review and develop new objective standards that provide clear direction on application and intent.

Task F.2 Administrative Draft Land Use and Circulation Diagrams

The Consultants will prepare an updated General Plan (Land Use) Diagram and Circulation Diagram as part of the Administrative Draft General Plan. We will update the Land Use Diagram with any changes made to the designations and locations they apply based on the preferred alternative. For the Circulation Diagram, we could use VMT to develop roadway standards instead of or in addition to LOS standards (as desired).

Task F.3 Preliminary Draft General Plan

Based on direction from Town staff, the Consultants will revise the Administrative Draft General Plan and prepare a Preliminary Draft General Plan for review and confirmation by the GPAC, Planning Commission, and Town Council. We recommend this review to confirm direction on changes to the General Plan before preparation of the EIR (see Task H.23 and H.24). This approach helps reduce the potential for major changes to the Plan during or after the environmental review process.

Task F.4 Public Draft General Plan

Based on direction from the Town Council, the Consultants will prepare the Public Draft General Plan for publication and environmental review.

Task F.5 General Plan Consultation and Referrals

State law requires consultation with a variety of Federal, State, regional, and local agencies whenever a jurisdiction updates or amends its general plan. These statutes are located throughout the Government Code and have varying requirements for when draft and final documents must be submitted and how long agencies have to review and provide comments. We maintain a checklist of agency consultation requirements that we will use to ensure the Town provides the Public Draft General Plan to the appropriate agencies.

Engagement Activities During Task F:

- Task H.23: GPAC #6
- Task H.24: Joint Study Sessions #5, #6, and #7
- Task H.25: Newsletter #4, Draft General Plan
- Task H.26: Community Workshop #5, Draft General Plan

Products:

- Administrative Draft General Plan (digital version)
- Administrative Draft Land Use and Circulation Diagrams (digital version)
- Preliminary Draft General Plan (30 hard copies, digital version)
- Public Draft General Plan (30 hard copies, CD, digital version)

Task G Environmental Impact Report

Based on review of the RFP and our experience preparing General Plan EIRs, we recommend the preparation of a Program EIR pursuant to State CEQA Guidelines Section 15168. Although the legally-required contents of a Program EIR are technically the same as those of a Project EIR, Program EIRs are by necessity more general and may contain a broader discussion of impacts, alternatives, and mitigation measures than a Project EIR.

Use of a Program EIR provides the Town with the opportunity to consider broad policy alternatives and program-wide mitigation measures and greater flexibility to address environmental issues and/or cumulative impacts on a comprehensive basis. Once a Program EIR has been certified, subsequent activities within the program may be evaluated to determine what, if any, additional CEQA documentation needs to be prepared. If the Program EIR addresses the program's effects as specifically and comprehensively as possible, many subsequent activities could be found to be consistent with the Program EIR mitigation parameters and additional environmental documentation may not be required (CEQA Guidelines Section 15168(c)). In this case, the Program EIR serves a valuable purpose as the first-tier environmental analysis that will assist in streamlining and possibly exempting future projects from CEQA with the idea that the General Plan Program EIR can be used for such exemptions when projects are consistent with the General Plan Update.

Task G.1 Staff Work Session on Program EIR Preparation

The consultants will facilitate a work session with Town staff on preparing the Program EIR and completing the adoption process. The session, often referred to as a CEQA kickoff meeting, will cover the following topics:

Evaluating Environmental Impacts

- Strategies for CEQA compliance
- Coordination of environmental document with general plan preparation
- Developing a reasonable range of alternatives
- Using new or revised policies as mitigation measures
- GHG gap analysis

Completing the Process

- Agency consultation
- Public notice
- Hearings
- Adoption
- Final documents

Task G.2 Notice of Preparation

The Consultants will work with Town staff to develop a project description and will prepare a draft Notice of Preparation (NOP) for Town staff to review. The NOP is intended to alert other public agencies about the undertaking, and to solicit their input on the scope of the study. The Consultants will submit a final PDF copy of the NOP to Town staff for posting on its website and for distribution to public agencies. It is assumed that the Town will distribute the NOP using the Town's NOP distribution list. The Consultants will review and make suggestions regarding the list. The Consultants will be responsible for filing the NOP with the State Clearinghouse/OPR.

Task G.3 Scoping Meeting

The Consultants will facilitate a public and agency scoping meeting associated with the release of the NOP. The Scoping Meeting will be held during the 30-day NOP period to introduce the community to the EIR process and obtain input on the Program EIR scope of work. It will include a brief presentation, followed by public comment and input from meeting attendees. The Consultants will prepare a summary of all input gathered, which will be included in the Draft Program EIR along with any written public comments received during the NOP comment period.

Task G.4 Administrative Draft Program EIR

The Consultants will prepare an Administrative Draft Program EIR (ADPEIR) in compliance with CEQA requirements using information gathered as part of the General Plan update effort and comments on the NOP, as well as information from other relevant CEQA documents completed by the Town in recent years. The Consultants will be responsible for development of a legally-adequate and appropriate Program EIR for the General Plan.

The Consultants will prepare the ADPEIR based on the project description approved by the Town Council. The description of the environmental and regulatory setting for the General Plan EIR will be based on the Background Reports prepared for the project (see Task B), and information from other relevant CEQA documents completed by the Town in recent years, as well as any information received during the General Plan Update process. Materials will be presented in a user-friendly format.

We will introduce each topical section in the environmental analysis with a brief statement of its context in the ADPEIR and the development of the General Plan. This effort may include interpretive information for the reader to better understand how the General Plan affects the environment, as well as the sources of data used in the analysis.

The setting for each topical section will describe existing conditions relevant to the topic and provide the groundwork for impact analysis. The number of impacts to be analyzed and the depth of analysis will be determined based on areas of concern identified by the Consultants and Town staff, as well as responses to the NOP. Thresholds used to determine the significance of project impacts will be clearly stated and will include thresholds in the CEQA Guidelines, Appendix G, as well as existing regulatory standards, if applicable. Impacts will be identified, and mitigation measures will be prepared, to reduce significant impacts to a less-than-significant level, when feasible. For each potentially significant impact identified in the ADPEIR, the Consultants will identify mitigation measures or policy statements proposed by the Town as part of the General Plan Update to avoid or reduce identified impacts. Mitigation measures will be constructed as policy statements or implementation measures to facilitate incorporation into the General Plan Update.

In order to prepare an ADPEIR that meets the needs of the Town and regulatory requirements of the State, the ADPEIR will comprise the following sections:

Executive Summary. This section will provide a summary of the entire ADPEIR and include the following:

- a discussion of the project objectives;
- a brief description of the proposed project;
- a summary of the environmental setting for the Planning Area;
- a summary of impacts;

- a summary of mitigation measures (mitigating policies or programs);
- a discussion of alternatives considered; and
- areas of controversy, and issues remaining to be resolved.

Introduction. The ADPEIR will contain an introductory chapter that provides an overview of the project and context, summarizes CEQA requirements and the environmental review process, describes the legal purpose of the ADPEIR, outlines the environmental issues being addressed, and presents the organization of the report.

Project Description and Environmental Setting. This section will contain the Town's objectives for the General Plan and a summary of the General Plan components. It will also outline the Planning Area boundaries and summarize existing conditions and new land uses proposed as a part of the project. We will describe the information in a mix of text, tabular, and graphic form (i.e., maps and diagrams).

Analysis, Impacts, and Mitigation Measures. The environmental analysis section will include four main components:

- **Setting** – description of current conditions with respect to the issue in question, including the existing regulatory environment
- **Impact analysis** – statement of significance thresholds and discussion of potentially significant effects of the proposed project
- **Programmatic mitigation measures** – methods by which significant effects can be reduced or eliminated, often presented as General Plan policies to be introduced back into the plan
- **Level of significance after mitigation** – discussion of whether proposed mitigation measures reduce impacts to below the adopted significance threshold

We will consider adverse impacts that meet or exceed significance thresholds significant. Additionally, all impacts will be characterized in terms of short- or long-term effects and presented in a logical discussion that the public can understand. We will discuss any inconsistencies with local or regional plans.

We will discuss approaches to the impact analysis for the Program EIR with Town staff and will be consistent with the assumptions and methodologies used in recent Town-certified EIRs to the extent possible. In general, the impact analysis will focus on the issues present in the Planning Area and likely to be affected or impacted by the General Plan Update. Some issues, such as agriculture and mineral resources may not require a detailed analysis relative to other issues because they do not occur in Los Gatos or would be unaffected by the project.

Issues to be analyzed in a programmatic framework will include:

- Aesthetics
- Agriculture
- Air Quality
- Biological Resources
- Cultural Resources
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials

- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population and Housing
- Public Services
- Recreation
- Transportation and Traffic
- Tribal Resources
- Utilities and Service Systems
- All the mandatory CEQA sections including energy and growth inducement

Greenhouse Gas Emissions Analysis

The Consultants will conduct necessary analysis to address CEQA Guidelines Section 15064.4. The Consultants will prepare the GHG section of the ADPEIR addressing the contribution of GHG emissions generated by buildout of the General Plan and their contribution to cumulative impacts related to climate change. Potential impacts and mitigation measures will be coordinated with the recommended targets and GHG emission reduction potential of the updated General Plan's policies and program.

Prepare GHG Forecasts and Reduction Targets

Based on the GHG emission inventory (conducted in Task 2.2), the Consultants will prepare GHG emissions forecasts (e.g., "business-as-usual") for communitywide sources for two future-year scenarios: 1) without applicable legislative actions; and 2) with reductions associated with implementation of adopted Federal and State legislation (e.g., renewable energy portfolio standards, California Green Building Code standards, vehicle emissions controls, fuel efficiency standards). The Consultants will forecast GHG emissions for 2020 (consistent with AB 32), 2030 (consistent with SB 32), and 2050 (consistent with Executive Order B- S-3-05), along with the GPU buildout year (i.e., 2040).

The Consultants will also calculate GHG reduction targets required to meet the Town's local fair share of the State's 2020 and 2030 GHG reduction goals in AB 32 and SB 32, per guidance from CARB in the 2017 Scoping Plan Update and the 2017 General Plan Guidelines.

Quantify GHG Reduction Measures and Perform Gap Analysis

The Consultants will quantify the GHG reduction potential of proposed General Plan policies and programs and conduct a "GHG reduction gap analysis" to determine whether the proposed policies and programs in the Draft General Plan can achieve the Town's GHG reduction targets and goals.

As part of the GHG quantification process, the Consultants will evaluate and prioritize policies and actions using the following or similar criteria:

- Quantified VMT or trip reduction potential;
- Quantified energy conservation or fuel savings potential;
- Quantified renewable energy generation potential;
- Quantified water efficiency and conservation potential;

- Quantified solid waste reduction and recycling potential;
- Administrative/political responsibility and feasibility, implementation costs, possible funding sources, and public and private sector implementation partners.

We will add all information, assumptions, and target indicators used to quantify GHG emissions reductions required to meet the targets into the ADPEIR as a technical appendix, creating a single, master data-set for the GHG reduction analysis. If it is determined during preparation of the ADPEIR that the identified draft policies and program are not enough to achieve the Town's reduction targets and goals, the Consultants will increase participation rates of GHG reduction actions or identify new potential GHG reduction policies and actions to fill the gap. If needed, revised or new policies and implementation programs will be added to the General Plan and/or recommended as mitigation measures.

Transportation Analysis

The operations of study intersections and freeway segments on SR 17 and SR 85 will be evaluated with LOS calculations during the AM and PM peak hours for the following traffic study scenarios:

- Existing Conditions
- Cumulative 2040 without Project
- Cumulative 2040 with Updated General Plan Land Use and Circulation Element

The Consultants will use transportation forecasts from the VTA's travel demand model to determine the growth in traffic, including regional traffic growth on SR 17 and SR 85 for a plan year (2040). We will add traffic estimates from Task 3 for the preferred land use to develop traffic forecasts for Scenario 3.

We will prepare a LOS table showing operating conditions of all study intersections for each of the study scenarios, along with "Project plus mitigated conditions" (if mitigations required and/or are feasible). We will use the Town of Los Gatos and VTA criteria to identify significant impacts to intersections and freeway segments.

Pedestrian, Bicycle, and Transit Analysis

The Circulation Element will include improvements to pedestrian, bicycle, and transit facilities and services. If bus rapid transit (BRT) is included in the Circulation Element, we will evaluate its impact at a planning level by comparing person carrying capacities and levels of service at a few selected intersections with and without its implementation.

VMT Travel Forecast Model Runs to Support Air Quality and Noise Analyses

The Consultants will use the VTA's model to provide input for the air quality and noise analyses.

For Air Quality and Greenhouse Gas Emissions Analysis:

1. Average Daily Vehicle Trips associated with existing land uses (2018) in Los Gatos
2. VMT associated with existing land uses in the Los Gatos
3. Average Daily Vehicle Trips associated with 2040 without Project and with Project land uses in Los Gatos (at the planning horizon)

4. VMT associated with the 2040 without Project and with Project land uses in Los Gatos – GP Plan Year
5. VMT by I-X, X-I, I-I (excluding X-X trips), if available

For Noise Analysis:

1. Daily Segment Traffic Volumes for Existing for all segments analyzed
2. Daily Segment Traffic Volumes for 2040 without Project and 2040 GP Plan Year for all segments analyzed
3. Speed limits on the segments for existing and future time frames, if available

Alternatives Analysis. We will consider a range of alternatives in the ADPEIR. State CEQA Guidelines require consideration of the “No Project” Alternative. For purposes of this Program EIR, the No Project Alternative would be a continuation of the existing General Plan without any updates or additions. In addition to the “No-Project” Alternative, the Consultants will consider other alternatives (such as alternative land use scenarios) that were developed during the General Plan Update. Evaluation of alternatives will be in less detail than that for the proposed project, though the analysis will provide decision-makers and the public adequate information to decide between alternatives. This section will also identify the “environmentally superior alternative.” If the “No Project” Alternative is determined to be environmentally superior, the ADPEIR will identify the environmentally superior alternative among the remaining scenarios.

For transportation impacts, the Consultants will analyze up to two project alternatives in a qualitative manner, with a discussion of trip generation and general discussion of potential impact differences compared to the preferred land use plan.

Cumulative Impacts. We will evaluate cumulative impacts based on planning documents for the Planning Area. We will also estimate and discuss the contribution of the proposed project to the overall cumulative impacts.

Other CEQA Sections. The ADPEIR will provide, in addition to the sections discussed above, all other required CEQA sections, including areas of known controversy, growth inducement effects, energy, and significant unavoidable impacts.

Task G.5 Staff Review/Screen Check Draft Program EIR

The Consultants will incorporate Town staff input into the ADPEIR and provide Town staff with digital versions of the ADPEIR in both Word and PDF formats. Town staff will conduct one review of the ADPEIR and provide consolidated comments and edits. The Consultants will incorporate appropriate revisions and prepare a Screen Check Draft Program EIR. We will provide the Screen Check version in a digital format.

Task G.6 Draft Program EIR

Once the Town staff approves the Screen Check Draft Program EIR, the Consultants will prepare the Draft EIR for public circulation. The Consultants will prepare and distribute the required copies of the Draft Program EIR to the State Clearinghouse, including all required accompanying forms, such as the Notice of Completion (NOC). The Consultants will also file the Notice of Availability (NOA) of the Draft Project EIR with the Santa Clara County Clerk’s office. We assume that Town staff will distribute the NOA of the Draft Program EIR to responsible agencies, and interested agencies, organizations, and persons. We also assume that the Town will be responsible for required newspaper ads and other public noticing of the document’s availability, such

as radius label mailing or onsite posting. As required by State law, the Draft Program EIR will require at least a 45-day public review period.

Products:

- Draft and Final Notice of Preparation (digital version and submittal of copies of the NOP with the State Clearinghouse)
- Scoping Meeting Materials
- Administrative Draft Program EIR (2 hard copies and 10 CD copies to the Town)
- Screen Check Draft Program EIR (digital version)
- Draft Program EIR (30 hard copies and 30 CD copies sent to the Town and 30 hard copies of the Executive Summary and 15 CD copies of the Draft Program EIR submitted to the State Clearinghouse, NOA submitted to the County Clerk)

Task H Engagement

Task A Engagement

The following activities will occur in conjunction with the work under Task A.

Task H.1 Community Engagement Strategy

Based on input from the kick-off meeting (Task A.1), the Consultants will work with Town staff to prepare a comprehensive Community Engagement Strategy that will document the outreach methods to be used throughout the project. The Strategy will describe outreach responsibilities, publicity protocols, and how the engagement will be structured to ensure comprehensive community engagement. The Strategy will be structured to be inclusive of all those who make up the “community,” including residents; workers; visitors; businesses; property owners; educational institutions; civic, community, and non-profit organizations; religious, social, cultural and ethnic communities; and public agencies. In addition to being inclusive, our goal is to create meaningful opportunities for involvement throughout the development of the Update.

Task H.2 Branding and Project Logo

The Consultants will develop a branding package for the General Plan Update. The branding package will include a project logo and style templates that we will use for all work products, the website, and publicity materials to build enthusiasm about the project and ensure that this effort is distinct in the minds of the community. We will provide the Town with up to three options from which to choose.

Task H.3 Set Up Online Engagement

During this task, we will design and develop a project-specific website for the Los Gatos General Plan Update. In our work on dozens of general plan projects, we have found that having a stand alone project website, with links to and from the Town’s website, provides a responsive platform for community engagement while not adding additional work for Town staff.

The Consultants will build the website on a modern, user-friendly platform that allows quick and easy updates to the website. In addition to being an important public outreach and information tool, the website will serve as an administrative record of the project. It will include all meeting announcements/materials, draft and final documents, and meeting summaries. The website will also be used to link to online

engagement opportunities, including Engagement HQ, developed during the project. This scope of work includes all needed maintenance and updates to the website for the duration of the project.

As part of the online outreach, we propose to use the Engagement HQ software tool and online mapping using ESRI ArcGIS Online and ESRI Story Map. For more information, see “Enhanced Community Engagement Tools” inset on page 41.

Task H.4 Newsletter #1, General Plan Update Overview

The Consultants will prepare a newsletter that describes what a general plan is, how and why it is being updated, the project schedule, and how the public can be involved in the update. The newsletter will be used to promote engagement opportunities.

Task H.5 Form the General Plan Advisory Committee (GPAC), GPAC Meeting #1

The Consultants will facilitate the first meeting of the GPAC. We will first present and get consensus on the overall GPAC meeting format, rules, and operating procedures. We will summarize the community engagement strategy and get GPAC input on strategy refinements. We will also ask the GPAC members to identify key issues they feel should be addressed during the General Plan Update.

Task H.6 Other GPAC Meetings

Six GPAC meetings, associated with specific deliverables are detailed in the Scope of Work. Budget to cover an additional 18 GPAC meetings is included and will be placed as needed.

Task H.7 Community Workshop #1, Project Initiation

At the beginning of the process, the Consultants will conduct the first community workshop. At the Town Hall, the Consultants will provide an overview of the key steps in the General Plan Update process, the opportunities the community will have for engagement, and changes in State law/regulations and other important issues that will affect the General Plan Update. During this Town Hall, the Consultants will also conduct an exercise to start the identification of issues and opportunities that should be addressed as part of the General Plan Update.

Task H.8 Joint Study Session #1, Introduction to the General Plan Update

At the beginning of the process, the Consultants will facilitate a Joint Study Session with the Town Council and Planning Commission. Given the significance of the General Plan Update, it will be important for the Council and Commission to meet the Consultants early in the program and to have a clear understanding of what to expect during the process. This meeting will provide a common understanding of the need for and purpose of the General Plan, the key steps in the preparation process, the strategy for community engagement, changes in State law and regulations since the last update, and other important issues affecting the General Plan preparation process. The workshop will also help establish stronger working relationships between the Consultants and Town leaders.

Engagement Products During this Task:

- Community Engagement Strategy (digital version)
- Project Logo and Design Theme Alternatives (up to 3 alternative approaches, digital version)
- Project Website and Engagement HQ Site Setup

- GPAC #1 Meeting Materials and summary minutes (digital version)
- Newsletter #1 (100 hard copies and digital version on website)
- Stakeholder Interview Summary (digital version)
- Joint Study Session #1 Meeting Materials and Summary Report (digital version)

Task B Engagement

The following activities will occur in conjunction with the work under Task B.

Task H.9 GPAC Meeting #2, Review Background Report

The Consultants will facilitate Town staff and GPAC review of the GPAC Draft Background Report.

Task H.10 Newsletter #2, Existing Conditions and Trends

The Consultants will prepare a newsletter summarizing key findings from the Background Report and initial outreach efforts. The newsletter will be used to characterize existing conditions and trends influencing the community and promote the online engagement opportunities.

Task H.11 Joint Study Session #2, Review Existing Conditions Report

The Consultants will facilitate a joint study session with the Town Council and Planning Commission to present the major findings from the Public Review Draft Background Report. The Consultants will facilitate a discussion with the Council members and Commissioners about the implications of the findings on the future of the community.

Engagement Products During this Task:

- GPAC Meeting #2 Materials and Summary Report (digital version)
- Newsletter #2 (100 hard copies and digital version on website)
- Joint Study Session #2 Meeting Materials and Summary Report (digital version)

Task C Engagement

The following activities will occur in conjunction with the work under Task C.

Task H.12 Community Workshop #2, Issues and Opportunities Identification

The second community workshop will be a three-part event. During the first part of the event, the Consultants will provide the community with an overview of the information developed for the Background Report. This component will highlight the existing conditions and trends that will influence the future of the community. The second part of the event will involve interactive exercises designed to gain input on the issues and opportunities that the public would like to see addressed in the General Plan Update.

From the issues and opportunities discussion, workshop participants will segue to the third part of the workshop, in which the Consultants will work with smaller groups to answer questions such as: What is unique about Los Gatos that is not found anywhere else? We will work with participants to define a list of places they like to take out-of-town visitors, places they consider “public-places” (i.e., places where people gather), and natural or manmade features that make the community unique.

Task H.13 GPAC Meeting #3, Review Issues and Opportunities Report

The Consultants will facilitate Town staff and GPAC review of the Administrative Draft Issues and Opportunities Report.

Task H.14 Joint Study Session #3, Review Issues and Opportunities Report

The Consultants will facilitate a joint study session with the Town Council and Planning Commission to present the major findings from the Issues and Opportunities Report. The Consultants will facilitate a discussion with the Council members and Commissioners about the implications of the findings for new or revised General Plan policies and programs and solicit input on key issues and opportunities the Update should consider, and other interests and expectations of the Council members and Commissioners.

Engagement Products During this Task:

- Community Workshop #2 Materials and Summary Report (60 printed, digital versions)
- GPAC Meeting #3 Materials and Summary Report (digital version)
- Newsletter #2 (100 hard copies and digital version on website)
- Joint Study Session #3 Meeting Materials and Summary Report (digital version)

Task D Engagement

The following activities will occur in conjunction with the work under Task D.

Task H.15 Community Workshop #3, Vision and Guiding Principles

The third community workshop will include several interactive visioning exercises that encourage community participation and dialogue about the future of Los Gatos. There are several options for how to structure the community workshop (e.g., open house format or small group exercises) and which exercises to conduct. The Consultants will work with Town staff prior to the workshop to identify the format that will work best for the community.

Task H.16 GPAC Meeting #4, Review Draft Vision and Guiding Principles

The Consultants will facilitate Town staff and GPAC review of the Draft Vision and Guiding Principles. At this meeting, the Consultants will also review the General Plan Audit Report and confirm content to be updated and new topics to be addressed.

Task H.17 Joint Study Session #4, Vision and Guiding Principles

The Consultants will facilitate a joint study session with the Town Council and Planning Commission to present the draft Vision Statement and Guiding Principles. The purpose of the study session will be to gain consensus on these items and provide direction to the Consultants that will guide the development of the goals, policies, and implementation measures in the General Plan Update.

Engagement Products During this Task:

- Community Workshop #3 Materials and Summary Report (60 printed, digital versions)
- GPAC Meeting #4 Materials and Summary Report (digital version)
- Joint Study Session #4 Meeting Materials and Summary Report (digital version)

Task E Engagement

The following activities will occur in conjunction with the work under Task E.

Task H.18 Newsletter #3: Alternatives

The Consultants will prepare a newsletter that summarizes the land use and policy alternatives. We will use the newsletter to educate community members on the alternatives process and generate public interest and attendance for the upcoming community workshop.

Task H.19 Community Workshop #4, Alternative Choices

The Consultants will facilitate the fourth community workshop, which will focus on identifying land use and topical (policy) choices based on previous community inputs. Policy alternatives could address items such as transportation options, healthy community updates, public facility choices, and so forth. The workshop will contain an educational component on the fiscal, transportation, environmental, and other considerations that need to be assessed with any alternatives.

The Consultants will take the input received at the community workshop to prepare preliminary land use concepts and relevant topical alternatives for further consideration.

Task H.20 GPAC Meeting #5, Review Draft Alternatives Report

The Consultants will facilitate Town staff and GPAC review of the Draft Alternatives Report.

Task H.21 Planning Commission Meeting

The Consultants and Town staff will facilitate a meeting with the Planning Commission to review the Alternatives Report and solicit their feedback and recommendations on a preferred land use alternative and key policy choices presented. Recommendations from the Planning Commission will be presented to the Town Council for consideration and direction.

Task H.22 Town Council Meeting

The Consultants and Town staff will facilitate a meeting with the Town Council to review the Alternatives Report and recommendations from the Planning Commission. The purpose of this meeting will be to gain Council direction on the preferred alternatives package that will be used to create the Draft General Plan.

Engagement Products During this Task:

- Newsletter #3 (100 hard copies and digital version on website)
- Community Workshop #4 Materials and Summary Report (60 printed, digital versions)
- GPAC Meeting #5 Materials and Summary Report (digital version)
- Planning Commission #5 Meeting Materials and Summary Report (digital version)
- Town Council #5 Meeting Materials and Summary Report (digital version)

Task F Engagement

The following activities will occur in conjunction with the work under Task F.

Task H.23 GPAC #6: Draft General Plan

The Consultants will facilitate Town staff and GPAC review of the GPAC Draft General Plan

Task H.24 Joint Study Sessions #5, #6, and #7

The Consultants will conduct up to three joint study sessions with the Town Council and Planning Commission to review and confirm the changes to the General Plan. The Planning Commission will recommend any final revisions or adjustments to the Town Council. The Town Council will then provide direction on any final revisions or adjustments to the General Plan prior to the preparation of the EIR. During one of these study sessions, a presentation on VMT will be included.

Task H.25 Newsletter #4, Public Draft General Plan

The Consultants will prepare a newsletter summarizing the Public Draft General Plan that provides highlights of the key features and changes in the new General Plan.

Task H.26 Community Workshop #5, Draft General Plan

Upon release of the Public Draft General Plan, the Consultants will facilitate an open house to present the Plan to the community. The open house could be set up in the format where residents can visit stations or “booths” focused on each element of the Plan. Town staff and Consultants will be stationed at each booth to discuss the elements, answer questions, and gather feedback. The Consultants will promote the public review process and hearings for the General Plan.

Engagement Products During this Task:

- Joint Study Session Meeting Materials and Summary Reports (digital version)
- Newsletter #4 (100 hard copies, digital version)
- Community Workshop #5 Materials and Summary Report (60 printed, digital versions)
- Community Workshop #5 Display Boards

Enhanced Community Engagement Tools

Task H.27 Online Engagement

While workshops and meetings are essential to an effective planning process, these traditional outreach methods of engagement are not enough to obtain the broad mix of inputs needed to make a plan responsive to the entire community. This is especially true for younger generations who are busy with work, family commitments, and other social engagements. Our approach to public outreach is to supplement community workshops with web-based crowd-sourcing and social media tools to attract and engage the broadest possible audience. As part of the Update program, we will offer a range of online engagement tools that allow participation in the process while at home, work, the coffee shop, or wherever inspiration strikes.

Project Website. The website will serve as the hub of project communication and information, including an overview of the project, announcements about upcoming meetings and information on past meetings and events, document library, and contact information.

