



CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, July 09, 2024
via Videoconference and In Person

PARTICIPATION: Members of the public may participate by being present at the Los Altos Council Chamber at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to PublicComment@losaltosca.gov.

RULES FOR CONDUCT: Pursuant to Los Altos Municipal Code, Section 2.05.010 "Interruptions and rules for conduct": Understanding that the purpose of the city council meetings is to conduct the people's business for the benefit of all the people, in the event that any meeting of the city council is willfully interrupted by a person or group of persons so as to render the orderly conduct of the meeting impossible, the mayor, mayor pro tem, or any other member of the city council acting as the chair may order the removal of the person or persons responsible for the disruption and bar them from further attendance at the council meeting, or otherwise proceed pursuant to Government Code Section 54957.0 or any applicable penal statute or city ordinance.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://losaltosca-gov.zoom.us/j/82605107375?pwd=ze6XIwr6MVbVLUFt8YNbl79owSDOyZ.1>

Telephone: 1-669-444-9171 / Webinar ID: 826 0510 7375 / Passcode: 197925

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. Emails sent directly to the City Council as a whole or individually, and not sent to PublicComment@losaltosca.gov will not be included as a public comment in the Council packet.

Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. If this information is included in your written comments, they will become part of the public record. Redactions and/or edits will not be made to public comments, and the comments will be posted as they are submitted. Please do not include any information in your communication that you do not want to be made public.

Correspondence submitted in hard copy/paper format must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided in hard copy/paper format after 2:00 p.m. will be distributed the following day and included with public comment in the Council packet.

The Mayor will open public comment and will announce the length of time provided for comments during each item.

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

SPECIAL ITEM

Recognition of 2024 Annual Employee Award Winners

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. The Mayor will announce the time speakers will be granted before comments begin. 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.

CONSENT CALENDAR

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

1. Approve the Regular Meeting Minutes of June 25, 2024
2. Adopt a Resolution entering into a Side Letter Agreement with the Los Altos Peace Officer Association to comply with California Code of Regulations, title 2, Section 571 (b)(1)(A) and California Code of Regulations, title 2, section 571.1 (a)(4) rules for identifying and defining special compensation
3. Adopt a Resolution entering into a Side Letter Agreement with the Sanitary Truck Drivers and Helpers Union Local # 350 to add clarifying language to Article 7. Pay Rates and Practices to address how a tie for the 6th peer city should be treated

- [4.](#) Adopt a Resolution approving an updated fiscal year 2024/25 pay schedule to comply with California Public Employees' Retirement System (CALPERS) statutory and regulatory requirements for compensation earnable and publicly available salary schedules
- [5.](#) Adopt a Resolution accepting completion of the City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021; and authorize the Public Works Director to record a Notice of Completion as required by law, and find the action exempt from review under CEQA pursuant to CEQA guidelines Section 15300.2
- [6.](#) Rescind Resolution No. 2024-52 and Re-Adopt a Resolution authorizing the City Manager to execute a contract with C2R Engineering, Inc. of the Total Bid for the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025 Project in the amount of \$125,000.00 on behalf of the City, and find the action exempt from review under CEQA pursuant to CEQA guidelines Section 15301
- [7.](#) Authorize the City Manager to execute Amendment No. 2 on behalf of the City with AIM Engineering Consultants, Inc. in the amount of \$16,200 for professional consulting services for various transportation engineering tasks for FY2023/24, which are exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c)
- [8.](#) Approve the formation of a Subcommittee of the City Council for a potential Childcare Subsidy Program
- [9.](#) Authorize the City Manager to execute an agreement with West Coast Arborists, Inc. in the amount not to exceed \$110,000 annually for On-Call City-wide Tree Maintenance Services and tree evaluations
- [10.](#) Adopt a Resolution correcting the FY 2024/25 Fee Schedule for two fees

DISCUSSION ITEMS

- [11.](#) City Council to receive the presentation on the Hillview Park permanent dog park conceptual design preferred plan and provide Staff with further direction, including action to move forward with construction documents and project schedule
- [12.](#) Approve the calendar for the transition to district elections

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

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

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.



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, JUNE 25, 2024
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

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

CALL MEETING TO ORDER – Jonathan D. Weinberg, Mayor, called the meeting to order at 7:00 p.m.

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE OF ALLEGIANCE – Jonathan D. Weinberg, Mayor, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

The following members of the public spoke regarding the Closed Session item on the June 25, 2024 agenda:

- Jon Baer
- Sharon Fingold
- Geoff Davis
- Jan Pepper
- Steve Chessin
- Chris Roat
- Rosalind Bardo

There was no reportable action taken for the Closed Session meeting of June 25, 2024 at 6:00 p.m.

CHANGES TO THE ORDER OF THE AGENDA

Lynette Lee Eng, Councilmember, requested to move Item 11 to after Item 8 on the agenda. Vote failed 1-4 by roll call vote with Councilmembers Fligor, Meadows, Vice Mayor Dailey and Mayor Weinberg opposed.

SPECIAL ITEM

Issue Proclamation Recognizing June as Pride Month

Jonathan D. Weinberg, Mayor, presented the proclamation to Drew Bertrand, Board Member of the Billy DeFrank LGBTQ+ Community Center.

Issue Proclamation Recognizing July as Parks Make Life Better Month

Jonathan D. Weinberg, Mayor, presented the proclamation to Kris Olson and Chris Nagao, Senior Commission Members.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during Public Comment:

- Mary Lou Varni
- Lynn Emrick

- Scott Spielman

CONSENT CALENDAR

Lynette Lee Eng, Councilmember, requested to pull Item 2 from the Consent Calendar for further discussion.

Jonathan D. Weinberg, Mayor, moved Item 2 of the Consent Calendar to after Item 5 of the agenda.

The following members of the public spoke regarding items on the Consent Calendar:

- Bill Bassett (Item 2)
- Camilla McCrea (Item 2)
- Michael Emrick (Item 2)
- David Sauerhaft (Item 2)
- Jeff Cuppett (Item 2)
- John Wagner (Item 2)
- Corinne Finegan (Item 2)
- Scott Spielman (Item 2)
- Barbara Harriman (Item 2)

Motion by Dailey and Second by Fligor to approve the Consent Calendar, excluding Item 2.

Motion carried unanimously by roll call vote.

1. Approve the Special and Regular Meeting Minutes of June 11, 2024
3. Award the Total Bid for the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025 to C2R Engineering, Inc. in the amount of \$125,000.00 and authorize the City Manager to execute a contract in the amount not-to-exceed of \$125,000.00 on behalf of the City, and find the action exempt from review under CEQA pursuant to CEQA guidelines Section 15301, and finding that none of the circumstances in CEQA Guidelines Section 15300.2 applies
4. Adopt a resolution that identifies a list of projects that will be funded by Senate Bill 1 in the FY 24-25 budget and find the Council's action exempt from review under California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3), and that one of the circumstances in the CEQA Guideline
5. Adopt a City Council Policy Regarding Foreign Affairs

DISCUSSION ITEM

2. Authorize the City Manager to execute a contract with O'Grady Paving Inc. of the base bid and add alternative #1 for the 2024 Street Resurfacing Project in the amount of \$1,362,666.40, and authorize the City Manager to execute a change order not to exceed 15% (\$204,400) of the total contract amount on behalf of the City, and find the Council's action exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301(c), and that one of the circumstance in the CEQA Guideline

Lynette Lee Eng, Councilmember, explained why she requested to pull the item for further discussion.

Motion by Fligor and Second by Meadows to authorize the City Manager to execute a contract with O’Grady Paving Inc. of the base bid and add alternative #1 for the 2024 Street Resurfacing Project in the amount of \$1,362,666.40, and authorize the City Manager to execute a change order not to exceed 15% (\$204,400) of the total contract amount on behalf of the City, and find the Council’s action exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15301(c), and that none of the circumstance in the CEQA Guideline. **Motion carried 4-0-1 by roll call vote with Councilmember Lee Eng abstained.**

Lynette Lee Eng, Councilmember, requested a Friendly Amendment to ask O’Grady Paving, Inc. to not begin the Jardin Dr. paving project first and to allow for possible future change orders.

Neysa Fligor, Councilmember, rejected the Friendly Amendment.

This item was moved from the Consent Calendar.

PUBLIC HEARINGS

6. Introduce an Ordinance of the City Council of the City of Los Altos Adding Chapter 3.60 to Title 3 Revenue and Finance of the Los Altos Municipal Code Enacting Regulations for Development Impact and In-Lieu Fees and find that this Ordinance is exempt from environmental review pursuant to Section 15378(b)(4) and 15273(a)(1) and (a)(2) of the State Guidelines implementing the California Environmental Quality Act of 1970; and
Adopt a Resolution of the City Council of the City of Los Altos Adopting Development Impact and In-Lieu Fees Based on the Adopted Nexus Study and find that this Resolution is exempt from environmental review pursuant to Section 15378(b)(4) and 15273(a)(1) and (a)(2) of the State Guidelines implementing the California Environmental Quality Act of 1970

Nick Zornes, Assistant City Manager of Land Use, presented the report.

Jonathan D. Weinberg, Mayor, opened the Public Hearing.

The following members of the public spoke during the Public Hearing:

- Anne Paulson

Jonathan D. Weinberg, Mayor, closed the Public Hearing.

Motion by Dailey and Second by Fligor to adopt a Resolution of the City Council of the City of Los Altos Adopting Development Impact and In-Lieu Fees Based on the Adopted Nexus Study and find that this Resolution is exempt from environmental review pursuant to Section 15378(b)(4) and 15273(a)(1) and (a)(2) of the State Guidelines implementing the California Environmental Quality Act of 1970. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Dailey to continue the ordinance to a date certain of August 27, 2024. **Motion carried unanimously by roll call vote.**

The City Council took a recess at 9:27 p.m.
The City Council reconvened at 9:40 p.m.

7. Consideration of Modification Request of Approved Design Review Permit D22-0002 and Conditional Use Permit CUP22-0001 for the property located at 330 Distel Circle, Los Altos, CA. The Modification Request is to eliminate automated parking stackers in the parking facilities and balconies that face the interior courtyard from the approved project. This project has already been approved and consideration of this item is limited to the requested modification for the below market rate unit mix. The proposed project modification request is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment

Nick Zornes, Assistant City Manager of Land Use, presented the report.

Jonathan D. Weinberg, Mayor, opened the Public Hearing.

The following members of the public spoke during the Public Hearing:

- Anne Paulson
- Omar Dajani
- Alex Kobayashi
- Ellen Dolich
- Barbara Harriman
- Daphne Ross
- Pierre Bedard
- Jon Baer

Jonathan D. Weinberg, Mayor, closed the Public Hearing.

Motion by Dailey and Second by Meadows to approve Modification Request of Approved Design Review Permit D22-0002 and Conditional Use Permit CUP22-0001 for the property located at 330 Distel Circle, Los Altos, CA to eliminate automated parking stackers in the parking facilities and balconies that face the interior courtyard from the approved project and find that this project is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment. **Motion carried 3-2 by roll call vote with Councilmembers Fligor and Lee Eng opposed.**

DISCUSSION ITEMS

8. Introduce an Ordinance of the City Council of the City of Los Altos Repealing in its Entirety the Traffic Impact Fee Ordinance, Chapter 3.48 of the Los Altos Municipal Code and find that this Ordinance is exempt from environmental review pursuant to Section 15378(b)(4) and 15273(a)(1) and (a)(2) of the State Guidelines implementing the California Environmental Quality Act of 1970; and Introduce an Ordinance of the City Council of the City of Los Altos Amending Chapter 3.49 to Title 3 Revenue and Finance of the Los Altos Municipal Code for Affordable

Housing Fees and find that this Ordinance is exempt from environmental review pursuant to Section 15378(b)(4) and 15273(a)(1) and (a)(2) of the State Guidelines implementing the California Environmental Quality Act of 1970

Motion by Weinberg and Second by Dailey to continue the item to the regular meeting of August 27, 2024. **Motion carried unanimously by roll call vote.**

9. Review and authorize the City Manager to Issue Request for Proposals for Design Services for Los Altos Main Library Improvements

Anthony Carnesecca, Assistant to the City Manager, presented the report.

