



CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, May 23, 2023
via Videoconference and In Person

Please Note: The City Council will meet in person as well as via Telephone/Video Conference

Telephone: 1-669-444-9171 / Webinar ID: 863 1045 7793

<https://losaltosca-gov.zoom.us/j/86310457793?pwd=K28wY1YrNFI3MTVMU0tsVDNrb3BRQT09>

Passcode: 811910

TO PARTICIPATE IN-PERSON: Members of the public may also participate in person by being present at the Los Altos Council Chamber at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA.

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

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

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

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

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

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

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

SPECIAL ITEMS

- [a.](#) Issue proclamation recognizing May 2023 as Mental Health Awareness Month
- [b.](#) Proclamation of the Mayor Recognizing Recipients of the 2023 Los Altos Historic Preservation Award

CONSENT CALENDAR

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

- [1.](#) Approve Draft Meeting Minutes for the Special and Regular City Council Meetings of May 9, 2023
- [2.](#) Treasurer's Report – Month Ended February 28, 2023
- [3.](#) Quarterly Investment Portfolio Report – Quarter Ended March 31, 2023
- [4.](#) Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the LAYC Design Agreement between the City of Los Altos and CO+ED Architecture through FY 24/25 in an amount not to exceed \$145,068 to provide design, bid support, construction documents, and construction administration for the new Los Altos Youth Center office conversion project. (M. Loatfi)

PUBLIC HEARINGS

- [5.](#) Introduce and set for public hearing the adoption by reference the 2021 International Property Maintenance Code with certain local amendments and find that the ordinance is exempt from CEQA pursuant to the provisions of Section 15061(b)(3) of Division 6 of Title 14 of the California Code of Regulations (N. Zornes)

DISCUSSION ITEMS

- [6.](#) Direct staff to incorporate funding for various non-profit and civic organizations into the budget for FY23-24 and shift the application submission date for future years (A. Carnesecca)

- [7.](#) Provide direction on the number of meetings for the Complete Streets and Environmental Commissions and introduce and waive further reading of Ordinance No. 2023-XX that amends Los Altos Municipal Code Chapter 2.08 Commissions Generally and Chapter 2.12 Historical Commission to modify membership, meeting frequency, and powers and duties of City Commissions (A. Carnesecca)
- [8.](#) Adopt the revised Council Norms and Procedures (J. Maginot)
- [9.](#) Discuss and Consider Taking Positions on Various Senate and Assembly Bills and a Potential Local Ballot Measure (N. Fligor)
- [10.](#) Review the flag raising request for the Progress Pride flag from June 1, 2023 through June 7, 2023 and the Juneteenth flag from June 19, 2023 through June 25, 2023 (J. Weinberg)

INFORMATIONAL ITEMS ONLY

- [11.](#) Tentative Council Calendar and Housing Element Update Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT

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

SPECIAL NOTICES TO THE PUBLIC

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

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

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

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



Proclamation
Of the Mayor
Of the City of Los Altos, California

WHEREAS, Mental Health Awareness Month has been observed in the United States since 1949; and

WHEREAS, Tens of millions of Americans face the reality of living with a mental health condition. Two in five adults report anxiety and depression, and two in five teens describe experiencing persistent sadness or hopelessness, exacerbated by social media, bullying, and gun violence; and

WHEREAS, Drug overdose deaths are also near record highs, and suicide is the second leading cause of death among young people; and

WHEREAS, Mental health is health; it affects everyone, regardless of race, gender, politics, or income; and

WHEREAS, Treatment works, and there is no shame in seeking it; and

WHEREAS, If you are facing a crisis, dial 988 to reach the National Suicide and Crisis Lifeline, anyone who needs it can receive life-saving confidential help right away; and

WHEREAS, If someone you know is going through a tough time, reach out and tell them you are there for them. Together, we will keep fighting to get everyone access to the care they need to live full and happy lives;

NOW THEREFORE, I, Sally Meadows, Mayor of the City of Los Altos, and on behalf of the Los Altos City Council, do hereby proclaim May 2023 to be

Mental Health Awareness Month

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Los Altos this 23rd day of May 2023.





Sally Meadows, MAYOR



Proclamation

Of the Mayor

Of the City of Los Altos, California

WHEREAS, the intent of the Los Altos Historic Preservation Award is to recognize exemplary rehabilitation and preservation of historic properties and honor individuals, groups, and organizations that exemplify the spirit of historic preservation in Los Altos; and

WHEREAS, the purpose of the Historic Preservation Award is to encourage public knowledge, understanding, and appreciation of the City's past while fostering civic and neighborhood pride and identity by recognizing the historic resources of Los Altos; and

WHEREAS, the Los Altos Chapter, Daughters of the American Revolution researched the lives of 35 early settlers who were living in the Los Altos area before 1900 and compiled biographical profiles, photos, and maps into a book that was donated to local libraries and organizations and also made available for free online; and

WHEREAS, the book helps preserve the 1900s-era culture of the Los Altos area before Silicon Valley and even before apricot orchards. It points out streets and landmarks named for these early settlers, making the names meaningful again and preserving their memory;

NOW THEREFORE, I, Sally Meadows, Mayor of the City of Los Altos, and on behalf of the entire Los Altos City Council, do hereby recognize, honor, and express the City's appreciation of:

**LOS ALTOS CHAPTER, DAUGHTERS OF THE AMERICAN REVOLUTION
FOR THE EARLY SETTLERS OF LOS ALTOS/MOUNTAIN VIEW
RECIPIENT OF THE 2023 LOS ALTOS HISTORIC PRESERVATION AWARD**

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Los Altos this 23rd day of May 2023.





Sally Meadows, MAYOR



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MAY 9, 2023
5:30 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

*Sally Meadows, Mayor
Jonathan Weinberg, Vice Mayor
Pete Dailey, Councilmember
Neysa Fligor, Councilmember
Lynette Lee Eng, Councilmember*

SPECIAL MEETING

CALL MEETING TO ORDER: Mayor Meadows called the meeting to order at 5:30 p.m.

ESTABLISH QUORUM:

All Councilmembers were present and in person during the meeting.

DISCUSSION ITEM(S)

1. Receive update from the Downtown Theater Working Group on the Downtown Theater Feasibility Study

Vicki Reeder, Downtown Theater Working Group Member & Los Altos Stage Company Board of Directors President; Bill Blake, AMS Research Director; and Gary Landis, Los Altos Stage Company Executive Artistic Director, presented the report.

The following members of the public spoke regarding the item:

- Terri Corture
- Teresa Morris
- Scott Hunter
- Mark Rogge
- Jeanine Valadez
- Roberta Phillips
- Joe Beninato

The City Council provided the following direction:

- Consider the single-use option.
- Prepare a Capital Campaign Analysis.

ADJOURNMENT – The meeting adjourned at 7:10 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of May 23, 2023.

Sally Meadows,
Mayor

Melissa Thurman, MMC
City Clerk



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MAY 9, 2023
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

*Sally Meadows, Mayor
Jonathan Weinberg, Vice Mayor
Pete Dailey, Councilmember
Neysa Fligor, Councilmember
Lynette Lee Eng, Councilmember*

CALL MEETING TO ORDER: Mayor Meadows called the meeting to order at 7:19 p.m.

ESTABLISH QUORUM:

All Councilmembers were present and in person during the meeting.

PLEDGE ALLEGIANCE TO THE FLAG:

Mayor Meadows led the Pledge of Allegiance.

REPORT ON CLOSED SESSION:

There were no Closed Session meetings held and no reportable actions.

CHANGES TO THE ORDER OF THE AGENDA:

There were no changes to the order of the agenda.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:

There were no speakers during public comment.

SPECIAL ITEMS:

- a. Recognize May as Asian American and Pacific Islander (AAPI) Heritage Month

Mayor Meadows presented a proclamation recognizing May as Asian American and Pacific Islander (AAPI) Heritage Month.

- b. Recognize May as Affordable Housing Month

Mayor Meadows presented a proclamation recognizing May as Affordable Housing Month to Cory Wolbach, Community Engagement Senior Associate with Silicon Valley at Home.

CONSENT CALENDAR

Councilmember Lee Eng pulled Item 6 “Appropriate funding from the General Fund for environmental review for Halsey House; authorize the City Manager to execute agreement with consultant; find that the Council’s action in making the appropriation is exempt from review under CEQA per CEQA Guidelines Section 15262” for further discussion. Mayor Meadows moved Item 6 of the Consent Calendar to the Discussion Item (Item 8) section of the agenda.

Motion by Weinberg and Seconded by Dailey to approve Items 1 – 5 of the Consent Calendar.

Motion carried unanimously by roll call vote.

- 1. Approve Draft Meeting Minutes for the Special and Regular City Council Meetings of April 25, 2023

2. Authorize the City Manager to Execute the Subdivision Improvement Agreement and Move to Approve the Final Map for Tract Map #10576, 140 Lyell St (V. Chen)
3. Adopting a Resolution authorizing the increase of Solid Waste Collection Rates by 5.96% effective July 1, 2023; consider California Environmental Quality Act (“CEQA”) exemption finding pursuant to CEQA Guidelines Section 15273(a) (A. Fairman)
4. Award the construction contract for the Base Bid for the City Hall Permit Counter to SAE Consulting Engineering as the lowest responsive bidder submitting a bid in an amount not-to-exceed \$178,000 and approve the City Manager the authority up to 10% construction contingency, if needed, in the amount not-to-exceed \$17,800 (N. Zornes)
5. Adopt Zoning Ordinance and Text Amendments adding bicycle parking regulations to the Los Altos Municipal Code. The proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) (Commonsense Exemption) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment. (N. Zornes)

DISCUSSION ITEMS

6. Provide Staff with direction on desired amendments to the Los Altos Municipal Code with regards to Gas Powered Leaf Blower Enforcement (N. Zornes)

Nick Zornes, Development Services Director, presented the report.

The following members of the public spoke regarding the item:

- Rita Cartalano
- Elaine Haight
- Thomas Chapman
- Stephen Cramer
- Linda Ziff
- Tami Mulcahy
- Garry Hedden
- Jim Davidson
- Maureen Griffin
- Roberta Phillips
- Donna Gardner
- Myra Orta
- Joe Beninato
- Liz

The City Council provided the following direction:

- Assign liability to the property owner.
- Do not modify the Municipal Code to authorize immediate issuance of citation, and stick to the existing citation schedule.
- Create a standalone chapter in the Municipal Code, including AB1346 language.
- Educate the property owner, as well as the gardeners of the ordinance, if possible.

Discussion item only. No motion taken.

The City Council took a recess at 9:16 p.m.
The City Council reconvened at 9:29 p.m.

7. Approve a one-year pilot program for the purchase and installation of 15 Automated License Plate Reader (ALPR) cameras (A. Averiett)

Vice Mayor Weinberg recused himself from discussing or voting on this item due to a potential conflict of interest.

Gabriel Engeland, City Manager and Angela Averiett, Police Chief, presented the report.

Jeff Rosen, Santa Clara District Attorney, provided comments regarding the item.

The following members of the public spoke regarding the item:

- Nadim Maluf
- Renee Rashid
- Jeanine Valadez
- Kenan Moos
- Curtis Cole
- Tami Mulcahy
- Stacy
- Toni Moos
- Brian Jones
- Roberta Phillips
- Maureen Griffin

Motion by Meadows and Seconded by Lee Eng to approve a one-year pilot program for the purchase and installation of 15 Automated License Plate Reader (ALPR) cameras, contingent upon updating the policy, and a proposal to have Councilmember Fligor to work with the Police Chief on creating edits to the policy. **Motion carried 4-0-1 by roll call vote with Vice Mayor Weinberg recused.**

8. Appropriate funding from the General Fund for environmental review for Halsey House; authorize the City Manager to execute agreement with consultant; find that the Council’s action in making the appropriation is exempt from review under CEQA per CEQA Guidelines Section 15262 (A. Fairman)

Councilmember Lee Eng explained why she pulled the item for discussion.

There were no public speakers for this item.

Motion by Weinberg and Seconded by Fligor to appropriate funding from the General Fund for environmental review for Halsey House; authorize the City Manager to execute agreement with consultant; find that the Council’s action in making the appropriation is exempt from review under CEQA per CEQA Guidelines Section 15262. **Motion carried 4-1 by roll call vote with Councilmember Lee Eng opposed.**

9. Discuss and Consider Taking Positions on Various Senate and Assembly Bills and a Potential Local Ballot Measure

Councilmember Fligor presented the item and explained that due to the late hour when the item was heard, a position on AB838 was needed and the other bills listed in the report could be heard at a future meeting.

Motion by Weinberg and Seconded by Meadows to authorize Mayor Sally Meadows to supply and sign a letter, as amended, in support of AB838. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Seconded by Lee Eng to continue the remaining Senate and Assembly to a future Council meeting date, date uncertain. **Motion carried unanimously by roll call vote.**

INFORMATIONAL ITEMS ONLY

- 10. Tentative Council Calendar and Housing Element Update Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Vice Mayor Weinberg** – Request for two future Council agenda items:
 - **Flag Raising:** LGBTQ flag during the first week in June and a Juneteenth flag during the third week in June (*Councilmember Dailey second*)
 - **VTA Audit:** Discussion for potential city comments on an upcoming audit of VTA. (*Councilmember Dailey second*)
- **Councilmember Lee Eng** – Request for two future Council agenda items:
 - **Council Priorities Discussion** (*No second*)
 - **Neighborhood Watch Discussion** (*No second*)

ADJOURNMENT – The meeting adjourned at 12:18 a.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of May 23, 2023.

Sally Meadows,
Mayor

Melissa Thurman, MMC
City Clerk



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject Treasurer’s Report – Month Ended February 28, 2023

Prepared by: Minh Nguyen, Senior Accountant

Reviewed by: June Du, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Change in Total Fund Balances by Fund
- 2. Cash Balances by Fund

Initiated by:

Staff.

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

As indicated in the City’s response to the 2022 Civil Grand Jury Report, the City is providing this report as desired by the Grand Jury. The following attachment provides various financial transaction data for the City of Los Altos for the month of February 28, 2023.

Staff Recommendation:

Receive and accept the Treasurer’s Report through February 28, 2023.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD

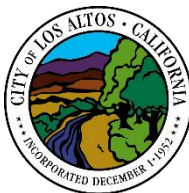
February 2023 Activities

FUND	Estimated Ending Balance 01/31/2023	Revenue	Expenditures	Capital Expenditures	Transfer In/(Out)	Estimated Ending Balance 02/28/2023
RESERVE FUND						
PERS & OPEB Reserve	551,314					551,314
Technology Reserve	1,278,768					1,278,768
Fiscal Policy Reserve	8,757,349					8,757,349
Vets Memorial	8,615					8,615
General Fund	10,454,373	2,163,558	(2,923,082)			9,694,849
Total General Fund:	21,050,418	2,163,558	(2,923,082)	-	-	20,290,895
ENTERPRISE FUNDS						
Sewer Fund ⁽¹⁾	27,108,730	170,798	(107,635)	(24,824)		27,147,070
Solid Waste Fund	4,780,749	241,599	(83,922)			4,938,425
Storm Drain Fund	-					-
Total Enterprise Funds:	31,889,479	412,397	(191,557)	(24,824)	-	32,085,496
CAPITAL IMPROVEMENT FUNDS						
Grant Reimbursement Fund	290,145					290,145
Capital Projects Fund	10,321,196			(641,593)		9,679,603
Equipment Replacement Fund	870,612					870,612
Total Capital Improvement Funds:	11,481,954	-	-	(641,593)	-	10,840,361
INTERNAL SERVICE FUNDS						
Dental/Vision Fund	(91,559)			(134,198)		(225,758)
Unemployment Fund	96,698					96,698
Workers Compensation Fund	1,992,005		(60,540)			1,931,465
	-					-
Total Internal Service Funds:	1,997,144	-	(60,540)	(134,198)	-	1,802,406
SPECIAL REVENUE FUNDS						
Road Maintenance (SB1)	693,625	57,988				751,613
CDBG Fund	-					-
Grants Fund-ARP Act	-					-
Downtown Parking Fund	925,576	21,925				947,501
Estate Donation Fund	18,191					18,191
Gas Tax Fund	2,391,521					2,391,521
Prop 1B Road Maintenance	130					130
Measure B	436,933					436,933
In Lieu Park Fund	7,877,824	244,000				8,121,824
Supplemental Law Enforcement Fund	205,897	8,333				214,230
TDA Fund	88,358					88,358
Traffic Impact Fee Fund	(218,523)	20,795				(197,728)
Vehicle Registration Fund	1,192,389	181,792				1,374,181
PEG Fees	205,815	21,563				227,378
Public Art Fund	498,237	14,390				512,627
Storm Drain Deposits	56,086					56,086
AB-1379 CASP Fee	7,621	727				8,348
Vehicle Impound Fund	1,783	627				2,410
Total Special Revenue Funds:	14,381,461	572,141	-	-	-	14,953,602
DEBT SERVICE FUND						
General Obligation Bond	524,493					524,493
Community Center Lease	517,977					517,977
Total Debt Service Fund:	1,042,470	-	-	-	-	1,042,470
AGENCY FUND						
Blue Oaks Line Sewer	82,736					82,736
Total Debt Service Fund:	82,736	-	-	-	-	82,736
ALL FUNDS TOTAL	81,925,662	3,148,096	(3,175,179)	(800,615)	-	81,097,964

(1) Sewer Fund Balance includes \$15,335,666 in Nonspendable Capital Assets

February 2023 Activities

FUND	Estimated Ending Cash Balance 01/31/2023	Debit	Credit	Estimated Ending Cash Balance 02/28/2023
RESERVE FUNDS				
PERS & OPEB Reserve	551,314			551,314
Technology Reserve	1,278,768			1,278,768
General Fund	20,893,718	1,754,537	(4,371,288)	18,276,967
Payroll Liability Fund	49,241	2,017,780	(2,067,021)	-
Total General Fund:	22,773,040	3,772,317	(6,438,309)	20,107,048
ENTERPRISE FUNDS				
Sewer Fund	13,427,960	581	(126,396)	13,302,145
Solid Waste Fund	5,089,439	163,308	(88,459)	5,164,287
Storm Drain Fund	802			802
Total Enterprise Funds:	18,518,201	163,889	(214,856)	18,467,234
CAPITAL IMPROVEMENT FUNDS				
Grant Reimbursement Fund	334,172			334,172
Capital Projects Fund	10,524,753		(106,984)	10,417,769
Equipment Replacement Fund	870,612			870,612
Total Capital Improvement Funds:	11,729,537	-	(106,984)	11,622,553
INTERNAL SERVICE FUNDS				
Dental/Vision Fund	(91,559)		(134,198)	(225,758)
Unemployment Fund	96,698			96,698
Workers Compensation Fund	6,605,856		(35,734)	6,570,123
	-			-
Total Internal Service Funds:	6,610,995	-	(169,932)	6,441,063
SPECIAL REVENUE FUNDS				
Road Maintenance (SB1)	692,586	57,988		750,574
CDBG Fund	-			-
Downtown Parking Fund	924,227	21,925		946,152
Estate Donation Fund	18,161			18,161
Gas Tax Fund	2,387,382			2,387,382
Prop 1B Road Maintenance	56			56
Measure B	435,988	181,792		617,780
In Lieu Park Fund	7,862,040	244,000		8,106,040
Supplemental Law Enforcement Fund	205,897	8,333		214,230
TDA Fund	35,634			35,634
Traffic Impact Fee Fund	(218,939)	20,795		(198,144)
Vehicle Registration Fund	1,190,434			1,190,434
PEG Fees	204,527	21,563		226,090
Public Art Fund	498,237	14,390		512,627
Storm Drain Deposits	56,086			56,086
AB-1379 CASP Fee	7,621	727		8,348
Vehicle Impound Fund	1,783	627		2,410
Total Special Revenue Funds:	14,301,719	572,141	-	14,873,859
DEBT SERVICE FUNDS				
General Obligation Bond	526,326		(174,042)	352,284
Community Center Lease	517,977			517,977
Total Debt Service Fund:	1,044,302	-	(174,042)	870,260
AGENCY FUND				
Blue Oaks Line Sewer	37,958		(1,081)	36,877
Total Debt Service Fund:	37,958	-	(1,081)	36,877
ALL FUNDS TOTAL	75,015,753	4,508,347	(7,105,204)	72,418,895



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject Quarterly Investment Portfolio Report – Quarter Ended March 31, 2023

Prepared by: Minh Nguyen, Senior Accountant

Reviewed by: June Du, Finance Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Portfolio Mix Charts
2. Investment Policy Compliance Chart
3. LAIF Balance 03-31-23
4. LAIF Performance Over Time
5. PFM Investment Report Quarter Ended March 31, 2023

Initiated by:

Staff.

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- This report presents the status of the City’s investment portfolio through March 31, 2023. The reporting model has been developed in coordination with PFM Asset Management LLC (PFM), the City’s investment portfolio managers.

Staff Recommendation:

Receive the Investment Portfolio Report through March 31, 2023.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Quarterly Investment Portfolio Report – Quarter Ended March 31, 2023

Purpose

These quarterly reports are presented to both the City Council and the Financial Commission to keep both bodies apprised as to the status of the City’s investment holding and demonstrate compliance with the City’s Investment Policy.

Background

A review of the Investment Portfolio Report Quarter Ended March 31, 2023 was presented and discussed by the Financial Commission on May 15, 2023. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending March 31, 2023, and had a brief discussion.

Discussion/Analysis

The summary provided below presents the sum of all City investment holdings. The City’s portfolio par value and market value, including LAIF but excluding operating cash, as of March 31, 2023, was \$68,219,230 and \$66,795,316 respectively. The City’s operating cash, as of March 31, 2023, was \$5,510,770.

As of March 31, 2023, 3.0% of the City’s portfolio was placed in Federal Agency Securities (Fannie Mae, Federal Home Loan Bank, Federal Home Loan Mortgage, and Federal Farm Credit), 12.0% in Asset-Backed Securities, 1.4% in Supra-National Agency Bond, 34.6% in US Treasuries, 20.2% in medium-term Corporate Notes and Commercial Paper, and 2.0% in Certificate of Deposits, with the balance of 26.7% in LAIF. This portfolio mix is illustrated as part of Attachment 1 with LAIF balance and performance as Attachments 3 and 4.

Full compliance with the City’s Investment Policy is monitored closely and on a per-trade basis as illustrated in Attachment 2. In accordance with California Government Code 53646(b)(3), the City of Los Altos has the ability to meet its pool expenditure requirements for the next six months.

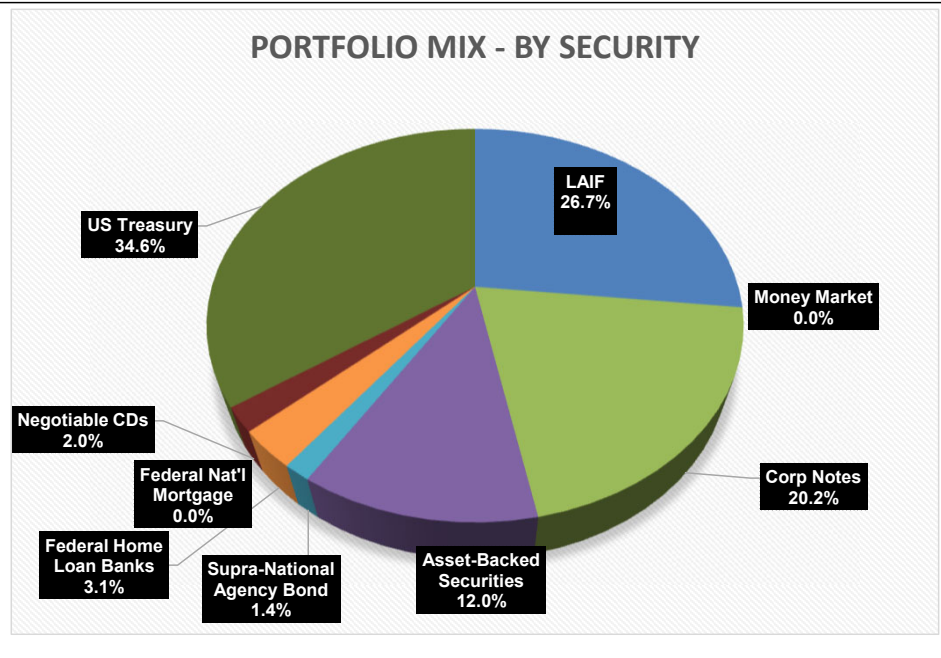
As part of these quarterly updates, a status report is prepared by PFM which is included as Attachment 5: Investment Performance Review for the Quarter Ended March 31, 2023. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with LAIF. This has been intentionally crafted to isolate the performance of the City’s independently managed investments. The return of the portfolio over ten years is 1.02%, which is highlighted on page 20 of the PFM Investment Performance Review Report (Attachment 5).

Recommendation

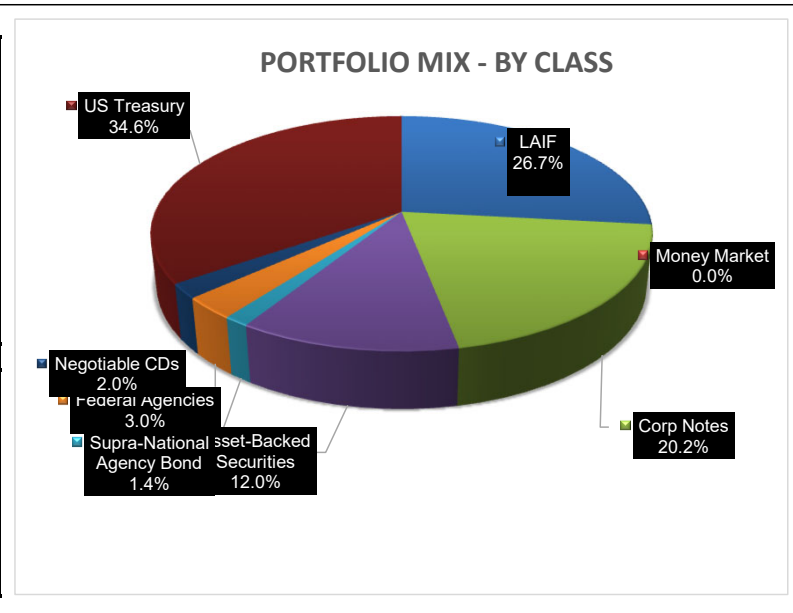
Receive the Investment Portfolio Report Quarter Ended March 31, 2023

**Attachment 1
Portfolio Mix Charts
March 2023**

Security Type	% of Total	Portfolio Mix By Security
LAIF	26.7%	18,191,160
Money Market	0.0%	-
Corp Notes	20.2%	13,756,000
Asset-Backed Securities	12.0%	8,198,200
Supra-National Agency Bond	1.4%	960,000
Federal Home Loan Banks	3.1%	2,111,870
Federal Nat'l Mortgage	0.0%	-
Negotiable CDs	2.0%	1,375,000
US Treasury	34.6%	23,627,000
Commercial Paper	0.0%	-
* Totals	100%	68,219,229.74



Security Type	% of Total	Portfolio Mix Par Value	Market Value
LAIF	26.7%	18,191,160	18,191,160
Money Market	0.0%	-	-
Corp Notes	20.2%	13,756,000	13,369,544
Asset-Backed Securities	12.0%	8,198,200	8,031,291
Supra-National Agency Bond	1.4%	960,000	918,645
Federal Agencies	3.0%	2,111,870	2,025,714
Negotiable CDs	2.0%	1,375,000	1,378,199
US Treasury	34.6%	23,627,000	22,880,763
	100%	68,219,230	66,795,316
Corp Notes		13,756,000	13,369,544
Asset-Backed Securities		8,198,200	8,031,291
Supra-National Agency Bond		960,000	918,645
US Treasury/Agencies		25,738,870	24,906,477
Negotiable CDs		1,375,000	1,378,199
Accrued Interest		-	244,051
		50,028,069.61	48,848,207
Margin Over (Under) Par			(1,179,862)



Attachment 2
Investment Policy Compliance Chart
March 2023

Agenda Item # 3.

City Investment	% Mix	Par Value	Earliest Term	City Policy Term Limitation	City Policy \$ Limitation	City Policy % Limitation	CAPACITY	% Compliance Yes/No	Term Compliance Yes/No
LAIF	26.7%	18,191,160	07/01/22	No Term	75,000,000	100%	56,808,840	Yes	N/A
Money Market	0.0%	-		Overnight		20%	13,643,846	Yes	N/A
Corp Notes	20.2%	13,756,000	06/08/23	5 Years		30%	6,709,769	Yes	Yes
Asset-Backed Securities	12.0%	8,198,200	08/21/23	5 Years		20%	5,445,646	Yes	Yes
Supra-National Agency Bond	1.4%	960,000	05/24/23	5 Years		20%	12,683,846	Yes	Yes
Federal Agencies	3.1%	2,111,870	07/01/22	5 Years		100%	66,107,360	Yes	Yes
Commercial Paper	0.0%	-	-	270 Days		25%	17,054,807	Yes	-
Negotiable CDs	2.0%	1,375,000	12/02/22	5 Years		30%	19,090,769	Yes	Yes
US Treasury	34.6%	23,627,000	09/30/23	5 Years		100%	44,592,230	Yes	Yes
	100%	68,219,230							

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

May 02, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF LOS ALTOS

CITY TREASURER
ONE NORTH SAN ANTONIO ROAD
LOS ALTOS, CA 94022

[Tran Type Definitions](#)

Account Number: 98-43-481

March 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	18,191,160.13
Total Withdrawal:	0.00	Ending Balance:	18,191,160.13

Attachment 4 - LAIF Performance Over Time



POOLED MONEY INVESTMENT ACCOUNT

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831									



CITY OF LOS ALTOS

Investment Performance Review For the Quarter Ended March 31, 2023

Client Management Team

Monique Spyke, Managing Director
Wale Kajopaiye, Senior Managing Consultant

PFM Asset Management LLC

1 California Street Ste. 1000
San Francisco, CA 94111-5411
415-393-7270

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

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Agenda

- Market Update
- Portfolio Review

Market Update

Current Market Themes



- ▶ The U.S. economy is characterized by:
 - ▶ Lingering inflation that remains well above the Fed's long-term inflation target
 - ▶ A labor market showing the first signs of moderation
 - ▶ Greater economic uncertainty following the surprise failure of Silicon Valley Bank and Signature Bank



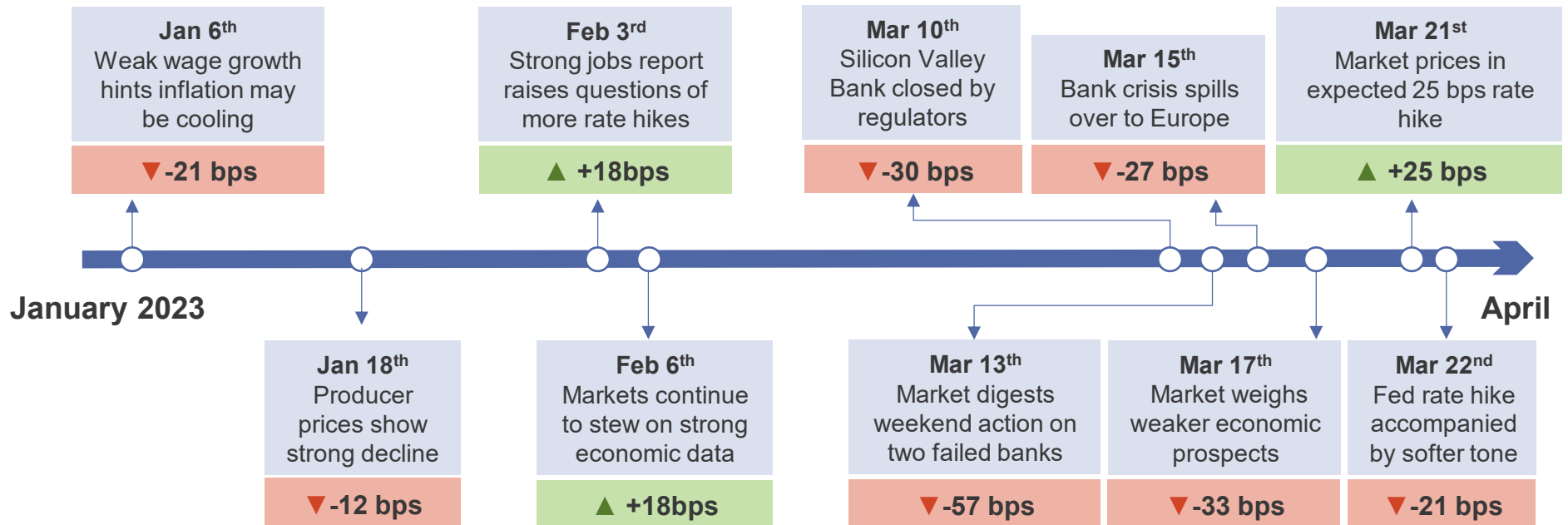
- ▶ Fed policy tightening may be nearly complete
 - ▶ The most recent FOMC statement noted that “some additional policy firming may be appropriate,” but the need for more rate hikes has become less clear
 - ▶ Although the Fed acknowledged the impact of the recent bank failures, their March updated Summary of Economic Projections were little changed from December
 - ▶ The Fed has maintained that they will keep rates elevated for some time, but the market is pricing in rate cuts beginning mid-year



- ▶ Bond markets saw unprecedented volatility in March
 - ▶ In a classic “flight to quality,” Treasury yields fell sharply, with the 2-year Treasury yield falling from 5.07% on March 8 to under 4.00% on March 17
 - ▶ The curve inversion from 3 months to 10 years reached the deepest levels in over 40 years
 - ▶ Credit yield spreads widened, especially those on banks, but not nearly to levels seen during the global financial crisis

Market Events Drive Large Yield Moves

Major Economic and Market Events and the Daily Change in the 2-Year U.S. Treasury Yield



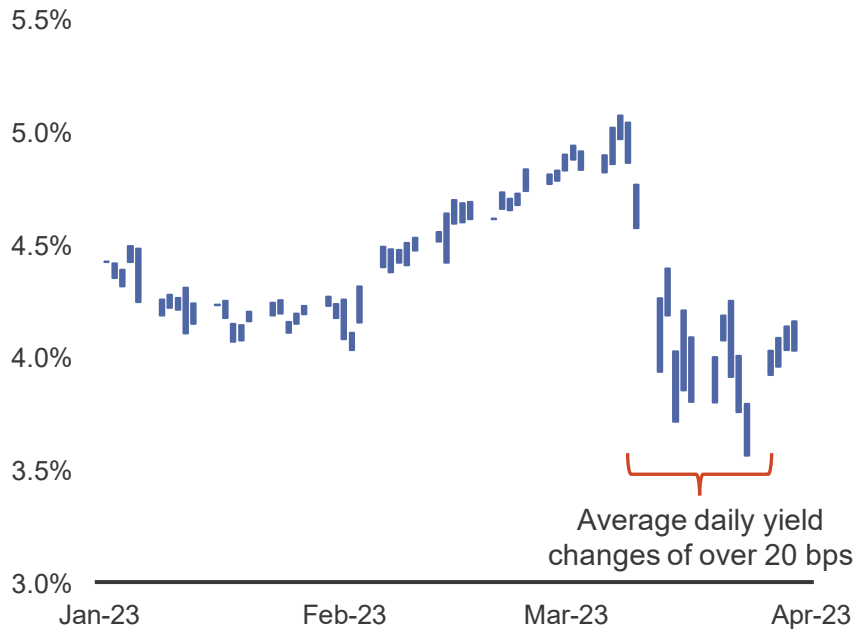
▼/▲ Changes in 2-Year Treasury

Bond Markets Saw Unprecedented Volatility in March

The surprise failure of two large U.S. banks caused volatility in the markets. In a classic “flight to quality,” Treasury yields fell sharply, with the 2-year Treasury yield falling from 5.07% on March 8, to 4.03% on March 31.

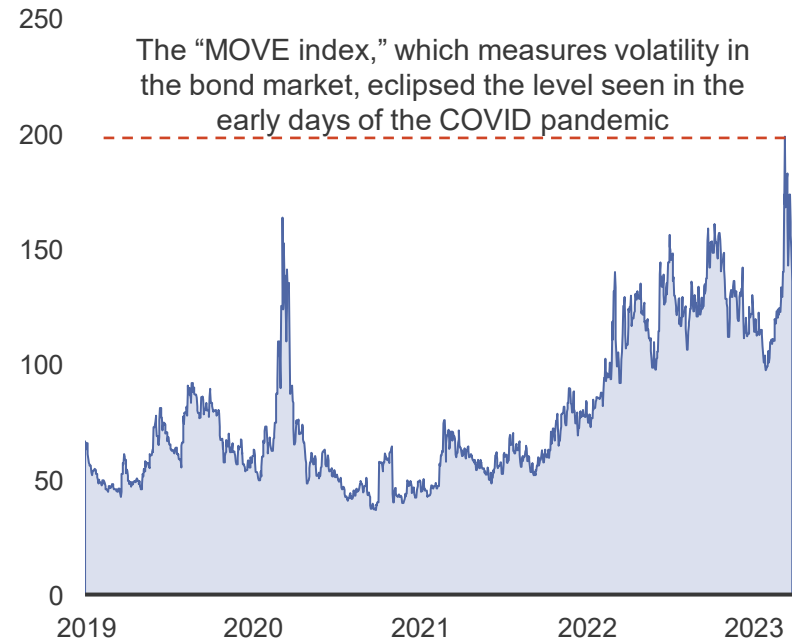
2-Year Treasury

Daily High and Low Yield



Fixed Income Market Volatility

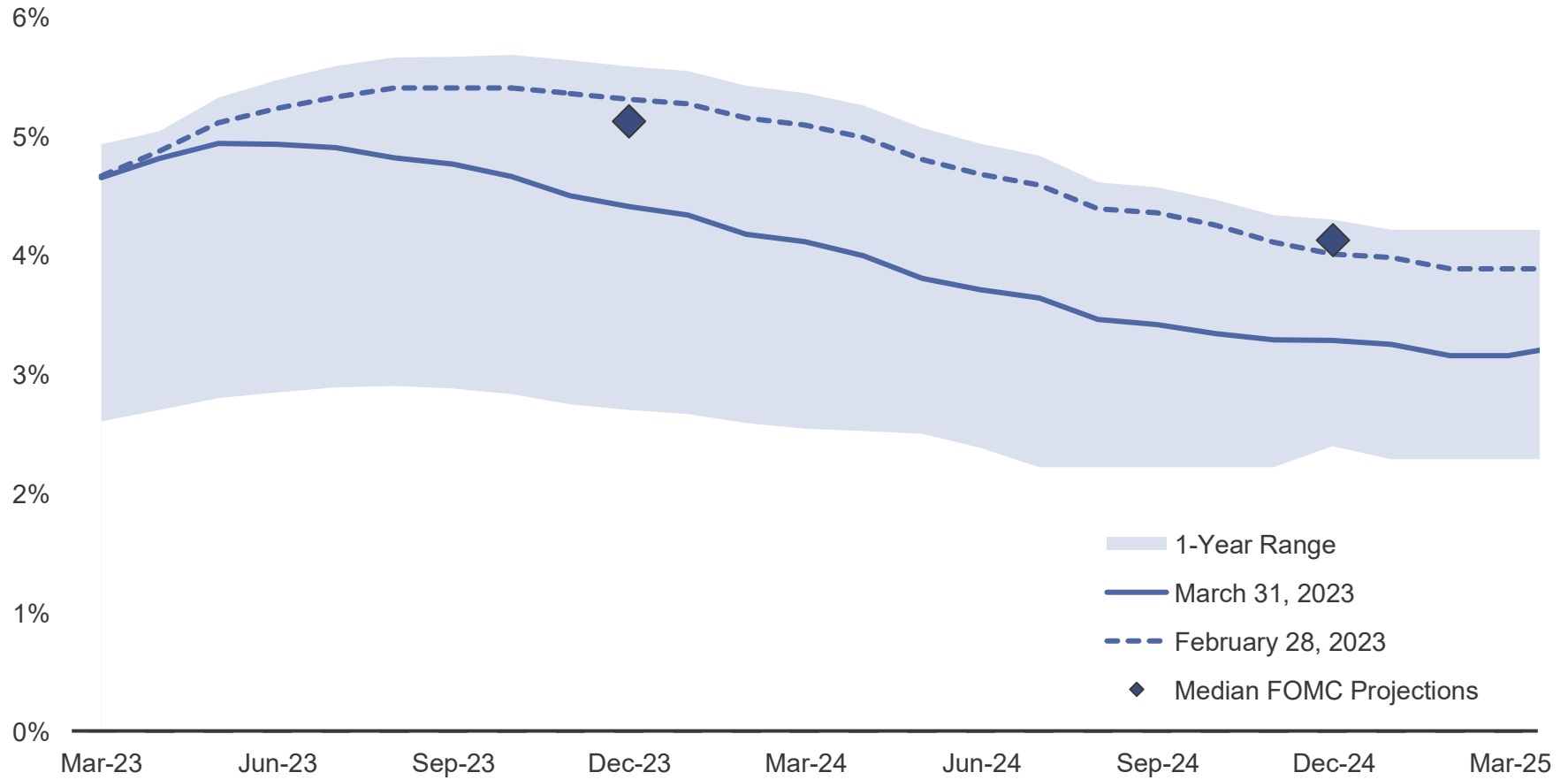
ICE BofA MOVE Index



Source: Bloomberg, ICE BofA Indices. As of 03/31/2023.

Market Expectations Evolve Amid Changing Policy Environment

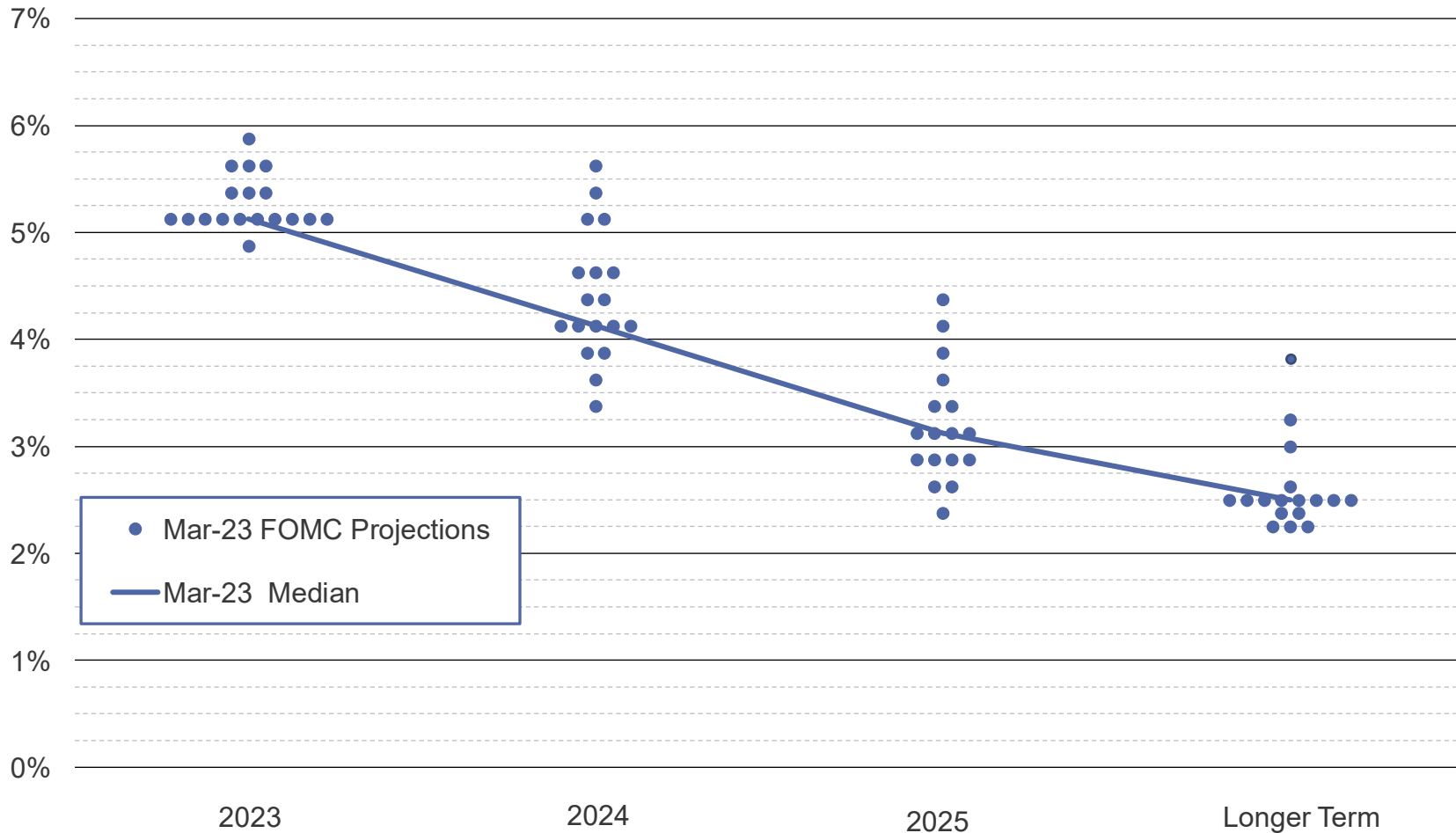
Implied Federal Funds Rate



Source: Bloomberg, Federal Reserve latest economic projection as of 03/31/2023.

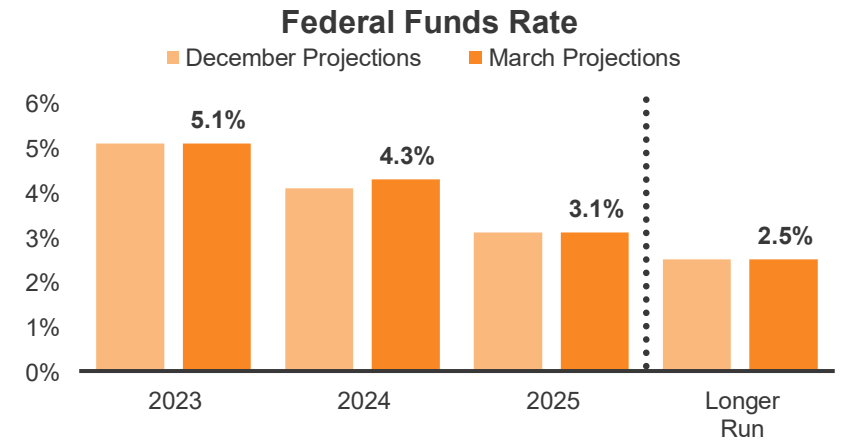
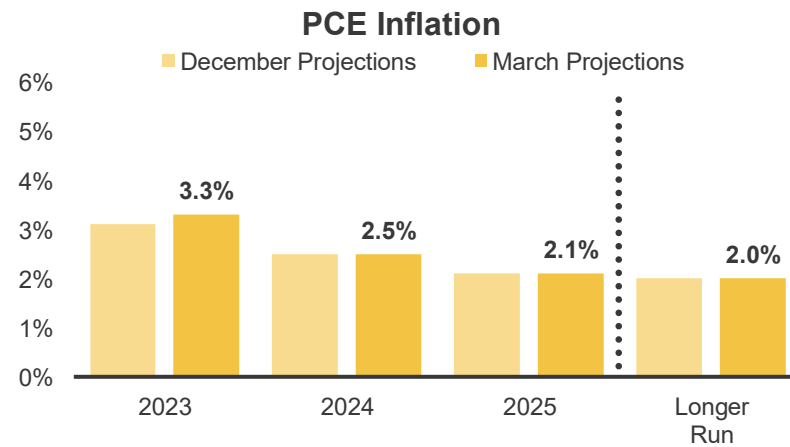
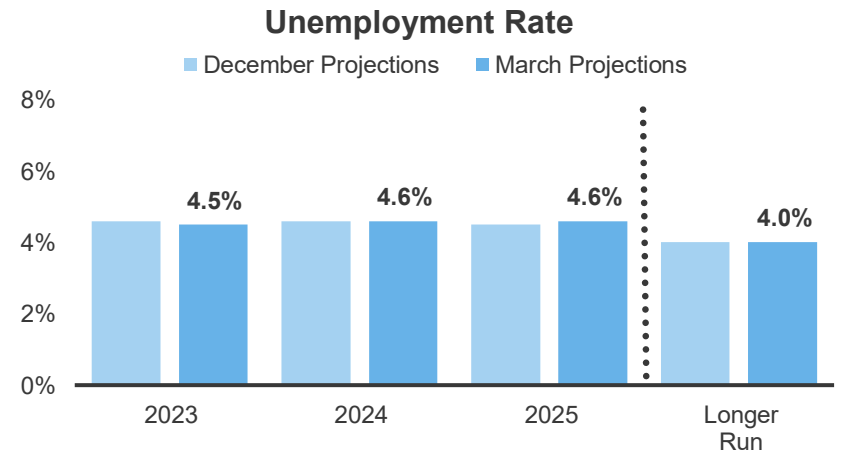
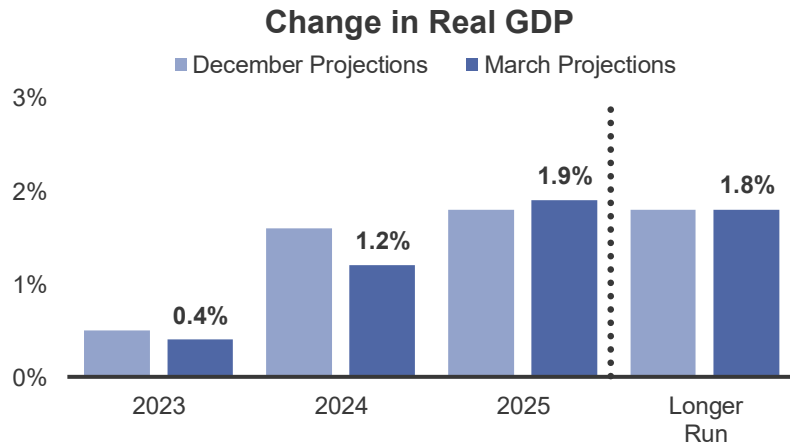
Fed's "Dot Plot" Indicates We Are Nearing Sufficiently Restrictive Territory

Fed Participants' Assessments of 'Appropriate' Monetary Policy



Source: Federal Reserve and Bloomberg. Individual dots represent each Fed members' judgement of the midpoint of the appropriate target range for the federal funds rate at each year-end.

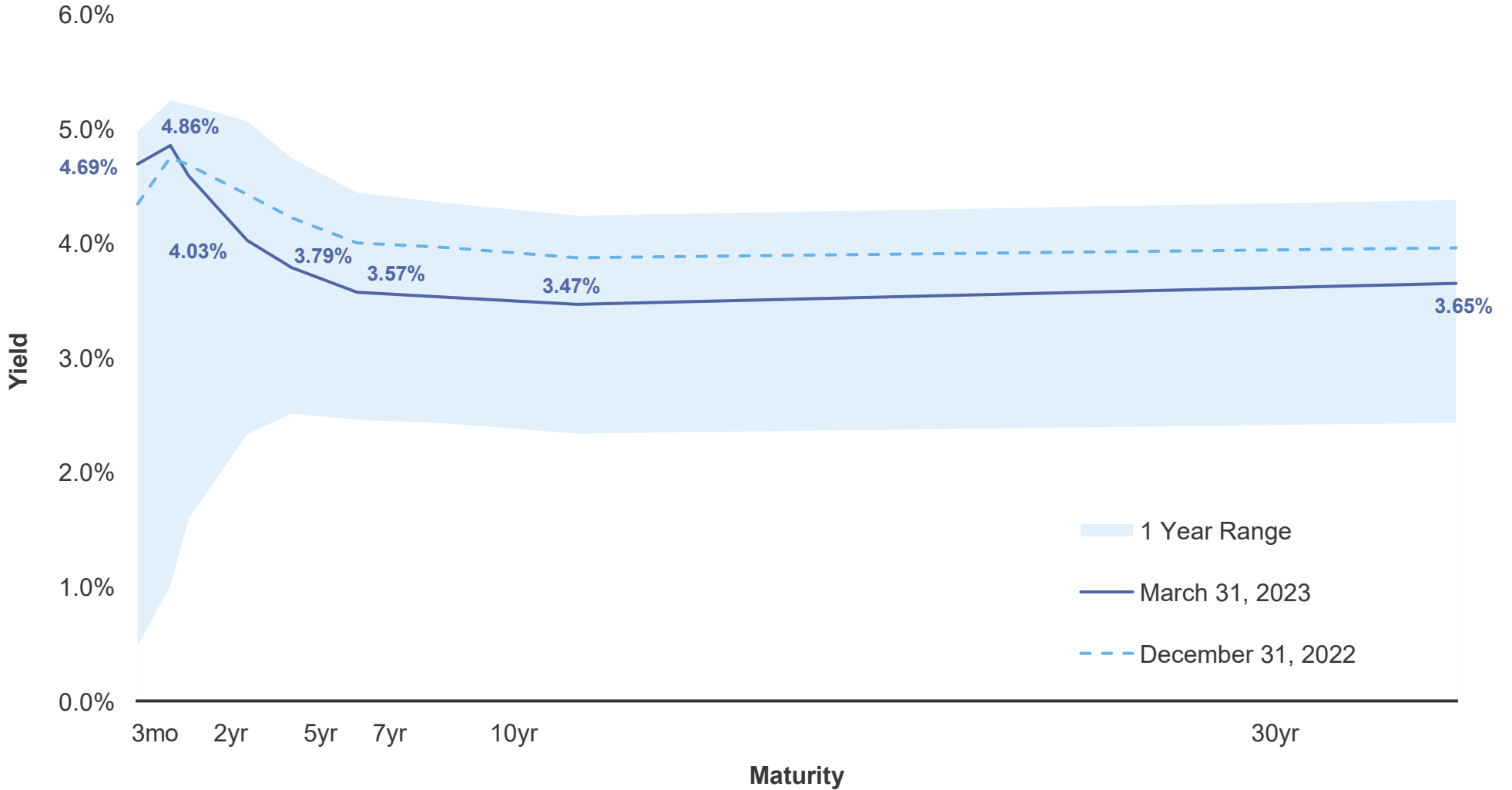
Fed's Updated Projections Reflect Little Change From December



Source: Federal Reserve, latest economic projections as of March 2023.

As Economic Uncertainty Increased, Longer-Term Interest Rates Fell

U.S. Treasury Yield Curve



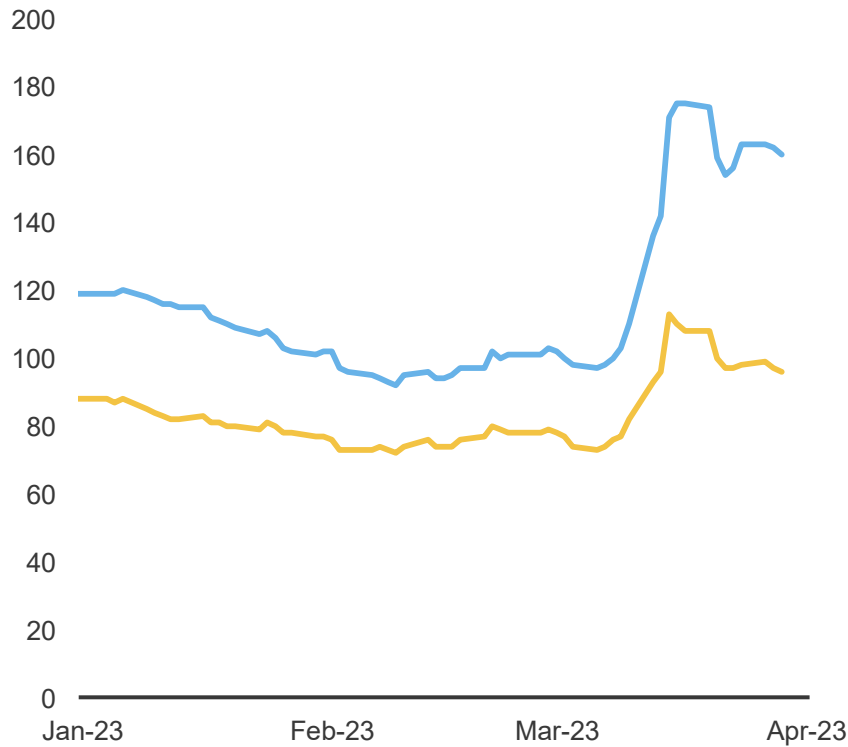
Source: Bloomberg, as of 03/31/2022.