Engagement HQ. In addition to the Project Website as an information portal, we also propose to use Engagement HQ software tools to develop an exciting platform for online public engagement. Engagement HQ allows us to engage with the community through surveys, opinion polls, discussion forums, photo sharing, mapping exercises, and more. It also offers analysis and reporting tools to understand who is participating and easily summarizes community inputs. During the General Plan Update, we will use this tool to poll the community on a range of topics.

If desired, the Consultants will also train Town staff to administer the site, so it can be maintained beyond the General Plan Update project as an ongoing forum for general civic engagement. We will use Engagement HQ software for active public engagement over a 12-month period during the development of the General Plan, with the site maintained during the public review portions of the project. For more information on Engagement HQ, visit: www.bangthetable.com/engagementhq

Online Mapping. To help the community better understand the range of existing and future factors (natural and manmade) that will influence the future of Los Gatos, the Consultants will prepare an online mapping tool (ESRI Story Map). This online Story Map will provide maps of these factors (items such as wildland fire hazards, biological resources, environmental hazards, transportation connectivity) and a short description that will describe the implications of the factor shown on each map. This type of online map atlas will help support the discussion of issues and opportunities and be a component of the alternatives development.

Social Media. As part of the Update process, we will provide content for social media posts that Town staff can publish on the Town of Los Gatos Facebook (<https://www.facebook.com/losgatosca/>), Twitter (<https://twitter.com/townlg?lang=en>), Nextdoor (<https://nextdoor.com/neighborhood/losgatosmain--los-gatos--ca/>), and other Town social media feeds at key points in the Update process.

Task H.28 Ongoing Communication

Email Blasts. As part of the Update process, the Consultants will work with the Town to develop project-specific email notifications that the Town will distribute using the Town's existing e-notification system. Additional e-mail addresses for interested individuals that are collected by the Consultants at meetings, events, or the Project website will be provided to the Town to add to their current notification lists.

Press Releases. Prior to every community workshop, we will prepare and distribute news releases to inform media outlets serving the community about upcoming meetings and ensure accurate coverage that sets realistic expectations for what the General Plan does and does not do.

Task H.29 Pop-up Booth for Festivals and Events

Booths at Festivals and Events. The Consultants will provide materials for Town staff to set up a "pop-up" booth at up to four sets of festivals and events in Los Gatos. The booth would feature boards and hand-outs that provide an overview of the General Plan Update, information on opportunities to get involved, and depending on which phase of the project we are in, exercises that are similar to the exercises from the most recent community workshop. It is assumed that Town staff will attend and run the booth with support from the Consultants.

Materials will be provided relative to the following four major components of the Update: 1) project overview, 2) issues and opportunities exercise, 3) alternatives exercise, and 4) draft General Plan.

Town Hall Displays. Like the booths at festivals and events, the Consultants will provide materials for Town staff to display at Town Hall. These displays will provide timely information on the Update process, provide posters on current project developments, and provide some opportunities for interactive displays designed to gain community input.

Task I Certification of the EIR and Adoption of the General Plan Update

Task I.1 Response to Comments

Within three weeks of receipt of all comment letters on the Draft Program EIR, the Consultants will submit a draft Response to Comments to Town staff for review. The Response to Comments document will include a list of commenters, comment letters, responses to comments, and any added or revised text of the Draft Program EIR that may be necessary. All responses will include reasoned analysis and, as necessary, will include additional analysis. The final version of the Response to Comments will be incorporated as an appendix to the Final Program EIR.

The scope and budget assume a level of effort that would include 100 hours of staff time for this task. This assumes receipt of approximately 15 to 25 comment letters. If the number of comment letters and the effort to prepare responses is greater than anticipated, the Consultants will notify Town staff immediately and discuss options to amend our scope of work and budget as necessary. Following receipt of Town staff comments, the Consultants will finalize the Response to Comments.

Task I.2 Mitigation, Monitoring, and Reporting Program

Concurrent with the Response to Comments, the Consultants will prepare a Mitigation Monitoring and Reporting Plan (MMRP), which will be included in the Final Program EIR. The MMRP will be provided in a format designed for use by planners, environmental monitors, or code enforcement officers. Essentially, this plan will take the form of a detailed table that describes:

- Persons/agencies responsible for monitoring compliance with each condition
- Timing when monitoring must occur
- Frequency of monitoring
- Criteria to be used to determine compliance with conditions

The final version of the MMRP will be incorporated as an appendix to the Final Program EIR.

Task I.3 Final Program EIR

The Consultants will complete the Final Program EIR after the review period has closed and all comments submitted during that period have been received. The Final Program EIR will include corrections to the Draft Program EIR (if warranted), comments received, and responses. The Consultants will prepare a Screen Check Final Program EIR for Town staff review and confirmation followed by a Final Program EIR after incorporating comments from Town staff. The Consultants will produce print and digital copies of the Final Program EIR. Within one day of Final Program EIR certification and project approval, the Consultants will submit the draft Notice of Determination (NOD) to Town staff for delivery to the County Clerk and/or State Clearinghouse.

Task I.4 Planning Commission Hearing

The Consultants will attend a public hearing with the Planning Commission to review the Public Draft General Plan and Final Program EIR. The Planning Commission will consider the comments made during the public hearing and make recommendations to the Town Council.

Task I.5 Town Council Hearings (2)

The Consultants will attend two public hearings with the Town Council to review the Public Draft 2040 General Plan and Final Program EIR. At these hearings, the Town Council will consider the Planning Commission recommendations and the comments made at the Planning Commission public hearing. After the hearings, the Town Council will direct the Consultants to incorporate their recommendations and prepare the Final General Plan and Final Program EIR.

Task I.6 Final General Plan Documents

Following public review of the Draft Public General Plan, the Consultants will prepare the Final General Plan for adoption.

Task I.7 Town Council Adoption Hearing

The Consultants will attend one hearing with the Town Council for certification of the Final Program EIR and adoption of the Final General Plan.

Task I.8 Web-Based General Plan

The Consultants will design the Final General Plan as an interactive web-based General Plan. The web-based plan will not simply be a document that is published online, but will be a dynamic communication tool that provides transparency, accessibility, and efficiency in local government.

The web-based plan will be highly graphical and structured and designed to meet the specific needs of the Town. It will be fully searchable, allowing decision-makers and other users to quickly locate relevant information. The online format will allow cross-referenced links to related policies, programs, maps, or background information.

Products

- Response to Comments (digital version)
- Mitigation, Monitoring, and Reporting Program (digital version)
- Final Program EIR (30 hard copies and 30 CD copies to the Town)
- Tracking of comments and recommendations (all meetings, digital versions)
- Final General Plan (100 hard copies, 100 CDs, digital version, 2 unbound originals for reproduction)
- Color Land Use Element Exhibits (100 copies, sizes and scales to be determined)
- Compilation CD with all milestone documents, data, and GIS files (3 CDs)
- Web-based General Plan

Town of Los Gatos General Plan Update | Project Schedule

mintierharnish
Planning Services, Inc.

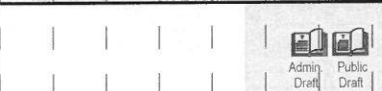
Task A: Project Initiation



Task B: Prepare Background Report



Task C: Identify Community Issues, Opportunities, and Constraints



Task D: Development of General Plan Vision



Task E: Development of Alternatives



Task F: General Plan Goals and Policy Development



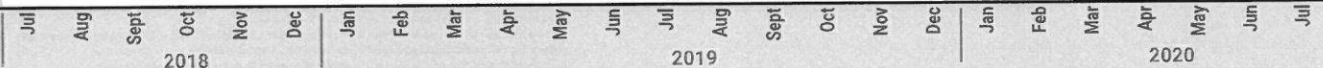
Task G: Environmental Impact Report



Task H: Community Outreach and Engagement



Task I: Certification of EIR and Adoption of the General Plan



Town of Los Gatos General Plan Update Budget ⁽¹⁾⁽²⁾
Mintier Harnish

PHASES/TASKS	Mintier Harnish						TOTAL COST
	HARNISH Principal/ Owner	RUST Principal Planner	PAYNE Senior Project Manager	FUNSTON/ YANG Planner	Graphics/ Admin.	TOTAL HOURS	
Task A: Project Initiation							
Task A.1: Project Scoping, Kick-off Meeting, and Town Tour	8	8	12	16	4	48	\$7,700
Task A.2: Assemble GIS Data and Prepare Base Maps	2			16	4	22	\$2,660
Task A.3: Existing Data Collection and Compilation		8	8	24			\$5,840
Subtotal	8	18	20	56	8	70	\$16,200
Task B: Prepare Background Report							
Task B.1: Administrative Draft Existing Conditions Background Report	8	40	72	200	40	360	\$49,440
Task B.2: Public Draft Background Report	2	12	44	56	20	134	\$18,750
Task B.3: General Plan Audit Report	2	8	16	8		34	\$5,730
Subtotal	12	60	132	264	60	528	\$73,920
Task C: Identify Community Issues, Opportunities, and Constraints							
Task C.1: Administrative Draft Issues and Opportunities Summary		4	8	16	4	32	\$4,420
Task C.2: Public Draft Issues and Opportunities Summary		4	8	20	4	36	\$4,900
Task C.3: Final Issues and Opportunities Summary		1	2	6	1	10	\$1,345
Subtotal	0	9	18	42	9	78	\$10,665
Task D: Development of General Plan Vision							
Task D.1: Administrative Draft Vision and Guiding Principles	2	4	12	24	1	43	\$6,255
Task D.2: Public Draft Vision and Guiding Principles		4	16	16	2	38	\$5,610
Task D.3: Final Vision and Guiding Principles		1	4	6	1	12	\$1,685
Subtotal	2	9	32	46	4	93	\$13,550
Task E: Development of Alternatives							
Task E.1: Administrative Draft Alternatives Report	2	16	48	80	24	170	\$23,450
Subtask E.1a: Fiscal Impact Analysis			2			2	\$340
Subtask E.1b: Transportation System Alternatives			2			2	\$340
Task E.2: Public Draft Alternatives Report		6	16	24	8	54	\$7,480
Subtotal	2	22	68	104	32	228	\$31,610
Task F: General Plan Goals and Policy Development							
Task F.1: Administrative Draft General Plan	8	52	180	80	16	336	\$53,760
Alternative VMT Thresholds			8			8	\$1,360
Task F.2: Administrative Draft Land Use and Circulation Diagrams		2	12	16	16	46	\$5,720
Task F.3: Preliminary Draft General Plan	2	16	76	64	16	174	\$25,610
Task F.4: Public Draft General Plan	2	4	24	16	8	54	\$7,930
Task F.5: General Plan Consultation and Referrals		2	8	8		18	\$2,720
Subtotal	12	76	308	184	56	636	\$97,100
Task G: Environmental Impact Report							
Task G.1: Staff Work Session on Program EIR Preparation		6	6			12	\$2,220
Task G.2: Notice of Preparation		1	2			3	\$540
Task G.3: Scoping Meeting			8			8	\$1,360
Task G.4: Administrative Draft Program EIR	8	24	48	48		128	\$20,520
Task G.5: Staff Review/Screen Check Draft Program EIR		4	16	16		36	\$5,440
Task G.6: Draft Program EIR			8			8	\$1,360
Subtotal	8	35	88	64	0	195	\$31,440
Task H: Community Outreach and Engagement							
Task H.1: Community Engagement Strategy	2	4	6	16		28	\$4,190
Task H.2: Branding and Project Logo		1	2		16	19	\$1,900
Task H.3: Set Up Online Engagement	2	4	8	24	40	78	\$8,890
Task H.4, H.10, H.18, H.25: Newsletter #1, 2, 3, and 4		8	32	60	24	124	\$16,280
Task H.5, H.9, H.13, H.16, H.20, H.23: GPAC #1 - #6		48	72	48	6	174	\$26,110
Task H.6 (18 additional GPAC meetings)		72	72	144	36	324	\$46,800
Task H.7: Community Workshop #1: Project Initiation		8	12	8	4	32	\$4,340
Task H.8: Joint Study Session #1, Introduction to the General Plan Update		8	8	8	2	26	\$4,090
Task H.11: Joint Study Session #2, Review Existing Conditions Report		8	8	8	2	26	\$4,090
Task H.12: Community Workshop #2, Issues and Opportunities Identification	6	8	12	16	12	54	\$7,930
Task H.14: Joint Study Session #3, Review Issues and Opportunities Report		8	8	8	2	26	\$4,090
Task H.15: Community Workshop #3, Vision and Guiding Principles	6	8	16	24	16	70	\$9,910
Task H.17: Joint Study Session #4, Vision and Guiding Principles		8	8	8	2	26	\$4,090
Task H.19: Community Workshop #4, Alternative Choices	6	12	20	32	24	94	\$13,030
Task H.21: Planning Commission Meeting		8	12	8	2	30	\$4,170
Task H.22: Town Council Meeting		8	10	2		20	\$3,540
Task H.24: Joint Study Sessions #5, #6, and #7		24	30	30	9	93	\$14,265
Task H.26: Community Workshop #5, Draft General Plan	6	8	16	24	32	86	\$11,270
Task H.27: Online Engagement		8	20	20	12	60	\$8,420
Task H.28: Ongoing Communication		8	20	20	40	88	\$10,800
Task H.29: Pop-up Booth for Festivals and Events		4	16		16	36	\$4,880
Subtotal	28	273	408	508	297	1514	\$216,465
Task I: Certification of EIR and Adoption of the General Plan							
Task I.1: Response to Comments		4	20			24	\$4,200
Task I.2: Mitigation, Monitoring, and Reporting Program			1			1	\$170
Task I.3: Final Program EIR			1			1	\$170
Task I.4: Planning Commission Hearing		6	12	8	4	30	\$4,540
Task I.5: Town Council Hearings (2)		12	16	8	4	40	\$6,420
Task I.6: Final General Plan Documents		8	16	24	16	64	\$8,560
Task I.7: Town Council Adoption Hearing		6	8	4		18	\$3,040
Task I.8: Web-Based General Plan	2	16	40	60	60	178	\$22,750
Subtotal	2	52	114	104	84	356	\$49,850
Project Management							
Subtotal	16	80	120		112	328	\$49,520
TOTAL							
Total Hours	90	634	1,308	1,372	662	4,026	
2018 Billing Rates (subject to change every January 1st)	\$225	\$200	\$170	\$120	\$85		
Labor Subtotals	\$20,250	\$126,800	\$222,360	\$164,640	\$56,270		\$590,320
Direct Expenses (e.g., printing, travel, Engagement HQ fee)							\$33,000
TOTAL COST							\$623,320
CONTINGENCY ⁽³⁾							
Contingency (10%)							

1) This represents a total cost based on the approved scope of work.

2) The distribution of hours between firms, staff categories and tasks are an estimate. While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Contingency funds can only be used with written authorization from the Town's Project Manager.

Town of Los Gatos General Plan Update Budget ⁽¹⁾⁽²⁾
Mintier Harnish

PHASES/TASKS	WRT							TOTAL HOURS	TOTAL COST
	STICKLEY Principal	NARKAR Project Manager	WINCH Senior Planner	Planner/ Urban Designer II	Urban Designer I/ Graphic Support	Admin.			
Task A: Project Initiation									
Task A.1: Project Scoping, Kick-off Meeting, and Town Tour			8					8	\$1,400
Task A.2: Assemble GIS Data and Prepare Base Maps								0	\$0
Task A.3: Existing Data Collection and Compilation								0	\$0
Subtotal	0	8	0	0	0	0	0	8	\$1,400
Task B: Prepare Background Report									
Task B.1: Administrative Draft Existing Conditions Background Report	2	16	24	32	16	2		92	\$12,640
Task B.2: Public Draft Background Report		4	8	8				20	\$2,900
Task B.3: General Plan Audit Report								0	\$0
Subtotal	2	20	32	40	16	2	2	112	\$15,540
Task C: Identify Community Issues, Opportunities, and Constraints									
Task C.1: Administrative Draft Issues and Opportunities Summary								0	\$0
Task C.2: Public Draft Issues and Opportunities Summary								0	\$0
Task C.3: Final Issues and Opportunities Summary								0	\$0
Subtotal	0	0	0	0	0	0	0	0	\$0
Task D: Development of General Plan Vision									
Task D.1: Administrative Draft Vision and Guiding Principles								0	\$0
Task D.2: Public Draft Vision and Guiding Principles								0	\$0
Task D.3: Final Vision and Guiding Principles								0	\$0
Subtotal	0	0	0	0	0	0	0	0	\$0
Task E: Development of Alternatives									
Task E.1: Administrative Draft Alternatives Report	4	8	24	16	32			84	\$11,160
Subtask E.1a: Fiscal Impact Analysis								0	\$0
Subtask E.1b: Transportation System Alternatives								0	\$0
Task E.2: Public Draft Alternatives Report								0	\$0
Subtotal	4	8	24	16	32	0	0	84	\$11,160
Task F: General Plan Goals and Policy Development									
Task F.1: Administrative Draft General Plan								0	\$0
Alternative VMT Thresholds								0	\$0
Task F.2: Administrative Draft Land Use and Circulation Diagrams								0	\$0
Task F.3: Preliminary Draft General Plan								0	\$0
Task F.4: Public Draft General Plan								0	\$0
Task F.5: General Plan Consultation and Referrals								0	\$0
Subtotal	0	0	0	0	0	0	0	0	\$0
Task G: Environmental Impact Report									
Task G.1: Staff Work Session on Program EIR Preparation								0	\$0
Task G.2: Notice of Preparation								0	\$0
Task G.3: Scoping Meeting								0	\$0
Task G.4: Administrative Draft Program EIR								0	\$0
Task G.5: Staff Review/Screen Check Draft Program EIR								0	\$0
Task G.6: Draft Program EIR								0	\$0
Subtotal	0	0	0	0	0	0	0	0	\$0
Task H: Community Outreach and Engagement									
Task H.1: Community Engagement Strategy								0	\$0
Task H.2: Branding and Project Logo								0	\$0
Task H.3: Set Up Online Engagement								0	\$0
Task H.4: H.10, H.18, H.25: Newsletter #1, 2, 3, and 4								0	\$0
Task H.5: H.8, H.13, H.16, H.20, H.23: GPAC #1 - #6								0	\$0
Task H.6 (18 additional GPAC meetings)								0	\$0
Task H.7: Community Workshop #1: Project Initiation								0	\$0
Task H.8: Joint Study Session #1, Introduction to the General Plan Update								0	\$0
Task H.11: Joint Study Session #2, Review Existing Conditions Report								0	\$0
Task H.12: Community Workshop #2, Issues and Opportunities Identification								0	\$0
Task H.14: Joint Study Session #3, Review Issues and Opportunities Report								0	\$0
Task H.15: Community Workshop #3, Vision and Guiding Principles								0	\$0
Task H.17: Joint Study Session #4, Vision and Guiding Principles								0	\$0
Task H.19: Community Workshop #4, Alternative Choices								0	\$0
Task H.21: Planning Commission Meeting								0	\$0
Task H.22: Town Council Meeting								0	\$0
Task H.24: Joint Study Sessions #5, #6, and #7								0	\$0
Task H.26: Community Workshop #5, Draft General Plan								0	\$0
Task H.27: Online Engagement								0	\$0
Task H.28: Ongoing Communication								0	\$0
Task H.29: Pop-up Booth for Festivals and Events								0	\$0
Subtotal	0	0	0	0	0	0	0	0	\$0
Task I: Certification of EIR and Adoption of the General Plan									
Task I.1: Response to Comments								0	\$0
Task I.2: Mitigation, Monitoring, and Reporting Program								0	\$0
Task I.3: Final Program EIR								0	\$0
Task I.4: Planning Commission Hearing								0	\$0
Task I.5: Town Council Hearings (2)								0	\$0
Task I.6: Final General Plan Documents								0	\$0
Task I.7: Town Council Adoption Hearing								0	\$0
Task I.8: Web-Based General Plan								0	\$0
Subtotal	0	0	0	0	0	0	0	0	\$0
Project Management									
Subtotal	8	12					16	36	\$5,300
TOTAL									
Total Hours	14	48	56	56	48	18	240	-	-
2018 Billing Rates (subject to change every January 1st)	\$240	\$175	\$150	\$125	\$100	\$80	-	-	-
Labor Subtotals	\$3,360	\$8,400	\$8,400	\$7,000	\$4,800	\$1,440	-	-	\$33,400
Direct Expenses (e.g., printing, travel, Engagement HQ fee)									\$2,500
TOTAL COST									\$35,900
CONTINGENCY ⁽¹⁾									
Contingency (10%)									

Town of Los Gatos General Plan Update Budget ⁽¹⁾⁽²⁾
Mintier Harnish

PHASES/TASKS	Rincon									
	SVETE Principal II	FELDMAN/ HAMANN Principal I	MADDOX Supervisor	DIX/BERLIN/ CARMACK/ BERSBACH Senior Professional	Professional	Technical Editor	GIS Specialist	Admin.	TOTAL HOURS	TOTAL COST
Task A: Project Initiation										
Task A.1: Project Scoping, Kick-off Meeting, and Town Tour			6						6	\$1,110
Task A.2: Assemble GIS Data and Prepare Base Maps									0	\$0
Task A.3: Existing Data Collection and Compilation									0	\$0
Subtotal	0	0	6	0	0	0	0	0	6	\$1,110
Task B: Prepare Background Report										
Task B.1: Administrative Draft Existing Conditions Background Report	8	8	48	24	72	5	12	4	181	\$26,885
Task B.2: Public Draft Background Report									0	\$0
Task B.3: General Plan Audit Report									0	\$0
Subtotal	8	8	48	24	72	5	12	4	181	\$26,885
Task C: Identify Community Issues, Opportunities, and Constraints										
Task C.1: Administrative Draft Issues and Opportunities Summary									0	\$0
Task C.2: Public Draft Issues and Opportunities Summary									0	\$0
Task C.3: Final Issues and Opportunities Summary									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Task D: Development of General Plan Vision										
Task D.1: Administrative Draft Vision and Guiding Principles									0	\$0
Task D.2: Public Draft Vision and Guiding Principles									0	\$0
Task D.3: Final Vision and Guiding Principles									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Task E: Development of Alternatives										
Task E.1: Administrative Draft Alternatives Report									0	\$0
Subtask E.1a: Fiscal Impact Analysis									0	\$0
Subtask E.1b: Transportation System Alternatives									0	\$0
Task E.2: Public Draft Alternatives Report									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Task F: General Plan Goals and Policy Development										
Task F.1: Administrative Draft General Plan	16	14	66	24	144	8	24	8	304	\$43,980
Alternative VMT Thresholds									0	\$0
Task F.2: Administrative Draft Land Use and Circulation Diagrams									0	\$0
Task F.3: Preliminary Draft General Plan	4	3	20	4	46		2	2	81	\$11,765
Task F.4: Public Draft General Plan	2		6		8	4		4	24	\$3,250
Task F.5: General Plan Consultation and Referrals									0	\$0
Subtotal	22	17	92	28	198	12	26	14	409	\$58,995
Task G: Environmental Impact Report										
Task G.1: Staff Work Session on Program EIR Preparation			6	6					12	\$2,010
Task G.2: Notice of Preparation	1		1		6			1	9	\$1,210
Task G.3: Scoping Meeting			6	6	4		2	1	19	\$2,795
Task G.4: Administrative Draft Program EIR	30	11	92	164	370	16	21	16	720	\$100,580
Task G.5: Staff Review/Screen Check Draft Program EIR	4		20	12	20		6	4	66	\$9,810
Task G.6: Draft Program EIR	4		12	8	20			12	56	\$7,640
Subtotal	39	11	137	196	420	16	29	34	882	\$124,045
Task H: Community Outreach and Engagement										
Task H.1: Community Engagement Strategy									0	\$0
Task H.2: Branding and Project Logo									0	\$0
Task H.3: Set Up Online Engagement									0	\$0
Task H.4: H.10, H.18, H.25: Newsletter #1, 2, 3, and 4									0	\$0
Task H.5: H.9, H.13, H.16, H.20, H.23: GPAC #1 - #6									0	\$0
Task H.6 (18 additional GPAC meetings)									0	\$0
Task H.7: Community Workshop #1: Project Initiation									0	\$0
Task H.8: Joint Study Session #1, Introduction to the General Plan Update									0	\$0
Task H.11: Joint Study Session #2, Review Existing Conditions Report									0	\$0
Task H.12: Community Workshop #2, Issues and Opportunities Identification									0	\$0
Task H.14: Joint Study Session #3, Review Issues and Opportunities Report									0	\$0
Task H.15: Community Workshop #3, Vision and Guiding Principles									0	\$0
Task H.17: Joint Study Session #4, Vision and Guiding Principles									0	\$0
Task H.19: Community Workshop #4, Alternative Choices									0	\$0
Task H.21: Planning Commission Meeting									0	\$0
Task H.22: Town Council Meeting									0	\$0
Task H.24: Joint Study Sessions #5, #6, and #7									0	\$0
Task H.26: Community Workshop #5, Draft General Plan									0	\$0
Task H.27: Online Engagement									0	\$0
Task H.28: Ongoing Communication									0	\$0
Task H.29: Pop-up Booth for Festivals and Events									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Task I: Certification of EIR and Adoption of the General Plan										
Task I.1: Response to Comments	6		30	20	40			4	100	\$15,030
Task I.2: Mitigation, Monitoring, and Reporting Program	1		6	6	12				25	\$3,680
Task I.3: Final Program EIR	1		8	8	8			12	37	\$4,770
Task I.4: Planning Commission Hearing	6		6						12	\$2,490
Task I.5: Town Council Hearings (2)	12		12						24	\$4,980
Task I.6: Final General Plan Documents	2		11		24	4		4	45	\$6,095
Task I.7: Town Council Adoption Hearing	6		6						12	\$2,490
Task I.8: Web-Based General Plan									0	\$0
Subtotal	34	0	79	34	84	4	0	20	255	\$39,535
Project Management										
Subtotal	16		32					32	80	\$12,000
TOTAL										
Total Hours	119	36	394	282	774	37	67	104	1,813	-
2018 Billing Rates (subject to change every January 1st)	\$230	\$215	\$185	\$150	\$120	\$105	\$115	\$75	-	-
Labor Subtotals	\$27,370	\$7,740	\$72,890	\$42,300	\$92,880	\$3,885	\$7,705	\$7,800	-	\$262,570
Direct Expenses (e.g., printing, travel, Engagement HQ fee)										\$15,000
TOTAL COST										\$277,570
CONTINGENCY ⁽¹⁾										
Contingency (10%)										

