



**City Council
Special Meeting
Monday, September 20, 2021
5:00 PM
Virtual Meeting**

Amended Agenda

Amended items are listed in Red

*****BY VIRTUAL TELECONFERENCE ONLY*****

[CLICK HERE TO JOIN](#) Zoom Meeting ID: 362 027 238 Phone:1(669)900-6833

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of Covid-19, this meeting will be held by virtual teleconference only, with no physical location. The meeting will be broadcast on Cable TV Channel 26, live on YouTube at <https://www.youtube.com/c/cityofpaloalto>, and Midpen Media Center at <https://midpenmedia.org>. Members of the public who wish to participate by computer or phone can find the instructions at the end of this agenda.

PUBLIC COMMENT

Members of the public may speak to agenda items; up to three minutes per speaker, to be determined by the presiding officer. All requests to speak will be taken until 5 minutes after the staff's presentation. Written public comments can be submitted in advance to city.council@cityofpaloalto.org and will be provided to the Council and available for inspection on the City's website. Please clearly indicate which agenda item you are referencing in your email subject line.

TIME ESTIMATES

Time estimates are provided as part of the Council's effort to manage its time at Council meetings. Listed times are estimates only and are subject to change at any time, including while the meeting is in progress. The Council reserves the right to use more or less time on any item, to change the order of items and/or to continue items to another meeting. Particular items may be heard before or after the time estimated on the agenda. This may occur in order to best manage the time at a meeting or to adapt to the participation of the public.

AMERICANS WITH DISABILITY ACT (ADA)

Persons with disabilities who require auxiliary aids or services in using City facilities, services or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (650) 329-2550 (Voice) 24 hours in advance

CALL TO ORDER

SPECIAL ORDERS OF THE DAY (5:00 PM - 5:30 PM)

1. Adoption of a Resolution Expressing Appreciation to Geoffrey Wong Upon His Retirement

2. Proclamation for Suicide Prevention Awareness Month
3. Neighbors Abroad

CLOSED SESSION (5:30 PM - 7:30 PM)

Public Comments: Members of the public may speak to the Closed Session item(s); three minutes per speaker.

4. CONFERENCE WITH CITY ATTORNEY-EXISTING LITIGATION Subject: Green v. City of Palo Alto, et al. Santa Clara County Superior Court Case No. 16CV300760 Authority: Government Code Section 54956.9(d)(1)

AA1. CONFERENCE WITH CITY ATTORNEY-POTENTIAL LITIGATION Subject: Arbitration of Employee Discipline Matters Authority: Government Code Section 54956.9(d)(2) Two Potential Matters, as Defendant

AGENDA CHANGES, ADDITIONS AND DELETIONS

PUBLIC COMMENT (7:30 - 7:50)

Members of the public may speak to any item NOT on the agenda. Council reserves the right to limit the duration of Oral Communications period to 30 minutes.

CONSENT CALENDAR (7:50 PM- 8:00 PM)

Items will be voted on in one motion unless removed from the calendar by three Council Members.

5. Approval of Minutes from August 23, 2021
6. Approval of a Three-year Contract With Northwest Woodland Services, Inc. in an Amount Not-to-Exceed \$646,950 for Trail Maintenance in the Palo Alto Baylands, Pearson-Arastradero Preserve, Foothills Nature Preserve, and Grounds Maintenance in Utility Reservoir Sites

[QA](#)

CITY MANAGER COMMENTS (8:00 - 8:20 PM)

ACTION ITEMS

Include: Reports of Committees/Commissions, Ordinances and Resolutions, Public Hearings, Reports of Officials, Unfinished Business and Council Matters.

7. 505 E Charleston Road [21PLN-00068]: Appeal of Director's Approval of a Safe Parking Permit Application. Approved by the Director of Planning and Development Services on May 12, 2021. Environmental Assessment: Exempt per CEQA Guidelines Section 15301 (Existing Facilities). Zoning District: Single-Family Residential (R-1). APPEAL WITHDRAWN BY APPELLANT ON 9/8/21 (8:20 PM - 8:30 PM)

8. PUBLIC HEARING: Staff recommend the City Council review the North Ventura Coordinated Area Plan (NVCAP) alternatives, take public comment, and determine the preferred alternative. (8:30 PM - 10:00 PM) **At Places Memo added*

[Public Comment
Presentation](#)

9. Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program for Fiscal Year 2020 (10:00 PM - 10:30 PM)

[Presentation](#)

COUNCIL MEMBER QUESTIONS, COMMENTS, ANNOUNCEMENTS

Members of the public may not speak to the item(s)

ADJOURNMENT

INFORMATION REPORTS

Information reports are provided for informational purposes only to the Council and the public but are not listed for action during this meeting's agenda.

10. Sales Tax Digest Summary Calendar 2021 Q1
11. Semiannual Update on the Status of Capital Improvement Program Projects

AMENDED AGENDA ITEMS

Items that have been added/modified from the original publication of the agenda are listed below. Any corresponding materials are appended to the end of the initial packet. If full items have been added to the Agenda, they will be denoted with a number starting with AA, meaning Amended Agenda item

AA1. CONFERENCE WITH CITY ATTORNEY-POTENTIAL LITIGATION
Subject: Arbitration of Employee Discipline Matters Authority:
Government Code Section 54956.9(d)(2) Two Potential Matters, as
Defendant

8. PUBLIC HEARING: Staff recommend the City Council review the North Ventura Coordinated Area Plan (NVCAP) alternatives, take public comment, and determine the preferred alternative.
** At Places Memo added*

OTHER INFORMATION

Standing Committee Meetings

- Finance Committee September 21, 2021

Public Letters To Council Through September 7, 2021

Schedule of Meetings

PUBLIC COMMENT INSTRUCTIONS

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

- 1. Written public comments** may be submitted by email to city.council@cityofpaloalto.org.
- 2. Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Council, click on the link below to access a Zoom-based meeting. Please read the following instructions carefully.
 - A. You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - B. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - C. When you wish to speak on an Agenda Item, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
 - D. When called, please limit your remarks to the time limit allotted.
 - E. A timer will be shown on the computer to help keep track of your comments.
- 3. Spoken public comments using a smart phone** will be accepted through the teleconference meeting. To address the Council, download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below. Please follow the instructions B-E above.
- 4. Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit *9 on your phone so we know that you wish to speak. You will be asked to provide your first and last name before addressing the Council. You will be advised how long you have to speak. When called please limit your remarks to the agenda item and time limit allotted.

[CLICK HERE TO JOIN](#) **Meeting ID: 362 027 238 Phone:1(669)900-6833**



City of Palo Alto

City Council Staff Report

(ID # 13471)

Report Type: Special Orders of the Day Meeting Date: 9/20/2021

**Title: Adoption of a Resolution Expressing Appreciation to Geoffrey Wong
Upon His Retirement**

From: City Manager

Lead Department: Public Works

Attachments:

- **Attachment1.a:** Attachment A: Geoffrey Wong Resolution



Resolution

EXPRESSING APPRECIATION TO GEOFF WONG UPON HIS RETIREMENT

WHEREAS, Geoff Wong for over three decades has enthusiastically served the City of Palo Alto where he started his career on September 24, 1990 as a Lab Technician, promoted to Chemist the following year, and then finally served in 2010 and 2020 as acting Senior Chemist of the Regional Water Quality Control Plant; and

WHEREAS, Geoff Wong has enhanced the quality of life and protected the public health of the citizens of Palo Alto, Mountain View, Los Altos, Los Altos Hills, East Palo Alto Sanitary District, and Stanford University by sampling and analyzing billions of gallons of drinking water, recycled water, and wastewater over his 31-year career with the City; and

WHEREAS, Geoff Wong earned his manager level Grade IV Laboratory Analyst certification from the California Water Environmental Association, which is the highest level achievement for lab staff; and

WHEREAS, Geoff Wong was instrumental in supporting modernization of the laboratory information management systems including the early Paradox DOS system and later Promium Element and pretreatment LINKO databases; and

WHEREAS, Geoff Wong is recognized by his peers and City staff for being professional, dependable, and always ready to volunteer. Geoff serves as an exemplary role model in his pursuit to follow Palo Alto's green initiatives. Geoff is knowledgeable about the laboratory and has provided excellent technical expertise, guidance, and support to fellow employees in the Public Works Department over his 31-year career.

NOW, THEREFORE, LET IT BE RESOLVED, that the Council of the City of Palo Alto hereby gratefully records and extends its sincere appreciation to Geoff Wong for his dedication and excellent service rendered to the City, that the City Council of the City of Palo Alto recognizes Geoff Wong for his tireless and enthusiastic commitment to the people of Palo Alto and thanks him for his 31 years of dedicated service on their behalf.

INTRODUCED AND PASSED:

September 20, 2021

ATTEST:

APPROVED:

City Clerk

Mayor

APPROVED AS TO FORM:

City Manager

City Attorney



City of Palo Alto

City Council Staff Report

(ID # 13586)

Report Type:

Meeting Date: 9/20/2021

Title: Proclamation for Suicide Prevention Awareness Month

From: City Manager

Lead Department: City Clerk

Attachments:

- **Attachment2.a:** Attachment A: Proclamation for Suicide Prevention Awareness Month



Proclamation

SUICIDE PREVENTION AWARENESS MONTH

WHEREAS, the Palo Alto City Council recognizes suicide as a public health problem and suicide prevention as a community responsibility, and suicide prevention efforts should be developed and encouraged to the maximum extent possible; and

WHEREAS, in the United States, one person completes suicide every 11 minutes. According to the Centers for Disease Control and Prevention (CDC), in 2019, 12 million Americans seriously thought about suicide, 3.5 million planned a suicide attempt, and 1.4 million attempted suicide; and

WHEREAS, in a time of navigating the COVID-19 pandemic and figuring out a new sense of normalcy, we can and must build a resilient community with and for our youth, as highlighted in California's statewide Suicide Prevention 2021 Week theme of "Supportive Transitions: Reconnect, Reenter, Rebuild"; and

WHEREAS, a recent special report from the CDC illustrates how the COVID-19 pandemic has affected social connection and highlights the importance of adapting suicide prevention strategies to address this factor (e.g., adapting activities to support social connection, addressing structural barriers to social connection); and

WHEREAS, Project Safety Net is a coalition working on community outreach, access to quality youth mental health services, and policy advocacy, while also mobilizing community support and resources in Palo Alto for youth suicide prevention and mental wellness; and

WHEREAS, September is Suicide Prevention Awareness Month, which includes National Suicide Prevention Week (September 5-11, 2021) and World Suicide Prevention Day (Friday, September 10).

NOW, THEREFORE, I, Tom DuBois, Mayor of the City of Palo Alto on behalf of the entire City Council do hereby proclaim the month of September 2021 as Suicide Prevention Awareness Month.

PRESENTED: September 20, 2021

Tom DuBois
Mayor



City of Palo Alto City Council Staff Report

(ID # 13585)

Report Type: Consent Calendar

Meeting Date: 9/20/2021

Title: Approval of Minutes from August 23, 2021

From: City Manager

Lead Department: City Clerk

Recommendation: To review and approve the minutes as presented.

Attachments:

- **Attachment5.a:** 210823amCCsm - DRAFT



DRAFT ACTION MINUTES

City Council
Special Meeting
August 23, 2021
5:00 PM

The City Council of the City of Palo Alto met on this date in virtual teleconference at 5:01 P.M.

Participating Remotely: Burt, Cormack, DuBois, Filseth, Kou, Stone, Tanaka

Absent: None

SPECIAL ORDERS OF THE DAY

1. Alta Housing Presentation

NO ACTION TAKEN

CLOSED SESSION

2. CONFERENCE WITH CITY ATTORNEY-POTENTIAL LITIGATION
Subject: Houman Boussina (Personnel Dispute)
Authority: Potential Exposure to Litigation Under Government Code Section 54956.9(d)(2) One Case, as Defendant.

MOTION: Council Member Cormack moved, seconded by Council Member Filseth to go into Closed Session.

MOTION PASSED: 7-0

Council went into Closed Session at 5:16 P.M.

Council returned from Closed Session at 6:31 P.M.

Mayor DuBois announced no reportable action.

STUDY SESSION

- ~~3. 3150 El Camino Real [21PLN-00169]: Request for Prescreening of Applicant's Proposal to Re-zone the Subject Properties from CS (Service Commercial) to Planned Home Zoning (PHZ) and to Redevelop the Site with an Approximately 134,515 Square Foot Mixed use Project. The Project Would Include 129 Residential Rental Units and Approximately 2,800 sf of Retail~~

DRAFT ACTION MINUTES

~~Space Which Would Replace Existing Restaurant and Office Space.
Environmental Assessment: Not a Project.~~

Item was removed from consideration prior to the meeting at the request of the applicant.

AGENDA CHANGES, ADDITIONS AND DELETIONS

None.

MINUTES APPROVAL

4. Approval of Action Minutes from August 9, 2021.

MOTION: Council Member Cormack moved, seconded by Mayor DuBois to approve the Action Minutes for the August 9, 2021 City Council Meeting as presented.

MOTION PASSED: 7-0

CONSENT CALENDAR

MOTION: Council Member Cormack moved, seconded by Mayor DuBois to approve the Consent Calendar.

5. Approval of a Lease Amendment Between Palo Alto Players and the City of Palo Alto for the Premises at the Lucie Stern Community Center Located at 1305 Middlefield Road for an Approximate 36-month Term, at a starting Base Rent of \$1,410.00 per Month and Increasing 3 Percent Annually.

MOTION PASSED: 7-0

ACTION ITEMS

6. Detailed Review of Alternatives Being Considered for Meadow Drive and Charleston Road Train Crossings, and Direction to City Staff for Conducting Additional Studies for Consideration of Final/Preferred Alternative(s).

MOTION: Mayor DuBois moved, seconded by Council Member Tanaka to direct Staff to:

A. Eliminate the Viaduct option;

DRAFT ACTION MINUTES

- B. Eliminate the Hybrid option;
- C. Establish a policy to engage with Caltrain on 4-tracks by City Council, Staff, and LPMG representatives;
- D. Refine Underpass alternatives to address current shortcomings, including the size of the roundabout, the bike/ped connections, and right-of-way impacts;
- E. Conduct a preliminary geotechnical study; and
- F. Continue work on the bike plan in parallel with consideration of construction time and interaction with grade crossing plans.

AMENDMENT: Council Member Kou moved, seconded by Council Member Tanaka to add onto the Motion as Part G:

- G. Direct Staff to obtain the cost for a second cost opinion of the Trench option, in particular to a company with experience of trenches, underground or subterranean methods in parallel to the geotechnical studies.

AMENDMENT PASSED: 6-1, Cormack no

AMENDMENT TWO: Council Member Filseth moved, seconded by Council Member Cormack to eliminate Part B of the Motion.

AMENDMENT PASSED: 6-1, Tanaka no

FINAL MOTION AS AMENDED: Mayor DuBois moved, seconded by Council Member Tanaka to direct Staff to:

- A. Eliminate the Viaduct option;
- B. Establish a policy to engage with Caltrain on 4-tracks by City Council, Staff, and LPMG representatives;
- C. Refine Underpass alternatives to address current shortcomings, including the size of the roundabout, the bike/ped connections, and right-of-way impacts;
- D. Conduct a preliminary geotechnical study;
- E. Continue work on the bike plan in parallel with consideration of construction time and interaction with grade crossing plans; and

DRAFT ACTION MINUTES

- F. Obtain the cost for a second cost opinion of the Trench option, in particular to a company with experience of trenches, underground or subterranean methods in parallel to the geotechnical studies.

MOTION AS AMENDED PASSED: 6-1, Cormack no

CLOSED SESSION

7. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Authority: Government Code Section 54956.8

Property: 300 Homer Avenue, Assessor's Parcel Number 120-17-093

Negotiating Party: Palo Alto History Museum

City Negotiators: Ed Shikada, Kiely Nose, Clare Gibson, Phil Crosby

Subject of Negotiations: Lease Price and Terms of Payment.

MOTION: Council Member Filseth moved, seconded by Council Member Kou to go into Closed Session.

MOTION PASSED: 7-0

Council went into Closed Session at 9:48 P.M.

Council returned from Closed Session at 11:36 P.M.

Mayor DuBois announced no reportable action.

ADJOURNMENT

The meeting was adjourned at 11:36 P.M. in honor of the birthdays of former Council Member Emily Renzel, former Council Member Enid Pearson, and Annette Hanko for their leadership in environmental preservation.

ATTEST:

APPROVED:

City Clerk

Mayor

NOTE: Action minutes are prepared in accordance with Palo Alto Municipal Code (PAMC) 2.04.160(a) and (b). Summary minutes (sense) are prepared in accordance with PAMC Section 2.04.160(c). Beginning in January 2018, in accordance with [Ordinance No. 5423](#), the City Council found action minutes and the video/audio recordings of Council proceedings to be the official records of both Council and committee proceedings. These recordings are available on the City's website.



City of Palo Alto City Council Staff Report

(ID # 13511)

Report Type: Consent Calendar

Meeting Date: 9/20/2021

Title: Approval of a Three-year Contract With Northwest Woodland Services, Inc. in an Amount Not-to-Exceed \$646,950 for Trail Maintenance in the Palo Alto Baylands, Pearson-Arastradero Preserve, Foothills Nature Preserve, and Grounds Maintenance in Utility Reservoir Sites

From: City Manager

Lead Department: Community Services

Recommendation

Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached three-year contract with Northwest Woodland Services, Inc. in an amount not to exceed \$594,500, funded in various utilities funds and various projects in the Capital Improvement Fund, for trail maintenance in the Baylands Nature Preserve, Pearson-Arastradero Preserve, Foothills Nature Preserve, and ground maintenance in utility reservoir sites (Attachment A); and
2. Authorize the City Manager or his designee to negotiate and execute additional services to the contract with Northwest Woodland Services, Inc. for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed \$52,450 (Attachment A).

Background

There are approximately 41 miles of trails in Palo Alto Open Space areas. Since 2001, the City has contracted with professional trail maintenance contractors to maintain Open Space trails. The trail contractors have specialty equipment and training to ensure the trails are maintained using environmentally appropriate techniques that result in safe trail conditions for park visitors.

Discussion

The work to be performed under this three-year contract (Attachment A) is for annual and one-time maintenance of trails in Foothills Nature Preserve, Pearson-Arastradero Preserve, and the Baylands Nature Preserve. Annual work includes grooming of trail treads, improving and cleaning drainages, and clearing vegetation growing into the trail corridor. One-time maintenance includes repair of existing trail damage.

The scope includes a day rate with equipment for unscheduled but ongoing grounds maintenance in Open Space areas. This includes tree clearing and brush chipping, picnic and campground maintenance (replacing tables, barbecues, retaining walls and erosion structures, repairing fencing and other structures), and maintaining trail treads.

The contract also includes a day rate for the City of Palo Alto Utilities Department for maintenance of road and trail surfaces, roadside drainage ditches and culverts in the Pearson-Arastradero Preserve and Foothills Nature Preserve to provide access to water reservoirs and utility corridors. This maintenance also provides access to Hale Well and Mayfield Reservoir sites located outside of open space areas.

Summary of Bid Process

On March 3, 2021, a Request for Proposals (RFP) for Open Space Trail Maintenance was issued on the City's e-Procurement system called "PlanetBids".

A non-mandatory on-site bidder conference was scheduled for March 17, 2021 but was cancelled due to COVID-19 pandemic restrictions. Bids were due April 6, 2021. Northwest Woodland Services submitted the only bid and was awarded the contract in the amount of \$594,500. A re-bid was not held as the 2021 bid process was the third consecutive time only one bid was received for trail maintenance in Open Space areas. For the two prior Request for Quotes and Request for Proposals held in 2014 and 2018, no other bids were received other than the bids received from Northwest Woodland Services.

The previous three-year trail maintenance contract ([Staff Report ID# 9069](#)) was also with Northwest Woodland Services and funded for \$597,525. The contract cost has decreased overall due to a reduction in the scope of services for one-time work tasks within utility reservoir sites and corridors and an increase for services in Open Space consisting of higher material and labor rates.

During the previous contract, Northwest Woodland Services met all the contract requirements and effectively communicated and collaborated with Open Space staff. Based on this evaluation of the bid and bidder, staff recommends proceeding with contract award.

Although the prior Open Space trail maintenance contract expired at the end of June 2021, typically the work of a new contract resumes in August or September. In the interim, Open Space staff has performed maintenance on the trails, which has included clearing some minor erosion issues and downed trees. Once the contract for trail maintenance is approved and renewed, the contractor will come to Foothills Nature Preserve to clear the vegetation and address any drainage issues along the trails. One benefit from the past low rainfall winter is that vegetation growth along the edges of the trails has been less than in prior years.

Timeline

Once the contract is approved, the contractor is ready to start work on trails at Foothills Nature Preserve in September 2021.

Resource Impact

Funding for the estimated cost of the first year of the contract in an amount of \$198,167 is available in the FY 2022 Adopted Budget allocated among the following sources: Open space portion of \$174,833 from the Capital project Open Space Trails and Amenities (OS-00001); Utilities Water, Gas, and Wastewater portion of \$23,333 from the Operating budget of the respective fund; and contract contingency of up to \$52,450 from the Capital project Parks and Open Space Emergency Repairs (PG-09002).

Various onetime and ongoing tasks to be performed under this contract will be scheduled and executed over the three-year term as appropriate and are subject to factors such as weather and field conditions. Annual expenses are subject to work completed, which will be charged at a daily rate indicated in the contract Schedule of Fees. Tasks and expenses will be managed in order not to exceed annual appropriation levels of the various funding sources. Funding for future fiscal years of the contract is subject to Council approval and the annual appropriation of funds through the budget process.

Policy Implications

This recommendation does not represent any change to existing City policies. Improvement of approved trails is consistent with Comprehensive Plan Goal N-1: Protect, conserve and enhance Palo Alto's citywide system of open space, including connected and accessible natural and urban habitats, ecosystems and natural resources, providing a source of public health, natural beauty and enjoyment for Palo Alto residents.

All work proposed in this contract is consistent with the adopted Arastradero Preserve Trails Management Plan, the Foothills Park (Nature Preserve) Trail Maintenance Plan and the Foothills Wildland Fire Management Plan.

Stakeholder Engagement

The Community Services Department and the Office of Management and Budget collaborated to establish the CIP funding for Fiscal Year 2022 and the five-year CIP Plan of FY 2022 – 2026 which covers the three-year open space trail maintenance contract.

Environmental Review

The scope of work of this contract is categorically exempt under the California Environmental Quality Act (CEQA) under regulations 15301 (Existing Facilities) and 15304 (Minor Alterations to Land).

Attachments:

- **Attachment6.a:** Attachment A: Northwest Woodland Services Inc., contract C22181680

CITY OF PALO ALTO CONTRACT NO. C22181680**GENERAL SERVICES AGREEMENT**

THIS AGREEMENT made and entered into on the 20th day of September, 2021, by and between the **CITY OF PALO ALTO, a California chartered municipal corporation ("CITY")**, and **NORTHWEST WOODLAND SERVICES, INC**, a Oregon corporation located at 811 Royaldel Lane, Springfield, OR 97477 Telephone Number: (503) 780-6394 ("**CONTRACTOR**"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. **SERVICES.** CONTRACTOR shall provide or furnish the services (the "Services") described in the Scope of Services, attached at Exhibit A.
2. **EXHIBITS.** The following exhibits are attached to and made a part of this Agreement:

- ☒ "A" - Scope of Services
- ☒ "A-1" – Trail Plans
- ☒ "B" - Schedule of Performance
- ☒ "C" – Schedule of Fees
- ☒ "D" - Insurance Requirements

CONTRACT IS NOT COMPLETE UNLESS ALL INDICATED EXHIBITS ARE ATTACHED.

3. **TERM.**

The term of this Agreement is from the date of its full execution through September 19, 2023 inclusive, subject to the provisions of Sections R and W of the General Terms and Conditions.

4. **SCHEDULE OF PERFORMANCE.** CONTRACTOR shall complete the Services within the term of this Agreement in a reasonably prompt and timely manner based upon the circumstances and direction communicated to CONTRACTOR, and if applicable, in accordance with the schedule set forth in the Schedule of Performance, attached at Exhibit B. Time is of the essence in this Agreement.

5. COMPENSATION FOR ORIGINAL TERM. CITY shall pay and CONTRACTOR agrees to accept as not-to-exceed compensation for the full performance of the Services and reimbursable expenses, if any:

- ☐ The total maximum lump sum compensation of dollars (\$));
OR
- ☐ The sum of dollars (\$)) per hour, not to exceed a total maximum compensation amount of dollars (\$)); **OR**
- ☒ A sum calculated in accordance with the fee schedule set forth at Exhibit C, not to exceed a total maximum compensation amount of Five Hundred Ninety Four Thousand Five Hundred dollars (\$594,500).

CONTRACTOR agrees that it can perform the Services for an amount not to exceed the total maximum compensation set forth above. Any hours worked or services performed by CONTRACTOR for which payment would result in a total exceeding the maximum amount of compensation set forth above for performance of the Services shall be at no cost to CITY.

- ☒ CITY has set aside the sum of Fifty Two Thousand Four Hundred Fifty dollars (\$52,450) for Additional Services. CONTRACTOR shall provide Additional Services only by advanced, written authorization from the City Manager or designee. CONTRACTOR, at the CITY's request, shall submit a detailed written proposal including a description of the scope of services, schedule, level of effort, and CONTRACTOR's proposed maximum compensation, including reimbursable expense, for such services. Compensation shall be based on the hourly rates set forth above or in Exhibit C (whichever is applicable), or if such rates are not applicable, a negotiated lump sum. CITY shall not authorize and CONTRACTOR shall not perform any Additional Services for which payment would exceed the amount set forth above for Additional Services. Payment for Additional Services is subject to all requirements and restrictions in this Agreement.

6. COMPENSATION DURING ADDITIONAL TERMS.

- ☒ CONTRACTOR'S compensation rates for each additional term shall be the same as the original term; **OR**
- ☐ CONTRACTOR's compensation rates shall be adjusted effective on the commencement of each Additional Term. The lump sum compensation

amount, hourly rates, or fees, whichever is applicable as set forth in section 5 above, shall be adjusted by a percentage equal to the change in the Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland- San Jose area, published by the United States Department of Labor Statistics (CPI) which is published most immediately preceding the commencement of the applicable Additional Term, which shall be compared with the CPI published most immediately preceding the commencement date of the then expiring term. Notwithstanding the foregoing, in no event shall CONTRACTOR's compensation rates be increased by an amount exceeding five percent of the rates effective during the immediately preceding term. Any adjustment to CONTRACTOR's compensation rates shall be reflected in a written amendment to this Agreement.

- 7. CLAIMS PROCEDURE FOR "9204 PUBLIC WORKS PROJECTS".** For purposes of this Section 7, a "9204 Public Works Project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind. Public Contract Code Section 9204 mandates certain claims procedures for Public Works Projects, which are set forth in "Appendix A Claims for Public Contract Code Section 9204 Public Works Projects".

- ☒ **This project is a 9204 Public Works Project** and is required to comply with the claims procedures set forth in Appendix A_, attached hereto and incorporated herein.

OR

- ☐ **This project is not a 9204 Public Works Project.**

- 8. INVOICING.** Send all invoices to CITY, Attention: Project Manager. The Project Manager is: David Scott, Dept.: Community Services Department/Open Space: 3300 Page Mill Rd., Telephone:(650) 329-2423, email: David.Scott@CityofPaloAlto.org. Invoices shall be submitted in arrears for Services performed. Invoices shall not be submitted more frequently than monthly. Invoices shall provide a detailed statement of Services performed during the invoice period and are subject to verification by CITY. CITY shall pay the undisputed amount of invoices within 30 days of receipt.

GENERAL TERMS AND CONDITIONS

- A. ACCEPTANCE.** CONTRACTOR accepts and agrees to all terms and conditions of this Agreement. This Agreement includes and is limited to the terms and conditions set forth in sections 1 through 8 above, these general terms and conditions and the attached exhibits.
- B. QUALIFICATIONS.** CONTRACTOR represents and warrants that it has the expertise and qualifications to complete the services described in Section 1 of this Agreement, entitled "SERVICES," and that every individual charged with the performance of the services under this Agreement has sufficient skill and experience and is duly licensed or certified, to the extent such licensing or certification is required by law, to perform the Services. CITY expressly relies on CONTRACTOR's representations regarding its skills, knowledge, and certifications. CONTRACTOR shall perform all work in accordance with generally accepted business practices and performance standards of the industry, including all federal, state, and local operation and safety regulations.
- C. INDEPENDENT CONTRACTOR.** It is understood and agreed that in the performance of this Agreement, CONTRACTOR and any person employed by CONTRACTOR shall at all times be considered an independent CONTRACTOR and not an agent or employee of CITY. CONTRACTOR shall be responsible for employing or engaging all persons necessary to complete the work required under this Agreement.
- D. SUBCONTRACTORS.** CONTRACTOR may not use subcontractors to perform any Services under this Agreement unless CONTRACTOR obtains prior written consent of CITY. CONTRACTOR shall be solely responsible for directing the work of approved subcontractors and for any compensation due to subcontractors.
- E. TAXES AND CHARGES.** CONTRACTOR shall be responsible for payment of all taxes, fees, contributions or charges applicable to the conduct of CONTRACTOR's business.
- F. COMPLIANCE WITH LAWS.** CONTRACTOR shall in the performance of the Services comply with all applicable federal, state and local laws, ordinances, regulations, and orders.
- G. PALO ALTO MINIMUM WAGE ORDINANCE.** CONTRACTOR shall comply with all requirements of the Palo Alto Municipal Code Chapter 4.62 (Citywide Minimum Wage), as it may be amended from time to time. In particular, for any employee otherwise entitled to the State minimum wage, who performs at least two (2) hours of work in a calendar week within the geographic boundaries of the City, CONTRACTOR shall pay such employees no less than the minimum wage set

forth in Palo Alto Municipal Code section 4.62.030 for each hour worked within the geographic boundaries of the City of Palo Alto. In addition, CONTRACTOR shall post notices regarding the Palo Alto Minimum Wage Ordinance in accordance with Palo Alto Municipal Code section 4.62.060.

- H. DAMAGE TO PUBLIC OR PRIVATE PROPERTY.** CONTRACTOR shall, at its sole expense, repair in kind, or as the City Manager or designee shall direct, any damage to public or private property that occurs in connection with CONTRACTOR's performance of the Services. CITY may decline to approve and may withhold payment in whole or in part to such extent as may be necessary to protect CITY from loss because of defective work not remedied or other damage to the CITY occurring in connection with CONTRACTOR's performance of the Services. CITY shall submit written documentation in support of such withholding upon CONTRACTOR's request. When the grounds described above are removed, payment shall be made for amounts withheld because of them.
- I. WARRANTIES.** CONTRACTOR expressly warrants that all services provided under this Agreement shall be performed in a professional and workmanlike manner in accordance with generally accepted business practices and performance standards of the industry and the requirements of this Agreement. CONTRACTOR expressly warrants that all materials, goods and equipment provided by CONTRACTOR under this Agreement shall be fit for the particular purpose intended, shall be free from defects, and shall conform to the requirements of this Agreement. CONTRACTOR agrees to promptly replace or correct any material or service not in compliance with these warranties, including incomplete, inaccurate, or defective material or service, at no further cost to CITY. The warranties set forth in this section shall be in effect for a period of one year from completion of the Services and shall survive the completion of the Services or termination of this Agreement.
- J. MONITORING OF SERVICES.** CITY may monitor the Services performed under this Agreement to determine whether CONTRACTOR's work is completed in a satisfactory manner and complies with the provisions of this Agreement.
- K. CITY'S PROPERTY.** Any reports, information, data or other material (including copyright interests) developed, collected, assembled, prepared, or caused to be prepared under this Agreement will become the property of CITY without restriction or limitation upon their use and will not be made available to any individual or organization by CONTRACTOR or its subcontractors, if any, without the prior written approval of the City Manager.

- L. AUDITS.** CONTRACTOR agrees to permit CITY and its authorized representatives to audit, at any reasonable time during the term of this Agreement and for three (3) years from the date of final payment, CONTRACTOR's records pertaining to matters covered by this Agreement. CONTRACTOR agrees to maintain accurate books and records in accordance with generally accepted accounting principles for at least three (3) following the terms of this Agreement.
- M. NO IMPLIED WAIVER.** No payment, partial payment, acceptance, or partial acceptance by CITY shall operate as a waiver on the part of CITY of any of its rights under this Agreement.
- N. INSURANCE.** CONTRACTOR, at its sole cost, shall purchase and maintain in full force during the term of this Agreement, the insurance coverage described at Exhibit D. Insurance must be provided by companies with a Best's Key Rating of A-:VII or higher and which are otherwise acceptable to CITY's Risk Manager. The Risk Manager must approve deductibles and self-insured retentions. In addition, all policies, endorsements, certificates and/or binders are subject to approval by the Risk Manager as to form and content. CONTRACTOR shall obtain a policy endorsement naming the City of Palo Alto as an additional insured under any general liability or automobile policy. CONTRACTOR shall obtain an endorsement stating that the insurance is primary coverage and will not be canceled or materially reduced in coverage or limits until after providing 30 days prior written notice of the cancellation or modification to the Risk Manager. CONTRACTOR shall provide certificates of such policies or other evidence of coverage satisfactory to the Risk Manager, together with the required endorsements and evidence of payment of premiums, to CITY concurrently with the execution of this Agreement and shall throughout the term of this Agreement provide current certificates evidencing the required insurance coverages and endorsements to the Risk Manager. CONTRACTOR shall include all subcontractors as insured under its policies or shall obtain and provide to CITY separate certificates and endorsements for each subcontractor that meet all the requirements of this section. The procuring of such required policies of insurance shall not operate to limit CONTRACTOR's liability or obligation to indemnify CITY under this Agreement.
- O. HOLD HARMLESS.** To the fullest extent permitted by law and without limitation by the provisions of section N relating to insurance, CONTRACTOR shall indemnify, defend and hold harmless CITY, its Council members, officers, employees and agents from and against any and all demands, claims, injuries, losses, or liabilities of any nature, including death or injury to any person, property damage or any other loss and including without limitation all damages, penalties, fines and judgments, associated investigation and administrative expenses and defense costs, including, but not limited to reasonable attorney's fees, courts costs and

costs of alternative dispute resolution), arising out of, or resulting in any way from or in connection with the performance of this Agreement. CONTRACTOR's obligations under this Section apply regardless of whether or not a liability is caused or contributed to by any negligent (passive or active) act or omission of CITY, except that CONTRACTOR shall not be obligated to indemnify for liability arising from the sole negligence or willful misconduct of CITY. The acceptance of the Services by CITY shall not operate as a waiver of the right of indemnification. The provisions of this Section survive the completion of the Services or termination of this Agreement.

- P. NON-DISCRIMINATION.** As set forth in Palo Alto Municipal Code section 2.30.510, CONTRACTOR certifies that in the performance of this Agreement, it shall not discriminate in the employment of any person because of the race, skin color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, familial status, weight or height of such person. CONTRACTOR acknowledges that it has read and understands the provisions of Section 2.30.510 of the Palo Alto Municipal Code relating to Nondiscrimination Requirements and the penalties for violation thereof, and agrees to meet all requirements of Section 2.30.510 pertaining to nondiscrimination in employment.
- Q. WORKERS' COMPENSATION.** CONTRACTOR, by executing this Agreement, certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and certifies that it will comply with such provisions, as applicable, before commencing and during the performance of the Services.
- R. TERMINATION.** The City Manager may terminate this Agreement without cause by giving ten (10) days' prior written notice thereof to CONTRACTOR. If CONTRACTOR fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, the City Manager may terminate this Agreement immediately upon written notice of termination. Upon receipt of such notice of termination, CONTRACTOR shall immediately discontinue performance. CITY shall pay CONTRACTOR for services satisfactorily performed up to the effective date of termination. If the termination is for cause, CITY may deduct from such payment the amount of actual damage, if any, sustained by CITY due to CONTRACTOR's failure to perform its material obligations under this Agreement. Upon termination, CONTRACTOR shall immediately deliver to the City Manager any and all copies of studies, sketches, drawings, computations, and other material or products, whether or not completed, prepared by CONTRACTOR or given to CONTRACTOR, in connection with this Agreement. Such materials shall become the property of CITY.

- S. ASSIGNMENTS/CHANGES.** This Agreement binds the parties and their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written consent of CITY. No amendments, changes or variations of any kind are authorized without the written consent of CITY.
- T. CONFLICT OF INTEREST.** In accepting this Agreement, CONTRACTOR covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. CONTRACTOR further covenants that, in the performance of this Agreement, it will not employ any person having such an interest. CONTRACTOR certifies that no CITY officer, employee, or authorized representative has any financial interest in the business of CONTRACTOR and that no person associated with CONTRACTOR has any interest, direct or indirect, which could conflict with the faithful performance of this Agreement. CONTRACTOR agrees to advise CITY if any conflict arises.
- U. GOVERNING LAW.** This Agreement shall be governed and interpreted by the laws of the State of California.
- V. ENTIRE AGREEMENT.** This Agreement, including all exhibits, represents the entire agreement between the parties with respect to the services that may be the subject of this Agreement. Any variance in the exhibits does not affect the validity of the Agreement and the Agreement itself controls over any conflicting provisions in the exhibits. This Agreement supersedes all prior agreements, representations, statements, negotiations and undertakings whether oral or written.
- W. NON-APPROPRIATION.** This Agreement is subject to the fiscal provisions of the Charter of the City of Palo Alto and the Palo Alto Municipal Code. This Agreement will terminate without any penalty (a) at the end of any fiscal year in the event that funds are not appropriated for the following fiscal year, or (b) at any time within a fiscal year in the event that funds are only appropriated for a portion of the fiscal year and funds for this Agreement are no longer available. This Section shall take precedence in the event of a conflict with any other covenant, term, condition, or provision of this Agreement.
- X. ENVIRONMENTALLY PREFERRED PURCHASING AND ZERO WASTE REQUIREMENTS.** CONTRACTOR shall comply with CITY's Environmentally Preferred Purchasing policies which are available at CITY's Purchasing Division, which are incorporated by reference and may be amended from time to time. CONTRACTOR shall comply with waste reduction, reuse, recycling and disposal

requirements of CITY's Zero Waste Program. Zero Waste best practices include first minimizing and reducing waste; second, reusing waste and third, recycling or composting waste. In particular, CONTRACTOR shall comply with the following zero waste requirements:

- All printed materials provided by CONTRACTOR to CITY generated from a personal computer and printer including but not limited to, proposals, quotes, invoices, reports, and public education materials, shall be double-sided and printed on a minimum of 30% or greater post-consumer content paper, unless otherwise approved by CITY's Project Manager. Any submitted materials printed by a professional printing company shall be a minimum of 30% or greater post-consumer material and printed with vegetable based inks.
- Goods purchased by Contractor on behalf of CITY shall be purchased in accordance with CITY's Environmental Purchasing Policy including, but not limited to, Extended Producer Responsibility requirements for products and packaging. A copy of this policy is on file at the Purchasing Division's office.
- Reusable/returnable pallets shall be taken back by CONTRACTOR, at no additional cost to CITY, for reuse or recycling. CONTRACTOR shall provide documentation from the facility accepting the pallets to verify that pallets are not being disposed.

Y. AUTHORITY. The individual(s) executing this Agreement on behalf of the parties represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

Z. PREVAILING WAGES

- ☐ **This Project is not subject to prevailing wages.** CONTRACTOR is not required to pay prevailing wages in the performance and implementation of the Project in accordance with SB 7, if the Agreement is not a public works contract, if Agreement does not include a public works construction project of more than \$25,000, or the Agreement does not include a public works alteration, demolition, repair, or maintenance (collectively, 'improvement') project of more than \$15,000.

OR

- ☒ **Contractor is required to pay general prevailing wages** as defined in Subchapter 3, Title 8 of the California Code of Regulations and Section 16000 et seq. and Section 1773.1 of the California Labor Code. Pursuant to the provisions of Section

1773 of the Labor Code of the State of California, the City Council has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in this locality for each craft, classification, or type of worker needed to execute the Agreement for this Project from the Director of the Department of Industrial Relations ("DIR"). Copies of these rates may be obtained at the Purchasing Division's office of the City of Palo Alto. Contractor shall provide a copy of prevailing wage rates to any staff or subcontractor hired, and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of all sections, including, but not limited to, Sections 1775, 1776, 1777.5, 1782, 1810, and 1813, of the Labor Code pertaining to prevailing wages.

AA.DIR REGISTRATION. In regard to any public work construction, alteration, demolition, repair or maintenance work, CITY will not accept a bid proposal from or enter into this Agreement with CONTRACTOR without proof that CONTRACTOR and its listed subcontractors are registered with the California Department of Industrial Relations ("DIR") to perform public work, subject to limited exceptions. City requires CONTRACTOR and its listed subcontractors to comply with the requirements of SB 854.

CITY provides notice to CONTRACTOR of the requirements of California Labor Code section 1771.1(a), which reads:

"A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the Agreement is awarded."

CITY gives notice to CONTRACTOR and its listed subcontractors that CONTRACTOR is required to post all job site notices prescribed by law or regulation and CONTRACTOR is subject to SB 854-compliance monitoring and enforcement by DIR.

CITY requires CONTRACTOR and its listed subcontractors to comply with the requirements of Labor Code section 1776, including:

Keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day

and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by, respectively, CONTRACTOR and its listed subcontractors, in connection with the Project.

The payroll records shall be verified as true and correct and shall be certified and made available for inspection at all reasonable hours at the principal office of CONTRACTOR and its listed subcontractors, respectively.

At the request of CITY, acting by its project manager, CONTRACTOR and its listed subcontractors shall make the certified payroll records available for inspection or furnished upon request to the project manager within ten (10) days of receipt of CITY's request.

☐ [For state- and federally-funded projects] CITY requests CONTRACTOR and its listed subcontractors to submit the certified payroll records to the project manager at the end of each week during the Project.

If the certified payroll records are not produced to the project manager within the 10-day period, then CONTRACTOR and its listed subcontractors shall be subject to a penalty of one hundred dollars (\$100.00) per calendar day, or portion thereof, for each worker, and CITY shall withhold the sum total of penalties from the progress payment(s) then due and payable to CONTRACTOR.

Inform the project manager of the location of CONTRACTOR's and its listed subcontractors' payroll records (street address, city and county) at the commencement of the Project, and also provide notice to the project manager within five (5) business days of any change of location of those payroll records.

BB. CONTRACT TERMS. All unchecked boxes do not apply to this Agreement. In the case of any conflict between the terms of this Agreement and the exhibits hereto or CONTRACTOR's proposal (if any), the Agreement shall control. In the case of any conflict between the exhibits hereto and CONTRACTOR's proposal, the exhibits shall control.

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement on the date first above written.

CITY OF PALO ALTO

NORTHWEST WOODLAND SERVICES, INC.

City Manager or Designee

DocuSigned by:
By Dennis Smith
58D0C5577A9440A...
Name Dennis Smith

Approved as to form

City Attorney or Designee

Title President Dennis Smith

2Nd Officer

DocuSigned by:
By Tamsen Smith
0D1738C075224F4
Name Tamsen Smith

Title Secretary/Treasurer

EXHIBIT A SCOPE OF SERVICES

100 - GENERAL SCOPE OF WORK

CONTRACTOR shall perform trail maintenance in the Palo Alto Baylands Preserve, the Pearson Arastradero Preserve and in Foothills Park. This includes furnishing all labor, equipment, supervision, transportation, tools, operating supplies, and incidentals to perform the work in accordance with the specifications and provisions of the contract. The Baylands Preserve trail system is approximately 10 miles of compacted dirt, crushed rock or oyster shells. The Foothills Park trail system is 15.0 miles long and includes approximately 40 drainage dips. Pearson-Arastradero Preserve trail system is 10.3 miles long and includes approximately 15 drainage dips and water bars. The work will consist of, but is not limited to (1) grooming existing trails, (2) reshaping existing drainage dips, (3) installing new drainage dips, water bars and culverts, (4) closing "outlaw trails" using earth berms and other methods as described below, and (5) seeding and mulching disturbed areas outside of the travelway, (6) brushing and limbing, (7) construction of replacement wooden foot bridges, and (8) spreading and compacting crushed rock and oyster shell on trail treads. The project manager will make the determination of trail tread material to be used at each site.

Equipment must be in good operating condition with a maximum width of 5 feet on the majority of trails at the Pearson Arastradero Preserve and 6 feet for the De Anza Trail within the Pearson Arastradero Preserve. The majority of trails in Foothills Park range from 2 to 4 feet in width and are generally unsuitable for mechanized equipment. The majority of the trails in the Baylands Preserve vary from 3 to 6 feet with some of the levee trails being up to 12 feet wide.

SECTION 1 ANNUAL OPEN SPACE MAINTENANCE IN PEARSON-ARASTRADERO & FOOTHILLS PARK (FY 2021 – 2024)

Work designated as annual maintenance is to be performed twice a year for three years in the spring and fall of each year. Work includes grooming all existing trails, tread repair including clearing drain dips and water bars and brushing trail corridor to provide safe and clear passage. All work shall meet specifications in the 2001 Arastradero Preserve Trail Management Plan and the 2002 Foothills Park Trails Maintenance Plan.

SECTIONS 2 and 3 ONE-TIME MAINTENANCE OF PEARSON-ARASTRADERO PRESERVE and FOOTHILLS PARK (FY 2021-2024)

Work designated as one time maintenance of Pearson-Arastradero Preserve and one time maintenance of Foothills Park is intended to be completed over the three years of the contract. Contractor shall provide the City with a schedule covering all areas of responsibility specified in this agreement. The schedule will be submitted and agreed upon within 60 calendar days following award of this contract. This schedule and any changes, deletions, or additions therein, if approved by the City, shall become part of this agreement and shall be used both by the contractor and the City of Palo Alto for performance monitoring and contractor obligations.

SECTION 4 ONE-TIME DAY RATE, CSD IN ALL OPEN SPACE PRESERVES (FY 2021 - 2024)

Provide all labor, equipment, supervision, transportation, tools, operating supplies, and incidentals to perform the work as required.

SECTION 5 ONE-TIME DAY RATE, UTILITIES DEPARTMENT MAINTENANCE (FY 2021 -2024)

Provide all labor, equipment, supervision, transportation, tools, operating supplies, and incidentals to perform the work as required and specified by the Utilities Department. Including maintenance as required on utility access roads to existing water reservoirs and along existing utility corridors through the Pearson-Arastradero Preserve and Foothills Park. Also includes sites outside open space including but not limited to Hale Well and Mayfield Reservoir.

The Utilities Department is requiring the following:

1. Utilities Department will require before and after photos for Section 5 work.
2. Utilities Department will require written authorization for all work for Section 5.
3. Utilities Department will require itemized invoices for Section 5 work.
4. All written work authorizations must be signed off by Project Manager, John Reinert prior to any construction for Section 5.

All work shall be accomplished within the period Monday through Saturday, between 7 a.m. to 5 p.m. excluding holidays. Work at other times and days of the week must be approved by the project manager.

Environmental Hazards

The work will be taking place in some back country areas of the preserves where exposure to stinging/biting insects and poison oak may be a possibility.

200 – TECHNICAL REQUIREMENTS AND STANDARDS OF PERFORMANCE

201 – REQUIREMENTS

- (1) Grooming and Blading Trails – Grooming and blading shall be conducted as required to remove ruts, potholes, and corrugations, and to outslope berms. All suitable dislodged material shall be smoothly redistributed over the entire traveled way and firmly packed. The trail bed shall be outsloped 2% to 4% (as measured with a clinometer) as discussed on page 6-32 of Exhibit A-1 of the Foothills Park Trail Maintenance Plan – Guidelines, Techniques and Tools. The trail bed shall be firm, smooth, and finished to the width of 2' to 4' for all trail sections designated for rock and root removal, slough and berm removal, and fill material placement.

Assure proper surface drainage following this operation. No undercutting of trail surface at shoulder line or material berms will be allowed unless designated by the Project Manager.

Rocks and roots protruding 3 inches or more above graded surface shall be removed from the traveled way. It is permissible to waste rocks over the trail shoulder edge away from drainage ditches.

All traveled way widths shall be perpetuated as existing not to exceed 4 feet in Foothills Park, typically 4-feet in the Pearson Arastradero Preserve and typically 3 to 6 feet in the Baylands Preserve. The Arastradero Creek Trail and portions of the de Anza trail within the Pearson Arastradero Preserve follow existing roads and were designed especially for utility access and maintenance of these trails are outside the scope of work of this contract. Dips and swales within the traveled way designed to control surface drainage shall be maintained.

- (2) Drainage – Drainage dips will be reconstructed as shown on Page 6-39 of Exhibit A-1 Figure 6-14 of the Foothills Park Maintenance Plan, or on Page 7-30 of Exhibit A-1, Figure 13, of the Arastradero Preserve Trail Maintenance Plan. Wing ditches shall be cleared and maintained.
- (3) Installation of New Drainage Dips, Water Bars and Culverts – Drainage dips and water bars will be constructed as shown in the Pearson Arastradero Preserve Trail Master Plan (Pages 7-26 of Exhibit A-1 through 7-35 of Exhibit A-1 for trails within Pearson Arastradero Preserve) and as shown in the Foothills Park Trail Maintenance Plan (Pages 6-38 through 6-42 of Exhibit A-1 for trails within Foothills Park.)

- (4) Closing Trails - Renegade trails or trails to be abandoned will be closed by using earth berms where practical. When not practical, trails will be closed by using rocks, brush, logs along the trail that can be used to block it, or by the planting of native plants (provided by the City) in the area of closure. This shall be done for a distance of 100 feet and to the satisfaction of the Project Manager.
- (5) Seeding and Mulching – All disturbed soil outside the travelway shall be seeded and mulched. Native seed mixture shall be specified by the City of Palo Alto and only seed approved or provided by the City may be used. The mulch shall be City-provide compost or Contractor-provided rice straw.
- (6) Brushing and limbing – Vegetation along the trail corridors will be trimmed on the sides (to a 4-foot minimum passage, above (to an 8-foot minimum passage), and along the hinge of the trails according to the specifications of the two individual trail plans and the fire plan. Care shall be taken so as not to damage species of special concern.

CONTRACTOR shall keep existing trails that are not undergoing improvements open to safely accommodate traffic. Trails undergoing improvement or construction can be closed by the contractor for safety reasons. Closed trails must be posted at trailheads as to being “CLOSED FOR MAINTENANCE OF TRAIL”.

CONTRACTOR to provide trail tread materials (Crushed Rock or Oyster Shells)
The contractor will provide and schedule delivery of trail tread material where specified, crushed rock or oyster shell; project manager to determine materials to be used. The contractor will be responsible for meeting the delivery company on site to indicate the drop location(s) near the work site(s). The contractor will be required to install all rock order per specifications during the spring or fall construction periods. Crush rock cannot be stored on site between construction periods or over the winter rains.

Disposal of Material

Except for treated bridge lumber, this project does not anticipate the need to dispose of materials off-site. Soil removed from the trail tread will be distributed in the area of the job site, except where erosion into creeks is a concern. Treated bridge lumber and all other materials that need to be disposed of will be disposed of at location designated by the City and at the City's expense.

Responsibilities

CONTRACTOR is responsible for working with the City of Palo Alto Utilities Department and any other necessary notifications or precautions including, but not limited to, calling for underground utility marking using Underground Service Alert (USA or 8-1-1). Contractor is responsible for repair to any damaged utility lines.

202 – STANDARDS OF PERFORMANCE

Work under this contract will be required to meet the following standards. The contractor will be responsible for quality control and assuring that the work meets the standards.

- (1) Blading Trails – The trail bed is firm, smooth, and finished to a width not exceeding existing widths without berms or undercutting at shoulders. No roots or rocks are protruding 3 inches or more from the graded surface.
- (2) Drainage – Dips and swales properly control surface drainage and ditches are clear.
- (3) Closing Trails – Closed trails are no longer accessible.
- (4) Foot bridges – Tread surface is level and flush. All tread surfaces are to be free of major splinters or exposed deck screws that could cause a tripping hazard. Pier foundations are constructed of stabilized stone or concrete and provide the lowest step height possible.
- (5) Erosion Control – Silt fence and hay bales are used as appropriate. All disturbed soil outside the travel way is seeded and mulched with the proper mixtures and quantities to prevent erosion.
- (6) Performance Time – The performance time for the annual maintenance aspect of this project is estimated to be 60 calendar days per year. Work must be completed each year by December 31st.