There were no speakers for the item.

Motion by Meadows and Second by Dailey to authorize the City Manager to issue a Request for Proposals for Design Services for Los Altos Main Library Improvements. **Motion carried unanimously by roll call vote.**

10. Weed Abatement-City Participation in County Program

Edgar Nolasco, CEPA Director and Moe Kumre, Weed Abatement Manager with Santa Clara County, presented the report.

The following member of the public spoke regarding the item:

- Eric Steinle

Motion by Lee Eng and Second by Meadows to provide authorization to City Manager to enter into an agreement for program participation in the County of Santa Clara Weed Abatement Program. **Motion carried unanimously by roll call vote.**

The City Council took a recess at 12:10 a.m.

The City Council reconvened at 12:19 a.m.

11. Discuss and provide direction to staff on how to move forward with the repairs and maintenance of the three City of Los Altos owned properties that public safety occupies

Manny Hernandez, Parks & Recreation Director, presented the report.

There were no speakers regarding the item.

Discussion item only. No motion taken.

12. Discuss and Provide Direction Regarding a Potential Childcare Subsidy Program

Neysa Fligor, Councilmember, presented the item for Council discussion.

There were no speakers regarding the item.

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Motion by Fligor and Second by Weinberg to direct staff to bring the item back to a future meeting date to recommend a Subcommittee formation of Councilmember Fligor and Mayor Weinberg to research the topic further. **Motion carried 4-0-1 by roll call vote with Councilmember Meadows abstained.**

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

- 13. Tentative Council Calendar and Housing Element Update Implementation Calendar
- 14. Receive the FY24-25 Operating & FY24-29 Capital Improvement and Major Maintenance Program Budget Book

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Lynette Lee Eng, Councilmember** – Requested future agenda items:
 - Parking Permit Program (*Supported by Fligor and Meadows*)

ADJOURNMENT – The regular meeting adjourned at 1:13 a.m. on July 26, 2024

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of July 9, 2024.

Jonathan D. Weinberg
Mayor

Melissa Thurman, MMC
City Clerk

The June 25, 2024 City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

The City of Los Altos does not own or operate YouTube. The video referenced on these minutes were live at the time the minutes were published.



City Council Agenda Report

Meeting Date: July 09, 2024
Prepared By: Scott Gerdes
Approved By: Gabe Engeland

Subject: Adopt a Resolution entering into a Side Letter Agreement with the Los Altos Peace Officer Association

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Staff recommends the City Council adopt a Resolution entering into a Side Letter Agreement with the Los Altos Peace Officer Association to comply with California Code of Regulations, title 2, Section 571 (b)(1)(A) and California Code of Regulations, title 2, section 571.1 (a)(4) rules for identifying and defining special compensation.

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

This action does not qualify as a “Project” as defined in California Government Code Section 15378(b) of the Guidelines for California Environmental Quality Act (CEQA).

PREVIOUS COUNCIL CONSIDERATION

April 25, 2023 – Adoption of Memorandum of Understanding (MOU) between City of Los Altos & Los Altos Police Officer Association (LAPOA) for a five-year agreement between March 2023 – June 30, 2028

DISCUSSION/ANALYSIS

In April 2023, Human Resources staff reached out to CalPERS Memorandum of Understanding review team to ensure that the items of special compensation being proposed in POA’s successor MOU complied with CalPERS specifications for special compensation.

In May 2023, CalPERS informed HR staff that special compensation pertaining to Hostage Negotiation, Tactical Response & SWAT was not reportable as special compensation pursuant to CCR 571 and 571.1.

For context, a number of other public agencies that contract with CalPERS for retirement benefits offer this type of special compensation as Hazard Pay and it is considered reportable as special compensation.

Following nearly a year of dialogue with CalPERS Audit and Compliance Resolution Unit, CalPERS confirmed that this revised language in the Side Letter Agreement is compliant.

ATTACHMENTS

1. City of Los Altos Resolution No. 2024-XX
2. Side Letter Agreement

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO
ADOPT THE SIDE LETTER WITH LOS ALTOS POLICE OFFICERS
ASSOCIATION**

WHEREAS, on April 25, 2023, City Council approved a five-year Memorandum of Understanding between the City of Los Altos and the Los Altos Police Officers Association (LAPOA) dated March 2023 – June 30, 2028; and

WHEREAS, representatives from the City and Los Altos Police Officers Association met and conferred in good faith to reach a Side Letter Agreement on May 22, 2024; and

WHEREAS, in June 2024, LAPOA members completed voting and successfully ratified the terms of the Side Letter Agreement; and

WHEREAS, representatives from the City and Los Altos Police Officers Association met and conferred in good faith to remove Section 13. Hostage, Tactical, SWAT Team Participation in its entirety and replaced with language added to Section 10. Special Assignment Pay and Section 11. Education Pay after Association; and

WHEREAS, the parties signed an agreement on June 24, 2024 and June 25, 2024; and

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

1. Approves the Side Letter Agreement with Los Altos Police Officers Association for the term of the side letter agreement from March 2023 through June 30, 2028 attached to this resolution as Exhibit A; and

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ____, 2024 by the following vote:

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

Jonathan Weinberg, MAYOR

Attest:

Melissa Thurman, CITY CLERK



1 North San Antonio Road
Los Altos, California 94022-3087

SIDE LETTER AGREEMENT #1

June 20, 2024

Brian Werner, POA President
Los Altos Peace Officers' Association
P.O. Box 1311
Los Altos, California 94023

Dear Mr. Werner,


Pursuant to the provisions of the Meyers-Millias-Brown Act ("MMBA"), this Side Letter Agreement ("Agreement") is entered into by and between the City of Los Altos (City) and the Los Altos Peace Officers' Association (POA) as an amendment to the Memorandum of Understanding ("MOU") effective March 27, 2023 through June 30, 2028.

POA and the City are collectively referred to herein as the "Parties" It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral and written, regarding the matters contained herein. Except as provided herein, all wages, hours and other terms and conditions of employment shall remain in full force and effect.

The Parties have met and conferred in good faith on May 22, 2024 concerning the terms and conditions of this Side Letter Agreement and its implementation and agree that Section 13. Hostage, Tactical, SWAT Team Participation shall be removed in its entirety and replaced with language added to Section 10. Special Assignment Pay and Section 11. Education Pay after Association ratification and subsequent Council approval of this Side Letter Agreement.

The Parties agree with the MOU updates as outlined in Appendix A.


For the City:


Gabriel Engeland (Jun 25, 2024 15:23 PDT)

Gabriel Engeland
City Manager

Jun 25, 2024
Date

For POA:


Brian Werner (Jun 24, 2024 10:28 PDT)

POA Representative

Jun 24, 2024
Date

SECTION 10. SPECIAL ASSIGNMENT PAY

The City will provide an additional percent of base pay to employees assigned to the following:

- 10.1 Canine Officer Premium. Employees who are routinely and consistently assigned to handle, train and board a canine shall receive a 5% of base pay as Special Assignment Premium.
- 10.2 Motorcycle Patrol Premium. Employees who are routinely and consistently assigned to operate and/or patrol on a motorcycle shall receive 5% of base pay as Special Assignment Premium.
- 10.3 Detective Division Premium. Employees who are routinely and consistently assigned to the detective or investigative division or the following intelligence duties: Santa Clara County Special Enforcement Team (SCCSET), School Resource Officer (SRO), Regional Auto Theft Task Force (RATTF) shall receive a 5% of base pay as Special Assignment Premium.
- 10.4 Administrative Officer Premium: Employees who are routinely and consistently assigned to provide support for the police chief and command staff in the operation of the police department shall receive a 5% of base pay as Special Assignment Premium.
- 10.5 Use of Force Instructor Premium: Effective the pay period including July 1, 2025, employees who are routinely and consistently assigned to be Use of Force Instructors (e.g., Firearms, TASER, Defensive Tactics) shall receive a 2% of base pay as Training Instructor premium. The Chief of Police or designee shall determine which positions are eligible to be Use of Force Instructors as well as the total number of instructors needed for effective operations.
- 10.6 Field Training Officer / Communications Training Officer: All full-time unit employees, except police Sergeants, designated as a training officer shall receive an additional five percent (5%) of base pay while acting in this capacity for each hour actually worked.
- 10.7 Hazard Premium: Effective the pay period including July 1, 2024, employees routinely and consistently assigned to the SWAT, Tactical Response, or Hostage Negotiation team will receive two percent (2%) of base pay. SWAT team, Tactical Response, and Hostage Negotiation team members shall be responsible for responding to crisis situations including situations involving explosive or other hazardous materials and perform hazardous activities to ensure public health and safety. This premium will be paid for all hours in paid status.

The Parties agree that to the extent permitted by law, special assignment pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(4) and 571.1(b)(3).

If the City or the Association learn that any of the pay items listed above may or will not be recognized as special compensation, the parties will reopen negotiations on the narrow and specific issue of providing the compensation associated with those premiums in a manner that complies with CalPERS reporting requirements.

10.6 Detective Standby: Effective the pay period including July 1, 2024, employees in the Detective Division that are placed in a Standby (or On-Call) status while off duty shall receive a \$200 incentive for each week they are designated as the Standby Detective.

SECTION 11. EDUCATIONAL PAY

The City will provide the following educational pay:

11.1 Peace Officer Standards and Training (POST) Certificate Pay
The City shall provide an additional five percent (5%) of base pay to employees who possess a POST Intermediate Certificate.

The City shall provide an additional two and one half percent (2.5%) of base pay to employees who possess an Advanced POST Certificate. This two and one-half percent (2.5%) shall be in addition to the five percent (5%) specified above.

The City shall provide an additional two and one-half percent (2.5%) of base pay to supervisory employees (Sergeants and Lead Dispatcher) who possess the Supervisory POST Certificate. This two and one-half percent (2.5%) shall be in addition to the seven and one-half percent (7.5%) specified above.

11.2 Education Pay for Crisis Intervention Training Pay and Anti-Bias Training Pay
Employees shall receive one percent (1%) of base pay for completing the Crisis Intervention Training Program (CIT).

Effective July 1, 2024, employees shall receive one percent (1%) of base pay for completing Anti-Bias Based Policing Training.

11.3 Tactical Dispatching Certificate Pay: Effective the pay period including July 1, 2024, all full-time Dispatchers who obtain and maintain their Tactical Dispatching certification shall receive an additional two percent (2%) of base pay. This premium will be paid for all hours in paid status.

11.4 Effective Date of Educational Pays
Educational incentive pay shall begin on the first full pay period after the employee has documentation to the Police Chief or designee that shows the requisite certificate(s), training and/or education has been attained. Each employee is singularly responsible for submitting all documentation to qualify for Educational Incentive Pay.

The Parties agree that to the extent permitted by law, educational pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(2) and 571.1(b)(2).

If the City or the Association learn that any of the pay items listed above may or will not be recognized as special compensation, the parties will reopen negotiations on the narrow and specific issue of providing the compensation associated with those premiums in a manner that complies with CalPERS reporting requirements.

SECTION 13. — HOSTAGE, TACTICAL, SWAT TEAM PARTICIPATION

~~Effective the pay period including July 1, 2023, all full-time unit employees designated as members of the City Hostage Negotiation, Tactical Response, or SWAT teams will receive an additional five percent (5%) of base pay while acting in this capacity for each hour actually worked, including training.~~

- ~~• Hostage Negotiation~~
- ~~• Tactical Response~~
- ~~• SWAT (Special Weapons And Tactics)~~
- ~~• Field Training Officer (Sergeants are not eligible).~~
- ~~• Communications Training Officer~~

~~Effective the pay period including July 1, 2024, in lieu of the five percent (5%) of base pay premium for each hour actually worked while acting in the capacity as a member of the Hostage Negotiation team, Tactical Response, or SWAT, employees designated as members to the SWAT or Hostage Negotiation team will receive two percent (2%) of base pay. This premium will be paid for all hours in paid status similar to other Special Assignment Pay premiums.~~

~~The Parties agree that to the extent permitted by law the premium pays set forth above qualify as special compensation under Title 2 CCR 571 and Title 2 CCR 571.1. In the event that the City or the Association learn that any of the pay items listed above may or will not be recognized as special compensation, the parties will reopen negotiations on the narrow and specific issue of providing the compensation associated with those premiums in a manner that complies with CalPERS reporting requirements.~~



City Council Agenda Report

Meeting Date: July 09, 2024
Prepared By: Scott Gerdes
Approved By: Gabe Engeland

Subject: Adopt a Resolution entering into a Side Letter Agreement with the Sanitary Truck Drivers and Helpers Union Local # 350

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Staff recommends the City Council adopt a Resolution entering into a Side Letter Agreement with the Sanitary Truck Drivers and Helpers Union Local # 350 to add clarifying language to Article 7. Pay Rates and Practices to address how a tie for the 6th peer city should be treated.