Town of Los Gatos General Plan Update Budget ⁽¹⁾⁽²⁾
Mintier Harnish

PHASES/TASKS	Fehr & Peers									TOTAL COST
	HAYNES Principal	CHURCH Project Manager	COLES Planner/ Engineer	Planner/ Engineer	MILAM 743 Expert	SB	GIS/ Graphics	Admin	TOTAL HOURS	
Task A: Project Initiation										
Task A.1: Project Scoping, Kick-off Meeting, and Town Tour	4	6	8					1	19	\$3,795
Task A.2: Assemble GIS Data and Prepare Base Maps									0	\$0
Task A.3: Existing Data Collection and Compilation									0	\$0
Subtotal	4	6	8	0	0	0	0	1	19	\$3,795
Task B: Prepare Background Report										
Task B.1: Administrative Draft Existing Conditions Background Report	6	44	44	90	2	32		14	232	\$36,780
Task B.2: Public Draft Background Report									0	\$0
Task B.3: General Plan Audit Report									0	\$0
Subtotal	6	44	44	90	2	32	0	14	232	\$36,780
Task C: Identify Community Issues, Opportunities, and Constraints										
Task C.1: Administrative Draft Issues and Opportunities Summary									0	\$0
Task C.2: Public Draft Issues and Opportunities Summary									0	\$0
Task C.3: Final Issues and Opportunities Summary									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Task D: Development of General Plan Vision										
Task D.1: Administrative Draft Vision and Guiding Principles									0	\$0
Task D.2: Public Draft Vision and Guiding Principles									0	\$0
Task D.3: Final Vision and Guiding Principles									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Task E: Development of Alternatives										
Task E.1: Administrative Draft Alternatives Report									0	\$0
Subtask E.1a: Fiscal Impact Analysis									0	\$0
Subtask E.1b: Transportation System Alternatives	8	20	40	30				12	110	\$17,980
Task E.2: Public Draft Alternatives Report							2	2	4	\$530
Subtotal	8	20	40	30	0	0	2	14	114	\$18,510
Task F: General Plan Goals and Policy Development										
Task F.1: Administrative Draft General Plan	4	16	12		4			5	41	\$8,485
Alternative VMT Thresholds	4	24	6		20	2	7		63	\$15,175
Task F.2: Administrative Draft Land Use and Circulation Diagrams		4	4				2	1	11	\$1,905
Task F.3: Preliminary Draft General Plan									0	\$0
Task F.4: Public Draft General Plan									0	\$0
Task F.5: General Plan Consultation and Referrals									0	\$0
Subtotal	8	44	22	0	24	4	13	13	115	\$25,565
Task G: Environmental Impact Report										
Task G.1: Staff Work Session on Program EIR Preparation									0	\$0
Task G.2: Notice of Preparation									0	\$0
Task G.3: Scoping Meeting									0	\$0
Task G.4: Administrative Draft Program EIR	8	56	154				8	19	245	\$40,495
Task G.5: Staff Review/Screen Check Draft Program EIR	4	8	8					12	32	\$5,640
Task G.6: Draft Program EIR									0	\$0
Subtotal	12	64	162	0	0	0	8	31	277	\$46,135
Task H: Community Outreach and Engagement										
Task H.1: Community Engagement Strategy									0	\$0
Task H.2: Branding and Project Logo									0	\$0
Task H.3: Set Up Online Engagement									0	\$0
Task H.4, H.10, H.18, H.25: Newsletter #1, 2, 3, and 4									0	\$0
Task H.5, H.9, H.13, H.16, H.20, H.23: GPAC #1 - #6									0	\$0
Task H.6 (18 additional GPAC meetings)									0	\$0
Task H.7: Community Workshop #1: Project Initiation									0	\$0
Task H.8: Joint Study Session #1, Introduction to the General Plan Update									0	\$0
Task H.11: Joint Study Session #2, Review Existing Conditions Report									0	\$0
Task H.12: Community Workshop #2, Issues and Opportunities Identification									0	\$0
Task H.14: Joint Study Session #3, Review Issues and Opportunities Report									0	\$0
Task H.15: Community Workshop #3, Vision and Guiding Principles									0	\$0
Task H.17: Joint Study Session #4, Vision and Guiding Principles									0	\$0
Task H.19: Community Workshop #4, Alternative Choices									0	\$0
Task H.21: Planning Commission Meeting									0	\$0
Task H.22: Town Council Meeting									0	\$0
Task H.24: Joint Study Sessions #5, #6, and #7		6							6	\$1,410
Task H.25: Community Workshop #5, Draft General Plan		8							8	\$1,880
Task H.27: Online Engagement									0	\$0
Task H.28: Ongoing Communication									0	\$0
Task H.29: Pop-up Booth for Festivals and Events									0	\$0
Subtotal	0	14	0	0	0	0	0	0	14	\$3,290
Task I: Certification of EIR and Adoption of the General Plan										
Task I.1: Response to Comments									0	\$0
Task I.2: Mitigation, Monitoring, and Reporting Program									0	\$0
Task I.3: Final Program EIR									0	\$0
Task I.4: Planning Commission Hearing		4	4				2	2	12	\$2,030
Task I.5: Town Council Hearings (2)	2	4	4					1	11	\$2,195
Task I.6: Final General Plan Documents	2	4	4					1	11	\$2,195
Task I.7: Town Council Adoption Hearing									0	\$0
Task I.8: Web-Based General Plan									0	\$0
Subtotal	4	12	12	0	0	0	2	4	34	\$6,420
Project Management										
Subtotal									0	\$0
TOTAL										
Total Hours	42	204	288	120	26	48	77	805		-
2018 Billing Rates (subject to change every January 1st)	\$285	\$235	\$140	\$130	\$320	\$140	\$125	-		-
Labor Subtotals	\$11,970	\$47,940	\$40,320	\$15,600	\$8,320	\$6,720	\$9,625	-		\$140,495
Direct Expenses (e.g., printing, travel, Engagement HQ fee)										\$12,000
TOTAL COST										\$152,495
CONTINGENCY ¹⁾⁽²⁾										
Contingency (10%)										

Town of Los Gatos General Plan Update Budget ⁽¹⁾⁽²⁾
Mintier Harnish

PHASES/TASKS	Applied Development Economics (ADE)					TOTAL HOURS	TOTAL COST
	SVENSSON President	CHENG Senior Associate	DAYSOG Senior Associate	Production			
Task A: Project Initiation							
Task A.1: Project Scoping, Kick-off Meeting, and Town Tour	6					6	\$1,200
Task A.2: Assemble GIS Data and Prepare Base Maps						0	\$0
Task A.3: Existing Data Collection and Compilation						0	\$0
Subtotal	6	0	0	0		6	\$1,200
Task B: Prepare Background Report							
Task B.1: Administrative Draft Existing Conditions Background Report	48	60	60	10		178	\$28,450
Task B.2: Public Draft Background Report	4	8	8			20	\$3,200
Task B.3: General Plan Audit Report						0	\$0
Subtotal	52	68	68	10		198	\$31,650
Task C: Identify Community Issues, Opportunities, and Constraints							
Task C.1: Administrative Draft Issues and Opportunities Summary						0	\$0
Task C.2: Public Draft Issues and Opportunities Summary						0	\$0
Task C.3: Final Issues and Opportunities Summary						0	\$0
Subtotal	0	0	0	0		0	\$0
Task D: Development of General Plan Vision							
Task D.1: Administrative Draft Vision and Guiding Principles						0	\$0
Task D.2: Public Draft Vision and Guiding Principles						0	\$0
Task D.3: Final Vision and Guiding Principles						0	\$0
Subtotal	0	0	0	0		0	\$0
Task E: Development of Alternatives							
Task E.1: Administrative Draft Alternatives Report						0	\$0
Subtask E.1a: Fiscal Impact Analysis	60		24	4		88	\$15,940
Subtask E.1b: Transportation System Alternatives						0	\$0
Task E.2: Public Draft Alternatives Report						0	\$0
Subtotal	60	0	24	4		88	\$15,940
Task F: General Plan Goals and Policy Development							
Task F.1: Administrative Draft General Plan	8	8				16	\$2,800
Alternative VMT Thresholds						0	\$0
Task F.2: Administrative Draft Land Use and Circulation Diagrams						0	\$0
Task F.3: Preliminary Draft General Plan	2					2	\$400
Task F.4: Public Draft General Plan						0	\$0
Task F.5: General Plan Consultation and Referrals						0	\$0
Subtotal	10	8	0	0		18	\$3,200
Task G: Environmental Impact Report							
Task G.1: Staff Work Session on Program EIR Preparation						0	\$0
Task G.2: Notice of Preparation						0	\$0
Task G.3: Scoping Meeting						0	\$0
Task G.4: Administrative Draft Program EIR						0	\$0
Task G.5: Staff Review/Screen Check Draft Program EIR						0	\$0
Task G.6: Draft Program EIR						0	\$0
Subtotal	0	0	0	0		0	\$0
Task H: Community Outreach and Engagement							
Task H.1: Community Engagement Strategy						0	\$0
Task H.2: Branding and Project Logo						0	\$0
Task H.3: Set Up Online Engagement						0	\$0
Task H.4, H.10, H.18, H.25: Newsletter #1, 2, 3, and 4						0	\$0
Task H.5, H.9, H.13, H.16, H.20, H.23: GPAC #1 - #6						0	\$0
Task H.6 (18 additional GPAC meetings)						0	\$0
Task H.7: Community Workshop #1: Project Initiation	6					6	\$1,200
Task H.8: Joint Study Session #1, Introduction to the General Plan Update						0	\$0
Task H.11: Joint Study Session #2, Review Existing Conditions Report						0	\$0
Task H.12: Community Workshop #2, Issues and Opportunities Identification						0	\$0
Task H.14: Joint Study Session #3, Review Issues and Opportunities Report						0	\$0
Task H.15: Community Workshop #3, Vision and Guiding Principles						0	\$0
Task H.17: Joint Study Session #4, Vision and Guiding Principles						0	\$0
Task H.19: Community Workshop #4, Alternative Choices	8					8	\$1,600
Task H.21: Planning Commission Meeting	8					8	\$1,600
Task H.22: Town Council Meeting	8					8	\$1,600
Task H.24: Joint Study Sessions #5, #6, and #7	8					8	\$1,600
Task H.26: Community Workshop #5, Draft General Plan	8					8	\$1,600
Task H.27: Online Engagement						0	\$0
Task H.28: Ongoing Communication						0	\$0
Task H.29: Pop-up Booth for Festivals and Events						0	\$0
Subtotal	46	0	0	0		46	\$9,200
Task I: Certification of EIR and Adoption of the General Plan							
Task I.1: Response to Comments						0	\$0
Task I.2: Mitigation, Monitoring, and Reporting Program						0	\$0
Task I.3: Final Program EIR						0	\$0
Task I.4: Planning Commission Hearing						0	\$0
Task I.5: Town Council Hearings (2)						0	\$0
Task I.6: Final General Plan Documents						0	\$0
Task I.7: Town Council Adoption Hearing						0	\$0
Task I.8: Web-Based General Plan						0	\$0
Subtotal	0	0	0	0		0	\$0
Project Management							
Subtotal						0	\$0
TOTAL	174	76	92	14		356	-
2018 Billing Rates (subject to change every January 1st)	\$200	\$150	\$150	\$85		-	-
Labor Subtotals	\$34,800	\$11,400	\$13,800	\$1,190		-	\$61,190
Direct Expenses (e.g., printing, travel, Engagement HQ fee)							\$6,000
TOTAL COST							\$67,190
CONTINGENCY ⁽³⁾							
Contingency (10%)							

Town of Los Gatos General Plan Update Budget ⁽¹⁾⁽²⁾
Mintier Harnish

PHASES/TASKS	Urban Green			GRAND TOTAL
	HEID Principal	TOTAL HOURS	TOTAL COST	
Task A: Project Initiation				
Task A.1: Project Scoping, Kick-off Meeting, and Town Tour	6	6	\$1,350	\$16,555
Task A.2: Assemble GIS Data and Prepare Base Maps		0	\$0	\$2,660
Task A.3: Existing Data Collection and Compilation		0	\$0	\$5,840
Subtotal	6	6	\$1,350	\$25,055
Task B: Prepare Background Report				
Task B.1: Administrative Draft Existing Conditions Background Report		0	\$0	\$154,195
Task B.2: Public Draft Background Report		0	\$0	\$24,850
Task B.3: General Plan Audit Report		0	\$0	\$5,730
Subtotal	0	0	\$0	\$184,775
Task C: Identify Community Issues, Opportunities, and Constraints				
Task C.1: Administrative Draft Issues and Opportunities Summary		0	\$0	\$4,420
Task C.2: Public Draft Issues and Opportunities Summary		0	\$0	\$4,900
Task C.3: Final Issues and Opportunities Summary		0	\$0	\$1,345
Subtotal	0	0	\$0	\$10,665
Task D: Development of General Plan Vision				
Task D.1: Administrative Draft Vision and Guiding Principles		0	\$0	\$6,255
Task D.2: Public Draft Vision and Guiding Principles		0	\$0	\$5,610
Task D.3: Final Vision and Guiding Principles		0	\$0	\$1,685
Subtotal	0	0	\$0	\$13,550
Task E: Development of Alternatives				
Task E.1: Administrative Draft Alternatives Report	20	20	\$4,500	\$39,110
Subtask E.1a: Fiscal Impact Analysis		0	\$0	\$16,280
Subtask E.1b: Transportation System Alternatives		0	\$0	\$18,320
Task E.2: Public Draft Alternatives Report		0	\$0	\$8,010
Subtotal	20	20	\$4,500	\$81,720
Task F: General Plan Goals and Policy Development				
Task F.1: Administrative Draft General Plan	8	8	\$1,800	\$110,825
Alternative VMT Thresholds		0	\$0	\$16,535
Task F.2: Administrative Draft Land Use and Circulation Diagrams		0	\$0	\$7,625
Task F.3: Preliminary Draft General Plan		0	\$0	\$37,775
Task F.4: Public Draft General Plan		0	\$0	\$11,180
Task F.5: General Plan Consultation and Referrals		0	\$0	\$2,720
Subtotal	8	8	\$1,800	\$186,660
Task G: Environmental Impact Report				
Task G.1: Staff Work Session on Program EIR Preparation		0	\$0	\$4,230
Task G.2: Notice of Preparation		0	\$0	\$1,750
Task G.3: Scoping Meeting		0	\$0	\$4,155
Task G.4: Administrative Draft Program EIR		0	\$0	\$161,595
Task G.5: Staff Review/Screen Check Draft Program EIR		0	\$0	\$20,890
Task G.6: Draft Program EIR		0	\$0	\$9,000
Subtotal	0	0	\$0	\$201,620
Task H: Community Outreach and Engagement				
Task H.1: Community Engagement Strategy		0	\$0	\$4,190
Task H.2: Branding and Project Logo		0	\$0	\$1,900
Task H.3: Set Up Online Engagement		0	\$0	\$8,890
Task H.4: H.10, H.18, H.25: Newsletter #1, 2, 3, and 4		0	\$0	\$16,280
Task H.5: H.9, H.13, H.16, H.20, H.23: GPAC #1 - #6		0	\$0	\$28,110
Task H.6 (18 additional GPAC meetings)		0	\$0	\$46,980
Task H.7: Community Workshop #1: Project Initiation	6	6	\$1,350	\$7,490
Task H.8: Joint Study Session #1, Introduction to the General Plan Update		0	\$0	\$4,090
Task H.11: Joint Study Session #2, Review Existing Conditions Report		0	\$0	\$4,090
Task H.12: Community Workshop #2, Issues and Opportunities Identification		0	\$0	\$7,930
Task H.14: Joint Study Session #3, Review Issues and Opportunities Report		0	\$0	\$4,090
Task H.15: Community Workshop #3, Vision and Guiding Principles	12	12	\$2,700	\$12,610
Task H.17: Joint Study Session #4, Vision and Guiding Principles		0	\$0	\$4,090
Task H.19: Community Workshop #4, Alternative Choices	12	12	\$2,700	\$17,330
Task H.21: Planning Commission Meeting	8	8	\$1,800	\$8,170
Task H.22: Town Council Meeting	8	8	\$1,800	\$6,940
Task H.24: Joint Study Sessions #5, #6, and #7		0	\$0	\$17,275
Task H.26: Community Workshop #5, Draft General Plan		0	\$0	\$14,750
Task H.27: Online Engagement		0	\$0	\$8,420
Task H.28: Ongoing Communication		0	\$0	\$10,800
Task H.29: Pop-up Booth for Festivals and Events		0	\$0	\$4,880
Subtotal	46	46	\$10,350	\$239,305
Task I: Certification of EIR and Adoption of the General Plan				
Task I.1: Response to Comments		0	\$0	\$19,230
Task I.2: Mitigation, Monitoring, and Reporting Program		0	\$0	\$3,850
Task I.3: Final Program EIR		0	\$0	\$4,940
Task I.4: Planning Commission Hearing		0	\$0	\$9,060
Task I.5: Town Council Hearings (2)		0	\$0	\$13,595
Task I.6: Final General Plan Documents		0	\$0	\$16,850
Task I.7: Town Council Adoption Hearing		0	\$0	\$5,530
Task I.8: Web-Based General Plan		0	\$0	\$22,750
Subtotal	0	0	\$0	\$95,805
Project Management				
Subtotal			\$0	\$66,820
TOTAL				
Total Hours	80	80	-	7,320
2018 Billing Rates (subject to change every January 1st)	\$225	-	-	-
Labor Subtotals	\$18,000	-	\$18,000	\$1,105,975
Direct Expenses (e.g., printing, travel, Engagement HQ fee)			\$500	\$69,000
TOTAL COST			\$18,500	\$1,174,975
CONTINGENCY ⁽¹⁾				
Contingency (10%)				\$117,498



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/19/2018

ITEM NO: 10

DATE: JUNE 11, 2018
TO: MAYOR AND TOWN COUNCIL
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: AUTHORIZE THE TOWN MANAGER TO EXECUTE AN AGREEMENT FOR
CONSULTANT SERVICES WITH MINTIER HARNISH PLANNING
CONSULTANTS FOR PREPARATION OF THE GENERAL PLAN UPDATE AND
ENVIRONMENTAL IMPACT REPORT.

RECOMMENDATION:

Authorize the Town Manager to execute an agreement for consultant services with Mintier Harnish Planning Consultants for preparation of the General Plan update and Environmental Impact Report.

BACKGROUND:

On February 6, 2018, Town Council discussed the scope and process for the General Plan update. At that meeting, the Town Council indicated that the General Plan is serving the community well, and an update provides the opportunity to refine the General Plan, address emerging trends and recent State laws, and consider new issues.

On February 20, 2018, the Town Council approved the work plan for the General Plan update. The work plan included the creation of a General Plan Update Advisory Committee (GPAC), which would be comprised of the existing members of the General Plan Committee (GPC) and additional at-large members appointed by the Town Council.

On March 12, 2018, the Town issued a Request for Proposals (RFP) for consultant services associated with the General Plan update and Environmental Impact Report (EIR). Proposals were due April 13, 2018.

PREPARED BY: JENNIFER ARMER
Senior Planner

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Finance Director

PAGE 2 OF 3

**SUBJECT: GENERAL PLAN UPDATE CONSULTANT AGREEMENT
JUNE 11, 2018**

BACKGROUND (Continued):

On April 17, 2018, the Town Council adopted a resolution to establish the GPAC and approve guiding principles to guide the work of the GPAC.

DISCUSSION:

Staff sent the request for proposals to 14 consultants with known qualifications associated with the General Plan update and EIR. Staff received proposals from two firms and conducted interviews and reference checks for each. At the conclusion of the RFP review process, staff concluded that Mintier Harnish Planning Consultants provides the best fit, capacity, and professional expertise for preparation of the General Plan update and EIR within the established time frame.

Mintier Harnish offers extensive experience working with communities with their General Plan and environmental analyses, including Windsor, Gilroy, Folsom, Millbrae, Union City, Sacramento, and Hayward. Mintier Harnish's proposal focuses on addressing the key issues identified by the Town Council. The proposed scope of work includes extensive opportunities for public engagement and outreach. In addition, Mintier Harnish proposes a team approach with five subconsultants for specific project tasks: WRT (urban design), Rincon Consultants, Inc. (EIR and climate change), Fehr & Peers (transportation), Applied Development Economics (economics), and Urban Green (sustainability and community engagement). This team approach allows efficiency in production and effective coordination between the General Plan and EIR documents.

The estimated cost to complete the proposed scope of work described in this proposal is \$1,174,975. A general 10 percent contingency fee of \$117,498 is included to fund any unanticipated services. The base amount plus contingencies totals \$1,292,473. The contingency fee will only be utilized if necessary, and it has been included to allow the Town Manager to authorize limited additional costs in order to complete the project within the proposed schedule.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement (Attachment 1) with Mintier Harnish Planning Consultants for the reasons stated in this report.

ALTERNATIVES:

The Council could direct staff to meet with the recommended consultant to add or delete work scope components. Adding components to the work scope would likely increase the project



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/05/2022

ITEM NO: 7

DATE: March 18, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Third Amendment to an Agreement for Consultant Services with Mintier Harnish for Preparation of the General Plan Update and Environmental Impact Report (EIR).

RECOMMENDATION:

Authorize the Town Manager to execute a Third Amendment (Attachment 1) to an Agreement for consultant services with Mintier Harnish for preparation of the General Plan update and Environmental Impact Report (EIR).

BACKGROUND:

On July 9, 2018, the Town Council authorized the Town Manager to enter into an Agreement with Mintier Harnish for the preparation of the General Plan update and EIR (Attachment 4). The term of the original Agreement that was executed had an expiration date of July 31, 2020.

On August 1, 2020, the Town approved a First Amendment to the Agreement to extend the term expiration to July 31, 2021 (Attachment 2).

On August 1, 2021, the Town approved a Second Amendment to the Agreement to extend the term expiration to March 31, 2022 (Attachment 3).

DISCUSSION:

The General Plan update and EIR have not yet been considered by the Planning Commission or Town Council. Therefore, staff is requesting that the term expiration be extended to August 31, 2022.

PREPARED BY: Joel Paulson
Community Development Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: Third Amendment to an Agreement for Consultant Services with Mintier Harnish

DATE: March 18, 2022

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a Third Amendment (Attachment 1) to an Agreement with Mintier Harnish so the General Plan update and EIR processes can be completed.

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's Office, and Finance Department.

FISCAL IMPACT:

There is no fiscal impact as the only item being amended is the expiration of the term.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Mintier Harnish Third Amendment to an Agreement
2. Mintier Harnish First Amendment to an Agreement
3. Mintier Harnish Second Amendment to an Agreement
4. Original Agreement for Consultant Services

FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

THIS FIRST AMENDMENT AGREEMENT is dated for identification this 1ST day of August 2020 and is made by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Mintier Harnish, LP, ("Consultant"), whose address is 1415 20th Street, Sacramento, CA 95811. This Agreement is made with reference to the following facts.

RECITALS

- A. The Town and Consultant entered into an Agreement dated July 9, 2018 to provide Consultant Services for preparation of the General Plan update and Environmental Impact Report (Exhibit A).
- B. The Town desires to extend the Agreement to July 31, 2021.

AMENDMENT

- 1. Time of Performance of the Amendment Agreement is hereby amended to provide that the term of the Agreement is for the period August 1, 2020 through July 31, 2021.
- 2. All other terms and conditions of the Agreement dated July 9, 2018, remain in full force and effect.

IN WITNESS WHEREOF, the Town and Consultant have executed this First Amendment Agreement as of the date indicated above.

Town of Los Gatos:

DocuSigned by:
By: Laurel Prevetti 7/28/2020
853FEEA2EB39470...
Laurel Prevetti
Town Manager

Consultant:

By: [Signature]
Jim Harnish,
Mintier Harnish, LP

Department Approval:

Joel Paulson
Joel Paulson (Jul 23, 2020 11:09 PDT)
Joel Paulson
Director of Community Development

Approved as to Form:

Robert Schultz
Robert Schultz (Jul 23, 2020 11:11 PDT)
Robert Schultz
Town Attorney

DocuSigned by:
Attest: Shelley Neis 7/29/2020
B9666F65B1F34F6
Shelley Neis, MMC, CPMC, Town Clerk

SECOND AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

THIS SECOND AMENDMENT AGREEMENT is dated for identification this 1ST day of August 2021 and is made by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Mintier Harnish, LP, ("Consultant"), whose address is 1415 20th Street, Sacramento, CA 95811. This Agreement is made with reference to the following facts.

RECITALS

- A. The Town and Consultant entered into an Agreement dated July 9, 2018 to provide Consultant Services for preparation of the General Plan update and Environmental Impact Report (Exhibit A).
- B. The Town and Consultant entered into a First Amendment Agreement dated August 1, 2020 to extend the term to July 31, 2021.
- C. The Town desires to extend the Agreement to March 31, 2022.

AMENDMENT

- 1. Time of Performance of the Second Amendment Agreement is hereby amended to provide that the term of the Agreement is for the period of August 1, 2021 through March 31, 2022.
- 2. All other terms and conditions of the Agreement dated July 9, 2018, remain in full force and effect.

IN WITNESS WHEREOF, the Town and Consultant have executed this Second Amendment Agreement as of the date indicated above.

Town of Los Gatos:

Consultant:

DocuSigned by:
Laurel Prevetti 8/25/2021
853FEEA2EB39470...
Laurel Prevetti, Town Manager

Jim Harnish
jim harnish (Aug 20, 2021 14:30 PDT)
Jim Harnish,
Mintier Harnish, LP

Department Approval:

DocuSigned by:
Joel Paulson 8/25/2021
5035A0632FE1477...
Joel Paulson, Community Development Director

Approved as to Form:

DocuSigned by:
Robert W. Schultz 8/25/2021
2FE0938555B744C...
ROBERT SCHULTZ, Town Attorney

Attest:

DocuSigned by:
Shelley Neis 8/26/2021
8F65B1F34F6...
Shelley Neis, CPMC, Town Clerk



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/17/2021

ITEM NO:

DATE: August 6, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to execute a Second Amendment to an Agreement for Consultant Services with Mintier Harnish for preparation of the General Plan update and Environmental Impact Report (EIR).

RECOMMENDATION:

Authorize the Town Manager to execute a Second Amendment to an Agreement for Consultant Services with Mintier Harnish for preparation of the General Plan update and Environmental Impact Report (EIR).

BACKGROUND:

On July 9, 2018, the Town Council authorized the Town Manager to enter into an Agreement with Mintier Harnish for the preparation of the General Plan update and EIR. The term of the original Agreement that was executed had an expiration date of July 31, 2020

On August 1, 2020 the Town approved a First Amendment to an Agreement to extend the term expiration to July 31, 2021.

DISCUSSION:

The General Plan update and EIR have not been considered by the Planning Commission or Town Council. Therefore, staff is requesting that the term expiration be extended to March 31, 2022.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a Second Amendment to an Agreement (Attachment 1) with Mintier Harnish so the General Plan update and EIR processes can be completed.

COORDINATION:

PREPARED BY: Joel Paulson
Community Development Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: Mintier Harnish

DATE: August 5, 2021

This report was coordinated with the Town Manager's Office, Town Attorney's Office, and Finance Department.

FISCAL IMPACT:

There is no Fiscal Impact as the only item being amended is the expiration of the term.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Mintier Harnish Second Amendment to an Agreement
2. Original Agreement for Consultant Services



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 6

DATE: August 11, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with Interwest Consulting Group to Include Supplemental Planning Division Consultant Services.

RECOMMENDATION:

Authorize the Town Manager to execute a first amendment (Attachment 2) to the agreement for consultant services with Interwest Consulting Group to include supplemental Planning Division consultant services (Exhibit A to the First Amendment).

BACKGROUND:

On August 17, 2021, the Town Council authorized the Town Manager to execute an agreement with Interwest Consulting Group for supplemental Building Division plan check consultant services (Attachment 1).

DISCUSSION:

The Planning Division will have two vacant positions for the next three months, one as a result of an existing employee extended leave, and the continued unsuccessful recruitment for another position which has been vacant since December 15, 2021. In order to maintain the high level of service expected of the Town, supplemental services are needed during this period.

PREPARED BY: Jennifer Armer, AICP
Planning Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Interim Finance Director

PAGE 2 OF 2

SUBJECT: Interwest First Amendment

DATE: August 11, 2022

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a first amendment to the agreement with Interwest Consulting Group to include supplemental Planning Division services.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and Finance Department.

FISCAL IMPACT:

Funds for the services to be provided by this amendment would come from existing budgeted vacant positions and temporary hours.

ENVIRONMENTAL REVIEW:

Environmental review is not required for this agreement as it is not a project defined by the California Environmental Quality Act (CEQA).

Attachments:

1. Interwest Consulting Group Agreement
2. Draft First Amendment to the Interwest Consulting Group Agreement with Exhibit A – Scope of Services

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into on this 1st day of September 2021, by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and Interwest Consulting Group engaged in providing Supplemental Building Plan Check and Associated Consulting Services, herein called ("Consultant"), whose address is 39355 California Street, Suite 200, Fremont, CA 94538. This Agreement is made with reference to the following facts.

I. RECITALS

- 1.1 Town desires to engage a supplemental Building Plan Check consultant to assist in the processing of plan checks and associated services because of Consultant's experience and qualifications to perform the desired work and Town needs to undertake activities to supplement its ability to review building plan checks and enhance customer service, efficiency, and legal requirements.
- 1.2 Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.
- 1.3 Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain Consultant.