300 – INSPECTION

Inspection of work performed under this contract will be made by the Project Manager or designated open space staff. Inspections will be made as the work progresses at such intervals as are necessary to ensure compliance with the contract

requirements. A final inspection by the project manager will be required before the project will be considered complete. Any accidents, damage, or work done outside the scope of work shall be reported to the project manager immediately. 100% of work will be inspected.

400 - PAYMENT

Consistent with the other terms of this contract, payment shall be made upon completion and acceptance of the work at the rates set forth in this contract. If upon inspection, work does not meet the performance standards, rework will be required before payment is processed. No payment will be made for items of work not meeting the standards of performance.

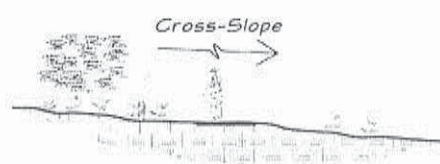
Partial payments can be made after inspection and acceptance by the City's Project Manager.

restored to provide an outslope (Refer to *Figure 6-8 Outsloping the Outside Edge of a Trail* for an illustration).

Inorganic materials - Inorganic materials may include mineral aggregates, such as different types of sand and gravel where soils are wet. These materials must be well-compacted, and free of large-sized or rounded aggregates that will not compact into a firm surface. Crushed stone, such as granite or limestone chips provide an excellent surface, as do the materials generally used to construct a road sub-base. These materials readily compact and interlock to create a comfortable walking surface.

Trash Removal/Vandalism Repair

Routinely removing litter and monitoring trail structures for signs of vandalism within the trail corridors is important from both a safety and aesthetic viewpoint. Litter and graffiti control, more than any other single activity, will give the public an immediate positive or negative impression of the park. Trash removal and vandalism monitoring should take place on a regularly scheduled basis occurring at least weekly. The actual frequency will depend on the level of trail use and the location of the trail.



SECTION / ELEVATION

Figure 6-8
Outsloping

Trail Tread Remedies - Outsloping the Outside Edge of a Trail

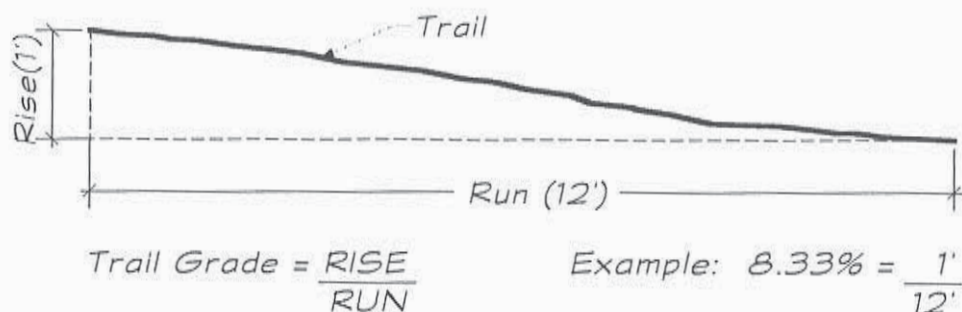
Definition/function - Outsloping the trail can be the quickest and most immediate form of drainage control. An outsloped *trail bed* is one that is lower on the outside or downhill of the trail than it is on the inside or bankside. Outsloping the trail will allow water to sheet flow along its natural course across the trail and down the slope. This trail design is most effective if the trail gradient is gradual, the surface is durable and not slick, the back slope stable, the trail traffic is light, and there is little to no vegetation on the outside shoulder. Where these conditions are not prevalent, outsloping a trail may not always be feasible, and even when it is feasible, it may need to be supplemented with other techniques.

Maintenance Technique - To outslope the trail bed, smooth the trail tread to remove minor ridges, or rills that can cause the water to stand or flow along the trail length.

Block area from further use and install signs stating "Area Closed: Habitat Restoration" at trail junctions leading into the restoration area. In some cases, it may also be prudent to construct some type of temporary fencing to prevent access.

Trail Maintenance – Drainage

Grading and Drainage Defined



SECTION - LONGITUDINAL

Figure 6-13 Illustrating Trail Grade Rise/Run

Trail grade is the slope maintained by the trail in the direction of travel. It is measured in percentage (feet of change in elevation for every 100 horizontal feet). In determining the upper limit of the grade, the nature of the trail surface and the texture of the soil should be considered, as this will determine the slickness of the trail when wet. Refer to *Section 4-7 Geology & Soils* of this handbook for a more detailed discussion on soils and slopes.

Drainage refers to the control of the flow of water either across, under, through, or around the trail. In dealing with drainage it is important to understand the characteristics of water flow:

- Water flows downhill along the steepest and fastest route available.
- The faster water flows, the more cutting force it develops.
- The greater the volumes of flowing water, the greater cutting force it develops.
- Rapidly flowing water resists changing direction.
- The slower the water flows, the greater the possibility for water to percolate into the soil.

Typical Drainage Problems

Problems associated with the unchecked flow of water can occur when the trail interrupts the natural drainage process. Improper drainage design can result in problems of two kinds: flowing water and standing water. The trails on hillsides can intercept sheet flow or channel flow and concentrate it to flow along the trail

surface leading to rill or gully erosion and increasing the risk of debris flows occurring where the water finally exits the trail. Trails in flat, low lying areas can become saturated resulting in wet, slippery, muddy conditions.

Maintaining Positive Drainage

In general, the way to minimize water damage is with a trail design that sheds water frequently, without permitting a build-up of velocity or volume. Appropriate drainage maintenance techniques will accommodate the “natural” flow of water on and off the trail.

To accomplish this, the trail drainage maintenance program should include the following work to maintain positive drainage:

- Rework outslopes and compact the trail tread to promote sheet run off. Large scale grading is generally unacceptable.
- Contour cuts to blend with the natural slopes. Sidecast slopes should be lightly compacted and covered with a thin layer of duff.
- Remove sloughed materials from the trail tread and either, haul it to a flat stable area where it can be spread and compacted into the trail tread, or redistribute the material on the downhill slope. (Soil must not be placed on the downhill slope of a trail where it could enter a creek or stream and, impact adversely water quality.
- Repair slumps, fill erosion ditches, grub rocks/roots/stumps from the trail tread.
- Routinely inspect and clean/repair/replace/add drainage facilities such as water bars and water dips to prevent loss of trail tread from erosion.

Where outslowing is not possible, or will not adequately provide for positive drainage, such as steeper segments of the trail, other techniques may need to be employed. These drainage options are describe below.

Tools for Improving Drainage

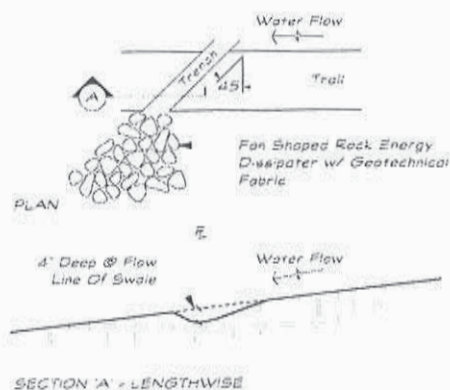


Figure 6-14
Drain Dips

Tools for Improving Drainage - Drain Drips or Drainage Swales

Definition/function – Drain dips are sections of trail where a short piece of the trail, generally 5 to 15 feet is built with a grade slightly adverse to the prevailing grade of the trail. Grade dips are cost –effective in controlling erosion and are more maintenance-free than water bars.

Construction Technique - Locate the drain dips where natural swales or drainages bisect the trail and where the slope of the trail tread is less than 10%. Place the drain

Fill the remainder with plenty of native soil; be sure to secure and completely cover the geotextile fabric. If ~~exposed~~ ^{NO COMPACT} this material can cause a tripping hazard as well as become unsightly. It is also important to crown the soil to allow for compaction especially in the center. Ramp the approaches to avoid an unacceptable "jump up".

7.4 Grading and Drainage

Trail Grade Defined

Trail grade is the slope maintained by the trail in the direction of travel. It is measured in percentage (feet change in elevation for every 100 horizontal feet). In determining the upper limit of the grade, the nature of the trail surface and the relative degree of traction should be considered. Refer to Section 5 for a more detailed discussion on soils/slopes.

Drainage Defined

Drainage is the control of the flow of water either across, under, through, or around the trail (or maintenance access route). In dealing with drainage it is important to understand the characteristics of water flow:

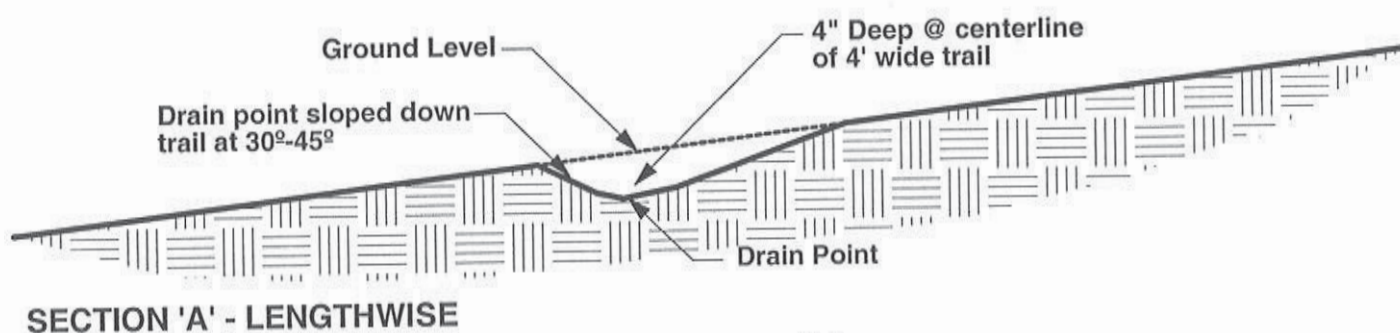
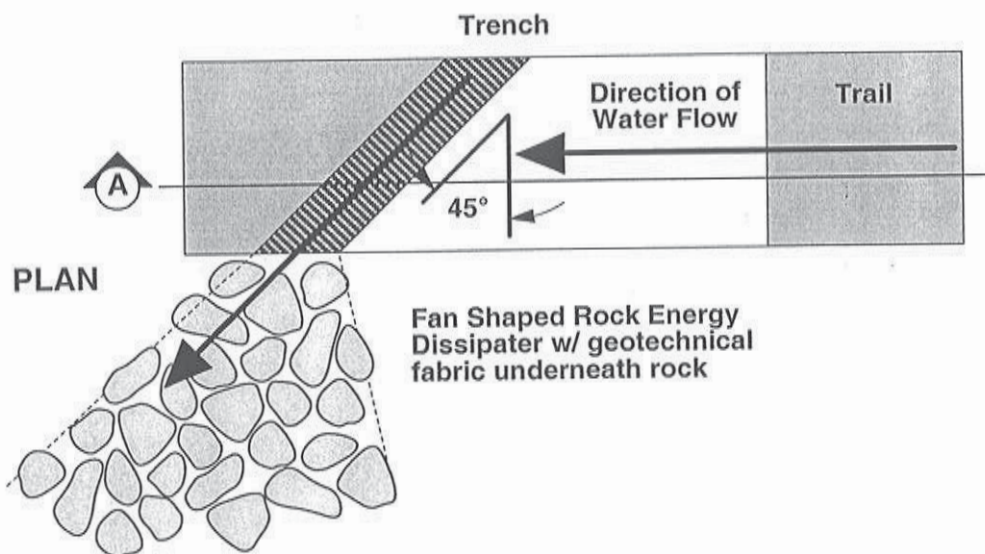
- Water flows downhill along the steepest and fastest route available
- The faster water flows, the more cutting force it develops
- The more solid matter the water carries, the more cutting force it develops
- The greater the volumes of flowing water, the greater cutting force it develops
- Rapidly flowing water resists changing direction
- The slower the water flows, the greater the possibility for water to percolate into the soil

There is no single factor with as much ability to damage a trail as the unchecked flow of water. Problems can occur when the trail interrupts the natural drainage process. Improper drainage design can result in problems of two kinds: flowing water and standing water. The trails on hillsides can intercept sheet flow or stream flow and turn into a stream channel that can erode the trail surface. Trails in flat, low lying areas can become saturated resulting in wet, slippery, muddy conditions. In general, the way to minimize water damage is with a trail design that sheds water rapidly, without permitting a build-up of velocity or volume.

Grading Techniques

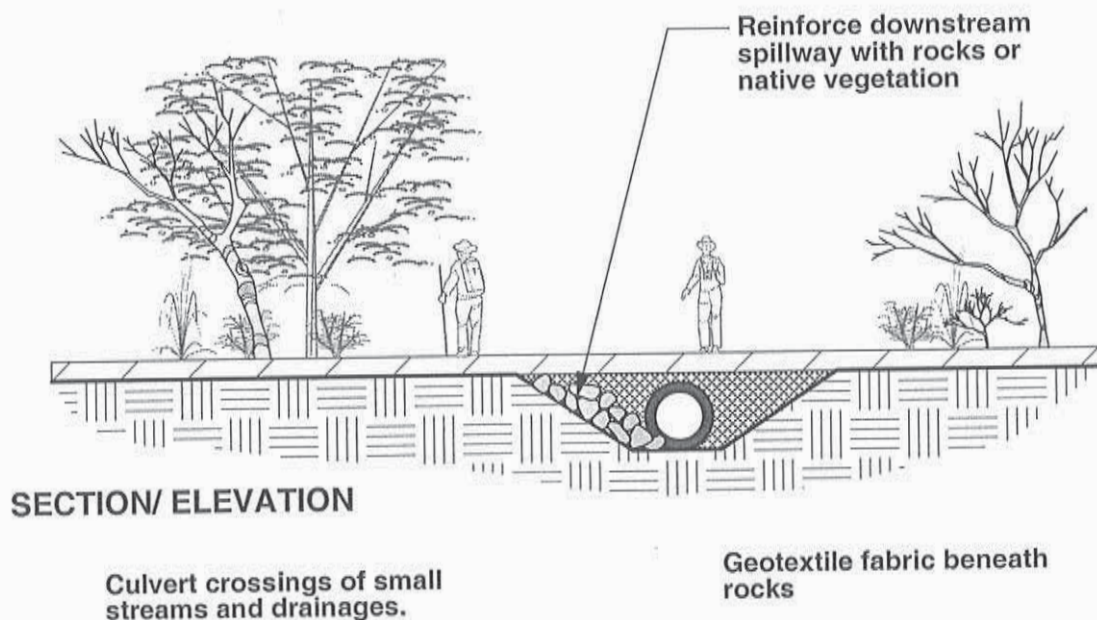
Cuts should be contoured to blend with the natural slopes. Cut banks should be lightly compacted and covered with a thin layer of duff. New or reworked trail tread should be compacted to promote sheet run off. Large scale grading is generally unacceptable. Use of steps is generally unacceptable because it greatly limits accessibility. Trails designed for areas where the terrain exceeds 50% should be certified by a registered civil or soils engineer for stability.

Refer to *Figure 12 - Grading & Drainage* for trail grading and drainage guidelines.

**Notes:**

1. Dip should be built at a 45 degree angle from a line perpendicular to the trail direction.
2. The dip should slope to outside edge of trail at 15% (min. 8" drop for 4' wide trail).
3. Not suitable where gradient exceeds 15%. Use waterbars instead.

DRAIN DIP**SCALE: 1/4" = 1'-0"****FIGURE 13**

**Note:**

Culvert Design: Size appropriately to avoid failure. Size of culvert, slope, bedding material and cover should all be reviewed and certified by a registered civil, soils, or hydraulics engineer to match site specific conditions. Factors to be considered will include: water flow and debris load of watershed area.

For maintenance trails where utility vehicles will cross provide 1' minimum cover for culvert or 1/2 the diameter of the pipe.

CULVERT CROSS SECTION

SCALE: 1" = 10'-0"

FIGURE 15

EXHIBIT B SCHEDULE OF PERFORMANCE

CONTRACTOR shall perform the Services so as to complete each task within the time period specified below. The time to complete each task may be increased or decreased by mutual written agreement of the project managers for CONTRACTOR and CITY so long as all work is completed within the term of the Agreement. Upon request CONTRACTOR shall provide a detailed schedule of work consistent with the schedule below.

Annual Open Space Maintenance in Pearson Arastradero Preserve & Foothills Park (2021- 2024)

Section 1 (Annual Maintenance)

- a) Grooming all trail tread - 25 miles of existing trails. Tread repair to include clearing drain dips, slough and berm to include removing loose rocks and sticks and clean out water bars - total 25 miles of trail.
- b) Clearing/cutting back trail vegetation (including but not limited to trees, brush and grasses) per each of the Foothills Park and Arastradero Preserve's Trail Management Plans specifications. 25 miles of trail to be done twice a year - Spring and Fall.

No. Spring 2021	Quantity	Unit
1.01 Maintain trail tread	25	miles
1.02 Maintain trailside vegetation	25	miles

Fall 2021	Quantity	Unit
1.03 Maintain trail tread	25	miles
1.04 Maintain trailside vegetation	25	miles

Spring 2022	Quantity	Unit
1.05 Maintain trail tread	25	miles
1.06 Maintain trailside vegetation	25	miles

Fall 2022	Quantity	Unit
1.07 Maintain trail tread	25	miles
1.08 Maintain trailside vegetation	25	miles

Spring 2023	Quantity	Unit
1.09 Maintain trail tread	25	miles
1.10 Maintain trailside vegetation	25	miles

Fall 2023	Quantity Unit
1.11 Maintain trail tread	25 miles
1.12 Maintain trailside vegetation	25 miles

Section 2 One time work - Arastradero Preserve

2.01	Quantity Unit 3 bridge
Inspect all bridges each year. Includes tightening bolts, replacing any missing bolts, and securing or replacing any loose or damaged boards. Inspect for structural integrity and dry rot that would indicate the bridge needs repair/replacement.	

2.02 Arastradero Preserve, Clean and grade ditches (all trails)	Quantity Unit 5,000 Feet
---	-----------------------------

2.03	Quantity Unit 2800 feet
Reconstruct trail tread on Woodrat Trail. Includes switchbacks, tread outslope, backslopes, rock and root removal, fill and compaction. Trail tread is 4ft wide.	

2.04	Quantity Unit 2500 feet
Reconstruct trail tread on Woodland Star. Includes switchbacks, tread outslope, backslopes, rock and root removal, fill and compaction. Trail tread is 4ft wide	

2.05	Quantity Unit 1 bridge
Replace boards and hardware on bridge entering from Tracy Ct into Arastradero Preserve. Hardware and lumber will be supplied by City of Palo Alto. Bridge length is 50' by 6' wide. Replacement boards are 9.5" wide by 2.5" thick (actual size).	

2.06	Quantity Unit 1 bridge/culvert
Remove foot bridge on Redtail Loop trail near overflow lot and replace with 24" diameter by 10' long culvert. Trail tread graveled 5' wide and armoring both sides of culvert with minimum 6" rip rap rock.	

2.07 Quantity Unit
1000 feet
Regravel sections of trail as needed and directed by staff. Gravel type as existing. Trail width as existing (4-5 ft. wide).

Section 3 - One-Time Work, Foothills Park

3.01 Quantity Unit
29 bridges
Inspect all bridges each year. Includes tightening bolts, replacing any missing bolts, and securing or replacing any loose or damaged boards. Inspect for structural integrity and dry rot that would indicate the bridge the bridge needs repair/replacement.

3.02 Quantity Unit
26,400 feet
Reconstruct 5 miles of trail tread back to original specifications. Work will include outslope, backslope, grading, rock and root removal, fill and compaction. Restore tread width between 30" - 36".

3.03 Quantity Unit
900 feet
Design and construct "gravel" trail to connect the parking lot below Fire Station 8 gate to the Boronda Lake parking lot. Tread will be 48" wide.

3.04 Quantity Unit
1000 feet
Design and construct "gravel" trail to connect trail from line item 3.03 to Vista Hill. Tread will be 48" wide.

.05 Quantity Unit
1300 feet
Design and construct "gravel" trail along road, starting at Woodrat Trail down to Oak Grove Picnic area.

3.06 Quantity Unit
1 each
Construct Memorial plaque rock/cement wall. 4ft high, 8 ft long, 2 ft deep. Stone and concrete wall for inserting metal plaques. Inquire with staff for design and picture.

3.07	Quantity Unit
Gravel existing 4ft wide Boronda Lake trail along SW side.	700 feet

3.08	Quantity Unit
Grade dirt fire roads, repair drainages once per year.	4.5 miles

3.09	Quantity Unit
Design and construct "gravel" trail from road in front of interpretive center to connect to Los Trancos trail. Tread will be 48" wide.	250 feet

Section 4 - One-Time Day Rate, CSD Open Space

4.01	Quantity Unit
Day rate - 2 Persons with Equipment as needed and directed by Ranger to perform work on trails and other open space related projects inside the preserves.	85 days

Section 5 - One time Day Rate Utilities Dept.

Description	Quantity Unit
5.01	50 days
Day rate - 2 Persons with Equipment as needed and directed by utilities staff to perform work as needed for Palo Alto Utilities Dept. inside and outside of preserves.	

Year 1	15 Days
Year2	15 Days
Year 3	20 Days

**EXHIBIT C
SCHEDULE OF FEES**

Compensation based upon task

CONTRACTOR shall perform the tasks as described and budgeted on the following pages. CITY's Project Manager may approve in writing the transfer of budget amounts between any of the tasks or categories listed below provided the total compensation for the Services including reimbursable expenses, does not exceed the amounts set forth in Sections 5 and 6 of the Agreement. Any services provided or hours worked for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to CITY.

(See following pages for schedule of fees)

EXHIBIT C
SCHEDULE OF FEES

Section 1 - Annual Maintenance

Annual Open Space Maintenance in Pearson Arastradero Preserve & Foothills Park (2021 -2024)

RFP 181680

SECTION 1 - Annual Maintenance					
Grooming all trail tread - 25 miles of existing trails. Tread repair to include clearing drain dips, slough and berm to include removing lose rocks and sticks, and clean out water bars - total 25 miles of trail.					
Clearing/cutting back trail vegetation (including but not limited to trees, brush and grasses) per each of the Foothills Park and Arastradero Preserve's Trail Management Plans specifications. 25 miles of trail to be done twice a year - Spring and Fall.					
No.	Spring 2021	Quantity	Unit	Unit cost	Total
1.01	Maintain trail tread	25	Miles	\$600	\$15,000
1.02	Maintain trailside vegetation	25	Miles	\$600	\$15,000
	Fall 2021	Quantity	Unit	Unit cost	Total
1.03	Maintain trail tread	25	Miles	\$600	\$15,000
1.04	Maintain trailside vegetation	25	Miles	\$600	\$15,000
	Spring 2022	Quantity	Unit	Unit cost	Total
1.05	Maintain trail tread	25	Miles	\$600	\$15,000
1.06	Maintain trailside vegetation	25	Miles	\$600	\$15,000
	Fall 2022	Quantity	Unit	Unit cost	Total
1.07	Maintain trail tread	25	Miles	\$600	\$15,000
1.08	Maintain trailside vegetation	25	Miles	\$600	\$15,000
	Spring 2023	Quantity	Unit	Unit cost	Total
1.09	Maintain trail tread	25	Miles	\$600	\$15,000
1.10	Maintain trailside vegetation	25	Miles	\$600	\$15,000
	Fall 2023	Quantity	Unit	Unit cost	Total
1.11	Maintain trail tread	25	Miles	\$600	\$15,000
1.12	Maintain trailside vegetation	25	Miles	\$600	\$15,000
			Section 1	Sub total	\$180,000
Section 2 - One-Time Work, Arastradero Preserve					
2.01	Inspect all bridges each year. Includes tightening bolts, replacing any missing bolts, and securing or replacing any loose or damaged boards. Inspect for structural integrity and dry rot that would indicate the bridge needs repair/replacement.	Quantity	Unit	Unit cost	Total
		3	Bridge	\$300	\$900
2.02	Arastradero Preserve, Clean and grade ditches (all trails)	Quantity	Unit	Unit cost	Total
		5,000	Feet	1	\$5,000
2.03	Reconstruct trail tread on Woodrat Trail. Includes switchbacks, tread outslope, backslopes, rock and root removal, fill and compaction. Trail tread is 4ft wide.	Quantity	Unit	Unit cost	Total
		2,800	Feet	\$4	\$11,200
2.04	Reconstruct trail tread on Woodland Star. Includes switchbacks, tread outslope, backslopes, rock and root removal, fill and compaction. Trail tread is 4ft wide.	Quantity	Unit	Unit cost	Total
		2,500	Feet	\$4	\$10,000
2.05	Replace boards and hardware on bridge entering from Tracy Ct into Arastradero Preserve. Hardware and lumber will be supplied by City of Palo Alto. Bridge length is 50' by 6' wide. Replacement boards are 9.5" wide by 2.5" thick (actual size).	Quantity	Unit	Unit cost	Total
		1	bridge	\$5,000	\$5,000
2.06	Remove foot bridge on Redtail Loop trail near overflow lot and replace with 24" diameter by 10' long culvert. Trail tread graveled 5' wide and armoring both sides of culvert with mininum 6" rip rap rock.	Quantity	Unit	Unit cost	Total
		1	Bridge/Culvert	\$5,000	\$5,000
2.07	Regravel sections of trail as needed and directed by staff. Gravel type as existing. Trail width as existing (4-5 ft. wide).	Quantity	Unit	Unit cost	Total
		1,000	Feet	\$10	\$10,000
			Section 2	Sub total	\$47,100
Section 3 - One-Time Work, Foothills Park					
Description		Quantity	Unit	Unit cost	Total

3.01	Inspect all bridges each year. Includes tightening bolts, replacing any missing bolts,and securing or replacing any loose or damaged boards. Inspect for structural integrity and dry rot that would indicate the bridge the bridge needs repair/replacement.	Quantity	Unit	Unit cost	Total	
		29	Bridges	\$200	\$ 5,800	
3.02	Reconstruct 5 miles of trail tread back to original specifications. Work will include outslope, backslope, grading, rock and root removal, fill and compaction. Restore tread width between 30" - 36".	Quantity	Unit	Unit cost	Total	
		26,400	Feet	\$3	\$ 79,200	
3.03	Design and construct "gravel" trail to connect the parking lot below Fire Station 8 gate to the Boronda Lake parking lot. Tread will be 48" wide.	Quantity	Unit	Unit cost	Total	
		900	feet	\$15	\$ 13,500	
3.04	Design and construct "gravel" trail to connect trail from line item 3.03 to Vista Hill. Tread will be 48" wide.	Quantity	Unit	Unit cost	Total	
		1,000	feet	\$10	\$ 10,000	
3.05	Design and construct "gravel" trail along road, starting at Woodrat Trail down to Oak Grove Picnic area.	Quantity	Unit	Unit cost	Total	
		1,300	feet	\$8	\$10,400	
3.06	Construct Memorial plaque rock/cement wall. 4ft high, 8 ft long, 2 ft deep. Stone and concrete wall for inserting metal plaques. Inquire with staff for design and picture.	Quantity	Unit	Unit cost	Total	
		1	each	\$15,000	\$15,000	
3.07	Gravel existing 4ft wide Boronda Lake trail along SW side.	Quantity	Unit	Unit cost	Total	
		700	feet	\$10	\$7,000	
3.08	Grade dirt fire roads, repair drainages once per year.	Quantity	Unit	Unit cost	Total	
		4.5	miles	\$3,000	\$13,500	
3.09	Design and construct "gravel" trail from road in front of interpretive center to connect to Los Trancos trail. Tread will be 48" wide.	Quantity	Unit	Unit cost	Total	
		250	feet	\$12	\$3,000	
				Section 3	Sub total	\$ 157,400
Section 4 - One-Time Day Rate, CSD Open Space						
Description		Quantity	Unit	Unit cost	Total	
4.01	Day rate - 2 Persons with Equipment as needed and directed by Ranger to perform work on trails and other open space related projects inside the preserves.	Quantity	Unit	Unit cost	Total	
		100	Days	1,400	\$140,000	
				Section 4	Sub total	\$140,000
Section 5 - One-Time Day Rate, Utilities Dept.						
Description		Quantity	Unit	Unit cost	Total	
5.01	Day rate - 2 Persons with Equipment as needed and directed by utilities staff to perform work as needed for Palo Alto Utilities Dept. inside and outside of preserves.	Quantity	Unit	Unit cost	Total	
		50	Days	\$1,400	\$70,000	
				\$		
	Year 1	15	Days	\$		
	Year 2	15	Days	\$		
Year 3	20	Days	\$			
				Section 5	sub total	\$70,000
Totals For Sections 1-4						
Section 1 - Annual Maintenance						\$180,000
Section 2 - One Time Work, Arastradero Preserve						\$47,100
Section 3 - One Time Work, Footphills Park						\$157,400
Section 4 - One Time Day Rate, CSD Open Space						\$140,000
TOTAL						\$524,500
Section 5 - One Time Date Rate, Utilities Dept.						\$70,000
Grand Total						\$594,500

EXHIBIT D INSURANCE REQUIREMENTS

CONTRACTORS TO THE CITY OF PALO ALTO (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.**

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES YES	WORKER'S COMPENSATION EMPLOYER'S LIABILITY	STATUTORY STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
NO	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE			
		ALL DAMAGES	\$1,000,000	
YES	THE CITY OF PALO ALTO IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSURED CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

I. INSURANCE COVERAGE MUST INCLUDE:

A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY.

II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.

III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO "ADDITIONAL INSURED"

A. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

B. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

C. NOTICE OF CANCELLATION

1. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.
2. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

**PURCHASING AND
CONTRACT ADMINISTRATION
CITY OF PALO ALTO
P.O. BOX 10250
PALO ALTO, CA 94303**

Appendix A:

Claims for Public Contract Code Section 9204 Public Works Projects

The provisions of this this Appendix are provided in compliance with Public Contract Code Section 9204; they provide the exclusive procedures for any claims related to the Services performed under this Agreement.

1. Claim Definition. "Claim" means a separate demand by the Contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

- (A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by the City.
- (B) Payment by the City of money or damages arising from the Services performed by, or on behalf of, the Contractor pursuant to the Agreement and payment for which is not otherwise expressly provided or to which the Contractor is not otherwise entitled.
- (C) Payment of an amount that is disputed by the City.

2. Claim Process.

(A) Timing. Any Claim must be submitted to City in compliance with the requirements of this Appendix no later than fourteen (14) days following the event or occurrence giving rise to the Claim. This time requirement is mandatory; failure to submit a Claim within fourteen (14) days will result in its being deemed waived.

(B) Submission. The Claim must be submitted to City in writing, clearly identified as a "Claim" submitted pursuant to this Appendix, and must include reasonable documentation substantiating the Claim. The Claim must clearly identify and describe the dispute, including relevant references to applicable portions of the Agreement, and a chronology of relevant events. Any Claim for additional payment must include a complete, itemized breakdown of all labor, materials, taxes, insurance, and subcontract, or other costs. Substantiating documentation such as payroll records, receipts, invoices, or the like, must be submitted in support of each claimed cost. Any Claim for an extension of time or delay costs must be substantiated with schedule analysis and narrative depicting and explaining claimed time impacts.

(C) Review. Upon receipt of a Claim in compliance with this Appendix, the City shall conduct a reasonable review of the Claim and, within a period not to exceed 45 days from receipt, shall provide the Contractor a written statement identifying what portion of the Claim is disputed and what portion is undisputed. Upon receipt of a Claim, the City and Contractor may, by mutual agreement, extend the time period provided in this paragraph 2.

(D) If City Council Approval Required. If the City needs approval from the City Council to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the Claim, and the City Council does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a Claim sent by registered mail or certified mail, return receipt requested, the City shall have up to three days following the next duly publicly noticed meeting of the City Council after the 45-day period, or extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.

(E) Payment. Any payment due on an undisputed portion of the Claim shall be processed and made within 60 days after the City issues its written statement. If the City fails to issue a written statement, paragraph 3, below, shall apply.

3. Disputed Claims

(A) Meet and Confer. If the Contractor disputes the City's written response, or if the City fails to respond to a Claim submitted pursuant to this Appendix within the time prescribed, the Contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the City shall schedule a meet and confer conference within 30 days for settlement of the dispute. Within 10 business days following the conclusion of the meet and confer conference, if the Claim or any portion of the Claim remains in dispute, the City shall provide the Contractor a written statement identifying the portion of the Claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the Claim shall be processed and made within 60 days after the City issues its written statement.

(B) Mediation. Any remaining disputed portion of the Claim, as identified by the Contractor in writing, shall be submitted to nonbinding mediation, with the City and the Contractor sharing the associated costs equally. The City and Contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the Claim has been identified in writing by the Contractor. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate the disputed portion of the Claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the Claim remaining in dispute shall be subject to any other remedies authorized by the Agreement and laws.

(i) For purposes of this paragraph 3.B, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(ii) Unless otherwise agreed to by the City and the Contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation, if any, under Public Contract Code Section 20104.4 to mediate after litigation has been commenced.

4. City's Failure to Respond. Failure by the City to respond to a Claim from the Contractor within the time periods described in this Appendix or to otherwise meet the time requirements of this Appendix shall result in the Claim being deemed rejected in its entirety. A Claim that is denied by reason of the City's failure to have responded to a Claim, or its failure to otherwise meet the time requirements of this Appendix, shall not constitute an adverse finding with regard to the merits of the Claim or the responsibility or qualifications of the Contractor.

5. Interest. Amounts not paid in a timely manner as required by this section shall bear interest at seven (7) percent per annum.

6. Approved Subcontractor Claims. If an approved subcontractor or a lower tier subcontractor lacks legal standing to assert a Claim against the City because privity of contract does not exist, the Contractor may present to the City a Claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier

subcontractor, that the Contractor present a Claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the Claim be presented to the City shall furnish reasonable documentation to support the Claim. Within 45 days of receipt of this written request, the Contractor shall notify the subcontractor in writing as to whether the Contractor presented the claim to the City and, if the Contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

7. Waiver of Provisions. A waiver of the rights granted by Public Contract Code Section 9204 is void and contrary to public policy, provided, however, that (1) upon receipt of a Claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) the City may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of Public Contract Code Section 9204, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.



City of Palo Alto City Council Staff Report

(ID # 13485)

Report Type: Action Items

Meeting Date: 9/20/2021

Summary Title: 505 E Charleston: Appeal of Safe Parking Approval

Title: 505 E Charleston Road [21PLN-00068]: Appeal of Director's Approval of a Safe Parking Permit Application. Approved by the Director of Planning and Development Services on May 12, 2021. Environmental Assessment: Exempt per CEQA Guidelines Section 15301 (Existing Facilities). Zoning District: Single-Family Residential (R-1). APPEAL WITHDRAWN BY APPELLANT ON 9/8/21 (8:20 PM - 8:30 PM)

From: City Manager

Lead Department: Planning and Development Services

This appeal was withdrawn by the appellant on September 8, 2021. Per Palo Alto Municipal Code 18.42.160(d)(3)(ii): At any time prior to the hearing, the person requesting the hearing may withdraw the request. If the hearing request is withdrawn and 14 days have lapsed from the mailing date of the notice under subsection (d)(2) above, the proposed director's decision shall be final.

Therefore, the director's decision of approval with conditions, dated May 12, 2021 is final. This approval and conditions can be found on the following webpage: <https://bit.ly/505ECharleston>.

Attachments:

Attachment7.a: Attachment A: Appeal Withdrawal Email (PDF)

Foley, Emily

From: G Mah
Sent: Wednesday, September 8, 2021 10:38 AM
To: Tanner, Rachael; Foley, Emily
Subject: Re: Questions on the SPP permit appeal process

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Good Morning, Emily and Rachael,

I want to inform you both that last night, the Stevenson House Board of Directors voted to **withdraw** the appeal of the Unitarian Universalist Church of Palo Alto's (UUCPA's) Safe Parking Program (SPP) permit application that was submitted on June 11, 2021.

Thank you for your support in the appeal process, and let me know if there are official forms or notices that I need to send.

Grace Mah
Stevenson House President



City of Palo Alto City Council Staff Report

(ID # 13436)

Report Type: Action Items

Meeting Date: 9/20/2021

Summary Title: NVCAP - Review Plan Alternatives

Title: PUBLIC HEARING: Staff recommend the City Council review the North Ventura Coordinated Area Plan (NVCAP) alternatives, take public comment, and determine the preferred alternative. (8:30 PM - 10:00 PM)

From: City Manager

Lead Department: Planning and Development Services

Recommendation:

Staff recommend the City Council review the North Ventura Coordinated Area Plan (NVCAP) alternatives, take public comment, and provide direction on a preferred alternative.

Executive Summary:

The City Council reviewed draft NVCAP concept plans in June. The alternative supported by the PTC and staff (Alternative 3B) attempted to align project objectives with a feasibility analysis to capture the value of increased development potential to provide for housing affordability, parkland, and other community interests in the north Ventura neighborhood. The diverse perspectives of the NVCAP Working Group did not coalesce around any single alternative. Alternative 2 was supported by the most Working Group members, with Alternative 1 following, and Alternative 3 supported by only 1 member. The Council in its initial review had many comments and questions, some of which are addressed in this report, including additional information related to the economic feasibility analysis.

From the outset of this effort, staff envisioned there would be aspects of the different alternatives that Council would favor over others and a process of selecting some components from each would ultimately serve as a preferred alternative to be studied. Following the Council's recent discussion, staff understands there remains some distance between the June presentation and development of a preferred plan that will enable further technical and environmental analysis.

To that end, staff seeks the Council’s guidance on elements of the alternative concepts that are desirable and should be carried forward in the NVCAP. Moreover, Council’s direction on how much weight should be placed on an economic feasibility analysis to achieve the project goals as opposed to a more aspirational approach that presents an idealized future vision for this neighborhood that may be realized through future Council action and new funding sources to help pay for community improvements and support the production of affordable housing.

This report provides an opportunity to recalibrate staff’s approach in developing a preferred alternative and provides other details intended to help inform the Council’s deliberation and direction to staff.

Background

On June 14, 2021, City staff presented an overview of the NVCAP and a set of project alternatives to the City Council.¹ Council members had asked clarifying questions of staff and offered a wide-range of comments about the planning process, goals, and options. This staff report and related attachments respond to the City Council’s questions and comments from that public hearing as summarized below.

Additionally, the report discusses several key aspects of the NVCAP intending to provide Council with a deeper understanding of the plan’s component parts. Comparing the component parts to puzzle pieces, the Council may choose to assemble the pieces together to create its preferred alternative. Staff provide a potential assemblage of the pieces that Council may consider as a point of departure for determining the preferred alternative.

1. Preferred Alternative: The next step in the project is for the City Council to identify a preferred alternative. This preferred alternative could be one of the alternatives identified herein, or it could be a composite of one or more alternatives. The Council may mix and match components of each alternative or include new ideas. A tool for this sorting is provided in Attachment A.
2. Feasibility (Attachment B): This attachment expands on the concept of “feasibility” and its role in the NVCAP. This includes whether development prototypes generate site efficiency and sufficient return on private investment to spur redevelopment in line with the NVCAP vision; whether permitted uses and zoning envelopes create incentives compared to existing uses; and which types of development can support the provision of community benefits (e.g., open space and affordable housing). This section also includes Council’s requested residual land value analysis to estimate redevelopment

¹ City Council Staff Report, 06/14/2021: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/reports/city-manager-reports-cmrs/2021/id-11930.pdf>

potential for property owners who may have owned their land for a longer period of time.

3. Commercial Development as Incentive for Benefits (Attachment C): To illustrate the feasibility discussion, this attachment provides examples of nearby projects that have allowed more commercial office development as an incentive to generate community benefits and housing. In this way, it explores the types of uses and development standards that are generating investment in housing, including affordable housing.
4. Transportation (Attachment D): The attachment responds to the Council's request for the financial feasibility of development prototypes with 1.25 parking space/unit requirement (rather than 1 space/unit proposed in Alternative #3). It also describes transportation demand management (TDM) measures and how they can reduce reliance on single-occupancy vehicles and parking demand.
5. Summary of Affordable Housing and Zoning Policies (Attachment E): The report goes beyond the June 14th report's description of affordable housing policies to discuss how the NVCAP may implement various incentive programs. It also provides a case study of how Redwood City modified zoning standards to achieve greater housing production.
6. Other Implications (Attachment F): This attachment explores the NVCAP's potential effects on schools and implications for workplace office uses in the future, especially given the ongoing pandemic.
7. Alternatives 1, 2, and 3B (Attachment G): This attachment provides plan views of each of the three concepts shared in June, as well as an parks and open space concept, and the circulation/mobility concept. These are provided for Council reference.

Discussion:

This section briefly explores each of the topics summarized above to help the Council identify a preferred alternative.

Preferred Alternative Selection

The City Council may select one of the alternatives presented or it may "mix and match" aspects of alternatives together to create a preferred alternative. In its deliberations, the PTC asked staff to look at how to achieve more below market rate (BMR) housing, and at deeper levels of affordability, as well as ways to achieve more open space. The PTC considered the possibilities and arrived at their recommendation for a modified alternative (now known as "Alternative #3B") which City staff brought forward to the Council for consideration. Some mix and match ideas are provided below, as examples to aid Council in its deliberation:

- Include preservation of the cannery building (340 Portage). Council may provide further guidance if commercial uses would be allowed in the building or if residential-only uses are required.

- Adjust parking standards to create greater opportunity for housing feasibility. This can include both the parking ratio per unit, the parking ratio for commercial uses (specifically ground floor retail), and the location of the parking (podium parking vs. only underground parking).
- Develop an office space and/or research and development policy that either discontinues office (Alt 1), allows reconstitution of existing square footage (Alt 2), or allows some greater production office (Alt 3).

Attachment A provides a proposed framework to guide the Council's consideration of choices.

Based on the discussion at the Council hearing, PTC hearings, and feedback from the public, including the Working Group, staff have disassembled the parts to the alternative. By exploring each topic separately, Council may be able to identify preferences of the majority and direct staff to combine these preferences into the preferred alternative.

Housing

Given the overall similarities between Alternatives 2 and 3, Council may consider the housing units in Alternative 2 as a starting point.

A range of housing types can be accommodated in the NVCAP area. These range from three story townhomes to four and five story mixed use buildings. Alternative 2 and 3 reflect nearly identical housing typologies, with some small distinctions. The primary difference between unit yield between the Alternatives 2 and 3 are driven by (1) parking ratio and (2) research and development and office space.

The parking ratio affects what housing typologies are likely to be realized in the NVCAP. Office space and research and development impact both the volume of space dedicated to these uses instead of housing, as well as the assumed likelihood of redevelopment. Meanwhile Alternative 1 proposes more limited housing opportunities that may not align with the population density necessary to create a walkable, car-free neighborhood that can sustain local retail.

Table 1: Potential Housing Units in Draft Alternatives			
Land Use	Alt #1	Alt #2	Alt #3B
Existing Housing Units	142	142	142
Realistic Potential	500	1,170	1,490
Maximum Potential	860	1,620	2,130

Affordable Housing

Council may consider the following policy tools to further affordable housing development within the NVCAP, including increasing inclusionary housing, a height bonus, and others.

There are two affordable housing tools proposed throughout all draft alternatives:

- (1) *Height bonus for affordable and/or workforce housing.* This policy would allow 100% affordable housing or 100% workforce housing to build up to 70 feet in height. This additional height would be paired with development standards allowing the housing developers to maximize the property to provide the most affordable housing to serve the most families, and hopefully lower the cost of each unit through economies of scale.
- (2) *Increasing the inclusionary housing rate to 20% for ownership projects and 15% on-site for rental projects.* In order to increase the inclusionary housing rate for rental housing above 15%, state law requires analysis demonstrating the feasibility of the increased rate. The present analysis shows that mixed-use developments with for-sale units, four to five stories, can sustain a 20% inclusionary rate. If Council also adjusts the parking ratio to 1.1 spaces per unit, then a 20% inclusionary rate can be sustained in rental mixed-use housing type as well. Residential only development with 20% inclusionary is feasible for ownership development (condominiums and townhouses), but not so feasible for rental units. See Table 2 for more information.

If City Council would like to increase the inclusionary housing rate in the NVCAP area to 20% for ownership projects and enhance the potential to realize the 15% inclusionary for rental, the Council could adopt the 1.1 parking ratio with allowance for podium parking.

Table 2: BMR Development Likelihood for Ownership and Rental Housing

Housing Type	Tenure	Parking	Parking Ratio (space/unit)	Commercial Parking	15% BMR	20% BMR
Residential Only (Condo/Townhome), 40-45 ft (4-story)	Own	100% below grade	1	NA	Highly Likely	Some-what Likely
Mixed-use, 45 ft (4-story w/ ground floor retail)	Own	50% below grade & 50% podium	1.1	1 sp/250 sq. ft.; exempt 3,000 sq. ft. GF retail	Highly Likely	Highly Likely
Mixed-use, 55 ft (5-story w/ ground floor retail)	Own	50% below grade & 50% podium	1.1	1 sp/250 sq. ft.; exempt 3,000 sq. ft. GF retail	Highly Likely	Highly Likely

Residential Only (Condo/Townhome), 40-45 ft (4-story)	Rent	100% below grade	1	NA	Not Likely	Not Likely
Mixed-use, 45 ft (4-story w/ ground floor retail)	Rent	50% below grade & 50% podium	1.1	1 sp/250 sq. ft.; exempt 3,000 sq. ft. GF retail	Some- what Likely	Some- what Likely
Mixed-use, 55 ft (5-story w/ ground floor retail)	Rent	50% below grade & 50% podium	1.1	1 sp/250 sq. ft.; exempt 3,000 sq. ft. GF retail	Highly Likely	Some- what Likely

Source: Strategic Economics, 2021.

Some additional affordable housing tools the Council might consider applying in the NVCAP:

- Enhanced Infrastructure Financing District (EIFD) – The EIFD provides broad authority for local agencies to use tax increment to finance a wide variety of projects, including affordable housing, mixed-used development, sustainable development, and transit-oriented development. According to the California League of Cities:

The EIFD provides broad flexibility in what it can fund. No public vote is required to establish an authority, and though a 55 percent vote is required to issue bonds, other financing alternatives exist. Unlike former redevelopment, this tool imposes no geographic limitations on where it can be used, and no blight findings are required. An EIFD can be used on a single street, in a neighborhood or throughout an entire city. It can also cross jurisdictional boundaries and involve multiple cities and a county. While an individual city can form an EIFD without participation from other local governments, the flexibility of this tool and the enhanced financial capacity created by partnerships will likely generate creative discussions between local agencies on how the tool can be used to fund common priorities.²

The EIFD does not necessarily collect taxes from a new source but uses the incremental tax increases in a given geography to finance infrastructure investments. Generally, tax increment financing assumes the infrastructure or investment will yield higher tax revenues in the future, allowing the district to afford the investment.

- Land Dedication – Some cities allow housing developers to dedicate land to affordable housing if the fee value of the land is at least equivalent to the fee. According to inclusionaryhousing.org these policies tend to be very complex; which is why this tool is less often used than other affordable housing tools. Dedicated land is then used for the

² Source: California League of Cities

construction of 100% affordable housing development. The dedicated land can often accommodate more housing units than the inclusionary program alone. In areas with high land values, the land dedication policy can be a helpful third option in the inclusionary program (where the other two options are paying a fee or building inclusionary below market rate units).³

Residential Parking Ratios

Council may consider the preferred residential parking ratio, ranging from current requirements to 1.1 spaces per unit.

One goal shared broadly among Working Group members is to reduce the number of vehicles circulating within the NVCAP area. The vision seeks to have a European-style town square and tributary streets that reflect a similar pedestrian and bicyclist first orientation. Likewise, the proposed circulation pattern and intersection treatments reflect a desire to slow vehicles and deter or prevent them from using certain streets.

Parking ratios also affect the capacity of vehicles to park in the area and may affect the number of vehicles circulating in the area. Decreasing the residential and commercial parking ratios while implementing transportation demand management policies can lead to a reduction in vehicle use. Parking is also a chief contributor to the feasibility of more affordable housing.

If Council does choose to lower the parking ratios, staff and consultants would work to create a suite of transportation demand management tools that can apply in the NVCAP and that take advantage of proximity to commuter transit as well as proximity to employment centers and other destinations.

If, based on the affordable housing discussion, Council elects to mandate 20% inclusionary with in the plan area, the parking ratios will be 1.1 space per unit, see Table 1 above.

If Council is less concerned with financial feasibility and also maintains a 15% inclusionary rate, they may consider a wider range of parking ratios. These options include:

1. The current parking requirements – One space per bedroom with a maximum of 2 required on-site parking spaces
2. A ratio of 1.5 spaces per unit
3. A ratio of 1.25 spaces per unit

Commercial Uses – Office and Research & Development (R&D)

Council may consider discontinuing some commercial uses, specifically offices and research and development uses. Council may also pursue amortization.

Council may wish to eliminate some commercial uses from the plan area, this might include office as well as research and development (R&D) uses. Changing the zoning of the land to the preferred use is one step in eliminating undesired uses; for example, rezoning a parcel from GM to RM-40 or changing GM to allow residential uses in the GM zone.

Alternative 1 proposes to eliminate office uses over time: if an office building redevelops, office space cannot be rebuilt. Council may wish to also eliminate research and development uses over time as well. Alternative 1 does allow small professional offices to locate in the area in order to serve the neighborhood. The maximum size of these offices is limited and they are part of a mixed use building. Amortization goes a step further than having the uses fade over time, by creating a specific date by which the office use must cease—even if the site is not being redeveloped.

Staff seek Council direction regarding their preference:

1. Alternative 1 - Office and research and development uses to fade over time; rezone parcels to housing and other uses permitted with in residential zones, include retail/retail-like and some small professional offices (mainly on El Camino Real, Portage, and Park Blvd).
2. Alternative 2 – Allow office and research and development square footage to be rebuilt in redeveloped buildings.
3. Alternative 3 – Allow increases in office square footage as proposed.
4. Amortize active office and research and development uses.

Amortization

Amortization is one way to encourage elimination of nonconforming uses. The Land-Use Planning Dictionary by the Greenbelt Alliance defines amortization as:

The process by which nonconforming uses and structures must be eliminated or made to conform to requirements of the current zoning regulations at the end of a certain period of time. This period of time, called an amortization period, allows the property owner a return on their investment in the property.

Although non-conforming uses and facilities may be required to cease operation after an amortization period, the timeframes involved with amortization are often long, and there is no guarantee that the NVCAP vision will come to fruition. If an amortization strategy is pursued and changed by subsequent policy makers, then it could limit the realization of housing in the area. While one era of policy makers may decide to begin the amortization process, future policy makers might be reticent to demand the departure of a successful commercial enterprise.

If amortization is a strategy the Council wishes to pursue, more resources will be needed to conduct amortization studies of applicable parcels. Amortization is a time and resource consuming process and will require diversion of staff and consultant resources away from other long range planning policies identified by the Council.

Cannery Building

Council may consider an adaptive reuse strategy (such as Alternative 1).

The Council might consider Alternative 1 (which reflects Alternative M's desire) which requires adaptive re-use of the cannery building into housing with additional housing proposed on other areas of the site. Consistent with Alternative 1, office space is not envisioned. The cannery building as well as the "Ash office building" (another historic structure) would be preserved and adaptively reused into allowable uses.

Council may combine adaptive re-use of this site (Alternative 1) with park concepts expressed in Alternatives 2 and 3.

Alternatives 2 and 3 propose very similar uses for the site, with the key difference being office/commercial uses. Alternative 2 does not allow for additional office uses, so the office square footage is held constant. Alternative 3 proposes allowing an increase in office square footage at this site.

Additional Concept

The Sobrato Organization, which owns the property, has indicated they have prepared a conceptual proposal for the future of the site. The Sobrato Organization is expected to share that concept with the City Council for consideration in the context of the overall NVCAP. To the extent the City Council is interested in this concept, or portions thereof, it can be incorporated into the NVCAP.

395 Page Mill

Council may provide direction on the preferred concept for 395 Page Mill.

395 Page Mill, at the intersection of Park Boulevard and Page Mill Road, is developed with a commercial building as well as parking garage and surface parking lots. The three alternatives propose allowing mixed use development at the site as well as walking and biking paths and a public park. Council might select an alternative or direct the site to be re-envisioned as a residential only site.

Council may prefer that the area to be re-zoned for housing only or housing with some ground floor retail/retail-like uses (and other acceptable uses in residential zones). Council may provide direction regarding any parameters of the housing (for example the maximum height, maximum units and/or density). Staff recommend allowing a height of up to 55 feet plus the affordable and workforce housing height bonus. Council may also prefer to see the commercial use amortized or otherwise cease over time and be replaced with housing, retail, public parks, etc.

Retail & Retail-Like Uses

Council may consider how much retail and retail-like space to require in ground floors of mixed-use buildings.