FISCAL IMPACT

There is no impact to the budget associated with the adoption of this Side Letter Agreement. Costs associated with this change have been included in the adopted FY 24-25 budget.

ENVIRONMENTAL REVIEW

This action does not qualify as a “Project” as defined in California Government Code Section 15378(b) of the Guidelines for California Environmental Quality Act (CEQA).

PREVIOUS COUNCIL CONSIDERATION

July 12, 2022 – Adoption of Memorandum of Understanding (MOU) between City of Los Altos & Sanitary Truck Drivers and Helpers Union Local # 350 for a five-year agreement between July 1, 2022 – June 30, 2027

DISCUSSION/ANALYSIS

As part of the MOU between City of Los Altos & Sanitary Truck Drivers and Helpers Union Local # 350 Article 7. PAY RATES AND PRACTICES, starting last fiscal year and annually thereafter, city staff is required to complete an analysis of the top 6 peer cities and conduct a market study to determine if salary range adjustments are necessary based on 50th percentile of our top 6 peer cities.

Each year, staff looks at several criteria to evaluate who our peer cities are e.g. Population, Budget, geographic proximity, number of full-time employees, etc. The peer cities for fiscal year 24-25 in order of likeness score were (1) Los Gatos, (2) Foster City, (3) Campbell (4) San Carlos, (5) Morgan Hill, (6) Belmont and East Palo Alto.

This year, there was a tie for the 6th slot for the top 6 peer cities between Belmont and East Palo Alto. In the market survey data originally sent to Teamsters, both Belmont and East Palo Alto were included in the analysis leading to 7 cities being included in the 50th percentile of the market calculations for Maintenance Worker I and Maintenance Leadworker.

Teamsters representatives raised concerns with this interpretation and resulting data. City representatives met and conferred in good faith with Teamsters representatives on June 7, 2024, to develop a Side Letter Agreement adding clarifying language to Article 7. PAY RATES AND PRACTICES of the MOU that if there is a tie between two or more cities for determining the top 6 peer cities, the city with the higher paying classification will be included in the market survey.

As a result of this change to the 6th peer city and a recalculation of the market survey, for fiscal year 2024-2025 incumbents in the classification of Maintenance Worker I will see an increased market adjustment of an additional 1.45% and Maintenance Leadworker will see an increased market adjustment of an additional 2.6%.

ATTACHMENTS

- 1. City of Los Altos Resolution No. 2024-XX
- 2. Side Letter Agreement

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO
ADOPT THE SIDE LETTER WITH SANITARY TRUCK DRIVERS AND
HELPERS UNION LOCAL #350**

WHEREAS, on July 12, 2022, City Council approved a five-year Memorandum of Understanding between the City of Los Altos and the Sanitary Truck Drivers and Helpers Union Local #350 dated July 1, 2022 – June 30, 2027; and

WHEREAS, representatives from the City and the Sanitary Truck Drivers and Helpers Union Local #350 met and conferred in good faith to reach a Side Letter Agreement on June 7, 2024; and

WHEREAS, representatives from the City and Sanitary Truck Drivers and Helpers Union Local #350 Association met and conferred in good faith to add clarifying language to Article 7. Pay Rates and Practices to address how a tie for the 6th peer city should be treated; and

WHEREAS, the parties signed an agreement on June 26, 2024; and

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

1. Approves the Side Letter Agreement with the Sanitary Truck Drivers and Helpers Union Local #350 Association for the term of the side letter agreement from July 1, 2022 – June 30, 2027, attached to this resolution as Appendix C; and

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ____, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jonathan Weinberg, MAYOR

Attest:

Melissa Thurman, CITY CLERK



1 North San Antonio Road
Los Altos, California 94022-3087

SIDE LETTER AGREEMENT #1

June 25, 2024

Juan Coca, Recording Secretary
Sanitary Truck Drivers and Helpers Union Local #350
295 89th St. Suite 304
Daly City, CA 94015

Dear Mr. Coca,


Pursuant to the provisions of the Meyers-Millias-Brown Act (“MMBA”), this Side Letter Agreement (“Agreement”) is entered into by and between the City of Los Altos (City) and the Sanitary Truck Drivers and Helpers Union Local #350 (“TEAMSTERS”) as an amendment to the Memorandum of Understanding (“MOU”) effective July 1, 2022 through June 30, 2027.

TEAMSTERS and the City are collectively referred to herein as the “Parties” It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral and written, regarding the matters contained herein. Except as provided herein, all wages, hours and other terms and conditions of employment shall remain in full force and effect.

The Parties have met and conferred in good faith on June 7, 2024 concerning the terms and conditions of this Side Letter Agreement and its implementation and agree to add clarifying language to Article 7. PAY RATES AND PRACTICES after Association signature and subsequent Council approval of this Side Letter Agreement.

The Parties agree with the MOU updates as outlined in Appendix C.

For the City:


Gabriel Engeland (Jun 26, 2024 12:46 PDT)

Gabriel Engeland
City Manager

Jun 26, 2024
Date

For Teamsters:


Juan Coca (Jun 26, 2024 10:57 PDT)

Juan Coca, Recording Secretary

Jun 26, 2024
Date

APPENDIX C

ARTICLE 7. PAY RATES AND PRACTICES

7.1 Salaries

Effective the pay period that included July 1 of each fiscal year that this agreement covers, represented classifications base salary will be adjusted as follows:

1. 7/1/22 5% across all classification.
2. 7/1/23 CPI then Market Adjustments (Minimum of 3%, Maximum of 3.5%)
3. 7/1/24 CPI then Market Adjustments (Minimum of 3%, Maximum of 3.5%)
4. 7/1/25 Market Range Adjustments (salary adjustment applied to classification)
5. 7/1/26 Market Range Adjustments (salary adjustment applied to classification)

The percentage increase above of 3% to 3.5 percent for the 7/1/23, 7/1/24 adjustments shall be referred to hereinafter as "minimum/maximum". The percentage increases above shall be based on the wage rate then in effect. For example, if the Index for 2023 as described below is 2.5 %, the wage increase applied to the July 1, 2023, classification schedule shall be of 3.0 %, plus the market rate adjustment increase described below for the applicable years. CPI adjustment shall be based on April 12-month Consumer Price Index for the San Francisco Bay Area set by the U.S. Bureau of Labor Statistics for the respective year.

Market Adjustment

Market adjustment shall be determined by taking the 50th percentile of the maximum annual pay rate of the peer cities equivalent classification. This calculated annual pay rate amount will be a % above or below the current maximum annual pay rate for the City of Los Altos' represented classification. If the City of Los Altos represented classification is below market, the classification will be adjusted by the calculated percentage necessary to bring the pay rate to the 50th percent of the market.

Market Range Adjustment

Similar to the above "Market Adjustment", except the percentage increase necessary to bring the pay rate to the 50th percent of the market shall not be automatically adjusted for the incumbent in the represented classification effective the pay period that includes July 1. Instead, the range for the classification shall be increased based on the 50th percentile of the maximum annual pay rate of the peer cities equivalent classification, The incumbent of the represented classification shall be eligible for a step increase based on merit, up to the new maximum for the classification, on their annual review date.

Peer Cities

The peer cities used for the determination of market adjustments shall be based on likeness to the City of Los Altos using the following factors (Population, number of Full-Time Equivalent positions, agency expenditures, expenditures per capita, and geographic proximity). On each comparable factory, a rank of 1, ~~or 0.5~~, or 0 shall be assigned (1 being line, 0 being unlike). The top 6 peer cities shall be used for market adjustments. [If two or more cities receive the same likeness score and there is a tie, for determination of the top 6 peer cities, the city with the higher paying comparable classification shall be used for](#)

| [determining market adjustments](#). If a peer city lacks a comparable classification, the next peer city with a comparable classification will be used.

Effective March 1, 2023, and every MOU year thereafter, the Union shall be provided with the list of the Peer Cities included in the comparable survey. List shall include the “likeness factors” described above.

Salaries for all represented classifications for year 2022-2023 are listed in Appendix A.



City Council Agenda Report

Meeting Date: July 09, 2024
Prepared By: Scott Gerdes
Approved By: Gabe Engeland

Subject: Adopt Resolution 2024-XX Approving an Updated Fiscal Year 2024/25 Pay Schedule.

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

To adopt resolution 2024-xx approving an updated fiscal year 2024/25 pay schedule to comply with California Public Employees’ Retirement System (CALPERS) statutory and regulatory requirements for compensation earnable and publicly available salary schedules.

FISCAL IMPACT

There is no impact to the budget associated with the adoption of this Pay Rate Schedule. Costs associated with this change have been included in the adopted FY 24-25 budget.

ENVIRONMENTAL REVIEW

This action does not qualify as a “Project” as defined in California Government Code Section 15378(b) of the Guidelines for California Environmental Quality Act (CEQA).

PREVIOUS COUNCIL CONSIDERATION

The June 11, 2024 Council Meeting for the adoption of FY24-25 budget.

DISCUSSION/ANALYSIS

This updated Fiscal Year 2024/25 pay rate schedule incorporates the following three recent updates:

1. A side letter agreement has been established between the City of Los Altos and Sanitary Truck Drivers and Helpers Union Local # 350. The side letter agreement is to add clarifying language to the Memorandum of Understanding (MOU) language, Article 7 Pay Rates and Practices.

The clarifying language will address how a tie for the 6th peer city should be treated. As

a result of this change a recalculation of the market survey, for fiscal year 2024-2025 the classification of Maintenance Worker I will see an increased market adjustment of an additional 1.45% and the Maintenance Leadworker classification will have an increased market adjustment of an additional 2.6%.

2. The classification of Senior Recreation Supervisor and Recreation Supervisor is updated to reflect the Fair Labor Standards Act (FLSA) exempt status. The classification of Senior Recreation Supervisor and Recreation Supervisor was reviewed to determine the eligibility to meet the work reflective of the FLSA exempt status.
3. The Sworn classifications of Police Sergeant, Police Corporal, and Police Officer salary ranges were updated due to administrative calculation errors to the initial FY 2024-25 pay rate schedule adopted on June 11, 2025. The employees in these classifications will see no change in their pay rate from the prior fiscal year in accordance with the Memorandum of Understanding between the City of Los Altos and the Los Altos Peace Officer Association.