II. AGREEMENTS

- 2.1 Scope of Services. Consultant shall provide services as described in that certain Proposal to Provide Building Division Plan Check Review Services sent to Town on June 4, 2021, which is hereby incorporated by reference and attached.
- 2.2 Term and Time of Performance. This contract will remain in effect from September 1, 2021 to June 30, 2026. Consultant shall perform the services described in this agreement as follows:
 - a. Provide complete Building Permit Plan Check Services, including but not limited to, Initial Plan Check comments on submitted applications, Resubmittal Plan Check comments on revised plans, and written copies of Initial and Resubmittal Plan Check comments.
 - b. As requested by Town, provide copies of work products of all comments, reports, and studies prepared for Town. Consultant shall provide electronic file copies of these documents.
 - c. As requested by Town, provide an updated listing/status report of all Building Permit Plan Checks reviewed for Town.
 - d. When needed by Town, Plan Check Consultant and Building Official shall attend meetings with Town staff, public officials, community leaders, developers, contractors and the general public. (Maximum of 4 additional meetings per month.)

- e. Provide On-site Plan Review services for approximately ten (10) hours per week for Plan check of minor residential and commercial projects.
 - f. Provide Technical Support at pre-design and pre-construction meetings and at field visits as needed. Provide Technical Support and guidance for field inspection personnel.
 - g. Provide services as needed by the Town per Scope of Services – Exhibit A.
- 2.3 Compliance with Laws. Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.
- 2.4 Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- 2.5 Information/Report Handling. All documents furnished to Consultant by Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to Town upon the completion of Consultant's services or at Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by Town to the public, and Consultant shall not make any of the these documents or information available to any individual or organization not employed by Consultant or Town without the written consent of Town before such release. Town acknowledges that the reports to be prepared by Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
- 2.6 Compensation. Compensation for Consultant's professional services shall be based upon Town's pre-approval of each task as noted in the Scope of Services Compensation for each task and shall not exceed the amount per task noted in Consultant's Schedule of Fees attached hereto as part of Exhibit B and incorporated by reference herein. Fees will be reviewed on an annual basis.

- 2.7 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom, at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:

Town of Los Gatos

Attn: Accounts Payable

P.O. Box 655

Los Gatos, CA 95031

- 2.8 Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of Town at the Consultant's offices during business hours upon written request of Town.
- 2.9 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to Consultant. No portion of these services shall be assigned or subcontracted without the written consent of Town.
- 2.10 Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.
- 2.11 Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. Consultant has and shall not obtain any holding or interest within Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or

indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at Town's sole discretion, sever any such employment relationship.

- 2.12 Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

3.1 Minimum Scope of Insurance:

- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant shall provide to Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

General Liability:

- i. Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant, premises owned or used by Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.

- ii. Consultant's insurance coverage shall be primary insurance as respects Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by Town, its officers, officials, employees or volunteers shall be excess of Consultant's insurance and shall not contribute with it.
 - iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officers, officials, employees or volunteers.
 - iv. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with Town Clerk.
- 3.3 Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
- 3.4 Indemnification. Consultant shall save, keep, hold harmless and indemnify and defend Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of Consultant, or any of Consultant's officers, employees, or agents or any subconsultant.

IV. GENERAL TERMS

- 4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- 4.3 Termination of Agreement. Town and Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of

termination. In the event of termination, Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

- 4.4 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by Town and Consultant.
- 4.5 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.
- 4.6 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street
Los Gatos, CA 95030

Interwest Consulting Group
Attn: Avner Alkhas
Chief Financial Officer
39355 California Street, Suite 200
Fremont, CA 94538

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

- 4.7 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.
- 4.8 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, Town and Consultant have executed this Agreement.

Town of Los Gatos by:

Consultant:

DocuSigned by:

Laurel Prevetti

8/25/2021

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Laurel Prevetti, Town Manager

A. Alkhas

Avner Alkhas, Chief Financial Officer

Recommended by:

DocuSigned by:

Joel Paulson

8/25/2021

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Joel Paulson, Community Development Director

Approved as to Form:

DocuSigned by:

Robert W. Schultz

8/25/2021

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Robert Schultz, Town Attorney

Attest:

DocuSigned by:

Shelley Neis

8/26/2021

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Shelley Neis, CPMC, Town Clerk



Statement of Qualifications to Provide

Building Division Plan Check Review Services

For the

TOWN OF LOS GATOS

Interwest Consulting Group

Ron Beehler, SE, CBO, ICC
Director of Building Safety Services
(916) 273-4663
rbeehler@interwestgrp.com

interwestgrp.com

INTERWEST

June 3, 2021

Robert Gray, Chief Building Official
Town of Los Gatos
Community Development Department
110 E. Main St.
Los Gatos, CA 95030



RE: Qualifications to Provide Building Division Plan Check Review Services for the Town of Los Gatos

Dear Mr. Gray,

Interwest Consulting Group (Interwest) is pleased to present our qualifications to provide Building Division Plan Check Review Services for the Town of Los Gatos Community Development Department. Interwest has extensive experience providing complete building department services to agencies throughout California.

With nearly 500 professional staff, Interwest is large and diverse enough to meet all of your plan check, inspection, and permit technician needs, yet small enough to ensure that we maintain focus and remain responsive to the priorities of the Los Gatos. Our proposed team can provide the full spectrum of the required services efficiently and effectively. Our goal is to provide timely, technically sound, and customer-friendly services to support your departments and development community. Interwest maintains the largest staff of professionals specializing in building safety plan review and inspection services in California.

Interwest offers a highly qualified staff of California licensed structural, civil, mechanical, electrical and fire protection engineers, California registered architects, ICC certified plans examiners, CASp certified access specialists, ICC certified Inspectors, ICC certified Permit Technicians, and additional staff specializing in providing complete Building Safety Services.

Ron Beehler, SE, CBO will act as the Principal-in-Charge on this contract, with the ability to assign staff as-needed. Roger Peterson, SE will act as Project Manager and the Town's Primary Contact for day-to-day for this engagement. Our contact information follows.

Ron Beehler, SE, CBO Principal-in-Charge 916.273.4663 rbeehler@interwestgrp.com	Roger Peterson, SE Project Manager 916.273.4657 rpeterson@interwestgrp.com
Project Office: 39355 California Street, Suite 200, Fremont, CA 94538	

As Vice President of Finance, I am an authorized representative of Interwest Consulting Group, able to sign all documents and enter into contractual agreements. Our proposal will remain valid for a period of 90 days.

We look forward to the opportunity provide the Town of Los Gatos with these valuable services and to discuss our qualifications in greater detail.

Sincerely,

Avner Alkhas, Vice President, Finance
Interwest Consulting Group

39355 California Street, Suite 200
Fremont, CA 94538

General Qualifications

Interwest has extensive experience and a proven track record of successfully providing building plan review and inspection services to public agencies. Interwest has been in business since 2002 and was founded by individuals with a passion for serving municipalities. Our nearly 500 employees span a multitude of disciplines, roles, and job placements to municipalities within building safety and public works departments throughout California.

Our Building Safety Division is the largest in California, with more than 250 California licensed structural, civil, mechanical, electrical and fire protection engineers, registered architects, CAsp professionals, ICC certified plan reviewers, inspectors, permit technicians and administrative personnel. We currently serve more than 200 cities, towns, counties and state agencies.

Building department services that we provide to municipalities include:

- Building Safety Plan Check Services
- Building Official Services
- Building Inspection Services
- Permit Technician Services
- CAsp Plan Check and Inspection Services
- Code Enforcement Services
- Fire Prevention Plan Check and Inspection Services

We also provide a full range of additional services to more than 200 public agencies throughout California including:

- | | |
|--|---------------------------------------|
| ○ Municipal Engineering | ○ Geographic Information System (GIS) |
| ○ Construction Management & Inspection | ○ Information Technology (IT) |
| ○ Traffic Engineering | ○ Planning & Urban Design |
| ○ Real Estate & Right of Way Acquisition | ○ Water Policy & Planning |

Our depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve. We do not offer design services and, as a result, we provide unbiased plan checks and avoid conflicts of interest as could occur with firms engaging in both plan check and design services.



Years Established

Established 2002

Type of Organization

Interwest is a Colorado Corporation, licensed to provide services in California

Number of Employees

500 Company-wide
250 Building Staff

Project Manager / Contact

Roger Peterson, SE
916.273.4657
rpeterson@interwestgrp.com

Qualifications & Resumes

Interwest has extensive successful experience and a proven track record of providing building safety services to many Towns/Cities, Counties and agencies throughout California. Interwest proposes a broad range of qualified staff to provide all of the services requested by the Town.

Below is a listing of Northern and Central California municipal clients to whom we provide similar services to those being requested by the Town of Los Gatos.

CLIENT	SCOPE OF WORK
City of American Canyon	Building Official, Plan Review, Building Inspection
City of Angels Camp	Building Official, Plan Review, Building Inspection
City of Berkeley	Plan Review
City of Calistoga	Plan Review, Building Inspection
City of Dublin	Plan Review
City of Elk Grove	Plan Review, Building Inspection, Permit Technician, Code Enforcement
City of Fairfield	Plan Review
City of Lincoln	Building Official, Fire Plan Review, Building Inspection, Fire Inspection
City of Menlo Park	Plan Review
City of Modesto	Plan Review, Building Inspection
City of Napa	Plan Review, Building Inspection, Permit Technician
City of Placerville	Building Official, Plan Review, Building Inspection
City of Pleasanton	Plan Review
City of Rancho Cordova	Plan Review, Building Inspection
City of Rocklin	Plan Review, Building Inspection
City of Roseville	Plan Review
City of Sacramento	Plan Review, Building Inspection
City of Santa Clara	Building and Fire Plan Review and Field Inspection
City of Sonoma	Building Official, Plan Review, Inspection
City of St. Helena	Building Official, Building and Fire Plan Review, Building Inspection
City of Tracy	Plan Review, Building Inspection, Fire Inspection
City of Turlock	Plan Review
City of Woodland	Plan Review, Building Inspection
County of Fresno	Plan Review, Inspection
County of Madera	Plan Review, Fire Plan Review
County of Napa	Plan Review
County of Placer	Plan Review, Fire Plan Review
County of Yolo	Plan Review
Town of Atherton	Building Official, Plan Review, Building Inspection, Permit Technician
Town of Tiburon	Plan Review
Town of Yountville	Building Official, Plan Review, Building Inspection

IDENTIFICATION OF KEY STAFF

RON BEEHLER, SE, CBO

PRINCIPAL-IN-CHARGE



Ron Beehler // Principal-in-Charge

- ➔ BS, Civil Engineering, California State University, Chico
- ➔ CA Licensed Structural Engineer | SE3632
- ➔ CA Licensed Civil Engineer | CE39404
- ➔ International Code Council | 801789

Ron Beehler, SE, CBO, will serve as Principal-in-Charge for the Town. Ron utilizes experience gained through more than 36 years of hands-on experience performing life safety, accessibility and structural plan reviews to successfully manage building departments, building department services and high-profile building projects on behalf of public agencies throughout California. Ron’s experience includes establishing and coordinating on-site building department services for large multi-building projects and unique fast-paced development projects. Ron has served as Chief Building Official for multiple California public agencies including interim assignments. He has provided building department assessments on behalf of municipal clients to identify inefficiencies and implement best practice improvements. Additionally, Ron has developed and taught multiple full- and half-day classes on a variety of building code related topics on behalf of CALBO and local International Code Conference chapters throughout the State.

ROGER PETERSON, SE

PROJECT MANAGER | PRIMARY CONTACT



Roger Peterson // Project Manager

- ➔ BS, Civil Engineering, University of Wyoming
- ➔ CA Registered Structural Engineer | 3846
- ➔ CA Registered Civil Engineer | 46096

Roger Peterson, SE, is our proposed Project Manager and primary point of contact. A California licensed Structural Engineer with more than 30 years of experience in structural design and plan review, Roger is Interwest’s Regional Manager of Building Safety Services. He has designed and provided plan review services for multi-story steel and concrete-framed buildings, as well as one-story structures utilizing steel, concrete, timber and masonry framing systems. His design experience includes schools, commercial and industrial projects, micro-chip production facilities, power plant installations and multi-family residential projects.

ROLES, RESPONSIBILITIES, AND QUALIFICATIONS

Below, we provide a list of licenses, certifications and registrations held by the Interwest staff proposed to provide services to the Town of Los Gatos. Roles of the proposed individuals have been identified primarily as plan review staff with certifications and expertise in structural, fire/life safety, CASp and energy conservation.

Qualifications typical for plan review staff include license as a Registered Civil, Structural, Electrical or Mechanical Engineer in the State of California, or certification as an ICC Certified Plans Examiner.

<i>Name & Role</i>	<i>Current Licenses & Certifications</i>	<i>License / Certification #</i>
Bill Rodgers, SE <i>Sr. Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Structural Engineer CA Registered Professional Civil Engineer NV Registered Professional Civil Engineer NV Registered Professional Structural Engineer	S4198 C50673 CE18427 SE18427
Elena Hartsough, SE <i>Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C67675 S5538
John Weninger, SE <i>Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C43746 S3740
Hossein Sanikhatam, SE <i>Structural Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C67573 S5514
Charles Nganga, PE, ICC <i>Professional Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer ICC Residential Plans Examiner	C85710 8325618
Christine Jansen, PE <i>Professional Engineer Plan Review</i>	CA Registered Professional Civil Engineer	C79594
Kyle Hansen, PE <i>Professional Engineer Plan Review</i>	CA Registered Professional Civil Engineer	C91071
Thomas Trimberger, ME, CBO, ICC <i>Mechanical Engineer</i> <i>Plan Review</i>	CA Registered Professional Mechanical Engineer *Registered ME in 14 States* ICC Plumbing Code Specialist ICC Mechanical Code Specialist LEED Accredited Professional Build It Green Certified Green Building Professional Build It Green Greenpoint Rater CABEC Residential & Non-Residential Certified Energy Plans Examiner	M26359 866408 866408
Randy Brumley, ME, ICC <i>Mechanical Engineer</i> <i>Plan Review</i>	CA Registered Professional Mechanical Engineer ICC Mechanical Plans Examiner	M37959 8884128
David Castillo, ME, FPE <i>Mechanical Engineer</i>	CA Registered Professional Mechanical Engineer CA Registered Professional Fire Protection Engineer	M31455 FP2013

<i>Fire Protection Engineer Plan Review</i>		
Jingpei Zhang, EE <i>Electrical Engineer Plan Review</i>	CA Registered Professional Electrical Engineer	EE16243
Bill Miller, CASp, CBO, ICC <i>Certified Access Specialist Plan Review</i>	Certified Access Specialist Council of American Building Official ICBO/IAPMO Plumbing Inspector ICVO/IAPMO Mechanical Inspector CA State Energy Auditor ACE III-Initial Disaster Housing Inspector ICC Plumbing Inspector UPC ICC Certified Building Official ICC Building Code Specialist ICC Plumbing Inspector ICC Residential Combo Inspector ICC Combination Dwelling Inspector – Uniform Codes ICC Accessibility Inspector ICC Accessibility Plans Examiner ICC Mechanical Inspector ICC Mechanical Inspector UMC ICC Building Inspector ICC Building Plans Examiner	CASp-087 2171 34090 51131 3134 22121 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718 0819718
Annette Mayfield, EIT, CASp, ICC <i>Certified Access Specialist Plan Review</i>	Engineer-in-Training Certified Access Specialist ICC Building Plans Examiner ICC CA Building Plans Examiner	EIT-130173 CASp-538 8018477 8018477
Andrew Burke, CASp, ICC <i>Certified Access Specialist Plan Review</i>	Certified Access Specialist ICC Building Plans Examiner ICC Building Inspector	CASp-710 8250398 8250398
Denise Reese, CBO, ICC <i>Plan Review</i>	ICC Certified Building Official ICC CA Building Plans Examiner ICC CALGreen Inspector ICC Permit Technician ICC Permit Specialist	8096275 8096275 8096275 8096275 8096275
Steven Stokes, CBO, ICC <i>Plan Review</i>	ICC Certified Building Official ICC Accessibility Inspector/Plans Examiner ICC Building Code Official ICC Building Code Specialist ICC Building Inspector ICC Building Plans Examiner ICC Certified Fire Code Official ICC Certified Fire Marshal ICC Commercial Building Inspector ICC Commercial Mechanical Inspector ICC Commercial Plumbing Inspector ICC Fire Code Specialist ICC Fire Inspector I ICC Fire Inspector II	5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096 5312096

	ICC Fire Plans Examiner ICC Mechanical Plans Examiner ICC Plumbing Plans Examiner ICC Residential Building Inspector	5312096 5312096 5312096 5312096
Sharon Vanderpool, ICC <i>Plan Review</i>	ICC Residential Plans Examiner ICC Plumbing Plans Examiner ICC Residential Building Inspector	8789037 8789037 8789037
Bob Barks, ICC <i>Plan Review</i>	ICC CA Building Plans Examiner	8020051
Ron Lucchesi, ICC <i>Plan Review</i>	ICC CA Building Plans Examiner	1044401
Cheryl Domnitch, FPE <i>Fire Protection Engineer</i>	CA Registered Professional Fire Protection Engineer Member, International Code Council	FP1206 1046491
Augie Cerdan, FPE <i>Fire Protection Engineer</i>	CA Registered Professional Fire Protection Engineer	FP1579
Daniel Skubal <i>Fire Plan Review</i> <i>Fire Inspection</i>	State Certified Fire Prevention Officer, OSFM Statutes and Regulations-2018, OSFM OSFM Fire Prevention Courses - 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, Inspector 1A, 1B, 1C, 1D, 2A, 2B, 2C, 2D	
Russell Blair, ICC <i>Fire Plan Review</i>	ICC Fire Plans Examiner Certified Firefighter I – 1986 Fire Prevention 1A – 1990 - CA Fire Prevention 1B – 1993 - CA Fire Prevention 1C – 1992 - CA Fire Prevention 2A – 2003 - CA Fire Prevention 2B – 2006 - CA Fire Prevention 3A – 2001 - CA Fire Prevention 3B – 2000 - CA Fire Investigation 1A – 1997 - CA Fire Investigation 1B – 1995 - CA Fire Instructor 1A – 2007 - CA Fire Instructor 1B – 2007 - CA Hazardous Materials 1A – 1987 - CA Hazardous Materials 1B – 1987 - CA Hazardous Materials 1C – 1987 - CA Hazardous Materials 1D – 1987 - CA Emergency Medical Technician - #D2828 – Sacramento Co.	8092477 011770 - CA
Steven F. Conti, ICC <i>Plans Examiner</i>	ICC Fire Inspector I ICC Fire Inspector II ICC Commercial Fire Sprinkler Inspector ICC Fire Plans Examiner ICC Commercial Fire Sprinkler Plans Examiner ICC Residential Fire Sprinkler Inspector/Plans Examiner	8356876 8356876 8356876 8356876 8356876 8356876

Project Understanding

We have reviewed the RFP and understand that the Town currently does not have a plan check engineer on staff and seeks qualified that the Town of Los Gatos is in need of qualified consultants to provide Building Division Plan Check Review Services, provide structural and non-structural code review and to maintain acceptable plan check timelines.

Interwest will provide the following services for the Town:

- Plan Review Services
- On-Site Plan Review Services (on-site services may be required for approximately 10-hours per week, spread over two separate days)
- Technical Support (including pre-construction/pre-design meetings, site visits, and support for inspection personnel/staff, as needed)
- Miscellaneous Support/Special Tasks
- Pick-up/Delivery of Plans and Plan Check Comments

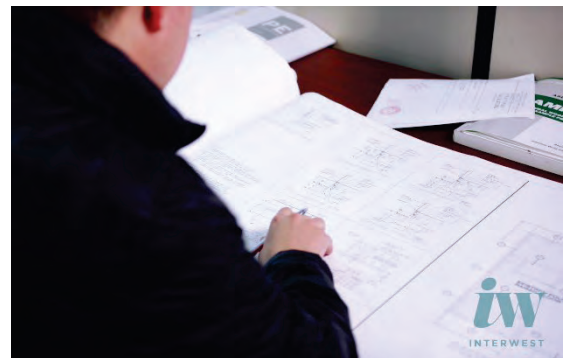
Approach to the Scope of Work

We fully understand and are intimately familiar with the procedures and policies of the Town of Los Gatos. Our experienced staff are ready to assist with solutions and recommendations that are specific to the needs of the development community.

All off-site plan review services will be performed either by a licensed Civil or Structural Engineer, or an ICC Certified Plans Examiner under the direction of a licensed Civil or Structural Engineer and/or licensed Architect.

Interwest staff will provide plan review services consisting of the examination, analysis and review of construction plans for various development projects within the Town to determine compliance with all applicable building regulations. Dependent upon each project assigned, plan reviews may consist of an examination of grading, site drainage, on-site improvement, off site improvement, hydrology reports, geotechnical, structural, life safety, electrical, mechanical, plumbing, disabled access, energy conservation and stormwater management. In addition, a CASp certified professional is available.

Our plans examiners understand and are intimately familiar with applicable building codes and plan review procedures and policies and will readily assist with solutions to complicated plan review issues. Our staff will work with project applicants in a collaborative and professional manner to quickly identify and resolve violations of codes, standards or local ordinances. They will provide thorough plan reviews in an effort to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects.



Interwest's licensed professional Engineering staff allows us the ability to properly represent the needs of the Town, as our plans examiners have the same licenses and qualifications as the project designers.

Town/City-Focused Services

The Interwest team will maintain a focus on the department's service needs to ensure the smooth implementation of all code and amendments utilized by the Town. We have a unique knowledge and understanding of the Town's processes and requirements from our prior experience and work with municipal staff on the proposed projects.

Responsive Project Management

By cooperating and working closely with all of the entities responsible for project approval, we will maintain a collaborative working relationship that centers on successful project processing. We have an understanding of Town procedures and will continue to work closely with other Town departments and outside agencies as directed to ensure a timely, seamless and efficient development approval process. We will continue to minimize surprises that can lead to costly delays due to plan revisions late in the approval process by beginning work early with the project design team involved with major construction projects. Our facilitative approach to project review stresses building safety while allowing for innovation in approach to resolve complicated building design issues. At Interwest, we also recognize the needs of sensitive projects and those that require special attention to meet the needs of the community.

Communicating Plan Review Results

Plan reviews will consist of clearly written comments which include specific deficiencies and the associated code requirement. We will also accommodate special project plan review needs, such as fast-track or expedited reviews. We will maintain turn-around goals to ensure timely services for permit applicants.

Specifically, plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. Interwest will provide a clear, concise, and thorough comment list from which clients, designers, contractors, and owners can work. Comment lists are delivered to the applicant and other designated recipients via email, FAX, and/or reliable overland carrier.

In addition, staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review service.

Meeting Attendance

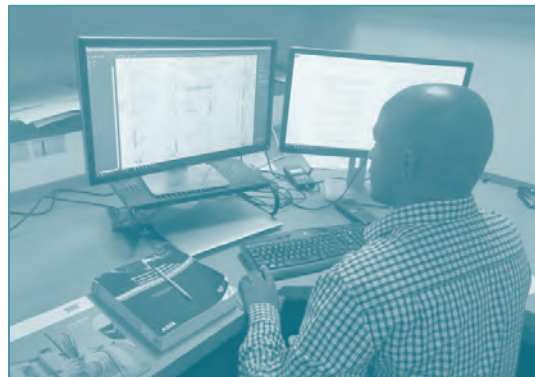
Our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of our service.

Electronic Plan Check Services

Interwest currently provides electronic plan review services for multiple jurisdictions throughout California, and we are prepared to provide electronic plan check services for the Town.

Many jurisdictions are seeing the benefits of electronic plan review, especially for large, complex projects. Electronic plan review services deliver many benefits to cities/towns, including substantially improved turnaround times; secured accessibility to documents; and reduced paper storage.

While we are experienced and able to work with many different platforms for electronic plan review, our preferred system is Bluebeam Revu, an industry-leading software used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy Bluebeam software to each user, preparing jurisdiction-specific stamps and tools used in the plan review process, and ongoing training on the use of the software. Additionally, we have set up electronic submittal systems based on Citrix ShareFile, allowing permit applicants to submit their construction documents remotely. This functionality has enabled our clients to continue providing services during a time when COVID-19 put a halt to many municipal functions.



Our staff is experienced providing electronic plan review and can work closely with the Town on any electronic plan check method that is utilized. Our goal is always to collaborate with and support the Building & Safety Division by providing thorough, accurate and timely plan reviews.

Plan Review Tracking Method & Billing Process

We will create and maintain a Jurisdiction File containing our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information and any special requests you would like us to keep in mind.

Interwest uses a custom database to maintain and track all plans throughout the review process from the moment you request a pick-up and/or shipment to delivery of the final, approved documents. Information such as project name, project number, assigned plan reviewer(s), date documents were received, plan review cycle and completion date for current review can be provided. In addition to standard phone communication, custom reports can be emailed. In addition, we can provide online tracking for the Town with a custom-designed web template geared to provide any reporting and information needs required. Our staff is available during standard business hours to answer questions via phone or email regarding the actual plan review in progress. We maintain active email accounts and our staff will be responsive to any Town or applicant needs. If we cannot speak directly to a caller, we will return calls no later than 24 hours.

Code Interpretations

Interwest's engineers and plans examiners will provide unbiased recommendations and background information to the Plan Check Engineer supervisor in order to provide the appropriate recommendation to the Building Official for final review and approval. These recommendations and background information will help applicants understand specific code-related requirements and alternative methods for compliance.

Transporting Plans

Interwest will arrange for all pick-up and delivery of plan review documents from the Town at no additional cost. Interwest uses varied methods of pick-up and delivery with the goal of providing same-day service. In addition, our staff utilize several types of electronic plan review software and editable PDFs to provide more efficient and timely reviews.

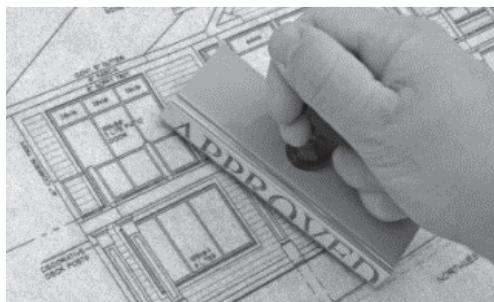
Plan Review Tracking

For plan reviews performed in our local office, Interwest will utilize our custom designed plan review tracking system to track all information pertinent to each plan review project. Information such as the project name, project number, date project was received, date all services were completed, resubmitted dates, assigned plans examiners, plan review cycle, and current plan review status are tracked. Our plan review tracking system provides remote access, allowing real-time plan review status information to be available to the Permit Technician and clients. We will provide a private and secure login that allows our Town-based staff to check, at any time, the status of a plan review project.

Special Projects and Accelerated Service

Interwest is able to accommodate special project plan review needs such as fast-track, multi-phased, or accelerated plan reviews. We establish project specific turn-around goals and procedures with Town staff for these types of projects based on the complexity of the projects as well as the construction schedule. Our staff of engineers and plans examiners will work with the Town to resolve all plan review issues. Our staff will deal directly with applicants and their designers during the plan review process to resolve all issues in a collaborative manner to resolve plan review issues as quickly as possible.

Technical Capabilities for Plan Review



Our plans examiners will provide plan check services, including building, accessibility, architectural, civil, electrical, energy conservation, green building standards, mechanical, plumbing, stormwater/NPDES, structural, geotechnical and seismic to confirm compliance with all applicable codes and amendments, including the latest adopted versions of the California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Fire Code (CFC), California Energy Efficiency Standards,

CALGreen, (California Green Building Code), Accessibility and Energy Conservation requirements as mandated by State Title 24, and specific regulations and policies, as applicable.

Architectural

Interwest's non-structural plans examiners are experienced with plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 3 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the state and model codes.

Structural

Our structural engineers have experience designing and reviewing projects utilizing virtually all building materials. Our structural plan reviewers will verify that structural designs are in compliance with submitted Geotechnical Report findings and recommendations and Ground Motion Hazard Analysis recommendations for design and construction.

Our engineers have designed or reviewed a wide array of structural systems and are experienced with the provisions of the state and model codes.

Mechanical, Plumbing & Electrical

Interwest's Mechanical and Electrical Engineers and Plans Examiners are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance to the current edition of the state codes and Jurisdiction-Adopted Amendments or Ordinances.