Corporate Yield Spreads Modestly Wider, Led By Financials

Investment Grade Corporate Spreads

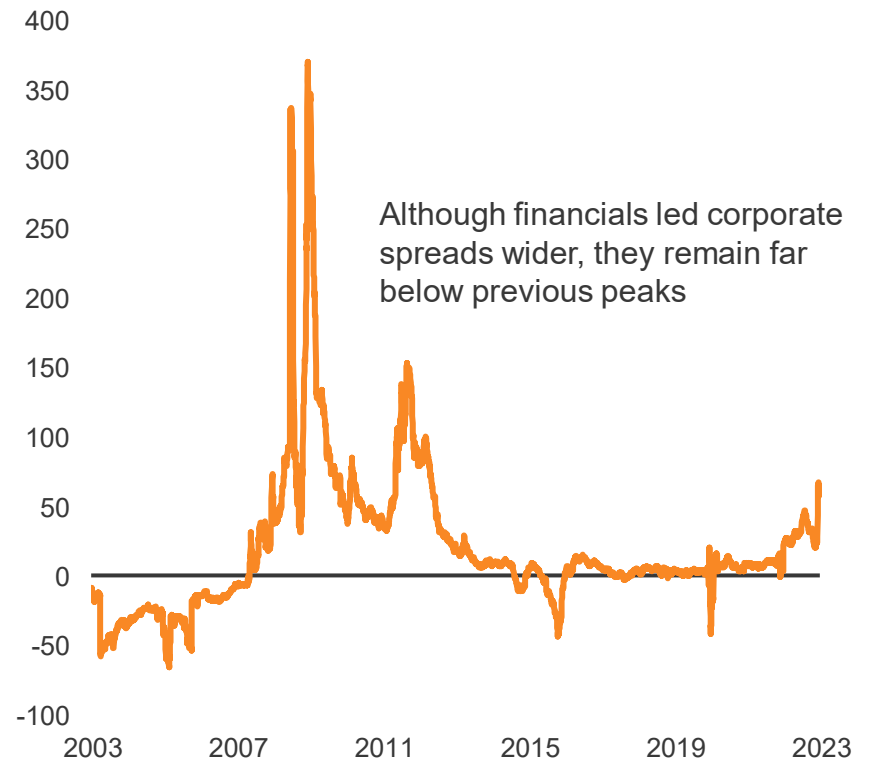
1-5 Year U.S. Corporate Index

— Financials — Industrials



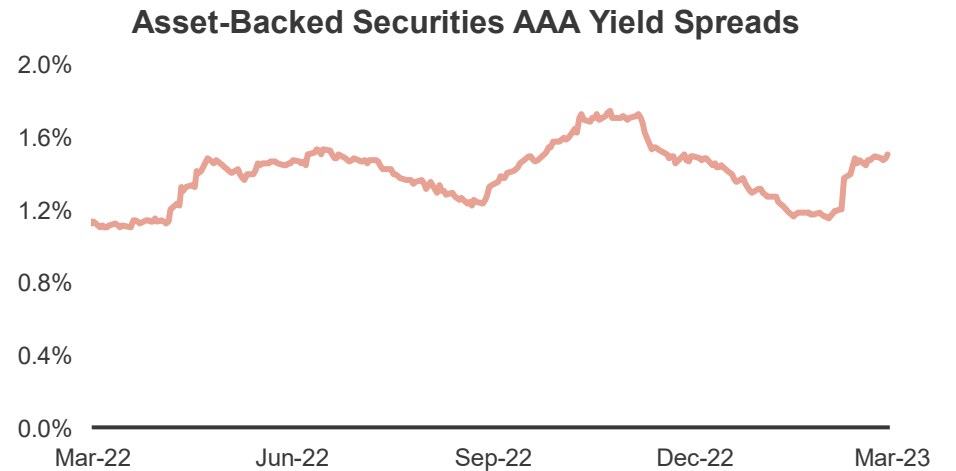
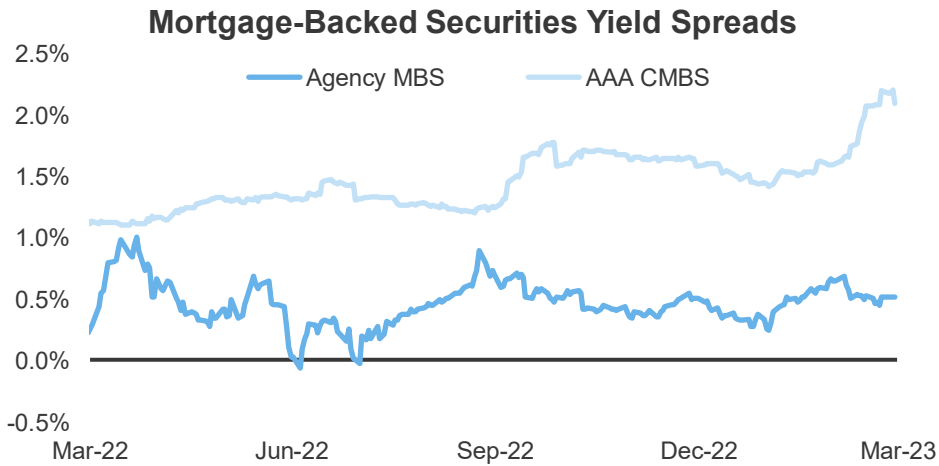
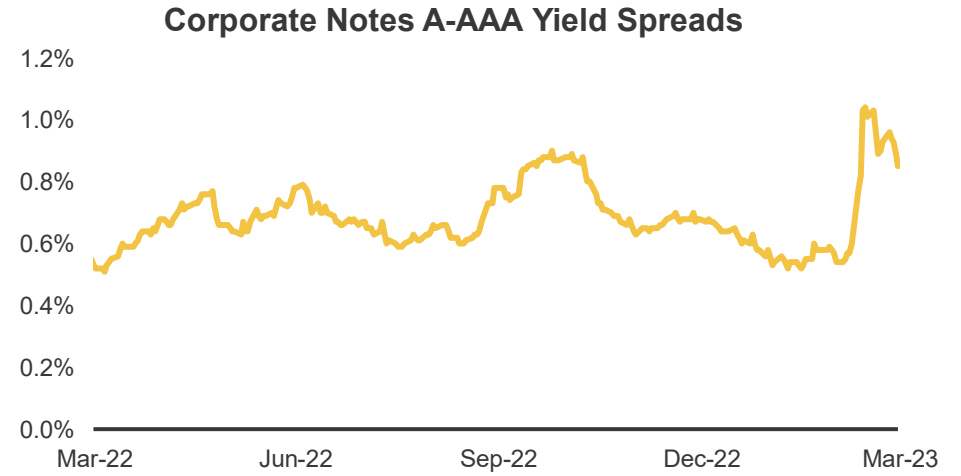
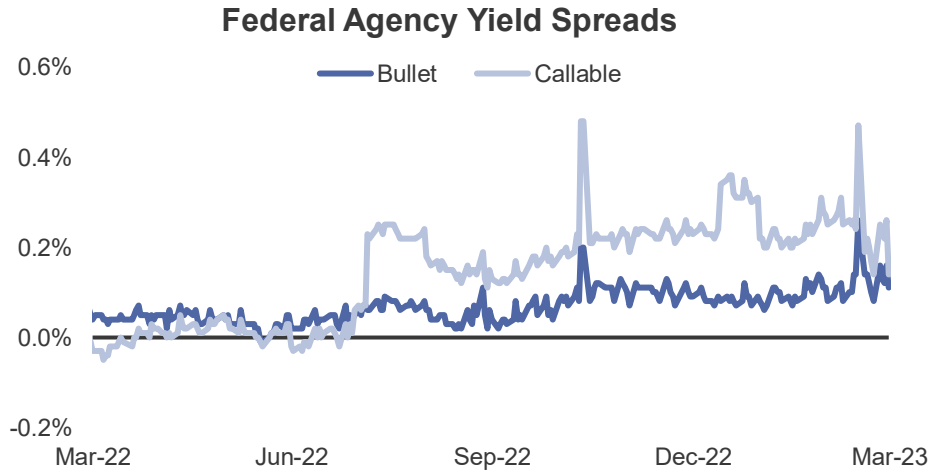
Difference Between Financial and Industrial Corporate Yield Spreads

1-5 Year U.S. Corporate Index



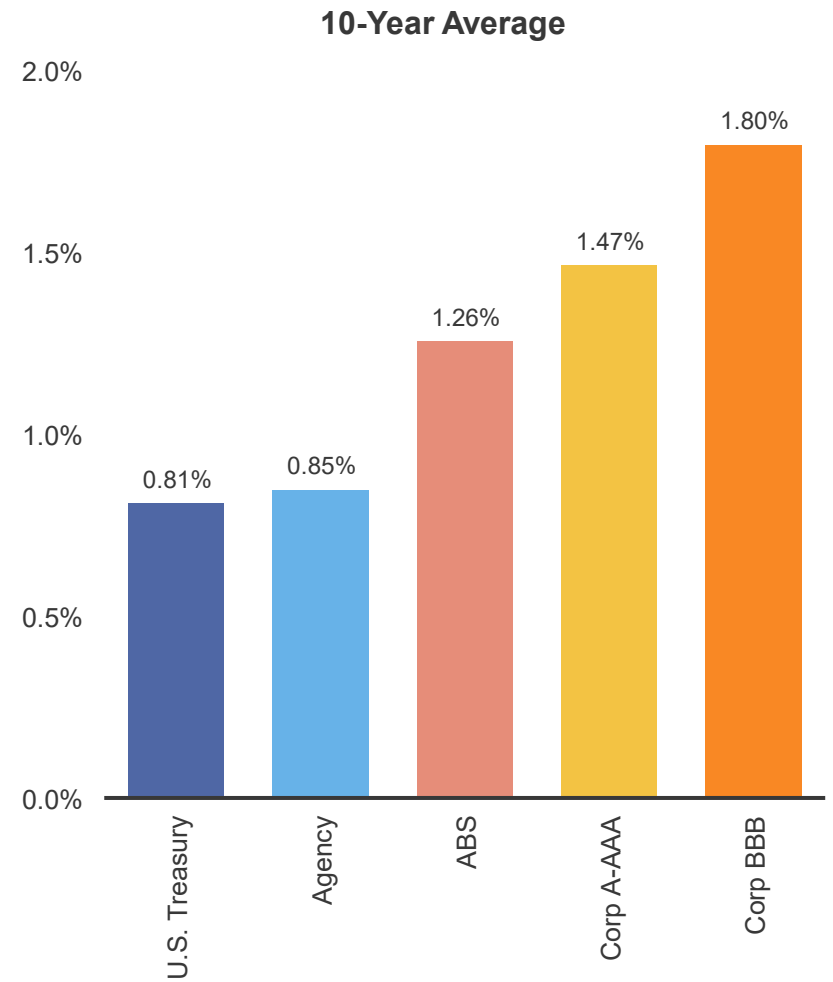
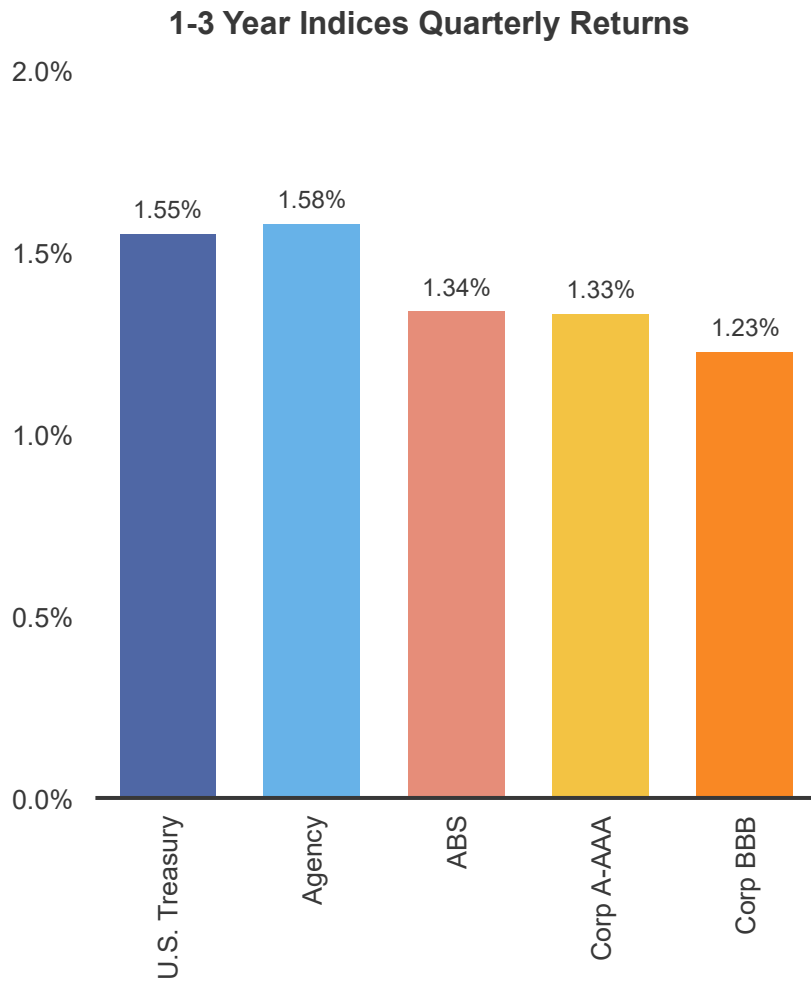
Source: Bloomberg, ICE BofA Indices as of 03/31/2023.

Sector Yield Spreads



Source: ICE BofAML 1-3 year Indices via Bloomberg, MarketAxess and PFMAM as of 03/31/2023. Spreads on ABS and MBS are option-adjusted spreads of 0-3 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

Fixed-Income Markets in Q1 2023



Source: ICE BofAML Indices. ABS indices are 0-3 year, based on weighted average life. As of 03/31/2023.

Fixed-Income Sector Commentary – 1Q 2023

- ▶ **U.S. Treasury** experienced a classic “flight-to-quality” in March which caused 2-Year U.S. Treasury yields to plummet by more than 100 basis points in the biggest 3-day slide since 1987. Yields across the curve followed suit and shifted lower, further inverting the yield curve.
- ▶ **Federal agency** yield spreads widened this quarter as interest rates fell and new issuance was heavy. Callable agency spreads also widened for certain structures with the surge in market volatility.
- ▶ **Supranational** issuance experienced a strong start to the year as the value of U.S. dollar funding levels improved throughout Q1 vs. the Euro. Spreads ended the quarter tighter and the sector generated strong excess returns vs. other fixed income sectors.
- ▶ **Investment-Grade Corporate** fundamentals were stable to start the year, with yield spreads priced for continued economic growth and benign credit markets. However, spreads ended the quarter markedly wider, led by financials, in response to concerns in the banking sector. Spreads on industrial issues widened less, but appeared attractive relative to recent levels when considering the strength of their fundamentals.
- ▶ **Asset-Backed Security** fundamentals remain positive for prime deals. Collateral performance has slightly deteriorated, but remains well within typical historical norms. The new issue market has been active, causing spreads to touch multi-month wides near quarter-end.
- ▶ **Mortgage-Backed Securities** underperformed Treasuries for the quarter after outperforming during the first two months of the year. Elevated mortgage rates are leading to slower refinancings and prepayments while volatility led to wider spreads.
- ▶ **Taxable Municipal** saw little activity in Q1 and what issuance occurred was heavily oversubscribed. The secondary market had few opportunities as spreads were generally unattractive favoring sells over buys.
- ▶ **Short-term credit** (commercial paper and CDs) was impacted by the debt ceiling impasse to start the quarter and spreads narrowed. Along with the broad risk-off widening of credit in Q1; however, there were large dislocations between primary (new issue) and secondary offerings and a wide dispersion between financial and non-financial names. Short-term rates remain near the highest level in 15 years.

Fixed-Income Sector Outlook – 2Q 2023

Sector	Our Investment Preferences
COMMERCIAL PAPER / CD	
TREASURIES	
T-Bill	
T-Note	
FEDERAL AGENCIES	
Bullets	
Callables	
SUPRANATIONALS	
CORPORATES	
Financials	
Industrials	
SECURITIZED	
Asset-Backed	
Agency Mortgage-Backed	
Agency CMBS	
MUNICIPALS	



Portfolio Review: CITY OF LOS ALTOS INVESTMENT PORTFOLIO

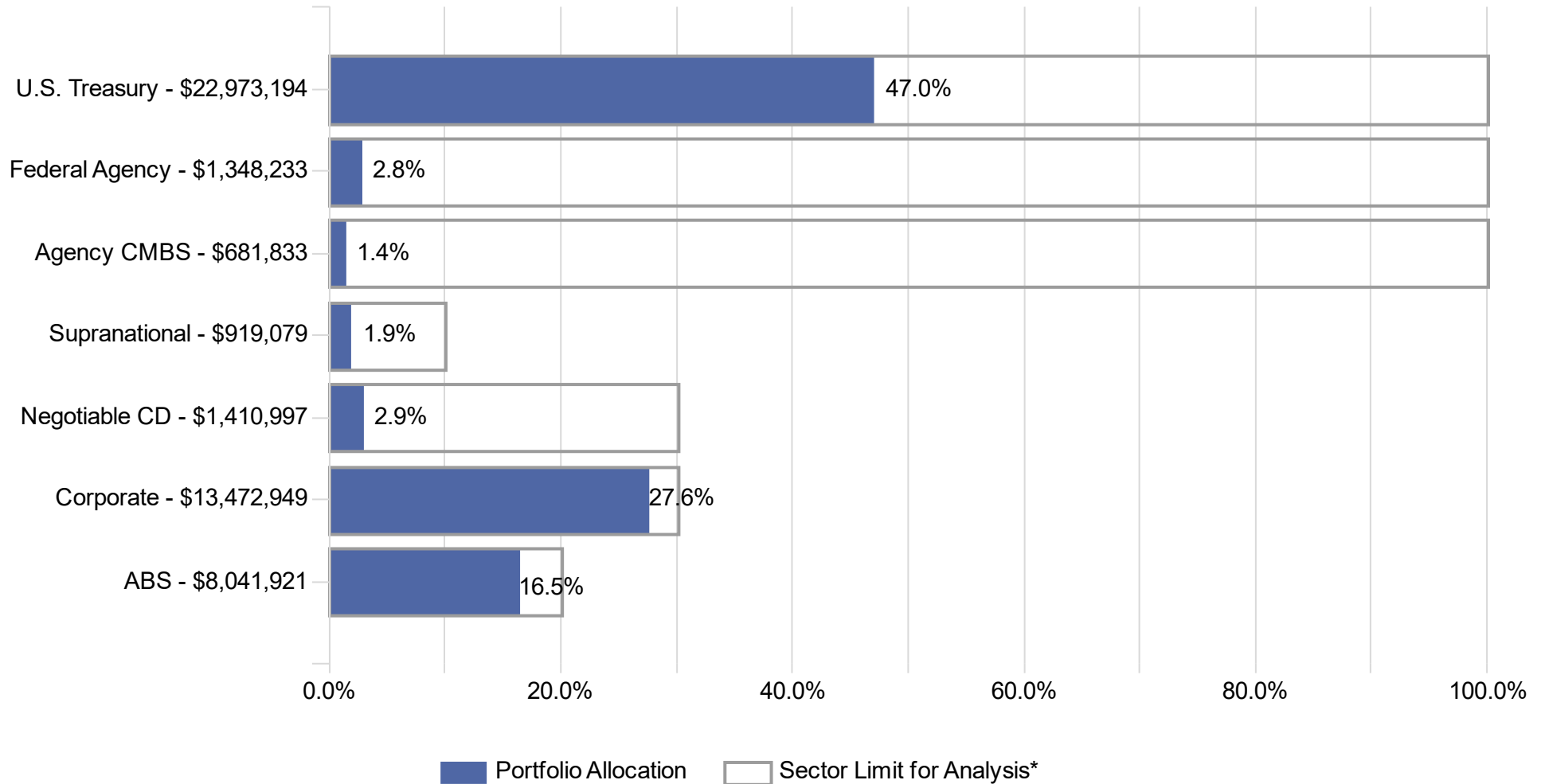
Certificate of Compliance

During the reporting period for the quarter ended March 31, 2023, the account(s) managed by PFM Asset Management ("PFMAM") were in compliance with the applicable investment policy and guidelines as furnished to PFMAM.

Acknowledged : *PFM Asset Management LLC*

Note: Pre- and post-trade compliance for the account(s) managed by PFM Asset Management is provided via Bloomberg Asset and Investment Management ("AIM").

Sector Allocation Analytics



*For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.
Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.

Account Summary

CITY OF LOS ALTOS INVESTMENT PORTFOLIO			
Portfolio Values		Analytics¹	
	<u>March 31, 2023</u>		<u>March 31, 2023</u>
PFMAM Managed Account	\$48,604,156	Yield at Market	4.29%
Amortized Cost	\$49,959,463	Yield on Cost	2.33%
Market Value	\$48,604,156	Portfolio Duration	1.69
Accrued Interest	\$244,051		
Cash	\$73,736		

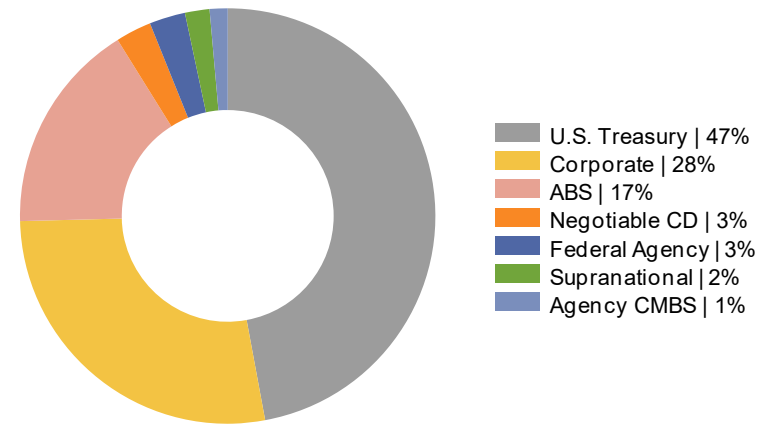
1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.

Portfolio Snapshot - CITY OF LOS ALTOS INVESTMENT PORTFOLIO¹

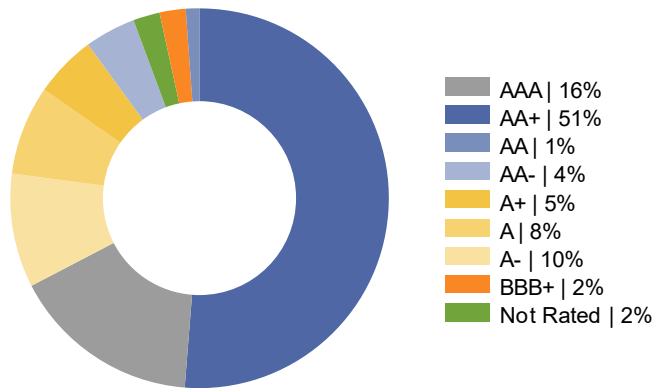
Portfolio Statistics

Total Market Value	\$48,921,943.25
<i>Securities Sub-Total</i>	\$48,604,155.99
<i>Accrued Interest</i>	\$244,051.15
<i>Cash</i>	\$73,736.11
Portfolio Effective Duration	1.69 years
Benchmark Effective Duration	1.75 years
Yield At Cost	2.33%
Yield At Market	4.29%
Portfolio Credit Quality	AA

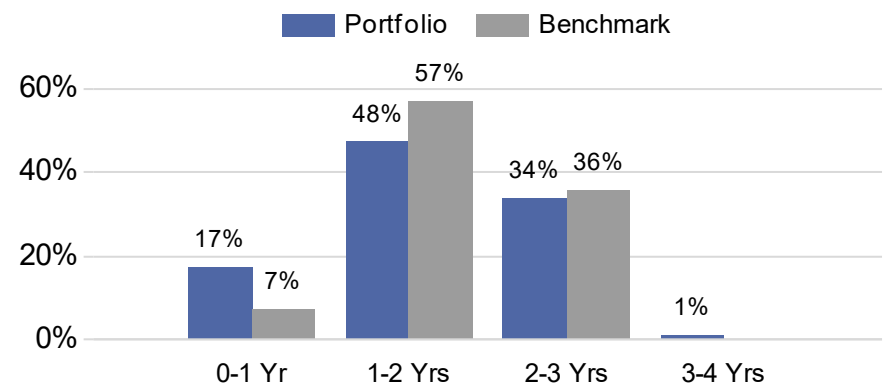
Sector Allocation



Credit Quality - S&P



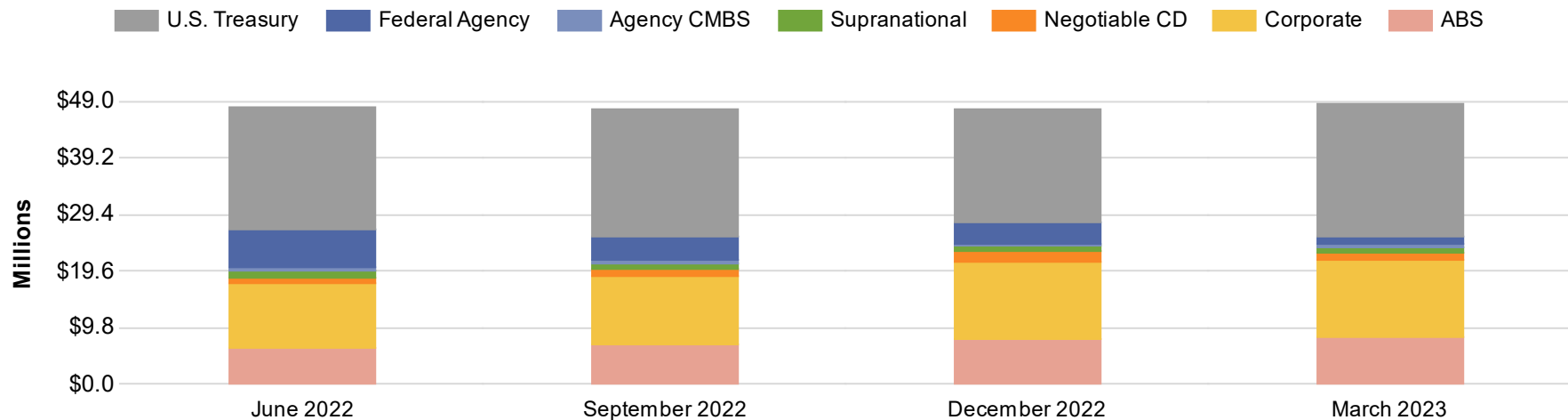
Duration Distribution



1. Yield and duration calculations exclude cash and cash equivalents. Sector allocation includes market values and accrued interest. The portfolio's benchmark is the ICE BofAML 1-3 Year U.S. Treasury Index. Source: Bloomberg. An average of each security's credit rating was assigned a numeric value and adjusted for its relative weighting in the portfolio.

Sector Allocation Review - CITY OF LOS ALTOS INVESTMENT PORTFOLIO

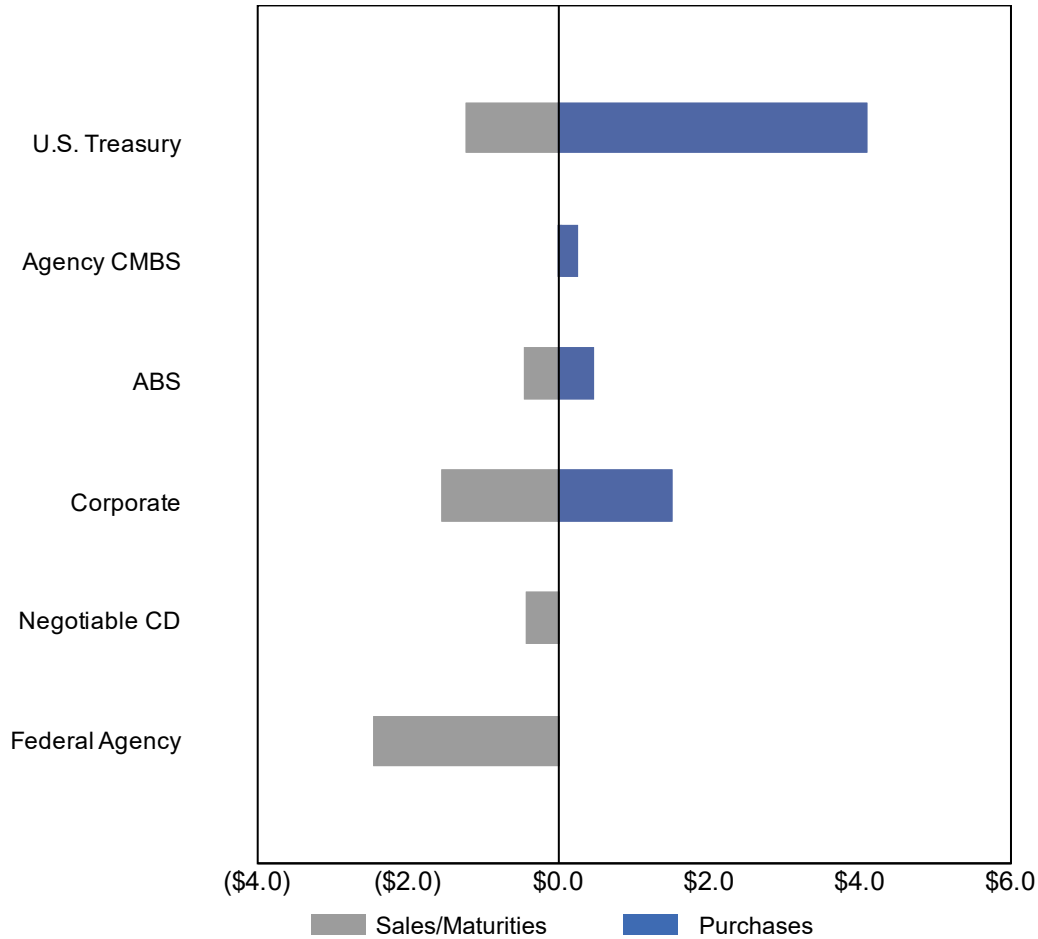
Security Type	Jun-22	% of Total	Sep-22	% of Total	Dec-22	% of Total	Mar-23	% of Total
U.S. Treasury	\$21.3	44.3%	\$22.0	46.1%	\$19.7	41.3%	\$22.9	47.1%
Federal Agency	\$6.4	13.4%	\$4.0	8.3%	\$3.8	7.8%	\$1.3	2.8%
Agency CMBS	\$0.5	1.0%	\$0.7	1.5%	\$0.4	0.9%	\$0.7	1.4%
Supranational	\$1.3	2.8%	\$0.9	1.9%	\$0.9	1.9%	\$0.9	1.9%
Negotiable CD	\$1.0	2.1%	\$1.4	2.9%	\$1.8	3.7%	\$1.4	2.8%
Corporate	\$11.1	23.1%	\$11.9	25.0%	\$13.3	27.8%	\$13.4	27.5%
ABS	\$6.4	13.3%	\$6.8	14.3%	\$7.9	16.6%	\$8.0	16.5%
Total	\$48.0	100.0%	\$47.6	100.0%	\$47.9	100.0%	\$48.6	100.0%



Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

Portfolio Activity - CITY OF LOS ALTOS INVESTMENT PORTFOLIO

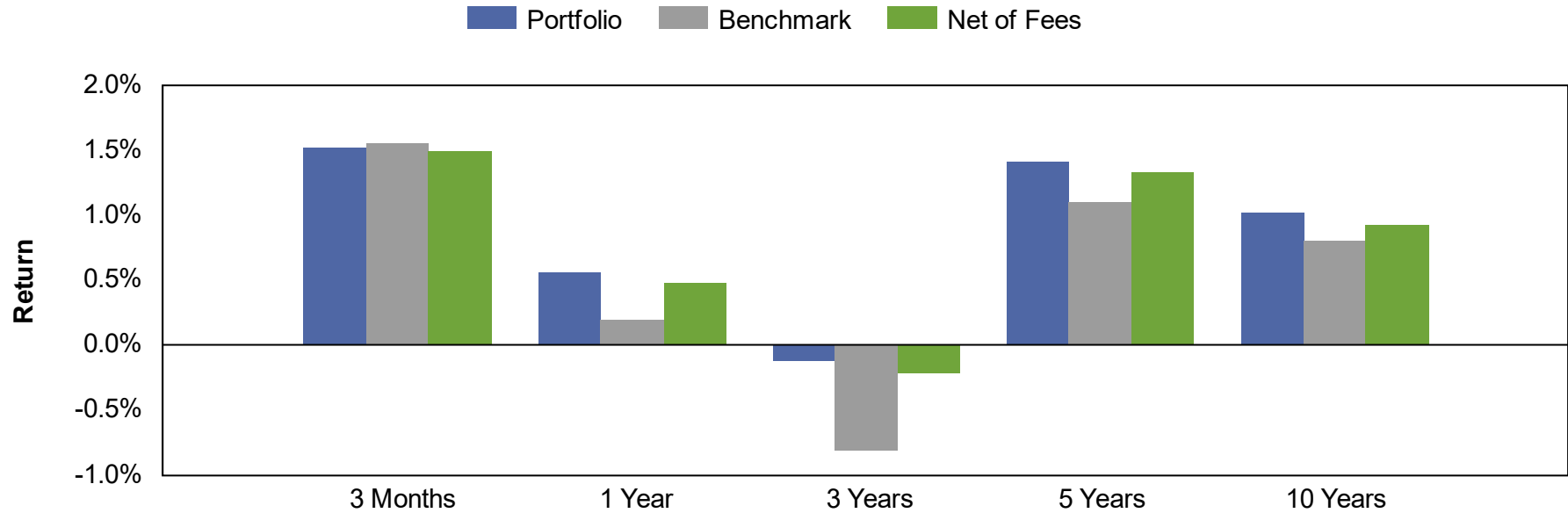
Net Activity by Sector
(\$ millions)



Sector	Net Activity
U.S. Treasury	\$2,877,537
Agency CMBS	\$241,211
ABS	\$32,883
Corporate	(\$21,259)
Negotiable CD	(\$424,868)
Federal Agency	(\$2,439,173)
Total Net Activity	\$266,332

Based on total proceeds (principal and accrued interest) of buys, sells, maturities, and principal paydowns. Detail may not add to total due to rounding.

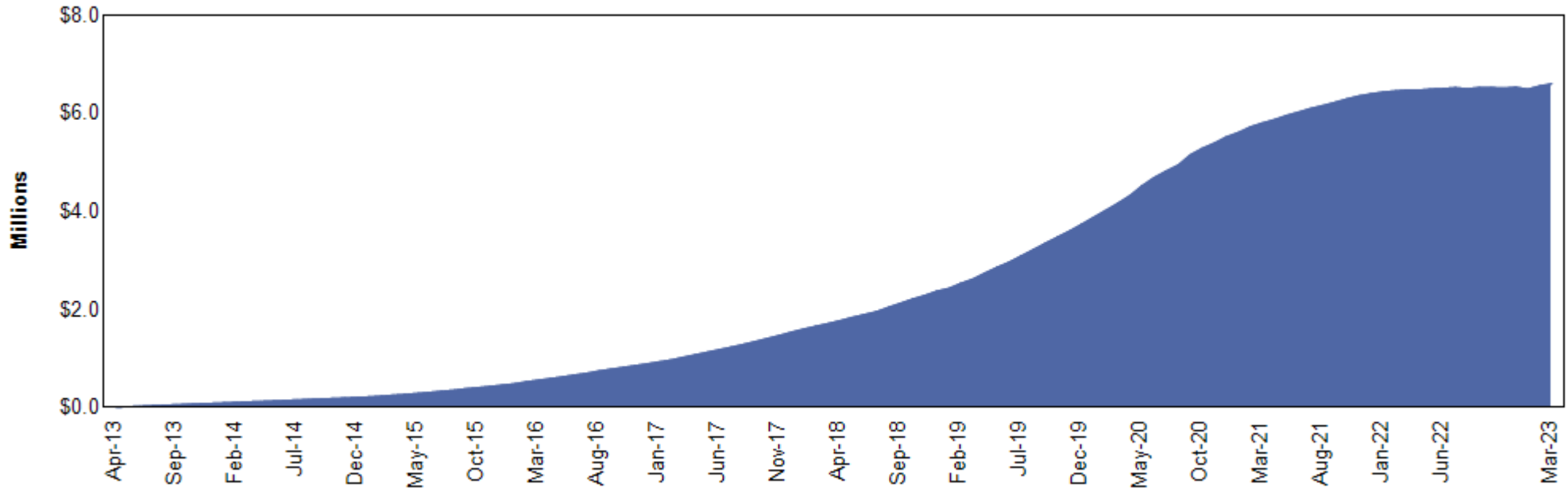
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	10 Years ¹
Interest Earned ²	\$258,739	\$732,594	\$2,255,649	\$4,824,865	\$6,659,651
Change in Market Value	\$473,435	(\$455,957)	(\$2,324,936)	(\$620,411)	(\$1,456,187)
Total Dollar Return	\$732,174	\$276,637	(\$69,287)	\$4,204,454	\$5,203,464
Total Return³					
Portfolio	1.52%	0.57%	-0.12%	1.42%	1.02%
Benchmark ⁴	1.55%	0.20%	-0.81%	1.11%	0.81%
Basis Point Fee	0.02%	0.09%	0.09%	0.09%	0.09%
Net of Fee Return	1.50%	0.48%	-0.21%	1.33%	0.93%

1. The lesser of 10 years or since inception is shown. Since inception returns for periods one year or less are not shown. Performance inception date is June 30, 2010.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
 3. Returns for periods one year or less are presented on a periodic basis. Returns for periods greater than one year are presented on an annualized basis.
 4. The portfolio's benchmark is the ICE BofAML 1-3 Year U.S. Treasury Index. Source: Bloomberg.

Accrual Basis Earnings - CITY OF LOS ALTOS INVESTMENT PORTFOLIO



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	10 Year ¹
Interest Earned ²	\$258,739	\$732,594	\$2,255,649	\$4,824,865	\$6,659,651
Realized Gains / (Losses) ³	(\$186,807)	(\$557,038)	\$375,099	\$184,480	\$141,751
Change in Amortized Cost	(\$4,482)	(\$50,850)	(\$194,378)	(\$118,813)	(\$195,703)
Total Earnings	\$67,449	\$124,130	\$2,436,370	\$4,890,532	\$6,605,698

1. The lesser of 10 years or since inception is shown. Performance inception date is June 30, 2010.
 2. Interest earned calculated as the ending accrued interest less beginning accrued interest, plus net interest activity.
 3. Realized gains / (losses) are shown on an amortized cost basis.

Portfolio Holdings and Transactions

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	47.0%	
UNITED STATES TREASURY	47.0%	AA / Aaa / AAA
Federal Agency	2.8%	
FEDERAL HOME LOAN BANKS	1.0%	AA / Aaa / NR
FREDDIE MAC	1.8%	AA / Aaa / AAA
Agency CMBS	1.4%	
FANNIE MAE	0.4%	AA / Aaa / AAA
FREDDIE MAC	1.0%	AA / Aaa / AAA
Supranational	1.9%	
INTER-AMERICAN DEVELOPMENT BANK	1.0%	AAA / Aaa / AAA
INTL BANK OF RECONSTRUCTION AND DEV	0.8%	AAA / Aaa / AAA
Negotiable CD	2.9%	
CREDIT AGRICOLE SA	0.8%	A / Aa / AA
NORDEA BANK ABP	1.1%	AA / Aa / AA
TORONTO-DOMINION BANK	1.0%	A / A / NR
Corporate	27.6%	
ABBOTT LABORATORIES	0.3%	AA / A / NR
AMAZON.COM INC	0.7%	AA / A / AA
AMERICAN EXPRESS CO	0.7%	BBB / A / A
AMERICAN HONDA FINANCE	0.8%	A / A / A
ANZ BANKING GROUP LTD	0.5%	AA / Aa / A
ASTRAZENECA PLC	0.6%	A / A / A
BANK OF AMERICA CO	1.4%	A / A / AA
BRISTOL-MYERS SQUIBB CO	0.2%	A / A / NR
BROWN-FORMAN CORP	0.2%	A / A / NR
BURLINGTON NORTHERN SANTA FE	0.3%	AA / A / NR

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	27.6%	
CATERPILLAR INC	0.3%	A / A / A
CINTAS CORPORATION NO. 2	0.4%	A / A / NR
CITIGROUP INC	0.8%	BBB / A / A
COLGATE-PALMOLIVE COMPANY	0.6%	AA / Aa / NR
COMCAST CORP	0.4%	A / A / A
DEERE & COMPANY	0.6%	A / A / A
EXXON MOBIL CORP	0.3%	AA / Aa / NR
GENERAL DYNAMICS CORP	0.3%	A / A / NR
GOLDMAN SACHS GROUP INC	0.3%	BBB / A / A
HERSHEY COMPANY	0.2%	A / A / NR
HOME DEPOT INC	0.2%	A / A / A
HONEYWELL INTERNATIONAL	0.8%	A / A / A
HORMEL FOODS CORP	0.3%	A / A / NR
HSBC HOLDINGS PLC	0.8%	A / A / A
IBM CORP	0.8%	A / A / NR
INTEL CORPORATION	0.4%	A / A / A
JP MORGAN CHASE & CO	1.5%	A / A / AA
LOCKHEED MARTIN CORP	0.4%	A / A / A
MERCK & CO INC	0.3%	A / A / NR
MORGAN STANLEY	0.7%	A / A / A
NATIONAL AUSTRALIA BANK LTD	1.4%	AA / Aa / NR
NATIONAL RURAL UTILITIES CO FINANCE CORP	0.8%	A / A / A
PACCAR FINANCIAL CORP	0.8%	A / A / NR
PEPSICO INC	0.8%	A / A / NR
PNC FINANCIAL SERVICES GROUP	0.7%	A / A / A
PRAXAIR INC	0.9%	A / A / NR

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
Corporate	27.6%	
RABOBANK NEDERLAND	1.0%	A / Aa / AA
STATE STREET CORPORATION	0.7%	A / A / AA
TEXAS INSTRUMENTS INC	0.1%	A / Aa / NR
THE BANK OF NEW YORK MELLON CORPORATION	1.5%	A / A / AA
TOYOTA MOTOR CORP	0.8%	A / A / A
TRUIST FIN CORP	0.7%	A / A / A
UNILEVER PLC	0.4%	A / A / A
UNITEDHEALTH GROUP INC	0.2%	A / A / A
WAL-MART STORES INC	0.5%	AA / Aa / AA
WELLS FARGO & COMPANY	0.4%	BBB / A / A
ABS	16.5%	
ALLY AUTO RECEIVABLES TRUST	1.4%	AAA / Aaa / NR
AMERICAN EXPRESS CO	1.0%	AAA / NR / AAA
BMW FINANCIAL SERVICES NA LLC	0.0%	AAA / Aaa / NR
BMW VEHICLE OWNER TRUST	0.3%	AAA / Aaa / AAA
CAPITAL ONE FINANCIAL CORP	2.1%	AAA / Aaa / AAA
CARMAX AUTO OWNER TRUST	2.3%	AAA / Aaa / AAA
DISCOVER FINANCIAL SERVICES	1.4%	AAA / Aaa / AAA
FORD CREDIT AUTO OWNER TRUST	0.5%	AAA / NR / AAA
GM FINANCIAL CONSUMER AUTOMOBILE TRUST	1.1%	AAA / Aaa / AAA
GM FINANCIAL LEASINGTRUST	0.2%	AAA / NR / AAA
HARLEY-DAVIDSON MOTORCYCLE TRUST	0.9%	AAA / Aaa / AAA
HONDA AUTO RECEIVABLES	0.4%	AAA / Aaa / AAA
HYUNDAI AUTO RECEIVABLES	1.4%	AAA / NR / AAA
MERCEDES-BENZ AUTO RECEIVABLES	0.8%	AAA / Aaa / NR

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
ABS	16.5%	
NISSAN AUTO RECEIVABLES	0.5%	AAA / Aaa / NR
TOYOTA MOTOR CORP	1.2%	AAA / Aaa / AAA
VERIZON OWNER TRUST	0.2%	AAA / Aaa / AAA
VOLKSWAGEN AUTO LEASE TURST	0.2%	NR / Aaa / AAA
WORLD OMNI AUTO REC TRUST	0.5%	AAA / NR / AAA
Total	100.0%	

Ratings shown are calculated by assigning a numeral value to each security rating, then calculating a weighted average rating for each security type / issuer category using all available security ratings, excluding Not-Rated (NR) ratings. For security type / issuer categories where a rating from the applicable NRSRO is not available, a rating of NR is assigned. Includes accrued interest and excludes balances invested in overnight funds.

Issuer Distribution As of March 31, 2023

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	22,880,763	47.09%
FREDDIE MAC	1,360,204	2.80%
CARMAX AUTO OWNER TRUST	1,121,793	2.31%
CAPITAL ONE FINANCIAL CORP	1,006,696	2.07%
TOYOTA MOTOR CORP	946,331	1.95%
AMERICAN EXPRESS CO	842,110	1.73%
THE BANK OF NEW YORK MELLON CORPORATION	728,858	1.50%
JP MORGAN CHASE & CO	710,921	1.46%
DISCOVER FINANCIAL SERVICES	701,585	1.44%
HYUNDAI AUTO RECEIVABLES	699,688	1.44%
ALLY AUTO RECEIVABLES TRUST	691,678	1.42%
BANK OF AMERICA CO	686,181	1.41%
NATIONAL AUSTRALIA BANK LTD	665,828	1.37%
GM FINANCIAL CONSUMER AUTOMOBILE TRUST	542,554	1.12%
INTER-AMERICAN DEVELOPMENT BANK	505,913	1.04%
NORDEA BANK ABP	503,489	1.04%
TORONTO-DOMINION BANK	499,710	1.03%
RABOBANK NEDERLAND	481,321	0.99%
FEDERAL HOME LOAN BANKS	472,728	0.97%
HARLEY-DAVIDSON MOTORCYCLE TRUST	420,543	0.87%
PRAXAIR INC	420,023	0.86%
INTL BANK OF RECONSTRUCTION AND DEV	412,732	0.85%
AMERICAN HONDA FINANCE	411,983	0.85%
MERCEDES-BENZ AUTO RECEIVABLES	394,066	0.81%

Issuer	Market Value (\$)	% of Portfolio
CITIGROUP INC	389,935	0.80%
NATIONAL RURAL UTILITIES CO FINANCE CORP	387,641	0.80%
PACCAR FINANCIAL CORP	378,213	0.78%
PEPSICO INC	376,487	0.77%
HONEYWELL INTERNATIONAL	375,893	0.77%
CREDIT AGRICOLE SA	375,000	0.77%
IBM CORP	370,748	0.76%
HSBC HOLDINGS PLC	365,836	0.75%
MORGAN STANLEY	358,800	0.74%
STATE STREET CORPORATION	347,881	0.72%
PNC FINANCIAL SERVICES GROUP	347,676	0.72%
TRUIST FIN CORP	346,310	0.71%
AMAZON.COM INC	340,532	0.70%
DEERE & COMPANY	279,658	0.58%
ASTRAZENECA PLC	276,732	0.57%
COLGATE-PALMOLIVE COMPANY	268,530	0.55%
FORD CREDIT AUTO OWNER TRUST	254,663	0.52%
ANZ BANKING GROUP LTD	252,187	0.52%
NISSAN AUTO RECEIVABLES	240,014	0.49%
WORLD OMNI AUTO REC TRUST	237,214	0.49%
WAL-MART STORES INC	224,254	0.46%
UNILEVER PLC	215,891	0.44%
HONDA AUTO RECEIVABLES	211,138	0.43%
INTEL CORPORATION	197,067	0.41%
FANNIE MAE	192,782	0.40%
WELLS FARGO & COMPANY	188,978	0.39%
COMCAST CORP	178,701	0.37%

Issuer	Market Value (\$)	% of Portfolio
LOCKHEED MARTIN CORP	177,809	0.37%
CINTAS CORPORATION NO. 2	171,023	0.35%
HORMEL FOODS CORP	166,359	0.34%
GENERAL DYNAMICS CORP	161,403	0.33%
ABBOTT LABORATORIES	161,294	0.33%
BMW VEHICLE OWNER TRUST	151,701	0.31%
GOLDMAN SACHS GROUP INC	146,570	0.30%
MERCK & CO INC	127,021	0.26%
EXXON MOBIL CORP	126,229	0.26%
CATERPILLAR INC	122,384	0.25%
BURLINGTON NORTHERN SANTA FE	121,443	0.25%
HERSHEY COMPANY	120,305	0.25%
BRISTOL-MYERS SQUIBB CO	114,140	0.23%
BROWN-FORMAN CORP	112,312	0.23%
VERIZON OWNER TRUST	105,079	0.22%
VOLKSWAGEN AUTO LEASE TURST	98,087	0.20%
HOME DEPOT INC	93,308	0.19%
GM FINANCIAL LEASINGTRUST	91,114	0.19%
UNITEDHEALTH GROUP INC	81,355	0.17%
TEXAS INSTRUMENTS INC	55,381	0.11%
BMW FINANCIAL SERVICES NA LLC	13,383	0.03%
Grand Total	48,604,156	100.00%

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY NOTES DTD 12/15/2020 0.125% 12/15/2023	91282CBA8	850,000.00	AA+	Aaa	1/6/2021	1/7/2021	847,974.60	0.21	312.33	849,512.54	823,171.88
US TREASURY NOTES DTD 01/15/2021 0.125% 01/15/2024	91282CBE0	2,300,000.00	AA+	Aaa	2/2/2021	2/3/2021	2,296,316.41	0.18	603.59	2,299,010.63	2,218,421.76
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	1,250,000.00	AA+	Aaa	3/1/2021	3/3/2021	1,244,580.08	0.27	194.23	1,248,392.61	1,201,171.87
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	350,000.00	AA+	Aaa	2/23/2021	2/25/2021	349,015.63	0.22	54.39	349,709.68	336,328.13
US TREASURY NOTES DTD 05/01/2017 2.000% 04/30/2024	912828X70	575,000.00	AA+	Aaa	4/1/2021	4/5/2021	603,547.85	0.37	4,828.73	585,059.23	559,007.81
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	142,000.00	AA+	Aaa	6/22/2021	6/24/2021	141,173.52	0.45	104.35	141,664.69	134,988.75
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	2,000,000.00	AA+	Aaa	7/1/2021	7/7/2021	1,987,031.25	0.47	1,469.78	1,994,674.84	1,901,250.00
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	600,000.00	AA+	Aaa	8/9/2021	8/10/2021	599,367.19	0.41	472.38	599,721.45	569,718.72
US TREASURY N/B NOTES DTD 07/15/2021 0.375% 07/15/2024	91282CCL3	750,000.00	AA+	Aaa	8/4/2021	8/6/2021	750,878.91	0.33	590.47	750,385.44	712,148.40
US TREASURY N/B NOTES DTD 08/15/2021 0.375% 08/15/2024	91282CCT6	1,575,000.00	AA+	Aaa	9/1/2021	9/3/2021	1,573,277.34	0.41	734.20	1,574,197.05	1,491,328.13
US TREASURY N/B NOTES DTD 09/15/2021 0.375% 09/15/2024	91282CCX7	1,000,000.00	AA+	Aaa	10/1/2021	10/6/2021	995,937.50	0.51	173.23	997,985.76	944,687.50
US TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	1,650,000.00	AA+	Aaa	5/4/2021	5/6/2021	1,710,263.67	0.44	10,392.27	1,677,388.28	1,580,132.73
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	975,000.00	AA+	Aaa	6/2/2021	6/7/2021	1,011,181.64	0.42	4,901.78	992,322.81	932,496.05
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	575,000.00	AA+	Aaa	6/15/2021	6/17/2021	595,911.13	0.44	2,890.80	585,091.03	549,933.56
US TREASURY N/B NOTES DTD 12/15/2021 1.000% 12/15/2024	91282CDN8	325,000.00	AA+	Aaa	1/3/2022	1/5/2022	324,771.48	1.02	955.36	324,867.35	307,937.50

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury											
US TREASURY NOTES DTD 06/30/2020 0.250% 06/30/2025	912828ZW3	1,000,000.00	AA+	Aaa	6/1/2022	6/3/2022	923,281.25	2.88	628.45	943,912.65	921,562.50
US TREASURY N/B NOTES DTD 07/15/2022 3.000% 07/15/2025	91282CEY3	1,200,000.00	AA+	Aaa	8/5/2022	8/8/2022	1,195,453.13	3.14	7,558.01	1,196,454.12	1,174,125.00
US TREASURY N/B NOTES DTD 07/15/2022 3.000% 07/15/2025	91282CEY3	425,000.00	AA+	Aaa	9/1/2022	9/6/2022	418,708.01	3.55	2,676.80	419,956.76	415,835.94
US TREASURY N/B NOTES DTD 09/15/2022 3.500% 09/15/2025	91282CFK2	600,000.00	AA+	Aaa	10/6/2022	10/11/2022	587,976.56	4.23	970.11	589,909.30	594,187.50
US TREASURY N/B NOTES DTD 11/15/2022 4.500% 11/15/2025	91282CFW6	1,375,000.00	AA+	Aaa	12/16/2022	12/16/2022	1,393,906.25	3.99	23,416.78	1,392,024.50	1,395,195.31
US TREASURY N/B NOTES DTD 01/15/2023 3.875% 01/15/2026	91282CGE5	2,550,000.00	AA+	Aaa	1/30/2023	2/1/2023	2,544,123.05	3.96	20,745.17	2,544,444.40	2,550,796.88
US TREASURY N/B NOTES DTD 02/15/2023 4.000% 02/15/2026	91282CGL9	1,560,000.00	AA+	Aaa	3/2/2023	3/3/2023	1,532,700.00	4.64	7,756.91	1,533,433.06	1,566,337.50
Security Type Sub-Total		23,627,000.00					23,627,376.45	1.69	92,430.12	23,590,118.18	22,880,763.42
Supranational											
INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	425,000.00	AAA	Aaa	11/17/2020	11/24/2020	424,086.25	0.32	374.83	424,802.23	412,731.95
INTER-AMERICAN DEVEL BK NOTES DTD 09/23/2021 0.500% 09/23/2024	4581X0DZ8	535,000.00	AAA	Aaa	9/15/2021	9/23/2021	534,604.10	0.52	59.44	534,804.58	505,913.12
Security Type Sub-Total		960,000.00					958,690.35	0.43	434.27	959,606.81	918,645.07
Negotiable CD											
CREDIT AGRICOLE CIB NY CERT DEPOS DTD 08/19/2022 4.100% 08/16/2024	22536AZR8	375,000.00	A+	Aa3	8/17/2022	8/19/2022	375,000.00	4.07	9,609.38	375,000.00	375,000.00
TORONTO DOMINION BANK NY CERT DEPOS DTD 10/31/2022 5.600% 10/27/2025	89115B6K1	500,000.00	A	A1	10/27/2022	10/31/2022	500,000.00	5.58	11,822.22	500,000.00	499,710.00