The distribution of retail and retail like uses is consistent across alternatives and varies based on assumed redevelopment.

Amount of Retail/Retail Like Uses

Brick and mortar retail and retail-like uses in a walkable and bikeable area depend on a critical mass of customers within the walk and bike shed. The amount of retail varies across alternatives, with the alternative with the most housing having the most ground floor retail. Council may choose a ratio of retail square footage to residential square footage. Thus, as the amount of housing in the plan increases, the amount of ground floor retail increases. This ratio would be based on a Strategic Economics report that indicates the amount of retail traffic an area might capture.⁴ This ranges from 15 square feet of retail per household to 45 square feet (Attachment G).

Table 3: Retail Sales Demand and Capture	
Retail Sales Captured	Square Feet of Retail Space Per Household
NVCAP captures 25% of total sales	15
NVCAP captures 50% of total sales	30
NVCAP captures 75% of total sales	45
<i>From analysis performed by Strategic Economics 12/27/19</i>	

Locations

⁴ Page 26: https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/north-ventura-cap/200121_draft-plan-alternatives_presentation_compressed_pw.pdf?t=50872.64

Attractive areas for ground floor retail include El Camino Real and areas on Park Boulevard adjacent to the Caltrain station. The draft alternatives also carry vision of retail along Portage, using ground floor retail to draw residents and visitors down Portage towards an adjacent creekside park. This location, along Portage, can be a challenge for retail due to limited visibility; but could be successful if known as an attractive destination. The Working Group noted a desire for adjacency between parks and retail; envisioning shoppers grabbing a snack and heading to the park to enjoy their afternoon or commuters heading home and stopping by a store and enjoying the park on the way.

Commercial Parking

Council may choose a blended parking ratio for commercial uses and/or an exemption from parking for up to 3,000 square feet of retail/retail like uses on ground floors.

Blended Rate

The NVCAP area is within a walkable distance from the Cal Ave Caltrain station and bus lines on El Camino Real, similar to the University Downtown area. Parking requirements for commercial uses have been discussed for the three alternatives previously presented using the blended rate concept. Using a blended rate similar to one used in the Downtown University area (1 space/250 square feet across commercial uses) simplifies parking requirements for commercial uses. The advantage of a blended rate allows commercial uses to more readily change over time without requiring more parking to be developed, which could impede turnover. A more progressive approach could be a blended rate that is less than the 1 space/250 sq. ft. (e.g. 1 space/300 sq. ft.) that was suggested in Alternative 3.

Small Exemption

Another recommendation for commercial parking is to allow exemptions for the first 1,500 to 3,000 sq. ft. of ground floor commercial use. In the CD zone, the first 1,500 sq. ft. of ground floor retail is already exempt from parking. Expanding this to the first 3,000 square feet of commercial space can decrease the cost of including ground floor retail in residential buildings.

Table 4: Commercial Parking Ration Options		
Blended Rate		Ground Floor Exemptions
Same as Downtown Palo Alto: 1 space/250 sq. ft.		Exempt first 1,500 sq. ft. of ground floor commercial
More progressive than the 1 space/250 sq. ft. used in Downtown.		Exempt first 2,000 sq. ft. of ground floor commercial
		Exempt first 3,000 sq. ft. of ground floor commercial

20% Inclusionary for Mixed Use Buildings

Please note that to make the 20% inclusionary rate feasible for mixed-use projects as shown in Table 2 above, the commercial parking requirements would need to be adjusted to the 1 space/250 sq. ft. blended rate, and the first 3,000 sq. ft. of ground floor commercial area would need to be exempt from parking.

Matadero Creek

Council may select the preferred creek naturalization approach, with option 3 (below) as the most natural approach.

As part of the NVCAP, Council commissioned a study of naturalization options for Matadero Creek⁵. The options are described in a report by Water Resource Associates (WRA). There are three options that meet the engineering feasibility standards of Valley Water.

Table 5: Feasible Design Options for Matadero Creek Restoration

Option	Width of Natural Area	Description	Pros/Cons
Option 1 A	60 ft	<ul style="list-style-type: none"> Proposed within boundaries of current SCVWD easement (60 ft) and would double existing channel width. It would extend further upstream to allow integration of portions of the City-owned 3350 Birch Avenue and Boulware Park properties. It includes replacing Lambert Avenue bridge with a longer span to better accommodate the wider channel (60 feet). The preliminary total cost estimate is approximately \$8 million. 	<ul style="list-style-type: none"> Stays within the easement area; still may require property owner cooperation. This option is the lowest cost option.
Option 2 A	85 ft	<ul style="list-style-type: none"> Work beyond the boundaries of current SCVWD easement (85 ft) and the left bank would be laid back at a 3:1 angle throughout much of the reach between Lambert Avenue and Park Boulevard. It would extend further upstream to allow integration of portions of the City-owned 3350 Birch Avenue and Boulware Park properties. 	<ul style="list-style-type: none"> Will require either purchase of private land or significant cooperation from private property owners. Will require the portion of Boulware Park to be

⁵ Creek Naturalization Report: <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/north-ventura-cap/matadero-creek-study-report.pdf?t=68527.88>

Option	Width of Natural Area	Description	Pros/Cons
		<ul style="list-style-type: none"> It includes replacing Lambert Avenue bridge with a longer span to better accommodate the wider channel (85 feet). Concept 2A would provide additional amenities to Boulware Park and facilitate a pedestrian corridor extending from Boulware Park to Park Boulevard. The preliminary total cost estimate is approximately \$11 million. 	naturalized; can serve as pleasant walking trail but may conflict with current park design.
Option 3	100 ft	<ul style="list-style-type: none"> Option 3 would seek to maximize the width allowed for the Matadero Creek ecosystem. The corridor would be widened to a top width of roughly 100 feet. Concept 3 extends upstream as far as Concepts 1A and 2A. It includes replacing Lambert Avenue bridge, with the longest proposed span (100 feet), to accommodate the wider corridor. As with Concepts 1A and 2A, pedestrian recreational path would extend from Boulware Park to Park Boulevard, passing under the longer Lambert Avenue bridge span. The preliminary total cost estimate is approximately \$16 million. 	<ul style="list-style-type: none"> Most naturalized creek, which provides maximum benefits of naturalization. Will require either purchase of private land or significant cooperation from private property owners. Will require the portion of Boulware Park to be naturalized; can serve as pleasant walking trail but may conflict with current park design. This is the highest cost option.

The preferred naturalization option impacts the surrounding property and impacts what is planned for those properties. For example, if the full naturalization option is preferred, the nature of that park may be more passive recreation as a large portion of the 340 Portage parking lot would become part of the naturalized creek area. The full naturalization option also impacts Boulware Park. Lastly, full naturalization decreases opportunities for housing on the creekside parcels.

The PTC's recommended alternative, 3B, envisions creating soft bottom habitat and installing more natural walls within the creek's current easement area (option 1A). This option would also

include walking paths along the creek both at grade and at the creek level. Council may prefer to envision further naturalization of Matadero Creek by choosing option 2A or option 3.

Parks & Open Space

Council may consider the parks and open space concept of Alternative 3B, which provides the greatest park acreage. Council may also wish for the NVCAP implementation to assume City purchase of land and financing development of parks.

Please note, pending decisions regarding the number of housing units planned (above) the acres of park per 1,000 residents will change. For example, if a lower number of units are projected with a higher amount of open space, then the acreage per 1,000 residents ratio improves. For example, if Council chose the open space in 3B and the housing in Alternative 2, then the ratio changes.

Provision of public parks is a broadly shared interest among Working Group members. Presently each alternative imagines different amounts parks and open space, with Alternative 3B offering the greatest acreage. None of the alternatives, however, achieve the City's stated goals of four acres of parkland per one thousand residents.⁶ This is primarily because all of the land, except for streets and sidewalks, in the NVCAP is privately owned and it is difficult to compel landowners to create parkland through zoning.

Parkland Dedication

The primary tool available to the City in acquiring new parkland is its Parkland Dedication ordinance (Quimby Act), PAMC Chapter 21.50. The Quimby Act allows the City to require parkland dedication for subdivisions. In Palo Alto, subdivisions occur most often for the development of condominiums and townhomes. Currently, the City's Quimby Act ordinance only requires the actual dedication of parkland for subdivisions that create 50 or more parcels. All other projects pay fees instead of providing actual parkland: subdivisions of fewer than 50 parcels are required to pay in-lieu fees, and projects that do not involve subdivision (i.e. rental housing and commercial development) are required to pay parks impact fees. To have this ordinance apply to developments of fewer than 50 units, the City would need to change as it applies to the city overall.

Even subdivisions of 50 or more parcels may pay Parkland Dedication in-lieu fees, if it would be infeasible to provide the parkland on site. In the event that physical parkland dedication is

⁶ Parks Masterplan 2017: <https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Parks-Master-Plan>

required, however, it would be provided at a ratio of 5 acres per 1,000 residents generated by the subdivision.

Both Parkland Dedication in-lieu fees and Parks Impact Fees can be used by the City to create additional parks. All alternatives include a recommendation to ensure that park impact fees generated from the plan area are spent within ¼ mile of the plan area.

Other Open Space Opportunities

The concepts also include landscaped setbacks, plazas, bike and walking paths, linear parks, and other privately owned public open space. Such spaces may not be dedicated as parkland, but do establish needed open space in situations where the Quimby Act and parkland dedication do not apply.

The Council may select the park land concepts in Alternative 3B with direction to require parkland dedication to the maximum extent feasible under the law. The Council can also direct staff to, as part of developing the final plan, develop incentives to encourage additional park land dedication.

Additional Parkland

Council may also wish to develop a plan for public parks that is based on (1) incentives or (2) City purchase of lands and financing of park development. Presently, the draft alternatives model incentivizing the creation of public parks through allowing additional commercial square footage on the largest parcels and a portion of other smaller parcels as parkland. Using parks impact fees and other resources the City could support the cost for development of additional parks.

Table 6: Parks and Open Space				
	Existing	Alt #1	Alt #2	Alt #3B
Total Parks & Open Space (approx. acres)	0	1.9	4.8	7.5
Parks & Open Space/1000 residents	0	1.5	1.7	2.1

Resource Impact:

The budget for NVCAP remains extremely constrained and more resources will be needed to see the plan through to adoption.

At present, staff have paused participation of most consultants in this process to conserve resources. Soon, however, the contract with the prime consultant will expire and needs to be renewed. Renewal negotiations have included a request by the consultant to increase rates, as the current rates are from 2018 (when the project was bid). The contract renewal will likely be

accompanied by a request for additional budget for this project. Likewise, the additional time dedicated to this project may result in additional project management resources required to sustain the project over a longer duration.

Despite the severe resource constraints, if Council clearly articulates the preferred “puzzle pieces” it would like to see assembled into the preferred alternative, staff can stitch those pieces together into the preferred concept.

Further deliberation (by Council and/or through community engagement) and exploration of a preferred concept plan will require additional funding. So, if Council’s direction includes new ideas that have not been explored or requires the development of new “puzzle pieces”, additional resources will be required. Likewise, if Council would like further community engagement about the preferred concept, additional resources will be needed. Staff would return to Council with a budget request for these resources.

When considering additional unplanned work for NVCAP, the City must be cognizant that the project must be completed (i.e. plan adopted) by December 1, 2023 to avoid repayment of Caltrans grant.

Finally, specific decisions (puzzle pieces) include costs. For example, should amortization studies be required, there will be a cost for those studies.

Timeline:

After the City Council provides direction on its preferred alternative, staff will assemble those pieces and return to Council to confirm their preference. If directed, staff will conduct one outreach meeting with the Working Group and the public to garner feedback on Council’s preferred concept. Staff will advise the consultant team to complete additional study and refinement of the alternative, and undergo technical analysis, including a traffic study, to refine the preferred alternative. As stated, a budget request can be anticipated in the near future.

Environmental Review:

The current action requested of the City Council does not represent a project under the California Environmental Quality Act (CEQA). The City anticipates that either an Addendum or Supplemental Environmental Impact Report to the Comprehensive Plan Final Environmental Impact Report (2017) will be the appropriate level of environmental review for the approval of the NVCAP. The level of environmental review depends upon plan development. CEQA scoping and analysis will begin next year.

The Historic Resources Evaluation (HRE), prepared by Page & Turnbull in 2019, concludes that the 340 Portage site is significant at the local level for its association with the historic Santa

Clara County cannery industry. Accordingly, the property is eligible for listing in the California Register of Historical Resources. As such, the property qualifies as a historic resource for the purposes of review under CEQA. If the NVCAP contemplates demolition of the 340 Portage building, the CEQA document will need to analyze the potential for a significant and unavoidable impact and the City Council would need to adopt a Statement of Overriding Considerations.

Attachments:

Attachment8.a:	Attachment A: Components of NVCAP Alternatives	(PDF)
Attachment8.b:	Attachment B: NVCAP Feasibility Analysis	(PDF)
Attachment8.c:	Attachment C: Commercial Development as Incentive	(PDF)
Attachment8.d:	Attachment D: Transportation Demand Management and Parking	
	(PDF)	
Attachment8.e:	Attachment E: Affordable Housing Policies Proposed in NVCAP	(PDF)
Attachment8.f:	Attachment F: Other Implications of Proposed Alternatives	(PDF)
Attachment8.g:	Attachment G: NVCAP Retail Demand Analysis Table	(PDF)
Attachment8.h:	Attachment H: NVCAP Alternatives, Open Space and Circulation Maps	
	(PDF)	

Attachment A

Components of each Alternatives

To facilitate the Council's discussion, staff is reiterating the key features of each alternative, from the summary table from the June 14th report. The Council could use this table as a way to select the preferred component from each alternative and discuss tradeoffs, in an effort to come up with a preferred alternative.

Characteristic	Alternative #1	Alternative #2	Alternative #3B
Housing	Townhomes near existing residential; mid-rise residential/mixed-use on corridors and elsewhere in plan area. <input type="checkbox"/>	Range of housing types and affordability levels, including townhomes, mid-rise residential, and mixed-use. <input type="checkbox"/>	Range of housing types, affordability levels, including duplexes, six-plexes, townhomes, mid-rise residential, and mixed-use. <input type="checkbox"/>
Office	Existing large-format office floor area to continue, plus small professional office. Once demolished, the office space may not be rebuilt. <input type="checkbox"/>	Allows replacement of existing office floor area in new buildings, plus small professional office. <input type="checkbox"/>	Allows expansion of existing office floor area, plus small professional office. <input type="checkbox"/>
Retail	Allow, but does not require ground floor retail. <input type="checkbox"/>	Encourages active-ground floor uses, which can be retail or retail-like. Proposes retail near the Caltrain station and a centralized retail corridor along a portion of Portage Avenue. <input type="checkbox"/>	Encourages active-ground floor uses, which can be retail or retail-like. Proposes retail near the Caltrain station and a centralized retail corridor along a portion of Portage Avenue. <input type="checkbox"/>
Open Space	Parks, pedestrian and/or bike connection, landscape setbacks and buffers <input type="checkbox"/>	Parks, pedestrian and/or bike connection, landscape setbacks and buffers <input type="checkbox"/>	Same as Alts 1 & 2, plus woonerfs, creekside amenity and trails. (Only feasible with Alt. #3B development or public subsidy) <input type="checkbox"/>

Characteristic	Alternative #1	Alternative #2	Alternative #3B
395 Page Mill Rd (Cloudera)	Allows multifamily housing at moderate density; however, redevelopment is unlikely if existing office uses cannot be replaced in kind. <input type="checkbox"/>	Allows multifamily housing at moderate density; assumes replacement of existing office floor area in a new building, new multifamily housing, and parkland dedication. <input type="checkbox"/>	Allows multifamily housing at moderate density; assumes expansion of existing office floor area in a new building, neighborhood retail, new multifamily housing, and park/open space dedication. <input type="checkbox"/>
340 Portage (Cannery)	Maintains the cannery building and Ash Office Building and allows for 2 possible uses of the buildings: (1) continued use as retail and office space (2) adaptive re-use into housing. Also permits the construction of housing on remaining portions of the parcel, specifically the two remaining surface parking lots on the property. <input type="checkbox"/>	Assumes significant demolition of the cannery building with retention of the monitor roofs either incorporated into a new building or relocated on site into a new feature. Allows replacement of current office/retail commercial floor area in a new building(s), addition of new multifamily residential uses, and requires parkland dedication. Assumes retention of Ash Office Building. <input type="checkbox"/>	Assumes demolition of the cannery building. Allows expansion of existing amount of office/retail floor area in a new building(s) in addition to new multifamily residential uses. Requires parkland dedication and creek naturalization improvements. Assumes retention of Ash Office Building. <input type="checkbox"/>
Residential Parking Ratio	1.5 space per bedroom, capped at 2 spaces per unit (existing requirement). <input type="checkbox"/>	1 space per bedroom, capped at 2 spaces per unit; allowed to unbundle. <input type="checkbox"/>	1 space per unit; allowed to unbundle. <input type="checkbox"/>
Commercial Parking Ratio	Blended standard rate same as Downtown Palo Alto: 1 space per 250 sf. Exempt first 1,500 sf of ground floor commercial floor area from parking requirement. <input type="checkbox"/>	Blended standard rate same as Downtown Palo Alto: 1 space per 250 sf. Exempt first 2,000 sf of ground floor commercial floor area from requirement. <input type="checkbox"/>	Blended standard rate more progressive than the 1 space per 250 sf used in Downtown. Exempt first 3,000 sf of ground floor commercial floor area from parking requirement. <input type="checkbox"/>

Attachment BFeasibility

The City Council was disappointed that only one of the alternatives presented was financially feasible. Notably, the three alternatives were devised to specifically respond to various aspects of the community and Working Group's ideas and desires. As a result, they are not necessarily financially feasible.

Overall, when trying to assess the feasibility of the draft alternatives, City staff sought to answer the question: If this alternative becomes law (an adopted area plan with associated implementing zoning amendments), will private landowners take action to realize the plan?

There are three related yet distinct aspects of answering this question which are explored below: housing types, intent to redevelop, and value capture. Broadly, these aspects are referred to as "feasibility."

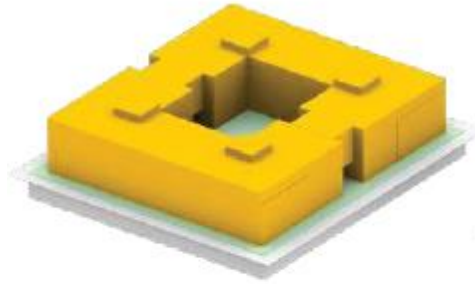
Housing Typology & Development Standards

One assessment of feasibility considers a building typology and seeks to understand (1) how much the building typology would cost to construct and (2) if the value generated by the building exceeds the costs. This is the financial feasibility analysis prepared by Strategic Economics and presented at the June 14th meeting.

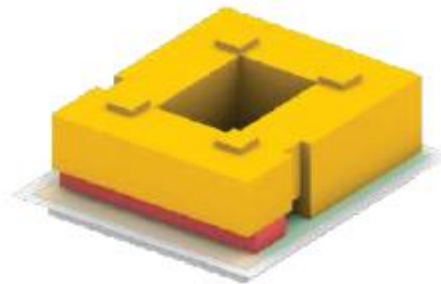
Strategic Economics used information regarding development in Palo Alto and neighboring cities to understand the costs of different building types (e.g., townhomes, flat-style condos, apartments) compared to the value created by those housing types. Included in their calculation is (1) the inclusion of below market rate housing units, (2) required open space on the property, (3) parking, and (4) ground floor retail.

Using this framework, Strategic Economics found that only the types of housing proposed in Alternative #3B are financially feasible. Alternatives #1 and #2 did not generate enough site efficiency or development for project revenues to sufficiently cover the costs of construction. Further, Alternative #3B was still feasible with up to 20% inclusionary housing for ownership projects (townhomes and condos), and 15% inclusionary housing for rental projects. The analysis revealed that the key driver of feasibility is the parking standards associated with Alternative #3B. Lower parking standards significantly reduced construction costs and increased revenues in the form of additional developable/leasable floor area. Notably, as an example of mixing and matching, the housing typologies in Alternative #3B could be applied to Alternative #1 or Alternative #2.

Low-Rise Block



+ Neighborhood Serving Commercial



Housing prototypes developed and analyzed by consultants for NVCAP.

Intent to Redevelop

Another aspect of feasibility is a property owner's interest in redeveloping a property. Even if a housing typology is financially feasible from a pro-forma analysis standpoint, individual property owners have different and unique preferences about how they want to use their properties within the boundaries of the law. One assumption is that a property owner with an income-producing asset will redevelop that asset if the redeveloped property produces greater income and/or value than the current asset. If redevelopment will decrease income or decrease the asset's value, redevelopment may be unlikely.

Two ways to ascertain a property owner's preferences are (1) to ask the owner/company and (2) to observe similar projects the company has developed or redeveloped elsewhere. Staff have had discussions with four property owners with the largest land holdings in the NVCAP area to ascertain their preferences relative to the alternatives presented. Property owners who own commercial assets (office, research and development, general manufacturing) explicitly expressed the retention or expansion of office space as necessary to incentivize redevelopment

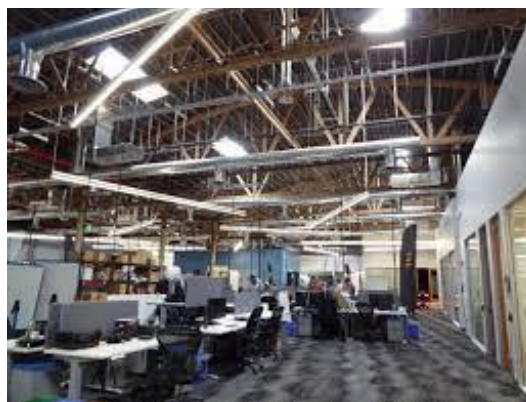
of their properties. Notably, if office floor area were not permitted (as in Alternative 1), these owners would simply not redevelop their sites. This is one reason why Alternative 1 results in the lowest “realistic capacity”: property owners have stated redevelopment would not occur. If this assumption is incorrect or changes for any reason, the plan also expresses a “maximum capacity.”

The plan does not assume amortization schedules be placed on properties in the NVCAP. However, the City Council can pursue this process. One downside of amortization schedules is that they can be long and future Councils may make different decisions. Developing an area plan that relies on amortization may mean the plan is not realized for many years, as owners continue existing uses and/or if policy choices change in the future. Staff and PTC therefore recommend Alternative #3B, as it could provide incentives for commercial property owners to develop housing now, though it could increase the amount of office space in the plan area.

Further, if Alternative #3B or Alternative #2 is selected, staff propose enacting a policy that explicitly links office development to housing development. Namely, that housing must be included in a mixed-use building at the time of entitlement and permitting of any commercial office project. Or, where a property has several buildings, that the office component cannot be entitled and permitted until the residential portion has been entitled, permitted, and construction commenced.

Community Benefits & Value Capture

A final aspect of feasibility concerns the provision of community benefits. Community benefits can be a range of amenities, including parks, pedestrian and bike access across private property, creek restoration, and the provision of affordable housing beyond base requirements.



340 Portage building exterior and interior.

Parks and open space have been an acute and unanimous desire of the Working Group and many community members. To that end, all alternatives feature the provision of public open spaces and/or open spaces on private property. Since all land in the project area, with the exception of public streets and sidewalks, is privately owned, the plan must find ways to obtain private land for park space.



Several types of parks and/or open space are proposed on private land. These include (1) park land dedication where areas of private land are built out and formally dedicated as parks, (2) linear parks that expand setbacks to create green spaces along sidewalks and bikeways, (3) pedestrian and bicycle pathways with substantial landscape areas to move through the site pleasantly (i.e., greenways), and (4) hardscape plazas. Each of these ideas relies on a private property owner redeveloping their property and providing these amenities.



Park and open space examples that may be appropriate in the plan area.

Other amenities discussed at various times have been creek restoration (which may need public/grant funds as well as contributions from private property owners), community center/meeting space, and affordable housing.

The City and property owners are faced with assessing tradeoffs. From the City's part, we are assessing if a redevelopment can provide the desired amenities (housing, retail, park space, restored creek) and if the tradeoff of allowing office space is appropriate (see next section for successful project examples). Likewise, property owners would assess the development standards and requirements for park space and other amenities to determine if they prefer the status quo or if they prefer to redevelop.

Residual Land Value

To this end, Strategic Economics has prepared additional financial feasibility analysis to compare the value of office development to the value of housing development. This helps to understand the value associated with office development, and accordingly, how that value may offset the cost of community benefits.

In its previous analyses, Strategic Economics tested the financial feasibility of development solving for the profit (yield-on-cost) that is generated after accounting for all other development costs, including construction costs, soft costs, and land acquisition costs. However, it is possible that some existing property owners in the NVCAP area that have held sites for many years may choose to pursue redevelopment themselves. In these situations, the sites would not necessarily be sold to a third party. To understand the financial feasibility of these potential redevelopment scenarios, Strategic Economics restructured the analysis using a “residual land value” approach. This method calculates the net value after subtracting development costs, including construction costs, soft costs, and profit from the total project value. This “residual value” usually represents the amount that is available for site acquisition and investments. If the residual value is positive, then it is possible that redevelopment may occur.

Using the residual land value method, Strategic Economics tested the feasibility of a 40- to 45-foot, four-story rental apartment building with no ground-floor retail and an underground parking structure. As shown, the prototype generates a residual value of \$63 per square foot if it provides 20% BMR units for very-low, low, and moderate-income households. If it provides 15% BMR units for low- and moderate- income households, it can generate a residual value of \$127 per square foot. This residual value is equivalent to less than half of the estimated market value of land in Palo Alto, which is \$275 per square foot. Given the complexity and risk of real estate development, many property owners may choose not to pursue redevelopment options if the residual value is significantly lower than the market value of land.

Table 1: Results of Financial Feasibility Analysis Using Residual Value Approach

<i>Prototype: Residential Only (40-45 feet), 1 space/unit parking</i>	<i>Residual Value per Sq. Ft.</i>
Scenario 1 (15% BMR targeting VLI, LI, Mod)	\$98
Scenario 2 (15% BMR targeting LI and Mod)	\$127
Scenario 3 (20% BMR targeting VLI, LI, and Mod)	\$63

Note: Market value of land zoned for multi-family uses in Palo Alto is estimated at \$275/sq. ft. or \$15 million per acre.

Source: Strategic Economics, 2021.

Bringing it Together

The Council can integrate these three aspects of feasibility into its decision making. Some of the aspects can appear to be more precise as they have specific quantitative data, namely the financial feasibility analysis. Some aspects are more subjective and also varied, particularly understanding a property owner’s stated intentions and preferences.

Many community members and decision-makers have expressed concern about additional office development. It is important to note, however, that the existing commercial zoning within much

of the planning area allows sites to buildout as 100% commercial office and/or research and development. Setting aside the citywide office cap, all three alternatives project less office floor area than would be attainable under existing land use regulations. Alternative #3B would accommodate about a 10% increase in commercial uses (retail and office) compared to existing conditions on the ground today, but is still likely less than what could be expected in the absence of zoning changes under the NVCAP.

Attachment C

Commercial Development as Incentive for Community Benefits

There are several emerging examples of area plans and development projects, where cities have generated substantial community benefits, in the form of open space improvements and/or affordable housing requirements. In general, in these examples, the value of office/R&D uses are such that developers can afford to provide these benefits. Residential-only uses are unlikely to generate developer profit that can support the level of community benefit desired by the community, without adding substantial amounts of cost to future residents in the form of higher rents and for-sale prices.

- East Whisman Precise Plan (Mountain View): Adopted in 2019, this plan includes a jobs-housing linkage program for office, R&D, and industrial development projects that seek additional floor area ratio (FAR). Each 1,000 square feet of net new non-residential floor area must be associated with at least 3 housing units of planned development (or fewer if more affordable housing units are provided). Project sponsors may build housing units within their project, partner with residential developers, dedicate land appropriate for residential development, and/or provide other types of financial support for affordable housing development to satisfy the requirement.

<https://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=32005>

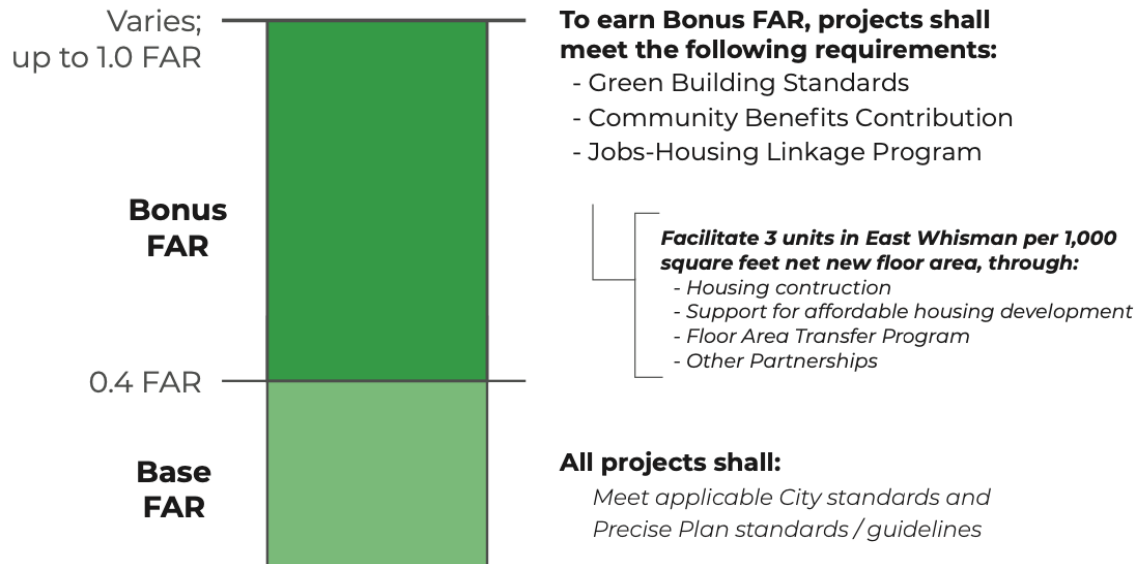


Figure 1: Example of Bonus FAR Process

Source: East Whisman Precise Plan, Mountain View.

- SRI Campus Redevelopment (Menlo Park): In 2021, SRI International announced plans to redevelop its 63-acre campus on Middlefield Road in Menlo Park. The project would

consolidate SRI's operations from 38 buildings to fewer than 10 buildings; dedicate 10 acres of land for housing (approximately 400 units, a mix of market rate and affordable); 29 acres for publicly-accessible open space, and a small amount of retail uses. The project would add new streets, repositioning the property from a fenced-off campus to a grid of streets, with bicycle and pedestrian access improving connections within the community and to local schools.

<https://www.paloaltoonline.com/news/2021/06/01/proposal-to-redevelop-sri-international-campus-add-housing-in-the-works>

- **Berkeley Commons R&D Project (Berkeley):** In 2021, the City approved 450,000 sq. ft. of new office/R&D development on an 8-acre parcel adjacent to an existing linear park and lagoon. The building will be LEED Gold, all-electric, with a net zero core and shell. It will include over 15,000 native plants, a publicly-accessible garden on private property, including a medicinal plant garden and viewing platform created in collaboration with Ohlone tribe representatives. Off-site, the project will rebuild/repave 2,000 linear ft. of street ROW, adding a sidewalk, bike lane and pedestrian way, where none exist. TDM measures include a shuttle to BART and bike share. The project will also contribute \$1.5 million toward the City's public art fund and \$2.4 million toward the City's affordable housing fund.

https://www.cityofberkeley.info/Planning_and_Development/Zoning_Adjustment_Board/600_Addison_-_ZP2019-0215.aspx

Attachment D**Transportation Demand Management**

Due to its transit-oriented location near California Avenue and El Camino Real, the NVCAP area has an exceptionally high share of alternative travel modes, as reported in the 2018 Existing Conditions and Analysis Memo. Nearly half (48%) of all work trips in the NVCAP area are in a mode other than a single-occupancy vehicle, compared to just 29% citywide and 25% regionally. Notably, bike trips in the NVCAP area represent an impressive 18% mode share compared with 10% citywide.

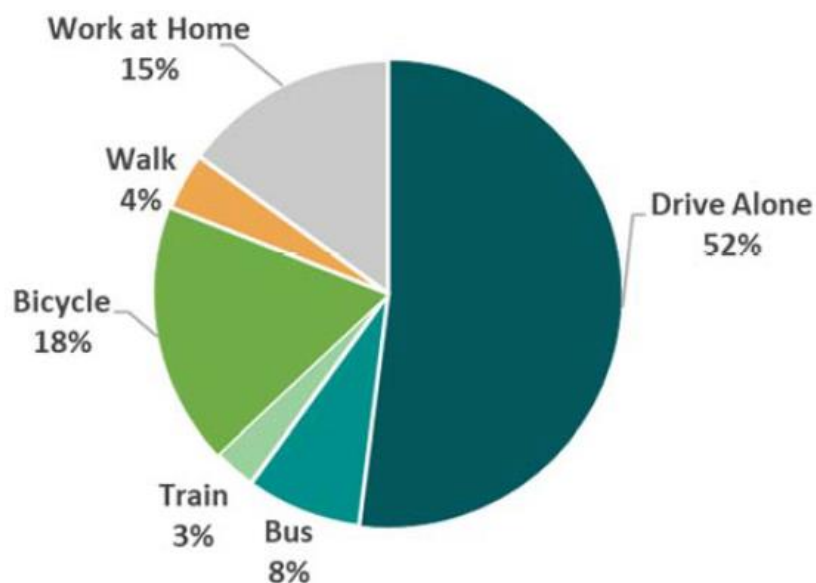


Figure 2: Mode of Transportation to Work

Source: NVCAP Existing Conditions and Analysis Memo (Census Block Group 5107, US Census 2016)

If we desire the “European Square” walkable community envisioned by the Working Group, then the plan area needs to prioritize pedestrian and bicycle access, minimize the area devoted to vehicles, and reduce vehicle speeds. This may mean limiting travel lanes, parking spaces, prohibiting overnight street parking, and enacting other measures to discourage vehicles. In parallel, the plan needs to enable other travel modes, including safe convenient reliable infrastructure to support walking, biking, and transit. Furthermore, these mode share shifts will reduce impacts on traffic, noise, air quality, and greenhouse gas emissions.



Walkable street frontage with active uses and public realm improvements.

The NVCAP will include robust transportation infrastructure and programming improvements to facilitate this vision and mitigate potential impacts of new development. Projects analyzed under CEQA that exceed the City’s adopted vehicle miles traveled (VMT) thresholds must identify mitigation measures to avoid or substantially reduce these effects. The traffic impact analysis will analyze VMT impacts of the preferred alternative and determine whether this threshold is triggered. In either case, the NVCAP will include robust transportation infrastructure improvements and will suggest Transportation Demand Management (TDM) measures that support alternative travel modes. This includes incentives that encourage walking, biking, and transit use, which in turn can reduce reliance on driving alone.

The California Air Pollution Control Officers Association (CAPCOA) has analyzed the effectiveness of various TDM measures in reducing VMT. A selection of appropriate measures are listed in Figure 2. NVCAP’s location efficiency and potential for mixed-use higher density housing represent the greatest potential for VMT reduction (see left-hand column). Pricing and unbundling parking (middle column), and transit fare subsidies for employees) (right column) also generate some of the highest VMT reductions.

Transportation Measures (Five Subcategories) Global Maximum Reduction (all VMT): urban = 75%; compact infill = 40%; suburban center or suburban with NEV = 20%; suburban = 15%				
Transportation Measures (Four Categories) Cross-Category Max Reduction (all VMT): urban = 70%; compact infill = 35%; suburban center or suburban with NEV = 15%; suburban = 10%				Max Reduction = 15% overall; work VMT = 25%; school VMT = 65%;
Land Use / Location	Neighborhood / Site Enhancement	Parking Policy / Pricing	Transit System Improvements	Commute Trip Reduction (assumes mixed use) Max Reduction = 25% (work VMT)
Max Reduction: urban = 65%; compact infill = 30%; suburban center = 10%; suburban = 5%	Max Reduction: without NEV = 5%; with NEV = 15%	Max Reduction = 20%	Max Reduction = 10%	
Density (30%)	Pedestrian Network (2%)	Parking Supply Limits (12.5%)	Network Expansion (8.2%)	CTR Program Required = 21% work VMT Voluntary = 6.2% work VMT
Design (21.3%)	Traffic Calming (1%)	Unbundled Parking Costs (13%)	Service Frequency / Speed (2.5%)	Transit Fare Subsidy (20% work VMT)
Location Efficiency (65%)	NEV Network (14.4) <NEV Parking>	On-Street Market Pricing (5.5%)	Bus Rapid Transit (3.2%)	Employee Parking Cash-out (7.7% work VMT)
Diversity (30%)	Car Share Program (0.7%)	Residential Area Parking Permits	Access Improvements	Workplace Parking Pricing (19.7% work VMT)
Destination Accessibility (20%)	Bicycle Network <Lanes> <Parking> <Land Dedication for Trails>		Station Bike Parking	Alternative Work Schedules & Telecommute (5.5% work VMT)
Transit Accessibility (25%)	Urban Non-Motorized Zones		Local Shuttles	CTR Marketing (5.5% work VMT)
BMR Housing (1.2%)			Park & Ride Lots*	Employer-Sponsored Vanpool/Shuttle (13.4% work VMT)
Orientation Toward Non- Auto Corridor				Ride Share Program (15% work VMT)
Proximity to Bike Path				Bike Share Program
				End of Trip Facilities
				Preferential Parking Permit
				School Pool (15.8% school VMT)
				School Bus (6.3% school VMT)

Note: Strategies in bold text are primary strategies with reported VMT reductions; non-bolded strategies are support or grouped strategies.

Figure 2: TDM Measures, by Type and % VMT Reduction

NEV = Neighborhood Electric Vehicle

CTR = Commuter Trip Reduction

Source: *Quantifying Greenhouse Gas Mitigation Measures* (California Air Pollution Control Officers Association [CAPCOA], August 2010).

Parking Ratios

On a related topic, the Council requested feasibility analysis of parking requirement between 1 space/unit and 1.5 spaces/unit. Strategic Economics evaluated the feasibility of 1.25 space/unit in Alternative #3B and found that this would reduce the likelihood of development for the rental development prototypes tested, as shown in Table 2.

- A 45-foot mixed-use building with three stories of residential over a podium is somewhat likely to provide 15% BMR units (Scenario 2) targeting low-income and moderate-income households. That scenario results in a yield-on-cost of above 5.0 percent.
- A 55-foot mixed-use prototype can also potentially provide 15% BMR units, including 5% of BMR units for very-low income households (Scenario 1). The extra height allows this development prototype to accommodate four stories of residential units above one level of parking podium, in addition to one level of underground parking.

Table 2: Feasibility of Rental Development Prototypes with Parking Ratio of 1.25 sp/unit

<i>Prototype</i>	<i>Residential Only 1.25 sp/unit 40-45 feet</i>	<i>Mixed-use 1.25 sp/unit 45 feet</i>	<i>Mixed-use 1.25 sp/unit 55 feet</i>
Yield on Cost per Unit			
Scenario 1 (15% BMR targeting VLI, LI, Mod)	4.57%	4.98%	5.07%
Scenario 2 (15% BMR targeting LI and Mod)	4.63%	5.05%	5.14%
Scenario 3 (20% BMR targeting VLI, LI, and Mod)	4.49%	4.90%	4.98%
Highly Likely – Yield on Cost is 5.25% or higher			
Somewhat Likely – Yield on Cost is over 5.0%			
Not Likely – Net revenues are positive but YOC is below 5.0%			
Infeasible – Net revenues are negative			

Source: Strategic Economics, 2021.

A 1 space/unit minimum parking requirement would present a more feasible development scenario. However, developers could still choose to provide more parking, depending on how they perceive the needs of their tenants. A 2018 parking occupancy study of conducted by Fehr & Peers suggests that this parking ratio may be sufficient for many households. As shown in the excerpt in Table 3, the study identified parking demand in Palo Alto ranging from 0.48 to 0.75 spaces per bedroom and 0.82 to 1.30 spaces per unit, for multifamily and affordable rental housing. For additional details, see the entire parking study; the most relevant portions begin on page 42:

<https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/planning-and-transportation-commission/2018-agendas-minutes-and-staff-reports/august-29-2018-framework-for-2018-comp-plan-housing-ordinance.pdf>

Table 3: Excerpt from 2018 Fehr & Peers Parking Occupancy Study

Palo Alto Multi-Family Residential Development (Rental) Parking Rate Study
August 2018

Table 4: New Multi-Family Residential Parking Survey Results

Name of Complex	Distance to Rail Station (Nearest Caltrain Station)	Number of Units				No. of Occupied Units	Supply			Peak Demand		Demand Rates (Per Unit)		Demand Rates (Per Bedroom)		Over-Supply Range ⁴
		1 BR	2 BR	3+ BR	Total Units (Total Bedrooms)		No. of Spaces	Supply Rate per Unit	Supply Rate per Bedroom	On-Site ²	On-Street ^{1,2}	On-Site ²	On-Site & On-Street ²	Rate Per Bedroom (On-Site) ²	Rate Per Bedroom (On-Site & On-Street) ²	
Affordable Housing																
California Park Apts.	0.1 mi. (CA)	1	31	13	45 (102)	45	70	1.56	0.69	49	19	1.09	1.51	0.48	0.67	3-43%
Oak Court Apts.	0.6 mi. (PA)	9	18	26	53 (123)	53	107	2.02	0.87	66	12	1.25	1.47	0.54	0.63	37-62%
Colorado Park Apts.	1.8 mi. (CA)	8	24	28	60 (140)	60	90	1.50	0.64	78	13	1.30	1.52	0.56	0.65	0-15%
Market Rate Housing																
The Marc	0.7 mi. (PA)	70	44	4	118 (170)	114	157	1.33	0.92	93	5	0.82	0.86	0.55	0.58	60-69%
Midtown Court Apts.	1.1 mi. (CA)	31	15	0	46 (61)	44	69	1.50	1.13	46	13	1.05	1.34	0.75	0.97	17-50%
Tan Plaza Apts.	1.5 mi. (SA)	6	50	5	61 (121)	60	84	1.38	0.69	70	14	1.17	1.40	0.58	0.69	0-20%
Senior Housing																
Sheridan Apts.	0.3 mi. (CA)	57	0	0	57 (57)	57	21	0.37	0.37	20	3	0.35	0.40	0.35	0.40	0-5%
Lytton Gardens	0.5 mi. (PA)	51	0	0	51 (51)	51	51	1.00	1.00	35	0	0.69	0.69	0.69	0.69	46%
Stevenson House	1.2 mi. (SA)	120	0	0	120 (120)	120	50	0.42	0.42	41	0	0.34	0.34	0.34	0.34	22%

Notes: Complexes are color coded by distance to transit, with darker colors indicating higher distance to transit.

1. Only a portion of the on-street parked vehicles are associated with the apartment complex.

2. On-site demand represents the higher peak demand observed of the two studies. On-street demand is from the new study only. Entire on-street demand included in demand rates.

3. Oversupply = (Supply – Demand) / Demand

4. Because it is not possible to determine how many on-street vehicles are generated by the complex, Oversupply Range represents the minimum (100% of on-street parking is generated by the complex) and maximum (0% of on-street parking is generated by the complex) oversupplies. If no on-street parking was observed, one oversupply percent is given.

Sources: City of Palo Alto, Fehr & Peers.

Attachment E

Affordable Housing Policies Proposed in NVCAP

The June 14th report summarized a range of affordable housing policies, which could be applied across each of the alternatives. A few of these strategies are highlighted below.

Infrastructure Financing District: The Enhanced Infrastructure Financing District (EIFD) provides broad authority for local agencies to use tax increment to finance a wide variety of projects, including affordable housing, mixed-used development, sustainable development, and transit-oriented development. According to the California League of Cities:

The EIFD provides broad flexibility in what it can fund. No public vote is required to establish an authority, and though a 55 percent vote is required to issue bonds, other financing alternatives exist. Unlike former redevelopment, this tool imposes no geographic limitations on where it can be used, and no blight findings are required. An EIFD can be used on a single street, in a neighborhood or throughout an entire city. It can also cross jurisdictional boundaries and involve multiple cities and a county. While an individual city can form an EIFD without participation from other local governments, the flexibility of this tool and the enhanced financial capacity created by partnerships will likely generate creative discussions between local agencies on how the tool can be used to fund common priorities.¹

This tool does not necessarily collect taxes from a new source but uses the anticipated incremental tax increases in a given geography to finance upfront infrastructure investments. Generally, tax increment financing assumes the infrastructure or investment will yield higher tax revenues in the future, allowing the district to afford the investment. The City could create an EIFD for the NVCAP, thus creating a mechanism to construct affordable housing, public parks, restore the creek, and undertake other improvements.

Local Density Bonus Program: The City has implemented a local density bonus program called the Housing Incentive Program (HIP) in certain locations of the city. The program allows higher FAR limits for qualifying projects that go through architectural review with the Architectural Review Board (ARB). For 100% affordable projects, it also provides flexibility in development



In 2020, the City Council approved 102 units (including 16 BMR) at 788 San Antonio Road; this project took advantage of the density bonus allowed under the Housing Incentive Program.

¹ Source: <https://www.cacities.org/Policy-Advocacy/Hot-Issues/New-Tax-Increment-Tools>

and parking standards. Since the HIP allows more density than is permitted under State Density Bonus Law,² it provides a real incentive for applicants. The HIP allows for public and decision-maker input through architectural review.

Building on this program, staff propose a NVCAP-specific density program that allows additional height and unit density to 100% affordable housing projects or 100% workforce housing projects. These deed-restricted projects provide housing units to households who cannot find housing they can afford in the marketplace. Projects that are 100% affordable can leverage this up-zoning for public subsidies, grants, and other financial support. The HIP could provide a model for this program.

Inclusionary Housing: Alternative #3B could support a 20% inclusionary requirement for ownership projects, above the City's 15% requirement.

Commercial Linkage Fee: Commercial Linkage Fee (CLF) became effective in Palo Alto in 2017. CLF is a standard tool used by local governments to generate funds for affordable housing and support the development of affordable housing in tandem with new commercial development and associated employment. In this way, new commercial development is theoretically supporting the construction of housing to support additional employees, thereby improving the jobs/housing balance. This fee does not generate BMR housing *per se* but would generate BMR housing based on the existing inclusionary housing requirement and can be used to leverage other sources of funding. The NVCAP could also support utilizing funds captured within the NVCAP boundaries on BMR projects within the planning area.

Jobs-Housing Linkage Policy: A jobs-housing linkage policy requires that commercial space be matched by the development of housing for the workers associated with the new commercial space. As described in the preceding section, in 2019, the City of Mountain View adopted a Jobs-Housing Linkage Policy as part of the East Whisman Precise Plan, which requires commercial developers to partner with residential developers through a credit system. A planning area-wide policy that requires new housing development to go hand-in-hand with new office development ensures that commercial development helps subsidize residential redevelopment.

Land Dedication/Land Acquisition: Acquiring land or requiring a land dedication for the purposes of BMR housing development could facilitate housing at the deepest levels of affordability. Stand-alone affordable housing developments operated by affordable housing developers can house Very-Low and Extremely Low-Income populations and provide on-site services. This can be especially important for Very-Low Income households who may have needs beyond housing, such as employment assistance and access to food and health care.

² Government Code section 65915 gives developers the right to build additional dwelling units and obtain flexibility in local development requirements, in exchange for building affordable or senior housing. Projects can receive waivers to modify development standards and reduce parking requirements.

On-Site BMR vs. In-Lieu Fees: There are benefits and drawbacks to on-site BMR units vs. generating fees in-lieu into the Affordable Housing Fund. Inclusionary housing requirements allow for integration of low-income households in particular buildings and can contribute to incremental economic equity and diversity within a specific project or block. However, the residents of inclusionary units are not provided the services that are provided in non-profit mission driven projects. In addition, inclusionary units will be produced in far fewer numbers than with the payment of affordable housing mitigation fees. In partnership with an affordable housing provider, the City can leverage a local contribution, amplifying this contribution by four or five times, by accessing regional, State, and federal tax credit and bond programs.



In 2020, the City of Berkeley was awarded \$42 million in State cap and trade funding, including \$11.6 million to support development of 63 units (12 set aside for people with developmental and intellectual disabilities) at 2527 San Pablo Ave., and \$7.4 million for pedestrian and bike improvements on adjacent streets.

There are currently numerous programs currently available at the State level, such as tax-credit and cap and trade financing. This amounts to actual housing production that is two to four times greater than inclusionary unit production in the medium- to long-term.

Establish a Special Assessment District: Special Assessment financing could be a successful economic development tool, targeted to enable development and redevelopment projects as well as leverage other financing tools. A special assessment tax is a surtax levied on property owners to pay for specific infrastructure projects. The tax is charged only to the owners of property in the neighborhood that will benefit from the project. That neighborhood is called the special assessment district.

In order to achieve the affordable housing goals stipulated for the NVCAP project, a range of strategies will be required.

Attachment FEffects on Schools

Staff has been in communication with the Palo Alto Unified School District (PAUSD) about the development of the NVCAP. PAUSD has not expressed any specific concerns regarding the draft plan alternatives presented. Once a plan has been adopted and correlating development begins, PAUSD will reassess the needs for school programming. The district recognizes that plans like this may take years before relevant changes come about impacting school attendance and needs. The CEQA analysis will further evaluate potential impacts of the NVCAP on schools.

Future of Work

According to property owners in the district, there is strong demand for workspace in NVCAP. The General Manufacturing (GM) zoning district¹, last updated in 2005, accommodates light manufacturing, research, and commercial service uses; GM does not allow for residential uses. It does not contemplate the latest technologies and the changing nature of work, especially with the ongoing COVID-19 pandemic and shelter in place requirements. Based on conversations between City staff and commercial property owners in NVCAP, these owners are still anticipating demand for office space in the GM and commercial zoning district, specifically in the R&D space. These types of spaces can span needs from heavy equipment, laboratory, and clean rooms, to typical computer stations and conference rooms. Property owners generally believe that these uses are compatible with residential uses, potentially vertically (in a single mixed-use building), but certainly horizontally on abutting parcels.

Examples of Successful Planning Efforts

Adopted in 2011, the Redwood City Downtown Precise Plan Area provides an example of a plan that aligned its vision for a mixed-use district with development standards and incentives that support implementation and investment.

¹ GM Zoning, PAMC 18.20: https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto_ca/0-0-0-34798

Redwood City Downtown Precise Plan

This Plan consists of 183 acres and sets the framework for development in a key part of Redwood City. The plan does not restrict dwelling units per acre or floor area ratio on a site-by-site basis. Rather, it establishes maximum allowable development amounts for up to 2,500 new residential units (including 15% BMR), 500,000 net new square feet of office, 10,000 square feet of new retail, and 200 new hotel rooms. Since its implementation, the office and residential caps have been almost entirely met.

While there are no regulations on density, the plan has many regulations on land use by district, building height by district, architectural guidelines, historic preservation, public frontage, and landscape. Key development and parking standards are shown in the inset box.

Redwood City is well-positioned to exceed the Regional Housing Needs Allocation goal of 4,588 units in the 2022-2030 cycle, largely due to the success of this plan, combined with planned projects at the Sequoia Caltrain Station and other major corridors.