Green Building Standards

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the resulting potential impact as related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few. In addition, for projects pursuing LEED certifications, Interwest has multiple LEED certified individuals on staff available to assist with any certification issues.

T24 Energy Compliance

Our engineers and plan reviewers are up-to-date on all California Energy requirements as they relate to both new and remodel construction for residential and commercial projects. The Energy Efficiency Standards for Residential and Nonresidential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards are updated periodically to allow consideration and possible incorporation of new energy efficiency technologies and methods.

Access Compliance – CASp Review and ADA Evaluation

Multiple on-site staff are intimately familiar with California Accessibility requirements holding ICC and CASp certifications. All of Interwest's CASp-Certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our goal is to provide experts in the industry who can perform services for building departments in a seamless manner by customizing our services to correspond with our client's expectations and needs. We work collaboratively with our clients to resolve plan review and inspection related issues as efficiently as possible, ultimately resulting in an expedited process and successful project.

Flood Zones

Interwest's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones, as several of our clients have developments that occur in areas prone to flooding. Interwest's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as the local jurisdictions' ordinances. In addition, members of Interwest's staff have participated in state-sponsored committees to establish guideline and regulations for construction in areas designated as flood zones.

OSHDP 3

Our staff of plans examiners has extensive experience in providing plan reviews for OSHDP 3 projects. Our staff is well versed with the OSHDP 3 requirements contained in the California Building Code. We also employ an OSHDP certified inspector who has recently provided inspection services on behalf of our clients for hemodialysis, outpatient surgery, hyperbolic chamber and general medical clinics.

Estimated Plan Check Turnaround Times

MAXIMUM SERVICE DELIVERY TIMEFRAMES

We consistently complete plan reviews within the timeframes (or faster!) listed below as our standard business practice. We work hard to accommodate any turn-around schedule desired by the jurisdiction. Multi-disciplinary reviews are typically performed in our offices, but we are available for onsite work when required and whenever possible. We can furnish the following tiered turnaround:

	Maximum Turn Around Time	
RESIDENTIAL	First Check	Re-Check
New Construction	10 Working Days	5 Working Days
Addition	10 Working Days	5 Working Days
Remodel	10 Working Days	5 Working Days
NON-RESIDENTIAL	First Check	Re-Check
New Construction	10 Working Days	5 Working Days
Addition	10 Working Days	5 Working Days
Remodel (T.I.)	10 Working Days	5 Working Days

Consultant Rates Schedule

Interwest will provide the following services for the indicated percentage of the Town’s current plan review fees:

<i>Service Provided</i>	<i>Percentage of Total Plan Review Fee</i>
Complete Review.....	6%
Architectural Review only	30%
Structural Review only	30%
MEP Review only.....	20%

Plan review fees listed above shall be considered full compensation for all plan reviews performed. If additional rechecks are required due to incomplete or revised plans for which the Town would collect additional fees from the applicant, Interwest may charge additional plan review time utilizing the schedule of hourly billing rates. Additional services outside the main scope of review will be charged at an hourly rate as agreed upon by the Town.

Expedited plan reviews will be charged at 140% of the regular plan review fees noted above.

SCHEDULE OF HOURLY BILLING RATES

CLASSIFICATION	HOURLY BILLING RATE
Licensed Plan Review Engineer (civil, structural, mech., elect. & fire protection).....	\$145
ICC Certified Plans Examiner.....	120
CASp Plans Examiner/Inspector.....	125
ICC Certified Fire Plans Examiner.....	120
Permit Technician.....	75

* Rates vary depending on experience and certification levels

- Inspection and on-site services provided in excess of regular 8 hours per day, nights and weekends will be invoiced at 140% of the above fees.
- Mileage incurred performing inspections for the City will be reimbursed at the current IRS mileage rate.

Contracts & References

Below we have provided references and descriptions of recent, similar experience. Work for each of the client cities listed below was performed in a timely and cost-effective manner within agreed-upon deadlines and budgets.



City of Elk Grove BUILDING & SAFETY SERVICES

Contact: Darren Wilson, Director, Development Services | 916.627.3446 | dwilson@elkgrovecity.org

Interwest has provided complete building department services to the City of Elk Grove since 2006. Our services include on-site and off-site plan review, building inspection, code enforcement, and permit technician services. Interwest maintains a full staff of certified building inspectors for the City of Elk Grove.

Elk Grove Commons: This project consisted of fourteen (14) separate buildings ranging between 6000 sq. ft. and 100,000 sq. ft. shell only. Our staff worked with the developer, contractors, architects and engineers on requirements for vanilla tenant improvements and full tenant improvements. Disabled access path-of-travel improvements implemented were beneficial. Turnaround times exceeded expectations throughout this project.

Elk Grove Market Place: This project consisted of six (6) commercial buildings including stores such as Toys R Us and Sport Chalet; five were shell only. Our staff worked with the developer, contractors, architects and engineers on requirements for vanilla tenant improvements and full tenant improvements. Issues positively resolved included disabled access path of travel, i.e. additional exits required and grease interceptor concerns.



Town of Atherton BUILDING & SAFETY SERVICES

Contact: George Rodericks, City Manager | 650.752.0504 | grodericks@ci.atherton.ca.us

Interwest has provided the Town of Atherton complete Building Department services since 2011 including plan intake, building official, plan review, and inspection services. Interwest also oversees, manages, and is responsible for the Town's Public Works, Planning, and Code Enforcement functions. We also provide technical assistance and support to the City Manager, City Council, City Council appointed Committees, and the community-on-Community Services programs, policies, activities, and projects. Interwest serves as the primary link between the Community Services Department and other Town departments, elected officials, regional partners/regulatory agencies, and community stakeholders.

Atherton Civic Center Project: Interwest has provided Program Management services to the Town of Atherton since the start of the new Civic Center project. This project consisted of a 30,000 sq. ft. steel framed structure which will house the Town of Atherton's Building, Planning and Police Departments. Interwest provided code compliance plan review and constructability review services, including review of unique materials and structural systems. We also shepherded the plans through multiple budget-driven design changes during review process.





City of Sacramento

BUILDING & SAFETY SERVICES

Contact: Winfred DeLeon, Chief Building Official | 916.808.5475 | wdeleon@cityofsacramento.org

Interwest provides Overflow Plan Review and Inspection services to the City of Sacramento. Services are performed within our fully staffed Roseville regional office.



California Fruit Building: This project is an adaptive reuse of an existing and historic office building, converting it to a boutique hotel. This 10-story building includes a basement and was constructed of non-ductile concrete frames in the early 1900's. The building was seismically-upgraded using the provisions of ASCE 41-13. Ten 220-kip fluid viscous dampers were added at Level 1, with concrete shear walls below the damped bays in the basement. Fiber-reinforced polymer (FRP) was added at the Level 2 slabs to provide tensile lateral load paths to the damped bays; and FRP was added to enhance column confinement at various locations. The existing elevator lobby included a stair open to all stories above, necessitating new two-hour rated framing and openings, and enhancements to existing exterior fire escapes. New MEP systems were installed to support the new hotel tenant. Services were completed in 2018, and construction is in progress.

65th Street Apartment: Interwest provided structural and life safety plan review services on behalf of the City of Sacramento for this new housing development near Sacramento State University. The new complex is located near a light rail station enabling residents' quick access to downtown Sacramento creating a transit-oriented work/live hub. The complex will consist of three buildings which will house a total of nearly 800 residents. The new housing will primarily focus on students.



City of Folsom

BUILDING & SAFETY SERVICES

Contact: Scott Zangrando, Chief Building Official | 916.461.6225 | szangrando@folsom.ca.us

Interwest performs in-facility Plan Review for the City of Folsom. Overflow Plan Review services are performed within our fully staffed Roseville regional office.

Palladio Mall: Interwest Consulting Group provided partial and complete plan review services for several buildings which are part of this mall, including two multilevel S4 concrete parking structures (structural-only) comprising approximately 454,000 square feet; four-level, mixed-use Building 500 comprising approximately 93,000 square feet (Type 1-FR); and one-level Buildings 1600 and 1700, each about 29,000 square feet and Type V-N construction. With the exception of the parking garages, all buildings are structural steel braced frame / moment frame structures.



California ISO Headquarters: Interwest provided complete plan review and consultation services for this \$115 million facility complex. This project achieved LEED Platinum rating from the US Green Building Council. The site is 25 acres with three seismically separated wings encompassing approximately 277,000 gross square feet, with four levels. Occupancy groups for this project are A2, A3, B and S1; the type of construction is Type 1-B. Each wing is constructed using a different structural system: Precast concrete bearing walls, structural steel special moment resisting frames, and hybrid precast concrete moment frames (or PRESSS). The PRESSS system was not recognized in the current code and was reviewed and approved under an alternate materials request. Our staff provided all plan review services for this state-of-the-art award-winning multi-story office complex which included a multi-level post tensioned parking structure.



City of Berkeley BUILDING & SAFETY SERVICES

Contact: Val Dizitser, Senior Plan Check Engineer | 510.981.7446 | vdizitser@ci.berkeley.ca.us

Interwest provides off-site Plan Review services to the City of Berkeley. Plan review services are performed within our fully staffed Roseville regional office.

Bancroft Apartments: This six-story mixed-use building consists of a single-level Type 1A (reinforced concrete) podium with five levels of light, wood-framed Type IIIA construction above. The podium houses 9,300 SF of M, S2 (parking) and R2 Occupancies. Five levels of apartments (R2 Occupancy) comprise 41,000 SF and occur above the podium. The existing building on the site was relocated and the surface parking removed for this high-density project with 50 dwelling units.



3100 San Pablo, Marchant Building: This unique project straddles three Cities: Berkeley, Oakland and Emeryville, with Berkeley as the lead agency. Formerly a factory, this building has been readapted to house a 500,000 SF medical office, a 50,000 SF health club and a parking garage with roof parking. The existing concrete structure was strengthened with extensive use of fiber-reinforced polymer (FRP); new ramps were added to convert the factory floors to parking floors; and new MEP infrastructure was added to facilitate the medical office building and health club tenant improvements. Professional services began in 2013 and are ongoing as construction continues.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/17/2021

ITEM NO:

DATE: August 6, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to execute an Agreement for Consultant Services with Interwest Consulting Group for supplemental Building Division plan check consultant services.

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for Consultant Services with Interwest Consulting Group for supplemental Building Division plan check consultant services.

BACKGROUND:

The Town has contracted with outside consultants to provide building permit application plan checking services for more than 10 years. The Town needs to retain consultant plan check and structural engineering services because the Town does not have a Plan Check Engineer position.

Staff is recommending that our current Plan Check Consultant, O'Brien Code Consulting, Inc. be the primary Plan Check consultant. Additional plan check and associated services may be needed to augment the services of the primary Plan Check consultant due to the volume of activity in the Building Division. For this reason, staff is recommending entering into an agreement with Interwest Consulting Group (ICG) for supplemental plan check services. This firm was selected using the same Request for Qualifications (RFQ) process that identified O'Brien Code Consulting as the most qualified to be the Town's primary Plan Check consultant.

DISCUSSION:

The Plan Check consultant provides Building Division plan check services to the Town, providing both non-structural and structural code review for building permit applications. Staff sent out a Request for Qualifications (RFQ) to learn the quality and costs of services available in the

PREPARED BY: Joel Paulson
Community Development Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 3

SUBJECT: Interwest Consulting Group

DATE: August 6, 2021

DISCUSSION (continued):

marketplace. Staff sent out RFQs to six plan check consultant firms, and proposals were received from the following firms:

- O'Brien Code Consulting Inc.;
- Interwest Consulting Group;
- 4LEAF, Inc.; and
- Shums Coda Associates.

Staff evaluated the proposals and all the proposals were competitive. ICG was determined to be the most qualified firm based on their staff experience and competitive pricing to provide supplemental plan check and associated services, including:

- Plan Review services of complex projects;
- On-site Plan Review of less complex projects - two days per week;
- Technical support;
- Miscellaneous support, expedited services, emergency response;
- Pick-up/delivery of plans and comment letters;
- Building Inspection services; and
- Permit Technician services.

The principal and staff of ICG have the experience and qualifications to provide supplemental plan check services, building inspection services, and permit technician services. ICG has the following qualifications:

- Licensed Civil and Structural Engineers;
- International Code Council Certified Plans Examiner;
- Leadership in Energy and Environmental Design Accredited Professional Certified;
- California Accessibility Specialist Program Certified; and
- International Code Council / Uniform Building Code Building Inspectors.

ICG also provides similar services to a large number of jurisdictions in California.

CONCLUSION:

ICG is able to provide supplemental plan check and associated services in addition to building inspection and permit technician services.

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement (Attachment 1) with ICG for the reasons stated in this report.

PAGE 3 OF 3

SUBJECT: Interwest Consulting Group

DATE: August 6, 2021

COORDINATION:

This report was coordinated with the Town Manager's Office, Town Attorney's Office, Community Development Department, and Finance Department.

FISCAL IMPACT:

All costs for Plan Check Consultant contracts are borne by applicants and no costs to the Town are incurred.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Draft Interwest Consulting Group Agreement for Consultant Services
2. Consultant Statement of Qualifications



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RBN Insurance Services 303 E Wacker Dr Ste 650 Chicago IL 60601	CONTACT NAME: Symone White PHONE (A/C, No, Ext): 312-856-9400 E-MAIL ADDRESS: swhite@rbninsurance.com FAX (A/C, No): 312-856-9425
INSURER(S) AFFORDING COVERAGE	
INSURED Interwest Consulting Group P.O. Box 18330 Boulder CO 80308	IHH: 21.096 SAFELLC-01
INSURER A: Hartford Fire Insurance Co. NAIC # 19682 INSURER B: Hartford Casualty Insurance Co. 29424 INSURER C: Navigators Insurance Company 42307 INSURER D: Great American E&S Ins. Co. 37532 INSURER E: Twin City Fire Insurance Co. 29459 INSURER F: Princeton Excess & Surplus Lines Insurance Co. 10786	

COVERAGES

CERTIFICATE NUMBER: 539988203

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y		83UENZV3951	10/3/2020	10/3/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			83UENPY9100	10/3/2020	10/3/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			CH20EXC885600IC	10/3/2020	10/3/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	83WECE0623	5/12/2021	5/12/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D F	Professional Liability Excess Liab (2nd) Layer			TER 286-10-59 8E-A3-XL-0000121-00	10/3/2020 10/3/2020	10/3/2021 10/3/2021	Each Claim/Aggregate 10,000,000 Each Occ/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Los Gatos, its officers, officials, employees and volunteers are listed as Additional Insured on a primary non-contributory basis with respect to General Liability as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Town of Los Gatos
 110 East Main Street
 Los Gatos CA 95030

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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FIRST AMENDMENT TO AGREEMENT

This FIRST AMENDMENT TO AGREEMENT is dated for identification this 17th day of August 2022 and amends that certain Agreement for Supplemental Building Plan Check and Associated Consulting Services dated September 1, 2021, made by and between the Town of Los Gatos ("Town") and Interwest Consulting Group.

RECITALS

- A. Town and Interwest Consulting Group entered into an Agreement for Building Plan Check Consulting Services on September 1, 2021 ("Agreement").

FIRST AMENDMENT

1. Scope of Services of Agreement 21.138 for Building Plan Check and Associated Consulting Services is hereby amended to add Planning Division Consulting Services, a copy of which is attached hereto and incorporated by reference as Exhibit A to this Amendment, for the remainder of the term of the Agreement which ends on June 30, 2026.
2. All other terms and conditions of the Agreement dated September 1, 2021 remain in full force and effect.

IN WITNESS WHEREOF, the Town and Interwest Consulting Group have executed this Amendment.

Town of Los Gatos:

Consultant:

Laurel Prevetti, Town Manager

Avner Alkhas, Chief Financial Officer

Department Approval:

Joel Paulson, Director of Community Development

Approved as to Form:

Gabrielle Whelan, Town Attorney

Attest:

Wendy Wood, CMC
Town Clerk

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August 8, 2022

Jennifer T.C. Armer, AICP
Planning Manager
Town of Los Gatos
Community Development Department
110 E. Main Street
Los Gatos, CA 95030



Subject: Interwest Planning Scope of Services

Dear Ms. Armer:

Interwest Consulting Group, Inc. (Interwest) is pleased to submit this scope of services to the Town of Los Gatos (Town) to provide planning-related services. Based upon our discussions the Town has need of a variety of planning services primarily focused on staff augmentation at levels ranging from Assistant Planner through Senior Planner. Interwest has experience providing staff at these levels to assist with virtually all of the planning functions provided by a Community Development Department. We are excited to provide this proposal for the Town's consideration.

PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION

For purposes of overall management Rick Smeaton will serve as the Project Director for services to the Town of Los Gatos and Rick will be supported by Maria Haro-Sullivan on contract administration. Rick and Maria's contact information is as follows:

Rick Smeaton
rsmeaton@interwestgrp.com
Direct: 408.430.2203

Maria Haro-Sullivan
Mharo-sullivan@interwestgrp.com
Direct: 408.316.1392

PROPOSED STAFF

Interwest has a diverse team of planners with experience ranging from Assistant Planner through Community Development Director. Due to the ever changing workloads of our team we are not able to identify the specific staff member that would be assigned to a task in advance. Staff members that currently have some capacity to assist the Town are listed below. This is not a complete listing of our staff and we would coordinate with the Town on selection of individuals for specific assignments. Generally, we have found a smaller set of employees working with an individual agency to be more successful as those individuals will gain an understanding of a community's values and a familiarity with their local regulations. Additionally, we will recruit and hire new staff to meet specific needs of an agency, particularly when onsite services are required. The below individuals represent the senior staff members proposed for the Town of Los Gatos and a sample of the Assistant through Principal Planners that might be assigned to the Town.

- Rick Smeaton, Project Director
- Eric Norris, Principal Planner, Current Planning and Entitlements Lead

- Nick Pergakes, Principal Planner, Policy Planning and Urban Design Lead
- Erwin Ordonez, Principal Planner, Senior Project Manager/ Housing Focus
- Ami Upadhyay, Senior Planner
- Eunice Im, Associate Planner
- Liz Golden, Assistant Planner

ASSIGNMENT OF TASKS

All work efforts provided by Interwest would be at the direction of the Town. While we are flexible in our approach to how assignments are established by our clients, we would suggest a general services contract authorization, approved by either the Town Manager or the Town Council, with an overall not-to-exceed amount. Under this overall funding agreement/contract the Town would assign tasks with specific budget amount – we generally refer to these as task authorizations. All work would be governed by the description of services and the funding amount identified in the task authorization. This approach has the benefits of allowing a streamlined authorization by the Community Development Director, providing specific direction for work efforts and establishing a funding level that is reflected in monthly billings. We recognize each agency has specific requirements for managing consultants and budgets and Interwest will tailor our processes to meet the Town's needs.

SERVICES TO BE PROVIDED

Interwest understands there is a range of services and support that the Town might require. Based on our conversations and our experience with other client agencies we believe planning services for the Town may include the following:

- Entitlement Processing. Completion of project reviews that might range from ministerial actions to minor entitlements and major projects.
- Updates to Town Regulations. Such tasks could include municipal code updates related to housing or other planning regulations.
- Support on Long Range Planning. The Town may have need for support on amendments to existing planning documents and development of new Town-sponsored land use plans.
- Other Duties as Assigned. Interwest will be available to assist with other planning duties as may arise and as may be assigned by the Town.

FEE SCHEDULE

The rates provided below reflect Interwest's current billing rates. Hourly rates are typically reviewed yearly on July 1st and may be subject to revision unless under specific contract obligations. In addition, there is no charge for shipping, supply or material costs.

Classification Hourly Billing Rate

- Community Development Director/Project Director \$180
- Principal Planner / Planning Manager \$170

- Senior Planner \$150
- Associate Planner \$120
- Assistant Planner \$90
- Planning Tech \$75
- Administrative \$65

No price increases will occur during the first year of the Contract, and fee quotes for specific services shall remain firm throughout the duration of that project. Thereafter, rates will be increased annually on July 1st. The hourly rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities and towns of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

Invoices will be submitted to the Town after services have been completed. Payment will be net 30 days after receipt of an invoice in a format acceptable to the Town. Invoices shall be verified and approved by the Town and subject to routine processing requirements.

Thank you for allowing us the opportunity to present this scope of services for Contract Planning Services. Please contact Rick Smeaton if you should have any questions related to this proposal.

Sincerely,



Paul Meschino
President

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**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 7

DATE: August 10, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Temporary Salary Schedule for the Classification of Project Manager

RECOMMENDATION:

Approve an amendment to the temporary salary schedule for the classification of Project Manager.

BACKGROUND:

Temporary/Hourly employees that work fewer than 20 hours per week are in the unrepresented group and serve in an unbenefited capacity and as at-will employees. The Municipal Code (Section 2.30.925) require that amendments and revisions to the Town's salary schedules are effective upon approval by Town Council. The staff recommended change is presented to the Council for approval.

DISCUSSION:

The temporary salary schedule range for the classification of Project Manager currently does not identify specific step increases. Rather, the salary schedule currently lists a maximum step 6 in the amount of \$115.56 per hour (Attachment 1). The Town's temporary salary schedule is proposed to be amended to include the wording "up to" the maximum salary of \$115.56 per hour to make it consistent with current practice and allow more flexibility in determining the pay rate for future offers for this classification (Attachment 2). If Council approves this modification, it will go into effect immediately.

PREPARED BY: Salina Flores
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Interim Finance Director

PAGE 2 OF 2

SUBJECT: Approve an Amendment to the Temporary Salary Schedule for the
Classification of Project Manager

DATE: August 10, 2022

CONCLUSION:

Staff is requesting approval of an amendment to the temporary salary schedule for the classification of Project Manager. Departments may hire new temporary employees in the Project Manager classification within the “up to” range of \$115.56 per hour which clarifies and documents the Town’s practice for the use of this classification. The Town’s Municipal Code requires Council approval of the amendment prior to a modification of the existing salary schedule.

FISCAL IMPACT:

This agenda item has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Existing Salary Schedule for Temporary Classifications
2. Proposed Salary Schedule for Temporary Classifications

Town of Los Gatos Temporary Classifications
Salary Schedule for Fiscal Year 2022/23
Effective July 10, 2022
Adopted by Town Council June 7, 2022

Class Code	Classification Title	Rate Type	Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
9305	Account Clerk Temp/Hourly	Hourly	TE2-04	\$26.75	\$28.09	\$29.49	\$30.96	\$32.51	\$34.14
9310	Account Technician Temp/Hourly	Hourly	TE2-10	\$32.14	\$33.75	\$35.44	\$37.21	\$39.07	\$41.02
9300	Accountant Temp/Hourly	Hourly	TE2-17	\$38.82	\$40.76	\$42.80	\$44.94	\$47.19	\$49.55
9010	Admin Analyst Temp/Hourly	Hourly	TE2-17	\$38.82	\$40.76	\$42.80	\$44.94	\$47.19	\$49.55
9100	Admin Specialist Temp/Hourly	Hourly	TE2-10	\$32.14	\$33.75	\$35.44	\$37.21	\$39.07	\$41.02
9580	Administrative Assistant Temp/Hourly	Hourly	TE2-05	\$29.22	\$30.68	\$32.21	\$33.82	\$35.51	\$37.29
9105	Administrative Secretary Temp/Hourly	Hourly	TE2-09	\$30.70	\$32.24	\$33.85	\$35.54	\$37.32	\$39.19
9656	Assistant Engineer Temp/Hourly	Hourly	TE2-23	\$43.99	\$46.19	\$48.50	\$50.93	\$53.48	\$56.15
9655	Associate Civil Engineer Temp/Hourly	Hourly	TE2-24	\$50.65	\$53.18	\$55.84	\$58.63	\$61.56	\$64.64
9400	Associate Planner Temp/Hourly	Hourly	TE2-22	\$43.82	\$46.01	\$48.31	\$50.73	\$53.27	\$55.93
9410	Building Inspector Temp/Hrly	Hourly	TE2-23	\$43.99	\$46.19	\$48.50	\$50.93	\$53.48	\$56.15
9112	Clerical Aide Temp/Hourly	Hourly	TE2-01	\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67
9430	Code Compliance Officer Temp/Hourly	Hourly	TE2-16	\$37.82	\$39.71	\$41.70	\$43.79	\$45.98	\$48.28
9530	Communication Dispatcher Temp/Hourly	Hourly	TE2-19						
9545	Crime Analyst Temp/Hourly	Hourly	TE2-18	\$39.29	\$41.25	\$43.31	\$45.48	\$47.75	\$50.14
9540	CSO Intern Temp/Hourly	Hourly	TE2-03	\$24.02	\$25.22	\$26.48	\$27.80	\$29.19	\$30.65
9532	CSO Temp/Hrly	Hourly	TE2-12	\$34.43	\$36.15	\$37.96	\$39.86	\$41.85	\$43.94
9190	Deputy Clerk Temp/Hourly	Hourly	TE2-04	\$26.75	\$28.09	\$29.49	\$30.96	\$32.51	\$34.14
9660	Engineering Technician Temp/Hourly	Hourly	TE2-13	\$35.31	\$37.08	\$38.93	\$40.88	\$42.92	\$45.07
9621	Equipment Mechanic Temp	Hourly	AF2-01	\$35.68	\$37.46	\$39.33	\$41.30	\$43.37	\$45.54
9720	Facility Attendant Temp/Hourly	Hourly	TE2-01	\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67
9109	Human Resources Specialist Temp/Hourly	Hourly	TE2-09	\$30.70	\$32.24	\$33.85	\$35.54	\$37.32	\$39.19
9041	Intern I Temp/Hourly	Hourly	TE2-02	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.00
9040	Intern II Temp/Hourly	Hourly	TE2-03	\$24.02	\$25.22	\$26.48	\$27.80	\$29.19	\$30.65
9200	IT Technician Temp/Hrly	Hourly	TE2-14	\$35.37	\$37.14	\$39.00	\$40.95	\$43.00	\$45.15
9605	Lead Parks & Maint Worker	Hourly	AF2-06	\$37.37	\$39.24	\$41.20	\$43.26	\$45.42	\$47.69
9015	Legal Assistant Temp/Hrly	Hourly	TE2-17	\$38.82	\$40.76	\$42.80	\$44.94	\$47.19	\$49.55
9810	Librarian Temp/Hourly	Hourly	TE2-15	\$37.44	\$39.31	\$41.28	\$43.34	\$45.51	\$47.79
9820	Library Assistant Temp/Hourly	Hourly	TE2-06	\$28.54	\$29.97	\$31.47	\$33.04	\$34.69	\$36.42

**Town of Los Gatos Temporary Classifications
Salary Schedule for Fiscal Year 2022/23
Effective July 10, 2022
Adopted by Town Council June 7, 2022**

Class Code	Classification Title	Rate Type	Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
9840	Library Clerk Temp/Hourly	Hourly	TE2-04	\$26.75	\$28.09	\$29.49	\$30.96	\$32.51	\$34.14
9850	Library Page Temp/Hourly	Hourly	TE2-01	\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67
9830	Library Teen Services Specialist	Hourly	TE2-03	\$24.02	\$25.22	\$26.48	\$27.80	\$29.19	\$30.65
9600	Maintenance Assistant	Hourly	AF2-02	\$17.96	\$18.86	\$19.80	\$20.79	\$21.83	\$22.92
9900	Network Administrator	Hourly	TE2-21	\$41.89	\$43.98	\$46.18	\$48.49	\$50.91	\$53.46
9180	Office Assistant Temp/Hourly	Hourly	TE2-04	\$26.75	\$28.09	\$29.49	\$30.96	\$32.51	\$34.14
9645	Park Service Officer Aide Temp/Hourly	Hourly	TE2-03	\$24.02	\$25.22	\$26.48	\$27.80	\$29.19	\$30.65
9640	Park Service Officer Temp/Hourly	Hourly	TE2-12	\$34.43	\$36.15	\$37.96	\$39.86	\$41.85	\$43.94
9560	Parking Control Officer Temp/Hourly	Hourly	TE2-04	\$26.75	\$28.09	\$29.49	\$30.96	\$32.51	\$34.14
9620	Parks & Main Worker Temp	Hourly	AF2-04	\$30.06	\$31.56	\$33.14	\$34.80	\$36.54	\$38.37
9630	Parks & Main Worker Trainee Temp	Hourly	AF2-03	\$24.57	\$25.80	\$27.09	\$28.44	\$29.86	\$31.35
9440	Permit Technician	Hourly	TE2-11	\$33.12	\$34.78	\$36.52	\$38.35	\$40.27	\$42.28
9590	Police Officer Reserve (Top Step of Officer)	Hourly	TE2-25						
9520	Police Officer Temp/Hourly	Hourly	TE2-25						
9550	Police Records Specialist Temp/Hourly	Hourly	TE2-08	\$29.94	\$31.44	\$33.01	\$34.66	\$36.39	\$38.21
9000	Project Manager	Hourly	Mgmt						\$115.56
9650	Public Works Inspector Temp/Hourly	Hourly	TE2-20	\$41.57	\$43.65	\$45.83	\$48.12	\$50.53	\$53.06
9670	Senior Electrician Temp/Hourly	Hourly	TE2-23	\$43.99	\$46.19	\$48.50	\$50.93	\$53.48	\$56.15
9831	Senior Library Page	Hourly	TE2-02	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.00
9725	Special Event Attendant	Hourly	TE2-07	\$17.96	\$18.86	\$19.80	\$20.79	\$21.83	\$22.92
9610	Ticket Booth Attendant	Hourly	AF2-05	\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67

Reflects General Increase of 8%

**Town of Los Gatos Temporary Classifications
Salary Schedule for Fiscal Year 2022/23**

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9105	Administrative Secretary Temp/Hourly	Hourly	TE2-09	\$30.70	\$32.24	\$33.85	\$35.54	\$37.32	\$39.19
9656	Assistant Engineer Temp/Hourly	Hourly	TE2-23	\$43.99	\$46.19	\$48.50	\$50.93	\$53.48	\$56.15
9655	Associate Civil Engineer Temp/Hourly	Hourly	TE2-24	\$50.65	\$53.18	\$55.84	\$58.63	\$61.56	\$64.64
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**Town of Los Gatos Temporary Classifications
Salary Schedule for Fiscal Year 2022/23**

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9670	Senior Electrician Temp/Hourly	Hourly	TE2-23	\$43.99	\$46.19	\$48.50	\$50.93	\$53.48	\$56.15
9831	Senior Library Page	Hourly	TE2-02	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86	\$24.00
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9610	Ticket Booth Attendant	Hourly	AF2-05	\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67

Reflects General Increase of 8%



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 8

DATE: August 8, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Receive the Information Provided in the Police Services Information: January – July 2022

RECOMMENDATION:

Receive the Information Provided in the Police Services Information: January – July 2022

BACKGROUND:

On August 3, 2021 the Police Department presented an update on overall delivery and comparison analysis of Police services. This Police Services Report presents the following information:

- Department staffing update and succession opportunities
- Calls for service and officer activity
- Mandates and training
- Mental health evaluations and resources
- Community outreach and volunteer programs

DISCUSSION:

DEPARTMENT STAFFING UPDATES

Law enforcement agencies nationwide are experiencing staffing challenges comparable to the Los Gatos-Monte Sereno Police Department (LGMSPD). Current trends of retirements, resignations, in conjunction with fewer applicants have resulted in highly competitive recruitments. While knowledge transfer is an integral part of the training of all Department staff, the loss of institutional and local experience is noticeable and additional mechanisms are being implemented to bring new staff up to speed as quickly and thoroughly as possible.