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Negotiable CD											
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 11/03/2022 5.530% 11/03/2025	65558UYF3	500,000.00	AA-	Aa3	11/2/2022	11/3/2022	500,000.00	5.53	11,367.22	500,000.00	503,488.50
Security Type Sub-Total		1,375,000.00					1,375,000.00	5.15	32,798.82	1,375,000.00	1,378,198.50
Federal Agency											
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAF2	900,000.00	AA+	Aaa	12/2/2020	12/4/2020	899,109.00	0.28	731.25	899,799.02	872,788.50
FEDERAL HOME LOAN BANK NOTES (CALLABLE) DTD 11/08/2021 1.000% 11/08/2024	3130APQ81	500,000.00	AA+	Aaa	8/5/2022	8/9/2022	474,207.91	3.40	1,986.11	481,581.56	472,727.50
Security Type Sub-Total		1,400,000.00					1,373,316.91	1.38	2,717.36	1,381,380.58	1,345,516.00
Corporate											
CITIGROUP INC (CALLABLE) CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	75,000.00	BBB+	A3	10/2/2020	10/6/2020	76,853.25	0.98	475.43	75,085.74	74,538.98
CITIGROUP INC (CALLABLE) CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	150,000.00	BBB+	A3	5/7/2020	5/14/2020	150,000.00	1.68	950.87	150,000.00	149,077.95
HSBC USA INC CORPORATE NOTES DTD 05/24/2022 3.750% 05/24/2024	40428HTA0	375,000.00	A-	A1	5/17/2022	5/24/2022	374,985.00	3.75	4,960.94	374,991.40	365,836.13
ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 0.700% 05/28/2024	04636NAC7	290,000.00	A	A3	5/25/2021	5/28/2021	289,973.90	0.70	693.58	289,989.93	276,731.63
HORMEL FOODS CORP NOTES (CALLABLE) DTD 06/03/2021 0.650% 06/03/2024	440452AG5	175,000.00	A-	A1	3/10/2022	3/14/2022	169,457.75	2.12	372.85	172,071.89	166,359.38
BANK OF AMERICA (CALLABLE) CORP NOTES DTD 07/23/2018 3.864% 07/23/2024	06051GHL6	200,000.00	A-	A2	9/28/2020	10/1/2020	216,830.00	1.58	1,459.73	201,879.85	198,898.20
AMERICAN EXPRESS CO CORP NOTES (CALLABLE) DTD 07/30/2019 2.500% 07/30/2024	025816CG2	225,000.00	BBB+	A2	11/19/2021	11/23/2021	233,055.00	1.14	953.13	228,866.40	216,961.43

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 09/09/2021 0.750% 08/09/2024	02665WDY4	185,000.00	A-	A3	9/7/2021	9/9/2021	184,877.90	0.77	200.42	184,943.13	175,271.04
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	145,000.00	A+	A1	8/3/2021	8/9/2021	144,921.70	0.52	104.72	144,964.56	136,819.68
UNILEVER CAPITAL CORP (CALLABLE) CORPORA DTD 08/12/2021 0.626% 08/12/2024	904764BN6	100,000.00	A+	A1	8/9/2021	8/12/2021	100,000.00	0.63	85.21	100,000.00	94,518.70
COOPERAT RABOBANK UA/NY CORPORATE NOTES DTD 08/22/2022 3.875% 08/22/2024	21688AAU6	250,000.00	A+	Aa2	8/15/2022	8/22/2022	249,885.00	3.90	1,049.48	249,919.92	246,188.50
GOLDMAN SACHS GROUP INC (CALLABLE) CORP DTD 06/10/2021 0.657% 09/10/2024	38141GYE8	150,000.00	BBB+	A2	6/7/2021	6/10/2021	150,000.00	0.66	57.49	150,000.00	146,569.95
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 09/13/2021 0.625% 09/13/2024	89236TJN6	200,000.00	A+	A1	9/8/2021	9/13/2021	199,906.00	0.64	62.50	199,954.46	188,731.00
BANK OF AMERICA CORP (CALLABLE) CORPORAT DTD 10/21/2020 0.810% 10/24/2024	06051GJH3	275,000.00	A-	A2	10/16/2020	10/21/2020	275,000.00	0.81	971.44	275,000.00	267,281.85
HONEYWELL INTERNATIONAL CORPORATE NOTES DTD 11/02/2022 4.850% 11/01/2024	438516CH7	210,000.00	A	A2	10/28/2022	11/2/2022	209,964.30	4.86	4,215.46	209,971.64	211,385.16
TEXAS INSTRUMENTS INC CORPORATE NOTES DTD 11/18/2022 4.700% 11/18/2024	882508BR4	55,000.00	A+	Aa3	11/15/2022	11/18/2022	54,975.25	4.72	955.01	54,979.79	55,381.26
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 01/10/2022 1.250% 01/10/2025	24422EVY2	220,000.00	A	A2	1/4/2022	1/10/2022	219,896.60	1.27	618.75	219,938.68	208,025.84
COOPERATIEVE RABOBANK UA CORPORATE NOTES DTD 01/12/2022 1.375% 01/10/2025	21688AAS1	250,000.00	A+	Aa2	1/19/2022	1/24/2022	248,020.00	1.65	773.44	248,810.54	235,132.50
AMERICAN HONDA FINANCE CORPORATE NOTES DTD 01/13/2022 1.500% 01/13/2025	02665WEA5	250,000.00	A-	A3	1/11/2022	1/13/2022	249,802.50	1.53	812.50	249,882.33	236,712.00

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
LINDE INC/CT (CALLABLE) CORPORATE NOTES DTD 02/05/2015 2.650% 02/05/2025	74005PBN3	175,000.00	A	A2	3/4/2022	3/8/2022	177,549.75	2.13	721.39	176,530.37	169,103.55
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 02/07/2022 1.875% 02/07/2025	63743HFC1	65,000.00	A-	A2	2/22/2022	2/24/2022	64,400.70	2.20	182.81	64,623.42	61,602.78
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 02/07/2022 1.875% 02/07/2025	63743HFC1	110,000.00	A-	A2	1/31/2022	2/7/2022	109,996.70	1.88	309.38	109,997.96	104,250.85
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.750% 02/10/2025	58933YAR6	130,000.00	A+	A1	3/9/2021	3/11/2021	138,819.20	0.98	506.46	133,876.50	127,020.92
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	200,000.00	A+	A1	9/23/2021	9/27/2021	205,542.00	0.96	480.00	203,069.42	190,076.20
JPMORGAN CHASE & CO CORP NOTES (CALLABLE) DTD 02/16/2021 0.563% 02/16/2025	46647PBY1	170,000.00	A-	A1	2/9/2021	2/16/2021	170,000.00	0.56	119.64	170,000.00	162,639.34
AMERICAN EXPRESS CO CORP NOTES (CALLABLE) DTD 03/04/2022 2.250% 03/04/2025	025816CQ0	100,000.00	BBB+	A2	3/2/2022	3/4/2022	99,821.00	2.31	168.75	99,885.19	94,916.40
AMERICAN EXPRESS CO CORP NOTES (CALLABLE) DTD 03/04/2022 2.250% 03/04/2025	025816CQ0	50,000.00	BBB+	A2	3/1/2022	3/4/2022	49,949.50	2.29	84.38	49,967.61	47,458.20
EXXON MOBIL CORP CORPORATE NT (CALLABLE) DTD 03/06/2015 2.709% 03/06/2025	30231GAF9	130,000.00	AA-	Aa2	3/26/2021	3/30/2021	138,049.60	1.10	244.56	133,675.21	126,228.96
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/07/2022 2.125% 03/07/2025	24422EWB1	50,000.00	A	A2	3/3/2022	3/7/2022	50,100.00	2.06	70.83	50,064.42	47,755.00
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/07/2022 2.125% 03/07/2025	24422EWB1	25,000.00	A	A2	3/2/2022	3/7/2022	24,989.25	2.14	35.42	24,993.08	23,877.50
ABBOTT LABORATORIES CORP NOTE (CALLABLE) DTD 03/10/2015 2.950% 03/15/2025	002824BB5	165,000.00	AA-	A1	3/10/2022	3/14/2022	167,547.60	2.41	216.33	166,578.65	161,294.27

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
UNILEVER CAPITAL CORP NOTES (CALLABLE) DTD 03/22/2018 3.375% 03/22/2025	904764BB2	125,000.00	A+	A1	2/22/2022	2/24/2022	129,088.75	2.27	105.47	126,902.63	121,372.63
BURLINGTN NORTH SANTA FE CORP NOTES (CAL DTD 03/09/2015 3.000% 04/01/2025	12189LAV3	125,000.00	AA-	A3	3/5/2021	3/9/2021	134,578.75	1.07	1,875.00	129,404.58	121,443.00
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 04/07/2022 2.850% 04/07/2025	69371RR73	250,000.00	A+	A1	3/31/2022	4/7/2022	249,935.00	2.86	3,443.75	249,956.29	241,393.25
AMAZON.COM INC CORPORATE NOTES DTD 04/13/2022 3.000% 04/13/2025	023135CE4	350,000.00	AA	A1	4/11/2022	4/13/2022	349,443.50	3.06	4,900.00	349,622.74	340,532.15
BROWN-FORMAN CORP NOTES (CALLABLE) DTD 03/26/2018 3.500% 04/15/2025	115637AS9	115,000.00	A-	A1	2/24/2022	2/28/2022	119,465.45	2.21	1,855.97	117,828.53	112,312.22
HOME DEPOT INC (CALLABLE) CORPORATE NOTE DTD 03/28/2022 2.700% 04/15/2025	437076CM2	40,000.00	A	A2	3/24/2022	3/28/2022	39,930.00	2.76	498.00	39,953.19	38,700.00
BANK OF NY MELLON (CALLABLE) CORP NOTES DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	125,000.00	A	A1	3/10/2022	3/14/2022	121,988.75	2.41	872.22	123,003.09	115,430.62
BANK OF NY MELLON (CALLABLE) CORP NOTES DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	135,000.00	A	A1	3/9/2021	3/11/2021	138,202.20	1.01	942.00	136,570.69	124,665.08
BANK OF NY MELLON CORP (CALLABLE) CORP N DTD 04/26/2022 3.350% 04/25/2025	06406RBC0	250,000.00	A	A1	4/19/2022	4/26/2022	249,965.00	3.36	3,629.17	249,975.87	242,513.75
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	70,000.00	A-	A3	5/2/2022	5/4/2022	69,794.90	3.55	1,006.25	69,857.20	68,409.04
CITIGROUP INC (CALLABLE) CORPORATE NOTES DTD 05/04/2021 0.981% 05/01/2025	172967MX6	175,000.00	BBB+	A3	4/28/2021	5/4/2021	175,458.50	0.91	715.31	175,166.12	166,317.90
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	105,000.00	A-	A3	4/26/2022	5/3/2022	104,976.90	3.46	1,509.38	104,983.93	102,613.56

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/13/2022 3.400% 05/13/2025	14913R2V8	30,000.00	A	A2	5/10/2022	5/13/2022	29,997.00	3.40	391.00	29,997.88	29,372.07
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/13/2022 3.400% 05/13/2025	14913R2V8	95,000.00	A	A2	5/10/2022	5/13/2022	94,879.35	3.44	1,238.17	94,914.91	93,011.56
GENERAL DYNAMICS CORP (CALLABLE) CORP NO DTD 05/11/2018 3.500% 05/15/2025	369550BG2	165,000.00	A-	A3	3/4/2022	3/8/2022	171,512.55	2.21	2,181.67	169,215.74	161,403.33
PNC BANK NA CORP NOTE (CALLABLE) DTD 06/01/2015 3.250% 06/01/2025	69353REQ7	250,000.00	A	A2	8/23/2022	8/25/2022	245,665.00	3.92	2,708.33	246,604.04	237,628.50
HONEYWELL INTL CORP NOTES (CALLABLE) DTD 05/18/2020 1.350% 06/01/2025	438516CB0	175,000.00	A	A2	3/2/2022	3/4/2022	171,234.00	2.04	787.50	172,482.98	164,507.88
HERSHEY CO CORP NOTES (CALLABLE) DTD 06/01/2020 0.900% 06/01/2025	427866BF4	130,000.00	A	A1	2/23/2022	2/25/2022	124,784.40	2.18	390.00	126,534.60	120,304.73
JPMORGAN CHASE & CO (CALLABLE) CORP NOTE DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	345,000.00	A-	A1	5/24/2021	6/1/2021	345,000.00	0.82	947.60	345,000.00	327,035.85
TRUIST FINANCIAL CORP NOTES (CALLABLE) DTD 06/05/2018 3.700% 06/05/2025	05531FBE2	231,000.00	A-	A3	2/7/2022	2/9/2022	242,822.58	2.10	2,754.03	238,658.15	221,043.67
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.500% 06/09/2025	63254ABD9	255,000.00	AA-	Aa3	5/31/2022	6/9/2022	255,000.00	3.50	2,776.67	255,000.00	247,267.38
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	60,000.00	A-	A2	5/2/2022	5/4/2022	59,680.20	3.63	609.50	59,773.50	58,226.70
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	40,000.00	A-	A2	4/27/2022	5/4/2022	39,989.20	3.46	406.33	39,992.35	38,817.80
JP MORGAN CHASE CORP NOTES (CALLABLE) DTD 07/21/2015 3.900% 07/15/2025	46625HMN7	225,000.00	A-	A1	3/10/2022	3/14/2022	232,026.75	2.91	1,852.50	229,640.89	221,245.88

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
MORGAN STANLEY CORP NOTES DTD 07/23/2015 4.000% 07/23/2025	6174468C6	85,000.00	A-	A1	6/22/2022	6/24/2022	84,900.55	4.04	642.22	84,925.39	83,327.03
IBM CORP CORPORATE NOTES DTD 07/27/2022 4.000% 07/27/2025	459200KS9	375,000.00	A-	A3	7/20/2022	7/27/2022	375,000.00	4.00	2,666.67	375,000.00	370,747.88
INTEL CORP NOTES (CALLABLE) DTD 07/29/2015 3.700% 07/29/2025	458140AS9	200,000.00	A	A2	1/30/2023	2/1/2023	195,476.00	4.67	1,274.44	195,769.64	197,067.40
BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	225,000.00	A-	A2	3/10/2022	3/14/2022	232,420.50	2.84	1,453.13	230,121.11	220,001.40
COLGATE-PALMOLIVE CO CORPORATE NOTES DTD 08/09/2022 3.100% 08/15/2025	194162AM5	55,000.00	AA-	Aa3	8/1/2022	8/9/2022	54,949.40	3.13	217.86	54,960.19	53,582.21
WALMART INC CORPORATE NOTES DTD 09/09/2022 3.900% 09/09/2025	931142EW9	225,000.00	AA	Aa2	9/6/2022	9/9/2022	224,842.50	3.93	536.25	224,871.82	224,253.68
HOME DEPOT INC NOTES (CALLABLE) DTD 09/19/2022 4.000% 09/15/2025	437076CR1	55,000.00	A	A2	9/12/2022	9/19/2022	54,980.20	4.01	97.78	54,983.72	54,608.07
UNITEDHEALTH GROUP INC CORPORATE NOTES DTD 10/28/2022 5.150% 10/15/2025	91324PEN8	80,000.00	A+	A3	10/25/2022	10/28/2022	79,992.80	5.15	1,751.00	79,993.83	81,354.80
LOCKHEED MARTIN CORP NOTES (CALLABLE) DTD 10/24/2022 4.950% 10/15/2025	539830BU2	80,000.00	A-	A3	10/19/2022	10/24/2022	79,772.00	5.05	1,727.00	79,805.35	81,283.92
LOCKHEED MARTIN CORP NOTES (CALLABLE) DTD 10/24/2022 4.950% 10/15/2025	539830BU2	95,000.00	A-	A3	11/1/2022	11/3/2022	95,046.55	4.93	2,050.81	95,039.93	96,524.66
PNC FINANCIAL SERVICES CORP NOTE (CALLAB DTD 10/28/2022 5.671% 10/28/2025	693475BH7	110,000.00	A-	A3	10/25/2022	10/28/2022	110,000.00	5.67	2,651.19	110,000.00	110,047.19
COMCAST CORP CORPORATE NOTES DTD 11/07/2022 5.250% 11/07/2025	20030NDZ1	110,000.00	A-	A3	11/3/2022	11/7/2022	109,734.90	5.34	2,310.00	109,769.97	112,326.17
COMCAST CORP CORPORATE NOTES DTD 11/07/2022 5.250% 11/07/2025	20030NDZ1	65,000.00	A-	A3	10/31/2022	11/7/2022	64,982.45	5.26	1,365.00	64,984.77	66,374.56
BRISTOL-MYERS SQUIBB CO CORPORATE NOTES DTD 11/13/2020 0.750% 11/13/2025	110122DN5	125,000.00	A+	A2	2/22/2022	2/24/2022	118,435.00	2.23	359.38	120,373.56	114,139.63

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
LINDE INC/CT CORPORATE NOTES (CALLABLE) DTD 12/05/2022 4.700% 12/05/2025	53522KAB9	250,000.00	A	A2	11/28/2022	12/5/2022	249,730.00	4.74	3,786.11	249,758.82	250,919.50
AUST & NZ BANKING GRP NY CORPORATE NOTES DTD 12/08/2022 5.088% 12/08/2025	05254JAA8	250,000.00	AA-	Aa3	11/29/2022	12/8/2022	250,000.00	5.09	3,992.67	250,000.00	252,186.75
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 01/12/2023 4.966% 01/12/2026	63253QAA2	415,000.00	AA-	Aa3	1/4/2023	1/12/2023	415,000.00	4.97	4,522.51	415,000.00	418,560.29
STATE STREET CORP (CALLABLE) CORPORATE N DTD 02/07/2022 1.746% 02/06/2026	857477BR3	110,000.00	A	A1	2/2/2022	2/7/2022	110,000.00	1.75	293.43	110,000.00	104,158.01
PEPSICO INC CORP NOTES (CALLABLE) DTD 02/15/2023 4.550% 02/13/2026	713448FQ6	370,000.00	A+	A1	2/13/2023	2/15/2023	369,785.40	4.57	2,151.14	369,794.23	376,487.21
MORGAN STANLEY CORP NOTES (CALLABLE) DTD 02/18/2022 2.630% 02/18/2026	61747YEM3	290,000.00	A-	A1	2/16/2022	2/18/2022	290,000.00	2.63	911.00	290,000.00	275,472.74
COLGATE-PALMOLIVE CO CORPORATE NOTES DTD 03/01/2023 4.800% 03/02/2026	194162AQ6	210,000.00	AA-	Aa3	2/27/2023	3/1/2023	209,756.40	4.84	840.00	209,763.28	214,948.23
NATIONAL RURAL UTIL COOP CORP NOTES (CAL DTD 02/09/2023 4.450% 03/13/2026	63743HFH0	125,000.00	A-	A2	2/3/2023	2/9/2023	124,536.25	4.58	803.48	124,557.22	124,743.13
STATE STREET CORP NOTES (CALLABLE) DTD 10/29/2020 2.901% 03/30/2026	857477BM4	255,000.00	A	A1	2/17/2022	2/22/2022	260,133.15	2.38	20.55	258,305.71	243,722.63
WELLS FARGO & CO CORP NOTES DTD 04/22/2016 3.000% 04/22/2026	949746RW3	200,000.00	BBB+	A1	3/28/2023	3/30/2023	188,176.00	5.11	2,650.00	188,197.13	188,978.00
BANK OF NEW YORK MELLON CORP NOTES (CALL DTD 07/26/2022 4.414% 07/24/2026	06406RBJ5	80,000.00	A	A1	7/19/2022	7/26/2022	80,000.00	4.41	657.20	80,000.00	78,799.60
BANK OF NEW YORK MELLON CORP NOTES (CALL DTD 07/26/2022 4.414% 07/24/2026	06406RBJ5	170,000.00	A	A1	7/20/2022	7/26/2022	170,554.20	4.32	1,396.54	170,428.06	167,449.15

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate											
TRUIST FIN CORP NOTES (CALLABLE) DTD 07/28/2022 4.260% 07/28/2026	89788MAH5	65,000.00	A-	A3	7/26/2022	7/28/2022	65,065.00	4.23	484.58	65,050.35	62,633.35
TRUIST FIN CORP NOTES (CALLABLE) DTD 07/28/2022 4.260% 07/28/2026	89788MAH5	65,000.00	A-	A3	7/25/2022	7/28/2022	65,000.00	4.26	484.58	65,000.00	62,633.35
Security Type Sub-Total		13,756,000.00					13,818,857.43	2.84	103,405.24	13,772,006.07	13,369,544.24
Agency CMBS											
FHMS K053 A2 DTD 03/29/2016 2.995% 12/01/2025	3137BN6G4	250,000.00	AA+	Aaa	8/4/2022	8/9/2022	247,119.14	3.36	623.96	247,119.14	240,994.71
FNA 2016-M3 A2 DTD 03/31/2016 2.702% 02/01/2026	3136ARTE8	201,869.87	AA+	Aaa	8/31/2022	9/6/2022	195,033.10	3.76	454.54	195,033.10	192,782.07
FHMS K057 A2 DTD 09/28/2016 2.570% 07/01/2026	3137BRQJ7	260,000.00	AA+	Aaa	3/2/2023	3/7/2023	241,779.69	4.86	556.83	241,779.69	246,420.98
Security Type Sub-Total		711,869.87					683,931.93	4.02	1,635.33	683,931.93	680,197.76
ABS											
BMWLT 2021-1 A3 DTD 03/10/2021 0.290% 01/25/2024	05591RAC8	13,467.21	AAA	Aaa	3/2/2021	3/10/2021	13,466.78	0.29	0.65	13,467.09	13,383.46
GMALT 2021-2 A3 DTD 05/26/2021 0.340% 05/20/2024	380144AC9	91,981.80	AAA	NR	5/18/2021	5/26/2021	91,967.35	0.35	9.56	91,976.30	91,114.42
NAROT 2019-C A3 DTD 10/23/2019 1.930% 07/15/2024	65479JAD5	6,750.65	AAA	Aaa	10/16/2019	10/23/2019	6,750.29	1.93	5.79	6,750.55	6,744.38
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	4,193.03	AAA	Aaa	1/21/2020	1/29/2020	4,192.54	1.85	2.37	4,192.89	4,183.17
TAOT 2020-C A3 DTD 07/27/2020 0.440% 10/15/2024	89237VAB5	48,130.98	AAA	Aaa	7/21/2020	7/27/2020	48,127.28	0.44	9.41	48,129.63	47,563.78
HAROT 2020-3 A3 DTD 09/29/2020 0.370% 10/18/2024	43813KAC6	64,524.75	AAA	NR	9/22/2020	9/29/2020	64,515.28	0.37	8.62	64,521.13	63,244.33
BMWOT 2020-A A3 DTD 07/15/2020 0.480% 10/25/2024	09661RAD3	20,510.70	AAA	NR	7/8/2020	7/15/2020	20,509.15	0.48	1.64	20,510.13	20,312.96
CARMX 2020-1 A3 DTD 01/22/2020 1.890% 12/16/2024	14315XAC2	34,769.68	AAA	NR	1/14/2020	1/22/2020	34,762.86	1.89	29.21	34,767.30	34,470.43

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
HART 2020-B A3 DTD 07/22/2020 0.480% 12/16/2024	44933FAC0	37,592.59	AAA	NR	7/14/2020	7/22/2020	37,585.55	0.48	8.02	37,589.85	37,227.63
VZOT 2020-B A DTD 08/12/2020 0.470% 02/20/2025	92290BAA9	101,968.08	NR	Aaa	8/4/2020	8/12/2020	101,946.66	0.47	14.64	101,959.13	100,895.98
GMCAR 2020-3 A3 DTD 08/19/2020 0.450% 04/16/2025	362590AC5	71,485.35	NR	Aaa	8/11/2020	8/19/2020	71,468.99	0.46	13.40	71,478.18	70,137.89
WOART 2020-B A3 DTD 06/24/2020 0.630% 05/15/2025	98163WAC0	57,333.58	AAA	NR	6/16/2020	6/24/2020	57,329.08	0.63	16.05	57,331.63	56,292.69
VWALT 2022-A A3 DTD 06/14/2022 3.440% 07/21/2025	92868AAC9	100,000.00	NR	Aaa	6/7/2022	6/14/2022	99,992.04	3.44	105.11	99,994.08	98,086.55
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	87,597.25	AAA	NR	4/20/2021	4/28/2021	87,588.03	0.38	14.79	87,592.08	84,983.54
HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	155,000.00	NR	Aaa	11/16/2021	11/24/2021	154,967.33	0.89	37.89	154,977.93	147,893.23
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	101,237.34	AAA	NR	4/13/2021	4/21/2021	101,215.52	0.52	23.40	101,224.31	97,740.69
HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	120,000.00	AAA	NR	11/9/2021	11/17/2021	119,973.22	0.75	39.47	119,981.38	114,561.38
FORDO 2022-A A3 DTD 01/24/2022 1.290% 06/15/2026	345286AC2	130,000.00	AAA	NR	1/19/2022	1/24/2022	129,984.56	1.29	74.53	129,988.72	124,424.17
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	256,656.75	AAA	Aaa	7/21/2021	7/28/2021	256,614.53	0.55	62.74	256,629.02	245,891.28
BMWOT 2022-A A3 DTD 05/18/2022 3.210% 08/25/2026	05602RAD3	135,000.00	AAA	Aaa	5/10/2022	5/18/2022	134,992.98	3.21	72.23	134,994.41	131,387.68
COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	160,000.00	AAA	Aaa	10/19/2021	10/27/2021	159,996.98	0.77	54.76	159,997.86	151,777.66
TAOT 2022-B A3 DTD 04/13/2022 2.930% 09/15/2026	89238FAD5	145,000.00	AAA	Aaa	4/7/2022	4/13/2022	144,996.61	2.93	188.82	144,997.35	140,590.09
DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	155,000.00	AAA	Aaa	9/20/2021	9/27/2021	154,966.81	0.58	39.96	154,976.89	145,652.60
GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	100,000.00	AAA	Aaa	10/13/2021	10/21/2021	99,997.45	0.68	28.33	99,998.20	94,819.20
HART 2022-A A3 DTD 03/16/2022 2.220% 10/15/2026	448977AD0	140,000.00	AAA	NR	3/9/2022	3/16/2022	139,994.61	2.22	138.13	139,995.84	134,595.50

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
WOART 2021-D A3 DTD 11/03/2021 0.810% 10/15/2026	98163KAC6	190,000.00	AAA	NR	10/26/2021	11/3/2021	189,974.12	0.81	68.40	189,981.48	180,920.96
COMET 2021-A3 A3 DTD 11/30/2021 1.040% 11/15/2026	14041NFY2	305,000.00	AAA	NR	11/18/2021	11/30/2021	304,957.97	1.04	140.98	304,969.27	287,017.72
ALLYA 2022-1 A3 DTD 05/18/2022 3.310% 11/15/2026	02008JAC0	245,000.00	AAA	Aaa	5/10/2022	5/18/2022	244,952.57	3.31	360.42	244,961.76	239,679.24
GMCAR 2022-1 A3 DTD 01/19/2022 1.260% 11/16/2026	380146AC4	110,000.00	AAA	NR	1/11/2022	1/19/2022	109,990.44	1.26	57.75	109,992.81	104,572.03
HDMOT 2022-A A3 DTD 04/20/2022 3.060% 02/15/2027	41284YAD8	255,000.00	AAA	Aaa	4/12/2022	4/20/2022	254,957.54	3.06	346.80	254,965.88	249,240.09
GMCAR 2022-2 A3 DTD 04/13/2022 3.100% 02/16/2027	362585AC5	125,000.00	AAA	Aaa	4/5/2022	4/13/2022	124,973.88	3.10	161.46	124,979.09	121,041.66
CARMX 2022-2 A3 DTD 04/28/2022 3.490% 02/16/2027	14317HAC5	190,000.00	AAA	Aaa	4/21/2022	4/28/2022	189,971.10	3.49	294.71	189,976.67	185,841.83
COMET 2022-A1 A1 DTD 03/30/2022 2.800% 03/15/2027	14041NFZ9	250,000.00	AAA	NR	3/23/2022	3/30/2022	249,981.15	2.80	311.11	249,984.97	241,089.45
CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	265,000.00	AAA	NR	7/12/2022	7/20/2022	264,993.75	3.97	467.58	264,994.67	259,428.48
TAOT 2022-C A3 DTD 08/16/2022 3.760% 04/15/2027	89231CAD9	105,000.00	AAA	NR	8/8/2022	8/16/2022	104,982.45	3.76	175.47	104,984.80	103,033.26
GMCAR 2022-3 A3 DTD 07/13/2022 3.640% 04/16/2027	36265WAD5	155,000.00	NR	Aaa	7/6/2022	7/13/2022	154,998.93	3.64	235.08	154,999.09	151,983.22
COMET 2022-A2 A DTD 06/14/2022 3.490% 05/15/2027	14041NGA3	335,000.00	AAA	NR	6/6/2022	6/14/2022	334,946.47	3.49	519.62	334,955.14	326,810.69
AMXCA 2022-2 A DTD 05/24/2022 3.390% 05/17/2027	02582JTT8	370,000.00	AAA	NR	5/17/2022	5/24/2022	369,918.16	3.39	557.47	369,932.20	361,191.93
ALLYA 2022-2 A3 DTD 10/12/2022 4.760% 05/17/2027	02008MAC3	450,000.00	AAA	Aaa	10/4/2022	10/12/2022	449,994.42	4.76	952.00	449,994.99	451,998.68
NAROT 2022-B A3 DTD 09/28/2022 4.460% 05/17/2027	65480JAC4	235,000.00	AAA	Aaa	9/20/2022	9/28/2022	234,951.38	4.46	465.82	234,956.70	233,269.70
DCENT 2022-A2 A DTD 05/26/2022 3.320% 05/17/2027	254683CS2	270,000.00	NR	Aaa	5/19/2022	5/26/2022	269,978.05	3.32	398.40	269,981.79	262,614.96
HART 2022-C A3 DTD 11/09/2022 5.390% 06/15/2027	44933DAD3	325,000.00	AAA	NR	11/1/2022	11/9/2022	324,998.44	5.39	778.56	324,998.57	328,319.58

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
ABS											
DCENT 2022-A3 A3 DTD 08/09/2022 3.560% 07/15/2027	254683CW3	300,000.00	AAA	Aaa	8/2/2022	8/9/2022	299,962.77	3.56	474.67	299,967.63	293,317.44
CARMX 2022-4 A3 DTD 10/31/2022 5.340% 08/16/2027	14318UAD3	295,000.00	AAA	NR	10/26/2022	10/31/2022	294,930.82	5.35	700.13	294,936.83	298,420.11
MBART 2022-1 A3 DTD 11/22/2022 5.210% 08/16/2027	58768PAC8	390,000.00	AAA	Aaa	11/15/2022	11/22/2022	389,922.86	5.21	903.07	389,928.66	394,065.87
TAOT 2022-D A3 DTD 11/08/2022 5.300% 09/15/2027	89239HAD0	110,000.00	NR	Aaa	11/1/2022	11/8/2022	109,989.14	5.30	259.11	109,990.02	111,554.25
TAOT 2023-A A3 DTD 01/30/2023 4.630% 09/15/2027	891940AC2	165,000.00	AAA	NR	1/24/2023	1/30/2023	164,999.92	4.63	339.53	164,999.92	164,781.94
AMXCA 2022-4 A DTD 11/03/2022 4.950% 10/15/2027	02582JJX9	120,000.00	AAA	NR	10/27/2022	11/3/2022	119,994.05	4.95	264.00	119,994.54	121,582.19
HDMOT 2023-A A3 DTD 02/23/2023 5.050% 12/15/2027	41285JAD0	170,000.00	NR	Aaa	2/13/2023	2/23/2023	169,982.88	5.05	381.56	169,983.24	171,302.59
FORDO 2023-A A3 DTD 03/31/2023 4.650% 02/15/2028	344928AD8	130,000.00	AAA	NR	3/28/2023	3/31/2023	129,986.44	4.65	16.79	129,986.45	130,238.44
Security Type Sub-Total		8,198,199.74					8,197,192.18	3.09	10,630.01	8,197,419.05	8,031,291.00
Managed Account Sub Total		50,028,069.61					50,034,365.25	2.33	244,051.15	49,959,462.62	48,604,155.99
Securities Sub Total		\$50,028,069.61					\$50,034,365.25	2.33%	\$244,051.15	\$49,959,462.62	\$48,604,155.99
Accrued Interest											\$244,051.15
Total Investments											\$48,848,207.14

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
BUY									
1/4/2023	1/12/2023	415,000.00	63253QAA2	NATIONAL AUSTRALIA BK/NY CORPORATE NOTES	4.96%	1/12/2026	415,000.00	4.97%	
1/24/2023	1/30/2023	165,000.00	891940AC2	TAOT 2023-A A3	4.63%	9/15/2027	164,999.92	4.63%	
1/30/2023	2/1/2023	200,000.00	458140AS9	INTEL CORP NOTES (CALLABLE)	3.70%	7/29/2025	195,517.11	4.67%	
1/30/2023	2/1/2023	2,550,000.00	91282CGE5	US TREASURY N/B NOTES	3.87%	1/15/2026	2,548,763.42	3.96%	
2/3/2023	2/9/2023	125,000.00	63743HFH0	NATIONAL RURAL UTIL COOP CORP NOTES (CAL	4.45%	3/13/2026	124,536.25	4.58%	
2/13/2023	2/15/2023	370,000.00	713448FQ6	PEPSICO INC CORP NOTES (CALLABLE)	4.55%	2/13/2026	369,785.40	4.57%	
2/13/2023	2/23/2023	170,000.00	41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	169,982.88	5.05%	
2/27/2023	3/1/2023	210,000.00	194162AQ6	COLGATE-PALMOLIVE CO CORPORATE NOTES	4.80%	3/2/2026	209,756.40	4.84%	
3/2/2023	3/3/2023	1,560,000.00	91282CGL9	US TREASURY N/B NOTES	4.00%	2/15/2026	1,535,458.01	4.64%	
3/2/2023	3/7/2023	260,000.00	3137BRQJ7	FHMS K057 A2	2.57%	7/1/2026	241,891.06	4.86%	
3/28/2023	3/30/2023	200,000.00	949746RW3	WELLS FARGO & CO CORP NOTES	3.00%	4/22/2026	190,809.33	5.11%	
3/28/2023	3/31/2023	130,000.00	344928AD8	FORDO 2023-A A3	4.65%	2/15/2028	129,986.44	4.65%	
Total BUY		6,355,000.00					6,296,486.22		0.00
INTEREST									
1/1/2023	1/1/2023	200,000.00	87612EBD7	TARGET CORP CORPORATE NOTES	3.50%	7/1/2024	3,500.00		
1/1/2023	1/25/2023	202,549.48	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	456.07		
1/1/2023	1/25/2023	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
1/3/2023	1/3/2023		MONEY0002	MONEY MARKET FUND			300.49		
1/10/2023	1/10/2023	220,000.00	24422EVY2	JOHN DEERE CAPITAL CORP CORPORATE NOTES	1.25%	1/10/2025	1,375.00		
1/10/2023	1/10/2023	250,000.00	21688AAS1	COOPERATIEVE RABOBANK UA CORPORATE	1.37%	1/10/2025	1,718.75		
1/13/2023	1/13/2023	250,000.00	02665WEA5	AMERICAN HONDA FINANCE CORPORATE NOTES	1.50%	1/13/2025	1,875.00		
1/15/2023	1/15/2023	76,935.13	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	40.39		
1/15/2023	1/15/2023	32,490.79	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	52.26		
1/15/2023	1/15/2023	2,300,000.00	91282CBE0	US TREASURY NOTES	0.12%	1/15/2024	1,437.50		
1/15/2023	1/15/2023	190,000.00	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	128.25		
1/15/2023	1/15/2023	140,000.00	448977AD0	HART 2022-A A3	2.22%	10/15/2026	259.00		
1/15/2023	1/15/2023	73,822.57	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	27.07		
1/15/2023	1/15/2023	155,000.00	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/2026	74.92		
1/15/2023	1/15/2023	13,451.51	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	4.48		
1/15/2023	1/15/2023	9,817.15	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	15.30		
1/15/2023	1/15/2023	145,000.00	89238FAD5	TAOT 2022-B A3	2.93%	9/15/2026	354.04		
1/15/2023	1/15/2023	107,455.87	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	34.03		
1/15/2023	1/15/2023	160,000.00	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	102.67		
1/15/2023	1/15/2023	255,000.00	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	650.25		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
1/15/2023	1/15/2023	325,000.00	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	1,459.79		
1/15/2023	1/15/2023	235,000.00	65480JAC4	NAROT 2022-B A3	4.46%	5/17/2027	873.42		
1/15/2023	1/15/2023	265,000.00	14318MAD1	CARMX 2022-3 A3	3.97%	4/15/2027	876.71		
1/15/2023	1/15/2023	335,000.00	14041NGA3	COMET 2022-A2 A	3.49%	5/15/2027	974.29		
1/15/2023	1/15/2023	110,000.00	89239HAD0	TAOT 2022-D A3	5.30%	9/15/2027	485.83		
1/15/2023	1/15/2023	250,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	583.33		
1/15/2023	1/15/2023	1,625,000.00	91282CEY3	US TREASURY N/B NOTES	3.00%	7/15/2025	24,375.00		
1/15/2023	1/15/2023	390,000.00	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	1,693.25		
1/15/2023	1/15/2023	120,404.71	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	52.18		
1/15/2023	1/15/2023	450,000.00	02008MAC3	ALLYA 2022-2 A3	4.76%	5/17/2027	1,785.00		
1/15/2023	1/15/2023	52,200.88	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	82.22		
1/15/2023	1/15/2023	120,000.00	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	74.00		
1/15/2023	1/15/2023	190,000.00	14317HAC5	CARMX 2022-2 A3	3.49%	2/16/2027	552.58		
1/15/2023	1/15/2023	260,000.00	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	119.17		
1/15/2023	1/15/2023	130,000.00	345286AC2	FORDO 2022-A A3	1.29%	6/15/2026	139.75		
1/15/2023	1/15/2023	105,000.00	89231CAD9	TAOT 2022-C A3	3.76%	4/15/2027	329.00		
1/15/2023	1/15/2023	370,000.00	02582JJT8	AMXCA 2022-2 A	3.39%	5/17/2027	1,045.25		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
1/15/2023	1/15/2023	270,000.00	254683CS2	DCENT 2022-A2 A	3.32%	5/17/2027	747.00		
1/15/2023	1/15/2023	61,852.55	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	24.74		
1/15/2023	1/15/2023	295,000.00	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	1,312.75		
1/15/2023	1/15/2023	245,000.00	02008JAC0	ALLYA 2022-1 A3	3.31%	11/15/2026	675.79		
1/15/2023	1/15/2023	300,000.00	254683CW3	DCENT 2022-A3 A3	3.56%	7/15/2027	890.00		
1/15/2023	1/15/2023	225,000.00	46625HMN7	JP MORGAN CHASE CORP NOTES (CALLABLE)	3.90%	7/15/2025	4,387.50		
1/15/2023	1/15/2023	120,000.00	02582JJX9	AMXCA 2022-4 A	4.95%	10/15/2027	495.00		
1/15/2023	1/15/2023	305,000.00	14041NFY2	COMET 2021-A3 A3	1.04%	11/15/2026	264.33		
1/15/2023	1/15/2023	1,350,000.00	91282CCL3	US TREASURY N/B NOTES	0.37%	7/15/2024	2,531.25		
1/16/2023	1/16/2023	110,000.00	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	115.50		
1/16/2023	1/16/2023	125,000.00	362585AC5	GMCAR 2022-2 A3	3.10%	2/16/2027	322.92		
1/16/2023	1/16/2023	100,000.00	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	56.67		
1/16/2023	1/16/2023	155,000.00	36265WAD5	GMCAR 2022-3 A3	3.64%	4/16/2027	470.17		
1/16/2023	1/16/2023	95,049.09	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	35.64		
1/18/2023	1/18/2023	90,284.29	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	27.84		
1/20/2023	1/20/2023	12,741.95	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	20.60		
1/20/2023	1/20/2023	100,000.00	92868AAC9	VWALT 2022-A A3	3.44%	7/21/2025	286.67		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
1/20/2023	1/20/2023	22,045.01	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	33.99		
1/20/2023	1/20/2023	150,866.82	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	42.75		
1/20/2023	1/20/2023	174,132.05	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	68.20		
1/21/2023	1/21/2023	155,000.00	43815GAC3	HAROT 2021-4 A3	0.88%	1/21/2026	113.67		
1/23/2023	1/23/2023	200,000.00	06051GHL6	BANK OF AMERICA (CALLABLE) CORP NOTES	3.86%	7/23/2024	3,864.00		
1/23/2023	1/23/2023	85,000.00	6174468C6	MORGAN STANLEY CORP NOTES	4.00%	7/23/2025	1,700.00		
1/24/2023	1/24/2023	250,000.00	06406RBJ5	BANK OF NEW YORK MELLON CORP NOTES (CALL	4.41%	7/24/2026	5,456.19		
1/25/2023	1/25/2023	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	361.13		
1/25/2023	1/25/2023	41,256.98	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	9.97		
1/25/2023	1/25/2023	35,478.96	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	14.19		
1/26/2023	1/26/2023	83,000.00	110122CM8	BRISTOL MYERS SQUIBB CO CORP NOTES (CALL	2.90%	7/26/2024	1,203.50		
1/27/2023	1/27/2023	375,000.00	459200KS9	IBM CORP CORPORATE NOTES	4.00%	7/27/2025	7,500.00		
1/28/2023	1/28/2023	130,000.00	89788MAH5	TRUIST FIN CORP NOTES (CALLABLE)	4.26%	7/28/2026	2,769.00		
1/30/2023	1/30/2023	225,000.00	025816CG2	AMERICAN EXPRESS CO CORP NOTES (CALLABLE	2.50%	7/30/2024	2,812.50		
2/1/2023	2/1/2023	225,000.00	06051GFS3	BANK OF AMERICA CORP NOTES	3.87%	8/1/2025	4,359.38		
2/1/2023	2/1/2023		MONEY0002	MONEY MARKET FUND			495.54		
2/1/2023	2/25/2023	202,340.69	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	455.60		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
2/1/2023	2/25/2023	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
2/5/2023	2/5/2023	175,000.00	74005PBN3	LINDE INC/CT (CALLABLE) CORPORATE NOTES	2.65%	2/5/2025	2,318.75		
2/6/2023	2/6/2023	110,000.00	857477BR3	STATE STREET CORP (CALLABLE) CORPORATE N	1.74%	2/6/2026	960.30		
2/7/2023	2/7/2023	175,000.00	63743HFC1	NATIONAL RURAL UTIL COOP CORPORATE NOTES	1.87%	2/7/2025	1,640.63		
2/9/2023	2/9/2023	185,000.00	02665WDY4	AMERICAN HONDA FINANCE CORPORATE NOTES	0.75%	8/9/2024	693.75		
2/9/2023	2/9/2023	145,000.00	69371RR40	PACCAR FINANCIAL CORP CORPORATE NOTES	0.50%	8/9/2024	362.50		
2/10/2023	2/10/2023	130,000.00	58933YAR6	MERCK & CO INC CORP NOTES	2.75%	2/10/2025	1,787.50		
2/12/2023	2/12/2023	100,000.00	904764BN6	UNILEVER CAPITAL CORP (CALLABLE) CORPORA	0.62%	8/12/2024	313.00		
2/13/2023	2/13/2023	200,000.00	89236TGT6	TOYOTA MOTOR CREDIT CORP CORP NOTES	1.80%	2/13/2025	1,800.00		
2/15/2023	2/15/2023	255,000.00	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	650.25		
2/15/2023	2/15/2023	120,000.00	02582JJX9	AMXCA 2022-4 A	4.95%	10/15/2027	495.00		
2/15/2023	2/15/2023	245,000.00	02008JAC0	ALLYA 2022-1 A3	3.31%	11/15/2026	675.79		
2/15/2023	2/15/2023	190,000.00	14317HAC5	CARMX 2022-2 A3	3.49%	2/16/2027	552.58		
2/15/2023	2/15/2023	110,000.00	89239HAD0	TAOT 2022-D A3	5.30%	9/15/2027	485.83		
2/15/2023	2/15/2023	1,600,000.00	91282CBM2	US TREASURY NOTES	0.12%	2/15/2024	1,000.00		
2/15/2023	2/15/2023	235,000.00	65480JAC4	NAROT 2022-B A3	4.46%	5/17/2027	873.42		
2/15/2023	2/15/2023	270,000.00	254683CS2	DCENT 2022-A2 A	3.32%	5/17/2027	747.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
2/15/2023	2/15/2023	160,000.00	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	102.67		
2/15/2023	2/15/2023	100,786.52	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	31.92		
2/15/2023	2/15/2023	250,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	583.33		
2/15/2023	2/15/2023	305,000.00	14041NFY2	COMET 2021-A3 A3	1.04%	11/15/2026	264.33		
2/15/2023	2/15/2023	113,644.93	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	49.25		
2/15/2023	2/15/2023	55,000.00	194162AM5	COLGATE-PALMOLIVE CO CORPORATE NOTES	3.10%	8/15/2025	880.92		
2/15/2023	2/15/2023	335,000.00	14041NGA3	COMET 2022-A2 A	3.49%	5/15/2027	974.29		
2/15/2023	2/15/2023	300,000.00	254683CW3	DCENT 2022-A3 A3	3.56%	7/15/2027	890.00		
2/15/2023	2/15/2023	155,000.00	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/2026	74.92		
2/15/2023	2/15/2023	450,000.00	02008MAC3	ALLYA 2022-2 A3	4.76%	5/17/2027	1,785.00		
2/15/2023	2/15/2023	370,000.00	02582JJT8	AMXCA 2022-2 A	3.39%	5/17/2027	1,045.25		
2/15/2023	2/15/2023	1,575,000.00	91282CCT6	US TREASURY N/B NOTES	0.37%	8/15/2024	2,953.13		
2/15/2023	2/15/2023	190,000.00	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	128.25		
2/15/2023	2/15/2023	70,148.16	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	36.83		
2/15/2023	2/15/2023	3,598.06	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	1.20		
2/15/2023	2/15/2023	390,000.00	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	1,693.25		
2/15/2023	2/15/2023	260,000.00	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	119.17		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
2/15/2023	2/15/2023	130,000.00	345286AC2	FORDO 2022-A A3	1.29%	6/15/2026	139.75		
2/15/2023	2/15/2023	140,000.00	448977AD0	HART 2022-A A3	2.22%	10/15/2026	259.00		
2/15/2023	2/15/2023	120,000.00	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	74.00		
2/15/2023	2/15/2023	145,000.00	89238FAD5	TAOT 2022-B A3	2.93%	9/15/2026	354.04		
2/15/2023	2/15/2023	105,000.00	89231CAD9	TAOT 2022-C A3	3.76%	4/15/2027	329.00		
2/15/2023	2/15/2023	6,101.96	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	9.51		
2/15/2023	2/15/2023	46,134.21	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	72.66		
2/15/2023	2/15/2023	265,000.00	14318MAD1	CARMX 2022-3 A3	3.97%	4/15/2027	876.71		
2/15/2023	2/15/2023	53,250.08	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	21.30		
2/15/2023	2/15/2023	65,125.89	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	23.88		
2/15/2023	2/15/2023	165,000.00	891940AC2	TAOT 2023-A A3	4.63%	9/15/2027	318.31		
2/15/2023	2/15/2023	325,000.00	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	1,459.79		
2/15/2023	2/15/2023	295,000.00	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	1,312.75		
2/15/2023	2/15/2023	23,745.81	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	38.19		
2/16/2023	2/16/2023	100,000.00	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	56.67		
2/16/2023	2/16/2023	125,000.00	362585AC5	GMCAR 2022-2 A3	3.10%	2/16/2027	322.92		
2/16/2023	2/16/2023	170,000.00	46647PBY1	JPMORGAN CHASE & CO CORP NOTES (CALLABLE	0.56%	2/16/2025	478.55		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
2/16/2023	2/16/2023	110,000.00	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	115.50		
2/16/2023	2/16/2023	86,987.24	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	32.62		
2/16/2023	2/16/2023	155,000.00	36265WAD5	GMCAR 2022-3 A3	3.64%	4/16/2027	470.17		
2/18/2023	2/18/2023	290,000.00	61747YEM3	MORGAN STANLEY CORP NOTES (CALLABLE)	2.63%	2/18/2026	3,813.50		
2/18/2023	2/18/2023	81,354.88	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	25.08		
2/20/2023	2/20/2023	147,462.71	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	57.76		
2/20/2023	2/20/2023	100,000.00	92868AAC9	VWALT 2022-A A3	3.44%	7/21/2025	286.67		
2/20/2023	2/20/2023	15,110.36	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	23.30		
2/20/2023	2/20/2023	131,299.52	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	37.20		
2/20/2023	2/20/2023	194.39	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	0.31		
2/21/2023	2/21/2023	155,000.00	43815GAC3	HAROT 2021-4 A3	0.88%	1/21/2026	113.67		
2/22/2023	2/22/2023	250,000.00	21688AAU6	COOPERAT RABOBANK UA/NY CORPORATE NOTES	3.87%	8/22/2024	4,843.75		
2/25/2023	2/25/2023	30,175.28	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	12.07		
2/25/2023	2/25/2023	31,696.65	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	7.66		
2/25/2023	2/25/2023	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	361.13		
3/1/2023	3/25/2023	250,000.00	3137BN6G4	FHMS K053 A2	2.99%	12/1/2025	623.96		
3/1/2023	3/25/2023	202,131.07	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	455.13		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
3/1/2023	3/1/2023		MONEY0002	MONEY MARKET FUND			511.21		
3/4/2023	3/4/2023	150,000.00	025816CQ0	AMERICAN EXPRESS CO CORP NOTES (CALLABLE)	2.25%	3/4/2025	1,687.50		
3/6/2023	3/6/2023	130,000.00	30231GAF9	EXXON MOBIL CORP CORPORATE NT (CALLABLE)	2.70%	3/6/2025	1,760.85		
3/7/2023	3/7/2023	75,000.00	24422EWB1	JOHN DEERE CAPITAL CORP CORPORATE NOTES	2.12%	3/7/2025	796.88		
3/9/2023	3/9/2023	225,000.00	931142EW9	WALMART INC CORPORATE NOTES	3.90%	9/9/2025	4,387.50		
3/10/2023	3/10/2023	150,000.00	38141GYE8	GOLDMAN SACHS GROUP INC (CALLABLE) CORP	0.65%	9/10/2024	492.75		
3/13/2023	3/13/2023	200,000.00	89236TJN6	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES	0.62%	9/13/2024	625.00		
3/15/2023	3/15/2023	165,000.00	891940AC2	TAOT 2023-A A3	4.63%	9/15/2027	636.63		
3/15/2023	3/15/2023	160,000.00	14044CAC6	COPAR 2021-1 A3	0.77%	9/15/2026	102.67		
3/15/2023	3/15/2023	130,000.00	345286AC2	FORDO 2022-A A3	1.29%	6/15/2026	139.75		
3/15/2023	3/15/2023	250,000.00	14041NFZ9	COMET 2022-A1 A1	2.80%	3/15/2027	583.33		
3/15/2023	3/15/2023	105,000.00	89231CAD9	TAOT 2022-C A3	3.76%	4/15/2027	329.00		
3/15/2023	3/15/2023	45,189.06	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	18.08		
3/15/2023	3/15/2023	255,000.00	41284YAD8	HDMOT 2022-A A3	3.06%	2/15/2027	650.25		
3/15/2023	3/15/2023	165,000.00	002824BB5	ABBOTT LABORATORIES CORP NOTE (CALLABLE)	2.95%	3/15/2025	2,433.75		
3/15/2023	3/15/2023	120,000.00	02582JJX9	AMXCA 2022-4 A	4.95%	10/15/2027	495.00		
3/15/2023	3/15/2023	56,277.25	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	20.63		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
3/15/2023	3/15/2023	63,485.13	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	33.33		
3/15/2023	3/15/2023	14,954.83	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	24.05		
3/15/2023	3/15/2023	55,000.00	437076CR1	HOME DEPOT INC NOTES (CALLABLE)	4.00%	9/15/2025	1,075.56		
3/15/2023	3/15/2023	235,000.00	65480JAC4	NAROT 2022-B A3	4.46%	5/17/2027	873.42		
3/15/2023	3/15/2023	190,000.00	98163KAC6	WOART 2021-D A3	0.81%	10/15/2026	128.25		
3/15/2023	3/15/2023	325,000.00	44933DAD3	HART 2022-C A3	5.39%	6/15/2027	1,459.79		
3/15/2023	3/15/2023	370,000.00	02582JJT8	AMXCA 2022-2 A	3.39%	5/17/2027	1,045.25		
3/15/2023	3/15/2023	110,000.00	89239HAD0	TAOT 2022-D A3	5.30%	9/15/2027	485.83		
3/15/2023	3/15/2023	155,000.00	254683CP8	DCENT 2021-A1 A1	0.58%	9/15/2026	74.92		
3/15/2023	3/15/2023	450,000.00	02008MAC3	ALLYA 2022-2 A3	4.76%	5/17/2027	1,785.00		
3/15/2023	3/15/2023	600,000.00	91282CFK2	US TREASURY N/B NOTES	3.50%	9/15/2025	10,500.00		
3/15/2023	3/15/2023	305,000.00	14041NFY2	COMET 2021-A3 A3	1.04%	11/15/2026	264.33		
3/15/2023	3/15/2023	265,000.00	14318MAD1	CARMX 2022-3 A3	3.97%	4/15/2027	876.71		
3/15/2023	3/15/2023	295,000.00	14318UAD3	CARMX 2022-4 A3	5.34%	8/16/2027	1,312.75		
3/15/2023	3/15/2023	190,000.00	14317HAC5	CARMX 2022-2 A3	3.49%	2/16/2027	552.58		
3/15/2023	3/15/2023	120,000.00	44935FAD6	HART 2021-C A3	0.74%	5/15/2026	74.00		
3/15/2023	3/15/2023	260,000.00	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	119.17		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
3/15/2023	3/15/2023	335,000.00	14041NGA3	COMET 2022-A2 A	3.49%	5/15/2027	974.29		
3/15/2023	3/15/2023	140,000.00	448977AD0	HART 2022-A A3	2.22%	10/15/2026	259.00		
3/15/2023	3/15/2023	94,040.74	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	29.78		
3/15/2023	3/15/2023	1,000,000.00	91282CCX7	US TREASURY N/B NOTES	0.37%	9/15/2024	1,875.00		
3/15/2023	3/15/2023	2,379.36	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	3.71		
3/15/2023	3/15/2023	390,000.00	58768PAC8	MBART 2022-1 A3	5.21%	8/16/2027	1,693.25		
3/15/2023	3/15/2023	40,310.56	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	63.49		
3/15/2023	3/15/2023	245,000.00	02008JAC0	ALLYA 2022-1 A3	3.31%	11/15/2026	675.79		
3/15/2023	3/15/2023	270,000.00	254683CS2	DCENT 2022-A2 A	3.32%	5/17/2027	747.00		
3/15/2023	3/15/2023	145,000.00	89238FAD5	TAOT 2022-B A3	2.93%	9/15/2026	354.04		
3/15/2023	3/15/2023	170,000.00	41285JAD0	HDMOT 2023-A A3	5.05%	12/15/2027	524.64		
3/15/2023	3/15/2023	107,322.89	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	46.51		
3/15/2023	3/15/2023	300,000.00	254683CW3	DCENT 2022-A3 A3	3.56%	7/15/2027	890.00		
3/16/2023	3/16/2023	79,217.22	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	29.71		
3/16/2023	3/16/2023	100,000.00	362554AC1	GMCAR 2021-4 A3	0.68%	9/16/2026	56.67		
3/16/2023	3/16/2023	155,000.00	36265WAD5	GMCAR 2022-3 A3	3.64%	4/16/2027	470.17		
3/16/2023	3/16/2023	125,000.00	362585AC5	GMCAR 2022-2 A3	3.10%	2/16/2027	322.92		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
INTEREST									
3/16/2023	3/16/2023	110,000.00	380146AC4	GMCAR 2022-1 A3	1.26%	11/16/2026	115.50		
3/18/2023	3/18/2023	72,762.98	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	22.44		
3/20/2023	3/20/2023	110,965.65	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	31.44		
3/20/2023	3/20/2023	123,157.61	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	48.24		
3/20/2023	3/20/2023	100,000.00	92868AAC9	VWALT 2022-A A3	3.44%	7/21/2025	286.67		
3/20/2023	3/20/2023	9,158.28	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	14.12		
3/21/2023	3/21/2023	155,000.00	43815GAC3	HAROT 2021-4 A3	0.88%	1/21/2026	113.67		
3/22/2023	3/22/2023	125,000.00	904764BB2	UNILEVER CAPITAL CORP NOTES (CALLABLE)	3.37%	3/22/2025	2,109.38		
3/23/2023	3/23/2023	535,000.00	4581X0DZ8	INTER-AMERICAN DEVEL BK NOTES	0.50%	9/23/2024	1,337.50		
3/25/2023	3/25/2023	25,220.29	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	10.09		
3/25/2023	3/25/2023	135,000.00	05602RAD3	BMWOT 2022-A A3	3.21%	8/25/2026	361.13		
3/25/2023	3/25/2023	22,523.46	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	5.44		
3/30/2023	3/30/2023	255,000.00	857477BM4	STATE STREET CORP NOTES (CALLABLE)	2.90%	3/30/2026	3,698.78		
Total INTEREST		42,704,089.51					191,000.75		0.00
PAYDOWNS									
1/1/2023	1/25/2023	208.79	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	208.79		7.07
1/15/2023	1/15/2023	6,759.78	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	6,759.78		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
1/15/2023	1/15/2023	6,669.35	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	6,669.35		
1/15/2023	1/15/2023	8,696.68	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	8,696.68		
1/15/2023	1/15/2023	9,853.45	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	9,853.45		
1/15/2023	1/15/2023	8,744.98	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	8,744.98		
1/15/2023	1/15/2023	3,715.19	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	3,715.19		
1/15/2023	1/15/2023	8,602.47	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	8,602.47		
1/15/2023	1/15/2023	6,786.97	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	6,786.97		
1/15/2023	1/15/2023	6,066.67	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	6,066.67		
1/16/2023	1/16/2023	8,061.85	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	8,061.85		
1/18/2023	1/18/2023	8,929.41	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	8,929.41		
1/20/2023	1/20/2023	19,567.30	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	19,567.30		
1/20/2023	1/20/2023	6,934.65	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	6,934.65		
1/20/2023	1/20/2023	12,547.56	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	12,547.56		
1/20/2023	1/20/2023	26,669.34	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	26,669.34		
1/25/2023	1/25/2023	5,303.68	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	5,303.68		
1/25/2023	1/25/2023	9,560.33	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	9,560.33		
2/1/2023	2/25/2023	209.62	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	209.62		7.10