Key Standards

Density

- None

Height

- Maximum heights of 8 to 12 stories in the core area
- Heights step down to 5-story, 4-story, and 3-story step-down zones to create transitions

Parking

- Minimum of 0.75 per unit for studios, 1 per unit for one-bedroom units, and 1.5 per unit for 2+ bedroom units.
- Allows new on-street parking spaces to be counted toward the minimum requirement
- Developers can satisfy the parking requirement by paying an in-lieu fee or request reduced parking ratios if they can demonstrate lower



117 Very-Low Income housing units developed within the Redwood City Precise Plan area.

<https://www.sfchronicle.com/local/article/Redwood-City-is-exceeding-its-new-housing-goals-16161106.php>

Retail Demand Analysis

Draft Retail Demand Analysis
NVCAP
12/27/19



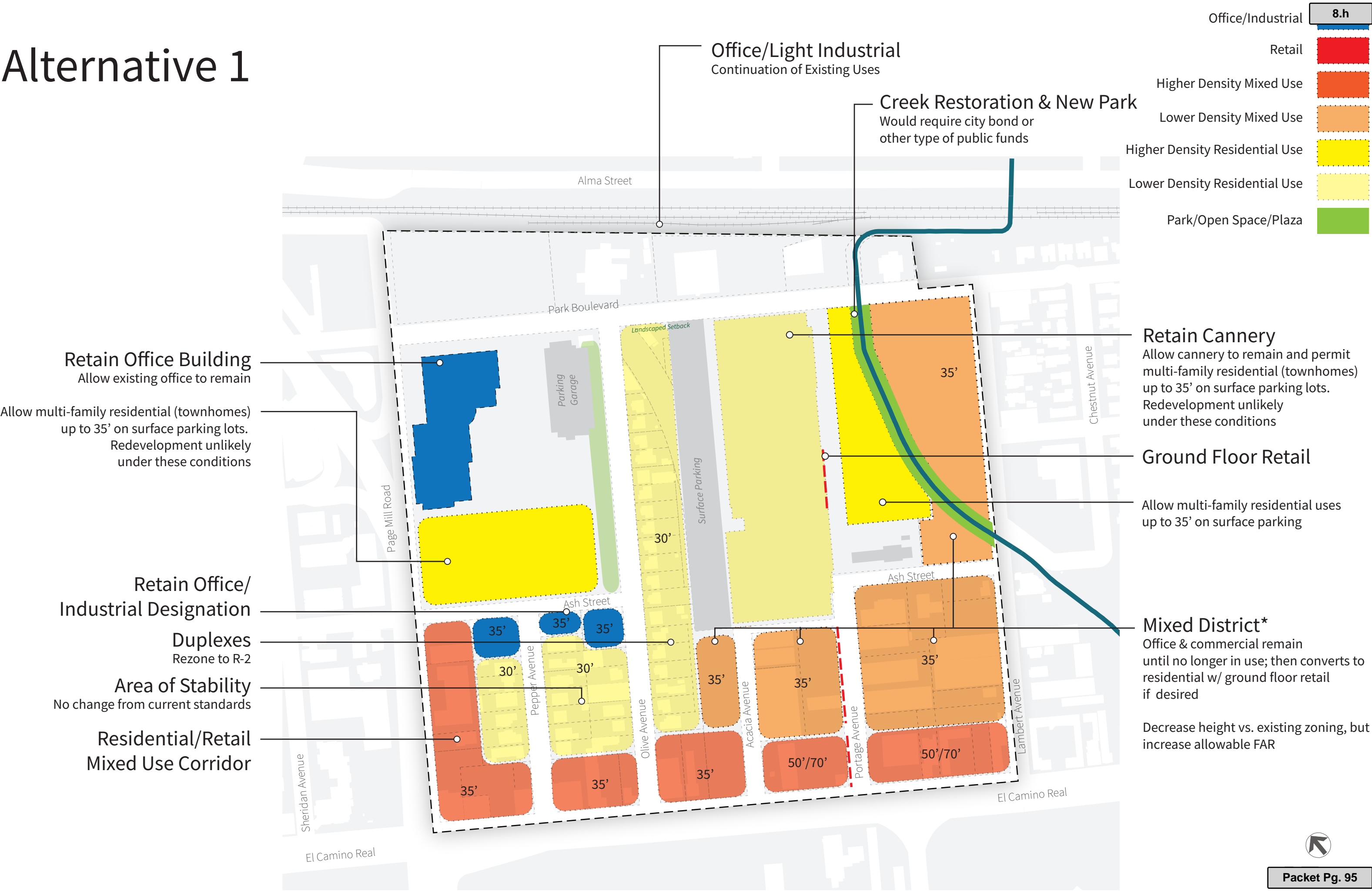
Resident-Serving Categories of Retail	Spending per	Estimated Sales per SF	Demand Estimate	
	Palo Alto Household		(SF of Retail per Household)	Share of Total Demand
Groceries (food at home)	\$11,321	\$600	19	31%
Restaurants (food away from home)	\$8,420	\$350	24	40%
Alcoholic Beverages	\$1,485	\$500	3	5%
Drugstores (nonprescription drugs, prescription drugs, housekeeping supplies, and personal care)	\$4,535	\$650	7	12%
Pets	\$1,414	\$250	6	9%
Toys, Games, Crafts and Hobbies	\$273	\$200	1	2%
Apparel Products and Services (shoe repair, laundry/dry cleaning, etc.)	\$227	\$400	1	1%
Total	\$27,675		60	100%

Sources: Retail Goods and Services Expenditures, ESRI, 2018; Strategic Economics, 2019.

Supportable retail at NVCAP, assuming some expenditures and demand are captured at Cal Avenue and other retail shopping districts

NVCAP captures 25% of total sales	15 square feet per household	25%
NVCAP captures 50% of total sales	30 square feet per household	50%
NVCAP captures 75% of total sales	45 square feet per household	75%

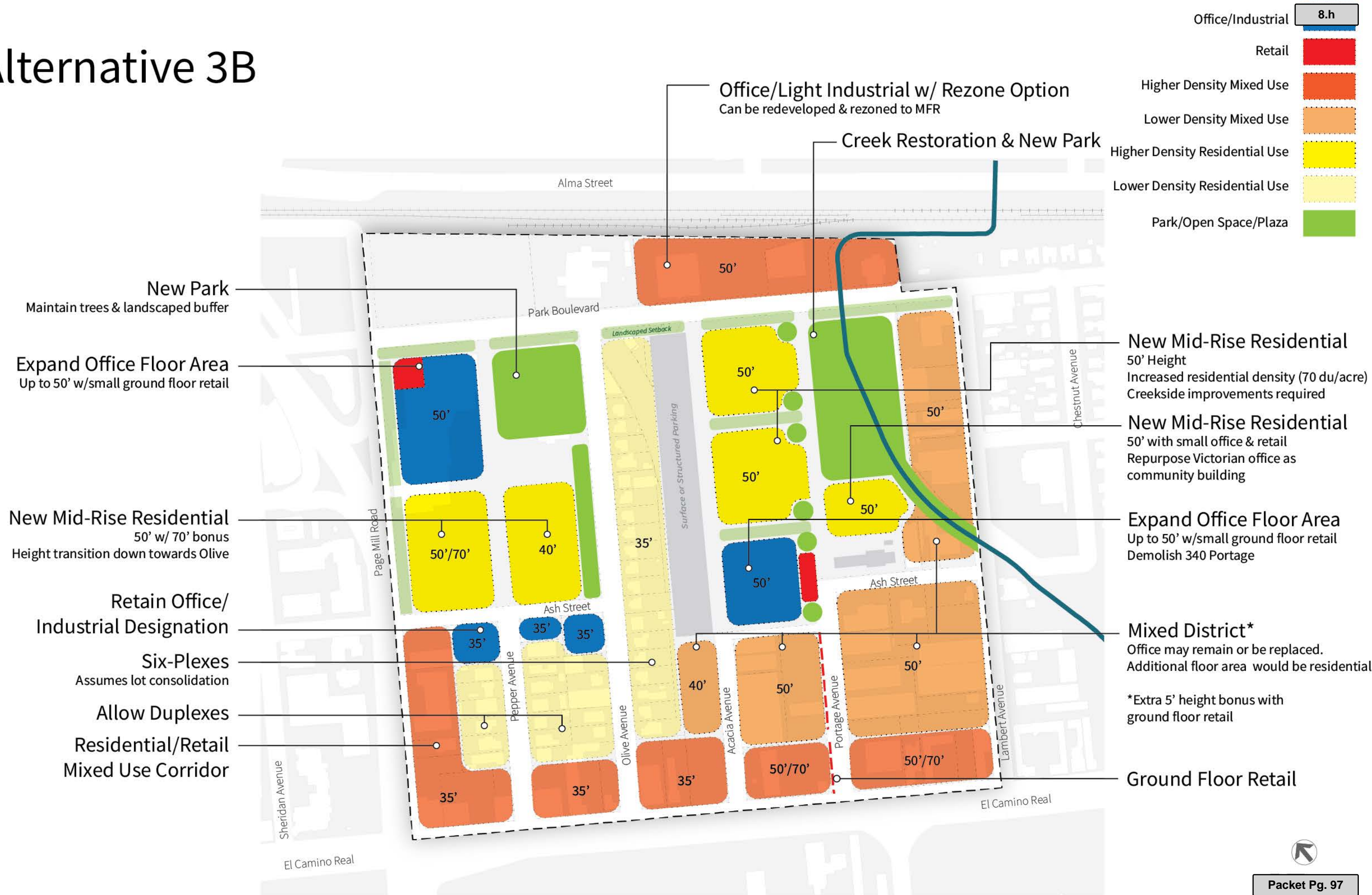
Alternative 1



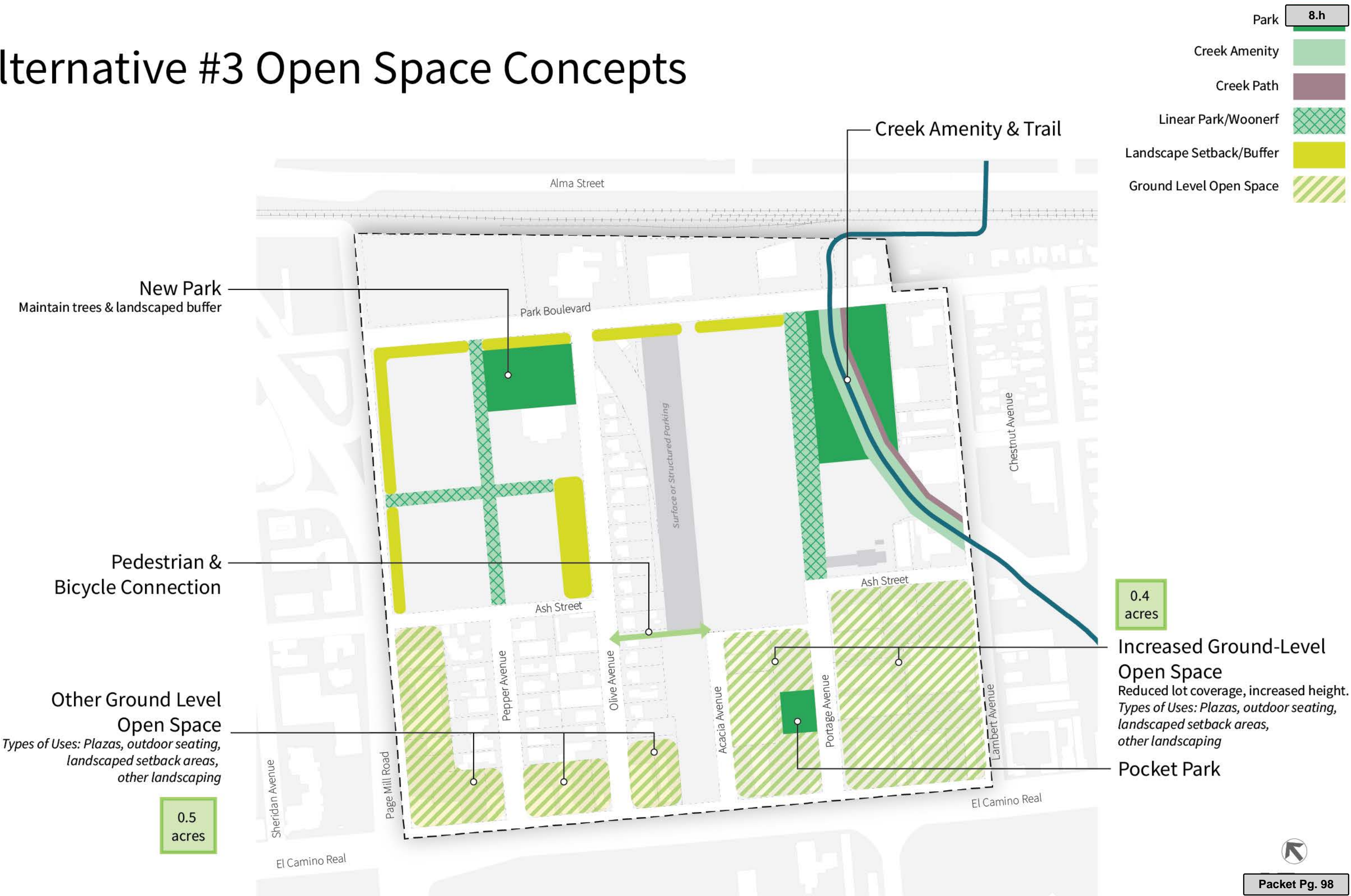
Alternative 2



Alternative 3B



Alternative #3 Open Space Concepts



Transportation Improvements





City of Palo Alto City Council Staff Report

(ID # 12408)

Report Type: Action Items

Meeting Date: 9/20/2021

Summary Title: CAPER for CDBG Program FY2020

Title: Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program for Fiscal Year 2020 (10:00 PM - 10:30 PM)

From: City Manager

Lead Department: Planning and Development Services

Recommendation

Staff recommends that the City Council hold a public hearing and take the following action:

1. Authorize staff to submit the Fiscal Year 2020-2021 Consolidated Annual Performance and Evaluation Report (Attachment A) to the Department of Housing and Urban Development by the September 30, 2021 deadline.

Executive Summary

The City is required to report annually to U.S. Department of Housing and Urban Development (HUD) the accomplishments for the Community Development Block Grant (CDBG) program. This report reviews the City's CDBG accomplishments from July 1, 2020 to June 30, 2021 and the expenditures for the Fiscal Year (FY) 2020-21 CDBG funding cycle. The City funded a total of 14 projects in FY2020-21.

The Council is requested to review the draft FY2020-21 Consolidated Annual Performance Evaluation and Report (Attachment A) and authorize the staff to submit it to HUD by the September 30, 2021 deadline.

Background

The City of Palo Alto receives funds annually from HUD as an entitlement city under the CDBG program. As a recipient of CDBG funds, the City is required to prepare a Consolidated Annual Performance Evaluation and Report (CAPER) at the end of the fiscal year. The CAPER describes

the City's progress implementing the activities identified in the annual Action Plan¹ and the goals and objectives of the Con Plan². The FY2020-21 CAPER (Attachment A) represents the first year of the 2020-2025 Con Plan.

For context, the City also administers the Human Services Resource Allocation Process, also known as HSRAP. This is a typically biannual process that provides an opportunity for human services providers in the community to apply for grant funds from the City for the delivery of services. Though distinct in its separation from the CDBG program, the services and support provided through these organization mirrors that of the CDBG program. In FY 2022, the City Council authorized the addition of a supplemental allocation of funding in the amount of \$200,000 to assist with the significant financial impacts COVID-19 has resulted in. Examples of grantees through the HSRAP process include Adolescent Counseling Services, LifeMoves, La Comida de California, Alta Housing, and Abilities United, to name a few.

Discussion

In FY2020-21, the total CDBG funds allocated to eligible activities was \$1,596,871. This included \$501,242 in entitlement funds, \$136,049 in estimated program income, \$213,167 from prior year resources, and an additional \$746,413 to respond to COVID-19.

Summary of Accomplishments

There are five principal categories where CDBG funding can be allocated: (1) Public Services, (2) Planning and Administration, (3) Economic Development, (4) Housing Rehabilitation, and (5) Public Facilities. This year, because of the additional funding made available via the CDBG-Coronavirus (CDBG-CV) grant, HUD allowed the grantees to use the available funds to provide rental assistance to low-income households (80% of Area Median Income and below) who have suffered documented income loss due to COVID-19. The City allocated funds in accordance with (1) the goals and objectives set forth in the 2020-2025 Con Plan and (2) to the activities that helped in preventing and responding to COVID-19.

The CAPER, Attachment A, provides a detailed description of the programs and project accomplishments. The major accomplishments include the following:

- LifeMoves, Silicon Valley Independent Living Center and YWCA provided rental assistance to 29 low-income households who suffered documented income loss due to COVID-19.

¹ Action Plan: Document prepared on a yearly basis listing the activities the City intends to undertake with CDBG funds to address the needs and implement the strategies identified in the Consolidated Plan.

² Consolidated Plan (Con Plan): A five-year strategic plan that addresses the housing and non-housing community development needs of lower income persons and establishes annual goals and objectives to meet the identified needs.

- Downtown Streets Team connected 26 employers with 21 individuals who were meaningfully employed. Additionally, the organization delivered groceries to 81 Palo Alto households categorized as vulnerable during the COVID-19 pandemic.
- Project Sentinel assisted 17 individuals in investigating their fair housing complaints; 14 residents received individual consultation relating to specific fair housing questions; and, 17 fair housing presentations were conducted to increase awareness related to the fair housing laws. The fair housing presentations were attended by 898 Palo Alto residents.
- LifeMoves, at the Opportunity Services Center, provided case management services including assistance with housing and job searches, referrals, and mentoring to 66 homeless and/or very low-income Palo Alto residents. Additionally, 43 persons received extended hours of supports and services at the Hotel De Zink emergency shelter. The hours of operations were increased by 55% from 9 pm through 6 am to 5 pm through 7 am.
- Catholic Charities, through the Long-Term Care Ombudsman Program, assisted 266 mostly low- or moderate- income elderly residents at the Palo Alto long-term facilities that mainly serve low-income residents. Additionally, the Long-Term Care Ombudsman Program resolved 45 complaints made by, or on behalf of, low-income elderly residents of the facilities.
- Alta Housing, formerly known as Palo Alto Housing Corporation, had on-site counseling services available for the 156 residents of the Single-Room Occupancy (SRO) Resident Support Program at Alma Place and Barker Hotel. Intensive case management services were provided to 28 residents.
- The YWCA Support Network Program provided 25 clients with counseling, therapy, and/or legal advocacy services. Crisis Counselors provided crisis line assistance to 33 callers from Palo Alto.
- Silicon Valley Independent Living Center (SVILC) assisted 16 adults with disabilities in developing an independent living plan for housing that resulted in improved accessibility to decent affordable housing.
- Ravenswood Family Health Network (former: MayView Community Health Center) administered COVID-19 tests for 351 Palo Alto residents. Additionally, through the CDBG grant, the organization placed a down payment for a Mobile Clinic in December 2020. The Mobile Clinic took over six months to build due to increased demand for Recreational Vehicles (RVs) and supply chain issues. The mobile clinic is expected to be fully functional and operational by the end of Fall 2021. The agency plans to provide

pop-up vaccination events and booster COVID-19 vaccines should those be recommended by the FDA and CDC. By the end of 2021, the mobile clinic will also be used for medical and dental services and is expected to stay in operation for 7-10 years.

Timeline

Upon receiving authorization from the City Council, the FY2020-21 CAPER will be submitted to HUD by the September 30, 2021 deadline.

Stakeholder Engagement

An advertisement was published in *The Daily Post* on September 2, 2021 announcing the availability of the draft CAPER for public review and comment. The draft CAPER was posted on the City's CDBG webpage³ from September 3, 2021 through September 19, 2021. At the time this report was prepared no public comments were received.

Attachment

Attachment A: Draft FY2020-21 Consolidated Annual Performance and Evaluation Report (CAPER)

Attachments:

Attachment9.a: Attachment A: Fiscal Year 2020-2021 DRAFT Consolidated Annual Performance and Evaluation Report (PDF)

³ City of Palo Alto, CDBG Webpage: <https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Long-Range-Planning/Community-Development-Block-Grant>



**FY 2020-21 DRAFT
CONSOLIDATED ANNUAL PERFORMANCE AND
EVALUATION REPORT (CAPER)**

JULY 1, 2020 THROUGH JUNE 30, 2021

PUBLIC COMMENT PERIOD
SEPTEMBER 2, 2021 – SEPTEMBER 17, 2021

ADMINISTERED BY: PLANNING AND DEVELOPMENT SERVICES

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

Below is a description of the progress the City of Palo Alto has made in achieving the goals outlined in its strategic plan and annual action plan. In Fiscal Year 2020-21, the City achieved the majority of its annual goals & is on track to meet most of the five year goals outlined in the Consolidated Plan.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$0	Rental units rehabilitated	Household Housing Unit	107	0	0.00%			
Affordable Housing	Affordable Housing	CDBG: \$0	Homeowner Housing Rehabilitated	Household Housing Unit	40	0	0.00%			
Economic Development	Non-Housing Community Development	CDBG: \$236,000	Jobs created/retained	Jobs	150	21	14.00%	21	21	100.00%
Fair Housing	Non-Housing Community Development	CDBG: \$37,480	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	75	17	22.67%	15	17	113.33%

Homelessness	Homeless	CDBG: \$59,863	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	850	222	26.12%	167	222	132.93%
Homelessness	Homeless	CDBG: \$85,000 CDBG-CV: \$294,000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	60	29	48.33%	60	29	48.33%
Homelessness	Homeless	CDBG: \$ / CDBG-CV: \$97,622	Homeless Person Overnight Shelter	Persons Assisted	100	43	43.00%	100	43	43.00%
Strengthen Neighborhoods	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$342,228 CDBG-CV: \$205,509	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1345	883	65.65%	1129	883	78.21%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During program year 2020, the City's CDBG subrecipients continued to provide vital services to extremely low, very low, low and moderate-income households while addressing 1- the priorities and needs of the community as explained in the City's adopted 2020-25 Consolidated Plan and 2-

the City's funding priorities and strategies to address COVID-19 related impacts, using funds from the CDBG CARES Act(CDBG-CV).

The City was able to achieve most of its goals outlined in the 2020 Annual Action Plan (AAP) through CDBG and CDBG-CV funding. The City received a total of \$746,413 in CDBG-CV funds. Additionally, the City allocated \$251,701 out of its 2020 annual formula grant to local non-profits to support and help community residents affected by the COVID-19 pandemic.

Through the combination of CDBG and CDBG-CV funds, in total, 1,215 persons were assisted in this fiscal year. Out of the 1,217 persons assisted, 650 (66 from CDBG-CV funds and 584 from 2020 CDBG funds directed towards COVID-19 related activities) persons were assisted by allowing access to emergency funding intended to assist in making a timely response to the impacts of the COVID-19 pandemic. Of the 1,217 (1217 persons were assisted in this fiscal year. However, one individual from YWCA Case Management activity did not report their income level.) persons, 677 were extremely low-income, 387 were low income and 152 were moderate income. Similarly, of the 650 persons supported through the COVID-19 related activities, 406 were extremely low-income, 198 were low income and 46 were moderate income. This includes the 66 persons assisted through the CDBG-CV funds

With the CDBG annual formula grant, 21 individuals were able to secure meaningful employment, 266 senior residents were contacted by Ombudsmen through visitation and phone outreach at the local long-term facilities and 66 homeless/very low-income community residents were provided case management services including assistance with housing and job searches. Project Sentinel provided fair housing and tenant/landlord mediation services to 17 local residents. The City also funded a local nonprofit to provide counseling, therapy and legal services to 25 lower income local residents who are victims of domestic violence. Additionally, through the CDBG funds, a local nonprofit was able to offer on-site counseling services to 156 residents of the Single-Room Occupancy (SRO) Resident Support Program.

The City partnered with three local nonprofits and provided rental assistance to 29 low-income households who suffered documented income loss due to COVID-19. Of the three nonprofits, one was fully funded through the CDBG-CV funds, the other two were funded through the CDBG annual formula grant. A local food bank was funded through the CDBG annual formula grant and delivered groceries to 217 community residents categorized as vulnerable due to the COVID-19 pandemic. Through the CDBG-CV funding a local nonprofit overseeing the operations of an emergency shelter, provided extended hours of supports and services to 43 homeless persons. The hours of operations of the emergency shelter were increased by 55% from 9 pm through 6 am to 5 pm through 7 am.

A local health clinic administered COVID-19 tests for 351 community residents through the CDBG annual formula grant. Additionally, the organization also placed a down payment for a Mobile Clinic in December 2020. This activity was funded through a combination of CDBG annual formula grant and CDBG-CV funds. The Mobile Clinic took over six months to build due to increased demand for Recreational Vehicles (RVs) and supply chain issues. Unfortunately, the mobile clinic that was delivered has some physical issues that are currently being addressed by the manufacturer. It is expected that the mobile clinic will be operational by the end of Fall 2021. Through the mobile clinic, the organization plans to provide pop-up vaccination events and booster COVID-19 vaccines.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

Table 2 shows the accurate racial and ethnic categories of total individuals served in FY 2020-21 through CDBG and CDBG-CV funds. Total number (1217) also includes 650 individuals assisted through the COVID-19 related activities. In total, the City's CDBG program served 1217 individuals in FY2020-21. Of those individuals, approximately 62% were White; 13% were African American; 12% were Asian; 1% were either American Indian/American Native, Native Hawaiian, American Indian/Alaskan Native and Black, American Indian/Alaskan Native and White, Black or African American/White. 11% individuals reported as "Other". Of the 1217 individuals served, approximately, 24% were Hispanic.

Race	
White	756
Black or African American	159
Asian	149
American Indian/Alaskan Native	9
Native Hawaiian	5
American Indian/Alaskan Native and White	4
American Indian/Alaskan Native and Black or African American	3
Black or African American and White	2
Others	130
Total	1217
Ethnicity:	
Hispanic	297
Not Hispanic	920

Table 2 – Racial/Ethnic Composition of Individuals Assisted in FY20-21 Through CDBG & CDBG-CV Funds

Table 3 provides the breakdown of racial and ethnic categories of the 650 individuals assisted through the COVID-19 related activities by utilizing FY20-21 CDBG and CDBG-CV funds. Of the 650 persons supported through the COVID-19 related activities approximately 54% were White; 15% were Asian; 13% were

African American; 16% individuals reported as “Other” and 37% were Hispanic.

Race:	
White	354
Black or African American	82
Asian	98
American Indian/Alaskan Native	6
Native Hawaiian	2
American Indian/Alaskan Native and Black or African American	2
Others	106
Total	650
Ethnicity:	
Hispanic	241
Not Hispanic	409

Table 3 – Racial/Ethnic Composition of Individuals Assisted Through the COVID-19 Related Activities in FY20-21 Through CDBG & CDBG-CV Funds

CR-15 - Resources and Investments 91.520(a)

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	850,458	423,521.36 (867,207.4 Total)
Other	public - federal	746,413	304,548.12

Table 4 - Resources Made Available**Narrative**

Almost all of the City's CDBG subrecipients were able to utilize all of their grant funds in FY2020-21 with the exception of Silicon Valley Independent Living Center (SVILC)- Rental Assistance Program. There are \$47,085 remaining in this grant. SVILC has continued to face challenges with the shutdown due to the Covid-19 pandemic and their inability to provide in-person services to residents at the Palo Alto Opportunity Services Center. Additionally, the State's extended eviction moratorium has postponed many residents' acute concerns about being behind on rent. The City has worked with SVILC and provided them an extension of 6 additional months, through December 2021, to utilize the remaining grant funds because the agency expects that after final moratorium extension ends, there will be an increase demand for rental assistance.

In the case, that the agency is not able to spend the remaining funds, these funds will be added to the City's unused funds from previous years and will be allocated as part of the 2022-23 Notice of Availability of Funding (NOFA) to be published in Winter 2021.

The City staff received CDBG-CV funding in two rounds. \$294,909 was allocated in April 2020 and \$451,504 was allocated in September 2020. The first round of funding was provided to LifeMoves for their rental assistance program. As of June 2020, the City has reimbursed \$85,000 to the organization. The City has worked with the organization and provided an extension of 6 additional months, through December 2021, to utilize the remaining grant funds because the agency expects that after final moratorium extension ends, there will be an increase demand for rental assistance. In the case, that the agency is not able to spend the remaining funds, staff will look for additional projects/activities to reallocate the remaining CDBG-CV funds to an eligible COVID-19 related CDBG activity.

In October 2020, Staff published NOFA for the second round of available CDBG-CV funds (\$451,504) and received two applications 1- Ravenswood Vaccination Van 2- LifeMoves Hotel De Zink Program (To provide emergency shelter to homeless clients from Jan 2021 through June 2021). After fully funding the two requests, the City still had \$43k to allocate to an activity/project. In Feb 2021, staff re-published NOFA for the remaining \$43k and received only one application from LifeMoves for the same Hotel De Zink program (To provide emergency shelter to homeless clients from July 2021 through December 2021). Staff amended the original contract and added \$43k and extended the term of performance from June 2021 to December 2021. We are confident that the organization will fully utilized the additional \$43k by December 2021.

Ravenswood Vaccination Van was funded through a combination of CDBG annual formula grant (\$149,950) and CDBG-CV (\$204,600) funds. The City has reimbursed \$293,717 to the organization which was used to place a down payment for a Mobile Clinic in December 2020. The Mobile Clinic took over six months to build due to increased demand for Recreational Vehicles (RVs) and supply chain issues. Unfortunately, the mobile clinic that was delivered has some physical issues that are currently being

addressed by the manufacturer. It is expected that the mobile clinic will be operational by the end of Fall 2021. The City and the organization agreed on reimbursing the remaining \$60,832 after the vaccination van is functional and the activity goals are achieved.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

Table 5 – Identify the Geographic Distribution and Location of Investments

Narrative

The City considers the provisions of all types of housing assistance on a citywide basis consistent with the policies of the Comprehensive Plan. Palo Alto does not have specific target areas for housing activities; instead the City attempts to provide affordable housing to lower-income persons throughout the City. Minority concentration includes areas in the City where the concentration of racial and ethnic minority population is 10% or higher than their total citywide representation. There are only a few areas that are considered to have a concentration of minority populations or low-income residents in Palo Alto. The CDBG Program defines low-income concentration as any census block group where 51% or more residents earn 80% of Median Family Income (MFI) or less. An exception exists for a jurisdiction that does not have any areas meeting this definition, such as Palo Alto, which includes the highest quartile of all areas in the City in terms of degree of concentration, is used. However, Palo Alto does not qualify activities under the low- and moderate- income (LMI) area benefit category.

The City considers the provisions of all types of housing assistance on a citywide basis consistent with the policies of the Comprehensive Plan. Palo Alto does not have specific target areas for housing activities; instead the City attempts to provide affordable housing to lower-income persons throughout the City. Minority concentration includes areas in the City where the concentration of racial and ethnic minority population is 10% or higher than their total citywide representation. There are only a few areas that are considered to have a concentration of minority populations or low-income residents in Palo Alto. The CDBG Program defines low-income concentration as any census block group where 51% or more residents earn 80% of Median Family Income (MFI) or less. An exception exists for a jurisdiction that does not have any areas meeting this definition, such as Palo Alto, which includes the highest quartile of all areas in the City in terms of degree of concentration, is used. However, Palo Alto does not qualify activities under the low- and moderate- income (LMI) area benefit category.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Palo Alto leverages federal and private housing funds to the greatest extent feasible consistent with the goals identified in the 2020-2025 Consolidated Plan. Moreover, the City continues to encourage non-profit organizations to seek other local, state, and federal funding for both housing and non-housing community development activities.

HUMAN SERVICES RESOURCE ALLOCATION PROCESS (HSRAP): The City of Palo Alto provided \$549,306 General Funds during FY2020-21 to address primary human service needs in the community. These funds include multi-year agreements allocated by HSRAP and administered by the Office of Human Services in the Community Services Department. Funded projects addressed the Human Relations Commission's priority needs in the following categories: early childcare and education, youth programs, senior nutrition and social services, homelessness, and basic needs such as health care and mental health.

An additional \$50,000 was provided through HSRAP under the emergency needs funds to local nonprofits to assist community members impacted due to the COVID-19 pandemic.

HOUSING IN-LIEU: The City of Palo Alto maintains a local housing fund consisting of two sub funds: the "Commercial Housing Fund" and the "Residential Housing Fund." Palo Alto, under Chapter 16.65 of the Municipal Code, requires commercial and industrial development projects to pay a housing mitigation fee. The fees are deposited in the "Commercial Housing Fund", and the accumulated fees and interest earned on the fund are made available for the creation of new low and moderate-income housing units under the "Affordable Housing Fund Guidelines" adopted by the City Council. As of June 30, 2021, the Commercial Housing Fund had a preliminary available balance of approximately \$278,321.36

Pursuant to Program H-3.1.2, the Below Market Rate Program of the City's Housing Element, Palo Alto collects housing in-lieu fees from residential development when it is infeasible to provide below market rate units on-site. The accumulated fees and interest earned on the fund and other miscellaneous revenues related to housing, are placed in a special fund; "The Residential Housing Fund". This fund is used to provide funding for acquisition or rehabilitation of low and moderate-income housing but may also be used for assistance to new housing construction projects. As of June 30, 2021, the Residential Housing fund had a preliminary available balance of approximately \$974,396.86.

These are the only local sources of funding and subsidies available for affordable housing within the City. They are used to provide matching funds, pay for expenses which exceed HUD income and cost limits, to fund the cost of features and amenities classified as ineligible under federal housing programs, predevelopment expenses, feasibility studies, site acquisition, and other similar purposes.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 6 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 7 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

In FY2020-21, the City allocated \$149,950 to Alta Housing for rehabilitation of a 4-story building consisting of 106 single room units. All the units were occupied by extremely low and very low income residents. However, in Fall of 2020, the organization returned the funds because they were unable to find a qualified contractor who is willing to do the work under the Davis Bacon Act.

The City Staff published NOFA for the returned funds as well as the second round of the CDBG-CV funds and received application related to COVID-19 activities and reallocated the available \$149,950 to an activity to help the community residents to prevent the COVID-19 pandemic.

However, through the combination of CDBG and CDBG-CV funds, the City partnered with three local nonprofits and provided rental assistance to 29 low-income households who suffered documented income loss due to COVID-19. Of the three nonprofits, one was fully funded through the CDBG-CV funds, the other two were funded through the PY2020 CDBG annual formula grant.

Additionally, the City continues to fund a fair housing service provider through the CDBG grant. The fair housing service provider exceeded its annual fair housing goals in FY 2020-21 and provided fair housing and tenant/landlord mediation services to 17 local residents.

Discuss how these outcomes will impact future annual action plans.

Although, the City will no longer be providing rental assistance through the CDBG funds in the coming years. However, in FY2021-22, the City has partnered with Rebuilding Together - Peninsula and introduced a "Safe at Home" Program. Through this program, critical health and safety related home repair needs to 5 low-income homeowners will be provided. Depending on the success of the program, the City may increase funding and accomplishments for this activity in the coming years.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 8 – Number of Households Served

Narrative Information

As mentioned above, in FY2020-21, the City partnered with three local nonprofits and provided rental assistance to 29 households. Of the 29 households, 26 were extremely low income; 2 were low income; and 1 was moderate income household.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City's entitlement amount for FY 2020-21 was \$501,242. The City had estimated \$136,049 in program income and \$213,167 in uncommitted funds from previous years. In total, the City provided \$850,458 in direct CDBG funding, additional \$746,413 in CDBG-CV funding and \$549,306 in HSRAP funding. The following details the accomplishments of the CDBG funded subrecipients targeted to benefit persons who are low income, homeless, or at risk of homelessness.

The City's entitlement amount for FY 2020-21 was \$501,242. The City had estimated \$136,049 in program income and \$213,167 in uncommitted funds from previous years. In total, the City provided \$850,458 in direct CDBG funding, additional \$746,413 in CDBG-CV funding and \$549,306 in HSRAP funding. The following details the accomplishments of the CDBG funded subrecipients targeted to benefit persons who are low income, homeless, or at risk of homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The following activity received funding from the City of Palo Alto to provide emergency shelter and/or transitional housing for homeless persons

LifeMoves – Hotel De Zink, CDBG-CV \$ 97,622: Through the Hotel de Zink activity, LifeMoves, offered longer hours of support to the homeless population of Palo Alto. The hours of operations of the Hotel de Zink emergency shelter were extended by 55% from 9 pm through 6 am to 5 pm through 7 am. This allowed these vulnerable clients to have a greater portion of their day in a safe and supportive environment where they could receive the assistance they so desperately needed. The longer Hotel de Zink hours; and increased communication via the electronic signage are a few factors attributed to not having a widespread outbreak of COVID-19 within the Opportunity Services Center and/or Hotel de Zink emergency shelter. The organization is continuing the extended hours of operations.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The following agencies received funding from the City of Palo Alto to help low income individuals and families avoid becoming homeless.

Palo Alto Housing Corporation; CDBG \$29,931: Alta Housing, formerly known as Palo Alto Housing Corporation, had on-site counseling services available for the 156 residents of the Single-Room Occupancy (SRO) Resident Support Program at Alma Place and Barker Hotel. Majority of the residents are low-income, disabled, elderly, veterans, and formerly homeless adults. Many residents have difficulty managing daily living skills, such as managing finances, maintaining their health (mental and physical) and

apartments, and getting along with others. Without onsite support, such issues can become so severe that tenants risk losing their housing.

LifeMoves; Case Management; CDBG \$29,932: The organization provided 1:1 case management service including assistance with housing and job searches, referrals, and mentoring to 66 unduplicated homeless and/or very low-income Palo Alto residents.

LifeMoves; Rental Assistance Program; CDBG-CV \$294,000: LifeMoves provided financial assistance to eligible households for rent, utilities, and similar types of financial needs to 23 households who were unable to meet these financial obligations as a result of the COVID-19 emergency. Eligible households in danger of becoming homeless or losing their homes, utilities or other basic needs were able to remain in their homes with utilities and other basic services intact through this grant.

Silicon Valley Independent Living Center; Rental Assistance Program; CDBG \$75,000: Through this grant, the organization addressed the short-term needs of four Palo Alto households, at risk of being displaced by rent increases, utility payments, emergency situations, and other market forces due to Covid-19. The target population of this activity were the lower income (80% or less AMI) residents with disabilities, veterans and older adults, aged 55 and over.

YWCA; Rental Assistance Program; CDBG \$10,000: Through this grant, the organization promoted safety and prevent homelessness by providing financial assistance to two Palo Alto households impacted by domestic violence.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The following agencies received funding from the City of Palo Alto to help homeless persons make the transition to permanent housing and independent living.

YWCA; Case Management; CDBG \$5,000: The YWCA Support Network Program provides domestic violence support services including counseling, case management, crisis counseling, and legal assistance. During the program year the Support Network Program provided 25 unduplicated clients with counseling, therapy and/or legal advocacy services. Crisis Counselors provided crisis line assistance to 33 callers from Palo Alto that received crisis counseling services.

Silicon Valley Independent Living Center; Case Management; CDBG \$11,232: SVILC is highly recognized for its Housing Workshops. The Housing Workshops cover many important topics such as: credit readiness and credit repair; types of low-income housing and eligibility; application and interview preparation; tenant and landlord rights and responsibilities; fair housing and home modifications laws and resources; security deposit and rental assistance programs; long term services and supports. Through the FY2020-21 CDBG funding, 16 unduplicated Palo Alto residents with disabilities received one-on-one assistance and developed an independent living plan for housing which resulted in improved accessibility to decent affordable housing.

Project Sentinel; Fair Housing Services; CDBG \$37,480: Project Sentinel provided community education and outreach regarding fair housing law and practices, investigation, counseling and legal referral for victims of housing discrimination. In total, 17 fair housing complaints were investigated by Project Sentinel. Twenty One (21) residents were provided individual consultation relating to specific fair housing questions.

CR-30 - Public Housing 91.220(h); 91.320(j)**Actions taken to address the needs of public housing**

Not applicable. The Housing Authority of the County of Santa Clara (HACSC) owns and manages four (4) public housing units, which are all located in the City of Santa Clara. There is no public housing in Palo Alto.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

While the majority of their units have been converted to affordable housing stock, HACSC is proactive in incorporating resident input into the agency's policy-making process. An equitable and transparent policy-making process that includes the opinions of residents is achieved through the involvement of two tenant commissioners, one being a senior citizen, on the HACSC board.

Actions taken to provide assistance to troubled PHAs

Not applicable.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Palo Alto has undertaken a number of actions to eliminate barriers to the development of affordable housing including participation in a county-wide effort to provide additional affordable housing units; programs in the 2014-2023 Housing Element Update to increase the supply of affordable housing; and the development impact fees for housing.

Housing Trust Silicon Valley (Housing Trust): The Housing Trust, formerly the Housing Trust Fund of Santa Clara County (HTSCC), was created to provide additional financial resources to address the County's affordable housing deficit. The Housing Trust's mission is to make Silicon Valley a more affordable place to live. Loans and grants are issued to increase the supply of affordable housing, assist first-time home buyers, prevent homelessness and stabilize neighborhoods. Palo Alto was among the contributors during its founding and has continued to allocate funding. A provision was added to ensure the City's funds be used exclusively for qualifying affordable housing projects within the City of Palo Alto. The most recent included \$200,000 from the City's Residential Housing Fund for Fiscal Year 2014/2015.

Participation in the Housing Trust has increased the available housing funding for a number of Palo Alto Projects as summarized in the table below. In addition, the Housing Trust has invested over \$100,000 assisting 16 households to purchase homes in Palo Alto through its first-time homebuyer program.

2015-2023 Housing Element Update: The Palo Alto Housing Element, which is part of the City's Comprehensive Plan is the chief policy document describing the City's housing needs and the policies and programs the City will use to meet those needs. The 2015-2023 Housing Element Update has been certified by the California State Department of Housing and Community Development.

Development Impact Fees for Housing: The City's impact fees are comprised of four categories: Housing, Traffic, Community Facilities, and Parkland Dedication. The City has completed Nexus Studies for Residential and Commercial Development. The studies served as a basis for an update to both residential and non-residential housing fees and became effective on June 19, 2017. The housing fee for non-residential development is \$22.69 per square foot for retail and hotel uses. The fee for commercial uses increased to \$39.70 per square foot. The fee rate applies to all net new commercial square footage on a site. Full payment is required at building permit issuance with some exemptions including hospitals and convalescent facilities, private education facilities, public facilities and private clubs, lodges and fraternal organizations.

Project Name	Number of Units	HTSCC Loan Amount	Leveraged Amount
Opportunity Center	89	\$650,000	\$20,050,000
Oak Court Apartments	53	\$400,000	\$19,700,000
Alta Torre	56	\$689,439	\$18,110,561
Tree House	35	\$500,000	\$11,016,525
Alma Street	50	\$500,000	\$28,536,801
801 Alma	50	\$500,000	\$30,000,000*
Total	333	\$2,739,439	\$127,413,887

*Estimated Amount

Table 9: Housing Trust Palo Alto Projects

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City's CDBG program diligently works with other purveyors of funding to provide the most value per dollar. This is actualized by partnering with other City resources such as HSRAP and leveraging dollars invested in site acquisition for low-income housing with a multitude of other funding sources. However, Palo Alto is at a disadvantage in removing or eliminating obstacles to meeting underserved needs due to the consistently shrinking amount of CDBG funds available in recent years. To address this, the City supplements its CDBG funding with other resources and funds, such as:

- During FY2020-21, the City's Human Service Resource Allocation Process (HSRAP) provided approximately \$549,306 from the General Fund in support of human services. The HSRAP funds, in conjunction with the CDBG public service funds, are distributed to local non-profit agencies.
- The Palo Alto Commercial Housing Fund is used primarily to increase the number of new affordable housing units for Palo Alto's work force. It is funded with mitigation fees required from developers of commercial and industrial projects.
- The Palo Alto Residential Housing Fund is funded with mitigation fees provided under Palo Alto's BMR housing program from residential developers and money from other miscellaneous sources, such as proceeds from the sale or lease of City property.
- The City's Below Market Rate Emergency Fund was authorized in 2002 to provide funding on an ongoing basis for loans to BMR owners for special assessment loans and for rehabilitation and preservation of the City's stock of BMR ownership units.
- HOME Program funds are available on an annual competitive basis through the State of California HOME program, and the County's HOME Consortium.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Lead poisoning can cause permanent damage to the brain and many other organs, and can result in reduced intelligence and behavioral problems in young children. More than 80,000 children younger than 6 years old living in the United States have lead in their blood that is above the level of concern set by the Centers for Disease Control and Prevention (CDC). A significant number of these children are in families of low income and are living in old homes with heavy concentration of lead-based paint and lead-contaminated dust and soil in the environment.

The City's housing and CDBG staff provides information and referrals to property owners, developers,

and nonprofit organizations rehabilitating older housing about lead-based paint (LBP) hazards. Any house to be rehabilitated with City financial assistance is required to be inspected for the existence of LBP hazards. The City will provide financial assistance for the abatement of LBP hazards in units rehabilitated with City funding. The City also requires that contractors are trained and certified in an effort to decrease the risk of potential use of LBP in new units. All development and rehabilitation projects must be evaluated according to HUD's Lead Safe Housing Rule 24 CFR Part 35.[1]

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City, in its continuing effort to reduce poverty, prioritized funding agencies that provide direct assistance to the homeless and those in danger of becoming homeless. In FY 2020-2021, these programs included the following:

The Workforce Development Program provided transition from unemployment and homelessness to regular employment and housing through case management, job training, mentoring, housing, and transportation assistance. Downtown Streets Team is a nonprofit in the City that works to reduce homelessness through a "work first" model. Downtown Streets Team utilized their community connections to provide training and job opportunities to homeless people, specifically in the downtown area. The Downtown Streets Team connected 26 employers with 21 individuals who were meaningfully employed.

As mentioned previously, the City provided LifeMoves with \$29,932 in CDBG funds in FY2020-21. During the program year 66 homeless and/or very low-income Palo Alto residents received case management services including assistance with housing/job search, referral and mentoring

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City continues to participate with other local jurisdictions in sharing information and resources regarding CDBG and other housing programs. Meetings take place on a biweekly basis. Additionally, when projects are funded by multiple jurisdictions, the jurisdictions involved cooperate in an effort to reduce duplication of work and reduce project monitoring costs. City staff will continue the following collaborative efforts to improve institutional structure:

- Joint jurisdiction RFP and project review committees
- Coordination on project management for projects funded by multiple jurisdictions
- HOME Consortium between member jurisdictions for affordable housing projects

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City benefits from a strong jurisdiction and region-wide network of housing and community development partners, such as Regional Housing Working Group and the Continuum of Care (CoC). To improve intergovernmental and private sector cooperation, the City participated with other local jurisdictions and developers in sharing information and resources. In addition to the actions listed above, the City will continue to coordinate with the City's HSRAP funding efforts to comprehensively address community needs.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City makes every effort to affirmatively further fair housing in compliance with the adopted

Analysis of Impediments. The following is a list of actions taken to affirmatively further fair housing:

- The Department of Housing and Community Development has certified the City's 2015-2023 Housing Element update.
- The City targeted the majority of its local housing funds to increase and preserve the supply of affordable housing.
- The Office of Human Services regularly met with the County of Santa Clara Housing Authority to place homeless individuals with section 8 vouchers.
- Affordable housing information and referral services were provided by the Office of Human Services
- In a joint effort with the County of Santa Clara and Cities, the City is currently updating its Assessment of Fair Housing (AFH) Plan. The Palo Alto AFH Plan is expected to be completed in Winter/Spring 2021.

During Fiscal Year 2020-21, the City continued to support actions to affirmatively further fair housing choice through a subrecipient agreement with Project Sentinel, a non-profit organization dedicated to assisting individuals with housing problems. Project Sentinel responded to and investigated 17 cases of housing discrimination in Palo Alto during the fiscal year. Additionally, 898 Palo Alto residents and service providers through outreach presentations were provided information relating to fair housing laws. Finally, 21 low-income Palo Alto residents and/or housing providers were provided extended fair housing consultation sessions to tenants. In addition, 789 brochures were distributed throughout the City of Palo Alto to create awareness and information relating to fair housing laws.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City continues to actively monitor all subrecipients and projects ensuring compliance with program and comprehensive planning requirements. Monitoring involves review of semiannual and annual performance reports, review of reimbursement requests and submitted backup documentation, agency's audit reports etc. Biennial on-site monitoring is carried out for all CDBG subrecipients and consists of reviewing client files, project objectives and conformance with agreement, administrative management, financial management/internal controls.

In FY 2020-21, the City completed on-site monitoring of four subrecipients. Since the City operates under a two-year funding cycle there are some subrecipients that receive funding for two years and are only required to have one on-site monitoring during this time. However, starting FY2017-18 the City Staff is conducting annual monitoring of the Downtown Streets Team; Workforce Development Program due to the large funding amount that the organization receives annually. Typically, subrecipients who have had trouble implementing projects or have been identified as having compliance issues in a previous monitoring are selected for the annual monitoring. There were no major deficiencies identified during the previous monitoring. The City will be conducting on-site monitoring of four subrecipients in Winter 2021.

Additionally, City staff plans to conduct on-site monitoring of three subrecipients funded through 2020 annual formula grant for COVID-19 related activities. Other than the typical monitoring plan that staff follows, for COVID-19 related activities specifically, review of additional documentation such as self-certification forms to determine client eligibility, rental application packets etc. will also be reviewed. The City plans to conduct on-site monitoring of the remaining four subrecipients funded through CDBG and CDBG-CV, for COVID-19 related assistance, upon completion of the activities. It is expected that the activities will be completed by Summer 2022 and monitoring will be scheduled in Fall 2022.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

PY2020 Draft CAPER was made available on the City website:

<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Long-Range-Planning/Community-Development-Block-Grant>

for the required 15 days public comment period from September 2 through September 17, 2021. An advertisement was placed in The Daily Post, a newspaper of general circulation, on September 1, 2021, advertising the availability of the CAPER for public review and comment. The draft CAPER was posted on the City's website on September 1, 2021. Due to COVID-19, copies of the CAPER were made available electronically. The Palo Alto City Council held a virtual public hearing on September 20, 2021 to discuss the CAPER and to allow the public an opportunity to comment on the CAPER.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Not applicable. The City does not plan to change the CDBG program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No



City of Palo Alto City Council Staff Report

(ID # 12401)

Report Type: Informational Report

Meeting Date: 9/20/2021

Title: Sales Tax Digest Summary Calendar 2021 Q1

From: City Manager

Lead Department: Administrative Services

Information

This report transmits information regarding the City of Palo Alto's sales tax receipts for the first quarter (January to March) of 2021.

There are two attachments to this report that provide further level of information:

- City of Palo Alto Sales Tax Digest Summary (Attachment A)
- California Legislative Update -June 2021 (Attachment B)

The City's sales tax cash receipts of \$6.8 million for the first quarter (January to March 2021) is \$1.1 million (19.8 percent) higher than the same quarter of the prior year (see Attachment A, chart 5). This increase includes late payment anomalies related to the state sales tax extension program to help alleviate the short term and negative economic impacts of the pandemic. After adjustments made for the non-period related payments, **the overall economic quarter over quarter sales tax activity decreased by 9.8 percent.** It should be noted that only one month (March) of Q1 2020 saw significant impacts from COVID-19; although the recovery was underway in Q1 of 2021 the local economy has still not reached pre-pandemic levels.

For the year ending in the first quarter of 2021, cash receipts (including pools) for the City declined 19.3 percent from the prior year. In comparison, statewide increased by 3.4 percent, Northern California increased by 4.9 percent, and Southern California by 2.4 percent.

After adjustments for non-period related payments, **the overall economic sales tax activity (local business excluding pools) in Palo Alto for the year decreased by 25.9 percent.** After adjustments, the economic sales tax activity for the state decreased 17.4 percent, 12.4 percent in Northern California and 20.6 percent in Southern California.

While reviewing the first quarter figures, it is important to recognize that the state of California offered small businesses a 90-day extension to pay their first quarter of 2020 taxes due to the economic impact of the pandemic. This resulted in some businesses having partial or no payments for the first quarter of 2020.

Attachments:

- **Attachment10.a:** Attachment A - 2021 Q1 Sales Tax Digest Summary
- **Attachment10.b:** Attachment B - California Legislative Update, June 2021 Highlights

City of Palo Alto
Sales Tax Digest Summary
Collections through May 2021
Sales January through March 2021 (2021Q1)

California Overview

For the year ending in first quarter 2021, cash receipts (including pools) increased 3.4% statewide, 4.9% in Northern California and 2.4% in Southern California. However, when adjusted for non-period related payments, the overall economic sales tax activity (excluding pools) for the year ending in first quarter 2021 decreased by -17.4% statewide, down 20.6% in Southern California and down 12.4% in Northern California.

City of Palo Alto

For the year ending in the first quarter of 2021, sales tax cash receipts (including pools) for the city declined -19.3% from the prior year. However, when adjusted for non-period related payments, the overall economic sales tax activity (local businesses excluding pools) in Palo Alto for the year ending in first quarter 2021 decreased by -25.9%.

On a quarterly basis, sales tax cash receipts (including pools) increased by 19.8% from Quarter 1 2020 to Quarter 1 2021. However, this increase includes late payment anomalies related to a state sales tax extension program (see note below). The period's cash receipts include tax from business activity during the period, payments for prior periods and other cash adjustments. When adjusted for non-period related payments, the overall economic quarter over quarter sales tax activity (local businesses excluding pools - Q1 2020 to Q1 2021) in Palo Alto decreased by -9.8%.

Note: It is important to recognize that the state offered small businesses a 90-day extension to pay their first quarter of 2020 taxes (to alleviate some of the short-term economic difficulties of the pandemic), and some businesses had partial or no payments for the first quarter of 2020. As a result of this extension program, some payments for first quarter economic activity were paid in the second quarter of 2020. While Palo Alto experienced a 26.6% cash decrease for the first quarter of 2020 (from Q1 2019), this includes late payment decreases related to the state 90-day extension program and actual first quarter of 2020 economic activity did not decline to this extent.