PREPARED BY: Jamie Field
Chief of Police

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Interim Finance Director

DISCUSSION (continued):

The Police Department budget allocates for 39 sworn positions. From December 2020 through July 2022, ten sworn staff members have retired or departed for personal reasons. An additional Officer will also be separating soon for personal reasons, bringing the overall number to eleven. The Police Department has hired nine Police Officers in that timeframe; however, recruitment and retention of qualified personnel remains challenging. Two of the nine new officers are in the Field Training Program and not yet operating as independent Police Officers.

The Department has three current vacancies with one Police Officer Recruit in the Police Academy as of August 2022. The 28 available sworn personnel are divided among four patrol shifts, the investigations bureau, and administration. Of the remaining sworn personnel, the table below identifies the current availability of sworn staff, while also considering medical reasons or Family Medical Leave Act (FMLA), light or modified duty, and those currently being trained:

Budgeted Sworn	Current Sworn	Off for medical reason/FMLA	Light / Modified Duty	Training	Total Active and available
39	36	5	1	2	28

The Police Department is dedicated to recruiting, training, and retaining qualified officers that are a positive representation of the vision and values of the Los Gatos-Monte Sereno Police Department. The process of hiring and training a Police Officer is a lengthy process, further extended for applicants that have not completed a Police Academy. Recruitment, background investigations, and hiring of a recruit is estimated to take about three to four months. Once the recruit is hired, they are then sent to a California Peace Officer Standards and Training (POST) accredited Police Academy for about six months. Upon graduation, the recruit must complete a POST-approved 16-week Field Training Program led by certified members of our Police Department. Our current capacity accommodates up to three trainees at a time. The timeline of recruitment to operational capacity as a new Police Officer is approximately one year and approximately six months if they are considered a lateral with prior experience. It should be noted that the Fiscal Year 2022/23 adopted budget included one-time temporary staff hours to further augment sworn and nonsworn capacity.

Dispatchers are critical components for law enforcement and are undergoing similar staffing issues. The Police Department is budgeted for eight full time Dispatchers and is presently at four with two in training.

DISCUSSION (continued):

The total training program is approximately 20 weeks in length to prepare an individual to work independently, including a Dispatch Academy and one-on-one training in the Town's Dispatch/Communications Center. The configuration of our Communications Center can accommodate two Dispatchers in training at any given time. Nine oral boards for Officers, Dispatch, Records, Parking Control, and Community Service Officers have taken place between January -July 2022. The background process has recently been contracted to an outside vendor who is providing thorough and unbiased assessments in compliance with SB 2 (Certification standards for sworn staff). An additional Records Specialist oral board is scheduled in the next month.

The hiring and recruitment efforts have recently resulted in the following hires:

- Police Academy Recruit – started the Academy August 1, 2022
- Dispatcher -beginning training on August 15, 2022
- Parking Control Officer – beginning training on August 22, 2022
- Community Service Officer Interns – two beginning training on September 1, 2022

The Police Department currently has the following open positions:

- Records Specialist
- Police and Records Manager (expected to be reclassified to a different position)
- 2 Communications Dispatchers
- 3 Sworn Personnel

The Police Department has hired a total of seven per diem Dispatchers to supplement the full-time Dispatch staff in order to allow for better coverage, training, and vacation opportunities with more focused training of new Dispatch staff. Vacations or elective time off frequently requires backfill as well as overtime coverage in addition to the impact of unexpected COVID-related vacancies.

During Fiscal Year (FY) 2021/22, the Police Department used 1,959 hours of Supplemental Paid Sick Leave (SPSL) time off due to COVID impacts. The table below depicts the number of overtime hours collected in pay and compensation time that were necessary to fill shift vacancies in comparison of the first six months of 2021 to that of 2022. The variance of 227 hours more overtime in the Communications division is likely due to per diem staff not being available during the 2021 time period and therefore the full-time staff working increased overtime hours. The variance of 804 more overtime hours in 2022 versus 2021 is likely due to the significant COVID impact at the beginning of 2022 among sworn staff, training of new Officers during that timeframe, and lean staffing availability.

SUBJECT: Receive the Information Provided in the Police Services Information: January – July 2022

DATE: August 9, 2022

DISCUSSION (continued):

Title	1/1/21 - 6/30/21	1/1/22 - 6/30/22	Variance in FY 2021/2022
Communications	1834 hours	1607 hours	227 hours
Sworn Staff	2719 hours	3523 hours	804 hours

SUCCESSION OPPORTUNITIES

Since January 2022, there have been several succession opportunities for sworn and non-sworn staff. Through several promotional processes, the following assignments were filled by internal staff members:

- Police Captain
- Two Sergeants
- Two Corporals
- Lead Records Specialist
- Senior Records Specialist
- Two Senior Communications Dispatchers

In May of 2022, Department leadership participated in a Team Building Workshop through an opportunity made available by a POST grant and donation by the Police Foundation. The outcome of the Team Building Workshop was the development of a two-year Strategic Plan that outlines five goals and priorities that the Police Department will continuously assess and remain focused on as part of the Departments direction through 2024. These goals are:

- *Goal 1* – Organizational recruitment, development, and retention of a quality workforce
- *Goal 2* – Prevent and reduce crime, increase quality of life, and focus on traffic safety
- *Goal 3* – Active partnerships
- *Goal 4* – Embrace and integrate technology throughout the agency
- *Goal 5* – Organizational wellness

CALLS FOR SERVICE AND OFFICER ACTIVITY

Despite the staffing challenges previously outlined, the LGMSPD continues to provide an uncompromising high level of service to the community. The following table depicts a comparison over the last two years between the months of January – July of the

DISCUSSION (continued):

Communications division call volume both inbound and outbound, immediacy to which they are answered, and number of 911 calls.

The industry standard for a Public Safety Answering Point (PSAP) agency is a target for 911 calls to be answered within less than ten seconds 95% of the time. Outbound calls can be a result of transferring callers to other points of contact within Town Departments, contacting or following up with community members, or conducting other inter-agency duties.

January-July	Inbound 911 calls	% of 911 calls answered < 10 seconds	Incoming Non-emergency calls	Non-emergency Outbound calls
2021	5427	96.8%	20251	8399
2022	5885	95.3%	19067	9961

Officers' response to priority calls for service continue to be comparable to prior years. These metrics can be found in the Fiscal Year 2022/23 Adopted Operating Budget in the performance measures section of the Police Department chapter. Priority 1 refers to an immediate emergency with threat to life or a public safety hazard, Priority 2 is an urgent emergency that requires an immediate response, and a Priority 3 incident is a non-emergency. The LGMSPD has set response time goals of 5:00 minutes for Priority 1 calls, 10:00 for Priority 2 calls, and 15:00 for Priority 3 calls. The Police Department has maintained average response times below the priority goals between January and July for both 2021 and 2022.

Additional data regarding traffic stops and preliminary RIPA information will be provided in the presentation to Town Council at the August 16, 2022 meeting.

MANDATES AND TRAINING

LGMSPD is committed to ensuring public safety service levels that are a result of dedicated efforts from the Communications division, Patrol, and other divisions within the Police Department. Recruitment, training, and succession planning continue to remain an ongoing priority while monitoring the fiscal implications from overtime needs and wellness impacts on staff members.

Several unfunded legislative mandates were incorporated into the Police Department's technology, service delivery, personnel assessment, and training. These included Police reform efforts towards transparency including compliance with the Racial and Identity Profiling Act (RIPA) and California Incident Based Reporting System (CIBRS/NIBRS). LGMSPD was one of the

DISCUSSION (continued):

first agencies in the county to become compliant with Department of Justice (DOJ) for CIBRS / NIBRS in 2022.

Additionally, Assembly Bill 481 – Military Equipment Transparency required the Police Department to engage with the community prior to seeking approval by Town Council of an Ordinance in May 2022. The Ordinance codifies annual reports on qualifying Police Department resources under AB 481 guidelines.

Additionally, there are several legislative impacts to the Police Department. Compliance with Senate Bill 2 – Police Decertification which has resulted in a significant increase in staff and resources needed at POST to ensure reporting and compliance with Police misconduct and eligibility for current or future employment. The Police Department has contracted with an experienced and respected personnel background vendor for future sworn background investigations to assure the requirements of Senate Bill 2 are followed. The Police Department's Personnel and Training staff have been engaged in frequent training and updates for awareness and responsiveness to the requirements outlined in Senate Bill 2, as several tenets to the bill are retroactive to the conduct of Officers. Finally, Senate Bill 1000 – Radio Encryption pending legislative action and is being closely monitored by many California law enforcement agencies due to its significant operational and fiscal impact on radio communications.

LGMSPD sworn staff are required by POST to complete 34 hours of training annually and Dispatchers are required to complete 24 hours. The specific training requirements are available for public view on the Police Department's Website on the Transparency webpage: <https://www.losgatosca.gov/2713/Transparency-and-Data-page>.

This year, as part of this required training, Officers have completed training in Emergency Vehicle Operations (EVO) in the Explorer patrol vehicles to re-emphasize safe driving disciplines. As part of Advanced Officer Training (AOT) in 2022, sworn staff completed De-escalation and Use of Force training through the first use of the new Virtual Reality (VR) decision and tactics training technology. This same technology will be experienced by the attendees of the upcoming Community Police Academy. This system assists Department trainers in creating a realistic training environment for Officer's decision-making, de-escalation, and use of force. The system allows the VR inhabitants of the scenarios to have their mental status, gender, race, and many other attributes adjusted for maximum reality.

Providing new and existing staff with the necessary training to develop confidence and competency is a priority for the Police Department to navigate in its current lean staffing model. This requires continuous assessment of mandatory or immediate Department training

DISCUSSION (continued):

needs based on POST requirements and operational effectiveness. Additionally, the promotional and collateral positions that have been filled during January – July 2022 are followed with necessary trainings in order to support those individuals in their new roles. These training opportunities frequently require backfill through the use of overtime.

MENTAL HEALTH EVALUATION REPORTS AND RESOURCES

LGMSPD maintains a partnership and collaborates with mental health resources made available through Santa Clara County Behavioral Health Services. In addition, LGMSPD has implemented several additional efforts to compliment a multi-disciplinary approach to providing support to those that may benefit from the options available. Below is an outline of resources utilized based on an assessment of the situational needs:

Therapy Canine Program

- Two therapy canines were funded through donations by the Police Foundation and completed training in spring 2022. The canines are assigned to a handler in the Communications division and to a handler assigned as a Corporal on patrol. Both handler and canine attend ongoing training and are available to be a resource to both staff and to the public. The canines have been to multiple community events and were deployed on school campuses the day after the Uvalde incident to increase law enforcement presence and offer support.

Ambulance Contract

- The Police Department maintains a contract with an Ambulance service to provide transport at a pre-contracted rate in the event the transport would create unnecessary financial strain on the patient in need of mental health resources. This resource has not been utilized.

Mobile Crisis Response Team (MCRT)

- Teams of clinicians with the ability to respond at the request of law enforcement or may conduct follow up with families and only request a law enforcement presence if necessary.
- The efforts of MCRT are focused on connecting family/caregivers to community support, conduct mental health evaluations and assessments, provide post-crisis follow up, and provide crisis intervention and safety planning as needed. MCRT services ages 18 and older, regardless of insurance status.

Mobile Response and Stabilization Services (MRSS)

- Provides stabilization and support services for children and young adults from ages 4-20. Therapeutic teams provide consultation, assess for safety, and intervene through crisis counseling. Post-crisis stabilization services are provided to ensure referral and coordination to ongoing services.

DISCUSSION (continued):

9-8-8

- 9-8-8 is a national initiative and a shift of mental health crisis calls away from law enforcement. In Santa Clara County, when someone calls 9-8-8 for services, their needs are evaluated by the Suicide Prevention Hotline to determine what resources may be best suited to meet the caller's needs. The available resources include MCRT, MRSS, TRUST, or others that may be available in the area. This is a new program launched in July 2022 and is being evaluated for enhanced collaboration and quality improvements.

COMMUNITY OUTREACH AND COMMUNITY VOLUNTEERS

LGMSPD launched a Community Policing initiative in May 2022. The Community Policing programs and opportunities include Coffee with a Cop, the Therapy Canine Program, a Community Police Academy, Walk with a Cop, and staff support of Special Olympics activities. These engagements are identified on the lower portion of a LGMSPD Community Policing logo to promote these events throughout the year on the Department website, social media, or other communications. The engagements are integral to building community – police partnerships and a better-informed vision of public safety needs and responses.

LGMSPD hosted a Coffee with a Cop in May and August, has received almost ten Walk with a Cop requests, supported at least four Special Olympic activities, and is excited to begin its first 10-week Community Police Academy at the end of August 2022.

Community outreach and resources also occurs in many other forms, including National Night Out, social media communications, Operation Care, Vacation Checks, On Watch, and the many Emergency Preparedness and Volunteer opportunities offered through the Police Department. Emergency Preparedness and responsiveness throughout the Town of Los Gatos is strengthened through the force multiplying efforts of the Disaster Aid Response Team (DART) and the Community Emergency Response Team (CERT). Both teams work collaboratively throughout the year on common drills, including a wildfire evacuation drill in April 2022.

Additionally, other Police Department volunteer opportunities include the Explorer Cadet program, Volunteers in Policing (VIP), Victim Services Unit (VSU), and Neighborhood Watch. The Police Department provided eight Neighborhood Watch meetings from January to July of 2022, with six of those being new Neighborhood Watch groups.

CONCLUSION:

The Police Services Report is intended to provide a transparent overview of available resources, operational efforts, and continued priorities that may be considered valuable to the community

CONCLUSION (continued):

and Town Council. The Los Gatos-Monte Sereno Police Department is committed to providing a high level of service and modeling the values of Professionalism, Compassion, and Integrity. The Police Department continues to conform to the data-driven law enforcement model and to evaluate the information to ensure an equitable and quality service model to the communities that we serve.

The Police Department is committed to building, bridging, and enhancing police-community relationships through opportunities for engagement and in the multitude of services that the Department offers in order to develop collaborative methods to maintain a safe community that is free of the fear of crime.

FISCAL IMPACT:

The acceptance of this report has no fiscal implications.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 9

DATE: August 8, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Receive Information on Town Operational Efficiencies and Provide Potential Direction

RECOMMENDATION:

Receive information on Town operational efficiencies and provide potential direction.

BACKGROUND:

During the May 17, 2022 Budget public hearing, the Town Council approved a motion that included direction to initiate an employee-led operational efficiency program with the goal of 3% to 5% operational improvements and develop 5-year goals.

DISCUSSION:

Context

Currently, the Town provides most municipal services with the exception of Fire and Emergency Medical Services (EMS), and Community Services/Recreation (for all ages). In 1971, the Town annexed into the County Fire District and transitioned the service to that agency.

During the Great Recession, the Town eliminated the Community Services Department and distributed its functions. Senior programming was built into a lease agreement with Los Gatos-Saratoga Recreation (LGS Rec). The Town Manager's Office and the Community Development Department absorbed several functions. The Town Manager's Office took on Town events (e.g., 4th of July), Community and Senior Services Commission (now the Community Health and Senior Services Commission) and Arts and Culture Commission (currently administered by the Library Department). The Community Development Department administers Housing Programs, overseeing the work of vendors providing many of the direct services.

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Interim Finance Director

DISCUSSION (continued):

The Great Recession also saw the elimination of many Town positions. Attachment 1 shows the sharp decline in staffing at that time and the fairly steady maintenance of reduced staffing rates over the years.

Process Improvements and Organization Efficiencies

As a lean organization, all Town Departments are continuously reviewing their processes to identify and institute process improvements to ensure that the limited Town staff resources are focused on work that best utilizes their professional, creative, innovative, and technical skills. Out of necessity with increased workloads, new State unfunded mandates, and little to no increases in headcount, staff has had to find ways to do more by becoming more time efficient without reducing the high quality of work product, internal controls, or the high level of customer service the Los Gatos community expects of the Town.

Attachment 2 lists efficiencies identified by staff in three categories: (1) already implemented, (2) in the process of being implemented, and (3) expected to be implemented. The information includes efficiencies that were identified and implemented beginning in January 2020 to the present to account for pre-Pandemic, Pandemic, and current considerations. The Pandemic was an incredible catalyst to push many potential efficiencies from “nice to have” to “must have” (such as on-line permit applications). It should be noted, that while this report focuses on process improvements implemented since 2020, as illustrated in Attachment 1 the staffing reductions since 2001 have required significant process improvements over the decades to maintain service levels.

Efficiencies have been achieved through a variety of mechanisms, including but not limited to:

- The innovative use of technology;
- Regulatory streamlining;
- Use of consultants, retired annuitants, or vendors in a cost effective manner to create staff capacity for other work; and
- Updating processes to improve workflow.

While the motion requested the quantification of the efficiencies gained through the implementation of the items, the Town does not have the bandwidth to attempt these estimations. Instead, qualitative explanations are provided with each item.

The Adopted Operating Budget contains activity and performance measures for all of the Departments. The measures include quantities of work, cycle times, and other metrics. Some of the performance measures include customer satisfaction ratings. Additional customer satisfaction data were collected with the recent Community Survey.

DISCUSSION (continued):

Finally, the Town's ability to provide ongoing efficiencies in part depends on staff retention. Trained and experienced staff have the relationships with community members, institutional knowledge, and problem-solving background of past issues facing the Town. The Town's recruitment efforts carefully screen candidates to determine their technical and soft skills to deliver high quality, timely, and professional services. Once hired, career opportunities can occur within a single Department or by promoting to a new position within another Department.

CONCLUSION:

This report documents efficiencies that have been implemented in Town Departments and Offices beginning in January 2020 (pre-Pandemic), illustrating that staff engagement in continuous process improvements is a fundamental element of the Town's organizational culture. Attachment 2 also contains some of the prospective improvements for the future. A five-year projection of additional improvement would be challenging at this time given the dynamic technological changes that are already underway.

As the Town continues to face future budget challenges, the Council has asked the Finance Commission to look at both revenue and expenditure options to address the forecasted shortfalls. Staff is supporting the Commission's work by providing information regarding potential options. With this agenda item, the Town Council may also provide specific direction to staff.

COORDINATION:

The information contained in this staff report was coordinated with all Town Departments and Offices.

FISCAL IMPACT:

There is no negative fiscal impact associated with the receipt and discussion of this report.

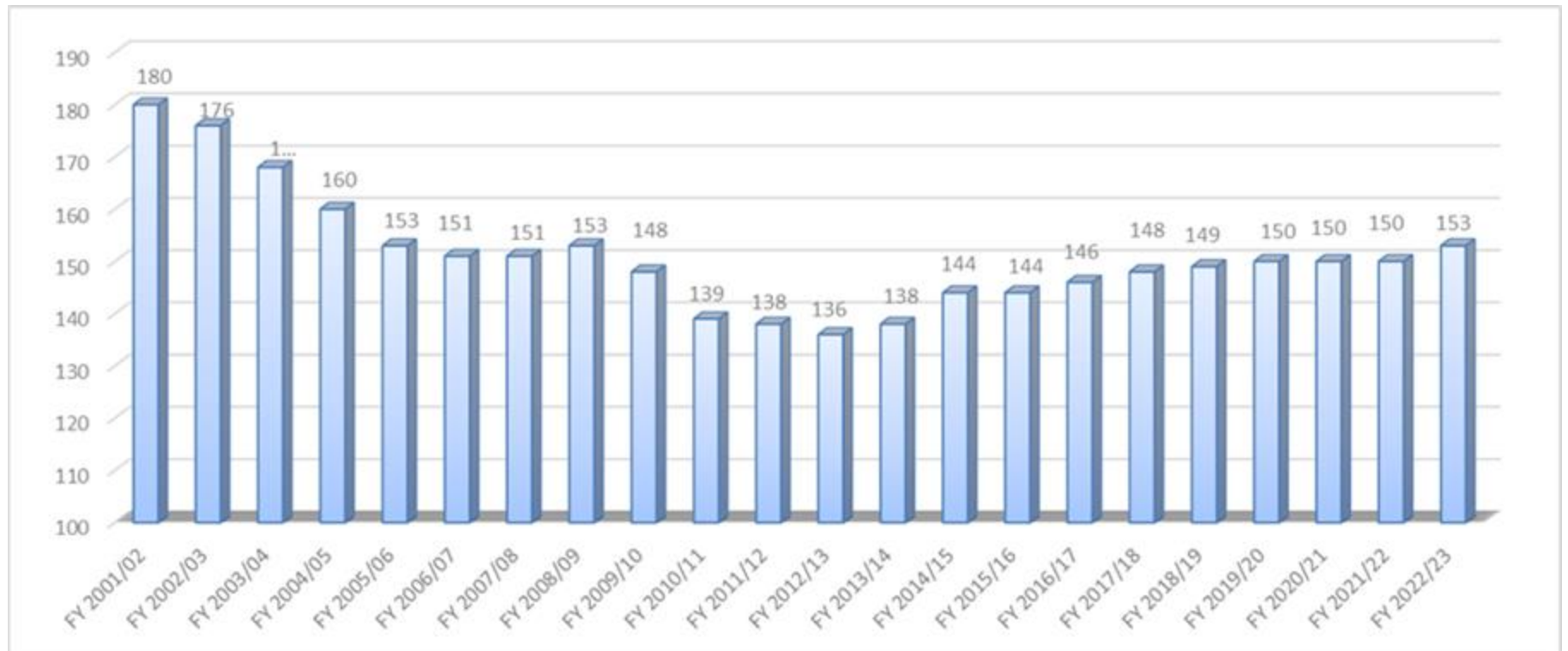
ENVIRONMENTAL ASSESSMENT:

This agenda item is not a project defined under CEQA, and no further action is required.

Attachments:

1. Organizational Staffing Levels
2. Town Operational Efficiencies by Department

Town Organization Staffing



ATTACHMENT 1

OPERATIONAL EFFICIENCIES BY DEPARTMENT

Town Manager's Office

Already Implemented

- Town Social Media Record Retention (December 2021): Implementation of ArchiveSocial social media retention software transformed a manual process of gathering social media records in response to both public records requests and internal staff requests to an electronic process. **Efficiency Outcome**: ArchiveSocial has changed a manual process that could take hours depending on the size of the request into an electronic report that can be pulled in minutes. It has also allowed the Town a mechanism to capture deleted and edited comments, improving transparency and access to records, and meeting our legal retention requirements.
- Email Distributions (March 2020): Communications and documents that had been printed and distributed in hard copy were converted to email distributions. **Efficiency Outcome**: Reduced production time, saved paper, and reduced copier maintenance.
- Communications and Outreach (ongoing): Expanded modes of communication to the public via improved website content, summaries of Council actions, social media use, strategic use of postcards to all residents, and other mechanisms. **Efficiency Outcomes**: Improved access and transparency of Town activities, upcoming engagement opportunities, and access to information. Enhanced consistent responses to customer inquiries by directing the public to information available on the Town website. Reduced research time for public inquiries.
- Updated Procurement Policy (Fall 2021): The Town Manager's Office led a multi-Departmental effort to update the Town's Procurement Policy that was approved by the Town Council in December 2021. **Efficiency Outcomes**: Reduced processing times for procurement.
- Events Streamlining (July 2022): Enhanced template for standard conditions and eliminated redundant process steps. **Efficiency Outcome**: Faster processing times for Special Event Permits.
- Economic Vitality Streamlining: See Community Development Department

Clerk Department

Already Implemented

- Town Agreement Processing (April 2020): Implementation of DocuSign software transformed a Town-wide paper-based agreement review and signature process to an electronic process. **Efficiency Outcome**: DocuSign has reduced the agreement processing time from two to three weeks minimum to five to seven calendar days maximum (weekends included).
- JustFOIA Public Records Request System (March 2022): Public records requests are submitted and handled through the online system. **Efficiency Outcome**: This has reduced staff processing time by 50%.
- Municode Portal (March 2022): Allows staff, Council, and the public to search for an agenda item on any meeting date without having to know

ATTACHMENT 2

the specific date. **Efficiency Outcome:** Reduces search time by approximately 50% and greater public transparency.

- Electronic Document Filing (March 2020): Where possible we have eliminated paper files. **Efficiency Outcome:** Electronic filing reduces the amount of time staff spends filing by 50% and also reduces costs for filing supplies.