ATTACHMENTS

1. Resolution No. 2024-XX
2. Updated FY 24-25 Pay Rate Schedule

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING AN UPDATED FISCAL YEAR 2024/25 PAY SCHEDULE TO COMPLY
WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)
STATUTORY AND REGULATORY REQUIREMENTS FOR COMPENSATION
EARNABLE AND PUBLICLY AVAILABLE PAY SCHEDULES**

WHEREAS, all employers must comply with the compensation earnable and publicly available pay schedules provisions contained within California Government Code (GC) section 20636(d) and California Code of Regulations (CCR) 570.5; and

WHEREAS, it is necessary for the City Council to review and duly approve and adopt in accordance with requirements of applicable public meetings laws a publicly available pay schedule; and

WHEREAS, attached to this resolution and incorporated by reference is the City's comprehensive pay schedule which will be made publicly available on the City's external website and provided upon request; and

WHEREAS, the City reviews and may revise employee compensation and pay schedule ranges; and

WHEREAS, the City benefits from a highly qualified, municipal workforce; and

WHEREAS, to assist in retaining such a workforce, it is critical that the City's compensation levels are competitive in the marketplace; and

WHEREAS, the City should adjust pay to reflect changes in the region's cost of living; and

WHEREAS, represented classifications are covered by current contracts which specify the amount of the pay adjustments in the fiscal year; and

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

1. Adjusts the Maintenance Worker I and Maintenance Leadworker classifications pay range at the 50th percentile compared to market peers; and
2. Adjusts the classification of Senior Recreation Supervisor and Recreation Supervisor to FLSA-Exempt Classifications; and
3. Corrects the pay ranges for the classifications of Police Sergeant, Police Corporal, and Police Officer in accordance with the Memorandum of Understanding between the City of Los Altos and the Los Altos Peace Officer Association.
4. Adopts an Updated Fiscal Year 2024/25 Pay Schedule reflecting these adjustments effective the pay period that includes July 1, 2024.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Jonathan Weinberg, MAYOR

Attest:

Melissa Thurman, CITY CLERK

City Manager: N/A
Unrepresented Department Heads: 3.8% COLA & Market Range Adjustment to Individual Classifications effective 06/23/24
Unrepresented Management: 3.8% COLA & Market Range Adjustment to Individual Classifications effective 06/23/24
Unrepresented Confidential: 3.8% COLA & Market Range Adjustments to Individual Classifications increase effective 06/23/24

LAMEA: 3.8% COLA increase effective 06/23/24
POA: N/A
Teamsters: 3.5% increase and Market Adjustments to Individual Classifications effective 06/23/24

(M) Market Adjustment
 (R) Market Range Adjustment

City of Los Altos - Full Time Salary Schedule FY 24/25
Resolution 2024-XX

<i>Unrep. Department Head Classifications</i>	<i>FLSA Status</i>	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
City Manager	Exempt					\$10,945.96					\$23,716.25					\$284,595.00
Assistant City Manager (R)	Exempt	\$8,986.24		Open Range		\$10,922.77	\$19,470.19		Open Range		\$23,666.01	\$233,642.24		Open Range		\$283,992.14
Police Chief (R)	Exempt	\$8,986.24		Open Range		\$10,922.77	\$19,470.19		Open Range		\$23,666.01	\$233,642.24		Open Range		\$283,992.14
Public Works Director (R)	Exempt	\$8,509.13		Open Range		\$10,342.85	\$18,436.45		Open Range		\$22,409.50	\$221,237.38		Open Range		\$268,914.04
Development Services Director (R)	Exempt	\$8,127.62		Open Range		\$9,879.12	\$17,609.84		Open Range		\$21,404.76	\$211,318.12		Open Range		\$256,857.17
Parks, Recreation, & Community Svcs. Director (R)	Exempt	\$8,127.62		Open Range		\$9,879.12	\$17,609.84		Open Range		\$21,404.76	\$211,318.12		Open Range		\$256,857.17
Finance Director (R)	Exempt	\$8,125.10		Open Range		\$9,876.06	\$17,604.38		Open Range		\$21,398.12	\$211,252.52		Open Range		\$256,777.43
Human Resources Director	Exempt	\$7,690.04		Open Range		\$9,347.25	\$16,661.76		Open Range		\$20,252.37	\$199,941.16		Open Range		\$243,028.49

<i>Unrep. Management Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Deputy City Manager (R)	Exempt	\$7,357.83		Open Range		\$8,943.49	\$15,941.97		Open Range		\$19,377.56	\$191,303.58		Open Range		\$232,530.70
Deputy Director (R)	Exempt	\$7,210.67		Open Range		\$8,764.62	\$15,623.13		Open Range		\$18,990.01	\$187,477.51		Open Range		\$227,880.08
Police Captain	Exempt	\$7,195.11		Open Range		\$8,745.70	\$15,589.41		Open Range		\$18,949.03	\$187,072.92		Open Range		\$227,388.31
Capital Improvement Projects Manager	Exempt	\$6,848.41		Open Range		\$8,324.29	\$14,838.23		Open Range		\$18,035.96	\$178,058.70		Open Range		\$216,431.46
City Engineer	Exempt	\$6,848.41		Open Range		\$8,324.29	\$14,838.23		Open Range		\$18,035.96	\$178,058.70		Open Range		\$216,431.46
Financial Services Manager	Exempt	\$6,518.42		Open Range		\$7,923.18	\$14,123.24		Open Range		\$17,166.88	\$169,478.84		Open Range		\$206,002.58
Information Technology Manager	Exempt	\$6,518.42		Open Range		\$7,923.18	\$14,123.24		Open Range		\$17,166.88	\$169,478.84		Open Range		\$206,002.58
Human Resources Manager	Exempt	\$6,518.42		Open Range		\$7,923.18	\$14,123.24		Open Range		\$17,166.88	\$169,478.84		Open Range		\$206,002.58
Building Official	Exempt	\$6,053.00		Open Range		\$7,357.46	\$13,114.83		Open Range		\$15,941.16	\$157,377.95		Open Range		\$191,293.88
Development Services Manager	Exempt	\$6,053.00		Open Range		\$7,357.46	\$13,114.83		Open Range		\$15,941.16	\$157,377.95		Open Range		\$191,293.88
Planning Services Manager	Exempt	\$6,053.00		Open Range		\$7,357.46	\$13,114.83		Open Range		\$15,941.16	\$157,377.95		Open Range		\$191,293.88
Transportation Services Manager	Exempt	\$6,053.00		Open Range		\$7,357.46	\$13,114.83		Open Range		\$15,941.16	\$157,377.95		Open Range		\$191,293.88
Maintenance Superintendent (R)	Exempt	\$5,995.95		Open Range		\$7,288.11	\$12,991.23		Open Range		\$15,790.92	\$155,894.70		Open Range		\$189,490.98
City Clerk (R)	Exempt	\$5,995.93		Open Range		\$7,288.09	\$12,991.18		Open Range		\$15,790.86	\$155,894.18		Open Range		\$189,490.35
Assistant to the City Manager	Exempt	\$5,711.63		Open Range		\$6,942.52	\$12,375.19		Open Range		\$15,042.12	\$148,502.28		Open Range		\$180,505.45
Project Manager	Exempt	\$5,620.81		Open Range		\$6,832.13	\$12,178.42		Open Range		\$14,802.95	\$146,141.07		Open Range		\$177,635.38
Recreation Manager (R)	Exempt	\$5,407.59		Open Range		\$6,572.96	\$11,716.45		Open Range		\$14,241.41	\$140,597.34		Open Range		\$170,896.95
Public Information Officer	Exempt	\$5,222.93		Open Range		\$6,348.51	\$11,316.36		Open Range		\$13,755.10	\$135,796.27		Open Range		\$165,061.22

<i>Unrep. Confidential Classifications</i>	<i>FLSA Status</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Accountant	Exempt	\$4,631.42	\$4,862.99	\$5,106.14	\$5,361.45	\$5,629.52	\$10,034.75	\$10,536.49	\$11,063.31	\$11,616.48	\$12,197.30	\$120,417.00	\$126,437.85	\$132,759.75	\$139,397.73	\$146,367.62
Senior Human Resources Analyst	Exempt	\$4,631.42	\$4,862.99	\$5,106.14	\$5,361.45	\$5,629.52	\$10,034.75	\$10,536.49	\$11,063.31	\$11,616.48	\$12,197.30	\$120,417.00	\$126,437.85	\$132,759.75	\$139,397.73	\$146,367.62
Management Analyst II	Exempt	\$4,518.46	\$4,744.38	\$4,981.60	\$5,230.68	\$5,492.22	\$9,790.00	\$10,279.50	\$10,793.48	\$11,333.15	\$11,899.81	\$117,480.00	\$123,354.00	\$129,521.70	\$135,997.79	\$142,797.68
Human Resources Analyst II	Exempt	\$4,408.26	\$4,628.67	\$4,860.10	\$5,103.11	\$5,358.26	\$9,551.22	\$10,028.78	\$10,530.22	\$11,056.73	\$11,609.57	\$114,614.64	\$120,345.37	\$126,362.64	\$132,680.77	\$139,314.81
Human Resources Analyst I	Exempt	\$4,300.74	\$4,515.77	\$4,741.56	\$4,978.64	\$5,227.57	\$9,318.26	\$9,784.18	\$10,273.39	\$10,787.05	\$11,326.41	\$111,819.16	\$117,410.12	\$123,280.62	\$129,444.65	\$135,916.89
Management Analyst I (R)	Exempt	\$4,287.80	\$4,502.19	\$4,727.30	\$4,963.66	\$5,211.84	\$9,290.23	\$9,754.74	\$10,242.48	\$10,754.60	\$11,292.33	\$111,482.73	\$117,056.87	\$122,909.71	\$129,055.20	\$135,507.96
Confidential Executive Assistant (R)	Non-Exempt	\$3,658.66	\$3,841.59	\$4,033.67	\$4,235.35	\$4,447.12	\$7,927.09	\$8,323.44	\$8,739.62	\$9,176.60	\$9,635.43	\$95,125.08	\$99,881.33	\$104,875.40	\$110,119.17	\$115,625.13
Human Resources Technician	Non-Exempt	\$3,529.82	\$3,706.31	\$3,891.62	\$4,086.20	\$4,290.51	\$7,647.93	\$8,030.33	\$8,431.85	\$8,853.44	\$9,296.11	\$91,775.19	\$96,363.95	\$101,182.15	\$106,241.26	\$111,553.32
Deputy City Clerk	Exempt	\$3,433.98	\$3,605.68	\$3,785.96	\$3,975.26	\$4,174.02	\$7,440.29	\$7,812.30	\$8,202.92	\$8,613.06	\$9,043.72	\$89,283.45	\$93,747.62	\$98,435.00	\$103,356.75	\$108,524.59