Regional Overview

The first chart on page two shows adjusted economic benchmark year amounts, which means that it shows a full calendar year from the second quarter of 2020 through first quarter of 2021 compared to second quarter of 2019 through first quarter of 2020 (benchmark years are rolling annual comparisons through the current quarter). The decrease is different between the state and Palo Alto because the sales tax from businesses in Palo Alto were more impacted than those statewide.

Chart 1

Regional Overview Chart (Economic)

ECONOMIC CATEGORY ANALYSIS FOR YEAR ENDED 1st Quarter 2021									
% of Total / % Change	Palo Alto	California Statewide	S.F. Bay Area	Sacramento Valley	Central Valley	South Coast	Inland Empire	North Coast	Central Coast
General Retail	24.4 / -41.2	27.6 / -14.7	26.1 / -15.7	26.2 / 0.7	36.6 / 18.3	26.4 / -17	28.5 / -36.5	29.5 / 4.2	25.9 / -23.8
Food Products	11.5 / -49.9	18.1 / -29.9	17.2 / -37.1	15.3 / -14.5	13.8 / -17.4	20.0 / -26.8	17.3 / -42.1	17.6 / -34.9	28.0 / -32.5
Transportation	22.3 / -20.6	23.6 / -16.5	21.0 / -18.3	28.1 / -1.8	21.5 / -17.8	24.1 / -10.9	25.4 / -39.8	27.2 / -0.4	24.8 / -8.1
Business to Business	38.1 / -6.5	17.9 / -15.6	22.7 / -6.2	15.2 / -5.1	15.6 / -13.0	17.7 / -13.4	13.3 / -50.6	9.1 / -4.9	9.4 / -25.3
Misc/Other	4.1 / 78.4	12.8 / -4.9	13.1 / -7.1	15.3 / 6.2	12.5 / 0.3	11.8 / 2.9	15.5 / -31.1	16.5 / 8.8	11.9 / 7.2
Total	100.0 / -25.9	100.0 / -17.4	100.0 / -18.2	100.0 / -2.8	100.0 / -4.0	100.0 / -15.3	100.0 / -39.9	100.0 / -7.0	100.0 / -20.7
ECONOMIC SEGMENT ANALYSIS FOR YEAR ENDED 1st Quarter 2021									
	Palo Alto	California Statewide	S.F. Bay Area	Sacramento Valley	Central Valley	South Coast	Inland Empire	North Coast	Central Coast
Largest Segment	Leasing	Auto Sales - New	Auto Sales - New	Auto Sales - New	Department Stores	Auto Sales - New	Auto Sales - New	Department Stores	Restaurants
% of Total / % Change	19.7 / 24.1	12.1 / -2.8	11.9 / -6.5	12.9 / 11.2	12.0 / -4.4	12.9 / 4.2	11.8 / -25.8	12.0 / 5.7	17.2 / -42.1
2nd Largest Segment	Auto Sales - New	Restaurants	Restaurants	Department Stores	Furniture/ Appliance	Restaurants	Department Stores	Auto Sales - New	Auto Sales - New
% of Total / % Change	19.1 / -18.0	11.3 / -38.3	10.3 / -47.3	10.3 / -3.3	10.1 / 64.1	12.9 / -35.6	11.0 / -36.6	11.9 / 15.7	15.1 / 11.4
3rd Largest Segment	Office Equipment	Department Stores	Miscellaneous Retail	Restaurants	Miscellaneous Retail	Department Stores	Restaurants	Restaurants	Food Markets
% of Total / % Change	10.7 / -30.7	9.0 / -15.5	10.0 / 7.9	9.3 / -22.2	8.7 / 52.2	8.8 / -12.0	10.0 / -46.7	11.2 / -46.7	8.6 / -10.8

Chart 2

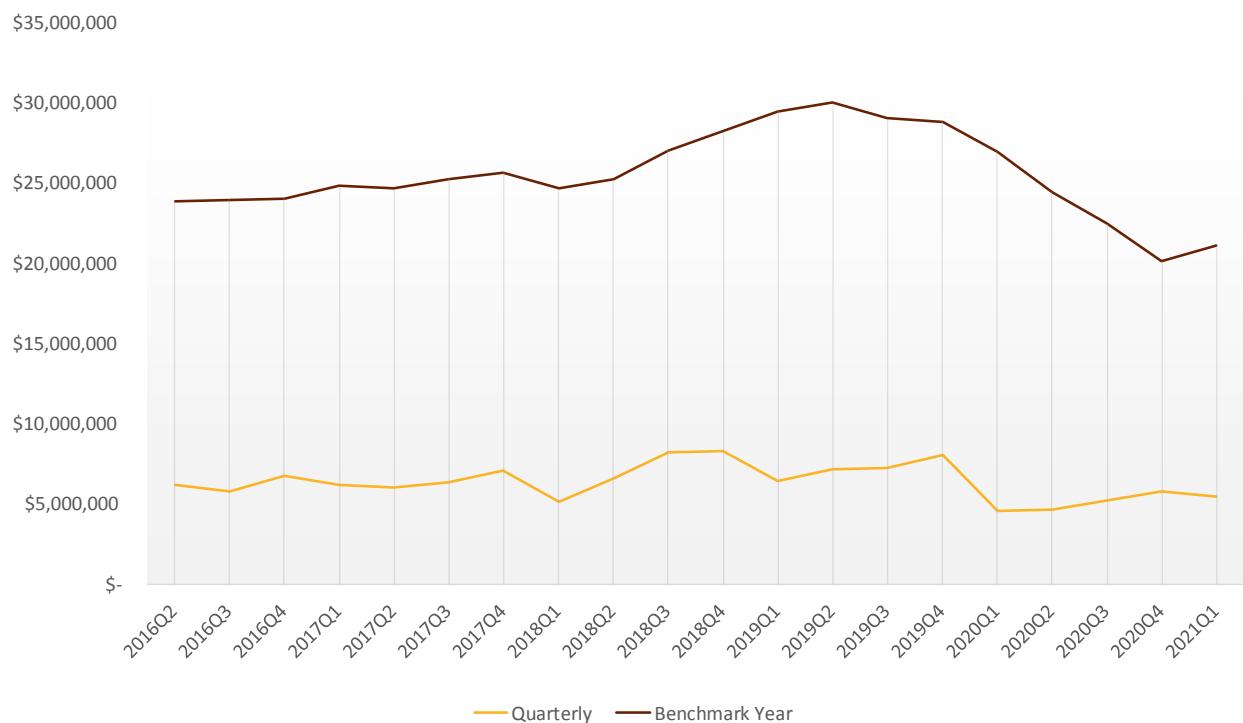
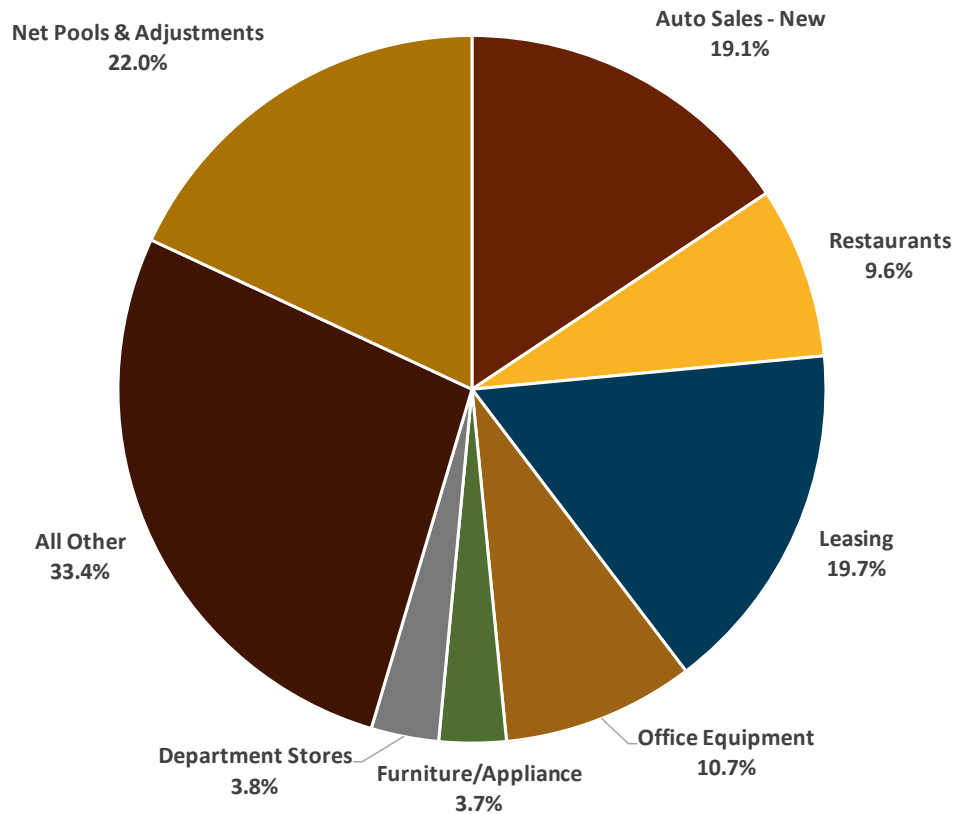
Gross Historical Sales Tax Cash Receipts by Benchmark Year and Quarter (Before Adjustments)

Chart 3

Net Cash Receipts for Benchmark Year First Quarter 2021: \$26,480,678

**Benchmark year (BMV) is the sum of the current and 3 previous quarters (2021Q1 BMV is sum of 2021 Q1, 2020 Q4, 2020 Q3, 2020 Q2)*

**TOP 25 SALES/USE TAX CONTRIBUTORS**

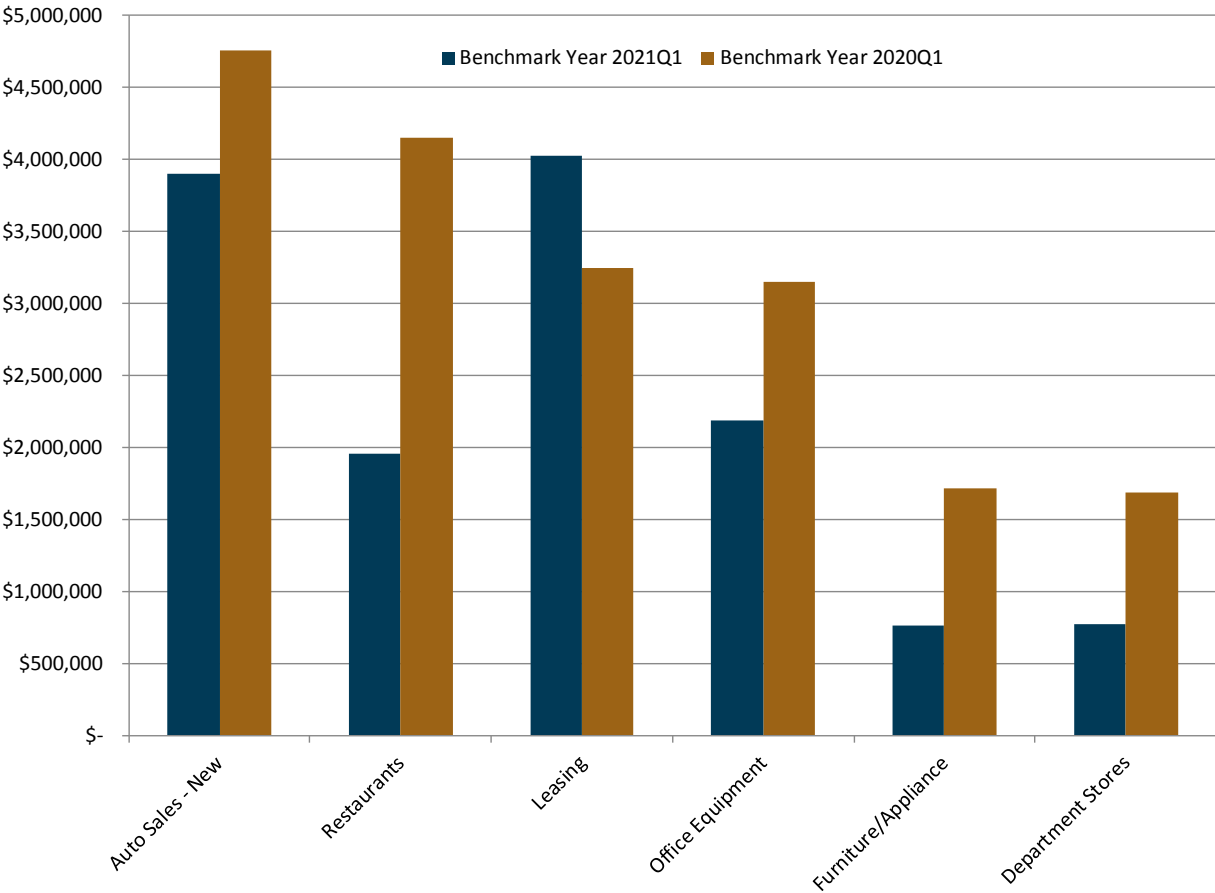
The following list identifies Palo Alto's Top 25 Sales/Use Tax contributors. The list is in alphabetical order and represents the year ended first quarter of 2021. The Top 25 Sales/Use Tax contributors generate 63.7% of Palo Alto's total sales and use tax revenue.

Anderson Honda
Apple Stores
Atila Biosystems
Audi Palo Alto
Dell Marketing
Enclos Corporation
Hengehold Trucks
Hermes
HP Computing & Printing

Louis Vuitton
Lucile Packard Children's Hospital
Macy's Department Store
Magnussen's Toyota of Palo Alto
Neiman Marcus Department Store
Nordstrom Department Store
Richemont
Shell Service Stations

Shreve & Co.
Space Systems Loral
Stanford Outpatient Clinic Pharmacy
Tesla
Tesla Lease Trust
Tiffany & Company
Varian Medical Systems
Volvo Cars Palo Alto

Sales Tax from Largest Non-Confidential Sales Tax Segments (Economic)



Historical Analysis by Calendar Quarter

Economic Category	%	2021Q1	2020Q4	2020Q3	2020Q2	2020Q1	2019Q4	2019Q3	2019Q2	2019Q1	2018Q4	2018Q3
Business To Business	35.3%	1,803,993	1,948,294	2,027,964	1,870,893	2,010,844	2,381,737	1,950,735	1,958,684	2,244,140	1,910,168	1,390,421
Miscellaneous/Other	27.9%	1,424,075	1,650,242	1,321,778	990,334	1,225,410	1,692,985	1,516,049	1,784,443	1,464,631	2,497,498	2,248,618
General Retail	24.7%	1,259,993	1,709,004	1,298,977	657,723	1,449,509	2,573,066	2,415,683	1,993,189	1,887,330	2,559,140	2,103,433
Food Products	12.2%	621,710	721,698	647,289	434,446	976,479	1,244,954	1,203,802	1,267,934	1,176,607	1,240,898	1,200,777
Subtotal Economic (Local Business)	75.3%	5,109,771	6,029,238	5,296,007	3,953,397	5,662,242	7,892,743	7,086,269	7,004,251	6,772,708	8,207,703	6,943,250
Net Pools & Adjustments	24.7%	1,680,031	1,311,945	1,227,317	1,872,972	4,307	1,949,165	1,471,130	1,742,411	942,447	1,700,082	2,776,978
Total Cash Receipts	100.0%	6,789,802	7,341,183	6,523,324	5,826,368	5,666,550	9,841,908	8,557,399	8,746,661	7,715,155	9,907,785	9,720,228

Economic Segment	%	2021Q1	2020Q4	2020Q3	2020Q2	2020Q1	2019Q4	2019Q3	2019Q2	2019Q1	2018Q4	2018Q3
Miscellaneous/Other	68.3%	3,491,725	4,014,369	3,687,523	3,192,638	3,556,542	4,675,922	4,323,203	4,044,470	4,097,682	4,842,499	4,049,966
Restaurants	10.4%	529,770	600,427	543,111	339,414	853,240	1,095,153	1,072,082	1,122,871	1,041,119	1,079,230	1,061,607
Miscellaneous Retail	6.4%	329,448	456,914	325,380	107,313	279,945	500,221	384,381	392,196	333,960	544,739	368,526
Apparel Stores	5.2%	263,259	365,837	263,940	72,307	305,736	552,734	469,447	486,790	408,476	599,685	509,814
Department Stores	4.6%	237,522	315,453	186,208	29,823	245,862	552,822	431,508	453,439	356,943	599,796	475,142
Service Stations	2.3%	117,648	127,467	108,840	70,063	146,282	181,063	175,309	185,969	159,032	173,915	179,644
Food Markets	1.4%	71,860	91,881	81,580	76,039	102,026	118,952	104,192	113,153	106,194	124,138	109,282
Business Services	1.3%	68,539	56,890	99,426	65,799	172,609	215,876	126,148	205,363	269,302	243,701	189,269
Subtotal Economic (Local Business)	75.3%	5,109,771	6,029,238	5,296,007	3,953,397	5,662,242	7,892,743	7,086,269	7,004,251	6,772,708	8,207,703	6,943,250
Net Pools & Adjustments	24.7%	1,680,031	1,311,945	1,227,317	1,872,972	4,307	1,949,165	1,471,130	1,742,411	942,447	1,700,082	2,776,978
Total Cash Receipts	100.0%	6,789,802	7,341,183	6,523,324	5,826,368	5,666,550	9,841,908	8,557,399	8,746,661	7,715,155	9,907,785	9,720,228

The chart above shows the categories and segments in quarterly economic basis amounts. The total amount is the net cash receipts, and it was obtained by adding up the categories/segments with the “Net Pools & Adjustments” amount.

Quarterly Analysis by Sales Tax Category: Change from 2020Q1 to 2021Q1 (Economic)

	General Retail	Food Products	Transportation	Business to Business	Misc/Other	2021/1 Total	2020/1 Total	% Chg	Largest Gain	Second Largest Gain	Largest Decline	Second Largest Decline
Campbell	1.9%	-25.0%	-12.0%	14.7%	16.1%	2,010,859	2,097,031	-4.1%	Office Equipment	Bldg.Matls-Retail	Restaurants	Electronic Equipment
Cupertino	0.3%	-24.2%	-38.6%	76.5%	-49.0%	9,632,090	6,067,201	58.8%	Office Equipment	Electronic Equipment	Restaurants	I.T. Infrastructure
Gilroy	15.7%	-3.7%	1.0%	11.8%	7.0%	3,153,084	2,938,276	7.3%	Apparel Stores	Department Stores	Service Stations	Auto Sales - New
Los Altos	-5.6%	-24.3%	-16.0%	33.2%	-0.5%	420,974	498,817	-15.6%	Green Energy	Furniture/Appliance	Restaurants	Food Markets
Los Gatos	-20.1%	-23.6%	7.3%	-14.9%	0.5%	1,159,079	1,313,713	-11.8%	Auto Sales - New	Auto Parts/Repair	Restaurants	Furniture/Appliance
Milpitas	-12.7%	-19.6%	8.9%	-7.8%	2.6%	4,333,468	4,659,827	-7.0%	Auto Sales - New	Business Services	Electronic Equipment	Restaurants
Morgan Hill	2.9%	-6.0%	30.4%	-25.3%	-13.7%	2,020,048	1,981,971	1.9%	Auto Sales - New	Misc. Vehicle Sales	Light Industry	Bldg.Matls-Whsle
Mountain View	-5.0%	-15.3%	7.4%	-6.7%	-34.3%	3,313,372	3,646,821	-9.1%	Auto Sales - New	Office Equipment	Restaurants	Business Services
Palo Alto	-13.1%	-36.3%	9.2%	-10.3%	85.0%	5,109,771	5,662,242	-9.8%	Leasing	Auto Sales - New	Restaurants	Office Equipment
San Jose	-0.7%	-17.4%	8.0%	-4.2%	4.2%	33,730,060	34,459,494	-2.1%	Auto Sales - New	Office Equipment	Restaurants	I.T. Infrastructure
Santa Clara	-6.4%	-30.5%	14.0%	-21.5%	-13.9%	8,988,790	10,544,511	-14.8%	Auto Sales - New	Light Industry	Office Equipment	Restaurants
County of Santa Clara	-23.9%	-14.3%	0.7%	-27.8%	8.1%	830,226	939,923	-11.7%	Food Processing Eqp	Heavy Industry	Restaurants	Business Services
Saratoga	-26.7%	-22.6%	-4.1%	51.2%	-16.5%	164,570	199,888	-17.7%	Business Services	Auto Parts/Repair	Restaurants	Miscellaneous Retail
Sunnyvale	-18.7%	-26.2%	7.4%	-3.7%	1.8%	4,754,063	5,168,450	-8.0%	Auto Sales - New	Office Equipment	Restaurants	Department Stores

Unlike the chart on page one which showed a 'benchmark year' through first quarter of 2021, the chart above shows a comparison of one quarter only – first quarter of 2021 to first quarter of 2020. This chart is for local 'brick and mortar' businesses and it excludes county pools and adjustments.

City of Palo Alto Geo Areas & Citywide Chart Data: Change from 2020Q1 to 2021Q1 (Economic)

California Avenue	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
FOOD PRODUCTS	-39.7%	28,704	47,627	34.5%	50.2%
GENERAL RETAIL	119.4%	27,078	12,339	32.5%	13.0%
ALL OTHER	-21.3%	27,524	34,958	33.0%	36.8%
TOTAL	-12.2%	83,307	94,924	100.0%	100.0%

El Camino Real and Midtown	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
FOOD PRODUCTS	-34.0%	89,488	135,651	22.4%	45.8%
GENERAL RETAIL	-25.8%	28,652	38,591	7.2%	13.0%
ALL OTHER	131.0%	281,289	121,769	70.4%	41.1%
TOTAL	34.9%	399,430	296,012	100.0%	100.0%

Greater Downtown	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
FOOD PRODUCTS	-42.7%	200,563	349,957	51.8%	55.0%
GENERAL RETAIL	-43.1%	124,193	218,379	32.1%	34.3%
BUSINESS TO BUSINESS	-15.2%	40,789	48,124	10.5%	7.6%
CONSTRUCTION	11.6%	10,985	9,847	2.8%	1.5%
MISCELLANEOUS	9.3%	7,637	6,989	2.0%	1.1%
TRANSPORTATION	0.7%	3,063	3,041	0.8%	0.5%
TOTAL	-39.1%	387,230	636,337	100.0%	100.0%

Stanford Shopping Center	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
GENERAL RETAIL	-4.9%	698,563	734,479	71.4%	54.7%
FOOD PRODUCTS	-25.0%	97,566	130,160	10.0%	9.7%
ALL OTHER	-61.9%	182,149	477,455	18.6%	35.6%
TOTAL	-27.1%	978,278	1,342,094	100.0%	100.0%

City of Palo Alto Geo Areas & Citywide Chart Data: Change from 2020Q1 to 2021Q1 (Economic) Cont.

Town And Country Shopping Center	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
GENERAL RETAIL	-17.4%	43,098	52,208	41.2%	43.2%
ALL OTHER	-10.4%	61,424	68,539	58.8%	56.8%
TOTAL	-13.4%	104,523	120,747	100.0%	100.0%

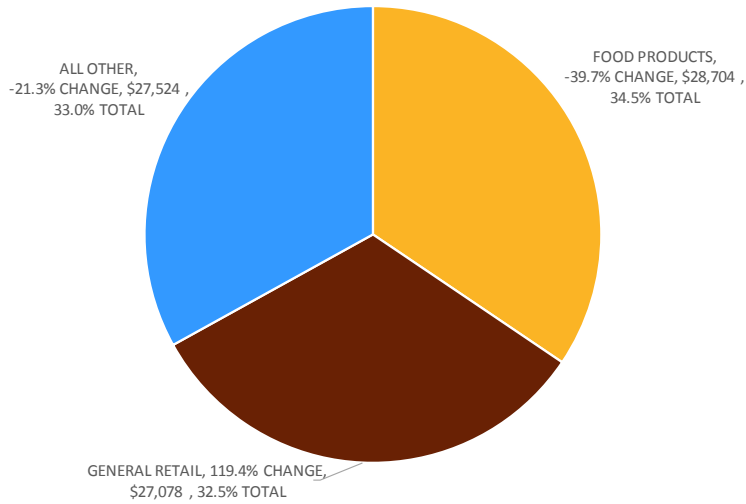
All Other Geos combined with Balance of Jurisdiction	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
BUSINESS TO BUSINESS	-9.1%	1,639,485	1,804,391	35.9%	35.3%
TRANSPORTATION	9.5%	1,213,519	1,108,590	26.6%	21.7%
GENERAL RETAIL	-14.3%	1,113,896	1,299,375	24.4%	25.4%
FOOD PRODUCTS	-37.5%	509,505	815,674	11.2%	16.0%
MISCELLANEOUS	19.6%	62,436	52,210	1.4%	1.0%
CONSTRUCTION	-14.0%	24,394	28,372	0.5%	0.6%
TOTAL	-10.7%	4,563,235	5,108,611	100.0%	100.0%

All Geo Area Totals Comparison 21Q1 & 20Q1	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
Balance of Jurisdiction	-0.3%	2,610,469	2,618,497	57.2%	51.3%
Stanford Shopping Center	-27.1%	978,278	1,342,094	21.4%	26.3%
El Camino Real and Midtown	34.9%	399,430	296,012	8.8%	5.8%
Greater Downtown	-39.1%	387,230	636,337	8.5%	12.5%
Town And Country Shopping Center	-13.4%	104,523	120,747	2.3%	2.4%
California Avenue	-12.2%	83,307	94,924	1.8%	1.9%
TOTAL	-10.7%	4,563,235	5,108,611	100.0%	100.0%

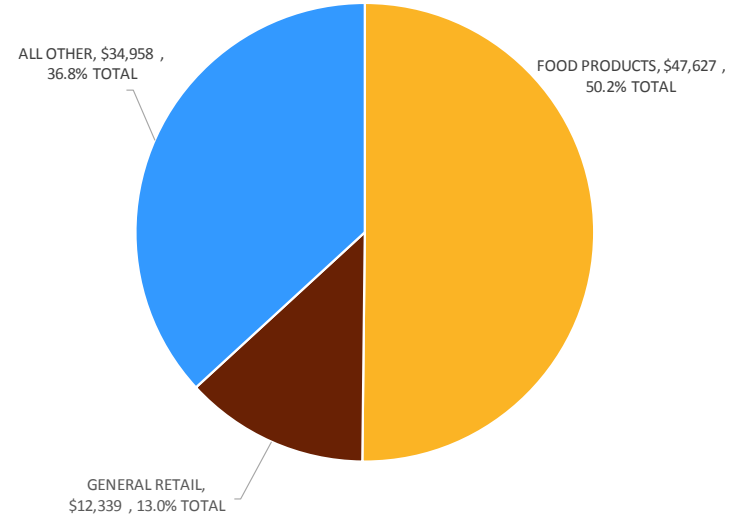
Palo Alto citywide QE 21Q1 & 20Q1	% CHANGE QoQ	2021Q1 QE	2020Q1 QE	21Q1 % OF TOTAL	20Q1 % OF TOTAL
BUSINESS TO BUSINESS	-10.3%	1,803,993	2,010,844	35.3%	35.5%
GENERAL RETAIL	-13.1%	1,259,993	1,449,509	24.7%	25.6%
TRANSPORTATION	9.2%	1,214,218	1,111,985	23.8%	19.6%
FOOD PRODUCTS	-36.3%	621,710	976,479	12.2%	17.2%
MISCELLANEOUS	138.5%	181,778	76,211	3.6%	1.3%
CONSTRUCTION	-24.5%	28,079	37,214	0.5%	0.7%
TOTAL	-9.8%	5,109,771	5,662,242	100.0%	100.0%

City of Palo Alto Geo Area Pie Charts

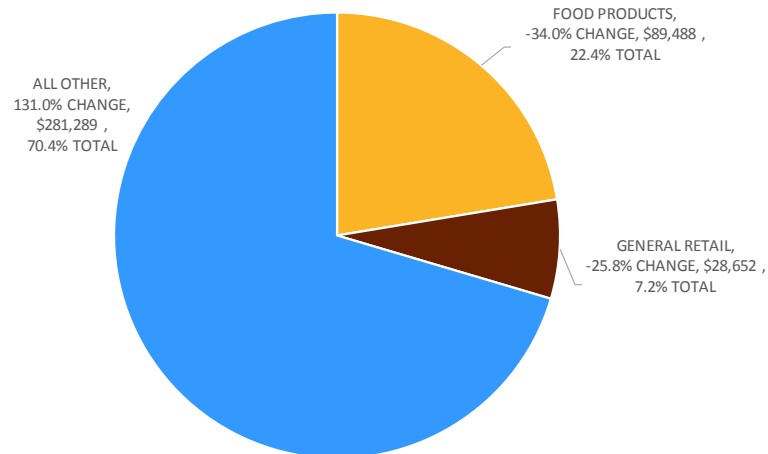
California Avenue 2021Q1 SALES TAX AMOUNTS



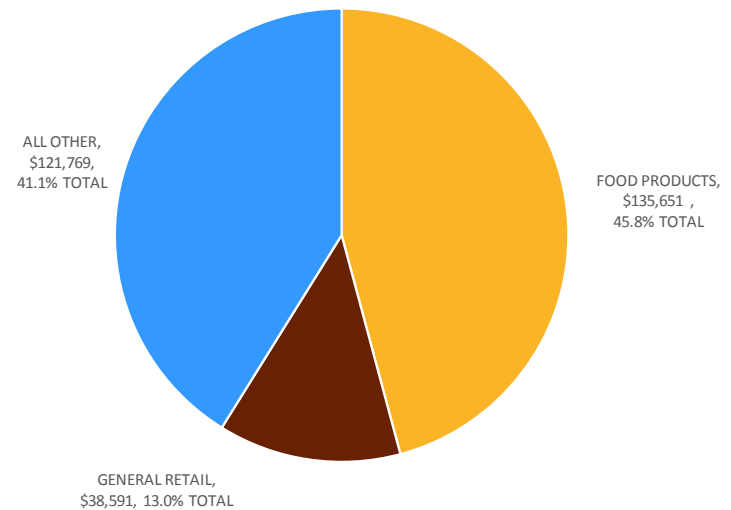
California Avenue 2020Q1 SALES TAX AMOUNTS



El Camino Real and Midtown 2021Q1 SALES TAX AMOUNTS

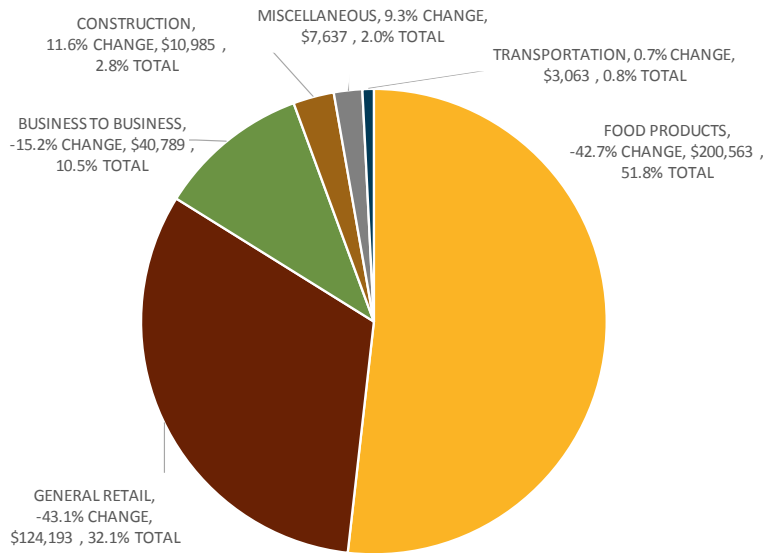


El Camino Real and Midtown 2020Q1 SALES TAX AMOUNTS

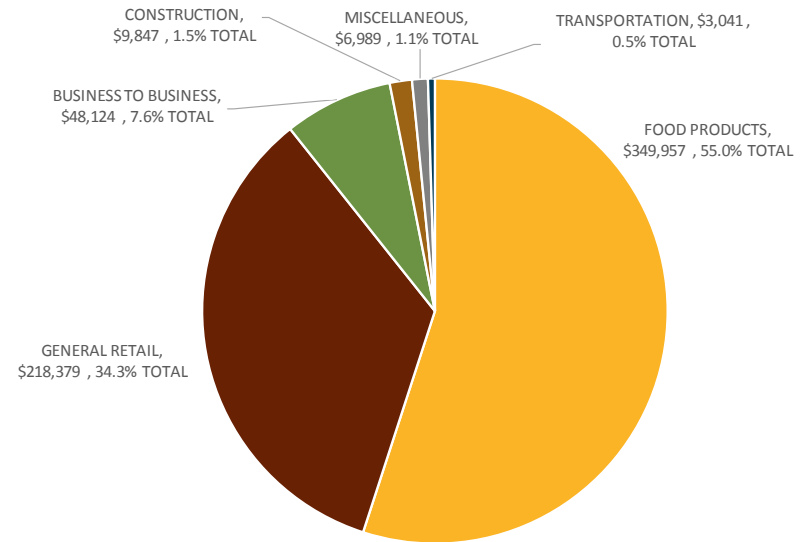


City of Palo Alto Geo Areas Pie Charts

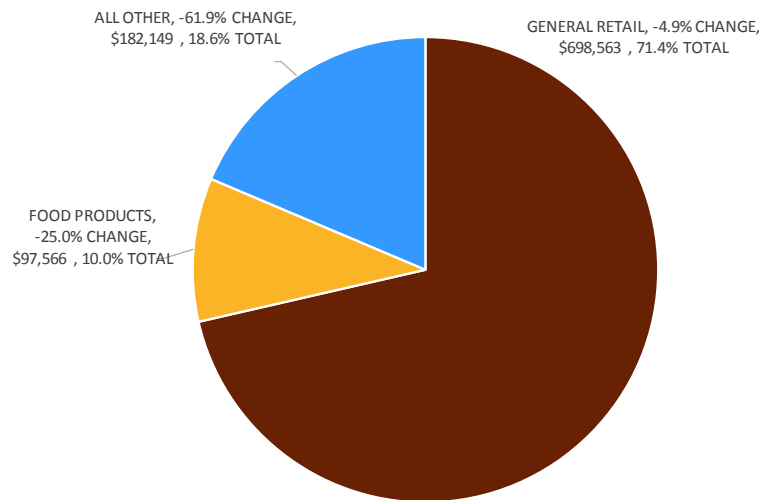
Greater Downtown 2021Q1 SALES TAX AMOUNTS



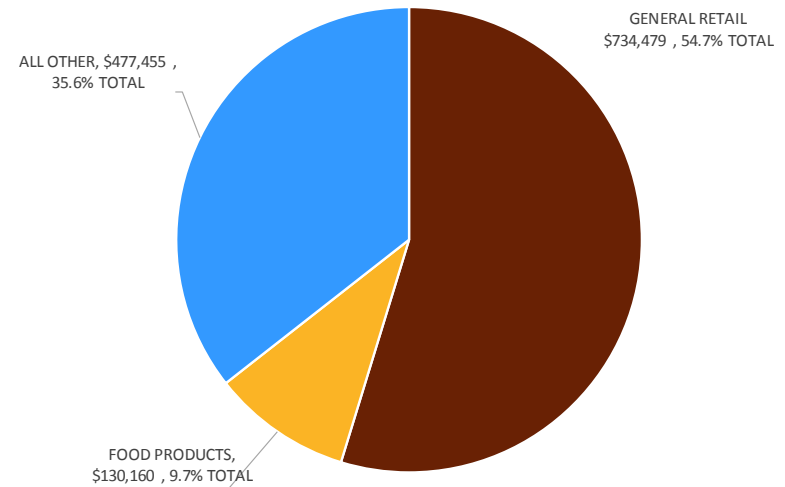
Greater Downtown 2020Q1 SALES TAX AMOUNTS



Stanford Shopping Center 2021Q1 SALES TAX AMOUNTS

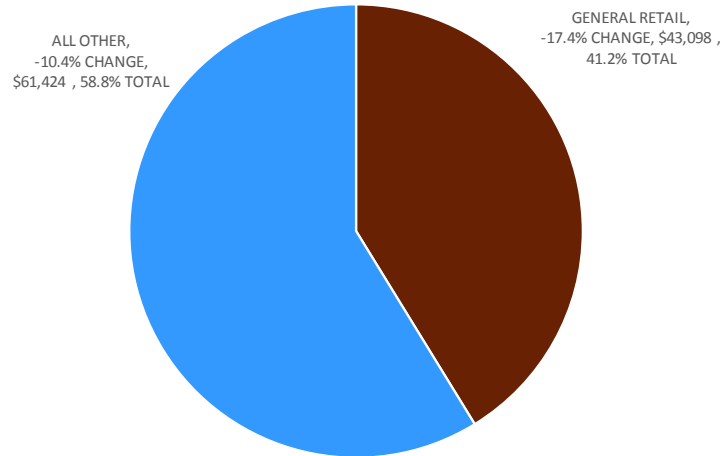


Stanford Shopping Center 2020Q1 SALES TAX AMOUNTS

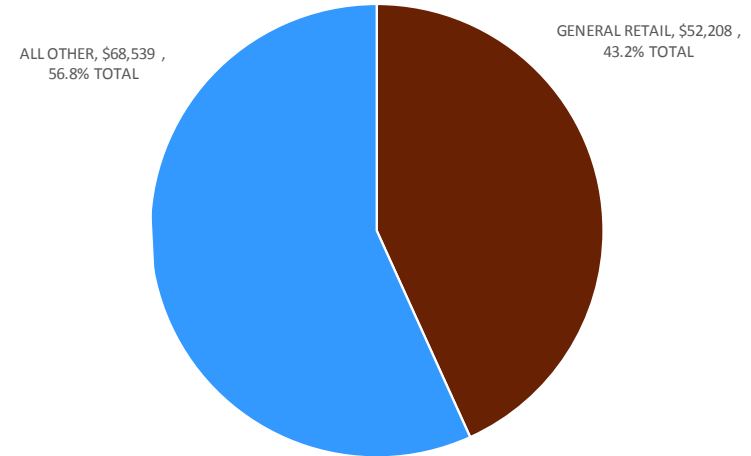


City of Palo Alto Geo Area Pie Charts

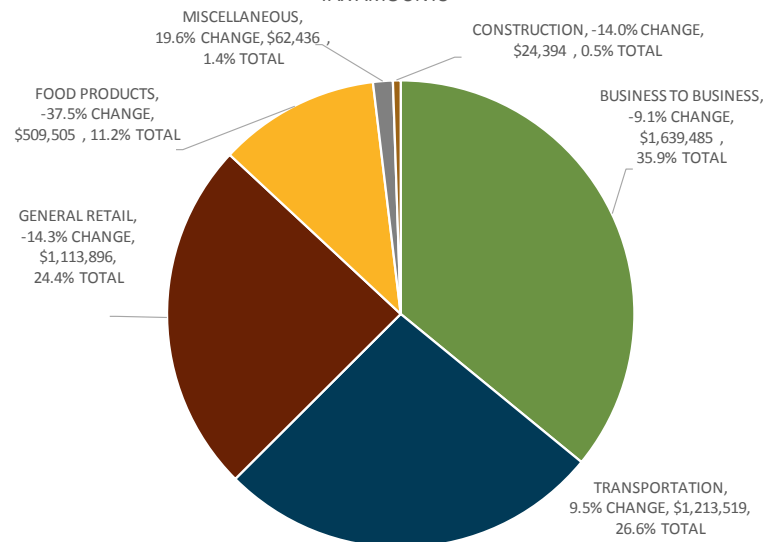
Town And Country Shopping Center 2021Q1 SALES TAX AMOUNTS



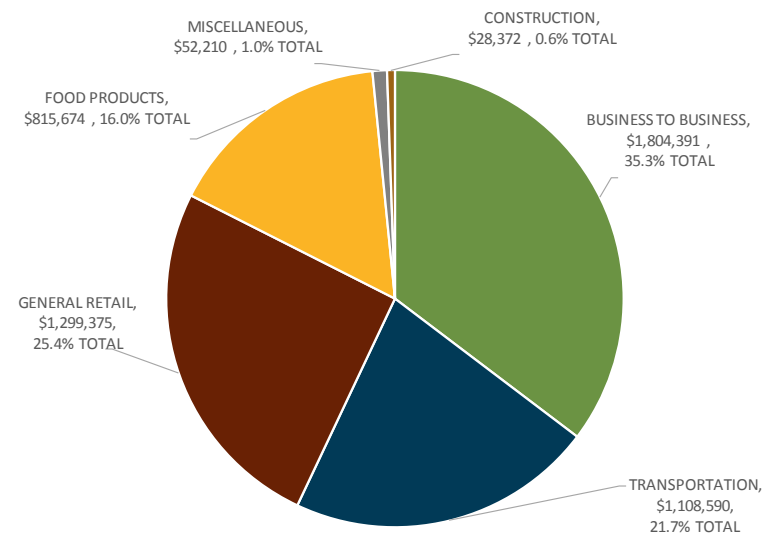
Town And Country Shopping Center 2020Q1 SALES TAX AMOUNTS



All Other Geos combined with Balance of Jurisdiction 2021Q1 SALES TAX AMOUNTS

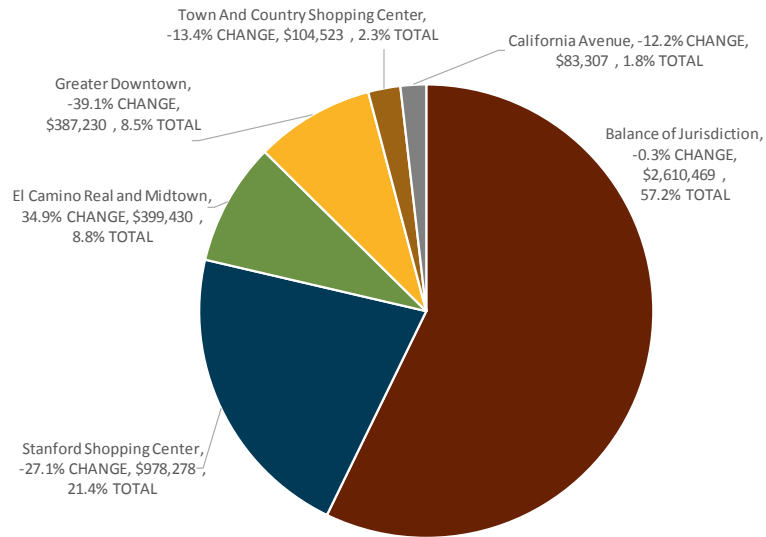


All Other Geos combined with Balance of Jurisdiction 2020Q1 SALES TAX AMOUNTS

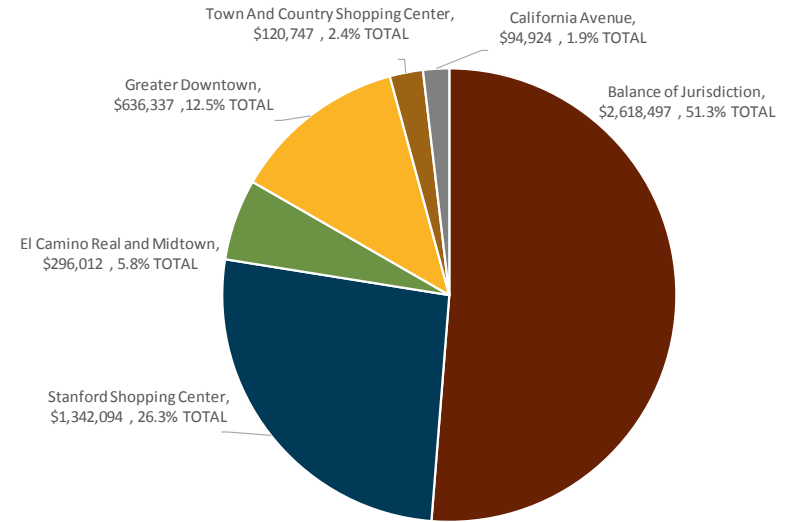


City of Palo Alto Geo Area & Citywide Pie Charts

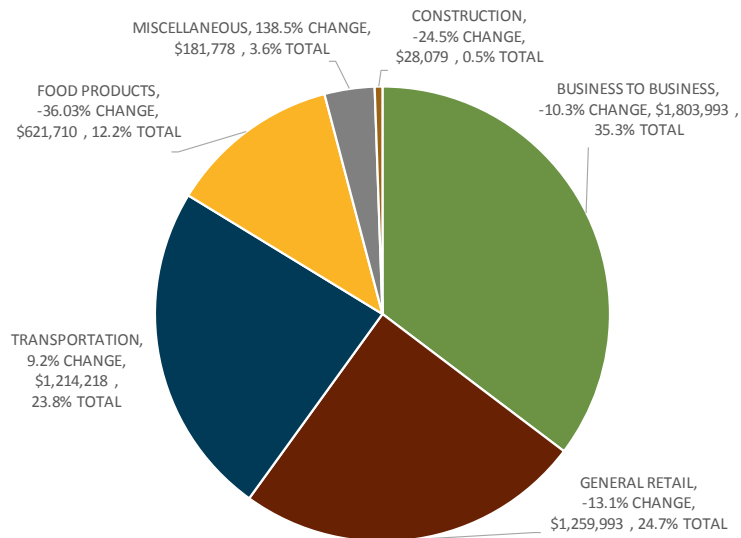
All Geo Area Totals 2021Q1 SALES TAX AMOUNTS



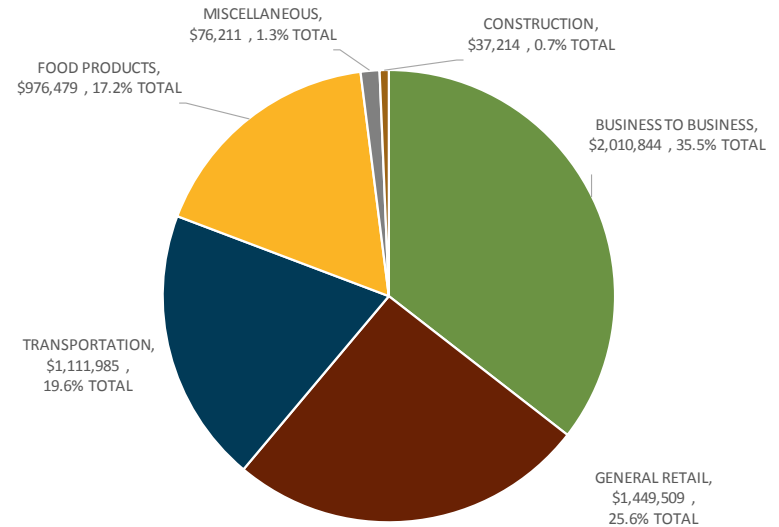
All Geo Area Totals 2020Q1 SALES TAX AMOUNTS



Palo Alto citywide 2021Q1 SALES TAX AMOUNTS



Palo Alto citywide 2020Q1 SALES TAX AMOUNTS





California Legislative Update – June 2021

In recent weeks, the State Legislature has been working actively on their state budget proposals and to meet the statutory deadlines to move bills from their house of origin to the other house by the June 4th deadline. On May 19th, the Speaker Pro Tempore Toni Atkins announced that each legislator would be limited to sending 12 bills to the opposite house. Some bills may be excluded from this requirement if they are being proposed to be implemented immediately. Below is a summary of key legislation moving through the California State Legislature. We will continue to provide updates as new information emerges and information become available, and as bills are amended to include issues of concern to local governments.

We hope this information is helpful. Please feel free to contact me with any questions.
Fran Mancia, Vice President of Government Relations Fran.Mancia@AvenuInsights.com

2021-22 Legislation of Interest

Sales and Use Tax: Exemptions and Exclusions

AB 217 (Valladares) Sales and Use Taxes. Exemption. Tax Holiday. School Supplies.

Provides a sales tax exemption for school supplies for a single back-to-school buying season for a three-day period (July 30, 2022 to August 1, 2022).

Status: Referred to the Assembly Revenue and Taxation Committee

Cal Cities Position: Oppose

CSAC Position: Oppose, Unless Amended

AB 296 (Gipson) Sales and Use Taxes: Exclusion: Pawnbrokers: Transfer of Vested Property.

Extends an existing sales and use tax exclusion for transfer of vested property for another five years, until January 1, 2027, when a customer buys back their property from a pawnbroker after defaulting on a loan.

Status: Referred to the Senate Governance and Finance Committee

Cal Cities Position: Watch

CSAC Position: Watch

Note: The Assembly Appropriations Committee estimates annual state and local revenue losses of approximately \$34,000.

AB 607 (Arambula) Sales and Use Taxes. Exemptions. Blood Screening.

Provides a five-year sales and use tax exemption for licensed blood bank equipment and supplies.

Status: Referred to the Assembly Revenue and Taxation Committee

Cal Cities Position: Oppose

CSAC Position: Oppose, Unless Amended

AB 879 (Rubio) Personal income tax: corporation tax: sales and use taxes: California Tax Amnesty and Revenue Recovery Act.

Requires the Franchise Tax Board (FTB) and California Department of Tax and Fee Administration (CDTFA) to administer a tax amnesty program for eligible taxpayers, waiving penalty and fee liabilities for tax reporting periods between January 1, 2020, and January 1, 2021. A taxpayer who does not

participate in the program is subject to a 7.75% penalty on outstanding tax liabilities. This bill requires FTB and CDTFA to maximize public awareness of the program, which must be conducted from September 1, 2022, to October 31, 2022.

Status: Held on the Assembly Appropriations Suspense File, two-year bill

Cal Cities Position: Watch

CSAC Position: Watch

AB 906 (Carrillo) Zero-emission Trucks: Tax and Fee Exemptions.

Exempts zero emission heavy duty trucks from sales tax, vehicle license fees, registration fees, and weight fees. Cal Cities is watching this measure and will take it to their policy committee. Cal Cities staff expressed concerns that exempting zero emissions vehicles from taxes and fees sets a difficult precedent as these vehicles are likely to be the standard in the future resulting in a significant negative impact on cities' tax and fee revenues. Cal Cities is advocating for the Legislature to take a different policy approach in encouraging wider adoption of zero emission trucks and vehicles.

Status: Referred to the Assembly Revenue and Taxation and Transportation Committees, failed deadline, two-year bill

Cal Cities Position: Watch

CSAC Position: None

AB 1121 (Rodriguez) Sales and Use Taxes. Emergency Preparation Items.

Exempts specified emergency preparedness items beginning at 12:01 a.m. on the Saturday before the last Monday in June and ending at midnight on the last Monday in June, beginning January 1, 2022 until January 1, 2024.

Status: Referred to the Assembly Revenue and Taxation Committee

Cal Cities Position: Oppose

CSAC Position: Oppose, Unless Amended

SB 771 (Becker) Sales and Use Taxes. Zero Emission and Hybrid Vehicles Exemption.

Enacts a state-only (3.9375%) sales and use tax exemption for zero emission or hybrid vehicles purchased under the Clean Cars 4 All Program.

Status: Awaiting referral to a policy committee in the Assembly

Cal Cities Position: Watch

CSAC Position: Neutral

Note: Amendments neutralized Cal Cities and CSAC opposition.

Soda Tax

AB 1163 (Nazarian) Local Government: taxation: prohibition: groceries.

Restores local authority to tax carbonated non-alcoholic beverages.

Status: Referred to the Assembly Revenue and Taxation Committee, two-year bill

Cal Cities Position: Watch

CSAC Position: Pending

Online Sales

AB 1402 (Levine) Marketplace Facilitator: Fee Collection.

This bill will require online retailers to collect environmental impact fees on products purchased online, similar to the fees charged on certain products at brick-and-mortar stores. Such fees include the California

Tire Fee, Covered Electronic Waste (eWaste) Fee, Lead-Acid Battery Fee, and Lumber Products Assessment.

Status: Referred to the Senate Governance and Finance Committee

Cal Cities Position: Watch

CSAC Position: Watch

SB 792 (Glazer) Sales and Use Tax Retailers. Reporting.

Requires online retailers with over \$1 million in sales to report to the CDTFA a schedule that reports the gross receipts from sales of property for each local jurisdiction where it shipped or delivered to a purchaser in that jurisdiction. This bill is intended to help the CDTFA map out the flow of payments and shipments. According to Cal Cities, this bill would require reporting and information gathering, but would not impact the County Pool Use Allocations.

Status: Awaiting referral to a policy committee in the Assembly

Cal Cities Position: Support

CSAC Position: Pending

Business and Property Taxes

AB 1181 (Nguyen) Local Restaurant Fee Prohibition and Refunds.