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
2/15/2023	2/15/2023	6,745.78	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	6,745.78		
2/15/2023	2/15/2023	3,598.06	58769EAC2	MBALT 2020-B A3	0.40%	11/15/2023	3,598.06		
2/15/2023	2/15/2023	8,790.98	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	8,790.98		
2/15/2023	2/15/2023	6,663.03	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	6,663.03		
2/15/2023	2/15/2023	8,848.64	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	8,848.64		
2/15/2023	2/15/2023	6,322.04	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	6,322.04		
2/15/2023	2/15/2023	8,061.02	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	8,061.02		
2/15/2023	2/15/2023	3,722.60	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	3,722.60		
2/15/2023	2/15/2023	5,823.65	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	5,823.65		
2/16/2023	2/16/2023	7,770.02	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	7,770.02		
2/18/2023	2/18/2023	8,591.90	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	8,591.90		
2/20/2023	2/20/2023	5,952.08	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	5,952.08		
2/20/2023	2/20/2023	24,305.10	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	24,305.10		
2/20/2023	2/20/2023	20,333.87	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	20,333.87		
2/20/2023	2/20/2023	194.39	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/2024	194.39		
2/25/2023	2/25/2023	9,173.19	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	9,173.19		
2/25/2023	2/25/2023	4,954.99	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	4,954.99		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
3/1/2023	3/25/2023	261.20	3136ARTE8	FNA 2016-M3 A2	2.70%	2/1/2026	261.20		8.85
3/15/2023	3/15/2023	2,379.36	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/2024	2,379.36		
3/15/2023	3/15/2023	7,596.47	44933FAC0	HART 2020-B A3	0.48%	12/16/2024	7,596.47		
3/15/2023	3/15/2023	6,443.49	44933LAC7	HART 2021-A A3	0.38%	9/15/2025	6,443.49		
3/15/2023	3/15/2023	6,085.55	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/2026	6,085.55		
3/15/2023	3/15/2023	3,343.25	14317DAC4	CARMX 2021-3 A3	0.55%	6/15/2026	3,343.25		
3/15/2023	3/15/2023	6,151.55	98163WAC0	WOART 2020-B A3	0.63%	5/15/2025	6,151.55		
3/15/2023	3/15/2023	5,540.88	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/2024	5,540.88		
3/15/2023	3/15/2023	8,204.18	65479JAD5	NAROT 2019-C A3	1.93%	7/15/2024	8,204.18		
3/15/2023	3/15/2023	8,146.27	89237VAB5	TAOT 2020-C A3	0.44%	10/15/2024	8,146.27		
3/16/2023	3/16/2023	7,731.87	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/2025	7,731.87		
3/18/2023	3/18/2023	8,238.23	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/2024	8,238.23		
3/20/2023	3/20/2023	4,965.25	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/2024	4,965.25		
3/20/2023	3/20/2023	21,189.53	92290BAA9	VZOT 2020-B A	0.47%	2/20/2025	21,189.53		
3/20/2023	3/20/2023	18,983.85	380144AC9	GMALT 2021-2 A3	0.34%	5/20/2024	18,983.85		
3/25/2023	3/25/2023	4,709.59	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/2024	4,709.59		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
PAYDOWNS									
3/25/2023	3/25/2023	9,056.25	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/2024	9,056.25		
Total PAYDOWNS		432,766.18					432,766.18		23.02
SELL									
1/5/2023	1/12/2023	275,000.00	3137EAEV7	FREDDIE MAC NOTES	0.25%	8/24/2023	267,563.54		-7,642.78
1/30/2023	2/1/2023	225,000.00	023135BW5	AMAZON.COM INC CORPORATE NOTES	0.45%	5/12/2024	213,612.19		-11,470.33
1/30/2023	2/1/2023	600,000.00	91282CDM0	US TREASURY N/B NOTES	0.50%	11/30/2023	579,964.54		-20,155.51
1/30/2023	2/1/2023	150,000.00	38141GVM3	GOLDMAN SACHS CORP NOTES	4.00%	3/3/2024	150,870.67		-6,956.16
1/30/2023	2/1/2023	83,000.00	110122CM8	BRISTOL MYERS SQUIBB CO CORP NOTES (CALL	2.90%	7/26/2024	80,916.93		-4,699.07
1/30/2023	2/1/2023	400,000.00	3137EAEV7	FREDDIE MAC NOTES	0.25%	8/24/2023	390,308.11		-10,052.20
1/30/2023	2/1/2023	275,000.00	14913R2L0	CATERPILLAR FINL SERVICE CORPORATE NOTES	0.45%	5/17/2024	260,453.88		-14,642.14
1/30/2023	2/1/2023	175,000.00	808513BN4	CHARLES SCHWAB CORP NOTES (CALLABLE)	0.75%	3/18/2024	167,650.15		-7,801.94
1/30/2023	2/1/2023	425,000.00	22552G3C2	CREDIT SUISSE NEW YORK CERT DEPOS	0.59%	3/17/2023	424,867.75		-2,368.10
1/30/2023	2/1/2023	80,000.00	24422EVQ9	JOHN DEERE CAPITAL CORP CORPORATE NOTES	0.45%	6/7/2024	75,608.40		-4,400.59
1/30/2023	2/1/2023	200,000.00	87612EBD7	TARGET CORP CORPORATE NOTES	3.50%	7/1/2024	197,295.33		-10,128.69
1/30/2023	2/1/2023	190,000.00	91324PEB4	UNITEDHEALTH GROUP INC (CALLABLE) CORP N	0.55%	5/15/2024	180,483.11		-9,652.63
1/30/2023	2/1/2023	200,000.00	20030NCR0	COMCAST CORP (CALLABLE) CORPORATE NOTES	3.70%	4/15/2024	199,772.89		-7,961.66
2/13/2023	2/15/2023	235,000.00	91282CBA8	US TREASURY NOTES	0.12%	12/15/2023	225,943.78		-8,947.98

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount (\$)	Yield at Market	Realized G/L (BV)
SELL									
2/14/2023	2/22/2023	65,000.00	91282CBA8	US TREASURY NOTES	0.12%	12/15/2023	62,529.66		-2,442.97
2/27/2023	3/1/2023	150,000.00	91282CBA8	US TREASURY NOTES	0.12%	12/15/2023	144,337.98		-5,604.81
3/2/2023	3/3/2023	465,000.00	3137EAEW5	FREDDIE MAC NOTES	0.25%	9/8/2023	453,865.70		-11,714.00
3/2/2023	3/3/2023	625,000.00	3137EAEW5	FREDDIE MAC NOTES	0.25%	9/8/2023	610,034.55		-15,689.51
3/2/2023	3/3/2023	735,000.00	3137EAEW5	FREDDIE MAC NOTES	0.25%	9/8/2023	717,400.63		-18,450.89
3/28/2023	3/30/2023	200,000.00	91282CBA8	US TREASURY NOTES	0.12%	12/15/2023	193,908.06		-6,048.48
Total SELL		5,753,000.00					5,597,387.85		-186,830.44

Important Disclosures

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- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

Glossary

- **Accrued Interest:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **Agencies:** Federal agency securities and/or Government-sponsored enterprises.
- **Amortized Cost:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **Asset-Backed Security:** A financial instrument collateralized by an underlying pool of assets – usually ones that generate a cash flow from debt, such as loans, leases, credit card balances, and receivables.
- **Bankers' Acceptance:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **Commercial Paper:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **Contribution to Total Return:** The weight of each individual security multiplied by its return, then summed for each sector to determine how much each sector added or subtracted from the overall portfolio performance.
- **Effective Duration:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **Effective Yield:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **Interest Rate:** Interest per year divided by principal amount and expressed as a percentage.
- **Market Value:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.
- **Negotiable Certificates of Deposit:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **Par Value:** The nominal dollar face amount of a security.
- **Pass-through Security:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

Glossary

- **Repurchase Agreements:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **Settle Date:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **Supranational:** A multinational union or association in which member countries cede authority and sovereignty on at least some internal matters to the group, whose decisions are binding on its members.
- **Trade Date:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **Unsettled Trade:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. Treasury:** The department of the U.S. government that issues Treasury securities.
- **Yield:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM at Cost:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM at Market:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject: First Amendment to the Agreement with CO+ED Architecture to provide design, construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion and City Hall expansion

Prepared by: Morgan Loatfi, Special Projects Manager

Reviewed by: James Sandoval, Director of Public Works

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- Attachment 1: Scope of Work and Fee Estimate
- Attachment 2: Resolution

Initiated by:

City Council – Capital Improvement Plan Project CF-01003

Previous Council Consideration:

None

Fiscal Impact:

The proposed scope of work for Amendment No. 1 is estimated to cost \$48,888. Sufficient funds are available in Project CF-01003—Civic Facilities Buildings in the FY-2022/23 CIP budget.

- Breakdown of contract budget adjustment:
 - **Original Agreement: \$96,180** – Total for a contract through FY 23/24
 - **Amendment No. 1: \$48,888** – Extend contract term through FY 24/25 and add funds to CO+ED Architecture’s contract budget
 - **Total: \$145,068**
- Amount already included in the approved budget? Yes
- Total Budget Available in CF-01003: \$2.83 million
- Amount above budget requested: \$0

The Scope of Work and a breakdown of the \$48,888 cost proposal are shown in Attachment A.

City Manager
GE

Reviewed By:
City Attorney
JH

Finance Director
JD

Subject: First Amendment to the CO+ED Architecture’s Contract Agreement for the construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion.

Environmental Review:
Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to direct staff to expand the design services contract for the Los Altos Youth Center office conversion and City Hall expansion by \$48,888?

Summary:

- On August 16, 2022, the City of Los Altos executed a contract with CO+ED Architecture in the amount of \$96,180 to provide the design, construction documents, bid support, and construction administration services for the Los Altos Youth Center (LAYC) office conversion.
- The Scope of Work for the additional services in Amendment No. 1 includes:
 - a. New Electric Service Design and PG&E Service Application
 - b. New MPOE Design (Minimum Point of Entry) and Broadband Service Application
 - c. Backup Power Generator Design
 - d. Topographic Survey & Underground Utility Locating
 - e. Underground Fire Service Design for Fire Sprinkler System
- Staff are seeking the First Amendment to CO+ED Architecture’s agreement to provide the above additional tasks, plus a 10% contingency for the scope of work of the overall agreement, for the LAYC in an amount not to exceed \$48,888. The Scope of Work and a breakdown of this cost proposal are shown in Attachment A.

Staff Recommendation:

Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the agreement between the City of Los Altos and CO+ED Architecture to extend the term through FY 24/25 and add funds in the amount of \$48,888 for a total not to exceed professional services budget of \$145,068 in providing design, construction documents, bid support, and construction administration for the new Los Altos Youth Center office conversion and City Hall expansion.

Purpose:

To provide the design, construction documents, bid support, and construction administration for the new Los Altos Youth Center office conversion.

Background:

Los Altos City Hall staff have outgrown the office space-needs to support the City Manager’s Office, Public Works Department, Development Services Department, Human Resources, IT, Finance Department, and City administrative staff. Accordingly, on August 16, 2022, the City of Los Altos hired CO+ED Architecture to provide a design for a code-compliant office conversion for LAYC to accommodate the space-needs of City Hall.

Subject: First Amendment to the CO+ED Architecture’s Contract Agreement for the construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion.

The CO+ED Architecture team worked closely with Public Works-Engineering and the project stakeholders who will move into LAYC, including the City Manager’s Office, Human Resources, IT, Finance Department, and City administrative staff to understand their operational and infrastructure needs. This group of stakeholders worked with the design team and Public Works-Engineering to identify spaces and design elements within and outside the building that would support the LAYC function.

Discussion/Analysis:

CO+ED Architecture was awarded a contract in the amount of \$96,200 on August 16, 2022. Approval of the First Amendment is proposed herein to carry out a complete LAYC design, construction documents for the LAYC conversion, along with bidding and construction administration support. The added Scope of Work for the First Amendment is summarized as follows:

- a. New Electric Service Design and PG&E Service Application
- b. New MPOE Design (Minimum Point of Entry) and Broadband Service Application
- c. Backup Power Generator Design
- d. Topographic Survey & Underground Utility Locating
- e. Underground Fire Service Design for Fire Sprinkler System

Staff are seeking the First Amendment to CO+ED Architecture’s agreement to provide the above additional tasks, plus a 10% contingency for the scope of work of the overall agreement, for the LAYC in an amount not to exceed \$48,888. The details of the Scope of Work and a breakdown of this cost proposal are shown in Attachment A.

CO+ED Architecture estimates the following schedule between now and the LAYC’s construction contract bid award.

- 4/03/23 - 5/01/23 Documentation- 4 weeks
- 5/01/23 - 5/18/23 Planning Review
- 5/18/23 - 5/26/23 Revise documents to incorporate planning
- 5/26/23 - 5/29/23 Building Permit + Back Check + SCC Fire Permit
 - 5/01 – 5/15 City Initial Review (2 weeks)
 - 5/15 –5/26 Design Team Corrections (2 weeks)
 - 5/26– 5/29 City Back Check (1 weeks)
- 5/29/23 - 06/19/23 Prepare Bid Documents
- 6/19/23 - 07/19/23 Issue for bid/4 week bid period
- 8/22/2023 City Council Meeting: Award of Construction Contract

Subject: First Amendment to the CO+ED Architecture’s Contract Agreement for the d
construction documents, bid support, and construction administration services for
the Los Altos Youth Center office conversion.

Recommendation:

The staff recommends the City Council adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the agreement between the City of Los Altos and CO+ED Architecture to extend the term through FY 24/25 and add funds in the amount of \$48,888 for a total not to exceed professional services budget of \$145,068 to provide design, construction documents, bid support, and construction administration for the new Los Altos Youth Center office conversion and City Hall expansion.

SCOPE OF WORK AND COST

Project Name: Los Altos Youth Center Office Conversion

DESCRIPTION	FEE AMOUNT
<u>New Electric Service Design and PG&E Service Application</u> At the time that the original fee proposal was submitted to the City, it was not clear that Co+Ed Architecture would be responsible for the new electrical service design and PG&E service application.	\$8,000
<u>New MPOE Design and Broadband Service Application</u> At the time that the original fee proposal was submitted to the City, it was not clear that Co+Ed Architecture would be responsible for the new MPOE design and broadband service application.	\$12,000
<u>Back-Up Power Generator Design</u> The City has added a backup generator to the project scope of work.	\$5,800
<u>Topographic Survey & Underground Utility Locating</u> Add topographic surveying and underground utility locating to the scope of the design services.	\$5,700
<u>Underground Fire Service Design for Fire Sprinkler System</u> The City has added a fire sprinkler system to the project scope of work. The fire sprinkler system is to be designed by the contractor as a deferred submittal after the award of the construction contract; however, Santa Clara County Fire Department requires the underground fire service design to be included in the building permit set of drawings.	\$4,200
Amendment No. 1 Scope of Work Fee	\$35,700
10% Contingency for Original Agreement (\$96,180) plus Amendment No. 1 (\$35,700)	\$13,188
TOTAL AMENDMENT NO. 1 FEE	\$48,888

TOTAL NOT TO EXCEED (NTE) COST OF AGREEMENT

The agreement with Co+Ed Architecture, executed on August 16, 2022, provides the following services for a Fixed Fee of Ninety-Six Thousand, One Hundred and Eighty Dollars (\$96,180). The fee will be billed by project phase as follows:

Programming	\$3,000
Schematic Design	\$26,160
Construction Documents	\$48,020
Bidding	\$1,500
Construction Administration	\$15,000
Closeout	\$1,500
Reimbursable Expenses	\$1,000
Original Agreement Total	\$96,180
<i>Proposed Amendment No. 1</i>	<i>\$35,700</i>

Subtotal	\$131,880
<i>10% Contingency</i>	<i>\$13,188</i>
PROPOSED UPDATED NTE TOTAL	\$145,068

RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
FOR THE AWARD OF THE FIRST AMENDMENT TO
CO+ED ARCHITECTURE
FOR DESIGN SERVICES OF THE LOS ALTOS YOUTH CENTER OFFICE
CONVERSION
(LAYC)**

WHEREAS, The City of Los Altos hired CO+ED Architecture to provide design services for a code-compliant office conversion project; and

WHEREAS, CO+ED Architecture was awarded a contract in the amount of \$96,200 on August 16, 2022; and

WHEREAS, CO+ED Architecture found the Los Altos Youth Center has the required spaces needed to feasibly accommodate the design elements required for a new office conversion; and

WHEREAS, Amendment No. 1 to CO+ED Architecture’s contract will carry forth the design, bid support, construction documents, and construction administration services for the LAYC; and

WHEREAS, the FY 22/23 Council-approved CIP budget has adequate funding to fund the project.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts a resolution to:

1. Authorize the City Manager to execute Amendment No. 1 to the LAYC Design Agreement between the City of Los Altos and CO+ED Architecture through FY 24/25 in an amount not to exceed \$145,068 to provide design, bid support, construction documents, and construction administration for the new Los Altos Youth Center office conversion project, and
2. Authorize the City Manager to take such further actions as may be necessary to implement the foregoing agreement, and
3. Authorize the City Manager to obtain bids for the construction of the LAYC after construction documents are completed by CO+ED Architecture.

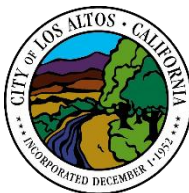
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of May 2023 by the following vote:

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

Sally Meadows, MAYOR

Attest:

Melissa Thurman, City Clerk



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject: Adoption by Reference 2021 International Property Maintenance Code

Prepared by: Nick Zornes, Development Services Director

Reviewed by: Jon Maginot, Assistant City Manager
Jolie Houston, City Attorney

Approved by: Gabriel Engeland, City Manager

Attachment(s):
1. Draft Ordinance
2. AB 838

Initiated by:
Staff

Fiscal Impact:
None

Environmental Review:

The Ordinance amendments set forth below have been reviewed and considered by the City Council in accordance with the provisions of the California Environmental Quality Act of 1970, as amended (“CEQA”), and the guidelines promulgated thereunder and, further, said Council finds that it can be seen with certainty that there is no possibility that said amendments may have a significant effect on the environment and said amendments are therefore exempt from the requirements of the CEQA pursuant to the provisions of Section 15061(b)(3) of Division 6 of Title 14 of the California Code of Regulations.

Summary:

- The draft ordinance adopts by reference the 2021 International Property Maintenance Code (IPMC).
- Local amendments included are only for purposes of enabling the enforcement capabilities as outlined in the IPMC and the Los Altos Municipal Code (LMAC).

City Manager
GE

Reviewed By:
City Attorney
JH



Subject: Adoption by Reference 2021 International Property Maintenance Code

Staff Recommendation:

Introduce and set for public hearing the adoption by reference the 2021 International Property Maintenance Code with certain local amendments and find that the ordinance is exempt from CEQA pursuant to the provisions of Section 15061(b)(3) of Division 6 of Title 14 of the California Code of Regulations.

Background

California tenant protections have increasingly grown in the last several decades. Most recently, on July 1, 2022, AB 838 became effective which included an amendment to the Health and Safety Code, section 17970.5, which requires municipalities to send out an inspector once a complaint has been made. The city would then have to notify the landlord of any violations and lay out the steps necessary to bring the property up to compliance. In order to best serve the community and have outlined requirements the city proposes adopting the 2021 International Property Maintenance Code to further assist in potential violations.

Discussion/Analysis

AB 838 addresses occupancy of standard and substandard buildings, including requiring a city or county that receives a complaint of a substandard building or a lead hazard violation to inspect the building, document the lead hazard violations and identify any building, portion of a building or premises that are substandard, as applicable. The bill would require the city or county to advise the owner or operator of each violation and of each action that is required to be taken to remedy the violation and to schedule a reinspection to verify correction of the violations as well as provide free, certified copies of the inspection report and any citations issued.

Although the City of Los Altos does have its own Building & Safety Division and Code Enforcement Division both housed in the Development Services Department, the city does not have standard provisions and regulations adopted locally that further enable enforcement capabilities. The adoption of the International Property Maintenance Code (IPMC) establishes minimum requirements for the maintenance of existing buildings through model code regulations that contain clear and specific property maintenance and property improvement provisions.

Local amendments included within the draft ordinance are required for the integration of the model IPMC, with the LAMC for consistency of local enforcement actions should a violation arise. No amendments proposed within the enforcement actions deviate from the existing adopted enforcement criteria.

ORDINANCE NO. 2023-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING TITLE 12 OF THE MUNICIPAL CODE BY ADDING CHAPTER 12.72 TO ADOPT BY REFERENCE THE 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE PUBLISHED BY THE INTERNATIONAL CODE COUNCIL.

WHEREAS, the International Code Council (ICC), an internationally recognized association of professionals, maintains, amends, and updates elective model codes and standards used by local jurisdictions related to building design, construction, and compliance processes; and

WHEREAS, the ICC model codes and standards include an International Property Maintenance Code; and

WHEREAS, the City utilizes the International Property Maintenance Code as a basis for its local property maintenance code; and

WHEREAS, the City reviews the ICC model codes every three years for amendments; and

WHEREAS, the City's wishes to adopt the 2021 International Property Maintenance Code in its entirety with certain local amendments; and

WHEREAS, the City held a public hearing on May 23, 2023 and June 13, 2023 at which time all interested persons had the opportunity to appear and be heard on the matter of adopting the Codes as amended herein; and

WHEREAS, the City published notice of the aforementioned public hearing pursuant to California Government Code Section 6066 on May 23, 2023 and June 13, 2023; and

WHEREAS, the Ordinance amendments set forth below have been reviewed and considered by the City Council in accordance with the provisions of the California Environmental Quality Act of 1970, as amended (“CEQA”), and the guidelines promulgated thereunder and, further, said Council finds that it can be seen with certainty that there is no possibility that said amendments may have a significant effect on the environment and said amendments are therefore exempt from the requirements of the CEQA pursuant to the provisions of Section 15061(b)(3) of Division 6 of Title 14 of the California Code of Regulations.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE:

TITLE 12. BUILDINGS AND CONSTRUCTION

SECTION 2. AMENDMENT OF CODE: Title 12, Chapter 12.72 of the Municipal Code is hereby added to read as follows:

Chapter 12.72 PROPERTY MAINTENANCE CODE

Section 12.72.010 Title.

This chapter shall be known and may be cited as the “Los Altos Property Maintenance Code” or “LAPMC” and will be referred to in this chapter as “this code.”

Section 12.72.020 Adoption of the 2021 International Property Maintenance with Amendments.

The 2021 Edition of the International Property Maintenance Code as published by the International Code Council is adopted as the property maintenance code of the city of Los Altos, California, as if fully set out in this chapter, and is amended as provided in this chapter. A copy of the 2021 LAPMC shall be maintained on file in the office of the Building Official.

Section 12.72.030 Amendment of 2021 IPMC Section 102 (Applicability).

Section 102 of the 2021 IPMC is amended as follows:

102.1-102.7 {IPMC text not modified}

102.8.1 Conflicts. Where conflicts occur between the provision of this code and the referenced standards, the provisions of this code shall apply. Where conflicts occur between the provisions of this code and California Statutes, the provisions of the latter shall apply.

102.8.2-102.11 {IPMC text not modified}

Section 12.72.040 Amendment of 2021 IPMC Section 103 (Code Compliance Agency).

Section 103 Code Compliance Agency of the 2021 IPMC is amended as follows:

103.1 Creation of agency. The Code Enforcement Division of the Development Services Department shall be responsible for the implementation, administration, and enforcement of the provisions of this code. The building official in charge of the Los Altos Building & Safety Division of the Development Services Department shall be known as the code official in this chapter.

103.2 {IPMC text not modified}

103.3 Deputies. The code official shall have the authority to appoint 1 or more deputies. Such employees shall have the powers as delegated by the code official.

Section 12.72.050 Amendment of 2021 IPMC Section 105 (Duties and Powers of the Code Official).

Section 105 of the 2021 IPMC is amended as follows:

105.1-105.2 {IPMC text not modified}

105.3 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the code official has reasonable cause to believe that there exists in a structure or upon a premises a condition in violation of this code, the code official is

Ordinance No. 2023-XX 2

authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by the code, provided that if such structure or premises is occupied the code official shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner’s authorized agent, or other person having charge or control of the structure or premises and request entry. If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.

105.4 – 105.7.1 {IPMC text not modified}

Section 12.72.060 Amendment of 2021 IPMC Section 107 (Means of Appeal).

Section 107 of the 2021 IPMC is amended as follows:

107.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code may appeal that decision, notice or order by filing an appeal with the city clerk within 7 calendar days of the date of service of that decision, notice, or order. The appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means. The appeal shall identify the real property, state the grounds for the appeal, and state all material facts in support of the appeal.

107.2 Notice of hearing. Notice of hearing and the hearing shall be conducted as provided for in Chapter 1.12 of the Los Altos Municipal Code.

107.3 Court review. Judicial review of the hearing officer’s decision shall be commenced in accordance with Cal. Code of Civil Procedure § 1094.6 no later than 90 calendar days after the decision is signed. Cal. Code of Civil Procedure § 1094.6 is hereby adopted for purposes of this Title. Review shall be in accordance with Cal. Code of Civil Procedure § 1094.5.

Section 12.72.070 Amendment of 2021 IPMC Section 109 (Violations).

Section 109 of the 2021 IPMC is amended as follows:

109.1 Unlawful acts. It is hereby declared to be unlawful and a public nuisance for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any premises, building, structure or building service equipment, or cause or permit the same to be done in violation of this code or this division.

109.2 Notice of violation. The code official shall serve a notice of violation in accordance with Section 111.4.

109.3 Prosecution of violation. Any person failing to comply with a notice of violation served in accordance with Section 111.4 shall be deemed guilty of a misdemeanor but may be charged with an infraction at the discretion of the city attorney, or civil infraction enforceable under Chapter 1.20 of the Los Altos Municipal Code as determined by the city and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate administrative, civil, or criminal proceeding to restrain, Ordinance No. 2023-XX

correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of this code or of the order or direction made pursuant thereto.

109.4 Violation Penalties. Each day during any portion of which any violation of this ordinance is committed or continued by such person shall constitute a separate offense and shall be punishable as provided in this code and Title 1 of the Los Altos Municipal Code.

109.5 Abatement of violation. The city may abate a violation of this code pursuant to the abatement process set forth in the Los Altos Municipal Code.

Section 12.72.080 Amendment of 2021 IPMC Section 110 (Stop Work Order).

Section 110 of the 2021 IPMC is amended as follows:

110.1 – 110.3 {IPMC text not modified}

110.4 Failure to comply. Any person who continues any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for civil penalties pursuant to the Los Altos Municipal Code Chapter 1.20.

SECTION 3. CEQA. The City Council hereby finds and determines that this Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Adoption of the proposed Ordinance would not be an activity with potential to cause significant adverse effect on the environment because the changes made to the California Green Buildings Standards Code within are enacted to provide more protection to the environment, and therefore is exempt from CEQA. It is also exempt from CEQA pursuant to CEQA Guidelines, § 15308 which exempts actions taken by regulatory agencies for the enhancement and protection of the environment. As such, the Ordinance is categorically exempt from CEQA, and none of the circumstances set forth in CEQA Guidelines Section 15300.2 applies.

SECTION 4. The City Clerk is hereby directed to file a copy of this Ordinance with the California Building Standards Commission of the State of California.

SECTION 5. CONSTITUTIONALITY. If any section, subsection, sentence, clause, or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 6. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 7. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on May 23, 2023, and was thereafter, at a regular meeting held on June 13, 2023, passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Assembly Bill No. 838

CHAPTER 351

An act to add Section 17970.5 to the Health and Safety Code, relating to building standards.

[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 838, Friedman. State Housing Law: enforcement response to complaints.

Existing law, the State Housing Law, a violation of which is a crime, establishes statewide construction and occupancy standards for buildings used for human habitation. Existing law authorizes a city or county to designate and charge a specified department or officer with the enforcement of the State Housing Law, the building standards published in the California Building Standards Code, or any other rules and regulations adopted pursuant to the State Housing Law for the protection of the public health, safety, and general welfare.

Existing law deems a building, portion of a building, or premises on which a building is located to be a substandard building if any one of specified conditions exists to the extent that it endangers the life, limb, health, property, safety, or welfare of the public or its occupants. Existing law deems a building, portion of a building, or premises on which a building is located to be in violation of the State Housing Law if it contains lead hazards, as specified, that are likely to endanger the health of the public or the occupants.

This bill would, beginning July 1, 2022, require a city or county that receives a complaint of a substandard building or a lead hazard violation, as described above, from a tenant, resident, or occupant, or an agent of a tenant, resident, or occupant, except as specified, to inspect the building, portion of the building intended for human occupancy, or premises of the building, document the lead hazard violations that would be discovered based upon a reasonably competent and diligent visual inspection of the property, and identify any building, portion of a building intended for human occupancy, or premises on which such a building is located that is determined to be substandard, as applicable. The bill would require the city or county, as applicable, to advise the owner or operator of each violation and of each action that is required to be taken to remedy the violation and to schedule a reinspection to verify correction of the violations. The bill would require a city or county to provide free, certified copies of an inspection report and citations issued, if any, to the complaining tenant, resident, occupant, or agent, and to all potentially affected tenants, residents, occupants, or the

agents of those individuals, as specified. The bill would prohibit the inspection or the report from being subject to any unreasonable conditions, as specified, and prohibit a city, county, or city and county from collecting a fee, cost, or charge from a property owner or property owner's agent for any inspection of, or any inspection report about, that owner's or agent's property that is conducted or issued pursuant to the bill's provisions, unless the inspection reveals one or more material lead hazard violations or deems and declares the property substandard, as described above. The bill would prohibit a city or county from unreasonably refusing to communicate with a tenant, resident, occupant, or agent regarding a matter covered by this bill.

By imposing new duties on local government officials, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for specified reasons.

The people of the State of California do enact as follows:

SECTION 1. Section 17970.5 is added to the Health and Safety Code, to read:

17970.5. (a) Notwithstanding any other provision of this part, a city or county that receives a complaint from a tenant, resident, or occupant, or an agent of a tenant, resident, or occupant, regarding a potential violation of Section 17920.10 or regarding a building being substandard pursuant to Section 17920.3 shall do all of the following:

(1) Inspect the building or portion thereof intended for human occupancy, including any dwelling unit, guestroom, or suite of rooms, or the premises on which it is located, that may be in violation of Section 17920.10 or that may be substandard pursuant to Section 17920.3.

(2) Document any violations of Section 17920.10 that would be discovered based upon a reasonably competent and diligent visual inspection of the property and identify any building or portion thereof intended for human occupancy, including any dwelling unit, guestroom, or suite of rooms, or the premises on which it is located, that is determined to be substandard pursuant to Section 17920.3, as applicable. The documentation shall be included in the inspection report described in subdivision (d).

(3) As applicable, advise the owner or operator of each violation and of each action that is required to be taken to remedy the violation and schedule a reinspection to verify correction of the violations.

(b) A city or county shall perform an inspection conducted pursuant to subdivision (a) at least as promptly as that city or county conducts an inspection in response to a request for final inspection pursuant to Section 110 of the California Building Code.

(c) Notwithstanding subdivisions (a) and (b), a city or county is not required to conduct an inspection in response to either of the following types of complaints:

(1) A complaint that does not allege one or more substandard conditions.

(2) A complaint submitted by a tenant, resident, or occupant who, within the past 180 days, submitted a complaint about the same property that the chief building inspector or their designee reasonably determined, after inspection, was frivolous or unfounded.

(d) A city or county shall provide free, certified copies of an inspection report and citations issued pursuant to this section, if any, to the complaining tenant, resident, occupant, or their agent. If inspection reveals a condition potentially affecting multiple tenants, residents, or occupants, including, but not limited to, conditions relating to the premises, common areas, or structural features, then the city or county shall provide free copies of the inspection report and citations issued to all potentially affected tenants, residents, occupants, or their agents.

(e) A city, county, or city and county shall not collect a fee, cost, or charge from a property owner or property owner's agent for any inspection of, or any inspection report about, that owner's or agent's property that is conducted or issued pursuant to this section, unless the inspection reveals one or more material violations of Section 17920.10 or deems and declares the property substandard pursuant to Section 17920.3.

(f) Nothing in this section limits or alters the existing authority of a city, county, or city and county to impose fees on rental property owners to support a rental property inspection program, or to otherwise impose generally applicable charges, fees, or assessments to cover the costs of inspections or inspection reports required by this section.

(g) An inspection or report required by this section shall not be subject to any unreasonable conditions, including any requirements that:

(1) The tenant, resident, occupant, or agent first make a demand for correction upon the owner of the property.

(2) The tenant be current on rent.

(3) The tenant otherwise be in compliance with their rental agreement.

(4) The tenant, resident, or occupant not be involved in a legal dispute with the owner of the property.

(h) A city or county shall not unreasonably refuse to communicate with a tenant, resident, occupant, or the agent of a tenant, resident, or occupant regarding any matter covered by this section.

(i) The requirements of this section shall not be construed to impose a mandatory duty pursuant to Section 815.6 of the Government Code, and shall not be construed to affect the availability of any immunity otherwise applicable to the city or county or its employees, including, but not limited to, Sections 818.2, 818.4, 818.6, 820.2, 821, 821.2, and 821.4 of the Government Code.

(j) (1) An action to enforce the requirements of this section shall be brought pursuant to Section 1085 of the Code of Civil Procedure.

(2) For purposes of Section 1085 of the Code of Civil Procedure, the requirements of this section shall be construed as acts which the law specially enjoins, as a duty resulting from an office, trust, or station.

(k) This section shall become operative July 1, 2022.

SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code, and because the only other costs that may be incurred by a local agency or school district under this act would result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

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AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject: Non-Profit and Civic Organization Contributions FY23-24

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Arts Los Altos Non-Profit and Civic Organization Application
2. Community Builder Toolbox Non-Profit and Civic Organization Application
3. Community Service Agency Non-Profit and Civic Organization Application
4. Community Health Awareness Council JPA Information
5. Los Altos Chamber of Commerce Non-Profit and Civic Organization Application
6. Los Altos History Museum Non-Profit and Civic Organization Application
7. Morning Forum of Los Altos Non-Profit and Civic Organization Application
8. Women SV Non-Profit and Civic Organization Application

Initiated by:

City Council

Previous Council Consideration:

October 11, 2022

Fiscal Impact:

If City Council approves this item, the \$242,200 will be added to the FY23-24 General Fund Budget under account code 1110-5400 in addition to the \$125,208 for contract and JPA totaling \$367,408.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the City Council wish to approve the attached funding requests from applicants through the Non-Profit and Civic Organization Policy?
- Does the City Council wish to shift the application submission date to April 30 of the fiscal year of application for future years?

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Non-Profit and Civic Organization Contributions FY23-24

Summary:

- The City has two agreements with two agencies, Community Health Awareness Council and Los Altos History Museum, through JPA and contract.
- City Council approved the Non-Profit and Civic Organization Contribution Policy on October 11, 2022.
- City staff received seven applications for funding.

Purpose

Direct staff to incorporate funding for various non-profit and civic organizations into the budget for FY23-24 and shift the application submission date for future years.

Background

The City of Los Altos has historically allocated funds to organizations. The City also allocates funds annually as legally required through contracts or participation in Joint Powers Authority (JPA) agreements.

The City Council approved the Non-Profit and Civic Organization Contributions Policy on October 11, 2022. This policy creates a formal process for discretionary requests and contributions that could be implemented during the next regular budget cycle. The recommended policy makes a distinction between the discretionary contributions to organizations, and the non-discretionary allocations, such as contract payments or participation in a JPA.

Discussion/Analysis

The City has received requests for the use of non-discretionary funds, through contracts or JPA participation, as follows:

- The City of Los Altos has a Joint Powers Agreement with Town of Los Altos Hills, City of Mountain View, Los Altos School District, Mountain View School District, Mountain View-Los Altos Union High School District, and Whisman School District for Counseling & Mental Health Services with Community Health Awareness Council (CHAC) in the amount of \$60,208. CHAC has provided information regarding their funding that has been attached to this staff report.
- The City of Los Altos has a signed contract with the Los Altos History Museum in the amount of \$65,000 annually.

The contracted and JPA requests total \$125,208.

The City received non-discretionary funding requests for FY 23-24 under the Non-Profit and Civic Organization Contributions Policy from the following organizations with applications that are attached to this staff report for consideration and review:



Subject: Non-Profit and Civic Organization Contributions FY23-24

-
- Arts Los Altos - \$25,000
 - Community Builder Toolbox - \$20,000
 - Community Service Agency - \$25,000
 - Los Altos Chamber of Commerce - \$80,000
 - Los Altos History Museum - \$55,000 (additional to funding provided by contract)
 - The Morning Forum of Los Altos - \$7,200
 - Women SV - \$30,000

The Non-Profit and Civic Organization Contributions Policy requests total \$242,200.

There are three requests to amend existing contracts or create new contracts within these requests:

- The Los Altos History Museum requests that their current contract for contribution is amended so they will receive \$120,000 annually from the City and they have provided an explanation for the increased request within the packet.
- The Los Altos Chamber of Commerce, who has received funding annually for the last few years, has requested to move to a contract for \$80,000 annually from the City and they have provided an explanation for the request within the packet.
- The Community Builder Toolbox is a new applicant requesting to receive \$20,000 annually.

At the direction of City Council, City staff can work with these organizations to update and create contracts so that these requests will be added into the budget annually and staff will confirm that these organizations are meeting their contractual obligations.

Per the policy, the deadline for application submission was December 31, 2022. City staff received three applications after the deadline because these organizations were not informed of the deadline for proposals. Those three applications were from Community Builder Toolbox, Community Service Agency, and the additional funding request from Los Altos History Museum.

City staff recommends that City Council shift the deadline for applications from December 31 of the previous year to April 30 of the fiscal year for two reasons:

1. After this year of applications, City staff believes that this new deadline will allow staff enough time to review the applications and incorporate them into the budget. Staff was initially concerned with a shorter timeline, but staff has not had issues in the receipt and review of applications.
2. Organizations will have more time to propose their requests because they may not have an accurate picture of their financial situation until closer to the budget cycle.



Subject: Non-Profit and Civic Organization Contributions FY23-24

Recommendation

Direct staff to incorporate funding for various non-profit and civic organizations into the budget for FY23-24 and shift the application submission date for future years.



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Arts Los Altos, a member of Intersection for the Arts, our 501(c)3 fiscal sponsor

Address: P.O. Box 1281, Los Altos, CA 94023; Intersection for the Arts, 1446 Market Street, San Francisco, CA 94102

Website: www.artslosaltos.org

Non-profit? Y/N Yes

Civic organization? Y/N No

Benefit Los Altos community? Y/N Yes

Description of organizational activities:

Arts Los Altos is dedicated to enhancing the artistic landscape by implementing public art on private property in downtown Los Altos using private funding and grants. We have the unique ability to work directly with artists and the downtown Los Altos business community and property owners to achieve vibrant, curated public art. We provide educational information through events, media and presentations, collaborating with local groups.

Description of organizational impact on Los Altos community:

Arts Los Altos has completed eight art installations on private properties in downtown Los Altos since 2020, including three brilliantly lit installations to attract evening visitors. With the increase of outdoor dining downtown, Arts Los Altos has created artistic spaces to enrich the downtown experience. Arts Los Altos has worked closely with the Los Altos History Museum and the community to preserve historical and cultural awareness.

Contact Information

Contact name: Laura Roberts

Contact role: Grants Coordinator

Email: laura@artslosaltos.org

Phone: (650) 714-4406

Contribution Information

Annual contribution amount requested: \$25,000

Length of contribution request? Annually, towards 2-3 projects per year

Total contribution amount requested: \$25,000

Repeat request from a previous budget cycle? Y / N No

Use of funds:

Table with 4 columns: Expense, Amount, Intended Use, Contribution to City. Rows include Artist, art materials (\$20,000) and Community Outreach (\$5,000).

Total	\$25,000		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: *Laura C Roberts*

Date: November 17, 2022



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Community Builder Toolbox (partner with

Address: 1111 W El Camino Real Ste 109 178

Website: http://www.losaltoschinese.org (in process)

Tax Identification Number: 81-4638175

Non-profit? Y/N YYYY

Civic organization? Y/N YYYY

Benefit Los Altos community? Y/N YYYY

Description of organizational activities: Community builder toolbox (CBT) is a registered non profit organization serving the whole bay area Chinese community

Great Los Altos Chinese community association is partnered with CBT that serves the Chinese community in la, lah, and surrounding LASD neighborhoods in MV and PA.

In the past eight years, we organized annually or seasonally the following events: Spring Festival Gala (350+ attendees), Fall

Festival Celebration (500+), Mother's Day Celebrations (100+), Meet and Greet School board candidates, Series of education seminars

including transition to High school, Teenager mental health, local public school and private school parent panelist sharing experience

regarding school education, college life, application, etc, organized group purchase of fruits and plants to help

other non-profit organization fundraising.

Description of organizational impact on Los Altos community: _____

Great Los Altos Chinese community association oversees and manages a social network chat room with 1400+ active users with
proofed residency in the great Los Altos area. We use this chatroom for organizing our events, useful information exchange and knowledge sharing.

Every year, we organize Chinese cultural events with 1200+ attendees collectively which provides social companion

for the Chinese community and beyond. We help hundreds of families in fixing issues in their daily lives in this area.

We are also dedicated to help new immigrants smooth transition to their new environment, especially Los Altos. We provide

venue for residence, new or old, to engage in local affairs to enhance civic engagement and cultural diversity

Contact Information

Contact name: Cecily Zhang

Contact role: President, GLACCA

Email: cecily.h.zhang@gmail.com

Phone: 650.388.2511

Contribution Information

Annual contribution amount requested: \$20000

Length of contribution request? yearly

Total contribution amount requested: \$20000


Repeat request from a previous budget cycle? Y / N YYYY

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Annual Spring Festival Gala	\$6000	Rental event place, invite performance venues	Adding cultural celebration venues for los altos residences
Fall Spring Festival Celebration	\$10000	n purchase echoing Fall Festival theme including Lantern building,	residence will have an opportunity to learn and participate in a large
Meet and Greet: campaign candidates	\$3000	event preparation	encourage more LA residence for civic engagement
Other events	\$1000	event preparation	engage residences contributing to a vibrant community engagement
Total	\$20000		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: 

Date: 5/11/2023



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: CHAC (Community Health Awareness Council)

Address: 590 W El Camino Real, Mountain View, CA 94040

Website: chacmv.org

Tax Identification Number: 94-2223670

Non-profit? Y/N Y

Civic organization? Y/N Y

Benefit Los Altos community? Y/N Y

Description of organizational activities: CHAC provides mental health care to adults, children, couples and families regardless of their ability to pay. In-house clinical services are provided at 590 W. El Camino Real in Mountain View. School based supports are provided in the Los Altos School District, MVLA, and Mountain View Whisman School District. Family Resource Centers are available in Mountain View for parenting support, classes, resources, and essential item for families with children under the age of 8. We believe that early intervention, prevention and providing a continuum of care builds a healthy, resilient, and supportive community.

Description of organizational impact on Los Altos community: For 50 years, CHAC has supported Los Altos residents through counseling services for mental health issues and substance abuse. These services were established through a JPA including Mountain View, Los Altos, Los Altos Hills, Los Altos School District, Mountain View Whisman School District, and MVLA. Residents are able to connect with care and support at the CHAC Clinic or through the school based services provided to students and their families. As we emerge from the COVID19 lockdown and pandemic, the need for mental health services has been documented by the CDC, the State of California, and by Santa Clara County. In 2021-22, CHAC served 272 Los Altos residents in our clinic as well as in the schools. As of January 2023, we have served 205 residents.

Contact Information

Contact name: Anne Ehresman, MSW

Contact role: Interim Executive Director

Email: anne.ehresman@chacmv.org

Phone: 408-307-1980

Contribution Information

Annual contribution amount requested: \$60,208

Length of contribution request? 1 year / annual JPA request

Total contribution amount requested: \$60,208

Repeat request from a previous budget cycle? Y / N Y

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
General Operating Support	\$60,208	Mental Health Services	Residents will receive counseling
Total	\$60,208		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature 

Date: April 4, 2023



March 29, 2023

Gabriel Engeland, City Manager
Mayor Sally Meadows
City of Los Altos
1 San Antonio Road
Los Altos, CA 94022

Dear Mayor Meadows and Mr. Engeland:

Thank you for your strong partnership with CHAC. Our 50th anniversary is approaching. So much has changed since three local moms lobbied their local cities in 1973 to respond collectively to the emerging substance abuse and mental health needs in our community. CHAC’s deep roots and services across Mountain View, Los Altos, and Los Altos Hills have impacted over 7,000 individuals, youth, and families this year alone. Our impact is grounded in our commitment to early intervention, prevention, and crisis support for all ages, regardless of ability to pay. Our partnership with you and the local schools helps build a safe, healthy, resilient, and friendly community.

In January 2023, the CHAC Board of Directors contracted with Venture Leadership Collective, a Mountain View based consulting group, to analyze our business model and provide Interim Executive Director leadership for up to one year. I have been serving in the Interim ED capacity since January 9th, with a one-week overlap with retiring Executive Director Marsha Deslauriers. I’ve appreciated the support of each of the JPA representatives assigned to CHAC.

The analysis of the business model and JPA structure is underway with exploration of pathways to sustainable services. It is a work in progress, with direct input from your JPA representative, the full board, and the staff. I would be happy to meet with you to give you an update and will keep you apprised as key decisions are approved by the board.

FUNDING REQUEST FOR FY 2023-24

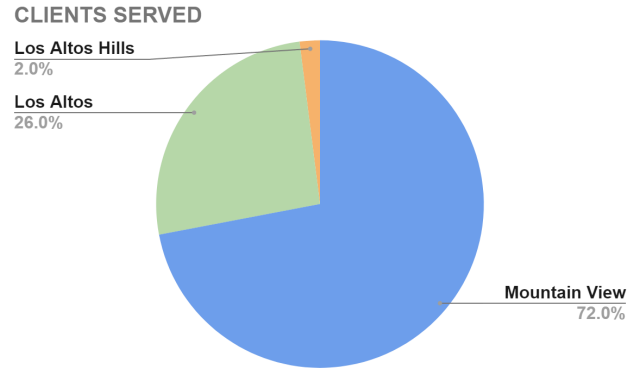
The CHAC Finance Committee has recommended that we request an increase in funding based on CPI (6%) from our municipal JPA partners during this time of transition. We anticipate the total agency budget to be around \$4M.

CITY	FY 22-23	FY 23-24
Los Altos	\$56,800	\$60,208
Los Altos Hills	\$34,000	\$36,040
Mountain View	\$128,000	\$135,680

Your funds will provide access to the following counseling and prevention services for your residents:

Counseling for Adults, Individuals, Couples & Families:

CHAC offers individual, couples, and family counseling, with multiple languages available in-person and over 300 for phone-based translation as needed. Counseling is provided by clinical interns under the guidance of CHAC’s Licensed Clinical Supervisors, whose areas of specialization cover a wide range of expertise. Clients reach out for support on how to address anxiety and depression, non-suicidal self-harm, grief and loss, conduct and externalizing behaviors, social skills, family conflict and risk assessment.



Assessments: The Assessment Clinic provides comprehensive psychological assessments using best-practice models and testing measures.

Teen Advisory Council: This active group of local teens promote, destigmatize, and advocate for the mental health of the communities’ youth while unifying youth and adult perspectives on mental health. It is led by a licensed Marriage & Family Therapist to ensure ethical and effective outreach.

Family Resource Centers (FRCs): FRCs primarily serve newcomer immigrant families. Our Mountain View sites offer classes, events, and individual consultations that foster healthy connections between parent and child and increase resilience in families. Supported primarily by First 5, FRC staff also train a dedicated group of volunteers—many of whom started as participants—to carry out our vision to encourage further community involvement as we support families with children ages 0-5 years old. They continue to provide distribution of essential products to our community.



CHAC’s School JPA Partners Fund Services to Youth and Parents at Los Altos School District, Mountain View Whisman, and MVLA:

- Implementation of School-based A-B-C Model: A for Access, B for Bridge to Families, Collaboration with school personnel.
- Prevention and Early Intervention: CHAC’s Prevention Plus school-based counseling program addresses social, emotional, and mental health issues affecting students’ ability to learn. CHAC’s theoretical framework is through a Family Systems perspective, whereby we provide ongoing support and coaching and/or referrals to the parents and consultation anytime during the duration of the therapy for a minor.

- Social Emotional Learning (SEL): Research shows that social emotional learning (SEL) improves academic achievement and increases prosocial behaviors such as kindness, sharing, and empathy; improves student attitudes toward school; and reduces depression and stress among students. CHAC offers innovative SEL programs targeted to help students succeed at various points during their elementary and middle school journeys.
- Crisis/Grief Support: CHAC counselors are poised to support school personnel—both on-site and out of our clinic—with additional staff and resources in responding to local, site-based, or family crises.

As we continue to deal with the aftermath of lockdown and the Covid19 pandemic, the need for mental health services continues to increase. CHAC provides access to a continuum of mental health services to foster an increasingly healthy, resilient, and connected community. Thank you for your partnership and leadership over our 50 year history. I look forward to discussing our funding request and to answer any questions you may have. We are happy to provide a quarterly report to you during the next fiscal year upon your request.

Sincerely,



Anne M. Ehresman, MSW
Interim Executive Director
anne.ehresman@chacmv.org

CHAC | Changing Lives
Together Since 1973

Closing the mental healthcare gap in times of great need.

ANNUAL
REPORT
2021-22

Changing Lives Together



Next year, CHAC will mark its 50th year of providing top-tier mental health support to the community. We've come a long way since a group of parents and community leaders joined together to address the growing use of alcohol and drugs by adolescents in Mountain View, Los Altos and Los Altos Hills. Since then, CHAC has changed hundreds of thousands of lives and, along the way, possibly saved quite a few. Our counseling and prevention programs build resiliency and help alleviate the anxiety that plagues so many during these challenging times.

The original partnership that led to the creation of CHAC included the governments of Mountain View, Los Altos and Los Altos Hills and their respective school districts. We are proud to be longtime partners with these cities, as well as the Mountain View-Whisman School District, Los Altos School District and the Mountain View-Los Altos Union High School District.

During Fiscal Year 2021-22, CHAC touched the lives of nearly 15,000 children, teens and adults of all ages and socio-economic backgrounds. Of this total, over one-third were children and teens in our local schools, including 426 from the Sunnyvale School District. An additional 8,444 people received support through our Family Resource Centers in Mountain View, Cupertino and Sunnyvale, and that number does not include the many youth, adults and families receiving counseling support through our Clinic – all without concern for ability to pay.

The numbers speak for themselves. During times of great need, CHAC delivers.

As we look to the future, the need for mental health services is greater than ever, and not just among children. Back in 1973, children were not facing issues such as frequent school shootings and cyberbullying. People of all ages are now feeling the ongoing impact of economic disparity so prevalent in our affluent area. In addition, our community is tasked with responding to the wellbeing of children and families who have fled desperate conditions in war-torn countries, the lingering effects of a global pandemic and the day-to-day stresses of living in a world facing so many unknowns.

Here's where you come in. CHAC receives two-thirds of its funding from local school districts, cities and county, as well as client fees. We rely upon the generosity of our supporters to help make up the difference. Your donation helps provide high-quality mental health services that increase the quality of life for those seeking support – and for everyone in our community. Please join us in changing lives together with a generous gift to CHAC today.

Warm regards,

Kevin Duggan

Chair, Board of Directors 2022-23



Thank You to Marsha Deslauriers, CHAC Executive Director

The CHAC Board of Directors would like to thank Marsha Deslauriers who is retiring from CHAC at the end of December.

Over the course of six years, Marsha helped CHAC strengthen its finances, evolve its services, improve its organizational infrastructure and transition CHAC from a smaller operation to a modernized proactive, agile and responsive organization without sacrificing the heart and soul of the agency.

Under her superb leadership, CHAC is well prepared for this changing world as it looks towards its next 50 years of service to the community. During her tenure, CHAC expanded services to local schools and their students, successfully implemented technology improvements and an electronic health record system to better meet the needs of our clients and achieved a 10-year accreditation from the American Psychological Association for its internship program. Additionally, while nearly doubling revenues and strengthening the balance sheet, Marsha led the agency in a Strategic Planning process that provided the infrastructure to support operations and ably pivoted service delivery to respond to the unique needs brought about by the pandemic.

The Board sincerely thanks Marsha for her commitment and dedication over the past six years. Her accomplishments have made a real difference to the organization and in the lives of an untold number of clients who have benefited from CHAC's services. We all will miss Marsha and wish her the best of luck, health and happiness in her future plans.

“The field of mental health services is experiencing tremendous change as we grapple with a dramatic increase in mental health needs while facing a dearth of qualified clinicians to meet that need. I have had the privilege of working side-by-side with deeply committed community leaders, health professionals and our dedicated staff, all rising to the formidable task of adapting service delivery during the pandemic.

I'm very proud of our team for using the opportunity to integrate new virtual formats into our services, allowing us to further break down barriers and improve access for those we serve. By doing so, we have strengthened families, schools, places of worship, workplaces and ultimately the community.

CHAC makes healthy changes in people's lives and the opportunity to do my part to make those changes happen has been my greatest reward.”

Marsha Deslauriers

To conserve resources, this year's donor lists are available online at chacmv.org.