LAMEA: 3.8% COLA increase effective 06/23/24

City of Los Altos - Full Time Salary Schedule FY 24/25
 Resolution 2024-XX

		Biweekly					Monthly					Annual				
LAMEA Classifications	FLSA Status	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Engineer	Exempt	\$5,598.15	\$5,878.06	\$6,171.97	\$6,480.56	\$6,804.59	\$12,129.33	\$12,735.80	\$13,372.59	\$14,041.22	\$14,743.28	\$145,552.01	\$152,829.61	\$160,471.09	\$168,494.65	\$176,919.38
Senior Planner	Exempt	\$5,468.74	\$5,742.18	\$6,029.28	\$6,330.75	\$6,647.29	\$11,848.93	\$12,441.38	\$13,063.45	\$13,716.62	\$14,402.45	\$142,187.20	\$149,296.56	\$156,761.39	\$164,599.46	\$172,829.44
Senior Network Systems Administrator	Exempt	\$5,245.22	\$5,507.48	\$5,782.85	\$6,072.00	\$6,375.60	\$11,364.64	\$11,932.87	\$12,529.52	\$13,155.99	\$13,813.79	\$136,375.70	\$143,194.48	\$150,354.21	\$157,871.92	\$165,765.51
Information Technology Analyst II	Exempt	\$4,995.45	\$5,245.22	\$5,507.48	\$5,782.85	\$6,072.00	\$10,823.47	\$11,364.64	\$11,932.87	\$12,529.52	\$13,155.99	\$129,881.62	\$136,375.70	\$143,194.48	\$150,354.21	\$157,871.92
Network Systems Administrator	Exempt	\$4,995.45	\$5,245.22	\$5,507.48	\$5,782.85	\$6,072.00	\$10,823.47	\$11,364.64	\$11,932.87	\$12,529.52	\$13,155.99	\$129,881.62	\$136,375.70	\$143,194.48	\$150,354.21	\$157,871.92
Associate Civil Engineer	Non-Exempt	\$4,885.75	\$5,130.04	\$5,386.54	\$5,655.87	\$5,938.66	\$10,585.80	\$11,115.08	\$11,670.84	\$12,254.38	\$12,867.10	\$127,029.54	\$133,381.02	\$140,050.07	\$147,052.57	\$154,405.20
Information Technology Analyst I	Exempt	\$4,757.57	\$4,995.45	\$5,245.22	\$5,507.48	\$5,782.85	\$10,308.06	\$10,823.47	\$11,364.64	\$11,932.87	\$12,529.52	\$123,696.78	\$129,881.62	\$136,375.70	\$143,194.48	\$150,354.21
Associate Planner	Non-Exempt	\$4,614.59	\$4,845.32	\$5,087.59	\$5,341.97	\$5,609.07	\$9,998.29	\$10,498.20	\$11,023.11	\$11,574.27	\$12,152.98	\$119,979.47	\$125,978.44	\$132,277.36	\$138,891.23	\$145,835.79
Senior Building Inspector	Exempt	\$4,551.74	\$4,779.32	\$5,018.29	\$5,269.20	\$5,532.66	\$9,862.09	\$10,355.20	\$10,872.96	\$11,416.61	\$11,987.44	\$118,345.13	\$124,262.39	\$130,475.51	\$136,999.28	\$143,849.25
Assistant Civil Engineer	Non-Exempt	\$4,318.79	\$4,534.73	\$4,761.46	\$4,999.54	\$5,249.51	\$9,357.37	\$9,825.24	\$10,316.50	\$10,832.33	\$11,373.95	\$112,288.47	\$117,902.90	\$123,798.04	\$129,987.95	\$136,487.34
Accountant	Non-Exempt	\$4,277.06	\$4,490.91	\$4,715.46	\$4,951.23	\$5,198.80	\$9,266.97	\$9,730.32	\$10,216.83	\$10,727.67	\$11,264.06	\$111,203.61	\$116,763.79	\$122,601.98	\$128,732.08	\$135,168.68
Administrative Officer	Exempt	\$4,277.06	\$4,490.91	\$4,715.46	\$4,951.23	\$5,198.80	\$9,266.97	\$9,730.32	\$10,216.83	\$10,727.67	\$11,264.06	\$111,203.61	\$116,763.79	\$122,601.98	\$128,732.08	\$135,168.68
Senior Recreation Supervisor	Exempt	\$4,271.95	\$4,485.55	\$4,709.83	\$4,945.32	\$5,192.58	\$9,255.89	\$9,718.69	\$10,204.62	\$10,714.85	\$11,250.60	\$111,070.73	\$116,624.27	\$122,455.48	\$128,578.26	\$135,007.17
Maintenance Supervisor	Non-Exempt	\$4,189.37	\$4,398.84	\$4,618.78	\$4,849.72	\$5,092.21	\$9,076.97	\$9,530.82	\$10,007.36	\$10,507.73	\$11,033.12	\$108,923.67	\$114,369.85	\$120,088.34	\$126,092.76	\$132,397.40
Emergency Response Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Economic Development Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Sustainability Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Public Information Coordinator	Non-Exempt	\$4,188.14	\$4,397.55	\$4,617.42	\$4,848.29	\$5,090.71	\$9,074.30	\$9,528.02	\$10,004.42	\$10,504.64	\$11,029.87	\$108,891.62	\$114,336.20	\$120,053.01	\$126,055.66	\$132,358.45
Assistant Planner	Non-Exempt	\$4,177.05	\$4,385.90	\$4,605.19	\$4,835.45	\$5,077.23	\$9,050.27	\$9,502.78	\$9,977.92	\$10,476.82	\$11,000.66	\$108,603.21	\$114,033.37	\$119,735.04	\$125,721.79	\$132,007.88
Building Inspector	Non-Exempt	\$4,117.88	\$4,323.78	\$4,539.97	\$4,766.97	\$5,005.31	\$8,922.08	\$9,368.19	\$9,836.60	\$10,328.43	\$10,844.85	\$107,065.01	\$112,418.26	\$118,039.17	\$123,941.13	\$130,138.19
Recreation Supervisor	Exempt	\$4,063.65	\$4,266.84	\$4,480.18	\$4,704.19	\$4,939.40	\$8,804.58	\$9,244.81	\$9,707.05	\$10,192.41	\$10,702.03	\$105,654.99	\$110,937.74	\$116,484.63	\$122,308.86	\$128,424.31
GIS Technician	Non-Exempt	\$3,925.61	\$4,121.89	\$4,327.99	\$4,544.38	\$4,771.60	\$8,505.49	\$8,930.76	\$9,377.30	\$9,846.17	\$10,338.47	\$102,065.87	\$107,169.16	\$112,527.62	\$118,154.00	\$124,061.70
Junior Engineer	Non-Exempt	\$3,925.61	\$4,121.89	\$4,327.99	\$4,544.38	\$4,771.60	\$8,505.49	\$8,930.76	\$9,377.30	\$9,846.17	\$10,338.47	\$102,065.87	\$107,169.16	\$112,527.62	\$118,154.00	\$124,061.70
Police Records Supervisor	Non-Exempt	\$3,925.61	\$4,121.89	\$4,327.99	\$4,544.38	\$4,771.60	\$8,505.49	\$8,930.76	\$9,377.30	\$9,846.17	\$10,338.47	\$102,065.87	\$107,169.16	\$112,527.62	\$118,154.00	\$124,061.70
Construction Inspector	Non-Exempt	\$3,738.27	\$3,925.18	\$4,121.44	\$4,327.51	\$4,543.89	\$8,099.58	\$8,504.55	\$8,929.78	\$9,376.27	\$9,845.08	\$97,194.90	\$102,054.65	\$107,157.38	\$112,515.25	\$118,141.01
Engineering Technician	Non-Exempt	\$3,738.27	\$3,925.18	\$4,121.44	\$4,327.51	\$4,543.89	\$8,099.58	\$8,504.55	\$8,929.78	\$9,376.27	\$9,845.08	\$97,194.90	\$102,054.65	\$107,157.38	\$112,515.25	\$118,141.01
Information Technology Technician	Non-Exempt	\$3,612.55	\$3,793.17	\$3,982.83	\$4,181.98	\$4,391.07	\$7,827.19	\$8,218.55	\$8,629.47	\$9,060.95	\$9,513.99	\$93,926.23	\$98,622.54	\$103,553.67	\$108,731.36	\$114,167.92
Code Enforcement Officer	Non-Exempt	\$3,522.37	\$3,698.49	\$3,883.41	\$4,077.59	\$4,281.46	\$7,631.80	\$8,013.40	\$8,414.06	\$8,834.77	\$9,276.51	\$91,581.66	\$96,160.74	\$100,968.78	\$106,017.22	\$111,318.08
Accounting Technician II	Non-Exempt	\$3,399.32	\$3,569.29	\$3,747.75	\$3,935.14	\$4,131.89	\$7,365.19	\$7,733.45	\$8,120.12	\$8,526.13	\$8,952.44	\$88,382.31	\$92,801.43	\$97,441.50	\$102,313.57	\$107,429.25
Development Services Technician	Non-Exempt	\$3,308.11	\$3,473.52	\$3,647.19	\$3,829.55	\$4,021.03	\$7,167.58	\$7,525.96	\$7,902.25	\$8,297.37	\$8,712.23	\$86,010.92	\$90,311.47	\$94,827.04	\$99,568.39	\$104,546.81
Executive Assistant	Non-Exempt	\$3,208.28	\$3,368.69	\$3,537.13	\$3,713.98	\$3,899.68	\$6,951.27	\$7,298.83	\$7,663.77	\$8,046.96	\$8,449.31	\$83,415.21	\$87,585.97	\$91,965.27	\$96,563.53	\$101,391.71
Recreation Coordinator	Non-Exempt	\$3,086.26	\$3,240.57	\$3,402.60	\$3,572.73	\$3,751.36	\$6,686.89	\$7,021.23	\$7,372.30	\$7,740.91	\$8,127.96	\$80,242.68	\$84,254.81	\$88,467.55	\$92,890.93	\$97,535.48
Facilities Coordinator	Non-Exempt	\$3,086.26	\$3,240.57	\$3,402.60	\$3,572.73	\$3,751.36	\$6,686.89	\$7,021.23	\$7,372.30	\$7,740.91	\$8,127.96	\$80,242.68	\$84,254.81	\$88,467.55	\$92,890.93	\$97,535.48
Lead Records Specialist	Non-Exempt	\$2,995.05	\$3,144.80	\$3,302.04	\$3,467.14	\$3,640.50	\$6,489.27	\$6,813.74	\$7,154.42	\$7,512.15	\$7,887.75	\$77,871.29	\$81,764.85	\$85,853.10	\$90,145.75	\$94,653.04
Accounting Technician I	Non-Exempt	\$2,951.91	\$3,099.51	\$3,254.48	\$3,417.21	\$3,588.07	\$6,395.81	\$6,715.60	\$7,051.38	\$7,403.95	\$7,774.14	\$76,749.69	\$80,587.17	\$84,616.53	\$88,847.35	\$93,289.72
Records Specialist	Non-Exempt	\$2,720.20	\$2,856.20	\$2,999.02	\$3,148.97	\$3,306.41	\$5,893.76	\$6,188.44	\$6,497.87	\$6,822.76	\$7,163.90	\$70,725.08	\$74,261.33	\$77,974.40	\$81,873.12	\$85,966.77
Accounting Office Assistant	Non-Exempt	\$2,595.71	\$2,725.50	\$2,861.77	\$3,004.86	\$3,155.10	\$5,624.04	\$5,905.24	\$6,200.50	\$6,510.53	\$6,836.05	\$67,488.45	\$70,862.87	\$74,406.02	\$78,126.32	\$82,032.63
Office Assistant II	Non-Exempt	\$2,585.85	\$2,715.14	\$2,850.90	\$2,993.44	\$3,143.12	\$5,602.67	\$5,882.81	\$6,176.95	\$6,485.80	\$6,810.08	\$67,232.08	\$70,593.69	\$74,123.37	\$77,829.54	\$81,721.02
Office Assistant I	Non-Exempt	\$2,322.09	\$2,438.19	\$2,560.10	\$2,688.11	\$2,822.51	\$5,031.19	\$5,282.75	\$5,546.89	\$5,824.23	\$6,115.44	\$60,374.28	\$63,393.00	\$66,562.65	\$69,890.78	\$73,385.32

POA: N/A

City of Los Altos - Full Time Salary Schedule FY 24/25
Resolution 2024-XX

<i>POA Classifications</i>	<i>FLSA Status</i>	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Police Sergeant	Non-Exempt	\$5,471.13	\$5,744.68	\$6,031.92	\$6,333.51	\$6,650.19	\$11,854.11	\$12,446.81	\$13,069.15	\$13,722.61	\$14,408.74	\$142,249.29	\$149,361.75	\$156,829.84	\$164,671.33	\$172,904.90
Police Corporal	Non-Exempt	\$4,867.44	\$5,110.81	\$5,366.35	\$5,634.67	\$5,916.40	\$10,546.12	\$11,073.43	\$11,627.10	\$12,208.45	\$12,818.88	\$126,553.45	\$132,881.13	\$139,525.18	\$146,501.44	\$153,826.51
Communications Supervisor	Non-Exempt	\$4,758.17	\$4,996.08	\$5,245.88	\$5,508.18	\$5,783.59	\$10,309.37	\$10,824.84	\$11,366.08	\$11,934.39	\$12,531.11	\$123,712.48	\$129,898.10	\$136,393.01	\$143,212.66	\$150,373.29
Police Officer	Non-Exempt	\$4,636.17	\$4,867.97	\$5,111.37	\$5,366.94	\$5,635.29	\$10,045.03	\$10,547.28	\$11,074.64	\$11,628.37	\$12,209.79	\$120,540.32	\$126,567.33	\$132,895.70	\$139,540.48	\$146,517.51
Lead Communications Officer	Non-Exempt	\$4,531.59	\$4,758.17	\$4,996.08	\$5,245.88	\$5,508.18	\$9,818.45	\$10,309.37	\$10,824.84	\$11,366.08	\$11,934.39	\$117,821.41	\$123,712.48	\$129,898.10	\$136,393.01	\$143,212.66
Police Officer Trainee	Non-Exempt	\$4,414.38	\$4,635.10	\$4,866.85	\$5,110.20	\$5,365.71	\$9,564.49	\$10,042.71	\$10,544.85	\$11,072.09	\$11,625.70	\$114,773.87	\$120,512.56	\$126,538.19	\$132,865.10	\$139,508.35
Communications Officer	Non-Exempt	\$4,117.71	\$4,323.60	\$4,539.78	\$4,766.77	\$5,005.10	\$8,921.71	\$9,367.79	\$9,836.18	\$10,327.99	\$10,844.39	\$107,060.49	\$112,413.51	\$118,034.19	\$123,935.90	\$130,132.69
Crime Analyst*	Non-Exempt	\$3,943.64	\$4,140.82	\$4,347.86	\$4,565.26	\$4,793.52	\$8,544.55	\$8,971.78	\$9,420.37	\$9,891.39	\$10,385.96	\$102,534.64	\$107,661.37	\$113,044.44	\$118,696.66	\$124,631.50
Community Service Officer	Non-Exempt	\$3,242.41	\$3,404.53	\$3,574.76	\$3,753.50	\$3,941.17	\$7,025.23	\$7,376.49	\$7,745.31	\$8,132.58	\$8,539.21	\$84,302.71	\$88,517.84	\$92,943.73	\$97,590.92	\$102,470.47