Prohibits cities and counties from imposing or collecting license fees from restaurants from January 1, 2020 to December 31, 2021. Requires a full refund of any collected fees. According to Cal Cities, this measure is a one size fits all approach that could have significant negative impacts for city budgets. Cal Cities further argues that cities across the state have already been working with their local businesses to waive fees and make other accommodations to soften the impacts of COVID-19.

Status: Referred to the Assembly Governmental Organization and Health Committees, two-year bill.

Cal Cities Position: Oppose

CSAC Position: Oppose

SB 219 (McGuire) Property Taxation: Delinquent Penalties and Costs: Cancellation: Public Health Orders.

Provides tax collectors the authority to provide penalty relief to delinquent taxpayers due to a documented hardship, resulting from a shelter-in-place order, as defined, issued by the Governor or the public health officer of a city, county, or city and county in which the property is located, or its owner resides.

Taxpayers would have to pay the principal to receive penalty relief. According to the author, “SB 219 creates much needed relief for both taxpayers and tax collectors by giving tax collectors the discretion to cancel penalties accrued as a direct result of health and safety orders. SB 219 reflects the tax collectors’ collective experience of a crisis and puts that experience into action. The bill will ensure that our local governments are positioned and prepared to function in an uninterrupted fashion during a crisis, and yet be nimble enough to help individuals in their time of hardship.”

Status: Referred to the Assembly Revenue and Taxation Committee

Cal Cities Position: Support

CSAC Position: Support

SB 539 (Hertzberg) Property Taxation: Taxable Value Transfers.

Implements two new sections of property tax law to assist implementation of Proposition 19 (2020).

Proposition 19, otherwise known as the Home Protection for Seniors, Severely Disabled, Families, and Victims of Wildfire or Natural Disasters Act. Specifically, the bill clarifies responsibilities, documentation, and oversight. Last year, the Legislature placed the measure on the ballot, and voters

approved Proposition 19. Among other provisions, Proposition 19 created a new section of the California Constitution to allow base year value transfers for disabled taxpayers and persons over the age of 55, as well as victims of wildfires or other natural disasters. Specifically, Proposition 19 allowed taxpayers, as defined, to transfer base year values to properties of greater value and across county lines regardless of whether the accepting county enacted an ordinance, so long as the replacement property is purchased or constructed within two years of the date the original property is sold, or damaged or destroyed by a disaster. According to the author, SB 539 makes several clarifying changes to relevant statutory provisions to eliminate confusion and ensure Proposition 19 is consistently implemented throughout California.

Status: Awaiting referral to a policy committee in the Assembly

Cal Cities Position: Watch

CSAC Position: Support

Short Term Rentals

SB 60 (Glazer) Residential Short-term Rental Ordinances. Health or Safety Infractions. Maximum Fines.

Raises the maximum fines for a violation of an ordinance relating to a residential short-term rental. A violation that is an infraction and poses a threat to health or safety would incur a fine of \$1,500 for a first violation, and \$3,000 for a second violation of the same ordinance within one year of the first violation.

Status: Referred to the Assembly Local Government Committee

Cal Cities Position: Support

CSAC Position: Pending

SB 555 (McGuire) Online Short-Term Rental Facilitator Program.

Provides an opt-in program for cities to delegate short-term rental Transient-Occupancy Tax (TOT) collection authority to the CDTFA. Requires short term rental platforms to register with the CDTFA and collect TOT.

Status: Awaiting referral to a policy committee in the Assembly

Cal Cities Position: Oppose, Unless Amended

CSAC Position: Pending

Note: According to Cal Cities, “As currently drafted, this measure could unfortunately result in less effective and less transparent TOT collection in addition to the swift termination of existing and future voluntary collection agreements. Any option to contract with CDTFA should be effective and transparent. This measure should be amended to require platforms to provide CDTFA and contracting cities robust rental information to ensure proper collection, protect existing arrangements, protect local tax rates and charges as adopted by contracting agencies, and clarify that this measure does not pre-empt any local short-term rental ordinances.

Economic Development

SB 696 (Allen) Enhanced Infrastructure Financing Districts Powers.

Provides Enhanced Infrastructure Financing Districts (EIFDs) with powers to acquire property and utilize eminent domain similar to powers provided to Community Revitalization and Investment Authorities (CRIAs). Allows the State to participate in EIFDs and contribute to state resources.

Status: Two-year bill

Cal Cities Position: Watch

CSAC Position: Watch

SB 780 (Cortese) Local Finance: Public Investment Authorities.

Makes several revisions to the EIFD and CRIA laws intended to further incentivize their use and attract investors. Removes the 10-year protest provision.

Status: Referred to the Assembly Housing and Community Development Committee

Cal Cities Position: Support

CSAC Position: Watch

Development Fees and Financing**SB 8 (Skinner) Housing Crisis Act of 2019.**

Extends the sunset date for the Housing Crisis Act of 2019 from 2025 to 2030. The Housing Crisis Act declared a statewide housing crisis and froze nearly all development related fees once a developer submits a “preliminary” application, including essential project specific fees.

Status: Referred to the Assembly Housing and Community Development Committee and set for hearing June 22.

Cal Cities Position: Watch

CSAC Position: Watch

SB 695 (Ochoa Bogh) Mitigation Fees.

Makes numerous changes to how cities impose development fees, including expanding nexus study requirements to include dedications of parkland or in-lieu fees imposed under the Quimby Act and construction excise taxes. Prohibits a housing impact requirement from exceeding the amount necessary to maintain the existing level of service identified in the nexus study for the type of capital facility for which the housing impact requirement is imposed.

Status: Two-year bill

Cal Cities Position: Watch

CSAC Position: Pending

ACA 1 (Aguiar-Curry) Local Government Financing, Affordable Housing and Public Infrastructure. Voter Approval.

Reduces the voting threshold to 55% for ad valorem taxes to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes.

Status: Referred to the Assembly Local Government Committee

Cal Cities Position: Watch

CSAC Position: Support

Cannabis**SB 59 (Caballero) Cannabis provisional licenses: local equity applicants.**

Prohibits a licensing authority from issuing a new provisional license to an applicant on or after July 1, 2022, unless the applicant is a qualified equity applicant, as defined by the California Cannabis Equity Act, and authorizes a licensing authority to reinstate a provisional license issued prior to July 1, 2022, to an applicant for the same activity previously licensed at the location. This bill also extends the repeal date of these provisional license provisions to January 1, 2028, and makes findings and declarations that this bill furthers the purposes and intent of the Control, Regulate and Tax Adult Use of Marijuana Act.

Status: Two-year bill

Cal Cities Position: Watch
CSAC Position: Support

SB 398 (Skinner) Cannabis Licenses. Cannabis Licensing Agreements. Cannabis Excise Tax.

Establishes a process for the Bureau of Cannabis Control to administer commercial cannabis licensing, permitting, or other regulatory activities on behalf of a local jurisdiction pursuant to a cannabis licensing agreement and imposes new labor peace agreement requirements for cannabis license applicants.

Status: Two-year bill

Cal Cities Position: Watch

CSAC Position: Watch

Broadband

AB 14 (Aguiar-Curry) Communications: Broadband Services: California Advanced Services Fund.

Eliminates the sunset of the California Advanced Services Fund, authorizes the collection of an unspecified surcharge on intrastate telecommunications service costs to continue grants, and makes various modifications to the program including redefining unserved households and prioritizing grant disbursements.

Status: Awaiting referral to a policy committee in the Senate

Cal Cities Position: Support

CSAC Position: Support

AB 537 (Quirk) Communications: wireless telecommunications and broadband facilities.

Makes several changes to existing law that requires an application for a wireless telecommunications facility to be deemed approved.

Status: Double referred to the Senate Committees on Energy, Utilities, and Communications and Governance and Finance

Cal Cities Position: Watch

CSAC Position: Neutral

SB 28 (Caballero) Rural Broadband and Digital Infrastructure Video Competition Reform Act.

Expands the authority of the California Public Utilities Commission (CPUC) to regulate cable video franchises, modifies annual data reporting requirements for video service provider holding a state video franchise, requires the CPUC to consult with local governments regarding franchise violations, and requires the CPUC to evaluate a franchisee's service obligations.

Status: Double referred to the Assembly Committees on Communications and Conveyance and Privacy and Consumer Protection

Cal Cities Position: Watch

CSAC Position: Support

SB 743 (Bradford) Housing Developments: Broadband Adoption: Grant Program.

Requires the CPUC to establish a new grant program to fund broadband adoption, digital literacy programs, and computer equipment at public housing communities.

Status: Double referred to the Assembly Committees on Communications and Conveyance and Housing and Community Development *Cal Cities Position:* Watch *CSAC Position:* Pending



City of Palo Alto City Council Staff Report

(ID # 12016)

Report Type:

Meeting Date: 9/20/2021

Title: Semiannual Update on the Status of Capital Improvement Program Projects

From: City Manager

Lead Department: Public Works

Recommendation

This report is provided for information only and requires no Council action.

Executive Summary

The City Council and Palo Alto community can be proud of the City's capital improvement program (CIP). The CIP represents major investments in infrastructure functionality and sustainability, funded largely through the 2014 Council Infrastructure Plan, as well as utility rates and various other sources totaling \$772 million through 224 projects over the next five years. Over the past five years, the City has completed 79 individual community-serving projects totaling nearly \$244 million of improvements.

The CIP also represents a major effort for much of the City workforce. The following table summarizes the status of all projects for the six-month period of January to June 2021.

Project Type	Active Projects		Construction Phase (excludes Recurring)	Completed
	One-Time	Recurring		
Buildings & Facilities	22	10	5	5
Parks & Open Space	11	9	2	1
Streets & Sidewalks	2	7	-	-
Traffic & Transportation	10	5	3	-
Airport	3	-	1	1
Electric Fund	18	9	8	-
Fiber Optics Fund	1	2	-	-

Gas Fund	1	4	1	-
Stormwater Management Fund	3	1	-	-
Water Fund	4	7	1	-
Wastewater Collection Fund	1	4	-	-
Wastewater Treatment Fund	6	1	1	-
Totals	82	59	22	7

Background

This report provides Council with an update on the status of capital improvement program (CIP) projects. Prior to 2016, year-end and mid-year financial reports included very simple status updates on CIP projects. In contrast, this semiannual report provides more detailed and useful information for the Council and public regarding general fund and enterprise fund projects that appear on Council agendas and will be visible throughout the community.

Discussion

Project Update Organization

The City has a robust capital improvement program, and many individual projects are in progress at any given time. In the five-year CIP Fiscal Year 2021-2025, there are 224 projects (Capital, Enterprise, and Internal Fund projects) totaling \$772 million in funding. The attached CIP project tables are intended to provide Council with a quick overview of each project, including budgetary information, the anticipated completion date, a brief description of the project scope, the status of the project, and upcoming activities including Council actions. Also included in the report, is a list of all completed projects since the introduction of the Infrastructure Management System.

During the Fiscal Year 2021 budget process, several CIP projects were either defunded or experienced significant funding reductions as the City worked to address the projected revenue shortfalls associated with the shelter-in-place orders instituted in response to COVID-19. Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP will be called out throughout this CMR with an asterisk * tag. Detailed information on the changes to these projects can be found in Attachment A, Exhibit 2 of [Staff Report #11376](#). In addition, as the City continued to grapple with the financial uncertainties as a result of COVID-19, project progress during this six-month period was delayed as staff and the Council discussed project timelines and funding between January and May.

Major/Significant Projects Summary

The 2014 Council Infrastructure Plan is a major focus of staff's capital improvement program efforts. The following table details the Total Project Budget and Total Actual Expenses through the second half of Fiscal Year 2021 for the Infrastructure Plan projects.

Significant milestones have been achieved on the Infrastructure Plan projects since June 2020, even though construction delays occurred due to the COVID-19 pandemic. The California Avenue Garage has been completed and is open to the Public, and the Highway 101 Pedestrian/Bicycle Bridge project is making significant progress and is expected to be completed this fall. Current Infrastructure Plan project schedules can be found at <http://www.infrastructure.cityofpaloalto.org/>

<u>Council Infrastructure Plan Projects</u>	<u>CIP Number</u>	<u>Update</u>	<u>Total Project Budget</u>	<u>Total Actual Expenses**</u>
New Public Safety Building	PE-15001	A construction contract was approved by Council in February 2021.	\$118,007,012	\$14,377,657
Bicycle and Pedestrian Transportation Implementation Plan*	PL-04010	Project on hold pending recent project evaluation and review of future project scoping.	\$16,752,564	\$9,490,666
New Downtown Parking Garage*	PE-15007	Certified EIR and approved land use actions. Project on hold pending review of downtown parking supply options.	\$6,583,930	\$1,440,311
New California Avenue Area Parking Garage	PE-18000	Completed; project closeout in progress	\$50,119,976	\$48,232,028
Charleston Arastradero Corridor Project	PE-13011	Phase 1 & 2 improvements are complete. Phase 3 started construction in summer 2021.	\$19,554,473	\$12,942,053
Fire Station 3 Replacement	PE-15003	Completed; project closeout in progress	\$10,080,258	\$9,770,881
Highway 101 Pedestrian/Bicycle Overpass Project	PE-11011	Construction is underway with completion expected in fall 2021.	\$22,889,453	\$18,249,828
Fire Station 4 Replacement	PE-18004	A contract for design services will be brought to Council for approval in early 2022.	\$10,200,000	\$126,748
Byxbee Park Completion*	PE-18006	On hold pending completion of Baylands Comprehensive Conservation Plan.	\$3,240,043	\$368,192
Downtown Parking Guidance System	PL-15002	A design/build contract was approved by Council in August 2021.	\$2,857,336	\$161,718
Total Project Budget and Total Actual Expenses			\$260,285,084	\$104,483,237

**Expenses as of June 30, 2021

Key considerations for the information presented in the project update tables include:

- Project status information is current as of June 2021
- The individual project tables align with the Capital Improvement Fund categories in the FY 2021-2025 capital budget: Buildings and Facilities, Parks and Open Space, Streets and Sidewalks, and Traffic and Transportation. Enterprise Fund projects follow the order of their respective Fund in the capital budget
- Additional project information is available in the FY 2021-2025 capital budget
- Cubberley Property Infrastructure Fund projects are included in the Buildings and Facilities table
- Each project table is divided into a section for one-time projects and a section for recurring projects that have ongoing annual funding
- Budgetary figures include staff oversight costs for projects to which staff costs have been allocated

Completed Projects

Projects completed in the second half of Fiscal Year 2021, since the last update in December 2020, from January 2021 to June 2021 include the following:

Capital Improvement Fund (general fund):

- Cubberley Community Center Master Plan (CB-16001)
- Cubberley Building Management Systems (CB-19001)
- Fire Ringdown System Replacement (FD-14002)
- Internal Alarm System Replacement (PD-14000)
- Pearson Arastradero Preserve Parking Lot Improvement (OS-18001)
- Self-Contained Breathing Apparatus (SCBA) Air Compressor Replacement (FD-20001)

Enterprise Funds:

- Airport Facilities Electrical Improvements (AP-20000)

These completed projects do not include the significant amount of annual work completed under ongoing recurring projects, such as streets and sidewalks repairs, parking lot maintenance, roofing replacements, and regular maintenance of Utilities assets.

Projects Under Construction

Projects that are currently under construction include the following:

Capital Improvement Fund (general fund):

- Cameron Park Improvements (PG-14002)
- Charleston-Arastradero Corridor Project (PE-13011)
- Civic Center Electrical Upgrade and EV Charger Installation (PE-17010)
- Emergency Vehicle Traffic Signal Preemption System Pilot (PL-19000)
- High and Bryant Street Garages Waterproofing and Repairs (PE-18002)

- Highway 101 Pedestrian Bicycle Overpass Project (PE-11011)
- JMZ Renovation (AC-18001)
- Municipal Service Center A, B and C Roof Replacement (PF-17000)
- New Public Safety Building (PE-15001)
- Rinconada Park Improvements (PE-08001)

Enterprise Funds:

- Airport Apron Reconstruction (AP-16000)
- Capacitor Bank Installation (EL-06001)
- Facility Relocation for Caltrain Modernization (EL-17007)
- Gas Main Replacement Project 23 (GS-13001)
- Inter Substation Line Protection Relay (EL-17005)
- Primary Sedimentation Tank Rehabilitation (WQ-14003)
- Rebuild Underground District 24 (EL-10006)
- Reconfigure Quarry Feeders (EL-14005)
- Substation Physical Security (EL-16003)
- Substation 60kV Breaker Replacement (EL-17002)
- Underground District 46 – Charleston, El Camino Real (EL-12001)
- Water Tank Seismic System Upgrades (WS-09000)

As described above for completed projects, the list of projects under construction does not include work currently being conducted under recurring CIP projects.

Below are some photos of projects under construction:

Highway 101 Pedestrian/Bicycle Overpass Project (PE-11011)





New Public Safety Building (PE-15001)



Capital Improvements of Note Implemented by Other Agencies

El Camino Real:

El Camino Real (State Highway 82) is maintained by Caltrans. Pavement Condition Index scores for El Camino Real are significantly lower than the average for Palo Alto streets. Staff has been communicating with Caltrans about the upcoming plans to repave El Camino Real from the Mountain View to Menlo Park borders. Currently, this work is planned for 2022.

Caltrain Electrification:

Construction continues on Caltrain Electrification in Palo Alto. All of the foundations and poles needed for the project have been installed in Palo Alto. These poles will hold the electric overhead lines that will power the new electric trains. About 50% of the wiring has been completed in the City. Crews will continue to install the remaining wires over the next few months. Construction also is continuing at the Paralleling Station near Page Mill Road. The facility is expected to be complete in late 2021.

Palo Alto Flood Basin Tide Gate Replacement Project:

Santa Clara Valley Water District (Valley Water) is working on a project to replace the existing tide gate structures built in 1957. Valley Water completed the Mitigated Negative Declaration in March 2021. City staff is coordinating review of the 60% design documents and Valley Water recently went to the Parks and Recreation Commission in August 2021. This project is estimated to start construction in Fall 2022 once all permitting is approved. The project is limited to a 5-month construction window each year and will take approximately four years to complete.

Resource Impact

Funding for the projects discussed in this report is provided in the [Fiscal Year 2021 Capital Budget](#) and 5-Year Plan.

Stakeholder Engagement

Stakeholder engagement is conducted separately for each project.

Attachments:

- **Attachment11.a:** Attachment A - Status Updates

Semiannual Update on the Status of Capital Improvement Program Projects**Capital Improvement Fund CIP Projects**

- ❖ Buildings and Facilities Projects
- ❖ Parks and Open Space Projects
- ❖ Streets and Sidewalks Projects
- ❖ Traffic and Transportation Projects

Enterprise Fund CIP Projects

- ❖ Airport Projects
- ❖ Electric Projects
- ❖ Fiber Optics Projects
- ❖ Gas Projects
- ❖ Stormwater Management Projects
- ❖ Wastewater Collection Projects
- ❖ Wastewater Treatment Projects
- ❖ Water Projects

List of Completed Projects

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Buildings and Facilities Projects

Status as of June 2021

One-Time Projects

Animal Shelter Renovation (PE-19002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$2,558,610	\$3,793,587	Public Works	Design	Summer 2022
	Project Status: This project installs interim facility improvements to the Animal Shelter that accompany the agreement for operation of the shelter by Pets in Need approved by City Council in November 2018. The medical area upgrades and the modular office building are complete. The new kennel addition has been submitted for building permit but the construction is on hold due to a budget funding gap. The design to upgrade the existing kennel building is anticipated to start in July 2021.				
Automated External Defibrillator Replacement (FD-21000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$219,700	Fire Department	Design	Winter 2022
	Project Status: This project replaces the entire complement of Automated External Defibrillators (AEDs) throughout City facilities and emergency response vehicles, which currently totals 93 AEDs. The Department is working on the Request for Proposal and plans to complete the bidding process in summer 2021.				
City Facilities Assessment and Record Plan Management System (PE-20002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$314,800	Public Works	Design	Spring 2022
	Project Status: The Kitchell Report in 2008 summarized the last City-wide facility condition assessment. A new facility condition assessment is warranted per the City's APWA reaccreditation requirements. All City facilities will be assessed to bring current the "catch-up" and "keep up" costs. In addition, an electrification assessment will be included to help the City reach its sustainability goals for 2030 to calculate "look ahead" costs. Staff is evaluating if the current asset management system can be utilized to meet the needs of an ERMS. Staff is reviewing proposals received in June 2021, and expect to award a contract in summer 2021.				
City Hall Space Planning	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$631,700	Public Works	Pre-Design	Fall 2024

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

(PE-19000)	Project Status: This project involves space planning to determine future workgroup space needs and programming for the City Hall office building. The project will include preliminary design of the space following the initial feasibility phase.				
Civic Center Electrical Upgrade & EV Charger Installation (PE-17010)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$374,436	\$1,010,654	Public Works	Construction	Fall 2022
	Project Status: This project installed EV chargers to existing downtown garages and replaced the aging Civic Center electrical switchgear and motor control centers. A request for proposals for a switchgear replacement design contract is currently underway to hire an engineering consultant. Another part of the project is to install 13 dual head level 2 chargers in City parking garages. Five new dual head EV chargers were installed in the Civic Center garage. Two new dual head EV chargers were installed in the Bryant Street garage. Six new dual head EV chargers were installed at the Webster Street garage. EV charger construction was completed in December. The EV chargers were a portion of this project. A design contract was awarded in June 2021 for the design of the switchgear replacement.				
Civic Center Fire Life Safety Upgrades (PE-18016)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$231,871	\$892,038	Public Works	Design	Spring 2022
	Project Status: This project will assess, update, and replace the Civic Center fire alarm system. The fire life safety system is approaching the end of its useful life. The fire alarm panel and associated equipment need an upgrade to meet current code requirements. The award of a design-build contract was approved by Council in June 2021.				
Civic Center Waterproofing Study and Repairs (PE-15020)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$67,933	\$721,545	Public Works	Design	Fall 2021
	Project Status: This project includes a condition assessment of the Civic Center plaza deck structural system. In late 2016, RDH Building Science, Inc. was hired to investigate the problem. The results indicated that the				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

	expansion joint on the plaza can be repaired. The scope expanded to include replacing the waterproof coatings on the inside of the plaza perimeter planter boxes. The design consultant is preparing the construction documents and construction is estimated to begin in fall 2021.				
Cubberley Community Center Master Plan (CB-16001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$733,497	\$926,792	Community Services	Completed	Spring 2021
	Project Status: This project supports the development of a Master Plan for future use of the Cubberley Community Center site by the City and Palo Alto Unified School District. A draft Cubberley Concept Plan was completed in November 2019 and was distributed to the community for input. Completion of CEQA has been delayed due to new guidelines for assessing impacts related to traffic and transportation, which will require an amendment to the consultant's contract.				
Cubberley Building Management Systems (CB-19001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$313,422	\$350,000	Public Works	Completed	Spring 2021
	Project Status: This project replaces the Building Management System (BMS) controls for the Pavilion, Theater, Wing I, and Gyms A and B boiler rooms at the Cubberley Community Center. The project will include the installation of control points for each building along with controllers, valve and damper actuators. A construction contract was approved by Council in November 2020. Construction started in December 2020 and was completed in June 2021.				
Fire Ringdown System Replacement (FD-14002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$376,441	\$400,144	Fire Department	Completed	Spring 2021
	Project Status: This project will replace the current ring down system that provides an audible alert of calls for service in the fire stations. A vendor was selected through a cooperative purchasing agreement. Installation has been ongoing since 2018 and the installation for Fire Station 3 has been completed. The primary system installation is complete, and additional room monitors and switches have been installed and the project was				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

	completed in spring 2021.				
Fire Station 4 Replacement (PE-18004)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$127,415	\$10,200,000	Public Works	Design	Summer 2025
	Project Status: This project provides funding to replace Fire Station #4 at the corner of Middlefield Road and East Meadow Drive. The replacement facility will be based on the prior Replacement Study and Needs Assessment prepared in 2005. The consultant has been selected, however, the design contract was deferred for a year per Council's direction due to the budget and staffing constraints.				
High and Bryant Street Garages Waterproofing and Repairs (PE-18002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$260,063	\$455,626	Public Works	Construction	Fall 2022
	Project Status: This project includes a study for analysis and repairs to the water proofing system in the High Street and Bryant Street parking garages. Water proofing repairs have been completed in the High Street parking garage. Repairs per the original CIP were completed. Additional funding was added to add waterproofing repairs to the subterranean stairwells. The project is ready to bid and is expected to be completed in fall 2022.				
Internal Alarm System Replacement (PD-14000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$51,944	\$77,569	Police Department	Completed	Winter 2021
	Project Status: This project will replace the citywide Internal Alarm System. The City Hall alarms migrated to the new system in FY 2019 and the system installation was completed in winter 2021.				
JMZ Renovation (AC-18001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$2,924,602	\$4,724,903	Community Services	Construction	Spring 2023
	Project Status: This project provides the relocation of the JMZ to Cubberley for two years while a new JMZ is being built. Construction of the new Junior Museum and Zoo commenced in June 2018 and is now complete.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

	The public opening of the new JMZ is scheduled for October 7, 2021. The removal of modifications, exhibits and enclosures is underway at the Cubberley Community Center Auditorium with completion scheduled for the end of July. Three federal grants are also associated with the CIP. Two grants fund the improvements to the facility to improve access to children with disabilities. Another funds a portion of the California Dinosaur Garden to be completed in Spring 2023. Progress on facility commissioning, animal move-in, exhibits installation, and the grants were delayed due to the COVID-19 pandemic and CIP funded work is now scheduled through 2023.				
Library Automated Material Handling LB-21000	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$17,296	\$803,900	Library	Design	Winter 2023
	Project Status: This project is to provide the design and construction of three new Automated Material Handling (AMH) Systems for the College Terrace, Children's, and Downtown Libraries. AMH systems efficiently sort returned library materials based on the Radio Frequency Identification Devices (RFID) on the materials. An architect was selected in December 2020, and design is to start in summer 2021.				
Municipal Service Center A, B, & C Roof Replacement (PF-17000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$43,172	\$2,169,800	Public Works	Construction	Fall 2021
	Project Status: This project will replace the existing MSC roofs. The existing asphalt and gravel roofs have reached the end of their useful life and needs to be replaced. The new roofs will meet current cool roofing codes to optimize energy efficiency. Council approved a construction contract in June 2021 and construction is expected to be completed in fall 2021.				
Municipal Service Center Lighting, Mechanical, and Electrical Improvements (PF-16006)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$961,640	\$7,226,926	Public Works	Design	Winter 2022
	Project Status: This project replaces original mechanical, electrical, and lighting systems installed in 1966. It also includes design and construction for office renovations for the Zero Waste group. Bids for the site-wide mechanical and electrical upgrades exceeded the available budget. Additional funding was added for FY 2020. A contract amendment with the design consultant is currently in negotiation. Staff will prepare a design contract amendment for Council's approval in fall 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

New Downtown Parking Garage (PE-15007)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$1,440,311	\$6,583,930	Public Works	Design	Spring 2024
	Project Status: This project was intended to provide a new parking structure in the University Avenue commercial area at existing Parking Lot D at the corner of Hamilton Avenue and Waverley Street. The project received ARB approval in July 2018. In February 2019, the City Council certified the EIR by adopting the Resolution and Mitigation Monitoring and Reporting Program. The Record of Land Use Action was approved for three (3) years and the project is on hold until after the City returns to the Policy and Services Committee for further discussion on the downtown parking management strategy. As part of the FY 2021 budget strategy, all Capital Improvement Fund funding has been removed and only the downtown parking in-lieu fee funding remains for this project. Potential opportunities to use the remaining funding include public/private partnerships that may result in an increase in public parking spaces.				
New Public Safety Building (PE-15001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$14,377,657	\$ 118,007,012	Public Works	Construction	Summer 2023
	Project Status: This project will provide a new, modern Public Safety Building (PSB) that will meet essential services standards and the current and future needs of the public safety departments. The PSB and new garage in the California Avenue business district are now an integrated project and both are part of the 2014 Council Infrastructure Plan. Construction started in March 2021 and will continue through summer 2023.				
Performing Arts Venues Seat Replacement (AC-18000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$22,564	\$439,400	Community Services	Design	Summer 2022
	Project Status: This project to replace the self-rise mechanism in three venues for performing arts has been revised to replace all the seats in the Community and Children's Theatres. Staff has identified a consultant to advise on ADA upgrade requirements that need to be completed with the seat replacement, in assessing the costs and finalizing the scope of the project. As of June 2021, scanning of the two sites is complete. Work on drawings to provide cost estimates is expected to commence in summer 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

Self-Contained Breathing Apparatus (SCBA) Air Compressor Replacement (FD-20001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$56,509	\$ 94,500	Fire Department	Completed	Spring 2021
	Project Status: This project replaces the central air compressor that provides air for Self-Contained Breathing Apparatus (SCBA) tanks to ensure firefighter safety when entering environments with hazardous air quality. The compressor has been purchased and installed. The project was completed ahead of schedule in spring 2021.				
Water, Gas, Wastewater Office Remodel (PE-19001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$94,533	\$788,795	Public Works	Design	Spring 2022
	Project Status: This project incorporates renovations to the Utilities Water Gas Wastewater (WGW) office space at the Municipal Service Center (MSC). The current space no longer meets the operational needs of the department. This project will reconfigure the working area so it is more efficient for department operations and replace aging furniture and finishes. The new space will include a small reception area, a renovated kitchen and printer area, additional offices and cubicles, upgrades to the HVAC system, lighting improvements and fire life safety systems upgrade. The project is currently in design, and construction is anticipated to start in fall of 2021.				

Recurring Projects

Americans With Disabilities Act Compliance (PF-93009)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$73,647	\$471,826	Public Works	N/A	Recurring
	Project Status: This project provides accessibility upgrades to City facilities and equipment. It includes continued funding for improvements such as path of travel, restrooms, drinking fountains, and counters. Work in FY 2020 includes Council adoption of the update to the citywide ADA Transition Plan that began in November 2015. On December 17, 2018, Council approved an amendment to the consultant contract for public outreach to complete the ADA Transition Plan update. The public outreach process for the updated plan was completed in June 2019 and survey responses were compiled and taken into consideration to the ADA Transition Plan Schedule. A final				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

	report was submitted to the City by the consultants for review and finalization in September 2019. The updated Transition Plan was adopted by Council in June 2021. Staff is setting up an internal digital system to track progress.				
Building Systems Improvements (PF-01003)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$40,213	\$915,883	Public Works	N/A	Recurring
	Project Status: This project provides electrical, mechanical, plumbing, structural, and security upgrades for City facilities. This CIP was partially defunded because of COVID budget cuts. The design for tennis courts lighting upgrade has been completed and is ready for bidding. New “test fixtures” have been installed for one tennis court and for four pickleball courts. Staff has received positive feedback regarding these new fixtures. The new cooling tower media replacement originally scheduled for winter 2020 will be delayed until FY 2022. A consultant has been selected to develop design drawings for the replacement of the Utility Control Center generator.				
City Facility Parking Lot Maintenance (PE-09003)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$319,943	\$352,641	Public Works	N/A	Recurring
	Project Status: This project maintains parking lots and walkways at City facilities. No work has been performed at City facility parking lots in the second half of FY 2021.				
Cubberley Repairs (CB-17001)	Prior Years Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$102,976	\$831,778	Public Works	N/A	Recurring
	Project Status: This project is for general maintenance needs of the Cubberley campus. Hazardous flooring abatement with new flooring work for three classrooms were completed in spring 2021.				
Cubberley Roof Replacements (CB-16002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$38,359	\$432,692	Public Works	N/A	Recurring
	Project Status: This project replaces existing roofs at Cubberley Community Center. Cubberley Wings F-FH and H				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

	roofs are scheduled to be completed in fall 2021. The project went out to bid in June 2021.				
Facility Interior Finishes Replacement (PF-02022)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$43,471	\$560,626	Public Works	N/A	Recurring
	Project Status: This project improves the interior finishes of City facilities, including flooring, walls, cabinets, paint, lighting, ceiling tiles, soundproofing, and fixed office furniture, doors, windows, and associated fire/life safety, mechanical, electrical and plumbing code compliance requirements. Design for the Office of Management and Budget's (OMB) furniture reconfiguration is complete, and installation was completed in April 2020. Conceptual design for the Revenue Collections area is in process and includes new furniture, new casework, and painting of the interior office space.				
Police Video Recording Systems Replacement (PD-20000)	Prior Years Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$44,000	\$114,400	Police Department	N/A	Recurring
	Project Status: This project maintains the Palo Alto Police Department video recording systems used to record events in the field with up to five in-car cameras as well as body-worn cameras (BWC). In car units were added to new vehicles as they came into service in FY 2021.				
Roofing Replacement (PF-00006)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$81,899	\$183,600	Public Works	N/A	Recurring
	Project Status: This project replaces existing roofs at City facilities that have outlived their useful lifespans. The roof replacement for the Ventura Community Center has been completed. The Animal Shelter roof recoating has been delayed due to roof modifications required for the current remodel of the facility. The Baylands Athletic Center Restroom roof and Mitchell Park Tiny Tot Restroom roof were completed in spring 2021.				
Roth Building	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Buildings and Facilities Projects

Status as of June 2021

Maintenance (PF-07011)	\$5,327	\$31,973	Public Works	N/A	Recurring
	Project Status: This project is for window repairs, waterproofing of foundation walls, installation of electrical service, and a new ventilation system at the Roth building. In addition, roofing repairs will be done on an as needed basis until such time that the building is leased and occupied. The maintenance contractor cleaned the roof in February 2021.				
University Avenue Parking Improvements (PF-14003)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$22,265	\$462,400	Public Works	N/A	Recurring
	Project Status: This project maintains parking lots and parking structures within the University Avenue Downtown Business Parking District. With the completion of work on Parking Lot C in spring 2019, all University Avenue parking district lots have been resurfaced and no additional work is planned at this time.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

One-Time Projects

Baylands Comprehensive Conservation Plan (PG-17000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$368,401	\$419,319	Community Services	Design	Fall 2021
	Project Status: This project develops a conservation plan examining native vegetation, wildlife habitat, and public access for trails, recreation amenities, and interpretive messaging. Staff interviewed and selected a consultant, AECOM, to create the plan. Staff and the consultant created an existing conditions report, formed a stakeholder and staff advisory group, held three stakeholder meetings, and one community meeting, created draft chapters of the report, and have developed conceptual plans for Byxbee Park including the former ITT property. An environmental impact study is in process and upon completion the Baylands Comprehensive Conservation Plan will be presented to the Parks and Recreation Commission and then to Council for formal adoption.				
Boulware Park Improvements (PE-17005)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$288,762	\$563,060	Public Works	Pre-Design	Fall 2022
	Project Status: This park renovation project was initially planned in FY 2018 but was postponed due to project priorities and potential purchase of the adjacent AT&T lot located at 3350 Birch Street. In fall 2019, the lot was purchased by the City. In response to the purchase, the City utilized the funding for the initial renovation project for preliminary design and outreach for both the existing park and the newly purchased park land. Additional funding was requested as part of the FY 2021 CIP process to implement park renovations for the existing Boulware Park and the new park land. In 2020, a Parks and Recreation Commission meeting and two community meetings were held to obtain input on project design. The adopted FY 2022 Capital Budget includes an updated Boulware CIP (PE-17005), which includes improvements to the Birch Street property. In summer 2021 a Park Improvement Ordinance for the improvements at Boulware Park will be brought to the Parks and Recreation Commission and then Council. Bidding and construction of the project is anticipated to start in summer 2022.				
Byxbee Park Completion	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$ 368,192	\$3,240,043	Public Works	Pre-Design	Spring 2023

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

(PE-18006)*	Project Status: This project allows for the remaining improvements to Byxbee Park that follows the completion of the landfill capping work. The Baylands Comprehensive Conservation Plan (BCCP), which is currently undergoing CEQA analysis, will include recommendations on the scope of the Byxbee Park project. The BCCP and the conceptual plan for Byxbee Park are anticipated to be completed in summer 2022.				
Cameron Park Improvements (PG-14002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$60,798	\$217,800	Community Services	Construction	Fall 2021
	Project Status: This project upgrades and renovates safety and accessibility features at Cameron Park with a primary focus on the park playground. The project is currently in the design and planning phase. Community meetings were held in May and July 2020 in addition to the Parks and Recreation Commission discussion in September 2020. A park improvement ordinance was approved by Council in February 2021. The project went out to bid in June 2021, and construction should start in summer 2021.				
Cubberley Field Restroom (CB-17002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$137,154	\$443,122	Public Works	Design	Winter 2022
	Project Status: This project will install a new restroom in the sports field area of the Cubberley Community Center. Design for the project started in fall 2018 along with public outreach. A community meeting was held, and the Parks and Recreation Commission reviewed the project in November 2018. The project is in design and still needs to be reviewed by the Architectural Review Board. Due to staffing constraints and other priorities, the restroom installation is anticipated in winter 2022.				
Foothills Nature Preserve Boronda Lake Dock Replacement	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$230,700	Public Works	Pre-design	Summer 2022
	Project Status: This project replaces an aged and deteriorating Boronda Lake Dock located in the Foothills Nature Preserve. Due to staffing constraints, the design for this project is on hold until fall 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

(OS-18000)					
Foothills Nature Preserve Dam Seepage Investigation and Repairs (PE-20000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$30,000	Public Works	Pre-design	Spring 2023
	Project Status: This project will study a location of historic seepage from the Foothills Nature Preserve Dam at the sharp bend in the road on the face of the dam. The seepage is very minor, but it appears to be slowly worsening. The source of the seepage is suspected to be the trench backfill around the pipe that returns shallow groundwater to Boronda Lake. This project will locate and investigate the pipe and trench backfill material. Due to staffing constraints and other priorities, this project has been moved to FY 2023.				
Magical Bridge Playground Rubber and Synthetic Turf Resurfacing (PE-21003)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$804	\$867,300	Community Services	Design	Summer 2022
	Project Status: This project will replace rubberized and synthetic turf surfacing in the playground and will repair or replace play equipment. Staff anticipates replacing the playground surfacing by fall 2021. The play equipment including swings, climbing net and playhouse will be repaired or replaced in FY 2022.				
Pearson Arastradero Preserve Parking Lot Improvement (OS-18001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$16,898	\$170,300	Community Services	Completed	Spring 2021
	Project Status: This project provides funding to improve the Pearson Arastradero Preserve parking lot by improving the base rock surfacing, adding drainage, widening the entrance for safety, and new fencing. The improvement will allow the overflow parking area to be open year-round, rather than only during the dry periods of the year. A reduced scope version of this project that focused on the over-flow portion of the parking lot was completed in May 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

Ramos Park Improvements (PG-14000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$102,707	\$229,000	Community Services	Design	Fall 2021
	Project Status: This project includes safety and accessibility improvements at Ramos Park. The work includes replacing the existing park playground, benches, drinking fountains, and resurfacing the basketball court playing surface. A Park Improvement Ordinance(PIO) for these improvements went to the Parks and Recreation Commission in December 2020. Council approved the PIO in spring 2021. Construction is planned for fall 2021.				
Rinconada Park Improvements (PE-08001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$2,477,762	\$8,901,975	Community Services	Construction	Spring 2025
	Project Status: This project provides upgrades to safety, site amenities, playground facilities, a new restroom, irrigation, drainage and ADA accessibility improvements at Rinconada Park. These improvements were identified in the Rinconada Long Range Plan (LRP). Council awarded the construction contract in June 2021 and construction is anticipated to begin in August 2021. Phase 2 of the project will include improvements to the eastern half of the park by FY 2025 including pathway improvements, new restroom, ADA upgrades, planting, irrigation, lighting, and site furnishings. According to the LRP, future improvement phases would include renovations to the eastern side of the park, arbor and pool areas, and development around the electrical substation.				

Recurring Projects

Art in Public Spaces (AC-86017)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$138,347	\$1,615,424	Community Services	N/A	Recurring
	Project Status: This project provides the ongoing temporary and permanent artworks throughout the City. The FY 2021 budget funded temporary public artwork at King Plaza, temporary murals in the California Avenue and				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

	University Avenue corridors, and ArtLift microgrant projects throughout the City. Additional funds were also used to create a California Avenue Public Art Plan and hire a racial equity consultant to evaluate the Public Art Program's outreach policies and procedures. Projects in process include artworks for King Plaza, the Junior Museum and Zoo, Charleston and Arastradero Corridor, the Highway 101 Bike and Pedestrian Bridge, temporary and permanent artworks at the Public Safety Building, and public programming for Code: ART2.				
Athletic Courts Resurfacing (PG-06001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$327,735	Community Services	N/A	Recurring
	Project Status: This project repairs and resurfaces tennis and basketball courts in various Palo Alto parks. In spring 2021, the Cubberley Community Center and Peers Park tennis court project went out to bid. Construction is expected to start in summer 2021.				
Benches, Signage, Walkways, Perimeter Landscaping (PG-06003)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$143,402	\$271,019	Community Services	N/A	Recurring
	Project Status: This project restores and replaces existing benches, signage, fencing, walkways, and landscaping at various City facilities. In winter 2021, a perimeter split rail fence was installed at the Arastradero Community Gardens. In spring 2021, an outfield fence was installed at El Camino Park and a vehicle counting equipment at Foothills Nature Preserve was installed.				
Dog Park Installation and Renovation (PG-18001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$100	\$164,800	Community Services	N/A	Recurring
	Project Status: This project enables the construction of dog parks at various City parks and facilities that currently do not have dog parks, as well as renovating existing dog parks. The next dog park installation or renovation has not been determined as several locations are under consideration. Staff is meeting with the Parks and Recreation Commission to discuss location options and expansion of existing dog parks at Greer Park and Mitchell Park.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

Off-Road Pathway Resurfacing and Repair (OS-09001)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$55,739	\$75,600	Community Services	N/A	Recurring
	Project Status: This project resurfaces failing and broken pathways within the City. Pathways are chosen based on inspections and resident requests. The Adobe Creek Reach Trail is under construction with the Highway 101 Pedestrian and Bicycle Overcrossing Project that began in early 2020.				
Open Space Lakes and Pond Maintenance (OS-00002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$31,150	\$113,350	Community Services	N/A	Recurring
	Project Status: This project rehabilitates lakes and ponds in open space nature preserves to protect wildlife habitat and recreational safety and to meet State Division of Safety of Dams requirements. A three-year contract to clear aquatic weeds at Boronda Lake was completed in June 2021. A new three-year maintenance contract was awarded in spring 2021 to begin in fall 2021.				
Open Space Trails and Amenities (OS-00001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$395,068	\$192,300	Community Services	N/A	Recurring
	Project Status: This project restores unpaved trails, fences, picnic areas, and campgrounds at Foothills, Baylands, and Pearson-Arastradero Nature Preserves. In spring 2021, trail repairs in the Foothills Nature Preserve from Gate C to Woodrat Trail were completed. In summer 2021, a new three-year trail maintenance contract will be awarded and will begin in fall 2021.				
Parks and Open Space Emergency Repairs (PG-09002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$149,689	\$233,855	Community Services	N/A	Recurring
	Project Status: This project replaces or repairs playgrounds, play yard surfaces, wooden structures, park amenities, and play equipment in the event of storms, fire, vandalism or structural failure. In winter 2021, the picnic tables at Scott Park were repaired. In spring 2021, the wooden arbors at Hoover Park were repaired.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Parks and Open Space Projects

Status as of June 2021

Park Restroom Installation (PG-19000)	Prior Years Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$6,561	\$350,000	Community Services	N/A	Recurring
	Project Status: This project installs new restrooms at City parks that currently do not have restroom facilities. The restrooms may be prefabricated, and each installation will require a Park Improvement Ordinance. A park improvement ordinance for adding a new restroom at Ramos Park was reviewed and recommended for Council approval by the Parks and Recreation Commission in December 2020. Council approved the park improvement ordinance in March 2021. The restroom is anticipated to be installed in summer 2022.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Streets and Sidewalks Projects

Status as of June 2021

One-Time Projects

California Avenue District Gateway Signs (PE-17004)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$12,461	\$142,886	Public Works	Design	Winter 2022
	Project Status: This project includes the design and replacement of two existing gateway signs in the right-of-way for the California Avenue business district. Public outreach will be completed in summer 2021. The signs are expected to be replaced in winter 2022.				
Newell Road San Francisquito Creek Bridge Replacement (PE-12011)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$1,671,640	\$16,188,303	Public Works	Design	Spring 2024
	Project Status: This project removes and replaces the Newell Road bridge over San Francisquito Creek with a clear span to allow the channel to convey up to the natural capacity of the San Francisquito Creek, approximately 7,500 cubic feet per second, and improved safety for vehicular, bicycle, and pedestrian traffic. The project is being closely coordinated with the City of East Palo Alto, Santa Clara Valley Water District, and the San Francisquito Creek Joint Powers Authority (JPA). The Environmental Assessment (EA) was approved by Caltrans in May 2020. The preferred project alternative was selected and the Final Environmental Impact Report was certified by Council on June 1, 2020. Staff secured additional funding from Caltrans in August 2020 for preliminary engineering, right-of-way and construction administration. The agreements with Caltrans, the City's consultant and Santa Clara Valley Water will be amended to include the increase funding and scope. The design consultant amendment and cooperative agreement with the City of East Palo Alto were approved by Council in June 2021. Work to advance the design and prepare regulatory permit applications will begin in summer 2021. Staff will bring forward an amendment with Santa Clara Valley Water District in fall 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Streets and Sidewalks Projects

Status as of June 2021

Recurring Projects

City Bridge Improvements (PE-20001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$3,770	\$94,400	Public Works	N/A	Recurring
	Project Status: This project includes bridge maintenance, repair, and an improvement program over the next five years. This program will include on-going inspections to report physical changes to the structures, recommendations for work to be done, and additional information to meet functional and structural standards in accordance with industry standards. Staff is in the process of hiring an on-call structural engineering firm to assist with the bridge inspection and repair program. A Request for Proposal was issued in fall 2020 and the Contract preparation is in progress. The project is anticipated to begin in summer 2021.				
Curb and Gutter Repairs (PO-12001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$339,713	\$26,353	Public Works	N/A	Recurring
	Project Status: This project repairs curbs and gutters uplifted by tree roots. For FY 2021, the curb and gutter and valley gutter locations are selected from a list reported by the public and evaluated by Public Works staff. This project is combined with the current year's Sidewalk Repair Project (PO-89003). The FY 2021 Street Maintenance Project will include curb & gutter, sidewalk, and valley gutter work for these CIPs. The FY 2021 Street Maintenance Project was awarded in June 2021 and is expected to be completed in winter 2022.				
Sidewalk Repairs (PO-89003)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$180,456	\$424,062	Public Works	N/A	Recurring
	Project Status: This project repairs and replaces broken and uplifted sidewalks. The program completed all twenty-three sidewalk districts in 2017, a thirty-year (1986–2017) sidewalk repair district cycle. Council approved a sidewalk assessment contract in November 2017 to evaluate the sidewalk program and assess potential improvements to the current district-based program. Staff used this assessment to compile a list of areas that require prompt action at varying locations throughout Palo Alto. These priority locations were repaired in FY 2020. Funding was reduced in FY 2021 as part of the FY 2021 Capital Improvement Program budget strategy. Remaining				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Streets and Sidewalks Projects

Status as of June 2021

	funding will be used to perform emergency maintenance and spot repairs. There were no new sidewalk repairs performed in the second half of FY 2021.				
Sign Reflectivity Upgrade (PO-11000)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$31,358	\$131,400	Public Works	N/A	Recurring
	Project Status: This project includes the annual inventorying, upgrading and maintaining of all traffic signs. A list of signs not meeting the minimum requirement is derived from MUTCD approved Nighttime Visual Inspection surveys. Due to Covid-19, there were no new signs identified for reflectivity replacement in the second half of FY 2021.				
Street Lights Improvements (PO-05054)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$154,151	\$156,287	Public Works	N/A	Recurring
	Project Status: This project replaces streetlights, including poles, pole foundations, luminaires and wiring as needed to restore or improve street lighting. There were no street light improvements performed in the second half of FY 2021.				
Street Maintenance (PE-86070)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$7,363,747	\$5,059,543	Public Works	N/A	Recurring
	Project Status: This project includes the annual resurfacing, micro-seal, crack seal and reconstruction of various city streets. This project funds the street maintenance work that supports Council's adopted goal of achieving a citywide average pavement condition index (PCI) score of 85, representing very good or excellent conditions, by 2019. The citywide PCI goal of 85 was met at the end of calendar year 2018, and the emphasis has been shifted to maintaining the 85 score while addressing the remaining streets with PCI scores less than 60. In spring 2021, the PCI score has been maintained at 83. The Highway Safety Improvement Program project resurfaced 6.7 lane miles of Page Mill Road south of Altamont Road and will be completed by summer 2021. The OBAG2 project was completed in February 2021. The FY 2020 Street Resurfacing Project was completed in March 2021. The FY 2021 Street Maintenance Project is expected to start in summer 2021 and is expected to be completed by winter 2022.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Streets and Sidewalks Projects

Status as of June 2021

	The FY21 Streets Preventive Maintenance Project is currently under construction and is expected to be completed in July 2021. Due to the FY 2021 Capital Improvement Program budget strategy, street resurfacing projects will have reduced scope, resulting in less lane miles of roadways being resurfaced through FY 2023.				
Thermoplastic Lane Marking and Striping (PO-11001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$117,900	Public Works	N/A	Recurring
	Project Status: This project maintains the thermoplastic markings on roadways. Thermoplastic lane marking and striping is incorporated into annual Pavement Preventive Maintenance Projects. New thermoplastic lane markings are anticipated to be completed in the second half of FY 2021 as a part of the FY21 Streets Preventive Maintenance Project. Striping will occur after the streets have been slurry sealed at the end of June 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects

Status as of June 2021

One-Time Projects

Charleston Arastradero Corridor Project (PE-13011)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$12,942,057	\$17,554,473	Public Works	Construction	Summer 2022
	Project Status: This project is part of the 2014 Council Infrastructure Plan. It will reconfigure the Charleston Arastradero Corridor to provide new landscaped median islands, bulb outs, enhanced bike lanes, traffic signal improvements and new street trees to complement the new lane configurations that were approved for permanent retention. This project will be constructed in three phases. Phase 1 (Arastradero Road between Foothill Expressway to Clemo Avenue) and Phase 2 (Charleston Road from Alma Street to Middlefield Road) were completed in 2020. Staff obtained the approved Caltrans encroachment permit in March 2021 for the planned improvements at the El Camino intersection. A construction contract for Phase 3 (Arastradero Road from Los Palos Avenue to El Camino Real, Charleston Road from El Camino Real to Alma Street and from Middlefield Road to San Antonio Road) was approved by Council in June 2021. Construction is anticipated to start in August 2021.				
Churchill Avenue Enhanced Bikeway (PL-14000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$310,398	\$3,580,677	Office of Transportation	Design	Fall 2023
	Project Status: This project includes planning, design and construction of a shared-use path along the north side of Churchill Avenue between the existing shared-use path at Castilleja Avenue and the Stanford Perimeter Trail. It also includes intersection improvements at Churchill Avenue and El Camino Real, which will include a new dedicated westbound right-turn lane. The project is anticipated to gain PAUSD approval and will go out to bid in early 2022. Construction is anticipated to be completed by fall 2023.				
Churchill Avenue Alma Street Railroad Crossing Safety Improvements	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$110,152	\$5,036,200	Office of Transportation	Design	Summer 2023
	Project Status: This project is a railroad crossing improvement project to enhance safety at the intersection of Churchill Avenue and Alma Street. This crossing was identified for possible funding for hazard elimination and safety improvements through the Federal Section 130 funds. Design includes traffic signal modifications, street lighting				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects

Status as of June 2021

(PL-20000)	improvements, roadway resurfacing, sidewalk realignment and/or widening, drainage improvements, utility relocations, signage and striping. Council approved the concept plan on May 3, 2021 after community outreach. Staff is currently working with Caltrain, Caltrans, California Public Utilities Commission for final plan development and approvals. The project design and environmental documentation will be completed by December 2021. Construction is anticipated to begin in early 2022.				
Downtown Automated Parking Guidance Systems, Access Controls & Revenue Collection Equipment (PL-15002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$161,718	\$2,70,335	Office of Transportation	Design	Summer 2022
	Project Status: This project includes design and installation of new downtown parking guidance systems, access controls and revenue collection equipment that will be coordinated with both the Downtown Parking Wayfinding, PL-15004 project and the 2016 Downtown Parking Management. Staff contracted with Dixon Resources for additional management support in design and procurement for the system installation in the Downtown garages on University Avenue. In fall 2020, Staff released a design build RFP for a camera-based parking guidance system similarly installed at the new California Avenue Parking Garage. Council is anticipated to award the design build contract in August 2021. Design and construction are anticipated to start in fall 2021.				
El Camino Real Pedestrian Safety and Streetscape Project (PL-18000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$113,443	\$6,662,520	Office of Transportation	Pre-Design	Winter 2023
	Project Status: The El Camino Real Pedestrian Safety and Streetscape Project will install complete streets improvements focused on pedestrian safety at controlled and uncontrolled crosswalks, enhanced bus operations at two existing major transit stops, and new urban design amenities between Stanford Avenue and Sheridan Avenue. The project includes curb extensions, median refuges, median shade trees, pedestrian scale lighting, and potential bus enhancements. A request to rescope the proposed project due to its lack of inclusion of bicycle facilities was submitted to VTA in December 2020. VTA rejected the request and encouraged the City to rescope and submit the project for OBAG Cycle 3 funds. The City formally submitted a written notice to VTA to return the grant in the total amount of \$4,655,000 in May 2021. The project is currently in the process to be deprogrammed by MTC.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects

Status as of June 2021

Emergency Vehicle Traffic Signal Preemption System Pilot (PL-19000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$486,422	\$657,500	Palo Alto Fire Department	Construction	Summer 2022
	Project Status: This project will purchase and implement an emergency vehicle preemption system pilot project. The system will integrate with the City's current traffic signal management system and with the City's computer-aided emergency response dispatch system to provide safer and quicker response times for emergency vehicles. This project is pilot on 25 intersections. The traffic signal controls software were updated in in spring 2020 and staff is working with our CAD and Signal System vendors to integrate the two systems for communication across the two platforms. The procurement of the system is in progress and is anticipated by December 2021. After integration, the systems will be tested for its operations and functions by the Fire Department.				
Highway 101 Pedestrian Bicycle Overpass Project (PE-11011)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$18,249,833	\$22,889,453	Public Works	Construction	Fall 2021
	Project Status: This project, part of the 2014 Council Infrastructure Plan, includes the design and construction of a new pedestrian bridge across Highway 101 at Adobe Creek. Council approved a contract with Granite Construction in November 2019. Construction began in January 2020. The project started with utility relocations, vegetation removal, and site preparation work. Construction of bridge foundations, columns and supports, and concrete approach structures on the east and west sides of the highway has been completed. The steel bridge trusses across East and West Bayshore Roads and Highway 101 were installed in April and June 2021. The project is anticipated to be completed by fall 2021.				
Parking Management and System Implementation (PL-16002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$1,453	\$ 1,190,848	Office of Transportation	Design	Spring 2022
	Project Status: This project includes implementation and installation of equipment to implement the outcomes of the paid parking study for downtown, including the Comprehensive Parking Permit and Citation System. Professional Account Management (Duncan) was selected as the City's service provider for the comprehensive permit and citation management system. System design started in fall 2019, and the base system was launched fall 2020. Online				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects

Status as of June 2021

	permit purchase portals have been setup for parking districts in College Terrace, Crescent Park, Old Palo Alto, and Southgate. The remaining districts will be set up by spring 2022.				
Quarry Road Improvements and Transit Center Access (PL-16000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$1,282,050	\$6,318,346	Office of Transportation	Pre-Design	Fall 2024
	Project Status: This project includes the planning, design, and construction of bicycle, pedestrian, and transit access improvements along Quarry Road between El Camino Real and Welch Road, including, but not limited to, upgraded bicycle lanes and crosswalks, innovative intersection treatments for bicyclists, improved access to transit stops, roadway for transit access and signal modification. Planning, design, and construction of bicycle lanes and pedestrian improvements between the Palo Alto Transit Center bus depot and the intersection of Quarry Road and El Camino Real, and between El Camino Real and Welch Road have been completed. The next phase of the project will provide the transit access from Quarry Road to the Transit Center. Currently, the City is revisiting the land ownership and entitlements before proceeding with design of such improvements.				
Railroad Grade Separation (PL-17001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$3,730,450	\$13,075,717	Office of Transportation	Pre-Design	Fall 2025
	Project Status: This project is a community-based process to advance the railroad grade crossing circulation study and context sensitive solutions study envisioned by the City Council. It will also fund the preparation of a Project Study Report and environmental analysis that will be required for the City to realize its goals of advancing grade separations. This capital project provides funds to perform preliminary engineering design, conduct project related studies and to prepare environmental documents for the project. The consultant in collaboration with community prepared several conceptual plans for grade separations. In 2019 City Council established the Expanded Community Advisory Panel (XCAP) for reviewing the selected nine alternatives at the three crossing locations (Churchill Avenue, Meadow Drive and Charleston Road) to provide recommendation to the City Council. XCAP delivered the final report to Council in March and April 2021. City Council eliminated the tunnel alternatives for grade separation from further consideration. Seven alternatives remain in consideration for Grade Separation at these three crossings. Council				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects

Status as of June 2021

	will perform detailed review of the alternatives still under consideration in fall 2021 and provide direction on additional studies for the next phase of the project. In addition, Council is to reconvene the Rail Committee and discuss the financial considerations in 2022.
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Recurring Projects

Bicycle and Pedestrian Transportation Plan Implementation (PL-04010)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$39,872	\$1,253,795	Office of Transportation	N/A	Recurring
	Project Status: The Neighborhood Traffic Safety and Bicycle Boulevards Phase 1 Project along Amarillo Avenue/Moreno Avenue, and Ross Road was completed in November 2018. Conceptual plans for the Neighborhood Traffic Safety and Bicycle Boulevards Phase 2 Project along Bryant Street, Maybell Avenue, Stanford Avenue, Park Boulevard, and Wilkie Way were adopted by City Council in 2015. Currently, Phase 2 is on hold at 75% design until a community engagement process is identified to allow for community review in 2022. Community engagement process is delayed due to shift of staff resources to pandemic response.				
Parking District Implementation (PL-15003)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$0	Office of Transportation	N/A	Recurring
	Project Status: This project implemented the signage needs of the residential preferential parking program. Phase 1 of the Downtown Residential Preferential Parking Program (RPP) was implemented in October 2015, Phase 2 was implemented in April 2016, and the program was made permanent in April 2017. The Evergreen Park-Mayfield RPP program was made permanent in April 2018. The Southgate RPP program was made permanent in October 2019. The Old Palo Alto RPP was made permanent in November 2020.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects

Status as of June 2021

Safe Routes to School (PL-00026)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$70,370	\$651,177	Office of Transportation	N/A	Recurring
	Project Status: This project enables the City's Safe Routes to School program, including school commute planning, encouragement activities, and capital improvements along local and collector streets that may be impacted by school commute activities. The capital improvements include traffic calming devices, enhanced crosswalks, and improved signage along suggested safe routes to school. In FY 2020, traffic calming projects and traffic studies were pursued for locations in need of traffic calming and other safety countermeasures. In FY 2021, the installation of school zone speed limit signage as well as the community engagement and planning process for the construction of the South Palo Alto Bikeways project, which will implement buffered or protected bike lanes on East Meadow Drive from Alma to Fabian Way, Fabian Way from East Meadow Drive to East Charleston Road, and widen and repave the Waverley Bike Path between East Meadow Drive and Charleston Road were completed.				
Traffic Signal and Intelligent Transportation Systems (PL-05030)*	Prior Years Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$195,556	\$1,153,455	Office of Transportation	N/A	Recurring
	Project Status: This project will include design and construction of traffic signals, traffic signal communications networks, detection and data projects for transportation use, and maintenance of the City's traffic signal Central management system. The project includes the replacement of traffic signal controllers/cabinets, video detection systems, accessible pedestrian buttons, and related field equipment. The new controllers enable additional traffic signal timing strategies and improve the reliability of the City's traffic signals. Design for traffic signal safety and operational improvements at intersection of San Antonio and Charleston is currently in progress. The design is 65% complete. Construction is anticipated to begin in early 2022.				
Transportation and Parking Improvements (PL-12000)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$62,198	\$471,342	Office of Transportation	N/A	Recurring
	Project Status: This project implements miscellaneous neighborhood traffic calming improvements including neighborhood traffic studies and parking improvements. This project also funds the development of grant				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Traffic and Transportation Projects**Status as of June 2021**

	proposals used to procure funding for future projects. Projects which are currently in progress include the Middlefield North Traffic Safety Project and Crescent Park neighborhood traffic calming pilot. The conceptual plan for traffic calming pilot project in Crescent Park neighborhood was approved by the City Council in November 2020. Design for installation of improvements is currently in progress. Construction is anticipated to begin in summer 2021.
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* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Airport Projects

Status as of June 2021

One-Time Projects

Airport Apron Reconstruction (AP-16000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$26,992,534	\$42,127,200	Public Works	Construction	Fall 2021
	Project Status: This project includes the design and reconstruction of the Palo Alto Airport apron and is being implemented in multiple phases. The pavement surfaces at the airport are failing and uneven. The need to reconstruct the aircraft parking apron is critical to airport safety. Construction Phase I was completed in November 2017. Construction Phase II was completed in winter 2020. Construction on Phase III began in November 2020 and is expected to be completed in fall 2021.				
Airport Layout Plan (AP-21000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$740,000	Public Works	Design	Summer 2023
	Project Status: This project provides updates to the Airport Layout Plan (ALP), including a narrative report and environmental study. The project is scheduled to start in fall 2021 with an anticipated completion date in summer 2023.				
Airport Facilities Electrical Improvements (AP-20000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$99,004	\$146,466	Public Works	Completed	Winter 2021
	Project Status: This project upgrades the outdated electrical panels for the Palo Alto Airport office rental spaces. The project design and building permits were approved in spring 2020. Construction was completed in January 2021.				

Recurring Projects

2019-2023 – Airport Capital Improvements Program Projects: *There are no recurring projects scheduled at this time.*

Electric Fund Projects

Status as of June 2021

One-Time Projects

230 kV Electric Intertie (EL-06001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$578,055	\$440,040	Utilities	Pre-Design	Summer 2027
	Project Status: This project will perform a technical feasibility study to determine the general project requirements to establish a 115 kV electric intertie line and construct a 115/60 kV substation to connect the City's electric system directly to the 15kV transmission line at a new location. Stanford decided they do not want to participate in the project so the 230 kV option is no longer viable. Staff will pursue other options to procure an alternative transmission source to serve Palo Alto. This project will be renamed in the future.				
Capacitor Bank Installation (EL-16002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$477,378	\$850,429	Utilities	Construction	Fall 2021
	Project Status: This project installs capacitor banks at electric substations and on distribution lines to ensure Northern California Power Association Power Factor requirements are met. Staff has performed an analysis where capacitors are needed to provide VAR support to enhance the voltage regulation and stability of the system. Capacitor banks will be installed at Hanover Avenue, Hansen Way, Maybell Ave and Park Boulevard Substations. Engineering has completed 100% of the design and procurement of materials for the project and is currently 75% complete with the construction and installation phase. Hansen Way project is complete. Park Boulevard and Hanover Avenue will be completed and energized summer 2021. Maybell Avenue project is delayed pending tree removal but should be completed by fall 2021.				
Coleridge Cowper Tennyson 4/12kV Conversion (EL-14000)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$180,378	\$129,826	Utilities	Design	Summer 2022
	Project Status: This project converts the primary electric distribution system in the Coleridge, Cowper, Tennyson area from 4 kV to 12 kV. This project is a precursor to work being planned for the Colorado and Hopkins Substations. Design is at 90% completion and is delayed due to COVID-19 restrictions. Construction of this project is deferred to maintain zero rate increases to ease economic recovery because of COVID-19.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Colorado Power Station Equipment Upgrade (EL-19001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$4,279,339	\$10,822,313	Utilities	Pre-Design	Fall 2024
	Project Status: Staff is evaluating the need to replace the COP-3 115 kV/60 kV transformer bank at Colorado Substation. Future project completion dates will be based on the outcome of this evaluation.				
Colorado Substation Improvements (EL-19002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$179,720	\$1,396,358	Utilities	Pre-Design	Fall 2022
	Project Status: This project will make modifications to the substation driveways and fence to provide adequate ingress and egress for utility vehicles used for maintenance and repair. Staff is preparing an overall masterplan for Colorado Substation to include all proposed improvements. Preliminary designs for lighting, driveway, fences, and an oil containment improvement have been prepared. All the proposed improvements need to be incorporated together, to ensure a cohesive design and plan for construction.				
East Meadow Circles 4/12kV Conversion (EL-17001)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$51,273	\$138,701	Utilities	Design	Spring 2024
	Project Status: The project converts the primary electric distribution system in the East Charleston/Alma Street/East Meadow Drive/Middlefield Road area from 4 kV to 12 kV and is challenging because of the configuration of the streets and rear easement facilities. This project has been split into six (6) design and construction phases. Engineering has completed the substructure design for Phase 1 and will proceed with the substructure design for Phase 2. Construction for Phases 1 and 2 will be completed by spring 2022. All six (6) phases are targeted to be completed by spring 2024. Construction for this project was deferred to maintain zero rate increases to ease economic recovery because of COVID-19.				
Facility Relocation for Caltrain	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$2,399,488	\$3,127,414	Utilities	Construction	Fall 2021
	Project Status: The Utilities Department received approval from Caltrain to continue removal of the overhead				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Modernization Project (EL-17007)	lines in October 2018. The installation of the Overhead Catenary System above the rails to power the trains will cause conflicts with the City's overhead electric and communication lines, as well as those owned by others, including AT&T and Comcast, which cross the railroad tracks. In June 2020, Council approved the contract for construction of this project, in conjunction with EL-19004. All the overhead electric facilities crossing the railroad have been raised to meet Caltrain's requirement, and two fiber crossings are underway to be converted to underground.				
Foothills Rebuild (Fire Mitigation) (EL-21001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$180,708	\$4,000,000	Utilities	Design	Fall 2025
	Project Status: This project will rebuild the approximately 11 miles of overhead line in Foothills Park, as necessary to mitigate the possibility of wildfire due to overhead electric lines. This could include the utilization of more robust equipment or construction practices, rerouting to avoid vegetation and improve access for inspection and maintenance or converting the overhead lines to underground where feasible. Two proposals were received for this project and both proposals were rejected because they did not provide an option to underground existing overhead electric lines. Staff is currently looking at different options to complete this work. Staff completed 2,300 feet of substructure work which will eliminate 11 poles as a pilot project				
Inter-Substation Line Protection Relay (EL-17005)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$364,068	\$825,532	Utilities	Construction	Summer 2022
	Project Status: This project replaces the existing HCB pilot wire relays with a new microprocessor line differential protective relay to protect the city's 60 kV sub-transmission line sections and equipment from damage due to faults (i.e. short circuits) on the 60 kV line sections. This project is being done in phases, with design and construction happening concurrently on the different phases. Construction of these improvements rely on work completed by other projects to install fiber optic connections. Staff is working on the design for the replacement of relays at Park Substation and Switching Station and between line sections COP-PB, COP-AC and COP-HO.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Rebuild Underground District 15 (EL-11003)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$43,348	\$93,337	Utilities	Design	Fall 2022
	Project Status: This project rebuilds and replaces the underground electric system in Underground District 15, the area bounded by Los Palos Avenue, Glenbrook Drive, Pomona Avenue, and Arastradero Road. This project is in the preliminary stages of engineering design and work will be coordinated with EL-16000 which is currently rebuilding the electric system along Arastradero Road. Work on this project was delayed due to public input regarding the design of the project. Changes to the Rules and Regulations will require property owners to pay for the differential cost should they want submersible equipment instead of pad mount. Design of the project is delayed as staff prepares cost information to present to affected property owners showing how much they will have to pay.				
Rebuild Underground District 16 (EL-13003)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$27,456	\$384,854	Utilities	Design	Spring 2022
	Project Status: This project rebuilds and replaces the underground electric system in Underground District 16, the area along Louis Road between Greer Street and Loma Verde Avenue. The project design and cost estimate are nearly complete and this project will be bundled with other similar type jobs for bidding to obtain more favorable pricing. Construction of this project is deferred to maintain zero rate increases to ease economic recovery because of COVID-19.				
Rebuild Underground District 24 (EL-10006)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$1,942,687	\$525,678	Utilities	Construction	Spring 2022
	Project Status: This project rebuilds and replaces the underground electric system in Underground District 24, the area bounded by Lytton Avenue; Bryant Street; Forest Avenue; and Alma Street. Construction by city staff has stalled at 90% completion due to a shortage of Operations staff and COVID-19 restrictions. Work is being scheduled with Operations and to accommodate impacted customers as best as possible.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Rebuild Underground District 26 (EL-16000)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$30,810	\$304,794	Utilities	Design	Spring 2025
	Project Status: This project rebuilds and replaces the underground electric system in Underground District 26 the area along Arastradero Road between El Camino Real and Hillview Avenue. This is a four phase project. The first phase design is completed and construction will begin in 2022.				
Reconfigure Quarry Feeders (EL-14005)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$519,836	\$632,356	Utilities	Construction	Spring 2022
	Project Status: This project reconfigures how distribution circuits are connected to each substation transformer at Quarry Substation. While phases of this project have been completed in construction, other phases still need to be designed and constructed. Design of the final phase of this project was completed in spring 2021.				
Smart Grid Technology Installation (EL-11014)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$970,478	\$19,377,391	Utilities	Design	Fall 2024
	Project Status: Council approved proceeding with Advanced Metering Infrastructure (AMI) and associated smart grid investments in December 2018. AMI is a foundational technology that is becoming a standard in the utilities industry and will improve customer experience while enabling CPAU to operate more effectively. An AMI-based smart grid system will empower customers to more efficiently utilize utility supplies, facilitate customer adoption of distributed energy resources (DER) such as solar photovoltaics (PV) and electric vehicles (EV), and enable the timely detection of water leaks. AMI will also enable CPAU to optimize operations and improve reliability by reducing restoration time for outages. Staff has gone out to bid for procurement of an AMI system and the bids are being evaluated.				
Substation 60kV Breaker Replacement	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$1,354,297	\$3,980,639	Utilities	Construction	Summer 2026
	Project Status: This project replaces high voltage circuit breakers that interconnect the nine electric substations				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

(EL-17002)	and two power switching stations that are reaching the end of their useful life and/or are now underrated for the use. This project is being done in phases, with design and construction happening concurrently on the different phases. Four breakers were replaced recently while anticipating the multi-year contract procurement method. Staff completed the construction on the first phase and is working to procure a multi-year contract with a contractor to complete the design and replacement of the remaining breakers.				
Substation Physical Security (EL-16003)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$944,446	\$3,248,541	Utilities	Construction	Winter 2025
	Project Status: This project installs facilities providing physical protection of electric substations from vandalism and intrusion. A professional services contract was awarded to Burns & McDonnell and the study was completed. Staff continues to implement recommendations from the study each fiscal year. Procurement for improvements at Hanover Avenue and Hansen Way substations solidified during fall 2020 and into 2021. Construction at Hanover substation reached substantial completion in spring 2021 and Hansen Way will be completed in fall 2021.				
Underground District 46 Charleston, El Camino Real (EL-12001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$2,564,543	\$3,00,000	Utilities	Construction	Fall 2021
	Project Status: This project undergrounds the existing overhead utility systems in the area along the 400 block of West Charleston and El Camino Real. Underground substructures have been installed. A shortage of Operations staff has caused a review and revision of construction plans. Staff has completed 100% of cable and equipment installation and 90% of customer service conversions. A construction contract was awarded for the final phase of the project to install two 60 foot steel poles and reconductor the 60KV sub-transmission lines. The project is expected to be completed in fall 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Recurring Projects

Communications System Improvements (EL-89031)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$14	\$170,000	Utilities	N/A	Recurring
	Project Status: This project installs copper wire cable systems, high frequency coaxial cable, fiber optic cable, and related equipment to provide communications services for traffic signal coordination, telephone links, computer data transmission, and the Electric Supervisory Control and Data Acquisition (SCADA) system. This project is funding a portion of the design phase of an expanded Utilities fiber optic network. The contract for design of this network was approved by Council in June 2020. Staff is in the planning stages for design implementation.				
Electric Customer Connections (EL-89028)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$1,208,506	\$2,700,000	Utilities	N/A	Recurring
	Project Status: This project installs services, transformers, and meters for new customers; upgrading of existing services; temporary service connections; and overhead and underground extensions for new or existing customers. Projects are in many stages of design and construction to provide temporary and permanent power to residential and commercial customers in Palo Alto. These are ongoing electric customer connections each year.				
Electric System Improvements (EL-98003)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$893,778	\$2,504,700	Utilities	N/A	Recurring
	Project Status: This project consists of various projects that replace deteriorated facilities or install protective devices that improve the Electric Distribution System. Projects are in many stages of development to replace transformers, replace poles, replace overhead wires, and install protective devices to improve service reliability. There are ongoing electric systems improvements each year.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Electric Utility Geographic Information System (EL-02011)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$172,408	\$385,000	Utilities	N/A	Recurring
	Project Status: This project enhances the citywide Geographical Information System (GIS). The primary emphasis will be to provide a compatible user interface and estimating software, to edit and update data which will reside in the citywide GIS. This funding is also being used to pay for Utilities Electric Division's share of cost for the implementation of new city-wide GIS system (ESRI) led by IT. Staff is also working directly with IT to assess GIS needs and the transition of the mapping information to ESRI. IT has issued contracts and the implementation is underway beginning with converting the existing data model into an ESRI format.				
SCADA System Upgrades (EL-02010)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$276,701	\$135,000	Utilities	N/A	Recurring
	Project Status: This project upgrades the Supervisory Control and Data Acquisition (SCADA) system hardware. Staff completed upgrade of the servers used for monitoring the utility substations and equipment in 2014. Vendor delays due to COVID-19 restrictions postponed the server upgrade until FY 2022.				
Substation Facility Improvements (EL-89044)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$261,610	\$740,000	Utilities	N/A	Recurring
	Project Status: This project makes improvements to facilities at the electric substations in Palo Alto. Staff is working on the replacement of Remote Terminal Units (RTU) at various substations, upgrading gravel and grounding, and reconfiguring steel trusses and associated devices.				
Substation Protection Improvements (EL-89038)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$182,370	\$620,000	Utilities	N/A	Recurring
	Project Status: This project makes improvements to equipment used at electric substations to protect the substation equipment and circuits emanating from the substation from damage due to faults (i.e. short circuits) on the electric system.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Electric Fund Projects

Status as of June 2021

Underground System Rebuild (EL-16001)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$36,944	\$350,000	Utilities	N/A	Recurring
	Project Status: This project replaces underground electric equipment in areas that were originally installed underground, that are not part of an Underground District. Staff is working to identify areas where the age of the existing cables are a high priority for cable replacement. To date, this includes areas in the Stanford Research Park, Arastradero Road, and along East Bayshore Road. New areas have been identified and progress has been made on development of the project. Construction of this project is deferred to maintain zero rate increases to ease economic recovery because of COVID-19.				
Wood Pole Replacement (EL-19004)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$1,288,311	\$2,975,000	Utilities	N/A	Recurring
	Project Status: This project will fund the annual replacement of deteriorated wood power poles. Staff has identified 84 wood poles for the pole replacement contract. In June 2020, Council approved the contract for construction of this project, in conjunction with EL-17007 - Facility Relocation for Caltrain Modernization and construction is expected to start in July 2020. The current project was completed in November 2020. Over 50% of the estimate for the next pole package is completed.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Fiber Optics Fund Projects

Status as of June 2021

One-Time Projects

Fiber Optic Network System Rebuild (FO-16000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$351,652	\$2,310,411	Utilities	Design	Spring 2024
	Project Status: This project is for the System Capacity Improvement that rebuilds portions of the "dark" fiber optic network around Palo Alto. The first phase of this project has been constructed. Additional work is being assessed and will be coordinated with the project to expand the Utilities Fiber Optic Network (EL-89031). This project is postponed due to Fiber Expansion Project. Fiber contractor is expected to finish design in April 2022.				

Recurring Projects

Fiber Optics Customer Connections (FO-10000)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$48,111	\$250,000	Utilities	N/A	Recurring
	Project Status: This project enables the installation of fiber optic infrastructure for new service connections. Projects are developed as needed to meet customer requests for leasing of fibers on the Dark Fiber system. Staff have processed and completed fifteen customer connection projects in FY 2021, in addition to several smaller projects involving existing fiber optic cable connections that were handled directly by Operations staff. The reduced number of projects was impacted by COVID-19 work restrictions.				
Fiber Optics Network System Improvements (FO-10001)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$221,227	\$200,000	Utilities	N/A	Recurring
	Project Status: This project improves the reliability within the fiber optic network system. A project to install a new fiber optic cable from Park Substation to the Stanford Research Park to enhance capabilities and reliability is identified and waiting for availability of staff to design This project is postponed due to the Fiber Expansion Project. The fiber contractor is expected to finish design in April 2022.				

Gas Fund Projects

Status as of June 2021

One-Time Projects

Gas Main Replacement Project 23 (GS-13001) *	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$955,764	\$8,064,570	Utilities	Construction	Winter 2022
	Project Status: This project enables the design and construction to replace approximately 21,700 linear feet (which represents 1.9% of the City's Gas distribution main system) of distribution main and 320 gas services constructed mainly of PVC material on various streets within the Midtown, Evergreen Park, Ventura, College Terrace, Charleston Terrace, and Research Park neighborhoods. Construction began in winter 2021 with construction scheduled to be completed in winter 2022. Gas pipeline replacement at Town & Country Village will begin in summer 2021.				

Recurring Projects

Gas Distribution System Improvements (GS-11002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$211,914	\$500,000	Utilities	N/A	Recurring
	Project Status: This project enables Gas Distribution System improvements. Typical activities include increasing distribution system capacity for load growth, replacing deteriorated capital facilities, reconfiguring/adding to the system to improve service reliability, and conducting research related to performance of the gas distribution system or its various components making general improvements to the system. The City must continuously evaluate service reliability needs and make improvements to the system to maintain top level service to City customers and to minimize potential economic losses due to service interruptions. In the second half of FY 2021, replacement of the WQCT gas service, replacement of leaking valves, and main and service pipe were completed.				
Gas Equipment and Tools (GS-13002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$8,922	\$100,000	Utilities	N/A	Recurring
	Project Status: This project purchases polyethylene (PE) fusion equipment and tools, directional boring/locating equipment and tools, and general shop equipment and tools. The equipment needs to be upgraded on an annual basis				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Gas Fund Projects

Status as of June 2021

	to safely operate and maintain a natural gas distribution system and to ensure operators' safety and productivity. The purchase of four (4) new Combustible Gas Indicators for Utilities crews was completed in spring 2021.				
Gas Meters and Regulators (GS-80019) *	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$140,566	\$0	Utilities	N/A	Recurring
	Project Status: This project provides replacement of the existing gas meters and regulators annually. The coordination of gas meter and regulator replacements with gas meters identified to be replaced under the AMI contract, which is generally gas meters that are 25 years or older. The gas meter replacement program ensures the accuracy of gas consumption measurement, reduces possible revenue loss due to under-registered gas, and provides customers with accurate monthly bills. Replacement of aged gas meters and regulators are on-going. The next major replacement of meters and regulators will be coordinated with Gas Main Replacement Project 23 (GS-13001) and Advanced Metering Infrastructure project.				
Gas System, Customer Connections (GS-80017)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$1,014,140	\$1,082,688	Utilities	N/A	Recurring
	Project Status: This project enables the Gas Distribution System to be extended in order to provide gas service to new customers and augment service to customers with increased natural gas demands. Improvements include new mains, services, valves, regulators, meters, and accessories. This project upgrades infrastructure to provide gas service connections to new customers, meet changes in existing customer service demands, and respond to changes in gas service requirements due to new development or redevelopment. This project is funded partially from reimbursements by customers. City crews completed 59 new gas services installations and 41 gas service demolitions in the second half of FY 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Stormwater Management Projects

Status as of June 2021

One-Time Projects

Corporation Way System Upgrades and Pump Station (SD-21000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$144,863	\$3,972,333	Public Works	Design	Fall 2022
	Project Status: This project incorporates a design of a new small pump station with 25 cubic feet per second capacity and upgrades 700 linear feet of pipe to 30 inch diameter High Density Polyethylene pipe. The existing system does not have the force needed to discharge storm flows into the Adobe Creek. Adding a pump station in advance of the outfall and upsizing the storm pipe will eliminate the routine flooding along East Bayshore Road and convey runoff from a 10-year storm event. The design consultant contract was awarded in June 2020. The consultant has reached 90% completion of the design plans. Staff is also in the process to secure an easement for the pump station from adjacent property owners. The final design will be completed in summer 2021 and construction is anticipated to start in early 2022.				
West Bayshore Road Pump Station (SD-20000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$215,393	\$1,774,653	Public Works	Design	Spring 2024
	Project Status: This project incorporates design and construction of a new small pump station with 15 cubic feet per second capacity. Installing a new pump station will allow storm flows to be pumped into the Adobe Barron Creek confluence while adding a pump station in advance of the outfall would eliminate the routine flooding along West Bayshore Road and allow the system to convey runoff from a 10-year storm event. The design consultant contract was awarded in June 2020. The consultant has reached 90% completion of the design plans. Staff is also in the process to secure an easement for the pump station from adjacent property. The final design will be completed in summer 2021. Construction will start in fall 2023 with project completion expected in spring 2024.				
West Bayshore Road Trunk Line Improvements	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$5,271	\$2,401,475	Public Works	Design	Spring 2024
	Project Status: This project replaces approximately 1,400 linear feet of existing 15-inch diameter pipe with 36-				

Stormwater Management Projects

Status as of June 2021

(SD-23000)	inch High Density Polyethylene pipe. These improvements along with the new West Bayshore Road Pump Station (SD-20000) will eliminate the routine flooding along West Bayshore Road and allow the system to convey runoff from a 10-year storm event. Once the design for the pump station is finalized the consultant will advance the design for the capacity upgrades. The final design will be completed in summer 2021. Construction will start in fall 2023 with project completion expected in spring 2024.
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Recurring Projects

Storm Drainage System	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
Replacement and Rehabilitation (SD-06101)	\$374,390	\$2,069,475	Public Works	N/A	Recurring
	Project Status: This project provides for annual replacement and rehabilitation to maintain the integrity of the storm drain system, including deteriorated storm drain piping, manholes, and storm drain inlets. The rehabilitation includes cured-in-place pipe (CIPP) lining, and replacement of broken pipe with HDPE. The rehabilitation project is to go out to bid in summer 2021 with construction expected to start by fall 2021.				

Wastewater Collection Fund Projects

Status as of June 2021

One-Time Projects

Wastewater Collection System Rehabilitation Augmentation Project 30 (WC-17001)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$214,356	\$6,180,000	Utilities	Design	Summer 2022
	Project Status: This project includes the design and construction of high priority mains with structural defects that cannot be addressed with routine maintenance. The wastewater mains on various streets in the City, will be replaced with approximately 8,300 linear feet of sanitary sewer mains and associated laterals in the Ventura and Fair Meadows neighborhoods.				

Recurring Projects

Sewer Lateral/Manhole Rehabilitation and Replacement (WC-99013)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$876,000	Utilities	N/A	Recurring
	Project Status: This project replaces defective sewer laterals, cleanouts, manholes, backwater devices, and equipment to support these activities to maintain the Wastewater Collection System, compliant to the Sanitary Sewer Master Plan (SSMP). Information collected during routine annual maintenance activities is used to prioritize work. The continued work performed will help reduce both the backflow of sewage onto private property and the City's treatment expenses.				
Sewer System, Customer Connections (WC-80020)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$387,711	\$420,000	Utilities	N/A	Recurring
	Project Status: This project installs sewer lateral connections and additions or extensions of existing mains to serve new customers and to respond to changes in sewer requirements due to redevelopment. Old existing non-plastic sewer laterals with condition deficiencies per Utilities Operations' criteria are required to be replaced in accordance with the latest 2021 WGW Standards. This project generates revenue through customer connection fees and capacity increase fees for connecting to the wastewater collection system.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Wastewater Collection Fund Projects

Status as of June 2021

Wastewater General Equipment and Tools (WC-13002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$53,446	\$185,000	Utilities	N/A	Recurring
	Project Status: This project includes the acquisition of new fusion equipment and other associated tools. The equipment is used to fuse together pipe joints in the City's wastewater collection system. As the equipment ages, the quality of the fusion joints begins to decline, and the operators must spend more time scraping, aligning, and fusing construction joints to maintain a high quality of standards for the installation of City's wastewater collection mains, along with the associated service standards and worker safety and productivity measures, equipment and tools require continuous upgrades. The transporter has been replaced for the wastewater CCTV camera to accommodate ongoing operations and maintenance activities.				
Wastewater System Improvements (WC-15002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$201,040	\$200,000	Utilities	N/A	Recurring
	Project Status: This project implements improvements to the Wastewater Collection System by increasing system capacity for growth, flow monitoring, hydraulic modeling and system analysis, load simulations, asset management analysis and assessment, system inflow/infiltration analysis, and sanitary sewer overflow monitoring and reduction. Mainline sewer backups and overflows into homes and businesses are costly and create a health risk. Reducing the losses associated with these backup claims requires a continuous evaluation of system needs and making improvements to maintain a high level of service. Replacement of the City's legacy wastewater maintenance and asset management software (ICOM) was completed May 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Wastewater Treatment Fund Projects

Status as of June 2021

One-Time Projects

Advanced Water Purification Facility (WQ-19003)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$223,692	\$24,229,000	Public Works	Design	Fall 2024
	Project Status: This project enables the design and construction of an Advanced Water Purification Facility to further improve the quality of the tertiary-treated recycled water by ultrafiltration or ultrafiltration followed by reverse osmosis to reduce the level of total dissolved solids. The water reuse partnership agreement with Valley Water and Mountain View provides \$16 million in funding from Valley Water for this project. The design has progressed to the 30% design milestone and is expected to be completed in fall 2022, with project construction completion in fall 2024.				
New Laboratory and Environmental Services Building (WQ-14002)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$363,705	\$24,191,994	Public Works	Design	Fall 2027
	Project Status: This project was originally envisioned to replace the existing plant laboratory and environmental services offices. A design consultant completed preliminary design in early 2020. Staff are currently revising space planning assumptions and have put further design efforts on hold until more advanced planning can be completed.				
Outfall Line Construction (WQ-19000)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$0	\$8,926,000	Public Works	Design	Summer 2026
	Project Status: This project consists of the construction of a new parallel outfall pipe to convey final plant effluent to San Francisco Bay. Design was completed in fall 2020. The PWE / USACOE Levee Project requires a re-design of the pipeline to accommodate a runway shift at PAO Airport. Staff is currently working with PAO / FAA staff towards gaining FAA concurrence for the project re-design. The re-design and re-permitting could delay the project by 2-3 years. The City has received a State low-interest loan for the design and construction phase, and the State is working with the City to retain the loan through the re-design process.				

Wastewater Treatment Fund Projects

Status as of June 2021

Plant Master Plan (WQ-10001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$4,509,091	\$4,998,291	Public Works	Construction	Fall 2022
	Project Status: This project enables the ongoing program management support for major capital projects. Current tasks include developing scopes of work, evaluating consultant proposals, coordinating project management activities, pursuing State low-interest loans for multiple projects, and updating partner agreements. The consultant continues to provide support for the projects associated with the Long Range Facilities Plan (LRFP).				
Primary Sedimentation Tank Rehabilitation (WQ-14003)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$770,112	\$20,681,849	Public Works	Construction	Winter 2023
	Project Status: This project enables the design and construction for new protective coatings on each of the four concrete primary sedimentation tanks, replacement of worn rotating parts and mechanical and electrical equipment. These tanks were installed in 1972 and the recoating project will extend the concrete life for another 30 years. Design was completed in fall 2019 and the construction phase is in the award process. The City is expecting a State low-interest loan for the design and construction cost of the project. The construction contract, amended agreements with partner agencies, and State loan were approved by Council in May 2021.				
Secondary Treatment Upgrades (WQ-19001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$2,432,159	\$32,831,979	Public Works	Design	Winter 2026
	Project Status: This project upgrades the Secondary Treatment process at the Regional Water Quality Control Plant. The existing Secondary Treatment process has two main components; the Fixed Film Reactors (FFR) and the Activated Sludge (AS) Process. This project includes the reconstruction of the AS process, rehabilitation of the AS Aeration Basins, and the elimination of the FFRs. The design contract began in October 2018. Staff is pursuing a State low-interest loan or bond, as well as a USEPA low-interest loan for the construction phase. The project design is at 60%, with a complete design expected in fall 2021. Construction is expected to start in spring 2023.				

Wastewater Treatment Fund Projects

Status as of June 2021

Recurring Projects

Plant Repair, Retrofit and Equipment Replacement (WQ-19002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$2,269,938	\$7,332,834	Public Works	N/A	Recurring
	Project Status: This project enables the assessment, repair, and retrofit of the Plant's concrete and metal structures; the replacement of necessary Plant equipment and ancillary facilities, including electrical equipment/systems, to maintain treatment reliability and existing infrastructure; and the replacement of large diameter flow meters built into the wastewater treatment system on sewers, pipes, and water lines. Current projects include the design of the 12kV Electrical Loop Upgrade Project, that is 60% completed and construction of the Secondary Clarifier Nos. 4 and 6 Mechanism Replacement project. The replacement of Clarifier No.4 mechanism was completed in October 2020 and replacement of Clarifier No. 6 mechanism is ongoing with a completion date scheduled for summer 2021.				

Water Fund Projects

Status as of June 2021

One-Time Projects

Water Main Replacement Project 28 (WS-14001)	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$249,238	\$ 9,085,107	Utilities	Design	Summer 2022
	Project Status: This project will replace approximately 18,600 linear feet (which represents 1.6% of the City's water distribution system) of mains and 265 services on various streets within the City, including areas in the Duveneck, St. Francis, Barron Park and Charleston Meadows neighborhoods. The design will be completed in summer 2021 with construction anticipated to start in winter 2022.				
Water Recycling Facilities (WS-07001)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$ 710,106	\$ 852,697	Utilities	Pre-Design	Fall 2023
	Project Status: This project allows the City to hire a consultant to prepare a business plan, prepare preliminary design, and secure funding options for an expansion of the existing recycled water delivery system in the City. The pipeline will primarily serve the Stanford Research Park and provide an alternative supply source of 435,600 cubic feet per year, roughly 10% of Palo Alto's total water consumption in 2015. The environmental impact report was completed in September 2015. The expansion pipeline is one of several water reuse projects being considered in the Northwest County Recycled Water Strategic Plan. This, or one of the other projects, may be recommended to Council for design and construction. The earliest that work would commence is in FY 2022.				
Water Regulation Station Improvements (WS-07000)*	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
	\$ 1,625,398	\$1,631,898	Utilities	Design	Summer 2021
	Project Status: This project for Water Regulation Station Improvements includes seismic upgrades, piping improvements and other various upgrades to increase the structural reliability of three of the City's turnouts with SFPUC. Work under this project was included in the Seismic Upgrade of four Steel Tanks and three Turnouts' Project and the project was completed and closed out. Due to multiple existing issues at the California Turnout, upgrade work at this facility has been prioritized. Structural evaluation for restraining the Page Mill PRV and piping will be included in the design.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Water Fund Projects

Status as of June 2021

Water Tank	Prior Years Actuals	Total Project Budget	Implementing Department	Project Phase	Project Completion
Seismic Water System Upgrades (WS-09000)	\$ 4,808,299	\$ 15,642,367	Utilities	Construction	Summer 2022
	Project Status: This project for Seismic Water System Upgrades includes seismic upgrades at the Montebello, Mayfield, Corte Madera, Park, Boronda, and Dahl Reservoirs in compliance with the American Society of Civil Engineers (ASCE 7) seismic codes. Work at the steel tank sites includes the installation of new concrete footings, anchor chairs and tie-downs, installation of seismic shut off valves and control valves, flexible joints at the inlet/outlet piping connections, relocation of various inlet and outlet piping, backup power supplies, and reinforcement and/or replacement of interior tank columns. Seismic upgrade work at the Mayfield Reservoir was completed in summer 2013 and work on the Boronda Reservoir was completed in summer 2016. The Corte Madera Reservoir replacement is currently in construction and is anticipated to be completed in Winter 2022. The financial study of the Park and Daly Reservoir was completed, and it was recommend to rehabilitate the existing tanks as opposed to complete replacements. The design for the rehabilitation of Park and Dahl Reservoir will begin in fall 2021 and will include new internal and exterior coatings and repairs.				

Recurring Projects

Water	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
Distribution System Improvements (WS-11003)	\$348,096	\$269,469	Utilities	N/A	Recurring
	Project Status: This project enables improvements to water distribution system deliverability and reliability. Typical activities include installing restraining joints at critical pipelines and bridge crossings, increasing the size of inadequate facilities, system leakage surveys, network modeling, and fire flow studies or other system improvements as required. Continuous evaluation of system needs and making required improvements is necessary to maintain adequate quantities of quality water, meeting local, state, and federal safe drinking water standards. During the last six months the Mayfield Reservoir variable frequency drive (VFD) replacement and back-up controls were completed. El Camino Pump Station pump programming was completed and tested to				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Water Fund Projects

Status as of June 2021

	add the capability for the El Camino Reservoir to pump into zone 1 in addition to zone 2. Staff continues the asbestos cement pipe (ACP) study and is in the process of collecting pipe samples.				
Water, Gas, Wastewater Utility GIS Data (WS-02014)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$174,173	\$905,862	Utilities	N/A	Recurring
	Project Status: This project enables contracts related to Utilities GIS (Geographic Information System) needs. AME database is heavily utilized by Utilities Engineering staff to update the utility information in GIS. The updated information is used by various City staff, such as marking/locating underground utilities to comply with USA (Underground Service Alert) requirements; developing design drawings for pipeline replacement projects; verifying existing underground utilities during construction activities; creating customized utility map books for field crews and on-call personnel to meet their specific needs. Annual surveying contracts to collect GPS points of existing above-ground utility features within the CIP project areas. The data being collected continues to be used to correct the GIS database. Accurate utility data helps the design of new pipe alignment to minimize construction conflicts, create synchronization and user interface between the upcoming Citywide ESRI GIS database and Utilities AME database.				
Water General Equipment/Tools (WS-13002)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$38,271	\$ 50,000	Utilities	N/A	Recurring
	Project Status: This project acquires new equipment and tools, the replacement of existing fusion equipment, and other associated tools. The fusion equipment is used to fuse together pipe joints in the City's water distribution system. Equipment and tools are required to be upgraded on an annual basis to maintain high quality standards for the installation of the City's water distribution mains, along with the associated service standards and worker safety and productivity measures. Staff has not purchased any equipment or tools in the second half of FY 2021.				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Water Fund Projects

Status as of June 2021

Water Meters (WS-80015)*	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$90,628	\$530,450	Utilities	N/A	Recurring
	Project Status: This project enables the purchasing of meters for new customers, upgrading meters for current customers, installing meter bypasses, and replacing obsolete meters that are no longer repairable. This funding also allows for annual testing and calibration of selected meters to maintain meter accuracy and reliability. During the AMI implementation process approximately 50% of the meters will be replaced. Staff is currently replacing large diameter meter sets in preparation of the upcoming AMI project.				
Water Service Hydrant Replacement (WS-80014)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$83,974	\$400,000	Utilities	N/A	Recurring
	Project Status: This project replaces system control valves, deteriorated galvanized service lines, lead goosenecks, and fire hydrant valves and assemblies per the Fire Department's flow testing, upgrades fire hydrants in main line replacement project areas, and replaces existing undersized or deteriorated copper water services.				
Water System Customer Connections (WS-80013)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$944,760	\$ 850,000	Utilities	N/A	Recurring
	Project Status: This project allows for improvements that include new main extensions, valves, domestic services, meters on upgraded services, backflow devices, fire services, and fire hydrants. System extensions are required to provide service to new large developments and to serve existing customers requesting expanded service.				
Water System Supply Improvements (WS-11004)	Prior Year Actuals	Current Year Budget	Implementing Department	Project Phase	Project Completion
	\$193,620	\$749,469	Utilities	N/A	Recurring
	Project Status: This project evaluates and improves the City's water distribution system on an as-needed basis. This project includes piping modifications, equipment replacements associated with water delivery, supervisory				

* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

Water Fund Projects**Status as of June 2021**

	control software upgrades, system modifications for water system quality compliance, conditional assessment of the reliability of transmission mains, and security system installations. The water system includes the connection facilities between the City's and the San Francisco Public Utility Commission's pipelines, emergency water wells within the City, pumping stations, water reservoirs, and pipelines. Staff is working to procure SCADA controller upgrades for the water facilities throughout the City.
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* - Projects that were subject to funding reductions in the Fiscal Year 2021-2025 CIP

List of Completed Projects

<u>CIP #</u>	<u>Project Name</u>	<u>Project Description</u>	<u>Project Type</u>	<u>Fund Source</u>	<u>Department</u>	<u>Season Completed</u>	<u>Year Completed</u>	<u>Total Project Budget **</u>
OS-18001	Pearson Arastradero Preserve Parking lot Improvement	This project improved the Pearson Arastradero Preserve parking lot by improving the base rock surfacing, adding drainage, widening the entrance for safety, and new fencing. This new improvement will allow the overflow parking area to be open year round. The work was completed in May 2021.	Construction	Parks and Open Space	Community Services	Spring	2021	\$ 170,300
CB-16001	Cubberley Community Center Master Plan	This project developed the master plan for future use of the Cubberley Community Center site by the City and Palo Alto Unified School District.	Study	Buildings and Facilities	Community Services	Spring	2021	\$ 926,792
CB-19001	Cubberley Building Management Systems	This project replaced the Building management System(BMS) controls for the pavilion, Theater, Wing I, and Gyms A and B boiler rooms at the Cubberley Community Center. The project included the installation of control points for each building along with controllers, valve and damper actuators.	Construction	Buildings and Facilities	Public Works	Spring	2021	\$ 350,000
FD-14002	Fire Ringdown System Replacement	This project replaced the current ring down system that provides an audible alert of calls in the fire stations. Ongoing installations started in 2018 and were completed with Fire Station #3.	Construction	Buildings and Facilities	Fire Department	Spring	2021	\$ 400,144
PD-14000	Internal Alarm System Replacement	The project replaced the citywide internal alarm system. The alarms at City Hall migrated to this new system in FY 2019, but was completed in early 2021.	Construction	Buildings and Facilities	Police Department	Winter	2021	\$ 77,569
FD-20001	Self Contained Breathing Apparatus (SCBA) Air Compressor Replacement	This project replaced the central air compressor that provides air for the self-contained breathing apparatus (SCBA) tanks to ensure firefighter safety when entering environments with hazardous air quality.	Construction	Buildings and Facilities	Fire Department	Spring	2021	\$ 94,500
AP-20000	Airport Electrical Improvements	This project replaced the outdated electrical panels for the Palo Alto Airport office rental spaces. Construction was completed in January 2021.	Construction	Airport	Public Works	Winter	2021	\$ 146,466
PE-18000	New California Avenue Area Parking Garage	This project built the California Avenue Area Parking Garage, as part of the 2014 Council Infrastructure Plan. The parking garage has 627 parking spaces with 2 basement levels and 4 above grade floors. The garage features an automated parking space guidance system, EV charging stations, bicycle parking, and motorcycle parking. The garage was opened to the public on December 8, 2020.	Construction	Buildings and Facilities	Public Works	Fall	2020	\$ 50,119,976
PF-14002	Fire Station 1 Improvements	This project updated the individual sleeping quarters in the firehouse to address gender issues and privacy concerns. Fire Station #1 was the only fire station in the City that did not have separate bedrooms to accommodate male and female firefighters. This project was completed in fall 2020.	Construction	Buildings and Facilities	Public Works	Fall	2020	\$ 187,064

List of Completed Projects

<u>CIP #</u>	<u>Project Name</u>	<u>Project Description</u>	<u>Project Type</u>	<u>Fund Source</u>	<u>Department</u>	<u>Season Completed</u>	<u>Year Completed</u>	<u>Total Project Budget **</u>
GS-18000	Gas ABS/Tenite Replacement Project	This project replaced gas services laterals constructed of Acrylonitrile-butadiene-styrene (ABS) or Tenite material on various streets. Council approved funding in June 2019. The project replaced 104 ABS and Tenite gas services. The WQCP ABS gas service is assigned to Utility Operations for replacement and the remaining five ABS gas services will be scheduled for replacement once the five-year moratorium ends on those streets. As of November 2020, this project is complete.	Construction	Gas	Utilities	Fall	2020	\$ 2,615,100
SD-19000	Loma Verde Avenue Trunk Line Improvements	This project replaced 1,750 linear feet of storm drain with 48-inch diameter High Density Polyethylene (HDPE) pipe and associated catch basins, laterals and manholes. In addition to underground work, additional street restoration and concrete work was completed. Work includes resurfacing one full lane on Loma Verde from the beginning to the end of the project limits, replacement of driveways, sidewalk, and 718 linear feet of curb and gutter. The contract was awarded in June 2020, construction work began in August 2020, and was completed in December 2020.	Construction	Storm Drain	Utilities	Fall	2020	\$ 2,976,813
WS-19000	Mayfield Reservoir Subgrade and Venting Repair	This project is part of the City's recent Seismic Upgrade and Emergency Water Supply and Storage Projects. The reservoir was drained in 2012 for approximately two years to allow extensive seismic rehabilitation work to be performed and construction of a new pump station. Subsequently hairline cracks were sealed in the reservoir. A geotechnical consultant was hired to evaluate the tank foundation. This study was completed and there were several options identified. Staff has completed the design and construction of the vent screen replacement and crack sealing.	Construction	Water	Utilities	Fall	2020	\$ 600,000
EL-11010	Underground District 47 Middlefield, Homer, Webster, Addison	This project undergrounded the existing overhead distribution system in the area bounded by Middlefield Road, Homer Avenue, Webster Street, and Addison Avenue. Installation of substructures and utility electric system is completed. Where possible, the overhead electric lines were removed and poles cut down to the level of the communication lines.	Construction	Electric	Utilities	Fall	2020	\$ 3,649,356
WC-16001	Wastewater Collection System Rehabilitation Augmentation Project 29	This project replaced of 8,972 linear feet of wastewater mains. The sanitary sewer mains, laterals, and manholes to be rehabilitated or replaced in this project are located in the Charleston Meadows neighborhood. Construction started in February 2020 and was suspended for almost 3 months due to COVID-19 County's Shelter-in-Place Order. The project is complete as of December 2020.	Construction	Wastewater Collection	Utilities	Fall	2020	\$ 4,434,839

List of Completed Projects

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PF-18000	Parking Lot J Elevator Modernization	This project modernized the existing elevators at parking Lot J. The project involves upgrading the interior of the elevators, elevator control interface, call buttons, and meeting current ADA standards. Construction started in April 2019. Project is complete except for the State final inspection on the second car. State is behind because of COVID, but the inspection should be done by the end of July 2020.	Construction	Buildings and Facilities	Public Works	Spring	2020	\$ 781,324
PE-15003	Fire Station 3 Replacement	This project replaced the existing Fire Station at Embarcadero Road and Newell Road with a new structure that meets essential services standards and current program needs. Construction completed in March 2020.	Construction	Buildings and Facilities	Public Works	Winter	2020	\$ 10,080,258
WS-08001	Water Reservoir Coating Improvements	This project included the recoating of four steel tanks. Work under this project was included in the Seismic Upgrade of four Steel Tanks and the three Turnout Projects. Once construction started, it was found that the Montebello Reservoir was in very poor condition. Due to escalating costs associated with roof replacement, staff decided to complete construction of the Montebello Reservoir and re-evaluate the remaining three tanks for replacement.	Construction	Water	Utilities	Spring	2020	\$ 2,141,172
WS-13001	Water Main Replacement - Project 27	This project replaced approximately 9,600 linear feet of structurally deficient, aging, or corroded water mains and services along the mains on Sand Hill Road, Oak Creek Drive (5%) and Fulton Avenue.	Construction	Water	Utilities	Spring	2020	\$ 7,786,998
WC-15001	Wastewater Collection System Rehabilitation Augmentation Project 28	This project enabled the design and construction of a high priority wastewater main and lateral replacement work to reduce inflow of rainfall and ground water into the collection system. The project replaced or rehabbed a total of 7,655 linear feet of wastewater mains located in the Leland Manor/Garland, Midtown West, and Lower Page Mill/Los Altos Hills areas of the City.	Construction	Wastewater Collection	Utilities	Spring	2020	\$ 5,665,897