Board of Directors

Kevin Duggan
Board Chair

Elise Bergeron
Vice Chair

George Tyson
Treasurer

Jessica Mancini
Secretary

Marsha Deslauriers
Executive Director

Sandy Bergan
Community Representative

Laura Blakely
MVWSD Representative

Erika Cameron
Community Representative

Chris Clark
Community Representative

Phil Faillace
MVLAUHSD Representative

Neysa Fligor
Los Altos City Representative

Ellen Kamei
Mountain View City Representative

Joan MacDonald
Community Representative

Tania O'Connell
Community Representative

Phil Rose
Community Representative

IdaRose Sylvester
Community Representative

Steve Taglio
LASD Representative

Dennis Young
Community Representative

On the Frontlines of Mental Health Since 1973

For nearly 50 years, CHAC has been driven by an unswerving belief in mental wellness as the foundation for a healthy fulfilled life. We believe that early intervention, prevention and providing a continuum of care builds a healthy, resilient and supportive community. We strive to do whatever it takes to support and empower children and families to build their best lives.

Our Mission

CHAC exists to improve lives and strengthen communities through access to comprehensive and culturally responsible mental health services in northern Santa Clara County.



Highlights

14,832

served in
FY 2021-22

109

Latinx Program clients received 480 hours of culturally attuned care for individuals and families in need. 330 attended a pandemic mental health awareness event

5,848

K-12 students in 35 schools across 4 school districts received 35,181 hours of counseling and social-emotional learning

3,507

hours of free parent/caregiver consultation in support of their child(ren)

84

future mental health practitioners educated with valuable didactic training and practicum experience

404

individuals of all ages benefitted from 6,833 hours of professional emotional support via our in-house and tele-health program

27

gained insight, empowerment and resilience through over 480 hours of psychological assessment and support

8,444

individuals and families built and maintained healthy parent-child connections and received essential personal supplies such as diapers and baby formula during the pandemic

Programs & Services

Research shows that prevention and early intervention are key to reducing the risks of long-term adverse effects caused by anxiety, depression and other social-emotional issues experienced among children and teens. A critical component of our work is an “integrated care” model of working with four school districts to support the psychological and emotional well-being of students, grades K-12. These school programs are provided free of charge to students and their families.

School-Based

Counseling Plus

Our school-based on-site counseling services address social, emotional and mental health issues affecting students’ ability to learn. Skills building groups provide support in managing anxiety, stress and relationship skills in a peer-supported environment. One-to-one counseling is supported in an integrated model with parent coaching and collaboration with teachers.

BackTogether!

The BackTogether! Program is a program that honors the unprecedented challenges and experiences of COVID-19. This program was launched in 2021 to address pandemic-related student anxiety, isolation, and loss of social connection and to respond to the U.S. Surgeon General’s call for increased access to youth mental health services.

Crisis and Grief Counseling

Our counselors are poised and prepared to support school personnel in responding to local, site-based or family crises at any time.

Social Emotional Learning

We offer a variety of programs that provide elementary and middle school students with valuable social and coping skills. These include Just for Kids for third and fifth graders, S.P.A.C.E. for eighth graders and Tween Talk for middle school students.

As an agency with cutting-edge training and a strong support system, and by meeting students where they are – at school with developmentally appropriate and culturally responsive care – we are able to stop the negative impacts of children’s mental health challenges while at the same time normalizing mental health awareness.

“It made me feel less stressed and let me forget about anger and sadness.”

“I learned something new about my friends by what they drew.”

BackTogether!
TK-8

“I learned that I have to respect others’ feelings.”

“I learned about empathy.”

“I learned that it is okay to be myself.”

Just for Kids
Grades 3 and 5

“I learned how to be calm when I have strong emotions.”

“I learned what I can control and what I cannot control.”

Tween Talk
Middle School



What is Social Emotional Learning?

Social Emotional Learning (SEL) helps students develop self-awareness, manage their emotions, achieve goals, maintain healthy relationships and make responsible decisions.

Community Programs

CHAC is an integral part of our community's safety net for mental health services, offering individual counseling and program services to all regardless of ability to pay.

In-House Counseling

We provide multilingual, multi-cultural counseling for children, teens, adults, couples and families on-line and at our clinic in Mountain View. Services are provided on a sliding scale of payment.

Family Resource Centers

Our Family Resource Centers collaborate with FIRST 5 Santa Clara County and other community partners to offer programs that help parents and other caregivers understand the importance of physical and social-emotional development during the first years of life and early school years, along with the family and community engagement needed to build strong social networks.

Assessment Clinic

Our Assessment Clinic provides affordably priced comprehensive neuro-psychological assessments using best practice assessment models and evidence-based testing measures. The Clinic is equipped to provide full assessment batteries for children, aged five and older, as well as for adolescents and adults. The clinic provides evaluations for a range of concerns on a sliding fee scale.

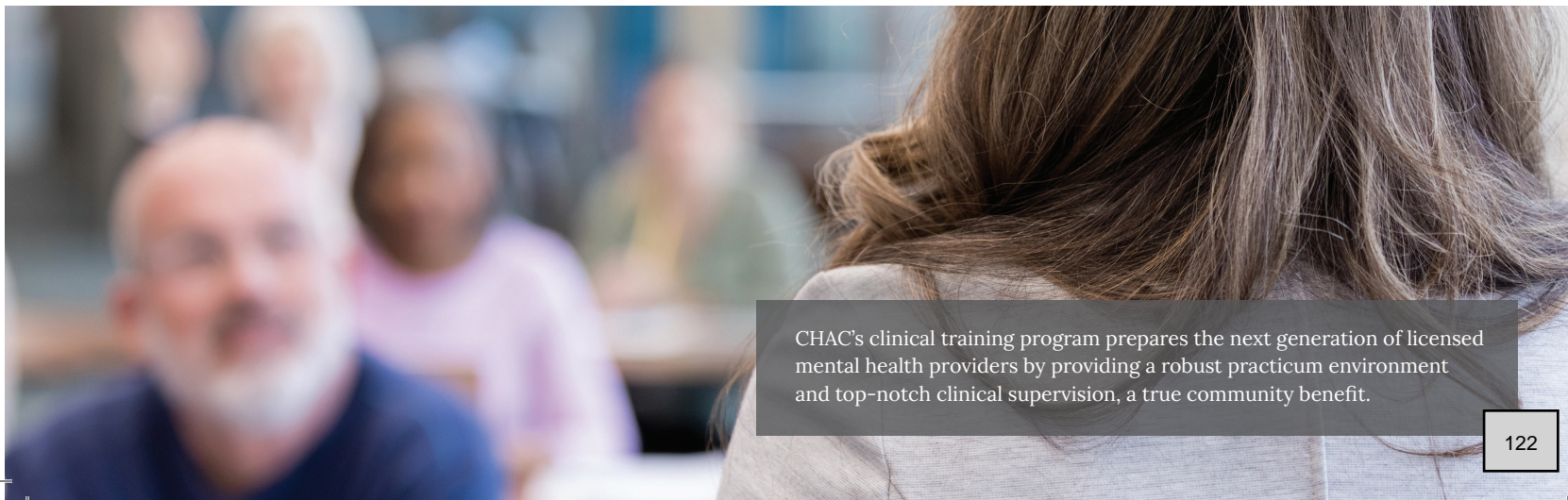
Multi-Cultural Programs

We are proud of the support we provide to our multi-cultural population in Santa Clara County. Our therapists provide culturally attuned professional support in more than 11 languages,

We offer a robust in-house Latinx program with services in Spanish, including individual and group counseling, crisis intervention, nutrition and housing support, parenting classes, and legal and immigration assistance. This population was disproportionately affected this past year. Our Newcomer's Group helped identify children recently arrived from Latin America; often these youth have experienced harrowing experiences on their journey to the United States. Guided by experienced, culturally attuned clinicians, the Newcomer's Group helped them share and feel part of a new community that understood their experiences and situation.

LGBTQQi

We provide support and counseling services for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning/interested adolescents and teens.



CHAC's clinical training program prepares the next generation of licensed mental health providers by providing a robust practicum environment and top-notch clinical supervision, a true community benefit.



From Vivek Murthy, U.S. Surgeon General:

“Mental health challenges in children, adolescents, and young adults are real and widespread. Even before the pandemic, an alarming number of young people struggled with feelings of helplessness, depression, and thoughts of suicide – and rates have increased over the past decade,” said Surgeon General Vivek Murthy. “The COVID-19 pandemic further altered their experiences at home, school, and in the community, and the effect on their mental health has been devastating.

The future well-being of our country depends on how we can support and invest in the next generation.”



Dr. Murthy calls for...

- 1 Expanded access to mental health care
- 2 Increases in mental health counselors in schools
- 3 Investments in social-emotional learning curricula in schools

Caught in the Middle

Our Counseling Center increasingly serves individuals and families in the middle, those who do not qualify for Medi-Cal but cannot afford the \$200-\$600 per hour out-of-pocket costs for private pay therapy support. No one is turned away because of inability to pay.

Client Income Levels

Less than \$35,000 CHAC sliding scale	36%
\$35,000-\$65,000 CHAC sliding scale	11%
Over \$65,000 CHAC sliding scale	16%
Unspecified income CHAC sliding scale (assessed based on self reporting)	37%

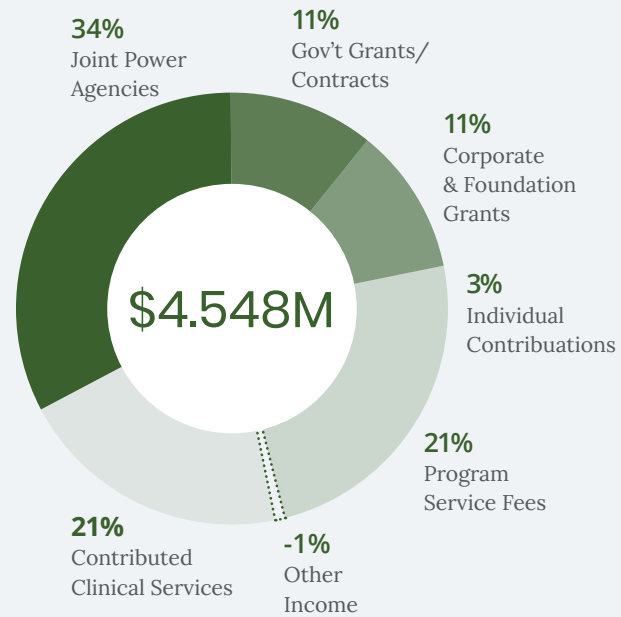
self-esteem suicide ideation anxiety
 work-related distress isolation depression family-related issues
 parenting bullying relationships grief & loss identity issues
 sadness life transitions loneliness

Audited Financials Year Ended June 30, 2022

The FY22 surplus allowed CHAC to increase assets to ensure the stability of the mission and programs in the event of unexpected cash flow shortages due to economic conditions. A detailed financial statement is available for viewing at chacmv.org.

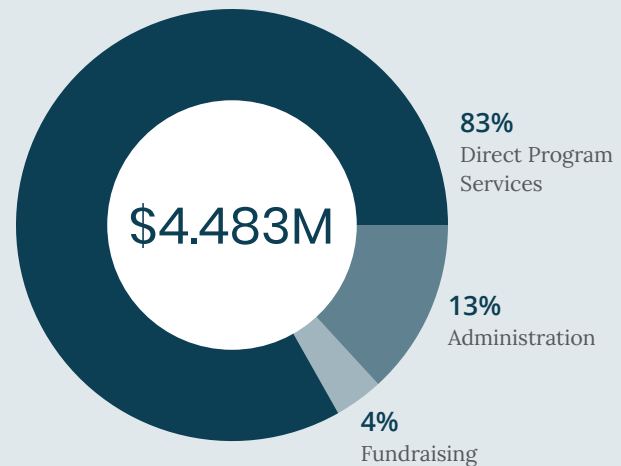
Revenues

Revenues	%	Total \$
Individual Contributions	3%	\$155,611
Corporate & Foundation Grants	11%	\$516,540
Government Grants/Contracts	11%	\$509,922
Joint Power Agencies	34%	\$1,529,200
Program Service Fees	21%	\$959,466
Other Income	-1%	(\$68,315)
Contributed Clinical Services	21%	\$945,919
Total Agency Revenues	100%	\$4,548,343



Expenses

Expenses	%	Total \$
Administration	13%	\$590,431
Fundraising	4%	\$163,612
Direct Program Services	83%	\$3,729,102
Total Agency Expenses	100%	\$4,483,145





BOARD OF DIRECTORS
2022-2023

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Nonprofit Organization Executive
(retired)
Duplicate Bridge Club Owner

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Attorney

Emily Ann Ramos
Preservation and Protection
Associate, SV@Home

April 3, 2023

Dear Los Altos Council Members,

I am writing to you today on behalf of Community Services Agency of Mountain View and Los Altos. We are seeking general operating support in the amount of \$25,000 for Fiscal Year 2024.

Community Services Agency provides a safety net for elderly, low-income, and unhoused residents of Mountain View, Los Altos, and Los Altos Hills. We offer nutrition services, shopping assistance, and case management for seniors; food and emergency financial aid for low-income individuals and families; and comprehensive case management for those experiencing homelessness. Our newest program, Outreach and Engagement, ensures that those facing barriers to accessing services receive the information and assistance they need. Our services are local, direct, and personal, and our staff and volunteers constantly seek to improve our clients' stability, self-reliance, and dignity.

In these uncertain economic times, our services are more essential than ever. CSA's Food and Nutrition Center served over 3,600 individuals last year, a 34% increase from the previous year. Our Homeless Services Program served almost 1,000 individuals last year, an increase of 47% from the previous year. Over 200 of those unhoused individuals are children. Rental assistance continues to be critical in preventing our neighbors in need from falling into homelessness, and CSA served over 400 households through this program last year. Overall, need continues at a higher level than prior to the pandemic, with CSA serving over 6,000 of the most vulnerable members of the community each year, a trend we don't expect to change in the near future.

\$25,000 from the City of Los Altos will help us continue providing these critical services to those most in need in our community. Our partnership would keep families in their homes, help unhoused individuals get off the streets, ensure that low-income families are fed through their most challenging times, and keep seniors living independently in their homes for as long as possible.

Thank you for considering our proposal, and if you have any questions or want to speak further about our request, please feel free to contact me at (650) 968-5427 or tmyers@csacares.org.

Warm regards,

Tom Myers
Executive Director

204 Stierlin Road
Mountain View
California 94043
P: 650-968-0831
F: 650-968-2161
www.csacares.org



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Community Services Agency

Address: 204 Stierlin Rd

Website: www.csacares.org

Tax Identification Number: 94-1422465

Non-profit? Y/N y

Civic organization? Y/N n

Benefit Los Altos community? Y/N y

Description of organizational activities: CSA is the community safety net for Mountain View, Los Altos, and Los Altos Hills. Our programs include Outreach and Engagement to reach populations facing barriers to accessing services; Homeless Prevention, offering case management and financial assistance; Homeless Services to get people back on their feet; our Food and Nutrition Center providing access to nutritious groceries; and Senior Programs providing a lunch program and services to keep seniors living independently for as long as possible in their homes.

Description of organizational impact on Los Altos community: While often hidden, there is a need for safety net services in the Los Altos community. CSA offers food access to residents of Los Altos through our Food and Nutrition Center. We also serve many seniors in need in Los Altos both through our Senior Case Management program and our Senior Nutrition Program. We serve over 6,000 neighbors in need each year in Mountain View, Los Altos, and Los Altos Hills.

Contact Information

Contact name: Simone Berkowitz

Contact role: Development Director

Email: sberkowitz@csacares.org

Phone: 650-968-0836 ext 141



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Los Altos Chamber of Commerce

Address: 321 University Avenue, Los Altos, CA 9

Website: www.losaltoschamber.org

Tax Identification Number: 94-1998547

Non-profit? Y/N **Yes**

Civic organization? Y/N **Yes**

Benefit Los Altos community? Y/N **Yes**

Description of organizational activities: Documentation attached.

Description of organizational impact on Los Altos community: Documentation attached.

Contact Information

Contact name: Kimberly Mosley

Contact role: President & CEO

Email: kim@losaltoschamber.org

Phone: 650.948.1455

Contribution Information

Annual contribution amount requested: \$80,000

Length of contribution request? ^{5 years} _____

Total contribution amount requested: ^{\$400,000 Total} _____

Repeat request from a previous budget cycle? Y / N **Yes**

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
see below			
Total			

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: Kimberly Mosley

Date: 12/31/2022

Use of funds:

-



Since its inception in 1950, the Los Altos Chamber of Commerce has served the communities of Los Altos. In the past three years, the collective support of our residents, our businesses, city staff, and our elected officials at all levels has been critical to our collective community’s success. The Los Altos Chamber of Commerce has played an essential role in connecting and communicating information that was crucial to sustaining our community through the COVID-19 pandemic and positioning us to emerge as a vibrant community that is well-positioned to thrive!

With two full-time staff at the Chamber, we function as a small but mighty team. We have done our best to rally our residents to support our small businesses, while providing information, education, opportunity, and advocacy, creating new social media programs to address our no-contact state of affairs, while providing genuine support to all of our businesses, organizations, and residents across Los Altos.

You may ask--WHY IS THIS IMPORTANT TO LOCAL GOVERNMENT? WHY SHOULD THE CITY PARTNER WITH THE CHAMBER OF COMMERCE TO PROMOTE THE CITY OF LOS ALTOS? WHAT IS THE BENEFIT TO THE TAXPAYERS AND THE CITY OF LOS ALTOS?

We have provided a detailed list below—but to put it most succinctly:

THRIVING COMMUNITIES ARE BUILT ON A FOUNDATION OF SUCCESSFUL BUSINESSES!
Successful businesses, schools, and hospitals make a successful and thriving community. This strength brings increased sales tax, TOT or hotel tax revenues, and additionally, our personal property values climb higher!

Our Chamber has provided numerous services for the City for many years. Our current request is to continue the contract for services that we have been providing to the City of Los Altos since 2019. Our request includes following categories:

1. Destination Guide (Los Altos Magazine)
2. Los Altos Public Relations Media Publications (Modern Luxury Silicon Valley Magazine etc.)
3. Community Marketing
4. Visitors Center

Additional details about these services and more are provided below:

- **We create, edit, publish, and print a Destination Guide for Los Altos entitled the Los Altos Magazine!** This gorgeous magazine is a destination guide to Los Altos & Los Altos Hills. This publication is distributed to 17,000 households, to hotels in the region (including Palo Alto, Menlo Park, Mountain View, and Cupertino), to condominium complexes along the San Antonio & El Camino corridors, to the San Jose and San Francisco International Airports, and to the peninsula visitors’ centers. This publication is used to increase awareness of our local businesses, bring visitors to our establishments, and promote Los Altos outside of our region. No other community in our region has such a substantial, high-quality publication that promotes their community and their businesses.

- **The Los Altos Chamber operates the community Visitor’s Center for Los Altos.** Located at the major intersection of Main Street and Foothill Expressway on University Avenue, we are open from 9-5 M-F to assist the public with general information about “what to do” in and around Los Altos—where to grab lunch or find local gifts and travel destination information. This has been a tradition for the Chamber for 73 years. We receive email, phone, and walk-in inquiries.



- **The Chamber maintains a Community Calendar of Events** that our city, community organizations, and non-profits reference (by calling our office or checking online) for selecting dates for community events and avoiding scheduling conflicts. This is incredibly important for many organizations in our community.
- **The Los Altos Chamber has invested significant time to establish relationships with the editorial and publishing staff of several local publications including Modern Luxury’s Silicon Valley Magazine & San Francisco Magazine.** The Chamber staff works to pitch story ideas and community features that highlight our community with residents of surrounding communities in the bay area that will visit and frequent our restaurants and retail establishments due to these wonderful feature articles and event highlights. We also work with reporters to bring new attention to local events and new trendy places to visit, shop & dine etc.

Here is a list of what the Chamber has done in the recent years-- and is actively doing to support the community and the City of Los Altos—functioning as a support, and enhancement to local government:

- Provided guidance during times of incredible uncertainty in the early pandemic phase by disseminating information to our community and helping community members and businesses to comply with constantly changing protocols.
- Representing and speaking on behalf of our business community to City Council on a biweekly basis to keep Council informed about developments and urgent needs.
- Partnered with the City Council to establish the **Los Altos Small Business Grant Program**. The City of Los Altos (with fundraising support and partnership with MVLACF & the Chamber) awarded 67 grants of \$5,000—for a total of \$335,000 for our small businesses.
- Created the **Los Altos Take-Out & Delivery** Facebook page where our community members promoted take-out from their favorite restaurants and encouraged their friends to order food locally to support our town.
- Started **What’s Open Los Altos** with the Village Association so that residents would have one location to order, purchase, or donate to Los Altos businesses.
- Created a new **Los Altos Gift Card** program for merchants providing direct cash deposits from gift cards purchased by the community each week.
- Provided educational webinars and direct access to experts on **PPP Loans & Grants, EIDL Loans, and State of CA loans and grants**.
- Partnered with the City of Los Altos staff and Councilmember Jeannie Bruins to establish the outdoor dining solution **OPEN STREETS** in partnership with our downtown restaurants, retailers, Anthony Carnesecca of Economic Development. We balanced restaurant outdoor dining requirements with retail shopping needs. This continued process of listening and building consensus ultimately culminated with the City’s new incredibly successful **Outdoor Dining Program of 2023**.



- Successfully lobbied the Santa Clara County Board of Supervisors for a 15% cap on the food service delivery fees charged to restaurants during the pandemic effective December 2020. Some restaurants were being charged a 28% service fee for each food order! These fees were truly excessive during such difficult times. Once the County mandate was implemented, I followed up to initiate calls with County Counsel to address the non-compliance of Door Dash with the County mandate in continuing to overcharge our businesses.
- The Los Altos Chamber partners with fifteen other Chambers of Commerce in Santa Clara County to advocate on behalf of our respective communities as a part of the Santa Clara County Chamber Coalition. Through this organization, we regularly communicate with the Board of Supervisors and have provided direction and feedback for our respective communities.
- As a result of these efforts on behalf of our community, the Chamber received a **2020 Service Medal of Honor** from **Supervisor Joe Simitian of the SCC Board of Supervisors for Exemplary Service to the District 5** Community during the pandemic. This was a great honor!

I believe this is a testament to the leadership of the Chamber and the incredible response from our community members to support our businesses in their time of need! Our community is incredibly fortunate to be well-positioned to emerge from the pandemic with a new vibrancy as a result of the successful Parklet Program under the leadership of Anthony Carnesecca.

As noted in the attached documents, the Los Altos Chamber of Commerce is requesting to continue the contract with the City for services that the Chamber of Commerce provides. As demonstrated in the attached documents the value of services provided significantly exceeds our request, but we request \$80,000. We are asking for a 5-year contract with an annual staff review to continue the work and the contract without interruption year to year. This would be of benefit to the City and the Chamber.

If you look across many municipalities this is a common contract for services between city governments and Chamber of Commerce organizations—especially those Chambers that manage Visitors Centers, Destination Guides, & Economic Redevelopment Partnerships. I am available to answer any questions that you may have in this regard.

I genuinely thank you for partnering with us during these incredibly tough times! We can accomplish so much more for our community by partnering together!

Kimberly Mosley, President
THE LOS ALTOS CHAMBER OF COMMERCE
 321 University Ave Los Altos, CA 94022

The financial oversight of all funds received by the Chamber are managed by the Los Altos Chamber of Commerce Financial Oversight Committee and the Chamber Board of Directors to ensure fiduciary responsibility.

2023 Chamber of Commerce for the City of Los Altos

EXPENSES			ACTUAL	REQUESTED	
Destination Guide for Los Altos (The Los Altos Magazine)					
Pringing of 20,000 copies of 68 page full color high quality magazine	20000	\$2.17	\$43,757	66%	\$28,880
Two page Ad for City of Los Altos--"Doing Business in Los Altos" or other			no charge		no charge
Distribution to 17,000 households	17000	\$0.33	\$5,646		\$5,646
3000 copies distributed locally (hotels, apartments, coffee shops etc)	3000	\$0.33	\$990		\$990
Creation of digital version of LA Magazine with live link for online visitors			\$3,500		\$3,500
Graphic Design & Layout			\$9,600		no charge
Editorial & publishing expense			\$48,000		no charge
Los Altos Public Relations Media Publications (Silicon Valley Magazine or similar)	\$550	12	\$6,600		\$6,600
Develop and create storylines f for regional luxury publication			no charge		no charge
Community Marketing					
Graphic Design	\$480	6	\$2,880		\$2,880
Writing Content for press articles, press releases, etc. \$200/week	\$155	50	\$7,750		\$7,750
Photography of Events & Community for press & publications	\$200	6	\$1,200		\$1,200
Visitors Center (rate per week \$17.20 x 40hours x 51 weeks)	\$688	51	\$34,400	66%	\$22,704
Operting Visitors Center staff location, literature, and info by phone					
Visitor Center Location Rental, Utilities,Maintenance			no charge		no charge
Maintain Community Calendar	\$50	12	\$600		no charge
Grand Opening & Ribbon Cuttings for Businesses	\$1,000	12	\$12,000		no charge
Scheduling and Hosting Celebrations for Businesses est. 2-3 each month					
			\$176,923.00		\$80,150



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: Los Altos History Museum

Address: 51 South San Antonio Road

Website: www.losaltoshistory.org

Tax Identification Number: 94-2542813

Non-profit? Y/N Y

Civic organization? Y/N Y

Benefit Los Altos community? Y/N Y

Description of organizational activities: _____

The Los Altos History Museum gathers and presents compelling stories and artifacts that bridge the past and the present by fostering the creative energy of staff and volunteers to challenge established narratives and produce engaging educational programs and exhibits for our community. The Museum recently opened a new permanent exhibition that uses place-based storytelling and advanced technology to tell about the people who have lived in this special place, from the original inhabitants to modern innovators. Changing Museum exhibits highlight diverse facets of local history, from Juana Briones to Wallace Stegner, from Eichler architecture to the annual Pet Parade. The Museum presents events like Train Days and the Apricot STEM Fair. And of course, the Museum continues its original mission of preserving and sharing the historical landmark Smith House.

Description of organizational impact on Los Altos community: _____

The Los Altos History Museum provides educational opportunities for adults and children to learn about the community via interactive exhibits and hands-on activities. Other programs include third and fourth grade tours and curriculum for local school children, walking tours around town, oral history collections, and much more. In collaboration with the city, the Museum organizes the annual Margaret Thompson essay contest, providing a creative way for local children to connect with the history of their community. The Museum finds ways to share its collection beyond the building walls, for example with the regular "Peek into the Past" feature in the Los Altos Town Crier. As a non-profit organization, the Museum has benefited from private donations amounting to millions of dollars since its inception, yielding strong leverage to supplement the City's investments. Numerous residents volunteer countless hours at the Museum, creating new exhibits and programs, beautifying the facilities and grounds, and welcoming visitors.

Contact Information

Contact name: Larry Lang

Contact role: Board President

Email: llang@larrylang.net

Phone: (650) 948-9427

Contribution Information

Annual contribution amount requested: \$55,000 increase

Length of contribution request? Ongoing contract

Total contribution amount requested: \$120,000

Repeat request from a previous budget cycle? Y / N Y

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
see attached annual r			
Total			

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: _____

Date: 26 April 2023

Background Explanation

The Los Altos History Museum began in 1977 with the opening of the J. Gilbert Smith House historic farmhouse, built in 1905. In 2001, the Los Altos History Museum opened its modern building next door, which houses the Museum’s collections, permanent and changing exhibits, store and administrative offices. Its collections are owned by the City of Los Altos and are managed by the Association of the Los Altos Historical Museum, an independent nonprofit organization, whose staff and volunteers are responsible for all programs and operations.

The existing contract with the City, signed in 2005, calls for a payment to the Museum of \$65,000 per year. The proposed increase to \$120,000 per year is an adjustment based on the U.S. Bureau of Labor Statistics Consumer Price Index (CPI), covering the intervening 18 years and projecting forward 4 years based on the average of the previous 4 years.



Gabriel Engeland, City Manager
Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022
gengeland@losaltosca.gov

March 17, 2023

Re: City budget requests from Los Altos History Museum

Dear Gabe,

With the new exhibit opening, it's an exciting time for the Museum and the whole community. We sincerely appreciate the support of the City of Los Altos, and look forward to continuing the collaboration.

Following up on our February meeting, with ongoing analysis from our Executive Director Elisabeth Ward and my fellow board members, this letter details the budget requests to the City from the Association of the Los Altos Historical Museum. It does not include new arrangements regarding the heritage apricot orchard, which are proceeding separately.

The existing contract with the City calls for a payment to the Museum of \$65,000 per year. We propose increasing that amount to \$120,000 per year. While that increase might seem unexpectedly large, it's simply an adjustment based on the U.S. Bureau of Labor Statistics Consumer Price Index (CPI), covering the intervening 18 years and projecting forward 4 years based on the average of the previous 4 years. (During our meeting, you'd mentioned moving to a 4-year review cycle for expected recurring costs.) A spreadsheet with the CPI data and calculations is available here: <https://tinyurl.com/lahminflation>

Besides the annual payment, we have also been compiling ideas for arts programs that would be eligible for funding under the Public Arts Fund established by ordinance 2018-446. Focus areas would include visual arts, literary arts, and

performing arts. As a recent example of the Museum's approach, the opening celebration for the new permanent exhibit featured performances from cultures representing our diverse community, from Native Americans to India, from the Azores to Asia. The event was free to the public and attended by hundreds of enthusiastic residents. We anticipate that programs would take place both at the Museum and at other locations around the community, as part of our "museum without walls" initiative.

The budget for our arts-related programs would total approximately \$40,000 during the next fiscal year. Please advise about how to apply for this funding. In particular, rather than creating smaller applications for each program, we would suggest preparing a single comprehensive application. This would be more efficient for the Museum staff, and hopefully would streamline the process for the City staff and council.

Since the Museum first began, with a small group of residents looking after the J. Gilbert Smith house, the City's annual investment has seen incredible leverage. Total private donations are approaching \$10 million, substantial grants have been applied for and received from public and private sources, and hundreds of dedicated community members have volunteered countless hours. We trust that you, the City council, and the community would agree that such a strong track record of good stewardship warrants these budget additions.

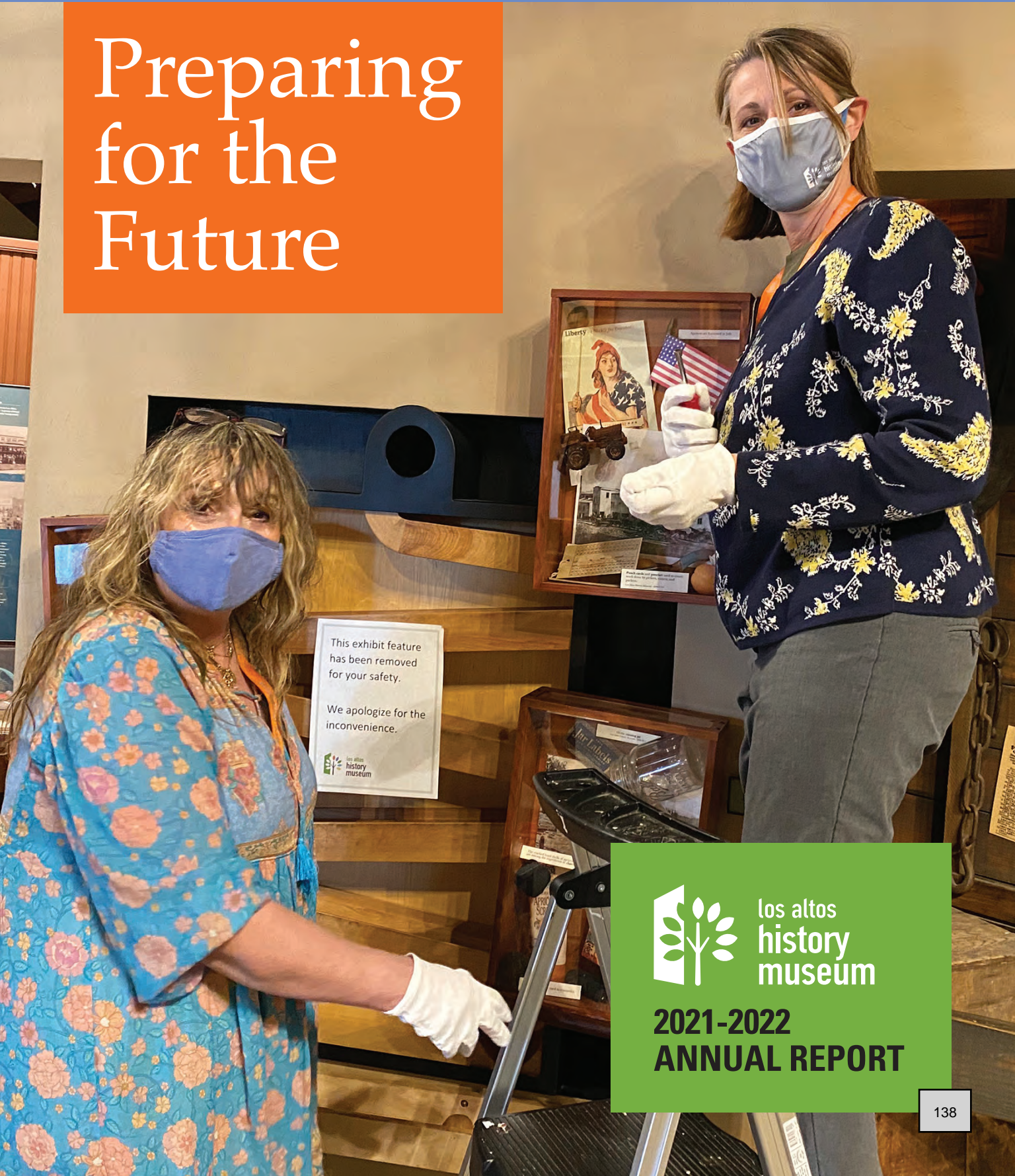
Please contact me with any questions or issues. In particular, please advise about how to engage with the ongoing City budget process for best effectiveness and efficiency.

Sincerely,



Larry Lang
Board President
Los Altos History Museum

Preparing for the Future



This exhibit feature has been removed for your safety. We apologize for the inconvenience. los altos history museum



los altos history museum

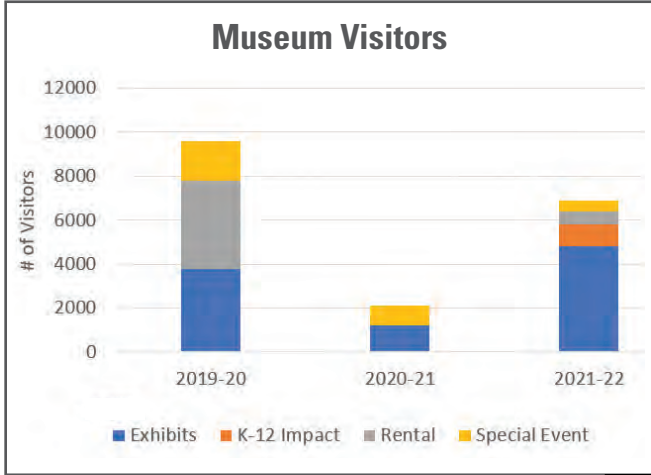
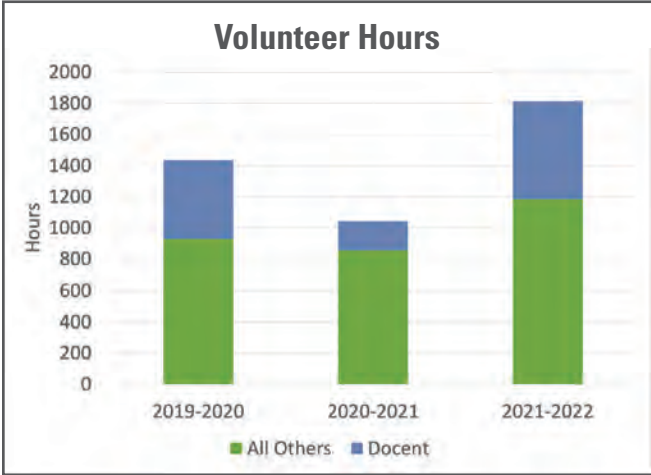
2021-2022 ANNUAL REPORT

"I hope we will never forget to ask about the past."

Maud Daujean



The Museum offered three changing exhibits in the main gallery during last fiscal year—*Gold Fever!*, *Annie Knapp Fitz Paints*, and *Every Wrinkle Tells a Story*—before closing that gallery to make room for construction on the Permanent Exhibition.



Like a caterpillar spinning a cocoon to safely transform into a butterfly, organizations need to take opportunities to prepare for the future. Sometimes these moments come organically, as part of natural organizational change. Other times, external factors compel an organization to adapt to new circumstances and quickly adjust. For Los Altos History Museum in the 12 months spanning our last fiscal year (July 2021 to June 2022), both of those forces were simultaneously at play. With this Annual Report, we’re sharing with you how we’ve put in place structures that will help us emerge transformed in the year ahead.

In the following pages, you’ll hear about how we took the opportunities afforded by the reduced traffic of COVID closures to revamp some of our programs, and how we intend to keep that momentum going for even greater impact in 2023. You’ll also hear about strategic personnel decisions we have made to help poise the museum for future growth, both on the staff and Board. And you’ll hear about new programs we unveiled in 2022. But the most exciting reveal is yet to come: in this report, we are delighted to share news of the wonderful progress being made on our new Permanent Exhibition, which will open in 2023 and truly redefine the Museum.

These processes did not all begin in June of 2021, and they were not all complete by July of 2022. But last fiscal year was a particularly dynamic year internally for Los Altos History Museum, as we simultaneously reopened thanks to lifted COVID restrictions, AND closed portions of our operations due to construction of the Permanent Exhibition. This has in effect meant that the “hibernation” period for the Museum, which began with the parking lot closures associated with the Community Center, and lasted through all of COVID, continues. But in just a few short months, all members, donors, and residents of Los Altos and beyond will be welcomed into a truly dazzling and transformed museum.

Thank you so much for your steadfast support and your belief in our potential.

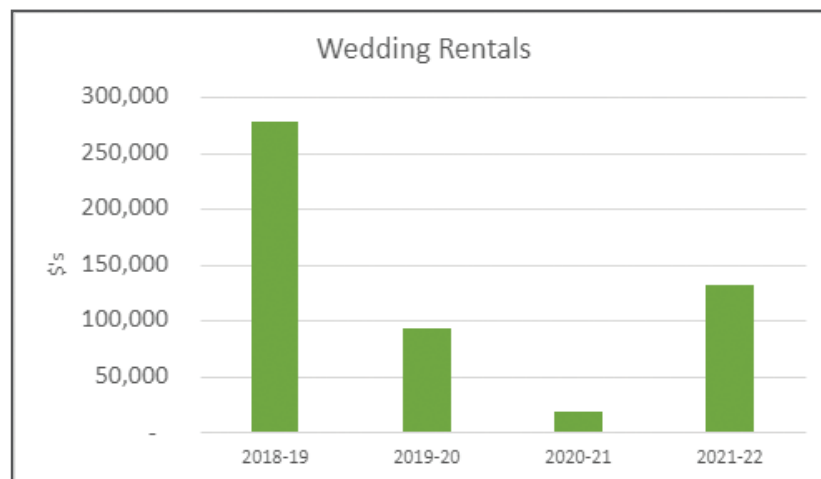


The most dramatic impact of the COVID-19 closures on LAHM was to external rentals program. It was not until July of 2021 that we were able to once again offer indoor dancing to wedding guests, and many of the weddings that had been scheduled for 2020 were finally able to be held in late Summer and early Fall of 2021. It was our pleasure to welcome these happy couples to the Museum. By allowing them to reschedule without any additional fees, the Museum did see a loss of revenue; those Saturdays would have normally been sold to new clients. To compensate for that, the Museum has been pursuing programs to help shuttered venues, and we are also grateful that we had the reserves to weather this.

During the shutdown period, the Museum implemented several strategic decisions about our external rentals program that will continue to provide dividends into the future. These included repairs to our outdoor surfaces and lighting, as well as more signage.

The biggest change was that we brought the person responsible for these events “in house.” Due to changes in California law, and our own desire to have more Board oversight into the frequency and types of rentals, this position went from being an external contractor to an internal staff member. We were pleased to welcome to the staff in June of 2021 Maria Crowder, who then trained her replacement, Jacqui Marchesinni, in early 2022.

Led by an internal staff member, the external rental program can become better aligned with our mission. We introduced a new pricing structure in 2022, which offers new types of rentals more focused on the needs of local corporations, organizations, and families. Our hope is for ongoing relationships and recurring rentals that strengthen the Museum’s sense of community. We are also grateful for a strong and cooperative relationship with the new Community Center; we’ve already had some couples have their wedding ceremony at the Museum and their reception at the Community Center, and we expect more of that in the future.



In April and May of every year since 2005, Los Altos History Museum has welcomed area 3rd and 4th graders. That was not possible in Spring of 2020 or Spring of 2021. But we used the time off to make some changes to the program, which we were excited to reveal in April and May of 2022, when the kids were finally back! The Museum is grateful to the many members of our Education Committee who returned to teach the program and helped revamp the offerings.

The Museum hired a Museum Educator in 2021 to help with this transformation, Georgianna Shea. With her background in theatre, she suggested our Education Docents dress in costume and play the parts of our historical figures, like J. Gilbert Smith and Annie Knapp Fitz. This change was welcomed by all and helped make the 2022 school tours doubly special!

The Museum Educator position includes not only supporting the youth educational programs, but also all of the adult educational programs, such as lectures and classes. The topics of public programs at the Museum have and will continue to be tied to our Changing Exhibition program, so the Museum Educator will also be working with our Exhibits Committee in deciding on exhibit topics and associated programs. By emphasizing the educational nature of our exhibits and programs, this new position will help guide the Museum and solidify our role in the community. The impact of this change will cause positive ripple effects into the future!



Georgianna Shea with Anya McClatchie and Ghania Medhi, who helped lead the teen docent program in 2022. Over a dozen teens returned to this successful program last year.



Lindsay Carpenter and Carole Katz, playing the roles of J. Gilbert Smith and Margaret Smith for the third-grade tours.



Creating any exhibit always represents many hours of research and planning. Imagine then how much more time, energy, resources, research, and meetings have gone into our new Permanent Exhibition! Meant to last years, not months, this exhibition has taken a team of 7 curators, 3 script writers, 4 special-topic research groups, 9 contractual firms (each with their own team of employees), an oversight committee, and over 100 donors to bring to fruition. Everyone involved in this exhibition has been focused on creating a novel, exciting, informative, engaging, and welcoming experience.

The Museum closed our original Permanent Exhibition, called *Crown of the Peninsula*, in March of 2022. Some of our visitors were disappointed to discover that the model railroad was not available, but happy to hear it will be returning in 2023 with new features.

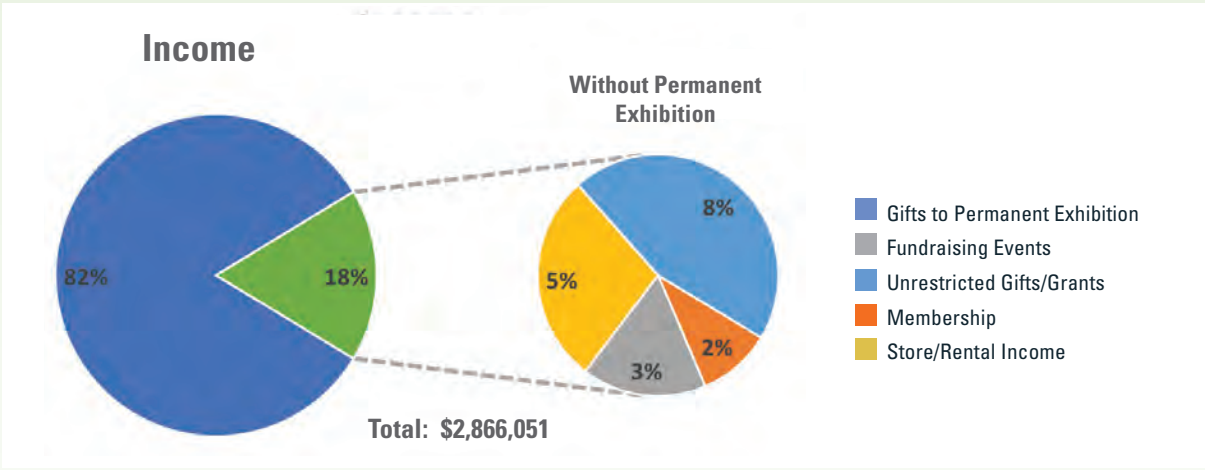
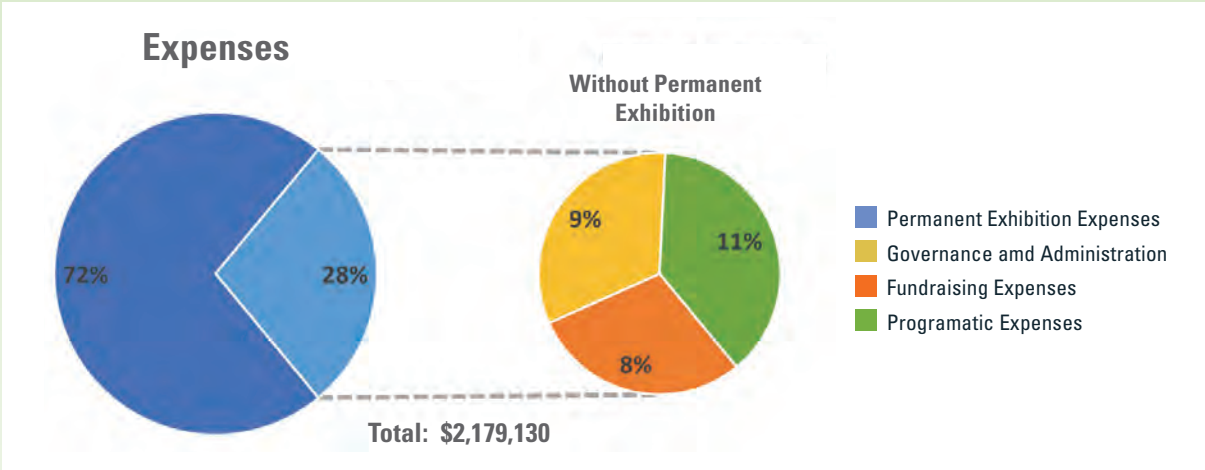
Since then, as contractors worked—ripping up the flooring, checking on the wiring, measuring the walls—the top floor of the museum has been covered in plastic sheeting. It has indeed been cocooned away from the public. But the new Permanent Exhibition, titled *Making Connections: Stories from the Land*, will emerge to absolutely delight the public in early 2023. We cannot wait to share it with everyone!

Behind the scenes, staff, volunteers, and contractors have been taking a deep dive into the Museum’s collection and archives. We’ve digitized many records, and added vast amounts of detail and information to our database. This back-end work will position us for another wonderful reveal: the Museum is planning to present our collection database to the public online in 2023.



To accommodate the construction schedule of the new Permanent Exhibition, all Museum operations moved to the J. Gilbert Smith House, including the Store. We created four changing exhibits in the Smith House Gallery!

Our financial status remained on positive footing, thanks to a strong annual appeal in the W



The Museum debuted our new annual fundraiser, Dancing through the Decades, in April of 2022, and raised 50% more than at our previous fundraisers. Every spring, we will pick a new decade and create a fun, themed fundraising auction event!



Strategic choices require strong leadership and careful planning. In addition to adding positions to the staff, the Board also spent much of 2021 / 2022 working on their own “staffing.” During a Board retreat in Fall of 2021, Directors recognized how important it is to have a mix of talents on the Board as they lead the Museum. This also includes a mix of “insiders” (long-term volunteers involved with the Museum) and “outsiders” (members of the community with particular talents new to the Museum).

In late 2021 and early 2022, Gary Hedden and the Nominating Committee created a rubric of all the skills needed to successfully manage a museum, from financial oversight to marketing savvy, fundraising acumen to knowledge of local history, involvement with local organizations to human resource policies. It is a big job, which is why it takes 14 dedicated and talented people working together to make good decisions. Gary appointed several new Board members to fill vacancies that had come up during COVID. Margo Horn of the Historical Commission, Jan Thomas from the docent committee, Kuljeet Kalkat from the Finance Commission, and Catherine Greenberg of the marketing committee, all joined the Board during the last fiscal year.

The rubric tool and the strategic appointment of so many great new Board members were designed to assist the Museum in meeting the challenges of the future. We recognize that in many ways, 2023 will not just be a reopening of the Permanent Exhibition, but also the re-introduction of the Museum to a whole new group of people. Many new people have moved into Los Altos since the Museum opened, and this big new project offers us a renewed opportunity to bring in new audiences.



Catherine Greenberg and Jan Thomas



Kuljeet Kalkat and Margo Horn



los altos
history
museum

Assn. of the Los Altos Historical Museum
51 So. San Antonio Road
Los Altos, CA 94022
www.losaltoshistory.org

Board of Directors 2021-2022

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Larry Lang, 1st VP
Nicole Andrews, 2nd VP
Victoria Holman, Secretary
Wayne Hooper, Treasurer
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Janet Klinke, Docents
Anne Roberts, Education
Pat Hedden, Exhibits
Gary Hedden, Facilities and Newsletter
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Suruchi Mohan, Oral Histories

Jane Packard, Orchard Commons
Kristen Fuller, Public Relations
Sharon Barkoff, Smith House
Vicki Holman, Store
Cliff Olson, Train Committee
Brigitte Ahlfeldt and Peggy Davis, Volunteer Development

Agenda Item # 6.



Los Altos History Museum was honored by the County of Santa Clara for our 2019-2021 restoration of the Spagnoli Tank House on May 21, 2022.



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: The Morning Forum of Los Altos

Address: P.O. Box 274, Los Altos, CA 94023

Website: www.morningforum.org

Tax Identification Number: 94-6081401

Non-profit? Y/N **Yes**

Civic organization? Y/N **Yes**

Benefit Los Altos community? Y/N **Yes**

Description of organizational activities: The Morning Forum of Los Altos is a distinguished lecture series that started in the home of a local resident in the 1930's. As interest grew, a more structured approach and change of venue were required. In 1950, 2 years prior to the city's incorporation, the formal name of the group, "The Morning Forum of Los Altos" was adopted and the organization burgeoned to over 400 members within 5 years filling a pressing community need. The mission has always been to provide life-long learning in an open-minded and tolerant manner. The organization is volunteer-run and is funded by subscriptions, grants and gifts. Historically, over 94% of the budget is directed toward speaker fees with the remainder covering the venue and administrative costs. Pandemic recovery and inflation are existential threats at this time. Membership dropped during the shutdown when the series took a historic hiatus. In an effort to serve membership, webinars were instituted at substantial additional cost compromising the quality of the programs.

Description of organizational impact on Los Altos community: The longevity of The Morning Forum of Los Altos makes it an integral part of the City. Some members span 3 generations in 1 family, and the oldest member who attends is 102 years-old. As the name implies, the lectures are during the morning, which best serves the membership that is predominately retirees. The venue is centrally located within the city at a large church with convenient surface parking. Hearing aid accommodations are provided as well as T.V. screens. A recent AARP study determined that life-long learning increases brain health and overall well-being in the older adult. The speakers are often caught off-guard by the members for the astuteness of their questions. There is lively social engagement before the program and the local restaurants benefit as members gather for lunch afterward. With the demise of the Celebrity Forum after 51 years, members would be hard-pressed to find another lecture series. Over the years, subscription fees have increased and the program was curtailed from 17 programs to 16. The organization would greatly benefit from a grant to weather this transitional period.

Contact Information

Contact name: Kathryn Tomaino

Contact role: Director

Email: ktomaino@cbnorcal.com

Phone: 650 279-5820

Contribution Information

Annual contribution amount requested: \$7,200

Length of contribution request? 3 years

Total contribution amount requested: \$21,600

Repeat request from a previous budget cycle? Y / N **Yes**

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City
Live Stream Cost	\$7,200/year	\$7,200/year or \$450/program	The Morning Forum of Los Altos
		is the charge for live stream. This	had a pre-pandemic membership
		is a temporary cost during the	in excess of 450. The latest
		transition from the pandemic.	census shows the demographic
Total	\$7,200		served is 19% of the population.

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature: Kathryn Tomaino Digitally signed by Kathryn Tomaino
Date: 2022.12.15 18:38:35 -08'00'

Date: 12/15/22



City of Los Altos
Non-Profit and Civic Organization Contributions Application

Organization Information

Name: WomenSV

Address: PO Box 3982 Los Altos, CA 94024

Website: www.WomenSV.org

Tax Identification Number: 81-5015102

Non-Profit: Yes

Civic organization: No

Benefit Los Altos community: Yes

Description of organizational activities:

WomenSV’s mission is to empower survivors, train providers and educate the community to break the cycle of covert abuse and coercive control in intimate partner relationships. Our vision is a world in which every woman and child can exercise their fundamental human right to live in peace, safety and freedom in their own home.

Not all abuse is physical. A perpetrator can exert control by tracking his partner’s whereabouts, isolating her from extended family members and friends, cutting off access to joint finances, threatening to take the children away from her and attacking or undermining her accomplishments and capabilities. While WomenSV addresses physical and sexual violence -- in fact about 40% of our survivors have experienced non-fatal strangulation -- our specific area of focus is coercive control, including emotional, financial, legal and technological abuse.

While most domestic violence agencies are well-equipped to address physical and sexual violence, they often lack resources to serve survivors impacted by these more subtle forms of abuse. WomenSV’s focus on coercive control and covert abuse is filling a much-needed gap in services - and not only in the San Francisco Bay Area. Since receiving national exposure on the Megyn Kelly Today Show and Good Morning America in 2018, and most recently giving trainings to judicial officers statewide and to all three of Google’s Global Security teams (Asia, Europe and the Americas), we have seen a steady increase in calls from around the country.

Our Survivor Support Program helps victims of domestic violence and coercive control find the means to address domestic abuse more safely and effectively and build healthier lives for themselves and their children. WomenSV offers lifelong support of survivors as opposed to short-term, crisis-only interventions that more traditional domestic violence agencies offer. We establish a lasting relationship with each survivor and maintain it for as long as she chooses.

Program services from our State-Certified Domestic Violence Advocates include a domestic abuse helpline, one-on-one intake sessions and in-depth follow-ups to do threat assessment and customized safety planning around all areas a survivor comes under attack. Our Advocates

determine which of our three different weekly support groups would be the best fit: 1) just beginning to understand coercive control, or 2) addressing the impact of coercive control as they navigate the court system and when there are children involved, or 3) moving forward, beginning to recover and rebuild a new life free from abuse. Our Advocates also provide ongoing safety planning, as well as connections to resources (e.g., certified divorce financial analysts, cybersecurity experts, private investigators, etc.).

Description of organizational impact on Los Altos community:

Last year (fiscal year 2021-22), WomenSV served a total of 210 women. Of those, 15 women (7% were from Los Altos or Los Altos Hills. A total of 56% of all women served were from Santa Clara County.

Family Code 6320 now includes coercive control as cause for a restraining order—a problem that WomenSV has been focused on for the past 12 years while serving over 1,400 survivors. Since we are unique in our focus on coercive control in mid-to-upper income areas, in this past year we have gained global recognition for expertise in this area. Housed locally, that puts Los Altos at the leading edge of addressing an issue that impacts women and children worldwide.

Highlights of WomenSV’s achievements last year include:

- Handled 164 inquiries from across the US from survivors seeking help
- Served 109 new survivors and 101 prior year survivors
- Conducted 535 individual interactions, providing 678 hours of support
- Hosted 51 Support Groups: 521 total attendees, 96 unique participants

WomenSV’s success is illustrated in the results from our second annual Client Survey, which was administered in November 2022:

- 89% of survivors surveyed reported they have learned to identify and feel better equipped to address more subtle forms of abuse such as emotional, financial, legal, and technological.
- 89% reported they have been connected with resources and providers to help them deal more effectively with the abuse they experienced.
- 86% reported they can make more informed choices and decisions regarding their safety and the safety of their children.
- 82% reported feeling more empowered

We anticipate similar results in 2022-23.

With more and more survivors reaching out to us, your support will enable us to better meet this need.