Teamsters: 3.5% increase and Market Adjustments to Individual Classifications effective 06/23/24

City of Los Altos - Full Time Salary Schedule FY 24/25

Resolution 2024-XX

<i>Teamsters Classifications</i>	<i>FLSA Status</i>	Biweekly					Monthly					Annual				
		Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E
Senior Wastewater Maintenance Worker	Non-Exempt	\$3,843.09	Open Range			\$4,671.30	\$8,326.69	Open Range			\$10,121.14	\$99,920.28	Open Range			\$121,453.73
Equipment Mechanic II	Non-Exempt	\$3,660.08	\$3,843.09	\$4,035.24	\$4,237.00	\$4,448.85	\$7,930.18	\$8,326.69	\$8,743.02	\$9,180.18	\$9,639.18	\$95,162.17	\$99,920.28	\$104,916.29	\$110,162.11	\$115,670.21
Senior Maintenance Technician	Non-Exempt	\$3,660.08	\$3,843.09	\$4,035.24	\$4,237.00	\$4,448.85	\$7,930.18	\$8,326.69	\$8,743.02	\$9,180.18	\$9,639.18	\$95,162.17	\$99,920.28	\$104,916.29	\$110,162.11	\$115,670.21
Wastewater Maintenance Worker II	Non-Exempt	\$3,493.73	Open Range			\$4,246.65	\$7,569.74	Open Range			\$9,201.06	\$90,836.86	Open Range			\$110,412.77
Maintenance Leadworker (M)	Non-Exempt	\$3,413.76	\$3,584.44	\$3,763.67	\$3,951.85	\$4,149.44	\$7,396.47	\$7,766.30	\$8,154.61	\$8,562.34	\$8,990.46	\$88,757.67	\$93,195.55	\$97,855.33	\$102,748.10	\$107,885.50
Equipment Mechanic	Non-Exempt	\$3,327.35	\$3,493.72	\$3,668.40	\$3,851.82	\$4,044.41	\$7,209.26	\$7,569.72	\$7,948.20	\$8,345.61	\$8,762.90	\$86,511.07	\$90,836.62	\$95,378.45	\$100,147.37	\$105,154.74
Maintenance Technician	Non-Exempt	\$3,327.35	\$3,493.72	\$3,668.40	\$3,851.82	\$4,044.41	\$7,209.26	\$7,569.72	\$7,948.20	\$8,345.61	\$8,762.90	\$86,511.07	\$90,836.62	\$95,378.45	\$100,147.37	\$105,154.74
Wastewater Maintenance Worker I	Non-Exempt	\$3,169.78	Open Range			\$3,852.88	\$6,867.85	Open Range			\$8,347.92	\$82,414.22	Open Range			\$100,175.00
Maintenance Worker II	Non-Exempt	\$3,018.84	\$3,169.78	\$3,328.27	\$3,494.68	\$3,669.41	\$6,540.81	\$6,867.85	\$7,211.24	\$7,571.81	\$7,950.40	\$78,489.73	\$82,414.22	\$86,534.93	\$90,861.68	\$95,404.76
Maintenance Worker I (M)	Non-Exempt	\$2,738.06	\$2,874.97	\$3,018.71	\$3,169.65	\$3,328.13	\$5,932.47	\$6,229.09	\$6,540.55	\$6,867.57	\$7,210.95	\$71,189.63	\$74,749.12	\$78,486.57	\$82,410.90	\$86,531.44

Minimum Wage Increase: \$17.75 effective 01/01/24

Part-Time Classifications: Market Range Adjustment to Individual Classifications, effective 06/23/24

(R) Market Range Adjustment

City of Los Altos - Part-Time Hourly Rate Schedule FY 24/25

Resolution 2024-XX

<i>Part-Time Classifications Title</i>	<i>FLSA Status</i>	<i>Employment Status</i>	<i>Rate Type</i>	<i>Min</i>	<i>Max</i>
Project Manager (R)	Non-Exempt	Part-Time	Hourly	\$42.50	\$85.40
Network Engineer (R)	Non-Exempt	Part-Time	Hourly	\$53.90	\$75.90
Public Safety Specialist - Dispatch	Non-Exempt	Part-Time	Hourly	\$61.77	\$75.08
Police Officer (Reserve) - Level I (R)	Non-Exempt	Part-Time	Hourly	\$67.00	\$67.00
Emergency Preparedness Coordinator (R)	Non-Exempt	Part-Time	Hourly	\$52.35	\$63.63
IT Technician (R)	Non-Exempt	Part-Time	Hourly	\$45.16	\$54.89
Parking Enforcement Officer (R)	Non-Exempt	Part-Time	Hourly	\$44.03	\$53.52
Property & Evidence CSO	Non-Exempt	Part-Time	Hourly	\$43.12	\$52.41
Department Support Specialist (R)	Non-Exempt	Part-Time	Hourly	\$36.00	\$46.00
Project Coordinator (R)	Non-Exempt	Part-Time	Hourly	\$32.32	\$44.85
Public Safety Specialist - Records (R)	Non-Exempt	Part-Time	Hourly	\$34.00	\$41.33
Clerical Assistant II (R)	Non-Exempt	Part-Time	Hourly	\$27.50	\$35.00
Preschool Teacher III (R)	Non-Exempt	Part-Time	Hourly	\$27.50	\$33.00
Recreation Specialist	Non-Exempt	Part-Time	Hourly	\$25.00	\$30.00
Maintenance Worker I (R)	Non-Exempt	Part-Time	Hourly	\$24.50	\$30.00
Intern (R)	Non-Exempt	Temporary	Hourly	\$18.00	\$30.00
Clerical Assistant I (R)	Non-Exempt	Part-Time	Hourly	\$20.00	\$29.50
Preschool Teacher II (R)	Non-Exempt	Temporary	Hourly	\$22.25	\$27.50
Summer Camp Director (R)	Non-Exempt	Seasonal	Hourly	\$20.00	\$23.00
Facility Attendant (R)	Non-Exempt	Part-Time	Hourly	\$17.75	\$22.75
Preschool Teacher I (R)	Non-Exempt	Temporary	Hourly	\$18.75	\$22.25
Recreation Leader	Non-Exempt	Seasonal	Hourly	\$17.75	\$21.50
Council Member	Non-Exempt	Part-Time	Stipend	Stipend \$300.00 / Month	
Police Officer (Reserve) - Level II	Non-Exempt	Per-Diem	Stipend	Stipend \$200.00 / Month	



City Council Agenda Report

Meeting Date: July 9, 2024

Initiated By: Staff

Prepared By: Public Works Department

Approved By: Gabe Engeland

Subject Project Acceptance: City Hall Council Chambers Audio/Visual Upgrade,
Project CD-01021

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Move to adopt Resolution No. 2024-__ accepting completion of the City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021; and authorize the Public Works Director to record a Notice of Completion as required by law, and find the action exempt from review under CEQA pursuant to CEQA guidelines Section 15300.2

FISCAL IMPACT

The project is funded by the Public Educational and Governmental Access Support Fees (PEG Fees) and Capital Improvement Fund (62) from FY20 to FY22; any remaining budget from the total available project funds will be returned to the general fund balance for future allocations.

The following table summarizes the final cost of this project.

Project Item	Project Budget	Final Cost
Design	\$92,450.00	\$92,450.00
Construction	\$1,055,170.09	\$1,071,135.60
Construction Inspection	\$16,447.50	\$16,447.50
Printing/Environmental Doc/Misc.	\$1,500.00	\$900.00
Total Cost	\$1,165,567.59	\$1,180,933.10
Total Available Project Funds	\$1,236,400.00	\$1,236,400.00

SUMMARY

- The city advertised the City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021, on June 8, 2020, on the City website and on the Town Crier on June 17, 2020, and on June 24, 2020.
- On July 2, 2020, the City received six (6) bids, and on July 7, 2020, the City opened the bids in a public virtual session due to the Shelter-in-Place order issued by the County of Santa Clara.
- The lowest responsive and responsible bidder was EIDIM Group, Inc. with the Total Base Bid in the amount of \$1,055,170.09.

BACKGROUND

The City Council approved the design of City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021, as part of the Fiscal Year 2017/18 Mid-year Budget Update. The project consisted of replacing outdated and obsolete technology related to the recording and/or broadcasting of Council and Commission meetings held in the Council Chambers. The project also triggered required ADA improvements for the Council Chambers.

On February 25, 2020, the City Council directed staff to finalize the design of the project and to proceed with soliciting bids for the construction of the project. On July 7, 2020, the City opened six (6) bids in a public virtual session due to the Shelter-in-Place order issued by the County of Santa Clara. On July 14, 2020, EIDIM Group, Inc. was awarded the total bid for Project CD-01021 in the amount of \$1,055,170.09.

On August 17, 2021, EIDIM declared a default, terminated the Contract Agreement with the City, and made a demand upon Western National Mutual Insurance Company (Surety) to complete the project. Surety executed a Contractor’s Bond for Faithful Performance and Contractor’s Bond for Labor and Materials in the penal sum of \$1,055,170.09 (“the Bond Penalty”) on behalf of EIDIM Group, Inc. (EIDIM). The surety then appointed Integra Construction Services, Inc. to perform the construction of the project pending items that EIDIM did not complete.

ENVIRONMENTAL REVIEW

The acceptance of the work is categorically exempt from review under California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(a) (Existing Facilities), in that the project consists of the interior and exterior alterations of existing facilities. Also, the project involves negligible or no expansion of existing or former uses, and none of the circumstances stated in CEQA Guidelines Section 15300.2 apply.

PREVIOUS COUNCIL CONSIDERATION

February 27, 2018; January 8, 2019; January 14, 2020; January 28, 2020; February 25, 2020, and July 14, 2020

DISCUSSION/ANALYSIS

Integra Construction Services, Inc. completed the construction for the City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021, per plans and specifications. This project consisted of the rehabilitation of the entire City Chambers, which included but was not limited to the replacement of the existing Audio/Visual (AV) system, the public benches, and the dais. The

highlight of the project was the installation of the ADA ramp and the ADA lift system, which was designed to meet the requirements of the American Disability Act.

The construction was completed by the end of November 2022. However, issues with the AV system occurred during City Council meetings. These issues included the following: audio feedback, microphone issues, and overall operation of the system. Staff worked with the designer, the contractor, its subcontractor, and third-party vendors to investigate and resolve these issues. The system is currently in operation, and staff considers construction complete per the contract documents and original project design. Additional changes to the AV system would not be considered in the contract, and staff may propose future work under separate efforts to further optimize the system.

Throughout the project construction duration, change orders were issued due to contractor-initiated value engineering proposals and unforeseen conditions. The change orders from value engineering proposals resulted in cost savings for the City and enhanced functionality in the Council Chambers. However, the change orders due to unforeseen conditions resulted in additional costs to the total contract, which brought the total final construction cost to \$1,071,135.60. The project construction cost savings, and additional project unspent amount from the total available project funds will be returned to the PEG Fund for future allocations.