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EL-17003	VA Hospital - Customer Load Requirements	This project met the growing electric needs of the VA Hospital. Staff has had numerous discussions with VA Hospital on electric load growth at the hospital and anticipated needs from the utility. Much of the cost is reimbursed to the City by the VA Hospital. Staff has prepared preliminary designs for interim solutions and is awaiting additional information from VA to develop long range plans to meet their future needs.	Design	Electric	Utilities	Spring	2020	\$ 84,984
EL-04012	Utility Site Security Improvements	This project added electronic security systems at utility sites to protect equipment at electric substations, water pumping plants, reservoirs, and gas stations from intrusion and vandalism. Cameras and detection systems have been installed at nine electric substations, three water stations, and one natural gas station to monitor facilities.	Construction	Electric	Utilities	Spring	2020	\$ 1,644,681
EL-11008	Rebuild Underground District 19	This project rebuilt and replaced the underground electric system in Underground District 19, the area bounded by Forest Avenue, Waverley Street, Addison Avenue, and Alma Street.	Construction	Electric	Utilities	Spring	2020	\$ 149,023
FD-18000	Self Contained Breathing Apparatus Replacement	This project replaced Self Contained Breathing Apparatus equipment (SCBA) used by firefighters when entering hazardous conditions when responding to fire and hazardous materials incidents. The SCBA provides breathable air for firefighters when entering environments where the atmosphere is immediately dangerous to life or health. The expected service life for SCBAs is 15 years.	Purchase	Buildings and Facilities	Fire Department	Spring	2020	\$ 799,999
FD-20000	Cardiac Monitor Replacement	This project replaced the entire complement of twenty cardiac monitors in the Department. Along with other tools needed for patient assessment and airway verification, cardiac monitors assess cardiac activity in patients and provide defibrillation and pacing.	Purchase	Buildings and Facilities	Fire Department	Spring	2020	\$ 850,000
PL-16001	Downtown Mobility and Safety Improvements	This project included the construction of curb extensions and the installation of new pedestrian signal heads and traffic signal modifications in 2019 as part of the Upgrade Downtown project.	Construction	Traffic and Transportation	Office of Transportation	Fall	2019	\$ 1,819,847
FD-20002	Thermal Imaging Cameras Replacement	This project replaced the Thermal Imaging Cameras (TICs) on all fire and response vehicles used to help identify the location of victims; assess the source of fires, smoke, and heat; to assist in creating a plan of action.	Purchase	Buildings and Facilities	Fire Department	Fall	2019	\$ 99,000

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WC-11000	Wastewater Collection System Rehabilitation Augmentation Project 24	This project addressed areas that were identified in Wastewater Capital Improvement Project 17 (Cleaning and Video Inspection of the Collection System) as needing rehabilitation. This project was combined with Project 25 and 26(WC-12001; WC-13001).	Construction	Wastewater Collection	Utilities	Fall	2019	\$ 3,131,595
WC-13001	Wastewater Collection System Rehabilitation Augmentation Project 26	This project was combined with Project 24 and 25(WC-11001; WC-12001). All new service laterals were installed from the new sewer main to the new sewer cleanouts located in the City's right-of-way.	Construction	Wastewater Collection	Utilities	Fall	2019	\$ 3,309,998
CB-19000	Cubberley Track and Field Replacement	This project replaced the synthetic turf field, installed an all-weather track and a fitness area.	Construction	Parks and Open Space	Public Works	Fall	2019	\$ 1,851,708
PE-14018	Baylands Boardwalk Improvements	This project replaced the existing boardwalk with similar alignment and configuration.	Construction	Buildings and Facilities	Public Works	Winter	2019	\$ 2,123,681
PE-17009	City Hall Floor 4 Remodel	This project improved the Administrative Services Department offices on the fourth floor of City Hall.	Construction	Buildings and Facilities	Public Works	Winter	2019	\$ 494,818
PE-14015	Lucie Stern Buildings Mechanical and Electrical Upgrades	This project replaced and upgraded the mechanical, electrical, and fire/life safety systems at Lucie Stern Children's Theater, Lucie Stern Community Theater, and Lucie Stern Community Center.	Construction	Buildings and Facilities	Public Works	Spring	2019	\$ 6,142,607
PL-16000	Quarry Road Improvements and Transit Center Access	This project included planning, design and construction of bicycle and pedestrian improvements along Quarry Road.	Construction	Traffic and Transportation	Planning and Community Environment	Spring	2019	\$ 5,148,378
EL-17008	Utility Control Center Upgrades	This project upgraded the Utility Control Center working environment.	Construction	Electric	Utilities	Winter	2019	\$ 499,997
GS-12001	Gas Main Replacement Project 22	This project replaced approximately 23,700 linear feet of gas mains and services along University Avenue and other streets in the Downtown North neighborhood.	Construction	Gas	Utilities	Spring	2019	\$ 11,658,997
WC-12001	Wastewater Collection System Rehabilitation / Augmentation Project 25	This project was combined with Project 24 and 26 (WC-11001; WC-13001) replacing 45,294 linear feet of sanitary sewer mains in university South, Professorville and Old palo Alto neighborhoods.	Construction	Wastewater Collection	Utilities	Spring	2019	\$ 3,211,998
WQ-14001	Dewatering and Loadout Facility	This project provides funding for the design and construction of the sludge dewatering facility and truck loadout to retire existing dewatering and sewage sludge incinerators.	Construction	Wastewater Treatment	Public Works	Spring	2019	\$ 27,497,551

List of Completed Projects

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WS-12001	Water Main Replacement – Project 26	This project replaced approximately 11,000 linear feet of aging water mains and services which included water main replacement as part of the Upgrade Downtown Project.	Construction	Water	Utilities	Spring	2019	\$ 7,506,161
PE-17009	City Hall Floor 5 Remodel	This project improved the Planning and Community Environment (PCE) Department offices on the fifth floor of City Hall.	Construction	Buildings and Facilities	Public Works	Summer	2018	\$ 525,000
AC-14001	Baylands Nature Interpretive Center Exhibit Improvements	This project replaced worn out or non-functioning exhibits at the Baylands Nature Interpretive Center.	Construction	Buildings and Facilities	Community Services	Summer	2018	\$ 56,000
PE-17000	Mitchell Park Adobe Creek Bridge Replacement	This project replaced the existing bridge over Adobe Creek in Mitchell Park.	Construction	Parks and Open Space	Public Works	Summer	2018	\$ 250,000
PD-14000	Internal Alarm System Replacement	This project replaced the citywide system of panic alarms from various departments and the Council chambers.	Construction	Buildings and Facilities	Police	Summer	2018	\$ 78,000
EL-14004	Maybell 1&2 4/12kV Conversion	This project converted circuits 1 & 2 at Maybell substation from 4kV to 12kV.	Construction	Electric	Utilities	Fall	2018	\$ 364,796
GS-15001	Security at City Gas Receiving Stations	This project equipped the City's four Gas Receiving Stations with video surveillance systems.	Construction	Gas	Utilities	Summer	2018	\$ 150,000
SD-13003	Matadero Creek Storm Water Pump Station and Trunk Line Improvements	This project upgraded the capacity to the Matadero Creek Storm Water Pump Station, which serves a low-lying 1200-acre area of southeastern Palo Alto.	Construction	Storm Drain	Public Works	Summer	2018	\$ 6,685,317
AP-16002	Wildlife Hazard Management Plan	The Wildlife hazard Management Plan identified the specific actions the airport will take to mitigate the risk of wildlife strikes on or near the airport.	Study	Airport	Public Works	Summer	2018	\$ 63,415
WC-14001	Wastewater Collection System Rehabilitation Augmentation Project 27	This project replaced 16,859 linear feet of sanitary sewer mains of various sizes on various streets.	Construction	Wastewater Collection	Utilities	Winter	2018	\$ 4,022,455
PG-15000	Buckeye Creek Hydrology Study	This project analyzed flooding conditions and recommended flood control structures and drainage and erosion control solutions for the creek located within Foothills Park.	Study	Parks and Open Space	Public Works	Spring	2018	\$ 167,741

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PE-17004	CalTrain Corridor Video Management System Installation	This project replaced two existing gateway signs in the right-of-way for the California Avenue business district.	Construction	Streets and Sidewalks	Public Works	Spring	2018	\$ 1,550,000
PF-16003	Parking Lot Q Elevator Modernization	This project modernized the existing elevator at Parking Lot Q.	Construction	Buildings and Facilities	Public Works	Fall	2017	\$ 170,608
PE-13003	Parks, Trails, Open Space, and Recreation Master Plan	This master plan provided guidance on the recreation and improvement needs for Palo Alto's parks, trails, open space and recreational programs.	Study	Parks and Open Space	Community Services	Fall	2017	\$ 627,057
PE-12003	Rinconada Park Master Plan	This project developed a plan for short, medium and long range improvements to the regional park including the consideration of pathways, new restrooms and playgrounds, new landscaping, and revitalization of underutilized areas within the park.	Study	Parks and Open Space	Community Services	Fall	2017	\$ 541,355
PE-13012	Structural Assessment of City Bridges	The project developed an inventory of all City-owned bridges and culvert structures, condition assessment, cost estimate for rehabilitation, and recommendation for future inspection frequencies, assessment and improvements.	Study	Buildings and Facilities	Public Works	Fall	2017	\$ 198,529
WC-11000	Wastewater Collection System Rehabilitation / Augmentation Project 24	Combined with Project 25 and 26 (WC-12001; WC-13001), this project replaced and/or rehabilitated approximately 42,398 linear feet of sanitary sewer mains of various sizes, 779 sewer laterals, and 121 sewer manholes.	Construction	Wastewater Collection	Utilities	Fall	2017	\$ 3,119,806
WC-13001	Wastewater Collection System Rehabilitation / Augmentation Project 26	Combined with Project 25 and 26 (WC-12001; WC-13001), this project replaced and/or rehabilitated approximately 42,398 linear feet of sanitary sewer mains of various sizes, 779 sewer laterals, and 121 sewer manholes.	Construction	Wastewater Collection	Utilities	Fall	2017	\$ 3,361,118
PG-13003	Golf Reconfiguration and Baylands Athletic Center Improvements	This project completed the rehabilitation of the Palo Alto Municipal Golf Course, including a new layout for the course, new prefabricated restroom, new water-saving turf and irrigation system, and rebranded the course as the Baylands Golf Links.	Construction	Parks and Open Space	Public Works	Fall	2017	\$ 13,675,177
GS-11000	Gas Main Replacement – Project 21	This project combined with GWR 19B & GMR 20 and replaced ABS gas mains and services.	Construction	Gas	Utilities	Winter	2017	\$ 2,364,937
WS-11000	Water Main Replacement – Project 25	This project provided installation of approximately 11,869 linear feet of new High Density Polyethylene (HDPE) water mains, 232 new HDPE water services, and 15 new fire hydrants within the City limits.	Construction	Water	Utilities	Winter	2017	\$ 5,445,069

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WS-15004	Water System Master Plan	The 2015 Water System Master Plan identified present capital improvements and replacement rates required to ensure optimal reliability levels of service to the existing distribution and transmission systems.	Study	Water	Utilities	Spring	2017	\$ 500,000
WC-10002	Wastewater Collection System Rehabilitation / Augmentation Project 23	Combined with Project 22 (WC-09001). This project replaced and/or rehabilitated approximately 33,497 linear feet of sanitary sewer mains of various sizes, 554 sewer laterals, and 102 sewer manholes.	Construction	Wastewater Collection	Utilities	Winter	2017	\$ 1,272,289
EL-10009	Street Light System Street Light System Conversion Project	This project converted HPS streetlights to LED and the conversion of approximately 4500 cobrahead streetlight fixtures.	Construction	Electric	Utilities	Spring	2017	\$ 696,918
EL-13006	Sand Hill / Quarry 12kV InterTie	This project installed new wire to connect circuits QR-24 and QR-27 in the Sand Hill/Quarry area.	Construction	Electric	Utilities	Winter	2017	\$ 208,648
EL-15001	Electric Substation Battery Replacement	This project replaced the batteries in all nine of the City's electric substations.	Construction	Electric	Utilities	Winter	2017	\$ 400,000
PG-13001	Stanford/Palo Alto Playing Fields Soccer Turf Replacement	This project replaced the synthetic turf at the Stanford/Palo Alto Playing Fields.	Construction	Parks and Open Space	Community Services	Fall	2016	\$ 1,499,979
PG-09003	Park Maintenance Shop Remodel	This project renovated and remodeled the Parks maintenance shop for safety and efficiency upgrades.	Construction	Parks and Open Space	Community Services	Summer	2016	\$ 94,419
PE-12017	City Hall First Floor Renovations	This project installed new elevator control panels and replaced the gray-painted panels inside the elevators.	Construction	Buildings and Facilities	Public Works	Summer	2016	\$ 3,974,963
PE-11012	Temporary Main Library	This project created a temporary main Library to be used while the new one was being constructed.	Construction	Buildings and Facilities	Public Works			\$ 156,254
PE-15029	Baylands Nature Interpretive Center Facility Improvement	The project replaced decking, railings, structural framing members, exterior wood flooring, and cabinetry, restroom reconfiguration, and provided Americans with Disabilities Act (ADA) improvements.	Construction	Buildings and Facilities	Public Works	Spring	2017	\$ 889,452

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PE-13008	Bowden Park Improvements	This project improved the children's playground and included park amenity upgrades such as new playground equipment, a new retaining wall, surfacing and pathway upgrades, planting restoration and irrigation renovations, and replaced of damaged wood benches and the playground perimeter fence.	Construction	Parks and Open Space	Community Services	Summer	2016	\$ 421,126
PE-13020	Byxbee Park Trails	This project provided trail and site amenities over the remaining area of the landfill cap.	Construction	Parks and Open Space	Public Works	Fall	2016	\$ 334,607
PE-17002	City Hall Floor 3 Remodel	This project improved the Utilities Department administrative offices on the third floor of City Hall. It included new carpet, wall reconfiguration, a kitchenette, cabinets, paint, soundproofing, office furniture, doors, and associated building systems.	Construction	Buildings and Facilities	Public Works	Spring	2017	\$ 440,000
PE-14015	Lucie Stern Buildings Mechanical and Electrical Upgrades – Phase 1	This project replaced and upgraded the mechanical, electrical, and fire/life safety systems at Lucie Stern Children's Theater, Lucie Stern Community Theater, and Lucie Stern Community Center.	Construction	Buildings and Facilities	Public Works	Summer	2016	\$ 3,247,248
PG-12004	Sarah Wallis Park Improvements	This project improved site amenities with new concrete pathways, replaced old furnishings, and upgraded landscape with drought tolerant species.	Construction	Parks and Open Space	Community Services	Winter	2017	\$ 65,000
AP-16003	Airport Perimeter Fence	This project replaced the perimeter fencing and gates surrounding the Palo Alto Airport boundaries to prevent unauthorized access to the airport runway in accordance with Federal and State standards.	Construction	Airport	Public Works	Spring	2017	\$ 2,003,540
SD-11101	Channing Avenue/Lincoln Avenue Storm Drain Improvements	This project installed of 5,800 linear feet of 36-inch to 60-inch diameter storm drain along Channing and Lincoln Avenues over three project phases to increase drainage system capacity.	Construction	Storm Drain	Public Works	Winter	2016	\$ 7,676,275
GS-14004	Gas Distribution System Model	This project included the development, model installation, testing, documentation, and staff training of a natural gas distribution system model.	Study	Gas	Utilities	Summer	2016	\$ 149,500
AC-14000	Art Center Auditorium Audio, Visual and Furnishings	This project replaced outdated audio visual equipment and furnishings following the auditorium's use as a temporary library.	Construction	Buildings and Facilities	Community Services	Winter	2016	\$ 150,000
PF-15000	Rinconada Pool Locker Room	This project renovated the Rinconada Pool locker room including the changing area, restrooms, and showers in the women's and men's locker rooms.	Construction	Buildings and Facilities	Public Works	Winter	2016	\$ 464,433

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PE-13016	El Camino Park Restoration	This project installed new athletic fields, synthetic turf, field lighting, fencing, a new restroom, scorekeeper booth and storage buildings, an expanded parking lot, new bike and pedestrian pathways, landscaping, benches, and other amenities.	Construction	Parks and Open Space	Community Services	Fall	2015	\$ 5,611,122
Notes: ** Final Project Actuals may be different from Total Project Budget amounts						Grand Total		\$ 244,901,744



CITY OF PALO ALTO OFFICE OF THE CITY CLERK

September 20, 2021

The Honorable City Council
Palo Alto, California

PUBLIC HEARING: Staff recommend the City Council review the North Ventura Coordinated Area Plan (NVCAP) alternatives, take public comment, and determine the preferred alternative.

The attached At Places Memo was included after the initial production of the agenda materials.

ATTACHMENTS:

- **Attachmenta:** 09-20-21-ccm-at-places-memo-item-8 (PDF)

Department Head: Lesley Milton, City Clerk



8

TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: PLANNING & DEVELOPMENT SERVICES

DATE: SEPTEMBER 20, 2021

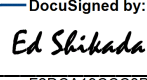
SUBJECT: AGENDA ITEM NO. 8 – STAFF RECOMMEND THE CITY COUNCIL REVIEW THE NORTH VENTURA COORDINATED AREA PLAN (NVCAP) ALTERNATIVES, TAKE PUBLIC COMMENT, AND DETERMINE THE PREFERRED ALTERNATIVE.

The City Council and staff have received two proposed concepts from property owners within the NVCAP area, the owners of 395 Page Mill and 340 Portage. This memorandum summarizes those concepts and compares the concepts to the draft Alternatives.

These concepts were transmitted from the property owners to the City on September 14 and 15, 2021. Therefore, this review is limited by the short amount of time available.

DocuSigned by:

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Jonathan Lait
Director of Planning & Development Services

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Ed Shikada
City Manager

Executive Summary

This memo serves to augment the agenda item No. 8 staff report regarding the review of alternatives for North Ventura Coordinated Area Plan (NVCAP). Two of the property owners within the NVCAP, at 395 Page Mill Road and 340 Portage Avenue, submitted proposed concepts of how they could develop the property taking into account physical and economic opportunities and site constraints. This memo provides some background on each property, how the project concepts compare to the existing development on the site, and how the concepts compare with the NVCAP alternatives under review.

395 Page Mill Road

Current Site & Property Use

The site is a 9.87 acre parcel, making it the second largest parcel within the NVCAP area. This contiguous parcel is bounded by Page Mill Road (northwest), Park Boulevard (northeast), Olive Avenue (east) and Ash Street (southwest). The site is located diagonally to the California Avenue Caltrain station a quarter of a mile away.

The site currently contains a 224,852 square foot three-story commercial building, that is 49'-6" in height. The building, built in 2000, is permitted for office and Research & Development (R & D) space. The site is zoned ROLM (Research, Office and Limited Manufacturing) with a Comprehensive Plan land use designation of RO (Research / Office Park).

The building is leased to Cloudera, a US-based company that provides an enterprise data cloud. Built on open-source technology, Cloudera's platform uses analytics and machine learning to yield insights from data through a secure connection. Because of the pandemic, however, Cloudera has subleased the space to other firms including Snap and Pinterest.

The site contains 704 parking spaces in a surface parking lot and a parking structure.

Residents proximate to the site have emphasized the value of the tree canopy along Olive Avenue and their desire to maintain the aesthetics of the mature trees there. Nearby residents describe using this area from time to time for leisure and enjoyment.

Concept Description

The concept proposes to completely re-develop the site. The existing structures would be demolished and replaced with a mixed-use development. The proposal includes one office building, two residential buildings, open space areas, and a portion of the site dedicated to parking. Parking would be provided in a two-level basement and limited surface parking. The open space program includes a 2.3 acre public park, usable green setbacks (average 30' to 40' feet in depth). The open space (public and private spaces) would represent 60% of the site. The concept proposes bicycle and pedestrian connections to the site from the adjacent streets.

The following table summarizes the proposed concept and net change from the existing conditions on the site.

Table 1: 395 Page Mill - Comparison Between Proposal and Existing Site Conditions		
	Proposal	Net Change from Existing
Housing	508 units 84 studio (17%) 306 1-bed (60%) 118 2-bed (23%)	508 net-new rental units
Affordable Housing	76 units on site	15% on-site below market rate units
Dwelling Units/Acre	51.8	51.8
Potential Residential Population*	1,295	1,295
Height**	6 to 8-stories (63 to 84 feet)	3 to 5 additional stories (14 to 28 feet taller)
Residential Parking Ratio	1 space per unit 508 spaces	
Office	420,000 square feet	Net new of 195,148 square feet (87% increase)
Height**	Up to 8-stories (112 feet)	Up to 5 additional stories (62 feet taller)
Commercial Parking	1,260 spaces	Net new increase of 580 spaces (85% increase)
Open Space		Net new increase of 35% in open space (public + private)
Public Park	2.3 acres	2.3 acres
Private & Publicly Accessible	Additional 1.3 acres in usable green space setbacks	Approximately 1.3 acres

*Population estimates based on current household sizes in Palo Alto (2.55 persons/household) from 2014-2018 American Community Survey 5-Year Estimates. Assumes 5% vacancy rate of housing units. This does not account for the specific unit mix provided.

**Heights not provided by property owner; these are staff estimates based on number of stories described and typical heights for these uses.

Comparison of Concept to Draft Alternatives

Overall, this concept most closely resembles Draft Alternatives 2 and 3B. These draft alternatives include a public park, housing, commercial space, pedestrian and bike paths bisecting the site, and landscaped areas.

The following table summarizes proposed concept and its comparison to Draft Alternative 3B (the Planning and Transportation Commission's preferred alternative).

Table 2: 395 Page Mill - Comparison Between Proposal and Draft NVCAP Alternative 3B		
	Proposal	Comparison to Draft Alternative 3B
Housing	508 units 84 studio (17%) 306 1-bed (60%) 118 2-bed (23%)	364 units
Affordable Housing	76 units on site (15%)	54 units on site (15%)
Dwelling Units/Acre	51.8	36.8
Potential Residential Population*	1,295	928
Height	6 to 8-stories (63 feet to 84 feet)	Office: 5-stories (50 feet) Residential: 3 to 6-stories (35 feet to 70 feet)
Residential Parking Ratio	1 space/unit	1 space/unit
Office	420,000 square feet	322,852 square feet
Height	8-stories (112 feet)	Office: 50 feet Residential: 35 feet to 70 feet
Jobs to Housing Ratio**	Need 517 units to support office jobs (new and existing office square footage)	The entire project needs 9 additional units to provide housing to support the commercial square footage.
	Need 240 units to support net office jobs (net new commercial square footage)	The project does provide enough housing units to support the increased commercial square footage
Commercial Parking	1,260 spaces (1/333 sf)	Blended rate 1/250 sf
Public Park	2.3 acres	1.0 acres (concept has 1.3 more acres)
Public Park Acres/1,000***	1.77 acres/1,000 residents	1.07 acres/1,000 residents
Pedestrian & Bicycle Connections	Connections to surrounding streets	Includes most bike/ped connections but lacks connection from Page Mill to Olive.

*Population estimates based on current household sizes in Palo Alto (2.55 persons/household) from 2014-2018 American Community Survey 5-Year Estimates. Assumes 5% vacancy rate of housing units. This does not account for the specific unit mix provided.

**Calculated based on employed residents per household

***This calculates the acres/1000 based on the potential population of the development. This is not a ratio taking into account the entire plan area.

Notably, the proposed project delivers 76 below market rate units, an important goal of the NVCAP Working Group and City Council. The proposed 15% is less than the 20% inclusionary goal recommended by the Planning & Transportation Commission (PTC) for the NVCAP area. However, this is consistent with the feasibility analysis that 20% inclusionary is infeasible for rental projects.

Additionally, the concept features significant public open space, including a public park and wide publicly accessible setback areas. As currently presented, the residential component of the project is rental and parkland dedication would not be required. The proposed park, therefore, is beyond the current code requirements for rental projects. Additionally, the 2.3 acres proposed exceeds the park acreage proposed in the draft alternatives—thus furthering the goal of the Working Group to provide more park space.

Some notable differences between the proposal and the NVCAP alternatives include:

- *Retail Space* – The concept presented does not include retail space; or at least it is not mentioned in the description or diagrams. Retail/retail-like space adjacent to the public park and/or Caltrain is desired as an amenity for residents, park visitors, and commuters heading to the train.
- *Circulation* – While there are bike and pedestrian paths improving circulation, there is not a direct mid-block path connecting Page Mill and Olive. This connection would be important to break up the large block. Staff suggests the design accommodate access through and/or on the edges of the surface parking lot.
- *Height* - The proposed buildings range in height from six stories to eight stories. According to the project architect these would range between 63 to 84 feet for the residential buildings and up to 112 feet for the office building. These heights exceed the proposed heights in any of the alternatives. The maximum heights in the alternatives range from 50 feet for office and 35 feet to 70 feet for residential. The height, however, does allow for consolidation of square footage into fewer taller buildings, leaving more ground level space open for parks, landscaping, and bike paths. In contrast, shorter buildings might require more ground area to provide the same number of housing units. This trade off was discussed by the Working Group; still this height exceeds those contemplated by the Working Group.
- *Office Space* – The proposed office square footage exceeds the amount contemplated in any of the alternatives. As a reminder, Alternative 2 proposes to allow reconstruction of the existing amount of office space; Alternative 3B contemplates an additional 126,000 square feet of office space.

Recommended Alternative

Council may choose to incorporate all, some, or none of the proposed concept into its preferred alternative.

Staff anticipates the property owner will be present during the public comment period at the Council meeting. The Mayor may also permit Council members to direct questions regarding the concept to the property owner.

340 Portage Avenue**Current Site & Property Use**

The site is most recognized as the location of the former Bayside Canning Company Cannery and, more recently, Fry's Electronics. The parcel, however, contains several different buildings. The site contains the 232,000 square foot former cannery; a 4,707 square foot "Ash Office Building"; and 11,762 square foot commercial/automotive building. In addition, the Matadero Creek crosses through this site separating the commercial/automotive building from the rest of the site. At a total of 12.38 acres, this is the largest site within the NVCAP. It is bounded by parking lots to the northwest and southeast side and Park Boulevard.

The site is zoned RM-30. At present the site houses a number of legal non-conforming uses, including research and development. Until December 2019, the former cannery building housed Fry's Electronics; this retailer has since vacated. A discussion of the presently permitted uses is part of a separate discussion and action by Council. This particular memorandum and the proposed concept below focus on potential redevelopment and associated future land-use regulations.

The cannery building (340 Portage Avenue) was constructed over a period between 1918 through 1941. A Historic Resource Evaluation (HRE)¹ was prepared by Page and Turnbull, at the Council's direction. At its commercial height, the cannery was the third largest cannery in the nation—behind Dole and Del Monte. It was owned by Thomas Foon Chew, one of the most accomplished Chinese-American businessmen. Both the 340 Portage Avenue building and the Ash Office Building were found to be historically significant and eligible for listing in the California Register of Historical Resources at the local level of significance under Criterion 1 (Events) for its association with the history of the canning industry in Santa Clara County.

In addition to the structures, the site also contains 460 surface parking spaces.

Concept Description

The concept would retain 142,744 square feet of the cannery building and would retain and rehabilitate the "monitor roof" portion of the historic building. The concept would retain the Ash office building in its entirety. The commercial/automotive building would be demolished.

¹ HRE prepared by Page and Turnbull: <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/north-ventura-cap/nvcap-historic-reports-340-portage-evaluation.pdf?t=54966.14>

No new office and R&D space is proposed with this concept with the existing office to remain (142,744 square feet of the cannery building and 4,707 square feet of the Ash office building). The concept proposes 91 townhome (for-sale) units that would include 13 below market rate (15% of total units). The concept proposes to be consistent with the NVCAP regarding vehicular circulation, bicycle and pedestrian connections and the pedestrian trail along the Matadero Creek. The concept also includes a public park at the corner of Park Avenue and Olive Avenue.

The following table summarizes the proposed concept and net change from the existing conditions on the site.

Table 3: 340 Portage - Comparison between Proposal and Existing Site Conditions		
	Proposal	Net Change from Existing
Housing	91 townhome Units 60 3-bed (66%) 31 4-bed (33%)	91 net for-sale units
Affordable Housing	13 units on-site (15%)	15% on-site below market rate units
Dwelling Units/Acre	4.8 acres (18.7 du/ac)	4.8 acres (18.7 du/ac)
Potential Residential Population*	232	232
Height	34 feet	Not stated
Residential Parking Ratio	2 spaces per unit	
Office/Commercial	147,451 square feet	Net decrease of 84,549 of commercial space
Height	No change	No change
Commercial Parking	No information submitted	
Open Space	Public Park (9,292 square feet)	Net 9,292 square feet increase
Public Park	0.2 acres	Net 0.2 acre increase
Private & Publicly Accessible	Not specified	

*Population estimates based on current household sizes in Palo Alto (2.55 persons/household) from 2014-2018 American Community Survey 5-Year Estimates. Assumes 5% vacancy rate of housing units.

Comparison of Concept to Draft Alternatives

This plan integrates elements from each of the draft alternatives. The proposed circulation, allowing pedestrian and bicycle traffic through on Portage Avenue and Acacia Avenue is reflected across the alternatives. It is not clear if vehicles can access Park Boulevard at these locations.

Overall, the plan resembles draft Alternative 1. In this alternative, the cannery building is adaptively reused and a portion of the parking lot adjacent to the creek and the frontage along Park Boulevard becomes housing. In the proposed concept, the cannery building and Ash office buildings are retained and adaptively reused for commercial purposes. So overall, the mix of uses—office and housing—reflect Alternative 1. Likewise, due to limited incentives, Alternative 1 does not assume a large public park. The public benefit is the retention and restoration of the

historic resource. Council may wish to note that this concept differs from “Alternative M” which seeks for the building to be adaptively reused into housing.

The Working Group remained divided regarding the future of the cannery. Some wanted to see it adaptively reused, while the majority (who supported Alternative 2) wanted to see more contemporary structures replaces the building. This concept may balance the two perspectives.

The concept proposes to retain 147,451 square feet of commercial uses. This is consistent with draft Alternative 2, which allows the reconstruction of existing office and/or R & D square footage. The floor area here is existing and retained floor area, not additional and not reconstructed.

The passageway/connection from the Matadero Creek side of the cannery to the Acacia side reflects Alternatives 2 and 3B. This porosity helps decrease the building as a barrier between the north and south sides of the plan area. This connection is beneficial to the plan area.

The creekside amenity reflects a version of the creek naturalization area featured in the alternatives. A wider area of naturalization would impact the proposed townhomes and reduce the parking spaces provided in the surface parking lot.

The following table summarizes proposed concept and its comparison to Draft Alternative 3B.

Table 4: 340 Portage - Comparison between Proposal and Draft NVCAP Alternatives		
	Proposal	Comparison to Draft Alternative 3B
Housing	91 townhome Units 60 3-bed (66%) 31 4-bed (33%)	576 (<i>Decrease of 485 units</i>)
Affordable Housing	13 units on-site (15%)	86 units on site (15%)
Dwelling Units/Acre	4.8 acres (18.7 du/ac)	4.9 acres (117.5 du/ac)
Potential Residential Population*	232	1,469
Height	34 feet	35 feet max
Residential Parking Ratio	2 spaces per unit	1 space/unit
Office/Commercial	147,451 square feet	
Height	No change	Consistent up to 50 feet
Jobs to Housing Ratio**	Need 181 units to support office/commercial square footage (proposed concept)	Does not meet entire jobs for site, but better than existing.
Commercial Parking	Not specified	
Public Park	Public Park (9,292 square feet)	1.38 acres

Public Park Acres/1000***	0.0464acres/1,000 residents	0.94 acres/1,000 residents
Pedestrian & Bicycle Connections	Not specified	

*Population estimates based on current household sizes in Palo Alto (2.55 persons/household) from 2014-2018 American Community Survey 5-Year Estimates. Assumes 5% vacancy rate of housing units. This does not account for the specific unit mix provided.

**Calculated based on employed residents per household

***This calculates the acres/1000 based on the potential population of the development. This is not a ratio taking into account the entire plan area.

Some notable differences include:

- *Sequencing* – The Sobrato Organization has already filed an application for the 91-townhome project. This project would require demolition of a portion of the cannery building. This project, which is covered by the Housing Accountability Act, is being processed by the Planning and Development Services Department. The project does not require the adoption of the NVCAP to proceed and will be processed under the zoning and land use codes in place at the time of the filing of the complete application.
- *Housing* – While the alternatives differ in the number of housing units proposed, they all propose more than 91 housing units at this site. This difference is driven in part by the land area and volume of built area envisioned to be housing versus commercial areas compared to this concept.

The draft alternatives would seek to apply the 20% below market rate requirement for for-sale condos and townhomes, as recommended by the Planning and Transportation Commission. The concept, however, proposes 15% below market rate units. Because the application for the townhomes included a pre-application pursuant to SB 330, the required inclusionary rate cannot be increased for the pending application.

- *Retail* – While the cannery building contained approximately 84,000 - 98,000 square feet of prior retail space, retail does not appear to be envisioned in the concept.
- *Parks and Open Space* – The concept proposes an approximate 9,392 square foot park at the corner of Olive Avenue and Park Boulevard. This is less than Alternatives 2 and 3B, however more than Alternative 1. The concept also includes walking/biking path and plaza along the Matadero Creek. Notably, because the proposed townhome project involves a subdivision, the City's Quimby Act ordinance (PAMC Chapter 21.50) comes into play. That ordinance requires land dedication at a rate of five acres per 1,000 residents for large subdivisions, though the City may accept in-lieu fees where land dedication is impossible, impractical, or undesirable.

Recommended Alternative

Council may choose to incorporate all, some, or none of the proposed concept into Council's preferred alternative.

Staff anticipates the property owner will be present during the Council meeting. The Mayor may also permit Council members to direct questions regarding the concept to the property owner.

From: Tim Steele <tsteele@sobrato.com>

Sent: Wednesday, September 15, 2021 2:57 PM

To: Council, City <city.council@cityofpaloalto.org>

Cc: Shikada, Ed <Ed.Shikada@CityofPaloAlto.org>; Lait, Jonathan <Jonathan.Lait@CityofPaloAlto.org>; Jones, Rachel, LAFCo <Rachel.Jones@acgov.org>; Yang, Albert <Albert.Yang@CityofPaloAlto.org>; Raybould, Claire <Claire.Raybould@CityofPaloAlto.org>; Robert Tersini <rtersini@sobrato.com>; Steve Emslie <Steve@lh-pa.com>; Richard Hackmann <rhackmann@lh-pa.com>; tamsen.plume@hklaw.com; Deborah.Brundy@hklaw.com; Genna.Yarkin@hklaw.com; Tim Steele <tsteele@sobrato.com>

Subject: Submittal of Sobrato's proposal for its lands it owns in the NVCAP planning area for consideration at the City Council

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Jonathan,

Please find attached our submittal letter and attachments supporting our land use proposal for the lands we own within the NVCAP planning area for consideration by the Council at the upcoming September 20, 2021 NVCAP discussion.

Regards,

Tim

September 15th, 2021

Jonathan Lait
Director, Planning and Development
City of Palo Alto

Re: Submittal of Sobrato proposal for lands it owns in the NVCAP planning area for consideration at the City Council hearing on September 20, 2021

Dear Jonathan,

As you know, we have been supportive of the long-term planning for the City's Comprehensive Plan and eventually the North Ventura Coordinated Area Plan (NVCAP) since purchasing the Portage site in 2011. We have and continue to participate as a Working Group member and also financially supported the process by contributing matching funds of \$250,000 to the planning process which assisted in the City securing the Metropolitan Transportation Commission (MTC) planning grant funds.

The NVCAP planning process has been ongoing for an extended period of time. One thing is clear is that there is no consensus of any one alternative nor is it clear which would be the more successful. Each has clear and differing benefits and challenges.

We are pleased to read in the latest staff report for the September 20th Council meeting about a proposed change in the approach to developing the preferred alternative. Staff is characterizing the new approach as "Comparing the component parts to puzzle pieces".

Over these past several years we have spent a significant amount of time participating on the Working Group and have listened intently trying to understand how our one puzzle piece, being just 20% of the total NVCAP planning area, might best fit within the larger puzzle. Since the beginning, we have wanted to be a collaborative partner in this planning process and want to continue in the same approach.

Our design team has developed a plan for our property that we believe integrates many of the principal design concepts identified through the NVCAP planning process and expressed in the current three alternatives (Attachment A). We feel that our design fits very well within all of the proposed alternatives and achieves the following:

- Retains 142,744 sf of the existing approximate 232,000 sf of the main Cannery Building, and would retain and rehabilitate the Monitor Roof portion of the historical Cannery Building. This is rendered on the attached exhibit and uses a historical picture as reference (Attachment B).
- Retains the historic building on Ash and Portage.
- We propose NO NEW R&D/Office sf. Only the existing 142,744 sf would remain within the main Cannery Building and the 4,707 sf Ash building. The additional existing ancillary buildings would also remain.

September 15, 2021
Page 2

- Provides 91 new high quality for-sale townhomes along Park Ave, including 15% affordable to moderate income households.
- Respects the proposed vehicle circulation through the site.
- Respects the proposed bicycle and pedestrian connection along Portage through our site.
- Respects the proposed pedestrian trail along Matadero Creek.
- Creates a complimentary focal gathering point at the proposed park at the corner of Park Ave and Olive Ave.

We are hopeful that the City Council will appreciate how well our puzzle piece fits within the larger NVCAP plan. Staff has indicated in their staff report that if the City Council is interested it could be incorporated into the NVCAP, which we would support.

We look forward to continuing to work collaboratively with the City in the NVCAP planning and implementation process.

Sincerely,

Tim Steele

Tim Steele
Senior Vice President, Real Estate Development
The Sobrato Organization

Attachment A	Proposed Sobrato Concept with NVCAP Alternatives
Attachment B	Renderings of the monitor roof rehabilitation with historical reference

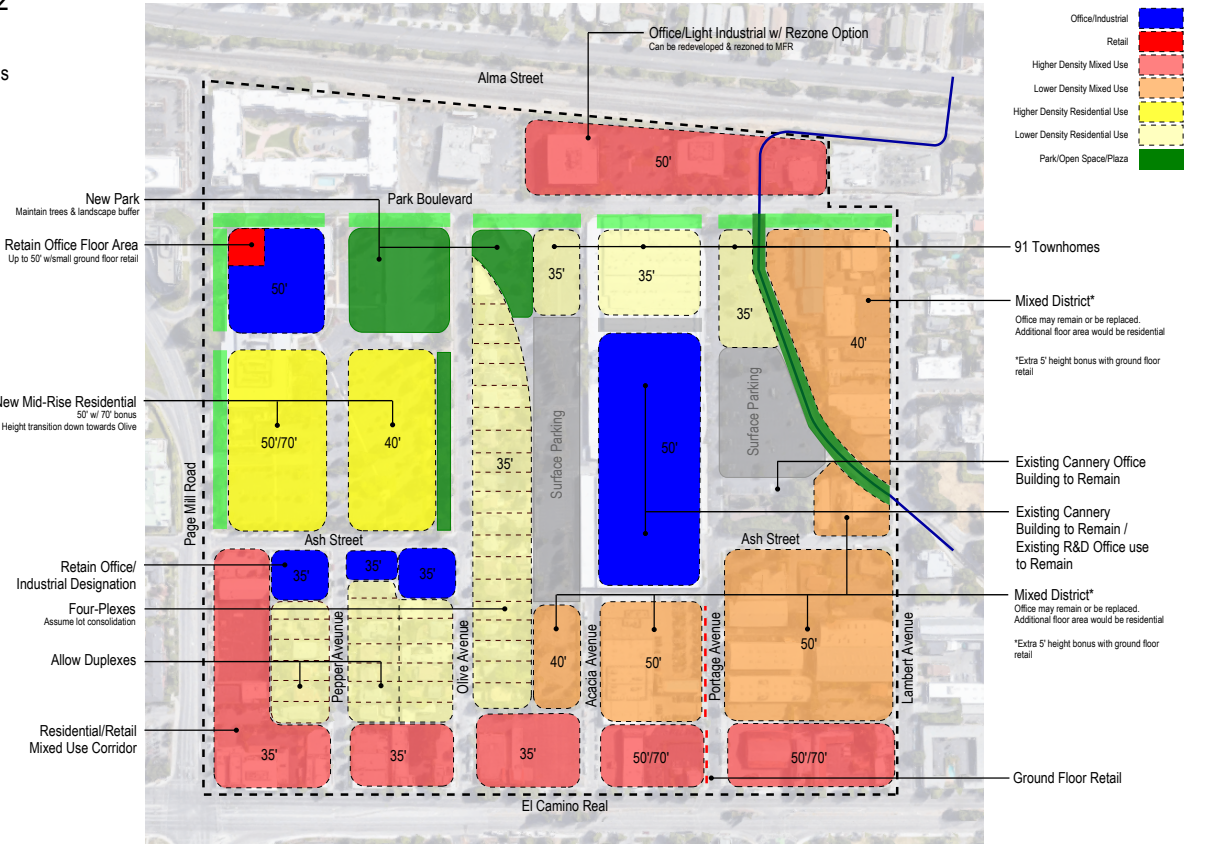
Cc: Palo Alto City Council
Ed Shikada, City of Palo Alto
Albert Yang, City of Palo Alto
Rachel Tanner, City of Palo Alto
Robert Tersini, The Sobrato Organization
Steve Emslie, Lighthouse Public Affairs
Richard Hackmann, Lighthouse Public Affairs
Tamsen Plume, Holland & Knight
Genna Yarkin, Holland & Knight
Deborah Brundy, Holland & Knight

Sobrato Plan Conformance w/NVCAP Alternates

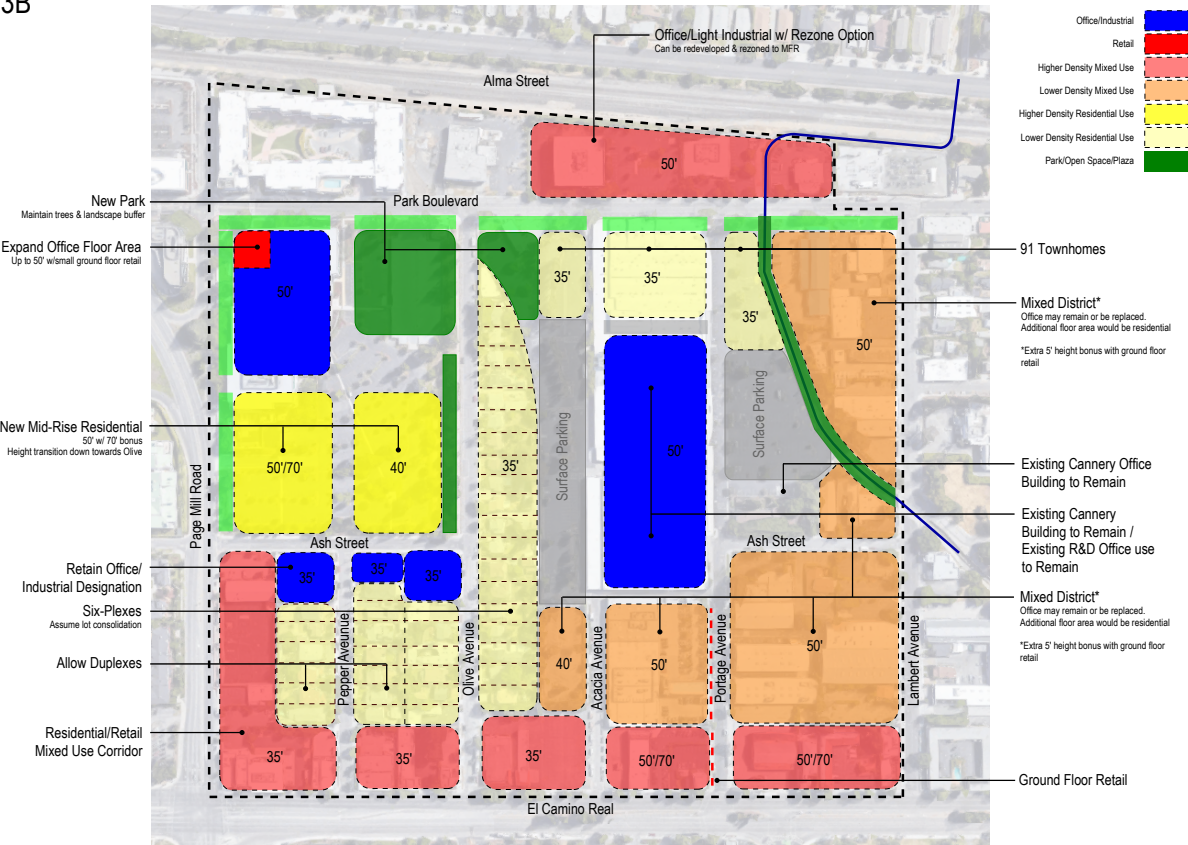
Alternative 1



Alternative 2
Incorporating
NVCAP
Recommendations
(No New R/D)

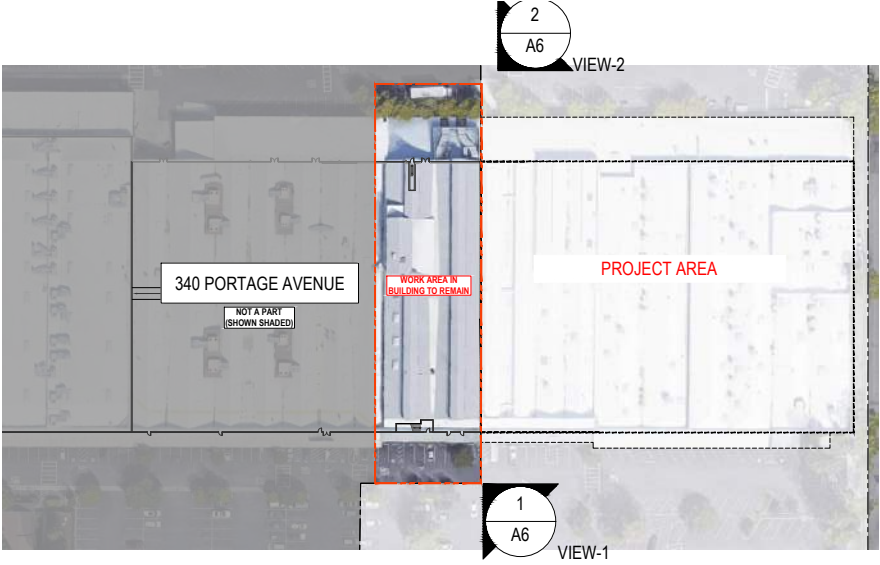


Alternative 3B



Sobrato NVCAP
Area Overlay
Incorporating NVCAP
Recommendations (No
New R/D)





REFERENCE SITE PLAN
SCALE: 1" = 60'-0"



RENDERING VIEW 1

SCALE: N.T.S.

1



HISTORIC BUILDING DESIGN - SHOWN FOR REFERENCE

SCALE: N.T.S.

4



RENDERING VIEW 2

SCALE: N.T.S.

2



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DATE 07.12.2021
RENDERINGS

From: Tom Gilman <tgilman@des-ae.com>
Sent: Tuesday, September 14, 2021 4:34 PM
To: Council, City <city.council@cityofpaloalto.org>
Cc: Lait, Jonathan <Jonathan.Lait@CityofPaloAlto.org>; Tanner, Rachael <Rachael.Tanner@CityofPaloAlto.org>; Campbell, Clare <clare.campbell@cityofpaloalto.org>
Subject: 395 Page Mill within the NVCAP plan

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

To the Palo Alto City Council-

In regards to the NVCAP process, the Planning staff has requested from the Jay Paul Company, a response to the concepts presented at the June 2021 City Council meeting.

Based on the Planning documents from that meeting and in discussions with the Staff, the owner needed to take a more detailed look into the numbers to evaluate the potential redevelopment for the 395 Page Mill site.

This has included reviewing several existing conditions:

- Rapidly increasing construction costs
- The considerable investment that he has made to the existing building
- Potential buy-out of the existing tenant's lease and lease extension possibility
- Major construction cost of building 2 1/2 levels of underground parking

Based on the considerable financial investment that a redevelopment would entail, the Jay Paul Company would be prepared to go along with a redevelopment of the site based on the following:

- Build 508 new living units in a multifamily project with a 15% affordability (BMR) ratio, built in 6-story and 8-story buildings
- Build an additional 200k sf of tech-office space for a total office area of 420K sf on the site, built in a new 8-story tech-office building
- Include a new 2.3 acre public park, plus significant usable green space setbacks totaling an additional 1.3 acres. On average the existing setbacks are 25', which would be increased to 30'-40'.
- 95% of the parking would be housed in a new 2 1/2 level underground parking garage, opening up a significant portion of the site as green space.
 - The 9.8 acre site would have almost 60% open space, (public + private) compared to the current 25%
- The multi-family residential buildings would be highly sustainable, built to CalGreen standards.
- The tech-office buildings would be built to highly sustainable green levels, including LEED Platinum, and Fitwell accredited
- Designing this office building as a Mass-Timber building. This will help ensure that the project is a highly sustainable project with the goal of significant Carbon reduction.

- The Jay Paul Company has an on-going relationship with Magical Bridge Foundation, with whom they have worked in Palo Alto and other communities. They will work with them to consider Magical Bridge play spaces in the proposed Park area.

The owner believes that this location is ideal for this transit-oriented development with Caltrain and multiple bus lines within easy walking distance.

Without these levels of additional office space redevelopment, the owner is not motivated to redevelop the site, given the highly successful development with the current tenancy.

The owner looks forward to helping the City make this NVCAP effort a reality and is available for further conversation.

Thank you,

Tom Gilman, AIA

C. Thomas Gilman, AIA, LEED AP
Principal | President

DES Architects + Engineers | 399 Bradford Street | Redwood City, CA 94063

T: 650.364.6453 | tgilman@des-ae.com | www.des-ae.com | @DESarchitects

Architecture | Interior Design | Landscape Architecture | Structural Engineering | Civil Engineering | Visual Communications | LEED Coordination



OLIVE AVENUE

PARK BOULEVARD

ASH STREET

PAGE MILL ROAD

OPEN PARK
AREA

6
STORY

RESI
BLDG 1

6
STORY

LOBBY

NEW OFFICE BLDG
8 STORIES
420,000 SF

ENTRY

ENTRY

LOBBY

8
STORY

RESI
BLDG 2

8
STORY

SITE DATA

SITE AREA:	9.8 Acres
OFFICE BUILDING:	420,000 sf
RESIDENTIAL UNITS:	508 units
Studio	84 units (17%)
1-Bed	306 units (60%)
2-Bed	118 units (23%)
PARKING REQUIRED:	1,768 cars
Office (3/1000)	1,260 cars
Resi (1/1 Unit)	508 cars
PARKING PROVIDED:	1,701 cars
Basement (2 Levels)	67 cars
Surface	

Schedule of Meetings

Published September 9, 2021

This is a courtesy notice only. Meeting dates, times, and locations are subject to change. Almost all Palo Alto Council and some Standing Committee meetings are cablecast live on Channel 26. If there happens to be concurrent meetings, one meeting will be broadcast on Channel 29.

Until further notice, all meetings will be held by virtual teleconference via Zoom and streamed on YouTube.

THURSDAY, SEPTEMBER 9

Historic Resources Board Meeting, 8:30 a.m.

Human Relations Commission Meeting, 6 p.m. (**CANCELLED**)

MONDAY, SEPTEMBER 13

Sp. City Council Meeting, 5 p.m.

TUESDAY, SEPTEMBER 14

Policy & Services Committee Meeting, 7 p.m.

WEDNESDAY, SEPTEMBER 15

Sp. City Council Meeting (Closed Session), 5 p.m.

THURSDAY, SEPTEMBER 16

Architectural Review Board, 8:30 a.m. (**CANCELLED**)

City/School Liaison Committee Meeting, 8:30 a.m.

Public Art Commission Meeting, 7 p.m.

MONDAY, SEPTEMBER 20

Sp. City Council Meeting, 5 p.m.

TUESDAY, SEPTEMBER 21

Sp. Finance Committee Meeting, 6 p.m.

THURSDAY, SEPTEMBER 23

Historic Resources Board Meeting, 8:30 a.m. (**CANCELLED**)

Sp. Human Relations Commission Meeting, 6 p.m.

MONDAY, SEPTEMBER 27

Sp. City Council Meeting, 5 p.m.

TUESDAY, SEPTEMBER 28

Parks & Recreation Committee Meeting, 7 p.m.

WEDNESDAY, SEPTEMBER 29

Planning & Transportation Commission Meeting, 6 p.m.

MONDAY, OCTOBER 4

Sp. City Council Meeting, 5 p.m.

TUESDAY, OCTOBER 5

Sp. Finance Committee Meeting, 6 p.m.