Contact name: Ruth Darlene

Contact role: Founder & Executive Director

Email: Ruth@womensv.org

Phone: (650)996-2200

Contribution Information

Annual contribution amount requested: \$30,000

Length of contribution request? 2 years

Total contribution amount requested: \$60,000


Repeat request from a previous budget cycle? Yes

Use of funds:

Expense	Amount	Provide a detailed explanation of the use of requested funds	Explain how this expense will benefit the City?
Domestic Abuse Advocate	\$60,000 (\$30,000/year over 2 years)	Partial salary of staff person who provides survivor support services: intake interviews, follow-ups, survivor support group facilitation	Currently, our wait time for an individual intake session is 4 weeks. To meet the demand for our services, we must hire additional Advocates.
Total	\$60,000		

Agreement

As the official representative for the above organization, I agree to comply with all requirements listed or otherwise enforced through the City of Los Altos Non-Profit and Civic Organization Contribution Policy. The City reserves the right to revoke this application at any time for any purpose. The organization shall provide all documents and organizational information as required by the City of Los Altos necessary to comply with Non-Profit and Civic Organization Contribution Policy application. The official representative certifies that the above information is true and accurate to the best of my knowledge.

Signature:  Date: 12/27/22



PUBLIC CORRESPONDENCE

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

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: [External Sender]PUBLIC COMMENT ITEM #7 CONTRIBUTIONS MAY 23, 2023
Date: Wednesday, May 17, 2023 8:27:57 PM

Council Members:

Supervisor Joe Simitian is aware of the article about WomenSV (below) and has forwarded it to County Counsel and the District Attorney’s office for review, consideration and action, if appropriate.

It would be prudent to wait for results of this review before deciding on a contribution.

Respectfully,

Pat Marriott

<https://www.davisvanguard.org/2023/02/tainted-trials-tarnished-headlines-stolen-justice-part-three-ex-wives-of-silicon-valley/>

EXCERPTS:

Nearly fifty women have spoken out about WomenSV, a nonprofit whose mission is to provide support services for victims of domestic violence going through a divorce. The whistleblowers allege the nonprofit rarely provided any meaningful support and instead referred them to high-priced divorce attorneys who provided poor legal services and charged outrageous fees.

... WomenSV’s program offered no shelters, cash cards or emergency assistance, unlike other local nonprofits serving survivors of domestic violence. None of the staff or volunteers working for WomenSV identified themselves as certified victim advocates or licensed therapists.

In 2021, WomenSV was awarded \$250,000 in [taxpayer-funded grants](#) from Santa Clara County

... Several of the women came to WomenSV from the media coverage Ruth obtained. Namely, the [Los Altos Crier](#), whose co-owner, Dennis Young, also sits on the WomenSV advisory board and acts as the nonprofit’s CPA for purposes of [filing tax returns](#).

... Several women found WomenSV after reading articles published in [the Los Altos Crier](#).

The articles featured composites of victim stories created by Patrick to attract the attention of vulnerable women struggling with domestic violence and divorce in the affluent communities of Silicon Valley.

... Between 2018 and 2021, WomanSV received \$1.6 million in grant funding yet has spent less than \$40,000 on services for the women who come to her for support, according to WomenSV tax records. This includes part of Santa Clara County’s [\\$250,000 grant](#) to WomenSV at the recommendation of Santa Clara County Supervisor Joe Simitian which was awarded in 2021.

... In 2016 Ruth asked taxpayers in Los Altos to help fund a charity where she claimed to have helped over 480 women. A claim that resulted in a payment of \$15,000 to the charity.

From: [M Satterlee](#)
To: [Public Comment](#)
Subject: [External Sender]AGENDA ITEM #7
Date: Thursday, May 18, 2023 11:22:28 AM

Build it and they will come. Well, you built a policy and they sure did show up for the money.

Our Capital Funds budget is bursting at the seams.

The streets I drive on are in the worst shape I have seen.

Our 'pretty' median landscaping is choked with weeds.

If there is some new revenue source to fund almost \$250K in donations, I haven't heard about it.

The city's primary responsibilities are public safety, infrastructure (roads, public buildings, etc) and planning.

What City purpose do these organizations serve? Is that purpose a higher need than other budgetary items that go unfunded?

Why is the City a new funding source for an existing organization previously not funded?

Why should the City increase its contribution for organizations it has funded in the past?

I am expressly opposed to funding Arts Los Altos. We have a Public Arts Commission and fund public art. If we want to increase arts funding, then I would like to see that managed through the Public Arts Commission.

The History Museum is often called out as an example. Built with private money and privately managed. Is this what we can expect to see from the proposed Theater project? An exponential increase in funding? How was \$65K sufficient last year and now \$120K is needed?

I have never heard of Community Builder Toolbox or their events. I went to the website on the application: losatloschinese.org. The mission is to bring together Chinese Americans.

The Morning Forum has existed for years without City funding.

None of these questions and comments should take away from the value these organizations bring, especially to the communities that take part in what they offer. I personally donate to some of them. I do question why public funds from the City of Los Altos should be used.

Los Altos is a small city with a small budget. We need to be very mindful of donations that will lead to an expectation of the same amount year after year and in all likelihood additional requests from additional groups when they see the amounts being given away. With so many worthy organizations, what you do this year will set the tone for what organizations can expect in the years to come.

Sincerely,

Megan Satterlee

- Arts Los Altos - \$25,000
- Community Builder Toolbox - \$20,000
- Community Service Agency - \$25,000
- Los Altos Chamber of Commerce - \$80,000
- Los Altos History Museum - \$55,000 (additional to funding provided by contract)
- The Morning Forum of Los Altos - \$7,200
- Women SV - \$30,000

The Non-Profit and Civic Organization Contributions Policy requests total \$242,200.



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

From: [Roberta Phillips](#)
To: [Public Comment](#); [City Council](#)
Subject: [External Sender]Council Meeting May 23, 2023 Item #6 Non -profit and Civic Organizations
Date: Saturday, May 20, 2023 12:22:46 PM

Dear Council Members

I was looking at Item #6 where nonprofits and civic organizations are asking for hundreds of thousands of dollars to be given to them from the City

I wondered why the Chamber of Commerce is asking for \$80,000 when they received \$60,000 last year. I wonder what the \$60,000 was spent on and how much it helped the community. I wondered why anyone would consider giving money to Arts Los Altos, when we already have an Arts Commission (which you just combined with the Parks and Rec Commission).who are doing a really good job. Arts Los Altos is run by a former disgruntled arts commissioner who resigned and now that the city is bringing in funds for art, wants a piece of the action. I wondered who the Community Tool Box is ?

I understand that during Covid some organizations needed help such as CSA and Chac. But Covid basically is over.

I want all donations to be fair and therefore ask that you NOT provide any money to any of the organizations. The City is not an arm of Social Services.

The City should take care of basic services first, We are also coming out of Covid with many CIP projects delayed. Our infrastructure is in disrepair. Our PCI goes down every year. We have a ten million dollar loan to pay back for the new community center . We have no hot running water at Grant Park. Our Police Station and Fire house need repairs or replacement. The weeds are taking over our sidewalks and medians. The City wants to increase our sewer rate by 116% over the next five years. The leaders of our community need to be fiscally responsible and not just give away money to folks that have an in with the City . At this point there should NOT be a priority to fund non -profits or civic organizations. They need to work within their means, just like the City and the residents need to live and work within their means.

The criteria and policy for receiving money from the city is vague and subjective .Anyone or small group of people can become a 501C3 .

Please stop the give-away and focus on the big problems and solutions that benefit the largest percent of the Los Altos population.

Sincerely

Roberta Phillips
650-941-6940

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: SECOND PUBLIC COMMENT ITEM #7 MAY 23, 2023 CONTRIBUTIONS
Date: Sunday, May 21, 2023 5:18:23 PM

Council Members:

Why are we giving away public funds at a time when our city, county and state are in the red, we have a \$10M loan to pay off and the recent Godbe poll shows 31% of respondents are not satisfied with how the city spends its money?

I don't think any public money should go to charities. Donations/contributions should be made on an individual basis, not through the city.

In the current list of applicants, I do not support a contribution to Arts Los Altos. While I appreciate some of the work it has done, its mission is to put art on "private property in downtown." Presumably, the property owners can pay for art if they want it. We already have a Public Arts Commission that places art throughout the city.

Pat Marriott



PUBLIC CORRESPONDENCE

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

From: [Kuljeet Kalkat](#)
To: [Public Comment](#)
Subject: Public comment Agenda item 6 5/23 meeting
Date: Monday, May 22, 2023 3:46:43 PM

Esteemed Council members and City Manager,

I wish to offer my support to our city funding CSA for its invaluable work in providing critical services for the needy amongst us.

The daily interaction of the CSA staff with the community over the last 70+ years; and the trust and credibility this organization has built over the years means that the city of Mountain View now looks at CSA as the best way to implement several of their newer human service programs. Yet CSA is still funded mostly by small donations from individual donors. We should do our part collectively in helping such a critical organization serving our City.

CSA is facing a critical year with increased demand for their services and possibly lower individual donations due to the shaky economy. If Los Altos can give more this year, it would help the situation a lot.

Thank you.
-Kuljeet Kalkat



May 23, 2023

Dear Mayor Meadows and Members of Los Altos City Council,

I am writing to express my support for Agenda Item #6, both for funding the nonprofit and civic organizations identified in the agenda and shifting the application submission date for future years.

The Los Altos Mountain View Community Foundation has funded seven of the eight organizations up for funding consideration. We have no concerns or reservations about funding them and believe that each is well positioned to contribute meaningfully to our community's vibrancy. In this funding opportunity and in future ones the Council may entertain, the Foundation is also available to provide guidance and insights on organizations under consideration for funding.

I would also like to express my support for changing the application submission date. A spring date, as contemplated now, would reduce the burden on organizations that depend on end-of-year fundraising results. It would also give more organizations more time to learn about and explore the City's funding opportunity.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Adin Miller".

Adin Miller
Chief Executive Officer



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject: Los Altos Commissions

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. City of Los Altos Ordinance No. 2023-XX
2. City Council Study Session Agenda Report 4/25/23
3. City Council Study Session Agenda Report 3/28/23
4. City Council Retreat Agenda Report 2/21/23

Initiated by:

City Council

Previous Council Consideration:

February 21, 2023, March 28, 2023 & April 25, 2023

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- How does the Council wish to adjust the City of Los Altos Commissions?

Summary:

- City Council provided feedback on Commissions during the City Council Retreat on February 21, 2023.
- City staff met with Commission Chairs and liaisons to discuss their roles.
- City Council provided feedback during the City Council study session on March 28, 2023.
- City Council provided feedback during the City Council meeting on March 28, 2023 and directed staff to return with the proposed changes to the Los Altos Municipal Code Sections 2.08 and 2.12.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Los Altos Commissions

Staff Recommendation:

- Staff recommends providing direction on the number of meetings for the Complete Streets and Environmental Commissions and introduce and waive further reading of Ordinance No. 2023-XX that amends Los Altos Municipal Code Chapter 2.08 Commissions Generally and Chapter 2.12 Historical Commission to modify membership, meeting frequency, and powers and duties of City Commissions

Purpose

Provide direction on the number of meetings for the Complete Streets and Environmental Commissions and introduce and waive further reading of Ordinance No. 2023-XX that amends Los Altos Municipal Code Chapter 2.08 Commissions Generally and Chapter 2.12 Historical Commission to modify membership, meeting frequency, and powers and duties of City Commissions.

Background

The City of Los Altos has guidelines for the 11 Commissions regarding their scope of work, number of Commissioners, and frequency of Commission meetings within Los Altos Municipal Code Chapters 2.08 and 2.12.

During the City Council retreat on February 21, 2023, the Council received a presentation from staff highlighting that Los Altos, when compared to other cities in the county, has more Commissions, with more members, that meet more frequently than is average. Additionally, Commissions in other cities have membership and meeting frequency based on the workplan or powers and duties of the Commission, as opposed to a standard for meetings and member composition.

The primary focus area for potential changes to Commissions is in the establishment of powers and duties in the municipal code and the creation of work plans that align with Council priorities, budget, and available resources. Currently, many Los Altos Commissions have powers and duties that lack definition and work plans that are not aligned as described above.

At the direction of City Council, staff met with individual Commission Chairs and liaisons to discuss the role of the Commission, the workplan, the meeting frequency, and member composition. These meetings were intended to receive direct feedback on areas that have worked well, areas that could be improved, and potential changes that could be incorporated to improve the effectiveness of the Commissions and city staff.



Subject: Los Altos Commissions

After the meetings, it became evident that the Commissions who had the most well-defined roles, either through work plans or powers and duties in the Municipal Code, were positioned the best to continue their roles, even when changes were applied, without decreasing effectiveness. City staff divided the Commissions into three categories.

The first category was the Commissions that do not require change, Planning, Senior, and Youth, which are operating in line with their objectives and meet with an appropriate frequency and have an appropriate member composition to meet the powers and duties as assigned by the City Council.

The second category was the Historical Commission that agreed with the adjustments to lessen meeting frequency and lowering the number of Commission members to better match the objectives of the Commission and Council expectations.

The final category was the remaining Commissions that did not have their powers and duties clearly defined, have work plans that are not in line with Council goals, budget, and resources, and/or role confusion between the Commissions and staff. These Commissions were the Complete Streets, Environmental, Financial, Library, Parks and Recreation, and Public Arts Commissions.

The City Council discussed each of the Commissions during the Study Session on March 28, 2023 and provided direction, feedback, or general thoughts. Based on this discussion, staff made recommendations for changes to membership, meeting frequency, and powers and duties of each of these Commission.

During the regular City Council meeting on April 25, 2023, City Council provided direction to City staff on the proposed changes. City staff has made the changes provided by City Council during the meeting to the Los Altos Municipal Code Chapters 2.08 and 2.12. However, City staff did not receive sufficient direction on the number of meetings proposed for the Complete Streets and Environmental Commissions during this meeting.

Discussion/Analysis

After reviewing the meeting frequency, member composition, and powers and duties in peer cities, feedback from Commission Chairs, and direction from the City Council Retreat, the City Council Study Session, and direction from the April 25, 2023 Council meeting, City staff proposes the following changes to Los Altos City Commissions:



Subject: Los Altos Commissions

Commission	Meetings Current	Meetings Proposed	Membership Current	Membership Proposed	Proposed Changes to Powers and Duties**
Complete Streets	12	XX	7	7	Yes
Environmental	12	XX	7	7	Yes
Financial	12	8	7	5	No
Historical	12	4	7	5	Yes
Library	12	6	7 (2 LAH)	5 (1 LAH)	Yes
Parks and Recreation*	12	10	7	7	Yes
Planning	24	24	7	7	No
Public Arts*					
Senior	12	12	7 (2 LAH)	7 (2 LAH)	No
Youth	12	12	11	11	No

* Recommended consolidation to Parks, Recreation, Arts, and Culture Commission

**Please see draft ordinance for specific recommendation to Powers and Duties

For any Commission moving to five members, staff recommends that all current members on the Commission(s) continue to serve through the end of their term and are eligible for reappointment. Commissions with membership greater than what is established by these changes will not complete recruitments until their membership falls below the new standard.

Staff Recommendation:

- Staff recommends providing direction on the number of meetings for the Complete Streets and Environmental Commissions and introduce and waive further reading of Ordinance No. 2023-XX that amends Los Altos Municipal Code Chapter 2.08 Commissions Generally and Chapter 2.12 Historical Commission to modify membership, meeting frequency, and powers and duties of City Commissions.

ORDINANCE NO. 2023-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING LOS ALTOS MUNICIPAL CODE CHAPTER 2.08 AND CHAPTER 2.12 PERTAINING TO CITY COMMISSIONS GENERALLY AND THE HISTORICAL COMMISSION

WHEREAS, the City of Los Altos has guidelines for the 11 Commissions regarding their scope of work, number of Commissioners, and frequency of Commission meetings within Los Altos Municipal Code Sections 2.08 and 2.12 ;and

WHEREAS, during the City Council retreat on February 21, 2023, the Council received a presentation from staff highlighting that Los Altos, when compared to other cities in the county, has more Commissions, with more members, that meet more frequently than is average ;and

WHEREAS, the City Council discussed each of the commissions during the Study Session on March 28, 2023 and provided direction, feedback, or general thoughts ;and

WHEREAS, during the regular City Council meeting on April 25, 2023, City Council provided direction to City staff on the proposed changes ;and

WHEREAS, this ordinance will amend Los Altos Municipal Code Sections 2.08 and 2 regarding the guidelines for commissions ;and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE: Chapter 2.08 of the Los Altos Municipal Code is hereby amended to read as follows:

2.08.010 Creation of commissions.

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

- A. Complete streets commission: Seven members
- ~~AB.~~ Environmental commission: Seven members;
- ~~BC.~~ Financial commission: Seven members;
- ~~CD.~~ Historical commission: ~~Seven~~ Five members;
- ~~DE.~~ Library commission: ~~Seven~~ Five members;
- ~~EF.~~ Parks, arts, recreation and cultural ~~and recreation~~ commission: Seven members;
- ~~FG.~~ Planning ~~and transportation~~ commission: Seven members;
- ~~G.~~ Design review commission: Five members;

- H. Youth commission: Eleven (11) members; from school grades seven through twelve (12); and
- I. Senior Commission: Seven members, age fifty-five (55) or older. Exceptions may be made for individuals with special skills which may benefit seniors;
- J. ~~Public arts commission: Seven members; and~~
- K. ~~Bicycle and pedestrian advisory commission: Seven members.~~

2.08.020 Membership.

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

2.08.030 Terms, appointments, and vacancies.

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

G. Vacancies on any commission shall be filled by a majority vote of the council, except that the Town of Los Altos Hills City Council may fill ~~two vacancies~~ one vacancy on the library commission and two vacancies on the senior commission. An individual appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed shall serve for such unexpired term.

2.08.040 Compensation

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

2.08.050 Organization

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

2.08.060 Meetings

Each commission shall establish a regular meeting day and time and shall hold meetings as listed. All Commissions shall not hold regular meetings during the months of July and December.

- A. Complete Streets Commission: once monthly
- B. Environmental Commission: once monthly
- C. Financial Commission: twice quarterly
- D. Historical Commission: once quarterly
- E. Library Commission: every other month
- F. Parks, arts, recreation and cultural commission: once monthly
- G. Planning Commission: twice monthly
- H. Senior Commission: once monthly
- I. Youth Commission: once monthly

Any regular meeting may be cancelled in accordance with State Law.

2.08.0670 Powers and duties of the planning commission.

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

2.08.0870 Powers and duties of the library commission.

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

- A. Serve as the principal liaison between the City Council of Los Altos and Los Altos Hills and the Santa Clara County Library District, and the various community entities that help to fund the library branches, including, but not limited to, the North County Library Authority, the Los Altos Library Endowment and the Friends of the Los Altos Library;
- B. Review the Los Altos Library programs, services and facilities, and make recommendations to the Council, the City Manager and/or County and Community Librarians as appropriate, for additions or modifications thereof;
- C. Conduct community outreach regarding the library facilities, programs and services, and report back to the Council and/or the County and Community Librarians as appropriate;
- D. Perform such other tasks as may be expressly requested of it by the City Council; and
- E. Serve as a forum for community input and engagement.

2.08.0980 Powers and duties of the parks, art, and recreation and cultural commission.

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

- A. Submit an annual report to the City Council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;
- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;
- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places; and
- E. Serve as a forum for community input and engagement.

2.08.090100 Powers and duties of the historical commission.

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

2.08.110 Powers and duties of the youth commission.

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

~~2.08.110 Powers and duties of the design review commission.~~

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

2.08.120 Powers and duties of the environmental commission.

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

A. Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;

B. Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the Plan;

C. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization; and

D. Serve as a forum for community input and engagement.

2.08.130 Powers and duties of the financial commission.

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

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

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

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

2.08.140 Powers and duties of the senior commission.

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

~~2.08.150 Powers and duties of the public arts commission.~~

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

2.08.1560 Powers and duties of the complete streets commission.

The Complete Streets Commissions shall:

- A. Submit an annual report to council providing an update on the implementation of the Complete Streets Master Plan (CSMP) as well as an update on any relevant transportation policy or programs;
- B. Review and advise on the implementation of the projects outlined in the CSMP;
- C. Annually provide recommendations to the council on transportation-related priorities to inform policy, budget, and CIP prioritization; and
- D. Serve as a forum for community input and engagement.

~~Help to create multi-modal transportation solutions and policies that enable safe, attractive, comfortable and independent access and travel for pedestrians, bicyclists, transit users, and motorists of all ages and abilities, including connectivity across jurisdictional boundaries.~~

- ~~Shall advise the council on existing and proposed city policies related to traffic calming and traffic enforcement.~~
- ~~Shall advise the council on projects and budget priorities for transportation related capital improvements.~~
- ~~Provide for community engagement and serve as a conduit for community input.~~

2.08.1670 Role of staff liaison.

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

2.08.170 Contract authority.

No commission shall have the power or authority to cause the expenditure of city funds or to bind the city to any written or implied contract.

SECTION 2. AMENDMENT OF CODE: Chapter 2.12 of the Los Altos Municipal Code is hereby amended to read as follows:

2.12.010 Creation – Qualification and residency of members.

A historical commission consisting of ~~seven~~ five unpaid members, with the following qualifications, shall be appointed by the city council:

- A. ~~Two~~ One members who, by reason of training and experience, ~~are~~ is (1) knowledgeable in the field of construction and structural rehabilitation, such as a licensed architect, engineer or contractor; or (2) social/architectural historian, archeologist and/or urban planner. Such members must either reside or have a place of business within the city; provided, however, with the approval of the city council, any such members who ~~does~~ do not maintain an office within the city may reside within the geographic area covered by the 94022 and 94024 U.S. Postal Service zip codes.
- B. ~~Five~~ Four members appointed at large having demonstrated interest in preservation of the historic resources within the city. Such members must be residents of the city.
- C. The original appointment of members of the commission shall be as provided in Section 2.08.030 of this title.

The term of office of members of the commission shall be as provided in Section 2.08.030 of this title.

2.12.020 Organization.

- A. The commission shall elect annually, ~~on or before January 31st,~~ one of its members to serve in the office of chair~~man~~, and may elect such other officers from among its members as designated in its charter. Should a mid-year vacancy in any office occur, the commission shall elect a replacement officer at the next regular or noticed special meeting to serve until the next annual election of officers.
- B. The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally. The planning director or her/his authorized representative shall act as secretary for the historical commission, shall be the custodian of its records, shall conduct official correspondence, and shall generally supervise the clerical and technical work performed at the request or on behalf of the historical commission.
- C. The historical commission shall meet quarterly~~monthly~~, or more frequently upon call of the chair~~man~~ or commission staff liaison, as necessary. All meetings shall be open to the public and a public record shall be kept of all commission proceedings and actions.

A majority of commissioners shall constitute a quorum, with the chair~~man~~ having a vote. The city council shall prescribe rules and regulations for the conduct of its business, thereafter, giving the powers and authority to perform the duties hereinafter enumerated.

2.12.030 Powers and duties.

The historical commission shall be advisory only. It shall advise the city council, the planning commission and the agencies and departments of the city. The historical commission shall establish liaison and work in conjunction with such authorities to implement the purposes of this chapter. The historical commission shall have the following powers and duties:

- A. Conduct, or cause to be conducted, a comprehensive survey of properties within the boundaries of the city for the purpose of establishing the historic resources inventory. To qualify for inclusion in the historic resources inventory,

a property must satisfy the criteria listed in this chapter. The inventory shall be publicized and periodically updated, and a copy thereof shall be kept on file in the planning department;

- B. Recommend to the city council specific proposals for designation as an historic landmark or historic district;
- C. Recommend to the appropriate city agencies or departments, projects and action programs for the recognition, conservation, ~~enhancement~~ and use of the city's historic resources, including standards to be followed with respect to any applications for permits to construct, change, alter, remodel, remove or otherwise affect such resources;
- D. Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources;
- E. Review and comment upon all applications for building demolition ~~or grading permits~~ involving work to be performed upon or within a designated historic landmark ~~or historic district~~, and all applications for tentative map approval, rezoning, building site approval, use permit, variance approval, design review or other approval pertaining to or significantly affecting any historic resource. ~~The commission's comments shall be forwarded to the city agency or department processing the application within thirty (30) days after receiving the request for such comments;~~
- ~~F. Investigate and report to the city council on the availability of federal, state, county, local or private funding sources or programs for the rehabilitation and preservation of historic resources;~~
- ~~G. Cooperate with county, state and federal governments and with private organizations in the pursuit of the objectives of historical preservation, with the approval of and at the direction of the city council;~~
- HF. Provide resource information on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including the landmark, landmark site, historic district, or neighboring property within public view and promote and conduct public information and educational programs pertaining to those resources;
- ~~IG.~~ Submit an annual report to the City Council providing an update on the additions and deletions from the Historic Resources Inventory; Participate in, promote and conduct public information and educational programs pertaining to historic resources;
- JH. Perform such other functions as may be delegated to it by resolution or motion of the city council;
- KI. Cooperate with the association of the Los Altos historical museum;
- LJ. Submit an annual ~~report~~ work plan to the city council; and
- MK. Review and make its recommendation to the planning director on all permit applications pursuant to Article 3, Sections 12.44.100 through 12.44.170.

SECTION 3. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2023 and was thereafter, at a regular meeting held on _____, 2023 passed and adopted by the following vote:

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

Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



AGENDA REPORT SUMMARY

Meeting Date: April 25, 2023

Subject: Los Altos Commissions

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Commission Recommendations
- 2. City Council Study Session Agenda Report 3/28/23
- 3. City Council Retreat Agenda Report 2/21/23

Initiated by:

City Council

Previous Council Consideration:

February 21, 2023 & March 28, 2023

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- How does the Council wish to adjust the City of Los Altos Commissions?

Summary:

- City Council provided feedback on Commissions during the City Council Retreat on February 21, 2023.
- City staff met with Commission Chairs and liaisons to discuss their roles.
- City Council provided feedback during the City Council Study Session on March 28, 2023 and directed staff to return with the proposed changes.

Staff Recommendation:

- Staff recommends the City Council discuss the recommendations in this report and direct staff to return to the next council meeting with final changes as appropriate.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Los Altos Commissions

Purpose

Provide direction on the meeting frequency, membership, and powers and duties of various Los Altos Commissions.

Background

The City of Los Altos has guidelines for the 11 commissions regarding their scope of work, number of commissioners, and frequency of commission meetings within Los Altos Municipal Code Section 2.08.

During the City Council retreat on February 21, 2023, the council received a presentation from staff highlighting that Los Altos, when compared to other cities in the county, has more commissions, with more members, that meet more frequently than is average. Additionally, commissions in other cities have membership and meeting frequency based on the workplan or powers and duties of the commission, as opposed to a standard for meetings and member composition.

The primary focus area for potential changes to commissions is in the establishment of powers and duties in the municipal code and the creation of work plans that align with council priorities, budget, and available resources. Currently, many Los Altos Commissions have powers and duties that lack definition and work plans that are not aligned with council direction or available budget.

At the direction of City Council, staff met with individual Commission Chairs and liaisons to discuss the role of the commission, the work plan, the meeting frequency, and member composition. These meetings were intended to receive direct feedback on areas that have worked well, areas that could be improved, and potential changes that could be incorporated to improve the effectiveness of the commissions and city staff.

After the meetings, it became evident that the commissions who had the most well-defined roles, either through work plans or powers and duties in the Municipal Code, were positioned the best to continue their roles, even when changes were applied, without decreasing effectiveness.

At the conclusion of these meetings, staff created three categories for recommendations on the commissions.

The first category was the commissions that do not require changes to their powers and duties to meet the expectations of the City Council. This category includes the Planning, Senior, and Youth Commissions, which are operating in line with their objectives, and have an appropriate meeting



Subject: Los Altos Commissions

frequency and member composition, and well-defined powers and duties or work plans to meet the direction of the City Council.

The second category was commissions where changes were recommended, and the Commission Chair agreed further discussion was not necessary. The Historical Commission Chair agreed that adjustments to decrease meeting frequency and number of commission members would not impact the deliverables required by council. The City Council requested staff further define the powers and duties, and those recommendations are included in this report.

At the Study Session on March 28th, the City Council agreed with the recommendations on these four commissions, covering both categories.

The final category includes the remaining commissions that did not have their powers and duties clearly defined, have work plans that are not in line with Council goals, budget, and resources, and/or role confusion between the commissions and staff. These commissions were the Complete Streets, Environmental, Financial, Library, Parks and Recreation, and Public Arts Commissions.

The City Council discussed each of the commissions during the Study Session on March 28, 2023 and provided direction, feedback, or general thoughts. Based on this discussion, staff is making recommendations for changes to membership, meeting frequency, and powers and duties of each of these commission.

Discussion/Analysis

After reviewing the meeting frequency, member composition, and powers and duties in peer cities, feedback from Commission Chairs, and direction from the City Council Retreat and the City Council Study Session, staff proposes the following changes to Los Altos City Commissions:



Subject: Los Altos Commissions

Commission	Meetings Current	Meetings Proposed	Membership Current	Membership Proposed	Proposed Changes to Powers and Duties**
Complete Streets	12	8	7	5	Yes
Environmental	12	6	7	5	Yes
Financial	12	8	7	5	No
Historical	12	4	7	6	Yes
Library	12	6	7 (2 LAH)	5 (1 LAH)	Yes
Parks, Recreation, Arts, and Cultural	12	10	7	7	Yes
Planning	24	24	7	7	No
Senior	12	12	7 (2 LAH)	7 (2 LAH)	No
Youth	12	12	11	11	No

* Recommended consolidation to Parks and Recreation Commission and Public Arts Commission to one commission: Parks, Recreation, Arts, and Cultural Commission

**Please see attachment for specific recommended changes to Powers and Duties

For any commission moving to five members, staff recommends that all current members on the commission(s) will continue to serve through the end of their term and are eligible for reappointment. Commissions with membership greater than what is established by these changes will not complete recruitments until their membership falls below the new standard.

Staff Recommendation:

- Staff recommends the City Council discuss the recommendations in this report and direct staff to return to the next council meeting with final changes as appropriate.



AGENDA REPORT SUMMARY

Meeting Date: March 28, 2023

Subject: Los Altos Commissions

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. City Council Retreat Agenda Report 2/21/23: Discussion on Los Altos Commissions
2. Commission Spreadsheet
3. Commission Powers and Duties

Initiated by:

City Council

Previous Council Consideration:

February 21, 2023

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- How does the Council wish to adjust the City of Los Altos commissions?

Summary:

- City Council directed city staff to come back with an analysis of the commissions based upon feedback from Commission chairs and liaisons. Feedback included meeting frequency, Commissioner composition, and powers and duties or workplan information. City staff has incorporated feedback from the City Council retreat and conversations with individual commissions.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Los Altos Commissions

Purpose

Receive feedback from City Council on potential changes to Los Altos Commissions.

Background

The City of Los Altos has guidelines for the Commissions regarding their scope of work, number of commissioners, and frequency of commission meetings within Los Altos Municipal Code Section 2.08.

During the City Council retreat on February 21, 2023, the Council received a presentation from staff highlighting that Los Altos, when compared to other Cities in the County, have more Commissions, with more members, that meet more frequently than is average. Additionally, Commissions in other Cities have membership and meeting frequency based on the workplan or powers and duties of the Commission, as opposed to a standard for meetings and membership. The agenda report and spreadsheet from the Council retreat have been included as Attachments #1 and #2 to this agenda report.

The primary focus area for potential changes to Commissions is in the establishment of Powers and Duties in the municipal Code and the creation of workplans that align with Council priorities, budget, and available resources. Currently, many Los Altos Commissions have powers and duties that lack definition and workplans that are not aligned as described above. Los Altos Municipal Code Section 2.08 establishes 11 commissions. It defines specific powers and duties for 3 of these commissions, provides some additional direction to an additional 3 commissions, and no direction beyond advisory powers for 5 commissions. The commissions without defined powers in the Municipal Code rely on the annual work plan to determine deliverables for the year. Workplan creation for Commissions without defined powers and duties does not always take Council priorities, budget, or resources into account prior to approval by the Commission.

Commissions with Powers and Duties defined have an easier time creating a schedule of meetings and composition of membership that is based on deliverables. During the meetings with Commission Chairs it became apparent that Commissions with deliverables that were well understood and based on Council priorities had an easier time discussing potential changes to meeting frequency, membership composition, and had less confusion with the role of the Commission, the City Council, and City staff.

Discussion/Analysis

At the direction of City Council, staff met with individual commission chairs and liaisons to discuss the role of the Commission, the workplan, the meeting frequency, and member composition. These meetings were intended to receive direct feedback on areas that have worked



Subject: Los Altos Commissions

well, areas that could be improved, and potential changes that could be incorporated to improve the effectiveness of the Commissions and City Staff.

After these meetings, it became evident that the Commissions who had the most well-defined roles, either through work plans or powers and duties in the Municipal Code, were positioned the best to continue their roles, even when changes were applied, without decreasing effectiveness.

As an example, the Historical Commission has powers and duties that are well defined. The Chair agrees that the mission can be met by reducing the meeting frequency from monthly to quarterly the composition from 7 members to 5 members. The Financial Commission, who also has a well-defined scope, agrees the meeting frequency can be reduced without impairing the deliverables as expected by the City Council.

At the conclusion of the meetings, and in preparation for this study session, Staff tried to determine which Commissions were completing their deliverables in line with Council expectations and budget, were appropriately resourced, and currently had the correct composition and meeting frequency to be successful. Staff believes three Commissions, the Planning Commission, Senior Commission, and Youth Commission are all operating in line with these objectives, and can continue to be successful with no or limited changes proposed.

Additionally, there was one Commission that agreed changes were necessary and the mission could be completed with fewer members and meeting frequency. As discussed above, the Historical Commission Chair, during the meeting with Staff, believed that quarterly meetings with five members would be better suited to meet the expectations of the City Council.

In order for staff to provide recommendations potential changes to the remaining Commissions, Council direction is required. As evidenced by the Los Altos Municipal Code section 2.08 and these conversations, there are a number of commissions that do not have their powers and duties clearly defined, and/or have workplans that are not in line with Council goals, budget/resources, or lead to role confusion between the Commissions and staff.

- Complete Streets – powers and duties are not defined and do not currently match their workplan.
- Financial – powers and duties are defined, but the commission will occasionally move beyond those defined powers and duties.
- Library – currently serving in advisory capacity without clear powers and duties. There are four different agencies involved with the Library, including the County who manages the library on a daily basis and the North County Libraries Association which is a joint powers agency that the City supports as well.



Subject: Los Altos Commissions

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- Parks and Recreation – powers and duties are not defined and do not currently match their workplan.
 - Public Arts – powers and duties are defined, but there could be additional clarity on their role.

City staff requests direction from City Council to provide additional definition to the expectations from the remaining Commissions, listed below, prior to Staff making a recommendation on frequency of meetings, membership composition, or potential consolidation.

The Commissions staff requests direction are:

- Complete Streets
- Financial
- Library
- Parks and Recreation
- Public Arts

Further role definition and clear expectations will allow staff to identify where there could be potential changes to the membership, meeting frequency, or consolidation based upon an analysis into their specific powers and duties or workplan and deliverables.



AGENDA REPORT SUMMARY

Meeting Date: February 21, 2023

Subject: Discussion on Los Altos Commissions

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. City Council Discussion on Commissions
- 2. Powers and Duties of Commissions
- 3. Resolution 2015-09

Initiated by:
City Council.

Previous Council Consideration:
None

Fiscal Impact:
None

Environmental Review:
Not applicable.

Policy Question(s) for Council Consideration:

- Does the Los Altos City Council wish to change how Commission work plans are submitted and approved?
- Does the City Council wish to change the frequency of Commission meetings, the number of Commissioners on Commissions, and/or the total number of Commissions so they are based on the specific duties assigned by the City Council and the annual work plan?
- Does the Los Altos City Council wish to amend the Commission handbook, which was last update prior to the Covid pandemic, to conform to Council direction and expectations?

Summary:

- Los Altos has a greater number of overall Commissions, that meet more frequently, and contain a greater number of appointed members, when compared with cities in Santa Clara County (Please see attachment 1)
- Most Commissions do not have specific powers and/or duties enumerated in the Los Altos Municipal Code (Please see attachment 2)
- Commissions without defined powers and/or duties in the Municipal Code base deliverables, assignments, and expectation on their annual work plan.

City Manager
GE

Reviewed By:
City Attorney
IH



Subject: Discussion on Los Altos Commissions

- Commission work plans are often not “top down” or based on Council priorities or the adopted budget.

Staff Recommendation:

Staff recommends the City Council discuss the information in this report and determine if any action is warranted in the following areas:

1. Does the City Council wish to make changes to the establishment of the annual work plan of Commissions to ensure they are “top down” and based on Council priorities and the adopted budget?
2. Does the City Council, with the exceptions noted in this report, wish to change the frequency of Commission meetings, the number of Commissioners on Commissions, and/or number of total Commissions so they are based on the specific duties assigned by the City Council and the adopted budget?
3. Does the City Council wish to provide direction to staff to make amendments or other changes to the Commission Handbook at a later date to conform with Council direction and expectations?

Purpose

This item was requested by the City Council to review composition and expectations of Los Altos Commissions.

Discussion/Analysis

POLICY QUESTION #1: Does the Los Altos City Council wish to change how Commission work plans are submitted and approved?

The Municipal Code establishes and creates 11 City Commissions. The Code defines specific powers and duties for 3 of these Commissions, provides some additional direction to and additional 3 Commissions, and no direction beyond advisory powers to 5 Commissions.

The Commissions without defined powers in the Municipal Code rely on the annual work plan to determine deliverables for the year. Due to the lack of defined powers and duties in the Municipal Code, and work plans that are not coordinated with City Council priorities or the adopted budget, Commission meetings and work plans often create role confusion between the City Council (policy, direction to City Manager), the Commission (advisory or enumerated powers), and Staff (implementation, City Manager direction to staff, resource allocation).

Please see attachment 2 for specific information on the powers and duties of each Commission.



Subject: Discussion on Los Altos Commissions

Commissions With Powers Defined in the Municipal Code:

The Municipal Code enumerates specific powers and duties for the following Commissions:

- Planning Commission (State Planning Act)
- The Historical Commission (2.12.030 of the Municipal Code)
- The Design Review Commission (powers granted by “other provisions” of the Municipal Code)

Commissions Established in Advisory Capacity with Additional Direction:

The Municipal Code establishes the following Commissions as advisory and provides additional direction:

- The Financial Commission (2.08.130) in a review and advisory capacity
- The Public Arts Commission (2.08.150) in a review and advisory capacity
- The Complete Street Commission (2.08.160) in an advisory capacity

Commissions Established in Advisory Capacity:

The Municipal Code establishes the following Commissions in an advisory capacity:

- The Library Commission
- The Parks and Recreation Commission
- The Youth Commission
- The Environmental Commission
- The Senior Commission

In reviewing the establishment of Commissions as they were created in the Municipal Code, the City Council may wish to create a process for work plan approval that is directly related to City Council goals and the adopted budget, for Commissions that do not have powers and duties specified.

POLICY QUESTION #2 Should the Los Altos City Council, based on the findings of the review of Commissions in peer cities, examine and make changes to Los Altos Commissions including the frequency of meetings, number of Commissioners, and/or number of Commissions?

Currently Los Altos has 11 Commissions. Each Commission meets monthly except for the Planning Commission and Design Review Commission which meet twice monthly. All Commissions have 7 appointed members except for the Design Review Commission and the Youth Commission which have 5 and 11 members respectively.



Subject: Discussion on Los Altos Commissions

In reviewing Commissions in peer cities, the findings were:

- Los Altos has more total Commissions (11) than the median peer City which has 8 Commissions.
- 10 of the cities reviewed had fewer total Commissions than Los Altos, 3 had the same number of Commissions, and 1 had more Commissions.
- Los Altos Commissions meet 58% more frequently than Commissions in peer cities.
- The meeting frequency creates 156 meetings annually for Los Altos Commissions. Comparable cities average 99 meetings per year.
- Unlike peer Cities, Los Altos Commissions meet monthly with the same number of members. This is not a common practice as peer cities determine frequency of meetings and number of members based on work plan and Council direction.

In reviewing the findings of the comparison of peer cities, and with the discussion of the Policy Question #1, the City Council may wish to consider:

- 1) Establishing the number of appointed members of Commissions, based on the work plan of the Commission, except for the Planning Commission and Youth Commission.
- 2) Establishing the frequency of meetings of Commissions, except for the Planning Commission, to quarterly, semi-annually, annually, or as needed, based on the work plan of the Commission and the powers and duties enumerated in the Municipal Code.
- 3) Establishing an overall number of Commissions that is based on the vision and priorities of the City Council.

POLICY QUESTION #3: Does the Los Altos City Council wish to amend the Commission handbook to make it consistent with the changes directed by the City Council?

The Commission handbook was last reviewed and updated prior to the Covid-19 Pandemic. There are several inconsistencies or inefficiencies that exist in the handbook, as well as specific areas, such as virtual participation of Commissioners, that Council should consider updating. There are also concerns with the creation and use of subcommittees on Commissions and if they have acted in conformance with the Brown Act. In 2015, the City Council adopted Resolution 2015-09 which affirmed the City’s commitment to the Brown Act for certain City created advisory subcommittees (Attachment 3).

Specific updates that may be needed, include the process in which meeting days and times are determined for each individual commission. It has been the history of the City of Los Altos to not schedule commission meetings which overlap with other commission meetings, this is to encourage public participation for all.



Subject: Discussion on Los Altos Commissions

Commission work plans which are in common practice today help to provide clarity and direction to each commission and its assigned staff liaison, this is something that should be standardized for all commissions and must be aligned with Council goals and the adopted budget, as described in this report. Additionally, the Commission handbook should ensure work plans do not implement programs or direct staff to act.

If the City Council wishes to update the Commission handbook based on this report, previous direction, and any direction received at this meeting, Staff could bring back proposed changes at a later meeting.

Recommendation

Staff recommends the City Council discuss the information in this report and determine if any action is warranted in the following areas:

1. Does the City Council wish to make changes to the establishment of the annual work plan of Commissions to ensure they are “top down” and based on Council priorities and the adopted budget?
2. Does the City Council, with the exceptions noted in this report, wish to change the frequency of Commission meetings, the number of Commissioners on Commissions, and/or number of total Commissions so they are based on the specific duties assigned by the City Council and the adopted budget?
3. Does the City Council wish to provide direction to staff to make amendments or other changes to the Commission Handbook at a later date to conform with Council direction and expectations?



PUBLIC CORRESPONDENCE

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

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

From: [Jim Fenton](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM 7 - 23 MAY 2023
Date: Tuesday, May 23, 2023 10:50:53 AM

Council members -

I am writing to comment on the proposal to decrease the number of meetings for certain commissions, specifically the Complete Streets Commission.

The number of meetings and the size of the commission should be determined by the commission's workload. If the commission is addressing items that the Council feels inappropriate or otherwise not a good use of their time, Council has the visibility to see that (through its liaison) and should address that directly.

Arbitrarily reducing the number of meetings and/or commission membership based primarily on comparison with other cities in the area is not good policy. Other cities differ in size, have different divisions of responsibility between staff and commission, and in the case of Complete Streets, have different types of roads.

Please focus on the duties of the commissions, and let the number of meetings be in response to that.

-Jim Fenton
Former member, Complete Streets Commission

From: [Seema Lindskog](#)
To: [Public Comment](#)
Subject: Public Comment Agenda Item #7 May 23 2023
Date: Tuesday, May 23, 2023 3:27:42 PM

Respected council members,

I am writing today to urge you to allow the Complete Streets Commission to keep meeting monthly instead of cutting back to 6 meetings a year as proposed by staff.

The Complete Streets Commission meetings always have a very thorough and extensive agenda. They have a large responsibility with important issues to address such as the Education and Encouragement Program, Safe Routes to School, coordination of multi-city projects like Foothill/280/Homestead, and more.

Thank you for everything you do for this city,
Seema

"You must be the change you want to see in the world." - Mahatma Gandhi
This message is from my personal email account. I am only writing as myself, not as a representative or spokesperson for any other organization.

From: [louise saadati](#)
To: [Public Comment](#)
Subject: Public Comment Agenda Item #7 for 5/23/23
Date: Tuesday, May 23, 2023 3:58:49 PM

Please do not decrease the number of meetings or involvement of the Los Altos Bike Ped Commission including by decreasing the number of meetings. The Bike Ped Commission is composed of volunteers who don't cost the city money for their expertise, time or work. It's critical that Walk Bike is kept at a high priority in Los Altos for the safety of the children and all residents. Also, their work is critical to help with the connectivity of Los Altos to the surrounding cities.

Let's fully utilise all the important and critical contributions from the Commission by increasing NOT decreasing their involvement with the city staff and city.

Thank you,
Louise Saadati

Sent from my iPhone

From: [Jennifer Shearin](#)
To: [Public Comment](#)
Subject: Public Comment: Agenda Item #7 for May 23, 2023
Date: Tuesday, May 23, 2023 4:00:48 PM

Dear Honorable City Councilmembers:

I ask tonight that you do not reduce the responsibilities or number of meetings of the Complete Streets Commission. It takes time to plan city streets to make them safe and functional everyone—cars, bikes, transit, and pedestrians--needing to use them. Please give the commission time to do its work effectively for the city.

It's clear that there are many projects and issues that the Commission needs to stay on top of. The Education and Encouragement program in Los Altos is just getting started, and needs more work to be fully operational. Safe Routes to School is incredibly important for keeping our children safe which actively getting to school, and needs nurturing. The commission needs to meet regularly to coordinate projects with other local municipalities, such as along Foothill Expressway or Cristo Rey Drive near Rancho San Antonio.

Keeping the number of meetings and responsibilities for the Complete Streets Commission as is will allow the Commissioners to effectively do their work, and is the best option for Los Altos.

Thank you for considering my input, and your work on behalf of Los Altos.

Sincerely,

Jennifer Shearin

From: [Lorien Cunningham](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM #7 - May 23 2023
Date: Tuesday, May 23, 2023 4:16:21 PM

Dear Honorable Mayor, Vice Mayor, and esteemed Council Members,

I write to you today in my capacity as both a 16 year resident of Los Altos and a recently retired fellow elected official representing Cupertino Union School District where I served as a Trustee from 2018-2022. In my work as an advocate for our students and families I have collaborated with both Council and members of the Complete Streets Commission many times in the past on issues of mutual importance to our constituents, particularly Safe Routes To Schools (SRTS). In a decade of involvement with SRTS and in my time as an elected official in our community, transportation and in particular the safety and condition of the active transportation routes were consistently one of the top priorities I'd hear about from residents after our schools themselves. People in this town care A LOT about transportation safety and quality, and I think this is most evident in the fact that it's made the list of top council priorities more consistently than almost any other issue over the past several years.

It is in that spirit that I want to applaud the City of Los Altos for the incredibly important work done by the Council and our Complete Streets Commission (CSC) on tirelessly identifying, studying, planning and implementing a robust and intentional program of prioritized improvements. Much progress has been made in the past several years, but there is so much more to be done. I feel it's critical that the Complete Streets Commission continues to provide regular, explicit, well informed and timely citizen involvement into the development and oversight of transportation policy and improvements.

As a resident I rely on my fellow engaged citizens on the CSC to be our voice on recommendations to Council, and sharp eye on how our taxes are best invested into policy, design, improvements, and maintenance of transportation facilities, and transportation related programming such as SRTS support. I'd like them to keep the same cadence, and I'd like to see the Council explicitly codify the advisory role of CSC to Council on all forms of transportation including planning and programming. As a former elected, I very much support that our agency budgets are a statement of our values and priorities, and as a taxpayer I care deeply that study and improvement of active transportation facilities and SRTS are a funding and staffing priority in our city.

Best,
Lorien Cunningham
Retired Trustee, Cupertino Union School District 2018-2022
Los Altos resident

From: [Maya Bronicki](#)
To: [City Council](#); [Public Comment](#)
Subject: Staff recommendation regarding the Complete Streets Commission
Date: Tuesday, May 23, 2023 4:19:09 PM

Honorable Los Altos elected officials,

Our family lived in South Los Altos since 2011. All these years, I have been a parent volunteer and an advocate for increased roads safety. I have been involved in the efforts at Montclair Elementary, Cupertino Middle School, and in the last 8 years at Homestead High School.

The advocacy efforts often involved work with the city of Los Altos. I have interacted with staff, elected officials, and commissioners. The progress achieved already is remarkable but there is much still to do. The city has put it high on the agenda to ensure the safety of students travelling to and from school and our community. This commitment that we have heard from you during your campaigns and as an integral part of your work since conflicts with the suggestion to decrease the work and efforts by restructuring the Complete Streets Commission and cutting down the number of meetings.

Over the many years of volunteering, I have worked with the cities of Sunnyvale and Cupertino as well as Los Altos and was always proud to feel that Los Altos was committed to SRTS efforts. I urge you to continue supporting our community and keep the SRTS work strong at Los Altos by choosing to reinforce the mandate of the Complete Streets Commission,

Thank you for your continued support and let's move forward together!

Maya Bronicki

A Los Altos resident, mother of 4 and community volunteer.

From: [Tim Oey](#)
To: [Public Comment](#)
Subject: Don't reduce Complete Streets Commission
Date: Tuesday, May 23, 2023 4:37:58 PM

They still have a lot to do still and active transportation is our best bet for solving climate change AND reducing traffic deaths and injuries AND improving health AND solving our housing crisis AND eliminating traffic congestion AND saving our world for our kids.

Keep the Complete Streets Commission going at full pedal. Thanks!!

Tim Oey
Who eats and bikes through Los Altos frequently

--



Tim Oey
Zero Waste Engineer, [ZeroW.org](#)
League of American Bicyclists Cycling Instructor #6033
Cell: (408) 781-1094
Tim@ZeroW.org



From: [Alon Golan](#)
To: [Public Comment](#)
Subject: Public Comment Agenda Item #7 May 23 2023
Date: Tuesday, May 23, 2023 4:44:22 PM

Dear Los Altos Councilmembers,

As a Los Altos resident, I would like to share my concern regarding the push to render some committees less efficient. Specifically, our Complete Streets Commission has been playing a vital role in the way us residents can get to our destinations in the city. Allowing the committee to only meet very infrequently, as well as have less members, would not serve us well going forward. The City Council priority of Environmental Sustainability will be negatively affected as a result.

Also, us residents of South Los Altos have always felt somewhat less well served. E.g. we have the smaller library; when there's a dog park trial it's not in our area, etc. Our kids do not go to MVLA schools, and naturally have different transportation needs. On the other hand, we are going to have at least as much new housing development in South Los Altos going forward as other parts of the city, and we need to prepare for these changes. The committee has been an essential tool giving us a voice. Your move to make it less effective will be detrimental to our involvement in the democratic process governing our city. It also cuts off city staff and city council from essential resident input.

Please leave the Complete Streets Commission meeting frequency, member count and agency unchanged.

Respectfully,
Alon Golan
Los Altos

From: [Jian He](#)
To: [Public Comment](#)
Subject: Please keep the bike and ped commission meetings
Date: Tuesday, May 23, 2023 4:47:26 PM

Hello Los Altos city council,

I am a parent of Saint Francis High School. Many students and parents are biking to school or work.

I heard you are voting to cut back the bike/ped commission meetings, which are critical for the safety of biking and walking on the busy streets, especially foothill expressway, where my husband was hit by cars three times when biking to work. Please vote for keeping the monthly meetings.

Thank you!

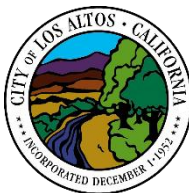
Jian

From: [JOEL WOLF](#)
To: [Public Comment](#)
Subject: Agenda Item Number 7
Date: Tuesday, May 23, 2023 4:52:02 PM

Dear Council Members

I write this email to express my objections to a reduction in the number of Complete Street Commission meetings from 12 to 6 each year. This commission is very important in developing the Los Altos bike/pedestrian infrastructure; meeting every other month would greatly affect this goal. The commission performs important work when it comes to coping with climate change which affects everyone every day; promoting walking and biking works to reduce our CO2 emissions.

Thank you for your consideration
Joel Wolf



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject City Council Norms and Procedures

Prepared by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Draft Revised City Council Norms and Procedures

Initiated by:

City Council

Previous Council Consideration:

The Council Norms and Procedures were last revised on September 14, 2021.

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Are there further revisions to the Norms and Procedures the Council wishes to consider?
- Does the Council wish to adopt the updated Norms and Procedures?

Summary:

- Section 1.3 of the Norms and Procedures states that Council should review the Norms and Procedures following the seating of a new Council member

Staff Recommendation:

Adopt the revised Council Norms and Procedures

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: City Council Norms and Procedures

Purpose

To adopt the revised Council Norms and Procedures.

Background

The Council Norms and Procedures (Norms) were originally adopted in 2004 and are reviewed periodically by the Council. Section 1.3 of the Norms states that a review should occur after a new Council member has been seated.

Discussion/Analysis

Staff has drafted proposed revisions to the Norms based on current Council practices and policies. It is recommended that Council review the proposed revisions and adopt the updated Norms.

Recommendation

The staff recommends Council adopt the revised Norms and procedures.

CITY COUNCIL NORMS AND PROCEDURES



COUNCILMEMBERS

~~Anita Enander~~ Pete Dailey

Neysa Fligor

Lynette Lee Eng

Sally Meadows

Jonathan Weinberg

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

SECTION 1. GENERAL

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council, staff, and members of the public concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos. The Norms also inform the public about what to expect from their elected representatives while performing their duties.
- 1.2 Values. Councilmembers shall represent the best interests of the City and community at large. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, civility, and courtesy. All Councilmembers shall respect each other’s individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect and abide by the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 Compliance with Applicable Laws. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with all applicable laws, including but not limited to State laws such as the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act, as amended. If there is a conflict between the Norms and Procedures and an applicable law, the applicable law shall govern.

SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS

- 2.1 Reorganization. The reorganization of the Council and the seating of new Councilmembers shall occur at a special meeting held on the earliest available Tuesday following the certification of election results, which is typically on the first Tuesday of December. If the certification is delayed because of a recount or other reason, the Council will wait until the certification is final before holding its reorganization special meeting.

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

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

2.2 Election of Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Mayor.

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

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

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

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

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

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

2.3 Election of Vice Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Vice Mayor.

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

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

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

2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days

after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council shall determine the process for appointment prior to the application process and in accordance with State law.

SECTION 3. COUNCIL SUBCOMMITTEES

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.
- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee’s efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. From time to time, the City Council may vote to establish standing subcommittees. These include: the Council Youth Commission Interview Committee, the Open Government Committee, and joint committees with the different school districts that serve Los Altos residents.

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

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

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

SECTION 4. COMMISSIONS AND COMMITTEES

- 4.1 Responsibility. The Council may appoint residents of the community to the City’s non-Council standing commissions and committees. Commission and committee members shall represent the interests of the community at-large when serving on these bodies. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule

for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

- 4.2 Governing. The City’s Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council. If there is a conflict between the Commission Handbook and the Norms and Procedures, the Commission Handbook shall control as to the Commissions and Committees.
- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, but not taking a position on an item before the Commission; C) not voting at the Commission’s meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

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

- 4.4 Attendance Requirement for Commissioners. Commissioners are expected to attend meetings in accordance with the Commissioner Handbook. If a Commissioner is not meeting the attendance requirement, the Commission Chair will first address the issue by talking with the Commissioner and will give the Commissioner an opportunity to meet the requirements. If the Commissioner continues to not meet the attendance requirement, the Chair can give the Commissioner an opportunity to resign from the Commission. If the Commissioner does not want to resign and continues to not meet the attendance requirement, the Chair should discuss with the staff liaison and Council liaison the appropriate action to address it.
- 4.5 Discipline or Removal of a Commissioner. Commissioners serve at the pleasure of the City Council. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

SECTION 5. AD HOC COMMITTEES AND TASK FORCES

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee’s or Task Force’s efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.

- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members of City Commissions and/or members of the public on the committee are subject to the provisions of ~~the Ralph M. Brown Act~~State Law.