ATTACHMENT

- 1. Resolution 2024-

RESOLUTION NO. 2024-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ACCEPTING COMPLETION OF AND DIRECTING THE ENVIRONMENTAL
SERVICES AND UTILITIES DIRECTOR TO FILE A NOTICE OF COMPLETION OF
THE CITY HALL COUNCIL CHAMBERS AUDIO/VISUAL UPGRADE,
PROJECT CD-01021**

WHEREAS, the City of Los Altos and EIDIM Group, Inc. originally entered into a contract agreement dated August 18, 2020; and

WHEREAS, EIDIM Group, Inc. declared a default and made a demand upon Western National Mutual Insurance Company (“Surety”) to complete the project; and

WHEREAS, Surety appointed Integra Construction Services, Inc. to perform the work to complete the project; and

WHEREAS, the Public Works Director has filed with the City Clerk of the City of Los Altos an Engineer’s Certificate as to the completion of all the work provided to be done under and pursuant to the contract between the City of Los Altos and Surety, dated August 17, 2021; and

WHEREAS, it appears to the satisfaction of this City Council that said work under the contract has been fully completed and done as provided in said contract, and the plans and specifications therein referred to.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby finds and authorizes the following:

1. The acceptance of completion of said work be, and it is hereby, made and ordered.
2. That the Public Works Director is directed to execute and file for record with the County Recorder of the County of Santa Clara, a notice of completion thereof, as required by law.
3. That the acceptance of the work is exempt from review under the California Environmental Quality Act (“CEQA”) under CEQA Guidelines Section 15301(a) for reasons stated in the staff report, and none of the circumstances described in CEQA Guidelines Section 15300.2 apply.
4. All remaining budget expenditures will be returned to the PEG Fund.

ATTACHMENT 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 9th day of July, 2024 by the following vote:

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

Jonathan D. Weinberg, MAYOR

Attest:

Melissa Thurman, MMC CITY CLERK



City Council Agenda Report

Meeting Date: July 9, 2024

Initiated By: Staff

Prepared By: Public Works Department

Approved By: Gabe Engeland

Subject Contract Award: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services
FY 2024-2025 Project

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Authorize the City Manager to execute a contract with C2R Engineering, Inc. of the Total Bid for the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025 Project in the amount of \$125,000.00 on behalf of the City, and find the action exempt from review under CEQA pursuant to CEQA guidelines Section 15301.

FISCAL IMPACT

The lowest responsible bid was \$108,700.00. However, repairs will be done on an as-needed basis and per the contract will have a not-to-exceed cost of \$125,00.00, as budgeted in FY 2024/25 budget.

- Breakdown of funds to be used:
 - o \$125,000.00 from the Sewer Fund account 8210-5280, per the approved sewer maintenance budget
- Amount already included in the approved budget: Y
- Amount above budget requested: 0

SUMMARY

- The city advertised the On-Call Spot Repairs and CCTV Inspection Services FY24-25 Project on April 17, 2024 on the City website and on the Town Crier on May 1, 2024 and May 8, 2024.
- On May 21, 2024, the City received five (5) of bids and opened in a public session.
- The lowest responsive and responsible bidder is C2R Engineering, Inc. with the Total Base Bid in the amount of \$108,700.00.

BACKGROUND

The City’s Sewer Maintenance Division in Public Works Department maintains a long list of sewer system deficiencies that require spot repairs. In order to make progress on those repairs and plan for emergency repairs, the City requested bids for On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services.

ENVIRONMENTAL REVIEW

The acceptance of the work is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use, and none of the circumstances stated in CEQA Guidelines Section 15300.2 applies.

PREVIOUS COUNCIL CONSIDERATION

None

DISCUSSION/ANALYSIS

On May 21, 2024, the City opened five bids for the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025. The bid results are included in Attachment 1.

It is recommended that the not-to-exceed \$125,000.00 contract be awarded to C2R Engineering, Inc., which was determined to be the apparent responsive bidder. C2R Engineering, Inc. has been in business since 2014 and has satisfactorily completed similar projects for the City of Los Altos, the City of Mountain View, the Town of Los Altos Hills, and other local agencies. C2R Engineering Inc. has previously completed On-Call Sanitary Sewer Spot Repairs and CCTV Inspections Services FY 2023-2024 for the City of Los Altos in a satisfactory and timely manner.

ATTACHMENTS

- 1. Resolution 2024-
- 2. Bid Summary for the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION
CONTRACT WITH C2R ENGINEERING, INC. FOR THE ON-CALL
SANITARY SEWER SPOT REPAIRS AND CCTV INSPECTION SERVICES
FY 2024-2025 IN AN AMOUNT NOT TO EXCEED \$125,000.00**

WHEREAS, the project, which consists of on-call repairs to the City’s sanitary sewer system on an as-needed basis as well as Closed Circuit Television (CCTV) inspection of various sizes of sanitary sewer pipes; and

WHEREAS, C2R Engineering, Inc. was the lowest apparent responsible, responsive bidder for the Project; and

WHEREAS, the Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use, and none of the circumstances stated in CEQA Guidelines Section 15300.2 applies.

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

1. Resolution No. 2024-__, adopted on June 25, 2024, is hereby repealed in its entirety and replaced with Resolution No. 2024-__
2. Authorizes the City Manager to execute a Construction Contract in an amount not to exceed \$125,000 to perform the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025 Project.
3. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

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 9th day of July, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jonathan D. Weinberg, MAYOR

Attest:

Melissa Thurman, MMC CITY CLERK



**Public Works Department
One North San Antonio Road
Los Altos, California 94022-3087
Tel: (650) 947-2780
Fax (650) 947-2732**

BID RESULTS

Project Name:

On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services FY 2024-2025

Bid Opening Date:

April 25, 2024

CONTRACTOR	TOTAL BASE BID	TOTAL BID
C2R Engineering, Inc.	\$108,700.00	\$108,700.00
Smelly Mels Plumbing	\$114,600.00	\$114,600.00
Express Plumbing, Inc.	\$140,175.00	\$140,175.00
A3 Pipeline	\$208,560.00	\$208,560.00
Able Construction Group, Inc.	\$238,738.12	\$238,738.12



City Council Agenda Report

Meeting Date: July 9, 2024

Initiated By: Staff

Prepared By: Public Works Department

Approved By: Gabe Engeland

Subject: Contract Amendment: Amendment No. 2 with AIM Engineering Consultants, Inc. in the amount of \$16,200.

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Authorize the City Manager to execute Amendment No. 2 on behalf of the City with AIM Engineering Consultants, Inc. in the amount of \$16,200 for professional consulting services for various transportation engineering tasks for FY2023/24, which are exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c).

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

None

FISCAL IMPACT

The \$16,200 funds for Amendment No. 2 will be appropriated from the Capital Improvement and Major Maintenance Program, Annual Street Resurfacing, Project No. TS01001.

ENVIRONMENTAL REVIEW

Not applicable - Categorically Exempt pursuant to CEQA Section 15301(c). It can be seen with certainty that the contract amendment will not pose a significant effect on the physical environment, and none of the circumstances in CEQA Guidelines Section 15300.2 applies.

DISCUSSION/ANALYSIS

On November 13, 2023, the City of Los Altos entered into an agreement in the amount of \$50,000 with AIM Engineering Consultants, Inc. to provide professional consulting services for various transportation engineering tasks. AIM Engineering Consultants, Inc. provided training and support for new Transportation Division staff; attended in-person and virtual staff meetings; conducted site visits with staff for various locations in need of improvements; provided support and guidance to transportation electrical maintenance and repair with the City of Los Altos’

electrical consultant Bear Electrical; attended Complete Streets Commission (CSC) meetings and prepared the 2024 CSC Work Plan; and prepared concept plans for the Jardin Drive Redesign Project.

Amendment No. 1 was executed on January 30, 2024, in the amount of \$48,000 with AIM Engineering Consultants, Inc. to continue providing professional consulting services for various transportation engineering tasks. AIM Engineering Consultants, Inc. continued attending staff and Complete Street Commission/Community meetings; prepared new concept plans for Jardin Drive Redesign Project; attended meetings with staff to discuss projects with VTA, County of Santa Clara, and Caltrans; subcontracted Quality Counts, Inc. to provide traffic counts around Los Altos High School as requested by the community; provided transportation support for new development plan reviews; and provided service for design, drafting, and the Engineer’s cost estimate for the 2024 Annual Street Resurfacing Project.

However, this amount is not sufficient to cover the services for FY2023/24. Therefore, Amendment No. 2 is needed in the amount of \$16,200 to cover the budget shortfall for AIM Engineering Consultants, Inc.’s professional services through FY2023/24.

ATTACHMENT

- 1. Resolution 2024-____

RESOLUTION NO. 2024-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE AGREEMENT WITH AIM ENGINEERING CONSULTANTS, INC. IN THE AMOUNT OF \$16,200 FOR PROFESSIONAL CONSULTING SERVICES FOR VARIOUS TRANSPORTATION TASKS FOR FISCAL YEAR 2023-24

WHEREAS the City of Los Altos hired AIM Engineering Consultants, Inc. to provide professional consulting services for various transportation tasks; and

WHEREAS, AIM Engineering Consultants, Inc. was awarded a contract in the amount of \$50,000 on November 13, 2023, and awarded an Amendment No. 1 in the amount of \$48,000 on January 30, 2024; and

WHEREAS, Amendment No. 2 to AIM Engineering Consultants, Inc.’s contract will carry forth professional consulting services for FY23/24; and

WHEREAS, there are sufficient funds available in the Annual Street Resurfacing project budget.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes approval of Amendment No. 2 to the Agreement Between the City of Los Altos and AIM Engineering Consultants, Inc. for professional consulting services for various transportation tasks; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and empowered to execute in the name of the City of Los Altos Amendment No. 2 to the Agreement Between the City of Los Altos and with AIM Engineering Consultants, Inc. to include additional work described below:

The \$16,200 funds for Amendment No. 2 will be appropriated from the Capital Improvement and Major Maintenance Program, Annual Street Resurfacing, Project No, TS01001.

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 9th day of July, 2024 by the following vote:

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

Jonathan D. Weinberg, MAYOR

Attest:

Melissa Thurman, MMC,
CITY CLERK



City Council Agenda Report

Meeting Date: July 9, 2024

Prepared By: Melissa Thurman, City Clerk

Approved By: Gabriel Engeland, City Manager

Subject: Approve the formation of a Subcommittee of the City Council for a potential Childcare Subsidy Program

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Approve the formation of a Subcommittee of the City Council for a potential Childcare Subsidy Program

FISCAL IMPACT

Not applicable.

ENVIRONMENTAL REVIEW

Not applicable.

PREVIOUS COUNCIL CONSIDERATION

None

DISCUSSION/ANALYSIS

During the regular meeting of June 25, 2024 City Council meeting, Councilmember Neysa Fligor requested a Council Subcommittee to research a potential Childcare Subsidy Program. Councilmember Fligor requested that the subcommittee consist of herself and Mayor Jonathan D. Weinberg.

Upon completion of the research and potential program creation, this subcommittee will be disbanded.



City Council Agenda Report

Meeting Date: July 9, 2024

Initiated By: Staff

Prepared By: Grant Gabler

Approved By: Manny A. Hernandez

Subject: Maintenance Services Agreement Award: On-Call City-wide Tree Maintenance Services

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Authorize the City Manager to execute an agreement with West Coast Arborists, Inc. in the amount not to exceed \$110,000 annually for On-Call City-wide Tree Maintenance Services and tree evaluations.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

Does City Council want to continue to utilize an on-call tree maintenance contractor to help City Maintenance staff with tree care on city-responsible trees?

FISCAL IMPACT

The following action will not exceed \$110,000 per year and is currently included in the 2024/25 Parks & Recreation operation budget.

ENVIRONMENTAL REVIEW

Categorically exempt pursuant to CEQA Section 15301: Class 1 (b) “existing facilities”

PREVIOUS COUNCIL CONSIDERATION

Not Applicable

DISCUSSION/ANALYSIS

The City’s Parks & Recreation Department is responsible for maintaining all City-owned trees in Los Altos. The Parks Division tree crew has a large number of trees to evaluate and maintain City-Wide. Contracted tree services allow the maintenance staff to properly maintain all city trees in addition to having access to arborist and urgent response services that the department may not have the in-house ability to do.

A Request for Proposal (RFP) for City-wide tree maintenance services was prepared and issued on May 20, 2024 with the goal of retaining a qualified company which could supplement the City's on-going tree evaluation and conduct tree maintenance work that is not currently performed by in-house staff due to equipment and staff limitations.

On June 13, 2024, six (6) proposals were received before the time due for the On-Call City-wide Tree Maintenance Services Request for Proposal (RFP). Each proposal was evaluated by an RFP Evaluation Committee for its responsiveness to the RFP and responsibility in providing the needs and requirements of the City. All six firms were deemed responsive.