Information Technology

Already Implemented

- IT Service Desk Ticketing Solution (January 2021): ServiceDesk Plus, a cloud hosted ITSM (IT Service Management) solution, was implemented to manage the complete life cycle of IT incidents and support requests which were previously managed through Outlook email by individual IT Staff. **Efficiency Outcome:** ServiceDesk Plus has reduced the time to resolution significantly as illustrated by Staff's rating of the timeliness of IT's support which rose from 96% in 2020 to 100% in 2022.
- New Hire and Separation Process (June 2022): An improved IT New Hire and Exit form was implemented to better manage the onboarding and offboarding process through automated workflows and notifications. **Efficiency Outcome:** IT Staff receives new hire and separation notifications in a timely manner with formal HR approval which allows IT Staff to focus their time on the activities related to the onboarding and offboarding process rather than chasing down information.
- IT Orientation for New Hires (February 2022): A formal IT orientation is scheduled for all new hires on their first day of work to get them fully situated on their computers and various applications. **Efficiency Outcome:** New hires are immediately able to utilize their computers and other systems where technology does not become a hinderance but rather a springboard to get them operating fully in their new job function.
- Sharepoint File Storage (February 2021): Various departmental file shares stored on a local file server were migrated over to Sharepoint as the new online document management system. **Efficiency Outcome:** The Sharepoint platform allows for concurrent viewing and editing of hosted files which allows Staff to collaborate on files together at the same time without having to wait on others to finish their work and close the files. Sharepoint hosted files also provide the flexibility of accessing files remotely without the need for direct VPN access to the Town's internal network thus eliminating additional hurdles and IT support to access data.
- Microsoft Teams (February 2020): Microsoft Teams was implemented as the Town's communication platform which allows for online meetings as well as file and screensharing for all Town Staff. **Efficiency Outcome:** Microsoft Teams was an important tool during the Covid shutdown period and continues to be a highly utilized tool for remote/hybrid work to keep people connected. Microsoft Teams allows Staff to quickly communicate and collaborate with one another in a highly dispersed work environment.
- Internet Service Reliability (October 2020): The Town's internet service was migrated from a 50MB connection through Comcast Business over to a 200MB connection with

Frontier Communications. The Library's internet connection was also leveraged with the new Frontier connection to be utilized as a failover connection. **Efficiency Outcome:** The Town experienced frequent outages with Comcast during PG&E power interruptions and was generally unreliable and slow. The new internet connection has considerably increased uptime and reliability which allows Town staff, including public safety, to better serve the community without any unplanned disruptions.

Town Attorney's Office

Already Implemented

- Using ABAG-PLAN (June 2022): Sending town claims to our third-party administrator (ABAG-PLAN) to evaluate claims as they come in. **Efficiency Outcome:** The PLAN handles all the claims rather than the Town Attorney's Office staff
- Outside Council (June 2022): Using outside counsel to advise regarding response to Police Department subpoenas (unless it involves a simple matter such as requesting a hearing continuance in which case the Town Attorney can handle). **Efficiency Outcome:** Reduces time spent on the long cases.
- Lexis Nexis (June 2022): Implementation of Lexis Nexis lets the Attorney's office have access to a database of case law and legislative history. **Efficiency Outcome:** This makes it easier and efficient for the Attorney's Office to find Legal documents.
- Contract Template (Prior to January 2020): The already created contract template is standard template that departments can input in a created document. **Efficiency Outcome:** Reduces the preparation and review time for agreements.

Finance Department:

Already Implemented

- Timesheet via email (March 2020): Timesheet submittal and approval via email replacing a paper-based submittal and approval. **Efficiency Outcomes:** Decreased processing time and enabled remote work when social distancing was required by Public Health Orders. This also decreased the cost of paper and printing, and protects the environment.
- Paperless Account Payable processing (March 2020): The accounts payable process is now paperless with every invoice approved via email. **Efficiency Outcomes:** Decreased processing time and enabled remote work when social distancing was required by Public Health Orders. It also provides an easier transition to storing all items electronically thus providing easier access for future research and/or to meet auditor and Department requests. This also decreased the cost of paper and printing, and protects the environment.
- Positive Pay (November 2021): The Town implemented positive pay, an automated cash management service employed by financial institutions to deter check fraud. Positive pay matches the checks issued with those presented for payment. **Efficiency Outcome:** Reduced possible fraud and staff time interacting with banking partners.

- Digital Accommodation of Business License Processing (March 2020): Utilized email and digital phone messaging to streamline and provide business license processing during office shut-down due to Public Health Orders. **Efficiency Outcomes**: Business owners were able to communicate and receive timely answer regarding business license applications. Payments were still submitted via check during the office closure, and the email communication ensured that the correct amount and documentation were submitted.
- Virtual audit engagements (Spring 2020): Uploaded all documentation to the Independent Auditor web portal. **Efficiency Outcomes**: Streamlined the audit process timeline, making the requested information available immediately to the auditor team. Reduced the time of pulling physical backup and scanning materials.
- Journal Entry Approval via email (Spring 2020): Journal entry submittal and approval via email replaced a paper-based submittal and approval process. **Efficiency Outcome**: Faster turnaround of journal entries with the email submission procedures. Backup electronically stored. Documents are easier to access as well as provide to auditors when requested.
- SharePoint utilization for the Operating and Capital Budget (March 2022): **Efficiency Outcome**: Utilizing the simultaneously shared document made the collaboration between users and Departments more effective while meeting the compressed timeline to produce budget documents.
- Work from Home Schedule (August 2021): Ability to work from home a couple of days per week has resulted in better scheduling of certain tasks. **Efficiency Outcome**: Able to log in and complete early bank account review from home and provide activity information to other staff who may need to complete related bank activities prior to cutoff times.

Human Resources Department:

Already Implemented

- HR and Payroll Shared Folder (2021): A single location on the Town's server for confidential new hire payroll paperwork. **Efficiency Outcome**: Enhanced security for confidential information, reduces processing times, reduces the use of paper, and improves digital filing.
- NeoGov eForms (Fall 2020): Allows for employee forms to be routed for signature digitally and securely. **Efficiency Outcomes**: Reduces staff time by creating, managing, and routing documents electronically for approval.
- NeoGov Onboard (Fall 2020): Allows for new hire packet forms to be sent to new employees digitally and securely through a self-service portal. **Efficiency Outcomes**: Enhances security of confidential documents. Reduced processing time of documents. Streamlined and improved the consistency of the onboarding process, review of Town policies, and trainings. Saves paper and copier maintenance.

- New User IT Form and the User Exit Form (Spring 2022): Documentation for new and exiting employees. **Efficiency Outcomes**: Improved workflow, enhanced documentation of IT equipment use and returns.
- Virtual Onboarding, Offboarding, and Interview Processes (Spring 2020): Zoom capability enabled the Town to continue its recruitment-related processes, including testing of candidates. **Efficiency Outcome**: No loss in productivity during the Public Health Order shutdowns.
- Online Open Enrollment Process and Virtual Wellness Challenge (Fall 2020): Completed Open Enrollment for benefits on time. **Efficiency Outcome**: Provided a flexible way for staff to learn about changes to benefits, allow for online enrollment, and reduce staff time for processing materials.
- On-Demand Virtual Sexual Harassment Prevention Training (Fall 2021): Used the services of Liebert Cassidy Whitmore (LCW) for online training. **Efficiency Outcome**: All employees to meet this State requirement flexibility during the Pandemic.

Implementation Underway

- NeoGov Perform: An automated performance evaluation system. **Efficiency Outcomes**: Increases engagement between employees and supervisors. Reduces time to complete evaluations, saves paper, and reduces copier maintenance.
- Improved Access to Forms: Working with IT to develop the HR section of an internal platform for employees to access information and forms online. **Efficiency Outcome**: Reduces staff time searching for and completing forms.

Library Department

Already Implemented

- Targeted Teen Volunteer Roles (October 2021): Solicitation for high school volunteers based on specific skill sets needed rather than the past practice of accepting general volunteers. **Efficiency Outcome**: Reduced labor load for staff equivalent to .1 FTE per week while allowing for staff to focus on higher level tasks.
- Collection Assessment Software for EDI Analysis (July 2022): Implementation of software to analyze the scope of diversity of the library's collection which replaces a time-intensive manual system of evaluation. **Efficiency Outcome**: Reduced staff time for collection analysis projects by appropriately 60 hours per year.
- Historical Archives Online Platform (July 2022): Migration of historical archives to the new digital platform CatalogIt. **Efficiency Outcome**: Improved functionality and searchability has reduced records input and retrieval from twenty minutes per entry to five minutes per entry. Lower cost of software has cost savings of \$3,000 annually.
- Wireless Staff Radios (February 2021): Implementation of wireless radios worn by all staff replaced inbuilding communication by word of mouth and email. **Efficiency Outcome**: Facilitation of rapid communication among staff saves approximately two hours of staff time per day and enhances safety.

- Program Backup Cross Training (July 2022): Developed training for all full-time staff members to be assigned and trained as substitutes for scheduled programs and events eliminated need to cancel or reschedule programs. **Efficiency Outcome**: Increased quality of service to the public and reduced service interruptions. Approximately sixty minutes of staff time per day are saved through this cross-training.
- Tech Equipment Troubleshooting Cross Training (May 2022): Cross-training of all full-time staff for troubleshooting issues with public computers, printers/copiers, and self-check machines decreased reliance on availability of specialized staff members. **Efficiency Outcome**: Increased quality of service to the public and decrease in down time of malfunctioning equipment from 30 minutes to 5 minutes.
- Public Desk Cross Training (October 2021): Cross-training of all full-time staff and most part time staff to field all first level public interactions at three different service points (children's desk, reference desk, circulation desk) decreased reliance on availability of specialized staff members. **Efficiency Outcome**: Increased quality and speed of service to the public. Approximately sixty minutes of staff time per day are saved through this cross-training.
- Appointments for Historical Research (January 2022): Implementation of appointment booking via Library website for patrons needing historical research replaced a drop-in system. **Efficiency Outcome**: Labor-time related to historical research appointments has been reduced by approximately 2 hours per week. Pre-booked appointments allow for more efficient staff scheduling and time management, fewer interruptions, and more focused attention to the patron.
- Time Boxed Active Project Meetings (June 2022): Adoption of "time-boxing" for simultaneous work on collaborative projects transformed discussion meetings to output meetings which bring projects to completion. **Efficiency Outcome**: Projects are completed 20% more quickly across the board.
- World Languages Collaboration (November 2020): Development of inter-library agency workgroup to share language purchasing, cataloging, and translation expertise in multiple languages other than English replaced reliance on vendors and outsourcing. **Efficiency Outcome**: Eliminating reliance on vendors' expertise has resulted in a cost savings equivalent to \$6,000 per year.
- Staff Role and Project Assignments (November 2020): Reassignment of staff project roles based on immediate changing need for skill sets rather than job descriptions. **Efficiency Outcome**: Labor-time savings of approximately .5FTE annually across all specializations.
- Virtual Staff Development (May 2020): Assignment of staff to new virtual training opportunities from the State Library and other agencies increased professional learning opportunities with fewer staffing impacts. **Efficiency Outcome**: Labor-time savings of approximately 100 hours per year.
- Library Director Check-In Meetings (June 2020): Virtual attendance at monthly meetings with Library Directors across the State replaced slow email communication chains and fostered problem solving. **Efficiency Outcome**: Reduced redundancy of work across different library jurisdictions has allowed the Library Director to save approximately 120

hours of time per year, enabling the Director to devote this time to other important priorities.

- Wireless Public Printing Software (June 2021): Implementation of Princh wireless printing software for credit card payment and release of public printing jobs replaced manual system of making change and manual print releases. **Efficiency Outcome**: Labor-time savings of approximately one hour per day.
- Friends of the Library Payment Systems (April 2021): Installation of cash donation box and self-serve DipJar credit card payment for the Friends of the Library eliminated staff need for making change, overseeing donations, and monitoring purchases. **Efficiency Outcome**: Labor-time savings of approximately one hour per day.
- Cashless Operations (June 2020): Elimination of all cash transactions and removal of cash register replaced daily cash handling. **Efficiency Outcome**: 30% reduction in wait-time for service to the public at library desks. Approximately one hour per day of labor-time is also saved.
- Shared Files and Folders via Cloud Platform (April 2020): Implementation of and migration to OneDrive, SharePoint, and Office 365 for all staff files and working documents replaced system of files stored on individual computers. **Efficiency Outcome**: By eliminating the need for file transfers, multiple file versions, and backups, and by allowing for increased collaboration and simultaneous editing, the shared files have saved approximately ten hours of staff time per week.
- Collaborative Communication Application (March 2020): Implementation of MS Teams application transformed real-time digital communication among staff. **Efficiency Outcome**: Real-time remote communication has saved approximately three hours of staff time per day.
- Shared Purchasing Tracking and Reconciliation (July 2020): Creation of a shared universal master spreadsheet for tracking all internal account spending replaced individual staff tracking for budget line items. **Efficiency Outcome**: Saves approximately sixty hours of staff time per year, including forty hours of Library Director time, thereby allowing the Director and staff to direct this time towards other public needs.
- Staff Laptops (September 2020): Purchase of laptop computers and docking stations for full time staff members replaced desktop computer towers, allowing greater flexibility in staff usage of different workspaces. **Efficiency Outcome**: Location flexibility saved approximately 0.5 hours per week per employee.
- Outsourced Book Processing (October 2020): Increase of amount of book processing (catalog records and shelf ready preparation) reduced scope of in-house processing. **Efficiency Outcome**: The outsourcing of book processing saved approximately four hours of staff time per week.
- Direct Purchase of Catalog Records for Languages Other Than English (September 2020): Purchase of complete records direct from book vendors eliminated need for staff to translate and create records in-house. **Efficiency Outcome**: Purchasing complete records saved approximately thirty hours of staff time annually.
- Hold Items Pulling (July 2020): Creation of collaborative team system to locate and pull items requested by patrons replaced a tedious individual process. **Efficiency Outcome**:

Increased speed of service to the public. Time spent on pulling reserves reduced from 2 hours per day to 30 min per day.

- Adhesive Receipt Paper (August 2022): Utilization of adhesive receipt paper to attach automatedly printed hold and reserve notes to books replaced manual writing, cutting and rubber banding paper slips to books. **Efficiency Outcome:** The switch to adhesive receipt paper has saved approximately twenty minutes per day of staff time and has increased the speed of service to the public.
- Patron Initiated Replacement of Lost or Damaged Items (September 2020): Adopted procedure of encouraging patrons to replace their lost or damaged items with a new identical copy replacing system of staff-initiated replacement. **Efficiency Outcome:** Staff time spent replacing lost or damaged items has been completely eliminated.
- Display Books in Children's Room (January 2021): Utilization of additional surface areas in Children's Room to display recently returned books decreased need to reshelve all items. **Efficiency Outcome:** Staff time spent on reshelving children's books has been reduced from forty to thirty minutes per cart.
- Paperless Invoices (August 2020): Adoption of workflow process to receive, route, and approve invoices replaced a paper-based system of copies, physical signatures, and interoffice mail routing. **Efficiency Outcome:** The new workflow process for invoices saves approximately one hour of staff time per week.
- Close Caption Transcription Software (February 2021): Acquisition of automatic transcription software for historical interviews and programs eliminated need for manual in-house transcription. **Efficiency Outcome:** The usage of automatic transcription software saves approximately 8 hours of staff time per project.
- Design Software (April 2021): Utilization of simple user interface Canva design software allowed for access to premade templates and designs for print and social media replacing previous cumbersome design software and need for designing files from scratch. **Efficiency Outcome:** Use of Canva has reduced time spent on designing social media posts and flyers from 90 minutes per item to 15 minutes per item.
- E-Magazine Consortium Purchasing (July 2021): Cooperation with neighboring library jurisdictions to purchase a core collection of e-magazines at a discounted rate reducing financial cost. **Efficiency Outcome:** Cost-savings of \$4,800 annually.
- State Access to Databases (September 2021): Joined State-sponsored programs to access educational and job-searching databases and subscriptions reducing financial cost. **Efficiency Outcome:** Cost savings equal to \$13,500 annually.
- Check-in Meetings with Partner Organizations (February 2022): Adoption of regular check in meetings with partners for NUMU, LGS Rec, and LGSUHS District representatives to increase dialog, replacing communication voids. **Efficiency Outcome:** Streamlined communication with partners has eliminated problems resulting from miscommunication among departments, thereby saving approximately 10 hours of staff time per year.
- Single Point of Contact Desk (May 2022): Reassessment of staffing coverage at Reference and Children's desks, based on daily foot traffic patterns, identified times of

the day that could instead be serviced by a single front desk. **Efficiency Outcome:** Saved ten hours of staff time per day.

- Public Computer Bulk Updates (August 2021): Adoption of new workflow for regular updates to public computers can be done from a staff desk, replacing need for staff to monitor computers in the public area while updates complete. **Efficiency Outcome:** Saves approximately six hours of staff time per week.
- Rearrangement of Collections (December 2021): Modification of locations of high use collections such as series chapter books and graphic novels in the Children's area allowed for more space to effectively locate, access, and shelve items. **Efficiency Outcome:** This improve usage of space has resulted in higher-quality service to the public and reduced reshelving time by approximately five minutes per cart.
- Self-Check Machines (October 2020): Installation of four new public self-service checkout machines with RFID readers increased ability for public to successfully checkout items without staff assistance. **Efficiency Outcome:** The self-service checkout machines increase speed of service to the public through a 50% decrease in wait-times.
- Phone App Based Self-Checkout Functionality (October 2020): Addition of item checkout functionality via the Library's app provides ability for public to check out items in a fully contactless manner. **Efficiency Outcome:** Allowing members of the public to immediately check out items eliminates the need for staff to check out materials, thereby cutting out wait-times for patrons who use this service. Saves approximately thirty minutes of staff time per day.
- Phone Tree Software (May 2020): Implementation of RingCentral software to serve as a phone tree for incoming calls routes public calls to the appropriate staff member or desk, replacing the need for staff to field and transfer each call. **Efficiency Outcome:** The software improves speed of service by reducing the length of telephone interactions from five to three minutes per call.
- Communication Channels for County Emergency Management (August 2020): Establishment of communication channel between County Library Director and local staff sped dissemination of emergency updates, allowing staff to respond faster to changes. **Efficiency Outcome:** Faster communication of updates allows staff approximately three hours of advance planning time to respond to each upcoming change.
- Shared Repository for Regional Library Document Templates (January 2021): Creation of repository for Bay Area libraries to share document examples such as vendor agreements, RFPs, and policy examples reduced need for documents to be created from scratch-in house. **Efficiency Outcome:** Saves approximately four hours of staff time per document.
- Staff Scheduling Software (November 2020): Implementation of LibCalendar software for staff scheduling, remote schedule communication, and time off requests replaced a more complicated software. **Efficiency Outcome:** LibCalendar reduces labor-time devoted to schedule management by 30%.
- Reservation Functionality (August 2021): Implementation of reservation functionality to the Library website provides method for the public to directly reserve study rooms,

replacing need for reservations to be staff managed. **Efficiency Outcome:** By eliminating the need for staff to manage reservations, this change saves approximately two hours of staff time per week. The new system also increases quality of service to the public.

- Minimal Processing of High Circulation Children's Items (March 2022): Creation of single generic catalog record for hundreds of high-volume use children's beginning reader paperbacks replaced need to create individual records for each of those items. **Efficiency Outcome:** Reduces processing time per item from 3 minutes to thirty seconds.
- Patron Access to Historical Collections (April 2022): Relocation of non-archival historical resources to the public area freed history workroom space and allows public to access more resources without staff assistance. **Efficiency Outcome:** This intervention has increased workspace and storage capacity for archives by 25%.
- Archive Finding Aids and Reorganization (March 2022): Creation of a comprehensive finding aid for archived materials and physical reorganization of archives replaced system of filing cabinets in a confined work area. **Efficiency Outcome:** The new finding aid has reduced research time for historical questions from an average of 60 minutes to 20 min. per research inquiry.
- Historical Microfiche Digitization (June 2022): Outsourcing of digitization of historical newspapers replaced need to digitize in-house. **Efficiency Outcome:** The outsourcing of digitization has saved a total of 250 staff hours.
- Tech Tutoring Appointments and Volunteers (March 2022): Utilization of volunteers for drop-in periods for patron help with computers and phones replaced scheduled programmed timeslots that required staff. **Efficiency Outcome:** Saves two hours of staff time per week.
- Restricted Hours for Book Donation Drop Off (April 2021): Restriction of time windows for receiving donated books only to hours covered by volunteers eliminated need for staff to handle book donations. **Efficiency Outcome:** Reduces staff interruptions; saves approximately two hours of staff time per week.
- Immediate Purchasing from Local Vendors (April 2022): Establishment of relationships with local booksellers facilitated ability to receive copies of popular titles that were delayed due to supply chain issues with our normal vendors. **Efficiency Outcome:** Time for obtaining back-ordered materials has been reduced from six weeks to two hours.
- Reference Question Software (February 2020): Implementation of Gimlet reference transaction software allowed staff to quickly record questions asked by the public into a searchable database utilized for facilitating statistical gathering and for cross-referencing previously answered questions. **Efficiency Outcome:** Reduces research time from five minutes to two minutes per reference transaction.
- Interns (April 2022): Reinstatement of library intern program post-pandemic opened opportunities for library school students to work on Library projects temporarily increasing staff capacity. **Efficiency Outcome:** Increased staff capacity by 0.5 FTE for the duration of the internship.

- Speaker Consortium (July 2022): Joined consortium of national library systems to host authors and speakers for library programs at a consortium-negotiated rate. **Efficiency Outcome**: Cost savings equivalent to \$12,000 annually.
- Art and Craft Class Subscription (July 2022): Implementation of CraftBug subscription for public access reduced need for staff to create similar content in-house. **Efficiency Outcome**: Provides over 500 hours of program content with no additional staff time.
- Collection and Circulation Reports (July 2021): Generation of reports for item holds, item deaccession, missing items, and item use duplicated in Koha catalog software, replacing need for continued subscription to redundant software. **Efficiency Outcome**: Elimination of redundant software leads to cost-savings of approximately \$4,500 per year
- Social Media Meetings (April 2022): Posts to Library social media accounts are made during regularly scheduled meetings devoted to social media outreach, rather than at random times. **Efficiency Outcome**: Saves approximately 2 hours of staff time per week.
- Staff Area Reorganization (March 2022): Reorganization of temporary holding areas in staff work areas to facilitate workflow of processing, mending, and problem flagged items. **Efficiency Outcome**: Increases efficiency of workflow in this area by 50%.
- Lasercut Signage and Branded Items (January 2021): Utilization of grant-funded laser cutting equipment for rapid in-house production of signage and branded items eliminated need for contracting through vendors. **Efficiency Outcome**: Cost savings of approximately \$2,000 per year.
- Program Supply Circulation to Public (November 2020): Circulation of existing Library program and event supplies and equipment for public checkout freed workroom and storage space while providing additional use of specialized items. **Efficiency Outcome**: Provides an additional service to the public at no extra cost.
- Community Grant Application Process (July 2022): Utilization of SurveyMonkey platform to receive and process grant applications streamlined document receiving and formatting. **Efficiency Outcome**: Simplifies the application process, saving time for applicants as well as reducing necessary staff time from 6 hours to 1 hour.
- Town Website Permissions (October 2021): Implementation of internal department permissions for changes to the CivicPlus platform eliminated need to process webpage updates and edits through an interdepartmental communication chain. **Efficiency Outcome**: Cuts time for website changes from 24 hours to 15 minutes.

Police Department

Already Implemented

- Community Policing and the impact on service delivery (February 2022): A Community Policing initiative was developed in early 2022, branded and launched in April 2022. **Efficiency Outcomes**: Enhanced community-police partnerships and communication improves the intent of the policing model in several ways. The fear of crime in a community is reduced with a greater awareness of the presence of public safety efforts and a relationship with the public safety resources that provide those services. The

presence of crime is reduced through education to the community of what information may be helpful to provide to the Police Department and when, thereby developing additional “eyes and ears” for the Police Department to have a swift response to concerns and develops helpful investigative information to solve crimes. Improved trust, transparency, and access helps to mend and bridge perceptions related to individuals in the policing profession and may aid in developing ambassadors for the profession and recruitment for the LGMSPD.

- Flock (January 2022): The Police Department initiated a two-year pilot program for the allocation and implementation of stationary automated license plate readers (ALPR) throughout Town, as a crime suppression and investigative tool. **Efficiency Outcome:** Images of vehicles reported as stolen, wanted as evidence in major crimes or associated to missing persons are alerted to LGMSPD within seconds. The Flock system helped to solve and prevent many crimes and 13 other law enforcement agencies share their data with LGMSPD. This also allows to have a strategic deployment or response model based on immediate information of where crime may be occurring, and evidence related to a crime.
- Virtual Reality (VR) Training (February 2022): The purchase of virtual reality Decision and Tactics Training Equipment with dedicated VR simulation components assists LGMSPD in creating the most realistic training for officer’s decision making, de-escalation and use of force. This system is Police Officer Standards and Training (POST) approved and allows the subjects involved in the scenarios to have the mental status, gender, race, and many other attributes of the subjects on the screen to be adjusted. **Efficiency Outcome:** This equipment allows for onsite training and opportunities to recreate situations they may encounter on duty, but in a controlled setting and to be available on any shift throughout the week. This technology can also be shared with members of the community to allow them to participate in a controlled environment in some of the situations our sworn staff experience.
- RIMS (September 2020): RIMS is a new Computer Aided Dispatch (CAD) and Records Management System (RMS) that interfaces with many different platforms utilized currently and by other law enforcement partners in the county. **Efficiency Outcome:** RIMS assisted the Police Department in being able to comply with existing and upcoming mandates, capture ongoing statistical data, accurately measure performance, better equip first responders with relevant information, and reduce report writing time. RIMS interfaces with many other platforms in use by the Police Department, therefore reducing the need for staff to login and access each database independently. Additionally, the RIMS platform allows the ability to provide a website link where the public can access information of police activity and arrests, which reduces the need for staff to provide this information or the public having to make a request and increases transparency. Residents can also request vacation checks, register their security cameras, or request directed patrol on the site.
- Racial and Identity Profiling Act – RIPA (October 2021): Assembly Bill 953 referred to as the Racial and Identity Profiling Act (RIPA) was passed by legislature to focus on eliminating racial and identity profiling and improve diversity and racial and identity sensitivity in law enforcement. The bill requires each state and local agency that

employs peace officers to annually report to the Attorney General specified data elements on all stops. **Efficiency Outcome:** Statistics received based on the RIPA information will be published by Department of Justice in Spring of 2023 and accessible on a database maintained by DOJ with other jurisdictions RIPA information for a uniformed intake and transparency platform. Law enforcement agencies are able to generate RIPA analysis information through the Stop Data Dashboard to review the officer's "perception" of various components of information mandated under the RIPA requirements.

- National Incident Based Reporting System - NIBRS / CIBRS (February 2022): Implemented to improve the overall quality of crime data collected by law enforcement and an ability to provide circumstances and context for crimes and provide more useful statistics to promote constructive discussion, measured planning, and informed policing. This is a data collection method required by the FBI and replaces the previous Unified Crime Reporting (UCR). The prior UCR Summary Reporting System (SRS) has been retired and a more expanded information report will be available in 2023. **Efficiency Outcome:** Significant amount of information related to victims, offenders' relationships property, and crimes that was not previously available for assessment of the totality of each investigation under the UCR process.
- Transparency Webpage (May 2021): A single, user-friendly webpage on the Police Department website provides consistent and transparent information on incidents throughout different areas within LGMSPD's jurisdiction. The website also includes information related to Police Department training requirements, hate crimes, PRAs, Use of Force, and Flock Safety Transparency Portal (updated daily). **Efficiency Outcome:** A single location for information, improved accessibility of the data to the public, improved customer service, and reduced calls for information.
- Body Worn Cameras and Mobile Audio Video Technology (July 2021): While the Department was an early adopter of body-worn cameras (BWCs), the updated BWC equipment also included Mobile Audio and Video (MAV) system in the patrol vehicles to benefit the Town Department, and the public through enhanced evidence collection, retention, increased officer safety, accountability, and transparency. **Efficiency Outcome:** The BWCs and MAV system interface with an associated evidence management platform that works in conjunction with the new Computer Aided Dispatch System. This connection through technology limits staff time on categorizing and tagging video evidence. The updated BWCs and MAV system are crucial in limiting liability exposure.
- Axon Automated License Plate Readers – ALPR (August 2021 / July 2022): Axon Fleet 2 installed in August 2021 and upgraded to Axon Fleet 3 ALPR in July 2022. Fleet 3 allows better coverage with camera angles and ability to read plates passing through the camera angles. Plate reading technology alerts officers on the car computer on plates of interest or with a want associated to the vehicle. The technology also retains the plate read data through Axon Evidence for later investigations. **Efficiency Outcome:** Immediate awareness of more than what an Officer can observe, similar to Flock but mobile. This adds to the Officers' situational awareness and has the same 30 days retention period as Flock.