SECTION 6. ADMINISTRATIVE MATTERS

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

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

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

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

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

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

Appointments to regional boards shall terminate upon the expiration of Councilmember’s term unless: 1) the Councilmember is reelected and can serve the full term on the regional board; or 2) action is taken by the Council to reappoint the individual to the regional board, and such appointment is consistent with the regional board’s policies.

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

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

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

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

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

Brown Act: Members of the City Council and those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time they begin their service and again when there is a scheduled Commission training.

Anti-Bias: At least every 2 years, Councilmembers and Commissioners will receive anti-bias training organized by the City.

Other Training. From time to time, the City Council may direct that Members of the City Council and Commissions receive training on different topics.

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

6.8 Use of Electronic Devices during Council Meetings. The City Council permits and promotes the utilization of technology to ensure efficient and effective conduct of the people’s business, in accordance with applicable open meetings and records laws, due process rights of interested parties, and other applicable law and city policies.

- i. Councilmembers’ use of electronic communications and data devices (including – but not limited to – laptop computers, cell phones, tablet computers, pagers, wearable technology, and similar devices), at a meeting during which the Councilmember is subject to the provisions of ~~the Brown Act~~ State Law shall be limited to personal use (note taking, etc.) and to access documents only available to the member (e.g., personal files stored on the cloud) or documents available to the public (e.g. documents on the City’s website, websites available to the public, etc.).
- ii. At a meeting during which a Councilmember is subject to the provisions of ~~the Brown Act~~ State Law, the Councilmember may not use electronic devices to read electronic communications from, or send electronic communications to, members of the public, other Councilmembers, and parties to city proceedings. If a Councilmember receives an electronic communication which the member believes to be a family emergency, the Councilmember should ask the Mayor to take a break so the Councilmember may address the issue. The Councilmember should not read the electronic communication during the meeting.

6.9 City Mission and City Seal. The Mission of the City of Los Altos is a statement that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval. Use of the City Seal shall be by permission of the City Clerk.

6.10 Use of email. City Councilmembers shall strive to use only their City email account for City business.

SECTION 7. COUNCIL RELATIONSHIP WITH STAFF

7.1 City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a Department, or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.

7.2 Agenda Item Questions. The Council shall not abuse, embarrass, or harass staff. If a Councilmember has a question on a subject, the Councilmember should contact the City

Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.

- 7.3 Complaints. Councilmembers shall encourage people to file all complaints related to work or services provided by City staff directly with the City Manager and the appropriate staff member. The City manager and staff shall ensure that all people receive a response. If a Councilmember receives a complaint directly, the Councilmember should forward the complaint to the City Manager. If all Councilmembers are copied on the same complaint and the City Manager is not copied, the Mayor is responsible for forwarding the complaint to the City Manager.
- 7.4 Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.

SECTION 8. MEETINGS

- 8.1 Open to Public. All meetings of the City Council, except for closed sessions as authorized by law, shall be open to the public. All meetings shall be noticed as required to allow action to be taken by the Council.
- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming ~~and simuleast on the City's Government Access Channel~~, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All regular City Council meetings and study sessions shall be video-recorded, unless the City is unable to do so due to unforeseen circumstances or circumstances beyond the City's control in which case the meeting shall be audio-recorded. All other public meetings of the City Council shall be audio recorded as practical. Each such video and audio recording shall be a public record subject to inspection pursuant to State Law. The video recording of meetings of the City Council shall be made available within one week of the meeting by webcast on the City's website and shall remain on the City's website permanently. The audio and video record of all meetings under this section shall be kept permanently.
- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which shall be the Council's adopted regular meeting schedule. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary. If the Council schedules a meeting that is not part of the adopted regular meeting schedule, that meeting shall be a special meeting or a study session.

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

- 8.4 Cancelling Meetings. Any meeting of the City Council may be cancelled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.

8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with ~~the Brown Act~~ State Law. Written notice of any such meeting must specify the purpose of the meeting and the identities of members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

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

8.6 Virtual Meetings. If, pursuant to applicable laws or orders, the City Council holds a virtual special or regular meeting, the requirements set forth in the Norms and Procedures shall still apply, to the extent these requirements are feasible. Any feature on the platform hosting the virtual meeting that allows members of the public and/or Councilmembers to communicate outside of the approved methods of communication for the meeting, for example a “chat” feature, shall be disabled during the meeting.

8.7 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.

8.8 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The primary purpose of the retreat shall be to review accomplishments for the past calendar year and to discuss and set priorities for the City Council for the following calendar year. The Mayor may also work with the City Manager to organize other activities for the annual retreat such as team building exercises and having guest speaker(s). The retreat may be held over multiple days.

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

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

8.10 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.

8.11 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and

permitted by law. Similar to all sections in the Norms and Procedures, this section is subject to section 14 of the Norms and Procedures.

SECTION 9. POSTING NOTICE AND AGENDA

9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be ~~according to the City’s Open Government Policy and in accordance with~~ State law.

9.2 Location of Posting. The notice and agenda shall be posted ~~at City Hall and at the meeting location, if located away from City Hall, in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website. Similar to all sections in the Norms and Procedures, this section is subject to Section 14 of the Norms and Procedures~~ in accordance with State law.

SECTION 10. AGENDA CONTENTS

10.1 Setting the Agenda. The Mayor, in consultation with the City Manager or his/her/their designee, and the City Clerk shall organize the agenda.

10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.

10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

- A. Upon a majority determination that an “emergency exception” (as defined by State Law) exists; or
- B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that an “urgency exception” (as defined by State Law) exists and the Council needs to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.
- C. Two Councilmembers are required to request an item be placed on the agenda for the full Council to determine if the item meets the urgency or emergency exception. This determination is done in accordance with Section 10.4A or 10.4B above and occurs soon after the Council meeting begins. If the Council votes to hear the emergency or urgency item, the item would then be placed as a discussion item on that Council meeting’s agenda.

10.5 Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports, Future Agenda Items, and Adjournment.

10.6 Changes to the Order of the Agenda. “Changes to the Order of the Agenda” will be an agenda item that is heard soon after the Council meeting begins whereby the Mayor, Councilmembers and/or City staff may request a change to the order in which agenda items are to be considered. The Mayor will ask if there are any changes to the order of the agenda. Any requested changes will be made in the form of a motion and a vote will be taken. If there are no requests for changes, the agenda will be taken in the prescribed order.

10.7 Consent Calendar. A Councilmember ~~or any member of the public may request an item be~~ may removed an item from the Consent Calendar. At the Mayor’s discretion, items removed from the Consent Calendar may be considered immediately after approval of the balance of the Consent Calendar or elsewhere in the agenda. Councilmembers shall be given the opportunity to ask a clarifying question about a consent item or make a brief comment about an item without having to remove the item from the Consent Calendar.

10.8 Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period and will be included as part of each Council Meeting’s Agenda Packet. City Staff will post the Tentative Council Calendar on the City’s website and make updates to the Tentative Council Calendar, as necessary.

The Tentative Council Calendar shall be included in each City Council regular meeting agenda packet as an Informational Item. Each quarter, the Tentative Council Calendar should be brought to Council as a Discussion Item for Council's review, discussion and possible action. At this time, Councilmembers may request new items be added with the required support from other Councilmembers depending on whether a staff report is required. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.

10.9 Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, “Future City Council Agenda Items.” Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required. Unless an item is deemed an urgency exception or emergency exception, as defined in the Norms, Councilmembers shall request the placement of items on future agendas at a public Council meeting.

10.10 Council questions. Councilmembers shall strive to provide questions to city staff on agenda items as early as possible before a council meeting to allow adequate time to respond to the questions. Staff will provide all questions and answers to Council questions to all Councilmembers prior to the subject Council meeting, and, excepting attorney-client communications, to the public as soon as possible. Councilmembers shall strive to notify staff if they plan to raise a specific question at the Council meeting. If a Councilmember feels they need additional information to make a decision on an item, and the item is not time sensitive, the Councilmember may request the item be continued to a future meeting during Changes to the Order of the Agenda.

10.11 Emergency Meetings. The City Council may hold an emergency meeting (as defined in State Law) without complying with either the 24-hour notice requirement, or the 24-hour posting requirement, or both of the notice and posting requirements.

SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

11.1 Role of Mayor.

- A. The Mayor is responsible for running the meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public. The Mayor has the prerogative to be the last Councilmember to vote on an item. The Mayor and Councilmembers are responsible to self-monitor their own conduct and speaking time to ensure a timely meeting.
- B. Communication with Councilmembers
 - 1. Councilmembers shall request the floor from the Mayor before speaking.
 - 2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.
- C. Communication with Members of the Public Addressing the Council
 - 1. The Mayor shall open the floor for public comment as appropriate.
 - 2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
 - 3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
 - 4. Members of the public shall direct their questions and comments to the Council.

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

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

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

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

11.4 Public Hearing Procedures. All land use public hearing items shall follow the following procedures:

- A. Staff presentation and/or report followed by clarifying questions from the Council
- B. Disclosure of communications: Councilmembers shall disclose all personal communications with any individual, including, but not limited to, the project applicant, prospective project applicants, neighboring property owners, residents, or any other party regarding development projects. These disclosures shall include a full description of the nature of the discussion, and in particular, any information not presented as part of the public record
- C. The Mayor shall open the public hearing
 - a. Applicant presentation; the applicant shall be given a total of up to 10 minutes to present to the City Council
 - b. The Council shall take public comments
 - c. Applicant rebuttal period; the applicant shall be given a total of up to 5 minutes rebuttal time. If there are no public comments, the applicant shall not be given time for rebuttal
- D. The Mayor shall close the public hearing
- E. Council discussion, consideration, and decision

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

11.6 Public Comment.

- A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
- B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers, and the number of items that the Council is discussing at that meeting. Speakers are not permitted to delegate their time to another speaker.

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

- C. In order to facilitate an orderly meeting, anyone wishing to address the City Council is asked to fill out a Request to Speak card, indicating their name, address, and agenda item number/topic. A separate card is requested for each item. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.
- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her/their/their name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be

respectful of the speakers and shall not enter into a debate with any member of the public.

- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

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

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

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

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

11.8 Reconsideration of a Council Action.

A. Request for Reconsideration by a member of the public.

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

B. Request for Reconsideration by a Councilmember

1. Request by a member of the City Council.

Only a member of the City Council who voted in the majority may request reconsideration. The request may be made at the same meeting, or 24 hours in

advance of the posting of the agenda for the next regular meeting. The request needs to be supported by two (2) Councilmembers, including the requesting Councilmember, for it to be added to the agenda. A request added to an agenda shall be structured in a manner that a motion for reconsideration may be considered immediately following approval of the request for reconsideration.

In presenting a request for reconsideration, the City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

2. Motion for Reconsideration.

A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting), or in accordance with Section 11.8B1. A motion to reconsider an action may be made only by a Councilmember who voted in the majority but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council. At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

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

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

11.9 Council Discussions and Deliberations.

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

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

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

B. Obtaining the Floor for Discussion.

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

C. Speaking More Than Once.

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

D. Relevancy of Discussion.

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

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

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

E. Mayor's Duties During Discussion.

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

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

F. After the Vote.

Once a majority of the Council has approved a motion, no further discussion shall be made unless the item is brought for reconsideration as described previously.

- 11.10 Councilmember Respect. Councilmembers shall abide by the majority decision of the Council, even if in the minority. Councilmembers appointed to serve on regional boards and committees shall maintain the Council’s position on an item, even if the Councilmember disagrees with that position.
- 11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.
- 11.12 Conflict of Interest. If a Councilmember becomes aware of a potential conflict of interest that would require the Councilmember to not participate in a discussion or vote on an agenda item before the City Council, the Councilmember should discuss with the City Attorney prior to agenda item being heard by the City Council. The Councilmember is expected to follow the direction of the City Attorney. If the Councilmember decides to request an opinion from the California Fair Political Practices Commission (“FPPC”), the Councilmember shall disclose at the next scheduled Council Meeting that such a request has been made. If the Councilmember is still waiting for the FPPC opinion at the time the agenda item will be heard by the City Council, the Councilmember may abstain from participating until the FPPC opinion is received. Upon receiving the FPPC opinion, the Councilmember shall share the opinion with the City Council and public at the next scheduled Council meeting.

11.13 Teleconferencing. City Council members may participate in meetings via teleconference in accordance with State law (Gov. Code sec. 54953 and AB 2449). Members participating via teleconferencing under AB 2449 (Just Cause or Emergency Circumstances) must participate via audio and visual methods. In all other circumstances, members participating via teleconferencing shall participate via audio and visual methods, when practical. Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances. All meetings of the City Council must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via teleconference, the Mayor, or the Vice Mayor if the Mayor is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

SECTION 12. CLOSED SESSIONS

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

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

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to ensure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

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

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

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and ~~the Ralph M. Brown Act~~State Law. Violation of this rule shall be considered a breach of this rule of confidentiality.
- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to ~~the Ralph M. Brown Act~~State Law.
- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the ~~Ralph M. Brown Act~~State Law. The City Attorney, or his/her/their designee, will advise in advance on topics that may be discussed in a closed session.

12.6 Rules of Decorum.

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

12.7 Conduct of Meeting.

- A. The Mayor will call the closed session to order promptly at its scheduled time.
- B. The Mayor will keep discussion focused on the permissible topics.
- C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.

- D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter, which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

12.8 Public Disclosure After Final Action.

- A. ~~The Ralph M. Brown Act~~State Law requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the Mayor or the City Attorney shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by ~~the Ralph M. Brown Act~~State Law.
- B. The report may be oral or written. The report will state any reportable action taken by the Council and how each Councilmember voted, if applicable. All other closed session discussions will remain confidential. Unless authorized by the majority of the City Council and if permitted under applicable law, the report will not state the debate or discussion that occurred.

SECTION 13. DECORUM

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

SECTION 14. VIOLATIONS OF PROCEDURES

Unless otherwise approved by at least a majority of Councilmembers or prohibited by law or due to circumstances beyond the City’s control, for example, a declared state of emergency, all Councilmembers are required to comply with these Norms and Procedures.

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law. Violations of these Norms and Procedures may be subject to review under the City Council Accountability Policy.

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

AMENDED AND APPROVED: ~~September 14, 2021~~March 23, 2023.

APPENDIX A

ROSENBERG'S RULES OF ORDER





PUBLIC CORRESPONDENCE

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

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

From: [M Satterlee](#)
To: [Public Comment](#)
Subject: Item 9: Changes to the Council Norms – May 23, 2023
Date: Thursday, May 18, 2023 7:07:32 AM

1. All meetings and documents will be posted for notice as required by State Law. (72 hours instead of the current 8 days)

I opposed the original change because I thought it was impractical. Items would either fail to meet the 8 days notice or be delayed.

I think this proposed change acknowledges that reality and also tries to prevent any issues that might arise from the current practice of posting reports later than 8 days in advance.

Perhaps the language should be the agenda and staff reports will be posted up to 8 (5 might hit the mark more often?) days in advance but no later than the minimum standard of state law?

2. A member of the public can no longer request removal of an item on the Consent Calendar.

I support this change.

Consent items are there to move the meeting along.

I suggest adding this language: "Members of the public are encouraged to send in writing no later than x hours prior to the meeting any comments related to items on the Consent Calendar." This gives Council the opportunity to review those comments and decide if they warrant pulling the item.

3. Speakers are no longer allowed to delegate their time to another speaker.

The current language has been badly abused. I support this change.

4. Council members are only allowed to teleconference 20% of all meetings in a calendar year

I prefer Councilmembers to be present. This seems like a reasonable compromise.

Megan



PUBLIC CORRESPONDENCE

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

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

From: [Roberta Phillips](#)
To: [Public Comment](#); [City Council](#)
Subject: Norms and Procedures Council meeting May 23,2023 Item #8
Date: Saturday, May 20, 2023 10:53:49 AM

Dear Council

I believe that Democracy is stronger when as many voters as possible participate in the process. The proposed changes to the Norms and Procedures limit participation and sends a message to the community that you do not value their input or intelligence.

1. Proposed is changing the notice of meetings from what is in the Open Government Policy of posting complete agendas 8 days ahead of the meeting, The change would require only 72 hour notice . A lot of the reports are hundreds of pages long and it is difficult for the public and Council to read in such a short time and give thoughtful analysis to proposed actions. Many decisions affect the lives of people living in the community. Perhaps a 5 day notification is possible if the 8 days are too difficult for staff.

2 . It is being suggested that a resident can no longer request that an item be pulled from the Consent calendar for discussion.This is a right that community members have had and you want to remove that right. As a result only people who are close friends with Council can contact them to ask that a consent item be moved for discussion. The rest of the community is left out in the cold and have no say or opportunity for discussion on a consent item. Again limiting the rights currently enjoyed by community members is a negative action.

3. It is being proposed that speakers no longer can cede time to other speakers.It is more efficient for a group of speakers to combine their comments and have one person allocated a maximum of 10 minutes vs having 10 speakers talk for 2 minutes each which would be 20 minutes. Many members of the public are shy. speak with an accent, or do not feel comfortable with public speaking. The change proposed eliminates one of the current options they now enjoy and limits participation. I do not see any justification for removing a freedom enjoyed by community members. We need more freedom to speak , not less. The community needs to know you are listening to them. You can't just say you are listening and then take action to limit transparency and dialogue.

I have spoken to many community members who want an open, welcoming government here in Los Altos.I ask that you make it easy for people to be involved and respect their need for an appropriate amount of time to review agenda items and have a voice in our democracy.

Sincerely
Roberta Phillips

From: [Stacy Bruzek Banerjee](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM #8 - May 23 2023 - Council Norms and Procedures
Date: Saturday, May 20, 2023 3:08:34 PM

Honorable Mayor, Vice-Mayor, and Councilmembers,

I am writing as a resident about the Council Norms and Procedures.

I want to comment on several of the red-lined proposed changes.

1) 9.1 Posting of Agenda. Please keep posting requirements to follow the City's Open Government Policy. Simply put, the 72 hours required by the Brown Act are not enough time for the council and our community to review the meeting packet. (Special meetings should also meet these posting requirements unless there is urgency/emergency/etc..)

2) 9.2 Location of Posting. Is there a particular reason not to explicitly state that the meeting notice needs to be posted in the meeting room, on the city website, and in accordance with state law? (Does the state law require the notice posted in the meeting room, on the city website, etc.? If it does not, please consider requiring that as well as requiring email notifications of the meeting to those subscribed to notifications.)

3) 10.7 Consent Agenda. Members of the public do not need to pull things from the consent calendar, however they should be given an opportunity to make public comments on the consent agenda, and I suggest adding that language to the norms. Public comments for the consent agenda - even if there are no speakers - should be opened and thereafter closed before council votes on the consent agenda. (This is the process the VTA uses for all its boards/committees.)

4) 11.6.B. Public Comment/Ceding Time. We should allow ceding of time. I have seen many appropriate uses of this in my years of attending council meetings. It should not be completely abandoned. 10 minutes though is a long time, so the maximum time limit could be reduced.

5) 11.13 Teleconferencing.

My understanding is that AB 2449 allows a council member to join the meeting remotely without noticing the 'teleconference location' if they have a "just cause" or "emergency circumstance" and the location itself does NOT need to be accessible to the public and does NOT require public participation at the 'teleconference location'. Under AB 2449, as I understand it, council members must also state the reason they are participating remotely, and if they are participating via "emergency circumstance" the council needs to approve their remote participation. Also, I believe under AB 2449, council members only need to disclose if anyone 18 or older is present in the room with them. Under AB 2449, I believe

the maximum number of instances for "just cause" is two times per year. And under AB 2449, council members as I understand cannot attend the meeting remotely due to "emergency circumstance" for more than three consecutive months or 20 percent of the regular meetings within the calendar year.

Please verify the above understanding, and appropriately update what is proposed in 11.13, particularly these two sentences:

- Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances.
- At the beginning of a meeting in which a member is participating via teleconference, the Mayor, or the Vice Mayor if the Mayor is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

I would also like to comment on a couple other areas in the norms.

1) 8.8 Annual Retreat. The council norms indicate the annual retreat is when council discusses and sets priorities. While top-level priorities have been set the last two years, unfortunately unlike preceding years, they lack depth/specific key initiatives and thus it is unclear to the community what the council is actually planning to accomplish priority-wise for the year.

2) 10.2 Description of Matters. I have noticed a few agenda items this calendar year that could have been more clearly described on the agenda. Please keep in mind the goal here is that "members of the public will know the nature of the action under review and consideration".

3) Posting of Council Q&A and Presentations. Please add a requirement to the council norms around posting of council Q&A. This should include a timeframe. (There have been some cases this year where the council Q&A have been posted late, even after the council meeting has taken place. With the goal of transparency, the public should always have the opportunity to see council Q&A prior to the council meeting.) I would also encourage posting of presentations in advance of the meeting.

Thank you,
Stacy Banerjee

From: [Bill Hough](#)
To: [Public Comment](#); [City Council](#)
Subject: public comment regarding item #8 on 5/23/2023 agenda
Date: Saturday, May 20, 2023 4:25:08 PM

I object to certain proposed changes to the Norms and Procedures as stated below.

Section 9.1 Posting of Notice and Agenda

Currently agendas are not posted early enough to allow time for review and comment. This was particularly true with the Study Session of May 9, 2023. The agendas must be posted at least a week in advance of the of the meeting.

Section 10.7 Consent Calendar

Members of the public must continue to have the right the ability to request an item be removed from the Consent Calendar. It is important that residents be able to request the council take the time to discuss a matter of civic importance before rubber stamping approval.

Section 11.6.B Public Comment.

Citizens wishing to address the council are currently limited to 1 to 3 minutes, depending on specifics. Often this time limit is not sufficient to allow a speaker to put together a reasonable thought. A reasonable alternative is allowing a group of speakers to designate a single speaker to represent the group ceding their time to that person. This policy is a reasonable option and must continue.

Finally, a positive comment on Section 11.13 Teleconferencing:

I completely agree and support teleconferencing. If there is really a "climate emergency," we need to reduce travel demand and telework is a good first step.

Bill Hough

From: zahra.ardehali.com
To: [Public Comment](#)
Subject: PUBLIC COMMENT ITEM #9 MAY 23, 2023
Date: Saturday, May 20, 2023 6:32:52 PM
Importance: High

Los Altos City Council,

I am writing to you to oppose to the changes that are proposed to The Council Norms and Procedures, Item #9. The existing guidelines are in place to encourage and make it easier for the residents to communicate with the Council, but the proposed changes to The Council Norms and Procedures will make it harder for us to do so and I believe it will discourage public participation in our democracy process.

I encourage you to strongly not to make the changes and stay with the existing rules and guidelines.

Thank you,

Zahra Ardehali

From: [Joan](#)
To: [Public Comment](#)
Subject: Public Comment Item #9 May 23, 2023
Date: Saturday, May 20, 2023 6:43:09 PM

I believe that the current eight day period to review proposed council items is appropriate, and should be retained, instead of changing the time for review of materials to three days. Many concerned Los Altos citizens would like to be educated and apprised of council proposals and voice their opinions, but they also may have pressing family matters such as caregiving for the sick, work load, child care obligations, etc. A three day period to review up to 300 pages of material is inadequate. Thank you for considering my request to keep the eight day window.

Joan Loney
1849 Alford Avenue
Los Altos 94024

From: [Pat Marriot](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT ITEM #9 MAY 23, 2023
Date: Saturday, May 20, 2023 8:13:40 PM

Council Members:

I understand the intent behind modifications to the Norms, but I think they seriously hamper “communication, understanding, fairness, and trust among the members of the City Council, staff, and members of the public.”

The changes that most concern me:

1. Reducing 8-days notification to 72 hours.

That means I’d get the packet Saturday at 7 pm – assuming I wasn’t out or having supper at that time. Knowing I’d have to email any comments by Monday at 2 pm in order to have them included for the meeting, I’d have just 36 hours – assuming I didn’t sleep Saturday or Sunday night and didn’t have a job to go to on Monday – to read through hundreds of pages of complex material, understand it, and write meaningful comments.

Council members would have the same tight schedule to comprehend all the information and be prepared to discuss it and ask intelligent questions. I can’t understand why any of you would want to put such pressure on yourselves, especially if you have a job outside of Council.

How about reducing the 8 days to maybe 5? We’d get the complete packet on Thursday, which would allow us to plan ahead – maybe reserve a chunk of the weekend – to read the material and compose thoughtful comments.

2. Removing the right to delegate speaking time.

Ideally, I have 3 minutes to speak at a council meeting, but on a busy night with contentious items on the agenda, I might get only 1 minute. No matter how tightly I word my comments, that’s a very short time.

I know you were frustrated when an outside consultant was ceded 10 minutes by several residents. However, that was a rare occurrence. I think it’s advantageous for all if a group of residents combines their comments and lets one person speak for them. It saves time switching from one speaker to the next and minimizes repetitive comments.

How about allowing people to cede time, but limiting it to a 6-minute total?

3. Not allowing residents to pull an item from the Consent Calendar.

I don't know how often this occurs, but if a resident has important information that would impact a decision, I think Council should at least allow quick input to determine if the item is worth discussing.

Transparency and public input are critical to good governance. Please reconsider the proposed changes to ensure you and your constituents can work together to make good decisions.

Thanks for listening,

Pat Marriott

From: [Big Wave Dave](#)
To: [Public Comment](#)
Subject: I object to reducing the number of days of advance notice for agenda items.
Date: Saturday, May 20, 2023 8:54:10 PM

Hi,

This is David Munoz. I live on Alford Ave near Lucky's

I heard the City Council is proposing to reduce the amount of time required for agenda items to be published in advance of council meetings from 8 days to just 3.

I strongly object to any such reduction. It is imperative for adequate representation that the public be given sufficient advance notice so they can fairly address and if necessary, investigate agenda items for an upcoming City Council meeting.

Sincerely,
Dave Munoz
Alford Avenue

From: [Zhibin Wu](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT ITEM #8 MAY 23, 2023
Date: Sunday, May 21, 2023 5:39:33 AM

Dear Sir/Madam:

My name is Zhibin Wu. I am a Los Altos resident living at 1151 Covington Rd, Los Altos, CA 94024.

Here are my comments on the proposed changes of "Council Norms and Procedures" in the Attachment 1 of item 8:

1. In the revised Section 9, there are changes regarding the meeting notice and agenda. As a result of the change, the pre-meeting time period where the meeting notice and agenda are disclosed to the public has been greatly reduced to 72 hours, which does not give Los Altos citizens sufficient time to review the agenda items. Therefore, I oppose this change.
2. In the revised Section 11.6, the procedure to allow one speaker to delegate his or her time to another speaker has been removed. This is not a reasonable change as one citizen shall have the liberty to ask a more articulate speaker to express his or her view more effectively. Anyway, the aggregated speaking time for this group of speakers is already upper-bounded as 10 minute in the current norm. The council members need to listen more to people's voices instead of suppressing them by reducing the number of allowed methods of public expression. Therefore, I oppose this change.
3. In the revised Section 11.13, the council members are allowed to participate in meetings remotely for up to 20% of the council meetings. As the COVID pandemic is over, the need for tele-conferencing is gone. The elected council members should feel comfortable to fill their public duties physically in the meeting place within the Los Altos city. If any members cannot be physically present for 20% of the council meetings, it is arguable that he or she may not be suitable to tend the public affairs of this city. Therefore, I oppose this change.

Usually, the review of "Council Norms and Procedures" happens when a new council member is elected. I think the existing process works well in the last several years and there is no urgent need to change the above items. Can the council please kindly explain why the incumbent or new council member(s) now have difficulties following the existing consented norms?

Thanks and best regards,

Zhibin Wu

From: [Couture, Terri](#)
To: [Public Comment](#)
Subject: city council meeting-PUBLIC COMMENT ITEM #9 MAY 23, 2023
Date: Sunday, May 21, 2023 8:53:28 AM

Council Members:

I think I understand the intent behind modifications to the Norms, but I am not sure. Only a 72 hour windows does not help “communication, understanding, fairness, and trust among the members of the City Council and the public you were elected to serve”.

I am very concerned about -

1. Reducing 8-days notification to 72 hours.

That means the packet would be online by 7 pm Saturday NIGHT, which for a chunk of the population is a day of religion. For another chunk of the population, Sunday is a day of religion and rest. Surely you have not thought the impact on people's freedoms to worship. I am sure there are others like me, that MANY times where Sunday is the only day, I have time to constructively outline a response to City Council agendas, and Sunday is a worship and WORK day for me. As everyone working would agree, Mondays are always jam packed at work, with no time to constructively think and work on city council agenda items.

Council members would have the SAME tight schedule to comprehend all the information and be prepared to discuss it and ask intelligent questions. I can't understand why any of you would want to put such pressure on yourselves, especially since I think many of you have a job outside of Council.

How about reducing the 8 days to maybe 6? We'd get the complete packet on Wednesday, which would allow us to plan ahead – have a chance to read and absorb before the weekend, maybe reserve a chunk of the weekend – to read the material and compose thoughtful comments. As it is, sometimes a bulk of the agendas is dropped in on Fridays, which gives us very little time.

Transparency and public input are critical to good governance. Please reconsider the proposed changes to ensure you and your constituents can work together to make good decisions.

I urge you to consider this reasonable request.

Terri Couture & Fred Tuerk

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

From: zahra.ardehali.com
To: [Public Comment](#)
Subject: RE: PUBLIC COMMENT ITEM #9 MAY 23, 2023
Date: Sunday, May 21, 2023 1:59:18 PM

Los Altos City Council,

Please also note that I oppose the change to another section of the document, the Consent Calendar. Per stated changes in section 10.7, the public can no longer request the removal or change of an item of the calendar. This is not a good idea since it will take away the residents' voice away and it is against democracy that we have.

Thanks,

Zahra Ardehali
Los Altos Resident

From: zahra.ardehali.com
Sent: Saturday, May 20, 2023 6:33 PM
To: PublicComment@losaltosca.gov
Subject: PUBLIC COMMENT ITEM #9 MAY 23, 2023
Importance: High

Los Altos City Council,

I am writing to you to oppose to the changes that are proposed to The Council Norms and Procedures, Item #9. The existing guidelines are in place to encourage and make it easier for the residents to communicate with the Council, but the proposed changes to The Council Norms and Procedures will make it harder for us to do so and I believe it will discourage public participation in our democracy process.

I encourage you to strongly not to make the changes and stay with the existing rules and guidelines.

Thank you,

Zahra Ardehali

From: [carol little](#)
To: [Public Comment](#); [City Council](#)
Subject: Agenda item 8
Date: Sunday, May 21, 2023 9:02:20 PM

Dear City Council Members,

I am writing regarding the proposed changes to the Council Norms regarding public speaking times at City Council meetings and the agenda posting policy. I think that both changes lack fairness and reduce inclusion.

First, regarding public speaking at City Council meetings. I am highly opposed to the changes to the speaking times. If you eliminate the process for people to cede their time, you will undoubtedly get more phone calls. Those calls will require more of your time, more staff time and more repetitive comments. It is highly likely you will stifle the voices of those who are unfamiliar with our main language and uncomfortable with speaking in public.

Additionally, in order to effectively allow residents to provide council with their concerns, the extra time may be necessary.

Finally, when there are numerous speakers, the time limit, as you know, is reduced, therefore residents are unable to express themselves fully. As noted in the first point above, this will lead to more phone calls and a great deal of frustration.

If this council wants to be seen as friendly and available to residents' concerns, I highly recommend leaving the speaking times and norms as they are.

Second, with respect to Council meeting agendas. I also want to express my opposition regarding the proposed changes to the current Open Government policy of posting the agendas 8 days in advance. Residents need the time to access information. Some may need the time provided by the 8 day policy, to understand the material they are reading. They may need to do research, or ask others to help them comprehend the information. By reducing the time to 72 hours, you are setting the stage for exclusion.

Please, reconsider your proposals. Leave the above items as they currently are. Doing so will help ensure that your time on Council will be seen as providing fair representative for all Los Altos residents and guests to our city.

Sincerely,

Teresa Morris

From: [Lizebeth Burch](#)
To: [Public Comment](#)
Subject: Public comment #9, 23 May
Date: Sunday, May 21, 2023 9:29:47 PM

To the Council:

I am out of the Country at present, but I have received a communication from one of your members which seems disturbing to me, although I have not got complete information on it. This is about the proposed changes to amount of time given to residents to become aware of issues to come before the Council, and the amount of time given to citizens to have their say in meetings?

I would like a direct answer as to WHY these changes are proposed, as both of them do seem at first glance to limit our ability to participate in our own City government? Most people these days are extremely busy, and being able to find out the Agenda with such short notice does not seem to give residents time to prepare and arrange a response to any items therein.

Also, 3 minutes, while a reasonable length of time for one speaker, does not seem sufficient for someone who has been entrusted as spokesperson with numerous comments and thoughts from a group of residents.

These changes seem worrying to me, and I would like an explanation? Both seem unnecessary, and there has been a lot of tinkering with our Council rules in recent times.

Thank you.

Lizebeth Burch
130 2nd Street
Los Altos

Sent from my iPad

From: [Gary Albright](#)
To: [Public Comment](#)
Subject: Opposition to proposed Norm changes.
Date: Monday, May 22, 2023 8:07:40 AM

The proposed revisions to 11.6 Public Comment run directly counter to the first principle of the city’s norms, as stated in 1.1 !!
These revisions LIMIT, not promote “.....communication, understanding, fairness, and trust among the members of the City Council, staff, and members of the public concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos.”

I urge you to reject the proposed changes to 11.6.

Gary Albright
948 Altos Oaks Drive
Los Altos, CA 94024

From: [Jerry Lopatin](#)
To: [City Council](#); [Public Comment](#)
Subject: Council Norms
Date: Monday, May 22, 2023 12:00:26 PM

Dear Los Altos City Council,

While I respect Council’s authority to set its own norms, I believe 2 proposed changes are quite harmful to the community.

First, it has long been the norm for any community member to be able to request an item be removed from the Consent Calendar. Since Consent Calendar item are intended to be non-controversial, this did not happen often. But if a member of the community felt strongly about an item, it was clearly controversial, and should be removed for further discussion. I urge you to retain the ability of the community to request items be pulled from the Consent Calendar.

Second, it appears that agendas and supporting documentation will only be available 72 hours before a meeting. While this may be easier, there is no way for the public – or the busy Council, for that matter – to fully absorb some of the very long and complex agenda items in only 72 hours. While 8 days may be too long, I’d suggest a compromise of 5 calendar days.

Thank you for your consideration.

Respectfully,

Jerry

Jerry Lopatin
Fremont Ave, Los Altos



PUBLIC CORRESPONDENCE

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

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

From: [Ellen Friedman](#)
To: [City Council](#); [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM 8 - MEETING DATE May 23, 2023
Date: Monday, May 22, 2023 4:35:44 PM

PUBLIC COMMENT AGENDA ITEM 8 - MEETING DATE May 23, 2023

Thank you for reading this input on Agenda item #8:

Please reconsider adoption of proposed changes to revise Council Norms items 9.1, 10.7 and 11.6 B. Adopting them as proposed will create a substantial barrier to the council getting genuine and fair input from the community and that, in turn, will reduce the effectiveness of the Los Altos City Council.

Instead, there are other ways to improve efficiency and convenience for council process without unfairly blocking public input and participation.

Specifically:

Proposed change 9.1 Posting of Notice and Agenda Rather than the proposed extreme reduction of required minimum advance posting time (from 8 days to 72 hours), why not **chose a smaller time reduction for advanced posting** that is more convenient for the council but allows at least 3 business days in advance to give people reasonable time to read and consider the items on the agenda? For example, the proposed change could be worded **“Posting is to be at least 6 days in advance of the meeting and long enough to be in accordance with State law”**.

Proposed change 10.7 Consent Calendar The proposed change blocks the public from having an item discussed. **This change creates a sense that the council is immune from public concerns and not conducting government in an open way.** If the proposed change is intended to help meetings run more smoothly, there are ways to allow a member of the public to request an item be pulled from consent calendar and discussed while imposing reasonable safeguards against any individual stalling the process through frivolous requests. For example, the proposed change could instead designate that **“A Councilmember or any member of the public with the support of at least two other members of the public may request an item be removed an item from the Consent Calendar.”**

Proposed change 11.6 B Public Comment/ Limit for speakers

Please do not prevent speakers from delegating time to another speaker. This proposed change makes it far less likely to get useful public input, suggesting that the council is not actually interested in the public's concerns. Instead, some version of the original requirement that allows delegation of time to another speaker or to a spokesperson for a group is far more effective and more fair, and in fact could reduce the total time spent listening to the public's input as compared to many short 1-3 minute statements each of which is too short or poorly organized to express the topic or concern in question. Why not use the struck-out text but reduce the total time for any speaker to perhaps 6 minutes instead of 10 minutes to improve efficiency?

Again, thank you for reading and considering this input.

(Dr) Betty Ellen Friedman
1070 Rosemont Ave
Los Altos CA 94024

From: [Deb Skelton](#)
To: [City Council](#); [Public Comment](#)
Subject: Public comment item #9
Date: Monday, May 22, 2023 5:45:32 PM

Dear Los Altos City Council Members,

Thank you for your dedication, and for the work you do for the City of Los Altos. I am writing today to express that I am opposed to the proposed revisions to the current norms, practices and policies for the Los Altos City Council.

Sincerely,
Debbie Skelton
1045 Fremont Ave.
Los Altos, CA 94024

From: [Scott Spielman](#)
To: [Public Comment](#)
Subject: Norms and Procedures - Item 9 of City Council Agenda - 5-23-23
Date: Tuesday, May 23, 2023 10:53:44 AM

The proposed changes to council norms and procedures is a clear move to limit if not significantly restrict resident comments and feedback. I recall campaign promises of current council members, Mayor Meadows and councilmember Fligor to listen to residents - in one case "listen to all the residents." This will be a clear broken promise.

Why reduce the time to inform the public to 3 days from 8 days?
Why not allow people to delegate time so that one person can provide a more complete perspective?

So what is Council doing to solicit more resident input?

Scott Spielman

From: [Jim Fenton](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT AGENDA ITEM 8 -- 23 MAY 2023
Date: Tuesday, May 23, 2023 11:03:44 AM

Council members,

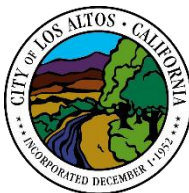
This comment is in response to the proposed changes in Council Norms and Procedures, specifically the provision for members of the public to cede time to others (item 11.6 B).

I support the proposed change to eliminate the ceding of time to others. Verbal comments at Council meetings are best when they summarize the speaker’s position; more detailed comments can always be submitted in writing, and there is no limit on the length of those comments.

I have been at many Council meetings where the provision to cede time has been badly abused. With the advent of remote and hybrid meetings, it has become possible to recruit others to cede time simply by having others in the household speak up and without the need to invest in physically attending the meeting, and this has made things even worse.

Please eliminate the ceding of time for public comments.

-Jim Fenton



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject Discuss and Consider Taking Positions on Various Senate and Assembly Bills and a Potential Local Ballot Measure

Prepared by: Melissa Thurman, City Clerk

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- 1. Bill Details

Initiated by:

City Council (N. Fligor)

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Consider Taking Positions on the Following Items:
 - AB573 (Garcia, D) – Organic Waste; Meeting Organic Waste Procurement Targets
 - AB1567 (Garcia); SB867 (Allen); SB638 (Eggman) – Housing Infrastructure and Climate Resiliency Funding Bills
 - SB769 (Gonzalez) – Fiscal and Financial Training
 - SB423 (Wiener) – Land Use: Streamlined housing approvals: multifamily housing developments
 - 2024 Ballot Measure – Potential Citizen Initiative for Taxpayer Protection and Government Accountability Act (pending qualification)

Staff Recommendation:

This is a Council initiated discussion item. Staff requests direction from the City Council.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JE

January 19, 2022

Hon. Rob Bonta
 Attorney General
 1300 I Street, 17th Floor
 Sacramento, California 95814

Attention: Ms. Anabel Renteria
 Initiative Coordinator

Dear Attorney General Bonta:

Pursuant to Elections Code Section 9005, we have reviewed the proposed constitutional Taxpayer Protection and Government Accountability Act initiative (A.G. File No. 21-0042, Amendment #1).

Background

State Government

Taxes and Fees. This year’s state budget spends over \$255 billion in state funds. Over 90 percent of the state budget is funded with revenues from taxes. These include, for example, sales taxes paid on goods and income taxes paid on wages and other sources of income. Much of the rest of the state budget is funded by fees and other charges. Examples include: (1) charges relating to regulatory activities; (2) charges for specific government services or products, like fees charged to drivers to improve roads; (3) charges for entering state property, such as a state park; and (4) judicial fines, penalties, and other charges. The State Constitution requires the state to set fees at a reasonable level, generally reflecting the costs of the services or benefits provided. The state uses revenue from taxes and fees to fund a variety of programs and services, including education, health care, transportation, and housing and homelessness services.

Current Requirements to Approve Taxes and Fees. Under the State Constitution, state tax increases require approval by two-thirds of each house of the Legislature or a majority vote of the statewide electorate. The Legislature can reduce taxes with a majority vote of each house, provided the change does not result in an increase in taxes paid by any single taxpayer. In many cases, the Legislature has enacted statutes that delegate its authority to adjust fees and other


Legislative Analyst’s Office
 California Legislature
 Gabriel Petek, Legislative Analyst
 925 L Street, Suite 1000, Sacramento, CA 95814
 (916) 445-4656

charges to administrative entities, like state departments. In these cases, these charges can be increased or changed by the department within certain limits.

Local Government

Taxes and Fees. The largest local government tax is the property tax, which raises roughly \$75 billion annually. Other local taxes include sales taxes, utility taxes, and hotel taxes. In addition to these taxes, local governments levy a variety of fees and other charges. Examples include parking meter fees, building permit fees, regulatory fees, and judicial fines and penalties. In order to be considered a fee, the charge cannot exceed the reasonable costs to the local government of providing the associated product or service. Local governments use revenues from taxes and fees to fund a variety of services, like fire and police, public works, and parks.

Current Requirements to Approve Taxes and Fees. State law requires increases in local taxes to receive approval of the local governing body—for example, a city council or county board of supervisors—as well as approval of voters in that local jurisdiction. Most proposed taxes require a two-thirds vote of the local governing board before being presented to the voters. Special taxes (those used for a specific purpose) require a two-thirds vote of the electorate while other types of taxes require a majority vote of the electorate. The majority-vote general taxes can be used for any purpose. Recent case law suggests that citizen initiative special taxes may be approved by majority vote, rather than a two-thirds vote. Currently, local governing bodies have the ability to delegate their authority to adjust fees and other charges to administrative entities, like city departments. In these cases, these charges can be increased or changed by the department within certain limits.

Proposal

This measure amends the State Constitution to change the rules for how the state and local governments can impose taxes, fees, and other charges.

State and Local Government Taxes

Expands Definition of Tax. The measure amends the State Constitution to expand the definition of taxes to include some charges that state and local governments currently treat as fees and other charges. For example, certain charges imposed for a benefit or privilege granted to a payer but not granted to those not charged would no longer be considered fees. As a result, the measure could increase the number of revenue proposals subject to the higher state and local vote requirements for taxes discussed below.

Requires Voter Approval for State Taxes. The measure increases the vote requirements for increasing state taxes. Specifically, the measure requires that legislatively proposed tax increases receive approval by two-thirds of each house *and* a majority vote of the statewide electorate. Voters would still be able to increase taxes by majority vote of the electorate without legislative action, however. Any state tax approved between January 1, 2022 and the effective date of this measure would be nullified unless it fulfills the requirements of the measure.

Requirements for Approving Local Taxes. Whether sought by the local governing body or the electorate, the measure establishes the same approval requirements for increasing local

special taxes. Any local tax approved between January 1, 2022 and the effective date of this measure would be nullified unless it fulfills the requirements of the measure.

Allowable Uses and Duration of State and Local Tax Revenues Must Be Specified. The measure requires state and local tax measures to identify the type and amount (or rate) of the tax and the duration of the tax. State and local government general tax measures must state that the revenue can be used for general purposes.

State and Local Government Fees

Requires the Legislature and Local Government Bodies to Impose State and Local Fees. Fees would have to be imposed by a majority vote of both houses of the Legislature or local governing bodies. The measure would restrict the ability of state and local governments to delegate fee changes to administrative entities. The extent of these restrictions would depend on future court decisions. Any fee approved between January 1, 2022 and the effective date of this measure would be nullified unless it fulfills the requirements of the measure.

Some New State and Local Fees Could Not Exceed Actual Costs. For some categories of fees, if the Legislature or a local governing body wished to impose a new fee or make changes to an existing fee, the measure generally would require that the charge be both reasonable and reflect the actual costs to the state or local government of providing the service. The measure also specifies that actual cost should not exceed “the minimum amount necessary.” In many cases, existing fees already reflect the government’s actual costs. In other cases, some fees would have to more closely approximate the payer’s actual costs in order to remain fees. If a fee payer challenged the charge, the state or local government would need to provide clear and convincing evidence that the fee meets this threshold. State and local governments also would bear the burden of providing clear and convincing evidence that the levy is a fee—which is not subject to a vote by the electorate—and not a tax under the new definition.

Fiscal Effects

Lower State Tax and Fee Revenue. By expanding the definition of a tax, increasing the vote requirements for approving taxes, and restricting administrative changes to fees, the measure makes it harder for the Legislature to increase nearly all types of state revenues. The extent to which revenues would be lower under the measure would depend on various factors, most notably future decisions made by the Legislature and voters. For example, requirements for legislative approval of fee increases currently set administratively could result in lower fee revenues, depending on future votes of the Legislature. That lower revenue could be particularly notable for some state programs largely funded by fees. Due to the uncertainty of these factors, we cannot estimate the amount of reduced state revenue, but it could be substantial.

Lower Local Government Tax and Fee Revenue. Compared to the state, local governments generally face greater restrictions to raising revenue. By expanding the definition of taxes and restricting administrative changes to fees, the measure would make it somewhat harder for local governments to raise revenue. Consequently, future local tax and fee revenue could be lower than they would be otherwise. The extent to which revenues would be lower is unknown, but

Hon. Rob Bonta

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January 19, 2022

fees could be more impacted. The actual impact on local government revenue would depend on various factors, including future decisions by the courts, local governing bodies, and voters.

Possible Increased State and Local Administrative Costs to Change Some Fee Levels. In some cases, state and local departments would need to develop methods for setting fees to reflect actual costs if the Legislature or local governing bodies wanted to change those fees in the future. Estimating actual costs by program and fee source could involve some added workload for those state and local departments, which likely would be supported by fee revenue. The extent of these administrative costs would depend on (1) whether the state and local governments determine a fee increase is needed in order to maintain their current level of programs and services funded through fee revenue and (2) future court decisions.

Summary of Fiscal Effects. We estimate that this measure would have the following major fiscal effects:

- Lower annual state and local revenues, potentially substantially lower, depending on future actions of the Legislature, local governing bodies, voters, and the courts.

Sincerely,

for Gabriel Petek
Legislative Analyst

for Keely Martin Bosler
Director of Finance

Assembly Bill 573 - Organic waste: meeting recovered organic waste product procurement targets.

SUMMARY (Source—CA Legislative Counsel’s Digest):

Existing law requires, no later than January 1, 2018, the State Air Resources Board to approve and begin implementing a comprehensive short-lived climate pollutant strategy to achieve a certain reduction in statewide emissions of methane, including a goal of a 75% reduction in the level of the statewide disposal of organic waste from the 2014 level by 2025. Existing law requires the Department of Resources Recycling and Recovery, in consultation with the state board, to adopt regulations to achieve these organic waste reduction goals, that provide for, among other things, the calculation by the department of recovered organic waste product procurement targets for each local jurisdiction, and that may include penalties to be imposed by the department for noncompliance.

This bill would require the department’s regulations to allow a local jurisdiction, until December 1, 2039, in procuring recovered organic waste products to meet the target procurement requirements, to use California-derived recovered organic waste that the local jurisdiction sends for processing at a facility or operation outside of the state that meets certain conditions, as provided.

POSITIONS (does not necessarily include all organizations or individuals):

Support: CalCities, California Against Waste (see attached sample letter)

Oppose: -

Recommended action: Authorize Mayor to send a letter similar to attached sample letter with added language encouraging the State to provide incentives that will expedite the siting and permitting of new and expanded in-state compost facilities.

Taxpayer Protection and Government Accountability Act 2024

SUMMARY (See attached Legislative Analyst’s Office 1/19/2022 letter)

POSITIONS (does not necessarily include all organizations or individuals):

SUPPORT: California Business Roundtable

Taxpayerprotection.com: The Act requires state legislation imposing any new or higher taxes to be approved by a majority of voters in a statewide election. The Act will reinstate the two-thirds approval requirement for any new or higher “special taxes” proposed by initiative in a local election, while still maintaining the current majority vote requirement for general tax increases.

OPPOSE: California Professional Firefighters, California Alliance for Jobs, Rebuild SoCal Partnership, SEIU California, AFSCME California, California State Council of Laborers, the California Special Districts Association, California Contract Cities Association, and more than 80 individual local governments in opposing the measure.

CalCities.org: This Act will jeopardize vital local and state services. This far-reaching measure puts at risk billions of dollars currently dedicated to critical state and local services. It could force cuts to public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more. It would also reduce funding for critical infrastructure like streets and roads, public transportation, drinking water, new schools, sanitation, utilities, and more.

It also opens the door for frivolous lawsuits, bureaucracy, and red tape that will cost taxpayers and hurt our communities. Undermines voter rights, transparency, and accountability; gives wealthy corporations a major loophole to avoid paying their fair share — forcing residents and taxpayers to pay more; and allows corporations to dodge enforcement when they violate environmental, health, public safety, and other laws.

Recommended Action: Direct staff to draft and agendize a Resolution opposing the Measure (see sample Resolution from City of Monterey).

Senate Bill 769 (Gonzalez) – Fiscal and Financial Filing

SUMMARY (Source – Legislative Counsel’s Digest)

Requires local agency officials, such as city councilmembers and other members of local agency legislative bodies, to complete fiscal and financial training on their duties and responsibilities in budgeting, contracting, procurement, and other critical fiscal obligations, at least two 2 hours at least once every two 2 years. The bill would exempt a local agency official from the training requirements if they comply with specified criteria under existing law relating to eligibility for appointment or election to, and continuing education for, the office of county treasurer, county tax collector, or county treasurer-tax collector. The materials for the training would be developed by experts in local government finance.

POSITIONS (does not necessarily include all organizations or individuals)--

SUPPORT: CA Association of County Treasurers and Tax Collectors; Open Contracting Partnership; State Association of County Auditors

State Senator Gonzalez’s website-- SB 769 will encourage responsible governing and prevent fiscal mismanagement by applying training requirements for local officials who receive any type of compensation, salary, or stipend, on the fiscal and financial responsibilities of their position.

OPPOSE: -

Please note: CalCities has taken a No Position on this bill. The bill was placed on the suspense file on 5/1/23 for its fiscal impacts to be considered.

Recommended Action: Authorize Mayor to send a letter in support of this bill if amended to change the training requirement to be at least 2 hours every 4 years, require that it applies to all local jurisdictions, and specify who the experts in local government finance will be.

AB 1576 (Garcia) - Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2024.

SB 867 (Allen) - Drought, Flood, and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, Park Creation and Outdoor Access, and Clean Energy Bond Act of 2024

SB 638 (Eggman) - Climate Resiliency and Flood Protection Bond Act of 2024.

Summary: These 3 measures collectively propose \$20 billion in bonds for safe drinking water, wildfire prevention, drought preparation, flood protection and extreme heat mitigation. (Please see attached from the CalCities Transportation, Communications, and Public Works Policy Committee)

POSITIONS (does not necessarily include all organizations or individuals) --:

SUPPORT: Cal Cities has a support if amended position for the bills and is seeking changes that increase the available investments for local governments.

OPPOSE: -

Recommended Action: Authorize Mayor to draft and send a letter in support of all 3 measures if amended to increase the available investments for local governments and ensure that all cities (large/small; coastal/inland; southern/northern/central; urban/rural/agricultural) have direct access to these funds.

Assembly Bill 838 (Connolly) -- California Water Affordability and Infrastructure Transparency Act of 2023

Summary (Source – yesAB838.com; also [see attached documents from yesAB838.com](http://yesAB838.com))

This bill would require, on beginning January 1, 2025, and annually thereafter, at intervals determined by the state board, public water systems to provide specified information and data related to customer water bills and efforts to replace aging infrastructure to the state board. The intended purpose is to increase transparency to ensure that water rates are equitable and affordable for those who need our help the most. It is also intended to address the aging water infrastructure to stay ahead of a crisis that could leave hundreds of thousands of families throughout the state without a secure source of clean drinking water.

POSITIONS (does not necessarily include all organizations and individuals)

SUPPORT: Silicon Valley Leadership Group; The California Water Service

The current information collected is insufficient. The Water Board does not currently collect information on actual water bills paid by customers, the only means by which affordability can be measured is by comparing theoretical monthly water bills based on hypothetical amounts of monthly water use. AB 838 closes this gap by asking water utilities to report median monthly water bills. This information will allow for a more thorough and in-depth analysis of water affordability in California. Second, because the Water Board does not currently collect information on the types of infrastructure improvements water utilities are completing, the state is left with an incomplete picture of where additional assistance – be it technical or financial – may be needed to ensure customers are receiving safe, reliable water utility service. AB 838 addresses this challenge by asking water utilities to report on the percentage of water mains that it has replaced. Main replacement rates are generally a good barometer of how proactive a utility is in maintaining, upgrading, and replacing its infrastructure. Additionally, proactive main replacements programs are a central component of water conservation efforts as they help to minimize water lost due to leaks. Finally, as the Water Board has updated the Electronic Annual Report (EAR) over the last several years, some have questioned whether it has the statutory authority to collect financial, including data on water rates, or infrastructure investment information from water utilities. AB 838 addresses this by plainly providing the Water Board with statutory authority to collect these types of information from water utilities.

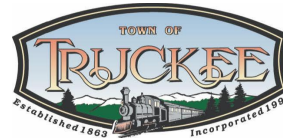
OPPOSE - The California Municipal Utilities Association

CMUA’s members support transparency and actively engage with the public through their local governing boards and other means. That includes disclosures on rate structures and infrastructure needs. However, data collection to just collect it without a stated specific purpose or benefit, is not appropriate. Notwithstanding the fact the Board can, and in many instances, already collects this data, requiring information on infrastructure is not going to result in additional investment and comparing bills in different communities will not improve

affordability given the unique needs of each water system. In addition, carving out specific data requirements in statute opens up the door to the Board having to adjust statute every year for changes in the Electronic Annual Report (EAR). Further, while the author's desire is to ensure the public has more access to this data, submitting it through the EAR is unlikely to achieve that goal.

Recommended Action: Authorize the Mayor to send a letter in support if amended, using the attached sample letter dated March 20, 2023 from Silicon Valley Leadership Group and others, and also clearly stating that the City supports the intended purpose of the bill to increase transparency, ensure that water rates are equitable and affordable and address the aging water infrastructure to stay ahead of a crisis that could leave hundreds of thousands of families throughout the state without a secure source of clean drinking water. The bill should be amended to clarify how the data collected will be tracked and used to achieve the intended purpose.

Please note this bill was placed on the suspense file for its fiscal impacts to be considered.



April 4, 2023

The Honorable Luz Rivas
Assembly Natural Resources Committee, Chair
1020 N Street, Room 164
Sacramento, CA 95814

Re: AB 573 (Garcia): Solid waste: organic waste disposal reduction targets – SUPPORT

On behalf of the undersigned organizations, we are pleased to support AB 573 (Garcia), which will assist local jurisdictions in meeting their SB 1383 organic waste diversion requirements by allowing California-derived material processed at existing out-of-state compost facilities to count towards their procurement requirements.

Organic materials make up half of what Californians dump in landfills and emit 20% of the state’s methane. In a critical effort to reduce methane and other short-lived climate pollutant emissions, California set organic waste diversion targets of 50% by 2020 and 75% by 2025 (SB 1383 Lara, 2016). To drive infrastructure investment and create demand for organic waste products, the SB 1383 regulations required cities and counties by January 1, 2022, to procure or purchase a specific quantity of organic waste products based on their population.