The six firms were rated for their qualifications, project team, references and rates for services. The highest scoring firm was West Coast Arborists, Inc. West Coast Arborists has also worked with the City as the on-call tree maintenance contractor through the recent two agreements and has performed well.

ATTACHMENTS

- 1. Resolution

RESOLUTION NO. 2024-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT ON BEHALF OF THE CITY WITH WEST COAST ARBORISTS IN THE AMOUNT OF \$110,000 ANNUALLY FOR ON-CALL TREE MAINTENANCE SERVICES

WHEREAS, the City utilizes contract services for on-call maintenance of large trees city-wide; and

WHEREAS, proper tree maintenance is important for the health and safety of the trees and the public; and

WHEREAS, the West Coast Arborists has provided good quality tree maintenance services for the City of Los Altos under previous agreements; and

WHEREAS, on-call tree services are used to supplement in-house tree maintenance that may be limited due to equipment or staff limitations; and

WHEREAS, On June 13, 2024, six (6) proposals were received for the On-Call City-wide Tree Maintenance Services Request for Proposal (RFP) and West Coast Arborists was rated as the most qualified and best priced firm to provide these services.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the City Manager to execute an agreement, on behalf of the City, with West Coast Arborists for on-call tree maintenance services totaling \$110,000 annually for a full agreement term of up to 5 years.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ___, 2024 by the following vote:

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

Johnathan Weinberg, MAYOR

Attest:

Melissa Thurman, CITY CLERK



City Council Agenda Report

Meeting Date: July 9, 2024
Prepared By: Jon Maginot
Approved By: Gabriel Engeland

Subject: Revised FY 2024/25 Fee Schedule

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution correcting the FY 2024/25 Fee Schedule for two fees

FISCAL IMPACT

This action will have a minimal impact on the amount collected for the two fees as both fees will be set at a lower amount

ENVIRONMENTAL REVIEW

None

PREVIOUS COUNCIL CONSIDERATION

June 11, 2024

DISCUSSION/ANALYSIS

On June 11, 2024, the City Council adopted a resolution approving the FY 24/25 Fee Schedule as part of the budget process. Subsequent to this approval, it came to staff’s attention that two fees were incorrectly set too high and need to be corrected. These two fees are the Concealed Carry Weapon Permit which State law dictates can’t be more than \$25 annually and the Late Renewal/Unpermitted Alarm Response which can’t be more than double the fine amount.

The attached resolution updates these two fees.

ATTACHMENTS

- 1. Resolution No. 2024-xxx**

RESOLUTION NO. 2024-xxx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CORRECTING THE FY 2024/25 FEE SCHEDULE FOR TWO INCORRECTLY SET
FEES**

WHEREAS, on June 11, 2024, the City Council adopted a resolution setting the fees and charges to be collected in FY 2024/25; and

WHEREAS, two fees in said Fee Schedule were incorrectly set.

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

- 1. Correct the FY 2024/25 Fee Schedule for the following fees:

Fee	Adopted Fee	Corrected Fee
Alarm Permit Late Renewal/Unpermitted Alarm Response	\$90.50	\$87.00
Concealed Carry Weapon Permit Annual renewal	\$52.00 (was previously collected bi-annually)	\$25.00 (to be collected annually)

- 2. Determine that all other fees in the FY 2024/25 Fee Schedule remain the same

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

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

Jonathan D. Weinberg, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City Council Agenda Report

Meeting Date: July 9, 2024

Initiated By: Staff

Prepared By: Manny A. Hernandez

Approved By: Gabriel Engeland

Subject: Permanent Dog Park Preferred Plan Recommendation

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

City Council to receive the presentation on the Hillview Park permanent dog park conceptual design preferred plan and provide Staff with further direction, including action to move forward with construction documents and project schedule.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- Does City Council approve of the preferred dog park design?
- Does City Council approve of any or all of the recommended Government Center parking modifications?
- Does City Council wish for staff to move to the construction documents and construction phase of the permanent dog park?

FISCAL IMPACT

None currently. If directed by Council, staff will bring back actual costs of preparation of construction documents and construction for approval as part of the next step.

ENVIRONMENTAL REVIEW

Categorically Exempt pursuant to CEQA section 15301 – Existing Facilities consisting of the operation, or minor alteration of existing public structures and facilities involving negligible or no expansion of existing or former use.

PREVIOUS COUNCIL CONSIDERATION

None

DISCUSSION/ANALYSIS

At the February 28, 2023 regular meeting, City Council directed staff to begin the process of the permanent dog park design in the recommended location on the northwest end of the Hillview soccer field. The location of the permanent dog park will encompass the auxiliary parking lot and landscape area, west of the Bus Barn Theatre. The area includes 16 parking spaces and the former location of the Friends of the Library work shed including the adjacent landscape area.

On August 17, 2023, Verde Design entered into an agreement with the City to create a conceptual design for a permanent dog park at Hillview Park through a community outreach process. The conceptual design and community outreach process included several components. Below is a list of what was done as part of the agreement with Verde Design.

- Staff/Consultant meetings
- Topical survey
- Underground utility review
- Design project scheduling
- Community meetings
- Online surveys
- Design alternatives
- Construction estimates
- PARC meeting presentation of materials

At the June 18, 2024 Parks, Arts, Recreation and Culture Commission (PARC) meeting, the Commission unanimously (5-0) supported the preferred dog park design that includes a separate fenced area for small dogs. Commission comments included the following.

Comments that had general commission agreement:

- Surrounding landscape should not be poisonous or attract bees.
- Irrigation access for surface cleaning and cooling should be readily accessible.
- Decorative fence between main area and small dog area is desired.
- Water-feature (dog wash) at the entrance is not recommended.
- Attractive and large entrance area to prep dog before entering the park. – Good
- Good overall dog park design.

Other comments:

- Smaller entry area
- High fence and possible extended screening (20 feet) on soccer side
- Good to have multiple surfaces
- Can solar be incorporated?
- Recommended seating locations and options are good
- ADA access considerations – Good
- No live oaks due to leaf issues in dog paws
- Concerns about the parking plan affecting orchard

- Brick walkway could be used as fundraising opportunity
- Main area looks like good open space to run
- Water feature is good
- Hope shade structures will have soft appearance
- Good parking solution
- Artificial turf a concern

The next step in this process, if directed by Council, would be to request proposal for construction documents and architectural project management. Based on the estimated cost of contract documents and construction, there appears to currently be adequate approved Park In-Lieu funding for this project. The schedule for the creation of construction documents and construction would need to be coordinated with any parking modifications.

ATTACHMENTS

None



City Council Agenda Report

Meeting Date: July 9, 2024
Prepared By: Jon Maginot
Approved By: Gabriel Engeland

Subject: Transition from At-Large to District Elections Calendar

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Approve the calendar for the transition to district elections

FISCAL IMPACT

There will be costs associated with the process to transition from at-large to district elections, however, there is no fiscal impact to the recommended action

ENVIRONMENTAL REVIEW

Not applicable

PREVIOUS COUNCIL CONSIDERATION

On May 28, 2024, the City Council adopted a Resolution indicating intent to transition to district elections. On June 11, 2024, the City Council held its first of five required public meetings.

DISCUSSION/ANALYSIS

On April 18, 2024, the City received a Notice of Violation of the California Voting Rights Act (CVRA) alleging that the City’s at large election system is characterized by racially polarized voting. The City Council adopted a resolution on May 28, 2024 declaring its intention to transition to district elections.

The City must transition to district elections by October 31, 2024. State law requires the City to hold at least five public meetings before adopting a map of districts. The first two meetings are for the purpose of receiving input on communities of interest within the City and must be held prior to any maps being drawn. The City held the first of these meetings on June 11, 2024. The second meeting will be held on July 13, 2024 at 10:00 a.m. at Grant Park.

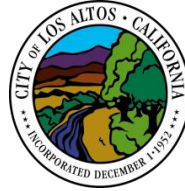
To facilitate the transition from at-large to district elections, staff recommends the following calendar for the process:

- Districting Meeting #1 – June 11, 2024 (Completed)
- Districting Meeting #2 – July 13, 2024 10:00 a.m. Grant Park
- Development of draft maps
- Districting Meeting #3 (presentation of draft maps) – August 27, 2024
- Community outreach and feedback on draft maps
- Districting Meeting #4 (presentation of results of community outreach) – September 24, 2024
- Revision of maps as needed
- Districting Meeting #5 (adoption of final map) – October 8, 2024

As part of the outreach process, the City will notice each meeting in multiple ways including ads in the local newspaper, social media posts, flyers within the community, etc. During the community outreach and feedback on the draft maps portion of the process, staff will conduct an extensive outreach campaign including meetings with community groups, tables at the Farmers Market, events at the Senior Center and Grant Park Senior Program, a mailing to the entire community, etc.

Staff recommends Council approve the calendar for the transition to district elections.

ATTACHMENTS: None



City of Los Altos 2024 Tentative Council Agenda Calendar
AUGUST 27, 2024

CONSENT:

- Contract Award for Hetch Hetchy ADA Improvements (Public Works)
- Adopt the Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) (Police Department)

PUBLIC HEARING:

- Introduction of Ordinance to Chapter 3.60 of the Los Altos Municipal Code (Development Services)

DISCUSSION:

- Introduction of Ordinances to Chapter 3.48 and 3.49 of the Los Altos Municipal Code (Development Services)
- Discussion on a Special Events Policy (City Manager's Office)
- Receive an update on CHAC (City Manager's Office)

SEPTEMBER 10, 2024

CONSENT:

- Accept the On-Call Spot Repair and CCTV Inspection Services for FY23/24 (Public Works)

PUBLIC HEARING:

- Adopt the IS/MND (Initial Study/Mit. Neg. Dec.) for the Adobe Creek Sewer Main Replacement Project (Pub. Works)

Remaining 2024 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	IN-PROGRESS
Program 6.G: Housing mobility	Allow more than one JADU (at least two per site)		with ADU Ordinance Update	IN-PROGRESS
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		COMPLETED
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	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	IN-PROGRESS
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	IN-PROGRESS
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		DEVELOPING RFI/RFP
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	ONGOING
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	COMPLETED
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	COMPLETED

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	COMPLETED
Program 4.D: Allow transitional and supportive housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.E: Allow employee/farmworker housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.F: Reasonably accommodate disabled persons' housing needs.			December 31, 2023	COMPLETED
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	COMPLETED
Program 1.G: Rezone housing sites from previous Housing Elements.			January 31, 2024	COMPLETED
Program 3.G: Amend Conditional Use Permits findings applicable to housing developments.			March 31, 2024	COMPLETED
Program 3.I: Allow residential care facilities consistent with State law.			January 31, 2024	COMPLETED
Program 3.J: Explicitly allow manufactured homes consistent with State law.			January 31, 2024	COMPLETED
Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.			September 31, 2024	COMPLETED
Program 1.B: Facilitate higher density housing in the Commercial Thoroughfare (CT) District.			January 31, 2024	COMPLETED

Program 1.C: Allow housing in the Office Administrative (OA) District.			January 31, 2024	COMPLETED
Program 1.E: Update the Loyola Corners Specific Plan.			January 31, 2024	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Adopt-Permit Ready ADU Plans		December 31, 2024	IN-PROGRESS
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Downtown Parking Plan		December 31, 2024	IN-PROGRESS
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Comprehensive Parking Ordinance Update		December 31, 2024	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Neighborhood (CN) District		December 31, 2024	COMPLETED
Program 3.C: Remove floor-to-area ratio (FAR) restriction at Rancho Shopping Center and Woodland Plaza.			December 31, 2024	COMPLETED
Program 3.M: Modify parking requirements for emergency shelters consistent with State law.			December 31, 2024	COMPLETED
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Commercial linkage fee.	December 31, 2025		IN-PROGRESS
Program 1.D: Allow housing on certain Public and Community Facilities District sites and facilitate housing on religious institution properties.			December 31, 2025	
Program 6.G: Housing mobility	Allow housing on all religious sites within the City		December 31, 2025	
Program 1.F: Rezone Village Court parcel.			January 31, 2024	COMPLETED
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	COMPLETED
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	ONGOING
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	