- Fingerprinting contract with Los Gatos-Saratoga Recreation (LGS Rec) (November 2021): Fingerprinting services for tow truck drivers, town applicants, and other as needed purposes was being provided by Records staff utilizing outdated equipment. Fingerprinting services are now being contracted through the LGS Rec. **Efficiency Outcome:** Limited Records Staff is no longer having to track and provide services for fingerprinting and allowing non-police staff into a secured area for fingerprinting services. This allows for better security in the Police building and ability for staff to focus on Police Records duties.
- Updated Surveillance System (July 2022): The Police Department updated and modernized its antiquated interview recording and Police Operations Bureau overall surveillance camera system. **Efficiency Outcome:** This new system allows access for viewing from all available PD terminals, instead of one, and the recording function is significantly more seamless.
- Evidence.com / Axon : Digital evidence management system for videos, photos, documents. **Efficiency Outcome:** Time saved with efficiency tools offered with redaction, transcription, and sharing evidence with secure link controls with law enforcement partners. Evidence.com is a cloud-based system that integrates with RIMS for auto tagging capabilities thereby reducing time officers had to previously review and mark evidence.
- Per Diems in Dispatch (November 2021): The Police Department has utilized per diem Dispatchers to supplement the full-time Dispatchers as they continue to train new personnel. Per diem staff have provided additional needed shift coverage for full-time dispatchers to have vacation, go to training, and provide increased staffing when needed. **Efficiency Outcome:** Full time staff overtime hours in Dispatch is less than the same timeframe a year ago, they are allowed time off, each Dispatcher was allowed to attend a training course in the first six months of this year. improved staff retention.
- Social Media (February 2022): The Police Department has expanded the staff that has access and approval for posting on the various Police Department social media sites and are encouraged to share work experiences that the public may be interested in, provide safety messages, and advertise upcoming events that the community may want to attend. **Efficiency Outcome:** Social media provides immediate information and awareness that is accessible to media and to community members. It allows for swift consistency in messaging and provides a greater level of awareness for the Police Department and its public safety efforts and connection with the community.
- Coplogic Online Reporting (August 2021): Online police reports are convenient and accessible to the public any time of day. Online reporting allows Police Officers to be available for emergencies and other high-priority situations. It also gives officers more time for proactive and discretionary police work. **Efficiency Outcome:** Resulted in fuel savings and improved response time to incidents. Support staff can process the reports more efficiently. Since January 1, 2022 until August 1, 2022, a total of 163 online police reports have been received through the online system. With each report estimated at taking 1.5 hours for an Officer to document, this provided an estimated time savings of 244.5 hours of sworn staff time this year alone.

- LexisNexis (June 2022): Automated accident report database that interfaces with the RIMS platform. **Efficiency Outcome**: Provides a secure, electronic data management resource that helps agencies deliver accident reports to requestors directly and alleviates the requesting and issuance process that previously occurred through Police Department Records staff manually. The accessibility to the requestor enhances public service and document accessibility.

Implementation Underway

- Strategic Plan: The Police Department Leadership Team joined together for several days for a facilitated Team Building Workshop with the purpose of team building and to provide an opportunity to refine and build upon the strategic direction of the organization. During the retreat, the team focused on problem solving, developing organizational goals and objectives that can be implemented in the Department and throughout the community. **Efficiency Outcome**: The Strategic Plan provides focus for the Department over the next two years.
- Outside Vendor to Conduct Backgrounds: Instead of using retired staff to complete both sworn and non-sworn background investigations, the Police Department elected to contract with an outside vendor. **Efficiency Outcome**: Outside backgrounding services create staff capacity and there is no potential for pre-conceived bias of having known an applicant. Each background investigation and report is conducted in a similar manner, depending on the position being sought.
- Investigative Technology Advancements: Enhanced intelligence systems for onsite review instead of awaiting outside vendors or State and Federal law enforcement partners to utilize their technology databases to extract and analyze the information. **Efficiency Outcome**: Reduction in time for return of investigative information.

Expected

- Electronic Citations or E-cites (Spring 2023): Allows Officers to produce printable paper citations in the field without having to hand write the document on a triplicate copy. **Efficiency Outcome**: Through electronic communication, the information on the citation is automatically uploaded in the interfacing RIMS Records Management program and sends the pertinent information to the court system as well, thereby alleviating a lot of time from writing the citation, Records staff having to enter and process the documents, and limits paper storage by going to an automated capability.
- All of PD staff at POB (2023 – 2024): Develop a phased process with the goal of moving the Police Department staff at Headquarters to the Police Operations building. **Efficiency Outcome**: By bringing all Police Department staff together there are many benefits and efficiencies including decreasing redundancy, improving communication, enhancing access and camaraderie throughout the Police Department team, cross training opportunities, and allow for all Police Department resources to be available to the public at one location.

Parks and Public Works Department

Already Implemented

- Special Use Permit Applications (April 2021): created a PDF fillable form for a paperless process. **Efficiency Outcome**: Reduced the cycle time for the approval process.
- Special Use Permit Refund Request (September 2021): created a PDF fillable form for a paperless process. **Efficiency Outcome**: Reduced the cycle time for the approval process.
- Park Reservation Refund Request (September 2021): created a PDF fillable form for a paperless process. **Efficiency Outcome**: Reduced the cycle time for the approval process.
- QR Code Signage - Parks (September 2021): created a QR code for easy access to Parks website. **Efficiency Outcome**: Allows residents/customers the ability to access Parks website from their cell phone.
- Tree Removal Permit Application (August 2021): created a PDF fillable form for a paperless process. **Efficiency Outcome**: Reduced the cycle time for the approval process.
- Agreement Checklist (November 2021): created a PDF fillable form for a paperless process. **Efficiency Outcome**: Reduced the cycle time for the processing of an agreement.
- SharePoint (May 2020): For electronic work files, PPW switched over from local network drives to cloud-based Microsoft SharePoint platform during the Covid shutdown as a way to allow employees to continuously share and store documents even remotely. SharePoint continues to be a useful tool for staff to access and work on documents collaboratively. **Efficiency Outcome**: increased productivity, collaboration, and readily available information to staff members.
- Engineering Document Archiving (June 2020): Scanned/digitized/cataloged hardcopy documents (both typical letter size to large format, such as maps), which were previously stored in large storage bins, to be archived and accessed quickly through local network drive and SharePoint. **Efficiency Outcome**: Faster and easier access to Engineering documents and freed up workspace for other tasks.
- Online Bidding for Public Works Projects (May 2020): In response to Covid-19, PPW staff implemented online plan room and bidding platforms to allow electronic bid advertising and bid management services. **Efficiency Outcome**: Minimize the need to reproduce hardcopies of bid documents, consolidate bid management through online platform, and allow contractors to submit bids online without having to physically deliver or mail in bids.
- Postcard Mailings for Community Outreach (August 2020): Outsourced postcard mailings by utilizing multiple online vendors. **Efficiency Outcome**: Reduced staff time to manually prepare documents and effectively provides notices to the public in a timely manner.
- Imagery and Light Detection and Ranging (LiDAR) Data Acquisition Cost Sharing Agreement (September 2021): The Town entered into a cost agreement with the

County of Santa Clara for the rights to utilize updated County-wide imagery and LiDAR data. The Geographic Information System (GIS) and aerial map dataset are recent, and the shared costs are nominal compared to costs for similar updated data if the Town was to obtain as an independent agency. **Efficiency Outcome:** Staff is using most updated and current aerial maps and GIS information to update the Town's GIS application and identify and track Town infrastructure assets visible via aeriels and LiDAR information.

Implementation Underway

- Accela Upgrade: Implementation of online submittals for all Engineering applications including electronic payments. **Efficiency Outcome:** Reduce the amount of staff time to input information from applications into the database, improve payment process, potentially improve cycle times, and faster conversion to digital filing.

Expected

- Public Works Development Review (2022): An assessment of the existing Public Works development review process is underway by the new Director. Once the assessment is concluded, specific implementation steps will be taken. **Expected Outcomes:** Improved tracking of application status, streamlining the review to improve cycle times, and improved customer experience.

Community Development Department

Already Implemented

- Virtual Inspections (April 2020 – August 2022): Implementation of virtual inspections to perform field inspections during the Covid 19 pandemic. **Efficiency Outcome:** Virtual inspections allows the Building Department to safely continue providing inspection services to the many active construction projects in the Town.
- Digital Plan Submittal and Review (May 2020): Implementation of online application and plan submittals for Building and Planning permits, and digital review replaced in-person submittals during the Covid 19 pandemic. **Efficiency Outcome:** Online submittals and review allowed the Building and Planning Divisions to continue providing permit processing and resulted in conversion to a permanent paperless filing system.
- Review Time Tracking Report (ongoing): Development of new reports for use in tracking the timeliness of submittals and reviews through the permitting process. This involves a reconfiguration of the permitting workflow and task assignments. **Efficiency Outcome:** Tracking review times of both staff and applicants is anticipated to provide a better understanding of inefficiencies within the review timeline to identify areas for efficiency improvements.
- Cross Train Plan Review (ongoing): Digital plan review training for permit and inspection staff. **Efficiency Outcome:** Distributing specific plan review responsibilities to multiple

Building Department Staff is anticipated to reduce review times on projects that do not require a Design Professional review.

- Accela Cloud Hosted Migration (December 2021): Accela, the Town's permitting, code compliance, and land management solution, was migrated to Accela's cloud hosted platform. **Efficiency Outcome**: Migrating Accela to their cloud hosted solution has eliminated the ongoing support and maintenance of four servers in the Town's datacenter. The Accela system is accessible without the need to be connected to the Town's internal network which allows for more efficient work by Staff out in the field.
- Enhanced Accela Citizen Access (ACA) Portal (January 2021): The ACA portal was migrated to an enhanced version through Accela's cloud hosted platform. This included the development of an online permit decision tool. **Efficiency Outcome**: The Enhanced ACA portal provides a much more intuitive user interface where the public can easily apply for permits by eliminating the guessing game of what they need to apply for. The newly developed permit decision tool helps to facilitate the application process and minimizes erroneous information that Staff must often correct on the back end.
- Economic Recovery Process Reductions (2020-2021, ongoing. In coordination with Economic Vitality):
 - March 2020 – Town Council adopted an Economic Recovery Resolution in response to the COVID-19 Pandemic. As time has passed, staff has brought forward modifications, updates, and extensions to continue to streamline commercial land use processes, foster economic recovery, and provide improved customer service through process time and fee reductions and increased flexibility.
 - These modifications, updates, and extensions were adopted by the Town Council: January 2021, February 2021, April 2021, and November 2021.
 - Streamlining captured by the Economic Recovery Resolution include:
 - Businesses within the C-2 zone are authorized to use existing on-street public parking for use of outdoor dining with an executed agreement;
 - Suspending parking requirements in private commercial lots to allow for some parking spaces to be utilized for outdoor dining;
 - Businesses may relocate, expand, or open additional locations without obtaining a new CUP and memorializing the expansion with an executed Economic Recovery Agreement;
 - Personal service may locate within the C-2 and Office (O) zones with an executed Economic Recovery Agreement;
 - Up to five new bars, markets, and other miscellaneous businesses may locate with the C-2 zone utilizing an executed Economic Recovery Agreement;
 - The cost of a new CUP is reduced by 50%, with the Town paying the balance of the fees;
 - Alcohol consumption is permitted in Town parks, parklets, pop-up patios, and temporary dining areas in alignment with the Town Code; and
 - The expiration date for all building permits and planning entitlements shall be extended by two years.

- **Efficiency Outcome:** Reduced permitting time and staff time required for projects that would otherwise require a new CUP and associated multi-department review and public hearing. In addition, the extension of existing building permits and planning entitlements prevented the need for project extension requests or new applications that would have been required after permit expiration.

Implementation Underway

- Expedited Permit Process: Staff is looking into options for expedited Building Permit application processing for certain types of Building Permits. **Efficiency Outcome:** Expedited Building Permit processing is anticipated to provide plan check services in less time than standard review timelines. Important components of this type of review will be: the capacity of other departments and outside agencies to perform expedited reviews; and addressing potential inequities related to increased costs for expedited review.
- Digitizing Planning Project Files: As a follow-up to the transition to digital plan submittals and review, the Planning Division is taking all current paper files and preparing them for scanning to laserfiche. **Efficiency Outcome:** Digital access to project files is anticipated to reduce staff time needed and increase promptness for responses to inquiries, PRAs, and review of Use and Occupancy applications.

Multiple Departments:

Already Implemented

- Hybrid Conference and Meeting Equipment (January 2022): Installation of OWL hybrid meeting hardware in library conference room, PPW conference room, and Council Chambers created ability for all Town Departments to conduct hybrid meetings and interviews. **Efficiency Outcome:** Increases the efficiency of scheduling meetings and increases flexibility for attendees.

Implementation Underway

- Tyler Enterprise Resource Planning (ERP) System Migration: The Town's current CentralSquare ERP system will be migrated to a more modern ERP platform from Tyler Technologies. The project started August of 2022 with an anticipated go live date sometime in September of 2024. **Efficiency Outcomes:** Numerous areas of process improvements and efficiencies have been identified below.
 - Consolidate information, link processes and functions, and eliminate separate Departmental spreadsheets/Excel databases in favor of a single system that integrates the Town's financial and non-financial applications through a common database;
 - Streamline business processes to take advantage of best practices through automation, integration, and enhanced workflows;

- Provide a user-friendly and intuitive user interface to promote system use and productivity;
- Eliminate the need for redundant data entry (budget, timesheet, etc.);
- Eliminate the need for manual input when preparing the annual budget and financial statements;
- Improve and/or provide necessary reports and reporting capabilities, and access to data through inquiry or drilldown capabilities; and
- Provide interface capabilities with third-party systems;
- Electronic timesheet submittal and approval via integrated workflow system;
- Electronic invoice submittal and approval via integrated workflow system;
- Electronic requisition submittal and approval via integrated workflow system;
- Electronic Personnel Action Form submittal and approval via integrated workflow system;
- Electronic Business License Application and Approval with integrated online payment system;
- Streamlined Bank Reconciliation with automated software solutions;
- Automated reports for management decision making;
- Budget Dashboard for public participation.



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/22

ITEM NO: 10

DATE: August 10, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process to Specific Capital Projects and Approve a Budget Adjustment Transferring \$2,900,000 of General Fund Balance Anticipated to be Available in FY 22/23 from the American Rescue Plan Act (ARPA) Allocated "Replacement" Revenues Recognized in the General Fund in Accordance with the Lost Revenue Provisions of the Act to the General Fund Appropriated Reserve (GFAR).

RECOMMENDATION:

Approve up to \$2.9 Million provided to the Capital Program during the Fiscal Year (FY) 2022/23 budget process to specific capital projects and approve a budget adjustment transferring \$2,900,000 of General Fund balance anticipated to be available in FY 22/23 from the American Rescue Plan Act (ARPA) allocated "replacement" revenues recognized in the General Fund in accordance with the Lost Revenue Provisions of the Act to the General Fund Appropriated Reserve (GFAR).

BACKGROUND:

On June 21, 2022, the Town Council approved the FY 2022/23 – 2026/27 Capital Improvement Program based on available funding. During budget deliberations on May 17, 2022, the Town Council allocated \$2,900,000 of American Rescue Plan Act (ARPA) funds to the General Fund Allocated Reserve (GFAR) for capital projects. At the conclusion of the budget process, staff was directed to return to Council in August 2022 with recommendations on the use of this additional funding.

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Interim Finance Director

SUBJECT: Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process

DATE: August 10, 2022

DISCUSSION:

This report is intended to assist the Town Council in its deliberation and decision on how to allocate \$2,900,000 in ARPA funds. Funds may be allocated to projects or held in reserve for future anticipated needs (e.g., grant matching funds) as described below.

Capital Projects in Need of Funding

Attachment 1 provides a list of priority capital projects and identifies those that are unfunded or underfunded. In that attachment, projects are presented in three categories for Council consideration: 1) projects that staff propose for funding in this action; 2) existing projects in progress that are underfunded; and 3) projects identified as a future need and currently have no funding. Projects are prioritized into four categories and their community benefits are identified. The categories and benefits are shown in Table 1.

Table 1. Prioritization Categories for Capital Projects

Priorities (High to Low)	Community Benefits
1. Safety	Safety
2. Economic Vitality	Equity
3. Critical Capital Maintenance	Quality of Life
4. Infrastructure Improvements	Mandate
	Capital Maintenance
	Capital Improvement

In considering the allocation of the ARPA funding, staff noted that there are items that routinely need to be completed that have no funding source. Examples of this include replacement of guardrails damaged by vehicles, repair of malfunctioning HVAC systems, sidewalk repairs to correct tripping hazards, repair or replacement of fencing impacted by trees or vehicles, emergency tree removal, etc. Since there is no current funding source for completing this type of work, staff is proposing to allocate a small percentage of the available funding to cover these unanticipated repairs.

Matching Fund Allocation for Grants

At its meeting of June 21, 2022, the Town Council authorized the Town Manager to submit applications to the Valley Transportation Authority (VTA) for four projects for funding under the One Bay Area Grant (OBAG) 3 program. If the grant applications are awarded, the Council will have the opportunity to review the funding agreements, decide whether to accept the grant funds, and identify and commit to local match funds, as well as the funds needed to facilitate

SUBJECT: Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process

DATE: August 10, 2022

DISCUSSION (continued):

project work that will be reimbursed through the grant program. Table 2 shows the applications submitted, the grant amount requested, and Town matching requirements.

Table 2. Pending Grant Applications that May Require Funding

Project Name	Total Projected Project Cost	Grant Amount Requested	Town Match Requirement	Current Funding Gap for Town Match
Highway 17 Bicycle & Pedestrian Overcrossing	\$42,754,260	\$37,850,346	\$4,903,914 (11.47%)	\$968,214
Winchester Boulevard Complete Streets and Barrier Crossing	\$72,769,800	\$64,423,104	\$8,346,696 (11.47%)	\$6,412,446
Blossom Hill Road Safety Improvements	\$4,722,000	\$4,013,700	\$708,300 (15%)	\$308,300
Shannon Road Repair	\$5,490,630	\$4,392,504	\$1,098,126 (20%)	\$0
Total	\$125,736,690	\$110,679,654	\$15,057,036	\$7,688,960

If all four projects were awarded OBAG grant funds, the Town would be required to provide \$15.1 million in matching funds over five years, \$7.7 million of which has not been secured. Award of all applications is an unlikely outcome in this highly competitive grant program; however, it is possible that the Town will secure grant funds for one or two of these projects. Therefore, staff recommends preliminarily identifying potential sources for matching funds.

Recommended Use of ARPA Funds

Table 3 provides the staff recommendation for use of the ARPA funding and Table 4 provides a description of each project.

SUBJECT: Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process

DATE: August 10, 2022

DISCUSSION (continued):

Table 3. Staff Recommendations for Funding Allocations

Project Name	Recommended Funding Allocation
East Main Street Crosswalk Improvements	300,000
Downtown Restroom Feasibility Study/Design	25,000
Rehabilitate Automatic Gates - 41 Miles Avenue	25,000
Termite Abatement at Water Tower – 41 Miles Avenue	25,000
Civic Center Plumbing Repair – 110 E. Main Street	40,000
HVAC Improvements – Police Operations Building	25,000
Engineering Counter Modifications – 41 Miles Avenue	40,000
Unanticipated Repairs	100,000
Reserve for Future Capital Projects or Matching Funds (i.e., GFAR)	2,320,000
TOTAL	\$ 2,900,000

Table 4. Description of Projects Proposed for Funding

Project / Description
East Main Street Crosswalk Improvements The project will enhance pedestrian safety measures for crossings on East Main Street in front of Los Gatos High School. This augments an existing project budget and will facilitate completion of design and construction of the safety measures.
Downtown Public Restroom Feasibility Study/Design Town Council has asked staff to consider a public restroom facility in Plaza Park or the general downtown area. This project would analyze alternative locations and consider utility needs and potential impacts of the work. The project will result in development of cost estimates for construction and ongoing maintenance.

SUBJECT: Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process

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DISCUSSION (continued):

Table 4 (continued). Description of Projects Proposed for Funding

Project / Description
Rehabilitate Automatic Gates – 41 Miles Avenue The three automatic gates at the Parks and Public Works Corporation Yard are in disrepair. The repairs would include replacing safety equipment (e.g., sensor bars, receivers, transmitters, photo eyes and new electronic loops in pavement, etc.). This work will make the gates safe for operation and improve reliability.
Termite Abatement at Water Tower – 41 Miles Avenue Staff has found termite damage in the water tower. This project would provide funding for the appropriate abatement work.
Civic Center Plumbing Repair – 110 E. Main Street Plumbing at the Civic Center has been leaking from joints and pinholes in several locations. Ceiling tiles are starting to become wet and deteriorating. These failed pipe joints and pinholes are due to the age of the mechanical infrastructure of the building. The piping is wrapped in insulation that contains asbestos. To access the piping for repair will require proper hazardous material abatement.
HVAC Improvements – Police Operations Building (POB) To make the Heating, Ventilation, Air Conditioning (HVAC) system at the Police Operations Building more efficient and fully functional, new motors are needed for seven existing economizers. Once the motors are installed, we will have the ability to incorporate them into our Building Management System for Town facilities. This will improve management of system and make it more energy efficient.
Engineering Counter Modifications – 41 Miles Avenue At present Parks and Public Works staffs two counters for public access – one at the engineering building and another at the White House. This project would modify the front counter at the Engineering Building to accommodate a second staff, allowing the White House to be closed for public access. This will enhance service to the community and improve efficiency of service delivery.

SUBJECT: Approve up to \$2.9 Million Provided to the Capital Program During the Fiscal Year 2022/23 Budget Process

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CONCLUSION:

The Town has significant capital expenditure needs competing for limited funds. Prioritization of projects and goals, focusing on safety, equity, proactive maintenance, and quality of life, helps to ensure existing infrastructure is maintained in a cost-effective manner while new amenities are added at a balanced and reasonable rate.

FISCAL IMPACT:

The Adopted Capital Budget includes \$2.9 M allocated to the Capital Program. This action will establish funding for specific capital projects based Council direction. Any funds reserved for future projects or matching funds would remain in GFAR.

The Adopted General Fund budget did not include the transfer from General Fund to the GFAR. The requested budget adjustment would transfer \$2,900,000 of General Fund balance anticipated to be available in FY 22/23 from the American Rescue Plan Act (ARPA) allocated “replacement” revenues recognized in the General Fund in accordance with the Lost Revenue Provisions of the Act. The adjustment will authorize a \$2,900,000 General Fund transfer-out and a corresponding GFAR budgeted transfer-in for the same amount for use as a funding source for the proposed capital improvements. Any actions above this amount taken by the Town Council may have corresponding fiscal impacts.

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 1538(b)(4), this decision is not a project subject to CEQA because it is a fiscal activity, which does not involve any commitment to a specific project. CEQA and other environmental issues would be considered and addressed at each individual project level.

Attachment:

1. Fiscal Year 2022/23 CIP Unfunded Project List

Rank- 1 - Safety 3 - Critical Cap Maintenance		2 - Economic Vitality 4 - Infrastructure Improvements									Underfunded	Unfunded
Rank	Project	Program	GFAR Add Amount	Safety	Equity	Quality of Life	Mandate	Maintenance	Improvement			
Recommend Supplemental Investments Based on Additional Funding Allocated for Capital Purposes												
1	East Main Street Crosswalk Improvements (design)	Streets	\$ 50,000	✓						✓	X	
1	East Main Street Crosswalk Improvements (construction)	Streets	\$ 250,000	✓						✓	X	
2	Downtown Public Restroom Feasibility Study and Design	Facilities	\$ 25,000			✓				✓		X
3	Rehabilitation Automatic Gates - 41 Miles Ave Corporation Yard	Facilities	\$ 25,000	✓					✓			X
3	Termite Abatement at Water Tower - 41 Miles Ave Corporation Yard	Facilities	\$ 25,000	✓					✓			X
3	Civic Center Plumbing Repair	Facilities	\$ 40,000						✓			X
3	HVAC Improvements - Police Operations Building - Police Operations Building	Facilities	\$ 25,000						✓			X
4	Engineering Counter	Facilities	\$ 40,000							✓		X
TOTALS			\$ 480,000									

Rank-											Underfunded	Unfunded
1 - Safety		2 - Economic Vitality										
3 - Critical Cap Maintenance		4 - Infrastructure Improvements										
Rank	Project	Program	Funding Gap	Safety	Equity	Quality of Life	Mandate	Maintenance	Improvement			
Additional Existing Underfunded Priority CIP Projects												
1	Winchester Boulevard Complete Streets and Barrier Crossing	Streets	\$ 70,290,332	✓	✓	✓			✓	X		
1	Winchester Boulevard Complete Streets*	Streets	*	✓	✓	✓			✓	X		
3	Charter Oaks Trail Project*	Parks	*	✓	✓	✓		✓		X		
1	State Route 17 Corridor Congestion Relief	Streets	\$ 9,615,000	✓					✓	X		
1	Blossom Hill Road Safety Improvements	Streets	\$ 4,322,000	✓				✓		X		
3	Shannon Road Repair	Streets	\$ 3,500,000	✓				✓		X		
4	Pinehurt Community Garden	Parks	\$ 500,000		✓	✓			✓	X		
4	Lynne Avenue Pedestrian Path Design/Construction	Parks	unknown		✓	✓			✓	X		
4	Highway 17 BPOC (local match funds)	Streets	\$ 38,818,560	✓	✓	✓			✓	X		
TOTALS			\$ 127,045,892									

*Part of Winchester Boulevard Complete Streets and Barrier Crossing (see staff report Table 2)

Future Unfunded CIP List
ATTACHMENT 1

Rank-									
1 - Safety		2 - Economic Vitality							
3 - Critical Cap Maintenance		4 - Infrastructure Improvements							
Rank	Project	Program	Estimate of Project Cost	Safety	Equity	Quality of Life	Mandate	Maintenance	Improvement
Future Unfunded CIP Projects									
3	Sidewalk Infill Across from Fisher Middle School	Streets	\$ 250,000	✓	✓				✓
3	CNG station decommission	Facilities	\$ 100,000					✓	
3	La Rinconada play structure	Parks	\$ 200,000	✓				✓	
3	Oak Meadow Air Force Plane Coating	Parks	\$ 55,000	✓				✓	
3	Oak Hill Play Lot and Hardscape	Parks	\$ 200,000	✓				✓	
3	Oak Meadow Fencing Replacement	Parks	\$ 125,000					✓	
3	Civic Center Irrigation System Replacement	Parks	\$ 200,000					✓	
3	La Rinconada Park Turf Renovation	Parks	\$ 200,000					✓	
3	Live Oak Manor Park Turf Rehab	Parks	\$ 200,000			✓		✓	
3	Blossom Hill Park Turf Rehab	Parks	\$ 200,000			✓		✓	
3	North SC Sidewalk Repair north of Hwy 9	Streets	\$ 1,000,000	✓				✓	
4	Town-wide drinking fountain to hydration station	Parks	\$ 50,000			✓			✓
4	Roberts Road West Trail Connector - 30% Design	Parks	\$ 100,000	✓	✓	✓			✓
4	Union Avenue Sidewalks	Streets	\$ 1,500,000	✓	✓	✓			✓
4	Los Gatos Almaden Road Improvements	Streets	\$ 6,000,000	✓	✓	✓			✓
4	Oak Meadow Restroom Expansion	Parks	\$ 750,000		✓	✓			✓
4	Downtown Streetscape	Streets	\$ 10,000,000			✓			✓
TOTALS			\$ 21,130,000						