Jurisdictions can fulfill these annual procurement targets using any combination of organic waste products such as compost, mulch, or renewable energy. These organic waste products offer benefits to local communities by improving soil and air quality, creating green jobs to help the economy, and supporting local climate initiatives (i.e., Climate Action Plans).

As jurisdictions ramp up their organic waste collection programs, many cities and counties have struggled to meet their procurement targets due to a limited amount of organic waste infrastructure across the state. In some cases, purchasing compost from within state borders and delivering it to a jurisdiction can require trucking compost hundreds of miles, unnecessarily increasing vehicle miles traveled and ratepayer costs. CalRecycle acknowledges that the state still needs approximately 50-100 new or expanded facilities for the successful implementation of SB 1383 and that it can take several years – and even sometimes a decade – to site and permit new facilities.¹

While jurisdictions wait for in-state compost facilities to get sited and permitted, AB 573 will help local jurisdictions in meeting their SB 1383 procurement targets by allowing jurisdictions near the state border to purchase California-derived compost processed at existing out-of-state facilities.

¹ <https://calrecycle.ca.gov/organics/slcp/capacityplanning/recycling/>

Sincerely,



Nick Lapis
Director of Advocacy
Californians Against Waste



Nick Romo
Legislative Representative
League of California Cities



Lindsay Romack
Mayor
Town of Truckee

RESOLUTION NO. 22-017 C.S.**A RESOLUTION OF THE COUNCIL OF THE CITY OF MONTEREY****OPPOSING THE
“TAXPAYER PROTECTION AND GOVERNMENT ACCOUNTABILITY ACT”
(INITIATIVE 21-0042A1)**

WHEREAS, the California Business Roundtable filed the Taxpayer Protection and Government Accountability Act (AG# 21-0042A1) to be considered for the November 2020 ballot, which would decimate vital local and state revenue-generating methods;

WHEREAS, the City of Monterey determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA)(CCR, Title 14, Chapter 3 (“CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability;

WHEREAS, the measure creates barriers for cities to maintain and generate revenue to provide services to communities, including local infrastructure, protecting our environment, water quality, air quality, and natural resources;

WHEREAS, the measure includes undemocratic provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure;

WHEREAS, the League of California Cities’ Board of Directors voted unanimously to oppose the initiative. Following the Board’s unanimous decision, a coalition of public safety, labor, local government and infrastructure advocates have joined together to fight against this potential measure;

WHEREAS, according to Michael Coleman, a local government finance expert and advisor to the League of California Cities, should Initiative 21-0042A1 be placed on the ballot and passed by voters, billions of local government fee and charge revenues placed at heightened legal peril. Related public service reductions across virtually every aspect of city, county, special district, and school services especially for transportation, and public facility use;

WHEREAS, hundreds of millions of dollars of annual revenues from dozens of tax and bond measures approved by voters between January 1, 2022 and November 9, 2022 subject to additional voter approval if not in compliance with the initiative;

WHEREAS, this initiative would not affect City of Monterey’s potential future renewal of the Measure S and Measure G sales tax, and Measure Y hotel tax, since these taxes have had sunset dates. However, the initiative would directly affect the City of Monterey if the City Council decides to place a Cannabis Tax on the ballot in November 2022. In addition, this is a statewide policy that disadvantages the ability of cities to generate revenue to provide core services;

WHEREAS, the measure puts billions of dollars currently dedicated to state and local services at risk, and could force cuts to fire and emergency response, law enforcement, public health, parks, libraries, harbors, affordable housing, services to support homeless residents, mental health services, and more.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONTEREY that it hereby opposes Initiative 21-0042A1, deceptively called the “Taxpayer Protection and Government Accountability Act,” and;

BE IT FURTHER RESOLVED that the City of Monterey will join the NO on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF MONTEREY this 1st day of March, 2022, by the following vote:

AYES:	4	COUNCILMEMBERS:	Albert, Smith, Williamson, Roberson
NOES:	0	COUNCILMEMBERS:	None
ABSENT:	1	COUNCILMEMBERS:	Haffa
ABSTAIN:	0	COUNCILMEMBERS:	None


APPROVED:

ATTEST:

DocuSigned by:

FA1981217DEF4FB...

 Mayor of said City

DocuSigned by:

ED8453A4F62C4AA...

 City Clerk thereof



TRANSPORTATION, COMMUNICATIONS, AND PUBLIC WORKS POLICY COMMITTEE
Friday, March 17, 2023
10:00 a.m. – 2:00 p.m.

Join the Meeting: https://us06web.zoom.us/j/83553651571

AGENDA

I. Welcome and Introductions

Speakers: Chair Priya Bhat-Patel, Council Member, City of Carlsbad
Vice Chair Colleen Wallace, Mayor pro Tem, City of Banning
Cal Cities President Ali Sajjad Taj, Council Member, Artesia
Cal Cities Executive Director and CEO Carolyn Coleman

II. Public Comment

III. General Briefing

IV. Rail Safety Update Informational
Speaker: Nate Kaplan, California State Director, GORAIL

V. Community Water Projects Informational
Speakers: Jennifer Burke, Director, Santa Rosa Water, City of Santa Rosa
Brian Sanders, Policy & Legislative Specialist, City of Sacramento
Alexandra Berenter, Senior Manager, External Affairs & Water Policy,
City of San Diego Public Utilities
Joshua Haggmark, Water Resources Manager, City of Santa Barbara

VI. Legislative Update (Attachment A) Action
Speaker: Damon Conklin, Legislative Representative, League of California Cities
• SB 638 (Eggman) Climate Resiliency and Flood Protection Bond Act of 2024.
• AB 1567 (Garcia) Safe Drinking Water Bond Act.
• SB 867 (Allen) Drought and Resiliency Bond Act.

VII. Adjourn

Next Meeting: Friday, June 23, 10:00 a.m. – 2:00 p.m., Pomona

Brown Act Reminder: The League of California Cities' Board of Directors has a policy of complying with the spirit of open meeting laws. Generally, off-agenda items may be taken up only if:
1) Two-thirds of the policy committee members find a need for immediate action exists and the need to take action came to the attention of the policy committee after the agenda was prepared (Note: If fewer than two-thirds of policy committee members are present, taking up an off-agenda item requires a unanimous vote); or
2) A majority of the policy committee finds an emergency (for example: work stoppage or disaster) exists.
A majority of a city council may not, consistent with the Brown Act, discuss specific substantive issues among themselves at League meetings. Any such discussion is subject to the Brown Act and must occur in a meeting that complies with its requirements.

**Transportation, Communications, and Public Works Policy Committee
Legislative Agenda
March, 2023**

Staff: Damon Conklin, Legislative Representative

1. [SB 638 \(Eggman\): Climate Resiliency and Flood Protection Bond Act of 2024.](#)

Bill Summary:

This bill would enact the Climate Resiliency and Flood Protection Bond Act of 2024, which, if approved by the voters, would authorize the sale of \$4.5 billion in general obligation bonds. This bill would submit the bond for a vote during the November 5, 2024, statewide general election.

Bill Description:

Specifically, this measure would:

- Require the Department of Water Resources (DWR) to develop project solicitation and evaluation guidelines, which could include a limitation on the size of the grants to be awarded.
- Allocate up to 5 percent of funds allocated for a program may be used to pay the administrative costs of that program.
- Allocate up to 10 percent of funds allocated for a program could be allocated for planning and monitoring.
- Advance payments to grant recipients of up to 25 percent of a grant award would be allowed for projects that restore habitat for threatened or endangered species or improve flood protection.

Additionally, this measure would allocate \$4.5 billion for climate resiliency and flood protection to be categorized into four areas:

- \$2.5 billion to the DWR evaluate, repair, rehabilitate, reconstruct, expand, or replace levees, weirs, bypasses, and facilities of the State Plan of Flood Control, including improving or adding facilities to the State Plan of Flood Control, not to exceed \$100 million on a single project; \$200 million for levees that protect nonurbanized areas and undeveloped areas, and \$200 million for levees of the San Joaquin River and its tributaries.
- \$1 billion for payment for the State's share of the nonfederal costs, and related costs, of specified flood protection and climate resiliency projects.
- \$500 million for Delta flood protection and climate resilience.
- \$500 million for multi-benefit flood management projects, including \$100 million for multi-benefit flood management projects in urban coastal watersheds.

Background:

Several climate resilience bonds have been introduced in past years, including AB 2387 (E. Garcia, 2022), AB 1500 (E. Garcia, 2021), SB 45 (Portantino, 2021), AB 352 (E. Garcia, 2019), AB 1298 (Mullin, 2019), and SB 45 (Allen, 2018). These proposals were put on hold

during the COVID-19 pandemic. The last water related bond that passed was Proposition 68, a \$4 billion parks and water bond, passed in June of 2018 with 57 percent of the statewide vote. Proposition 3, an \$8.877 billion water bond on the 2018 general election ballot in November, was narrowly defeated.

In 2021, with a historic budget surplus, the Governor and Legislature passed a General Fund package totaling \$5.2 billion for drought response and water resiliency spread over three years. In 2023, the Governor has proposed an additional investment of \$750 million for drought response and water resilience.

The Governor and Legislature have shifted their attention to federal funding opportunities and statewide bond proposals to fund ambitious infrastructure projects and climate change programs.

Fiscal Impact:

While the cost to pay off the principal payments would be equal to the size of the bond – \$4.5 billion – the total cost to the state would depend on the interest rates in effect at the time they are sold, the timing of bond sales, and the time period over which they are repaid.

In 2018, when analyzing Proposition 3, the Legislative Analyst's Office (LAO) estimated that interest costs over the life of the bonds will add \$8.4 billion over the next 40 years to the \$8.9 billion principal of Proposition 3, resulting in a total of \$17.3 billion. This calculation added an average annual cost of \$430 million to the state budget, or roughly .03 percent of the current general fund budget.

A \$4.5 billion bond, as proposed by SB 638, would have a mixed effect on local governments' fiscal outlook. In cases where state funds replace money that local governments would have spent on projects anyway; SB 638 could reduce local spending. But in other cases, SB 638 could increase local spending as local governments build more or bigger projects than they would if state funds were not available, which often require local matching funds. Ultimately, the LAO estimated that on balance, Proposition 3 would result in savings to local governments averaging around a couple hundred million dollars annually for the next few decades.

Relevant Existing Cal Cities Policy: Summary of Existing Policy and Guiding Principles (Environmental Quality, 2022):

Flood management

- Cal Cities believes that our citizens have a reasonable expectation that their federal, state and local governments will work to protect them from flooding.
- Cal Cities believes that flood protection and management is a statewide issue, involving flood infrastructure issues related to levees, urban/suburban/rural creeks, streams and rivers, and alluvial fans.
- Cal Cities believes that it is important to recognize that levee failures in the Sacramento-San Joaquin River Delta have water quality, water supply and economic impacts that may have statewide effects beyond the local or regional levee break situation.

- Flood control issues require cooperative planning, evaluation and solutions that utilize a regional and statewide perspective, such as the state IRWMP process.
- In assessing problems and proposing solutions, it is important to consider the differences between infill development and new, greenfield development.
- The public safety and health of California citizens and the economic health of California communities and our state depend upon good flood protection. This includes the potentially devastating impacts of floods on homes and businesses.
- Cal Cities supports efforts to improve communication, cooperation and better coordinated planning between different government agencies involved in flood management. Cal Cities believes that there must be a genuine partnership between state and local agencies in addressing flood control issues.
- Cal Cities believes cities must ask the right questions and have the means to obtain accurate information prior to approving development in floodplains. This involves educating elected officials and staff about whether their city is located in a floodplain, the local flood control infrastructure, the agencies that are responsible for providing flood protection, the status of levees and other structures that provide flood protection, emergency response and evacuation protocols, and how their city would be impacted by flooding.
- Cal Cities believes that city officials should understand that a 100-year flood zone does not mean a low, once-in-100-years risk of flooding. The designation actually means that there is a 1 percent chance of flooding in any given year. This translates to a 26 percent chance of flooding over the life of a typical 30-year mortgage.
- Cal Cities supports a 200-year flood standard for cities in the Sacramento-San Joaquin and Central Valleys.
- Cal Cities generally endorses the recommendations of the State's Flood Control Task Force, especially those recommendations involved in updating the CEQA Checklist and General Plan Guidelines and building codes.
- The State, Army Corps of Engineers (ACOE) and Federal Emergency Management Agency (FEMA) should work collaboratively with state and local governments regarding flood issues.

Water Storage

- Cal Cities believes that California needs to develop additional water storage and therefore believes that the construction and retention of economically feasible and environmentally sound flood control, storage and multi-use projects that will meet present and future needs should be supported.
- The development of additional surface facilities and use of groundwater basins to store surface water that is surplus to that needed to maintain State Water Resource Control Board (SWRCB) Bay-Delta estuary water quality standards should be supported.
- Cal Cities encourages project developers to mitigate the negative impacts of water storage projects on fishery and wildlife resources, adjacent lands, water quality and recreation.

Conveyance Systems

- Conveyance facilities including, but not limited to, the Sacramento River, whether man-made or natural, should be constructed and/or operated to

minimize seepage and erosion problems and, where practicable, to restore or maintain river functions and to protect previously existing riparian habitats. They should be constructed to mitigate these problems and other adverse impacts on adjacent lands.

- Environmentally-sound methods of erosion-control should be encouraged along river banks to protect adjacent lands from flood or other erosive flows provided any adverse impacts on fish and wildlife habitat are mitigated.
- Local distribution systems should be interconnected with regional systems, where feasible, to assist in maximizing the use of local ground and surface waters during droughts and emergencies.
- Solving the water quality, levee stability and fishery problems in the Sacramento-San Joaquin Delta is a primary step in developing any plan to meet the state's water needs.
- Cal Cities acknowledges that the use of the Sacramento River as a conveyance system presents problems of erosion and seepage which must be addressed in the operation of existing projects and the design of future projects.

Comments:

California's ongoing atmospheric river events in 2023, have resulted in significant flooding throughout Southern, Central, and Northern California. At least 200,000 homes and businesses lost power due to the series of storms and 6,000 individuals were ordered to evacuate certain parts of the state. As a result of the impacts of climate change, long periods of drought followed by significant periods of rain and snow, are projected to become more common. SB 638 seeks to partially address this issue by directing additional funding to the facilities identified in the State Plan of Flood Control, delta levees, and multi-benefit flood protection projects.

This bond proposal would potentially provide much needed funding to California's aging infrastructure, with funding for flood protection and management projects, including the replacement and restoration of levees and bypasses.

With multiple water and resource bond proposals introduced this legislative session, Cal Cities may wish to consider favoring and supporting efforts where possible. If multiple proposals continue to move forward through the legislative session the legislature may be forced to resolve these proposals into one broader legislative bond effort.

Support and Opposition:

Support

California Central Valley Flood Control Association (sponsor)

Staff Recommendation:

Staff recommends the committee discuss and identify bond funding priorities, and make a recommendation to the Board.

Committee Recommendation:

Board Action:

2. AB 1567 (Eduardo Garcia): Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act.

Bill Summary:

This bill would enact the Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act. If approved by the voters at the November 5, 2024, statewide general election, this bill would authorize the sale of \$15.105 billion in general obligation bonds.

Bill Description:

Specifically, this measure would currently allocate roughly \$8 billion to:

Funding Framework

- At least 35 percent would be set aside for projects that provide meaningful and direct benefits to vulnerable populations, under-resourced communities, or disadvantaged communities.
- Up to 10 percent could be allocated for technical assistance and capacity building.
- Up to 5 percent of funds allocated for a program may be used to pay the administrative costs of that program.
- Up to 5 percent could be allocated for ongoing monitoring and scientific review.
- Advanced payments to grant recipients of up to 25 percent of a grant award would be allowed.

Wildfire Prevention, Climate Risk Reduction, and Protection Against Power Shutoffs

(\$1.3 billion of \$2.3 billion allocated)

- \$350 million to cities, counties, districts, and regional park entities for projects that reduce the risk of fire, flood, or drought, enhance outdoor water conservation and efficiency, or promote access for individuals with disabilities
- \$300 million for pre-hazard mitigation program
- \$500 million for forest resilience and wildfire risk reduction
 - \$150 million for Department of Conservation's Regional Forest and Fire Capacity Program
 - \$150 million for long-term forest health
 - \$150 million for watershed improvements that use prescribed fire and improve water supply or quality
 - \$50 million to Sierra Nevada Conservancy
- \$70 million to reduce fire risk to state parks
- \$50 million for workforce development programs that improve climate resilience
- \$30 million for development of alternative uses of forest products

Protecting Coastal Lands, Bays, and Oceans from Sea Level Rise and Other Climate Risks

(\$1.16 billion of \$2.16 billion allocated)

- \$960 million for coastal protection, restoration, and resilience to State Coastal Conservancy

- \$300 million for San Francisco Bay Restoration Authority Act
- \$100 million to San Francisco Bay Area Conservancy Program
- \$100 million for natural infrastructure projects
- \$65 million for the removal of outdated or obsolete dams and to upgrade associated downstream infrastructure
- \$100 million for California Ocean Protection Trust Fund to California Ocean Protection Council
- \$50 million to reduce risks from sea-level rise in state parks
- \$30 million for coastal adaptation planning to California Coastal Commission
- \$20 million for coastal adaptation planning to the San Francisco Bay Conservation and Development Commission

Ensuring Safe Drinking Water, Drought Preparation, and Enhancing the State’s Flood Protection

(\$2.11 billion of \$3.11 billion allocated)

- \$450 million for restoration of rivers, lakes, streams to improve climate resilience, water quality, or water supply
 - \$240 million for Salton Sea
 - \$50 million for Tijuana River Border Pollution Control Project
 - \$25 million for Los Angeles River
 - \$25 million for Los Angeles River
 - \$15 million for Lower American River – Wildlife Conservation Board (WCB)
 - \$15 million for Clear Lake
- \$400 million for safe drinking water
 - \$30 million for drought contingency plans
- \$300 million for water recycling projects
- \$250 million for implementation of the Sustainable Groundwater Management Act
- \$200 million for regional water management planning
- \$200 million for multi-benefit flood protection projects
 - \$50 million for coastal urban watersheds
 - \$50 million for Delta levees
- \$100 million for public agencies or public-private partnerships to clean up contaminated groundwater or surface water supplies that are drinking water sources and improve access to wastewater infrastructure
- \$100 million for projects that prevent, reduce, or treat contaminated groundwater that serve as a major source of drinking water for a community – State Water Board
- \$50 million for New River Water Quality, Public Health, and River Parkway Development Program
- \$35 million for the development of the State Plan of Flood Control to Central Valley Flood Protection Board

Protecting Fish, Wildlife, and Natural Areas from Climate Risks (\$940 million of \$1.94 billion allocated)

- \$500 million for fish and wildlife restoration and stewardship projects
- \$340 million for climate risk reduction projects
 - \$10 million for Baldwin Hills Conservancy

- \$50 million for State Coastal Conservancy
- \$30 million for Tahoe Conservancy
- \$20 million for Coachella Mountains Conservancy
- \$30 million for Sacramento-San Joaquin Delta Conservancy
- \$40 million for San Diego River Conservancy
- \$50 million for San Gabriel and Lower Los Angeles River Conservancy
- \$10 million for San Joaquin River Conservancy
- \$50 million for Santa Monica Mountains Conservancy
- \$50 million for Sierra Nevada Conservancy
- \$50 million for groundwater projects that provide wildlife habitat
- \$50 million for climate resilience of fish and wildlife habitat

Protecting Farms, Ranches, and Working Lands from the Impacts of Climate Change

(\$320 million of \$1.32 billion allocated)

- \$160 million for climate resilience of agriculture land
- \$100 million to benefit disadvantaged farmers and small and medium-sized farmers and increase the sustainability of agricultural infrastructure and facilities
- \$50 million for climate practices on farms and ranches, including those that promote soil health, carbon sequestration, air/water quality, groundwater recharge/surface water, or fish/wildlife habitat
- \$50 million for protection, restoration, and enhancement of farmland and rangeland
- \$40 million for on-farm water efficiency
- \$40 million for methane emissions reductions from dairy and livestock operations and to improve water quality through manure management
- \$20 million for invasive species control
- \$10 million for monarch butterflies and other pollinators

Responding to Extreme Heat, Community Enhancement, and Resilience (\$1.165 billion of \$2.165 billion allocated)

- \$800 million for parks in park-poor neighborhoods
 - \$150 million for communities with 130 percent of the state median income average
 - \$50 million for local park creation and improvement in park deficient communities
- \$100 million for urban greening that benefits vulnerable populations
- \$100 million to reduce urban heat island effect and other extreme heat impacts
 - \$75 million for urban forestry to mitigate the urban heat island effect and extreme heat impacts
- \$50 million for low-income weatherization
- \$40 million to the Recreational Trails and Greenways Grant Program for fuel breaks, risk reduction buffers, and recreational corridors

Strengthening California's Regional Climate Resilience (\$1.11 billion of \$2.11 billion allocated)

- \$850 million for climate resilience and climate risk reduction for communities
- \$100 million for Transformative Climate Communities program

- \$60 million for modifications or upgrades of fairgrounds for disaster staging/evacuation centers \$50 million for sea-level rise and extreme storms multijurisdictional projects led by countywide special districts
- \$50 million for community resilience centers

\$7 Billion Unallocated for Additional/Increased Priorities

AB 1567 currently has \$7 billion unallocated. It is critical that Cal Cities priorities be identified and elevated to support working with the author to include in the final proposal.

Areas that committee members may consider elevating for consideration include:

- Solid waste and recycling infrastructure (inclusive of funding to support compliance with organic and plastic waste diversion mandates)
- Building electrification
- Vehicle electrification
- Local and regional water conveyance projects, including those to address subsidence impacts
- Groundwater recharge
- Surface water storage
- Water recycling and reuse
- Dam and reservoir safety
- Watershed management
- Local water conservation programs
- Sea level rise adaptation planning
- Extreme heat and cold shelter programs
- Undergrounding of utility power lines

Background:

Several climate resilience bonds have been introduced in past years, including AB 2387 (E. Garcia, 2022), AB 1500 (E. Garcia, 2021), SB 45 (Portantino, 2021), AB 352 (E. Garcia, 2019), AB 1298 (Mullin, 2019), and SB 45 (Allen, 2018). These proposals were primarily put on hold during the COVID-19 pandemic. The last water-related bond that passed was Proposition 68, a \$4 billion parks and water bond, passed in June 2018 with 57 percent of the statewide vote. Proposition 3, an \$8.877 billion water bond on the 2018 general election ballot in November, was narrowly defeated.

In 2022, with a historic \$100 billion budget surplus, the Governor and Legislature passed a climate change budget package totaling \$54 billion over five years. Following projections of state budget deficit of at least \$22 billion in 2023, the Governor has proposed [slashing \\$6 billion from the package](#) with heavy hits to vehicle electrification and coastal programs.

The Governor and Legislature have shifted their attention to federal funding opportunities and statewide bond proposals to fund ambitious infrastructure projects and climate change programs. Cities should position their priorities early in the bond discussion as state budget funds for these programs are expected to remain stagnant or decline in coming years.

Fiscal Impact:

In 2018 when analyzing Proposition 3, the Legislative Analyst's Office (LAO) estimated that interest costs over the life of the bonds will add \$8.4 billion over the next 40 years to the \$8.9 billion principal of Proposition 3, resulting in a total of \$17.3 billion. This calculation added an average annual cost of \$430 million to the state budget, or roughly .03 percent of the current general fund budget.

A \$15.1 billion bond, as proposed by AB 1567, would have a mixed effect on local governments' fiscal outlook. In cases where state funds replace money that local governments would have spent on projects regardless, AB 1567 could reduce local spending. But in other cases, AB 1567 could increase local spending, as local governments build more or bigger projects than they would if state funds were not available, which often require local matching funds. Ultimately, the LAO estimated that on balance, Proposition 3 would result in savings to local governments, averaging around a couple \$100 million dollars annually for the next few decades.

Existing Cal Cities Policy:

Water Infrastructure Funding

Cal Cities supports the development of additional groundwater and surface water storage, including proposed surface storage projects now under study if they are determined to be feasible, including but not limited to: environmentally, economically, and geographically relating to point of origin. Appropriate funding sources could include, but are not limited to user fees, bonds and federal funding.

Park Bond Funds

Cal Cities believes that any statewide park bond measure should include a component that provides per capita grants to cities and counties. Cal Cities opposes tying local eligibility for grant funds to non-park related issues, such as rent control or housing element status.

Support and Opposition:

None on file as of March 9.

Staff Recommendation:

Staff recommends the committee discuss and identify bond funding priorities, and make a recommendation to the Board.

Committee Recommendation:

Board Action:

- 3. **SB 867 (Allen): Drought and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, and Park Creation and Outdoor Access Bond Act of 2023.**

Bill Summary:

This bill would enact the Drought and Water Resilience, Wildfire and Forest Resilience, Coastal Resilience, Extreme Heat Mitigation, Biodiversity and Nature-Based Climate Solutions, Climate Smart Agriculture, and Park Creation and Outdoor Access Bond Act of 2023. This bill would authorize the sale of an unspecified amount in general obligation bonds. The bill does not specify in which statewide election this initiative would be included.

This bill proposes seven broad categories of funding and does not specify funding allocations. The categories and subcategories are listed below:

- **Drought and Water Resilience**
 - Protection of California's water supply and water quality
 - Reduce flood risk and improve stormwater management
 - Improve watershed resilience and to protect and restore rivers, lakes, and streams
 - Establish a water trust
- **Wildfire and Forest Resilience**
 - Reducing community wildfire risk and restoring the health and resilience of forests
- **Coastal Resilience**
 - Protection of coastal lands, waters, communities, natural resources, and urban waterfronts from climate impacts
- **Extreme Heat Mitigation**
 - Address extreme heat in communities
- **Protect Biodiversity and Accelerating Nature-Based Climate Solutions**
 - Protection of California's biodiversity and to protect nature and restore landscape health
- **Climate Smart Agriculture for Sustainability and Resiliency**
 - Improving climate resilience of agricultural lands
- **Park Creation and Outdoor Access**
 - Creation and protection of parks, outdoor access, and educational institutions

Background:

See background provided above on AB 1567 (Garcia).

Comments:

SB 867 will be the Senate's broader proposal for a general obligation water and resources bond for the 2024 ballot.

Support and Opposition:

None on file as of March 9.

Staff Recommendation:

Staff recommends the committee discuss and identify bond funding priorities, and make a recommendation to the Board.

Committee Recommendation:

Board Action:



PUBLIC CORRESPONDENCE

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

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

From: [Bill Hough](#)
To: [City Council](#); [Public Comment](#)
Subject: public comment regarding item #9 on 5/23/2023 agenda
Date: Saturday, May 20, 2023 8:39:30 AM

Staff should draft and Council should adopt a resolution supporting the Taxpayer Protection and Government Accountability Act of 2024.

Los Altos residents are already horribly overtaxed. In addition to high property taxes, there is a long list of "parcel taxes" tacked onto our local tax bill. Furthermore, over the last several elections, voters in Santa Clara County have passed multiple tax and fee increases including gas taxes, the Caltrain Measure RR tax, two bridge toll increases, three VTA sales taxes, Santa Clara County's Measure A 1/8 cent sales tax, the state prop 30 1/4 cent sales tax and the 2010 Measure B Vehicle Registration Fee of \$10. Additionally, we're on the hook to pay back numerous state bond issues including high speed rail, the Proposition 1 water bond and the infrastructure bonds of 2006.

All this nickel and diming contributes into making the Bay Area a horribly expensive place to live, especially for people of modest means, who must pay the greatest percentage of their income in these regressive taxes and fees. Each increase by itself does not amount to much, but the cumulative effect is to add to the unaffordability of the region.

The Taxpayer Protection and Government Accountability Act of 2024 is a step in the right direction.

Bill Hough
overtaxed resident



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject: Flag Raising – Progress Pride and Juneteenth Flag

Prepared by: Jonathan Weinberg, Vice Mayor

Attachment(s):

- 1. Resolution No. 2022-90 Flag Raising Policy
- 2. Exemplar of the Progress Pride Flag
- 3. Exemplar of the Juneteenth Flag
- 4. Resolution No. 2022-XX
- 5. Resolution No. 2022-XX

Initiated by:

Vice Mayor

Previous Council Consideration:

November 29, 2022

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- In accordance with the City’s flag raising policy, shall the City of Los Altos recognize the Progress Pride flag as government speech and raise the Progress Pride flag from June 1, 2023 through June 7, 2023 at City Hall?
- In accordance with the City’s flag raising policy, shall the City of Los Altos recognize the Juneteenth flag as government speech and raise the Juneteenth flag for the time period June 19, 2023 through June 25, 2023 at City Hall?

Summary:

- The City Council approved the Los Altos Flag Raising Policy on November 29, 2022. The policy provides that the City Council may authorize the display of flags other than the country, state, and city flags on City property, including to commemorate an event or occasion in the form of a resolution if the flag is recognized as government speech.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Los Altos Flag Raising Policy

- Vice Mayor Weinberg requests that the City (1) raise the Progress Pride flag from June 1, 2023 through June 7, 2023 at City Hall, and (2) raise the Juneteenth flag for the time period June 19, 2023 through June 25, 2023 at City Hall.

Purpose

City Council to review whether the City of Los Altos recognizes the Progress Pride flag as government speech and raise the Progress Pride flag from June 1, 2023 through June 7, 2023 at City Hall and recognizes the Juneteenth flag as government speech and raise the Juneteenth flag for the time period June 19, 2023 through June 25, 2023 at City Hall?

Background

At its regular meeting on November 29, 2022, the Los Altos City Council approved Resolution 2022-90 which established the City’ flag raising policy. A copy of the resolution is included as Attachment A. The resolution includes a copy of the flag raising policy.

Los Altos’ flag raising policy says that in addition to the flags of the United States, the State of California, and the City of Los Altos, “the City Council may authorize the display of other flags on City property, including to commemorate an event or occasion.” Authorization to fly an additional flag must be in the form of a resolution.

At its regular meeting on May 9, 2023, the Los Altos City Council approved placing on its agenda the question of whether to fly the Progress Pride flag and/or the Juneteenth flag in the month of June, 2023.

Discussion/Analysis:

Progress Pride Flag

The Progress Pride flag image has been included as Attachment #2.

According to the BBC:

“The Pride flag is a symbol of the LGBTQ+ community and its colours represent the different communities within it.

The Pride flag was created by American artist and gay rights activist Gilbert Baker, and first displayed in 1978 to be a symbol for the LGBT community.

The original design had eight stripes instead of the six normally seen now, and each of its colourful stripes had a meaning.



Subject: Los Altos Flag Raising Policy

Speaking about his design, Gilbert said: ‘We needed something beautiful... something from us.’

What do the colours in the flag mean?

- Red - Life
- Orange - Healing
- Yellow - Sunlight
- Green - Nature
- Blue - Peace/Harmony/Art
- Violet - Spirit

The flag design spread around the world and in the 1990s it became a symbol for those fighting for equal rights for the LGBT community.

Forty-three years later the Pride flag is still a widely used and recognised symbol of the LGBT community.

Over the years the original rainbow flag has been redesigned, with some within LGBTQ+ movements arguing it needed to better represent and reflect more communities.

In 2017, Philadelphia's Office of LGBT Affairs added black and brown stripes to the Pride flag to recognise people of colour.

One year later, an artist called Daniel Quasar released a redesign of the Pride flag, called the Progress Pride flag, which was widely shared on social media.

It included black, brown, pink, pale blue and white stripes, to represent marginalised people of colour in the LGBTQ+ community, as well as the trans community, and those living with HIV/AIDS.

‘The arrow points to the right to show forward movement, while being along the left edge shows that progress still needs to be made.’ explained Daniel Quasar.”

Source: <https://www.bbc.co.uk/newsround/57607955>

Juneteenth Flag

The Juneteenth flag image has been included as Attachment #3.

According to Wikipedia:



Subject: Los Altos Flag Raising Policy

“The Juneteenth flag is a symbol for the Juneteenth holiday in the United States. The first version was created in 1997 by activist Ben Haith and that early version was displayed in 1997. The present version was first flown in 2000. The colors and symbols on the flag are representative of freedom and the end of slavery. The date on the flag represents that of General Order No. 3 issued in Galveston, Texas in 1865. In 2020 and 2021, many states began recognizing Juneteenth by flying the flag over their state capitol buildings, especially after Juneteenth was declared a federal holiday by President Joe Biden in June 2021.

Design

The Juneteenth flag was designed in 1997 by activist Boston Ben (Ben Haith). Haith displayed the first version of the Juneteenth flag in June 1997 at Boston's John Eliot Square District. It was described by Patricia Smith of the Boston Globe as, ‘A banner adorned with sunbursts and flaming candles.’ The present design was completed and copyrighted by Haith in 2000. Haith is also the founder of the National Juneteenth Celebration. Lisa Jeanne Graf claims on her website that she was another contributor to the design: she states that she fine-tuned the design of the flag for the National Juneteenth Celebration Foundation.

The flag uses the colors of red, white and blue from the American flag. Featured prominently in the center of the flag is a bursting star. Running through the center of the flag horizontally, is an arc that is meant to symbolize the new horizon of opportunity for black people. According to the president of the National Juneteenth Observance Foundation Steve Williams, the star is a ‘Bursting star of freedom.’ Williams also states that the arch representing the horizon shows blue above and the red color below is symbolic of the ground soaked with blood; the blood which was shed by the African American slaves for the United States. The red, white, and blue colors were meant to convey the message that all enslaved people and their descendants are American. In 2007, the date ‘June 19, 1865’ was added.

Symbolism

The five-pointed star refers both to Texas (nicknamed the ‘Lone Star state’) and to the ‘freedom of African Americans in all 50 states.’ Surrounding it is a nova (or ‘new star’) representing a new beginning for all.

Lincoln’s Emancipation Proclamation of June 1, 1863, declared that all slaves in the rebel Confederate States were free. The State of Texas rejoined the Union with the end of the Civil War on April 9, 1865. On June 19, 1865, Union General Gordon Granger arrived at



Subject: Los Altos Flag Raising Policy

the port of Galveston Texas and announced that slavery had been ended with General Order No. 3. The Juneteenth Flag has the date of June 19, 1865 displayed on it.

One year later freed slaves in Texas celebrated the first Juneteenth on June 19, and it was called ‘Jubilee Day.’ ”

Source: https://en.wikipedia.org/wiki/Juneteenth_flag

RESOLUTION NO. 2022-90

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CITY OF LOS ALTOS FLAG RAISING POLICY**

WHEREAS, The City of Los Altos displays the flags of the United States, California, and the City on poles located at certain City facilities City flag poles; and

WHEREAS, from time to time, members of the City Council, City commissions, or of the public propose raising other flags on public property, including to commemorate an event or occasion; and

WHEREAS, this policy is intended to create clear guidelines for the display of flags on City property.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts policy attached hereto as **Exhibit 1**.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 29th day of November, 2022 by the following vote:

- AYES: Councilmembers Fligor, Weinberg, Vice Mayor Meadows
- NOES: Councilmember Lee Eng, Mayor Enander
- ABSENT: None
- ABSTAIN: None


 Anita Enander, MAYOR

Attest:


 Angel Rodriguez, INTERIM CITY CLERK

**EXHIBIT 1
LOS ALTOS FLAG POLICY**

The flags of the United States, California, and the City may be flown on City property. The United States flag shall always be given precedence, and the flag of California shall be given precedence over the City's flag. The display of these flags shall comply with 4 U.S.C. § 1, et seq., and Government Code Section 430, et seq.

In addition to these flags, or in lieu of the display of the City's own flag, the City Council may authorize the display of other flags on City property, including to commemorate an event or occasion. Such authorization by the City Council shall take the form of a resolution, which shall include the following information:

- (1) The date or dates on which the flag shall be displayed and any locations in addition to City Hall where the flag shall be displayed;
- (2) A finding that the display of the flag constitutes government speech in that the particular message conveyed by the flag is a message that the City Council wishes to express on behalf of the residents of the City;
- (3) A statement describing the particular message conveyed by the flag and expressing the reason or reasons the City Council wishes to express that message on behalf of the residents of the City; and
- (4) A statement that the resolution is adopted pursuant to this policy and a statement of reasons why the adoption of the resolution is consistent with this policy.

Under no circumstances shall the City Council authorize the display of a flag that:

- (1) Proposes a consumer transaction;
- (2) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
- (3) Commemorates a rebellion against the federal government by the government of any state;
- (4) Advocates discrimination or intolerance against individuals on the basis of any classification specified in Civil Code Section 51;
- (5) Endorses or expresses a preference for any religious sect;
- (6) Advocates for or against a candidate for public office, a political party, or a ballot measure or proposition;
- (7) Is considered highly offensive to persons of average sensitivity within the community; or
- (8) Poses a real and substantial threat to public safety based on objective circumstances or criteria.

The City Council may consider authorizing the display of a flag pursuant to this policy by referral of the Mayor, by referral of the entire Council on motion of any Councilmember made during the time reserved at regular City Council meetings for discussion of future agenda items, or at the recommendation of a commission of the City. The City Council

may also consider authorizing the display of a flag on application of a resident or community group, as follows:

- (1) The applicant shall complete a Commemorative Flag Flying/Raising Application, on a form to be created by the City Manager or designee; and
- (2) A full color picture of the flag (front and back) must be included with the completed application, and the dimensions of the flag must be specified.

The City Council shall not authorize the display of the same flag more than once per year, and if it approves an application from an individual or group within a particular calendar year, it shall not consider another application from that individual or group until the following calendar year. The City Council may condition its authorization to display a particular flag on the applicant's agreement to donate the use of a flag for that purpose. The flag must be a clean and serviceable flag with dimensions no larger than 4' x 6' that is sturdy enough to be flown on an outdoor flagpole for at least one week, and the City shall not be responsible for any loss or damage to the flag while in its possession. The flag must be collected by the applicant within two business days of removal or it may be discarded or destroyed by City staff.

At the time it authorizes the display of any flag, the City Council may also authorize a flag raising ceremony. Any such ceremony shall be open to the general public, subject to reasonable rules of decorum intended to avoid disruption and reasonable efforts by law enforcement to maintain public order in case of a lawful or unlawful protest occurring at or near the site of the ceremony. If the display of the flag has been authorized by the City Council on the application of a private individual or organization, then the City Council may condition authorizing a flag raising ceremony on the applicant's agreement to pay the costs of the ceremony and to coordinate or assist in the coordination of the ceremony; provided, however, that:

- (1) One or more representatives of the City shall be present at the ceremony, and at least one representative of the City shall speak at the ceremony on behalf of the City; and
- (2) City staff shall oversee the coordination of the ceremony and shall supervise and maintain ultimate control over the conduct of the ceremony.

Except as provided in this policy, no flags will be displayed on City property other than the flags of the United States, California, or the City. This policy is intended for the City's sole benefit, and nothing herein is intended to confer any legal right or privilege on any member of the public.

City of Los Altos requires all non-profit organizations or Los Altos residents interested in flying or raising a flag on a City of Los Altos flag pole to meet all the below guidelines and submit a completed application.

1. Applicant Guidelines

- a. A third-party organization or individual may apply to have the City raise a particular flag on one City flagpole located at specified City flagpoles.
- b. A commemorative flag under this policy means a flag that identifies with a specific date, historical event cause, nation or group of people, whereby the city honors or commemorates the date, event, cause, nation or people by flying the flags.
- c. Only commemorative flags that are consistent with the City's vision, mission, and ongoing strategic priorities, incorporating themes of diversity, equity, social justice and inclusion.
- d. At no time will the City of Los Altos display flags that pose a danger to public health or public safety, are deemed to be inappropriate or offensive in nature, support discrimination, prejudice or religious or political movements
- e. If a flag raising ceremony is requested and approved, all flag raising ceremonies must be open to all members of the public. Guests must adhere to the City of Los Altos policy not to discriminate on the basis of gender, race, religion, sexual orientation, or any other class protected by law.
- f. Organizations or individuals may request one flag flying/raising per calendar year. If the same or similar flag was previously flown by a different organization within the one-year period, the application will be denied.
- g. Approved Commemorative flags will be flown for no longer than seven calendar days and will be raised or removed on the first workday of the week.
- h. All flags on City flagpoles will be raised in accordance with the U.S. Flag Code and all applicable laws.

2. Application Procedure

- a. Applicant will complete the Commemorative Flag Flying/Raising Application Form.
- b. A full color picture of the flag (front and back) must be included with the completed application
- c. The flag must be a clean and serviceable flag with dimensions no larger than 4' x 6' that is sturdy enough to be flown on an outdoor flagpole for at least one week.

3. Review and Approval Process

- a. Applications will be reviewed by City staff for completeness.
- b. Approval of the commemorative flag is at the discretion of the City Council.
- c. If approved, the applicants must deliver the flag to the City Clerk's office at least three weeks in advance of the requested raising date.

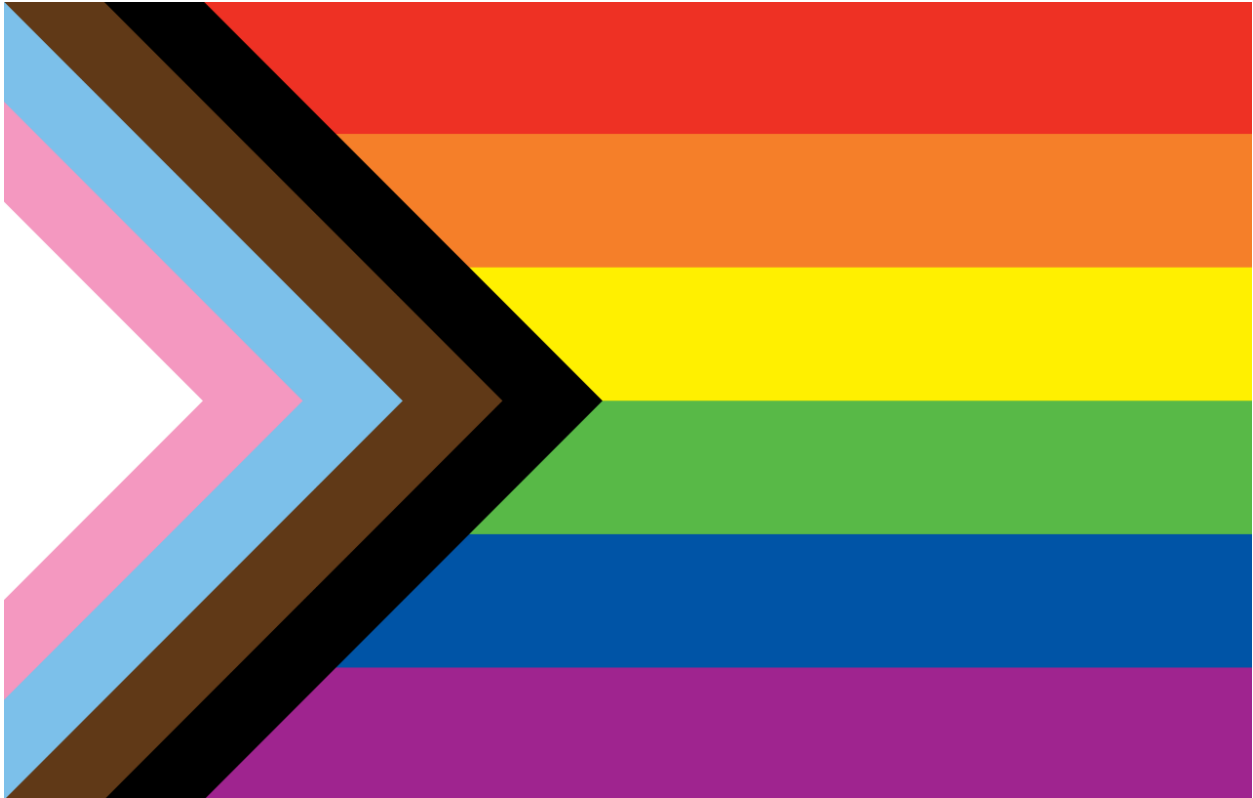
4. Fee Guidelines

- a. Applicants may be required to pay cleaning/custodial or other costs, as well as police detail fees or special permit fees, depending on the scale of any flag raising event.

5. Pick Up Process

- a. After removal, flags can be picked up at the Municipal Services Center (707 Fremont Ave.).
- b. The City of Los Altos is not responsible for any harm that comes to the flag while it is flying or if not picked up within 48 hours of being removed.

Progress Pride Flag



Juneteenth Flag



RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
PERMITTING THE RAISING OF THE PROGRESS PRIDE FLAG IN
RECOGNITION OF PRIDE MONTH**

WHEREAS, the month of June is LGBTQ+ Pride month dedicated to the celebration and commemoration of lesbian, gay, bisexual, transgender, and queer pride recognized by the federal government beginning in 1999 and continuing through today; and

WHEREAS, City Council wishes to express support for all members of the LGBTQ+ community who identify with this flag; and

WHEREAS, the first Pride flag was created by American artist and gay rights activist Gilbert Baker in 1978 to be a symbol for the LGBT community; and

WHEREAS, artist Daniel Quasar released a redesign of the Pride flag, called the Progress Pride flag which includes black, brown, pink, pale blue and white stripes, to represent marginalized people of color in the LGBTQ+ community, as well as the trans community, and those living with HIV/AIDS; and

WHEREAS, the City Council may display flags recognized as government speech under the City of Los Altos Flag Raising Policy, Resolution No. 2022-90; and

WHEREAS, the Flag Raising Policy states that the City Council may consider authorizing the display of a flag on City property by referral from the Mayor, the Council as a whole, or a City commission, or on application of a member of the community; and

WHEREAS, on May 9, 2023, the City Council gave direction to consider authorizing the display of the Pride flag as a future agenda item; and

WHEREAS, the Flag Raising Policy prohibits flags conveying specified messages, and the City Council finds that the Progress Pride flag does not convey any of the prohibited messages, and that this Resolution substantially conforms to all the requirements of the Flag Raising Policy; and

WHEREAS, the City Council finds that the Progress Pride flag is government speech in that the history and symbolism of the flag as described above constitute a message that the City of Los Altos desires to convey on behalf of its residents;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby recognizes the LGBTQ+ community by displaying the Progress Pride flag from June 1, 2023 through June 7, 2023 at City Hall.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of May, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Sally Meadows
Mayor

Melissa Thurman, MMC
City Clerk

RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
PERMITTING THE RAISING OF THE JUNETEENTH FLAG IN
RECOGNITION OF THE FEDERAL HOLIDAY**

WHEREAS, on June 19, 1865, Union General Gordon Granger arrived at the port of Galveston, Texas and announced that slavery had been ended with General Order No. 3; and

WHEREAS, Juneteenth was declared a federal holiday by President Joe Biden in June 2021; and

WHEREAS, the Juneteenth flag is a symbol for the Juneteenth holiday in the United States; and

WHEREAS, activist Ben Haith designed the Juneteenth flag in 1997 using the colors of red, white, and blue from the American flag with a bursting star of freedom through the new horizon of opportunity across the center of the flag; and

WHEREAS, the City Council may display flags recognized as government speech under the City of Los Altos Flag Raising Policy, Resolution No. 2022-90; and

WHEREAS, the Flag Raising Policy states that the City Council may consider authorizing the display of a flag on City property by referral from the Mayor, the Council as a whole, or a City commission, or on application of a member of the community; and

WHEREAS, on May 9, 2023, the City Council voted to consider authorizing the display of the Juneteenth flag as a future agenda item; and

WHEREAS, the Flag Raising Policy prohibits flags conveying specified messages, and the City Council finds that the Juneteenth flag does not convey any of the prohibited messages, and that this Resolution substantially conforms to all the requirements of the Flag Raising Policy; and

WHEREAS, the City Council finds that the Juneteenth flag is government speech in that the history and symbolism of the flag as described above constitute a message that the City of Los Altos desires to convey on behalf of its residents;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby recognizes this historic event by displaying the Juneteenth flag from June 19, 2023, through June 25, 2023 at City Hall.

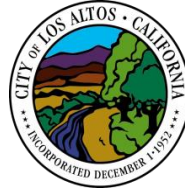
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of May, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Sally Meadows
Mayor

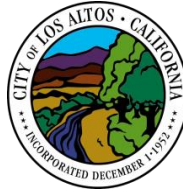
Melissa Thurman, MMC
City Clerk



City of Los Altos 2023 Tentative Council Agenda Calendar

JUNE 13, 2023 Closed Session – TBD Study Session – Time TBD – Storm Water Master Plan Regular Meeting – 7:00 p.m.		
AGENDA TITLE:	DEPARTMENT:	PUBLIC HEARING?
CONSENT:		
Extend Theater MOU	City Manager	No
OBAG3 Grant Funding for N. San Antonio Rd Complete Streets Project	Pub. Works	No
DISCUSSION:		
PUBLIC HEARING:		
Adopt Resolution No. 2022-XX approving the Report of Sewer Service Charges and directing the Filing of Charges for Collection by the Tax Collector	ESUD	Yes
Introduce Noise Ordinance	Dev. Svcs.	Yes, for adoption
FY 2023/24 Budget Presentation	Finance	Yes
INFORMATION:		
After-Action Report	City Manager	No

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



City of Los Altos 2023 Tentative Council Agenda Calendar

JUNE 27, 2023 Closed Session – TBD Study Session –TBD Regular Meeting – 7:00 p.m.		
AGENDA TITLE:	DEPARTMENT:	PUBLIC HEARING?
<u>CONSENT:</u>		
Treasury Report	Finance	No
Adoption of FY2023/24	Finance	Yes
Accept the CIPP Corrosion Rehabilitation Project WW-01005	ESUD	No
Library Patio	City Manager	No
<u>DISCUSSION:</u>		
<u>PUBLIC HEARING:</u>		
<u>INFORMATION:</u>		
MidPen Board Member Presentation		

Remaining 2023 City Council agenda calendar items are pending and will be published at a later date.

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

PROGRAM	SUB PROJECT	INITIATION DATE	HEU COMPLETION DATE	STATUS
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Budget & Hire Planning Technician		December 31, 2022	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Amend ADU Ordinance based upon HCD's letter		6 months or less	
Program 3.H: Amend design review process and requirements.	Eliminate 3rd Party Architectural Review		February 28, 2023	COMPLETED
Program 3.H: Amend design review process and requirements.	Dismiss Design Review Commission		February 28, 2023	COMPLETED
Program 3.L: Eliminate the requirement of story poles.			March 31, 2023	COMPLETED
Program 2.E: Conduct annual ADU rental income surveys.	Budget & Hire Housing Manager	March 31, 2023		BUDGET DEPENDENT
Program 4.J: Facilitate alternate modes of transportation for	Adopt VMT Policy &		June 30, 2023	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	RFP-Permit Ready ADU Plans		July 31, 2023	RFP RELEASED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	DEVELOPING RFP
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	RFP CLOSED - UNDER REVIEW
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		
Program 6.C: Target housing development in highest resource areas.	Initial Outreach		September 31, 2023	
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	
Program 2.A: Continue to implement and enhance inclusionary housing requirements.			December 31, 2023	IN-PROGRESS
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	IN-PROGRESS
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	
Program 3.E: Ensure that the density bonus ordinance remains consistent with State law.			December 31, 2023	ONGOING

Program 3.H: Amend design review process and requirements.	Code Amendments		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Bicycle Storage and Charging Regulations		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Remove CSC Review of Housing Developments		December 31, 2023	COMPLETED
Program 4.C: Allow Low Barrier Navigation Centers consistent with AB 101.			December 31, 2023	
Program 4.D: Allow transitional and supportive housing consistent with State law.			December 31, 2023	
Program 4.E: Allow employee/farmworker housing consistent with State law.			December 31, 2023	
Program 4.F: Reasonably accommodate disabled persons' housing needs.			December 31, 2023	
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Prepare Inventory.		December 31, 2023	
Program 6.E: Prepare and distribute anti-displacement information.			December 31, 2023	
Program 1.A: Rezone for RHNA shortfall.			January 31, 2024	
Program 1.G: Rezone housing sites from previous Housing Elements.			January 31, 2024	
Program 3.G: Amend Conditional Use Permits findings applicable to housing developments.			March 31, 2024	
Program 3.I: Allow residential care facilities consistent with State law.			March 31, 2024	
Program 3.J: Explicitly allow manufactured homes consistent with State law.			March 31, 2024	
Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.			September 31, 2024	
Program 1.B: Facilitate higher density housing in the Commercial Thoroughfare (CT) District.			December 31, 2024	
Program 1.C: Allow housing in the Office Administrative (OA) District.			December 31, 2024	

Program 1.E: Update the Loyola Corners Specific Plan.			December 31, 2024	
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Adopt-Permit Ready ADU Plans		December 31, 2024	
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.			December 31, 2024	RFP RELEASED
Program 3.B: Modify building height in mixed-use zoning districts.	Neighborhood (CN) District		December 31, 2024	
Program 3.C: Remove floor-to-area ratio (FAR) restriction at Rancho Shopping Center and Woodland Plaza.			December 31, 2024	
Program 3.M: Modify parking requirements for emergency shelters consistent with State law.			December 31, 2024	
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Commercial linkage fee.	December 31, 2025		
Program 1.D: Allow housing on certain Public and Community Facilities District sites and facilitate housing on religious institution properties.			December 31, 2025	
Program 1.F: Rezone Village Court parcel.			December 31, 2025	
Program 4.H: Provide additional density bonuses and incentives for housing that accommodates special needs groups.			December 31, 2025	
Program 4.I: Allow senior housing with extended care facilities in multi-family and mixed-use zoning districts.			December 31, 2025	
Program 1.I: Incentivize Downtown lot consolidation.			July 31, 2026	
Program 4.G: Assist seniors to maintain and rehabilitate their homes.			July 31, 2026	
Program 6.C: Target housing development in highest resource areas.	Follow-up Outreach		September 31, 2026	
Program 1.H: Facilitate housing on City-owned sites.	Entitlement Review		December 31, 2026	
Program 3.N: Modify standards in the R3 zoning districts.			December 31, 2026	

Program 4.J: Facilitate alternate modes of transportation for residents.	Capital Improvement Project for above head pedestrian crossing signals on San Antonio Road near Downtown Los Altos		December 31, 2027	
Program 5.F: Incentivize the creation of play areas for multi-family housing projects.			December 31, 2027	
Program 1.K: Participate in regional housing needs planning efforts.			Ongoing	
Program 1.L: General Plan amendments.			Ongoing	
Program 1.M: SB 9 implementation.			Ongoing	
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	
Program 4.A: Support efforts to fund homeless services.			Ongoing	
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	
Program 5.A: Monitor condominium conversions.			Ongoing	
Program 5.B: Continue to administer the City's affordable housing programs.			Ongoing	
Program 5.C: Restrict commercial uses from displacing residential neighborhoods.			Ongoing	
Program 5.D: Implement voluntary code inspection program.			Ongoing	
Program 5.E: Help secure funding for housing rehabilitation and assistance programs.			Ongoing	

Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.			Ongoing	
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Inform, Evaluate Apply/Submit		Ongoing	
Program 6.F: Affirmatively market physically accessible units.			Ongoing	
Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns.			Ongoing	
Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.			Ongoing	



PUBLIC CORRESPONDENCE

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

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



May 12, 2023

Re: Housing Element Update

Dear Mayor Meadows and Members of the City Council:

As we have written earlier, the LWV supports the Housing Element Update adopted by the Council. The most recent clarifications strengthen the version adopted in January and appear to answer HCD's concerns. We commend especially the rescission of the density cap of 20 units at Loyola Corners, as well as the removal of the minimum unit size and height limit for this Specific Plan.

We are also pleased to see the multi-family parking reductions specified and the height limit for Main and State Streets defined as 36 feet or 3 stories.

Finally, we believe that reducing the setbacks in the CN and CT zones adjacent to residential zones will greatly improve the possibility of increased housing in these districts.

(Please send any questions about this email to Sue Russell at housing@lwvlamv.org)

Karin Bricker, President LWV of Los Altos/Mountain View Area

Cc: PublicComment@losaltosca.gov
Anthony.errichetto@hcd.ca.gov

Gabe Engeland Nick Zornes
housingelements@hcd.ca.gov

Melissa Thurman